



Mackenzie County

REGULAR COUNCIL MEETING AGENDA

JUNE 27, 2018

10:00 A.M.

COUNCIL CHAMBERS
FORT VERMILION, AB

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**Wednesday, June 27, 2018
10:00 a.m.**

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

AGENDA

			Page
CALL TO ORDER:	1.	a) Call to Order	
AGENDA:	2.	a) Adoption of Agenda	3
ADOPTION OF PREVIOUS MINUTES:	3.	a) Minutes of the June 12, 2018 Regular Council Meeting	7
		b) Business Arising out of the Minutes	
DELEGATIONS:	4.	a) Wilde & Company – Audited Financial Statement Presentation (10:15 a.m.) (<i>via teleconference</i>)	
		b) Jake Froese, La Crete Golf Course President – Golf Course Committee Paving Proposal (11:00 a.m.)	19
		c) Sgt. Gordon Hughes, Chateh RCMP and S/Sgt. Bill Mooney, Fort Vermilion RCMP (11:45 a.m.)	21
		d) Northwest Hydraulic Consultants Ltd. – Fort Vermilion Flood Risk Assessment (2:00 p.m.)	23
COUNCIL COMMITTEE REPORTS:	5.	a) Council Committee Reports (verbal)	
		b) Finance Committee Meeting Minutes	25
		c) Agricultural Service Board Meeting Minutes	33
GENERAL REPORTS:	6.	a) None	

TENDERS: 7. a) None

PUBLIC HEARINGS: Public Hearings are scheduled for 1:00 p.m.

8. a) Bylaw 1097-18 Land Use Bylaw Amendment to Add the Definition and Interpretation of Cannabis Grower and Cannabis Retailer/Distributor and to add Cannabis Grower as a discretionary use to the Rural Industrial Light “RIL” district and to the Direct Control 1 “DC1” district and to add Cannabis Retailer/Distributor as a discretionary use to the Direct Control 1 “DC1” district, the Fort Vermilion Commercial Centre “FV-CC” district, and the Zama City Mixed Use “Z-MU” district 41
- b) Bylaw 1098-18 Land Use Bylaw Amendment to rezone all existing rural parcels that contain a “Place of Worship” and/or an “Education Facility” from Agricultural “A” to Institutional “I” 53

- ADMINISTRATION:** 9. a) Bylaw 1095-18 Councillor Code of Conduct (*to be presented at the meeting*)
- b) Policy ADM056 Public Participation 59
- c) Letter from Concerned Ratepayer – Councillor Conduct 81
- d) Mackenzie Library Board Member at Large Appointment 83
- e) Regional Service Sharing Agreement with Town of High Level 85
- f) Caribou Update (*to be presented at the meeting*)
- g)
- h)

- AGRICULTURE SERVICES:** 10. a)
- b)

COMMUNITY SERVICES:	11.	a)	Mackenzie County Wellness Centre Society – Letter of Support	87
		b)	Request to Waive Fire Invoice – Abe & Susie Doerksen	91
		c)	Fort Vermilion Parks Storage Shed Capital Project	95
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		e)		
FINANCE:	12.	a)	2017 Audited Financial Statement and Financial Information Return	107
		b)	Request for Reimbursement for Repair Work at the La Crete Recreation Society (La Crete Northern Lights Recreation Centre)	109
		c)	Financial Reports – January 1, 2018 to June 21, 2018	117
		d)	Approval for 2018 MSI Funding – Additional Projects <i>(to be presented at the meeting)</i>	
		e)	Bistcho Lake Properties <i>(to be presented at the meeting)</i>	
		f)		
		g)		
OPERATIONS:	13.	a)	Pavement Strengthening – Highway 88 Connector & Range Road 153 (River Road)	123
		b)	Chip Seal Project Discussion	125
		c)	Calcium Chloride – Additional Areas	127
		d)	Oil Dust Control Procedure	131
		e)		
		f)		

**PLANNING &
DEVELOPMENT:**

- 14. a)
- b)

UTILITIES:

- 15. a)
- b)

**INFORMATION /
CORRESPONDENCE:**

- 16. a) Information/Correspondence

135

**IN CAMERA
SESSION:**

*Freedom of Information and Protection of Privacy Act Division
2, Part 1 Exceptions to Disclosure*

- 17. a)
- b)

NOTICE OF MOTION:

- 18. a)

**NEXT MEETING
DATES:**

- 19. a) Regular Council Meeting
July 25, 2018
10:00 a.m.
Fort Vermilion Council Chambers
- b) Regular Council Meeting
August 14, 2018
10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT:

- 20. a) Adjournment



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	June 27, 2018
Presented By:	Carol Gabriel, Director of Legislative & Support Services
Title:	Minutes of the June 12, 2018 Regular Council Meeting

BACKGROUND / PROPOSAL:

Minutes of the June 12, 2018, 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 June 12, 2018 Regular Council Meeting be adopted as presented.

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

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**June 12, 2018
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
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
Carol Gabriel	Director of Legislative & Support Services/Recording Secretary
Don Roberts	Zama Site Manager
Grant Smith	Agricultural Fieldman
Jennifer Batt	Finance Controller
Willie Schmidt	Fleet Maintenance Supervisor
Chelsea Doi	Municipal Intern

ALSO PRESENT: Members of the public.
Aaron Steblyk, Assessor, Compass Assessment Consultants Inc.

Minutes of the Regular Council meeting for Mackenzie County held on June 12, 2018 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 18-06-407

MOVED by Councillor Sarapuk

That the agenda be approved with the following additions:

- 9. c) Forestry
- 12. e) Bistcho Cabins Assessment
- 13. c) Fort Vermilion River Bank
- 17. c) Mackenzie Regional Waste Management Commission (s. 16)

CARRIED

**MINUTES FROM
PREVIOUS MEETING:**

3. a) Minutes of the May 23, 2018 Regular Council Meeting

MOTION 18-06-408

MOVED by Councillor Driedger

That the minutes of the May 23, 2018 Regular Council Meeting be adopted as presented.

CARRIED

**MINUTES FROM
PREVIOUS MEETING:**

3. b) Business Arising out of the Minutes

None.

DELEGATIONS:

4. a) Audrey Randle – Regarding Agenda Item 14. a)

MOTION 18-06-409

MOVED by Councillor Jorgensen

That Council move in-camera at 10:10 a.m. to discuss Audrey Randle's concerns related to Item 14. a (*FOIP, Div. 2, Part 1, s. 17*).

CARRIED

The following individuals were present during the in-camera discussion (*MGA Section 602.08(1)(6)*):

- All Councillors Present
- Len Racher, Chief Administrative Officer
- Byron Peters, Deputy CAO
- Carol Gabriel, Director of Legislative & Support Services
- Audrey Randle, Affected Property Owner

MOTION 18-06-410

MOVED by Councillor Knelsen

That Council move out of camera at 10:53 a.m.

CARRIED

Reeve Braun recessed the meeting at 10:55 a.m. and reconvened the meeting at 11:03 a.m.

Councillor Cardinal declared himself in conflict and left his seat at the table.

MOTION 18-06-411

MOVED by Deputy Reeve Wardley

That administration move forward to investigate options for Plan 5999CL and report back to Council.

CARRIED

Councillor Cardinal resumed his seat at the table.

DELEGATIONS:

4. b) Aaron Steblyk, Compass Assessment Consultants Inc.

Aaron Steblyk, Assessor, was present to address and provide explanation to Council's concerns regarding the 2018 assessments.

MOTION 18-06-412

MOVED by Deputy Reeve Wardley

That administration bring forward a list of exempted properties, including grants in lieu, annually.

CARRIED

Reeve Braun recessed the meeting at 12:04 p.m. and reconvened the meeting at 12:52 p.m.

COUNCIL COMMITTEE REPORTS:

5. a) Council Committee Reports (verbal)

MOTION 18-06-413

MOVED by Councillor E. Peters

That the council committee reports be received for information.

CARRIED

**COUNCIL COMMITTEE
REPORTS:**

5. b) Municipal Planning Commission Meeting Minutes

MOTION 18-06-414

MOVED by Deputy Reeve Wardley

That the Municipal Planning Commission meeting minutes of May 24, 2018 be received for information.

CARRIED

**COUNCIL COMMITTEE
REPORTS:**

5. c) Tompkins Crossing Committee Meeting Minutes

MOTION 18-06-415

MOVED by Councillor Knelsen

That the Tompkins Crossing Committee unapproved minutes of the May 28, 2018 be received for information.

CARRIED

**COUNCIL COMMITTEE
REPORTS:**

5. d) Finance Committee Meeting Minutes

MOTION 18-06-416

MOVED by Councillor E. Peters

That the unapproved Finance Committee meeting minutes of May 24, 2018 be received for information.

CARRIED

CAO REPORT:

6. a) CAO & Directors Report for May 2018

MOTION 18-06-417

MOVED by Deputy Reeve Wardley

That a letter be sent to Canada Post regarding inadequate parking, traffic movements, and transparency of process in regards to the new La Crete post office location.

CARRIED

Councillor Jorgensen and Councillor Knelsen stepped out of the meeting at 1:58 p.m.

MOTION 18-06-418

MOVED by Councillor Cardinal

That the CAO and Directors reports for May 2018 be received

for information.

CARRIED

TENDERS:

7. a) None

PUBLIC HEARINGS:

8. a) None

ADMINISTRATION:

9. a) **Federation of Canadian Municipalities (FCM)
Advocacy Fund**

MOTION 18-06-419

Requires 2/3

MOVED by Deputy Reeve Wardley

That Mackenzie County contribute to the Federation of Canadian Municipalities 2-Year Special Advocacy Fund in the amount of \$1,050 with funding coming from the General Operating Reserve.

CARRIED

ADMINISTRATION:

9. b) **Caribou Update (standing item)**

MOTION 18-06-420

MOVED by Deputy Reeve Wardley

That the caribou update be received for information.

CARRIED

ADMINISTRATION:

9. c) **Forestry (ADDITION)**

Councillor Jorgensen and Councillor Knelsen rejoined the meeting at 2:02 p.m.

MOTION 18-06-421

Requires Unanimous

MOVED by Councillor Bateman

That a letter be sent to Alberta Agriculture & Forestry requesting to pull back the permit requirement date to October 1st at the discretion of the High Level Wildfire Management Area.

CARRIED UNANIMOUSLY

**AGRICULTURE
SERVICES:**

10. a) None

COMMUNITY

11. a) **Vehicle Donation – Fort Vermilion Fire**

SERVICES:

MOTION 18-06-422
Requires 2/3

MOVED by Councillor Jorgensen

That the donation of a 2006 Ford Ambulance from Western Air Rescue be accepted and that the budget be amended to include \$3,000 for outfitting the unit with funding coming from the Vehicle & Equipment Replacement and Emergency Service Reserve.

CARRIED

COMMUNITY SERVICES:

11. b) Surveying Cost for La Crete Walking Trail Disposition Amendment

MOTION 18-06-423
Requires 2/3

MOVED by Deputy Reeve Wardley

That the budget be amended to include an additional \$6,000 for the surveying and application fee for the amendment to the La Crete Walking Trail disposition, with funding coming from the Municipal Reserve or the General Operating Reserve.

CARRIED

COMMUNITY SERVICES:

11. c) Reasons to Declare a State of Local Emergency (SOLE)

Councillor Bateman and Councillor E. Peters stepped out of the meeting at 2:12 p.m.

MOTION 18-06-424

MOVED by Councillor Knelsen

That the information regarding the declaration of a State of Local Emergency (SOLE) be received for information.

CARRIED

FINANCE:

12. a) Bylaw 1104-18 – Local Improvement Tax, Rolled Curb & Gutter and Monolithic Sidewalk (Teachers Loop)

MOTION 18-06-425

MOVED by Deputy Reeve Wardley

That first reading be given to Bylaw 1104-18, being a bylaw authorizing imposition of a local improvement tax to the benefiting properties for construction of Rolled Curb & Gutter

and Monolithic Sidewalk on 95th Avenue, 101st Street 96th Avenue (Teachers Loop) for; Plan 782 0147, Block 15, Lots 1-14 and Block 1, Lots 17-35 and Plan 122 0082, Block 1, Lot 39 in the Hamlet of La Crete.

CARRIED

FINANCE: 12. b) Policy ADM033 Personal Vehicle Allowance

Councillor Bateman and Councillor E. Peters rejoined the meeting at 2:24 p.m.

MOTION 18-06-426 MOVED by Deputy Reeve Wardley

That Policy ADM033 Personal Vehicle Allowance be approved as amended and with the removal of 4. b).

CARRIED

Reeve Braun recessed the meeting at 2:28 p.m. and reconvened the meeting at 2:41 p.m.

FINANCE: 12. c) Policy ADM049 Bursaries

MOTION 18-06-427 MOVED by Councillor Driedger

That Policy ADM049 Bursaries be approved as amended.

CARRIED

FINANCE: 12. d) 2018 Bursaries – Additional Funds Request

MOTION 18-06-428 MOVED by Deputy Reeve Wardley
Requires 2/3

That the operating budget be amended to include an additional \$4,000 to fund the 2018 bursaries with funding coming from the Bursaries Reserve.

CARRIED

FINANCE: 12. e) Bistcho Cabins Assessment (ADDITION)

MOTION 18-06-429 MOVED by Deputy Reeve Wardley
Requires Unanimous

That the Bistcho Cabins assessment be TABLED to the next meeting for more information.

CARRIED

OPERATIONS:

13. a) Pavement Strengthening – Highway 88 Connector & Range Road 153 (River Road)

MOTION 18-06-430
Requires 2/3

MOVED by Councillor Sarapuk

That the Highway 88 Connector and Range Road 153 (River Road) pavement overlay project proposal be TABLED to the next meeting for financing options.

CARRIED

OPERATIONS:

13. b) Chip Seal Project Discussion

MOTION 18-06-431

MOVED by Deputy Reeve Wardley

That the chip seal project discussion be TABLED to the next meeting.

CARRIED

OPERATIONS:

13. c) Fort Vermilion River Bank (ADDITION)

MOTION 18-06-432
Requires Unanimous

MOVED by Councillor Jorgensen

That the County apply to Alberta Environment & Parks for a bank stabilization and clean-up along the Peace River in the Hamlet of Fort Vermilion as a result of the ice jam flooding event.

CARRIED UNANIMOUSLY

MOTION 18-06-433

MOVED by Councillor Cardinal

That administration bring back snow removal options along River Road in the Hamlet of Fort Vermilion.

CARRIED

**PLANNING &
DEVELOPMENT:**

14. a) Response from the Director of Surveys regarding issues with Plan 5999CL in Fort Vermilion

MOTION 18-06-434
Requires 2/3

MOVED by Councillor Knelsen

That the response from the Director of Surveys regarding issues with Plan 5999CL in Fort Vermilion be received for information.

CARRIED

UTILITIES:

15. a) None

**INFORMATION/
CORRESPONDENCE:**

16. a) Information/Correspondence

MOTION 18-06-435

MOVED by Deputy Reeve Wardley

That the County commit to 50% of Council attending the Northern Sunrise County workshop with Doug Griffiths in the fall of 2018.

CARRIED

MOTION 18-06-436

MOVED by Councillor Knelsen

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

CARRIED

Reeve Braun recessed the meeting at 3:55 p.m. and reconvened the meeting at 4:13 p.m.

IN-CAMERA SESSION:

17. In-Camera Session

MOTION 18-06-437

MOVED by Councillor Cardinal

That Council move in-camera at 4:13 p.m. to discuss the following:

- Debriefing of State of Local Emergencies (s. 24)
- Staffing (s. 19, 24)
- Mackenzie Regional Waste Management Commission (s. 16)

CARRIED

All Councillors and Administration were present during the majority of the in-camera discussion, and Council and the CAO were present for the remainder. (MGA Section 602.08(1)(6))

MOTION 18-06-438

MOVED by Councillor A. Peters

That Council move out of camera at 5:16 p.m.

CARRIED

IN-CAMERA SESSION: 17. a) Debriefing of State of Local Emergencies (s. 24)

MOTION 18-06-439

MOVED by Councillor E. Peters

That the debriefing of the state of local emergencies be received for information.

CARRIED

IN-CAMERA SESSION: 17. b) Staffing (s. 19, 24)

MOTION 18-06-440

MOVED by Councillor Sarapuk

That Carol Gabriel, Director of Legislative & Support Services, be authorized to have signing authority on the following accounts effective June 11, 2018, until the position of Director of Finance has been filled.

- ATB Financial
- ATB Financial MasterCard
- ATB Investment Management
- Vision Credit Union

CARRIED

IN-CAMERA SESSION: 17. c) Mackenzie Regional Waste Management Commission (s. 16) (ADDITION)

MOTION 18-06-441

Requires Unanimous

MOVED by Councillor Knelsen

That the Mackenzie Regional Waste Management Commission discussion be received for information.

CARRIED

NOTICE OF MOTION: 18. a) None

NEXT MEETING DATE: 19. a) Next Meeting Dates

Committee of the Whole Meeting
June 26, 2018

10:00 a.m.
Fort Vermilion Council Chambers

Regular Council Meeting
June 27, 2018
10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT: 20. a) Adjournment

MOTION 18-06-442 MOVED by Councillor Jorgensen

That the Council meeting be adjourned at 5:17 p.m.

CARRIED

These minutes will be presented to Council for approval on June 27, 2018.

Peter F. Braun
Reeve

Len Racher
Chief Administrative Officer

UNAPPROVED



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	June 27, 2018
Presented By:	David Fehr, Director of Operations
Title:	DELEGATION Jake Froese, La Crete Golf Course President – Golf Course Committee Paving Proposal

BACKGROUND / PROPOSAL:

See attached proposal from the La Crete Golf Course Committee dated June 19, 2018.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

- Simple Majority
 Requires 2/3
 Requires Unanimous

For discussion.

Author: _____ Reviewed by: _____ CAO: _____

La Crete Golf Course
Box 2359
La Crete, AB
T0H 2H0

June 19, 2018

Mackenzie County
Box 640
Fort Vermilion, AB
T0H 1N0

To Mackenzie County Council,

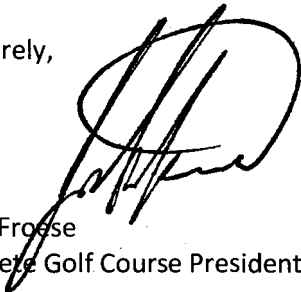
It has come to the attention of the Golf Course Committee that Mackenzie County Council has approved a project to rebuild half a mile of the Range Road 15-1. We understand that the project funding is in the amount of \$205,000. This is wonderful news for the residents living in this subdivision!

To further benefit the residents in the subdivision, the Committee would like to propose paving 1400 meters of the access road and internal roadways. The Committee has received a quote for the complete project at \$481,250, with the material portion being \$300,050. We feel that this is a great opportunity and one that we cannot pass up.

As the Committee, we do not have the necessary funds to accept the quote as it was presented to us. Therefore, we would like to request that Mackenzie County donate the allocated funds of \$205,000 to the Golf Course Committee. Secondly, we would respectfully ask that Council consider adding \$100,000 to the project. With \$305,000 the Committee would be able to pay for the materials to see this entire project realized. The balance of \$176,250 would be paid for by the Committee.

We trust that you feel our excitement for this project and will support us in our endeavor to bring forth ideas for continual growth within our County.

Sincerely,



Jake Froese
La Crete Golf Course President



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	June 27, 2018
Presented By:	Len Racher, Chief Administrative Officer
Title:	DELEGATION S/Sgt. Gordon Hughes, Chateh RCMP S/Sgt. Bill Mooney, Fort Vermilion RCMP

BACKGROUND / PROPOSAL:

The crime statistics report will be presented at the meeting.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

- Simple Majority
 Requires 2/3
 Requires Unanimous

That the RCMP crime statistics reports be received for information.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	June 27, 2018
Presented By:	Byron Peters, Deputy Chief Administrative Officer
Title:	DELEGATION Northwest Hydraulic Consultants Ltd. – Fort Vermilion Flood Risk Assessment

BACKGROUND / PROPOSAL:

Mackenzie County awarded Northwest Hydraulic Consultants Ltd. the contract to conduct the Fort Vermilion and surrounding area Flood Risk Assessment.

Robyn Andrishak, Principal, Project Manager and colleague will be conducting a site visit from June 27-29, 2018 in Fort Vermilion and surrounding area.

As requested, he will be meeting with Council before commencing his work.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

Author: _____ Reviewed by: _____ CAO: _____

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the Fort Vermilion Flood Risk Assessment project update be received for information.

Author: _____ Reviewed by: _____ CAO: _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	June 27, 2018
Presented By:	Jennifer Batt, Finance Controller
Title:	Finance Committee Meeting Minutes

BACKGROUND / PROPOSAL:

The unapproved minutes of the June 18, 2018 Finance Committee meeting minutes are attached.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

Finance Committee minutes are posted on Docushare.

Author: J.V. Batt **Reviewed by:** Jenn Batt **CAO:** _____

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the unapproved Finance Committee meeting minutes of June 18, 2018 be received for information.

Author: J.V. Batt **Reviewed by:** Jenn Batt **CAO:** _____

**MACKENZIE COUNTY
FINANCE COMMITTEE MEETING**

**June 18, 2018
3:00 p.m.**

**La Crete Sub Office
La Crete, Alberta**

PRESENT: Peter F. Braun Reeve, Ex Officio – Chair
Lisa Wardley Deputy Reeve – Vice Chair (arrived at 3:06)
Josh Knelsen Councillor
Jacquie Bateman Councillor
Anthony Peters Councillor

ADMINISTRATION: Len Racher Chief Administrative Officer
Carol Gabriel Director of Legislative and Support Services
Jennifer Batt Finance Controller
Jannelle Batt Finance Officer/ Recording Secretary

CALL TO ORDER: 1. a) Call to Order

Reeve Braun called the meeting to order at 3:03 p.m.

AGENDA: 2. a) Adoption of Agenda

MOTION FC-18-06-072 MOVED by Councillor Josh Knelsen

That the agenda be approved with the following additions:

- 6. h) High Level Fire Truck – 2010 Freightliner
- i) Terms of Reference

CARRIED

MINUTES FROM PREVIOUS MEETING: 3. a) Minutes of the May 24, 2018 Finance Committee Meeting

MOTION FC-18-06-073 MOVED by Councillor A. Peters

That the minutes of the May 24, 2018 Finance Committee meeting be approved as presented.

CARRIED

BUSINESS ARISING FROM PREVIOUS MINUTES: 4. a) None

DELEGATIONS: 5. a) None

BUSINESS: 6. a) Request for Reimbursement for Repair Work at the La Crete Recreation Society (La Crete Northern Lights Recreation Society)

Deputy Reeve Wardley arrived at 3:06 p.m.

MOTION FC-18-06-074 **MOVED** by Councillor Knelsen

That the Finance Committee recommends to Council that the funding request by the La Crete Recreation Society in the amount of \$5,868.90 be approved with funding coming from the Recreation Reserve – La Crete for the required upgrades issued by Occupational Health and Safety and that administration is to investigate that the Fort Vermilion Recreation Board has also completed the necessary changes as per Occupational Health and Safety.

CARRIED

6. b) 2018 Bursary Applications

MOTION FC-18-06-075 **MOVED** by Deputy Reeve Wardley

That the Finance Committee awards 1 bursary recipient as discussed in the amount of \$1,500.

CARRIED

6. c) CAO Expense Claim

MOTION FC-18-06-076 **MOVED** by Councillor Knelsen

That the CAO's expense claim for May and June 2018 be received for information.

CARRIED

6. d) Councillors' Honorariums and Expense Claims

MOTION FC-18-06-077 **MOVED** by Councillor Knelsen

That Councillor Honorariums and Expense Claims for March, April, and May 2018 be reviewed as follows:

Councillor Expense Claims	Review Comments
1 – Councillor Knelsen	Reviewed May 2018
2 – Councillor A. Peters	Reviewed May 2018
3 – Reeve Braun	Reviewed May 2018
4 – Councillor D. Driedger	Reviewed May 2018
5 – Councillor E. Peters	Reviewed May 2018
6 – Councillor Jorgensen	Reviewed March 2018 Reviewed April 2018
7 – Councillor Cardinal	Reviewed May 2018
8 – Councillor Sarapuk	None
9 – Councillor Bateman	Reviewed May 2018
10 – Deputy Reeve Wardley	Reviewed May 2018

CARRIED

6. e) Members at Large Expense Claims

MOTION FC-18-06-078

MOVED by Councillor Bateman

That the May 2018 Members at Large Expense Claims be reviewed as follows:

Members at Large Expense Claims	Review Comments
1 – Terry Batt	None
2 – Beth Kappelar	Reviewed May 2018
3 – Joseph Peters	None
4 – Erick Carter	None
5 – Jack Eccles	None
6 – Dicky Driedger	None

CARRIED

6. f) Cheque Lists

MOTION FC-18-06-079

MOVED by Councillor A. Peters

That the cheque lists and payments made online from May 23, 2018 to June 15, 2018 be received for information.

CARRIED

6. g) MasterCard Statements

MOTION FC-18-06-080

MOVED by Councillor Knelsen

That the MasterCard statement for April 2018 be received for information.

CARRIED

Reeve Braun recessed the meeting at 3:40 p.m. and reconvened the meeting at 3:56 p.m.

6. h) High Level Fire Truck – 2010 Freightliner

MOTION FC-18-06-081

MOVED by Councillor Knelsen

That the High Level Fire Truck – 2010 Freightliner be **TABLED** for further information.

CARRIED

MOTION FC-18-06-082

MOVED by Councillor Bateman

That Bylaw 1092-18 Fee Schedule be brought to Council for discussion in regards to Fire charges.

CARRIED

6. i) Terms of Reference

MOTION FC-18-06-083

MOVED by Deputy Reeve Wardley

That the Finance Committee Terms of Reference be received for information.

CARRIED

**NEXT MEETING
DATE:**

9. a) July 24, 2018 at 10:00 a.m.
Fort Vermilion Office

ADJOURNMENT:

10. a) Adjournment

MOTION FC-18-06-080

MOVED by Councillor Bateman

That the Finance Committee meeting be adjourned at 4:37 p.m.

CARRIED

DRAFT

These minutes were approved by the Finance Committee on _____.

Peter Braun
Chair, Reeve

Len Racher
Chief Administrative Officer



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	June 27, 2018
Presented By:	Grant Smith, Agricultural Fieldman
Title:	Agricultural Service Board Meeting Minutes

BACKGROUND / PROPOSAL:

The unapproved minutes of the June 15, 2018 Agricultural Service Board meeting are attached.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

N/A

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

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the Agricultural Service Board meeting minutes of June 15, 2018 be received for information.

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

**MACKENZIE COUNTY
AGRICULTURAL SERVICE BOARD MEETING**

**Friday June 15, 2018
8:00 A.M.
MARA Office**

PRESENT:	Josh Knelsen	ASB Chair
	Ernie Peters	Councillor
	Terry Batt	Member at Large
	Dicky Driedger	Member at Large
	Joe Peters	Member at Large

REGRETS:

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

Minutes of the Mackenzie County Agricultural Service Board meeting held on Friday, June 15, 2018

CALL TO ORDER: 1. a) Call to Order

Chair Knelsen called meeting to order at 8:00 a.m.

AGENDA: 2. a) Adoption of Agenda

MOTION ASB 18-06-037 Moved by Ernie Peters

That the agenda be adopted with the additions 7.h) Wall Street Journal;
7.i) Irrigation

CARRIED

PREVIOUS MINUTES 3.a) Minutes of the March 16, 2018 ASB Minutes

MOTION ASB 18-06-038 Moved by Joe Peters

That the minutes of the March 16, 2018 ASB meeting be approved as presented.

CARRIED

**BUSINESS ARISING OUT
OF THE PREVIOUS
MINUTES 4.a) Drone Purchase**

MOTION ASB 18-06-039

Moved by Ernie Peters

That administration purchase the P4Pro Farm Package Drone or equivalent with a maximum budget of \$5000.00.

CARRIED

ACTION LIST

5.a) Action List

MOTION ASB 18-06-040

Moved by Terry Batt

That the action list be received for information.

CARRIED

DELEGATION

6.a) Jacob Marfo- MARA Update

Jacob Marfo updated the ASB on the results of the 2017 trials and thanked Mackenzie County for the financial support.

MOTION ASB 18-06-041

Moved by Joe Peters

That the MARA update be received for information.

CARRIED

6.b) Dr. Wendy Quist – Frontier Vet Service Contract

Dr. Quist presented the ASB with a letter outlining her financial requests for the Frontier Vet Service Contract renewal.

