



Mackenzie County

REGULAR COUNCIL MEETING AGENDA

OCTOBER 10, 2017

10:00 A.M.

COUNCIL CHAMBERS
FORT VERMILION, AB

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**Tuesday, October 10, 2017
10:00 a.m.**

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

AGENDA

			Page
CALL TO ORDER:	1.	a) Call to Order	
AGENDA:	2.	a) Adoption of Agenda	3
ADOPTION OF PREVIOUS MINUTES:	3.	a) Minutes of the September 25, 2017 Regular Council Meeting	7
DELEGATIONS:	4.	a) S/Sgt. Bill Mooney, Fort Vermilion RCMP (11:30 a.m.)	19
		b) Cameron Cardinal – Speed Zone towards Fort Vermilion Airport (10:30 a.m.)	
		c)	
COUNCIL COMMITTEE REPORTS:	5.	a) Council Committee Reports (verbal)	
		b) Municipal Planning Commission Meeting Minutes	29
		c) Agricultural Service Board Meeting Minutes	35
		d)	
GENERAL REPORTS:	6.	a) CAO Report	41
TENDERS:	7.	a) None	
PUBLIC HEARINGS:	8.	a) None	

ADMINISTRATION:	9.	a)	Growing the North Conference Sponsorship	57
		b)	Northwest Health Foundation – Festival of Trees Sponsorship	61
		c)	Caribou Update (to be presented at the meeting)	
		d)		
		e)		
AGRICULTURE SERVICES:	10.	a)		
		b)		
COMMUNITY SERVICES:	11.	a)	Waste Transfer Station Hauling Contract – L & P Disposal Contract Extension Request	69
		b)		
FINANCE:	12.	a)	Tax Recovery Public Auction	75
		b)	Financial Reports – January 1 – September 20, 2017	79
		c)		
OPERATIONS:	13.	a)		
		b)		
PLANNING & DEVELOPMENT:	14.	a)	Bylaw 1030-16 Road Closure Fort Vermilion Bridge Campground (<i>information to be provided at the meeting</i>)	
		b)	Bylaw 1031-16 Road Closure Fort Vermilion Bridge Campground (<i>information to be provided at the meeting</i>)	
		c)	Bylaw 1032-16 Road Closure Fort Vermilion Bridge Campground (<i>information to be provided at the meeting</i>)	

	d)	Bylaw 1033-16 Road Closure Fort Vermilion Bridge Campground (<i>information to be provided at the meeting</i>)	
	e)	Bylaw 1081-17 Land Use Bylaw Amendment to Rezone Part of NE 3-106-15-W5M from Hamlet Country Residential "H-CR" to La Crete Highway Commercial "LC-HC" (La Crete)	85
	f)	Bylaw 1082-17 Land Use Bylaw Amendment to Rezone Plan 942 2328, Block 1, Lot 1 from Agricultural District "A" to Rural Country Residential 1 "RCR1" (La Crete Rural)	99
	g)	Development Statistics Report – January to September 2017	111
	h)	Northwest Species At Risk Committee – Terms of Reference	117
	i)		
	j)		
UTILITIES:	15.	a) La Crete – Well Number 4 Project	125
		b)	
		c)	
INFORMATION / CORRESPONDENCE:	16.	a) Information/Correspondence	127
IN CAMERA SESSION:	17.	a) Legal	
		b) Labour	
		c) Land	
NOTICE OF MOTION:	18.	a)	

**NEXT MEETING
DATES:**

19. a) Organizational Council Meeting
October 23, 2017
10:00 a.m.
Fort Vermilion Council Chambers
- b) Regular Council Meeting
October 24, 2017
10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT:

20. a) Adjournment



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	October 10, 2017
Presented By:	Carol Gabriel, Director of Legislative & Support Services
Title:	Minutes of the September 25, 2017 Regular Council Meeting

BACKGROUND / PROPOSAL:

Minutes of the September 25, 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 September 25, 2017 Regular Council Meeting be adopted as presented.

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

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**Monday, September 25, 2017
10:00 a.m.**

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

PRESENT:

Bill Neufeld	Reeve
Lisa Wardley	Deputy Reeve
Jacque Bateman	Councillor
Peter F. Braun	Councillor
Elmer Derksen	Councillor
John W. Driedger	Councillor (arrived at 10:09 a.m.)
Eric Jorgensen	Councillor (arrived at 10:09 a.m.)
Josh Knelsen	Councillor
Walter Sarapuk	Councillor
Ray Toews	Councillor

REGRETS:

ADMINISTRATION:

Len Racher	Chief Administrative Officer
Fred Wiebe	Director of Utilities
Byron Peters	Director of Planning and Development
Dave Fehr	Director of Operations
Doug Munn	Director of Community Services
Carol Gabriel	Director of Legislative & Support Services/Recording Secretary
Don Roberts	Zama Site Manager
Grant Smith	Agricultural Fieldman
Jessica A. Simpson	Executive Assistant to the CAO

ALSO PRESENT: Members of the public and the media

Minutes of the Regular Council Meeting for Mackenzie County held on September 25, 2017 in the Fort Vermilion Council Chambers.

CALL TO ORDER: 1. a) Call to Order

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

AGENDA: 2. a) Adoption of Agenda

MOTION 17-09-635 MOVED by Councillor Braun

That the agenda be approved with the following additions:

- 9. f) Agricultural Societies Funding
- 9. g) Letter to Alberta Health Services – Medevac Services in Fort Vermilion

CARRIED

**ADOPTION OF
PREVIOUS MINUTES:**

3. a) Minutes of the September 12, 2017 Regular Council Meeting

MOTION 17-09-636

MOVED by Councillor Toews

That the minutes of the September 12, 2017 Regular Council Meeting be adopted as presented.

CARRIED

**COUNCIL
COMMITTEE
REPORTS:**

5. a) Council Committee Reports

MOTION 17-09-637

MOVED by Councillor Sarapuk

That the Council committee reports be received for information.

CARRIED

5. b) Municipal Planning Commission Meeting Minutes

MOTION 17-09-638

MOVED by Deputy Reeve Wardley

That the Municipal Planning Commission meeting minutes of September 6, 2017 be received for information.

CARRIED

5. c) Finance Committee Meeting Minutes

MOTION 17-09-639

MOVED by Councillor Braun

That the unapproved Finance Committee meeting minutes of September 14, 2017 be received for information.

CARRIED

5. d) Agricultural Service Board Meeting Minutes

Councillor Jorgensen and Councillor Driedger arrived at 10:09 a.m.

MOTION 17-09-640 **MOVED** by Councillor Jorgensen

That the minutes of the July 31, 2017 & September 05, 2017 Agricultural Service Board Meetings be received for information.

CARRIED

5. e) Ag Fair Committee Meeting Minutes

MOTION 17-09-641 **MOVED** by Deputy Reeve Wardley

That the minutes of the July 20, 2017 Ag Fair Committee Meeting be received for information.

CARRIED

5. f) Public Works Committee Meeting Minutes

MOTION 17-09-642 **MOVED** by Councillor Driedger

That the Public Works Committee unapproved minutes of September 20, 2017 be received for information.

CARRIED

GENERAL REPORTS: **6. a) None**

TENDERS: **7. a) None**

PUBLIC HEARINGS: **8. a) None**

ADMINISTRATION: **9. a) Fox Lake Access Road – Release of Grant Funding**

MOTION 17-09-643 **MOVED** by Councillor Bateman

That the \$2,000,000.00 Mackenzie County receives from the Province for the Fox Lake Access Road Project be released to Little Red River.

CARRIED

ADMINISTRATION: **9. b) Fox Lake Access Road Grand Opening**

MOTION 17-09-644 **MOVED** by Deputy Reeve Wardley

That eligible Councillors and the Chief Administrative Officer be authorized to attend the Grand Opening of the Fox Lake Access Road on October 11, 2017.

CARRIED

ADMINISTRATION: **9. c) Northwest Health Foundation – Annual Festival of Trees**

MOTION 17-09-645 **MOVED** by Councillor Bateman
REQUIRES 2/3

That the 2017 Northwest Health Foundation Festival of Trees sponsorship be received for information as the annual Mackenzie Regional Charity Golf tournament provides a donation to the Foundation.

CARRIED

ADMINISTRATION: **9. d) Airport Privatization**

MOTION 17-09-646 **MOVED** by Councillor Toews

That a letter be sent to our Members of Parliament expressing our objection to the privatization of national airports.

CARRIED

ADMINISTRATION: **9. e) Caribou Update**

MOTION 17-09-647 **MOVED** by Councillor Bateman

That the caribou update be received for information.

CARRIED

ADMINISTRATION: **9. f) Agricultural Societies Funding (ADDITION)**

MOTION 17-09-648 **MOVED** by Councillor Bateman

That a letter be sent to the Minister of Agriculture regarding the decrease in funding to agricultural societies.

CARRIED

ADMINISTRATION: 9. g) Letter to Alberta Health Services – Medevac Services in Fort Vermilion (ADDITION)

MOTION 17-09-649
REQUIRES UNANIMOUS

MOVED by Councillor Toews

That a letter be sent to Alberta Health Services regarding medevac services in Fort Vermilion.

CARRIED

Reeve Neufeld recessed the meeting at 10:48 a.m. and reconvened the meeting at 10:59 a.m.

DELEGATIONS: 4. a) Mackenzie Ski Hill Society

Presentation by Byron Peters, Secretary/Treasurer and Abe Martens, Vice-Chair, Mackenzie Ski Hill Society.

MOTION 17-09-650

MOVED by Councillor Bateman

That administration work with the Mackenzie Ski Hill Society to obtain a Registered Road Disposition (RRD) disposition for the road, and that the County commits to an endeavor to assist, as per current policy, to cover a portion of road construction costs to the proposed ski hill in the Buffalo Head Hills.

CARRIED UNANIMOUSLY

AGRICULTURE SERVICES:

10. a) Wolf Depredation Management Program (Wolf Bounty)

MOTION 17-09-651

MOVED by Councillor Bateman

That the Wolf Depredation Management Program be received for information and that the Agricultural Service Board begin tracking locations of wolf kills as per Policy.

CARRIED

AGRICULTURE SERVICES:

10. b) 2018 Agricultural Fair & Tradeshow Dates

MOTION 17-09-652

MOVED by Deputy Reeve Wardley

That the selected dates of August 10 & 11, 2018 for the 6th Annual Agricultural Fair & Tradeshow be approved.

CARRIED

**COMMUNITY
SERVICES:**

**11. a) Fort Vermilion Airport Terminal Building –
Expressions of Interest**

MOTION 17-09-653

MOVED by Councillor Bateman

That administration negotiate an agreement with the Fort Vermilion Board of Trade for the transfer of the Fort Vermilion Airport Terminal Building.

CARRIED

**COMMUNITY
SERVICES:**

11. b) Fort Vermilion Community Complex Boiler Repair

MOTION 17-09-654
REQUIRES 2/3

MOVED by Councillor Toews

That the budget be amended to include the cost of repairs of the Fort Vermilion Community Complex Heating System in the amount of \$3,250 with funding coming from the Fort Vermilion Ball Diamond Capital Project Fund.

CARRIED

**COMMUNITY
SERVICES:**

**11. c) La Crete Recreation Board – Hot Water Heater
Replacement**

MOTION 17-09-655
REQUIRES 2/3

MOVED by Councillor Braun

That the budget be amended to include the cost of repairs of the hot water heater at the La Crete Recreation Complex in the amount of \$5,560 with funding coming from the Recreation Emergent Funding Reserve.

CARRIED

**COMMUNITY
SERVICES:**

11. d) Tri-Council Joint Waste Proposal

Councillor Bateman declared herself in conflict and left her seat at the Council table.

MOTION 17-09-656

MOVED by Deputy Reeve Wardley

That Mackenzie County not participate in a Tri-Council waste hauling initiative.

CARRIED

Councillor Bateman resumed her seat at the Council table.

**COMMUNITY
SERVICES:**

11. e) Request to Waive Vehicle Fire Invoice # 21868

MOTION 17-09-657

MOVED by Councillor Bateman

That the request to waive charges on Fire Invoice # 21868 be denied.

CARRIED

**COMMUNITY
SERVICES:**

11. f) D.A. Thomas Park Retaining Wall Project

MOTION 17-09-658

MOVED by Councillor Toews

That the D.A. Thomas Park Retaining Wall Project update be received for information.

CARRIED

FINANCE:

12. a) Policy FIN010 – Financial Reports

MOTION 17-09-659

MOVED by Councillor Braun

That Policy FIN010 Financial Reports be amended as presented.

CARRIED

FINANCE:

12. b) Policy FIN013 – Community Organization Funding

MOTION 17-09-660

MOVED by Deputy Reeve Wardley

That administration bring back Policy FIN013 - Community Organization funding with amendments to include the process for flow through grant funding and issuing of charitable receipts.

CARRIED

MOTION 17-09-661

MOVED by Councillor Driedger

That a letter of support be provided to the La Crete Community

Equine Centre identifying Mackenzie County as the partnering body to receive grant funding from the Farm Credit Canada AgriSpirit Fund on their behalf.

CARRIED

FINANCE:

12. c) Policy FIN027 – Investment Policy

MOTION 17-09-662

MOVED by Councillor Braun

That Policy FIN027 Investment Policy be amended as presented.

CARRIED

FINANCE:

12. d) Financial Reports – January 1 – September 20, 2017

MOTION 17-09-663

MOVED by Councillor Bateman

That the financial reports include a report that differentiates the restricted and unrestricted funds.

CARRIED

MOTION 17-09-664

MOVED by Councillor Bateman

That the financial reports for the period of January 1 – September 20, 2017 be TABLED to the next meeting.

CARRIED

OPERATIONS:

13. a) None

**PLANNING &
DEVELOPMENT:**

14. a) Bylaw 1073-17 Partial Road Closure Adjacent to NW 11-104-17-W5M and Purchase of County Owned Land (Bluehills Rural)

MOTION 17-09-665

MOVED by Councillor Bateman

That second 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.

CARRIED

MOTION 17-09-666

MOVED by Councillor Knelsen

That third 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.

CARRIED

**PLANNING &
DEVELOPMENT:**

14. b) Bylaw 1080-17 Road Closure to Close a Portion of Lane Between Lots 1 & 2 , Block 33, Plan 052 2329 (La Crete)

MOTION 17-09-667

MOVED by Councillor Bateman

That first reading be given to Bylaw 1080-17 being a Road Closure Bylaw to close a portion of lane between Lots 1 & 2 , Block 33, Plan 052 2329 for the purpose of consolidation, subject to public hearing input.

CARRIED

MOTION 17-09-668

MOVED by Councillor Bateman

That administration look into Alberta Transportation's inquiry regarding the intersection on Range Road 172.

CARRIED

DELEGATIONS:

4. b) Request for Funding – Carson Flett

MOTION 17-09-669
REQUIRES 2/3

MOVED by Councillor Toews

That the request for funding for Carson Flett in the amount of \$895 for the Forum for Young Canadians be approved with funding coming from the Grants to Other Organizations.

DEFEATED

Reeve Neufeld recessed the meeting at 12:13 p.m. and reconvened the meeting at 12:55 p.m.

**PLANNING &
DEVELOPMENT:**

14. c) Alberta Community Partnership Grant Approval for the Cumulative Effects Assessment for Northwest Alberta

MOTION 17-09-670
REQUIRES 2/3

MOVED by Councillor Bateman

That \$70,000 of previously allocated funds from the caribou project and the \$200,000 of grant funding be transferred to the

Cumulative Effects Assessment study project.

CARRIED

UTILITIES: 15. a) None

**INFORMATION/
CORRESPONDENCE:** 16. a) Information/Correspondence

MOTION 17-09-671 **MOVED** by Councillor Knelsen

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

CARRIED

**IN-CAMERA
SESSION:** 17. None

NOTICE OF MOTION: 18. a) None

**NEXT MEETING
DATES:** 19. a) **Regular Council Meeting**
October 10, 2017
10:00 a.m.
Fort Vermilion Council Chambers

Organizational Council Meeting
October 23, 2017
10:00 a.m.
Fort Vermilion Council Chambers

Regular Council Meeting
October 24, 2017
10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT: 20. a) Adjournment

MOTION 17-09-672 **MOVED** by Councillor Jorgensen

That the council meeting be adjourned at 1:17 p.m.

CARRIED

These minutes will be presented to Council for approval on October 10, 2017.

Bill Neufeld
Reeve

Len Racher
Chief Administrative Officer

UNAPPROVED



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	October 10, 2017
Presented By:	Len Racher, Chief Administrative Officer
Title:	DELEGATION S/Sgt. Bill Mooney, Fort Vermilion RCMP

BACKGROUND / PROPOSAL:

Attached is the crime statistics report from January to September 2017.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

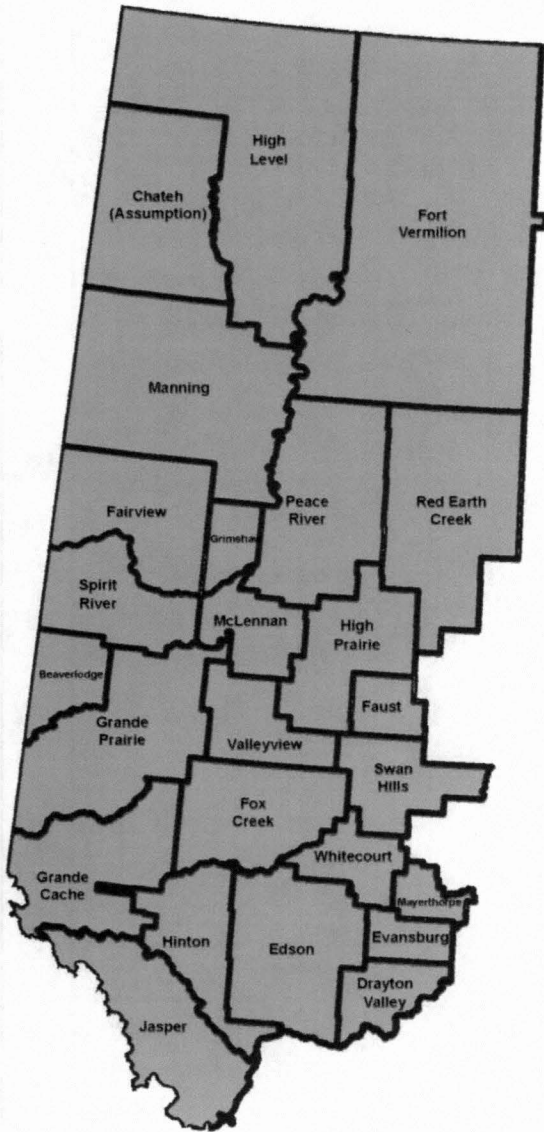
COMMUNICATION:

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the RCMP crime statistics report be received for information.

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



Western Alberta District

Mackenzie County
January – September
Crime Statistics
2014 - 2017

October 5, 2017

Prepared for: Mackenzie County

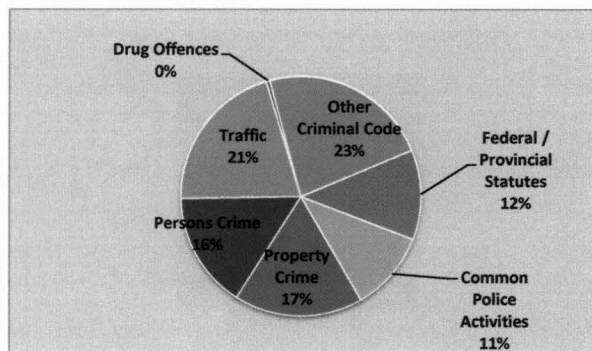


Fort Vermilion Detachment
Crime Data - January - September 2017

CATEGORY	Reported	Actual	ClrChg	ClrOth	Total Clr	% Clr
Homicides & Offences Related to Death	5	5	4	0	4	80.0%
Robbery	0	0	0	0	0	0.0%
Sexual Assaults	18	15	11	1	12	80.0%
Other Sexual Offences	3	2	2	0	2	100.0%
Assault	354	329	167	90	257	78.1%
Kidnapping/Hostage/Abduction	4	3	3	0	3	100.0%
Extortion	0	0	0	0	0	0.0%
Criminal Harassment	23	14	2	11	13	92.9%
Uttering Threats	62	49	30	14	44	89.8%
Other Persons	2	1	1	0	1	100.0%
TOTAL PERSONS	471	418	220	116	336	80.4%
Break & Enter	38	30	9	5	14	46.7%
Theft of Motor Vehicle	27	21	0	6	6	28.6%
Theft Over \$5,000	2	2	0	0	0	0.0%
Theft Under \$5,000	68	59	13	15	28	47.5%
Possn Stn Goods	12	12	11	0	11	91.7%
Fraud	21	19	4	2	6	31.6%
Arson	31	30	10	1	11	36.7%
Mischief To Property	307	290	52	114	166	57.2%
TOTAL PROPERTY	506	463	99	143	242	52.3%
Offensive Weapons	44	42	36	5	41	97.6%
Public Order	0	0	0	0	0	0.0%
Disturbing the Peace	104	99	12	53	65	65.7%
OTHER CRIMINAL CODE	480	468	385	25	410	87.6%
TOTAL OTHER CRIMINAL CODE	628	609	433	83	516	84.7%
TOTAL CRIMINAL CODE	1,605	1,490	752	342	1,094	73.4%
Drug Enforcement - Production	1	1	1	0	1	100.0%
Drug Enforcement - Possession	10	9	2	5	7	77.8%
Drug Enforcement - Trafficking	3	3	2	0	2	66.7%
Drug Enforcement - Other	0	0	0	0	0	0.0%
Total Drugs	14	13	5	5	10	76.9%
Federal - General	28	28	27	0	27	96.4%
TOTAL FEDERAL	42	41	32	5	37	90.2%
Liquor Act	98	98	40	33	73	74.5%
Other Provincial Stats	102	101	12	9	21	20.8%
Total Provincial Stats	200	199	52	42	94	47.2%
Municipal By-laws Traffic	1	1	0	0	0	0.0%
Municipal By-laws	15	15	0	3	3	20.0%
Total Municipal	16	16	0	3	3	18.8%
Fatals	0	0	0	0	0	0.0%
Injury MVAS	19	19	10	2	12	63.2%
Property Damage MVAS (Reportable)	90	90	7	9	16	17.8%
Property Damage MVAS (Non Reportable)	6	6	0	1	1	16.7%
TOTAL MVAS	115	115	17	12	29	25.2%
Provincial Traffic	253	253	154	15	169	66.8%
Other Traffic	20	20	19	0	19	95.0%
Criminal Code Traffic	166	160	53	7	60	37.5%
Common Police Activities						
False Alarms	97	Suspicious Person/Vehicle		28		
False/Abandoned 911 Call	108	VSU Accepted		65		
Persons Reported Missing	26	VSU Declined		545		
Request to Locate	18	VSU Offered - Not Available		1		
Abandoned Vehicles	12	VSU Proactive Referral		87		

Fort Vermilion Detachment Crime Data - January - September 2017

Property Crime	Break & Enter	30	Federal / Provincial Statutes	Liquor Act	98
	Theft of Motor Vehicle	21		Mental Health Act	73
	Theft Over \$5,000	2		Coroner's Act - Sudden Death	11
	Theft Under \$5,000	59		Child Welfare Act	0
	Possn Stn Goods	12		Other Provincial Statute	101
	Fraud	19		Other Federal Statute	41
	Arson	30		Total	324
	Mischief To Property	290			
Total	463				
Persons Crime	Assault	329	Common Police Activities	False Alarms	97
	Robbery/Extortion/Harassment/Threats	64		False/Abandoned 911 Call	108
	Sexual Offences	17		Abandoned Vehicles	12
	Kidnapping/Hostage/Abduction	3		Persons Reported Missing	26
	Homicides & Offences Related to Death	5		Request to Locate	18
				Suspicious Person/Vehicle/Property	28
Total	418	Total	289		
Traffic	Motor Vehicle Collisions	115			
	Impaired Related Offences	125			
	Provincial Traffic Offences	253			
	Other Traffic Related Offences	55			
	Total	548			
Drug Offences	Drug Enforcement - Production	1			
	Drug Enforcement - Possession	9			
	Drug Enforcement - Trafficking	3			
	Drug Enforcement - Other	0			
	Total	13			
Other Criminal Code Offence	Breach of Peace	41			
	Disturbing the Peace	99			
	Fail to Comply	324			
	Offensive Weapons	42			
	Public Order	0			
	Other Offence	103			
	Total	609			

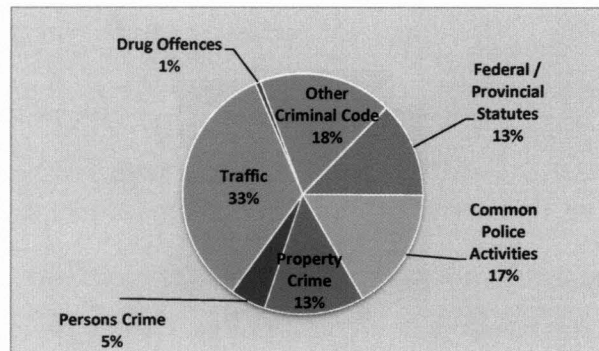


**Mackenzie County - Fort Vermilion Detachment
Crime Data - January - September 2017**

CATEGORY	Reported	Actual	ClrChg	ClrOth	Total Clr	% Clr
Homicides & Offences Related to Death	0	0	0	0	0	0.0%
Robbery	0	0	0	0	0	0.0%
Sexual Assaults	4	4	2	0	2	50.0%
Other Sexual Offences	0	0	0	0	0	0.0%
Assault	36	30	14	10	24	80.0%
Kidnapping/Hostage/Abduction	0	0	0	0	0	0.0%
Extortion	0	0	0	0	0	0.0%
Criminal Harassment	8	3	0	5	5	166.7%
Uttering Threats	13	10	4	5	9	90.0%
Other Persons	1	0	0	0	0	0.0%
TOTAL PERSONS	62	47	20	20	40	85.1%
Break & Enter	10	6	0	0	0	0.0%
Theft of Motor Vehicle	11	9	0	0	0	0.0%
Theft Over \$5,000	2	2	0	0	0	0.0%
Theft Under \$5,000	36	32	4	7	11	34.4%
Possn Stn Goods	12	12	11	0	11	91.7%
Fraud	15	15	0	2	2	13.3%
Arson	1	1	0	0	0	0.0%
Mischief To Property	56	54	13	23	36	66.7%
TOTAL PROPERTY	143	131	28	32	60	45.8%
Offensive Weapons	16	16	16	0	16	100.0%
Public Order	0	0	0	0	0	0.0%
Disturbing the Peace	41	39	9	26	35	89.7%
OTHER CRIMINAL CODE	126	120	115	3	118	98.3%
TOTAL OTHER CRIMINAL CODE	183	175	140	29	169	96.6%
TOTAL CRIMINAL CODE	388	353	188	81	269	76.2%
Drug Enforcement - Production	1	1	1	0	1	100.0%
Drug Enforcement - Possession	6	5	1	2	3	60.0%
Drug Enforcement - Trafficking	1	1	1	0	1	100.0%
Drug Enforcement - Other	0	0	0	0	0	0.0%
Total Drugs	8	7	3	2	5	71.4%
Federal - General	6	6	6	0	6	100.0%
TOTAL FEDERAL	14	13	9	2	11	84.6%
Liquor Act	32	32	28	3	31	96.9%
Other Provincial Stats	46	46	10	4	14	30.4%
Total Provincial Stats	78	78	38	7	45	57.7%
Municipal By-laws Traffic	1	1	0	0	0	0.0%
Municipal By-laws	15	15	0	3	3	20.0%
Total Municipal	16	16	0	3	3	18.8%
Fatals	0	0	0	0	0	0.0%
Injury MVAS	13	13	6	2	8	61.5%
Property Damage MVAS (Reportable)	77	77	6	8	14	18.2%
Property Damage MVAS (Non Reportable)	4	4	0	0	0	0.0%
TOTAL MVAS	94	94	12	10	22	23.4%
Provincial Traffic	183	183	109	12	121	66.1%
Other Traffic	8	8	8	0	8	100.0%
Criminal Code Traffic	46	41	14	0	14	34.1%
Common Police Activities						
False Alarms	71	Suspicious Person/Vehicle		14		
False/Abandoned 911 Call	51	VSU Accepted		17		
Persons Reported Missing	9	VSU Declined		97		
Request to Locate	8	VSU Offered - Not Available		0		
Abandoned Vehicles	8	VSU Proactive Referral		24		

Mackenzie County - Fort Vermilion Detachment Crime Data - January - September 2017

Property Crime	Break & Enter	6	Federal / Provincial Statutes	Liquor Act	32
	Theft of Motor Vehicle	9		Mental Health Act	29
	Theft Over \$5,000	2		Coroner's Act - Sudden Death	5
	Theft Under \$5,000	32		Child Welfare Act	0
	Possn Stn Goods	12		Other Provincial Statute	46
	Fraud	15		Other Federal Statute	13
	Arson	1		Total	125
	Mischief To Property	54			
Total	131				
Persons Crime	Assault	30	Common Police Activities	False Alarms	71
	Robbery/Extortion/Harassment/Threats	13		False/Abandoned 911 Call	51
	Sexual Offences	4		Abandoned Vehicles	8
	Kidnapping/Hostage/Abduction	0		Persons Reported Missing	9
	Homicides & Offences Related to Death	0		Request to Locate	8
				Suspicious Person/Vehicle/Property	14
Total	47	Total	161		
Traffic	Motor Vehicle Collisions	94			
	Impaired Related Offences	29			
	Provincial Traffic Offences	183			
	Other Traffic Related Offences	20			
	Total	326			
Drug Offences	Drug Enforcement - Production	1			
	Drug Enforcement - Possession	5			
	Drug Enforcement - Trafficking	1			
	Drug Enforcement - Other	0			
	Total	7			
Other Criminal Code Offence	Breach of Peace	4			
	Disturbing the Peace	39			
	Fail to Comply	82			
	Offensive Weapons	16			
	Public Order	0			
	Other Offence	34			
	Total	175			





Mackenzie County - All Detachments
 Crime Statistics
 January - September, 2014 - 2017

October-05-17

CATEGORY	Trend	2014	2015	2016	2017
Homicides & Offences Related to Death		0	2	1	0
Robbery		2	0	0	1
Sexual Assaults		8	15	9	4
Other Sexual Offences		1	8	3	0
Assault		97	51	42	46
Kidnapping/Hostage/Abduction		4	0	1	1
Extortion		0	0	0	0
Criminal Harassment		6	8	7	4
Uttering Threats		17	16	20	13
Other Persons		0	0	0	0
TOTAL PERSONS		135	100	83	69
Break & Enter		28	33	23	16
Theft of Motor Vehicle		16	26	11	14
Theft Over \$5,000		9	1	2	2
Theft Under \$5,000		33	30	28	38
Possn Stn Goods		7	7	6	17
Fraud		15	19	13	16
Arson		3	4	3	2
Mischief To Property		78	88	79	61
TOTAL PROPERTY		189	208	165	166
Offensive Weapons		22	20	21	21
Public Order		0	0	0	0
Disturbing the peace		46	56	57	44
OTHER CRIMINAL CODE		119	146	142	133
TOTAL OTHER CRIMINAL CODE		187	222	220	198
TOTAL CRIMINAL CODE		511	530	468	433



**Mackenzie County - All Detachments
Crime Statistics
January - September, 2014 - 2017**

CATEGORY	Trend	2014	2015	2016	2017
Drug Enforcement - Production		0	2	0	1
Drug Enforcement - Possession		16	17	10	6
Drug Enforcement - Trafficking		8	13	6	1
Drug Enforcement - Other		0	0	0	0
Total Drugs		24	32	16	8
Federal - General		13	22	7	7
TOTAL FEDERAL		37	54	23	15
Liquor Act		N/A	87	117	72
Other Provincial Stats		N/A	59	81	49
Total Provincial Stats		N/A	146	198	121
Municipal By-laws Traffic		N/A	4	0	1
Municipal By-laws		N/A	13	13	16
Total Municipal		N/A	17	13	17
Fatals		2	2	2	2
Injury MVC		24	14	27	17
Property Damage MVC (Reportable)		N/A	168	166	126
Property Damage MVC (Non Reportable)		N/A	19	15	12
TOTAL MVC		N/A	203	210	157
Provincial Traffic		N/A	796	652	398
Other Traffic		N/A	19	10	10
Criminal Code Traffic		128	117	110	74
Common Police Activities					
False Alarms		N/A	62	110	78
False/Abandoned 911 Call and 911 Act		N/A	128	104	92
Suspicious Person/Vehicle/Property		N/A	21	14	22
Persons Reported Missing		N/A	4	12	9



Mackenzie County - Fort Vermilion Detachment
 Crime Statistics
 January - September, 2014 - 2017

October-05-17

CATEGORY	Trend	2014	2015	2016	2017
Homicides & Offences Related to Death		0	2	1	0
Robbery		1	0	0	0
Sexual Assaults		7	13	9	4
Other Sexual Offences		1	8	3	0
Assault		83	42	33	30
Kidnapping/Hostage/Abduction		4	0	1	0
Extortion		0	0	0	0
Criminal Harassment		3	7	7	3
Uttering Threats		11	6	18	10
Other Persons		0	0	0	0
TOTAL PERSONS		110	78	72	47
Break & Enter		16	26	19	6
Theft of Motor Vehicle		6	15	0	9
Theft Over \$5,000		4	1	2	2
Theft Under \$5,000		25	20	17	32
Possn Stn Goods		5	2	1	12
Fraud		11	17	11	15
Arson		2	4	1	1
Mischief To Property		61	64	72	54
TOTAL PROPERTY		130	149	123	131
Offensive Weapons		20	18	10	16
Public Order		0	0	0	0
Disturbing the peace		42	51	50	39
OTHER CRIMINAL CODE		110	137	123	120
TOTAL OTHER CRIMINAL CODE		172	206	183	175
TOTAL CRIMINAL CODE		412	433	378	353



**Mackenzie County - Fort Vermilion Detachment
Crime Statistics
January - September, 2014 - 2017**

CATEGORY	Trend	2014	2015	2016	2017
Drug Enforcement - Production		0	2	0	1
Drug Enforcement - Possession		14	9	7	5
Drug Enforcement - Trafficking		6	10	4	1
Drug Enforcement - Other		0	0	0	0
Total Drugs		20	21	11	7
Federal - General		10	21	7	6
TOTAL FEDERAL		30	42	18	13
Liquor Act		38	47	57	32
Other Provincial Stats		81	37	67	46
Total Provincial Stats		119	84	124	78
Municipal By-laws Traffic		8	4	0	1
Municipal By-laws		19	12	10	15
Total Municipal		27	16	10	16
Fatals		2	0	2	0
Injury MVC		18	10	16	13
Property Damage MVC (Reportable)		72	114	120	77
Property Damage MVC (Non Reportable)		6	4	5	4
TOTAL MVC		98	128	143	94
Provincial Traffic		651	558	439	183
Other Traffic		29	19	10	8
Criminal Code Traffic		87	67	57	41
Common Police Activities					
False Alarms		63	50	99	71
False/Abandoned 911 Call and 911 Act		99	77	60	51
Suspicious Person/Vehicle/Property		23	16	6	14
Persons Reported Missing		1	4	8	8



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	October 10, 2017
Presented By:	Byron Peters, Director of Planning & Development
Title:	Municipal Planning Commission Meeting Minutes

BACKGROUND / PROPOSAL:

The minutes of the September 21, 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 September 21, 2017 be received for information.

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

**MACKENZIE COUNTY
Municipal Planning Commission Meeting**

**Mackenzie County Office
Fort Vermilion, AB**

Thursday, September 21, 2017 @ 10:00 a.m.

PRESENT:	John W. Driedger	Chair, Councillor, MPC Member
	Jacquie Bateman	Councillor, MPC Member
	Beth Kappelar	MPC Member
REGRETS:	Erick Carter	Vice Chair, MPC Member
	Jack Eccles	MPC Member
ADMINISTRATION:	Byron Peters	Director of Planning and Development
	Liane Lambert	Planner
	Caitlin Smith	Planner
	Lynda Washkevich	Administrative Assistant/Recording Secretary

MOTION 1. **CALL TO ORDER**

John W. Driedger called the meeting to order at 10:05 a.m.

2. **ADOPTION OF AGENDA**

MPC-17-09-135 **MOVED** by Beth Kappelar

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

7. b) **Bylaw 10XX-17 Terry Peters
Rezoning from Agricultural "A" to
Rural Country Residential 1 "RCR1" (La Crete Rural)
Plan 942 2328, Block 1, Lot 1**

CARRIED

3. **MINUTES**

a) **Adoption of Minutes**

MPC-17-09-136 **MOVED** by Beth Kappelar

That the minutes of September 6, 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) None

6. SUBDIVISION

a) **31-SUB-16 Select Developments
Time Extension (La Crete Rural)
C of T NW 35-105-15-W5M and
Plan 132 2341, Block 01, Lot 07**

MPC-17-09-137 MOVED by Jacquie Bateman

That a Time Extension be GRANTED to subdivision application 31-SUB-16 in the name of Select Developments on *C of T* NW 35-105-15-W5M and Plan 132 2341, Block 01, Lot 07. The Time Extension shall expire on September 21, 2018.

CARRIED

**b) 21-SUB-17 Wilhelm Friesen
8.03 Acre Subdivision (Fort Vermilion Rural)
SW 15-108-13-W5M**

MPC-17-09-138 MOVED by Beth Kappelar

That Subdivision Application 21-SUB-17 in the name of George and Patsy Friesen on SW 15-108-13-W5M be APPROVED with the following conditions:

1. This approval is for a **TYPE B** subdivision, approximately 8.03 acres (3.24 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) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2015.
- d) **Provision of a storm water management plan. Contact Planning and Development staff at 780-928-3983 to discuss the requirements for your subdivision.**
- e) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.
- f) Provision of utility right-of-way as required by ATCO Electric, Telus and Northern Lights Gas and others.
- g) Provision of and negotiations for utility rights-of-way and/or easements as required by utility companies. The Developer shall be responsible for any line relocation or correction costs that occur as a result of this development. Responses from utilities companies are shown in Schedule "C" hereto attached.
- h) **Mackenzie County shall not be held liable for any concerns, issues or damages related to and/or resulting from the water tables and any other water problems as a result of any low land levels of the proposed development. It is the responsibility of the developer to ensure that adequate drainage and other precautions are taken to avoid water seepage into the dwellings/basement and/or flooding of the basement, and/or any ancillary buildings.**

CARRIED

7. MISCELLANEOUS ITEMS

- a) **Bylaw 10xx-17 Jacob Wolfe
Rezoning from Hamlet Country Residential "H-CR" to
La Crete Highway Commercial "LC-HC" (La Crete)
Part of NE 3-106-15-W5M**

MPC-17-09-139 **MOVED** by Jacquie Bateman

That the Municipal Planning Commission recommend to Council to approve Bylaw 10XX-17 being a Land Use Bylaw Amendment to rezone

Part of NE 3-106-15-W5M from Hamlet Country Residential "H-CR" to La Crete Highway Commercial "LC-HC" to accommodate commercial development, subject to public hearing input.

CARRIED

**b) Bylaw 10XX-17 Terry Peters (ADDITION)
Rezoning from Agricultural "A" to
Rural Country Residential 1 "RCR1" (La Crete Rural)
Plan 942 2328, Block 01, Lot 01**

MPC-17-09-140 MOVED by Jacquie Bateman

That the Municipal Planning Commission recommend to Council to refuse Bylaw 10XX-17 being a Land Use Bylaw Amendment to rezone Plan 942 2328, Block 1, Lot 1 from Agricultural District "A" to Rural Country Residential "RCR1" to create an additional lot out of an existing 7 acre subdivision.

CARRIED

8. IN CAMERA

None.

9. MEETING DATES

❖ Thursday, October 12, 2017 @ 10:00 a.m. in La Crete

10. ADJOURNMENT

MPC-17-09-141 MOVED by Jacquie Bateman

That the Municipal Planning Commission Meeting be adjourned at 10:34 a.m.

CARRIED

These minutes were adopted this 12st day of October, 2017.

John W. Driedger, Chair



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	October 10, 2017
Presented By:	Grant Smith, Agricultural Fieldman
Title:	Agricultural Service Board Meeting Minutes

BACKGROUND / PROPOSAL:

The minutes of the October 2, 2017 Agricultural Service Board meeting are attached.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

N/A

Author: _____ Reviewed by: _____ CAO: _____

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the Agricultural Service Board meeting minutes of October 2, 2017 be received for information.

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

**MACKENZIE COUNTY
AGRICULTURAL SERVICE BOARD MEETING**

**Monday, October 02, 2017
10:00 A.M.**

La Crete, AB

PRESENT:	Josh Knelsen	ASB Chair (arrived 10:30 A.M.)
	Bill Neufeld	Reeve
	Eric Jorgensen	Council Representative
	Terry Batt	Member at Large
	David Doerksen	Member at Large
	Ernie Dyck	Member at Large

REGRETS:

ALSO PRESENT:	Len Racher	Chief Administrative Officer
	Grant Smith	Agricultural Fieldman
	Colleen Sarapuk	Public Works Administrative Officer (Recording Secretary)

Minutes of the Mackenzie County Agricultural Service Board meeting held on Monday, October 2, 2017.

