



Mackenzie County

REGULAR COUNCIL MEETING AGENDA

OCTOBER 9, 2018

10:00 A.M.

**COUNCIL CHAMBERS
FORT VERMILION, AB**

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**Tuesday, October 9, 2018
10:00 a.m.**

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

AGENDA

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**IN CAMERA
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- 17. a) Diversion Licence Review Update (s. 21)
- b) Frontier Veterinary Services Ltd Agreement (s.
16, 24, 25)
- c) Legal File Status Update (s. 23, 24, 27)
- d)

NOTICE OF MOTION: 18. a)

- NEXT MEETING
DATES:**
- 19. a) Organizational Council Meeting
October 23, 2018
10:00 a.m.
Fort Vermilion Council Chambers
 - b) Regular Council Meeting
October 24, 2018
10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT: 20. a) Adjournment



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	October 9, 2018
Presented By:	Carol Gabriel, Director of Legislative & Support Services
Title:	Minutes of the September 24, 2018 Regular Council Meeting

BACKGROUND / PROPOSAL:

Minutes of the September 24, 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 September 24, 2018 Regular Council Meeting be adopted as presented.

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

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**September 24, 2018
10:00 a.m.**

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

PRESENT: Peter F. Braun Reeve
Lisa Wardley Deputy Reeve
Jacquie Bateman Councillor
Cameron Cardinal Councillor
Eric Jorgensen Councillor (via teleconference)
Josh Knelsen Councillor

REGRETS: David Driedger Councillor
Anthony Peters Councillor
Ernest Peters Councillor
Walter Sarapuk Councillor

ADMINISTRATION: Len Racher Chief Administrative Officer
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
Bill McKennan Director of Finance
Grant Smith Agricultural Fieldman
Don Roberts Zama Site Manager
Chelsea Doi Municipal Intern
Caitlin Smith Planning Supervisor

ALSO PRESENT: Members of the public.

Minutes of the Regular Council meeting for Mackenzie County held on September 24, 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 10:26 a.m.

AGENDA: 2. a) Adoption of Agenda

MOTION 18-09-686 MOVED by Deputy Reeve Wardley

That the agenda be approved with the following changes:

- 9. g) Metis Region 6
- 11. b) Community Facility Enhancement Program – Fort Vermilion Recreation Board
- 4. a) Delegation – Helix Engineering – Postponed to the next meeting

CARRIED

**MINUTES FROM
PREVIOUS MEETING:**

- 3. a) Minutes of the September 11, 2018 Regular Council Meeting**

MOTION 18-09-687

MOVED by Councillor Bateman

That the minutes of the September 11, 2018 Regular Council Meeting be adopted as presented.

CARRIED

- 3. b) Minutes of the September 19, 2018 Special Council Meeting**

MOTION 18-09-688

MOVED by Councillor Cardinal

That the minutes of the September 19, 2018 Special Council Meeting be adopted as presented.

CARRIED

- 3. b) Business Arising out of the Minutes**

None

DELEGATIONS:

- 4. a) Helix Engineering – La Crete Future Utility Servicing Plan**

Postponed to October 9, 2018.

**COUNCIL COMMITTEE
REPORTS:**

- 5. a) Council Committee Reports (verbal)**

MOTION 18-09-689

MOVED by Deputy Reeve Wardley

That the Council committee reports be TABLED to the next meeting.

CARRIED

5. b) Municipal Planning Commission Meeting Minutes

MOTION 18-09-690

MOVED by Councillor Knelsen

That the Municipal Planning Commission meeting minutes of September 6, 2018 be received for information.

CARRIED

5. c) Subdivision & Development Appeal Board

MOTION 18-09-691

MOVED by Councillor Knelsen

That the Subdivision & Development Appeal Board Decision for 02-SDAB-18 be received for information.

CARRIED

GENERAL REPORTS:

6. a) None

TENDERS:

7. a) None

PUBLIC HEARINGS:

8. a) None

ADMINISTRATION:

9. a) Diseased Bison Awareness (Signage)

MOTION 18-09-692

MOVED by Deputy Reeve Wardley

That Motion 18-09-654 be rescinded, as Alberta Environment and Parks has indicated that funds are available for the diseased bison awareness signage.

CARRIED

9. b) Applications for Property Tax Exemptions

MOTION 18-09-693

MOVED by Councillor Knelsen

That the update regarding the property tax exemptions for non-profit organizations be received for information.

CARRIED

9. c) Participation in Community Events

MOTION 18-09-694

MOVED by Deputy Reeve Wardley

That Motion 14-12-881 be brought back for consideration at the Organizational Meeting.

CARRIED

MOTION 18-09-695

MOVED by Deputy Reeve Wardley

That the County support the High Level Firefighters Ball and purchase tickets for Councillors to attend the event annually.

CARRIED

9. d) Mackenzie County Advertising Space

MOTION 18-09-696

MOVED by Deputy Reeve Wardley

That the cost of an additional page in the Echo/Pioneer, at the quoted yearly cost of \$7,628.42, be considered in the 2019 budget deliberations.

CARRIED

9. e) Meetings with Ministers – Rural Municipalities of Alberta (RMA) Fall Convention

MOTION 18-09-697

MOVED by Deputy Reeve Wardley

That administration request meetings with all Ministers during the Rural Municipalities of Alberta (RMA) fall convention in November 2018 in Edmonton and that the topics for discussion be determined at the next council meeting.

CARRIED

9. f) Caribou (Standing Item)

MOTION 18-09-698

MOVED by Councillor Cardinal

That the caribou update be received for information.

CARRIED

9. g) Metis Region 6 (ADDITION)

MOTION 18-09-699
Requires Unanimous

MOVED by Councillor Cardinal

That a congratulatory letter be sent to the Metis Region 6 for the president and vice-president elections.

CARRIED UNANIMOUSLY

**AGRICULTURE
SERVICES:**

10. a) None

**COMMUNITY
SERVICES:**

**11. a) Blumenort Waste Transfer Station – Build Up Berm
Project**

MOTION 18-09-700

MOVED by Deputy Reeve Wardley

That the Blumenort Waste Transfer Station – Build Up Berm Project be postponed for 2018 and that the project be reconsidered during the 2019 budget deliberations.

CARRIED

**11. b) Community Facility Enhancement Program – Fort
Vermilion Recreation Board (ADDITION)**

MOTION 18-09-701
Requires Unanimous

MOVED by Councillor Cardinal

That administration notify the Fort Vermilion Recreation Board to include their request for Community Facility Enhancement Program grant application support, for the arena board's replacement project, in their 2019 Mackenzie County Grant Application.

CARRIED UNANIMOUSLY

FINANCE:

12. a) Uncommitted Reserve Balances

MOTION 18-09-702

MOVED by Councillor Bateman

That the uncommitted reserve balances report be received for information.

CARRIED

Reeve Braun recessed the meeting at 11:17 a.m. and

reconvened the meeting at 11:26 a.m.

12. b) Financial Reports – January 1, 2018 to August 31, 2018

MOTION 18-09-703

MOVED by Councillor Cardinal

That the financial reports for the period of January 1, 2018 to August 31, 2018 be received for information.

CARRIED

OPERATIONS:

13. a) Bylaw 1114-18 Fee Schedule

MOTION 18-09-704
Requires 2/3

MOVED by Councillor Bateman

That Bylaw 1114-18 Fee Schedule be TABLED to the next meeting for additional information.

CARRIED

OPERATIONS:

13. b) Snow Removal Options - River Road Fort Vermilion

MOTION 18-09-705

MOVED by Councillor Cardinal

That the snow removal options for River Road in Fort Vermilion be received for information.

CARRIED

OPERATIONS:

13. c) Review of Dispositions

MOTION 18-09-706

MOVED by Deputy Reeve Wardley

That the review of dispositions be TABLED to a Committee of the Whole meeting.

CARRIED

OPERATIONS:

13. d) Policy PW018 Hiring of Private Equipment

MOTION 18-09-707

MOVED by Councillor Knelsen

That Policy PW018 Hiring of Private Equipment be brought back to Council for review and recommendation.

CARRIED

**PLANNING &
DEVELOPMENT:**

14. a) 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

MOTION 18-09-708

MOVED by Deputy Reeve Wardley

That third 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.

CARRIED

**PLANNING &
DEVELOPMENT:**

14. b) Bylaw 1115-18 Municipal Reserve Closure and Sale on Plan 052 2360, Block 2, Lot 3MR (La Crete)

MOTION 18-09-709

MOVED by Councillor Knelsen

That Bylaw 1115-18, being a Municipal Reserve Closure Bylaw to cancel the municipal reserve lot, Plan 052 2360, Block 2, Lot 3MR, be TABLED to the next meeting for more information.

CARRIED

**PLANNING &
DEVELOPMENT:**

14. c) Bylaw 1116-18 Lane Closure Between Lots 1 & 3MR, Block 2, Plan 052 2360 (La Crete)

MOTION 18-09-710

MOVED by Councillor Knelsen

That Bylaw 1116-18 being a Road Closure Bylaw to close a portion of lane between Lots 1 & 3MR, Block 2, Plan 052 2360 for the purpose of consolidation, be TABLED to the next meeting for more information.

CARRIED

**PLANNING &
DEVELOPMENT:**

14. d) Buttertown Recovery

MOTION 18-09-711

MOVED by Councillor Bateman

That the Reeve contact the MLA to follow up on a meeting with the Minister regarding the Buttertown recovery and the disaster recovery application.

CARRIED

**PLANNING &
DEVELOPMENT:**

14. e) Investing Canada – Community Initiatives Grant

MOTION 18-09-712

MOVED by Councillor Bateman

That Mackenzie County apply for the Investing Canada – Community Initiatives Grant, as the grant sponsor, and work with the Regional Economic Development Initiative (REDI) for all aspects of the grant application, administration and project deliverables.

CARRIED

**PLANNING &
DEVELOPMENT:**

**14. f) Thought Leaders’ Summit – Protein Industries
Canada**

MOTION 18-09-713

MOVED by Councillor Knelsen

That Councillor A. Peters, Councillor E. Peters and Joe Peters, Agricultural Service Board Member at Large, be authorized to attend the Thought Leaders’ Summit in Winnipeg on October 3 and 4, 2018.

CARRIED

UTILITIES:

**15. a) Policy UT006 Municipal Rural Water Servicing –
Endeavor to Assist**

MOTION 18-09-714

MOVED by Deputy Reeve Wardley

That Policy UT006 Municipal Rural Water Servicing – Endeavor to Assist be amended as presented.

CARRIED

**INFORMATION /
CORRESPONDENCE:**

16. a) Information/Correspondence

MOTION 18-09-715 **MOVED** by Deputy Reeve Wardley

That Councillor Bateman be appointed to the Inter-municipal Negotiating Committee with the Town of High Level.

CARRIED

MOTION 18-09-716 **MOVED** by Deputy Reeve Wardley

That the information/correspondence items be received for information.

CARRIED

IN-CAMERA SESSION: **17. a) Diversion Licence Review Update**

MOTION 18-09-717 **MOVED** by Councillor Knelsen

That the diversion licence review update be TABLED to the next meeting.

CARRIED

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

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

Regular Council Meeting
October 9, 2018
10:00 a.m.
Fort Vermilion Council Chambers

Organizational Council Meeting
October 23, 2018
10:00 a.m.
Fort Vermilion Council Chambers

Regular Council Meeting
October 24, 2018
10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT: **20. a) Adjournment**

MOTION 18-09-718

MOVED by Councillor Knelsen

That the council meeting be adjourned at 12:16 p.m.

CARRIED

These minutes will be presented to Council for approval on October 9, 2018.

Peter F. Braun
Reeve

Len Racher
Chief Administrative Officer

UNAPPROVED



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	October 9, 2018
Presented By:	Byron Peters, Deputy Chief Administrative Officer
Title:	Municipal Planning Commission Meeting Minutes

BACKGROUND / PROPOSAL:

The minutes of the September 20, 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 September 20, 2018 be received for information.

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

**MACKENZIE COUNTY
Municipal Planning Commission Meeting**

**Mackenzie County Office
La Crete, AB**

Thursday, September 20, 2018 @ 10:00 a.m.

PRESENT:

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

ADMINISTRATION:

Caitlin Smith	Planner
Kristin Darling	Planner
Lesley Koopman	Environmental Resource Planner
Lynda Washkevich	Development Officer
Laura Braun	Administrative Assistant/Recording Secretary

MOTION 1. **CALL TO ORDER**

Erick Carter called the meeting to order at 10:09 a.m.

2. **ADOPTION OF AGENDA**

MPC-18-09-136 **MOVED** by Beth Kappelar

That the agenda be adopted as presented.

CARRIED

3. **MINUTES**

a) **Adoption of Minutes**

MPC-18-09-137 **MOVED** by Jack Eccles

That the minutes of September 6, 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) **184-DP-18 Vincent Alook
Manufactured Home – Modular and
Deck with a 25% Setback Variance
Hamlet Residential 1 “H-R1”
Plan 842 0527, Block 01, Lot 12A**

MPC-18-09-138 MOVED by Beth Kappelar

That Development Permit 184-DP-18 on Lot 11A & 12A, Block 01, Plan 842 0527 in the name of Vincent Alook 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. A **25% Setback Variance** for the Manufactured Home – Modular & Deck is hereby granted. The minimum setback of the Manufactured Home – Mobile from the East Property Line facing 47th Street shall be 18.75 feet (5.72 meters).
2. **Remaining Minimum building setbacks:**
 - a) **1.5 meters (5 feet) side (North) yard;**
 - b) **7.6 meters (10 feet) exterior side (South) yard;**
 - c) **2.4 meters (10 feet) rear (West) yard; from the property lines.**
3. **The Manufactured Home – Modular & Deck 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. **If there is an existing dwelling it shall be removed from the property before occupancy of the new Manufactured Home – Modular & Deck.**
5. The undercarriage of the Manufactured Home shall be screened from view by skirting or such other means satisfactory to the Development Authority.

6. The architecture, construction materials and appearance of ancillary buildings and other structures shall compliment the natural features and character of the site to the satisfaction of the Development Authority.
7. **Where the lowest opening of the home is 25 feet from the front property line it is required to be at a minimum 4% grade above the curb level. Where the lowest opening of the house is 50 feet from the front property line it is required to be at a minimum 2% grade above the curb level.**
8. **The Municipality has assigned the following address to the noted property 4908-47 Street. You are required to display the address (4908) 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.**
9. Provide adequate off street parking as follows: The minimum parking shall be 300 square feet per vehicle owned plus an additional 500 square feet for off street parking. *“One parking space, including the driveway area, shall occupy 300 square feet.”*
10. Building to be connected to the Municipal water and sewer system and the cost of connection fees will be borne by the owner.
11. No construction or development is allowed on right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility right-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 rights-of-way.
12. This permit approval is subject to an 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.
13. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
14. 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) **185-DP-18 Northern Towing
Tarp Shelter (30'x60'), Shed (16'x20')**

**La Crete Light Industrial “LC-LI”
Plan 122 3197, Block 02, Lot 10**

MPC-18-09-139 MOVED by Jack Eccles

That Development Permit 185-DP-18 on Plan 122 3197, Block 02, Lot 10 in the name of Northern Towing 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) 9.1 meters (30 feet) front, facing 101 Street (East) yard;
 - b) 3.1 meters (10 feet) rear (West) yard;
 - c) 1.5 meters (5 feet) side (South) yard;
 - d) 9.1 meters (30 feet) exterior side (North) yard; from the property lines.
2. **The Tarp Shelter & Accessory Building (Shed) shall meet all Alberta Safety Code requirements and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit Null and Void.**
3. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards.
4. 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.
5. This permit approval is subject to the access to the property being constructed to County standards. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Operational Services Department for Mackenzie County at 780-928-3983. Access to be constructed to Mackenzie County standards and at the developers' expense.
6. No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.

7. The total site area shall have a positive surface drainage without adversely affecting the neighbouring properties.
8. 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. SUBDIVISIONS

- a) **28-SUB-18 Simon Driedger
10.00 Acre Subdivision
SE 08-106-13-W5M**

MPC-18-09-140 **MOVED** by Jacquie Bateman

That 28-SUB-18 for Simon Driedger be tabled until a storm water management plan has been submitted.

CARRIED

- b) **29-SUB-18 Simon Driedger
10.00 Acre Subdivision
SW 08-106-13-W5M**

MPC-18-09-141 **MOVED** by Beth Kappelar

That Subdivision Application 29-SUB-18 in the name of Simon Driedger on SW 08-106-13-W5M be APPROVED with the following conditions:

1. This approval is for a **TYPE B** subdivision, 10.00 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

7. MISCELLANEOUS ITEMS

- a) **Bylaw 11xx-18 Land Use Bylaw Amendment
Rezone from Hamlet Residential 1B "H-R1B"
to Hamlet Residential 2 "H-R2"
Plan 162 0091, Block 07, Lot 6, 7, 8, and 9**

MPC-18-09-142 **MOVED** by Beth Kappelar

That the Municipal Planning Commission recommend to Council to approve Bylaw 11__-18 being a Land Use Bylaw Amendment to Rezone Plan 162 0091, Block 7, Lot 6, 7, 8 & 9 from Hamlet Residential 1B "H-R1B" to Hamlet Residential 2 "H-R2".

CARRIED

- b) **Bylaw 11xx-18 Land Use Bylaw Amendment
Add the definition of energy source and to add the regulation for the issuance of an Alberta remediation certificate for all energy use sites to section 8.62 and sections 9.1, 9.6, 9.7, 9.8,**

9.23, 9.24, 9.25, 9.26, 9.28, 9.30, 9.31, 9.32, 9.33, and 9.35.

MPC-18-09-143 MOVED by Jacquie Bateman

That the Municipal Planning Commission recommend to Council to approve Bylaw 11__-18 Land Use Bylaw Amendment to add the definition of energy source and to add the regulation for the issuance of an Alberta remediation certificates for all energy use sites to section 8.62 and sections 9.1, 9.6, 9.7, 9.8, 9.23, 9.24, 9.25, 9.26, 9.28, 9.30, 9.31, 9.32, 9.33 and 9.35.

CARRIED

c) Land Use Bylaw – Fort Vermilion Streetscape Regulations

MPC-18-09-144 MOVED by Jack Eccles

That the Municipal Planning Commission recommend to Council to amend the Land Use Bylaw so that the Municipal Planning Commission be the development authority to set all setbacks from the front property line for Fort Vermilion Commercial Centre for all future development.

CARRIED

8. IN CAMERA

None.

9. MEETING DATES

- ❖ Thursday, October 11, 2018 @ 10:00 a.m. in La Crete
- ❖ Thursday, November 1, 2018 @ 10:00 a.m. in Fort Vermilion

10. ADJOURNMENT

MPC-18-09-145 MOVED by Jack Eccles

That the Municipal Planning Commission Meeting be adjourned at 2:40 p.m.

CARRIED

These minutes were adopted this 11th day of October, 2018.

Erick Carter, Chair



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	October 9, 2018
Presented By:	Bill McKennan, Director of Finance
Title:	Finance Committee Meeting Minutes

BACKGROUND / PROPOSAL:

The unapproved minutes of the September 20, 2018 Finance Committee meeting minutes are attached.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

Finance Committee minutes are posted on DocuShare.

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

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the unapproved Finance Committee meeting minutes of September 20, 2018 be received for information.

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

**MACKENZIE COUNTY
FINANCE COMMITTEE MEETING**

**September 20, 2018
1:00 p.m.**

**Fort Vermilion Corporate Office
Fort Vermilion, Alberta**

PRESENT: Peter F. Braun Reeve, Ex Officio – Chair
Lisa Wardley Deputy Reeve – Vice Chair
Josh Knelsen Councillor (arrived at 1:37 p.m.)
Jacquie Bateman Councillor

ADMINISTRATION: Len Racher Chief Administrative Officer
Bill McKennan Director of Finance (left at 1:59 p.m.)
Jennifer Batt Finance Controller
Jannelle Veenstra Finance Officer/ Recording Secretary

Regrets: Anthony Peters Councillor

CALL TO ORDER: 1. a) **Call to Order**
Reeve Braun called the meeting to order at 1:04 p.m.

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

MOTION FC-18-09-094 **MOVED** by Councillor Bateman
That the agenda be approved as presented.

CARRIED

**MINUTES FROM
PREVIOUS MEETING:** 3. a) **Minutes of the June 18, 2018 Finance
Committee Meeting**

MOTION FC-18-09-095 **MOVED** by Deputy Reeve Wardley
That the minutes of the August 27, 2018 Finance Committee
meeting be approved as presented.

CARRIED

**BUSINESS ARISING
FROM PREVIOUS
MINUTES:** 4. a) **None**

DELEGATIONS: 5. a) None

BUSINESS: 6. a) **Council Remuneration/ Federal Tax Exemption
-Staff report on implications of 1/3 tax exemption**

Councillor Knelsen arrived at 1:37 p.m.

MOTION FC-18-09-096 **MOVED** by Councillor Knelsen

That the Finance Committee recommends to Council that information regarding the elimination of Council Honorarium's 1/3 tax exemption and implications be brought to the October 9th, 2018 Council Meeting for discussion.

CARRIED

6. b) **Additional Named Insured Deductible – Jubilee Insurance**

Bill McKennan left the meeting at 1:59 p.m.

MOTION FC-18-09-097 **MOVED** by Deputy Reeve Wardley

That administration is to review deductible rates for insurance including Additional Named Insured and bring back a recommendation to the next Finance Committee for review.

CARRIED

6. c) **FIN013 Community Organization Funding**

Reeve Braun recessed the meeting at 2:25 p.m. and reconvened the meeting at 2:36 p.m.

MOTION FC-18-09-098 **MOVED** by Deputy Reeve Wardley

That the Finance Committee recommends to Council that Policy FIN013 Community Organization Funding be amended as presented, and that all policies that affect FCSS, Recreation Boards, and the Library Boards be brought back to the Finance Committee for discussion.

CARRIED

6. d) **Bursary Applicants – Change of studies/ Enrollment Period**

MOTION FC-18-09-099

MOVED by Councillor Bateman

That the one awarded bursary amount be amended as discussed, due to the change in study by the applicant.

CARRIED

6. c) CAO Expense Claim

MOTION FC-18-09-100

MOVED by Councillor Knelsen

That the CAO's expense claim for September 2018 be received for information.

CARRIED

6. d) Councillors' Honorariums and Expense Claims

MOTION FC-18-09-101

MOVED by Councilor Bateman

That Councillor Honorariums and Expense Claims for August 2018 be reviewed as follows:

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

CARRIED

6. e) Members at Large Expense Claims

MOTION FC-18-09-102

MOVED by Councillor Knelsen

That the August and September 2018 Members at Large Expense Claims be reviewed as follows:

Members at Large Expense Claims	Review Comments
--	------------------------

1 – Terry Batt	Reviewed August 2018
2 – Beth Kappelar	None
3 – Joseph Peters	None
4 – Erick Carter	Reviewed September 2018
5 – Jack Eccles	None
6 – Dicky Driedger	None
7 – Jerry Chomiak	Reviewed September 2018
8 – Joe Froese	Reviewed September 2018
9 – Ray Toews	None

CARRIED

6. f) Cheque Lists

MOTION FC-18-09-103

MOVED by Deputy Reeve Wardley

That the cheque lists and payments made online from August 25, 2018 to September 19, 2018 be received for information.

CARRIED

6. g) MasterCard Statements

MOTION FC-18-09-104

MOVED by Councilor Knelsen

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

CARRIED

**NEXT MEETING
DATE:**

9. a) October 25, 2018 at 1:00 p.m.
Fort Vermilion Office

ADJOURNMENT:

10. a) Adjournment

MOTION FC-18-09-105

MOVED by Councillor Knelsen

That the Finance Committee meeting be adjourned at 3:11 p.m.

CARRIED

These minutes were approved by the Finance Committee on _____.

Peter Braun
Chair, Reeve

Len Racher
Chief Administrative Officer



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	October 9, 2018
Presented By:	Doug Munn, Director of Community Services
Title:	Community Services Committee Meeting Minutes

BACKGROUND / PROPOSAL:

The minutes of the September 10, 2018 Community Services Committee meeting are attached.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

N/A

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

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the Community Services Committee meeting minutes of September 10, 2018 be received for information.

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

**MACKENZIE COUNTY
Community Services Committee Meeting**

**September 10, 2018
1:00 PM**

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

MINUTES

PRESENT:

Lisa Wardley	Deputy Reeve/Chair
Peter Braun	Reeve
Cameron Cardinal	Councillor
David Driedger	Councillor
Josh Knelsen	Councillor

ALSO PRESENT:

Doug Munn	Director of Community Services
Len Racher	Chief Administration Officer
Dave Fehr	Director of Operations
Donny Roberts	Zama Site Manager
Liane Lambert	Public Works Administrative Officer / Recording Secretary

1. CALL TO ORDER:

Call to Order: 1:00 p.m.

Deputy Reeve Wardley called the meeting to order.

2. AGENDA:

Adoption of Agenda

MOTION CS-18-09-075

MOVED by Councillor Knelsen

Moved to accept the agenda as amended.

CARRIED

3). MINUTES:

Minutes of the July 26, 2018 meeting

MOTION CS-18-09-076

MOVED by Councillor Knelsen

That minutes of the July 26, 2018 Community Services Committee meeting is accepted as presented.

CARRIED

4). LEGAL DOCUMENTS

a). Terms of Reference

MOTION CS-18-09-077

MOVED by Councillor Knelsen

To accept as information

CARRIED

b). In-Camera Meetings

MOTION CS-18-09-078

MOVED by Councillor Knelsen

To accept as information

CARRIED

5). BUSINESS ARISING FROM PREVIOUS MINUTES:

a). Capital Projects

MOTION CS-18-09-079

MOVED by Reeve Braun

That administration prepares a complete list of the 2019 capital projects to be brought back for the next Community Services Meeting.

CARRIED

b). Bridge Campground Update

MOTION CS-18-09-080

MOVED by Reeve Braun

That administration drafts a time line from the start of the Bridge Campground project until present.

CARRIED

**Deputy Reeve Wardley called a recess at 1:45 pm
Reconvened at 2:03 pm**

c). La Crete Ferry Campground – Lease and Disaster Clean-up

MOTION CS-18-09-081

MOVED by Reeve Braun

That administration brings a status update from the County's insurance company and a full list of what has been claimed and what will be covered.

CARRIED

MOTION CS-18-09-082

MOVED by Councillor Knelsen

That a draft sub-lease with the La Crete Ferry Campground Society be brought back the next meeting for review.

CARRIED

d). Boreal Housing – Handi-Bus

MOTION CS-18-09-083

MOVED by Councillor Cardinal

That the update on the Boreal Housing Handi-bus be TABLED until next meeting.

CARRIED

e). Daryl's Dream Plaque

MOTION CS-18-09-084

MOVED by Councillor Cardinal

That administration adds Daryl's Dream Plaque to the 2019 Community Services budget.

CARRIED

6). NEW BUSINESS:

a). Hungry Bends Sandhills Society Letter

MOTION CS-18-09-085

MOVED by Councillor Knelsen

To accept the letter from the Hungry Bends Sandhill Society as information

CARRIED

**Deputy Reeve Wardley called a recess at 2:41 pm
Reconvened at 2:57 pm**

b). Machesis Lake Old Outhouse

MOTION CS-18-09-086

MOVED by Councillor Knelsen

That the Community Services Committee is in favor of donating the old unused outhouse located at Machesis Lake Campgrounds to the Rocky Lane Agricultural Society on the condition that it be reclaimed (hole filled in, can leave the concrete pad) and to be moved at their expense.

CARRIED

c).Streetscape Update

MOTION CS-18-09-087

MOVED by Councillor Driedger

To accept the Streetscape update as information.

CARRIED

d). Buffalo Head Tower Site

MOTION CS-18-09-088

MOVED by Reeve Braun

To accept the verbal discussion on the Buffalo Head Tower Site as information

CARRIED

e). Peace Officer Program Update

MOTION CS-18-09-089

MOVED by Councillor Knelsen

To accept the verbal report regarding the Peace Officer update as information.

CARRIED

f). Action List

MOTION CS-18-09-090

MOVED by Councillor Cardinal

That the action list be received for information.

CARRIED

7.a) ADDITIONS:

a). La Crete Wellness Centre Update

MOTION CS-18-09-091

MOVED by Councilor Knelsen

To accept the verbal update regarding the La Crete Wellness Center as information

CARRIED

b). Atlas Landing

MOTION CS-18-09-092

MOVED by Councilor Cardinal

That the Community Service Committee continues to work on the river search and rescue access plan between the La Crete Ferry Campground and the D.A. Thomas Park.

CARRIED

c). Alberta Environment and Parks Outstanding Issues

MOTION CS-18-09-093

MOVED by Councilor Cardinal

That administration prepares timelines for outstanding Alberta Environment and Parks files.

CARRIED

8.NEXT MEETING DATE:

The next Community Service Committee Meeting be scheduled for October 16, 2018 at 10:00 a.m. with lunch provided.

9. ADJOURNMENT:

MOVED by Councillor Driedger

MOTION CS-18-09-094

Meeting was adjourned at 4:10 p.m.

CARRIED

These minutes will be presented for approval at the October 16, 2018 Community Services Meeting.

Peter Braun, Chair



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	October 9, 2018
Presented By:	Len Racher, Chief Administrative Officer
Title:	CAO & Directors Report for August 2018

BACKGROUND / PROPOSAL:

The CAO and Director reports for September 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 September 2018 be received for information.

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

Monthly Report of the Chief Administrative Officer to Council

Len Racher, Chief Administrative Officer

For the month of September 2018

September Meetings

- 5 to 7 - ARMAA Conference in Medicine Hat
- 10 – Community Services Meeting
- 11 – Council Meeting
- 17 – Managers Meeting
- 18 - Agricultural Service Board Meeting
- 19 – Special Council Meeting
- 20 – Finance Committee Meeting
- 21 – Joint Health & Safety Meeting
- 24 – Regular Council Meeting
- 26 to 28 – AFPA Conference in Jasper

October Meetings

Respectfully,

With the summer projects wrapping up, we are now getting ready for winter. The sand and salt are being mixed, and grader wings are being mounted.

Len Racher
Chief Administrative Officer

MONTHLY REPORT TO THE CAO

For the month of September, 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	Q4 2018	Received second draft of offsite levies for review. Administration currently reviewing, will need to complete a level of engagement with the development community.
Strategic Planning Session	2018	Discussion with Council and Management on County strategic priorities – will tie into the coming budget discussions.

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Economic Development Strategy	Ongoing	Relationship with REDI and other agencies continue to provide opportunities. Currently in Winnipeg meeting with agri businesses. Business is still built on relationships and conversations –we need to continue to pursue this.
Streetscape	Ongoing	La Crete committee has decided to focus on trees down main street this year, and will be planting 40+ this fall. Fort Vermilion waiting on the railing for the viewing deck to be completed. Prioritizing the big lookout deck as the next project and want to find matching grant.
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	Project is considered complete and is now an operational item.
Fort Vermilion Flood Risk Assessment	Q2 2019	Project start was May 3 rd . Draft report expected by end of November. Opportunity is available to apply for phase 2 grant funding – will be presented at next council meeting. The province wishes to build out from our work on their own, so no need to apply for grants.
Airport Planning	2018	Have engaged WSP to complete an assessment of our AVPA and to determine the scope of work that it needs. Additional development planning needs to be completed. Engaged with Airport users regarding future development plans. Airport user policies, response plans, etc. have a completion goal of end 2018.
Inter-municipal Collaboration Frameworks and Inter-municipal Development Plans	April 2020 completion deadline	<p>Rainbow Lake: We engaged MMSA to facilitate most of the process on our behalf. Meeting scheduled for October 15th with both councils.</p> <p>High Level: preliminary discussions started at administrative level. Expecting a meeting in December.</p> <p>Northern Lights: Met on July 4th, CNL will lead process. CNL has applied for the IDP exemption, we will table a matching motion at end of October.</p> <p>MD Opportunity: Met in Slave Lake on September 24th. Wish to apply for the IDP exemption – will be tabled in October.</p> <p>Northern Sunrise: Administration met on July 27th. Their desired outcome and process is to keep it simple and basic.</p> <p>RM Wood Buffalo: they reached out to us, and we also met in Slave Lake. They expect nothing from our agreement, and are willing to lead. Arranging a meeting at RMA with both councils.</p>

Personnel Update:

The Laura Smith has agreed to be my executive assistant. One admin staff will be going on maternity leave in December and one planner has resigned.

Other Comments:

Have started the development incentive conversation with Council. Additional follow up and research is needed, but good preliminary direction was provided.

We are identifying potential industrial areas around La Crete; this will be coming forward to council for discussion this fall.

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. Have met with all significantly affected landowners. Will follow up once we have some more information to present to landowners.

Ongoing challenges with developers/developer's engineers. They drop the ball on many aspects, but especially inspections and correcting deficiencies, which causes an assortment of challenges.

Discussions ongoing regarding a natural gas supply line to the region. Currently sounds less optimistic at the provincial level than it had earlier.

Recurring feedback that I get when discussing manufacturing/processing in the region is lack of good rail service. Until this is addressed, they are hesitant to invest.

MONTHLY REPORT TO THE CAO

For the Month of September 2018

From: Fred Wiebe
Director of Utilities

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Water Distribution and Wastewater Collection Maintenance	Sept/18	Complete.

Capital Projects

Projects	Timeline	Comments
FV-Frozen Water Service Repairs	Nov/18	Completed 6 repairs to date this year.
Rural Potable Water Infrastructure	Nov/18	BHP truck fill has been re-opened. FV scheduled demolition started on Oct 1/18.
Potable Water Supply North of the Peace River	Oct/19	Expressions of interest sent in to Investing in Canada Infrastructure grant. Still awaiting a band council resolution from Beaver FN stating their interest in partnering.
Waterline Blue Hills	Oct/19	Expressions of interest sent in to Investing in Canada Infrastructure grant. This was submitted as a part of the project above.
Diversion Licence Review	Dec/19	Associated Engineering submitted memo to Alberta Environment legal to review as well as a memo outlining the La Crete Aquifer condition to get approval for diversion rate adjustments. Still awaiting response from Alberta Environment on this.
La Crete Future Water Supply Concept	Dec/18	Project scope details need to be completed.
LC – Main Lift Station Meter	Nov/18	Equipment received and work is being scheduled.
LC Future Utility Servicing Plan	Dec/18	Held second open house for feedback from benefitting landowners. Helix will be delegation at future council meeting to

		present.
LC – Well #4	Oct/18	Sent in application for funding under the Alberta Municipal Water/Wastewater Partnership program. Awaiting approval.
LC – Sanitary Sewer Expansion	Oct/18	Received final report and currently working on off-site levy bylaw. Phase 2 design is well under way.
FV – Storage Work	May/18	Completed.
FV – Main Lift Station Grinder	May/18	Complete.
ZA – Sewage Forcemain	Oct/19	Applied under the Investing in Canada Infrastructure Program and will apply under AMWWP as per council motion.
ZA- Distribution Pump House Upgrades	Mar/19	Reviewing options and recommendations for Council as bids came in over budget.
ZA- Lift Station Upgrades	Mar/19	Reviewing options and recommendations for Council as bids came in over budget.

Personnel Update:

Yvan Macdougall achieved his level 2 water treatment certification earlier this summer and Bill Lindsay achieved his level 1 water treatment in September.

Other Comments:

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Respectfully submitted,

Fred Wiebe
 Director of Utilities
 Mackenzie County

REPORT TO CAO

September, 2018

From: Grant Smith
Agricultural Fieldman

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Roadside Spraying	2018	Roadside spraying is complete, except for spot spraying on Provincial Hwys. The County signed a service agreement with AT to spot spray patches. Spot spraying is complete.
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 13 Weed Notices have been issued. Most 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 mowing areas will be retendered in 2019.
2018 Regional ASB Conference	October 30 th , 2018	The 2018 Regional ASB Conference is being hosted by Clear Hills County at the David Thompson Hall. Mackenzie County is submitting a resolution requesting that Alberta Environment and Parks establish a Weed Control Program on vacant crown lands and a budget to support it.
Wolf Bounty	2018	To date there have been 354 wolf carcasses tagged. One person was expelled from the program due to illegal dumping of carcasses. Payment was cancelled.
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	All counties in the Peace Region that are participating in the program have submitted estimated 2019 numbers to Woodmere Nurseries. They will be replying with availability and numbers of species.
Water Pumping Program		The County rents an Irrigation Pump and one mile of pipe. Bookings usually take place in late fall to fill dugouts. The program runs from April to November. To date there have been eight rentals.
VSI Program	November 03, 2017	I attended the VSI Members meeting and AGM in Peace River on November 3 rd , along with Councillor Sarapuk. Main topics of discussion were: Approval of New Members, Director Nominations & Review of 2018 Fee schedule.