MOTION ASB 18-06-042

Moved by Terry Batt

That the ASB move in-camera at 9:49 am to discuss the following:

- Frontier Vet Services Contract Renewal (s.16)

CARRIED

All ASB members and administration were present for the in-camera session. (MGA Section 602.08(1)(6))

MOTION ASB 18-06-043

Moved by Joe Peters

That the ASB move out of camera at 10:13 am.

CARRIED

MOTION ASB 18-06-044 Moved by Ernie Peters

That the Frontier Vet Service Contract Renewal be TABLED until the July 20, 2018 ASB meeting.

CARRIED

7.a) Buffalo Head/Steephill Creek Flood Control Project Discussion

MOTION ASB 18-06-045 Moved by Terry Batt

That the Buffalo Head/Steephill Creek Flood Control Project Discussion be received for information.

CARRIED

7.b) County Owned Land

MOTION ASB 18-06-046 Moved by Joe Peters

That a RFP for land clearing on Section 8-110-15-W5 be advertised with the following criteria;

- 10 meter buffer from road allowance
- 10 meter buffer on either side of creek

CARRIED

7.c) Bison Watch

MOTION ASB 18-06-047 Moved by Terry Batt

That the Bison Watch advertisement be placed in the Echo Pioneer when space is available.

CARRIED

7.d) Vet School Funding

MOTION ASB 18-06-048 Moved by Terry Batt

That the Vet School Funding letter be received for information.

CARRIED

7.e) ASB Programs Field Visit

MOTION ASB 18-06-049 Moved by Dicky Driedger

That the ASB Programs field visit be received for information.

CARRIED

7.f) ASB Terms of Reference

MOTION ASB 18-06-050 **Moved by** Joe Peters

That a recommendation be sent to Council to approve the ASB Terms of Reference as presented.

CARRIED

7.g) Appointment of Weed Inspectors

MOTION ASB 18-06-051 **Moved by** Joe Peters

That Bill Hayday and Landon Driedger are appointed as Weed Inspectors under the *Alberta Weed Control Act*.

CARRIED

7.h) Wall Street Journal

MOTION ASB 18-06-052 **Moved by** Dicky Driedger

That the ASB coordinate with MARA to set a date and schedule for the Reporter from the Wall Street Journal to tour the Agricultural Industry in Mackenzie County.

CARRIED

7.i) Irrigation

MOTION ASB 18-06-053 **Moved by** Dicky Driedger

That administration investigate options for irrigation.

CARRIED

**SET NEXT MEETING
DATE**

8.a) Next Meeting Date

The next ASB meeting will be held on July 20, 2018 at 9:00 A.M. in the La Crete office.

ADJOURNMENT

9.a) Adjournment

MOTION ASB 18-06-054 **Moved by** Dicky Driedger

That the ASB meeting be adjourned at 12:06 P.M.

CARRIED

These minutes will be presented for approval at the July 20, 2018 ASB Meeting.

Josh Knelsen, Chair

Grant Smith, Agricultural Fieldman



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	June 27, 2018
Presented By:	Byron Peters, Deputy Chief Administrative Officer
Title:	Bylaw 1097-18 Land Use Bylaw Amendment to Add the Definition and Interpretation of Cannabis Grower and Cannabis Retailer/Distributor and to add Cannabis Grower as a discretionary use to the Rural Industrial Light “RIL” district and to the Direct Control 1 “DC1” district and to add Cannabis Retailer/Distributor as a discretionary use to the Direct Control 1 “DC1” district, the Fort Vermilion Commercial Centre “FV-CC” district, and the Zama City Mixed Use “Z-MU” district

BACKGROUND / PROPOSAL:

Mackenzie County administration has been requested to add Cannabis Grower and Cannabis Retailer/Distributor as uses in the Land Use Bylaw.

Cannabis Retailer/Distributor is defined as:

Cannabis Retailer/Distributor means someone running a retail store licensed by the Province of Alberta where non-medical Cannabis and Cannabis Accessories are sold to individuals who attend the premises.

Cannabis Grower is defined as:

Cannabis Grower means a producer of cannabis that has obtained a federal license and is one who complies with the terms and conditions of that license.

Administration had been directed to include the Cannabis Retailer/Distributor use in the same land use districts that already have Retail – Liquor as a use. The applicable land uses are Direct Control 1 “DC1”, Fort Vermilion Commercial Centre “FV-CC”, and Zama City Mixed Use “Z-MU”.

Direct Control 1 “DC1” district gives Council authority to exercise specific direction and control over the use and development of land and buildings in particular areas of the County.

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

The Municipal Planning Commission will be the development authority for the use in the Fort Vermilion Commercial Centre “FV-CC” district and the Zama Mixed Use “Z-MU” district.

The Alberta Cannabis Legislation was passed on November 30, 2017.

The distribution system will be similar to the system Alberta currently has in place for alcohol.

Government-regulated distribution will ensure a level playing field for large and craft producers, and prevents small communities from being penalized for delivery costs by making sure product is shipped at the same price no matter where it’s going.

All physical retail locations will have strict government oversight through licensing by the AGLC. The AGLC will be able to set terms and conditions on licences, as well as inspect licensees and address any violations. This will help ensure private cannabis retailers operate responsibly and lawfully.

Licensed retail establishments will be the only stores that can sell cannabis, and will not be able to sell cannabis if they sell alcohol, tobacco or pharmaceuticals.

Legislation will help keep cannabis out of the hands of young people by requiring purchasers to show ID if they appear under to be 25, not allowing minors to purchase cannabis or be on licensed premises.

Provincial regulations establish who can own and operate a cannabis retailer. This includes:

- mandatory background checks for potential retailers and workers
 - no licenses for applicants linked to organized crime, illegal drug trade or with convictions related to offenses such as drug trafficking or violence
 - renewal of retail licenses required at least once every 2 years
- limiting licenses for any single person, business or organization at 15%
 - the AGLC will limit licenses each year based on existing licenses issued the previous year
 - allows smaller retailers to enter the market
 - review of system in 5 years

Staff who work at cannabis retail outlets will have to be at least 18 years of age, undergo a background check and complete mandatory AGLC training through a program called *Sell Safe*. This 4-6 hour course is similar to what employees in the

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

Fort Vermilion Commercial Centre “FV-CC” district, and the Zama City Mixed Use “Z-MU” district, subject to public hearing input.

CARRIED

The Bylaw has been advertised for three (3) weeks in the newspaper.

OPTIONS & BENEFITS:

These uses will have to be regulated by both the Municipal Planning Commission and Council. These development authorities can approve or deny any application within reason, and add additional conditions to further regulate the use.

Municipal development permit applications can be approved before federal and provincial legislation is in place. Businesses will not be able to begin operations until federal and provincial legislation is approved and a provincial permit is granted.

In order to receive a provincial permit, a municipal development permit must be granted beforehand.

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

COSTS & SOURCE OF FUNDING:

All costs will be borne by the applicant.

SUSTAINABILITY PLAN:

The sustainability plan does not address any topics that affect this bylaw amendment.

COMMUNICATION:

The bylaw revision has been advertised as per MGA requirements.

Author: C Smith Reviewed by: B Peters CAO: _____

RECOMMENDED ACTION:

Motion 1

- Simple Majority Requires 2/3 Requires Unanimous

That second reading be given to Bylaw 1097-18 being a Land Use Bylaw Amendment to Add the Definition and Interpretation of Cannabis Grower and Cannabis Retailer/Distributor and to add Cannabis Grower as a discretionary use to the Rural Industrial Light “RIL” district and to the Direct Control 1 “DC1” district and to add Cannabis Retailer/Distributor as a discretionary use to the Direct Control 1 “DC1” district, the Fort Vermilion Commercial Centre “FV-CC” district, and the Zama City Mixed Use “Z-MU” district.

Motion 2

- Simple Majority Requires 2/3 Requires Unanimous

That third reading be given to Bylaw 1097-18 being a Land Use Bylaw Amendment to Add the Definition and Interpretation of Cannabis Grower and Cannabis Retailer/Distributor and to add Cannabis Grower as a discretionary use to the Rural Industrial Light “RIL” district and to the Direct Control 1 “DC1” district and to add Cannabis Retailer/Distributor as a discretionary use to the Direct Control 1 “DC1” district, the Fort Vermilion Commercial Centre “FV-CC” district, and the Zama City Mixed Use “Z-MU” district.

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

Mackenzie County

PUBLIC HEARING FOR LAND USE BYLAW AMENDMENT

BYLAW 1097-18

Order of Presentation

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

_____ Was the Public Hearing properly advertised?

_____ Will the Development Authority _____, please outline the proposed Land Use Bylaw Amendment and present his submission.

_____ Does the Council have any questions of the proposed Land Use Bylaw Amendment?

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

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

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

_____ This Hearing is now closed at _____.

REMARKS/COMMENTS:

BYLAW NO. 1097-18
BEING A BYLAW OF
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA

TO AMEND THE
MACKENZIE COUNTY LAND USE BYLAW
TO ADD THE DEFINITION AND INTERPRETATION OF CANNABIS GROWER AND
CANNABIS RETAILER/DISTRIBUTOR AND TO ADD CANNABIS GROWER AS A
DISCRETIONARY USE TO THE RURAL INDUSTRIAL LIGHT “RIL” DISTRICT AND
TO THE DIRECT CONTROL 1 “DC1” ZONING DISTRICT AND TO ADD CANNABIS
RETAILER/DISTRIBUTOR AS A DISCRETIONARY USE TO THE DIRECT CONTROL
1 “DC1” DISTRICT, FORT VERMILION COMMERCIAL CENTRE “FV-CC” DISTRICT
AND ZAMA CITY MIXED USE “Z-MU” DISTRICT

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

WHEREAS, Mackenzie County has adopted the Mackenzie County Land Use Bylaw in 2017, and

WHEREAS, the Council of Mackenzie County, in the Province of Alberta, has deemed it desirable to amend the Mackenzie County Land Use Bylaw by adding the definition and interpretation of cannabis grower and cannabis retailer/distributor and to add cannabis grower as a discretionary use to the Rural Industrial Light “RIL” zoning district and to Direct Control 1 “DC1” zoning district and to add cannabis retailer/distributor as a discretionary use to the Direct 1 “DC1” district, the Fort Vermilion Commercial Centre “FV-CC” district and the Zama City Mixed Use “Z-MU” district.

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

1. That the Mackenzie County Land Use Bylaw Section 2.3 INTERPRETATION be amended with the following additions:

Cannabis Grower means a producer of cannabis that has obtained a federal license and is one who complies with the terms and conditions of that license.

Cannabis Retailer/Distributor means someone running a retail store licensed by the Province of Alberta where non-medical Cannabis and Cannabis Accessories are sold to individuals who attend the premises.

2. That the Mackenzie County Land Use Bylaw Section 9.6.2 Rural Industrial Light (RIL) district be amended with the following addition:

Permitted	Discretionary
ACCESSORY BUILDING	AUTOMOTIVE EQUIPMENT AND VEHICLE SERVICES, MAJOR
AGRICULTURAL MACHINERY SALES AND SERVICE	AUTOMOTIVE EQUIPMENT AND VEHICLE SERVICES, MINOR
AGRICULTURAL SUPPLY DEPOT	BULK FERTILIZER STORAGE AND/OR SALES
BUSINESS SUPPORT SERVICES	BULK FUEL STORAGE AND DISTRIBUTION
COMMERCIAL SCHOOL, INDUSTRIAL	CANNABIS GROWER
CONTRACTOR, LIMITED	CREMATORIUM
EQUIPMENT RENTAL FACILITY	DUGOUT
INDUSTRIAL USE, GENERAL	DWELLING UNIT
MANUFACTURING, MINOR	MANUFACTURED HOME SALES AND SERVICE
PUBLIC UTILITY	MANUFACTURING, MAJOR
VEHICLE WASH	OIL FIELD SERVICE
VETERINARY CLINIC	OIL FIELD SUPPORT SERVICES
	SELF-STORAGE 1
	SELF-STORAGE 2
	SERVICE STATION – MAJOR
	SERVICE STATION – MINOR
	SHIPPING CONTAINER
	SIGNS
	TARP SHELTER
	WAREHOUSE

- That the Mackenzie County Land Use Bylaw Section 9.14.2 Direct Control 1 “DC1” district be amended with the following additions:

Permitted	Discretionary
	ADULT ENTERTAINMENT BUSINESS
	CANNABIS GROWER
	CANNABIS RETAILER/DISTRIBUTOR
	RETAIL – LIQUOR
	Any other use and ACCESSORY use deemed necessary by COUNCIL
	Uses that require approval from the Alberta Gaming and Liquor Commission, with the exception of occasional licences not exceeding 72 hours

4. That the Mackenzie County Land Use Bylaw Section 9.23.2 Fort Vermillion Commercial Centre “FV-CC” district be amended with the following addition:

Permitted	Discretionary
BUSINESS SUPPORT SERVICES	ACCESSORY BUILDING
DAY CARE FACILITY	AUTOMOTIVE EQUIPMENT AND VEHICLE SERVICES, MINOR
DWELLING – APARTMENT	BARS AND NEIGHBOURHOOD PUBS
ENTERTAINMENT ESTABLISHMENT, INDOOR	BUS DEPOT
GENERAL SERVICES ESTABLISHMENT	CANNABIS RETAILER/DISTRIBUTOR
GOVERNMENT SERVICE	COMMERCIAL SCHOOL
HEALTH SERVICE	DWELLING UNIT
INSTITUTIONAL USE	ENVIRO - TANK
MOTEL	FUNERAL HOME
MUSEUM	HOTEL
PERSONAL SERVICE ESTABLISHMENT	MANUFACTURED HOME - MOBILE
PLACE OF WORSHIP	RECREATION SERVICE, INDOOR

Permitted	Discretionary
PRIVATE CLUB	RETAIL – LIQUOR
PROFESSIONAL, FINANCIAL, OFFICE AND BUSINESS SERVICE	SIGNS
PUBLIC USE	TOURIST HOME
PUBLIC UTILITY	
RESTAURANT	
RETAIL - CONVENIENCE STORE	
RETAIL - GENERAL	
TOURIST INFORMATION FACILITY	

5. That the Mackenzie County Land Use Bylaw Section 9.33.2 Zama City Mixed Use “Z-MU” district be amended with the following addition:

Permitted	Discretionary
ACCESSORY BUILDING	APIARY
AUTOMOTIVE EQUIPMENT AND VEHICLE SERVICES, MINOR	BARS AND NEIGHBOURHOOD PUBS
AUTOMOTIVE SALES AND RENTAL	BULK FUEL STORAGE AND DISTRIBUTION
COMMERCIAL SCHOOL	CANNABIS RETAILER/DISTRIBUTOR
COMMERCIAL SCHOOL, INDUSTRIAL	HOTEL
CONTRACTOR, GENERAL	INDUSTRIAL CAMP
CONTRACTOR, LIMITED	INDUSTRIAL USE, HEAVY
ENTERTAINMENT ESTABLISHMENT, INDOOR	MANUFACTURING, MAJOR
EQUIPMENT RENTAL FACILITY	MOTEL
GARAGE – ATTACHED	OIL FIELD SERVICE
GARAGE – DETACHED	RECREATION SERVICE, OUTDOOR
GENERAL SERVICES ESTABLISHMENT	RECYCLING DEPOT

Permitted	Discretionary
GOVERNMENT SERVICE	RETAIL – LIQUOR
HEALTH SERVICE	SELF-STORAGE 1
HOME BASED BUSINESS MEDIUM	SELF-STORAGE 2
HOME BASED BUSINESS MINOR	SERVICE STATION – MAJOR
INDUSTRIAL USE, GENERAL	SHIPPING CONTAINER
MANUFACTURED HOME – MOBILE	SIGNS
MANUFACTURED HOME – MODULAR	TARP SHELTER
MANUFACTURING, MINOR	TEMPORARY/PORTABLE UNIT
OWNER/OPERATOR BUSINESS	VETERINARY CLINIC
PERSONAL SERVICE ESTABLISHMENT	WAREHOUSE
PLACE OF WORSHIP	
PRIVATE CLUB	
PROFESSIONAL, FINANCIAL, OFFICE AND BUSINESS SERVICE	
PUBLIC USE	
PUBLIC UTILITY	
RESTAURANT	
RETAIL - CONVENIENCE STORE	
RETAIL – GENERAL	
SERVICE STATION – MINOR	
SHOP – COMMERCIAL	

READ a first time this 8th day of May, 2018.

PUBLIC HEARING held this _____ day of _____, 2018.

READ a second time this _____ day of _____, 2018.

READ a third time and finally passed this _____ day of _____, 2018.

Peter F. Braun
Reeve

Len Racher
Chief Administrative Officer



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	June 27, 2018
Presented By:	Byron Peters, Deputy Chief Administrative Officer
Title:	Bylaw 1098-18 Land Use Bylaw Amendment to rezone all existing rural parcels that contain a “Place of Worship” and/or an “Education Facility” from Agricultural “A” to Institutional “I”

BACKGROUND / PROPOSAL:

This item is being presented to address all existing rural parcels of land containing a Place of Worship and/or an Education Facility located in Mackenzie County. This bylaw would be an umbrella revision to place all Places of Worship and Educational Facilities that are currently in the Agricultural “A” District to the Institutional “I” District where it is more appropriate.

Place of Worship and Educational Facility are no longer considered uses in the Agricultural “A” district.

The overlay is added to the land use bylaw under general regulations and will be applied directly to the land locations affected as attached. This is to preserve the integrity of the zoning districts.

Bylaw 1098-18 was presented to the Municipal Planning Commission on April 26, 2018 where they made the following motion:

MPC-18-04-058 MOVED by Jack Eccles

That the Municipal Planning Commission recommend to Council to approve of Bylaw 1098-18 being a Land Use Bylaw Amendment to rezone all existing rural parcels that contain a Place of Worship and/or an Educational Facility from the Agricultural “A” district to Institutional “I” district, subject to public hearing input.

CARRIED

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

First reading was taken to Council on May 8, 2018 and the following motion was made:

MOTION 18-05-354 **MOVED** by Councillor Bateman

That first reading be given to Bylaw 1098-18 being a Land Use Bylaw Amendment to rezone all existing rural parcels that contain a Place of Worship and/or an Educational Facility from the Agricultural "A" district to Institutional "I" district, subject to public hearing input.

CARRIED

The bylaw has been advertised and all adjacent landowners were notified.

OPTIONS & BENEFITS:

All institutional uses in rural Mackenzie County will now be in compliance with the Land Use Bylaw.

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

COSTS & SOURCE OF FUNDING:

Costs will consist of advertising the public hearing and notifying all affected landowners, which will be borne by the Planning Departments operating budget.

SUSTAINABILITY PLAN:

The sustainability plan does not address any topics that affect this bylaw amendment.

COMMUNICATION:

The bylaw revision has been advertised as per MGA requirements and all adjacent landowners were notified.

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

RECOMMENDED ACTION:

Motion 1

Simple Majority Requires 2/3 Requires Unanimous

That second reading be given to Bylaw 1098-18 being a Land Use Bylaw Amendment to rezone all existing rural parcels that contain a Place of Worship and/or an Educational Facility from the Agricultural "A" district to Institutional "I" district.

Motion 2

Simple Majority Requires 2/3 Requires Unanimous

That third reading be given to Bylaw 1098-18 being a Land Use Bylaw Amendment to rezone all existing rural parcels that contain a Place of Worship and/or an Educational Facility from the Agricultural "A" district to Institutional "I" district.

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

Mackenzie County

PUBLIC HEARING FOR LAND USE BYLAW AMENDMENT

BYLAW 1098-18

Order of Presentation

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

_____ Was the Public Hearing properly advertised?

_____ Will the Development Authority _____, please outline the proposed Land Use Bylaw Amendment and present his submission.

_____ Does the Council have any questions of the proposed Land Use Bylaw Amendment?

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

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

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

_____ This Hearing is now closed at _____.

REMARKS/COMMENTS:

BYLAW NO. 1098-18

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

**TO AMEND THE
MACKENZIE COUNTY LAND USE BYLAW**

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

WHEREAS, Mackenzie County has adopted the Mackenzie County Land Use Bylaw in 2017,

WHEREAS, the Council of Mackenzie County, in the Province of Alberta, has deemed it desirable to amend the Mackenzie County Land Use Bylaw to allow for all rural parcels containing Place of Worship and/or Education Facility in Mackenzie County to be rezoned from Agricultural “A” to Institutional “I”.

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

1. That all rural parcels containing a Place of Worship and/or an Education Facility in Mackenzie County be rezoned from Agricultural “A” to Institutional “I”.

The following land locations are affected by this blanket rezoning:

Cornerstone Evangelical Church	Lot 1, Block 1, Plan 972 2782
Countryside Community Church	Lot 2, Block 1, Plan 072 4450
Hillside Christian Fellowship Church	Lot 1, Block 1, Plan 012 2292
Peace Mennonite Church	Part of NE 33-105-14-W5M
Tompkins Evangelical Church	Lot 1, Block 1, Plan 032 3401
Buffalo Head Mennonite School	Lot 1, Block 1, Plan 082 2164
Buffalo Head Mennonite School	Lot 1, Block 1, Plan 152 4623
Buffalo Head Prairie Old Colony Church	Lot 3, Block 1, Plan 1221971
Blumenort Old Colony Church	Lot 2, Block 1, Plan 152 2958
Wilson Prairie Sommerfeld Church	Lot 1, Block 1, Plan 972 1364
Tompkins Sommerfeld Church	Lot 1, Block 1, Plan 182 1217
Osterwich Sommerfeld Church	Lot 1, Block 1, Plan 142 3878
La Crete Sommerfeld Church	Lot 1, Block 1, Plan 072 0259
Blumenort Sommerfeld Church	Lot 1, Block 1, Plan 952 5112
Wilson Prairie Mennonite School	Lot 1, Block 1, Plan 942 3645
Wilson Prairie Mennonite School	Lot 1, Block 1, Plan 892 3135
Wilson Prairie Mennonite School	Lot 1, Block 1, Plan 972 0241

Mackenzie County Bylaw 1098-18
LUB Amendment to Rezone all Existing Rural Parcels
that contain a "Place of Worship" and/or an "Education Facility"
from Agricultural "A" to Institutional "I"

Page 2

READ a first time this 8th day of May, 2018.

PUBLIC HEARING held this _____ day of _____, 2018.

READ a second time this _____ day of _____, 2018.

READ a third time and finally passed this _____ day of _____, 2018.

Peter F. Braun
Reeve

Len Racher
Chief Administrative Officer



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	June 27, 2018
Presented By:	Chelsea Doi, Municipal Intern
Title:	Policy ADM056 Public Participation

BACKGROUND / PROPOSAL:

Section 216.1(1) of the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, as amended on October 26, 2017, requires municipalities to establish a Public Participation Policy, which must be in place by July 23, 2018.

Mackenzie County currently has a Citizen Engagement Policy which has been edited to be replaced by a Public Participation Policy based on the guidelines provided to municipalities. A copy of the amended policy is attached for Council’s consideration and approval.

OPTIONS & BENEFITS:

Public participation promotes public awareness and enables the public to provide input in the local government decision-making process. An effective participation policy is essential for any municipality to receive important information out and provide a forum for resident feedback.

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

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

COMMUNICATION:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That Policy ADM056 Public Participation be amended as presented.

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

Mackenzie County

Title	Citizen Engagement Public Participation Policy	Policy No:	ADM056
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Legislation Reference	Municipal Government Act Section 227-230 216.1 Public Participation Policy Regulation
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Purpose

Public ~~input~~ **participation** is essential to the municipal decision making process. The purpose of this policy is to ~~identify the method, level and process of communication and citizen engagement required prior to making certain levels of decisions-~~ recognize the value of public participation and create opportunities for **meaningful public participation in decisions that directly impact the public.**

~~This Policy is in supplement to the legislative public engagement and advertising requirements that exist.~~ This Public Participation Policy does not modify or replace the statutory public hearing requirements in the *Municipal Government Act*.

Policy Statement:

~~Mackenzie County supports citizen engagement as a process for making better decisions that incorporate the interests and concerns of the general public and/or affected stakeholders. Mackenzie County is committed to creating an informed citizenry.~~

~~Through citizen engagement, Mackenzie County is committed to building trust by attempting to resolve conflict among opposing community interests in search of the best sustainable solutions.~~

General Principles

Council recognizes that good governance includes engaging Municipal Stakeholders in Public Participation by:

1. **Creating opportunities for Municipal Stakeholders who are affected by a decision to influence the decision;**
2. **Promoting sustainable decisions by recognizing various Municipal Stakeholder interests;**

3. Providing Municipal Stakeholders with the appropriate information and tools to engage in meaningful participations; and
4. Recognizing that although councillors are elected to consider and promote the welfare and interest of the Municipality as a whole and are generally required to vote on matters brought before Council, facilitating Public Participation for matters beyond those where public input is statutorily required can enrich the decision making process.

Definitions

~~“Citizen Engagement” means the process of involving the public in decisions and initiatives that affect them, including policies, plans, strategies, programs and services.~~

“CAO” means the Chief Administrative Officer of the Municipality or their delegate.

“Consensus Building” means an agreement reached by Council and all interested stakeholders when all parties agree that they can live with the matter being proposed after every effort has been made to meet all relevant interests.

“Council” means the elected governing body of a municipality.

“Delegated decision” means the assignment of decision making authority to public members.

“Municipal Stakeholders” means the residents of the Municipality, as well as other individuals, organizations or persons that may have an interest in, or are affected by, a decision made by the Municipality.

~~“Public” means the most general and inclusive term for participants of public processes in the municipal context. This term includes individuals, not-for-profit, community and corporate organizations.~~

“Participatory decision making” means involving public members in the decision making process through shared leadership and the exchange of information, ideas and perceptions.

“~~Citizen~~ Public Advisory Committee” means a Council appointed ad hoc committee on which public members observe, advise and liaise on behalf of all citizens for consideration by Council and Administration. Committee terms of reference are to be developed as required for individual Council decisions.

“Public Participation” includes a variety of non-statutory opportunities where Municipal Stakeholders receive information and/or provide input to the Municipality.

“Public Participation Plan” means a plan in which identifies which Public Participation Tools to be used to obtain public input in a particular circumstance.

“Public Participation Tools” means the tools that may be used, alone or in combination, to create Public Participation opportunities including, but not limited to:

- a. in-person participation which may include at-the-counter interactions, door-knocking, interviews, meetings, round-tables, town halls, open houses and workshops;
- b. digital participation which may include online workbooks, chat groups, webinars, message boards/discussion forums, and online polls or surveys;
- c. written participation which may include written submissions, email, and mail-in surveys, polls and workbooks; and
- d. Representative participation which may include being appointed to an advisory committee, ad hoc committee or citizen board.

Principles & Guidelines

~~Mackenzie County will follow the following principles:~~

- ~~2. Be proactive; anticipate community conflict before it happens.~~
- ~~3. Honour the public service commitment to engage with people and provide a real opportunity to influence the outcome.~~
- ~~4. Be accountable and transparent; be respectful and responsive to the public.~~
- ~~5. Ensure that proper planning for the engagement process takes place to avoid failures at public meetings.—~~
- ~~6. Once the proper engagement and dialog takes place, if community conflict still exists, utilize direct democracy tools such as plebiscites as necessary.~~

~~Mackenzie County will use the following guidelines:~~

- ~~7. Council will communicate and engage citizens to allow for input throughout the decision making process for events identified in this policy.~~

- ~~8. The event will determine the type and level of engagement. The events are listed in Schedule "A."~~
- ~~9. If two types of participation are identified in Schedule "A," Council will determine the type required.~~
- ~~10. The process/tools of engagement that Council can select is listed in Schedule "B."~~
- ~~11. Council will communicate to the public the final decision.~~

Council Responsibilities

5. Council shall:
 - a. Review and approve Public Participation Plans developed by the CAO in accordance with this Policy or as directed by Council;
 - b. Consider input obtained through Public Participation;
 - c. Review this Policy to ensure the Policy complies with all relevant legislation, municipal policies and the spirit and intent of Public Participation;
 - d. Ensure appropriate resources are available to solicit Public Participation in accordance with this Policy;

Administration Responsibilities

6. The CAO shall:
 - a. In accordance with this Policy or as directed by Council, develop Public Participation Plans, for Council approval;
 - b. Implement approved Public Participation Plans;
 - c. Report the findings of the Public Participation to Council;
7. Administration will assess and identify when ~~citizen engagement~~ public participation is necessary and which type of ~~engagement~~ participation should be used. When there is no legislative requirement for public consultation, administration will recommend to Council the level of ~~engagement~~ participation required as per this policy.