CALL TO ORDER: 1. a) Call to Order

Vice Chair Jorgensen called the meeting to order at 10:14 A.M.

AGENDA: 2. a) Adoption of Agenda

MOTION ASB 17-10-108 Moved by David Doerksen

That the agenda be adopted as presented.

CARRIED

PREVIOUS MINUTES 3.a) Minutes of the September 5, 2017 ASB Minutes

MOTION ASB 17-10-109 Moved by Bill Neufeld

That the minutes of the September 5, 2017 ASB meeting be approved as presented.

CARRIED

ACTION LIST

4.a) Action List

MOTION ASB 17-10-110

Moved by Bill Neufeld

That the \$10,000.00 spent on the Hydro Seeder construction be credited back to Engineering and Consulting budget (233) and be debited to Structural Repair and Maintenance (259) along with the remaining invoices up to a maximum of \$25,000.00.

CARRIED

MOTION ASB 17-10-111

Moved by Ernie Dyck

That the ASB accept the price quote from JD Welding for the Gated Culvert with a contingency of \$1,000.00.

CARRIED

MOTION ASB 17-10-112

Moved by David Doerksen

That administration contacts several Organic Certifying Bodies to investigate how they manage Noxious Weed concerns.

CARRIED

Vice Chair Jorgensen turn over Chair to Josh Knelsen at 10:30 A.M

6.a) ASB Grant & Agricultural Society Funding

MOTION ASB 17-10-113

Moved by Ernie Dyck

That the ASB Grant & Agricultural Society Funding be received for information.

CARRIED

6.b) Capital Project Update & Discussion

MOTION ASB 17-10-114

Moved by Ernie Dyck

That administration request a quote from JD Welding to build and install 2 gated culverts for the Rosenberger Flood Control Channel with a maximum of \$7,000.00 per culvert.

CARRIED

Meeting Recessed at 11:13 A.M.

Meeting Reconvened at 11:25 A.M.

6.c) Wolf Bounty

MOTION ASB 17-10-115 **Moved by** Terry Batt

That the sex and specific locations of the wolves harvested through the Wolf Depredation Management program be added to the Payment Authorization Form.

CARRIED

6.d) Clubroot of Canola Discussion

MOTION ASB 17-10-116 **Moved by** David Doerksen

That an article be put in the local paper regarding Clubroot in Canola.

CARRIED

6.e) 2017 ASB Regional Conference

MOTION ASB 17-10-117 **Moved by** Ernie Dyck

That the 2017 ASB Regional Conference be received for information.

CARRIED

6.f) Members at Large Positions

MOTION ASB 17-10-118 **Moved by** Eric Jorgensen

That the Members at Large Positions be received for information.

CARRIED

**SET NEXT MEETING
DATE**

8.a) Next Meeting Date

The next ASB meeting will be held at the call of the Chair.

ADJOURNMENT

9.a) Adjournment

MOTION ASB 17-10-119 **Moved by** Ernie Dyck

That the ASB meeting be adjourned at 11:53 A.M.

CARRIED

These minutes will be presented for approval at the next ASB Meeting.

Josh Knelsen, Chair

Grant Smith, Agricultural Fieldman



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	October 10, 2017
Presented By:	Len Racher, Chief Administrative Officer
Title:	CAO Report

BACKGROUND / PROPOSAL:

The CAO and Director reports for September 2017 are attached for information.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

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

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

REPORT TO CAO
September, 2017

From: Grant Smith
Agricultural Fieldman

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Roadside Spraying	2017	The County entered into a service agreement with Alberta Transportation for the 2017 spraying season. The contractor has been spot spraying Noxious weed patches along Hwy's 58, 88 & 697.
ASB Summer Tour	July 11-14, 2017	The ASB Summer Tour was hosted by Mountain View County and Red Deer County. Tours included Barr Ag Hay Plant, Agri Trend (Canola production), Reese Cattle Co, Beck Farms, Blue Grass Sod Nursery, Antler Valley Farms, Woodland Crest Farms, Brian Ellis Seed. Overall it was very well organized and the tours were very educational.
Erosion Repairs	2017	Erosion repairs were completed in the Blue Hills area and the AJA Flood Control channel. Repairs were also completed on the Rosenberger Channel and La Crete East Channel.
Ag Fair & Tradeshow	2017	2017 Ag Fair was held in at the MARA Research Farm on August 11 th & 12 th .
Regional ASB Conference	October 25, 2017	The 2017 Regional ASB Conference is being hosted by the MD of Fairview on October 25 th .
Wolf Bounty	2017	We've received 208 carcasses as of October 3 rd . Please see attachment for locations.
Weed Inspection	October 2017	There has been a significant amount of White Cockle in the Machesis Lake area. Most of these properties are being farmed organically, thereby making it difficult to control. Scentless Chamomile sightings are also on the rise. One Weed Notice was issued in the High Level

		area regarding Canada Thistle. The Notice was complied with. All Do Not Spray agreements were inspected with good results, as most were deemed to have satisfactory weed control. The Do Not Spray program will be reviewed and changes implemented for 2018. The County is not required by legislation to implement this program.
Roadside Mowing	August 26 th , 2017	Roadside Mowing commenced on July 10 th . All roads north of the Peace River will receive a full width cut, roads on the south side will receive a shoulder cut. Overall, the contractors did a very satisfactory job.
Water Pumping Program		The County rents an Irrigation Pump and one mile of pipe. Bookings usually take place in late fall to fill dugouts. The program runs from April to November.

Capital Projects

Projects	Timeline	Comments
Fort Vermilion Erosion Repair (Rosenberger)		The contract was awarded to Frank Wiens. The project was completed August 23 rd .
Buffalo Head/Steephill Flood Control Project	2017	Construction commenced August 8 th . Channel construction is approximately 35-40% complete. The outlet design is being finalized. There were design changes due to unforeseen circumstances. Construction should commence by mid October.

Personnel Update:

--

Other Comments:

--

2016-2017 Wolf Count by Area

WMU	Wolf Count	Trapline Number	Wolf Count	General Area	Wolf Count
536	19	1721	1	North of High Level	8
535	29	2722	2	Machesis Lake Area	4
534	35	1246	7	Beaver Ranch Area	6
540	2	1203	3	Meander River	3
Total	85	1415	1	Rocky Lane Area	1
		2273	3	Town Of High Level	3
		2309	2	John Dor	3
		2505	1	8 Mile Corner	1
		257	2	Chateh	1
		2314	1	SE 14-110-15-W5	2
		1366	1	Steen River	5
		2292	11	Ptarmigan Flats	1
		2807	6	Heliport Road Area	1
		2299	5	Zama	3
		2505	3	Chinchaga River	1
		241	1	Buffalo Head Prairie	1
		773	2	Highway 88 Connector	1
		1707	3	3-103-18-W5	2
		1278	1	NW 8-106-10-W5	2
		1375	1	Fort Vermilion Area	2
		1403	3	Atlas Landing	1
		Total	60	Steep Hill Creek	1
				Blue Hills Area	2
				NE 36-101-15-W5	3
				NW 33-104-17-W5	1
				NW 34-107-14-W5	1
				NW 4-105-17-W5	1
				SW 12-106-16-W5	1
				N 1/2 2-107-12-W5	1
				Total	63

Total Wolves 208

MONTHLY REPORT TO THE CAO

For the month of September, 2017

From: Byron Peters
Director of Planning & Development

Strategic Priorities for Planning & Development

Program/Activity/Project	Timeline	Comments
Land Use Framework	TBA	Province has formally started pre-planning for the LPR. Latest update sounds like it may start end of 2018.
Community Infrastructure Master Plans	Q4 2017	Final copies of all drafts have been received. Waiting on second draft of offsite levies.

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Economic Development Strategy	ongoing	Continue to support MFTA & REDI projects. Working with Organic Alberta & MARA. Pulling together stats for some items that recently came up with provincial representatives
Streetscape	Ongoing	Meetings with local committees are ongoing. La Crete project is progressing well – construction has started. Fort Vermilion banners should be complete soon, lookout dock has contractors in place. Will begin the conversation for next steps this fall.

Capital Projects

Projects	Timeline	Comments
Rural Addressing	Q4 2017	Contractor completed installing the last 100 or so signs. Signage installation is considered complete.
Airport Planning	2016-17	Have not managed to begin the process to review the AVPA, as originally planned. Proceeding with the AWOS installation – PW is coordinating this.

		Waiting for the name change to be approved and published by Nav Can (no challenges anticipated).
--	--	--

Personnel Update:

Nick has been hired for the full time GIS position (was working for us as a summer/co-op employee). Currently trying to fill a Planner and Development Officer position.

Other Comments:

The remainder of 2017 will be busy, especially with some of the staff changes/vacancies, existing projects and pending projects.

The Fort Vermilion Flood Assessment (National Disaster Mitigation Program) grant that we applied for has been approved.

Continue to correspond with Canada Post, and I'm quite optimistic about the tone of discussions. Current status is "Canada Post is committed to having a long-term solution in place by Christmas 2018." They are also looking at options to provide additional parcel capacity for Christmas 2017.

Attended the AFPA conference at the end of September. Many positive discussions regarding species at risk, rural communities, etc.

MONTHLY REPORT TO THE CAO

For the Month of Sept 2017

From: Don Roberts
Zama Operations

Program/Activity/Project	Timeline	Comments
Dust Control	Completed	<ul style="list-style-type: none"> All Dust Control is completed
Mowing	Completed	<ul style="list-style-type: none"> All equipment is undergoing Fall maintenance and stored for winter
Signs	Completed	<ul style="list-style-type: none"> Replaced Delineators and signs on Zama Access and within the hamlet.
Campground/Park	Oct	<ul style="list-style-type: none"> Replacement of sand throughout site. Re-graveled internal roads parking lot and sites. Brushers will be engaged to fall dead trees that would be considered a public safety risk.
Unightly Premises		<ul style="list-style-type: none"> No letters have been issued this year to date.
Zama Access Rd Maintenance	Ongoing	<ul style="list-style-type: none"> Road continues to require constant grading. Spot Graveling conducted on Zama road and Assumption Hill
Emergency Management	Ongoing	<ul style="list-style-type: none"> Attended meeting with Alberta Environment and Parks, discussion focused around Hutch Lake dam failure scenario.
OH&S	Ongoing	<ul style="list-style-type: none"> Continue Monthly Safety Meetings Working on "Working in Adverse Weather Condition" policy
Fire Smart	Ongoing	<ul style="list-style-type: none"> 2017 Grant has been applied for. Funding for 4 projects were requested <ul style="list-style-type: none"> Fire Guard Maintenance / mulch Emergence Water Source Fire Smart Mitigation Study for Hutch Lake Further Mulching as prescribed by Forestry.

Capital Projects

Zama Access rd. Repair	Completed	
Transfer Station Fence	Completed	
Dust Control - Oil	Completed	
Aspen Dr. Ditch Repair	Spring 2018	<ul style="list-style-type: none">• Inspection of site has been conducted by CAO• Waiting for resources.• May have to carry over till next year

Personnel Update:

Nil

Other Comments:

REPORT TO THE CAO

For the Month of September, 2017

From: Carol Gabriel
Director of Legislative & Support Services

Meetings Attended

- 2017-09-06 Mackenzie Regional Charity Golf Tournament
- 2017-09-12 Council Meeting
- 2017-09-13 Department Budget Meeting
- 2017-09-14 Finance Committee Meeting
- 2017-09-22 Office Safety Meeting
- 2017-09-25 Council Meeting
- 2017-09-27 and 28 Adobe Acrobat Training
- Various other individual or departmental meetings.

Council

- Preparing for various meetings of Council.
- Accepted nominations for the position of Councillor for Mackenzie County as the Returning Officer on Monday, September 18th. Significant time spend on preparations for advance polls, Election Day, and staff training.
- Prepare agenda for the Tri-Council meeting on October 4th.
- Prepare for council orientation and organizational meeting on October 23rd.

Assessment Appeals

- One Composite Assessment Review Board hearing has been scheduled for November 27, 2017.

Bylaws/Policies/Reports/Publications:

- Reviews policies and bylaws which are presented annually at the organizational meeting (ie. Procedural bylaw, honorariums and expense).

Citizen Engagement:

- Various postings on the County's website and Facebook page regarding Request for Proposals, Tenders, development permits, meetings, etc.
- Prepared a free newspaper flyer to go out in the Echo-Pioneer bulk run on October 4th to all mailboxes in the County. We hope to get more people signing up through this process.

Human Resources:

- HRISMYWAY teleconference with Diamond to resolve program deficiencies.
- Attended a teleconference meeting with the Chief Administrative Officer and a Foreign Worker Program Officer on September 19th regarding the Labour Market Impact Assessment Application.

Records Management:

- Continue working on a major update to the Bylaw and policy which establishes procedures in regard to the retention and disposal of municipal documents.

Events:

- A significant amount of time was spent organizing the 9th Annual Mackenzie Regional Charity Golf Tournament on September 6th. Still waiting on some invoices from the event and some outstanding sponsorship money in order to finalize the funds raised.

Miscellaneous:

- Ongoing updates to the County website, Facebook, etc.
- Ongoing form review and updating.
- Preparing for various meetings.
- Travel and meeting coordination.
- Online demos for the mail folder/insertion machine.
- Assisting other departments as required.

MONTHLY REPORT TO THE CAO

For the Month of September 2017

From: Fred Wiebe
Director of Utilities

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Water Distribution and Wastewater Collection Maintenance	Sept/17	Complete.
Strategic Priorities		

Capital Projects

Projects	Timeline	Comments
FV-Frozen Water Service Repairs	Nov/17	18 service repairs completed to date.
Rural Potable Water Infrastructure	Aug/17	Truckfills operating and getting deficiencies repaired.
LC- Paving Raw Water Fill	Jun/17	Complete.
FV- Paving FV WTP	Jun/17	Complete.
LC,FV,ZA- Exhaust Thimbles	May/17	Complete.
FV- 49 th Ave Water Re-servicing	Sept/17	Services installed and old line abandoned. Landscaping and sidewalks to repaired.
FV 50 th Street Water Extension	Sep/17	Complete.
LC – Well #4	Sept/17	Drawdown tests and second round of water analyses complete. Well yields close to 15 l/s.
LC – Sanitary Sewer Expansion	Oct/17	Second open house was held on September 20 th . Overall good feedback with change

		suggested to country residential sewer connection fees. General feeling was that 50% + being funded would be feasible.
FV – Storage Work	Oct/17	Contractor has been hired to complete work.
LC – Hydrant Replacement	Oct/17	Complete.
FV – Re-route Raw Water Truckfill	Nov/17	Quotes have been received and work should be completed early winter.
FV- Main Lift Station Grinder	Nov/17	In discussions regarding design of the guide frame and proper equipment for the lift station.
ZA- Distribution Pumphouse Upgrades	Oct/18	Grant funding letter received. We are working on preliminary design and contract documents to prepare for tender.
ZA- Lift Station Upgrades	Oct/18	Grant funding letter received. We are working on preliminary design and contract documents to prepare for tender.

Personnel Update:

Abdul Halim resigned as Utility Officer in Zama. He and his family have moved to Calgary where he has accepted a position with Corix Utilities where he will be working in utility services for the City. I wish him and his family all the best and am pleased with the work he provided our County.

Other Comments:

--

Respectfully submitted,

Fred Wiebe
 Director of Utilities
 Mackenzie County

MONTHLY REPORT TO THE CAO

For the Month of September 2017

From: Doug Munn
Director of Community Services

Program/Activity/Project	Timeline	Comments
Bylaw Services	Ongoing	
Fire Services	Ongoing	
Health and Safety	Ongoing	<ul style="list-style-type: none"> • Held OH&S meeting on September 15, 2017 • Held Waste Transfer Station Safety Meeting September 22, 2017
Peace Officer	Ongoing	<ul style="list-style-type: none"> • Waiting for the Solicitor General to approve the appointment of Jordan Marsollier as Mackenzie County Peace Officer.

Capital Projects

FV Artificial Ice Plant	August	Project is 95% complete. Training to occur October 3, 2017. One week behind schedule and under budget.
Bridge Campground and Machesis Lake	August	All AEP Projects will be completed in October.
FV Bridge Campsite Expansion	Ongoing	Application has been submitted. The sketch was accepted. The FNC deadline is November 27 so we have until then to have the application accepted. We received a letter from the province that the completed application was submitted September 22, 2017.
Playground Equipment	June	Playground equipment are being installed in the Big Back Yard, Hutch Lake Cabins and Knelsen Parks. The Mackenzie playground has been installed.
Rocky Lane WTS	Ongoing	Application for lease has been submitted to AEP

DA Thomas	August	Work is about 50% complete on the DA Thomas retaining wall.
-----------	--------	---

Personnel Update:

N/A

Other Comments:

Wadlin Lake Land Purchase Update:
 It was previously reported to Council, based on our surveyor's report, that the survey for Wadlin Lake was almost completed. Our surveyor just informed the County that the Director of Surveys has now taken over this file and they are requesting that more work is necessary before they are willing to accept the survey. Apparently they are increasing the standards for these type of surveys. This will also increase our costs to right around the budgeted amount of \$15,000. The surveyor also warned that any future surveys of this type will need to conform to this new standard and we may also expect that a biologist report may be required. In summary, it is becoming increasingly difficult and expensive to complete land purchases. We are proceeding with the Wadlin Lake purchase. It was also recommended by the surveyor that it will be important to complete the survey prior to beginning the FNC process.

REPORT TO THE CAO

For the period of September, 2017

From: Karen Huff
Director of Finance

Meetings Attended

- Sept 1 – budget development meeting with Ag Department
- Sept 6 – volunteered at the Golf tournament
- Sept 7 – budget development meeting Community Services
- Sept 8 – budget development meeting Roads/Airport
- Sept 11-13 – Auditors in the office to do a report card on Karen
- Sept 11 – met with Byron regarding Rural Addressing Signs
- Sept 14 – budget development meeting Utilities
- Sept 15 – budget development meeting Finance
- Sept 15 – budget development meeting Zama site

In General

- Finance Team projects:
 - Introduction Brochure for new Councillors will be finalized the first week of October
 - Working with GFOA to see if we can host training sessions – this would reduce or staff training/travel budgets and possibly allow more of our staff to attend -
 - Rural Addressing Sign project – working with Planning Department to finalize a complete list of signs installed so we can get the information into our software and move forward with the invoicing for those signs.
 - Financial Policy review
 - Working on developing 2018 Budget

- Monthly operational reports and Capital reports have been distributed to the Directors.

- Personnel:

My vacation ☺ September 18 – 29



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	October 10, 2017
Presented By:	Carol Gabriel, Director of Legislative & Support Services
Title:	Growing the North Conference Sponsorship

BACKGROUND / PROPOSAL:

Mackenzie County has previously been a sponsor of the annual Growing the North Conference in Grande Prairie at varying sponsorship levels. See attached sponsorship opportunities for the 2018 conference.

Mackenzie County was a Silver Sponsor in 2017.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

Grants to Other Organizations

SUSTAINABILITY PLAN:

COMMUNICATION:

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

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That Mackenzie County sponsor the 2018 Growing the North Conference at a _____ sponsorship level with funding coming from the Grants to Other Organizations.

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



Dear Carol,

The Growing the North Conference will be held on February 20th-22nd, 2018 and the Grande Prairie & District Chamber of Commerce & the GTN Committee would like to take a moment to thank you for your past participation in our event as a sponsor.

Last year's Conference was another successful event and the continued success is partially due to the generosity of sponsors like you.

Many compliments were received on the event last year and included favorably the speakers, the venue and the expansion of information provided to our attendees. Your backing has helped make the Growing the North Conference event the success that it is.

As an expression of our gratitude for your continued support, we would like to offer your company first right of refusal on renewing your current level of sponsorship for the 2018 conference. There have been some minor adjustments to the sponsorship levels, refer to the attached sheet for the updated details.

Sponsorships will be made available to other interested parties on October 31st, 2017. Please let us know before that date if you would like to take advantage of this offer.

Thank you for your continued support of our endeavors and we look forward to working with you and your team at future events.

Sincerely,

Cindy Simigan

Events Manager

Grande Prairie & District

Chamber of Commerce

P 780.532.5340 F 780.532.2926

cindy@gpchamber.com

www.grandeprairiechamber.com



SPONSORSHIP PACKAGE DETAILS

NEXT CONFERENCE FEBRUARY 21-22, 2018 EVERGREEN PARK
www.growingthenorth.com

Platinum Sponsorship: \$10,000
<ul style="list-style-type: none"> • 8 complimentary registrations • Opportunity to introduce your company to the delegates (up to 5 minutes) • Showcase display space in Grand Hallway • Acknowledgement in delegate package • Acknowledgement on web site <p>Example: Sponsored Speaker, Delegate Gift Sponsor</p>
Gold Sponsorship: \$5,000
<ul style="list-style-type: none"> • 4 complimentary registrations • Showcase display space in Grand Hallway • Acknowledgement in delegate package • Acknowledgement on web site
Silver Sponsorship: \$2,500
<ul style="list-style-type: none"> • 2 complimentary registrations • Showcase display space in Grand Hallway • Acknowledgement in delegate package • Acknowledgement on web site
Bronze Sponsorship: \$1,500
<ul style="list-style-type: none"> • 1 complimentary registration • Showcase display space in Grand Hallway • Acknowledgement in delegate package <p>Example: Networking draw item i.e. iPad as determined by host committee, Youth Sponsor (3 youth attendees to attend conference)</p>
Other Sponsorship Opportunities
<p>Valued Contributor In-Kind Donations (Door prize)</p> <ul style="list-style-type: none"> • Acknowledgement in delegate package

**For more information, please contact Cindy Simigan
 by phone 780-532-5340 or email cindy@gpchamber.com**



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	October 10, 2017
Presented By:	Carol Gabriel, Director of Legislative & Support Services
Title:	Northwest Health Foundation – Festival of Trees Sponsorship

BACKGROUND / PROPOSAL:

The Northwest Health Foundation is hosting their 5th Annual Festival of Trees from November 18th to December 2nd. Following the discussion held at the Tri-Council meeting, the Town of High Level and the Town of Rainbow Lake have agreed to jointly sponsor a \$5,000 sponsorship between the three municipalities.

Therefore approval is required to provide our portion of the sponsorship.

OPTIONS & BENEFITS:

Supporting health care within our region and local residents they serve. The Mackenzie Regional Charity Golf tournament also supports the Northwest Health Foundation with funds raised from the event.

COSTS & SOURCE OF FUNDING:

\$1,666.67 – Grants to Other Organizations

SUSTAINABILITY PLAN:

COMMUNICATION:

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

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That Mackenzie County jointly sponsor the 2017 Northwest Health Foundation Festival of Trees with the Town of High Level and the Town of Rainbow Lake in the amount of \$1666.67 with funding coming from Grants to Other Organizations.

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

Northwest Health Foundation

*5th Annual Festival of Trees
November 18 to December 2, 2017*

To our Cherished Sponsors,

Generous sponsors like you have helped shape the Festival of Trees into not only a significant fundraising event for Northwest Health Foundation, but also a holiday tradition for the communities in the region.

In 2016, the Festival of Trees raised \$98,000.00 towards the 'Patient Care' campaign and supported the purchase of 28 sleeper chairs for the health centers in our region. In 2017 we will continue our fundraising efforts towards the 'Patient Care' campaign but we will be focussing on updating the Palliative Care Suites in the facilities in our region. We are currently developing palliative care committees in each community to ensure we meet the needs for the facility within.

It is our mandate to work towards providing extended health care services to the residents in our region. We have done so over the years with a CT Scanner, Endoscopies and Gynaecology equipment purchases and campaigns.

We look forward to partnering with you on this community holiday tradition. Please join us as we create memories and raise funds to make a difference in the health of our communities.



Sincerely,
Sylvia Kennedy,
Foundation Chair



Northwest Health Foundation 2017 Sponsorship Opportunities

Silent Auction Sponsorship

- Purchase an artificial tree from the foundation and decorate it in a theme of your choice. Only 4 trees will be featured this year.
- Purchase an artificial indoor/outdoor wreath from the foundation to decorate and donate.
- Purchase the decorations for a fireplace mantel or table display. Set up will need to be completed at the Northwest Health Center on a mantel or table (provided).
- Purchase or make a silent auction item of a minimum \$75.00 value (with a Christmas theme).
- * All items need to be delivered to Northwest Health Center or pick up can be arranged by November 13, 2017.
- Want to sponsor a category but decorating doesn't interest you. Provide sponsorship of \$800 or more for a Christmas tree and one of our Festival Elves will do the work on your behalf.



Live Auction Sponsorship Last Stocking Hung

Auctioning of 10 stockings the evening of the Festival Finale that will contain prizes. Once all of the stockings are sold the last stocking pulled from the bucket will win a \$2,500 travel voucher.

- Travel Voucher sponsor (\$2,500)
- Stocking Stuffers
 - Gift Cards, Services (Snow Removal, Lawn Care, etc), Fuel, Flights , Grocery

Raffles

Children's Themed Tootie Trees

Festival Elves will decorate a girls and boys Christmas tree. Under the tree there will be gifts and the tree will be used in a \$2 raffle.

- Tree Decoration Sponsor (\$400.00 each tree)
- Gifts or Cash Sponsorship value of your choice



Date A Month Raffle

Festival Elves will decorate a 36' wreath in the date a month theme. This wreath will be used in a raffle.

- Wreath & Decoration Sponsor (\$150) **SOLD**
- Dates for Wreath
 - Massages, helicopter rides, jet boat rides, hotel rooms and meals, etc.



Northwest Health Foundation 2017 Sponsorship Opportunities

Special Sponsorship

Festival Sponsor	(\$5,000)
Decorator Sponsor	(\$3,500)
Signage Sponsor	(\$3,500)
Advertising Sponsor	(\$1,000)

Special Event Sponsorship

Festival Family Fun Night **SOLD** (\$1,500) November 18, 2017

An evening dedicated to family fun with a special visit from Santa. The evening will include a variety of activities for children of all ages. This will be held in 2 sessions hosting 150 kids and parents.

- Drink & Snack Bar (2 x \$750)
- Elves Workshops (2 x \$600) **SOLD**
- Photography (2 x \$500) **SOLD**
- Festival Floss (2 x \$300) **SOLD**
- Rudolph's Cookie Corner (2 x \$300) **SOLD**
- Finger Casting (2 x \$200) **SOLD**
- Teddy Bear Check-up (2 x \$200) **SOLD**
- Santa's Den (2 x \$200) **SOLD**



Royal Snowflake Gala **SOLD** (\$2,000) November 25, 2017

A semi-formal evening of dinner and entertainment for families will be an evening like no other. A special greeting, fairy tale gift and a souvenir picture are all part of the magic of the event.

- Entertainment (\$2,000)
- Dinner (\$1,000)
- Photography (\$600) **SOLD**
- Candy Bar (\$600)
- Fairy Tale Gift (\$500) **SOLD**
- Festival Floss (\$300) **SOLD**
- Royal Craft Corner (\$300) **SOLD**
- Children's Drink Bar (\$250)



Festival Finale **SOLD** (\$1,500) December 2, 2017

This event will be dedicated to mixing, mingling and wrapping up the silent auction event as well as the Last Stocking Hung Live Auction. The evening will include mocktails, an elegant dessert bar and entertainment.

- Dessert Bar (\$750) **SOLD**
- Photography (\$500)
- Santa's Helpers (\$500)
- Mocktail Bar (\$500)



2017 Festival of Trees Sponsorship Benefits

Festival Sponsor will receive

- Signage on the front entrance of the hospital during the festival (red doors)
- 6.5' Tree decorated on your behalf for the silent auction
- Recognition on all of the Festival of Trees advertising

Decorator, Last Stocking Hung and Signage Sponsor will receive

- Signage inside the main area during the festival (banner)
- Mini tree decorated on your behalf for the silent auction
- Recognition on all of the Festival of Trees advertising

Event & Entertainment Sponsors will receive

- Recognition on the event tickets as the event sponsor
- Recognition on all advertising for the event sponsored

All Sponsors will receive

- Tax deductible donation receipt
- Recognition through signage throughout the 10 days of the festival
- Leaf on the donor tree in the healthcare facility closest to the mailing address of the business or individual
- Recognition on social media and in the Echo Pioneer
- Signage with the item donated or event sponsored
- Opportunity to volunteer and be part of the festival

Volunteers

If you would like to volunteer to be part of the festival fun, please contact the Foundation Office at 780-841-3241 or info@nwhealthfoundation.ca.





Items purchased for your Region, Area 1, to date Include

Previous Campaign

- **Stress Testing Equipment**
- **Endoscope**
- **Instrumental in the acquisition of the CT Scan**

This past year's campaign

- **NST Monitors - \$96,898**
 - **Gastrosopes - \$63,800**
 - **Air Beds - \$7,955**
 - **Hamilton C2 Ventilator - \$42,364**
 - **Coloposcope with Accessories - \$22,000**
 - **Wireless Chips for NST monitors - \$9,000**
 - **Endoscope Flushing Pump - \$2,240**
 - **Thermablade EAS Disposable Cartridge - \$3,870**
 - **Sleeper Chairs - \$137,000**
 - **Sonosite Ultra Sound - \$75,600**
 - **Strongarm - \$4,500**
- Total purchases = \$465,227**





Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	October 10, 2017
Presented By:	Doug Munn, Director of Community Services
Title:	Waste Transfer Station Hauling Contract – L & P Disposal Contract Extension Request

BACKGROUND / PROPOSAL:

On September 1, 2017, Administration received a request from L & P Disposals to extend their contract services.

L & P Disposal’s contract with Mackenzie County expires on December 31, 2017, and as per their contract agreement, can request a once only extension for an additional year. (See attached)

OPTIONS & BENEFITS:

Option 1

To extend L & P Disposal’s contract for one additional year.

Option 2

To not extend L & P Disposal’s contract for one additional year.

COSTS & SOURCE OF FUNDING:

As per the Contract Agreement

SUSTAINABILITY PLAN:

N/A

Author: _____ Reviewed by: _____ CAO: _____

COMMUNICATION:

Send letter of decision to L & P Disposal

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the Waste Transfer Station Hauling Contract with L & P Disposal's be extended for a for a one year period ending December 31, 2018 subject to the same terms, covenants and conditions as per the Contract.

Author: _____ Reviewed by: _____ CAO: _____

L& P DISPOSALS

BOX 179 HIGH LEVEL, ALBERTA T0H1Z0

GST # 896403375RT

780-926-2988 (P) 780-926-3688 (F)

Email: Planet.recycle@telus.net

September 01,2017

To: The Mackenzie county

Attention: Jennifer Batt and Doug Munn

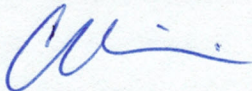
All whom it may concern in the Mackenzie County.

In regards to our current contract with the Mackenzie county for the hauling of waste from the Mackenzie county transfer stations. We of L&p disposals are requesting a one year extension from January 1-2018 to December 31-2018. We request the extension as outlined in our contract section 8.16. The extension is to be of the same terms, covenants and conditions as contained in the current contract.

We thank you for consideration of this matter.

Thank you

Pat & Cynthia Bateman



L&P DISPOSALS

Pastmashops

IN INJURY REDUCTION

This certificate recognizes that

652395 ALBERTA LTD. (L & P Disposals & Planet Recycle)

In keeping with the principles of *Pastmashops* has:

- developed and implemented an occupational health and safety program and,
- met the standard for *Pastmashops* through an independent evaluation of their health and safety program.

Certificate
of
Recognition

Christelle

ENFORM
Certifying Partner

Certificate # 20150924-2532
WCB Industry Code(s): 57901

Ian Hooper

Ian Hooper
Government of Alberta

Expiry Date: September 24, 2018

Alberta
Government

SCHEDULE "A"

PROPOSAL

Subject to the following paragraph, the Services to be provided by the Proponent to the County are those services described in the Proposal to the County dated November 9, 2015, a copy of which is attached hereto and incorporated in this Schedule "A" by reference.

Notwithstanding the foregoing and the incorporation of the Proposal, the following Services as listed in the Proposal have been amended:

1. Mackenzie County may, prior to the expiry of the contract time, extend the contract time, once only, for a further 1 year period subject to the same terms, covenants and conditions as contained within this Contract.



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	October 10, 2017
Presented By:	Karen Huff, Director of Finance
Title:	Tax Recovery Public Auction

BACKGROUND / PROPOSAL:

The MGA states that

“Section 418(1) Each municipality must offer for sale at a public auction any parcel of land shown on its tax arrears list if the tax arrears are not paid.”

“Section 419 The council must set

- (a) for each parcel of land to be offered for sale at a public auction, a reserve bid that is as close as reasonable possible to the market value of the parcel, and
- (b) any conditions that apply to the sale.”

There are twelve (12) parcels of land to be offered for sale that were placed on the Tax Notification List. Notices and letters have been sent with no response and/or arrangements made for the orderly repayment of the arrears.

Author: J. Phillips / J. Batt **Reviewed by:** Karen Huff **CAO:** _____

Tax Roll Number	Ward	Land Location	Notification Registration	Outstanding Taxes	Comments
074458	06	NW 34;108;12 W5M	162095162	\$3,814.61	Last Payment February 2016 Notification April 2016
076073	HLFIR	NW 01;110;18 W5M	5613974	\$9,174.60	Last Payment November 2015 Notification April 2015
076796	07	09; 06; 580KS	162095162	\$5,116.35	Last Payment August 2017 Notification April 2016
077071	10	02; 05; 8821687	162095162	\$28,842.64	Last Payment June 2017 Notification April 2016
106031	07	26; 06; 2938RS	162095162	\$2,674.59	Last Payment February 2014 Notification April 2016
106122	07	11; 11; 2938RS	162095162	\$1,509.83	Last Payment September 2017 Notification April 2016
106123	07	12; 11; 2938RS	162095162	\$1,494.23	Last Payment September 2017 Notification April 2016
106124	07	13; 11; 2938RS	162095162	\$1,806.59	Last Payment April 2014 Notification April 2016
181069	03	07; 08; 7521580	162095162	\$7,716.95	Last Payment April 2015 Notification April 2016
229969	07	20; 01; 8420527	162095162	\$4,274.92	Last Payment February 2014 Notification April 2016
296347	07	52; 05; 8921752	092122819	\$8,503.21	Last Payment April 2017 Notification April 2009
300574	09	24; 02A; 9022917	062168689	\$18,189.13	Last Payment March 2004 Notification May 2006

During the Tax Recovery Auction in 2016, Council made the following motions:

MOTION 16-11-879 **MOVED** by Councillor Braun

That Mackenzie County requests the Registrar to cancel the existing Certificate of Title for the following parcels of land and issue new Certificates of Title in the name of Mackenzie County.

- Tax Roll 219457

CARRIED

UPDATE: Tax Roll 219457 has a new Certificate of Title in Mackenzie County's name.

MOTION 16-11-88 **MOVED** by Deputy Reeve Wardley

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.

- Tax Roll 300574

CARRIED

UPDATE: Tax Roll 300574 has been reassessed; however no payments have been received for any outstanding amount due.

Author: J. Phillips / J. Batt Reviewed by: Karen Huff CAO: _____

Administration is recommending that the Tax Recovery Public Auction for properties under tax arrears be set for December 12, 2017. The following advertising requirements would apply:

Ad in Queens Printer	Not less than 40 days	Not more than 90 days	Council Meeting Date
October 31, 2017	December 10, 2017	January 29, 2018	December 12, 2017

OPTIONS & BENEFITS:

If a Tax Arrears Agreement is in place and/or taxes are paid in full before the auction commences the property will not be auctioned.

COSTS & SOURCE OF FUNDING:

Any fees will be charged to the respective Tax Rolls.

Per MGA, Section 427:

The money paid for a parcel of land at a public auction must be deposited in a separate account for sale proceeds.

“The following must be paid first and in the following order:

- a) any remedial costs relating to the parcel;
 - a.1) the tax arrears in respect of the parcel;
- b) any lawful expenses of the municipality in respect of the parcel;
- c) any expenses owing to the Crown that have been charged against the parcel of land under section 553 (Adding amounts owing to a tax roll);
- d) an administration fee of 5% of the amount paid for the parcel, payable to the municipality.”

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

Letters will be sent to those registered as having an interest on the title as well as the property owners advising of the Tax Recovery Public Auction.

Author: J. Phillips / J. Batt **Reviewed by:** Karen Huff **CAO:** _____

RECOMMENDED ACTION:

Motion 1:

- Simple Majority Requires 2/3 Requires Unanimous

That the Tax Recovery Public Auction for properties under tax arrears be set for December 12, 2017.

Motion 2:

- Simple Majority Requires 2/3 Requires Unanimous

That the reserve bid for the properties being sold by public auction be set as follows:

Tax Roll Number	Zoning	Legal	Civic	Outstanding Taxes	Reserved Bid*
074458	A	NW 34;108;12 W5		\$3,814.61	\$150,000
076073	A	NW 01;110;18 W5		\$9,174.60	\$295,000
076796	HR-1	09; 06; 580KS	4402-50 STREET	\$5,116.35	\$55,000
077071	HG1	02; 05; 8821687	994 TOWER ROAD	\$26,842.64	\$25,000
106031	HR-1	26; 06; 2938RS	4809-51 STREET	\$2,674.59	\$25,000
106122	HR-1	11; 11; 2938RS	4807-54 STREET	\$1,509.83	\$22,000
106123	HR-1	12; 11; 2938RS	4809-54 STREET	\$1,494.23	\$21,500
106124	HR-1	13; 11; 2938RS	5401-49 AVENUE	\$1,806.59	\$19,000
181069	HR-1	07; 08; 7521580	10202-99 AVENUE	\$7,716.95	\$230,000
229969	MHS-2	20; 01; 8420527	4712-49 AVENUE	\$4,274.92	\$30,000
296347	HR-1	52; 05; 8921752	4323-52 AVENUE	\$8,503.21	\$35,000
300574	F	24; 02A; 9022917		\$18,189.13	\$320,000

****Note:*** Estimations are for current market value using the sales information, property information, and aerial photography available to the Assessor at the time of estimation (October 4, 2017). No physical inspections were made at any of the properties.

Author: J. Phillips / J. Batt Reviewed by: Karen Huff CAO: _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	October 10, 2017
Presented By:	Karen Huff, Director of Finance
Title:	Financial Reports – January 1 – September 20, 2017

BACKGROUND / PROPOSAL:

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

At the September 25, 2017 Council meeting, the following motions were made:

MOTION 17-09-663 That the financial reports include a report that differentiates the restricted and unrestricted funds.

CARRIED

MOTION 17-09-664 That the financial reports for the period of January 1 – September 20, 2017 be TABLED to the next meeting.

CARRIED

Administration has updated the attached Investment report to include Councils *Motion 17-09-663*.

OPTIONS & BENEFITS:

Please review the following financial reports for the period January 1- August 31, 2017:

- Investment Report

January 1- September 20, 2017:

- Statements of Operations by Object and Department

Author: Jenn Batt **Reviewed by:** Karen Huff **CAO:** _____

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the financial reports for the period of January 1 – September 20, 2017 be accepted for information.

Author: Jenn Batt Reviewed by: Karen Huff CAO: _____

Investment Report at the period ending August 31, 2017

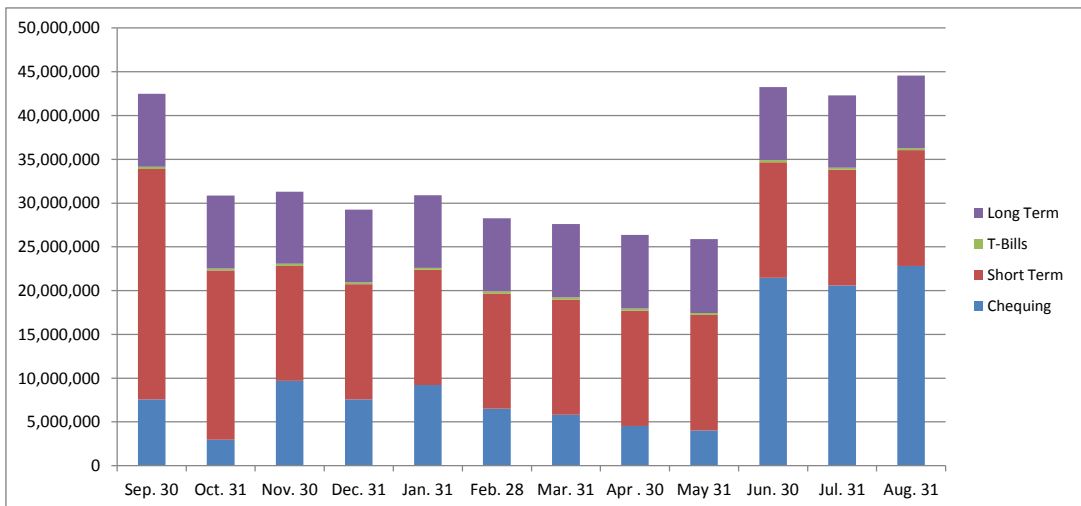
Chequing Account on August 31, 2017	
Bank account balance	22,822,804
Investment Values on August 31, 2017	
Short term investments (EM0-0377-A)	7,091,756
Short term T-Bill (1044265-26)	238,513
Long term investments (EM0-0374-A)	8,310,740
Short term notice on amount 31 days	6,083,909
Short term notice on amount 60 days	15,105
Short term notice on amount 90 days	24,275
Total Investments	21,764,298
Total Bank Balance and Investements	44,587,102

These balances include 'market value changes'.

