




MACKENZIE COUNTY

COMMITTEE OF THE WHOLE MEETING

**JANUARY 26, 2021
10:00 AM**

**FORT VERMILION COUNCIL
CHAMBERS**

 780.927.3718

 www.mackenziecounty.com

 4511-46 Avenue, Fort Vermilion

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Mackenzie County

**MACKENZIE COUNTY
COMMITTEE OF THE WHOLE MEETING**

**Tuesday, January 26, 2021
10:00 a.m.**

Fort Vermilion Council Chambers

Fort Vermilion, Alberta

AGENDA

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CALL TO ORDER:	1.	a) Call to Order	
AGENDA:	2.	a) Adoption of Agenda	
ADOPTION OF PREVIOUS MINUTES:	3.	a) Minutes of the November 24, 2020 Committee of the Whole Meeting	5
		b)	
DELEGATIONS:	4.	a) Ryan Konowalyk, Executive Director, Peace Region, Alberta Transportation (10:30 a.m.)	11
		b)	
BUSINESS:	5.	a) Policy ADM059 Asset Management	17
		b) Farmland Access	25
		c) Roadside Spraying Request for Proposals	29
		d)	
		e)	
POLICY REVIEW:	6.	a) Policy Overview and Policies to be Rescinded	43
		b) Policy ADM036 Municipal Shop Use	57
		c)	
CLOSED MEETING:		<i>Freedom of Information and Protection of Privacy Act Division 2, Part 1 Exceptions to Disclosure</i>	
	7.	a)	

b)

**NEXT MEETING
DATE:**

8. a) Committee of the Whole Meeting
February 23, 2021
10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT:

9. a) Adjournment



Mackenzie County

REQUEST FOR DECISION

Meeting:	Committee of the Whole Meeting
Meeting Date:	January 26, 2021
Presented By:	Carol Gabriel, Deputy Chief Administrative Officer (Legislative & Support Services)
Title:	Minutes of the November 24, 2020 Committee of the Whole Meeting

BACKGROUND / PROPOSAL:

Minutes of the November 24, 2020, Committee of the Whole 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: _____ CAO: _____

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the minutes of the November 24, 2020 Committee of the Whole Meeting be adopted as presented.

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

**MACKENZIE COUNTY
COMMITTEE OF THE WHOLE MEETING**

**November 24, 2020
10:00 a.m.**

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

PRESENT:

Josh Knelsen	Reeve
Walter Sarapuk	Deputy Reeve (arrived at 10:08 a.m.)
Jacque Bateman	Councillor (teleconference)
Peter F. Braun	Councillor
Cameron Cardinal	Councillor
David Driedger	Councillor
Eric Jorgensen	Councillor
Anthony Peters	Councillor
Ernest Peters	Councillor
Lisa Wardley	Councillor (teleconference)

REGRETS:

ADMINISTRATION:

Len Racher	Chief Administrative Officer
Carol Gabriel	Deputy Chief Administrative Officer/ Recording Secretary
Byron Peters	Director of Planning & Development
Caitlin Smith	Manager of Planning & Development
Fred Wiebe	Director of Utilities
Jennifer Batt	Director of Finance
Don Roberts	Director of Community Services

ALSO PRESENT: None

Minutes of the Committee of the Whole Meeting for Mackenzie County held on November 24, 2020 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 COW-20-11-025 MOVED by Councillor Braun

That the agenda be approved as presented.

CARRIED

**MINUTES FROM
PREVIOUS MEETING:**

**3. a) Minutes of the August 18, 2020 Committee of the
Whole Meeting**

MOTION COW-20-11-026

MOVED by Councillor Driedger

That the minutes of the August 18, 2020 Committee of the
Whole Meeting be adopted as presented.

CARRIED

**MINUTES FROM
PREVIOUS MEETING:**

**3. b) Minutes of the October 19, 2020 Committee of the
Whole Meeting**

MOTION COW-20-11-027

MOVED by Councillor Jorgensen

That the minutes of the October 19, 2020 Committee of the
Whole Meeting be adopted as presented.

CARRIED

DELEGATIONS:

4. a) None

Deputy Reeve Sarapuk joined the meeting at 10:08 a.m.

BUSINESS:

5. a) Partial Utility Right of Way Closure (La Crete)

MOTION COW-20-11-028

MOVED by Councillor Jorgensen

That a recommendation be made to Council to proceed with
the Partial Utility Right of Way Closure application.

CARRIED

BUSINESS:

5. b) Emergency Flood Protection

MOTION COW-20-11-029

MOVED by Councillor Jorgensen

That the emergency flood protection be TABLED to the
November 15, 2020 Regular Council meeting.

DEFEATED

Reeve Knelsen recessed the meeting at 11:35 a.m. and
reconvened the meeting at 11:48 a.m.

Reeve Knelsen recessed the meeting at 12:09 p.m. and reconvened the meeting at 12:41 p.m.

Reeve Knelsen recessed the meeting at 1:35 p.m. and reconvened the meeting at 1:42 p.m.

Councillor Wardley left the meeting at 1:00 p.m.

BUSINESS:

5. c) Review of Waste Collection

Councillor Wardley rejoined the meeting at 1:57 p.m.

Reeve Knelsen recessed the meeting at 2:42 p.m. and reconvened the meeting at 2:52 p.m. with all members present with the exception of Councillor Jorgensen.

MOTION COW-20-11-030 MOVED by Councillor E. Peters

That administration investigate options to equalize fees for County residents for waste disposal and bring it back to Council.

CARRIED

MOTION COW-20-11-031 MOVED by Deputy Reeve Sarapuk

That administration investigate costs for the options discussed relating to emergency flood protection and bring back a recommendation to the December 8, 2020 Regular Council meeting.

CARRIED

CLOSED MEETING: 6. a) Closed Meeting

MOTION COW-20-11-032 MOVED by Councillor Braun

That Council move into a closed meeting at 2:56 p.m. to discuss the following:

- 6. a) Council Self-Evaluation (*FOIP, Div. 2, Part 1, s. 17, 19*)

CARRIED

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

- All Councillors Present

Councillor Jorgensen joined the meeting via teleconference at 3:00 p.m.

MOTION COW-20-11-033 **MOVED** by Councillor E. Peters

That Council move out of a closed meeting at 3:54 p.m.

CARRIED

CLOSED MEETING: **6. a) Council Self-Evaluation**

MOTION COW-20-11-034 **MOVED** by Councillor Braun

That the 2020 Council Self-Evaluation be received for information.

CARRIED

NEXT MEETING DATE: **7. a)** Committee of the Whole Meeting
January 26, 2021
10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT: **8. a) Adjournment**

MOTION COW-20-11-035 **MOVED** by Councillor Jorgensen

That the Committee of the Whole meeting be adjourned at 3:55 p.m.

CARRIED

These minutes will be presented for approval on January 26, 2021.

Joshua Knelsen
Reeve

Lenard Racher
Chief Administrative Officer



Mackenzie County

REQUEST FOR DECISION

Meeting:	Committee of the Whole Meeting
Meeting Date:	January 26, 2021
Presented By:	Len Racher, Chief Administrative Officer
Title:	DELEGATION Ryan Konowalyk, Executive Director, Alberta Transportation

BACKGROUND / PROPOSAL:

Discussion regarding transportation matters, highway 697 accesses, road maintenance, etc.

OPTIONS & BENEFITS:

A copy of the Rural Municipalities of Alberta Resolution 15-19F Provincial Highway Access and Setback Authority is attached for reference and discussion.

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

POLICY REFERENCES:

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

RECOMMENDED ACTION:

Simple Majority

Requires 2/3

Requires Unanimous

For discussion.

