



Mackenzie County

REGULAR COUNCIL MEETING AGENDA

JULY 25, 2018

10:00 A.M.

COUNCIL CHAMBERS
FORT VERMILION, AB

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**Wednesday, July 25, 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 27, 2018 Regular Council Meeting	7
		b) Business Arising out of the Minutes	
DELEGATIONS:	4.	a) Mirek Grzeszczuk, MPE Engineering (10:15 a.m.)	25
		b)	
		c)	
COUNCIL COMMITTEE REPORTS:	5.	a) Council Committee Reports (verbal)	
		b) Municipal Planning Commission Meeting Minutes	27
		c) Agricultural Fair Committee Meeting Minutes	55
GENERAL REPORTS:	6.	a) CAO & Director Reports	61
TENDERS:	7.	a) None	
PUBLIC HEARINGS:	8.	a) None	

ADMINISTRATION:	9.	a)	Bylaw 1096-18 Subdivision & Development Appeal Board	79
		b)	Bylaw 1106-18 Assessment Review Board	91
		c)	Bylaw 1110-18 Records Management	99
		d)	Policy RM001 Records Management	119
		e)	Policy RM002 Routine Release of Information	167
		f)	Policy RM003 Formal Request for Information	175
		g)	Policy RM004 Peace Officer Records Management	181
		h)	Policy ADM056 Public Participation	185
		i)	Subdivision & Development Appeal Board – Member at Large Appointment	207
		j)	Caribou – Rural Municipalities of Alberta (RMA) Zone Resolution	209
		k)	Holidays – Aboriginal Day	215
		l)	Tri-Council Meeting Agenda (to be presented on meeting day)	
		m)		
n)				
AGRICULTURE SERVICES:	10.	a)		
		b)		
COMMUNITY SERVICES:	11.	a)	Emergency Vehicle Buy-Back Program	217
		b)	Fire Equipment Donation	221
		c)	Rainbow Lake Enhanced Policing	223
		d)	Sharing of Peace Officer Revenue – Rainbow Lake	225

		e)		
		f)		
FINANCE:	12.	a)	Bylaw 1104-18 – Local Improvement, Rolled Curb & Gutter and Monolithic Sidewalk (Teachers Loop)	227
		b)	Financial Reports – January 1, 2018 to June 30, 2018	235
		c)	Penalties for Nonpayment of Taxes and Tax Arrears	251
		d)		
		e)		
OPERATIONS:	13.	a)	Chip Seal Project Discussion	255
		b)		
		c)		
PLANNING & DEVELOPMENT:	14.	a)	Bylaw 1107-18 Purchase of Government Road Allowance South of SW 16-104-17-W5M	257
		b)	Bylaw 1108-18 Plan Cancellation & Consolidation of Plan 842 0527, Block 1, Lot 11A & 12A	265
		c)	Bylaw 1109-18 Land Use Bylaw Amendment to add regulation to Section 8 and to add regulation to Section 9.34, Section 9.16.9 and to correct typographical errors found in Section 9.17.3, Section 9.19.3 and to add tarp shelters as a permitted use in the Agricultural (A) and Forestry (F) zoning districts	271
		d)	Smallest Parcel Size within Agricultural “A” Zoning District	279
		e)	Development Statistics Report – January to June 2018	287
		f)		

g)

UTILITIES: 15. a)

b)

**INFORMATION /
CORRESPONDENCE:** 16. a) Information/Correspondence 295

**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
August 14, 2018
10:00 a.m.
Fort Vermilion Council Chambers

b) Committee of the Whole Meeting
August 28, 2018
10:00 a.m.
Fort Vermilion Council Chambers

c) Regular Council Meeting
August 29, 2018
10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT: 20. a) Adjournment



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	July 25, 2018
Presented By:	Carol Gabriel, Director of Legislative & Support Services
Title:	Minutes of the June 27, 2018 Regular Council Meeting

BACKGROUND / PROPOSAL:

Minutes of the June 27, 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 27, 2018 Regular Council Meeting be adopted as presented.

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

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

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

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

PRESENT: Peter F. Braun Reeve
Lisa Wardley Deputy Reeve (left at 3:42 p.m.)
Jacquie Bateman Councillor
Cameron Cardinal Councillor
David Driedger Councillor
Eric Jorgensen Councillor
Josh Knelsen Councillor
Anthony Peters Councillor
Ernest Peters Councillor
Walter Sarapuk Councillor (arrived at 10:36 a.m. and left at 4:38 p.m.)

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
Jennifer Batt Finance Controller
Chelsea Doi Municipal Intern
Bill Landiuk Consultant

ALSO PRESENT: Members of the public.
Jake Froese, President, La Crete Golf Course
S/Sgt. Bill Mooney, Fort Vermilion RCMP
S/Sgt. Brad Giles, High Level RCMP
Sgt. Gordon Hughes, Chateh RCMP

Minutes of the Regular Council meeting for Mackenzie County held on June 27, 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 10:07 a.m.

AGENDA:

2. a) Adoption of Agenda

MOTION 18-06-443

MOVED by Councillor Driedger

That the agenda be approved with the following additions and deletions:

- 9. g) Tolko/CN
- 9. h) Highway 88 Bridge
- 9. i) Holidays
- 15. a) Waterline North of the Peace River & Blue Hills
Waterline Grant Application
- 17. a) Personnel
- Remove 13. a) Pavement Strengthening – Highway 88
Connector & Range Road 153 (River Road)
- Remove 13. b) Chip Seal Project Discussion

CARRIED

**MINUTES FROM
PREVIOUS MEETING:**

**3. a) Minutes of the June 12, 2018 Regular Council
Meeting**

MOTION 18-06-444

MOVED by Councillor A. Peters

That the minutes of the June 12, 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) Wilde & Company – Audited Financial Statement
Presentation (via teleconference)**

Councillor Sarapuk arrived at 10:36 a.m.

FINANCE:

**12. a) 2017 Audited Financial Statement and Financial
Information Return**

MOTION 18-06-445
Requires 2/3

MOVED by Deputy Reeve Wardley

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

CARRIED

Reeve Braun recessed the meeting at 10:54 a.m. and reconvened the meeting at 11:03 a.m.

MOTION 18-06-446
Requires 2/3

MOVED by Councillor Sarapuk

That the following reserve transfers be approved for the year ended December 31, 2017:

- Transfer \$1,250 to the Operating Fund Reserve – Non-TCA
- Transfer \$75,000 out of the Grants to Other Organizations Reserve
- Transfer \$44,605 into the Development Reserve
- Transfer \$19,795 out of the Municipal Reserve
- Transfer \$22,245 into the Incomplete Capital – Admin Reserve
- Transfer \$18,256 out of the Vehicle and Equipment Reserve
- Transfer \$625,114 out of the Road (General) Reserve
- Transfer \$32,931 out of the Incomplete Capital – Airport Reserve
- Transfer \$245,022 out of the Water (line and surplus water and sewer) Reserve
- Transfer \$9,000 into the Incomplete Capital – Waste Reserve
- Transfer \$13,000 out of the Recreation Board – FV Reserve
- Transfer \$101,220 into the Incomplete Capital – Recreation Reserve
- Transfer \$60,000 out of the General Capital Reserve

CARRIED

DELEGATIONS:

4. b) Jake Froese, La Crete Golf Course President – Golf Course Committee Paving Proposal

Councillor A. Peters declared himself in conflict and left the Chambers.

MOTION 18-06-447
Requires 2/3

MOVED by Councillor E. Peters

That the budget be amended to include an additional \$100,000 for the Range Road 15-1 Rebuild Project (La Crete Golf Course Road), for a total project cost of \$305,000, with funding

coming from the Roads Reserve.

CARRIED

Reeve Braun recessed the meeting at 11:39 a.m. and reconvened the meeting at 11:47 a.m.

Councillor A. Peters rejoined the meeting at 11:39 a.m.

DELEGATIONS:

- 4. c) Sgt. Gordon Hughes, Chateh RCMP
S/Sgt. Bill Mooney, Fort Vermilion RCMP
S/Sgt. Brad Giles, High Level RCMP**

S/Sgt. Bill Mooney, Fort Vermilion RCMP, S/Sgt. Brad Giles, High Level RCMP, and Sgt. Gordon Hughes, Chateh RCMP were present to discuss policing in the municipality.

Reeve Braun recessed the meeting at 12:30 p.m. and reconvened the meeting at 1:08 p.m.

PUBLIC HEARINGS:

- 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**

Reeve Braun called the public hearing for Bylaw 1097-18 to order at 1:08 p.m.

Reeve Braun asked if the public hearing for proposed Bylaw 1097-18 was properly advertised. Byron Peters, Deputy CAO, answered that the bylaw was advertised in accordance with the Municipal Government Act.

Reeve Braun asked the Development Authority to outline the proposed land use bylaw amendment. Byron Peters, Deputy CAO, presented the Bylaw and indicated that first reading was given on May 8, 2018.

Reeve Braun asked if Council has any questions of the proposed Land Use Bylaw amendment. Council had the

following questions:

- Deputy Reeve Wardley asked if there be additional requirements other than the discretionary use? Access to residents and day homes? Byron Peters responded that there is a 100 meter setback from various types of uses. The Municipal Planning Commission would have to use a high level of discretion and take into account future development plans and consider further implications to the community on a case-by-case basis.
- Councillor Sarapuk asked what about the rural areas? Byron Peters responded that is where the direct control use comes in and the need for rezoning.
- Councillor Knelsen asked why wouldn't it all be direct control? The response was that administration was directed to follow the same guidelines as for alcohol.

Reeve Braun asked if any submissions were received in regards to proposed Bylaw 1097-18. No submissions were received.

Reeve Braun asked if there was anyone present who would like to speak in regards to the proposed Bylaw 1097-18.

- Ray Toews stated that they are planning on applying for a rezoning. The provincial regulations indicate times to be open from 10 am – 2 am however, Council can set the hours. Our liquor store used to be open until 9 pm until we had competition and now we are open until midnight. I don't agree with that, as nobody starts drinking at midnight. Our experience is that when people come in that late they are already under the influence. We would suggest the same hours for cannabis and that they not be open past midnight. Rules and regulations for cannabis are stricter than alcohol and it's aimed at keeping organized crime out.
- Deputy Reeve Wardley stated that this is just for land use zoning and we are still looking at operational considerations.
- Byron Peters indicated that any change to the hours of operation would be a land use bylaw change.
- Deputy Reeve Wardley asked if this could be set or under a development agreement. Byron Peters stated that they could give it to the Municipal Planning Commission for discretion regarding hours of operation.
- Councillor Cardinal asked Mr. Toews if they are obligated to stay open till 2. Mr. Toews stated that they

can choose their hours and that they feel they shouldn't be open that late.

Reeve Braun closed the public hearing for Bylaw 1097-18 at 1:16 p.m.

MOTION 18-06-448

MOVED by Councillor Jorgensen

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.

CARRIED

MOTION 18-06-449

MOVED by Deputy Reeve Wardley

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.

CARRIED

PUBLIC HEARINGS:

8. 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"

Reeve Braun called the public hearing for Bylaw 1098-18 to order at 1:23 p.m.

Reeve Braun asked if the public hearing for proposed Bylaw 1098-18 was properly advertised. Byron Peters, Deputy CAO, answered that the bylaw was advertised in accordance with the Municipal Government Act.

Reeve Braun asked the Development Authority to outline the proposed land use bylaw amendment. Byron Peters, Deputy CAO, presented the Bylaw and indicated that first reading was given on May 8, 2018.

Reeve Braun asked if Council has any questions of the proposed Land Use Bylaw amendment. There were no questions.

Reeve Braun asked if any submissions were received in regards to proposed Bylaw 1098-18. No submissions were received.

Reeve Braun asked if there was anyone present who would like to speak in regards to the proposed Bylaw 1098-18. No one was present to speak to the proposed bylaw.

Reeve Braun closed the public hearing for Bylaw 1098-18 at 1:25 p.m.

MOTION 18-06-450

MOVED by Councillor A. Peters

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.

CARRIED

MOTION 18-06-451

MOVED by Councillor Cardinal

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.

CARRIED

MOTION 18-06-452

MOVED by Councillor Cardinal

That the information be provided to the local RCMP from the meetings held with RCMP "K" Division in March 2018.

CARRIED

**COUNCIL COMMITTEE
REPORTS:**

5. a) Council Committee Reports (verbal)

MOTION 18-06-453

MOVED by Councillor Jorgensen

That the road allowance policies be brought back to Council for review.

CARRIED

MOTION 18-06-454

MOVED by Deputy Reeve Wardley

That administration request the number of gas hook-ups from the Northern Lights Gas Co-op during the timeframe from the time of the State of Local Emergency to date and bring it forward to the July council meeting.

CARRIED

MOTION 18-06-455

MOVED by Councillor Driedger

That the council committee reports be received for information.

CARRIED

**COUNCIL COMMITTEE
REPORTS:**

5. b) Finance Committee Meeting Minutes

MOTION 18-06-456

MOVED by Councillor Knelsen

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

CARRIED

**COUNCIL COMMITTEE
REPORTS:**

5. c) Agricultural Service Board Meeting Minutes

MOTION 18-06-457

MOVED by Councillor Knelsen

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

CARRIED

CAO REPORT:

6. a) None

TENDERS:

7. a) None

Reeve Braun recessed the meeting at 1:53 p.m. and reconvened the meeting at 2:01 p.m.

DELEGATIONS:

4. d) Northwest Hydraulic Consultants Ltd. – Fort Vermilion Flood Risk Assessment

MOTION 18-06-458

MOVED by Councillor Knelsen

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

CARRIED

ADMINISTRATION:

9. c) Letter from Concerned Ratepayer – Councillor Conduct

MOTION 18-06-459

MOVED by Deputy Reeve Wardley

That the apology made by the Councillor responsible for making insulting comments during the June 12, 2018 be received for information.

CARRIED

ADMINISTRATION:

9. a) Bylaw 1105-18 Councillor Code of Conduct

MOTION 18-06-460

MOVED by Deputy Reeve Wardley

That first reading be given to Bylaw 1105-18 being the Council Code of Conduct Bylaw for Mackenzie County.

CARRIED

MOTION 18-06-461

MOVED by Councillor Cardinal

That second reading be given to Bylaw 1105-18 being the Council Code of Conduct Bylaw for Mackenzie County.

CARRIED

MOTION 18-06-462

Requires Unanimous

MOVED by Councillor Jorgensen

That consideration be given to go to third reading of Bylaw

1105-18 being the Council Code of Conduct Bylaw for Mackenzie County at this meeting.

CARRIED UNANIMOUSLY

MOTION 18-06-463

MOVED by Councillor Knelsen

That third reading be given to Bylaw 1105-18 being the Council Code of Conduct Bylaw for Mackenzie County.

CARRIED

ADMINISTRATION:

9. b) Policy ADM056 Public Participation

MOTION 18-06-464

MOVED by Councillor Jorgensen

That Policy ADM056 Public Participation be TABLED to the next meeting.

CARRIED

ADMINISTRATION:

9. d) Mackenzie Library Board Member at Large Appointment

MOTION 18-06-465

MOVED by Councillor Bateman

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

CARRIED

ADMINISTRATION:

9. e) Regional Services Sharing Agreement with Town of High Level

MOTION 18-06-466

MOVED by Councillor Bateman

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

CARRIED

ADMINISTRATION:

9. f) Caribou Update

MOTION 18-06-467

MOVED by Councillor Knelsen

That the caribou update be received for information.

CARRIED

ADMINISTRATION:

9. g) Toiko/CN (ADDITION)

Councillor Jorgensen stepped out of the meeting at 2:38 p.m.

MOTION 18-06-468
Requires Unanimous

MOVED by Councillor Bateman

That a letter be sent to CN, the Federal Transportation Minister, local MP's, local MLA, the Minister of Economic Development, and the Minister of Agriculture & Forestry regarding the backlog of lumber and grain shipments and the shutdown of our industrial facilities due to the lack of railcars.

CARRIED UNANIMOUSLY

ADMINISTRATION:

9. h) Highway 88 Bridge (ADDITION)

Councillor Jorgensen rejoined the meeting at 2:40 p.m.

MOTION 18-06-469
Requires Unanimous

MOVED by Councillor Knelsen

That the Highway 88 bridge be received for information.

CARRIED

ADMINISTRATION:

9. i) Holidays (ADDITION)

MOTION 18-06-470
Requires Unanimous

MOVED by Councillor Cardinal

That the holidays discussion be TABLED to the next meeting.

CARRIED

**AGRICULTURE
SERVICES:**

10. a) None

**COMMUNITY
SERVICES:**

**11. a) Mackenzie County Wellness Centre Society – Letter
of Support**

MOTION 18-06-471

MOVED by Councillor Bateman

That the operating costs for the proposed La Crete Wellness

Centre be brought back for review prior to passing the Borrowing Bylaw.

CARRIED

MOTION 18-06-472
Requires 2/3

MOVED by Councillor Driedger

That Mackenzie County apply to the Investing in Canada Grant Program for the La Crete Wellness Centre and that the County commit to funding up to a maximum of \$5M with funding by means of a borrowing bylaw, subject to approval of grant funding.

CARRIED

Reeve Braun recessed the meeting at 3:42 p.m. and reconvened the meeting at 3:53 p.m.

Deputy Reeve Wardley left the meeting at 3:42 p.m.

MOTION 18-06-473
Requires 2/3

MOVED by Councillor Driedger

That a letter of support be provided to the La Crete Recreation Society for their Community Facility Enhancement Program grant application for the La Crete Wellness Centre.

CARRIED

COMMUNITY SERVICES:

11. b) Request to Waive Fire Invoice – Abe & Susie Doerksen

MOTION 18-06-474
Requires 2/3

MOVED by Councillor Sarapuk

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

CARRIED

COMMUNITY SERVICES:

11. c) Fort Vermilion Parks Storage Shed Capital Project

MOTION 18-06-475

MOVED by Councillor Cardinal

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

CARRIED

MOTION 18-06-476

MOVED by Councillor Knelsen

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.

CARRIED

UTILITIES:

15. a) Waterline North of the Peace River & Blue Hills Waterline Grant Application (ADDITION)

MOTION 18-06-477

Requires Unanimous

MOVED by Councillor Knelsen

That administration be authorized to submit grant applications for the Waterline North of the Peace River and Blue Hills Waterline project.

CARRIED UNANIMOUSLY

MOTION 18-06-478

Requires Unanimous

MOVED by Councillor Jorgensen

That administration considers a 600mm size waterline for the Peace River crossing and a 250mm waterline for the remaining length to the Rocky Lane area within the feasibility study for the Waterline North of the Peace River.

CARRIED UNANIMOUSLY

OPERATIONS:

13. c) Calcium Chloride – Additional Areas

MOTION 18-06-479

MOVED by Councillor Sarapuk

That the following locations be added to the annual municipal calcium chloride dust control map:

- Highway intersection on Mile 6 and Highway 58 (200 Meters)
- Township Road 1102 and 6 Mile Road Intersection (600 Meters)
- Approximately 600 Meters East of the Fox Haven Golf Course along Township Road 1102.

Councillor Jorgensen stepped out of the meeting at 4:30 p.m.

CARRIED

OPERATIONS:

13. d) Oil Dust Control Procedure

Councillor Jorgensen rejoined the meeting at 4:32 p.m.

MOTION 18-06-480

MOVED by Councillor Knelsen

That the oil dust control procedure be received for information.

CARRIED

Councillor Sarapuk left the meeting at 4:38 p.m.

FINANCE:

12. b) Request for Reimbursement for Repair Work at the La Crete Recreation Society (La Crete Northern Lights Recreation Centre)

MOTION 18-06-481
Requires 2/3

MOVED by Councillor Cardinal

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.

CARRIED

FINANCE:

12. c) Financial Reports – January 1, 2018 to June 21, 2018

MOTION 18-06-482

MOVED by Councillor Driedger

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

CARRIED

FINANCE:

12. d) Approval for 2018 MSI Funding – Additional Projects

MOTION 18-06-483
Requires 2/3

MOVED by Councillor Bateman

That the 2018 Capital budget be amended for the following projects with funding coming from the Municipal Sustainability Initiative (MSI) funding:

1. Fire Truck and equipment - \$528,000

- 2. Graders (3) - \$910,161
- 3. River Road Overlay - \$880,000

CARRIED

FINANCE:

12. e) Bistcho Lake Properties

Councillor E. Peters declared himself in conflict and left the Chambers at 4:48 p.m.

MOTION 18-06-484

Requires 2/3

MOVED by Councillor Bateman

That the 2018 taxes be waived for the following Bistcho Lake property tax rolls:

- Tax Roll #410955
- Tax Roll #410953
- Tax Roll #082172
- Tax Roll #410952

CARRIED

Councillor E. Peters rejoined the meeting at 4:50 p.m.

OPERATIONS:

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

Item deleted.

OPERATIONS:

13. b) Chip Seal Project Discussion

Item deleted.

**PLANNING &
DEVELOPMENT:**

14. a) None

**INFORMATION/
CORRESPONDENCE:**

16. a) Information/Correspondence

MOTION 18-06-485

MOVED by Councillor Knelsen

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

CARRIED

IN-CAMERA SESSION:

17. In-Camera Session

MOTION 18-06-486 **MOVED** by Councillor E. Peters

That Council move in-camera at 4:51 p.m. to discuss the following:

- Personnel (s. 19, 24)

CARRIED

All Councillors and the CAO were present during the in-camera discussion. (MGA Section 602.08(1)(6))

MOTION 18-06-487 **MOVED** by Councillor Driedger

That Council move out of camera at 5:43 p.m.

CARRIED

IN-CAMERA SESSION: **17. a) Personnel**

MOTION 18-06-488 **MOVED** by Councillor Driedger

That the personnel item be received for information.

CARRIED

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

NEXT MEETING DATE: **19. a) Next Meeting Dates**

Regular Council Meeting
July 25, 2018
10:00 a.m.
Fort Vermilion Council Chambers

Regular Council Meeting
August 14, 2018
10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT: **20. a) Adjournment**

MOTION 18-06-489 **MOVED** by Councillor Driedger

That the council meeting be adjourned at 5:44 p.m.

CARRIED

These minutes will be presented to Council for approval on July 25, 2018.

Peter F. Braun
Reeve

Len Racher
Chief Administrative Officer

UNAPPROVED



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	July 25, 2018
Presented By:	Len Racher, Chief Administrative Officer
Title:	DELEGATION Mirek Grzeszczuk, MPE Engineering

BACKGROUND / PROPOSAL:

Mirek Grzeszczuk, Edmonton Region Manager, from MPE Engineering will present at the Council meeting to discuss County projects.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the MPE Engineering delegation be received for information.

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

#101, 10630-172 Street
Edmonton, AB T5S 1H8
Phone: 780-486-2000
Fax: 780-486-9090



Mackenzie County
P.O. Box 640
4511-46 Avenue
Fort Vermilion, Alberta
T0H 1N0

July 18, 2018

File: N:\5223\063\01\L08

Attention: Mr. Fred Wiebe
Director of Utilities

Dear Mr. Wiebe:

Re: Mackenzie County – Hamlet of Zama City Projects
Termination Letter

This letter is in acknowledgement of receipt of the County's July 13, 2018 Notice of Termination letter.

Our understanding of the County's notice is that the termination action applies specifically to the two Zama City projects consisting of the Sewage Lift Station and the Water Treatment Plant Upgrading. MPE Engineering has complied with Mackenzie County's direction and has ceased work on the Zama City projects.

We are at this point assuming that the other on-going projects with Mackenzie County such as the Buffalo Head Prairie Drainage project and the Rural Truckfill Station project shall still be carried through to project completion with the full involvement of MPE Engineering.

Related to this course of action we would like to request a meeting with Mackenzie County Council and Administration to sort through the details of the contract termination and review the impact to the various projects and their follow through.

Please review with Council and let us know the earliest date when we may be able to meet.

Yours truly,

MPE ENGINEERING LTD.

A handwritten signature in blue ink, appearing to read "M. Grzeszczuk", is written over a blue horizontal line.

Mirek Grzeszczuk, P.Tech(Eng.)
Edmonton Region Manager

cc: Gerald Veldman, MPE Engineering Ltd.
Ryan Sharpe, MPE Engineering Ltd.
Haj Oshiki, MPE Engineering Ltd.



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	July 25, 2018
Presented By:	Byron Peters, Deputy Chief Administrative Officer
Title:	Municipal Planning Commission Meeting Minutes

BACKGROUND / PROPOSAL:

The minutes of the June 7, 2018, June 21, 2018, and July 5, 2018 Municipal Planning Commission meeting are attached.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

N/A

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

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the Municipal Planning Commission meeting minutes of June 7, 2018, June 21, 2018, and July 5, 2018 be received for information.

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

**MACKENZIE COUNTY
Municipal Planning Commission Meeting**

**Mackenzie County Office
La Crete, AB**

Thursday, June 7, 2018 @ 10:00 a.m.

PRESENT:

Erick Carter	Chair, MPC Member (via teleconference)
Jack Eccles	Vice Chair, MPC Member
David Driedger	Councillor, MPC Member (via teleconference)
Beth Kappelar	MPC Member
Jacque Bateman	Councillor, MPC Member

ADMINISTRATION:

Byron Peters	Deputy Chief Administrative Officer
Kristin Darling	Planner
Lesley Koopman	Environmental Resources Planner
Lynda Washkevich	Development Officer
Laura Braun	Administrative Assistant/Recording Secretary

MOTION 1. **CALL TO ORDER**

Jacque Bateman called the meeting to order at 10:00 a.m.

2. **ADOPTION OF AGENDA**

MPC-18-06-083 **MOVED** by Beth Kappelar

That the agenda be adopted as presented.

CARRIED

3. **MINUTES**

a) **Adoption of Minutes**

MPC-18-06-084 **MOVED** by David Driedger

That the minutes of May 24, 2018 Municipal Planning Commission meeting be adopted as presented.

CARRIED

b) **Business Arising from Previous Minutes**

None.

4. **TERMS OF REFERENCE**

For information.

5. **DEVELOPMENT**

- a) **089-DP-18 Odyssey Construction
Garage Detached with a 12% Size Variance
Agricultural "A"
Plan 002 3146, Block 01, Lot 01**

MPC-18-06-085 **MOVED** by Beth Kappelar

That Development Permit 089-DP-18 on Lot 1, Block 1, Plan 0023146 in the name of Odyssey Construction be APPROVED with the following conditions:

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

1. **Minimum building setbacks:**

- a. **41.14 meters (135 feet) front (East) yard;**
- b. **15.24 meters (50 feet) side (North & South) yards;**
- c. **15.24 meters (50 feet) rear (West) yard; from the property lines.**

- 2. A **12% Size Variance** for the Garage – Detached is hereby granted. The maximum area of the Garage – Detached shall be 1200 square feet.
- 3. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards and shall compliment the natural features and character of the site and the aesthetics of the neighbouring residences to the satisfaction of the Development Authority.
- 4. The Garage – Detached will have a maximum vehicle entrance door height of 4.6 m (15 ft) and shall not exceed one story in height.
- 5. **The Garage – Detached is approved for residential purposes only and no commercial activity is permitted in this building. If the developer/landowner/occupant or other person or persons intend to use the Garage - Detached for commercial or industrial uses, a new development permit is required prior to the commencement of the commercial or industrial use.**
- 6. All sewage disposals shall conform to the Alberta Private Sewage

Systems Standard of Practice 2015.

7. This permit approval is subject to the access to the property being constructed to County standards. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Operational Services Department for Mackenzie County at 780-928-3983. Access to be constructed at the developers' expense.
8. No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
9. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
10. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

CARRIED

**b) 098-DP-18 David Krahn
Shop – Commercial, Contractor General
Agricultural “A”
NW 26-106-14-W5M**

MPC-18-06-086 MOVED by David Driedger

That Development Permit 098-DP-18 on Lot 02, Block 01, Plan 132 4942 in the name of David Krahn be APPROVED with the following conditions:

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

1. **This development permit is for Shop-Commercial, Contractor General out of an existing building.**
2. Minimum building setbacks: 41.15 meters (135 feet) from any road allowances and 15.24 meters (50 feet) from any other property lines.
3. **The Shop – Commercial shall meet all Alberta Safety Code requirements for Residential Buildings and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit Null and Void.**
4. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards and shall

compliment the natural features and character of the site and the aesthetics of the neighbouring residences to the satisfaction of the Development Authority.

5. All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2015.
6. **This permit approval is subject to the access to the property being constructed to County standards.** PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Operational Services Department for Mackenzie County at 780-928-3983. Access to be constructed at the developers' expense.
7. **No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.**
8. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
9. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

CARRIED

6. SUBDIVISION

- a) **08-SUB-18 Benjamin & Katherine Peters
10.00 Acre Subdivision
SE 02-104-17-W5M**

MPC-18-06-087 MOVED by Beth Kappelar

That Subdivision Application 08-SUB-18 in the name of Benjamin & Katherine Peters on SE 02-104-17-W5M be APPROVED with the following conditions:

1. This approval is for a **TYPE B** subdivision, 10 acres (4.05 hectares) in size.
2. Applicant/developer shall enter into and abide by a Development Agreement with the Mackenzie County which shall contain, but is not limited to:
 - a) Prior to any development on the proposed subdivision, the

developer shall obtain a development permit from the Municipality.

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

CARRIED

**b) 16-SUB-18 Isaac F. Dyck
2.00 Acre Subdivision
NW 02-106-15-W5M**

MPC-18-06-088 **MOVED** by Beth Kappelar

That Subdivision Application 16-SUB-18 in the name of Isaac F. Dyck on NW 02-106-15-W5M be APPROVED with the following conditions:

1. This approval is for a single lot subdivision, 2 acres (0.81 hectares) in

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

- a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality,
- b) Provision of all sanitary systems including service lines, main and appurtenances as required by the Municipality,
- c) Provision of all water lines, including all fittings and valves as required by the County,
- d) Provision of municipal servicing (water and sanitary sewer) to each lot,
- e) All drainage systems, provisions for weeping tile flow where a high water table or other subsurface conditions cause continuous flow in the weeping tile, and associated works, all as and where required by the County. Where trunk storm sewer mains are required, the County shall reimburse the Developer for the cost of the trunk storm sewer mains in accordance with current County policy;

The developer shall provide the municipality with a site drainage and surface water management plan that outlines the following:

- (1) Drainage of internal road system,
 - (2) Erosion prevention systems, if required,
 - (3) Direction of site drainage, and
 - (4) Elevation plans for each lot
- f) Provision of internal roads, sidewalks and other infrastructure as required by the County in accordance to Mackenzie County Engineering Guidelines and at Developers expense, such construction of roads to serve the lots to be created by the subdivision;
 - g) Provision of access to lot being created by the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developers' expense. This requirement is in accordance with Mackenzie County's Access Construction Policy No. PW037;
 - h) Provision of street lighting with underground wiring, design

and location as required by the County,

- i) Engineered signage package,
- j) Provision of utilities (power, gas, telephone, etc.) to each lot. Such utilities to be provided in a location and to a standard to be approved by the appropriate utility company and the County. Responses from utilities companies are shown in Schedule "C" hereto attached. Written confirmation of the completed utility installation is required to be submitted to the County by each utility company prior to registration of the subdivision,
- k) Provision of and/or negotiation for utilities rights-of-way and/or easements as required by utilities companies. Any costs incurred for line relocation will be the responsibility of the developer. All utility lanes/lots must be accessible. All public utility lanes/lots shall be cleared to ground level with all tree stumps and debris removed and then landscaped. Where necessary, utility lanes/lots shall be excavated or landscaped to provide drainage for the subdivision. Any excavation or landscaping of the public utility lanes/lots shall be to engineered plans and completed prior to the installation of utilities,
- l) The developer is responsible for site grading and landscaping to design elevation and seeding with grass or other approved landscaping, in a manner that does not negatively impact adjacent properties or infrastructure.
- m) Provision of an agreement with the adjacent landowners for utility lanes/lots if required,
- n) Any outstanding property taxes shall be paid in full prior to registration of title,
- o) Provision of off-site levies as required by the County as follows:
 - i) Subdivision Off-Site Levies (Bylaw 319/02) are imposed for the construction and maintenance of off-site municipal services, including:
 - a) new or expanded facilities for the storage, transmission, treatment or supplying of water;
 - b) new or expanded facilities for the treatment, movement or disposal of sanitary sewage;
 - c) new or expanded storm sewage drainage facilities;

- d) new or expanded facilities for the storage, transfer, or disposal of waste;
- e) land required for or in connection with any facilities described in clauses (a) to (d); and
- f) ongoing maintenance of the facilities described in clauses (a) to (d).

The levy is calculated at \$1,000.00 per lot. 1 lot at \$1,000 equals \$1,000.00,

Total Levies = \$1,000.00

- p) Provision of municipal reserve in the form of money in lieu of land. Specific amount is based on 10% of the subject land and on the current market value. The current market value for this property is \$32,000.00 per acre. Municipal reserve is charged at 10%, which is \$3,200 per subdivided acre. **2 acres times \$3,200 equals \$6,400.**
- q) Security, in the form of an irrevocable letter of credit or certified cheque, in the amount of 25% of subsurface and surface infrastructure construction cost must be submitted to the County prior to installation and construction of any permanent infrastructure. Security amounts required in accordance with Mackenzie County's Multi-Lot/Urban Subdivision Construction and Registration Policy No, DEV003.

CARRIED

**c) 17-SUB-18 Carl & Martha Klassen
97.00 Acre Subdivision
SE 11-105-14-W5M**

MPC-18-06-089 MOVED by Beth Kappelar

That Subdivision Application 17-SUB-18 in the name of Carl and Martha Klassen on SE 11-105-14-W5M be APPROVED with the following conditions:

1. This approval is for a **TYPE A** subdivision, 97 acres (39.25 hectares) in size.
2. Applicant/developer shall enter into and abide by a Development Agreement with the Mackenzie County which shall contain, but is not limited to:

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

CARRIED

- d) **18-SUB-18 John W & Ann Bergen
10.00 Acre Subdivision
SE 15-105-15-W5M**

MPC-18-06-090 **MOVED** by Beth Kappelar

That Subdivision Application 18-SUB-18 in the name of John W & Ann Bergen on SE 15-105-15-W5M be APPROVED with the following conditions:

1. This approval is for a **TYPE B** subdivision, 10 acres (4.05 hectares) in

size.

2. Applicant/developer shall enter into and abide by a Development Agreement with the Mackenzie County which shall contain, but is not limited to:
 - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality.
 - b) Provision of a road and access to both the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developer's expense.
 - c) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2015.
 - d) **Provision of a storm water management plan. Contact Planning and Development staff at 780-928-3983 to discuss the requirements for your subdivision.**
 - e) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.
 - f) Provision of municipal reserve in the form of money in lieu of land. Specific amount is based on 10% of the subject land and on the current market value. The current market value for this property is \$7,500.00 per acre. Municipal reserve is charged at 10%, which is \$750 per subdivided acre. **10 acres times \$750 equals \$7,500.**
 - g) **The Developer has the option to provide a market value appraisal of the existing parcel of land as of a specified date occurring within the 35-day period following the date on which the application for subdivision approval is made in accordance to the *Municipal Government Act* Section 667(1)(a).**
 - h) Provision of utility right-of-way as required by ATCO Electric, Telus and Northern Lights Gas and others.
 - i) Provision of and negotiations for utility rights-of-way and/or easements as required by utility companies. The Developer shall be responsible for any line relocation or correction costs that occur as a result of this development. Responses from utilities companies are shown in Schedule "C" hereto attached.
 - j) **Mackenzie County shall not be held liable for any concerns, issues or damages related to and/or resulting**

from the water tables and any other water problems as a result of any low land levels of the proposed development. It is the responsibility of the developer to ensure that adequate drainage and other precautions are taken to avoid water seepage into the dwellings/basement and/or flooding of the basement, and/or any ancillary buildings.

CARRIED

Jack Eccles joined the meeting at 10:20 a.m.

- e) 19-SUB-18 Jim Unrau
15.343 Acre Subdivision
SW 07-105-15-W5M**

MPC-18-06-091 MOVED by Beth Kappelar

That Subdivision Application 18-SUB-18 in the name of Jim Unrau on SW 7-105-15-W5M be APPROVED with the following conditions:

1. This approval is for a **TYPE B** subdivision, 15.343 acres (6.209 hectares) in size.
2. Applicant/developer shall enter into and abide by a Development Agreement with the Mackenzie County which shall contain, but is not limited to:
 - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality.
 - b) Provision of a road and access to both the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developer's expense.
 - c) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2015.
 - d) **Provision of a storm water management plan. Contact Planning and Development staff at 780-928-3983 to discuss the requirements for your subdivision.**
 - e) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.
 - f) Provision of utility right-of-way as required by ATCO Electric, Telus and Northern Lights Gas and others.

- g) Provision of and negotiations for utility rights-of-way and/or easements as required by utility companies. The Developer shall be responsible for any line relocation or correction costs that occur as a result of this development. Responses from utilities companies are shown in Schedule "C" hereto attached.
- h) **Mackenzie County shall not be held liable for any concerns, issues or damages related to and/or resulting from the water tables and any other water problems as a result of any low land levels of the proposed development. It is the responsibility of the developer to ensure that adequate drainage and other precautions are taken to avoid water seepage into the dwellings/basement and/or flooding of the basement, and/or any ancillary buildings.**

CARRIED

7. MISCELLANEOUS ITEMS

None.

8. IN CAMERA

None.

9. MEETING DATES

- ❖ Thursday, June 21, 2018 @ 10:00 a.m. in Fort Vermilion
- ❖ Thursday, July 5, 2018 @ 10:00 a.m. in La Crete
- ❖ Thursday, July 26, 2018 @ 10:00 a.m. in Fort Vermilion
- ❖ Thursday, August 9, 2018 @ 10:00 a.m. in La Crete
- ❖ Thursday, August 23, 2018 @ 10:00 a.m. in Fort Vermilion

10. ADJOURNMENT

MPC-18-06-092 MOVED by Jack Eccles

That the Municipal Planning Commission Meeting be adjourned at 10:39 a.m.

CARRIED

These minutes were adopted this 5th day of July, 2018.

Erick Carter, Chair

**MACKENZIE COUNTY
Municipal Planning Commission Meeting**

**Mackenzie County Office
Fort Vermilion, AB**

Thursday, June 21, 2018 @ 10:00 a.m.

PRESENT: David Driedger Councillor, MPC Member
Beth Kappelar MPC Member
Jacquie Bateman Councillor, MPC Member (via teleconference)

REGRETS: Erick Carter Chair, MPC Member
Jack Eccles Vice Chair, MPC Member

ADMINISTRATION: Byron Peters Deputy Chief Administrative Officer
Kristin Darling Planner
Lynda Washkevich Development Officer
Laura Braun Administrative Assistant/Recording Secretary

MOTION 1. CALL TO ORDER

Beth Kappelar called the meeting to order at 10:06 a.m.

2. ADOPTION OF AGENDA

MPC-18-06-093 MOVED by David Driedger

That the agenda be adopted as presented.

CARRIED

3. MINUTES

a) Adoption of Minutes

MPC-18-06-094 MOVED by Jacquie Bateman

That the minutes of June 7, 2018 Municipal Planning Commission meeting be adopted as presented.

CARRIED

b) Business Arising from Previous Minutes

None.

4. TERMS OF REFERENCE

For information.

5. DEVELOPMENT

- a) 108-DP-18 George Froese / 2124868 AB Ltd.
Home Based Business Minor
Hamlet Country Residential “H-CR”
Pt. of SW 11-106-15-W5M**

MPC-18-06-095 MOVED by David Driedger

That Development Permit 108-DP-18 on SW 11-106-15-W5M in the name of George Froese / 2124868 AB Ltd. (Budget Financial) be APPROVED with the following conditions:

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

- 1. The Home Based Business portion of the business is approved to be operated out of the dwelling only and the area for it shall not exceed more than 50% of the total floor area of the principal building.**
2. This permit may be revoked at any time, if, in the opinion of the Development Authority, the Home Based Business has become detrimental or otherwise incompatible with the amenities of the neighborhood.
3. This permit approval is subject to approval from the Alberta Motor Vehicle Industry Council (AMVIC). The developer is required to obtain written approval from the Alberta Motor Vehicle Industry Council regarding the proposed development prior to commencement of the development. Failure to do so shall render this permit Null and Void.
4. All conditions and requirements by the Alberta Motor Vehicle Industry Council “AMVIC” are to be met to their specifications and standards.
5. At all times, the privacy of the adjacent dwellings shall be preserved and the Home Based Business shall not unduly offend the surrounding residents by way of excessive lighting, noise, traffic, congestion, late visitations by clients
- 6. There shall be a maximum of 2 vehicles for sale on site at a time**

related to the Home Based Business.

7. No construction or development is allowed on a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
8. Home Based Businesses are limited to one sign not exceeding 1.1 square meters (12 square feet) in area.
9. The sign shall not be placed within the Road Right of Way.
10. The site and sign shall be kept in a safe, clean, and tidy condition, or may be required to be renovated or removed.
11. The sign shall:
 - a. Not obstruct the orderly and safe flow of vehicular and pedestrian traffic,
 - b. Not unduly interfere with the amenities of the district,
 - c. Not materially interfere with or affect the use, enjoyment or value of neighbouring properties, and
 - d. Not create visual or aesthetic blight.
12. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
13. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

CARRIED

6. SUBDIVISION

- a) **20-SUB-18 Boyd & Monique Warner
42.77 Acre Subdivision
Ne 31-109-11-W5M**

MPC-18-06-096 MOVED by Jacquie Bateman

That Subdivision Application 20-SUB-18 in the name of Boyd & Monique Warner on NE 31-109-11-W5M be APPROVED with the following conditions:

1. This approval is for a **TYPE A** subdivision, 42.77 acres (17.55 hectares) in size.

2. Applicant/developer shall enter into and abide by a Development Agreement with the Mackenzie County which shall contain, but is not limited to:
 - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality.
 - b) Provision of a road and access to both the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developer's expense.
 - c) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2015.
 - d) **Provision of a storm water management plan. Contact Planning and Development staff at 780-928-3983 to discuss the requirements for your subdivision.**
 - e) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.
 - f) Provision of utility right-of-way as required by ATCO Electric, Telus and Northern Lights Gas and others.
 - g) Provision of and negotiations for utility rights-of-way and/or easements as required by utility companies. The Developer shall be responsible for any line relocation or correction costs that occur as a result of this development. Responses from utilities companies are shown in Schedule "C" hereto attached.
 - h) **Mackenzie County shall not be held liable for any concerns, issues or damages related to and/or resulting from the water tables and any other water problems as a result of any low land levels of the proposed development. It is the responsibility of the developer to ensure that adequate drainage and other precautions are taken to avoid water seepage into the dwellings/basement and/or flooding of the basement, and/or any ancillary buildings.**

CARRIED

- b) **21-SUB-18 Willy & Sarah Peters
3.01 Acre Subdivision
NE 1-106-16-W5M**

MPC-18-06-097 **MOVED** by Jacquie Bateman

That Subdivision Application 21-SUB-18 in the name of Willy and Sarah Peters on NE 1-106-16-W5M be APPROVED with the following conditions:

1. This approval is for a **TYPE B** subdivision, 3.01 acres (1.22 Hectares) in size.
2. Applicant/developer shall enter into and abide by a Development Agreement with the Mackenzie County which shall contain, but is not limited to:
 - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality.
 - b) Provision of a road and access to both the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developer's expense.
 - c) The landowner shall enter into an easement agreement for a shared access with the adjacent landowner.
 - d) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2015.
 - e) **Provision of a storm water management plan. Contact Planning and Development staff at 780-928-3983 to discuss the requirements for your subdivision.**
 - f) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.
 - g) Provision of municipal reserve in the form of money in lieu of land. Specific amount is based on 10% of the subject land and on the current market value. The current market value for this property is \$8,928.57 per acre. Municipal reserve is charged at 10%, which is \$892.86 per subdivided acre. **3.01 acres times \$892.86 equals \$2,687.51.**
 - h) **The Developer has the option to provide a market value appraisal of the existing parcel of land as of a specified date occurring within the 35-day period following the date on which the application for subdivision approval is made in accordance to the *Municipal Government Act* Section 667(1)(a).**
 - i) Provision of utility right-of-way as required by ATCO Electric, Telus and Northern Lights Gas and others.

- j) Provision of and negotiations for utility rights-of-way and/or easements as required by utility companies. The Developer shall be responsible for any line relocation or correction costs that occur as a result of this development. Responses from utilities companies are shown in Schedule "C" hereto attached.
- k) **Mackenzie County shall not be held liable for any concerns, issues or damages related to and/or resulting from the water tables and any other water problems as a result of any low land levels of the proposed development. It is the responsibility of the developer to ensure that adequate drainage and other precautions are taken to avoid water seepage into the dwellings/basement and/or flooding of the basement, and/or any ancillary buildings.**

CARRIED

7. MISCELLANEOUS ITEMS

- a) **Bylaw 1xxx-18 Land Use Bylaw Amendment
Correct errors within Land Districts and to add Tarp Shelters
As a Permitted use in the Agricultural and Forestry
zoning districts**

MPC-18-06-098 MOVED by David Driedger

That the Municipal Planning Commission recommend to Council to approve Bylaw 10__-18 being a Land Use Bylaw Revision to correct errors within land districts and to add tarp shelters as a permitted use in the agricultural and forestry zoning districts.

CARRIED

- b) **Bylaw 1xxx-18 Purchase of Government Road Allowance
South of SW 16-104-17-W5M**

MPC-18-06-099 MOVED by Jacquie Bateman

That the Municipal Planning Commission recommend to Council to approve Bylaw 10XX-18 being a partial road closure bylaw, should Council be in agreement to sell the road allowance, for the purpose of it all being consolidated with SW 16-104-17-W5M and Plan 132 1088, Lot 1, Block 1.

CARRIED

MPC-18-06-100 MOVED by Jacquie Bateman

That the Municipal Planning Commission recommend to council to look at the road allowance policy in regards to tree clearing.

CARRIED

8. IN CAMERA

None.

9. MEETING DATES

- ❖ Thursday, July 5, 2018 @ 10:00 a.m. in La Crete
- ❖ Thursday, July 26, 2018 @ 10:00 a.m. in Fort Vermilion
- ❖ Thursday, August 9, 2018 @ 10:00 a.m. in La Crete
- ❖ Thursday, August 23, 2018 @ 10:00 a.m. in Fort Vermilion

10. ADJOURNMENT

MPC-18-06-101 MOVED by David Driedger

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

CARRIED

These minutes were adopted this 5th day of July, 2018.

Erick Carter, Chair

**MACKENZIE COUNTY
Municipal Planning Commission Meeting**

**Mackenzie County Office
La Crete, AB**

Thursday, July 5, 2018 @ 10:00 a.m.

PRESENT:	Erick Carter	Chair, MPC Member (via teleconference)
	Jack Eccles	Vice Chair, MPC Member
	David Driedger	Councillor, MPC Member
	Beth Kappelar	MPC Member
	Jacque Bateman	Councillor, MPC Member (via teleconference)
ADMINISTRATION:	Byron Peters	Deputy Chief Administrative Officer
	Caitlin Smith	Planner
	Kristin Darling	Planner
	Lesley Koopman	Environmental Resources Planner
	Lynda Washkevich	Development Officer
	Laura Braun	Administrative Assistant/Recording Secretary

MOTION

1. CALL TO ORDER

Jack Eccles, Vice Chair called the meeting to order at 10:04 a.m.

2. ADOPTION OF AGENDA

MPC-18-07-102 MOVED by David Driedger

That the agenda be adopted as presented.

CARRIED

3. MINUTES

a) Adoption of Minutes

MPC-18-07-103 MOVED by Beth Kappelar

That the minutes of June 21, 2018 Municipal Planning Commission meeting be adopted as presented.

CARRIED

b) Business Arising from Previous Minutes

None.

4. TERMS OF REFERENCE

For information.

5. DEVELOPMENT

- a) 120-DP-18 Ray Toews / Robyn Currie
Cannabis Retailer/Distributor
Fort Vermilion Commercial Centre “FV-CC”
Plan 2938RS, Block 01, Lot 04**

MPC-18-07-104 MOVED by David Driedger

1. This permit approval is for the operation of Cannabis Retailer/Distributor out of the existing building.
2. **The Cannabis Retailer/Distributor shall meet all applicable Alberta Safety Code requirements for Commercial Buildings and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit Null and Void.**
3. **This development permit expires July 11, 2028. Should the Cannabis Retailer/Distributor still be in operation, a new development permit will be required.**
4. The Cannabis Retailer/Distributor shall not involve client and customer visits outside of the hours of 12:00 a.m. – 10:00 p.m.
5. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.
6. The municipality has assigned the following address to the noted property **4711 River Road**. You are required to display the address (**4711**) to be clearly legible from the street and be on a contrasting background. The minimum size of the characters shall be four inches in height.
7. Building to be connected to the municipal water and sewer system and the cost of connection fees will be borne by the owner.
8. This permit may be revoked at any time if, in the opinion of the Development Authority, the proposed development has become

detrimental or otherwise incompatible with the amenities of the neighbourhood.

9. Provide adequate off street parking as follows: The minimum parking standards are 1 space per 30 square meters of building area which in this case is 2 public parking stalls, 1 space per each full time employee and 1 space for every 2 part time employees. *“One parking space, including the driveway area, shall occupy 27.87 square meters (300 square feet).”*
10. The sign shall be located a minimum of:
 - a. 20 meters from regulatory signs, and
 - b. Not less than 7 and not more than 10 meters from the curb/sidewalk.
11. **The sign shall be placed on site and is not permitted to be placed on any County lands and/or road rights-of-way.**
12. The sign shall be a minimum of 2 meters in height from the bottom of the sign above the curb/sidewalk.
13. The site and sign shall be kept in a safe, clean, and tidy condition, or may be required to be renovated or removed.
14. The sign shall:
 - a. Not obstruct the orderly and safe flow of vehicular and pedestrian traffic,
 - b. Not unduly interfere with the amenities of the district,
 - c. Not materially interfere with or affect the use, enjoyment or value of neighbouring properties, and
 - d. Not create visual or aesthetic blight.
15. Illumination of the sign must not negatively affect, nor pose a safety hazard to, an adjacent site or street.
16. Wiring and conduits of the sign must be concealed from view.
17. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Operational Services Department for Mackenzie County at 780-928-3983. Access to be constructed to Mackenzie County standards and at the developers' expense.
18. No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.

19. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
20. Prior to commencing operation, the applicant must provide proof of the appropriate Provincial and Federal license.

CARRIED

- b) **122-DP-18 Trisha & Daniel O'Neill
Retail Convenience (move on), Enviro – Tank
Fort Vermilion Commercial Centre “FV-CC”
Plan 2938RS, Block 01, Lot 01**

MPC-18-07-105 MOVED by Erick Carter

That Development Permit 122-DP-17 on Plan 2938RS, Block 01, Lot 01 in the name of Trisha & Daniel O'Neill be APPROVED with the following conditions:

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

1. **All conditions and regulation set out by Petroleum Tank Management of Alberta Association (PTMAA) are to be met to their specifications and standards. Copy of the approval from PTMAA must be submitted to Mackenzie County prior to operation. Failure to do so will render this permit Null and Void.**
2. **The developer must enter into a development agreement with Mackenzie County.**
3. **An Environmental Containment Plan shall be completed and a copy submitted to Mackenzie County prior to any construction. Failure to do so will render this permit Null and Void.**
4. **The landowner/developer shall provide a remediation certificate from the province of Alberta to Mackenzie County within three (3) years of vacating the site.**
5. **Maximum building setbacks is 6.2 meters (20 feet) from the front yard facing River Road.**
6. **Minimum Enviro-tank setback is 3.1 meters (10 feet) from the rear (South) yard.**
7. Prior to construction commencement, the developer shall provide

- elevations of the building that reflect the Streetscape Design Standards which will be approved by the Development Authority. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards.
8. The developer shall provide the municipality with a site drainage and surface water management plan that outlines the following:
 - a. Erosion prevention systems, as required
 - b. Direction of site drainage
 - c. Petroleum spill containment and or separation system
 9. The development authority may require any DISCRETIONARY USE to be screened from view with a vegetated buffer strip and/or other screening of a visually pleasing nature, satisfactory to the Development authority. The exterior yards shall be landscaped to the satisfaction of the Development Authority.
 10. All new building and site designs fronting River Road should emphasize a pedestrian friendly environment which must include windows and doors that face the street on ground floor walls.
 11. Glazing and frosting shall not exceed twenty-five percent (25%) of the surface area of a window.
 12. Doorway recession depths shall not exceed the depth required to accommodate outward swinging doors.
 13. Architectural projections (such as awnings and lighting) shall not exceed the width of the sidewalk, measured from the property line.
 14. The property must at all times be kept in a neat and orderly fashion.
 15. Adequate clear signage locating exits, entrance and parking, shall be provided as required by the Development Authority.
 16. Adjacent businesses shall be allowed to combine parking areas where the total combined parking is approximately twenty (20) or more spaces.
 17. **All pedestrian corridors within parking areas must be clearly delineated and consistent with the adjacent sidewalk in terms of material and dimension.**
 18. **The municipality has assigned the following address to the noted property 4717 River Road. You are required to display the**

address (4717) to be clearly legible from the street and be on a contrasting background. The minimum size of the characters shall be four inches in height.

19. **The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.**
20. This permit may be revoked at any time if, in the opinion of the Development Officer, the proposed development has become detrimental, unsightly or otherwise incompatible with the amenities of the neighbourhood.
21. No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
22. On-street portable letter signs shall not be permitted. Pedestrian oriented signages, such as sandwich boards, are permitted.
23. Storefront SIGN boxes shall be no shorter than 0.9m (3.0ft) in height and located above the GRADE level entrance.
24. If you have a projecting sign, it shall be located over the main entranceway or at the outer edge of the storefront. It shall not project more than 1.5m (4.9ft) from the façade. The projecting sign shall have a minimum clearance of 2.5 (8.2ft) with a maximum area of 0.9 square meters.
25. Wiring and conduits of the sign must be concealed from view.
26. **Illumination of the sign must not negatively affect, nor pose a safety hazard to, an adjacent site or street.**
27. **The sign shall:**
 - a. **Not obstruct the orderly and safe flow of vehicular and pedestrian traffic,**
 - b. **Not unduly interfere with the amenities of the district,**
 - c. **Not materially interfere with or affect the use, enjoyment or value of neighbouring properties, and**
 - d. **Not create visual or aesthetic blight.**
28. The total site area shall have a positive surface drainage without adversely affecting the neighbouring properties.

CARRIED

6. MISCELLANEOUS ITEMS

- a) **David Klassen**
Shop – Farm Discussion
NW 29-106-15-W5M

MPC-18-07-106 MOVED by Beth Kappelar

That administration create a zoning overlay for NW 29-106-15-W5M that allows for additional uses in conjunction with the larger lot sizes.

CARRIED

7. IN CAMERA

None.

8. MEETING DATES

- ❖ Thursday, July 26, 2018 @ 10:00 a.m. in Fort Vermilion
- ❖ Thursday, August 9, 2018 @ 10:00 a.m. in La Crete
- ❖ Thursday, August 23, 2018 @ 10:00 a.m. in Fort Vermilion
- ❖ Thursday, September 6, 2018 @ 10:00 a.m. in La Crete
- ❖ Thursday, September 20, 2018 @ 10:00 a.m. in Fort Vermilion

9. ADJOURNMENT

MPC-18-07-107 MOVED by David Driedger

That the Municipal Planning Commission Meeting be adjourned at 10:42 a.m.

CARRIED

These minutes were adopted this 26th day of July, 2018.

Erick Carter, Chair



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	July 25, 2018
Presented By:	Grant Smith, Agricultural Fieldman
Title:	Agricultural Fair Committee Meeting Minutes

BACKGROUND / PROPOSAL:

The minutes of the July 4, 2018, Agricultural Fair Committee meeting minutes are attached.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

N/A

Author: _____ Reviewed by: _____ CAO: _____

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the Agricultural Fair Committee meeting minutes of July 4, 2018 be received for information.

Author: _____ Reviewed by: _____ CAO: _____

**MACKENZIE COUNTY
AGRICULTURE FAIR & TRADESHOW COMMITTEE**

July 4, 2018

10:00 AM

**Council Chambers
Fort Vermilion, AB**

PRESENT:	Josh Knelsen	ASB Chair (Ag Fair Chair)
	Len Racher	CAO
	Peter Braun	Reeve
	Ernie Peters	Councillor
	Ruth Meneen	Tall Cree Representative
	Terry Batt	ASB Member at Large
	Grant Smith	Agricultural Fieldman
	Cameron Cardinal	Councillor
	Eric Jorgenson	Councillor
	Jacob Marfo	MARA Representative
	Landon Driedger	Agricultural
	Jennifer Batt	Finance Controller
	Liane Lambert	Public Works Administrative Officer, Recoding Secretary
	Ilene Lizotte	Member of the Public
	Odell Flett	Member of the Public
	Louise Smith	Member of the Public

Minutes of the Agriculture Fair & Tradeshow Committee meeting held on July 4, 2018.

CALL TO ORDER: 1. a) Call to Order

Josh Knelsen called the Meeting to order at 10:13 A.M.

AGENDA: 2. a) Adoption of Agenda

MOTION AF 18-07-016 Moved by Ernest Peters

That the agenda be adopted as amended

Add 4 e.) Parade

CARRIED

MINUTES: 3.a) Minutes of the April 23, 2018 Ag Fair Committee Meeting

Moved by Peter Braun

MOTION AF 18-07-016

That the minutes of the April 23, 2018 Ag Fair Committee Meeting be adopted as presented.

CARRIED

4. a) Sponsorship

Jennifer Batt presented an update on the sponsorship sheet.

Eric Jorgenson reported that he had talked to UFA, Norpine, OK Tire and Kubota, all who are interested in being involved.

MOTION AF 18-07-017

Moved by Ernest Peters

That the sponsorship sheet be updated with all those who have committed and been contacted.

CARRIED

4.b) Sitemap

Grant Smith reported that the site map is the same as last year.

Moved by Jacob Marco

MOTION AG 18-05-018

To accept as information.

