



**Mackenzie County**

# **REGULAR COUNCIL MEETING AGENDA**

JULY 29, 2015

1:00 P.M.

COUNCIL CHAMBERS  
FORT VERMILION, AB



# STRATEGIC PRIORITIES CHART

## COUNCIL PRIORITIES (Council/CAO)

NOW	ADVOCACY
1. <b>RATEPAYER ENGAGEMENT</b> 2. <b>REGIONAL RELATIONSHIPS</b> 3. <b>FISCAL RESPONSIBILITY</b> 4. <b>POTABLE WATER: Availability &amp; Infrastructure</b> 5. <b>CAMPGROUNDS: Expansion and New Boat Docks</b> 6. <b>RECREATION CENTRES &amp; ARENA UPGRADES</b> 7. <b>MASTER FLOOD CONTROL PLAN &amp; FLOOD CONTROL SYSTEMS</b> 8. <b>TRANSPORTATION DEVELOPMENT</b> 9. <b>ECONOMIC DEVELOPMENT</b> 10. <b>INDUSTRY RELATIONS</b>	<input type="checkbox"/> <i>Provincial Government Relationships</i> <input type="checkbox"/> <i>Land Use</i> <input type="checkbox"/> <i>Health Services</i> <input type="checkbox"/> <i>La Crete Postal Service</i> <input type="checkbox"/> <i>Transportation Development</i>

## OPERATIONAL STRATEGIES (CAO/Staff)

CHIEF ADMINISTRATIVE OFFICER (Joulia)		ECONOMIC DEVELOPMENT (Joulia/Byron)	
1. <b>RATEPAYER ENGAGEMENT – Business Plan</b>	May	1. <b>ECONOMIC DEVELOPMENT – Establish Action Plan</b>	April
2. <b>REGIONAL RELATIONSHIPS</b>	June	2. <b>TRANSPORTATION DEVELOPMENT – Meet Ministers (P5/Zama, RBLK/Hwy 58)</b>	April
3. <b>FISCAL RESPONSIBILITY – non-traditional municipal revenue streams</b>		3. <b>INDUSTRY RELATIONS – Meet Industry Partners</b>	
<input type="checkbox"/> <i>Canada Post – La Crete</i>	April	<input type="checkbox"/> _____	
<input type="checkbox"/> <i>La Crete Library – ATB Building - Assessment</i>	May	<input type="checkbox"/> _____	
<input type="checkbox"/> <i>AUPE Negotiations – internal review of the agreement</i>			
COMMUNITY SERVICES (Ron)		AGRICULTURAL SERVICES (Grant)	
1. <b>CAMPGROUNDS – Identify expansion areas &amp; establish policy</b>	June	1. <b>MASTER FLOOD CONTROL PLAN – Completion of Plan</b>	April
2. <b>RECREATION CENTRES &amp; ARENA UPGRADES – Assessment</b>	June	2. Emergency Livestock Response Plan	October
3. <b>COR Certificate – Self Audit</b>	July	3. _____	
<input type="checkbox"/> Dock expansion plan for campgrounds		<input type="checkbox"/> County Ag Fair & Tradeshow Planning	
<input type="checkbox"/> _____		<input type="checkbox"/> Easements for Existing Drainage Channel	
PLANNING & DEVELOPMENT (Byron)		LEGISLATIVE SERVICES (Carol)	
1. Infrastructure Master Plans	April	1. <b>RATEPAYER ENGAGEMENT – Citizen Engagement Survey</b>	June
2. LC & FV Design Guide	Sept	2. Website Update	June
3. _____		3. Filing/Records Management Procedures	June
<input type="checkbox"/> Land Use Framework		<input type="checkbox"/> Human Resource Policy Review	
<input type="checkbox"/> LC & FV Airports – Infrastructure Review		<input type="checkbox"/> Communication Plan	
FINANCE (Mark)		PUBLIC WORKS* (Ron/Len)	
1. <b>FISCAL RESPONSIBILITY – Mill Rate Discussion &amp; Policy</b>	June	1. Inspection Procedure for New Roads	May
2. <i>AUPE Negotiations (calculations)</i>	June	2. Road Use Agreement Template Update	April
3. Multi-year capital plan		3. Finalize Meander River Gravel Pit Transfer	Aug
<input type="checkbox"/> _____		<input type="checkbox"/> Hamlet 3 Year Upgrading Plan – Review & Update	
<input type="checkbox"/> _____		<input type="checkbox"/> Engineering Services Procurement RFP	April
ENVIRONMENTAL (Fred)			
1. <b>POTABLE WATER – Comprehensive Water Study</b>	June	Codes:	
2. Hamlet Easement Strategy	July	<b>BOLD CAPITALS</b> – Council NOW Priorities	
3. FV Frozen Services Plan	Sept	CAPITALS – Council NEXT Priorities	
<input type="checkbox"/> _____		<i>Italics</i> – Advocacy	
<input type="checkbox"/> _____		Regular Title Case – Operational Strategies	
		* See Monthly Capital Projects Progress Report	

**MACKENZIE COUNTY  
REGULAR COUNCIL MEETING**

**Wednesday, July 29, 2015  
1:00 p.m.**

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

**AGENDA**

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<b>CALL TO ORDER:</b>	1.	a) Call to Order	
<b>AGENDA:</b>	2.	a) Adoption of Agenda	
<b>ADOPTION OF PREVIOUS MINUTES:</b>	3.	a) Minutes of the June 22, 2015 Regular Council Meeting	7
<b>DELEGATIONS:</b>	4.	a) b)	
<b>GENERAL REPORTS:</b>	5.	a) CAO Report	21
		b) Public Works Committee Meeting Minutes – May 13, 2015	39
<b>TENDERS:</b>	6.	a) Request for Quote – Line Painting 2015	45
<b>PUBLIC HEARINGS:</b>		Public hearings are scheduled for 1:00 p.m.	
	7.	a) None	
<b>COMMUNITY SERVICES:</b>	8.	a) Policy ADM042 – General Safety Policy	47
		b) Natural Area Use (Discussion item)	
		c)	
		d)	

<b>UTILITIES:</b>	9.	a)	Policy UT004 – Utility Connection Policy	55
		b)	Fort Vermilion Water Services Improvements	59
		c)	La Crete Lagoon Project Contract	63
		d)	Lift Station 5 Grinder	65
		e)		
		f)		
<b>OPERATIONS:</b>	10.	a)	Policy PW009 Dust Control	67
		b)	Policy PW010 Road Protection Agreement	77
		c)	Policy PW011 Log Hauls	89
		d)	Second Access Request – Plan 122 3197, Block 2, Lot 3	93
		e)	Ditch Repair West of Blue Hills Road (Twp Rd 103-4)	97
		f)	Supply of Winter Sand	101
		g)	Highway 88 Connector Road Repair (Dips)	105
		h)		
		i)		
<b>PLANNING &amp; DEVELOPMENT:</b>	11.	a)	Bylaw 998-15 Plan Cancellation for Consolidation Purposes Plan 092 9760, Block 1, Lot 1 (Pt. of SW 7-107-13-W5M) (La Crete Rural)	109
		b)		
		c)		
<b>FINANCE:</b>	12.	a)	Requests to Reduce Tax – Roll 234211	117
		b)	Requests to Reduce Tax – Roll 289333	121



		c)	Requests to Reduce Tax – Rolls 077026/27/30	125
		d)	Reverse 2015 Tax Levy – Roll 235083	129
		e)	Financial Reports – January 1 to June 30, 2015	133
		f)		
		g)		
<b>ADMINISTRATION:</b>	13.	a)	Policy HR001 Employee Code of Conduct	147
		b)	Agricultural Disaster Declaration	157
		c)	Letter of Concern Regarding Incompatible Land Uses in the Hamlet of La Crete	179
		d)	Subdivision Improvement Request	187
		e)	La Crete Recreation Board – Request for Letter of Support	191
		f)		
		g)		
		h)		
<b>INFORMATION / CORRESPONDENCE:</b>	14.	a)	Information/Correspondence	195
<b>IN CAMERA SESSION:</b>	15.	a)	Legal <ul style="list-style-type: none"><li>• Winter Petroleum</li><li>• Tall Cree First Nations – Water Supply and Wastewater Acceptance Agreement &amp; Mutual Aid Agreement</li></ul>	
		b)	Labour	
		c)	Land	
<b>NOTICE OF MOTION:</b>	16.		Notices of Motion	





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>July 29, 2015</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>Minutes of the June 22, 2015 Regular Council Meeting</b>

## **BACKGROUND / PROPOSAL:**

Minutes of the June 22, 2015 Regular Council meeting are attached.

## **OPTIONS & BENEFITS:**

## **COSTS & SOURCE OF FUNDING:**

## **SUSTAINABILITY PLAN:**

## **COMMUNICATION:**

Approved council minutes are posted on the County website.

## **RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the minutes of the June 22, 2015 Regular Council meeting be adopted as presented.

Author: C. Gabriel      Reviewed by: \_\_\_\_\_      CAO: JW



**MACKENZIE COUNTY  
REGULAR COUNCIL MEETING**

**Monday, June 22, 2015  
10:00 a.m.**

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

- PRESENT:** Bill Neufeld Reeve (left the meeting at 2:50 p.m.)  
Walter Sarapuk Deputy Reeve  
Jacquie Bateman Councillor  
Peter F. Braun Councillor  
Elmer Derksen Councillor (left the meeting at 3:38 p.m.)  
John W. Driedger Councillor  
Eric Jorgensen Councillor  
Josh Knelsen Councillor (arrived at 11:36 a.m. and left the meeting at 3:32 p.m.)  
Ricky Paul Councillor
- REGRETS:** Lisa Wardley Councillor
- ADMINISTRATION:** Joulia Whittleton Chief Administrative Officer  
Ron Pelensky Director of Community Services & Operations  
Len Racher Director of Facilities & Operations (South)  
Byron Peters Director of Planning & Development  
Mark Schonken Interim Director of Finance  
Fred Wiebe Manager of Utilities  
Carol Gabriel Manager of Legislative & Support Services  
Alexandra Codispodi Municipal Intern (Recording Secretary)
- ALSO PRESENT:** Members of the public.  
Member of the media.

Minutes of the Regular Council meeting for Mackenzie County held on June 22, 2015 in the Fort Vermilion Council Chambers.

**CALL TO ORDER: 1. a) Call to Order**

Reeve Neufeld called the meeting to order at 10:04 a.m.

**AGENDA: 2. a) Adoption of Agenda**

**MOTION 15-06-448 MOVED** by Councillor Driedger

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That the agenda be approved with the following additions:

- 10. d) West La Crete Gravel Crushing
- 11. c) 80 Acres
- 13. g) Drought
- 13. h) ASB Tour
- 14. c) Health Update

**CARRIED**

**ADOPTION OF  
PREVIOUS MINUTES:**

**3. a) Minutes of the June 10, 2015 Regular Council Meeting**

**MOTION 15-06-449**

**MOVED** by Councillor Driedger

That the minutes of the June 10, 2015 Regular Council meeting be approved as presented.

**CARRIED**

**4. b) Sgt. Cody Willoughby, High Level RCMP – General Statistics**

**MOTION 15-06-450**

**MOVED** by Councillor Jorgenson

That the High Level RCMP report be received for information.

**CARRIED**

**GENERAL REPORTS:**

**5. a) None**

**TENDERS:**

**6. a) None**

**PUBLIC HEARINGS:**

**7. a) None**

**COMMUNITY  
SERVICES:**

**8. a) Board Development Training for Non-Profit Groups**

**MOTION 15-06-451**

**MOVED** by Councillor Paul

That Mackenzie County host two board development workshops (one in La Crete and one in Fort Vermilion) for the non-profit groups that receive funding from the County.

**CARRIED**

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\_\_\_\_\_

**ENVIRONMENTAL SERVICES:**

**9. a) La Crete Lagoon Project Contract – Northern Road Builders Request for Time Extension**

**MOTION 15-06-452**

**MOVED** by Councillor Derksen

That the Northern Road Builders contract for the La Crete lagoon project be extended from June 30, 2015 to July 15, 2015 while maintaining the same amount of site days as per Northern Road Builder's request.

**CARRIED**

**OPERATIONS:**

**10. a) North La Crete Road and West Blumenort Road Reconstruction Project**

**MOTION 15-06-453**

Requires 2/3

**MOVED** by Councillor Derksen

That the 2015 Capital Budget be amended to include an additional \$22,500 for the North La Crete Road and West Blumenort Road Reconstruction Project with funding coming from the Road Reserve.

**CARRIED**

**MOTION 15-06-454**

**MOVED** by Councillor Braun

That the North La Crete Road and West Blumenort Road Reconstruction be awarded to Wiens Enterprise.

**CARRIED**

**10. b) Spruce Road Deficiencies Corrected - Release Holdback**

**MOTION 15-06-455**

**MOVED** by Councillor Braun

That the Spruce Road project Completion Certificate be sent and holdback be released pending receipt of requested documents from the Contractor.

**CARRIED**

**10. c) Tall Cree Gravel Crushing**

**MOTION 15-06-456**

Requires 2/3

**MOVED** by Councillor Jorgensen

That administration negotiate the best deal with gravel contractors to crush 10,000 m<sup>3</sup> of gravel from the Tall Cree gravel pit and that \$170,000 be funded from the 2015 Operating budget.

**CARRIED**

**10. d) West La Crete Gravel Crushing**

**MOTION 15-06-457**

Requires 2/3

**MOVED** by Councillor Derksen

That administration extends the quantities in the Sage Management Ltd. contract to crush the balance of the stockpiled pitrun at the West La Crete gravel pit, and that the additional funds of approximately \$103,700 to be funded from the 2015 Operating Budget.

**CARRIED**

**PLANNING &  
DEVELOPMENT:**

**11. a) Bylaw 780-10 – Offsite Levy on Range Road 15-2 Road Construction and Upgrade (La Crete Rural)**

**MOTION 15-06-458**

**MOVED** by Reeve Neufeld

That administration bring back a Bylaw to repeal Bylaw 780-10 - Offsite Levy on Range Road 15-2 Road Construction and Upgrade (La Crete Rural).

**CARRIED**

Reeve Neufeld recessed the meeting at 11:06 a.m. and reconvened the meeting at 11:19 a.m.

**DELEGATIONS:**

**4. a) S/Sgt. Jeff Simpson, Fort Vermilion RCMP – School Resource Officer Position**

**MOTION 15-06-459**

Requires 2/3

**MOVED** by Councillor Bateman

That Council support two School Resource Officer positions and that the budget be amended to include an additional \$145,000 with funding coming from the General Operating Reserve.

**DEFEATED**

**MOTION 15-06-460**

**MOVED** by Councillor Driedger

That administration enter into a Memorandum of Understanding

\_\_\_\_\_  
\_\_\_\_\_



for one School Resource Officer position with the Fort Vermilion RCMP.

**CARRIED**

**MOTION 15-06-461** **MOVED** by Councillor Jorgensen

That the scope of work for the existing RCMP Enhanced Officer position be amended to include School Resource Officer duties.

**CARRIED**

Councillor Knelsen joined the meeting at 11:36 a.m.

**PLANNING &  
DEVELOPMENT:**

**11. b) Subdivision Panhandles**

**MOTION 15-06-462** **MOVED** by Councillor Jorgensen

That a land use bylaw amendment be brought back to include a definition of panhandles and that developers be encouraged to use the road allowance in the interim.

**CARRIED**

Reeve Neufeld recessed the meeting at 12:12 p.m. and reconvened the meeting at 12:44 p.m.

**FINANCE:**

**12. a) Policy FIN025 Purchasing Authority Directive and Tendering Process**

**MOTION 15-06-463** **MOVED** by Councillor Jorgensen

That Policy FIN025 Purchasing Authority Directive and Tendering Process be amended as follows:

**DELETE:**

- e) Effective August 1, 2012; COR/SECOR is required for all tenders, with the exception of Waste Transfer Station Operators and Campground Caretakers. Exceptions may be made for work under \$5,000, or for emergent situations, as authorized by the Chief Administrative Officer.

**REPLACE WITH:**

- e) A contractor shall be required to have COR/SECOR certification for all municipal works whereby the contractor

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\_\_\_\_\_

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.

**CARRIED**

**12. b) Request to Waive Penalties – Tax Roll 082612**

**MOTION 15-06-464**  
Requires 2/3

**MOVED** by Councillor Derksen

That the request to waive penalties for Tax Roll 082612 in the amount of \$926.20 be APPROVED.

**CARRIED**

**PLANNING &  
DEVELOPMENT:**

**11. c) 80 Acres (ADDITION)**

**MOTION 15-06-465**  
Requires Unanimous

**MOVED** by Deputy Reeve Sarapuk

That the 80 acres discussion be received for information.

**CARRIED**

**FINANCE:**

**12. c) Requests to Reduce Tax**

**MOTION 15-06-466**

**MOVED** by Councillor Bateman

That the 2015 municipal tax for Tax Roll #074356 be reduced to \$35 due to its isolated location and that the size of parcel is not suitable for residential use.

**CARRIED**

**MOTION 15-06-467**

**MOVED** by Councillor Knelsen

That the 2015 municipal tax for the following tax rolls be reduced

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\_\_\_\_\_

to \$35 due to their isolated location and that the size of the parcels are not suitable for residential use.

- Tax Roll #118524
- Tax Roll #118525
- Tax Roll #118526
- Tax Roll #118527
- Tax Roll #118528
- Tax Roll #118535
- Tax Roll #118536
- Tax Roll #118537
- Tax Roll #118538
- Tax Roll #118539
- Tax Roll #077024
- Tax Roll #077025

**CARRIED**

**MOTION 15-06-468**

**MOVED** by Deputy Reeve Sarapuk

That the 2015 municipal tax for Tax Roll #234211 be reduced to \$35 due its use being farmland.

**CARRIED**

**DELEGATIONS:**

**4. c) Ann Everatt, President of Northern Lakes College**

**MOTION 15-06-469**

**MOVED** by Councillor Bateman

That the presentation by the President of Northern Lakes College be received for information.

**CARRIED**

**ADMINISTRATION:**

**13. d) University of Alberta – Planning Program Letter of Support**

**MOTION 15-06-470**

**MOVED** by Councillor Jorgensen

That a letter of support be provided to the University of Alberta for their proposal to the Alberta Government requesting the launch of the Urban and Regional Planning Graduate Program.

**CARRIED**

**13. b) La Crete Recreational Society Request**

\_\_\_\_\_  
\_\_\_\_\_

**MOTION 15-06-471**      **MOVED** by Deputy Reeve Sarapuk

That a letter of support be provided to the La Crete Recreation Society for further site development and that each proposed project be presented to Council for approval.

**CARRIED**

**MOTION 15-06-472**      **MOVED** by Councillor Jorgensen

That Council move in-camera at 2:05 p.m.

**CARRIED**

**MOTION 15-06-473**      **MOVED** by Councillor Paul

That Council move out of camera at 2:50 p.m.

**CARRIED**

Reeve Neufeld left the meeting at 2:50 p.m. and turned over the Chair to Deputy Reeve Sarapuk.

**IN-CAMERA:**

**15. b) Labour – Council Self-Evaluation**

**MOTION 15-06-474**      **MOVED** by Councillor Driedger

That Bill Sutherland from Beacon for Change Inc. be engaged to facilitate an inter-personal conflict resolution session for Council.