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



Resolution 15-19F

Provincial Highway Access and Setback Authority

Date: November 1, 2019

Expiry Date: December 1, 2022

Active Status: Active

Sponsors: Sturgeon County

District: 3 - Pembina River

Year: 2019

Convention: Fall

Category: Planning and Development

Status: Intent Not Met

Vote Results: Carried

Preamble: WHEREAS a viable provincial highway system with appropriate setbacks from development is important for supporting the long-term economic well-being of the province of Alberta and its municipalities; and

WHEREAS landowners and entrepreneurs want to reinvest in their communities through new developments, often adjacent to the provincial highway system; and

WHEREAS current provincial highway access and development setback requirements can limit the development / economic potential of rural communities, particularly when approved setbacks are restrictive or when

roadway improvement costs are applied only to a few adjacent landowners; and

WHEREAS current provincial highway access and development setback requirements do not consider the land use policies or requirements of the municipality, which also has limited authority to influence decisions in this area; and

WHEREAS the Government of Alberta is seeking to remove needless red tape while still upholding fiscal accountability and ensuring the safety of Albertans;

Operative Clause: THEREFORE, BE IT RESOLVED that the Rural Municipalities of Alberta engage with the Government of Alberta to reduce red tape that limits rural development or economic potential, through a delegation of additional authority to municipalities to regulate provincial highway access and setback requirements, and a review of the provincial framework in this area to reflect best practices from jurisdictions across Canada.

**Member
Background:**

The provincial highway system enables the efficient flow of goods and services that helps keep the provincial economy strong. At a local level, municipalities depend on that highway system in addition to local roads to support mobility and economic activity. These are the lifeblood of rural communities, with many landowners or businesses accessing these roadways directly from their property.

Current Alberta Transportation policy requires a permit for any roadside development within a “development control zone,” which is:

- 300 metres from a provincial right-of-way; or
- 800 metres of the centerline of a highway and public road intersection

Each permit is considered on a case-by-case basis, and are also subject to the provisions of Section 11 – 19 inclusive of the *Highways Development and Protection Act*, Chapter H-8.5 2004 (and its amendments), and the *Highways Development and Protection Regulation* (Alberta Regulation 326/2009) (and its amendments). The general minimum setback for all development is 70 metres from the highway centre-line, or no closer than 40 metres from the highway right-of-way boundary, except where these distances must be increased to allow for highway widening.

The current provincial framework for access and setback applications can pose an issue for local landowners and businesses from a few perspectives, including that:

- Approval of access to roadways is not guaranteed, which can limit development potential on applicant properties.

- If a smaller setback is approved than requested, development can be pushed further back than would be economically feasible for a landowner.
- The requirements do not consider the land use policies or requirements of the municipality, which consider local conditions and specific development potential and impacts.
- A municipality could approve a development, only to be followed by an Alberta Transportation rejection of requested setbacks.
- Where widening or intersection upgrades are required due to development, the sometimes-substantial costs are often assigned to the adjacent landowner(s), which may be only a few properties in a rural context. This often results in the development becoming uneconomical, despite the reality that the road network is used by many others as a public asset.

Overall it is recommended that municipal authority be increased to regulate these access and setback requirements, and that a review be conducted of the provincial framework for these matters with an objective to minimize any red tape and to support the development potential of Alberta's rural areas.

RMA
Background:

RMA has no active resolutions directly related to this issue.

Government
Response:

Alberta Transportation

Regulation of Provincial Highway Access:

Alberta Transportation regulates access to provincial highways to ensure the safe and efficient operation of transportation corridors. As such, the department requires municipalities to develop Area Structure Plans to enable municipal and provincial coordination of planning, including the location and type of future highway accesses.

Permits are required for any improvement within 300 metres from the highway limit or 800 metres from centre point of an intersection of a provincial highway and a local road. This distance ensures that Alberta Transportation and municipalities work together to minimize the development-related impact of increased traffic on highways. The distance also allows Alberta Transportation to protect future highway realignment plans and apply standards consistently across the province.

Permits consider access requirements to support the movement of goods and people throughout Alberta, leading to a more efficient highway network with reduced delays and improved safety from appropriate access spacing.

Regulation of Setback Requirements:

When Alberta Transportation issues permits, they in part define setback requirements to ensure that growth-related highway upgrades can be completed without impacting adjacent development.

Since the provincial highway system supports development of adjacent lands by providing connections to public roads, Alberta Transportation remains committed to working with municipalities to define setback requirements through pre-subdivision and pre-development planning, such as Area Structure Plans that acknowledge the function of the highway.

Municipal-Provincial Coordination:

In cases where highway intersection improvements are required to facilitate development, the *Municipal Government Act* was amended in 2018 to strengthen municipal authority to collect off-site levies for development-related infrastructure upgrades. The amended legislation helps municipalities to spread the costs of infrastructure across multiple developers and over long periods of time rather than only the adjacent properties.

In support of improved coordination, Alberta Transportation staff are currently updating the Roadside Management Classification map, which guides development applications to ensure that highways are appropriately classified based on the most recent traffic growth, the most recent provincial and municipal planning, and in alignment with national standards.

Alberta Transportation supports maintaining approval authority for highway access and setbacks to ensure consistent application across the province, to protect for future highway alignments, and to preserve the intended function of transportation corridors.

Development:

The response from Alberta Transportation does include a discussion of the current role municipalities play in development near provincial highways through the development of Area Structure Plans. However, the Alberta Transportation response is clear that they do not support delegating provincial highway access of setbacks to municipalities. As a result, this resolution is assigned the status of Intent Not Met.

**Provincial
Ministries:**

Transportation



Mackenzie County

REQUEST FOR DECISION

Meeting:	Committee of the Whole Meeting
Meeting Date:	January 26, 2021
Presented By:	Byron Peters, Director of Projects & Infrastructure
Title:	Policy ADM059 Asset Management

BACKGROUND / PROPOSAL:

Administration is seeking to implement an Asset Management Policy, which will establish guidelines for new and existing asset management practices. To date, Mackenzie County does not have an approved policy for Asset Management, however as the local communities grow and the County's assets increase and age, it will become increasingly important to have defined documentation and maintenance procedures across the County.

The intent of Asset Management Policy ADM059 is to provide a starting point for developing principles for guiding asset management initiatives throughout the County which can eventually be used to coordinate cost effective, organized, and sustainable approaches for asset management while considering both current and future servicing needs.

OPTIONS & BENEFITS:

Option 1: Make a recommendation to Council to approve Policy ADM059 Asset Management as presented.

Option 2: Table Policy ADM059 Asset Management for more information or additions.

COSTS & SOURCE OF FUNDING:

N/A

Author: N Friesen **Reviewed by:** B Peters **CAO:** _____

MACKENZIE COUNTY

TITLE	Asset Management Policy	POLICY NO.	ADM059
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LEGISLATION REFERENCE	Municipal Government Act, Part 8
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PURPOSE

To outline asset management practices specifically curated to meet the needs of Mackenzie County. These practices will encourage long-term economic sustainability, dependable service delivery, and centralized data management into a consolidated resource to be utilized by the municipality.

POLICY STATEMENT

Asset management is a coordinated and proactive approach involving all departments of Mackenzie County to deliver sustainable services through maintenance and operation of infrastructure assets. This Asset Management Policy outlines key asset management principles to be implemented across the County.

SCOPE

Mackenzie County is responsible for providing services to ratepayers through managing various assets. Infrastructure assets include roads, water and sewer networks, buildings, bridges, culverts, fleet, and recreation facilities. These assets require financial investment for installation, maintenance, renewal, and disposal costs throughout their life cycles. The asset registry, which documents relevant asset information, is subject to change on a yearly basis as the municipality invests in new assets and disposes of old assets. The Asset Management Policy applies to all infrastructure assets owned by the County.