CARRIED

4.d) Task List

Task	Assigned to:	Comments
MARA Field Tours	Jacob	In progress
Tradeshow	Andrew	
Children's Activities		Steven Simpson accepted to do the children's activities
Cowboy Challenge	Rocky Lane Ag Society	Alex Alves- Colt Starting demo and horsemanship
Industry Speakers	MARA/ASB	In Progress
Bench Show		Fort Ag Society to host Bench Show
Petting Zoo	La Crete 4-H?	La Crete 4-H Club
Calf Scramble	Rocky Lane Ag Society	In Progress
Ultimate Farmer Challenge	Grant	Have youth teams, limit amount of entries
Silent Auction	Jennifer	In progress
Moose & Goose Call	Canadian Rangers	All a go
Ultimate Bushman Challenge	Canadian Rangers	All a go
Antique Farm Equipment		Len will talk to Anthony Peters
Chicken Chariot Races	Colleen	Aspen Farms will provide Chickens
Barn Dance	Colleen/Grant	Tamarackin has been hired
Pancake Breakfast	ASB	The ASB has agreed to host the Pancake Breakfast Breakfast will be from 8-10am on Saturday
Site setup	Doug	Covering the bales under the tent with something? Burlap?
Krafters Korner	Liane	Looking for staff to help with
Wagon Rides	Greg	Pay \$300.00/team two teams, Grant will check with Greg to see if he has contacted Teamsters
Advertising	Jessica	Making a blanket poster, rather than posters for each event
Sponsorship	Jessica	Jessica is Liaison, but entire committee to seek sponsorship
Aboriginal Displays	Doug	Tallcree First Nations asked if they could hold their Treaty Days at the Fairgrounds where they will set up a 60'x 150' tent. And if there is no tea/round dance on Friday night, they will hold a jamboree.
Farm Safety Demo	Colleen	
Fire Department Demo	Doug/Liane	FV Fire Department has agreed to provide demo
Concessions	Colleen	Collen and Jessica will work on advertising for concessions. 1 concession has already signed up
Master of Ceremonies		Jen will contacted Brian Baldrey. Don Roberts for MC under tent
Tug of War	Grant/Colleen	
Security	Len	
Schedule of Events	Jessica	In progress
Dog Show	Andrew	
Pie Eating	Colleen	The Little Farm Store is willing to either sponsor the pie eating or run it. Colleen to follow up
York Boat	FV Board of Trade	Charlie LaForge will present the York Boat

MOTION AF 18-07-019

Moved by Terry Batt

That the Task List be received for information.

CARRIED

MOTION AF 18-07-20

4.d) Schedule of Events

Moved by Ernie Peters

That the Schedule of Events be moved for information.

CARRIED

4 e) Parade

Moved by Terry Batt

That \$300.00 will be added to the budget for a Parade which will start at 10:00 A.M.

CARRIED

**SET NEXT MEETING
DATE**

5.a) Next Meeting Date

The next Ag Fair Meeting will be held on July 17, 2018 at 10:00 P.M.

ADJOURNMENT

6.a) Adjournment

MOTION AF 18-07-021

Moved by Eric Jorgenson

That the Ag Fair Committee Meeting be adjourned at 11:45 P.M.

CARRIED

These minutes will be presented for approval on July 17, 2018

Greg Newman-Chair

Grant Smith, Agricultural Fieldman



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	July 25, 2018
Presented By:	Len Racher, Chief Administrative Officer
Title:	CAO & Directors Report for June 2018

BACKGROUND / PROPOSAL:

The CAO and Director reports for June 2018 are attached for information.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the CAO and Directors reports for June 2018 be received for information.

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

MONTHLY REPORT TO THE CAO

For the month of June, 2018

From: Byron Peters
Deputy Chief Administrative Officer

Strategic Priorities for Planning & Development

Program/Activity/Project	Timeline	Comments
Land Use Framework	TBA	Province has formally started pre-planning for the LPR. Latest comment suggested the process will officially start in 2020.
Community Infrastructure Master Plans	Q2 2018	Received second draft of offsite levies for review. After administration reviews, we will complete a level of engagement with the development community.
Strategic Planning Session	2018	Began the discussions with Council and Management on County strategic priorities – will tie into long term budget. March and April we discussed ICFs and IDPs.

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Economic Development Strategy	Ongoing	Lots of conversations around a variety of potential investment opportunities. Completing research to inform these discussions. Finalized Council priorities will help dictate the economic planning direction.
Streetscape	Ongoing	La Crete committee has decided to focus on trees down main street this year. They are currently discussing budget and placement. Fort Vermilion waiting on the railing for the viewing deck to be completed. Prioritizing the big lookout deck as the next project.
MGA Updates	Ongoing	Documented applicable MGA updates and implementing these changes through the planning department. Items include: transparency of planning documents, public participation policy, offsite levies, tax incentives, joint planning agreements with schools, and many more.

Capital Projects

Projects	Timeline	Comments
Rural Addressing	Q2 2018	<p>Project is considered complete. We encourage people to call in with any concerns with their signs or their billing to sort out any issues.</p> <p>We are also working with 911 dispatch on the possibility of test calls to verify rural addressing accuracy in locating emergency calls.</p>
Fort Vermilion Flood Risk Assessment	Q2 2019	<p>Project start was May 3rd. They came up at end of June to complete their own observations. The ice jam related flooding provides a wealth of data to our consultant to utilize. It should allow for a more accurate and relevant assessment.</p>
Airport Planning	2018	<p>Now working on project scoping and quotes to update AVPA. Additional development planning needs to be completed. Plan to engage with airport users Summer 2018. Airport user policies, response plans, etc. have a completion goal of end 2018.</p>
Inter-municipal Collaboration Frameworks and Inter-municipal Development Plans	April 2020 completion deadline	<p>Rainbow Lake: May 2nd we met with Rainbow Lake and MMSA to begin development discussions. Next meeting August 9th. We engaged MMSA to facilitate most of the process on our behalf.</p> <p>High Level: preliminary discussions started at administrative level. Sent letter notifying of intent to open RSSA.</p> <p>Northern Lights: Met on July 4th, CNL will lead process. Expect to be very basic.</p> <p>MD Opportunity: Meeting scheduled for September. They are lookgin at a tri/multi-municipal agreement.</p> <p>Northern Sunrise: meeting scheduled for July 27th to begin discussion.</p> <p>RM Wood Buffalo: they reached out to us, will be having the discussion with their council soon. They expect to work on ours in 2019.</p> <p>Will continue to work with council on this file.</p>

Personnel Update:

Both our intern GIS position as well as the Environmental Planner positions began in June.

Krishna (Kris) Karki – GIS intern – start date June 4, 2018

Lesley Koopman – Environmental Resource Planner – start date June 1, 2018

Other Comments:

We continue to engage with developers regarding potential sites and developments, most of the individuals wanting to invest in the La Crete area. With some of the tools provided in the new MGA, and with some of the conversations that have already occurred with council, there is an opportunity to explore a handful of incentives that may work for each of our communities.

Maintaining my sideline involvement in the caribou/NWSAR. We have had meetings to develop the resolution to take forward to the Zone meeting on August 10, 2018. The resolution and request for council support will come to the July 25, 2018 Council meeting

Canada Post has publicly advertised their new location. I have continued to be in correspondence with them, communicating our priorities, concerns and appreciation for progress on the project. See attached letter.

Ratepayers meetings went very well. People seem to enjoy the open house style as it gives them the opportunity to have discussions and gain a better understanding of each of the departments responsibilities.

Working on sorting out the issues between the property lines of the lots north of the gravel pit in Fort Vermilion. The various discrepancies in surveys is a struggle to arrange and re-define.

New programming installed to help manage ratepayers files, aerial photos, municipal data, and it includes a new method of issuing development permits. This should result in more consistent application of policy and better service level to the ratepayers.

Have had productive conversations with Tallcree and NLGC regarding a partnership to lobby for and apply for grants to resolve the natural gas supply challenge to the region.

It was nice to be able to pop out to the Fort Vermilion Airport Open House and support the Grand Opening and Arrival of the new Medevac Plane

JUL 4 · 2018

MR. BYRON PETERS
DEPUTY CHIEF ADMINISTRATIVE OFFICER
MACKENZIE COUNTY
4511 – 46 AVE
PO BOX 640
FORT VERMILION AB T0H 1N0

Dear Mr. Peters:

Thank you for your letter documenting concerns raised at your June 12th Council meeting regarding the proposed new location of La Crete's Post Office. We fully recognize the importance of postal services in La Crete, and I appreciate your sharing the views expressed. Our intention is to ensure that the services we provide are best suited to meet the needs of the community. I wish to offer my reassurance of our commitment to continuing and maintaining a meaningful dialogue with Council and residents as the process moves forward.

Allow me to explain how transparent Canada Post's interaction with MacKenzie County's Reeve and Council have been. As you know, in order to support the growing parcel volumes in the area, Canada Post representatives have been working with Council for some time on establishing a new Post Office. Discussions began in March 2017 between County representatives and our team to find practical solutions that were satisfactory to your community and its postal needs; last September, I took the opportunity to visit La Crete to observe the current situation and continue the conversation on potential solutions. In the months following the initial discussions, proposals on potential options were presented and carefully considered by both parties. The first proposal was offered by MacKenzie County in September 2017 to build and lease a facility to Canada Post. This option was later withdrawn and led Canada Post to pursue other options. By December last year, we were very pleased to propose to Council the option of leasing a new ready-built facility in La Crete. We also had the opportunity to meet with administration staff, the Reeve and Council members to follow up on this discussion at the Federation of Canadian Municipalities (FCM) meeting in Halifax this past June.

Understanding the importance of ensuring public input, Canada Post initiated a 30-day consultation process with the community in accordance with the Canadian Postal Service Charter. The process began in May 2018 and has since concluded. Customers were invited to send their comments about the proposed location directly to Canada Post for consideration. We are now in the process of assessing the feedback received and are pleased to report that a high amount of positive comments were received on the proposed location. With respect to the concerns referenced about parking and traffic, rest assured that Canada Post has also taken these aspects into consideration.

Canada Post is dedicated to offering high-quality service to your community, and we look forward to continuing the dialogue as we move towards providing the right-sized postal operation for the residents of La Crete.

Again, thank you for writing and for sharing the views expressed. Should you have any questions, please do not hesitate to [REDACTED].

Yours sincerely,



Marnie Armstrong
Director, Community Relations

MONTHLY REPORT TO THE CAO

For the Month of June

From: David Fehr
Director of Operations

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Deliver firewood to Wadlin Lake	ongoing	3 – 6 loads every week
Sweep streets	ongoing	Fort Vermilion and La Crete streets have been swept twice this year.
Parks	Ongoing	Regular mowing and wiper sniping. Daily watering of plants and trees
evaluate class 1 drivers	Ongoing	NSC standard requires us to regularly evaluate our drivers
Atlas Dock	Ongoing	Evaluating the river bank for a opportune time to put in dock.
Spot graveling	ongoing	Spot graveling ongoing on an as needed basis.
Disaster Recovery Program	Ongoing	Working with administration staff on the DRP.
Road Construction applications	Ongoing	Working with multiple ratepayer's on their road constructions applications
New driveway applications	Ongoing	Working with multiple applications for new driveway's.
Dust suppressant	Finished	Have finished applying the calcium where

Projects	Timeline	Comments
Blue Hills Bridge site #2	ongoing	Engineering phase is complete. Moving to the tendering stage.

Wilson Prairie Road	Started	Started oiling Wilson Prairie Road.
Line Painting	Complete	Line painting has been completed.
Crack Sealing	completed	Crack sealing has been completed
Thermoplastic Lines	Complete	The Thermoplastic lines have been completed in La Crete.
3 Road rebuild projects	Ongoing	Will be tendering the projects in the very near future.
Regraveling	Completed	The tendered regraveling program has been completed.

Meeting Schedule

- **June 6 Joint Health and Safety**
- **June 11 Ratepayer meeting in Tompkins/ Blue Hills**
- **June 12 Ratepayer meeting in Fort Vermilion**
- **June 13 Ratepayer meeting in Rocky Lane**
- **June 14 Ratepayer meeting in Zama**
- **June 18 Manager meeting**
- **June 18 Fort Vermilion Airport Open House**
- **June 18 La Crete Ratepayer Meeting**
- **June 19 Meeting regarding the DRP**
- **June 25 Joint Health and Safety Meeting**
- **June 26 Committee of the Whole meeting**
- **June 27 Council Meeting**
- **June 28 Meeting with WSP**

Respectfully,

David Fehr

Director of Operations

MONTHLY REPORT TO THE CAO

For the Month of July 2018

From: Willie Schmidt
 Manager of Fleet Maintenance

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Vehicle replacement. Chevy had the lowest price quote this year.	80% complete To be completed by August 30th	New: 3 director units and 2 new units, 1 of the new units was for an additional position from 2017 Fleet Maintenance Manager. Dispose: 4 older units will be disposed in 2018
Backhoe replacement Zama. Case 580 from RMQ GP	100% complete	Transferred Zama's replaced backhoe 2008 580 to LaCrete PW.
2 Skid steers replacement Bobcat S-650 Bobcat Of The Peace GP.	50% Completed. To be completed by July 30th	New units are in service, 1 FV and 1 LC. Replaced units are cleaned up and are advertised locally for seal bids. Closing date July 27th .
3 Motor Graders Cat 160 AWD from Finning	10% complete On order	New replacements are prepped and ready for delivery at Finning in Lethbridge AB. They will be replacing our current 2014 units as they hit the 7500hr or 4year.

Projects	Timeline	Comments
Fire truck replacement		Assisting Doug with the required specs. Also disposing old fire units
Fv Shop CVIP Facility and Technician inspector Lic. (Joe Wolfe)	50% complete	1- We are on the list for the facility auditor next trip up. 2- I have Joe's application sent in to transportation Safety for approval.

I have spent much time into the upcoming NSC Audit on July 24-25th	NSC 95% complete Regular maintenance ongoing	Prepping the commercial vehicles with all documents, decals, PM programs, CVIP'S, annual maintenance and also regular service and repairs on our Fleet.
2018 Equipment purchases. 3 trailers LC/ZA/FV. 1 mower LC 1 Pressure washer FV Shop washbay. 1 Street sweeper.	100% complete	

Respectfully,

Willie Schmidt
Manager of Fleet Maintenance

REPORT TO CAO

June, 2018

From: Grant Smith
Agricultural Fieldman

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Roadside Spraying	2018	Roadside spraying is scheduled to begin June 10 th . Area to be sprayed is from TWP Rd 106-0 (Airport Rd) south to Buffalo Head/Tompkins/Bluehills. We've received a total of 100 Do Not Spray applications.
ASB Summer Tour	July 10 th -13 th .	The 2018 ASB Summer Tour was hosted by Strathcona County. Highlights of the tour were a Hutterite Colony, Delaney Vet Clinic, Seed Cleaning Plant.
Weed Inspection	2018	To date 7 Weed Notices have been issued. All are in the Machesis Lake area. Targeted weeds are White Cockle and Canada Thistle. There is a Scentless Chamomile infested area south of Fort Vermilion that the Weed Inspector is dealing with and making progress.
Roadside Mowing	2018	Roadside Mowing commenced on July 10 th . Completion date is August 15 th . All County roads are mowed. Roads north of the Peace River will receive a shoulder cut, roads south of the river will receive a full width cut.
Provincial ASB Conference	January 16 th -19 th .	The 2018 Provincial ASB Conference was held in Grande Prairie. There were a total of 12 resolutions presented. Attendance was very good.
Wolf Bounty	2018	To date there have been 341 wolf carcasses tagged.
County Agricultural Land Leases	2018	The Fidler land lease was awarded to Ernie Driedger for \$75/ac. This is a five year lease. The Fort Vermilion Lagoon hay was awarded to Martin Wiens for \$1,200 per year for three years.

Shelterbelt Program	2018	<p>76 orders were received. A total of 17545 trees. 8665 trees were received. They were picked up in Fairview on May 29th and distributed at the Fort Vermilion office. Due to the enormity of the order some species such as Lilacs, Golden Larch and Northwest Poplar were unavailable.</p> <table border="1" data-bbox="786 449 1429 1224"> <thead> <tr> <th data-bbox="786 449 1010 527">Species</th> <th data-bbox="1010 449 1214 527">Amount ordered</th> <th data-bbox="1214 449 1429 527">Amount Received</th> </tr> </thead> <tbody> <tr> <td data-bbox="786 527 1010 604">White Spruce</td> <td data-bbox="1010 527 1214 604">3135</td> <td data-bbox="1214 527 1429 604">3135</td> </tr> <tr> <td data-bbox="786 604 1010 682">Lodgepole Pine</td> <td data-bbox="1010 604 1214 682">1140</td> <td data-bbox="1214 604 1429 682">1140</td> </tr> <tr> <td data-bbox="786 682 1010 760">Blue Spruce</td> <td data-bbox="1010 682 1214 760">2470</td> <td data-bbox="1214 682 1429 760">2470</td> </tr> <tr> <td data-bbox="786 760 1010 837">Lilac</td> <td data-bbox="1010 760 1214 837">4920</td> <td data-bbox="1214 760 1429 837">0</td> </tr> <tr> <td data-bbox="786 837 1010 915">Siberian Larch</td> <td data-bbox="1010 837 1214 915">1600</td> <td data-bbox="1214 837 1429 915">1600</td> </tr> <tr> <td data-bbox="786 915 1010 993">Golden Larch</td> <td data-bbox="1010 915 1214 993">870</td> <td data-bbox="1214 915 1429 993">0</td> </tr> <tr> <td data-bbox="786 993 1010 1071">Northwest Poplar</td> <td data-bbox="1010 993 1214 1071">2110</td> <td data-bbox="1214 993 1429 1071">0</td> </tr> <tr> <td data-bbox="786 1071 1010 1148">Green Ash</td> <td data-bbox="1010 1071 1214 1148">1300</td> <td data-bbox="1214 1071 1429 1148">320</td> </tr> <tr> <td data-bbox="786 1148 1010 1224">Total</td> <td data-bbox="1010 1148 1214 1224">17545</td> <td data-bbox="1214 1148 1429 1224">8665</td> </tr> </tbody> </table>	Species	Amount ordered	Amount Received	White Spruce	3135	3135	Lodgepole Pine	1140	1140	Blue Spruce	2470	2470	Lilac	4920	0	Siberian Larch	1600	1600	Golden Larch	870	0	Northwest Poplar	2110	0	Green Ash	1300	320	Total	17545	8665
Species	Amount ordered	Amount Received																														
White Spruce	3135	3135																														
Lodgepole Pine	1140	1140																														
Blue Spruce	2470	2470																														
Lilac	4920	0																														
Siberian Larch	1600	1600																														
Golden Larch	870	0																														
Northwest Poplar	2110	0																														
Green Ash	1300	320																														
Total	17545	8665																														
Water Pumping Program		<p>The County rents an Irrigation Pump and one mile of pipe. Bookings usually take place in late fall to fill dugouts. The program runs from April to November. As of October 31st there were a total of 27 rentals.</p>																														
VSI Program	November 03, 2017	<p>I attended the VSI Members meeting and AGM in Peace River on November 3rd, along with Councillor Sarapuk. Main topics of discussion were: Approval of New Members, Director Nominations & Review of 2018 Fee schedule.</p>																														

Capital Projects

Projects	Timeline	Comments
Fort Vermilion Erosion Repair (Rosenberger)		The contract was awarded to Frank Wiens. The project was completed August 23 rd .
Buffalo Head/Steephill Flood Control Project	2017	The County received the approval under the Water Act on March 19th. Still awaiting approval from Public Lands on the outlet. Water from Spring runoff is being pumped out so construction can resume. Construction has resumed. Culverts have been line-bored through Hwy 697.

Personnel Update:

--

Other Comments:

--

REPORT TO THE CAO

For the Month of June/July, 2018

From: Carol Gabriel
Director of Legislative & Support Services

Meetings Attended

- 2018-05-31 to 2018-06-03 Attended the FCM Conference along with the CAO and Council
- 2018-06-11 Tompkins Ratepayer Meeting
- 2018-06-12 Council Meeting
- 2018-06-12 Fort Vermilion Ratepayer Meeting
- 2018-06-13 Rocky Lane Ratepayer Meeting
- 2018-06-14 Zama Ratepayer Meeting
- 2018-06-18 Managers Meeting
- 2018-06-18 Attended the Fort Vermilion Airport Open House
- 2018-06-18 Finance Committee Meeting
- 2018-06-18 La Crete Ratepayer Meeting
- 2018-06-20 10th Annual Mackenzie Regional Charity Golf Tournament
- 2018-06-26 Committee of the Whole Meeting
- 2018-06-27 Council Meeting
- 2018-06-28 Site Visit with Municipal Internship Team
- 2018-07-11 Meeting with the RCMP S/Sgt to discuss the clerical support at the La Crete Office.
- 2018-07-12 Asset Management Teleconference
- 2018-07-17 Attended a teleconference with Northern Lights Gas Co-op regarding the Tall Cree/La Crete Natural Gas Pipeline.
- 2018-07-18 Managers Meeting
- 2018-07-19 Attended the CAO Secretariat Meeting in High Level
- Various other individual or departmental meetings.

Council

- Preparing for various meetings of Council, correspondence, RMA visit, etc.

Bylaws/Policies/Reports/Publications:

- Procedural Bylaw – update with additional guidelines for delegations and public hearings (in progress for review at the next organizational meeting)
- Public Participation Policy – review existing and update as per new MGA requirements. Policy was presented to Council on June 27, 2018 however was tabled to the July meeting. (Deadline is July 23, 2018)
- Drug & Alcohol Policy – policy has been drafted and will be reviewed by the Management Team prior to presenting to Council.
- Finalized the 2017 Annual Report which was presented at the ratepayer meetings.

Human Resources:

- Continuing to work on developing a formal procedure for a modified work program for review by the management team and the Health & Safety Committee. A modified work program has been in place, however no formal written procedure exists. Policy and procedure will be reviewed by the Management Team prior to presenting to Council.
- Drafting of a Drug & Alcohol Policy is in progress. Once reviewed by the Management Team it will go to Council for review and approval.
- Meeting with Lane Quinn Benefits Consultants to discuss the 2018-19 benefit renewal.
- Participated in the interview process for the Director of Finance.

Records Management:

- Continue working on a major update to the Bylaw and policy which establishes procedures in regard to the retention and disposal of municipal documents. Bylaw and related policies will be presented for review and approval at the July 25, 2018 Council meeting.

Assessment Appeals:

- Answered several calls regarding the appeals process, etc.
- Deadline for assessment appeals is Monday, July 23, 2018.

Subdivision & Development Appeals:

- A development appeal was received on Friday, July 13, 2018. Work is underway in scheduling a hearing date.

Events:

- Organized the 10th annual Mackenzie Regional Charity Golf Tournament held on June 20, 2018. The tournament was a success in my opinion and work is ongoing in finalizing the financial component.
- Preparing for and attending the 2018 Ratepayer Meetings. Minutes of the meetings will be presented at the August Committee of the Whole Meeting.

Other:

- Ongoing updates to the County website, Facebook, etc. Including posting the Audited Financial Statements prior to the July 3rd deadline.
- Ongoing form review and updating.
- Preparing for various meetings.
- Travel and meeting coordination.
- Assisting other departments as required.

MONTHLY REPORT TO THE CAO

For the Month of June 2018

From: Doug Munn
Director of Community Services

Meetings Attended in May 2018

- June 4, 2018 – Hutch Lake Visit
- June 6 , 2018 - MC OH&S Committee Meeting
- June 8, 2018 – GEC Architecture – Wellness Centre Meeting
- June 11 - 14, 2018 – Ratepayer Meetings
- June 12 – Council Meeting
- June 14 – DRP Teleconference – (DRP Funding)
- June 18, 2018 – Ratepayer Meeting
- June 18, 2018 – Manager Meeting
- June 19, 2018 – Wadlin Lake Visit
- June 20, 2018 – Mackenzie Regional Charity Golf Tournament
- June 21, 2018 - Beaver First Nations – Water Services Meeting
- June 26, 2018 – Council COW Meeting
- June 27, 2018 – Council Regular Meeting
- June 28, 2018 - La Crete Streetscape Meeting

Fire

- La Crete Report
 - La Crete June Statistics
 - 1 Alarm call
 - 1 Fire call
 - 3 Motor Vehicle Incidents
 - 10 Medical Calls
 - Conducted in-house driver training for our members
 - Four of our members attended the NSC course in Fort Vermilion
 - Did the Final Video inspection on the new truck for the Tompkins Station
- Fort Vermilion Report
 - Fort Vermilion June Statistics
 - 3 Alarm calls
 - 3 Fire Calls
 - 1 Motor Vehicle Incidents
 - 11 Medical Calls
 - Ponton Fire – Lost a house during wildfire east side of the Ponton River.
 - Three of our members assisted in the delivery of a Baby in the Boreal housing area.

- We have seen a influx of calls on High way 58 E toward John D’Or and Garden River. These calls have been due to dust and drivers taking the centre of the road.
- We had 10 members take part in ITLS (international trauma life support) Course, this aids members in dealing with trauma in special entrapments, such as Collapse or Motor vehicle crashes.
- An opportunity was put forward from Luke Umbel of Western Air Rescue (WAR) with a donation of an ambulance to the Fire hall to be used as a Rehab unit for firefighter. This unit was received in early July.

Peace Officer – June 2018

- Peace Officer resigned effective June 22, 2018.
- We are advertising for this position and will hire as soon as a qualified candidate is found.

Bylaw Enforcement – 2018

- Picked up one Pitbull in Fort Vermilion
- Completed 17 lot clean ups in La Crete
- Dealt with 5 bylaw concerns in La Crete.
- Continuing to monitor garbage collections, check Lake Torangeu and the Hill Park for vandalism in La Crete.
- Continuing to deal with blocked and over grown back alleys.
- Finished Bank Run for the Finance Department.

Health and Safety

- Completed quality assurance revisions for the COR Audit.
- Set up additional NSC training for Handi-Van and fire department drivers.
- Worked on procedures for NSC compliance.

Waste

- Normal Operations

Parks and Recreation

- Installed docks in all parks.
- Orient new park contractors to their positions.
- Completed fish cleaning station at Wadlin Lake
- Completed playground at Hutch Lake Cabins

Emergency Operations

- DRP - Received payment from DRP for Gas Shortage EOC operations. Still waiting on other DRP applications.

Building Maintenance April

- Install electrical service for the caretaker at Hutch Lake Campground
- Repair water pump and solar power system at Machesis Lake
- General facility maintenance

General

La Crete Wellness Centre – Continue to work with GEC Architecture to develop budgets and drawings for the Wellness Centre. Application for Investing in Canada Grant is due August 1, 2018. Continue to investigate other grant programs available for this facility.



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	July 25, 2018
Presented By:	Carol Gabriel, Director of Legislative & Support Services
Title:	Bylaw 1096-18 Subdivision & Development Appeal Board

BACKGROUND / PROPOSAL:

Mackenzie County has a bylaw in place for the establishment of a Subdivision & Development Appeal Board pursuant to the provisions of the Municipal Government Act Section 627.

Due to the recent amendments to the Municipal Government Act and the Subdivision and Development Appeal Board regulation, amendments are required to the municipalities Subdivision and Development Appeal Board Bylaw.

The following changes to the Bylaw are being recommended:

1. Change all references from “Secretary” to “Clerk” throughout the Bylaw.
2. Change the definition of Clerk to that described in the Subdivision and Development Appeal Board Regulation (AR 195/2017).
3. Recommending that the Member at Large appointments be extended from the current one-year term to a three-year term. This will coincide with the mandatory training requirements by the Minister on a three-year basis.
4. Addition of reference to Meetings in Section 6.
5. Establishment of the Clerk of the Board as a designated officer for the limited purpose of carrying out the Clerk’s functions as required under the MGA s. 627.1 (3).
6. Addition of the use of electronic recordings to assist in the hearing process. This has been a current practice however not addressed in the existing Bylaw.

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

Clerks

627.1(1) A council that establishes a subdivision and development appeal board must appoint, and a council that authorizes the establishment of a subdivision and development appeal board must authorize the appointment of, one or more clerks of the subdivision and development appeal board.

(2) If the subdivision and development appeal board is an intermunicipal subdivision and development appeal board, the councils that authorize its establishment must appoint one or more clerks.

(3) A clerk appointed under this section must be a designated officer and may be a person who holds an appointment as a clerk under section 456.

(4) No designated officer is eligible for appointment under this section unless that designated officer has successfully completed a training program in accordance with the regulations made under section 627.3(a).

(5) No subdivision authority or development authority is eligible for appointment under this section.

2015 c8 s61;2017 c13 s3

Qualifications

627.2 A member of a subdivision and development appeal board may not participate in a hearing of the subdivision and development appeal board unless the member is qualified to do so in accordance with the regulations made under section 627.3(b).

2015 c8 s61

Regulations

627.3 The Minister may make regulations

- (a) respecting training programs for the purposes of section 627.1(4);
- (b) respecting qualifications for the purposes of section 627.2.

2015 c8 s61

OPTIONS & BENEFITS:

Alternatively, the designated officer could default to the Chief Administrative Officer and a letter of delegated authority be issued to the person assigned as the Clerk of the Board.

Designated officers

210(1) A council may by bylaw establish one or more positions to carry out the powers, duties and functions of a designated officer under this or any other enactment or bylaw.

(2) Council may give a position established under subsection (1) any title the council considers appropriate.

(3) The bylaw must include which of the powers, duties and functions referred to in subsection (1) are to be exercised by each position.

(4) Unless otherwise provided by bylaw, all designated officers are subject to the supervision of and accountable to the chief administrative officer.

(5) A chief administrative officer may exercise all of the powers, duties and functions of a designated officer under this or any other enactment or bylaw if

- (a) no position of designated officer has been established by council,
- (b) the position of designated officer is vacant, or
- (c) this or any other enactment or bylaw refers to a designated officer and the power, duty, function or other thing relating to the designated officer has not been assigned to any designated officer by council.

1994 cM-26.1 s210

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

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

COMMUNICATION:

Municipal bylaws are available online.

RECOMMENDED ACTION:

Motion 1

Simple Majority Requires 2/3 Requires Unanimous

That first reading be given to Bylaw 1096-18 being the Subdivision and Development Appeal Board Bylaw for Mackenzie County.

Motion 2

Simple Majority Requires 2/3 Requires Unanimous

That second reading be given to Bylaw 1096-18 being the Subdivision and Development Appeal Board Bylaw for Mackenzie County.

Motion 3

Simple Majority Requires 2/3 Requires Unanimous

That consideration be given to go to third reading of Bylaw 1096-18 being the Subdivision and Development Appeal Board Bylaw for Mackenzie County at this meeting.

Motion 4

Simple Majority Requires 2/3 Requires Unanimous

That third reading be given to Bylaw 1096-18 being the Subdivision and Development Appeal Board Bylaw for Mackenzie County.

Motion 5

Simple Majority Requires 2/3 Requires Unanimous

That Carol Gabriel be appointed as a designated officer for the purpose of acting as the Clerk of the Subdivision & Development Appeal Board for Mackenzie County.

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

BYLAW NO. ~~1087-18~~ 1096-18

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

**TO ESTABLISH THE
SUBDIVISION AND DEVELOPMENT APPEAL BOARD**

WHEREAS, pursuant to the provisions of the *Municipal Government Act*, Revised Statutes of Alberta, 2000, Chapter M-26 and amendments thereto, Section 624, Council may establish a Development Authority, and

WHEREAS, pursuant to the provisions of the *Municipal Government Act*, Revised Statutes of Alberta, 2000, Chapter M-26 and amendments thereto, Section 627, Council may establish a Subdivision and Development Appeal Board, and

WHEREAS the Council of Mackenzie County in the Province of Alberta, has deemed it necessary to define the function of a Subdivision and Development Appeal Board, as it relates to the appeal process.

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

1. TITLE

- a) This Bylaw shall be cited as the “Subdivision and Appeal Board Bylaw”.

2. DEFINITIONS

In the Bylaw:

- a) **“Act”** - means the *Municipal Government Act* Revised Statutes of Alberta, 2000, Chapter M-26 and amendments thereto.
- b) **“Appellant”** - means the person who has served written notice of an appeal to the **Secretary Clerk** of the Board from a decision, order or development permit issued by the Development Authority or a notice of decision issued by the subdivision approving authority.
- c) **“Board”** - means the Appeal Board established pursuant to this Bylaw.
- d) **“Chairman”** – means a Member of the Board who is appointed to preside over a hearing in accordance with this bylaw.
- e) **“Council”** - means the Mackenzie County Council.

- f) **“Members at Large”** - are Members of the Board who are not Councillors of the Municipality.
- g) **“Municipality”** - means the municipal corporation of Mackenzie County.
- h) **“Secretary” “Clerk”** - means ~~the person~~ a designated officer appointed by Council to act as **Secretary Clerk** of the Board.
- i) **“Subdivision Approving Authority”** - is the authority appointed by Council to decide applications for subdivision.
- j) All other terms used in this Bylaw shall have the meaning assigned to them by the Act.

3. ESTABLISHMENT

- a) The Board is hereby established.
- b) The Members of the Board are hereby considered “authorized persons.”

4. DUTIES

The Board shall:

- a) Decide upon all appeals referred to it by the **Secretary Clerk** of the Board, including an:
 - i) appeal of a development permit decision issued by the development authority;
 - ii) appeal of a stop order issued by the development authority; and
 - iii) appeal of a notice of decision for subdivision issued by the development authority.
- b) Perform other such duties as described or implied in this Bylaw or as may be assigned to it by Council.

5. MEMBERSHIP

- a) The Membership of the Board shall consist of:
 - i) two (2) Members of Council, of which one (1) will sit on the Board at any one hearing;

- ii) five (5) Members at Large, of which two (2) will sit on the Board at any one hearing.
- b) **Council** Members of the Board shall be appointed annually by resolution of Council at the Organizational Meeting held in October.
- c) ~~All members of the Board will hold office for a one-year term.~~ **Members at Large shall be appointed to the Board by resolution of Council for a three-year term or as otherwise designated by Council.**
- d) Notwithstanding, Clause 5. c), a person may be reappointed upon expiration of their term.
- e) No person who is an employee of Mackenzie County or a member of the Municipal Planning Commission shall be appointed to the Board by Council, subject to the provisions of this Bylaw.
- f) A Member of Council's appointment to the Board terminates upon that person ceasing to be a Member of Council or otherwise ineligible to serve as a Member of the Board, subject to the provisions of this Bylaw.
- g) Where a Board position is left vacant for any reason, Council may appoint a replacement for the remainder of that term.
- h) If a Member has any pecuniary interest, whether direct or indirect, in any matter before the Board, the Member shall declare such interest to the Board before discussion of the matter, and shall not participate in the hearing, or discuss or vote upon the matter, and such abstention shall be recorded in the minutes.
- i) Members may not participate in a hearing of the Board unless the member has successfully completed a training program set or approved by the Minister.

6. QUORUM & MEETINGS

- a) Three (3) Members of the Board where Members of Council do not form the majority constitute a quorum.
- b) **The Board shall meet at such intervals as are necessary to consider and decide appeals filed with it in accordance with the Act.**
- c) **The Board shall not permit electronic or similar recording devices to be used during a hearing by anyone in attendance, except the Clerk of the Board.**

7. CHAIRMAN

- a) The Members of the Board shall elect one of themselves as Chairman and one of

themselves as Vice-Chairman at the commencement of each Hearing.

8. ABSENT BOARD MEMBERS

- a) A Member of the Board who is for any reason unable to attend the whole or part of an appeal, shall not participate in the deliberations or decision by the Board upon that appeal.
- b) In the event of the absence or inability of the Chairman of the Board to act as Chairman, the Vice-Chairman of the Board shall act as Chairman. In the event of the Chairman and Vice-Chairman being absent or unable to act as Chairman, the remaining Members will elect a Chairman from amongst themselves.

9. SIGNING AUTHORITY

- a) An order, decision, approval, notice or other things made, given or issued by the Board may be signed on its behalf by its Chairman, Vice-Chairman or a Member elected to act as Chairman.
- b) An officer appointed by Council may sign on behalf of the Board.

10. ~~SECRETARY~~ CLERK OF THE BOARD

- a) The position of a designated officer for the limited purpose of carrying out the functions of the Clerk of the Board is hereby established.
 - i. For financial purposes, only that portion of salary and benefits related to carrying out the Clerk functions shall be disclosed as required by legislation.
- b) ~~The Council shall appoint a Secretary to the Board who may be an employee of the municipality.~~ The Clerk(s) of the Board shall be appointed by resolution of Council and shall not be a member of the Board.

The ~~Secretary~~ Clerk shall:

- c) attend all meetings and hearings of the Board, but shall not vote on any matters before the Board.
- d) perform such functions as may be necessary to ensure that the Board is in full compliance with its duties under the Act and this Bylaw.
- e) attend all meetings of the Board and shall keep the following records with respect thereto:
 - i) the minutes of all meetings and hearings;
 - ii) all applications;

- iii) records of all notices of hearings and of persons to whom they were sent;
 - iv) copies of all written representations to the Board;
 - v) notes as to each representation;
 - vi) the names and addresses of those making representations at the hearing;
 - vii) the decision of the Board;
 - viii) the reasons for the decision of the Board;
 - ix) the vote of the Members of the Board on the decision;
 - x) records of all notices of decision and of persons to whom they were sent;
 - xi) all notices, decisions and orders made on appeal from the decisions of the Board, and
 - xii) such other matters as the Board may direct or the **Secretary Clerk** may determine.
- f) notify all Members of the Board of the arrangements for the holding of each hearing and other meetings of the Board.
- g) make available for public inspection before the commencement of the public hearing, all relevant documents and materials respecting the appeal including:
- i) all applications, notices, stop orders, and decisions related to the appeal, and
 - ii) written notice of appeal from individuals who believe that they are affected by the decision, order, or notice.

11. PUBLIC HEARING

- a) The hearing of the appeal pursuant to the Act shall be held in public and all persons who wish to attend shall be entitled to do so.
- b) The Board shall meet for the hearing of appeals as frequently as is necessary, and in any event within thirty (30) days of receipt of a notice of appeal duly filed pursuant to the Act.

12. SPECIAL MEETING

- a) Upon receipt of a notice of appeal duly filed pursuant to the provisions of the Act, and of this Bylaw, the **Secretary Clerk** may convene a special meeting of the Board to consider what persons are affected by the appeal and should be notified thereof. Such a meeting shall be called not less than six days prior to the date of the public hearing by the **Secretary Clerk** of the Board. The Board is allowed to hold a special meeting to:

- i) Determine who should be notified of the Board hearing, and
- ii) Determine if any Members of the Board are unable to attend the hearing due to absence or pecuniary interest.

13. ELECTRONIC RECORDINGS

- a) The Clerk shall keep an electronic record of all Hearings, except during breaks and those portions of Hearings held In-Camera.
- b) Electronic recordings will only be transcribed if they are required in connection with any audit or investigation in connection with litigation.
- c) The electronic recording for each Hearing will be retained and backed up for one (1) year.

14. DECISIONS

- a) The Board shall issue its decision upon an appeal in writing together with reasons for the decision pursuant to the provisions of the Act.
- b) The decision of the majority of the Members of the Board present at a meeting duly convened is deemed to be the decision of the whole Board.
- c) In the event of a tie vote, the appeal is defeated.
- d) The decision is not final and binding until the decision has been signed and given in writing in accordance with the Act.

15. PROVINCE OF ALBERTA APPEAL PROCEDURE

- a) The **Secretary Clerk** shall keep on file all notices of applications made for leave to appeal to the Court of Appeal from decisions of the Board issued pursuant to the Act.

16. APPEAL FEES

- a) Appellants may be charged an appeal fee to cover the costs associated with a subdivision or development appeal. The appeal fee may be fixed from time to time by resolution of Council according to the Fee Schedule Bylaw.
- b) If the Subdivision & Development Appeal Board decides in favour of the appellant, the fees paid by the appellant shall be refunded.

17. REMUNERATION & TRAVEL EXPENSES

- a) Members shall be compensated according to the Honorariums and Expense Reimbursement Bylaw in effect for Mackenzie County.

18. EFFECTIVE DATE AND REPEAL OF BYLAW

- a) That Bylaw ~~1034-16~~ 1087-18 and all amendments thereto are hereby repealed.
- b) The adoption of this bylaw is effective upon the date of the passing of the third and final reading thereof.

READ a first time 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:	July 25, 2018
Presented By:	Carol Gabriel, Director of Legislative & Support Services
Title:	Bylaw 1106-18 Assessment Review Board

BACKGROUND / PROPOSAL:

Mackenzie County has a bylaw in place establishing the Assessment Review Boards. Pursuant to the provisions of the Municipal Government Act, the Bylaw requires an amendment regarding the appointment of the Clerk of the Board. Section 456 of the MGA requires that the position of designated officer be established and the subsequently the appointment to the position.

Therefore, administration recommends the same wording as is being presented in the amendment to the Subdivision & Development Appeal Board Bylaw.

- (d) “clerk”, in respect of a local assessment review board or composite assessment review board having jurisdiction in one or more municipalities, means the designated officer appointed as clerk under section 456;

Clerk

456(1) The council of a municipality must appoint a designated officer to act as the clerk of the assessment review boards having jurisdiction in the municipality.

(2) Where an assessment review board is jointly established, the councils must jointly appoint the clerk.

(3) The clerk must not be an assessor or a designated officer having authority to grant or cancel tax exemptions or deferrals under section 364.1.

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

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

Municipal bylaws are available online.

RECOMMENDED ACTION:

Motion 1

Simple Majority Requires 2/3 Requires Unanimous

That first reading be given to Bylaw 1106-18 being the Assessment Review Board Bylaw for Mackenzie County.

Motion 2

Simple Majority Requires 2/3 Requires Unanimous

That second reading be given to Bylaw 1106-18 being the Assessment Review Board Bylaw for Mackenzie County.

Motion 3

Simple Majority Requires 2/3 Requires Unanimous

That consideration be given to go to third reading of Bylaw 1106-18 being the Assessment Review Board Bylaw for Mackenzie County at this meeting.

Motion 4

Simple Majority Requires 2/3 Requires Unanimous

That third reading be given to Bylaw 1106-18 being the Assessment Review Board Bylaw for Mackenzie County.

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

Motion 5

Simple Majority Requires 2/3 Requires Unanimous

That Carol Gabriel be appointed as a designated officer for the purpose of acting as the Clerk of the Assessment Review Board for Mackenzie County.

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

BY-LAW NO. 760/10 1106-18

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

TO ESTABLISH ASSESSMENT REVIEW BOARDS

WHEREAS, the Municipal Government Act R.S.A. 2000, Chapter M-26 and amendments thereto requires the establishment of Assessment Review Boards.

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

TITLE

1. This Bylaw may be cited as the “Assessment Review Board Bylaw”.

DEFINITIONS

2. In this Bylaw:
 - a. “Council” means the duly elected Council of Mackenzie County.
 - b. “Complainant” means the person who files a complaint regarding an assessment of property within Mackenzie County.
 - c. “Composite Assessment Review Board” (CARB) means an Assessment Review Board that hears Complaints about any matter referred to in Section 460(5) of the Municipal Government Act that is shown on an Assessment Notice for property other than that heard by the Local Assessment Review Board.
 - d. ~~“Designated Officer”~~ “Clerk” means ~~the person~~ a designated officer appointed by Council to carry out the duties and functions of the Clerk of the assessment review board as required under section 455 456 of the Municipal Government Act.
 - e. “Local Assessment Review Board” (LARB) means an Assessment Review Board that hears Complaints about any matter referred to in Section 460(5) of the Municipal Government Act that is shown on the Assessment Notice, or a tax notice other than a property tax notice, for residential property of three (3) or fewer dwelling units, or farmland.

- f. "Member" means a member of an Assessment Review Board duly appointed by the Council of Mackenzie County or the Province of Alberta, in accordance with the Municipal Government Act.

ASSESSMENT REVIEW BOARDS

3. Council hereby establishes the following Assessment Review Boards for Mackenzie County:
 - a. Local Assessment Review Boards that shall consist of a panel of three (3) members.
 - b. Composite Assessment Review Boards that shall consist of a panel of two (2) members plus one (1) member appointed by the Province of Alberta;
4. The Assessment Review Boards shall carry out the duties and responsibilities as set out in the Municipal Government Act and the Assessment Complaints Regulation.
5. The ~~Designated Officer~~ Clerk may select any combination of members to sit on a panel.

MEMBERSHIP

6. Membership terms will be no longer than three (3) years and will be made in such a manner that the expiry dates of the members are staggered.
7. All membership vacancies shall be advertised to request formal submission of application.
8. Appointments to the Board shall be made by resolution of Council.
9. There will be no automatic succession of appointments.
10. A member may be re-appointed to the Board at the expiration of his/her term.
11. Members may not participate in a hearing of the Board unless the member has successfully completed a training program set or approved by the Minister.
12. Members shall be compensated according to the Honorariums and Expense Reimbursement Bylaw in effect for Mackenzie County.

CLERK OF THE ASSESSMENT REVIEW BOARD

~~13. Council hereby appoints the Executive Assistant as the Clerk of the Assessment Review Boards.~~

14. The position of a designated officer for the limited purpose of carrying out the functions of the Clerk of the Board is hereby established.

- a. For financial purposes, only that portion of salary and benefits related to carrying out the Clerk functions shall be disclosed as required by legislation.

15. The Clerk(s) of the Board shall be appointed by resolution of Council and shall not be a member of the Board.

COMMENCEMENT OF APPEALS

16. A taxpayer may commence an assessment appeal by:

- a. Mailing or delivering to the address specified on the assessment or tax notice a complaint in the form set out in the "Matters Relating to Assessment Complaints" regulation and within the time specified in the Municipal Government Act; and
- b. Paying the applicable complaint fees as set out in Schedule "A".

REFUND OF FEES

17. If the Assessment Review Board decides in favour of the complainant, the fees paid by the complainant shall be refunded.

18. If the Complainant withdraws the complaint in writing and is received by the Clerk on or before the seventh (7th) day prior to the scheduled Assessment Review Board hearing, the fees paid by the Complainant shall be refunded.

19. If the Complainant attends the Assessment Review Board hearing at the time scheduled for the Board to hear the complaint, the fees paid by the Complainant shall be refunded regardless of the decision made by the Board.

ENACTMENT

20. That Bylaw ~~285/04~~ 760-10 is hereby rescinded.

21. That this Bylaw come into full force and effect upon third and final reading.

First Reading given on the ____ day of _____, 2018.

Second Reading given on the ____ day of _____, 2018.

Third Reading and Assent given on the ____ day of _____, 2018.

Peter F. Braun
Reeve

Len Racher
Chief Administrative Officer

SCHEDULE "A"

Assessment Review Boards
Complaint Fees

Local Assessment Review Board	
Residential – 3 or fewer dwellings and farmland	\$50.00
Business Tax	\$50.00
Tax Notices (other than business tax)	\$30.00
Composite Assessment Review Board	
Residential – 4 or more dwellings	\$650.00
Non-Residential	\$650.00



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	July 25, 2018
Presented By:	Carol Gabriel, Director of Legislative & Support Services
Title:	Bylaw 1110-18 Records Management

BACKGROUND / PROPOSAL:

Mackenzie County adopted a bylaw in 1999 with respect to the retention and disposal of municipal records and various documents. Administration has undertaken an extensive review of the Bylaw and is recommending a bylaw revision and subsequent policy approvals. This review included a review of bylaws and policies of other municipalities, as well as all applicable legislation.

A copy of the new Records Management Bylaw is attached.

OPTIONS & BENEFITS:

To be consistent with Federal and Provincial statutes and regulations and to follow current practices.

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

Bylaws are available on the County’s website.

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

RECOMMENDED ACTION:

Motion 1

Simple Majority Requires 2/3 Requires Unanimous

That first reading be given to Bylaw 1110-18 being the Records Management Bylaw to regulate the retention and disposition of records for Mackenzie County.

Motion 2

Simple Majority Requires 2/3 Requires Unanimous

That second reading be given to Bylaw 1110-18 being the Records Management Bylaw to regulate the retention and disposition of records for Mackenzie County.

Motion 3

Simple Majority Requires 2/3 Requires Unanimous

That consideration be given to go to third reading of Bylaw 1110-18 being the Records Management Bylaw to regulate the retention and disposition of records for Mackenzie County, at this meeting.

Motion 4

Simple Majority Requires 2/3 Requires Unanimous

That third reading be given to Bylaw 1110-18 being the Records Management Bylaw to regulate the retention and disposition of records for Mackenzie County.

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

BY-LAW NO. 1110-18
BEING A BYLAW OF
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA

TO REGULATE THE RETENTION AND DISPOSITION OF RECORDS

WHEREAS, the Council of Mackenzie County deems it necessary and appropriate to ensure that municipal records, consisting of both paper format and electronic format, are retained and disposed of in a manner consistent with Federal and Provincial statutes and regulations;

AND WHEREAS, the *Municipal Government Act*, Section 208(1) (b), provides that the municipality must ensure all records and documents are kept safe;

AND WHEREAS, the *Municipal Government Act*, Section 214(2), as amended, provides that Council may pass a bylaw respecting the retention and destruction of other records and documents of the municipality;

AND WHEREAS, the *Freedom of Information and Protection of Privacy Act*, Section 3(e) (ii) does not prohibit the transfer, storage or destruction of any Record in accordance with a bylaw of a local governing body;

AND WHEREAS, pursuant to Section 38 of the *Freedom of Information and Protection of Privacy Act*, Mackenzie County must protect personal information by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or destruction;

AND WHEREAS, the *Electronic Transactions Act*, Section 10, provides that a public body (as defined in the *Freedom of Information and Protection of Privacy Act*), has the authority to create its records electronically;

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

1. TITLE

- a) This Bylaw shall be cited as the “Records Management Bylaw”.

2. DEFINITIONS

- a) “**Council**” – means the Mackenzie County Council.
- b) “**Disposition**” – means a range of processes associated with the retention or destruction of a record in accordance with the records management policy.

- c) **“Designated Official”** – means the Chief Administrative Officer (as defined in the *Municipal Government Act*) or designate duly appointed by Council or the Chief Administrative Officer of Mackenzie County.
- d) **“Electronic Record”** – means information that is recorded or stored on any medium in or by a computer system or other similar device and can be read or perceived by a person on a computer system or other similar device.
- e) **“Electronic Records Management System”** – means the computer program or set of programs designed to track and store records. The software can be used to manage the creation and maintenance of records within classification schemes, apply retention and disposition schedules, and control access and use.
- f) **“Municipality”** – means the municipal corporation of Mackenzie County.
- g) **“Record”** – means the expression of information in a form that is documented regardless of physical mode or medium which constitutes evidence of the business of the municipality. It does not include software or mechanisms that produce records.
- h) **“Records Management”** – means the application of systematic control of the creation, receipt, maintenance, use and disposition of records.
- i) **“Retention Schedule”** – means a system for classifying records, which includes a record’s life span from the date on which it was created to the date of its final disposition and instructions to the manner and time of disposition.
- j) **“Transitory Record”** – means records that have only short-term, immediate, or no value to the municipality that will not be required in the future. Transitory records are required for only a limited period of time for the completion of a routine action or preparation of a record.

3. RECORDS CARE AND CUSTODY

- a) Records in the custody and control of the municipality’s departments are the property of the municipality and must be managed in accordance with the records management policy.
- b) Where records are in the possession of an Outside Agency, such records will be under the municipality’s control when:
 - i) The record is specified in the contract as being under the control of the municipality;

- ii) The content of the record relates to the municipality's mandate and functions;
 - iii) The municipality has the authority to regulate the records use and disposition;
 - iv) The outside agency is a consultant, and the record was created for the municipality
- c) Once the record is under the control of the municipality, the municipality is permitted to inspect, review, or copy the records produced, received or acquired.

4. RETENTION AND DISPOSITION

- a) The designated official shall:
- i) Establish a records management policy, which includes a retention schedule and disposition procedures that shall be reviewed and amended as required.
 - ii) Ensure that all records are retained or disposed of in accordance with the records management policy.
 - iii) Has the discretion to determine whether a record shall be maintained physically or electronically.
 - iv) Has the discretion to retain records longer than the period provided for in the records management policy and shall do so when it is deemed appropriate or has received any indication that there is or may be any litigation involved regarding any of the said records.
 - v) Pursuant to the *Municipal Government Act*, Section 214(1), the designated official has the authorization to dispose of original documents in accordance with the records management policy, including Council minutes or bylaws, providing the original has been recorded on the municipality's electronic records management system that will enable copies of the original to be made.
 - vi) Pursuant to the *Municipal Government Act*, Section 214(3), as amended, provides if an individual's personal information will be used by the municipality to make a decision that directly affects the individual; the municipality must retain the personal information for at least one year after using it so that the individual has a reasonable opportunity to obtain access to it.

- b) Any document or record not referenced in the records management policy may only be destroyed with the direction and approval of the designated official.
- c) Transitory records are exempt from the provisions of this bylaw and may be confidentially discarded routinely.
- d) Disposition of records will require a written statement signed off by the designated official and witness(s), attesting to the time and place of the records disposition, which records were disposed of and the method of disposal. In the case of off-site disposition, the contractor's destruction certificate shall accompany the written statement.
- e) Election material shall be destroyed in accordance with the provisions of the *Local Authorities Election Act*.
- f) Where there is conflict between this bylaw or the records management policy and Provincial or Federal legislation, the Provincial or Federal legislation shall apply and shall supersede this bylaw and the records management policy.

5. EFFECTIVE DATE AND REPEAL OF BYLAW

- a) That Bylaw 190/99 and all amendments thereto are hereby repealed.
- b) The adoption of this bylaw is effective upon the date of the passing of the third and final reading thereof.

First Reading given on the ____ day of _____, 2018.

Second Reading given on the ____ day of _____, 2018.

Third Reading and Assent given on the ____ day of _____, 2018.

Peter F. Braun
Reeve

Len Racher
Chief Administrative Officer

- c) "Council" shall mean the duly elected Council of the Municipal District of Mackenzie No. 23.
- d) "Disposition" shall mean the disposal of Records via destruction or transfer of Records of enduring value to Archives.
- e) "Municipality" shall mean the Municipal District of Mackenzie No. 23.
- f) "Official" shall mean the Chief Administrative Officer (as defined in the Municipal Government Act) or designate duly appointed by Council or the Chief Administrative Officer of the Municipal District of Mackenzie No. 23;
- g) "Records" shall mean (a) the expression of information in a form which is documented regardless of physical mode or medium, (b) which is organized in a logical grouping of basic elements governed by rules of arrangement, and (c) which constitutes evidence of the business of the Municipality.
- h) "Retention Period" shall mean the total length of time a Record must be kept before final Disposition is implemented.
- i) "Solicitor" shall mean the Municipal Solicitor as appointed or engaged from time to time by Council;

Commented [JD6]: Removed & changed definition.

Commented [JD7]: Removed & changed definition.

Commented [JD8]: Removed.

Commented [JD9]: Removed.

Section 3

Where, in this Bylaw and Schedules "A" attached hereto, it is provided that particular Records of the Municipality, or of a local Board or Committee accountable to the Municipality thereof, shall be:

- C Current (present day) Document
- M.D. Microfilm and Destroy
- M.R. Microfilm and Retain
- P Permanent Retention
- P* Permanently held in Provincial Archives
- S/O Superseded or Obsolete

Commented [JD10]: Removed & added as definitions in the RM Policy.

PART II RECORD RETENTION AND DESTRUCTION

Section 4 Retention and Destruction

Where, in this Bylaw and Schedule "A" attached hereto, it is provided those particular Records, or of a local Board or Committee accountable to the Corporation thereof, shall be:

- (a) **Permanent**
Such original record shall be preserved and never destroyed;
- (b) **Microfilmed and Destroyed**
Such Records shall be recorded on microfilm in their entirety, the microfilm shall be in duplicate and one copy therefore shall be stored apart from the other in a place of safe suitable storage, and then such Records shall be destroyed;
- (c) **Microfilmed and Retained**
Such Records shall be recorded on microfilm in their entirety, the microfilm shall be done in one copy only, and the original documents shall be stored in accordance with the direction of the Committee;
- (d) **Permanently held in Archives**
If approved by Council, or a duly authorized Committee, these Records shall be released to either the Provincial Archives or other local archives. A copy of the Records transferred shall be permanently retained on file if deemed necessary by Council of the Committee. Prior to Council approval, the Official shall review the documents to ensure that the release of the documents does not contravene the *Municipal Government Act* or any other legal obligation binding on the Municipality.
- (e) **Schedule of Retention and Disposal**
May be amended by the Council upon recommendation of the Official.

Commented [JD11]: Removed – information is reflected in the RM Policy.

Section 5 Discretion

The Official shall always have a discretion to retain Records longer than the period provided for in this Bylaw and shall do so where the Official deems it appropriate or has received any indication that there is or may be any litigation involved regarding any of the said Records. Decisions to retain the Records longer than the period provided for herein shall be recorded in the Records retention index.

Commented [JD12]: Removed.

Section 6 Records of Retention and Destruction

Upon the Committee being satisfied that the relevant Retention Period established by this Bylaw has expired and that no reason exists for further retention of specific Records, the Official may then authorize the Records to be disposed of.

- (a) When Records have been destroyed under this Bylaw, the Official shall so certify in writing. Such certificate shall refer to the relevant schedule and item of this Bylaw and shall identify the Records destroyed.

- (b) The Official shall keep an index of:
 - (i) Records destroyed;
 - (ii) Records referred to Archives; and
 - (iii) Municipal Records held at other archival centres.
- (c) When Records are destroyed under this Bylaw, the proper and complete destruction thereof is the responsibility of the Official.
- (d) When Records are recorded on microfilm, the Official shall ensure that such microfilms are prepared in accordance with all applicable standards, and identified and indexed.
- (e) All Records destroyed shall be authorized by the Official and the destruction shall be carried out in the presence of at least one witness. The person destroying the Records shall provide a statement in writing attesting to the time and place of the destruction of the Records, together with a detailed list of Records destroyed and also the name of the persons who witnessed the destruction. This statement of Deposition shall be presented to the Council and permanently filed in the office Records.
- (f) Election material shall be destroyed in accordance with the provisions of the Local Authorities Election Act.

Commented [JD13]: Removed – information reflected in the RM Policy.

PART III **GENERAL**

Section 7 **Personal Information**

Notwithstanding the foregoing sections or Schedule "A", in accordance with the Municipal Government Act, Section 214 (3) if an individual's personal information will be used by the Municipality to make a decision that directly affects the individual, the Municipality must retain the personal information for at least one year after using it so that the individual has a reasonable opportunity to obtain access to it.