Capital Projects

Projects	Timeline	Comments
Fort Vermilion Erosion Repair (Rosenberger)		The contract was awarded to Frank Wiens. The project was completed August 23 rd .
Buffalo Head/Steephill Flood Control Project	2017	Phase 1 is complete, as well as the culvert installation through Rge Rd 16-2. Phase 2 is almost complete. Pipes have been installed at the outlet to Steephill Creek to prevent water erosion.

Personnel Update:

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Other Comments:

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MONTHLY REPORT TO THE CAO

For the Month of September

From: Bill McKennan
Director of Finance

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Gas Tax Reporting	October	Annual reporting to Province on 2016 projects substantially complete. Awaiting project acceptance by province.
Provincial MSI Reporting - Capital	October	Updating provincial site to reflect Council approvals related to capital budget. Reconcile and ensure compliance with program criteria.
2018 Operating & Capital Budget	Completed	Financial system has been updated to reflect Council approvals. Monthly reports need to be recoded.
Preparation of 2019 Operating & Capital Budgets	Ongoing	Historical data and budget development templates released. Kick-off meetings with departments undertaken. Updating budget presentation package to meet or exceed provincial requirements. Starting revenue review in targeted areas.
Orientation on financial systems	Ongoing	
Cash Flow Model	Updating	Creating cash flow model for cash and investment needs.

Respectfully,

Bill McKennan

Director of Finance

MONTHLY REPORT TO THE CAO
 For the Month of September 2018
 From: Don Roberts
 Zama Operations

Program/Activity/Project	Timeline	Comments
Zama Road Maintenance Chateh Access Rd Maintenance Zama Public Works	Ongoing	<ul style="list-style-type: none"> All Graveling is completed Heaving on the Zama pavement has returned. Budget for repair 2019 Preparing for snow and ice control (SNIC) season.
Campground/Park	Done	<ul style="list-style-type: none"> Campground is closed for the season. Utilities are turned off and water lines drained. Shower units are drained and winterized.
OH&S	Ongoing	<ul style="list-style-type: none"> Continue Monthly Safety Meetings. Changes to the JH&SC may have to change to keep in line with new legislation. Submitted letter requesting variance.
Fire Smart	Sept 24	<ul style="list-style-type: none"> New FRIAA grant applications 2018-2019 was submitted. Request: <ul style="list-style-type: none"> Hutch Lake – \$152,800 Zama - \$148,720 Community FireSmart BBQ planned for Oct. 21 or 22 utilizing FireSmart award funds.
Chateh bridge repair.	Ongoing	<ul style="list-style-type: none"> Repair of the bridge has been awarded and public notices will go out prior to work commencing. Company has been told to give Mackenzie County 2 week notice in order to give plenty of time for effected companies to be notified. It is unsure at this time what traffic will be affected at this time.

Capital Projects

2019 Budget		<ul style="list-style-type: none"> 2019 Capital projects are under development 1st draft Operational Budget due Oct 15th
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Attended Update:

Attended the following:

- Council/Managers Meetings
- Community Services
- OH&S Meetings
- Meeting with AEMA field officer

Other Comments:

- Advertising for equipment operator 1 for Zama position.
- Interviewed 2 candidates. 1st declined once he realized pay and type of work.

REPORT TO THE CAO

For the Month of September, 2018

From: Carol Gabriel
Director of Legislative & Support Services

Meetings Attended

- 2018-09-06 Subdivision & Development Appeal Board Hearing
- 2018-09-10 to 2018-09-19 Vacation
- 2018-09-24 Council Meeting
- 2018-09-25 Department Budget Meeting
- Various other individual or departmental meetings.

Council

- Preparing for various meetings of Council, correspondence, etc.
- Prepared for and held the appeal hearing for the Subdivision & Development Appeal Board hearing on September 6, 2018.
- Meeting requests have been sent to the various Ministries during the RMA Fall Convention.
- Prepared the online survey for the CAO Evaluation. The deadline for survey completion is October 10th which will then be reviewed by the Consultant and presented to Council on October 23rd.

Bylaws/Policies/Reports/Publications:

- Procedural Bylaw – update with additional guidelines for delegations and public hearings (in progress for review and approval at the next organizational meeting)
- Drug & Alcohol Policy – policy has been drafted and was reviewed by the Management Team. The draft policy will be presented to council for review/information and administration recommends that it be forwarded to the Union for review and comment prior to approval.

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. Policy has been drafted and was reviewed by the Management Team. The draft policy will be presented to council for review/information and administration recommends that it be forwarded to the Union for review and comment prior to approval.

Assessment Appeals:

- Deadline for assessment appeals was Monday, July 23, 2018.
- 10 appeals were received for the Local Assessment Review Board (7 of which have been withdrawn to date) and 3 appeals were received for the Composite Assessment Review Board (all of which have been withdrawn).
- Appeal fee refunds have been issued for withdrawn complaints.
- The remaining three appeals were heard by the Local Assessment Review Board on October 3, 2018. Decision drafting is in process.

Subdivision & Development Appeals:

- A development appeal was received on August 16, 2018 for Development Permit 122-DP-18 in the Hamlet of Fort Vermilion.
- Hearing was held on September 6, 2018. A copy of the Decision was included in the September 24, 2018 Council package.

Finance:

- Assisting the Finance Department on preparing a policy and bylaw for non-profit property tax exemptions.
- Working on department budget development for 2019.

Events:

- The 10th annual Mackenzie Regional Charity Golf Tournament held on June 20, 2018. The financial reconciliation has been completed and proceeds will be issued in the coming weeks to the Northwest Health Foundation and the Heart & Stroke Foundation.
- Discussion will be required at the Tri-Council Meeting regarding the 2019 charity tournament.
- Starting the planning for the annual County Christmas Banquet & Long Service Awards scheduled for December 14th in Fort Vermilion.

Other:

- Weekly advertisements to the newspaper.
- Ongoing updates to the County's Social Media including the website, Facebook, etc.
- Ongoing form review and updating.
- Preparing for various meetings.
- Travel and meeting coordination.
- Assisting other departments as required.

MONTHLY REPORT TO THE CAO

Month: September, 2018

From: Chelsea Doi, Municipal Intern

Meetings/Events

ARMAA Conference	2018-09-06
<i>Topics of interest included a legal session with Reynolds Mirth Richards & Farmer LLP on reading contracts and agreements; and a session with Brownlee LLP on changes to employment standards</i>	2018-09-07
Council Meeting	2018-09-11
Managers Meeting	2018-09-17
AFPA Conference	2018-09-26
<i>Topics of interest included a presentation from Sustainable Forestry Initiative Inc.; grizzly bear and caribou research updates from fRI Researchers; and panel sessions with Deputy Ministers</i>	2018-09-27
	2018-09-28
LARB Hearing	2018-10-03
Managers Meeting	2018-10-05

Training/Courses

Local Government Course for NACLAA Level I Certificate	Start Date
<i>Currently reviewing what municipalities are; the theory behind local government; and the history of municipal government in Alberta</i>	2018-09-10
CARES and TGIF Webinar	2018-10-04
<i>Provided information about the two programs – Community and Regional Economic Support and Tourism Growth Innovation Fund – and requirements to apply for these programs</i>	

Projects/Tasks

- Creating and editing lobbying documents for DRP applications, the Tallcree/La Crete gas line, and outstanding campground leases
- Working under the Finance Department Sept 17th – 21st
- Recording and editing minutes for council and managers meetings
- Assisting with enforcement measures for Hutch Lake Cabins
- Drafting the Mackenzie County Strategic Plan
- Drafting the Ratepayers Action List

MONTHLY REPORT TO THE CAO

For the Month of August/September 2018

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

Meetings Attended in August & September 2018

August 10 to 11	Agriculture Fair
August 14	Council Meeting
August 15	Manager Meeting
August 24	Joint Health and Safety Meeting
August 14-20	Interviews for Peace Officer
August 28	COW Meeting
August 29	Council Meeting
August 30	La Crete Recreation Board Accounting Meeting
Aug 31 to Sept 7	Vacation
Sept 10	Community Services Meeting
Sept 11	Council Meeting
Sept 17	Manager Meeting
Sept 18 to 21	Recycling Council of Alberta Conference
Sept 24	Council Meeting
Sept 25	Building Valuation Contract Meeting
Sept 28	WTS Attendant Meeting

Fire

- Fort Vermilion and La Crete August Statistics:
 - 4 Alarm calls
 - 3 Fire Calls
 - 1 Gas Leak
 - 24 Medical Calls
 - 3 Motor Vehicle Incidents

- Fort Vermilion and La Crete September Statistics:
 - 2 Alarm calls
 - 6 Fire Calls
 - 8 Medical Calls
 - 7 Motor Vehicle Incidents/Fires
 - 1 Search Assists
 - 1 Water/Ice Rescue

Peace Officer – August/Sept 2018

Robb Hartlen started his first day of work as the Community Peace Officer on October 1, 2018. He is currently working on his orientation for the position and applying for Peace Officer Status through the Alberta Solicitor General. Once we receive confirmation of status from Solicitor General he will be able to begin official patrols.

Bylaw Enforcement – August/Sept 2018

- Dealt with an abandoned vehicle in west La Crete Sandhill's road
- Completed 3 lot clean ups in Fort Vermilion
- Dealt with 7 bylaw concerns in La Crete.
- Continuing to monitor garbage collections every Wednesday, check Lake Tourangeau and the Hill Park for vandalism in La Crete.
- Continuing to work with blocked and over grown back alleys in La Crete.
- Checking two to three times per week for dogs in Fort Vermilion in the areas that were identified as concerns by ratepayers.

Health and Safety

- Normal Operations
- OH&S Meetings on August 24 and Sept 21, 2018

Waste

- Normal Operations

Parks and Recreation

- Park Closing dates
 - Hutch Lake September 30, 2018
 - Wadlin Lake September 30, 2018
 - Machesis Lake September 12, 2018
- Mackenzie Wellness Centre – An application was sent to ICIP Grant Program for the Wellness Centre, however it was withdrawn when it was learned that the Provincial share would need to use MSI funds. Administration will be preparing an alternative proposal for Council's consideration.
- LC Ferry Campground Lease – working on renewal of lease.

Emergency Operations

- Complete DRP application for Wildfire Events
- Complete DRP Appeal for gas shortage

Building Maintenance August/Sept

- Signed contract with Loss Control Consultants to complete building valuations and condition report.
- Repair heat pump LC office HVAC system-completed
- Trimmed brush at Buffalo Head Hills Lookout (Brush was restricting view from lookout)
- Completed annual fire extinguisher maintenance in FV and LC
- Winterize sprinkler systems- FV office, LC office, LC Water Plant and Reinland Park
- FV Parks shed construction-in progress
- Numerous minor repairs



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	October 9, 2018
Presented By:	Len Racher, Chief Administrative Officer
Title:	Policy PW018 Hiring of Private Equipment

BACKGROUND / PROPOSAL:

At the September 24, 2018 council meeting a recommendation was made that the Hiring of Private Equipment Policy be brought back to Council for review and recommendation.

Administration does not feel that any changes are required at this time.

Please note that this policy is linked to Policy FIN025 Purchasing Authority Directive and Tendering Process.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

Author: C. Gabriel **Reviewed by:** L. Racher **CAO:** L. Racher

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That Policy PW018 Hiring of Private Equipment be received for information.

Author: C. Gabriel **Reviewed by:** L. Racher **CAO:** L. Racher

Mackenzie County

Title	Hiring of Private Equipment	Policy No:	PW018
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Legislation Reference	MGA Section 18
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Purpose

To establish a procedure and standards for the hiring of private equipment to complete municipal work.

Policy Statement and Guidelines

From time to time the municipality requires equipment, to assist with municipal work. The municipality will hire private equipment off of the equipment list.

Definitions:

Private equipment shall be defined as any equipment which is owned and operated by an individual, partnership, or corporation.

The hired equipment list is an ongoing list of privately owned equipment that the County may hire from time to time.

Guidelines:

1. The private equipment on the Mackenzie County equipment list shall be the first source of equipment to be hired when privately owned equipment is required for work within the Mackenzie County.
2. Contractors complete a Hired Equipment Form (Attached Schedule "A"), and must have a current WCB account, Certificate of Insurance with a minimum of two million dollars liability, to remain on the list. Vehicles and equipment must have a current Alberta CVIP, and commercial license plates.
3. Mackenzie County may apply the following considerations when hiring equipment:
 - Past work history with the County along with the cooperative record of the contractor making equipment available to the County in times of need or difficult situations;
 - the experience of the operator, the suitability, productivity and condition of the equipment.
4. Equipment must be in good working condition. Supervisors may dismiss equipment that is in poor condition.

5. Contractors must supply experienced operators with proper PPE, and training certificates to complete the required task, in a safe and efficient manner.
6. Private equipment from contractors shall be hired only if they have no outstanding accounts (including taxes) with the municipality and are not involved in any legal action against Mackenzie County.
7. A list of all equipment shall be prepared for public information in accordance with the Freedom of Information and Protection of Privacy Act.
8. Contractors without a valid COR/SECOR shall be paid 70% of the current years Alberta Road Builders Rates. The Purchasing Authority Directive and Tendering Process Policy applies.
9. Contractors with a valid COR/SECOR shall be paid 80% of the current years Alberta Road Builders Rates.
11. Once per year, the municipality will advertise that the County is accepting hired equipment updates, and new registrations for the hired equipment list.
12. All Contractors of equipment on the hired equipment list must follow Mackenzie County's Policies and procedures.

	Date	Resolution Number
Approved	02-Jan-17	02-025
Amended	03-Mar-25	03-191
Amended	10-Jun-15	15-06-420

PRIVATE EQUIPMENT REGISTRATION FORM



Mackenzie County

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

Owner / Company: _____ **Land Location:** _____

Mailing Address: _____

Contact Name(s): _____

Telephone: _____ **Cell:** _____ **Fax:** _____ **Email:** _____

Description of Power Unit	Make	Model	Year	Serial Number	Attachment Description

RATES WILL BE GOVERNED BY THE MACKENZIE COUNTY PURCHASING POLICY - 70% ALBERTA ROAD BUILDERS RATE FOR NO COR/SECOR & 80% FOR THOSE WITH COR/SECOR

GST #: _____ ***Liability Insurance Coverage #:** _____ **Expiry Date:** _____

***Insurance Coverage \$** _____ **Expiry Date:** _____ ***COR / SECOR:** _____

***Mackenzie County Bus. Lic. Number:** _____

***Worker's Compensation Number:** _____ **Expiry Date:** _____

***Please provide copies of the above documents.** **Owner's Signature:** _____ **Date:** _____

This information is being collected in accordance with Part 2 of the Freedom of Information and Protection of Privacy Act and is being collected for the purpose of ensuring appropriate equipment is hired specific to the requirements of the job as well as for determining a rate of payment for such equipment. Our Freedom of Information and Protection of Privacy Act Co-ordinator, Joulia Whittleton, is available to answer any questions you may have pertaining to the collection and use of the information and may be contacted at 927-3718. This information may be used for any municipal purpose.

PRIVATE EQUIPMENT REGISTRATION FORM

Procedure

- 1 The use of hired equipment is a pre-qualification of vendors and will be used in instances and to the limits as outlines in the "Hiring of Private Equipement" Policy.
- 2 Each year the County will advise once, in each of our local newspapers, and on the County website, calling for contractors to submit their Private Equipment list to the County and also to inform the public of our equipment hiring procedures. Contractors may notify in writing at any time if they want to add or delete equipment from the list, in accordance with this policy.
- 3 Companies or owners will be required to provide proof of valid WBC coverage, appropriate insurance (\$2,000,000.00 minimum), valid safety inspection where applicable and any other information the County deems necessary, prior to start of work. The information will be reviewed prior to payment being made to ensure it remains valid.
- 4 Companies or owners will not be considered who are delinquetly indebted to the County more than \$50 for taxes, utility accounts or any other accounts receiveable; and/or are involved in any current litigation with the County.
- 5 Supervisory staff are authorized to hire equipment as long as it is within their allowable signing authority limit. Anything above their signing authority limit will need approval from the appropriate Director and/or CAO.
- 6 Supervisory staff may apply the following considerations when hiring equipment;
 - Past work history with the County along with the cooperative record of the contractor making equipment available to the County in times of need or difficult situations;
 - the experience of the operator, the suitability, productivity and condition of the equipment;
 - the location of the equipment in relation to the work site;
 - charge out rates/price

Each supervisor will report to their respective Directors on a regular basis regarding the hired equipment he has working. These reports (and others such as financials) will be used by the respective Directors to access the degree of which work is being distributed and to direct supervisory staff on hiring equipment.

- 7 Supervisors are expected to provide justification for their choices when hiring, and to provide an accurate tracking of hours and costs of each project.



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	October 9, 2018
Presented By:	Carol Gabriel, Director of Legislative & Support Services
Title:	Policy HR002 Drug and Alcohol Use – DRAFT Policy HR003 Medical Marijuana Use – DRAFT

BACKGROUND / PROPOSAL:

Mackenzie County is committed to the health, safety and wellness of its employees. We recognize and accept the responsibility to provide employees with a safe, health and productive work environment.

Employees have the responsibility to report to work capable of performing their tasks productively and safely recognizing that the inappropriate use of drugs, alcohol and medications can have serious adverse impacts in the workplace.

The purpose of the attached draft policies are to establish the Employer’s expectations for appropriate behavior, to establish the consequences for non-compliance, and to provide consistent guidelines for all employees and to provide a means for supporting employees who are dealing with current or emerging drug and alcohol problems.

Currently no policies exist that address this matter.

Once reviewed by Council, administration recommends that the policies be forwarded to the union for review and comment prior to adopting the policies.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

N/A

Author: C. Gabriel **Reviewed by:** Mgmt Team **CAO:** L. Racher

SUSTAINABILITY PLAN:

COMMUNICATION:

Draft policies will be sent to the AUPE Local 118/008 for review and comment.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the drug and alcohol policies be received for information and forwarded to the AUPE Local 118/008 for review and comment.

Author: C. Gabriel **Reviewed by:** Mgmt Team **CAO:** L. Racher

Mackenzie County

Title	Drug and Alcohol Use	Policy No:	HR002
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Legislation Reference	Alberta Occupational Health & Safety Act, Regulations and Code Criminal Code Alberta Human Rights Act
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Purpose

Mackenzie County (the “Employer”) is committed to the health, safety and wellness of its employees, contractors, and the public. The Employer recognizes and accepts the responsibility to provide its employees with a safe, healthy and productive work environment. Employees have the responsibility to report to work capable of performing their tasks productively and safely. The inappropriate use of drugs, alcohol and medications can have serious adverse impacts in the workplace.

The purpose of this policy is to establish the Employer’s expectations for appropriate behaviour, to establish the consequences for non-compliance, to provide consistent guidelines for all employees and to provide a means for supporting employees who are dealing with current or emerging drug and alcohol problems.

Definitions:

“**Drug**” – means any substance, including alcohol, legal or illegal drugs or medications, the use of which has the potential to change or adversely affect the way a person thinks, feels or acts. For the purposes of this policy, drugs of concern are those that inhibit a worker’s ability to perform his or her job safely and productively.

“**Alcohol**” – means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl. Beverage Alcohol refers to beer, wine and distilled spirits.

“**Employee**” – includes all regular full time, part time, temporary, casual employees and seasonal staff on the Employer payroll.

“**Employer Business**” – refers to all business activities undertaken by employees in the course of performing duties, whether conducted on or off Employer premises.

“**Employer Premises**” – includes but is not necessarily restricted to all land, facilities, mobile equipment and vehicles owned, leased or otherwise directly controlled by the Employer.

“Employer Worksite” – includes any worksite to which employees have been assigned for the purpose of conducting business.

“Fitness for Work/Duty” – in the context of this policy means being able to safely and acceptably perform assigned duties without any limitations due to the use or after-effects of alcohol, drugs or medications.

“Illegal Drug” – means any drug or substance that is not legally obtainable and whose use, sale, possession, purchase or transfer is restricted or prohibited by law (for example, street drugs such as marijuana and cocaine).

“Legal Drug” – includes any drugs that have been lawfully manufactured and lawfully obtained.

“Medication” – refers to a drug obtained legally, either over-the-counter or through a doctor’s prescription.

“Significant Work Related Accident and Serious Personal Injury” – are those defined by the Occupational Health & Safety Act, Chapter O-2.1, Section 40, subsection (2) as requiring notification to a Director of Inspection:

“Serious Injuries and Accidents

18(2) The injuries and accidents to be reported under subsection (1) are:

- (a) an injury or accident that results in death*
- (b) an injury or accident that results in a worker’s being admitted to a hospital for more than two days*
- (c) an unplanned or uncontrolled explosion, fire or flood that causes a serious injury or that has the potential of causing a serious injury*
- (d) the collapse or upset of a crane, derrick or hoist, or*
- (e) the collapse or failure of any component of a building or structure necessary for the structural integrity of the building or structure.”*

“Supervisors” – means the individual accountable for a particular facility, department, or area, including managers and others in supervisory positions directly responsible for the performance of individuals.

“Trained Personnel” – means a person who has received the necessary training to identify whether an Employee is under the influence of drugs or alcohol.

“Under the Influence” – of drugs (including prescription drugs) alcohol or any controlled substance for the purpose of this policy is defined as the use of one or more of these substances to an extent that an employee is:

- unable to perform in a productive manner;
- in a physical or mental condition that creates a risk to the safety and well-being of the individual, other employees, the public or Employer property; or
- displaying signs or symptoms of substance abuse such as smell of alcohol on breath, slurred speech, and atypical behavior.

GUIDELINES/RESPONSIBILITIES:

The following provisions apply to all employees while they are engaged in the Employer's business, working on Employer Premises or Worksites, and operating Employer vehicles and equipment. Violations of these provisions will result in disciplinary action up to and including termination of employment.

All employees are expected to perform their job in a safe manner and in all ways consistent with established practices. In addition, it is expected that everyone will;

- read and understand the policy and their responsibilities under it;
- report fit for duty for any and all scheduled duty and remain fit for duty while on Employer Business and Premises;
- seek advice and follow appropriate treatment if they have a current or emerging problem, and follow recommended monitoring programs after attending treatment;
- co-operate with any work modification related to safety concerns;
- intervene as appropriate to encourage a co-worker to access assistance before an alcohol or drug problem impacts performance or safety; and
- co-operate with an investigation into a violation of this policy, including any request to participate in the testing program as and when required to do so under this policy.

Because all individuals working for the Employer have a shared responsibility for workplace safety, employees are encouraged to look out for other employees, contractors or visitors in terms of fitness for duty and safety. They are expected to take appropriate action to ensure no individual remains in an unfit condition on Employer Premises or Worksites such that they may endanger themselves or others, by ensuring their supervisor or another member of management is advised of the situation.

Council will be responsible for:

- Ensuring that approved policies comply with legislation.

Chief Administrative Officer and Directors will be responsible for:

- Providing information, instruction and assistance to all supervisory staff;
- Providing all supervisory staff with an understanding of the Drug and Alcohol Policy as well as relevant legislation;
- Ensuring that supervisors and employees are aware of and adhere to this policy.

Supervisors will be responsible for:

- on-going performance management to ensure safe operations and effectiveness of the program;
- guiding employees who seek assistance to appropriate resources (for example, community services or social services);
- taking steps to investigate any violation of the standards set out under this policy; and

- referrals for alcohol and drug testing as and when required to do so under this policy.

Details on the standards, procedures and definitions of key terms are found in the following sections of the policy. This policy is subject to ongoing review and evaluation, and modifications will be made as deemed necessary to respond to current circumstances and evolving needs.

POLICY STANDARDS:

To minimize the risk of unsafe and unsatisfactory performance due to the use of alcohol or other drugs, the following standards have been set out and apply to everyone when on Employer Business, Premises and Worksites including when operating a motor vehicle. The only exception to the prohibition on handling alcohol or illegal drug possession below is police personnel and/or other staff when performing their duties. Everyone is expected to report fit for work, and remain fit throughout their work day or shift, including when scheduled to be on call.

1. Illegal Drugs

- 1.1 The following are prohibited:
- a) use, possession, distribution, offering or sale of illegal drugs or illegal drug paraphernalia;
 - b) possession of prescribed medications without a legally obtained prescription, and distribution, offering or sale of prescription medications (trafficking);
 - c) reporting for work under the influence of illegal drugs; and
 - d) presence in the body of illegal drugs as determined through the testing program.

2. Legal Drugs

- 2.1 The following are prohibited:
- a) reporting for duty under the influence of drugs;
 - b) use of drugs during the work day including during meals and breaks;
 - c) possession, distribution, offering or sale of drugs;

3. Alcohol

- 3.1 The following are prohibited:
- d) reporting for duty under the influence of alcohol;
 - e) use of alcohol during the work day including during meals and breaks;
 - f) possession, distribution, offering or sale of beverage alcohol;
 - g) having an alcohol test result of .04 Blood Alcohol Concentration (BAC) or greater; and

h) use of alcohol within eight hours of an accident or until tested or advised by the Employer that a test is not required.

3.2 Employees covered by this policy may use alcohol after the work day (for example, when on travel status, at a training event or seminar or in any other business-related situation), provided the formal business is completed, they use alcohol responsibly in compliance with the standards set out above, and they are not returning to work.

4. Medications

4.1 Everyone is expected to use prescribed and over-the-counter medications responsibly. The intentional misuse of medications (for example, using the medication not as it has been prescribed, using someone else's prescription medication, combining medication and alcohol use against direction) while on Employer Business, Premises or Worksites is prohibited.

4.2 Medications of concern are those that inhibit or may inhibit an employee's ability to perform their job safely and productively.

4.3 Employees are expected to investigate (through their doctor or pharmacist) whether a medication can affect safe operation and take appropriate steps to minimize associated risk.

4.4 Employees are to report any requirement for modified work to their supervisor and follow any recommended course of action to minimize safety risk.

5. Call-in Situations

5.1 Employees receiving standby pay for on-call situations are expected to be fit for work and in compliance with these standards.

5.2 If unexpected circumstances or an emergency arises where an individual is requested to perform unscheduled services while under the influence of alcohol or medications, it is the responsibility of that individual to decline the call.

PREVENTION, ASSISTANCE, REHABILITATION

6. Prevention

6.1 This policy stresses the importance of prevention and early identification of potential problem situations. Information is available on health and safety hazards of alcohol and drug use, and the process to access resources for assistance with an alcohol or drug problem, or any other problem that may be affecting work performance.

7. Assessment/Rehabilitation

- 7.1 It is recognized that alcohol and drug dependency are treatable illnesses and that early intervention greatly improves the probability of a lasting recovery. Individuals who suspect they have a substance dependency or emerging alcohol or drug problem are encouraged to seek advice and to follow appropriate treatment promptly before job performance is affected or violations of this policy occur. Voluntary disclosure of an alcohol or drug problem will not in and of itself result in discipline. In this situation, the Employer is prepared to assist the employee, starting with a referral for an alcohol and drug assessment.
- 7.2 Accessing assistance or declaring a problem does not eliminate the requirement for compliance with this policy. Investigations into a possible policy violation, including testing, or entry into the disciplinary process cannot be avoided by a request for assistance with a problem or by disclosure that the employee is already involved in a treatment program. Accessing assistance for a problem at an early stage is the priority.

8. Treatment

- 8.1 All employees who are candidates for primary treatment (for example, residential or out-patient treatment) for alcohol or drug problems will be expected to enter into a written agreement to support their recovery. It will outline the conditions governing their return to the job, and the consequences for failing to meet those conditions. One of those aftercare conditions may include unannounced testing based on the advice of a substance abuse professional (SAP) and/or treating facility. The employee may use accrued sick leave benefits.
- 8.2 Where a medical professional, a SAP, or other counselling professional advises there is a risk that an employee could not do their job safely, the employee will be removed from duty until they are able to safely return to work. Work schedules will be adjusted within reasonable limits to accommodate any period of time the employee is required to attend the treatment or counselling program.
- 8.3 Confidentiality will be maintained except where limited disclosure is necessary for related health and safety concerns (for example where there is deemed to be a potential for risk to self, others or the organization).
- 8.4 The Employer shall not be responsible for costs associated with treatment.

INVESTIGATION PROCEDURES

9. Performance Management

- 9.1 The normal process of performance management will continue to be emphasized. Employees with apparent performance problems will be reminded that they should access assistance should a personal problem be affecting their job performance.

10. Unfit for Duty Situations

- 10.1 In all situations when there are reasonable grounds to believe an employee is unfit to be at work, responsible escort procedures will be followed. The employee will be escorted to a safe place and given an opportunity to explain why they appear to be in a condition unfit for duty. If the supervisor conducting the interview still believes the employee is in a condition unfit for normal duty, and after consultation and agreement of a second person where possible, they may take any of the following actions:
- a) referral for medical attention if there are immediate medical concerns (doctor, local hospital or clinic); and/or
 - b) referral for an alcohol and drug test if there are reasonable grounds to believe alcohol or drug use may be a factor in the situation.
- 10.2 The employee will be provided with transportation to the collection site or hospital/clinic depending on the circumstances, and then to their place of residence or to the care of another person. The employee may be temporarily held out of service with pay or reassigned pending completion of any investigation and, depending on the test result, a fitness for duty assessment may also be required.

11 Alcohol and Drug Testing

All employees will be subject to testing in the following circumstances:

Reasonable Cause

- 11.1 Testing will take place whenever an Employer representative has reasonable grounds to believe that the actions, appearance or conduct of an employee while on duty are indicative of the use of drugs or alcohol.
- 11.2 The decision to test shall be made by Trained Personnel, with concurrence of a second Trained Personnel whenever possible (for example. another supervisor, manager, or human resources).

- 11.3 The basis for the decision will be documented as soon as possible after action has taken place. The referral for a test will be based on specific, personal observations resulting from, but not limited to such indicators as:
- a) observed use or evidence of use of a substance (for example, smell of alcohol);
 - b) observed signs of drug or alcohol impairment;
 - c) erratic or atypical behavior of the employee;
 - d) changes in the physical appearance of the employee;
 - e) changes in the behavior of the employee; or
 - f) changes in the speech patterns of the employee.

Post Incident:

- 11.4 Alcohol and drug testing may be required after a significant work-related accident or incident as part of a full investigation into the circumstances.
- 11.5 The decision to refer employee(s) for a test will be made by the supervisor investigating the incident and with the agreement of a second person whenever possible (for example, another supervisor or human resources).
- 11.6 The following procedures apply:
- a) the need for a test must be documented as part of the preliminary investigation as soon as practical after the triggering event;
 - b) a test will not be necessary if there is clear evidence that acts or omissions of employee(s) could not have been a contributing factor (for example, structural or mechanical failure);
 - c) employee(s) referred for a test will only be those who are identified, with reasonable grounds, as having been directly involved in the chain of acts or omissions leading up to the event; and
 - d) employee(s) to be tested must not use alcohol until after the test has been completed or until they have been advised that a test is not required.
- 11.7 Since all employees may be subject to testing after a significant incident, they are to report the situation to their immediate supervisor as soon as possible after the incident and participate fully in any subsequent investigation.
- 11.8 A significant incident would be one causing:
- a) a fatality or serious personal injury to an employee or a member of the public;
 - b) an environmental spill with significant implications; or
 - c) significant loss or damage to property, equipment or vehicles.
- 11.9 On-Road Accidents – Anyone who operates a vehicle for the Employer is subject to testing after a significant accident or one requiring hospitalization. Any employee involved in an on-road accident as noted above is required to report

the situation to their immediate supervisor as soon as possible after the incident and participate fully in any subsequent investigation.

- 11.10 Other Situations – At their discretion, the Employer may require a post-incident test after any other significant work accident, incident or near miss as part of a complete investigation. Failure to report a serious accident, incident or near miss is a violation of this policy.

Return to Duty – Post Violation

- 11.11 In those situations where employment is continued after a policy violation, individuals will be required to pass a return to duty test and may be subject to unannounced testing for a minimum of two (2) years as a condition of continued employment.

Return to Duty – Post Treatment

- 11.12 Any employee assuming duties after primary treatment for an alcohol or drug problem which resulted from a performance-related incident will be required to pass a return to duty test. In addition, they may be subject to unannounced testing with a case-specific program designed to support their ongoing recovery.

Failure to Test

- 11.13 Failure to report directly for a test, refusal to submit to a test, refusal to agree to disclosure of a test result to the Employer, a confirmed attempt to tamper with a test sample, or failure to report an incident which may require testing, are violations of this policy.

12. Possession of Alcohol or Drugs

- 12.1 The Employer reserves the right to investigate any situation when there are reasonable grounds to believe that alcohol or drugs are present on Employer Premises in violation of this policy.
- 12.2 Supervisors are responsible for identifying situations where a search is justified based on a combination of indicators that could include behaviour, odor, or presence of paraphernalia. They will be responsible for advising their Director of the situation, who, in conjunction with the Chief Administrative Officer and the RCMP may take the appropriate steps to investigate the situation.

13. Impaired Driving Charge

- 13.1 Employees who operate a motor vehicle on behalf of the Employer are required to maintain a valid driver's license for the class operation required. Any loss of

license must be reported immediately to management, and the employee will no longer be authorized to drive on behalf of the Employer.

- 13.2 In addition, employees must inform their supervisor immediately if they have been charged with an impaired driving offense when operating a vehicle on behalf of the Employer. Impaired driving would include but not be restricted to exceeding the legal BAC in that jurisdiction, driving while impaired, or refusal to blow into a breath analyzer or other testing procedure. Receipt of a charge will result in a full investigation, and discipline appropriate to the situation

CONSEQUENCES

14. All employees will have access to this policy. The Employer views the rules contained in this policy to be of the utmost importance. Any deviation from the above terms will result in disciplinary action that may include immediate dismissal. Any resulting dismissal will be considered as “dismissal with cause” and not subject to notice or remuneration in lieu.
15. In all situations, an investigation will be conducted to verify that a policy violation has occurred before disciplinary action is taken. Therefore, management has the authority and discretion to hold out of service, with pay, any employee who is believed to be involved in an incident that could lead to disciplinary action pending the results of the investigation. The appropriate discipline in a particular case depends on the nature of the policy violation and the circumstances surrounding the situation.
16. Should the Employer determine that employment will be continued in a specific circumstance, the employee would be required to enter into an agreement governing their continued employment which may require any or all of the following actions, or any other condition appropriate to the situation:
- a) temporary removal from their position;
 - b) assessment by a SAP to determine the need for a structured treatment program;
 - c) adherence to any recommended treatment, monitoring, and aftercare program;
 - d) maintenance of sobriety and satisfactory performance on return to duty;
 - e) successful completion of a return to duty test;
 - f) ongoing unannounced testing for a period determined on a case by case basis; and
 - g) no further violations of the policy.
17. Failure to meet these conditions including a second violation of the policy, may result in further disciplinary action or termination of employment in accordance with the return to duty agreement.

18. The Chief Administrative Officer is responsible for the development, implementation, monitoring, and evaluating of this policy.

Related Policies and Procedures

HR001 – Employee Code of Conduct Policy

HR003 – Medical Marijuana Policy

	Date	Resolution Number
Approved		
Amended		
Amended		

Mackenzie County

Title	Medical Marijuana Use	Policy No:	HR003
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Legislation Reference	Alberta Occupational Health & Safety Act, Regulations, and Code Criminal Code
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Purpose

The employees of Mackenzie County are our most valuable resource, and for that reason, their health and safety is of paramount concern. Medical marijuana will be treated the same as all other regularly prescribed medications. Mackenzie County has the same expectations from employees who use medical marijuana as who use all other types of medications and will accommodate individuals up to the point of undue hardship.

1. Guidelines

- a) Employees may only use medical marijuana with a license in their names from a physician.
- b) If an employee is required to use medical marijuana while at work, they must inform Human Resources. An employee is not required to disclose their specific medical diagnosis; however, they are required to provide a note from their doctor and a copy of the possession license.
- c) All information provided in regard to medical marijuana use is considered confidential and will be treated as such, keeping an employee's privacy as a top concern second only to safety.
- d) Employees who have a medical condition which requires additional accommodation can discuss their marijuana use schedule in the context of the general accommodation plan with Mackenzie County and their primary care physicians.
- e) Employees may be required to work with the company's service provider who will provide direction and support for the use of medical marijuana.
- f) Mackenzie County will work with the individual that requests accommodation in an effort to ensure that the measures taken are both effective, and mutually agreeable.
- g) In the event that medical marijuana is deemed to pose a significant or potential hazard to the employee and/or other employees, Mackenzie

County will attempt to find alternative work for the employee, up to the point of undue hardship.