DEFINITIONS

Asset: As identified within Policy FIN026 Tangible Capital Assets Accounting.

Asset Management: The process of making a decision about the use and care of the infrastructure to deliver services in a way that considers current and future needs, manages risks and opportunities, and makes the best use of resources.

Asset Management Steering Committee: A committee comprised of not less than three (3) municipal employees, as assigned by the Chief Administrative Officer, to decide on and implement asset management systems across the municipality.

Asset Register: A list of all the municipality's assets including details such as condition, location, and level of service.

Asset Risk: Events where an asset fails to perform as it was designed or required.

Level of Service: A measure of the quality, quantity, and/or reliability of a service from the perspective of residents, businesses, and customers in the community.

Life Cycle: The time interval that commences with the identification of the need for an asset and terminates with the disposal of the asset.

Long-Term Cost (Life Cycle Cost): The financial and human resource required throughout the life cycle of the asset.

Long-Term Financial Plan: A plan that documents the process of aligning financial capacity with long-term service objectives.

Risk: Events or occurrences that will have undesired impacts on services.

Strategic Risk: Events or occurrences that impact the ability to achieve strategic and service objectives.

PRINCIPLES

In the implementation of this policy, the Municipality shall abide by the following principles:

Service Delivery

- a. Define levels of service to meet needs of community, considering quality of life, minimizes long-term costs with respect to infrastructure asset management;
- b. Deliver the defined levels of service to the municipality by managing infrastructure assets efficiently and effectively;
- c. Be accountable and transparent to the community with defined levels of service and service performances;
- d. Ensure levels of service are compliant with Council's strategic objectives;
- e. Monitor and periodically review defined levels of service and the impact on the community;
- f. Comply with all relevant legislative, statutory, and regulatory requirements;
- g. Develop and maintain asset inventories for all infrastructure assets.

Sustainability and Environmental Adaptability

- a. Develop business cases which consider risk and long-term costs associated with delivering the defined levels of service;

- b. Consider the current generations and future generations needs when incorporating strategic risk into asset management decision making;
- c. Incorporate a triple bottom line approach, considering the socio-cultural, environmental, and economic outcomes;
- d. Consider the potential impacts of changing climate effects and other significant environmental considerations. In doing so, consider how increased frequency and severity of climatic events may directly affect level of service delivery. Where appropriate, Mackenzie County shall adopt a proactive approach to mitigating the potential impacts of severe climatic events.

Holistic and Integrated Decision Making

- a. Coordinate and promote collaboration between appropriate departments, business units, and functions in order to build strong working relationships throughout the asset management decision making process. These departments and functions include planning, engineering, operations and maintenance, finance, and other strategic and long-term community planning and budgetary functions.

Fiscal Responsibility

- a. Develop and maintain a long-term financial plan which considers relevant investment needs, funding requirements, and revenue projections to promote the long-term financial sustainability of the municipality;
- b. Consider the financial impacts on current and future generations and promote social and intergenerational equity;
- c. Develop and implement processes to ensure investment needs are addressed efficiently and effectively;
- d. Aim to minimize the long-term cost and balance risks when deciding to build, renew, and/or replace an asset;
- e. Implement efficient maintenance strategies that consider sustaining the defined levels of service and mitigate asset risk and maximize asset value;
- f. Comply with all regulatory and statutory financial tracking and reporting requirements.

Continuous Improvement

- a. Monitor and consider improvements to the asset management's process, including this policy, to improve the effectiveness in achieving the municipality's strategic objectives. Changes to asset management processes shall be made where applicable;
- b. Focus on incorporating novel or innovative tools, techniques, and solutions to promote the long-term efficiency and effectiveness of service delivery through asset management process;

- c. Periodically review and assess the organizations asset management competencies and provide the necessary support, education, and training to relevant staff.

COUNCIL RESPONSIBILITES

- a. Approving Asset Management Policy;
- b. Support strategies and plans that are developed to implement the Asset Management Policy;
- c. Articulate community values and define priorities;
- d. Approve the funding and resources to implement the Asset Management Policy and associated requirements;
- e. Support Asset Management system to approve funding through multi-year and long-range financial plans;
- f. Authorize the CAO to form a corporate asset management steering committee to implement asset management systems across the organization.

CHIEF ADMINISTRATIVE OFFICER RESPONSIBILITES

- a. Ensure and oversee corporate adoption of asset management policy, processes and strategies;
- b. Establish an Asset Management Steering Committee;
- c. Appoint the cross-functional representatives from relevant departments to serve on the steering committee as well as appoint a chair of the steering committee;
- d. Review all asset management information prior to presentation to Council;
- e. Provide a forum for discussion and development of asset management policy, strategy, plans, and processes;
- f. Encourage the collaboration and integration between different business areas to achieve efficiency and effectiveness in service delivery;
- g. Provide a forum for learning, information sharing, and co-education opportunities;
- h. Lead the development of corporate asset management tools and practices and monitors their application across the organization.

DIRECTOR RESPONSIBILITES

- a. Lead the adoption of the Asset Management policy within their departments;
- b. Allocate appropriate resources for implementation of the policy and associated processes;
- c. Liaise with the Asset Management Steering Committee.

FINANCE RESPONSIBILITIES

- a. Provide financial direction and support to the departments and Asset Management Steering Committee;
- b. Develop and maintain the required financial plans and records in accordance with the Asset Management policy and regulatory and statutory requirements.

	Date	Resolution Number
Approved		
Amended		



Mackenzie County

REQUEST FOR DECISION

Meeting:	Committee of the Whole Meeting
Meeting Date:	January 26, 2021
Presented By:	Byron Peters, Director of Projects & Infrastructure
Title:	Farmland Access

BACKGROUND / PROPOSAL:

Administration and the local Councillor have both been contacted by a ratepayer looking to construct a road to a remote portion of farm land near Carcajou. In this instance the farmer is not looking for assistance for surveying and gravel/culvert costs, but rather needs assistance with the disposition itself.

The Government of Alberta has revised rules in recent years and no longer allow a landowner to obtain a disposition for access to privately titled property. The disposition would be required to be in the County's name.

OPTIONS & BENEFITS:

Administration feels that the County has an obligation to assist ratepayers with the process of obtaining and holding dispositions to access farm land. There is an element of risk associated with providing the assistance, however through appropriate policies that risk can be mitigated.

1. *Receive the presentation for information.*
2. *Refer to administration for further review.*
3. *Make a recommendation to Council for further action.*

COSTS & SOURCE OF FUNDING:

Dependent on direction provided.

