




MACKENZIE COUNTY

COMMITTEE OF THE WHOLE MEETING

**MARCH 23, 2021
10:00 AM**

**FORT VERMILION COUNCIL
CHAMBERS**

 780.927.3718

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 4511-46 Avenue, Fort Vermilion

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Mackenzie County

**MACKENZIE COUNTY
COMMITTEE OF THE WHOLE MEETING**

**Tuesday, March 23, 2021
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	
ADOPTION OF PREVIOUS MINUTES:	3.	a) Minutes of the February 23, 2021 Committee of the Whole Meeting	5
		b)	
DELEGATIONS:	4.	a)	
BUSINESS:	5.	a) Northern Lakes College – Chief Clarence Louise Presentation (10:00 am – 12:00 pm)	
		b)	
		c)	
POLICY REVIEW:	6.	a) Review Policy ADM009 – MEDIA SPOKESPERSON	11
		b) Amend/Abolish - Years of Service Award Policies	15
		c) Review Policy ADM021 – Purchase Wearing Apparel for Full Time Staff, Council & Volunteer Fire Fighters	23
		d) Community Services Policy Overview and Policies to be Rescinded or Amended	27
		e) Review Six Public Works Policies	39
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
April 27, 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:	March 23, 2021
Presented By:	Colleen Sarapuk, Administrative Officer
Title:	Minutes of the February 23, 2021 Committee of the Whole Meeting

BACKGROUND / PROPOSAL:

Minutes of the February 23, 2021 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. Sarapuk Reviewed by: _____ CAO: _____

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the minutes of the February 23, 2021 Committee of the Whole Meeting be adopted as presented.

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

**MACKENZIE COUNTY
COMMITTEE OF THE WHOLE MEETING**

**February 23, 2021
10:00 a.m.**

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

PRESENT:

Josh Knelsen	Reeve
Walter Sarapuk	Deputy Reeve
Jacque Bateman	Councillor
Peter F. Braun	Councillor
Cameron Cardinal	Councillor
David Driedger	Councillor
Eric Jorgensen	Councillor –virtual, attended in person at 12:32 pm
Anthony Peters	Councillor
Ernest Peters	Councillor
Lisa Wardley	Councillor –virtual

REGRETS:

ADMINISTRATION:

Len Racher	Chief Administrative Officer
Byron Peters	Director of Projects & Infrastructure
Caitlin Smith	Manager of Planning & Development -virtual
Fred Wiebe	Director of Utilities
Jennifer Batt	Director of Finance
Don Roberts	Director of Community Services
Willie Schmidt	Fleet Maintenance Manager
Grant Smith	Agricultural Fieldman
Colleen Sarapuk	Administrative Officer/Recording Secretary

ALSO PRESENT:

Minutes of the Committee of the Whole Meeting for Mackenzie County held on February 23, 2021 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-21-02-012 MOVED by Deputy Reeve Sarapuk

That the agenda be approved as presented.

CARRIED

**MINUTES FROM
PREVIOUS MEETING:**

**3. a) Minutes of the January 26, 2021 Committee of the
Whole Meeting**

MOTION COW-21-02-013 MOVED by Councillor E. Peters

That the minutes of the January 26, 2021 Committee of the
Whole Meeting be adopted as presented.

CARRIED

DELEGATIONS:

**4. a) Glenda Farnden, STARS Sr. Municipal Relations
Liaison (10:45 a.m.)**

Reeve Knelsen recessed the meeting at 10:57 a.m. and
reconvened the meeting at 11: 09 a.m.

MOTION COW-21-02-014 MOVED by Deputy Reeve Sarapuk

That the STARS request be forwarded to the March 24, 2021
Council meeting for consideration.

CARRIED

DELEGATIONS:

**4. b) O2 Planning and Design – Land Use Bylaw Project
Update**

MOTION COW-21-02-015 MOVED by Deputy Reeve Sarapuk

That the Mackenzie County Land Use Bylaw project update
be received for information.

CARRIED

Reeve Knelsen Recessed the meeting at 12:01 p.m. and
reconvened at 12:33 p.m.

BUSINESS:

5. a) Action List Review

MOTION COW-21-02-016 MOVED by Councillor Jorgensen

That the Council Action List Review be received for information.

CARRIED

Reeve Knelsen recessed the meeting at 1:51 p.m. and reconvened the meeting at 2:06 p.m.

POLICY REVIEW: 6. a) Review/Approve Five Public Works Policies

MOTION COW-21-02-017 MOVED by Councillor Wardley

That a recommendation be made to council that Policy PW006 Land Acquisition for Municipal Works be rescinded

CARRIED

MOTION COW-21-02-018 MOVED by Councillor Driedger

That Policy PW010 Road Protection be TABLED until the next Committee of the Whole Meeting.

CARRIED

MOTION COW-21-02-019 MOVED by Councillor Braun

That a recommendation be made to council that Policy PW012 Gravel Supply be amended as discussed.

CARRIED

MOTION COW-21-02-020 MOVED by Councillor Wardley

That a recommendation be made to council that Policy PW016 Information Signs be rescinded.

CARRIED

MOTION COW-21-02-021 MOVED by Councillor Bateman

That a recommendation be made to council that Policy PW035 Crop Damage Compensation be amended as discussed.

CARRIED

CLOSED MEETING: 7. a) **NONE**

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

ADJOURNMENT: 9. a) **Adjournment**

MOTION COW-21-02-022 **MOVED** by Deputy Reeve Sarapuk

That the Committee of the Whole meeting be adjourned at
3:03 p.m.