**CARRIED**

**FINANCE:**

**12. d) Financial Reports – January 1 to May 31, 2015**

**MOTION 15-06-475**      **MOVED** by Councillor Braun

That the financial reports for the period January 1 to May 31, 2015 be received for information.

**CARRIED**

**ADMINISTRATION:**      **13. a) 2015 Property Tax Bylaw and Assessment**

**MOTION 15-06-476**      **MOVED** by Councillor Braun

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That the 2015 property tax bylaw and assessment be received for information.

**CARRIED**

**13. c) Engineers**

**MOTION 15-06-477** **MOVED** by Councillor Knelsen

That the engineer discussion be received for information.

**CARRIED**

**13. e) Highlights of Bill 20: Municipal Government Act Amendment**

**MOTION 15-06-478** **MOVED** by Councillor Bateman

That the highlights of Bill 20: Municipal Government Act Amendment be received for information.

**CARRIED**

**13. f) Donation Request – La Crete Ferry Campground & Field of Dreams Rodeo Stampede**

**MOTION 15-06-479** **MOVED** by Councillor Braun  
Requires 2/3

That a donation in the amount of \$5,000 be provided to the La Crete Ferry Campground and the Field of Dreams Rodeo Stampede for the High Valley Homecoming Concert to be held on July 24, 2015 in La Crete with funding coming from Grants to Other Organizations.

**CARRIED**

**13. g) Drought (ADDITION)**

**MOTION 15-06-480** **MOVED** by Councillor Jorgensen  
Requires Unanimous

That a letter to be sent to the Minister of Agriculture, the Premier and our local MLA regarding drought conditions in Mackenzie County.

**CARRIED UNANIMOUSLY**

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\_\_\_\_\_

**13. h) ASB Tour (ADDITION)**

**MOTION 15-06-481**  
Requires Unanimous

**MOVED** by Councillor Jorgensen

That Councillor Braun and Councillor Knelsen be authorized to attend the ASB Tour in Grande Prairie from July 14 - July 17, 2015.

**DEFEATED**

Councillor Knelsen left the meeting at 3:32 p.m.

**INFORMATION/  
CORRESPONDENCE:**

**14. b) Alberta Rural Development Network**

**MOTION 15-06-482**

**MOVED** by Councillor Jorgensen

That the Alberta Rural Development Network update be received for information.

**CARRIED**

**14. c) Health Update (ADDITION)**

**MOTION 15-06-483**

**MOVED** by Councillor Driedger

That the health update be received for information.

**CARRIED**

**14. a) Information/Correspondence**

**MOTION 15-06-484**

**MOVED** by Councillor Bateman

That the information/correspondence items be received for information.

**CARRIED**

**IN-CAMERA  
SESSION:**

**15. In-Camera Session**

**MOTION 15-06-485**

**MOVED** by Councillor Bateman

That Council move in-camera to discuss issues under the Freedom of Information and Protection of Privacy Regulations 18

\_\_\_\_\_  
\_\_\_\_\_

- (1) at 3:37 p.m.  
15. a) Legal  
15. b) Labour  
15. c) Land

**CARRIED**

Councillor Derksen left the meeting at 3:38 p.m.

**MOTION 15-06-486**      **MOVED** by Councillor Paul

That Council move out of camera at 4:06 p.m.

**CARRIED**

**IN-CAMERA SESSION:**      **15. a) Legal – Inter-Municipal Relations – Town of Rainbow Lake Revenue Sharing**

**MOTION 15-06-487**      **MOVED** by Councillor Braun

That a letter be sent to the Town of Rainbow Lake requesting a council to council meeting to discuss the revenue sharing agreement.

**CARRIED**

**15. a) Legal – Semi Annual Legal File Update**

**MOTION 15-06-488**      **MOVED** by Councillor Bateman

That the Semi Annual Legal File Update be received for information.

**CARRIED**

**MOTION 15-06-489**      **MOVED** by Councillor Driedger

That a letter be sent to the Alberta Energy Regulator regarding well abandonment and clean-up procedures for bankrupt oil and gas companies.

**CARRIED**

**NOTICE OF MOTION:**      **16. a) None**

**NEXT MEETING**      **17. a) Committee of the Whole**

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**DATES:** Wednesday, July 29, 2015  
10:00 a.m.  
Fort Vermilion Council Chambers

Regular Council Meeting  
Wednesday, July 29, 2015  
1:00 p.m.  
Fort Vermilion Council Chambers

**ADJOURNMENT:** 18. a) **Adjournment**

**MOTION 15-06-490** **MOVED** by Councillor Jorgensen

That the council meeting be adjourned at 4:09 p.m.

**CARRIED**

These minutes will be presented to Council for approval on July 29, 2015.

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Bill Neufeld  
Reeve

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Joulia Whittleton  
Chief Administrative Officer

UNAPPROVED





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>July 29, 2015</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>CAO Report</b>

**BACKGROUND / PROPOSAL:**

The CAO and Director reports are attached for information.

**OPTIONS & BENEFITS:**

**COSTS & SOURCE OF FUNDING:**

**SUSTAINABILITY PLAN:**

**COMMUNICATION:**

**RECOMMENDED ACTION:**

- Simple Majority       Requires 2/3       Requires Unanimous

That the CAO report for June 2015 be received for information.

Author: C. Gabriel      Reviewed by: \_\_\_\_\_      CAO: \_\_\_\_\_

# Mackenzie County

## Monthly CAO Report to Council – June, July 2015

Please review the updates on various initiatives:

1. **Agricultural Disaster** – the County has been actively involved in creating awareness of our Regional drought situation. Council will be presented with relevant information, as well as some local concerns, at the July 29 meeting. ASB made a recommendation to create a page on the County's website that will offer resources (links) for farmers, and will be used to provide updates as new information regarding potential aid programs becomes available. Our provincial and federal governments must be involved in order to offer meaningful help to our agricultural producers.

2. **Regional Sustainability Study** – This item was discussed during the May 6, 2015 tri-council meeting and the following motion was made:

*That the Tri Council agrees to discontinue the contract with and obtain a release from Nichols Applied Management contingent on the only governance model being discussed in the Regional Sustainability Project being Status Quo. All additional funds will be directed towards looking at service sharing agreements.*

*Furthermore, the Town of High Level Administration will discuss the status of the Regional Collaboration Grant funds, options for extension and whether there would be a requirement to repay grant funds to Municipal Affairs with the discussed change in direction and contractors.*

Town of High Level's legal counsel has been dealing with this file. Meanwhile, the municipalities requested an extension for this project completion from Municipal Affairs (please see the attached letter).

3. **ATB Property in La Crete** – The County received a draft transfer agreement which was reviewed and our feedback was provided to ATB representatives. We are waiting for ATB to notify us of the dates when they will travel to La Crete for signing the agreement.
4. **Regional Emergency Planning** – The Basic Emergency Management, Business Continuity Planning training and the Community Emergency Management Planning tool overview was provided to the County's management team by AEMA representatives. Regional stakeholders and partners participated in these events. We are in the process of completing our self-assessment and risk assessment. These documents will be reviewed by the Emergency Management Committee and will be presented to Council in near future.
5. **First Nations Relationships** -
  - a. **Tall Cree FN** – a meeting was held with Mike Cardinal, Band Manager. We discussed the expired water and sewer agreement, and a possibility of entering into a Mutual Aid Agreement for emergency response services.

- b. *Little Red River Cree FN* - will be meeting with Arthur Dumaine on July 28<sup>th</sup>. Arthur will be the new manager for Little Red River Cree.

**6. Other -**

- a. Canada 150 Community Infrastructure applications were prepared and submitted;
- b. The results of the assessment audit (2009-2011) by Municipal Affairs were presented to Council;
- c. 2014 Statistical Return was completed and submitted to Municipal Affairs;
- d. Spruce Road – the project was finalized and the holdback was released as per Council’s motion;
- e. An annual 2014 report was prepared and ratepayers meetings were held;
- f. 2015 Ratepayers Survey results will be presented to Council at their next COW meeting;
- g. OH&S – the County is in process of undertaking an internal audit, an external audit assessor will be invited upon its completion; this would be the last step to obtain COR certification by the County;
- h. Emergency Preparedness BBQs were held at the LC, FV and Zama fire halls;
- i. Public Works Employee Recognition Week – BBQs were held in LC, FV (in Zama – in conjunction with the Emergency Preparedness week);
- j. 2015 Annual Report was prepared;
- k. Provincial grants reporting is done;
- l. I attended Reeves and CAOs meeting on June 30 in the County of Grande Prairie; the main reason for the meeting was to discuss agenda items for the upcoming AAMD&C Zone meeting;
- m. As a result of Alberta Safety Codes audit, administration has drafted an RFD and a bylaw for Council’s consideration and review dealing with fireworks in our municipality. The documents will be presented to Council once we review these with our Fire Chiefs.
- n. We had one FOIP request. The applicant requested the 2014 cheque listing, and copies of councilors and CAO expense claims during 2014. The documents were provided within the specified deadline and at a fee as permitted under FOIP.
- o. Our finance department calculated, provided information and issued payments to the Town of High Level and Rainbow Lake as per the existing agreements (please see Director of Finance report for the actual figures);
- p. The County’s website was updated and Virtual County Office function is now available. The assessment values can be searched by legal description or street address. We are currently testing the ability for individuals to view their individual accounts history (login setup is required) and for Lawyers to be able to obtain tax certificates (they must have an account with the County, with a prepaid amount).
- q. Budgets – administration has commenced 2016 budget draft, three year operating and five year capital plan preparation.

Please review the attached Directors reports and we will be happy to answer your questions.

Respectfully submitted,

Joulia Whittleton



*Info to come*

Town of High Level  
10511 - 103<sup>rd</sup> Street  
High Level, AB Canada  
T0H 1Z0  
Telephone: (780) 926-2201  
Facsimile: (780) 926-2899  
town@highlevel.ca  
www.highlevel.ca

File: 1855-22

July 8, 2015

Ms. Glenys Holmberg  
Manager, Grant Compliance and Payments  
Grants Accountability  
Alberta Municipal Affairs  
17<sup>th</sup> Floor, Commerce Place  
10155 - 102 Street  
Edmonton, AB T5J 4L4

RECEIVED  
JUL 13 2015

MACKENZIE COUNTY  
FORT VERMILION OFFICE

Dear Ms. Holmberg:

#### **REGIONAL COLLABORATION PROGRAM**

Further to our recent telephone conversation regarding the Sustainability Study for the Towns of High Level, Rainbow Lake, and the Mackenzie County, please accept this letter as an application for an extension of time for completion.

The Tri-Council administrating the study has terminated the contract for the first phase of the study by Nichols Applied Management Group and initiating a 2<sup>nd</sup> phase for the study. The first phase was a series of open houses and gathering information on the feasibility of changes to the Municipal Boundaries or potential amalgamations, however the conclusion of the Tri-Council was this option was not a viable alternative. The estimated cost for phase one was approx \$150,000 which leaves \$100,000 for completing phase II.

Phase II will consist of the following elements:


1. Review of common infrastructure and service levels.
2. Review of existing cost sharing agreements.
3. Development of Regional cost sharing agreements.
4. Other benefits of Regional Collaboration that will benefit the sustainability of the entire region.

It is our anticipation that this phase will take at least to the end of 2015. Our request is to have the existing agreement extended at least to the end of December of 2015, or if possible to the end of March 2016.

*Gateway To The South*

On behalf of the Tri-Council committee, we thank you for the cooperation by your Department in the past and look forward to approval of our request for the extension.

Yours truly,

A handwritten signature in black ink, appearing to read "Garry Peterson". The signature is fluid and cursive, with a large loop at the end.

Garry Peterson  
Interim CAO

Cc: Town of High Level, Mayor and Council  
Dan Fletcher, CAO, Town of Rainbow Lake  
Joulia Whittleton, CAO, Mackenzie County

## MONTHLY REPORT TO THE CAO

For the month of June 2015

From: Ron Pelensky  
 Director of Community Services and Operations

### Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Road Maintenance	Ongoing	Regular road maintenance. Repaired Western Star Gravel Truck (hydraulics, radiator hose) Repaired Bobcat tractor clutch, Rigged up new pickups
Dogs	Ongoing	Completed animal control in Rocky Lane and Fort Vermilion
By-Law	Ongoing	Completed Highway 88 connector cat track issue Dealing with vandalism issue on walking trails Dealing with clean up issues in Hutch Lake, Zama, and La Crete
Emergency/Disaster Service	Ongoing	The County had 3 wild fires that effected structures in the county. Hutch Lake Cabin area, Buffalo Head Tower and a few residents along the Peace River by Steep Hill Creek
Health and Safety	Ongoing	Joint Health and Safety meeting June 23 Training held for Front End Loader, Rubber Tire Backhoe, Bobcat and Prime Contractor training Dealt with one incident involving a flower watering truck
Peace Officer	Ongoing	Patrolled La Crete two separate weekends in June. Issued 20 tickets and 39 warnings Tickets were speeding, use of cell phones, seatbelts, no registration and no insurance, fail to stop, careless driving, fail to carry driver license \$7487.00 in fines issued

Fire Department	June	<b>Fort Vermilion</b> responded to 2 Medical Assists, 2 Motor Vehicle accidents, 2 Grass fire, 1 Tanker assist for La Crete, transfer station fire <b>La Crete</b> responded to 2 Structure fire, 6 Medical Assists, 2 Motor vehicle accidents, 1 Vehicle fire, 3 property protection (sprinkler set up)7 grass/bush fires, 4 tanker assist and 1 Fire Alarm <b>Zama</b> no calls however started active practice
Fire Department Training	Ongoing	4 people trained on Advanced pump operation, in house training on vehicle extrication and water rescue
Zama Public Works	Ongoing	Regular maintenance

### Capital Projects

Projects	Timeline	Comments
High Level to Ainsworth Rural Waterline	June	Town of High Level and Mackenzie County waterline is 99% complete. Warranty period to expire this year
Fire Smart Grant	June	Reapplied for a 2015 grant
Gravel Crushing	June	Completed crushing in West La Crete pit. Will complete North Vermilion in August
Zama Shower unit	June	Shower unit is built, and is Installed
Regraveling Tender	June	Contracts awarded
Gravel Truck with Trailer	June	Purchased a Kenworth truck and belly dump trailer
Vehicles	June	Contract was advertised, tender awarded to Northstar Chrysler and units were delivered
FV 48 st and 47 Ave Paving	June	Contract awarded to Knelsen Sand & Gravel
Rocky Lane Paving	June	Contract awarded to Knelsen Sand & Gravel Beaver First Nation removing the Asphalt

Purchase 3 Graders	June	Graders are ordered from Finning
Meander River Genetic site road improvements	June	Road upgraded, waiting for ESRD to take over the road
Replacement Bridge file culvert 75117 (on Store Rd)	June	Tender awarded to Northern Road Builders Project planned to start in July 2015
Fire Department Radios	June	Radios and Pagers are in place. Waiting for Radio amplifiers to improve service
Fire Department Training yard	June	Training cans purchased (retrofitting started)
Water Truck	June	Used water truck purchased

**Personnel Update:**

One grader operator position off on long term disability

**Other Comments:**

Administration and Public work staff decorated Canada Day float and was successful in winning first place



## MONTHLY REPORT TO THE CAO

For the month of June 2015

From: Mark Schonken  
Interim Director of Finance

### Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
2015 Property Taxes	Ongoing	<p>To date the County has collected \$31,483,865 of the 2015 property levy (\$35,383,345 initial levy run on May 14, 2015).</p> <p>Of the outstanding balance, \$1,259,108 is on monthly preauthorized payments from July to December 2015.</p> <p>The remaining balance of \$2,640,372 is being followed up.</p>
Revenue sharing agreement		<p>Rainbow Lake - \$796,400</p> <p>High Level - \$534,741</p>
2015 Bursaries	Ongoing	<p>A total of 12 bursaries have been awarded to date, totaling \$10,000 of the budgeted \$25,000.</p> <p>Applications that have been received but not yet approved totals \$9,000.</p>
Not-for-profit funding	Ongoing	The County has paid \$757,099 of the approved budget of \$1,601,886 to various not-for-profit groups.
Gravel Lease Lot 13 Fort Vermilion	Summer 2015	SML application has been submitted in 2014 and we await approval by ESRD.
Gravel Lease Meander Pits	Summer 2015	ESRD require full SML applications since transfer of DRS will not be possible, which will require detailed surveys. Opus Stewart Weir will do a survey of the two pits in July.

Long-term capital and operating budgets	Fall 2015	We are currently updating our long-term capital and operating budgets.
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**Capital Projects**

Projects	Timeline	Comments

**Personnel Update:**

Kerstin Wiebe has started this month as the new accounts payable clerk.
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**Other Comments:**

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## MONTHLY REPORT TO THE CAO

For the month of June, 2015

From: Grant Smith  
Agricultural Fieldman

### Annual Operating Programs, Projects and Activities

	<i>Timeline</i>	<i>Comments</i>
Roadside Spraying	2015	Roadside spraying has been completed. Areas sprayed were La Crete, Airport road east, Buffalo Head, Bluehills/Tompkins
Roadside Mowing	2015	Roadside mowing has been contracted to three contractors. Commencement date was July 11 <sup>th</sup> . All roads south of the Peace River will receive a single cut, north of the river will receive a full width cut.

### Capital Projects

Projects	Timeline	Comments
Buffalo Head/Steephill Surface Water Management Project	2015	I met with Alberta Environment in Peace River on March 12 <sup>th</sup> to discuss the status of our application and was informed that it was being reviewed by the Wetlands Division of Alberta Environment in Grande Prairie. No timeline was given regarding their findings.
Tompkins Culvert	2015	The installation was completed on March 20 <sup>th</sup> .
Blue Hills Erosion Repair	2015	Requests For Proposals are being sent out to local contractors to bid on this project. Projected completion date is September 30 <sup>th</sup> .

### Personnel Update:

Alex Orlesky has been hired as the White Zone (Agricultural Area) Weed Inspector and Bill Hayday has been hired as the Green Zone (Oilfield and areas beyond the Ag area) Weed Inspector.

**Other Comments:**

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## MONTHLY REPORT TO THE CAO

For the Month of June 2015

**From:** Len Racher  
Director of Facilities and Operations (South)

### Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Road Maintenance	Ongoing	- Very dry grading where only necessary
Roads to New Lands	Ongoing	- This is an ongoing venture as we have a number of roads at various stages of construction. - Trent and I have been working with the various players and it is getting much better
Strategic Priorities	Ongoing	

### Capital Projects

Projects	Timeline	Comments
Bridge Repairs	Ongoing	Bridge maintenance contract is in progress.
Steephill Creek		This project is going very well and is 60% complete
La Crete Street Projects		This is about half complete

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**Personnel Update:**

Ron Pelensky and I have been busy with the fires in the area. Wadlin lake is going well with the brushing complete and we are now looking into a source of reject gravel to use on the roads and sites.

**Other Comments:**

I would like to thank Joulia for her patience, excellent knowledge and assisting me in melding into the job and community. I'm sure dealing with us crusty old guys is not easy.