Section 8 **Committee**

The Committee shall meet as frequently as it deems necessary and shall be chaired by the Official. The Committee shall work on the basis of consensus; however, where there is disagreement the decision of the Official shall be followed. It shall be the duty of the Committee to keep the Council periodically informed as to its activities.

Commented [JD14]: Removed.

Section 9 **Records Retention Schedules**

The Retention Periods for Records, as set forth in the attached Schedule "A", are hereby adopted and established as the Retention Period for each such Record.

Commented [JD15]: Removed.

Section 10 **Storage**

It shall be the responsibility of the Committee to provide for policies regarding security and storage of all Municipal documents. The Official for all Municipal documents shall administer such policies.

Commented [JD16]: Removed.

PART IV **RESCIND**

This Bylaw hereby rescinds all other Bylaws regarding the retention and disposal of municipal documents.

PART V **ENACTMENT**

This Bylaw shall come into force and have effect upon third and final reading thereof.

First Reading given on the _____ day of _____, 1999.

Bryan Clark, Official Administrator _____
Eva Schmidt, Municipal Secretary

Second Reading given on the _____ day of _____, 1999.

Bryan Clark, Official Administrator _____
Eva Schmidt, Municipal Secretary

Third Reading and Assent given on the _____ day of _____, 1999.

Bryan Clark, Official Administrator _____
Eva Schmidt, Municipal Secretary

**BYLAW NO. 190/99
RETENTION AND DESTRUCTION OF RECORDS**

SCHEDULE "A"

ADMINISTRATION

<u>Subject</u>	<u>Description</u>	<u>Retention Period in Years</u>
Administration	General Correspondence (letters, memos)	1
	Reports	5
Advertising	General	2
	As per legislation	7
Annual Reports	Administration and Council, Committees & Boards	7
Appointments	Other than those in Minutes or Bylaws	2 S/O
Bylaws	All	P
Census	Reports	10
Communities	Correspondence relating to administration, funding, planning, etc.	7
Consulting Services S/O	Contracting of consulting firms	3
Destroyed Records Index		P
Elections	Nomination Papers	Section 28(4) Local Authorities Election Act
	Ballot Box Contents	Section 101 Local Authorities Election Act
Equipment Operation	Operating standards, manuals, warranties, etc.	1 S/O
Improvement District Orders	All	P
Incorporation Studies	Reports & future studies	P
Information Services	Material relating to information services	2

Inquiries	From the public	2
Inventories	Recording, storage & distribution of equipment	7
Maps	Original	P
M.D. Electoral Divisions & Boundaries	Not including School and hospital boundary changes	P
Meetings, Symposiums, Conferences	Correspondence on the establishment & participation in meetings, etc.	1
Ministerial Orders	Ministerial Orders	P
Office Equipment	General	7
Office Services	General office services administration	1
Organizational Chart	Structure and Records	2 S/O
Petitions		7
Plans/studies	General plans and studies	P
Policy and Procedures S/O	Policy Documents	7
Public Relations	Communications with the general public	1
	Press Releases, Declarations	1
	Publicity - Advertising posters, displays, etc.	1
Records Management – General	Correspondence relating to Records Management Program	2
Recreation/Parks/ Facilities	Correspondence relating to administration & operation	7
Reports & Statistic Financial	Reports to maintain an ongoing record Within the financial system	7
Risk Management & Insurance	Administration of insurance programs	7

Safety	Correspondence relating to the establishment and operation of a safety program	7
Statistics	Administrative reports & statistics	P
Telecommunications	Administration, installation & maintenance	3
	Computer Information	2
	Mobile Information	2
Tenders	Successful	7
Tenders	Unsuccessful	1
Training & Development	Training and development plans	2

AGRICULTURE

<u>Subject</u>	<u>Description</u>	<u>Retention Period in Years</u>
Agriculture	Administration of agricultural programs	7
	Policy and Acts	P
Drainage	Flood Control and Drainage Projects	P
Weed Control Reports	until updated	1

ASSETS

<u>Subject</u>	<u>Description</u>	<u>Retention Period in Years</u>
Acquisition	Orders for goods which do not require requisitions	1
Assets		20 S/O
	Disposal or write-off of obsolete or surplus assets	2

COUNCIL, COMMITTEES, AND BOARDS

<u>Subject</u>	<u>Description</u>	<u>Retention Period in Years</u>
Agendas	Part of Minutes	P
Annual Reports	Annual Ratepayers Meetings Local Committees/Boards	P 5
Associations and Societies	Participation in the functions of mutual professional interest	3
Boards/Committees	Authority and Structure Correspondence Minutes	7 7 P
Council	Agenda packages Agendas (file with Minutes) General Correspondence (internal letters, memos) Minutes (Adopted)	7 P 1 P
Minutes	Council Boards Committees	P P P
Resolutions	Minutes	P

CONTRACTS AND AGREEMENTS

<u>Subject</u>	<u>Description</u>	<u>Retention Period in Years</u>
Agreements/Contracts	Administrative (building/equipment rental etc) Caretaking Development Financial Major Legal Minor Legal Non-Financial (roadside cleaning, etc)	7 3 11 11 11 7 3
Franchises		P
Leases	After expiration	7

EMERGENCY AND PROTECTIVE SERVICES

<u>Subject</u>	<u>Description</u>	<u>Retention Period in Years</u>
Accident Reports	Major - fatality	P
	Major – serious injury	P
	Minor – minor or no injury	5
	Statistics	7
Ambulance Services	General administration documents	2
Disaster Services	General correspondence	1
Disaster Services	Investigation Reports	P
Emergency Services	General correspondence	1
Emergency Services	Investigation Reports	P

FINANCE

<u>Subject</u>	<u>Description</u>	<u>Retention Period in Years</u>
Accounting	Administration (general)	7
	Monthly reconciliation & receipts	2
	Year end general ledgers	P
Accounts Payable	Administration (general)	7
	Payable Vouchers	7
	Invoices	7
Accounts Receivable	Administration (general)	7
	Control and operation of receivable accounts	7
	Invoices	7
Assessment	Appeals	5
	Assessment Review Board Minutes	P
	Rolls	P
	Court of Revision documents	P
Audits	Methods and reports	P

Bank	Deposit books/slips	7
	Establishment of accounts	7
	Reconciliations	7
	Statements	7
Budgets	Capital (adopted)	P
	Operating (adopted)	P
	Working papers	7
Cash	Receipts Journal	7
	Disbursements	7
Cheques	Cancelled (paid)	7
	Register	7
	Stubs	7
Financial Statements	Audited	P
	Working papers	3
Funds (Debentures)	Administration of trust funds & revolving funds	P
Grants	Administration of financial assistance programs	P
	Requests from local organizations	2
Receipts	Books	7
Requisitions	Originals	7
	Paid	7
Taxation	Arrears	7
	Notices mailed	2
	Rolls	P
	Tax receipts	2
	Sale Deeds	P
Trial Balances	Monthly	2
	Year End	7
Utilities	Batch logs and receipts	7
	Bills	7
	Card locks	7

INFRASTRUCTURE

<u>Subject</u>	<u>Description</u>	<u>Retention Period in Years</u>
Airport Services	Construction and maintenance	P
	General administration	2
Bridges	Construction and maintenance	P
Capital Projects	Project lists, reports and statistics	P
Construction & Renovations	Progress reports & project studies on the construction and/or renovation of structures	P
Engineering	Drawings	P
Roads, Streets, Walks and Lighting	Construction and Road Use Agreements	P
	General	1
	Grader Beat maps	P
	Policy	P
	Road Requests	Active until complete
Sewage Service and Treatment	Contracts, Agreements	P
	General correspondence	3
Tenders	Successful	7
Tenders	Unsuccessful	1
Transportation Programs	Administration of construction & maintenance	3
Utilities	Project studies requirement reports, etc.	P
Utilities, Water & Sewer	Correspondence relating to installation, operation and maintenance of water & sewer systems	P
Vendors	Supplier files	3
Waste Transfer Stations	Contracts, agreements	P
Waste Transfer Stations	General administration documents	3

LANDS

<u>Subject</u>	<u>Description</u>	<u>Retention Period in Years</u>
Annexations	Correspondence Final Order	7 P
Cemeteries	Subdivision, plot registration (land files)	P
Development	Applications, decisions, permits, etc. (Land Files) Business licences (after expired)	P 1
Drainage	Flood Control and Drainage Projects	P
Land Files	Complete	P
Land Fills	All related correspondence	P
Lands	Appraisals – after sale Boundary changes Area Structure Plans Drainage - proposals, studies, projects Flood control General correspondence Surveys	1 P P P P 1 P
Subdivisions	Applications, decisions, zoning, permits, etc. (Land Files)	P
Titles	Certificates of Title Legal Activities including transfers & titles (Land File)	P P
Resources Management	Information relating to the management of Lands & resources	P

LEGAL

<u>Subject</u>	<u>Description</u>	<u>Retention Period in Years</u>
Acts and Legislation	Controlling the municipality Other jurisdictions' acts and regulations	P C

Court Cases	Major	P
	Minor	7
Insurance	Claims	5
	Records	5
Legal	Opinions, correspondence	7
	Proceedings	7
Legislative & Cabinet	Actions of Provincial Legislation	3
Prosecution	All	7

PERSONNEL

<u>Subject</u>	<u>Description</u>	<u>Retention Period in Years</u>
Employee Benefits	A.H.C. Blue Cross	5
	Dental, etc	4
	W.C.B. Claims	3
Employee	Job applications (hired)	3
	Job applications (not hired)	1
	Oaths of Office	P
	Personnel file	P
General	Confidential files (after termination)	7
	General administration of personnel management after termination	7
Income Tax	Deductions	7
	TD1	1
	T4	7
	T4 Summaries	7
Payroll	Garnishees	7
	Individual Earning	P
	Records journal	P
	Time sheets	5
	Employment insurance records	5
Termination	Employees	7

Commented [JD17]: Removed – new retention schedule added to RM Policy.



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	July 25, 2018
Presented By:	Carol Gabriel, Director of Legislative & Support Services
Title:	Policy RM001 Records Management

BACKGROUND / PROPOSAL:

Mackenzie County adopted a bylaw in 1999 with respect to the retention and disposal of municipal records and various documents. Administration has undertaken an extensive review of the Bylaw and is recommending a bylaw revision and subsequent policy approvals. This review included a review of bylaws and policies of other municipalities, as well as all applicable legislation.

A copy of a new Records Management Policy is attached.

OPTIONS & BENEFITS:

Mackenzie County is responsible for retaining certain records. Retention of municipal records serves to protect their administrative value, legal value, fiscal value and research/historical value. This policy also serves to identify the guidelines in which Mackenzie County will operate in regards to the destruction of municipal records.

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

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

COMMUNICATION:

Policies are available on the County's website.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That Policy RM001 Records Management be approved as presented.

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

Mackenzie County

Title	Records Management	Policy No:	RM001
--------------	---------------------------	-------------------	--------------

Legislation Reference	Mackenzie County Records Management Bylaw Municipal Government Act – Sections 208(1)(b) & 214, Freedom of Information and Protection of Privacy Act (FOIP) – Sections 3(e)(ii) & 38
------------------------------	--

PURPOSE

To ensure procedures are established and adhered to for the preservation or disposition of records, but is not limiting in its content and may be amended as required.

POLICY STATEMENT

Mackenzie County is responsible for retaining certain records. Retention of municipal records serves to protect their administrative value, legal value, fiscal value and research/historical value. This policy also serves to identify the guidelines in which Mackenzie County will operate in regards to the destruction of municipal records.

1. DEFINITIONS

Definitions from the Records Management Bylaw will apply to this policy.

- a) **“Administrative Value”** – means records that have value to the municipality if they assist in the performance of current or future activities. These records lose their value over time.
- b) **“Destroy”** – means such records shall be destroyed without any copy thereof being retained.
- c) **“Fiscal Value”** – means these records relate to financial transactions and are required for auditing and financial purposes.
- d) **“Legal Value”** – means these records are typically required by legislation.
- e) **“Permanent”** – means such records shall be preserved and never destroyed, excepting the original bylaws and minutes of council meetings, providing the originals have been recorded on the municipality’s electronic records management system that will enable copies of the originals to be made.

- f) **“Research/Historical Value”** – means these records contain information on persons, places and events as they relate to major milestones, history or development of the municipality and its citizens.
- g) **“Superseded/Obsolete (S/O)”** – means such records shall be disposed of once the record has been expired or been replaced.

2. PROCEDURES

- a) The Director of Legislative and Support Services shall:
 - i) Be responsible for the management of this policy. However, each department administrator may retain records in a department that he/she feels are required for the day to day operation of the department.
 - ii) Ensure that all records (physical and electronic) are retained and disposed of in accordance with the retention and disposition schedule identified in Schedule “A” of this policy.
 - iii) Amend Schedule “A” for accuracy of retention and disposition time periods, meeting all audit and legal requirements, legislation and regulations.
 - iv) Ensure that all transitory records are destroyed securely after they have served their purpose.
 - v) Ensure contractors hired to provide municipal services transfer records to the municipality as required in the terms of their contract.
 - vi) Advise the Chief Administrative Officer of any potential or pending legal matters or requests for information under the *Freedom of Information and Protection of Privacy (FOIP) Act*.
 - vii) Budgeting funds for the disposition of records.
- b) The Records Management Clerk shall:
 - i) Prepare a list of all records which have reached the end of their retention period and are eligible for disposition. Any records chosen to be retained longer than the retention period must be noted on the list along with the reasons why the records should be retained. The disposition list shall be forwarded to the Director of Legislative and Support Services for approval. The approved list will be returned to the Records Management Clerk for filing.

- ii) Provide a statement in writing attesting to the time and place of the disposition, list of records disposed of, manner in which the records were disposed of and name(s) of the witness(s). In the case of off-site disposition, the contractor's destruction certificate shall accompany the written statement.
- c) The Human Resources Coordinator shall:
 - i) Manage all employee/personnel files and pension/benefit files. These files are to be stored in a secured cabinet located in the municipality's fire-proof room.
 - ii) Remove records from an employee file in accordance with the Records Retention & Disposition Schedule. These records will be included in the secure shredding procedure of confidential records.
 - iii) Ensure that records are sealed and kept confidential until disposition.
- d) Records will be disposed of in a secure manner and in such a way that the information contained is completely obliterated without any copy being retained. A Certificate of Destruction and an Affidavit attesting to the destruction must be completed.
- e) All records disposed of in accordance with Schedule "A" shall be authorized by the Director of Legislative and Support Services and shall be carried out in the presence of at least one witness.
- f) Mackenzie County will dispose of records by way of secure shredding.
- g) The following documents will be filed as proof of disposition:
 - i) Original Certificate of Disposition.
 - ii) Affidavit attesting to the disposition.
 - iii) Approved list of records disposed of.
- h) Retained non-electronic records shall be kept in an appropriate medium such as a storage box, file cabinet or binder with adequate identification of contents, time period and retention period and shall be in accordance with the Mackenzie County filing procedure.
- i) Records of original signed bylaws, signed council meeting minutes, committee meeting minutes, maps, blueprints of Mackenzie County owned facilities, and other items identified as containing historical value shall be kept in the municipality's fire-proof room.

- j) Electronic records shall be kept in a secure manner with appropriate firewalls, administrative and user rights and safety measures, and retained and disposed of according to Schedule "A".
- k) Records relevant to an audit, access to information request or legal hold shall be exempt from the disposition guidelines in Schedule "A". Upon completion of the audit, access request, or legal hold, all exempt records must be retained as evidence of municipal business activity until the time limitation for court action has expired.
- l) All records relating to the disposition of records shall be kept as a permanent record.
- m) Election material shall be disposed of in accordance with the provisions of the *Local Authorities Election Act*.

	Date	Resolution Number
Approved		
Amended		
Amended		

**Policy RM001 – Records Management
“Schedule A”**

RETENTION SCHEDULE TERMS	
TERM	MEANING
ADM	Administration primary category.
AGR	Agriculture primary category.
APM	Asset planning & management primary category.
ARM	Asset repair & maintenance primary category.
ASM	Assessment primary category.
COM	Communications primary category.
CON	Council primary category.
CSV	Community services primary category.
ENF	Enforcement primary category.
EQP	Equipment & supplies primary category.
FIN	Finance primary category.
FIR	Fire & emergency primary category.
FLT	Fleet management primary category.
GOV	Governance primary category.
HR	Human resources primary category.
IM	Information management primary category.
INS	Insurance & risk management primary category.
LEG	Legal & regulatory primary category.
LPM	Land & property management category.
OHS	Occupational health & safety primary category.
OPS	Infrastructure operations primary category.
PLN	Planning & development primary category.
SM	Strategic Management primary category.
SWM	Storm water management category.
TAX	Taxation primary category.
WWM	Wastewater management primary category.
WTD	Water treatment & distribution (potable) primary category.
PII	Personal identifiable information – Y (yes) if records in this category <i>can</i> or <i>will</i> contain PII.
SECONDARY	Secondary categories within a primary category.
SEN	Sensitivity P = Public. Not sensitive. Open to anyone inside the organization (internal), or outside (external). I = Internal. Available to anyone inside the organization (internal), but restricted outside (external). C = Confidential. Restricted to specified inside and/or external groups only.
TRIGGER	Retention trigger for each document(s). Trigger is based on document date, event date, & permanent, completion of specific item/event, expiry, superseded/obsolete (S/O), or year-end (YE).
TYPE	Retention type. Determines how retention will be applied to documents. T = Time based (for admin records). D = Document based (based on document field property). E = Event based (for case/file records). R = Relationship based (for supersedence). P = Permanent
PERIOD	Official retention period.

RETENTION & DISPOSITION SCHEDULE

ADM - ADMINISTRATION

Activities related to the routine administration of the County. Includes records related to permits, SOP's, security, forms, RCMP relations, travel, non-financial contracts, boards, accessibility, advice (non-legal), hearings, committees & complaints, etc. Excludes infrastructure asset work & activities of the defined functions.

Citations: *Limitations Act; Municipal Government Act; Alberta Regulation 63/2001 – Determination of Population*

All documents can be retained in digital or paper versions unless otherwise specified.

SECONDARY	DESCRIPTION	PII	SEN	RETENTION RULE		
				TRIGGER	TYPE	PERIOD
Accessibility	Records relating to planning, policy & management of accessibility of County, facilities & public spaces.	N	P	Document Date	T	5
Advice	Records relating to advice and/or recommendations (non-legal) to County officials concerning internal mode of operations, routine employee relations matters & advice kept for informational purposes or related to a specific case. <u>Excludes:</u> Advice concerning significant employee matters – refer to LEG. <i>FOIP sections to consider: Sections 16 to 29.</i>	N	I	Document Date	T	11
Agreements & Contracts, Non-Financial	Agreements between the County & other bodies NOT of a financial nature. <u>Includes:</u> Internal non-financial agreements & contracts, mutual aid agreements, water supply agreements, confidentiality agreements, etc. <i>FOIP sections to consider: Sections 16 to 29.</i> Digital & paper versions.	N	P	Permanent	P	P
Alberta One Call	Records relating to Alberta One Calls. <u>Includes:</u> primary locate sheet.	N	P	YE	T	1
Authorization Delegation	Letters & orders to pass signing authority to designated staff from authorized parties to others during absence or illness, or by bylaw. <u>Includes:</u> Records relating to authorizations to carry out a function or process (i.e. peace officer authorizations). <i>Most of this information is releasable, but may need privacy review under FOIP prior to release.</i>	N	I	S/O	R	5
Boards & Commissions	External boards of which the County is a member, internal boards set up by Council, and other formal boards. <u>Includes:</u> All documents related to boards including authority & structure, membership, remuneration, hearing books, presentations, etc. <u>Excludes:</u> Minutes, agendas, final reports, rulings/decisions. <i>Most of this information is releasable, but may need privacy review under FOIP prior to release.</i>	N	I	Document Date	T	5
Boards & Commissions, Critical	Board minutes, agendas, final reports, rulings/decisions.	N	P	Permanent	P	P
Census	Records relating to the final report that is submitted to Alberta Municipal Affairs, as well as any final reports prepared by the County in determining the demographics, including population characteristics of the County. <u>Excludes:</u> Final report. <i>FOIP sections to consider: Sections 16 to 26.</i>	N	I	Census Complete	E	12
Census, Critical	Final report submitted to Alberta Municipal Affairs. <i>FOIP sections to consider: Sections 16 to 26.</i>	N	P	Permanent	P	P
Committees, Interim	Committees with a projected/expected end date. <u>Includes:</u> All documents related to committees including authority & structure, membership, remuneration, hearing books, presentations, etc. <u>Excludes:</u> Minutes, agendas, final reports, rulings/decisions. <i>Most of this information is releasable, but may need privacy review under FOIP prior to release.</i>	N	I	End of Committee	E	5
Committees, Interim, Critical	Minutes, agendas, final reports, rulings/decisions.	N	P	Permanent	P	P

RETENTION & DISPOSITION SCHEDULE

SECONDARY	DESCRIPTION	PII	SEN	RETENTION RULE		
				TRIGGER	TYPE	PERIOD
Committees, Ongoing	Committees with no projected/expected end date. <u>Includes:</u> All documents related to committees including authority & structure, membership, remuneration, hearing books, presentations, etc. <u>Excludes:</u> Minutes, agendas, final reports, rulings/decisions. <i>Most of this information is releasable, but may need privacy review under FOIP prior to release.</i>	N	I	End of Committee	E	5
Committees, Ongoing, Critical	Minutes, agendas, final reports, rulings/decisions.	N	P	Permanent	P	P
Complaints, Simple	Complaints on any topic of a general nature within any business function, such as assessment, that are either immediately resolved, or do not result in any additional expected action. <u>Includes:</u> Records relating to occurrences/complaints made by the public regarding issues such as noisy dogs, abandoned vehicles, parking, weeds, unsightly premises & littering. <u>Also includes:</u> Occurrence/complaint reports, letters, correspondence & notes to file. <u>Excludes:</u> Enforcement related complaints. <i>FOIP sections to consider: Sections 4, 17, 18, 20.</i>	Y	C	YE	T	2
Donations	Records relating to donations received, or made by the County. <u>Includes:</u> Donations of information resources, donations to businesses, charities, community groups, etc. <u>Excludes:</u> Financial donations & trusts – refer to FIN. <i>FOIP sections to consider: Section 17.</i>	Y	I	Donation Complete	T	3
Forms	Form design & ordering, requests for form design & usage of forms.	N	P	S/O	R	2
Hearings & Appeals	Formal hearings or appeals of boards or other bodies of the County. Appeal to decisions or renderings by a County entity (e.g. stop orders, inspection reports, tax notices, subdivision & development, assessment review, etc.) <u>Excludes:</u> Decisions. <i>FOIP sections to consider: Sections 16 to 29.</i>	Y	C	Close of Appeal	E	11
Hearings & Appeals, Critical	Decisions. <i>FOIP sections to consider: Sections 16 to 29.</i>	Y	C	Permanent	P	P
Inspections	Records relating to inspecting activities within any major business function including financial, fire, fleet, infrastructure, properties, health & safety, or any other major function. <u>Includes:</u> All documents related to the initiation, progress, status & closing of inspections. <u>Excludes:</u> Vehicle inspections. <i>Each document MUST identify business function, and uniquely identify the particular inspection.</i> <i>FOIP sections to consider: Sections 16, 17, 20, 24, 25.</i>	Y	C	S/O	R	11
Leasing/Leasing Out	Records relating to the leasing/renting items, equipment, vehicles, accommodation, buildings, or land from another organization. <u>Includes:</u> Contracts, agreements, conditions, etc. <u>Excludes:</u> Maintenance or servicing agreements. <i>FOIP sections to consider: Sections 16, 19, 24, 25.</i>	Y	I	Permanent	P	P
Permits & Licenses	Permits & licenses issued to the County. <u>Includes:</u> Alberta Environment water licensing, AMBIR, riverbed & shore permits, License of Occupation (LOC), MLL's, radio licensing, etc. <u>Also includes:</u> Authorization to operate water treatment plants, wastewater treatment plants, etc., license to operate, renewals, expansions & all related correspondence. <i>FOIP sections to consider: Sections 16 to 29.</i>	N	P	S/O	R	12
Permits & Licenses NOT RELATED TO Buildings or Development	Non-land permits. <u>Includes:</u> Animal licenses, business licenses, busker licenses, special event permits, rental permits, excavation permits, road permits, line assignments, fire permits, house moves, bridge overload, over dimensional loads, block parties, street use, traffic control set-up, applications, application approval/denial, meeting room & facilities use. <i>FOIP sections to consider: Sections 16 to 29.</i>	N	P	Permit Expiry Date	E	10

RETENTION & DISPOSITION SCHEDULE

SECONDARY	DESCRIPTION	PII	SEN	RETENTION RULE		
				TRIGGER	TYPE	PERIOD
Representatives	Records relating to the nomination, appointment, or resignation of individuals or groups of employees appointed as official representatives of the County. <i>FOIP sections to consider: Section 17.</i>	Y	I	Term Expires	T	3
Security	Management & control of physical security of County facilities. <u>Includes:</u> Access control systems, badge issuance photos, staff identification data, key control system, security monitoring, sign-in/out registers, etc. <u>Excludes:</u> Computer security, video surveillance tapes, guard reports & related data. <i>FOIP sections to consider: Sections 20, 24, 25.</i>	N	C	Document Date	T	5
Security, Critical	Video surveillance tapes (security & peace officer). NOTE: If the information reveals an incident & the personal information is used to make a decision that directly affects the individual, the information is to be kept for 1 year after the decision is made. <i>FOIP sections to consider: Sections 20, 24, 25.</i>	Y	C	Document Date	T	21 Days
Standard Operating Procedures (SOP's)	Records that describe & document work procedures for required processes. <u>Includes:</u> Communication protocols (notifications), documented business procedures & safe work practices. <i>Each document MUST specify business function.</i> <i>FOIP sections to consider: Sections 16 to 29.</i>	N	I	S/O	R	2
Standard Operating Procedures (SOP's), Critical	Original, signed procedures and safe work practices. <i>Approved procedures may be actively disseminated or routinely disclosed as noted in Section 89 of the FOIP Act.</i>	N	P	S/O	R	2
Tendering	Records relating to the receipt & assessment of tenders, request for quotes, or request for proposals, etc. from potential external suppliers for services & supplies, prior to the contract agreement or procurement process. <u>Includes:</u> Unsuccessful tenders. <u>Excludes:</u> Successful tenders. <i>FOIP sections to consider: Sections 16, 17, 19, 24, 25.</i> Paper version.	Y	I	YE	T	10
Tendering, Critical	Records relating to successful tenders. <i>FOIP sections to consider: Sections 16, 17, 19, 24, 25.</i> Paper version.	Y	I	Permanent	P	P
Travel	Records relating to travel arrangements, bookings & authorizations for County employees & Council members. <i>Most of this information is releasable, but may need privacy review under FOIP prior to release.</i>	N	C	YE	T	2
Urban Forestry	Management of County urban forest, tree inventory data, & tree damage reports, watering, planting, fertilizing, pruning data, disease treatment information, pest disease data, specifications, and line locates, Municipal Reserve, Environmental Reserve. <i>Most of this information is releasable, but may need privacy review under FOIP prior to release.</i>	N	I	Document Date	T	5
ADM, Other	Any records that do not fit within the specified ADM categories above. Must be ADM specific.	N	I	Document Date	T	5

RETENTION & DISPOSITION SCHEDULE

AGR – AGRICULTURE

The function of establishing an Agricultural Services Board to assist the Council & Alberta Minister of Agriculture in matters of mutual concern, advising on & organizing & directing weed & pest control & soil & water conservation promoting, enhancing & protecting viability & sustainable agriculture with a view to developing agricultural policies to meet the needs of the County. Includes formal inspections, appeals to & hearings by the Agricultural Service Board/Council, declarations to supervise & restore the productivity of the land, & reclamation orders/bylaws.

Citations: *Agricultural Pests Act; Agricultural Service Board Act; Alberta Fisheries Regulations 1998; Department of Fisheries & Oceans; Environmental Protection & Enhancement Act; Fisheries (Alberta) Act; Limitations Act; Livestock Diseases Act; Municipal Government Act; Soil Conservation Act; Weed Control Act; Alberta Regulation 24/1997 – Pesticide Sales, Handling, Use & Application; Alberta Regulation 43/1997 – Pesticide (Ministerial); Alberta Regulation 115/1993 – Conservation & Reclamation; Alberta Regulation 203/1998 – Agricultural Service Board – Forms; Alberta Regulation 272/1998 – Soil Conservation Notice; Alberta Regulation 184/2001 – Pest & Nuisance Control*

All documents can be retained in digital or paper versions unless otherwise specified.

SECONDARY	DESCRIPTION	PII	SEN	RETENTION RULE		
				TRIGGER	TYPE	PERIOD
Conservation	Records relating to the activities involved in preservation, protection, maintenance, & restoration of land according to good agricultural practice. <u>Includes:</u> Soil & water conservation programs & methods by which weeds or crops are to be destroyed or controlled. <u>Also includes:</u> Records relating to the development & presentation of educational programs in soil & water conservation, control of weeds & pests & the control of any livestock disease. County owned land including: <ul style="list-style-type: none"> - Designation of a contaminated site - Notification of an environmental protection order - Measures taken to restore & secure a contaminated site - Conservation & reclamation including reclamation certificate - Projects related to other organizations conserving or proposing to conserve land, including designating Natural Areas, Ducks Unlimited projects, Oil & Gas Industry projects, & Environmental Assessment Reports FOIP sections to consider: Sections 17, 20.	Y	I	Permanent	P	P
Inspection Notices	Notices for AGR inspections. <ul style="list-style-type: none"> - Pest or nuisance - Soil loss or deterioration - Weed control reports <u>Includes:</u> Analysis of pest & nuisance specimens & all related records. <u>Excludes:</u> Weed control notices. FOIP sections to consider: Sections 17, 20.	Y	I	S/O	R	5
Inspection Notices, Critical	Weed control notices. FOIP sections to consider: Sections 17, 20.	Y	I	Permanent	P	P
Land Restoration, Imposed	Records relating to the results of a declaration by County Council to supervise & restore the productivity of the land. <u>Includes:</u> A plan of proper farming practices which the owner or occupant will undertake to follow over a specified period of years to restore the productivity of the land. <u>Excludes:</u> Agreements for soil conservation – refer to LEG for contracts & agreements. FOIP sections to consider: Sections 17, 20.	Y	I	Date of Resolution	E	11
Land Restoration, Routine	Records relating to the routine restoration of land productivity. <u>Includes:</u> A plan of proper farming practices with the owner or occupant will undertake to follow over a specified period of years to restore the productivity of the land. <u>Excludes:</u> Agreements for soil conservation – refer to LEG for contracts & agreements. FOIP sections to consider: Sections 17, 20.	Y	I	Case Closed	E	10
Pesticides	Records relating to the storage of pesticides. <u>Includes:</u> Inventory list. <u>Excludes:</u> Roadside spraying agreements – refer to LEG for contracts & agreements. FOIP sections to consider: Section 17.	N	I	S/O	R	1
Vegetation Management	Records relating to the activities involved in managing vegetation. <u>Includes:</u> Records related to roadside mowing & spraying agreements & contracts. <u>Also includes:</u> “Do Not Spray” agreements. <u>Excludes:</u> Signed agreements & contracts – refer to LEG for contracts & agreements. FOIP sections to consider: Section 17	Y	I	Y/E	T	7

RETENTION & DISPOSITION SCHEDULE

SECONDARY	DESCRIPTION	PII	SEN	RETENTION RULE		
				TRIGGER	TYPE	PERIOD
Veterinary Services	Records relating to the establishment & management of veterinary services. <u>Includes:</u> Quarterly reports. <u>Excludes:</u> Agreements & contracts – refer to LEG for contracts & agreements. <i>FOIP sections to consider: Sections 16 to 29.</i>	Y	I	Document Date	T	5
Agricultural, Other	Any records that do not fit within the specified AGR categories. Must be AGR specific.			Document Date	T	5

RETENTION & DISPOSITION SCHEDULE

APM – ASSET PLANNING & MANAGEMENT

Asset (repair & maintenance) planning & management not related to a specific asset or group of assets. Records relating to the planning & development of County buildings, structures, etc. including property disposal plans.

Citations: *Cemeteries Act; Code of Practice for Landfills; Limitations Act; Municipal Government Act; Standards for Landfills; Alberta Regulation 249/1998 – Cemeteries General; Alberta Regulation 276/2003 – Activities Designation Regulation (Environmental Protection & Enhancement Act).*

FOIP sections to consider: Sections 16 to 29.

All documents can be retained in digital or paper versions unless otherwise specified.

SECONDARY	DESCRIPTION	PII	SEN	RETENTION RULE		
				TRIGGER	TYPE	PERIOD
Airports	Structures & improvements to airport lands.	N	I	Permanent	P	P
Bridges & Culverts	Engineered structures.	N	I	Permanent	P	P
Cemetery	Structures & improvements to cemetery lands.	N	I	Permanent	P	P
Equipment	Fixed equipment that is not ordinarily mobile, such as compressors, heat exchangers, air handlers, etc. <u>Excludes:</u> Fire rescue equipment.	N	I	Permanent	P	P
Facilities	Buildings.	N	I	Permanent	P	P
Fire Rescue	Specialized equipment for emergency fire & rescue equipment. <u>Includes:</u> Fire hoses, firefighter uniforms, etc. NOT to be included in "equipment" category.	N	I	Permanent	P	P
Fleet	Mobile motorized vehicles (truck, fire trucks, cars, tractors, graders, ride-on mowers, etc.)	N	I	Permanent	P	P
Landfills	Structures & improvements to landfill sites.	N	I	Permanent	P	P
Land Improvements	Parks, campgrounds & recreation areas.	N	I	Permanent	P	P
Land, Not Improved	Municipal reserve land.	N	I	Permanent	P	P
Roads	Engineered structures (highways, roads & streets)	N	I	Permanent	P	P
Signs	Signage.	N	I	Permanent	P	P
SWM	Storm water management.	N	I	Permanent	P	P
WTD	Water treatment & distribution (potable).	N	I	Permanent	P	P
WWM	Wastewater management.	N	I	Permanent	P	P

RETENTION & DISPOSITION SCHEDULE

ARM – ASSET REPAIR & MAINTENANCE

The activity of repairing, rehabilitating, replacing, servicing, & preserving the internal and/or external conditions of equipment, vehicles, land, buildings, bridges, roads, & related aspects such as signs, curbs, sidewalks & gutters; recreational facilities & areas such as parks, playgrounds; or a waterworks; wastewater or solid waste system. Maintenance is scheduled work that is necessary to prevent infrastructure from deteriorating. Includes repair & maintenance of a specific named asset or named group of assets. Applies to infrastructure or non-infrastructure assets. Excludes: Maintenance requests & work orders that do not impact the asset itself – see OPS – Infrastructure Operations.

Citations: *Cemeteries Act; Code of Practice for Landfills; Limitations Act; Municipal Government Act; Standards for Landfills; Alberta Regulation 249/1998 – Cemeteries General (Cemeteries Act); Alberta Regulation 276/2003 – Activities Designation Regulation (Environmental Protection & Enhancement Act)*

FOIP sections to consider: Section 16 to 29.

All documents can be retained in digital or paper versions unless otherwise specified.

SECONDARY	DESCRIPTION	PII	SEN	RETENTION RULE		
				TRIGGER	TYPE	PERIOD
Airports	Structures & improvements to airport lands.	N	I	Permanent	P	P
Bridges & Culverts	Engineered structures.	N	I	Permanent	P	P
Cemetery	Structures & improvements to cemetery lands.	N	I	Permanent	P	P
Equipment	Fixed equipment that is not ordinarily mobile, such as compressors, heat exchangers, air handlers, etc. <u>Excludes:</u> Fire rescue equipment.	N	I	Permanent	P	P
Facilities	Buildings	N	I	Permanent	P	P
Fire Rescue	Specialized equipment for emergency fire & rescue equipment. <u>Includes:</u> Fire hoses, firefighter uniforms, etc. <u>Not to be included in "equipment" category.</u>	N	I	Permanent	P	P
Fleet	Mobile motorized vehicles (trucks, fire trucks, cars, tractors, graders, ride-on mowers, etc.)	N	I	Permanent	P	P
Landfills	Structures & improvements to landfill sites.	N	I	Permanent	P	P
Land Improvements	Parks, campgrounds & recreation areas	N	I	Permanent	P	P
Land, Not Improved	Municipal reserve land.	N	I	Permanent	P	P
Roads	Engineered structures (highways, roads & streets)	N	I	Permanent	P	P
Signs	Signage.	N	I	Permanent	P	P
SWM	Storm water management.	N	I	Permanent	P	P
WTD	Water treatment & distribution (potable).	N	I	Permanent	P	P
WWM	Wastewater management.	N	I	Permanent	P	P

RETENTION & DISPOSITION SCHEDULE

ASM – ASSESSMENT

The function of applying rules for assessment, supplementary & equalized assessments, determining the value of property, including parcels of land, condominium units, strata space, & improvements, conducting annual/general assessments, maintaining school support declarations, assigning assessment classes to properties, preparing & correcting, if necessary, the assessment taxation roll, preparing, sending out, and publishing assessment notices & corrections, if necessary. Includes complaints to the Assessment Review Board and appeals to the Municipal Government Board.

Citations: *Limitations Act; Municipal Government Act; Alberta Regulation 220/2004 – Matters Relating to Assessment & Taxation; Alberta Regulation 310/2009 – Matters Relating to Assessment Complaints.*

All documents can be retained in digital or paper versions unless otherwise specified.

SECONDARY	DESCRIPTION	PII	SEN	RETENTION RULE		
				TRIGGER	TYPE	PERIOD
Assessment – Appeals & MGB, ARB	Records relating to appeals or letters of complaint by an owner or agent acting on behalf of an owner of assessed property or ratepayer. <u>Includes:</u> Assessment notices provided to property owners, initial, amended supplementary notices. <u>Also includes:</u> Assessment Review Board (ARB) & Municipal Government Board (MGB) appeals. <u>Excludes:</u> Decisions – refer to ADM for decisions. <i>FOIP sections to consider: Sections 16 to 29.</i>	Y	I	Close of Appeal	E	11
Assessment Inspections	Records relating to inspecting & assessing properties, parcels of land, condominium units, strata space & linear property. <u>Includes:</u> Supplementary assessments & any exemptions. <u>Records may include:</u> Assessment summary sheets, assessment details, field pickup sheets, aerial photographs for farmland assessment, assessment cards (containing information such as land legal description, owner, assessed values, data & valuation, diagram of structures, assessor’s notes), individual detailed reports, exception reports, land data input sheets specific to what is being assessed, landowner correspondence relating to specific assessments(s), notice(s) to owner or occupier. <u>Assessments include:</u> Mobile homes, property, machinery, pipeline, equipment & farmland. <u>Also includes:</u> Records relating to assessment inspections initiated by the Minister, or initiated on behalf of the County Council & conducted by an inspector appointed by the Minister. <i>FOIP sections to consider: Section 17.</i>	Y	C	S/O	R	12
Assessment Notices	Records relating to the preparation & issuing of assessment taxation notices or amended assessment taxation notices to the owners of assessed properties, publicizing that the assessment taxation notices have been sent, and correcting the assessment taxation notices, if required. <u>Includes:</u> Certification date of sending the assessment taxation notice. <u>Also includes:</u> Records relating to carrying out an assessment inspection for property including mobile homes, linear property, machinery, pipeline, equipment & farmland. <u>Includes:</u> Supplementary & exemption assessments & the combined tax bill & assessment notice. <i>FOIP sections to consider: Section 17.</i>	Y	I	YE	T	7
Assessment Rolls, Interim	Tax assessment rolls, electronic hard copy rolls, payment adjustment records to tax liability & penalties. <i>FOIP sections to consider: Sections 16, 17 & 24.</i>	Y	I	YE	T	7
Assessment Roll, Final	Annual assessment rolls, final. <i>FOIP sections to consider: Sections 16, 17 & 24.</i>	Y	P	Permanent	P	P
Equalization	Records relating to the County’s submission of completed assessment & valuation forms, market ratio assessments, & supporting documentation, to the Minister of Municipal Affairs. <u>Includes:</u> The equalization assessment received from the Minister. <i>Most of this information is releasable, but may need privacy review under FOIP prior to release.</i>	N	I	Document Date	T	10
Market Evaluations	Records include market reports (containing information such as market information, certificate of title number, date, legal description, selling price, building income information (e.g. rent) & assessed values), summary documents & calculation documents. <u>Includes:</u> Reports printed from assessment provider. <i>Most of this information is releasable, but may need privacy review under FOIP prior to release.</i>	N	I	Document Date	T	7

RETENTION & DISPOSITION SCHEDULE

SECONDARY	DESCRIPTION	PII	SEN	RETENTION RULE		
				TRIGGER	TYPE	PERIOD
School Declarations	Records relating to the collection & maintenance of school tax declarations (public or separate) as part of the assessment taxation roll requirements. <u>Includes:</u> Signed school support declaration forms completed by the taxpayer, notifications of establishment of new school district(s). <i>FOIP sections to consider: Section 17.</i>	Y	I	Calendar Year	T	5
ASM, Other	Any records that do not fit within the specified ASM categories above. Must be ASM specific.			Document Date	T	5

RETENTION & DISPOSITION SCHEDULE

COM - COMMUNICATIONS

The function of having County materials such as brochures, leaflets, notices, reports, news releases, etc., regardless of format (i.e. electronic, print, broadcasts, video), distributed within the federal government, Alberta government including Municipal Affairs, other provincial governments, other municipal governments and/or to the public or issued for sale. Includes drafting, manual or electronic production (layout, designing, typesetting, assigning ISBN/ISSN, printing, etc.), marketing & supply of publications by the County. Also includes preparing & distributing external publications (such as annual reports) & leaflets which aim to inform the public about the services & programs of the County. Also includes internal publications which are not intended for routine disclosure to the public (such as newsletters & circulars, etc.). Also includes multi-media publications, CD ROM, websites & on-line information services.

Citations: *Copyright Act, Industrial Design Act, Limitations Act, Municipal Government Act, Patent Act, Trademarks Act*

All documents can be retained in digital or paper versions unless otherwise specified.

SECONDARY	DESCRIPTION	PII	SEN	RETENTION RULE		
				TRIGGER	TYPE	PERIOD
Awards to Businesses & Citizens	Awards made to individual businesses or citizens on behalf of the County.	N	P	Award Date	E	5
Awards to County	Awards made to the County.	N	P	Award Date	E	5
Celebrations & Greetings	Records relating to the preparation & sending of messages of appreciation, congratulations, condolence or introduction & Christmas cards to the federal government, Alberta government & other municipal governments. <u>Includes:</u> Address/distribution lists. <u>Also includes:</u> Records relating to MINOR celebrations, ceremonies & functions of County-wide significance or those organized by the County. <u>Also includes:</u> Photographs. <i>FOIP sections to consider: Sections 16 to 29.</i>	N	I	Document Date	T	3
Celebrations, Major	Records relating to major celebrations, ceremonies & functions of County-wide significance or those organized to mark MAJOR anniversaries or significant structures or events. <u>Includes:</u> Photographs. <i>FOIP sections to consider: Sections 16 to 29.</i>	N	I	Permanent	P	P
Media Coverage	Documentation relating to media coverage, media scans & media monitoring about the County & its initiatives. <u>Records include:</u> Newspaper articles, journal articles, television & radio sound/video files, web pages, social media sites & the like. <i>FOIP sections to consider: Sections 16, 23.</i>	N	I	Document Date	T	5
Marketing & Advertising, County	Advertising campaigns that promote the County's activities, services, programs, facilities, radio ads, television ads, newspaper announcements, imaging, posters, etc. <u>Excludes:</u> Marketing materials produced under statutory obligation to outside organizations. <i>FOIP sections to consider: Sections 17, 24.</i>	N	P	YE	T	3
Marketing & Advertising, County, Critical	Marketing materials produced under statutory obligation to outside organizations. <i>FOIP sections to consider: Sections 17, 24.</i>	N	I	YE	T	7
Promotional Materials	Records relating to the design, ordering, production, inventory & distribution of marketing & promotional materials such as banners, annual reports, brochures, pop-up displays, logo'd clothing, swag, visual identity guide, etc. <i>FOIP sections to consider: Sections 17, 24, 25.</i>	N	I	S/O	R	3
Photos & Multimedia	Photos, audio recordings, videos & any other multimedia records produced by the County for any purpose, such as events, promotional, marketing & advertising. Note: Photos taken for other business purposes such as inspections & investigations fall under the respective business unit activities. <u>Records include:</u> Physical photos rendered to prints, digital photos of any format, full-motion videos in any format, indexing & cataloging or other forms of photo indexing, etc. Retention Exception: Any item designated as Historical will be kept permanently.	N	I	Document Date	T	5
Public Information Bulletins	State of Local Emergency announcements, drinking water advisories, etc.	N	P	Permanent	P	P
Public Response	Records relating to public reaction, feedback or suggestions. <i>FOIP sections to consider: Section 17.</i>	Y	I	Response Provided	T	3

RETENTION & DISPOSITION SCHEDULE

SECONDARY	DESCRIPTION	PII	SEN	RETENTION RULE		
				TRIGGER	TYPE	PERIOD
Social Media	The provision of information to social media vehicles including Twitter, Instagram, Facebook, Pinterest, YouTube, etc. <u>Records include:</u> All information fed to these vehicles, commentary & commentary responses submitted to the vehicles, screen captures of posts & comments, any analytics of social media usage, reports on social media usage, social media plans & strategy. <u>Also includes:</u> Documentation relating to web analytics including the measurement, collection, analysis & reporting of internet data for the purposes of understanding & optimizing Web usage. Analytics may study the habits & behavior of users, stakeholders, partners & trends. <i>FOIP sections to consider: Sections 16, 23.</i>	N	P	Document Date	T	2
Speeches & Presentations, Council	All speeches & presentations delivered by the Reeve and/or Councilors. <u>Includes:</u> Preparation, drafts, final copies, etc. <i>FOIP sections to consider: Sections 23, 24.</i>	N	I	Permanent	P	P
Speeches, Presentations & Press Conferences, Non-Council	All speeches & presentations delivered by the County Commissioner and/or senior management. <u>Includes:</u> Preparation, drafts, final copies, etc. <u>Also includes:</u> Documents prepared for & delivered to press conferences & documents received in response to press conferences. <i>FOIP sections to consider: Sections 17, 23, 24.</i> <i>FOIP note: Most information is releasable but may need privacy review under FOIP prior to release.</i>	N	I	Document Date	T	3
Websites	Internal & external facing websites. <u>Includes:</u> All information that appears on either website, including multimedia, drafts, live pages, & prior pages. <u>Also includes:</u> Any documentation related to how the website is produced or maintained. <i>FOIP sections to consider: Sections 16, 23.</i>	N	P	Document Date	T	5
COM, Other	Any records that do not fit within the specified COM categories above. Must be COM specific.	N	P	Document Date	T	2

RETENTION & DISPOSITION SCHEDULE

CON – COUNCIL

The function of establishing a Council for the County. Includes the formulation & implementation of County Bylaws, policies & procedures. Also includes records of Council meetings, informal Council events and elections.

Citations: *Limitations Act; Municipal Government Act; Local Authorities Election Act.*

All documents can be retained in digital or paper versions unless otherwise specified.

SECONDARY	DESCRIPTION	PII	SEN	RETENTION RULE		
				TRIGGER	TYPE	PERIOD
Bylaws	Records relating to the development & preparation of proposed bylaws. <u>Includes:</u> Research, reviews, correspondence with external ministries or government agencies, related supporting documentation. <u>Excludes:</u> Policies and original, signed bylaw. <i>FOIP sections to consider: Sections 16 to 29.</i>	N	I	Permanent	P	P
Bylaws, Critical	Original, signed & passed, amended, rescinded & repealed bylaws. Digital & paper versions.	N	P	Permanent	P	P
Council Meeting Records	Records relating to each individual council meeting (by date). <u>Includes:</u> Readings, files, audio & video recordings, delegate presentations, calendars of meetings, related letters of Council meetings, staff reports, briefing notes to Council, decisions, etc. <u>Also includes:</u> Oath of office for new councilors. <u>Excludes:</u> In-camera sessions & Council agendas & minutes. <i>FOIP sections to consider: Section 23. Most of this information is releasable, but may need privacy review under FOIP prior to release.</i>	N	I	Permanent	P	P
Council Meeting Agendas & Minutes	Official County Council meeting minutes & agendas for all regular, special & organizational public meetings. <i>Most of this information is releasable, but may need privacy review under FOIP prior to release.</i>	N	P	Permanent	P	P
Council Meeting, In-camera Sessions	In-camera sessions. No records to be taken during an in-camera session.	Y	C	Meeting Complete	E	Destroy
Elections & Plebiscites	Elections & plebiscites. Records relating to a general election, a by-election or a vote on a bylaw or question. <u>Includes:</u> Nomination papers, election records, disclosure statements, election appeals, ballot boxes. <u>Also includes:</u> Oaths of the Deputy Returning Officer, Enumerator & Constable, setting of fees for election officers, arrangements for voting stations, rental rates, publishing of first & second election notices, notice of nomination day, notice of election day, dates of advance vote, election materials, statement of results & judicial recounts. <i>Most of this information is releasable, but may need privacy review under FOIP prior to release.</i> Paper version.	N	I	Election Complete	T	See LAE Act for retention
Informal Council Events	Records related to council workshops, orientation meetings, planning sessions, ratepayers meetings, & all other meetings that are not formal council meetings. <i>Most of this information is releasable, but may need privacy review under FOIP prior to release.</i>	N	I	S/O	E	5
Policies	Policies are passed by Council, and are different from bylaws in that they are strictly internal facing & apply only to employees. <u>Includes:</u> Records relating to the formulation & implementation of County policies. Each policy must identify the originating business function (i.e. LPM, IMT, etc.). <u>Records may include:</u> Policy proposals (both approved and unapproved), research, drafts & consultation documents, & any other documents related to developing a policy. <u>Excludes:</u> Original, signed policies. <i>FOIP sections to consider: Sections 16 to 29.</i>	N	I	S/O	R	2
Policies, Critical	Original, signed policies. <i>Approved policies may be actively disseminated or routinely disclosed as noted in Section 89 of the FOIP Act.</i>	N	P	S/O	R	2

RETENTION & DISPOSITION SCHEDULE

SECONDARY	DESCRIPTION	PII	SEN	RETENTION RULE		
				TRIGGER	TYPE	PERIOD
Public Hearings	Records relating to information presented during a public hearing meeting. <i>Most of this information is releasable, but may need privacy review under FOIP prior to release.</i>	N	P	Permanent	P	P
CON, Other	Any records that do not fit within the specified CON categories above. Must be CON specific.			Document Date	T	5

RETENTION & DISPOSITION SCHEDULE

CSV – COMMUNITY SERVICES

Services provided by the County to ratepayers, including Social Services, waste & recycling, campgrounds & recreational parks & facilities, arts & heritage, facility booking, cemetery & tours.

Citations: *Cemeteries Act; Family & Community Support Services Act; Libraries Act; Limitations Act; Municipal Government Act; Vital Statistics Act; Alberta Regulation 141/1998 – Libraries Regulation; Alberta Regulation 249/1998 – Cemeteries General*

All documents can be retained in digital or paper versions unless otherwise specified.

SECONDARY	DESCRIPTION	PII	SEN	RETENTION RULE		
				TRIGGER	TYPE	PERIOD
Campgrounds	Records relating to the planning, design & management of campgrounds.	N	I	Permanent	P	P
Cemeteries	Records relating to the planning, design & management of cemeteries. <u>Includes:</u> Archival, historical records, journals, lot books, log books, registers, etc. <i>FOIP sections to consider: Sections 4, 16.</i>	Y	I	Permanent	P	P
Cemeteries, Interment	Cemetery plot records. <u>Includes:</u> Burials, cremations, interment, certificates & permits. <i>FOIP sections to consider: Section 16.</i>	Y	C	Permanent	P	P
Community Education & Recreation Programs	All courses & programs offered by the County such as FCSS, recreation programs, Parent Link, etc. <u>Includes:</u> Course registrations, membership agreements, course programs & materials. <u>Also includes:</u> Records relating to determining, developing & implementing & evaluating community programs & services. <u>Excludes:</u> Signed participant waivers. <i>FOIP sections to consider: Sections 16 to 29.</i>	Y	I	Program End	E	3
Community Engagement	Outreach, workshops, open houses, community discussions, focus groups, engagement policy, etc. <i>FOIP sections to consider: Sections 16 to 29.</i>	N	P	Document Date	T	5
Community Social Services Program Administration	Records related to support, funding, planning & reporting for community social services programs such as the FCSS, Parent Link & Handi-Van programs. <i>FOIP sections to consider: Sections 16 to 29.</i>	N	I	YE	T	7
County Facility & Space Bookings	General facility bookings & rentals. <u>Includes:</u> Booking rooms within a facility as well as booking outside facilities such as soccer pitches etc. <u>Also includes:</u> Log books, campground bookings, general facility bookings, rentals, etc. <i>FOIP sections to consider: Sections 24, 25.</i>	Y	I	Document Date	T	3
Inquiry Response Preparation	Non-FOIP related inquiries to the County. All inquiries, however received, & the response prepared & returned to the inquirer, & related records generated to prepare the response. <u>Includes:</u> Information that is routinely disclosed and/or actively disseminated. <i>FOIP sections to consider: Sections 16 to 29.</i>	Y	I	Document Date	T	2
Libraries	Records relating to operating & managing County owned libraries. <u>Excludes:</u> Funding agreements & joint ventures with other municipal library boards. <i>FOIP sections to consider: Sections 16 to 29.</i>	N	I	Document Date	T	10
Libraries, Critical	Funding agreements & joint ventures with other municipal library boards. <i>FOIP sections to consider: Sections 16, 17, 19, 24, 25.</i>	N	I	Permanent	P	P
Recycling	Recycling records, logs, weigh scale records. <i>FOIP sections to consider: Sections 17, 20. Most of this information is releasable, but may need privacy review under FOIP prior to release.</i>	N	I	Document Date	T	3
Social Services Client Records	Client records relating to FCSS, other community & social service programs, courses, disaster center or emergency operations center. <i>FCSS client records are very security-sensitive & strictly confidential.</i>	Y	C	Termination	E	5
Solid Waste	Waste transfer station operations, logs, weigh scale records, & other records relating to landfills or solid waste management operations. <i>FOIP sections to consider: Sections 17, 20. Most of this information is releasable, but may need privacy review under FOIP prior to release.</i>	N	I	YE	T	3

RETENTION & DISPOSITION SCHEDULE

SECONDARY	DESCRIPTION	PII	SEN	RETENTION RULE		
				TRIGGER	TYPE	PERIOD
Special Events	Community & special event planning. <u>Includes:</u> Exhibits & tradeshow (i.e. agricultural fair). <i>FOIP sections to consider: Sections 16, 17.</i>	N	I	Event Complete	E	5
Tours, Volunteer Program, Minor	Records relating to minor visits & tours by the County staff to other organizations or hosted by the County with the view of promoting the image or services of the County. <u>Includes:</u> Volunteering program & visiting delegations. <u>Excludes:</u> Major visits & tours. <i>Most of this information is releasable, but may need privacy review under FOIP prior to release.</i>	N	I	Event Complete	T	3
Tours, Volunteer Program, Major	Records relating to major visits & tours by the County staff to other organizations or hosted by the County with the view of promoting the image or services of the County. <i>Most of this information is releasable, but may need privacy review under FOIP prior to release.</i>	N	I	Event Complete	T	3
CSV, Other	Any records that do not fit within the specified CSV categories above. Must be CSV specific.			Document Date	T	5

RETENTION & DISPOSITION SCHEDULE

ENF – ENFORCEMENT

The function of investigating & enforcing County bylaws & selected Provincial Statutes; participates in public education, awareness, & cooperative initiatives with public from time to time. Includes preserving & maintaining the public peace & serving court documents within the County.

Citations: *Limitations Act; Municipal Government Act; Peace Officer Act; The Animal Protection Act; The Dangerous Dogs Act; The Environmental Protection & Enhancement Act; The Gaming & Liquor Act; The Highway Traffic Act; The Motor Transport Act; The Petty Trespass Act; The Provincial Offences Procedure Act; The Public Highways Development Act; The Stray Animals Act; Traffic Safety Act; Alberta Regulation 184/2001 – Pest & Nuisance Control; Alberta Regulation 291/2006 – Peace Officer Regulation (Peace Officer Act); Alberta Regulation 312/2006 – Peace Officer Ministerial Regulation (Peace Officer Act).*

All documents can be retained in digital or paper versions unless otherwise specified.

