




MACKENZIE COUNTY

COMMITTEE OF THE WHOLE MEETING

February 15, 2022
10:00 AM

FORT VERMILION COUNCIL
CHAMBERS

 780.927.3718

 www.mackenziecounty.com

 4511-46 Avenue, Fort Vermilion

 office@mackenziecounty.com



Mackenzie County

**MACKENZIE COUNTY
COMMITTEE OF THE WHOLE MEETING**

**Tuesday, February 15, 2022
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 1, 2022 Committee of the Whole Meeting	5
		b)	
DELEGATIONS:	4.	a) RCMP - 11:30 a.m.	
		b)	
BUSINESS:	5.	a) Regravelling Plan	13
		b) Cheque Registers – January 24, 2022 – February 11, 2022	15
		c) Municipal Development Plan/Fort Vermilion Area Redevelopment Plan	17
		d)	
		e)	
POLICY REVIEW:	6.	a) Mackenzie County – Policy Review ADM006, ADM012, ADM014, ADM032	19
		b) FIN025 – Purchasing Authority Directive and Tendering Process	29
		c)	
		d)	

CLOSED MEETING: *Freedom of Information and Protection of Privacy Act Division
2, Part 1 Exceptions to Disclosure*

- 7. a) Customer # 006180 # 009628- Outstanding Tax
 Payment Agreement Update (s 24 s 25, s 27)
- b) Tax Roll 155377 – Outstanding Tax Payment
 Agreement Update (s 24 s 25, s 27)
- c)

**NEXT MEETING
DATE:**

- 8. a) Committee of the Whole
 March 22, 2022
 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:	February 15, 2022
Presented By:	Carrie Simpson, Director of Legislative Services
Title:	Minutes of the February 1, 2022 Committee of the Whole Meeting

BACKGROUND / PROPOSAL:

Minutes of the February 1, 2022 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:** C. Simpson **CAO:** _____

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the minutes of the February 1, 2022 Committee of the Whole Meeting be adopted as presented.

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

**MACKENZIE COUNTY
COMMITTEE OF THE WHOLE MEETING**

**Tuesday, February 1, 2022
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 – virtual
Cameron Cardinal	Councillor
Darrell Derksen	Councillor – virtual –joined 10:10 a.m. left at 2:00 p.m.
David Driedger	Councillor
Garrell Smith	Councillor
Ernest Peters	Councillor
Lisa Wardley	Councillor

REGRETS:

ADMINISTRATION:

Byron Peters	Interim Chief Administrative Officer Director of Projects and Infrastructure
Jennifer Batt	Director of Finance
Jeff Simpson	Director of Operations
John Zacharias	Director of Utilities
Don Roberts	Director of Community Services
Grant Smith	Agricultural Fieldman
Caitlin Smith	Manager of Planning and Development
Colleen Sarapuk	Administrative Officer/ Recording Secretary

ALSO PRESENT:

Minutes of the Committee of the Whole Meeting for Mackenzie County held on February 1, 2022 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-22-02-001 MOVED by Deputy Reeve Sarapuk

That the agenda be adopted as presented.

CARRIED

**MINUTES FROM
PREVIOUS MEETING:**

**3. a) Minutes of the August 17, 2021 Committee of the
Whole Meeting**

MOTION COW-22-02-002 **MOVED** by Councillor Wardley

That the minutes of the August 17, 2021 Committee of the
Whole Meeting be adopted as presented.

CARRIED

BUSINESS:

5. a) Public Land Sales

MOTION COW-22-02-003 **MOVED** by Councillor Wardley

That a recommendation be made to council to move forward
with the application process to purchase the following:

PLS140031

PLS170002

PLS180022

PLS180027

PLS190005

La Crete Ferry Campground

Atlas Landing Area

Bridge Campsite

Machesis Lake Campground

Wadlin Lake Campground

CARRIED

BUSINESS:

**5. b) Cheque Registers – October 9, 2021 – January 21,
2022 Electronic Funds Transfers October –
December, 2021**

MOTION COW-22-02-004 **MOVED** by Councillor Cardinal

That the cheque registers from October 9, 2021-January 21,
2022, and Electronic Funds Transfers for October 1 -
December 30, 2021 be received for information.

CARRIED

Reeve Knelsen recessed the meeting at 11:06 a.m. and

reconvened the meeting at 11:21 a.m.

