




MACKENZIE COUNTY

COMMITTEE OF THE WHOLE MEETING

**JUNE 27, 2023
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, June 27, 2023
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 April 25, 2023 Committee of the Whole Meeting	5
		b)	
DELEGATIONS:	4.	a) Expedition Management Consulting Ltd.- Tourism Opportunity Assessment Draft Report Review (11:00 a.m. via zoom)	15
		b)	
BUSINESS:	5.	a) Alberta Municipalities (ABMunis) Convention	17
		b) Ice Bridge Contract with Alberta Transportation (DELETED)	23
		c) Cheque Registers – April 24 – June 23, 2023	25
		d) MasterCard Statements – March – April 2023	27
		e) Radar Speed Sign	29
		f) La Crete West Irrigation	31
		g)	
POLICY REVIEW:	6.	a) Amend ADM042 General Safety Policy	33
		b)	
CLOSED MEETING:		<i>Freedom of Information and Protection of Privacy Act Division</i>	

2, Part 1 Exceptions to Disclosure

7. a) CAO Report – (*FOIP Sections 16, 17, 23 and 24*)

b)

**NEXT MEETING
DATE:**

8. a) Regular Council Meeting
June 28, 2023
10:00 a.m.
Fort Vermilion Council Chambers

b) Committee of the Whole Meeting
July 11, 2023
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:	June 27, 2023
Presented By:	Louise Flooren, Manager of Legislative & Support Services
Title:	Minutes of the April 25, 2023 Committee of the Whole Meeting

BACKGROUND / PROPOSAL:

Minutes of the April 25, 2023 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: T. Thompson **Reviewed by:** L. Flooren **CAO:** _____

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the minutes of the April 25, 2023 Committee of the Whole Meeting be adopted as presented.

Author: T. Thompson **Reviewed by:** L. Flooren **CAO:** _____

**MACKENZIE COUNTY
COMMITTEE OF THE WHOLE MEETING**

**Tuesday, April 25, 2023
10:00 a.m.**

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

PRESENT: Josh Knelsen Reeve
Walter Sarapuk Deputy Reeve
Jacquie Bateman Councillor
Peter F. Braun Councillor
Cameron Cardinal Councillor
Darrell Derksen Councillor
David Driedger Councillor
Garrell Smith Councillor (left the meeting at 12:47 p.m.
and rejoined the meeting at 1:35 p.m.)
Lisa Wardley Councillor (virtual left the meeting at 2:49
p.m.)

REGRETS: Ernest Peters Councillor

ADMINISTRATION: Byron Peters Interim Chief Administrative Officer/ Director
of Projects & Infrastructure
Don Roberts Director of Community Services (virtual)
Caitlin Smith Director of Planning & Agriculture
Louise Flooren Manager of Legislative & Support Services/
Recording Secretary
Landon Driedger Agricultural Fieldman

ALSO PRESENT: Carson Flett Royal Visit Support Letter
Scott Seward Alberta Conservation Association (virtual)
Chris Briggs Alberta Environment and Parks (virtual)
Terry Krahn Community Member – Fish Pond (virtual)
Ed Martens Community Member – Fish Pond

Minutes of the Committee of the Whole Meeting for Mackenzie County held on April 25, 2023 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 10:04 a.m.

AGENDA: 2. a) Adoption of Agenda

MOTION COW 23-04-54 MOVED by Councillor Braun

That the agenda be approved with the following additions:

- 5. g) High Level Agricultural Society's Grant Application
- 5. h) Rezoning Concerns
- 5. i) Fort Vermilion Library Board

CARRIED

MINUTES FROM PREVIOUS MEETING: 3. a) Minutes of the March 28, 2023 Committee of the Whole Meeting

MOTION COW 23-04-55 MOVED by Councillor Driedger

That the minutes of the March 28, 2023 Committee of the Whole Meeting be adopted as presented.

CARRIED

DELEGATION: 4. a) Carson Flett – Royal Visit Letter of Support

MOTION COW 23-04-56 MOVED by Councillor Derksen

That a recommendation be made to Council that a letter of support be provided to Carson Flett for his Royal Visit request.