2. Use of Medical Marijuana While at Work

- a) In the event that an employee is taking medical marijuana during regular working hours, they are expected to use it in moderation, only at the recommended level of dosage and the applicable frequency of the doses.
- b) Mackenzie County asks that, where possible, employees who require medical marijuana use a method of ingestion other than smoking.
- c) Employees who choose to smoke medical marijuana must abide by all provincial smoking regulations.
- d) Employees who choose to smoke medical marijuana are not permitted to smoke in the presence of other employees.
- e) Mackenzie County will determine an appropriate smoking area for the employee, with the goal of maintaining the confidentiality of the employee's medical situation.

3. Management/Employee Expectations

3.1 Management is required to:

- a) Treat employees who use medical marijuana the same as all other employees using prescription medication.
- b) Provide accommodation up to the point of undue hardship.
- c) Be aware of the effects of marijuana use and ensure employees are not placed in any safety sensitive situations.
- d) Assess the effects of the use of marijuana on an employee's performance on the job.
- e) Ensure that the use of medical marijuana does not adversely affect the safety of the employee and/or his/her co-workers.
- f) Ensure that any employee who asks for help due to a drug or alcohol dependency is provided with the appropriate support (including accommodation) and is not disciplined for doing so.
- g) Respond to any employee queries regarding the use of medical marijuana, while maintaining the privacy of an employee's specific situation at all times.

3.2 Employees are required to:

- h) Disclose their medical marijuana use to management.

- i) Work with Mackenzie County to develop accommodation plans that are mutually agreeable.
 - j) Follow the agreed-upon accommodation plan and the guidelines of this policy.
 - k) Never share their medication with any other employee, even those who may have a similar prescription.
 - l) Maintain ongoing communication with management regarding the effects of marijuana on their ability to perform their job duties.
 - m) Never participate in activities which could cause a safety risk such as driving while under the influence of marijuana.
- 4 The Chief Administrative Officer is responsible for the development, implementation, monitoring, and evaluating of this policy.

Related Policies and Procedures

HR001 – Employee Code of Conduct Policy
HR002 – Drug and Alcohol Policy

	Date	Resolution Number
Approved		
Amended		
Amended		

Agreement

I, _____, acknowledge that I have read and understand the Medical Marijuana Policy of Mackenzie County, and I agree to adhere to this policy in its entirety and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules set forth in this policy, I may face disciplinary action up to and including termination of employment.

Name: _____

Signature: _____

Date: _____

Mackenzie County Medical Marijuana Prescription Form

Note to Physician: This form will be used only to address and outline an individual's use of marijuana for medical purposes.

1. The information shared on this form will be kept private and confidential.
2. Please do not provide a diagnosis or any other related medical information.

Employee Name: _____

I have reviewed this form and give you permission to supply Mackenzie County with information related to my prescription here.

Employee Signature: _____ **Date:** _____

Medical Assessment
<p>Name of Physician: _____</p> <p>Based upon my diagnosis, this individual has been prescribed the use of medical marijuana to alleviate one or more of their symptoms. The use of the prescribed medication is required.</p> <p>Comments:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Job duty restrictions or limitations while using required medical marijuana:</p> <p>_____</p> <p>_____</p> <p>_____</p>

Name of Physician: _____
(please print)

Signature of Physician: _____

Date: _____

Medical Office Stamp

****This form must be hand delivered by the Employee to the Human Resources department to ensure confidentiality.***



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	October 9, 2018
Presented By:	Len Racher, Chief Administrative Officer
Title:	Meetings with Ministers – Rural Municipalities of Alberta (RMA) Fall Convention

BACKGROUND / PROPOSAL:

The Rural Municipalities of Alberta (RMA) fall convention is coming up in November. Administration has submitted meeting requests to various Ministries, however meeting topics and attendees need to be determined and forwarded.

See attached excerpt from the January 24, 2018 council meeting minutes identifying Ministries and topics for discussion at the spring convention. Meetings were held with the Minister of Indigenous Relations, Minister of Health, and the Minister of Agriculture & Forestry.

OPTIONS & BENEFITS:

Administration recommends that Council consider limiting the number of topics to a few priority items as well as a limited delegation team to attend the meeting. See attached correspondence from the Minister of Municipal Affairs office.

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

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

COMMUNICATION:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the following priority topics be discussed at the Minister meetings during the Rural Municipalities of Alberta (RMA) fall convention in November 2018 in Edmonton.

Alberta Transportation • • •	Agriculture & Forestry • • •
Health • • •	Environment & Parks • • •
Municipal Affairs • • •	Economic Development & Trade • • •
Indigenous Relations (<i>meeting scheduled for November 20, 2018 at 9:30 a.m.</i>) • • •	Energy • • •

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

From: municipalservicesandlegislation@gov.ab.ca
To: [CAO](#)
Subject: RMA 2018 Fall Convention - Potential Meeting Opportunity with Minister Anderson
Date: October 3, 2018 4:07:13 PM

Dear Chief Elected Officials and Chief Administrative Officers,

I am writing with regard to a potential opportunity for municipal officials and representatives to meet with the Minister of Municipal Affairs, the Honourable Shaye Anderson, at the 2018 Rural Municipalities of Alberta (RMA) fall convention. This year, the fall convention and trade show are scheduled for November 20 to 22, 2018, at the Shaw Conference Centre.

Should your council wish to meet with Minister Anderson at the RMA 2018 fall convention, I invite you to submit your meeting request via email to Chelsea Williamson (Chelsea.Williamson@gov.ab.ca) on or before **Wednesday, October 24, 2018**.

In your meeting request, please be sure to include two to three policy items or issues you would like to discuss, as well as a rough approximation of how many people will attend the meeting on behalf of your municipality. In order to plan effectively for the Minister's time at the convention, we will not be able to consider requests that arrive past the October 24, 2018 deadline, nor honour requests that do not include agenda items.

We generally receive more requests to meet with the Minister than can be reasonably accommodated over the course of the convention. Therefore, to ensure suitable consideration of your request, please be mindful of the following criteria:

- Policy items or issues directly relevant to the Minister of Municipal Affairs and the department will be given priority.
- Distance from Edmonton - Municipalities located within the Capital Region can be more easily accommodated throughout the year; therefore, priority will be given to requests from municipalities at a distance from Edmonton and those municipalities with which Minister Anderson has not yet had an opportunity to meet.

The length of meeting time with the Minister at the RMA convention is scheduled for approximately 20 minutes per municipality. This allows the Minister the opportunity to engage with as many municipalities as possible.

All municipalities submitting meeting requests will be notified the week of November 5, 2018, as to the status of their request. Our ministry will make every effort to find alternative opportunities throughout the remainder of the year for those municipalities we are unable to accommodate during the fall convention.

Sincerely,

Keith McLaughlin
Chief of Staff to the Honourable Shaye Anderson, Minister of Municipal Affairs

HC” to accommodate the use of automotive sales and rental.

CARRIED

ADMINISTRATION:

9. a) Bylaw 1087-18 Subdivision & Development Appeal Board

Councillor A. Peters rejoined the meeting.

MOTION 18-01-059

MOVED by Councillor Sarapuk

That third reading be given to Bylaw 1087-18 being the Subdivision and Development Appeal Board for Mackenzie County as amended with the removal of the following:

- 15. c) If the Appellant attends the Subdivision & Development Appeal Board hearing at the time scheduled for the Board to hear the appeal, the fees paid by the Appellant shall be refunded regardless of the decision made by the Board.*

CARRIED

ADMINISTRATION:

9. b) Meetings with Ministers – AAMDC Spring Convention

MOTION 18-01-060

MOVED by Councillor Jorgensen

That administration setup meetings with the following Ministers during the Alberta Association of Municipal Districts & Counties (AAMDC) spring convention in March 2018 in Edmonton.

Alberta Transportation

- P3 Road Project
- High Load Corridor (Highway 88)
- La Crete Ferry/Bridge
- Bridge File/Roads to New Lands
- Update on Highway 697 Widening
- Highway 58 – Turning Lane at Ponton River, East Overlay, BC Connector, Connector through the Wood Buffalo

Minister of Agriculture & Forestry

- Farmland Expansion – Green Zone-White Zone
- Bovine Tuberculosis
- Grazing Leases
- Roads to New Lands
- G7G Railway
- Natural Gas Shortage
- Caribou

National Park

- Update on G7G Railway

Minister of Health

- Dialysis
- Maternity Services
- Chemotherapy
- Emergency Medical Services
- High Level Seniors Lodge
- Workers' Compensation Referral Locations

Minister of Environment & Parks

- Commercial Fishing
- Recreation and Campgrounds
- Grazing Leases
- Land Use Framework Update
- Caribou

Minister of Municipal Affairs

- Municipal Census
- Rural Water
- Natural Gas and Power Shortages
- Assessment Yearly Modifiers
- New Home Warranty Program (Modular Homes)

Minister of Economic Development and Trade

- Natural Gas and Power Shortages
- G7G Railway
- Farmland Expansion
- Assessment Decline
- Commercial Fishing
- Caribou

Solicitor General

- Conservation Officers
- Sheriffs Transporting Prisoners
- Fox Lake Courthouse

Minister of Indigenous Relations

- Partnership Program for Water to Reserves
- Caribou

Minister of Energy

- Natural Gas and Power Shortages
- Caribou

RCMP K Division

- Sheriff Duties
- CTA Staffing
- Fox Lake Courthouse
- Housing in Fox Lake and High Level

CARRIED

ADMINISTRATION:

9. c) AAMDC Spring Resolutions

MOTION 18-01-061

MOVED by Councillor Knelsen

That the AAMDC spring resolutions discussion be received for



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	October 9, 2018
Presented By:	Len Racher, Chief Administrative Officer
Title:	Letter Request – Reactive Monitoring Mission to Wood Buffalo National Park

BACKGROUND / PROPOSAL:

Mr. Maarten Braat is requesting that Council considering sending the attached letter to the UNESCO World Heritage Centre. He feels that our regions needs have not been heard or addressed in this regard.

A copy of the United Nations Educational, Scientific and Cultural Organization's (UNESCO) Report Executive Summary is attached for reference.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

If approved, the letter would be sent on County letterhead under the Reeve's signature.

Author: _____ Reviewed by: _____ CAO: _____

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the letter to the UNESCO World Heritage Centre regarding the reactive monitoring mission to Wood Buffalo National Park be sent as presented.

Author: _____ Reviewed by: _____ CAO: _____

October 2, 2018

Mr. Tilman Jaeger
UNESCO World Heritage Centre
7 Place de Fontenoy
75352 Paris
France

Dear Mr. Jaeger:

**RE: REACTIVE MONITORING MISSION TO WOOD BUFFALO NATIONAL
PARK**

We understand that you were in Northern Alberta and the Northwest Territories in the fall of 2016 to attend hearings regarding the Wood Buffalo National Park. We were very disappointed that a hearing was not scheduled in Fort Vermilion, Alberta, as Mackenzie County shares borders with Wood Buffalo National Park. We have our own challenges and it would have been appreciated and certainly beneficial for all of us to discuss these challenges.

After reading the United Nations Educational, Scientific and Cultural Organization's (UNESCO) report regarding the Reactive Monitoring Mission to Wood Buffalo National Park, March 2017, we decided to send this letter addressing some of our concerns, as well as solutions to these concerns.

Firstly, Recommendation 2 advocates increasing pressures on the property. The pressure on the Peace-Athabasca Delta has led to deterioration for the purpose of food sources for bison. Due to lack of flooding, weeds have overgrown the grass species; therefore animals no longer stay in the area for an extended period of time. Bison increasingly move to other areas for food sources. There is an increasing amount of bison traveling down the Buffalo River into the Caribou Mountains Wildland Provincial Park of Alberta. This park was created by the Alberta government in 2001 under the "Special Places Program" and sits adjacent to the Wood Buffalo National Park.

Secondly, Recommendation 15 advocates for a Species Recovery Strategy for "Wood Bison". The bison in the Wood Buffalo National Park are a hybrid mix of both Wood Bison and Plain Bison – their own unique species. The disease management strategy will not be effective, and culling is not an option. These

bison should be relocated from the Wood Buffalo National Park and surrounding areas alive and managed farm style.

Alberta and Canada are establishing pure Wood Bison herds all over the provinces. Alberta has a breeding area known as Elk Island National Park where Wood Bison and Plain Bison are bred disease-free. Elk Island National Park has established two herds in particular: Mackenzie herd and Hay-Zama herd. The Hay-Zama herd is being culled off and on so they cannot move across Highway 35 to the east and potentially come into contact with the diseased bison in and surrounding Wood Buffalo National Park. The Wood Bison in Elk Island National Park were originally located in Wood Buffalo National Park; however this was before the diseased bison were placed in the latter park in 1924.

Diseased bison are passing infections onto other ungulates—that is, hooved mammals. This is a real concern, as the moose in Wood Buffalo National Park have been infected with brucellosis and will die within a year. As well, Woodland Caribou are in much decline as they commonly graze with diseased bison. If they aren't already diseased, it is only a matter of time. The sooner the diseased bison are removed from Wood Buffalo National Park and surrounding areas, the better. Then we can begin replacing these bison with pure, uninfected breeds.

We appreciate your recommendations and we hope you take the time to read ours. We look forward to your response and hope to work together in the future to reach a mutual understanding. If you have any questions please contact our Chief Administrative Officer, Len Racher, at (780) 927-3718.

Yours truly,

EXECUTIVE SUMMARY

Exceeding the size of the Netherlands, Wood Buffalo National Park (WBNP) encompasses approximately 4.5 million hectares of Canada's boreal plains in northern Alberta and the southern Northwest Territories. WBNP is comprised of a vast mosaic of boreal grasslands, wetlands and forests, with numerous rivers, creeks, lakes and ponds. What is today WBNP has been the traditional territory of indigenous peoples long before European arrival and continues to be to this day. The land in the park and its surroundings is an integral part of indigenous and local culture, spirituality and livelihoods, including of the Métis. WBNP's impressive natural heritage includes the world's largest herd of free-ranging Wood Bison (*Bison bison athabasca*) and the breeding ground for the only wild, self-sustaining migratory flock of Whooping Cranes (*Grus americana*). In recognition of its global significance and intactness, WBNP was inscribed on the World Heritage List under natural World Heritage criteria (vii), (ix) and (x) in 1983. Two Ramsar sites are located within WBNP.

The vast Peace-Athabasca Delta (PAD) is widely recognized as the particularly valuable and vulnerable heart of the park and World Heritage property. Supported by ample and consistent evidence from both western science and indigenous knowledge, the majority of local Aboriginal Peoples, scientists, Parks Canada (PCA) staff, and conservation NGOs argue that the integrity of the PAD has been affected by decades of massive industrial development along the critically important Peace and Athabasca Rivers without prompting adequate management responses. The Mikisew Cree First Nation therefore submitted a petition to the World Heritage Committee in late 2014, which was considered in a formal Committee Decision (**39 COM 7B.18**, Bonn, 2015) requesting the State Party of Canada to invite a joint World Heritage Centre/IUCN reactive monitoring mission to assess the state of conservation of the property and potential threats to its Outstanding Universal Value (OUV). The mission took place from 25 September to 04 October 2016 and as per its terms of reference assessed the current effects of flow regulation on the Peace River; the potential (cumulative) impacts of the planned Site C Hydroelectric Dam on the PAD; the impacts of existing and proposed oil sands projects in the Alberta Oil Sands region, including as the various projects relate to Aboriginal Peoples; and "any other relevant issues that may negatively impact the OUV of the property".

Overarching concerns identified by the mission are (i) longstanding and unresolved conflicts and tensions between Aboriginal Peoples and governmental and private sector actors which call for a coherent management response in line with the legal framework and unambiguous political commitments to reconciliation; (ii) governance deficiencies, including but not limited to water management across jurisdictions, impact assessment and environmental monitoring; and (iii) the effects of observable and anticipated climate change affecting the property's high-latitude ecosystems. The scale, pace and complexity of industrial development along the critical corridors of the Peace and Athabasca Rivers is exceptional and does not appear to be subject to adequate analysis to underpin informed-decision-making and the development of matching policy, governance and management responses.

The concerns shared by Aboriginal Peoples and many respected senior scientists crystalize in the PAD. Climate change interacts with and adds complexity to the permanent change induced by natural factors and decades of multiple human-induced stressors. As a high latitude wetland-dominated landscape, the PAD is disproportionately vulnerable to climate change, and evidence is mounting that climate change has already had a significant effect on the hydrology and ecology of the PAD. Hydropower development along the upper Peace River, has been a growing concern for around half a century. The construction of the Bennett Dam in British Columbia in the late 1960's set in motion an array of hydrological and ecological impacts altering the entire Peace-Athabasca-Slave system by a combination of flow regulation and climate change. Among other effects, flow regulation for hydropower directly influences the timing and magnitude of flows that can translate to a reduction in recharge through extreme high water events that block outflows from the PAD or create ice jams that contribute to flooding of the PAD and hydration of its perched basins. Hydration of the PAD

affects its biodiversity, productivity and navigability in many ways. The Site C and the proposed Amisk hydropower projects have so far not been assessed in terms of their impacts on the already altered PAD even though the latter is both a fundamental contributor to the justification of World Heritage and Ramsar status and home to several Aboriginal Peoples. The mission strongly recommends that all projects proposing further flow modification of the Peace River - and of the directly linked Athabasca and Slave Rivers - consider cumulative impacts on the PAD as part of their assessment and that the best available environmental flow assessments be conducted for all three rivers as a means of identifying environmental flow needs for the PAD.

The vast Alberta Oil Sands are located immediately to the south of the PAD along the lower Athabasca River. Mounting evidence suggests oil sands impacts are related to atmospheric deposition of contaminants (e.g. sulphate) in the PAD and adjacent WBNP lands, transport of water-borne contaminants such as mercury and even incorporation into the food web via bird eggs and fish, and fatal exposure to toxic tailings ponds, yet governments and industry seem to be unwilling to adequately monitor or accept these claims. Severe human health concerns related to exposure of these contaminants whether through water, food or air require investigation. The area is also centred on a major migratory bird flyway that includes passage of countless migratory waterfowl and songbirds, including the endangered Whooping Crane. The proposed Teck Frontier project would place the oil sands development ever closer to the southern boundary of WBNP and thereby the threats and risks originating from leaks and spills from tailings ponds; additional water withdrawal; and atmospheric deposition of particles containing contaminants such as polycyclic aromatic hydrocarbons (PAHs), nitrogen oxides, and sulphate.. The proposed Teck Frontier project would also result in direct encroachment into the documented habitat of the disease-free Ronald Lake Wood Bison Herd, which is of major conservation importance.

Change in the PAD as such is undisputed and there are clear, consistent and conceivable hints at causal relationships with industrial development, confirmed by western science and local and indigenous knowledge. The limitations of existing monitoring in place and the exemption of the Site C project from in-depth assessment make conclusive judgments difficult. The absence of proof is not proof of absence though and the differing opinions should primarily be seen as an indicator for the need to generate better information to enable informed decision-making.

While the mission focused its efforts on understanding impacts on the OUV of WBNP from the aforementioned threats, there are other threats to the property that should be acknowledged, studied and monitored. Forestry is a major industry and land use in the region with multiple direct and indirect environmental impacts. Commercial logging was conducted even within WBNP into the early 1990s, i.e. including after its World Heritage inscription. The related pulp and paper industry has resulted in well-documented air and water contamination. Further risks stem from past uranium mining near the shores of Lake Athabasca, the expanding agricultural region to the south and the increasingly intense resource development in the upper Peace River watershed. All of the aforementioned stressors should be fully considered as part of the strategic environmental assessment (SEA) for WBNP and include changes both inside and outside the property that are deemed potentially important with respect to its Ecological Integrity under the overall lens of climate change. One key finding of the mission with respect to the cumulative impacts of the threats to the OUV of the property is that they are far more complex and severe than previously thought. The mission therefore strongly recommends a reconsideration of the scope and depth of the SEA study, and consequently the resource allocation.

The mission identified a number of additional concerns. First, the boundary configuration and the absence of a buffer zone leave much room for improvement. There are several options to enhance coordination and cooperation between the federal land management of WBNP and

neighbouring provincial and territorial jurisdictions. All should be discussed, including in order to comply with World Heritage buffer zone requirements as defined in paragraphs 103 to 107 of the *Operational Guidelines for the Implementation of the World Heritage Convention*. Second, the property would benefit from a renewed focus on and investment in the scientific capacity of Parks Canada Agency to meet the various challenges to the Ecological Integrity of the WBNP. The property's modest staffing and resourcing deserves re-consideration in the view of the mission. Third, the long-term future of the property's two most iconic species, Wood Bison and Whooping Crane, remains uncertain and requires permanent attention.

At the time of its initial establishment and subsequent expansion, WBNP was located within a vast intact and remote landscape, which for the most part was very difficult to access. While WBNP continues to be a comparatively remote protected area, the mission fully agrees with most observers that continuation of the development approach of the last decades renders the future of WBNP uncertain at the very best, in particular as regards the PAD. Several current project proposals add severity and urgency to this message.

After careful consideration, the mission concluded that the State Party should be given one opportunity under the World Heritage Convention to immediately develop a structured and adequately funded response guided by the below recommendations, in effect amounting to "major operations" in the sense of Paragraph 177 of the *Operational Guidelines for the Implementation of the World Heritage Convention*. The mission is of the opinion that an absence of a major and timely response would constitute a case for recommending inscription of WBNP on the List of World Heritage in Danger due to the combination of credible and severe concerns combined with inadequate State Party response to existing and expected Committee requests. The State Party of Canada certainly has the scientific capacity to analyse the situation like few others to inform a more balanced decision-making. Doing so will respect its longstanding involvement in and commitment to the *World Heritage Convention*.

The following list provides an overview of all individual recommendations to the State Party offered in chapter 3. All recommendations are explained in detail in the corresponding sub-chapters.

Recommendation 1

Adopt a clear and coherent policy and guidance to enable the transition to a genuine partnership with First Nations and Métis communities in the governance and management of the property.

Recommendation 2

Considering the increasing pressures on the property at this time, prioritise conservation and ensure that the State Party's science capacity enables Parks Canada's legal obligation to maintain and restore the Ecological Integrity of the property.

Recommendation 3

To enable informed decision-making, conduct environmental flows assessments to the highest international standards for the Peace, Athabasca and Slave Rivers as they pertain to the health of the Peace-Athabasca Delta (PAD), in order to identify water flows needed to sustain the ecological functioning of the PAD under the circumstances of existing and planned future dams and water withdrawals. These assessments should incorporate projections of climate change and should determine the cumulative effects on the PAD and the property of flow regulation of all existing and proposed dams on all three rivers.

Recommendation 4

Conduct, in line with the IUCN World Heritage Advice Note on Environmental Assessment, an environmental and social impact assessment of the Site C project and, if moved forward, any other hydropower projects potentially affecting the Outstanding Universal Value of the property.

Recommendation 5

Conduct an environmental and social impact assessment of the proposed Teck Frontier oil sands mine project in line with the IUCN World Heritage Advice Note on Environmental Assessment, fully taking into account the Outstanding Universal Value of the property, including the Peace-Athabasca Delta.

Recommendation 6

Conduct a systematic risk assessment of the tailings ponds of the Alberta Oil Sands region with a focus on risks to the Peace-Athabasca Delta, and submit the report of this assessment to the World Heritage Centre, for review by IUCN, in accordance with Paragraph 172 of the *Operational Guidelines*.

Recommendation 7

Establish adequate baseline hydrological information of the Peace and Athabasca River Basins to enhance the reference for monitoring and assessing current and future hydrological conditions.

Recommendation 8

Expand the scope of the Strategic Environmental Assessment (SEA), which was requested by the Committee in its Decision **39 COM 7B.18**, so that it adequately reflects the scale, pace and complexity of industrial development, land use changes and river flow manipulations in the Peace and Athabasca River watersheds, both in terms of individual and cumulative impacts.

Recommendation 9

Expand the scope of monitoring and project assessments to encompass possible individual and cumulative impacts on the Outstanding Universal Value of the property and in particular the PAD.

Recommendation 10

Conduct a comprehensive assessment of options, in order to underpin decision-making to put in place an effective buffer zone, as defined in the *Operational Guidelines*. The Birch River deserves particular attention as the only relatively intact major watershed of the PAD.

Recommendation 11

Conduct a systematic assessment of options to better realize synergies between the property and land use planning in its immediate vicinity, including the existing and planned provincial protected areas.

Recommendation 12

Consolidate the management resources and capacity to a standard commensurate with World Heritage status and adequately respond to the challenges facing the property by:

- a) Reinstating a year round status and staffing of WBNP;
- b) Recruiting a full-time Superintendent exclusively in charge of WBNP;
- c) Ensuring an adequate Parks Canada presence in Fort Chipewyan, part of the critical Peace-Athabasca Delta area and a major ecological region of WBNP.

Recommendation 13

Further develop the existing Cooperative Management Committee established by the State Party, and consolidate a functional and effective mechanism to involve Aboriginal Peoples in the management of the property.

Recommendation 14

Ensure that the preparation and skills of involved governmental staff correspond to the requirements inherent in the evolving relationship with First Nations and Métis communities.

Recommendation 15

Further harmonize and adopt the Species Recovery Strategy for Wood Bison throughout its range, including but not limited to the Greater WBNP Ecosystem, and specifically:

- a) Urgently invest in comprehensive and independent analysis of the conservation importance and status of the Ronald Lake Bison Herd, including threats to it posed by proposed development, within a broader Species Recovery Strategy;
- b) Dedicate, in full cooperation with Aboriginal Peoples, adequate attention and funding to the management of Wood Bison, including as regards the development of disease management options other than culling.

Recommendation 16

Continue to closely monitor the entire used and potential nesting area of the Whooping Crane within the Greater WBNP Ecosystem so as to be able to respond to possibly changing management requirements.

Recommendation 17

Incorporate invasive alien species (IAS) into the overall monitoring of the property and the PAD based on science and local and indigenous knowledge, and based on monitoring results, develop an appropriate management response to control the spread of IAS.



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	October 9, 2018
Presented By:	Len Racher, Chief Administrative Officer
Title:	Council Self-Evaluation

BACKGROUND / PROPOSAL:

Policy ADM050 states that, in order to build effective partnerships and relationships, Council will use a self-evaluation tool (Schedule A) to assist Council in determining Council's strength, areas for improvement, and ultimately Council's efficiency and effectiveness.

Section 8. j) of the Policy states that " an annual council self-evaluation (Schedule A) is undertaken in conjunction with mandatory CAO evaluation as per the MGA."

Given that the CAO Evaluation has been scheduled for October 23, 2018, Council may want to consider completing their evaluation during this time. A copy of Schedule A – Council Self-Evaluation Tool is attached for your information.

The last Council Self-Evaluation process began in April 2016 and was tabled until the completion of the Service Capacity Review in June 2016. The Service Capacity Review document was not supported/approved by Council and the Council Self-Evaluation process was not completed.

OPTIONS & BENEFITS:

Policy ADM050 Council/Administration Protocol is scheduled for review at the Annual Organizational Meeting.

COSTS & SOURCE OF FUNDING:

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

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

For discussion.

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

SCHEDULE A

COUNCIL SELF-EVALUATION TOOL

PURPOSE:

Just like going to the doctor once a year for an annual checkup, governing bodies should periodically take time to do a “checkup” on their performance. Periodic reviews do the same thing as a doctor’s visit; they provide an opportunity to implement preventative measures; identify issues that need attention that are not immediately apparent; and/or just verify that all is going well. And just like an annual checkup; once all the data is collected, an action plan for optimum health (performance) for the future can be developed.

The following questionnaire has been developed to assess Council’s performance. The statements below reflect optimum performance measures for Council and this questionnaire reflects how Council views its performance in relation to these optimum performance measures.

INSTRUCTIONS:

Please rank yourself and your colleagues on a scale of 1-4. Mark the number you feel most accurately describes the current Council context:

- 1 = We “**Never**” meet this performance measure
- 2 = We “**Sometimes**” meet this performance measure
- 3 = We “**Often**” meet this performance measure
- 4 = We “**Always**” meet this performance measure

DECISION-MAKING

1. Council members use rational, objective decision-making processes that are supported by administrative recommendations, appropriate consultation with stakeholders and research of options.

1 2 3 4

2. Council members listen actively, respect diverse opinions and view constructive disagreement and discussion as positive and necessary to effective decision-making.

1 2 3 4

3. Council members stay focused on the issue being debated.

1 2 3 4

4. Council members come to meetings prepared; with their “homework” and research done.

1 2 3 4

5. Council members focus their energy on issues that have strategic, organization-wide impacts.

1 2 3 4

6. Council members recognize that decision-making authority resides with the Council “as a whole” – not with individual Council members.

1 2 3 4

7. Council members avoid placing themselves in positions where there may be a real or perceived conflict of interest and avoid any conflict of interest with respect to their pecuniary responsibility in accordance with legislation.

1 2 3 4

COMMUNICATIONS AND PROTOCOLS

8. Council members protect the confidentiality of privileged, protected, and in camera information.

1 2 3 4

9. Council members are respectful of each other and staff in their communications with the public and the media.

1 2 3 4

10. Once a decision has been made by the Council, Council members publicly support the decision. Council members are free to indicate why they may not have voted for a decision in a Council meeting; however, they should make it clear that once the decision has been made, they respect the legitimacy of the democratic process and the decision.

1 2 3 4

11. Council members represent Council's position as a whole when attending board or committee meetings.

1 2 3 4

12. Council actively seeks partnerships (with both public and private organizations) which provides enhanced and/or more efficient provision of services and/or facilities to residents.

1 2 3 4

COUNCIL MEMBER RELATIONS

13. Council members deal with conflicts in a timely and issues focused manner; i.e., significant conflicts and problems are not ignored.

1 2 3 4

14. All Council members have equal and timely access to relevant information to support decision making.

1 2 3 4

15. Council reviews its performance periodically with a view to continuously improving its effectiveness.

1 2 3 4

STAFF RELATIONS

16. Council members respect the authority of the CAO, as delegated by the CAO Bylaw and Council governance policies, to direct staff and the work of the organization. They do not attempt to direct the activities of staff or departments except through established channels of authority.

1 2 3 4

17. Where there are council/staff interaction issues and/or role clarity issues; Council members convey their concerns to the CAO. Conversely if staff has concerns with council/staff interaction issues and/or role clarity issues; the CAO conveys these concerns to Council.

1 2 3 4

18. Council members direct any criticisms of staff through the CAO and refrain from criticizing staff in public or the media (praise publicly, criticize privately).

- 1 2 3 4

FINAL QUESTIONS

19. Council should be taking take action in the following areas to improve Council's capacity and effectiveness:

20. Council should take advantage of the following educational/development opportunities to improve governance capabilities:

21. Please provide any additional comments:



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	October 9, 2018
Presented By:	Doug Munn, Director of Community Services
Title:	Rural Municipalities of Alberta (RMA) Resolution Investing in Canada Infrastructure Program (ICIP)/Municipal Sustainability Initiative (MSI) Funding

BACKGROUND / PROPOSAL:

Earlier this year Council directed administration to apply for funds through the ICIP and committed \$5,000,000 in funding for the Wellness Centre project. On September 11, 2018 Council was informed of the Government of Alberta’s decision to require municipalities to use Municipal Sustainability Initiative (MSI) funding as the provincial share of the ICIP when applying for funds through the program.

Council passed the following resolution:

That administration draft an emergent resolution to the Rural Municipalities of Alberta (RMA) regarding the Investing in Canada Infrastructure program.

The deadline for submissions is 4:00 p.m. on October 19, 2018.

OPTIONS & BENEFITS:

The following resolution has been drafted for Council’s consideration:

WHEREAS the Municipal Sustainability Initiative has allowed municipalities to undertake projects of benefit to all Albertans;

WHEREAS this program plays a major role in infrastructure renewal generating numerous jobs throughout Alberta;

WHEREAS Municipalities across Alberta have come to rely on MSI funding to pay for critical infrastructure projects annually;

WHEREAS The Province has entered into an agreement with the Federal Government to provide funding through the Investing in Canada Infrastructure Program (ICIP);

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

WHEREAS The Province has recently announced that municipalities must use MSI funds as the provincial share of the ICIP when applying for funds through the program;

THEREFORE BE IT RESOLVED that RMA advocate to the Government of Alberta to provide another source for the provincial share of funds for the ICIP.

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the Rural Municipalities of Alberta (RMA) Resolution regarding the Investing in Canada Infrastructure Program (ICIP)/Municipal Sustainability Initiative (MSI) Funding be submitted for consideration at the Rural Municipalities of Alberta Fall convention.

Author: Reviewed by: _____ CAO: _____



ADVOCACY | 20 June 2017 02:06

New AAMDC Resolution Process Policy Now Available

Resolutions form an important part of AAMDC's advocacy work and having clear processes in place is essential. With direction provided through member resolutions, the 2017 Board Governance Review Committee, and the AAMDC Resolutions Committee, the AAMDC is pleased to release a **new AAMDC Resolution Process Policy** to guide the resolutions process, effective immediately.

The Policy has been structured to guide the resolutions process from start to finish, with the following sections:

1. Resolutions Oversight
2. Resolution Writing Guidelines
3. Resolution Submission Guidelines
4. Resolution Types
5. Emergent Resolutions
6. Resolutions Session
7. Amendments
8. Endorsed Resolutions

What are the major changes?

- The AAMDC Vice President will be offered first right of refusal to chair the Resolutions Committee. Should the Vice President choose not to chair the Resolutions Committee, another board member will be appointed by the President.
- Districts are required to appoint a Resolutions Committee member and an alternate, and notify the AAMDC of these appointments on an annual basis.
- The Resolutions Committee will have more authority in the resolution review process, specifically to:
 - Amend resolutions providing the intent does not change
 - Consolidate multiple resolutions of similar intent or subject matter and notify sponsoring municipalities of the consolidation
 - Inform the resolution sponsor if a resolution will materially change or contradict a current AAMDC position
 - Notify the resolution sponsor of any deficiencies in meeting the writing guidelines for resolutions as identified in the Policy
 - Refer resolutions that directly or indirectly duplicate the requests made in an active resolution(s) back to the resolution sponsor for revision or withdrawal
 - Determine whether emergent resolutions meet the required definition to be debated on the floor

- Clarification is provided on the definition and purpose of board-endorsed resolutions.
- Clarification is provided regarding emergent resolutions and associated processes:
 - An emergent resolution is defined as one submitted to the AAMDC after the resolution deadline that deals with an issue, legislative, or policy change that has arisen after the resolution deadline, and needs to be addressed prior to the next AAMDC convention.
 - Justification explaining why a resolution is emergent must be clearly stated upon submission.
 - Resolutions accepted by the Resolutions Committee as emergent will be added to the order paper at the start of the resolutions session. No debate from the floor as to whether a resolution is emergent will occur.
- Voting requirements for resolutions will continue to be released in the resolutions package prior to each convention. If the voting requirement assigned to a resolution is to be disputed, an elected official from an AAMDC full member municipality is to notify a Resolutions Committee member in advance of the resolutions session and voting requirement amendments may be presented at the introduction of the order paper.
- Deferral of resolutions back to the sponsor, or tabling a resolution until a future convention will not be permitted. All resolutions included in the order paper will be voted on during the resolutions session in which they are introduced.
- If the resolutions session runs short of time, the Chair will be permitted to recess the session until a later time within the same convention to accommodate the presentation, debate and voting on remaining resolutions.

What are the key components to keep in mind?

- Resolution-writing guidelines must be followed and all resolutions must include a title, preamble (whereas), operative clause (therefore be it resolved) and member background. Resolutions requesting legislative changes must clearly identify the legislation that the resolution is directing changes to in the operative clause.
- Resolutions must deal with issues that have a provincial or federal scope, not focus on a local issue.
- District-endorsed and individual resolutions **MUST be submitted in Microsoft Word format** in their entirety (including member background) prior to the resolutions deadline.
- Emergent resolutions are only intended to deal with issues that have arisen since the resolution deadline has passed.

AAMDC will be working with districts on the implementation of the new AAMDC Resolution Process Policy and members are requested to ensure resolutions being developed are reflective of the new criteria.

To support resolution development, members are encouraged to utilize the **2017 Resolution Template** and refer to a **sample resolution** for guidance.

AAMDC staff will continue to be a resource to provide advice on the policy and review and provide input on draft resolutions. AAMDC staff will not draft resolutions on behalf of members. Members wishing to have a draft resolution reviewed for content prior to it being presented at district meetings or submitted as an individual resolution are encouraged to submit them in Microsoft Word to Tasha Blumenthal at tasha@aaamdc.com.

The resolutions deadline for the Fall 2017 Convention is Monday, October 16, 2017 at 4:00 pm.

The AAMDC would like to thank our membership, the members of the Board Governance Review Committee, and the Resolutions Committee for their input into this important process.