Restricted Funds	
Restricted Operating	1,071,262
Restricted Capital	16,474,975
Restricted Total	17,546,237
Unrestricted Funds Available	27,040,865
Total Funds	44,587,102

Revenues

	<i>Total</i>	<i>Short Term</i>	<i>Long Term</i>
Interest received	194,884	69,754	125,130
Interest accrued	85,083	38,816	46,268
	279,967	108,570	171,397
Market value changes	(-114,934)		(-76,153)
Interest received, chequing account	86,208	86,208	
Grand total revenues before investment manager fees	251,241	194,777	95,245
Deduct: investment manager fees for investments	(-19,840)	(-2,964)	(-16,876)
Grand total revenues after investment manager fees	231,401	191,813	78,369



	2015 Actual	2016 Actual	2017 Actual	2017
	Total	Total	Total	Budget
OPERATIONAL REVENUES				
Property taxes	\$35,167,010	\$33,778,553	\$26,629,945	\$30,691,385
User fees and sales of goods	\$4,619,126	\$4,454,752	\$3,107,378	\$4,628,114
Government transfers	\$1,501,319	\$1,390,555	\$301,927	\$1,214,214
Investment income (operating)	\$500,870	\$525,474	\$138,975	\$350,000
Penalties and costs on taxes	\$1,057,962	\$1,453,394	\$914,877	\$1,390,000
Licenses, permits and fines	\$539,489	\$456,914	\$268,325	\$353,000
Rentals	\$140,117	\$114,094	\$85,484	\$108,741
Insurance proceeds	\$329,409	\$36,663	\$3,234	\$0
Development levies	\$47,870	\$0	\$21,851	\$0
Municipal reserve revenue	\$92,428	\$81,789	\$62,667	\$30,000
Sale of non-TCA equipment	\$8,061	\$0	\$0	\$87,500
Other	\$501,684	\$491,062	\$238,611	\$314,600
Total operating revenues	\$44,505,345	\$42,783,250	\$31,773,274	\$39,167,554
OPERATIONAL EXPENSES				
Legislative	\$543,500	\$647,301	\$440,557	\$795,451
Administration	\$6,882,710	\$5,321,052	\$3,347,844	\$8,106,356
Protective services	\$1,406,990	\$1,294,389	\$743,642	\$1,866,124
Transportation	\$16,128,251	\$15,591,048	\$6,306,292	\$19,853,829
Water, sewer, solid waste disposal	\$4,793,168	\$4,602,650	\$1,676,546	\$5,105,794
Public health and welfare (FCSS)	\$639,256	\$783,038	\$704,660	\$778,744
Planning, development	\$1,072,553	\$1,150,253	\$661,295	\$1,180,563
Agriculture and veterinary	\$1,397,583	\$1,161,289	\$896,335	\$1,578,160
Recreation and culture	\$2,268,946	\$1,988,845	\$1,399,830	\$2,283,264
School requisitions	\$6,635,781	\$6,838,317	\$3,415,349	\$6,520,119
Lodge requisitions	\$788,108	\$852,083	\$461,788	\$459,579
Non-TCA projects	\$1,092,265	\$1,059,745	\$944,460	\$2,034,402
Operating expenses	\$43,649,111	\$41,290,010	\$20,998,598	\$50,562,385
Principle - Long term debt	\$1,669,369	\$1,578,512	\$787,618	\$1,575,519
Total Operating Expenses	\$45,318,480	\$42,868,522	\$21,786,216	\$52,137,904
Excess (deficiency) before other	(\$813,135)	(\$85,272)	\$9,987,058	(\$12,970,350)

Mackenzie County
Summary of All Units
September 20, 2017

	2016 Actual	2017 Actual	2017	\$ Variance	% Variance
	Total	Total	Budget	(Remaining)	(Remaining)
OPERATING REVENUES					
100-Municipal Taxes	\$25,965,966	\$19,892,735	\$23,608,520	\$3,715,785	16%
101-Lodge Requisition	\$852,724	\$394,969	\$459,580	\$64,611	14%
102-School Requisition	\$6,839,278	\$6,239,075	\$6,520,118	\$281,043	4%
124-Frontage	\$120,584	\$103,166	\$103,167	\$1	0%
261-Ice Bridge	\$139,640	\$130,000		(\$130,000)	0%
420-Sales of goods and services	\$561,317	\$348,013	\$614,685	\$266,672	43%
421-Sale of water - metered	\$2,973,367	\$2,083,874	\$3,090,054	\$1,006,180	33%
422-Sale of water - bulk	\$920,067	\$675,490	\$923,375	\$247,885	27%
424-Sale of land	\$52,900			\$0	0%
510-Penalties on taxes	\$1,453,394	\$914,877	\$1,390,000	\$475,123	34%
511-Penalties of AR and utilities	\$53,944	\$36,232	\$45,000	\$8,768	19%
520-Licenses and permits	\$41,246	\$42,657	\$34,000	(\$8,657)	-25%
521-Offsite levy		\$21,851		(\$21,851)	0%
522-Municipal reserve revenue	\$81,789	\$62,667	\$30,000	(\$32,667)	-109%
526-Safety code permits	\$249,016	\$175,270	\$225,000	\$49,730	22%
525-Subdivision fees	\$122,477	\$23,700	\$35,000	\$11,300	32%
530-Fines	\$34,589	\$19,654	\$50,000	\$30,346	61%
531-Safety code fees	\$9,587	\$7,044	\$9,000	\$1,956	22%
550-Interest revenue	\$525,474	\$265,367	\$350,000	\$84,633	24%
551-Market value changes		(\$126,392)		\$126,392	0%
560-Rental and lease revenue	\$114,094	\$85,484	\$108,741	\$23,257	21%
570-Insurance proceeds	\$36,663	\$3,234		(\$3,234)	0%
592-Well drilling revenue	\$34,848		\$15,000	\$15,000	100%
597-Other revenue	\$127,358	\$49,406	\$149,000	\$99,594	67%
598-Community aggregate levy	\$45,801		\$80,000	\$80,000	100%
630-Sale of non-TCA equipment			\$87,500	\$87,500	100%
790-Tradeshaw Revenues	\$36,404	\$22,973	\$25,600	\$2,627	10%
840-Provincial grants	\$1,390,555	\$301,927	\$1,214,214	\$912,287	75%
890-Gain (Loss) Penny Rounding	\$168	(\$0)		\$0	0%
990-Over/under tax collections		\$1,000		(\$1,000)	0%
TOTAL REVENUE	\$42,783,249	\$31,774,272	\$39,167,554	\$7,393,282	19%
OPERATING EXPENSES					
110-Wages and salaries	\$6,668,232	\$4,617,743	\$7,317,792	\$2,700,049	37%
132-Benefits	\$1,298,355	\$1,016,301	\$1,551,289	\$534,988	34%
136-WCB contributions	\$48,038	\$45,393	\$57,363	\$11,970	21%
142-Recruiting	\$16,839	\$19,227	\$15,000	(\$4,227)	-28%
150-Isolation cost	\$73,210	\$64,787	\$86,400	\$21,613	25%
151-Honoraria	\$535,071	\$397,374	\$653,600	\$256,226	39%
211-Travel and subsistence	\$314,206	\$225,464	\$393,754	\$168,290	43%
212-Promotional expense	\$63,370	\$43,306	\$82,500	\$39,194	48%
214-Memberships & conference fees	\$105,598	\$68,780	\$152,636	\$83,856	55%
215-Freight	\$94,576	\$56,851	\$121,266	\$64,415	53%
216-Postage	\$46,830	\$46,573	\$43,150	(\$3,423)	-8%
217-Telephone	\$114,524	\$72,632	\$135,000	\$62,368	46%
221-Advertising	\$30,471	\$68,987	\$56,270	(\$12,717)	-23%
223-Subscriptions and publications	\$5,904	\$4,811	\$11,984	\$7,173	60%
231-Audit fee	\$90,300	\$75,600	\$81,800	\$6,200	8%
232-Legal fee	\$114,060	\$92,497	\$70,000	(\$22,497)	-32%
233-Engineering consulting	\$75,499	\$42,833	\$133,228	\$90,395	68%
235-Professional fee	\$1,614,325	\$1,031,659	\$1,760,554	\$728,895	41%
236-Enhanced policing fee	\$115,450	\$76,750	\$300,520	\$223,770	74%
239-Training and education	\$112,720	\$49,882	\$169,439	\$119,557	71%
242-Computer programming	\$92,126	\$33,069	\$106,450	\$73,381	69%
251-Repair & maintenance - bridges	\$37,194	\$256	\$590,500	\$590,244	100%
252-Repair & maintenance - buildings	\$165,527	\$86,740	\$170,700	\$83,960	49%
253-Repair & maintenance - equipment	\$425,609	\$199,833	\$377,850	\$178,017	47%
255-Repair & maintenance - vehicles	\$93,909	\$66,955	\$87,940	\$20,985	24%
258-Contract graders	\$93,830	\$65,388	\$155,840	\$90,452	58%
259-Repair & maintenance - structural	\$1,350,249	\$905,874	\$2,178,959	\$1,273,085	58%
261-Ice bridge construction	\$93,006	\$116,294	\$120,000	\$3,706	3%

	2016 Actual	2017 Actual	2017	\$ Variance	% Variance
	Total	Total	Budget	(Remaining)	(Remaining)
262-Rental - building and land	\$38,947	\$27,896	\$35,050	\$7,154	20%
263-Rental - vehicle and equipment	\$66,882	\$23,812	\$74,902	\$51,090	68%
266-Communications	\$79,151	\$74,362	\$109,912	\$35,550	32%
271-Licenses and permits	\$2,441	\$9,119	\$9,518	\$400	4%
272-Damage claims	\$1,565	\$3,560	\$5,000	\$1,440	29%
273-Taxes		\$1,179		(\$1,179)	0%
274-Insurance	\$355,556		\$322,770	\$322,770	100%
342-Assessor fees	\$250,768	\$112,552	\$263,000	\$150,448	57%
290-Election cost	\$3,055		\$15,000	\$15,000	100%
511-Goods and supplies	\$889,141	\$553,870	\$895,359	\$341,489	38%
521-Fuel and oil	\$696,439	\$422,294	\$1,038,320	\$616,026	59%
531-Chemicals and salt	\$276,742	\$183,753	\$328,200	\$144,447	44%
532-Dust control	\$667,977	\$530,500	\$660,000	\$129,500	20%
533-Grader blades	\$160,606	\$61,583	\$139,000	\$77,417	56%
534-Gravel (apply; supply and apply)	\$1,325,735	\$1,136,901	\$3,430,091	\$2,293,190	67%
535-Gravel reclamation cost	\$42,041			\$0	0%
543-Natural gas	\$79,024	\$62,708	\$96,838	\$34,130	35%
544-Electrical power	\$564,510	\$449,711	\$708,208	\$258,497	37%
550-Carbon Tax		\$36,564		(\$36,564)	0%
710-Grants to local governments	\$1,408,661	\$796,400	\$2,474,900	\$1,678,500	68%
735-Grants to other organizations	\$1,927,694	\$1,820,805	\$2,069,683	\$248,878	12%
747-School requisition	\$6,838,317	\$3,415,349	\$6,520,119	\$3,104,770	48%
750-Lodge requisition	\$852,083	\$461,788	\$459,579	(\$2,209)	0%
810-Interest and service charges	\$32,576	\$17,902	\$15,000	(\$2,902)	-19%
831-Interest - long term debt	\$555,057	\$259,674	\$505,190	\$245,516	49%
832-Principle - Long term debt	\$1,578,512	\$787,618	\$1,575,519	\$787,901	50%
TOTAL	\$32,582,507	\$20,841,757	\$38,732,942	\$17,891,185	46%
Non-TCA projects	\$1,059,745	\$944,460	\$2,034,402	\$1,089,942	54%
762 - Contributed to Capital	(\$200,000)			\$0	0%
763-Contributed to Capital Reserve	\$246,958			\$0	0%
764-Contributed to Capital Reserve	(\$655,816)			\$0	0%
921-Bad Debt	\$956,762		\$4,100	\$4,100	100%
922-Tax Cancellation/Writeoff	\$4,049		\$1,256,541	\$1,256,541	100%
993-NBV of Disposed TCAAssets	\$322,261		\$173,176	\$173,176	100%
994-Change in Inventory	\$559,623		\$429,265	\$429,265	100%
995-Amortization of TCA	\$8,345,075		\$9,507,478	\$9,507,478	100%
TOTAL EXPENSES	\$43,221,165	\$21,786,217	\$52,137,904	\$30,351,687	58%
EXCESS (DEFICIENCY)	(\$437,916)	\$9,988,054	(\$12,970,350)	(\$22,958,404)	177%



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	October 10, 2017
Presented By:	Byron Peters, Director of Planning and Development
Title:	Bylaw 1081-17 Land Use Bylaw Amendment to Rezone Part of NE 3-106-15-W5M from Hamlet Country Residential “H-CR” to La Crete Highway Commercial “LC-HC” (La Crete)

BACKGROUND / PROPOSAL:

Mackenzie County has received a request to rezone Part of NE 3-106-15-W5M from Hamlet Country Residential “H-CR” to La Crete Highway Commercial “LC-HC” for resale. The applicant would like to rezone the whole parcel (7.70 acres) for commercial use but is willing to only rezone the west half (3.85 acres) if preferred by Council.

This item was taken to the Municipal Planning Commission for recommendation and the following motion was made:

MPC-17-09-139 *MOVED* by *Jacquie Bateman*

That the Municipal Planning Commission recommend to Council to approve Bylaw 10XX-17 being a Land Use Bylaw Amendment to rezone Part of NE 3-106-15-W5M (7.70 acres) from Hamlet Country Residential “H-CR” to La Crete Highway Commercial “LC-HC” to accommodate commercial development, subject to public hearing input.

CARRIED

The location of this proposed rezoning is on the east side of La Crete within the Isaac Dyck subdivision. The subject lot is between two zoning districts, those being, La Crete Heavy Industrial “LC-HI” and Institutional “I” (County owned water treatment plant) on the west side and Hamlet Country Residential “H-CR” on the east. The Hamlet Country Residential “H-CR” district allows for a variety of residential type dwellings. It does allow home based business, minor and day care homes as the only commercial type use.

Author: C Smith Reviewed by: _____ CAO _____

Currently the lot is residential with a house, several outbuildings and a garage – detached. The applicant has retired and is interested in selling his property as commercial because of the offers he has received on his property.

A commercial business would be able to be serviced by the existing 6” waterline. There is concern that the gravity sewer line would have to be extended to service the parcel as the existing 100mm low pressure sewer system may not have sufficient capacity, depending on the proposed development. This will have to be a consideration for the future developer at time of development.

The applicant has decided to apply because his neighbor’s property across the street was recently rezoned as La Crete Light Industrial “LC-LI” despite being adjacent to a residential subdivision.

OPTIONS & BENEFITS:

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. The applicant will also be required to display a rezoning notification sign on their property as per Mackenzie County Land Use Bylaw regulation.

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That first reading be given to Bylaw 1081-17 being a Land Use Bylaw Amendment to rezone Part of NE 3-106-15-W5M from Hamlet Country Residential “H-CR” to La Crete Highway Commercial “LC-HC” to accommodate commercial development, subject to public hearing input.

Author: C Smith Reviewed by: _____ CAO _____

Section 9 | Land Use District Regulations

9.28 La Crete Highway Commercial (LC-HC)

Purpose

- 9.28.1 The purpose of the La Crete Highway Commercial (LC-HC) district is to provide for a variety of service commercial uses along major roads, within the Hamlet of La Crete, to serve the traveling and local public.



Permitted and Discretionary Land Use Classes

- 9.28.2 Land use classes within the following table shall be permitted or discretionary within the La Crete Highway Commercial (LC-HC) district of this BYLAW.

Permitted	Discretionary
ACCESSORY BUILDING	AGRICULTURAL MACHINERY SALES AND SERVICE
AUTOMOTIVE EQUIPMENT AND VEHICLE SERVICES, MINOR	AGRICULTURAL SUPPLY DEPOT
AUTOMOTIVE SALES AND RENTAL	BULK FUEL STORAGE AND DISTRIBUTION
BUILDING SUPPLY CENTRE	BUS DEPOT
BUSINESS SUPPORT SERVICES	ENTERTAINMENT ESTABLISHMENT, INDOOR
COMMERCIAL SCHOOL	FUNERAL HOME
HEALTH SERVICE	PLACE OF WORSHIP
HOTEL	PROFESSIONAL, FINANCIAL, OFFICE AND BUSINESS SERVICE
MOTEL	RECREATION SERVICE, OUTDOOR
PUBLIC UTILITY	RETAIL GARDEN CENTRE
RECREATION SERVICE, INDOOR	SERVICE STATION – MAJOR
RESTAURANT	SIGNS
RETAIL – CONVENIENCE	VETERINARY CLINIC

Section 9 | Land Use District Regulations

Permitted	Discretionary
RETAIL – GENERAL	
SERVICE STATION – MINOR	

Regulations

- 9.28.3 In addition to the regulations contained in Section 8, the following standards shall apply to every DEVELOPMENT in this LAND USE DISTRICT.

Regulation	Standard
Lot Area	At the discretion of the Development Authority
Min. Setback	
Yard – Front	9.1m (30.0ft)
Yard – Exterior Side	9.1m (30.0ft)
Yard – Interior Side	At the discretion of the Development Authority
Yard – Rear	3.1m (10.0ft)

Additional Regulations

- 9.28.4 In addition to Section 8.8 of this BYLAW, the Development Authority may require any DISCRETIONARY USE to be screened from view with a vegetated buffer strip and/or other SCREENING of a visually pleasing nature, satisfactory to the Development Authority.
- 9.28.5 In addition to Section 8.8 of this BYLAW the architecture, construction materials and appearance of buildings and other structures shall be to accepted standards and shall complement adjoining DEVELOPMENT and character of the site to the satisfaction of the Development Authority.
- 9.28.6 In addition to Section 8.37 of this BYLAW, parking for all new development should mainly be provided to the side and rear of new commercial buildings.
- 9.28.7 In addition to Section 8.37 of this BYLAW SHARED PARKING may be allowed at the Discretion of the Development Authority.
- 9.28.8 The Development Authority may decide on such other requirements as are necessary having due regard to the nature of the proposed DEVELOPMENT and the purpose of this LAND USE DISTRICT.

Section 9 | Land Use District Regulations

Site Design and Architectural Control Regulations

- 9.28.9 In addition to complying with the following site design and architectural control regulations, DEVELOPMENT PERMIT applications shall be accompanied by a description of how the applicable site and building design elements as contained within the “Site Guideline” and “Architecture Guideline” sections of the COUNTY’S “Economic Development Strategy and Streetscape Design” document have been considered. The level to which the applicant is deemed to have met these guidelines is at the discretion of the development authority.

Parking Areas

- 9.28.10 All pedestrian corridors within parking areas must be clearly delineated and consistent with the adjacent sidewalk in terms of material and dimension.

Building Facades

- 9.28.11 Building facades shall incorporate horizontal and vertical articulation in their design.
- 9.28.12 Doorway recession depths shall not exceed the depth required to accommodate outward swinging doors as shown in Figure 29.
- 9.28.13 Additional architectural design elements shall be in accordance with the “Storefront Guideline for Large Retail” section of the COUNTY’S “Economic Development Strategy and Streetscape Design” document, at the discretion of the Development Authority.

BYLAW NO. 1081-17
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 commercial 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:

Part of NE 3-106-15-W5M

within the hamlet of La Crete, be rezoned from Hamlet Country Residential “H-CR” to La Crete Highway Commercial “LC-HC” 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

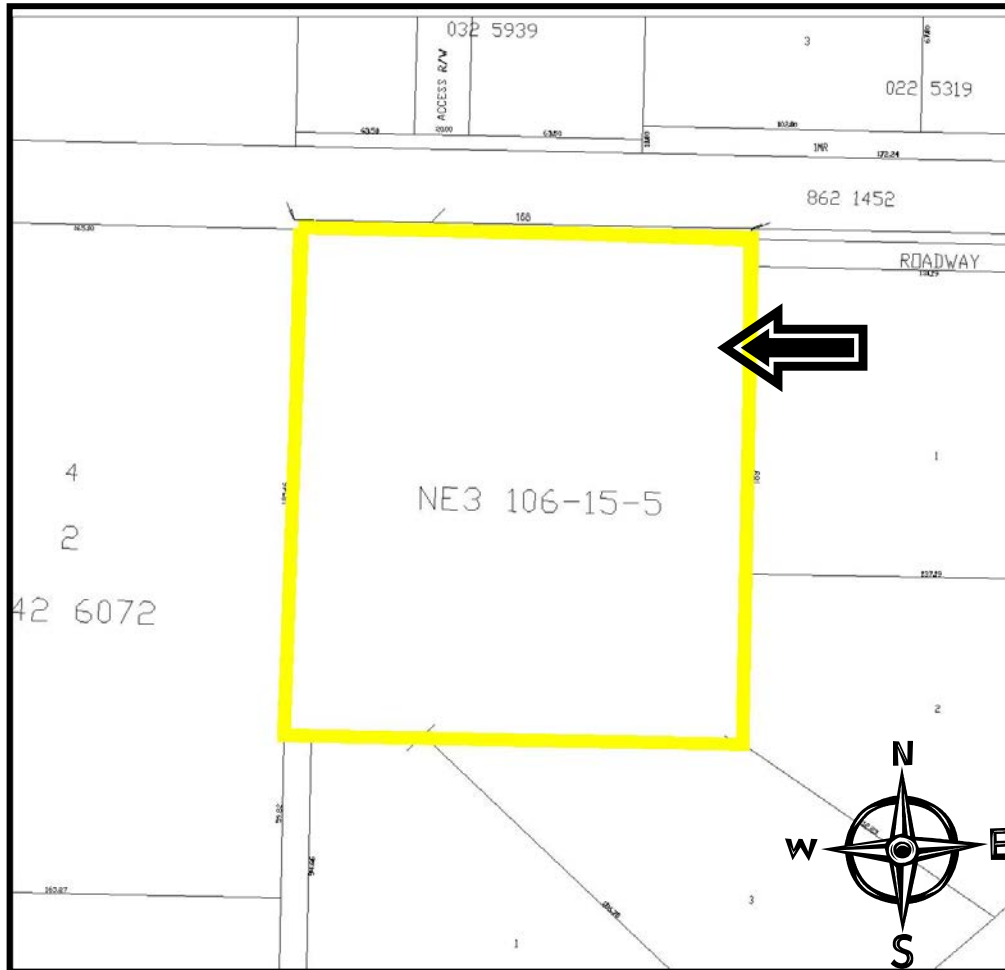
Len Racher
Chief Administrative Officer

BYLAW No. 1081-17

SCHEDULE "A"

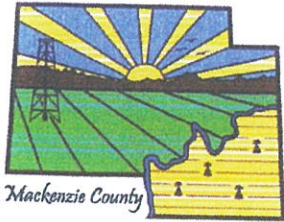
1. That the land use designation of the following property known as:

Part of NE 3-106-15-W5M within the hamlet of La Crete, be rezoned from Hamlet Country Residential "H-CR" to La Crete Highway Commercial "LC-HC" as outlined in Schedule "A" hereto attached.



FROM: Hamlet Country Residential "H-CR"

TO: La Crete Highway Commercial "LC-HC"



LAND USE BYLAW AMENDMENT APPLICATION

APPLICATION NO. _____

NAME OF APPLICANT JAKE J. WOLFE		
ADDRESS 9433 - 94 AVE, PO BOX 365		
TOWN LA CRETE, AB		
POSTAL CODE TOH 2H0	PHONE (RES.) 780-926-6191	BUS.

COMPLETE IF DIFFERENT FROM APPLICANT		
NAME OF REGISTER OWNER JACOB J. & HELEN S. WOLFE		
ADDRESS 9433 - 94 AVE, PO BOX 365		
TOWN LA CRETE, AB		
POSTAL CODE TOH 2H0	PHONE (RES.) 780-926-6191	BUS.

LEGAL DESCRIPTION OF THE LAND AFFECTED BY THE PROPOSED AMENDMENT

QTR./LS. NW PART	SEC. NE3	TWP. 106	RANGE 15	M. 5	OR	PLAN 9433 - 94 AVE	BLK	LOT
----------------------------	--------------------	--------------------	--------------------	----------------	----	------------------------------	-----	-----

LAND USE CLASSIFICATION AMENDMENT PROPOSED:

FROM: RESIDENTIAL TO: LA CRETE HIGHWAY COMMERCIAL (LCHC)

REASONS SUPPORTING PROPOSED AMENDMENT:

CHANGE THE ZONING FOR THE 3.5 ACRE PORTION OF PROPERTY
ADJACENT TO THE MACKENZIE COUNTY WATER TREATMENT PLANT TO
SELL AS LA CRETE HIGHWAY COMMERCIAL (LCHC)

AND/OR

CHANGE THE ZONING FOR THE ENTIRE 7.5 ACRE PROPERTY TO SELL AS
LA CRETE HIGHWAY COMMERCIAL (LCHC)

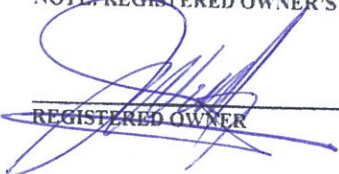
I/WE HAVE ENCLOSED THE REQUIRED APPLICATION FEE OF \$ 400.00

RECEIPT NO. 221892

JAKE J. WOLFE
 APPLICANT

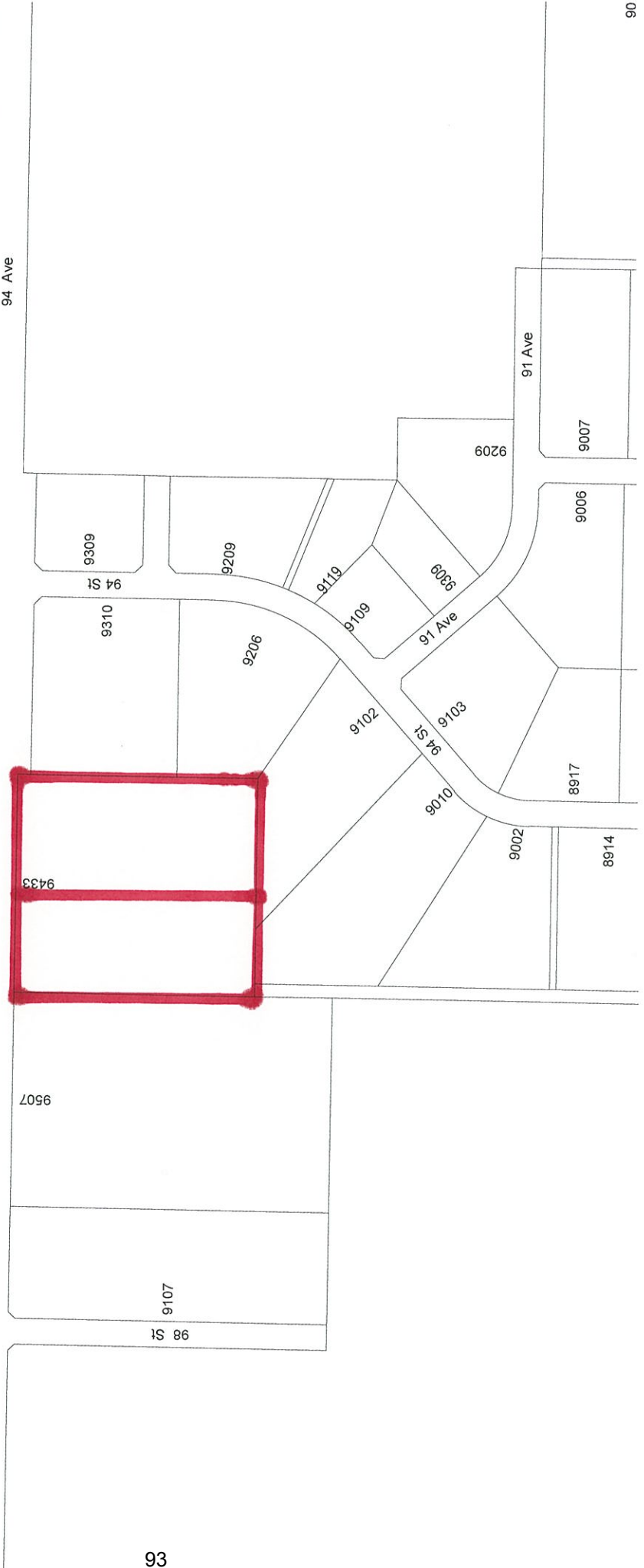
SEPTEMBER 15, 2017
 DATE

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

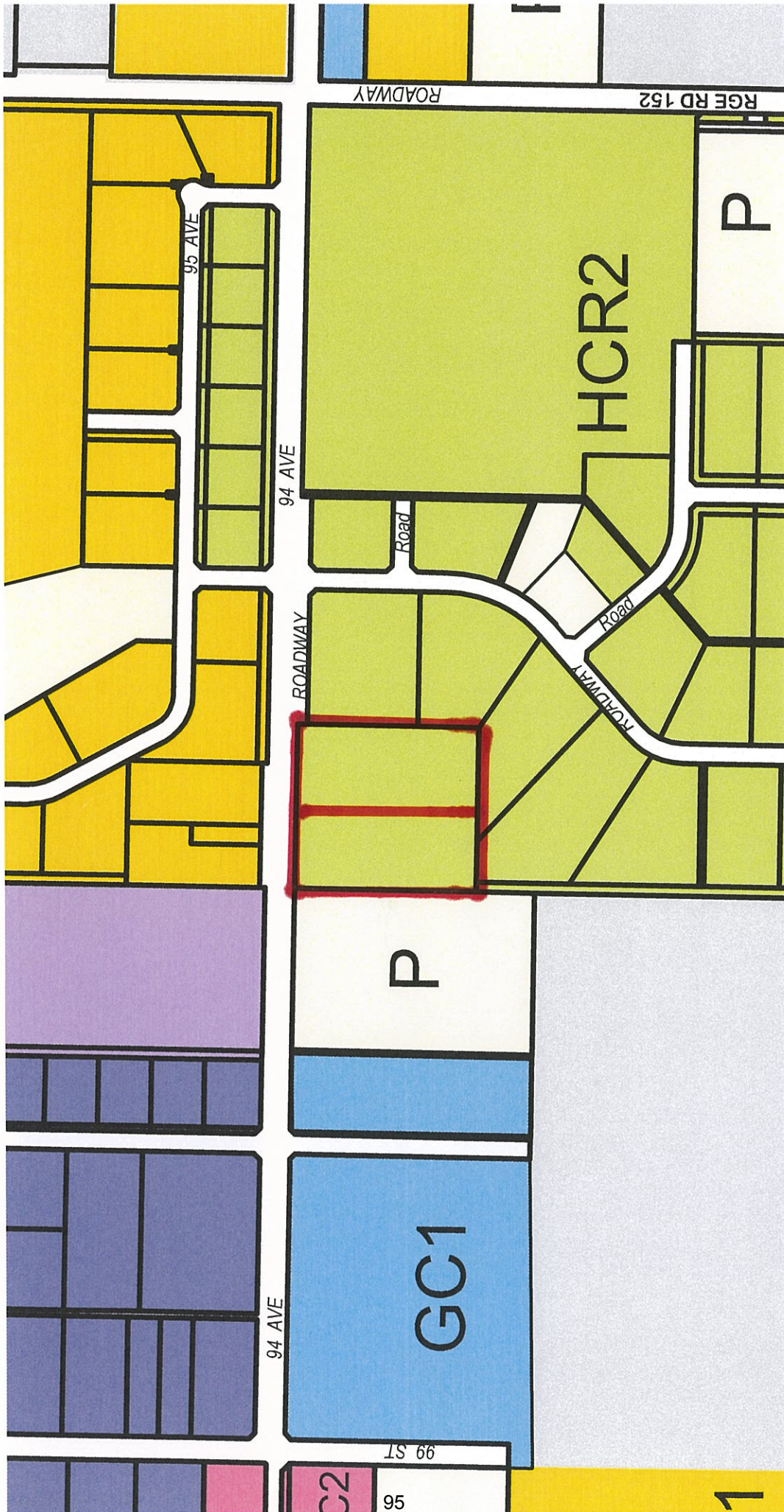

 REGISTERED OWNER

DATE

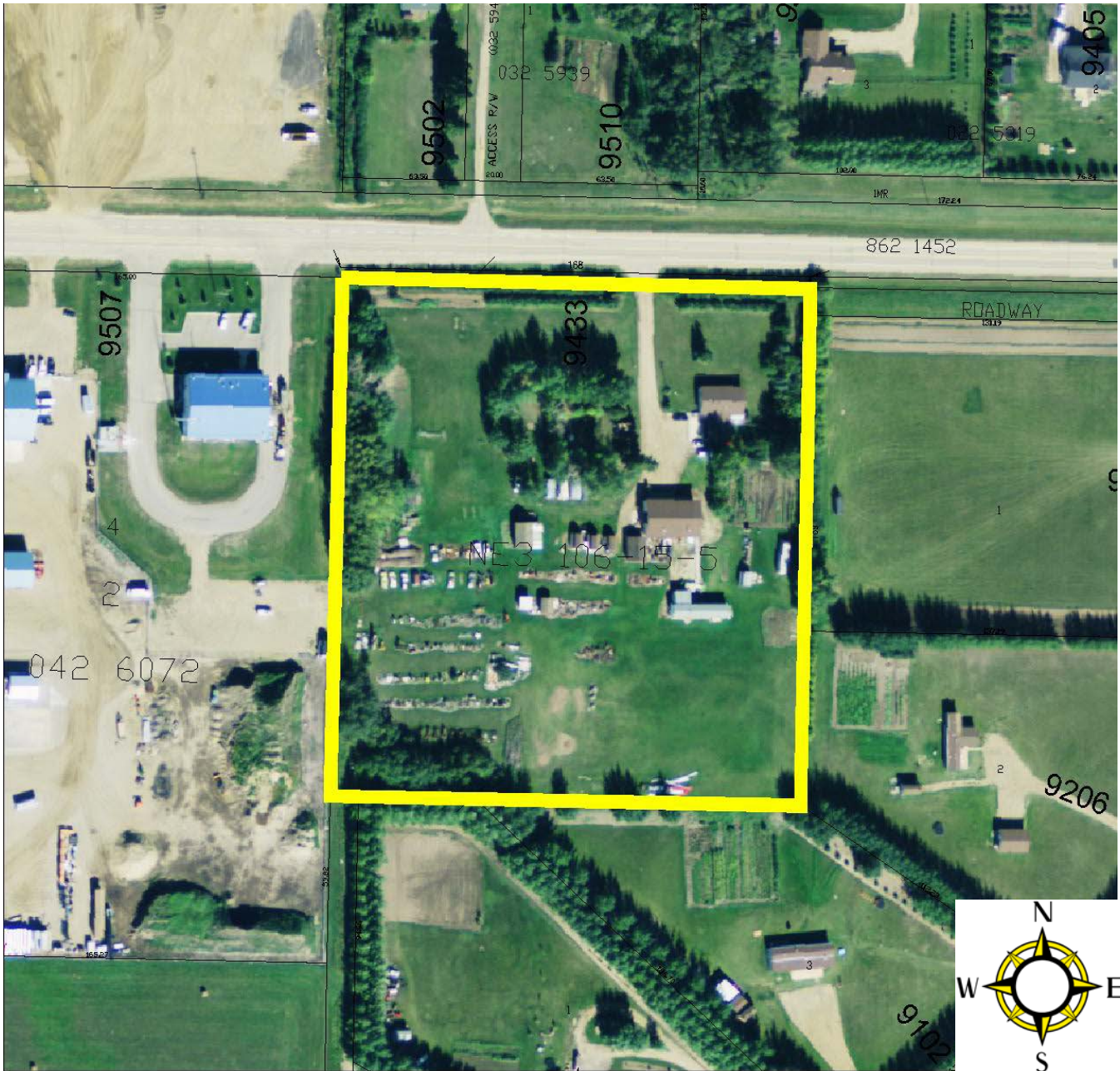
W ↑







BYLAW AMENDMENT APPLICATION



NOT TO SCALE

File No. Bylaw 1081-17

Disclaimer

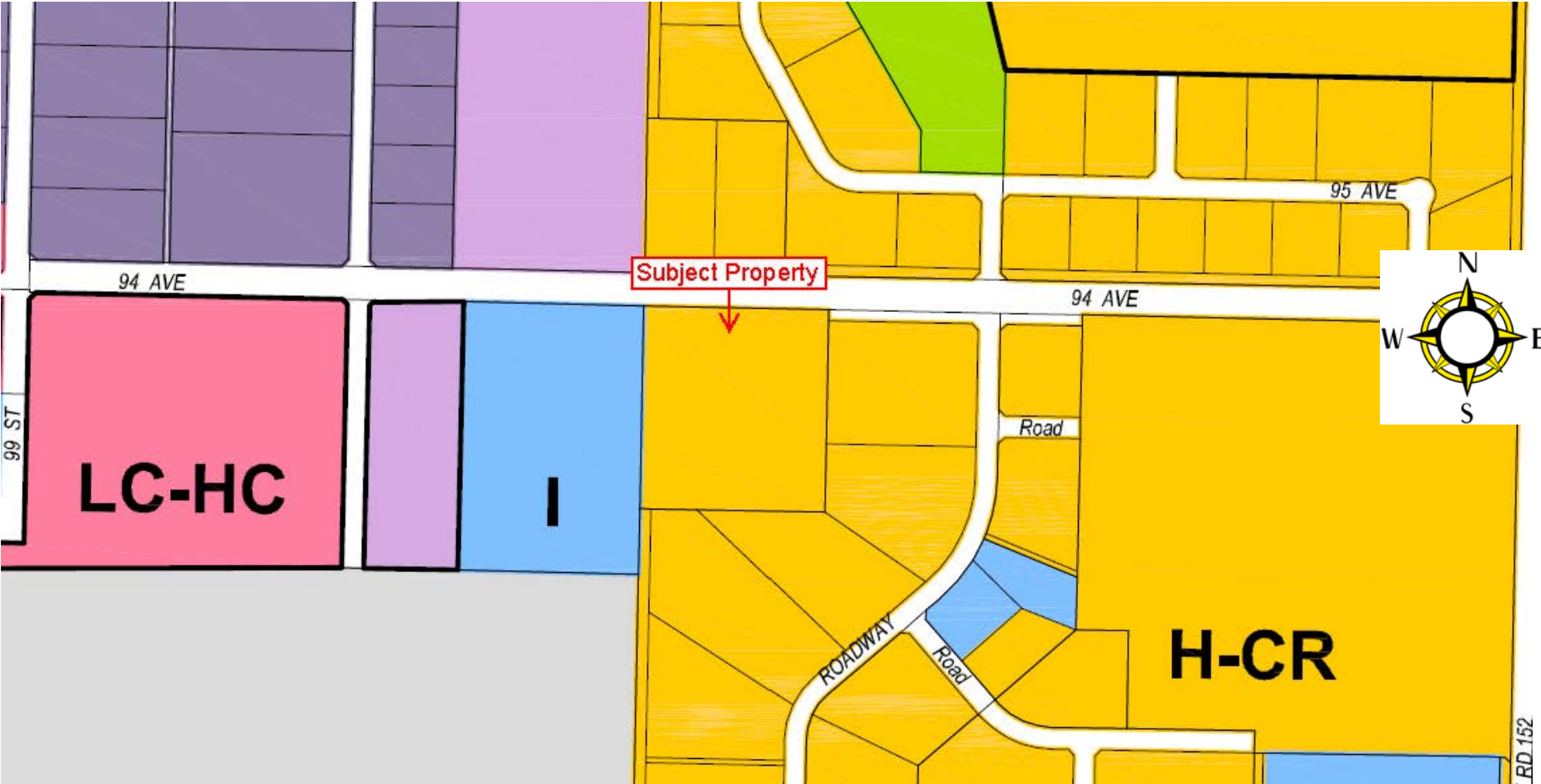
Information on this map is provided solely for the user's information and, While thought to be accurate, is provided strictly "as is" and without warranty of any kind, either express or implied.

The County, its agents, employees or contractors will not be liable for any Damages, direct or indirect, or lost profits or data arising out of the use of information provided on this map.



Mackenzie County

BYLAW AMENDMENT APPLICATION



File No. Bylaw 1081-17

NOT TO SCALE

Disclaimer
Information on this map is provided solely for the user's information and, while thought to be accurate, is provided strictly "as is" and without Warranty of any kind, either express or implied.
The County, its agents, employees or contractors will not be liable for any Damages, direct or indirect, or lost profits or data arising out of the use of information provided on this map.