CARRIED

BUSINESS: 5. a) Northern Alberta Elected Leaders – Membership Fees

MOTION COW 23-04-57 MOVED by Councillor Cardinal

That a recommendation be made to Council that administration be authorized to proceed with payment of \$1,500 to the Municipal District of Peace No. 135, as financial administrators of the Northern Alberta Elected Leaders (NAEL), in order to maintain membership in NAEL.

CARRIED

BUSINESS: 5. b) 2023 Spring Runoff Update

MOTION COW 23-04-58 **MOVED** by Councillor Driedger

That the 2023 Spring Runoff Update be received for information.

CARRIED

BUSINESS: 5. c) MasterCard Statements – February 2023

MOTION COW 23-04-59 **MOVED** by Councillor Bateman

That the MasterCard statements for February 2023 be received for information.

CARRIED

BUSINESS: 5. d) Cheque Registers – March 27 – April 14, 2023

MOTION COW 23-04-60 **MOVED** by Councillor Derksen

That the March Online/Direct Debit payments, and the cheque registers and EFTs from March 27 – April 21, 2023, be received for information.

CARRIED

BUSINESS: 5. e) One Time Project Cancellation – Fireproof Safe

MOTION COW 23-04-61 **MOVED** by Councillor Bateman

That a recommendation be made to Council that the 2023 One Time Project – Fireproof Safe be cancelled.

CARRIED

MOTION COW 23-04-62 **MOVED** by Councillor Bateman

That a recommendation be made to Council that the 2023 Operating Budget be amended by \$1,656.00 for the purchase of 3 shelving units.

CARRIED

Reeve Knelsen recessed the meeting at 10:57 a.m. and reconvened the meeting at 11:15 a.m.

BUSINESS: **5. f) Repeal Bylaw 1142-19 & 1180-20 Tax Penalty Bylaw Amendments**

MOTION COW 23-04-63 **MOVED** by Councillor Bateman

That a recommendation be made to Council that Bylaws 1142-19 and 1180-20 to Amend the Tax Penalties be repealed.

CARRIED

BUSINESS: **5. g) Grant Application (ADDITION)**

MOTION COW 23-04-64 **MOVED** by Councillor Wardley
Requires Unanimous

That a recommendation be made to Council that Mackenzie County supports the High Level Agricultural Society's grant application to Farm Credit Canada.

CARRIED UNANIMOUSLY

BUSINESS: **5. h) Rezoning Concerns (ADDITION)**

MOTION COW 23-04-65 **MOVED** by Councillor Cardinal
Requires Unanimous

That the Rezoning Concerns discussion be received for information.

CARRIED UNANIMOUSLY

DELEGATION: **4. b) Alberta Conservation Association (ACA)**

MOTION COW 23-04-66 **MOVED** by Councillor Derksen

That a recommendation be made to Council that funds of \$30,000 from the 2023 Capital Project Machesis Lake Campground be reallocated to a new One Time Project creating recreational fishing opportunities at the Mackenzie Applied Research Association and the Tompkins Twin ponds.

CARRIED

Reeve Knelsen recessed the meeting at 12:10 p.m.,
Councillor Smith left the meeting at 12:47 p.m. and Reeve
Knelsen reconvened the meeting at 12:49 p.m.

POLICY REVIEW:

6. a) None

CLOSED MEETING:

7. Closed Meeting

MOTION COW 23-04-67

MOVED by Councillor Bateman

That Council move into a closed meeting at 12:49 p.m. to
discuss the following:

7. a) Caribou Mountains Wildland Provincial Park
(FOIP Sections 21 and 23)

CARRIED

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

- All Councillors Present excluding Councillor Peters and
Councillor Smith
- Byron Peters, Interim Chief Administrative Officer/
Director of Projects & Infrastructure
- Caitlin Smith, Director of Planning & Agriculture
- Louise Flooren, Manager of Legislative & Support
Services/ Recording Secretary

MOTION COW 23-04-68

MOVED by Councillor Braun

That Council move out of the closed meeting at 1:06 p.m.

CARRIED

DELEGATION:

4. c) Compass Assessment Consultants Inc.

MOTION COW 23-04-69

MOVED by Councillor Bateman

That the 2022 Assessment for the 2023 Taxation presentation
report be received for information.