BUSINESS: 5. c) **MasterCard Statements – July - December 2021**

MOTION COW-22-02-005 **MOVED** by Councillor Wardley

That the MasterCard statements for July 2021 - December 2021 be received for information.

CARRIED

DELEGATIONS: 4. a) **Royal Canadian Mounted Police (RCMP) – Crime Statistics**

Reeve Knelsen recessed the meeting at 12:11 p.m. and reconvened the meeting at 12:56 p.m.

BUSINESS: 5. d) **RFP – Buttertown Road (Fort Vermilion Flood Recovery)**

MOTION COW-22-02-006 **MOVED** by Councillor Bateman

That a recommendation be made to Council to commence advertising the Buttertown Road RFP with applicable changes as discussed.

CARRIED

BUSINESS: 5. e) **RFP – Crack Filling 2022**

MOTION COW-22-02-007 **MOVED** by Councillor Driedger

That a recommendation be made to Council to commence advertising the 2022 Crack Filling RFP with applicable changes as discussed.

CARRIED

BUSINESS: 5. f) **RFP – Line Painting 2022**

MOTION COW-22-02-008 **MOVED** by Councillor Smith

That a recommendation be made to Council to commence advertising the 2022 Line Painting RFP with applicable changes as discussed.

CARRIED

BUSINESS: 5. g) Road Protection Agreement Review

MOTION COW-22-02-009 MOVED by Councillor Bateman

That a recommendation be made to council to implement an 80% year round road ban on Heliport Road.

CARRIED

MOTION COW-22-02-010 MOVED by Councillor Wardley

That the Road Protection Agreement Review discussion be TABLED until the March 8, 2022 Regular Council Meeting.

CARRIED

Reeve Knelsen recessed the meeting at 3:26 p.m. and reconvened the meeting at 3:43 p.m.

POLICY REVIEW 6. a) Policy DEV001 Urban Development Standards & Policy DEV007 Rural Development Standards

MOTION COW-22-02-011 MOVED by Councillor Braun

That Policy DEV001 Urban Development Standards be TABLED.

CARRIED

CLOSED MEETING 7. Closed Meeting

NEXT MEETING DATE: 8. a) Regular Council Meeting
February 2, 2022
10.00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT: 9. a) Adjournment

MOTION COW-22-02-012 MOVED by Councillor Driedger

That the February 2, 2022 Committee of the Whole meeting be adjourned at 4:11 p.m.

CARRIED

These minutes will be presented for approval on February 15, 2022.

Joshua Knelsen
Reeve

Byron Peters
Interim Chief Administrative Officer

Unapproved



Mackenzie County

REQUEST FOR DECISION

Meeting:	Committee of the Whole
Meeting Date:	February 15th, 2022
Presented By:	Jeff Simpson, Director of Operations
Title:	2022 Re-Graveling Program

BACKGROUND / PROPOSAL:

On an annual basis, Public Works identifies gravel roads for the upcoming Re-Gravelling program. Traditionally, each Grader Operator (8) is tasked with identifying 20 miles of road per Grader Beat that requires Re-Graveling. These roads are identified based on their overall condition and need with consideration given to previous years graveling activities on it.

Each submission is reviewed by the respective Public Works Supervisor and forwarded to the Director of Operations for final review and submission for tender. In total, Public Works attempts, pending acceptable pricing is received, to Re-Gravel approximately 160 miles each year.

In an effort to better align the expectations of Council with the approved annual budget for Re-Gravelling, the proposed 2022 Re-Graveling Plan is submitted for review. This plan is in addition to any Spot Gravelling or Road Repair activities carried out by Public Works under those respective programs.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

2022 Operating Budget

Author: M Wiebe **Reviewed by:** J Simpson **CAO:** B Peters



Mackenzie County

REQUEST FOR DECISION

Meeting:	Committee of the Whole Meeting
Meeting Date:	February 15, 2022
Presented By:	Jennifer Batt, Director of Finance
Title:	Cheque Registers –January 24, 2022 – February 11, 2022

BACKGROUND / PROPOSAL:

At the request of Council cheque registers are to be viewed by Council during Committee of the Whole meetings.

All invoices are authorized by Managers, Directors, and or the CAO in accordance with the Purchasing Policy. Cheques are released on a weekly or bi-weekly basis unless otherwise required for operational needs. Copies of the January 24, 2022 – February 11, 2022 cheque registers, will be available on meeting day.