Policy Expectations

Legislative & Policy Implications

8. All Public Participation will be undertaken in accordance with the *Municipal Government Act*, the *Freedom of Information and Protection of Privacy Act* and any other applicable legislation.
9. All Public Participation will be undertaken in accordance with all existing municipal policies.
10. This Policy shall be available for public inspection and may be posted to the Municipality's website.
11. This Policy will be reviewed at least once every four years.

Public Participation Standards:

12. Public Participation will be conducted in a sustainable and inclusive manner having regard to different levels of accessibility.
13. Public Participation activities will be conducted in a professional and respectful manner.
14. Public Participation Plans will consider early, ongoing and diverse opportunities to provide input.
15. Municipal Stakeholders who participate in any manner of Public Participation are required to be respectful and constructive in their participation. Municipal Stakeholders who are disrespectful, inappropriate or offensive, as determined by Administration, may be excluded from Public Participation opportunities.

Public Participation Plans

16. When so directed by this Policy or Council, the CAO shall develop a Public Participation Plan for approval by council which shall consider the following:
 - a. the nature of the matter for which Public Participation is being sought;
 - b. the impact of the matter on Municipal Stakeholders;
 - c. the demographics of potential Municipal Stakeholders in respect of which Public Participation Tools to utilize, levels of engagement and time for input;

d. the timing of the decision and time required to gather input;

e. what information is required, if any, to participate; and

f. available resources and reasonable costs.

17. "Schedule A" identifies various events which Public Participation is required and what type of participation will be used.

18. "Schedule B" identifies the Public Participation Tools that may be used.

19. The ~~Chief Administrative Officer~~ CAO or designate is responsible for ensuring that this policy is enforced.

	Date	Resolution Number
Approved	30-Sep-15	15-09-669
Amended		
Amended		

SCHEDULE “A”
Public Participation Plans

Category	Event	Type of Engagement Participation
Council	Annual Budget	Inform or Consult
	Annual Report	Inform
	Strategic Plan	Consult Inform
	Bylaw Review and Development	Inform or Consult
	Policy Review and Development	Inform or Consult
Planning and Development	New or Amended Municipal Development Plan, Area Structure Plans, Land Use Bylaw	Consult
	New or Amended Area Redevelopment Plans	Consult
	Planning Documents (ie. engineering standards, information management plans, etc.)	Consult or Collaborate
	New or Amended Community Sustainability Plan	Consult or Collaborate
Protective Services	Change in Service Level for Fire Department or Bylaw Enforcement	Inform
	Municipal Emergency Plan	Inform
Operations	Public Works Affecting Adjacent Landowners	Inform
	Construction of Infrastructure	Inform
	Traffic Management and Studies	Inform or Consult
Community Services	New Development Plans of Trail, Park or Green Space	Consult or Collaborate
	Public Access Buildings Facility New Development or Closure	Consult or Collaborate
	Facility or Master Plans	Consult or Collaborate
Utilities	Construction of Infrastructure	Inform
	Studies	Inform or Consult

SCHEDULE “B”
Public Participation Tools

Type of Engagement Participation	Inform	Consult	Collaborate
Goal	Provide public with balanced and objective information to assist them in understanding decisions.	To Obtain public feedback throughout the decision making process, listen and respond to concerns.	To Partner with the public during the decision making process by obtaining direct advice and using it to implement a decision.
Description	<ul style="list-style-type: none"> • Decision is routine and part of the operations • Disclosure is required by law • There is an urgent need to respond to the public • An employee is acting within their authority 	<ul style="list-style-type: none"> • Public notification and input is required by law • The decision is a known concern to other parties • The decision will affect the lifestyle or habits of citizens • There is perceived risk associated with the decision • Council or Administration requests public input prior to making a decision 	<ul style="list-style-type: none"> • Sharing the decision making process • Incorporating recommendations into the decisions to the maximum extent possible • Decision directly affects a large amount of the population
Process/Tools	<ul style="list-style-type: none"> • Newspaper • County Image • Website • Social Media • Radio • Letters • Flyers • Notices to adjacent landowners 	<ul style="list-style-type: none"> • Survey • Polls • Workshop • Open House • Public Hearing • Council Meeting Delegation 	<ul style="list-style-type: none"> • Citizen Public Advisory Committee • Consensus Building • Participatory Decision Making • Delegated decisions • Plebiscite

Public Participation Policies and Public Notification

A Guide for Municipalities



Public Participation Policies and Public Notification: A Guide for Municipalities

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The following has been prepared by the Alberta Association of Municipal Districts and Counties (AAMDC) and the Alberta Urban Municipalities Association (AUMA), in partnership with Brownlee LLP.

This Guidance Document is an educational tool that contains general information intended to assist municipalities in developing a Public Participation Policy and Public Notification Bylaw. This information is NOT a substitute for legal advice and municipalities are encouraged to consult with their legal advisors.

Part 1: Municipal Public Participation Policies

As the level of government closest to Albertans, municipalities work with residents, business, and other stakeholders to provide the services and infrastructure that is key to developing vibrant, resilient, and sustainable communities. To meet the ever-evolving needs of their residents and business communities, municipalities must work in partnership with these key stakeholders and ensure their voice is reflected in decision making.

Public participation and engagement is key to informing decisions made by municipalities and as of October 2017, municipalities are required to develop a Public Participation Policy.

Public Participation Policies, as outlined in Section 216.1 of the *Municipal Government Act*, must be publicly available and must identify how municipalities will approach public participation and engagement. The policy must also identify the types or categories of approaches the municipality will use to engage municipal stakeholders, and the types or categories of circumstances in which the municipality will engage municipal stakeholders.

Though the legislative requirements are relatively broad, they have been developed with the recognition that Alberta's municipalities are diverse and have differing needs. As a result, municipalities have the flexibility to develop a public participation policy that best meets the needs of their residents and stakeholders. The attached Public Participation Policy Template has been developed to assist municipalities in this process but municipalities are encouraged to work with their residents and stakeholders to understand how they want to be engaged and involved in municipal decision making.

Public Participation Policy – Key Dates

- Section 216.1 of the *Municipal Government Act* came into force on October 26, 2017.
- Municipalities must establish a Public Participation Policy by July 23, 2018 (270 days [9 months] from the date it came into force).

Additional Resources on Public Participation

- Alberta Municipal Affairs Regional Training Session – click [here](#).
- Public Input Toolkit – click [here](#).
- Citizen Engagement Toolkit and Social Media Resource – click [here](#).
- Elected Official Training Program (EOEP) – click [here](#).
- *Municipal Government Amendment Act* (Bill 20) – click [here](#).

Part 2: Public Participation Policy Template

The following is a sample template Public Participation Policy. It is drafted in accordance with the *Municipal Government Act* and is intended to assist municipalities in drafting their public participation policies. It should be carefully reviewed and tailored to the specific needs of each municipality. Each municipality should use their respective policy review processes to ensure consistency and accuracy.

COUNCIL POLICY REGARDING PUBLIC PARTICIPATION

I. PURPOSE AND APPLICATION

In accordance with Section 216.1 of the *Municipal Government Act*, this Public Participation Policy has been developed to recognize the value of public participation and create opportunities for meaningful public participation in decisions that directly impact the public.

This Public Participation Policy is in addition to and does not modify or replace the statutory public hearing requirements in the *Municipal Government Act*.

II. GENERAL POLICY PRINCIPLES

Council recognizes that good governance includes engaging Municipal Stakeholders in Public Participation by:

- 1) Creating opportunities for Municipal Stakeholders who are affected by a decision to influence the decision;
- 2) Promoting sustainable decisions by recognizing various Municipal Stakeholder interests;
- 3) Providing Municipal Stakeholders with the appropriate information and tools to engage in meaningful participation; and
- 4) Recognizing that although councillors are elected to consider and promote the welfare and interest of the Municipality as a whole and are generally required to vote on matters brought before Council, facilitating Public Participation for matters beyond those where public input is statutorily required can enrich the decision making process.

III. DEFINITIONS

- 1) “[insert appropriate title]” means the chief administrative officer of the Municipality or their delegate.
- 2) “**Municipal Stakeholders**” means the residents of the Municipality, as well as other individuals, organizations or persons that may have an interest in, or are affected by, a decision made by the Municipality.
- 3) “**Municipality**” means the [insert municipality name].
- 4) “**Public Participation**” includes a variety of non-statutory opportunities where Municipal Stakeholders receive information and/or provide input to the Municipality.
- 5) “**Public Participation Plan**” means a plan which identifies which Public Participation Tools to be used to obtain public input in a particular circumstance.
- 6) “**Public Participation Tools**” means the tools that may be used, alone or in combination, to create Public Participation opportunities including, but not limited to:
 - (a) in-person participation which may include at-the-counter interactions, door-knocking, interviews, meetings, round-tables, town halls, open houses and workshops;
 - (b) digital participation which may include online workbooks, chat groups, webinars, message boards/discussion forums, and online polls or surveys;
 - (c) written participation which may include written submissions, email, and mail-in surveys, polls and workbooks; and
 - (d) representative participation which may include being appointed to an advisory committee, ad hoc committee or citizen board.

IV. POLICY RESPONSIBILITIES

1) Council Responsibilities

(a) Council shall:

- i. review and approve Public Participation Plans developed by the [insert CAO title] in accordance with this Policy or as directed by Council;
- ii. consider input obtained through Public Participation; and
- iii. review this Policy to ensure the Policy complies with all relevant legislation, municipal policies and the spirit and intent of Public Participation.

- iv. [OPTIONAL] ensure appropriate resources are available to solicit Public Participation in accordance with this Policy;
- v. [OPTIONAL] promote and support Public Participation;
- vi. [OPTIONAL] request and review information from the [insert CAO title] on the scope, timing, appropriate methods and resources required for Public Participation prior to directing the development of a Public Participation Plan.

2) Administration Responsibilities

(a) [insert CAO title] shall:

- i. in accordance with this Policy or as directed by Council, develop Public Participation Plans, for Council approval;
- ii. implement approved Public Participation Plans; and
- iii. report the findings of the Public Participation to Council.
- iv. [OPTIONAL] consider timing, resources and engagement when developing and modifying Public Participation Plans;
- v. [OPTIONAL] evaluate the effectiveness of the Public Participation Plan and the Public Participation Tools used in a particular circumstance;
- vi. [OPTIONAL] communicate to Council and the public, when appropriate, the effectiveness of a Public Participation Plan and the Public Participation Tools used;
- vii. [OPTIONAL] develop the necessary procedures to implement this Policy;
- viii. [OPTIONAL] assess this Policy and make recommendations to Council about the Public Participation and resourcing;

V. PUBLIC PARTICIPATION OPPORTUNITIES

- (a) [insert CAO title] shall develop and implement a Public Participation Plan in the following circumstances: [POLICY MUST IDENTIFY CIRCUMSTANCES WHEN COUNCIL WILL SEEK PUBLIC PARTICIPATION – A LIST OF POSSIBLE OPTIONS IS PROVIDED BELOW]
- i. [OPTIONAL] when new programs or services are being established;
 - ii. [OPTIONAL] when existing programs and services are being reviewed;

- iii. [OPTIONAL] when identifying Council priorities;
- iv. [OPTIONAL] when gathering input or formulating recommendations with respect to budget;
- v. [OPTIONAL] when gathering input or formulating recommendations with respect to the Municipality's strategic plans or business plans;
- vi. [OPTIONAL] when gathering input or formulating recommendations with respect to the Municipality's capital plan and/or financial plan; or
- vii.
- viii. [OPTIONAL] as otherwise directed by Council.

VI. POLICY EXPECTATIONS

1) Legislative and Policy Implications

- (a) All Public Participation will be undertaken in accordance with the *Municipal Government Act*, the *Freedom of Information and Protection of Privacy Act* and any other applicable legislation.
- (b) All Public Participation will be undertaken in accordance with all existing municipal policies.
- (c) This Policy shall be available for public inspection and may be posted to the Municipality's website.
- (d) This Policy will be reviewed at least once every four years.

2) Public Participation Standards [OPTIONAL]

- (a) Public Participation will be conducted in a sustainable and inclusive manner having regard to different levels of accessibility.
- (b) Public Participation activities will be conducted in a professional and respectful manner.
- (c) Public Participation plans will consider early, ongoing and diverse opportunities to provide input.
- (d) Municipal Stakeholders who participate in any manner of Public Participation are required to be respectful and constructive in their participation. Municipal Stakeholders who are disrespectful, inappropriate or offensive, as determined by Administration, may be excluded from Public Participation opportunities.

- (e) The results of Public Participation will be made available to Council and Municipal Stakeholders in a timely manner in accordance with municipal policies.

VII. PUBLIC PARTICIPATION PLANS [OPTIONAL]

- a. When so directed by this Policy or Council, the [insert CAO title] shall develop a Public Participation Plan for approval by Council which shall consider the following:
 - i. the nature of the matter for which Public Participation is being sought;
 - ii. the impact of the matter on Municipal Stakeholders;
 - iii. the demographics of potential Municipal Stakeholders in respect of which Public Participation Tools to utilize, level of engagement and time for input;
 - iv. the timing of the decision and time required to gather input;
 - v. what information is required, if any, to participate; and
 - vi. available resources and reasonable costs.
- b. Public Participation Plans will, at minimum, include the following:
 - i. a communication plan to inform the public about the Public Participation plan and opportunities to provide input;
 - ii. identification of which Public Participation Tools will be utilized;
 - iii. timelines for participation;
 - iv. information about how input will be used;
 - v. the location of information required, if any, to inform the specific Public Participation.

VIII. REPORTING AND EVALUATION [OPTIONAL]

- a. Information obtained in Public Participation will be reviewed by [insert CAO title] and a report shall be provided to Council.
- b. The report shall include, at minimum, the following:
 - i. an overview of the Public Participation Plan and how it was developed;
 - ii. an assessment of the effectiveness of the plan based on the level of engagement and the quality of input;

Public Participation Policies and Public Notification: A Guide for Municipalities

- iii. a summary of the input obtained; and
 - iv. may include recommendations for future Public Participation Plans.
- c. Reports shall be provided to Council for review.

Part 3: Public Notification and Municipalities

As part of the changes to the *Municipal Government Act* amended through the *Municipal Government Amendment Act* in 2015, municipalities have been provided with enabling powers that broaden the suite of tools available to advertise and provide notice to the public about proposed bylaws, public hearings, resolutions and meetings, among other things. Specifically, these methods can now include electronic advertising such as advertising on a municipal website or the use of social media platforms (e.g. Facebook, Twitter, etc.).

Previously, a municipality was required to provide notice through newspaper advertising, mail or delivery to every residence in the area to which the bylaw or other matter related. The new legislative changes provide additional flexibility to allow municipalities to develop notification tools that will best meet the needs of their communities.

If the municipality wishes to use alternate advertising methods, such as a municipal website or social media, an authorizing bylaw must be passed. This bylaw must have the confidence of council that the method provided for in the bylaw is likely to bring the matter to the attention of substantially all residents in the relevant area, and a public hearing must be held prior to second reading of the bylaw. As well, the notice of the bylaw must be advertised in a manner consistent with the notification methods outlined in the *Municipal Government Act*. Lastly, the bylaw must be made available for public inspection.

The following sample Public Notification Bylaw Template has been designed to provide municipalities with a guide to how they develop their own public notification bylaw.

Public Notification – Key Dates

- The Public Notification Bylaw and Public Notification Methods portions of the *Municipal Government Act* came into force October 26, 2017.

Additional Resources on Public Notification

- Alberta Municipal Affairs Regional Training Session – click [here](#).
- Public Input Toolkit – click [here](#).
- Citizen Engagement Toolkit and Social Media Resource – click [here](#).
- Elected Official Training Program (EOEP) – click [here](#).
- *Municipal Government Amendment Act* (Bill 20) – click [here](#).

Part 4: Public Notification Bylaw Template

[INSERT NAME OF MUNICIPALITY]

[INSERT BYLAW NUMBER]

A BYLAW TO ESTABLISH **[insert as applicable: AN ALTERNATE METHOD [or] ALTERNATE METHODS]** FOR ADVERTISING STATUTORY NOTICES

WHEREAS, pursuant to section 606 of the *Municipal Government Act*, a council must give notice of certain bylaws, resolutions, meetings, public hearings or other things by advertising in a newspaper or other publication circulating in the area, mailing or delivering a notice to every residence in the affected area or by another method provided for in a bylaw under section 606.1;

AND WHEREAS, pursuant to section 606.1(1) of the *Municipal Government Act*, a council may, by bylaw, provide for one or more methods, which may include electronic means, for advertising proposed bylaws, resolutions, meetings, public hearings and other things referred to in section 606;

AND WHEREAS Council is satisfied that the advertising method set out in this Bylaw is likely to bring matters advertised by that method to the attention of substantially all residents in the area to which the bylaw, resolution or other thing relates or in which the meeting or hearing is to be held;

NOW THEREFORE the Council of the **[insert name of municipality]**, in the Province of Alberta, duly assembled, enacts as follows:

Short Title

1. This Bylaw may be referred to as the **[insert e.g.: “Advertising Bylaw” [or] “Public Notification Bylaw.**

Advertising Method

2. Any notice required to be advertised under section 606 of the *Municipal Government Act* of a bylaw, resolution, meeting, public hearing or other thing may be given, in accordance with the timelines prescribed in section 606, **[insert the following as applicable or an alternate method:]**

electronically by posting the notice prominently on the **[insert name of municipality]** official website.

[and/or]

electronically by posting the notice prominently on any of the **[insert name of municipality]**'s official social media sites.

[and/or]

by posting the notice prominently on the bulletin board provided for that purpose in the following municipal facilities: **[insert as applicable:** Administrative Office, Recreation Centre, Community Hall, etc.]

[or]

by posting the notice prominently on roadside signage located at the following locations: **[insert as applicable** e.g. each entrance to the Municipality, specific address(es), community league facility(ies), etc.]

READ a First time this ___ day of _____ 2018.

PUBLIC HEARING held on this _____ day of _____, 2018

READ a Second time this ___ day of _____ 2018.

READ a Third time this ___ day of _____ 2018.

SIGNED AND PASSED this ___ day of _____ 2018.

[INSERT: MAYOR/REEVE]

[INSERT: CHIEF ADMINISTRATIVE OFFICER/OTHER]



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	June 27, 2018
Presented By:	Len Racher, Chief Administrative Officer
Title:	Letter from Concerned Ratepayer – Councillor Conduct

BACKGROUND / PROPOSAL:

See attached letter received on June 13, 2018 from Mr. Maarten Braat. Mr. Braat was in attendance at the June 12th Council meeting and witnessed and was offended by the conduct of a Councillor making insulting comments towards the Speaker. Mr. Braat is requesting a public apology by the said Councillor to the Speaker.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

- Simple Majority
 Requires 2/3
 Requires Unanimous

That the Councillor responsible of making insulting comments during the June 12, 2018 council meeting give a public apology to the Speaker.

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

Fort Vermilion June 13 2018.

From: Maarten Braat.

to: the Council of Mackenzie County

re: council meeting June 12 2018.

Dear Council,

In the afternoon of June 12 2018 I went into the then held council meeting of Mackenzie County.

I listen to the discussions of the La Crete Post office issue and also as what to do when a crisis, gency occurs or what established a local emergency.

During this discussion a Councilor mentioned that she would let "Hitler speak while she would go for a smoke".

This was a public meeting and this type of slur cannot be tolerated in any meeting.

This was an insult to the speaker of the moment and can only be cleared by a sincere public apology. This councilor cannot sit in any Council related obligations until a public apology has been made.

Yours truly,



Maarten Braat

Box 564.

Fort Vermilion.

Self 780 927 3800

MACKENZIE COUNTY
FORT VERMILION OFFICE

JUN 13 2018

RECEIVED



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	June 27, 2018
Presented By:	Carol Gabriel, Director of Legislative Services
Title:	Mackenzie Library Board Member at Large Appointment

BACKGROUND / PROPOSAL:

As a result of the vacancy on the Mackenzie Library Board administration advertised the position based on Council’s recommendation with a closing date of June 20, 2018.

MOTION 18-05-342 **MOVED** by Deputy Reeve Wardley

That the Mackenzie Library Board Member at Large vacancy, be advertised as a county at large position and with a secretarial requirement, and that the Mackenzie Library Board be authorized to review applications and make a recommendation for appointment to Council on June 27, 2018.

CARRIED

The applications will be reviewed by the Mackenzie Library Board at their meeting on June 25, 2018 will make a recommendation to Council for appointment.

OPTIONS & BENEFITS:

The appointment will be for the remainder of a two-year term ending October 2019.

COSTS & SOURCE OF FUNDING:

N/A

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

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That _____ be appointed to the Mackenzie Library Board as a Member at Large for the remainder of a two-year term ending October 2019.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	June 27, 2018
Presented By:	Byron Peters, Deputy Chief Administrative Officer
Title:	Regional Service Sharing Agreement with Town of High Level

BACKGROUND / PROPOSAL:

Mackenzie County and the Town of High Level entered into the Regional Service Sharing Agreement (RSSA) on August 26, 2009. The agreement is set to expire December 31, 2020. The agreement provides for periodic reviews which occur every five (5) years; the last one was started in 2013.

In order to review the agreement a notification letter must be sent to Town of High Level as stated in Schedule M (of the RSSA) which must be sent no later than June 30, 2018. The letter must entail all areas of the agreement that will be reviewed.

Administration feels that the entire agreement must be thoroughly reviewed in order to meet the requirements set forth in the Municipal Government Act to enter into an Inter-municipal Collaborative Framework with adjacent municipalities.

OPTIONS & BENEFITS:

Council and administration can address concerns within the agreement and make amendments, additions and deletions.

COSTS & SOURCE OF FUNDING:

ICF/IDP project fund

SUSTAINABILITY PLAN:

Author: _____ Reviewed by: _____ CAO: _____

The Sustainability Plan doesn't address items this specific in scope but mentions regional initiatives.

COMMUNICATION:

Letter to be sent to Town of High Level before June 30, 2018.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That Mackenzie County Council notify the Town of High Level Council of their desire to review the Regional Service Sharing Agreement in its entirety.

Author: _____ Reviewed by: _____ CAO: _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	June 27, 2018
Presented By:	Doug Munn, Director of Community Services
Title:	Mackenzie County Wellness Centre Society – Letter of Support

BACKGROUND / PROPOSAL:

Council received a presentation by the Mackenzie County Wellness Centre Society on May 8, 2018 regarding a proposal for a wellness centre in La Crete. Subsequently funding options and a project outline were presented to Council on May 23, 2018.

COMMUNITY SERVICES:

11. a) Mackenzie County Wellness Centre – Funding Options and Project Outline Report

MOTION 18-05-365

MOVED by Deputy Reeve Wardley

That Council support the Wellness Centre Project in principle and that administration be authorized to obtain architectural drawings and cost estimates for the project and bring back to Council for a funding commitment.

CARRIED

MOTION 18-05-366
Requires 2/3

MOVED by Councillor Driedger

That the budget be amended to include \$25,000 for the development of architectural drawings and cost estimates with fifty (50%) percent of the funding coming from the General Capital Reserve and the remaining fifty (50%) percent from the Mackenzie County Wellness Centre Society.

CARRIED

Based on Council's motion Administration engaged GEC Architecture to assist with the architectural drawings, cost estimates, and grant application process.

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

The following cost estimates were received by GEC Architecture for the proposed facility:

Wellness Centre and Field House *	\$36,000,000
Skating Arena	<u>\$14,000,000</u>
TOTAL	\$50,000,000

* Includes offices, walking track, lobby, concession, program area, etc.

This estimate is significantly higher than the Committee’s proposal, however as stated previously, costs can be reduced by adjusting design components, using local materials, donations of labour, enhanced fundraising efforts, etc.

Additionally, administration has held meetings with the local First Nations communities to obtain support for the Committee’s grant application. To date the Beaver First Nation has indicated their support for the project.

OPTIONS & BENEFITS:

In order to meet the August 1, 2018 deadline for applications to the Investing in Canada Grant Program a motion of Council is required indicating the County’s commitment.

This commitment would be subject to grant funding approval.

COSTS & SOURCE OF FUNDING:

	Cost
Investing in Canada Grant Program (up to 75% funding)	\$37.5M
Community Facility Enhancement Program – Large Funding Stream (up to \$1M)	
Fundraising/Donations in Kind	\$3.5M
County Commitment (funding options – MSI, Reserves, Borrowing)	\$9M

Another innovative solution to generate revenue for the project is to sell naming rights to the main building as well as internal components of the building. This would also provide annual revenue depending on the term of the agreements.

Administration is currently recommending that the County’s funding commitment be by means of a borrowing bylaw, however this can be re-evaluated by Council once grant funding is known.

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

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That a letter of support be provided to the Mackenzie County Wellness Centre Society for their Investing in Canada Grant Program and Community Facility Enhancement Program grant applications for the La Crete Wellness Centre and that the County commit to funding up to a maximum of \$9M with funding by means of a borrowing bylaw, subject to approval of grant funding.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	June 27, 2018
Presented By:	Doug Munn, Director of Community Services
Title:	Request to Waive Fire Invoice – Abe & Susie Doerksen

BACKGROUND / PROPOSAL:

On April 6, 2018 the Fire Department responded to a fire at the resident of Abe and Susie Doerksen. The billing to Mr. and Mrs. Doerksen for this fire was \$4,991.24. [#IVC025646 (Fire Services)]. The billing was reviewed by administration and confirm that it follows the Fee Schedule Bylaw. The bylaw also states that “A residential invoice shall not exceed \$5,000 per incident”

A letter from Mr. and Mrs. Doerksen is attached requesting that the fees for this fire be waived.

OPTIONS & BENEFITS:

1. That the fees for this fire be waived.
2. That council deny the request to waive these fees.
3. That Council forgive a portion of the fees.

Although we all sympathize with situations where individuals are faced with hardship, however administration has difficulty recommending that fees be forgiven. Our concern is that we would receive numerous requests similar to this and it becomes a very difficult task to determine when it is appropriate to forgive fees. These fees are normally covered by insurance.

COSTS & SOURCE OF FUNDING:

Should Council decide to forgive these fees then the charges would simply be reversed.

Author: D. Munn **Reviewed by:** DM **CAO:**

SUSTAINABILITY PLAN:

COMMUNICATION:

Mr. & Mrs. Doerksen will be notified of Council's decision.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the request to waive a fire invoice by Abe and Susie Doerksen be denied.

Author: _____ Reviewed by: _____ CAO: _____

June 5-2018

To the Mackenzie 23 counselors

I here by ask you to waive the fee for my house fire on April 6th, 2018.

We would like you to consider this request as I had no insurance and am on a limited budget as We are seniors on old age pension and can not afford to pay the bill.

Thank you for considering my request.

Abe H & Susie Doerksen

Box 362

La Crete AB

Customer #236660



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	June 27, 2018
Presented By:	Doug Munn, Director of Community Services
Title:	Fort Vermilion Parks Storage Shed Capital Project

BACKGROUND / PROPOSAL:

The 2018 Capital Budget includes \$27,500 for the construction of a parks pole shed for the Fort Vermilion Shop. This project is below the threshold that requires administration to bring this RFQ to Council, however, administration has had a request that Council review the required quotes on this project. One of the issues regarding this project is that there are contractors that would like to bid on this project that do not have COR/SECOR and since the election this past fall this policy has not been reviewed by Council. Current policy is that all contractors must have COR/SECOR to do projects for the County.

Administration expects to get the prices for this project by June 26, 2018 and they may be presented to Council at the June 27 meeting.

The real issue is that currently the policy does not allow for the hiring of a contractor for a small project if they are acting as prime contractor. (Purchasing Policy is attached. See Section 11f) It is possible for the County to act as prime contractor and hire a contractor without COR/SECOR according to the COR guidelines so in order for administration to be able to offer this type of project to a contractor without Council approval the policy would need to be changed. Council may want to request that administration bring back a policy review to a future meeting.

OPTIONS & BENEFITS:

Park Shed Capital Project

That Council offer the project to the lowest bidder (Contractor will not require COR/SECOR)

Purchase Policy Review

That Council direct administration to bring back the Purchase Policy with recommendations regarding COR/SECOR requirements.

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

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

Motion 1

Simple Majority Requires 2/3 Requires Unanimous

That the Fort Vermilion Parks Storage Shed Capital Project be offered to the lowest bidder without the COR/SECOR requirement.

Motion 2

Simple Majority Requires 2/3 Requires Unanimous

That administration bring back the Purchasing Authority Directive and Tendering Process Policy to a future council meeting with recommendations to change the COR/SECOR requirements.