Respectfully;  
Len Racher  
Director of Facilities and Operations (South)  
Mackenzie County

## MONTHLY REPORT TO THE CAO

For the Month of June 2015

**From:** Fred Wiebe  
Manager of Utilities

### Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Water Distribution and Wastewater Collection Maintenance	Sept/15	<ul style="list-style-type: none"> <li>- Sewer flushing has begun</li> <li>- Hydrant flushing and valve exercising programs upcoming</li> </ul>
Strategic Priorities	1.Complete 2.Ongoing 3.Ongoing	1. Comprehensive Water Study 2. Hamlet Easement Strategy 3. FV Frozen Services Plan

### Capital Projects

Projects	Timeline	Comments
Comprehensive Water Study	Complete	Complete. Report was forwarded to Planning and Development to include in their planning documents.
FV- Lights Replacement	Complete	Lights installed June 12/15.
Master Meters	Ongoing	Latest update is that we are supposed to receive first 120 meter registers mid this week.
FV- Gas Meter Guards	Ongoing	Corny looking into options and obtaining quotes.
LC-Filter Media Replacement	July/15	New media installed in Filter #1. Comparing results to original filter media in #2. Operators are currently installing last of the media.
FV- Hydrant Replacement	Sept/15	Supplies have arrived, need to obtain install quotes.
ZA- SCADA Computer Replacement	Complete Apr/15	Complete. Installed and working well.
ZA- Well Reclamation	June/15	Work is complete. Report needs to be completed to be sent to Alberta Environment.

FV-Frozen Water Service Repairs	Ongoing	RFD with discussions and options to be presented at July 29/15 council meeting.
FV-Raw Water Truckfill Upgrade	Aug/15	Associated Engineering provided design and scope of work. Need to review and put to tender.
LC-Raw Water Truckfill Upgrade	Aug/15	Waiting on one installation quote.
Generators for WTP's	Complete	Generators were installed, commissioned and tested at all 3 locations in February/15.
LC- Lagoon Upgrade	Ongoing	Met w/ engineer and contractor onsite June 30/15. Went through work completed and schedule. Contractor is still not complete but am waiting for a letter of recommendation from engineer.
ZA-FV Sewer Flusher	June/15	Sewer flusher arrived. Has some shipping damage, but shipper will be repairing it.
LC- Main Lift Station Repair/Upgrade	Sept/15	Associated Engineering has finalized design and scope of work for proposals. Need to review and tender.
LC- Sanitary Sewer Main Upgrade	Oct/15	Contacted WSP on getting design ready to submit for proposals. Currently surveying and collecting data for design.
LC-Lift Station Grinder	Ongoing	Waiting for updated costs as now being told grinder will not fit original location.
FV- 49 <sup>th</sup> Ave Sewer Repair	Sept/15	Contacted WSP to get project started May 12, 2015.

**Personnel Update:**

Our Senior Utility Officer in Zama has been on leave of absence due to medical reasons since June 18, 2015.

**Other Comments:**

Jubilee Park Committee submitted a request to be allowed to fill the park pond twice annually from our potable water supply. Administration is proceeding with accommodating the request with the understanding that subject to water demands being met in priority order(human consumption, resident and business water demands etc...). Committee request letter attached.



Respectfully,

Fred Wiebe  
Manager of Utilities  
Mackenzie County



Jubilee Park Committee  
Box 1088, La Crete, AB T0H 2H0



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CAO Joulia Whittleton  
Mackenzie County  
Box 640  
Fort Vermilion, AB  
T0H 1N0

July 16, 2015

Dear Ms. Whittleton:

As the Jubilee Park development committee we are very grateful for your support, and we're also very pleased with the progress we have been able to make in the last three years – thanks to the County, local community, and grants.

The pond water level is at an all-time low and while some of it certainly is due to the drought, some of the evaporation is also caused by the fountains and will be an ongoing issue.

We request that the County authorize the committee, and in future years the public works/parks department, to maintain the pond water level using the current potable water source. The committee would be happy to work with the utilities department to raise the pond water level in a manner that does not place additional strain on the water system.

Right now the water level is below the rocks and exposing the liner beneath. It currently needs to be raised about two feet. We recommend that the pond level be topped up twice a year – once in summer as the level drops, and again in the fall so that the skating pond will be significantly bigger. This would also reduce the height of the bank which will make it easier for the snow blower and/or Zamboni to get on and off the pond.

We still have several items on our capital wish list and so will remain involved in further development for at least another year or two. It is also our plan to develop a Care Manual for the Public Works department in the future.

We thank you for considering our request, and look forward to your response.

Sincerely,

Byron Peters  
President  
Jubilee Park Committee



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>July 29, 2015</b>
<b>Presented By:</b>	<b>Len Racher, Director of Facilities &amp; Operations (South)</b>
<b>Title:</b>	<b>Public Works Committee Meeting Minutes – May 13, 2015</b>

**BACKGROUND / PROPOSAL:**

The adopted minutes of the May 13, 2015 meeting are attached.

**OPTIONS & BENEFITS:**

**COSTS & SOURCE OF FUNDING:**

**SUSTAINABILITY PLAN:**

**COMMUNICATION:**

**RECOMMENDED ACTION:**

- Simple Majority
  Requires 2/3
  Requires Unanimous

That the Public Works Committee meeting minutes of May 13, 2015 be received for information.

Author: S Wheeler Reviewed by: \_\_\_\_\_ CAO: JW

**MACKENZIE COUNTY**  
**Public Works Committee Meeting**  
**May 13, 2015**  
**12:00 p.m.**  
**Conference Room**  
**La Crete, AB**

**MINUTES**

**PRESENT:** Bill Neufeld Reeve  
Josh Knelsen Councillor/Chair  
John W. Driedger Councillor  
Peter Braun Councillor

**ADMINISTRATION:** Joulia Whittleton Chief Administrative Officer  
Ron Pelensky Director of Community Services & Operations  
Len Racher Director of Facilities & Operations (South)  
Jennifer Batt PW Admin Officer/Recording Secretary  
Madison Dyck PW Admin Assistant

**ABSENT:** Eric Jorgensen Councillor/Vice-Chair  
Joulia Whittleton Chief Administrative Officer  
Sylvia Wheeler PW Admin Officer

**CALL TO ORDER: 1. a) Call to Order**

Chair Knelsen called the meeting to order at 12:50 p.m.

**AGENDA: 2. a) Adoption of Agenda**

**MOTION PW-15-05-049 MOVED by Councillor Driedger**

That the agenda be adopted with the following additions:

- 7. a) Blue Hills School Speed Limit
- b) Crosswalks – La Crete
- c) Dust Control

**CARRIED**

**MINUTES: 3. a) Adoption of Minutes from March 30, 2015**

**MOTION PW-15-05-050 MOVED by Councillor Braun**

That the minutes from March 30, 2015 Public Works Committee be adopted as presented.

**CARRIED**

**NEW BUSINESS: 5. b) Water Truck Purchase**

**MOTION PW-15-05-051 MOVED by Councillor Braun**

That the Public Works Committee recommends that administration inspect the 3 trucks identified, and negotiate the best deal for the County, purchasing the best truck while staying within budget.

**CARRIED**

**5. c) Heavy Duty Lawn Mower Purchase**

**MOTION PW-15-05-052 MOVED by Councillor Driedger**

That the Public Works Committee recommends administration purchase the 39 Horse Power Heavy Duty Lawn Mower from Kubota.

**CARRIED**

**5. d) Policy PW018-Hiring Private Equipment**

**MOTION PW-15-05-053 MOVED by Councillor Braun**

That the Public Works Committee Recommends to Council that Policy PW018-Hiring of Private Equipment be amended.

**CARRIED**

**5. e) Policy PW032 Road Fencing**

**MOTION PW-15-05-054 MOVED by Reeve Neufeld**

That the Public Works Committee Recommends to Council that Policy PW032 Road Fencing be amended.

**CARRIED**

**5. f) 1 ½" Gravel**

**MOTION PW-15-05-055 MOVED by Councillor Driedger**

That Public Works Committee recommends the use of 1 ½" material and that a request be made to the contractor to produce 2,000 tonne of 1 ½" material from the West La Crete pit .

**CARRIED**

*Chair Knelsen recessed the meeting at 1:50 and reconvened at 2:05.*

**5. g) WCB Coverage- Waste Transfer Station Contractors**

**MOTION PW-15-05-056** **MOVED** by Reeve Neufeld

That waste transfer station contractors provide their own WCB coverage for any contract extensions, or new contracts, and that the County increase the contracts accordingly to cover the WCB cost..

**CARRIED**

**5. h) Efficiencies at La Crete Waste Transfer Station**

**MOTION PW-15-05-057** **MOVED** by Councillor Braun

That the Public Works Committee recommends administration to issue RFP for disposal of white goods, metal, and chipping of wood, as well as look at additional hours at the La Crete Waste Transfer Station as discussed.

**CARRIED**

**5. i) Plastic Oil Pail Collection Bins**

**MOTION PW-15-05-058** **MOVED** by Councillor Driedger

That administration proceed with placing plastic oil pail recycling bins at both the Fort Vermilion & La Crete waste transfer stations.

**CARRIED**

**INFORMATION /**

**CORRESPONDANCE:**

**6. a) Under the Big Top – Waste Conference**

**MOTION PW-15-05-059** **MOVED** by Councillor Braun

That Councillor Knelsen attends the Under the Big Top Waste Conference September 30 to October 2, 2015.

**CARRIED**

**6. b) Residential Yard Clean Up**

**MOTION PW-15-05-060** **MOVED** by Councillor Braun

That the Residential Yard Clean Up dates be received for information.

**CARRIED**

**7. a) Blue Hills School Speed Limit**

**MOTION PW-15-05-061 MOVED by Councillor Braun**

That the report be received for information.

**CARRIED**

**7. b) Crosswalks**

**MOTION PW-15-05-062 MOVED by Councillor Braun**

That the Public Works Committee recommends administration install crosswalk signage at crosswalk near Heimstead Lodge.

**CARRIED**

**7. c) Dust Control**

**MOTION PW-15-05-063 MOVED by Councillor Driedger**

That the dust control report be received for information.

**CARRIED**

**NEW BUSINESS: 5. a) Gravel Truck – Trailer purchase**

*John Driedger declared himself in conflict and left the meeting @ 2:57 pm.*

*John Driedger returned to the meeting at 2:58 pm.*

**MOTION PW-15-05-064 MOVED by Reeve Neufeld**

That administration purchase a Super B Gravel Trailer, 2013 Triaxle Trailer from PV Trailers \$49,900, and a used lead from Edmonton Truck and Trailer \$20,000.

**CARRIED**

**NEXT MEETING  
DATE:**

**7. Next meeting – At the call of the Chair**

**ADJOURNMENT: 8. Adjournment**

**MOTION PW-15-05-065 MOVED** by Councillor Braun

That the Public Works Committee Meeting be adjourned at 3:02 p.m.

**CARRIED**

These minutes were adopted at the July 9, 2015 meeting.

\_\_\_\_\_  
**Josh Knelsen, Chair**

\_\_\_\_\_  
**Joulia Whittleton,  
Chief Administrative Officer**





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>July 29, 2015</b>
<b>Presented By:</b>	<b>Len Racher, Director of Facilities &amp; Operations (South)</b>
<b>Title:</b>	<b>Request for Quote – Line Painting 2015</b>

## **BACKGROUND / PROPOSAL:**

As per the 2015 Operating Budget, administration prepared and forwarded the Line Painting RFQ. The closing date is 1:00 PM on July 29, 2015, to be opened following closing time at the Council meeting.

## **OPTIONS & BENEFITS:**

## **COSTS & SOURCE OF FUNDING:**

2015 Operating Budget \$87,000

## **SUSTAINABILITY PLAN:**

## **COMMUNICATION:**

Successful bidder will be notified.

**Author:** S Wheeler      **Reviewed by:** L Racher      **CAO:** JW

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

**Motion 1:**

That the proposals for Line Painting 2015 be opened.

Simple Majority       Requires 2/3       Requires Unanimous

**Motion 2:**

That the Line Painting 2015 be awarded to the lowest qualifying bidder.

**Author:** S Wheeler      **Reviewed by:** L Racher      **CAO:** JW



Mackenzie County

## REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>July 29, 2015</b>
<b>Presented By:</b>	<b>Ron Pelensky, Director of Community Services &amp; Operations</b>
<b>Title:</b>	<b>Policy ADM042 – General Safety Policy</b>

### **BACKGROUND / PROPOSAL:**

Council established Policy ADM042 – General Safety Policy.

Upon review by administration Policy ADM042 – General Safety Policy requires some amendments to ensure consistence with the county's safety program.

Policy ADM042 is attached with amendments for review.

### **OPTIONS & BENEFITS:**

N/A

### **COSTS & SOURCE OF FUNDING:**

N/A

### **SUSTAINABILITY PLAN:**

N/A

### **COMMUNICATION:**

Policy amendments will be communicated to Administration staff.

**Author:** R. Pelensky      **Reviewed by:** \_\_\_\_\_      **CAO:** JW

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That Policy ADM042 General Safety Policy be amended as presented.

**Author:** R. Pelensky      **Reviewed by:** \_\_\_\_\_      **CAO:** JW

## Mackenzie County

<b>Title</b>	<b>GENERAL SAFETY POLICY</b>	<b>Policy No:</b>	<b>ADM042</b>
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### **Purpose**

Mackenzie County believes in providing a safe work place for its employees by incorporating and enforcing safe working conditions and practices.

Health and Safety will be given primary importance in planning and operating municipal activities in order to protect employees against hardship and suffering caused by work related injuries, and to protect the municipality against unnecessary financial burden, liability and reduced efficiency.

### **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 Safety Manual. If a contradiction between policy and procedures arises, the County Chief Administrative Officer shall resolve the issue and recommend changes to procedure or policy.

**RESPONSIBILITIES OF COUNCIL, MANAGEMENT, DEPARTMENT HEADS,  
EMPLOYEES & THE JOINT 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 accident prevention program as well as relevant occupational health and safety legislation.
- To ensure staff has proper, well-maintained tools and equipment, plus any other special personal protective devices that may be required.
- To approve ongoing safety education programs and first aid courses.
- To monitor departments and projects and hold them accountable for their individual safety performance.
- To act as a liaison between employees, supervisors, the Joint Health & Safety Committee and the County Council.

**Supervisors:**

- To understand and enforce the Mackenzie County Occupational Health & Safety Program.
- To ensure all workers have the skill and training necessary to safely do their work.
- To ensure all employees are trained to work in a safe manner and use all protective devices and procedures required by the municipality and by legislation to protect their health and safety.
- To advise employees of any potential dangers and how to isolate, prevent and remove them.
- To ensure all workers are aware of their safety obligations.
- To report all accidents immediately, to investigate all accidents fully, 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.

**Employee:**

- To read, understand and comply with the safety policy, 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 as if they were a direct employee.
- The contractor shall read, understand and comply with the County Safety Policy, Safe Work Practices and Occupational Health and Safety Procedures and Rules.
- The contractor shall 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 accidents 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 Safety Manual Handbook and complete the Field Hazard Assessment/Tailgate Safety Meeting Form questionnaire and acknowledgement.

**Visitors**

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

**Joint Health & Safety Committee**

The Committee shall be comprised 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.
- c) provide a recommended General Safety Policy.
- d) review the incident reports and make recommendations to the Chief Administrative Officer.

This Committee will meet at least ten (10) times a year. 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.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	25-Jul-03	03-403
<b>Amended</b>	15-Jan-13	13-01-030



<b>Amended</b>	26-Mar-14	14-03-175

CAO Signature: \_\_\_\_\_

Date: \_\_\_\_\_





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>July 29, 2015</b>
<b>Presented By:</b>	<b>Fred Wiebe, Manager of Utilities</b>
<b>Title:</b>	<b>Policy UT004 – Utility Connection Policy</b>

**BACKGROUND / PROPOSAL:**

Council established Policy UT004 – Utility Connection Policy.

On the May 27, 2015 Council Meeting the Fee Schedule Bylaw was amended to incorporate the Rural Waterline Fee as a phased rate. Due to this change the Utility Connection Policy Schedule C needs to be changed to incorporate the phased rate.

Additions are written in red and deletions have a strikethrough.

**OPTIONS & BENEFITS:**

Option 1: To approve the revisions in Policy UT004 – Schedule C

Option 2: To deny the revisions in Policy UT004 – Schedule C

**COSTS & SOURCE OF FUNDING:**

N/A

**SUSTAINABILITY PLAN:**

N/A

**Author:** Sarah Martens      **Reviewed by:** Fred Wiebe      **CAO:** JW

**COMMUNICATION:**

N/A

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the Policy UT004 – Utility Connection Policy Schedule C be amended as presented.

**Author:** Sarah Martens      **Reviewed by:** Fred Wiebe      **CAO:** JW

**MACKENZIE COUNTY**  
**Application for Water & Sewer Installation**

1. CUSTOMER ID #: \_\_\_\_\_ TAX Roll #: \_\_\_\_\_ DEVELOPMENT PERMIT#: \_\_\_\_\_

2. HAMLET  LC  FV  ZA STREET ADDRESS: \_\_\_\_\_

STALL/UNIT: \_\_\_\_\_ LOT: \_\_\_\_\_ BLOCK: \_\_\_\_\_ PLAN: \_\_\_\_\_

LEGAL LAND LOCATION: \_\_\_\_\_ ¼ SECTION \_\_\_\_\_ TOWNSHIP \_\_\_\_\_ RANGE \_\_\_\_\_ WEST OF \_\_\_\_\_ MERIDIAN

3. PROPOSED INSTALL DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

4. THIS PROPERTY IS CURRENTLY SERVICED WITH  NONE  WATER  SEWER  WATER & SEWER

5. THE INSTALLATION BEING REQUESTED IS :  MAIN TIE-IN  SERVICE TIE-IN  RURAL WATER TIE-IN  
CONNECTION AS PER OTHER BYLAWS  RESIDENTIAL  INDUSTRIAL

6. OWNER'S NAME: \_\_\_\_\_ CONTACT(if business): \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

HOME #: \_\_\_\_\_ WORK #: \_\_\_\_\_ CELL #: \_\_\_\_\_

7. NAME OF INSTALLER: \_\_\_\_\_ COMPANY NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

HOME #: \_\_\_\_\_ WORK #: \_\_\_\_\_ CELL #: \_\_\_\_\_

**INSTALLATION FEES**

~~SUMMER-RURAL WATER TIE-IN FEE AND/OR METER CHAMBER FEE: \$ \_\_\_\_\_ RECEIPT #: \_\_\_\_\_~~

~~WINTER (Nov 1– May 1) RURAL WATER TIE-IN FEE: \$ \_\_\_\_\_ RECEIPT #: \_\_\_\_\_~~

**PHASE RATE \$133.34 / MONTH X 5 YEARS**

HAMLET MAIN TIE-IN FEE: \$ \_\_\_\_\_ RECEIPT #: \_\_\_\_\_

HAMLET SERVICE TIE-IN FEE: \$ \_\_\_\_\_ RECEIPT #: \_\_\_\_\_

FEE AS PER ANY OTHER BYLAWS: \$ \_\_\_\_\_ RECEIPT #: \_\_\_\_\_

\_\_\_\_\_  
REGISTERED OWNER'S SIGNATURE

\_\_\_\_\_  
WITNESS (print name)

\_\_\_\_\_  
DATE

**MACKENZIE COUNTY OFFICE USE ONLY**

APPROVED

REFUSED (see attached)

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
DATE

MACKENZIE COUNTY  
**Application for Water & Sewer Installation**

MACKENZIE COUNTY INSPECTOR

DATE OF INSPECTION: \_\_\_\_\_ TIME: \_\_\_\_\_

IS THERE WASHED ROCK/GRAVEL AROUND THE CC? \_\_\_\_\_  YES  NO

HAS THE NEW SERVICE BEEN PRESSURE TESTED? \_\_\_\_\_  YES  NO

DOES THE CC OPERATE PROPERLY? \_\_\_\_\_  YES  NO

DOES THE CC HAVE A DRAIN PORT AND IS IT WORKING? \_\_\_\_\_  YES  NO

WAS INSERT PROPERLY INSTALLED IN THE CONNECTION? \_\_\_\_\_  YES  NO

ARE THE CORRECT SERVICE PIPE MATERIALS USED? \_\_\_\_\_  YES  NO

WATER SERVICE SIZE? \_\_\_\_\_

DOES THE WATER SERVICE INCREASE OR DECREASE IN SIZE? \_\_\_\_\_  YES  NO

\_\_\_\_\_ IF YES FROM \_\_\_\_\_ TO \_\_\_\_\_

SEWER SERVICE SIZE? \_\_\_\_\_

DOES THE SEWER SERVICE INCREASE OR DECREASE IN SIZE? \_\_\_\_\_  YES  NO

\_\_\_\_\_ IF YES FROM \_\_\_\_\_ TO \_\_\_\_\_

IS THE SEWER PIPE CONNECTED WITH APPROPRIATE FITTING? \_\_\_\_\_  YES  NO

HAVE PICTURES BEEN TAKEN AND INCLUDED? \_\_\_\_\_  YES  NO

IS INSTALLATION SATISFACTORY? \_\_\_\_\_  YES  NO

ADDITIONAL INFORMATION AND/OR REASON(S) FOR REFUSAL OF APPLICATION:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby certify that the service has been installed and completed in accordance with Mackenzie County code and regulations and the inspection above has been completed accurately.