OPTIONS & BENEFITS:

Administration will continue to present all new cheque registers at each Committee of the Whole meeting.

COSTS & SOURCE OF FUNDING:

2021/2022 Budget.

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

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

POLICY REFERENCES:

Policy FIN025 Purchasing Authority Directive and Tendering Process

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the cheque registers from January 24, 2022 – February 11, 2022 be received for information.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Committee of the Whole Meeting
Meeting Date:	February 15, 2022
Presented By:	Caitlin Smith, Manager of Planning and Development/Byron Peters, Interim CAO
Title:	Municipal Development Plan/Fort Vermilion Area Redevelopment Plan

BACKGROUND / PROPOSAL:

Administration has not received a significant amount of stakeholder feedback, and that which has been received suggests diverse priorities for the MDP. This has in turn stalled the project and administration is requesting clarity on how to best proceed.

The Fort Vermilion Area Redevelopment Plan project has not yet begun, and will not be able to until Council determines how to proceed with future development within the hamlet of Fort Vermilion.

OPTIONS & BENEFITS:

Mackenzie County is currently working through many complex projects, highlighted by the Fort Vermilion recovery and mitigation work.

Although it may be ideal to comprehensively update many long-term plans simultaneously, administration feels that there is limited capacity (from council, staff and the public) to undertake such a large scale project.

Administration recommends that a focus be placed on completing the Municipal Development Plan and beginning the Fort Vermilion Area Redevelopment Plan projects.

COSTS & SOURCE OF FUNDING:

Both projects are currently funded.

SUSTAINABILITY PLAN:

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

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the Municipal Development Plan and Fort Vermilion Area Redevelopment Plan project update be received for information.

Author: C Smith Reviewed by: _____ CAO: _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Committee of the Whole Meeting
Meeting Date:	February 15, 2022
Presented By:	Carrie Simpson, Director of Legislative and Support Services
Title:	Mackenzie County – Policy Review ADM006, ADM014, ADM032

BACKGROUND / PROPOSAL:

Administration has reviewed the policies listed below and has included proposed amendments.

- ADM006 Allocation of Keys and Locks
- ADM014 Smoking in the Workplace
- ADM032 Employee Expense Reimbursement

Generally, the policies listed above need an update with formatting and name changes.

OPTIONS & BENEFITS:

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

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

Mackenzie County Policies are available on the County's website.

POLICY REFERENCES:

Author: S Wheeler **Reviewed by:** C. Simpson **CAO:** B Peters

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That Policy ADM006 Allocation of Keys and Locks be brought to Council for recommended amendments.

Simple Majority Requires 2/3 Requires Unanimous

That Policy ADM014 Smoking in the Workplace be brought to Council for recommended amendments.

Simple Majority Requires 2/3 Requires Unanimous

That Policy ADM032 Employee Expense Reimbursement be brought to Council for recommended amendments.

Author: S Wheeler **Reviewed by:** C. Simpson **CAO:** _____

Municipal District of Mackenzie No. 23
Mackenzie County

Title	ALLOCATION OF KEYS AND LOCKS	Policy No:	ADM006
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Legislation Reference	Municipal Government Act, Section 5 (b)
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Purpose

To establish a procedure for security prevention of theft and control on the allocation of keys/access codes to ~~municipal~~ County shops, buildings, fenced yards, gates and other property owned and/or controlled by ~~the Municipal District of Mackenzie No. 23~~ Mackenzie County. Locks are included with keys where applicable.

Policy

~~The Central Administration Office~~ Mackenzie County shall maintain a record and a set of keys/access codes for all Municipal property. The ~~issue~~ issuance and collection of keys/access codes is to be authorized by the Chief Administrative Officer and/or his designate, ~~and the Shop Foreman~~ according to the procedures outlined below.