SECONDARY	DESCRIPTION	PII	SEN	RETENTION RULE		
				TRIGGER	TYPE	PERIOD
Bylaw Enforcement Actions	Action taken against a party as a result of a bylaw infraction. <u>Includes:</u> Photo radar tickets, stop orders, animal control orders, etc. <i>FOIP sections to consider: Sections 4, 17, 20.</i>	Y	C	Order Issued	E	5
Complaints, Enforcement Related	Complaints that have escalated to enforcement action. <i>FOIP sections to consider: Sections 4, 17, 18, 20.</i>	Y	C	Judgement	E	5
Enforcement Actions	Records relating to compelling a person to act in accordance with legislated requirements by applying to the Court of Queen's Bench for an injunction or order to restrain a person from preventing or interfering with the County designated officer's entry, inspection, enforcement or action, or requiring the person to produce anything to assist the designated officer in the inspection, remedy, enforcement or action. <u>Includes:</u> Copy of originating notice, copy of affidavits. <i>FOIP sections to consider: Sections 16 to 29.</i>	Y	C	Order Issued	E	3
Lost Property	Records relating to the collection & return of items or cash lost on County property (including in facilities or vehicles), property log lists, found cash deposits, petty cash vouchers for return of lost cash, daily property lists, drivers lists of unclaimed property, monthly reports, etc. <i>Most of this information is releasable, but may need privacy review under FOIP prior to release.</i>	Y	I	Document Date	T	3
Peace Officers	Peace officer policing records. <u>Excludes:</u> Funding & contracts – refer to LEG for contracts & agreements. <i>FOIP sections to consider: Sections 17, 20.</i>	N	C	Document Date	T	5
Planning Enforcement	Complaints, exceptions, injunctions, related to breach of planning regulations, complaints, violations, inspections, cease use/stop work orders, document registration, & court injunctions. <u>Includes:</u> Records relating to service plans, procedures & mutual assistance programs to manage enforcement services within the County. <i>FOIP sections to consider: Sections 17, 20.</i>	Y	I	Close	E	10
Prosecutions	Prosecutions, appeals, investigations, warnings, orders, violations, complaints under County Bylaws, Provincial offenses, court appearance reminders, notices of trial, violation tickets, issuance & execution of warrants, conversation records, correspondence, complaint investigation reports, photos, officers notes/notebooks, witness lists, witness statements, subpoenas, summonses, court briefs, decision appeals, bylaw cleanup, weed control reports & any other item labelled as evidence. <i>FOIP sections to consider: Sections 16 to 29.</i>	Y	I	Judgement	E	12
Violations & Tags	Records relating to offences & penalties resulting from an order to a person to comply with an Act or any order, permit, certificate or variance. <u>Records may include:</u> Occurrence/complaint report, initial occurrence/complaint letter, & copy of violation ticket issued by a County officer, court briefs prepared by the issuing County officer, warrants & warrant information. If not resolved, this moves to Enforcement Actions. <i>FOIP sections to consider: Sections 4, 17, 20.</i> <i>Note: If violation goes to trial, notation must be made that the violation information becomes a Legal & Regulatory, Legal Proceedings record.</i>	Y	C	YE	T	5

RETENTION & DISPOSITION SCHEDULE

SECONDARY	DESCRIPTION	PII	SEN	RETENTION RULE		
				TRIGGER	TYPE	PERIOD
Warrants	Prosecutions, appeals, investigations, warnings, orders, violations, complaints under County Bylaws, Provincial offenses, court appearance reminders, notices of trial, violation tickets, issuance & execution of warrants, conversation records, correspondence, complaint investigation reports, photos, officers notes/notebooks, witness lists, witness statements, subpoenas, summonses, court briefs, decision appeals, bylaw cleanup & weed control reports. <i>FOIP sections to consider: Sections 16 to 29.</i>	Y	C	Resolution	E	3
ENF, Other	Any records that do not fit within the specified ENF categories above. Must be ENF specific.			Document Date	T	5

RETENTION & DISPOSITION SCHEDULE

EQP – EQUIPMENT & SUPPLIES

The function of acquiring, supplying, maintaining, repairing & disposing of equipment & supplies stocked & used by the County for administrative & operational purposes. Items of equipment include instruments, implements, tools, machines, furniture & furnishings. Also includes chemicals, hardware, homeware items, kitchen/cleaning items & stationery.

Citations: *Limitations Act; Municipal Government Act.*

All documents can be retained in digital or paper versions unless otherwise specified.

SECONDARY	DESCRIPTION	PII	SEN	RETENTION RULE		
				TRIGGER	TYPE	PERIOD
Acquisition, Purchasing, Management & Administration of Equipment	Records relating to the acquisition of equipment through any means, including purchase or donation. <u>Includes:</u> Equipment that is specially built or modified, arrangements for the delivery of equipment, equipment warranties, equipment manuals, & equipment maintenance & repair logs. <u>Excludes:</u> Acquisition via leasing & the acquisition of computer equipment & software – refer to ADM for leasing/leasing out. <i>FOIP sections to consider: Sections 16 to 29.</i>	N	I	Disposal	E	7
Communications Equipment	Radios, transmission tower, repeater. <u>Includes:</u> Installation, repair, maintenance, licensing, transmission monitoring, etc. <i>FOIP sections to consider: Sections 16 to 29.</i>	N	I	Permanent	P	P
Equipment Asset Disposal	Records related to disposal of assets. <i>Most of this information is releasable, but may need privacy review under FOIP prior to release.</i>	N	I	Disposal	E	7
Equipment Records	File containing records relating to a specific piece of equipment. <u>Includes:</u> Copies of new asset form, bill of sale, invoice, etc. & all regular maintenance & inspection reports, equipment warranties. Note: If equipment is ever sold, sever names from work orders, provide copy to owner and keep original. <i>FOIP sections to consider: Sections 16 to 29.</i>	Y	I	Disposal	E	7
Supplies, Equipment	All records pertaining to the stocking, usage & inventorying of equipment supplies & supplies related to equipment such as cleaning materials. <u>Includes:</u> Inventory lists. <i>Most of this information is releasable, but may need privacy review under FOIP prior to release.</i>	N	I	S/O	R	2
EQP, Other	Any records that do not fit within the specified EQP categories above. Must be EQP specific.	N	P	Document Date	T	5

RETENTION & DISPOSITION SCHEDULE

FIN – FINANCE

The function of managing the County's financial resources. Includes establishing, operating & maintaining accounting (payables, receivables, revenue) systems, controls & procedures, financial planning, reporting, preparing budgets & budget submissions, managing funds, allocations & revenue from sales & investments. Also includes the monitoring & analysis of capital assets and capital projects.

Citations: *Limitations Act; Municipal Government Act; Alberta Regulation 123/2000 – Municipal Affairs Grants*

All documents can be retained in digital or paper versions unless otherwise specified.

SECONDARY	DESCRIPTION	PII	SEN	RETENTION RULE		
				TRIGGER	TYPE	PERIOD
Accounts Payable	<u>Records include:</u> Payment of accounts, expense reports, procurement visa records, invoices, related backup, vouchers, receipts, cheque requisitions, account statements, ledger printouts, billing adjustments. <i>FOIP sections to consider: Sections 17, 24, 25.</i>	Y	I	YE	T	7
Accounts Receivable	<u>Records include:</u> Cash processing (i.e. collection, counting, tracking & deposit) of accounts receivable for all revenue generating activities, invoices, related backup, cash receipts, summaries, reports, daily deposits/cash reports, cash-in-lieu records, daily cheque log, receipts, card locks, utility forms & batch logs. <i>FOIP sections to consider: Sections 17, 24, 25.</i>	Y	I	YE	T	7
Asset Management	Records regarding the purchase, lifecycle, depreciation & disposal of all capital assets of all types. <u>Includes:</u> Asset control register. <i>Most of this information is releasable, but may need privacy review under FOIP prior to release.</i>	N	I	Permanent	P	P
Audited Financial Statements	Annual audited financial statements. <u>Includes:</u> Corporate financial statement, financial information return, financial statistical return & internal financial reports. <i>FOIP sections to consider: Sections 17, 24, 25.</i>	N	I	Permanent	P	P
Audits of County Business	All audits of County business including Alberta Municipal Affairs audit of county assessments & all other audits. <u>Includes:</u> Working papers prepared for auditing purposes. <u>Excludes:</u> Auditor's report. <i>FOIP sections to consider: Sections 17, 24, 25.</i>	N	I	Audit Complete	E	7
Audits, Critical	Auditor's report. <i>FOIP sections to consider: Sections 17, 24, 25.</i>	N	I	Permanent	P	P
Banking Transactions	Control of cheques, control register, cheque register, deposit slips, stop payments, bank transfers/requests, bank statements, bank reconciliations, new account set-up, void cheques, NSF cheques, blank cheques, & petty cash. <i>FOIP sections to consider: Sections 17, 24, 25.</i> Cheques are a paper document only.	Y	I	YE	T	7
Borrowing	Debentures & any other form of borrowing instrument. <i>FOIP sections to consider: Sections 17, 24, 25.</i>	N	I	Permanent	P	P
Budget, Final Approved	Final annual operating & capital budget(s) as approved by Council. <i>FOIP sections to consider: Sections 24, 25.</i>	N	P	Permanent	P	P
Budget, Working Papers	Interim budget calculations, estimates, & working papers. <i>FOIP sections to consider: Sections 24, 25.</i>	N	I	YE	T	7
Capital Projects	Records related to named capital projects (TCA or NON-TCA). <u>Records include:</u> initial or new construction of County-owned buildings & facilities, major & minor repairs; renovations; maintenance & servicing of a County-owned building, recreational area, park or facility. <u>Also includes:</u> Original drawings & as-builts. <u>Excludes:</u> Maintenance contracts or servicing agreements – refer to LEG. <i>FOIP sections to consider: Section 20, 25.</i>	Y	I	Permanent	P	P
Donations	Records relating to donations of money or objects, or offers of donations. <u>Includes:</u> Records relating to trusts (receipt & distribution of funds & conditions of use). <i>FOIP sections to consider: Section 17.</i>	Y	I	Permanent	P	P

RETENTION & DISPOSITION SCHEDULE

SECONDARY	DESCRIPTION	PII	SEN	RETENTION RULE		
				TRIGGER	TYPE	PERIOD
Financial Analysis	Records related to any analysis of the County's financial performance in relation to any benchmark. <u>Includes:</u> Analysis conducted by the County, or conducted by third parties. <i>FOIP sections to consider: Sections 24, 25.</i>	N	P	YE	T	7
General Ledger	Reconciliations, trial balances, etc. for the general & payroll ledgers (monthly & year-end). <u>Excludes:</u> General ledger. <i>FOIP sections to consider: Sections 17, 24, 25.</i>	N	I	YE	T	7
General Ledger, Critical	General ledger. <i>FOIP sections to consider: Sections 17, 24, 25.</i>	N	I	Permanent	P	P
Grants – Issued by the County	Records relating to grants issued to other parties from the County. <u>Includes:</u> All grant information from the initial application through to the close of the grant. <i>FOIP sections to consider: Sections 21, 23, 24, 25.</i>	N	P	Expiry	E	12
Grants – Received by the County	Records relating to grants received by the County from other parties. <u>Includes:</u> All grant information from the initial application through to the close of the grant (e.g. MSI grant funding). <i>FOIP sections to consider: Sections 21, 23, 24, 25.</i>	N	P	Permanent	P	P
Investment	County investment of funds. <i>May need privacy review under FOIP prior to release.</i>	N	I	YE	T	7
Misappropriations	Records relating to matters of theft, fraud, misappropriation, or negligence. <u>Includes:</u> Actual, attempted or suspected fraud, theft, misappropriation, or negligence, doubtful debts, irrecoverable, revenue, debts & overpayments, recovery of debt, waiver of debt & write-offs resulting from misappropriation. <i>FOIP sections to consider: Sections 17, 24, 25.</i>	N	C	Closure	E	12
Offsite Levy Payments	Financial records (only) regarding offsite levies. <i>For other offsite levy related documents, see PLN.</i> <i>FOIP sections to consider: Sections 17, 24, 25.</i>	N	I	Permanent	P	P
Pre-authorized Payment Plans (TIPP, PUPP)	Installment payment plans payable to the County including tax installment payment plans (TIPP) and PUPP programs. <u>Includes:</u> Program sign-up/registration documentation, void cheques, correspondence, invoices, inquiries, & database records. <i>FOIP sections to consider: Sections 16, 17, 24, 25.</i>	Y	C	Termination	E	7
Project Cost Management	Cost analysis of capital & non-capital projects. <i>FOIP sections to consider: Sections 24, 25.</i>	N	I	Permanent	P	P
Reserve Funds	Reserve funds, reserve replacement, reserves. <i>May need privacy review under FOIP prior to release.</i>	N	P	YE	T	7
Scholarships & Bursaries	All records related to the awarding, funding, cancellation related to all scholarships & bursaries & similar programs which are funded by the County. <i>May need privacy review under FOIP prior to release.</i>	Y	I	Conditions Complete	T	7
Security Trust Fund Management	Investment of financial security assurances (e.g. performance bonds) received from contractors (developers, contract bidders, builders, etc.). All records related to the purchase, investment & return of funds. <u>Includes:</u> GIC's and T5's. <i>May need privacy review under FOIP prior to release.</i>	N	I	Return of Funds	E	3
Tax	Records relating to the Goods & Services Tax (GST) rebate. <i>FOIP sections to consider: Sections 17, 24, 25.</i>	N	I	YE	T	7
Year-End	Year-end binders & working papers. <i>FOIP sections to consider: Sections 17, 24, 25.</i>	N	I	Permanent	P	P
FIN, Other	Any records that do not fit within the specified FIN categories above. Must be FIN specific.			Document Date	T	7

RETENTION & DISPOSITION SCHEDULE

FLT – FLEET MANAGEMENT

County vehicles regardless of whether the vehicle is owned or used by the County. Vehicles are any kind of mechanical appliance on wheels or runners used to carry people or goods from one place to another over land. Excludes mobile equipment such as aerators & lawn mowers.

Citations: *Dangerous Goods Transportation & Handling Act; Limitations Act; Municipal Government Act; Traffic Safety Act; Alberta Regulation 118/1989 – Commercial Vehicle Maintenance; Alberta Regulation 211/2006 – Vehicle Inspection (Traffic Safety Act); Alberta Regulation 315/2002 – Commercial Vehicle Dimension & Weight Regulation (Traffic Safety Act); Alberta Regulation 414/1991 – Commercial Vehicle Inspection; National Safety Code*

All documents can be retained in digital or paper versions unless otherwise specified.

SECONDARY	DESCRIPTION	PII	SEN	RETENTION RULE		
				TRIGGER	TYPE	PERIOD
Acquisition, Purchasing, Management & Administration of Vehicles	Records relating to the acquisition of vehicles through any means including purchase or donation. <u>Includes:</u> The authorization for the County to acquire vehicles & the arrangements for the delivery of the vehicle. <u>Also includes:</u> Vehicles that are specially built or modified, vehicle warranties, vehicle manuals, vehicle maintenance & repair logs & specification sheets. <u>Excludes:</u> Acquisition via leasing – refer to ADM for leasing/leasing out. <i>FOIP sections to consider: Sections 16 to 29.</i>	N	I	Disposal	E	7
Daily Pre-Trip Inspections	Completed daily pre-trip inspections shall be disposed of in accordance with the National Safety Code. Minimum 6 months for each unit (no defects noted). Minimum 4 years for each unit that a defect has been reported & corrected. <i>FOIP sections to consider: Sections 16 to 29.</i>	Y	I	Document Date	E	Refer to NSC
Fleet Disposal	Sale of vehicles. <u>Includes:</u> Sales through auction. <i>Most of this information is releasable, but may need privacy review under FOIP prior to release.</i>	N	I	Disposal	E	7
Supplies, Fleet	All records pertaining to the stocking, usage, and inventorying of fleet supplies & supplies related to fleet such as cleaning materials. <u>Includes:</u> Log books and inventory lists. <i>Most of this information is releasable, but may need privacy review under FOIP prior to release.</i>	N	I	S/O	R	2
Vehicle Records	File containing records relating to a specific vehicle. <u>Includes:</u> Copies of new asset form, bill of sale, invoice, etc. & all regular maintenance & inspection reports, log books & vehicle warranties. <u>Excludes:</u> Daily pre-trip inspection reports. Note: If vehicle is ever sold, sever names from work orders, provide copy to owner & keep original. <i>FOIP sections to consider: Sections 16 to 29.</i> Log books are paper document only.	Y	I	Disposal	E	7
FLT, Other	Any records that do not fit within the specified FLT categories above. Must be FLT specific.			Document Date	T	5

RETENTION & DISPOSITION SCHEDULE

FIR – FIRE & EMERGENCY

The function of providing fire prevention, suppression, investigation & inspection services to the design, manufacture, construction, installation, operation & maintenance of buildings, electrical systems, gas systems, plumbing, & private sewage disposal systems & pressure equipment. Also includes the development of integrated emergency plans & mutual assistance programs & provision of emergency response services to deal with emergencies that result in serious harm to the safety, health or welfare of people who reside in the County, or in widespread damage to property located in the County.

Citations: *Emergency Management Act; Forest & Prairie Protection Act; Limitations Act; Municipal Government Act; Safety Codes Act; Alberta Regulation 60/2017 – Forest & Prairie Protection Regulation; Alberta Regulation 65/201 – Forest & Prairie Protection (Ministerial) Regulation; Alberta Regulation 351/2003 – Exemption Regulation (Safety Codes Act); Alberta Regulation 32/2015 – Fire Code Regulation (Safety Codes Act); Alberta Regulation 16/2004 – Administrative Items (Safety Codes Act); Alberta Regulation 51/1994 – Disaster Recovery (Emergency Management Act)*

All documents can be retained in digital or paper versions unless otherwise specified.

SECONDARY	DESCRIPTION	PII	SEN	RETENTION RULE		
				TRIGGER	TYPE	PERIOD
Emergency Call, 911	Call logs, call center records, etc. <i>FOIP sections to consider: Sections 16, 17, 18, 20.</i>	Y	C	YE	T	12
Emergency & Disaster Plans	Emergency & disaster plan, local state of emergency records, emergency response planning, disaster center planning & liaison. <i>FOIP sections to consider: Section 16, 17, 18, 20, 24, 25.</i>	N	I	Permanent	P	P
Emergency Events	Emergency operations center or disaster center operations in response to an emergency event including set-up, management & decommissioning. <i>FOIP sections to consider: Sections 16, 17, 18, 20.</i>	N	P	Permanent	P	P
Fire/Emergency Statistics & Data	Collection & reporting of fire/emergency-related data such as quarterly reports, location maps, damage assessment reports. <i>May need review under FOIP prior to release.</i>	N	P	Document Date	T	5
Fire Inspections	Building site inspections – compliance with safety fire codes, inspection forms, inspection reports, deficiency reports, rechecks, duty officer reports, incident data, building blueprints, & requirements reports. Excludes: New building permit fire inspections – <i>Refer to PLN – Planning & Development</i> <i>FOIP sections to consider: Sections 17, 20.</i>	N	I	S/O	R	11
Fire Investigations	Fire investigations – Statements, photos, reports, approvals for information releases, court minutes, fire loss inventories, apparatus response fees, copy of statement of claim, report of services, arson scene examinations, follow-up reports, fire detector/fire alarm reports, fire-related death or injuries, details of casualties or injuries. Includes: detaining or removing anything for the purpose of evidence, with or without a warrant, which the responder discovers during an investigation. Records may include: Fire reports (CF40), response crew (additional staff if required), statements of firefighters, statements of witnesses, paraphrased statements of witnesses, diagrams or photographs of the scene, reports from outside agencies (such as electrical & gas experts or RCMP). Records of this nature may include but are not limited to Motor Vehicle Collisions (MVC) or Medical Co-Response (MCR) records. <i>FOIP sections to consider: Sections 16, 17, 18, 20, 24. The FOIP Act overrides Section 63 of the Safety Codes Act.</i>	Y	I	Complete	E	12
Fire Response Planning & Mapping	Production & maintenance of fire response maps, CAD Mylar versions, condo, site, district maps, formatting information, road closure maps, street layout maps, hydrant maps, district profiles site plans. <i>FOIP sections to consider: Sections 17 to 24.</i>	Y	I	Permanent	P	P
Patient Care Records	Medical treatment offered to public, compliance records, ECGs, & patient care reports. <i>FOIP sections to consider: Sections 16, 17, 18, 20.</i>	Y	C	Document Date	T	10
Response Call Records	Records relating to the response of all received calls for emergency assistance. <i>FOIP sections to consider: Section 16, 17, 18, 20.</i>	Y	C	YE	T	10
Training	Specialized fire & emergency training.	N	P	Document Date	T	5
FIR, Other	Any records that do not fit within the specified FIR categories above. Must be FIR specific.			Document Date	T	5

RETENTION & DISPOSITION SCHEDULE

GOV – GOVERNANCE

The activities whereby the County governs itself & proves compliance with its obligations. Records include statutory reporting, petitions, policies, government relations, & compliance.

Citations: *Limitations Act; Municipal Government Act*

All documents can be retained in digital or paper versions unless otherwise specified.

SECONDARY	DESCRIPTION	PII	SEN	RETENTION RULE		
				TRIGGER	TYPE	PERIOD
Compliance, County	Records relating to the County's compliance (proof of compliance) with mandatory statutory or administrative requirements & standards. <u>Also includes:</u> Records relating to minor or serious breaches or failures of the County to meet compliance requirements. <i>Most of this information is releasable, but may need privacy review under FOIP prior to release.</i>	N	I	Case Closed	E	10
Government Relations & Liaison	Relations with provincial & federal governments, & other municipalities. <u>Includes:</u> Records relating to regular, general contact (networking). <u>Also includes:</u> Corporate profiles, board members, meeting notes, names of contacts, business cards, & correspondence regarding potential projects. <i>FOIP sections to consider: Section 17.</i>	Y	I	Document Date	T	5
Improvement District Orders	Records relating to improvement district orders. <u>Includes:</u> Original, signed improvement district order.	N	P	Permanent	P	P
Incorporation	Records relating to the incorporation of the County.	N	P	Permanent	P	P
Ministerial Orders	Records relating to ministerial orders. <u>Includes:</u> Original, signed ministerial order.	N	P	Permanent	P	P
Petitions, Formal	Petitions received in accordance with MGA Petitions standards. <u>Includes:</u> Records of response & analysis of the petition. <i>Most of this information is releasable, but may need privacy review under FOIP prior to release.</i> Paper version.	Y	I	Permanent	P	P
Petitions, Informal	Petitions received from ratepayers such as letter-writing campaigns, online petition websites, etc. that are not in accordance with MGA standards. <u>Includes:</u> Records of response & analysis of the petition. <i>Most of this information is releasable, but may need privacy review under FOIP prior to release.</i>	Y	I	Document Date	T	5
Statutory Reporting	The activity of initiating or providing a formal response of any nature, to a situation or request (either internal, external or as a requirement of an agreement, statute or directive), & providing formal statements or findings of the results of the examination or investigation. <u>Includes:</u> Agendas, briefings, discussion papers, proposals, reports, reviews & returns. <u>Also includes:</u> Enforcement services reports & statistics, annual tax assessment roll, financial reports & benchmarking. <u>Submissions or directions may include:</u> Letters of support, resolutions & requests for government action or support, responses received, including approvals or rejections & Council direction given on major issues. <i>FOIP sections to consider: Section 16 to 29.</i>	N	I	Document Date	T	7
GOV, Other	Any records that do not fit within the specified GOV categories above. Must be GOV specific.			Document Date	T	5

RETENTION & DISPOSITION SCHEDULE

HR – HUMAN RESOURCES

The function of managing all employees, including staff development, in the County. Employees include fee-for-service (contract), employment agency, & employment program individuals. Records relate to all aspects of an employee's service such as recruiting. Includes conditions of employment, counselling & disciplining, training & appraising performance. Also includes arrangements & authorization for staff travel, increasing & decreasing County positions, grading/evaluating positions & preparing organization charts. Excludes occupational health & safety.

Citations: *Employment Pension Plans Act; Employment Standards Code; Limitations Act; Municipal Government Act; Occupational Health & Safety Act; Peace Officer Act; Workers Compensation Act; Alberta Regulation 154/2014 – Employment Pension Plans Regulation (Employment Pensions Act); Alberta Regulation 312/2006 – Peace Officer Ministerial Regulation (Peace Officer Act)*

All documents can be retained in digital or paper versions unless otherwise specified.

SECONDARY	DESCRIPTION	PII	SEN	RETENTION RULE		
				TRIGGER	TYPE	PERIOD
Agreements	Records relating to collective agreements & subsidiary agreements & awards by the Labor Relations Board related to the County. <u>Includes:</u> Original, signed agreements, including collective agreements with the Alberta Union of Provincial Employees. <i>FOIP sections to consider: Sections 16, 17, 19, 24, 25.</i>	Y	I	S/O	T	11
Pension (Finance)	Financial records relating to pension. <u>Includes:</u> All pension related annual reports, compliance letters, annual contribution, etc. <i>FOIP sections to consider: Section 17.</i> Paper version.	Y	C	YE	T	7
Collective Action & Bargaining	Records relating to collective and/or employee action (strikes) being undertaken by employees of the County. <u>Also includes:</u> Records relating to situations where a dispute is concluded & informal collective bargaining has NOT resulted in a collective agreement. <u>Also includes:</u> Records relating to collective agreements of a precedent setting nature that apply to the County & affect a majority of the County's employees; or makes innovative and/or contentious changes to working conditions. <i>Most of this information is releasable, but may need privacy review under FOIP prior to release.</i>	Y	I	Permanent	P	P
Disputes	Records relating to arguments, disagreements, or other disputes that occur in connection with entering into, renewing, or revising a collective agreement. Disagreement may relate to awards, agreements, demarcation issues, breaches of injunctions, secret ballots, etc. <u>Includes:</u> Mediator's recommendations and reports. <i>Most of this information is releasable, but may need privacy review under FOIP prior to release.</i>	Y	I	Permanent	P	P
Employee Surveys & Plans	Satisfaction surveys, compensation plans, leave plans, etc.	N	I	S/O	T	5
Investigations, Personnel	<u>Includes:</u> Complaints (grievances) & all related subsequent documentation, such as any disciplinary measures. <u>Also includes:</u> Records relating to infringements (conflict of interest, speeding tickets, etc.) <u>Excludes:</u> OHS & WCB investigations. NOTE: Refer to Collective Agreement for information regarding filing procedure. <i>FOIP sections to consider: Sections 17, 20, 24, 25, 29.</i> Paper & digital versions.	Y	C	Case Closed	E	11
Job Descriptions	Finalized version of job description for all positions. <u>Excludes:</u> Signed job descriptions – see Personnel Files, Critical	N	P	S/O	T	3
Payroll	Records relating to the administration of employee salaries (compensation). <u>Includes:</u> Timesheets, deductions, garnishees, individual earnings (paystubs – managed by HR), records journal, employment insurance records & T4's. <i>FOIP sections to consider: Section 17, 24, 25.</i> Garnishees – Paper version.	Y	C	Y/E	T	7
Peace Officer Appointments	Records relating to the appointment of a peace officer including records relating to suspension or cancellation of the peace officer's appointment. <i>May need privacy review under FOIP prior to release.</i>	Y	C	Termination	E	11

RETENTION & DISPOSITION SCHEDULE

SECONDARY	DESCRIPTION	PII	SEN	RETENTION RULE		
				TRIGGER	TYPE	PERIOD
Peace Officer Complaints	Records relating to receiving & acknowledging a complaint against a peace officer, notifying the peace officer concerned that a complaint has been made & advising the complainant of the status of the complaint. <u>Includes:</u> Investigation of the complaint according to the County's policies & process for managing & responding to public complaints against a peace officer. <u>Also includes:</u> Copies of complaints with investigative results & details of the disposition of the complaint, notifications to the Solicitor General & Public Security Ministry of disciplinary action taken against the peace officer. <i>FOIP sections to consider: Sections 16 to 29.</i>	Y	C	Matter Settled	E	11
Performance Management	Measurement methods of individual & group performance, employee development models, etc. related to performance of employees. <i>FOIP sections to consider: Sections 17, 19, 23, 25, 26.</i>	Y	C	Termination	E	7
Personnel Files	<u>Employee records include:</u> Application form, resume, job offer letter, confirmation of employment, criminal records check, driver's abstracts, driver's license, official oath, passport, personal information, return service agreements, benefit enrollment, counselling, medical, dental, health & wellness, medical certificates, training certificates, probationary periods, leave, long term disability, achievement notices, change in status, notice of promotion, letter of transfer, separation certificate, performance review, rewards, commendation letters, recognition, warnings, suspension, & disciplinary action. <u>Also includes:</u> TD1's, TD1AB's & RRSP enrollment & termination. <u>Excludes:</u> Accident/incident records. <u>Note:</u> Refer to the collective agreement regarding disciplinary action (written reprimands). The collective agreement outlines what disciplinary action records are, when they can be removed & the process for removing them. <i>FOIP sections to consider: Sections 16 to 29.</i>	Y	C	Termination	E	11
Personnel Files, Critical	Employee records to be kept permanently. <u>Include:</u> Commencement sheet, designation of beneficiary, beneficiary cards, pension partner, and date membership began & ended; payment option; transfer of payment details; signed pension partner waiver & any other items that may be relevant to the member & entitlement. <u>Also includes:</u> Pensionable service for the current year, accumulated service at the end of the year, & if required, a termination report, annual statements & LAPP buyback, registration & change of enrollment. <u>Also includes:</u> ROE's and signed job descriptions. <i>FOIP sections to consider: Sections 16 to 29.</i> Paper version.	Y	C	Permanent	P	P
Recruitment & Hiring	<u>Records relating to:</u> The approval to fill County vacancies; advertising vacant positions; handling & screening applications, interviewing, selecting & offering the position. <u>Also includes:</u> Applications received where an interview was granted & recruiting volunteers. <u>Also includes:</u> Records relating to applications submitted to the County for employment that are unsuccessful & applications received that are not solicited for by the County NOTE: The successful candidate's resume is forwarded to the personnel employee file. NOTE: Unsolicited applications are not accepted. <i>FOIP sections to consider: Sections 16, 17, 19, 24, 25.</i>	Y	C	Y/E	E	1
Training & Education	Various training education programs (internal & external) attended by County employees or Council members. <u>Includes:</u> Course materials, examination checklists, test permits, workshop data, instructors, participant materials, course evaluations, conference attendance, course statistics & online training courses. <i>Most of this information is releasable, but may need privacy review under FOIP prior to release.</i>	N	P	Completed	T	5

RETENTION & DISPOSITION SCHEDULE

SECONDARY	DESCRIPTION	PII	SEN	RETENTION RULE		
				TRIGGER	TYPE	PERIOD
WCB – Employee Records	<p>Employees' medical histories of accidents or incidents, treatments, etc., WCB claims, incident/accident investigations, employers' progressive injury questionnaire, doctors' notes & correspondence, health assessments, interventions, immunization records, audiograms, blood tests, psychological tests/evaluations, counselling reports, authorizations for return to work, modified work assignment requirement, work restriction, special equipment requirements, etc.</p> <p><i>FOIP sections to consider: Sections 17, 24, 25.</i></p> <p>Paper & digital version.</p>	Y	C	Close	E	4
HR, Other	Any records that do not fit within the specified HR categories above. Must be HR specific.			Document Date	T	5

RETENTION & DISPOSITION SCHEDULE

IM – INFORMATION MANAGEMENT

The function of managing the County’s data, information resources & records & applying information & communications technology to support the business needs of the County where possible. Includes creating, capturing, coding, classifying, indexing, storing, retrieving & disposing of records & developing strategies to manage records (active, semi-active, inactive & archival), forms, reports, & directives. Also includes the acquisition, control & disposal of library & other information products, items kept for reference purposes & the provision of service to internal & external customers, based on information resources. Also includes data & metadata administration & FOIP. Also includes communications systems such as video-conferencing, voice mail & electronic mail & the technical aspects of the internet, intranet & websites.

Citations: *Limitations Act; Municipal Government Act*

All documents can be retained in digital or paper versions unless otherwise specified.

SECONDARY	DESCRIPTION	PII	SEN	RETENTION RULE		
				TRIGGER	TYPE	PERIOD
Acquisition	Records relating to the acquisition of information such as library material, databases, etc. through any means including purchase & subscription. <u>Excludes:</u> Acquisition via leasing – refer to ADM. <i>FOIP sections to consider: Sections 16 to 29.</i>	N	I	Disposal	E	7
Application Software	Acquisition, licensing true-up, license renewals, software upgrades, including email. <i>FOIP sections to consider: Sections 16 to 29.</i>	N	I	Document Date	T	5
Audit	Records relating to business systems audit such as a records management system audit, or a privacy audit conducted by an external or internal source. <u>Includes:</u> Auditors reports & working papers prepared for auditing purposes. <i>FOIP sections to consider: Sections 17, 24, 25.</i>	N	I	Audit Complete	E	7
Conservation	Records relating to the activities involved in the preservation, protection, maintenance, & restoration of data & records including vital records & other information resources. <i>FOIP sections to consider: Sections 20, 24, 25.</i>	N	I	Event Complete	E	5
Database Management & Administration	All databases maintained by the organization. <u>Includes:</u> GIS, mapping, financial, personnel, & other databases (i.e. back-ups, upgrades, trouble-shooting, password management, SQL reports, etc.). <u>Also includes:</u> Data integrity checks. <i>FOIP sections to consider: Sections 20, 24, 25.</i>	N	I	Document Date	T	5
Development	Custom applications, integration, modifications & enhancements to existing software, any intellectual property (IP) attributable to the County & the protection thereof. <i>Most of this information is releasable, but may need privacy review under FOIP prior to release.</i>	N	I	Project End	E	10
Disposal of Equipment	Records relating to the de-commissioning and/or disposal of technology & telecommunications items such as hardware, software, applications documentation, code & databases. <i>Most of this information is releasable but may need privacy review under FOIP prior to release.</i>	N	I	Destroy Date	E	11
Disposition of Records	Records detailing which records were destroyed, when, how, by whom, & their adherence to the retention schedule. <u>Includes:</u> Disposition certificates. <u>Also includes:</u> Transfer certificates detailing which records were transferred to the Provincial Archives.	N	I	Permanent	P	P
FOIP Administration	FOIP program administration & related records. <u>Includes:</u> Feasibility studies & other records relating to the development or substantial modification of computer-based systems involving personal information. <u>Also includes:</u> Privacy impact statements or assessments, privacy specifications, comments from the Office of the Information & Privacy Commissioner, & individual cases relating to privacy issues. <i>FOIP sections to consider: Sections 16, 17, 20, 24, 25.</i>	N	I	Document Date	T	5
FOIP Requests	All records that are produced in response to a specified FOIP request. <u>Includes:</u> Actual request form, responsive material, working papers, notes, correspondence & any activities related to satisfaction of the request. <i>FOIP sections to consider: 16, 17, 20, 21, 24, 25.</i>	Y	C	Case Closed	E	10

RETENTION & DISPOSITION SCHEDULE

SECONDARY	DESCRIPTION	PII	SEN	RETENTION RULE		
				TRIGGER	TYPE	PERIOD
In-House Support & Maintenance	Support for systems, software & equipment provided to County employees. <u>Includes:</u> End-user training, help-desk, minor repairs, support plans & support records. <i>Most of this information is releasable but may need privacy review under FOIP prior to release.</i>	N	I	Document Date	T	5
Intranet & Website	Planning, design, development & maintenance of internal & external-facing websites & intranet. <i>FOIP sections to consider: Sections, 16, 23.</i>	N	I	Document Date	T	10
Inventory	Inventory lists and/or indices of information, library or records. <i>FOIP sections to consider: Sections 20, 24, 25.</i>	N	I	S/O	R	2
Library & Reference Materials	Catalog & reference materials stored in departmental reference libraries. <i>Most of this information is releasable but may need privacy review under FOIP prior to release.</i>	N	I	S/O	R	2
Mapping	Records relating to requested geographic map products & updates. Records include GPS & GIS integration information into County internet & intranet & related viewers. <u>Also includes:</u> Changes resulting from Land Titles updates & land development, public & internal County enquiries, public meetings & advertisements (i.e. county landownership maps). <i>Most of this information is releasable but may need privacy review under FOIP prior to release.</i>	N	I	S/O	R	2
Security	Records relating to the development & management of technology & telecommunications security systems. <i>FOIP sections to consider: Sections 20, 24, 25.</i>	N	I	S/O	R	11
IM, Other	Any records that do not fit within the specified IM categories above. Must be IM specific.			Document Date	T	5

RETENTION & DISPOSITION SCHEDULE

INS – INSURANCE & RISK MANAGEMENT

Activities relating to coordinating insurance policies to cover losses or damages to County properties & to cover injury or personal loss to County employees & the public. Also includes the activity of managing the identification of risks & implementing appropriate practices & procedures to reduce the impact of economic loss arising from incidents.

Citations: *Insurance Act; Limitations Act; Municipal Government Act.*

All documents can be retained in digital or paper versions unless otherwise specified.

SECONDARY	DESCRIPTION	PII	SEN	RETENTION RULE		
				TRIGGER	TYPE	PERIOD
Insurance Claims	All records relating to each insurance claim the County makes, such as buildings, equipment, fleet vehicles, etc. <u>Includes:</u> Applications, photos, forms, adjuster reports, repairs, etc. <u>Excludes:</u> Insurance claims involving a minor. <i>FOIP sections to consider: 17, 20, 24, 25.</i>	Y	C	Claim Settled	E	12
Insurance Claims, Minor	Insurance claims involving a minor (under 18 years old). <u>Includes:</u> Applications, photos, forms, adjuster reports, repairs, etc. <i>FOIP sections to consider: 17, 20, 24, 25.</i>	Y	C	Claim Settled	E	30
Policies	Records relating to the annual renewal of insurance policies. <u>Includes:</u> Actual insurance policies. <u>Also includes:</u> Policy change requests. <i>FOIP sections to consider: 24, 25.</i>	Y	I	Policy Expiry	T	11
Risk Management	Records relating to the development & implementation of the County's disaster recovery plan as it relates to equipment, fleet, information management, safety, infrastructure & property. Includes master plan & reports relating to individual disasters. <i>FOIP sections to consider: 16, 17, 18, 24, 25.</i>	Y	I	S/O	R	11
INS, Other	Any records that do not fit within the specified INS categories above. Must be INS specific.			Document Date	T	5

RETENTION & DISPOSITION SCHEDULE

LEG – LEGAL & REGULATORY

The function of obtaining legal services from private sector law firms. Includes the interpretation of legislation & provision of advice to the County regarding legal matters, the drawing up of legal agreements & the handling of legal action & disputes. Also includes formal inquires where the County is required to be involved or to participate. Excludes Municipal Law Enforcement.

Citations: *Copyright Act; Expropriation Act; Industrial Design Act; Land Titles Act; Limitations Act; Municipal Government Act; Patent Act; Alberta Regulation 480/1981 – Forms (Land Titles Act)*

All documents can be retained in digital or paper versions unless otherwise specified.

SECONDARY	DESCRIPTION	PII	SEN	RETENTION RULE		
				TRIGGER	TYPE	PERIOD
Contracts & Agreements	Contracts with internal or external parties that contain financial terms. <u>Includes:</u> Land leases, building leases, gravel pit leases, enforcement services agreements, infrastructure agreements, pipeline agreements & easements. <u>Excludes:</u> Non-financial for other types of contracts (see Contracts, Non-Financial (ADM)). <i>FOIP sections to consider: Sections 16 to 29.</i>	Y	I	Permanent	P	P
Copyrights, Trademarks, Logos & Patents	Copyrights, trademark, logos, or patents held by the County. <u>Records may include:</u> File summaries, copyright certificate registrations, applications for registration, correspondence, intellectual property, requests to reproduce material, etc. <i>FOIP sections to consider: Sections 16, 17, 25.</i>	N	I	Permanent	P	P
Expropriations	Records relating to acquiring an estate or interest in land by full or partial expropriation. <i>FOIP sections to consider: Sections 16 to 29.</i>	Y	I	Permanent	P	P
Land Purchase, Transfer & Disposal	Contracts, agreements for sale, disposal of County inventory, resulting from road closures, negotiations, drafts, plans, surveys, appraisals, & titles information signed contracts agreements, & reclamations. Council approval schedules receipts of payment. <u>Includes:</u> Land swaps with other parties. <i>FOIP sections to consider: Sections 16 to 29.</i>	Y	I	Permanent	P	P
Legal Opinions & Other Cases	Records relating to all types of advice/opinions of a major/significant nature from private sector law firms relating to interpretations of legislation, matters of public interest or controversy, matters which are precedent-setting in nature or matters resulting in significant change to the County's policy and/or procedures. May include advice associated with conflict of interest, opinions, decisions, or rulings on various subjects (financial, taxation, industrial relations, etc.) retained for reference purposes obtained either internally or externally. <u>Also includes:</u> Ministerial orders tribunal rulings. <i>FOIP sections to consider: Sections 16 to 29.</i>	Y	C	Close	E	10
Legal Proceedings	Litigation involving the County. <u>Includes:</u> Loss reports, claim settlements, photos, judgements, court orders, proceedings, briefs, statements of claim, affidavits, blue prints, litigation binders, court & insurance claims, liens, etc. NOTE: Cases involving a minor (under 18 years old), will be retained until the individuals 18 th birthday plus 12 years. <i>FOIP sections to consider: Sections 16 to 29.</i>	Y	C	Close	E	12
Public Incidents (Non-Worker)	Records of public incidents. <u>Includes:</u> Reports, claim forms, investigations, photos, remediation & follow-up. <u>Excludes:</u> Employee or volunteer incidents. <i>FOIP sections to consider: Sections 17, 24, 25.</i> Paper & digital versions.	Y	C	Close	E	12
Waivers	Signed waivers (paper and/or digital) for courses, special events, volunteer activities, or other programs offered by the County. NOTE: Waivers for a minor (under 18 years old), will be retained for 30 years after event date. <i>FOIP sections to consider: Sections 16 to 29.</i> Paper version.	Y	I	YE	T	15
LEG, Other	Any records that do not fit within the specified LEG categories above. Must be LEG specific.			Document Date	T	5

RETENTION & DISPOSITION SCHEDULE

LPM – LAND & PROPERTY MANAGEMENT

The function of managing land including parks, gravel pits & landfills & properties such as working & storage space within premises, & of acquiring, constructing, altering, managing, maintaining, protecting & disposing of property. Includes buildings & land allotments owned, rented or leased by the County, such as office building, shops, & warehouses. Also includes the removal of pollutants & waste. Excludes cemeteries, public works, structures & the system or works of a public utility.

Citations: *Code of Practice for Landfills; Land Titles Act; Law of Property Act; Limitations Act; Municipal Government Act; Public Lands Act; Standards for Landfills; Alberta Regulation 43/2002 – Subdivision & Development; Alberta Regulation 276/2003 – Activities Designation Regulation (Environmental Protection & Enhancement Act); Alberta Regulation 480/1981 – Forms Regulation (Land Titles Act)*

All documents can be retained in digital or paper versions unless otherwise specified.

SECONDARY	DESCRIPTION	PII	SEN	RETENTION RULE		
				TRIGGER	TYPE	PERIOD
Area Redevelopment Plan, Technical	Geotechnical evaluation, groundwater/storm water evaluation, sanitary sewage build-out flows related to area redevelopment plans. <i>May need privacy review under FOIP prior to release.</i>	N	I	Permanent	P	P
Eng. Building Permits, Technical	All technical records related to design & development, construction & completion of building permits in the County. <i>May need privacy review under FOIP prior to release.</i>	N	I	Permanent	P	P
Eng. Development Permits, Technical	All technical records related to design & development, construction & completion of development permits in the County. <i>May need privacy review under FOIP prior to release.</i>	N	I	Permanent	P	P
Eng. Subdivision, Technical	<u>Subdivision technical file:</u> Soil; geotechnical; undermining reports; grading; traffic; pavement; emergency response; storm water; sanitary reports; stamped accepted drawings; photos; explosive permits. <u>Building & Development file:</u> Development checklist; photos; correspondence; memos; site plans; utility right of way; final acceptance certificates; construction completion certificates; as-builts; line routes; sewer inspections; storm water management plans; material test results; fire; flood; records relating to approving an application for subdivision. <u>Records may include:</u> Application, sketches or plans, maps, water distribution & wastewater collection reports, subsurface assessment, flood plain map, land use & land surface characteristics, sour gas facility map, conceptual schemes, distribution lists, notifications, responses from interested parties, recommendations, decisions, notice of decisions, endorsements & information related to endorsements, a copy of the subdivision & development appeal board (SDAB) decision. <i>FOIP sections to consider: 16, 17, 25.</i>	N	I	Permanent	P	P
Engineering Design Guidelines & Standards	Design, construction & landscape guidelines as updated & approved by Council. <i>FOIP sections to consider: Sections 16 to 29.</i>	N	I	S/O	R	12
Gravel Management	Extraction, procurement & management of gravel sites (pits), & gravel products. Note: <i>Gravel haul cards will be retained for 7 years after year-end (financial record).</i> <i>May need privacy review under FOIP prior to release.</i>	N	I	Permanent	P	P
Heritage Sites	Development, implementation & administration of heritage program, program guidelines, goals, objectives, background information, forms, program requirements, information on heritage programs in Alberta. Sites classified as heritage sites, site address, plan, photos, slides, summary site history, heritage evaluation, permit history. <i>May need privacy review under FOIP prior to release.</i>	N	P	Permanent	P	P
Inactive Landfills	Ongoing management of inactive landfill sites, outstanding issues, letters, management records, landfill site assessments & inspections. <i>FOIP sections to consider: Sections 16, 25.</i>	N	I	Permanent	P	P
Infrastructure Data Mapping & Imaging	Ortho-photo, GIS, as-builts, flood mapping, street lighting maps. <i>May need privacy review under FOIP prior to release.</i>	N	I	Permanent	P	P

RETENTION & DISPOSITION SCHEDULE

SECONDARY	DESCRIPTION	PII	SEN	RETENTION RULE		
				TRIGGER	TYPE	PERIOD
Line Maps	Maps of buried & overhead power, gas, & phone lines & their locations. <i>May need privacy review under FOIP prior to release.</i>	N	P	Permanent	P	P
Local Improvements	Improvements made as a result of a bylaw. <u>Non-bylaw records</u> : Construction & implementation. <i>FOIP sections to consider: Sections 16, 17, 25.</i>	N	I	Final Payment & Bylaw Expiry	E	10
Oilfield Notifications	Records relating to notifications received from companies regarding oilfield activities on and/or near County-owned land.	N	I	YE	T	7
Ratepayer Owned Improvements	Land improvements funded by ratepayers where the asset is not owned by the County. <i>FOIP sections to consider: Sections 16, 17, 25.</i>	Y	I	Document Date	T	25
Road Bans	Records relating to imposing prohibitions, limitations, conditions or restrictions on roads within the County.	N	P	Restriction Lifted	E	11
Road Closures	Records relating to closing a road. <u>Records include</u> : Description of the road, copy of recommendation to Council stating intent to close, notice of intent advertisement, list of affected parties, notice to affected parties, written comments from the affected parties, proposed bylaw, letter to land titles, letter to Minister, registration document (if applicable), & the decision letter of Council. The road lease agreements are also included in this record. <u>Also includes</u> : Requests that have not been approved by County Council. In cases where a claimant (landowner) is seeking a determination of compensation, usually due to hardship from access, from the Land Compensation Board or Surface Rights Board, records may also include application for determination of compensation, reply to application for determination of compensation, notice of commence proceedings, summons to a witness, copy of landowner's independent appraisal, market value & value of land determination documents, disturbance compensation & copies of judgement/decision. <i>FOIP sections to consider: Section 17.</i> <i>Note: May need privacy review under FOIP prior to release.</i>	N	I	Permanent	P	P
Water Level & Quality Monitoring	Measurements & logs of well water, groundwater, bodies of water in & adjacent to the County. <i>Most of this information is releasable, but may need privacy review under FOIP prior to release.</i>	N	I	Permanent	P	P
LPM, Other	Any records that do not fit within the specified LPM categories above. Must be LPM specific.			Document Date	T	5

RETENTION & DISPOSITION SCHEDULE

OHS – OCCUPATIONAL HEALTH & SAFETY

The function of implementing & coordinating occupational health & safety & associated legislation & standards throughout the County. Includes establishing health & safety policies & procedures, monitoring, inspecting & evaluating worksites; identifying & implementing preventative measures, promoting safe work practices & worker activities, reporting on controlled products & appealing to the Occupational Health & Safety Council. Also includes establishing committees to investigate & provide advice on occupational health & safety issues in the workplace. Also includes the notification to Workers' Compensation Board of employees injured during working hours or on the County's premises & the physical/psychological rehabilitation of the injured employee.

Citations: *Limitations Act; Municipal Government Act; Occupational Health & Safety Act; Occupational Health & Safety Code; Workers Compensation Act.*

All documents can be retained in digital or paper versions unless otherwise specified.

SECONDARY	DESCRIPTION	PII	SEN	RETENTION RULE		
				TRIGGER	TYPE	PERIOD
External Health & Safety Audits	Partners in injury reduction (PIR), other. <i>FOIP sections to consider: Sections 17, 25.</i>	N	I	Completion	E	12
Health & Safety Manual	Records relating to the development, formulation & implementation of the County's health & safety manual. <u>Includes:</u> Background and/or supporting documentation & original health & safety manual. <i>FOIP sections to consider: Sections 16 to 29. The actual policy, directive, standard, benchmark, procedure, or guideline may be routinely disclosed as noted in Section 89 of the FOIP Act.</i>	N	I	S/O	R	11
Health & Safety Training & Management	H&S meetings, training records, WHMIS, hazard assessments, WERP, ergonomics, WCB & OH&S fines, material safety data sheets (MSDS) & evaluations. <u>Excludes:</u> Certificates of training – refer to HR for certificates. <i>FOIP sections to consider: Section 17.</i>	Y	I	YE	T	5
Inspections	Records relating to inspections conducted internally by the county. Also known as formal inspections. <i>FOIP sections to consider: Sections 17, 25.</i>	N	I	S/O	R	11
OHS Incidents & Investigations, Non-Worker	Incidents & investigations mandated by OH&S. <u>Excludes:</u> County worker incidents. <i>FOIP sections to consider: Sections 17, 24, 25.</i>	Y	C	Close	E	12
OHS Incidents & Investigations, Worker	Reporting investigation occurrences or near misses at workplace, involving works & damages or injuries, incident/occurrence report, witness reports, investigation reports, reviews of incident/occurrence. <u>Excludes:</u> Non-worker incidents. <i>FOIP sections to consider: Sections 17, 24, 25.</i>	Y	C	Close	E	12
OHS Reporting, WCB	Mandatory reporting such as statistical & incident occurrence reports. <i>Most of this information is releasable, but may need privacy review under FOIP prior to release.</i>	N	I	S/O	R	10
OHS Reporting, Non-WCB	Internal OH&S reports, such as near-miss reports. <i>Most of this information is releasable, but may need privacy review under FOIP prior to release.</i>	N	I	S/O	R	10
OHS, Other	Any records that do not fit within the specified OHS categories above. Must be OHS specific.			Document Date	T	5

RETENTION & DISPOSITION SCHEDULE

OPS – INFRASTRUCTURE OPERATIONS

Infrastructure operations. Routine operations of the assets within this class. Activities that do not impact the asset itself. Excludes non-infrastructure, fleet, & equipment. Includes records about monitoring, maintenance planning (maintenance requests & work orders), deficiency reports, status reports, arrangements, scheduling, cleaning, janitorial services, etc. Excludes repair & maintenance work on named assets.

Citations: *Cemeteries Act*; *Code of Practice for Landfills*; *Limitations Act*; *Municipal Government Act*; *Standards for Landfills*; *Alberta Regulation – General Regulation (Cemeteries Act)*; *Alberta Regulation 276/2003 – Activities Designation Regulation (Environmental Protection & Enhancement Act)*.

FOIP sections to consider: Sections 16 to 29.

All documents can be retained in digital or paper versions unless otherwise specified.

SECONDARY	DESCRIPTION	PII	SEN	RETENTION RULE		
				TRIGGER	TYPE	PERIOD
Airports	Routine operations of the assets within this class. Activities that do not impact the asset itself.	N	I	YE	T	7
Bridges	Bridges. Routine operations of the assets within this class. Activities that do not impact the asset.	N	I	YE	T	7
Cemetery	Cemeteries. Routine operations of the assets within this class. Activities that do not impact the asset itself.	N	I	YE	T	7
Communications Equipment	Specialized communications equipment which is licensed for operation, and regulated by third parties, such as 2-way radio systems, internet repeaters, etc.	N	I	YE	T	7
Facilities	Buildings. Routine operations of the assets within this class. Activities that do not impact the asset itself.	N	I	YE	T	7
Fire Rescue	Specialized equipment for emergency fire & rescue equipment. Not to be included in more general equipment. Routine operations of the assets within this class. Activities that do not impact the asset itself.	N	I	YE	T	7
Landfills	Routine operations of the assets within this class. Activities that do not impact the asset itself.	N	I	YE	T	7
Land Improvements	Parks, campgrounds, recreation areas. Routine operations of the assets within this class. Activities that do not impact the asset itself.	N	I	YE	T	7
Land, Non-improved	Municipal Reserve Land.	N	I	YE	T	7
Roads	Engineered structures (roads & streets). Routine operations of the assets within this class. Activities that do not impact the asset itself.	N	I	YE	T	7
SWM	Storm water management. Activities that do not impact the asset itself.	N	I	YE	T	7
WTD	Water treatment & distribution (potable). Activities that do not impact the asset itself.	N	I	YE	T	7
WWM	Wastewater management. Activities that do not impact the asset itself.	N	I	YE	T	7
OPS, Other	Operations activities that do not relate to a specific asset or asset class.			Document Date	T	5

RETENTION & DISPOSITION SCHEDULE

PLN – PLANNING & DEVELOPMENT

The function of receiving & approving applications for development, rezoning & subdivision including issuing development permits & imposing redevelopment levies & conditions. Includes appeals to the Subdivision & Development Appeal Board by an applicant, government department or school authority or appeals to the Municipal Government Board by the County. Also includes formal inspections to determine that development, land use or use of a building is in accordance with a development permit or subdivision approval; enforcement of orders & stop orders; & if required, offences & penalties for non-compliance of an order to remedy a contravention of a statute or bylaw to remedy dangers & unsightly property. Also includes establishing planning authorities such as the Municipal Planning Commission & Inter-Municipal Planning Commission, adopting statutory plans, such as the Area Redevelopment Plan, Area Structure Plan, Inter-Municipal Development Plans & Municipal Development Plans, passing a land use bylaw to prohibit or regulate & control the use & development of land & buildings in the County.

Citations: *Land Titles Act; Limitations Act; Municipal Government Act; Safety Codes Act; Alberta Regulation 43/2002 Subdivision & Development; Alberta Regulation 480/1981 – Forms Regulation (Land Titles Act).*

All documents can be retained in digital or paper versions unless otherwise specified.

SECONDARY	DESCRIPTION	PII	SEN	RETENTION RULE		
				TRIGGER	TYPE	PERIOD
Addressing	Documents related to defining & creating street addresses.	Y	I	Permanent	P	P
Annexation & Amalgamation	Land annexation, land title changes, development/subdivision permits, annexation applications, plans, property descriptions, inspection reports, public hearing exhibits information, tax certificates, annexation studies, policies, graphics, petitions, hearings decisions, implementations. <u>Includes:</u> High-level planning & strategy related to amalgamation & annexation. Records relating to amalgamating two or more municipal authorities; change of name, change of status, dissolution. <u>Records include:</u> Notice of proposed amalgamation by the County or the Minister, negotiation meeting notes, public consultation notes, certificate of negotiation accuracy, & results of negotiation report to Minister or application for amalgamation. Records relating to annexing land from another municipal authority that has been approved. <u>Includes:</u> The county proposing to annex land from another municipality, as well as another municipality proposing to annex land from the County. <u>Records include:</u> Notice of proposed annexation by the County including proposals for consulting with the public & meeting with the owners of the land to be annexed, negotiation meeting notes, public consultation notes, certificate of negotiation accuracy, results of negotiation report to Municipal Government Board, application for annexation, notification to Minister that Municipal Government Board is in agreement with proposed annexation, objections, notice of public hearings, public hearing notes, Municipal Government Board's findings & recommendations to the Minister, annexation orders. <i>FOIP sections to consider: Sections 21, 23, 24, 25.</i>	N	I	Permanent	P	P
Building Permits	Application, approval, inspection reports, stamped drawings, plans, occupancy certificate & non-conformance. <i>FOIP sections to consider: Section 17(4) (g).</i>	Y	P	Permanent	P	P
Business Licenses & Registry	Applications & statutory declarations. <u>Excludes:</u> Licenses. <i>Most of this information is releasable, but may need privacy review under FOIP prior to release.</i>	Y	I	S/O	E	7
Development Permits	Application, approval, agreement, plans, home application, drawings, plans, reports (EIS, ESA, traffic, market, hydro & geological). <u>Includes:</u> Home occupation & bed & breakfast permits, & condo endorsements. <i>FOIP sections to consider: Section 17(4) (g).</i>	Y	P	Permanent	P	P
Encroachment Agreements	Requests, real property reports (RPR), agreements, correspondence, circulation letters. <i>FOIP sections to consider: Section 17(4) (g).</i> Paper & digital versions.	Y	I	Permanent	P	P
Environmental Requests	Request, responses to a developer request for environmental assessment. <u>Includes:</u> Request & response. <i>FOIP sections to consider: Section 17(4) (g).</i>	N	P	Document Date	T	5

RETENTION & DISPOSITION SCHEDULE

SECONDARY	DESCRIPTION	PII	SEN	RETENTION RULE		
				TRIGGER	TYPE	PERIOD
Land Property Records	Records relating to approving an application for development. <u>Includes:</u> Application form, notice letters, engineering blueprints, letters to landowners, site plan, supporting documentation related to research & setting permit conditions, fire pit permits (approval of pit site on property); off-site levy information, background information, recommendations to the municipal planning commission, decision from the approving authority, development permit, public notice & appeal decision & road access requests. <i>FOIP sections to consider: Section 17(4) (g).</i>	Y	I	Permanent	P	P
Land Use Bylaw (LUB) Amendments, Background	Research, drafting passing of land use bylaw amendments. Records relating to approving an application for a change in land use zoning/designation. <u>Records include:</u> Rezoning applications, proposed rezoning maps, a document detailing the purpose of the rezoning, advertising in local newspaper, submissions to Council, decisions by Council & supporting information including research of related development files. <i>FOIP sections to consider: Sections 16 to 29.</i>	Y	I	Permanent	P	P
Official Surveys & Maps	Records pertaining to legal surveying, plan adjustments, field surveys, boundaries, census surveys test data & legal survey brass monuments. <u>Excludes:</u> County landownership maps – refer to IM for landownership maps. <i>Most of this information is releasable but may need privacy review under FOIP prior to release.</i>	Y	P	Permanent	P	P
Offsite Levies	Records related to calculation & distribution of offsite levies. <i>Most of this information is releasable but may need privacy review under FOIP prior to release.</i>	N	P	Permanent	P	P
Planning Stamps & Approvals	Records about confirmation of zoning, stamps of compliance & real property reports (RPR). <i>FOIP sections to consider: Section 17(4) (g).</i>	N	P	Permanent	P	P
Right-of-Ways	Records relating to the establishment of utility and road right-of-ways. <u>Excludes:</u> official map. <i>May need privacy review under FOIP prior to release.</i>	N	I	Permanent	P	P
Right-of-Ways, Critical	Official maps showing established right-of-way. <i>Most of this information is releasable but may need privacy review under FOIP prior to release.</i>	N	P	Permanent	P	P
Safety Codes Council	Audits, investigations, quality management plan (QMP). <u>Excludes:</u> Inspections & inspection reports. <i>May need privacy review under FOIP prior to release.</i>	N	P	Decision	E	7
Safety Codes, Critical	Inspections & inspection reports <i>May need privacy review under FOIP prior to release.</i>	Y	P	Permanent	P	P
Signage	Records pertaining to the applications for & approvals of public signage. <i>May need privacy review under FOIP prior to release.</i>	N	P	Permanent	P	P
Sustainability Screening	Sustainability screening report (SSR), application, letters, conformation of zoning (CZ) letter, application, letter from developer, & staff report. <i>May need privacy review under FOIP prior to release.</i>	N	P	Permanent	P	P
Subdivision Approvals	Application, approval, notice of decision & servicing agreement. <i>FOIP sections to consider: Sections 16 to 29.</i>	Y	I	Permanent	P	P
PLN, Other	Any records that do not fit within the specified PLN categories above. Must be PLN specific.			Document Date	T	5

RETENTION & DISPOSITION SCHEDULE

SM – STRATEGIC MANAGEMENT

The function of applying broad systematic management planning for the County. Includes activities involved with the development, monitoring & reviewing of business plans, strategic plans, & County-wide plans, including cross-municipal government initiatives & agreements, environmental plan & assessments, & other long-term County plans. Also includes development of the County's vision, mission, goals, objectives, quality management, performance measures & certification, & the formulation & amendment of municipal bylaws which provides the basis & structure for the organization.