Mackenzie County

3.1.6 In order to ensure a firm commitment for DEVELOPMENT has been received, rezoning applications involving rural country residential developments shall provide the following:

- a. An AREA STRUCTURE PLAN for MULTI-LOT SUBDIVISIONS;
- b. A minimum of 10 parcels per rezoning application, or where the total area to be rezoned is less than 20.2 hectares (50 acres), the total developable area must be subdivided. Where the lands contain proven WATER BODY/wetlands and/or topographical challenges that prevent the minimum of 10 LOTS from being created, the minimum number of LOTS may be decreased;**
- c. The SUBDIVISION must have legal access that meets COUNTY standards; and
- d. Where the existing municipal ROAD is not up to the standard required for the parcel, a ROAD request or upgrade must be part of the subdivision application

This item is also in conflict with the Municipal Development Plan as stated below:

- Country Residential Development means a multi-lot residential subdivision which results in more than two residential parcels.

Section 5: To reduce conflicts with Hamlet growth and agricultural operations, and to minimize the cost of maintaining roads and other municipal services, country residential communities shall be located in a well-defined area, as shown on Maps 3 - 7, leaving the rest of the County primarily agricultural or Crown Land. These country residential areas are located in accordance with the following principles:

- a) have poor soils (CLI Class 5), except where the use of better soils may be justified because the land is adjacent to urban areas, recreational lakes or river valleys;
- b) do not limit the logical expansion of the Town of High Level, or the Hamlets of Fort Vermillion, La Crete or Zama City;
- c) located near existing or proposed recreation areas;
- d) have potable water supply and are adequately serviced or where municipal servicing can be provided in an efficient and economical manner;
- e) have simple and direct access to paved roads and highways; and

Author: L.L. Reviewed by: _____ CAO _____

f) will maintain the minimum separation distance from sour gas facilities, gas and oil wells, wastewater treatment plant, landfills, existing CFOs and existing sand and gravel extraction sites as defined by Municipal Government Act, AOPA, or any other relevant legislation.

The map attached is the greater La Crete policy map (Map 5) which is made available in the Municipal Development Plan to determine future growth surrounding communities. The area which is this rezoning proposal is designated as future hamlet residential.

OPTIONS & BENEFITS:

This proposal is not within the Land Use Bylaw or the Municipal Development Plan's intention for a multi-lot rezoning. This type of rezoning was not intended for single lots to be created out of small parcels.

The Planning Authority must look at the future growth of the Hamlet and avoid impeding growth to the south by allowing further rural residential growth around the hamlet.

As shown on the attached map, the hamlet has Rural County Residential districts on all sides, including a very large multi-lot rezoning on the south-east corner of the hamlet close to the La Crete sawmill. Should this proposed request be allowed, it will encourage further rural residential development in an area that would be better used for highway commercial development or future hamlet residential.

Options are to pass, defeat or table the motion for more information.

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.

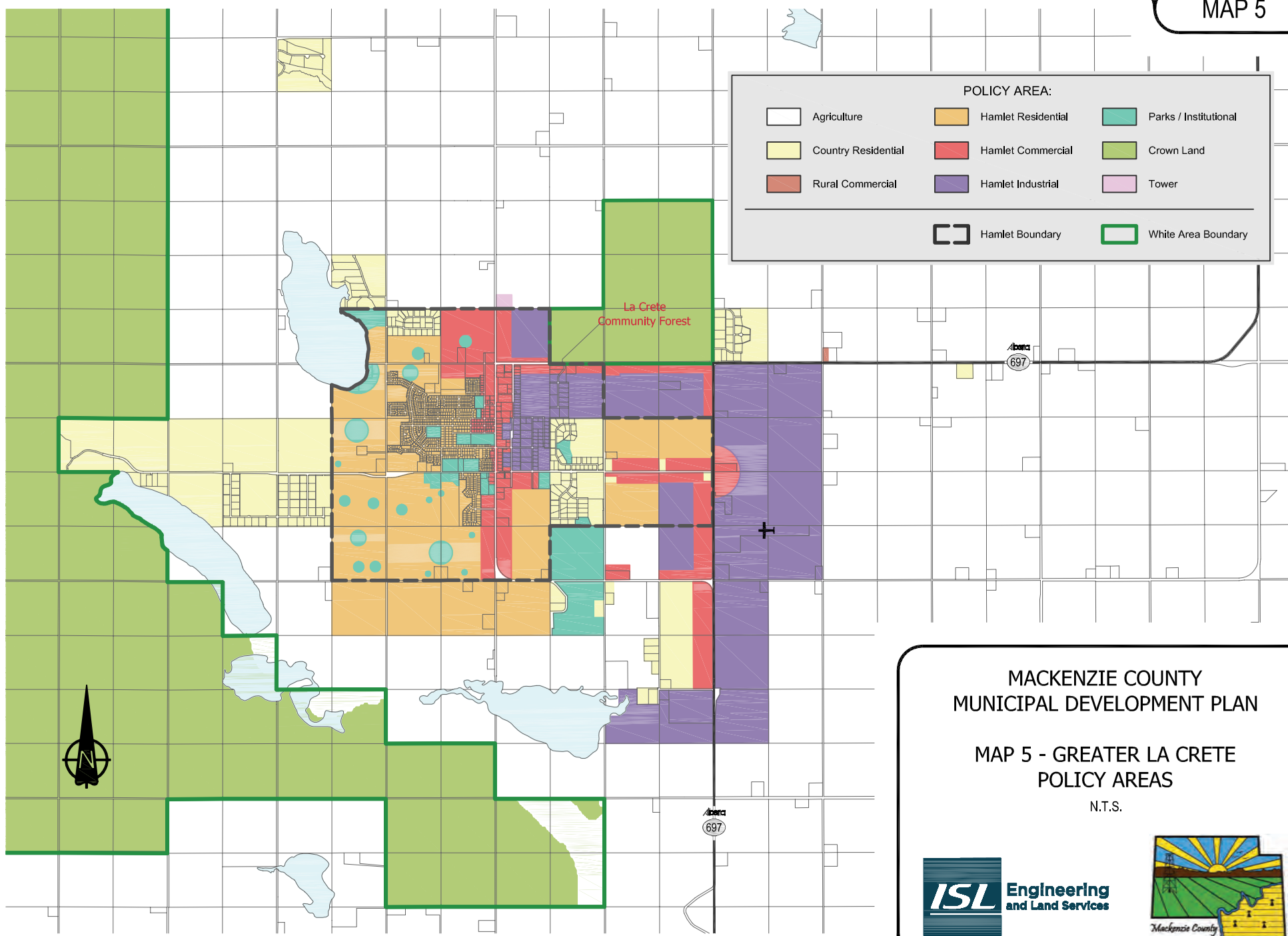
Author: L.L. Reviewed by: _____ CAO _____

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That first reading of Bylaw 1082-17 being a Land Use Bylaw Amendment to rezone Plan 942 2328, Block 1, Lot 1 from Agricultural District "A" to Rural Country Residential 1 "RCR1" to create an additional lot out of an existing 7 acre subdivision be REFUSED.

Author: L.L. Reviewed by: _____ CAO _____



MACKENZIE COUNTY
MUNICIPAL DEVELOPMENT PLAN

MAP 5 - GREATER LA CRETE
POLICY AREAS

N.T.S.



BYLAW NO. 1082-17
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 2017, 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 a residential subdivision.

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 942 2328, Block 1, Lot 1 (NW 34-105-15-W5M)

within Mackenzie County, be rezoned from Agricultural "A" to Rural Country Residential 1 "RCR1" 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

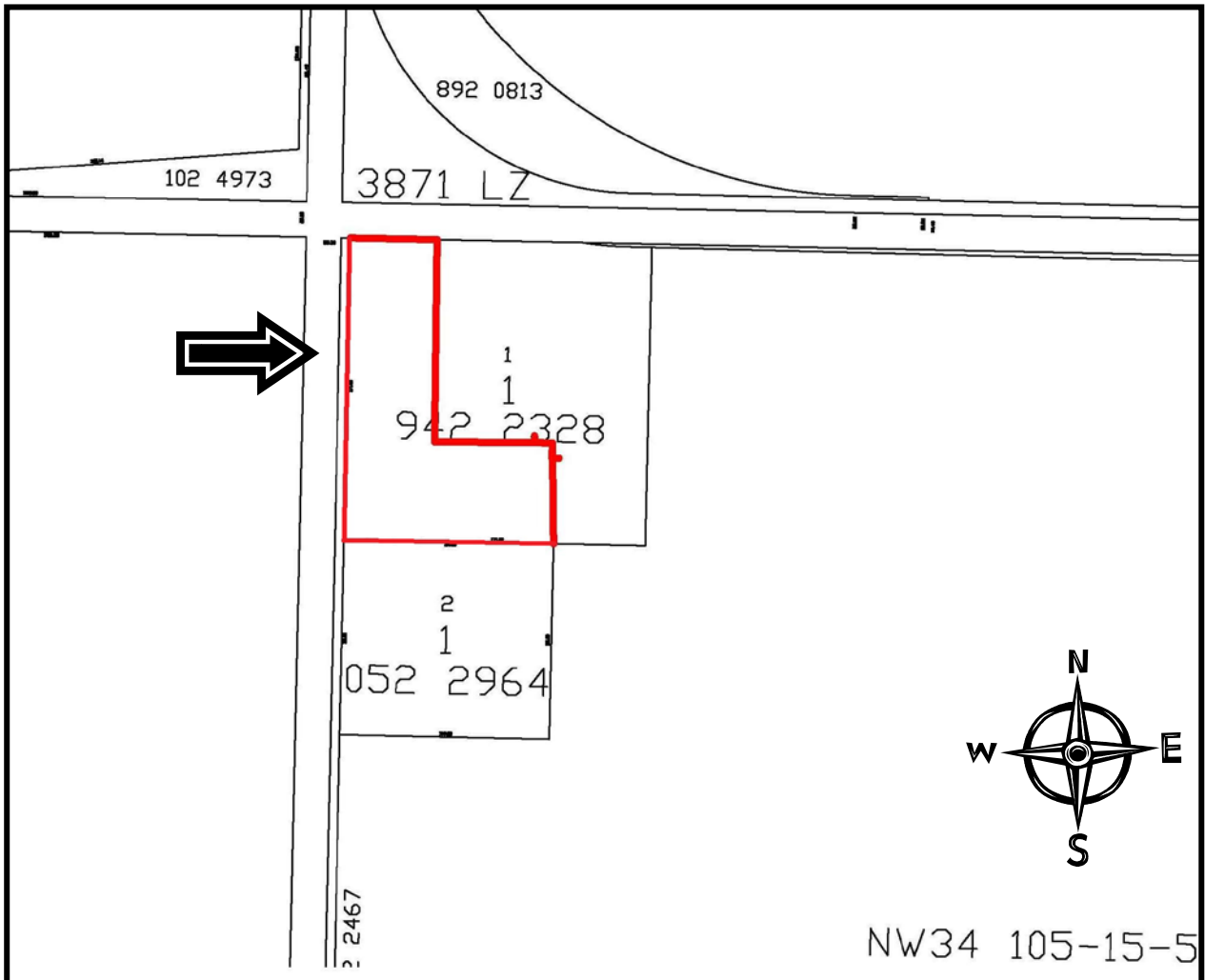
Len Racher
Chief Administrative Officer

BYLAW No. 1082-17

SCHEDULE "A"

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

Plan 942 2328, Block 1, Lot 1 (NW 34-105-15-W5M) within Mackenzie County, be partially rezoned from Agricultural "A" to Rural Country Residential 1 "RCR1" as outlined in Schedule "A" hereto attached.



FROM: Agricultural "A"

TO: Rural Country Residential 1 "RCR1"



LAND USE BYLAW AMENDMENT APPLICATION

APPLICATION NO. _____

NAME OF APPLICANT [REDACTED]		
ADDRESS [REDACTED]		
TOWN La crete		
POSTAL CODE [REDACTED]	PHONE (RES.) [REDACTED]	BUS. [REDACTED]

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./1/4 NW	SEC. 34	TWP. 105	RANGE 15	M/1/4 W5	OR	PLAN	BLK	LOT
----------------	------------	-------------	-------------	-------------	----	------	-----	-----

LAND USE CLASSIFICATION AMENDMENT PROPOSED:

FROM: Agricultural TO: Rural Country 1

REASONS SUPPORTING PROPOSED AMENDMENT:

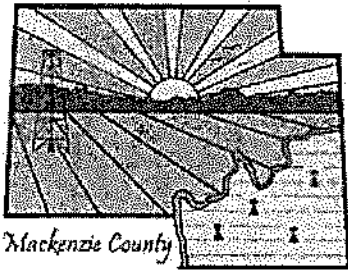
We Have more Room than we Need. Small Accage are in Demand close to town

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.

REGISTERED OWNER [REDACTED] DATE August 14/17



Mackenzie County

P.O. Box 640
 Fort Vermilion, Alberta T0H 1N0
 Phone: (780) 927-3718 Fax: (780) 927-4266
 E-Mail: office@mackenziecounty.com

OFFICIAL RECEIPT

220789

Customer & Comments:
 Terry Peters

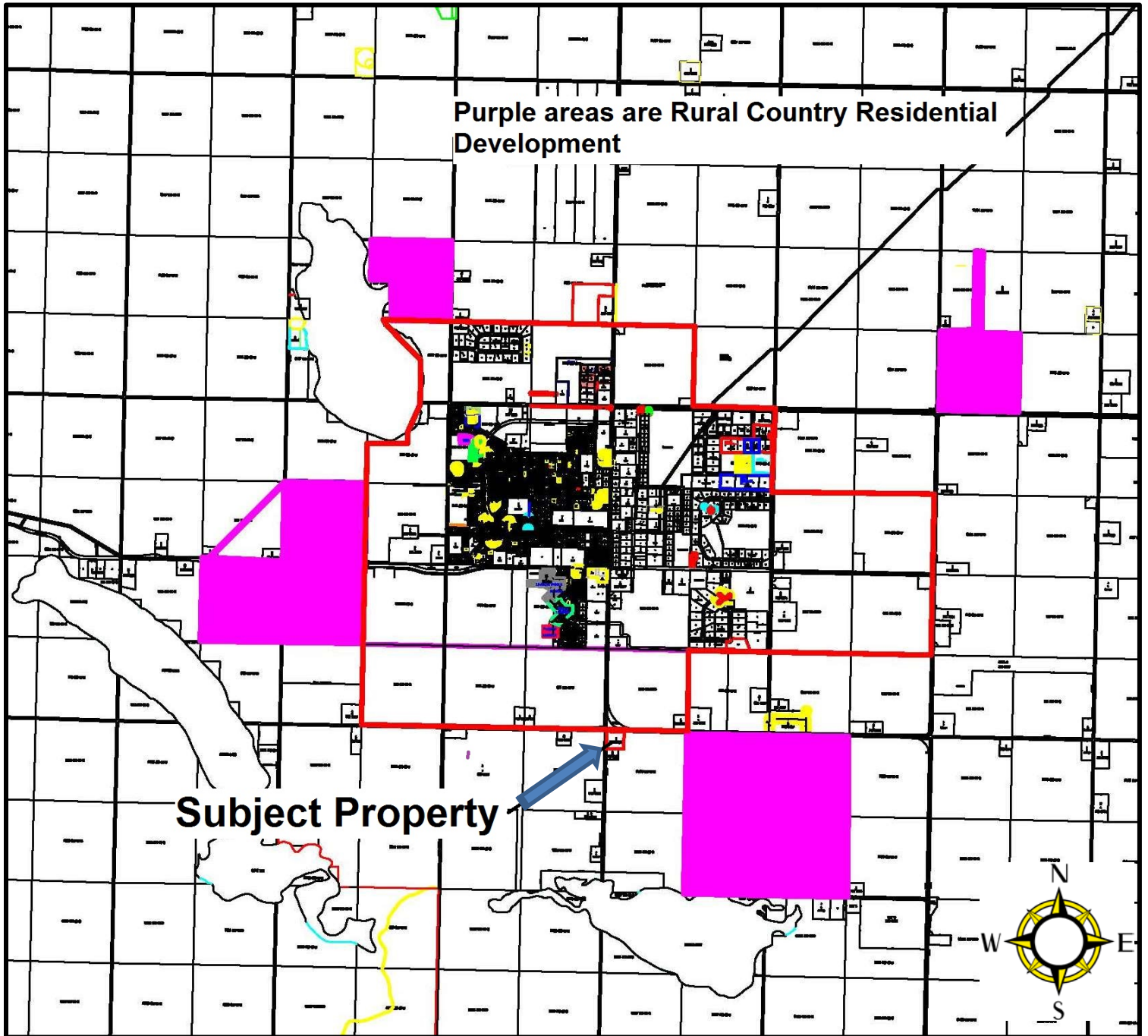
Date: Aug 14, 2017
 Initials: LL

Receipt Type	Roll/Account	Description	Outstanding Amount	Quantity	Receipt Amount
General	AMLUB	Land use bylaw amendmen	\$400.00	1	\$400.00

----- PAYMENT SUMMARY -----

Tax Amount:	\$0.00	
Receipt Total:	\$400.00	
Cash Received:	\$0.00	
Credit Card:	\$400.00	MASTERCARD
Cheque:	\$0.00	
Other:	\$0.00	
	\$400.00	

BYLAW AMENDMENT APPLICATION



NOT TO SCALE

File No. Bylaw 1082-17

Disclaimer

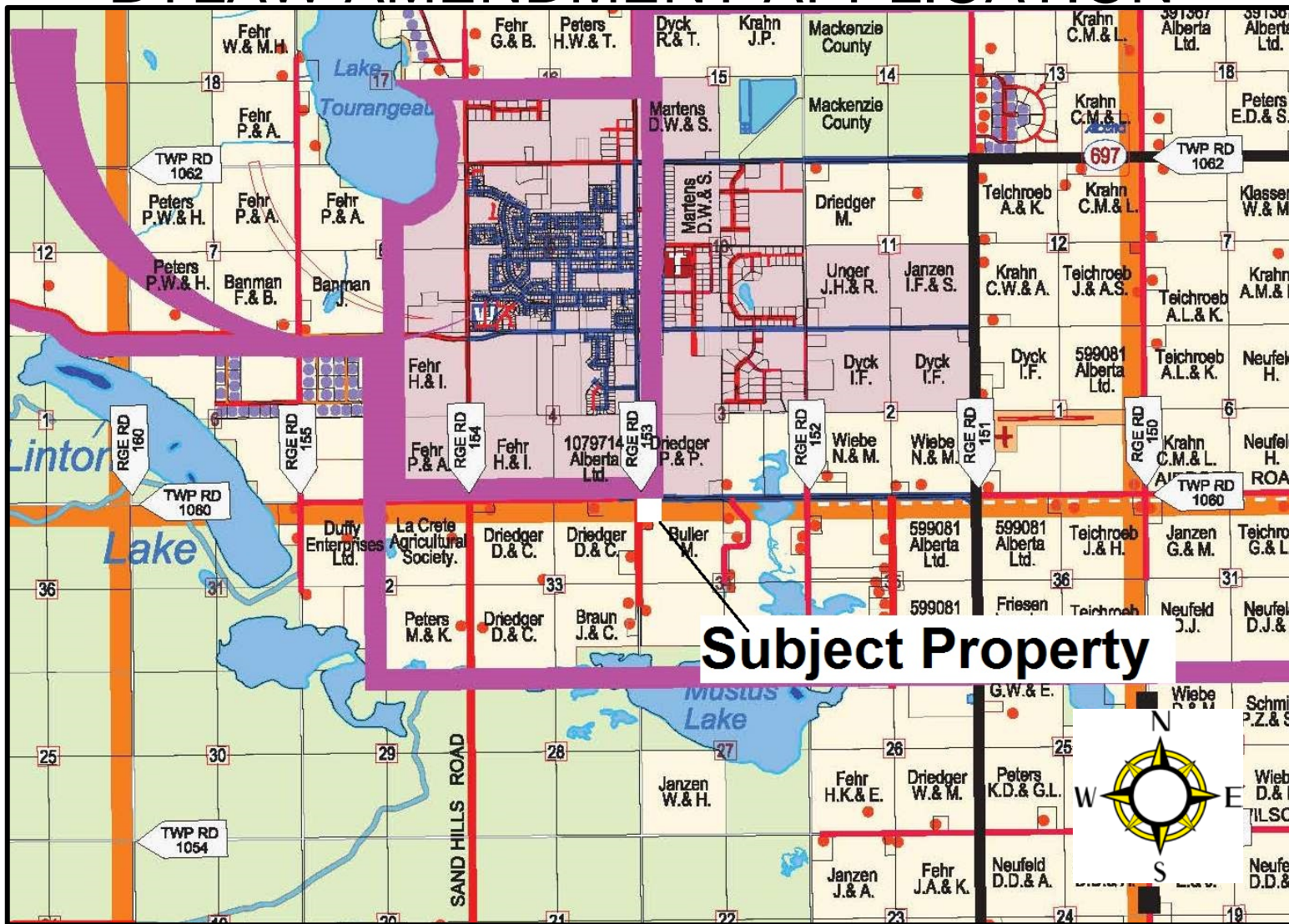
Information on this map is provided solely for the user's information and, while thought to be accurate, is provided strictly "as is" and without warranty of any kind, either express or implied.

The County, its agents, employees or contractors will not be liable for any Damages, direct or indirect, or lost profits or data arising out of the use of information provided on this map.



Mackenzie County

BYLAW AMENDMENT APPLICATION



Subject Property

NOT TO SCALE

File No. Bylaw 1082-17

Disclaimer

Information on this map is provided solely for the user's information and, while thought to be accurate, is provided strictly "as is" and without Warranty of any kind, either express or implied.

The County, its agents, employees or contractors will not be liable for any Damages, direct or indirect, or lost profits or data arising out of the use of information provided on this map.



Mackenzie County

Subdivision Applications

- 2015 subdivisions 31 applications
- 2016 subdivisions 33 applications
- 2017 subdivisions 25 applications

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

N/A

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the development statistics report for January to September, 2017 be received for information.

Author: C Smith Reviewed by: _____ CAO: JW

Mackenzie County Development Statistics - January to September, 2017

Development Applications by Construction Value

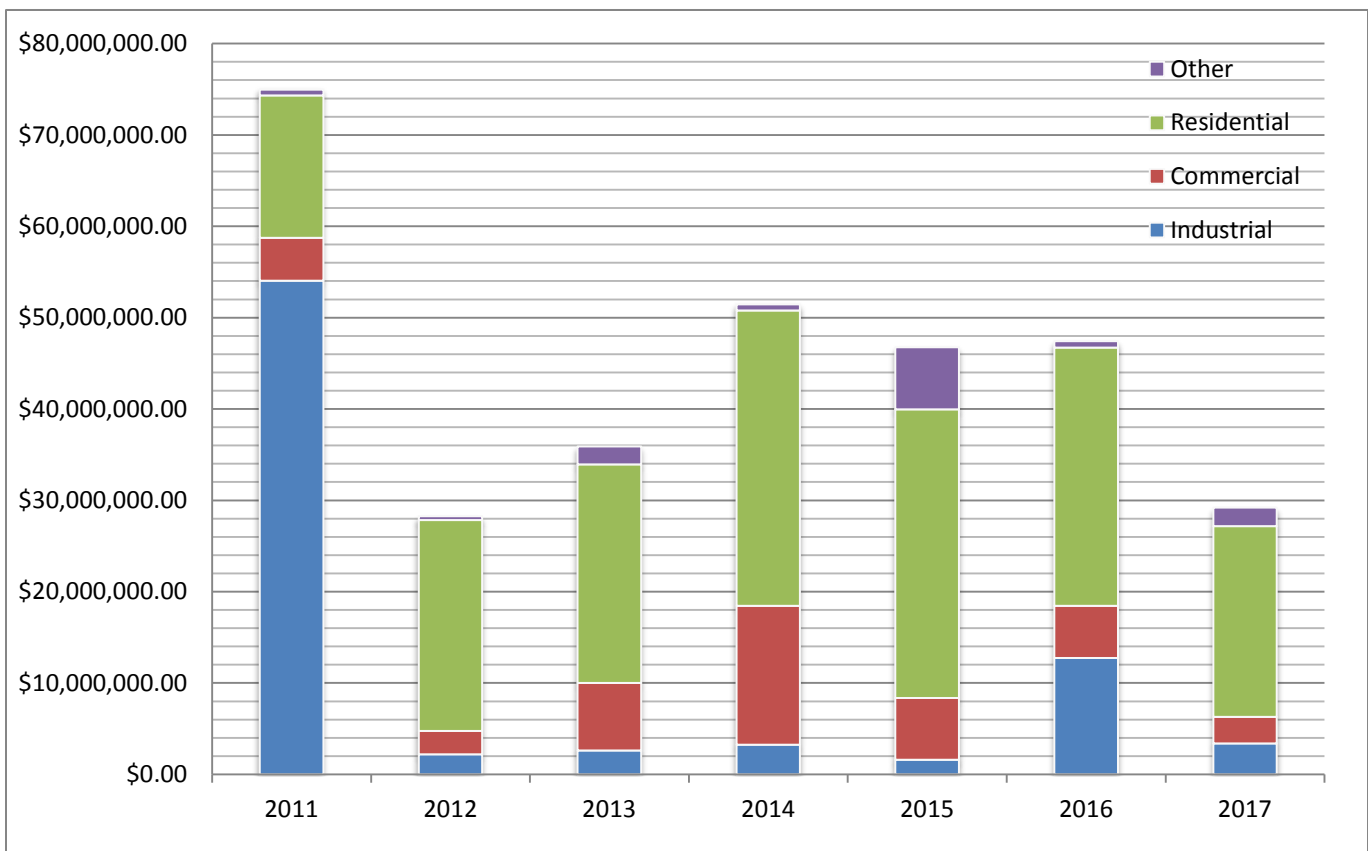
	2011*	2012	2013	2014	2015	2016	2017
Industrial	\$54,777,000	\$3,003,000	\$2,637,000	\$3,258,500	\$1,601,200	\$12,733,000	\$3,403,300
Commercial	\$5,592,550	\$2,402,500	\$7,394,500	\$15,216,850	\$6,753,440	\$5,718,000	\$2,900,000
Residential	\$16,231,775	\$23,816,096	\$23,926,626	\$32,304,450	\$31,600,270	\$28,261,767	\$20,888,920
Other*	\$301,800	\$411,000	\$1,960,500	\$685,000	\$6,815,250	\$730,085	\$2,006,600
Total	\$76,903,125	\$29,632,596	\$35,918,626	51,464,800	\$46,770,160	\$47,442,852	\$29,198,820

*Other – public use facilities and home based businesses

*2011 Industrial spike is due to a New Compressor Station in Ward 10

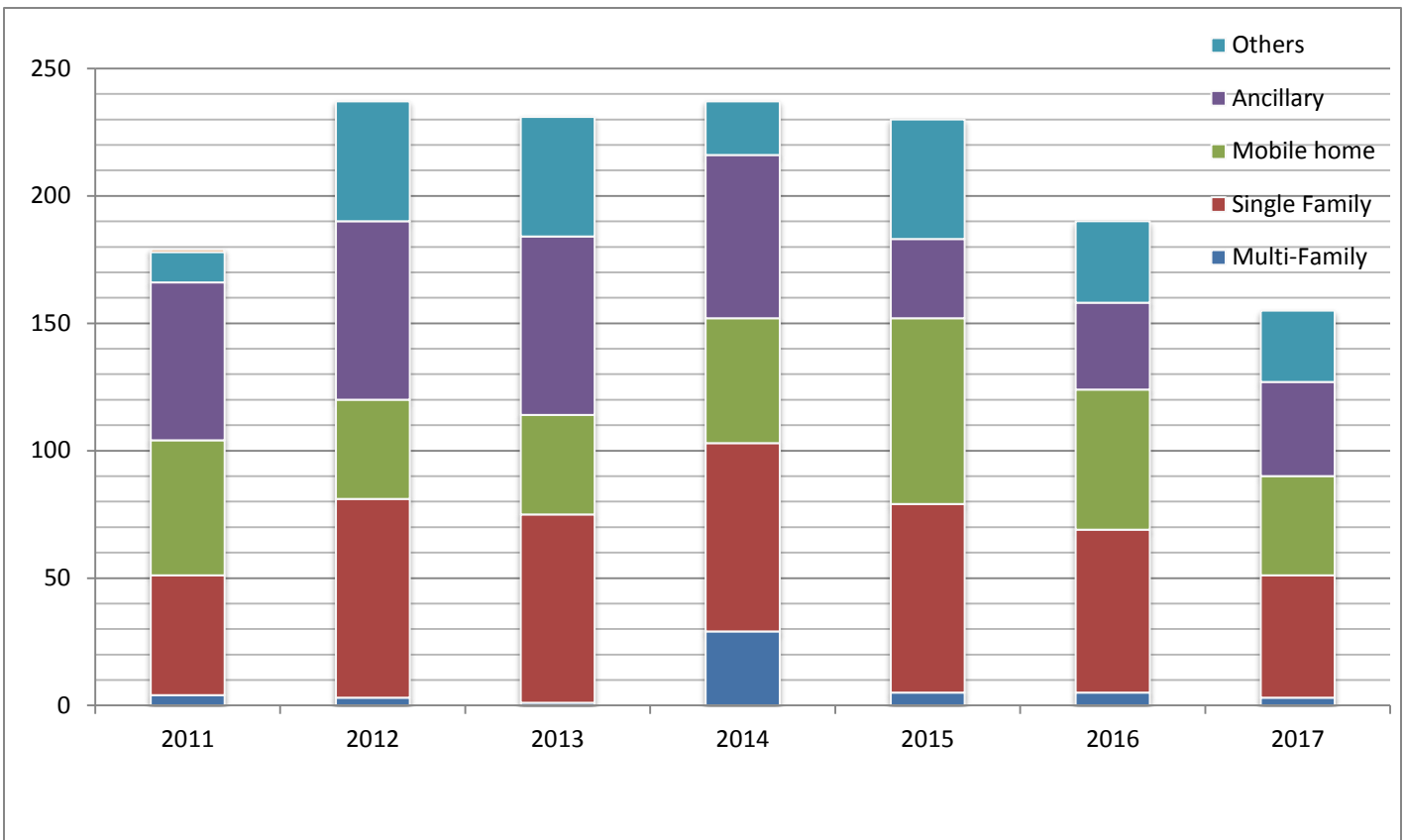
Number of Development Permits Applications

	2011	2012	2013	2014	2015	2016	2017
Industrial	21	28	17	25	17	18	15
Commercial	45	29	56	39	30	23	11
Residential	203	211	230	250	240	191	155
Other*	9	10	7	8	15	9	30
Total	278	278	313	322	302	241	211



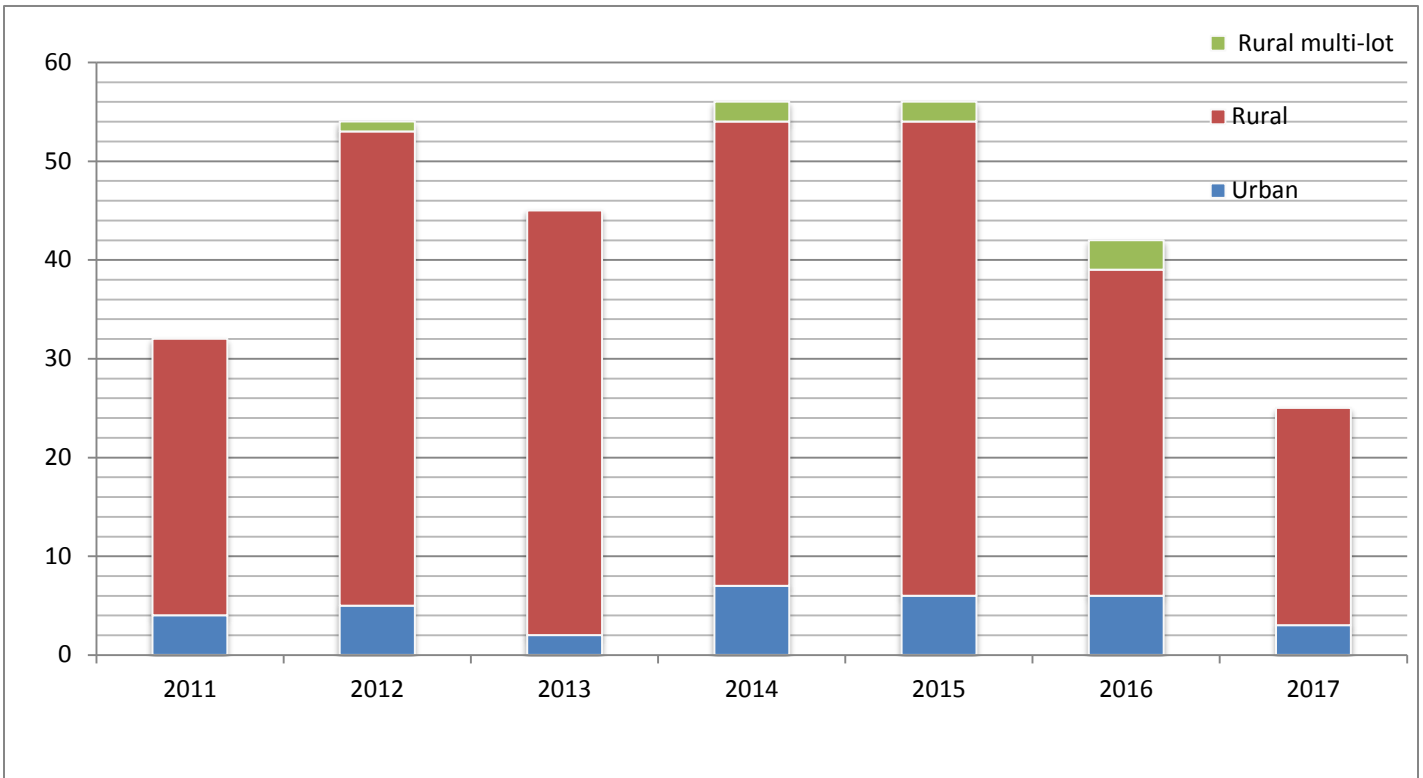
Number of Residential Development Permits

	2011	2012	2013	2014	2015	2016	2017
Multi-Family	4	3	1	29	5	5	3
Single Family	47	78	74	74	74	64	48
Mobile Home	53	45	39	49	73	55	39
Ancillary	62	52	70	64	31	34	37
Fences, Decks, Reno's & Other Misc.	12	33	47	21	47	32	28
Total	178	211	231	217	230	191	155



Number of Subdivision Applications

	2011	2012	2013	2014	2015	2016	2017
Urban	4	5	2	7	6	6	3
Rural	28	48	43	47	48	33	22
Rural Multi-lot	0	1	0	2	2	3	0
Total	32	54	45	56	56	42	25



Increase in Rural acres is due to the 20 acre to 80 acre splits.

	2011	2012	2013	2014	2015	2016	2017
Number of Lots	32	84	78	116	57	117	35
Rural in acres	311	549.66	446.99	693.84*	926.90*	341.21	290.05
Multi-rural in acres	0	8.7	0	51.83	0	126.65	0
Urban in acres	46	32.74	60.82	45.52	15.02	14.75	N/A
Total Acres	357	591.1	507.81	791.78	941.92	482.61	290.05

SUSTAINABILITY PLAN:

The sustainability plan does not impact the proposed amendment to the terms of reference for the Northwest Species at Risk Committee.

COMMUNICATION:

As required.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the terms of reference for the Northwest Species at Risk Committee be revised as presented.

Author: BP Reviewed by: _____ CAO: _____

TERMS OF REFERENCE

NORTHWEST SPECIES AT RISK COMMITTEE

Background:

The northwest region of Alberta encompasses high economic development value in a variety of natural resource sectors. Notwithstanding this, the region is requested to carry the highest burden of environmental protection of any other region within Alberta.

Current and proposed Provincial policy and strategies requires the Lower Peace Region to subsidize economic activity in other regions; to allow, both, the Federal and Provincial governments to achieve conservation targets for the natural environment. Cumulatively, multiple conservation initiatives and species at risk recovery strategies have the ability to negatively impact the rural communities of northwest Alberta.

We, the local tenants of this region have collaborated; in an attempt to secure smart economic growth, a sustained quality of life, and well-balanced environmental protection for our future generations. Through the use of optimal adaptive management, transparent stakeholder engagement, and effective environmental stewardship; we endeavour to achieve this purpose.

Purpose:

To collectively provide and share information, ideas and resources; relating to the continued and future prosperity of northwest Alberta. Instill effective regional adaptive management and transparency which allows all stakeholders to play a vital role in shaping our collective future. Develop tangible solutions founded upon an evidence-based approach, to ensure a balance of smart economic growth, a sustained quality of life, and an enhanced natural environment; for all of our businesses, communities and wildlife.

Responsibilities:

To ensure that any impending species recovery or conservation initiative, that has the ability to affect the smart growth of northwest Alberta; is prefaced with a thorough regional socio-economic impact analysis.

To proactively work with all other levels of government, including the First Nations; to create well-balanced working groups; with all key stakeholders relevant to impending conservation areas and species recovery.

Emphasizing that, northwest Alberta currently encompasses a vast amount of protected lands. Impending species recovery and conservation initiatives should aim to enhance the value of these areas for species at risk recovery and biodiversity, rather than seeking to protect unjustifiable additional areas of land.

Structure:

Two councillors and/or Members at Large and an alternate appointed by each of the founding municipalities.

Alternates may attend all meetings.

Founding municipalities consist of:

- County of Northern Lights
- Mackenzie County
- Town of High Level
- Town of Rainbow Lake

Mackenzie County is the administrative lead for the committee, with administrative support from each of the founding municipalities.

The administrative lead will prepare and provide the agenda for all meetings.

Meetings are open to the public as per Section 197 and Section 198 of the Municipal Government Act.

Meetings may, in part, be closed to the public if matters to be addressed are recognized under; Section 197(2) of the Municipal Government Act, and/or Division 2 – Part 1 of the Freedom of Information and Protection of Privacy Act.

The committee shall pursue grant opportunities to fund any larger projects, with Mackenzie County as the grant sponsor and/or lead.

Quorum and Costs:

Decisions shall be reached by consensus, consisting of two appointed members from each of the founding municipalities. Alternates shall not be considered for consensus unless standing in for an appointed member.

Meetings shall be hosted by the Town of High Level, at the Town of High Level Office, and meeting costs will be shared by the founding municipalities.

Each Municipality and other delegates are expected to cover the costs of their members. Additional costs, such as those derived from committee motions, will be subject to additional discussion and approval from each of the founding municipalities.

All decisions reached by consensus; which are within the scope of the Terms of Reference, are binding upon all municipalities.

Communication:

An electronic data sharing forum will be created and maintained, with access for all of the committee members, and meetings will be scheduled quarterly, or as required by the Chair.

SUB-COMMITTEES

Indigenous Engagement

Committee Members: Crystal McAteer
Eric Jorgensen
Leigh Bateman

Purpose: To engage all local Indigenous communities in a manner that is clearly represented as transparent engagement, rather than consultation.

Key Considerations: To determine what each community would consider as acceptable land use management.

To learn how each community plans to sustain/become economically and socially viable over the longer-term.

To determine what role each community is willing to play in ensuring the long-term enhancement and existence of our boreal ecosystems.

Federal and Provincial Government Engagement

Committee Members: Crystal McAteer Eric Jorgensen
Lisa Wardley Chris Mitchell
Terry Ungarian Mike Morgan

Purpose: To engage the Federal and Provincial governments on matters within their jurisdiction; including action under the Species at Risk Act, cumulative effects of multiple recovery strategies and environmental initiatives, and [their] implementation in response to legislation.

Key Considerations: Engage the Government of Alberta at the political level; to seek a written commitment to working with the key stakeholders of Northwestern Alberta in the development of all future land-use planning documents.

Engage the Provincial governments of Alberta, British Columbia and Northwest Territories at the bureaucratic level; with a view to gaining cross-jurisdictional support, to ensure that our collective voice is heard, and our participation in all future land-use planning processes is required.

Engage the Federal government to reiterate to the Government of Alberta that;

- There is flexibility in meeting their October 2017 timeline for Caribou Range Plans;

- To name all the municipalities of the Lower Peace Region as key stakeholders, which are required to be engaged;
- To mandatorily bring all key stakeholders together for the development of interjurisdictional Caribou Range Plans.

Industry Engagement – Oil & Gas, Forestry and Minerals

Committee Members: Lisa Wardley Eric Jorgensen
 Leigh Bateman Terry Ungarian
 Jacquie Bateman Crystal McAteer

Purpose: To engage all the oil, gas and forestry companies actively operating within the Lower Peace Region; to encourage transparent communication, with a view to informing [them] on the potential implications of Caribou Range Planning, and to gain a full understanding of their key concerns.

Key Considerations: To encourage all the companies to work collectively with all other stakeholders; communicating that effective collaboration is our only option in securing future investment, economic growth, and practical Caribou Range Plans.

Inform the companies on the factual processes and considerations of Caribou Range Planning, and to highlight all the crucial unknowns and/or uncertainties relating to potential implications.