Procedures

1. ~~The Shop Foreman~~ Director/Supervisor shall determine whether or not an employee of that Department requires a key(s)/access codes to facilities in that Department.
2. ~~The Shop Foreman~~ Director/Supervisor shall complete and submit to the ~~Payroll Clerk~~ HR Coordinator a form indicating which keys/access codes should be issued to the employee at the time of orientation.
3. ~~The Shop Foreman~~ Director/Supervisor is responsible to ensure that when there is a change of keys/locks/access codes/fobs/key cards the same procedure is followed as noted above. A change of keys/locks/access codes/fobs/key cards is to be performed when security of the premises is in doubt, or changes in employees, or loss of keys/locks/access codes/fobs/key cards occurs. Any changes must be reported to the ~~Payroll Clerk~~ Director/Supervisor.
4. When an employee does not require keys/access codes/fobs/key cards any more for reasons determined, the ~~Payroll Clerk~~ Director/Supervisor obtains the keys/access codes/fobs/key cards and updates the signed key release allocation form. ~~or if someone~~ If the recipient is unwilling or unable to produce same, the locks to which that person had access to are to be immediately changed. The key release allocation form is filed ~~at the Administration office~~ with the HR Coordinator.
5. ~~The Shop Foreman~~ Fleet Maintenance Manager is to ensure that heavy duty equipment and motor vehicle keys are secured in the ~~municipal shops~~ building.
6. Alarm System passwords shall be changed annually or as deemed necessary.
7. Attached is a copy of the key allocation forms referred to in this policy.

~~8. No final wages shall be issued until all keys have been returned.~~

~~The Municipal District of Mackenzie No. 23~~ Mackenzie County expects that key and lock holders will take all reasonable measures to minimize the loss or unauthorized duplication of keys. ~~Nor to allow the lending of keys/fobs/key cards to unauthorized employees~~ so that ~~Municipal~~ Mackenzie County property is not at risk of theft, damage, vandalism, etc.

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

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

Key Form

Key No. _____ Location of Property _____

Date: _____ Person Allocated Key _____

Approved By _____
(Supervisor's Signature) (Key Recipient's Signature)

Clerks Initials: _____

File Date: _____ (Allocation)

Date Returned: _____

Person's Signature

Supervisor's Signature

Reason If Not Returned: _____

Clerks Initials: _____

File Date: _____ (Key Returned)

Mackenzie County
KEY ALLOCATION FORM
Policy ADM006

Recipient: _____ Department: _____

Key Name/Number: _____

Name of Building & Location: _____

Recipient Signature: _____ Date: _____

Approved by Director/Supervisor: _____

Signature: _____ Date: _____

HR Use Only:

HR Signature: _____ Date: _____

Date Returned: _____

Recipient Signature: _____ Date: _____

Reason if not returned: _____

Director/Supervisor
Signature: _____ Date: _____

HR Use Only:

HR Signature: _____ Date: _____

File Date: _____

Form to be filed in personnel file.

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

Title	<u>SMOKING IN THE SMOKE-FREE WORKPLACE</u>	Policy No:	ADM014
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Legislation Reference	Municipal Government Act, Section 6
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Purpose

To establish a smoke-free environment for ~~the M.D. of~~ Mackenzie County staff thereby promoting a healthy atmosphere and a positive public image.

Policy Statement and Guidelines

1. ~~The M.D. of~~ The M.D. of Mackenzie County promotes a smoke-free environment within:

- a) all ~~M.D.~~ M.D. of Mackenzie County buildings.
- b) ~~a~~ All ~~M.D.~~ M.D. of Mackenzie County vehicles, and
- c) all ~~M.D.~~ M.D. of Mackenzie County meetings.

2. No Smoking Signs shall be posted at the entrance ~~to of~~ all municipal Mackenzie municipal County workplaces and vehicles
—communicating this policy.

	Date	Resolution Number
Approved	Dec 18/98	98-390
Amended	May 7/02	02-305
Amended		

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

Title	Employee Expense Reimbursement	Policy No:	ADM032
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Legislation Reference	Municipal Government Act, Section 5
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<p>Purpose</p> <p>To provide for remuneration of employee expense claims.</p>
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Policy Statement and Guidelines