Author: _____ Reviewed by: _____ CAO: _____

Mackenzie County

Title	Purchasing Authority Directive and Tendering Process	Policy No:	FIN025
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Legislation Reference	Municipal Government Act, Section 209 and 248 (1) and Part 5
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<p>Purpose</p> <ul style="list-style-type: none">• To provide Council and municipal employees with a clear understanding of purchasing authority, what that purchasing authority is, and the process in which the municipality is committed to an expenditure, and approval for payment of such an expenditure.• To establish a policy for the tendering for the supply of goods and services and the subsequent opening and award of contracts.• Transparency of purchasing policy for all.

Policy Statement, Definitions and General Guidelines

1. Policy Statement

Policy will provide guidelines for the purchase of goods and services and for the tendering process.

2. Definitions

Bidder:

- For the purpose of this policy, “bidder” means a person, groups of persons, corporation or agency that submits a tender for the supply of goods and/or services to the municipality.

COR:

- The Certificate of Recognition (COR) in safety is issued to employers who develop and implement health and safety programs that meet established standards. COR is an essential component of WCB's Partners in Injury (PIR) program. Certificates for the Alberta construction industry are issued by the Alberta Construction Safety Association and are co-signed by Alberta Human Resources and Employment.

Council:

- For the purpose of this policy, “Council” means Council as whole.

Designated Officer:

- For the purpose of this policy, “Designated Officer” means an individual or individuals as described in the MGA.

Local Supplier:

- For the purpose of this policy, “local supplier” means a business located within the Mackenzie County including Towns of High Level and Rainbow Lake.

Recurring expenditure:

- For the purpose of this policy, “Recurring” expenditures shall include items such as utilities, telephone, lease payments, contract payments, payroll or items as identified by the Chief Administrative Officer (examples of non-recurring expenditure: traveling, training & education).

SECOR:

- Small employer COR. Specifically designated for organizations with 10 employees or less.

Security:

- For the purpose of this policy, “security” means a surety or collateral that is secured by the issuers that in the event of a default, the security becomes forfeited to the County which could include one or more of the following:
 - A Certified Cheque
 - Performance and/or Labour Bond
 - Letter of Guarantee

Tender:

- For the purpose of this policy, “tender” means an invitation to tender, bid, quotations and requests for proposals.

3. Responsibilities

Chief Administrative Officer (CAO) and/or Designated Officer will:

- a) Provide requisition forms and procedures to support the implementation of this policy.
- b) Reserve the right to remove or amend the purchasing authority for any staff position of the municipality.

Chief Administrative Officer (CAO) and/or Designated Officer and the Reeve and/or Deputy Reeve will:

- c) Be the signatories required on all contract and agreement documents for purchases approved by Council.

Director of Finance will:

- d) Provide procedures for the processing of invoices and statements.
- e) Provide procedures for the recording of purchases into inventory.
- f) Provide procedures for the recording of capital assets additions.
- g) Provide the capital budget projects codes annually and as required.
- h) Provide capital and operating income statements at no less than monthly frequency and reasonably upon request to the department heads for their review to supplement spending monitoring.

CAO, Directors and Managers will:

- i) Ensure that all tendering and purchasing complies with this policy.
- j) Ensure the proper coding of their departmental invoices to operating and capital codes.
- k) Review the monthly capital and operating income statements and provide comments for the monthly variance report prepared for Council by the Finance Department.

4. Purchasing from Local Suppliers

Council recognizes that it is in the best interest of the region to encourage local supply of required goods and services and is therefore committed to purchasing, where permitted, from the local suppliers where costs and quality are competitive and comparable, considering travel time, specifications and investment in local communities.

Purchasing Authority

5. List of positions authorized to commit expenditures on behalf of the municipality with the maximum amounts those positions are authorized to commit:

	As approved by Budget
a) Chief Administrative Officer	
Deputy Chief Administrative Officer	\$10,000
Director of Finance	\$10,000
Director of Community Services	\$10,000
Director of Operations	\$10,000
Director of Legislative and Support Services	\$10,000
Director of Utilities	\$10,000
Zama Site Manager	\$10,000
Agricultural Field Man	\$10,000
Fleet Manager	\$5,000

b) Delegated Expenditure Authority:

Other municipal employees may make purchases under a written authorization of their respective directors, providing these expenditures have been approved in the current budget and they are not exceeding the maximum allowable commitment amounts for the respective department head positions. All written authorizations are to be approved (prior) by the CAO or by the Designated Officer. The Finance Department will receive the original approved written authorizations, and will maintain an up to date list of delegated expenditure authorities.

6. Spending Authority in a Disaster Situation

- a) In a disaster situation, defined by the Chief Administrative Officer or the Director of Disaster Services, authority is granted to spend up to \$50,000 without the need to tender on the sole authority of the Chief Administrative Officer or the Director of Disaster Services. During the disaster, spending in excess of \$50,000 is to be approved by Reeve or Deputy Reeve, or in absence of both, any Councillor, and the Chief Administrative Officer or the Director of Disaster Services without the need to tender.

7. Regulations

Notwithstanding the above authorizations, the following regulations shall apply:

- a) No project expenditure or total of such expenditures shall exceed the approved budget amount without prior authorization by the CAO to a maximum of 10% over the approved budget. Such expenditures shall be brought to Council for approval and budget amendment.
- b) Where a required purchase exceeds the authority noted above, approval of such purchase shall be obtained from Council prior to the commitment of the purchase.
- c) It shall be the responsibility of each individual not to exceed his/her limit or budget; the individual must identify available funds for the required expenditure.
- d) It shall be the responsibility of each department head to assure that an invoice is coded to the correct general ledger code. At no time is an expenditure to be coded to another department/function to which it does not belong.
- e) Where expenditures are recurring the CAO shall review and approve such expenditures for payment. Should a department head request that recurring expenditures are required and approved by him/her prior to payment, that

department head shall advise the CAO in writing of such requests identifying what recurring expenditures he/she wishes to review.

8. Tendering Process and Proposal Call Process

- a) Tenders shall be requested from not less than the number of sources listed below, all tender documents to be retained for a period of not less than two years and originals to be submitted to the Finance Department. In addition, the following criteria shall be used for determining if Council decision is required in awarding a tender:

Purchase Scale*	Minimum Approval Level on Invoice for Budgeted Expenditures	Tender Requirement	Council Approval Requirement
Up to \$500	Leadhand or Controller via written authorization from an appropriate Director	Phone quotes or catalog pricing are encouraged to compare prices	No
>\$500 to \$5,000	Leadhand or Controller via written authorization from an appropriate Director and Directors	Phone quotes or catalog pricing for price comparison is required	No
>\$5,000 to \$10,000	Directors	Three written quotations	No
>\$10,000 to \$74,999 for goods and materials and construction projects	Directors and CAO	Three written quotations	No
\$75,000 and up for goods and materials and construction projects	Directors and CAO	Open advertised tenders or proposal as approved by Council and as per New West Partnership Trade Agreement (NWPTA)**	Yes (tender contract to be signed by CAO and Reeve)

***Private equipment may be used as per the Hiring Private Equipment Policy (PW018)**

****All tenders procured through public advertising must be opened at a duly called Council meeting.**

- b) Where tenders are received that do not comply with Section 8(a), or where three (3) tenders cannot be obtained, the tenders received will be accepted provided that:
 - i. Tenders or quotes have been requested from local suppliers of the goods or services required for goods and materials under \$74,999 and for construction projects under \$199,999,
 - ii. Tenders received which are believed to reflect a fair market price based on the conditions of the request for quotes, and

- iii. The successful bidder is capable of providing the goods or services as per the conditions of the request for tender or quote.
- c) Where the nature of the services required does not provide for public the competition necessary for the tendering process, Council may by resolution, or the CAO in writing, provide for special tendering and award processes. Examples of these are invitational tenders, legal, architectural and engineering services, accommodations.
- d) No tenders are required when group-purchasing programs are utilized (AAMD&C and AUMA group purchases), but periodic price check must be conducted.
- e) Standing quotations may be obtained and used to satisfy the requirements in Section 8(a) for the time period the vendor agrees to honour the quotation.

9. Request for Tender Process (excludes quotes)

- a) Sealed tenders shall be processed in the following manner:
 - i. Sealed tenders to be received marked in the specified manner prior to the designated tender closing. Each tender must be time and date stamped upon receipt and must be kept confidential in a secure place.
 - ii. The sealed tender will be considered invalid if opened prior to the public opening, or if the contents are disclosed to any municipal staff member prior to the public opening.
 - iii. All tenders procured through public advertising must be opened at a duly called Council meeting, and be recorded using a Tender Document Form.
 - iv. Multi-year projects are required to go to tender regardless of the purchase scale.
 - v. Two envelopes will be included in the tender package. The first envelope will contain the required documents in an unsealed envelope for the tender such as a valid WCB, COR/SECOR, and insurance. The second envelope will contain the signed and sealed bid for the tender. Should the first envelope not contain all the required documentation requested within the tender package, the second envelope containing the bid amount will not be considered.
 - vi. A summary of the tender opening shall be included in the council meeting minutes.
- b) Withdrawal of a sealed or written tender will only be accepted prior to deadline for receipt of tenders. The request to withdraw the tender must be received in writing.

10. Information to Bidder

- a) Each request for a sealed tender shall provide a clearly defined description of the goods or services required by the municipality, and shall include a statement that the terms of this policy shall apply to each tender.
- b) If additional information is developed during the request for sealed or written tenders, due to meetings, questions raised, or changes in specifications, this information shall be forwarded in writing to all bidders.
- c) Where telephone quotations or written quotes are requested, staff shall ensure that the same information and deadline is given to each person quoting.
- d) No information regarding tenders or bidders will be released until a tender has been closed. Details of a specific tender are not to be disclosed in accordance with the Freedom of Information and Protection of Privacy Act. The name of a bidder, the date of a tender, the unit or lump sum price may be disclosed.

11. Security, Bonding and Other Requirements

- a) Prior to tender, bidder is required to have:
 - A current Mackenzie County business license and a copy is to be included in the tender submission documents.
 - COR/SECOR (subject to Subsection f))
 - WCB
 - Insurance
- b) Prior to execution of the contract, all security, insurance, naming the Municipality as an additional insured, and Workers Compensation Board requirements as required at the closing time of the tender, shall be in place.
- c) A bid deposit will be forfeited to the municipality if the successful bidder fails to accept the award of tender. Execution of the contract must be complete within 15 days after awarding of the tender.
- d) Equitable security is required at time of tender. The municipality shall retain the Security until the terms of the contract are complete. The Security will be forfeited to the municipality if the successful bidder fails to comply with the terms and conditions of the contract.

Security must be obtained for all projects per the following threshold:

- Road Infrastructure Projects - \$100,000 and up
- Water/Sewer Infrastructure (underground Construction) - \$75,000 and up
- Buildings - \$100,000 and up

- e) All security and bonding documents shall be held in a safe at the Fort Vermilion Corporate Office.
- f) A contractor shall be required to have a valid COR/SECOR certification for all municipal works whereby the contractor is considered “the prime contractor” as per the Occupational Health and Safety Act.

For the municipal works whereby a contractor is not considered “the prime contractor” as per the Occupational Health and Safety Act, preference may be given to the contractors that hold COR/SECOR and consideration may be given to contractors that are not certified. When engaging a non-certified contractor, the County will follow the applicable safety orientation procedures as required under the Occupational Health and Safety Act for the respective projects/works and/or internal safety policies and procedures.

The following guidelines shall apply:

COR/SECOR required:

- When the County can transfer prime responsibility for a project to a Contractor as defined in OH&S Act;
- When the project is considered high hazard (i.e. blasting) and no internal expertise exists (no task specific procedure/safe work practice to guide and/or a hazards assessment cannot be adequately achieved due to lack of internal expertise relative to the task)

COR/SECOR may not be required:

- Consulting services;
- Services received from contractors/suppliers on their premises;
- Equipment paid hourly from the County hired equipment list (companies with COR/SECOR receive 80% per for road builders rate, non-certified contractors received 70% road builders rate, see PW018 Hiring of Private Equipment Policy);
- Certified trades services.

The COR/SECOR exemption may be granted to a contractor under the following conditions:

- The County is the sole employer of the contractor for the duration of the contract’s term.
- There are no employees working for the holder of the contract with the County (although an occasional substitute is permitted but must be granted by the County on a case by case basis).

- The individual's services under a contract are limited to labour services, and no or limited specialized equipment provided under the contract.
 - Municipal Campground Caretakers
 - Waste Transfer Station Operator

All current contracts (prior to December 21, 2015) are grandfathered until their expiry.

g) Administration will maintain an approved list of contractors.

12. Analysis of Tenders

- a) The following factors, presented without any priority, may be used to evaluate all bids received and may include, but are not limited to the following:
- i. **Ability** of the bidder to meet the requirements of the tender regarding quality, specifications, delivery and service.
 - ii. **Bulk Purchasing**, through larger quantities, cumulative quantities or bulk packaging.
 - iii. **Life Cycle Costs** of goods or services.
 - iv. **Local Supplier** is a business located within Mackenzie County including the Towns of High Level and Rainbow Lake.
 - v. **Price**, based on the same FOB location, same currency including goods and services tax, and with discounts applied.
 - vi. **Record** of a bidder's previous performance on quality, experience, service, delivery and safety.
 - vii. **Standardization** of goods to reduce inventory and future costs.
- b) The municipality reserves the right to reject any and all tenders for any cause, to award tenders based on conditions other than price, or to reject all tenders without cause.
- c) The municipality shall not accept tenders, quotations or the supply of services from contractors or suppliers of services who have initiated litigation against the municipality, for a period of one year after the litigation is resolved.

13. Contingency Allowances

- a) Contingency allowances may only be spent to meet the costs of unexpected site conditions, which prevent the contractor from meeting the project specifications as approved by Council. Project contingency will be established at or before time

of tender awarding.

- b) Contingency allowances and unspent project funds may only be applied to changes in project specifications and approved by CAO or Council.

	Date	Resolution Number
Approved	2007-12-11	07-12-1120
Amended	2008-12-09	08-12-979
Amended	2011-03-30	11-03-278
Amended	2011-12-12	11-12-970
Amended	2012-10-09	12-10-650
Amended	2015-01-30	15-01-058
Amended	2015-06-22	15-06-463
Amended	2015-12-21	15-12-970
Amended	2016-04-27	16-04-301
Amended	2018-02-13	18-02-121
Amended		



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	June 27, 2018
Presented By:	Jennifer Batt, Finance Controller
Title:	2017 Audited Financial Statement and Financial Information Return

BACKGROUND / PROPOSAL:

Under the Municipal Government Act, every municipality must prepare the audited financial statements and make it available to the public by May 1st annually. Due to extenuating circumstances, an extension was requested and subsequently approved by the Minister of Municipal Affairs.

As a result the County's annual approved 2017 audited financial statements and 2017 Financial Information Return must be submitted to Municipal Affairs and posted online by July 3, 2018.

Copies of the draft 2017 Audited Financial Statement and 2017 Financial Information Return will be presented at the meeting.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

NA

SUSTAINABILITY PLAN:

NA

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

COMMUNICATION:

The 2017 Audited Financial Statement and Financial Information Return will be made available to the public at all County offices and posted on the County's website.

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the 2017 Audited Financial Statement and Financial Information Return be approved as presented.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	June 27, 2018
Presented By:	Jennifer Batt, Finance Controller
Title:	Request for Reimbursement for Repair Work at the La Crete Recreation Society (La Crete Northern Lights Recreation Centre)

BACKGROUND / PROPOSAL:

Administration received a request from the La Crete Recreation Society, requesting that the County reimburse them for expenses incurred due to complying with the requirements from Occupational Health and Safety. Email and Invoices attached for review.

These items were necessary to the new regulations for artificial ice plant operation; however, they were not included in the 2018 Budget.

This request was presented at the June 18, 2018 Finance Committee meeting where the following motion was made:

MOTION FC-18-06-074 **MOVED** by Councillor Knelsen

That the Finance Committee recommends to Council that the funding request by the La Crete Recreation Society in the amount of \$5,868.90 be approved with funding coming from the Recreation Reserve – La Crete for the required upgrades issued by Occupational Health and Safety and that administration is to investigate that the Fort Vermilion Recreation Board has also completed the necessary changes as per Occupational Health and Safety.

CARRIED

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

OPTIONS & BENEFITS:

Option 1

That Council make a motion to reimburse the La Crete Recreation Society the total of the following invoices:

Invoice #1 – First Fire & Safety	\$225.65
Invoice #2 – Hetek Solutions Inc.	\$906.15
Invoice #3 – Redline Electric	\$1,826.77
Invoice #4 – First Fire & Safety	\$356.85
Invoice #5 – Chad’s Contracting Ltd.	\$2,554.13
<u>Total amount</u>	<u>\$5,868.90</u>

Option 2

That Council receives the request for reimbursement for upgrade / repair work at the La Crete Recreation Society for information.

COSTS & SOURCE OF FUNDING:

\$5,868.90 from the Recreation Reserve – La Crete

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

Administration to communicate with the La Crete Recreation Society regarding Councils decision.

RECOMMENDED ACTION:

- Simple Majority
 Requires 2/3
 Requires Unanimous

That the budget be amended to include \$5,868.90 for the required upgrades issued by Occupational Health and Safety as requested by the La Crete Recreation Society with funding coming from the Recreation Reserve – La Crete.

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

From: [Doug Munn](#)
To: [Liane Lambert](#)
Subject: FW: invoices
Date: June-11-18 1:10:16 PM
Attachments: [Chads Contracting.pdf](#)
[First fire 2.pdf](#)
[First Fire.pdf](#)
[Hetek Solutions..pdf](#)
[Redline Electric.pdf](#)

Liane

Please prepare an RFD for the June 27 Council meeting. Funds to come from General operating reserve.

Doug

Doug Munn | Director of Community Services | Mackenzie County

Fort Vermilion, Alberta

Direct: 780.927.3719 ext. 2557 | Cell: 780.502-9543

From: Philip Doerksen [mailto:arenam@telus.net]
Sent: June-06-18 12:02 PM
To: Doug Munn
Cc: Peter F. Braun; 'Shawn Wieler'
Subject: invoices

Hi Doug,

I had OHS come to the arena last winter and inspect the facility and make us comply with OHS codes. This all stems from the accident that happened in Fernie BC where three people died from an ammonia explosion. With direction from the Recreation board I hire Chads Contracting to put a safety manual together and we had to replace the ammonia detector in the Olympia room along with buying some safety equipment. We had to get our face mask fit tested at fire department. We are up to date now and have satisfied HOS. I have attached all the invoices and would like to ask the County to reimburse us for this as we don't have this in the budget.

Philip Doerksen

Arena Manager

Northern lights Rec Centre

Box 29 La Crete A.B.

T0H 2H0

10201-99 ave

Cell (780) 926-0503

Fax (780) 928-3022

www.nlreccentre.com

Hockey/Curling/Bowling/Soccer

Tennis/Baseball/Pickle ball/badminton

Board Room rental/hall rental

Games room rental

Invoice

Redline Electric Ltd
 Box 88 (10201 - 101 Str.)
 La Crete, Alberta T0H 2H0
 Canada
 Tel: (780) 928-2644
 Fax: (780) 928-2671
 E-mail: sara@redlineelectric.ca

Invoice number: **20062375**
 File # 62952
 Job date: May. 07, 2018
 Customer Ref. #:
 Page number: 1

Billing address:

La Crete Rec. Board
 Box 29
 La Crete, Alberta T0H-2H0
 Canada

Work Description

Location: La Crete Arena
 Hook up new gas detector in Zamboni room.

Item Description	Qty	U	Net	Mat \$
1/2" EMT STRAP	4	C	10.85	0.43
# 14/2C AC-90 (BX)	10	E	0.57	5.70
# 12/3C TECK 600V	15	E	1.81	27.15
#22- 2P PVC/PVC CABLE	4	M	0.19	0.00
#10465 T&B CONN.(1/2") W/T	2	C	2,163.87	43.28
L-16 CONN (3/8")	4	C	44.69	1.79
4040 NM-B CONN	2	C	37.12	0.74
6X6X4 JUNCTION BOX R	1	E	10.22	10.22
#10-12 PLASTIC PLUG (1/4)	5	M	57.12	0.29
10X1 SHEET METAL SCREWS	5	M	73.44	0.37
G7L-2A-BUBJAC100/120 R	1	E	34.82	34.82

Total (N) **\$124.78**

Summary

	Total (\$)
Subtotal Material	124.78
Journeyman (19.00 Hrs @ \$85.00)	1,615.00
Subtotal	1,739.78
G.S.T. (Account # 13199 1408RT) (@ 5.000 %)	86.99
Total	\$1,826.77

Terms

Customer Signature _____ Interest 2% per Month/Due 30 Days.

Any purchases, excluding in-store purchases paid with a credit card that exceed \$500 will be subject to a 2% transaction fee. All statements paid with a credit card will be subject to the 2% transaction fee.



**Sales
Invoice**

2085 Piper Lane
London, ON N5V 3S5
Ph: (519) 659-1144
Fax: (519) 453-2182
Toll Free: 1-888-432-8422
www.hetek.com

Invoice	INV0026516
Order	ORD0029165
Date	1/4/2018 Page 1 of 1

Bill To

Northern Lights Rec Centre
PO Box 29
LA CRETE, AB T0H 2H0

Philip Doerksen

Ship To

Northern Lights Rec Centre
10201 - 99 Avenue
LA CRETE, AB T0H 2H0

Philip Doerksen

Purchase Order No.	Customer ID	Salesperson ID	Shipping Method	Payment Terms	Reference
CREDIT CARD		CC-BG	FedEx Standard	Prepayment	

Item Number	Description	Ordered	Shipped	B/O	Price	Disc %	Ext. Price
6724-1002	E3Point Monitor 120Vac, no sensor Used for Analog or 4 - 20mA outputs	1.00	1.00	0	\$489.00	0.00	\$489.00
6724-1009	E*Point, Remote Sensor - 20 to 50 C (-4 to 122F), CH4	1.00	1.00	0	\$316.00	0.00	\$316.00
Shipping	Shipping Charges	1.00	1.00	0	\$58.00	0.00	\$58.00

*Master card
payment*

FedEx Tracking: 5786 9113 0019

Sub-total	CAD 863.00
Tax	43.15
Total	CAD 906.15

Interest 2% Per Month On Overdue Accounts GST/TPS No R102311925 TVQ/QST No 1008153449

First Fire & Safety Ltd.

Box 1899
10010 - 100 Ave
La Crete, Alberta T0H 2H0

INVOICE

Invoice No.: 78568
Date: 12/15/2017
Ship Date:
Page: 1
Re: Order No.

Sold to:

La Crete Rec Society
Box 29
LA CRETE, Alberta T0H 2H0

Ship to:

La Crete Rec Society
LA CRETE, Alberta

Business No.: 870013547RP0001

Item No.	Unit	Quantity	Description	Tax	Unit Price	Amount
6900	Each	1	Full Face Respirator Large	G	189.95	189.95
6004	Each	1	3M - Ammonia Methylamine Cartridge Filter	G	24.95	24.95
Subtotal:						214.90
G - GST 5%						
GST						10.75
<i>Safety First Aid</i>						
First Fire & Safety Ltd. GST: #87001 3547 RT0001						
Shipped By: _____ Tracking Number: _____					Total Amount	225.65
Comment: Sign Here _____					Amount Paid	0.00
Sold By: _____					Amount Owning	225.65

CHAD'S CONTRACTING LTD.

Box 1956 La Crete, AB T0H 2H0
 Cell: 780-926-6863 Home: 780-928-4311
 GST # 880486212 RT

TO		LA CRETE RECREATION SOCIETY			DATE		JAN 11 2018	
ADDRESS		Box 29						
		LA CRETE AB			POSTAL CODE		T0H 2H0	
QUANTITY		DESCRIPTION			PRICE		AMOUNT	
		DEC. 12/17 → JAN 11/18						
		42.5 HRS DEVELOP JOB/TASK SS.			2,337.50			
		HAZARD ASSESSMENTS, POLICIES, PROCEDURES, SAFE WORK PRACTICES TO SATISFY OH'S LEGISLATIVE REQUIREMENTS						
		1 OH'S BINDER			95.00			
CLERK				CASH	CHEQUE	DEBIT CARD	PURCHASES	2432.50
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
C.O.D	MDSE RET'D	PAID OUT	VISA	M-C	AMEX	ON ACCT.	G.S.T.	121.63
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
TERMS							SUB-TOTAL	
THANK YOU!							P.S.T.	
RECEIVED BY							TOTAL	2554.13

OE 92-02

1415

First Fire & Safety Ltd.

Box 1899
10010 - 100 Ave
La Crete, Alberta T0H 2H0

INVOICE

Invoice No.: 79137
Date: 01/02/2018
Ship Date:
Page: 1
Re: Order No. Rec Society

Sold to:

La Crete Rec Society
Box 29
LA CRETE, Alberta T0H 2H0

Ship to:

La Crete Rec Society
LA CRETE, Alberta

Business No.: 870013547RP0001

Item No.	Unit	Quantity	Description	Tax	Unit Price	Amount	
2091	Each	1	3M - Particulate Filter	G	11.95	11.95	
601	Each	1	3M - Face Mask Adapter	G	247.95	247.95	
7093	Each	1	3M - Filter Cartridge Phillip Doerksen	G	79.95	79.95	
Subtotal:						339.85	
G - GST 5%							
GST						17.00	
First Fire & Safety Ltd. GST: #87001 3547 RT0001							
Shipped By: _____ Tracking Number: _____							
Comment: Sign Here _____							
Sold By: _____							
						Total Amount	356.85
						Amount Paid	0.00
						Amount Owning	356.85



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	June 27, 2018
Presented By:	Jennifer Batt, Finance Controller
Title:	Financial Reports – January 1, 2018 to June 21, 2018

BACKGROUND / PROPOSAL:

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

OPTIONS & BENEFITS:

Financial Reports to Council

Council shall receive the following reports monthly:

- Statement comparing actual operating revenue and expenditures to budget for the year-to-date;
- A report on funds invested in terms deposits and other securities.

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

N/A

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

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the financial reports for the period of January 1, 2018 to June 21, 2018 be received for information.

