



Mackenzie County

REGULAR COUNCIL MEETING AGENDA

DECEMBER 12, 2017

10:00 A.M.

COUNCIL CHAMBERS
FORT VERMILION, AB

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**Tuesday, December 12, 2017
10:00 a.m.**

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

AGENDA

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UTILITIES: 15. a)
b)

**INFORMATION /
CORRESPONDENCE:** 16. a) Information/Correspondence 99

**IN CAMERA
SESSION:** 17. a) Legal
• Safety Codes Contract
b) Labour
c) Land

NOTICE OF MOTION: 18. a)

**NEXT MEETING
DATES:** 19. a) Regular Council Meeting
January 9, 2018
10:00 a.m.
Fort Vermilion Council Chambers
b) Committee of the Whole Meeting
January 23, 2018
10:00 a.m.
Fort Vermilion Council Chambers
c) Regular Council Meeting
January 24, 2018
10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT: 20. a) Adjournment



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	December 12, 2017
Presented By:	Carol Gabriel, Director of Legislative & Support Services
Title:	Minutes of the November 29, 2017 Regular Council Meeting

BACKGROUND / PROPOSAL:

Minutes of the November 29, 2017, Regular Council Meeting are attached.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

Approved Council Meeting minutes are posted on the County website.

RECOMMENDED ACTION:

- Simple Majority
 Requires 2/3
 Requires Unanimous

That the minutes of the November 29, 2017 Regular Council Meeting be adopted as presented.

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

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**November 29, 2017
10:00 a.m.**

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

PRESENT:

Peter F. Braun	Reeve
Lisa Wardley	Deputy Reeve
Jacque Bateman	Councillor
Cameron Cardinal	Councillor (arrived at 11:09 a.m.)
David Driedger	Councillor
Eric Jorgensen	Councillor (arrived at 10:13 a.m.)
Josh Knelsen	Councillor (arrived at 11:09 a.m.)
Anthony Peters	Councillor
Ernest Peters	Councillor
Walter Sarapuk	Councillor

REGRETS:

ADMINISTRATION:

Len Racher	Chief Administrative Officer
Byron Peters	Deputy CAO
David Fehr	Director of Operations
Doug Munn	Director of Community Services
Fred Wiebe	Director of Utilities
Karen Huff	Director of Finance
Carol Gabriel	Director of Legislative & Support Services/Recording Secretary
Don Roberts	Zama Site Manager
Grant Smith	Agriculture Fieldman
Jessica Simpson	Executive Assistant

ALSO PRESENT: Members of the public and the media.

Minutes of the Regular Council meeting for Mackenzie County held on November 29, 2017 in the Council Chambers at the Fort Vermilion County Office.

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

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

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

MOTION 17-11-865 **MOVED** by Deputy Reeve Wardley

That the agenda be approved with the following additions:

- 9. c) Northern Lights Gas Co-op
- 17. b) Organizational Chart

CARRIED

**MINUTES FROM
PREVIOUS MEETING:**

3. a) Minutes of the November 7, 2017 Regular Council Meeting

MOTION 17-11-866

MOVED by Councillor E. Peters

That the minutes of the November 7, 2017 Regular Council Meeting be adopted as presented.

CARRIED

**MINUTES FROM
PREVIOUS MEETING:**

3. b) Minutes of the November 28, 2017 Budget Council Meeting

MOTION 17-11-867

MOVED by Councillor Sarapuk

That the minutes of the November 28, 2017 Budget Council Meeting be adopted as presented.

CARRIED

**COUNCIL COMMITTEE
REPORTS:**

5. b) Municipal Planning Commission Meeting Minutes

MOTION 17-11-868

MOVED by Councillor Driedger

That the Municipal Planning Commission meeting minutes of November 9, 2017 be received for information.

CARRIED

**COUNCIL COMMITTEE
REPORTS:**

5. c) Tompkins Crossing Committee Meeting Minutes

MOTION 17-11-869

MOVED by Deputy Reeve Wardley

That the Tompkins Crossing Committee unapproved minutes of November 8, 2017 be received for information.

CARRIED

**COUNCIL COMMITTEE
REPORTS:**

5. d) Finance Committee Meeting Minutes

MOTION 17-11-870

MOVED by Deputy Reeve Wardley

That the unapproved Finance Committee meeting minutes of October 31, 2017 be received for information.

CARRIED

GENERAL REPORTS:

6. a) None

PUBLIC HEARINGS:

8. a) None

**AGRICULTURE
SERVICES:**

10. a) None

**COMMUNITY
SERVICES:**

11. a) La Crete Recreation Society – Budget Reallocation Request

MOTION 17-11-871
REQUIRES 2/3

MOVED by Councillor Driedger

That the budget be amended to reallocate \$4,971.54 from the La Crete Arena Outdoor Rink Light Replacement Project to a new project La Crete Arena Condenser Motor Purchase.

CARRIED

FINANCE:

12. a) Provincial Education Requisition Credit

Councillor Jorgensen arrived at 10:13 a.m.

MOTION 17-11-872

MOVED by Deputy Reeve Wardley

That administration investigate the status of the companies with uncollectable Education Property Taxes on oil and gas properties and verify the write-offs versus allowances.

CARRIED

OPERATIONS:

13. a) None

**PLANNING &
DEVELOPMENT:**

14. a) Bylaw 1086-17 Land Use Bylaw Revision to Add Dwelling Emergency Services as a definition and as a Discretionary Use to the Airport “AP” District

MOTION 17-11-873

MOVED by Councillor Jorgensen

That first reading be given to Bylaw 1086-17 being a Land Use Bylaw Revision to add the definition of Dwelling – Emergency Services to the Land Use Bylaw and that Dwelling – Emergency Services be added as a discretionary use in the Airport “AP” district, subject to public hearing input.

CARRIED

**PLANNING &
DEVELOPMENT:**

**14. b) Mackenzie County Land Lease Agreement with
Arrow Technology Group**

MOTION 17-11-874

MOVED by Councillor A. Peters

That administration be authorized to negotiate and enter into a lease agreement with Arrow Technology Group for the purpose of a communication tower to increase internet service in Zama.

CARRIED

**PLANNING &
DEVELOPMENT:**

**14. c) La Crete Main Street Beautification Project Funds to
be Transferred to the La Crete Streetscape
Implementation Committee Project**

MOTION 17-11-875
REQUIRES 2/3

MOVED by Deputy Reeve Wardley

That the remaining funds from the La Crete Main Street Beautification project (7-72-05) be transferred to the La Crete Streetscape Implementation budget (6-61-03).

CARRIED

UTILITIES:

15. a) None

**INFORMATION/
CORRESPONDENCE:**

16. a) Information/Correspondence

MOTION 17-11-876

MOVED by Councillor Jorgensen

That the information/correspondence items be received for information.

CARRIED

Reeve Braun recessed the meeting at 10:48 a.m.

Councillor Knelsen and Councillor Cardinal arrived at 11:09

a.m.

Reeve Braun reconvened the meeting at 11:10 a.m.

TENDERS:

7. a) Waste Transfer Station Hauling Contract – Request for Proposals

MOTION 17-11-877

MOVED by Deputy Reeve Wardley

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

CARRIED

Tenders Received

L & P Disposals	\$223,496.85 Option 1
	\$ 82,560.85 Option 2 – Group 1
	\$150,598.00 Option 2 – Group 2
JL Waste Management	\$272,513.00 Option 1
	\$105,210.00 Option 2 – Group 1
	\$169,936.00 Option 2 – Group 2

MOTION 17-11-878

MOVED by Councillor Knelsen

That administration reviews the Waste Transfer Station Hauling Contract – Request for Proposals and prepare a recommendation, based on the matrix presented, for the December 12, 2017 Council meeting.

CARRIED

TENDERS:

7. b) Fidler Gravel Pit – Topsoil and Overburden Removal

MOTION 17-11-879

MOVED by Councillor Sarapuk

That the Fidler Gravel Pit - Topsoil and Overburden Removal tenders be opened.

CARRIED

Tenders Received

Northern Road Builders	\$180,000.00
------------------------	--------------

Dechant Construction	\$279,000.00
Patmore Oilfield Services	\$448,800.00
883492 AB Ltd. (Pinnacle)	\$264,000.00
Weins Enterprises	\$198,000.00
B Hinson Contracting	\$384,000.00

MOTION 17-11-880

MOVED by Councillor Driedger

That administration review the Fidler Gravel Pit - Topsoil and Overburden Removal tenders with respect to qualifications and cost and bring a recommendation to Council later in the meeting.

CARRIED

**COUNCIL COMMITTEE
REPORTS:**

5. a) Council Committee Reports (verbal)

MOTION 17-11-881

MOVED by Councillor Cardinal

That the Council committee reports be received for information.

CARRIED

Reeve Braun recessed the meeting at 11:43 a.m. and reconvened the meeting at 11:54 a.m.

DELEGATIONS:

4. a) Daniel Gallant, Manager, Grampa's Finest Smoking Accessories

Presentation by Daniel Gallant, Manager of Grampa's Finest Smoking Accessories regarding the upcoming cannabis legislation.

Reeve Braun recessed the meeting at 12:18 p.m. and reconvened the meeting at 1:05 p.m.

TENDERS:

7. b) Fidler Gravel Pit – Topsoil and Overburden Removal

MOTION 17-11-882

MOVED by Councillor A. Peters

That the Fidler Gravel Pit - Topsoil and Overburden Removal tender be awarded to the lowest qualified bidder.

CARRIED

ADMINISTRATION:

9. a) Bylaw 1084-17 Honorariums and Related Expense Reimbursement for Councillors and Approved Committee Members

MOTION 17-11-883

MOVED Councillor Knelsen

That Bylaw 1084-17 Honorariums and Related Expense Reimbursement Bylaw for Councillors and Approved Committee Members be amended to increase the monthly honorarium by \$250.00.

CARRIED

MOTION 17-11-884
REQUIRES 2/3

MOVED by Councillor Knelsen

That second reading be given to Bylaw 1084-17 being the Honorariums and Related Expense Reimbursement Bylaw for Councillors and Approved Committee Members as amended.

CARRIED

MOTION 17-11-885
REQUIRES 2/3

MOVED by Councillor Sarapuk

That third reading be given to Bylaw 1084-17 being the Honorariums and Related Expense Reimbursement Bylaw for Councillors and Approved Committee Members.

CARRIED

ADMINISTRATION:

9. b) Caribou Update

MOTION 17-11-886

MOVED by Councillor Jorgensen

That the caribou update be received for information.

CARRIED

Reeve Braun recessed the meeting at 2:14 p.m. and reconvened the meeting at 2:28 p.m.

ADMINISTRATION:

9. c) Northern Lights Gas Co-op (ADDITION)

MOTION 17-11-887

MOVED by Councillor Jorgensen

That a letter be sent inviting Northern Lights Gas Co-op to the next budget meeting.

CARRIED

IN CAMERA SESSION: 17. In-Camera

MOTION 17-11-888 MOVED by Councillor Knelsen

That Council move in-camera to discuss issues under the Freedom of Information and Protection of Privacy Regulations 18 (1) at 2:45 p.m.

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

CARRIED

MOTION 17-11-889 MOVED by Councillor Cardinal

That Council move out of camera at 3:02 p.m.

CARRIED

IN CAMERA SESSION: 17. b) Labour – Organizational Chart

MOTION 17-11-890 MOVED by Councillor E. Peters

That the organizational chart be accepted as presented.

CARRIED

NOTICE OF MOTION: 18. a) None

NEXT MEETING DATE: 19. a) Next Meeting Date

Budget Council Meeting
Tuesday, December 5, 2017
10:00 a.m.
Fort Vermilion Council Chambers

Budget Council Meeting
Monday, December 11, 2017
10:00 a.m.
Fort Vermilion Council Chambers

Regular Council Meeting
Tuesday, December 12, 2017
10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT: 20. a) Adjournment

MOTION 17-11-891 MOVED by Councillor Jorgensen

That the Council meeting be adjourned at 3:03 p.m.

CARRIED

These minutes will be presented to Council for approval on December 12, 2017.

Peter F. Braun
Reeve

Len Racher
Chief Administrative Officer

UNAPPROVED



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	December 12, 2017
Presented By:	Carol Gabriel, Director of Legislative & Support Services
Title:	Minutes of the December 5, 2017 Budget Council Meeting

BACKGROUND / PROPOSAL:

Minutes of the December 5, 2017, Budget Council Meeting are attached.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

Approved Council Meeting minutes are posted on the County website.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the minutes of the December 5, 2017 Budget Council Meeting be adopted as presented.

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

**MACKENZIE COUNTY
BUDGET COUNCIL MEETING**

**December 5, 2017
10:00 a.m.**

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

PRESENT:

Peter F. Braun	Reeve
Lisa Wardley	Deputy Reeve
Jacque Bateman	Councillor
Cameron Cardinal	Councillor
David Driedger	Councillor
Eric Jorgensen	Councillor (arrived at 11:13 a.m.)
Josh Knelsen	Councillor
Anthony Peters	Councillor
Ernest Peters	Councillor
Walter Sarapuk	Councillor

REGRETS:

ADMINISTRATION:

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

ALSO PRESENT: Members of the public.

Minutes of the Budget Council meeting for Mackenzie County held on December 5, 2017 in the Council Chambers at the Fort Vermilion County Office.

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

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

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

MOTION 17-12-892 **MOVED** by Deputy Reeve Wardley

That the agenda be approved as presented.

CARRIED

**MINUTES FROM
PREVIOUS MEETING:**

3. a) None

DELEGATIONS:

4. a) **Jack Eccles, Northern Lights Gas Co-op (10:00 a.m.)**

Jack Eccles was present to provide an update on the natural gas supply for the upcoming winter season and increase in rates.

**COUNCIL COMMITTEE
REPORTS:**

5. a) None

GENERAL REPORTS:

6. a) None

TENDERS:

7. a) None

PUBLIC HEARINGS:

8. a) None

ADMINISTRATION:

9. a) None

**AGRICULTURE
SERVICES:**

10. a) None

**COMMUNITY
SERVICES:**

11. a) None

FINANCE:

12. a) **2018 Grants to Non-Profit Organizations**

Delegation by the Fort Vermilion & Area Board of Trade

Delegation by the Friends of the Old Bay House and the Fort Vermilion Agricultural Society

Reeve Braun recessed the meeting at 11:03 a.m. and reconvened the meeting at 11:09 a.m.

Councillor Jorgensen joined the meeting at 11:13 a.m.

Delegation by the La Crete Agricultural Society

Delegation by the Rocky Lane Agricultural Society

Delegation by the Rainbow Lake Youth Centre

Delegation by the La Crete Recreation Society

Reeve Braun recessed the meeting at 12:28 p.m. and reconvened the meeting at 1:06 p.m.

MOTION 17-12-893

MOVED by Councillor Bateman

That Mackenzie County cover the costs of utilities and taxes for the Old Bay House in Fort Vermilion.

CARRIED

Reeve Braun recessed the meeting at 2:14 p.m. and reconvened the meeting at 2:27 p.m.

Review of the recurring grants for the Family & Community Support Services (FCSS) in Fort Vermilion, La Crete, and Zama.

Review of the Mackenzie Library Board funding.

Delegation by the Fort Vermilion Recreation Board

Reeve Braun recessed the meeting at 3:29 p.m. and reconvened the meeting at 3:42 p.m.

Review of Fort Vermilion, La Crete, and Zama Recreation Board capital requests.

FINANCE:

12. b) Review of Proposed 2018 Capital Projects – TCA

Postponed to the December 11, 2017 Budget Council meeting.

OPERATIONS:

13. a) None

**PLANNING &
DEVELOPMENT:**

14. a) None

UTILITIES:

15. a) None

**INFORMATION/
CORRESPONDENCE:**

16. a) None

IN CAMERA SESSION:

17. None

NOTICE OF MOTION:

18. a) None

NEXT MEETING DATE: 19. a) Next Meeting Date

Budget Council Meeting
Monday, December 11, 2017
10:00 a.m.
Fort Vermilion Council Chambers

Regular Council Meeting
Tuesday, December 12, 2017
10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT: 20. a) Adjournment

MOTION 17-12-894

MOVED by Councillor Jorgensen

That the Council meeting be adjourned at 3:59 p.m.

CARRIED

These minutes will be presented to Council for approval on December 12, 2017.

Peter F. Braun
Reeve

Len Racher
Chief Administrative Officer

UNAPPROVED



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	December 12, 2017
Presented By:	Carol Gabriel, Director of Legislative & Support Services
Title:	Minutes of the December 11, 2017 Budget Council Meeting

BACKGROUND / PROPOSAL:

Minutes of the December 11, 2017, Budget Council Meeting will be presented at the meeting.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

Approved Council Meeting minutes are posted on the County website.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the minutes of the December 11, 2017 Budget Council Meeting be adopted as presented.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	December 12, 2017
Presented By:	Doug Munn, Director of Community Services
Title:	DELEGATION Fort Vermilion & Area Board of Trade – Airport Terminal Building

BACKGROUND / PROPOSAL:

On September 25, 2017 council directed administration to start negotiations with the Fort Vermilion & Area Board of Trade for the transfer of the Fort Vermilion Airport Terminal Building. (See attached Letter of Interest)

On October 27, 2017 administration met with members of the Fort Vermilion & Area Board of Trade and presented them with a draft acquisition agreement. During this discussion the Board of Trade indicated their desired location for the building as a Tourist Information Center. Administration advised them to draft a presentation to submit to Council.

OPTIONS & BENEFITS:

Location is a key factor with this proposal. Many elements must be taken into consideration for this type of development.

A visitor center will require a large area of land in order to accommodate not only the building, but any future expansion of the building. A tourist information center usually attracts large RVs and busses; therefore adequate parking with a large turning space as well as access to the property is required.

The site should also be visible to traffic from all directions, close to the entrance of the hamlet and ideally have access to municipal infrastructure.

Administration is working with the Board of Trade for possible sites that would suit this development.

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

COSTS & SOURCE OF FUNDING:

The draft acquisition agreement identifies that all costs of moving and set up of the building on a new location shall be the purchaser's responsibility.

SUSTAINABILITY PLAN:

COMMUNICATION:

N/A

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

For discussion.

Author: D Munn Reviewed by: _____ CAO: _____



July 21, 2017
Fort Vermilion, AB

Len Racher
4511-46 Ave
Box 640
Fort Vermilion, AB
T0H 1N0

780-927-3718

Dear Sir,

This letter is to state our interest in attaining the building previously used for a terminal at the Fort Vermilion airport. Our board would intend to use it as an office and tourist information centre. Currently our office is in the basement of the Centennial Building but we are looking at expanding our services and would need a storefront that is open to the public to do so. Our plan would be to place it in a high traffic area and make it accessible to passing RVs, coaches, buses, and other motorists. We would welcome the opportunity to meet with you and discuss our business plan. Thank you for your consideration.