CARRIED

These minutes will be presented for approval on March 23, 2021.

Joshua Knelsen
Reeve

Lenard Racher
Chief Administrative Officer

UNAPPROVED



Mackenzie County

REQUEST FOR DECISION

Meeting:	Committee of the Whole Meeting
Meeting Date:	March 23, 2021
Presented By:	Len Racher, Chief Administrative Officer
Title:	Review Policy ADM009 – MEDIA SPOKESPERSON

BACKGROUND / PROPOSAL:

As requested by Council, administration has begun the process of reviewing current Policies that may require some amendments, possibility of incorporating 2 Policies into one, or abolishment.

Administration has reviewed ADM009 Media Spokesperson and recommend changes as attached.

OPTIONS & BENEFITS:

To ensure Policies are in place as per Councils direction.

COSTS & SOURCE OF FUNDING:

Operating Budgets

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

POLICY REFERENCES:

Author: J Batt Reviewed by: L Racher CAO: _____

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That a recommendation be made to Council that Policy ADM009 Media Spokesperson be amended as presented/discussed.

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

~~Municipal District of Mackenzie No. 23~~ **Mackenzie County**

Title	MEDIA SPOKESPERSON	Policy No:	ADM009
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Legislation Reference	Municipal Government Act Sections and 5(b)
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Purpose

To designate individuals who may provide official information to the media on behalf of the municipality.

~~Policy Statement and Guidelines~~

POLICY STATEMENT

1. Statement:

The municipality recognizes the benefit of communicating official information to the media by designating an individual to provide information to the media and the public.

GUIDELINES

2. Procedure & Responsibility

~~In other than a disaster situation, the~~ **The** media spokesperson for the municipality shall be:

- (a) the Chief Elected Official or Council designate; or
- (b) the Chief Administrative Officer or designate.

~~In a disaster situation the media spokesperson shall be the Director of Disaster Services or designate.~~

	Date	Resolution Number
Approved	Nov 10/98	98-341
Amended		
Amended		

Chief Administrative Officer

Chief Elected Official



Mackenzie County

REQUEST FOR DECISION

Meeting:	Committee of the Whole Meeting
Meeting Date:	March 23, 2021
Presented By:	Len Racher, Chief Administrative Officer
Title:	Amend/Abolish - Years of Service Award Policies

BACKGROUND / PROPOSAL:

As requested by Council, administration has begun the process of reviewing current Policies that may require some amendments, possibility of incorporating multiple Policies into one, or abolishment Policies if no longer required.

Administration has reviewed the following 3 Policies, and recommend incorporating all Policies into 1, and abolishing 2 Policies.

- ADM011 Years of Service Award Program for Staff (Amend)
- ADM016 Years of Service Award Program for Council, Board and Committee Members (Abolish)
- ADM017 Years of Service Award Program for Volunteers (Abolish)

As staff of 10,15,20,25 years of service are already awarded financially as per the Collective agreement, administration is recommending removing that from the Policy to ensure clarity.

OPTIONS & BENEFITS:

To ensure Policies are in place as per Councils direction.

COSTS & SOURCE OF FUNDING:

Operating Budgets

Author: J Batt **Reviewed by:** L Racher **CAO:** L Racher

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

POLICY REFERENCES:

RECOMMENDED ACTION:

MOTION 1

Simple Majority Requires 2/3 Requires Unanimous

That a Policy ADM011 – Years of Service Award Program for Staff be amended as presented/discussed.

MOTION 2

Simple Majority Requires 2/3 Requires Unanimous

That a Policy ADM016 Years of Service Award Program for Council, Board and Committee Members be abolished.

MOTION 3

Simple Majority Requires 2/3 Requires Unanimous

That a Policy ADM017 Years of Service Award Program for Volunteers be abolished.

Author: J Batt Reviewed by: L Racher CAO: L Racher

Municipal District of Mackenzie No. 23 Mackenzie County

Title	YEARS OF SERVICE AWARD PROGRAM FOR STAFF, COUNCILLORS, BOARD, COMMITTEE MEMBERS, FIRE DEPARTMENTS & VOLUNTEERS	Policy No:	ADM011
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Legislation Reference	Municipal Government Act Sections and 5(b)
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Purpose

To give recognition for years of service by staff, Councillors, Board, Committee members,, Fire Departments and volunteers for the dedication and commitment to the municipality.

Policy Statement and Guidelines

POLICY STATEMENT

Statement:

- 1) The **Municipal District County** wishes to acknowledge the contribution made by employees, **Councillors, Board, Committee members, Fire Departments, and volunteers** towards the municipality by establishing a “Years of Service Award Program”.