Author: B Peters Reviewed by: _____ CAO: _____

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

N/A

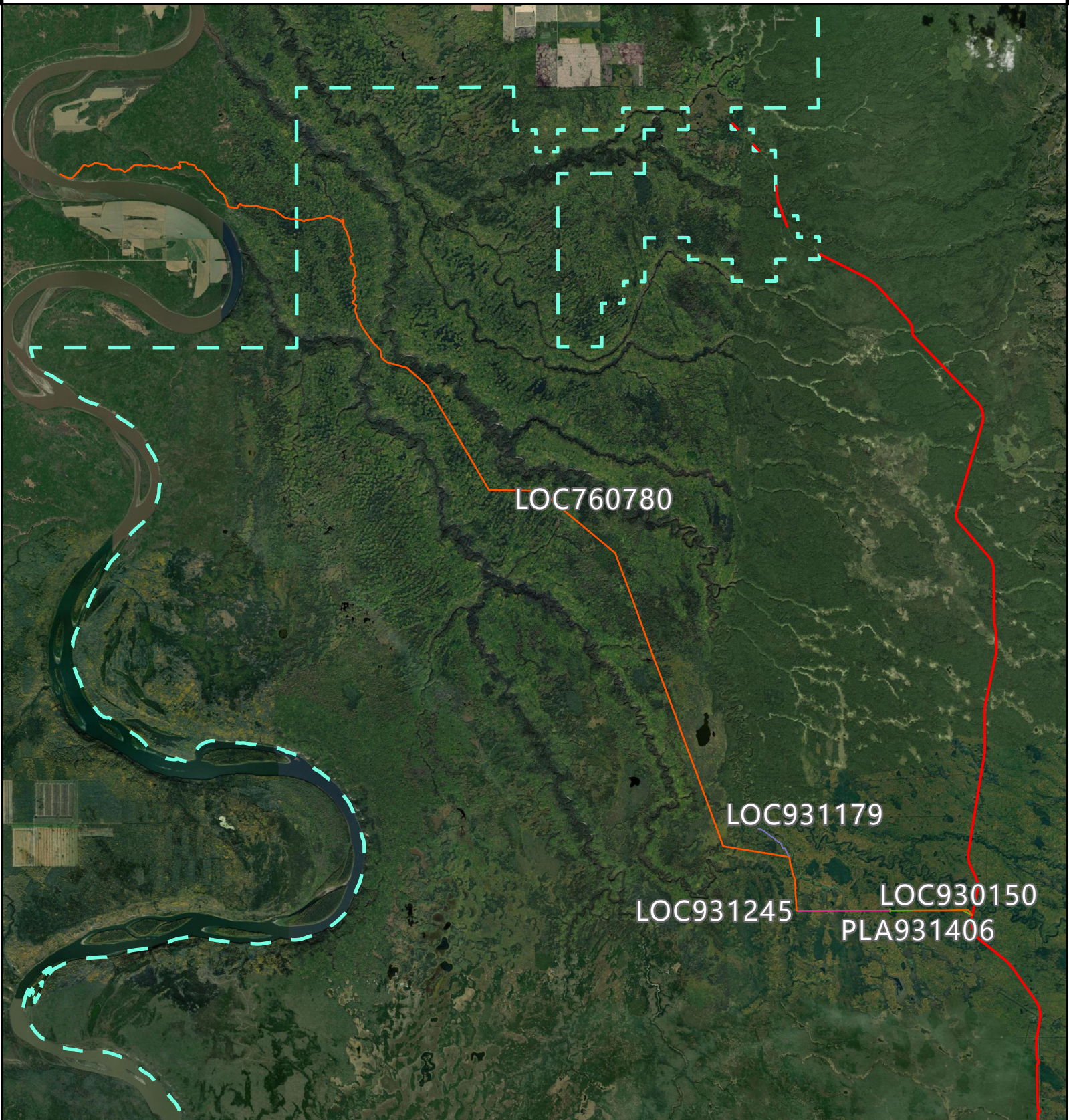
RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

For discussion.

Author: B Peters Reviewed by: _____ CAO: _____

Chad Wiebe - Route



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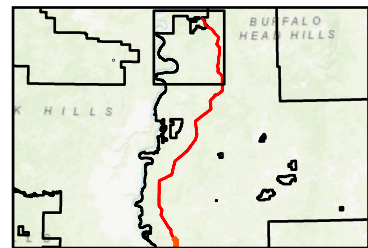
East_Haul_Road

DISP_TYPE

- Mercer Held Disposition
- N. Sunrise Disposition

DISP_NUM

- LOC760780
- LOC930150
- LOC931179
- LOC931245
- PLA931406



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Mackenzie County

REQUEST FOR DECISION

Meeting:	Committee of the Whole Meeting
Meeting Date:	January 26, 2021
Presented By:	Grant Smith, Agricultural Fieldman
Title:	Roadside Spraying Request for Proposals

BACKGROUND / PROPOSAL:

The roadside spraying contract expired in 2020. The Agricultural Service Board (ASB) will be requesting proposals for Roadside Spraying for 2021-2023.

This contract is managed by the Agricultural Fieldman under the direction of the ASB. Roadside Spraying is an Agricultural function and this RFP includes a matrix system that requires ASB members input and expertise.

FIN025 Purchasing Authority Directive and Tendering Process states that all tender procured through public advertising must be opened at a duly called Council meeting.

The ASB is requesting that the Roadside Spraying RFP be opened and awarded at the March Agricultural Service Board Meeting.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

ASB Operating Budget

SUSTAINABILITY PLAN:

N/A

Author: C. Sarapuk/G. Smith Reviewed by: _____ CAO: _____

COMMUNICATION / PUBLIC PARTICIPATION:

The RFP will be advertised in the local paper and Big Deal Bulletin.

POLICY REFERENCES:

FIN025 Purchasing Authority Directive and Tendering Process

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That a recommendation be made to Council to authorize the Agricultural Service Board to open and award the Roadside Spraying Request for Proposals at the March, 2021 Agricultural Service Board meeting.

Author: C. Sarapuk/G. Smith Reviewed by: _____ CAO: _____

Mackenzie County

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

Policy Statement, Definitions and General Guidelines

1. Policy Statement

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

2. Definitions

Bidder:

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

COR:

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

Council:

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

Designated Officer:

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

Local Supplier:

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

Recurring expenditure:

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

SECOR:

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

Security:

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

Tender:

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

3. Responsibilities

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

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

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

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

Director of Finance will:

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

CAO, Directors and Managers will:

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

4. Purchasing from Local Suppliers

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

Purchasing Authority

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

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

b) Delegated Expenditure Authority:

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

6. Spending Authority in a Disaster Situation

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

7. Regulations

Notwithstanding the above authorizations, the following regulations shall apply:

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

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

8. Tendering Process and Proposal Call Process

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

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

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

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

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

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

9. Request for Tender Process (excludes quotes)

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

10. Information to Bidder

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

11. Security, Bonding and Other Requirements

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

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

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

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

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

The following guidelines shall apply:

COR/SECOR required:

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

COR/SECOR may not be required:

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

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

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

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

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

- g) Administration will maintain an approved list of contractors.

12. Analysis of Tenders

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

13. Contingency Allowances

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

of tender awarding.

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

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

AGRICULTURAL SERVICE BOARD TERMS OF REFERENCE

Refer to Agriculture Service Board Policies & Bylaws

Purpose:

The Agriculture Service Board advises Council on innovative and sustainable agriculture policy and programs designed to assist Mackenzie County (ASB001).

Committee Structure:

The membership of the Board will be comprised of the following (ASB005):

- Reeve – Ex-officio (voting member)
- Two members of Council
- Three members at large
- Chief Administrative Officer or designate
- Agriculture Fieldman
- Other resources as required

The Committee shall appoint its own Chair and Vice-Chair at the first Committee meeting held following Council's Organizational Meeting.

Quorum:

Two Councillors and two members at large present at a meeting shall be considered a quorum. In order for the meeting to take place the Chief Administrative Officer or his/her designate must be present.

Term:

All members of the Committee will hold office for a two year period with members being appointed at the Organizational Meeting in October.

In the event of a vacancy by death, resignation or from any other cause except the expiration of the term of the appointment; such vacancy shall be filled by an appointment by Council as soon as possible.

Authority:

Pursuant to the Agricultural Service Board Act (Section 2).

Meeting Schedule:

Meetings will be bimonthly or at the call of the Chair or Agricultural Fieldman (ASB006).