Sincerely,

Lucille Labrecque on behalf of:

Fort Vermilion and Area Board of Trade est. 1914
Box 456
Fort Vermilion, AB
T0H 1N0



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	December 12, 2017
Presented By:	Byron Peters, Director of Planning & Development
Title:	Municipal Planning Commission Meeting Minutes

BACKGROUND / PROPOSAL:

The minutes of the November 23, 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 November 23, 2017 be received for information.

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

**MACKENZIE COUNTY
Municipal Planning Commission Meeting**

**Mackenzie County Office
Fort Vermilion, AB**

Thursday, November 23, 2017 @ 10:00 a.m.

PRESENT: Erick Carter Chair, MPC Member
 Jack Eccles Vice Chair, MPC Member
 Jacquie Bateman Councillor, MPC Member (via tele-conference)
 David Driedger Councillor, MPC Member
 Beth Kappelar MPC Member

ADMINISTRATION: Caitlin Smith Planner/Recording Secretary

MOTION 1. CALL TO ORDER

Erick Carter called the meeting to order at 10:02 a.m.

2. ADOPTION OF AGENDA

MPC-17-11-167 MOVED by Beth Kappelar

That the agenda be adopted as presented.

CARRIED

3. MINUTES

a) Adoption of Minutes

MPC-17-11-168 MOVED by Jack Eccles

That the minutes of November 9, 2017 Municipal Planning Commission meeting be adopted as presented.

CARRIED

b) Business Arising from Previous Minutes

None.

4. TERMS OF REFERENCE

5. **DEVELOPMENT**

a) None.

6. **SUBDIVISION**

a) None.

7. **MISCELLANEOUS ITEMS**

a) **Bylaw 10XX-17, Advanced Paramedic Ltd.
Land Use Bylaw Revision**

MPC-17-11-169 MOVED by Beth Kappelar

That the Municipal Planning Commission recommend to Council to approve Bylaw 10__-17 being a Land Use Bylaw Revision to add the definition of Dwelling – Emergency Services to the Land Use Bylaw and that Dwelling – Emergency Services be added as a discretionary use in the Airport “AP” district, subject to public hearing input.

CARRIED

8. **IN CAMERA**

None.

9. **MEETING DATES**

- ❖ Thursday, December 14, 2017 @ 10:00 a.m. in La Crete
- ❖ Thursday, January 11, 2018 @ 10:00 a.m. in La Crete
- ❖ Thursday, January 25, 2018 @ 10:00 a.m. in Fort Vermilion

10. **ADJOURNMENT**

MPC-17-11-170 MOVED by Beth Kappelar

That the Municipal Planning Commission Meeting be adjourned at 10:21 a.m.

CARRIED

These minutes were adopted this 14th day of December, 2017.

Chair, Erick Carter



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	December 12, 2017
Presented By:	Grant Smith, Agricultural Fieldman
Title:	Agricultural Service Board Meeting Minutes

BACKGROUND / PROPOSAL:

The minutes of the November 27, 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 November 27, 2017 be received for information.

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

**MACKENZIE COUNTY
AGRICULTURAL SERVICE BOARD MEETING**

**Monday November 27, 2017
9:00 a.m.
La Crete, AB**

PRESENT:	Josh Knelsen	Council Representative
	Ernie Peters	Council Representative
	Terry Batt	Member at Large
	Joe Peters	Member at Large (left meeting at 12:52 PM)
	Dicky Driedger	Member at Large
	Peter Braun	Reeve

ABSENT:

ALSO PRESENT:	Len Racher	CAO
	Grant Smith	Agricultural Fieldman
	Landon Driedger	Assistant Ag. Fieldman
	Colleen Sarapuk	Public Works Administrative Officer (Recording Secretary)

Minutes of the Mackenzie County Agricultural Service Board meeting held on Monday, November 27, 2017.

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

Len Racher called the ASB meeting to order at 9:09 AM.

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

MOTION ASB 17-11-120 **Moved by** Peter Braun

That the agenda be adopted with the additions 8.k) Agricultural Fair.

CARRIED

MINUTES OF THE PREVIOUS MEETING 3. a) **Minutes of the October 2, 2017 ASB Meeting**

MOTION ASB 17-11-121 **Moved by** Josh Knelsen

That the minutes of the October 2, 2017 ASB Meeting be adopted as presented.

CARRIED

Election of Chair and Vice Chair **5.a) Election of Chair**

Len Racher called for nominations for the position of ASB Chair for Mackenzie County for the period November 27, 2017 to October 2019.

First Call: Joe Peters nominated Josh Knelsen.

Second Call: No further nominations.

Third Call: No further nominations.

MOTION ASB 17-11-122 **MOVED** by Dicky Driedger Driedger

That nomination cease for the position of Chair.

CARRIED

Josh Knelsen was **acclaimed** as Chair for Mackenzie County for the period November 27, 2017 to October 2019.

4.b) Election of Vice Chair

Len Racher called for nominations for the position of ASB Vice Chair for Mackenzie County for the period November 27, 2017 to October 2019.

First Call: Josh Knelsen nominated Joe Peters

Second Call: No further nominations.

Third Call: No further nominations.

MOTION ASB 17-11-123 **Moved by** Terry Batt

That nomination cease for the position of Vice Chair.

CARRIED

Joe Peters was **acclaimed** as Vice Chair for Mackenzie County for the period November 27, 2017 to October 2019.

Turn Over of Chair **5.a) Turn Over of Chair**

Len Racher turned over the chair to Josh Knelsen.

ACTION LIST **7.a) Action List**

MOTION ASB 17-11-124 **Moved by** Dicky Driedger

That Organic Certifiers be invited to the next ASB meeting.

CARRIED

6.a) Appointment of MARA Representative

**Ernie Peters nominated Dicky Driedger
Joe Peters nominated Terry Batt – Declined**

MOTION ASB 17-11-125 **Moved by** Peter Braun

That nominations for MARA Representative cease.

CARRIED

Dicky Driedger was acclaimed MARA Representative for the period of November 27, 2017 to October 2019.

6.b) Review of ASB Policies, Procedures, & Orientation of New Members.

A presentation was made to the ASB by the Agricultural Fieldman reviewing the policies and procedures as set forth by the ASB.

MOTION ASB 17-11-126 **Moved by** Joe Peters

That the Agricultural Service Board Duties and Responsibilities Policy No. ASB005 be revised as follows;

The period of office for Agricultural Service Board members in Mackenzie County is for a ~~three (3)~~ two (2) year term.

CARRIED

MOTION ASB 17-11-127 **Moved by** Joe Peters

That the Rubber Mat Rental Policy No. ASB017 be rescinded, as the ASB no longer has rubber mats.

CARRIED

6.c) Agricultural Fieldman Report & Project Update

MOTION ASB 17-11-128 **Moved by** Ernie Peters

That the Agricultural Fieldman Report & Project Update be received as information.

CARRIED

6.d) Weed Control Policy Review & Procedures

MOTION ASB 17-11-129 **Moved by** Ernie Peters

That administration research Drone options and bring back information to the next ASB meeting.

CARRIED

MOTION ASB 17-11-130 **Moved by** Peter Braun

That the Weed Control Policy Review and Procedures be received for information.

CARRIED

6.e) 2018 ASB Operating Budget

MOTION ASB 17-11-131 **Moved by** Ernie Peters

That administration bring information regarding agricultural leases to the next ASB Meeting.

CARRIED

MOTION ASB 17-11-132 **Moved by** Dicky Driedger

That the 2018 ASB Operating Budget be received for information.

CARRIED

6.f) 2017 Operating Budget Report

MOTION ASB 17-11-133 **Moved by** Peter Braun

That the 2017 Operating Budget Report be received for information.

CARRIED

6.g) Farm & Ranch Legislation

MOTION ASB 17-11-134 **Moved by** Josh Knelsen

That the ASB sends a letter to the Minister of Labour and the Minister Responsible for Democratic Renewal supporting the motion made by Brazeau County.

CARRIED

6.h) 2018 Farm Tech

MOTION ASB 17-11-135 **Moved by** Dicky Driedger

That Josh Knelsen, Grant Smith, Joe Peters and Ernie Peters be authorized to attend the 2018 Farm Tech Conference in Edmonton January 30, 2018 to February 1, 2018.

CARRIED

6.i) Clubroot Information Meeting

MOTION ASB 17-11-136 **Moved by** Terry Batt

That the Clubroot Information meeting be received for information.

CARRIED

6.j) Mackenzie County Organic Success Program

MOTION ASB 17-11-137 **Moved by** Peter Braun

That the Mackenzie County Organic Success Program be received for information.

CARRIED

6.k) Agricultural Fair & Tradeshow

MOTION ASB 17-11-138 **Moved by** Terry Batt

That the Rocky Lane Agricultural Society be authorized to take the lead on the Livestock activities at the 2018 Agricultural Fair & Tradeshow.

CARRIED

**SET NEXT MEETING
DATE**

8.a) Next Meeting Date

The next ASB meeting will be held on January 26, 2018 at 9:00 AM in the La Crete office.

ADJOURNMENT

9.a) Adjournment

MOTION ASB 17-11-139 **Moved by** Dicky Driedger

That the ASB Meeting adjourn at 1:20 PPM

CARRIED

These minutes will be presented for approval at the January 26, 2018 ASB meeting.

Josh Knelsen, Chair

Grant Smith, Agricultural Fieldman



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	December 12, 2017
Presented By:	Dave Fehr, Director of Operations
Title:	Public Works Committee Meeting Minutes

BACKGROUND / PROPOSAL:

The unapproved minutes of the December 6, 2017 meeting are attached.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

- Simple Majority
 Requires 2/3
 Requires Unanimous

That the Public Works Committee unapproved minutes of December 6, 2017 be received for information.

Author: S Wheeler Reviewed by: _____ CAO: _____

MOTION PW-17-12-033 **MOVED** Councillor Jorgensen

That nominations cease for the position of Chair.

CARRIED

Councillor Knelsen was **acclaimed** as Chair of Public Works Committee for the period of December 2017 to October 2018.

3. b) Election of Vice Chair

Dave Fehr called for nominations for the position of Vice Chair of Public Works Committee for the period of December 2017 to October 2018.

First Call: Chair Knelsen nominated Councillor Jorgensen.
DECLINED

Second Call: Councillor Jorgensen nominated Councillor Bateman.
DECLINED

Third Call: Councillor Jorgensen nominated Councillor Cardinal.
ACCEPTED

MOTION PW-17-12-034 **MOVED** by Councillor Jorgensen

That nominations cease for the position of Vice Chair.

CARRIED

Councillor Cardinal was **acclaimed** as Vice Chair of Public Works Committee for the period of December, 2017 to October 2018.

3. c) Turnover of Chair

Dave Fehr turned over the Chair to the newly elected Chair of Public Works Committee.

3. d) Terms of Reference

MOTION PW-17-12-035 **MOVED** by Reeve Braun

That the Terms of Reference be received for information.

CARRIED

**MINUTES:
MOTION PW-17-12-036**

**4. a) Adoption of Minutes from September 20, 2017
MOVED by Councillor Cardinal**

That the minutes from September 20, 2017 Public Works Committee be adopted as presented.

CARRIED

MOTION PW-17-12-037 MOVED by Reeve Braun

That an email be sent to Ryan Konowalyk inquiring about the status of washrooms on the 88 Connector at the roadside turnouts.

CARRIED

DELEGATIONS:

5. a) None

NEW BUSINESS:

6. a) Recycling Program

MOTION PW-17-12-038 MOVED by Councillor Cardinal

That the Recycling Program be tabled to a Council Meeting.

CARRIED

6. b) 2018 Capital Wish List – Equipment and Vehicles

Chair Knelsen recessed the meeting at 11:04 and reconvened at 11:26.

MOTION PW-17-12-039 MOVED by Councillor Jorgensen

That the 2018 Capital Wish List - Equipment and Vehicle list be recommended to Council as discussed.

CARRIED

**INFORMATION /
CORRESPONDANCE:**

7. a) None

**NEXT MEETING
DATE:**

8. Next meeting – At the call of the Chair

ADJOURNMENT: 9. Adjournment

MOTION PW-17-12-040 MOVED by Reeve Braun

That the Public Works Committee Meeting be adjourned at 12:03 p.m.

CARRIED

These minutes were adopted at _____ meeting.

Josh Knelsen, Chair

Dave Fehr, Director of Operations

Unapproved



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	December 12, 2017
Presented By:	Len Racher, Chief Administrative Officer
Title:	CAO Report

BACKGROUND / PROPOSAL:

The CAO and Director reports for November 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 November 2017 be received for information.

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

Monthly Report of the Chief Administrative Officer to Council

Len Racher, Chief Administrative Officer

For the month of November 2017

November Meetings	6 – Buffalo Head Flood Mitigation Project Meeting
	7 – Council Meeting
	8 – Tomkins Ice Bridge Committee Meeting
	14 -17 AAMDC Fall Convention
	20 – Managers Budget Meeting
	21 -24 – AUMA
	27 – ASB Meeting
	27- Meeting with Minister Freehan (Indigenous Relations)
	28 – Budget Council Meeting
29- Council Meeting	
December Meetings	5- Council Budget Meeting
	8 – Meeting with Shane Milner

Grants and Funding

WSP has submitted the application for the Strategic Transportation Infrastructure Program funding (STIP) for the phase 2 of Blue Hills Bridge, which is a bridge sized culvert. (P5 Access Road)

Projects

The permits are now in place to build the road to the Blue Hills Bridge project allowing the Contractor to begin with building the bridge.

Respectfully,

Len Racher
Chief Administrative Officer

REPORT TO THE CAO

For the period of October, 2017

From: Karen Huff
Director of Finance

Meetings Attended

- Oct 5 – Management Meeting
- Oct 10 – Council Meeting
- Oct 16 – Municipal Election
- Oct 18 & 19 – FCSS Training on reporting requirements
- Oct 20 – New Councillor “Meet and Greet”
- Oct 23 – Council Organizational Meeting
- Oct 24 – Council Meeting
- Oct 30 – Special Council Meeting - Budget
- Oct 31 – Finance Committee meeting

In General

- Finance Team projects:
 - Created a Finance Department Brochure for New Councillor “Meet & Greet”
 - Developing 2018 Budget and entering it into Financial Software
 - Beginning Year–end reconciliations and entries
- MSL Project:

New MSLs identified by the previous assessor	2,331
\$\$ posted after the assessment was Entered	\$916,192
New assessor deemed MSLs were incorrect	
MSLs reversed due to the error identified	
- MSLs identified as existing and needed to be amended 533
- MSLs amended by assessor to correct assessment \$50,873
- Total refund of MSLs incorrectly assessed and levied: **(\$865,319)**

REPORT TO THE CAO

For the period of November, 2017

From: Karen Huff
Director of Finance

Meetings Attended

- Nov 7 – Regular Council Meeting
- Nov 20 – Managers' Meeting
- Nov 28 – Council Meeting - Budget
- Nov 29 – Regular Council Meeting

In General

Our focus, in the last two months, has been all things Budget. As we move into 2018 we will also be working on the 2017 Year-end and getting ready for the auditors.

MONTHLY REPORT TO THE CAO

For the Month of October

From: David Fehr
Director of Operations

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Town and rural snow clearing.	ongoing	
Transfer station wood pile burning	completed	
Rail Crossings	completed	Report to Federal government on all rail crossings within Mackenzie County.
Road use agreements	ongoing	4 out of 5 mills have signed
Ice Bridge start up meeting	completed	November 16 2017

Projects		Timeline	Comments
Blue Hills New Bridges		Ongoing	RRD application has been approved. Working with Formula to establish a start time to install bridge.
Fitler Pit		Ongoing	The Conservation and Reclamation plan has been submitted.
Meander Pit		Ongoing	FNC complete,
Ice Bridge		started	Construction of ice bridge started on Dec 6 2017
Fitler Pit contract		awarded	Contractor has been notified

Respectfully,

David Fehr
Director of Operations

REPORT TO CAO
November, 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. Roadside spraying will be publicly tendered in 2018 as the current contract has expired.
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.
Agricultural Service Board Meeting	November 27th	The ASB held it's Organizational meeting on Nov. 27 th . Councillor Knelsen was elected as Chairsperson, Joe Peters was elected as Vice-Chair.
Regional ASB Conference	October 25, 2017	The 2017 Regional ASB Conference was hosted by the MD of Fairview on the 25 th of October. There were three resolutions presented, all were carried.
Wolf Bounty	2018	We've received 221 carcasses as of November 29 th . 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. There will be letters of concern mailed to the Province and certain ratepayers reminding and informing them of Noxious weed infestations.
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. As of October 31 st there were a total of 27 rentals.
VSI Program	November 03, 2017	I attended the VSI Members meeting and AGM in Peace River on November 3 rd , along with Councillor Sarapuk. Main topics of discussion were: Approval of New Members, Director Nominations & Review of 2018 Fee schedule.

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 65-75% complete. The outlet design is being finalized. There were design changes due to

		unforeseen circumstances. Approval has been granted from AT to linebore culverts in Hwy 697. We are still awaiting approval under the Water Act to commence construction on the outlet.
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Personnel Update:

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Other Comments:

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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	40 KM West of HL	1
534	35	1246	7	Machesis Lake Area	4
540	2	1203	3	Beaver Ranch Area	6
Total	85	1415	1	Meander River	3
		2273	5	Rocky Lane Area	1
		2309	2	Town Of High Level	3
		2505	1	John Dor	3
		257	2	8 Mile Corner	1
		2314	1	Chateh	1
		1366	1	SE 14-110-15-W5	2
		2292	11	Steen River	5
		2807	6	Ptarmigan Flats	1
		2299	5	Heliport Road Area	1
		2505	3	Zama	4
		241	1	Chinchaga River	1
		773	2	Buffalo Head Prairie	1
		1707	4	Highway 88 Connector	1
		1278	1	3-103-18-W5	2
		1707	1	NW 8-106-10-W5	2
		1375	1	Fort Vermilion Area	2
		1403	3	Atlas Landing	1
		Total	64	Steep Hill Creek	1
				Blue Hills Area	2
				NE 1-107-13-W5	1
				SW 12-110-15-W5	1
				SE 24-110-13-W5	1
				NW 10-106-13-W5	1
				NE 32-109-12-W5	1
				NE 36-101-15-W5	3
				NW 33-104-17-W5	1
				NW 34-107-14-W5	1
				NW 4-105-17-W5	1
				NE 24-110-19-W5	1
				SW 12-106-16-W5	1
				SW 12-108-12-W5	1
				N 1/2 2-107-12-W5	1
				Total	72

Total Wolves 221

MONTHLY REPORT TO THE CAO

For the month of November, 2017

From: Byron Peters
Deputy Chief Administrative Officer

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. Have received a few inquiries recently, so working on creating a better information package for investors.
Streetscape	Ongoing	Had meetings with each committee on the 6 th and 7 th . Setting priorities for upcoming year. Committees are pleased to see this program proceed.