Citations: *Limitations Act; Municipal Government Act; Alberta Regulation 480/1981 – Forms Regulation (Land Titles Act).*

All documents can be retained in digital or paper versions unless otherwise specified.

SECONDARY	DESCRIPTION	PII	SEN	RETENTION RULE		
				TRIGGER	TYPE	PERIOD
Corporate Planning & Performance	Annual reports, strategic plans, business plans, transportation master plan, recreation master plan, etc. Financial/economic planning analysis of various financial issues facing County, revenue analysis, fare evasion studies, tax (GST) planning analysis related correspondence. <u>Includes:</u> Service area audit, benchmarking, internal & external performance measures. <u>Also includes:</u> Records relating to planning, monitoring & evaluating County services to internal & external customers (i.e. resident's satisfaction survey) & function and/or operational evaluations at a County level. <i>FOIP sections to consider: Sections 16 to 29.</i>	N	I	S/O	R	10
Economic Development	Planning & activities related to promotion & expansion of the County's tax base & growth. <i>Most of this information is releasable, but may need privacy review under FOIP prior to release.</i>	N	P	Document Date	T	10
Economic Development Projects	Named economic development projects that produce records related to the project. <i>FOIP sections to consider: Sections 20, 25.</i>	N	P	Permanent	P	P
Environmental Sustainability	All activities directly related to the County's environmental sustainability programs & policies. <i>May need privacy review under FOIP prior to release.</i>	N	P	S/O	R	12
Joint Ventures	Records relating to joint ventures with the federal government, provincial government, other municipal governments, & private & non-profit organizations. <u>Excludes:</u> Joint venture agreements & shared services agreements. <i>FOIP sections to consider: Sections 16 to 29.</i>	N	I	Completion	E	10
Joint Ventures, Critical	Joint venture agreements & shared services agreements. <i>FOIP sections to consider: Sections 16 to 29.</i>	N	P	Permanent	P	P
Statutory Planning	Plans the County is required to submit to other governments for approval. Area structure plan (ASP), recreation area plan (RAP), municipal development plan (MDP), inter-municipal development plan (IDP), area development plans (ADP), land use, original proposals & all documents related to the proposal, including any amendments, correspondence, approvals & rejections. <i>FOIP sections to consider: Sections 16 to 29.</i>	N	P	Permanent	P	P
SM, Other	Any records that do not fit within the specified SM categories above. Must be SM specific.			Document Date	T	5

RETENTION & DISPOSITION SCHEDULE

SWM – STORM WATER MANAGEMENT

Storm water collection, drainage & treatment.

Citations: *Environmental Protection & Enhancement Act; Limitations Act, Municipal Government Act; Alberta Regulation 277/2003 – Potable Water Regulation (Environmental Protection & Enhancement Act)*

Most of this information is releasable, but may need privacy review under FOIP prior to release.

All documents can be retained in digital or paper versions unless otherwise specified.

SECONDARY	DESCRIPTION	PII	SEN	RETENTION RULE		
				TRIGGER	TYPE	PERIOD
Emergency Incidents, SWM	Records involving unplanned & unscheduled repair or maintenance, such as a breakage, blockage or backup. All records related to the incident including plans, remedial actions, reports etc. Each incident to be uniquely identified.	N	I	Permanent	P	P
Flood Monitoring & Management	Records related to flood mapping & monitoring, river systems, flood plain management, river forecasting, flood protection related studies reports, flood damage reduction program. Includes drainage or flooding issues related to culverts above 5 feet & bridges.	N	I	Permanent	P	P
Drainage Management	Records related to the routine management of drainage systems such as culverts, etc. Records including thawing frozen culverts, ditch cleaning. Excludes records related to culverts above 5 feet in diameter & floods.	N	I	Permanent	P	P
Quality Assurance	Laboratory or other testing of water for the purpose of ensuring regulated & applicable measures are within permitted tolerance levels. Investigation & monitoring of storm water quality through collection, drainage, treatment discharge, lab test analysis results, study reports, influent characteristic investigation monitoring of domestic, commercial industrial discharges, spills, groundwater clean-up, discharges, internal/external laboratory quality control. Records include: Lab reports, test analysis, evaluations, monitoring results, company or industry information source characterization, pre-release testing.	N	I	Permanent	P	P
SWM, Other	Any records that do not fit within the specified SWM categories above. Must be SWM specific.		I	Permanent	P	P

RETENTION & DISPOSITION SCHEDULE

TAX – TAXATION

The function of preparing & sending annual tax notices for asses properties, parcels of land, condominium units, strata space, & local improvements; establishing & maintaining tax installment agreements; issuing tax certificates; applying to Municipal Affairs for grants in place of taxes; advertising penalties & recovering taxes. Includes both property & mobile home taxes.

Citations: *Limitations Act; Municipal Government Act*

All documents can be retained in digital or paper versions unless otherwise specified.

SECONDARY	DESCRIPTION	PII	SEN	RETENTION RULE		
				TRIGGER	TYPE	PERIOD
Assessment Notices	Records relating to the preparation & issuing of assessment taxation notices or amended assessment taxation notices to the owners of assessed properties, publicizing that the assessment taxation notices have been sent, and correcting the assessment taxation notices, if required. <u>Includes:</u> Certification date of sending the assessment taxation notice. <u>Also includes:</u> Records relating to carrying out an assessment inspection for property including mobile homes, linear property, machinery, pipeline, equipment & farmland. <u>Includes:</u> Supplementary & exemption assessments & the combined tax bill & assessment notice. <i>FOIP sections to consider: Section 17.</i>	Y	I	YE	T	7
Correspondence	Records of a general nature that do not require action from the County or affect the business operations of the County.	Y	I	YE	T	1
Tax Batches, Financial	Records relating to tax batches created for financial management. <u>Includes:</u> Penalties (PTPEN); notifications (PTNOT); property tax title changes (PTTL) – copy of PTTL goes in land file ; tax certificates; institution changes; property tax void (PTVOD); payment in lieu of taxes (PILT)	Y	I	YE	T	7
Tax Roll Cases, Critical	Land title changes, agreements, local improvement & recovery. <u>Records include:</u> Proposal of local improvement by Council (or a petition for local improvement to Council for a group of owners), local improvement plant, notices of local improvement to liable ratepayers, variations to the local improvement tax bylaw or tax rate resulting in a change to the tax rate. Records relating to the recovery of taxes not related to land. <u>Records include:</u> Copies of collection letters, double registration receipts, & lists of outstanding accounts, tax adjustment sheets, & general ledger 500 breakdown reports of all revenue accounts, transaction batch listings, & copies of distress warrants, legal activity letters, & tax requisitions. If tax recovery is not accomplished, the public auction process begins. Includes both property & mobile home taxes. <i>FOIP sections to consider: Sections 16, 17, 18.</i>	Y	I	Permanent	P	P
Tax Roll Cases, Non-Critical	Individual taxation-related records for each property such as tax notices, tax recovery, tax certificates, tax arrears & penalties, assessment notices, tax certificates, PIPP, grants in place of taxes. <i>Most of this information is releasable, but may need privacy review under FOIP prior to release.</i>	Y	I	YE	T	7
Tax Rolls, Final	Annual final report showing all properties & their tax assessments. <i>Most of this information is releasable, but may need privacy review under FOIP prior to release.</i>	Y	P	Permanent	P	P
Tax Rolls, Interim	Interim annual final report showing all properties and their tax assessments, tax assessment rolls, tax notices, electronic hard copy rolls, payment adjustment records to tax liability, & penalties. <i>FOIP sections to consider: Sections 16, 17, 24.</i>	Y	I	YE	T	7
TAX, Other	Any records that do not fit within the specified TAX categories above. Must be TAX specific.			YE	T	7

RETENTION & DISPOSITION SCHEDULE

WTD – WATER TREATMENT & DISTRIBUTION (POTABLE)

Potable water treatment, supply & distribution.

Citations: *Limitations Act, Municipal Government Act; Alberta Regulation 277/2003 – Potable Water Regulation (Environmental Protection & Enhancement Act).*

Most of this information is releasable, but may need privacy review under FOIP prior to release.

All documents can be retained in digital or paper versions unless otherwise specified.

SECONDARY	DESCRIPTION	PII	SEN	RETENTION RULE		
				TRIGGER	TYPE	PERIOD
Emergency Incidents, WTD	Records involving an unplanned & unscheduled repair or maintenance, such as a breakage, blockage or back-up. All records related to the incident including plans, remedial actions, reports, etc. Each incident to be uniquely identified.	N	I	Permanent	P	P
Metering	Planning, tracking, acquisition of meters & meter tag records, serial numbers, location ownership records, tracking of meter servicing jobs, daily time records, job summary records, work orders, appointment records, advice work orders, disconnection, meter readings, record of meters that have been purchased, ATCO AMR installation sheets. <u>Excludes:</u> Accounts receivable financial utility work order batches – see Finance – FIN section. <i>FOIP sections to consider: Section 17.</i>	Y	I	YE	T	11
Treatment & Quality Assurance	Laboratory or other testing of water for the purpose of ensuring regulated & applicable measures are within permitted tolerance levels. <u>Records include:</u> Lab reports, test analysis, evaluations, monitoring results, company or industry information source characterization, pre-release testing.	N	I	YE	T	11
WTD, Other	Any records that do not fit within the specified WTD categories above. Must be WTD specific.		I	YE	T	11

RETENTION & DISPOSITION SCHEDULE

WWM – WASTEWATER MANAGEMENT

Wastewater treatment, collection & drainage.

Citations: *Limitations Act, Municipal Government Act; Alberta Regulation 277/2003 – Potable Water Regulation (Environmental Protection & Enhancement Act).*

Most of this information is releasable, but may need privacy review under FOIP prior to release.

All documents can be retained in digital or paper versions unless otherwise specified.

SECONDARY	DESCRIPTION	PII	SEN	RETENTION RULE		
				TRIGGER	TYPE	PERIOD
Bio-solid Management	Production, sale & monitoring of bio-solid waste by-products, application of sludge to farm fields, field activity, number of loads, field characteristics, sketches, field summary reports, route maps, field dimensions, letters of permission, sludge application field summaries, monitoring & testing of farm fields after application of sludge, soil crop field selection monitoring study. <i>FOIP sections to consider: Section 17</i>	Y	I	YE	T	11
Emergency Incidents	Records involving an unplanned & unscheduled repair or maintenance, such as a breakage, blockage or back-up. All records related to the incident including plans, remedial actions, reports, etc. Each incident to be uniquely identified.	Y	I	Permanent	P	P
Treatment & Quality Assurance	Laboratory or other testing of water for the purpose of ensuring regulated & applicable measures are within permitted tolerance levels. Investigation & monitoring of wastewater quality through collection, drainage, treatment discharge, lab test analysis results study reports. Influent characteristic investigation monitoring of domestic, commercial industrial discharges, internal/external laboratory quality control. Records include lab reports, tests analysis, evaluations, monitoring results, company or industry information source characterization, pre-release testing.	N	I	YE	T	11
WWM, Other	Any records that do not fit within the specified WWM categories above. Must be WWM specific.		I	YE	T	11



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	July 25, 2018
Presented By:	Carol Gabriel, Director of Legislative & Support Services
Title:	Policy RM002 Routine Release of Information

BACKGROUND / PROPOSAL:

Mackenzie County adopted a bylaw in 1999 with respect to the retention and disposal of municipal records and various documents. Administration has undertaken an extensive review of the Bylaw and is recommending a bylaw revision and subsequent policy approvals. This review included a review of bylaws and policies of other municipalities, as well as all applicable legislation.

A copy of the amended Routine Release of Information Policy is attached.

OPTIONS & BENEFITS:

To provide persons an opportunity to access certain categories of records without having to submit a formal request for information in accordance with the Freedom of Information and Protection of Privacy Act.

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

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

COMMUNICATION:

Policies are available on the County's website.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That Policy RM002 Routine Release of Information be approved as presented.

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

Mackenzie County

Title	Routine Release of Information	Policy No:	ADM023 RM002
--------------	---------------------------------------	-------------------	-------------------------

Legislation Reference	Freedom of Information and Protection of Privacy Act (FOIP), Section 88
------------------------------	--

PURPOSE

To provide guidelines to Mackenzie County Council and employees for the routine disclosure of information to the greatest extent possible. Information should be only withheld where there is a compelling reason to do so in accordance with the *Freedom of Information and Protection of Privacy Act (FOIP)*.

POLICY STATEMENT

Provide persons an opportunity to access certain categories of records without having to submit a formal request for information in accordance with the *FOIP Act*.

1. DEFINITIONS:

- a) “**Routine Disclosure**” – Responding to requests for information for records that can be granted without a request under the *FOIP Act*
- b) “**Active Dissemination**” – Systematically disseminating information in advance of requests using mechanisms such as publications, website and social media, and public statements

2. PROCEDURES:

- a) The Director of Legislative and Support Services shall:
 - i) Be accountable for the implementation, administration and compliance of this policy.
- b) The Records Management Clerk shall:
 - i) Assist, when necessary, in determining whether a request may be processed as routine information or required to be processed as a formal *FOIP* request.
 - ii) Severe records identified for routine release when required.

- c) Mackenzie County Employees shall:
 - i) Respond to requests for information in a reasonable and timely manner.
 - ii) Apply fees for the reproduction and provision of records in accordance with the Mackenzie County Fee Schedule Bylaw.
 - iii) Forward requests for information that require extensive research and/or result in excessive quantities of records to the FOIP Coordinator for decision.
 - iv) Inform applicants that a formal request in writing to the FOIP Coordinator is required for information that may be subject to FOIP rules.
 - v) Consult with the FOIP Coordinator or the Records Management Clerk prior to releasing information if uncertain whether the information requested should be released under this policy or withheld from release.
- d) The disclosure of an employee's name, business contact information and personal information in relation to municipal business, activities and expenditures is not considered an unreasonable invasion of privacy, as this information may be disclosed under the rules of FOIP. Personal information that is unrelated to municipal duties is not normally disclosed.
- e) Any information that is withheld from release is done so in accordance with the *FOIP Act*, however not in response to a formal access request.
- f) Records containing personal information of third parties as defined in Section 1(n) of the *FOIP Act* will not be disclosed unless the personal information has been severed from the document.
- g) "Schedule A" of this policy defines the types of records that may be routinely disclosed or actively disseminated.
- h) This Policy shall replace Policy ADM023.

	Date	Resolution Number
Approved		
Amended		
Amended		

**Policy RM002 – Routine Release of Information
“Schedule A”**

Records for Active Dissemination	
Name of Record	Website
Advertisements – published	
Annual Report – published	Yes
Area Structure Plan – approved	Yes
Audit Statement – final	Yes
Budget – approved	Yes
Business Licenses – excluding applications which may contain personal information	Yes
Business Plan – adopted	
Bylaws – adopted	Yes
Committee Minutes – approved	
Council Minutes – approved	Yes
Demographic Data – statistical	Yes
Election Results	Yes
Municipal Development Plan – approved	Yes
Organizational Charts – without names and positions	Yes
Policies	Yes
Property Assessment Values	Yes
Property Searches – use virtual county office	Yes
Retention Schedule	Yes

Records for Routine Release		
Name of Record	Notes	Reference
Agreements & Contracts	Awarded contracts – excluding information which the disclosure could reasonably be expected to result in a third party’s financial loss	RS – ADM – Agreements & Contracts (Non-Financial) RS – LEG – Contracts & Agreements

Name of Record	Notes	Reference
Arrears in Taxes	Legal land location required – only legal land description, parcel size & dimension, assessment & taxes may be released	RS – TAX – Tax Roll Cases, Non-Critical
Assessment Roll	Supervised inspection only	<i>Municipal Government Act – Section 307</i>
Award Recipients	With recipients written consent	<i>FOIP Act – Section 2(a)</i>
Building Statistics	Quarterly reports released – available for release	
Committee Membership Lists	Names only	RS – ADM – Committees, Interim & Committees, Ongoing
Compliance Certificate	Review with FOIP Coordinator prior to release	RS – GOV – Compliance, County
Development Statistics	Quarterly reports released – available for release	
Disaster Plan	Municipal Emergency Plan – personal information to be redacted	RS – FIR – Emergency & Disaster Plans
Easements	Review with FOIP Coordinator prior to release	RS – LEG – Contracts & Agreements
Employee Names		
Equipment Rates		
Fire Hydrant Locations	Review with FOIP Coordinator prior to release	RS – FIR – Fire Response Planning & Mapping
Grants	Received by the county & grants issued to businesses – excluding applications which may contain personal information	RS – FIN – Grants
Vehicle Inspection Reports	Provided to new owner at time of sale – personal information is redacted prior to providing the information	RS – FLT – Vehicle Records
Job Descriptions	Excluding personal information	RS – HR – Job Descriptions
Pay Grids for Employees	Available on AUPE website	
Permits	Excluding personal information if not issued to a business/company	RS – PLN – Development Permits
Photographs	Public events only	RS – COM – Celebrations
Property Information	Lot plans, lot sizes, environmental assessments on County owned property	

Name of Record	Notes	Reference
Public Hearings		
Right-of-Ways	Maps only.	
Salary of Elected Officials	Refer to financial statement and honorarium bylaw.	
Tax Certificates	By legal land location	Refer to fee schedule bylaw
Tax Sale Notification	As per advertisement	
Volunteer List	Names only	

Mackenzie County

Title	ROUTINE RELEASE OF INFORMATION	Policy No:	ADM023
--------------	---------------------------------------	-------------------	---------------

Legislation Reference	Municipal Government Act, Section 214
------------------------------	--

<p>Purpose</p> <p>To provide for the routine release of information to the public and/or media.</p>
--

<p>Policy Statement and Guidelines</p> <p>Council realizes the importance of releasing as much information to the public as possible. Therefore Council determines that the following information can be routinely released to the public and/or media:</p> <ol style="list-style-type: none"> 1. Information pertaining to the person asking for it. 2. Assessment information by legal location only (Legal location to be provided by requestor). 3. Bylaws. 4. Business Licenses. 5. Policies. 6. Forms. 7. Summary of the Budget. 8. Audited Financial Statements issued by Auditors. 9. Maps. 10. Brochures. 11. Publications for resale. 12. Councillor names and authorized phone numbers. 13. Government Department names, addresses, and Business phone numbers. 14. Minutes (signed). <p>Subject to cost incurred in the process of obtaining the information, such as photocopying, employee time, etc. in accordance with the established Fee Schedule Bylaw.</p>

	Date	Resolution Number
Approved	15-Sep-99	99-355
Amended	27-May-09	09-05-424
Amended		



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	July 25, 2018
Presented By:	Carol Gabriel, Director of Legislative & Support Services
Title:	Policy RM003 Formal Request for Information

BACKGROUND / PROPOSAL:

Mackenzie County adopted a bylaw in 1999 with respect to the retention and disposal of municipal records and various documents. Administration has undertaken an extensive review of the Bylaw and is recommending a bylaw revision and subsequent policy approvals. This review included a review of bylaws and policies of other municipalities, as well as all applicable legislation.

A copy of the amended Formal Request for Information Policy is attached.

OPTIONS & BENEFITS:

To provide access to information in accordance with the Freedom of Information and Protection of Privacy (FOIP) Act and to ensure that information not routinely disclosed or actively disseminated is released in accordance with the FOIP Act.

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

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

COMMUNICATION:

Policies are available on the County's website.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That Policy RM003 Formal Request for Information be approved as presented.

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

Mackenzie County

Title	Formal Request for Information	Policy No:	RM003
--------------	---------------------------------------	-------------------	--------------

Legislation Reference	Freedom of Information and Protection of Privacy Act (FOIP) Sections 16, 17, 18, 38, 40
------------------------------	--

PURPOSE

To provide access to information in accordance with the *Freedom of Information and Protection of Privacy Act (FOIP)*.

POLICY STATEMENT

To ensure that information not routinely disclosed or actively disseminated is released in accordance with the *FOIP Act*.

1. DEFINITIONS

(as defined in the Freedom of Information and Protection of Privacy Act)

- a) **“Employee”** – means a person who performs a service for the public body as an appointee, volunteer or student or under a contract or agency relationship with the public body.
- b) **“Personal information”** – means recorded information about an identifiable individual.
- c) **“The Act”** – means the *Freedom of Information and Protection of Privacy Act*.

2. PROCEDURES

- a) The Director of Legislative and Support Services shall:
 - i) Be accountable for the implementation, administration and compliance of this policy.
 - ii) Decide on whether to provide the information or deny access to the information stating reasons in accordance with The Act.
 - iii) Apply any applicable charges in accordance with the fee schedule in the *FOIP Regulation*.
- b) The Records Management Clerk shall:

- i) Assist the Director of Legislative and Support Services with all formal requests for information under The Act.
- c) Formal requests for information received under The Act will be handled in accordance with the procedures defined in The Act.
- d) Personal information shall be protected in accordance with Section 38 of The Act.
- e) Personal information shall be released in accordance with Section 40 of The Act.
- f) This Policy shall replace Policy ADM025.

	Date	Resolution Number
Approved		
Amended		
Amended		

Municipal District of Mackenzie No. 23

Title	RELEASE OF INFORMATION TO BANKS, COLLECTION AGENCIES, REALTORS, ETC.	Policy No:	ADM025
--------------	---	-------------------	---------------

Legislation Reference	Municipal Government Act, Section 214
------------------------------	--

Purpose

To provide for the release of information to banks, law firms, collection agencies, realtors, and any other third party corporation.

Policy Statement and Guidelines

For the purpose of this policy the following definitions shall apply:

Public Body – shall mean any local government body, educational body, and a health care body.

Personal information shall be released in accordance with Section 38 of the Freedom of Information and Protection of Privacy Act.

Employee information may be given in writing to banks subject to the following conditions:

1. The employee shall sign an Information Release form.
2. A written request has been received from the bank.

Unless requested in writing by the person who's information is being sought, personal information shall not be released to:

1. Collection agencies
2. Law firms
3. Financial Institutions
4. Realtors
5. Appraisers
6. The General Public
7. Any third party corporation.

Information may be released to the person the information pertains to unless the information contains third party information and/or is deemed to be harmful to the person.

	Date	Resolution Number
Approved	Sept 15/99	99-355
Amended		
Amended		

"D. Hardy" (Signed) _____ **"B. Clarke" (Signed)** _____
Assistant Chief Administrative Officer **Official Administrator**



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	July 25, 2018
Presented By:	Carol Gabriel, Director of Legislative & Support Services
Title:	Policy RM004 Peace Officer Records Management

BACKGROUND / PROPOSAL:

Mackenzie County adopted a bylaw in 1999 with respect to the retention and disposal of municipal records and various documents. Administration has undertaken an extensive review of the Bylaw and is recommending a bylaw revision and subsequent policy approvals. This review included a review of bylaws and policies of other municipalities, as well as all applicable legislation.

A copy of the amended Peace Officer Records Management Policy is attached.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

Policies are available on the County's website.

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

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That Policy RM004 Peace Officer Records Management be amended as presented.

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

Mackenzie County

Title	Peace Officer Records Management	Policy No:	ENF008 RM004
--------------	---	-------------------	-------------------------------

Legislation Reference	Mackenzie County Records Management Bylaw Mackenzie County Records Management Policies Peace Officer (Ministerial) Regulations
------------------------------	---

Purpose

To establish a Policy to establish a records management and retention system for the Peace Officer as per the Peace Officer (Ministerial) Regulations.

Records Management System

1. The County shall maintain a records management system that meets the following requirements:
 - (1) The records management system shall include the following information with respect to each peace officer employed by the County:
 - (a) the training undertaken and the certificates held by each peace officer
 - (b) copies of complaints with investigative results and details of the disposition of the complaint;
 - (c) the date each peace officer ceased to be employed or engaged for services as a peace officer and the reason for the cessation;
 - (d) each peace officer's oath of office;
 - (e) each peace officer's letter of appointment.

Operational Records System

2. The County shall establish and maintain a Peace Officer operational records system showing the following information:
 - (a) the investigations started and continued by peace officers and the disposition of each investigation;
 - (b) evidence seized and how it is recorded, stored and disposed of as per the Peace Officer Property Control Policy ;
 - (c) operational logs dealing with daily operations, including calls and complaints;
 - (d) a record of serious incidents involving a peace officer;
 - (e) shift schedules;
 - (f) any memorandum of understanding between the authorized employer and one or more police services.

Retention of Records

3. The County Shall:

(a) retain and keep in good condition records relating to complaints about peace officers, the investigation of the complaints and the disposition of complaints for at least ~~5~~ 11 years after the complaint was ~~made~~ settled, and

(b) retain and keep in good condition all other records made with respect to the administration, management and operations relating to peace officers ~~for at least 3 years after the record was made~~ in accordance with the Records Management Policy.

4. The Chief Administrative Officer or designate is responsible for ensuring that this policy is enforced.

	Date	Resolution Number
Approved	2017-06-13	17-06-421
Amended		
Amended		



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	July 25, 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.

Review and consideration of the attached policy was tabled at the June 27, 2018 council meeting for review at the July 25, 2018 council meeting.

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

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

SUSTAINABILITY PLAN:

N/A

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
--------------	--	-------------------	---------------

Legislation Reference	Municipal Government Act Section 227-230 216.1 Public Participation Policy Regulation
------------------------------	---

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

Table of Contents

Part 1: Municipal Public Participation Policies	2
Part 2: Public Participation Policy Template	3
Part 3: Public Notification and Municipalities	9
Part 4: Public Notification Bylaw Template	10

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:	July 25, 2018
Presented By:	Carol Gabriel, Director of Legislative & Support Services
Title:	Subdivision & Development Appeal Board – Member at Large Appointment

BACKGROUND / PROPOSAL:

The Subdivision & Development Appeal Board Bylaw allows for up to five (5) members at large to be appointed to the Board. Of those five members, two will sit at any one hearing.

Currently three members at large are appointed to the Board, and Administration is recommending the appointment of an additional member. Additional members will allow for situations where other members may be in a potential conflict and are unable to sit at the hearing.

Jerry Chomiak is a member at large for the Town of High Level and has previously been appointed to the County's Subdivision & Development Appeal Board and he is knowledgeable with the appeal board process. Administration is recommending that Mr. Chomiak be appointed to the Board.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

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

COMMUNICATION:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That Jerry Chomiak be appointed as a Member at Large to the Subdivision & Development Appeal Board for a term ending October 2019.

Author: _____ Reviewed by: _____ CAO: _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	July 25, 2018
Presented By:	Byron Peters, Deputy Chief Administrative Officer
Title:	Caribou – Rural Municipalities of Alberta (RMA) Zone Resolution

BACKGROUND / PROPOSAL:

The Northwest Species at Risk Committee (NWSAR) has a resolution for RMA’s zone meeting on August 10, 2018. RMA requires that all resolutions be endorsed by the sponsor’s council.

As Mackenzie County is the only NWSAR and RMA member with a council meeting before the August 10th zone meeting, that leaves Mackenzie County as the potential sponsor.

Both Northern Lights and Clear Hills plan to second and endorse the resolution at the August 10 Zone meeting.

See attached resolution for more background information.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

Author: J.A.Simpson **Reviewed by:** C. Gabriel, B. Peters **CAO:** _____

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That Mackenzie County support and sponsor the Northwest Species at Risk Committee's (NWSAR) Resolution: -17F to the Rural Municipalities of Alberta (RMA) Zone Meeting on August 10, 2018.

Author: _____ Reviewed by: _____ CAO: _____

RESOLUTION: -17F

TITLE: Municipal and Privately-Owned Protected Areas Inventory

SPONSOR: Mackenzie County

PREAMBLE: In 2010, the Convention on Biological Diversity (CBD) adopted the *Strategic Plan for Biodiversity*, which included 20 global biodiversity goals, known as the *Aichi Targets*. All parties to the convention agreed to achieve these targets by 2020. In response to this, Canada adopted a suite of national targets, known as the *2020 Biodiversity Goals and Targets for Canada*. Canada and Alberta's co-led *Pathway to Canada Target 1* project, focuses on the protection of 17% of terrestrial areas and inland waters, and 10% of coastal and marine areas, across Canada. Alberta Environment and Parks has also committed to achieving the protection of 17% of terrestrial areas and inland waters by 2020, in the province of Alberta.

WHEREAS: As of the end of 2016, the Government of Canada recognizes that 10.5% of terrestrial areas and inland waters, and 0.96% of coastal and marine areas are protected, through federally protected areas; and

WHEREAS: As of June 2018, Alberta Environment and Parks recognizes that 12.54% of Alberta is protected, through 8.24% federally and 4.3% provincially protected areas; and

WHEREAS: The International Union for Conservation of Nature recommends that all privately-owned protected areas, that satisfy all international standards, should be recognized as protected areas by all levels of government; and

WHEREAS: The *Modernized Municipal Government Act* provides municipalities with land-use planning tools, such as environmental reserves to permanently protect parcels of land to conserve natural features including: natural drainage courses, flood plains, waterbodies, and riparian areas from future development; and

WHEREAS: Alberta Environment and Parks has yet to announce that municipal and privately-owned protected areas would be recognized in their assessment to achieve their target of 17% terrestrial areas and inland waters protection; Therefore be it

RESOLVED: That Rural Municipalities of Alberta urge the Government of Alberta to recognize municipal and privately-owned protected areas in their reporting towards Alberta's 17% protection of terrestrial areas and inland waters target; provided that they satisfy international standards for protected areas or Other Effective Area-based Conservation Measures (OECMs); Further be it

RESOLVED: That Rural Municipalities of Alberta partner with Alberta Urban Municipalities Association to compile an inventory of all municipal and privately-owned protected areas in Alberta, for the purpose of providing Alberta Environment and Parks with a complete inventory of candidate protected areas and OECMs, for their 2020 17% terrestrial areas and inland waters protection target.

Member Background:

Canada's 2020 Biodiversity Goals and Targets for Canada was released in 2015. Canada and Alberta's co-led *Pathway to Canada Target 1* project, is based upon the Convention on Biological Diversity's Aichi Target 11.¹

In 2017, the Governments of Canada and Alberta established a National Advisory Panel to advise governments on achieving Canada's international commitment to the Convention on Biological Diversity.²

Canada and Alberta's co-led *Pathway* project also established a National Steering Committee, an Indigenous Circle of Experts and a Local Government Advisory Group, who make up the *Pathway* Team.³ However, the Local Government Advisory Group is yet to be formalized.⁴

In 2016, Alberta Environment and Parks (AEP) committed to achieving the protection of 17% of terrestrial areas and inland waters by 2020, in the province of Alberta.

AEP's 2016-17 annual report describes the potential for privately-owned and municipal protected areas to qualify for reporting towards AEP's 17% target. Outlining how Alberta will identify these areas if they meet international standards for protected areas or Other Effective Area-based Conservation Measures (OECMs), pending international OECMs guideline development.⁵

In January 2018, the International Union for Conservation of Nature released *Guidelines for Recognizing and Reporting Other Effective Area-based Conservation Measures*. These guidelines recognize that municipal and privately-owned protected areas can provide OECMs benefits, which can meet international reporting standards.⁶

AEP's 2017-18 annual report does not mention identifying other areas, including municipal and privately-owned protected areas or OECMs in their reporting, towards their 17% target.⁷

Although the intention of environmental reserves, under the *Modernized Municipal Government Act* (2018), is to prevent the development of hazardous lands, avoidance of natural drainage features and pollution prevention in wetlands and other waterbodies, many municipalities create environmental reserves for other intentions, including environmental significance. The co-benefits of designating environmental reserves can include the protection of wildlife habitat and habitat

¹ Source: <http://www.conservation2020canada.ca/the-pathway/>

² Source: <https://www.newswire.ca/news-releases/federal-and-provincial-governments-create-national-advisory-panel-on-canadas-biodiversity-conservation-initiative-627230281.html>

³ Source: <http://www.conservation2020canada.ca/the-pathway/>

⁴ Source: <http://www.conservation2020canada.ca/who-we-are/>

⁵ Source: <https://open.alberta.ca/dataset/40c2fab1-e757-49f1-b403-e42c0239158a/resource/b77f22fa-e83e-4b6b-bd8b-e74868ef9547/download/2016-17-aep-annual-report-20170623.pdf>

⁶ Source: https://www.iucn.org/sites/dev/files/content/documents/guidelines_for_recognising_and_reporting_oecms_-_january_2018.pdf

⁷ Source: <https://open.alberta.ca/dataset/40c2fab1-e757-49f1-b403-e42c0239158a/resource/d50a12fa-15b3-4471-a6be-6b41bc6361d1/download/aep-annual-report-2017-2018.pdf>

connectivity, protected areas for biodiversity and safeguarding the hydrological functionality of wetlands and waterbodies.⁸ These benefits could be considered as OECMs under international standards.

AEP is working to achieve their 17% target, through multiple initiatives including caribou range planning. AEP's *Draft Provincial Woodland Caribou Range Plan (2017)* provides the scope of Canada and Alberta's co-led *Pathway*, and states that conservation areas designated as part of range planning may contribute to their 17% target.⁹

Through caribou range planning, AEP have proposed to permanently protect approximately 1.3 million hectares of land in Mackenzie County for the Bistcho, Yates and Caribou Mountains herds; these areas would qualify and report towards AEP's 17% target.¹⁰ 1.3 million hectares equates to approximately 15.8% of Mackenzie County's geographic land-base.

AEP's *Business Plan 2018-21* describes how municipal and privately-managed areas that may meet the definition of a protected area or an OECM, are currently excluded as data is incomplete. AEP estimates that municipal and privately-owned protected areas represent less than 0.25% of the 17% provincial target.¹¹

Over the next two years, other RMA member municipalities could see proposals for an increase in provincial protected spaces to achieve AEP's 17% target. Additional protected spaces have the ability to impact municipal service capacities and operating budgets.

A complete inventory of all municipal and privately-owned protected areas will help AEP to assess and include all areas which qualify, for reporting towards their 17% target.

Other References:

Government of Alberta (2018) *Modernized Municipal Government Act*, Available: http://www.qp.alberta.ca/documents/Acts/2016ch24_unpr.pdf

Government of Canada (2018) *Canada's Protected Areas*, Available: <https://www.canada.ca/en/environment-climate-change/services/environmental-indicators/protected-areas.html>

RMA Background:

⁸ Source: <https://www.communityconserve.ca/wp-content/uploads/2017/05/Environmental-Reserve-in-Alberta-A-Discussion-Paper.pdf>

⁹ Source: <http://aep.alberta.ca/fish-wildlife/wildlife-management/caribou-range-planning/documents/DRAFT-CaribouRangePlanAndAppendices-Dec2017.pdf>

¹⁰ Source: <http://aep.alberta.ca/fish-wildlife/wildlife-management/caribou-range-planning/documents/DRAFT-CaribouRangePlanAndAppendices-Dec2017.pdf>

¹¹ Source: <https://open.alberta.ca/dataset/503f5c97-1fc9-4d72-b1ab-f32eafd9dd7f/resource/492414c7-cc8d-4154-abff-bb81081f0644/download/environment-and-parks.pdf>



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	July 25, 2018
Presented By:	Len Racher, Chief Administrative Officer
Title:	Holidays – Aboriginal Day

BACKGROUND / PROPOSAL:

Councillor Cardinal presented this item at the last council meeting where the discussion was tabled to the July 25, 2018 council meeting. Councillor Cardinal is requesting that the Fort Vermilion County Office be closed to the public on June 21st annually for Aboriginal Day. This is similar to the current practice in La Crete where the County buildings are closed to the public on several Mennonite holidays throughout the year.

Closing the County office allows employees who wish to observe the holiday the opportunity to take the day off. However, employees taking the day off would be required to take a vacation day, time off in lieu or leave without pay.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

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

RECOMMENDED ACTION:

Simple Majority

Requires 2/3

Requires Unanimous

For discussion.

Author: _____ Reviewed by: _____ CAO: _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	July 25, 2018
Presented By:	Doug Munn, Director of Community Services
Title:	Emergency Vehicle Buy-Back Program

BACKGROUND / PROPOSAL:

Council passed the following motion on February 27, 2018:

- 18-02-148 That administration investigate the option of partnering with another municipality for an emergency vehicle buy-back program.

Administration has contacted a number of organizations and companies to discuss this possibility and have learned the following:

- Most larger municipalities (Edmonton, Sherwood Park, Grand Prairie) have policies in place that determine how and when equipment will be disposed of.
- Most municipalities hold their vehicles until they are at the end of their useful life. (Fire Trucks are not recognized by insurance underwriters after they reach an age of approximately 20 years and therefore to allow residents to get better insurance rates and reduce County liability they must be replaced.) Exceptions do occur but it is usually because a piece of equipment is not meeting the needs of the municipality.
- Most obsolete equipment goes to auction or is posted on the internet for sale
- Companies such as Rocky Mountain Phoenix (RMP), who specialize in sale and service of fire trucks, occasionally get used vehicles as trade-ins. There are about three companies in Canada similar to RMP that also have used fire trucks. There are a number of advantages to buying new when adding to a fleet as it allows for consistency with the type of engine, pumps, etc. . Of all the trucks in the Fort Garry used fleet they were all between 10 to 15 years old and were priced at about 35% of a new vehicle.
- The County owns eleven fire trucks and three rescue vehicles. The rescue vehicles can be held for a longer period as long as they stand up mechanically since they do not fall under the underwriter guidelines. If the fire trucks were

Author: _____ Reviewed by: _____ CAO: _____

bought as used vehicles then we would likely be buying a used vehicle every year since they are usually around 10 - 15 years old. (See attached from Fort Garry Fire Trucks)

- In many cases municipalities sell their vehicles used because they are having mechanical issues with them. We found this was the case with a particular used vehicle we researched through the internet.
- It is possible to purchase new stock fire trucks that could save \$50,000 to \$75,000 on the purchase however these units may not meet all the needs of a rural district like Mackenzie County.

OPTIONS & BENEFITS:

The County will need to replace one more fire truck in the next few years. Administration was planning to propose this in the 2019 capital budget. In order to save on this next purchase it is proposed that we budget for a vehicle that is one of the stock trucks and then begin to watch for a used vehicle by watching websites and dealer inventories in western Canada. If a truck cannot be found over a six to eight month period then the stock truck could be purchased, depending on availability. By doing this we expect that substantial cost savings can be incurred.

COSTS & SOURCE OF FUNDING:

This will be dealt with at budget time.

SUSTAINABILITY PLAN:

If this strategy works then it could be used for other future purchases. There may be a need to build a custom truck in the future but that will be dealt with at the time.

COMMUNICATION:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the Emergency Vehicle Buy-Back Program be received for information.

Author: _____ Reviewed by: _____ CAO: _____

Hi Doug,

Here is a list of used trucks we currently have in the backyard. Let me know if you require detailed information on any of the units.

FYI, a fire truck has a 20 year life cycle for a frontline pumper to be accredited against insurance rates. After the 20 year mark it will account for another 5 years as a secondary / backup type apparatus.

ITEM #	DESCRIPTION/VIN	SELL
U375T	1999 INT'L 4900 (H220922)	\$70,000
U471629	1992 VOLVO	\$25,000
U046886	2002 SPARTAN TME	\$160,000
U046887	2004 SPARTAN TME	\$125,000
UZ20177	2003 HME 187 1P	\$155,000
UY24657	2007 AMERICAN LAFRANCE (OWEN SOUND)	\$180,000

Note: Used trucks are sold as is where is. All above trucks F.O.B. Winnipeg, MB.

Regards,



Brad G. Petrie
Internal Sales Manager
Fort Garry Fire Trucks

Email: bpetrie@fgft.ca

Website: www.fgft.com



"Leaders are made, they are not born. They are made by hard effort, which is the price which all of us must pay to achieve any goal that is worthwhile."

Author: _____ Reviewed by: _____ CAO: _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	July 25, 2018
Presented By:	Doug Munn, Director of Community Services
Title:	Fire Equipment Donation

BACKGROUND / PROPOSAL:

On February 27, 2018 Council passed the following motion:

That administration research the Grande Prairie Rotary Club’s disposal/donation of firefighting equipment

The Grande Prairie Rotary Club does have a donation program for fire equipment called the “Highway to Mexico” in which it will accept donations of fire equipment, including fire trucks and other used equipment. They will be making a delivery of this equipment in the spring of 2019. They will store any donated equipment until this delivery date and they will pick up the equipment from this location, however appreciate any assistance we can provide to deliver.

OPTIONS & BENEFITS:

The County will soon be receiving our new Fire Truck that is destined for the Tompkins Fire Department which will make our 1991 GMC Tanker obsolete; however bids are currently being received on this unit. A second unit will be available in the summer of 2019. We also have some bunker gear that no longer meets Canadian specifications that could be donated by the spring of 2019.

Option 1 – Donate surplus equipment to Highway to Mexico Program

Option 2 – Sell surplus equipment with funds to go to general revenue.

Author: _____ Reviewed by: _____ CAO: _____

COSTS & SOURCE OF FUNDING:

Based on other sales it is estimated that the used vehicle would bring approximately \$10,000 if it were sold in Alberta. The bunker gear would not bring significant revenues (if any).

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

For discussion.

Author: _____ Reviewed by: _____ CAO: _____

I hope the above comments clarify both areas of discussion, as I remember them, and as were taken down and reflected in my notes.

If you have any questions or would like to chat further on any matter, please feel free to give me a shout or drop me an email. The best time to get me at the office is in the afternoon.

*Cheers,
Troy*

T. Troy Jenkins, BA / Chief Administrative Officer / Town of Rainbow Lake

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the Rainbow Lake Enhanced Policing update be received for information.

Author: _____ Reviewed by: _____ CAO: _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	July 25, 2018
Presented By:	Doug Munn, Director of Community Services Jennifer Batt, Financial Controller
Title:	Sharing of Peace Officer Revenue – Rainbow Lake

BACKGROUND / PROPOSAL:

Council passed the following motion on March 28, 2018:

- 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.

Administration has tried to determine the amount of ticket revenue that was generated as requested however, this information is unavailable to us.

The Rainbow Lake Peace Officer (RLPO) was contracted by Mackenzie County from August 2014 to December 2017. Although we are unable to break out the ticket revenue generated by the RLPO we were able to determine what amount of fines were paid from all sources of ticket revenues (RCMP, Sherriff and RLPO) for the entire County. These numbers are as follows:

Municipal Fines Revenue			
Year	Amount	Amount During RLPO Term	RLPO Term in Months
2014	\$34,826	\$25,345	5 Months
2015	\$78,200	\$78,200	12 Months
2016	\$34,185	\$34,185	12 Months
2017	\$20,798	0	0
*2018	\$11,167	0	0
* 2018 is only for 6 months			

Author: D Munn & J Batt **Reviewed by:** _____ **CAO:** _____

These numbers have been provided to try and determine if there was an increase in ticket revenue during the time that the RLPO was working and also to at least provide some reference as to how much should be paid to Rainbow Lake. There was a definite increase in revenues in 2015, however there is no way to tell if this was attributed to the RLPO fine revenues.

To do a quick calculation on the numbers, it would appear that fine revenues increased at least \$15,000 per year during the time the RLPO was contracted by the County. These totals also include the fines that he generated in the La Crete area.

OPTIONS & BENEFITS:

Without more information it is difficult to determine what the proper amount would be to pay Rainbow Lake for their share of fine revenue. Administration has provided council with all the information available.

Options:

1. Provide payment to Rainbow Lake in the amount of \$_____ for fine revenue generated by the Rainbow Lake Peace Officer with funds to be taken from General Operating Reserve.
2. Accept this report as information.

COSTS & SOURCE OF FUNDING:

There are funds available in the General Operating Reserve.

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

Provide payment to Rainbow Lake in the amount of \$_____ for fine revenue generated by the Rainbow Lake Peace Officer with funds to be taken from General Operating Reserve.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	July 25, 2018
Presented By:	Jennifer Batt, Finance Controller
Title:	Bylaw 1104-18 – Local Improvement, Rolled Curb & Gutter and Monolithic Sidewalk (Teachers Loop)

BACKGROUND / PROPOSAL:

The Teachers Loop Asphalt & Sidewalk was approved by Council as a construction project in 2017. To offset some cost a Local Improvement Tax for the curb, gutter and sidewalk is proposed. Council approved the imposition of a Local Improvement Tax to benefiting landowners and gave first reading to Bylaw 1104-18 on June 12, 2018.

Administration has advertised this bylaw and provided notice and appropriate documentation to the benefiting landowners. No petition against the bylaw has been received as per Section 231 of the Municipal Government Act. Therefore, the bylaw is being brought back for second and third reading.

A letter was received from the Coalition for Far Northwest Alberta Brighter Futures Society requesting an exemption from the proposed local improvement tax. The registered charity occupying the property is currently exempt from property tax.

A copy of their letter is attached.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

County’s portion of 70% + Coalition for Far Northwest Alberta Brighter Futures Society in the amount of \$1,381.21 to be funded from the 2018 Capital Budget.

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

SUSTAINABILITY PLAN:

Goal S4 The capacity of infrastructure in County hamlets and rural communities keeps pace with their growth and is planned in a way that ensures their sustainability.

COMMUNICATION:

N/A

RECOMMENDED ACTION:

Motion 1:

Simple Majority Requires 2/3 Requires Unanimous

That second 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.

Motion 2:

Simple Majority Requires 2/3 Requires Unanimous

That third 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.

Motion 3:

Simple Majority Requires 2/3 Requires Unanimous

That Tax Roll 192370 be exempt from local improvement tax Bylaw 1104-18 in the amount of \$1,381.21.

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

BYLAW NO. 1104-18

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

**TO IMPOSE A LOCAL IMPROVEMENT TAX
FOR THE INSTALLATION OF ROLLED CURB, GUTTER AND
MONOLITHIC SIDEWALK ON 95TH AVENUE, 101ST STREET, AND 96TH AVENUE
IN THE HAMLET OF LA CRETE**

This bylaw authorizes the Council of MACKENZIE COUNTY to impose a local improvement tax in respect of all the lands that directly benefit from the rolled curb & gutter and monolithic sidewalk on 95th Avenue, 101st Street, 96th Avenue (Teachers Loop). The benefiting properties are being described as; 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.

WHEREAS, the Council of Mackenzie County in the Province of Alberta has deemed it advisable to charge a local improvement charge 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; and

WHEREAS, the Council of Mackenzie County in the Province of Alberta, duly assembled, has decided to issue a Bylaw pursuant to Section 397 of the Municipal Government Act to authorize a local improvement tax levy to pay for the 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; and

WHEREAS, the Local Improvement Plan has been prepared and the required notice of the project given to benefiting owners in accordance with the attached Schedule "A", and no sufficient objection to the 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 has been filed with the Chief Administrative Officer of Mackenzie County; and

WHEREAS, plans and specifications have been prepared and the estimated sum of One Hundred Fifty Three Thousand, Six Hundred Seventy Five Dollars and Fifty Cents (\$153,675.50) is required to construct 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. The said project is subject to the local improvement charge of which 70% will be paid by Mackenzie County and 30% will be collected by way of local improvement assessment as follows:

Mackenzie County	\$107,572.85	70%
Benefiting Owners	\$46,102.65	30%
Total Cost	\$153,675.50	100%

WHEREAS, all required approvals for the project have been obtained and the project is in compliance with all Acts and Regulations of the Province of Alberta.

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

1. That for the purpose of completing 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, the sum of Forty Six Thousand One Hundred Two Dollars and Sixty Five Cents (\$46,102.65); be collected by way of annual, uniform local improvement tax rate assessed against the benefiting owners as provided in **Schedule A** attached.
2. The local improvement tax will be collected for Ten (10) years and the total amount levied annually against the benefiting owners is Five Thousand Four Hundred Thirty Two Dollars and Eighty One Cents (\$5,432.81).
3. The net amount levied under the bylaw shall be applied only to the local improvement project specified by this bylaw.
4. This bylaw shall come into force and take effect upon receiving third and final reading thereof.

READ a first time this 12th day of June, 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

Schedule A
Bylaw No. 1104-18

Rolled Curb & Gutter and Monolithic Sidewalk on 95th Avenue, and 101st Street, 96th Avenue (Teachers Loop) in the Hamlet of La Crete.

Lot	Block	Plan	Front	Rear	Average
1	15	7820147	24.38	24.38	24.38
2	15	7820147	24.38	24.38	24.38
3	15	7820147	24.38	24.38	24.38
4	15	7820147	24.38	24.38	24.38
5	15	7820147	24.38	24.38	24.38
6	15	7820147	24.38	24.38	24.38
7	15	7820147	23.97	25.30	24.64
8	15	7820147	23.96	25.30	24.63
9	15	7820147	24.38	24.38	24.38
10	15	7820147	24.38	24.38	24.38
11	15	7820147	24.38	24.38	24.38
12	15	7820147	24.38	24.38	24.38
13	15	7820147	24.38	24.38	24.38
14	15	7820147	24.38	24.38	24.38
17	1	7820147	30.48	30.48	30.48
18	1	7820147	24.38	24.38	24.38
19	1	7820147	24.08	24.09	24.09
20	1	7820147	24.38	24.38	24.38
21	1	7820147	22.86	22.86	22.86
22	1	7820147	22.86	22.86	22.86
23	1	7820147	22.76	33.83	28.30
24	1	7820147	18.29	41.69	29.99
25	1	7820147	17.09	58.98	38.04
26	1	7820147	24.71	24.38	24.55
27	1	7820147	22.86	22.86	22.86
28	1	7820147	17.51	32.00	24.76
29	1	7820147	15.61	41.30	28.46
30	1	7820147	18.29	41.69	29.99
31	1	7820147	22.41	33.53	27.97
32	1	7820147	24.38	24.38	24.38
33	1	7820147	24.38	24.38	24.38
34	1	7820147	24.38	24.38	24.38
35	1	7820147	24.38	24.38	24.38
39	1	1220082	48.73	48.73	48.73
					892.02

Total Assessable Frontage (meters)	892.02m
Total Assessment per Front Meter of Frontage	\$51.68
Annual Unit Rate Per Front Meter of Frontage to be payable for a period of 10 years calculated at 3.102% interest rate	\$6.09
Total Yearly Assessment Against All Above Properties	\$5,432.81



Coalition for far Northwest Alberta
**BRIGHTER FUTURES
SOCIETY**
"Every child deserves a fair start in life."

Coalition for Far Northwest Alberta Brighter Futures Society
P.O. Box 789, 4601-46 Ave, Fort Vermilion, AB T0H 1N0
Phone: 780-927-3327; Fax: 780-927-3329; email: admin@northwestalbertabrighterfutures.com

Mackenzie County
4511-46 Avenue, P.O. Box 640
Fort Vermilion, AB T0H 1N0

Our reference: 2018/06

Fort Vermilion, June 25, 2018

Dear Mackenzie County Council,

Recently we received notice of the proposed bylaw no. 1104-18 regarding the installation of rolled curb and gutter and monolithic sidewalk on 95th Avenue, 101 Street 96th Avenue in La Crete. Part of the costs of the improvement will be charged to property owners in the aforementioned location.

We are a registered charity funded by the Public Health Agency of Canada and own one property in the proposed area, Lot 22, Block 1, Plan 7820147. The property is used for a pre-school program for children at risk in the Hamlet of La Crete. No one lives there, it is a community service - free of charge - and the property is assessed as a community hall (please see attached tax notice 2018). We have a tax exemption for property taxes.

We are requesting to be exempt from the improvement tax intended as per by-law no. 1104-18.

Please feel free to contact us for more information.

Sincerely,



Irene van der Kloet Ph.D., CPHR
Executive Director



2018 COMBINED ASSESSMENT AND TAX NOTICE

MACKENZIE COUNTY

P.O. Box 640
Fort Vermilion AB
T0H 1N0

Customer #	Tax Roll #	Due Date	Amount Due
003821	192370	June 29, 2018	\$0.00

QTR;SEC;TWP;RGE;M	LOT;BLOCK;PLAN	Civic Address
	22 ,01 ,7820147	10102 96 AVENUE

COALITION FOR FAR NORTHWEST AL
BOX 789

FORT VERMILION, AB
T0H 1N0

Copies Sent To:

Penalty Calculations: 6% July 1st 9% September 1st
12% November 1st 12% January 1st

PLEASE RETURN THIS REMITTANCE PORTION WITH YOUR PAYMENT

Tax Roll #	Customer #	Date Mailed	Notice of Assessment	Complaint Date	Due Date
192370	003821	May 15, 2018	May 23, 2018	July 22, 2018	June 29, 2018

QTR;SEC;TWP;RGE;M	LOT;BLOCK;PLAN	Civic Address	Acres
	22 ,01 ,7820147	10102 96 AVENUE	0.21000

ASSESSMENT INFORMATION

Assessment	Land	Buildings	Other	Exempt	Total Taxable
COMMUNITY HALLS				\$159,350.00	
Totals:	\$0.00	\$0.00	\$0.00	\$159,350.00	\$0.00

RECEIVED MAY 19 2018

TAX INFORMATION

Property Tax	Tax Rate	Total	School Tax	Rate	Total
Tax Exempt	.000000		Public School 100.00% Separate School 0.00%		
TOTAL MUNICIPAL TAXES:					\$0.00
TOTAL SCHOOL TAXES:					\$0.00
TOTAL CURRENT TAXES:					\$0.00

LOCAL IMPROVEMENT INFORMATION			Last Year Taxes	Current Year Taxes
Description	Expires	Levy Amount		
			\$0.00	\$0.00
			COALITION FOR FAR NORTHWEST A BOX 789	Local Improvement \$0.00
			FORT VERMILION, AB T0H 1N0	Last Year Penalties \$0.00
				Arrears \$0.00
				Amount Due \$0.00
Total			\$0.00	

PLEASE MAKE CHEQUES PAYABLE TO: MACKENZIE COUNTY

TO AVOID PENALTY CHARGES YOU MUST PAY TAXES BY JUNE 29TH EVEN IF YOU PLAN TO APPEAL

Assessment Complaints:

An assessment complaint must be filed using the prescribed "Assessment Review Board Complaint Form" which is available on the County's website or at any County Office. Complaints must be accompanied by the appropriate fee and received by the Assessment Review Board Clerk by JULY 22, 2018 and should be mailed to: Box 640, 4511-46 Avenue, Fort Vermilion, AB T0H 1N0.

An assessed person is entitled to receive sufficient information about the person's property in accordance with section 299 of the Municipal Government Act (MGA) or a summary of an assessment in accordance with section 300 of the MGA or both. Please visit our website for more information on the processes and assessment open house dates and locations.

VISIT WWW.MACKENZIECOUNTY.COM OR CALL (780) 927-3718 FOR MORE INFORMATION



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	July 25, 2018
Presented By:	Jennifer Batt, Finance Controller
Title:	Financial Reports – January 1, 2018 to June 30, 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 revenues and expenditures to budget for the year-to-date;
- A report on funds invested in term deposits and other securities.

Council shall receive the following reports quarterly:

- Statement comparing actual operating revenues and expenditures to budget for the year-to-date;
- A report on funds invested in term deposits and other securities.
- Project progress reports including expenditures to budget for the year-to-date
- Reports will be presented in April, July, October, and January.

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

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

COMMUNICATION:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the financial reports for the period of January 1, 2018 to June 30, 2018 be received for information.