To gain a complete understanding of the land and infrastructure required by the companies; to enable [their] sustained long-term smart economic growth, within and surrounding the Caribou ranges.

Community, Agriculture, and Service Industry Engagement

Committee Members: Eric Jorgensen Jacquie Bateman
 Terry Ungarian Leigh Bateman
 Crystal McAteer

Purpose: To ensure appropriate information is provided publicly to all members of our communities, and to work with our agriculture, hunting/trapping and small business sectors; to ensure their concerns are fully considered by the Committee, and any relevant willingness to contribute is thoroughly considered.

Key Considerations: To encourage all the sectors to work collectively with all other stakeholders; communicating that effective collaboration is our only option in securing future investment, economic growth, a sustained quality of life, and practical Caribou Range Plans.

Inform all sectors on the factual processes and considerations of Caribou Range Planning, and to highlight all the crucial unknowns and/or uncertainties relating to potential implications.

To ensure all relevant concerns are brought to the Committee's attention, if necessary, to reassure concerned sectors that future consideration will be given; in an attempt to mitigate the implications of these concerns in future Caribou Range Plans.

Any relevant willingness to contribute towards the Committee's fundamental purpose and responsibilities should be thoroughly considered.

SUB-COMMITTEE'S OVERALL DIRECTION

Process:

Every Sub-Committee, through their administrative support, will report back to the administrative lead with information acquired from all meetings, in a very timely manner. The administrative lead will be responsible for processing all information, and providing strategic recommendations to the Committee.

Responsibilities:

Every Sub-Committee must ensure that administrative support is present for all meetings.

Strategic Direction:

Every Sub-Committee should ensure that all meetings are guided by the applicable key considerations; this will allow for information and findings acquired at meetings to contribute towards the Committee's fundamental purpose and responsibilities. Thus allows for any commitment and/or willingness to contribute by stakeholders, including the Federal and Provincial governments; provides essential support to the Committee's outputs.

SUB-COMMITTEE KEY ENGAGEMENT QUESTIONS

1. What level of protection can each community/company withstand without reducing the number of local businesses/ employees?
2. How each community/company plans to remain/become economically viable over the longer term, once restrictions on industry are in place?
3. Within the identified caribou ranges, what are the areas of highest importance, both; economically and environmentally to your community/business?



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	October 10, 2017
Presented By:	Fred Wiebe, Director of Utilities
Title:	La Crete – Well Number 4 Project

BACKGROUND / PROPOSAL:

Council approved \$150,000 for the La Crete – Well Number 4 Project for the 2016 TCA Capital Budget which was a project to drill a new well for additional raw supply to the hamlet of La Crete. The well drilling was successful in that we found a well that produces almost 20 liters/second and the water quality will meet acceptable standards after running through our treatment system. Unfortunately the project went over budget for a few reasons.

One of the reasons that the costs went over budget was that we also completed our Ground Water Under the Influence of surface water assessment which was now required under the new water license approval. This required doing water analysis from the existing wells and reporting to Alberta Environment regarding the findings. Another reason was that we also had a screen made prior to the drillers coming to site to potentially save money as this wouldn't require the drillers to be on site as long. It turned out that the screen for this new well required a finer slot size due to the granular type in this well being a finer material.

OPTIONS & BENEFITS:

Option 1: To approve additional \$22,500 to the La Crete – Well Number 4 project with funds coming from the Rural Potable Water Infrastructure Project.

Option 2: To carry project forward with additional funds being added in the 2018 capital budget.

Author: Sarah Martens **Reviewed by:** Fred Wiebe **CAO:** _____

COSTS & SOURCE OF FUNDING:

\$172,500 updated budget estimate.

Rural Potable Water Infrastructure Project has \$382,476 remaining.

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the budget be amended to include an additional \$22,500 to the La Crete – Well Number 4 project with funds coming from the Rural Potable Water Infrastructure Project with the new total budget being \$172,500.

Author: Sarah Martens **Reviewed by:** Fred Wiebe **CAO:** _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	October 10, 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.

- Correspondence – Minister of Environment and Climate Change (Northwest Species at Risk Committee)
- Correspondence – Alberta Municipal Affairs (National Disaster Mitigation Program)
- Correspondence – Alberta Environment and Parks (Fort Vermilion Grazing Reserve)
- Correspondence – Alberta Agriculture and Forestry (Northwest Species at Risk Committee)
- Correspondence – Gas Alberta Inc. (Natural Gas Shortage in Northern Alberta)
- Correspondence – 2017 Ag Society Funding
- High Level Forests Public Advisory Committee Meeting Minutes
- Boreal Housing Foundation Meeting Minutes
- Water North Coalition Meeting Minutes
- Canadian Free Trade Agreement
- AUMA Submission – MGA Regulations
- AUMA General Meeting – Special Resolution
-
-
-
-
-
-
-
-

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



SEP 20 2017

Ms. Lisa Wardley
Chair, Northwest Species at Risk Committee
Deputy Reeve, Mackenzie County
P.O. Box 640
Fort Vermilion AB T0H 1N0

Dear Ms. Wardley:

Thank you for your letter of June 26, 2017, and enclosure, inviting me to meet with you and other representatives of the Northwest Species at Risk Committee this summer regarding its report, *Recommendations for Boreal Woodland Caribou Population Recovery in Northwest Alberta*. I regret the delay in responding.

Unfortunately, as a result of scheduling constraints, I am unable to accept your invitation. However, I understand that you have met with my Parliamentary Secretary, Mr. Jonathan Wilkinson, on this important matter.

Please accept my best wishes.

Sincerely,

The Honourable Catherine McKenna, P.C., M.P.

c.c.: Mr. Jonathan Wilkinson, M.P.
Mr. Arnold Viersen, M.P.
Mr. Chris Warkentin, M.P.

RECEIVED
SEP 28 2017

MACKENZIE COUNTY
FORT VERMILION OFFICE



September 21, 2017

Len Racher
Chief Administrative Officer
Mackenzie County
4511-46 Avenue
PO Box 640
Fort Vermillion AB T0H 1N0

Dear Mr. Racher,

Thank you for submitting your municipality's project proposal under the 2017/18 National Disaster Mitigation Program (NDMP) - Round Three. All proposals have now been reviewed, and I am pleased to advise you that your municipality has been awarded a grant for completion of the following project:

- Mackenzie County - Fort Vermillion - Peace River Flood Risk Assessment - Start date of April 2, 2018.

In order to complete the next stage of the process, further instructions with three copies of a Conditional Grant Agreement - outlining details of the grant award, will be mailed out to you in the next several weeks for your review and execution by the duly authorized signing officer of your municipality.

I am pleased that the NDMP project is moving ahead and that the Government of Alberta is able to participate.

Sincerely,



Shane Schreiber
Managing Director

cc: Peter Brundin, Watershed Integration Specialist, Environment and Parks

RECEIVED
SEP 29 2017

MACKENZIE COUNTY
FORT VERMILION OFFICE

*Office of the Minister
MLA, Lethbridge-West*

SEP 26 2017

Mr. Len Racher, Chief Administrative Officer
Mackenzie County
PO Box 640
4511 – 46 Avenue
Fort Vermilion AB T0H 1N0

Dear Mr. Racher:

Thank you for your letter regarding additional clearings for agricultural expansion on the Fort Vermilion Provincial Grazing Reserve. I am pleased to provide the following information.

This land is managed by the Fort Vermilion Grazing Association under an annual permit and a ten-year contract agreement. On August 31, 2017, the association submitted a land-clearing proposal to Environment and Parks, and my staff are currently reviewing the information received. In accordance with our current process, proposed disposition range improvements must be considered against potential impacts to other resource values, such as wetlands and wildlife. In addition, consultation with potentially affected Indigenous peoples is required according to our current Alberta First Nations Consultation Policy and Guidelines.

In the interim, the Fort Vermilion Grazing Reserve Association should continue to work with Ms. Danielle Gabruck, Provincial Grazing Reserve Agrologist, in our Fairview office. Ms. Gabruck can be reached at 780-835-7200 (dial 310-0000 for a toll-free connection), or at danielle.gabruck@gov.ab.ca.

Thank you again for your letter.

Sincerely,



Shannon Phillips
Minister

cc: Danielle Gabruck
Environment and Parks

RECEIVED
SEP 29 2017

**MACKENZIE COUNTY
FORT VERMILION OFFICE**

September 21, 2017

Ms. Lisa Wardley, Chair
Northwest Species at Risk Committee
4511-46 Avenue
P.O. Box 640
Fort Vermilion, AB T0H 1N0

Dear Ms. Wardley:

I am following up on our August 1, 2017, meeting at which we discussed your draft report, *Recommendations for Boreal Woodland Caribou Population Recovery in Northwestern Alberta*. Our Government continues to work towards meeting the Government of Canada's timeline for the establishment of a Caribou recovery strategy this fall. It is important to note that Alberta has not, to date, made a decision on what that strategy will look like.

The Minister of Agriculture and Forestry understands the importance to the local economies in the area of maintaining timber harvesting activities, and we continue to work closely with Environment and Parks to identify ways to mitigate effects that will arise as a result of implementing the Caribou Recovery Strategy.

In reviewing your report, you may wish to consider the following points:

- The draft report assumes no industrial activity in any range; however, this was not part of the Denhoff Report, and is not being contemplated in the range plans;
- The draft report mistakenly represents total national sawmill profits as Tolko's High Level mill's profits;
- In 2015, the average sawmill in Alberta generated profits of \$5 million on revenues of \$64 million. Total Canadian sawmill profits were \$795 million (the profit estimate applied to Tolko in the report); and
- The jobs estimate provided in the report is reasonable under a scenario where the caribou ranges in their entirety allow no industrial access. An estimated 370 indirect jobs (e.g. suppliers) and 205 induced jobs (e.g. restaurants) would also be at risk.

On the question of obtaining imaging, Agriculture and Forestry does have some information available (see attached map). To discuss your needs further, please feel free to contact Beverly Wilson, Senior Resource Analyst, at 780-422-5229 or via email bev.wilson@gov.ab.ca.

.../2
RECEIVED
SEP 27 2017

**MACKENZIE COUNTY
FORT VERMILION OFFICE**

Again, thank you for bringing your concerns relating to the Caribou Recovery Strategy to my attention. I enjoyed our open and frank discussion, and I hope the information I have provided will be helpful.

Sincerely,



Bev Yee
Deputy Minister

Enclosure

cc: Bev Wilson, Agriculture and Forestry
Keith Lehman, Agriculture and Forestry

Alberta 

Freedom To Create. Spirit To Achieve.



October 2, 2017

Attention: Mr. Bill Neufeld

Re: Natural Gas Shortage in Northern Alberta

Thank you for your letter of March 29, 2017 relating to the natural gas supply concerns experienced within Mackenzie County this past winter. As the supplier of natural gas to the Northern Lights Gas Co-op we fully support your request for assistance in identifying the issue with your shortage of natural gas. We apologize for the delay in responding to your concerns however we have only recently received responses to our requests for information.

We launched an incident response request with TransCanada Pipelines to determine the root cause of the low-pressure situation that occurred last winter. TransCanada has confirmed that the side valve assembly that regulates pressure on the Paddle Prairie lateral required some modifications and as per the attached letter (refer to Attachment #1) TransCanada personnel did undertake repairs to the side valve assembly last winter and again this summer. These repairs should ensure that all natural gas produced on the Paddle Prairie lateral is injected into the lateral at pressures maintained by the side valve assembly. While the side valve assembly will ensure that optimum pressures are maintained it will not guarantee that producers in the area will have sufficient supplies to meet the peak day requirements. Our discussions with the local producer, Long Run Exploration, concluded that the current low-price environment prohibits the expansion of production in the area to bolster supply availability and their field receipts are under an annualized decline rate of approximately 9%. (refer to Attachment #2) The current low-price environment could also potentially impact viability of Long Run's operations in the area. In summary, even with a properly operating side valve, supply concerns on this segment of pipeline will continue into the future.

Current Operations

Currently both the Northern Lights Gas Co-op and AltaGas Utilities primarily obtain their supplies from the Long Run interconnections on the jointly-owned transmission pipeline system running from the 4403 meter station to the Town of High Level. When these "on-system" production volumes are lower than delivery requirements of both utilities, natural gas is brought in from the NGTL system through the 4403 gate meter station. The Paddle Prairie lateral has several other receipt locations where producers inject more supplies into the lateral. NGTL installed a side valve assembly near the last receipt location "Keg River East" which requires the local producers to run their facilities at elevated pressures to support both utilities. On peak days, these supply sources may not be sufficient to maintain operating pressures on the Paddle Prairie lateral which may require supplies to be brought in from the NGTL Peace River Mainline system. Unfortunately, the Peace River Mainline has a lower licensed operating pressure (5650 kPa) than the NGTL Paddle Prairie lateral (6890 kPa) so it cannot deliver supplies at the same pressure as the existing supplies to the jointly owned AltaGas/Northern Lights pipeline (refer to Attachment # 3).

On a typical day, the side valve installed at the Keg River East facility maintains enough pressure to meet the upstream deliveries. On a peak day, however, the on-system supplies on the Paddle Prairie lateral may not be sufficient even with production from Keg River being diverted upstream of the side valve. If

the demand exceeds these combined supply sources then operating pressures on the jointly owned AltaGas/Northern Lights pipeline begin to decline and delivery customers, primarily industrial consumers serviced by Northern Lights and AltaGas, are then asked to curtail their deliveries. If required, commercial customers and finally residential customers are then asked to limit their usage of natural gas

Options

Status Quo

NGTL has confirmed that there were operational issues with the side valve assembly last winter which have now been rectified. The side valve assembly should operate normally this upcoming winter which should help minimize any supply disruptions. However, there are no guarantees that on-system production will continue to meet peak day requirements or be available during peak cold winter days. This option also provides no room for continued growth.

LNG Supply at LaCrete

One alternative supply arrangement that could be considered is the installation of a LNG storage tank and vaporizer at a low-pressure location closer to the end of the Northern Lights distribution pipeline system that would act like a peak shaving unit. Note this LNG solution has a maximum delivery pressure of 552 kPa. We have attached a proposal provided by Plum Energy for the installation of a temporary LNG “queen” tank along with an LNG vaporizer unit (refer to Attachment #4). Plum energy has determined that there is sufficient LNG Supply in the area to maintain deliveries of up to 750 GJ/D. It is interesting that the proposed supplier of the LNG product is also AltaGas in Dawson Creek where they are looking for opportunities for regional LNG supply locations. LNG would be trucked to the site prior to peak days and utilized as required. LNG could be trucked from Dawson Creek in a few hours on an as-needed basis or to refill the facility prior to the next peak day requirements. The main advantage of LNG is the large storage capacity available and the ease of conversion into natural gas. Plum Energy anticipates that LNG could be stored for a period of approximately 60 days since LNG naturally boils off back into natural gas at a small rate per day. Gas produced from this boil off process is not lost as it would be injected into the distribution system for consumption by end-use customers.

The LNG tanks and vaporizer can be leased monthly and LNG product can be delivered on an as needed basis likely within one day. This option would ensure that peak day requirements would likely be met on a consistent basis. Equipment can be exchanged or resized based on changing requirements. There is some potential to perform some cost sharing with AltaGas and the industrial consumers to allow for continued operations. In addition to the LNG equipment costs a 3-phase, 480V, 60 Amp generator or equivalent power source is required.

Compression on Paddle Prairie lateral

There is sufficient gas supply on both the Paddle Prairie lateral as well as the Peace River mainline systems; however, it is the limited pressures coming from these pipeline systems that restricts the volumes that can be delivered to the farthest reaches of the Northern Lights distribution system. The addition of compression on the Paddle Prairie lateral or the jointly owned transmission pipeline would greatly increase the deliverable volumes to both utilities. This solution would allow the compressor to only run during peak delivery periods or when supply concerns arise. Fuel gas for the compressor would come from the pipeline and costs would be jointly allocated. Capital costs would also be jointly allocated. Compressor location and sizing would be dependent upon peak day requirements.

New pipeline to Wolverine

Another option would be to secure another source of supply from an alternate pipeline in the area. NGTL operates a NPS 12 pipeline with a MOP of 9930 kPa that ends at SE 15-98-16 W5M. This Wolverine Receipt location was licensed in 2009 and is connected to the NGTL North Central Corridor mainline

pipeline system so it is considered core to their northern operations and should remain in service for a long period of time. Obtaining natural gas supplies from this source would ensure that southern portion of Northern Lights' distribution system would be fully supported during peak periods.

Conclusions

Security of supply for natural gas utilities is critical for continued operations and future growth. As you are aware Gas Alberta has established a Pipeline Replacement Program with a primary objective of helping our customers cope with the abandonment of a natural gas supply pipeline. In Mackenzie County's circumstance, it is not the abandonment of a pipeline that is the concern but rather the operating pressure and on-system deliverability. We have not made a final decision regarding allocation of funding from our program however we have determined that the abandonment of supply pipelines will take priority over delivery pressure concerns.

Gas Alberta will continue to work with the Northern Lights Gas Co-op to secure alternative supply arrangements to meet the utilities peak day delivery requirements. Please contact me at (403) 509-2602 should you wish to obtain additional information on this matter.

Your truly

David Symon

President & CEO

TransCanada

450 – 1st Street SW, Calgary, Alberta, Canada T2P 5H1
 Tel: 403.920-5558 Fax: 403. 920-2386
 scott_yule@transcanada.com



September 14, 2017

Dave Symon
 Suite 205, 120 Country Hills Landing
 Calgary, Alberta, T3K 5P3

Attention: Dave Symon

REF: March 29, 2017 letter RE: Natural Gas Shortage in Northern Alberta addressed to Mr. Dave Symon

Dear Dave:

Thanks for sharing this letter with us.

First, it's important to provide the background on the issue. Northern Lights Co-op is fed off the Paddle Prairie Lateral. Paddle Prairie is connected to the NPS 20 Peace River Mainline (PRML). The NPS 20 PRML is currently derated from its original MOP of 5655 kPa to 4000 kPa. This derate is required based on ongoing pipeline integrity work based on annual "in-line" pipe inspections. Currently, the PRML is planned to be annually inspected and NGTL will continue to adjust the pressure rating on this pipeline if required.

Based on these circumstances, the current expected maximum pressure on the NGTL PRML is limited to ~4000 kPa. It is important to note that NGTL does not provide minimum pressure guarantees to any of its customers but is aware that the Northern Lights Gas Co-op has a minimum pressure requirement of 4825 kPa. NGTL and Northern Lights are both aware of the pressure discrepancy between the pipeline system as there have been issues on the Northern Lights system since at least 2013 (perhaps earlier).

As a result of previous challenges during peak winter conditions, NGTL installed a back pressure regulator on the lateral itself. The back pressure regulator allowed local production (receipts onto the lateral) to feed into the Paddle Prairie Lateral, pressurize the pipe and essentially bottle the pipeline section to keep the Co-op at their required pressure during peak times. The regulator has a set point of 5425 kPa to keep pressure in the lateral for the co-op. Our ability to keep gas at this pressure is dependent on the local receipt quantity in the area. However, year over year, it appears that the receipt quantity has been declining and, as a result, it becomes more and more difficult for the local production to deliver the required pressure to the Co-op. In analyzing the data from December 9th 2016, it appeared that a significant contributor to the drop in pressure may have been due to lower receipts from the producers in the area. If NGTL is not receiving enough gas from the producers to maintain pressure to the Co-op, the back pressure regulator will not help. NGTL is concerned that this is the fundamental issue, there may simply not be enough local supply for the demand required by the Co-op.

As noted in previous communications another issue that can contribute to reduced pressures for Northern Lights and McKenzie county is that the back pressure regulator can and has frozen off. NGTL is currently responding to the freeze off issue and is in the process of installing a heater in an enclosure to heat the gas supply going into the pilot regulator. This work is planned to be completed by October 15, 2017. However, it is important to stress that,

even with this back pressure regulator operating with heated gas, NGTL may not be able to supply the requested pressure as this pressure is dependent on local production levels.

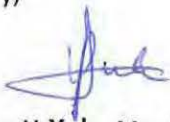
As NGTL has communicated in the past, security of supply for Northern Lights will require new source(s) of supply with a tap in the Wolverine River area being NGTL's view of the best alternative option. If Northern Lights is interested in pursuing this solution, or others, please advise.

As well, in the letter from McKenzie County, there was also concern expressed about NGTL's ongoing Deactivation, Decommissioning and Abandonment (DDA) program for meter stations and laterals. We understand that that the Utility that serves McKenzie County is not impacted by NGTL's 2017 (DDA) program. NGTL continuously evaluates operational plans and long term requirements of various facilities on its system. In the event this work leads NGTL to conclude facilities are no longer required for continued operation, it will consult with its customers and the utilities that connect to its system to advance these issues. NGTL encourages McKenzie County to work through their local utility to ensure the utility continues to be in a position to meet their needs.

I hope the above addresses the concerns expressed in the letter and we can begin to work together with Northern Lights to develop a solution that works for the County, the Co-op and NGTL.

Should you require further information, please contact me at 403-920-5558 (FAX 403-920-2386)

Yours truly,



Scott Yule, Manager

Commercial West, Markets - Canadian Pipelines,

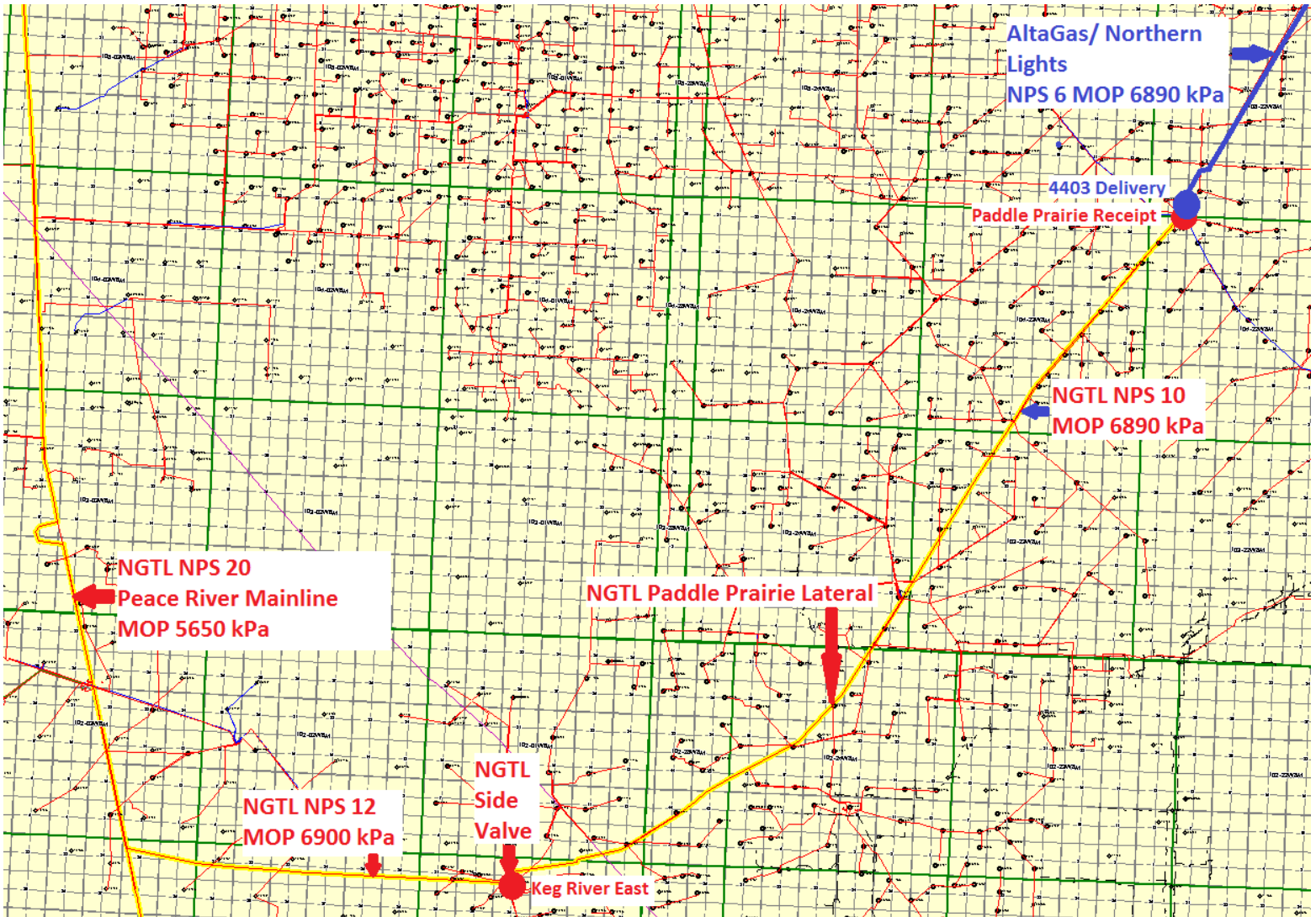
Nova Gas Transmission Ltd., a wholly owned subsidiary of TransCanada Pipelines Limited

Monthly production - assumes a GHV of 37.8GJ/E3M3

	Sell Direct to AltaGas/Gas Alberta
	Could sell direct to AltaGas/Gas Alberta
	Sell Direct to TCPL

	DAILY AVERAGE PRODUCTION IN GJ														
	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18
STEEN	1,374	1,113	819	918	877	1,201	1,354	1,358	1,288	1,266	1,297	1,294	1,258	1,019	750
HIGH LEVEL NORTH	1,696	1,557	1,369	1,277	1,124	1,466	1,611	1,629	1,568	1,546	1,579	1,546	1,552	1,426	1,253
HIGH LEVEL SOUTH	815	808	753	664	665	684	777	817	800	789	771	759	746	740	690
PADDLE PRAIRIE NORTH	3,608	3,230	2,936	3,105	3,141	3,034	3,614	3,582	3,444	3,407	3,378	3,271	3,303	2,957	2,688
PADDLE PRAIRIE SOUTH	3,435	3,282	3,091	3,197	3,322	3,274	3,263	3,024	3,282	3,084	3,177	3,228	3,145	3,004	2,829
KEG EAST	1,035	968	913	856	1,060	998	996	1,028	986	946	928	947	948	886	835
BOYER EAST(KEG POST)	1,770	1,702	1,660	1,617	1,510	1,701	1,657	1,681	1,667	1,641	1,666	1,679	1,620	1,558	1,519
KEG WEST	700	643	656	610	751	733	711	755	733	707	690	660	641	588	600
TOTAL	14,433	13,303	12,196	12,244	12,451	13,092	13,983	13,875	13,767	13,386	13,487	13,383	13,213	12,178	11,165

Attachment # 3





September 28, 2017

Mr. Kyle Patterson
 VP Operations
 Gas Alberta
 205, 120 Country Hills Landing
 Calgary, AB T3K 5P3

Re: LNG Proposal for Winter Buffer at Northern Lights Gas Coop

Dear Kyle,

Our proposal here is that we would store approximately 9,500 gallons of LNG on site, which would be regasified and injected into a single point location to cover shortages of Gas during the coldest days on the Northern Lights gas system. . The average transport trailer holds ~9,500 gallons.

LNG for Backup Supply

Overview. Plum would provide natural gas supply using LNG which would arrive onsite in a specialized LNG trailer at ~15-30 psi. The LNG then would be transferred into the Queen, which would be placed next to a single injection point provided by the Gas Coop. The LNG will be offloaded at low pressure and can be stored for up to 75 days without using gas - depending on the ambient temperature, starting pressure and the pressure that we want to start removing gas from the unit.

The Queen has an electric regasification unit that will regasify the LNG, which will then pass through an odorizer and be injected into the pipeline at up to 80 psi. We understand that the Coop would provide power.

Mobilization. Plum will mobilize the following LNG equipment to the site:

- *One Integrated LNG Storage and Regasification System (the "Queen").* The Queen is mobile, trailer-mounted system can regasify LNG at a rate of up to 32,500 scf per hour. This unit would be placed near the boiler. The Queen requires 480v three phase power, which we anticipate would be supplied by Northern Lights Gas Coop
- *One LNG Transport Trailer.* The LNG Transport Trailer will be used to deliver LNG for the project. The LNG Transport Trailer has an offload pump that enables it to overcome pressure in the Queen without the need for venting.

PLUM GAS SOLUTIONS INC 516 Hurricane Drive, Calgary, AB T3Z 3S8
 P. 403-700-5323 | E. DON.FRASER@PLUMENERGY.COM | W. PLUMENERGY.COM

- **OPTIONAL Odorizer System:** The Odorizer System will be attached to delivery point of the natural gas out of the Queen into the connection point to the pipeline to allow the gas to be odorized.

LNG Supply. The LNG will be secured from a third-party owned LNG production facility, then delivered in a specialized LNG transport trailer that carries ~9,500 gallons per load (~785 mscf). The LNG then would be filled into the LNG Tank, which initially would be filled as part of the mobilization effort. We anticipate one additional load of LNG would need to be delivered during the project.

Personnel. Plum would provide a site supervisor and crew to man the LNG equipment for the first five days of operations. They would train the Coop staff to operate the Queen.

Site. Northern Lights will be responsible for site preparation, including providing appropriate connection points on the piping system, any necessary power, and all local site permitting, if any, that may be required. The proposed equipment is all trailer mounted. Northern Lights would also provide Plum's authorized personnel with access to the agreed designated location(s) during mobilization, operations and demobilization.

Labor and Subsistence. Labor and Subsistence are based on the job duration of five days. Labor for the mobilization and de-mobilization is included in those respective portions of the quotation.

Timing. We understand the pipeline backup would be setup by November 1, 2017 and would go on for 2 -3 months as determined by the Gas Coop. We would anticipate rigging in the equipment the day before the start of operations. We would demobilize the equipment as soon as reasonably possible following completion of the project.

Term & Conditions. This proposal is subject to Plum's standard terms and conditions for such projects, a copy of which will be provided.

If the foregoing terms are acceptable, sign and date in the space provided below and return a signed pdf copy to us via email.

We look forward to working together with Gas Alberta on this project.

Sincerely:

PLUM Gas Solutions Inc.



Don Fraser
VP Business Development

Accepted and agreed:

Gas Alberta



SUPPLEMENTAL NATURAL GAS SUPPLY PROPOSAL

Plum Gas Solutions Inc. 516 Hurricane Dr. Calgary, AB T3Z 3S8
 Contact: Don Fraser 403-700-5323, email: don.fraser@plumenergy.com

Customer: Gas Alberta 205, 120 Country Hills Landing Calgary Alberta T3K 5P3 Attention: Kyle Patterson Cell: (403)860-9849 Email: kpatterson@gasalberta.com Project: Northern Lights Winter Gas Buffering Supply	Start Date: 01-Nov-17 End Date: 01-Mar-18 Quote # Q016-250917r1 Date 28-Sep-17
--	---

	\$/Unit	Unit	Number	Amount
Mobilization:- Prejob planning.	\$ 2,500.00	job	1	\$2,500.00
Transport LNG Queen to site from current location in Idaho, US - Plum Gas Solutions will cover half of this cost 24 hrs trucking	\$185.00	job	24	\$4,440.00
Mobilization Total:				\$6,940.00
Gas Supply Equipment: Plum LNG Queen with Vaporizer \$ 7,500 USD/month	\$9,375.00	month	2	\$18,750.00
LNG Piping and hoses	\$250.00	month	2	\$500.00
Gas Supply Equipment Total:				\$19,250.00
Trucking for LNG and LNG Filling: LNG Stanby for Filling and Unloading - 6 hrs	\$185.00		6	\$1,110.00
LNG Transportation, standby and filling charges	\$185.00	per load	15	\$2,775.00
Trucking & Filling Total:				\$3,885.00
Natural Gas Supply: LNG Cost of Liquefaction, loading	\$13.90	per GJ	750	\$10,425.00
LNG Cost of gas commodity (Based on filling first load into Queen)	\$2.50	per GJ	750	\$1,875.00
CNG Supply Total:				\$12,300.00
<i>All LNG delivered to the site will be invoiced.</i>				
Labor: Job Supervisor	\$150.00	hours	40	\$6,000.00
LNG Site Technician	\$150.00	hours	60	\$9,000.00
Crew Subsistence and lodging, 2 men 5 days during the job.	\$225.00	man days	10	\$2,250.00
Labor Total:				\$17,250.00
De-mobilization: Rig out all equipment, leave customer's site secure, return Queen, odorizer, post-job equipment safety inspections and servicing.	\$185.00	hours	30	\$5,550.00
2 LNG Site Technicians from Drayton Valley	\$150.00	hours	30	\$4,500.00
De-mobilization Total:				\$10,050.00
JOB TOTAL:				\$69,675.00

Notes:

- Excludes duties and taxes
- System uses LNG to supply gas the Northern Lights System when it needs additional Gas to maintain the System.
- Plum LNG equipment will require 480v power supplied by the Coop
- LNG is odorized on site by the Northern Lights Town border station
- LNG will be charged on a full trailer basis
- Each LNG trailer is approximately 785 GJ of natural gas
- This proposal is based on One LNG load, though if actual consumption is higher than predicted, there may be additional Loads required.

From: Jacquie Bateman
To: [Council: Carol Gabriel](#)
Subject: Fw: Ag Societies Grant Funding
Date: September-26-17 11:25:24 PM

[Sent from Yahoo Mail for iPad](#)

Begin forwarded message:

On Tuesday, September 26, 2017, 5:23 PM, AF AAAS <aaas@gov.ab.ca> wrote:

Dear Member,

Today AAAS was contacted by Minister Carlier concerning the 2017 Ag Society funding. After Cabinet deliberations the 2017 Agricultural Societies **funding will remain unchanged** at \$8.67 million.

The department will begin processing cheques as early as the end of this week. You can expect your grant cheques shortly after that.

Thank you to all our members who respectfully contacted the Minister and others within the Government. Your submissions did not go un-noticed.

If you have any questions or concerns please contact the AAAS office.

Tim Carson
Chief Executive Officer
Alberta Association of Agricultural Societies
780-427-2174
780-446-3213
www.albertaagsocieties.ca

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail.



HIGH LEVEL FORESTS PUBLIC ADVISORY COMMITTEE

MINUTES

Tuesday, September 19th, 2017
5pm, High Level Seniors Center

PRESENT:

Kevin Lim (Lim Geomatics)	Marissa Green (Norbord)
Boyd Langford (Member of Public)	Dave Gillespie (Tolko)
Peter Chomiak (Member of Public)	Trever Lafreniere (Tolko)
John Thurston (Hungry Bend Sandhills Society)	Melanie Plantinga (Tolko)
Evan Gardner (Peace River Constituency)	Bob Grocholski (North Peace Tribal Council)
Jenna Gardner (Member of the Public)	Mike Morgan (Town of High Level)
Isaac Zacharias (Treetech Contracting)	Willie Zacharias (Exact Harvesting)
George Peters (Exact Harvesting)	Paul Hewitt (Tolko)
Barry Tolker (Watt Mountain Wanderers)	Paul Ebert (Agriculture & Forestry)

INFORMATION SENT:

Baptiste Metchooyeah (Dene Tha')	Exact Harvesting
Margaret Carrol (High Level & District Chamber of Commerce)	Tracey Laboucan (Lubicon Lake Nation)
Matt Marcone (Echo Pioneer)	Crystal McAteer (Town of High Level)
Aaron Doepel (LaCrete Sawmills)	Fred Didzena (Dene Tha)
Bernie Doerksen (LaCrete Polar Cats)	Fred Radersma (Norbord)
Carol Gabriel (Mackenzie County)	Keith Badger (Netaskinan Development)
Claude Duval (Watt Mnt Wanderers)	Fort Vermilion Heritage Center
Connie Martel (Dene Tha')	Kieran Broderick (Beaver First Nation)
Chris Mitchell (Town of Rainbow Lake)	Lindee Dumas (LRRCN)
Dan Coombs (Agriculture & Forestry)	Terry Jessiman (Agriculture & Forestry)
Harvey Sewpagaham (LRRCN)	Paddle Prairie Metis Settlement
Terry Batt (Trapper's Association)	Sugu Thuraismy (LRRF)
Mike Cardinal (Tallcree First Nation)	Tristina Macek (N'Deh Ltd. Partnership)
Christine Malhmann (Agriculture & Forestry)	Brent Holick (LaCrete Polar Cats)
Cory Ferguson (Paddle Prairie Metis Settlement)	Cheryl Ernst (High Level & District Chamber of Commerce)
Clifford Starr (Peerless Trout First Nation)	Marilee Cranna Toews (Hungry Bend Sandhills Society)

1. WELCOME – INTRODUCTIONS

2. AROUND THE TABLE

- A. There was a letter distributed by Tolko concerning the burner, could we discuss that?
- a. Questions –
 - i. The PAC was told the burner was going to be decommissioned. Now there is a letter asking for an extension on the variance permitting the operation. This is confusing.
 1. There is currently no hog on the site. The hog stockpile has been consumed and the burner has not been operating since September 1st. The province has stated that new variances for burner operations will not be approved. As such, Tolko is requesting an extension on the current variance.
 - ii. Will there be another extension sought in the future? This variance was supposed to be the last.
 1. The Tolko board has granted approval to build a permanent solution for handling the residuals generated by the facility.
 - iii. Has the variance extension request been presented to the town?
 1. Yes. A condition of a variance extension request is support from the town and council
 - iv. Can Tolko share it's plans with the PAC?
 1. One of the commitments made by Tolko is to give progress updates to the community and town on a regular basis.
 - v. More facts would help to calm the public.
 1. The format of the letter as a "one pager" means that there was limited space for information. Tolko will have open houses to share more information. The current plans are to have a solution which will handle all residuals on site.
 2. Plans are being explored for a thermal plant which will heat the kilns. There will also be a pellet plant for some waste.
 3. The request was made to the town to give a letter of support for Tolko to have an extension on the burner variance. The town has passed the motion to give support.
- B. John Thurston – Careers the Next Generation – There is going to be a Forestry EXPO at the High Schools in High Level and LaCrete. These are being put together with sponsorship from Norbord, Tolko, LaCrete Sawmills and other organizations. The expos will provide an opportunity for high school students to meeting trades people and forest professionals. They will be able ask them questions about their jobs. There are going to be opportunities for job shadowing in forestry and trades. The expo will take place in LaCrete on November 21st and High Level on November 23rd.

3. NEW BUSINESS

3.1 Presentation

- LiDAR Optimized Forest Assessment for Landscape Management – Dr. Kevin Lim

Making predictions about the forest composition without setting foot in the bush is a "holy grail" for foresters. They hope that this technology will help them to predict the volume of wood, size of stems, for stands that they are planning to harvest.

Trevor saw some presentations about the technology which he found compelling. To gain access to the technology he applied to FRIAA (Forest Resource Improvement Association of Alberta) for FRIP funds to run the project on Tolko's behalf.

LiDAR stands for light detection and ranging and is an active form of remote sensing. A laser pulse that strikes the land surface and back to the sensor is recorded. LiDAR measures the distance from the sensor to the object by determining the time between the release of laser pulse to receiving of the reflected pulse. As the laser pulse is able to penetrate through surfaces until it reaches the ground, three dimensional models can be created of the forest. Millions of recorded pulse times creates an image or map of the surface.

The project had multiple steps. First field data had to be gathered through plots on the landscape. Next the LiDAR data had to be accessed. Next the data had to be processed and interpreted by specialists and fed into algorithms. Now the product is accessible to planners to help fine tune their plans.

The data is accessible through the AFRIDS platform. A planner can draw a shape on the map and the formulas in the background will calculate information about that shape. This includes the volume of timber within the shape, the merchantable species, etc.

One of the common questions is how accurate is the data? The projections have been shown to be 4-10%.

Have there been comparisons by compartments? Comparing harvested volumes with projection. Tolko only started looking at the data today. Other companies have and seen good results.

Is AVI (Alberta Vegetation Inventory) obsolete? People don't rely on AVI in the same way. These predictions are used instead of AVI. AVI is one of the variables used in the model, another tool. Traditional AVI is a time-consuming process.

Is better accuracy possible or being pursued? Better accuracy can be gained with new LiDAR technology. Better accuracy is not always required for the business purpose.

How will Tolko apply this technology? It was faster than traditional cruise. The data is still tied to the AVI. More plots, more accuracy. PSP protocols are being made more precise to take advantage of the new technology. Comparisons between harvested blocks and predicted blocks.

- 4. NEXT EVENT** – September 26th – Silviculture Field tour
- 5. NEXT MEETING** – October 24th – 2017-18 Harvest Plans
- 6. MEETING ADJORNED – 6:37**

Boreal Housing Foundation

Regular Board Meeting June 29, 2017 – 10:00 A.M. Hiemstaed Lodge – Fireside Room

In Attendance: George Friesen - Chair
John W Driedger
Peter H. Wieler
Michelle Farris
Paul Driedger
Wally Olorenshaw
Clark McAskile
Ray Toews – Vice Chair
Crystal McAteer
Daphne Lizotte - joined at 10:10 am

Missing: Joe Pastion
Gus Loonskin
Wanda Beland

Administration: Mary Mercredi, Chief Administrative Officer
Evelyn Peters, Executive Assistant

Call to Order: Chair George Friesen called the meeting to order at 9:58 am.