CARRIED

Reeve Knelsen recessed the meeting at 1:27 p.m., Councillor Smith rejoined the meeting at 1:35 p.m. and Reeve Knelsen reconvened the meeting at 1:35 p.m.

CLOSED MEETING: 7. Closed Meeting

MOTION COW 23-04-70 MOVED by Councillor Bateman

That Council move into a closed meeting at 1:35 p.m. to discuss the following:

7. a) Caribou Mountains Wildland Provincial Park
(FOIP Sections 21 and 23)

CARRIED

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

- All Councillors Present excluding Councillor Peters
- Byron Peters, Interim Chief Administrative Officer/ Director of Projects & Infrastructure
- Caitlin Smith, Director of Planning & Agriculture
- Louise Flooren, Manager of Legislative & Support Services/ Recording Secretary

MOTION COW 23-04-71 MOVED by Councillor Braun

That Council move out of the closed meeting at 2:36 p.m.

CARRIED

CLOSED MEETING: 7. a) Caribou Mountains Wildland Provincial Park

MOTION COW 23-04-72 MOVED by Councillor Bateman

That the Caribou Mountains Wildland Provincial Park discussion be received for information.

CARRIED

BUSINESS: 5. i) Fort Vermilion Library Board (ADDITION)

MOTION COW 23-04-73 MOVED by Councillor Driedger
Requires Unanimous

That the Fort Vermilion Library Board discussion be received for information.

CARRIED UNANIMOUSLY

NEXT MEETING DATE: 8. a) Meeting Dates

Committee of the Whole Meeting
June 27, 2023
10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT: 9. a) Adjournment

MOTION COW 23-04-74 **MOVED** by Councillor Smith

That the April 25, 2023 Committee of the Whole meeting be adjourned at 2:56 p.m.

CARRIED

These minutes will be presented for approval on June 27, 2023.

Joshua Knelsen
Reeve

Byron Peters
Interim Chief Administrative Officer



Mackenzie County

REQUEST FOR DECISION

Meeting:	Committee of the Whole Meeting
Meeting Date:	June 27, 2023
Presented By:	Byron Peters, Deputy Chief Administrative Officer
Title:	DELEGATION Tourism Opportunity Assessment Draft Report Review – Maxwell Harrison, Expedition Management Consulting

BACKGROUND / PROPOSAL:

Expedition Management Consulting was approached by Administration to develop a Tourism Opportunity Assessment within Mackenzie County.

Council provided input at a Zoom meeting with Expedition Management Consulting on March 22, 2023 in regards to expectations for the process and outcome of this project. The assessment was conducted to be a high-level document that identifies the most prevalent product development opportunities in Mackenzie County through responses from a survey link that was sent to tourism stakeholders within Mackenzie County.

The final report is designed to be a useful resource for the development of the Mackenzie County Outdoor Recreation and Tourism Plan. Maxwell Harrison would like to present the draft plan with the input that was received for this project on March 22, 2023 and the responses received from stakeholders during the engagement process from March 24, 2023 to April 14, 2023. Council’s input on the draft report is needed before the final document is submitted to Mackenzie County on June 30, 2023.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

Author: J Kramer **Reviewed by:** S Gibson **CAO:** _____

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the Tourism Opportunity Assessment Draft Report Review from Maxwell Harrison, Expedition Management Consulting be received for information.

Author: J Kramer **Reviewed by:** S Gibson **CAO:** _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Committee of the Whole Meeting
Meeting Date:	June 27, 2023
Presented By:	Louise Flooren, Manager of Legislative & Support Services
Title:	Alberta Municipalities (ABmunis) Convention

BACKGROUND / PROPOSAL:

Alberta Municipalities (ABMunis) represents Alberta’s municipalities where over 85% of Albertans live which include summer villages, villages, cities, towns, and specialized municipalities, advocating the interests of members to the provincial and federal orders of government.

ABmunis hosts a convention once a year which is being held on September 27 – 29, 2023 in Edmonton, Alberta. Booking will need to be made soon as space is limited.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

Registration fee (\$620), Travel Expenses and Honorarium – General Operating Budget. The 2023 operating budget includes two councillors to attend.