Capital Projects

Projects	Timeline	Comments
Rural Addressing	Q4 2017	A dozen corrections need to be made in spring, invoicing will be completed in 2017.
Airport Planning	2016-17	Have not managed to begin the process to review the AVPA, as originally planned. AWOS are operational. Wop May Memorial Airport name change has been published.

Personnel Update:

Currently advertising a vacant Planner position. I was promoted to Deputy CAO. Currently assessing roles of some staff to ensure they are best utilized and to improve service delivery.

Other Comments:

Attended AAMD&C and AUMA conventions in November. While in Calgary for AUMA we also had many meetings with local oil & gas companies. I believe it is important to continue to build and maintain relationships with these businesses.

Caribou still keeps me busy, but I won't expand on that here.

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." My current understanding is that a final decision and announcement is expected by February, 2018.

Development applications have slowed considerably (December through February are typically the slowest months), providing staff with time to catch up on deferred items.

I feel like there is a real desire from a wide assortment of people/businesses to invest in our region. In order for some of this desire to be realized, I believe the County will need to play a leading role in facilitating some infrastructure improvements in the region.

REPORT TO THE CAO

For the Month of November, 2017

From: Carol Gabriel
Director of Legislative & Support Services

Meetings Attended

- 2017-11-01 to 2017-11-03 Attended the EOEP Munis 101 Councillor Orientation Session in Grande Prairie along with seven of our Councillors.
- 2017-11-07 Council Meeting
- 2017-11-13 to 2017-11-17 Attend AAMDC Fall Convention and various Ministry Meetings
- 2017-11-20 Managers Budget Meeting
- 2017-11-22 Department Meeting
- 2017-11-28 Council Budget Meeting
- 2017-11-29 Council Meeting
- 2017-11-30 Alberta Municipal Clerks Association Fall Workshop – Review of changes to the Local Authorities Election Act
- Various other individual or departmental meetings.

Council

- Preparing for various meetings of Council.

Assessment Appeals

- Composite Assessment Review Board hearing scheduled for November 27, 2017 was cancelled as the Complainant withdrew their complaint.

Bylaws/Policies/Reports/Publications:

- Procedural Bylaw will be coming back in late January with additional guidelines for delegations and public hearings.

Human Resources:

- Working on developing a formal procedure for a modified work program for review by the management team and the Health & Safety Committee. A modified work program has been in place, however no formal written procedure exists.

Information Technology:

- Investigating options for live/recorded broadcasting of council meetings as per council motion.

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.

Other:

- 2018 budget preparation.
- Preparing for the County annual Christmas Banquet & Long Service Awards.
- Working with the Realtor on the sale of the County house.
- Ongoing updates to the County website, Facebook, etc.
- Ongoing form review and updating.
- Preparing for various meetings.
- Travel and meeting coordination.
- Assisting other departments as required.

MONTHLY REPORT TO THE CAO

For the Month of November 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/18	18 service repairs completed to date. Looking to complete final services in 2018 pending budget approval.
Rural Potable Water Infrastructure	Jul/18	Some minor deficiencies need to be completed along with the major FV Truckfill Slab deficiency.
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	Complete.
FV 50 th Street Water Extension	Sep/17	Complete.
LC – Well #4	Sept/17	Complete.

LC – Sanitary Sewer Expansion	Dec/17	Awaiting final report from consultant and will work with Byron to create off-site levy bylaw.
FV – Storage Work	Dec/17	Contractor has been hired to complete work.
LC – Hydrant Replacement	Oct/17	Complete.
FV – Re-route Raw Water Truckfill	Nov/17	Complete. Raw water and 2 treated water fills have been directed to the west side of the WTP. All on the heated pad now.
FV- Main Lift Station Grinder	Dec/17	Grinder arrived with install to happen week of December 10 th .
ZA- Distribution Pumphouse Upgrades	Oct/18	We are working on preliminary design and contract documents to prepare for tender.
ZA- Lift Station Upgrades	Oct/18	We are working on preliminary design and contract documents to prepare for tender.

Personnel Update:

--

Other Comments:

<p>Currently working with Alberta Environment in regards to our water diversion licence and clarity on some of the water volumes allowed to be withdrawn. There is also a continued discussion around the water act and diversion licence requirements therein as they seem to feel that we require a new licence for a new truckfill.</p>
--

Respectfully submitted,

Fred Wiebe
 Director of Utilities
 Mackenzie County

MONTHLY REPORT TO THE CAO

For the Month of November 2017

**From: Doug Munn
Director of Community Services**

Meetings Attended in October

- 11-01 – Final Inspection of Artificial Ice Plant – Fort Vermilion
- 11-03 – WTS Attendant Safety Meeting
- 11-07 – Council Meeting
- 11-15 – Budget Review – Fire Chiefs
- 11-21 – Indigenous Relations Policy – Edmonton - GoA
- 11-11 – Little Red River Cree Nation CEO
- 11-27 – Minister Feehan – Minister of Indigenous Relations
- 11-28 – Council Budget Meeting
- 11-29 – Council

Health and Safety

- Site inspections and Field Hazard Form review.

Fire

- La Crete Fire Department
 - Medical Co-Response (MCR) - 14
 - Motor Vehicle Collision (MVC) - 4
 - Structure Fire - 2
 - Fire Alarm - 8
 - Traffic Control due to smoke - 1

Peace Officer

- PO has been approved to deal with municipal bylaws and provincial offences as per application. He is now fully operational.
- Weekend of November 24, 2017 was the first evening patrols in La Crete.
- Approximately 4 Joint force operations (JFO's) with the RCMP
- Total of 23 Traffic Stops
 - -4 Tickets were issued (remaining 19 were warnings):
 - Stop for expired plates lead to
 - -1 ticket for uninsured Motor Vehicle (Towed)
 - -1 ticket for open alcohol (very large quantity)
 - -1 ticket for display unauthorized licence plate (plate did not belong to vehicle)

- -1 ticket was also issued to another driver for permitting a passenger to ride outside cab of vehicle (holding onto passenger door, sliding across parking lot while vehicle in motion)
- Approximately 9 files completed (complaints, collisions, assist Fire, assist RCMP, fail to stop for Peace Officer, JFO's, etc)
- Attended Report Exec Course in Edmonton
- Numerous patrols of areas with handicapped parking spots made by both Peace Officer and the RCMP

Bridge Campground Lease

- Road Closures have been completed for the Bridge Campground Expansion application. We have received certification from the Minister.
- Received letter from Alberta Environment & Parks notifying the County that our application & plan has been received and will now proceed to the next level for review and comments.

●

Other Comments

- Preparation of the 2018 operations and capital budgets
- Advertised and accepted Waste Transfer Station Hauling Contract RFPs.
- Fort Vermilion Fire Hall - investigating the Fort Vermilion Fire Hall cost and location for future construction
- Hutch Lake Cabins Expansion – working on council report regarding expanding this area.
- First Nations Communication Protocol – Met with Little Red River Cree Nation to discuss numerous issues, including communications protocol and consultation process.

Capital Projects

- FV Artificial Ice Plant – Project is complete and under budget.



DELIVERY SERVICES DIVISION
2ND FLOOR, TWIN ATRIA BUILDING
4999-98 AVENUE
EDMONTON, ALBERTA, CANADA
T6B 2X3

TELEPHONE NO: 780-415-1538
FAX NO: 780-427-0353
TOLL FREE CONNECTION DIAL 310-0000

File: 41200-271

October 11, 2017

Mackenzie County
4511-46 Avenue
Fort Vermilion, Alberta T0H 1N0

Attention: Liane Lambert

SUBJECT: Closure and Abandonment of Statutory Road Allowance

You are hereby notified of the closure of the following statutory road allowance pursuant to Section 38.1 of the Highways Development and Protection Act by Ministerial Order 29/17, creating vacant crown land.

Closure and abandonment of the road allowance created vacant crown land no longer administered by Alberta Transportation. The land will consolidated into the adjacent crown land and will be administered by Alberta Environment and Parks.

Township 108 Range 13 Meridian 5
That portion of the Government Road Allowance lying east of Plan 4112PX,
Fort Vermilion Provincial Recreation Area and south of Road Plan 1508PX,
containing 0.3514 hectares more or less.

Excepting thereout all mines and minerals.

No title will be raised.

Yours truly,



Michael Botros, Executive Director
Operations and Program Management
Delivery Services Division

RECEIVED
OCT 17 2017

MACKENZIE COUNTY
FORT VERMILION OFFICE



ALBERTA
INFRASTRUCTURE
TRANSPORTATION

*Office of the Minister
Government House Leader
MLA, Edmonton-Highlands-Norwood*

MO No.: 29/17

GOVERNMENT OF ALBERTA

DEPARTMENT OF TRANSPORTATION

MINISTERIAL ORDER

I, Brian Mason, Minister of Transportation, pursuant to Section 38.1 of the *Highways Development and Protection Act*, hereby direct that the following described statutory road allowance be closed and abandoned subject to right of access granted by other legislation:

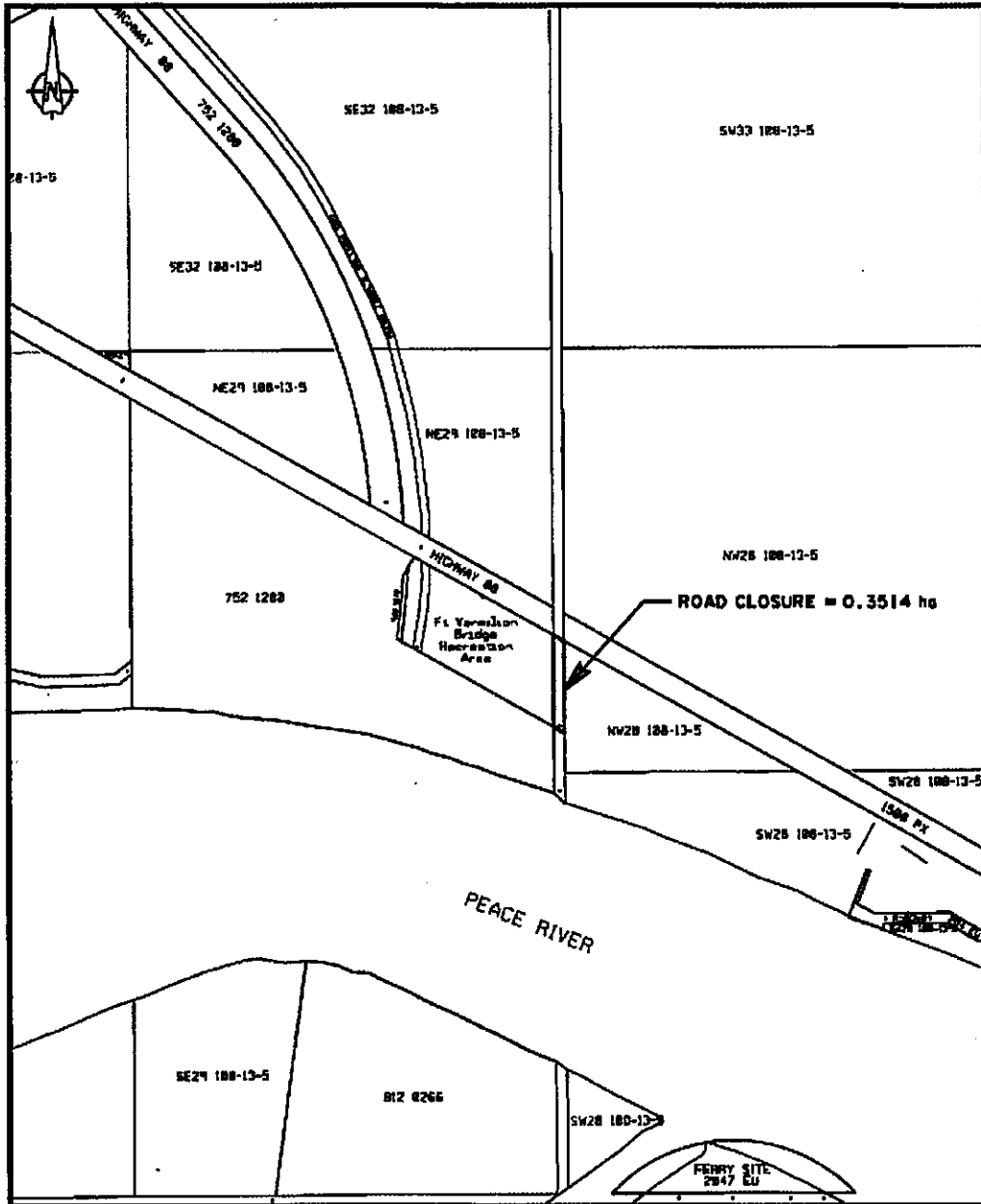
Township 108 Range 13 Meridian 5
That portion of the Government Road Allowance lying east of Plan 4112PX,
Fort Vermilion Provincial Recreation Area and south of Road Plan 1508PX,
containing 0.3514 hectares more or less.

As shown on the attached Appendix.

Dated at Edmonton, Alberta, on the 6 day of October, 2017.


Honourable Brian Mason
Minister of Transportation

APPENDIX
MINISTERIAL ORDER (29/17)
Highways Development and Protection Act
GOVERNMENT ROAD ALLOWANCE
ADJACENT TO FORT VERMILION RECREATION AREA



DELIVERY SERVICES DIVISION
2ND FLOOR, TWIN ATRIA BUILDING
4999-98 AVENUE
EDMONTON, ALBERTA, CANADA
T6B 2X3

TELEPHONE NO: 780-415-1538
FAX NO: 780-427-0353
TOLL FREE CONNECTION DIAL 310-0000

File: 36266/51254

November 24, 2017

Mackenzie County
4511-46 Avenue
Fort Vermilion, Alberta T0H 1N0

Attention: Liane Lambert

SUBJECT: Road Closure and Abandonment of Road Plan 2114EU and 2982PX

You are hereby notified of the closure of the following Road Plan 2114EU and Road Plan 2982PX pursuant to Section 38.0 of the Highways Development and Protection Act by Ministerial Order 30/17, creating vacant crown land.

Closure and abandonment of Road Plan 2114EU and Road Plan 2982PX created vacant crown land no longer administered by Alberta Transportation. The land will consolidated into the adjacent crown land and will be administered by Alberta Environment and Parks.

Southeast Section 28 Township 108 Range 13 Meridian 5

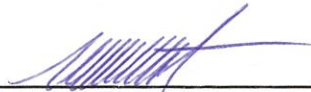
That portion of Road Plan 2114EU lying northeast of Plan 1508PX and Northwest of Plan 2982PX containing 0.2022 hectares, more or less; and that portion of Road Plan 2114EU lying south of Plan 2982PX, containing 0.1076 hectares, more or less

That portion of Road Plan 2982PX lying north and east of Plan 1508PX, containing 0.7634 hectares, more or less

Excepting thereout all mines and minerals.

No title will be raised.

Yours truly,



Michael Botros, Executive Director
Operations and Program Management
Delivery Services Division



ALBERTA
TRANSPORTATION

Office of the Minister

MO No.: 30/17

GOVERNMENT OF ALBERTA
DEPARTMENT OF TRANSPORTATION
MINISTERIAL ORDER

I, Brian Mason, Minister of Transportation, pursuant to section 38(1) of the *Highways Development and Protection Act*, hereby direct that the following described Alberta Road Plans be cancelled subject to right of access granted by other legislation:

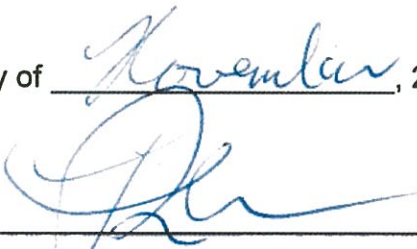
Southeast Section 28 Township 108 Range 13 Meridian 5

That portion of Road Plan 2114EU lying northeast of Road Plan 1508PX and Northwest of Road Plan 2982PX containing 0.2022 hectares, more or less; and that portion of Road Plan 2114EU lying south of Road Plan 2982PX, containing 0.1076 hectares, more or less, and

That portion of Road Plan 2982PX lying north and east of Road Plan 1508PX, containing 0.7634 hectares, more or less.

As shown on the attached Appendix.

Dated at Edmonton, Alberta, on the 20 day of November, 2017.



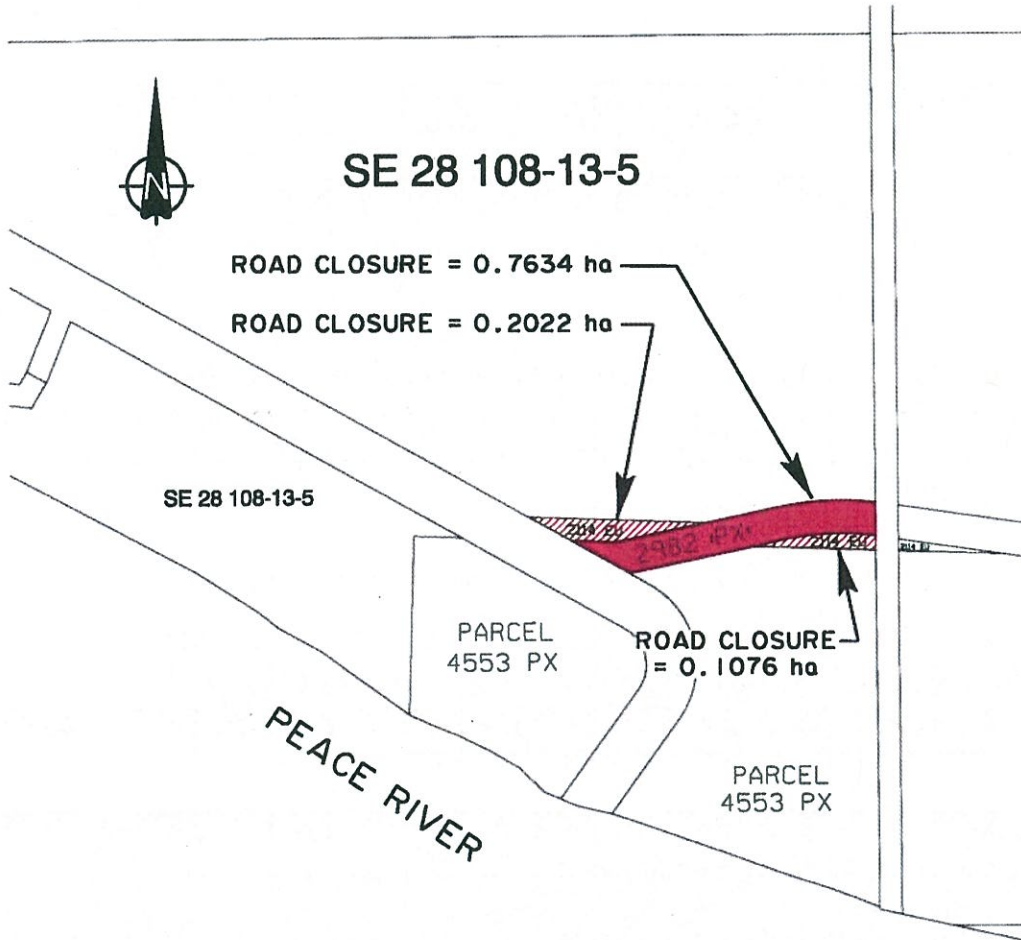
Honourable Brian Mason
Minister of Transportation

Appendix

Ministerial Order (30/17)

Highways Development and Protection Act

Road Plans 2114EU and 2982PX





Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	December 12, 2017
Presented By:	Len Racher, Chief Administrative Officer
Title:	Policy FIN028 Credit Card Use

BACKGROUND / PROPOSAL:

As a result of the recent title change, Schedule A of the Credit Card Use Policy requires amendment to reflect the change. Administration is also recommending credit card limit reallocations as follows.

