


MACKENZIE COUNTY

REGULAR COUNCIL MEETING

MAY 7, 2019
10:00 AM

FORT VERMILION COUNCIL
CHAMBERS

 780.927.3718

 www.mackenziecounty.com

 4511-46 Avenue, Fort Vermilion

 office@mackenziecounty.com



Mackenzie County

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**Tuesday, May 7, 2019
10:00 a.m.**

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

AGENDA

			Page
CALL TO ORDER:	1.	a) Call to Order	
AGENDA:	2.	a) Adoption of Agenda	3
ADOPTION OF PREVIOUS MINUTES:	3.	a) Minutes of the April 24, 2019 Regular Council Meeting	7
		b) Business Arising out of the Minutes	
DELEGATIONS:	4.	a) Grade 6 Students – Hill Crest Community School and Buffalo Head Prairie School (10:30 a.m.)	
		b)	
TENDERS:		Tender Openings are scheduled for 11:00 a.m.	
	5.	a) 2019 Regraveling Program	21
		b) 2019 Pavement Strengthening	23
PUBLIC HEARINGS:	6.	a) None	
GENERAL REPORTS:	7.	a) CAO and Director Reports for April 2019	25
		b) Disaster Recovery Program (DRP) Updates (Standing Item)	
AGRICULTURE SERVICES:	8.	a)	

COMMUNITY SERVICES:	9.	a)		
FINANCE:	10.	a)	Bylaw 1137-19 Borrowing – Rehabilitation and Paving Highway 88 Connector <i>(this item shall be dealt with before Agenda Item # 5 b))</i>	43
		b)	Policy FIN011 Accounts Receivable/Utility Collections	49
		c)	Uncollectible Accounts Receivable and Utility Accounts	55
		d)	Fort Vermilion Seniors' Club – Additional Grant Funds Request	59
		e)		
OPERATIONS:	11.	a)		
UTILITIES:	12.	a)		
PLANNING & DEVELOPMENT:	13.	a)		
ADMINISTRATION:	14.	a)	Policy HR002 Drug and Alcohol Use	67
		b)	Mackenzie County Subscriptions and Advertising Memorandum of Agreement	91
		c)	Lobby Government Effectively Seminar	93
		d)	2019 Alberta Forest Products Association Annual General Meeting and Conference	95
		e)	Plant Protein Ingredients Summit	99
		f)	La Crete Agricultural Society – Request for Letter of Support (Community Agricultural Grant – Peavey Industries)	101
		g)	Watt Mountain Wanderers Snowmobile Club – Request for Letter of Support (Community Facility Enhancement Program)	105

		h)	Tri-Council Meeting – June 5, 2019	109
		i)	Caribou Update (Standing Item)	
		j)		
		k)		
COUNCIL COMMITTEE REPORTS:	15.	a)	Council Committee Reports (verbal)	
		b)	Municipal Planning Commission Meeting Minutes	117
		c)	Finance Committee Meeting Minutes	133
INFORMATION / CORRESPONDENCE:	16.	a)	Information/Correspondence	141
CLOSED MEETING:	<i>Freedom of Information and Protection of Privacy Act Division 2, Part 1 Exceptions to Disclosure</i>			
	17.	a)	Union Negotiations (s. 23, 24)	
		b)		
NOTICE OF MOTION:	18.	a)		
NEXT MEETING DATES:	19.	a)	Committee of the Whole Meeting May 21, 2019 10:00 a.m. Fort Vermilion Council Chambers	
		b)	Regular Council Meeting May 22, 2019 10:00 a.m. Fort Vermilion Council Chambers	
ADJOURNMENT:	20.	a)	Adjournment	



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 7, 2019
Presented By:	Carol Gabriel, Director of Legislative & Support Services
Title:	Minutes of the April 24, 2019 Regular Council Meeting

BACKGROUND / PROPOSAL:

Minutes of the April 24, 2019, Regular Council Meeting are attached.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

Approved Council Meeting minutes are posted on the County website.

POLICY REFERENCES:

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

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the minutes of the April 24, 2019 Regular Council Meeting be adopted as presented.

Author: _____ Reviewed by: _____ CAO: _____

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**April 24, 2019
10:00 a.m.**

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

PRESENT: Josh Knelsen Reeve
Walter Sarapuk Deputy Reeve
Jacquie Bateman Councillor
Peter F. Braun Councillor
Cameron Cardinal Councillor
David Driedger Councillor (arrived at 10:56 a.m.)
Eric Jorgensen Councillor
Anthony Peters Councillor
Ernest Peters Councillor
Lisa Wardley Councillor

ABSENT:

ADMINISTRATION: Len Racher Chief Administrative Officer
Byron Peters Deputy CAO
Doug Munn Director of Community Services
David Fehr Director of Operations
Bill McKennan Director of Finance
Carol Gabriel Director of Legislative & Support
Services/Recording Secretary

ALSO PRESENT: Members of the public and the media.

Minutes of the Regular Council meeting for Mackenzie County held on April 24, 2019 in the Council Chambers at the Fort Vermilion County Office.

CALL TO ORDER: 1. a) Call to Order

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

AGENDA: 2. a) Adoption of Agenda

MOTION 19-04-260 MOVED by Deputy Reeve Sarapuk

That the agenda be approved with the following additions:

11. a) Road Reconstruction Procedures

- 14. d) Arrow Technologies Grant (Zama City Internet)
- 17. a) CAO Contract

CARRIED

**MINUTES FROM
PREVIOUS
MEETING:**

- 3. a) Minutes of the April 8, 2019 Regular Council Meeting**

MOTION 19-04-261

MOVED by Councillor Braun

That the minutes of the April 8, 2019 Regular Council Meeting be adopted as presented.

CARRIED

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

None.

TENDERS:

- 5. a) None**

**GENERAL
REPORTS:**

- 7. a) Disaster Recovery Program (DRP) Updates (Standing Item)**

MOTION 19-04-262

MOVED by Councillor A. Peters

That the disaster recovery program update be received for information.

CARRIED

**AGRICULTURE
SERVICES:**

- 8. a) None**

**COMMUNITY
SERVICES:**

- 9. a) Indigenous Liaison Committee Terms of Reference**

MOTION 19-04-263

MOVED by Councillor Braun

That the Indigenous Liaison Committee Terms of Reference be amended as presented.

CARRIED

FINANCE:

- 10. a) Bylaw 1141-19 2019 Tax Rate**

MOTION 19-04-264
Requires 2/3

MOVED by Councillor Bateman

That first reading be given to Bylaw 1141-19 being the 2019 Tax Rate bylaw for Mackenzie County.

DEFEATED

FINANCE:

10. c) Financial Reports – January 1, 2019 to April 16, 2019

MOTION 19-04-265

MOVED by Councillor Jorgensen

That the financial reports be received for information.

CARRIED

OPERATIONS:

11. a) Road Reconstruction Procedures (ADDITION)

MOTION 19-04-266
Requires Unanimous

MOVED by Deputy Reeve Sarapuk

That administration be authorized to advertise for a Temporary Contract Road Construction Supervisor for the 2019 road project season through a Request for Proposal process.

CARRIED UNANIMOUSLY

Reeve Knelsen recessed the meeting at 10:44 a.m. and reconvened the meeting at 11:04 a.m.

Councillor Driedger arrived at 10:56 a.m.

DELEGATIONS:

4. a) Michael Marcaccio, Wilde and Company Chartered Professional Accountants – 2018 Audited Financial Statements

Presentation of the draft 2018 Audited Financial Statements via teleconference by Michael Marcaccio and Brad Lussier of Wilde & Company Chartered Professional Accountants.

FINANCE:

10. b) 2018 Audited Financial Statement (DRAFT)

MOTION 19-04-267
Requires 2/3

MOVED by Councillor Bateman

That the proceeds from the sale of County property located at SW 26-108-12-W5M in the amount of \$261,495 be contributed to the General Capital Reserve.

CARRIED

MOTION 19-04-268
Requires 2/3

MOVED by Councillor Braun

That an additional \$10,450 be contributed to the Off-Site Levy Reserve.

CARRIED

MOTION 19-04-269

MOVED by Councillor Wardley

That the 2018 Audited Financial Statements and Financial Information Return be approved as presented.

CARRIED

MOTION 19-04-270
Requires Unanimous
(Addition)

MOVED by Deputy Reeve Sarapuk

That administration look into the possibility of including Councillor expenses in the Mackenzie County Annual Report.

DEFEATED

Reeve Knelsen recessed the meeting at 11:56 a.m. and reconvened the meeting at 1:00 p.m.

PUBLIC HEARINGS:

6. a) Bylaw 1140-19 Land Use Bylaw Amendment to Rezone Part of NW 8-106-14-W5M from Agricultural "A" to Direct Control 2 "DC2"

Reeve Knelsen called the public hearing for Bylaw 1140-19 to order at 1:00 p.m.

Reeve Knelsen asked if the public hearing for proposed Bylaw 1140-19 was properly advertised. Byron Peters, Deputy CAO, answered that the bylaw was advertised in accordance with the Municipal Government Act.

Reeve Knelsen asked the Development Authority to outline the proposed Land Use Bylaw Amendment. Byron Peters, Deputy CAO, presented the Bylaw and indicated that first reading was given on April 8, 2019.

The developer would like to add an accessory/secondary use to his existing retail business by adding an office complex. The office

complex is going to offer space for the inventory to be stored and additional office space.

In 2012, the developer was approved for an Automotive Equipment & Vehicle Services-Minor use to conduct his business of PV Trailers on this quarter of land. The developer then expanded his business to include selling tools but didn't obtain permits for the retail building or added business that is currently on his property.

The Land Use Bylaw was updated in 2017 and no longer permits retail/commercial type uses in rural areas. The intension was to encourage retail businesses to remain in hamlet.

The developer is interested in adding a new pre-built modular office complex to his site in order to expand his focus on tool sales, but there is no use in the Agricultural "A" zoning district to accommodate this request. The developer was made aware that his land use zoning could no longer give him a permit for his new building.

After reviewing the motion of the Municipal Planning Commission on March 28, 2019 and the Land Use Bylaw, administration decided to amend the request to reflect a better and simpler solution. Instead of potentially adding a retail use to the RIL district, it would be easier to rezone the property to a more fitting zoning district without changing the Land Use Bylaw. This would also prevent a wide assortment of retail uses to be added to the zoning district.

Direct Control 2 "DC2" would ensure that all the development would require approval from the Municipal Planning Commission without adding uses to another district. This makes all future development on this property to be scrutinized thoroughly while ensuring stringent conditions are met.

Reeve Knelsen asked if Council has any questions of the proposed Land Use Bylaw Amendment. Council had the following questions/comments:

- *It was a discretionary use prior to 2017? Automotive/equipment services was discretionary under the Ag zoning. Similar use would be discretionary under the Rural Industrial Light (RIL) zoning. Retail sales has been removed from all zoning types.*

Reeve Knelsen asked if any submissions were received in

regards to proposed Bylaw 1140-19. No submissions were received.

Reeve Knelsen asked if there was anyone present who would like to speak in regards to the proposed Bylaw 1140-19. There was no one was present to speak to the proposed bylaw.

Reeve Knelsen closed the public hearing for Bylaw 1140-19 at 1:04 p.m.

MOTION 19-04-271 **MOVED** by Councillor Braun

That second reading be given to Bylaw 1140-19 being a Land Use Bylaw Amendment to rezone Part of NW 8-106-14-W5M from Agricultural "A" to Direct Control 2 "DC2.

CARRIED

MOTION 19-04-272 **MOVED** by Deputy Reeve Sarapuk

That third reading be given to Bylaw 1140-19 being a Land Use Bylaw Amendment to rezone Part of NW 8-106-14-W5M from Agricultural "A" to Direct Control 2 "DC2.

CARRIED

UTILITIES: **12. a) None**

**PLANNING &
DEVELOPMENT:** **13. a) Foothills Developments Ltd. – Municipal Reserve
Owing (NE 4-106-15-W5M)**

MOTION 19-04-273 **MOVED** by Councillor Wardley

That Foothills Developments Ltd. be required, in order to proceed with development, to pay for the 1.604 acres in Municipal Reserve owing in cash for Phases 5 & 6 and that the 0.532 acres owing for Phase 7A be taken from the agreed upon 4 acres owing for all future development for a total of 5.072 acres.

CARRIED

Reeve Knelsen recessed the meeting at 2:06 p.m. and reconvened the meeting at 2:21 p.m.

**PLANNING &
DEVELOPMENT:** **13. b) Community Streetscape Implementation Committee
Budget**

MOTION 19-04-274
Requires 2/3

MOVED by Councillor Bateman

That funds in the amount of \$25,000 be provided from the General Operating Reserve for the Fort Vermilion Community Streetscape Implementation.

CARRIED

MOTION 19-04-275
Requires 2/3

MOVED by Councillor Bateman

That funds in the amount of \$25,000 be provided from the General Operating Reserve for the La Crete Community Streetscape Implementation.

CARRIED

FINANCE:

10. a) Bylaw 1141-19 2019 Tax Rate

MOTION 19-04-276
Requires 2/3

MOVED by Councillor Wardley

That Motion 19-04-264 be reconsidered at this meeting.

CARRIED

MOTION 19-04-277

MOVED by Councillor Braun

That Council move into a closed meeting at 2:25 p.m. to discuss information relating to the tax rate bylaw. (*FOIP, Div. 2, Part 1, s. 16*)

CARRIED

The following individuals were present during the closed meeting discussion. (*MGA Section 602.08(1)(6)*)

- All Councillors
- Len Racher, Chief Administrative Officer
- Byron Peters, Deputy Chief Administrative Officer
- Carol Gabriel, Director of Legislative & Support Services
- Bill McKennan, Director of Finance

MOTION 19-04-278

MOVED by Councillor Bateman

That Council move out of a closed meeting at 2:43 p.m.

CARRIED

MOTION 19-04-279
Requires 2/3

MOVED by Councillor E. Peters

That first reading be given to Bylaw 1141-19 being the 2019 Tax Rate bylaw for Mackenzie County.

CARRIED

MOTION 19-04-280
Requires 2/3

MOVED by Councillor Braun

That second reading be given to Bylaw 1141-19 being the 2019 Tax Rate bylaw for Mackenzie County.

CARRIED

MOTION 19-04-281
Requires Unanimous

MOVED by Councillor Driedger

That consideration be given to go to third reading of Bylaw 1141-19 being the 2019 Tax Rate bylaw for Mackenzie County, at this meeting.

CARRIED UNANIMOUSLY

MOTION 19-04-282
Requires 2/3

MOVED by Councillor Cardinal

That third reading be given to Bylaw 1141-19 being the 2019 Tax Rate bylaw for Mackenzie County.

CARRIED

ADMINISTRATION:

14. a) Policy HR004 – Modified Work Program

MOTION 19-04-283

MOVED by Councillor Bateman

That Policy HR004 Modified Work Program be approved as presented.

CARRIED

ADMINISTRATION:

14. b) Petition to Form a New Municipality

MOTION 19-04-284

MOVED by Deputy Reeve Sarapuk

That the letter from Alberta Municipal Affairs regarding the petition to form a new municipality be received for information.

CARRIED

ADMINISTRATION: 14. c) Caribou Update (Standing Item)

MOTION 19-04-285 MOVED by Councillor Jorgensen

That the caribou update be received for information.

CARRIED

**ADMINISTRATION: 14. d) Arrow Technology Group (Zama City Internet)
(ADDITION)**

MOTION 19-04-286 MOVED by Councillor Bateman

Requires Unanimous

That the Arrow Technology Group request regarding the Connect to Innovate grant funding for internet services in Zama City be received for information and that a letter be sent to Arrow Technology Group that Mackenzie County is unable to commit funding at this time.

CARRIED UNANIMOUSLY

**COUNCIL
COMMITTEE
REPORTS:**

15. a) Council Committee Reports (verbal)

MOTION 19-04-287 MOVED by Deputy Reeve Sarapuk

That the Council Committee reports be received for information.

CARRIED

**COUNCIL
COMMITTEE
REPORTS:**

15. b) Municipal Planning Commission Meeting Minutes

MOTION 19-04-288 MOVED by Councillor Bateman

That the Municipal Planning Commission meeting minutes of April 11, 2019 be received for information.

CARRIED

COUNCIL

15. c) Indigenous Liaison Committee Meeting Minutes

**COMMITTEE
REPORTS:**

MOTION 19-04-289 **MOVED** by Councillor Jorgensen

That the Indigenous Liaison Committee meeting minutes of April 1, 2019 be received for information.

CARRIED

**COUNCIL
COMMITTEE
REPORTS:**

15. d) Agricultural Land Use Planning Committee Meeting Minutes

MOTION 19-04-290 **MOVED** by Councillor Wardley

That the Agricultural Land Use Planning Committee meeting minutes of April 10, 2019 be received for information.

CARRIED

**COUNCIL
COMMITTEE
REPORTS:**

15. e) Fort Vermilion Streetscape Implementation Committee Meeting Minutes

MOTION 19-04-291 **MOVED** by Deputy Reeve Sarapuk

That the Fort Vermilion Streetscape Implementation Committee meeting minutes of March 4, and April 15, 2019 be received for information.

CARRIED

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

MOTION 19-04-292 **MOVED** by Councillor Driedger

That administration investigate the cost of hosting an in-house Lobby Government Effectively seminar and the possibility of inviting other partners.

CARRIED

MOTION 19-04-293 **MOVED** by Councillor Braun

That the information/correspondence items be received for information.

CARRIED

Reeve Knelsen recessed the meeting at 3:17 p.m. and reconvened the meeting at 3:33 p.m.

CLOSED MEETING: 17. Closed Meeting

MOTION 19-04-294 MOVED by Councillor Braun

That Council move into a closed meeting at 3:33 p.m. to discuss the following:

17. a) CAO Contract (*FOIP, Div. 2, Part 1, s. 17*)

CARRIED

The following individuals were present during the closed meeting discussion. (*MGA Section 602.08(1)(6)*)

- All Councillors

MOTION 19-04-295 MOVED by Councillor Jorgensen

That Council move out of a closed meeting at 4:15 p.m.

CARRIED

17. a) CAO Contract (ADDITION)

MOTION 19-04-296 MOVED by Councillor Braun
Requires Unanimous

That the CAO Contract be received for information.

CARRIED

NOTICE OF MOTION: 18. a) None

NEXT MEETING DATE: 19. a) Next Meeting Dates

Regular Council Meeting
May 7, 2019
10:00 a.m.
Fort Vermilion Council Chambers

Committee of the Whole Meeting
May 21, 2019
10:00 a.m.
Fort Vermilion Council Chambers

Regular Council Meeting
May 22, 2019
10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT: **20. a) Adjournment**

MOTION 19-04-297 **MOVED** by Councillor Jorgensen

That the Council meeting be adjourned at 4:15 p.m.

CARRIED

These minutes will be presented to Council for approval on May 7, 2019.

Joshua Knelsen
Reeve

Lenard Racher
Chief Administrative Officer

UNAPPROVED



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 7, 2019
Presented By:	David Fehr, Director of Operations
Title:	TENDERS 2019 Pavement Strengthening

BACKGROUND / PROPOSAL:

Administration prepared and advertised the '2019 Pavement Strengthening – Request for Quotes'. Submissions were due at Fort Vermilion County office May 6, 2019 at 4:30 p.m.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

2019 Capital Budget 32, total of \$4.373 million

SUSTAINABILITY PLAN:

COMMUNICATION/PUBLIC PARTICIPATION:

Successful bidder will be notified.

POLICY REFERENCES:

Policy FIN025 Purchasing Authority Directive and Tendering Process

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

RECOMMENDED ACTION:

Motion 1:

- Simple Majority Requires 2/3 Requires Unanimous

That the 2019 Pavement Strengthening Tenders – Envelope #1 be opened.

Motion 2:

- Simple Majority Requires 2/3 Requires Unanimous

That administration review the 2019 Pavement Strengthening Tenders – Envelope #1 submissions for qualification prior to opening Envelope #2.