Author: J Batt Reviewed by: _____ CAO: _____

MACKENZIE COUNTY
STATEMENT OF OPERATIONS

January 1 - July 17, 2018

	2016 Actual	2017 Actual	2018 Actual	2018
	Total	Total	Total	Budget
OPERATIONAL REVENUES				
Property taxes	\$33,778,553	\$30,524,185	\$31,267,068	\$30,691,800
User fees and sales of goods	\$4,454,752	\$4,652,224	\$2,677,720	\$4,573,200
Government transfers	\$1,390,555	\$788,122	\$261,463	\$1,214,200
Investment income (operating)	\$525,474	\$450,340	\$26,704	\$500,000
Penalties and costs on taxes	\$1,453,394	\$1,030,335	\$634,889	\$1,300,000
Licenses, permits and fines	\$456,914	\$350,956	\$205,837	\$358,000
Rentals	\$114,094	\$127,969	\$104,735	\$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	\$66,051	\$60,000
Sale of non-TCA equipment	\$0	\$16,146	\$1,143	\$0
Other	\$491,062	\$463,598	\$328,172	\$330,750
Total operating revenues	\$42,783,250	\$38,499,940	\$35,578,510	\$39,139,450
OPERATIONAL EXPENSES				
Legislative	\$647,301	\$687,754	\$437,630	\$845,150
Administration	\$5,321,052	\$6,588,803	\$1,908,498	\$5,770,400
Protective services	\$1,294,389	\$1,469,734	\$661,079	\$1,752,550
Transportation	\$15,591,048	\$16,687,985	\$4,409,803	\$19,312,850
Water, sewer, solid waste disposal	\$4,602,650	\$4,857,099	\$1,422,536	\$5,402,950
Public health and welfare (FCSS)	\$783,038	\$792,049	\$1,992,649	\$833,850
Planning, development	\$1,150,253	\$1,093,219	\$530,560	\$1,393,600
Agriculture and veterinary	\$1,161,289	\$1,339,570	\$427,236	\$1,442,110
Recreation and culture	\$1,988,845	\$2,217,310	\$1,258,490	\$2,399,219
School requisitions	\$6,838,317	\$6,512,618	\$3,262,913	\$6,171,876
Lodge requisitions	\$852,083	\$461,788	\$581,534	\$581,550
Non-TCA projects	\$1,059,745	\$1,316,224	\$702,156	\$3,168,946
Operating expenses	\$41,290,010	\$44,024,153	\$17,595,084	\$49,075,051
Principle - Long term debt	\$1,578,512	\$1,691,602	\$955,291	\$1,926,300
Total Operating Expnses	\$42,868,522	\$45,715,755	\$18,550,375	\$51,001,351
Excess (deficiency) before other	(\$85,272)	(\$7,215,815)	\$17,028,135	(\$11,861,901)

Summary of All Units July 31, 2018

	2017 Actual	2018 Actual	2018	\$ Variance	% Variance
	Total	Total	Budget	(Remaining)	(Remaining)
OPERATING REVENUES					
100-Municipal Taxes	\$23,443,283	\$24,420,679	\$23,608,700	(\$811,979)	-3%
101-Lodge Requisition	\$455,825	\$575,386	\$459,700	(\$115,686)	-25%
102-School Requisition	\$6,521,520	\$6,142,803	\$6,520,150	\$377,347	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	\$610,773	\$498,400	(\$112,373)	-23%
421-Sale of water - metered	\$3,075,611	\$1,555,602	\$3,122,750	\$1,567,148	50%
422-Sale of water - bulk	\$998,789	\$511,345	\$952,050	\$440,705	46%
424-Sale of land	\$8,000	\$12,520		(\$12,520)	0%
510-Penalties on taxes	\$1,030,335	\$634,889	\$1,300,000	\$665,111	51%
511-Penalties of AR and utilities	\$59,519	\$13,987	\$65,750	\$51,763	79%
520-Licenses and permits	\$46,704	\$38,758	\$39,000	\$242	1%
521-Offsite levy	\$21,851	\$4,728		(\$4,728)	0%
522-Municipal reserve revenue	\$70,980	\$66,051	\$60,000	(\$6,051)	-10%
526-Safety code permits	\$241,453	\$122,613	\$225,000	\$102,387	46%
525-Subdivision fees	\$30,350	\$27,950	\$35,000	\$7,050	20%
530-Fines	\$22,685	\$11,627	\$50,000	\$38,373	77%
531-Safety code fees	\$9,764	\$4,889	\$9,000	\$4,111	46%
550-Interest revenue	\$452,659	\$125,462	\$500,000	\$374,538	75%
551-Market value changes	(\$2,319)	(\$98,758)		\$98,758	0%
560-Rental and lease revenue	\$127,969	\$104,735	\$111,500	\$6,765	6%
570-Insurance proceeds	\$3,234			\$0	0%
592-Well drilling revenue		\$134,134		(\$134,134)	0%
597-Other revenue	\$124,614	\$40,323	\$15,000	(\$25,323)	-169%
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	\$9,701	\$30,000	\$20,299	68%
840-Provincial grants	\$788,122	\$261,463	\$1,214,200	\$952,737	78%
890-Gain (Loss) Penny Rounding	\$0	\$0		(\$0)	0%
TOTAL REVENUE	\$38,499,942	\$35,563,625	\$39,139,450	\$3,575,825	9%

OPERATING EXPENSES

110-Wages and salaries	\$7,108,121	\$3,281,440	\$7,449,750	\$4,168,310	56%
132-Benefits	\$1,377,797	\$843,644	\$1,530,550	\$686,906	45%
136-WCB contributions	\$78,085	\$41,373	\$115,500	\$74,127	64%
142-Recruiting	\$19,227	\$1,704	\$15,000	\$13,296	89%
150-Isolation cost	\$92,184	\$53,107	\$100,900	\$47,793	47%
151-Honoraria	\$579,179	\$293,576	\$684,200	\$390,624	57%
211-Travel and subsistence	\$343,183	\$226,573	\$419,900	\$193,327	46%
212-Promotional expense	\$71,341	\$20,212	\$84,000	\$63,788	76%
214-Memberships & conference fees	\$130,382	\$89,757	\$157,550	\$67,793	43%
215-Freight	\$93,365	\$30,945	\$116,000	\$85,055	73%
216-Postage	\$53,504	\$30,604	\$46,550	\$15,946	34%
217-Telephone	\$123,156	\$60,240	\$136,510	\$76,270	56%
221-Advertising	\$72,961	\$59,632	\$72,850	\$13,218	18%
223-Subscriptions and publications	\$7,630	\$3,361	\$11,650	\$8,289	71%
231-Audit fee	\$75,600	\$124,900	\$90,000	(\$34,900)	-39%
232-Legal fee	\$109,152	\$19,305	\$85,000	\$65,695	77%
233-Engineering consulting	\$56,742	\$75,464	\$169,000	\$93,536	55%
235-Professional fee	\$1,582,817	\$731,130	\$1,652,000	\$920,870	56%
236-Enhanced policing fee	\$150,067	\$78,150	\$312,600	\$234,450	75%
239-Training and education	\$84,345	\$62,190	\$151,200	\$89,010	59%
242-Computer programming	\$89,701	\$62,962	\$122,100	\$59,138	48%
251-Repair & maintenance - bridges	\$75,406		\$542,000	\$542,000	100%
252-Repair & maintenance - buildings	\$153,643	\$50,047	\$206,250	\$156,203	76%
253-Repair & maintenance - equipment	\$344,519	\$112,745	\$362,200	\$249,455	69%

Summary of All Units July 31, 2018

	2017 Actual	2018 Actual	2018	\$ Variance	% Variance
	Total	Total	Budget	(Remaining)	(Remaining)
255-Repair & maintenance - vehicles	\$119,764	\$48,918	\$129,800	\$80,882	62%
258-Contract graders	\$110,488	\$60,406	\$150,850	\$90,444	60%
259-Repair & maintenance - structural	\$1,643,522	\$299,432	\$1,888,050	\$1,588,618	84%
261-Ice bridge construction	\$131,094	\$129,720	\$130,000	\$280	0%
262-Rental - building and land	\$28,746	\$19,175	\$65,800	\$46,625	71%
263-Rental - vehicle and equipment	\$73,965	\$26,148	\$173,350	\$147,202	85%
266-Communications	\$103,920	\$56,396	\$119,100	\$62,704	53%
271-Licenses and permits	\$9,850	\$662	\$12,900	\$12,238	95%
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	\$52,268	\$260,000	\$207,732	80%
290-Election cost	\$12,372		\$5,000	\$5,000	100%
511-Goods and supplies	\$1,107,408	\$375,142	\$881,700	\$506,558	57%
521-Fuel and oil	\$817,731	\$426,028	\$815,050	\$389,022	48%
531-Chemicals and salt	\$321,301	\$158,282	\$341,800	\$183,518	54%
532-Dust control	\$545,077	\$364,604	\$930,000	\$565,396	61%
533-Grader blades	\$214,340	\$23,279	\$144,000	\$120,721	84%
534-Gravel (apply; supply and apply)	\$1,611,653	\$511,243	\$3,961,000	\$3,449,757	87%
543-Natural gas	\$88,256	\$73,671	\$92,750	\$19,079	21%
544-Electrical power	\$668,089	\$344,515	\$672,350	\$327,835	49%
550-Carbon Tax	\$73,658	\$55,971	\$112,500	\$56,529	50%
710-Grants to local governments	\$1,336,499	\$1,314,879	\$1,476,400	\$161,522	11%
735-Grants to other organizations	\$2,063,041	\$1,732,535	\$2,228,619	\$496,084	22%
747-School requisition	\$6,512,618	\$3,262,913	\$6,171,876	\$2,908,963	47%
750-Lodge requisition	\$461,788	\$581,534	\$581,550	\$16	0%
810-Interest and service charges	\$24,104	\$10,230	\$25,000	\$14,770	59%
831-Interest - long term debt	\$510,030	\$243,713	\$472,500	\$228,787	48%
832-Principle - Long term debt	\$1,691,602	\$955,291	\$1,926,300	\$971,009	50%
TOTAL	\$33,841,810	\$17,779,166	\$38,729,305	\$20,950,139	54%
Non-TCA projects	\$1,316,224	\$702,156	\$3,168,946	\$2,466,790	78%
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	\$18,392,395	\$50,867,601	\$32,475,206	64%
EXCESS (DEFICIENCY)	(\$9,612,575)	\$17,171,230	(\$11,728,151)	(\$28,899,381)	246%

MACKENZIE COUNTY

Non-TCA Projects 2018 INCLUDING CARRY FORWARDS

CODE	Project Description	TOTAL PROJECT BUDGET	2018 BUDGET	TOTAL COSTS	2018 COSTS	2018 REMAINING BUDGET	% Project Completed	Directors Comments
(12) - Administration Department								
7.12.30.15	Wolf bounty (CF 2016)	100,000	51,520	\$71,268	22,787.99	\$28,732		Ongoing
7.12.30.16	Caribou/Industry Protection Strategy (CF 2016)	380,000	46,227	\$410,346	109,041.70	-\$62,815		Review coding
7.12.30.18	Cumulative Effects Assessment Study (CF 2017)	270,000	269,426	574.00	574.00	\$268,852		Review coding
7.12.30.19	Information Technology Budget (2018)	48,000	48,000	1,536	1,536	\$46,464		Ongoing expenditures to be complete by year-end
7.12.30.20	Building Maintenance Lifecycle Plan (2018)	28,000	28,000	-	-	\$28,000		Quote Opening July 10, 2018
7.12.30.21	Building Appraisals (2018)	40,000	40,000	-	-	\$40,000		Quote Opening July 10, 2018
7.12.30.22	FV - Asset Management (2018)	45,000	45,000	-	-	\$45,000		Ongoing
7.12.30.23	ZA - FRIAA Firesmart Program (2018)	354,960	354,960	295,470	295,470	\$59,490	100%	Complete - Grant Application to be Submitted
Total department 12		1,265,960	883,133	779,195	429,410	453,723		
(23) - Fire Department								
7.23.30.01	FV - Fire Dept Training Props (2018)	30,000	30,000	-	-	30,000		No progress to date
7.23.30.02	LC - Fire Dept Training Props (2018)	35,000	35,000	-	-	35,000		No progress to date
7.23.30.03	Supplies for 2006 Ford Ambulance (2018)	3,000	3,000	-	-	3,000		In progress
Total department 23		68,000	68,000	-	-	68,000		
(26) - Enforcement								
7.26.30.01	Radar Lazer - Portable (2018)	4,200	4,200	-	-	4,200		Postponed until we replace Peace Officer
Total department 26		4,200	4,200	-	-	4,200		
(32) - Public Works								
7.32.30.04	ZA - Aspen Drive Ditch Repair (CF 2016)	60,000	60,000	-	-	60,000	10%	Ongoing - expected completion September 1, 2018
7.32.30.12	LC & FV - Road Disposition - Survey Work (CF 2014)	50,000	41,359	8,641	-	41,359		Ongoing
7.32.30.13	Assumption Hill Improvement (ditching) (CF 2014)	20,000	17,290	2,710	-	17,290		Planning stage
7.32.30.14	Zama Road LOC (CF 2016)	100,000	100,000	-	-	100,000		Ongoing discussions
7.32.30.19	Rocky Lane Oil Dust Control (CF 2017)	125,000	125,000	-	-	125,000	10%	Ongoing
7.32.30.20	Oil Dust Control Willson Prairie Road (2018)	84,375	84,375	-	-	84,375	50%	Waiting for invoicing. Expected completion by end of July.
7.32.30.21	Oil Dust Control Isaac Dycks Subdivision (2018)	50,625	50,625	-	-	50,625	0%	Expected completion by end of July
Total department 32		490,000	478,649	11,351	-	478,649		

MACKENZIE COUNTY

Non-TCA Projects 2018 INCLUDING CARRY FORWARDS

CODE	Project Description	TOTAL PROJECT BUDGET	2018 BUDGET	TOTAL COSTS	2018 COSTS	2018 REMAINING BUDGET	% Project Completed	Directors Comments
(33) - Airport								
7.33.30.01	Airport Master Plan (CF 2016)	75,000	66,496	8,504	-	66,496		Engaging Engineer to review
7.33.30.03	FV Airport Development (CF 2016)	16,382	9,169	7,213	-	9,169		Under review
<i>Total department 33</i>		91,382	75,666	15,716	-	75,666		
(41) - Water								
7.41.30.08	LC -La Crete Future Water Supply Concept (2018)	200,000	200,000	-	-	200,000	0%	RFP to be created
7.41.30.09	Water Diversion License Review	35,000	35,000	-	-	35,000	15%	In progress
<i>Total department 41</i>		235,000	235,000	-	-	235,000		
(42) - Sewer								
7.42.30.01	LC - Future Utility Servicing Plan (2018)	85,000	85,000	31,970	31,970	53,030	25%	In progress
<i>Total department 42</i>		85,000	85,000	31,970	31,970	53,030		
(43) - Solid Waste Disposal								
7.43.30.01	FV - Transfer Station Composting Program (CF 2015)	5,000	5,000	-	-	5,000		Under review
7.43.30.02	LC - Transfer Station Composting Program (CF 2015)	5,000	5,000	-	-	5,000		Under review
7.43.30.03	LC - Waste Packer Plan (CF 2015)	5,000	5,000	-	-	5,000		Under review
7.43.30.05	Waste Bins 40 & 6 yd (2018)	20,000	20,000	-	-	20,000		In progress
<i>Total department 43</i>		35,000	35,000	-	-	35,000		
(61) - Planning & Development Department								
7.61.30.02	Infrastructure Master Plans (CF 2016)	240,800	12,559	228,241	-	12,559	85%	Review Document and take to Council for approval
7.61.30.09	Rural Addressing Signs (CF 2015)	341,400	35,000	335,038	28,638	6,362	98%	Quality Assurance/Quality Control check
7.61.30.10	Natural Disaster Mitigation Program (CF 2017)	105,000	105,000	2,376	2,376	102,624	15%	Site Assessment Complete/ Data Collection Ongoing
7.61.30.11	Municipal Census (2018)	120,000	120,000	99,201	99,201	20,799	85%	Census Data Collection Completed/ Data Processing Ongoing
7.61.30.12	MuniSight Software - GIS (2018)	98,000	98,000	90,000	90,000	8,000	25%	Phase 1 - Uploading Data/ Configuring Interface/ Preliminary Phase Completed/ No Users
7.61.30.13	Seven (7) Intermunicipal Development Plan and Intermunicipal Collaborative Framework (2018)	350,000	350,000	-	-	350,000	5%	Began process with County of Northern Lights & Town of Rainbow Lake
<i>Total department 61</i>		1,255,200	720,559	754,856	220,215	500,344		

MACKENZIE COUNTY

Non-TCA Projects 2018 INCLUDING CARRY FORWARDS

CODE	Project Description	TOTAL PROJECT BUDGET	2018 BUDGET	TOTAL COSTS	2018 COSTS	2018 REMAINING BUDGET	% Project Completed	Directors Comments
------	---------------------	----------------------	-------------	-------------	------------	-----------------------	---------------------	--------------------

(63) - Agricultural Services Department

7.63.30.01	Dell Tough Book and software (2018)	20,500	20,500	-	-	20,500		Under review
7.63.30.02	Paint MARA Building (2018)	10,000	10,000	-	-	10,000		Obtaining quotes.
<i>Total department 63</i>		30,500	30,500	-	-	30,500		

(71) - Recreation

7.71.30.01	ZA - Hall Electrical Upgrades (CF 2015/2016)	31,887	7,414	24,473	-	7,414		Ongoing
7.71.30.02	FV - Facility Security Camera System (2018)	3,000	3,000	1,360	1,360	1,640		Complete
7.71.30.03	LC - 2 Sets of Mini Nets & Portable Boards (2018)	8,500	8,500	-	-	8,500		No progress to date
7.71.30.04	LC - 2 Heaters for Bleachers (2018)	6,500	6,500	-	-	6,500		Complete
7.71.30.14	LC - Ice Rink Foam Dividers (CF 2017)	4,987	116	4,871	-	116		Completed Last Year
7.71.30.15	LC - Sidewalk to Tennis Courts (CF 2017)	1,913	88	1,825	-	88		Completed Last Year
<i>Total department 71</i>		56,787	25,619	32,528	1,360	24,259		

(72) - Parks

7.72.30.01	FV- Bridge Campsite - Clear Trees (CF 2016)	5,000	5,000	-	-	5,000		On hold. Waiting for overall plan for campsite
7.72.30.02	Fire Pits & Picnic Tables (CF 2017)	10,000	1,250	8,750	-	1,250	80%	Completed
7.72.30.03	LC Walking Trail	6,000	6,000	-	-	6,000		Application submitted. Waiting for approval to access site.
7.72.30.10	Wadlin Lake - Blocking for Dock (CF 2014)	2,500	2,500	-	-	2,500		In progress.
<i>Total department 72</i>		23,500	14,750	8,750	-	14,750		

MACKENZIE COUNTY

TCA Projects 2018 INCLUDING CARRY FORWARDS

TCA CODES	Project Description	TOTAL PROJECT BUDGET	2018 BUDGET	TOTAL COSTS	2018 COSTS	2018 REMAINING BUDGET	% Project Completed	Directors Comments
-----------	---------------------	----------------------	-------------	-------------	------------	-----------------------	---------------------	--------------------

(12) - Administration Department

6.12.30.01	Signs with Flags for FV Office (CF 2015)	25,000	14,859	10,141	-	14,859	99%	Nearing completion
6.12.30.02	Payroll Software (CF 2016)	20,000	4,163	15,837	-	4,163		Ongoing
6.12.30.09	LC - Floor Washer (CF 2017)	11,860	8,360	3,500	-	8,360	100%	Complete.
6.12.30.10	ZC - Admin Building Tree Planting (CF 2017)	15,000	13,884	1,116	-	13,884	60%	Completion Spring 2019
6.12.30.18	Land Purchase (South of High Level) (CF 2015)	13,000	13,000	-	-	13,000		
6.12.30.19	Information Technology Network Equipment (2018)	30,000	30,000	10,589	10,589	19,411	99%	Final component purchased July 2018
6.12.30.20	FV Office HVAC Photocopy Room/Meeting Room 1/Council Chambers (2018)	30,000	30,000	-	-	30,000	0%	Under review
6.12.30.21	FV Cargo Trailer (2018)	12,000	12,000	10,293	10,293	1,707	100%	Complete.

<i>Total department 12</i>	156,860	126,266	51,476	20,882	105,384
----------------------------	----------------	----------------	---------------	---------------	----------------

(23) - Fire Department

6.23.30.01	FV - Training Facility (CF 2017)	20,000	11,350	8,650	-	11,350	25%	Waiting for matching portion
6.23.30.04	LC - Deck Gun (Tompkins) (2018)	15,000	15,000	-	-	15,000	100%	Delivery expected August 2018
6.23.30.05	LC - Pison Intake Valve and Booster Reel (Tompkins) (2018)	18,500	18,500	-	-	18,500	100%	Delivery expected August 2018
6.23.30.06	LC - Wildland Skid (2018)	5,200	5,200	-	-	5,200	100%	Waiting for invoices
6.23.30.07	LC - Install Generator Hook up (2018)	8,000	8,000	3,445	3,445	4,555	100%	Complete.
6.23.30.08	LC - Fire Truck (2018)	500,000	500,000	-	-	500,000	10%	Order has been placed. Expected arrival in 2019.

<i>Total department 23</i>	566,700	558,050	12,095	3,445	554,605
----------------------------	----------------	----------------	---------------	--------------	----------------

MACKENZIE COUNTY

TCA Projects 2018 INCLUDING CARRY FORWARDS

TCA CODES	Project Description	TOTAL PROJECT BUDGET	2018 BUDGET	TOTAL COSTS	2018 COSTS	2018 REMAINING BUDGET	% Project Completed	Directors Comments
-----------	---------------------	----------------------	-------------	-------------	------------	-----------------------	---------------------	--------------------

(32) - Transportation Department

6.32.30.09	New Road Infrastructure (CF)	1,741,754	255,478	1,872,281	386,005	(130,527)		Completed. Review invoice coding.
6.32.30.19	LC - Engineering & Design for 113 Street and 109 Ave (CF 2015)	100,000	41,217	58,783	-	41,217		Ongoing
6.32.30.31	ZC - Access Pave (PH V) (CF 2014)	6,000,000	6,000,000	-	-	6,000,000		Application to be submitted by August 1, 2018
6.32.30.50	Gravel Reserve (CF 2014)	150,000	92,357	57,643	-	92,357		Ongoing
6.32.30.71	FV - 46 Ave Road Pave (CF 2017)	160,000	6,275	153,725	153,725	(147,450)	100%	Complete. Review invoices.
6.32.30.76	LC - Teachers Loop Asphalt & Sidewalk (CF 2017)	346,000	334,475	11,526	-	334,475		To be completed by end of August 2018
6.32.30.78	LC - Bridges to New Lands - Range Rd180 (CF 2017)	2,000,000	1,563,270	1,993,706	1,556,976	6,294	100%	Complete.
6.32.30.79	LC - Bridges to New Lands - Township Rd1020 (CF 2017)	1,000,000	950,636	54,789	5,425	945,211		Tender to be awarded August 14, 2018
6.32.30.92	Street Sweeper (2018)	335,000	335,000	328,084	328,084	6,916	100%	Complete.
6.32.30.93	AWD Grader x3 (2018)	1,488,261	1,488,261	-	-	1,488,261		On order. Expected completion October 2018.
6.32.30.94	FV - Tractor w/ Snowblower Attachment (2018)	256,500	256,500	-	-	256,500		Obtaining Quotes for Tractor. Snowblower on order - delivery by September 2018
6.32.30.97	FV - Skidsteer (2018)	51,000	51,000	51,608	-	51,000		Complete.
6.32.30.99	LC - Tilt Trailer (2018)	11,000	11,000	8,500	8,500	2,500		Complete.
6.32.10.01	LC - Skidsteer (2018)	51,000	51,000	51,608	-	51,000		Complete.
6.32.10.02	LC - Pick up Truck (2018)	-	-	-	-	-		Moved to Operating
6.32.10.03	LC - Pick up Truck (2018)	42,000	42,000	-	-	42,000		Complete.
6.32.10.04	ZA - Back Hoe (2018)	139,000	139,000	138,500	138,500	500	100%	Complete.
6.32.10.05	ZA - Dump Trailer (2018)	12,000	12,000	-	-	12,000	100%	Complete. Waiting for invoice.

MACKENZIE COUNTY

TCA Projects 2018 INCLUDING CARRY FORWARDS

TCA CODES	Project Description	TOTAL PROJECT BUDGET	2018 BUDGET	TOTAL COSTS	2018 COSTS	2018 REMAINING BUDGET	% Project Completed	Directors Comments
6.32.10.06	FV - Pressure Washer (2018)	17,000	17,000	10,691	10,691	6,309		Complete.
6.32.10.07	LC - Heated Oil Unit Setup/Storage (2018)	40,000	40,000	9,820	9,820	30,180	50%	
6.32.10.08	FV - Overlay 45 Ave (2018)	80,000	80,000	74,275	74,275	5,725		Complete.
6.32.10.09	FV - Overlay 47 Street (Hospital Hill) (2018)	40,000	40,000	41,825	41,825	(1,825)		Complete. RFD to Council for overage.
6.32.10.10	FV - Rebuild Eagles Nest Road (2 miles) (2018)	800,000	800,000	-	-	800,000	0%	Tender by end of July 2018
6.32.10.11	FV - Rebuild Rocky Lane Road (2018)	1,000,000	1,000,000	-	-	1,000,000	0%	Linked to Other Grant Funding
6.32.10.12	FV - Crosswalk Lights (2018)	10,550	10,550	10,550	10,550	0	100%	Complete.
6.32.10.13	FV - Fix Hill on Range Road 134 (2018)	13,000	13,000	-	-	13,000	0%	To be completed by mid August 2018
6.32.10.14	LC - Cross Walk Lights x2 (2018)	20,700	20,700	21,100	21,100	(400)	100%	Complete.
6.32.10.15	LC - Chipseal North & South Access (2018)	275,000	275,000	-	-	275,000	0%	Council decision 2018-07-25
6.32.10.16	LC - Rebuild Golf Course Rd (1/2 mile) (2018)	305,000	305,000	-	-	305,000	0%	Working with Golf Course Committee
6.32.10.17	LC - Rebuild Airport Road (2 miles) (2018)	800,000	800,000	-	-	800,000	0%	Tender by end of July 2018
6.32.10.18	LC - Rebuild Blue Hills Road (2 miles) (2018)	800,000	800,000	-	-	800,000	0%	Tender by end of July 2018
	LC - Rebuild Range Road 180 N (2 miles) (2018)							
6.32.10.19	LC - Buffalo Head Tower Flood Mitigation (2018)	50,000	50,000	-	-	50,000	0%	To be completed by end of September 2018
6.32.10.20	LC - Oil Blumenort Road West (2018)	185,000	185,000	-	-	185,000	0%	to be completed by end of July 2018
6.32.10.21	LC - Overlay River Road (2018)	880,000	880,000	-	-	880,000	0%	To be completed by mid August 2018
6.32.10.22	FV - Shop Parking & Entrance Improvements (2018)	12,000	12,000	-	-	12,000	0%	To be completed by end of August 2018
6.32.10.23	LC - Various Overlays Hamlet of La Crete (2018)	250,000	250,000	-	-	250,000	100%	Waiting for Invoices
6.32.10.24	LC - Thermoplastic Lines Hamlet of La Crete (2018)	48,000	48,000	-	-	48,000	100%	Waiting for Invoices
6.32.10.28	LC- 1/2 mile Road South of Blue Hill Bridge (2018)	300,000	300,000	161,410	161,410	138,590	70%	To be completed by end of August 2018

<i>Total department 32</i>	19,809,765	17,555,719	5,110,422	2,906,885	14,648,834
----------------------------	-------------------	-------------------	------------------	------------------	-------------------

MACKENZIE COUNTY

TCA Projects 2018 INCLUDING CARRY FORWARDS

TCA CODES	Project Description	TOTAL PROJECT BUDGET	2018 BUDGET	TOTAL COSTS	2018 COSTS	2018 REMAINING BUDGET	% Project Completed	Directors Comments
(33) - Airport								
6.33.30.03	FV - Parking Lot Drainage Improvements (CF 2017)	20,000	20,000	-	-	20,000	0%	Reviewing site for drainage impact.
<i>Total department 33</i>		20,000	20,000	-	-	20,000		
(41) - Water Treatment & Distribution Department								
6.41.30.05	LC - Well Number 4 (CF 2016)	1,072,500	900,095	172,405	-	900,095	10%	Applied for Grant funding under AMWWP
6.41.30.06	ZA - Water Treatment Plant Upgrading (CF 2017)	933,569	834,615	140,908	41,955	792,661	10%	Preparing to Tender in August 2018
6.41.30.08	FV - Frozen Water Services Repairs (River Road) (CF 2015)	280,700	138,268	157,565	15,133	123,135	70%	3 services completed in 2018. In progress
6.41.30.11	LC - Waterline Bluehills (CF 2015)	833,250	833,250	-	-	833,250	15%	Feasibility study and Grant application in progress
6.41.30.12	LC - Rural Potable Water Infrastructure (CF 2015)	6,235,882	50,200	6,221,022	35,340	14,860	95%	Both truckfills getting slab replacements under warranty
6.41.30.21	FV - Storage Work (CF 2017)	11,000	3,192	7,808	-	3,192	100%	Complete
6.41.30.24	FV - Rural Water Supply North of the Peace River (2018)	420,000	420,000	121,895	121,895	298,105	15%	Feasibility study and Grant application in progress
6.41.30.25	LC - Truck replacement (2018)	-	-	-	-	-	100%	Budget moved to Operating as per MOTION # 18-04-280
<i>Total department 41</i>		9,786,901	3,179,620	6,821,603	214,322	2,965,298		
(42) - Sewer Disposal Department								
6.42.30.02	ZA - Lift Station Upgrade (CF 2013-2017)	1,964,606	1,819,068	251,292	105,755	1,713,314	10%	Preparing to Tender in August 2018
6.42.30.07	FV - Main Lift Station Grinder (CF 2017)	50,000	10,244	44,453	4,697	5,547	98%	Minor programming remaining
6.42.30.08	LC - Sanitary Sewer Expansion (CF 2016)	148,000	115,130	82,854	49,984	65,146	45%	Design in progress
6.42.30.09	ZA - Sewage Forcemain (2018)	1,085,000	1,085,000	-	-	1,085,000	5%	Applied for AMWWP and Green Infrastructure Project signs
6.42.30.10	LC - Main Lift Station Meter (2018)	50,000	50,000	-	-	50,000	15%	Obtained quote and ordered supplies
<i>Total department 42</i>		3,297,606	3,079,442	378,600	160,436	2,919,006		
(43) - Waste								
6.43.30.05	Build Up Berm - Blumenort WTS (CF 2017)	9,000	9,000	-	-	9,000	0%	Under review.
<i>Total department 43</i>		9,000	9,000	-	-	9,000		
(61) - Planning & Development								
6.61.30.03	FV - Streetscape (CF 2017)	75,394	59,639	20,723	4,968	54,671	0%	No projects for 2018 at this time
6.61.30.04	LC - Streetscape (CF 2017)	68,227	34,967	33,260	-	34,967	0%	Committee will be planting trees along 100 Street & 100 Avenue
<i>Total department 61</i>		143,621	94,605	53,984	4,968	89,637		

MACKENZIE COUNTY

TCA Projects 2018 INCLUDING CARRY FORWARDS

TCA CODES	Project Description	TOTAL PROJECT BUDGET	2018 BUDGET	TOTAL COSTS	2018 COSTS	2018 REMAINING BUDGET	% Project Completed	Directors Comments
(63) - Agriculture								
6.63.30.01	HL - Rural Drainage - Phase II & Phase III (CF 2014/2015)	1,181,000	77,808	1,103,192	-	77,808		Some repairs expected in fall 2018.
6.63.30.02	LC - Buffalo Head/Steep Hill Water Management (Phase I) (CF 2014/2015)	4,918,569	474,794	5,111,091	667,316	(192,522)	75%	Outlet to be constructed - waiting for approvals. Review coding.
<i>Total department 63</i>		6,099,569	552,603	6,214,283	667,316	(114,714)		
(71) - Recreation								
6.71.30.01	FV - Ball Diamonds (CF 2015)	76,750	2,250	74,500	-	2,250		Complete
6.71.30.04	Grounds Improvement - FV Walking Trail (CF 2014)	522,406	(0)	522,406	-	(0)		Complete
6.71.30.09	FV - Rodeo Grounds (CF 2016)	30,000	17,933	12,067	-	17,933		Complete
6.71.30.23	FV - Skate Shack (CF 2015)	30,000	30,000	-	-	30,000		Under review.
6.71.30.28	ZA - Com. Hall: Property Full Landscaping (CF 2015)	63,000	2,302	60,698	-	2,302		
6.71.30.32	FV - Ice Plant Repair (CF 2017)	1,000,000	51,846	948,154	-	51,846		Complete
6.71.30.33	FV - Hall Reno (Kitchen) (CF 2017)	20,000	20,000	-	-	20,000		Awarded - to be completed in August
6.71.30.34	FV - Bathroom Reno (CF 2017)	15,000	463	14,537	-	463		Complete
6.71.30.35	LC - Fire Alarm (CF 2017)	12,000	6,000	6,000	-	6,000		In progress
6.71.30.36	LC - Natural Gas, Hot Water Tank (big), 4 New Baseboards (CF 2017)	12,900	5,105	7,795	-	5,105		Completed in 2017
6.71.30.37	LC - One Set of Lights for Outdoor Rink (CF 2017)	7,028	1,028	6,000	-	1,028		Completed in 2017
6.71.30.38	LC - Curling Rink Lights (CF 2017)	15,900	-	15,900	-	-		Completed in 2017
6.71.30.39	LC - 2" Water Line to the Ball Diamonds (CF 2017)	10,000	750	9,250	-	750		Completed in 2017
6.71.30.40	LC - 3 Windows Upstairs Overlooking the Ice (CF 2017)	8,000	4,000	6,583	2,583	1,417		Completed in 2017
6.71.30.41	LC - Dressing Room Expansion including Gym/Weight Room (CF 2017)	482,500	190,243	380,257	88,000	102,243		In progress w Lobby project
6.71.30.42	ZA - Water Repair in Furnace Room (CF 2017)	10,000	10,000	1,662	1,662	8,338		Complete
6.71.30.43	ZA - Re-shingling Hall (CF 2017)	35,000	35,000	-	-	35,000		
6.71.30.44	ZA - Energy Efficiency Upgrade (CF 2017)	30,000	30,000	-	-	30,000		Complete. Rec'd invoices July
6.71.30.45	FV - Boiler Condenser Heater (CF 2017)	3,250	3,250	-	-	3,250		Complete
6.71.30.46	La Crete Arena Condenser Motor Purchase (CF 2017)	4,972	4,972	-	-	4,972		Complete
6.71.30.47	FV - Arena Ice Surface Lighting Upgrade (2018)	20,000	20,000	-	-	20,000		Completed
6.71.30.48	FV - Boiler Room Upgrades (2018)	45,000	45,000	-	-	45,000		Completed
6.71.30.49	FV - Facility Door Upgrades (2018)	30,000	30,000	-	-	30,000		In progress
6.71.30.50	LC - Blue Hills Skate Shack Repairs (2018)	20,000	20,000	-	-	20,000		In progress
6.71.30.51	LC - Renovate Old Dressing Rooms (2018)	30,000	30,000	-	-	30,000		In progress
6.71.30.52	LC - Floor Scrubber (2018)	7,000	7,000	-	-	7,000		Completed
6.71.30.53	LC - Splash Park Electrical & Plumbing (2018)	18,000	18,000	-	-	18,000		Completed
6.71.30.54	LC - Parking Lot Slurry & Lines (2018)	17,500	17,500	-	-	17,500		In progress
<i>Total department 71</i>		2,576,206	602,642	2,065,869	92,245	510,397		

MACKENZIE COUNTY

TCA Projects 2018 INCLUDING CARRY FORWARDS

TCA CODES	Project Description	TOTAL PROJECT BUDGET	2018 BUDGET	TOTAL COSTS	2018 COSTS	2018 REMAINING BUDGET	% Project Completed	Directors Comments
(72) - Parks & Playgrounds Department								
6.72.30.05	Bridge Campground - Survey & Improvements (CF 2014)	111,000	43,627	67,498	125	43,502		In progress
6.72.30.07	FV - D.A. Thomas Park - Retaining Wall (CF 2016)	20,000	15,445	4,555	-	15,445		Not completed
6.72.30.10	Wadlin Lake - Grounds Improvements (CF 2016-2017)	110,000	11,851	98,149	-	11,851		Ongoing
6.72.30.12	Improvements to Provincial Park - Bridge Campground (CF 2017)	60,000	43,998	16,002	-	43,998		In progress
6.72.30.13	Hutch Lake Cabins - Playground (CF 2017)	44,472	4,640	39,832	-	4,640		Completed
6.72.30.14	Hutch Lake Campground Improvements (CF 2017)	112,000	75,186	42,212	5,398	69,788		Working on plan
6.72.30.15	Hutch Lake Dock Blocks (CF 2017)	10,000	10,000	-	-	10,000		In progress
6.72.30.17	LC - Slide & Swings Big Back Yard (CF 2017)	32,866	2,987	29,879	-	2,987		To be installed in July
6.72.30.19	Machesis Lake - Dock Blocks (CF 2017)	10,025	10,025	-	-	10,025		In progress
6.72.30.20	FV - Processor / Splitter (2018)	33,200	33,200	-	-	33,200		On order.
6.72.30.21	LC - Zero Turn Mower (2018)	15,200	15,200	-	-	15,200	100%	Completed
6.72.30.22	3/4 ton pickup (2018)	45,000	45,000	-	-	45,000		On order. Expected arrival in August.
6.72.30.23	FV - Parks Storage Shed (2018)	27,500	27,500	-	-	27,500		In progress
6.72.30.24	FV - Hutch Lake Cabin Expansion (2018)	114,000	114,000	-	-	114,000		In progress
6.72.30.25	FV - Wadlin Lake Land Purchase (2018)	17,725	17,725	16,907	16,907	818		Survey completed. Project cancelled for purchase.
6.72.30.26	Mackenzie County Wellness Centre Architectural Drawings (2018)	25,000	25,000	-	-	25,000		In progress
<i>Total department 72</i>		787,988	495,385	315,034	22,430	472,954		

Investment Report at the period ending June 30, 2018

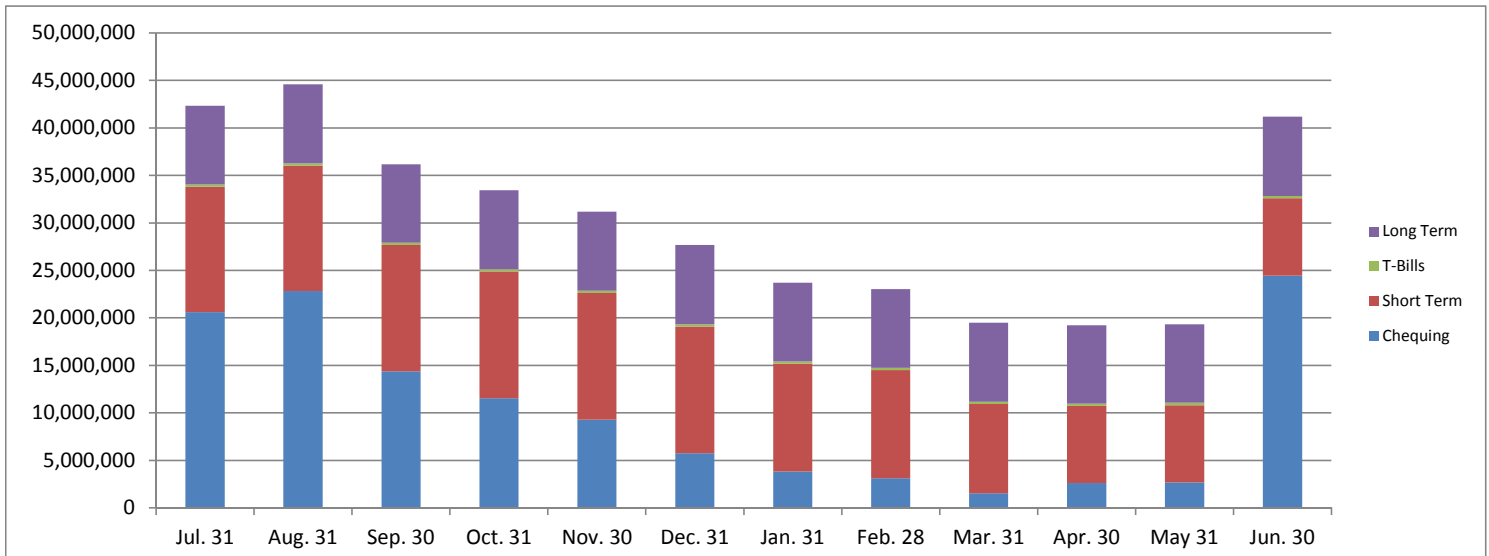
Reconciled Bank Balance on June 30, 2018	
Reconciled Bank Balance	24,166,182
Investment Values on June 30, 2018	
Short term investments (EM0-0377-A)	1,933,428
Short term T-Bill (1044265-26)	240,427
Long term investments (EM0-0374-A)	8,344,734
Short term notice on amount 31 days	6,170,769
Short term notice on amount 60 days	15,327
Short term notice on amount 90 days	24,642
Vision Credit Union - 30 to 59 Days	1,705,277
Vision Credit Union - 2 year	2,034,000
Total Investments	20,468,604
Total Bank Balance and Investements	44,634,787

These balances include 'market value changes'.

Revenues

	<i>Total June</i>	<i>Short Term June</i>	<i>Long Term June</i>
Interest received from investments	314,831	202,481	112,349
Interest accrued from investments but not received.	76,237	9,080	67,156
	391,068	211,562	179,506
Interest received, chequing account	33,524	33,524	
Total interest revenues before investment manager fees	424,592	245,086	179,506
Deduct: investment manager fees for investments	(-12,866)	(-1,640)	(-11,226)
Total interest revenues after investment manager fees	411,726	243,446	168,280

Balances in the Various Accounts - Last 12 Months





Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	July 25, 2018
Presented By:	Bill McKennan, Director of Finance
Title:	Penalties for Nonpayment of Taxes and Tax Arrears

BACKGROUND / PROPOSAL:

Administration printed 2018 tax notices with a due date of June 29th, 2018, as the last business day of the month, as per Section 2 of *Bylaw No. 1065-17 – To Impose Penalties for Nonpayment of Taxes and Tax Arrears* that states:

2. Taxes shall be due and payable the last business day of June.

Payments received on June 29th and prior were applied to the ratepayers tax notices.

As June 30th was a Saturday, it is not considered a business day, however it is a day prior to what is shown in Section 3. c) to have a penalty applied to it.

3. Late Payment Penalties:

c) Taxes or any portion of the current tax year that remain unpaid after the due date shown on the tax notice shall have late penalties imposed on the dates and at the rates specified below:

Current Taxes	July 1	Six per cent (6%)
Current Taxes	September 1	Nine per cent (9%)
Current Taxes	November 1	Twelve per cent (12%)

Some payments were made on June 30th by way of Electronic Funds Transfers at various financial institutions; however funds were not received until July 3rd, the next business day.

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

In Section 6 of this Bylaw, it states that we will accept the payments as the date which they are made at the financial institution:

6. Mackenzie County considers Canada Post, or any financial institution agreeing to collect taxes in the same light as an agent, and any tax payment forwarded by mail and postmarked on or before any specified penalty date, or marked by the financial institution as having been paid at the financial institution or before any specified penalty date, shall be deemed to have been received prior to the said penalty date.

However in our payment *Policy FIN009 – Payment, Refund, and Cancellation of Taxes*, it states as follows;

Payments received by Electronic Funds Transfer (EFT) shall be receipted for the day the funds were received by Mackenzie County.

Administration is requesting Councils direction on payments that were made at financial institutions on June 30th, prior to the late penalty of July 1st in Section 3, however after the payment deadline.

Bylaw No. 1065-17 – To Impose Penalties for Nonpayment of Taxes and Tax Arrears and Policy FIN009 – Payment, Refund, and Cancellation of Taxes are attached.

OPTIONS & BENEFITS:

Option 1:

That tax payments made at a financial institution on June 30th, 2018 be assessed the penalty as they were not paid by the last business day of the month as stated on the tax notices.

Option2:

That tax payments made at a financial institution on June 30th, 2018 be accepted as payment prior to the tax penalty assessed on July 1st, 2018.

COSTS & SOURCE OF FUNDING:

2018 Operating Budget

SUSTAINABILITY PLAN:

N/A

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

COMMUNICATION:

The due date of June 29th, 2018 was noted on the tax notices, and in all advertising.

RECOMMENDED ACTION:

Motion 1

Simple Majority Requires 2/3 Requires Unanimous

That tax payments made at a financial institution on June 30, 2018 be accepted as payment prior to the tax penalty assessed on July 1, 2018.

Motion 2

Simple Majority Requires 2/3 Requires Unanimous

That administration brings back recommendations to Council for amendments to all Bylaws/Policies pertaining to tax payments.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	July 25, 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:

Option 1:

Carry forward the project to 2019 and ask for additional funds at budget.

Option 2:

Proceed with project adding \$50,000 from General Road Reserve.

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

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

For Discussion.

Author: S Wheeler Reviewed by: _____ CAO: _____

BYLAW NO. 1107-18

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

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

WHEREAS, Council of Mackenzie County has determined that a portion of GOVERNMENT ROAD ALLOWANCE as outlined on Plan 1 _____ attached hereto, be subject to a road closure, and

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

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

As outlined on Plan 1 _____

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

Peter F. Braun
Reeve

Len Racher
Chief Administrative Officer

APPROVED this _____ day of _____, 2018.

Minister of Transportation

Approval valid for _____ months.

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

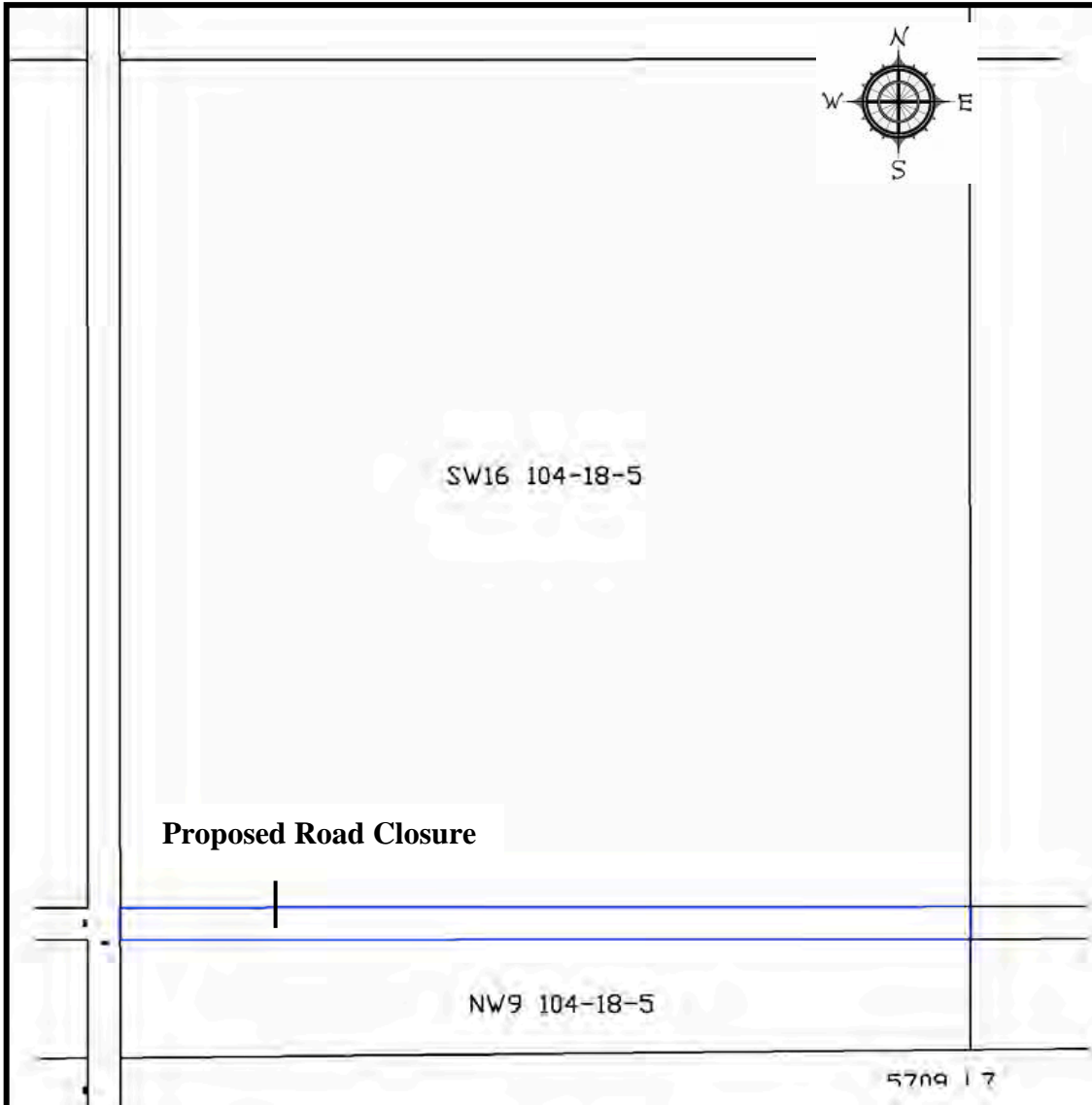
READ a third time and finally passed this ___ day of _____, 2018.

Peter F. Braun
Reeve

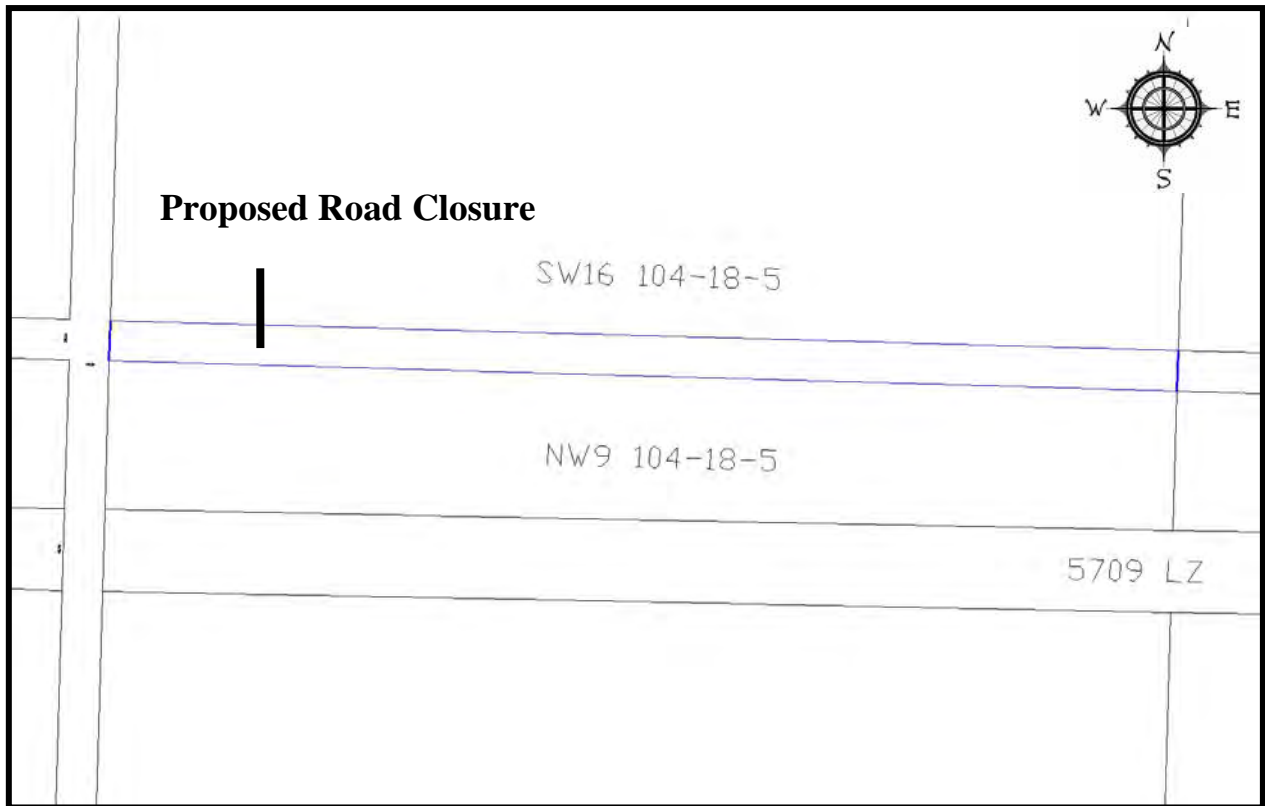
Len Racher
Chief Administrative Officer

BYLAW No. 1107-18

Plan 1__ ____



BYLAW No. 1107-18



LAND USE BYLAW AMENDMENT APPLICATION

APPLICATION NO. _____

NAME OF APPLICANT <i>Paul Fehr</i>		
ADDRESS <i>Box 1898</i>		
TOWN <i>La Crete</i>		
POSTAL CODE <i>T0H 2H0</i>	PHONE (RES.) <i>821 9373</i>	BUS. <i>821 9373</i>

COMPLETE IF DIFFERENT FROM APPLICANT		
NAME OF REGISTERED OWNER		
ADDRESS		
TOWN		
POSTAL CODE	PHONE (RES.)	BUS.

LEGAL DESCRIPTION OF THE LAND AFFECTED BY THE PROPOSED AMENDMENT

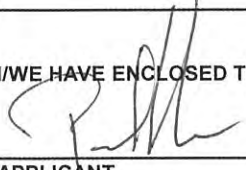
QTR./LS.	SEC.	TWP.	RANGE	M.	OR	PLAN	BLK	LOT
<i>SW</i>	<i>16</i>	<i>104</i>	<i>17</i>	<i>5</i>				

LAND USE CLASSIFICATION AMENDMENT PROPOSED:

FROM: _____ TO: _____

REASONS SUPPORTING PROPOSED AMENDMENT:

• Intent to purchase road allowance to consolidate with plan 132 1088 Block 1 ~~plan~~ lot 1

I/WE HAVE ENCLOSED THE REQUIRED APPLICATION FEE OF \$ *460*


 APPLICANT

RECEIPT NO. _____
June 19, 2018

 DATE

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

REGISTERED OWNER _____

DATE _____

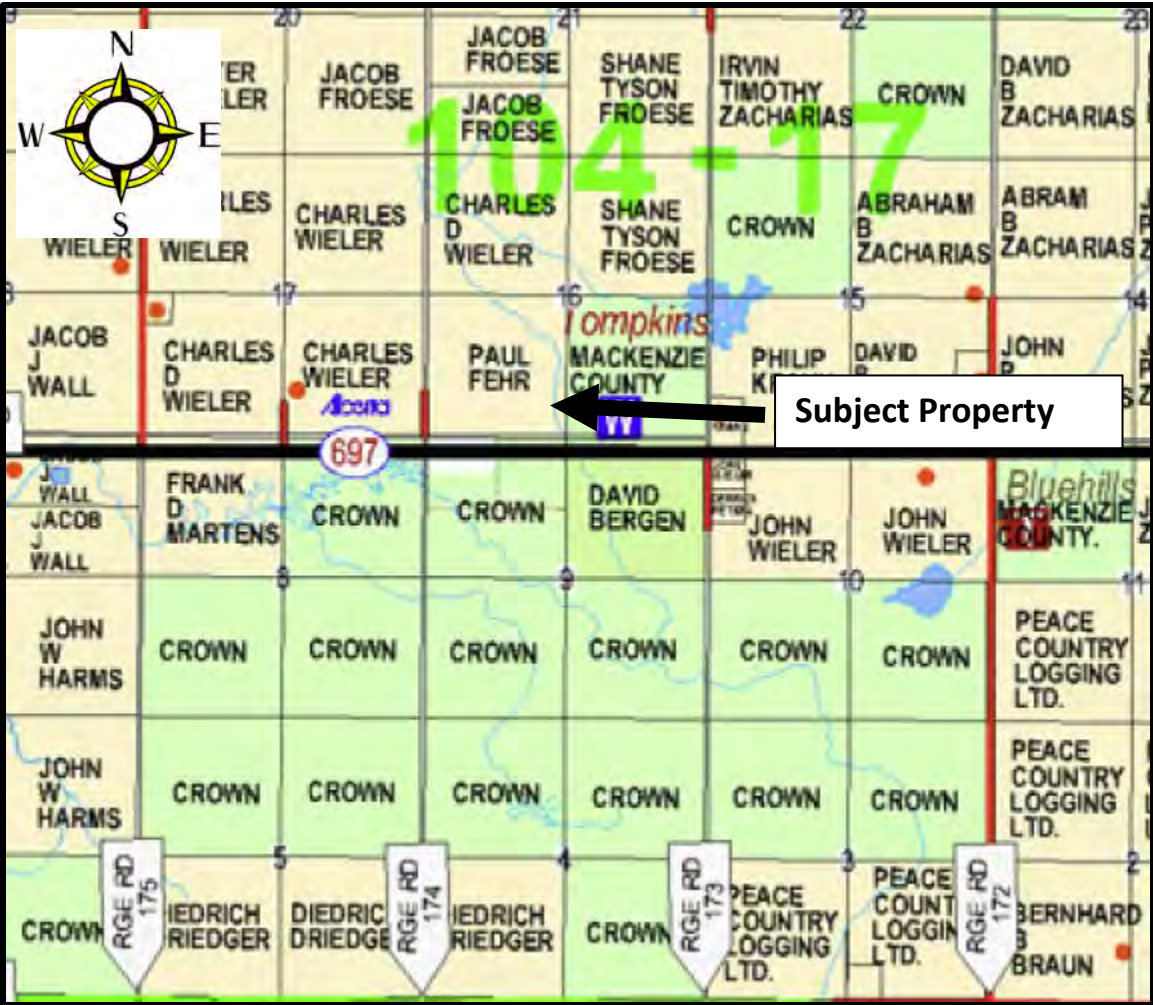
Mackenzie County
 Box 640, 4511-46 Avenue
 Fort Vermilion, AB T0H 1N0



Mackenzie County

Phone: (780) 927-3718
 Fax: (780) 927-4266
 Email: office@mackenziecounty.com
 www.mackenziecounty.com

BYLAW APPLICATION



File No. Bylaw 1107-18

NOT TO SCALE

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



Mackenzie County

BYLAW NO. 1108-18
BEING A BYLAW OF
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA

FOR THE PURPOSE OF A PLAN CANCELATION AND CONSOLIDATION
IN ACCORDANCE WITH SECTION 658 OF THE MUNICIPAL GOVERNMENT ACT,
CHAPTER M-26, REVISED STATUTES OF ALBERTA 2000

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

WHEREAS, Council of Mackenzie County has determined that a portion of a subdivision, as outlined in Schedule "A" hereto attached, be subject to cancellation, and

WHEREAS, Vincent Alook, being the registered owner of Plan 842 0527, Block 1, Lots 11A and 12A, have requested that the lands be consolidated; and

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

1. That Subdivision Plan 842 0527, Block 1, Lots 11A and 12A as outlined in Schedule "A" hereto attached, are hereby cancelled in full and shall be consolidated as Lot 24.

READ a first time this ____ day of _____, 2018.

PUBLIC HEARING held this ____ day of _____, 2018.