\_\_\_\_\_  
INSTALLER'S SIGNATURE

\_\_\_\_\_  
INSTALLER (print name)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
INSPECTOR'S SIGNATURE

\_\_\_\_\_  
INSPECTOR (print name)

\_\_\_\_\_  
DATE



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>July 29, 2015</b>
<b>Presented By:</b>	<b>Fred Wiebe, Manager of Utilities</b>
<b>Title:</b>	<b>Fort Vermilion Water Services Improvements</b>

**BACKGROUND / PROPOSAL:**

Freezing water services have been a long standing issue in Fort Vermilion incurring significant costs to the annual operational budget as well as causing disruptions to customer water supply as well as significant operator’s time. We understand that the problem is due to lack of cover existing water services.

For more than 10 years, Mackenzie County has been dealing with these issues by the use of various methods; that include trickle (bleeder) systems; and mechanical freeze protection devices (aqua-flo). These approaches have provided a solution, however have caused operational challenges and additionally is causing the County unnecessary expenses.

At the May 8, 2015 Council meeting the following motion was carried:

*That administration be authorized to proceed with soliciting engineering services (without financial assistance sought from the Green Municipal Fund program) for the Fort Vermilion Frozen Water Service Repairs.*

Administration prepared and sent out the invitational Request for Proposal to WSP, Associated Engineering and MPE Siemens, with a closing date of 2:00 p.m., July 8, 2015 to be opened on July 9, 2015 at the Public Works Committee Meeting. Associated Engineering and MPE both submitted proposals. The following motions were made at the Public Works Committee meeting:

**MOTION PW-15-07-068**

**MOVED by** *Reeve Neufeld*  
*That the proposals for the Frozen Water Services Improvements be opened.*  
**CARRIED**

**Author:** F. Wiebe      **Reviewed by:** \_\_\_\_\_      **CAO:** JW

*BIDDER*  
Associated Engineering Alberta Ltd.  
MPE Engineering Ltd.

*BID PRICE*  
**\$88,014.40**  
**\$18,610.00**

**MOTION PW-15-07-077**    **MOVED by** Councillor Driedger  
*That administration request more information from proponents  
and bring findings back to Council.*  
**CARRIED**

Administration has requested more information from both bidders and clarification on bid prices.

Associated Engineering (AE) has provided a very comprehensive proposal that stresses the communication between engineer, county, and the affected residents. They have a project team that has specific experience with addressing these types of frost issues. AE proposes to use none to very little hydro-vac excavation as they feel they can gather required information through measuring within our existing infrastructure (valves and cc's) as well as using thermal analysis of the system. The approach they are taking is one that will work with council to firstly address the options for cost sharing approach between the County and affected residents. The key item that council will need to decide, which AE would like to provide options for, is to determine who pays. AE feels that their proposal will provide the flexibility to allow transition into actual repairs if it is deemed that further investigation isn't necessary (ie: if the same amount of costs that would go into further investigations would offset the costs of helping owners repair the infrastructure).

MPE Siemens (MPE) provided a proposal that commits significantly less time (97 hours versus 430 hours from AE) and is very basic in their approach to communication and investigation. Their bid price did not include the hydro-vac work which they note in their proposal will range from \$45,000 – \$80,000. MPE does mention that if the project is done in conjunction with the 48<sup>th</sup> ave waterline replacement project that there could be a possibility of savings there.

Using the evaluation criteria scoring within the RFP, Associated Engineering provides a much better score.

**OPTIONS & BENEFITS:**

That the contract be awarded to Associated Engineering and that administration be authorized to negotiate the scope of work to stay within budget.

**Author:** F. Wiebe                      **Reviewed by:** \_\_\_\_\_                      **CAO:** JW



**COSTS & SOURCE OF FUNDING:**

MPE Siemens Proposal (Hydro-vac included) - \$63,610- \$98,610

Associated Engineering Proposal - \$88,014.40

\$75,000 budgeted in 2015 Capital Budget 6-41-30-08

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION:**

The proposals both include communication plans with affected residents and business owners with the proposal from Associated Engineering being a much more comprehensive communication plan.

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the Fort Vermilion Water Services Improvements contract be awarded to Associated Engineering, with the scope of work to be adjusted to stay within budget.

Author: F. Wiebe      Reviewed by: \_\_\_\_\_      CAO: JW





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>July 29, 2015</b>
<b>Presented By:</b>	<b>Fred Wiebe, Manager of Utilities</b>
<b>Title:</b>	<b>La Crete Lagoon Project Contract</b>

**BACKGROUND / PROPOSAL:**

La Crete Lagoon expansion project was awarded to Northern Road Builders. The original contract completion date was October 31, 2014, with an extension given to June 30, 2015. On June 22, 2015, Council made a motion to extend the contract to July 15, 2015.

**MOTION 15-06-452**                      **MOVED** by Councillor Derksen

*That the Northern Road Builders contract for the La Crete lagoon project be extended from June 30, 2015 to July 15, 2015 while maintaining the same amount of site days as per Northern Road Builder's request.*

**CARRIED**

**OPTIONS & BENEFITS:**

As of July 15, 2015 the contractor has not completed the project. Administration contacted WSP for a letter of recommendation which will be distributed at the meeting.

**COSTS & SOURCE OF FUNDING:**

This project is included in 2015 capital budget.

Author: \_\_\_\_\_ Reviewed by: \_\_\_\_\_ CAO: \_\_\_\_\_

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION:**

N/A

**RECOMMENDED ACTION:**

- Simple Majority       Requires 2/3       Requires Unanimous

For discussion.

Author: F. Wiebe      Reviewed by: \_\_\_\_\_      CAO: JW



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>July 29, 2015</b>
<b>Presented By:</b>	<b>Fred Wiebe, Manager of Utilities</b>
<b>Title:</b>	<b>Lift Station 5 Grinder</b>

**BACKGROUND / PROPOSAL:**

Council approved \$45,000 for a Lift Station Grinder for the 2015 TCA Capital Budget to alleviate Lift Station 5 pumps from plugging on a regular basis causing sewer backups.

The original budget estimate for the grinder was based on it being installed into either the lift station or the existing manhole. Through more thorough design review the supplier is now stating that the grinder cannot be installed in existing infrastructure. This now requires the installation of an additional manhole upstream of Lift Station 5.

**OPTIONS & BENEFITS:**

Option 1: To approve additional \$35,000 to the Lift Station 5 Grinder project with funds coming from the Sewer Upgrading Reserve.

Option 2: To carry project forward with additional funds being added in the 2016 capital budget.

**COSTS & SOURCE OF FUNDING:**

\$80,000 updated budget estimate.

**SUSTAINABILITY PLAN:**

N/A

**Author:** Sarah Martens      **Reviewed by:** Fred Wiebe      **CAO:** JW

**COMMUNICATION:**

N/A

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That an additional \$35,000 be added to the Lift Station 5 Grinder project with funds coming from the Sewer Upgrading Reserve with the new total budget being \$80,000.

**Author:** Sarah Martens      **Reviewed by:** Fred Wiebe      **CAO:** JW



Mackenzie County

## REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>July 29, 2015</b>
<b>Presented By:</b>	<b>Len Racher, Director of Facilities &amp; Operations (South)</b>
<b>Title:</b>	<b>Policy PW009 Dust Control</b>

### **BACKGROUND / PROPOSAL:**

Policy PW009 Dust Control was last amended in June of 2012. Administration has identified that some rewording is necessary; specifically the dust control product used and the application of used oil.

Policy PW009 Dust Control was brought to the Public Works Committee meeting on July 9, 2015 and the following motion was made:

#### **5. c) Amend – Policy PW009 Dust Control**

**MOTION PW-15-07-071** **MOVED** by Reeve Neufeld

That the recommendation be taken to Council to accept the amended Policy PW009 Dust Control.

**CARRIED**

Proposed amendments attached.

### **OPTIONS & BENEFITS:**

### **COSTS & SOURCE OF FUNDING:**

**Author:** S Wheeler      **Reviewed by:** Len Racher      **CAO:** JW

**SUSTAINABILITY PLAN:**

**COMMUNICATION:**

Mackenzie County policies are published on the County's website.

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That Policy PW009 Dust Control be amended as presented.

**Author:** S Wheeler      **Reviewed by:** Len Racher      **CAO:** JW



# Mackenzie County

Title	DUST CONTROL	Policy No:	PW009
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Legislation Reference	Municipal Government Act, Section 18
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<b>Purpose</b> To establish the procedures and standards for dust control on municipal roads.
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## POLICY STATEMENT AND GUIDELINES

### 1. Definitions:

For the purpose of this Policy terms shall be defined as follows:

- a) A Senior Citizen residence is a residence where one primary resident is over the age of 65.
- b) High Traffic Roads are those gravel surfaced roads which are through roads or have a minimum of 4 residences that travel past the applicant's property.
- c) Property Owners are those private residents that own property in the County that is fronted by a municipal road. ~~Dust Control may ONLY be applied on the municipal road fronting the applicant's property.~~

### 2. Dust Control:

- a) The municipality may apply dust control at their own cost on an annual basis, provided there is funding in the budget, in the following areas:
  - i) Hamlet Residential (including Hamlet Country Residential)
  - ii) Hamlet Commercial
  - iii) Hamlet Industrial
  - iv) High traffic zones within the hamlets
  - v) School zones
  - vi) 1 passing zone every 30 km and at major intersections along County roads built to provincial highway standards.
  - vii) Areas where the County identifies a safety concern. ie. County haul roads, intersections
- b) The municipality shall consider extending their dust control service on municipal roads to Property Owners at a fee established by the Fee Schedule Bylaw on a first come, first serve basis. ~~This dust control product will be Calcium Chloride.~~ The length of the **dust control** application shall be a maximum of 200 linear

meters for any applicant and/or property owner, please see attached application form Schedule 'A'.

- c) Rural commercial/industrial ventures must apply dust control, at their own cost, to problem areas as determined by the municipality. Non-compliance of this policy shall result in the area being serviced by the municipality on a full cost recovery basis.

### 3. Dust Control for Seniors

- a) Once annually the municipality may provide dust control for Senior Citizens at a cost, as outlined in the Fee Schedule Bylaw, who live adjacent to high traffic gravel surfaced roads. One primary resident at the site must be a senior citizen for the site to qualify under this policy. The residence must be within 100 meters from the roadway, please see attached application form Schedule 'A'.

### 4. Type of Dust Control Application

- a) Unless approved otherwise, the municipality's dust control agents shall be applied once in late spring. The application rate shall be as determined by the municipality. ~~For Calcium Chloride this is normally 2.5 liters per square meter.~~
- b) The municipality shall consider the impact on the environment and the financial resources available when it chooses dust control agents. Dust control agents must be approved by the appropriate government agency and be used in accordance with any relevant regulations and specifications.
- c) The municipality may authorize petroleum companies to spread oily by-products on municipal roads provided that
  - (i) the petroleum company has authorization from Alberta Environmental Protection, and other appropriate government agencies,
  - (ii) the application can be coordinated with municipal road maintenance programs, and
  - (iii) the application will not negatively impact the road.
- d) The municipality may authorize private residents to apply dust control on municipal roads adjacent to their property, as outlined in the attached application form Schedule "A" 'B'.

### 5. Advertising

- a) A notice in the local newspaper annually in January ~~the spring prior to the establishment of the dust control program~~ shall advise the ratepayers of this policy, its costs, and the procedure to have a dust control product applied on a road.

- b) Application forms ~~for the first dust control application shall be submitted by April 30 annually~~ will be available from January 1 to March 15 annually.
  
- c) Late or subsequent dust control requests may be considered, on a first come first served basis, provided the County has an opportunity to accommodate the request.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	05-Sep-00	00-489
<b>Amended</b>	07-May-02	02-314
<b>Amended</b>	12-Jun-03	03-387
<b>Amended</b>	02-Dec-03	03-588
<b>Amended</b>	25-May-05	05-285
<b>Amended</b>	08-May-07	07-426
<b>Amended</b>	13-Feb-12	12-02-093
<b>Amended</b>	12-Jun-12	12-06-397
<b>Amended</b>		

**SCHEDULE "A"**

**Private Dust Control Application on Municipal Roads**

This agreement pertains to the application of private dust control on municipal roadways, as per Policy PW009. The Applicant herein agrees to follow the procedures for coordinating and applying the product to the road, as outlined herein:

1. Dust Control agents must be approved by the appropriate government agency and be used in accordance with any relevant regulations and specifications.
2. Notify the County's public works department that you wish to apply the dust control. The County will grade the area if needed, as determined by the County.
3. The individual or business applying the product must provide adequate road signage, barricades, etc. to provide other motorists with adequate notification of fresh oil and of equipment working on the roadway.
4. The product shall not be permitted to pond on the road surface; it shall evenly coat the road surface.
5. All OH&S, Federal, Provincial and County safety requirements must be adhered to while working on a County road.
6. Should the County not be notified of the work occurring on a Municipal road, the individual and/or business shall be liable for all costs associated with remediation of the roadway should the product need to be removed for any reason.
7. Mackenzie County maintains the right to perform maintenance of any and all County roads, as required.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, in the Hamlet of \_\_\_\_\_, in the Province of Alberta.

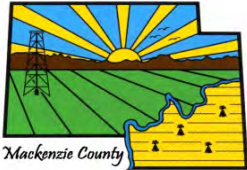
\_\_\_\_\_  
**APPLICANT**

\_\_\_\_\_  
\_\_\_\_\_  
(Witness)

\_\_\_\_\_  
**MACKENZIE COUNTY**

\_\_\_\_\_  
\_\_\_\_\_  
(Witness)

# Dust Control Application



All applications must be complete and received at a County office by March 15 annually.

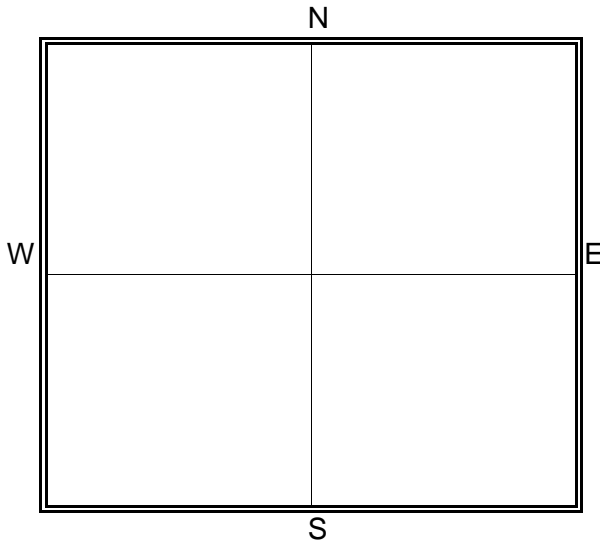
NAME(S): \_\_\_\_\_ DATE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

HOME PHONE NUMBER: \_\_\_\_\_ CELL: \_\_\_\_\_

I/We, the undersigned, acknowledge and accept the following terms and conditions related to this service.

1. On the map below identify the section of roadway where the dust control application is requested. Mark on any land marks, such as residences, accesses or utilities which will help identify the area to be treated.



\_\_\_\_\_  
Legal Land Description

\*Stamp Date & Time Below

Unless otherwise stated the dust control product will be placed equally on either side of the access.

Or apply: \_\_\_\_\_

2. All requests (with the exception of senior requests) must be accompanied by a payment of five hundred (\$500.00/200m) plus GST per application made payable to Mackenzie County. Heavier applications or longer lengths will not be considered.

3. For all senior requests there will be no charge for the 200m application. Heavier applications or longer lengths will not be considered.

4. Mackenzie County reserves the right to:  
a) accept or reject any request, and  
b) schedule the application of dust control at their convenience

5. Should the request be rejected, the deposit shall be refunded to the applicant.

If the applicant is paying for the service attach receipt. If the applicant is a senior, 65 years or older, please attach verification (Driver's Licence).

\_\_\_\_\_  
Mackenzie County

\_\_\_\_\_  
Applicant(s)

Personal information collected on this form is collected in accordance with Section 33(c) of the Freedom of Information and Protection of Privacy Act. Please note that such information may be made public. If you have any questions about the collection, use or disclosure of the personal information provided, please contact the FOIP Coordinator at (780) 927-3718

Schedule 'B'

**REQUEST FOR APPROVAL FOR DUST SUPPRESSION ON COUNTY ROADS**

We / I the undersigned are requesting permission to apply dust suppression according to the Alberta Environment Guidelines.

APPLICANT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: RES: \_\_\_\_\_ BUS: \_\_\_\_\_

LEGAL DESCRIPTION: \_\_\_\_\_

RANGE/TOWNSHIP ROAD NUMBER: \_\_\_\_\_

We / I the undersigned agree to apply the dust suppression as per the attached Alberta Environment Guidelines.