COMMUNICATION / PUBLIC PARTICIPATION:

POLICY REFERENCES:

Author: L. Flooren **Reviewed by:** _____ **CAO:** _____

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That a recommendation be made to Council for the following Councillors to be authorized to attend the ABmunis Conference from September 27 – 29, 2023 in Edmonton, Alberta:

- 1.
- 2.

Author: L. Flooren **Reviewed by:** _____ **CAO:** _____

2023 CONVENTION & TRADE SHOW

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[← Events](#)

Sep 27
- 29

Hybrid
Convention

[REGISTER
TODAY](#)

Event Summary

Registration is OPEN!

DATES: September 27 - 29, 2023

LOCATION: Edmonton Convention Centre

AGENDA: *Coming soon ...*

TRADE SHOW: Registration for Trade Show is now open, **register today!** If you have any questions, please email tradeshow@abmunis.ca for more details.

Trade Show Brochure

SPONSORSHIP: If you are interested in becoming a 2023 Alberta Municipalities Convention sponsor, email sponsorship@abmunis.ca to receive a package. We are always looking for new and exciting partners, and can work with you to customize a package that best suits your needs.

Sponsorship Brochure

PRICING

Type	Early-bird & Virtual Pricing
In-Person Regular (After August 18)	
Alberta Municipalities Member \$775	\$620
RMA Member \$900	\$720
Non-Member \$1200	\$1000
Municipal Interns	Complimentary
Virtual	\$250

Virtual registrants will NOT have access to live breakout session. Slide presentations and audio from each session will be recorded and made available following Convention.

PRE-CONVENTION SESSIONS

Cost: \$395 + tax

All sessions run concurrently from 8:30 am to 4:00 pm on Tuesday, September 26

EOEP - Effective Meetings

Join the inaugural offering of EOEP's newest course, Effective Meetings! The course builds on highly rated education sessions at recent ABmunis and RMA conventions by providing a full day interactive learning experience that will help participants:

- Understand what makes a great meeting and how you can help make meetings great
- Examine how rules of order and proper procedure enhance your meetings
- Discover ways to set up great decisions
- Identify action items that you can implement at your next council meeting

As an elected official, you spend a good chunk of your life in meetings. This course provides tools, tips, and ideas to make your meetings work best!

**Please note this course is not applicable for associate or affiliate members.

EOEP - Municipal Corporate Planning and Finance

Understanding municipal finances is fundamental to the job of an elected official. Municipal councils are expected to plan, govern and set policy for the best interests of their community. Sound financial planning and management is key to supporting a healthy municipality that can ensure that its current and future service commitments are funded in a sustainable manner.

It is important that elected officials understand how financial planning and monitoring align with the municipality's business cycle, including strategic planning, business planning and performance measurement. Elected officials need to understand their role in establishing and prioritizing competing service level demands on behalf of citizens and then determine strategies to fund those service level commitments.

**Please note this course is not applicable for associate or affiliate members.

RMRF Legal Course

* Please note this course is not applicable for associate or affiliate members.

The Reynold Mirth Richards and Farmer LLP legal pre-convention session will focus on two different subjects through the day:

CAOs: The One and Only

This session will cover a variety of topics related to the lifecycle of a Chief Administrative Officer, including hiring and firing, employment contracts, healthy communications between Council and the CAO and recognizing and cultivating the unique roles of Council and the CAO in a municipality. In addition, we will discuss some of the more mundane aspects of life as a CAO such as signing authority, going in camera and CAO duties and responsibilities.

Back Off: Harassment in the Workplace

As employers, municipalities have an obligation to provide a safe workplace for employees, which includes providing a workplace free from bullying, harassment or intimidation. This session will address the recent increase in difficult ratepayer interactions and what options municipalities have available to them to avoid potential liability under Occupational Health and Safety legislation, Human Rights legislation, Workers Compensation legislation and the common law, including the brand new tort of harassment. But this session will also address internal challenges and the importance of those at the top leading by example.

STUDY TOUR

Edmonton International Airport (YEG) Airport City Sustainability Campus Tour

Tuesday, September 26 from 2:00 pm to 4:30 pm (Complimentary)

Join us for an exciting tour of the Airport City Sustainability Campus, a hub of leading and emerging technologies from all sectors focused on aviation, commercial development and decarbonization. Having attracted \$1.5B in investment over the past nine years, the YEG campus houses many types of businesses in the transportation, cargo logistics, manufacturing, sustainability, technology development, training and tourism sectors. This tour will explore the Airport City Sustainability Campus' integrated ecosystem that spurs collaboration and innovation while fostering the commercialization of clean and emerging technologies.