Position	Credit Card Limit
Chief Administrative Officer	\$15,000
Director of Planning & Development Deputy Chief Administrative Officer	\$5,000 \$7,500
Director of Finance	\$2,500
Director of Community Services	\$5,000 \$2,500
Director of Operations	\$5,000

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

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

COMMUNICATION:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That Policy FIN028 Credit Card Use be amended as presented.

Author: _____ Reviewed by: _____ CAO: _____

Mackenzie County

Title	Credit Card Use	Policy No:	FIN028
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Legislation Reference	Municipal Government Act, Part 6, Section 248
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Purpose To establish a policy and procedure for the use of County credit cards.

Policy Statement:

The County issues credit cards to facilitate certain minor purchases such as authorized travelling arrangements and associated costs, authorized conference registration fees, training fees, specialized equipment parts etc. The County credit cards shall only be used for the purchase of goods and services for official business of Mackenzie County. Credit cards shall be used only in warranted circumstances.

Guidelines/Procedures:

1. Approval authority

A credit card shall only be issued to an employee on approval by the Chief Administrative Officer and in accordance with this policy.

The personnel that may receive an authorization to hold a County credit card are listed in Schedule A.

2. Authorized credit limit

The total combined authorized credit limit of all credit cards issued by the County shall not exceed \$70,000.

3. Allowable Purchases

The allowable purchase limits shall be within the individual's purchasing authorities as outlined in the Purchasing Authority Directive and Tendering Policy FIN025 and/or as authorized by the Chief Administrative Officer and as approved in the County's budgets.

4. Loyalty or Reward Points

- 4.1 Loyalty points or rewards accrued or earned by the use of a County credit card shall accrue to Mackenzie County.
- 4.2 Loyalty points or rewards accrued to an employee that are not directly attributed to a County credit card are excluded from this policy.
- 4.3 Redemption of loyalty points or rewards accrued under a County credit card is limited to business purposes.
- 4.4 Employees are encouraged to use a County credit card instead of a personal credit card for business expenses.
- 4.5 Authorized uses of loyalty points or rewards may include:
 - offset to (reduction of) the cost of future work-related travel;
 - door prizes for ratepayers' meetings;
 - employee gifts or awards (as per Years of Service Award Program Policy ADM011);
 - prizes for the County's annual charity golf tournament; and
 - volunteer recognition in the local not-for-profit sector.
- 4.6 Redemption of loyalty points or rewards shall be reported at the first Finance Committee meeting after the points or rewards were redeemed.
- 4.7 Loyalty points or rewards can only be redeemed via ATB's online rewards website. Access to the County's rewards account shall be limited to the Chief Administrative Officer or Director of Finance.

5. Responsibility of Credit Cardholders

- 5.1 An employee shall be required to enter into a Cardholder Agreement presented as Schedule B.
- 5.2 The employee shall ensure that all credit card purchases are in compliance with the County's Purchasing Authority Directive and Tendering Policy FIN025.
- 5.3 A credit card shall only be used by the employee to whom the card is issued.
- 5.4 The employee issued the credit card is responsible for its protection and custody.

- 5.5 The employee using the credit card must submit receipts, including documentation detailing the goods and services purchased, the associated costs, date of the purchase and the official business explanation.
- 5.6 The above said receipts and documentation must be submitted to the Finance Department in a timely manner to reconcile against the monthly credit card statement.
- 5.7 A credit card shall not be used for cash advances, personal use or any other type of purchase not permitted under the County's purchasing ordinance.
- 5.8 Lost or stolen credit card shall be immediately reported to both ATB Financial and the Chief Administrative Officer.
- 5.9 An employee must immediately surrender the card upon termination of employment. The County reserves the right to withhold the final payroll payout until the card is surrendered.

6. Non-Compliance

- 6.1 Violation of the policy may result in revocation of a credit card use privileges.
- 6.2 An employee found guilty of unauthorized use of a County credit card may be subject to disciplinary action up to and including termination and legal action under the Provincial Statutes.
- 6.3 An employee shall be required to reimburse the County for all costs associated with improper use through direct payment and/or payroll deduction.

7. Internal Controls

- 7.1 The County Chief Administrative Officer is the administrator of this policy and shall be responsible for the issuance and retrieval of assigned credit cards to personnel and generally for overseeing compliance with this policy.
- 7.2 Director of Finance shall be responsible for :
 - a) Assisting and maintaining record of issuance and retrieval of credit cards and overseeing compliance with this policy.
 - b) Accounting and payment of expenses.

- c) Reconciliation of receipts and documentation to the monthly statements.
- d) Presentation of the monthly credit cards statements to the Finance Committee.
- e) Maintaining a record of loyalty points that accumulate on the County's credit card account, and the applications of those points.
- f) Referring all non-authorized use of loyalty points or rewards to the Finance Committee for review and approval.

	Date	Resolution Number
Approved	14-Dec-10	10-12-1109
Amended	09-Oct-12	12-10-651
Amended	28-Apr-14	14-04-286
Amended	13-May-14	14-05-332
Amended	08-Sep-15	15-09-614
Amended	24-Aug-16	16-08-646
Amended	13-Dec-16	16-12-909
Amended		

Schedule A

The following employees may be authorized by Chief Administrative Officer and Director of Finance to hold a County credit card:

Position	Credit Card Limit
Chief Administrative Officer	\$15,000
Director of Planning & Development Deputy Chief Administrative Officer	\$5,000 \$7,500
Director of Finance	\$2,500
Director of Community Services	\$5,000 \$2,500
Director of Operations	\$5,000
Director of Legislative & Support Services	\$10,000
Director of Utilities	\$5,000
Fleet Maintenance Manager	\$2,500
IT Specialist	\$5,000
Agriculture Fieldman	\$2,500
Supervisor of the Hamlet of Zama	\$2,500
Administrative Assistant (<i>for travel arrangements</i>)	\$10,000
TOTAL	\$70,000

Schedule B

Credit Cardholder Agreement

Requirements for use of the County Credit Card:

1. The credit card is to be used only to make purchases at the request of and for the legitimate business benefit of Mackenzie County.
2. The credit card must be used in accordance with the provisions of the Credit Card Use Policy established by Mackenzie County, as attached hereto.

Violations of these requirements shall result in revocation of use privileges. Employees found to have inappropriately used the credit card will be required to reimburse the County for all costs associated with such improper use through a direct payment and/or payroll deduction. Disciplinary action(s) may be taken up to and including termination of employment. Mackenzie County will investigate and commence, in appropriate cases, criminal prosecution against any employee found to have misused the credit card or who violates the provisions of the cardholder agreement.

Credit Card Number: _____

Received by: _____
Name (Please Print)

I acknowledge receipt of the attached Credit Card Policy and agree to abide by said Policy.

Signature: _____

Date: _____

(Below, for Finance Department Use Only)

Credit Card Returned

Authorized Signature: _____

Date: _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	December 12, 2017
Presented By:	Len Racher, Chief Administrative Officer
Title:	Bistcho Lake Cabins

BACKGROUND / PROPOSAL:

Administration and the Reeve met with staff from Alberta Environment & Parks (AEP) on December 4, 2017 regarding the Bistcho Lake Cabins.

Alberta Environment & Parks presented three potential options in order to create a solution for the cabin owners being required to remove their cabins as a result of the cancellation of commercial fishing at Bistcho Lake. A copy of the options presented is attached for review and discussion. Option 2 appeared to be the desired solution.

Alberta Environment & Parks staff have agreed to initiate/facilitate a meeting, before the end of January 2018, between the Tapawingo Lodge, the cabin owners, and a Mackenzie County representative. Following that AEP would play an advisory role and assist where possible.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

Costs associated with the amendment to the DML to be covered by the cabin owners.

Mackenzie County has incurred some costs in engaging DMC Consulting to assist in this matter (Motion 17-11-842)

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

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That Councillor _____ be authorized to represent Mackenzie County at the meetings held in regards to the Bistcho Lake cabins.

Author: _____ Reviewed by: _____ CAO: _____

Bistcho Lake Cabins

Proposed Options	Considerations	Requirements
<p>1 Cabin owners relocate the four cabins and associated structures from the current locations onto the existing Tapawingo lodge disposition (DML 850031).</p>	<ul style="list-style-type: none"> ▪ Tapawingo Lodge is a recreation lodge currently under disposition focused on fishing and hunting opportunities. ▪ Three of the cabins range from 75 to 200 meters from the boundary of the disposition. ▪ One cabin is located across the lake and is approximately 1.3 kms from the boundary of the disposition. Movement of this structure could be possible, with additional resources. ▪ Cabin owners would have to engage with Tapawingo Lodge to discuss the possibility of relocating associated structures onto the existing disposition held by the Lodge. ▪ Any clearing required on Crown land for the move would be minimal. ▪ The cabin owners' responsibility for reclamation of the cabin sites should be minimal with removal of the structures. 	<ul style="list-style-type: none"> ▪ Tapawingo would need to agree to this venture. ▪ Tapawingo and cabin owners are required to negotiate and agree to the proposal, perhaps with assistance from Mackenzie County. ▪ Clearing for access on crown land is required to facilitate movement of structures; which the department is required to authorize. ▪ Tapawingo will be required to update the disposition Site Management Plan for inclusion of the moved structures. ▪ Reclamation of each cabin site is required and under the responsibility of the cabin owners.
<p>2 Tapawingo Lodge agrees to amend DML 850031 boundary to include the cabin sites.</p>	<ul style="list-style-type: none"> ▪ Cabin owners would have to engage with Tapawingo Lodge to discuss the possibility of amending the Lodge's disposition boundary to include the cabin sites. ▪ Tapawingo Lodge could make application to amend its disposition boundary to include these cabin sites within the revised disposition boundary. ▪ Amendment of the disposition needs to align with recreation management objectives and intent. ▪ Public may express concerns on the ability to access these sites for recreational purposes. ▪ Submission of an amendment application does not guarantee approval. ▪ Tapawingo Lodge, as the disposition holder, would be charged increased fees due to increased land size (annual rental), and a higher security calculation. ▪ Inclusion of the three cabins adjacent to the disposition is viable. Inclusion of the fourth cabin; directly south and across the lake is more problematic. 	<ul style="list-style-type: none"> ▪ Tapawingo Lodge would be required to make application for amendment to the existing disposition. ▪ Tapawingo Lodge would be required to complete a survey of the proposed amended disposition boundary. ▪ Tapawingo Lodge would be required to update and revise the Site Management Plan to incorporate the use of the included structures and to identify other changes if required, e.g. boat docks, additional clearing etc. ▪ Tapawingo Lodge would be required to pay all additional fees as assessed for the amendment. ▪ Tapawingo lodge is required to accept all reclamation liability of the existing cabin sites. ▪ The amendment application will require First Nations Consultation. ▪ The amendment application is required to align with the current management intent of the recreation disposition.
<p>3 Mackenzie County to make application for a recreation disposition with the intent of recreation development for public use.</p>	<ul style="list-style-type: none"> ▪ This option was proposed by the two Mackenzie County councilor's present at the last meeting with cabin owners. The department would have to confirm with Mackenzie County that this is an acceptable option. ▪ Some cost would be associated as part of the application process (survey, business plan development, Site Management Plan etc.) ▪ Mackenzie County would have to expedite this process as the cabins are currently unauthorized. ▪ Mackenzie County would be responsible for application and ongoing rental fees including security as part of the formal disposition process. ▪ Submission of an application does not guarantee approval. ▪ Lack of developed or year round access may hinder the public access justification. 	<ul style="list-style-type: none"> ▪ Mackenzie County would be required to make application for a recreation disposition. ▪ The recreation disposition application would be required to meet department standards. ▪ Mackenzie County would be required to survey to establish a disposition boundary. ▪ Mackenzie County would be required to develop a business plan to assess viability of a second recreation disposition in proximity to an existing disposition. ▪ Mackenzie County would be required to develop a Site Management Plan which will illustrate the management of the recreation activity and its operation, e.g. boat docks, additional clearing etc. ▪ Mackenzie County would be required to assume liabilities associated with the four cabin sites. ▪ The application would require First Nations Consultation. ▪ The application is required to be supported by sound management principles and business strategies for the department to consider allocating land for the venture. ▪ The application is required to address how the disposition will allow for the general use of the public and not just the use of the previous cabin owners.

		<ul style="list-style-type: none">▪ Mackenzie County would be required to clearly identify how the public will benefit from the venture.▪ Mackenzie County would be required to pay any fees and security as assessed and required as part of the disposition issuance.
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MOTION 17-11-878

MOVED by Councillor Knelsen

That administration reviews the Waste Transfer Station Hauling Contract – Request for Proposals and prepare a recommendation, based on the matrix presented, for the December 12, 2017 Council meeting.

CARRIED

Administration reviewed the tenders as recommended and the following matrixes were prepared for each of the proponents:

JL Waste Management Evaluation Criteria <i>(Weight x Score = Total Points)</i>	Score	Weight	Weighted Score
Local Contractor	10	20%	20
Supplier/Experience	8	10%	8
Suitability of Equipment	7	10%	7
Proposal Cost (21% higher than low bid)	8	60%	48
TOTAL		100%	83

L&P Disposal Evaluation Criteria <i>(Weight x Score = Total Points)</i>	Score	Weight	Weighted Score
Local Contractor	10	20%	20
Supplier/Experience	9	10%	9
Suitability of Equipment	8	10%	9
Proposal Cost (low bid = max score)	10	60%	60
TOTAL		100%	98

Summary of matrix scores:

JL Waste Management	Score = 83
L& P Disposal	Score = 98

Based on the matrix scores L&P Disposal has the most attractive bid.

Author: Doug Munn Reviewed by: _____ CAO: _____

OPTIONS & BENEFITS:

The Waste Transfer Station Hauling RFP intended to review and evaluate all the Proposals received based upon the information supplied by the proponents using the evaluation criterion provided above. The County may select a proponent with the highest, or not necessarily the highest, points with whom to negotiate the contract.

Additional Proposal Conditions by Proponents

The RFP also allows the County the right to accept conditions to be offered by and/or negotiated with the successful proponent which are not specifically contained in this RFP. Each of the proponents provided additional conditions outlined as follows:

JL Waste Management Additions to Proposal:

- Cardboard Recycling - Proposal includes the establishment of a cardboard recycling program. This would include picking up cardboard in La Crete, Buffalo Head, Blue Hills and Blumenort WTS at no cost to the County. In analyzing this feature, it was felt that there could be a maximum of 30% reduction in the amount of cardboard that is taken to the landfill and since cardboard was estimated to be 25% of the total waste this would amount to approximately 8% reduction in hauling and tipping costs. The proposed contract prices was higher than the low bid by 21% therefore this proposal is not enough to tip the financial advantage to this proponent.
- Bailing Waste – residential waste from La Crete would be baled (using a compactor) and then delivered to the regional landfill. The advantage of this is that it requires less space at the landfill and birds do not spread garbage once delivered to the landfill. There is no direct financial benefit to the County for this proposal however, indirectly there would be a cost saving due to reduced landfill costs. This benefit is difficult to quantify however the Mackenzie Regional Landfill Manager was very supportive of bailing.

L&P Disposals Additions to Proposal:

- L&P will supply drums to all transfer sites for the collection of used oil, oil containers and filters at no cost to the County, including the removal of used lube oil. This amounts to a \$50,000 investment for bins, etc. according to L&P Disposals. If the County were paying for this service it would likely amount to \$17,000 per year in operational costs plus the cost of the investment.

Summary of Additional Proposals:

Both of the proposals benefit the County and there is no clear indication that the savings are enough to tip the financial bid in favor of the higher priced proponent.

COSTS & SOURCE OF FUNDING:

Funds for this contract are included in the 2018 operating budget.

Author: Doug Munn Reviewed by: CAO:

SUSTAINABILITY PLAN:

COMMUNICATION:

Both JL Waste Management and L&P Disposals were contacted to discuss their additions to the proposal.

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the Waste Transfer Station Hauling Contract be awarded to L & P Disposals.

Author: Doug Munn Reviewed by: _____ CAO: _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	December 12, 2017
Presented By:	Doug Munn, Director of Community Services
Title:	Mackenzie Housing Park – Playground Budget

BACKGROUND / PROPOSAL:

The 2017 budget included \$20,000 to install a playground at Mackenzie Housing Park. On July 26, 2017 Council passed a motion, based on administration’s recommendation, to transfer \$5,300 from this project to the Hutch Lake Cabins Playground Project. The Mackenzie Housing Park Playground Project is now over budget by \$5,095 due to the need to install pilings that were unforeseen in the amount of \$4,630. This amount needs to be funded.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

The County has reserves that are designed for this type of cost so it is recommended that Council fund this from the Recreation Reserve – Fort Vermilion

COMMUNICATION:

N/A

Author: D Munn Reviewed by: _____ CAO: _____

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the Mackenzie Housing Park Project over-expenditure be funded from the Recreation Reserve – Fort Vermilion account in the amount of \$5,095.

Author: D Munn Reviewed by: _____ CAO: _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	December 12, 2017
Presented By:	Karen Huff, Director of Finance
Title:	Tax Recovery Public Auction

BACKGROUND / PROPOSAL:

Council directed Administration to offer the twelve tax forfeiture properties for sale by Public Auction on December 12, 2017 at 1:00 pm in the Council Chambers located at 4511 – 46 Avenue, Fort Vermilion in accordance with the Municipal Government Act section 418(1).