General Responsibilities:

The Board shall (ASB001):

- Establish policies and programs which accomplish their mission.
- Provide and promote programs that strive to improve the economic viability of farms.
- Ensure programs address the changing needs of clients.
- Have good public awareness of policies and programs and those involved in implementing them.
- Provide information /technology transfer to its Clients.
- Ensure that the public sees the Agricultural Service Board as a receptive, responsible, concerned board and that employees show good work ethic.
- Work with the Council in a positive and productive manner.
- Appointment of one Council member from within its membership to the Mackenzie Applied Research Association.
- Review service level provided by Veterinarian.
- Meet with Veterinarian to discuss issues and concerns from community.
- Negotiate and provide recommendations to Council any contract amendments or renewals.
- Monitor the terms of the contract.
- Ongoing vet services.

Responsible for review of the following Bylaws/Documents:

- Agriculture Service Board Policies & Bylaws

Approved External Activities:

- Provincial ASB Conference (January)
- Regional ASB Conference (1 per year)
- ASB Summer Tours (attend 1 every 2 years)

	Date	Resolution Number
Approved		
Amended	2014-10-28	
Amended	2015-10-27	
Amended	2017-10-23	17-10-729
Amended	2018-08-29	18-08-618
Amended	2019-10-22	19-10-565



Mackenzie County

REQUEST FOR DECISION

Meeting:	Committee of the Whole Meeting
Meeting Date:	January 26, 2021
Presented By:	Carol Gabriel, Deputy Chief Administrative Officer (Legislative & Support Services)
Title:	Policy Overview and Policies to be Rescinded

BACKGROUND / PROPOSAL:

Council requested that Administration conduct a policy review. A summary of all municipal policies are attached for reference. Administration will bring forward recommendations at each Committee of the Whole meeting in regards to policy amendments.

Policy amendments resulting from the review will be presented for approval at a Regular Council meeting, however not the next day meeting in order to allow administrative time to finalize amendments made.

Policy ADM030 Isolation Allowance

Administration is recommending that Policy ADM030 Isolation Allowance be rescinded as the payment of the isolation allowance is authorized through the Collective Agreement between Mackenzie County and the Alberta Union of Provincial Employees Local 118 Chapter 008.

ARTICLE 33

Isolation Pay for Employees Working in Zama City, Alberta

- 33.01 Full-time Employees assigned to work in Zama permanently will be paid, in addition to their salary, an additional one thousand, two hundred dollars (\$1,200.00) per month per residence or accommodations will be provided. This amount will be pro-rated for any permanent Part-time Employee assigned to Zama.
- 33.02 Employees whose regular place of employment is not Zama, are eligible to receive an additional three dollars (\$3.00) per hour for each hour worked, including callback hours pursuant to Article 12.06. Employees eligible for this benefit will also have their meals and lodging provided by Mackenzie County.

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

Policy EMR003 Ambulance Services

Administration is recommending that Policy EMR003 Ambulance Service be rescinded as the municipality has not operated ambulance services since 2009.

Policy MRES001 Mackenzie Regional Emergency Services, Shift Hours and Rotations

Administration is recommending that Policy MRES001 Mackenzie Regional Emergency Services, Shift Hours and Rotations be rescinded as the municipality has not operated ambulance services since 2009.

Policy MRES002 Mackenzie Regional Emergency Services, Standard Operating Guidelines

Administration is recommending that Policy MRES002 Mackenzie Regional Emergency Services, Standard Operating Guidelines be rescinded as the municipality has not operated ambulance services since 2009.

Policy recommendations will be presented at the February 9, 2021 Regular Council meeting for approval.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

N/A

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

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That a recommendation be made to Council to rescind the following policies:

- Policy ADM030 Isolation Allowance
- Policy EMR003 Ambulance Service
- Policy MRES001 Mackenzie Regional Emergency Services, Shift Hours and Rotations
- Policy MRES002 Mackenzie Regional Emergency Services, Standard Operating Guidelines

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

Policy	Policy Title	Adopted	Last Revision Date	Rescinded	# of Revisions	Dept.	Notes
ADM001	Vehicle Maintenance and Operation	1998-10-14			0	OPS	
ADM002	Vehicle Usage	1998-10-14	2017-03-14		3	OPS	
ADM003	Vehicle and Equipment Replacement	1998-10-14			0	OPS	
ADM004	Tendering and Contract Award	1998-11-10	2004-07-13	2007-12-11	4	FIN	
ADM005	Cemetery Maintenance Grant	1998-10-14			0	FIN	
ADM006	Allocation of Keys and Locks	1998-10-14			0	LEG	
ADM007	Intermunicipal Cooperation	1998-11-10			0	LEG	
ADM008	Recording Devices at Meetings	1998-12-18		2012-10-30	0	LEG	Incorporated into Procedural Bylaw
ADM009	Media Spokesperson	1998-11-10			0	LEG	
ADM010	Adverse Weather	1998-11-10	2018-03-13		1	COM	
ADM011	Years of Service Award Program for Staff	1998-12-18			0	LEG	
ADM012	Signing Authority	1998-11-10			0	FIN	
ADM013	Signing Authority for Volunteer Fire Fighters Remuneration	2003-10-23		2015-02-25	0	COM	Incorporated into Fire Services Bylaw
ADM014	Smoking in the Workplace	1998-12-18	2002-05-07		1	LEG	
ADM015	Hiring of Contractors/Suppliers	1998-12-18			0	FIN	
ADM016	Years of Service Award Program for Council, Board and Committee Members	1998-12-18	2010-11-24		1	LEG	
ADM017	Years of Service Award Program for Volunteers	1998-12-18	2015-02-25		1	LEG	
ADM018	Insurance Coverage for Not for Profit Organizations	2000-12-19	2018-02-13		2	FIN	
ADM019	Employee Identification Card	1998-12-18			0	LEG	
ADM020	Playground Inspection	1998-12-18			0	COM	
ADM021	Purchase Wearing Apparel for Full-Time Staff & Council	2000-12-05			0	LEG	
ADM022	Two-Thirds Majority Vote	2001-03-20		2012-10-30	0	LEG	Incorporated into Procedural Bylaw
ADM023	Routine Release of Information	1999-09-15	2009-05-27	2018-07-25	1	LEG	Policy RM002
ADM024	Transitory Records	1999-09-15		2002-09-24	0	LEG	
ADM025	Release of Information to Banks, Collection Agencies, Realtors	1999-09-15		2018-07-25	0	LEG	Policy RM003
ADM026	Signing Authority for Reeve and Councillor Expense Claims and Honorariums	2000-02-15	2005-02-23	2006-11-29	3	LEG	Honorarium Bylaw
ADM027	No policy						
ADM028	To Establish Council Committees	2000-03-21	2000-05-16	2000-10-25	1	LEG	
ADM029	Personal Vehicle Allowance Rate Structure	2000-07-04		2001-12-05	0	FIN	Refer to Policy ADM033
ADM030	Isolation Allowance	2000-11-07	2005-02-28		1	FIN	Recommend to Rescind
ADM031	PC Purchase for Council Members	2001-02-20	2007-01-09	2013-05-07	2	LEG	Refer to Policy ADM052
ADM032	Employee Expense Reimbursement	2001-06-06			0	FIN	
ADM033	Personal Vehicle Allowance Rate Structure	2001-12-05	2018-06-12		5	FIN	
ADM034	Distribution of Draft Council Minutes	2002-02-05		2012-10-30	0	LEG	Incorporated into Procedural Bylaw
ADM035	Employee Training Program	2002-06-04			0	FIN	
ADM036	Municipal Shop Use	2002-06-18			0	OPS	
ADM037	No policy						
ADM038	Organizational Structure	2002-09-24			0		
ADM039	Role of Alternate Members on Committee	2002-12-03		2012-10-30	0	LEG	Incorporated in Procedural Bylaw
ADM040	Service Levels of Municipal District Campgrounds and Playgrounds	2003-01-07	2009-12-08		4	COMS	
ADM041	Recreational Capital Projects	2003-03-25	2015-05-27		2	FIN	
ADM042	General Safety Policy	2003-07-25	2019-11-05		6	COM	
ADM043	Capital Equipment/Facilities Funding Recreation Board Capital Funding	2003-11-27	2005-09-28	2015-05-27	2	FIN	
ADM044	Employee Dress Code	2006-05-24			0	LEG	