Agenda: **Approval of Agenda**

17-91 Moved by John W Driedger

That the agenda be amended to include:
7.5 Government News Release update to be presented
verbally by Chair George Friesen

Carried

Minutes: **May 26, 2017 Regular Board Meeting**

17-92 Moved by Peter Wieler

That the May 26, 2017 Regular board meeting minutes be approved distributed.

Carried

Reports: **CAO Report**

17-93 Moved by Paul Driedger

That the Chief Administrative Officer report be received for information.

Carried

Financial Reports

Lodge Financial Reports – May 31, 2017

17-94 Moved by Michelle Farris

That the May 31, 2017 Lodge financial report be received for information.

Carried

High Level Lodge – May 31, 2017

17-95 Moved by Paul Driedger

That the May 31, 2017 High Level Lodge financial report be received for information.

Carried

Supportive Living Financial Reports – May 31, 2017

17-96

Moved by John W Driedger

That the May 31, 2017 Supportive Living financial report be received for information.

Carried

Housing Financial Reports – May 31, 2017

17-97

Moved by Wally Olorenshaw

That May 31, 2017 Housing financial report be received for information.

Carried

Arrears Report

17-98

Moved by Paul Driedger

That the arrears report to be received for information.

Carried

Bank Reconciliation to May 31, 2017

17-99

Moved by Michelle Farris

That the Bank Reconciliation to May 31, 2017 be received for information.

Carried

New Business

Boreal Housing Foundation Employee Handbook

17-100

Moved by Crystal McAteer

That the Boreal Housing Foundation Employee Handbook be approved as distributed.

Carried

Mackenzie Housing Management Board Employee Handbook and High Level Housing Authority Personal Policies

17-101

Moved by Crystal McAteer

That the Mackenzie Housing Management Board Employee Handbook and High Level Housing authority Personal Policies be rescinded effective immediately.

Carried

Chair George Friesen called for recess at 10:56 am
Chair George Friesen reconvened the meeting at 11:09 am

Boreal Housing Foundation Housing Policies

17-102

Moved by John W Driedger

That Boreal Housing Foundation Housing Policies HSG-001, HSG-002, HSG-003, HSG-004, HSG-005, HSG-006, HSG-007, HSG-008, HSG-009, HSG-010, HSG-011, HSG-012 be approved as distributed

Carried

Mackenzie Housing Management Board and High Level Housing Authority Administration Policies

17-103

Moved by Wally Olorenshaw

That Mackenzie Housing Management Board and High Level Housing Policies HOU-001, HOU-002, HOU-003, HOU-004, HOU-005, HOU-006, HOU-007, and High Level Housing Authority Administration Policies and Procedures Manual be rescinded effective immediately.

Carried

Information:

Information items

17-104

Moved by Michelle

That the following items be accepted for information

- 7.1 Final OH7S Transition Letter
- 7.2 CCSA Injury Reduction Program (IRP)
- 7.3 Heimstaed Lodge Newsletter
- 7.4 Accommodation Standards License
- 7.5 Government News Release “Provincial Housing Strategy”, verbal presentation by Chair George Friesen

Carried

17-105

Moved by Paul Driedger

That the board complete the CAO evaluation, and review the employee wage grid in September.

Carried

17-106

Moved by Wally Olorenshaw

That administration prepares and submit a progress report regarding “Mackenzie House” in High Level to the local newspaper.

Carried

Next Meeting Date:

Regular Board Meeting – September 28, 2017 at 10:00 am

Fireside Room – Phase I Heimstaed Lodge

Adjournment:

17-107

Moved by Crystal McAteer

That the meeting of June 29, 2017 be adjourned at 11:35 am.

Carried

Chair George Friesen

Evelyn Peters
Executive Assistant

Boreal Housing Foundation
Teleconference Board Meeting
July 27, 2017 – 10:00 A.M.
Hiemstaed Lodge – CAO Office

In Attendance: George Friesen - Chair
John W Driedger
Michelle Farris
Paul Driedger
Wally Olorenshaw
Crystal McAteer

Missing: Peter Wieler
Clark McAskile
Ray Toews
Daphne Lizotte
Joe Pastion
Gus Loonskin
Wanda Beland

Administration: Mary Mercredi, Chief Administrative Officer
Evelyn Peters, Executive Assistant

Call to Order: Chair George Friesen called the meeting to order at 10:00 am.

Agenda: **Approval of Agenda**

17-108 Moved by Paul Driedger

That the agenda be approved as distributed.

Carried

New Business:

Discussion of the two amended Mackenzie House floor plan and options.

David from Pivitol joined the teleconference meeting at 10:22 am, and left the meeting at 11:12 am.

Next Meeting Date: Regular Board Meeting – September 28, 2017 at 10:00 am
Fireside Room – Phase I Heimstaed Lodge

Adjournment:

Chair George Friesen adjourned the meeting at 11:33 am

Chair George Friesen

Evelyn Peters
Executive Assistant

MINUTES
Water North Coalition (WNC)
Thursday, September 14, 2017
Wabasca, AB

Attendees

Dollie Anderson, M.D. of Opportunity No.17
Tracey Anderson, Aquatera
Jennifer Besinger, County of Grande Prairie
Bob Buckle, City of Cold Lake
Tom Burton, AAMDC
Simon Cardinal, M.D. of Opportunity No. 17
Jillian Cormier, Alberta Municipal Services Corporation
Grant Dixon, Advanced Technology Applications
Sandra Eastman, M.D. of Peace
Cherie Friesen, Northern Lakes College
Jamie Giberson, Aspen Regional Water Services
Earl Gullion, M.D. of Opportunity No. 17
Colin Hanusz, Beaver River Watershed Alliance
Dave Hay, MFWA
Kaylyn Jackson, Lesser Slave Watershed Council
Duane Lay, City of Cold Lake
Roger Loberg, Town of Beaverlodge
Bob Marshall, County of Grande Prairie
Adam Norris, Mighty Peace Watershed Alliance
Robert Nygaard, Big Lakes County
Megan Payne, Lesser Slave Watershed Council
Dan Rites, Alberta Water & Wastewater Operators
Natalie Rose, Northern Lakes College
Ken Shaw, Gift Lake Metis Settlement
Ray Skrepnek, M.D. of Fairview
Keith Straub, Town of High Level
Reuel Thomas, Portage College
Brad Trimble, Town of Bonnyville
Fred Wiebe, Mackenzie County
Ian Willier, Big Lakes County
Terah Yellowknee, M.D. of Opportunity

Administration

Brittany Bingham, Northern Alberta Development Council
Melonie Doucette, Northern Alberta Development Council
Nicole Inzunza, Northern Alberta Development Council
Susan Shave, Northern Alberta Development Council

Presenters

Dennis Wiart, ONEC Group
Lawrence Kiyawasew, ONEC Group

Welcome and Introductions

Bob Marshall, Chair, called the meeting to order and introduced Helen Alook, CAO of the M.D. of Opportunity, and Dollie Anderson, Deputy Reeve

Ms. Alook gave greetings on behalf of the M.D. of Opportunity.

Ms. Anderson provided housekeeping information regarding the meeting location and the day's events.

Adoption of Agenda

It was **MOVED** by Keith Straub **THAT** the agenda be accepted as presented.

CARRIED

Adoption of Minutes of the Cold Lake, May 11, 2017 meeting

It was **MOVED** by Robert Nygaard **THAT** the minutes of the Cold Lake, May 11 meeting be accepted as presented.

CARRIED

Presentation: ONEC Group, Denis Wiart and Lawrence Kiyawasew

ONEC Group provided an overview of the services that they can provide to communities with their modular potable water treatment plants. These plants can deliver a safe and reliable water supply to communities for a number of purposes and are self-contained, and easy to relocate if needed. To date, they have placed five of these units in communities in the Northwest Territories. ONEC Group partners with the communities during project implementation and provides ongoing technical support to operate and maintain the facilities.

Question and Answer Session

Question: What are the power requirements for an ONEC unit?

- Most of the units have been placed on the site of an older pumphouse, so they try to ensure that the draw remains under that of the previous pumphouse
- The regular draws are low, and most northern communities have backup generators for the units

Question: Where does the funding for these units come from?

- All of the current units have been placed in the Northwest Territories. Tenders were funded by the Government of the Northwest Territories and INAC. Units are owned by the First Nation.
- ONEC has not completed any units for communities outside of the Northwest Territories yet. The first unit was put in place five years ago and they have been building one or two units per year since. They are just beginning to market these units more widely.

Question: Are the units all modular and brought in, or are any locally constructed?

- Units are built in Edmonton, and mostly barged into the communities. The First Nation completes all civil prepwork for installation.

Question: What is the capacity for fire suppression?

- All communities are different but it has a capacity of 1000 litres per minute.

Question: What is the capacity for treated water (per volume)?

- It depends on the size of the community. The smallest is 80 litres and the largest is 1000 of treated water.

Question: Have you installed any of the units in Alberta?

- Not yet. Units have been installed in British Columbia and in the North West Territories.

Question: Is this a good model for usage by Industry?

- It depends on if its potable water; not generally for industry usage. However, there is good payback for potable water, but not the right solution for drilling/non-potable.

Subcommittee Work Sessions

It was **MOVED** by Dollie Anderson **THAT** the subcommittee working group sessions be added to future agendas for a half hour prior to lunch.

CARRIED

Subcommittee Working Group Overviews

Jillian Cormier

- Advocacy Subcommittee is looking for new members
- Currently focusing on what they want to do in this area moving forward. Will be accumulating good news stories from previous meeting minutes

Draft Minutes for Approval at January 2018 Meeting

- Will be advocating for more lead time for adapting regulations as well as additional testing facilities in the north to respond quicker to emergent situations.
- Want to build a stronger INAC connection and greater provincial/federal harmonization
- Need to revisit grant timelines with various levels of government; currently unrealistic

Tracey Anderson

- Public Awareness and Education Subcommittee is looking for new members
- Feedback required on the resource library; NADC will redistribute to membership for review
- Will be submitting a proposal to attend and set up a booth at the Water Week North conference

Jennifer Besinger

- Recruitment and Retention Subcommittee is looking for new members
- Currently working on the template for operator sharing and hopes to see it completed soon
- Want to create a survey identifying expertise and types of facilities.

Sherry Friesen

- Training Subcommittee is focused on the opportunities in the north, as well as additional needs. List was developed and updated in May; now need to decide what to do with it
- Need some national certification advocacy
- Need to identify what types of info water and waste water people need re: training
 - Info on formal and informal training courses
 - Check with institution re: CEU courses already in place
 - Need info re: types of training required from operators themselves
 - Available funding

Breakout Sessions for the Four Subcommittees

Review of Action List and Correspondence

- Mutual aid template: no update
- Post-secondary recruitment: no update
- Connection to Alberta Agriculture: on hold
- We received a response from Deputy Minister Corbould from Alberta Environment and Parks on June 9, 2017, agreeing to a meeting regarding the online database. The NADC has reached out twice to Deputy Minister Corbould in order to schedule the meeting and have yet to receive a response. The NADC will continue to try to schedule this meeting
- GE has been invited to present at a meeting. We have yet to receive a response.
- INAC has been invited to present at a meeting and have agreed, schedules permitting. They have been added to the agenda for the January 2018 meeting.

Membership fee discussion

- We had only 16 responses of the 51 members and would like to see responses from everyone at the table.
- If the Coalition doesn't collect a membership fee, an alternative was that municipalities could volunteer to sponsor costs for special events.

Draft Minutes for Approval at January 2018 Meeting

- It was acknowledged that the upcoming municipal elections may be affecting the rate of the survey responses.

New Business

- AEP has posted the development of the Operator Database on the Alberta Purchasing Connection website.
- Water Week North to be held in Grande Prairie, October 17 – 19. Advocacy subcommittee is hoping to facilitate a WNC booth at this event. We will not be scheduling a WNC meeting to coincide with this due to the municipal elections

Member Roundtable and Topics for Discussions

- Mackenzie County has 2 projects funded in Zama, one for a lift station and the other for a distribution pump house.
- Northern Lakes College is going to be offering two sessions of the level 1 water and wastewater operator training. They are soon opening level 2 for registration.
- AUMA may be facing a potential merge with AAMDC, something to stay aware of
- World Water Week is on March 22, 2018: A day to celebrate and bring attention to all facets of water.
- Western Canada Water conference in Saskatoon September 19-22, 2017.
- Water Week North is on October 17-19 in Grande Prairie
- County of Grande Prairie has had success with de-sludging two lagoons, and have completed a tender for a lift station. Lagoon rehabilitation is currently having the cost reassessed. The NRC is completing research on pilot project technology; waste water treatment in sub zero temperatures as a potential solution for the north, called “the beast”. They could potentially speak to the WNC on this in the future.
- Portage College is updating their training offerings. Currently they have 5 courses approved and 5 courses on deck for future approval.
- The Beaver River Watershed would like to extend an open invitation to the Lakeland Industry and Community Association AGM on October 5, in Bonnyville.
- Gift Lake Metis Settlement currently has a water plant upgrade happening and is looking for funding for a booster station.
- Cold Lakes regional waterline project to start soon, they have a 1 year extension for completion. Waste water is an issue in the City of Cold Lake. Their treatment plant needs updating and Beaver River is in bad condition and doesn’t allow for proper drainage.
- Alberta Lake Management Society is hosting a workshop in Lac La Biche. Check out the website at ALMS.ca
- Big Lakes County is having an influx of tourists and need an upgrade to their water treatment plant.

It was **MOVED** by Keith Straub **THAT** the WNC allow the Training Subcommittee and Public Education Subcommittee to post information to the WNC webpage on the NADC website

CARRIED

Draft Minutes for Approval at January 2018 Meeting

It was **MOVED** by Roger Loberg **THAT** the WNC invite Spartan Controls to present at the January 2018 meeting

CARRIED

Next Meeting

The next meeting will take place in Beaverlodge in January 2018. Details forthcoming. The NADC will contact membership following the municipal elections in order to gauge interest from member communities for meetings in the spring and summer of 2018

It was **MOVED** by Dollie Anderson **THAT** the meeting adjourn at 1:47 p.m.

CARRIED

jduplessie@lsac.ca; town@elkpoint.ca; evergreenlandfill@mcsnet.ca; luchiam@fresc.ca; ! WROBINS; Gary.Couch@mdgreenview.ab.ca; hkwater@telus.net; johnvand@telusplanet.net; info@hwy14water.ca; abilski@smokylakecounty.ab.ca; ! DKRIZSAN; jduplessie@lsac.ca; ! CHIPMANAB; bstauth@lrwsc.ca; info@mdlsr.ca; cpraskach@lethcounty.ca; ! TANDERSON; llrwmisc@abnorth.com; managermrl@telus.net; wade@magrath.ca; mvrwmc@airenet.com; mtnwater@telusplanet.net; jduplessie@lsac.ca; northfortymileregionalwaste@gmail.com; nprlandfill@gmail.com; mgoudy@lacombe.ca; ! MMINCHIN; fcoutney@county.wetaskiwin.ab.ca; admin@orrsc.com; david.cox@pincherfire.com; ! KURTISPRATT; sberry@sturgeoncounty.ca; tfox@stettlercounty.ca; ken@slavelakeairport.ca; srwater@telus.net; srwater@telus.net; south40@hotmail.ca; cao@srdwsc.com; linda.davies@shaw.ca; tsl@sylvanlake.ca; town@sylvanlake.ca; ! D.EVANS; harold.tyrwc@gmail.com; landfill@digitalweb.net; ! DKRIZSAN; vrwmisc@telus.net; countyadmin@vulcancounty.ab.ca; wildwatercommission@gmail.com; ! LAURIE; landfill@wrwmc.com; ! CAO; willowcreekregionallandfill@cciwireless.ca; info@adalberta.com; membership@assessor.ab.ca; ! Susan Valentine; admin@adoa.net; bpurdy@xplornet.com; aleta.neufeld@lethbridge.ca; vergang@westlockcounty.com; admin@albertaplanners.com; office@publicworks.ca; irenecooper@xplornet.ca; ! AB Urban Muni Assn; b.anderson@asva.ca; admin@cnam.ca; matthews@suncor.com; cpaa@cpaa.biz; candace.coombs@gfoa.ab.ca; info@lgaab.ca; reception@msgc.ca; linda.davies@shaw.ca; adminassistant@udialberta.com; info@calgaryregion.ca; info@capitalregionboard.ab.ca; elise@mmsa.ca; redwoodm@redwoodmeadows.ab.ca; ! GMBANCROFT

Subject: Buying Groups under the Canadian Free Trade Agreement
Date: September-15-17 4:19:46 PM
Attachments: [Buying Groups Under the Canadian Free Trade Agreement.docx](#)

Dear Honourable Mayors, Reeves, Council and Chairpersons of Alberta Municipalities and Associations,

Service Alberta has received several questions regarding the impact of the new Canadian Free Trade Agreement (CFTA) on Buying Groups. The attached document addresses some of those issues.

Please feel free to distribute this information as appropriate to your purchasing areas and teams.

Regards,

Chelle

Chelle Busch

Manager, Vendor & Trade Development Transformation

Procurement Services, Service Alberta

O: 780.644.7430 | F: 780.422.9672

chelle.busch@gov.ab.ca

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail.

Buying Groups under the Canadian Free Trade Agreement

CFTA Provisions

The Canadian Free Trade Agreement (CFTA) came into force on July 1, 2017, replacing the Agreement on Internal Trade.

The CFTA uses terminology consistent with the Comprehensive Economic and Trade Agreement (CETA) between Canada and the European Union which will come into effect later this year. It was felt that a more common “look and feel” between the two agreements would lessen the possibility of confusion on the part of public entities trying to meet the obligations of each agreement. So, while the scope and coverage of the CFTA is very much like that of the New West Partnership Trade Agreement (NWPTA), you will find that the obligations are expressed somewhat differently.

The CFTA can be found at: <https://www.cfta-alec.ca/canadian-free-trade-agreement/>.

The CFTA contains new provisions on buying groups in paragraphs 5 through 9 of Article 504. While similar in intent to NWPTA, the CFTA sections provide clarification of buying group procedures.

- Any procurement conducted through a buying group must be carried out in a manner consistent with the CFTA Procurement chapter unless the procuring entity has little or no control over the procurement process.
- The buying group must publish a notice for each procurement. The notice must list the participating procuring entities and must outline the potential for other procuring entities to participate in the procurement after the procurement instrument has been put in place. The notice is not required to be posted on Alberta Purchasing Connection (APC), however, best practice is to post on APC to allow Alberta vendors the ability to find and participate in the opportunity.
- A procuring entity must publish a notice of its participation with the buying group at least annually on one of the tendering websites or systems designated by its Party. For Alberta entities subject to CFTA, that site is APC. That notice must direct potential suppliers to the buying group tender notices website if it is different from APC. An article has been posted on APC providing assistance in preparing this annual notification.

Government of Alberta Standing Offers

The Government of Alberta has developed a wide range of standing offer contracts for use by GoA departments and Approved Organizations. The list of Approved Organizations is on APC. To determine eligibility to be an Approved Organization, email corporate.purchasing@gov.ab.ca.

Government of Alberta standing offer contracts include:

- AFRRCS Radios;
- Batteries;
- Bulk propane;
- Caretaking supplies;
- Computer desktops, laptops, tablets and monitors, including Apple iPads and MAC computers;
- Computer software products, like electronic content management, geographic information systems, grant management, Microsoft Office and computer security;
- Copy paper;

- Corrugated Boxes;
- Defibrillators;
- First aid kits;
- File folders;
- Fleet vehicles;
- Multifunctional devices and printers;
- Office furniture and chairs;
- Office supplies;
- Tires; and
- Toner cartridges.

Federal Procurement Instruments

Service Alberta has also been working with its federal counterpart, Public Services and Procurement Canada (PSPC), to gain access to PSPC procurement instruments, such as standing offers and supply arrangements. Alberta signed a National Master Use Agreement (MUA) on March 29, 2017, which permits government departments to access select PSPC procurement instruments. Procedures are being developed to permit Approved Organizations to also access these tools. These procedures will include a requirement for the public sector organizations to sign an agreement with the Government of Alberta and register with PSPC in order to access the contracts that Alberta is participating in and view pricing details.

Buying Groups in Other Jurisdictions

Of particular interest are buying groups based in other countries (e.g. United States). This raises a number of concerns that should be addressed prior to participation in these groups:

- Tenders are issued in the country of origin and may not have attracted (or have been opened to) eligible Canadian suppliers
- Preference is often given to local providers based in the country of origin
- Canadian suppliers are at a disadvantage in bidding, as the contract scope often includes delivery across multiple countries
- Contracts are governed by laws from the country of origin, not Canadian law



September 21, 2017

Honourable Shaye Anderson
Minister of Municipal Affairs
204 Legislature Building
10800 – 97 Avenue
Edmonton, AB T5K 2B6

Dear Minister Anderson:

Over the past several years, AUMA has worked closely with the Government of Alberta to assist in renewing the Municipal Government Act in a manner that best enables municipalities to provide high quality governance and services to Albertans. As part of this process, we have undertaken an extensive member engagement process to provide feedback on the regulations posted for comment in July 2017.

Pursuant to this process, we have identified a number of required changes in the attached submission to ensure that the regulations can be effectively applied. Of specific importance are the following key recommendations:

- Provisions related to property assessment and taxation should be updated to enable municipalities to assess and tax marijuana grow operations at fair market value, as these sites represent considerable municipal servicing costs.
- All municipalities should be enabled to set non-residential property assessment subclasses for brownfield sites, and these subclasses should be explicitly enabled to fall outside the 5:1 link to effectively enable the redevelopment of derelict and contaminated sites.
- The proposed Intermunicipal Collaboration Framework Regulation should explicitly outline a requirement for cost-sharing in order to reflect the intention set out in the proposed legislation to “steward scarce resources efficiently” and to “ensure municipalities contribute funding to services that benefit their residents”.
 - The principle for sharing costs associated with the arbitration process in section 708.41(2) of the Bill 21 Modernized Municipal Government Act is an effective model that should be expanded to cost-sharing in general under Intermunicipal Collaboration Frameworks.
- The proposed Code of Conduct Regulation requires significant amendments to ensure that complaints are investigated and decided upon fairly and impartially, and sanctions are sufficient to effectively enforce the Code of Conduct.
- The proposed Determination of Population Regulation requires significant amendments to reflect the reality of shadow populations in Alberta.

.../2

Honourable Shaye Anderson
Page 2

- Further work is needed to address concerns raised by municipalities and the development industry related to off-site levies for provincial highway connections and requirements for review of proposed subdivisions adjacent to highways by Alberta transportation.

As AUMA has strongly expressed the need for several of these recommendations to be acted upon throughout the Municipal Government Act review process, we are concerned that they have been omitted in the proposed regulations, and are requesting clarification as to why these important elements have not been included.

We look forward to working with the Government further over the coming months to ensure that the amended Municipal Government Act legislation and regulations can be effectively completed and implemented.

Sincerely,



Lisa Holmes
AUMA President

Enclosure

cc: The Honourable Brian Mason, Minister of Transportation
The Honourable Kathleen Ganley, Minister of Justice and Solicitor General
Al Kémere, President, Alberta Association of Municipal Districts and Counties



Updated September 6, 2017

AUMA Submission on July 2017 MGA Regulations

Contents

Code of Conduct for Elected Officials Regulation.....2

Community Aggregate Payment Levy Regulation4

Community Organization Property Tax Exemption Regulation.....5

Council and Council Committee Meetings Regulation7

Determination of Population Regulation8

Intermunicipal Collaboration Framework Regulation 10

Matters Relating to Assessment and Taxation Regulation..... 13

Matters Relating to Assessment Complaints Regulation 15

Matters Relating to Assessment Subclasses Regulation 17

Off-Site Levies Regulation 18

Subdivision and Development Appeal Board Regulation..... 21

Subdivision and Development Regulation 23

Canmore Undermining Exemption from Liability Regulation 25

Canmore Undermining Review Regulation 26

Crowsnest Pass Regulation 27





Updated September 6, 2017

Code of Conduct for Elected Officials Regulation

Key Elements	Overview	AUMA Comments
Matters the Code of Conduct Must Address	<ul style="list-style-type: none"> - The Code of Conduct must be consistent with the municipal purposes and general duties of councillors set out in sections 3 and 153 of the MGA, and must include the following topics at a minimum: <ul style="list-style-type: none"> o representing the municipality; o communicating on behalf of the municipality; o respecting the decision-making process; o adherence to policies, procedures and bylaws; o respectful interactions with councillors, staff, the public and others; o confidential information; o conflicts of interest; o improper use of influence; o use of municipal assets and services; and o orientation and other training attendance. 	<ul style="list-style-type: none"> - The regulation should clearly delineate between the duties and personal conduct of elected officials in matters that must be included in the Codes. - There is a lack of clarity as to what constitutes “improper use of influence”, “interactions with councillors, staff, the public, and others”, and “communication on information”. - Additional clarity is needed on provision 1(j) regarding training attendance as to which training, specifically, the provision is referring to. As some Councils are provided funding to attend training programs of their choice, this provision may confuse some readers.
Complaints Process	<ul style="list-style-type: none"> - The complaints process is left up to municipalities. - Municipalities must establish a process to address complaints including who may make a complaint, how complaints are to be made, the process to determine the validity of complaints, and the process to determine sanctions. 	<ul style="list-style-type: none"> - The complaint process should explicitly define who can make a complaint and how complaints come forward, or exactly what constitutes a breach. - Municipal administrators should be excluded from conducting the complaints review process. - A process is needed to enable municipalities to filter out spurious complaints. - Municipalities should be enabled to refuse complaints from frequent repeat complainers, as incidences of disgruntled individuals may result in constant unnecessary investigations. - Clear parameters are necessary regarding how complaints are reviewed and sanctions are applied. <ul style="list-style-type: none"> o A potential avenue some municipalities may wish to take is a regional complaint review board composed of councillors from area municipalities. This should explicitly



Updated September 6, 2017

		enabled to ensure municipalities can utilize this approach.
Sanctions	<ul style="list-style-type: none"> - Municipalities may choose to implement sanctions for councillors failing to adhere to the code of conduct including: - A letter of reprimand to the councillor or requesting the councillor to issue a letter of apology, which may also be published along with the councillor’s response; - A requirement to attend training; - Suspension or removal of the appointment of a councillor as the chief elected official, deputy chief elected official or acting chief official; - Suspension or removal of the chief elected official’s presiding duties from all council committees and bodies to which council has the right to appoint members; - Suspension or removal from some or all council committees and bodies to which council has the right to appoint members; and, - Reduction or suspension of remuneration corresponding to a reduction in duties, excluding allowances for attendance at council meetings. 	<ul style="list-style-type: none"> - The decision-making/sanctioning role should be clearly separated from the investigative role, and could potentially be handled by the Provincial Ethics Commissioner. - A third party position such as an integrity commissioner position is required, to conduct the complaint review process as a quasi-judicial review with defined timelines, evidentiary standards, burden of proof, or right to appeal. - The application of sanctions should take place through a resolution at council. - The regulation should clearly establish the right to appeal. - Possible sanctions may not be severe enough to address serious breaches. The potential sanctions as written may not have a deterrent effect on serious or repeated breaches. - Additional sanctions are specifically required in case of instances where councillors refuse to change behavior or accept sanctions. - A formal process should be established to escalate breaches to the Minister of Municipal Affairs in the case of councillors refusing to accept sanctions. This process should explicitly include an avenue for council to pass a resolution requesting the Minister to remove the councillor from office.
Review Process	<ul style="list-style-type: none"> - Municipalities must review its code of conduct and related bylaws at least once every four years. 	<ul style="list-style-type: none"> - AUMA supports the proposed review period, as it falls at least once within each council term.



Updated September 6, 2017

Community Aggregate Payment Levy Regulation

Key Elements	Overview	AUMA Comments
Updated Rate	<ul style="list-style-type: none"> - The maximum levy rate has been increased from \$0.25 per tonne of sand and gravel to \$0.40 per tonne. - The proposed regulation is set to be reviewed at the latest date of December 31, 2022, when the regulation expires. 	<ul style="list-style-type: none"> - The maximum levy increase represents an increase of roughly 60 per cent versus the consumer price index inflation rate of 26.73 per cent over the same period.
Expiry Date	<ul style="list-style-type: none"> - The expiry date of the regulation has been updated from December 31, 2017 to December 31, 2022. 	<ul style="list-style-type: none"> - The new rate should be regularly reviewed to ensure that it is in line with the cost of associated road maintenance.
Levy Formula	<ul style="list-style-type: none"> - No change 	<ul style="list-style-type: none"> - AUMA supports the continued use of a transparent, simple levy formula process.
Use of Funds	<ul style="list-style-type: none"> - No change 	<ul style="list-style-type: none"> - The regulation should be updated to define the scope or nature of projects that can be funded through the levy. - Public reporting should be required on how funds collected through the levy are used. - The regulation should be updated to allow municipalities to use the levy if they are impacted by the transportation of aggregate from a neighbouring municipality, and if they own or lease a pit in another municipality.



Updated September 6, 2017

Community Organization Property Tax Exemption Regulation

Key Elements	Overview	AUMA Comments
Principles	<ul style="list-style-type: none"> - A preamble has been added to establish principles to guide the exemptions set out in the regulation including: <ul style="list-style-type: none"> o Advancement of public benefit, in terms of charitable and benevolent purposes, community games, sports, athletics, recreation and educational purposes; o Recognition of the volunteer contribution and fund raising component that most often characterizes not for profit status organizations; o Advancement of youth programs and community care for the disadvantaged; o Appropriate access to non-profit facilities and programs. 	
Definitions	<ul style="list-style-type: none"> - Updates to a number of definitions have been made including: <ul style="list-style-type: none"> o "Charitable or benevolent purpose" (to note that this definition includes "any other purpose that is advantageous, favourable or helpful to the general public" – in effect a broadening of the definition) o "General public" (to make it pertain to 'some or all' individuals rather than all, in recognition that some community organizations target a subset of the population such as women's shelters) o "Professional sports franchise" 	<ul style="list-style-type: none"> - Some definitions are still ambiguous such as "charitable or benevolent purpose", "general public", "held by", "community", and "used in connection with". - Clarification is required regarding the treatment of bingo associations, which are non-profit, versus the for-profit businesses that operate within bingo halls.
Alignment	<ul style="list-style-type: none"> - A section on exemptions for properties that restrict usage to certain individuals has been updated to align to the Alberta Human Rights Act 	
Conditions for Exemptions	<ul style="list-style-type: none"> - Municipalities will now be able to determine deadlines for organizations to apply for exemptions. - Municipalities will now be able to permit exemptions to be implemented in current tax years. 	<ul style="list-style-type: none"> - AUMA supports the amendments to allow municipalities greater flexibility in determining dates by which organizations must apply for exemptions, and to enable exemptions to be implemented in current tax years. - The proposed regulation maintains an exclusion from exemption on properties that



Updated September 6, 2017

		<p>have restricted use for certain classes of people more than 30 per cent of the time. This provision is not adequately defined and may be very difficult to determine.</p> <ul style="list-style-type: none"> - The 30 per cent exemption requirement should be reviewed to ensure it does not have unintended repercussions (e.g. barring women’s shelters or youth facilities, which restrict access over 30 per cent of the time).
Restructuring	<ul style="list-style-type: none"> - The proposed regulation re-organizes sections into four parts to address unique characteristics for different types of properties: general rules, non-residential property exemptions, residential property exemptions, and resident’s association exemptions. 	
Subsidized Housing	<ul style="list-style-type: none"> - Additional clarity has been provided to ensure that market-rate units in buildings that have a mix between market-rate and subsidized units are taxed at market rates. 	<ul style="list-style-type: none"> - Additional clarity is required regarding subsidized housing requirements to ensure that affordable housing units are not excluded from the exemption. - Additional clarity is required around how seniors’ housing is to be classified.
Resident’s Associations	<ul style="list-style-type: none"> - Amenities provided by resident’s associations will now need to meet rules regarding access by the general public in order to be eligible for exemptions. - No changes have been made to enable municipalities to exempt resident’s association properties that are already being taxed as a portion of the value of the resident’s property. 	<ul style="list-style-type: none"> - Municipalities should be enabled to exempt resident’s association properties that are already being taxed as a portion of the value of the resident’s property.
Application	<ul style="list-style-type: none"> - The proposed COPTER will apply to taxation in 2018 and later years. 	<ul style="list-style-type: none"> - The January 1, 2018 application date should be delayed for at least one taxation year given the administrative changes necessary to the assessment system to address the regulatory amendments and additions.



Updated September 6, 2017

Council and Council Committee Meetings Regulation

Key Elements	Overview	AUMA Comments
Definitions	<ul style="list-style-type: none"> - Meeting” has been defined as: <ul style="list-style-type: none"> o Where used in a reference to a council, means a meeting under section 192, 193 or 194 of the Act or, - Where used in reference to a council committee, means a meeting under section 195 of the Act. 	<ul style="list-style-type: none"> - AUMA supports the clarified definitions as they effectively address concerns that other informal councillor actions such as having a conversation in a coffee shop, sitting together at a convention, or having a meal together could be construed as a “council meeting” and thus fall under restrictions for closed meetings. <ul style="list-style-type: none"> o Additional communications are required to illustrate to municipalities when the clarified definitions of meetings apply.



Updated September 6, 2017

Determination of Population Regulation

Key Elements	Overview	AUMA Comments
Definitions	<ul style="list-style-type: none"> - Add definitions for ‘non-contacted dwelling’ and ‘private dwellings’ in DPR and Census Forms. - The proposed regulation does not include amendments to the definition of “usual residence”. 	<ul style="list-style-type: none"> - Provisions for the residency of students should be amended to allow students to determine which municipality they are considered to be a resident of. The current provisions are not consistent with the Local Authorities Election Act. - The current “usual residence” definition also fails to provide appropriate residence provisions for those in rural communities or with P.O. boxes, as residence in these cases is determined based on the address shown on driver’s licenses.
Shadow Populations	<ul style="list-style-type: none"> - The proposed regulation does not include amendments to the section on shadow population. - No changes have been made to the minimum number and percentage to apply to the minister to for inclusion of shadow population in the census, or the timing of the enumeration of shadow population. 	<ul style="list-style-type: none"> - The regulation should be updated to allow the counting of additional types of shadow populations including: <ul style="list-style-type: none"> o Companies that fill rooms in a hotel for more than 30 days straight, but with different people residing in the room at different times. o Hotels that are continuously occupied with different people. - Section 2.1(2) currently prevents municipalities from counting the shadow population, which is a requirement in order to determine whether a census of the shadow population can be carried out. This section should be removed so that municipalities are enabled to carry out a census of the shadow population at their own discretion. - The requirement for the shadow population to be either greater than 1,000 persons or 10 per cent of the population to be included as part of the official municipal census should be made more flexible. - The timing of the enumeration of the shadow population should be at the determination of the municipality and prorated or weighted for the year.
Census Processes	<ul style="list-style-type: none"> - No changes have been made to the legislated time period to conduct a municipal census apart from years in which it falls at the same time as the federal census, or the date by which 	<ul style="list-style-type: none"> - The census process needs to be streamlined, including a delegation of authority for the Ministry to handle requests to deviate from



Updated September 6, 2017

	<p>municipalities must submit results to Municipal Affairs.</p> <ul style="list-style-type: none"> - Municipalities will be enabled additional flexibility to conduct the census either between March 1 and May 31, or May 1 and July 31 for years in which a federal and municipal census occur during the same time. 	<p>standard methodologies rather than a requirement for the Minister to sign off.</p> <ul style="list-style-type: none"> - The submission deadline for census results should be moved to September 30 to allow municipalities to address potential challenges with collecting and processing data. - Municipal Affairs should update the training manual to reflect online processes to streamline quality assurance checks. - The required assurance checks should be reduced to 500 or 5 per cent of dwellings, where information has been collected by an enumerator at the door. - AUMA supports the flexibility to conduct the census during additional time periods for years when a federal and municipal enumeration occur during the same time.
Section Moved to Crowsnest Pass Regulation	<ul style="list-style-type: none"> - Move the determination of population provisions under Section 6 of the Police Act for Crowsnest Pass to the Crowsnest Pass Regulation. 	
Census Coordinator Oaths	<ul style="list-style-type: none"> - Keep the oaths for Census Coordinator and Enumerator in effect in perpetuity. - Allow a person taking the oath to include the municipal office address on Municipal and Shadow Population Forms. 	<ul style="list-style-type: none"> - AUMA supports the amendment updating the description of oaths for census coordinators and enumerators to make it explicitly clear that oaths and statements are in effect for life, rather than during the time of employment.
Expiry Date	<ul style="list-style-type: none"> - Remove the expiry date. 	



Updated September 6, 2017

Intermunicipal Collaboration Framework Regulation

Key Elements	Overview	AUMA Comments
General Comments	<ul style="list-style-type: none"> - The ICF regulation does not provide additional clarity regarding what must or may be included in the ICF, or direction on how to develop an ICF. Rather, the regulation focuses on the arbitration process. Municipal Affairs communicated that this is the case to provide flexibility in how ICFs are formed, and to deal with the powers of the arbitrator that go beyond normal arbitration (i.e., the ability to create an ICF rather than just handle negotiations). - Municipalities are required to amend their bylaws to align with the ICF within two years, with the exception of land use bylaws. - The proposed regulation does not mention three and five year financial plans. 	<ul style="list-style-type: none"> - Municipalities should be required to reference three and five year financial plans in ICFs. - Further clarity is required regarding the relationship between an order of the Municipal Government Board and ICFs. - As there is no specific provision for public participation in the creation and adoption of ICFs, the extent of engagement may be inconsistent across the province. This may cause difficulties when the public participation policies of municipalities in negotiations require different levels of engagement.
Exemptions	<ul style="list-style-type: none"> - Exempt three Improvement Districts from the ICF requirements: ID 13 (Elk Island); ID 24 (Wood Buffalo); and ID 25 (Willmore Wilderness). 	
Basic ICF Negotiation Requirements	<ul style="list-style-type: none"> - Supplement the current requirements set out in the MGA with the following key overarching requirements: <ul style="list-style-type: none"> o set out a duty to negotiate in good faith, and provide clarity about what that duty consists of; o establish clear requirements relating to when a municipality wishes to propose an additional service for inclusion in an ICF; o require that all local bylaws must align with the framework, other than land use bylaws, within two years; and o set out minimum notice requirements for when a municipality wishes to amend an ICF. 	<ul style="list-style-type: none"> - The requirement for municipal representatives in negotiations to be a “senior representative” is unclear. This requirement should be structured to require both an elected official and administrative official in attendance from all involved parties. - The regulation should clarify that parties to an Intermunicipal Collaboration Framework are enabled to engage in dispute resolution to consider the addition of a new regional service to the ICF.
Powers of an Arbitrator	<ul style="list-style-type: none"> - Confirm the duties and powers of an arbitrator to create an ICF or resolve a dispute when municipalities have not completed an ICF by the required deadline. Key elements include: <ul style="list-style-type: none"> o An arbitrator must be independent and impartial, and must disclose to the parties any circumstance of which they 	<ul style="list-style-type: none"> - The proposed regulation does not appear to allow for the selection of a panel of arbitrators, as it solely refers to the arbitrator position in the singular. Municipalities should have the option of selecting a panel to ensure a variety of viewpoints. - Arbitrators should be required to consider the parties’ ability to pay for services and



Updated September 6, 2017

	<p>are aware that might create a reasonable apprehension of bias.</p> <ul style="list-style-type: none"> ○ The Minister is authorized to set the arbitrator's rates and payments, where the Minister appoints the arbitrator ○ Provides broad authority for the arbitrator to determine how he/she believes is most appropriate, but requires the arbitrator to convene a preliminary meeting within 21 days of their appointment. ○ Clarifies that the arbitrator has the power to determine the admissibility, relevance and weight of any evidence brought forward. ○ Authorizes the arbitrator to require the parties to produce any documents that the party possesses that the arbitrator believes may be relevant. ○ Clarifies the potential scope of an arbitrator's order ○ Requires the arbitrator to produce a record of proceedings and share it with each party. <p>- Arbitrators will use the criteria set out in the legislation to inform their decision-making. This does not include the municipality's ability to pay. (i.e. the future land use of the area, the manner of and the proposals for future development in the area, the provision of transportation systems for the area, proposals for the financing and programming of Intermunicipal infrastructure for the area, the co-ordination of intermunicipal programs relating to the physical, social and economic development of the area, environmental matters within the area, the provision of Intermunicipal services and facilities, and any other matter related to the physical, social, or economic development of the area).</p>	<p>infrastructure in their decision. The principle established for sharing the cost of an arbitrator should be expanded for all services determined under an ICF.</p>
<p>Public Participation in Arbitration</p>	<p>- Public participation in arbitration is subject to the discretion of the arbitrator. This includes arbitration in the creation of an ICF and arbitration to resolve a dispute once the ICF is implemented, as outlined in the default dispute resolution process</p>	
<p>Dispute Resolution Process</p>	<p>- Outline requirements for a dispute resolution process within an ICF. Key elements of that process must include:</p>	



Updated September 6, 2017

	<ul style="list-style-type: none"> ○ how notice of the dispute is to be given and to who; ○ when the parties are to meet and the process they will follow to resolve the dispute, including, without limitation, negotiation, facilitation and mediation; ○ how a decision maker will be chosen and what powers, duties and functions they will have; ○ the decision maker’s practice and procedures; ○ a binding dispute resolution mechanism; ○ how dispute resolution process costs are to be shared; ○ how records are maintained; ○ how parties and/or public are identified; and ○ if and how parties and/or public, will be notified and engaged in the dispute resolution process. 	
<p>Default Dispute Resolution Process</p>	<ul style="list-style-type: none"> - Establishes a default dispute resolution process for situations where the municipalities have been unable to agree on one, or would prefer to use the default process. - The process outlines a series of escalating dispute resolution steps – from negotiation, to mediation, and finally to arbitration. - The process also provides operational details, including: <ul style="list-style-type: none"> ○ providing notice of a dispute; ○ appointment of a representative to participate in one or more meetings to negotiate a resolution of the dispute; and ○ appointment of a mediator if the dispute cannot be resolved. 	<ul style="list-style-type: none"> - The proposed default dispute resolution process effectively includes a staged process through negotiation, mediation, and arbitration.
<p>Appointment of an Arbitrator</p>	<ul style="list-style-type: none"> - The ability of the Minister to appoint an arbitrator under the regulation is to be delegated under the Government Organization Act. 	
<p>Judicial Review of Arbitrator Decisions</p>	<ul style="list-style-type: none"> - Establishes that an arbitrator’s order is final and binding on all parties, and may only be appealed to the Court of Queen’s Bench on a question of jurisdiction. 	