Attendees will be picked up from the Edmonton Convention Centre, and will be dropped off at the same location at the conclusion of the study tour.

** Timing for this tour overlaps with Pre-Convention sessions. If you are registered for Pre-Convention, please do not register for the YEG Airport Tour.

HOTELS

Alberta Municipalities has partnered with the following hotels to do our best to get members the best hotel rates. Please note, as our pre-determined blocks become full, the below rates may no longer be available. A deposit of first and last night's room rates may be required at the time of booking.

Fairmont Hotel Macdonald - rates starting at \$265 per night + tax

Sandman Signature Downtown Edmonton - rates starting at \$160 per night + tax*

Chateau Lacombe Hotel - rates starting at \$154 per night + tax*

Courtyard Marriott Downtown - Room block full

Westin Edmonton Downtown - Room block full

*Taxi chits will be available for those staying at the Chateau Lacombe and Sandman Signature hotels for transportation to and from the Edmonton Convention Centre, as well as transportation to and from evening events. Please see the front desk of your hotel, or the registration desk at the Edmonton Convention Centre to pick up a chit.

IN MEMORIAM

We will hold a moment of silence during the program for elected officials or administrators that we have lost in the last year. If you have a person you would like to remember a person, please send their name to [**events@abmunis.ca**](mailto:events@abmunis.ca) to have them included in the 2023 In Memoriam.

MUNICIPAL FLAGS OR LOGOS

As always, we will have our flag/logo video play throughout the event. If your flag/logo has changed in the last year, please send the updated, high-resolution photo to [**events@abmunis.ca**](mailto:events@abmunis.ca).

PARTNERS PROGRAM

Cost: \$100

The Alberta Municipalities Partners' Program is available for those members who are bringing a partner along with them to Edmonton. Registration will provide your partner with the following access:

- Entrance to the Opening Trade Show Dessert Reception on Wednesday, September 27 from 3:00 – 5:30 pm
- A ticket to the Host City Reception
- Access to the Royal Alberta Museum and the Art Gallery of Alberta, along with taxi transportation to and from the venues if necessary

Please note, registration DOES NOT grant partners access to any other Convention agenda items or meals, including Opening Ceremonies, breakout sessions, or any other plenary activities. Visits to the museum and the art gallery will be self-directed by the participant.

Event Category

Convention

Location

9797 Jasper Ave NW
Edmonton AB T5J 1N9

How to register and submit questions

[Register now!](#)



Mackenzie County

REQUEST FOR DECISION

Meeting:	Committee of the Whole Meeting
Meeting Date:	June 27, 2023
Presented By:	Jennifer Batt, Director of Finance
Title:	Cheque Registers – April 24 – June 23, 2023 (HANDOUT)

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 FIN025. Cheques and Electronic Funds Transfer (EFT) payments are released on a weekly or bi-weekly basis unless otherwise required for operational needs, while other payments are withdrawn direct. Copies of April & May 2023 Online/Direct Debit payments, and the April 24 – June 23, 2023 cheque registers, and EFT reports will be available at the meeting.

OPTIONS & BENEFITS:

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

COSTS & SOURCE OF FUNDING:

2023 Budget.

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

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

POLICY REFERENCES:

Policy FIN025 Purchasing Authority Directive and Tendering Process

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the April & May 2023 Online/Direct Debit payments, and the cheque registers and EFTs from April 24-June 23, 2023, be received for information.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Committee of the Whole Meeting
Meeting Date:	June 27, 2023
Presented By:	Jennifer Batt, Director of Finance
Title:	MasterCard Statements – March & April 2023 (HANDOUT)

BACKGROUND / PROPOSAL:

As per Policy FIN028, Mastercard statements are to be reviewed by Council at the Committee of the Whole Meetings.