Policy	Policy Title	Adopted	Last Revision Date	Rescinded	# of Revisions	Dept.	Notes
ADM045	Risk Control	2007-04-11			0	FIN	
ADM046	Hiring	2007-04-25	2015-03-10		5	LEG	
ADM047	Local Authorities Pension	2008-09-24			0	LEG	
ADM048	Handi-Van Use	2010-08-10	2013-01-15		3	COM	
ADM049	Bursaries	2011-04-12	2019-08-28		9	FIN	
ADM050	Council/Administration Protocol	2012-05-01	2017-10-23		2	LEG	
ADM051	Facility Rental	2012-06-12	2015-02-25		1	COM	
ADM052	Electronic Access and Acceptable Use	2013-05-07	2014-06-11		1	LEG	
ADM053	Flags and Flag Protocol	2014-10-14			0	LEG	
ADM054	Fuel Usage	2014-12-08	2018-03-13		1	FIN	
ADM055	Residential Rental to Employees	2015-02-25	2017-05-24		1	FIN	
ADM056	Citizen Engagement	2015-09-30	2018-07-25		1	LEG	
ADM057	Video Surveillance	2016-08-24			0	LEG	
ADM058	Appointments to Boards/Committees	2017-06-13			0	LEG	
ASB001	ASB - Mission Statement	1998-12-18	2014-02-05		2	AG	
ASB002	ASB - Policy Manual	1998-12-18	2014-02-05		2	AG	
ASB003	ASB - Annual Report	1998-12-18	2014-02-05		2	AG	
ASB004	ASB - Agricultural Fieldman	1998-12-18	2014-02-05		1	AG	
ASB005	ASB - Duties & Responsibilities	1998-12-18	2009-10-27		1	AG	
ASB006	ASB - Regular Meetings	1998-12-18	2014-02-05		2	AG	
ASB007	ASB - No Policy						
ASB008	ASB - Training Session, Tours, etc.	1998-12-18	2014-02-05		2	AG	
ASB009	ASB - Rental Equipment	1998-12-18	2014-02-05		2	AG	
ASB010	ASB - Agricultural Chemicals	1998-12-18	2014-02-05		2	AG	
ASB011	ASB - No Policy						
ASB012	ASB - No Policy						
ASB013	ASB - Beaver Control	2001-03-30	2017-04-11		4	AG	
ASB014	ASB - Pest Control	2001-07-31	2017-04-11		4	AG	
ASB015	ASB - Water Management Projects Construction Eligibility & Prioritization	2002-10-08	2004-04-22	2012-12-11	1	AG	
ASB016	ASB - Referral Process for Confined Feeding Operations	2003-04-28	2014-02-05		2	AG	
ASB017	ASB - Rubber Mat Rental	2004-04-22			0	AG	
ASB018	ASB - Backsloping Program	2006-08-17		unknown	0	AG	
ASB018	ASB - Clubroot of Canola	2016-03-08			0	AG	
ASB019	ASB - Fusarium Graminearum	2016-03-08			0	AG	
ASB020	ASB - Wolf Depredation Management Program	2016-08-09	2016-08-24		1	AG	
ASB021	ASB - Weed Control	2017-04-11	2020-01-14		1	AG	
ASB022	ASB - Shelterbelt Trees	2018-02-13			0	AG	
DEV001	Urban Development Standards	2002-06-18	2020-04-07		11	PLA	
DEV002	Subdivision Refund	2010-12-14	2014-08-27		1	PLA	
DEV003	Multi-Lot/Urban Subdivision Construction and Registration	2011-09-13			0	PLA	
DEV004	Minimum Construction Value for Safety Codes Permits	2012-06-12			0	PLA	
DEV005	Planning Reserve	2014-03-11	2020-09-22		3	PLA	
DEV006	Antenna System Siting	2014-05-13	2020-11-25		1	PLA	
DEV007	Rural Development Standards	2015-02-10	2017-02-28		1	PLA	

Green - Inactive Policy or Rescinded

Policy	Policy Title	Adopted	Last Revision Date	Rescinded	# of Revisions	Dept.	Notes
DEV008	General Municipal Improvement Standards	2015-06-10			0	PLA	
DEV009	Subdivision Affidavits	2016-08-09			0	PLA	
DEV010	Land Acquisition for Road Right-of-Ways during Subdivision					PLA	Never approved.
DEV011	Floodplain Building Restrictions	2020-07-15			0	PLA	
EMR001	No policy						
EMR002	Disaster Emergency Response Services	1998-10-14	2015-10-28		2	COM	
EMR003	Ambulance Services	1998-10-14			0	COM	Recommend to Rescind
EMR004	Level of Fire Services	2003-05-14	2021-01-12		7	COM	
ENF001	Auxillary Constables	2002-06-18			0	COM	
ENF002	Anti-Bullying Alternative Measures	2007-02-28			0	COM	
ENF003	Peace Officer Public Complaints and Disciplinary	2016-08-24	2017-06-13		1	COM	
ENF004	Baton	2016-08-24			0	COM	
ENF005	Peace Officer Video Recording	2016-08-24	2017-06-13		1	COM	
ENF006	Oleoresin Capsicum (OC) Spray	2016-08-24			0	COM	
ENF007	Peace Officer Property Control	2016-06-13			0	COM	
ENF008	Peace Officer Records Management	2017-06-13		2018-07-25	0	COM	Replaced by Policy RM004
FIN001	No policy						
FIN002	Accounts Receivable Collection	1998-10-14	2006-09-27	2018-01-09	2	FIN	Combined with FIN011
FIN003	Auditors	1998-10-14	2008-05-06		1	FIN	
FIN004	Operation Budget	1998-10-14			0	FIN	
FIN005	Petty Cash	1998-10-14	2018-03-13		1	FIN	
FIN006	Unbudgeted Expenditures	1998-10-14	2002-04-03		1	FIN	
FIN007	Investment of Surplus Funds	1998-10-14		2008-05-06	0	FIN	
FIN008	Capital Budget	1998-10-14			0	FIN	
FIN009	Payment, Refund and Cancellation of Taxes	1998-10-14	2019-03-12		2	FIN	
FIN010	Financial Reports	1998-12-18	2017-09-25		2	FIN	
FIN011	Accounts Receivable/Utility Collection	1998-10-14	2019-05-07		6	FIN	
FIN012	Purchasing Authority Directive	1998-10-14	2005-10-26	2007-12-11	3	FIN	
FIN013	Community Organization Funding	1998-11-10	2006-09-12		2	FIN	
FIN014	Rural Snowplow Flags for Seniors Citizens and/or Handicapped Persons	1998-11-10		2001-12-04	0	FIN	Replaced by Policy FIN020
FIN015	Sale of Rural Snowplow Flags	1998-11-10		2011-02-23	0	FIN	
FIN016	Rural Snowplow Flags for Seniors Citizens and/or Handicapped Persons	2000-03-21		2001-12-04	0	FIN	
FIN017	Reserve Bid & Conditions of Sale	2001-03-06	2011-03-30		1	FIN	
FIN018	Local Improvement Tax Application	2001-06-19	2013-04-24		6	FIN	
FIN019	Lots Sale Arrangements with Realtors	2001-11-06	2009-04-07		1	FIN	
FIN020	Rural Snowplow Flags for Seniors Citizens and/or Handicapped Persons	2001-12-04		2011-02-23	0	FIN	
FIN021	Account Code Structure	2001-12-18		2019-03-12	0	FIN	
FIN022	Budget Development	2002-09-24	2017-08-23		3	FIN	
FIN023	Local Improvement Charge Cancellation	2003-05-14	2016-08-09		6	FIN	
FIN024	Electronic Signatures	2005-08-31	2017-03-14		4	FIN	
FIN025	Purchasing Authority Directive and Tendering Process	2007-12-11	2018-02-13		9	FIN	
FIN026	Tangible Capital Assets Accounting	2008-01-30	2017-03-14		3	FIN	
FIN027	Investment	2007-05-06	2017-09-25		3	FIN	
FIN028	Credit Card Use	2010-12-14	2019-02-12		8	FIN	