Enquiries may be directed to:

Tasha Blumenthal

Policy Analyst

780.955.4094

Kim Heyman

Director, Advocacy & Communications

780.955.4079

Attachments

06 20 17 New AAMDC Resolution Process Policy Now Available

[Download file](#)

[More News](#)

CONTACT US

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Advocacy

[Member Bulletins](#)

[Position Statements](#)



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	October 9, 2018
Presented By:	Len Racher, Chief Administrative Officer
Title:	Tri-Council Meeting

BACKGROUND / PROPOSAL:

The next Tri-Council meeting is scheduled for Wednesday, November 7, 2018. The CAO Secretariat will be meeting in the next couple of weeks to discuss the upcoming agenda.

Minutes of the August 1, 2018 Tri-Council meeting are attached.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

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

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the following agenda items be added to the Tri-Council meeting agenda for November 7, 2018:

- Mackenzie Regional Charity Golf Tournament
-
-

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



TRI COUNCIL MEETING MINUTES

Wednesday, August 1, 2018
5:30 p.m.

Town of High Level Council Chambers High Level, Alberta

**Mackenzie
County (HOST):**

Peter F. Braun	Reeve
Jacque Bateman	Councillor
David Driedger	Councillor
Eric Jorgensen	Councillor
Josh Knelsen	Councillor
Anthony Peters	Councillor
Walter Sarapuk	Councillor
Len Racher	Chief Administrative Officer
Byron Peters	Deputy CAO
Chelsea Doi	Municipal Intern/Recording Secretary

**Town of High
Level:**

Crystal McAteer	Mayor
Boyd Langford	Deputy Mayor
Beth Gillis	Councillor
Brent Anderson	Councillor
Ashleigh Bulmer	Director of Development & IT Services

**Town of Rainbow
Lake:**

Michelle Farris	Mayor
Jessica Juneau	Councillor
Tanya Lindley	Councillor
Ian Dudla	Director of Finance & Human Resources
Julia Darling	Executive Assistant

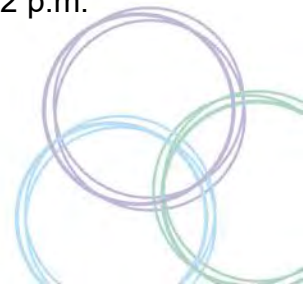
Guests:

Debbie Jabbour, MLA
Tom Smith, Manager of Public Affairs, CN
Doug Macdonald, Vice President, CN (teleconference)
Devon Smith, Director of Operations, Richardson Pioneer
Peter Fehr, Maintenance Manager, Tolko

Minutes of the Tri-Council meeting held on August 1, 2018 in the Town of High Level Council Chambers.

CALL TO ORDER: 1.1 Call to Order

Peter F. Braun (MC) called the meeting to order at 6:02 p.m.



DECLARATION OF QUORUM: All members had quorum present.

AGENDA: **2.1 Adoption of Agenda**

MOTION 14-18 **MOVED** by Mayor McAteer (HL)

That the agenda be approved as presented.

CARRIED BY CONSENSUS

ADOPTION OF PREVIOUS MINUTES: **3.1 Minutes of the May 2, 2018 Tri-Council Meeting**

MOTION 15-18 **MOVED** by Councillor Driedger (MC)

That the minutes of the May 2, 2018 Tri-Council meeting be adopted as presented.

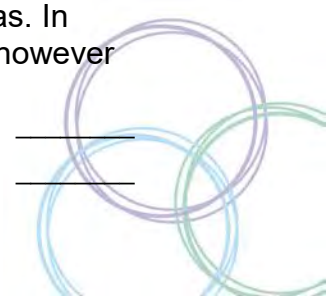
CARRIED BY CONSENSUS

BUSINESS ARISING: **4.1 Business Arising from the Minutes**

None.

DELEGATIONS: **5.1 Rail Discussion**

Tom Smith presented “CN in Your Community Summer 2018”, which highlighted CN’s investments in safety and efficiency. The presentation included tri-councils various requests, including baseline data for the number of cars requested in our region. Unfortunately, CN is not able to supply car order fulfillment on a regional basis as they do not track number that specifically. In terms of anticipated growth, unfortunately CN does not conduct forecast projections. So they cannot supply Mackenzie region with forecast projections. Information that is provided by customers is confidential, which cannot be shared to the public for legal reasons. The solution is for council to work with customers directly to gain information. CN does not track where grain is coming from, and cannot publicly share the private business information of customers. Tom recommends that council contact grain companies directly. Tri-council requested reassurance of plans that are in place to accommodate industry growth in the High Level and Hay River areas. In response, CN is willing to invest in capacity growth; however



it takes time to invest. Crews take 9-12 months to train before they can operate trains. Any expansion on CN's network requires two years of planning. CN is attempting to recruit crew members; however it has been a challenge. CN encourages Mackenzie region to work to recruit local people to join crew.

Doug Macdonald expanded on announcements for Mackenzie region. Richardson Pioneer has asked for additional service, they want a 100 car unit train, which isn't feasible for CN. CN has offered to increase service to 6 days a week, to move more grain from the elevator. CN would look at providing additional service for Tolko and Norbord, to High Level. New service should start up as early as October, as soon as crews can be arranged. Again, Doug recommends Mackenzie region to request information from grain elevators rather than CN, as this is a breach of confidentiality.

Reeve Braun (MC) recessed the meeting at 7:03 p.m. and reconvened the meeting at 7:16 p.m.

MOTION 16-18

MOVED by Councillor Knelsen (MC)

That communication is maintained with CN representatives and to invite them to the next tri-council meeting.

CARRIED BY CONSENSUS

OLD BUSINESS:

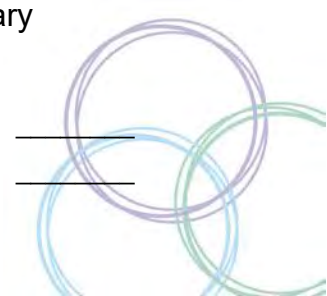
6.1 Boreal Housing Foundation – High Level Seniors Lodge Update (Standing Item)

No additional updates at this time.

OLD BUSINESS:

6.2 Northwest Species at Risk (NWSAR) Committee Update (Standing Item)

Mayor McAteer went over goals of their pilot project, which are baseline data, inventory, etc. NWSAR is creating a report to provide to Alberta Biodiversity Monitoring Institute (ABMI) to get price quotes. NWSAR is going to create an amendment to Section 11, to present to the federal and provincial governments. Byron and Crystal were invited to visit the Calgary Zoo for a tour of the conservation centre and a presentation. The Calgary Zoo has a preliminary proposal regarding raising caribou. As well, NWSAR



committee members will be attending the Northwest Caribou Workshop in Ottawa in October. NWSAR plans to present at this workshop.

OLD BUSINESS: 6.3 Natural Gas Shortage Update (Standing Item)

Reeve Braun gave an update on the weekly teleconference meetings between La Crete and Northern Gas Co-op. Still waiting on the Chief of Tallcree First Nation to sign the Letter of Intent.

OLD BUSINESS: 6.4 Composting Cell Update

No additional updates at this time.

NEW BUSINESS: 7.1 Alberta Transportation – Highway Maintenance Request

MOTION 17-18 MOVED by Deputy Mayor Langford (HL)

That the Town of High Level write a letter to Alberta Transportation requesting highway maintenance on the highways in our region.

CARRIED BY CONSENSUS

NEW BUSINESS: 7.2 Update from MLA Debbie Jabbour

MLA Jabbour says that if a department doesn't know there's a problem, it's important that it's voiced so it can be addressed. We are working on our priority list for the budget cycle, so Mackenzie region should let her know what the priorities are.

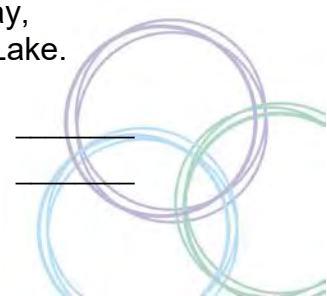
Mayor McAteer says that we appreciate the road work, but we request that Mackenzie region's ditches be returned to their original state.

CORRESPONDENCE: 8.1 Correspondence

None.

NEXT MEETING: 9.1 Next Meeting Date

The next meeting is scheduled to be held Wednesday, November 7, 2018 hosted by the Town of Rainbow Lake.



ADJOURNMENT

10.0 Adjournment

MOTION 18-18

MOVED by Councillor Jorgensen (MC)

That the Tri-Council meeting be adjourned at 7:37 p.m.

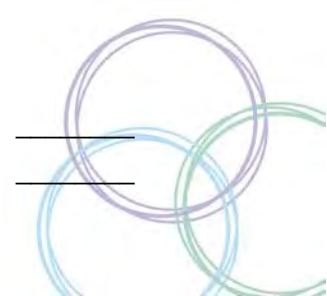
CARRIED BY CONSENSUS

These minutes will be presented to the Tri-Council for approval on November 7, 2018.

Mackenzie County

Town of High Level

Town of Rainbow Lake





Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	October 9, 2018
Presented By:	Doug Munn, Director of Community Services
Title:	High Level Invoice – May Wildfire Event

BACKGROUND / PROPOSAL:

Attached is an invoice from High Level for Slave Lake Urban Interface Unit (Wildfire Call Out) to backfill Fire Services in the Mackenzie County area during the fires of May 12, 2018.

Also attached is a letter from High Level Fire Chief Rodney Schmidt that explains the reasoning for the need to backfill fire services.

When this bill was originally received in July 2018, as Director of Community Services, I questioned the need to pay this bill as it was originally reported to me by Fire Chief Schmidt that the Slave Lake Urban Interface Unit would provide these services at the expense of the Province. At the time our resources were stretched to their limits, and if we would have received another call, we did not have any additional resources to send. Upon hearing my concerns Fire Chief Schmidt made a request to the Office of the Fire Commission and Alberta Forestry to cover the cost of the Slave Lake Unit. On September 20, 2018, we received word from Fire Chief Schmidt that they would not be covering these costs and are requesting payment of the invoice.

As this is being considered an extraordinary expense, administration would like Council to provide direction on the payment of this invoice.

OPTIONS & BENEFITS:

1. Direct administration to pay the Town of High Level Invoice # IVC20689 (Wildland Fire Callout) in the amount of \$21,588.70 with funds to come from the operating budget.

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

2. Direct administration to inform the Town of High Level that Mackenzie County does not feel any responsibility to cover the cost of the Slave Lake Unit and that we will not be paying the invoice #IVC20689.

COSTS & SOURCE OF FUNDING:

Payment of this invoice would not create an unfavorable variance on the approved 2018 Operating Budget

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the Town of High Level Invoice # IVC20689 (Wildland Fire Callout) in the amount of \$21,588.70 be approved for payment with funds coming from the 2018 operating budget.

Author: Karen Huff Reviewed by: _____ CAO: _____



10511-103rd Street
High Level, Alberta
T0H 1Z0
Tel: (780) 821-4016
Fax: (780) 926-2058
Email: rschmidt@highlevel.ca

Protective Services

July 11, 2018

Mackenzie County
Box 640
Fort Vermilion, AB
T0H 1N0

Attn.: Doug Munn, Director of Community and Protective Services

RE: HL18-144 – Ponton River Urban Interface Fire – May 12, 2018

Please see the attached invoice for the standby costs for the fire event that occurred on May 12th, 2018. As you are aware, the Northwest Emergency Resourcing Agreement was enacted to back fill fire department coverage and assist with continuing fires in Mackenzie County due to high winds. During the time of the request, all County and Town resources with the exception of Zama were engaged in firefighting operations. The request was made to Peace River/County of Northern Lights as well as the Slave Lake Regional Fire Service for response. Slave Lake was first positioned in Fort Vermilion but sent to High Level late in the evening of May 12th after Fort Vermilion returned to their quarters. Peace River/CNL was sent to High Level to cover the High Level area. Peace River/CNL was released in the morning of May 13th and Slave Lake was released late in the afternoon when it was determined that the hazard had diminished enough to release resources.

The invoice being sent to the County is for the Slave Lake response as they were initially sent for coverage in the east portion of the County. The Town of High Level is covering the costs of Peace River/CNL as they were asked to station in High Level.

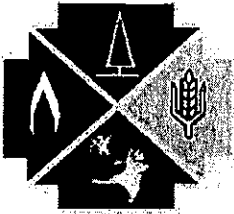
All costs for the High Level Fire Department on the actual response are being billed directly to Alberta Agriculture and Forestry. Standby costs are not covered under their mutual aid agreement. A copy of the call report is also attached. I apologize for the delay in the billing as we were waiting for the bills from the responding municipalities.

If there are any questions, please do not hesitate to contact myself or CAO Dan Fletcher.

Sincerely,

Rodney Schmidt
Fire Chief
Director of Protective Services

Dan Fletcher
Chief Administrative Officer



Town of High Level
 10511 103 STREET
 HIGH LEVEL AB T0H 1Z0

Phone: 780-821-4005

TOWN OF HIGH LEVEL
 Gateway to the South

INVOICE	IVC0000000020689
Type	
Date	7/12/18
Page	1

Bill to:

MACKENZIE COUNTY
 PO BOX 640
 FORT VERMILION AB T0H 1N0

Ship to:

MACKENZIE COUNTY
 PO BOX 640
 FORT VERMILION AB T0H 1N0

Purchase Order ID	Customer ID	Shipping Method	Payment Terms ID		
	MUNIO02	LOCAL DELIVERY	Net 30		
Quantity	Description	U Of M	Discount	Unit Price	Ext Price
1.00	INCIDENT #HL18-144 05/12/2018	Each	\$0.00	\$0.00	\$0.00
1.00	WILDLAND FIRE CALLOUT	Each	\$0.00	\$0.00	\$0.00
0			\$0.00	\$0.00	\$0.00
1.00	EQUIPMENT: SLAVE LAKE INVOICES	Each	\$0.00	\$0.00	\$0.00
1.00	32047	Each	\$0.00	\$6,631.80	\$6,631.80
1.00	32053	Each	\$0.00	\$11,020.60	\$11,020.60
0			\$0.00	\$0.00	\$0.00
1.00	MANHOURS: SLAVE LAKE INV 32051	Each	\$0.00	\$3,936.30	\$3,936.30

RECEIVED
 JUL 12 2018
 MACKENZIE COUNTY
 FORT VERMILION OFFICE

Subtotal	\$21,588.70
Misc	\$0.00
Tax	\$0.00
Total	\$21,588.70

GST #: 108127093RT0001



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	October 9, 2018
Presented By:	Bill McKennan, Director of Finance
Title:	Elimination of One-Third Tax Free Exemption for Municipal Officials

BACKGROUND / PROPOSAL:

The Finance Committee at its meeting held on September 20, 2018 discussed the impact of the pending federal governments elimination of the elected officers’ one-third non-taxable allowance effective January 1, 2019. Based on this discussion the Finance Committee requested administration prepare a report to Council outlining options so that the after-tax “take home” pay for Councillors would not be negatively impacted.

Currently municipal elected officials receive a tax exemption for one third of their non-accountable expense allowances related to the community work they perform under their role. This exemption was originally given by the federal government as an acknowledgement to individuals who contribute to building communities. Without prior consultation, the federal 2017 Budget removed this exemption/gratitude effective the 2019 taxation year. Council had previously directed that staff report on the impacts on the net or “take home” pay of Council members. This report will focus narrowly on this issue and not the overall compensation levels provided to members of Council.

As described above, the federal government allowed a portion of an elected municipal officer's remuneration, specifically 1/3 of their salary, to be excluded from their taxable income. The federal government has permitted this tax free exemption in lieu of requiring elected officials to deduct from their earnings, mileage, office supplies and various other eligible employment expenses which they may incur related to their elected office.

Beginning in 2019, the effects of this change will be as follows:

- Elected officials will no longer receive a 1/3 tax free exemption and will begin to pay income tax on their full salary

Author: B. McKennan **Reviewed by:** _____ **CAO:** _____

- Elected officials will be required to pay applicable CPP on the previous 1/3 tax free exemption amount.
- In lieu of the 1/3 tax free exemption elected officials will be able to deduct eligible employment expenses they incur for which they have not been reimbursed (local travel, office supplies, etc.) when filing their annual income tax return.

OPTIONS & BENEFITS:

The County Honorariums and Expense Reimbursement Bylaw details the current levels of honorariums which members of Council receive. The overall honorariums members of Council receive is comprised of two main components:

- i. A monthly fixed amount
 - a. Reeve \$1,300.00 per month
 - b. Deputy Reeve \$1,150.00 per month
 - c. Councillor \$1,000.00 per month
- ii. A fixed amount per meeting (based on meeting type)
 - a. Council Meeting/Special Council Meeting \$300.00
 - b. Committee Meeting \$200.00
 - c. Seminars/Conventions/Workshops \$300.00

As noted above this report does not address the overall level of Council Members honorariums only the adjustment required to offset the loss of net income due to the elimination of the one-third non-taxable allowance. The chart below summarizes the annual impact of the tax changes on the Reeve, Deputy Reeve and typical County Councillor attending a typical number of meetings. The following data and assumptions have been utilized:

- Total annual remuneration Reeve \$49,500 (1/3 tax-free portion \$16,500)
- Total annual remuneration Deputy Reeve \$45,000 (1/3 tax-free portion \$15,000)
- Total annual remuneration Councillor \$37,500 (1/3 tax-free portion \$12,500)
- Marginal Tax Rate 30.5% (income levels \$46,505 to \$93,208)

	Current 1/3 Non-Taxable			Current Income - Fully Taxable			Offset Loss - Fully Taxable		
	Reeve	Deputy	Councillor	Reeve	Deputy	Councillor	Reeve	Deputy	Councillor
1/3 Tax Free	\$16,500	\$15,000	\$12,500	\$16,500	\$15,000	\$12,500	\$16,500	\$15,000	\$12,500
Increase to Off-Set Change							\$5,678	\$5,145	\$4,258
Tax	n/a	n/a	n/a	-\$5,033	-\$4,575	-\$3,813	-\$5,033	-\$4,575	-\$3,813
CPP	n/a	n/a	n/a	-\$645	-\$570	-\$445	-\$645	-\$570	-\$445
Take Home Pay	\$16,500	\$15,000	\$12,500	\$10,823	\$9,855	\$8,243	\$16,500	\$15,000	\$12,500
Change From Current	\$0	\$0	\$0	-\$5,678	-\$5,145	-\$4,258	\$0	\$0	\$0

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

In order to not be negatively impacted by the change in the taxable treatment of the income stream in 2019 honorariums would need to be adjusted upward by 30.5% for the portion of the current honorarium which is non-taxable. A further increase to off-set the CPP contributions would also be required. In addition to the Council member's contribution a matching contribution by the County will also be required for CPP.

As noted above the overall remuneration for members of Council is comprised of a fixed portion (Monthly amount) and a variable portion (meeting expense) based on the number of meetings attended. During discussions with the Finance Committee it was noted that numerous committees of Council also have citizen appointees that also receive honorariums, however their compensation has always been fully taxable. In addition, the Committee meetings are generally not a full day whereas Council meetings are. Based on the forgoing administration is recommending that any changes to the honorarium rate structure be applied to Council allowances only.

Administration is presenting three options for Council consideration to address the loss of the one-third tax free elimination.

Option 1 – No Adjustments in Rates

If no adjustments to the rates are made all members of Council would experience a significant reduction in "Take Home Pay". The specific impacts on take home pay are detailed in the table above (loss of \$4,258 to \$5,678). Members would be able to write-off allowable expenses however in some cases these amounts would not be significant, so there would be a loss of income.

Option 2 – Blended Change in Rates

Currently the typical Council member receives approximately 30% of their total compensation from the fixed monthly allowance and 70% of their total compensation from the variable per meeting allowance. During a typical year there are 27 scheduled Council meetings. To maintain the same current ratio of fixed/variable compensation the rates would need to be adjusted as follows:

- Council Meeting/Special Council meeting per meeting allowance would need to increase from \$300.00 to \$410.00
- The monthly fixed allowance would need to increase as follows:
 - Reeve \$1,300.00 per month to \$1,525.00 per month
 - Deputy Reeve \$1,150.00 per month to \$1,335.00 per month
 - Councillor \$1,000.00 per month to \$1,110.00 per month

Option 3 – Adjustment to Monthly Fixed Amount

This option is straight forward and would not require any adjustment to the per meeting rates.

- The monthly fixed allowance would need to increase as follows:

Author: B. McKennan **Reviewed by:** _____ **CAO:** _____

- Reeve \$1,300.00 per month to \$1,775.00 per month (increase of \$475/month)
- Deputy Reeve \$1,150.00 per month to \$1,580.00 per month (increase of \$430/month)
- Councillor \$1,000.00 per month to \$1,355.00 per month (increase of \$355/month)

Option 1 would see the members of Council experience a significant reduction in take home pay. Either option 2 or 3 would retain members of Council take home pay at current amounts.

The Honorariums and Expense Reimbursement Bylaw is scheduled for review by Council at the annual Organizational Meeting.

COSTS & SOURCE OF FUNDING:

The impact on the County’s budget would be a minimum of \$4,775 since as the employer the County must remit the increase in CPP to Revenue Canada (Option 1). To ensure no negative impacts were experienced by members of Council the incremental costs to the County would be \$49,662.

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

Not required at this time.

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

For discussion.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	October 9, 2018
Presented By:	David Fehr, Director of Operations Fred Wiebe, Director of Utilities
Title:	Bylaw 1114-18 Fee Schedule

BACKGROUND / PROPOSAL:

At the September 11, 2018 Council meeting, the following motion was made:

OPERATIONS: 13. a) Bylaw 1112-18 Fee Schedule Bylaw

MOTION 18-09-672 MOVED by Deputy Reeve Wardley

That Bylaw 1112-18 Fee Schedule Bylaw be TABLED to the next council meeting for additional information.

CARRIED

Note: As a result of changes to the Fire Service fees and the passing of the Fee Schedule Bylaw 1113-18 at the September 11, 2018 council meeting, administration has renumbered this Bylaw in order for the numbers to remain in sequential order.

AIRPORT

Administration has investigated the airport fees of some other airports (see attached summary and fees).

It is important to understand that raising fees too high will push airport users away. Also, the costs of implementing certain fees would likely make them revenue neutral, due to the increased equipment and/or staff time it would take to collect the fees. However, it is important to have the users pay a fair price for the services the County provides at the airport.

Proposed amendments to the Fee Schedule Bylaw with respect to the Airport Fees are attached (page 23 of Bylaw).

Author: S Wheeler **Reviewed by:** D Fehr, F Wiebe **CAO:** _____

UTILITIES

Assuming that Policy UT006 Municipal Rural Water Servicing is accepted as presented, proposed amendments to the Fee Schedule Bylaw with respect to the Water/Sewer Rates are attached (page 38 of Bylaw).

OPTIONS & BENEFITS:

For discussion.

COSTS & SOURCE OF FUNDING:

Costs will be limited to advertising/signage, and will be minimal. Funding will come from the current operating budget.

SUSTAINABILITY PLAN:

Goal E1 states the region's transportation system... provides an economically efficient access to business and industrial markets outside the County boundaries.

Goals E11 and **E12** refer to several aspects, including ensuring affordable air passenger service, and to promote additional air service providers to operate in the County.

Goal C5 Mackenzie County continues to provide high quality utility services (water distribution and treatment as well as waste water collection and treatment) and ensures that they:

- Are available in each hamlet.
- Meet quality standards consistent with current national standards and demand.
- Are stable and reliable.
- Are each financially self-sustaining at both operational and capital levels.

COMMUNICATION:

Any changes to airport fees will be communicated to airport users. This may be done through site signage, social media or letters, depending on the fees that are changed.

Author: S Wheeler **Reviewed by:** D Fehr, F Wiebe **CAO:** _____

RECOMMENDED ACTION:

Motion 1

- Simple Majority Requires 2/3 Requires Unanimous

That first reading be given to Bylaw 1114-18 being the Fee Schedule Bylaw for Mackenzie County.

Motion 2

- Simple Majority Requires 2/3 Requires Unanimous

That second reading be given to Bylaw 1114-18 being the Fee Schedule Bylaw for Mackenzie County.

Motion 3

- Simple Majority Requires 2/3 Requires Unanimous

That consideration be given to go to third reading of Bylaw 1114-18 being the Fee Schedule Bylaw for Mackenzie County at this meeting.

Motion 4

- Simple Majority Requires 2/3 Requires Unanimous

That third reading be given to Bylaw 1114-18 being the Fee Schedule Bylaw for Mackenzie County.

Author: S Wheeler **Reviewed by:** D Fehr, F Wiebe **CAO:** _____

TOWN	FUEL FLOWAGE FEE	LEASE RATES	LANDING FEES
Bonnyville	0.04 per liter	Rates to be negotiated by Administration	Plus Landing Fees
Lac La Biche	0.048 per liter	1.39 per Square Meter	No Landing Fees
Athabasca	0.035 per liter	0.85 per Square meter	Plus Landing Fees
Taber	No Fuel	0.75 to 2.13 per Square Meter	No Landing Fees
Beiseker	0.03 per liter	350.00 per Year Plus Property Taxes	No Landing Fees
Westlock	0.06 per liter	<ul style="list-style-type: none"> • Flat Rate for Frontage • 600.00 for Private Lease • 1200.00 for Commercial 	No Landing Fees
Cold Lake	0.10 per liter	1.16 per Square Meter	No Landing Fees
Grande Prairie	0.0559 per liter	2.75 per Square Meter	Plus Landing Fees
Manning	0.055 per liter	1.25 per Square Meter	Plus Landing Fees
Mackenzie County	0.045 per liter	1.30 per Square Meter	No Landing Fees

BYLAW NO. ~~1113-18~~ 1114-18

**BEING A BYLAW OF THE
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA
TO ESTABLISH A FEE SCHEDULE FOR SERVICES**

WHEREAS, pursuant to the provisions of the Municipal Government Act, Revised Statutes of Alberta, 2000, Chapter M-26, requires fees to be established by bylaw.

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

1. SHORT TITLE

This bylaw may be cited as the “Fee Schedule Bylaw”

2. That the fees for services be approved as follows:

ADMINISTRATION

Item	Amount	GST
Photocopying	\$0.30/sheet	Applicable
Laminating (up to 11 x 17")	\$10.00 per page	Applicable
Tax Certificates	\$30.00	N/A
Email, fax or written confirmation of assessment by legal description (legal description to be provided by a requestor in writing)	\$30.00/per request	Applicable
Compliance Certificates	\$60.00	N/A
Land Titles	As per Alberta Government rates in force at the time of the request plus 25% for administration	Applicable
County Ownership Maps 42" bond paper 50"-60" photo paper	\$30.00 \$105.00	Applicable
County Ownership Map Booklet –Laminated Individual Pages - Laminated	\$75.00 \$10.00	Applicable
Hamlet Maps Not laminated Laminated	\$10.00 \$45.00	Applicable

ADMINISTRATION CONT'D

Item	Amount	GST
Aerial Photos & Customized Prints Size 8.5" x 11" to 11" x 17"	\$5.00 – Black & White \$10.00 – Color	Applicable
Aerial Photos & Customized Prints Size over 11" x 17" up to 30" x 41.5"	\$60.00 – Black & White \$115.00 – Color	Applicable
Boardroom Rental (no charge to non-profit community groups)	\$300.00/day \$150.00/half-day	Applicable
Council or other Board Minutes	\$5.00/set	Applicable

AGRICULTURE

Item	Amount	GST
Alberta Agriculture's Irrigation Pump/Pipe	\$300.00/48 hours \$100.00/each additional 24 hours	Applicable
Shelterbelt Trees	Actual Cost plus 5% Administration Fee	Applicable

APPEAL FEES

Agricultural Appeal Board

Relevant Act	Amount	GST
Weed Control Act	\$500.00	N/A
Soil Conservation Act	\$50.00	N/A
Agricultural Pests Act	\$100.00	N/A

Note: The appeal fee shall be refunded to the appellant if the Board rules in favour of the appellant.

RELEASE OF INFORMATION (FOIPP REQUESTS)

Pursuant to the provisions of Section 95 of the Freedom of Information and Protection of Privacy Act RSA 2000, Chapter F-25, a local public body may set fees as required to process requests for information; however the fees must not exceed the fees provided for in the regulations.

Mackenzie County shall charge fees in accordance with the Freedom of Information and Protection of Privacy Regulation, AR186/2008, as amended from time to time or any successor Regulation that sets fees for requests for information from the Province.

BUSINESS LICENSES

Item	Amount	GST
Fees:		
Annual Business License (ABL)		
ABL – Subsequent Years – Mandatory	\$50.00	N/A
ABL – Amendment	\$25.00	N/A
ABL – Replacement	\$25.00	N/A
Penalties:		
No ABL (false information, etc.) – 1 st Offence	\$250.00	N/A
No ABL (false information, etc.) – 2 nd Offence	\$500.00	N/A
Failure to Comply with ABL – 1 st Offence	\$250.00	N/A
Failure to Comply with ABL – 2 nd Offence	\$500.00	N/A
Failure to Display ABL	\$50.00	N/A

HAWKERS AND PEDDLERS LICENSE

Item	Amount	GST
Fees:		
Application Processing Fee	\$200.00	N/A
Operational Fee – Per Day	\$30.00	N/A
Penalties:		
First Offense	\$250.00	N/A
Second Offense	\$500.00	N/A
Third & Subsequent Offenses	\$1,000.00	N/A
Failure to Report Operational Days	Invoice for total operational business days in a year	N/A

DEVELOPMENT

Item	Amount	GST
Area Structure Plan	\$30.00 Hard Copy	Applicable
Municipal Development Plan	\$60.00 Hard Copy	Applicable
Land Use Bylaw	\$60.00 Hard Copy	Applicable
General Municipal Standards Manual	\$60.00 Hard Copy	Applicable
File Search	\$60.00	Applicable
Written Zoning Confirmation Request	\$30.00 Per Lot	Applicable
Compliance Request – Residential	\$60.00 Per Lot	Applicable
Compliance Request – Commercial/Industrial	\$85.00 Per Lot	Applicable
Revised Letter of Compliance (within 3 months)	50% of Full Price	Applicable
Rush Compliance Request (1-3 Business Days)	Double Listed Price	Applicable
Municipal Development Plan Amendment	\$2,300.00	N/A
Area Structure Plan Amendment	\$2,300.00	N/A
Land Use Bylaw Amendment	\$805.00	N/A
Land Use Bylaw Rezoning	\$460.00	N/A
Road Closure Bylaw	\$460.00	N/A
Bylaw Amendment Advertising & Notification Cost	Invoice According to Cost + 5% Administration Fee	Applicable
Development Permit - Other than Commercial or Industrial – Permitted Use	\$60.00	N/A
Development Permit - Other than Commercial or Industrial – Permitted Use with Variance	\$105.00	N/A
Development Permit - Other than Commercial or Industrial – Discretionary Use	\$105.00	N/A
Development Permit - Other than Commercial or Industrial – Discretionary Use with Variance	\$105.00	N/A
Development Permit – Commercial and Industrial – Permitted Use	\$115.00	N/A

DEVELOPMENT CONT'D

Item	Amount	GST
Development Permit – Commercial and Industrial – Permitted Use with Variance	\$175.00	N/A
Development Permit – Commercial and Industrial – Discretionary Use	\$175.00	N/A
Development Permit – Commercial and Industrial – Discretionary Use with Variance	\$175.00	N/A
Development Permit after Legal Counsel Intervention	Permit Cost Plus Legal Fee Cost	NA
Development Permit Time Extension	\$60.00	N/A
Development Prior to Development Permit Issuance	1 st Offence - \$290.00 Fine 2 nd Offence - \$575.00 Fine 3 rd Offence - \$1,150.00 Fine	N/A
Subdivision and Development Appeal	\$290.00	N/A
Subdivision Revision/Re-Advertising Fee	\$290.00	N/A
Subdivision Time Extension (Single Lot)	\$290.00	N/A
Subdivision Time Extension (Multi-Lot)	\$575.00	N/A
Subdivision or Boundary Adjustment Application	\$805 plus \$230/lot created	N/A
Rural Addressing Sign – required only after initial Rural Addressing Project is complete (required for all new rural yardsites, either at time of Subdivision or Development Permit approval, whichever occurs first) (Does not include installation)	\$80.00	Applicable

Note: Stop Orders will be issued and delivered to the site and/or the individual(s) conducting unauthorized development requiring all construction to cease immediately and to remain ceased until such time as the necessary Development Permit has been applied for and approved.

SAFETY CODES FEES

BUILDING PERMIT FEES

RESIDENTIAL	HOMEOWNER	CONTRACTOR
Main Floor (basement included)	\$0.65/sq ft	\$0.55/sq ft
Additional Storey's	\$0.40/sq ft	\$0.30/sq ft
Garages (Attached/Detached)/Sheds (over 200 sq ft)	\$0.40 sq/ft	\$0.30/sq ft
Additions	\$0.50/sq ft	\$0.40/sq ft
Relocation of a Building on a Basement or Crawlspace	\$0.60/sq ft	\$0.50/sq ft
Placement of House/Modular/Mobile Home/Garage/Addition only	\$175.00	\$150.00
Major Renovations (Any Structural Change)	\$0.50/sq ft	\$0.40 sq ft

Fireplaces/Wood Burning Appliances	\$175.00	\$150.00
Decks (Greater Than 2 Feet Above Grade)	\$175.00	\$150.00
Minimum Residential Building Permit Fee	\$175.00	\$150.00

COMMERCIAL/ INDUSTRIAL/ INSTITUTIONAL
\$6.00 per \$1,000 of project value
Minimum fee is \$300.00
Notes: 1. Project value is based on the actual cost of material and labour. 2. Verification of cost may be requested prior to permit issuance.

* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560

SAFETY CODES FEES CONT'D

ELECTRICAL PERMIT FEES

RESIDENTIAL INSTALLATIONS (New Single Family Dwellings, Additions and Farm Buildings)		
Square footage of area to be wired	HOMEOWNER	CONTRACTOR
Up to 1200	\$218.50	\$184.00
1201 to 1500	\$287.50	\$218.50
1501 to 2000	\$327.75	\$276.00
2001 to 2500	\$362.25	\$299.00
2501 to 3000	\$391.00	\$322.00
3001 to 3500	\$419.75	\$345.00
3501 to 4000	\$437.00	\$368.00
4001 to 5000	\$460.00	\$402.50

\$0.10 per square foot over 5000

DESCRIPTION	HOMEOWNER	CONTRACTOR
Mobile/Modular Home Connection only	\$115.00	\$86.25
Temporary and Underground Services (125 amps or less)	\$115.00	\$86.25

* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560

OTHER THAN NEW NON-RESIDENTIAL AND RENOVATION		
INSTALLATION COST	HOMEOWNER	CONTRACTOR
\$0 – 300	\$99.19	\$86.25
\$301 – 500	\$112.42	\$97.75
\$501 – 1,000	\$125.64	\$109.25
\$1,001 – 1500	\$140.59	\$120.75
\$1,501 – 2,000	\$152.09	\$132.25
\$2,001 – 2,500	\$158.70	\$138.00
\$2,501 – 3,000	\$165.32	\$143.75
\$3,001 – 3,500	\$171.93	\$149.50

SAFETY CODES FEES CONT'D

INSTALLATION COST	HOMEOWNER	CONTRACTOR
\$3,501 – 4,000	\$178.54	\$155.25
\$4,001 – 4,500	\$190.44	\$165.60
\$4,501 – 5,000	\$195.73	\$170.20
\$5,001 – 5,500	\$210.28	\$182.85
\$5,501 – 6,000	\$220.86	\$192.05
\$6,001 – 6,500	\$228.80	\$198.95
\$6,501 – 7,000	\$238.05	\$207.00
\$7,001 – 7,500	\$248.63	\$216.20
\$7,501 – 8,000	\$257.89	\$224.25
\$8,001 – 8,500	\$267.15	\$232.30
\$8,501 – 9,000	\$276.41	\$240.35
\$9,001 – 9,500	\$286.99	\$249.55
\$9,501 – 10,000	\$296.24	\$257.60
\$10,001 – 11,000	\$304.18	\$264.50
\$11,001 – 12,000	\$314.76	\$273.70
\$12,001 – 13,000	\$324.02	\$281.75
\$13,001 – 14,000	\$334.60	\$290.95
\$14,001 – 15,000	\$342.53	\$297.85
\$15,001 – 16,000	\$350.47	\$304.75
\$16,001 – 17,000	\$362.37	\$315.10
\$17,001 – 18,000	\$372.95	\$324.30
\$18,001 – 19,000	\$380.88	\$331.20
\$19,001 – 20,000	\$390.14	\$339.25
\$20,001 – 21,000		\$348.45
\$21,001 – 22,000		\$350.75
\$22,001 – 23,000		\$359.95
\$23,001 – 24,000		\$368.00
\$24,001 – 25,000		\$377.20

Homeowner Price = %15 > Contractor Price

SAFETY CODES FEES CONT'D

INSTALLATION COST	HOMEOWNER	CONTRACTOR
\$25,001 – 26,000		\$384.10
\$26,001 – 27,000		\$393.30
\$27,001 – 28,000		\$401.35
\$28,001 – 29,000		\$410.55
\$29,001 – 30,000		\$417.45
\$30,001 – 31,000		\$424.35
\$31,001 – 32,000		\$430.10
\$32,001 – 33,000		\$437.00
\$33,001 – 34,000		\$445.05
\$34,001 – 35,000		\$450.80
\$35,001 – 36,000		\$457.70
\$36,001 – 37,000		\$463.45
\$37,001 – 38,000		\$470.35
\$38,001 – 39,000		\$477.25
\$39,001 – 40,000		\$483.00
\$40,001 – 41,000		\$491.05
\$41,001 – 42,000		\$496.80
\$42,001 – 43,000		\$503.70
\$43,001 – 44,000		\$510.60
\$44,001 – 45,000		\$516.35
\$45,001 – 46,000		\$523.25
\$46,001 – 47,000		\$529.00
\$47,001 – 48,000		\$537.05
\$48,001 – 49,000		\$543.95
\$49,001 – 50,000		\$549.70
\$50,001 – 60,000		\$608.35
\$61,001 – 70,000		\$675.05
\$70,001 – 80,000		\$740.60

SAFETY CODES FEES CONT'D

INSTALLATION COST	HOMEOWNER	CONTRACTOR
\$80,001 – 90,000		\$807.30
\$90,001 – 100,000		\$872.85
\$100,001 – 110,000		\$906.20
\$110,001 – 120,000		\$954.50
\$120,001 – 130,000		\$1,005.10
\$130,001 – 140,000		\$1,054.55
\$140,001 – 150,000		\$1,104.00
\$150,001 – 160,000		\$1,153.45
\$160,001 – 170,000		\$1,204.05
\$170,001 – 180,000		\$1,252.35
\$180,001 – 190,000		\$1,302.95
\$190,001 – 200,000		\$1,351.25
\$200,001 – 210,000		\$1,385.75
\$210,001 – 220,000		\$1,451.30
\$220,001 – 230,000		\$1,500.75
\$230,001 – 240,000		\$1,550.20
\$240,001 – 250,000		\$1,600.80
\$250,001 – 300,000		\$1,748.00
\$300,001 – 350,000		\$1,913.60
\$350,001 – 400,000		\$2,079.20
\$400,001 – 450,000		\$2,244.80
\$450,001 – 500,000		\$2,409.25
\$500,001 – 550,000		\$2,574.85
\$550,001 – 600,000		\$2,740.45
\$600,001 – 650,000		\$2,906.05
\$650,001 – 700,000		\$3,070.50
\$700,001 – 750,000		\$3,236.10
\$750,001 – 800,000		\$3,401.70

SAFETY CODES FEES CONT'D

INSTALLATION COST	HOMEOWNER	CONTRACTOR
\$800,001 – 850,000		\$3,567.30
\$850,001 – 900,000		\$3,731.75
\$900,001 – 950,000		\$3,897.35
\$950,001 – 1,000,000		\$4,062.95

Homeowner Fee = %15 > Contractor Fee

* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560

ANNUAL ELECTRICAL PERMIT PROCESS

An Annual Electrical Permit may be issued to an establishment that employs a full time qualified Electrician or hires an electrical contractor to perform minor electrical upgrades or renovations (an electrical project value of less than \$10,000.00) on the premises identified on the permit application. Installations over \$10,000.00 in job value require a separate electrical permit.