Administration will provide a copy of the March & April 2023 Mastercard statements at this meeting for Councils review.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

2023 Budget

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

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

POLICY REFERENCES:

Policy FIN028 Credit Card Use

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the MasterCard statements for March & April 2023 be received for information.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Committee of the Whole Meeting
Meeting Date:	June 27, 2023
Presented By:	Don Roberts, Director of Community Services
Title:	Radar Speed Sign

BACKGROUND / PROPOSAL:

A request was made to Administration to bring the subject of obtaining a Radar Speed Sign to Council.
Administration has researched the desired model.

(Video Presentation)

<https://albertatrafficsigns.com/radar-signs/radarsign-radar-speed-sign-TC400>

OPTIONS & BENEFITS:

The Committee of the Whole has the following procedural options:

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:

COMMUNICATION / PUBLIC PARTICIPATION:

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

POLICY REFERENCES:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

For Discussion.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Committee of the Whole
Meeting Date:	June 27, 2023
Presented By:	John Zacharias, Director of Utilities
Title:	La Crete West Irrigation

BACKGROUND / PROPOSAL:

Administration has been approached in the past in regards to irrigation. There is an abandoned raw waterline from the wells that go up to the current property on SW-12-106-16-W5M. This unused waterline could be used by special groups or the County to provide irrigation to small scale operations.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

N/A

Author: S Gibson **Reviewed by:** _____ **CAO:** B Peters

RECOMMENDED ACTION:

Simple Majority

Requires 2/3

Requires Unanimous

For discussion

Author: _____ Reviewed by: _____ CAO: _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Committee of the Whole Meeting
Meeting Date:	June 27, 2023
Presented By:	Don Roberts, Director of Community Services
Title:	Amend Policy – ADM042 General Safety

BACKGROUND / PROPOSAL:

In April of 2023 an internal Certification of Recognition (COR) audit was completed. The COR Audit results were received May 31, 2023 and the COR Audit Action Plan was created to address some of the elements with low scoring.

The Health and Safety Committee reviewed the Action Plan on June 8, 2023. Element 1.01 included the ADM042 General Safety Policy and the following suggestion was made by the auditor:

“That the Health and Safety policy be amended to include the protection of employees’ social well-being. The statement **“the promotion and maintenance of the highest degree of physical, psychological and social well-being of workers”** is directly for the AB OHS Act under the definitions, Purpose of this Act. Including this requirement will demonstrate compliance with the auditing protocol as well as confirm the commitment from management to protect employees at all levels, not only from physical harm.”

The Health and Safety Committee agreed with the auditor’s suggestion and sent a recommendation to the CAO. The CAO supports the auditor’s and committee’s recommendation to update the policy to include *“social-well being”*.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

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

COMMUNICATION / PUBLIC PARTICIPATION:

POLICY REFERENCES:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

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

Author: L. Flooren **Reviewed by:** D. Roberts **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. Mackenzie County is also committed to the promotion and maintenance of the highest degree of physical, psychological and social well-being of workers. ~~providing a physically, and psychologically healthy and safe workplace for its employees by incorporating and enforcing safe working conditions and practices.~~

The purpose of this policy is to ensure 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.

~~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:
 - 1) notify responsible County employee or designate,
 - 2) explain reason,
 - 3) if responsible employee or designate 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 and duties of this Committee are to:

- a) Maintain Mackenzie County's Safety Program.
- b) The receipt, consideration and disposition of worker health and safety concerns.
- c) Participating in the employer's hazard assessment process.
- d) Making recommendations about worker health and safety to the employer.
- e) Reviewing the employer's work site inspection records.

This Committee will meet on an as needed basis as outlined in the Joint Work Site Health & Safety Committee Terms of Reference. All meetings are open to all employees and minutes will be prominently posted and filed as required by legislation. This Committee will report to the Chief Administrative Officer.

This policy shall be reviewed and signed off annually by the Chief Administrative Officer.

	Date	Resolution Number
Approved	2003-07-25	03-403
Amended	2013-01-15	13-01-030
Amended	2014-03-26	14-03-175
Amended	2015-07-29	15-07-497
Amended	2016-03-08	16-03-157
Amended	2019-10-08	19-10-550
Amended	2019-11-05	19-11-666
Amended	2021-04-13	21-04-295
Reviewed	2021-11-05	N/A
Amended	2022-09-13	22-09-600
Amended	2023-03-29	23-03-313
Amended		

CAO Signature: _____

Date: _____