Green - Inactive Policy or Rescinded

Policy	Policy Title	Adopted	Last Revision Date	Rescinded	# of Revisions	Dept.	Notes
FIN029	Asset Disposal	2011-11-08			0	FIN	
FIN030	Debt Management	2012-01-10			0	FIN	
FIN031	Credit Card Payments	2012-06-12	2012-10-09		1	FIN	
FIN032	Tax Penalty Notification	2017-04-11			0	FIN	
HS001	No policy						
MRES001	Shift Hours and Rotations	2006-01-10			0	COM	Recommend to Rescind
MRES002	Standard Operating Guidelines	2006-01-10			0	COM	Recommend to Rescind
PW001	Road Bans	1998-10-14		2000-03-06	0	OPS	
PW002	Vehicle Usage	1998-10-14	2004-05-13	2002-06-24	1	OPS	
PW003	Road Fencing	1998-10-14		2015-02-25	0	OPS	
PW004	Winter Road Maintenance and Snowplow Indicator	1998-11-10	2019-02-12		8	OPS	
PW005	Road Maintenance	1998-12-18			0	OPS	
PW006	Land Acquisition for Municipal Works	1998-10-14	2008-08-12		1	OPS	
PW007	Water Management/Road Allowances	2000-06-19		2012-12-11	0	OPS	
PW008	Axle Loading	2001-03-06			0	OPS	
PW009	Dust Control	2000-09-05	2017-05-09		9	OPS	
PW010	Road Protection Agreement	2001-03-06	2015-07-29		2	OPS	
PW011	Log Hauls	1998-10-14	2005-11-23	2015-07-29	1	OPS	
PW012	Gravel Supply	2001-04-18			0	OPS	
PW013	Roadside Brush Control	1998-12-18			0	OPS	
PW014	Sale of County Gravel/Crusher Reject for Personal Use	2001-04-18	2007-05-23	2015-02-25	5	OPS	
PW015	No policy						
PW016	Information Signs	1999-04-20			0	OPS	
PW017	No policy						
PW018	Hiring of Private Equipment	2002-01-17	2018-10-09		3	OPS	
PW019	Road Construction Eligibility and Prioritization	2001-12-19	2012-03-15	2012-12-11	8	OPS	
PW020	Road Repair and Rehabilitation Prioritization Criteria	2001-12-19					
PW021	Access Installation						Policy drafted in September 2002
PW022	No policy						
PW023	Rural Road Specification	2001-12-19	2005-08-31	2013-08-12	1	OPS	Incorporated into Policy PW039
PW024	Urban Road Classification						Policy drafted in 2001
PW025	Infrastructure for New Development	2002-03-19			0	OPS	
PW026	License Agreement for Undeveloped Road Allowance	2002-05-07	2011-01-11		2	OPS	
PW027	Supply of Engineering Services	2002-03-19	2005-01-25		2	OPS	
PW028	Sale of Undeveloped Road Allowance	2002-05-07	2016-10-11		1	OPS	
PW029	Non-Conforming Roads & Accesses						Policy drafted in 2002
PW030	Use of Municipal Equipment	2002-10-08			0	OPS	
PW031	Rural Pipeline and Utility Crossing	2003-04-08			0	OPS	
PW032	Road Fencing	2003-11-12	2015-06-10		1	OPS	
PW033	Municipal Walkways	2003-05-27	2010-01-12		1	OPS	
PW034	Non Conforming Roads in Road Allowances	2004-05-04		2012-12-11	0	OPS	
PW035	Crop Damage Compensation	2004-09-08	2008-08-12		1	OPS	
PW036	No policy						
PW037	Access Construction	2005-11-23	2011-09-13	2012-12-11	3	OPS	

Green - Inactive Policy or Rescinded

Policy	Policy Title	Adopted	Last Revision Date	Rescinded	# of Revisions	Dept.	Notes
PW038	Waste Collection and Handling Service	2011-04-12			0	COMM	
PW039	Rural Road , Access Construction and Surface Water Management	2012-12-11	2020-02-26		10	OPS	
PW040	Hamlet Utility Corridors and Back Alleys	2015-10-28	2016-04-27		1	OPS	
PW041	Backslope	2016-04-27			0	OPS	
PW042	Road Allowance Use	2020-01-29	2020-03-10		1	OPS	
RESV001	General Operating Reserve	2001-06-06	2017-03-14		2	FIN	
RESV002	General Capital Reserve	2001-06-06	2017-03-14		2	FIN	
RESV003	Off-Site Levy Reserve	2001-06-06	2017-03-14		1	FIN	
RESV004	Road Reserve	2001-06-05	2013-03-14		1	FIN	
RESV005	Gravel Reclamation Reserve	2001-05-06	2017-03-14		1	FIN	
RESV006	Vehicles & Equipment Replacement and Emergency Services Reserve	2001-06-06	2017-03-14		1	FIN	
RESV007	Emergency Services Reserve	2001-06-06	2005-11-09	2017-03-14	1	FIN	Combined with RESV006
RESV008	Recreation & Parks Reserve	2006-06-06	2017-04-11		2	FIN	
RESV009	Surface Water Management Reserve	2001-06-06	2017-03-14		1	FIN	
RESV010	Municipal Reserve	2001-06-06	2017-03-14		4	FIN	
RESV011	Capital Funding Carry Forward Reserve - Recreation Board	2002-02-04	2002-09-03	2017-03-14	1	FIN	
RESV012	Walking Trail Reserve	2002-01-17	2002-02-18	2017-03-14	1	FIN	
RESV013	Water/Sewer Infrastructure Reserve	2003-05-14	2017-11-28	2017-03-14	1	FIN	Policy Rescinded and Reinstated.
RESV014	Gravel Crushing Reserve	2004-01-13	2017-03-14		2	FIN	
RESV015	Funding to Community Non-Profit Organization	2005-09-28		2017-03-14	0	FIN	
RESV016	Emergency Services Reserve					FIN	2011-03-30 Tabled for further review
RESV017	Bursaries	2011-04-12	2017-07-26	2017-03-14	1	FIN	Policy Rescinded and Reinstated.
RESV018	Rural Water Reserve	2013-02-12	2017-11-28		3	FIN	
RESV019	Street Light Replacement	2016-09-28	2017-03-14		1	FIN	
RESV020	Grants to Other Organizations	2017-11-28			0	FIN	
UT001	Utility Locates and Planning	1998-10-14			0	UT	
UT002	Water and/or Sewer Line Replacement and/or Extension Capital Cost Repayment	1998-11-10			0	UT	
UT003	Solid Waste Transfer Station Collection of Refuse	2002-02-05	2021-01-12		1	UT	
UT004	Utility Connections	2012-02-13	2018-10-09		4	UT	
UT005	No policy						
UT006	Municipal Rural Water Servicing - Endeavor to Assist	2014-01-14	2018-09-24		3	UT	
UT007	Lagoon Sludge Application to Land	2016-03-23			0	UT	
COM001	Parks Caretaker Bonus	2013-04-24	2015-01-13		1	COM	
HR001	Employee Code of Conduct	2015-07-29			0	LEG	
HR002	Drug & Alcohol Use	2019-05-07			0	LEG	
HR003	Workplace Violence & Harassment	2020-01-14			0	LEG	
HR004	Modified Work	2019-04-24			0	LEG	
RM001	Records Management	2018-07-25			0	LEG	
RM002	Routine Release of Information	2018-07-25			0	LEG	
RM003	Formal Request for Information	2018-07-25			0	LEG	
RM004	Peace Officer Records Management	2018-07-25			0	LEG	