Motion 3:

- Simple Majority Requires 2/3 Requires Unanimous

That the unqualified 2019 Pavement Strengthening Tenders be returned to the sender without opening Envelope #2.

Motion 4:

- Simple Majority Requires 2/3 Requires Unanimous

That the 2019 Pavement Strengthening Tenders - Envelope #2 be opened for the qualified bidders.

Motion 5:

- Simple Majority Requires 2/3 Requires Unanimous

That the 2019 Pavement Strengthening contract be awarded to the lowest bidder while staying within budget.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 7, 2019
Presented By:	David Fehr, Director of Operations
Title:	TENDERS 2019 Regraveling Program

BACKGROUND / PROPOSAL:

Administration prepared and advertised the '2019 Regraveling Program – Request for Proposals'. Submissions were due at Fort Vermilion County office May 6, 2019 at 4:30 p.m.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

2019 Operating Budget 32, total of \$1.2 million

SUSTAINABILITY PLAN:

COMMUNICATION/PUBLIC PARTICIPATION:

Successful bidder will be notified.

POLICY REFERENCES:

Policy FIN025 Purchasing Authority Directive and Tendering Process

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

RECOMMENDED ACTION:

Motion 1:

- Simple Majority Requires 2/3 Requires Unanimous

That the 2019 Regraveling Program Tenders – Envelope #1 be opened.

Motion 2:

- Simple Majority Requires 2/3 Requires Unanimous

That administration review the 2019 Regraveling Program Tenders – Envelope 1 submissions for qualification prior to opening Envelope #2.

Motion 3:

- Simple Majority Requires 2/3 Requires Unanimous

That the unqualified 2019 Regraveling Program Tenders be returned to the senders without opening Envelope #2.

Motion 4:

- Simple Majority Requires 2/3 Requires Unanimous

That the 2019 Regraveling Program Tenders - Envelope #2 be opened for the qualified bidders.

Motion 5:

- Simple Majority Requires 2/3 Requires Unanimous

That the 2019 Regraveling Program contract be awarded to the lowest bidder while staying within budget.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 7, 2019
Presented By:	Len Racher, Chief Administrative Officer
Title:	CAO & Directors Report for April 2019

BACKGROUND / PROPOSAL:

The CAO and Director reports for April 2019 are attached for information.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

POLICY REFERENCES:

RECOMMENDED ACTION:

- Simple Majority
 Requires 2/3
 Requires Unanimous

That the CAO and Directors reports for April 2019 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 April 2019

April Meetings

- 1 – EOC Managers Communication Workshop
 - Good workshop, the duties were explained really well.
- 1 – Indigenous Liaison Committee Meeting
 - Now that we are aware of who the minister is, we can now work closely with them to streamline the process.
- 2 – Managers Meeting
- 3 – Community Services Committee Meeting
 - Prepared for the upcoming season.
- 8 – Council Meeting
- 10 – Agricultural Land Use Planning Committee Meeting
 - Waiting until the new ministers is in place so the discussion and process of opening new farm land can begin.
- 15 – 23 - Vacation
- 24 – Council Meeting
- 25 – Finance Committee Meeting
- 30 – Mackenzie Charity Golf Meeting
 - We are working hard to gather sponsorships.
 - Working with the North West Health Foundation to assist with the transition.

May Meetings

- 2 – Meeting with ATCO

Respectfully,

Len Racher
Chief Administrative Officer

Monthly Report to the CAO

For the month of April, 2019

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 2020, but I believe this can be accelerated.
Community Infrastructure Master Plans	Q1 2019	Received second draft of offsite levies for review. Administration currently reviewing, will need to complete a level of engagement with the development community. Transportation Master Plan is being reviewed in conjunction with DEV001 policy.

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Economic Development Strategy	Ongoing	Proceeding with industrial lands project near La Crete. CARES & ICCI grants in progress – focus on value added Ag. Drafted Ag Ec Dev strategy – need to implement the network to see it through.
Streetscape	Ongoing	La Crete- Decision made to continue tree planting in La Crete - looking for solutions for areas that are affected by the fibre optic cables (planter boxes etc.) Fort Vermilion- Waiting on railing of viewing deck to be completed. Prioritizing the big lookout deck as the next project and applying for CFEP grant through FVBoT. Deck design is still in discussions.
MGA Updates	Ongoing	Documented applicable MGA updates and implementing these

		changes through the planning department. Outstanding items include: offsite levies, tax incentives, joint planning agreements with schools and many more.
Fort Vermilion Flood Risk Assessment	Q2 2019	Complete, final financial documents to be submitted. Letter to be sent to AEP regarding County involvement in Stream 2 of the assessment. Administration looking for applicable mitigation grant.
Airport Planning	2019	WSP has been engaged to update the AVPA for LC and FV airports, and to revise the airport development plans. Engaged consultant to update the GPS approaches this year. Airport user policies, response plans, etc. have a completion goal within 2019.
Inter-municipal Collaboration Frameworks and Inter-municipal Development Plans	April 2020 completion deadline	<p>Rainbow Lake: Draft MOU agreement was sent to Rainbow Lake – more negotiations needed.</p> <p>High Level: Preliminary discussions started at administrative level. No discussions recently.</p> <p>Northern Lights: ICF agreement and bylaw have been approved by both Councils. To be submitted digitally to the MoMA before end of April. IDP exemption has been approved.</p> <p>MD Opportunity: IDP exemption has been approved, and ICF submitted to the MoMA.</p> <p>Northern Sunrise: IDP Exemption request is awaiting approval from the MoMa before proceeding with ICF.</p> <p>RM Wood Buffalo: Awaiting draft ICF proposal from RMWB.</p>

Personnel Update:

Economic Development Officer is on parental leave – decision made to contract out the larger projects rather than temporarily fill the position. Having difficulty filling the summer GIS position.

Other Comments:

Safety Codes Council (SCC) conducted a full audit on our entire safety codes system/department from April 29th – May 2nd. We will receive the final report in about 50 days, but our conversations with the auditors indicate that there are several aspects to improve upon. Some items are minor and technical and therefore easy to fix. Other items will likely require us to amend our Quality Management Plan (QMP, contract with the SCC), change level of service and/or do more enforcement in order for us to be compliant with the QMP.

Lionstooth Energy project has started, with REDI administering the project.

Irrigation Study: Draft scope/Q&A was presented to ASB for discussion, and direction was received to continue in the direction that was proposed. A portion of this project ties in with the CARES grant.

Met with AEP staff to discuss the Sandhills Road. We're told that enforcement action will be the next step in getting us into compliance.

Although I wasn't outside the County for much business, April was still quite a busy month. Lots of administrative, planning, developer items that required attention. New projects starting, transitioning projects to different phases, contract management, enforcing development standards and criteria – all time consuming but necessary items.

MONTHLY REPORT TO THE CAO

For the Month of April 2019

From: Fred Wiebe
Director of Utilities

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Water Distribution and Wastewater Collection Maintenance	Sept/19	Summer maintenance is about to get under way.

Capital Projects

Projects	Timeline	Comments
FV-Frozen Water Service Repairs	Nov/19	5 trickle systems and 7 aqua-flo services remaining to be repaired this summer.
Rural Potable Water Infrastructure	Jun/19	Deficiencies have been corrected aside from some remaining landscaping.
Potable Water Supply North of the Peace River	Oct/19	Continuing to meet with BFN to discuss partnership with a waterline. EOI was sent in to ICIP.
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	Proceeding as discussed. Topic of discussion at Water North Coalition.
La Crete Future Water Supply Concept	Dec/19	Working on RFP scope details.
LC Future Utility Servicing Plan	May/19	In progress.
LC – Well #4	Nov/19	Sent in application for funding under the Alberta Municipal Water/Wastewater Partnership program. Awaiting approval.
LC – Sanitary Sewer Expansion	May/19	Received final report and currently working on off-site levy bylaw. Phase 2 design is well under way.

ZA – Sewage Forcemain	Oct/19	Applied under the Investing in Canada Infrastructure Program.
ZA- Distribution Pump House Upgrades	Dec/19	Working on change of project scope to get project closer to budgeted estimate.
ZA- Lift Station Upgrades	Mar/19	Will apply for grant funding in a future year as per council motion.

Personnel Update:

Summer GML’s starting April 30th. Will be starting the summer regular maintenance programs.

Other Comments:

Respectfully submitted,

Fred Wiebe
 Director of Utilities
 Mackenzie County

Month End Summary April 2019 Enforcement & Safety

Enforcement

- Continued patrols for dogs in Fort Vermilion and at Rocky Lane School and La Crete.
- Dealt with 6 bylaw concerns in total from La Crete & Fort Vermilion.
- 2 dog complaint investigations, 4 garbage dumping concerns.
- Continued Wednesdays monitoring of waste pickup.
- Provided equipment support for the ongoing search and recovery of a La Crete man.
- Review and prioritization of tasks as well as month end follow-up.

Health and Safety

- Completed 3 fire drill evacuations Fort Office, Fort Shop and La Crete Shop.
- Chaired Joint Health & Safety meeting in Fort Vermilion April 17th. Discussed the recent audit.
- Conducted a visual work site inspection with John Flett at the Fort Shop employee parking lot.
- Completed training for Train the Trainer Flag person.
- Course material ordered to train staff for flagging.
- Started new hire safety orientation.

Communications

- Propane ordered for the Buffalo Head Tower Site

Ron Dyck
Enforcement & Safety Officer

MONTHLY REPORT TO THE CAO

For the Month of April 2019

From: David Fehr
Director of Operations

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Dust control program	Starting	Staking calcium spots and starting calcium application May 6
Street sweeping	Ongoing	Will be ongoing throughout the summer as needed.
Airport Operations Manual	Ongoing	Creating an Operations Manual for the Fort Vermilion and La Crete Airports.
Changing or fixing culverts	Ongoing	Started changing or fixing culverts that have been identified as trouble spots
Parks	Started	Have started preparing parks for opening day.

Projects	Timeline	Comments
Blue Hills Road rebuild	Ongoing	Waiting for startup date confirmation
Teachers Loop	Starting	This has been projected to start up on May 6.
Airport Road rebuild	Ongoing	Waiting for startup date confirmation
Blue Hills Bridge Site 2	Ongoing	Waiting for clearance from DFO to restart project.

Meeting Schedule

- April 1 – EOC Training
- April 2-4 - RiskPro RMA Insurance Workshop

- **April 8 – Council Meeting**
- **April 9 – Team Meeting**
- **April 15-16 – Drone Training**
- **April 17 – Joint Health and Safety Meeting**
- **April 24 – Council Meeting**

•
Respectfully,
David Fehr
Director of Operations

REPORT TO CAO

April, 2019

From: Grant Smith
Agricultural Fieldman

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Roadside Spraying	2019	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. The county has a "Do Not Spray" program for producers who wish to assume responsibility for weed control along their property.
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	2019	Warning letters have been sent to 25 locations. We have purchased a computer program through Munisight and will have it ready for seasonal Weed Inspectors. The Assistant Ag Fieldman will assume the lead role in weed inspection and will supervise Weed Inspectors.
Roadside Mowing	2019	Roadside Mowing tenders were opened on March 11th. This will be for three years plus a one year option at the County's discretion.
Provincial ASB Conference	Jan 21-24, 2019	The 2019 Provincial ASB Conference was held at the Hyatt Regency in Calgary. Topics of discussion were: Environmental Farm Plans, Fort McMurray Fire, Plant Based Protein, Stress Management, ASB Grant Programming update, Trade Talks, etc. There were a total of eight resolutions.
Wolf Bounty	2019	To date there have been 500 wolf carcasses tagged.
Clubroot Meeting	2019	There is a Clubroot workshop scheduled on April 30 th at the Heritage Center in La Crete.

		Scheduled speakers are Dr. Mike Harding, Greg Sekulic and Sebastien Dutrisac.
Shelterbelt Program	2019	The county is currently accepting shelterbelt orders. Delivery will be in late May. Payment will be accepted upon delivery.
Seed Cleaning Plant Inspections	2019	Seed Cleaning Plants received their annual inspection on Feb 26 th . Plants are graded on efficiency, cleanliness, record keeping and condition. Frontier Seed Cleaning Plant in La Crete achieved a rating of 93%, High Level Seed Cleaning Plant achieved a rating of 89%. Mackenzie County issues the operating license.
VSI Program	November 09, 2018	The annual VSI AGM is scheduled for November 9 th in Peace River. 16 Municipalities participate in the program.

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	2018	Phase 1 and Phase 2 were completed in October, 2018. All culvert gates are locked. There are minor erosion repairs and inlet adjustments to be completed as well as a warranty inspection.

Personnel Update:

Assistant Fieldman Landon Driedger resigned effective October 31st. Dave Schellenberg has been hired to fill the position.

Other Comments:

--

MONTHLY REPORT TO THE CAO

For the Month of April 2019

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"> The grading of the Zama Road and Chateh receive regular maintenance. All roads in good shape. Sign replacement project underway Gravel amounts to be applied on both roads will be reduced this season due to weather conditions and road use. Remaining bridge work is scheduled to be completed by first week of May.
OH&S	Ongoing	<ul style="list-style-type: none"> Director of Inspections for OH&S Alberta has approved Mackenzie County variance to have one centralized Committee.
Fire Smart	Ongoing	<ul style="list-style-type: none"> FRIAA Funding <ul style="list-style-type: none"> Hutch Lake – \$152,800 Zama - \$148,720 Zama Firesmart Project completed. Hutch Lake project is 80% completed with 9 hectores remaining. This is to be completed prior to January 1, 2020. All cost's to date can be recovered from FRIAA. FRIAA has approved an extension on the Hutch Lake project.
Park/Campground		<ul style="list-style-type: none"> Park/campground scheduled to be open on May 15th as per all Mackenzie County Park/Campgrounds. Water to the Zama Park/Campground scheduled to be turned on last week of May or when weather and frost allows.
Zama Airstrip	Ongoing	<ul style="list-style-type: none"> Waiting response from Nav.Canada on the de-registration of the Zama Airstrip.

Capital Projects

Aspen Dr. Ditch Repair	May 2019	<ul style="list-style-type: none">• Project to commence utilizing in house resources. May have to contract some areas out.
Assumption Hill Improvements	June 2019	<ul style="list-style-type: none">• Ditch improvements on the Chateh hill are planned for completion by June end.
Zama Road Frost Heaves	Summer 2019	<ul style="list-style-type: none">• Investigating different avenue other than asphalt fix with Geotech Solutions PRS Geo - Technologies.

Attended Update:

Attended the following:

- Council/Managers Meetings
- Community Services
- OH&S Meetings
- Meeting with AA&F

Other Comments:

--

MONTHLY REPORT TO THE CAO

For the Month of April 2019

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

Meetings Attended in April 2019

April

1	EOC Communications Workshop Training
1	Council EOC Communications Workshop
1	Indigenous Liaison Committee Meeting
2	Manager Meeting
3	Community Services Committee Meeting
8	Council Meeting
10	Fire Hall Safety Inspections
11	Mutual Aid Agreement Meeting – Agriculture and Forestry
12	Waste Transfer Station Attendant Meeting
17	Joint Health and Safety Committee Meeting
24	Council Meeting
24	Mackenzie Aquatic Society Meeting
25	Campground Attendant Caretaker Meeting
26	Wadlin Lake Visit – Alberta Environment and Parks

Fort Vermilion and La Crete Fire Department for April 2019

La Crete completed a flagging course for 95% of our members, live fire training, Search & Rescue Training and sprinkler set up training for property protection.

Fort Vermilion also completed a flagging course.

Fort Vermilion & La Crete calls – April 2019

- 2 alarms
- 4 Fire Calls
- 11 MCR
- 2 MVI (Carcajou)

Communications

- Everything is business as usual and has been working fine.

Health and Safety

- Joint Health and Safety meeting completed this month.
- Received confirmation that we have passed our COR Safety Audit for 2019.

Waste

- Normal Operation

Parks and Recreation

- Continue to work with Mackenzie Aquatic Society regarding Wellness Centre.
- Installed pilings at Wadlin Lake for dock
- Campgrounds to open on May 15, 2019

Emergency Operations

- Communications Training – Public Information Officer Level 1 – April 1
- Council Training – Crisis Training for Council. – April 1
- Completed River Search and Rescue River Access Plan and submitted it to the Department of Fisheries and Oceans as requested by Council (Resolution 18-08-623)

Building Maintenance

- Received quotes for FV Salt Shed repair. These will be sent to the insurance company for acceptance.
- Install recycling posters at the Waste Transfer Stations.
- Service and setup solar system at Wadlin Lake and Machesis Lake.
- Minor playground repairs and park opening procedures.
- Install fence FV office South end of building.
- Install blinds – LC office foyer.
- Replace overhead heaters in FV shop- existing heaters were old and starting to create fire hazards due to malfunctions.

REPORT TO THE CAO

For the Month of April, 2019

From: Carol Gabriel
Director of Legislative & Support Services

Meetings Attended

- 2019-04-01 Attended the Public Information Officer course, the crisis communications for Council course, and the Indigenous Liaison Committee meeting.
- 2019-04-02 Managers Meeting
- 2019-04-04 Attended the meeting with the Fort Vermilion School Division and the RCMP regarding the School Resource Officer Enhanced Policing position.
- 2019-04-08 Council Meeting
- 2019-04-09 to 2019-04-12 Attended the Alberta Municipal Clerks Conference
- 2019-04-24 Council Meeting
- 2019-04-30 Mackenzie Regional Charity Golf meeting
- Various other individual or departmental meetings.

Council

- Preparing for various meetings of Council, correspondence, etc.
- Research and responding to inquiries.
- Finalizing travel arrangements for Federation of Canadian Municipalities conference at the end of May.
- Beginning the process of updating lobbying materials for meetings with new Ministers.

Bylaws/Policies/Reports/Publications:

- Drug & Alcohol Use Policy – final draft is being presented to Council on May 7, 2019.
- Working on the draft 2018 Annual Report which will be made available online and at annual ratepayer meetings.
- Reviewing the municipal jurisdiction in regards to the bylaw to address the fire permitting/smoke issue.
- Researching social media policies, specifically for the purpose of internal procedures regarding use of municipal social media sites.
- As discussed at the Tri-Council meeting, a meeting will be required with the CAO Secretariat and the Appeal Board Clerks to discuss a regional approach to ensure consistency for ratepayers and board members when attending meetings. An email has been sent to the CAO's and awaiting response by all parties.

Human Resources:

- Continue working on AUPE negotiations file.
- Currently advertising the Executive Assistant position.
- The County was approved for the Summer Temporary Employment Program (STEP) as well as the Canada Summer Jobs.
- Working on an in-house training session for our administrative staff in regards to writing effectively in government as well as Workplace Harassment Awareness & Violence Prevention training for the Director team.
- Summer positions have been filled and orientations are being completed.

Records Management:

- Ongoing requests for access to information.

Events:

- The Mackenzie Regional Charity Golf Committee held their second meeting on April 30th. The date has been set for Thursday, June 20th.
- Coordinating of the annual ratepayer meetings is in progress. Community non-profit organizations have been invited to attend a meeting in their local area to setup an informational booth.

Other:

- Working on the Memorandum of Understanding for the Enhanced Policing agreement.
- Working on the condensed version of the Public Consumption of Cannabis survey which is expected to be released soon.
- Meetings with the Municipal Intern to review workplan and progress to date. The internship program has now completed and Chelsea's last day was April 24, 2019.
- The 2019 Wearing Apparel Program closed on April 10th.
- 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.



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 7, 2019
Presented By:	Bill McKennan, Director of Finance
Title:	Bylaw 1137-19 Borrowing – Rehabilitation and Paving Highway 88 Connector

BACKGROUND / PROPOSAL:

At its meeting held on January 14, 2019 Council approved the 2019 TCA projects and funding sources. The 88 Connector Project was approved at an estimated cost of \$3,530,670 to be funded from debenture proceeds in the same amount. This report is seeking the first reading of the required borrowing bylaw.