Author: J Batt Reviewed by: _____ CAO: _____

**MACKENZIE COUNTY
STATEMENT OF OPERATIONS**

	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2018</u>
	<u>Total</u>	<u>Total</u>	<u>Total</u>	<u>Budget</u>
OPERATIONAL REVENUES				
Property taxes	\$33,778,553	\$30,524,185	\$31,278,976	\$30,691,800
User fees and sales of goods	\$4,454,752	\$4,652,224	\$2,182,974	\$4,573,200
Government transfers	\$1,390,555	\$788,122	\$196,928	\$1,214,200
Investment income (operating)	\$525,474	\$450,340	\$26,464	\$500,000
Penalties and costs on taxes	\$1,453,394	\$1,030,335	\$635,956	\$1,300,000
Licenses, permits and fines	\$456,914	\$350,956	\$169,108	\$358,000
Rentals	\$114,094	\$127,969	\$99,650	\$111,500
Insurance proceeds	\$36,663	\$3,234	\$0	\$0
Development levies	\$0	\$21,851	\$4,728	\$0
Municipal reserve revenue	\$81,789	\$70,980	\$50,551	\$60,000
Sale of non-TCA equipment	\$0	\$16,146	\$1,143	\$0
Other	\$491,062	\$463,598	\$289,386	\$330,750
Total operating revenues	\$42,783,250	\$38,499,940	\$34,935,864	\$39,139,450
OPERATIONAL EXPENSES				
Legislative	\$647,301	\$687,754	\$365,519	\$845,150
Administration	\$5,321,052	\$6,588,803	\$1,431,986	\$5,770,400
Protective services	\$1,294,389	\$1,469,734	\$579,611	\$1,730,550
Transportation	\$15,591,048	\$16,687,985	\$3,304,451	\$19,122,850
Water, sewer, solid waste disposal	\$4,602,650	\$4,857,099	\$1,123,658	\$5,360,950
Public health and welfare (FCSS)	\$783,038	\$792,049	\$490,928	\$799,850
Planning, development	\$1,150,253	\$1,093,219	\$421,724	\$1,373,600
Agriculture and veterinary	\$1,161,289	\$1,339,570	\$305,903	\$1,442,110
Recreation and culture	\$1,988,845	\$2,217,310	\$761,177	\$2,393,350
School requisitions	\$6,838,317	\$6,512,618	\$1,634,759	\$6,171,876
Lodge requisitions	\$852,083	\$461,788	\$581,534	\$581,550
Non-TCA projects	\$1,059,745	\$1,316,224	\$670,316	\$3,159,946
Operating expenses	\$41,290,010	\$44,024,153	\$11,671,566	\$48,752,182
Principle - Long term debt	\$1,578,512	\$1,691,602	\$217,504	\$1,926,300
Total Operating Expnses	\$42,868,522	\$45,715,755	\$11,889,070	\$50,678,482
Excess (deficiency) before other	(\$85,272)	(\$7,215,815)	\$23,046,794	(\$11,539,032)

Mackenzie County
Summary of All Units

	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2018</u>	<u>\$ Variance</u>	<u>% Vari...</u>
	<u>Total</u>	<u>Total</u>	<u>Budget</u>	<u>(Remaining)</u>	<u>(Rem...</u>
OPERATING REVENUES					
100-Municipal Taxes	\$23,443,283	\$24,455,775	\$23,608,700	(\$847,075)	-4%
101-Lodge Requisition	\$455,825	\$575,824	\$459,700	(\$116,124)	-25%
102-School Requisition	\$6,521,520	\$6,119,176	\$6,520,150	\$400,974	6%
124-Frontage	\$103,557	\$113,316	\$103,250	(\$10,066)	-10%
261-Ice Bridge	\$130,000	\$145,780	\$140,000	(\$5,780)	-4%
420-Sales of goods and services	\$577,825	\$484,541	\$498,400	\$13,859	3%
421-Sale of water - metered	\$3,075,611	\$1,293,564	\$3,122,750	\$1,829,186	59%
422-Sale of water - bulk	\$998,789	\$404,869	\$952,050	\$547,181	57%
424-Sale of land	\$8,000	\$11,020		(\$11,020)	0%
510-Penalties on taxes	\$1,030,335	\$635,956	\$1,300,000	\$664,044	51%
511-Penalties of AR and utilities	\$59,519	\$11,125	\$65,750	\$54,625	83%
520-Licenses and permits	\$46,704	\$37,228	\$39,000	\$1,772	5%
521-Offsite levy	\$21,851	\$4,728		(\$4,728)	0%
522-Municipal reserve revenue	\$70,980	\$50,551	\$60,000	\$9,449	16%
526-Safety code permits	\$241,453	\$93,597	\$225,000	\$131,403	58%
525-Subdivision fees	\$30,350	\$25,880	\$35,000	\$9,120	26%
530-Fines	\$22,685	\$8,688	\$50,000	\$41,312	83%
531-Safety code fees	\$9,764	\$3,714	\$9,000	\$5,286	59%
550-Interest revenue	\$452,659	\$121,266	\$500,000	\$378,734	76%
551-Market value changes	(\$2,319)	(\$94,802)		\$94,802	0%
560-Rental and lease revenue	\$127,969	\$99,650	\$111,500	\$11,850	11%
570-Insurance proceeds	\$3,234			\$0	0%
592-Well drilling revenue		\$134,134		(\$134,134)	0%
597-Other revenue	\$124,614	\$14,775	\$15,000	\$225	1%
598-Community aggregate levy	\$118,216	(\$28,273)	\$80,000	\$108,273	135%
630-Sale of non-TCA equipment	\$16,146	\$1,143		(\$1,143)	0%
790-Tradeshow Revenues	\$23,248	\$825	\$30,000	\$29,175	97%
840-Provincial grants	\$788,122	\$196,928	\$1,214,200	\$1,017,272	84%
890-Gain (Loss) Penny Rounding	\$0	\$0		\$0	0%
TOTAL REVENUE	<u>\$38,499,942</u>	<u>\$34,920,978</u>	<u>\$39,139,450</u>	<u>\$4,218,472</u>	<u>11%</u>
OPERATING EXPENSES					
110-Wages and salaries	\$7,108,121	\$2,712,146	\$7,449,750	\$4,737,604	64%
132-Benefits	\$1,377,797	\$718,474	\$1,530,550	\$812,076	53%
136-WCB contributions	\$78,085	\$17,721	\$115,500	\$97,779	85%
142-Recruiting	\$19,227	(\$1,096)	\$15,000	\$16,096	107%
150-Isolation cost	\$92,184	\$45,261	\$100,900	\$55,639	55%
151-Honoraria	\$579,179	\$246,626	\$684,200	\$437,574	64%
211-Travel and subsistence	\$343,183	\$188,078	\$419,900	\$231,822	55%
212-Promotional expense	\$71,341	\$19,744	\$84,000	\$64,256	76%
214-Memberships & conference fees	\$130,382	\$87,320	\$157,550	\$70,230	45%
215-Freight	\$93,365	\$25,015	\$116,000	\$90,985	78%
216-Postage	\$53,504	\$17,410	\$46,550	\$29,140	63%
217-Telephone	\$123,156	\$44,388	\$136,510	\$92,122	67%
221-Advertising	\$72,961	\$4,736	\$72,850	\$68,114	93%
223-Subscriptions and publications	\$7,630	\$3,356	\$11,650	\$8,294	71%
231-Audit fee	\$75,600	\$60,100	\$90,000	\$29,900	33%
232-Legal fee	\$109,152	\$17,867	\$85,000	\$67,133	79%
233-Engineering consulting	\$56,742	\$35,610	\$169,000	\$133,390	79%
235-Professional fee	\$1,582,817	\$428,813	\$1,652,000	\$1,223,187	74%
236-Enhanced policing fee	\$150,067	\$78,150	\$312,600	\$234,450	75%
239-Training and education	\$84,345	\$59,221	\$151,200	\$91,979	61%
242-Computer programming	\$89,701	\$59,941	\$122,100	\$62,159	51%
251-Repair & maintenance - bridges	\$75,406		\$542,000	\$542,000	100%
252-Repair & maintenance - buildings	\$153,643	\$45,330	\$206,250	\$160,920	78%
253-Repair & maintenance - equipment	\$344,519	\$97,344	\$362,200	\$264,856	73%
255-Repair & maintenance - vehicles	\$119,764	\$44,497	\$129,800	\$85,303	66%
258-Contract graders	\$110,488	\$49,049	\$150,850	\$101,801	67%
259-Repair & maintenance - structural	\$1,643,522	\$235,161	\$2,023,050	\$1,787,890	88%

Mackenzie County
Summary of All Units

	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2018</u>	<u>\$ Variance</u>	<u>% Vari...</u>
	<u>Total</u>	<u>Total</u>	<u>Budget</u>	<u>(Remaining)</u>	<u>(Rem...</u>
261-Ice bridge construction	\$131,094	\$129,720	\$130,000	\$280	0%
262-Rental - building and land	\$28,746	\$18,500	\$65,800	\$47,300	72%
263-Rental - vehicle and equipment	\$73,965	\$22,021	\$89,350	\$67,329	75%
266-Communications	\$103,920	\$45,618	\$119,100	\$73,482	62%
271-Licenses and permits	\$9,850	\$578	\$12,900	\$12,322	96%
272-Damage claims	\$3,560		\$5,000	\$5,000	100%
274-Insurance	\$398,646	\$299,150	\$322,800	\$23,650	7%
342-Assessor fees	\$286,581	\$107	\$260,000	\$259,893	100%
290-Election cost	\$12,372		\$5,000	\$5,000	100%
511-Goods and supplies	\$1,107,408	\$295,006	\$881,700	\$586,694	67%
521-Fuel and oil	\$817,731	\$306,599	\$815,050	\$508,451	62%
531-Chemicals and salt	\$321,301	\$156,719	\$341,800	\$185,081	54%
532-Dust control	\$545,077	\$160,637	\$930,000	\$769,363	83%
533-Grader blades	\$214,340	\$22,253	\$144,000	\$121,747	85%
534-Gravel (apply; supply and apply)	\$1,611,653	\$383,228	\$3,636,000	\$3,252,772	89%
543-Natural gas	\$88,256	\$69,829	\$92,750	\$22,921	25%
544-Electrical power	\$668,089	\$294,653	\$672,350	\$377,697	56%
550-Carbon Tax	\$73,658	\$43,771	\$112,500	\$68,729	61%
710-Grants to local governments	\$1,336,499		\$1,476,400	\$1,476,400	100%
735-Grants to other organizations	\$2,063,041	\$1,123,864	\$2,188,750	\$1,064,886	49%
747-School requisition	\$6,512,618	\$1,634,759	\$6,171,876	\$4,537,117	74%
750-Lodge requisition	\$461,788	\$581,534	\$581,550	\$16	0%
810-Interest and service charges	\$24,104	\$8,160	\$25,000	\$16,840	67%
831-Interest - long term debt	\$510,030	\$25,436	\$472,500	\$447,064	95%
832-Principle - Long term debt	\$1,691,602	\$217,504	\$1,926,300	\$1,708,796	89%
TOTAL	\$33,841,810	\$11,179,909	\$38,415,436	\$27,235,527	71%
Non-TCA projects	\$1,316,224	\$670,316	\$3,159,946	\$2,489,630	79%
762 - Contributed to Capital	\$2,242,151			\$0	0%
763-Contributed to Capital Reserve	\$13,350	(\$92,182)		\$92,182	0%
764-Contributed to Capital Reserve	\$171,250			\$0	0%
921-Bad Debt	\$49,552			\$0	0%
922-Tax Cancellation/Writeoff	\$902,213	\$3,254		(\$3,254)	0%
993-NBV of Disposed TCAAssets	(\$48,843)			\$0	0%
994-Change in Inventory	\$239,593			\$0	0%
995-Amortization of TCA	\$9,385,217		\$8,969,350	\$8,969,350	100%
TOTAL EXPENSES	\$48,112,517	\$11,761,298	\$50,544,732	\$38,783,434	77%
EXCESS (DEFICIENCY)	(\$9,612,575)	\$23,159,679	(\$11,405,282)	(\$34,564,961)	303%



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	June 27, 2018
Presented By:	Dave Fehr, Director of Operations
Title:	Pavement Strengthening – Highway 88 Connector & Range Road 153 (River Road)

BACKGROUND / PROPOSAL:

Administration received a proposal for pavement strengthening at Highway 88 Connector and Range Road 153. Administration then requested quotes from three other companies for the same locations. Only one additional quote was received.

At the June 12, 2018 Council meeting the following motion was made:

OPERATIONS: **13. a) Pavement Strengthening – Highway 88 Connector & Range Road 153 (River Road)**

MOTION 18-06-430 **MOVED** by Councillor Sarapuk
Requires 2/3

That the Highway 88 Connector and Range Road 153 (River Road) pavement overlay project proposal be TABLED to the next meeting for financing options.

CARRIED

Funding options will be presented at the meeting.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

2018 capital budget for Range Road 153 - \$880,000

Author: S Wheeler **Reviewed by:** D Fehr **CAO:** _____

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

For discussion.

Author: S Wheeler **Reviewed by:** D Fehr **CAO:** _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	June 27, 2018
Presented By:	Dave Fehr, Director of Operations
Title:	Chip Seal Project Discussion

BACKGROUND / PROPOSAL:

Council approved ‘Chipseal North & South Accesses for \$275,000’ as a Capital Project for 2018. Administration advertised the Chip Seal Tender. Two submissions were received at \$314,127 and \$332,080. Both submissions were over the allotted budget.

At the June 12, 2018 Council meeting the following motion was made:

OPERATIONS: **13. b) Chip Seal Project Discussion**

MOTION 18-06-431 **MOVED** by Deputy Reeve Wardley

That the chip seal project discussion be TABLED to the next meeting.

CARRIED

Administration would like direction from Council concerning this project.

OPTIONS & BENEFITS:

Approve the additional funding of \$50,000 from the General Operating Reserve.

COSTS & SOURCE OF FUNDING:

- 2018 Capital Budget \$275,000
- If approved, General Operating Reserve \$50,000

Author: S Wheeler **Reviewed by:** D Fehr **CAO:** _____

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the budget be amended to include an additional \$50,000 for the Chip Seal project with funding coming from the General Operating Reserve.

Author: S Wheeler Reviewed by: _____ CAO: _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	June 27, 2018
Presented By:	Dave Fehr, Director of Operations
Title:	Calcium Chloride – Additional Areas

BACKGROUND / PROPOSAL:

Each year the County applies dust control to various locations in order to promote safety for motorists within the County. Areas of concern are school zones and identified busy intersections. In addition, under Policy PW009 Dust Control, Regular Rural Residents and Seniors may apply for 200 meters of dust control for a cost savings.

Council annually approves a dust control map for the areas of concern identified by the municipality. It has been brought to the attention of Administration that 1400 meters in the High Level Rural area be considered for annual dust control product.

Please see additional areas to be considered for calcium chloride as identified on the attached map.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

Operational Budget

SUSTAINABILITY PLAN:

Author: S Wheeler **Reviewed by:** Dave Fehr **CAO:** _____

COMMUNICATION:

RECOMMENDED ACTION:

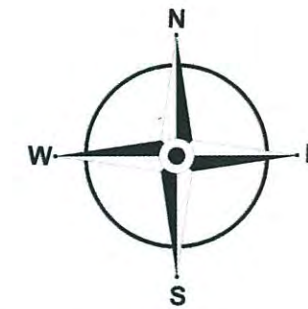
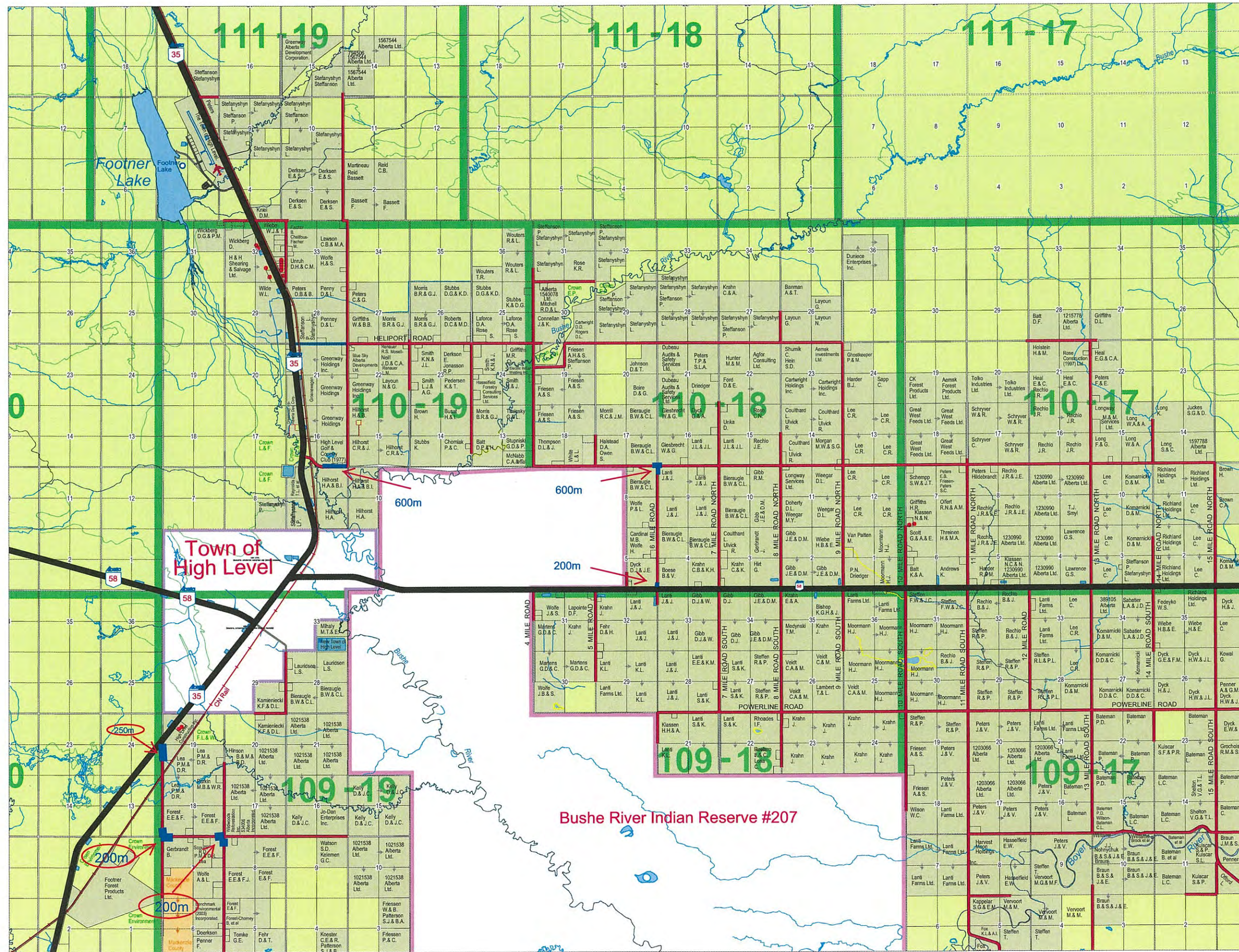
Simple Majority

Requires 2/3

Requires Unanimous

For discussion.

Author: S Wheeler **Reviewed by:** Dave Fehr **CAO:** _____



Mackenzie County 2013

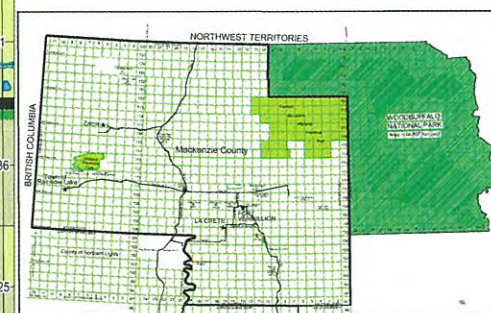
LAND OWNERSHIP MAP
MAP 1



Mackenzie County

LEGEND

- Provincial Highway - Paved
- Paved Road
- Oiled Road
- All Weather Road
- Field Access Road
- Auction Land
- Private Land
- Crown Land
- County Land
- Urban Areas
- Hamlet
- First Nation Reserve
- Provincial Grazing Reserve



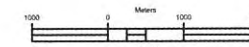
DISCLAIMER

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

The municipal district, its agents, employees or contractors will not be liable for any damages, direct or indirect, or lost profits or data arising out of information provided on this map.

2,050m calcium

Not To Scale





Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	June 27, 2018
Presented By:	Dave Fehr, Director of Operations
Title:	Oil Dust Control Procedure

BACKGROUND / PROPOSAL:

Administration is requesting further direction from Council on how to proceed with future applications of used oil on county roads.

See attached application form and guidelines provided by AEP.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

- Simple Majority
 Requires 2/3
 Requires Unanimous

For discussion.

Author: _____ Reviewed by: Dave Fehr CAO: _____

Mackenzie County
REQUEST FOR APPROVAL FOR DUST SUPPRESSION
ON COUNTY ROADS
Policy PW009 Schedule "B"

We/I the undersigned are requesting permission to apply dust suppression according to the Alberta Environment Guidelines.

Applicant Name: _____

Address: _____ Phone: _____

City: _____ Cell: _____

Province: _____ Postal Code: _____ Tax Roll: _____

Legal Land Location: _____

Rural Address: _____

We/I the undersigned agree to apply the dust suppression as per the attached Alberta Environment Guidelines.

Signature of Applicant: _____ Date: _____

For Office Use Only:

Request Approved Copy Sent Date: _____

Request Refused Letter Sent Date: _____

Reason: _____

Director: _____ Date: _____

Guidelines for the Application of Used Oil on Road Surfaces

1. The application of used or waste refined oil
 - In the manufacture of pavement
 - On any land for the purpose of road construction, repair or dust suppression is authorized subject to the requirements specified in the preceding document.
2. No person shall mix used or waste refined oil with any material in the manufacture of pavement, or dispose of any used or waste refined oil on any land for the purposes of road construction, repair, or dust suppression, unless the used or waste refined oil meets the specifications identified in table below.
3. A representative sample of the used oil should be collected and tested for the parameters identified in the table below.

Used of Waste Oil Specifications for Dust Suppression (Constituent/Property Allowable Level)

Flash point (closed cup) 61°C minimum
Total arsenic 5.0 mg/L maximum
Total cadmium 3.0 mg/L maximum
Total halogens (as Cl) 1000.0 mg/L maximum
Total chromium 6.5 mg/L maximum
Total lead 50.0 mg/L maximum
Total polychlorinated biphenyls 0.5 mg/l maximum
Total zinc 1000.0 mg/L maximum

4. No person shall apply used or waste refined oil on any land for the purposes of road construction, repair, or dust suppression unless:
 - a) The used or waste refined oil meets the specifications of the preceding document
 - b) The location of proposed application is more than 25 meters from surface water or a domestic water supply source
 - c) The application rate will not result in a visible runoff of oil beyond the travelled portion of the road or other land.
 - d) The owner of the land or the person responsible for the road to which the oil is to be applied has given permission
 - e) Application is limited to two times per calendar year.

Developed in April 1998/Updated in January 2001

Used Oil for Road Surfaces

Used oil can be recycled or used to control dust, but only in accordance with Alberta Environment's Guidelines for the Application of Used Oil to Road Surfaces

These guidelines allow used oil to be applied for dust control under the following conditions:

- The applicator must have permission from the land owner or municipality responsible for the road.
- The oil must meet certain specifications for maximum contents of things like arsenic, cadmium, lead, etc. (These components are listed in the guidelines, but fortunately most waste oil from typical diesel or gasoline engines contains less than these limits, so farmers are not obligated to send their oil in for testing).
- The application of the oil must be more than 25 m from surface water (including sloughs) or a domestic water supply.
- The application rate cannot result in visible runoff of oil beyond the travelled portion of the road.
- Application of oil is limited to two times per year.



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	June 27, 2018
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 – Government Affairs (La Crete Post Office Relocation)
- Correspondence – Think Local Market Dissolution
- Correspondence – County of Grande Prairie (Bill 215 Tow Truck Safety Act)
- Correspondence – Municipal Affairs (Local Authorities Election Act: Review and Consultation)
- Correspondence – National Airlines Council of Canada (Cross-country consultations on air passenger rights)
- Correspondence – Alberta Emergency Management Agency (DRP Application Acknowledgement – Wildfire Event)
- Correspondence – Alberta Emergency Management Agency (DRP Application Acknowledgement – Flooding Event)
- RMA Bulletin – Bill 8 Consultation Opportunities
- Tri-Council Meeting Minutes (Draft)
- La Crete Recreation Society Meeting Minutes
- Cando 25th Annual National Conference
- Athabasca County 8th Annual Fly-In Barbecue
-
-
-
-
-

OPTIONS & BENEFITS:

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

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 June 12, 2018

Council Meeting Motions Requiring Action

Motion	Action Required	Action By	Status
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.
May 10, 2016 Regular Council Meeting			
16-05-354	That administration be authorized to proceed as follows in regards to the Zama Crown Land Procurement: <ul style="list-style-type: none"> • cancel PLS 080023; • pursue acquisition of land parcels as identified on the map presented in red; • identify a parcel of land to be subdivided from Title Number 102 145 574 +1 (Short Legal 0923884; 21; 1) and offered for trade or sale to Alberta Environment and Parks due to its unsuitability for a hamlet development , specifically the land use restrictions per Alberta Energy Regulator. 	Don	<p>PLS Cancelled.</p> <p>Asset list with all leases, caveats, dispositions, easements, etc.</p> <p>Response Received from AEP 2017-11-27.</p> <p>Application submitted.</p> <p>RFD to Council once response is received to our application.</p>
July 12, 2016 Regular Council Meeting			
16-07-526	That the County pursue purchasing the leased lands at the Hutch Lake campground.	Doug Len	Application for purchase of Hutch Lake has been processed.
August 9, 2016 Regular Council Meeting			
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 lateral water lines.	Fred	Draft Presented to COW 2018-04-24.
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.

Motion	Action Required	Action By	Status
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	RSSA Review.
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. <i>(Bylaw will expire January 9, 2019 if not passed)</i>
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	Proceeding with designs, preparing for application. Meeting Thursday, May 17.
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.	Jennifer Byron	Discussion to take place with new assessor.
June 13, 2017 Regular Council Meeting			
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. <i>On hold until airport fees have been reviewed.</i>
August 23, 2017 Council Meeting			
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	Finalizing report then draft offsite levy bylaw.
September 25, 2017 Council Meeting			
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.
October 30, 2017 Council Meeting			

Motion	Action Required	Action By	Status
17-10-824	That weed notices be issued on public lands starting in the 2018 year.	Grant	Letter has been drafted to the Minister. <i>Scheduling a meeting with Darcy Beach, Glen Gache, and Camille Ducharme.</i>
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	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.
November 29, 2017 Council Meeting			
17-11-872	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.	Jennifer	In progress.
December 11, 2017 Budget Council Meeting			
17-12-897	That administration review the need for the changes/additions to the Fort Vermilion Shop and consider the need for a new fire hall in Fort Vermilion and investigate other building options.	Doug	In Progress. <i>Administration recommend this be removed.</i>
January 24, 2018 Council Meeting			
18-01-066	That administration research existing information relating to the extension of Highway 58 from Garden River through to Peace Point and bring back to Council.	Len	In progress.
February 12, 2018 Council Budget Meeting			
18-02-081	That \$150,428 be added to the Teachers Loop Asphalt & Sidewalk Project with funding coming from the: <ul style="list-style-type: none"> • \$80,000 from the Roads Reserve • \$70,428 be transferred from the following completed 2017 Carry-Forward Projects: <ul style="list-style-type: none"> ○ \$6,477 – FV 43 Avenue East of 50th Street ○ \$6,717 – FV 45 Avenue Cul-de-sac East of 52nd Street ○ \$41,736 – LC 94th Avenue Asphalt Overlay ○ \$1,200 – LC Lagoon Access Paving ○ \$2,303 – LC Paving Raw Water Truckfill Station ○ \$11,995 – FV Paving for Water Treatment Plant and that a Local Improvement Bylaw be brought back to Council.	Jennifer Dave	Complete. First Reading given of Local Improvement Bylaw 2018-06-12.
February 13, 2018 Council Meeting			

Motion	Action Required	Action By	Status
18-02-108	That Mackenzie County support the increased awareness of the diseased risk bison/caribou monitoring and that the signage/advertising request be brought back for further information.	Byron Don	In progress. <i>Clarification needed from council.</i>
February 27, 2018 Council Budget Meeting			
18-02-146	That the replacement of the 1995 GMC Fire Truck be approved with an initial down payment of \$50,000 coming from the Vehicle & Equipment and Emergency Services Reserve and that the balance be paid, up to a maximum of \$500,000, upon receipt with funding coming from the Vehicle & Equipment and Emergency Services Reserve and that the 1995 GMC Fire Truck be disposed upon arrival of the replacement.	Doug Jennifer	Funding transfer complete.
18-02-147	That administration research the Grande Prairie Rotary Club's disposal/donation of firefighting equipment.	Doug	In progress.
18-02-148	That administration investigate the option of partnering with another municipality for an emergency vehicle buy-back program.	Doug	In progress.
March 13, 2018 Council Meeting			
18-03-194	That the Agricultural Service Board review the options of development of County owned lands for agricultural purposes.	Grant	Next ASB Meeting.
March 28, 2018 Council Meeting			
18-03-225	That administration research the amount of funds/tickets issued by the Rainbow Lake Peace Officer west of Highway 35 (not within the Town of Rainbow Lake limits) and bring back to Council.	Doug Jennifer	In progress.
18-03-226	That administration contact the Town of Rainbow Lake regarding a Memorandum of Understanding for an enhanced policing position in Chateh.	Len Doug	In progress.
18-03-229	That letters be sent to the various Ministries and the RCMP in follow-up to the meetings held in Edmonton during with week of March 19, 2018.	Len	Ministers – Complete. RCMP – In progress.
April 10, 2018 Council Meeting			
18-04-280	That the budget be amended to transfer the 2018 Capital Budget Truck - \$42,000 to the operating budget to cover the costs of the personal vehicle allowances (Total amount would be determined depending how many individuals apply to use their personal vehicle based on Policy ADM033).	Jennifer	Budget will be moved as agreements are signed.
18-04-286	That a letter be sent to the Federal Minister of Environment and Climate Change and Minister of Natural Resources regarding the Species at Risk legislation and its impact on communities in northern Alberta.	Byron	In progress.
18-04-294	That a letter of support be sent to the Northern Lights	Len	In progress.