The properties are being offered for sale as authorized under section 418 of the Municipal Government Act:

Offer of parcel for sale

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.*

The following properties are being considered for public auction due to tax arrears:

Roll	Zone	Legal	Outstanding	Reserve Bid	Notes
074458	A	NW 34;108;12 W5	\$2,782.51	\$150,000	AGREEMENT SIGNED
076796	HR-1	09; 06; 580KS	\$0.00	\$55,000	PAID IN FULL
106031	HR-1	26; 06; 2938RS	\$0.00	\$25,000	PAID IN FULL
229969	MHS-2	20; 01; 8420527	\$0.00	\$30,000	PAID IN FULL
076073	A	NW 01;110;18 W5	\$5,657.03	\$295,000	MINISTERIAL ORDER
296347	HR-1	52; 05; 8921752	\$7,037.77	\$35,000	MINISTERIAL ORDER
300574	F	24; 02A; 9022917	\$10,629.95	\$320,000	MINISTERIAL ORDER
077071	HG1	02; 05; 8821687	\$23,514.55	\$25,000	AGREEMENT SENT; NO RESPONSE NOV 30
106122	HR-1	11; 11; 2938RS	\$1,371.12	\$22,000	EMAIL RESPONSE NOV 30
106123	HR-1	12; 11; 2938RS	\$1,358.02	\$21,500	EMAIL RESPONSE NOV 30
106124	HR-1	13; 11; 2938RS	\$1,331.12	\$19,000	EMAIL RESPONSE NOV 30
181069	HR-1	07; 08; 7521580	\$4,361.04	\$230,000	NO RESPONSE

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

Terms of sale: 25% down payment must be made by cash, certified cheque or draft within 24 hours of the auction with payment in full due within 30 days of the auction.

OPTIONS & BENEFITS:

1. Administration is recommending that the following property be removed from the 2017 Tax Recovery Auction List due to the owners entering into an Outstanding Tax Payment Agreement.
 - Tax Roll 074458

2. Administration is recommending that the following properties be removed from the 2017 Tax Recovery Auction List due to property taxes being paid and removed from notification.
 - Tax Roll 076796
 - Tax Roll 106031
 - Tax Roll 229969

3. Administration is recommending that the following properties be removed from the 2017 Tax Recovery Auction List as per legal advice and that Administration apply for Ministerial Orders to extend the tax notification period as per the Municipal Government Act Section 417(2)(a) and 418(2). Once ministerial orders are received these properties will be added to the next auction list.
 - Tax Roll 076073
 - Tax Roll 296347
 - Tax Roll 300574

417(2)(a) *That if the tax arrears in respect of the parcel of land are not paid before March 31 in the next year, the municipality will offer the parcel for sale at a public auction*

418(2) *Unless subsection (4) applies, the public auction must be held in the period beginning on the date referred to in section 417(2)(a) and ending on march 31 of the year immediately following that date.*

418(4) *The municipality may enter into an agreement with the owner of a parcel of land shown on its tax arrears list providing for the payment of the tax arrears over a period not exceeding 3 years, and in that event the parcel need not be offered for sale under subsection (1) until*

(a) The agreement expired, or

(b) The owner of the parcel breaches the agreement, whichever occurs first.

4. Administration is recommending that Council proceed with the public auction for the following properties:
 - Tax Roll 077071
 - Tax Roll 106122
 - Tax Roll 106123

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

- Tax Roll 106124
- Tax Roll 181069

COSTS & SOURCE OF FUNDING:

If a property is sold, the County would recover taxes and other costs incurred regarding the property. The remaining proceeds will be dealt with as mandated by section 427(2) of the Municipal Government Act.

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

All current owners of the sold properties will be notified as to the results of the auction by letter.

RECOMMENDED ACTION:

Motion 1:

- Simple Majority Requires 2/3 Requires Unanimous

That the following property be removed from the 2017 Tax Recovery Auction List due to the owners entering into an Outstanding Tax Payment Agreement.

- Tax Roll 074458

Motion 2:

- Simple Majority Requires 2/3 Requires Unanimous

That the following properties be removed from the 2017 Tax Recovery Auction List due to property taxes being paid and removed from notification.

- Tax Roll 076796
- Tax Roll 106031
- Tax Roll 229969

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

Motion 3:

Simple Majority Requires 2/3 Requires Unanimous

That the following properties be removed from the 2017 Tax Recovery Auction List and that Administration apply for Ministerial Orders to extend the tax notification period as per section 417(2)(a) and 418(2) of the Municipal Government Act and that the properties be added to the next tax recovery auction list following receipt of the Ministerial Orders.

- Tax Roll 076073
- Tax Roll 296347
- Tax Roll 300574

Motion 4:

Simple Majority Requires 2/3 Requires Unanimous

That Council proceeds with the public auction for the following properties:

- Tax Roll 077071
- Tax Roll 106122
- Tax Roll 106123
- Tax Roll 106124
- Tax Roll 181069

Motion 5:

Simple Majority Requires 2/3 Requires Unanimous

That the following offers be accepted subject to meeting the terms of sale.

Property Description	Reserve Bid	Buyer/Price
Tax Roll 077071 02; 05; 8821687	\$25,000	
Tax Roll 106122 11; 11; 2938RS	\$22,000	
Tax Roll 106123 12; 11; 2938RS	\$21,500	
Tax Roll 106124 13; 11; 2938RS	\$19,000	
Tax Roll 181069 07; 08; 7521580	\$230,000	

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

Motion 6:

Simple Majority Requires 2/3 Requires Unanimous

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 _____
- Tax Roll _____

Motion 7:

Simple Majority Requires 2/3 Requires Unanimous

That the following properties remain in the current owners name and that the County continues to attempt to collect property taxes.

- Tax Roll _____
- Tax Roll _____

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	December 12, 2017
Presented By:	Byron Peters, Deputy Chief Administrative Officer
Title:	Safety Codes Contract

BACKGROUND / PROPOSAL:

Mackenzie County is an Accredited Municipality for the purpose of administering Safety Codes services. The County currently contracts out safety codes inspection services to Superior Safety Codes. The current three year contract expires at the end of 2017.

The delivery of safety codes inspection services in our region has been a challenge for many years, due to the relatively low amount of inspections required and the distance from accredited agencies. Currently, Superior Safety Codes is the only accredited inspection agency providing inspection services in the Mackenzie Region.

Superior has proposed to extend the contract for another three year term. There is a clause within the contract that facilitates the extension process.

Current safety codes fees for a typical house range in the \$1150 to \$1725 range. The County's Fee Schedule Bylaw includes the current rate details for safety codes services.

Of the fees charged, the County currently keeps 30% of the revenue, while 70% goes to the contracted inspection agency.

Additional information will be provided for this item as a handout for an In-Camera discussion at the meeting.

OPTIONS & BENEFITS:

For discussion.

Author: B Peters Reviewed by: _____ CAO: _____

COSTS & SOURCE OF FUNDING:

The cost of the contract varies, depending on the number and type of permits issued. Revenue from safety codes is within the \$180,000 to \$250,000 range annually, with 70% of that being paid to the inspection agency.

This item is budgeted in our annual operating budget. Revenues and expenses for this item are linked.

SUSTAINABILITY PLAN:

Not applicable.

COMMUNICATION:

With affected parties as required.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

For discussion.

Author: B Peters Reviewed by: _____ CAO: _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	December 12, 2017
Presented By:	Len Racher, Chief Administrative Officer
Title:	Information/Correspondence

BACKGROUND / PROPOSAL:

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

- Action List
- Correspondence – Alberta Municipal Affairs (Municipal Internship Program)
- Alberta Sand & Gravel Association – CAP Levy Maximum
- Community Information Session – Restorative Justice and Exploring the Potential for RJ in our Communities
- SuperNet: The Way Forward
- Consolidation of the Alberta Used Oil Management Association’s Recycling Program with Alberta Recycling’s Programs
- Mighty Peace Watershed Alliance – Grimshaw Gravels Aquifer Groundwater Forum
- Alberta Seniors Communities & Housing Association
- Protecting Albertans from Delinquent Oil and Gas Operators
- Request to Participate in a Study on Municipal Waste and Landfills
- Workplace Legislation for Farms – Frequently Asked Questions
- Boreal Housing Foundation Meeting Minutes
- Mackenzie Library Board Meeting Minutes
- FarmTech Conference
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-
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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: _____

Mackenzie County Action List as of November 29, 2017

Council Meeting Motions Requiring Action

Motion	Action Required	Action By	Status
February 27, 2013 Council Meeting			
13-02-121	That administration continue to work towards expanding the Fort Vermilion Bridge Campground recreational area by applying for a lease with Alberta Environment & Sustainable Resource Development that encompasses both existing and future area.	Doug	Final approval from the Minister has been received for all the Road Closures. ESRD submitted notification informing that the REC application has moved up a level in the approval process.
May 28, 2013 Council Meeting			
13-05-375	That the Zama Access paving be the first capital priority for paving a road outside a hamlet boundary and that administration continue reviewing options and applying for provincial and/or federal grants as these may become available with intent to complete the paving of this road.	CAO	Debbie Jabbour has not brought forward any suggestions on how to get this accomplished.
March 10, 2015 Council Meeting			
15-03-191	To ensure, assist and stimulate the continued financial and economic growth and well-being of our oil and gas industry, that Mackenzie County explore transferring the following LOC roads to Mackenzie County: Zama Plant Road approximately 47 kilometers (connecting Zama Access with the Assumption High Grade) and the first approximately 60 kilometers of the Shekilie Road.	CAO	Met with new owners (Paramount) in Calgary, and followed up with a letter requesting fair treatment of all users of Road. Paramount assured that they need private industries to fill pipeline to the plant.
February 22, 2016 Council Meeting			
16-02-135	That the County covers the additional cost of the survey on Plan 5999CL, Lot E to date and have administration release a copy of the report to the landowner informing them that the initial investigation survey has been completed.	Byron	Initial report received, still awaiting final report Investigated by Director of Surveys. Anticipating a couple year deadline.
March 8, 2016 Regular Council Meeting			
16-03-178	That administration pursues taking possession of the southerly gravel pit lease DRS 834, and delays pursuing possession of the northerly gravel pit lease DRS 780149.	Dave	Waiting for feedback from WSP.
March 23, 2016 Regular Council Meeting			
16-03-216	That administration proceeds with obtaining access in Mackenzie County's name for the E½ 30-101-17-W5M and the S½ 3-102-17-W5M.	Dave	Approval in place.
May 10, 2016 Regular Council Meeting			
16-05-354	That administration be authorized to proceed as follows in regards to the Zama Crown Land Procurement:	Don	PLS Cancelled Need to submit 2

Motion	Action Required	Action By	Status
	<ul style="list-style-type: none"> cancel PLS 080023; pursue acquisition of land parcels as identified on the map presented in red; identify a parcel of land to be subdivided from Title Number 102 145 574 +1 (Short Legal 0923884; 21; 1) and offered for trade or sale to Alberta Environment and Parks due to its unsuitability for a hamlet development , specifically the land use restrictions per Alberta Energy Regulator. 		<p>different applications.</p> <p>Asset list with all leases, caveats, dispositions, easements, etc Waiting for a response</p>
June 14, 2016 Regular Council Meeting			
16-06-440	That Bylaw 1030-16 being a road closure bylaw for the closure of government road allowance between Section 28 and 29 Township 108, Range 13, W5M for the purpose of consolidation be forwarded to the Minister of Transportation for approval.	Byron	Ministerial Order received. Closure is complete.
16-06-441	That Bylaw 1031-16 being a road closure bylaw for the closure of all of Plan 2982PX within SE ¼ Section 28, Township 108, Range 13, W5M lying north and east of Plan 1508PX for the purpose of consolidation be forwarded to the Minister of Transportation for approval.	Byron	Ministerial Order received. Closure is complete.
16-06-442	That Bylaw 1032-16 being a road closure bylaw for the closure of all of the uncanceled portion of Plan 2144EU within SE ¼ Section 28, Township 108, Range 13, W5M lying northeast of Plan 1508PX and northwest of Plan 2982PX for the purpose of consolidation be forwarded to the Minister of Transportation for approval.	Byron	Ministerial Order received. Closure is complete.
16-06-443	That Bylaw 1033-16 being a road closure bylaw for the closure of all of the uncanceled portion of Plan 2144EU within SE ¼ Section 28, Township 108, Range 13, W5M lying south of Plan 2982PX for the purpose of consolidation be forwarded to the Minister of Transportation for approval.	Byron	Ministerial Order received. Closure is complete.
July 12, 2016 Regular Council Meeting			
16-07-526	That the County pursue purchasing the leased lands at the Wadlin Lake and Hutch Lake campgrounds.	Doug Len	Wadlin-waiting for survey to be accepted by Director of Surveys.
August 9, 2016 Regular Council Meeting			
16-08-570	That administration meet with sawmills/forestry companies in regards to summer log hauling and Road Use Agreements.	Dave	Met with all local sawmills, one sawmill sill to sign Road Use Agreement.
16-08-599	That administration proceed with registering the utility right of way on NE 3-106-15-W5M and NW 3-106-15-W5M. (La Crete SE Drainage Ditch)	Byron	Re-negotiating with landowners.
August 24, 2016 Regular Council Meeting			
16-08-656	That administration draft an endeavor to assist policy for	Fred	Finance Committee

Motion	Action Required	Action By	Status
	lateral water lines.		Meeting for Recommendation
November 23, 2016 Regular Council Meeting			
16-11-868	That Mackenzie County initiate discussions with First Nations with the intention of creating a Memorandum of Understanding for a communication protocol between Mackenzie County and our First Nation neighbours.	Doug	Working on establishing relationships that will inform the communication protocol
December 13, 2016 Regular Council Meeting			
16-12-913	That administration change equipment values as determined and to engage in an appraisal for buildings over \$100,000 as per amended list in 2017.	Doug	2018 Budget
January 9, 2017 Regular Council Meeting			
17-01-011	That the request to alter fire invoicing process with the Town of High Level be discussed at the 2018 review of the Regional Service Sharing Agreement.	Len	RRSA Review in 2018
February 14, 2017 Regular Council Meeting			
17-02-113	That third reading of Bylaw 1050-16 being a Land Use Bylaw Amendment to rezone part of SE 16-106-15-W5M from La Crete General Commercial District "GC1" to Manufactured Home Subdivision 1 "MHS1" to accommodate the development of residential lots be TABLED until the area structure plan and servicing requirements have been reviewed for the area.	Byron	Developers are not actively pursuing, however they have not withdrawn their application.
March 14, 2017 Regular Council Meeting			
17-03-192	That administration apply for federal grant funding for the following projects: <ul style="list-style-type: none"> • Blue Hills Waterline • Waterline north of the Peace River 	Fred	Waiting for program announcement and opening for applications
March 29, 2017 Regular Council Meeting			
17-03-222	That the budget be amended to include \$15,000 for the Wadlin Lake Land Purchase project, for the purpose of completing the land survey, with funding coming from the Parks & Recreation Reserve and that administration move forward with completing the survey and that administration bring back costs relating to First Nations Consultation prior to initiating the consultation process.	Karen Doug	Director of Surveys required some redrafting. Surveyor has completed the redraft and will be submitting the plan for final approval. Once approved by the Director of Surveys the FNC process can begin.
April 11, 2017 Regular Council Meeting			
17-04-254	That administration bring back options for an additional sub-class under residential for lots too small to legally develop.	Karen Byron	Discussion to take place with new assessor.
June 13, 2017 Regular Council Meeting			
17-06-425	That a letter be sent to all cell service providers requesting that they provide cell service along all major Highway (Highway 35, 58, 88 & 697) corridors and with a copy going to our Members of Parliament, Member of	Len	Drafting Process

Motion	Action Required	Action By	Status
	Legislative Assembly, Regional Economic Development Initiative, Northern Transportation Advocacy Bureau, Northern Alberta Development Council, Alberta Urban Municipalities Association, and the Alberta Association of Municipal Districts and Counties.		
17-06-426	That administration prepare a cost estimate to complete the preliminary work for the development of additional lots at Hutch Lake Cabins and bring back to Council for review.	Doug	2018 Budget Deliberations
17-06-439	That administration look at options for a future fire hall in the Hamlet of Fort Vermilion, outside of the downtown core.	Byron Doug	Long term discussion for 5 year plan. Proposed locations being assessed.
June 28, 2017 Council Meeting			
17-06-445	That administration be directed to enter into an agreement with CanWest Air for the lease of a new terminal at the Fort Vermilion airport, with the terms and conditions as discussed.	Byron	Developing an agreement with CanWest
17-06-451	That administration be authorized to sell a portion of NW 11-104-17-W5M located on the north side of Highway 697 for the purpose of consolidation into the C of T, at market value, and that the applicant covers all costs to facilitate the transaction.	Byron	Underway.
17-06-493	That tax rolls 077026, 077027 & 077030 be classified under the Limited Access Seasonal Residential for the 2018 tax year.	Karen	2018 Tax Rate Bylaw
17-06-495	That tax rolls 118524-118528 & 118535-118539 be classified under the Limited Access Seasonal Residential for the 2018 tax year.	Karen	2018 Tax Rate Bylaw
17-06-497	That tax roll 074356 be classified under the Limited Access Seasonal Residential for the 2018 tax year.	Karen	2018 Tax Rate Bylaw
17-06-501	That, upon receipt of an official letter, Mackenzie County accept the request from Wapiti Gravel Suppliers to be released from the Local Crushing & Stockpiling contract and that they be reimbursed for the cost of Mackenzie County's request to mobilize and demobilize their hoe as well as one day of operation from the Gravel Crushing Operating budget, and that the bonds supplied by Wapiti be returned.	Len Dave	Complete
17-06-502	That administration proceed with acquiring proper permitting for Fidler Pit, and begin a Request for Proposal for the removal of overburden from Fidler Pit in the 2017 year, and move the crushing Request for Proposal to the 2018 budget year.	Dave	In Progress
July 26, 2017 Council Meeting			

Motion	Action Required	Action By	Status
17-07-521	That administration submits applications to the Alberta Municipal Internship Program under each of the 3 streams: Administration, Finance Officer, and Land Use Planner with successful applications coming back to Council for approval.	Jessica	Deadline 2017-09-01 Waiting for Response from Municipal Affairs on success of application.
17-07-541	That Mackenzie County proceeds with acquiring Recreation Lease REC820035 for future road improvements and to continue operating the recreational area of Tourangeau Lake.	Doug	Application in Progress
17-07-542	That administration be authorized to negotiate the exchange of Part of Plan 882 2651, Block 1, Lot E, for Part of Plan 052 6058, Block 1, Lot G for the purpose of access and consolidation, and that the applicant covers all costs of the transaction, subject to an access agreement (caveat) to maintain shared access.	Byron	This Motion has been replaced with Motion 17-11-847
August 23, 2017 Council Meeting			
17-08-587	That administration pursue the National Trade Corridors Fund (NTCF) and bring back potential projects.	Len	Complete
17-08-588	That administration work with Alberta Transportation and the Northern Transportation Advocacy Bureau (NTAB) to promote Highway 88 as a high load corridor.	Len	Complete
17-08-593	That administration proceed with meeting with the developers and draft an off-site levy bylaw for the La Crete Sanitary Sewer Expansion project.	Fred	Engineers still working on report. Open House 2017-09-21 To Council 2017-10-10
17-08-594	That the budget amendment to reallocate the \$4,555 spent on the cement blocks for the D.A. Thomas Park Retaining Wall project to the Fort Vermilion Salt & Sand Shed project be TABLED to the next meeting.	Doug	Wall at DA Thomas Park is constructed. Need railing and plan to install stairs next year.
17-08-604	That Mackenzie County support the County of Stettler and send a letter to the Minister of Municipal Affairs requesting amendments to the Municipal Government Act and other provincial legislation to improve the ability to recover unpaid taxes (including uncollectable School Tax and Seniors Housing requisitions) levied against oil and gas operations and the associated machinery and equipment linear property.	Len	Complete. Municipal Affairs have announced the PERC program.
17-08-605	That Mackenzie County send a letter to D. Gilles Seutin, Chief Ecosystem Scientist, with a copy to The Honourable Catherine McKenna and The Honourable Shannon Phillips regarding the diseased wood bison.	Len	In Progress
September 25, 2017 Council Meeting			
17-09-643	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.	Karen	Funds have not yet been received
17-09-646	That a letter be sent to our Members of Parliament	Dave	Letter is written.