On March 12, 2019 Council passed a motion for first reading of Bylaw 1137-19 Borrowing – Rehabilitation and Paving Highway 88 Connector. Administration proceeded with advertising the Bylaw in The Echo/Pioneer on April 10 & 17, 2019. The deadline for submission of a petition of the electors was 4:30 p.m. on May 2, 2019. No petition was received.

OPTIONS & BENEFITS:

In accordance with the *Municipal Government Act* (MGA) and the requirements of the Alberta Capital Finance Authority specific processes must be undertaken to ensure that the municipality has obtained all approvals required for the project and has complied with all applicable legislation, statutes and regulations. This report summarizes the general requirements that must be met.

The municipality must comply with *Section 258* of the *MGA* since the proposed borrowing exceeds five (5) years. The proposed bylaw is attached to this report. At this time administration is only seeking first reading of the bylaw since public notification must be undertaken prior to second reading. Administration would report back to Council when the public notification has been completed.

The attached bylaw details all requirements under the *MGA*. Generally, the rate details in the bylaw are presented at higher than expected borrowing rates to account for

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

potential rate up turns prior to actual borrowing dates. The Alberta Capital Finance Authorities current 10-year rate is 2.68%, Administration will seek out the best market rate available at the time the funds are needed.

COSTS & SOURCE OF FUNDING:

The 2019 and future years Operating Budgets will provide for the interest and repayment of the borrowed amount. The specific financial impacts were detailed at January 14, 2019 budget deliberation meeting. The estimated costs for borrowing would be approximately \$212,000 in 2019. This cost will be off-set by operating repair savings which will not be required due to the rehabilitation.

Although this will require new borrowing overall the total financing costs of the municipality will be declining due to other borrowings being fully repaid in 2018 and 2019. The municipality will also continue to be significantly below the borrowing limits established by Alberta Municipal Affairs.

SUSTAINABILITY PLAN:

This project will ensure the existing infrastructure of the municipality is in a good state of repair.

COMMUNICATION / PUBLIC PARTICIPATION:

Public notice of the Borrowing Bylaw 1137-19 was advertised in The Echo/Pioneer on April 10, and April 17, 2019.

POLICY REFERENCES:

RECOMMENDED ACTION:

Motion 1

Simple Majority Requires 2/3 Requires Unanimous

That second reading be given to Bylaw 1137-19 being the borrowing bylaw for the Highway 88 Connector Project.

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

Motion 2

Simple Majority Requires 2/3 Requires Unanimous

That third reading be given to Bylaw 1137-19 being the borrowing bylaw for the Highway 88 Connector Project.

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

BYLAW NO. 1137-19
BEING A BYLAW OF THE
MACKENZIE COUNTY
(hereinafter referred to as “the County”)
IN THE PROVINCE OF ALBERTA

This bylaw authorizes the Council of the County to incur indebtedness by the issuance of debenture(s) up to a maximum of \$3,530,670, for the purpose of financing the rehabilitation and paving a municipal roadway known as “Highway 88 Connector” that connects provincial Highways 88 and 697.

WHEREAS, the Council of the County has decided to issue a bylaw pursuant to the Municipal Government Act, R.S.A. 2000 c. M-26, Section 258 to authorize the financing of the paving of Highway 88 Connector as approved by Council in capital expenditures; and

WHEREAS, plans and specifications have been prepared and the total cost of the project is estimated to be \$3,530,670; and

WHEREAS, in order to complete the project it will be necessary for the County to borrow the sum of \$3,530,670 for a period not to exceed TEN (10) years, from the Alberta Capital Finance Authority or another authorized financial institution, by the issuance of debentures and on the terms and conditions referred to in this bylaw; and

WHEREAS, the estimated lifetime of the project financed under this bylaw is equal to, or in excess of FIFTEEN (15) years; and

WHEREAS, the principal amount of the outstanding debt of the County at December 31, 2018 is \$12,621,962 and no part of the principal or interest is in arrears; and

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

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

1. That for the purpose of rehabilitation and paving of Highway 88 Connector the sum of **Three Million and Five Hundred Thirty Thousand and Six Hundred Seventy Dollars (\$3,530,670)** be borrowed from the Alberta Capital Finance Authority or another authorized financial institution by way of debenture on the credit and security of the County at large.

2. The proper officers of the County are hereby authorized to issue debenture(s) on behalf of the County for the amount and purpose as authorized by this bylaw, namely the rehabilitation and paving of Highway 88 Connector.
3. The County shall repay the indebtedness according to the repayment structure in effect, namely annual or semi-annual equal payments of combined principal and interest instalments not to exceed TEN (10) years calculated at a rate not exceeding the interest rate fixed by the Alberta Capital Finance Authority or another authorized financial institution on the date of the borrowing, and not to exceed FOUR (4%) percent.
4. The County shall levy and raise in each year municipal taxes sufficient to pay the indebtedness.
5. The indebtedness shall be contracted on the credit and security of the County.
6. The net amount borrowed under the bylaw shall be applied only to the project specified by this bylaw.
7. This bylaw comes into force on the date it is passed.

READ a first time this 12th day of March, 2019.

PUBLICLY ADVERTISED on the 10th and 17th of April, 2019.

READ a second time this _____ day of _____, 2019.

READ a third time and finally passed this _____ day of _____, 2019.

Joshua Knelsen
Reeve

Lenard Racher
Chief Administrative Officer



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 7, 2019
Presented By:	Jennifer Batt, Finance Controller
Title:	Policy FIN011 Accounts Receivable/Utility Collections

BACKGROUND / PROPOSAL:

As part of the Finance Committee’s Terms of Reference, Finance Policies are reviewed to ensure the policies are as per current practices, and to identify amendments that may be required. At the April 25, 2019 Finance Committee meeting, administration brought forward amendments required to Policy FIN011 - Accounts Receivable/Utility Collections where a motion was made to recommend to Council that the policy be amended as presented.

Attached is the amended Policy for review.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

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

POLICY REFERENCES:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That Policy FIN011 Accounts Receivable/Utility Collections be amended as presented.

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

Mackenzie County

Title	ACCOUNTS RECEIVABLE / UTILITY COLLECTION	Policy No.	FIN011
--------------	---	-------------------	---------------

Legislation Reference	Municipal Government Act, Section 208 1 (g)
------------------------------	--

Purpose

To promote and encourage the timely payment of all receivable accounts, and to pursue delinquent accounts in a prudent and diligent manner.

POLICY STATEMENT AND GUIDELINES

OBJECTIVES

To provide policy guidance for the collection of payments for all receivable accounts including water, sewer, waste collection services, fire services, and any other fees as per the Fee Schedule Bylaw.

To impose a consistent and effective method of collection action for ratepayers who fail to pay their utility and receivable accounts.

All accounts with a balance outstanding after 30 days will be subject to a penalty of 2% per month.

PROCEDURE

Accounts Receivable

On a weekly basis, receivable invoices shall be generated. The ~~Utilities~~/Accounts Receivable clerk shall take every step to ensure that these billings are accurate.

The ~~Utilities~~/Accounts Receivable clerk shall ensure that the invoice is as per the Fee Schedule Bylaw, and approved by designated signing officers.

All invoices generated that have 3rd party charges shall include the back up for the charges stated.

Uncollectable balances may be transferred to an applicable tax roll if allowable under the MGA or may be referred to a collection agency for collection of the outstanding balance.

After administration has exhausted all reasonable collection efforts, administration may at the approval of the CAO write off unrecoverable amounts outstanding on accounts of less than \$250.00

- i) in excess of 365 days,
- ii) for those accounts that cannot be transferred to taxes.

A list of all accounts written off shall be presented to the Finance Committee at the first meeting following such write-offs.

Utility Accounts

On a monthly basis, utility invoices shall be generated. The Utilities/~~Accounts Receivable~~ clerk shall take every step to ensure that these billings are accurate.

All connection and disconnection notices, as provided by the field staff and/or requests from the customers, shall be reflected in the billings. Upon receipt of a disconnection notice and/or a new connection from a customer, the Utilities/~~Accounts Receivable~~ clerk shall make adjustments to reflect the change in status, then prepare a statement of account for the user advising of the account balance and requesting a payment in conjunction with the monthly billing.

At the close of each month and with the reconciliation of the utility subledger, as directed by the Finance Controller (FC), the Utilities/~~Accounts Receivable~~ clerk shall review the aged analysis report and identify those accounts that have a balance owing from the statement date of the invoice and proceed as follows:

Metered Users

Arrears period	Action
Over 30 days outstanding from invoice date	Send a past due first notice advising customer of his/hers outstanding balance.
Over 45 days outstanding from invoice date	Send a past due second notice within the first week of a month advising that if the account is not paid in full by the last date of the month (by 60 th day outstanding), all utilities may be disconnected or discontinued.
Over 60 days outstanding from invoice date	Advise FC of the balance outstanding of over 60 days. Prepare and send a registered past due final notice within the first week of a month signed by FC allowing 14 calendar days to pay. Send a Door Tag request to the applicable Water Treatment Plant to the attention of the Utilities Officers for distribution to the affected properties.

	<p>After 60 days outstanding, the account deposit shall be applied against the utility account for payment. A new deposit as per the Fee Schedule Bylaw shall be required prior to reconnecting once account is paid in full.</p>
<p>Over 74 days outstanding from invoice date</p>	<p>A list outlining all accounts with a balance outstanding over 74 days shall, along with completed Disconnection Authorization Forms for each account, be submitted to Chief Administrative Officer (CAO) and/or Designated Officer within fourth week of a month for approval to disconnect.</p> <p>Utilities/Accounts Receivable clerk shall submit the Disconnection Authorization Forms signed by CAO and/or Designated Officer to the Utilities Officer. Outstanding amounts for accounts in arrears over 104 days may be transferred to taxes at the approval of the CAO.</p> <p>Utilities Officer must disconnect the utility within 24 hours of receiving the Disconnection Authorization.*</p>
<p>Over 365 days outstanding from invoice date</p>	<p>After administration has exhausted all reasonable collection efforts, administration may at the approval of the CAO write off unrecoverable amounts outstanding on accounts of less than \$250.00</p> <ul style="list-style-type: none"> iii) in excess of 365 days, iv) for those accounts that cannot be transferred to taxes. <p>A list of all accounts written off shall be presented to the Finance Committee at the first meeting following such write-offs.</p>

*Disconnections during winter – if Utilities Officer has reasons to believe that the disconnection may create technical difficulties, the Utilities Officer shall notify CAO and/or Designated Officer in writing within 24 hours of receiving the Disconnection Authorization.

Utility deposits may be transferable.

Utility deposits received, shall be returned to renters that have been in good standing for a period of one year, or **the balance remaining** upon cancellation of utilities by the customer.

Cardlock Users

All water cards accounts with the outstanding balance past 60 (sixty) days shall be deactivated.

After 60 days outstanding, the deposit will be applied against the water card account for payment, and will require a new deposit as per the Fee Schedule Bylaw, prior to reconnecting once account is paid in full.

No card shall be reconnected until a payment in full is received and a deposit amount paid.

Reconnections

No reconnection or resumption of service shall be made until a payment for the full outstanding amount is made plus deposit and the applicable reconnection fee as established by the County's Water & Sewer Services Bylaw and/or Fee Schedule Bylaw.

Utilities/~~Accounts—Receivable~~ clerk shall complete and submit a Reconnect Authorization to the applicable Water Treatment Plant to the attention of a Utilities Officer.

Administrative Responsibilities

Chief Administrative Officer or Designate shall be responsible for monitoring compliance with this policy.

	Date	Resolution Number
Approved	1998-10-14	98-312
Amended	2011-11-08	11-11-908
Amended	2013-01-15	13-01-032
Amended	2014-10-14	14-10-676
Amended	2015-08-11	15-08-546
Amended	2018-01-09	18-01-030



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 7, 2019
Presented By:	Jennifer Batt, Finance Controller
Title:	Uncollectible Accounts Receivable and Utility Accounts

BACKGROUND / PROPOSAL:

As part of the yearend reconciliation, administration reviews and identifies accounts that are deemed uncollectable. A majority of this list is from previous years, and administration has exhausted all reasonable collection efforts, with outstanding amounts no longer collectable.

Attached is Appendix #1 which lists accounts receivable and utility amounts that administration is requesting to be written off.

The uncollectable request was brought to the April 25, 2019 Finance Committee meeting, where a motion was made to recommend to Council to write-off the amounts as per Appendix #1.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

2019 Budget.

SUSTAINABILITY PLAN:

N/A

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

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

Policy FIN011 – Accounts Receivable/Utility Collections

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the outstanding amounts shown in Appendix #1 (attached) of \$11,737.66 for accounts receivable accounts and \$5,869.12 for utility accounts be written off.

Author: J.Veenstra/JBatt Reviewed by: _____ CAO: _____

Appendix #1

Total 19 Accounts Receivable Accounts from 2011 - 2017

Fire Fighting Services	\$1,846.90
Snowplow Services	\$216.10
Board Room Rentals	\$2,157.50
NSF Cheques	\$1,277.19
Reimbursement of Costs	\$1,955.00
Utilities from County owned	
Rental properties	\$1,219.43
Inactive/long overdue	\$1,621.32
Interest on paid accounts	\$1,444.22

TOTAL **\$11,737.66**

Total 12 Utility Accounts from 2011 - 2015

2011 and previous	\$4,218.21
2013	\$640.25
2014	\$680.41
2015	\$330.25

TOTAL **\$5,869.12**

Rental units that did not have landowner's signatures to transfer to tax roll.
Renters left town, or businesses went into receivership



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 7, 2019
Presented By:	Jennifer Batt, Finance Controller
Title:	Fort Vermilion Seniors' Club – Additional Grant Funds Request

BACKGROUND / PROPOSAL:

As part of the 2019 Budget preparation, administration advertised the 2019 Grants to Non-Profit Organizations with a deadline to receive applications by October 15, 2018. Applications were available at County offices, as well as on the County's website.

After the October 15th deadline, administration contacted applicants informing them that they could make a presentation to Council on November 6, 2018 regarding their grant request, and to speak on how their organization enhanced the community, and what the grant funds would be used for.

No application was received from the Fort Vermilion Seniors Club for 2018 & 2019, however Council approved a \$4,000 operating grant in both the 2018 and 2019 budget.

On April 30th administration received a request from the Fort Vermilion Seniors Club for additional grant funding in the amount of \$2,000 to offset the utilities costs incurred in 2018, which would assist in covering their liability and contents insurance in 2019.

(Attached)

OPTIONS & BENEFITS:

Option #1

Approve the additional grant request by the Fort Vermilion Seniors Club in the amount of \$2,000.

Benefit

The additional grant from the County would assist in offsetting the increased cost of utilities.

Author: J Batt Reviewed by: _____ CAO: _____

COSTS & SOURCE OF FUNDING:

If approved, funds are available in the Grants to Other Organizations Reserve.

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

Administration will communicate Council decision to the Fort Vermilion Seniors Club, and the importance of completing the grant application every year.

POLICY REFERENCES:

FIN013 Community Organization Funding

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That additional grant funds in the amount of \$2,000 be provided to the Fort Vermilion Seniors Club from the Grants to Other Organizations Reserve.

Author: J Batt Reviewed by: _____ CAO: _____

Fort Vermilion Seniors' Club
Box 543, Fort Vermilion, AB
T0H 1N0

April 24, 2019

Counselor Cameron Cardinal, Ward 7
Mackenzie County
Box 640, Fort Vermilion, AB
T0H 1N0

Dear Cameron,

Re: Annual Grant to Fort Vermilion Seniors' Club

First of all, we wish to thank the County for, among other things, the \$4,000 grant sent to us in two parts (January and May). It almost covers our utility expenses.

Unfortunately, after completing the 2018 Income Statement we discovered that Utility Expenses amounted to \$5,123.70. We, therefore, would like to ask the County if they could advance \$6,000 instead of \$4,000. This would also help us with our liability and contents insurance.

For your information, we conduct fundraising activities such as pie sales once a month, membership fees of \$10 per member, a couple of raffles and some bake sales. In 2018 we brought in \$2,054.15 over and above the \$4,000 grant. This helped us with expenses for phone, janitorial, and routine building maintenance.

Thank you for giving attention to this matter.

Yours truly,

L. Marilyn Eek
Treasurer



YEAR-END FINANCIAL STATEMENTS for 2017-18 (Sept - Aug)
Fort Vermilion Seniors Club

INCOME STATEMENT - 2017-2018

REVENUE:

Surplus from Last Year	2,618.29
Operating Grant (Mackenzie County)	4,000.00
Fundraising	1,461.05
Donations	295.00
Ongoing Sales	48.10
Memberships	250.00
Total Revenue:	6,054.15

EXPENDITURES:

Subscriptions	0.00
Rent (Past & Present)	20.00
Telephone	618.21
Natural Gas	2,469.57
Electricity via Alta Gas and Mackenzie County	1,389.92
Water & Sewer	1,264.21
GST	237.67
"Kitchen - Social" Expenses (BBQ meat, Condiments, Coffee cream/sugar, etc.)	276.03
"Office-Type Expenses (Stamps, Cheques, Poster Paper, etc.)	139.27
Janitorial Labour & Supplies	106.50
Organizational Membership in ACA	60.00
Building Maintenance	0.00
Insurance - Liability	480.00
Insurance - Contents (Appliances, Soft Chairs, Tables/Chairs; Equipment, etc.)	213.68
Building & Grounds	0.00
Furniture	0.00
Transfer to Savings (2016/17 Ongoing Plant/Craft Sales)	41.00
Total Expenditures:	7,316.06
TOTAL NET SURPLUS (DEFICIT):	1,356.38

BALANCE SHEET, as of August 31, 2018
Fort Vermilion Seniors' Club

ASSETS

Current Year's Net Profit, as reconciled	1,356.38
Business T-Bill Savings:(Trip Fund-6,483.62; Building -1,028.62; Insurance Deductible- 1,000; Interest - 108.53)	8,620.77
Contents Valuation (Appliances; Tables/Chairs; Easy Chairs; Pool Table	59,897.12
TOTAL ASSETS	69,874.27

LIABILITIES & EQUITY:

Liabilities:

Trip Fund	6,483.62
Insurance Deductible	1,000.00
Total Liabilities:	7,483.62
Equity:	
Current Year's Surplus/(Deficit)	1,356.38
Usable Savings (Building- 1028.62; Interest-108.53)	1,137.15
Contents Replacement	59,897.12
Total Equity:	62,390.65
TOTAL LIABILITIES AND EQUITY:	69,874.27

0.00

BOARD MEMBER SIGNATURE

We, the undersigned, have reviewed the financial records of Fort Vermilion Seniors Club for September 1, 2017-August 31, 2018, and are satisfied that the above statements represent the financial status of the Society.

Signed: *M. M. Ateem*

Date: *April 23, 2019*

Signed: *A. Smith*

Date: *April 23, 2019*

MACKENZIE COUNTY

Title	COMMUNITY ORGANIZATION FUNDING	Policy No:	FIN013
-------	--------------------------------	------------	--------

Legislation Reference	Municipal Government Act, Section 248
-----------------------	---------------------------------------

Purpose

To provide guidelines for interim and/or seek funding of community services.

Policy Statement and Guidelines

Mackenzie County Council recognize that certain services should be supported by the community both in principal and also financially (cash or in-kind services) or the services may cease to exist.

Guidelines

The following common guidelines will apply:

1. Deadline for applications and/or the following years' budget projection is October 15th annually. Late applications will not be accepted.
2. Groups must be non profit societies officially incorporated for a minimum of one year under provincial or federal statute. In special circumstances, Mackenzie County may sponsor an unincorporated group as determined by Council.

Groups must be able to demonstrate the following: membership commitment; management capacity; planning capabilities; self-generated matching resources; good level of financial stability; commitment to the groups' self-reliance.