Municipal District of Mackenzie No. 23

Title	ISOLATION ALLOWANCE	Policy No:	ADM30
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Legislation Reference	Municipal Government Act, Section 5
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Purpose

To establish a Policy where employees in isolated locations within the MD of Mackenzie are provided with an isolation allowance to help defray additional living costs.

Policy Statement and Guidelines

The MD of Mackenzie No. 23 recognizes that in some instances the cost of living is higher in some parts of the municipality than in other parts. This is truer in isolated or remote parts of the municipality.

To ensure that all employees are treated in an equitable manner employees working on a year round basis will be provided with a isolation allowance to help offset the extra costs incurred by working and living in these remote areas. The isolation rates are established as follows:

- Zama -----\$ 1000.00 per month
- High Level -----\$0.00 per month
- Fort Vermilion ----- \$0.00 per month
- La Crete ----- \$0.00 per month

It should be noted that the isolation allowance is treated as a taxable benefit for the employee under current Revenue Canada guidelines.

	Date	Resolution Number
Approved	Nov 7/00	00-630
Amended	Feb 28/05	05-095
Amended		

Municipal District of Mackenzie No. 23

Title	AMBULANCE SERVICE	Policy No.	EMR003
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Legislation Reference	Municipal Government Act, Section 5 (b)
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Purpose

To establish the level of ambulance service to be provided in the municipality.

Policy Statement and Guidelines

The Municipality shall provide a minimum level of Basic Life Support (BLS)/Emergency Medical Response (EMR) ambulance service to the residents.

The level of service shall be reviewed by the Manager of Emergency Services annually or by request.

Such a review may result in an amendment to this policy.

	Date	Resolution Number
Approved	Oct 14/98	98-314
Amended		
Amended		

“J. Maine” (Signed) _____
Chief Administrative Officer

“B. Bateman” (Signed) _____
Chief Elected Official

Municipal District of Mackenzie No. 23

Title	Mackenzie Regional Emergency Services, Shift Hours and Rotations	Policy No.	MRES001
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Legislation Reference	Alberta Regulation 14/97 Employment Standards Code, EMPLOYMENT STANDARDS REGULATION Part 3, Division 1 – Ambulance Attendants
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Purpose

To establish shifts, rotations and core hours while identifying times of shift commencement and completion until the AUPE Collective Agreement reflects current operating procedures.

Policy Statement and Guidelines

Flex Shift Core Hour Shifting: will be defined as the 24 hour on call shift in which there are 10 hours of flexible active duty. Daily rates will be based on the 24-hour period. Overtime will be paid for all hours of active duty exceeding this 10 hour period.

Definitions

Shift: Defined as the amount of time between the commencement and completion of the on call period. The shift shall be 24 hours in duration commencing at 1000 hours. The shift will encompass times of active duty, flex shift core hours and on call shift hours.

Rotation: Defined as the amount of consecutive shifts at any given location

Flex Shift Core Hours: Defined as the financially compensated portion at the regular daily rate regardless of the amount of active duty. These flex shift core hours may be at varying intervals throughout the 24 hour period

On Call Shift Hours: Defined as the remaining hours within a 24 hour shift that is not designated as flex shift core hours.

Active Duty: Defined as the hours of work within a 24 hour period that the practitioner is required to be performing duties relating to their job description, outside of regular on call hours.

	Date	Resolution Number
Approved	Jan. 10/06	06-15
Amended		
Amended		

Chief Administrative Officer

Chief Elected Official

Municipal District of Mackenzie No. 23

Title	Mackenzie Regional Emergency Services, Standard Operating Guidelines	Policy No.	MRES002
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Legislation Reference	Municipal Government Act, RSA, 2000 c. M-26, Part 2, Division 1, Section 7
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Purpose

To establish Standard Operating Guidelines for Emergency Medical Services within the Mackenzie Regional Emergency Services organization.

Policy Statement and Guidelines

The Municipality shall at all times during the operation of a Licensed Ambulance Service have Standard Operating Guidelines in place to reflect the safe and efficient operation of Emergency Medical Services (EMS).

Standard Operating Guidelines shall meet or exceed industry standards currently utilized by licensed ambulance providers within the Province of Alberta, and shall ensure that all guidelines exceed requirements set forth by Alberta Health and Wellness – Emergency Health Services.

Standard Operating Guidelines shall not contravene conditions or terms outlined in Provincial Legislation, Municipal Bylaws, or the Collective Agreement.

Standard Operating Guidelines shall be approved by the Director of Emergency Services.

	Date	Resolution Number
Approved	Jan 10/06	06-16
Amended		
Amended		

Chief Administrative Officer

Chief Elected Official



Mackenzie County

REQUEST FOR DECISION

Meeting:	Committee of The Whole Meeting
Meeting Date:	January 26, 2021
Presented By:	Willie Schmidt, Fleet Maintenance Manager
Title:	Policy ADM036 Municipal Shop Use

BACKGROUND / PROPOSAL:

Administration is reviewing Policies that have not been brought to Council in some time that require review and possible ammendment.

Attached is ADM036 – Municipal Shop Use which administration is recommending some amendments to update Mackenzie County’s name, and facilities under County operations.

Policy changes will be presented at the February 9, 2021 Regular Council meeting for approval.

OPTIONS & BENEFITS:

Updating Policy aligns with current facilities.

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

Author: W. Schmidt Reviewed by: _____ CAO: _____

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That a recommendation be made to Council to amend Policy ADM036 Municipal Shop Use as presented.

Author: W. Schmidt Reviewed by: _____ CAO: _____

Municipal District of Mackenzie No. 23 Mackenzie County

Title	Municipal Shop Use	Policy No:	ADM036
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Legislation Reference	Municipal Government Act, Section 5
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Purpose

To establish criteria for the use of ~~M.D. of~~ Mackenzie County facilities such as shop, fire halls, ~~ambulance shelters~~, and other similar structures.

Policy Statement

~~The M.D. of~~ Mackenzie County maintenance shops or other municipally owned buildings - such as fire halls, ~~ambulance shelters~~, etc. - will only be used for the repair, maintenance and storage of municipally owned vehicles and equipment.

Guidelines

1. ~~M.D. of~~ Mackenzie County mechanics, or approved contractors, will oversee maintenance and repairs of municipally owned vehicles and equipment, **within these facilities.**
2. No private vehicles will be maintained, repaired, stored or washed at any ~~M.D. of~~ Mackenzie County facilities unless permission is granted by the **Fleet Maintenance Manager or the Chief Administrative Officer GAO.**

	Date	Resolution Number
Approved	2002-06-18	02-467
Amended		
Amended		