Motion	Action Required	Action By	Status
	expressing our objection to the privatization of national airports.		
17-09-650	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.	Dave	Ongoing.
17-09-653	That administration negotiate an agreement with the Fort Vermilion Board of Trade for the transfer of the Fort Vermilion Airport Terminal Building.	Doug	Negotiations are in progress.
17-09-660	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.	Karen	In Progress
17-09-668	That administration look into Alberta Transportation's inquiry regarding the intersection on Range Road 172.	Dave	Will bring to Council in early 2018.
October 10, 2017 Council Meeting			
17-10-689	That the Tax Recovery Public Auction for properties under tax arrears be set for December 12, 2017.	Karen	Complete
17-10-693	That administration research the cost of traffic cameras for the hamlet of La Crete.	Doug	2018 Budget
17-10-709	That the letter from the Minister of Environment and Parks regarding the Fort Vermilion Grazing Reserve be referred to the Agriculture Service Board for further action.	Grant	Letter Sent to Darcy Beach
October 24, 2017 Council Meeting			
17-10-809	That MLA Debbie Jabbour be invited to an upcoming council meeting.	Carol	In Progress
17-10-811	That a letter be sent to the Government of Alberta requesting that they reconsider the withdrawal of the \$8M support for the Western College of Veterinary Medicine.	Len	
October 30, 2017 Council Meeting			
17-10-824	That weed notices be issued on public lands starting in the 2018 year.	Grant	Letter has been drafted
November 7, 2017 Council Meeting			
17-11-828	That Bylaw 1083-17 being the organizational and procedural bylaw for Mackenzie County be brought back to include additional information on delegations and public hearings.	Carol	2018-01-24
17-11-829	That administration investigate options for live/recorded broadcasting of council meetings.	Carol	In progress
17-11-839	That the surveillance camera estimate be TABLED for	Doug	Being researched, a

Motion	Action Required	Action By	Status
	more information.		report will be provide in future Council Meeting.
17-11-840	That the Fort Vermilion Recreation Board be reimbursed for their 2017 capital purchases, in the amount of \$27,468.16 with funding coming from the Grants to Other Organizations Reserve, as consideration to their 2018 capital request.	Karen	Complete
17-11-842	That DMC Consulting be engaged to assist with the Bistcho Lake cabin recreation leases.	Len	In Progress
17-11-847	That the County sell 0.102 acres (Part of Plan 882 2651, Block 01, Lot E) to the developer for the purpose of consolidation at market value and a \$3,500 donation to the Jubilee Park in La Crete.	Byron	Property Sale In Progress.
17-11-851	That the County proceed with negotiations for a new post office facility in La Crete as discussed.	Len Byron	In Progress
17-11-852	That the County property located at SW 26-108-12-W5M be listed with a realtor for sale at appraised value.	Carol	Property listed with M&M Real Estate
November 28, 2017 Budget Council Meeting			
17-11-855	That a Non-TCA project be created in 2017 to repaint the Mackenzie Applied Research Association cold storage building with funds in the amount of \$5,000.00 coming from the Operating Budget and that the project be carried forward to 2018.	Karen	Complete
17-11-856	That Policy RESV13 Water/Sewer Infrastructure Reserve be reinstated as amended and Policy RESV18 Rural Water Reserve be approved as amended.	Carol	
17-11-858	That Policy RESV020 Grants to Other Organizations Reserve be approved as presented.	Carol	
17-11-859	That Administration apply to Workers Compensation Board on behalf of Mackenzie County members of Council to include the council members under Mackenzie County's Workers Compensation Board coverage and that \$4,726 be added to the 2018 budget.	Karen Carol	Complete
17-11-860	That the budget be amended to include \$3,859,809 for the Buffalo Head Prairie Flood Control Project with funding coming from the Alberta Community Resiliency Program Grant, and that \$841,240 be returned to the Drainage Reserve.	Karen	Complete
November 29, 2017 Council Meeting			
17-11-871	That the budget be amended to reallocate \$4,971.54 from the La Crete Arena Outdoor Rink Light Replacement Project to a new project La Crete Arena Condenser Motor Purchase.	Karen	Complete
17-11-872	That administration investigate the status of the	Karen	In Progress

Motion	Action Required	Action By	Status
	companies with uncollectable Education Property Taxes on oil and gas properties and verify the write-offs versus allowances.		
17-11-873	That first reading be given to Bylaw 1086-17 being a Land Use Bylaw Revision to add the definition of Dwelling – Emergency Services to the Land Use Bylaw and that Dwelling – Emergency Services be added as a discretionary use in the Airport “AP” district, subject to public hearing input.	Byron	Public Hearing on 2017-01-09
17-11-874	That administration be authorized to negotiate and enter into a lease agreement with Arrow Technology Group for the purpose of a communication tower to increase internet service in Zama.	Byron	Project Completion of December 2017.0
17-11-875	That the remaining funds from the La Crete Main Street Beautification project (7-72-05) be transferred to the La Crete Streetscape Implementation budget (6-61-03).	Karen	In Progress
17-11-878	That administration reviews the Waste Transfer Station Hauling Contract – Request for Proposals and prepare a recommendation, based on the matrix presented, for the December 12, 2017 Council meeting.	Doug	2012-12-12
17-11-887	That a letter be sent inviting Northern Lights Gas Co-op to the next budget meeting.	Len	Complete

AR91679

November 28, 2017

Mr. Lenard Racher
Chief Administrative Officer
Mackenzie County
PO Box 640
Fort Vermilion, AB T0H 1N0

Dear Mr. Racher:

Thank you for your municipality's application for a grant under the Municipal Internship component of the Alberta Community Partnership. The process for selecting municipalities to host interns for the 2018 Municipal Internship Program has been completed. The decision of the selection panel was based on ensuring a balance of new and repeat hosts in geographically dispersed locations, with a mix of large and small municipalities, urban and rural centres and regional partnering.

Although your municipality was not selected to host an administrator intern or a finance officer intern in 2018, the selection panel recommended that Mackenzie County be an alternate in both streams should one of this year's hosts withdraw from the program. Your willingness to dedicate your time and resources to building Alberta's local government sector is recognized and appreciated.

If you have any questions or would like feedback on your application, please contact Ms. Wendy Peters, Manager, Internships & Education, at Municipal Affairs, by dialing toll-free 310-0000, and then 780-427-2225.

Yours truly,



for Cathy Maniego
Executive Director
Municipal Capacity and Sustainability Branch

From: Gordon HUGHES
To: paul.w.smith@aecom.com; [Laura \(HC/SC\) Carr](mailto:Laura (HC/SC) Carr); Eileen.Peters@denetha.ca; lindley.tanya@gmail.com; for-sure1@hotmail.com; tjenkins@rainbowlake.ca; missmariepaul@yahoo.ca; cmitchell.rainbowlake@yahoo.com
Cc: Krista KASTIRO
Subject: Community Information Session about Restorative Justice (RJ) and Exploring the potential for RJ in our communities.

Hello All,

I hope this finds you well.

I have been endeavouring to bring Restorative Justice to the Chateh Detachment area. I have a connection to the Peace River Regional Restorative Justice Association (PRRRJA). I had a phone meeting today with China Sieger, the PRRRJA program coordinator and Krista Kastiro, our VSU program coordinator exploring this concept.

As you know restorative justice is not a replacement for the judicial process but can be used in conjunction with it or independently of it to try to resolve the root causes of the crimes/indiscretions that have occurred.

My vision is when restorative justice comes to our area the RCMP and VSU will support the program with referrals and possibly a board member from each respective Detachment areas. RCMP/VSU would help to identify volunteer restorative justice facilitators during the onset. I am not seeking to create a board and organization independent of PRRRJA as it took almost 2 years for PRRRJA to prepare to take referrals.

First I am looking for help to garner public support for the concept. I would like to orchestrate 1-3 community information sessions. The sessions will revolve around China Sieger explaining what restorative justice is and how the PRRRJA program works with the community, VSU, RCMP and other support/referral agencies. The sessions could be held here in Chateh, Rainbow Lake, High Level and possibly Fort Vermillion. These information sessions would be held in February. I am hoping the Chateh Health Services Centre board room could be made available for this meeting.

Moving forward I have asked that China approaches her board members to ask for the following:

1. To have her to come here to deliver the information sessions (possibly in concert with Peace Regional VSU who by then should have processed some referrals). In February.
2. To extend their reach to our area, so that we do not have to take the time to create a new community board of directors, secure government granting/funding etc.
3. Provide training to volunteer facilitators within our areas sometime this coming spring.

If you are supportive of this I am asking you to suggest names from our communities would be instrumental in supporting this effort and attend the initial information session. I will then reach out to them like I have to you and invite them to attend the initial information session.

I am willing to:

1. Coordinate China coming to our area.
2. Provide local accommodations for China.
3. Be the primary point of contact for PRRRJA for this initiative.
4. Invite members in our community who would be supportive of this initiative.

I would like to ask you for the following:

1. Your support.
2. Contact local stake holders to establish if there is a need for this within our community.
3. Forward me names of people (and their contact information) I should either forward this email to and/or invite to the initial information session.
4. Determine if information sessions would be well attended.
5. Establish dates which could work for the information sessions.
6. Give me feedback.

Thanks for reading,

Sgt. Gord Hughes
NCO i/c Chateh Detachment
780-321-3835/telephone
780-321-3833/facsimile
780-956-4121/cell
gordon.hughes@rcmp-grc.gc.ca
Chateh RCMP/GRC

From: Dan Dibbelt
To: KHudson@mdspiritriver.ab.ca; admin@hythe.ca; allan@clearhillscounty.ab.ca; allenbk@telusplanet.net; aparker@town.falher.ab.ca; brogan1@countygpp.ab.ca; cao@birchhillscounty.com; cao@fairview.ca; cao@mdbiglakes.ca; "Christopher Parker"; "Cindy Millar"; "Dennis Egyedy"; "Diane Roschuk"; girouxvl@serbnet.com; info@valleyview.ca; "Lianne Kruger"; "Lorraine Willier"; "Lyle McKen"; "operations office"; "Rachel Wueschner"; "Rita"; "Rycroft"; "Sandra Fox"; "Theresa Van Oort"; town@beaverlodge.ca; vberwyn@serbnet.com; Dan Fletcher; Office; Susie Dziwenka
Cc: [Andrew O'Rourke](mailto:Andrew.O'Rourke); [Byron Peters](mailto:Byron.Peters); [Eleanor Miclette](mailto:Eleanor.Miclette); [Diane Chaisson](mailto:Diane.Chaisson); hhuls@countygpp.ab.ca; [Christopher King](mailto:Christopher.King); [Kevin Keller](mailto:Kevin.Keller); "Greg Towne"
Subject: FW: SuperNet: The Way Forward - An Update
Date: November 27, 2017 7:43:15 PM

Dear Cao's,
Please find attached below an update on the Alberta supernet situation.
Dan Dibbelt

From: Holly Saulou [<mailto:holly.saulou@gov.ab.ca>]
Sent: Monday, November 27, 2017 11:55 AM
To: Holly Saulou
Subject: SuperNet: The Way Forward - An Update

Good morning everyone,

I wanted to reach out with a brief update on the SuperNet 2.0 procurement.

As you are aware, the current SuperNet operating agreement expires on June 30, 2018, and Service Alberta has been actively completing an open and competitive procurement process to enable government's direction for SuperNet 2.0. This has included:

- A competitively tendered vendor prequalification in 2016 which resulted in three SuperNet Pre-Qualified Respondents: Axia, Bell Canada, and Telus Communications Inc.;
- A series of stakeholder engagements, most recently beginning in the summer of 2016;
- A Confidential Pre-Qualified Respondent Meeting process - running from the spring of 2016 through to summer 2017 - to explore the technical and service delivery requirements for future SuperNet services and, based on government direction, help inform a final SuperNet Request for Proposal (RFP); and
- Government of Alberta (GoA) review and approval of the direction for SuperNet 2.0.

Following this extensive work, and government decisions on direction for SuperNet, an RFP was released to the three SuperNet Pre-Qualified Respondents on August 17, 2017. Following extensions granted by request of the Pre-Qualified Respondents, the SuperNet RFP closed on November 2, 2017 and responses are now undergoing a thorough evaluation prior to award. Service Alberta hopes to announce the successful respondent before the end of this year, but this announcement will be predicated on successful completion of the ongoing procurement process.

The GoA's number one job is ensuring service continuity for our schools, hospitals, libraries, municipalities, indigenous offices, and government facilities across the province; while continuing support for service providers and municipalities, who use SuperNet to deliver internet to Albertans, particularly in our rural and remote areas. We fully understand that citizen expectations for access to

quality and affordable broadband internet are continually growing, especially in rural Alberta, and the new model for SuperNet considers ways to support rural broadband in Alberta – within our existing budgets.

While we cannot openly discuss this procurement or government direction while the RFP is open, we will be providing additional updates as we complete the procurement and move forward with SuperNet 2.0 later this year. We have greatly appreciated the engagement of our stakeholders throughout our work on the future of SuperNet, and look forward to continuing this open communication channel.

Our government also recognizes the importance of broadband connectivity and its role in making life better for Albertans. As part of our mandate, the SuperNet Secretariat has worked with other jurisdictions, yourselves as internet service providers (ISPs), the federal government, and the Canadian Radio-television and Telecommunications Commission (CRTC) to communicate the need for a national broadband plan; while also assisting Alberta community leaders and ISPs with applications for recent federal Connect to Innovate grants. In that light, and separate from the time constrained work needed to meet our deadlines for SuperNet 2.0, the GoA will be reaching out to many stakeholders to gather input towards potential broadband policy options for Alberta. This work is expected to start in the coming months.

Thank you all for your ongoing support and patience as we work through these important matters.
All the best
Holly

Holly Saulou | Director, SuperNet Secretariat

SERVICE ALBERTA, GOVERNMENT OF ALBERTA

Access Building | 3720 - 76 Avenue | Edmonton, AB | T6B2N9

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December 4, 2017

SENT VIA EMAIL TO USED OIL MATERIALS COLLECTION SITE OPERATORS AND OTHER STAKEHOLDERS

RE: AUOMA Amalgamation with Alberta Recycling

The Alberta Used Oil Management Association (AUOMA) received notice this week that the Government of Alberta will be transferring the delegation of the used oil material recycling program to the Alberta Recycling Management Authority (Alberta Recycling), the organization that oversees Alberta's tire, electronics and paint recycling programs.

The decision to amalgamate our two organizations was made as part of the government's ongoing review of agencies, boards and commissions and its desire to strengthen recycling work in the province. The consolidation of the programs for tires, electronics, paint and used oil materials under one management board is expected to occur toward the latter half of 2018. During this time, we will work closely with Alberta Recycling to prepare for a coordinated, seamless and efficient transition.

Regulatory changes are required to transfer the management of Alberta's program to Alberta Recycling. Until this happens, AUOMA will continue in its current form and manage the program. It will be business as usual while the Government of Alberta moves forward with the regulatory changes. Environmental Handling Charge Remitters, Registered Collectors and Processors, and collection sites will continue to follow the same processes and procedures.

Other than the program updates announced in September and November of this year, there are no additional changes planned at this time. These updates include changes to Alberta's Return Incentive rates (by zone), a decision to pay processors on processed material weights, and changes to the process and forms to collect information from Registered Collectors and Processors. The changes will go ahead for January 1, 2018, as planned.

Despite the financial challenges AUOMA is currently facing and the difficult decisions recently made to balance our budget, with the support of collectors and processors we have built an excellent used oil recycling program over the past 20 years with impressive results. I am confident that program will continue to result in successful recycling rates for used oil materials, as well as the other products under Alberta Recycling's programs.

Attached for your information is a copy of a letter from Andre Corbould, Deputy Minister of Alberta Environment and Parks, announcing the integration of the recycling programs and a set



Alberta Used Oil
Management
Association



of questions and answers that provide more information.

If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read 'J Tomchyshyn'.

Jodi Tomchyshyn London
Executive Director
Alberta Used Oil Management Association

cc: Andre Corbould, Deputy Minister, Alberta Environment and Parks
Ronda Goulden, ADM of Policy and Planning, Alberta Environment and Parks
Lee Wilkie, Chair, Alberta Used Oil Management Association
Bob Barss, Chair, Alberta Recycling
Doug Wright, CEO, Alberta Recycling

attachments

November 28, 2017

Mr. Lee Wilkie, Chairman
Alberta Used Oil Management Association
Suite 1008, Empire Building
10080 Jasper Avenue
Edmonton, Alberta T5J 1V9

Mr. Bob Barss, Chairman
Alberta Recycling
PO Box 189
Edmonton, Alberta T5J 2J1

Dear Mr. Lee Wilkie and Mr. Bob Barss:

Since 2015, the Government of Alberta has been reviewing agencies, boards and commissions as part of the plan to improve services and ensure value for Albertans. The three-phased review is intended to make certain that Alberta's agencies, boards and commissions are transparent, accountable and using public dollars effectively and efficiently.

Phase two of the review, which included the recycling program management boards, has recently concluded that the boards are working and they provide value to Albertans. It also concluded there are ways to strengthen recycling work in the province.