3. Information to be submitted with the completed application:
 - a) Last years' financial statements, audited if available;
 - b) Operating budget for the year of financial request;
 - c) Current year to date financial information
 - d) Societies act registration number;
 - e) Insurance coverage documentation;
 - f) Detail of matching resources, including volunteer hours, any provincial/federal grants, and fundraising information;
 - g) Purchasing policy/procedure;
 - h) Honorariums and expenses paid to Executive or Board members.

4. Funds issued on a grant basis will be accounted for through the budget process.
5. Whereas an organization receives grant funding from Mackenzie County, the organization will submit to Council a written report outlining a scope of work completed or in progress, the overall success of the project or program, and an accounting report, upon completion of the project or program, or upon completion of the following years' financial statements, whichever comes first.
6. Mackenzie County retains the right to deny funds.

	Date	Resolution Number
Approved	Nov 10/98	98-341
Amended	June 14/05	05-331
Amended	Sept 12/06	06-629

(signature on file)
Chief Administrative Officer

(signature on file)
Chief Elected Official



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 7, 2019
Presented By:	Carol Gabriel, Director of Legislative & Support Services
Title:	Policy HR002 Drug and Alcohol Use

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 policy was forward to the union for comment. Additionally the policy was forwarded to legal for review and the recommended changes are attached. Administration is recommending approval of the policy.

OPTIONS & BENEFITS:

The purpose of the attached draft policy is 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.

COSTS & SOURCE OF FUNDING:

N/A

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

SUSTAINABILITY PLAN:

COMMUNICATION:

Policy will be communicated to all employees upon approval by Council.

POLICY REFERENCES:

Currently no policies exist that address this matter.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That Policy HR002 Drug and Alcohol Use be approved as presented.

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

Mackenzie County

Title	Drug and Alcohol Use	Policy No:	HR002
--------------	-----------------------------	-------------------	--------------

Legislation Reference	Alberta Occupational Health & Safety Act, Regulations and Code Criminal Code Alberta Human Rights Act
------------------------------	---

Purpose

Mackenzie County (the “Employer” **or the “County”**) 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 use of drugs, including illegal drugs, the improper use of prescription or non-prescription medication, and the use of alcohol, cannabis, or other intoxicants can have serious adverse effects on the safety of the workplace for employees, contractors and the public. Impairment can lead to incidents causing serious injuries to employees and other persons or damage to the environment and property. As the safety of Employees is the County’s highest priority, the purpose of this policy is to create a working environment free of the effects of drug and alcohol impairment.

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.

Applicability:

This policy applies to:

- (a) All Employees of Mackenzie County;**
- (b) Employees of Societies, Boards and Committees over which the County’s Council has authority;**
- (c) Contractors and Subcontractors conducting business with the County;**
- (d) Boards, Societies and Committees over which the County’s Council has authority;**

(e) Volunteers working in a voluntary capacity for the County or any of its boards or societies, over which the County's Council has authority; and

(f) Paid On-Call members of the Mackenzie County Fire Departments.

Definitions:

“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.

“Cannabis” or “Marijuana” - means any part of a cannabis plant, including the phytocannabinoids produced by, or found in, such a plant and anything referred to in Schedule 1 of the *Cannabis Act*.

“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.

“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 (i.e. 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.~~

“Medication” - refers to a drug obtained legally by an employee and used as prescribed or directed, including but not limited to those obtained by the employee with a doctor’s prescription or medical document, as contemplated by the *Access to Cannabis for Medical Purposes Regulation* (as amended, repealed and replaced from time to time), and non-prescription or over-the-counter products.

“Restricted Drug” - means any drug or substance capable of causing intoxication or impairment which is legally obtainable for recreational use and whose sale, purchase, possession, or transfer are restricted by law.

“Safety-Sensitive Position” - means a position where the performance of duties or responsibilities with impaired physical or mental ability could foreseeably have a direct negative impact on the health or safety of employees, contractors, customers, the public or the environment, or could lead to significant property damage. Examples include driving vehicles, operating powered mobile equipment, repair and maintenance of vehicles and equipment, operating any equipment which could seriously injure any person as a result of misuse and the operation and maintenance of drinking water systems. This includes employees who are required to rotate through, or temporarily relieve in, safety-sensitive positions. Supervisors and managers who directly supervise the working level positions on site, or who perform the same duties or exercise the same responsibilities, are deemed to hold safety-sensitive positions.

“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. Restricted Drugs

2.1 The following are prohibited:

- a) use, possession, distribution, offering or sale of Restricted Drugs or Restricted 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 Restricted Drugs; and**
- d) presence in the body of Restricted Drugs as determined through the testing program.**

3. Legal Drugs

3.1 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;

4. Alcohol

4.1 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.

4.2 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.

5. Additional Prohibitions

5.1 An Employee shall not, under any circumstances, consume alcohol or use, consume, ingest, or inhale Illegal Drugs, Restricted Drugs or other intoxicants while in care and control of or responsible for any of the County's vehicles or equipment, or while using the Employee's vehicle for work-related purposes.

5.2 Refusal to submit to drug/alcohol/intoxicant testing, failing to report for drug, alcohol or other intoxicant testing, tampering or attempting to tamper with a test sample, assisting with tampering or attempting to assist in the tampering of a test sample, will be deemed to be a positive test result, resulting in the Employee being subject to disciplinary action, including termination for just cause.

6. Medications

- 6.1 Everyone must use prescribed and over-the-counter medications responsibly. **The legal use of prescription medications is permitted at work providing they do not impair the Employee's ability to perform their work effectively and in a safe manner.** 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.
- 6.2 Medications of concern are those that inhibit or may inhibit an Employee's ability to perform their job safely and productively.
- 6.3 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.
- 6.4 Employees are to report any requirement for modified work to their supervisor and follow any recommended course of action to minimize safety risk.
- 6.5 If a medication including Medical Marijuana has been prescribed that causes impairment, the Employee must disclose the medication, the side effects and the treatment plan to Human Resources. A diagnosis does not need to be provided.**
- 6.6 The County is committed to accommodating an Employee's necessary use of Prescription Medications to the extent reasonably possible without undue hardship.**

7. Call-in Situations

- 7.1 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.~~
- 7.2 If an Employee is called back, whether formally designated as on-call or not, after regular working hours to perform work-related duties and has been consuming alcohol or using Drugs or other intoxicants, it is the Employee's responsibility to:**
- (a) decline the call out;**

(b) ensure that he or she does not perform any employment duties, including operate a motor vehicle, while under the influence of Alcohol, Illegal Drugs, Restricted Drugs, Medication or any other intoxicant or substance, if impairment has resulted;

(c) notify the Employee's supervisor of the circumstances immediately; and

(d) confirm directly or through the Employee's supervisor that a responsible Employee who is not under the influence of Alcohol, Drugs or intoxicants will perform the required task.

PREVENTION, ASSISTANCE, REHABILITATION

8. 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.

9. **Assessment/Rehabilitation Substance Abuse/Treatment and Accommodation**

~~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.~~

9.1 (a) An Employee suffering from Drug, Alcohol or other substance addiction is required to disclose the addiction to Human Resources or his/her Management Supervisor.

- (b) The County acknowledges its responsibility to assist and accommodate Employees suffering from illness/addiction to alcohol or drugs to the extent reasonably possible without undue hardship.**
- (c) Employees who are concerned that a fellow Employee may be suffering from a drug or alcohol addiction are strongly encouraged to report their concerns to a supervisor.**
- (d) If an Employee neglects or refuses to disclose such a condition to the County, the County will be forced to deal with breaches of this policy assuming that the Employee is not suffering from an addiction or illness related to drugs and alcohol but has simply disregarded the policy, in which case immediate disciplinary action will be taken.**
- (e) Seeking voluntary assistance for Drug and Alcohol addiction will not jeopardize an Employee's employment with the County, so long as the Employee continues to cooperate and seek appropriate treatment for their disclosed problem and is able to treat and control the problem to facilitate a safe return to work within the reasonably foreseeable future.**
- (f) The Employee may utilize any accrued/earned sick leave when attending rehabilitation for the Drug, Alcohol or other intoxicant addictions.**
- (g) Employees suffering from Drug, Alcohol or other intoxicant addiction who fail to co-operate with assistance or treatment programs and/or engage in repeated infractions of this policy, will be subject to the normal disciplinary sanctions, including immediate termination for just cause.**
- (h) When an Employee returns to work following a disclosure that the Employee suffers from a Drug, Alcohol or other intoxicant dependency and subsequent treatment, the County may require the Employee to undergo a return-to-work test. Further random unannounced return-to-work testing may be required for up to one year after the Employee returns to work.**

9.2 All Employees who are candidates for primary treatment (for example, residential or out-patient treatment) for Drug or Alcohol 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.

- 9.3 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.
- 9.5 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).
- 9.6 The Employer shall not be responsible for costs associated with treatment.

INVESTIGATION PROCEDURES

10. Performance Management

- 10.1 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.

11. Unfit for Duty Situations

- 11.1 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.
- 11.2 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.

12. Alcohol and Drug Testing

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

Reasonable Cause and Post-Incident Testing

12.1 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.

12.2 The Employer may conduct testing for the presence of Alcohol or Drugs when it has reasonable grounds to believe that the actions, appearance or conduct of an Employee while on duty (including while on-call) indicates that the Employee is under the influence of Restricted or Illegal Drugs or Alcohol. While the Employer reserves this right for all of its employees, employees should understand that the necessary threshold to establish reasonable cause in the eyes of the Employer will be lower for Employees in Safety-Sensitive Positions given the potential consequences involved.

12.3 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).

~~12.3 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;~~

12.4 The basis for the decision to test will be documented as soon as possible after the action has taken place and identified to the Employee prior to the test being conducted. The Employee will be invited and have the opportunity to speak to or refute the basis for the decision to test and the Employer shall consider the Employee's position prior to proceeding with the test. For any Employees represented by a Union, the Employee shall be advised of their right and the opportunity to contact and seek Union Representation prior to and for attendance at the test so long as such contact or representation does not unreasonably delay the testing process which is important to have performed in a timely fashion. The referral for the test will be based on specific, personal observations resulting from, but not limited to:

- (a) Observed use or evidence of Restricted or Illegal Drugs or Alcohol (e.g. smell of alcohol or cannabis);
- (b) Erratic or atypical behaviour of the Employee;
- (c) Changes in physical appearance of the Employee;
- (d) Changes in the behaviour of the Employee;
- (e) Changes in speech patterns of the Employee;
- (f) Discovery of Drugs, inclusive of Medication capable of causing impairment, Alcohol or related paraphernalia found in locations to which an Employee has sole or primary access, including Employee lockers or assigned vehicles; or
- (g) Following a serious incident or accident where the possibility of Drug or Alcohol impairment cannot be easily ruled out from review of the circumstances, including a “significant incident” as defined by Occupational Health & Safety legislation, and a situation which created significant potential or risk for an incident or accident, even if an incident or accident did not ultimately result (a “near miss”).
- (h) The County may conduct reasonable cause testing upon receipt of a complaint or concern by a co-worker or third party that an Employee may be using Drugs, Alcohol or other substances contrary to this policy. Records of the confidential complaint must be retained.
- (i) In all situations where the County believes an Employee is unfit to be at the workplace, a reasonable escort will be used to escort the Employee home.
- (j) Where reasonably possible, such tests shall be conducted respectfully and in a manner to minimize the intrusive nature of tests. The County will arrange for the Alcohol and Drug testing to be undertaken. The process is to be completed as soon as possible after the incident which is deemed within the guidelines of this Policy.

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.—~~

12.5 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).

12.6 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.

~~12.8 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.~~

12.7 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.

12.8 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.

Testing Procedures

12.9 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.

12.10 (a) Any testing undertaken pursuant to this Policy, including analysis of results, shall be performed by a qualified professional. Where appropriate, results shall be confirmed by laboratory testing, which shall be performed at an accredited laboratory;

(b) Where reasonably possible, tests shall be conducted respectfully and in a manner to minimize the intrusive nature of the tests. The Manager will contact the alcohol and drug testing provider to schedule a test. The process is to be completed as soon as possible after the incident or observation which is deemed within the guidelines of this Policy.

The drug testing will be performed in compliance with the testing procedures as defined by the drug and/or alcohol testing facility.

- (c) The Employee shall be notified of the result of the test, and given an opportunity to address those results, including by providing them to and discussing them with the Employee's own physician. For employees with positive test results, the Employer shall consider on a case-by-case basis all of the surrounding facts and circumstances, including input from the Employee and, if applicable, the Employee's Union Representative and made a determination of further steps, requirements, or recommendations that may be necessary to refer the Employee to their own or an independent physician to assess whether a Drug or Alcohol dependency exists.
- (d) The County will store test results in a secure location with access restricted to the County's Human Resources in order to preserve employee privacy. Test results will not be disclosed to third parties without prior written consent of the employee, subject only to a legal requirement for the County to produce employee test results.

Impairment Levels

12.11 For the purposes of this Policy, the following sets out the impairment levels:

- (a) Drug Panel, Urine Screening Cut-off Concentration Levels – a test result at these levels or above is a positive test.

Drug	Parameter (Level)
Amphetamine	500 ng/mL
Cocaine metabolite	150 ng/mL
Cannabinoids	50 ng/mL
Opiates	2000 ng/mL
MDMA	500 ng/mL
Phencyclidine	25 ng/mL
6-Acetylmorphine	10 ng/mL
Marijuana metabolite	50 ng/mL

(b) Confirmation Urine Drug Concentration Levels – a test result at these levels or above is a positive test.

Drug	Parameter (Level)
Amphetamine • Methamphetamine	250 ng/mL 250 ng/mL
Cocaine metabolite	100 ng/mL
Opiates Codeine Morphine	2000 ng/mL 2000 ng/mL
MDMA • MDMA • MDA • MDEA	250 ng/mL 250 ng/mL 250 ng/mL
Phencyclidine	25 ng/mL
6-Acetylmorphine	10 ng/mL
Marijuana metabolite	15 ng/mL

(c) Alcohol Level equal to or in excess of 0.040 grams per 210 litres of breath is a positive test.

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

12.12 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.

13. Possession of Alcohol or Drugs

13.1 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.

13.2 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.

14. Impaired Driving Charge

14.1 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.

14.2 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 up to and including dismissal.

DISCIPLINE

15. The County views the rules contained in this policy to be of the utmost importance. There is zero tolerance for deviation from the above terms which will result in disciplinary action that may include immediate dismissal. All Employees will be provided with a copy of this policy as notification that any resulting dismissal will be considered as "dismissal with just cause".

16. As indicated above, any Employee actively suffering from a drug or alcohol dependence is required to disclose the addiction, and the Employer recognizes its responsibility to assist and accommodate employees suffering from such a condition. However, if an Employee neglects or refuses to disclose a Drug or Alcohol dependence to the Employer, in violation of this Policy, the Employer may, when warranted in the

circumstances, deal with breaches of this Policy based on the understanding that the Employee is not suffering from a Drug or Alcohol dependence, but has simply disregarded this Policy, in which case immediate and strict disciplinary action will be taken. Further, failure to disclose an active Drug or Alcohol dependence is itself a violation of this Policy.

17. Notwithstanding the foregoing, any and all disciplinary action under this Policy that is taken by the Employer against an Employee will comply with any applicable collective agreement then in place.

POST-VIOLATION RETURN TO WORK

18. Seeking voluntary assistance for Drug or Alcohol dependence will not jeopardize an Employee's employment with the Employer, so long as the Employee continues to cooperate and seek appropriate treatment for his or her disclosed problem and is able to treat and control the problem to facilitate a return to work within the reasonably foreseeable future.

19. Any Employee violating this policy who is subsequently authorized and accepted by the Employer to return to the workplace shall receive a Return to Work Letter outlining conditions of the return to the workplace which will normally include (without limiting the generality of the foregoing) the following:

- (a) Requirement to continue treatment, counselling and assistance programs or procedures recommended by the Employee's advising physician or addiction counselor;
- (b) Express obligation to immediately cease performance of duties and notify a supervisor in the event the Employee finds themselves under the influence at any time during work hours following a return to the workplace;
- (c) Requirement to provide written medical confirmation that the Employee has any condition under control and is able to safely return to the workplace without danger to the Employee or to others;
- (d) Requirement to provide reasonable regular updates from the Employee's physician or addiction counsellor that the Employee continues to follow recommended treatment programs and continues to be fit for duty without danger to themselves or others;
- (e) An express warning to the Employee that future violations of the policy will lead to further discipline and serious consideration of immediate termination for just cause-;

- (i) A request to complete a return-to-work test. Further random, unannounced return-to-work testing may be required for up to one year after the Employee returns to work.**

20. Employees suffering from drug, alcohol addiction who fail to co-operate with assistance or treatment programs and/or engage in repeated infractions of this policy, will be subject to the normal disciplinary sanctions, including immediate termination for just cause.

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		

DRUG & ALCOHOL USE POLICY ACKNOWLEDGEMENT

Mackenzie County (the “Employer”) is committed to ensuring the health and safety of its employees, contractors and the public, as well as fostering an effective and productive environment for working and learning. We recognize that the use of impairing substances, like drugs, alcohol, and even certain medications can impede our ability to achieve these common goals. For this reason, the Employer is adopting new guidelines for substance use in the workplace, to clearly set out our expectations for employee conduct, options for seeking help, and the consequences of violations.

We expect that you’ll come to work able to work safely and effectively, which in our view means free from impairment. Under no circumstances should employees be in possession of, using, consuming, ingesting or under the influence of impairing drugs or alcohol during working hours, whether on or off the Employer property. We also expect that if you’re operating a vehicle, whether it’s the Employer’s or personal property, for any work-related purpose, that you’ll similarly be free from impairment. While we expect that our employees will comply with these rules on a day to day basis, there will be Employer-related functions at which consumption of alcohol will continue to be permitted. While the Employer expects that all of its employees will comply with this rule on a day to day basis, it is recognized that for some employees Employer approved and appropriate social functions within the course and scope of their work hours will occur at which reasonably limited consumption of alcohol is customary and appropriate. Some common examples for illustration purposes would include: conference cocktail reception, Employer approved social dinner, or a promotional activity or event such as a Christmas party. However it is critically important that all employees understand that even at these events where alcohol consumption is permitted, alcohol should only be consumed on a social basis to reasonable levels which ensure professional and responsible behavior by employees at all times.

This prohibition applies to illegal drugs, drugs which are approved for recreational use, and even to prescribed medications, which may cause impairment or otherwise interfere with an employee’s ability to work safely (even if they’re used as indicated or prescribed). We would encourage you to speak with your doctor or pharmacist to understand the risk of impairment associated with prescribed or over-the-counter medicines, and that you disclose this to the Employer if there is a likely workplace impact. We are committed to working with you to accommodate necessary use of medication to limit or eliminate workplace impact, to the extent possible.

If you’re actively suffering from addiction which may potentially interfere with the diligent and safe performance of your duties in our workplace, you must disclose it to the Employer. We will help you seek and obtain the help you need, without recourse or fear of reprisal. The Employer will work with you and your advising physician and/or counsellors, provide you time away from work, if necessary, return you to work when appropriate, and keep you accountable upon your return. We expect you to cooperate

in this process and follow reasonable treatment recommendations and reasonable guidelines set by the Employer. If you feel like one of your co-workers is struggling with an addiction, we ask that you let us know. The Employer is committed to accommodating employee addictions to the point of undue hardship.

We wish to be clear that this is a zero-tolerance policy; violations of the Policy will be subject to discipline, up to and including termination for cause.

It is very important that each employee understands their obligations under this Policy, and to confirm their commitment to keeping our workplace safe, productive, and impairment-free.

I confirm that I have received a copy of the Drug and Alcohol Administrative Policy, and that I have read and understand the obligations outlined therein and summarized above.