Updated September 6, 2017

Matters Relating to Assessment and Taxation Regulation

Key Elements	Overview	AUMA Comments
Definitions	<ul style="list-style-type: none"> - The following definitions have been updated to enhance clarity: <ul style="list-style-type: none"> o Electric distribution system o Electric generation system o Electric power system o Electric transmission system o Farm building o Farming Operations o Machinery and Equipment o Operator o Pipeline o Railway Property o Street Lighting Systems o Telecommunications Systems o Well - Definitions as to how and when a property is to be considered “operational” have been updated for enhanced clarity. 	<ul style="list-style-type: none"> - Marijuana grow operations should be explicitly defined in order to allow their assessment and taxation at market value.
Valuation Standards	<ul style="list-style-type: none"> - Valuation standards for regulated properties have been tied to the following associated ministerial guidelines in the regulation: <ul style="list-style-type: none"> o Alberta Linear Property Assessment Minister’s Guidelines o Alberta Machinery and Equipment Assessment Minister’s Guidelines o Alberta Railway Property Assessment Minister’s Guidelines - Valuation standards for land and buildings related to machinery and equipment have been tied to the Alberta Machinery and Equipment Assessment Minister’s Guidelines. - No changes have been made to enable abandoned wells to be assessed and taxed in the same manner as other vacant properties. 	<ul style="list-style-type: none"> - Abandoned well sites should be assessed and taxed in a manner consistent with other vacant property.
Farm Building Assessment	<ul style="list-style-type: none"> - Provisions have been established for a five year phase-out of farm building taxation (currently, 50 per cent of the assessment of farm buildings is tax-free) in urban and specialized municipalities under the following scheme: <ul style="list-style-type: none"> o 60 per cent of the assessment will be tax-exempt for the 2018 taxation year; o 70 per cent of the assessment will be tax-exempt for the 2019 taxation year; 	<ul style="list-style-type: none"> - AUMA does not support the tax exemption for farm buildings. Farm buildings in urban areas should not be exempt as they consume municipal services such as roads, sewer, water, policing, and fire, and these costs will have to be borne by other property owners which is unfair.



Updated September 6, 2017

	<ul style="list-style-type: none"> ○ 80 per cent of the assessment will be tax-exempt for the 2020 taxation year; ○ 90 per cent of the assessment will be tax-exempt for the 2021 taxation year; and, ○ 100 per cent of the assessment will be tax-exempt for the 2022 taxation year. <ul style="list-style-type: none"> - No exception has been made to enable municipalities to assess and tax marijuana grow operations despite continual AUMA advocacy on the issue. - Farming operations have been expanded to include the production and sale of sod, as well as commercial wood lots. 	<ul style="list-style-type: none"> - The sale and production of sod is a commercial use and should not be considered a farming operation. - Marijuana grow operations, greenhouses, and intensive agricultural operations should be given a separate classification so they are not exempted. - New provisions are required to separate out greenhouse components of horticultural and commercial space so that the commercial space can be taxed appropriately.
Application	<ul style="list-style-type: none"> - A date for coming into force of January 1, 2018, establishing that the 2018 taxation year will fall under the updated MRAT regulation. 	<ul style="list-style-type: none"> - The January 1, 2018 application date should be delayed for at least one taxation year given the administrative changes necessary to the assessment system to address the regulatory amendments and additions.



Updated September 6, 2017

Matters Relating to Assessment Complaints Regulation

Key Elements	Overview	AUMA Comments
Definitions	<ul style="list-style-type: none"> - Various definitions have been updated, added or removed including <ul style="list-style-type: none"> o "Clerk" (removed as this is located in the MGA) o "Agent" and "Complaint form" (to acknowledge that complaints can be heard by a panel) o "Presiding officer" o "Panel" in reference to panels created by the Municipal Government Board. 	
Panels	<ul style="list-style-type: none"> - Wording and definitions have been updated throughout the MRAC Regulation to acknowledge that complaints can be heard by "a panel of an assessment review board" rather than just the board. 	
Alignment with MGA Changes	<ul style="list-style-type: none"> - The section regarding failure to disclose information (i.e. the exclusion of boards from hearing information that was not previously disclosed) has been amended to bring it into line with changes in the MGA. <ul style="list-style-type: none"> o The effect of the changes is to prevent the complainant and the assessor from using the access to information process to prolong the complaints process or gain an unfair advantage. o Similar amendments have been made to the same effect for hearings before the Municipal Government Board, and one-member assessment review boards. - The section regarding matters before the Municipal Government Board has been amended to reference changes in the MGA regarding designated industrial property (e.g. to make linear property fall under designated industrial property). - The attached schedules (forms) have been updated to be in alignment with the MGA regarding the complaint process, appeals regarding exemptions for brownfields, designated industrial properties, and the centralized assessment of industrial property. 	



Updated September 6, 2017

Private Hearings	<ul style="list-style-type: none"> - The proposed regulation will allow parties to request the record be sealed prior to the disclosure process. 	
Agent Authorization Forms	<ul style="list-style-type: none"> - Clarity has been added that agent authorization forms are required to be submitted prior to an agent contacting an assessment review board or the Municipal Government Board on behalf of a complainant. 	<ul style="list-style-type: none"> - AUMA supports the requirement that the Complaint Form should be amended to require that a completed Agent Authorization Form be filed with the Complaint Form at the time of complaint filing.
Training	<ul style="list-style-type: none"> - Additional training requirements have been added for the chair and any delegate of the chair of the Municipal Government Board. 	<ul style="list-style-type: none"> - Additional training is required for board members in some locations to teach board members what a tribunal should do, and what their roles and responsibilities are.
Application	<ul style="list-style-type: none"> - The existing regulation (prior to January 1, 2018) will continue to apply for complaints regarding taxation years between 2010 and 2017. - The proposed regulation will apply to the 2018 taxation year and all years thereafter. 	
Review	<ul style="list-style-type: none"> - The expiry date has been removed from the regulation. 	



Updated September 6, 2017

Matters Relating to Assessment Subclasses Regulation

Key Elements	Overview	AUMA Comments
Creation of Sub-Classes	<ul style="list-style-type: none"> - The proposed non-residential sub-classes to be prescribed in the regulation are: <ul style="list-style-type: none"> o Other non-residential (all properties not classed as “vacant non-residential” or “small business” including all Designated Industrial Property) o Vacant non-residential (all properties that do not have any improvements) o Small business (all properties used by businesses employing less than a specific number of employees) - Municipalities will set bylaw the number of employees qualifying a business as “small” so long as the number is less than 50 and a municipal business license specifying the number of employees is issued. - Municipal councils are not enabled to define further subclasses. - There is no break between light and heavy industrial sites. - Marijuana grow operations are not specifically defined, meaning that they remain classified as farming operations. - The regulation does not enable municipalities to establish sub-classes for brownfield properties. 	<ul style="list-style-type: none"> - Municipalities should have the flexibility to determine subclasses based on local conditions and needs. - As marijuana grow operations require significant municipal costs related to water, roads, and emergency services provision, they should be excluded from the farm operations exemption and taxed at a fair market rate. - Municipalities should have the option of establishing sub-classes for brownfield operations, and these sub-classes should be permitted to exceed the 5:1 link in order to stimulate brownfield development. - Municipalities should have the option of distinguishing between light and heavy industrial sites in separate subclasses. - Additional clarity is required on what constitutes a “small business” apart from the number of employees. The current definition may be confusing in some cases (e.g. a local bank branch that has less than 50 employees, but is part of a much larger provincial or national entity). - In addition, not all municipalities issue business licenses - Municipalities are concerned that section 2(2)(a) will heavily encourage part-time/contract employees rather than full time by creating an artificial incentive for businesses to have fewer full-time employees that are paid less and receive fewer benefits.
Linking Within Sub-Classes	<ul style="list-style-type: none"> - Councils will be permitted to set different tax rates for each sub-class; however, the “small business” tax rate must be between 0.75 and 1 times the “other non-residential” tax rate. 	<ul style="list-style-type: none"> - No further links should be established between property tax classes or subclasses.
Maintaining the Existing Tax Incentives	<ul style="list-style-type: none"> - The “machinery and equipment” tax rate will be required to be equal to the “other non-residential” tax rate. 	



Updated September 6, 2017

Off-Site Levies Regulation

Key Elements	Overview	AUMA Comments
General Principles	<ul style="list-style-type: none"> - The municipality is responsible for addressing and defining existing and future infrastructure and facility requirements. - The municipality must consult in good faith with affected stakeholders in accordance with the consultation section of this regulation. - All beneficiaries of development are to be given the opportunity to participate in the cost of providing and installing infrastructure and facilities in the municipality on an equitable basis related to the degree of benefit. - Where necessary and practicable, the municipality is to coordinate infrastructure and facilities provisions and services with the neighbouring municipality. 	
Determination of Methodology	<ul style="list-style-type: none"> - A municipality has the flexibility to determine the methodology upon which to base the calculation of the levy, provided that the methodology: <ul style="list-style-type: none"> o takes into account criteria such as the area, density, or intensity of use; o recognizes variation among infrastructure types; o is consistent across the municipality for that type of infrastructure or facility; and, o is clear. - The methodology for determining a levy for fire halls, police stations, libraries and recreation facilities may be distinct and unique from the methodology used to calculate any other levy established by the municipality. 	<ul style="list-style-type: none"> - The term “levy costs” should be clarified, as it may be construed as either the cost of infrastructure or the cost of administering a levy.
Determination of Levy Costs	<ul style="list-style-type: none"> - The municipality may establish the levy in a manner that involves or recognizes the unique or special circumstances of the municipality. - In determining the basis upon which the levy is calculated, the municipality must at a minimum consider: <ul style="list-style-type: none"> o a description of the specific infrastructure and facilities; o a description of the benefitting areas and how those areas were determined; and 	<ul style="list-style-type: none"> - Additional clarity is required on what the correlation between the levy and the benefit of a new development should be, how it is calculated, and who should be making the decision, as well as whether the correlation is related to proximity, population base, or taxes.



Updated September 6, 2017

	<ul style="list-style-type: none"> ○ supporting technical data and analysis, and estimated costs and mechanisms to address variations in cost over time. - The information used to calculate the levy must be kept current. - The municipality must include a requirement for a periodic review of the calculation of the levy in the bylaw imposing the levy. - There is to be a correlation between the levy and the benefits of new development. - The proposed regulation does not specify that the levy calculation must be <u>directly</u> proportional to the increase in services, rather, it requires that there be a correlation between the levy and the benefits of new development and leaves the determination of the levy up to the municipality. 	
<p>Additional Principles and Criteria for the expanded scope (fire halls, police stations, libraries and recreation facilities)</p>	<ul style="list-style-type: none"> - Additional criteria are required when determining a levy for the expanded scope of facilities. - The calculation of the levy for the purposes of the expanded scope of facilities must also include supporting statutory plans, policies or agreements that identify: <ul style="list-style-type: none"> ○ the need for, and benefits from, the new facilities; ○ the anticipated growth horizon; and ○ the portion of the estimated cost of the facilities that is proposed to be paid by the municipality, the revenue raised by the levy, and other sources of revenue (i.e. provincial grants). - The municipality has the discretion to establish service levels, minimum building and base standards for the proposed facilities. - The proposed regulation does not allow for redevelopment levies, however, levies for the new services (fire halls, recreation facilities, police stations, libraries) can be to “expand” the facilities. - The proposed regulation does not enable municipalities to utilize off-site levies for services or programming. 	<ul style="list-style-type: none"> - Offsite levies would be more effective and usable for municipalities if they could be applied to redevelopment and utilized to fund increased service provision on top of capital investments. - No further criteria are necessary for the new levy provisions under section 648(2.1), as the principles for levies under 648(2) are sufficient.
<p>Consultation Requirements</p>	<ul style="list-style-type: none"> - The municipality must consult in good faith with affected stakeholders in defining and addressing existing and future infrastructure and facility requirements. 	<ul style="list-style-type: none"> - Municipal Affairs has communicated that the extent of “consultation” and the breadth of “affected stakeholders” will be determined as municipalities develop bylaws and policies. However, there may be a risk that municipal



Updated September 6, 2017

	<ul style="list-style-type: none"> - The municipality must consult in good faith with affected stakeholders when determining the methodology upon which to base the levy costs. - Prior to passing or amending a bylaw imposing a levy, the municipality must consult in good faith on the calculation of the levy with affected stakeholders in the benefitting area where the levy will apply. 	<p>decisions get challenged on the basis of consultation not being done to a strong enough level, or “affected stakeholders” not including certain parties. These terms should be explicitly clarified to address these concerns.</p>
<p>Reporting Requirements</p>	<ul style="list-style-type: none"> - The municipality must provide full and open disclosure of all the levy costs and payments. - The municipality shall report on the levy annually, and include in the report the details of all levies received and utilized for each type of facility and infrastructure. - Any report referred to in this regulation must be in writing and be publicly available in its entirety. 	<ul style="list-style-type: none"> - AUMA supports the requirement for municipalities to undertake annual public reporting including the details of all levies received and utilized for each type of facility and infrastructure.
<p>Off-Site Levy Bylaw Appeal Requirements</p>	<ul style="list-style-type: none"> - An appeal must be submitted to the MGB no later than 30 days after the bylaw imposing the levy has been passed. - If a notice of appeal does not comply with this regulation, the MGB must reject it and dismiss the appeal. - Where there are two or more appeals commenced in accordance with this regulation, the MGB may consolidate the appeals, hear the appeals at the same time, hear the appeals consecutively, or stay the determination of the appeals until the determination of any other appeal. - Submitting a notice of appeal under section 10 does not operate to stay the imposition and collection of a levy. - Any levy that is received by the municipality during the appeal period or while an appeal of the levy is still to be determined by the MGB, must be held in a separate account for each type of facility, and the municipality shall refrain from the use of such levies received until the appeal has been determined 	<ul style="list-style-type: none"> - While AUMA does not support the ability to appeal to the MGB outlined in the Act, AUMA does appreciate that the appeal window has been made short. Many municipalities update their bylaws annually in good faith. The new requirements would open up these municipalities to appeal every year. The appeal provision should be reviewed to ensure it is not unnecessarily burdensome in these cases. - It is unclear whether an amendment to a bylaw would open up the entire bylaw to appeal, or just the part that was amended.



Updated September 6, 2017

Subdivision and Development Appeal Board Regulation

Key Elements	Overview	AUMA Comments
<p>Training Requirements</p>	<ul style="list-style-type: none"> - Designated SDAB officers and board members must, before being appointed as a clerk, complete a training program. - SDAB board members must, before participating in any hearing, complete a training program. - Officers and board members must complete refresher training every two years. - Existing officers and board members must complete training within 6 months of the regulation coming into force. 	<ul style="list-style-type: none"> - AUMA supports: <ul style="list-style-type: none"> ○ the firm requirement for board members and officers to take training; ○ the 6 month transition period for existing SDAB clerks and board members; and, ○ the requirement for refresher training every two years. ○ Minimum requirements for the training program for SDAB clerks should be consistent across the province, and include administrative law elements specific to their role. ○ Matters in training programs for SDAB board members should build on existing training and include increased components on provisions related to the MGA. - Additional clarity is required as to whether SDAB board members and clerks will have the option of attending regional training. - Additional clarity is required as to whether municipalities will have the option to institute additional training or requirements through a bylaw. - SDAB clerks should be required to take a standard provincial test to ensure that minimum standards are met. - SDAB board members should be required to sign a declaration that includes a checklist acknowledging their understanding of their role, the role of the clerk, and the general appeal process. - Until the Minister approves the training program, it is not clear who can deliver the training, what the cost of attendance will be, and whether there is sufficient training course capacity to meet the deadlines in the regulation. The regulation should not come into force until these matters are addressed. - Section 2 will have a significant impact on smaller municipalities who may have





Updated September 6, 2017

		<p>difficulties affording the course attendance fees and maintaining certification when appeals may not be heard for several months or even years.</p>
Reporting	<ul style="list-style-type: none"> - Municipalities must provide a report to the Minister noting the number of board members and clerks in their SDAB, and how many of them have either completed or are enrolled in training under the regulation. 	<ul style="list-style-type: none"> - The reporting requirement timeline should be clearly established in the regulation, and could align with the 2 year timeframe for refresher training. - Municipal Affairs should provide a roster of qualified SDAB members to municipalities. - The requirement for smaller municipalities with infrequent appeals to report on training will be unnecessarily burdensome.
Application	<ul style="list-style-type: none"> - The regulation also applies to intermunicipal SDABs. 	



Updated September 6, 2017

Subdivision and Development Regulation

Key Elements	Overview	AUMA Comments
General	<ul style="list-style-type: none"> - The Subdivision and Development Regulation and the Subdivision and Development Forms Regulation have been combined into a single “Subdivision and Development Regulation”. 	
Interpretation	<ul style="list-style-type: none"> - The definition of “food establishment” has been updated to reference that the Food Regulation does not apply when a subdivision and development authority is making its decision. 	<ul style="list-style-type: none"> - The definition of “food establishment” needs to be clarified for uses such as drug stores or convenience stores relative to setback distances from landfills and wastewater treatment facilities. - The setback requirements may be challenging where previously unknown abandoned landfills are discovered.
Subdivision Applications	<ul style="list-style-type: none"> - Wording has been amended to incorporate the Subdivision and Forms Regulation into the Subdivision and Development Regulation. - Wording has been updated to reflect changes in definitions (e.g. “Environment and Sustainable Resource Development” to “Environment and Parks”, “river, stream, watercourse” to “body of water”). - Wording has been added to clarify that a copy of agreements regarding Environmental Reserve land between municipalities and landowners must be provided to the subdivision authority as part of applications. - Wording has been added to clarify that information from the Alberta Energy Regulator including the location of active wells, batteries, processing plants or pipelines within the proposed subdivision are provided with applications. - Subdivision authorities will be required to send copies of applications for review under the Highways Development and Protection Act for all proposed subdivisions adjacent to or within 0.8km of a highway, whereas previously this was only required for highways with a speed over 80km/h. - Additional clarity has been added as to when subdivision authorities are required to refer applications to the Ministry of Culture and Tourism. 	<ul style="list-style-type: none"> - AUMA supports the changes to the definitions of “body of water” and “conservation reserve” - Further changes are required to ensure that environmental reserve provisions can be applied to wetlands and aquifer discharge and recharge areas. - The exemption for highways under 80 km/h in Section 5(5)(d) should not be removed. As an alternative, this speed limit exemption could be reduced from 80 km/h to 60 km/h. Failing this, the province should ensure that there is sufficient administrative capacity in Alberta Transportation to manage the resultant large increase in referrals from the change in order to avoid unnecessary delays in approvals. - Set timelines are required for the processing of applications referred to Alberta Transportation. - The wording in section 14 restricting subdivision approval next to highways is unclear as to when prior approval of an Area Structure Plan is sufficient to not require a referral. This provision will require more referrals than previously and creates confusion over the status of Area Structure Plans. - The list of historical resources referred to in section (5)(5)(j)(i) is described in terms of



Updated September 6, 2017

	<ul style="list-style-type: none"> - Additional clarity has been added that municipalities that set their own decision-making timelines are required to adhere to said timelines. 	<p>range/township/quarter section/LSD and is roughly 1500 pages long. This will require careful analysis by municipal subdivision authorities to determine whether a referral is required, resulting in potential delays and workload increases.</p> <ul style="list-style-type: none"> - The requirement in section 10(1) to refer applications to the AER regarding permanent dwellings, unrestricted country residential, or public facilities within 1500m of a sour gas facility does not align with AER bulletin 2013-03, which only requires referrals for permanent dwellings within 100 metres, unrestricted country residential within 500 metres, new urban density development or a proposed public facility within 1500 metres of a sour gas facility. This misalignment will result in unnecessary referrals and some missed referrals.
Subdivision and Development Conditions	<ul style="list-style-type: none"> - Definitions have been updated to align with other legislation, regulations, and documents. - Additional clarity has been added on how to determine setbacks from operating wastewater treatment plants and landfills. 	
Registration and Endorsement	<ul style="list-style-type: none"> - Wording has been added to require conservation reserves to be identified as "CR" in plans of subdivision. 	
Provincial Appeals	<ul style="list-style-type: none"> - The distance has been updated in reference to appeals of subdivision decisions to the MGB for lands within a certain proximity of historical sites. 	
Application	<ul style="list-style-type: none"> - The proposed regulation will come into force on October 1, 2017. - The proposed regulation is set to expire on June 30, 2022. 	<ul style="list-style-type: none"> - Section 26 provides that the regulation comes into force on October 1, 2017. This would seem to require that the corresponding provision of the MGA must be proclaimed October 1, 2017. Additional clarity is needed as to when the Act will be proclaimed.



Updated September 6, 2017

Canmore Undermining Exemption from Liability Regulation

Key Elements	Overview	AUMA Comments
No Change	- This regulation has been posted, but there is no change to its contents.	





Updated September 6, 2017

Canmore Undermining Review Regulation

Key Elements	Overview	AUMA Comments
Undermining Reports	<ul style="list-style-type: none"> - Clarifying provisions have been added to ensure that: <ul style="list-style-type: none"> o Reports are to be conducted at the developer’s expense. o Reports are prepared by professional engineers in accordance with Ministerial guidelines. - Report compliance certificates are completed by and obtained from professional engineers. 	
Selection of Engineering Firms	<ul style="list-style-type: none"> - Provisions have been added to ensure that the Town of Canmore has a role in the selection of engineering firms. 	



Updated September 6, 2017

Crowsnest Pass Regulation

Key Elements	Overview	AUMA Comments
Extension	- Renew the regulation until 2020.	
Add Sections of the Determination of Population Regulation	<ul style="list-style-type: none"> - A section of the Determination of Population Regulation relates to the Crowsnest Pass and is being moved into the Crowsnest Pass Regulation: <ul style="list-style-type: none"> o Wording outlining special provisions for counting the municipality's population, with specific respect to responsibility for policing costs. <p>(see Determination of Population Regulation Chart for details)</p>	

From: Returning Officer
Subject: Special Resolution - 2017 AUMA Annual General Meeting
Date: September-29-17 5:36:27 PM
Attachments: [AUMA - Notice of Special Resolution 1.pdf](#)
[AUMA - Notice of Special Resolution 2.pdf](#)
[AUMA - Notice of Special Resolution 3.pdf](#)
[AUMA - Notice of Special Resolution 4.pdf](#)
[AUMA Bylaws with Proposed Amendments for 2017 AGM.pdf](#)
[AUMA Bylaws with Proposed Amendments for 2017 AGM REDLINED.pdf](#)

Good Evening:

Please be advised that at the 2017 AUMA Annual General Meeting (AGM), the AUMA Board of Directors will be proposing four special resolutions to amend the AUMA Bylaws. The full wording for each special resolution has been included in the attached.

Also attached is a draft of the AUMA Bylaws, as they would appear if all amendments are approved at the AGM, as well as a redlined version identifying the proposed amendments.

This year's AGM will be held on **Friday, November 24, 2017 at 8:45 a.m.** The AGM is held in conjunction with the AUMA Annual Convention and AMSC Tradeshow, which takes place at the TELUS Convention Centre, Calgary, Alberta, November 22-24, 2017.

For questions, please contact the [Returning Officer](#).

Carman McNary, Q.C.
Returning Officer



September 29, 2017

NOTICE OF SPECIAL RESOLUTION #1

The Board of Directors of the Alberta Urban Municipalities Association (AUMA) hereby gives notice that at the 2017 Annual General Meeting of the AUMA to be held November 24, 2017, the Board of Directors will be proposing the following Special Resolution to amend the AUMA Bylaws:

WHEREAS the Section 16.01 states that “The Board of Directors or a Regular Member may propose a special resolution, as required by the Societies Act, R.S.A. 2000, c. S-14, or any amendments thereto, to amend these Bylaws.”

WHEREAS the following proposed amendments have been submitted to the Association only after taking into consideration:

- a. the Association’s fundamental and paramount principle of ownership and control of the Association by its Regular Members; and
- b. the Association’s tax exempt status under para. 149(1)(d.5) of the Income Tax Act, Canada as discussed by the Canada Revenue Agency in its letter dated March 14, 2007

and that the proposed amendments herein will not, by their nature, content or description, compromise, modify, alter, affect or change in any way the fundamental and paramount principle of the Association (the Association being owned and controlled by its Regular Members only) or the Association’s tax exempt status under para. 149(1) (d.5) of the Income Tax Act, Canada as same may be amended from time to time.

BE IT RESOLVED THAT the AUMA Bylaws be amended as follows:

1. Section 3.04 is repealed and replaced with the following:

All regular members are municipalities, for the purpose of these bylaws classifications of Regular Members are

- a) Municipalities over 500,000 population
- b) Municipalities 10,000 to 500,000 population
- c) Municipalities under 10,000 population, except Villages and Summer Villages
- d) Villages
- e) Summer Villages

2. Section 4.03 (a) and (b) are repealed, and (c) and (d) are renumbered (a) and (b)

3. Section 8.02 (c), (d) and (e) are repealed and replaced with the following:

- c) four Directors representing Municipalities 10,000 to 500,000 population
- d) three Directors representing Municipalities under 10,000 population, except Villages and Summer Villages
- e) two Directors representing Villages

4. Section 8.03 is repealed and replaced with the following:

The Directors representing Municipalities and Villages shall be elected by electoral zone.

5. Section 8.04 is repealed and replaced with the following:

The Board of Directors shall publish the electoral zone information by June 30 in each year.

6. Section 8.07 (a) iii., iv., v., and vi.; and (b) iii., iv., and v. are repealed and replaced with the following:

- (a) iii. 2 Municipalities 10,000 to 500,000 population
- iv. 2 Municipalities under 10,000 population, except Villages and Summer Villages
- v. 1 Village
- vi. 1 Summer Village
- (b) iii. 2 Municipalities 10,000 to 500,000 population
- iv. 1 Municipalities under 10,000 population, except Villages and Summer Villages
- v. 1 Village

7. Section 8.09 is repealed and replaced with the following:

Should the legal municipal status or population change of the municipality of which a Director is an elected representative,

- a) the Director is eligible to remain in the position until the next annual general meeting, and
- b) if the term of office for the position does not expire at the end of the next annual general meeting a by-election shall be held at the next annual general meeting to fill the position for the remainder of the term



September 29, 2017

NOTICE OF SPECIAL RESOLUTION #2

The Board of Directors of the Alberta Urban Municipalities Association (AUMA) hereby gives notice that at the 2017 Annual General Meeting of the AUMA to be held November 24, 2017, the Board of Directors will be proposing the following Special Resolution to amend the AUMA Bylaws: WHEREAS the Section 16.01 states that "The Board of Directors or a Regular Member may propose a special resolution, as required by the Societies Act, R.S.A. 2000, c. S-14, or any amendments thereto, to amend these Bylaws."

WHEREAS the following proposed amendments have been submitted to the Association only after taking into consideration:

- a. the Association's fundamental and paramount principle of ownership and control of the Association by its Regular Members; and
- b. the Association's tax exempt status under para. 149(1)(d.5) of the Income Tax Act, Canada as discussed by the Canada Revenue Agency in its letter dated March 14, 2007

and that the proposed amendments herein will not, by their nature, content or description, compromise, modify, alter, affect or change in any way the fundamental and paramount principle of the Association (the Association being owned and controlled by its Regular Members only) or the Association's tax exempt status under para. 149(1) (d.5) of the Income Tax Act, Canada as same may be amended from time to time.

BE IT RESOLVED THAT the AUMA Bylaws be amended as follows:

1. Section 6.02 (d) is added as follows:

for President or Vice-President, have nomination approved by a motion of the council of the nominee's municipality, village or summer village.



September 29, 2017

NOTICE OF SPECIAL RESOLUTION #3

The Board of Directors of the Alberta Urban Municipalities Association (AUMA) hereby gives notice that at the 2017 Annual General Meeting of the AUMA to be held November 24, 2017, the Board of Directors will be proposing the following Special Resolution to amend the AUMA Bylaws:

WHEREAS the Section 16.01 states that “The Board of Directors or a Regular Member may propose a special resolution, as required by the Societies Act, R.S.A. 2000, c. S-14, or any amendments thereto, to amend these Bylaws.”

WHEREAS the following proposed amendments have been submitted to the Association only after taking into consideration:

- a. the Association’s fundamental and paramount principle of ownership and control of the Association by its Regular Members; and
- b. the Association’s tax exempt status under para. 149(1)(d.5) of the Income Tax Act, Canada as discussed by the Canada Revenue Agency in its letter dated March 14, 2007

and that the proposed amendments herein will not, by their nature, content or description, compromise, modify, alter, affect or change in any way the fundamental and paramount principle of the Association (the Association being owned and controlled by its Regular Members only) or the Association’s tax exempt status under para. 149(1) (d.5) of the Income Tax Act, Canada as same may be amended from time to time.

BE IT RESOLVED THAT the AUMA Bylaws be amended as follows:

1. Section 6.03 and Section 6.04 are renumbered as Section 6.04 and Section 6.05
2. Section 6.03 is added as follows:

A municipality shall not have more than one elected representative serving in a Director position, except for the cities of Edmonton and Calgary. In the event more than one elected representative from a municipality is nominated, the municipalities’ council needs to approve a motion for only one nominee.



September 29, 2017

NOTICE OF SPECIAL RESOLUTION #4

The Board of Directors of the Alberta Urban Municipalities Association (AUMA) hereby gives notice that at the 2017 Annual General Meeting of the AUMA to be held November 24, 2017, the Board of Directors will be proposing the following Special Resolution to amend the AUMA Bylaws:

WHEREAS the Section 16.01 states that “The Board of Directors or a Regular Member may propose a special resolution, as required by the Societies Act, R.S.A. 2000, c. S-14, or any amendments thereto, to amend these Bylaws.”

WHEREAS the following proposed amendments have been submitted to the Association only after taking into consideration:

- a. the Association’s fundamental and paramount principle of ownership and control of the Association by its Regular Members; and
- b. the Association’s tax exempt status under para. 149(1)(d.5) of the Income Tax Act, Canada as discussed by the Canada Revenue Agency in its letter dated March 14, 2007

and that the proposed amendments herein will not, by their nature, content or description, compromise, modify, alter, affect or change in any way the fundamental and paramount principle of the Association (the Association being owned and controlled by its Regular Members only) or the Association’s tax exempt status under para. 149(1) (d.5) of the Income Tax Act, Canada as same may be amended from time to time.

BE IT RESOLVED THAT the AUMA Bylaws be amended as follows:

1. Section 7.02 is repealed and replaced with the following:

The Returning Officer shall establish and publish election procedures in accordance with these bylaws.



BYLAWS

Article I – NAME

- 1.01** The name of the Association shall be the Alberta Urban Municipalities Association, referred to in these bylaws as the “Association.”

Article II - PURPOSE OF BYLAWS

- 2.01** The purpose of these bylaws is to conform to the provisions of the Societies Act, R.S.A. 2000, c. S-14 and to set out how the Association will provide leadership in advocating local government interests to the Provincial Government and other organizations, and provide services that address the needs of its membership.
- 2.02** These Bylaws establish, and shall continue to establish in each and every year of the Association’s existence, a fundamental and paramount principle that the Association is owned and controlled by the Regular Members of the Association in every material way, and that the Association’s Bylaws, or any other constating document of the Association, shall be interpreted by the Association’s Members, any court of competent jurisdiction and any taxing authority having jurisdiction, in a manner consistent with this fundamental and paramount principle.

Article III - GENERAL

- 3.01** The Board of Directors may establish procedures for convening any meeting referred to in these Bylaws by electronic or other communication facilities including a conference telephone call, facsimile, e-mail or such other technology as may become available.
- 3.02** Notwithstanding anything in these Bylaws, if by virtue of severe weather conditions, a pandemic or other emergency reason, it is impossible for a quorum to participate in any scheduled or required meeting
- the time for undertaking any action, and
 - the terms of office of the President, Vice-Presidents and Directors re extended until the meeting can be reconvened.
- 3.03** When written notice is required to be provided under these Bylaws, the notice may be given by mail, facsimile or other electronic means which enables the recipient to review the entire text of the notice.
- 3.04** All regular members are municipalities, for the purpose of these bylaws ~~The~~ classifications of Regular Members are
- Municipalities ~~Cities~~ over 500,000 population
 - ~~Cities up to 500,000 population~~ Municipalities 10,000 to 500,000 population
 - Municipalities ~~Towns~~ under 10,000 population, except Villages and Summer Villages
 - Villages
 - Summer Villages
- 3.05** A reference in these Bylaws to “elected representative” means a member of the council of a Regular Member.



3.06 A reference in these Bylaws to a “special general meeting” means a meeting of the membership held at a time other than the annual general meeting.

Article IV - MEMBERSHIP

4.01 Any municipality, organization or business which

- a) desires to further the Object of the Association,
- b) qualifies under a membership category described in 4.02, and
- c) pays the relevant membership fee may become a member of the Association.

4.02 The categories of membership are:

- a) REGULAR MEMBERSHIP which shall be available to
 - i. any City, Town, Village, Summer Village, or Specialized Municipality located in Alberta; and
 - ii. after July 1, 2007, any successor municipality of a Regular Member referred to in subsection (i) above, including any Municipal District or County if the Municipal District or County is the successor municipality thereof.
- b) ASSOCIATE MEMBERSHIP which shall be available to
 - i. any municipality other than a municipality referred to in Article 4.02(a)(i);
 - ii. any organization wholly owned by one or more municipalities that are eligible to be Regular Members or Associate Members, any municipally-related non-profit organization or special purpose board or commission;
 - iii. any municipally-related non-profit organization or special purpose board or commission that holds a reciprocal membership that has been approved by the Board of Directors; and
 - iv. any other local authority or related non-profit organization incorporated pursuant to provincial legislation.
- c) AFFILIATE MEMBERSHIP which shall be available to any company, organization or individual, in or outside of the Province of Alberta.

4.03 For purposes of determining membership classification, a Specialized Municipality, Municipal District or County which has a population equal to or greater than the population set out in the Municipal Government Act, R.S.A. 2000, c. M-26, or any amendments thereto, for a

- ~~a) city shall be considered a city,~~
- ~~b) town shall be considered a town,~~
- e)a) village shall be considered a village, and
- d)b) if less than the population set out for a village, shall be considered a summer village.

4.04 The Townsite of Redwood Meadows, the Special Areas Board and an Improvement District are eligible for inclusion in the classification of Regular Membership appropriate to its population.

4.05 Repealed.

4.06 (a) Subject to sub-clause (b), any member may withdraw from membership in the Association at any time by notice in writing.



(b) A Regular Member which wishes to withdraw from membership in the Association shall provide at least 12 months' notice in writing to the Association accompanied by a certified copy of the resolution of council.

(c) Any notice of withdrawal of membership shall be presented to the Board of Directors.

(d) A member which withdraws from membership is not entitled to reimbursement of any membership fees.

4.07 The membership year is the calendar year.

4.08 A "member in good standing" is a member in respect of whom the Association has received the membership fee for the current membership year or in the case of a Regular Member evidence of intention to pay satisfactory to the Board of Directors has been received.

4.09 For purposes of this section "Association activities" means all activities of the Association under its mandate other than business services, and "business services" means any product or service provided by the Association to its members either directly or indirectly through a service delivery entity owned by the Association

a) Regular Members - Regular Members are entitled to participate in all Association activities and business services, including the right to vote as set forth in Article V.

b) Associate Members - Associate Members are entitled to participate in business services and may, on conditions set by the Board from time to time, be entitled to participate in some or all Association activities, not including the right to vote.

c) Affiliate Members - Affiliate members are not entitled to participate in business services but may, on conditions set by the Board from time to time, be entitled to participate in some or all Association activities, not including the right to vote.

d) Eligible Members (Regular and Associate Member Categories) - Municipalities or organizations eligible for the Regular or Associate Membership categories shall not be entitled to participate in Association activities when not a member in good standing, but shall be entitled to participate in the Association's business services.

4.10 If a member ceases to be a member in good standing, at the expiration of six (6) months from the date for which the membership fee was due, the member shall be automatically expelled from the Association and thereafter shall not be entitled to participate in association activities or enjoy membership privileges until the member has been brought into good standing and reinstated by the Board of the Directors.

Article V - VOTING RIGHTS

5.01 The persons entitled to vote at any annual general meeting or special general meeting are those elected representatives in attendance whose municipalities are Regular Members of the Association in good standing.

5.02 Each person qualified to vote at any annual general meeting or special general meeting shall be entitled to one vote.



Article VI - NOMINATIONS

- 6.01** Nominations shall be conducted in accordance with the election procedures established by the Returning Officer.
- 6.02** To be eligible for nomination a person must
- be an elected representative of a Regular Member in good standing,
 - submit a completed nomination in the form prescribed by the Returning Officer, ~~and~~
 - be nominated by at least two other elected representatives of Regular Members in good standing, ~~and~~
 - for President or Vice-President, have nomination approved by a motion of the council of the nominee's municipality, village or summer village.
- 6.03** A municipality shall not have more than one elected representative serving in a Director position, except for the cities of Edmonton and Calgary. In the event more than one elected representative from a municipality is nominated, the municipalities' council needs to approve a motion for only one nominee.
- 6.043** The persons making a nomination and the person being nominated must be eligible to vote in the election for which the nomination is being made.
- 6.054** The persons eligible for nomination as Vice-President for a classification are the persons who are elected or appointed as Directors for that classification provided that, for purposes of electing a Vice-President,
- the City of Calgary shall be considered as one classification
 - the City of Edmonton shall be considered as one classification, and
 - Villages and Summer Villages shall be considered one classification.

Article VII - ELECTIONS

- 7.01** The Board of Directors shall appoint a person as Returning Officer who shall be responsible for the fair and proper conduct of elections.
- 7.02** The Returning Officer shall establish and publish election procedures in accordance with these bylaws ~~and generally in accordance with the provisions of the Local Authorities Election Act, R.S.A. 2000, c. L 21 or any amendments thereto with any necessary modifications.~~
- 7.03** Elections shall be held at the annual general meeting.
- 7.04** The election of the
- President shall be conducted among all of the persons,
 - Vice-Presidents shall be conducted among all of the persons from the relevant classification as established in Clause 3.04
 - Directors shall be conducted among all of the persons from the relevant classification as established in Clause 3.04 and electoral zone if applicable who are eligible to vote and are in attendance at the meeting.

Article VIII - BOARD OF DIRECTORS

- 8.01** The Association shall have a Board of Directors consisting of
- the President, and



b) 14 Directors.

8.02 The number of Directors representing each classification is:

- a) two Directors appointed by the City of Calgary, one of whom shall be designated by the City as Vice-President for Calgary
- b) two Directors appointed by the City of Edmonton, one of whom shall be designated by the City as Vice-President for Edmonton
- c) ~~four~~three Directors representing ~~Municipalities~~Cities up to 10,000 to 500,000 population
- d) three directors representing ~~Towns~~Municipalities under 10,000 population, except Villages and Summer Villages
- e) ~~two~~three Directors representing Villages
- f) one Director representing Summer Villages

8.03 The Directors representing ~~Municipalities~~Towns and Villages shall be elected by electoral zone.

8.04 ~~For purposes of establishing electoral zones, the Board of Directors shall group~~

- ~~a) Towns into three zones in such a manner that the number of Towns in each zone is approximately the same~~
- ~~b) Villages into three zones in such a manner that the number of Villages in each zone is approximately the same~~

~~and~~ The Board of Directors shall publish the electoral zone information by June 30 in each year.

8.05 The term of office for each position on the Board

- a) commences at the organizational meeting of the Board following the annual general meeting and
- b) continues until the end of the next annual general meeting at which time the position is available for election.