The review identified the need and opportunity for alignment of recycling work by consolidating the programs for tires, electronics, paint, and used oil materials under one management board. While further work is required, the intention is to transfer the delegation of the used oil materials recycling program to Alberta Recycling. The department will work with you to support this transition over the next months.

This transfer will strengthen accountability mechanisms, support a multi-stakeholder approach to program management, improve administrative efficiency, reduce costs, and provide Albertans streamlined access to information and recycling services to help achieve better outcomes.

The Alberta Used Oil Management Association (AUOMA) has worked well within the current regulatory framework. We have an opportunity to build a system that will make our province's recycling program even better. By aligning recycling work under one

mandate there is opportunity to even more effectively manage these materials. In the coming months, department staff will connect with AUOMA and Alberta Recycling to provide support and ensure coordination of transition planning. Working together will help with the transition by minimizing disruption for stakeholders and Albertans.

Please extend my appreciation and gratitude to all AUOMA and Alberta Recycling board members and staff for their diligence and good work. I appreciate your support and continued cooperation as we work together to successfully integrate these programs.

Sincerely,



fo/ Andre Corbould
Deputy Minister

Consolidation of the Alberta Used Oil Management Association's (AUOMA) Recycling Program with Alberta Recycling's Programs

Is this change related to the Government of Alberta's review of agencies, boards and commissions?

Yes. Since 2015, the Government of Alberta has been reviewing agencies, boards and commissions as part of its plan to improve services, ensure value for Albertans and to ensure the agencies, boards and commissions are transparent, accountable and using public dollars effectively and efficiently.

Why is the used oil materials recycling program managed by AUOMA being consolidated with the three other regulated recycling programs managed by Alberta Recycling?

The review of agencies, boards and commissions found the recycling program management boards are working and provide value to Albertans. It also concluded there are ways to strengthen recycling work in the province. The review identified an opportunity to align recycling work by consolidating the programs for tires, electronics, paint and used oil materials under one management board.

This approach will strengthen accountability mechanisms, support a multi-stakeholder approach to program management, improve administrative efficiency, reduce costs and provide Albertans streamlined access to information for recycling services to help achieve better outcomes. It will allow for more strategic decision-making to be made across the four programs.

Will the program consolidation require a regulatory change?

Yes. A regulatory change will be required to transfer the delegation for Alberta's used oil management recycling program to Alberta Recycling.

What is the anticipated timeline for completing the program consolidation?

There is still a lot of work to be done to make this happen and appropriate time will be required for planning and transition. Updates will be provided to stakeholders as decisions are made.

How will jobs be impacted by this program consolidation?

The program consolidation is expected to have limited impact on jobs at the outset. The full impact will be affected by decisions made by Alberta Recycling.

Is there a financial benefit to the program consolidation?

Yes. The program consolidation is anticipated to save money (e.g. through administrative efficiencies) in the long-term for both Alberta Recycling and government. Any immediate costs/benefits will be determined through operational and transitional planning by Alberta Recycling, AUOMA and government.

Will used oil material program stakeholders have a voice within Alberta Recycling's governance structure?

Yes. Similar to Alberta Recycling's other programs (paint, tires and electronics), an Industry Council will likely be formed for the used oil program. Industry councils include participation from industry representatives and other program stakeholders, and provide an essential source of advice to the Alberta Recycling's Board on program and policy development, business planning and budgets. To maximize industry input, the Chair is a full-voting member of the Alberta Recycling board.

How does this program consolidation impact Albertans?

It will be business as usual for all recycling programs – meaning organizations and members of the public seeking to recycle their used oil materials can continue to organize collection (for large quantities) or visit drop-off locations. The program consolidation will be conducted in a manner that minimizes service disruptions to Alberta's recycling programs. It will also result in one less entity to look to for recycling information.

Will used oil materials now be collected at the same sites that collect paint, tires and electronics?

There are some locations, such as eco-depots in larger centres, where Albertans are already able to drop-off used oil materials along with their paint, tires and electronics. There are also stand-alone used oil material collection sites. There are no immediate plans to change Alberta's approach to its used oil materials collection sites. You can find a collection site near you by visiting www.usedoilrecyclingab.com.

How will the program consolidation impact those involved in AUOMA's program like Environmental Handling Charge (EHC) Remitters, Collectors and Processors?

It will be business as usual for all programs. AUOMA will work closely with Alberta Recycling to prepare for a coordinated, seamless and efficient transition. EHC Remitters will eventually remit to Alberta Recycling instead of AUOMA once the transition is complete. In the meantime, AUOMA's key program stakeholders (also including Collectors and Processors, and all collection sites) will continue to follow the same processes and procedures.

Will there be changes to Alberta's program to incent recycling of used oil materials following the amalgamation?

The emphasis will be on a seamless transition, where Alberta Recycling assumes responsibility for the program. Other than program updates already confirmed in 2017 and coming into effect in 2018, there are no additional changes planned at this time. These updates include changes to Alberta's Return Incentive rates (by zone), a decision to pay processors on processed material weights, and changes to the process and forms to collect information from Registered Collectors and Processors. These decisions were announced in September and November 2017, and more information can be found under Important Notices at www.usedoilrecyclingab.com.

What will be government's role in the program consolidation?

Alberta Recycling and AUOMA will develop and implement a transition strategy. Alberta Environment and Parks will work with both organizations to implement the change.

Does Alberta Recycling have the knowledge and skillsets to manage the used oil recycling program?

Alberta Recycling's staff are knowledgeable and have developed the necessary skills and processes for managing provincially regulated recycling programs. Alberta Recycling may need to strengthen its knowledge of used oil recycling; however, this will be addressed in the course of the transition.

How will the program consolidation affect Alberta's working relationship with the other Used Oil Management Associations across Canada?

Alberta Recycling has established working relationships with partner organizations across Canada that recycle tires, paint and electronics (e.g. CATRA, EPRA and Product Care). As part of and after the transition, Alberta Recycling will foster key relationships with the other Used Oil Management associations across Canada, to better coordinate the common purposes of used oil recycling programs across Canada.

Does this program consolidation mean that extended producer responsibility (EPR) will not be considered as a management approach for used oil recycling in Alberta?

There is no plan to transition Alberta's recycling management approach to EPR.

Will the program consolidation impact the intended environmental outcomes of recycling?

The program consolidation will continue to reinforce the environmental outcomes of recycling. All of the recycling programs are evaluated on a suite of performance measures, including environmental performance, which is reported to and reviewed by Alberta Environment and Parks annually.

Does this program consolidation impact the other proposed recycling regulatory amendments consulted on in 2013 (i.e. program expansion and removal of fees from regulations)?

No decisions have been made and these proposed regulatory amendments are still under review.

Will this program consolidation affect my ability to redeem beverage containers at bottle depots?

No. The program consolidation will not impact the beverage container recycling program. Albertans can continue to return empty beverage containers to any of the over 200 bottle depots across the province for their deposit refund.

Will the beverage container recycling program be impacted by the program consolidation?

No. The beverage container recycling program will continue to operate as normal and be administered by the Beverage Container Management Board. The operational specifics of the beverage container recycling program are unique (e.g. deposit-refund system) and it was therefore not considered for the program consolidation.

Grimshaw Gravels Aquifer Groundwater Forum

January 11, 2018
Grimshaw Legion
7PM - 9:30PM

Topics to be Covered:

- Groundwater Monitoring in the Grimshaw Gravels Aquifer
- Water Licencing within the Aquifer
- Subsurface architecture and groundwater age dating

Forum Goal 1: To provide decision makers & the public with information & understanding about the aquifer.

Forum Goal 2: To prepare for conversations around aquifer management actions & options.

For more information please contact Adam Norris at mpwa.coordinator@telus.net

Guest Speakers from the Alberta Geological Survey and Alberta Environment & Parks



**Free to
attend!**

November 28, 2017



Congratulations on your recent victory in the October 2017 municipal elections! Strong local governance is critical to province-wide community services and supports. The Alberta Seniors Communities & Housing Association (ASCHA) and its membership are looking forward to working with you and your council to help Albertans age well in your communities.

We were pleased to participate in both the AAMDC and AUMA events this month and meet some of you face-to-face. As you are aware, the seniors' population in our communities are set to double over the next 20 years, and it will be important to prepare for the housing and community services these residents will require. Seniors housing is also a growing industry offering job opportunities to a wide variety of potential employees.

With both Provincial and Federal Housing Strategies underway, you may have the occasion to govern local housing decision-making as a board member of your local Housing Management Body. Housing Management Bodies have different portfolios under ministerial order, and may offer everything from seniors lodges, seniors self-contained apartments, and community housing programs. ASCHA serves these Housing Management Bodies, along with other voluntary and private sector housing providers, and can offer education and support to your board. Ultimately, ASCHA is committed to its Noble Cause – to empower seniors to have choice and a life of purpose wherein they are honoured, valued and respected. Visit our blog at www.charlieandhazelblog.wordpress.com and our Facebook page at www.facebook.com/ascha.team to see our public engagement.

We provide our members with advocacy toolkits on seniors housing issues, host region meetings to arrive at locally-driven solutions, and support those working within the sector. Resources be accessed in the Member Area of our website at www.ascha.com. We hope that you will visit this site often, and reach out and contact us with any questions you may have. In the interim, we wanted to provide you with the following infographic to acquaint you with the major factors influencing Alberta's seniors housing industry currently:

[Key Factors Influencing Seniors Housing in Alberta Infographic](#)

Seniors Housing can be complex, and the terminology and regulations can be difficult to navigate at times. We invite you to [subscribe](#) to the ASCHA Weekly Rollout – an e-newsletter that will keep you apprised of key information and updates in seniors housing.

Thank you for choosing to represent the people of your community and provide leadership to the many programs supported by your municipality. By working collaboratively, we can continue to create and maintain vibrant seniors housing for Albertans.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Raymond Swonek', written over a light blue horizontal line.

Raymond Swonek, ASCHA President

A handwritten signature in blue ink, appearing to read 'Irene Martin-Lindsay', written over a light blue horizontal line.

Irene Martin-Lindsay, ASCHA Executive Director

Seniors are empowered to have choice and life of purpose, wherein they are honoured, valued and respected.

9711-47 Ave, Edmonton, AB T6E 5M7
Phone: 780.439.6473 Fax: 780.433.3717
Email: ascha@ascha.com Web: www.ascha.com

From: alberta.news@gov.ab.ca
To: [Carol Gabriel](#)
Subject: News Release: Protecting Albertans from delinquent oil and gas operators
Date: December 6, 2017 3:10:28 PM

Protecting Albertans from delinquent oil and gas operators

December 06, 2017 [Media inquiries](#)

The province is building on recent moves to protect Albertans and the environment while ensuring a fairer liability system for oil and gas companies operating in Alberta.



L-R: Brad Herald, vice-president, Canadian Association of Petroleum Producers, Margaret McCuaig-Boyd, Minister of Energy, Jim Ellis, president and CEO, Alberta Energy Regulator.

The government worked with the Alberta Energy Regulator (AER) on amending a key requirement, known as Directive 67, to close a loophole. Officials from companies that walk away from wells or other oil and gas infrastructure without cleaning up will now be subject to greater scrutiny and AER discretion if they apply to start new companies.

“We’re taking action to protect Albertans and the environment by ensuring consequences for those who try to get around the ‘polluter-pays’ principle. Closing this loophole helps ensure Albertans are protected from financial and environmental liabilities, and that the vast majority of companies that behave responsibly are protected from those who attempt to offload their obligations onto others.”

Margaret McCuaig-Boyd, Minister of Energy

Changes made to Directive 67 will support companies that behave responsibly and help shield them from potential further increases in the number of orphan

wells, which are reclaimed through a fund which industry pays into under the polluter-pays principle.

“We consider operating in Alberta a privilege, not a right. Enhanced disclosure of information and increased evaluation of an operator’s compliance is a step in the right direction to ensure this privilege is only granted to those companies with a demonstrated history of responsible operations.”

Brad Herald, vice-president, Canadian Association of Petroleum Producers

“We’re pleased with the government’s initiative to reduce environmental and financial risk to Albertans. We support provincial efforts that help ensure licences are granted to companies with the sound financial capacity, compliance history and professional expertise to responsibly operate through the life cycle of oil and natural gas development, from lease acquisition to reclamation.”

Marty Proctor, president and CEO, Seven Generations Energy Ltd.

Additional action the government has taken to protect Albertans includes:

- A \$235-million loan to the Orphan Well Association (OWA) to accelerate the cleanup of old wells across the province over the next three years.
- Launching a broader review of oil and gas liabilities to determine long-term, made-in-Alberta solutions.
- Lobbying the federal government for changes to bankruptcy laws that would hold companies accountable for their environmental cleanup.
- Supporting municipalities provincewide with a credit for uncollectable taxes on disowned oil and gas properties.

This most recent action stems from the 2016 Redwater decision by the Alberta Court of Appeal and other receivership cases that have been undermining the AER’s ability to ensure companies and operators are held accountable for their actions. This case is currently being appealed to the Supreme Court of Canada by the AER.

“The stronger rules will help prevent individuals who leave liabilities behind from returning to the industry without proper safeguards in

place. Albertans permit companies to produce and profit from the province's energy resources with the expectation that they address end-of-life abandonment and reclamation obligations. The revised Directive 67 is one way we are working to enforce those obligations.”

Jim Ellis, president and CEO, Alberta Energy Regulator

Many other receivership cases within Alberta have used the precedent from the Redwater decision in disclaiming assets, raising Alberta's orphan well inventory dramatically. The OWA's inventory increased to 1,861 wells that were in need of reclamation in November of this year, up from 705 wells in March 2015.

Related information

- [Alberta Energy Regulator](#)
- [Orphan Well Association](#)

Multimedia

- [Listen to the news conference](#)

Media inquiries

[Mike McKinnon](#)

780-554-4067
Press Secretary, Energy

[View this announcement online](#)
[Government of Alberta newsroom](#)
[Contact government](#)
[Unsubscribe](#)

From: Tom Burton
To: [Tom Burton](#)
Subject: Request to participate in a study on municipal waste and landfills: ECCC
Date: December 6, 2017 7:46:31 AM



Submit your municipal waste data to ECCC

Methane produced by Canadian landfills makes up roughly 3 per cent of the country's annual greenhouse gas (GHG) emissions. Environment and Climate Change Canada (ECCC) wants to identify ways to reduce methane emissions from the waste sector and the costs associated with those actions. This includes increasing the capture and control of landfill gas, diverting more organic materials from landfills, and more.

To accomplish this task, ECCC is asking Canadian municipalities who have conducted waste characterization studies to share their data. By contributing to this initiative, you will help ECCC:

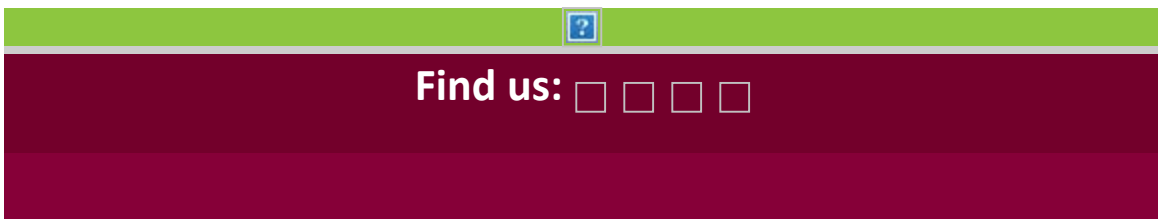
- Improve the understanding of the current quantity of organic and other waste being sent to landfills in Canada, creating a useful baseline
- Develop improved provincial and territorial averages of the percentage of waste in landfills
- Track progress in recycling and diversion efforts
- Assist waste management decision-makers in identifying areas for improvement

A summary of findings will be posted on ECCC's website. Data from individual communities or landfills will not be made publicly available.

[Submit your studies](#) to ECCC by Wednesday, December 20, 2017.

For more information

If you would like more information on this request or other ECCC initiatives, please contact the [ECCC](#).



Workplace legislation for farms

Alberta's *Enhanced Protection for Farm and Ranch Workers Act* passed in 2015 brings the protection and compensation of waged, non-family farm and ranch workers in line with similar protections in other sectors and other Canadian provinces.

Government consulted with the agricultural community on how best to apply workplace standards to the agricultural sector while recognizing its unique characteristics and continuing our commitment to protect the family farm way of life.

Six farm and ranch technical working groups were formed to do this work and provided recommendations to government. They included representatives from the agricultural community, labour groups and technical experts.

The *Fair and Family-friendly Workplaces Act* passed on June 5. It included changes to the *Employment Standards Code* and *Labour Relations Code* that will apply to farms and ranches. These changes considered input from the farm and ranch technical working groups, which reviewed employment standards and labour relations, as well as the public.

Most changes that affect farms and ranches will come into effect on Jan. 1, 2018, with the exception of the availability of Public Emergency Tribunals, which took effect on June 7, 2017 and changes to youth employment standards which will be proclaimed after additional engagement with stakeholders including the agricultural community.

This information sheet answers some of the frequently asked questions by members of the agricultural community regarding the new legislation.

Frequently Asked Questions

What has changed now that the bill has been passed?

The changes will make sure Albertans have similar rights and protections enjoyed by other Canadians. Alberta has some of the oldest labour laws in Canada. The *Employment Standards Code* and *Labour Relations Code* had not significantly updated in almost 30 years, leaving our province behind the rest of the country.

The *Fair and Family-friendly Workplaces Act* gives Alberta the modern, balanced workplace laws that enable businesses, including farm and ranch operations, to thrive and prosper while ensuring basic fairness for workers.

Will these new rules apply to all farms and ranches?

The *Employment Standards Code* and *Labour Relations Code* will apply only to farms and ranches with waged, non-family employees.

Workers excluded from the Codes are:

- Farm owners
- Family members of farm owners
- Non-employee relatives, friends and neighbours helping out
- Children doing chores or participating in activities such as 4-H or helping neighbours and friends
- Participating in recreational activities such as hunting on farmland

The definition of family member is:

Family member, in relation to a shareholder, sole proprietor or partner, means

- The spouse or adult interdependent partner of the shareholder, sole proprietor or partner, or
- Whether by blood, marriage or adoption or by virtue of an adult interdependent relationship, a child, parent, grandparent, sibling, aunt, uncle, niece, nephew or first cousin of the shareholder, sole proprietor or partner or of the shareholder's, sole proprietor's or partner's spouse or adult interdependent partner, and includes any other person prescribed by the regulations to be a family member.

Do these new rules apply to Occupational Health and Safety?

No, the *Fair and Family-friendly Workplaces Act* only includes rules regarding employment standards and labour relations. The technical working groups reviewing occupation health and safety have submitted their reports to government, which are currently being reviewed. Government is currently consulting with the agricultural sector to provide practical guidelines for farms and ranches. Government will continue to communicate and consult with Albertans as we move forward in this process.