Motion	Action Required	Action By	Status
	Forest Education Society and that two loads of gravel be provided for their walking trails and a donation of \$1,000.	Dave	
April 25, 2018 Council Meeting			
18-04-314	That administration be authorized to proceed with a Department License of Occupation (DLO) for existing and future walking trail expansion on SE 14-106-15-W5 once the title transfer has been completed for SE 15-106-15-W5.	Doug	In progress.
18-04-315	That administration move forward in purchasing more land north of the existing Hutch Lake Cabins and that final costs be brought back to Council for decision.	Doug	In progress.
18-04-330	That the application to purchase Wadlin Lake leased land be suspended and that an application be made for a 25 year lease on the land.	Doug	In progress.
May 8, 2018 Council Meeting			
18-05-342	That the Mackenzie Library Board Member at Large vacancy, be advertised as a county at large position and with a secretarial requirement, and that the Mackenzie Library Board be authorized to review applications and make a recommendation for appointment to Council on June 27, 2018.	Carol	Deadline for application is June 20, 2018
18-05-344	That administration provide the financial information as requested by the Northwest Species at Risk Committee.	Jennifer	In progress.
18-05-347	That administration send a letter of support for the Trans Mountain Pipeline Expansion Project.	Len	In progress.
18-05-352	That the budget be amended to transfer \$135,000 from the operating budget to the 2018 Oil Dust Control Non-TCA Budget.	Dave Jennifer	In progress.
18-05-353	That first reading be given to Bylaw 1097-18 being a Land Use Bylaw Amendment to Add the Definition and Interpretation of Cannabis Grower and Cannabis Retailer/Distributor and to add Cannabis Grower as a discretionary use to the Rural Industrial Light (RIL) district and to add Cannabis Retailer/Distributor as a discretionary use to the Direct Control 1 "DC1" district, the Fort Vermilion Commercial Centre "FV-CC" district, and the Zama City Mixed Use "Z-MU" district, subject to public hearing input.	Byron	Public Hearing Scheduled for June 27, 2018
18-05-354	That first reading be given to Bylaw 1098-18 being a Land Use Bylaw Amendment to rezone all existing rural parcels that contain a Place of Worship and/or an Educational Facility from the Agricultural "A" district to Institutional "I" district, subject to public hearing input.	Byron	Public Hearing Scheduled for June 27, 2018
18-05-355	That the budget be amended to transfer \$35,000 from the General Operating Reserve to the Rural Addressing Signs	Karen	In progress.

Motion	Action Required	Action By	Status
	project (7-61-30-09) to pay the final invoice.		
18-05-357	That administration forward an information package to the Little Red River Cree Nation regarding the County's lobbying efforts for Fox Lake court services.	Carol Len	In progress.
May 23, 2018 Council Meeting			
18-05-365	That Council support the Wellness Centre Project in principle and that administration be authorized to obtain architectural drawings and cost estimates for the project and bring back to Council for a funding commitment.	Doug	In progress.
18-05-366	That the budget be amended to include \$25,000 for the development of architectural drawings and cost estimates with fifty (50%) percent of the funding coming from the General Capital Reserve and the remaining fifty (50%) percent from the Mackenzie County Wellness Centre Society.	Jennifer	In progress.
18-05-375	That Bylaw 1095-18 being the Councillor Code of Conduct Bylaw for Mackenzie County be TABLED to the Committee of the Whole Meeting.	Len Carol	2018-06-26 COW Meeting
18-05-377	That a letter be sent to Alberta Environment & Parks regarding the Hay-Zama Wood Bison reporting system and that the information for the 2018-19 hunting season be shared on the County's social media.		
18-05-378	That Tax Roll 084425 (Rainbow Lake Campground Association) be waived for 2017 and 2018 taxes and penalties and that administration bring forward options for tax exemption.	Jennifer	In progress.
18-05-379	That administration research different taxation/assessment options/incentives for developers and bring back to Committee of the Whole for review and discussion.	Jennifer Byron	
18-05-382	That the request by the La Crete Recreation Board to cover the utility costs for the La Crete splash park and ball diamonds be approved.	Doug	
18-05-384	That the Northwest Species at Risk Committee financial information be received for information and that administration work with the Town of High Level administration to review finances to date.	Jennifer Byron	
18-05-385	That Mr. Henry Martens be advised that Mackenzie County will not be paying the invoice received from him as a result of the 2013 overland flooding and that Mackenzie County's Invoice #13947 be written off.	Jennifer	
18-05-398	That the budget be amended to include an additional \$30,200 for the Rural Potable Water Infrastructure Project with funds coming from the Rural Water Reserve.	Jennifer	

Motion	Action Required	Action By	Status
18-05-399	That the County apply for funding under the Green Infrastructure Projects Grant and the Alberta Municipal Water and Wastewater Partnership Grant for the Zama Sewage Forcemain project.	Fred	
June 12, 2018 Council Meeting			
18-06-411	That administration move forward to investigate options for Plan 5999CL and report back to Council.	Byron	
18-06-412	That administration bring forward a list of exempted properties, including grants in lieu, annually.	Jennifer	
18-06-417	That a letter be sent to Canada Post regarding inadequate parking, traffic movements, and transparency of process in regards to the new La Crete post office location.	Byron	Completed.
18-06-419	That Mackenzie County contribute to the Federation of Canadian Municipalities 2-Year Special Advocacy Fund in the amount of \$1,050 with funding coming from the General Operating Reserve.	Carol	Completed.
18-06-421	That a letter be sent to Alberta Agriculture & Forestry requesting to pull back the permit requirement date to October 1 st at the discretion of the High Level Wildfire Management Area.	Doug	
18-06-422	That the donation of a 2006 Ford Ambulance from Western Air Rescue be accepted and that the budget be amended to include \$3,000 for outfitting the unit with funding coming from the Vehicle & Equipment Replacement and Emergency Service Reserve.	Doug Jennifer	
18-06-423	That the budget be amended to include an additional \$6,000 for the surveying and application fee for the amendment to the La Crete Walking Trail disposition, with funding coming from the Municipal Reserve or the General Operating Reserve.	Jennifer	
18-06-425	That first reading be given to Bylaw 1104-18, being a bylaw authorizing imposition of a local improvement tax to the benefiting properties for construction of Rolled Curb & Gutter and Monolithic Sidewalk on 95th Avenue, 101st Street 96th Avenue (Teachers Loop) for; Plan 782 0147, Block 15, Lots 1-14 and Block 1, Lots 17-35 and Plan 122 0082, Block 1, Lot 39 in the Hamlet of La Crete.	Jennifer Dave	Advertising Notification to landowners.
18-06-428	That the operating budget be amended to include an additional \$4,000 to fund the 2018 bursaries with funding coming from the Bursaries Reserve.	Jennifer	
18-06-432	That the County apply to Alberta Environment & Parks for a bank stabilization and clean-up along the Peace River in the Hamlet of Fort Vermilion as a result of the ice jam	Dave	

Motion	Action Required	Action By	Status
	flooding event.		
18-06-433	That administration bring back snow removal options along River Road in the Hamlet of Fort Vermilion.	Dave	



Mackenzie County

P.O. Box 640, 4511-46 Avenue, Fort Vermilion, AB T0H 1N0
P: (780) 927-3718 Toll Free: 1-877-927-0677 F: (780) 927-4266
www.mackenziecounty.com
office@mackenziecounty.com

June 13, 2018

Marnie Armstrong
Director of Municipal Engagement
Government Affairs
2701 Riverside Drive
Suite N0810 8th Floor
Ottawa, ON. K1A 0B1

Dear Ms. Armstrong:

RE: LA CRETE POST OFFICE RELOCATION

Thank you for meeting with administration and council recently in Halifax to continue the dialogue regarding the proposed post office in La Crete. With the information we gained during our discussion with you, and the feedback we continue to receive locally from our residents, there are ongoing concerns regarding the proposed location.

The community has been lobbying for a new and/or improved post office in La Crete for 15+ years. It has been a long and frustrating process to get to the point where Canada Post has committed to relocating to a new facility. With us realizing just how difficult it is to improve postal service in a growing community, we want to ensure that we all get it right this time around, and that not only the facility, but also the location, meets the community's needs.

The proposed location was discussed at our council meeting on June 12th, and several concerns were shared:

1. The public consultation process was inadequate; a public consultation process should have allowed for a variety of alternative proposals, and that each of the alternative proposals be fairly evaluated and considered. The public consultation process should have occurred earlier in the siting process, allowing more time for iterative discussions about location and other concerns with the community.
2. The proposed site does not have adequate parking, and does not solve the parking issue. It merely moves the parking issue from the existing site

- to the proposed site. In fact, the proposed site is more poorly suited to accommodate oversized traffic (trucks with trailers) than the previous site.
3. The proposed site will increase traffic and turning movements at the intersection of 100 St and 94 Ave. This will likely require intersection and/or traffic light improvements at the intersection. The County is not willing to eat these costs, and have not been engaged in any conversations with Canada Post or the property owner to address this concern.

Thank you for looking into these concerns, and we trust you will continue to work with us to resolve the outstanding concerns. There is considerable local frustration by the lack of transparency in Canada Post's process, and the mindset is that a more transparent process would have relieved the rest of the concerns as well.

Thank you again, and we look forward to a continued dialogue with you.

Thank you,



Byron Peters
Deputy Chief Administrative Officer
Mackenzie County

From: [Andrew O'Rourke](#)
To: [Carol Gabriel](#); [Byron Peters](#)
Subject: FW: Think Local Market Dissolution
Date: June 14, 2018 11:31:50 AM

Think Local Market is closing

See below e-mail

Andrew

Andrew O'Rourke | **Economic Development Officer** | **Mackenzie County**

PO Box 640, 4511-46 Ave. | Fort Vermilion | AB | T0H 1N0

Main Line: 780.928.3983 | Fax: 780.928.3636

Toll Free: 1.877.927.0677 | Cell: 780.841.1636

www.mackenziecounty.com

From: Melanie A. Bekevich-Joos [mailto:manager@thinklocalmarket.com]

Sent: June 14, 2018 10:50 AM

To: cking@countypg.ab.ca; PREDA <preda@peacecountrycanada.com>; Lydia Zilahy <ecdev@smokyriverregion.com>; Randy Hodgkinson <randy@cfpeacecountry.com>; bscully@parklandcounty.com; uknelson@saddlehills.ab.ca; Audrey Bjorklund <audrey@clearhillscounty.ab.ca>; Andrew O'Rourke <aorourke@mackenziecounty.com>; edo@laccardinal.com; edo@mdbiglakes.ca

Subject: Think Local Market Dissolution

Over the last few years Think Local Market has been investing considerable time, energy, and funds into the development of an e-commerce platform on behalf of the local producers in your region. Unfortunately, we have come to realize, and accept, that our vision for this e-commerce platform is not within our reach.

As such, the Think Local Market initiative will shut-down its website on July 1st, 2018. As of this date the funds remaining in our account will be donated to the Municipal Project Fund, which is housed under the Peace Region Economic Development Alliance (PREDA); who has been providing in-kind administrative services to Think Local Market since 2013. We anticipate the amount of the donation will be \$4,391.24.

The support and encouragement we have received from you, and your Council was very much appreciated, and we are saddened that our vision for www.ThinkLocalMarket.com cannot be realized. Please know that a separate email has been sent to your CAO's to inform them of this decision, as well as an email to any vendors currently set-up and approved on www.thinklocalmarket.com.

If you have any questions, please do not hesitate to contact me directly at 780-836-3348 ext. 229.

Sincerely,

Eleanor Miclette

Chair, ThinkLocalMarket.com Committee



June 7, 2018

Honourable Brian Mason
Minister of Transportation and Infrastructure
Room 320 Legislature Building
10800 – 97 Avenue
Edmonton, Alberta
T5K 2B6

Dear Minister Mason:

RE: 'Bill 215' Tow Truck Safety Act

County Council, at the meeting held on May 28, 2018 passed a motion to write a letter of support to amend 'Bill 215' Tow Truck Safety Act to include Highway Maintenance Workers and to reduce the speed in the areas where highway maintenance is taking place.

The County of Grande Prairie No. 1 supports the addition of the white & blue lights for field staff working in traffic areas and requests a review to reduce the speed in the areas when the white & blue lights are active. Safe work zones for all Alberta road maintenance workers should be at the front of our thinking.

The County of Grande Prairie appreciates your consideration to the amendment of the Tow Truck Safety Act.

Yours truly,

Leanne Beaupre
Reeve
County of Grande Prairie No. 1

LB/lc

c.c. Wayne Drysdale – MLA for Grande Prairie-Wapiti
Todd Loewen – MLA for Grande Prairie - Smoky
Ryan Konowalyk, Regional Director – Peace River
W.A. (Bill) Rogan, CAO – County of Grande Prairie No. 1
Gerald Rhodes, Executive Director – Rural Municipalities of Alberta

From: municipalservicesandlegislation@gov.ab.ca
To: [CAO](#)
Subject: Local Authorities Election Act: Review and Consultation
Date: June 20, 2018 1:54:04 PM

As you may be aware, it is the intent of the Government of Alberta to review the *Local Authorities Election Act (LAEA)* following each municipal general election, with the most recent elections held in October 2017.

The Honourable Shaye Anderson, Minister of Municipal Affairs, is pleased to announce the beginning of consultations with Albertans and key stakeholders regarding the *LAEA*.

Whether you have been instrumental in planning a local election, contributed to a candidate, voted in local elections, advertised on behalf of a candidate, or ran for your local municipality, the *LAEA* has affected you. All Albertans are being asked for their feedback on a variety of topics regarding local elections, and we want to hear from you as we consider making changes to this important piece of legislation.

I am pleased to provide you with the links to the stakeholder discussion guide and public survey. If you are receiving this as a president or executive director of a municipal association in Alberta, please share this announcement with your members. We also encourage associations and municipalities to share the links provided on your website to encourage public input.

Discussion Guide http://www.municipalaffairs.alberta.ca/mc_elections

Public Survey: <https://www.alberta.ca/local-authority-elections-act-engagement.aspx>

We appreciate you taking the time to provide your input, and we look forward to hearing from you.

Sincerely,

Brad Pickering
Deputy Minister of Municipal Affairs

Local Authorities
Election Act

Discussion
Guide

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Local Authorities Election Act

What is the *Local Authorities Election Act*?

The *Local Authorities Election Act (LAEA)* establishes the framework for local authority (cities, towns, villages, specialized municipalities, school boards, for example) elections in the province. Métis Settlements and Irrigation Districts also rely on the *LAEA* to conduct their elections.

Why is Alberta reviewing the *Local Authorities Election Act*?

In 2009, changes to improve accountability and transparency were added to the Act through a private member's bill. This included sections on municipal election finance and contribution disclosure (Part 5.1 - Municipal Election Finance and Contribution Disclosure). Further changes to the Act were made in 2012 that increased the term of council from three to four years, added minimum requirements for voter identification, and required candidates to register with the municipality before accepting campaign contributions.

Since the 2013 elections, citizens, candidates, municipalities and municipal associations have continued to ask for a number of changes to improve fairness in campaign practices and to clarify and improve the consistency of the legislation. In 2016, Alberta Municipal Affairs considered a number of potential changes including campaign finance, accessibility and additional administrative changes to strengthen readability. Due to the proximity of the 2017 election, amendments were not pursued to ensure returning officers and potential candidates had enough time to plan and execute the election.

After the 2017 elections, the ministry continued to receive feedback requesting amendments to the Act. In order to address stakeholder concerns, Alberta Municipal Affairs is conducting a review of the Act before the next general election, which will occur in October 2021.

In addition, there have been recent amendments to the legislation governing provincial elections, the *Election Act* and the *Election Finances and Contributions Disclosure Act*. This provides the opportunity to review the legislation and determine where, if applicable, there is alignment with provincial elections.

What is included in this discussion guide?

On the following pages you will find:

- a brief discussion and description of emerging topics and how the Act could be amended to address them; and
- a listing of proposed general technical amendments.

Emerging issues were identified through the 2016 limited-scope review, during and immediately following the 2017 municipal general election, and in recent amendments to the *Elections Act and Election Finances and Contributions Disclosure Act*.

This discussion paper will be available for Albertans' feedback until July 31, 2018.

WHAT DO YOU THINK? SHARE YOUR INPUT.

Please share your views and perspectives on policy items affecting municipal elections by completing this discussion paper. When you have completed your response, please submit your input to the Government of Alberta at:

ma.lgsmail@gov.ab.ca

Or via regular mail to:

Alberta Municipal Affairs
17th Floor, Commerce Place
10155-102 Street
Edmonton, AB, T5J 4L4
Fax: 780-420-1016

All input is valuable. The Government of Alberta will consider all feedback when developing draft amendments. Thank you for your input.

FOIP Notice

Your personal information is being collected for the purpose of gathering input on provincial legislation governing municipal elections, which will be used to develop recommendations concerning this legislation. The collection of personal information is authorized under section 33(c) of the *Freedom of Information and Protection of Privacy Act* and will be managed in accordance with the privacy provisions in the Act. If you have questions about the collection of your personal information, please contact:

LaRae Ellis, Senior Election Advisor
Alberta Municipal Affairs
780-638-3056
larae.ellis@gov.ab.ca

Please identify the stakeholder group(s) you represent [Select one or more that apply]:

- | | |
|--|--|
| <input type="checkbox"/> Municipality | <input type="checkbox"/> Elected Official |
| <input type="checkbox"/> School Division | <input type="checkbox"/> Returning Officer |
| <input type="checkbox"/> Irrigation District | <input type="checkbox"/> Individual Albertan |
| <input type="checkbox"/> Metis Settlement | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Municipal Association | |

If you selected "Individual Albertan" above, please answer the following questions:

Please indicate your gender:

- Male
- Female
- Other
- Prefer not to say

Please select your age category:

- 18-24
- 25-34
- 35-44
- 45-54
- 55-64
- 65 and over
- Prefer not to answer

Which best describes the area of Alberta where you live?

- Calgary and region
- Edmonton and region
- Central Alberta
- Southern Alberta
- Northern Alberta

Which best describes the municipality that you live in?

- City larger than 20,000
- Summer Village, Village, Town, or City with less than 20,000
- County or Municipal District
- Metis Settlement
- Special Area/Improvement District
- School Division
- Irrigation District

Discussion Topic:
Campaign Finance
&
Contribution Disclosure

1. Campaign Contributions and Finance Disclosures

Background:

1.1 Campaign Bank Accounts and Disclosure Statements

The *Local Authorities Election Act* does not require a candidate to open a separate campaign bank account until he/she has collected at least \$5,000 in donations. In addition, the Act does not require candidates who do not receive contributions and spend less than \$10,000 of personal funds to open a bank account at a financial institution separate from their personal funds.

Concerns have been raised about candidates who are not required to open a bank account or file disclosure statements at the conclusion of the campaign. In the absence of a filed report, a municipality, specifically the returning officer and electors, may be guessing whether the candidate is compliant with the disclosure requirements or if they are self-funded.

1.2 Corporate and Union Donations

The *Local Authorities Election Act* allows corporations, trade unions, employee organizations, and any other persons, resident in Alberta, to contribute to municipal election campaigns.

Amendments to the *Election Act* in Bill 1: *An Act to Renew Democracy in Alberta* (June 2015) prohibited contributions from corporations, trade unions, and employee organizations to candidates in provincial elections.

Provinces such as British Columbia and Ontario do not permit corporations and unions to contribute to campaigns. Saskatchewan permits municipal discretion through local bylaws, and Manitoba permits individuals only to make campaign contributions.

Clarification may be required to ensure that the donation portion of ticket sales for fundraising events are also subject to contribution restrictions and limits. The Alberta *Election Finances and Contributions Disclosure Act* defines a fundraising function and establishes the dollar value and percentages of the contribution on ticket purchases for fundraising events:

- If the individual charge is \$50 or less, it is not considered a contribution unless the person who pays the charge specifically requests that it be considered a contribution; if this is the case, half of the amount is allowed for expenses and half is considered to be a contribution.
- If the individual charge is more than \$50 but not more than \$100, \$25 is allowed for expenses and the balance is considered to be a contribution.
- If the individual charge is more than \$100, 25% of the amount is allowed for expenses and the balance is considered to be a contribution.
- Alternatively, the contribution value may be calculated simply by calculating the difference between the price of the ticket and the market value of what the ticket entitles the individual to obtain.

1.3 Contribution Limit

The *Local Authorities Election Act* currently limits the amount an individual can contribute per year to \$5,000

to each candidate. If contributions were made to a candidate in each year, this could equate to \$20,000 per four-year campaign period for any one candidate.

Since the current limit applies on a per-candidate basis, a contributor could annually donate \$5,000 to numerous candidates in the same election, or to candidates running in other municipal elections.

Campaign contributions are vital to election campaigns, as they provide candidates with the means to inform the public of their intentions in running for office. However, limits are often recommended to support a level playing field among candidates and to reduce the potential influence contributors may have on a candidate. Some stakeholders have expressed support for aligning municipal campaign limits with the limits established for provincial elections, while others have expressed concern that establishing any specific dollar amount is unlikely to work for all sizes of municipalities.

Recent amendments made in 2016 to the *Election Act*, which governs provincial elections, included lowering contribution limits to \$4,000.

Discussion:

Topic	Current Status	For Consideration
Disclosure Statements	The <i>Local Authorities Election Act</i> does not require candidates who fund their own campaigns and spend less than \$10,000 to provide disclosure statements.	Require financial disclosure statements from candidates who fund their own municipal campaigns.
Campaign Bank Account	The <i>Local Authorities Election Act</i> does not require campaign bank accounts to be opened until a threshold of \$5,000 has been collected.	Require all candidates to open a campaign bank account.
Corporate and Union Donations	Permits corporate and union donations, subject to contribution limits, provided they are not a “prohibited organization” under the Act. “Prohibited organization” – municipality, municipally controlled corporation, non-profit organization (received grants, real property or personal property since the last general election from the municipality), a Provincial corporation, Metis Settlement, School Board, a public post-secondary institution, any corporation that does not carry out business in Alberta, any organization designated by the Lieutenant Governor in Council as a prohibited organization.	Ban corporate and union donations to allow only individual residents in Alberta to make campaign contributions in a municipal election. Make the donation portion of fundraising contributions subject to the general contribution restrictions and limits, to align with the <i>Alberta Election Finances and Contributions Disclosure Act</i> .
Contribution Limit	The <i>Local Authorities Election Act</i> sets contribution limits by donors at \$5,000 per year to a candidate and self-funded candidates at \$10,000 per campaign period.	Reduce municipal election contribution limit to \$4,000 per donor, per year. “Per donor, per year” means that an individual may donate a total of \$4,000 per year, regardless of how many candidates an individual

Topic	Current Status	For Consideration
		<p>donates to.</p> <p>Also, apply the \$4,000 annual limit on municipal election campaign contributions to candidates who are self-funding.</p>

Discussion Questions:

1.1. Candidates who fund their own election campaigns should be required to disclose their campaign finances, regardless of amount of money funded.

[Click here to select level of support.](#)

Please explain or provide your comments:

[Click here to enter text.](#)

1.2. All municipal election candidates, including self-funded campaigns should be required to open a campaign bank account.

[Click here to select level of support.](#)

Please explain or provide your comments:

[Click here to enter text.](#)

1.3. Unions and corporations should not be allowed to donate to municipal election campaigns.

[Click here to select level of support.](#)

Please explain or provide your comments:

[Click here to enter text.](#)

1.4. Donations from fundraising functions should be subject to contribution limits.

[Click here to select level of support.](#)

Please explain or provide your comments:

[Click here to enter text.](#)

1.5. Fundraising functions should be defined the same as fundraising functions in provincial elections.

[Click here to select level of support.](#)

Please explain or provide your comments:

[Click here to enter text.](#)

1.6. The dollar values and percentages for ticket sales, considered to be a contribution, should be the same as in provincial elections

.
[Click here to select level of support.](#)

Please explain or provide your comments:

[Click here to enter text.](#)

1.7. Annual individual contribution limits should be the same as the individual limits for provincial elections at \$4,000.

[Click here to select level of support.](#)

Please explain or provide your comments:

[Click here to enter text.](#)

1.8. The contribution limit for municipal elections should be applied “per donor, per year”.

[Click here to select level of support.](#)

Please explain or provide your comments:

[Click here to enter text.](#)

1.9. Do you have anything to add regarding campaign accounts, disclosure statements, contribution limits or banning corporate and union donations?

[Click here to enter text.](#)

2. Campaign Expenses

Background:

2.1 Candidate Registration

Candidate registration with the municipality is required to ensure campaign finance rules apply consistently, and to ensure accountability from individuals who collect contributions and incur expenses for the purposes of an election campaign.

Candidates who are not self-funded must register prior to accepting campaign contributions. There is currently no registration requirement for individuals who intend to finance their campaign entirely from their own funds. With the proposed change to require financial disclosures for these campaigns, registration of all candidates would ensure broad accountability for submitting financial disclosures after each election.

2.2. Campaign Spending Limits

The *Local Authorities Election Act* does not impose spending limits in local elections. Spending limits are sometimes used to ensure that the cost of running a campaign does not deter candidates from filing nomination papers, and to ensure that all candidates are on a level playing field.

Discussion:

Topic	Current Status	For Consideration
Candidate Registration	A candidate must register prior to accepting campaign contributions; however, there is no registration requirement for individuals who intend to finance their campaign entirely from their own funds.	Require all candidates, including those who finance their own campaign to register prior to incurring campaign expenses or accepting contributions.
Campaign Spending Limits	The Act does not impose spending limits on candidates running in municipal elections.	Require municipalities to establish limits on campaign spending.

Discussion Questions:

2.1 All prospective candidates should be required to register before they spend campaign funds or accepting campaign contributions.

[Click here to select level of support.](#)

Please explain or provide your comments:

[Click here to enter text.](#)

2.2 Municipalities should be required to set campaign spending limits.

[Click here to select level of support.](#)

Please explain or provide your comments:

[Click here to enter text.](#)

2.3 Do you have anything to add regarding candidate registration or campaign spending limits?

[Click here to enter text.](#)

3. Third Party Advertising

Background:

Advertising by parties not directly involved in the election, or “third-party advertising” is not addressed in the *Local Authorities Election Act*. The *Election Finances and Contributions Disclosure Act*, which applies to provincial elections, has rules and procedures regarding third-party advertisers. It also defines third-party advertisers, loans as they relate to third-party advertising, anonymous and unauthorized contributions, allowable expenses, and the identification of third parties on advertising.

In 2016, the government reviewed the limits and requirements for third-party advertising in the *Election Act*. The most recent amendments to the *Election Finances and Contributions Disclosure* further clarify limits on advertising spending, restrict third-party activities, and prohibit collusion between third parties and candidates.

Provincial elections in Alberta are subject to third-party advertising rules and three provinces address third-party advertising in municipal elections (British Columbia, Ontario, and Quebec).

Province	Current Status
<p>Alberta (provincial elections)</p>	<ul style="list-style-type: none"> • Defines a “third party” as any person, corporation or group that is not a registered party, constituency association, candidate, nomination or leadership contestant. • Differentiates between “political advertising” and “election advertising”. • Requires third party registration with Elections Alberta if the third party has, or plans to incur, expenses of at least \$1,000 for election advertising; or the third party has accepted or plans to accept, at least \$1,000 in election advertising contributions. • Requires a chief financial officer for the third party advertiser to incur expenses and/or accept contributions. • Sets out the definition of “election advertising”, “contribution”, “advertising expense” and “expense”. • Enacts a third party spending limit of \$150,000 in the aggregate between December 1 in the year before the election, and the day before the writ is issued. In addition, no third party shall spend over \$3,000 to promote or oppose the election of one or more registered candidates in a single electoral division during the same time period. • Enacts a third party spending limit of \$150,000 in the aggregate between the day the writ is issued and the end of polling day • Requires official contribution receipts be issued to contributors. • Requires regular reports, including financial information and lists of contributors be filed with Elections Alberta.
<p>British Columbia (municipal elections)</p>	<ul style="list-style-type: none"> • Enacted a third-party financing framework in 2014. • Defines third-party advertising as “election advertising other than election advertising conducted by a candidate or an elector organization as part of their election campaign” and individuals and organizations that conduct third-party advertising as “third party sponsors.” • Recognizes two types of third-party advertising: direct and indirect. • Third-party sponsors are required to register, value the advertising, and file disclosure statements to Elections BC.

<p>Ontario (municipal elections)</p>	<ul style="list-style-type: none"> • Enacted a framework for third-party advertising that will come into effect April 1, 2018, to be in place for the 2018 municipal election. • Eligibility of third-party advertisers is defined. • Requires third-party advertisers to register with the clerk of the municipality. • Time and expense limits for advertisers are calculated using a prescribed formula. • Formula can vary based on the number of electors. • The calculations must be completed by the clerk no later than September 25th in the year of the election. • Provisions outline mandatory and prohibited information for broadcasters.
<p>Quebec (municipal elections)</p>	<ul style="list-style-type: none"> • Does not allow third-party advertising during municipal elections.

Discussion:

Topic	Current Status	For Consideration
<p>Third Party Advertising</p>	<p>The <i>Local Authorities Election Act</i> does not address third-party advertising.</p>	<p>Align third-party advertising requirements (including definition of third-party advertiser, registration, spending limits, receipts, and reporting) with the Alberta <i>Election Finances and Contributions Disclosure Act</i>.</p>

Discussion Questions:

3.1 The *Local Authorities Election Act* should include rules on third-party advertising.

Click here to select level of support.