\_\_\_\_\_

\_\_\_\_\_

**Signature of Applicant**

**Date**

**FOR OFFICE USE ONLY**

REQUEST  COPY SENT  DATE: \_\_\_\_\_

REQUEST REFUSED  LETTER SENT  DATE: \_\_\_\_\_

REASON: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DIRECTOR: \_\_\_\_\_

*Personal information collected on this form is collected in accordance with Section 33(c) of the Freedom of Information and Protection of Privacy Act. Please note that such information may be made public. If you have any questions about the collection, use or disclosure of the personal information provided, please contact the FOIP Coordinator at (780) 927-3718.*

## GUIDELINES FOR THE APPLICATION OF USED OIL TO ROAD SURFACES

1. The application of used or waste refined oil
  - In the manufacture of pavement
  - On any land for the purpose of road construction, repair or dust suppression is authorized subject to the requirements specified in the preceding document.
2. No person shall mix used or waste refined oil with any material in the manufacture of pavement, or dispose of any used or waste refined oil on any land for the purposes of road construction, repair, or dust suppression, unless the used or waste refined oil meets the specifications identified in table below.
3. A representative sample of the used oil should be collected and tested for the parameters identified in the table below:

### **Used or Waste Oil Specifications for Dust Suppression (Constituent/Property Allowable Level)**

Flash point (closed cup) 61 °C minimum  
Total arsenic 5.0 mg/L maximum  
Total cadmium 3.0 mg/L maximum  
Total halogens (as Cl) 1000.0 mg/L maximum  
Total chromium 6.5 mg/L maximum  
Total lead 50.0 mg/L maximum  
Total polychlorinated biphenyls 0.5 mg/L maximum  
Total zinc 1000.0 mg/L maximum

4. No person shall apply used or waste refined oil on any land for the purposes of road construction, repair, or dust suppression unless:
  - (a) The used or waste refined oil meets the specifications of the preceding document
  - (b) The location of proposed application is more than 25 metres from surface water or a domestic water supply source
  - (c) The application rate will not result in a visible runoff of oil beyond the travelled portion of the road or other land
  - (d) The owner of the land or the person responsible for the road to which the oil is to be applied has given permission
  - (e) Application is limited to two times per calendar year.

Developed in April 1998/Updated in January 2001

### **Used Oil for Road Surfaces**

Used oil can be recycled or used to control dust, but only in accordance with Alberta Environment's Guidelines for the Application of Used Oil to Road Surfaces.

#### **These guidelines allow used oil to be applied for dust control under the following conditions:**

- The applicator must have permission from the land owner or municipality responsible for the road.
- The oil must meet certain specifications for maximum contents of things like arsenic, cadmium, lead, etc. (These components are listed in the guidelines, but fortunately most waste oil from typical diesel or gasoline engines contains less than these limits, so farmers are not obligated to send their oil in for testing).
- The application of the oil must be more than 25 m from surface water (including sloughs) or a domestic water supply.
- The application rate cannot result in visible runoff of oil beyond the traveled portion of the road.
- Application of oil is limited to two times per year.







Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>July 29, 2015</b>
<b>Presented By:</b>	<b>Ron Pelensky, Director of Community Services &amp; Operations</b>
<b>Title:</b>	<b>Policy PW010 Road Protection Agreement</b>

## **BACKGROUND / PROPOSAL:**

Council established Policy PW010-Road Protection Agreement in 2001.

Administration reviewed both Policy PW010-Road Protection Agreement, and PW011-Log Hauls, and brought an amended version of Policy PW010-Road Protection Agreement for review to the Public Works Committee meeting on July 9, 2015 where the following motion was made:

**MOTION PW-15-07-074    *MOVED by Reeve Neufeld***

*That the recommendation to Council be to accept the amended Policy PW010 Road Protection Agreement.*

**CARRIED**

Attached please find the current Policy PW010, and the recommended amended Policy PW010.

## **OPTIONS & BENEFITS:**

N/A

## **COSTS & SOURCE OF FUNDING:**

N/A

## **SUSTAINABILITY PLAN:**

N/A

**Author:** R. Pelensky      **Reviewed by:** \_\_\_\_\_      **CAO:** JW

**COMMUNICATION:**

Policy amendments will be communicated to Administration staff.

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That Policy PW010 Road Protection Agreement be amended as presented.

**Author:** R. Pelensky      **Reviewed by:** \_\_\_\_\_      **CAO:** JW

## Mackenzie County

<b>Title</b>	<b>Road Protection Agreement Policy</b>	<b>Policy No:</b>	PW 010 <b>REVISED</b>
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<b>Legislation Reference</b>	<b>Municipal Government Act Section 5</b>
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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. Road Protection Agreements will be created to allow firms and vehicle owners of large trucks/vehicles, with the exemption of farmers to use Mackenzie County roads for Intensive hauls.
2. Haulers are required to complete and submit a Road Protection Application for the County's review.
3. Administration shall review the request and prepare a Road Protection Agreement with conditions for the haulers 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. 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 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 the road use application.
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.

**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.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	2001-03-06	01-137
<b>Amended</b>	2007-12-11	07-12-1111
<b>Amended</b>		
<b>Amended</b>		



# Road Use Application

**Mackenzie County**

**Road Protection Number:** \_\_\_\_\_ (Mackenzie County to assign)

**Start Date of Haul:** \_\_\_\_\_

**End Date of Haul:** \_\_\_\_\_

**Firm doing haul:** \_\_\_\_\_ **Contact Person:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Contact Number:** \_\_\_\_\_

**Firm for which haul is being done:** \_\_\_\_\_

**Haul Route:** \_\_\_\_\_

(Provincial Highway numbers and local road description or numbers)

**Provincial Permit Number:** \_\_\_\_\_ **Issued:** \_\_\_\_\_ **Expiry:** \_\_\_\_\_

**Origin of Trip:** \_\_\_\_\_ (including legal land description)

**Destination of Trip:** \_\_\_\_\_ (including legal land description)

**Gross Weight of loaded truck:** \_\_\_\_\_ kg **Item being hauled:** \_\_\_\_\_

**Number of Trucks:** \_\_\_\_\_

**I have read and I am aware of all conditions that I have to adhere to in the Road Protection Agreement.**

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

\*\*\*\*\*

**Comments:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Schedule B**  
**MACKENZIE COUNTY**  
**ROAD PROTECTION AGREEMENT**

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A COPY OF THIS AGREEMENT MUST BE CARRIED IN THE VEHICLE AT ALL TIMES. FAILURE TO PRODUCE THIS AGREEMENT FORTHWITH TO A PEACE OFFICER ON DEMAND RENDERS THE AGREEMENT NULL AND VOID. AGREEMENT IS NOT TRANSFERABLE.

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**Agreement No. RPA – \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_**

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**THIS AGREEMENT** made this \_\_\_\_\_ day of \_\_\_\_\_ A.D. 201\_\_.

**Mackenzie County (Party of the First Part)**

**And-**

(Party of the Second Part)

---

**WHEREAS** the Party of the Second Part desires to transport goods and materials over/on certain roads within the jurisdiction of Mackenzie County.

**AND WHEREAS** the Party of the First Part has agreed to such activity in consideration of, and subject to the terms and conditions hereinafter set forth:

1. Subject to the terms and conditions set out below, the Company may transport the shipment as set out in the term of this agreement.

**2. The Hauler shall:**

- a) Enter into a Road Protection Agreement with Mackenzie County prior to hauling.
- b) Abide by the following conditions: speed limit \_\_\_\_\_ km/h, time of haul \_\_\_\_\_, max weight \_\_\_\_\_ kg, special signing \_\_\_\_\_, traffic control persons required (y/n) \_\_\_\_\_.
- c) 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.
- d) Repair any road damage caused by the hauler; this may include regravelling of roads.
- e) Not use tire chains on any paved or oiled roadways at any time, unless authorized by Mackenzie County.
- f) Not park on public roadways such that they create an unsafe situation or cause a nuisance to other road users.
- g) Cease hauling during adverse weather conditions, including excessive rain, or at the request of Mackenzie County.
- h) 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.
- i) Clean all debris and/or mud tracked onto the road.
- j) Notify Mackenzie County immediately upon completion of the haul.
- k) At the request from the Chief Administrative Officer of Mackenzie County provide a security deposit.

*Schedule B*  
**MACKENZIE COUNTY**  
**ROAD PROTECTION AGREEMENT**

---

A COPY OF THIS AGREEMENT MUST BE CARRIED IN THE VEHICLE AT ALL TIMES. FAILURE TO PRODUCE THIS AGREEMENT FORTHWITH TO A PEACE OFFICER ON DEMAND RENDERS THE AGREEMENT NULL AND VOID. AGREEMENT IS NOT TRANSFERABLE.

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**Agreement No. RPA – \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_**

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**3. Mackenzie County shall:**

- a) Inspect the haul road(s) prior to use to determine the condition of the road.
- b) 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.
- c) Provide regular scheduled maintenance of roads. Any additional maintenance due to the haul is to be provided by the hauler.
- d) Inspect the haul road(s) within 2 working days after the haul has ceased.
- e) Implement road bans to control haulers activities if necessary.

**4. General Conditions:**

- a) This agreement is non-transferable. The Party of the Second Part agrees to assume all damages resulting from the use of subcontractors.
- b) 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.
- c) 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.

**5. Other Conditions:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**6. This agreement shall cease and terminate on the \_\_\_\_\_ day of \_\_\_\_\_ A.D. \_\_\_\_\_ and thereafter no such activities may continue except as may be authorized under a new and further agreement between the parties**



*Schedule B*  
**MACKENZIE COUNTY**  
**ROAD PROTECTION AGREEMENT**

A COPY OF THIS AGREEMENT MUST BE CARRIED IN THE VEHICLE AT ALL TIMES. FAILURE TO PRODUCE THIS AGREEMENT FORTHWITH TO A PEACE OFFICER ON DEMAND RENDERS THE AGREEMENT NULL AND VOID. AGREEMENT IS NOT TRANSFERABLE.

Agreement No. RPA - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**MACKENZIE COUNTY**

**PARTY OF THE SECOND PART**

Per: \_\_\_\_\_  
(Signature of Authorized Representative)

Per: \_\_\_\_\_  
(Signature of Authorized Representative)

Print Name : \_\_\_\_\_

Print Name : \_\_\_\_\_

Office #: \_\_\_\_\_

Office #: \_\_\_\_\_

Fax #: \_\_\_\_\_

Fax #: \_\_\_\_\_

Cell #: \_\_\_\_\_

Cell #: \_\_\_\_\_

email: \_\_\_\_\_

email: \_\_\_\_\_

**MACKENZIE COUNTY**

**PARTY OF THE SECOND PART**

Field Contact Person:  
\_\_\_\_\_

Field Contact Person:  
\_\_\_\_\_

Office #: \_\_\_\_\_

Office #: \_\_\_\_\_

Cell #: \_\_\_\_\_

Cell #: \_\_\_\_\_

email: \_\_\_\_\_

email: \_\_\_\_\_

**NOTE:**  
(1) IT IS THE RESPONSIBILITY OF THE PARTY OF THE SECOND PARTY OF THE SECOND PART TO READ AND UNDERSTAND THIS AGREEMENT.  
(2) This information is being collected in accordance with Part 2 of the Freedom of Information and Protection of Privacy Act and is being collected for the purpose of issuance of Road Protection Agreements for roads within the boundaries of Mackenzie County. Our Freedom of Information and Protection of Privacy Act Coordinator is available to answer any questions you may have pertaining to the collection and use of the information and may be contacted at 780-927-3718. This information may be used for any municipal purpose.

# Mackenzie County

<b>Title</b>	<b>Road Protection Agreement Policy</b>	<b>Policy No:</b>	<b>PW 010</b>
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<b>Legislation Reference</b>	<b>Municipal Government Act Section 5</b>
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## **Purpose**

To establish a Policy where firms and vehicle owners who wish to use roads within Mackenzie County to haul overweight or over dimensional loads may do so with a minimum amount of regulation while ensuring that a minimum amount of damage is caused to County roads.

## **Policy Statement and Guidelines**

Mackenzie County recognizes that from time to time, the use of the local road infrastructure may be outside what can be considered as normal wear and tear. As a result, and to enable the continued movement of products in and out of Mackenzie County, while maintaining the integrity of the infrastructure, Council has established Road Protection Agreements.

## **Definitions:**

- a) Extensive Hauling means the movement of products or equipment over County Roads for extended periods of time.
- b) Intensive Hauling means the movement of products or equipment of a significant nature for a brief period of time, such as can be reasonably assumed to potentially cause excessive wear and tear on County roads.
- c) Market Roads are main connector gravel roads, as designated by Council, providing access to provincial highways or to communities from local roads.
- d) Local Roads are roads designed and constructed to a lower standard than Market Roads and are not designated or generally intended for use by heavy traffic and include farmland access roads.
- e) Hauler, for the purposes of this agreement, means the primary company for which the product or equipment is being moved and does not refer to sub-contractors or the trucking company unless they are the same as the primary company.

## **Policy**

- 1. The requirement for Road Protection Agreements, including the terms and conditions contained therein shall be at the discretion of the Mackenzie County Council.
- 2. As a condition of a Road Protection Agreement, security in the form of an irrevocable letter of credit, a certified check, or cash, may be required. Normally the requirement for this security will be waived. Should the Hauler damage the road and not immediately arrange for and start repairs the Hauler may be required to provide a security deposit on future hauls. The need for a security deposit shall be at the discretion of the Director of Public Works and Agriculture.

3. The terms and conditions of the Road Protection Agreements shall take into consideration factors such as weather, road conditions, types or product, equipment being hauled, etc.
4. Road Protection Agreements may be required for both extensive and intensive uses.
5. All haul routes to be utilized must be approved by Mackenzie County prior to being used by industrial or commercial road users.
6. Road Protection Agreements, when required, must be with the primary company, not the trucking company if the trucking company is different from the primary company.
7. Staff from Mackenzie County will inspect the roads to ensure that road conditions continue at an acceptable standard.
8. Haulers should provide a minimum of 48 hours notice to Mackenzie County prior to starting a haul to enable County staff to inspect the proposed route. Should this notice not be provided the Hauler may be held responsible for the condition of the road during his haul.
9. 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.
10. Haulers who may wish to move one, or two, loads may do so providing they have obtained verbal approval to do so from the Director of Public Works and Agriculture or his designate.
11. All haulers shall abide by the speed limits set out by the County when the approval to haul is issued or when conditions so dictate. Failure to abide by the lowered speed limits may result in suspension of the Road Protection Agreement until such time as the matter is resolved.
12. Mackenzie County will maintain a toll free number for users to check on general road conditions and specific restrictions on certain areas of the municipality.
13. Conditions of the haul may include, but are not limited to speed, time of haul, axle loading, suspension of haul when road damage is evident, provision of special signing, provision of traffic control persons and accommodation of other road users
14. The Hauler is responsible for obtaining any applicable permits or authorizations from Alberta Infrastructure.
15. The Hauler shall not use tire chains on any paved or oiled roadways at any time.
16. The Hauler shall not perform any work outside of normal hauling activities or while their units are on any road. As well they shall not park, or operate, any vehicles on public roadways such that they create an unsafe situation or cause a nuisance to other road users.
17. The Hauler may be held responsible for any additional maintenance and ice control on County roadways which may be required over and above that normally provided by the County.
18. The Hauler agrees to cease hauling during adverse weather conditions, including excessive rain, or at the request of Mackenzie County.
19. The Hauler agrees to notify Mackenzie County at 780-928-3983 immediately upon completion of the haul.
20. The Hauler shall, upon direction from Mackenzie County, provide dust control for a length of 200 metres at any residence along the designated haul route being used.

21. The Hauler shall clean all mud and/or debris tracked onto the road surface by blading, sweeping or washing of all paved and oil surfaced roads and grading of gravel surfaced roads immediately after the mud or debris is deposited on the road.
22. The Hauler agrees to 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.
23. The Hauler shall provide insurance as per Mackenzie County's procedures.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	<b>March 6/01</b>	<b>01-137</b>
<b>Amended</b>	<b>December 11, 2007</b>	<b>07-12-1111</b>
<b>Amended</b>		



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>July 29, 2015</b>
<b>Presented By:</b>	<b>Ron Pelensky, Director of Community Services &amp; Operations</b>
<b>Title:</b>	<b>Policy PW011 Log Hauls</b>

## **BACKGROUND / PROPOSAL:**

Council established Policy PW011 Log Hauls.

Administration is recommending Policy PW011 Log Hauls be combined into PW010 Road Protection Agreement, as it has the same intent “Protect Infrastructure and hauler pay for extra road maintenance”.

Policy PW011 Log Hauls policy was brought to the Public Works Committee meeting on July 9, 2015 where the following motion was made:

**MOTION PW-15-07-075**     **MOVED by Councillor Driedger**  
*That the recommendation to Council be to rescind Policy PW011 Log Hauls.*

**CARRIED**

Attached is a copy of Policy PW011 Log Hauls.

## **OPTIONS & BENEFITS:**

N/A

## **COSTS & SOURCE OF FUNDING:**

N/A

## **SUSTAINABILITY PLAN:**

N/A

**Author:** R. Pelensky     **Reviewed by:** \_\_\_\_\_     **CAO:** JW

**COMMUNICATION:**

Policy amendments will be communicated to Administration staff.

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That Policy PW011 Log Hauls be rescinded.

**Author:** R. Pelensky      **Reviewed by:** \_\_\_\_\_      **CAO:** JW

## Municipal District of Mackenzie No. 23

<b>Title</b>	<b>LOG HAULS</b>	<b>Policy No:</b>	<b>PW011</b>
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<b>Legislation Reference</b>	<b>Municipal Government Act, Section 18</b>
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### **Purpose**

To control the use of municipal roads for log hauls.

### **Policy Statement**

The Chief Administrative Officer or designate may approve the use of municipal roads for log hauls in accordance with this policy.

### **Definitions**

Applicant – the company/organization/individual requesting a log haul on municipal roads

M.D. – Municipal District of Mackenzie No. 23

### **Guidelines**

- 1) A log haul request must be made to the M.D. by the applicant prior to any log hauling on municipal roads being done.
- 2) The Chief Administrative Officer or designate shall determine the expiry date for permits issued under this policy but all permits expire at 12:01 a.m. of the following April 1 or upon issuance of road bans, whichever comes first.
- 3) The applicant shall notify the municipality at least two working days prior to commencing individual hauls and immediately when the project is completed. The log haul must stay on routes approved by the municipality.
- 4) Any necessary oversize or overweight permits must be obtained from Alberta Infrastructure and Transportation prior to commencing the hauls by the applicant. Overweight hauls are to be carried out only as determined by Alberta Infrastructure and Transportation.
- 5) Road inspections shall be done by the M.D. prior to hauling to determine the condition of the haul road.
- 6) Standard log haul signs shall be installed at the applicant's expense on all local roads, secondary and/or primary highway intersections that are being used for

- the haul route.
- 7) If crossing any municipally maintained bridges on the log haul, all bridge regulations shall be adhered to.
  - 8) Dust control may be required for all intersections and residences located along the log haul route throughout the duration of the project. Dust control must also be provided when necessary as determined by the M.D.
  - 9) Operating speeds must be reduced or hauls suspended during adverse weather conditions, or where log haul traffic causes dusty or snowblown conditions which may interfere with traffic safety on municipal roads, until conditions improve.
  - 10) The applicant shall be responsible for the cost of additional maintenance as a result of the log haul, if required on the log haul route. The applicant is not to use any equipment on municipal roads unless approved by the M.D.
  - 11) Log haul temporary accesses onto any municipal roads may be approved in accordance with the municipality's Access Construction policy. The temporary access must be removed by the applicant once the log haul has been completed, and the area of roadway affected restored to its original condition.
  - 12) The M.D. can restrict the haul at any time if roads are deteriorating beyond what is considered average maintenance measures by the M.D.
  - 13) The M.D. reserves the right to suspend the log haul at any time to resolve any conditions that may arise during the log haul.
  - 14) The municipality retains the right to suspend or cancel a permit at any time if road or other conditions warrant.
  - 15) Upon completion of the project, the M.D. will inspect the roads. If the roads require reshaping the M.D. will reshape the roads and all costs will be invoiced to the applicant.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	<b>Oct 14/98</b>	<b>98-312</b>
<b>Amended</b>	<b>Nov 23/05</b>	<b>05-633</b>
<b>Amended</b>		

Ray Coad  
**Chief Administrative Officer**

Bill Neufeld  
**Chief Elected Official**





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>July 29, 2015</b>
<b>Presented By:</b>	<b>Len Racher, Director of Facilities &amp; Operations (South)</b>
<b>Title:</b>	<b>Second Access Request – Plan 122 3197, Block 2, Lot 3</b>

## **BACKGROUND / PROPOSAL:**

Administration received an application for a second access to a parcel of land, and as per Policy PW039, it must be approved by Council. Item 7 of the policy reads as follows...