Employee Signature

Employee Name (Please Print)

Date



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 7, 2019
Presented By:	Carol Gabriel, Director of Legislative & Support Services
Title:	Mackenzie County Subscriptions and Advertising Memorandum of Agreement

BACKGROUND / PROPOSAL:

On April 11, 2017 Council committed to purchasing a print subscription to The Echo/Pioneer newspaper for each household within the municipality. Included with these subscriptions was a full-page advertisement each week.

Administration entered into a Memorandum of Agreement with Mackenzie Report Inc. for a three-year term. This Agreement terminates on June 10, 2020 unless notice of the County's intent is given one-year in advance to enter into a new agreement.

The cost of the current agreement is outlined as follows:

- Year 1 (2017-18) and Year 2 (2018-19) - \$51,000 plus GST
- Year 3 (2019-20) - \$54,000 plus GST

The proposed rates of the new agreement are:

- Year 1 (2020-21) and Year 2 (2021-22) - \$54,000 plus GST
- Year 3 (2022-23) - \$58,000 plus GST

OPTIONS & BENEFITS:

The cost of advertising a full-page on a weekly basis without the free resident subscriptions is \$46,247.04 (\$963.48 per week x 48 weeks). The current subscription rate is \$30.00 plus GST.

To date there are approximately 1,200 residents taking advantage of this program.

Administration is of the opinion that given the additional cost of \$7,752.96 (Advertising/with Free Subscriptions vs. Advertising Only) there is value in continuing

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

this service to our residents and providing them with access to County based notifications and advertising.

COSTS & SOURCE OF FUNDING:

	Budget	Expenses
2014		\$43,806
2015		\$36,407
2016	\$63,220	\$30,471
2017	\$56,270	\$72,961
2018	\$72,850	\$72,606
2019	\$79,500	

Please note that although the Agreement portion of the budget is \$54,000, additional funds are included for costs associated with other advertising methods (ie. Big Deal Bulletin, supplemental features or additional space required in the newspaper, external recruitment advertising, mailouts, radio advertisements, etc.)

SUSTAINABILITY PLAN:

COMMUNICATION/PUBLIC PARTICIPATION:

POLICY REFERENCES:

RECOMMENDED ACTION:

- Simple Majority
 Requires 2/3
 Requires Unanimous

That administration be authorized to enter into a new Subscriptions and Advertising Memorandum of Agreement with Mackenzie Report Inc. for a three-year term ending in July, 2023.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 7, 2019
Presented By:	Carol Gabriel, Director of Legislative & Support Services
Title:	Lobby Government Effectively Seminar

BACKGROUND / PROPOSAL:

At the April 24, 2019 Council made a motion for administration to investigate the cost of hosting an in-house Lobby Government Effectively Seminar with the possibility of inviting other partners.

Administration contacted the facilitator and he provided the following information:

- Dates available (dates may change as they are on a first come first serve basis):
 - June 10, 11, 24, 25, 27, 28
 - Last two weeks in July
- Cost:
 - \$3,000 per day for up to 24 persons
 - \$3,500 per day for 25-36 persons
 - Plus travel and expenses
 - Additional costs may be incurred depending on time spent travelling to our remote location.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

2019 Operating Budget

SUSTAINABILITY PLAN:

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

COMMUNICATION / PUBLIC PARTICIPATION:

POLICY REFERENCES:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

For discussion.

Author: _____ Reviewed by: _____ CAO: _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 7, 2019
Presented By:	Carol Gabriel, Director of Legislative & Support Services
Title:	2019 Alberta Forest Products Association Annual General Meeting and Conference

BACKGROUND / PROPOSAL:

The Alberta Forest Products Association AGM and Conference is scheduled for September 25 – 27, 2019 in Jasper.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

The 2019 operating budget includes the attendance for five Councillors.

SUSTAINABILITY PLAN:

COMMUNICATION/PUBLIC PARTICIPATION:

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

POLICY REFERENCES:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the following Councillors be authorized to attend the Alberta Forest Products Association Conference on September 25 – 27, 2019 in Jasper, Alberta.

- 1.
- 2.
- 3.
- 4.
- 5.

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

Carol Gabriel

From: Alberta Forest Products Association <bmulligan@albertaforestproducts.ca>
Sent: April 29, 2019 1:19 PM
To: Carol Gabriel
Subject: Alberta Forest Products Association 77th AGM and Conference

Trouble viewing this email? [Read it online](#)



900, 10707 100 Avenue
Edmonton, AB T5J 3M1
Tel: 780-452-2841 Fax: 780-455-0505
www.albertaforestproducts.ca

AFPA AGM

Good Afternoon,

We are pleased to invite you to attend the AFPA's 77th Annual General Meeting and Conference at the Fairmont Jasper Park Lodge from September 25-27, 2019. The conference will provide an opportunity for forest industry representatives, senior government officials, and key stakeholders to meet, network, and discuss the future of Alberta's forest industry.

Registration Information

Conference details, accommodations, and registration information can be found on the [AFPA website](#). We expect rooms in Jasper to be scarce this year and encourage you to book your hotel room as soon as possible. Please visit the [Jasper Park Lodge website](#) to receive the conference room rate.

Guests registering before June 30, 2019 are eligible for the **early bird rate** and will be entered into a draw for an **early bird prize package**.

We look forward to seeing you in Jasper.



Alberta Forest Products Association
900, 10707 100 Avenue
Edmonton Alberta T5J 3M1
Canada

This email is intended for cgabriel@mackenziecounty.com.
[Update your preferences](#) or [Unsubscribe](#)

delivered by
 Campaigner



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 7, 2019
Presented By:	Byron Peters, Deputy Chief Administrative Officer
Title:	Plant Protein Ingredients Summit

BACKGROUND / PROPOSAL:

The Plant Protein Ingredients Summit is taking place in Saskatoon from May 29th to 31st, 2019. The plant ingredient focus of the summit ties in directly with the value added agriculture goals of Council. This summit is hosted annually in various international locations, so it is a great opportunity to attend while it is in Western Canada.

The timing of the summit conflicts with the FCM conference, but administration feels it is important to have a person or two from our community attend the summit in order to better understand opportunities and to begin to build a network.

Administration is unable to attend, and recommends that at least one or two local representatives attend. Councillor Ernie Peters has expressed a desire to attend this summit. The Frontier Seed Cleaning Co-op has also expressed an interest to share the cost of sending a delegate from the Co-op.

OPTIONS & BENEFITS:

Benefits of attending include growing the local knowledge base, develop a deeper understanding of opportunities and begin to develop the business and social networks related to value added agriculture, specifically plant proteins.

COSTS & SOURCE OF FUNDING:

The estimated cost per attendee is \$3500, which includes conference registration, travel and subsistence. There is sufficient funding in the operating budget to cover the anticipated expenses.

Author: B Peters Reviewed by: _____ CAO: _____

SUSTAINABILITY PLAN:

Goal E15 That value added agriculture opportunities be pursued to ensure that sustainable employment opportunities are created and maintained within the County.

Goal E23 The County's business communities can provide local products and services to meet consumer demand.

Goal E28 The County's economy has the capacity to moderate the local impacts of dramatic economic up and downturns in resource sector activities.

COMMUNICATION / PUBLIC PARTICIPATION:

As the County progresses its understanding of the plant protein opportunities that are available, a value driven engagement strategy will be required. Information gathered at this time will support that process.

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Motion 1

Simple Majority Requires 2/3 Requires Unanimous

That Councillor E. Peters be authorized to attend the Plant Protein Ingredients Summit on May 29 – 31, 2019 in Saskatoon, SK.

Motion 2

Simple Majority Requires 2/3 Requires Unanimous

That Mackenzie County cover 50% of the cost for a delegate from the Frontier Seed Cleaning Co-op to attend the Plant Protein Ingredients Summit on May 29 – 31, 2019 in Saskatoon, SK.

Author: B Peters Reviewed by: _____ CAO: _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 7, 2019
Presented By:	Carol Gabriel, Director of Legislative & Support Services
Title:	La Crete Agricultural Society – Request for Letter of Support (Community Agricultural Grant – Peavey Industries)

BACKGROUND / PROPOSAL:

See attached letter from the La Crete Agricultural Society requesting a support letter for their Community Agricultural Grant application through Peavey Industries for the development of an orchard in the La Crete Mennonite Heritage Village.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

- Simple Majority
 Requires 2/3
 Requires Unanimous

That a letter of support be provided to the La Crete Agricultural Society for their Community Agricultural Grant application through Peavey Industries for the development of an orchard in the La Crete Mennonite Heritage Village.

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

La Crete Agricultural Society

Box 791, La Crete AB, T0H 2H0

(780)928-4447

lcheritagecentre@gmail.com

lacreteheritagecentre.weebly.com



Mackenzie County

Box 640

Fort Vermilion, AB

T0H 1N0

April 25, 2019

Dear CEO and council:

We plan to apply for a Community Agricultural Grant through Peavey Industries for the development of an orchard in the La Crete Mennonite Heritage Village. The grant deadline is May 31, 2019. We would like to request a Support Letter from the Mackenzie County to include in our application.

The idea of experimenting with fruit trees suitable for our region has been in our minds for some time, but when we came across a book called, *A History of Mennonite Gardens and Orchards in Russia and Manitoba*, the idea came to mean a lot more to us. This project will now serve several purposes:

1. We will experiment with fruit tree varieties with the intention of making our learnings public for the benefit of the local community.
2. This will serve as a reminder of our heritage and the orchards our forefathers grew in Russia.
3. This will also serve as an additional learning component for the next generations when school classes come for museum tours.

Cost for the development of this orchard will include site development, fruit trees, and an irrigation system.

If you have any questions please feel free to contact me at (780)928-4447.

Sincerely:

Susan Siemens

Secretary/Program Coordinator

La Crete Agricultural Society

(780)928-4447

May 8, 2019

Peavey Industries Community Agricultural Grant
7740 – 40 Avenue
Red Deer, AB
T4P 2H9

Attention: Peavey Industries Grant Committee

RE: La Crete Agricultural Society – Peavey Industries Agricultural Grant

It is my pleasure, on behalf of the Mackenzie County council, to write a letter of support for the orchard project of the La Crete Agricultural Society as it pertains to their Community Agricultural Grant application.

Their vision and goal to develop and experiment with fruit trees and berries that will thrive in Northern Alberta is commendable and we believe this will result in a huge benefit to our community as their learnings are shared. We consider their project a very good fit for their museum village as orchards were very much a part in the lives of their Mennonite forefathers. This project will be educational for local adults, but for the next generations as well. Many school children come for tours, and staff can engage and teach them the benefits of growing food locally as well as tree and plant care as it correlates to their curriculum.

The Society has managed the La Crete museum village since 1991 and has the directors, vision, and staff to ensure projects are carried out. They provide meaningful and engaging experiences for our community and visitors. We believe the La Crete Agricultural Society plays a role in attracting tourists to our region.

Should you have any further questions, please feel free to contact myself at (780) 926-7405 or Len Racher, Chief Administrative Officer, at (780) 927-3718.

Yours sincerely,

Joshua Knelsen
Reeve



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 7, 2019
Presented By:	Carol Gabriel, Director of Legislative & Support Services
Title:	Watt Mountain Wanderers Snowmobile Club – Request for Letter of Support (Community Facility Enhancement Program)

BACKGROUND / PROPOSAL:

See attached letter from the Watt Mountain Wanderers Snowmobile Club requesting a support letter for their Community Facility Enhancement Program grant application to assist in the purchase of a tarp shed.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

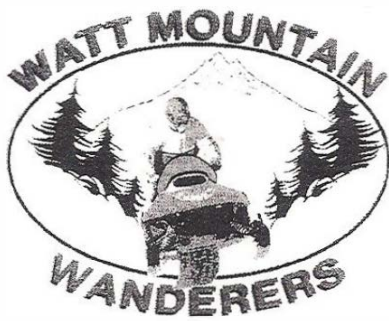
COMMUNICATION:

RECOMMENDED ACTION:

- Simple Majority
 Requires 2/3
 Requires Unanimous

That a letter of support be provided to the Watt Mountain Wanderers Snowmobile Club for their Community Facility Enhancement Program grant application to assist in the purchase of a tarp shed.

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



**WATT MOUNTAIN WANDERERS
SNOWMOBILE CLUB**
Box 3574
High Level, AB
T0H 1Z0

May 2, 2019

Dear Council,

The **Watt Mountain Wanderers Snowmobile Club** would like to request a letter of support from the **Mackenzie County**. We are applying to the Community Facility Enhancement Program for a grant to help us purchase a tarp shed to replace the one we had that collapsed this past winter. Our Club has had the shed set up on one of our Club Member's property for the past 20 years. We used this shed to store our SnowCat and trail grooming equipment. We also store all of our trail signage and event equipment at this location. The owner of the property limited our access to the property after his gate was left open and equipment was stolen. When our shed collapsed he encouraged us to find a different location to rebuild on.

A business owner in High Level heard about our misfortune and has offered to sell us a parcel of land with a 120X40 elevated tarp shed and a 30X20 lean to building for a drastically reduced price. The value of the property with buildings is over \$240,000. He has offered it to us for \$75,000. Our Club can and will not pass up this offer.

Not only is this facility perfect to store and maintain our equipment; it will be an excellent location for our Club to stage its rallies from. We can also host our Club meetings and Safety Workshops at this location. Besides the \$75,000 cost of the facility we will have to invest an additional \$40,000 for fencing, gravel and an electrical installation. The total project value will be \$280,000.

Our Club will be applying for a \$100,000 grant under the matching grant program format.

Our Club has emergency operating reserve funds that we could use to purchase this property but doing this would greatly hamper our future operating plans. The shelter is a must if we hope to keep our organization operating.

PRESIDENT
VICE PRES
SECRETARY
TREASURER
FAX: 926-4783

BARRY TOKER
CLAUDE DUVAL
BECKY TOKER
HENRY GIESBRECHT
e-mail: btw3@telusplanet.net

CELL: 780-926-1231
CELL: 780-821-0263
CELL: 780-926-0264
CELL: 780-926-1511

Mackenzie County has for the past 20 years assisted us in our volunteer organization's efforts to develop and maintain 350 km of world class recreational trails that are used by residents throughout Mackenzie County. We hope we can count on your support in our **Community Facility Enhancement Program** funding request.

Thank You



Barry Toker
President
Watt Mountain Wanderers
Snowmobile Club

The Mackenzie County fully support the Watt Mountain Wanderers Snowmobile Club in their request for funding from the Community Facility Enhancement Program.

Their volunteer organization has for the past 20 years donated tens of thousands of hours and hundreds of thousands of dollars to develop and maintain over 300 kilometres of world class recreational trails in our County. These trails have enhanced the quality of life for thousands of our residents over the years; not only snowmobilers but horseback riders, ATV users, hunters and trappers utilize these trails. With limited recreational infrastructure in our area; outdoor recreation is a way of life in Mackenzie County and the Watt Mountain Wanderers' Trail System is an important part of this infrastructure.

More than just a snowmobile club; they have been strong supporters to numerous other community organizations assisting such groups as the local Agricultural Society, Oilmen's Association, Safe Home Network and the M.S. Society just to name a few. The Watt Mountain Wanderers have also partnered with local Fire Departments to assist in search and rescue efforts and emergency response situations.

We hope that their request for funding from your program will be positively received as their project will allow them to continue generously supporting our community and residents.



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 7, 2019
Presented By:	Len Racher, Chief Administrative Officer
Title:	Tri-Council Meeting – June 5, 2019

BACKGROUND / PROPOSAL:

The next Tri-Council meeting is scheduled for Wednesday, June 5, 2019. A copy of the previous meeting minutes are attached for information.

The CAO Secretariat will be meeting in the next couple of weeks to discuss the agenda. Therefore, administration is seeking Council’s input on agenda topics for the meeting.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

POLICY REFERENCES:

Tri-Council and CAO Secretariat Governance Protocol

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

RECOMMENDED ACTION:

Simple Majority

Requires 2/3

Requires Unanimous

For discussion.

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



TRI COUNCIL MEETING MINUTES

Wednesday, March 6, 2019

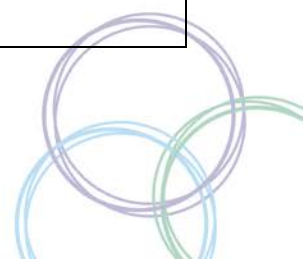
5:30 p.m.

Town of High Level Council Chambers High Level, Alberta

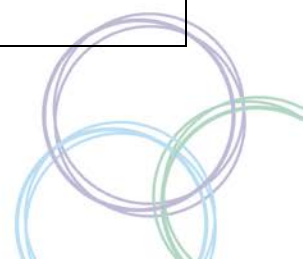
Town of Rainbow Lake(HOST):	Michelle Farris Tanya Lindley Dan Fletcher Julia Darling	Mayor Councillor Chief Administrative Officer Municipal Clerk/Recording Secretary
Mackenzie County:	Josh Knelsen Walter Sarapuk David Driedger Peter Braun Ernest Peters Cameron Cardinal Lisa Wardley Eric Jorgensen Len Racher Carol Gabriel	Reeve Deputy Reeve Councillor Councillor Councillor Councillor Councillor Councillor Chief Administrative Officer Director of Legislative & Support Services
Town of High Level:	Crystal McAteer Boyd Langford Ellis Forest Terry Jessiman Mike Morgan Beth Gillis Garry Peterson	Mayor Deputy Mayor Councillor Councillor Councillor Councillor Chief Administrative Officer
Guests:		

CALL TO ORDER:	1.1 Call to Order
	Mayor Farris (RL) called the meeting to order at 6:00 pm
DECLARATION OF QUORUM:	Mayor Farris waives Quorum for Rainbow Lake

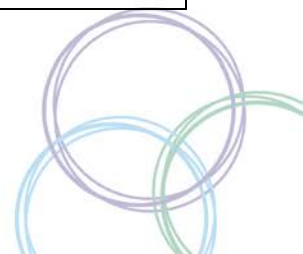
AGENDA:	2.1 Adoption of Agenda
MOTION 01-19	<p>MOVED by Councillor Wardley (MC)</p> <p>That the agenda be approved as amended. Remove 5.1 CN Rail Add 7.8 Caribou Mountains</p> <p>CARRIED BY CONSENSUS</p>
ADOPTION OF PREVIOUS MINUTES:	3.1 Minutes of the August 1, 2018 Tri-Council Meeting
MOTION 02-19	<p>MOVED by Mayor McAteer (HL)</p> <p>That the minutes of the October 4, 2017 Tri-Council meeting be adopted as amended.</p> <p>Include Councillor Wardley in 6.2</p> <p>Councillor Wardley requests that the letter from 7.1 should be presented as info at the following meeting.</p> <p>CARRIED BY CONSENSUS</p>
BUSINESS ARISING:	4.1 None
DELEGATIONS:	5.1 None
OLD BUSINESS:	6.1 None
NEW BUSINESS:	7.1 Joint Subdivision Appeal Board
	7.2 Joint Assessment Appeal Board
	Discussion happened around creating a regional board for all trained members from each municipality to sit on.
Motion 03-19	<p>MOVED by Councillor Eric Jorgenson (MC)</p> <p>That Tri-Council direct the CAO Secretariat to develop a consistent process and documentation for the Assessment Review Boards and Subdivision Development and Appeal Boards for the Town's of Rainbow Lake, High Level and Mackenzie County to be presented at the next Tri Council Meeting.</p> <p>CARRIED BY CONSENSUS</p>



Motion 04-19	<p>MOVED by Mayor Crystal McAteer (HL) That Tri-Council direct the CAO secretariat to develop a draft regional agreement for Joint Assessment Review Boards and Joint Subdivision Development and Appeal Boards to be presented at the next Tri Council meeting.</p> <p>CARRIED BY CONSENSUS</p>
	<p>7.3 Annual Charity Golf Tournament</p>
	<p>Mackenzie County brought forward that each Municipality take a turn coordinating this event as the County pours a lot of resources into the event. It was brought up the need for a new coordinator. It was mentioned that with Heart and Stroke pulling out of Grande Prairie all of the proceeds would now go to Northwest Health Foundation. The Northwest Health Foundation is great at planning events and perhaps they could take over the coordinator role. A committee already exists for this event, they could discuss with Northwest Health Foundation.</p>
Motion 05-19	<p>MOVED by Councillor Lisa Wardley (MC) That the Mackenzie Regional Charity Golf Tournament Committee contact the Northwest Health Foundation and inquire if they are willing to coordinate the 2019 Mackenzie Regional Charity Golf Tournament.</p> <p>CARRIED BY CONSENSUS</p>
	<p>Move 7.7 NSWAR Update up to 7.4</p>
	<p>7.4 Northwest Species at Risk (NWSAR) Update</p>
	<p>Presentation given by Hailey Gavin</p>
Motion 05-19	<p>MOVED by Deputy Reeve Sarapuk (MC) Motion to accept as information.</p> <p>CARRIED BY CONSENSUS</p>
	<p>7.5 Host Blanket Exercise on Indigenous History and Culture</p>
	<p>The deadline has passed. The next time it comes around it will be brought back to Tri-Council.</p>
Motion 06-19	<p>MOVED by Reeve Knelsen (MC) Motion to accept as information</p>



	CARRIED BY CONSENSUS
	7.6 Regional Emergency Management Committee
	This committee needs to start meeting. It was discussed that this has needed to happen for some time. IT was brought forward to hold the meeting the same day as Tri-Council to make it easier and more manageable for the committee to get together.
Motion 07-19	MOVED by Councillor Wardley (MC) Motion to hold committee meeting at 3 pm the same day as Tri-Council meetings. CARRIED BY CONSENSUS
	7.7 Boreal Housing Update
	Mary is sick and couldn't attend. The Councillors that sit on the committee spoke to the new facility being constructed in High Level. Construction is on schedule and going as planned.
Motion 08-19	MOVED by Councillor Forrest (HL) Motion to accept as information. CARRIED BY CONSENSUS
	7.8 Caribou Mountains
	Councillor Jorgenson gave update
Motion 09-19	MOVED by Councillor Peters (MC) Motion to accept as information. CARRIED BY CONSENSUS
CORRESPONDENCE:	8.1 None
NEXT MEETING:	9.1 Next Meeting Date
	The next meeting is scheduled to be held Wednesday, June 5, 2019 hosted by the Town of High Level
ADJOURNMENT	10.0 Adjournment



MOTION 10-19	MOVED by Mayor Farris (RL) That the Tri-Council meeting be adjourned at 7:52 pm CARRIED BY CONSENSUS
---------------------	--

These minutes will be presented to the Tri-Council for approval on June 5, 2019.