GUIDELINES:

Procedure & Responsibility:

- 2) Recipients of the “Years of Service Award Program” shall be presented with a **certificate of recognition** ~~gift for the appropriate year, and shall receive a gift of appreciation in the value identified as follows:~~ **at the completion of their 5th, 10th, 15th, 20th, and 25th years of service.**
- 3) **a) Full time staff of 5 years** shall receive a gift valued ~~as outlined below subject to the number of continuous years of service:~~ **at \$100.**

- ~~5 Years — \$100 Value gift~~
- ~~10 Years — \$150 Value gift~~
- ~~15 Years — \$200 Value gift~~
- ~~20 Years — \$250 Value gift~~
- ~~25 Years — \$300 Value gift~~
- ~~30 Years — \$400 Value gift~~

- 4) Full time staff of 10,15,20,25 years of service shall be awarded as per the Collective Agreement.
- 5) Council, Board, and Committee members shall receive a gift valued at \$100 for five-years of service plus \$25 per year for every additional year of service.
- 6) Should a retirement/resignation occur between the years listed above, the Chief Administrative Officer or designate has the option of giving recognition ~~as~~ at a time deemed appropriate.
- 7) The Years of Service Awards shall be presented to the individuals receiving the awards at the annual Christmas function.
- 8) A record is to be kept of all employees, Councillors, Board, and Committee members, Fire Departments, and volunteers to indicate the number of completed years of service.
- 9) Awards will be issued only after the completion of the years of service.

	Date	Resolution Number
Approved	Dec18/98	98-390
Amended		
Amended		

"J. Maine" (Signed)
Chief Administrative Officer

"B. Bateman" (Signed)
Chief Elected Official

Mackenzie County

Title	YEARS OF SERVICE AWARD PROGRAM FOR COUNCIL, BOARD AND COMMITTEE MEMBERS	Policy No:	ADM016
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Legislation Reference	Municipal Government Act Sections and 5(b)
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<p>Purpose</p> <p>To give recognition for years of service by Council, Board, and Committee members for dedication and commitment to the municipality.</p>

Policy Statement and Guidelines

- 1) Mackenzie County wishes to acknowledge the contribution made by Council, Board, and Committee members towards the municipality by establishing a “Years of Service Award Program”.
- 2) Recipients of the “Years of Service Award Program” shall be presented with a gift for the appropriate year, and shall receive a gift of appreciation in the value identified as follows:
 - a) Council, Board, and Committee members shall receive a gift valued at \$200 for three-years of service plus \$25 per year for every additional year of service.
- 3) A certificate of recognition will be presented to Councillors, after the completion of each three (3) year term at the annual Christmas function.
- 4) A record is to be kept of all Council, Board, and Committee members to indicate the number of completed years of service.
- 5) Awards will be issued only after the completion of the years of service.

	Date	Resolution Number
Approved	18-Dec-98	98-390
Amended	24-Nov-10	10-11-1045
Amended		

Municipal District of Mackenzie No. 23

Title	YEARS OF SERVICE AWARD PROGRAM FOR VOLUNTEERS	Policy No:	ADM017
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Legislation Reference	Municipal Government Act Sections and 5(b)
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Purpose

To give recognition for years of service by Volunteer members of the municipality's Fire Departments, Ambulance Services, and any other Volunteer service of the municipality for dedication and commitment to the municipality.

Policy Statement and Guidelines

- 1) The M.D. of Mackenzie No. 23 wishes to acknowledge the contribution made towards the municipality by Volunteer members of the municipality's Fire Departments and Ambulance Services by establishing a "Years of Service Award Program".
- 2) Recipients of the "Years of Service Award Program" shall be presented with a gift for the appropriate year, and shall receive a gift of appreciation in the value identified as follows:
 - a) Volunteer members of the municipality's Fire Departments and Ambulance Services shall receive a gift valued as outlined below subject to the number of continuous years of service:

5 Years	\$ 50 Value gift
10 Years	\$ 75 Value gift
15 Years	\$100 Value gift
20 Years	\$125 Value gift
25 Years	\$150 Value gift
30 Years	\$200 Value gift

Should a retirement/resignation occur between the years listed above, the Manager of Emergency Services or designate has the option of giving recognition on a pro-rated basis.
- 3) The Years of Service Awards shall be presented to the individuals receiving the awards at their annual Christmas function.
- 4) A record is to be kept of all Volunteer members of the municipality's Fire Departments and Ambulance Services to indicate the number of completed years of service.
- 5) Awards shall be issued only after the completion of the years of service being recognized.

	Date	Resolution Number
Approved	Dec 18/98	98-390
Amended		
Amended		

"J. Maine" (Signed)
Chief Administrative Officer

"B. Bateman" (Signed)
Chief Elected Official

ABOLISHED



Mackenzie County

REQUEST FOR DECISION

Meeting:	Committee of the Whole Meeting
Meeting Date:	March 23, 2021
Presented By:	Len Racher, Chief Administrative Officer
Title:	Review Policy ADM021 – Purchase Wearing Apparel for Full Time Staff, Council & Volunteer Fire Fighters

BACKGROUND / PROPOSAL:

As requested by Council, administration has begun the process of reviewing current Policies that may require some amendments, possibility of incorporating 2 Policies into one, or abolishment.

Administration has reviewed ADM021 Purchase Wearing Apparel for Full Time Staff, Council & Volunteer Fire Fighters and recommend changes as attached. The amount available for this program was requested to be reviewed by Council during Budget discussions, so administration has not allocated a recommended amount, but has left open for Council discussion, and input.

If recommended changes to Policy ADM017 Years of Service Award Program are approved, volunteer fire fighters will be eligible under this policy.

OPTIONS & BENEFITS:

To ensure Policies are in place as per Councils direction.

COSTS & SOURCE OF FUNDING:

Operating Budgets

SUSTAINABILITY PLAN:

Author: J Batt **Reviewed by:** L Racher **CAO:** L Racher

COMMUNICATION / PUBLIC PARTICIPATION:

POLICY REFERENCES:

ADM017 – Years of Service Award Program for Volunteers

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That a recommendation be made to Council that Policy ADM021 Purchase Wearing Apparel for Full Time Staff, Council & Volunteer Fire Fighters be amended as discussed.