1. ~~The MD of The MD of~~ Mackenzie County provides equal remuneration for Councillor and employee expense claims.
2. Employees shall receive expense remunerations in accordance with the current bylaw for Honorariums and Related Expense Reimbursement for Councillors and Approved Committee Members.
3. Employees may be requested to drive ~~an M.D. an M.D. County~~ a Mackenzie County vehicle on ~~M.D. Of Mackenzie County~~ business trips or job related training, outside ~~the M.D. of the M.D. Of~~ Mackenzie County. Where the employee drives ~~an M.D. a M.D.~~ Mackenzie County vehicle, the employee shall be provided with ~~an M.D. an M.D.~~ a Mackenzie County gas card.
4. With prior notification and supervisor approval, employees' family members are permitted to be passengers in ~~an M.D. an M.D.~~ Mackenzie County vehicle, but are not allowed to drive the vehicle.
5. When ~~an M.D. a M.D.~~ Mackenzie County vehicle is not available for business trips or job related training, or when it is otherwise not convenient to take ~~an M.D. an M.D. a~~ Mackenzie County vehicle, the employee shall be reimbursed for mileage in accordance with the current bylaw for Honorariums and Related Expense Reimbursement for Councillors and Approved Committee Members. If an employee chooses to use their own personal vehicle when ~~an M.D. an M.D. a~~ Mackenzie County vehicle is available, they shall be reimbursed for actual fuel usage based on receipts.
6. Employees required to work three or more hours beyond their full time regular hours of work or on unscheduled weekends shall be compensated for ~~a~~ meal expenses in accordance with the current bylaw for Honorariums and Related Expense Reimbursement for Councillors and Approved Committee Members based on actual meal costs up to the amounts in the bylaw.

- 7. At the discretion of the supervisor, employees required to work away from their regular place of work shall be compensated for meal allowances in accordance with the current bylaw for Honorariums and Related Expense Reimbursement for Councillors and Approved Committee Members. (For example, an employee whose regular place of work is Fort Vermilion would be compensated for meals when required to work in Zama).
- 8. Employees approved under the Vehicle Allowance Policy shall use their own vehicles whenever possible.

	Date	Resolution Number
Approved	June 6, 2001	01-319
Amended		
Amended		



Mackenzie County

REQUEST FOR DECISION

Meeting:	Committee of the Whole Meeting
Meeting Date:	February 15, 2022
Presented By:	Byron Peters, Interim Chief Administrative Officer
Title:	FIN025 – Purchasing Authority Directive and Tendering Process

BACKGROUND / PROPOSAL:

Administration received a request to bring forward the FIN025 Purchasing Authority Directive and Tendering Process for review. This is being brought forward for Council to consider formally implementing procurement restrictions for companies requiring mandatory vaccines.

The proposed policy change would state that companies requiring mandatory vaccination of their employees would not be awarded a Mackenzie County project.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

POLICY REFERENCES:

Author: _____ Reviewed by: _____ CAO: B Peters

RECOMMENDED ACTION:

Simple Majority

Requires 2/3

Requires Unanimous

For discussion.

Author: _____ Reviewed by: _____ CAO: _____

Mackenzie County

Title	Purchasing Authority Directive and Tendering Process	Policy No:	FIN025
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Legislation & Policy Reference	Municipal Government Act, Section 209 and 248 (1) and Part 5 PW018 Hiring of Private Equipment
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Purpose <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.
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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 Mackenzie County boundary, including Paddle Prairie.

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.

5. 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.

When using the Request for Proposal format, a point system shall be utilized and the local supplier shall be awarded a minimum 10 points or 10 % of the scoring.

Purchasing Authority

6. 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
Director of Community Services	\$10,000
Director of Finance	\$10,000
Director of Legislative and Support Services	\$10,000
Director of Operations	\$10,000
Director of Projects and Infrastructure	\$10,000
Director of Utilities	\$10,000
Agricultural Field Man	\$10,000
Manager of Planning & Development	\$10,000
Fleet Maintenance Manager	\$10,000

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.

7. 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.

8. 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.

9. 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 9(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.

10. 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 a sealed envelope for the tender:
 - Performance Deposit (Certified Cheque, Bank Draft, Bid Bond, Consent of Surety)
 - WCB Clearance Letter/Number
 - Certificate of Insurance
 - Valid SECOR/COR Certificate
 - Mackenzie County Business License
 - Additional documents as required for specialty contracts, for example:
 - Bidders Schedule for Work
 - Tender for Provision for Services
 - Addendum (if required – information only).

- The second envelope will contain the:
 - Signed and sealed bid for the tender
 - Pricing Form
 - Addendum (if required – price affected).
- vi. 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 opened or considered and will be returned to the proponent as per Policy ADM105 – Tendering Documentation Process.
- vii. If the proponent has had documented unsuccessful performance in the past with the Municipality, the second envelope may not be opened, and will be returned to the proponent within 5 business days.
- viii. 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 boundary, including Paddle Prairie.
 - 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	2022-01-11	22-01-021