Town of Rainbow Lake

Town of High Level

Mackenzie County

DRAFT





Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 7, 2019
Presented By:	Byron Peters, Deputy Chief Administrative Officer
Title:	Municipal Planning Commission Meeting Minutes

BACKGROUND / PROPOSAL:

The minutes of the April 25, 2019 Municipal Planning Commission meetings are attached.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

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

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the Municipal Planning Commission meeting minutes of April 25, 2019 be received for information.

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

**MACKENZIE COUNTY
Municipal Planning Commission Meeting**

**Mackenzie County Office
Fort Vermilion, AB**

Thursday, April 25, 2019 @ 1:00 p.m.

- PRESENT:**
- | | |
|-----------------|------------------------|
| Erick Carter | Chair, MPC Member |
| Beth Kappelar | Vice Chair, MPC Member |
| John W Driedger | MPC Member |
| Jacque Bateman | Councillor, MPC Member |
| David Driedger | Councillor, MPC Member |
- ADMINISTRATION:**
- | | |
|--------------------|--|
| Byron Peters | Deputy Chief Administrative Officer |
| Caitlin Smith | Planning Supervisor |
| Nicole Friesen | Administrative Assistant/Recording Secretary |
| Lynda Washkevich | Development Officer |
| Ryleigh-Raye Wolfe | Environmental Planner |
- MEMBER OF PUBLIC:**
- Aron Driedger

MOTION 1. **CALL TO ORDER**

Erick Carter called the meeting to order at 1:15 p.m.

2. **ADOPTION OF AGENDA**

MPC-19-04-054 **MOVED** by David Driedger

That the agenda be adopted with the following addition:

5. b) 042-DP-19 Aron Driedger/PV Tool Sales
Trailer & Tool Sales & related accessory use
In "DC2" (La Crete)
NW 8-106-14-W5M

CARRIED

3. **MINUTES**

a) **Adoption of Minutes**

MPC-19-04-055 **MOVED** by Beth Kappelar

That the minutes of the April 11th, 2019 Municipal Planning Commission meeting be adopted as presented.

CARRIED

b) Business Arising from Previous Minutes

None.

4. TERMS OF REFERENCE

For information.

5. DEVELOPMENT

**b) 042-DP-19 Aron Driedger/PV Tool Sales
Trailer & Tool Sales & related accessory use
In "DC2" (La Crete)
NW 8-106-14-W5M**

MPC-19-04-056 MOVED by David Driedger

That Development Permit 042-DP-19 on NW 8-106-14-W5M in the name of Aron Driedger/PV Tool Sales be APPROVED with the following conditions:

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

1. **The Trailer and Tool Sales and related accessory uses are the only uses permitted for the property. Any additional retail uses will require a new development permit.**
2. **Accessory buildings or other minor changes/additions that do not impact the approved use of the property may be approved by the Development Officer.**
3. **Minimum building setbacks: 41.15 meters (135 feet) from any road allowances and 15.24 meters (50 feet) from any other property lines.**
4. **The Trailer and Tool Sales and related accessory uses shall meet all Alberta Building Code 2014 requirements for Buildings and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit Null and Void.**
5. At all times, the privacy of the adjacent dwellings shall be preserved and the Trailer and Tool Sales and other accessory uses shall not unduly

offend the surrounding residents by way of excessive lighting, noise, traffic, congestion, late visitations by clients, etcetera.

6. This permit may be revoked at any time, if in the opinion of the Development Authority, the Trailer and Tool Sales and other accessory uses has become detrimental or otherwise incompatible with the amenities of the neighborhood.
7. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards.
8. All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2015.
9. **This permit approval is subject to the access to the property being constructed to County standards. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Operational Services Department for Mackenzie County at 780-928-3983. Access to be constructed at the developers' expense.**
10. 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.
11. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
12. 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

Aron Driedger left the meeting at 1:23 p.m.

- a) **055-DP-19 Mighty Peace Fish & Game Association
Rifle/Skeet range & Accessory Building (Shed) in "F"
SE 25-105-16-W5M**

MPC-19-04-057 **MOVED** by Beth Kappelar

That Development Permit 055-DP-19 on SE 25-105-16-W5M in the name of Mighty Peace Fish & Game Association be APPROVED with the following conditions:

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

- 1. This development permit is subject to federal and provincial approval, should the developer not obtain approval; this permit is considered NULL and VOID.**
- 2. This development permit is temporary and will expire on May 01, 2029, should you require a time extension contact the Planning and Development department at 780-928-3983.**
3. Developer shall obtain all applicable Provincial and Federal approvals prior to commencing development. Copies of all approvals shall be submitted to Mackenzie County.
4. The Rifle/Skeet Range hours of operation shall be between .5 hours before sunrise and .5 hours after sundown.
5. The developer shall be responsible for the maintenance of the access roads which include dust control.
6. Minimum setbacks: 41.15 meters (135 feet) from any road allowances and 15.24 meters (50 feet) from any other property lines.
7. The Accessory Building shall meet all Alberta Safety Codes requirements and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit null and void.
8. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Road/Maintenance Department for Mackenzie County at 928-3983. Access to be constructed to Mackenzie County standards and at the developers expense.
9. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
10. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

CARRIED

6. **SUBDIVISIONS**

a) **13-SUB-19 Total Harvesting Ltd.
10.01 Acre Subdivision
NE 30-106-13-W5M**

MPC-19-04-058 **MOVED** by Jacquie Bateman

That Subdivision Application 13-SUB-19 in the name of Total Harvesting Ltd. on NE 30-106-13-W5M be APPROVED with the following conditions:

1. This approval is for a **TYPE B** Subdivision for 10.02 acres (4.054 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.
 - I. The existing pumpout sewer discharge line shall be relocated, as shown on the Tentative Plan drafted by Borderline Surveys JOB # 190027 to meet the current Alberta Private Sewage Systems Standards of Practice 2015, or the installation of a new sewer system that meets the setback regulation will be accepted. Proof of either the relocation of the existing line is required or an Approved Sewer permit for a new system. **This shall be completed prior to registration of the subdivision at Alberta Land Titles.**
 - d) **Provision of a storm water management plan. Contact Planning and Development staff at 780-928-3983 to discuss the requirements for your subdivision.**
 - e) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.

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

CARRIED

- b) 14-SUB-19 Martin Z & Elizabeth Friesen
10 Acre Subdivision
SW 8-104-16-W5M**

MPC-19-04-059 **MOVED** by John W Driedger

That Subdivision Application 18-SUB-19 in the name of Martin Z and Elizabeth Friesen on SW 8-104-16-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

- c) **18-SUB-19 John Teichroeb
10 Acre Subdivision
NW 4-106-13-W5M**

MPC-19-04-060 MOVED by Beth Kappelar

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.
 - I. Any permanent buildings on the property must be constructed equal to or greater than the grade of the road.

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

CARRIED

- d) **19-SUB-19 Christopher & Justin Canadien
5 Acre Boundary Adjustment
Plan 912 3666, Block 1, Lot 1**

MPC-19-04-061 **MOVED** by Beth Kappelar

That Subdivision Application 19-SUB-19 in the name of Christopher Canadien & Justin Canadien on Plan 912 3666, Block 1, Lot 1 be APPROVED with the following conditions:

1. This approval is for a **BOUNDARY ADJUSTMENT**, 5.00 acres (2.023 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 boundary adjustment, the developer shall obtain a development permit from the Municipality.
 - b) Provision of a road and access to both the boundary adjustment 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 have a boundary adjustment 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**

CARRIED

**e) 20-SUB-19 McKenzie Cameron Lambert
9.69 Acre Subdivision
NE 36-108-15-W5M**

MPC-19-04-062 **MOVED** by Jacquie Bateman

That Subdivision Application 20-SUB-19 in the name of McKenzie Cameron Lambert on NE 36-108-15-W5M be APPROVED with the following conditions:

1. This approval is for a **TYPE B** subdivision, 9.69 acres (3.920 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 municipal reserve in the form of money in lieu of land. Specific amount is based on 10% of the subject land and on the current market value. The current market value for this property is \$_____ per acre. Municipal reserve is charged at 10%, which is \$_____ per subdivided acre. **9.69 acres** times \$_____ equals \$_____.
 - h) **The Developer has the option to provide a market value appraisal of the existing parcel of land as of a specified date**

occurring within the 35-day period following the date on which the application for subdivision approval is made in accordance to the *Municipal Government Act* Section 667(1)(a).

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

CARRIED

- f) **21-SUB-19 Julius & Kathy Friesen
10 Acre Subdivision
NW 7-104-18-W5M**

MPC-19-04-063 **MOVED** by John W Driedger

That Subdivision Application 21-SUB-19 in the name of Julius and Kathy Friesen on NW 7-104-18-W5M be APPROVED with the following conditions:

1. This approval is for a **TYPE B** subdivision, 10 acres (4.045 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) The developer is required to apply for a setback variance for the existing manufactured home.

- c) 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.
- d) The Developer shall meet Alberta Transportation's requirements:
 - i. An access easement agreement for the landowner within SW18-104-18-W5M or an alternate access to the land should be provided.
 - ii. No direct highway access will be considered as a result of subdivision or development, to the remnant portion of NW7-10-18-W5M. Access will be via local road only.
- e) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2015.
- f) **Provision of a storm water management plan. Contact Planning and Development staff at 780-928-3983 to discuss the requirements for your subdivision.**
- g) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.
- h) Provision of utility right-of-way as required by ATCO Electric, Telus and Northern Lights Gas and others.
- i) Provision of and negotiations for utility rights-of-way and/or easements as required by utility companies. The Developer shall be responsible for any line relocation or correction costs that occur as a result of this development. Responses from utilities companies are shown in Schedule "C" hereto attached.
- j) **Mackenzie County shall not be held liable for any concerns, issues or damages related to and/or resulting from the water tables and any other water problems as a result of any low land levels of the proposed development. It is the responsibility of the developer to ensure that adequate drainage and other precautions are taken to avoid water seepage into the dwellings/basement and/or flooding of the basement, and/or any ancillary buildings.**

CARRIED

7. MISCELLANEOUS

- a) None.

8. IN CAMERA

None.

9. MEETING DATES

- ❖ Thursday, May 9, 2019 @ 10:00 a.m. in Fort Vermilion
- ❖ Thursday, May 23, 2019 @ 1:00 p.m. in Fort Vermilion
- ❖ Friday, June 7, 2019 @ 10:00 a.m. in La Crete
- ❖ Thursday, June 27, 2019 @ 10:00 a.m. in Fort Vermilion
- ❖ Thursday, July 25, 2019 @ 1:00 p.m. in Fort Vermilion

10. ADJOURNMENT

MPC-19-04-064 **MOVED** by John W Driedger

That the Municipal Planning Commission Meeting be adjourned at 1:43 p.m.

CARRIED

These minutes were adopted this 9th day of May, 2019.

Erick Carter, Chair



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 7, 2019
Presented By:	Jennifer Batt, Finance Controller
Title:	Finance Committee Meeting Minutes

BACKGROUND / PROPOSAL:

The unapproved minutes of the April 25, 2019 Finance Committee meeting minutes are attached.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

Finance Committee minutes are posted on DocuShare.

POLICY REFERENCES:

N/A

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

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the unapproved Finance Committee meeting minutes of April 25, 2019 be received for information.

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

**MACKENZIE COUNTY
FINANCE COMMITTEE MEETING**

**April 25, 2019
10:00 a.m.**

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

PRESENT: Josh Knelsen Reeve, Ex Officio (teleconference 10:04-11:01)
Peter F. Braun Councillor - Chair
Jacquie Bateman Councillor – Vice Chair
David Driedger Councillor
Anthony Peters Councillor

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

Also Present: Shauna Kuhar ATB Financial (left at 11:00 a.m.)

CALL TO ORDER: 1. a) Call to Order

Councillor Braun, Chair, called the meeting to order at 10:01 a.m.

AGENDA: 2. a) Adoption of Agenda

MOTION FC-19-04-041 MOVED by Councillor Driedger

That the agenda be approved as presented.

CARRIED

**3. a) Minutes of the March 25, 2019 Finance
Committee Meeting**

MOTION FC-19-04-042 MOVED by Councillor A. Peters

That the minutes of the March 25, 2019 Finance Committee meeting be approved as presented.

CARRIED

**BUSINESS ARISING
FROM PREVIOUS
MINUTES:**

4. a) None

BUSINESS:

6. a) Town of High Level Capital Asset Disposal

MOTION FC-19-04-043

MOVED by Councillor Bateman

That the Town of High Level Capital Asset Disposal be received for information.

CARRIED

Delegations:

**5. a) ATB Financial
Shauna Kuhar – Business Development Manager**

MOTION FC-19-04-044

MOVED by Councillor Bateman

That the ATB Financial delegation be received for information.

CARRIED

Councillor Braun, Chair, recessed the meeting at 11:01 a.m. and reconvened the meeting at 11:15 a.m.

6. b) Policy FIN011 Accounts Receivable/Utility Collections

MOTION FC-19-04-045

MOVED by Councillor Bateman

That the Finance Committee recommends to Council that Policy FIN011 Accounts Receivable/Utility Collection be amended as presented.

CARRIED

**6. c) Uncollectible Account Receivable and Utility
Accounts**

MOTION FC-19-04-046

MOVED by Councillor Driedger

That the Finance Committee recommends to Council that the outstanding amount in Appendix #1 of \$11,737.66 for accounts receivable and \$5,869.12 for utility accounts are written off.

CARRIED

6. d) FV Rec Board – Emergent Funding – Fire Suppression System

MOTION FC-19-04-047

MOVED by Councillor Bateman

That the Finance Committee receives this report for information in regards to the emergent funding expense to the Fort Vermilion Recreation Board – Kitchen fire suppression upgrade.

CARRIED

6. e) Quarterly Fuel Report

MOTION FC-19-04-048

MOVED by Councillor Bateman

That the quarterly fuel usage report for Quarter 1 of 2019 be received for information.

CARRIED

Councillor Braun, Chair, recessed the meeting at 12:02 p.m. and reconvened the meeting at 12:32 p.m.

Carol Gabriel joined the meeting @ 12:32 p.m.

6. f) Councillors’ Honorariums and Expense Claims

MOTION FC-19-04-049

MOVED by Councillor Driedger

That Councillor Jorgensen’s January 2019 Expense Claim be approved with a 10% deduction to the total per diems.

CARRIED

MOTION FC-19-04-050

MOVED by Councillor Driedger

That Councillor Honorariums and Expense Claims for February and March 2019 be reviewed as follows:

Councillor Expense Claims	Review Comments
1 – Reeve Knelsen	Reviewed March 2019
2 – Councillor A. Peters	Reviewed March 2019
3 – Councillor Braun	Amend March 2019
4 – Councillor D. Driedger	Reviewed March 2019
5 – Councillor E. Peters	Amend March 2019
6 – Councillor Jorgensen	Amend February 2019
7 – Councillor Cardinal	Amend March 2019

8 – Deputy Reeve Sarapuk	Reviewed March 2019
9 – Councillor Bateman	Amend March 2019
10 – Councillor Wardley	Reviewed March 2019

CARRIED

Carol Gabriel left the meeting at 12:43 p.m.

6. g) Members at Large Expense Claims

MOTION FC-19-04-051

MOVED by Councillor A. Peters

That the March and April 2019 Members at Large Expense Claims be reviewed as follows:

Members at Large Expense Claims	Review Comments
1 – Terry Batt	None
2 – Beth Kappelar	Reviewed April 2019
3 – Erik Carter	Reviewed March 2019 Reviewed April 2019
4 – Joseph Peters	Reviewed March 2019
5 – Joe Froese	None
6 – Karen Holditch	None

CARRIED

6. h) Cheque Lists

MOTION FC-19-04-052

MOVED by Councillor Bateman

That the cheque lists and payments made online from March 23, 2019 to April 25, 2019 be received for information.

CARRIED

6. i) MasterCard Statements

MOTION FC-19-04-053

MOVED by Councilor Bateman

That the Finance Committee forgives the missing receipt for Byron Peters for the February 2019 MasterCard reconciliation as it is his first transgression.

CARRIED

MOTION FC-19-04-054

MOVED by Councilor Bateman

That the Finance Committee forgives the missing receipt for Len Racher for the February 2019 MasterCard reconciliation as it is his first transgression.

CARRIED

MOTION FC-19-04-055

MOVED by Councilor Driedger

That the Master Card statements for February 2019 be received for information.

CARRIED

IN CAMERA:

7. a) None

**NEXT MEETING
DATE:**

**9. a) May 23, 2019 at 10:00 a.m.
Fort Vermilion Office**

ADJOURNMENT:

10. a) Adjournment

MOTION FC-19-04-056

MOVED by Councillor A. Peters

That the Finance Committee meeting be adjourned at 1:12 p.m.

CARRIED

These minutes were approved by the Finance Committee on _____.

Peter Braun
Chair, Councillor

Len Racher
Chief Administrative Officer

DRAFT



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 7, 2019
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 Labour (OHS Approval for Joint Work Site Health and Safety Committee)
- Correspondence – Arrow Technology Group (Zama City Internet)
- Correspondence – Municipal Advocacy Solutions (Coalition of Municipalities Update – Ottawa Lobby Days)
- Invitation to High Level Municipal Library’s 40th Birthday
- Meeting Minutes – Northwest Species at Risk Committee
- Meeting Minutes – Boreal Housing Foundation
- Meeting Minutes – Mackenzie Frontier Tourist Association
-
-
-
-
-
-
-
-
-

OPTIONS & BENEFITS:

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

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

POLICY REFERENCES:

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 April 24, 2019

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 filed.
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 with First Nations.