Author: J Batt Reviewed by: L Racher CAO: L Racher

Municipal District of Mackenzie No. 23 Mackenzie County

Title	PURCHASE WEARING APPAREL FOR FULL TIME STAFF, COUNCIL & VOLUNTEER FIRE FIGHTERS	Policy No:	ADM021
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Legislation Reference	Section 5(b)
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Purpose

To provide consistent guidelines for the ~~M.D. of Mackenzie's~~ County's contribution towards the purchase of wearing apparel for full time staff, and council.

~~Policy Statement and Guidelines~~

POLICY STATEMENT

Statement:

- 1) It is the desire of the ~~M.D. of Mackenzie~~ County that council and full time staff show pride in the municipality through wearing apparel with the ~~M.D. of Mackenzie~~ County's logo prominently displayed.

GUIDELINES:

Procedure & Responsibility:

- 2) Each year the ~~M.D. of Mackenzie~~ County will authorize the payment of a maximum of ~~\$100~~ _____ towards the purchase of wearing apparel, subject to clause (1), for council and full time staff.
- 3) The option to purchase wearing apparel will be made available to all councilors and full time staff of the ~~M.D. of Mackenzie~~ County.
- 4) ~~M.D. of Mackenzie~~ A Mackenzie County logo and/or name must be prominently displayed on wearing apparel purchased through the ~~M.D. of Mackenzie~~ County.
- 5) In order to purchase ~~M.D. of Mackenzie~~ County wearing apparel, the purchaser must be a councilor, volunteer fire fighter, or full time employee that has been employed by the municipality for a period of ~~six months~~ one year.

	Date	Resolution Number
Approved	Dec 5/00	00-710
Amended		

Amended		
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Mackenzie County

REQUEST FOR DECISION

Meeting:	Committee of the Whole Meeting
Meeting Date:	March 23 2021
Presented By:	Don Roberts, Director of Community Services
Title:	Community Services Policy Overview and Policies to be Rescinded or Amended

BACKGROUND / PROPOSAL:

Council requested that Administration conduct a policy review. Administration was directed to bring forward recommendations at each Committee of the Whole meeting in regards to policy amendments or rescinding policies.

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 ADM042 General Safety Policy

Administration is recommending changes to Policy ADM042 - General Safety Policy to reflect the new name change of the Joint Work Site Health and Safety Committee and to change the required amount of meetings the Committee is required to hold.

Policy ENF001 Auxiliary Constables

Administration is recommending that Policy ENF001 Auxiliary Constables be rescinded as the municipality no longer operates this program .

OPTIONS & BENEFITS:

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

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

Motion 1

That a recommendation be made to Council to amend Policy ADM042 General Safety Policy as presented.

Motion 2

That a recommendation be made to Council to rescind Policy ENF001 Auxiliary Constables:

Author: _____ Reviewed by: _____ CAO: _____

Mackenzie County

Title	GENERAL SAFETY POLICY	Policy No:	ADM042
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Purpose

Mackenzie County is committed to the health and safety and welfare of its employees in compliance with the OH&S Act. This includes providing a safe work place for its employees by incorporating and enforcing safe working conditions and practices.

The purpose of this policy is to ensure that health and safety are given primary importance in planning and operating municipal activities in order to protect employees against hardship and suffering caused by work related injuries.

Policy Statement

1. Every employee is entitled to work under the safest possible conditions, and every reasonable effort shall be made to provide for the safe and healthy working conditions and to eliminate hazards that can cause injury to workers or damage to property or equipment.
2. Management is responsible for the promotion of safety and the education of all employees.
3. Each individual employee is responsible for the success of the health and safety program and will cooperate with supervisors to this end.

Procedure:

A safe and healthy work environment is a goal everyone shares. For that reason the Occupational Health and Safety Act is an important piece of legislation which was passed to protect employer, management and workers. The Act provides minimum standards within which the County, Management, Supervisors, Employees and Contractors must work together to keep the work site safe and free from health hazards.

All employees shall adhere to the guidelines defined in the Mackenzie County Employee Safety Handbook. If a contradiction between policy and procedures arises, the County Chief Administrative Officer shall resolve the issue by approving amendments to procedures or recommending changes to policy.

**RESPONSIBILITIES OF COUNCIL, MANAGEMENT, DEPARTMENT HEADS,
EMPLOYEES & THE JOINT WORK SITE HEALTH & SAFETY COMMITTEE**

Council:

To encourage a healthy and safe work place by:

- a) providing the necessary funding for safety related programs, equipment and clothing;
- b) approving the appropriate policies.

Chief Administrative Officer and Directors:

- To provide information, instructions, and assistance to all supervisory staff in order to protect the health and safety of all employees.
- To provide all supervisory staff with an understanding of the Mackenzie County Occupational Health & Safety Program as well as relevant occupational health and safety legislation.
- To ensure that supervisors and employees are aware of and adhere to policy and procedures regarding the care and maintenance of buildings, equipment, vehicles, tools and personal protective equipment.
- To approve ongoing training programs and first aid courses.
- To participate in formal worksite inspections.
- To review incident and near miss reports and provide direction and/or comments.
- To act as a liaison between employees, supervisors, the Joint Health & Safety Committee and the County Council.
- To monitor sub-contractors to enforce the use of the safety program including procedures, filling out hazard assessments, and wearing personal protective equipment, therefore creating a safe and healthy workplace.