Employment Standards

What are employment standards?

Employment standards legislation sets minimum standards for conditions of employment. They include hours of work, overtime, holidays, vacation, minimum wage and youth employment.

How will these new rules apply to farms and ranches?

On Jan. 1, 2018, Alberta's *Employment Standards Code* will have special rules for waged, non-family workers in the agriculture sector:

- **Hours of work and overtime** – farms and ranches are not subject to the current standards on hours of work and overtime due to the extended working hours required during periods of harvest and seeding.
- **General holiday pay** – will be based on 4.2 per cent of the previous four weeks' wages.
- **Rest periods** – employees are entitled to four days of rest for every 28 days of work. Selection of days of rest will be at the employer's discretion if the employer and employee can't agree.

- » reservist leave (as needed)
- » compassionate care leave (27 weeks)
- » bereavement leave (three days)
- » domestic violence leave (10 days)
- » citizenship ceremony leave (half day)
- » critical illness of a child leave (36 weeks)
- » long-term illness and injury leave (16 weeks)
- » personal and family responsibility leave (five days)
- » death or disappearance of a child leave (52 week/104 weeks)

Employment standards that **will** apply to waged, non-family workers include:

- **Minimum wage** (\$13.60/hour effective Oct. 1, 2017; \$15/hour Oct. 1, 2018)
- **Unpaid, job-protected leaves** after 90 days of work:
 - » maternity leave (16 weeks)
 - » parental leave (37 weeks)

- Standards on payment of earnings, employment records*
- Standards on individual and group termination notice and termination pay*
- Standards on administration and enforcement (e.g. permitting process, complaints, appeals)*
- Vacations and vacation pay (two weeks' vacation after one year, three weeks after five years, or either four per cent (up to fifth year of employment) or six per cent vacation pay (after five years' employment)

What are the rules around employing youth?

The following rules will apply only to waged, non-family employees.

*NOTE – No changes are being made immediately. Changes will come into effect only after Alberta Labour consults on the list of light work jobs and a definition for hazardous work. The light work jobs list and the hazardous work definition are expected in the fall of 2017.

- Children aged 12 and under
 - prohibited from work, except for artistic endeavors approved by permit from Employment Standards.
- Youth aged 13 to 15
 - allowed to do light work only and no hazardous work. Alberta Labour will be consulting with employers, including the agricultural sector, to update the list of allowable light work jobs and to create a definition of hazardous work. Jobs not on the light work list will require a permit.
- Youth aged 16 to 17
 - allowed to do hazardous work with a permit, proper training and supervision.

How will these new rules apply to greenhouses, nurseries, mushroom and sod farms?

These operations are not considered farms under the *Employment Standards Code*, so regular rules under the Code apply to them. Government has committed to consult with the industry as to whether special rules are required.

*For more information, go to www.alberta.ca and click on "Workplace legislation changes".

Labour Relations

What is the *Labour Relations Code*?

Alberta's *Labour Relations Code* sets out the standards for relationships between employers and employees in unionized workplaces. This includes joining a union, collective bargaining, rights of employers and employees, disputes, prohibited practices and various mechanisms in place to assist parties and settle disputes. The majority of the Code will apply beginning Jan. 1, 2018.

Why is the *Labour Relations Code* being applied to farms and ranches?

Workplaces have evolved since the *Labour Relations Code* was last updated in 1988. Since that time, the Supreme Court of Canada has ruled that all workers must have the ability to organize, bargain collectively and take legal job action. Alberta's legislation previously did not comply with this direction, and has been modified to ensure it allows Albertans their constitutional rights, while also retaining fairness and balance. It's government's responsibility to ensure our laws are kept up to date.

How will these new rules apply to farms and ranches?

Waged, non-family employees – In order to comply with the Supreme Court of Canada ruling, waged, non-family employees will have the right to unionize and set up bargaining units with their employers. Each bargaining unit must be comprised of employees working for one employer only.

Bargaining/dispute resolution – Eligible employees who form bargaining units within existing union organizations, or who form their own unions, will be able to bargain with their employers. Government offers a number of services to aid organizations with this process, including mediators and arbitrators to assist employers and unions in resolving disputes. Strikes and lockouts will be allowed.

It is important to remember that under these rules waged, non-family employees do not have to form a union. Historically, and across the rest of Canada, rates of unionization on farms are low. These changes are only meant to ensure that as directed by the Supreme Court all waged, non-family employees, are given access to the same Charter rights that the rest of Canada's work force enjoys.

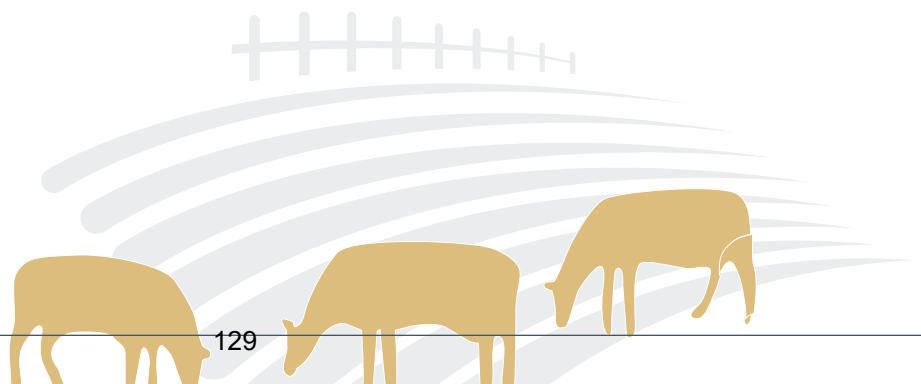
Do other provinces allow unions to be formed on farms and ranches?

Yes, only Ontario excludes agricultural workers. Agricultural workers in Ontario are covered by the *Agricultural Employees Protection Act* for labour.

How has the ability to have unions on farms and ranches affected farming in those other provinces?

There have been no recorded strikes or lockouts in the agricultural sector in other provinces.

The rate of unionization in the agricultural sector in Canada is low, at 2.6 per cent in 2016, according to the latest Statistics Canada numbers. The rate of unionization for the same year for all industries in Canada was 28.4 per cent.



A strike could damage farming operations. Do farmers and ranchers have any recourse if a strike happens?

Government understands that strikes or lockouts during critical times can become an emergency situation for the care of livestock and crops. In order to protect crops and livestock, government built in protection for farmers through Public Emergency Tribunals. Government can appoint Public Emergency Tribunals to end strikes in a timely manner that could otherwise cause damage to crops and livestock at critical times of the year, and for those operations where continuity of work is required to maintain care.

NOTE - This came into effect June 7, 2017. Public Emergency Tribunals have been used in the past to protect vulnerable Albertans, such as seniors living in continuing care, when strikes or lockouts have had the potential to put them at risk.

What are the new rules for joining a union?

If between 40 per cent and 65 per cent of employees sign cards in favour of a union, a Labour Relations Board-conducted vote will be required. If over 65 per cent sign cards, no board-conducted vote will be required. In all cases, the Board will retain the ability to conduct a vote if there are any doubts to the authenticity of the support, or if the Board feels a vote is necessary.

What are the new rules for revoking unionization?

To revoke a union's certification, a minimum of 40 per cent support of employees will be required in order to hold a secret ballot. If a majority of members support decertification in the secret ballot, the union's certification will be revoked.

What is first contract arbitration?

First contract arbitration sets out rules for bargaining between newly certified bargaining units and their employers who haven't been able to establish their first collective agreement. Unresolved disputes would be sent to a neutral third party who will determine the terms of the agreement.

What are the new rules for first contract arbitration?

Employers and unions will have access to first contract arbitration to help settle difficult negotiations for a first contract. This means that if a settlement can't be reached between an employer and a newly-certified bargaining unit within 90 days, either party can request binding arbitration. Both sides will present their bargaining positions to an independent, third-party arbitrator, who will also examine similar agreements, recent trends and economic data to determine a final settlement.

Further information

Employment Standards Code – www.qp.alberta.ca

Labour Relations Code – www.qp.alberta.ca

Alberta Labour website – www.work.alberta.ca

Workplace legislation changes website - www.alberta.ca/workplace-legislation-changes.aspx

Farm and Ranch workplace legislation website – www.farmandranch.alberta.ca

Employment Standards Contact Centre

780-427-3731 (Edmonton)

1-877-427-3731 (toll-free)

Labour Relations Inquiries Contact

Jay Stewart

Director, Labour Relations Policy & Legislation

Alberta Labour

780-638-9557 | Jay.Stewart@gov.ab.ca



Boreal Housing Foundation

Regular Board Meeting September 28, 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 – Joined at 10:05 am
Clark McAskile
Ray Toews – Vice Chair
Crystal McAteer
Brook Ahnassay
Wanda Beland – Joined at 10:15 am

Missing: Daphne Lizotte
Gus Loonskin

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

Call to Order: Chair George Friesen called the meeting to order at 10:03 am.

Agenda: **Approval of Agenda**

17-109 Moved by Michelle Farris

That the agenda be approved as presented.

Carried

Minutes:

June 29, 2017 Regular Board Meeting

17-110

Moved by Crystal McAteer

That the June 29, 2017 Regular board meeting minutes be approved distributed.

Carried

July 27, 2017 Teleconference Meeting

17-111

Moved by Paul Driedger

That the July 27, 2017 teleconference meeting minutes be approved distributed.

Carried

Presentation by Jeff Anderson for FVASELB1788

17-112

Moved by Clark McAskile

That Chair George Friesen and CAO Mary Mercredi attend the meeting arranged by FVASELB1788 with Minister Hoffman and Minister Sigerson in Edmonton on October 5, 2017.

Carried

Chair George Friesen called for recess at 11:09 am
Chair George Friesen reconvened the meeting at 11:22 am

Reports:

CAO Report

17-113

Moved by John W Driedger

That the Chief Administrative Officer report be received for information.

Carried

Financial Reports

Lodge Financial Reports – August 31, 2017

17-114

Moved by Paul Driedger

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

Carried

High Level Lodge – August 31, 2017

17-115

Moved by Peter Wieler

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

Carried

Supportive Living Financial Reports – August 31, 2017

17-116

Moved by Peter Wieler

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

Carried

Housing Financial Reports – August 31, 2017

17-117

Moved by Ray Toews

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

Carried

Arrears Report to August 31, 2017

17-118

Moved by Wally Olorenshaw

That the arrears report to be received for information.

Carried

Bank Reconciliation to August 31, 2017

17-119

Moved by Paul Driedger

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

Carried

New Business

5-year Business Plan

17-120

Moved by Wally Olorenshaw

That the 5-year Boreal Housing Business Plan be approved as amended.

Carried

In Camera

17-121

Moved by Wally Olorenshaw

That the meeting moves in camera at 11:56 am

Carried

17-122

Moved by Paul Driedger

That the meeting moves out of in camera at 1:04 pm

17-123

Moved by Clark McAskile

That a 50/50 Safety/Dietary Manager position be approved at 7.5 hours per day for now and once Mackenzie House is operational this would be 8 hours per day

Carried

17-124

Moved by Clark McAskile

That Safety/Dietary Position be approved retractive to January 1, 2017.

Carried

17-125

Moved by John W Driedger

That the new Organizational Chart be approved as amended.

Carried

17-126

Moved by Peter Wieler

That the proposed wage grid be 2% above the average of Southern Housing Management Boards and standby time be amended for the 2018 budget year.

Carried

17-127

Moved by Michelle Farris

That the CAO position is permanent full time.

Carried

Health & Safety-004 Policy

17-128

Moved by Paul Driedger

That the amended Policy H&S-004 be approved as presented.

Carried

Health & Safety -012 Policy

17-129

Moved by John W Driedger

That Policy H&S-012 be approved as presented.

Carried

Information:

Information items

17-130

Moved by Clark McAskile

That the following items be accepted for information

8.1 Heimstaed Lodge Accommodation Standards License

8.2 OH&S Government Report

8.3 Heimstaed Lodge August Newsleter

8.4 Continuing Care Safety Association- Audit Report

8.5 Letter from Mackenzie County and letter sent to

FVASELB1788 regarding same motion

8.6 DTFN Board Appointment of Brook Ahnassay

Carried

Next Meeting Date:

That the next Regular Board Meeting – October 12, 2017 at
10:00 am Fireside Room – Phase I Heimstaed Lodge.

Adjournment:

17-131

Moved by Crystal McAteer

That the meeting of September 28, 2017 be adjourned at 1:13 pm.

Carried

Chair George Friesen

Evelyn Peters, Executive Assistant

Boreal Housing Foundation

In Camera Board Meeting

October 12, 2017 – 10:00 A.M.

Hiemstaed Lodge – Fireside Room

In Attendance:

George Friesen - Chair
John W Driedger
Peter H. Wieler
Michelle Farris
Paul Driedger
Clark McAskile
Ray Toews – Vice Chair
Crystal McAteer
Brook Ahnassay
Wanda Beland
Daphne Lizotte – joined at 10:05 am

Missing:

Wally Olorenshaw,
Gus Loonskin

Administration:

Mary Mercredi, Chief Administrative Officer

Call to Order:

Chair George Friesen called the meeting to order at 10:02 am.

Agenda:

Approval of Agenda

17-132

Moved by John W Driedger

That the agenda be approved as presented / amended.

Carried

17-133

Moved by Ray Toews to withdraw the following motion

That Boreal Housing Foundation request additional \$60,000 of funding from all the requisitioning bodies to support the Fort Vermilion and area Seniors and Elders Lodge Board 1788 for the purpose of hiring a consultant to aid them in implementing their 12-month action plan.

17-134 Moved by Crystal McAteer

That all board members take this back to their respective municipalities to see if they will support additional funds for the Fort Vermilion Group to hiring support up to \$60,000. The Fort Vermilion Group needs to provide monthly financial statements and progress reports.

Carried

17-135 Moved by Paul Driedger

That the CAO Pay Grid be approved as presented

Carried

In Camera

17-136 Moved by John W Driedger

That the meeting moves in camera at 10:50 am

Carried

17-137 Moved by Michelle Farris

That the meeting moves out of in camera at 11:20 pm

Carried

17-138 Moved by Ray Toews

That the proposed 2018 Lodge budget be approved as presented.

Carried Unanimously

17-139 Moved by Paul Driedger

That the proposed Supportive Living Budget be approved as presented.

Carried Unanimously

17-140 Moved by John W. Driedger

That the High Level Lodge Financial Statement be approved as presented.

Carried

17-141 Moved by Peter Wieler

That the Housing budget be approved as presented.

Carried

Next Meeting Date:

17-142 Moved by Clark McAskile

That the Organizational and Regular Board Meeting be set for November 29, 2017 at 10:00 am Fireside Room – Phase I Heimstaed Lodge.

Adjournment:

17-143 Moved by John W Driedger

That the meeting of October 12, 2017 be adjourned at 11:30am.

Carried

Chair George Friesen

Mary Mercredi, Chief Administrative Officer

**Mackenzie County Library Board
October 17, 2017 meeting minutes
Mackenzie County Office, Fort Vermilion, AB**

Present: Lorna Joch, LaDawn Dachuk, Irene van der Kloet, John Driedger, Kayla Wardley, Beth Kappelar, Lucille Labrecque, Lisa Wardley, Lorraine Peters

1.0 Meeting called to order at 5:24 pm.

2.0 **MOTION #2017-09-01** John moves to approve the agenda with additions. **CARRIED**

3.0 **MOTION #2017-09-02** Lisa moves to approve the September 11, 2017 meeting minutes with amendments. **CARRIED**

4.0 The action items are reviewed.

5.0 Financial report:
Balance brought forward: 76,042
Total Revenue: 295,768.44
Total Expenses: 283,412.06
Ending balance: 88,398.38

MOTION #2017-09-03 Lucille moves to accept the financial report as presented. **CARRIED**

6.0 Library/Committee reports

6.1 La Crete:

They are very busy. A Ridgeview student needed to do some leadership hours and helps out at the library. They need to do a fire extinguisher training (fire drill).

They now charge \$2.00 to people that lose the card for the second time or more. This will be added to their policies.

The partnership with Parent Link went very well, there were about 30 children. Real firemen read stories to kids. They partner with Parent Link every Friday.

The art show was a big success, approximately 135 people.

Events need to be photographed, and a blurb needs to be put on Facebook.

The question was discussed whether the art show could be done in all three libraries, maybe even include High Level.

Christmas trees and wreaths will be on sale again as fundraisers.

Packing up and shipping items for Inter Library Loans is a huge time consumer. A solution may be to pre-print labels and stick the postage on, then it can go straight to the post office. The LCLS should check how much time it actually costs. An increase of the budget by \$1,500/year is considered.

6.2 Fort Vermilion:

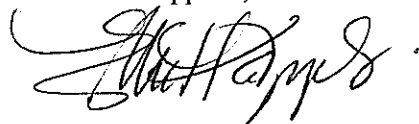
Various aspects of FVCLS are discussed.

- 6.3 Zama:
They hired a junior librarian (Leah). They are doing inventory and weeding. Lisa and Kayla report on the Library Conference in Grande Prairie.
- 6.4 High Level.
It seems Amanda is still the only staff member there who can enter a patron into the system. Kayla to do a training session.
- 6.5 MCLC
No updates.
- 7.0 No in Camera.
- 8.0 8.1
Local author coordinator:
Saturday October 21 in La Crete Library, 1:00-3:00. The team is still working on a list of history books and cook books.
- 8.2
Blue Hills: Lena Driedger is interested in running the location in Blue Hills.
- Beth Kappelar thanks John Driedger for his service, wisdom and funny sayings at the meetings, as well as all other contributions to the MCLB and the libraries.
- 9.0 **MOTION #2017-09-04** John moves to adjourn at 7:27pm. **CARRIED**

Next meeting November 28, 7:00pm, Mackenzie County office Fort Vermilion.

These minutes were adopted this 28th day of November, 2017

Beth Kappelar, Chair



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FarmTech 2018 Registration Fees (plus 5% GST)

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on or before January 9, 2018

after January 9, 2018

\$450

If available \$590

Two Day Registration includes the Dekalb Dinner

on or before January 9, 2018

after January 9, 2018

\$370

\$480

Student Registration Does NOT include the Dekalb Dinner

on or before January 9, 2018

after January 9, 2018

\$175

\$175

Notes:

5% GST will be added to all prices at the time of purchase

Breakfast & Lunch is included with all registrations. Extra lunch tickets may be purchased for guests who wish to join delegates for lunch.

Admission to the Dekalb Dinner is included with all 3 Day and 2 Day Registrations with the exception of Student Registrations.

An extra ticket to the Dekalb Dinner may be purchased by students who wish to attend the Dekalb Dinner or delegates who have a guest they wish to have join them for the Dekalb Dinner.

Individual Lunch Tickets

\$37 each

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