Motion	Action Required	Action By	Status
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.
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	Paperwork complete.
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 Disposal expected in Sept 2019
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. FNC process
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	Sketch plan completed. Application to purchase is in progress.
May 23, 2018 Council Meeting			
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.
June 12, 2018 Council 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	In progress.
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

Motion	Action Required	Action By	Status
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
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	ASB 2019-03-28
18-08-588	That road allowance policies be referred to the Land Stewardship Committee for review and bring back recommendations to council.	Byron Dave	Refer to Motion 18-11-910
October 9, 2018 Council Meeting			
18-10-763	That administration proceeds with the water diversion licences as discussed.	Fred	In progress
October 24, 2018 Council Meeting			
18-10-849	That the operation of the Handi-Van program be passed on to a non-profit community organization and that administration be directed to request Expressions of Interest from the community.	Doug	LC – Completed Working with FV FCSS
November 13, 2018 Regular Council Meeting			
18-11-883	That the stray livestock discussion be referred to the Agricultural Service Board for review and recommendation to Council.	Grant	ASB 2019-03-28
18-11-885	That the Zama Water Treatment Improvements Project be retendered with a project scope change.	Fred	In progress
18-11-910	That a three (3) year moratorium be placed on the development of road allowances for non-municipal use until new policies and procedures are in place to determine priority, and future use.	Byron	Advertised In progress
18-11-912	That based on the fact that the entire joint boundary of Mackenzie County and the Municipal District of Opportunity No. 17 is composed entirely of federal and/or provincial crown land, the Reeve requests on behalf of Council that the Minister exempt Mackenzie County from the requirement of Section 631 of the Municipal Government Act that requires Mackenzie County to have an Inter-municipal Development Plan together with the Municipal District of Opportunity No. 17.	Byron	Approved by the Minister March 1, 2019
November 18, 2018 Regular Council Meeting			
18-11-959	That an Ad Hoc Committee be established to review and develop an action plan for fire permit requirements and hazardous smoke conditions and that a recommendation be brought back to Council by April 15, 2019.	Len	Meeting held February 5, 2019

Motion	Action Required	Action By	Status
December 11, 2018 Regular Council Meeting			
18-12-1009	That the La Crete Recreation Board be reimbursed for the operational items that were overspent in the amount of \$14,279.37 with funding coming from the La Crete Recreation Board's 2018 previously approved capital funds. <ul style="list-style-type: none"> • Review Engagement Bill (\$4,371.25) • Artificial Ice Plant Start-up (\$4,908.12) • VRA Natural Gas Filler (\$2,000.00) • Gas Detector and Exhaust Fan (\$3,000.00) 	Doug	Will be paid based on submission of receipts.
18-12-1019	That the RCMP Crime Mapping be linked to the Mackenzie County website.	Carol	Waiting on link from the RCMP
18-12-1036	That based on the fact that the entire joint boundary of the Regional Municipality of Wood Buffalo and Mackenzie County is composed entirely of federal and/or provincial crown land, the Reeve requests on behalf of Council that the Minister exempt Mackenzie County from the requirement of Section 631 of the MGA that requires Mackenzie County to have an Inter-municipal Development Plan (IDP) together with the Regional Municipality of Wood Buffalo.	Byron	Minister approved February 12, 2019
January 14, 2019 Budget Council Meeting			
19-01-010	That the Zama Road LOC project report be received for information and that the bridge request from Paramount be brought back for consideration.	Len	Discuss at Paramount Meeting June 2019
January 16, 2019 Regular Council Meeting			
19-01-025	That administration redraft a condensed Public Consumption of Cannabis Survey, with consumption meaning smoking or vaping.	Carol	In progress
19-01-036	That Council direct Administration, based on Ministerial Order No. MSL: 047/18, to request an exemption from the Minister of Municipal Affairs from the requirements in Sections 605 and 631 of the Municipal Government Act (MGA) for the municipalities of Northern Sunrise County and Mackenzie County to create an Inter-municipal Development Plan (IDP) between the two parties, as the common boundaries between the two is composed entirely of provincial Crown Land.	Byron	In progress
February 12, 2019 Regular Council Meeting			
19-02-062	That the 2018 tax recovery public auction be adjourned for the following properties: <ul style="list-style-type: none"> • Tax Roll 077071 • Tax Roll 300574 • Tax Roll 296347 • Tax Roll 106062 • Tax Roll 148080 	Bill	Proceeding with sale.

Motion	Action Required	Action By	Status
19-02-063	That administration continue to investigate the pros and cons of de-registering the Zama Airstrip with NavCanada and that it be brought back to Council.	Don	In progress
19-02-071	That Mackenzie County apply for the Community Capacity Building Program Grant through Energy Efficiency Alberta to help assess the viability of generating electrical power from biomass in the La Crete area.	Byron	Application submitted.
February 27, 2019 Regular Council Meeting			
19-02-107	That a letter of support be provided for the Northwest Species at Risk Committee Alberta Biodiversity Monitoring Institute Collaborative Caribou Ranges Research Project.	Byron	
19-02-109	That Mackenzie County partner with the Regional Economic Development Initiative on a 50/50 cost sharing basis for the Power Generation Strategy Study (estimated cost is \$70,000).	Byron	In progress
19-01-117	That administration proceed with Plan 5999CL in Fort Vermilion as discussed.	Byron	
March 12, 2019 Regular Council Meeting			
19-03-142	That first reading be given to Bylaw 1137-19 being the borrowing bylaw for the Highway 88 Connector Project.	Bill	Completed Advertising Completed
19-03-161	That the following items be brought to the Water North Coalition as items to advocate for: <ul style="list-style-type: none"> • Grant funding be made available for new rural and urban water distribution systems. • Collaboration between Provincial and Federal Governments regarding water regulations and water and wastewater improvements for First Nations. • Water Act interpretation. 	Fred	WNC Meeting
19-03-169	That Mackenzie County proceed with stakeholder and community engagement to identify rural industrial lands neighbouring the hamlet of La Crete.	Byron	
19-03-171	That the draft smoke management bylaw be redrafted with the following: <ul style="list-style-type: none"> • No burning within the white zone (agricultural land) without a permit. No burning between November 1st and February 28th. • No burning within the green zone within 10 miles of a major roadway without a permit. 	Carol Len	In progress Under review due to jurisdiction restrictions under the MGA
19-03-186	That Mackenzie County investigate partnering with the Town of High Level and the Town of Rainbow Lake to host the 2022 Alberta Summer Games.	Byron	
March 27, 2019 Regular Council Meeting			

Motion	Action Required	Action By	Status
19-03-200	That Bylaw 1115-18 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 until the plan for La Crete 100A Street is reviewed by Council.	Byron	
19-03-201	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 until the plan for La Crete 100A Street is reviewed by Council.	Byron	
19-03-203	That Mackenzie County attempt to become part of the new monitoring committee for Wood Buffalo National Park.	Byron	
19-03-204	That the Fort Vermilion – Peace River Flood Risk Assessment Final Report conducted by Northwest Hydraulic Consultants be received for information and that the County request additional involvement in the Phase II study by Alberta Environment and Parks.	Byron	
19-03-208	That administration be authorized to proceed with payment of \$50,000 to the Town of High Level, as financial administrators of the Northwest Species at Risk Committee (NWSAR), in order to maintain voting membership in NWSAR.	Len	In progress
19-03-210	That Mackenzie County continue to fund the RCMP Enhanced Policing Position – School Resource Officer, subject to financial contribution by the Fort Vermilion School Division; and that Mackenzie County continue to fund the second RCMP Enhanced Policing Position (½ time School Resource Officer and ½ time La Crete Community Policing).	Len Carol Doug	In progress
19-03-211	That administration work with the Fort Vermilion School Division and the RCMP to review and bring back a revised Memorandum of Understanding for Enhanced Policing services.	Len Carol Doug	Meeting held 2019-04-04 MOU in progress
19-03-214	That Municipal Affairs be invited to meet with Council to discuss ongoing concerns within the County.	Len Carol	In progress – waiting for new Minister to be appointed.
April 8, 2019 Regular Council Meeting			
19-04-232	That administration be directed to apply for funding to complete a scoping audit for the La Crete and Fort Vermilion Recreation Complexes through the Recreation Energy Conservation (REC) Program and, if successful, bring these audits back to Council for further direction.	Doug	Application Submitted
19-04-245	That Bylaw 1134-19 being a Road Closure Bylaw to close the land between Plan 142 0594, Block 34, Lot 8	Byron	

Motion	Action Required	Action By	Status
	and Lot 9 for the purpose of consolidation be forwarded to the Minister of Transportation for approval, and that purchaser of the laneway be required to install a chainlink fence on both sides of the walkway, with the walkway being ten feet wide within 30 days of the signing of the agreement.		
19-04-246	That Policy DEV001 Urban Development Standards for Industrial Use zoned land be brought back to include an option for a Council approved variance.	Byron	
19-04-247	That the County secure a 40 meter right of way on 100 th Street in La Crete for future main street widening and that administration move forward to close 100A Street.	Byron	
19-04-250	That the bridge request from Paramount Resources be added to the agenda for the Paramount meeting on June 13, 2019.	Len	2019-06-13
April 24, 2019 Regular Council Meeting			
19-04-266	That administration be authorized to advertise for a Temporary Contract Road Construction Supervisor for the 2019 road project season through a Request for Proposal process.	Dave	Completed
19-04-267	That the proceeds from the sale of County property located at SW 26-108-12-W5M in the amount of \$261,495 be contributed to the General Capital Reserve.	Bill	Completed
19-04-268	That an additional \$10,450 be contributed to the Off-Site Levy Reserve.	Bill	Completed
19-04-269	That the 2018 Audited Financial Statements and Financial Information Return be approved as presented.	Bill Carol	Completed Submit to MA Posted on Website
19-04-273	That Foothills Developments Ltd. be required, in order to proceed with development, to pay for the 1.604 acres in Municipal Reserve owing in cash for Phases 5 & 6 and that the 0.532 acres owing for Phase 7A be taken from the agreed upon 4 acres owing for all future development for a total of 5.072 acres.	Byron	
19-04-274	That funds in the amount of \$25,000 be provided from the General Operating Reserve for the Fort Vermilion Community Streetscape Implementation.	Bill	
19-04-275	That funds in the amount of \$25,000 be provided from the General Operating Reserve for the La Crete Community Streetscape Implementation.	Bill	
19-04-286	That the Arrow Technology Group request regarding the Connect to Innovate grant funding for internet	Len	Completed

Motion	Action Required	Action By	Status
	services in Zama City be received for information and that a letter be sent to Arrow Technology Group that Mackenzie County is unable to commit funding at this time.		
19-04-292	That administration investigate the cost of hosting an in-house Lobby Government Effectively seminar and the possibility of inviting other partners.	Carol	Completed

April 25, 2019

Lenard Racher
Chief Administrative Officer
Mackenzie County
4511 – 46 Ave
Fort Vermillion, AB T0H 1N0

Sent Via: EMAIL

Dear Mr. Racher:

Re: Approval Request pursuant to Section 16(4) of Alberta's Occupational Health and Safety Act. Approval ID: OHS-APP-000189.

Thank you for your request for an approval dated October 25, 2019, seeking to vary the procedures and practices for a Joint Work Site Health and Safety Committee (JHSC) pursuant to section 16(4) of the *Occupational Health and Safety Act (OHS Act)*.

The *OHS Act* allows a Director of Inspection to issue an approval to an Employer whose application meets the necessary terms and conditions.

Occupational Health and Safety (OHS) has reviewed all documents. As a result of the review of the application and supporting documentation, I am granting the approval to vary the procedures and practices as follows:

1. Mackenzie County shall establish one overarching centralized JHSC with representation as outlined in the submitted terms of reference, to support the workers it employs.
2. This approval applies to the following locations only:
 - a. Hamlet of Fort Vermillion 4511 – 46 Ave, Fort Vermillion, AB T0H 1N0
 - b. Hamlet of Fort Vermillion 4502 – 45 Ave, Fort Vermillion, AB T0H 1N0
 - c. Hamlet of Fort Vermillion 4201 River Road, Fort Vermillion, AB T0H 1N0
 - d. Hamlet of La Crete 9205 – 100 St, La Crete, AB T0H 2H0
 - e. Hamlet of La Crete 9507B – 94 Ave, La Crete, AB T0H 2H0
 - f. Hamlet of La Crete 9507 – 94 Ave, La Crete, AB T0H 2H0

- | | |
|-----------------------|---------------------------------------|
| g. Hamlet of Zama | 1025 Aspen Dr, Zama, AB T0H 4E0 |
| h. Hamlet of Zama | 1025 Industrial Ave, Zama, AB T0H 4E0 |
| i. Hamlet of Zama | 1012 Beach Road, Zama, AB T0H 4E0 |
| j. Town of High Level | 10709 – 93 St, High Level, AB T0H 1Z0 |

- This approval letter or a copy along with a copy of the JHSC terms of reference must be available at each work site or otherwise communicated to affected workers as per section 14(8) of the *OHS Act*.
- This approval expires April 25, 2024.

General Conditions and Requirements:

- All other requirements of the *OHS Act, Regulations and Code* must continue to be met.
- Freedom of Information and Protection of Privacy Act* applies to this document.

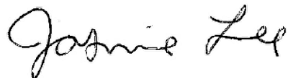
Should Mackenzie County wish to extend this approval, an extension request must be submitted to Alberta Labour prior to the approval expiry date. It is recommended that extension requests be submitted at least six months prior to the expiry date.

If Mackenzie County wishes to amend the terms of reference that apply to this approval at any time prior to the expiry date of this approval, they must advise the Alberta Labour in writing. Alberta Labour will review the proposed amendments and determine next steps.

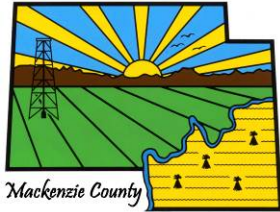
At any time, Alberta OHS may arrange a follow-up inspection to confirm compliance with the legislation and the variation regarding the practices or procedures that were the subject of this approval.

A Director may suspend, amend or revoke the Director's approval for non-compliance with the terms, conditions or requirements set out in it or at the Director's discretion.

Sincerely,



Jasmine Lee, CRSP
Director of Inspection



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

April 29, 2019

Mr. Bruce Burman
Arrow Technology Group
Santa Fe Plaza
18236-102 Avenue
Edmonton, AB
T5S 1S7

Dear Mr. Burman:

RE: ZAMA CITY INTERNET

Further to your email request dated April 18, 2019 that was subsequently discussed at our Council meeting on April 24, 2019. Your email indicated that there was a short fall in the amount of \$478,497.00 to complete the proposed project to fund the fiber optic backbone between Meander River to Zama City.

While Council continues to support your project in principle, please be advised that the County is unable to commit any funding to this project at this time in order to assist in offsetting the identified short fall.

If you have any further questions please feel free to contact me at (780) 927-3718 or by email to lracher@mackenziecounty.com.

Yours truly,

Len Racher
Chief Administrative Officer
Mackenzie County

c: Mackenzie County Council

From: [Christian von Donat](#)
Subject: Coalition of Municipalities Update - Ottawa Lobby Days
Date: May 2, 2019 2:34:56 PM
Attachments: [image006.png](#)

Hi everyone,

I'm pleased to provide an overview of the successful two days of meetings and advocacy work that coalition members have undertaken in Ottawa.

Over the course of the last two days, members met with key individuals like Natural Resources Minister Amarjeet Sohi, Senators Grant Mitchell and Doug Black, Alberta Premier Jason Kenney (Stephen Harper was there too), the Prime Minister's Office, Conservative Leader Andrew Scheer, and numerous Senators and Members of Parliament; in all over 32 meetings.

These Senators and MPs were from the various political parties and covered a variety of backgrounds; the goal was to outline the evidence-based, pragmatic arguments on the need to substantially amend Bill C-69, and ensure that municipal decision-making authority and local economies are not negatively impacted.

The feedback from meetings varied based on a number of factors, but many of them made it clear that they were not acutely aware of the impacts that C-69 would have on municipalities, and were very appreciative of the opportunity to hear directly from municipal leaders as to the concerns around unintended consequences.

Mayor Scott from RM Wood Buffalo and Mayor Sobolewski from the Town of Bonnyville also held a press conference at Parliament which also earned media attention from some of the media outlets. Overall, coalition members were well-received and many Senators committed to pushing for amendments to be made on C-69. Minister Sohi and the Prime Minister's Office also clearly indicated that they would welcome amendments on some of the areas of concern we raised and would take them seriously. The message was heard by all the right political decision-makers, and we will continue to be engaged on seeing amendments pass the Senate and the House of Commons before this legislation come into force.

Please feel free to reach out if you have any questions. Some photos of meetings in Ottawa are attached. We will be adding more photos to the www.energytowns.ca website as well.

Christian

Christian Alexander von Donat
Director, Government Relations and Strategy



C-(613) 408-0498
O-(613) 317-2850



YOU'RE INVITED TO

The High Level Municipal Library's 40th Birthday

HELP US CELEBRATE THE PAST 40 YEARS AS
WE LOOK FORWARD TO THE NEXT FORTY!
SATURDAY MAY 11TH AT 7 PM IN THE HIGH
LEVEL MUNICIPAL LIBRARY

**SATURDAY MAY 11TH AT 7 PM IN THE
HIGH LEVEL MUNICIPAL LIBRARY**

RSVP

(780) 926-2097

librarian@highlevellibrary.ab.ca

Northwest Species at Risk Committee: Minutes

**Room 110 Town of High Level Office
High Level, AB**

Thursday, April 18th 2018 at 1:00 p.m.

- PRESENT:** Lisa Wardley Chair, Councillor, Mackenzie County
Crystal McAteer Vice Chair, Mayor, Town of High Level
Eric Jorgensen Councillor, Mackenzie County
Mike Morgan Councillor, Town of High Level
Miron Croy Reeve, Clear Hills County
Cameron Cardinal Councillor, Mackenzie County
Terry Ungarian Reeve, County of Northern Lights
- REGRETS:** Amber Bean Councillor, Clear Hills County
Jessica Juneau Councillor, Town of Rainbow Lake
Linda Halabisky Councillor, County of Northern Lights
Tanya Lindley Councillor, Town of Rainbow Lake
- ADMINISTRATION:** Byron Peters Deputy CAO, Mackenzie County
Hayley Gavin Regional Land Use and Environmental
Project Manager/Recording Secretary, Town
of High Level
Clark McAskile CAO, Town of High Level
Carolyn Zenko Director of Finance, Town of High Level
- ALSO PRESENT:** Terry Batt Zone Director, Alberta Trappers Association

MOTION

1. Call to Order

Lisa Wardley called the meeting to order at 1:05 p.m.

2. Adoption of the Agenda

19-04-001

MOVED by Mike Morgan

That the agenda be adopted with the following addition:

10. d. Mackenzie County's 2018 NWSAR Fee Contributions

CARRIED

3. Adoption of the Minutes

19-04-002 **MOVED** by Crystal McAteer

That the minutes from the February 28, 2019 NWSAR Committee meeting be adopted as presented.

CARRIED

a. **Business Arising out of the Minutes**

None.

b. **Action Item List**

19-04-003 **MOVED** by Crystal McAteer

That NWSAR accepts the Action Item List for information.

CARRIED

Eric Jorgensen joined the meeting at 1:23 p.m.

4. **NWSAR Current Projects Update**

19-04-004 **MOVED** by Terry Ungarian

That NWSAR accepts the Current Projects Update for information.