The establishment shall maintain a current and accurate two-year record of all electrical upgrades or renovations and shall make it available to Mackenzie County upon request. The establishment is responsible for the electrical work required to satisfactorily complete the electrical installation covered by the permit.

A single Annual Electrical Permit may be issued to cover all minor electrical upgrades or renovations performed during a full calendar year or for a lesser period of time when required. The permit fee shall be based on a full calendar year.

ANNUAL ELECTRICAL PERMIT FEES	
Rating of Establishment (KVA)	Fee
100 or less	\$345.00
101 to 2,500	\$345.00 plus \$15.00 per 100 KVA over 100 KVA
2,501 to 5,000	\$759.00 plus \$12.00 per 100 KVA over 2,500 KVA
5,001 to 10,000	\$1,104.00 plus \$9.00 per 100 KVA over 5,000 KVA
10,001 to 20,000	\$1,621.50 plus \$6.00 per 100 KVA over 10,000 KVA
Over 20,000	\$2,311.50 plus 3.00 per 100 KVA over 20,000 KVA

* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560

SAFETY CODES FEES CONT'D

GAS PERMIT FEES

RESIDENTIAL INSTALLATIONS, INCLUDING MOBILE HOMES AND FARM BUILDINGS		
Number of Outlets	HOMEOWNER	CONTRACTOR
1	\$97.75	\$86.25
2	\$120.75	\$97.75
3	\$143.75	\$120.75
4	\$179.40	\$149.50
5	\$224.25	\$187.45
6	\$247.25	\$205.85
7	\$269.10	\$224.25
8	\$289.80	\$241.50
9	\$313.95	\$262.20
10	\$336.95	\$280.60
11	\$350.75	\$292.10
12	\$365.70	\$304.75
13	\$379.50	\$316.25
14	\$395.60	\$330.05
15	\$409.40	\$341.55
16	\$426.65	\$355.35
17	\$440.45	\$366.85
18	\$455.40	\$379.50
19	\$469.20	\$391.00
20	\$485.30	\$404.80
Add \$15.00 per outlet over 20		

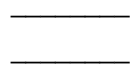
* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560

SAFETY CODES FEES CONT'D

GAS PERMIT FEES - RESIDENTIAL

RESIDENTIAL PROPANE TANK SET	HOMEOWNER	CONTRACTOR
Propane Tank Set	\$103.50	\$86.25
Additional Propane Tanks	\$15.00/tank	\$15.00/per tank
Temporary Heat	\$115.00	\$86.25

* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560



SAFETY CODES FEES CONT'D

GAS PERMIT FEES - NON-RESIDENTIAL		
NON-RESIDENTIAL INSTALLATIONS		
BTU Input	HOMEOWNER	CONTRACTOR
0-100,000	Contractor Required	\$86.25
100,001-110,000	Contractor Required	\$97.75
110,001-120,000	Contractor Required	\$109.25
120,001-130,000	Contractor Required	\$143.75
130,001-140,000	Contractor Required	\$155.25
140,001-150,000	Contractor Required	\$166.75
150,001-170,000	Contractor Required	\$172.50
170,001-190,000	Contractor Required	\$178.25
190,001-210,000	Contractor Required	\$184.00
210,001-230,000	Contractor Required	\$189.75
230,001-250,000	Contractor Required	\$195.50
250,001-300,000	Contractor Required	\$201.25
300,001-350,000	Contractor Required	\$207.00
350,001-400,000	Contractor Required	\$218.50
400,001-450,000	Contractor Required	\$224.25
450,001-500,000	Contractor Required	\$230.00
500,001-550,000	Contractor Required	\$235.75
550,001-600,000	Contractor Required	\$241.50
600,001-650,000	Contractor Required	\$253.00
650,001-700,000	Contractor Required	\$264.50
700,001-750,000	Contractor Required	\$276.00
750,001-800,000	Contractor Required	\$287.50
800,001-850,000	Contractor Required	\$299.00
850,001-900,000	Contractor Required	\$310.50
900,001-950,000	Contractor Required	\$322.00
950,001-1,000,000	Contractor Required	\$333.50
Add \$8.00 for each 100,000 BTU (or portion thereof) over 1,000,000 BTU		

* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560

SAFETY CODES FEES CONT'D

GAS PERMIT FEES - NON-RESIDENTIAL

NON-RESIDENTIAL INSTALLATIONS		
TEMPORARY HEAT		
BTU Input	OWNER	CONTRACTOR
0 to 250,000	Contractor Required	\$86.25
250,001 to 500,000	Contractor Required	\$143.75
Over 500,000	Contractor Required	\$143.75 plus \$10.00 per 100,000 BTU (or portion thereof) over 500,000 BTU

* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560

REPLACEMENT GAS APPLIANCES		
BTU Input	OWNER	CONTRACTOR
0 to 400,000	Contractor Required	\$92.00
400,001 to 1,000,000	Contractor Required	\$172.50
Over 1,000,000	Contractor Required	\$172.50 plus \$5.00 per 100,000 BTU (or portion thereof) over 1,000,000 BTU

NON- RESIDENTIAL PROPANE TANK SET	HOMEOWNER	CONTRACTOR
Propane Tank Set	Contractor Required	\$86.25
Additional Propane Tanks	Contractor Required	\$15.00/per tank
Gas/Propane Cylinder Refill Center	Contractor Required	\$172.50

Grain Dryer	\$287.50	\$287.50
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SAFETY CODES FEES CONT'D

PLUMBING PERMIT FEES

RESIDENTIAL INSTALLATIONS AND FARM BUILDINGS		
Number of Fixtures	HOMEOWNER	CONTRACTOR
1	\$97.75	See contractor fees
2	\$109.25	See contractor fees
3	\$120.75	See contractor fees
4	\$132.25	See contractor fees
5	\$143.75	See contractor fees
6	\$155.25	See contractor fees
7	\$161.00	See contractor fees
8	\$171.35	See contractor fees
9	\$188.60	See contractor fees
10	\$202.40	See contractor fees
11	\$213.90	See contractor fees
12	\$224.25	See contractor fees
13	\$234.60	See contractor fees
14	\$247.25	See contractor fees
15	\$257.60	See contractor fees
16	\$269.10	See contractor fees
17	\$281.75	See contractor fees
18	\$289.80	See contractor fees
19	\$302.45	See contractor fees
20	\$313.95	See contractor fees
Add \$8.00 for each fixture over 20		

* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560

SAFETY CODES FEES CONT'D

PLUMBING PERMIT FEES

Number of Fixtures	CONTRACTOR
1	\$86.25
2	\$97.75
3	\$103.50
4	\$109.25
5	\$120.75
6	\$126.50
7	\$132.25
8	\$142.60
9	\$157.55
10	\$169.05
11	\$178.25
12	\$187.45
13	\$195.50
14	\$205.85
15	\$215.05
16	\$224.25
17	\$234.60
18	\$241.50
19	\$251.85
20	\$262.20
21	\$269.10
22	\$278.30
23	\$285.20
24	\$292.10
25	\$301.30

Number of Fixtures	CONTRACTOR
26	\$308.20
27	\$315.10
28	\$324.30
29	\$331.20
30	\$338.10
31	\$347.30
32	\$355.35
33	\$361.10
34	\$370.30
35	\$378.35
36	\$385.25
37	\$393.30
38	\$401.35
39	\$410.35
40	\$416.30
41	\$424.35
42	\$433.55
43	\$439.30
44	\$447.35
45	\$456.55
46	\$462.30
47	\$470.35
48	\$479.55
49	\$485.30
50	\$493.35

* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560

SAFETY CODES FEES CONT'D

PLUMBING PERMIT FEES

Number of Fixtures	CONTRACTOR	Number of Fixtures	CONTRACTOR
51	\$500.25	76	\$655.50
52	\$506.00	77	\$660.10
53	\$511.75	78	\$667.00
54	\$517.50	79	\$675.05
55	\$525.55	80	\$680.80
56	\$532.45	81	\$683.10
57	\$537.05	82	\$686.55
58	\$543.95	83	\$688.85
59	\$549.70	84	\$692.30
60	\$556.60	85	\$694.60
61	\$561.20	86	\$699.20
62	\$568.10	87	\$701.50
63	\$575.00	88	\$704.95
64	\$580.75	89	\$709.55
65	\$586.50	90	\$710.70
66	\$592.25	91	\$713.00
67	\$600.30	92	\$716.45
68	\$606.05	93	\$721.05
69	\$611.80	94	\$723.35
70	\$617.55	95	\$726.80
71	\$624.45	96	\$730.25
72	\$631.35	97	\$733.70
73	\$635.95	98	\$734.85
74	\$642.85	99	\$738.30
75	\$648.60	100	\$741.75
Add \$1.00 for each fixture over 100			

* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560

SAFETY CODES FEES CONT'D

PRIVATE SEWAGE TREATMENT SYSTEMS

DESCRIPTION OF WORK	HOMEOWNER	CONTRACTOR
Holding Tanks	\$200.00	\$200.00
Fields, Mounds, Sand Filters, Treatment Tanks, Open Discharges, etc.	\$375.00	\$350.00

* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560

PSDS must not be covered until inspection, if not it will be dug up at owner/contractors cost.

OTHER CHARGES AND PAYMENTS

Mackenzie County will collect all permit fees and no remuneration will be remitted to the contracted Safety Codes Agency until such time as the permit is closed in accordance with Mackenzie County's Quality Management Plan (QMP). The contracted Safety Codes Agency will invoice and return closed permits to the County on a monthly basis.

Charges for additional services are as follows:

DESCRIPTION OF SERVICE	HOURLY CHARGE
Appeal services	\$75.00
Audit Representation	No charge
Consultative Services	\$75.00
Emergency Services	\$125.00
Enforcement Services	No charge
Investigation Services	\$125.00
Public Works Complaints	No charge

SAFETY CODES FEES CONT'D

Additional Inspection Services

In addition to addressing the needs of Mackenzie County's Accreditation, the contracted Safety Codes Agency shall offer to the residents of the County additional Inspection Services.

These types of inspections may not be required under County Accreditation but are, none the less, important services Mackenzie County's residents need on a fairly regular basis. These fees shall be at a competitive rate and billed directly to the customer by the contracted Safety Codes Agency. The County will advise residents that these services are available from the contracted agency, and that they are also free to hire other private firms to complete their required inspections.

- Wood Stove Inspections,
- Progress Payment Inspections (Bank Inspections),
- Insurance Inspections,
- Electrical Equipment Approvals

MISCELLANEOUS

DESCRIPTION	FEE
Permit Cancellation – before plan review complete	Complete refund minus \$50
Permit Cancellation – after plan review complete	65% of permit fee
Amendments to Permit Application	Any additional fees shall be payable and any decrease in permit fees over \$20 shall be refunded
Permit Extension Requests	Shall be provided in writing and must contain reason for request and additional time requested. Permit extensions, where granted, shall be provided in writing.
Contractor's failure to obtain the proper permits, for the discipline in which they practice, prior to work commencement – due to negligence and/or repeat offences.	2 times the fee shown in the Fee Schedule Bylaw

PUBLIC WORKS

Item	Amount	GST
Winter Snowplowing Indicator Sign	\$15.00	Applicable
Winter Maintenance Snowplowing Service	\$30.00 /up to 1/4 mile (400m)	Applicable
Senior/Handicapped Winter Snowplowing Indicator Sign	\$15.00	Applicable
Senior/Handicapped Snowplow Service (Where the Senior/Handicapped person lives in a rural residence where all other persons, excluding spouse or dependent, residing on the property are also Senior Citizens or Handicapped persons)	No Charge	N/A
Dust Control Calcium Chloride	\$750.00/200 linear meters per application	Applicable
Dust Control for Seniors	\$50.00	Applicable
TRAVIS Permits for Over Weight and Over Dimensional Vehicles on the following roads: <ul style="list-style-type: none"> • 88 Connector • Assumption (Chateh) • Fox Lake Road • Golf Course Road (High Level) • Heliport Road • Wadlin Lake Road • Watt Mountain Road (Hutch Lake) • Zama Access 	\$35.00 Non-Refundable	N/A

EQUIPMENT AND LABOUR

Item	Amount	GST
Sewer Auger	\$20.00 per hour \$100.00 per 24 hours	Applicable
Sewer Line Camera	\$300.00 per hour plus Labour Cost (minimum charge \$600.00)	Applicable
Sanding Unit & Tandem Truck	\$200.00/hour plus Cost of Product (minimum charge 1 hr)	Applicable
Labour	\$40.00 per hour (minimum charge 1 hr.)	Applicable
Weed Eater	\$30.00 per hour plus Labour Cost (minimum charge 1 hr.)	Applicable
35 HP Tractor Mower 6'	\$50.00 per hour plus Labour Cost (minimum charge 1 hr.)	Applicable
75 HP Tractor Mower 15'	\$75.00 per hour plus Labour Cost (minimum charge 1 hr.)	Applicable
Snow Removal within Road Right-of-Ways (Policy PW004)	100% of Alberta Roadbuilders Rates	Applicable

Note: County equipment that is not listed in this bylaw will be charged according to the current Alberta Roadbuilders and Heavy Equipment Association Equipment Rental Rates Guide.

AIRPORTS

Item	Amount	GST
Fuel Flow Charge	\$0.045 per liter for each liter of aviation fuel dispensed	Applicable
Land lease fee for hangars and associated uses	Fort Vermilion Airport— \$1.25 per square meter annually La Crete Airport— \$1.30 per square meter annually	Applicable
Long Term Aircraft Parking (30 days or more) (no power)	\$250.00 \$500.00 annually (no power) \$75.00 monthly (>5 consecutive days)	Applicable
Aircraft & Vehicle Parking (power)	\$5.00 per day (power) (provided own power cord)	Applicable
Parking Area Maintenance	\$50.00 per occasion, grass trimming	Applicable
Terminal Fees	No charge	N/A
Landing Fees	No charge	N/A

SOLID WASTE

Section 1: Commercial, Construction, Industrial & Institutional Solid Waste Fees

At Regional Landfill	
Current rate as set by the Mackenzie Regional Waste Management Commission	
At Transfer Station	
Pickup truck (partial load)	\$10.00
Pickup truck (full load)	\$20.00
Single axle larger than 1 ton	\$60.00
Trailers shorter than 8'	\$20.00
Trailers 8' - 20'	\$60.00
Trailers over 20'	\$100.00
Untarped loads <u>penalty</u> for commercial, construction, industrial and/or institutional material	\$100.00
Tandem or tridem axle trucks are to be directed to the regional landfill.	

Definitions:

- a) **“Commercial waste”** means any waste generated from businesses such as stores, garages, hotels, motels and restaurants.
- b) **“Construction waste”** waste generated due to construction/demolition/renovation of property and or buildings.
- c) **“Industrial waste”** means any waste generated from an industry such as forestry and energy.
- d) **“Institutional”** is waste generated from institutions such as hospitals, schools, long-term care facilities and lodges.

Note: Residential and farming garbage (not including construction waste) is exempt from charges.

Note: Mackenzie County reserves the right to control the type and nature of refuse which may be deposited at the transfer station and no refuse may be deposited at the transfer station except in accordance with the transfer station operations manual.

SOLID WASTE CONT'D

Section 2: Residential Waste Collection – Hamlet of La Crete

Residential Waste	Fees
Monthly Collection Waste	\$5.95 per month per residence
One-Time Use Refuse Bin Tags	\$1.50 per tag

The fees are applicable to all residential properties identified in the County's Hamlet Residential Waste Collection Bylaw.

PARKS

Section 1: General Park Fees

Day Use	Overnight	Weekly	Shelter Rent	Seasonal or Monthly Camping Stalls	Marina Dock Rental
Wadlin Lake					
No Charge	\$20	\$120	\$50/day for shelter rental	N/A	\$8/day with camping stall; \$10/day without camping stall
Machesis Lake					
No Charge	\$20	\$120	\$50/day for shelter rental	Non-Serviced: \$200/Month	N/A
Machesis Lake Equine Campground					
\$5/horse	\$20 plus \$5 per horse	\$120 plus \$5 per horse	N/A	N/A	N/A
Hutch Lake					
No Charge	\$20	\$120	\$50/day for shelter rental	N/A	N/A
Zama Community Park					
No Charge	Non-Serviced: \$10 Partially Serviced: \$15 Fully Serviced: \$20	Non-Serviced: \$60 Partially Serviced: \$90 Fully Serviced: \$100	\$50/day for shelter rental	Monthly: Non-Serviced: \$200 Partially Serviced: \$275 Fully Serviced: \$400	N/A
Tourangeau Lake					
No Charge	N/A	N/A	N/A	N/A	N/A
Fort Vermilion Bridge Campsite					
No Charge	N/A	N/A	N/A	N/A	N/A

PARKS CONT'D

Section 2: Penalties

The voluntary payment, which may be accepted in lieu of prosecution for a contravention of any of the sections set out below, shall be the sum set out opposite the section number:

Section (Municipal Parks Bylaw)	Offence	Penalty
Section 3.1 (a)	Fail to keep land in a clean/tidy condition	\$50.00
Section 3.1 (b)	Fail to comply with lawfully posted signs and/or notices	\$50.00
Section 3.2	Fail to restore land to a clean/tidy condition when vacating park	\$50.00
Section 3.3(a)	Interfere with others quiet enjoyment of park	\$50.00
Section 3.3(b)	Deface/injure/destroy object in park	\$75.00
Section 3.3(c)	Excavate or remove plants/plant fixtures from a park	\$75.00
Section 3.3(d)	Remove park equipment	\$75.00
Section 3.3(e)	Unauthorized display signs/ads in park	\$25.00
Section 3.3(f)	Remove/damage etc. authorized signs/notices in park	\$50.00
Section 3.3(g)	Bathe/clean clothing/ fish/utensils etc. at/near drinking fountain/pump in park	\$25.00
Section 3.4	Unauthorized construction in park	\$50.00
Section 3.5	Unauthorized business in park	\$50.00
Section 4.1	Failure to register when entering park	\$50.00
Section 4.2	Failure to obtain camping permit	\$50.00
Section 4.7	Camping in area not designated for that purpose	\$50.00
Section 4.8	Alteration of camping permit	\$50.00
Section 4.9	Failure to produce camping permit upon request	\$50.00
Section 4.12/4.13	Unauthorized combination of vehicles in campsite	\$50.00
Section 4.14	Camping more than fourteen consecutive days	\$50.00
Section 4.18	Failure to vacate site	cost recovery
Section 4.21	Remain in day use area after 11:00 p.m.	\$50.00
Section 6.1	Unlawfully enter/remain in park	\$50.00
Section 7.1	Set, light, or maintain fire in unauthorized place	\$50.00
Section 7.3	Set, light, or maintain fire after signs/notices have been erected prohibiting same	\$50.00

PARKS CONT'D

Section 2: Penalties Cont'd

Section (Municipal Parks Bylaw)	Offence	Penalty
Section 7.4	Leave fire unattended/allow to spread	\$50.00
Section 7.5	Deposit/dispose of hot coals/ashes etc. in unauthorized place	\$50.00
Section 7.6	Fail to extinguish fire etc. before leaving	\$50.00
Section 7.7	Remove firewood from a park	\$100.00
Section 8.1	Operate off-highway vehicle where prohibited	\$50.00
Section 8.2	Enter park when prohibited	\$50.00
Section 8.3	Parking in a manner or location that impedes traffic	\$50.00
Section 8.4	Exceed posted speed limit	\$50.00
Section 9.1(a)	Animal running at large	\$50.00
Section 9.1(b)	Animal in prohibited area	\$50.00
Section 9.7	Bring/allow horse/pony etc. unauthorized into the park	\$100.00
Section 10.1(a)	Deposit waste matter in unauthorized area of park	\$50.00
Section 10.1(b)	Deposit waste water or liquid waste in unauthorized area	\$250.00
Section 10.1(c)	Dispose of commercial/residential waste in park	\$50.00
Section 10.2	Fail to carry waste matter from areas in park without receptacles	\$50.00
Section 11.3	Attempt to enter park within 72 hours of removal from a park	\$100.00
Section 12.1	Discharging of firearm	\$100.00
Section 12.2	Improper storage of firearm	\$75.00
Section 12.3	Hang big game in park	\$50.00

Note:

Every person who contravenes a section of the Municipal Parks Bylaw is guilty of an offence and liable to the penalty as set out above or, on summary conviction to a fine not exceeding two thousand dollars (\$2,000.00) or imprisonment for a term of not more than six (6) months or to both a fine and imprisonment (in accordance with Provincial Regulations).

TRAFFIC REGULATIONS

Traffic Regulation Bylaw Part 2: Parking

Section	Offence	Fine
Section 3(1)(a)	Prohibited Parking – Emergency Exit Door	\$50.00
Section 3(1)(b)	Prohibited Parking – Entrance to Emergency Service	\$50.00
Section 4(1)	Park in No Parking Zone Prohibited by Traffic Control Device	\$30.00
Section 4(2)	Park in No Parking Zone During Prohibited Times	\$30.00
Section 5 (2)	Park in No Parking Zone Prohibited by Temporary Traffic Control Device	\$30.00
Section 6	Stop in a No Stopping Zone Prohibited by Traffic Control Device	\$30.00
Section 7(2)	Park in a Disabled Person’s Parking Space	\$50.00
Section 8(2)	Park in Fire Lane	\$50.00
Section 9	Park an Unattached Trailer on Highway	\$30.00
	Park in Alley	\$30.00

Traffic Regulation Bylaw Part 3: Rules for Operation of Vehicles

Section	Offence	Fine
Section 11(1)	Drive Tracking Vehicle on Highway Without Authorization	\$100.00
Section 11(2)	Fail to Produce Tracked Vehicle Authorization	\$50.00

Traffic Regulation Bylaw Part 4: Controlled and Restricted Highways

Section	Offence	Fine
Section 13(1)	Operate / Park Heavy Vehicle in Prohibited Area	\$75.00

Traffic Regulation Bylaw Part 5: Miscellaneous

Section	Offence	Fine
Section 14	Proceed Beyond Designated Point Near Fire	\$50.00
Section 15(1)	Cause Damage to Street Furniture	Court
Section 15(2)	Cause Damage to Highway	Court
Section 15(3)	Damage Costs for Sections 14(1) / 14(2)	amount expended

TRAFFIC REGULATIONS CONT'D

Note:

Every person who contravenes a section of the Traffic Regulation Bylaw is guilty of an offence and shall forfeit and pay a penalty as set out above or on summary conviction to a fine not exceeding Two Thousand Dollars (\$2,000.00) and/or imprisonment for not more than six (6) months.

Off-Highway Vehicles Bylaw Offences

Section	Offence	Fine
Section 5 (d)	Contravenes Off-Highway Vehicles Bylaw (First Offence)	\$50.00
Section 5 (e)	Contravenes Off-Highway Vehicles Bylaw (Second Offence)	\$100.00

FIRE SERVICES FEES

Provincial Roadways Incidents

Alberta Transportation Policy #TCE-DC-501 states that Alberta Transportation is to be invoiced for recovery of services according to the rates set in the policy.

Item	Amount
<u>Response fees including man power:</u>	
Pumper Unit	As per AT Policy #TCE-DC-501
Ladder Unit (Aerial)	As per AT Policy #TCE-DC-501
Tanker Unit	As per AT Policy #TCE-DC-501
Rescue Unit	As per AT Policy #TCE-DC-501
Command Unit	As per AT Policy #TCE-DC-501
Contracted Services (i.e water haulers, equipment, labour, etc.)	Road Builders Rates

ESRD Provincial Incidents – as per Mutual Aid Agreement

Item	Amount
Pumper Unit	\$400.00 per hour
Ladder Unit (Aerial)	\$400.00 per hour
Tanker Unit	\$400.00 per hour
Rescue Unit	\$400.00 per hour

ESRD Provincial Incidents – as per Mutual Aid Agreement

Item	Amount
Sprinkler Trailer	\$400.00 per day
Command Unit	\$200.00 per hour
Contracted Services (i.e water haulers, equipment, labour, etc.)	Road Builders Rates
<u>Manpower Fee:</u>	
Officers	\$50.00 per man hour
Firefighter	\$50.00 per man hour

FIRE SERVICES FEES CONT'D

Other Incidents:

Item	Amount
<i><u>Response Fees including Driver:</u></i>	
Pumper Unit	\$200.00 per hour
Ladder Unit (Aerial)	\$200.00 per hour
Tanker Unit	\$200.00 per hour
Rescue Unit	\$200.00 per hour
Shoring Equipment	\$200.00 per day
Great Wall Grain Rescue Equipment	\$200.00 per day
Sprinkler Trailer	\$400.00 per day
Contracted Services (i.e water haulers, equipment, labour, etc.)	Cost plus 15%
Consumable Items	Cost plus 15%
<i><u>Manpower Fee:</u></i>	
Officers	\$50.00 per man hour
Firefighter	\$50.00 per man hour

Note:

- a) Travel time to and from the scene of an accident for non-provincial responses shall be free of charge;
- b) A residential invoice shall not exceed \$5,000 per incident.

False Alarms

Item	Amount
Response to False Alarm 1 st Call	No charge
(within same year as 1 st Call) 2 nd Call	\$100.00
(within same year as 1 st Call) 3 rd Call	\$200.00
(within same year as 1 st Call) 4 nd Call	\$300.00

FIRE SERVICES FEES CONT'D

Other Fees

Item	Amount
Violation Ticket*– 1 st Offence	\$250.00
Violation Ticket* – 2 st and Subsequent Offences	\$500.00
Filling of Air Cylinders (breathing air)	
Small cylinder (30 min)	\$25.00
Cascade cylinder	\$100.00
Water Flow Testing Reports	\$100.00
File Search (fire inspections and investigations)	\$35.00 per search
Fire Permit	No charge
Fire Inspection Services Within the County	\$50.00 per hour plus expenses
Fire Inspection Services Outside of the County	\$75.00 per hour plus expenses
Re-inspection with Outstanding Fire Code Violations	\$50.00 per visit
Training course(s) to other individuals/groups	Cost plus \$15% administrative fee
Expert Witness Services – Civil Litigation	\$50.00 per hour to a maximum of \$400.00 per day plus expenses
Occupant Load Determination (no charge to non-profit groups)	\$100.00 per certificate

**As specified in the Fire Services Bylaw*

Note:

- a) Every person who violates a provision of Fire Services Bylaw is guilty of an offense and is punishable upon summary conviction, to a fine not exceeding two thousand dollars (\$2,000.00) or to a term of imprisonment not exceeding one (1) year or to both.
- b) Nothing shall prevent a Peace Officer from:
 - (i) immediately issuing a Violation Ticket for the mandatory Court appearance to any person who contravenes any provision of the Mackenzie County Fire Services Bylaw, or
 - (ii) issuing a Voluntary Payment ticket in lieu of a mandatory Court appearance for \$100.00.

DOG CONTROL FEES

Fees & Penalties	General	Dogs	Dangerous Dogs
Failure to obtain a valid license penalty		\$35.00	\$50.00
Failure to wear a dog tag penalty	\$35.00		
Annual Fees			
– neutered male or spayed female		\$10.00	\$50.00
– unneutered male or unspayed female		\$25.00	\$100.00
Lifetime Fee			
– neutered male or spayed female		\$50.00	\$50.00
– unneutered male or unspayed female		\$200.00	\$200.0
Replacement for misplaced, lost, or stolen dog tag	\$5.00		
Failure to obtain a kennel license penalty	\$50.00		
Dog running at large – Handling fee			
1 st offence		\$50.00	\$500.00
2 nd offence		\$100.00	\$1,000.00
3 rd offence and subsequent		\$200.00	\$1,500.00
Bite a person penalty		\$250.00	\$1,000.00
Injure a person penalty		\$250.00	\$1,000.00
Chase or threaten a person penalty		\$150.00	\$1,000.00
Bite, bark at, chase stock, bicycles, wheelchairs, or other vehicles penalty		\$250.00	\$1,000.00
Bark, howl or disturb any person penalty			\$50.00
Worry or annoy any other animal penalty	\$50.00		
Damage to public or private property penalty		\$50.00	\$250.00
Upset waste receptacles or scatter contents thereof (Section 1. (b) or Dog Control Bylaw)	\$100.00		

DOG CONTROL FEES CONT'D

Fees & Penalties	General	Dogs	Dangerous Dogs
Leave dog unattended in motor vehicle penalty		\$50.00	\$250.00
Fail to provide water, food, shelter or proper care penalty	\$100.00		
Abuse or abandonment of dog penalty	\$250.00		
Dog in prohibited areas as set by Council penalty	\$100.00		
Failure to report dog with a communicable disease penalty	\$100.00		
Failure to confine a dog with a communicable disease penalty	\$100.00		
Failure to keep dog confined for nor less than ten (10) days penalty	\$50.00		
Interfere or threaten an Animal Control Officer penalty	\$250.00		
Induce a dog or assist a dog to escape capture penalty	\$250.00		
Falsely represent him/herself as being in charge of a dog penalty	\$100.00		
Allow, or attempt to allow, a dog(s) to escape from a vehicle, cage, or lice trap penalty	\$100.00		
Remove or attempt to remove a dog from an Animal Control Officer penalty	\$250.00		
Unconfined female dog in heat penalty	\$50.00		
Failure to remove defecation	\$50.00		
Impoundment fees (to be verified with the veterinarian)		Amount expended	Amount expended
Veterinary fees (to be verified with the veterinarian)		Amount expended	Amount expended
Destruction of dog fees (to be verified with the veterinarian)		Amount expended	Amount expended
Failure to keep a dangerous dog(s) confined penalty			\$500.00
Improper pen or other structure penalty			\$200.00
Give false information when applying for dangerous dog license penalty			\$500.00
Failure to keep dangerous dog muzzled penalty			\$500.00
Failure to harness of leash a dangerous dog properly penalty			\$500.00

DOG CONTROL FEES CONT'D

Fees & Penalties	General	Dogs	Dangerous Dogs
Failure to keep a dangerous dog under the control of an adult person penalty			\$500.00

No penalties will be levied for “dog at large: under part 4 section 18 or 22 if impoundment fee and handling fees are paid.

Note:

- a) Any person who contravenes, disobeys, refuses or neglects to obey any provisions of this Bylaw is guilty of an offense and is liable on summary conviction to a fine not exceeding two thousand dollars (\$2,000) in addition to any other fees according to Mackenzie County Fee Schedule Bylaw, and in default of payment to imprisonment for a term not exceeding ninety (90) days.

WATER/SEWER RATES, PENALTIES, AND FEES AND DEPOSITS

Water/Sewer Standard Rates

Rate Description	Water Rates	Sewer Rates
Rates for Metered Users	\$37.04/month plus \$3.18 per m ³ of consumption	\$31.52/month plus \$0.73 per m ³ of water consumption
Rates for Cardlock Users (treated water)	\$3.18 per m ³ of consumption	\$0.73 per m ³ of water consumption
Rates for Cardlock Users (raw water)	\$2.31 per m ³ of consumption	N/A
High Level South Waterline	As per agreements	N/A

Penalties

One time 10% penalty will be charged on all current charges if the utility bill is not paid by the due date.

Rural Potable Water Line Rates – Tie-in Directly to the Trunk Line

CLASS A

Water/Sewer Standard Rates*:

Rate Description	Water Rates	Sewer Rates
Rates for Metered Users	\$37.04/month plus \$3.18 per m ³ of consumption	\$0.73 per m ³ of water consumption

*Class A applies to those that paid the fee in full for rural water tie-in directly to the trunk line** either through a lump sum payment of \$8,000 or by paying the phased rate.*

CLASS B

Water/Sewer Standard Rates* **PLUS** \$133.34 per month *(the phased rate for a maximum five-year period per tie-in):*

Rate Description	Water Rates	Sewer Rates	Phased Rate
Rates for Metered Users	\$37.04/month plus \$3.18 per m ³ of consumption	\$0.73 per m ³ of water consumption	\$133.34 per month

*Class B applies to those that have not yet paid the fee for rural water tie-in directly to the trunk line***

WATER/SEWER RATES, PENALTIES, AND FEES AND DEPOSITS CONT'D

*Monthly sewer rate of \$31.52 does not apply to customers that are not connected to the sewer collection system

**Fee for rural water tie-in directly to the trunk line does not include the actual costs of service installation to the property line, a metering chamber and a meter, which must be paid prior to tie-in

Fees and Deposits

Description	Fee Amount
Application fee for new account move in	\$50.00
Transfer from one account to another	\$50.00
Reconnection of account due to non-payment	\$50.00 plus \$200.00 Deposit
Deposit for connection of utilities – required for new renters	\$200.00
Fee for services required upon the request of the customer <u>within</u> the one (1) working day requirement (see Water & Sewer Services Bylaw)	\$50.00
Fee for hamlet water and/or sewer service tie-in	\$100.00
Fee for hamlet water and/or sewer main tie-in	\$500.00 plus cost of installation
Fee for rural water tie-in directly to the trunk line PLUS the actual costs of service installation to property line, a metering chamber and a meter	\$8,000.00
Fee for rural water lateral construction or tie-in to a lateral extension PLUS the actual costs of service installation to property line, a metering chamber and a meter	Cost recovery as determined for the specific areas and per Policy UT006 Municipal Rural Water Servicing – Endeavor to Assist
Deposit for Expression of Interest for construction of lateral waterline and servicing.	\$1,000 - Prior to October 1 \$2,000 – October 1 to project completion
Fee for rural water multi-lot subdivision PLUS the actual costs of service installation to property line, a metering chamber and a meter	\$2,800.00/lot
Fee for water meter testing. Refundable if variance of meter reading is greater than 3%.	\$100.00
Fee for County employee services during regular working hours required to construct, repair, inspect, or service where the responsibility for work was borne by the developer, consumer or corporation	\$75.00/hr (minimum 1 hr charge)
Fee for after hour emergency call out of County employee for services born by the consumer	\$100.00/hr (minimum 1 hr charge)

WATER/SEWER RATES, PENALTIES, AND FEES AND DEPOSITS CONT'D

Description	Fee Amount
Deposit for Cardlock	\$200.00 for residential \$500.00 for commercial
Replacement card for Cardlock cards	\$25.00
Lagoon Sewage Disposal Fees (agreement required)	\$25.00/Load–Single Axle Unit \$50.00/Load-Tandem Axle Unit \$75.00/Load-All units larger than tandem axle units including pup trailers

- (i) Deposits may be transferable from one service to another by the same consumer.
- (ii) The fee shall be retained by Mackenzie County and applied against any outstanding balance upon disconnection of the service. In the event there is no outstanding balance or service charges remaining on the account upon disconnection of the service, Mackenzie County shall refund money to the customer within forty (40) days.
- (iii) In any case money deposited with Mackenzie County as a guarantee deposit remains unclaimed for a period of five years after the account of the consumer so depositing has been discontinued, the amount of the deposit shall be transferred to the general revenue account of Mackenzie County.
- (iv) Mackenzie County remains liable to repay the amount of the deposit to the person lawfully entitled thereto for a period of ten years next following the discontinuance of the account but after the ten year period the deposit becomes the absolute property of Mackenzie County free from any claim in respect thereof.