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

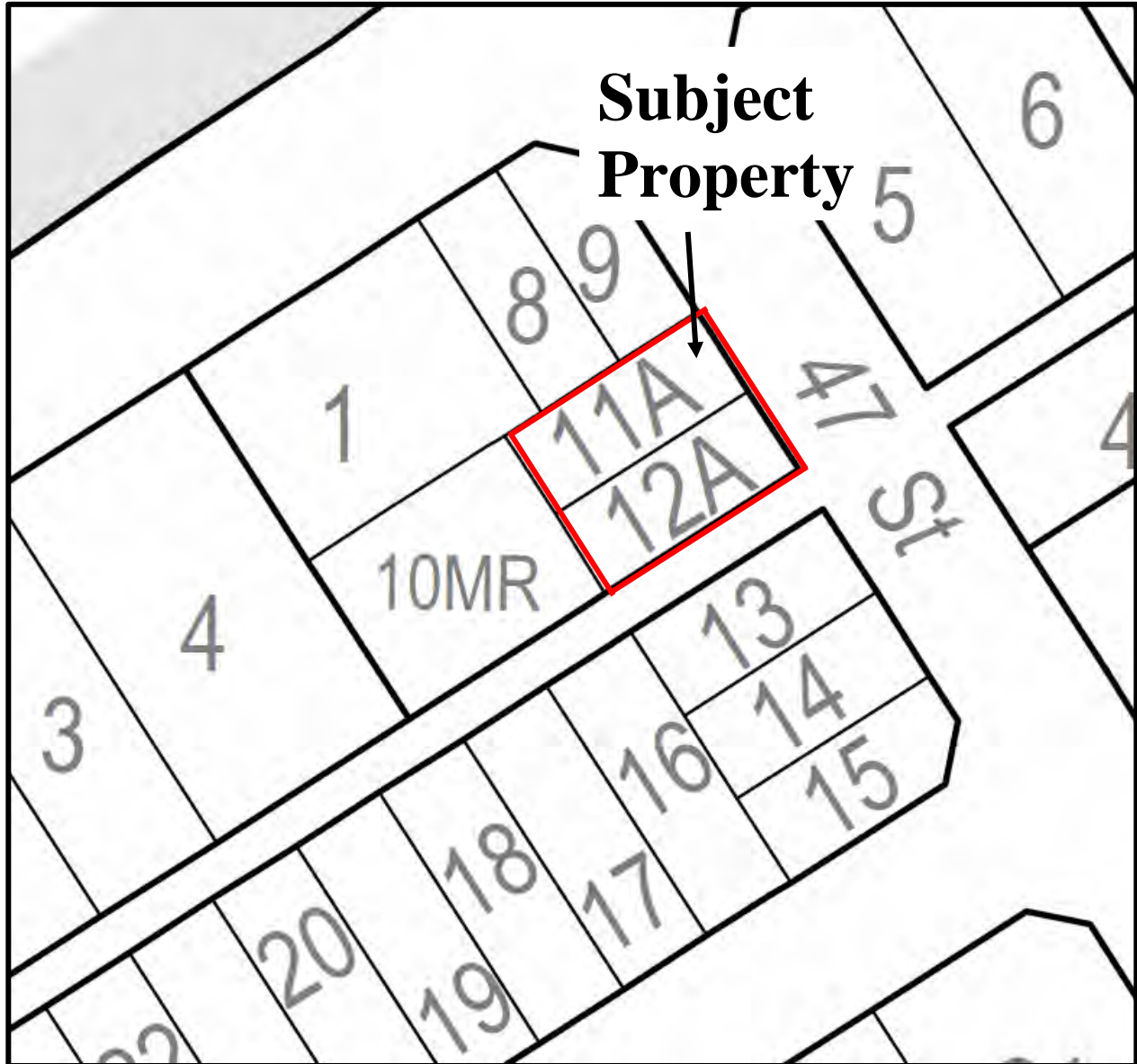
READ a third time and finally passed this ____ day of _____, 2018.

Peter F. Braun
Reeve

Len Racher
Chief Administrative Officer

BYLAW No. 1108-18

SCHEDULE "A"



BYLAW APPLICATION



File No. Bylaw 1108-18

Disclaimer

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

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

NOT TO SCALE



Mackenzie County

MPC-18-06-098 MOVED by David Driedger

That the Municipal Planning Commission recommend to Council to approve Bylaw 10__-18 being a Land use Bylaw Revision to correct errors within land districts and to add tarp shelters as a permitted use in the agricultural and forestry zoning districts.

CARRIED

OPTIONS & BENEFITS:

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

COSTS & SOURCE OF FUNDING:

Costs will consist of advertising the public hearing, 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 amendment will be advertised as per MGA requirements.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That first reading be given to Bylaw 1109-18 being a Land Use Bylaw Amendment to add regulation to Section 8 and to add regulation to Section 9.34, Section 9.16.9 and to correct typographical errors found in Section 9.17.3, Section 9.19.3 and to add tarp shelters as a permitted use in the Agricultural (A) and Forestry (F) zoning districts, subject to public hearing input.

Author: K Darling **Reviewed by:** C Smith **CAO:**

BYLAW NO. 1109-18
BEING A BYLAW OF
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA

TO AMEND THE
MACKENZIE COUNTY LAND USE BYLAW
TO ADD REGULATION TO SECTION 8 AND TO ADD REGULATION TO SECTION
9.34, SECTION 9.16.9 AND TO CORRECT TYPOGRAPHICAL ERRORS FOUND IN
SECTION 9.17.3, SECTION 9.19.3 AND TO ADD TARP SHELTERS AS A
PERMITTED USE IN THE AGRICULTURAL (A) AND FORESTRY (F) ZONING
DISTRICTS.

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

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

WHEREAS, the Council of Mackenzie County, in the Province of Alberta, has deemed it desirable to amend the Mackenzie County Land Use Bylaw to add regulation to Section 8 and to add regulation to Section 9.34, Section 9.16.9 and to correct typographical errors found in Section 9.17.3, Section 9.19.3 and to add tarp shelters as a permitted use in the Agricultural (A) and Forestry (F) zoning districts, subject to public hearing input.

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

1. That Mackenzie County Land Use Bylaw Section 8.24 Fences be amended with the following addition:

8.24.5 In a HAMLET, no person shall maintain or permit to be maintained a fence comprised of barbed or tension wire.

2. That the Mackenzie County Land Use Bylaw Section 9.1.2 Agriculture (A) district be amended with the following addition:

Permitted Uses	Discretionary Uses
ACCESSORY BUILDING	ABATTOIR
APIARY	AGGREGATE RESOURCE EXTRACTION

Permitted Uses	Discretionary Uses
AUTOMOTIVE EQUIPMENT AND VEHICLE SERVICES, MINOR	AGGREGATE RESOURCE PROCESSING
BED AND BREAKFAST BUSINESS	AGRICULTURAL SUPPLY DEPOT
BUNKHOUSE	AUCTION FACILITY
CABIN	AUTOMOTIVE EQUIPMENT AND VEHICLE SERVICES, MAJOR
CONTRACTOR, LIMITED	BULK FUEL STORAGE AND DISTRIBUTION
DUGOUT	CEMETERY
DWELLING - SINGLE FAMILY	COMMUNICATION TOWER
DWELLING UNIT	CONFINED FEEDING OPERATION
EXTENSIVE AGRICULTURE	CONTRACTOR, GENERAL
FARM SUBSIDIARY BUSINESS	DAY CARE FACILITY
GARAGE - ATTACHED	DAY CARE HOME
GARAGE - DETACHED	ENVIRO - TANK
GARDEN SUITE	INDUSTRIAL CAMP
HOME BASED BUSINESS MEDIUM	INSTITUTIONAL USE
HOME BASED BUSINESS MINOR	INTENSIVE RECREATIONAL USE
INTENSIVE AGRICULTURE 1	KENNEL
INTENSIVE AGRICULTURE 2	NATURAL RESOURCE EXTRACTION
MANUFACTURED HOME - MOBILE	OWNER/OPERATOR BUSINESS
MANUFACTURED HOME - MODULAR	PLACE OF WORSHIP
SHIPPING CONTAINER	PRESSURE VESSEL STORAGE
SHOP – COMMERCIAL	PUBLIC UTILITY
SHOP – FARM	RESIDENTIAL SALES CENTRE
SHOP – PERSONAL	SALVAGE YARD

Permitted Uses	Discretionary Uses
TARP SHELTER	SECONDARY SUITE
TOURIST HOME	SOLAR FARM
YARD SITE DEVELOPMENT	TEMPORARY/PORTABLE UNIT
	VETERINARY CLINIC
	WASTE MANAGEMENT
	WASTE TRANSFER STATION

3. That the Mackenzie County Land Use Bylaw Section 9.2.2 Forestry (F) district be amended with the following addition:

Permitted	Discretionary
ACCESSORY BUILDING	CAMPGROUND, MAJOR
CABIN	CAMPGROUND, MINOR
COMMUNICATION TOWER	COMMUNITY PASTURE
DUGOUT	EMERGENCY SERVICES FACILITY
FOREST BASED INDUSTRY	EXTENSIVE RECREATIONAL USE
GOVERNMENT SERVICE	NATURAL RESOURCE EXTRACTION
INDUSTRIAL CAMP	NATURAL RESOURCE PROCESSING
SHIPPING CONTAINER	RECREATIONAL SERVICE, OUTDOOR
TARP SHELTER	TEMPORARY/PORTABLE UNIT
WOODLOT MANAGEMENT	

4. That the Mackenzie County Land Use Bylaw Section 9.3.4 Country Residential 1 (RCR1) Additional Regulations be amended with the following addition:

9.3.11 Within the Hamlet Country Residential (RCR1) district a SHOP – PERSONAL shall have a maximum building:

- a. Area of 223.0m² (2400.0ft²); and
 - b. Height of 6.1m (20.0ft).
5. That the Mackenzie County Land Use Bylaw Section 9.16 Hamlet Country Residential Additional Regulations be amended with the following addition:
- 9.16.9 Within the Hamlet Country Residential (HCR) district a SHOP – PERSONAL shall have a maximum building:
- a. Area of 223.0m² (2400.0ft²); and
 - b. Height of 6.1m (20.0ft).
6. That the Mackenzie County Land Use Bylaw Section 9.17.3 Hamlet Residential 1 (H-R1) Regulations be amended to:
- 9.17.3 In addition to the regulations contained in Section 8, the following standards shall apply to every DEVELOPMENT in this LAND USE DISTRICT.

Regulation	Standard
Max. Lot Area	
Min. Lot Dimensions	
Width	16.8m (55.0ft)
Depth	33.5m (110.0ft)
Min. Setback	
Yard – Front	7.6m (25.0ft)
Yard – Interior Side	1.5m (5.0ft)
Yard – Exterior Side	3.1m (10.0ft)
Yard – Rear	2.4m (8.0ft) with overhead utility servicing 1.5m (5.0ft) with underground utility servicing

7. That the Mackenzie County Land Use Bylaw Section 9.19.3 Hamlet Residential 1B (H-R1B) Regulations be amended to:

Regulation	Standard
Min. Lot Dimensions	
Width	16.8m (55.0ft)
Depth	30.5m (100.0ft)
Min. Setback	
Yard – Interior Side	1.5m (5.0ft)
Yard – Exterior Side	3.1m (10.0ft)
Yard – Rear	2.4m (8.0ft) with overhead utility servicing 1.5m (5.0ft) with underground utility servicing
Required. Setback	
Yard – Front	7.6m (25.0ft)

READ a first time this ____ day of _____, 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

The following is three (3) different parcels that are not large enough to allow for a sufficient building envelope within the Agricultural “A” district.

Each of these examples include a disposal field system as the private sewage system because it has the shortest minimum setbacks:

The setbacks for a disposal field, measured from any part of a weeping lateral trench shall not be located within:

- 1.5 meters (5 ft.) from any property line;
- 10 meters (33 ft.) from any basement or cellar;
- 15 meters (50 ft.) from any water source;
- 1 meter (3.25 ft.) from any non-basement building; and
- 5 meters (17 ft.) from a septic tank.

Minimum Building Setback from Highway, Road or Undeveloped Road Allowance in the Agricultural “A” district:

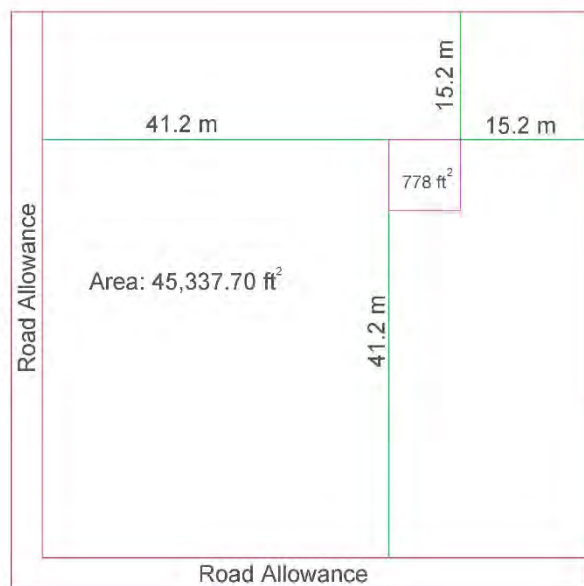
- Right-of-Way: 41.2 meters (135.2 ft.)
- Centre Line: 64.0 meters (210.0 ft.)

Minimum Building Setback from Property Lines in the Agricultural “A” district:

- Yard – Front: 15.2 meters (50 ft.)
- Yard – Rear: 15.2 meters (50 ft.)
- Yard – Side: 15.2 meters (50 ft.)

Shape: Square

Square – 64.9 metres by 64.9 metres

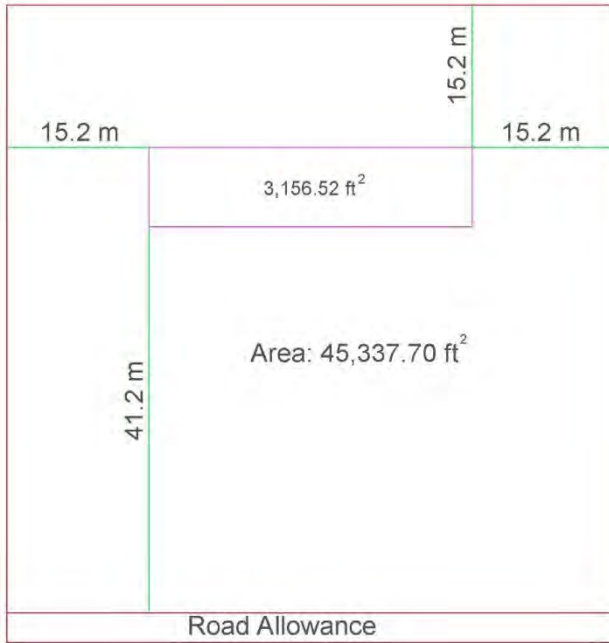


This piece of land is 1 acre and the setbacks are using a field system for the private sewage. In this instance, it would not be suitable for development because the building envelope (shown in purple) is only 778 square feet.

This piece of land has road allowance on two of the four sides and this increases the setbacks as the road allowance setback is 41.2 meters.

The only development permitted for this piece of building envelope would be a small cottage or cabin.

Square – 64.9 metres by 64.9 metres



This piece of land is 1 acre and the setbacks are using a field system for the private sewage. In this instance, it would not be suitable for development because the building envelope (shown in purple) is 3,156.52 square feet.

This piece of land has road allowance on one side and this increases the setbacks as the road allowance setback is 41.2 meters.

The only development permitted for this piece of building envelope would be a small house. There would not be a large enough building envelope for a deck or outbuildings as it is 8.5m deep.

Square – 64.9 metres by 64.9 metres



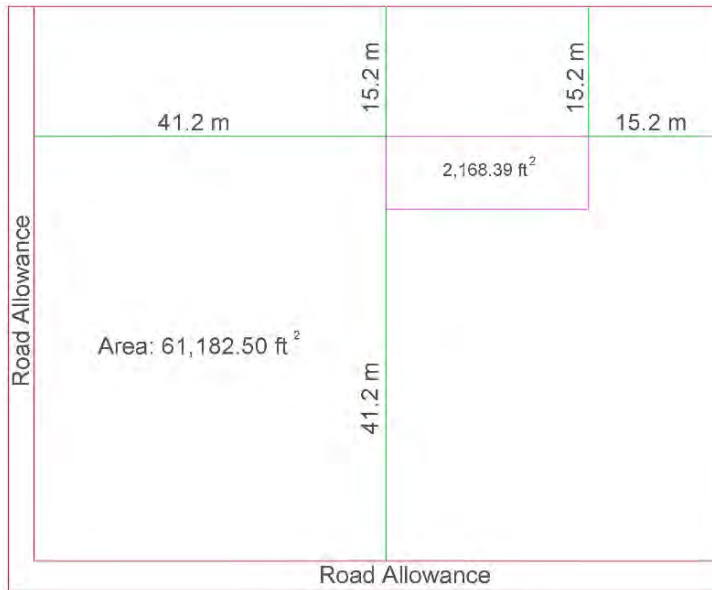
This piece of land is 1 acre and the setbacks are using a field system for the private sewage. In this instance, it would not be suitable for development because the building envelope (shown in purple) is 3,156.52 square feet.

This piece of land has road allowance on one side and this increases the setbacks as the road allowance setback is 41.2 meters.

The only development permitted for this piece of building envelope would be a small house. There would not be a large enough building envelope for a deck or outbuildings as it is 8.5m deep.

Shape: Rectangle

Rectangle – 83.1 metres by 68.4 metres

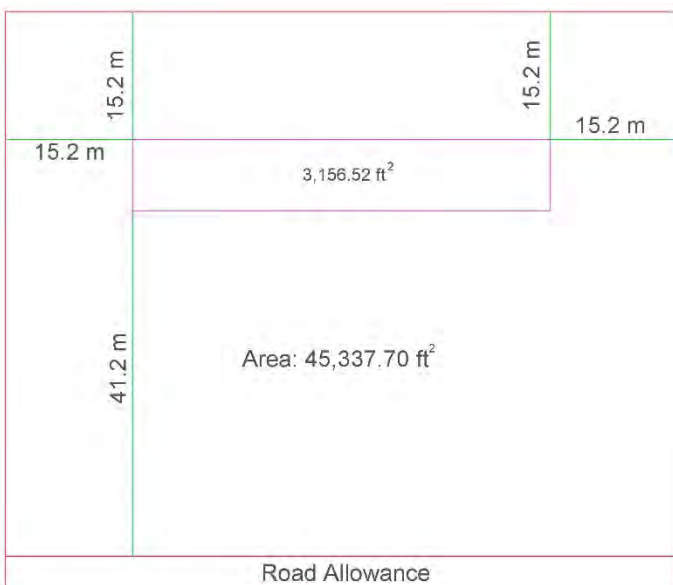


This piece of land is 1.4 acres and the setbacks are using a field system for the private sewage. In this instance, it would not be suitable for development because the building envelope (shown in purple) is only 2,158.39 square feet.

This piece of land has road allowance on two of the four sides and this increases the setbacks as the road allowance setback is 41.2 meters.

The only development permitted for this piece of building envelope would be a mobile home as it must be thin and long. There would not be a lot of space for a deck on the back.

Rectangle – 80.1 metres by 68.77 metres

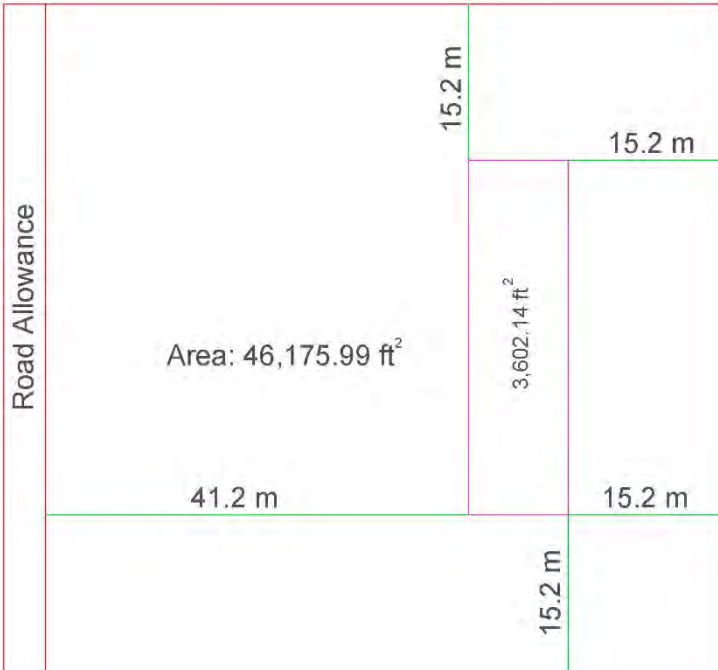


This piece of land is 1.04 acres and the setbacks are using a field system for the private sewage. In this instance, it would not be suitable for development because the building envelope (shown in purple) is only 3,156.52 square feet.

This piece of land has road allowance on one sides and the setbacks from the road allowance is 41.2 meters.

The only development permitted for this piece of building envelope would be a mobile home as it must be thin and long. There would not be a lot of space for a deck on the back.

Rectangle – 80.1 metres by 68.77 metres



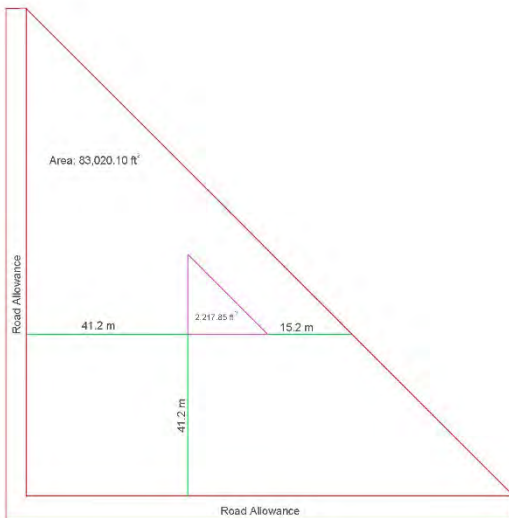
This piece of land is 1.06 acres and the setbacks are using a field system for the private sewage. In this instance, it would not be suitable for development because the building envelope (shown in purple) is only 3,602.14 square feet.

This piece of land has road allowance on one side and the setback from the road allowance is 41.2 meters.

The only development permitted for this piece of building envelope would be a mobile home as it must be thin and long. There would not be a lot of space for a deck on the back.

Shape: Triangle

Triangle – 124.2 metres 124.2 metres

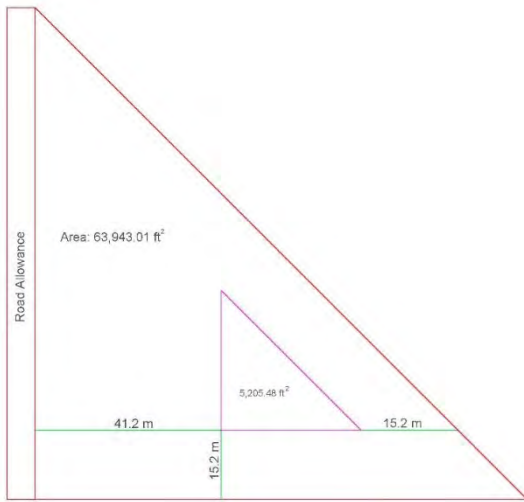


This piece of land is 1.91 acres and the setbacks are using a field system for the private sewage. In this instance, it would be not be suitable for development because the building envelope (shown in purple) is only 2,217.85 square feet.

This piece of land has road allowance on one side and the setback from the road allowance is 41.2 meters.

The only development permitted for this piece of building envelope would be a mobile home as it must be thin and long. There would not be a lot of space for a deck on the back.

Triangle – 109 metres by 109 metres

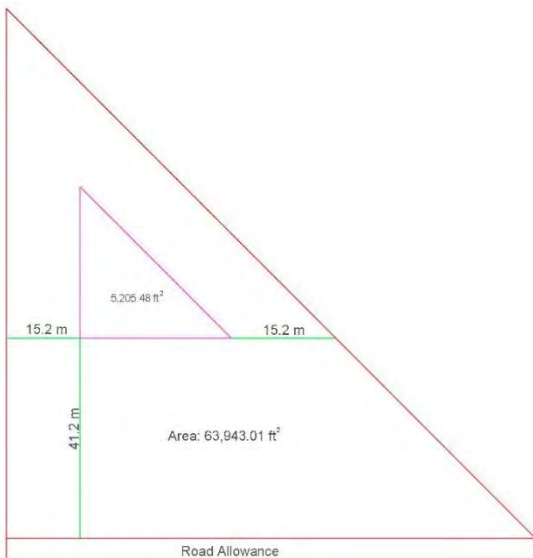


This piece of land is 1.47 acres and the setbacks are using a field system for the private sewage. In this instance, it would not be suitable for development because the building envelope (shown in purple) is only 5,205.48 square feet.

This piece of land has road allowance on one side and the setback from the road allowance is 41.2 meters.

The only development permitted for this piece of building envelope would be a small house due to the size and shape of the building envelope.

Triangle – 109 metres by 109 metres



This piece of land is 1.47 acres and the setbacks are using a field system for the private sewage. In this instance, it would not be suitable for development because the building envelope (shown in purple) is only 5,205.46 square feet.

This piece of land has road allowance on one side and the setback from the road allowance is 41.2 meters.

The only development permitted for this piece of building envelope would be a small house due to the size and shape of the building envelope.



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	July 25, 2018
Presented By:	Byron Peters, Deputy Chief Administrative Officer
Title:	Development Statistics Report – January to June 2018

BACKGROUND / PROPOSAL:

Following is the statistical comparisons from 2016 - 2018 for total permits to date.

Development Permit Applications

- 2016 Development Permits 241 permits (construction value \$47,442,852.00)
- 2017 Development Permits 254 permits (construction value \$33,545,994.00)
- 2018 Development Permits 115 permits (construction value \$16,712,700.00)

Building Permit Applications

- 2016 Building Permits 166 permits (value \$28,261,767.00)
- 2017 Building Permits 157 permits (value \$29,051,400.00)
- 2018 Building Permits 81 permits (value \$14,446,000.00)

**These numbers include all development that required a building permit.*

New Subdivision Applications

- 2016 subdivisions 33 applications
- 2017 subdivisions 24 applications
- 2018 subdivisions 23 applications

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

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the development statistics report for January to June, 2018 be received for information.

Author: C Smith Reviewed by: _____ CAO: _____

Mackenzie County Development Statistics - January to June, 2018

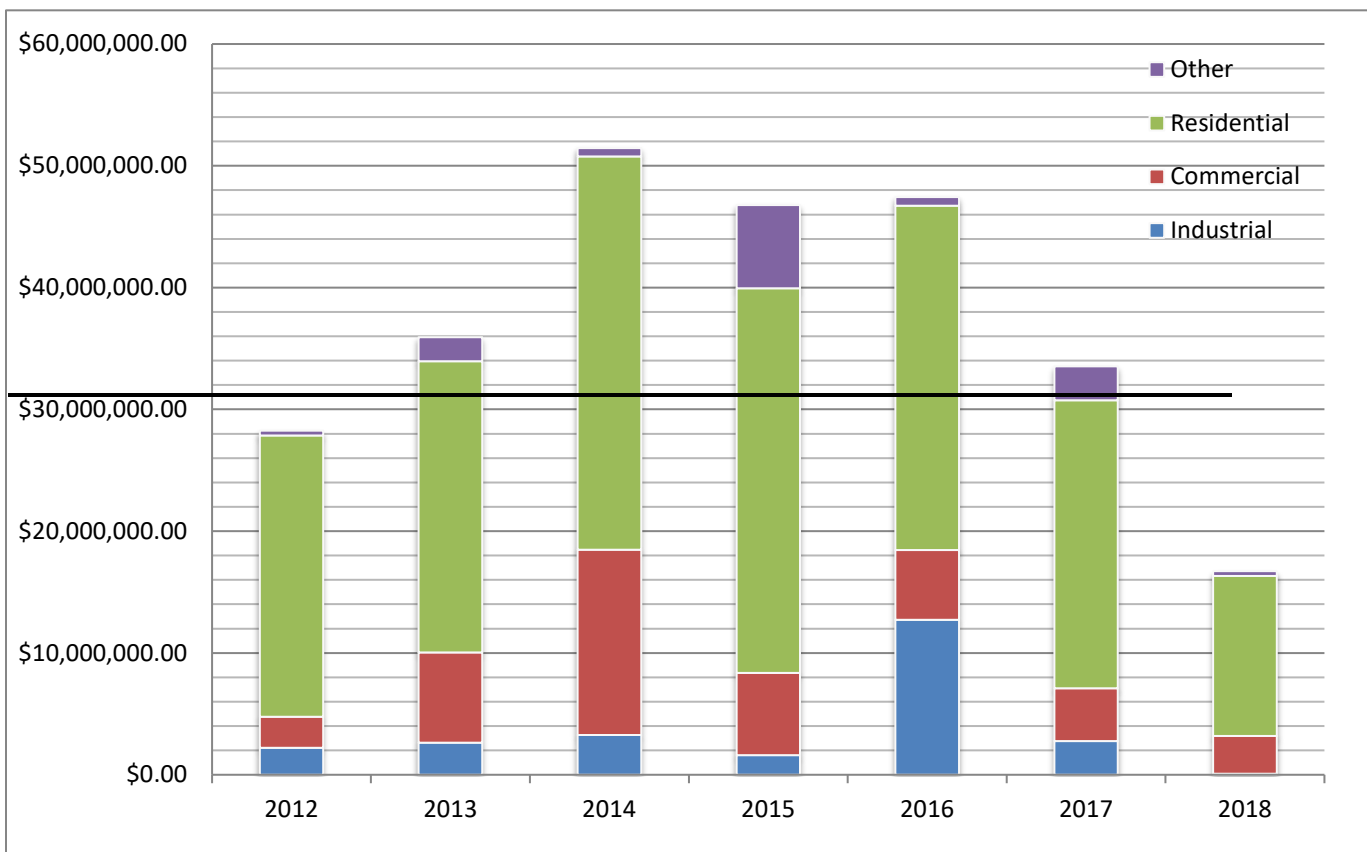
Development Applications by Construction Value

	2012	2013	2014	2015	2016	2017	2018
Industrial	\$3,003,000	\$2,637,000	\$3,258,500	\$1,601,200	\$12,733,000	\$2,771,300	\$95,000
Commercial	\$2,402,500	\$7,394,500	\$15,216,850	\$6,753,440	\$5,718,000	\$4,326,000	\$3,090,000
Residential	\$23,816,096	\$23,926,626	\$32,304,450	\$31,600,270	\$28,261,767	\$23,662,920	\$13,147,700
Other*	\$411,000	\$1,960,500	\$685,000	\$6,815,250	\$730,085	\$2,785,774	\$380,000
Total	\$29,632,596	\$35,918,626	\$51,464,800	\$46,770,160	\$47,442,852	\$33,545,994	\$16,712,700

*Other – public use facilities and home based businesses

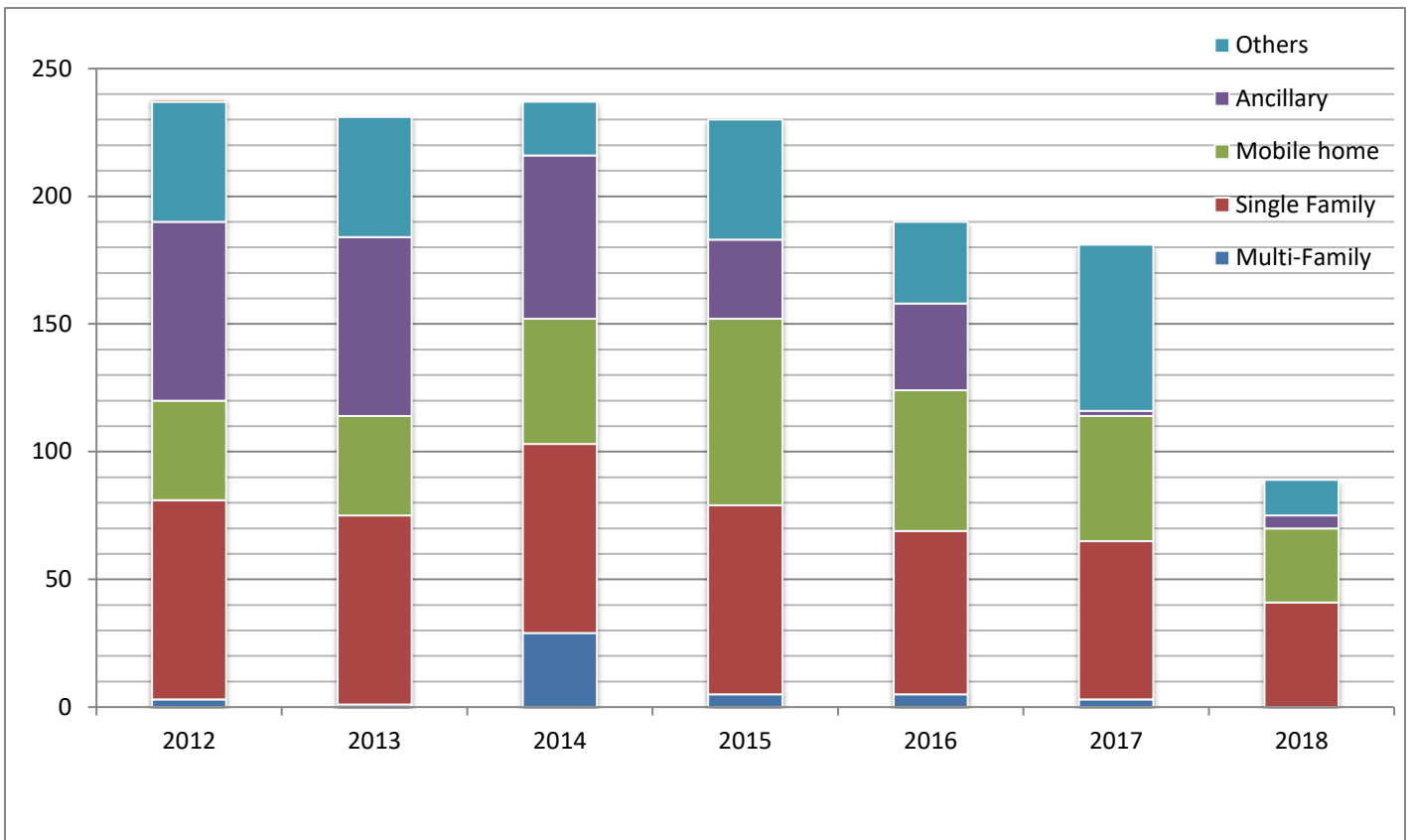
Number of Development Permits Applications

	2012	2013	2014	2015	2016	2017	2018
Industrial	28	17	25	17	18	17	5
Commercial	29	56	39	30	23	22	16
Residential	211	230	250	240	191	181	89
Other*	10	7	8	15	9	35	5
Total	278	313	322	302	241	255	115



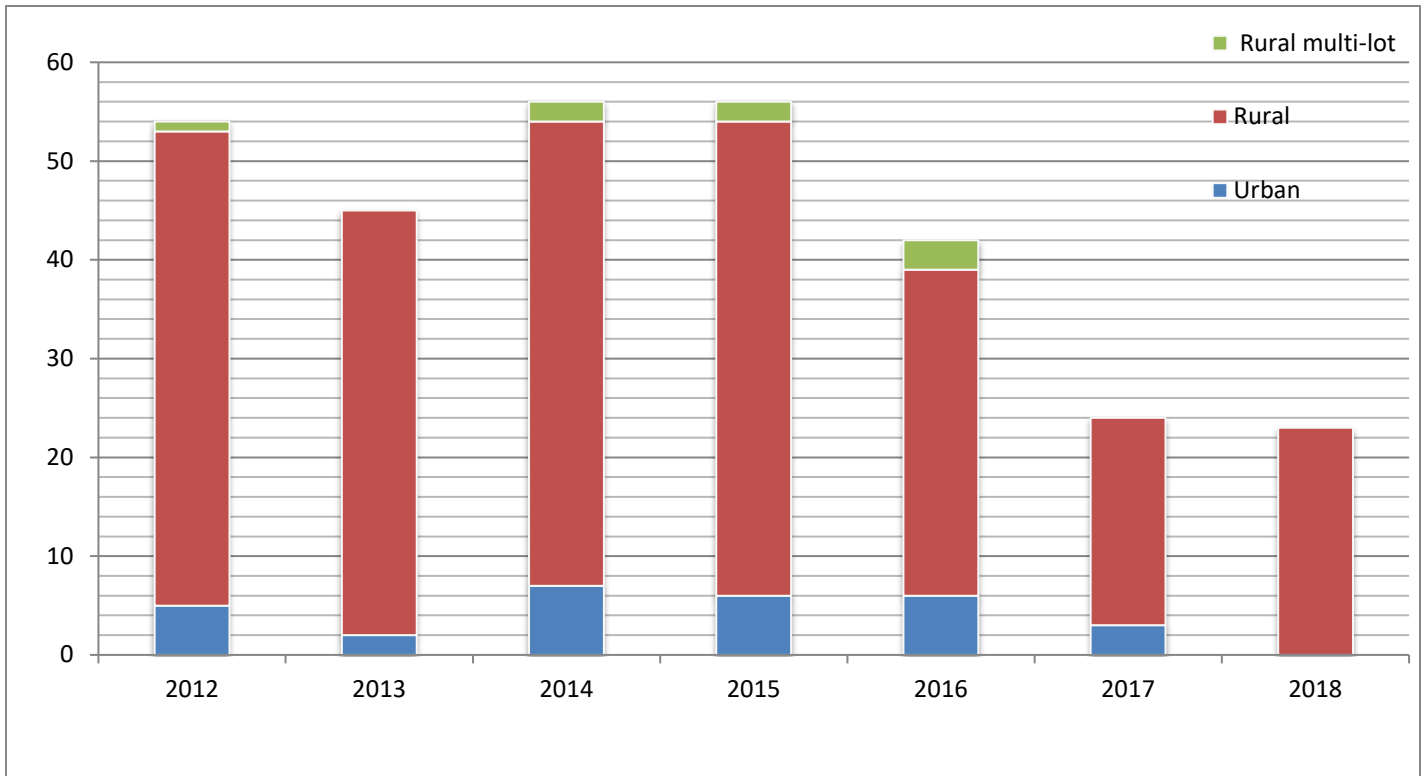
Number of Residential Development Permits

	2012	2013	2014	2015	2016	2017	2018
Multi-Family	3	1	29	5	5	3	0
Single Family	78	74	74	74	64	62	41
Mobile Home	45	39	49	73	55	49	29
Ancillary	52	70	64	31	34	2	5
Fences, Decks, Reno's, Yard Site & Farm – Shops	33	47	21	47	32	65	14
Total	211	231	217	230	191	181	89



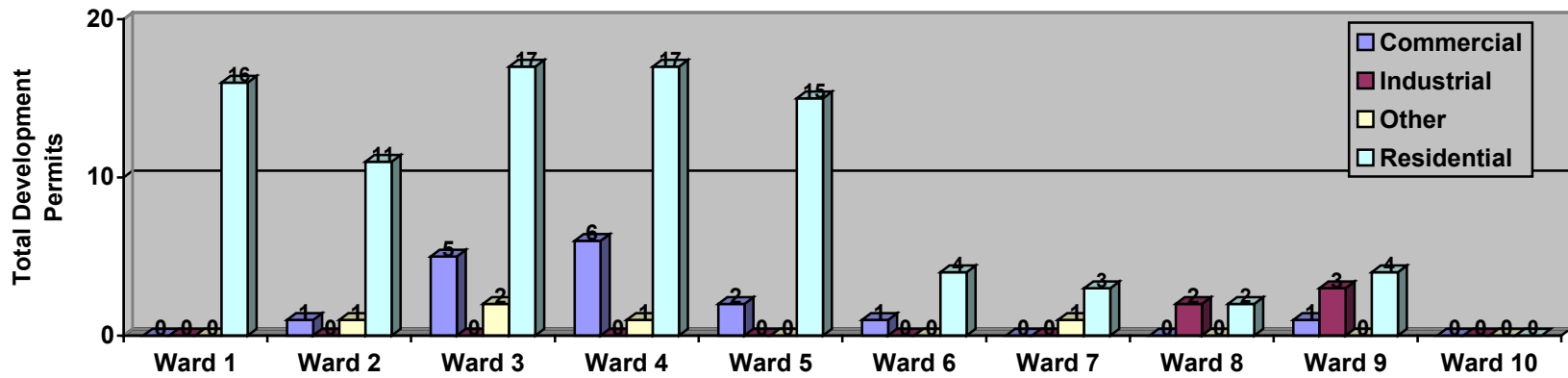
Number of New Subdivision Applications

	2012	2013	2014	2015	2016	2017	2018
Urban	5	2	7	6	6	3	0
Rural	48	43	47	48	33	21	23
Rural Multi-lot	1	0	2	2	3	0	0
Total	54	45	56	56	42	24	23



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

	2012	2013	2014	2015	2016	2017	2018
Number of Lots	84	78	116	57	117	36	23
Rural in acres	549.66	446.99	693.84*	926.90*	341.21	325.20	559
Multi-rural in acres	8.7	0	51.83	0	126.65	0	0
Urban in acres	32.74	60.82	45.52	15.02	14.75	N/A	0
Total Acres	591.1	507.81	791.78	941.92	482.61	361.20	559



Development	Ward 1	Ward 2	Ward 3	Ward 4	Ward 5	Ward 6	Ward 7	Ward 8	Ward 9	Ward 10	Total
Commercial	0	1	5	6	2	1	0	0	1	0	16
Industrial	0	0	0	0	0	0	0	2	3	0	5
Other	0	1	2	1	0	0	1	0	0	0	5
Residential	16	11	17	17	15	4	3	2	4	0	89
Total	16	13	24	24	17	5	4	4	8	0	115

Development	Permits	Construction Cost
Commercial	16	\$3,090,000.00
Industrial	5	\$95,000.00
Other	5	\$380,000.00
Residential	89	\$13,147,700.00
TOTALS	115	\$16,712,700.00

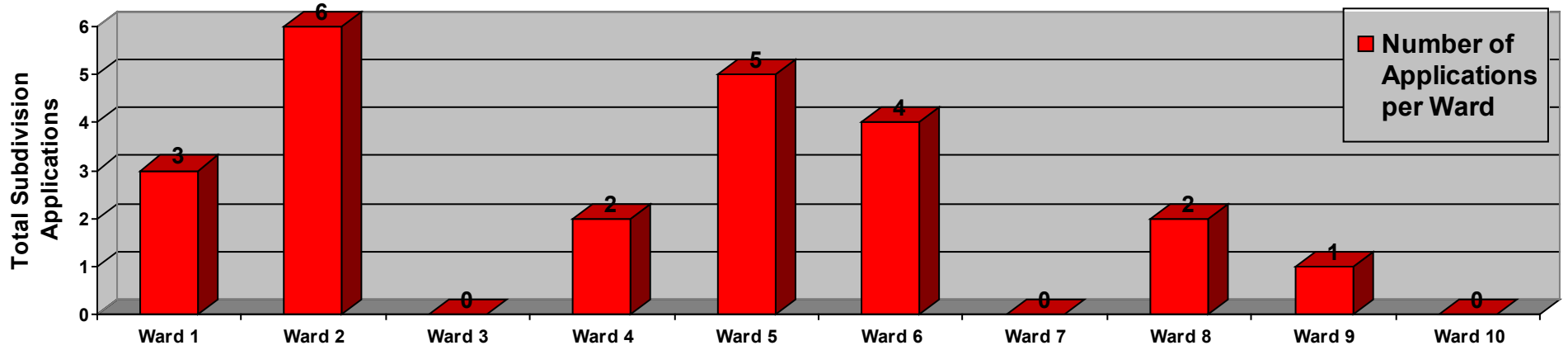
Mackenzie County Development Summary January 1, 2018 to June 30, 2018

Wards	Construction Cost
Ward 1	\$2,702,000.00
Ward 2	\$2,515,000.00
Ward 3	\$2,522,500.00
Ward 4	\$4,403,800.00
Ward 5	\$2,522,000.00
Ward 6	\$755,000.00
Ward 7	\$576,000.00
Ward 8	\$151,400.00
Ward 9	\$565,000.00
Ward 10	\$0.00
TOTAL	\$16,712,700.00

Total Discretionary Permits – 17

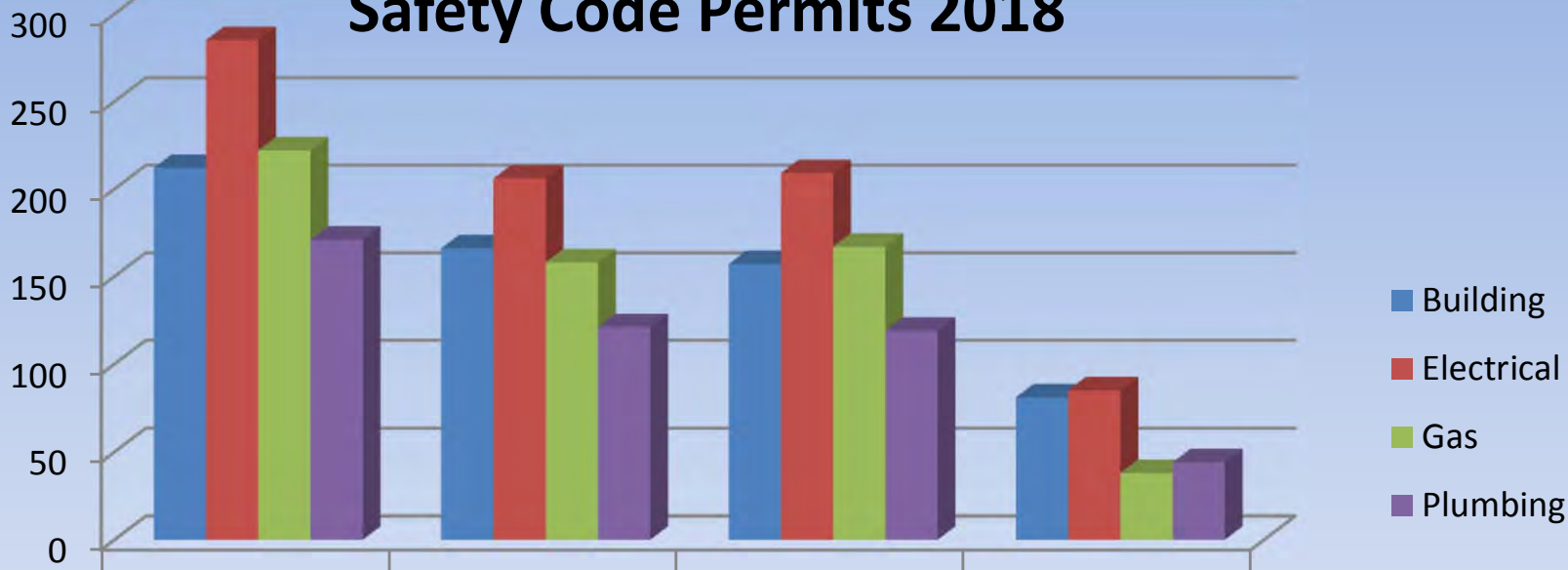
Total Permitted Permits – 98

*The data presented in this report reflects the permits values as declared by the applicants and does not reflect the value of completed development.



Approved Subdivision Applications	Ward 1	Ward 2	Ward 3	Ward 4	Ward 5	Ward 6	Ward 7	Ward 8	Ward 9	Ward 10	Total
Urban	0	0	0	0	0	0	0	0	0	0	0
Rural	3	6	0	2	5	4	0	2	1	0	23
Rural Multi Lot	0	0	0	0	0	0	0	0	0	0	0
Total	3	6	0	2	5	4	0	2	1	0	23

Safety Code Permits 2018



	2015	2016	2017	2018
■ Building	212	166	157	81
■ Electrical	285	206	209	85
■ Gas	222	158	167	38
■ Plumbing	171	121	119	44



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	July 25, 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 – Alberta Municipal Affairs (Ministers Awards for Municipal Excellence)
- Correspondence – Alberta Municipal Affairs (Disaster Recovery Program – Natural Gas Shortage)
- Correspondence – Town of High Level (Review of Regional Service Sharing Agreement)
- Correspondence – Emily Buhler (Bursary Thank you Letter)
- Correspondence – Alberta Municipal Affairs (Disaster Recovery Program)
- Correspondence – Boreal Housing Foundation (Provincial Placement Policy & Delays in Client/Patient Re-assessments)
- Correspondence – Northern Sunrise County (Doug Griffiths Presentation – 13 Ways to Kill a Community)
- Correspondence – Equine Nutrition Clinic (Thank you letter)
- Correspondence – Minister of Advanced Education (Western College of Veterinary Medicine Funding Cut)
- Correspondence – AUMA (Alberta Police Act Working Group Representation)
- FCM – Report from 2018 Annual Conference and Trade Show
- NADC – Northern Leaders’ Summit
- AUMA President Tour to Town of High Level
- Boreal Housing Foundation Meeting Minutes
- NADC Newsletter
-
-

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

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

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

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

Mackenzie County Action List as of June 27, 2018

Council Meeting Motions Requiring Action

Motion	Action Required	Action By	Status
May 28, 2013 Council Meeting			
13-05-375	That the Zama Access paving be the first capital priority for paving a road outside a hamlet boundary and that administration continue reviewing options and applying for provincial and/or federal grants as these may become available with intent to complete the paving of this road.	CAO	WSP working on grant application for federal funding
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	Refer to Motion 18-06-411
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 style="text-align: center;">PLS Cancelled.</p> <p style="text-align: center;">Asset list with all leases, caveats, dispositions, easements, etc.</p> <p style="text-align: center;">Response Received from AEP 2017-11-27.</p> <p style="text-align: center;">Application submitted.</p> <p style="text-align: center;">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 Bill	Draft Presented to COW 2018-04-24.
November 23, 2016 Regular Council Meeting			

Motion	Action Required	Action By	Status
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	RFP Issued – Deadline mid August
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.	Byron Bill	In progress.
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 – Fee Schedule Bylaw 2018-08-29</i>
August 23, 2017 Council Meeting			

Motion	Action Required	Action By	Status
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			
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>Meeting scheduled with AER 2018-07-27</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	October 2018
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.	Bill	In progress. Waiting for legal clarification.
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.
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 	Finance Dave	Complete. First Reading given of Local Improvement Bylaw 2018-06-12. Second/Third Reading being presented 2018-07-25

Motion	Action Required	Action By	Status
	<ul style="list-style-type: none"> o \$2,303 – LC Paving Raw Water Truckfill Station o \$11,995 – FV Paving for Water Treatment Plant and that a Local Improvement Bylaw be brought back to Council.		
February 13, 2018 Council Meeting			
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.
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 Finance	Funding transfer complete. MSI Funding as per Motion 18-06-483
18-02-147	That administration research the Grande Prairie Rotary Club's disposal/donation of firefighting equipment.	Doug	RFD 2018-07-25
18-02-148	That administration investigate the option of partnering with another municipality for an emergency vehicle buy-back program.	Doug	RFD 2018-07-25
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	Complete.
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 Finance	In progress. RFD 2018-07-25
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	RFD 2018-07-25
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	Complete
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	Finance	Complete

Motion	Action Required	Action By	Status
	many individuals apply to use their personal vehicle based on Policy ADM033).		
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	Complete.
18-04-294	That a letter of support be sent to the Northern Lights Forest Education Society and that two loads of gravel be provided for their walking trails and a donation of \$1,000 .	Len Dave	In progress. Gravel delivered.
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	Application submitted.
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	Survey 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			
18-05-347	That administration send a letter of support for the Trans Mountain Pipeline Expansion Project.	Len	Completed – Part of AUMA Group Letter
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 Finance	Completed
18-05-355	That the budget be amended to transfer \$35,000 from the General Operating Reserve to the Rural Addressing Signs project (7-61-30-09) to pay the final invoice.	Finance	Completed
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	Completed.
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	Finance	Completed

Motion	Action Required	Action By	Status
	(50%) percent from the Mackenzie County Wellness Centre Society.		
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.	Len	In progress
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.	Finance	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.	Finance Byron	In progress
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 Finance	Completed
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.	Bill Byron	In progress
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.	Finance	Completed
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.	Finance	Completed
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	In progress
18-06-412	That administration bring forward a list of exempted properties, including grants in lieu, annually.	Finance	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	Completed

Motion	Action Required	Action By	Status
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 Finance	Completed
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.	Finance	Completed
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.	Finance Dave	Advertising and notification to landowners complete. 2 nd & 3 rd Reading 2018-07-25
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.	Finance	Completed
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 flooding event.	Dave	In progress
18-06-433	That administration bring back snow removal options along River Road in the Hamlet of Fort Vermilion.	Dave	RFD 2018-09-11
June 27, 2018 Council Meeting			
18-06-446	<p>That the following reserve transfers be approved for the year ended December 31, 2017:</p> <ul style="list-style-type: none"> • Transfer \$1,250 to the Operating Fund Reserve – Non-TCA • Transfer \$75,000 out of the Grants to Other Organizations Reserve • Transfer \$44,605 into the Development Reserve • Transfer \$19,795 out of the Municipal Reserve • Transfer \$22,245 into the Incomplete Capital – Admin Reserve • Transfer \$18,256 out of the Vehicle and Equipment Reserve • Transfer \$625,114 out of the Road (General) Reserve • Transfer \$32,931 out of the Incomplete Capital – Airport Reserve • Transfer \$245,022 out of the Water (line and surplus water and sewer) Reserve • Transfer \$9,000 into the Incomplete Capital – Waste Reserve 	Finance	Completed

Motion	Action Required	Action By	Status
	<ul style="list-style-type: none"> • Transfer \$13,000 out of the Recreation Board – FV Reserve • Transfer \$101,220 into the Incomplete Capital – Recreation Reserve • Transfer \$60,000 out of the General Capital Reserve 		
18-06-447	That the budget be amended to include an additional \$100,000 for the Range Road 15-1 Rebuild Project (La Crete Golf Course Road), for a total project cost of \$305,000, with funding coming from the Roads Reserve.	Finance	Completed
18-06-452	That the information be provided to the local RCMP from the meetings held with RCMP “K” Division in March 2018.	Carol	Completed
18-06-453	That the road allowance policies be brought back to Council for review.	Dave Byron	2018-07-25
18-06-454	That administration request the number of gas hook-ups from the Northern Lights Gas Co-op during the timeframe from the time of the State of Local Emergency to date and bring it forward to the July council meeting.	Len	Delegation 2018-07-25
18-06-464	That Policy ADM056 Public Participation be TABLED to the next meeting.	Carol	2018-07-25
18-06-465	That Wally Schroeder be appointed to the Mackenzie Library Board as a Member at Large for the remainder of a two-year term ending October 2019.	Carol	Completed Appointment Letter Sent
18-06-466	That Mackenzie County Council notify the Town of High Level Council of their desire to review the Regional Service Sharing Agreement in its entirety.	Byron Carol	Completed
18-06-468	That a letter be sent to CN, the Federal Transportation Minister, local MP’s, local MLA, the Minister of Economic Development, and the Minister of Agriculture & Forestry regarding the backlog of lumber and grain shipments and the shutdown of our industrial facilities due to the lack of railcars.	Len Carol	Completed
18-06-470	That the holidays discussion be TABLED to the next meeting.	Carol	2018-07-25
18-06-471	That the operating costs for the proposed La Crete Wellness Centre be brought back for review prior to passing the Borrowing Bylaw.	Doug	In progress
18-06-472	That Mackenzie County apply to the Investing in Canada Grant Program for the La Crete Wellness Centre and that the County commit to funding up to a maximum of \$5M with funding by means of a borrowing bylaw, subject to approval of grant funding.	Doug	Deadline to submit grant application is August 1, 2018.

Motion	Action Required	Action By	Status
18-06-473	That a letter of support be provided to the La Crete Recreation Society for their Community Facility Enhancement Program grant application for the La Crete Wellness Centre.	Doug	In progress.
18-06-474	That the request to waive a fire invoice by Abe and Susie Doerksen be approved.	Finance	Completed
18-06-475	That the Fort Vermilion Parks Storage Shed Capital Project be offered to the lowest bidder without the COR/SECOR requirement.	Doug	Completed
18-06-476	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.	Doug	In progress
18-06-477	That administration be authorized to submit grant applications for the Waterline North of the Peace River and Blue Hills Waterline project.	Fred	
18-06-478	That administration considers a 600mm size waterline for the Peace River crossing and a 250mm waterline for the remaining length to the Rocky Lane area within the feasibility study for the Waterline North of the Peace River.	Fred	
18-06-479	That the following locations be added to the annual municipal calcium chloride dust control map: <ul style="list-style-type: none"> • Highway intersection on Mile 6 and Highway 58 (200 Meters) • Township Road 1102 and 6 Mile Road Intersection (600 Meters) • Approximately 600 Meters East of the Fox Haven Golf Course along Township Road 1102. 	Dave	Completed
18-06-481	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.	Finance	Completed
18-06-483	That the 2018 Capital budget be amended for the following projects with funding coming from the Municipal Sustainability Initiative (MSI) funding: <ol style="list-style-type: none"> 1. Fire Truck and equipment - \$528,000 2. Graders (3) - \$910,161 3. River Road Overlay - \$880,000 	Finance	In progress
18-06-484	That the 2018 taxes be waived for the following Bistcho Lake property tax rolls: <ul style="list-style-type: none"> • Tax Roll #410955 • Tax Roll #410953 • Tax Roll #082172 • Tax Roll #410952 	Finance	Completed

Motion	Action Required	Action By	Status



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Leduc-Beaumont*

AR94083

June 25, 2018

Reeve Peter F. Braun
Mackenzie County
PO Box 640
Fort Vermilion AB T0H 1N0

Dear Reeve Braun,

I would like to thank you for Mackenzie County's submission of Alberta North West Species at Risk Committee to the Partnership category for the 2018 Minister's Awards for Municipal Excellence. Alberta's municipalities create, implement, and manage many excellent initiatives that make our communities strong and responsive to our residents.

The Minister's Awards Review Committee reviewed 45 submissions to the program this year. Although your submission was not selected to receive an award, I appreciate your work to make Alberta municipalities stronger and your willingness to share your experiences with other municipalities.

I wish you continued success with this initiative.

Sincerely,

Hon. Shaye Anderson
Minister of Municipal Affairs

cc: Lenard Racher, Chief Administrative Officer, Mackenzie County
Byron Peters, Deputy Chief Administrative Officer, Mackenzie County

RECEIVED
JUN 28 2018



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Leduc-Beaumont*

AR94083

June 25, 2018

Reeve Peter F. Braun
Reeve
Mackenzie County
PO Box 640
Fort Vermilion, AB T0H 1N0

Dear Reeve Braun,

I would like to thank you for Mackenzie County's submission of Alberta North West Species at Risk Committee to the Partnership category for the 2018 Minister's Awards for Municipal Excellence. I would also like to acknowledge the participation of your partners in this endeavour: Town of High Level, Town of Rainbow Lake, County of Northern Lights, Clear Hills County and the Town of Manning.