8.06 The term of office for the position of

- a) President is two years
- b) Vice-President is one year
- c) Director is two years.

8.07 (a) The term of office for the following Director positions shall begin in odd numbered years

- i. 1 Calgary Director
- ii. 1 Edmonton Director
- iii. 2 ~~Cities up to~~Municipalities 10,000 to 500,000 population
- iv. 2 Municipalities~~Towns~~ under 10,000 population~~East~~, except Villages and Summer Villages
- v. 1 Villages
- vi. 1 Summer Villages

(b) The term of office for the following Director positions shall begin in even numbered years

- i. 1 Calgary Director
- ii. 1 Edmonton Director
- iii. 2 ~~Municipalities~~Cities up to 10,000 to 500,000 population



- iv. 1 Municipalities Towns West and South under 10,000 population, except Villages and Summer Villages
 - v. 12 Villages East and West
- 8.08** (a) A President who is no longer an elected representative immediately ceases to be President and a member of the Board of Directors.
- (b) A Director who is no longer an elected representative immediately ceases to be a member of the Board of Directors.
- (c) In the case of either (a) or (b), if the period until the next annual general meeting is longer than three months, the position shall be deemed to be vacant.
- 8.09** Should the legal municipal status or population change of the municipality of which a Director is an elected representative,
- a) the Director is eligible to remain in the position until the next annual general meeting, and
 - b) if the term of office for the position does not expire at the end of the next annual general meeting a by-election shall be held at the next annual general meeting to fill the position for the remainder of the term
- 8.10** Should the office of the President become vacant, the remaining Board of Directors shall forthwith appoint a member of the Board to serve as President until the next annual general meeting.
- 8.11** (a) Should a vacancy occur in a Director position other than a Director appointed by the City of Calgary or the City of Edmonton or in a Vice-President position
- i. the Board may appoint a replacement to serve until the next annual general meeting, and
 - ii. if the term of office for the position does not expire at the end of the next annual general meeting a by-election shall be held at the next annual general meeting to fill the position for the remainder of the term.
- (b) Should a vacancy occur in a Director position or a Vice-President position appointed by the City of Calgary or the City of Edmonton, the relevant city may appoint a replacement for the remainder of the term of office of the position.
- 8.12** A person appointed to fill a vacancy in any position must be eligible for election to that position if an election were held.
- 8.13** In carrying out the responsibilities of a Director, every Director of the Association shall
- a) act honestly and in good faith with a view to the best interests of the Association,
 - b) exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances,
 - c) comply with the Societies Act (Alberta) and any regulations under it and with the bylaws and policies of the Association,
 - d) maintain the confidentiality of all Association information given to the Director that is considered confidential, except in the following circumstances
 - i. the confidential information is or subsequently enters the public domain through no action of the Director; or



- ii. the confidential information is required to be disclosed by law, and if the Director receives Association information that is considered confidential
 - iii. from his or her own independent sources; or
 - iv. any third party not under an obligation to keep the information Confidential,
- the Director will disclose to the Board that he or she has received that information.

8.14 A member of the Board of Directors ceases to be a Director if:

- a) the person is disqualified from Council pursuant to Section 174(1) of the Municipal Government Act; R.S.A. 2000, c. M-26, or any amendments thereto, or
- b) the person misses three consecutive regular meetings of the Board, unless authorized by resolution prior to the conclusion of the missed third consecutive regular meeting of the Board.

8.15 The Board of Directors may by resolution passed by at least three fourths (3/4) of the votes cast declare that a Board Member has ceased to be a Board member. The provisions of Article 9.05 regarding notice and an opportunity to be heard apply to a resolution under this Article.

ARTICLE IX - DISQUALIFICATION OF BOARD MEMBERS

9.01 In this Article

- a) "Board member's family" means the Board member's spouse, the Board member's children, the parents of the Board member and the parents of the Board member's spouse;
- b) "spouse"
 - i. includes a party to a relationship between a man and a woman who are living together on a bona fide domestic basis, and
 - ii. does not include a spouse who is living apart from the other spouse if the spouses have separated pursuant to a written separation agreement or if their support obligations and family property have been dealt with by a court order.

9.02 (1) A member of the Board of Directors has a pecuniary interest in a matter if;

- a) the matter could monetarily affect the Board member or an employer of the Board member, or
- b) the Board member knows or should know that the matter could monetarily affect the Board member's family.

(2) For the purposes of subsection (1), a person is monetarily affected by a matter if the matter monetarily affects

- a) the person directly,
- b) a corporation, other than a corporation the shares of which are traded on a stock exchange, in which the person is a shareholder, director or officer,
- c) a corporation, the shares of which are traded on a stock exchange, in which the person beneficially owns voting shares carrying at least 10% of the voting rights attached to the voting shares of the corporation or of which the person is a director or officer, or
- d) a partnership or firm of which the person is a member.

(3) A Board member does not have a pecuniary interest by reason only of any interest



- a) that the Board member or a member of the Board member's family may have by reason of being appointed by the Board as a director of a company incorporated for the purpose of carrying on business for and on behalf of the Association or by reason of being appointed as the representative of the Board on another body;
- b) that the Board member or member of the Board member's family may have with respect to any allowance, honorarium, remuneration or benefit to which the Board member or member of the Board member's family may be entitled by being appointed by the Board to a position described in clause (a);
- c) that the Board member may have with respect to any allowance, honorarium, remuneration or benefit to which the Board member may be entitled by being a Board member; or
- d) that is so remote or insignificant that it cannot reasonably be regarded as likely to influence the Board member.

9.03 (1) When a Board member, or a Regular Member of which the Board member is an elected representative, has a pecuniary interest in a matter before the Board, a Board committee or any other body to which the Board member is appointed as a representative of the Board, the Board member must, if present,

- a) disclose the general nature of the pecuniary interest prior to any discussion of the matter,
- b) abstain from voting on any question relating to the matter,
- c) abstain from any discussion of the matter, and
- d) subject to subsection (2), leave the room in which the meeting is being held until discussion and voting on the matter are concluded.

(2) If the matter with respect to which the Board member, or the Regular Member of which the Board member is an Elected Representative has a pecuniary interest is the payment of an account for which funds have previously been committed, it is not necessary for the Board member to leave the room.

9.04 (1) A member of the Board of Directors ceases to be a Board Member if he or she

- a) as a Board Member, takes part in a decision knowing that the decision might further a private interest of
 - i. the Board Member,
 - ii. a corporation, firm or partnership referred to in section 4.1.2(2) of this Article 4.1, or
 - iii. a Regular Member of which the Board member is an Elected Representative,
- b) where applicable, does not declare an interest and withdraw from a meeting without voting on or discussing a matter before the Board of Directors which might further a private interest referred to in clause (a)(i), (ii) or (iii), or
- c) accepts
 - i. a fee of any amount other than a fee or honorarium paid by the Association for the Board member's services as a Board member, or
 - ii. a gift or other benefit having a value of more than \$100 that is received because the Board Member is a Board Member.



(2) Subsection (1)(c) does not apply if a Board Member is invited to attend an event or function as a representative of AUMA and the Board Member discloses such attendance in a manner approved by the Board from time to time.

9.05 (1) A meeting of the Board of Directors may be called under section 10.01 to determine whether a Board Member has ceased to be a Board member under this Article.

(2) The Board Member

- a) shall be given notice of a meeting of the Board of Directors called under this section;
- b) upon request
 - i. shall be given particulars of the grounds on which it is alleged that he or she has ceased to be a Board member;
 - ii. shall be given an opportunity to make representations to the Board of Directors in writing or in person, or by legal counsel, or any combination of the foregoing;
- c) is not entitled to be present while the Board of Directors discusses the question whether or not the Board Member has ceased to be a Board Member.

9.06 (1) The Board of Directors may by resolution state that the Board Member has ceased to be a Board Member.

(2) The provisions of Article VIII relating to the filling of vacancies on the Board until the next annual general meeting apply to filling a vacancy under this Article.

9.07 A Board Member, by accepting appointment or election as a Board Member, agrees the Board Member will not be entitled to assert any claim or bring any legal action, whether for defamation or any other cause of action, against the Association or any officer, director or employee of the Association, in respect of anything done by any of them in good faith pursuant to this Article.

Article X - POWERS AND DUTIES OF THE BOARD

10.01 Meetings of the Board of Directors shall be held

- a) pursuant to a regular schedule of meetings set by the Board at its organizational meeting following the annual general meeting, or
- b) at the call of the President, or
- c) upon the written request of four Directors with at least 72 hours notice.

10.02 A quorum of the Board is eight members.

10.03 At meetings of the Board of Directors each Board Member present shall have one vote and, in the case of a tie, the motion shall be lost.

10.04 The Board of Directors has the authority and responsibility to carry out as appropriate, or delegate to its committees, the powers and duties conferred upon the Association.

10.05 If the Board establishes and prescribes the terms of reference for any committee, or delegates that authority to the Executive Committee, the persons appointed as committee members may be

- a) Directors
- b) elected representatives of members
- c) other persons, or



d) any combination of the above.

10.06 Members of the Board of Directors and Executive Committee shall receive an honorarium for their service and shall be reimbursed for expenses reasonably incurred in performing their duties on the Board of Directors or Executive Committee.

Article XI - EXECUTIVE COMMITTEE

11.01 The Executive Committee shall consist of the President and the Vice-Presidents.

11.02 A quorum shall consist of three (3) members of the Executive.

11.03 The Executive Committee shall have all the powers of the Board of Directors between meetings of the Board on emergent issues in accordance with such rules as the Board of Directors may adopt provided that the Executive may only recommend

- a) the employment or termination of the Chief Executive Officer of the Association,
- b) the amount of membership fees under clause 15.04, and
- c) borrowing money under clauses 15.07 and 15.08.

11.04 The Executive Committee shall report any action taken under clause 11.03 at the next meeting of the Board.

11.05 The President and Vice-Presidents have the duties and powers commonly assigned to such officers.

Article XII - MEETINGS

12.01 The annual general meeting of the Association shall be held at such time and place as the Board of Directors may determine.

12.02 Written notice of the date of the annual general meeting shall be provided to each member not less than twelve (12) weeks prior to the date of the meeting.

12.03 A special general meeting of the Association may be held at the call of five (5) percent of the Regular Membership or by two-thirds vote of all the Board and written notice shall be provided to each member not less than fourteen (14) days before the date of the meeting.

12.04 A quorum at an annual general meeting or special general meeting shall be representation from twenty-five percent of the Regular Membership in good standing and the quorum shall be determined within fifteen minutes of the posted starting time of the meeting.

12.05 The President or another member of the Board delegated by the President shall chair the annual general meeting and any special general meeting.

12.06 The persons entitled to speak at an annual general meeting or special general meeting are

- a) those elected representatives in attendance whose municipalities are Regular Members of the Association in good standing,
- b) in the event a Regular Member is unable to be represented at the annual general meeting or special general meeting by an elected representative, an official appointed by motion of the Council to represent it, provided that notice of such appointment is submitted in writing to the Chief Executive Officer at least three (3) days prior to the date of the annual general meeting or special general meeting, and
- c) upon a motion from the floor, a representative of an Associate Member.



12.07 Except as otherwise provided in these Bylaws, the Rules of Procedure to be followed at meetings of the Board of Directors, the annual general meeting and any special general meeting shall be those in "Robert's Rules of Order, Newly Revised."

Article XIII - CHIEF EXECUTIVE OFFICER

13.01 The Board shall appoint a Chief Executive Officer to manage the affairs of the Association.

13.02 The Chief Executive Officer is the chief officer of the Association and any of its subsidiaries ensures that the policies and programs of the Association are implemented, and performs the duties and functions and exercises the powers assigned to the Chief Executive Officer by the Board of Directors.

13.03 The Chief Executive Officer may employ any administrative staff required within the expenditure authority included in the Association's budget.

Article XIV - SIGNING AUTHORITY

14.01 After they are approved, the minutes of all Board meetings shall be signed by the Chief Executive Officer.

14.02 The Board of Directors shall designate signing authorities for any financial instrument and the use of the seal.

Article XV - FINANCIAL AFFAIRS

15.01 The fiscal year of the Association shall be the calendar year.

15.02 Before the end of each fiscal year, the Board of Directors shall approve a budget for the next fiscal year which shall include revenues at least sufficient to pay the estimated expenditures.

15.03 The Board of Directors may approve an interim budget for part of the next fiscal year.

15.04 The Board of Directors shall annually determine a method of calculating membership fees which will generate the membership fee revenue projected in the budget.

15.05 If any number of Regular Members agree to undertake a special initiative, the Board of Directors may levy a special fee on those members to raise the required revenue.

15.06 The membership fees in effect on the date that these bylaws are approved are continued until they are changed by the Board of Directors.

15.07 The Board of Directors shall have the power to borrow on behalf of the Association and upon the credit of the Association for operating purposes an amount not in excess of sixty percent (60%) of annual fees or special assessments then levied or assessed by the Association to its membership but not yet collected.

15.08 By a two-thirds majority vote of the Board, the Association may borrow for capital purposes.

15.09 The Association may draw, make, accept, endorse, execute and issue promissory notes, bills of exchange and other negotiable instruments.

15.10 The books and records of the Association shall be available for the inspection by any Regular Member of the Association at the Association's office during normal business hours.

15.11 In the event the Association is wound up or dissolved, all of its remaining assets after payment of its liabilities shall be paid to such registered and incorporated non-profit organization or



organizations with purposes similar to those of the Association as a Majority of the Regular Members determine. In no event shall any Member become entitled to any assets of the Association.

- 15.12** The Board of Directors shall appoint by resolution an auditor and an audited annual financial statement shall be submitted to each annual general meeting.
- 15.13** The Association may acquire by gift or purchase and have, possess and enjoy land, tenements, rents, annuities and other property of any kind whatsoever within the Province of Alberta.
- 15.14** The Association may from time to time sell, alienate, exchange, mortgage, let, lease or otherwise dispose of any part of its real or personal estate.
- 15.15** Every Director and officer of the Association and their heirs, executors and administrators, respectively, shall from time to time and at all times be indemnified and saved harmless out of the funds of the Association from and against:
- a) all costs, charges, damages and expenses whatsoever which they sustain or incur in or about any action, suit or proceeding which is brought, commenced or prosecuted against them or in respect of any act, omission, deed, matter or thing whatsoever made, done or permitted by them in or about the execution of the duties of their office; and
 - b) all other costs, charges, damages and expenses which they sustain or incur in or about in relation to any act, omission, deed, matter or thing whatsoever made, done or permitted by them in or about the execution of the duties of their office;
- except such costs, charges, damages and expenses as are occasioned by their own willful act, default or dishonesty.

Article XVI - AMENDMENTS

- 16.01** The Board of Directors or a Regular Member may propose a special resolution, as required by the Societies Act, R.S.A. 2000, c. S-14, or any amendments thereto, to amend these Bylaws.
- 16.02** A proposed special resolution may be considered at the annual general meeting or at a special general meeting.
- 16.03** Written notice of a proposed special resolution shall be provided to each member not less than eight (8) weeks before the meeting at which the special resolution is to be considered.
- 16.04** An amendment to the Bylaws shall not be made unless a three-quarters (3/4) majority of the votes cast by representatives of Regular Members in good standing present at the meeting vote in favour of the amendment.
- 16.05** Notwithstanding any other provision of contained in these Bylaws, every Special Resolution to amend these Bylaws shall contain the following preamble:

"WHEREAS the following proposed amendment has been submitted to the Association only after taking into consideration:

- a) the Association's fundamental and paramount principle of ownership and control of the Association by its Regular Members; and
- b) the Association's tax exempt status under para. 149(1)(d.5) of the Income Tax Act, Canada as discussed by the Canada Revenue Agency in its letter dated March 14, 2007,



and that the proposed amendment herein will not, by its nature, content or description, compromise, modify, alter, affect or change in any way the fundamental and paramount principle of the Association (the Association being owned and controlled by its Regular Members only) or the Association's tax exempt status under para. 149(1)(d.5) of the Income Tax Act, Canada as same may be amended from time to time."

16.06In 2015 and every subsequent year divisible by five (5), the President shall establish a special committee to conduct a general review of the Bylaws of the Association.

16.07In the event any provision of these Bylaws is in any manner determined to be inconsistent with, or in violation of, the fundamental and paramount principle of the Association set forth in Article 2.02 above, then such provision shall be deemed to be void ab initio and of no force and effect, and such provision shall be struck from these Bylaws without further notice or approval by the Regular Members.

DRAFT WITH PROPOSED AMENDMENTS



BYLAWS

Article I – NAME

- 1.01** The name of the Association shall be the Alberta Urban Municipalities Association, referred to in these bylaws as the “Association.”

Article II - PURPOSE OF BYLAWS

- 2.01** The purpose of these bylaws is to conform to the provisions of the Societies Act, R.S.A. 2000, c. S-14 and to set out how the Association will provide leadership in advocating local government interests to the Provincial Government and other organizations, and provide services that address the needs of its membership.
- 2.02** These Bylaws establish, and shall continue to establish in each and every year of the Association’s existence, a fundamental and paramount principle that the Association is owned and controlled by the Regular Members of the Association in every material way, and that the Association’s Bylaws, or any other constating document of the Association, shall be interpreted by the Association’s Members, any court of competent jurisdiction and any taxing authority having jurisdiction, in a manner consistent with this fundamental and paramount principle.

Article III - GENERAL

- 3.01** The Board of Directors may establish procedures for convening any meeting referred to in these Bylaws by electronic or other communication facilities including a conference telephone call, facsimile, e-mail or such other technology as may become available.
- 3.02** Notwithstanding anything in these Bylaws, if by virtue of severe weather conditions, a pandemic or other emergency reason, it is impossible for a quorum to participate in any scheduled or required meeting
- a) the time for undertaking any action, and
 - b) the terms of office of the President, Vice-Presidents and Directors re extended until the meeting can be reconvened.
- 3.03** When written notice is required to be provided under these Bylaws, the notice may be given by mail, facsimile or other electronic means which enables the recipient to review the entire text of the notice.
- 3.04** All regular members are municipalities, for the purpose of these bylaws classifications of Regular Members are
- a) Municipalities over 500,000 population
 - b) Municipalities 10,000 to 500,000 population
 - c) Municipalities under 10,000 population, except Villages and Summer Villages
 - d) Villages
 - e) Summer Villages
- 3.05** A reference in these Bylaws to “elected representative” means a member of the council of a Regular Member.



3.06 A reference in these Bylaws to a “special general meeting” means a meeting of the membership held at a time other than the annual general meeting.

Article IV - MEMBERSHIP

4.01 Any municipality, organization or business which

- a) desires to further the Object of the Association,
- b) qualifies under a membership category described in 4.02, and
- c) pays the relevant membership fee may become a member of the Association.

4.02 The categories of membership are:

- a) REGULAR MEMBERSHIP which shall be available to
 - i. any City, Town, Village, Summer Village, or Specialized Municipality located in Alberta; and
 - ii. after July 1, 2007, any successor municipality of a Regular Member referred to in subsection (i) above, including any Municipal District or County if the Municipal District or County is the successor municipality thereof.
- b) ASSOCIATE MEMBERSHIP which shall be available to
 - i. any municipality other than a municipality referred to in Article 4.02(a)(i);
 - ii. any organization wholly owned by one or more municipalities that are eligible to be Regular Members or Associate Members, any municipally-related non-profit organization or special purpose board or commission;
 - iii. any municipally-related non-profit organization or special purpose board or commission that holds a reciprocal membership that has been approved by the Board of Directors; and
 - iv. any other local authority or related non-profit organization incorporated pursuant to provincial legislation.
- c) AFFILIATE MEMBERSHIP which shall be available to any company, organization or individual, in or outside of the Province of Alberta.

4.03 For purposes of determining membership classification, a Specialized Municipality, Municipal District or County which has a population equal to or greater than the population set out in the Municipal Government Act, R.S.A. 2000, c. M-26, or any amendments thereto, for a

- a) village shall be considered a village, and
- b) if less than the population set out for a village, shall be considered a summer village.

4.04 The Townsite of Redwood Meadows, the Special Areas Board and an Improvement District are eligible for inclusion in the classification of Regular Membership appropriate to its population.

4.05 Repealed.

4.06 (a) Subject to sub-clause (b), any member may withdraw from membership in the Association at any time by notice in writing.

(b) A Regular Member which wishes to withdraw from membership in the Association shall provide at least 12 months’ notice in writing to the Association accompanied by a certified copy of the resolution of council.

(c) Any notice of withdrawal of membership shall be presented to the Board of Directors.



(d) A member which withdraws from membership is not entitled to reimbursement of any membership fees.

4.07 The membership year is the calendar year.

4.08 A “member in good standing” is a member in respect of whom the Association has received the membership fee for the current membership year or in the case of a Regular Member evidence of intention to pay satisfactory to the Board of Directors has been received.

4.09 For purposes of this section “Association activities” means all activities of the Association under its mandate other than business services, and “business services” means any product or service provided by the Association to its members either directly or indirectly through a service delivery entity owned by the Association

- a) Regular Members - Regular Members are entitled to participate in all Association activities and business services, including the right to vote as set forth in Article V.
- b) Associate Members - Associate Members are entitled to participate in business services and may, on conditions set by the Board from time to time, be entitled to participate in some or all Association activities, not including the right to vote.
- c) Affiliate Members - Affiliate members are not entitled to participate in business services but may, on conditions set by the Board from time to time, be entitled to participate in some or all Association activities, not including the right to vote.
- d) Eligible Members (Regular and Associate Member Categories) - Municipalities or organizations eligible for the Regular or Associate Membership categories shall not be entitled to participate in Association activities when not a member in good standing, but shall be entitled to participate in the Association’s business services.

4.10 If a member ceases to be a member in good standing, at the expiration of six (6) months from the date for which the membership fee was due, the member shall be automatically expelled from the Association and thereafter shall not be entitled to participate in association activities or enjoy membership privileges until the member has been brought into good standing and reinstated by the Board of the Directors.

Article V - VOTING RIGHTS

5.01 The persons entitled to vote at any annual general meeting or special general meeting are those elected representatives in attendance whose municipalities are Regular Members of the Association in good standing.

5.02 Each person qualified to vote at any annual general meeting or special general meeting shall be entitled to one vote.

Article VI - NOMINATIONS

6.01 Nominations shall be conducted in accordance with the election procedures established by the Returning Officer.

6.02 To be eligible for nomination a person must



- a) be an elected representative of a Regular Member in good standing,
- b) submit a completed nomination in the form prescribed by the Returning Officer,
- c) be nominated by at least two other elected representatives of Regular Members in good standing, and
- d) for President or Vice-President, have nomination approved by a motion of the council of the nominee's municipality, village or summer village.

6.03 A municipality shall not have more than one elected representative serving in a Director position, except for the cities of Edmonton and Calgary. In the event more than one elected representative from a municipality is nominated, the municipalities' council needs to approve a motion for only one nominee.

6.04 The persons making a nomination and the person being nominated must be eligible to vote in the election for which the nomination is being made.

6.05 The persons eligible for nomination as Vice-President for a classification are the persons who are elected or appointed as Directors for that classification provided that, for purposes of electing a Vice-President,

- a) the City of Calgary shall be considered as one classification
- b) the City of Edmonton shall be considered as one classification, and
- c) Villages and Summer Villages shall be considered one classification.

Article VII - ELECTIONS

7.01 The Board of Directors shall appoint a person as Returning Officer who shall be responsible for the fair and proper conduct of elections.

7.02 The Returning Officer shall establish and publish election procedures in accordance with these bylaws.

7.03 Elections shall be held at the annual general meeting.

7.04 The election of the

- a) President shall be conducted among all of the persons,
- b) Vice-Presidents shall be conducted among all of the persons from the relevant classification as established in Clause 3.04
- c) Directors shall be conducted among all of the persons from the relevant classification as established in Clause 3.04 and electoral zone if applicable who are eligible to vote and are in attendance at the meeting.

Article VIII - BOARD OF DIRECTORS

8.01 The Association shall have a Board of Directors consisting of

- a) the President, and
- b) 14 Directors.

8.02 The number of Directors representing each classification is:

- a) two Directors appointed by the City of Calgary, one of whom shall be designated by the City as Vice-President for Calgary



- b) two Directors appointed by the City of Edmonton, one of whom shall be designated by the City as Vice-President for Edmonton
 - c) four Directors representing Municipalities 10,000 to 500,000 population
 - d) three directors representing Municipalities under 10,000 population, except Villages and Summer Villages
 - e) two Directors representing Villages
 - f) one Director representing Summer Villages
- 8.03** The Directors representing Municipalities and Villages shall be elected by electoral zone.
- 8.04** The Board of Directors shall publish the electoral zone information by June 30 in each year.
- 8.05** The term of office for each position on the Board
- a) commences at the organizational meeting of the Board following the annual general meeting and
 - b) continues until the end of the next annual general meeting at which time the position is available for election.
- 8.06** The term of office for the position of
- a) President is two years
 - b) Vice-President is one year
 - c) Director is two years.
- 8.07** (a) The term of office for the following Director positions shall begin in odd numbered years
- i. 1 Calgary Director
 - ii. 1 Edmonton Director
 - iii. 2 Municipalities 10,000 to 500,000 population
 - iv. 2 Municipalities under 10,000 population, except Villages and Summer Villages
 - v. 1 Village
 - vi. 1 Summer Village
- (b) The term of office for the following Director positions shall begin in even numbered years
- i. 1 Calgary Director
 - ii. 1 Edmonton Director
 - iii. 2 Municipalities 10,000 to 500,000 population
 - iv. 1 Municipalities under 10,000 population, except Villages and Summer Village
 - v. 1 Villages
- 8.08** (a) A President who is no longer an elected representative immediately ceases to be President and a member of the Board of Directors.
- (b) A Director who is no longer an elected representative immediately ceases to be a member of the Board of Directors.
- (c) In the case of either (a) or (b), if the period until the next annual general meeting is longer than three months, the position shall be deemed to be vacant.
- 8.09** Should the legal municipal status or population change of the municipality of which a Director is an elected representative,
- a) the Director is eligible to remain in the position until the next annual general meeting, and



- b) if the term of office for the position does not expire at the end of the next annual general meeting a by-election shall be held at the next annual general meeting to fill the position for the remainder of the term
- 8.10** Should the office of the President become vacant, the remaining Board of Directors shall forthwith appoint a member of the Board to serve as President until the next annual general meeting.
- 8.11** (a) Should a vacancy occur in a Director position other than a Director appointed by the City of Calgary or the City of Edmonton or in a Vice-President position
- i. the Board may appoint a replacement to serve until the next annual general meeting, and
 - ii. if the term of office for the position does not expire at the end of the next annual general meeting a by-election shall be held at the next annual general meeting to fill the position for the remainder of the term.
- (b) Should a vacancy occur in a Director position or a Vice-President position appointed by the City of Calgary or the City of Edmonton, the relevant city may appoint a replacement for the remainder of the term of office of the position.
- 8.12** A person appointed to fill a vacancy in any position must be eligible for election to that position if an election were held.
- 8.13** In carrying out the responsibilities of a Director, every Director of the Association shall
- a) act honestly and in good faith with a view to the best interests of the Association,
 - b) exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances,
 - c) comply with the Societies Act (Alberta) and any regulations under it and with the bylaws and policies of the Association,
 - d) maintain the confidentiality of all Association information given to the Director that is considered confidential, except in the following circumstances
 - i. the confidential information is or subsequently enters the public domain through no action of the Director; or
 - ii. the confidential information is required to be disclosed by law,and if the Director receives Association information that is considered confidential
 - iii. from his or her own independent sources; or
 - iv. any third party not under an obligation to keep the information Confidential,the Director will disclose to the Board that he or she has received that information.
- 8.14** A member of the Board of Directors ceases to be a Director if:
- a) the person is disqualified from Council pursuant to Section 174(1) of the Municipal Government Act; R.S.A. 2000, c. M-26, or any amendments thereto, or
 - b) the person misses three consecutive regular meetings of the Board, unless authorized by resolution prior to the conclusion of the missed third consecutive regular meeting of the Board.



- 8.15** The Board of Directors may by resolution passed by at least three fourths (3/4) of the votes cast declare that a Board Member has ceased to be a Board member. The provisions of Article 9.05 regarding notice and an opportunity to be heard apply to a resolution under this Article.

ARTICLE IX - DISQUALIFICATION OF BOARD MEMBERS

9.01 In this Article

- a) "Board member's family" means the Board member's spouse, the Board member's children, the parents of the Board member and the parents of the Board member's spouse;
- b) "spouse"
 - i. includes a party to a relationship between a man and a woman who are living together on a bona fide domestic basis, and
 - ii. does not include a spouse who is living apart from the other spouse if the spouses have separated pursuant to a written separation agreement or if their support obligations and family property have been dealt with by a court order.

9.02 (1) A member of the Board of Directors has a pecuniary interest in a matter if;

- a) the matter could monetarily affect the Board member or an employer of the Board member, or
- b) the Board member knows or should know that the matter could monetarily affect the Board member's family.

(2) For the purposes of subsection (1), a person is monetarily affected by a matter if the matter monetarily affects

- a) the person directly,
- b) a corporation, other than a corporation the shares of which are traded on a stock exchange, in which the person is a shareholder, director or officer,
- c) a corporation, the shares of which are traded on a stock exchange, in which the person beneficially owns voting shares carrying at least 10% of the voting rights attached to the voting shares of the corporation or of which the person is a director or officer, or
- d) a partnership or firm of which the person is a member.

(3) A Board member does not have a pecuniary interest by reason only of any interest

- a) that the Board member or a member of the Board member's family may have by reason of being appointed by the Board as a director of a company incorporated for the purpose of carrying on business for and on behalf of the Association or by reason of being appointed as the representative of the Board on another body;
- b) that the Board member or member of the Board member's family may have with respect to any allowance, honorarium, remuneration or benefit to which the Board member or member of the Board member's family may be entitled by being appointed by the Board to a position described in clause (a);
- c) that the Board member may have with respect to any allowance, honorarium, remuneration or benefit to which the Board member may be entitled by being a Board member; or



d) that is so remote or insignificant that it cannot reasonably be regarded as likely to influence the Board member.

9.03 (1) When a Board member, or a Regular Member of which the Board member is an elected representative, has a pecuniary interest in a matter before the Board, a Board committee or any other body to which the Board member is appointed as a representative of the Board, the Board member must, if present,

- a) disclose the general nature of the pecuniary interest prior to any discussion of the matter,
- b) abstain from voting on any question relating to the matter,
- c) abstain from any discussion of the matter, and
- d) subject to subsection (2), leave the room in which the meeting is being held until discussion and voting on the matter are concluded.

(2) If the matter with respect to which the Board member, or the Regular Member of which the Board member is an Elected Representative has a pecuniary interest is the payment of an account for which funds have previously been committed, it is not necessary for the Board member to leave the room.

9.04 (1) A member of the Board of Directors ceases to be a Board Member if he or she

- a) as a Board Member, takes part in a decision knowing that the decision might further a private interest of
 - i. the Board Member,
 - ii. a corporation, firm or partnership referred to in section 4.1.2(2) of this Article 4.1, or
 - iii. a Regular Member of which the Board member is an Elected Representative,
- b) where applicable, does not declare an interest and withdraw from a meeting without voting on or discussing a matter before the Board of Directors which might further a private interest referred to in clause (a)(i), (ii) or (iii), or
- c) accepts
 - i. a fee of any amount other than a fee or honorarium paid by the Association for the Board member's services as a Board member, or
 - ii. a gift or other benefit having a value of more than \$100 that is received because the Board Member is a Board Member.

(2) Subsection (1)(c) does not apply if a Board Member is invited to attend an event or function as a representative of AUMA and the Board Member discloses such attendance in a manner approved by the Board from time to time.

9.05 (1) A meeting of the Board of Directors may be called under section 10.01 to determine whether a Board Member has ceased to be a Board member under this Article.

(2) The Board Member

- a) shall be given notice of a meeting of the Board of Directors called under this section;
- b) upon request
 - i. shall be given particulars of the grounds on which it is alleged that he or she has ceased to be a Board member;
 - ii. shall be given an opportunity to make representations to the Board of Directors in writing or in person, or by legal counsel, or any combination of the foregoing;



c) is not entitled to be present while the Board of Directors discusses the question whether or not the Board Member has ceased to be a Board Member.

9.06 (1) The Board of Directors may by resolution state that the Board Member has ceased to be a Board Member.

(2) The provisions of Article VIII relating to the filling of vacancies on the Board until the next annual general meeting apply to filling a vacancy under this Article.

9.07 A Board Member, by accepting appointment or election as a Board Member, agrees the Board Member will not be entitled to assert any claim or bring any legal action, whether for defamation or any other cause of action, against the Association or any officer, director or employee of the Association, in respect of anything done by any of them in good faith pursuant to this Article.

Article X - POWERS AND DUTIES OF THE BOARD

10.01 Meetings of the Board of Directors shall be held

- a) pursuant to a regular schedule of meetings set by the Board at its organizational meeting following the annual general meeting, or
- b) at the call of the President, or
- c) upon the written request of four Directors with at least 72 hours notice.

10.02 A quorum of the Board is eight members.

10.03 At meetings of the Board of Directors each Board Member present shall have one vote and, in the case of a tie, the motion shall be lost.

10.04 The Board of Directors has the authority and responsibility to carry out as appropriate, or delegate to its committees, the powers and duties conferred upon the Association.

10.05 If the Board establishes and prescribes the terms of reference for any committee, or delegates that authority to the Executive Committee, the persons appointed as committee members may be

- a) Directors
- b) elected representatives of members
- c) other persons, or
- d) any combination of the above.

10.06 Members of the Board of Directors and Executive Committee shall receive an honorarium for their service and shall be reimbursed for expenses reasonably incurred in performing their duties on the Board of Directors or Executive Committee.

Article XI - EXECUTIVE COMMITTEE

11.01 The Executive Committee shall consist of the President and the Vice-Presidents.

11.02 A quorum shall consist of three (3) members of the Executive.

11.03 The Executive Committee shall have all the powers of the Board of Directors between meetings of the Board on emergent issues in accordance with such rules as the Board of Directors may adopt provided that the Executive may only recommend

- a) the employment or termination of the Chief Executive Officer of the Association,



- b) the amount of membership fees under clause 15.04, and
- c) borrowing money under clauses 15.07 and 15.08.

11.04 The Executive Committee shall report any action taken under clause 11.03 at the next meeting of the Board.

11.05 The President and Vice-Presidents have the duties and powers commonly assigned to such officers.

Article XII - MEETINGS

12.01 The annual general meeting of the Association shall be held at such time and place as the Board of Directors may determine.

12.02 Written notice of the date of the annual general meeting shall be provided to each member not less than twelve (12) weeks prior to the date of the meeting.

12.03 A special general meeting of the Association may be held at the call of five (5) percent of the Regular Membership or by two-thirds vote of all the Board and written notice shall be provided to each member not less than fourteen (14) days before the date of the meeting.

12.04 A quorum at an annual general meeting or special general meeting shall be representation from twenty-five percent of the Regular Membership in good standing and the quorum shall be determined within fifteen minutes of the posted starting time of the meeting.

12.05 The President or another member of the Board delegated by the President shall chair the annual general meeting and any special general meeting.

12.06 The persons entitled to speak at an annual general meeting or special general meeting are

- a) those elected representatives in attendance whose municipalities are Regular Members of the Association in good standing,
- b) in the event a Regular Member is unable to be represented at the annual general meeting or special general meeting by an elected representative, an official appointed by motion of the Council to represent it, provided that notice of such appointment is submitted in writing to the Chief Executive Officer at least three (3) days prior to the date of the annual general meeting or special general meeting, and
- c) upon a motion from the floor, a representative of an Associate Member.

12.07 Except as otherwise provided in these Bylaws, the Rules of Procedure to be followed at meetings of the Board of Directors, the annual general meeting and any special general meeting shall be those in "Robert's Rules of Order, Newly Revised."

Article XIII - CHIEF EXECUTIVE OFFICER

13.01 The Board shall appoint a Chief Executive Officer to manage the affairs of the Association.

13.02 The Chief Executive Officer is the chief officer of the Association and any of its subsidiaries ensures that the policies and programs of the Association are implemented, and performs the duties and functions and exercises the powers assigned to the Chief Executive Officer by the Board of Directors.

13.03 The Chief Executive Officer may employ any administrative staff required within the expenditure authority included in the Association's budget.



Article XIV - SIGNING AUTHORITY

- 14.01** After they are approved, the minutes of all Board meetings shall be signed by the Chief Executive Officer.
- 14.02** The Board of Directors shall designate signing authorities for any financial instrument and the use of the seal.

Article XV - FINANCIAL AFFAIRS

- 15.01** The fiscal year of the Association shall be the calendar year.
- 15.02** Before the end of each fiscal year, the Board of Directors shall approve a budget for the next fiscal year which shall include revenues at least sufficient to pay the estimated expenditures.
- 15.03** The Board of Directors may approve an interim budget for part of the next fiscal year.
- 15.04** The Board of Directors shall annually determine a method of calculating membership fees which will generate the membership fee revenue projected in the budget.
- 15.05** If any number of Regular Members agree to undertake a special initiative, the Board of Directors may levy a special fee on those members to raise the required revenue.
- 15.06** The membership fees in effect on the date that these bylaws are approved are continued until they are changed by the Board of Directors.
- 15.07** The Board of Directors shall have the power to borrow on behalf of the Association and upon the credit of the Association for operating purposes an amount not in excess of sixty percent (60%) of annual fees or special assessments then levied or assessed by the Association to its membership but not yet collected.
- 15.08** By a two-thirds majority vote of the Board, the Association may borrow for capital purposes.
- 15.09** The Association may draw, make, accept, endorse, execute and issue promissory notes, bills of exchange and other negotiable instruments.
- 15.10** The books and records of the Association shall be available for the inspection by any Regular Member of the Association at the Association's office during normal business hours.
- 15.11** In the event the Association is wound up or dissolved, all of its remaining assets after payment of its liabilities shall be paid to such registered and incorporated non-profit organization or organizations with purposes similar to those of the Association as a Majority of the Regular Members determine. In no event shall any Member become entitled to any assets of the Association.
- 15.12** The Board of Directors shall appoint by resolution an auditor and an audited annual financial statement shall be submitted to each annual general meeting.
- 15.13** The Association may acquire by gift or purchase and have, possess and enjoy land, tenements, rents, annuities and other property of any kind whatsoever within the Province of Alberta.
- 15.14** The Association may from time to time sell, alienate, exchange, mortgage, let, lease or otherwise dispose of any part of its real or personal estate.
- 15.15** Every Director and officer of the Association and their heirs, executors and administrators, respectively, shall from time to time and at all times be indemnified and saved harmless out of the funds of the Association from and against:



- a) all costs, charges, damages and expenses whatsoever which they sustain or incur in or about any action, suit or proceeding which is brought, commenced or prosecuted against them or in respect of any act, omission, deed, matter or thing whatsoever made, done or permitted by them in or about the execution of the duties of their office; and
 - b) all other costs, charges, damages and expenses which they sustain or incur in or about in relation to any act, omission, deed, matter or thing whatsoever made, done or permitted by them in or about the execution of the duties of their office;
- except such costs, charges, damages and expenses as are occasioned by their own willful act, default or dishonesty.

Article XVI - AMENDMENTS

- 16.01** The Board of Directors or a Regular Member may propose a special resolution, as required by the Societies Act, R.S.A. 2000, c. S-14, or any amendments thereto, to amend these Bylaws.
- 16.02** A proposed special resolution may be considered at the annual general meeting or at a special general meeting.
- 16.03** Written notice of a proposed special resolution shall be provided to each member not less than eight (8) weeks before the meeting at which the special resolution is to be considered.
- 16.04** An amendment to the Bylaws shall not be made unless a three-quarters (3/4) majority of the votes cast by representatives of Regular Members in good standing present at the meeting vote in favour of the amendment.
- 16.05** Notwithstanding any other provision of contained in these Bylaws, every Special Resolution to amend these Bylaws shall contain the following preamble:

“WHEREAS the following proposed amendment has been submitted to the Association only after taking into consideration:

- a) the Association’s fundamental and paramount principle of ownership and control of the Association by its Regular Members; and
- b) the Association’s tax exempt status under para. 149(1)(d.5) of the Income Tax Act, Canada as discussed by the Canada Revenue Agency in its letter dated March 14, 2007,

and that the proposed amendment herein will not, by its nature, content or description, compromise, modify, alter, affect or change in any way the fundamental and paramount principle of the Association (the Association being owned and controlled by its Regular Members only) or the Association’s tax exempt status under para. 149(1)(d.5) of the Income Tax Act, Canada as same may be amended from time to time.”

- 16.06** In 2015 and every subsequent year divisible by five (5), the President shall establish a special committee to conduct a general review of the Bylaws of the Association.
- 16.07** In the event any provision of these Bylaws is in any manner determined to be inconsistent with, or in violation of, the fundamental and paramount principle of the Association set forth in Article 2.02 above, then such provision shall be deemed to be void ab initio and of no force



and effect, and such provision shall be struck from these Bylaws without further notice or approval by the Regular Members.

DRAFT WITH PROPOSED AMENDMENTS