Meter Fees

Size of Meter	Cost of Meter and Install
5/8"	\$440.00
3/4" Residential	\$490.00
3/4" Commercial	\$530.00
1"	\$570.00
1 1/2" and 2"	\$1,890.00
4"	\$2,900.00
6"	\$4,700.00

* 15% administrative fee is included in all meter costs.

WATER/SEWER RATES, PENALTIES, AND FEES AND DEPOSITS CONT'D

Fines for Water/Sewer

The voluntary payment, which may be accepted in lieu of prosecution for a contravention shall be the sum as set in the following table:

Description	Penalty
Failing to connect to Municipal Utility	\$5,000.00
Failing to provide grease, oil & sand traps & maintain catch basins	\$2,000.00
Interfering/Tampering with Municipal Utility	\$5,000.00
Operation or use of Municipal Utility without authorization	\$500.00
Failing to allow County staff or agent to enter premises	\$500.00
Failing to maintain water or sewer system	\$200.00
Failure to use proper material	\$500.00
Description	Penalty
Failure to install sewer backflow preventer	\$300.00
Failure to install cross connection control device	\$1,000.00
Failure to execute proper tapping or backfilling	\$500.00
Covering a water or sewer system prior to inspection	\$500.00
Failure to uncover a water or sewer system at the request of an authorized employee after it has been covered	\$1,000.00
Failure to report broken seal to County	\$100.00
Obstruction of Fire Hydrants/Valves	\$500.00
Illegal disposal of water	\$3,000.00
Illegal disposal in sewer or storm drainage system	\$5,000.00
Bringing sprayer equipment onto the potable water truckfill station (applicable to the Fort Vermilion location)	\$500.00

Note: A person who contravenes a provision of the Water and Sewer Bylaw is guilty of an offence and liable on summary conviction to the penalty as prescribed in this Bylaw or, on summary conviction to a fine not less than fifty (\$50.00) dollars and not more than five thousand (\$5,000.00) dollars, and in the event of a failure to pay the fine to imprisonment for a period not exceeding six (6) months.

3. Fees to neighbouring local governments may be subject to mutual aid agreements.
4. This Bylaw shall come into force and effect upon receiving third reading.
5. This Bylaw repeals Bylaw ~~1092-18~~ 1113-18 Fee Schedule.

In the event that this bylaw is in conflict with any other bylaw, this bylaw shall have paramouncy.

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:	October 9, 2018
Presented By:	Byron Peters, Deputy Chief Administrative Officer
Title:	Bylaw 1117-18 – Land Use Bylaw Amendment to Amend the Yard – Front Regulation of the Fort Vermilion Commercial Centre (FV-CC) Zoning District

BACKGROUND / PROPOSAL:

At the August 2, 2018 Fort Vermilion Streetscape Implementation Committee meeting the following motion was made after a delegate came forth with their concerns regarding the maximum setback along the Streetscape corridor:

FVSIC-18-08-011

MOVED by Eric Jorgensen

That the Fort Vermilion Streetscape Implementation Committee recommends that administration amend the Land Use Bylaw to accommodate new setbacks from River Road and make changes to the Streetscape Plan.

CARRIED

The committee expressed concerns that the maximum setback of 3.0 meters (9.8 feet) from property line along River Road is limiting for new businesses to utilize their lots.

The Fort Vermilion Streetscape minutes were then presented at the August 28, 2018 Council meeting and the following motion was made:

MOTION 18-08-607

MOVED by Councillor Jorgensen

That the new setbacks for Fort Vermilion River Road be forwarded to the Municipal Planning Commission for further review and recommendation.

CARRIED

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

In response to the concerns administration is presenting the streetscape regulations placed within the Fort Vermilion Commercial Centre “FV-CC” zoning for recommendation.

The Economic Development and Streetscape Design Plan was initiated by Council as a strategy to boost economic development and hamlet beautification in La Crete and Fort Vermilion. In order to introduce the idea and create a feasible plan for the individual communities, extensive public consultation was conducted. There were three (3) separate open houses in each community, online forums, a website, sounding boards, and a streetscape implementation committee for each hamlet.

The streetscape plan is a direct result of the public consultation and collaboration that took place over the course of five (5) months. Each community provided productive and helpful feedback to produce a structured future design that reflects the ideals and values of their respective communities. Part of the design concept is to create pedestrian friendly commercial areas that boasts walkability over vehicle traffic like those in seen in Banff, AB. In order to do that buildings are expected to be located along the sidewalk and parking is to be in the rear of buildings. The concept creates more storefront traffic when shopping or browsing and allows community members and tourists to enjoy the local scenery.

Council approved the streetscape design plan with the intension that all new development would be expected to adhere to the regulations set forth. In order to bring the plan to fruition the streetscape plan regulations were implemented into the Land Use Bylaw.

A local developer expressed concerns regarding front parking and the expected traffic flow in the rear of the building for a proposed (now approved) development. The developer also felt that the regulations were limiting in their ability to develop their lot to their expectations.

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

MPC-18-09-144 **MOVED** by Jack Eccles

That the Municipal Planning Commission recommend to Council to amend the Land Use Bylaw to change the front setback to the discretion of the development authority for Fort Vermilion Commercial Centre “FV-CC” for all new buildings.

CARRIED

The MPC feels that if the front setback is left to the discretion of the development authority that each use and development will be considered on an individual basis.

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

OPTIONS & BENEFITS:

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

Council has the opportunity to set precedence for the future design of Fort Vermilion or to accommodate all new developments within the hamlet of Fort Vermilion.

COSTS & SOURCE OF FUNDING:

Should the LUB be changed, advertising costs will be borne by the Planning and Development department budget.

SUSTAINABILITY PLAN:

Goal E24 Mackenzie County is an attractive destination for non-residents to visit or to decide to relocate, and remains an attractive home for County residents at all stages of their lives.

Goal S1 Each County hamlet and rural area hosts a concentration of social, cultural and commercial activity in strategic locations.

Strategy S1.1 Implement policies that encourage cultural development in the core areas of the hamlets that foster social interaction with the residents in each hamlet.

Strategy S1.2 Promote recreational activity and opportunity within the County through future hamlet development plans.

Strategy S1.3 Implement policies that place stronger emphasis on commercial development in each hamlet, in conjunction with the County's hamlet development plans.

Strategy S1.4 Develop a community standards bylaw for residential and industrial properties.

Strategy S2.1 Showcase the unique features of each of the County's cultures throughout the County's hamlets and populated rural areas.

Goal Z1 The County has a well-organized, ongoing process to monitor the implementation of, and to assess the results of its sustainability plan.

Goal Z2 Councillors share a common vision for the directions that the County should take and the strategies to get there.

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

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 1117-18 being a Land Use Bylaw Amendment to amend the Yard – Front setback regulation of Section 9.23.3 Fort Vermilion Commercial Centre (FV-CC), subject to public hearing.

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

BYLAW NO. 1117-18
BEING A BYLAW OF
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA

TO AMEND THE
MACKENZIE COUNTY LAND USE BYLAW
TO REVISE THE YARD – FRONT SETBACK REGULATION OF SECTION 9.23.3
FORT VERMILION COMMERCIAL CENTRE (FV-CC)

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 revise the Yard – Front setback regulation of Section 9.23.3.

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 9.23.3:

9.23.3 In addition to the regulations contained in Section 8, the following standards, as shown in Figure 27, shall apply to every DEVELOPMENT in this LAND USE DISTRICT.

Regulation	Standard
Lot Area	At the discretion of the Development Authority
Setback	
Yard – Front	Max. 3.0m (9.8ft) At the discretion of the Development Authority
Yard – Rear	Min. 3.1 m (10 feet)
Yard – Side	If site is abutting a residential LAND USE DISTRICT: 1.5m (5.0ft) All other uses: None required

Regulation	Standard
Min. Floor Area	At the discretion of the Development Authority

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 new regulations from the Province of Alberta are going to encourage and ensure that stakeholders have the appropriate tools to be informed and can effectively ensure that remediation will be done properly.

On May 9, 2018 MPC made the following motion to require all energy use sites to remediate their properties after vacating.

MPC-18-05-073 **MOVED** by Beth Kappelar

“That Administration add regulation to the Land Use Bylaw regarding a requirement to produce a remediation certificate within three years after abandonment and that administration look into a tax incentive bylaw for future remediation.”

CARRIED

This item was taken to back to the Municipal Planning Commission on September 20, 2018 for recommendation and the following motion was made:

MPC-18-09-143 **MOVED** by Jacquie Bateman

That the Municipal Planning Commission recommend to Council to approve Bylaw 11__-18 Land Use Bylaw Amendment to add the definition of energy source and to add the regulation for the issuance of an Alberta remediation certificates for all energy use sites to section 8.62 and sections 9.1, 9.6, 9.7, 9.8, 9.23, 9.24, 9.25, 9.26, 9.28, 9.30, 9.31, 9.32, 9.33 and 9.35.

CARRIED

The regulation will be added to the following zoning districts Agricultural (A), Rural Industrial Light (RIL), Rural Industrial General (RIG), Airport (AP), Fort Vermilion-Highway Commercial (FV-HC), Fort Vermilion – Light Industrial (FV-LI), Fort Vermilion – Heavy Industrial (FV-HI), La Crete – Highway Commercial (LC-HC), La Crete – Light Industrial (LC-LI), La Crete – Heavy Industrial (LC-HI), Zama City – Industrial (Z-I), Zama City – Mixed Use (Z-MU) and Zama City Residential-Business (Z-RB) as a reflection of the energy uses within each district.

An Alberta remediation certificate must be presented to the County within three (3) years of vacating a property. It will be added as a condition in development permits.

OPTIONS & BENEFITS:

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

Author: K Darling **Reviewed by:** C Smith **CAO:** _____

COSTS & SOURCE OF FUNDING:

All future costs will be paid by the developer. Advertising will be covered by the Planning and Development operating budget.

SUSTAINABILITY PLAN:

Many brownfield sites are located in prime locations in each of the County’s hamlets. Reducing the number of future brownfield sites in our communities achieves many environmental and economic development objectives within the Sustainability Plan.

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 1118-18 being a Land Use Bylaw Amendment to add the definition of energy source to Section 2.3.1 and to add the regulation for the issuance of an Alberta remediation certificates for all energy use sites to section 8.62 and sections 9.1, 9.6, 9.7, 9.8, 9.23, 9.24, 9.25, 9.26, 9.28, 9.30, 9.31, 9.32, 9.33 and 9.35.

Author: K Darling **Reviewed by:** C Smith **CAO:**

BYLAW NO. 1118-18
BEING A BYLAW OF
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA

TO AMEND THE
MACKENZIE COUNTY LAND USE BYLAW
TO ADD THE DEFINITION OF ENERGY SOURCE AND TO ADD THE REGULATION
FOR THE ISSUANCE OF AN ALBERTA REMEDIATION CERTIFICATE FOR ALL
ENERGY USE SITES TO SECTION 8.62 AND SECTIONS 9.1, 9.6, 9.7, 9.8, 9.23, 9.24,
9.25, 9.26, 9.28, 9.30, 9.31, 9.32, 9.33 AND 9.35

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 the definition of Energy Source to section 2.3.1 and to add the regulation for the issuance of an Alberta remediation certificate for all energy use sites to section 8.62 and sections 9.1, 9.6, 9.7, 9.8, 9.23, 9.24, 9.25, 9.26, 9.28, 9.30, 9.31, 9.32, 9.33 and 9.35.

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

1. That the Mackenzie County Land Use Bylaw Section 2.3.1 be amended with the following addition:

ENERGY SOURCE means any land use that sells and produces oil and gas products. Including the use of storage tanks and ENVIRO – TANKS.

2. That the Mackenzie County Land Use Bylaw Section 8.62 be amended with the following addition:

Section 8.62 Vacant Energy Use Sites

8.62.1 Vacated Energy Use Sites have three (3) years to provide Mackenzie County administration with a remediation certificate for contaminated sites from the Province of Alberta.

3. That the Mackenzie County Land Use Bylaw Rural Industrial Light Section 9.6.4

Additional Regulations be revised with the following addition:

- 3.6.9 In addition, Section 8.62 of the BYLAW relates specifically to development including BULK FUEL STORAGE AND DISTRIBUTION.
4. That the Mackenzie County Land Use Bylaw Rural Industrial General Section 9.7.4 Additional Regulations be revised with the following addition:

 - 3.7.7 In addition, Section 8.62 of the BYLAW relates specifically to development including BULK FUEL STORAGE AND DISTRIBUTION.
5. That the Mackenzie County Land Use Bylaw Fort Vermilion – Highway Commercial Section 9.24.4 Additional Regulations be revised with the following addition:

 - 3.24.9 In addition, Section 8.62 of the BYLAW relates specifically to development including BULK FUEL STORAGE AND DISTRIBUTION.
6. That the Mackenzie County Land Use Bylaw Fort Vermilion – Light Industrial Section 9.25.4 Additional Regulations be revised with the following addition:

 - 3.25.8 In addition, Section 8.62 of the BYLAW relates specifically to development including BULK FUEL STORAGE AND DISTRIBUTION.
7. That the Mackenzie County Land Use Bylaw Fort Vermilion – Heavy Industrial Section 9.26.4 Additional Regulations be revised with the following addition:

 - 3.26.9 In addition, Section 8.62 of the BYLAW relates specifically to development including BULK FUEL STORAGE AND DISTRIBUTION.
8. That the Mackenzie County Land Use Bylaw La Crete – Highway Commercial Section 9.28.4 Additional Regulations be revised with the following addition:

 - 3.28.9 In addition, Section 8.62 of the BYLAW relates specifically to development including BULK FUEL STORAGE AND DISTRIBUTION.
9. That the Mackenzie County Land Use Bylaw La Crete – Light Industrial Section 9.30.4 Additional Regulations be revised with the following addition:

 - 3.30.7 In addition, Section 8.62 of the BYLAW relates specifically to development including BULK FUEL STORAGE AND DISTRIBUTION.

10. That the Mackenzie County Land Use Bylaw La Crete Heavy Industrial Section 9.31.4 Additional Regulations be revised with the following addition:

3.31.7 In addition, Section 8.62 of the BYLAW relates specifically to development including BULK FUEL STORAGE AND DISTRIBUTION.

11. That the Mackenzie County Land Use Bylaw Zama City – Industrial Section 9.32.4 Additional Regulations be revised with the following addition:

3.32.8 In addition, Section 8.62 of the BYLAW relates specifically to development including BULK FUEL STORAGE AND DISTRIBUTION.

12. That the Mackenzie County Land Use Bylaw Zama City – Mixed Use Section 9.33.4 Additional Regulations be revised with the following addition:

3.33.9 In addition, Section 8.62 of the BYLAW relates specifically to development including BULK FUEL STORAGE AND DISTRIBUTION.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	October 9, 2018
Presented By:	Byron Peters, Deputy Chief Administrative Officer
Title:	Bylaw 1119-18 Land Use Bylaw Amendment to add Funeral Home as a Discretionary Use in the Institutional “I” District

BACKGROUND / PROPOSAL:

Mackenzie County administration has come across an oversight where funeral homes is not considered a use within the Institutional “I” zoning district. The intention of the zoning is to allow for a variety of public and private uses that provide medical, public safety, religious, and cultural services/amenities to the community.

Funeral Homes offer a place for funerals to be held and to keep bodies until burial or cremation.

The Planning and Development Department has no concerns with this bylaw amendment.

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 advertisement, which will be borne by the Planning and Development department operating budget.

SUSTAINABILITY PLAN:

Goal E26 That Mackenzie County is prepared with infrastructure and services for a continually growing population

Author: K Darling **Reviewed by:** C Smith **CAO:**

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 1119-18 being a Land Use Bylaw Amendment to add Funeral Home as a discretionary use to the Institutional "I" zoning district, subject to public hearing input.

Author: K Darling **Reviewed by:** C Smith **CAO:** _____

BYLAW NO. 1119-18
BEING A BYLAW OF
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA

TO AMEND THE
MACKENZIE COUNTY LAND USE BYLAW
TO ADD FUNERAL HOME AS A DISCRETIONARY USE
IN THE INSTITUTIONAL “I” ZONING DISTRICT

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

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

WHEREAS, the Council of Mackenzie County, in the Province of Alberta, has deemed it desirable to amend the Mackenzie County Land Use Bylaw to add funeral home as a discretionary use in the Institutional “I” zoning district, 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 the Mackenzie County Land Use Bylaw Section 9.9.2 Institutional “I” district be amended with the following addition:

Permitted Uses	Discretionary Uses
ACCESSORY BUILDING	CEMETERY
ASSISTED LIVING FACILITY	EXHIBITION GROUNDS
DAY CARE FACILITY	FUNERAL HOME
EDUCATION FACILITY	TEMPORARY/PORTABLE UNIT
EXHIBITION FACILITY	WASTE MANAGEMENT
FIRE HALL OR FACILITY	
GOVERNMENT SERVICE	
HOSPITAL	
MUSEUM	

Permitted Uses	Discretionary Uses
PARK	
PLACE OF WORSHIP	
RECREATION SERVICE, INDOOR	
RECREATION SERVICE, OUTDOOR	
TOURIST INFORMATION FACILITY	

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	October 9, 2018
Presented By:	Byron Peters, Deputy Chief Administrative Officer
Title:	Bylaw 1120-18 Land Use Bylaw Amendment to Rezone Plan 162 0091, Block 7, Lots 6, 7, 8 & 9 from Hamlet Residential 1B “H-R1B” to Hamlet Residential 2 “H-R2” (La Crete)

BACKGROUND / PROPOSAL:

Mackenzie County has received a request to rezone Lots 6, 7, 8, and 9 within Block 7, Plan 162 0091 from Hamlet Residential 1B “H-R1B” to Hamlet Residential 2 “H-R2” in order to allow for four (4) separate 3 – unit dwelling – row buildings. The “H-R1B” zoning district does not allow multi-family units as a use.

The applicant would like to construct dwelling-rows because they match the surrounding neighbourhood. There are 14 other townhouse developments adjacent and to the south of the lots is a four (4) lot condominium development.

The intention of the Hamlet Residential 2 zoning district is for a mix of development between medium and high-density residential buildings.

Bylaw 11xx-18 was presented to the Municipal Planning Commission on September 20, 2018 where the following motion was made:

MPC-18-09-142 **MOVED** by Beth Kappelar

That the Municipal Planning Commission recommend to Council to approve Bylaw 11__-18 being a Land Use Bylaw Amendment to Rezone Plan 162 0091, Block 7, Lot 6, 7, 8 & 9 from Hamlet Residential 1B “H-R1B” to Hamlet Residential 2 “H-R2”.

CARRIED

Author: K Darling Reviewed by: C Smith CAO

OPTIONS & BENEFITS:

The Planning and Development Department is in support of this rezoning request as the lots are in an area with like built form.

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

COSTS & SOURCE OF FUNDING:

All costs will be borne by the applicant.

SUSTAINABILITY PLAN:

Strategy E25.2 Identify and promote each hamlet’s strengths in relation to fostering family-friendly environments.

Goal E26 That Mackenzie County is prepared with infrastructure and services for continually growing population.

COMMUNICATION:

The bylaw amendment will be advertised as per MGA requirements, this includes all adjacent landowners. The applicant will also be required to display a rezoning notification sign on their property as per Mackenzie County Land Use Bylaw regulation.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That first reading be given to Bylaw 1120-18 being a Land Use Bylaw Amendment to rezone Plan 162 0091, Block 7, Lot 6, 7, 8 and 9 from Hamlet Residential 1B “H-R1B” to Hamlet Residential 2 “H-R2” to accommodate Dwelling – Row development, subject to public hearing input.

Author: K Darling Reviewed by: C Smith CAO

BYLAW NO. 1120-18
BEING A BYLAW OF
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA

TO AMEND THE
MACKENZIE COUNTY LAND USE BYLAW

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

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

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

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

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

Plan 162 0091, Block 7, Lots 6, 7, 8 & 9

within the Hamlet of La Crete, be rezoned from Hamlet Residential 1B “H-R1B” to Hamlet Residential 2 “H-R2” as outlined in Schedule “A” hereto attached.

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

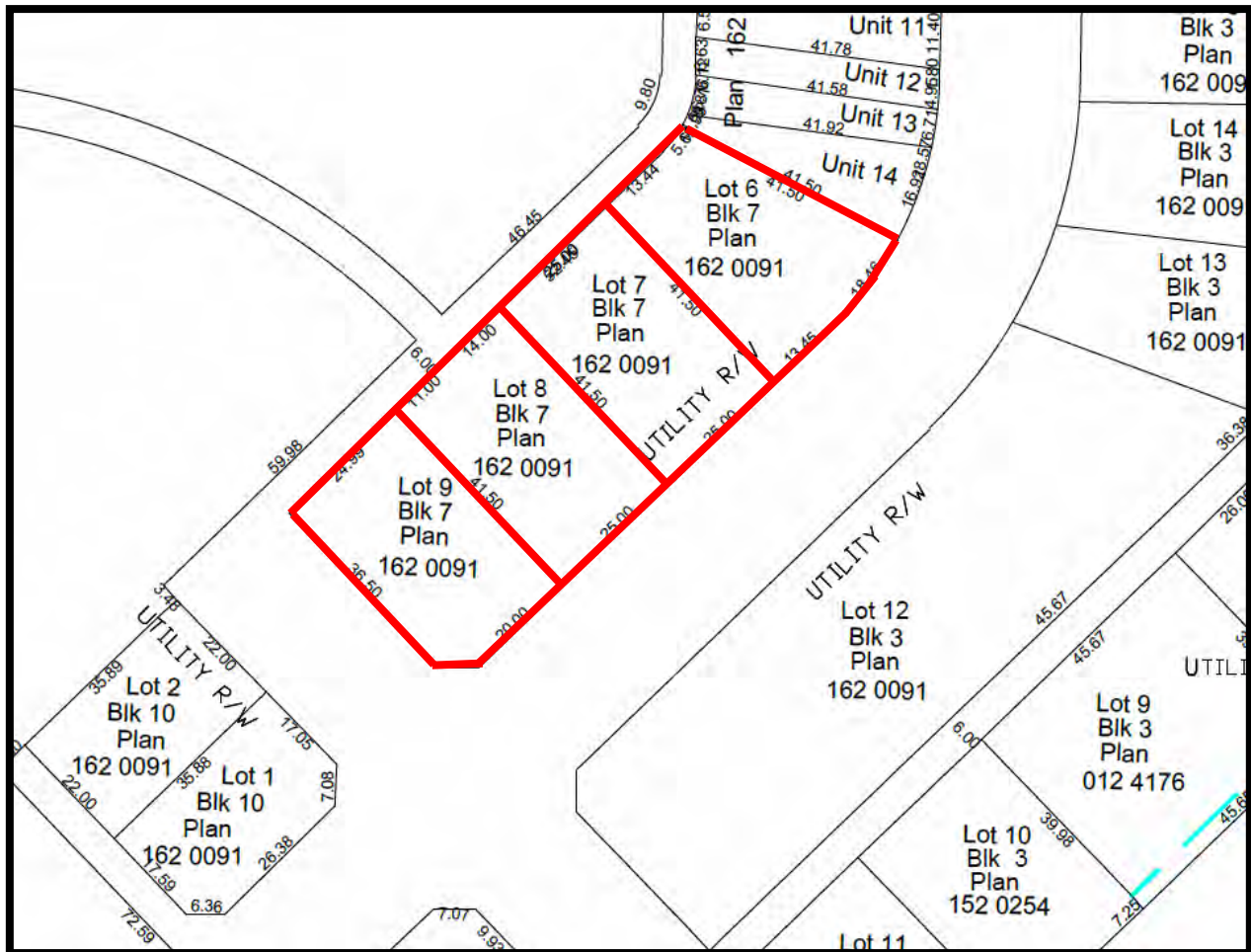
Len Racher
Chief Administrative Officer

BYLAW No. 1120-18

SCHEDULE "A"

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

Plan 162 0091, Block 7, Lots 6, 7, 8, & 9 within the Hamlet of La Crete, be rezoned from Hamlet Residential 1B "H-R1B" to Hamlet Residential 2 "HR2"



FROM: Hamlet Residential 1B "H-R1B"

TO: Hamlet Residential 2 "H-R2"

LAND USE BYLAW AMENDMENT APPLICATION

APPLICATION NO. _____

NAME OF APPLICANT <u>ALPINE BUILDER</u>		
ADDRESS <u>Box 1375</u>		
TOWN <u>La Crete</u>		
POSTAL CODE <u>704-240</u>	PHONE (RES.) <u>780 926 0973</u>	BUS.

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
						<u>162 0091</u>	<u>7</u>	<u>6</u>

LAND USE CLASSIFICATION AMENDMENT PROPOSED:

FROM: Hamlet residential 1B (HR2) TO: Hamlet residential 2 ⁷ 8 9 (4 Lots)

REASONS SUPPORTING PROPOSED AMENDMENT:

- 1 - These 4 Lots are to the south of a 14 unit Townhouse development
- 2 - To the south of these 4 Lots there is a condo development
- 3 - across the 103rd St there is land zoned for condos
- Land next to these 4 Lots are zoned HR2
- we are proposing to build 4-3plexs to blend in with the neighbourhood

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

APPLICANT

Aug 24 2018
DATE

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

REGISTERED OWNER

Aug 24 2018
DATE

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



Phone: (780) 927-3718
Fax: (780) 927-4266
Email: office@mackenziecounty.com
www.mackenziecounty.com

BYLAW AMENDMENT APPLICATION



File No. Bylaw 1120-18

Disclaimer

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Mackenzie County

NOT TO SCALE

BYLAW APPLICATION



Subject Properties

File No. Bylaw 1120-18

Disclaimer

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NOT TO SCALE



Mackenzie County





Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	October 9, 2018
Presented By:	Byron Peters, Deputy Chief Administrative Officer
Title:	Request to Waive Outstanding Taxes for Tax Roll 075317 (La Crete) (Part of NE 3-106-15-W5M)

BACKGROUND / PROPOSAL:

Mackenzie County is in the process of acquiring and registering the drainage ditch that crosses on the south side of the Isaac Dyck subdivision located at Part of NE 3-106-15-W5M.

The process to acquire and register the ditch as a drainage right of way began in 2016. The Municipal Reserve designation on the remainder of the drainage ditch must be removed and the entire drainage ditch can then be registered all together as one whole piece. The MR designation removal is currently at land titles.

The landowner was previously paying the agricultural minimum taxes at \$35.00; this past year the land was assessed as vacant residential which increased the taxes.

Administration has confirmed that the landowner has paid taxes consecutively on this property with no arrears on account.

Considering that this property currently serves a municipal purpose, and will be owned and maintained by Mackenzie County, administration and the landowner ask that all outstanding taxes for 2018 and all additional charges for 2018 be waived; totaling \$410.81.

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

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

- (a) *Cancel or reduce tax arrears;*
- (b) *Cancel or refund all or part of a tax;*

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

(c) *Defer the collection of a tax.*

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

OPTIONS & BENEFITS:

Administration has no concerns with this request.

Options are to pass, defeat, or table the motions.

COSTS & SOURCE OF FUNDING:

None at this time.

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

None required at this time.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That 2018 Taxes totaling \$410.81 be waived for Tax Roll 075317.

Author: _____ Reviewed by: _____ CAO: _____



9

5

6

1

2

052 0560 3

UTILITY R/W (052 0561)

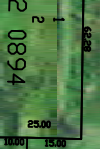
UTILITY R/W (052 0561)

UTILITY R/W (052 0561)

992 0894

201

NE3 106-15-5



10.00

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10.00

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182.53

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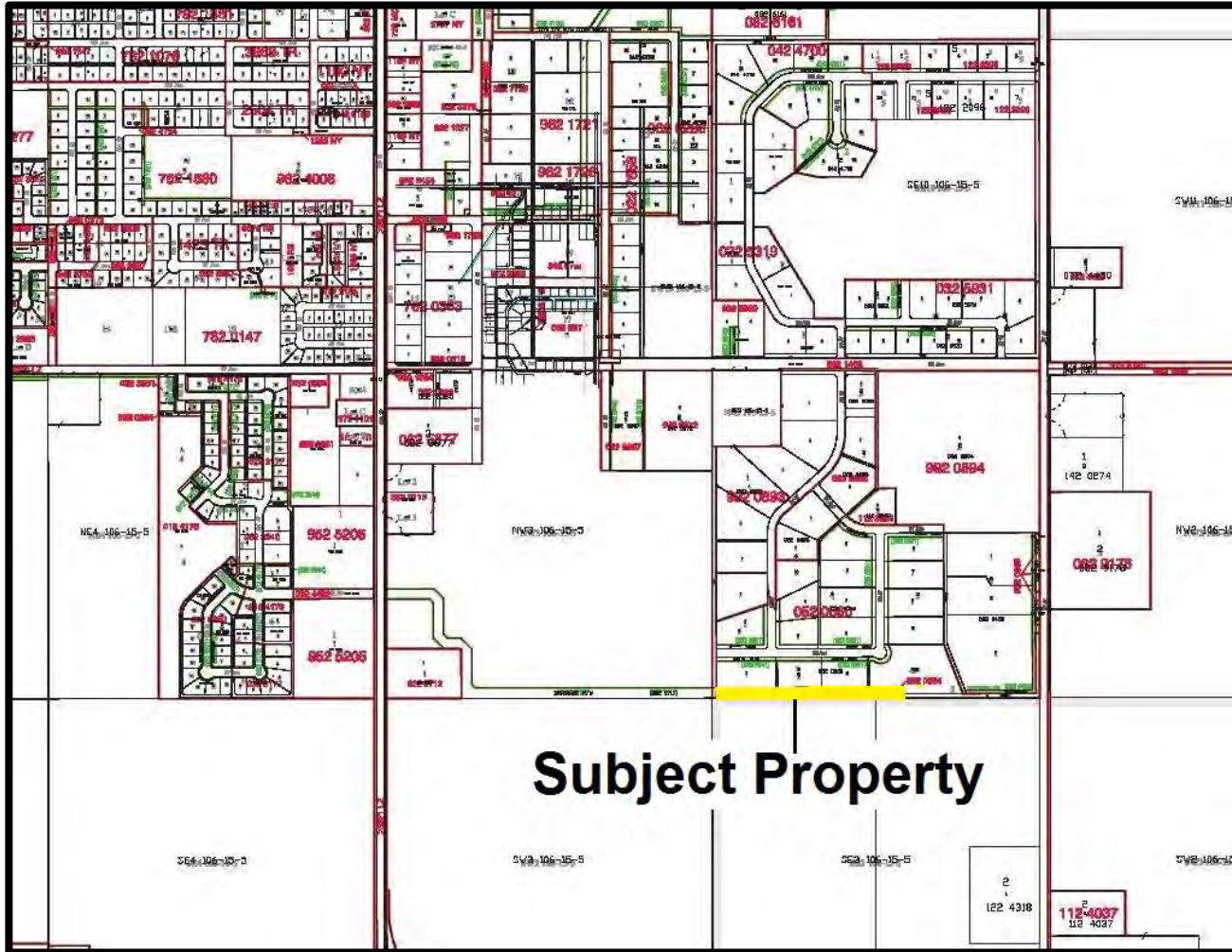
28.00

64.28

15.00

25.00

Location Map



Subject Property

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





Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	October 9, 2018
Presented By:	Byron Peters, Deputy Chief Administrative Officer
Title:	Public Notification Process for Development Permits

BACKGROUND / PROPOSAL:

Concern has been expressed regarding the development permit notification process.

Currently, the County sends all discretionary use permits and variance approvals to the local newspaper for advertisement as per Municipal Government Act (MGA) requirements, which is for 21 consecutive days (3 weeks). In part of providing newspaper subscriptions to all ratepayers in the municipality, all residents should be notified of all discretionary use development permits and variance approvals.

For any development deemed controversial by the development authority, adjacent landowner letters are sent. It is considered a courtesy to send letters, not a requirement for development permits.

According to the Mackenzie County Land Use Bylaw Section 5.12, the notification process for development permits is as follows:

Section 5.12.6 Permitted Use Development Permits
*When a DEVELOPMENT PERMIT has been approved for a PERMITTED USE involving a variance, the Development Authority **may** mail a notice immediately to all ADJACENT landowners when it is deemed that amenities, use or enjoyment of ADJACENT lands may be affected.*

Section 5.12.7 Discretionary Use Development Permits
When a DEVELOPMENT PERMIT has been approved for a DISCRETIONARY USE, the Development Authority:

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

- a. *Shall immediately publish a notice in a newspaper circulating in the COUNTY stating the location of the property for which the application has been made and the use approved;*
- b. **May** *mail a notice immediately to all ADJACENT landowners when it is deemed that amenities, use or enjoyment of ADJACENT lands may be affected;*

The Subdivision and Development Appeal Board had made a recommendation to the Municipal Planning Commission that administration notify all adjacent landowners for all discretionary use permits at time of application.

Administration took this forward to the Municipal Planning Commission in January 2018 and their thoughts were that it is too much of a burden on staff and it would drastically increase permit wait times therefore the following motion was made:

MPC-18-01-010 **MOVED** by Beth Kappelar

That the Municipal Planning Commission recommend that the Planning & Development Administration continue with the current notification process in regards to discretionary permits, as they meet the Municipal Government Act requirement.

CARRIED

All subdivisions and rezoning applications require adjacent landowner notification letters. There are normally between 4 and 30 adjacent landowners notified for each subdivision/rezoning application. The municipality is expected to give notification before approval for subdivisions and rezoning, whereas development permits give notice after approval as stated in the MGA. The intention of the notification letter is to give the landowner sufficient notice to come in to ask questions or to submit an appeal.

The current timeline for a development permit is anywhere from 2-5 days for a permitted use development permit, and 1-3 weeks for a discretionary use development permit approval not including the 21 day appeal period (MGA requirement) or the 1-3 weeks it takes to get a building permit after development permit approval.

If administration is expected to send notification before approval the timeline will be extended from 1-3 weeks to 3-5 weeks (not including the 21 day appeal period) to allow for a 14 day notification period beforehand.

OPTIONS & BENEFITS:

Should the notification process be extended, the timelines for a development permit will be extended from 1-3 weeks to 3-5 weeks and valuable staff time will be spent on sending letters.

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

Also, ratepayers would have additional time to respond, ask questions or restrict new development before approval.

Additional notifications to adjacent landowners increases development transparency, which also means that it increases development red tape. These two items will always oppose each other, and there are pros and cons to each argument.

COSTS & SOURCE OF FUNDING:

Adjacent landowner letters derive from the Planning and Development operating budget.

SUSTAINABILITY PLAN:

The Sustainability Plan doesn't address items this specific but does emphasize on promoting development.

Strategy S1.3 Implement policies that place stronger emphasis on commercial development in each hamlet, in conjunction with the County's hamlet development plans.

Strategy S1.4 Develop a community standards bylaw for residential and industrial properties.

COMMUNICATION:

None required at this time.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

For discussion

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	October 9, 2018
Presented By:	Fred Wiebe, Director of Utilities
Title:	Policy UT004 Utility Connections

BACKGROUND / PROPOSAL:

As Policy UT006 Municipal Rural Water Servicing – Endeavor to Assist addresses any lateral rural waterline connections we are making a minor change to Policy UT004 Utility Connections to remove any references to lateral rural water servicing and to reference any lateral rural waterline connections to Policy UT006 Municipal Rural Water Servicing – Endeavor to Assist.