Please explain or provide your comments:

Click here to enter text.

3.2 If the answer to question 3.1 was Agree or Strongly Agree, the rules for third-party advertising should align those used in the *Election Finances and Contributions Disclosure Act* for Alberta provincial elections (including definition of third-party advertiser, registration, spending limits, receipts, and reporting).

Click here to select level of support.

Please explain or provide your comments

Click here to enter text.

3.3 If the answer to question 3.1 was Disagree or Strongly Disagree, please explain.

Click here to enter text.

3.4 Do you have anything to add about third-party advertising?

Click here to enter text.

3.5 Do you have alternate suggestions to address third-party advertising?

[Click here to enter text.](#)

4. School Board Trustee Elections

Background:

School boards are enabled to establish campaign finance and disclosure rules by bylaw.

The requirements in the *Local Authorities Election Act* pertaining to election finance and disclosure do not currently apply to school board trustee candidates.

Applying the election finance and disclosure requirements to school board trustee elections would ensure all candidates, whether school trustee candidates or municipal candidates, comply with campaign finance rules. It would establish consistency between requirements for municipal and school board elections and provide greater transparency in school board trustee elections.

The addition of campaign finance and disclosure requirements in school board elections would create additional administrative requirements and associated liabilities for candidates running for trustee of a school board.

Discussion:

Topic	Current Status	For Consideration
School Board Trustee Elections	School boards may pass a bylaw requiring campaign disclosure.	Apply the Election Finance and Disclosure rules of the <i>Local Authorities Election Act</i> to school board trustee elections, including: <ul style="list-style-type: none">• Campaign finance disclosure• Union and Corporate donations• Contribution and spending limits

Discussion Questions:

4.1 School board trustee candidates should be subject to the same campaign finance and disclosure rules as municipal candidates.

[Click here to select level of support.](#)

Please explain or provide your comments:

[Click here to enter text.](#)

4.2 Do you have anything to add about the application of campaign finance and disclosure requirement to school board trustee candidates?

[Click here to enter text.](#)

5. Campaign Finance General Clarifying and Technical Amendments

Discussion:

Current Status	For Consideration	Rationale
<p>Donating Campaign Surplus</p> <p>Confusion exists regarding whether all candidates can donate their campaign surplus or only the candidates that have been elected.</p>	<p>Clarify that all candidates who do not run in the next general election can donate their campaign surplus to the municipality.</p>	<p>The intent is to provide former candidates the option of donating their campaign surplus to the municipality instead of a registered charity. The wording of the current provision implies that only elected candidates can do so.</p>
<p>Campaign Surplus</p> <p>A candidate must turn over surplus funds to the custody of the municipality.</p>	<p>Clarify the process by identifying:</p> <p>How the funds must be kept in trust (one account versus separate accounts);</p> <p>The interest rate or how to determine the interest rate; and</p> <p>When the surplus funds must be released to candidates by the municipality.</p>	<p>Addresses concerns from elected officials and candidates over access to funds during campaign periods.</p> <p>Addresses concerns from municipalities over additional administrative requirements.</p>
<p>Election Expenses</p> <p>The legislation is vague about what is permitted as an election expense.</p>	<p>Align definition of “campaign expense” with the Alberta <i>Election Finances and Contributions Disclosure Act</i> (which includes the following campaign expenses: the production of advertising or promotional material, the distribution, broadcast, or publication of advertising or promotional material in any media or by any other means during a “campaign period” including by the use of a capital asset, the payment of remuneration and expenses to or on behalf of a person for the person’s services as a chief financial officer or in any other capacity, securing a meeting place, or the conduct of election surveys or other surveys or research during a campaign period).</p>	<p>It is currently unclear whether an allowable election expense includes hiring of staff.</p> <p>Current legislation can be widely interpreted to include such items as haircuts or clothing.</p> <p>Many questions are received from candidates, electors, and municipal administrators.</p>
<p>Election Expenditure Reports</p> <p>A candidate who received</p>	<p>Require candidates who received campaign contributions <u>or</u> funded their own campaign to file a statement that itemizes campaign contributions, and</p>	<p>Requiring a self-funded candidate to report expenses by category would further increase transparency and</p>

Current Status	For Consideration	Rationale
<p>campaign contributions or funded their own campaign with an amount exceeding \$10,000 must file a statement that itemizes campaign contributions, and identifies the total amount of revenue and expenses.</p> <p>It is not required that the expenses identified be itemized or categorized in the report.</p>	<p>identifies the total amount of revenue and expenses by category.</p>	<p>accountability of candidates.</p>
<p>Candidate Registration Forms</p> <p>Form 3A – Registration of Notice of Intent is not prescribed by the <i>LAEA</i>.</p>	<p>Amend the regulations to prescribe Form 3A – Registration of Notice of Intent in support of the new requirement for candidates to register with the municipality prior to accepting campaign contributions.</p>	<p>Consequential to the proposed amendment that would require all candidates to register.</p>

Discussion Questions:

5.1 Do you have any additional comments/suggestions regarding campaign surpluses specifically, surpluses donated to the municipality?

[Click here to enter text.](#)

5.2 Do you have any additional comments/suggestions regarding campaign surpluses, generally?

[Click here to enter text.](#)

5.3 Do you have any additional comments/suggestions regarding the definition of campaign “expenses”?

[Click here to enter text.](#)

5.4 Do you have any additional comments/suggestions regarding campaign expense reporting?

[Click here to enter text.](#)

5.5 Do you have any additional comments/suggestions regarding candidate registration during municipal elections?

[Click here to enter text.](#)

5.6 Do you have anything to add about campaign finance and disclosure?

[Click here to enter text.](#)

Discussion Topic:

Voter Eligibility

&

Accessibility

6. Advance Votes

Background:

Many local authorities in Alberta provide additional opportunities for electors to cast their vote in an election before general Election Day. The *Local Authorities Election Act* allows for a municipal council or school board to pass a resolution allowing an advance vote.

The legislation does not require a municipality or school board to conduct an advance vote. Electors have contacted Municipal Affairs and local jurisdictions, expressing that they feel disenfranchised when additional opportunities to vote are unavailable.

Discussion:

Topic	Current	For Consideration
Populations over 5,000	Municipalities may, but are not required to, conduct an advance vote.	<p>Require advance votes for municipalities with a population over 5,000.</p> <p>Municipalities less than 5,000 will be enabled to choose to hold an advance vote through a resolution of council allowing for the Returning Officer to establish dates, times and location of the advance vote(s).</p>
Notification of Advance Vote	The <i>Local Authorities Election Act</i> requires notification of an advance vote in accordance with the notification for election day but does not provide that the two can be included together in the same advertisement.	Allow for the notice of advance vote to be included in the notice of Election Day

Discussion Questions:

6.1 Municipalities greater than 5,000 should be required to hold an advance vote(s).

[Click here to select level of support.](#)

Please explain or provide your comments:

[Click here to enter text.](#)

6.2 Small municipalities (under 5,000) should have the option to hold an advance vote(s).

[Click here to select level of support.](#)

Please explain or provide your comments:

[Click here to enter text.](#)

6.3 Do you have anything to add about the proposed changes to the rules for advance votes?

Click here to enter text.

7. Residency Requirements

Background:

7.1 Residency Requirement

The *Local Authorities Election Act* sets out that to be eligible to vote in a municipal election, an elector must be a resident of Alberta for the six consecutive months immediately preceding Election Day and must be a resident of the municipality on election day.

Recent amendments to the Alberta *Elections Act* removed the requirement for Alberta residency six months before Election Day. Amending the residency requirements in the *Local Authority Election Act* to align with these recent amendments would alleviate possible confusion by electors.

Discussion:

Topic	Current Status	For Consideration
Residency Requirements	An elector must be a resident of Alberta for six months prior to election day and a resident of the municipality on election day.	Remove six month Alberta residency requirement.

Discussion Questions:

7.1 An elector should not need to reside in Alberta for six months before Election Day to be eligible to vote in elections under the *LAEA*.

[Click here to select level of support.](#)

Please explain or provide your comments:

[Click here to enter text.](#)

7.2 Do you have anything to add about residency requirements?

[Click here to enter text.](#)

8. Voter Identification

Background:

8.1 Identification Requirements

The *Local Authorities Election Act* requires identification that proves both name and current residence. This has posed challenges for many electors whose identification reflects a post office box rather than the street address of their residence, in addition to residents who may not have a permanent address, or identification as required under the act.

A complete list of acceptable identification can be found here:

<http://www.elections.ab.ca/wp-content/uploads/Authorized-Identification-Poster.pdf>

8.2 Vouching

If the municipality or school board has prepared a list of electors (voters list), an individual without identification may be permitted to vote if another person whose name appears on the list of electors vouches for them. However, very few municipalities or school boards prepare a list of electors, so this option is rarely available.

The matter of identification is pressing as it is a source of confusion for both voters and returning officers. Potential amendments may minimize the instances of disenfranchising electors in the event they do not have an acceptable identification as prescribed.

Discussion:

Topic	Current Status	For Consideration
Identification Requirements	Electors are required to provide one piece of identification with name and address. This can either be government issued identification or one piece of approved identification from the Chief Electoral Officer of Alberta under the <i>Election Act</i> .	Create a list of authorized identification that is independent from the list provided by Elections Alberta. Extend authority of the Minister to expand the list of acceptable identification to meet needs of municipalities.
Vouching	Vouching can only occur if an elector's name appears on a list of electors. If this is the case, the elector may vouch for another person who does not appear on the list of electors.	Expand vouching provisions to include the ability of an elector who has shown appropriate identification to vouch for another elector.

Discussion Questions:

8.1 Are there any additional forms of voter identification that should be accepted on Election Day?

[Click here to enter text.](#)

Please explain or provide your comments:

[Click here to enter text.](#)

8.2 An elector who has shown appropriate identification and signed the required statement should be able to vouch for another elector, regardless of the list of electors.

[Click here to select level of support.](#)

Please explain or provide your comments:

[Click here to enter text.](#)

8.3 Do you have anything to add about voter identification or the proposed changes to vouching?

[Click here to enter text.](#)

Discussion Topic:

Accountability

&

Transparency

9. Substitute Returning Officers

Background:

The *Local Authorities Election Act* authorizes a council or board of trustees to appoint a returning officer. If a returning officer is appointed, but is unable to fulfill their duties, the Mayor, Reeve, or Board Chair may appoint a substitute returning officer.

Some stakeholders argue that this is an inappropriate power for a chief elected official to have during an election and that, given the entire elected authority appointed the initial returning officer, the entire elected authority should appoint a substitute returning officer.

Discussion:

Topic	Current Status	For Consideration
Substitute Returning Officers	The Mayor/Reeve/Board Chair may appoint a substitute returning officer.	Require the council/board to appoint a substitute returning officer.

Discussion Questions:

9.1 The council/board (e.g., council or board of trustees), rather than the Mayor/Reeve/Board Chair, should appoint a substitute returning officer if the returning officer is unable to fulfill their duties.

[Click here to select level of support.](#)

Please explain or provide your comments:

[Click here to enter text.](#)

9.2 Do you have anything to add about the proposed changes to substitute returning officer appointments?

[Click here to enter text.](#)

10. Nomination Day and Nomination Papers

Background:

The *Local Authorities Election Act* sets out that if a nomination paper has not been signed by the required number of eligible electors or if it is not accompanied by a deposit (if required by bylaw) the returning officer must refuse to accept the nomination paper.

Provisions do not allow the returning officer to refuse a nomination paper if it has not been sworn/affirmed by a candidate. The candidate’s nomination paper includes a statement of candidate’s acceptance, which includes a statement regarding the candidate accepting the office if elected, and confirmation that the candidate has read and understands the sections of the *Local Authorities Election Act* as they relate to eligibility and ineligibility.

Instances have arisen in previous elections of individuals not swearing/affirming nomination papers. In such instances, it is difficult to know if the candidate actually intended to run for office, or if the candidate has read and understands the requirements of the Act relating to eligibility. Some stakeholders have suggested that the inability for the returning officer to refuse a nomination paper leads to confusion of the role and responsibilities of the returning officer as it relates to the enforcement of the legislative requirements of the *Local Authorities Election Act*.

Discussion:

Topic	Current Status	For Consideration
Nomination papers	Returning officers can only refuse papers if they have not been signed by the required number of electors or if they are not accompanied by a deposit, if established by bylaw.	Allow returning officers to refuse nomination papers if the paper is not sworn/affirmed.

Discussion Questions:

10.1 Returning officers should be able to refuse nomination papers that are not sworn/affirmed by a potential candidate.

[Click here to select level of support.](#)

Please explain or provide your comments:

[Click here to enter text.](#)

10.2 Do you have anything to add about nomination day?

[Click here to enter text.](#)

11. Election Campaign Advertising at Voting Stations

Background:

The *Local Authorities Election Act* prohibits campaign activities, such as canvassing or soliciting votes where a voting station is located, but not in the surrounding area, such as a parking lot. The Act also prohibits the display and distribution of campaign material inside the building where a voting station is located, or on the outside of a voting station.

The *Election Act* establishes that no person may display election materials (except those required to be posted by the returning officer) on the inside or on the outside of a building used for a polling station, or distribute within a building used for a polling place, or within the boundaries of the land on which the building is located. If election advertising is present, the returning officer may remove it or instruct a deputy to remove it and neither the returning officer or deputy are liable for trespass or damages resulting from the removal.

Discussion:

Topic	Current	For Consideration
Campaign Advertising Rules	The Act prohibits campaign activities such as canvassing or soliciting votes in a building where a voting station is located, but not in the surrounding area, such as a parking lot.	Establish a distance around the voting station where campaign activities are not permitted.
Enforcement of Election Campaign Advertising at Voting Stations	The Act authorizes the returning officer and/or deputies to remove campaign materials if displayed within a voting station, but does not extend outside of the voting station.	Establish provisions that allow the returning officer to request persons engaged in campaign activities in the voting station or within 100m of the of the voting station to leave;

Discussion Questions:

11.1 Please choose one of the following. Campaign activities should be prohibited:

Choose one of the following.

Please explain or provide your comments:

[Click here to enter text.](#)

11.2 The returning officer should have the authority to enforce campaign advertising at voting stations.

[Click here to select level of support.](#)

Please explain or provide your comments:

[Click here to enter text.](#)

11.3 Do you have anything to add about campaigning at voting stations?

[Click here to enter text.](#)

12. Candidate List

Background:

The *Local Authorities Election Act* does not require municipalities to make public a list of candidates for an election following nomination day.. Municipalities are required to send names of candidates to the provincial government once the deadline for withdrawal has passed (24 hours after the close of nominations, 48 hours for summer villages). The province posts the names of municipal candidates who have filed nomination papers online for public information. Municipalities are required to release post-vote information.

Discussion:

Topic	Current Status	For Consideration
Public Posting of Candidate List	Municipalities and School Boards are not required to post a list of candidates following the period for withdrawal after nomination day.	Require municipality to release or make public a list of candidates immediately after the time limit for withdrawal of nominations has passed.

Discussion Questions:

12.1 Municipalities should be required to release a list of candidates immediately after the time limit for withdrawal of nominations has passed.

[Click here to select level of support.](#)

Please explain or provide your comments:

[Click here to enter text.](#)

12.2 Do you have anything to add about posting information during an election?

[Click here to enter text.](#)

13. Special Ballots

Background:

The *Local Authorities Election Act* enables municipalities to allow for special ballots based on the unique needs of each municipality. Municipalities must also advise the Minister of the use of special ballots (mail in ballots).

Applications for special ballots must be made available to the public the day after a council decides to use special ballots. Of the 342 municipalities in Alberta, between 15 and 20 municipalities used special ballots during the 2017 municipal election.

A provision exists in the *Local Authorities Election Act* that requires the minister to appoint special ballot advisors to review questionable special ballots. This is inconsistent with the returning officer’s responsibility for all other ballots and is impractical.

Discussion:

Topic	Current Status	For Consideration
Review of Special Ballots	The minister is required to appoint special ballot advisors to review questionable special ballots	Remove the requirement for special ballot advisors, as well as the requirement to notify the Minister of the use of special ballots.
Returning Officer Responsibility	The Minister of Municipal Affairs appoints special ballot advisors who may accept or reject a special ballot in instances where the local returning officer feels unable to make a determination.	Expand authority for the returning officer to accept or reject a special ballot, in accordance with the provisions of the <i>Local Authorities Election Act</i> , rather than requiring the Minister to appoint a special ballot advisor to make a determination.

Discussion Questions:

13.1 The Minister of Municipal Affairs should not appoint special ballot advisors.

[Click here to select level of support.](#)

Please explain or provide your comments:

[Click here to enter text.](#)

13.2 The Returning Officer should have the authority to accept or reject a special ballot.

[Click here to select level of support.](#)

Please explain or provide your comments:

[Click here to enter text.](#)

13.3 Municipalities should not have to notify the Minister of the use of special ballots.

[Click here to select level of support.](#)

Please explain or provide your comments:

[Click here to enter text.](#)

13.3 Do you have anything to add about the proposal or alternate suggestions?

[Click here to enter text.](#)

14. Additional Items for Consideration

Discussion:

Current Status	For Consideration	Rationale
<p>Election Regulations</p> <p>Regulations currently exist that outline specific processes for Calgary, Edmonton and Red Deer. The modified voting procedure allows for ministerial power and bylaws to adjust certain processes in the <i>Local Authorities Election Act</i>.</p>	<p>Repeal the modified voting procedure regulation, ballot box regulation, City of Edmonton Regulation, City of Calgary Regulation, and City of Red Deer Regulation and incorporate provisions into the <i>Local Authorities Election Act</i>.</p>	<p>Reduces regulatory burden on municipalities and reduces complications.</p> <p>Regulated procedures would benefit any large election process and will be of value to other municipalities.</p>
<p>Cell Phone Use</p> <p><i>Local Authorities Election Act</i> does not address the use of cell phones in voting stations.</p>	<p>Allow municipalities to create rules regarding the use of cell phones, such as restricting voice calls, photography or social media, while in the voting station.</p>	<p>Provides flexibility to municipalities to determine their specific needs for regulating the use of cellphones.</p>
<p>Definition of “Candidate” and “Campaign Period”</p> <p><i>Local Authorities Election Act</i> does not clearly define when a person officially becomes a candidate. The definition of “campaign period” does not align with the definition of “candidate.”</p>	<p>Amend the definition of “candidate” to mean an individual who has filed a registration of notice under section 147.21.</p> <p>Amend the definition of “campaign period” to be January 1 in the year of a general election to December 31 in the year of a general election. In the case of a by-election, beginning when the vacancy occurred to 180 days following the date of the by-election.</p>	<p>Ensures consistency with definitions to eliminate confusion and increase clarity.</p>

Discussion Questions:

14.1 Do you have anything to add about the regulations under the *Local Authorities Election Act*?

[Click here to enter text.](#)

14.2 Municipalities should have the authority to create rules regarding the use of cell phones in voting stations.

[Click here to select level of support.](#)

Please explain or provide your comments:

[Click here to enter text.](#)

14.3 Do you have anything to add about the use of cell phones in voting stations?

[Click here to enter text.](#)

14.4 Do you have anything to add about the definitions of “candidate” and “campaign period”?

[Click here to enter text.](#)

14.5 Do you have any other comments or suggestions to add regarding the proposed changes to the *Local Authorities Election Act*?

[Click here to enter text.](#)

Carol Gabriel

From: Massimo Bergamini <admin=airlinecouncil.ca@mail171.atl221.rsgsv.net> on behalf of Massimo Bergamini <admin@airlinecouncil.ca>
Sent: June 14, 2018 1:00 PM
To: CAO
Subject: Cross-country consultations on air passenger rights



NACC
National Airlines
Council of Canada



CNLA
Conseil national des lignes
aériennes du Canada

To all Mayors and councils:

[Re: Cross-country consultations on air passenger rights and the aviation ecosystem](#)

As a mayor and municipal leader, you understand better than most the importance of safe, efficient and economical transportation to your community and to Canada. With the Canadian Transportation Agency (CTA) holding [public consultations on a new passenger rights regime](#), I want to enlist your support to ensure that these hearings contribute to an improved, more competitive air passenger transportation system.

Every day in Canada, some 350,000 air travellers have safe and uneventful flights. Thousands of people in many organizations including airlines, airports, air traffic control, and government agencies responsible for border control, security, customs and immigration contribute to the success of every flight.

But for those air travellers, most of these interactions occur behind the scenes. Which is why it is not surprising that when something goes awry, responsibility is often assigned to the most visible player—the air carrier. There is little

discussion of the role played by others involved in their flight or the impact of external forces, such as weather or distant ground stops.

Commercial aviation is highly complex anywhere. Canada's operating environment, including climate, geography and population distribution requires an exceedingly high level of coordination and operational sophistication. Adding to the cost and complexity of commercial aviation in this country are federal policies that make it increasingly difficult for our air transport system to remain globally competitive.

Together, these thousands of people, dozens of organizations along with our policy and regulatory environment make up Canada's aviation ecosystem. Attempts to improve passenger air travel through government regulation must look at the ecosystem as whole.

For example, system-wide capacity issues are caused by labour and other shortages in our partner organizations and government agencies. The Canadian Air Transport Security Authority (CATSA) and the Canada Border Services Agency (CBSA) have stagnant budgets with which to manage growing responsibilities.

Airport infrastructure dictates many aspects of airline operations, as do government regulations. For example, de-icing regulations, essential as they are, can lead to tarmac delays because of capacity issues. Canada's climate and challenging weather conditions, which are in no one's control, can disrupt airline scheduling.

Focusing solely on airlines and developing a punitive system to enforce new regulations, while easy, may well fail to deliver the travel experience Canadian air passengers want and deserve. Consider the experience of the United States, where harsh regulations fining airlines for tarmac delays seem to have backfired.

According to [a study by Dartmouth College and the Massachusetts Institute of Technology](#), the regulations have “significantly increased” the number of passenger delays, with each minute of time saved waiting on the tarmac translating into roughly three minutes of total passenger delay.

This is due primarily to increases in flight cancellations, resulting in passengers needing to rebook and often leading to extensive delays in reaching their final destination. Such an unanticipated outcome in Canada would be particularly challenging for northern, remote and Atlantic communities, which are more vulnerable to weather-related events.

This example points to the need for a balanced and holistic approach that recognizes operational and safety realities and encourages system-wide improvements in capacity and operations, including security, border screening, air traffic control and airport infrastructure.

We have created a video (see below) to explain the complexity of the commercial aviation ecosystem and why every policy that affects aviation must recognize that ecosystem and ensure better coordination, greater synergies and more collective accountability among its members.

We encourage you to share the video with your council colleagues, staff and constituents. We also encourage you to advocate to the CTA and the Minister of Transport for an approach to passenger rights that recognizes the complexity of the aviation system and Canada’s unique operating environment.

Our member airlines want to work with you and your communities to make passenger air travel in Canada better for everyone. No one will benefit from a simplistic approach that creates unintended consequences that hurt the people they intended to help.

If you have any questions or concerns, please do not hesitate to contact me directly at mbergamini@aviationcouncil.ca.

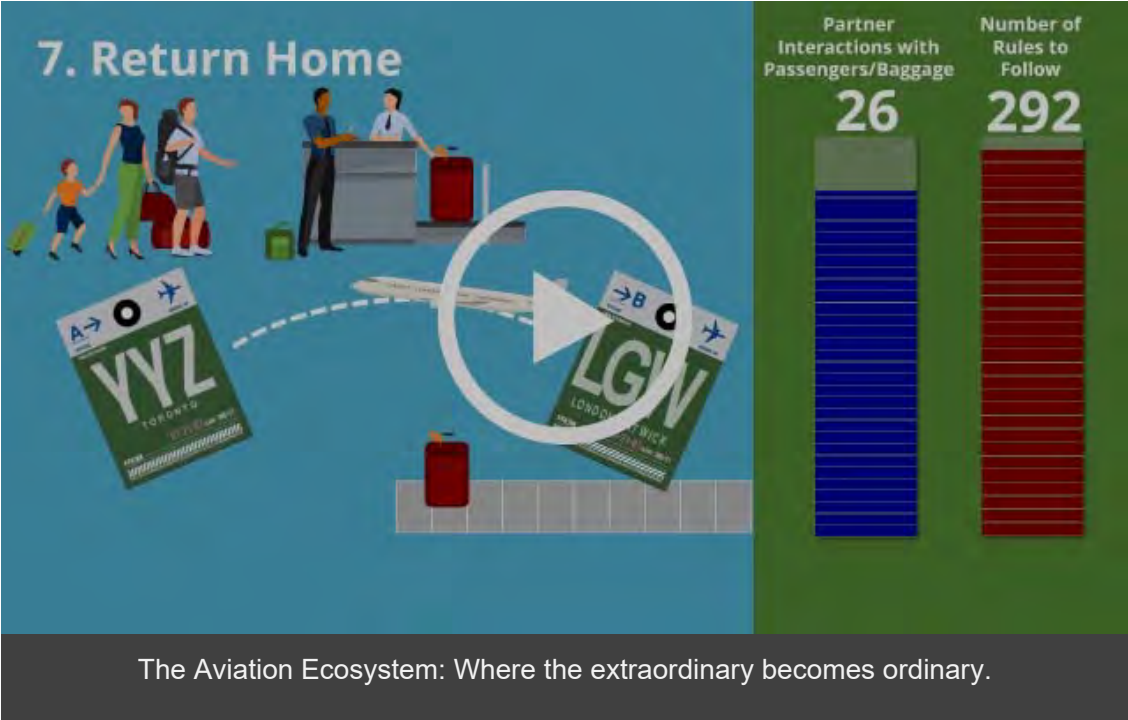
Sincerely,

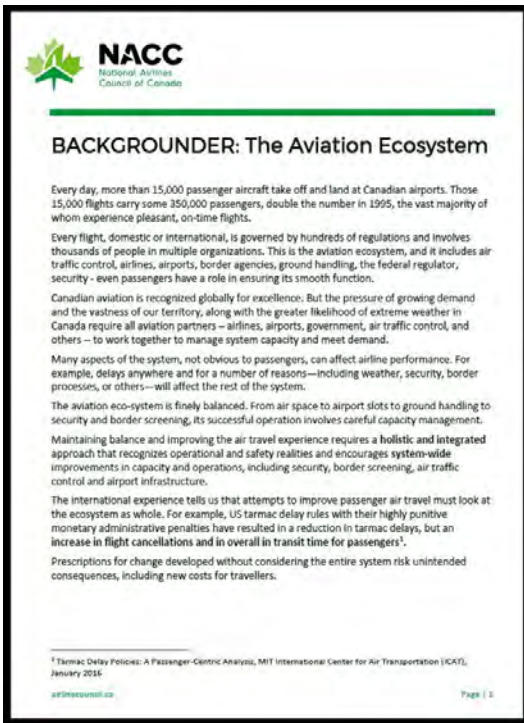


Massimo Bergamini
President & CEO

NATIONAL AIRLINES COUNCIL OF CANADA

The National Airlines Council of Canada is the trade association that represents Canada's largest commercial airlines: Air Canada, WestJet, Jazz Aviation, and Air Transat. Together, our members transport 92 percent of domestic passengers in Canada and employ almost 50,000 Canadians from coast to coast to coast.





Backgrounder: The Aviation Ecosystem.



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600-116 Lisgar St.
Ottawa, On K2P 0C2
Canada

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June 15, 2018

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

Dear Len Racher:

RE: Acknowledgment of Application for Disaster Recovery Assistance

Thank you for your application dated May 23, 2018, requesting disaster recovery assistance following the wildfire event experienced by your municipality from May 6 – 7, 2018.

Per the Disaster Recovery Regulation, in order for a Disaster Recovery Program (DRP) to be approved the following criteria must be met:

- damage or loss is widespread, or event has threatened economic viability;
- the event is considered extraordinary; and
- insurance is not reasonably or readily available to cover the damage and loss.

The Alberta Emergency Management Agency (AEMA) will advance your application through the review process. Once a determination is made, you will be notified of the outcome. If a DRP is approved, AEMA will help you with program administration.

If you require further information, please contact your regional AEMA Field Officers or Recovery Team Lead listed below.