Supervisors:

- To understand and enforce the Mackenzie County Occupational Health & Safety Program.
- To ensure that employees are trained and demonstrate competency in the operation, care and maintenance of vehicles and equipment.
- To review with employees all Hazard Assessments pertinent to their department and highlight any potential dangers and how to isolate, prevent and remove them.

- To complete all incidents or near miss reports immediately, to assist in the investigation of all incidents and near miss reports and to advise management on how to prevent similar accidents in the future.
- To carry out regular inspections of the work place to ensure a safe and healthy environment.
- Co-operate with OH&S and provide any information requested during an investigation.
- To monitor sub-contractors to enforce the use of the safety program including procedures, filling out hazard assessments, and wearing personal protective equipment, therefore creating a safe and healthy workplace.

Employee:

- To read, understand and comply with the Mackenzie County Safety Employee Handbook, safety policy, directives, safe work practices, and Occupational Health and Safety procedures and rules.
- To use the safety equipment and personal protective devices and clothing required by regulations and the County.
- To notify their supervisor of any unsafe conditions or acts that may be of danger to other workers or themselves.
- To notify Management if a hazard is not rectified.
- To report all accidents and injuries in writing to their supervisor as soon as possible.
- To take precautions to protect the safety of other workers and themselves.
- If asked to do work that he/she believes poses imminent danger to himself/herself or others, refuse to do it and
 - 1) immediately notify Supervisor
 - 2) explain reason
 - 3) if Supervisor does not agree, contact Management.
- Co-operate with OH&S and provide any information requested during an investigation.

Contractors

- Where a contractor is HIRED BY the County and is not designated as a “Prime Contractor” by contract, they shall abide by the County Safety Policies.
- The contractor shall provide and use safety equipment and personal protective devices and clothing required by regulations and the County.

- The contractor shall notify the responsible County employee of any conditions of concern.
- The contractor shall report all incidents, near misses and injuries in writing to the responsible County employee as soon as possible.
- The contractor shall take precautions to protect the safety of other workers and themselves. If asked to do work that the contractor believes is imminent danger to himself/herself or others, refuse to do it and:
 - notify responsible County employee,
 - explain reason,
 - if responsible employee does not agree, contact the Director of that department or the Chief Administrative Officer.
- All contractors, non-prime and commenced equipment operators/contractors must obtain, read and understand the contents of Mackenzie County's "Contractor Safety Handbook" and complete the Field Hazard Assessment/Tailgate Safety Meeting Form.
- Failure to meet the requirements of Mackenzie County's Health & Safety Program may result in the following disciplinary actions:
 - 1) Verbal warning will be given to the contract owner or representative.
 - 2) Written warning will be given to the contract owner or representative.
 - 3) Termination of contract.

Visitors

- All visitors must comply with the Mackenzie County Health & Safety Program.

Joint Work Site Health & Safety Committee

The Committee shall be comprised of a minimum of three members from Management and three employee representatives appointed by the Union (Article 28.01).

The objectives of this Committee are to:

- a) encourage the County and all its employees to work together in the identification and evaluation of health and safety concerns.
- b) recommend solutions to unsafe procedures and health threats.

Municipal District of Mackenzie No. 23

Title	AUXILIARY CONSTABLES	Policy No.	ENF001
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Legislation Reference	Municipal Government Act, Section 5
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PURPOSE

Auxiliary Constables are citizens who are appointed Peace Officers for the purpose of complementing the M.D. of Mackenzie Constabulary. They provide limited assistance in both normal and emergency enforcement operations.

Policy Statement and Guidelines

1) General:

- a) As Auxiliaries are volunteers of the M.D. of Mackenzie No. 23, they are subject to certain benefits as outlined in Section 2 (b).
- b) An identity card issued to an Auxiliary Constable does not imply that the person is a member or volunteers of the M.D. of Mackenzie No. 23 when not accompanied by a regular member of the M.D. of Mackenzie Constabulary.
- c) An Auxiliary Constable will perform only the duties authorized in Section 4.
- d) An Auxiliary Constable must wear the uniform provided by the M.D. of Mackenzie Constabulary when performing duties on behalf of the M.D. of Mackenzie No. 23.
- e) An Auxiliary Constable does not receive remuneration for services rendered except as provided in Section 5.

Procedures

2) Qualifications:

- a) An applicant who volunteers as an Auxiliary Constable must:
 - i) be a Canadian Citizen;
 - ii) be of good character;
 - iii) have a mature and responsible attitude;
 - iv) have successfully completed a high school education or have equivalent work related experience;
 - v) possess a valid drivers license;
 - vi) be eligible for Special Constable status;
 - vii) have no apparent business or employment conflict of interest.

- b) A person appointed as an Auxiliary Constable, before being tasked by the M.D. of Mackenzie Constabulary, must:
 - i) be covered by insurance by the M.D. of Mackenzie No. 23 against injury and civil liability; and
 - ii) have completed a training program, approved by the Director of Enforcement Services, for Auxiliary Constables.
- c) An Auxiliary Constable may, subject to conditions set by the Department of Justice of the Province, be restricted when exercising the powers of a Peace Officer to occasions when the Auxiliary Constable is in the company of and directed by a member of the M.D. of Mackenzie.