An additional change is removing Schedules A, B and C from Policy UT004 Utility Connections. Currently any changes to these forms require Council approval as the schedules are marked within the policy. Removal of the schedules within the policy allows administration to make changes to the forms without having to present every change to council.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

Goal C5 Mackenzie County continues to provide high quality utility services (water distribution and treatment as well as waste water collection and treatment) and ensures that they:

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

- Are available in each hamlet.
- Meet quality standards consistent with current national standards and demand.
- Are stable and reliable.
- Are each financially self-sustaining at both operational and capital levels.

COMMUNICATION:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That Policy UT004 Utility Connections be amended as presented.

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

Mackenzie County

Title	Utility Connections	Policy No.	UT004
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Legislation Reference	Municipal Government Act, Section 33
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Purpose:

To ensure the connections of all utilities within Mackenzie County are completed to County standards, and to ensure that all inspections are completed uniformly and consistently.

Policy Statement and Guidelines

Mackenzie County shall have full control of all connections to Municipal Utilities in order to ensure proper connections are completed, to preserve the integrity of existing utilities, to ensure that all costs are administered properly and to ensure proper billing for new connections.

Interpretation

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

- a) **“Code”** means the National Plumbing Code of Canada, the Safety Codes Act of Alberta – Plumbing Code Regulation, the Alberta Building Code and/or Mackenzie County’s Engineering Guidelines and/or General Municipal Improvement Standards. If a conflict exists between portions of these documents, the document with the most strict applicable portion shall govern.
- b) **“Feasible Connection Location”** means that the Registered Owner’s property and desired service location are immediately adjacent to the existing rural waterline. The waterline must be currently in use, and/or be feasible for the County to activate the rural waterline for use. In order to activate the waterline for use there shall be, on average, two (2) service connections per mile of waterline. This requirement will vary depending on the consumers anticipated water usage.
- c) **“Fees”** all fees within this policy refer to the County’s Fee Schedule Bylaw; the fees are subject to change from time to time and without prior notice.
- d) **“Municipal Utility”** means the County water system, sanitary sewer system and storm sewer system.

Requirements

- 1.1. All connections to Municipal Utilities must be completed in accordance with all Codes, Municipal, Provincial and/or Federal regulations.
- 1.2. Prior to commencing construction for any utility connection the appropriate form must be completed and must subsequently be approved by the County.
 - 1.2.1. A copy of the Utility Account Move In form (~~Schedule "A"~~), must be completed in order to ensure that the billing information for water and sewer service to a property is correct. This form shall be completed every time a dwelling or occupied building is constructed and every time the tenant or owner of a serviced property changes.
 - a) Accounts that have been disconnected, due to non-payment of the utility bill, also require a Utility Account Move In form to be completed before water will be restored to the property.
 - 1.2.2. A copy of the Utility Account Move Out form (~~Schedule "B"~~) must be completed in order to ensure that consumer billing information is terminated appropriately. This form must be completed and submitted to the County in order to terminate utility service to your property.
 - a) Utility Account Move In form cannot be completed for a property with an existing dwelling until a Utility Account Move Out form has been processed for that property.
 - 1.2.3. A copy of the Application for Water & Sewer Installation form (~~Schedule "C"~~) must be completed prior to connecting any private water and/or sewer service to a municipal utility. The County will evaluate the application and evaluate the data provided to the standards and procedures as determined by the Code and all applicable bylaws. Where the application meets the requirements, approval shall be granted to the consumer to proceed with connecting the water and/or sewer service to the municipal utility.
 - a) The County has full authority to deny any application that does not meet the Code, Municipal Development Plan, Area Structure Plans, applicable bylaws and/or other related standards and guidelines.

Rural Waterline Connections

- 2.1. For applicants that wish to connect to the Rural Waterline, the County shall first determine if the proposed service location is located in a Feasible Connection Location.
 - 2.1.1. If the proposed service location meets requirements and the application is subsequently approved, the connection fee, as per the Fee Schedule bylaw, must be paid in full before the County will install the service.
- 2.2. The water meter shall be installed in a meter lift on County property, at the nearest ~~the~~ property line. If the driveway is adjacent to the rural water line, the meter lift and the CC will typically be placed alongside the driveway, on or near the property line. If the driveway is not adjacent to the rural water line, the County shall decide the best location for the meter lift and CC.
- 2.3. If a consumer desires a water service in a location where a ~~branch~~ lateral line would need to be installed in order to provide the water service, **Policy UT006 Municipal Rural Water Servicing – Endeavor to Assist would come into effect.** ~~the consumer must pay the full cost for engineering, construction, materials and all other related costs associated with installing the water line and extending the County's current rural waterline network.~~
 - ~~2.3.1. The waterline shall be sized to accommodate future development and water servicing needs for future consumers should the waterline be further extended.~~
- 2.4. ~~The County shall discourage the approval of a water service if the consumer's service piping will cross private land that is ideal for future subdividing. The County shall clearly present to the consumer the requirements and conditions that the Water and Sewer Bylaw state about the service location, and indicate which property keeps and or acquires the water service should it be subdivided.~~

Standards

- 3.1 When installing, revising or repairing any water or sewer service all work must be completed to the satisfaction of the County. County staff shall complete an inspection for every connection to a municipal utility.
- 3.2 All construction and installations must comply with the existing Codes, the Land Use Bylaw, and with any/all applicable Area Structure Plans and/or Municipal Development Plans.

	Date	Resolution Number
Approved	2012-02-13	12-02-102
Amended	2015-08-11	15-08-545
Amended		

**MACKENZIE COUNTY
UTILITY ACCOUNT MOVE IN**

CUSTOMER INFORMATION (Carried forward from previous page)

UTILITY ACCOUNT #: _____ CUSTOMER ID #: _____ TAX Roll #: _____

STREET ADDRESS: _____ STALL/UNIT: _____ LOT: _____ BLOCK: _____ PLAN: _____

LEGAL LAND LOCATION: _____ 1/4 SECTION _____ TOWNSHIP _____ RANGE _____ WEST OF _____ MERIDIAN

SAFETY CODES OFFICER'S USE

PLUMBING PERMIT #: _____ (_____) initials

DEVELOPMENT PERMIT #: _____ (_____) initials

PRIVATE SEWAGE DISPOSAL: _____ (_____) initials

UTILITY OFFICER'S USE ONLY

DID YOU TURN SERVICE ON? _____ DATE: _____ TIME: _____

METER IDENTIFICATION #: _____ METER SERIAL #: _____

METER SIZE: _____ METER START READ: _____ # OF DIALS: _____

MISCELLANEOUS INFORMATION _____

I hereby certify that the service requested hereon has been turned on as required and the readings noted above are correct.

OFFICER'S SIGNATURE _____ FAXED SENT TO UTILITY CLERK

MACKENZIE COUNTY
UTILITY ACCOUNT MOVE OUT

1. ~~UTILITY ACCOUNT #:~~ _____ ~~CUSTOMER ID #:~~ _____
2. ~~HAMLET~~ ~~LC~~ ~~FV~~ ~~ZA~~ ~~STREET ADDRESS:~~ _____
~~STALL/UNIT:~~ _____ ~~LOT:~~ _____ ~~BLOCK:~~ _____ ~~PLAN:~~ _____
~~LEGAL LAND LOCATION:~~ _____ ~~1/4 SECTION~~ _____ ~~TOWNSHIP~~ _____ ~~RANGE~~ _____ ~~WEST OF~~ _____ ~~MERIDIAN~~ _____
3. ~~NAME:~~ _____
~~CURRENT MAILING ADDRESS:~~ _____
4. ~~IF MOVING, PROVIDE FORWARDING ADDRESS & PHONE NUMBER:~~ _____

5. ~~HOME #:~~ _____ ~~WORK #:~~ _____ ~~CELL #:~~ _____
6. ~~IS C.C. VALVE TO BE TURNED OFF AT CURB?~~ _____ ~~DATE MOVED OUT:~~ _____
7. ~~TIME/DATE YOU WILL BE AVAILABLE TO CONFIRM SHUT OFF:~~ _____
8. ~~APPLY ACCOUNT DEPOSIT?~~ _____ ~~OR TRANSFER TO ACCOUNT #~~ _____
9. ~~WHO IS MOVING IN?~~ _____ ~~IF TRAILER PARK, NAME:~~ _____

CUSTOMER STATEMENT

~~I hereby acknowledge that it is my responsibility to confirm that the water service has been shut off to my property, and should any damage occur to my property as a result of not confirming that the water service has been shut off, I shall be liable for all damages to my property.~~

~~I hereby authorize the disconnection of this water and/or sewer service and accept all charges levied for this service up to and including date of disconnection.~~

~~In the case of metered services, I accept responsibility for any damages to the meter and/or any charges for restoring said meter to its original condition.~~

~~This information is being collected in accordance with Part 2 of the Freedom of Information and Protection of Privacy Act and is being collected for the purpose of disconnecting utility service(s) within Mackenzie County. Our Freedom of Information and Protection of Privacy Act Coordinator is available to answer any questions you may have pertaining to the collection and use of the information and may be contacted at 927-3718.~~

~~REGISTERED OWNER SIGNATURE~~ ~~WITNESS (print name)~~ ~~DATE~~

UTILITY OFFICER'S USE ONLY

~~DID YOU TURN SERVICE OFF?~~ _____ ~~DATE:~~ _____ ~~TIME:~~ _____

~~METER IDENTIFICATION #~~ _____ ~~ATCO TRANSPONDER #~~ _____

~~METER READING:~~ _____ ~~WAS METER RETURNED?~~ _____

~~MISCELLANEOUS INFORMATION~~ _____

~~OFFICER'S SIGNATURE~~ _____ ~~FAXED~~ ~~SENT~~ ~~TO UTILITY CLERK~~

MACKENZIE COUNTY
Application for Water & Sewer Installation

1. CUSTOMER ID #: _____ TAX Roll #: _____ DEVELOPMENT PERMIT#: _____

2. HAMLET LC FV ZA _____ STREET ADDRESS: _____

STALL/UNIT: _____ LOT: _____ BLOCK: _____ PLAN: _____

LEGAL LAND LOCATION: _____ 1/4 SECTION _____ TOWNSHIP _____ RANGE _____ WEST OF _____ MERIDIAN

3. PROPOSED INSTALL DATE: _____ TIME: _____

4. THIS PROPERTY IS CURRENTLY SERVICED WITH NONE WATER SEWER WATER & SEWER

5. THE INSTALLATION BEING REQUESTED IS : MAIN TIE-IN SERVICE TIE-IN RURAL WATER TIE-IN
CONNECTION AS PER OTHER BYLAWS RESIDENTIAL INDUSTRIAL

6. OWNER'S NAME: _____ CONTACT (if business): _____

MAILING ADDRESS: _____

E-MAIL ADDRESS: _____

HOME #: _____ WORK #: _____ CELL #: _____

7. NAME OF INSTALLER: _____ COMPANY NAME: _____

MAILING ADDRESS: _____

E-MAIL ADDRESS: _____

HOME #: _____ WORK #: _____ CELL #: _____

INSTALLATION FEES

RURAL WATER TIE-IN FEE AND/OR METER CHAMBER FEE: \$ _____ RECEIPT #: _____

PHASE RATE \$133.34 / MONTH x 5 YEARS

HAMLET MAIN TIE-IN FEE: \$ _____ RECEIPT #: _____

HAMLET SERVICE TIE-IN FEE: \$ _____ RECEIPT #: _____

FEE AS PER ANY OTHER BYLAWS: \$ _____ RECEIPT #: _____

REGISTERED OWNER'S SIGNATURE _____ WITNESS (print name) _____ DATE _____

MACKENZIE COUNTY OFFICE USE ONLY

APPROVED _____

REFUSED (see attached)

SIGNATURE _____ PRINT NAME _____ DATE _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	October 9, 2018
Presented By:	Fred Wiebe, Director of Utilities
Title:	Rural Potable Water Infrastructure Budget Amendment

BACKGROUND / PROPOSAL:

The Rural Potable Water Infrastructure Project is nearing completion and only has a few remaining deficiencies to be corrected.

This project had an original budget of \$6,594,616, however in the 2018 budget the carry forward balance was incorrectly stated leaving an overall budget of \$6,235,882. This circumstance and prior amendments have created a situation where the current budget approvals are understated by \$87,000.

OPTIONS & BENEFITS:

Council to amend the 2018 budget by allocating \$87,000 to the Rural Potable Water Infrastructure Project from the Rural Water Reserve.

COSTS & SOURCE OF FUNDING:

Original Project Budget: \$6,594,616
 Current Project Budget: \$6,235,882
 Total Anticipated Project Expenditure: \$6,322,656
 Difference: \$86,774

The necessary funds are available in the Rural Water Reserve.

Author: F. Wiebe **Reviewed by:** _____ **CAO:** L. Racher

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the budget be amended to include an additional \$87,000 for the Rural Potable Water Infrastructure Project with funding coming from the Rural Water Reserve.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	October 9, 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 (Minister’s Awards for Excellence in Public Library Service)
- Correspondence – Boreal Housing Foundation (High Level Sod Turning)
- Correspondence – Municipal District of Opportunity (Meeting Special Projects)
- Correspondence – Mackenzie Regional Waste Management Commission (Tipping Fee Decrease)
- Correspondence – Minister of National Revenue & Minister of Finance (Reasonable Per-Kilometre Allowance Rate)
- Correspondence – 2019 Prime Minister’s Awards
- Alberta News Release – Improving Road Test Service for Alberta Drivers
- Alberta News Release – Province to help communities recover from disaster
- Regional Economic Development Initiative (REDI) Annual General Meeting
- Agricultural Service Board Resolution – Weed Control on Public Lands
- High Level Forests Public Advisory Committee Meeting Minutes
- Regional Economic Development Initiative (REDI) Meeting Minutes
- Mackenzie Frontier Tourist Association Meeting Minutes
-
-

OPTIONS & BENEFITS:

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

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

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

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

Mackenzie County Action List as of September 24, 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.	Len	Expression of Interest Submitted
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 In progress. Meeting with landowners.
May 10, 2016 Regular Council Meeting			
16-05-354	That administration be authorized to proceed as follows in regards to the Zama Crown Land Procurement: <ul style="list-style-type: none"> • cancel PLS 080023; • pursue acquisition of land parcels as identified on the map presented in red; • identify a parcel of land to be subdivided from Title Number 102 145 574 +1 (Short Legal 0923884; 21; 1) and offered for trade or sale to Alberta Environment and Parks due to its unsuitability for a hamlet development , specifically the land use restrictions per Alberta Energy Regulator. 	Don	PLS Cancelled. Asset list with all leases, caveats, dispositions, easements, etc. Response Received from AEP 2017-11-27. Application submitted. RFD to Council once response is received to our application.
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.
November 23, 2016 Regular Council Meeting			
16-11-868	That Mackenzie County initiate discussions with First Nations with the intention of creating a Memorandum of Understanding for a communication protocol between Mackenzie County and our First Nation neighbours.	Doug	Working on establishing relationships that will inform the communication protocol.

Motion	Action Required	Action By	Status
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	Contract Awarded. Completion 2018-10-31
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	Completed
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	<i>2018-09-24 Council indicated to proceed with lease noting that fees may change.</i>
August 23, 2017 Council Meeting			
17-08-593	That administration proceed with meeting with the developers and draft an off-site levy bylaw for the La Crete Sanitary Sewer Expansion project.	Fred Byron	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.
November 7, 2017 Council Meeting			
17-11-828	That Bylaw 1083-17 being the organizational and procedural bylaw for Mackenzie County be brought back	Carol	October 2018

Motion	Action Required	Action By	Status
	to include additional information on delegations and public hearings.		
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. 2018-10-24
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	2019 Budget Discussion
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	Funding transfer complete. MSI Funding as per Motion 18-06-483
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	Completed. Application submitted.
May 8, 2018 Council Meeting			
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			
18-05-377	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 Chelsea	Hunt was suspended for 2018-19 season. Letter drafting 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.	Bill	Completed w/ exception of tax exemption options

Motion	Action Required	Action By	Status
18-05-399	That the County apply for funding under the Green Infrastructure Projects Grant and the Alberta Municipal Water and Wastewater Partnership Grant for the Zama Sewage Forcemain project.	Fred	Application submitted for GIPG. Deadline for AMWWP is November 2018.
June 12, 2018 Council Meeting			
18-06-412	That administration bring forward a list of exempted properties, including grants in lieu, annually.	Bill	November 7, 2018 Budget Meeting
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	TFA Received
June 27, 2018 Council Meeting			
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	Application submitted.
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.	Bill	In progress 2018-11-28 Council Meeting
18-06-483	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	Finance	Completed
July 25, 2018 Council Meeting			
18-07-530	That the County fire departments consider donating old bunker gear and equipment to the Highway to Mexico Program.	Doug	In progress
18-07-535	That Tax Roll 192370 be exempt from local improvement tax Bylaw 1104-18 in the amount of \$1,381.21.	Bill	Completed. Letter sent to Brighter Futures Society.
18-07-538	That administration brings back recommendations to Council for amendments to all Bylaws/Policies pertaining to tax payments.	Bill	Fall 2018
18-07-540	That the chip seal project be carried forward to 2019.	Dave	2019 Budget
18-07-542	That the Road Closure Bylaw Application Fee be refunded to the applicant of Bylaw 1107-18.	Byron	In progress

Motion	Action Required	Action By	Status
August 14, 2018 Council Meeting			
18-08-564	That the Agricultural Service Board create a follow-up procedure for weed notices and Agricultural Appeal Board decisions.	Grant	2018-10-24 Council Meeting
18-08-588	That road allowance policies be referred to the Land Stewardship Committee for review and bring back recommendations to council.	Byron Dave	In progress.
18-08-591	That administration review options for the La Crete Boat Launch and bring it back for the next meeting.	Dave	In progress Review with AEP
18-08-592	That the letter from Maarten Braat regarding shelterbelts be forwarded to the Land Stewardship Committee.	Byron	2018-10-18 Land Stewardship Committee Meeting
August 29, 2018 Council Meeting			
18-08-607	That the new setbacks for Fort Vermilion River Road be forwarded to the Municipal Planning Commission for further review and recommendation.	Byron	LUB Amendment 2018-10-09
18-08-608	That the Council conferences be presented at the Organizational Meeting for further discussion.	Carol	2018-10-23
18-08-610	That the relevant information relating to the extension of Highway 58 from Garden River through to Peace Point be made available to Council electronically.	Carol	In progress. Review FOIP in regards to release of information to other organizations, etc.
18-08-620	That a delegation be sent to meet with the Minister of Municipal Affairs to lobby on behalf of the Buttertowntown residents who are currently homeless, and the status of the Disaster Recovery application for the Peace River Flood/Ice Jam.	Len Carol	Completed. Meeting request sent 2018-08-31 DRP Approved – October 2018
18-08-623	That administration prepare and submit a river search and rescue access plan to the Department of Fisheries and Oceans for the Peace River between the La Crete Ferry Campground and the D.A. Thomas Park.	Doug	In progress
September 11, 2018 Council Meeting			
18-09-650	That administration draft a letter regarding the Disaster Recovery Program response and forward it to the Northern Alberta Elected Leaders and Rural Municipalities of Alberta (RMA) Northern Zone.	Doug Byron	
18-09-651	That administration prepare a video to be sent to Premier Rachel Notley, Minister Shaye Anderson, Minister Richard Feehan, Minister Danielle Larivee, Minister Margaret McCuaig-Boyd, and MLA Debbie Jabbour, and that a meeting date with Municipal Affairs be set before September 24, 2018.	Byron	Video sent. DRP Approved October 2018

Motion	Action Required	Action By	Status
18-09-663	That administration bring back additional options for the La Crete RCMP Clerical Support duties.	Doug	2018-10-24 Council Meeting
18-09-664	That administration contact the grant organizations to provide additional funding and research other cost-saving options and bring back recommendations for the Hamlet of Zama Lift Station Upgrade.	Fred	2018-10-24 Council Meeting
18-09-665	That administration contact the grant organizations to provide additional funding and research other cost-saving options and bring back recommendations for the Hamlet of Zama Water Treatment Plant Upgrade.	Fred	2018-10-24 Council Meeting
18-09-671	That administration draft an emergent resolution to the Rural Municipalities of Alberta (RMA) regarding the Investing in Canada Infrastructure program.	Doug	In progress 2018-10-09 Council Meeting
18-09-673	That administration submit an application for the FRIAA (Forest Resource Improvement Association of Alberta) FireSmart Grant for the purpose of addressing the recommended actions (Option 1 – 3) outlined in the Mitigation Study of the Hutch Lake and Area.	Don	Expression of Interest Submitted
September 19, 2018 Special Council Meeting			
18-09-682	That the County start a financial program to accept public donations on behalf of the Buttertowners residents.	Bill	Completed
September 24, 2018 Council Meeting			
18-09-694	That Motion 14-12-881 be brought back for consideration at the Organizational Meeting.	Carol	2018-10-23
18-09-696	That the cost of an additional page in the Echo/Pioneer, at the quoted yearly cost of \$7,628.42, be considered in the 2019 budget deliberations.	Carol	2019 Budget Deliberations
18-09-697	That administration request meetings with all Ministers during the Rural Municipalities of Alberta (RMA) fall convention in November 2018 in Edmonton and that the topics for discussion be determined at the next council meeting.	Carol	Completed.
18-09-699	That a congratulatory letter be sent to the Metis Region 6 for the president and vice-president elections.	Len	In progress
18-09-700	That the Blumenort Waste Transfer Station – Build Up Berm Project be postponed for 2018 and that the project be reconsidered during the 2019 budget deliberations.	Doug	
18-09-701	That administration notify the Fort Vermilion Recreation Board to include their request for Community Facility Enhancement Program grant application support, for the arena board's replacement project, in their 2019 Mackenzie County Grant Application.	Doug	

Motion	Action Required	Action By	Status
18-09-704	That Bylaw 1114-18 Fee Schedule be TABLED to the next meeting for additional information.	Dave	2018-10-09 Council Meeting
18-09-705	That the review of dispositions be TABLED to a Committee of the Whole meeting.	Dave	2018-11-27 COW Meeting
18-09-707	That Policy PW018 Hiring of Private Equipment be brought back to Council for review and recommendation.	Len	2018-10-09 Council Meeting
18-09-709	That Bylaw 1115-18, being a Municipal Reserve Closure Bylaw to cancel the municipal reserve lot, Plan 052 2360, Block 2, Lot 3MR, be TABLED to the next meeting for more information.	Byron	
18-09-710	That Bylaw 1116-18 being a Road Closure Bylaw to close a portion of lane between Lots 1 & 3MR, Block 2, Plan 052 2360 for the purpose of consolidation, be TABLED to the next meeting for more information.	Byron	
18-09-711	That the Reeve contact the MLA to follow up on a meeting with the Minister regarding the Buttertown recovery and the disaster recovery application.	Reeve	Completed
18-09-712	That Mackenzie County apply for the Investing Canada – Community Initiatives Grant, as the grant sponsor, and work with the Regional Economic Development Initiative (REDI) for all aspects of the grant application, administration and project deliverables.	Byron	In progress
18-09-717	That the diversion licence review update be TABLED to the next meeting.	Fred	2018-10-09 Council Meeting



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Leduc-Beaumont*

AR94747

September 14, 2018

Ms. Beth Kappelar
Chairperson, Mackenzie County Library Board
Box 640
Fort Vermilion AB T0H 1N0



Dear Ms. Kappelar,

I am pleased to announce the call for nominations for the annual Minister's Awards for Excellence in Public Library Service. These awards formally recognize exemplary services at public libraries and promote knowledge-sharing within Alberta's library community.

The YOU Libraries Award will also continue in 2019. This award is adjudicated by a popular vote, open to all Albertans. A jury will select up to four winning submissions that demonstrate excellence and/or innovation in library service, to receive the Minister's Award for Excellence in Public Library Service. All nominations that meet the Minister's Award for Excellence in Public Library Service criteria will be automatically eligible for the YOU Libraries Award.

Nominations will open on December 3, 2018, and the submission deadline is February 25, 2019. Nomination forms and additional details will be available at www.albertalibraries.ca. Winners will be notified by early April 2019 and announced at the Alberta Library Conference in Jasper from April 25-28, 2019.

If you have any questions regarding the awards program, please contact Karen Petch, Branch Information Co-ordinator, Public Library Services Branch, toll-free at 310-0000, then 780-427-9709, or at libraries@gov.ab.ca.

I would like to again recognize the 2018 award recipients: the City of Camrose Library Board for their Snacks in the Stacks program; Town of Carstairs Library Board for their Annual Parenting Fair; Town of Morinville Library Board for their Indigenous Canada Learning Circle (also the YOU Libraries Award Winner); and Parkland County Library Board for their WiFi Hotspots.

.../2

Thank you for your work in ensuring public libraries are recognized as an integral part of vibrant communities across Alberta. I look forward to hearing and celebrating your stories.

Sincerely,

A handwritten signature in cursive script that reads "Shaye Anderson".

Hon. Shaye Anderson
Minister of Municipal Affairs

cc: Mrs. Jessica Littlewood, MLA, Fort Saskatchewan-Vegreville
Mr. Peter F. Braun, Reeve, Mackenzie County

Boreal Housing Foundation

Box 350
9913-106 St.
La Crete, Alberta
T0H 2H0
Phone 780-928-4349
Fax 780-928-4345



September 24, 2018

Mackenzie County
Box 640
Fort Vermilion, AB
T0H 1N0

Re: High Level Lodge Sod Turning

Dear Peter F Braun, Reeve

Regarding the High Level Lodge sod turning we would like to clarify that the High Level Sod Turning event was not an event sponsored by Boreal Housing Foundation, this event was facilitated by Alberta Seniors and Housing. We were asked not to advertise this event as they were the ones planning the announcement and sod turning.

Once the building is completed and gets handed over to Boreal Housing Foundation we will be sending out invitations to celebrate this long-awaited project.

Thank You,

A handwritten signature in black ink, appearing to read 'George Friesen', is written over a light blue horizontal line.

George Friesen,
Board Chair

Cc: George Friesen, Board Chair





Municipal District of Opportunity No. 17

(Main Office)

P.O. Box 60

Wabasca, Alberta

T0G 2K0

Phone: (780) 891-3778

Fax: (780) 891-4283

September 25, 2018

Peter F. Braun, Reeve
Mackenzie County
4511-46 Ave
Box 640
Fort Vermillion, AB
T0H 1N0

RE: Meeting Special Projects

This letter is to invite you, your Council and your CAO to a meeting on October 31, 2018 in Red Earth Alberta. The purpose of this meeting is to develop a game plan to encourage the Province to complete construction of Secondary Highway 686 from Red Earth to Fort McMurray. We certainly could also discuss other major project that we could all collaborate on in the future. If you have projects that we could all work on to secure Provincial or Federal funding, please advise us and we will include them on the agenda.

The M.D. of Opportunity will host the meeting and provide lunch for all. Please advise how many may attend from your jurisdiction. We propose to start the meeting at 11:00 a.m. and discuss these projects and tentatively adjourn at 3:00 p.m.

We have also extended invitations to Alberta Transportation, WSP Engineering and our MLA's and MP for this region. This invite is going out to Mackenzie County, R.M. of Wood Buffalo, Northern Sunrise County, Bigstone Cree First Nation – Chipewyan Lake, Peerless Trout First Nation, Loon River First Nation and others to be determined as we move forward.

We really look forward to meeting with you all on October 31, 2018 at 11:00 a.m. in Red Earth Creek. If you need accommodations, we could provide contact information.

I may be reached at 780-891-8272 or thru our CAO, William Bill Kostiw at 780-891-8496 or email cao@mdopportunity.ab.ca. Thanks and have a wonderful Thanksgiving.

Respectfully,

Marcel D. Auger
Reeve

Cc: M.D. of Opportunity No. 17 Council



(Sub Office)
P.O. Box 50,
Red Earth, Alberta
T0G 1X0
Phone: (780) 649-3427
Fax: (780) 649-3440

"Land of Opportunity"

(Sub Office)
Box 22
Calling Lake, Alberta
T0G 0K0
Phone: (780) 331-3860
Fax: (780) 331-3950

Mackenzie Regional Waste Management Commission

Box 235, High Level, AB, T0H 1Z0
Phone No. (780) 926-2958 Fax No. (780) 841-0152



September 27, 2018

Mackenzie County
Box 640
Ft. Vermilion, AB
T0H 1N0



Attention: Mr. Len Racher, CAO

Dear Mr. Racher

Re: Tipping Fee Decrease

At the September 22, 2018 meeting, the Mackenzie Regional Waste Management Commission approved a decrease in landfill tipping fees for Member Municipalities as per **Resolution #71-18**. Effective January 1, 2019 the landfill tipping fee will decrease from the present \$68.00/tonne to \$66.00 per tonne.

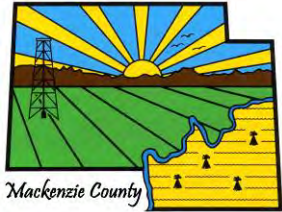
Thank you

Yours truly,

A handwritten signature in black ink that reads "Bruce Underhay".

Bruce Underhay, Manager
Mackenzie Regional Waste Management Commission
Managermrl@telus.net





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

October 1, 2018

The Honourable Diane Lebouthillier
Minister of National Revenue
7th Floor, 555 MacKenzie Avenue
Ottawa, ON
K1A 0L5

The Honourable William Francis Morneau
Minister of Finance
Department of Finance Canada
90 Elgin Street
Ottawa, ON
K1A 0G5

Dear Ministers:

RE: REASONABLE PER-KILOMETRE ALLOWANCE RATE

Mackenzie County would like to reach out to you and request an increase to our per-kilometre allowance rate for the use of personal vehicles for our elected officials and employees.

The cost of fuel is already higher than average in our remote region, and the additions of cold weather conditions and numerous gravel roads negatively affects miles per gallon. We feel that raising the non-taxable rate equivalent to that of the Northwest Territories rate—an additional 4 cents per kilometre for travel—is fair and essential for our employees. The majority of our employees use four-wheel drive in the winter which reduces mileage.

Attached is a table, which highlights the most current and lowest fuel prices 300-700 kilometres both south and north of us chronologically by distance, as well as a map to reference how far north our municipality is. As you will see, we are the most northerly municipality in all of Alberta, situated along both the Northwest Territories and British Columbia borders.

Minister of National Revenue and Minister of Finance

Page 2

October 1, 2018

We appreciate your consideration to increase our reasonable per-kilometre allowance rate and look forward to hearing back from you soon.

Yours truly,

A handwritten signature in black ink, appearing to read "Peter Braun". The signature is fluid and cursive, with the first name "Peter" written in a larger, more prominent script than the last name "Braun".

Peter Braun
Reeve
Mackenzie County

Attach(s)

c: Arnold Viersen, MP Peace River – Westlock
Chris Warkentin, MP Grande Prairie – Mackenzie
Mackenzie County Council

Gas Prices South and North of Mackenzie County

(Prices retrieved from GasBuddy on October 1, 2018)

Location	Province	Distance (from Fort Vermilion)	Fuel Price
Cold Lake	AB	778 km SE	113.9
Nisku	AB	683 km S	116.6
Sherwood Park	AB	670 km S	116.6
Edmonton	AB	661 km S	116.6
Grande Prairie	AB	533 km SW	126.9
Hay River	NWT	390 km N	142.9
Fort Providence	NWT	492 km N	142.9
Fort Smith	NWT	648 km N	142.9
Yellowknife	NWT	794 km N	146.9

Gas Prices within Mackenzie County

(Prices retrieved from local gas stations on October 1, 2018)

Location	Province	Distance (from Fort Vermilion)	Fuel Price
Fort Vermilion (Winks)	AB	--	144.0
High Level (Esso)	AB	80.6 km NW	142.9
Rainbow Lake (Esso)	AB	217 km NW	144.0

Mackenzie County





Government
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du Canada

[Home](#) → [Taxes](#) → [Payroll](#) → [Benefits and allowances](#) → [Automobile and motor vehicle allowances](#)

Reasonable per-kilometre allowance

If you pay your employee an allowance based on a per-kilometre rate that we consider reasonable, **do not deduct** CPP contributions, EI premiums, or income tax.

The type of vehicle and the driving conditions usually determine whether we consider an allowance to be reasonable. The per-kilometre rates that we usually consider reasonable are the amounts prescribed in section 7306 of the *Income Tax Regulations*. Although these rates represent the maximum amount you can deduct as business expenses, you can use them as a guideline to determine if the allowance paid to your employee is reasonable.

We consider an allowance to be reasonable if **all** the following conditions apply:

- The allowance is based only on the number of business kilometres driven in a year.
- The rate per-kilometre is reasonable.
- You did not reimburse the employee for expenses related to the same use of the vehicle. This does not apply to situations where you reimburse an employee for toll or ferry charges or supplementary business insurance, if you have determined the allowance without including these reimbursements.

When your employees complete their income tax and benefit return, they do not include this allowance in income.

Reasonable allowance rates

For 2018, they are:

- 55¢ per kilometre for the first 5,000 kilometres driven
- 49¢ per kilometre driven after that

In the Northwest Territories, Yukon, and Nunavut, there is an additional 4¢ per kilometre for travel.





For prior-year rates, see [Automobile allowance rates](#).