Sincerely,



Jennifer Dolecki
Director, Community Recovery Services

cc: Brice Daly, AEMA Field Officer, 780-538-5295
Ken Hawrylenko, AEMA Field Officer, 780-292-1155
Sean Pettie, Municipal Recovery, Team Lead, 780-691-6167

RECEIVED
JUN 21 2018

MACKENZIE COUNTY
FORT VERMILION OFFICE

June 15, 2018

Len Racher, Chief Administrative Officer
Mackenzie County
P.O. Box 640
Fort Vermilion AB T0H 1N0

Dear Len Racher:

RE: Acknowledgment of Application for Disaster Recovery Assistance

Thank you for your application dated June 8, 2018, requesting disaster recovery assistance following the flooding event experienced by your municipality from April 7 – 26, 2018.

Per the Disaster Recovery Regulation, in order for a Disaster Recovery Program (DRP) to be approved the following criteria must be met:

- damage or loss is widespread, or event has threatened economic viability;
- the event is considered extraordinary; and
- insurance is not reasonably or readily available to cover the damage and loss.

The Alberta Emergency Management Agency (AEMA) will advance your application through the review process. Once a determination is made, you will be notified of the outcome. If a DRP is approved, AEMA will help you with program administration.

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cc: Brice Daly, AEMA Field Officer, 780-538-5295
Ken Hawrylenko, AEMA Field Officer, 780-292-1155
Sean Pettie, Municipal Recovery, Team Lead, 780-691-6167

RECEIVED
JUN 21 2018

MACKENZIE COUNTY
FORT VERMILION OFFICE

June 13, 2018

Bill 8 Consultation Opportunities

The Government of Alberta is proposing changes to Alberta's emergency management legislative framework

Bill 8, the *Emergency Management Amendment Act* was introduced in the legislature on April 3, 2018. The Bill proposes changes to the rules and regulations with the intent of helping communities improve their response to disasters. It would also provide the ability to create a new Local Authority Emergency Management Regulation that would give direction on emergency management practices for municipalities. Through this call, the **Alberta Emergency Management Agency** is requesting to **engage** with you, their stakeholders, on the proposed changes.

Municipal stakeholders can provide input by completing the **Alberta Emergency Management Framework Review Discussion Guide** or attending an in-person engagement session.

Discussion Guide

- Complete as a PDF
- Submit via email to ma.aemabill8input@gov.ab.ca
- Due no later than July 3, 2018

In-Person Sessions

- It is encouraged that municipal stakeholders planning to attend the engagement sessions have reviewed the discussion guide in advance to maximize the session
- Session location and dates are as follows:
 - Fort McMurray - June 18
 - Grande Prairie – June 20
 - Lethbridge June 25
 - Calgary – June 26
 - Edmonton – June 28
- To register, click [here](#)

If you have questions, please email Municipal Affairs at ma.aemabill8input@gov.ab.ca.

For enquiries, please contact:

Allison Hansen
Policy Analyst
allison@RMAAlberta.com

2510 Sparrow Drive
Nisku, Alberta T9E 8N5

OFFICE: 780.955.3639
FAX: 780.955.3615
RMAAlberta.com



BULLETIN

Tasha Blumenthal
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TRI COUNCIL MEETING MINUTES

Wednesday, May 2nd, 2018
5:30 p.m.

Town of High Level Council Chambers High Level, Alberta

Town of Rainbow Lake:	Michelle Farris	Mayor
	Paul Smith	Deputy Mayor
	Jessica Juneau	Councillor
	Tanya Lindley	Councillor
	Troy Jenkins	Chief Administrative Officer
	Ian Dudla	Director of Finance and Human Resources
	Julia Darling	Executive Assistant
Mackenzie County:	Peter F. Braun	Reeve
	Lisa Wardley	Deputy Reeve
	Jacque Bateman	Councillor
	Cameron Cardinal	Councillor
	Josh Knelsen	Councillor
	Ernest Peters	Councillor
	Anthony Peters	Councillor
	Walter Sarapuk	Councillor
	Len Racher	Chief Administrative Officer
	Carol Gabriel	Director of Legislative & Support Services
	Byron Peters	Deputy CAO
Chelsea Doi	Municipal Intern	
Town of High Level: (HOST)	Boyd Langford	Deputy Mayor
	Ellis Forest	Councillor
	Terry Jessiman	Councillor
	Brent Anderson	Councillor
	Mike Morgan	Councillor
	Dan Fletcher	Chief Administrative Officer
	Sandra Beaton	Municipal Clerk/Recording Secretary
Guests:	Tom Smith, CN Rail – Manager of Public Affairs (teleconference) Angie Mann and Sylvia Kennedy, Northwest Health Foundation	

CALL TO ORDER: 1.1 Call to Order

Deputy Mayor Langford (HL) called the meeting to order at 6:00 pm.

DECLARATION OF QUORUM: All members had quorum present.

AGENDA: **2.1 Adoption of Agenda**

MOTION 08-18 **MOVED** by Reeve Braun (MC)

That the agenda be approved with the Deletion of item 7.1 Enhanced RCMP Discussion.

CARRIED BY CONSENSUS

ADOPTION OF PREVIOUS MINUTES: **3.1 Minutes of the February 7, 2018 Tri-Council Meeting**

MOTION 09-18 **MOVED** by Councillor Forest (HL)

That the minutes of the February 7, 2018 Tri-Council meeting be adopted as amended.

CARRIED BY CONSENSUS

BUSINESS ARISING: **4.1** None.

DELEGATIONS: **5.1 CN Rail - Tom Smith, Manager, Alberta Public Affairs**

Mr. Tom Smith:

Didn't have a specific presentation for the Council. He submitted 'news release' document for the meeting.

- After 6 quarters of reduction, CN took the necessary steps with reduction. In 2017 estimated a 15% growth.... had a 20%. Affected by the cold, had to cut train length in half...putting more trains on. CEO stepped down, new CEO trying to move things forward.
- In 2018 investing 28 mil in increasing capacity. 29 major infrastructure projects.... improve fluidity in Canada. Expanding yard projects to improve efficiency and fluidity...increased capacity, crews. Brought on 130 new locomotives, exploring 60 new. 350 new boxcars. 350 'lumber siding' cars. Rationed a series of boxcars from QC sent to AB to meet demand in AB. Adding more crew members, recruiting locally (9 posns in HL).



Questions:

Local mills have made capital investments in expanding capacities in the region (agriculture and what is potentially coming out of the new mine).

CN...capacity building

2019/2020 look into expanding

- Addressing concerns with hopper cars (not official, yet).
- delivered 624 grain cars (where grain elevator customers are requesting)

Q. CAO Racher (MC) – How do you prioritize? Do you have any plans for servicing re this region?

A. There is no favouritism...we are progressing.

Councillor Sarapuk (MC): Grain companies are hesitant to invest in infrastructure in this area. The service that is provided by CN has been underwhelming for a significant period of time.

A. (Mr. Smith has been with CN/position for 3 months). No specific information for the region....our focus is on the backbone/main area, improve those areas, and branch out. We are carrying our 'capacity growth' into 2019. We have some new recruits coming on board.

Q. Deputy Mayor Langford (HL). Is it possible to get some kind of agreement from CN with regards to supporting the local grain getting moved out?

A. I will ask CN, senior management.

Q. Deputy Mayor Langford (HL) – How up to date are you with the current level of service? ...over the next few months, we would like a base line to compare with. Is there specific plans for the local rail lines to handle increased capacity?

Q. Councillor E. Peters (MC) – Is there anything we can do to assist you in lobbying for the region?

A. If you have information, letters/communication that they'd like to invest or 'increase' in the area, could you provide that to me and I can carry it forward to various departments/sales teams. It helps to have numbers to show.



CAO Racher (MC) – if the track can't handle it, it doesn't matter what kind of new equipment is purchased.

Deputy Mayor Langford (HL) – has there been any research or studies by CN regarding how much grain is moved out of the region?

Councillor Bateman (MC) – it's a CN report, but the numbers are shown in US terms.

A. Apparently, that's the historical #'s or industry standard that are used.

Request: Could CN provide some baseline data for the level of service being provided in the region? Looking specifically for the number of cars requested vs. the number of cars delivered. It would be ideal to have data for the last 5 years.

Request: Could CN provide some information on forecast projections for the area in terms of anticipated growth and/or increase to the level of service?

Request: With regard to grain transportation...does CN capture source location data on the grain they are moving to identify how much local grain is being moved further south to gain access to rail. Could CN work with their partner elevators and terminals to get access to that number so an accurate representation of the amount of grain developed locally is being shipped by road due to an inability to get access to grain cars in High Level?

Request: Can CN provide a guarantee that if new investment were to be forthcoming in the region that CN will provide the required service level to ensure that businesses success?

Request: Could CN provide some reassurance/description of plans that are in place to accommodate industry growth in the High Level and Hay River areas and how CN is able to respond with regard to servicing this growth?

Deputy Mayor Langford (HL) invited Mr. Smith to the Aug 1st Tri Council meeting. Mr. Smith expects to attend. The Council also invited Mr. Smith to attend the Mackenzie County Ag Fair.

Three CAO's tomorrow morning to follow up with an email/letter to Tom Smith re request from Tri Council and attending the Aug 1st Tri Council meeting.



5.2 Northwest Health Foundation

Pleased and thankful with the proceeds received from the Golf Tournament.

Goal – to upgrade the palliative care suites in La Crete, High Level and Fort Vermilion.

- \$33k for a hospital grade bed.

Presented an overview of the success of last years' campaign.

Introduced the 2018 Festival of Tress recognition program.

Looking for community membership.

- Discussion around local health care services (physicians, MRI machine).
- Discussion around the local Health Advisory Council and the work they are doing advocating for the region.

Deputy Mayor Langford (HL) – Does Council have any suggestions on recognition?

Deputy Mayor Langford- Are each of the 3 Councils willing to commit to the Festival of Trees for 3 years?

- Reeve Braun, commit to the 70 / 30 split of the Golf Tournament

\$2000.00 per Council to the Festival of Trees for 3 years.
Consensus by all three Councils.

OLD BUSINESS:

6.1 Boreal Housing Lodge Update (Standing Item)

Councillor Knelsen provided an update. Contractors - Short listed to 5 bidders. Asked to provide an update once results of the tender award are released.

6.2 Northwest Species at Risk Committee Update (Standing Item)

Mayor McAteer and Councillor Jorgensen in Ottawa.

NWSAR Meeting – approved a resolution at NWSAR meeting/May 1st, taking to FCM end month.

Moving forward with a FRIAA Forest Resource Improvement Program grant application to conduct further environmental and species research in the region.

Received the minister's report on April 30th, not much in it.

21 species are listed on the Species at Risk Registry in our area with some notation or level of concern.

There will be a motion going to the FCM re the Species at Risk.



MOTION 10-18

This motion is requesting FCM to urge the Federal Government to consider Municipalities as partners in Section 11 and 13 Conservation agreements under the Species at Risk Act as well as to ensure future conservation goals focus on species population recovery more so than land protection measures.

MOVED by Deputy Reeve Wardley (MC)

That the three Councils support the emergent nature of the NWSAR resolution being sent to the Federation of Canadian Municipalities 2018 Conference by sending a letter to FCM Administration asking for their consideration of the resolution as emergent.

6.3 Natural Gas Shortage (Standing Item)

Reeve Braun (MC) provided an update.
Meeting on Friday, May 4th
Committed to putting 2 compressors here.

MOTION 11-18

MOVED by Reeve Braun (MC)

That the three CAO's draft a letter as required following Mackenzie County's teleconference meeting with Minister Carlier supporting the Mackenzie County Natural Gas Pipeline Capacity Expansion Project.

CARRIED BY CONSENSUS

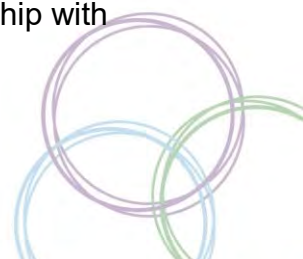
6.4 Regional Grant Opportunities

Deputy Mayor Langford spoke to how in the past we had multiple regional grants ongoing and asked that Administrations discuss and consider where regional grant opportunities may be acquired for the benefit of the entire region.

CAO Fletcher provided an example of a Regional Grant opportunity around Regional Investment Attraction and Site Selector project.

Deputy Reeve Wardley – REDI applying for funding re same/similar projects.
How can/will these projects/funding work together?

CAO Fletcher indicated that the Tri Council and REDI partners are the same. The intent would be to work in partnership with



REDI which would allow for more resources to be dedicated to existing priorities which in turn would translate to better outcomes.

Commitment received from the three Councils to work together on the projects.

NEW BUSINESS:

7.1 — ~~Enhanced RCMP Discussion~~

Deleted

7.2 RCMP Unified Lobbying

Discussion...Reeve Braun asked if the three councils can bring their ideas/questions to the RCMP when they meet at the AUMA meeting, as a group vs individually.

7.3 Cell Service on Primary Highways

Discussion: CAO Racher...lobbying for better cell service on our highways. Gaps in service geographical area in the reason. Who can we lobby?

MOTION 12-18

MOVED by Deputy Reeve Wardley (MC)

That the Council send a letter to the Federal Government parties responsible for regulation of Cellular Towers re cell phone service in all primary and secondary highways within the region. – Safety a priority.

7.4 Mackenzie Regional Waste Management Commission

Discussion... compost cell

Councillor Forest (HL) will take the discussion back to the next Mackenzie Regional Waste Management Commission meeting.

7.5 Inter-Municipal Collaboration Framework

Discussion...Deputy Mayor Langford (HL). This is a mandatory requirement under the new MMGA. Form a regional committee 1 rural, 2 urban committees?

Reeve Braun (MC) – that each of the individual Councils can discuss the potential of a regional Inter-Municipal Collaboration Framework.



The CAO Secretariat can discuss what the process would be at an administrative level.

CORRESPONDENCE: 8.1 Alberta Health Services RE: Response to letter on area Renal Dialysis Service

MOTION 13-18 MOVED by Mayor Farris (RL)

That a letter be sent to the Minister of Health re interprovincial/territorial services requesting that statistics be gathered/provided on the number of patients served from areas outside of the catchment area of the High Level hospital and further request that those numbers be considered when determining the level of service provided.

CARRIED BY CONSENSUS

8.2 Northwest Health Foundation RE: Donation Thank you Mackenzie Regional Charity Golf

8.3 Letter to Minister for Agriculture and Forestry RE: Natural Gas Shortage Solution

**NEXT MEETING: 9.1 Wednesday, August 1, 2018
Host – Mackenzie County**

**9.2 Wednesday, November 7, 2018
Host – Rainbow Lake**

ADJOURNMENT 10.0 Adjournment

With all matters of business concluded the meeting was adjourned at 7:55 pm.

These minutes will be presented to the Tri-Council for approval on August 1, 2018.



Town of Rainbow Lake

Town of High Level

Mackenzie County

Unapproved



LA CRETE RECREATION SOCIETY
REGULAR MEETING
APRIL 12, 2018

Northern Lights Recreation Centre
La Crete, Alberta

President: Shawn Wieler, President
Simon Wiebe, Vice President
Wendy Morris, Secretary-Treasurer
George Derksen, Director
Ken Derksen, Director
Peter Wiebe, Director
John Zacharias, Director
Peter F. Braun, County Rep
Philip Doerksen, Arena Manager
Shane Krahn, Assistant Arena Manager
Absent:
George Derksen, Director
Dave Schellenberg, Director

Call to Order: President Shawn Wieler called the meeting to order at 6:01 p.m.

Approval of Agenda

1. Peter Braun moved to accept the agenda as presented.

CARRIED

Financial Report

Reviewed financials

1. Money transfer that was discussed last meeting hasn't happened yet.
2. The Challenge Cup donation is not finalized yet. Money will be added to this.
3. Abe has been separating money into specific categories; this is why operating expense list looks longer.
4. Bowling, skate sharpening and bowling snacks are all at a profit this year.

Ken Derksen moved to accept financials as presented.

CARRIED

Abe Fehr left at 6:12 p.m.

Approval of Previous Meeting's Minutes

1. Simon Wiebe moved to accept the March 8, 2018 Regular Meeting Minutes as presented.

CARRIED

Business from the Minutes

1. Shane commented that having the two floor scrubbers, one upstairs and one down, was a big help.

Review of Action Sheet

1. Removed book keeper #4 from Action Sheet.

Manager's Report – Philip Doerksen

1. March was a busy month with skating carnival and hockey tournaments at the arena.
2. The wheel chair ramp goes right down to the bowling lanes.
3. The Health and Safety inspector needed engineered drawings for the splash park. Philip has gotten these done. It cost \$1600.
4. Challenge Cup discussion regarding tournament and gate fees.

New Business

8.1 Splash Park Engineered Drawings

1. Discussed that this is completed.

8.2 Pavement at Splash Park

1. The plan is on the board upstairs at the arena.

8.3 Curling rink Walkways/Doorway

1. Philip said they want to take out the wooden walkways on the sides of the curling rinks in order to turn the pickle ball courts. The walkways will be saved in case they are needed again.

Duffy moved that arena staff remove the wooden walkways in the curling rink and put them in storage for future use.

CARRIED

2. Philip would like to remove the third window in the curling surface and put a door in so that this area can be separate and secured.

Peter moved that Philip remove the window on the west side of the curling rink and install a door so that the area can be kept separate from the curling lobby and be secured.

CARRIED

8.4 Canada Summer Students Grants Application

1. This was discussed for informational purposes. Philip will look into a paper application for next year.

8.5 Financial Adjustments

1. Philip sent out copy. Asked board to review it and let him know if there are any concerns.

8.6 Facility Management/Employee Responsibility Documents

1. Shawn suggested getting signs with roles of Facility Manager & Employees so that the public is aware.
2. Philip says when certain groups rent the facility they go over board and are pushy in taking over and not following arena rules. They want to take down pictures and hang new things on the walls, etc. He would like something to regulate this. There was talk about a Rental Facilities Agreement.

8.7 Lobby Renovations Tender

1. Lobby Renovation Tenders were opened at a separate meeting. LG was lowest. Board looked at bids.
2. Shawn recommended to go with LG because he was the lowest tender. Because there were not many details in the tender, extras can be expected. Any extras that are found out during building need to be brought back to the subcommittee. Peter suggested that the subcommittee work weekly with the builders.

John Zacharias moved that LG be awarded the tender for the lobby renovation project. It will be required that LG meet weekly with two members of the subcommittee to discuss progress and cost. Any changes to the project must be documented.

CARRIED

Peter Wiebe moved to go in camera at 7:13 p.m.

Wendy Morris moved to go out of camera at 7:26 p.m.

Simon Wiebe moved that Philip's wages stay the same and he receives 10% of advertising revenue as a bonus.

CARRIED

The board suggested to Philip that Shane take the lead in the arena in the summer and Philip take the lead on overseeing the building project. Also discussed weekly meetings with builders.

Peter Braun moved that the meeting be adjourned at 7:36 p.m.

Next Meeting will be May 3rd, 2018, due to Ascension on May 10.

LA CRETE RECREATION SOCIETY
REGULAR MEETING
MAY 3rd, 2018

Northern Lights Recreation Centre
La Crete, Alberta

Present:

Shawn Wieler, President
Simon Wiebe, Vice President
Duffy Driedger, Director
John Zacharias, Director
Dave Schellenberg, Director
Peter Wiebe, Director
George Derksen, Director
Philip Doerksen, Arena Manager
Shane Krahn, Assistant Arena Manager
Peter F. Braun, County Rep

Absent:

Wendy Morris, Secretary Treasurer

Call to Order: Shawn Wieler called the meeting to order at 6:00 p.m.

Approval of Agenda

1. 8.10 – Minor Hockey added to the agenda.

Peter Wiebe moved to accept the agenda as amended.

CARRIED

Approval of Previous Meeting's Minutes

Simon Wiebe moved to accept the April 12 Regular Meeting Minutes as presented.

CARRIED

Financial Report

- a. Operating Capital 175000 Needs to be moved. From Operating into capital
- b. Accounts Payable is High Due to GST
- c. Capital funding from MD has GST included. Make sure we bill GST when billing out
- d. Challenge cup is added into Home school Private school line.

Ken Derksen moved to approval of financial report

CARRIED

Business from the Minutes

1. Money still has not been transferred as per last month's minutes.

Review of Action Sheet

1. Remove book keeper help

Manager's Report – Philip Doerksen

1. Corina is now the new office help (going well)
2. Tennis court is up and running
3. RV show was canceled

New Business

8.1 Apply for grant to match capital funds for 2018

Blumennort shack is in bad shape and need help

Dave Schellenberg moved to apply for matching grant. Projects funding for outdoor rinks.

8.2 Long term disability insurance

- a. Long term Disability
- b. cost too much- Philip Does not want to pay for it.
- c. About \$3000 per yr
- d. \$13000 per yr for all the incurrence per yr
- e. will discuss in camera
- f. County does not pay for it now, may have paid for it in the past

8.3 Splash Park/TD Mechanical/ Redline Electric/Engineered drawings/Ashphalt/Fence

- a. pricing needs to be done
- b. how far do we go
- c. do we need fence

8.4 Tractor forks

- a. Forks will be discussed at next meeting

8.5 Blue Hills Rink

- a. We will carry on with plan to spend \$20 000.00 into rink even though they plan to move and cover rink in distant future

8.6 Curling supplies, Tables/Chairs

Home style shopping wants to move into arena

- a. We need to buy tables an chairs but these would be paid for in one season.

Peter Wiebe made a motion to purchase table and chairs with in house capital funding up to \$5200.00

CARRIED

8.7 Landscaping

- a. Storm water needs to be drained off tennis courts and this needs to be tied into county storm sewer. Cost is \$.2026.50
- b. The dressing rooms need to be finished on the outside. The cost is \$23100.00.
- c. Philip will finish some other projects and then relook at these again at the next meeting.

8.8 Entrance Runner

- a. Philip wants to buy a full roll

8.9 Ball diamond shelter for mower

- a. A calf shelter can be used for storing the garden tractor
- b. Will look into purchasing at auction.
- c. The cost at UFA is \$1000.00
- d. At an auction there is a possibilty of paying around \$500.00

8.10 Minor Hockey

- a. Sunday games typicall start at 10:00am as per all Peace league.
- b. Ken will update us as season starts as to affecting our Sunday policy

8.11 Bleacher Heaters

- a. Heater is \$1500.00 over budget.

Dave Schellenberg made a motion that the Heaters contract will be done by Doerksen for \$8000.00.

CARRIED

8.12 Curling Door

- a. Cost is approximately \$1200.00.

Peter Wiebe made a motion to have 2nd door put into curling rink wall for the sum of \$1500.00.

CARRIED

Dave Schellenberg moved to go in camera at 7:20 p.m.

Peter Wiebe moved to go out of camera 7:30 p.m.

Peter Braun motion to adjourn the meeting at 7:40 p.m.

It was discussed in camera to keep the Long Term Disability, as discussed in 8.2, as is until the current budget year is done. At this time wages and benefits will be renegotiated.

Next Meeting – June 14th, 2018.

Carol Gabriel

From: Eric Jorgensen
Sent: June 22, 2018 1:21 PM
To: Cameron Cardinal; Doug Munn; Len Racher; Carol Gabriel; Peter F. Braun
Subject: Fw: Cando 25th Annual National Conference - River Cree Resort - Enoch, AB

Cameron and I have talked about this. Can we get it on an upcoming agenda? Thanks. Ej

Sent from my BlackBerry Motion--the most secure mobile device—via the TELUS Network

From: cando@edo.ca
Sent: June 22, 2018 6:50 AM
To: eric@mackenziecounty.com
Reply to: cando@edo.ca
Subject: Cando 25th Annual National Conference - River Cree Resort - Enoch, AB

Having trouble viewing this email? [Click here](#)



25 Years of Inspiring Success: Empowering EDOs, Economies & Communities

**Cando's 25th Annual National Conference & AGM,
Call for Conference Presenters, ED of the Year Award,
National Youth Panel, Women In Business Panel
+ NIEEF Scholarships**



Cando Annual National Conference & AGM



Cando is pleased to announce its **25th Annual National Conference & Annual General Meeting to be held on October 22-25, 2018 at the River Cree Resort, Enoch Cree Nation (west of Edmonton)**. This year's conference will be co-hosted by Enoch Cree Nation.

The Cando National Conference is the only platform that focuses exclusively on topics and trends related to the advancement of Indigenous Economic Development in Canada. It is an important venue for economic developers and related stakeholders to come together, create new business contacts, share best practices, address obstacles and relevant existing trends in our dynamic economy.

Please visit [Cando's conference website](#) for more information and to register.

Call for Conference Presenters

Cando is pleased to announce a Call for Presenters for the 25th Annual National Conference & AGM. Cando's conferences provide Economic Development Officers (EDOs) with tools and resources to discover new opportunities for community economic development in Indigenous regions and communities throughout Canada. The conference will be of interest to all, from the beginner community economic developer to the advanced practitioner. We will examine urban, rural and remote challenges; and offer exposure to diverse perspectives including First Nation, Métis and Inuit, and showcase entrepreneurial approaches in Indigenous economic development.

This is your opportunity to share your expertise, experiences and wisdom with fellow professionals working in Indigenous economic development. Conference workshop themes will reflect the multiple bottom lines of Indigenous economic development:

social, cultural, economic and environmental. Conference sessions will address topics that have direct impact on EDOs and will provide the audience with the practical information and tools needed to strengthen Indigenous economies.

Please visit [Conference Workshops](#) page on Cando's website for more information and to download a copy of the Call for Presenters & Conference Speaker Policy.

Deadline for Submissions: July 31, 2018

Cando Economic Developer of the Year Award

Sharing our stories and celebrating our successes will ensure that economic development initiatives continue to grow. In 1995, the **Cando Economic Developer of the Year Award** was created to recognize and promote recent or long-standing Indigenous economic development initiatives throughout Canada.

Each year Cando awards three categories:

- * Individual EDO
- * Community
- * Aboriginal Private Sector Business

Recognition programs are a great way to surface best practices and learn what others are doing. Nominating an individual, business or community for the Economic Developer of the Year Award gives them the recognition they deserve for their hard work and dedication. Finalists for these awards are given an opportunity to showcase their success to a national audience, enhancing their prestige and recognition by investors, government and other communities. By receiving an Economic Developer of the Year Award, each successful nominee is nationally recognized for their excellence, success and contributions to the advancement of Indigenous economic development in Canada.

Visit [Cando website](#) for more information and to download a copy of the Nomination form.

Deadline for Nominations: June 30, 2018

14th Annual National Youth Panel

The National Youth Panel is an inspiring showcase of the achievements of six highly motivated Indigenous youth (18-30) from across Canada who have been nominated by their peers and recognized as national role models. All selected panelists are invited to the Cando Annual National Conference & AGM where they will share their inspiring stories to a national audience. Do you know someone who should be a part of this year's Youth Panel? **Nominate them today!**

Visit National Youth Panel page on [Cando's website](#) for more information and to download a copy of the Nomination form.

Deadline for Nominations: June 30, 2018

NIEEF Scholarships

NIEEF (National Indigenous Economic Education Fund) is Cando's charitable organization, which grants annual scholarships to Indigenous students studying in a field related to economic development. To be eligible, students must be attending or currently enrolled in a program at a post-secondary institution, and must be a Cando student member. This year, NIEEF will be granting 3 scholarships each worth \$2,000.

Visit [Cando's website](#) for more information and to download a copy of the Scholarship Application Form.

Deadline to apply: June 30, 2018

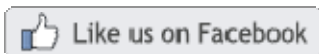
Stantec Women In Business Panel

The Stantec Women in Business Panel is a showcase of the obstacles faced and achievements of four successful Indigenous women from across Canada who have been nominated to speak and inspire conference delegates with their stories of perseverance and determination. All selected panelists are invited to the Cando Annual National Conference & AGM where they will share their inspiring stories with a national audience. Do you know someone who should be a part of this year's Stantec Women in Business Panel? **Nominate them today!**

Visit National Youth Panel page on [Cando website](#) for more information and to download a copy of the Nomination form.

Deadline for Nominations: June 30, 2018

[Join Our Mailing List!](#)



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Athabasca County

8th Annual



Fly-In Barbecue

Athabasca Regional Airport (YWM)

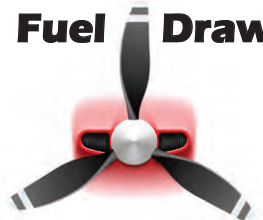
11am – 2 pm | Saturday, July 21

- Barry Pendrak Aerobatics Display (Skybolt Bi-Plane)
- RCMP Dog Unit, Alberta Fish & Wildlife Awareness Trailer
- CASARA, STARS, and Athabasca Regional Fire Services
- Athabasca Classic Cruisers car show
- Activities for the kids and giveaways

All types of aircraft are welcome • Avgas available



Fuel Draw



**Avgas for
your plane!**



**A pair of tickets to the
Big Valley Jamboree**

Courtesy of BOOM 94.1

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