CARRIED

5. **RFD (Retrospective): Student Work Experience Placement**

19-04-005 **MOVED** by Eric Jorgensen

THAT NWSAR approves the appointment of an unpaid student position for the period April 29, 2019 – May 31, 2019 inclusive, to complete their work placement with NWSAR, based at the Town of High Level office.

CARRIED

Clark McAskile joined the meeting at 1:41 p.m.

Eric Jorgensen left the meeting at 1:41 p.m.

6. In Camera RFD: MOU between Alberta Northwest Species at Risk Committee and the Town of High Level

19-04-006 **MOVED** by Cameron Cardinal

THAT NWSAR moves In Camera at 1:42 p.m.

CARRIED

Eric Jorgensen rejoined the meeting at 1:45 p.m.

19-04-007 **MOVED** by Mike Morgan

THAT NWSAR move out of Camera at 1:52 p.m.

CARRIED

19-04-008 **MOVED** by Miron Croy

THAT NWSAR approves the Memorandum of Understanding, the proposed Administration work schedule, and instructs Administration to proceed with the detailed changes, as presented.

CARRIED

Clark McAskile left the meeting at 1:54 p.m.

Lisa Wardley recessed the meeting at 1:55 p.m.

Lisa Wardley reconvened the meeting at 2:06 p.m.

7. RFD: North Central Local Government Association AGM 2019

19-04-009 **MOVED** by Eric Jorgensen

THAT NWSAR approve Councillor Wardley's attendance at the NCLGA AGM and Conference in Williams Lake, BC.

CARRIED

19-04-010 **MOVED** by Miron Croy

THAT NWSAR approve a Tradeshow booth with Administration's attendance at the NCLGA Tradeshow, and Councillor Jorgensen's attendance at the NCLGA 2019 AGM in Williams Lake, BC. Further, covering all incurred expenses.

CARRIED

8. Briefing Note: NWSAR Tradeshow Booth Materials

La Crete Tradeshow April 26 – 27th: Mike Morgan, Eric Jorgensen and Kayla Wardley will be available in La Crete to man/support the NWSAR booth.

Hayley Gavin will man the NWSAR booth in Manning on April 26 – 27th.

9. RFD: NWSAR Membership Invitation – Beaver First Nation

Crystal McAteer left the meeting at 2:44 p.m.

Crystal McAteer rejoined the meeting at 2:47 p.m.

19-04-011

MOVED by Mike Morgan

THAT Administration send a letter to Beaver First Nation Chief and Council following up on NWSAR's April 10th meeting and inviting them to attend our next scheduled meeting(s).

CARRIED

10. Budget 2019 Overview:

a. Schedule of Expenses

19-04-012

MOVED by Terry Ungarian

That NWSAR accepts the schedule of expenses paid up until March 31, 2019 totalling \$5,529.11, as presented.

CARRIED

b. Monthly Budget

Eric Jorgensen and Miron Croy left the meeting at 3:19 p.m.

Crystal McAteer and Hayley Gavin left the meeting at 3:20 p.m.

Crystal McAteer and Hayley Gavin rejoined the meeting at 3:21 p.m.

Carolyn Zenko joined the meeting at 3:21 p.m.

Eric Jorgensen and Miron Croy rejoined the meeting at 3:32 p.m.

19-04-013

MOVED by Eric Jorgensen

THAT NWSAR approves Administration to develop the 2019 budget in the template presented.

CARRIED

Carolyn Zenko Left the meeting at 3:31 p.m.

c. Monthly Actuals

Received for information purposes.

d. Mackenzie County's 2018 NWSAR Fee Contributions

19-04-014

MOVED by Crystal McAteer

THAT NWSAR accepts the Mackenzie County January – March 2018 schedule of expenses as presented, furthermore, to rescind NWSAR Motion 19-01-003.

CARRIED

11. Presentation: BC Draft Southern Mountain Caribou Section 11 and Partnership Agreement

19-04-015

MOVED by Miron Croy

That NWSAR receives the presentation for information.

CARRIED

12. NWSAR EDF Application Narrative: For Information

19-04-016

MOVED by Mike Morgan

That NWSAR receives for information.

CARRIED

13. Letters (Sent and Received): For Information

19-04-017

MOVED by Cameron Cardinal

That NWSAR receives for information.

CARRIED

14. Committee Member Updates: For Discussion

None.

15. Terms of Reference

Received for information purposes.

16. Acronyms Reference Page

Received for information purposes.

17. Next Meeting Date(s)

19-04-018

MOVED by Lisa Wardley

That the next NWSAR meeting dates will be:

- ❖ Thursday May 16th @ 1:00 p.m. at Town of High Level
- ❖ Monday June 17th @ 11:00 am at Town of High Level

CARRIED

14. Adjournment

19-04-019

MOVED by Eric Jorgensen

That Northwest Species at Risk Committee meeting be adjourned at 4:28 p.m.

CARRIED

These minutes were adopted this ____ day of _____
2019.

Lisa Wardley, Chair

Unapproved

Boreal Housing Foundation
Regular Board Meeting
February 28, 2019 at 10:00 am
La Crete Heimstaed Lodge - Fireside Room

In Attendance: George Friesen
Paul Driedger
Wally Olorenshaw
Michelle Farris
Josh Knelsen
Brooke Ahnassay
Clark McAskile
Crystal McAteer
Daphne Lizotte - joined the meeting at 10:03 am

Missing: Bill Neufeld
Cameron Cardinal

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

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

Agenda:

Approval of Agenda

19-01 Moved by Josh Knelsen
That the agenda be approved as presented
Carried

Minutes

19-02 Moved by Clark McAskile
That the minutes of the Organizational Meeting be approved as presented
Carried

19-03 Moved by Wally Olorenshaw

That the minutes of the Regular Board Meeting be approved as presented

Carried

New Business

Automobile Allowance Rates

19-04 Moved by Paul Driedger

That administration drafts a policy that Boreal Housing Foundation adopt Government posted Vehicle Allowance Rates

Carried

ASCHA April 15-17, 2019 Convention & Trade show – Edmonton

19-05 Moved by Michelle Farris

That administration and 3 board members attend the ASCHA Convention on April 15-17, 2019

Carried

Vehicle Purchase

19-06 Moved by Clark McAskile

That a loan be secured at the Alberta Treasury Branch for the purchase of a vehicle, and payments be made from the Housing Budget.

Carried

Reports:

Financial Reports

CAO Report

19-07

Moved by Paul Driedger

That the CAO report be received for information.

Carried

Heimstaed Lodge Financial Reports – January 31, 2019

19-08

Moved by Michelle Farris

That the January 31, 2019 Lodge financial report be received for information.

Carried

Housing Financial Reports – January 31, 2019

19-09

Moved by Wally Olorenshaw

That the January 31, 2019 Housing financial report be received for information.

Carried

Supportive Living Financial Reports – January 31, 2019

19-10

Moved by Clark McAskile

That the January 31, 2019 Supportive Living financial report be received for information.

Carried

High Level Lodge – January 31, 2019

19-11 Moved by Paul Driedger

That the January 31,2019 High Level Lodge financial report be received for information.

Carried

Grants & Reserves – January 31, 2019

19-12 Moved by Josh Knelsen

That the January 31,2019 Grants & Reserves report be received for information.

Carried

Arrears Report

19-13 Moved by Crystal McAteer

That the January 31,2019 arrears report be received for information.

Carried

Information items

19-14 Moved by Wally Olorenshaw

That the following information items be received as information.

6.1 Final 2018 Budget Reports

6.2 2018-2019 Board Calendar

6.3 COR Certificate

6.4 Flexibilities for the National Housing Co-Investments Fund

6.5 Boreal Housing Foundation received Municipal Status

6.6 January Safety Newsletter

6.7 AB Health Services Community Conversation

6.8 Arrears report from November 29, 2018

Carried

Chair George Friesen called a break at 11:07 am

Chair George Friesen reconvened the meeting at 11:17 am

In Camera: Legal / Land / or Labor

19-15 Moved by Michelle Farris

 That the meeting moves to in camera at 11:18 am

 Carried

19-16 Moved by Crystal McAteer

 That meeting moves out of in camera at 11:25 am

 Carried

CAO Evaluation

 Moved by Crystal McAteer

19-17 That the CAO salary be approved as per pay grid.

 Carried Unanimously

Next Meeting Date: That the next Special Board Meeting be March 14, 2019 at 4:00 pm
set as a call in Meeting

 That the next Regular Board Meeting be March 28, 2019 at 10:00 am
Fireside Room – Phase I Heimstaed Lodge.

Adjournment:

19-18 Moved by Crystal McAteer

 That the meeting of February 28, 2019 be adjourned at 11:45 am.

Chair George Friesen

Evelyn Peters, Executive Assistant

Boreal Housing Foundation
Special Board Meeting
March 14, 2019 at 4:00 pm
Call in Meeting

In Attendance: George Friesen
Paul Driedger – via teleconference
Brooke Ahnassey – via teleconference
Clark McAskile – via teleconference
Crystal McAteer – via teleconference
Josh Knelsen – via teleconference
Bill Neufeld – via teleconference
Cameron Cardinal – via teleconference
Wally Olorenshaw – via teleconference
Michelle Farris – via teleconference
Daphne Lizotte – via teleconference

Missing:

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

Call to Order: Chair George Friesen called the meeting to order at 4:05 pm

Agenda:

Approval of Agenda

19-19 Moved by Clark McAskile
That the agenda be approved as presented
Carried

In Camera: **Legal / Land / or Labor**

19-20 Moved by Michelle Farris
That the meeting moves to in camera at 4:05 pm
Carried

Regular Board Meeting
March 14, 2019

Auditors, Brandon Sparling and Tanya from Meyers Norris Penny joined the meeting via teleconference at 4:05 pm

19-21 Moved by Paul Driedger

That meeting moves out of in camera at 4:30 pm

Carried

Audited 2018 Year End Financial with Meyers Norris Penny

19-22 Moved by Bill Neufeld

That the Auditors report be approved as presented.

Carried Unanimously

Auditors from Meyers Norris Penny disconnected from the meeting at 4:30 pm

Next Meeting Date:

That the next Regular Board Meeting – March 28, 2019 at 10:00 am Fireside Room – Phase I Heimstaed Lodge.

Adjournment:

Chair George Friesen declared the meeting of March 14, 2019 be adjourned at 4:32 pm.

Carried

Chair George Friesen

Evelyn Peters, Executive Assistant



**Mackenzie Frontier Tourist Association
January 16th, 2019
6:00pm Meeting
High Level Town Office – Room 150,
High Level Alberta**

In Attendance:

Beth Kappelar	Lisa Wardley
Mike Morgan	Alaura Wardley
Larry Neufeld	Tanya Lindley
Kayla Wardley	Beth Gillis

Regrets:

**Jessica Juneau
Michelle Farris
Cameron Cardinal**

1. Call to Order: 6:50pm

2. Agenda

Motion: **Moved by** Tanya Lindley
That the agenda be approved as presented
Carried

3. Minutes of November 14th, 2018

Motion: **Moved by** Lisa Wardley
Reviews Meeting meetings – Table meeting minutes until next meeting
Carried

4. Financial Report

Reviewed the budget and financials.

Motion: **Moved by** Beth Gillis
Monthly financials and Budget be approved as presented.
Carried

5. Old business

- a) **Tourism Growth Innovation Grant** – Andrew O’Rourke lodged application at the end of November. Waiting to hear back as to whether we have received the grant.
- b) **MFTA Website Update** – Website is moving forward, launch date set for Feb 1st. MFTA will promote via social media.



- c) **Mackenzie Frontier Motorcycle Scavenger Hunt Map** – Board discussed having a “roll out” of the map at the upcoming tradeshows in April. Kayla did an interview with Jordan Maskell regarding the map it will be in the Echo at the end of January. Kayla will be picking up the maps from staples in Grade Prairie on Jan 19 2019.
- d) **Membership list update** – Kayla presented the board with the updated membership list. Discussed 2019 membership drive. Looking at different options for recruiting new members, will continue to discuss ideas.
- e) **Business Directory 2019/2020** – Directory is done and ready for print. Wilma has run into some issues with printing the brochure with the map in the center. She has contacted a printing company out of Edmonton to see what they can do. Wilma is getting mockups on brochure from two different printing companies for viewing.
- f) **Budget 2019 – 2018 Review** – Printed budget presented to board.

Motion

Moved by Larry Neufeld

That MFTA approve the budget as presented.

Carried

- g) **Move up Magazine** – MFTA purchased a 1 Year, Two Page subscription for the Vault Media – Move up Magazine via motion at the October 2018 meeting. Lisa has been working with Tormagh Cody Van Slyke – Vault Media (Move up magazine) for our first member spread. We chose La Crete Polar Cats & High Level Value Drugs I.D.A for a spread in the Feb-Apr 2019 edition.
- h) **Trade shows and Conferences** – MFTA looking at going to any and all trade shows and conferences we can. Kayla has been requested to get quotes on banners, posters, booth set ups.

6.) New Business

- a) **The Great Trail – Peace River Trail** – Tabled
- b) **Harvest Host** – Beth Gillis presented information on Harvest Host.
- c) **Growing Rural Tourism Conference** – copies of the registration forms, agenda of the weekly activities, etc.

Motion

Move by Mike Morgan

Kayla Wardley has been registering and will be attending the Growing Rural Tourism Conference for \$350.00.

Carried



7.) Correspondence

- a) **Local Events** – As a group discussed local events in the area
- b) **Social Media Stats & Updates** – Instagram 149(Oct) 171(Jan) - followers FB 455(oct) 472(Jan)

8. Next Meeting Date & Adjournment

March 5th, 2019 @ 6:00pm.

9. Adjournment @ 9:05 pm



**Mackenzie Frontier Tourist Association
March 5, 2019
6:00pm Meeting
Community Futures Office
High Level, Alberta**

In Attendance:

Beth Kappelar – Via Teleconference	Larry Neufeld	Tanya Lindley
Beth Gillis	Cameron Cardinal	Jessica Juneau
Mike Morgan	Kayla Wardley	Lisa Wardley
Alaura Wardley		

Guests:

Wilma O'Rourke Andrew O'Rourke

Regrets:

Michelle Farris

1. Call to Order

6:09pm

2. Agenda

Motion:

Moved by Larry Neufeld

That the agenda be approved with the following additions:

6.h: History Check App – Logo Approval

Carried

3. Meeting Minutes - November 14, 2018 & January 16 2019

Motion:

Moved by Beth Kappelar

That MFTA approved the regular meeting minutes from November 14, 2018.

Carried

Motion:

Moved by Lisa Wardley

That MFTA approved the regular meeting minutes from January 16, 2019.

Carried

4. Financial Report

Motion:

Moved by Beth Gilas

That MFTA approved the financial report up to February 28, 2019 as presented.

Carried

5. Old business

a) Tourism Growth Innovation Grant

Andrew O'Rourke sent in the application for the Tourism Growth Innovation Grant in October 2018. On February 1, 2019 MFTA received an email back informing us that our application was unsuccessful.

Motion

Moved by Jessica Juneau

That MFTA Accept for information.

Carried

b) MFTA Website Update

Kayla Wardley and Lisa Wardley had a phone meeting on February 5, 2019 with New Harvest Media – Chad Anderson and Karyl Gilbertson, to discuss changes that needed to be made.

Motion

Moved by Alaura Wardley

That MFTA Accept for information.

Carried

c) Mackenzie Frontier Motorcycle Scavenger Hunt Map

At the end of October 2019 we will be awarding a prize pack of gift cards worth a minimum of \$125 to the one photo that gets the most engagement. Board members have been asked to get gift cards for the prize pack

Motion

Moved by Alaura Wardley

That MFTA gather gift cards worth a minimum of \$125.00. This prize pack will be awarded to the one photo that gets the most engagement on www.riderfriendly.com board members get gift cards.

Carried

d) Harvest Host – Tabled

e) MFTA Business Directory & Wildlife Brochure

Wilma O'Rourke presented the MFTA Board information on MFTA Business Directory & Wildlife Brochure. The Business Directory has been approved and has gone to print. The Wildlife in The Frontier brochure is coming along very well, we chose a front cover photo.



The brochure is scheduled to go to print by the end of the month.

Motion

Moved by Tanya Lindley

That MFTA accept for information.

Carried

f) **Growing Rural Tourism Conference**

The Growing Rural Tourism was attended by Kayla, Lisa as well as Crystal McAteer. The three of us carpooled and had excellent conversation for the 10 hour drive each way. This conference was truly a rural focused conference. Lots of practical information and stories on how to grow tourism, one person at a time!

Motion

Moved by Beth Kappelar

That MFTA accept for information and that the Growing Rural Tourism be a yearly event that MFTA sends members to, and budget accordingly.

Carried

g) **Move up Magazine**

For the first issue of Move Up Magazine MFTA choose High Level I.D.A Value Drugs and the La Crete Polar Cats to be featured as our members.

Motion

Moved by Tanya Lindley

That MFTA selects the following two members, High Level Ag Society and La Crete Ferry for the April/May/June issue of Move Up and communicate this to Vault Media.

Carried

h) **Trade shows and Conferences**

As previously discussed and budgeted for 2019 is the 'year of promotion' for MFTA and the Trade Show tour is a large part of that. To review the trade show schedule and decide who is able attending, and to solidify details for travel and accommodations.

Motion

Moved by Lisa Wardley

That MFTA confirm trade show options, attendance and rooms amendment of \$5000.00 the budget from reserves.

Carried

Motion

Moved by Beth Gillis

That MFTA proceed with the purchase of Trade Show booth with an amendment of \$100.00.



Carried

Motion

That MFTA proceed with ordering details items and amend the budget by \$1400.00.

Moved by Tanya Lindley

Carried

6.) New Business

a. The Great Trail – Peace River Trail – tabled

b. Brochure Re-prints – Winter, Campgrounds, Golf & Historical

Wilma presented quotes for brochure reprints. As Wilma did not produce the Campground brochure, MFTA is currently looking for the PDF file from Mackenzie County as it was a project done by Mackenzie County staff. Andrew will look for the file and once found we will discuss re-print options.

Motion

That MFTA reprint the historical and winter guides do a budget amendment to the extra \$1040.00 coming out of reserves.

Moved by Lisa Wardley

Carried

c. MFTA Credit Card

Motion

That the MFTA increase the credit limit on the ATB Visa to \$5000
That Kayla Wardley be the authorized individual on the ATB Visa.
That the credit card statements be added with the financials

Moved by Larry Neufeld

Carried

d. 2019 Hay River Visitor Guide

On January 23, 2019 we had an email vote to purchase an ad slot in the 2019 Hay River Visitor Guide. Kayla prepared the ad and sent it away for printing. We should be receiving our copies by the end of March.

Motion

That MFTA accept for information.

Moved by Tanya Lindley

Carried

e. Administrative Position

To move the administrative position from Community Futures Partnership to a direct MFTA employee. And explore options to contract to REDI for their administrative assistance. Thus making this a two-way partnership and removing Community Futures from being the middle man.



Motion

Moved by Jessica Juneau

That MFTA Chair, Beth Kappelar and Vice Chair, Mike Morgan have a conversation with Mike Osborn – Community Futures about the changes made to Kayla Wardley’s administrative position.

Carried

f. Purchasing Policy – Tabled

g. Heritage Awareness Grant

Motion

Moved by Lisa Wardley

That MFTA send thank you letter for awarding us the Heritage Awareness Grant and that we include acknowledgement to the Alberta Historical Resources Foundation and the Government of Alberta on our related material.

Carried

h. History Check App – Logo Usage

Motion

Moved by Tanya Lindley

That MFTA allow History Check App to use our logo.

Carried

7. Correspondence

Social Media Stats & Updates

Instagram

- January = 171

- March = 258

Facebook

- January = 472

- March = 488

Meeting Date & Adjournment

Next meeting scheduled for April 11, 2019 at 6:00pm. Looking at changing to the Second Thursday of the month.

Motion:

Moved by Beth Kappelar

That MFTA adjourn meeting.

Carried

8. Adjournment @ 8:35pm