*Mackenzie County will approve only one access per titled property (rural or urban). Any and all subsequent accesses will be at the discretion of Council. Where deemed applicable and beneficial, a shared access to agricultural lands will be mandated.*

Applicant is requesting the second access so his business can have access to 100<sup>th</sup> Street. Map attached.

## **OPTIONS & BENEFITS:**

Option 1: To approve the second access application as requested.

Option 2: To deny the second access.

Option 3: Approve the access onto 100<sup>th</sup> Street with the condition that the access onto 113<sup>th</sup> Avenue be removed.

## **COSTS & SOURCE OF FUNDING:**

N/A

**Author:** S Wheeler      **Reviewed by:** Len Racher      **CAO:** JW

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION:**

Administration will write a letter to the applicant stating Council decision.

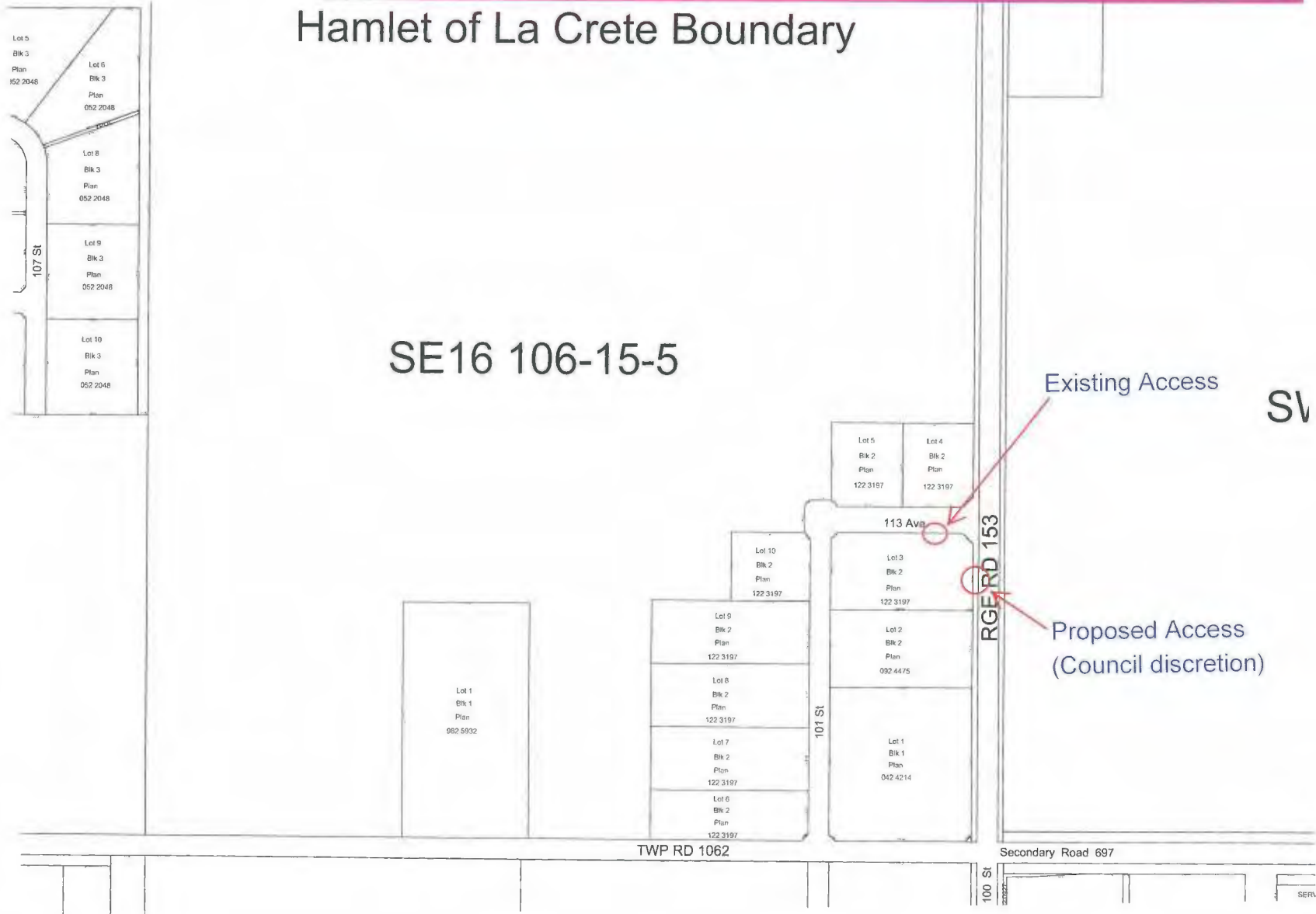
**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

For discussion.

**Author:** S Wheeler      **Reviewed by:** Len Racher      **CAO:** JW

# Hamlet of La Crete Boundary







Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>July 29, 2015</b>
<b>Presented By:</b>	<b>Len Racher, Director of Facilities &amp; Operations (South)</b>
<b>Title:</b>	<b>Ditch Repair West of Blue Hills Road (Twp Rd 103-4)</b>

**BACKGROUND / PROPOSAL:**

Near the west end of the Township Road 1034 which is just west of Blue Hills Road there are some very deep ditches. These ditches were created purposely but not beneficially. The ditching disrupts the natural flow of water and makes travel on the road very dangerous for vehicular travel. There have been some calls from the public asking what we are planning to do to correct this problem.

It would be ideal to have the ditching corrected to 3:1 slope to alleviate the current unsafe conditions.

Administration has received quotes from Northern Road Builders and Driedger Construction (see attached) to correct slope of the ditches. The quotes are identical.

**OPTIONS & BENEFITS:**

Option 1: By the luck of the draw since they are equally qualified to perform the task.

**COSTS & SOURCE OF FUNDING:**

Operating Budget initially and seek compensation.

**SUSTAINABILITY PLAN:**

**Author:** S Wheeler      **Reviewed by:** Len Racher      **CAO:** \_\_\_\_\_

**COMMUNICATION:**

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the ditch repair west of Blue Hills Road (Twp Rd 103-4) be awarded to Northern Road Builders.

**Author:** S Wheeler      **Reviewed by:** Len Racher      **CAO:** \_\_\_\_\_



Bus: 780-928-4900

Fax: 780-928-4915

---

July 15, 2015

Mackenzie County  
PO Box 640  
Fort Vermilion, Alberta  
T0H 1N0

**Attention: Mr. Len Racher, Director of Facilities and Operations (South)**

**Re: REQUEST FOR PROPOSAL**

Following is the project inspected with you and John Martens on July 14, 2015 for a Request For Proposal.

- 1. Ditch Repair (Twp Rd 103-4) \$15,000**
  - a. Change side slope adjacent to road along south ditch to 3:1
  - b. County will mark R.O.W. boundary

Regards,

Paul Driedger,  
Corporate Manager / Estimator

# DRIEDGER CONSTRUCTION

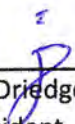
Box 1894  
La Crete, AB  
T0H 2H0  
780-926-9403

July 15, 2015

Quote: Siemens Ditch Repair

To provide crew, equipment for regrading the Siemens Ditch and slope the road shoulder back to 3:1 slope, harrow and seed.

Lump sum price of \$15,000

  
\_\_\_\_\_  
Vill Driedger  
President





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>July 29, 2015</b>
<b>Presented By:</b>	<b>Len Racher, Director of Facilities &amp; Operations (South)</b>
<b>Title:</b>	<b>Supply of Winter Sand</b>

## **BACKGROUND / PROPOSAL:**

That a yearly supply of approximately 1200 cubic meters of Winter Sand be delivered to the La Crete Salt/Sand Shed. Winter Sand will be 6-8mm and meet the Alberta Transportation specifications.

Administration has received two quotes from Knelsen Sand & Gravel and Unity Sand & Gravel (see attached)

## **OPTIONS & BENEFITS:**

Option 1: Mackenzie County award supply of winter sand to lowest bidder.

## **COSTS & SOURCE OF FUNDING:**

Operating Budget

## **SUSTAINABILITY PLAN:**

## **COMMUNICATION:**

**Author:** M. Dyck      **Reviewed by:** Len Racher      **CAO:** JW

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the supply of winter sand to the La Crete Salt/Sand Shed be awarded to the lowest bidder.

**Author:** M. Dyck      **Reviewed by:** Len Racher      **CAO:** JW



# KNELSEN SAND & GRAVEL LTD.

Phone: 780 928 3935 Fax: 780 928 3656

Box 125 La Crete, AB. T0H 2H0

lcoffice@knelsen.com

## FACSIMILE TRANSMITTAL SHEET

TO: MACKENZIE COUNTY

RE: PRICE QUOTE

ATTN:

DATE: July 13/15

FAX NUMBER:

TOTAL PAGES:

PHONE NUMBER:


FROM: ISAAC 780.841.1573.

Project: LA CRETE WINTER SAND

MATERIAL	QUANTITY	UNIT PRICE	SUBTOTAL
<u>WINTER SAND</u>		<u>23.50 Tnn</u>	
SUBTOTAL			
GST			
TOTAL			

Notes:

SUPPLY + DELIVERED

  
Isaac Schmidt

**Unity Sand & Gravel Ltd.**  
**Box 46, Buffalo Head Prairie, AB. T0H 4A0**  
Ph. 780-928-3379 cell: 780-841-2603

July 8, 2015

Hi Leonard,

My price quote for Mackenzie County regarding winter sand delivered to La Crete is \$18.00/T.

I would like to have the option to try it for the upcoming season.

Thank-you.

John J. Krahn



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>July 29, 2015</b>
<b>Presented By:</b>	<b>Len Racher, Director of Facilities &amp; Operations (South)</b>
<b>Title:</b>	<b>Highway 88 Connector Road Repair (Dips)</b>

## **BACKGROUND / PROPOSAL:**

Near the east end of the 88 Connector there are a few dips (bumps) in the road. There have been some calls from the public asking what we are planning to do to correct this problem.

It would be ideal to have the patching work completed prior to frost as to alleviate damage to vehicles and equipment.

Administration has received quotes from DBM Contracting and Knelsen Sand & Gravel (see attached) to repair the dips.

## **OPTIONS & BENEFITS:**

Option 1: Hire the company that provided the lowest quote to complete the repairs.

Option 2: Repair the dips when the road receives its second lift of asphalt.

## **COSTS & SOURCE OF FUNDING:**

Operating Budget

## **SUSTAINABILITY PLAN:**

**Author:** S Wheeler      **Reviewed by:** Len Racher      **CAO:** \_\_\_\_\_

**COMMUNICATION:**

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the Highway 88 Connector road dip repair be awarded to DBM Contracting.

**Author:** S Wheeler      **Reviewed by:** Len Racher      **CAO:** \_\_\_\_\_

**From:** [Len Racher](#)  
**To:** [Sylvia Wheeler](#)  
**Subject:** FW: Hwy 88 Connector Dip Fills  
**Date:** July-16-15 10:01:00 AM

---

-----Original Message-----

From: Shawn Wieler [<mailto:shawnw@knelsen.com>]  
Sent: July-16-15 9:59 AM  
To: Len Racher  
Subject: Hwy 88 Connector Dip Fills

Good Morning Len,

As per our phone conversation, the price to fill in the dips on highway 88 connector road is:

Mobilization- \$5,000  
Dip fills - \$3,000/each

If you have any questions, please feel free to give me a call.

Regards,

Shawn Wieler  
Project Manager  
Knelsen Sand & Gravel

DBM CONTRACTING LTD.  
 Box 1753  
 LaCrete Alberta  
 T0H-2H0

Date: June 24, 2015

Contact: Dave martens  
 Phone# 780-926-6267  
 Fax # 780-928-4229

Price Prepared For

Mackenzie County

Contact: Len Rachen  
 Phone # 780-841-9166  
 Cell # \_\_\_\_\_  
 Fax # \_\_\_\_\_

Work Description	Hours	Rate	Amount
<u>Repair chip in Hwy 58</u>	_____	_____	_____
<u>Connector road. 5 locations.</u>	_____	_____	<u>17 800.00</u>
_____	_____	_____	_____
_____	_____	_____	_____

Materials Supplied	Quantity	Price	Amount
<u>Hot Mix Asphalt + tack oil Inc</u>	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Travel Time : \_\_\_\_\_ Hours @ \$ \_\_\_\_\_ Amount : \_\_\_\_\_  
 Subsistence : \_\_\_\_\_ Days, x \_\_\_\_\_ Men, @ \$ \_\_\_\_\_ Amount : \_\_\_\_\_

Subtotal : 17 800.00  
 GST : 890.00  
 Total : 18 690.00

Conditions : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>July 29, 2015</b>
<b>Presented By:</b>	<b>Byron Peters, Director of Planning and Development</b>
<b>Title:</b>	<b>Bylaw 998-15 Plan Cancellation for Consolidation Purposes Plan 092 9760, Block 1, Lot 1 (Pt. of SW 7-107-13-W5M) (La Crete Rural)</b>

## BACKGROUND / PROPOSAL:

The Planning Department received a Plan Cancellation application to cancel Plan 092 9760, Block 1, Lot 1 for the purpose of consolidating it back into the quarter section from which it was taken.

In 2013, the applicant bought the subject acreage. They have now recently purchased the remainder of the quarter and see no need in having two individual titles. They would like to revert the acreage back into the quarter.

Bylaw 99x-15 was presented to the Municipal Planning Commission at the June 17, 2015 meeting and made the following motion:

**MPC-15-06-103**     **MOVED** by *Jacquie Bateman*

*That the Municipal Planning Commission recommendation to Council be to approve Bylaw 99X-15, being a Plan Cancellation Bylaw to cancel and consolidate Plan 092 9760, Block 1, Lot 1 back into the quarter from which it was taken, subject to public hearing input.*

The Planning Department has no issues or concerns with this application.

## OPTIONS & BENEFITS:

Consolidation of this type of lots needs to be completed by a Plan Cancellation and consolidation.

**Author:** L. Lambert     **Reviewed by:** Byron Peters     **CAO:** JW

**COSTS & SOURCE OF FUNDING:**

All costs will be borne by the applicant.

**SUSTAINABILITY PLAN:**

The sustainability plan does not address any topics that affect this bylaw amendment.

**COMMUNICATION:**

The bylaw amendment will be advertised as per MGA requirements.

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That first reading be given to Bylaw 998-15, being a Plan Cancellation Bylaw to cancel and consolidate Plan 092 9760, Block 1, Lot 1 back into the quarter from which it was taken, subject to public hearing input.

Author: L. Lambert      Reviewed by: Byron Peters      CAO: JW

**BYLAW NO. 998-15**

**BEING A BYLAW OF  
MACKENZIE COUNTY  
IN THE PROVINCE OF ALBERTA**

**FOR THE PURPOSE OF CANCELLING A  
PLAN OF SUBDIVISION  
IN ACCORDANCE WITH SECTION 658 OF THE  
MUNICIPAL GOVERNMENT ACT, CHAPTER M-26,  
REVISED STATUTES OF ALBERTA 2000.**

**WHEREAS**, Mackenzie County has a Municipal Development Plan adopted in 2009, and

**WHEREAS**, Mackenzie County has adopted the Mackenzie County Land Use Bylaw in 2011, and

**WHEREAS**, Council of Mackenzie County has determined that a subdivision, as outlined in Schedule "A" hereto attached, be subject to cancellation, and

**WHEREAS**, Gerhard and Amanda Goertzen, being the registered owners of Plan 092 9760, Block 1, Lot 1, have requested that the subdivision be cancelled and consolidated back into SW 7-107-13-W5M, from which it was taken, and

**NOW THEREFORE**, THE COUNCIL OF MACKENZIE COUNTY, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, HEREBY ENACTS AS FOLLOWS:

1. That Subdivision Plan 092 9760, Block 1, Lot 1, as outlined in Schedule "A" hereto attached, is hereby cancelled in full and the lands shall revert back into SW 7-107-13-W5M, from which it was taken.

READ a first time this \_\_\_ day of \_\_\_\_\_, 2015.

READ a second time this \_\_\_ day of \_\_\_\_\_, 2015.

READ a third time and finally passed this \_\_\_ day of \_\_\_\_\_, 2015.