3) Program Administrative:

The Director of Enforcement Services:

- a) May designate a regular member as the Auxiliary Constable Co-ordinator.
- b) Shall maintain up-to-date departmental directives on the program.
- c) Shall maintain the minimum level of competency and proficiency of Auxiliary Constables through periodic refresher training.
- d) Shall maintain a file on all correspondence, appointments and other documents pertaining to each Auxiliary Constable.
- e) Shall have the Auxiliary Constable Co-ordinator interview each Auxiliary Constable at least once each year to:
 - i) assess the program;
 - ii) identify training needs;
 - iii) discuss problems.
- f) Shall submit a performance report on each Auxiliary Constable once each year
- j) Shall if an Auxiliary Constable's conduct is such that it would bring the program or the M.D. of Mackenzie Constabulary into disrepute:
 - i) notify the person that his/ her services are terminated, and;
 - ii) report the circumstances and reason for termination to the Department of Justice.
- k) Shall have the Auxiliary Constable Co-ordinator report regularly to the Director of Enforcement Services on performance of all Auxiliary Constables and the program in general.

4. Duties and Restrictions:

- a) Duties that Auxiliary Constables may perform under direct control of a regular member are:
 - i) Crime Prevention Programs, e.g. Operation Identification, Building Security, Neighborhood Watch, Traffic Check;
 - ii) Crowd Control, e.g. to maintain the peace at functions, parades and other public events;

- iii) jobs that do not require direct involvement in an investigation, e.g. guarding a crime scene to protect evidence; and
- iv) other duties as authorized by the Director of Enforcement Services.

- b) Duties that Auxiliary Constables may not perform are:
- i) the operation of a police vehicle, except in an emergency;
 - ii) the issuance of a traffic ticket or execution of a warrant unless accompanied by a regular member of the M.D. of Mackenzie Constabulary; or
 - iii) any investigation or enforcement action except when confronted with an emergency.

5. Pay or Compensation:

- a) The M.D. of Mackenzie No. 23 may pay a honoraria to an Auxiliary Constable during a declared emergency.
- b) When on duty during an emergency, an Auxiliary Constable may recover out of pocket expenses by submitting an expense claim form to the Director of Enforcement Services.

	Date	Resolution Number
Approved	June 18, 2002	02-459
Amended		
Amended		



Mackenzie County

REQUEST FOR DECISION

Meeting:	Committee of the Whole Meeting
Meeting Date:	March 23, 2021
Presented By:	Jeff Simpson, Director of Operations
Title:	Review Six Public Works Policies

BACKGROUND / PROPOSAL:

Administration has reviewed five policies and proposed amendments. Policies for review at this time are:

- PW005 Road Maintenance
- PW008 Axle Loading Policy
- PW010 Road Protection Agreement Policy
- PW020 Road Repair and Rehabilitation
- PW025 Infrastructure for New Development
- PW030 Use of Municipal Equipment

Policy PW005 amendments to present.

Policy PW008 taking some key points and adding those to PW010. Proposing to rescind PW008.

Policy PW010 amendments to present, adding some key points from PW008

Policy PW020 minor amendments to present.

Policy PW025 is more of a Planning and Development policy and the subject is covered in Policy DEV007 Rural Development Standard therefore we are asking to rescind PW025.

Policy PW030 proposing to rescind.

OPTIONS & BENEFITS:

A copy of the policies are attached for review/approval.

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

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

POLICY REFERENCES:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That Policy PW005 Road Maintenance be brought to Council for recommended amendments.

Simple Majority Requires 2/3 Requires Unanimous

That Policy PW008 Axel Loading Policy be brought to Council for rescinding.

Simple Majority Requires 2/3 Requires Unanimous

That Policy PW010 Road Protection Agreement Policy be brought to Council for recommended amendments.

Simple Majority Requires 2/3 Requires Unanimous

That Policy PW020 Road Repair and Rehabilitation Policy be brought to Council for recommended amendments.

Simple Majority Requires 2/3 Requires Unanimous

That Policy PW025 Infrastructure for New Development be brought to Council for rescinding.

Simple Majority Requires 2/3 Requires Unanimous

That Policy PW030 Use of Municipal Equipment be brought to Council for rescinding.

Author: S Wheeler Reviewed by: J Simpson CAO: _____

~~Municipal District of Mackenzie No. 23~~ Mackenzie County

Title	ROAD MAINTENANCE	Policy No:	PW005
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Legislation Reference	Municipal Government Act, Section 18 and 532 (1)
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Purpose

To establish maintenance standards for municipal roads.

Policy Statement and Guidelines

As determined by the ~~Superintendent~~ Director of ~~Road~~ Operations or Designate:

~~Hard~~ Asphalt surfaced roads shall be patched, crack-sealed and line painted. Roads shall be resurfaced in accordance with the municipality's long range and annual road programs.

Oiled and calcium surfaced roads will be maintained if/when deemed necessary, at the discretion of the County.

Gravel ~~surfaces~~ surfaced roads shall be graded and repaired and an annual gravelling program will be carried out in accordance with ~~the~~ Policy PW012 Gravel Supply ~~Road~~ Gravelling Policy.

Winter grading operations shall be in accordance with ~~the~~ Policy PW004 Winter ~~Road~~ Maintenance Policy.

Signage shall be installed in accordance with generally accepted engineering standards. The "Uniform Traffic Control Devices for Canada" shall be used as a guide.