Alberta's municipalities create, implement, and manage many excellent initiatives that make our communities strong and responsive to our residents.

The Minister's Awards Review Committee reviewed 45 submissions to the program this year. Although your submission was not selected to receive an award, I appreciate your work to make Alberta municipalities stronger and your willingness to share your experiences with other municipalities.

I wish you continued success with this initiative.

Sincerely,

Hon. Shaye Anderson
Minister of Municipal Affairs

RECEIVED
JUN 28 2018

MACKENZIE COUNTY
FORT VERMILION OFFICE

cc: Lenard Racher, Chief Administrative Officer, Mackenzie County
Byron Peters, Deputy Chief Administrative Officer, Mackenzie County

June 27, 2018

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

Dear Mr. Racher,

Thank you for your application for Disaster Recovery Program (DRP) funding by Mackenzie County due to the natural gas shortage and resulting costs that occurred in later December 2017 and early January 2018. Thank you for your efforts on behalf of your community to ensure that there was a timely and effective response to the cold weather and gas shortage.

DRPs are created under the authority of the Alberta Disaster Recovery Regulation. In order to qualify for financial assistance, an event must satisfy these three criteria:

1. The disaster has threatened the economic viability of a number of people, businesses, or municipalities;
2. The cause of which was extraordinary; and
3. The disaster must cause damage and loss for which insurance is not readily and reasonably available.

I appreciate the efforts that Mackenzie County took in managing this situation and have determined that the emergency operations costs of \$7,491.47 are eligible under the program guidelines. Payment of these costs will follow under separate cover.

With respect to the costs associated for the additional compressors, our review of your DRP application found that these are reasonable cost of routine operations which were required as a result of pre-existing conditions. The natural gas shortage was not an extraordinary event, as having a pipeline at capacity that causes shortages during extreme cold periods is not an unforeseen event. After careful consideration, I regret to inform you that this portion of your application does not meet the required program eligibility criteria.

.../2

- 2 -

I would like to thank you for your patience during our review, and for your efforts on behalf of your community. If you have any further questions, or would like to discuss the application process for disaster financial assistance, please contact Jennifer Dolecki, Director of Community Recovery Services, at 780-289-3368 or jennifer.dolecki@gov.ab.ca, or our toll-free call center number at 310-0000.

Thank you once again for writing. I recognize and appreciate the hard work by your community as it works to find a long-term solution to the natural gas shortages.

Sincerely,

A handwritten signature in cursive script, appearing to read "Shane Schreiber", with a long horizontal flourish extending to the right.

Shane Schreiber
Managing Director

cc: Jennifer Dolecki, Director, Community Recovery Services
Bob Ford, Manager, Field Operations



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 27, 2018

Mayor Crystal McAteer and Council
Town of High Level
10511-103rd Street
High Level, AB T0H 1Z0

Dear Mayor and Council:

RE: REVIEW OF REGIONAL SERVICE SHARING AGREEMENT

Please accept this letter as notification that Mackenzie County would like to initiate the second review of our Regional Service Sharing Agreement (RSSA) pursuant to Section 8 of Schedule "M" of the existing agreement.

Mackenzie County would like to review the RSSA in its entirety, as it will allow for the municipality to meet all the requirements as set forth in the Municipal Government Act to create an Inter-municipal Collaboration Framework with all adjacent municipalities.

We would like the discussion to start between our respective administrations to share project expectations before commencement of negotiations between our Councils.

We ask that you respond to this letter with your comments. Upon receiving your response, we can work together to set meeting dates and prepare a project plan.

Yours truly,

Peter F. Braun
Reeve

c: Mackenzie County Council
Len Racher, Chief Administrative Officer
Byron Peters, Deputy Chief Administrative Officer

Emily Buhler
Box 1298
La Crete, AB
T0H 2H0

June 28, 2018

Mackenzie County
Box 640
Fort Vermilion, AB
T0H 1N0

Dear Karen Huff:

I am honoured to have been selected as a recipient of the Mackenzie County Bursary. Thank you so much for your generosity and support.

This bursary will be a great help to me in paying for my educational expenses as I begin my studies. This will allow me to focus more on my education and less on financial needs. For this I am very grateful. I look forward to beginning my education at the University of Alberta in the education program. I also look forward to returning to the Mackenzie County after I have my degree, and teaching in this area.

Thank you again for your support in selecting me for this bursary.

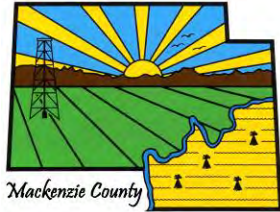
Sincerely,



Emily Buhler

RECEIVED
JUL - 3 2018

**MACKENZIE COUNTY
FORT VERMILION OFFICE**



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 29, 2018

Honourable Shaye Anderson
Minister of Municipal Affairs
Office of the Minister
Municipal Affairs
132 Legislature Building
10800 – 97 Avenue
Edmonton, AB. T5K 2B6

Dear Minister Anderson:

RE: DISASTER RECOVERY PROGRAM

In the spring of 2018, areas in our region were affected by flooding caused by ice jams along the Peace River, paired with excessive run-off and precipitation. We currently have multiple separate DRP applications into the province for consideration from these spring disasters. Unfortunately one of our communities, fondly referred to as Buttertown, was hit the hardest of all in our County.

Over the last few months the communities within our county have rallied to help these residents pull through and restore their homes before the bitter winter comes. Currently, the residents of Buttertown reside in their campers, trailers, and gutted houses while the cleanup is underway, and we do not have the resources or support systems in the north to house this many residents for an extended period of time. It is even difficult for them to find a rental property for the meantime to call home.

Although we have several DRP applications submitted, we urge you on behalf of the displaced residents of Buttertown, to prioritize the hardship they currently face. As much as we would like all of the DRP applications to move forward quickly, our number one priority is to get the residents of Buttertown back into their homes. In order to do this, we need our DRP application approved, which will allow residents to also submit their claims.

Minister of Municipal Affairs

Page 2

June 29, 2018

We appreciate the dedication and cooperation of Municipal Affairs Emergency Management Agency and the assistants of the DRP team in mitigating the impact of catastrophic events. If you require any follow up information, please contact myself at (780) 926-6238 or peter@mackenziecounty.com, or Byron Peters, Deputy Chief Administrative Officer for Mackenzie County at bpeters@mackenziecounty.com, or 780-928-3983. We look forward to hearing from you soon.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Peter Braun". The signature is written in a cursive style with a large initial "P".

Peter Braun
Reeve
Mackenzie County

- c. Debbie Jabbour, MLA Peace River
Brad Pickering, Deputy Minister, Municipal Affairs
Shane Schreiber, Managing Director, Alberta Emergency Management Agency
Mackenzie County Council

Boreal Housing Foundation

July 11, 2017

Honourable Minister of Health Sarah Hoffman
423 Legislature Building
10800 – 97 Avenue
Edmonton, AB T5K 2B6

Box 350
9913-106 St.
La Crete, Alberta
T0H 2H0
Phone 780-928-4349
Fax 780-928-4345



Dear Honorable Minister Hoffman:

RE: Provincial Placement Policy & Delays in Client/Patient Re-assessments.

The Board of directors of the Boreal Housing Foundation would like to express our concerns regarding the Provincial Placement Policy and the delays in getting clients/patients reassessed.

It is our understanding that when local persons need supportive health care they will be assessed by the local home care team. The local home care team submits all the documents to the placement coordinator in Fort McMurray, who then determines what level of care is needed. Once the client/patient has been placed in a level of care required, an available bed will be found for them. The placement coordinator will always try to find one as close to home as possible, but if the seniors don't want to leave the area to wait for a bed elsewhere, they get placed on the "secondary list". It was explained that the only way these clients can get on the "primary list" is to except an available bed anywhere in Alberta, then wait for a local bed opening. Clients/patients on the "primary list" will always get placed before clients/patients on the "secondary list". So, if a client/patient on the "primary list" in Edmonton needs a bed, and the only available bed in Alberta is available is in our facility, they will receive the available bed even though we have local clients waiting in our community on the "secondary list".

We strongly feel this contradicts the "aging in place" philosophy and want the "secondary list" to be eliminated from the policy and have all clients/patients put on the "primary list", no matter where they are waiting for a bed.

The Boreal Housing Foundation would also like to note that we have seen significant increases in the waiting times for the assessment of client/patient, both those in care and those waiting for care. This process determines the level of care a client/patient requires as well as the level of compensation to the health care providers. These delays have resulted in people not receiving the level of care they require or in Boreal Housing working below the correct compensation when the proper care is provided prior to the reassessment process. We respectfully request that Alberta Health work with Alberta Health Services to ensure the local resources are in place to provide client/patient assessment in a timely manner. This would greatly assist in ensuring people receive the level of care they require and decrease the anxiety experienced by themselves and their families.

Boreal Housing Foundation

Thank you for taking the time to consider our requests. We look forward to hearing from you.

Sincerely,



George Friesen, Board Chair
Boreal Housing Foundation

cc:

Honourable Minister of Seniors & Housing Lori Sigurdson
404 Legislature Building
10800 – 97 Avenue
Edmonton, AB T5K 2B6

Deputy Speaker and Local M.L.A. Debbie Jabbour
502 Legislature Building
10800 – 97 Avenue
Edmonton, AB T5K 2B6

Reeve Peter Braun
Mackenzie County
P.O. Box 640
Fort Vermilion, AB T0H 1N0

Mayor Crystal McAteer
Town of High Level
10511 – 103 Street
High Level, AB T0H 1Z0

Mayor Michelle Farris
Town of Rainbow Lake
P.O. Box 149
Rainbow Lake, AB T0H 2Y0

RECEIVED
JUL 16 2018

**MACKENZIE COUNTY
FORT VERMILION OFFICE**

From: [Jennifer Batt](#)
To: [Carol Gabriel](#)
Subject: FW: Equine Nutrition Clinic
Date: July 17, 2018 3:05:06 PM

Can you please include this in the next Council meeting.

Thank you

Jennifer Batt | Finance Controller | Mackenzie County
PO Box 640, 4511-46 Ave. | Fort Vermilion, AB | T0H 1N0
Main Line: 780.927.3718 exten. 2553 | Toll Free: 1.877.927.0677
www.mackenziecounty.com

-----Original Message-----

From: Gale Hayday [<mailto:galehayday@gmail.com>]
Sent: Tuesday, July 17, 2018 2:57 PM
To: Jennifer Batt
Subject: Equine Nutrition Clinic

Hi Jenn, I'm sending this to you knowing that you will know who to forward it to at the County. Thanks!

Re. Equine Nutrition Clinic on May 25, 2018, by Amanda Kroeker of ARK Nutrition

Thank you Mackenzie County for helping to sponsor this terrific event! It was well-attended and appreciated by many horse people from across the County. The instruction was excellent and Ms. Kroeker adeptly adjusted her presentation to fit the needs of the audience. She was well-planned, organized, and certainly well-informed in her area of expertise. There was a good balance of classroom theory mixed with hands-on assessments of various horses using Ms. Kroeker's tools. It was impressive that veterinarians attended and this clearly shows the degree of importance of equine nutrition as well as the caliber of instruction provided. I believe that horse owners will use the information gained at this clinic to improve their management practices and therefore the welfare of their animals. Events such as these also encourage development in the equine industry as people source animal health services, new or improved feeds, forage analysis, etc.

I'm certain many of the horse people in attendance at the clinic would appreciate another clinic from Ms. Kroeker! Please continue to sponsor educational events such as this.

My sincere thanks,
Gale Dodd Hayday

Sent from my iPad

From: [Peter F. Braun](#)
To: [Carol Gabriel](#)
Subject: Fwd: Western College of Veterinary Medicine Funding Cut
Date: July 19, 2018 11:02:49 AM

Peter F Braun
Reeve
Mackenzie County
780-926-6238

Begin forwarded message:

From: Karlie Hanoski <Karlie.Hanoski@gov.ab.ca>
Date: July 19, 2018 at 10:37:24 AM MDT
To: "peter@mackenziecounty.com" <peter@mackenziecounty.com>
Subject: Re: Western College of Veterinary Medicine Funding Cut

Dear Reeve Braun,

Thank you for your letter to Premier Notley on behalf of Mackenzie County regarding Alberta's decision to redirect funding from the Western College of Veterinary Medicine to the University of Calgary Veterinary Medicine program. I appreciate the time you took to write and apologize for the delay in responding.

I want to assure you that Alberta recognizes the value of the Western College of Veterinary Medicine, and we appreciate the long partnership we have enjoyed with it. Alberta has benefited a great deal from the high-quality veterinary education this program has provided. While our government has chosen to redirect funding from the Western College of Veterinary Medicine to the University of Calgary Veterinary Medicine program, the training models offered by these two programs complement each other well, and I am confident that they will continue to work collaboratively to meet the needs of the veterinary profession.

I recognize the importance of a strong veterinary community to support the health and well-being of food-producing animals and the value of these industries to western Canadian agriculture. By shifting enrolments to Alberta, our province's veterinary students will be able to complete their studies closer to home. They will benefit from an integrated approach to veterinary medicine through partnerships and collaborative agreements, such as the partnership with the University of Alberta for a Bachelor of Science in either Agriculture or Animal

Health and for a Master of Public Health program. This program also recruits researchers and graduate students who conduct leading-edge research into animal diseases and food supply safety.

The University of Calgary's Veterinary Medicine program is ranked among the top 50 globally, has built a strong research program, and is placed highly in metrics such as research funding per faculty member, publications, citation rate of publications, and quality of journals. The University of Calgary's delivery model connects veterinary students with practice, helps to meet labour market demand, particularly in rural areas, and strengthens our agricultural sector.

Please be assured that our decision to shift enrolments to the University of Calgary considered the pros and cons for stakeholders. Government of Alberta officials met with the Alberta Association of Veterinary Medicine and took the association's views into account, and Alberta has committed to ensuring the same number of veterinary student seats will be funded throughout the transition and going forward.

Thank you again for taking the time to write and share your perspective with me.

Sincerely,

Marlin Schmidt
Minister of Advanced Education

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

July 9, 2018

Mr. Peter F. Braun
Reeve
Mackenzie County
PO Box 640
Fort Vermilion, AB T0H 1N0

Dear Reeve Braun:

Advocating for a new, more equitable police funding model is one of AUMA's priorities for 2018. However, AUMA has more work to do in developing and testing options for this funding model. As establishing a new funding model will require opening the Alberta Police Act, we would also like to determine what other legislative changes may be required. Accordingly, AUMA is establishing a working group with the following mandate:

- Conduct a comprehensive review of the Alberta Police Act and developing recommendations for amendments to improve policing services and community safety.
- Recommend a new funding model to the AUMA Board. This work will include:
 - Gathering information on the current policing costs being paid by municipalities;
 - Using the principles previously endorsed by members to develop options for a funding model;
 - Providing estimates of the financial impacts to municipalities under each funding model option; and
 - Testing funding model options with AUMA membership.

AUMA would like to ensure that the working group includes representation from a range of municipalities, including specialized municipalities, so that various perspectives are considered in developing our recommendations. We would therefore appreciate your assistance in appointing an individual representing a specialized municipality to this working group. If you are able to identify an individual who meets the requirements outlined in the enclosed Terms of Reference, please forward this individual's name and contact information to Kelly Santarossa, Senior Policy Analyst, at ksantarossa@auma.ca. If you have any questions about the working group or require additional information, feel free to contact Kelly at 780-409-4315.

Sincerely,



Barry Morishita
AUMA President

If you would like to discuss this matter further, please feel free to contact me by email at president@auma.ca or my cell phone at (403) 363-9224.

Enclosures



Terms of Reference Alberta Police Act Working Group

BACKGROUND:

Advocating for the implementation of a new, more equitable police funding model is a strategic priority for the Safe and Healthy Communities Committee in 2018.

Currently, policing costs are only paid by urban municipalities with a population greater than 5,000. In 2010, the previous provincial government committed to providing a new cost-sharing model for police funding. At this time, AUMA consulted with members on potential approaches and developed proposed principles for a new funding model, including the model's use of population and assessment base as a simulation of demand for services and ability to pay. This work was validated by members in 2013 at the Spring Mayors' Caucus.

In 2016, AUMA members passed a resolution asking AUMA to advocate for a new, more equitable police funding model. In response to this resolution, the Minister of Justice and Solicitor General indicated that although Ministry staff have researched options for a new funding model, any consultations on police funding are not likely to take place until after the 2019 provincial election.

To further inform AUMA's advocacy on this issue, there is a need to undertake additional work to develop and test options for a new police funding model. Also, as establishing a new model will require opening the Alberta Police Act, AUMA would like to determine what other legislative amendments may be required to improve policing services. AUMA is therefore seeking to strike a working group to carry out this work.

MANDATE:

The working group will be tasked with:

- Conducting a comprehensive review of the Alberta Police Act and developing recommendations for amendments to improve policing services and community safety,
- Recommending a new funding model to the AUMA Board. This work will include:
 - Gathering information on the current policing costs being paid by municipalities;
 - Using the principles previously endorsed by members to develop options for a funding model;
 - Providing estimates of the financial impacts to municipalities under each funding model option; and
 - Testing funding model options with AUMA membership.

The working group will report to the AUMA Board, and may also seek feedback on its recommendations from the Safe and Healthy Communities Committee.

TERM:

As a government review of the Alberta Police Act as not been scheduled, timelines for the working group are flexible. However, it would be strategically advantageous to have recommendations in place by winter 2018-19 to inform advocacy as political campaigning intensifies for the 2019 provincial election. Accordingly, the working group is expected to be appointed in summer 2018. An initial orientation will be held over the summer, and regular meetings (every two months or so) will begin in fall 2018. The working group is expected to have finalized a proposal for a new police funding model by Spring 2019; additional meetings may be required to determine other recommendations for amendments to the Act beyond the funding model (subject to progress achieved and Board direction).

MEMBERSHIP AND RESPONSIBILITIES:

The working group will consist of up to 12 members. This includes elected officials and CAOs or senior administrators with subject matter expertise, spanning a range of AUMA's regular members (i.e. cities, towns, villages and summer villages) and geographic regions. Subject expertise includes knowledge of police services, police governance, policing standards, the Alberta Police Act, Municipal Police Servicing Agreements, the Alberta Law Enforcement Review Board, police commissions and committees, and RCMP Community Advisory Committees. The use of alternates will be allowed, and if necessary, working group membership can be amended during the working group's term. The working group will also include a representative of the AUMA Board, as well as an AUMA Executive Officer.

Working group membership should include the following:

- One AUMA Board member;
- One AUMA Executive Officer;
- Two Safe & Healthy Committee members;
- Two elected officials (non-board members);
- Two municipal administration staff;
- Two representatives from municipalities with police commissions (non-board members);
- One representative from a specialized municipality;
- Two representatives from a summer village, village, or town with a population under 5,000.

AUMA will also explore opportunities for the working group to partner with stakeholders such as the Alberta Association of Police Governance, the Alberta Association of Chiefs of Police, and Alberta Justice and Solicitor General staff.

Working group members will be responsible for:

- Responding to requests for input in a timely manner;
- Preparing for and regularly attending meetings;
- Constructively participating in meetings; and
- Representing the interests and views of municipalities.

MEETINGS:

The working group will hold up to five face-to-face meetings at AUMA's office in Edmonton. Meeting agendas and support materials will be emailed to working group members at least five working days prior to a meeting. Discussions with working group members may also be done through email and/or telephone meetings.

AUMA shall reimburse working group members for their travel expenses according to AUMA Policy No. FM003.



FEDERATION
OF CANADIAN
MUNICIPALITIES

FÉDÉRATION
CANADIENNE DES
MUNICIPALITÉS

Tools for Tomorrow's Canada

May 31 – June 3, 2018
Halifax, Nova Scotia



Report from FCM's 2018 Annual Conference and Trade Show

 FCM.CA/AC
 [#FCM2018AC](https://twitter.com/FCM2018AC)

Contents

President's message	3
Hosting national political leaders	4
Inspiring panels and workshops	5
Our 2018-2019 Table Officers	6
Our 2018-2019 Board of Directors	7
Strong policy resolutions	9
FCM trade show: more tools!	12
Reporting to your local council	13





President's message

Dear FCM members,

FCM's 2018 Annual Conference and Trade Show brought more than 2,000 municipal leaders from across Canada to Halifax, Nova Scotia—for an unforgettable experience.

We shared insights on the tools we use—and the tools we *need*—to build stronger communities. We engaged with experts in workshops exploring everything from the federal infrastructure plan to the national housing strategy to cannabis legalization. We took home new tools and ideas from more than 150 Trade Show exhibitors. And we hosted all four national political leaders, including the Prime Minister—challenging all four to take part in a national debate on municipal issues ahead of the next federal election.

Delegates passed six policy resolutions—on rural priorities, international trade, climate change, marine plastic pollution, species at risk and active transportation. We also elected our board of directors for 2018-19, and I am deeply honoured to leave this conference as your new FCM President.

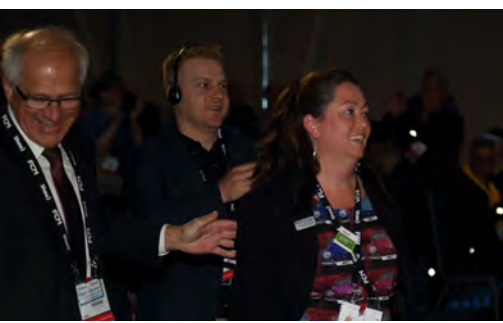
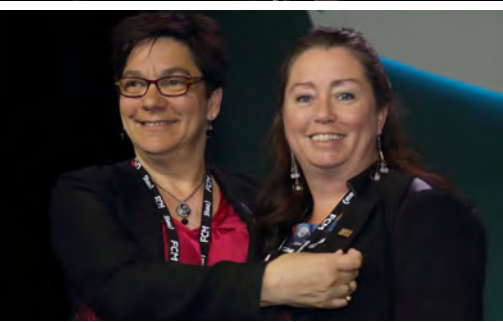
Together, we've been achieving remarkable progress through FCM. That's a credit to the hard work of our board, FCM's staff and members across the country. And I want to thank our outgoing board members and president, Jenny Gerbasi, for setting such a high bar. In Halifax, her President's Forum was a fitting marker of the impact she's had, in particular, on addressing barriers women face in politics.

This conference set the stage for a big year ahead. A year to consolidate our recent gains. A year to ensure historic federal commitments generate real outcomes in our cities and communities. A year to get ready to seize the next big opportunity on our horizon: Federal Election 2019.

As we do, we're going to keep building on the message we drove home together in Halifax: *As the order of government closest to daily life, municipalities are this country's builders, making the most of the tools available. And with new and stronger tools, we're ready to build even stronger communities—and tomorrow's Canada.*

Sincerely,

Vicki-May Hamm
Mairesse, Ville de Magog
FCM President



Hosting national political leaders

FCM has been delivering historic progress for municipalities of all sizes—from the federal infrastructure plan to the National Housing Strategy. Much of this progress traces to commitments we secured from all parties in Federal Election 2015. And to keep our priorities front-and-centre as we approach the next election, we welcomed **all four national political leaders** to our conference—serving notice that we’ll be pushing for a national leaders’ debate on municipal issues in 2019.



“Strong, resilient communities are the heart and soul of our country. And in order to keep it that way, we need to invest our time and effort into growing and bettering the places that people call home...I am so happy to have a partner like FCM.”

Prime Minister Justin Trudeau

[!\[\]\(339a16584d5da0f0a3ca4e9ec17bf6a1_img.jpg\) Watch the keynote address.](#)



“Ultimately, our municipal governments are where the rubber hits the road...The issues that your level of government is responsible for have the greatest impact on the day-to-day lives of Canadians.”

Conservative Leader Andrew Scheer

[!\[\]\(6059a5aa8b4ca7bb793408023d6c6e42_img.jpg\) Watch the keynote address.](#)



“Municipalities are at the grassroots, on the front lines...We’re all in this together, so when we make decisions, we need to recognize that we want to care for our neighbours and for our community.”

NDP Leader Jagmeet Singh

[!\[\]\(e3275251d0893157c3584e20c81dc3ba_img.jpg\) Watch the keynote address.](#)



“We need to know that your local order of government’s voices are at the table when decisions are made...We can heal Canada by getting the right people at the table to come to policy cohesion before the decision is made.”

Green Party Leader Elizabeth May

[!\[\]\(eabd9f9ababee93effadc3b380fe65fd_img.jpg\) Watch the keynote address.](#)

Inspiring panels and workshops

Through more than 20 workshops and panel discussions, delegates engaged with industry and sector experts on tools we need to build strong communities. We explored everything from infrastructure to affordable housing, Indigenous partnerships, cannabis legalization, fiscal tools and much more.

Many of our workshop leads are offering their [PowerPoint presentations](#) for you to download. And you can go back and watch three of our engaging panel discussions: [Rural Plenary on rural innovation](#) | [President's Forum on women and leadership](#) | [Closing Plenary on visualizing tomorrow's Canada](#).



“Whether you’re NDP, Conservative or Liberal, we all drive down the same road.”

Infrastructure and Communities Minister Amarjeet Sohi

joined our Friday workshop on *Implementing Canada’s Infrastructure Plan in your Community*.



This year’s **President’s Forum** explored women and leadership—as panelists Sevaun Palvetzian and Dr. Pamela Palmater sat down with FCM President Jenny Gerbasi and conference emcee Catherine Clark.

[▶ Watch the discussion](#)



This year’s **Rural Plenary** explored new tools for innovation for rural communities, in a lively panel discussion moderated by Cyrille Simard, Mayor of Edmunston, NB.

[▶ Watch the discussion](#)

Our 2018-2019 Table Officers

At Sunday's Annual General Meeting, delegates elected and confirmed FCM's 2018-2019 Table Officers—the group that does so much to advance FCM's mission on the national stage.



Left to right: FCM's 2018-19 Table Officers Garth Frizzell, Jenny Gerbasi, Vicki-May Hamm, Yolaine Kirlew and Bill Karsten — with FCM CEO Brock Carlton.

President: Vicki-May Hamm *Mayor, City of Magog, QC*

Mayor Hamm has served as mayor of Magog since 2009—the first woman ever elected to that role. She is a member of all City commissions and committees. She was elected to FCM's Board of Directors in 2017.

1st Vice-President: Bill Karsten *Councillor, Halifax Regional Municipality, NS*

Councillor Karsten has served various districts on Halifax Regional Council since 2004—where he is a member of several boards and committees. He joined FCM's Board of Directors in 2011.

2nd Vice-President: Garth Frizzell *Councillor, City of Prince George, BC*

Councillor Frizzell has served on city council since 2008—where he chairs the finance and audit committee and is alternate director for the Regional District of Fraser-Fort George. He joined FCM's Board of Directors in 2009.

3rd Vice-President: Yolaine Kirlew *Councillor, Municipality of Sioux Lookout, ON*

Councillor Kirlew has served on Sioux Lookout Council since 2014, where she is a member of various committees and commissions—and has served as deputy mayor. She joined FCM's Board of Directors in 2017.

Past President: Jenny Gerbasi *Deputy Mayor, City of Winnipeg, MB*

Councillor Gerbasi was first elected to Winnipeg City Council in 1998—where she has championed everything from public transit and community safety to accessibility. She joined FCM's Board of Directors in 2007 and served as FCM President for 2017-18.

Our 2018-2019 Board of Directors

At Sunday's AGM, delegates also cast their ballots to fill available positions on the Board of Directors—the body that drives FCM's priorities and grounds them in local realities across the country.

Members of the Executive Committee show an (E) beside their name

Newfoundland and Labrador

Tony Keats, President, Municipalities Newfoundland and Labrador
Sandy Hickman, Councillor, City of St. John's
Sterling Willis, Councillor, Town of Paradise

Prince-Edward Island

Bruce MacDougall, President, Federation of PEI Municipalities

Nova Scotia

Geoff Stewart, President, Federation of Nova Scotia Municipalities
Russell Walker, Councillor, Halifax Regional Municipality
Timothy Habinski, Warden, Municipality of the County of Annapolis
Tom Taggart, Councillor, Municipality of the County of Colchester (E)

New-Brunswick

Luc Desjardins, président, Association francophone des municipalités du Nouveau-Brunswick
Beverly Gascon, President, Union of Municipalities of New Brunswick
Adam Lordon, President, Cities of New Brunswick Association

Québec

Normand Dyotte, maire, Union des municipalités du Québec
Jacques Demers, président, Fédération québécoise des municipalités
Alex Norris, conseiller, Ville de Montréal
Peter McQueen, conseiller, Ville de Montréal
Stéphanie Watt, conseillère, Ville de Montréal
Michelle Morin-Doyle, maire suppléant, Ville de Québec (E)
Edgar Rouleau, maire, Cité de Dorval
Scott Pearce, maire, Canton de Gore
Sandra Desmeules, conseillère, Ville de Laval
Benoit L'Écuyer, conseiller, Ville de Longueuil
Josée Néron, mairesse, Ville de Saguenay
Daniel Champagne, conseiller, Ville de Gatineau

Ontario

Lynn Dollin, President, Association of Municipalities of Ontario
Wayne Emmerson, Chair, Regional Municipality of York
Chris Fonseca, Councillor, Region of Peel
Josh Colle, Councillor, City of Toronto
Norman Kelly, Councillor, City of Toronto
George Bridge, Councillor, County of Wellington
Godwin Chan, Councillor, Town of Richmond Hill
Maureen Cole, Mayor, Municipality of South Huron
Glenn Doncaster, Councillor, County of Renfrew
Blair Lancaster, Councillor, Regional Municipality of Halton
Kathy Jeffery, Councillor, Town of Collingwood
Linda Rydholm, Councillor, City of Thunder Bay
Josh Morgan, Councillor, City of London
Joanne Vanderheyden, Councillor, Middlesex County
Tim Tierney, Councillor, City of Ottawa (E)

#FCM2018AC Index

3 days of learning, networking, influencing, exchanging and achieving

6 policy resolutions passed

40 workshops, study tours and plenaries

150 trade show exhibitors

160 Regional Municipality of Halifax volunteers

2,000+ FCM delegates from across Canada

3,459 registered participants

9,000 Twitter posts to conference hashtags

86,736 Facebook Live views of select events

7.3 million Twitter users potentially reached via #FCM2018AC and #FCM2018CA

2018-2019 Board of Directors (cont'd)

Manitoba

Chris Goertzen, President, Association of Manitoba Municipalities
Jeff Browarty, Councillor, City of Winnipeg
Doug Dobrowolski, Councillor, Rural Municipality of Macdonald
Marvin Plett, Councillor, City of Winkler
Laurent Tétrault Councillor, Municipality of La Broquerie

Saskatchewan

Gordon Barnhart, President, Saskatchewan Urban Municipalities Association
Ray Orb, President, Saskatchewan Association of Rural Municipalities (E)
Randy Goulden, Councillor, City of Yorkton (E)
Darren Hill, Councillor, City of Saskatoon
Sheryl Spence, Mayor, City of Warman

Alberta

Barry Morishita, President, Alberta Urban Municipalities Association
Al Kemmere, President, Rural Municipalities of Alberta (E)
Joe Magliocca, Councillor, City of Calgary
Bev Esslinger, Councillor, City of Edmonton
AnnLisa Jensen, Councillor, Parkland County
Lawrence Lee, Councillor, City of Red Deer
Taneen Rudyk, Councillor, Town of Vegreville

British Columbia

Wendy Booth, President, Union of British Columbia Municipalities
Sav Dhaliwal, Councillor, City of Burnaby (E)
Heather Deal, Councillor, City of Vancouver
Leah Main, Director, Regional Municipality of Central Kootenay
Rhona Martin, Chair, Columbia-Shuswap Regional District
Craig Speirs, Councillor, City of Maple Ridge
Sam Waddington, Councillor, City of Chilliwack
Gordon Klassen, Councillor, City of Fort St. John

Nunavut

Madeleine Redfern, President, Nunavut Association of Municipalities

Yukon

Tara Wheeler, President, Association of Yukon Communities

Northwest Territories

Clarence Wood, President, NWT Association of Communities (E)

Big City Mayors' Caucus Representative

Don Iveson, Mayor, City of Edmonton (E)

Rural stream thrives

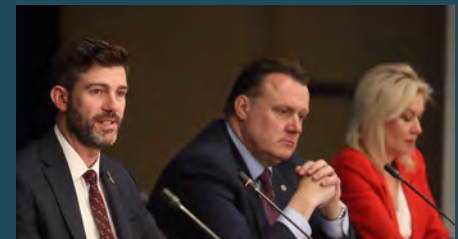
The rural stream of this year's conference was fuller than ever. Live-streaming the *rural plenary on Facebook* allowed us to share a rich discussion on rural innovation with thousands beyond the conference centre. Delegates also joined in workshops and study tours with rural themes—including local infrastructure, Indigenous-municipal collaboration, citizen engagement and FCM's recent report, *Rural Challenges, National Opportunity*.



▶ Watch the June 2 Rural Plenary

Big-City Mayors' Caucus

A full day before our conference kicked off with official opening ceremonies, FCM's Big-City-Mayors' Caucus met on-side to discuss priorities for the months ahead.



▶ Watch the May 31 BCMC press conference.

Strong policy resolutions

Throughout the conference, FCM delegates had many opportunities to guide FCM's priorities and work, giving voice to local priorities that are also national in scope. At this year's Resolutions Plenary, delegates debated, amended and adopted the following six resolutions calling for action to build stronger communities—and a better Canada.

Marine litter

RESOLVED, That the Federation of Canadian Municipalities urge the federal government to develop a national strategy to mitigate and manage marine litter, which includes the following components:

- Measurable national targets aimed at mitigating ocean plastics pollution, developed in consultation with all orders of government;
- A federal program to support coastal clean-up operations in communities affected by marine litter;
- A national public education and awareness campaign aimed at improving public understanding of the local and global environmental costs of marine litter, particularly plastics.
- Federal efforts to enhance existing Extended Producer Responsibility (EPR) programs and policies that involve manufacturers, distributors and retailers in managing packaging and other waste throughout its entire life-cycle;
- Support for innovation in waste management at the local level, including research, development of new technologies, demonstration projects and replication of the most promising technologies.
- An evaluation of federal options to regulate packaging, including reducing the amount of packaging, setting minimum standards for recycled content or setting standards for recyclability.
- Global leadership through international partnerships and collaboration.

SPONSORED BY: Regional District of Nanaimo

Federal-municipal partnership to achieve Paris Agreement goals

RESOLVED, That the Federation of Canadian Municipalities (FCM) call on the Government of Canada to continue to work in partnership with FCM and Canadian municipalities to implement the Pan-Canadian Framework on Clean Growth and Climate Change and support municipalities to take additional actions as necessary in order to achieve Canada's 2030 GHG reduction target; and be it further

RESOLVED, That FCM call on the Government of Canada to include FCM and Canadian municipalities in developing an ambitious post-2030 GHG reduction target by 2021 as required under the Paris Agreement, beginning with municipal participation in the "Talanoa Dialogues" taking place in advance of COP24 in December 2018; and be it further

RESOLVED, That, consistent with the aims of the Change for Climate Edmonton Declaration, FCM call on the Government of Canada to support evidence-based decision making at the local level, for instance by improving energy and GHG emissions data and enhancing municipal capacity to use the best climate science to conduct local climate vulnerability assessments.

SPONSORED BY: City of Edmonton, AB



Our host city

Planning and executing such a successful conference would not have been possible without our fantastic hosts: Halifax Regional Municipality and Mayor Mike Savage. Some 160 HRM volunteers greeted delegates, staffed information desks, helped with special events, and so much more. Because local leaders are practical people, many of us valued the study tours that got us out of the conference centre to see local solutions close-up—from exploring Halifax's urban forest to studying the Harbour Solutions wastewater management project.



Policy resolutions (cont'd)

Municipal partnership on conservation agreements under the *Species at Risk Act*

RESOLVED, That the Federation of Canadian Municipalities (FCM) urge the Government of Canada to endorse municipal involvement as recognized partners in the exploration of conservation agreements under sections 11 and 13 of the Species at Risk Act; and be it further

RESOLVED, That FCM urge the Government of Canada to take measures in the near-term to ensure that local governments are meaningful partners in recovery plans required under SARA; and be it further

RESOLVED, That FCM urge the Government of Canada to recognize that the objective of the Species at Risk Act is to ensure the survival and recovery of at-risk species' populations, rather than establishing the permanent protection of lands considered to be at-risk species' critical habitat.

SPONSORED BY: Town of High Level, AB / Mackenzie County, AB /
County of Northern Lights, AB / Clear Hills County, AB /
Town of Rainbow Lake, AB / Town of Manning, AB

Canadian municipalities supporting local economies in international trade

RESOLVED, That FCM continue to work with the federal government to support the interests of municipalities across Canada affected by trade disputes and during ongoing trade agreement negotiations; and be it further

RESOLVED, That FCM work to ensure that the federal government understands the full impact of trade disputes and provisions under discussion for trade agreements on local economies, key industry sectors, and municipal governments, and conveys that impact during negotiations; and be it further

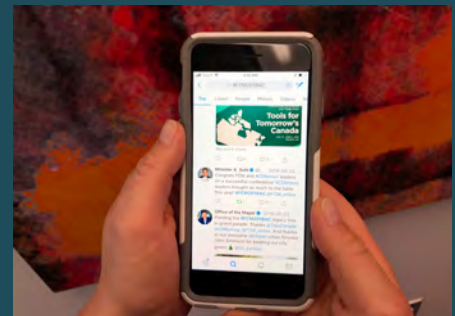
RESOLVED, That FCM call on the federal government to design and implement programs to mitigate the impact of trade disputes that affect local economies and key industry sectors.

SPONSORED BY: City of Hamilton, ON / City of Windsor, ON

Innovative social media

This conference featured unprecedented engagement on Facebook and Twitter:

- Our conference hashtags ([#FCM2018AC](#) in English, and [#FCM2018CA](#) in French) were used more than 9,000 times, with a unique reach of 7.3 million Twitter accounts.
- More than 85,000 people watched our Facebook Live video streams featuring three panel sessions and keynotes from four national political leaders.



Policy resolutions (cont'd)

Policy tools for solving rural challenges

RESOLVED, That FCM build now on these important gains and call on the federal government to develop a practical, accountable policy framework for rural Canada through the application of a “rural lens” for new federal programs and policies; and be it further

RESOLVED, That the “rural lens” reflects the fiscal limitations, diverse challenges and sparse populations of rural communities, with the aim of enhancing rural socio-economic development; and be it further

RESOLVED, That the “rural lens” helps address the emerging challenges and champion the urgent priorities identified in FCM’s new report on the state of rural Canada; and be it further

RESOLVED, That the “rural lens” be developed in partnership with local governments, who are on-the-ground experts that best understand the emerging challenges facing rural Canada and can help identify possible solutions.

SPONSORED BY: Rural Municipalities of Alberta

Federal leadership on active transportation

RESOLVED, That the Federation of Canadian Municipalities call on the Government of Canada to develop and implement a National Active Transportation (AT) Policy that would, at minimum:

- Improve transportation statistics collected by the federal government to assist municipalities more accurately measure mode share and report on progress on local AT strategies;
- Develop and publish AT policy and infrastructure design guidelines for adoption at the provincial/territorial and municipal level;
- Coordinate the roles and responsibilities of relevant federal departments and agencies; and
- Ensure continued long-term federal investment in AT infrastructure.

SPONSORED BY: Nova Scotia Federation of Municipalities

Making media waves

FCM’s 2018 Annual Conference and Trade Show earned substantial media coverage—showcasing the national leadership of the local order of government.



Some sample clips:

- **CP:** [Prime Minister calls municipalities ‘essential partners’ in shaping Canada](#)
- **CBC:** [Rural struggles take centre stage at federal municipalities meeting](#)
- **CTV:** [Singh, municipal leaders tackle climate change at FCM conference in Halifax](#)
- **Times-Colonist:** [Men must pass the baton to achieve gender parity, female leaders say](#)
- **Global:** [Big city mayors meet in Halifax, discuss wish list for affordable housing and climate change](#)
- **iPolitics:** [Canada should aim to recycle 85 per cent of plastics by 2025, groups say](#)
- **CP:** [PM addresses Federation of Canadian Municipalities Conference in Halifax](#)

FCM trade show: more tools!

With the municipal supplies market valued at over \$98 billion, local governments are influential and discerning buyers. We're always looking for ways to innovate and make dollars go further. And FCM's dynamic and interactive Trade Show is one more place to find new tools to build tomorrow's Canada.

More than 150 exhibitors were on-site to present services, products and advice to FCM delegates as they tackle challenges related to the environment, communications, finance, recreation, public works, and much more. FCM staff were also on-hand to show how we connect and empower municipalities across Canada through our advocacy work and world-class programs.



Reporting to your local council

If you attended this year's conference on behalf of your municipality, your local council colleagues will want to hear about workshops you attended, connections you made, tools you learned about, and more. The following points may also help you convey the wide scope of this year's event.

- ▶ FCM's 2018 Annual Conference and Trade Show (May 31–June 3) brought more than **2,000 municipal delegates** to Halifax, Nova Scotia—and nearly 3,500 participants overall.
- ▶ Through workshops, panels, plenaries and more, delegates shared insight on tools to strengthen our communities—and started reimagining **new tools that'll empower municipalities to build tomorrow's Canada**.
- ▶ With a federal election 16 months away, we kept municipal priorities front-and-centre as we **hosted all four national political leaders**: Prime Minister Justin Trudeau, Conservative Leader Andrew Scheer, NDP Leader Jagmeet Singh and Green Party Leader Elizabeth May.
- ▶ Delegates passed **six policy resolutions** calling for action to strengthen our municipal-federal partnership in six areas: rural infrastructure, climate change, international trade, marine plastic pollution, species at risk and active transportation.
- ▶ **20+ workshops and panels** connected delegates with experts on diverse issues—including the federal infrastructure plan, national housing strategy, cannabis legalization, rural innovation, women in leadership Indigenous partnerships, fiscal tools, public engagement and more.
- ▶ Delegates learned about practical tools available through **FCM's programs** to support strong asset management, climate innovation and more. They also learned about transformational new tools secured through **FCM's advocacy**—from the federal infrastructure plan to the national housing strategy.
- ▶ This year's FCM Annual General Meeting culminated in the election of FCM's Table Officers and Board of Directors—the municipal leaders from across Canada who will drive FCM's priorities over the next 12 months.
- ▶ The **FCM Trade Show** featured more than 150 industry leaders from across Canada—eager to help municipal leaders discover new and innovative tools to tackle local challenges.
- ▶ This conference drove a **strong message**: *Municipalities are Canada's builders. We make the most of the tools available to deliver local solutions to national challenges. And with new tools, we'll be ready to build even stronger communities—and tomorrow's Canada.*
- ▶ FCM brought our message to a national audience through **extensive media coverage** and **effective social media**. When panel discussions and keynote speeches were broadcast live on Facebook, they were viewed more than 85,000 times..
- ▶ **Halifax Regional Municipality** and Mayor Mike Savage were exceptional hosts. Some 160 city volunteers helped the conference run smoothly. And street-level study tours showcased the best in local innovation—in accessible transit, emergency services, sewage treatment and much more.

Carol Gabriel

From: Northern Alberta Development Council <nadc.council@gov.ab.ca>
Sent: July 10, 2018 3:20 PM
To: CAO
Subject: Save the Date!

Trouble viewing this email? [Read it online](#)



NORTHERN LEADERS'
SUMMIT



September 12, 2018
Slave Lake, Alberta

Save the Date!

Good Afternoon: Northern Leader,

Please mark your calendar and plan to attend the *Northern Leaders' Summit*. A formal invitation and full registration details are forthcoming.

This event facilitates discussions between senior government officials and northern leaders on priorities and opportunities for the North.

Invited delegates include Alberta's Premier and Cabinet, northern Members of the Legislative Assembly, northern mayors and reeves, First Nations Chiefs,

Metis Settlement Chairs or designate (one representative per community).

The Northern Alberta Development Council looks forward to hosting you on September 12, 2018 in Slave Lake, Alberta.



NADC
206 Provincial Building
9621-96 Avenue,
Postal Bag 900-14
Peace River, Alberta
T8S 1T4 Canada
780-624-6274
www.nadc.ca

This email is intended for CAO@mackenziecounty.com.

[Update your preferences](#) or [Unsubscribe](#)



From: Sandra Beaton
To: [Carol Gabriel](#)
Subject: Saturday, August 4th - Mayor Barry Morishita (City of Brooks)/AUMA President
Date: July 17, 2018 3:39:12 PM

Good afternoon Carol,

Mayor Barry Morishita/AUMA President is scheduling a tour of Alberta.

On Saturday afternoon, August 4th, he will be in High Level and is *“he is open to having a sit-down meeting, informal coffee, tours of the town, more of a social event”*.

I have canvassed the elected officials for the Town of High Level - Mayor McAteer, Deputy Mayor Langford (and most others) are away that weekend, but Councillor Brent Anderson is available. At this time, Rainbow Lake hasn't confirmed if anyone is available to join.

The organizer has also asked if any of the County Councillors would be available to meet, as well?

Thank you,
Sandra

Sandra Beaton | Municipal Secretary | Town of High Level
10511-103 Street | High Level, AB | T0H 1Z0
Main: 780-926-2201 | Direct: 780-821-4008
www.highlevel.ca



Boreal Housing Foundation
Regular Board Meeting
May 24, 2018 at 10:00 am
Hiemstaed Lodge – Fireside Room

In Attendance: George Friesen – joined at 10:24 am
Paul Driedger
Clark McAskile
Crystal McAteer
Bill Neufeld
Brooke Ahnassey
Wally Olorenshaw
Michelle Farris

Missing: Wanda Beland
Josh Knelsen
Cameron Cardinal
Daphne Lizotte

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

Call to Order: Vice Chair Clark McAskile called the meeting to order at 10:00 am.
Shahid Karamat joined the meeting at 10:00 am via teleconference

Agenda:

Approval of Agenda

18-44 Moved by Crystal McAteer
That the agenda be approved as distributed
Carried

Minutes: **April 26, 2018 Regular Meeting Minutes**

18-45 Moved by Bill Neufeld

That the Regular Meeting Minutes from April 26, 2018 be approved as distributed.

Carried

New Business

3 Year Business Plan

18-46 Moved by Michelle Farris

That the 3-year business plan be approved as amended per discussion.

Carried

Chair George Friesen joined the meeting at 10:24 am

Shahid Kamarat disconnected from the meeting at 10:25 am

10:25 am Vice Chair Clark McAskile turned the meeting over to Chair George Friesen.

Policy LDG-027 Lodge Preparedness – Develop a Plan

18-47 Moved by Clark McAskile

That the Policy LDG-027 Lodge Preparedness – Develop a Plan be approved as amended.

Carried

Policy LDG-028 Deciding whether to Evacuate or Shelter in Place

18-48 Moved by Crystal McAteer

That the Policy LDG-028 Deciding whether to Evacuate or Shelter in Place, be approved as amended.

Carried

Reports:

Financial Reports

CAO Report

18-49 Moved by Paul Driedger

That the CAO report be accepted as presented.

Carried

Lodge Financial Reports – April 30, 2018

18-50 Moved by Paul Driedger

That the April 30, 2018 Lodge financial report be received for information.

Carried

High Level Lodge – April 30, 2018

18-51 Moved by Wally Olorenshaw

That the April 30, 2018 High Level Lodge financial report be received for information.

Carried

Supportive Living Financial Reports – April 30, 2018

18-52

Moved by Clark McAskile

That the April 30, 2018 Supportive Living financial report be received for information.

Carried

Housing Financial Reports – April 30, 2018

18-53

Moved by Bill Neufeld

That the April 30, 2018 Housing financial report be received for information.

Carried

Grants & Reserves – April 30, 2018

18-54

Moved by Brooke Ahnassay

That the April 30, 2018 Grants & Reserves report be received for information

Carried

Arrears Report to April 30, 2018

18-55

Moved by Bill Neufeld

That the arrears report to be received for information.

Carried

Information items

18-56

Moved by Clark McAskile

That the following information items be received as information.

6.1 Safety Newsletter

6.2 FVASELB1788 Update

Carried

Next Meeting Date:

Regular Board Meeting
May 24, 2018

That the next Regular Board Meeting be changed to June 28, 2018 at 10:00 am Fireside Room – Phase I Heimstaed Lodge.

Adjournment:

That the meeting of May 24, 2018 be adjourned at 11:25 am.

Carried

Chair George Friesen

Evelyn Peters, Executive Assistant

From: Evelyn Peters
To: [Carol Gabriel](#); [Dan Fletcher](#); "[Troy Jenkins](#)"
Subject: Approved minutes
Date: June 28, 2018 11:56:04 AM
Attachments: [BHF 05-24-2018 Regular Board Meeting.pdf](#)

Good Morning

I have attached the approved minutes from today's meeting.

I have had a request to have the Board Members names and who they represent.

George Friesen – LCMNA – Chair
Paul Driedger – LCMNA
Clark McAskile – Town of High Level – member at large – Vice Chair
Crystal McAteer – Town of High Level
Michelle Farris – Town of Rainbow Lake
Wally Olorenshaw- Town of Rainbow Lake – member at large
Wanda Beland – Tall Cree First Nation
Daphne Lizotte – Beaver First Nation
Josh Knelsen – Mackenzie County
Cameron Cardinal – Mackenzie County
Bill Neufeld – Mackenzie County – member at large

Dene Tha First Nation – No representative
Little Red Cree First Nation – No representative

Evelyn Peters

Executive Assistant

Boreal Housing Foundation
P.O. Box 350 La Crete, Alberta T0H 2H0
epeters@borealhousing.ca
Phone 780-928-4348 Extension 104
Fax 780-928-4345

From: Northern Alberta Development Council <nadc.council@gov.ab.ca>
Sent: June 28, 2018 10:03 AM
To: Office
Subject: The Latest News for You

Trouble viewing this email? [Read it online](#)



An e-newsletter from Northern Alberta Development Council sharing key updates on NADC advocacy, initiatives, and engagements.

[Share Online](#)

June 28, 2018

Message from the Chair

Much has happened with NADC since our last newsletter. Council has had the privilege of engaging in both the northwest and northeast since January and has been actively involved in many issues including caribou range planning, the role of broadband in our digital future, access to health services, and ongoing advocacy for the north and the importance of the northern perspective in program and policy development.

As Chair of the NADC and MLA for Peace River, I was privileged to join our government caribou delegation to Ottawa in May. Led by the Hon. Shannon Phillips, Minister of Environment and Parks, and supported by representatives from our northern industries and communities, the delegation secured Ottawa's promise to provide funding to support Alberta's caribou range planning and a commitment by the Hon. Catherine McKenna to continue working with Alberta as we develop a 'made in Alberta' plan that fully understands the social and economic impacts of achieving caribou recovery.

Council looks forward to continuing to work with northern communities on issues that impact economic development. In addition, we support initiatives such as Northern Alberta Elected Leaders (NAEL), Water North Coalition (WNC) and Labour Education Applied Research North (LEARN). Please visit our [website](#) for more information on these important northern priorities.

NADC has had a change in executive support with current Executive Director Janis Simpkins taking a secondment within the ministry of Economic Development and Trade (EDT) for the next year. Tom Mansfield, Executive Director for

Entrepreneurship and Regional Development within EDT, will now also oversee the NADC, and brings a wealth of experience in economic development and working with regional stakeholders across the province. I thank Janis for her leadership in supporting NADC members fulfill our mandate to provide valuable advice to government on the needs and potential of the north. We wish her much success in her new role

Debbie Jabbour, Chair

MLA for Peace River

Council Meeting Updates



Grande Prairie - February 2018

Council members met in Grande Prairie on February 20 prior to attending the Growing the North economic development conference.

The members hosted regional Economic Development Officers (EDO) and NW Elected Officials at a lunch roundtable in conjunction with the EDO Roundtable hosted by the Regional Development branch of Economic Development and Trade.

An introduction of new NADC members through an [animated video on the NADC](#) was shared along with insights from community representatives on local development projects. Council met with Birth Matters for Peace Parents (BMPP), a local maternity care consumer group actively working to address challenges in accessing midwifery services in the region, and Spinal Cord Injury Alberta regarding transportation and other supports required for persons with spinal injuries or physical disabilities. The development of a Provincial Broadband Strategy and impacts of the draft Caribou Range Plans, both poised to significantly impact the north, were also discussed.



Fort McMurray - May 2018

Council members met on May 2 and 3 in Fort McMurray, coinciding with the two year anniversary of the Horse River wildfire. Members met with Mayor Don Scott and Council members from the Regional Municipality of Wood Buffalo (RMWB) to get an update on rebuilding efforts and the growth in the region. The NADC appreciated insights into local health issues, new capital projects and emerging transportation corridors of interest to the region. RMWB Council has expressed an interest to engage on a regular basis with the NADC, in order to work collaboratively to build our northern region.

Matt Vickers of G7G spoke on the proposed north to Alaska railway, Dr. Neil Fassina of Athabasca University (AU) on global access to digital education as it relates to AU's new strategic direction, and Craig Dobson of Taylor Warwick Consultants spoke on community readiness in broadband development in the north. An opportunity to participate in a Blanket Exercise led by Julia McDougall and Cheryl Devin of the Alberta Teachers Association (ATA) provided members with a moving educational experience on Indigenous history.

Caribou Conservation Efforts



L-R: Paul Whittaker, Minister Phillips, Jason Ruecker, Debbie Jabbour, Ryder McRitchie, Crystal McAteer, Brian McConkey, Eric Jorgensen, Bob Kerr, Wendy Crosina and Jennifer Ezekiel (standing in for Richard Dunn). Photo source: [GoA](#)

Northern Alberta delegation to Ottawa May 3, 2018 - requesting more money and time to meet the mandated requirements for caribou herd restoration. Read the Government of Alberta's [press release](#) for all the details.

The Northern Alberta Broadband Preparedness Project

NADC continues to work with partners across the region on broadband. The final report of the Northern Alberta Broadband Preparedness Project revealed that only eight per cent of northern Alberta communities in the study region meet the current Canadian Radio-television and Telecommunications Commission (CRTC) objectives related to upload and downloads speeds. NADC and project partners the northern Alberta Regional Economic Development Alliances have now concluded the final seminars, sharing regional specific data from the study. We are encouraged to see new initiatives developing across the NADC region. NADC will continue to actively monitor and advocate for northern Alberta connectivity and our digital future.

The Northern Alberta [Broadband Preparedness Project](#) report is available on the NADC website.

Capture the North!

2018 Photo Contest

For eight years the NADC has been hosting "Capture the North," a photo contest designed to showcase our region's rich geography, wildlife, and people at work and play in their communities. This year for the first time, we launched a Winter/Spring

campaign with new categories: People at Work; Culture, Events, and History; Northern Family, Community Life, and Recreation; and Amazing North.

Northerners entered over 50 photos! We look forward to sharing these amazing pictures in our reports and publications over the coming year. To check out all of the 2018 Capture the North winners visit our [website](#) and check back for details on our next Photo Contest set to launch in late Summer, 2018!



Reports and Partnerships

Labour Education Applied Research North (LEARN)

LEARN, a collaboration between the NADC and four northern Alberta colleges, commissioned a report on the delivery, access, and preferences for Digital Educational Resources (DERs) in northern Alberta post-secondary institutions. DERs are technologies that provide students enhanced control over the time, place, and pace of their learning. The report highlights a number of best practices for consideration.

As technology evolves at an ever-increasing rate, post-secondary institutions must strive to remain up-to-date and continually adjust and prepare to meet future workforce needs. DERs are increasingly being used in post-secondary institutions to increase access to higher education and provide a better learning experience.

The [Digital Education Resources in Northern Alberta Research Report](#) is available on the NADC website.

Economic Developers Alberta Conference

NADC attended the 2018 Economic Developers Alberta (EDA) annual conference and participated in a breakout session entitled “Government Resources for Economic Developers: Stories from Across the Province.” Panelists included presenters from various branches of the Ministry of Economic Development and Trade.

The NADC focused on Council’s role in linking social and economic development in region and the need to approach northern priorities and projects through this holistic lens. Recent reports, including the Economic Area Profile, Workforce Scan, and Northern Alberta Broadband Preparedness Project were shared. The NADC Bursary


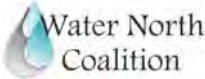

program and its importance in growing the workforce in the north was highlighted along with the personal story of a previous bursary recipient who is now living and working in the north.

Bursary Update

The selection process for the NADC and Specialty Bursaries will take place in early July, 2018 and all applicants can expect a decision later that month.

The selection committee will be meeting in early August to assess the applications for the FNMI Bursary and applicants should expect to hear by late August. Please note, if you missed the June 1, 2018 deadline for application to the FNMI Bursary program, the next deadline is November 30, so get your applications in! Please visit our [website](#) for details on the bursaries.

Upcoming Meetings in 2018

Meeting	Date, Location
 <p>The Northern Alberta Elected Leaders (NAEL) is a consortium of municipalities, First Nations and Métis Settlements located within the northwestern boundaries of the NADC region. The NADC is the secretariat for the NAEL, providing them strategic supports.</p>	<p>July 13, Valleyview</p>
 <p>Agenda to include: BEAST technology for water treatment, Biological Filtration and Reverse Osmosis Systems and new opportunities for wastewater lagoons. Click here for information on meetings.</p>	<p>July 19, Cold Lake</p>
 <p>As part of the NADC Northern Leaders' Summit Series, this event facilitates discussion between provincial and northern leadership to determine northern priorities and opportunities.</p>	<p>September 12, Slave Lake</p>

About the NADC

The Northern Alberta Development Council is a provincial government agency that investigates northern Alberta's social and economic development priorities, programs, and services as required by northern residents and provides advice and recommendations to the Government of Alberta.

Stay Connected

To keep up to date on all of the latest NADC news, events and activities like and follow us on Facebook and Twitter! For more information about the NADC or the region please visit our [website](#), or e-mail us at nadc.council@gov.ab.ca.



NADC

206 Provincial Building
9621-96 Avenue,
Postal Bag 900-14
Peace River, Alberta
T8S 1T4 Canada
780-624-6274

Executive Director

Tom Mansfield
Tom.Mansfield@gov.ab.ca
780-427-6483

This email is intended for office@mackenziecounty.com.

[Update your preferences](#) or [Unsubscribe](#)