Date modified:

2018-01-03

Top 10 Lowest Gas Prices & Best Gas Stations in Alberta

[Change Province \(/GasPrices/Canada\)](#)

113.9 (/Station/72999)	Husky (/Station/72999) ★★☆☆☆ (122 reviews) 5504 55th St near 55th Ave Cold Lake	40m ago CarolTrask (/Member/CarolTrask) 
116.6 (/Station/155848)	Costco (/Station/155848) ★★★★★ (630 reviews) 7259 Winterburn Rd NW & Whitemud Dr Edmonton - West	1m ago Ncduri (/Member/Ncduri) 
116.6 (/Station/162479)	Costco (/Station/162479) ★★★★★ (339 reviews) 1075 St Albert Tr & Neil Ross Rd St Albert	10m ago F150Jo (/Member/F150Jo)
116.6 (/Station/124064)	Costco (/Station/124064) ★★★★★ (424 reviews) 12450 149th St NW & Yellowhead Tr Edmonton - North	19m ago Xtianake (/Member/Xtianake)
116.6 (/Station/142132)	Costco (/Station/142132) ★★★★★ (473 reviews) 2201 Broadmoor Blvd near Broadway Blvd Sherwood Park	20m ago julan9 (/Member/julan9) 
116.6 (/Station/121476)	Costco (/Station/121476) ★★★★★ (764 reviews) 2616 91st St NW near 23rd Ave Edmonton - South	48m ago klover912 (/Member/klover912) 

116.6 (/Station/154195)	Costco (/Station/154195) ★★★★★ (614 reviews) 13650 50th St NW near 137th Ave Edmonton - NE	1h ago kjn56 (/Member/kjn56)
116.6 (/Station/197274)	Costco (/Station/197274) ★★★★★ (35 reviews) 2584 46th AVE E near 39 ST E Nisku	32m ago hankthecrank23 (/Member/hankthecrank23) 🏍️
116.9 (/Station/124483)	Costco (/Station/124483) ★★★★★ (818 reviews) 11588 Sarcee Tr NW near 112th Ave NW Calgary - NW	2m ago truelenguyen (/Member/truelenguyen)
116.9 (/Station/142376)	Costco (/Station/142376) ★★★★★ (674 reviews) 99 Heritage Gate SE & Heritage Dr Calgary - SE	17m ago Lukas3002 (/Member/Lukas3002) 🚗



Log in

grande prairie costco

Regular

Find Gas

Gas Prices Near Grande Prairie, Alberta

Map

Petro-Canada 0.3km
 ★★★★★☆ (2)
 11410 97th Ave
 Grande Prairie, AB

Costco 0.1km **126.9¢**
 ★★★★★☆ (160)
 9901 116th St
 Grande Prairie, AB
 hmbujold 8 hours ago

Flying J Cardlock 0.9km
 ★★★★★☆ (15)
 9212 108th St
 Grande Prairie, AB

Co-op 1.0km
 ★★★★★☆ (1)
 109th St
 Grande Prairie, AB

Co-op 0.4km
 ★★★★★☆ (10)



11540 104th Ave
Grande Prairie, AB



Husky

★★★★☆ (19)

10919 100th Ave
Grande Prairie, AB

0.7km

130.0¢

fbbc
1 day ago



Husky

★★★★☆ (12)

10970 100th Ave
Grande Prairie, AB

0.7km

130.0¢

fbbc
1 day ago



Esso

★★★★★ (8)

11910 99th Ave
Grande Prairie, AB

0.6km

133.9¢

Moe_15
41 minutes ago



Petro-Canada

★★★★☆ (24)

11925 101st Ave
Grande Prairie, AB

0.6km

130.0¢

Moe_15
41 minutes ago



Fas Gas

★★★★☆ (9)

8314 Westpointe Dr
Grande Prairie, AB

0.9km

130.0¢

unsubs
1 day ago

More grande prairie costco Gas Prices

Alberta Stats

113.9¢

Lowest Price

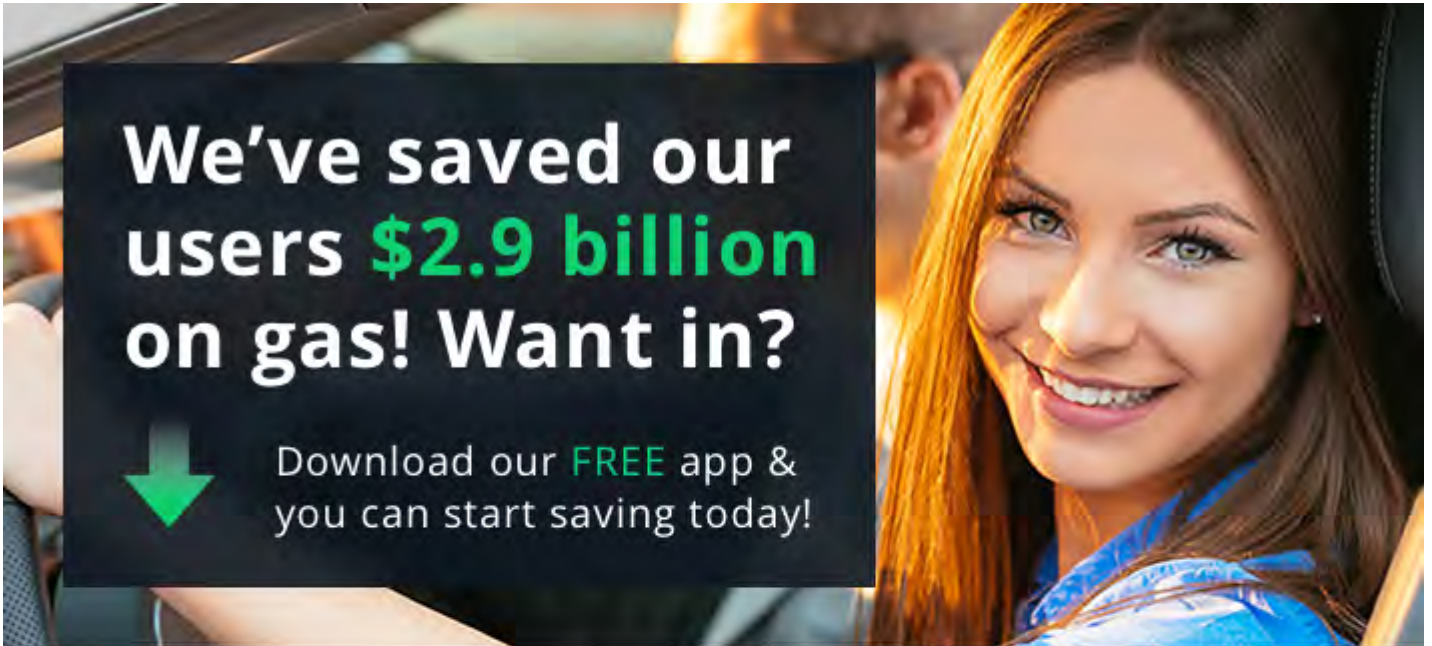


[Change Province \(/GasPrices/Canada\)](#)

Top 8 Lowest Gas Prices & Best Gas Stations in Northwest Territories

142.9 (/Station/189845)	Salt River First Nation Petro (/Station/189845) ★★★★★ (2 reviews) Trout St & McDougal Rd Fort Smith	1d ago 👤 jujube57 (/Member/jujube57) 🚗
142.9 (/Station/121209)	Shell (/Station/121209) ★★★★★ (2 reviews) 890 MacKenzie Hwy & Royal Rd Hay River	1d ago 👤 23Honda (/Member/23Honda) 🚗
142.9 (/Station/104963)	Esso (/Station/104963) ★★★★★ (3 reviews) 921 MacKenzie Hwy & Nahanni Rd Hay River	1d ago 👤 23Honda (/Member/23Honda) 🚗
142.9 (/Station/174040)	Cherdon Enterprises Ltd (/Station/174040) ★★★★★ (5 reviews) NT-3 32km near Fort Providence Access Fort Providence, NWT	1d ago 👤 ykstorm (/Member/ykstorm)
146.9 (/Station/99402)	Shell (/Station/99402) ★★★★★ (30 reviews) 482 Range Lake Rd near Old Airport Rd Yellowknife	18h ago 👤 ware235 (/Member/ware235)
147.4 (/Station/135990)	Esso (/Station/135990) ★★★★★ (13 reviews) 5000 Forrest Dr & Franklin Ave Yellowknife	4h ago 👤 ware235 (/Member/ware235)
147.9 (/Station/99369)	Co-op (/Station/99369) ★★★★★ (31 reviews) 321 Old Airport Rd near Borden Dr Yellowknife	1d ago 👤 ware235 (/Member/ware235)

159.5 **Shell (/Station/121208)** ★★★★★ (5 reviews) 1d ago
 (/Station/121208) NT-3 near Frontier Tr ykstorm
 Fort Providence (/Member/ykstorm)



★★★★★
 102,800 reviews

★★★★★
 749,482 reviews

(<https://routing.gasbuddy.com/App>)

Local Prices

- Fort Providence (/GasPrices/Northwest Territories/Fort Providence)
- Fort Simpson (/GasPrices/Northwest Territories/Fort Simpson)
- Hay River (/GasPrices/Northwest Territories/Hay River)
- Inuvik (/GasPrices/Northwest Territories/Inuvik)
-
- Tuktoyaktuk (/GasPrices/Northwest Territories/Tuktoyaktuk)

Carol Gabriel

From: Peter F. Braun
Sent: October 5, 2018 1:06 PM
To: Carol Gabriel
Subject: Fwd: 2019 Prime Minister's Awards Competition Now Open! / Le concours des Prix du premier ministre 2019 est maintenant ouvert!


Info

Peter F Braun
Reeve
Mackenzie County
780-926-6238

Begin forwarded message:

From: Prime Minister's Award / Prix du premier ministre (IC) <ic.primeministersawards-prixdupremierministre.ic@canada.ca>
Date: October 5, 2018 at 12:36:54 PM MDT
To: <peter@mackenziecounty.com>
Subject: 2019 Prime Minister's Awards Competition Now Open! / Le concours des Prix du premier ministre 2019 est maintenant ouvert!
Reply-To: Prime Minister's Award / Prix du premier ministre (IC) <ic.primeministersawards-prixdupremierministre.ic@canada.ca>

[View this email in your browser](#)

 Forward this email to help us continue our tradition of honouring excellence in education!

Le français suit l'anglais.



As part of the Prime Minister's World Teacher's Day [statement](#), the 2019 Prime Minister's Awards competition is now open!

Teachers play an important role helping to build the next generation of successful, caring, and creative Canadians. We all remember a teacher that changed our lives. The Prime Minister's Awards for Teaching Excellence, Teaching Excellence in STEM, and Excellence in Early Childhood Education honour exemplary teachers and early childhood educators who are preparing our youth for the innovation economy.

Prime Minister's Awards recipients can receive:

- Cash awards worth up to \$5,000
- A certificate from the Prime Minister
- National recognition and promotion of their best teaching practices

The Prime Minister's Award program would like to thank the RBC Foundation for their generous support towards the recipient's monetary awards.

Consider nominating an educator for a 2019 Prime Minister's Award! Download your nomination package and a poster today by clicking on the web button below, or visiting our website at www.pma.gc.ca. Submit your nomination electronically or by mail before January 14, 2019.



Looking for inspiration? Check out some of our previous [teaching](#) and [early childhood education](#) award recipients.

Help spread the word!

You can help promote the Prime Minister's Awards on social media by using

following hashtags: #PMAwards #CdnEdu and #CdnTeachers. Click here to download the following files: [a copy of our competition posters for you to promote within your circle](#) as well as a [web button linking to our website for you to upload online to your website\(s\), e-newsletters, or include in email promotion](#). We hope you will help us continue our tradition of honouring excellence in education.

 Envoyer ce courriel pour nous aider à poursuivre notre tradition d'honorer l'excellence en éducation!



En tant que partie de la [déclaration](#) du premier ministre, dans le cadre de la Journée mondiale des enseignants, le concours des Prix du premier ministre 2019 est maintenant partie!

Les enseignants jouent un rôle important pour créer la prochaine génération de Canadiens qui réussissent, qui s'occupent des autres et qui sont créatifs. Nous nous rappelons tous d'un enseignant ou d'une enseignante qui a marqué nos vies. Les Prix du premier ministre pour l'excellence en enseignement, pour l'excellence en STIM, et en éducation de la petite enfance, servent à honorer les enseignants d'exception qui préparent nos jeunes dans une économie d'innovation.

Les lauréats du prix peuvent recevoir :

- Des primes en espèces d'une valeur allant jusqu'à 5 000 \$
- Un certificat du premier ministre
- La reconnaissance nationale et la promotion de leurs pratiques

exemplaires en enseignement

Le programme des Prix du premier ministre remercie la Fondation RBC pour son généreux soutien envers les prix monétaires des récipiendaires.

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From: alberta.news@gov.ab.ca
To: [Carol Gabriel](#)
Subject: News Release: Improving road test service for Alberta drivers
Date: October 2, 2018 11:28:18 AM

Improving road test service for Alberta drivers

October 02, 2018 [Media inquiries](#)

Changes to the province’s road test model will improve access for rural communities and enhance service for all drivers.



Minister Malkinson (L) and Minister Mason announce changes to Alberta’s road test model.

Alberta is the only province in Canada with a completely privatized road test framework. The current system, with limited oversight, is vulnerable to many problems, such as inconsistent fees, poor service, reduced access in rural areas and an overall lack of integrity.

Following consultation with industry stakeholders and Albertans, the province is moving forward with changes to the road test model for all driver’s licence classes.

Effective March 1, 2019, all driver examinations will be conducted by Government of Alberta employees. Fees for road tests for all classes of driver’s licences will be standardized and services will be accessible at registry agent locations across the province.

“Albertans deserve a system for road tests that meets high standards for being fair, consistent, accessible and trustworthy. We are taking action to change the way road tests are conducted to restore public confidence in the program. A government-run road test system will ensure high standards for safe, consistent, reliable service across Alberta.”

Brian Mason, Minister of Transportation

“We are taking steps to ensure Alberta’s driver examination model is safe, transparent and secure. We committed to consulting and working with registry agents, and we did just that. These changes maintain the vital role that registry agents play in our system and ensure that the important frontline services they provide will continue to be available to Albertans in their communities.”

Brian Malkinson, Minister of Service Alberta

The province will immediately begin recruiting and training driver examiners to conduct all road tests as government employees.

Benefits of a government-run road test model include:

- Standardized fees to ensure everyone pays the same price for the same service.
- Enhanced oversight to ensure road test services are conducted fairly, consistently and professionally.
- A call centre to receive complaints and coordinate responses effectively.
- Mobile driver examiners using tablet and GPS technology to enhance accessibility across the province, especially in rural areas.
- Online and in-person scheduling.
- Benefits and professional development opportunities for driver examiners.

Quick facts

- Prior to 1993, all driver examiners were government employees.
- On average, Alberta Transportation receives seven complaints about driver examinations every weekday.
- More than 200,000 road tests for all driver’s licence classes were conducted in Alberta in 2016.
- There are 153 privatized driver examiners currently operating in Alberta.

Related information

- [Driver road tests in Alberta](#)
- [Driver’s licences in Alberta](#)

Media inquiries

John Archer

587-985-4252
Press Secretary, Transportation

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From: alberta.news@gov.ab.ca
To: [Carol Gabriel](#)
Subject: News Release: Province to help communities recover from disaster
Date: October 1, 2018 3:36:35 PM

Province to help communities recover from disaster

October 01, 2018 [Media inquiries](#)

The Government of Alberta is supporting 33 communities with disaster relief funding to help them recover losses caused by recent flooding and wildfires.

Municipalities affected by natural disasters in 2017-18 will receive more than \$39 million through the Disaster Recovery Program and the Municipal Wildfire Assistance Program to help them rebuild and recover.

“When disaster strikes, Albertans need to have confidence that there is an effective program to help them recover. There can be great challenges when trying to overcome the financial loss as a result of disasters, and we are committed to supporting Albertans and municipalities through these challenging times.”

Shaye Anderson, Minister of Municipal Affairs

Disaster Recovery Program

The Disaster Recovery Program helps communities recover from undue hardship as a result of an extraordinary disaster. In order to be considered extraordinary, the disaster must meet certain criteria relating to rainfall, streamflow, ice jams, overland flood, wildfire or strong winds.

Homeowners, tenants, small businesses and agricultural operations are eligible to apply for funding that will go towards cleanup costs and repairing uninsurable

damage to infrastructure and buildings.

Program centres will be set up in communities to assist individuals during their application process. In the meantime, residents and business owners are encouraged to visit aema.alberta.ca/recovery-advice to learn what steps they should take after a disaster.

2018 spring flooding - \$29.1 million

- Southern Alberta: 19 communities south of the Red Deer River and Saddle Hills County.
- Northern Alberta: Saddle Hills County, County of Grande Prairie, Village of Hythe and the Town of Sexsmith.
- Irrigation Districts: Bow River Irrigation District, Eastern Irrigation District, St. Mary River Irrigation District, Taber Irrigation District and Western Irrigation District.

2018 ice jam - \$7.9 million

- Woodlands County and Mackenzie County will receive funding to recover from uninsurable flood damage resulting from ice jams.

Municipal Wildfire Assistance Program

The Municipal Wildfire Assistance Program helps communities outside of the Forest Protection Area recover costs associated with fighting wildfires. As fire insurance for homes and businesses is considered to be readily and reasonably available in Alberta, the program is designed to support municipalities.

2017 wildfires - \$1.9 million

- Cardston County, Municipal District of Acadia, Cypress County and Wheatland County qualified for funding as they are located outside of the Forest Protection Area and incurred damages exceeding \$25 per capita.

Related information

- [Disaster Recovery Program](#)

- [Municipal Wildfire Assistance Program](#)
- [Alberta Emergency Management Agency: Be prepared](#)

Media inquiries

Lauren Arscott

780-717-1438

Press Secretary, Municipal Affairs

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September 26, 2018

REDI Region Municipal Councils and CAOs

REDI will be hosting its annual AGM on:

October 16, 2018

7:00pm to 9:00pm

Mirage Hotel and Conference Centre

We invite you to come and hear about the projects REDI worked on for the 2017/2018 fiscal year. Groups that have benefited from REDI support will talk about there projects and you will hear about where REDI is going this fiscal year.

Finger foods and a cash bar will be available.

Please RSVP to redimanager@rediregion.ca

WEED CONTROL PROGRAM ON PUBLIC LANDS

WHEREAS

The Crown is bound by the *Weed Control Act of Alberta* (2010)(Section 31). Crown land management largely falls under the purview of Alberta Environment and Parks (AEP)

WHEREAS

Vacant crown land, particularly wetlands (marshes, sloughs etc.) has become heavily infested with provincially regulated weeds, such as Canada Thistle, Perennial Sowthistle, Scentless Chamomile etc.

WHEREAS

Weed infestations from adjacent crown lands move onto privately held lands, and/or oil leases, which places an undue burden upon owners of land or leases, as there is currently very little attempt by Alberta Environment and Parks (AEP) to address their regulated weeds. Private landowners, including agricultural producers, and lease holders are required to control regulated weeds as mandated by the *Alberta Weed Control Act* (Section 2, Part 1). Any areas with regulated weeds are inspected and the Act is enforced by municipalities as also mandated by the *Alberta Weed Control Act*.

WHEREAS

The Crown has not established a weed control program to combat their regulated weed problem. Private land and lease holders are left with the financial burden of continually controlling weeds whose source is never addressed. Municipalities in general do not have a specific program to combat infestations in wetlands and are often left with a difficult decision as to how to deal with these infestations as there is no direction from AEP. This would include dealing with legislative restrictions on entering wetlands to mechanically control noxious weeds and possibly applying herbicides. Municipalities have received very little cooperation to address weed concerns from Alberta Environment and Parks. Currently, AEP has not placed weed control as a high priority.

THEREFORE BE IT RESOLVED

THAT ALBERTA'S AGRICULTURAL SERVICE BOARDS REQUEST

That Alberta Environment and Parks establish a weed control program using best management practices and establish a financial budget to address regulated weeds on all vacant Crown lands.

Sponsored by: Mackenzie County

MOVED BY: _____

SECONDED BY: _____

CARRIED: _____

DEFEATED: _____

STATUS: _____







HIGH LEVEL FORESTS PUBLIC ADVISORY COMMITTEE

MINUTES

Tuesday, June 19th, 2018
5pm, High Level Seniors Center

PRESENT:

Robert Mills (Robert Mills Forestry)	Trevor Lafreniere (Tolko)
Kurt Blaikie (Tree Time Services)	Callie Skellett (Tolko)
Brittany Romano (Tree Time Services)	Neil Beaudry (Tolko)

INFORMATION SENT:

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

1. WELCOME – INTRODUCTIONS – 5:35

2. AROUND THE TABLE

Nothing shared

3. OLD BUSINESS

4. NEW BUSINESS

“How the Forest Industry minimizes impacts to historic sites” – Kurtis Blaikie-Birkigt, Senior Project Archaeologist, Tree Time Services Inc. Presentation attached.

Trevor did not give a GDP update do to small numbers present.

5. NEXT MEETING – To Be Determined.

6. MEETING ADJORNED



HIGH LEVEL FORESTS PUBLIC ADVISORY COMMITTEE

MINUTES

Tuesday, September 25, 2018
5pm, High Level Seniors Center

PRESENT:

Barry Toker (Watt Mnt Wanderers)	Allen Plantinga (Tolko)
Terry Batt (Trappers Association)	Lee Rueb (DMI)
Mike Alsterlund (Member of the Public)	Tiffeny Olsen (Norbord)
John Thurston (Hungry Hills Sandbend)	Robin Cumine (Norbord)
Connie Martel (Dene Tha' First Nation)	Gary Ross (Tolko)
John Wiebe (Treetech Contracting)	Layne Herrin (Tolko)
George Peters (Exact Harvesting)	Ben Bellamy (Tolko)
Paul Ebert (Agriculture and Forestry)	Melanie Plantinga (Tolko)

INFORMATION SENT:

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

1. WELCOME – INTRODUCTIONS –

4.1 Tolko hog disposal. Current and long -term plan implementation

Tolko has received a variance to run the beehive burner for the next two years. This past week there was a trial run of the equipment with checks on temperature to be sure the system could run hot enough. The temperature was well above the requirement of 200C but a few mechanical problems were identified. These will be addressed before the burner comes fully online.

When will the burner come on line? The team believes that it will take approximately 3 weeks to repair maintenance issues, find more people to help run it and train everyone. However, if the controls to mitigate fire risk can be implemented sooner, we will begin burning material. Tolko is committed to running the beehive burner safely and responsibly.

There are several requirements and more stringent air quality reporting required in this burner variance. There are more air monitoring stations than previously required. The monitors track particulate size and particulate totals to ensure that the particulate is within prescribed parameters. There are also several dust fall canisters located throughout area. These were maintained by Tolko, as were the initial air stations, during the time that the burner did not run and will help provide a baseline for future monitoring. There is also a weather station on the Tolko site to track wind speeds and directions. This assists Tolko when exceedances are registered.

With the burner running hot is there ash left in the bottom? Not as much as you might think. The last time the burner was recommissioned they found that cleanup every 10-14 days was required. When there is too much ash the fans in the bottom don't operate efficiently. Because more pollution is generated during the heating (start up) and cooling (shut down) times they will try to run long periods.

Will the burner fire in October? Possibly, Tolko is not sure at this time. They might wait until snow/rain as conditions are a little too dry. The plan is to burn as much during the winter as possible as the conditions lessen the risk of fire and fewer people are enjoying outdoor activities which could be hampered by burner residue. The hog consumption could be mostly caught up by March. During the tests the hog was burning faster and better than anticipated.

Next summer the Thermal Energy Plant be online which will lessen the amount of hog to be consumed by the burner.

Tolko has multiple projects on the go which will ensure that all by products can be consumed on site without burner use or taking chips and sawdust to other locations.

The ground has been broken on the Thermal Energy System. This system heats thermal oil. The heat from this will go to heating a new kiln which is being constructed. This is a continuous feed kiln which will lose less heat and provide a better product than the current kilns on the site. This kiln is expected to be operational during the summer of 2019.

There will also be a pellet plant constructed on site. The ground will be broken this fall with the sub-grade completed by the end of the year. This is going to be completed in 2020.

If you have questions or concerns please contact Layne Herrin through the main Tolko switchboard. 780-926-3781

2. ROUND TABLE

2.1. Nothing at this time.

3. OLD BUSINESS

3.1. Nothing.

4. NEW BUSINESS

4.2 Certification Information

DMI's Forest Stewardship Council(FSC) Controlled Wood Certification – Lee Rueb, DMI (See Presentation)

Lee distributed a survey which he would members to fill out by the end of the meeting.

Does DMI do consultation with all First Nations on the map which showed the area DMI gets controlled wood from. Yes. Consultation is required as part of the General Development Plan (GDP) and FSC CW certification process.

Does DMI plan together with the other local forestry companies? Yes, there is a shared cut in P19 and P21 which Tolko, DMI and LaCrete Sawmills manage together. Other areas are included because DMI uses the incidental softwood chips which are generated as a by-product. DMI gets chips from Tolko, LaCrete Sawmills, and Evergreen sawmills.

Does the controlled wood certification cover wood purchased from land being cleared? Is wood from High Level area being purchased? Yes, the wood purchased from other sources is covered (the risk assessment covers the entire fibre supply area as depicted in the map in the presentation). No, DMI generally purchases private or salvage wood from sellers close to the mill in Peace River.

Is the wood controlled or certified? FSC Controlled Wood (CW) guidelines but it is not Forest Management certified. Private wood could be considered controlled.

How is the wood from Tolko and LaCrete sawmills deemed controlled? They are not FSC certified. This wood is covered under DMI's risk assessment (entire fibre supply area). As a result of robust legislation in Alberta, operations rarely fall into the "High Risk" category. Most operations meet the FSC CW standard. Tolko and LCSM hold

(Sustainable Forest Initiative) SFI certification which they are audited on and maintain. This helps satisfy FSC CW requirements. DMI also monitors the mills somewhat (obtain harvest and species information to feed into the risk assessment – verification of species and origin of the fibre). If the wood procured from other mills does not meet the requirements who is responsible? DMI will assist the supplier conform or as a last resort exclude the supplier if a “low risk” designation cannot be achieved.

How frequently is DMI audited? Annually. Does DMI share the audit results with the public? They are not widely provided but if a member of the public is interested they can contact DMI and get more information. Risk assessment information is available to the public.

Does certification open more markets to sell products in? Is it required? In some markets it is required. Depends on customer demand, most prefer CW and others require it to access certain markets.

Norbord SFI Audit and Certification

Norbord High Level recently underwent internal and external audits for their SFI Forest Management, Fibre sourcing and Chain of Custody certifications.

There was one finding around Fibre sourcing. There was a tank which while stationary and not being transported did not meet TDG standards. The other findings surrounded documentation.

Does Norbord do public consultation? Yes, they reach out to the public in several ways. As part of the GDP process they participate in open houses throughout the Mackenzie County in the spring. They consult with First Nations. They are on multiple PAC's. They provide a link to implementation website. They contact other stakeholders such as trappers which may be affected by forestry activities.

Does Norbord work with the other local forestry companies? Yes, the land base is shared, Norbord, Tolko and LaCrete Sawmills work together to manage and consult with the public.

Tolko High Level – SFI audits update.

(See Presentation)

Thank you to the PAC members for participating in the Committee. This was identified as a good practice in both audits.

Comment – PAC's are a legislated requirement as part of the Alberta DFMP (Detailed Forest Management Plan) approvals. Discussion as to the accuracy of the statement. They are not a SFI requirement and therefore were noted in the audit.

How many PAC are in the province? There used to be 26. Paul is unable to provide information about how many still exist. The planners in Edmonton may be able to provide this information. There used to be PAC conferences. There do not appear to be conferences any longer.

4.3 Bend and break

(See Presentation)

Bend and Break is a manual stand tending tool which allows the conifer understory to have room and light to grow more quickly. This helps the softwood companies to meet their regulated reforestation requirements. This type of stand tending removes the aspen and poplar which are growing within 1 meter of the conifer

tree. It lessens the chance of “suckering” which could be the result of other manual stand tending methods.

Are the companies going into the transition or mixed wood stands and converting them to conifer stands? What about the deciduous growth being restricted? This will not convert the land base from deciduous to conifer? It temporarily allows conifer to perform better for surveys. There are still areas where mainly deciduous and mixed wood stands are. The regulations require a return to the preharvest stand type.

Bend and break was done on a trial basis this year. There are plans to do this type of work again next year. This is another tool in the tool box, along with herbicide treatment to aid conifer growth. This method will be useful in areas where herbicide application is restricted or contentious.

Was the program successful this year? Yes, approximately 300ha were treated. There were several jobs created with people able to do approximately .5ha per day.

With the removal of competition will trees of a poorer quality grow? Is straight high quality timber being traded for quick growth? No, because the treatment area is small competition is not removed just reduced.

Is cost comparison information available? Herbicide cost per ha vs. Bend and Break. Not at this time.

How much is planned for next year? Not yet known, will depend on access, areas where herbicide is not an option. Many of this years sites were more easily accessible. Along highway, close to existing planting camps. At this time there is no plan for remote camps.

Are there accessible areas for viewing? Yes, some are near the highway. Ben is willing to provide maps.

5. Public Comment

5.1. One of the members encountered disrespectful behavior during the spring Caribou Protection meeting held by the Province this spring. This was from people working as contractors for the forestry companies and was a poor reflection on the companies. There were comments which showed disrespect for the process of determining course of action for Caribou protection as well as some meeting attendees. This caused many members of the public to be uncomfortable and upset. The companies should be making their contractors and their employees to act respectfully.

- George Peters – felt that Tolko did a good job communicating to the contractors that respect was required of them.
- There were people present who came out with their own agendas who took the opportunity presented to air their grievances.

6. NEXT MEETING – To Be Determined.

7. MEETING ADJORNED



**Board Meeting
REDI Northwest Alberta**

*Room 150 Town of High Level
June 26, 2018 • 5:00 pm – supper
Meeting: 5:30*

DRAFT MEETING MINUTES

incredible!

ATTENDANCE

REDI Board Members

Lisa Wardley, Chair, Mackenzie County
Boyd Langford, Vice Chair, Town of High Level
Cheryl Welke, High Level Chamber of Commerce
Crystal McAteer, Town of High Level
Charles La Forge - Fort Vermilion Board of Trade
Melanie Bekevich-Joos, NLC

Guests and Staff

Dan Dibbelt, REDI
Kayla Wardley, CFNWA
Byron Peters, Mackenzie County
Chelsea Doi - Mackenzie County Municipal Intern

Unable to Attend

Tony DelleRose, La Crete Chamber
Michelle Farris, Secretary Treasurer, Town of Rainbow Lake
Lucille Labrecque, Fort Vermilion Board of Trade
Tracy Robinson, High Level Chamber of Commerce – Chair
Mike Osborn, CFNWA
Tanya Lindley, Town of Rainbow Lake
Peter Braun, Mackenzie County

1. CALL TO ORDER

Chair Lisa Wardley called the meeting to order and declared quorum at 5:59 pm.

2. REVIEW & ADOPTION OF THE AGENDA

Motion:

That REDI accept the agenda of August 28th, 2018.

CARRIED

Moved by: Crystal McAteer

3. MINUTES OF June 26th, 2018 MEETING

Motion:

That REDI accept the meeting minutes of June 26th, 2018.

CARRIED

Moved by: Boyd Langford

4. YTD FINANCIAL REPORT

Motion:

That the Year-to-Date Financial Statements be accepted as presented.

That the year end financials be accepted as signed by the Chair of REDI.

That future financial reporting includes a budget summary.

CARRIED

Moved by: Boyd Langford

5. OLD BUSINESS & PROJECT UPDATES

- i. **NTAB update and report – Dan gave update.** The next meeting is Friday, September 7 in Grimshaw at the Grimshaw Business Centre. Len Wilson with G7G is coming to speak on behalf of G7G. Len will be providing clarification on the route and other information regarding G7G plans. Darren Locke will be teleconferencing in on behalf of NWT. NWT is joining for two years.
Website – NTAB needs to hire someone to populate the website.
- ii. **Northwest Species at Risk Committee – Lisa gave update.** Met with Calgary Zoo for partnership opportunities, CAPP to partner with the Data project. ABMI the original disturbance mapping contractors. Feds and the Province will have to come up with the funding to partner with the caribou rearing range. Meeting at the end of October in Ottawa for the 17th Annual Caribou Conference.
- iii. **REDI NWT Partnership Tour discussion** – Nov 14th to 16th 2018 has been selected as the tour date. Dan is working with Darren Locke (NWT) to set up meetings. Meeting with NWT Ministers will be arranged through Diana McQueen, on contract with Mackenzie County. Byron to request Diane make contact and arrangements. Dan will get information on travel arrangements, hotel rooms, meetings dates, and hay River meetings.

- iv. **Move-Up Magazine – Transportation Corridor** – Copies of Move-up magazine with article on G7G proposed rail line was handed out. November issue ideas were discussed. Board approved article on “Year in Review” for REDI, highlighting projects and partnerships.
- v. **REDI AGM – Date and Theme** – REDI AGM will be October 16th at the Mirage. 5:00pm to 7:00, including a regular board meeting. Nik Nystrom with GOA will Teleconference in as a speaker. Meeting and Supper, followed by a partner’s wine (cash bar) and finger foods, starting at 7pm.

Invites to go to MFTA, MARA, NLC, First Nations, Chambers, Boards of trade, CFNWA, Municipalities, Ski Hill Committee and any other organization we have partnered with as well as industry. Ask groups we have funded to provide a 5 to 10-minute presentation on the projects they have accomplished with the partnership of REDI.

- vi. **REDI Conference** – The board discussed an April Spring Conference. Dan will draft an agenda along with costs and information together to present at the next meeting. The board brainstormed on ideas on speakers, venues, costs, invitations, etc.

MOTION

Moved By: Charles La Forge

That REDI move forward with gathering information for a Northern Conference in April 2019.

CARRIED

- vii. **Plant Protein Alliance**– Dan has been attending the meetings, for any agricultural protein commodity including hemp, oats and peas. Denis McKnight, CEO and Alan Hall, COO with PPA are coming to the north September 18. Dan will pick them up in GP and tour them in the region. Dan will ask the PPA to present at a joint REDI Chamber meeting on September 19. Kayla to book room 110 at Town of High Level.
- viii. **Northern Alberta Hemp Alliance – Transportation Study** - Presented the meeting agenda from the August 20 HANA meeting in Falher. Dan provided details on the project.

NEW BUSSINESS

- 1. **Manger Contract** – Dan Dibbelt, REDI’s Manger contract is up for renewal. Board members moved into In Camera to discuss.

In Camera 7:30

Moved out of Camera at 7:39

MOTION

Moved By: Crystal McAteer

That REDI to accept the contract as presented

CARRIED

2. Chairs Meeting – Dan advised that a Chairs meeting is planned for Nov 19th in Edmonton and attached a copy REDA Mangers meeting minutes from the Aug 16th, 2018 meeting as well as a draft of the REDA Chair meeting. Dan is coordinating the meeting and will provide follow information once the chairs have agreed on an agenda. Lisa expressed concern that the meeting did not allow enough time for the Chairs and was not interested in educational sessions as this was always intended to be a time for the Chairs to communicate.

MOTION

Moved By: Boyd Langford

That REDI to share the cost with PREDA for the manger to attend the Chairs meeting.

CARRIED

MOTION

Moved By: Crystal McAteer

That REDI have Lisa Wardley attend the REDA chair meeting in Edmonton Nov. 19th 2018

CARRIED

3. RMA – Dan advised that the RMA conference is running concurrent to the Chairs meeting and requested that REDI share cost of his attending with PREDA.

MOTION

Moved by Crystal McAteer

That REDI share the cost Dan attending the RMA Conference with PREDA.

CARRIED

4. REDA 2020-2025 agreement – A copy of the REDA agreement was provided in the meeting package. The board discussed the proposed funding framework and asked that it be added to the Chairs meeting in Edmonton.

MOTION

Moved By: Melanie Bekevich-Joos

That REDI accept the draft as presented

CARRIED

5. EOEP Courses – Lisa discussed the Elected Official courses offered through AUMA and RMA and suggested REDI bring up the Community Engagement module. Dan to investigate possibility of tying this in with April Conference.

7. AROUND THE TABLE COMMENTS

C. McAteer. – Road work going on in town. Taking down the outdoor rink, will cost a lot to rebuild. Airport is shutting down from Sept 10th for a three-week period to be repaved. Medivac will remain in High Level.

B. Peters – sent email to power wood. Construction in 2019 they said, vague answers. Land applications are being accepted by the province, things are moving forward now.

M. Bekevich-Joos – Pre-employment for carpentry in September got cancelled due to lack of

enrollment. No one enrolled in this offering. Need to investigate promotion opportunities.

B. Langford – The High Level Chamber at the last meeting talked about engagement with the REDI and have invited Dan to next meeting. Boyd would like to see a Billboard for sharing events, if there is funding for that.

L. Wardley - Economic video for Zama will be released tonight. Partner with Redi to promote it. Hopefully by November it will be public who bought land from Paramount.

D. Dibbelt – Nothing

C. Laforge - Nothing

K.Wardley – Spoke to MFTA upcoming publication projects.

C. Doi – First meeting was great.

9. ADJOURNMENT AND NEXT MEETING

That the next REDI meeting to be held on meeting at Wednesday, Sept 19th @ 5:00pm with the Town of High Level Room 110 to be followed up with a Chamber meeting.

The meeting was adjourned at 8:48pm.

X

REDI Chairperson

**Mackenzie Frontier Tourist Association
Sept 11th, 2018
6:00pm
High Level Town Office – Room 150, High Level Alberta**

In Attendance:

Beth Kappelar	Lisa Wardley	Tanya Lindley
Beth Gillis	Jacque Bateman	
Mike Morgan	Kayla Wardley	Jessica Juneau
John Thurston		

Regrets:

Sara Schmidt	Larry Neufeld
Jerry Chomiak	Bailey Fowler

1. Call to Order: 5:58pm

2. Delegation: Belt Drive Betty

3. Agenda

Motion:

That the agenda be approved as presented

Moved by: Tayna Lindley

4. Minutes of June 6th and Aug 22 , 2018

Motion:

Tabled until next meeting as copies are not available

Moved by: Jessica Juneau

Carried

5. Financial Report

Reviewed the budget and financials.

Motion:

Monthly financials and Budget be approved as presented.

Moved by: John Thurston

Carried

6. Old business

- a) **REDI Partnership (Lisa)** – Hunting, fishing brochure, REDI is partnering \$8000.00 for brochure development.
- b) **Website Update (Kayla)** –New Harvest Media sent mockup, reviewed by board. Kayla will continue to work with them. Wilma has also agreed to work with them as she has much of the design work from previous publications and the photos etc.
- c) **Hunting brochure** – Discussed continuing the brochure without involving the outfitter at this time. Looking at co memberships with Alberta Trappers Association Alberta outfitters Association & Alberta fish & Game.
- d) **Local events – Correspondence.** – discussed local events in our region
- e) **AGM** –AGM will be November 14 at 6 pm at the Museum. Kayla and Bailey will organize. New member package suggestions for inclusion – Budget, Bylaws/Policies, Project Overview, History, Key Members, Board Makeup, Website and social media links, contact list.

f) **Membership drive**

6.) New Business

Membership material – revamp membership forms/letters, send out new membership/renewal forms by the end of the month.

MOTION

Moved Jessica Juneau

Change to membership rate to 100\$ flat fee

CARRIED

A) Move Up Magazine – discussion was held and benefits reviewed – tabled until budget for consideration for 2019 year. Inquire about number of distribution copies that would be included with the quoted amount and if the quote would still be valid for start in 2019.

B) Big Chairs Promotion – the MFTA will met 15mins prior to this meeting for a photo. Discussed other ideas – big picnic table in LC, scavenger hunt type promotion.

7. Next Meeting Date & Adjournment

October 10, 2018 6:00 pm

AGM – November 14, 2018 6 pm at the High Level Museum

December 12, 2018 6 pm

8. Adjournment @ 8:48 pm