Inspections shall be carried out as follows:

- bridges and major culverts (4 foot diameter or greater): at least once annually, ~~in~~ accordance with BIM Reports and if an incident occurs
- ~~secondary highways~~ municipal paved roads: staff shall watch for and report any instances of deteriorated road conditions to ensure freedom from hazardous situations.
- local roads: during routine grader blading operations
- signage: staff shall watch for and report any instances where signage has been damaged or removed.

The Chief Administrative Officer is authorized to approve all routine maintenance operations within the approved budget.

	Date	Resolution Number
Approved	Dec 18/98	98-390
Amended		
Amended		

~~“J. Maine” (Signed) _____~~ ~~“B. Bateman” (Signed) _____~~
~~Chief Administrative Officer~~ ~~Chief Elected Official~~

Municipal District of Mackenzie No. 23

Title	Axle Loading Policy	Policy No:	PW008
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Legislation Reference	Motor Transport Act
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Purpose

To provide for implementation of axle loading restrictions on roads under the control and management of the Municipal District of Mackenzie No. 23.

Policy Statement and Guidelines

The Director of Operational Services, or designate, has full power and authority to implement axle loading and other restrictions pursuant to the provisions of the Motor Transport Act, the guidelines included in this policy and in the Road Protection Agreement Policy.

Guidelines:

1. Roads will be inspected on a frequent basis to determine when axle loading restrictions should be placed in a particular area.
2. In general, axle loading restrictions will not be issued on a municipality wide basis. The Municipal District of Mackenzie No. 23 is about 180 miles from north to south and over 200 miles from east to west. Conditions will not be uniform across this large geographic area.
3. Road bans will not be placed until absolutely necessary. Soft shoulders, rutting or other road damage should be imminent, or evident, before axle loading restrictions are put in effect.
4. Usually the axle loading restrictions will be removed when the frost is out and the water has drained away from the road side.
5. Should it be absolutely necessary to haul materials, a Road Protection Agreement may be entered into with the hauler.
6. Persons, or firms, who have entered into a Road Protection Agreement may be allowed to self-issue an authorization to haul the next higher level of axle loading restriction (i.e. if the axle loading restriction is 75%, they may self issue an authorization to 90% axle loading under the terms and conditions of the Road Protection Agreement by leaving a recorded telephone message.) During the worst period of spring break-up this option would not be available as the probability of damage to the road is too great.
7. A recorded announcement will be kept on a dedicated telephone line so that road users may easily find out what restrictions are in effect and where.
8. There will be no charge for the issuance of Road Protection Agreements.

By entering into a Road Protection Agreement a hauler with a tridem axle validates that tridem axle for maximum allowable axle loading for the tridem within the Municipal District of Mackenzie No. 23 subject to any axle loading restrictions that may be issued. (Currently section 9(1),(f),(ii) of the Public Vehicle Dimension and Weight Regulation of the Motor Transport Act, states that "...no person shall operate a public vehicle on a highway when; in the case of a vehicle having a tridem axle group; on a local road, the gross weight on the axle group exceeds 17000 kilograms).

	Date	Resolution Number
Approved	March 6/01	01-136
Amended		
Amended		

Mackenzie County

Title	Road Protection Agreement Policy	Policy No:	PW010
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Legislation Reference	Municipal Government Act Section 5 18
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Purpose

To establish a Policy where firms and vehicle owners of large trucks/vehicles who wish to use Mackenzie County roads for an Intensive haul(s) may do so while ensuring that the user is responsible for road repairs and additional maintenance costs.

Policy Statement

1. The Director of Operations, or designate, has the full power and authority to implement road bans and restrictions pursuant to the Federal and Provincial guidelines for the purpose of protecting County owned assets.
2. Road Protection Agreements will be created to allow firms and vehicle owners of large trucks/vehicles, with the exemption of agriculture equipment to use Mackenzie County roads for Intensive hauls.
3. Haulers/companies are required to complete and submit a Road Protection Application for the County's review.
4. Administration shall review the request and prepare a Road Protection Agreement with conditions for the haulers/companies acceptance.

Definitions:

- a) Intensive haul(s) means the movement of products or equipment that may potentially cause excessive wear and tear on County roads.
- b) Road Use Application is an application which includes designated haul route, duration of haul, the amount of loads per day, axle weight maximum, and items being hauled. ~~Schedule "A"~~.
- c) Road Protection Agreement is the agreement made by Mackenzie County with the Hauler/company. It defines the terms and conditions to enable the hauler to use haul route. ~~Schedule "B"~~.
- d) Hauler, for the purposes of this agreement, is the agreement holder and shall be either the primary company or the hauling company.

Responsibilities

THE HAULER SHALL:

1. Complete a Road Protection Application a minimum 2 working days prior to commencement.
2. ~~Enter into~~ A Road Protection Agreement **must be approved** with Mackenzie County prior to hauling.
3. Abide by the conditions set out in the agreement which may include, but are not limited to duration of the haul, speed, time of haul, axle loading, special signing, traffic control persons and accommodation of other road users.
4. Be responsible for any additional maintenance and ice control on the haul route which may be required over and above that normally provided by the County.
5. Repair any road damage caused by the hauler; this may include regravelling of roads.
6. Not use tire chains on any paved or oiled roadways at any time, unless authorized by Mackenzie County.
7. Not park on public roadways such that they create an unsafe situation or cause a nuisance to other road users.
8. Cease hauling during adverse weather conditions, including excessive rain, or at the request of Mackenzie County.
9. Be required to provide dust control (water truck, or chemical application) on the haul road for any effected residences along the designated haul route, and other areas on the haul route as requested.
10. Clean all debris and/or mud tracked onto the road.
11. Notify Mackenzie County immediately upon completion of the haul.
12. At the request from the Chief Administrative Officer of Mackenzie County provide a security deposit.