---

Bill Neufeld  
Reeve

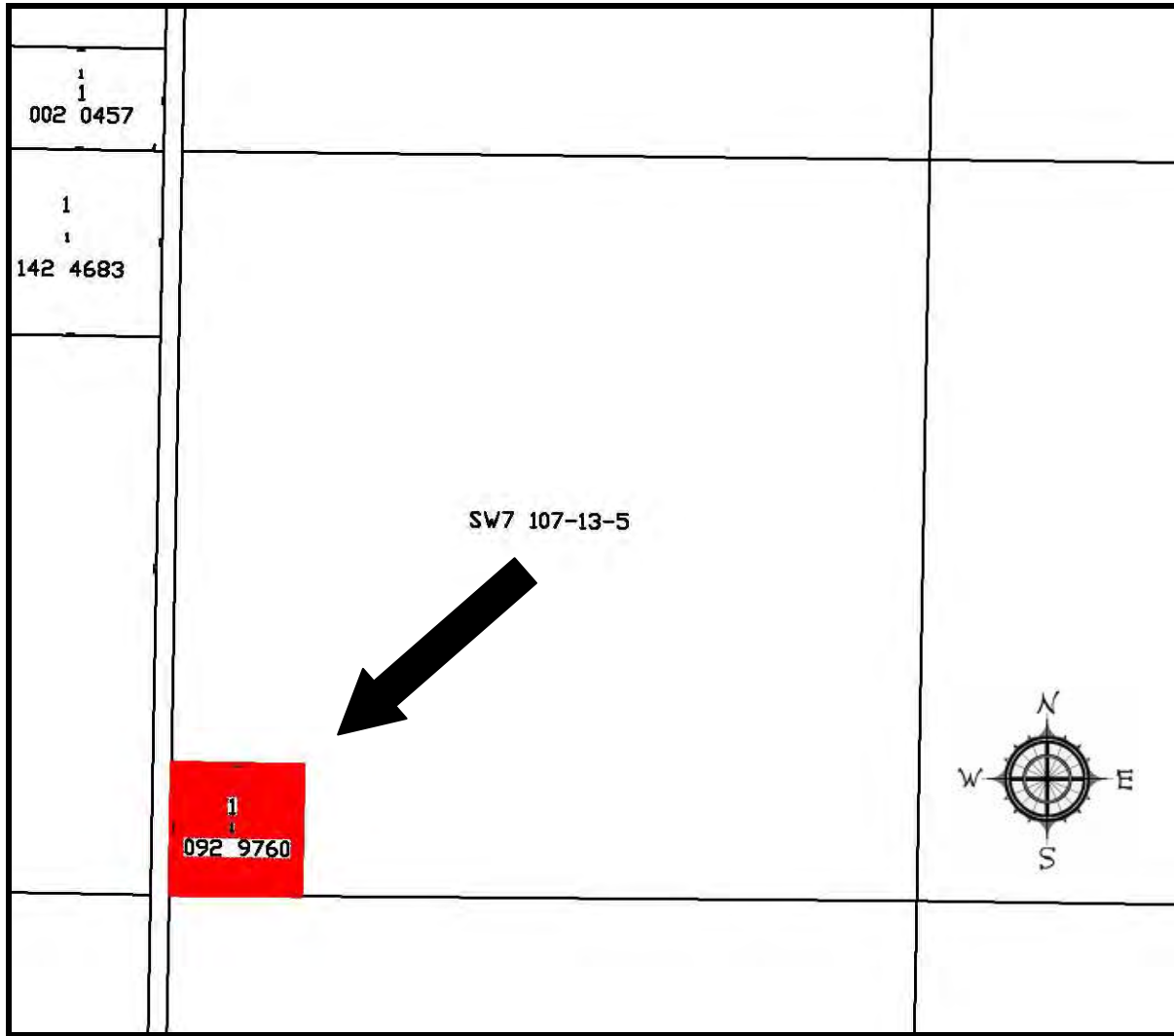
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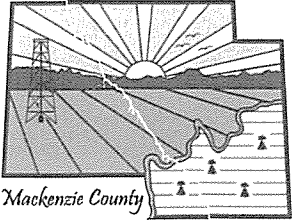
Joulia Whittleton  
Chief Administrative Officer

**BYLAW NO. 998-15**

**SCHEDULE "A"**

1. That Subdivision Plan 092 9760, Block 1, Lot 1, located in the Rural area, be cancelled in full and the lands shall revert back into SW 7-107-13-W5M from which it was taken.





# LAND USE BYLAW AMENDMENT APPLICATION

APPLICATION NO. \_\_\_\_\_

NAME OF APPLICANT <b>Gerhard + Amanda Goertzen</b>		
ADDRESS <b>Box 225</b>		
TOWN <b>Fort Vermilion</b>		
POSTAL CODE <b>T0H 1N0</b>	PHONE (RES.) Gerhard <b>780 821 9455</b>	BUS. Amanda <b>780 341 5770</b>

COMPLETE IF DIFFERENT FROM APPLICANT

NAME OF REGISTER OWNER		
ADDRESS		
TOWN		
POSTAL CODE	PHONE (RES.)	BUS.

LEGAL DESCRIPTION OF THE LAND AFFECTED BY THE PROPOSED AMENDMENT

QTR./LS. <b>SW</b>	SEC. <b>7</b>	TWP. <b>107</b>	RANGE <b>13</b>	M. <b>W5</b>	OR	PLAN <b>0929760</b>	BLK <b>01</b>	LOT <b>01</b>
-----------------------	------------------	--------------------	--------------------	-----------------	----	------------------------	------------------	------------------

LAND USE CLASSIFICATION AMENDMENT PROPOSED:

FROM: \_\_\_\_\_ TO: \_\_\_\_\_

REASONS SUPPORTING PROPOSED AMENDMENT:

we bought the rest of the quarter and see no reason to  
have it sub divided into an acrege

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I/WE HAVE ENCLOSED THE REQUIRED APPLICATION FEE OF \$ 400.00 RECEIPT NO. \_\_\_\_\_

[Signature] [Signature] DATE May 28, 2015

APPLICANT DATE

NOTE: REGISTERED OWNER'S SIGNATURE REQUIRED IF DIFFERENT FROM APPLICANT.

REGISTERED OWNER \_\_\_\_\_ DATE \_\_\_\_\_

# BYLAW AMENDMENT APPLICATION



**NOT TO SCALE**

File No. Bylaw 998-15

Disclaimer

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The County, its agents, employees or contractors will not be liable for any Damages, direct or indirect, or lost profits or data arising out of the use of information provided on this map.

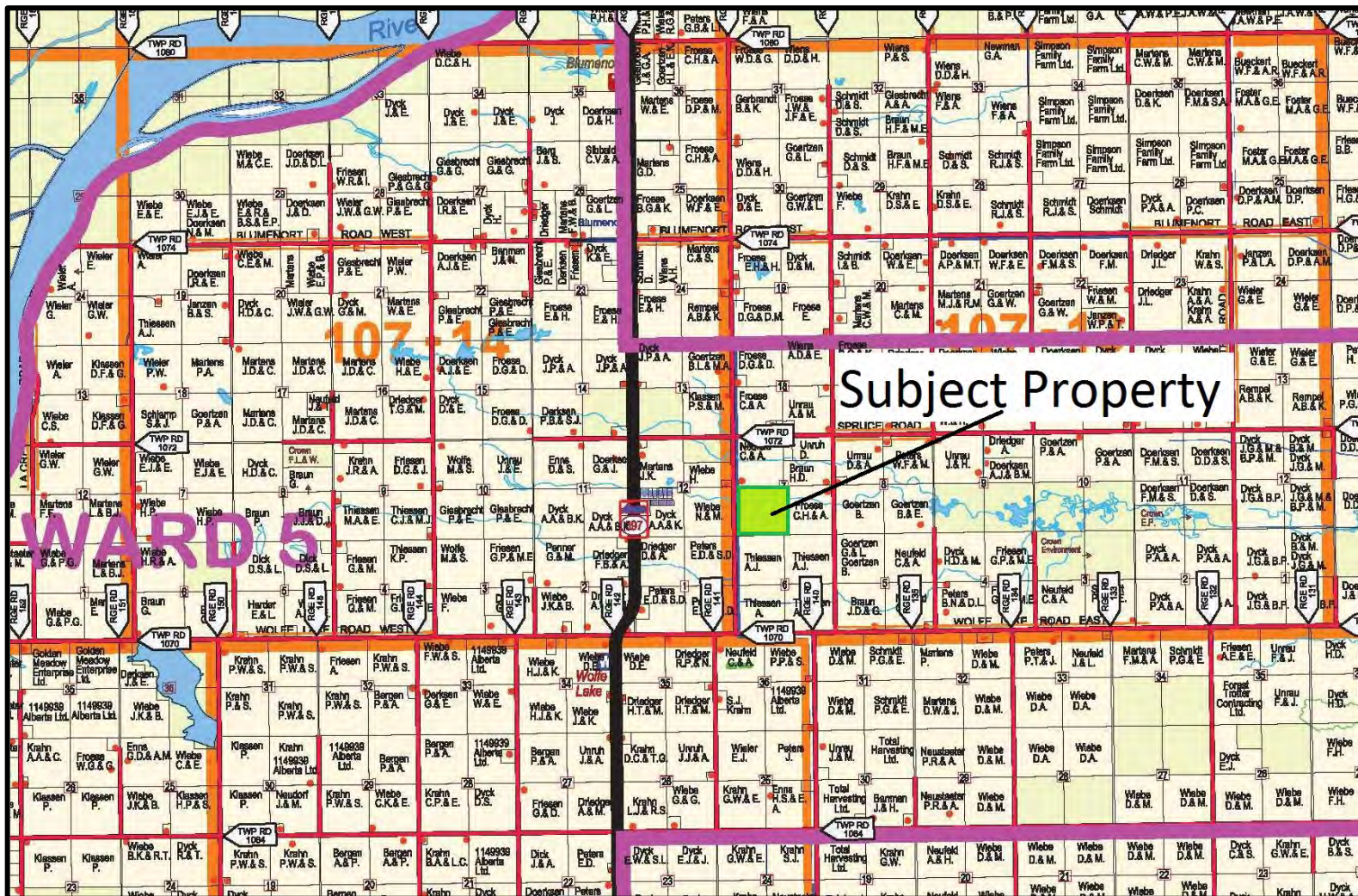


**Mackenzie County**





# BYLAW AMENDMENT APPLICATION



File No. Bylaw 998-15

**NOT TO SCALE**

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**Mackenzie County**







Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>July 29, 2015</b>
<b>Presented By:</b>	<b>Mark Schonken, Interim Director of Finance</b>
<b>Title:</b>	<b>Requests to Reduce Tax – Roll 234211</b>

## BACKGROUND / PROPOSAL:

### **Cancellation, reduction, refund or deferral of taxes**

Section 347(1) of the MGA reads as follows:

*347(1) If a council considers it equitable to do so, it may, generally or with respect to a particular taxable property or business or a class of taxable property or business, do one or more of the following, with or without conditions:*

- (a) *Cancel or reduce tax arrears;*
- (b) *Cancel or refund all or part of a tax;*
- (c) *Defer the collection of a tax.*

The County's legal counsel advised:

*"The important "pre-condition" to granting a reduction, cancellation or deferral is that council must be able to justify that it is "equitable to do so". Any reduction, cancellation, or deferral of current taxes or tax arrears must be "equitable" having regard for what is fair and just for all taxpayers of the municipality in respect of the tax burden. Equity, in this context, requires that similarly-situated persons or entities receive the same treatment.*

*Section 347 empowers a municipality to extend the specified tax relief to individual properties or to an entire class of taxable property. A municipality may not extend this tax relief to one or more subclasses within a taxable class, or on the basis of any criterion other than taxable class, unless the relief is extended specifically to an individual property.*

**Author:** N Croy      **Reviewed by:** M Schonken      **CAO:** JW

*Only tax arrears or current taxes may be the subject of relief under section 347. Section 347 does not empower municipalities to grant the specified relief on future taxes as this would fetter the discretion of future councils. “*

**OPTIONS & BENEFITS:**

Please see the attached written requests to reduce taxes.

**COSTS & SOURCE OF FUNDING:**

If reductions are granted, the amount equivalent to the reduction will be recorded as Tax Cancellation/Write-offs (administrative expense).

**SUSTAINABILITY PLAN:**

NA

**COMMUNICATION:**

The owners will be notified of Council's decision.

**RECOMMENDED ACTION:**

- Simple Majority       Requires 2/3       Requires Unanimous

For discussion.

Author: \_\_\_\_\_ Reviewed by: \_\_\_\_\_ CAO: \_\_\_\_\_

Robert and Barbara Austin  
955 2<sup>nd</sup> Street  
Courtenay, British Columbia  
V9N 1C2  
250-338-5753

July 3, 2015

Mackenzie County  
P.O. Box 640  
Fort Vermilion, Alberta  
T0H 1N0

Attention: Council

Dear Sirs/Mesdames:

**Re: Classification of property legally described as SW, 20, 109, 14, 5 (the "Property")**

We write with respect to the 2015 Combined Assessment and Tax Notice (the "2015 Notice") for the Property. Despite its classification as "Vacant Residential," the Property does not and has not served any residential purpose. We request that our Property be reclassified as farmland.

Please let us know if you require any further information from us to consider this request.

Sincerely,



Barb and Rob Austin





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>July 29, 2015</b>
<b>Presented By:</b>	<b>Mark Schonken, Interim Director of Finance</b>
<b>Title:</b>	<b>Requests to Reduce Tax – Roll 289333</b>

## **BACKGROUND / PROPOSAL:**

### **Cancellation, reduction, refund or deferral of taxes**

Section 347(1) of the MGA reads as follows:

*347(1) If a council considers it equitable to do so, it may, generally or with respect to a particular taxable property or business or a class of taxable property or business, do one or more of the following, with or without conditions:*

- (a) *Cancel or reduce tax arrears;*
- (b) *Cancel or refund all or part of a tax;*
- (c) *Defer the collection of a tax.*

The County’s legal counsel advised:

*“The important “pre-condition” to granting a reduction, cancellation or deferral is that council must be able to justify that it is “equitable to do so”. Any reduction, cancellation, or deferral of current taxes or tax arrears must be “equitable” having regard for what is fair and just for all taxpayers of the municipality in respect of the tax burden. Equity, in this context, requires that similarly-situated persons or entities receive the same treatment.*

*Section 347 empowers a municipality to extend the specified tax relief to individual properties or to an entire class of taxable property. A municipality may not extend this tax relief to one or more subclasses within a taxable class, or on the basis of any criterion other than taxable class, unless the relief is extended specifically to an individual property.*

**Author:** N Croy      **Reviewed by:** M Schonken      **CAO:** JW

*Only tax arrears or current taxes may be the subject of relief under section 347. Section 347 does not empower municipalities to grant the specified relief on future taxes as this would fetter the discretion of future councils. “*

**OPTIONS & BENEFITS:**

Please see the attached written requests to reduce taxes.

**COSTS & SOURCE OF FUNDING:**

If reductions are granted, the amount equivalent to the reduction will be recorded as Tax Cancellation/Write-offs (administrative expense).

**SUSTAINABILITY PLAN:**

NA

**COMMUNICATION:**

The owners will be notified of Council's decision.

**RECOMMENDED ACTION:**

- Simple Majority       Requires 2/3       Requires Unanimous

For discussion.

Author: \_\_\_\_\_ Reviewed by: \_\_\_\_\_ CAO: \_\_\_\_\_

July 16, 2015

Regarding: Tax roll 289333

Dear Counsel:

On behalf of Peter D and Katherina Wiebe, we ask for some clarification on the last tax bill. The parcel in question is a one acre lease with a nearly forty year old cabin, no services and accessible by ATV only. The purpose for this was to serve as a trappers cabin but in recent years the surrounding area has been logged, forcing many fur bearing animals to leave the area, leaving stumps in its place. Also the condition has been deteriorating over the years due to rot, decay, and public abuse. While we would like to keep the lease with the cabin for the sake of keeping the tradition alive it will never be the same for the before mentioned reasons. Now having had to face and adjust to

to this, we were shocked this year when we were faced with a very significant tax increase. We could have suspected it when we heard of other people's taxes increasing steeply by 200% and some even 400%. Based on this we should have prepared ourselves for the worst, but there is no way we could have been ready for an increase of over 1000%! Based on this we do not understand what would have warranted an increase especially of this significance. We kindly ask for an explanation and reevaluation, your understanding in this matter is appreciated. Thank you.

John H Wiebe

John H Wiebe  
Box 25  
34 P. Alberta  
T0H 4A0





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>July 29, 2015</b>
<b>Presented By:</b>	<b>Mark Schonken, Interim Director of Finance</b>
<b>Title:</b>	<b>Requests to Reduce Tax – Rolls 077026/27/30</b>

## BACKGROUND / PROPOSAL:

### **Cancellation, reduction, refund or deferral of taxes**

Section 347(1) of the MGA reads as follows:

*347(1) If a council considers it equitable to do so, it may, generally or with respect to a particular taxable property or business or a class of taxable property or business, do one or more of the following, with or without conditions:*

- (a) *Cancel or reduce tax arrears;*
- (b) *Cancel or refund all or part of a tax;*
- (c) *Defer the collection of a tax.*

The County’s legal counsel advised:

*“The important “pre-condition” to granting a reduction, cancellation or deferral is that council must be able to justify that it is “equitable to do so”. Any reduction, cancellation, or deferral of current taxes or tax arrears must be “equitable” having regard for what is fair and just for all taxpayers of the municipality in respect of the tax burden. Equity, in this context, requires that similarly-situated persons or entities receive the same treatment.*

*Section 347 empowers a municipality to extend the specified tax relief to individual properties or to an entire class of taxable property. A municipality may not extend this tax relief to one or more subclasses within a taxable class, or on the basis of any criterion other than taxable class, unless the relief is extended specifically to an individual property.*

**Author:** J Whittleton      **Reviewed by:** \_\_\_\_\_      **CAO:** JW

*Only tax arrears or current taxes may be the subject of relief under section 347. Section 347 does not empower municipalities to grant the specified relief on future taxes as this would fetter the discretion of future councils. “*

**OPTIONS & BENEFITS:**

Please see the attached written requests to reduce taxes.

**COSTS & SOURCE OF FUNDING:**

If reductions are granted, the amount equivalent to the reduction will be recorded as Tax Cancellation/Write-offs (administrative expense).

**SUSTAINABILITY PLAN:**

NA

**COMMUNICATION:**

The owners will be notified of Council's decision.

**RECOMMENDED ACTION:**

- Simple Majority       Requires 2/3       Requires Unanimous

For discussion.

Author: J Whittleton      Reviewed by: \_\_\_\_\_      CAO: JW

## Norma Croy

---

**From:** Joulia Whittleton  
**Sent:** June-25-15 12:50 PM  
**To:** Norma Croy  
**Cc:** Mark Schonken; Carol Gabriel  
**Subject:** RE:

Please prepare RFD for July 29 council meeting. Meanwhile advise this person that council will review this request at that meeting and we will get back to them.

*Joulia Whittleton*

Chief Administrative Officer

### Mackenzie County

P.O. Box 640, Fort Vermilion, AB, T0H 1N0, Canada

Direct Tel: 780.927.3719 ext. 2223

Tel.: 780.927.3718, Fax: 780.927.4266

Toll Free: 1.877.927.0677

Cell: 780.841.8343 Email: [jwhittleton@mackenziecounty.com](mailto:jwhittleton@mackenziecounty.com)



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---

**From:** Norma Croy  
**Sent:** June-25-15 11:10 AM  
**To:** Joulia Whittleton  
**Cc:** Mark Schonken; Carol Gabriel  
**Subject:** FW:

Hi Joulia,

Here is another property with the 200.00 min levy. The tax rolls are 077026, 077027, 077030.

If you need anything else just let me know.

Norma Croy  
**Assessment and Taxation Clerk**  
Mackenzie County  
Phone:(780) 927-3718  
Fax:(780) 927-4266

---

**From:** beverly wilson [<mailto:bmwarw@hotmail.com>]  
**Sent:** June-25-15 11:05 AM  
**To:** taxation  
**Subject:**

To  
C.A.O. and Council

Mackenzie County  
Fort Vermilion Alberta.

Dear Sir and or Madam,

I have owned property in Carcajou for a long time I am 76 yrs. old living on a pension. The tax increase does pose a hardship on my income.

With no services and the only access is by boat. I request that consideration be given to the tax increase. So that I can fit it into my budget.

If you need me to appear before council to explain that three lots are less than an acre and that it has on occasion has been flooded by the river,

also being on a fixed income I would appear before council to answer any questions on this matter.