MACKENZIE COUNTY SHALL:

1. ~~Complete~~ Review the road use application **and prepare a Road Protection Agreement for applicant.**
2. Inspect the haul road(s) prior to use to determine the condition of the road.
3. Inspect the haul route throughout the agreement date, to ensure that road conditions are kept at an acceptable standard and to ensure the hauler is following all other conditions in the agreement.
4. Provide regular scheduled maintenance of roads. Any additional maintenance due to the haul is to be provided by the hauler.
5. Inspect the haul road(s) within 2 working days after the haul has ceased.

6. Implement road bans to control haulers activities if necessary.
7. Post Road Bans and restrictions on the County website and on social media.

General Conditions:

1. Any Hauler in violation of the terms of the Road Protection Agreement may have their permission to utilize the road suspended until such time as they comply with the conditions of the Agreement to the satisfaction of Mackenzie County.
2. Hauler shall indemnify and save harmless Mackenzie County against any claims and/or proceedings from third parties as a result of approval being granted for the use of County roadways in Mackenzie County.

	Date	Resolution Number
Approved	2001-03-06	01-137
Amended	2007-12-11	07-12-1111
Amended	2015-07-29	15-07-507
Amended		

~~Municipal District of Mackenzie No. 23~~ Mackenzie County

Title	Road Repair and Rehabilitation Prioritization Criteria	Policy No.	PW020
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Legislation Reference	Municipal Government Act, Section 18
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Purpose:

To establish criteria for road repair and rehabilitation.

Policy Statement and Guidelines

Existing roads within ~~the Municipal District of~~ Mackenzie County require repair and rehabilitation (R&R) work from time to time. Repair and rehabilitation priorities are hereby established as follows:

1. First priority shall be to repair and rehabilitate roads where the integrity of the road is affected or where there is an immediate safety concern.
~~Properly signed curves are not considered a safety concern.~~
2. Second priority for road repair and rehabilitation shall be in the following order:
 - a) Collector
 - b) Local Road
 - c) Low Volume Farm Access
 - d) Field Access
3. Within the above categories, roads shall be prioritized as follows:
 - a) Ongoing maintenance costs;
 - b) Gravel frequency;
 - c) Grading frequency;
 - d) Excessive road width;
 - e) Brushing needs;
 - f) Condition of substructure - culvert placement;
 - g) Soft spots;
 - h) Drainage issues;
 - i) Projections for long-term use of the roads;
 - j) Road users – local traffic, commercial, industrial.
4. Administration shall recommend R&R priorities for Council adoption during the annual budgeting process.

	Date	Resolution Number
Approved	December 19, 2001	01-716
Amended	February 20, 2002	02-143
Amended		

Municipal District of Mackenzie No. 23

Title	Infrastructure for New Development	Policy No.	PW025
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Legislation Reference	Municipal Government Act, Section 18
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Purpose:

To provide guidelines for the cost of infrastructure for new industrial development.

Policy Statement and Guidelines

Council for the Municipal District of Mackenzie recognizes that there remains a vast undeveloped area within the municipality. Appropriate infrastructure such as gas, electrical and telephone lines are not always readily available to new development in outlying areas.

Definition:

For the purpose of the policy, the following shall mean:

1. Industry – industrial, commercial and confined feeding operations.
2. Infrastructure – gas, electrical, telephone and similar utilities.

Guidelines:

Although Council's goal is to encourage industrial development, due to budget constraints it is not feasible for the Municipal District to provide infrastructure for industry. Therefore, the following principles shall be implemented:

1. The Municipal District of Mackenzie shall not be responsible for providing infrastructure of any kind to outlying areas for the development of industry.
2. The development of infrastructure is primarily the responsibility of the property owner.
3. Council, at its discretion, shall consider road requests from industry on a case-by-case basis.

	Date	Resolution Number
Approved	March 19, 2002	02-218
Amended		
Amended		

Municipal District of Mackenzie No. 23

Title	Use of Municipal Equipment	Policy No.	PW030
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Purpose:

To authorize the use of municipal equipment by ratepayers, residents or any other municipality in cases of emergency or when no privately owned equipment is available.

Policy Statement and Guidelines

When a ratepayer, resident or any other municipality requests use of municipal equipment, authorization may be given if no privately owned equipment is available or if it is an emergency. The MD of Mackenzie will make an effort to not compete with private enterprise.

Payment for the use of municipal equipment and employees may be requested at the rate, terms and conditions established in the fee schedule bylaw or 80% of the Alberta Road Builders Association rates. If the equipment rate is not established in either of these documents, the fee will be at the discretion of the Chief Administrative Officer.

A hold harmless agreement is required to be signed prior to commencement of any work on private property. Work is dependent upon whether the municipality has the capacity to perform the additional work.

In instances where the requested work may be problematic and/or has the potential to damage municipal equipment or employees, performing the work is at the municipality's discretion.

When motorized equipment is requested, municipal employees shall be provided to operate such equipment.

This policy does not apply to:

Agricultural Service Board equipment, and

Policies pertaining to the sale of rural snowplow flags.

	Date	Resolution Number
Approved	October 8, 2002	02-706
Amended		
Amended		