Thank-you  
Respectfully,  
Arnold Roy Wilson

A.R.Wilson  
RR #2 Airdrie Ab.  
T4B 2A4  
ph. 1 403 948 2791  
Cell 1 403 926 1939



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>July 29, 2015</b>
<b>Presented By:</b>	<b>Mark Schonken, Interim Director of Finance</b>
<b>Title:</b>	<b>Reverse 2015 Tax Levy – Roll 235083</b>

**BACKGROUND / PROPOSAL:**

Grazing lease 030037 expired on June 30, 2013 and the ratepayer did not renew the lease and as a result was removed from ESRD’s records on May 12, 2015. The ratepayer requests that the 2015 tax levy (\$54.74) be cancelled and penalty (\$3.28) be reversed.

**OPTIONS & BENEFITS:**

Please see the attached letter from ESRD.

**COSTS & SOURCE OF FUNDING:**

The operating budget will be reduced should Council approve the cancellation and reversal.

**SUSTAINABILITY PLAN:**

NA

**COMMUNICATION:**

The owners will be notified of Council’s decision.

**Author:**  N Croy  **Reviewed by:**  M Schonken  **CAO:**  JW

**RECOMMENDED ACTION:**

Simple Majority

Requires 2/3

Requires Unanimous

For discussion.

Author: \_\_\_\_\_ Reviewed by: \_\_\_\_\_ CAO:     JW



Operations Division  
Provincial Programs Branch  
Provincial Approvals Section  
5<sup>th</sup> floor, 9915 – 108 Street  
Edmonton, Alberta, T5K 2G8  
Telephone: 780-427-3570  
Fax: 780-422-2545  
[www.esrd.alberta.ca](http://www.esrd.alberta.ca)

File No: GRL 030037

May 12, 2015

Mr. Steve A. Frank Kulscar  
Mr. Steven Lee Kulscar  
P.O. Box 1744  
High Level, AB T0H 1Z0

Dear Messrs. Kulscar:

**Re: Notice of Removal from Departmental Records  
Grazing Lease No. GRL 030037 (expired on June 30, 2013)**

---

As a follow up to departmental **30-day Notice of Intent Not to Renew** letter dated February 17, 2015, the expired disposition has been removed from the records of the department. Therefore, you have no further right or interest in these lands and must not make any use of them.

As well, please make arrangements with your local taxation authority to pay any taxes that may have accumulated on these lands prior to the removal (cancelled) date of the disposition.

The Department will deal with these lands in accordance with the provisions of the *Public Lands Act* and the *Public Lands Administration Regulations (PLAR)*.

If you have any questions, please contact the Rangeland Agrologist in Fort Vermilion at (780) 927-4488, or call Caroline Hiew at (780) 415-4686 in Edmonton.

Sincerely,

A handwritten signature in black ink, appearing to read "Donna-Jean Zubko".

Donna-Jean Zubko  
Approvals and Disposition Services Unit

/ch

cc: Rangeland, Fort Vermilion Office  
cc: MacKenzie County







**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>July 29, 2015</b>
<b>Presented By:</b>	<b>Mark Schonken, Interim Director of Finance</b>
<b>Title:</b>	<b>Financial Reports – January 1 to June 30, 2015</b>

## **BACKGROUND / PROPOSAL:**

The Finance Department provides financial reports to Council as per policy.

## **OPTIONS & BENEFITS:**

Please review the following financial reports for the five-month period, January 1 – June 30, 2015:

- Investment Report
- Operating Statement
- Projects Progress Report

## **COSTS & SOURCE OF FUNDING:**

N/A

## **SUSTAINABILITY PLAN:**

N/A

## **COMMUNICATION:**

N/A

**Author:** Stephanie Wiebe      **Reviewed by:** MS      **CAO:** JW

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the financial reports for the period, January 1 – June 30, 2015, be accepted for information.

**Author:** Stephanie Wiebe      **Reviewed by:** MS      **CAO:** JW

## Investment Report for June 2015

### Chequing Account on Jun 30, 2015

Bank account balance 21,333,638

### Investment Values on Jun 30, 2015

Short term investments (EM0-0377-A)	9,885,575
Short term T-Bill (1044265-26)	237,122
Long term investments (EM0-0374-A)	8,105,383
	<u><u>18,228,079</u></u>

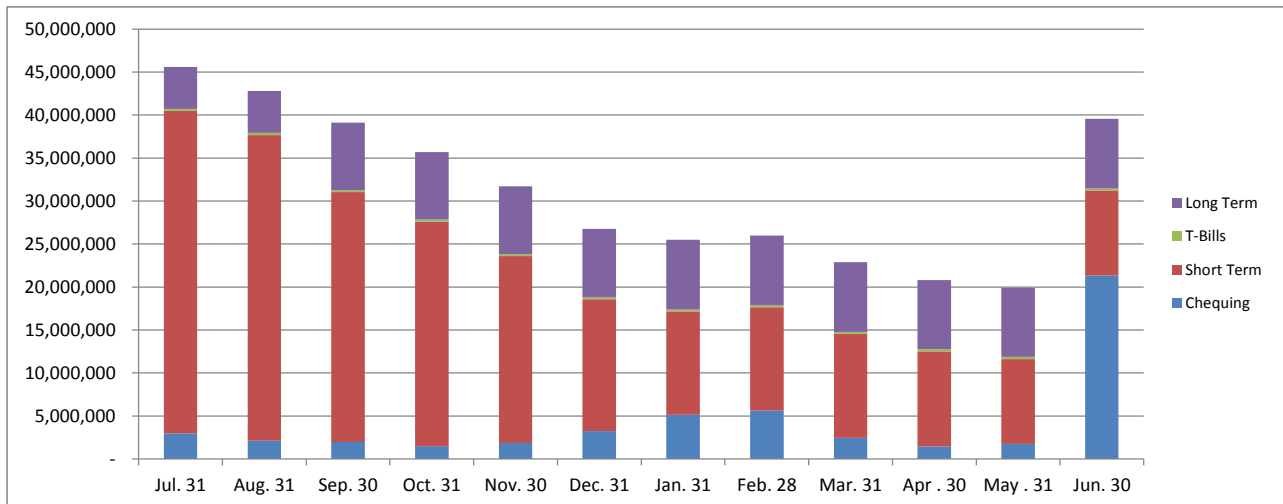
These balances include 'market value changes'.

### Revenues

	Total	Short Term	Long Term
Interest received	199,585	97,111	102,475
Interest accrued	16,491	8,425	8,065
	<b>216,076</b>	<b>105,536</b>	<b>110,540</b>
Market value changes	32,801		57,605
Interest received, chequing account	25,785	25,777	
<b>Grand total revenues before investment manager fees</b>	<b>274,662</b>	<b>131,313</b>	<b>168,145</b>
Deduct: investment manager fees for investments	-15,715	-4,719	-10,997
<b>Grand total revenues after investment manager fees</b>	<b>258,946</b>	<b>126,594</b>	<b>157,148</b>

### Balances in the Various Accounts - Last 12 Months

	Chequing	Short Term	T-Bills	Long Term	Total
Jul. 31	2,987,789	37,498,578	235,930	4,881,337	45,603,634
Aug. 31	2,138,210	35,545,833	236,050	4,886,457	42,806,551
Sep. 30	1,966,246	29,065,179	236,167	7,866,709	39,134,301
Oct. 31	1,504,669	26,084,925	236,287	7,862,312	35,688,193
Nov. 30	1,865,638	21,731,398	236,403	7,892,963	31,726,402
Dec. 31	3,231,036	15,343,781	236,524	7,956,300	26,767,641
Jan. 31	5,136,862	12,022,221	236,644	8,118,449	25,514,177
Feb. 28	5,612,524	12,024,112	236,753	8,111,304	25,984,693
Mar. 31	2,480,618	12,071,129	236,874	8,099,842	22,888,463
Apr. 30	1,454,154	11,071,639	236,991	8,042,354	20,805,138
May 31	1,747,887	9,883,994	237,057	8,050,877	19,919,815
Jun. 30	21,333,638	9,885,575	237,122	8,105,383	39,561,718



**MACKENZIE COUNTY  
STATEMENT OF OPERATIONS**

**June 30, 2015**

	<b>2014 Actual Total</b>	<b>2015 Actual Total</b>	<b>2015 Budget</b>	<b>\$ Variance</b>	<b>% Variance</b>
					0
<b>OPERATIONAL REVENUES</b>					
Property taxes	\$33,960,244	\$35,229,462	\$35,424,395	\$194,933	1%
User fees and sales of goods	\$4,317,992	\$2,239,154	\$4,558,590	\$2,319,436	51%
Government transfers	\$1,867,856	\$1,260,713	\$1,336,002	\$75,289	6%
Investment income (operating)	\$422,686	\$274,662	\$350,000	\$75,338	22%
Penalties and costs on taxes	\$444,838	\$383,298	\$250,000	(\$133,298)	-53%
Licenses, permits and fines	\$527,160	\$318,168	\$383,800	\$65,632	17%
Rentals	\$124,928	\$69,940	\$77,831	\$7,891	10%
Insurance proceeds	\$25,603			0	
Development levies	\$112,359	\$4,855		(\$4,855)	
Municipal reserve revenue	\$60,132	\$36,924	\$50,000	\$13,076	26%
Sale of non-TCA equipment	\$76,982			0	
Other	\$482,106	\$100,350	\$347,425	\$247,075	71%
<b>Total operating revenues</b>	<b>\$42,422,887</b>	<b>\$39,917,526</b>	<b>\$42,778,043</b>	<b>\$2,860,517</b>	<b>7%</b>
<b>OPERATIONAL EXPENSES</b>					
Legislative	\$616,185	\$283,792	\$781,734	\$497,942	64%
Administration	\$6,214,049	\$2,165,011	\$6,347,151	\$4,182,140	66%
Protective services	\$1,608,343	\$500,916	\$1,808,679	\$1,307,763	72%
Transportation	\$16,084,363	\$3,412,710	\$18,918,919	\$15,506,209	82%
Water, sewer, solid waste disposal	\$4,846,137	\$1,151,410	\$4,888,386	\$3,736,976	76%
Public health and welfare (FCSS)	\$693,797	\$403,702	\$699,841	\$296,139	42%
Planning, development	\$1,054,417	\$457,342	\$1,116,749	\$659,407	59%
Agriculture and veterinary	\$1,315,747	\$468,122	\$1,652,736	\$1,184,614	72%
Recreation and culture	\$2,009,584	\$762,551	\$2,200,034	\$1,437,483	65%
School requisitions	\$6,306,111	\$1,581,508	\$6,535,310	\$4,953,802	76%
Lodge requisitions	\$490,719	\$788,108	\$783,885	(\$4,223)	-1%
Non-TCA projects	\$379,279	\$371,975	\$2,094,122	\$1,722,147	82%
<b>Total operating expenses</b>	<b>\$41,618,731</b>	<b>\$12,347,147</b>	<b>\$47,827,546</b>	<b>\$35,480,399</b>	<b>74%</b>
<b>Excess (deficiency) before other</b>	<b>\$804,156</b>	<b>\$27,570,379</b>	<b>(\$5,049,503)</b>	<b>(\$32,619,882)</b>	<b>646%</b>
<b>CAPITAL REVENUES</b>					
Government transfers for capital	\$8,481,362	\$593,833	\$14,231,923	\$13,638,090	96%
Other revenue for capital	\$1,401,131	\$12,100	\$628,800	\$616,700	98%
Proceeds from sale of TCA assets	\$553,000	\$32,507	\$525,403	\$492,896	94%
	<b>\$10,435,493</b>	<b>\$638,440</b>	<b>\$15,386,126</b>	<b>\$14,747,686</b>	<b>96%</b>
<b>EXCESS (DEFICIENCY) - PSAB Model</b>	<b>\$11,239,649</b>	<b>\$28,208,819</b>	<b>\$10,336,623</b>	<b>(\$17,872,196)</b>	<b>-173%</b>
<b>Convert to local government model</b>					
Remove non-cash transactions	\$8,244,062		\$10,452,577	\$10,452,577	100%
Remove revenue for capital projects	(\$10,435,493)	(\$638,440)	(\$15,386,126)	(\$14,747,686)	96%
Long term debt principle	\$2,090,929	\$269,214	\$1,669,369	\$1,400,155	84%
Transfers to/from reserves	\$6,907,287		\$3,733,705	\$3,733,705	100%
<b>EXCESS (DEFICIENCY) - LG Model</b>	<b>\$50,001</b>	<b>\$27,301,166</b>	<b>0</b>	<b>(\$27,301,166)</b>	

Mackenzie County  
Summary of All Units  
For the Five Months Ending June 30, 2015

	2014 Actual Total	2015 Actual Total	2015 Budget	\$ Variance	% Variance
<b>OPERATING REVENUES</b>					
100-Taxation	\$33,718,682	\$35,035,314	\$35,153,924	\$118,610	0%
124-Frontage	\$354,997	\$194,148	\$270,471	\$76,323	28%
420-Sales of goods and services	\$732,370	\$264,203	\$623,595	\$359,392	58%
421-Sale of water - metered	\$2,715,197	\$1,502,404	\$3,011,440	\$1,509,036	50%
422-Sale of water - bulk	\$870,425	\$472,547	\$923,555	\$451,008	49%
424-Sale of land	\$45,956	\$1		(\$1)	
510-Penalties on taxes	\$444,838	\$383,298	\$250,000	(\$133,298)	-53%
511-Penalties of AR and utilities	\$49,657	\$26,314	\$40,000	\$13,686	34%
520-Licenses and permits	\$49,296	\$30,437	\$32,800	\$2,363	7%
521-Offsite levy	\$112,359	\$4,855		(\$4,855)	
522-Municipal reserve revenue	\$60,132	\$36,924	\$50,000	\$13,076	26%
526-Safety code permits	\$369,776	\$197,176	\$275,000	\$77,824	28%
525-Subdivision fees	\$55,162	\$36,712	\$30,000	(\$6,712)	-22%
530-Fines	\$38,974	\$45,969	\$36,000	(\$9,969)	-28%
531-Safety code fees	\$13,952	\$7,874	\$10,000	\$2,126	21%
550-Interest revenue	\$533,261	\$241,861	\$350,000	\$108,139	31%
551-Market value changes	(\$110,574)	\$32,801		(\$32,801)	
560-Rental and lease revenue	\$124,928	\$69,940	\$77,831	\$7,891	10%
570-Insurance proceeds	\$25,603			0	
592-Well drilling revenue	\$103,826	\$11,114	\$50,000	\$38,886	78%
597-Other revenue	\$165,028	\$35,107	\$159,000	\$123,893	78%
598-Community aggregate levy	\$92,623	\$13,390	\$75,000	\$61,610	82%
630-Sale of non-TCA equipment	\$76,982			0	
790-Tradeshaw Revenues	\$25,016	\$14,425	\$23,425	\$9,000	38%
840-Provincial grants	\$1,867,856	\$1,260,713	\$1,336,002	\$75,289	6%
890-Gain (Loss) Penny Rounding	\$0	\$0		(\$0)	
990-Over/under tax collections	(\$113,435)			0	
<b>TOTAL REVENUE</b>	<b>\$42,422,887</b>	<b>\$39,917,526</b>	<b>\$42,778,043</b>	<b>\$2,860,517</b>	<b>7%</b>
<b>OPERATING EXPENSES</b>					
110-Wages and salaries	\$5,810,098	\$2,748,568	\$6,630,578	\$3,882,010	59%
132-Benefits	\$1,107,369	\$674,580	\$1,414,901	\$740,321	52%
136-WCB contributions	\$39,501	\$2,672	\$38,833	\$36,161	93%
142-Recruiting	\$10,306	\$2,134	\$20,000	\$17,866	89%
150-Isolation cost	\$66,438	\$32,308	\$78,000	\$45,692	59%
151-Honoraria	\$571,863	\$231,781	\$602,250	\$370,469	62%
211-Travel and subsistence	\$288,543	\$127,105	\$396,920	\$269,815	68%
212-Promotional expense	\$100,672	\$25,233	\$82,500	\$57,267	69%
214-Memberships & conference fees	\$99,553	\$57,087	\$137,618	\$80,531	59%
215-Freight	\$117,871	\$41,594	\$134,640	\$93,046	69%
216-Postage	\$52,064	\$21,964	\$45,800	\$23,836	52%
217-Telephone	\$128,213	\$58,547	\$131,454	\$72,907	55%
221-Advertising	\$43,806	\$15,824	\$63,850	\$48,026	75%
223-Subscriptions and publications	\$7,254	\$6,172	\$12,245	\$6,073	50%
231-Audit fee	\$116,650	\$52,000	\$72,000	\$20,000	28%
232-Legal fee	\$50,814	\$27,137	\$73,000	\$45,863	63%
233-Engineering consulting	\$122,247	\$46,762	\$256,500	\$209,738	82%
235-Professional fee	\$1,535,390	\$637,605	\$1,711,364	\$1,073,759	63%
236-Enhanced policing fee	\$265,408	\$37,150	\$297,200	\$260,050	88%
239-Training and education	\$157,583	\$40,272	\$165,273	\$125,001	76%
242-Computer programming	\$78,337	\$27,801	\$98,428	\$70,627	72%
251-Repair & maintenance - bridges	\$26,536	\$197,700	\$838,500	\$640,800	76%
252-Repair & maintenance - buildings	\$150,824	\$46,598	\$158,320	\$111,722	71%
253-Repair & maintenance - equipment	\$339,438	\$194,708	\$379,870	\$185,162	49%
255-Repair & maintenance - vehicles	\$79,638	\$18,315	\$85,800	\$67,485	79%
258-Contract graders	\$144,000	\$40,059	\$150,840	\$110,781	73%

	2014 Actual Total	2015 Actual Total	2015 Budget	\$ Variance	% Variance
259-Repair & maintenance - structural	\$1,636,879	\$325,291	\$1,790,370	\$1,465,079	82%
261-Ice bridge construction	\$79,564	\$66,320	\$120,000	\$53,680	45%
262-Rental - building and land	\$30,085	\$28,195	\$32,210	\$4,015	12%
263-Rental - vehicle and equipment	\$56,286	\$25,085	\$60,045	\$34,960	58%
266-Communications	\$93,611	\$59,690	\$109,892	\$50,202	46%
271-Licenses and permits	\$4,118	\$245	\$8,300	\$8,055	97%
272-Damage claims	\$285		\$5,000	\$5,000	100%
273-Taxes			\$1,000	\$1,000	100%
274-Insurance	\$279,950		\$298,960	\$298,960	100%
342-Assessor fees	\$260,117	\$130,225	\$263,000	\$132,775	50%
290-Election cost			\$5,000	\$5,000	100%
511-Goods and supplies	\$786,446	\$342,821	\$893,803	\$550,982	62%
521-Fuel and oil	\$920,643	\$401,477	\$905,350	\$503,873	56%
531-Chemicals and salt	\$204,158	\$145,362	\$319,100	\$173,738	54%
532-Dust control	\$698,227	\$526,168	\$694,018	\$167,850	24%
533-Grader blades	\$123,534	\$74,218	\$137,500	\$63,282	46%
534-Gravel (apply; supply and apply)	\$2,767,176	\$25,210	\$2,369,955	\$2,344,746	99%
535-Gravel reclamation cost	\$132,375			0	
543-Natural gas	\$132,863	\$49,453	\$122,966	\$73,513	60%
544-Electrical power	\$597,395	\$265,638	\$846,392	\$580,754	69%
710-Grants to local governments	\$1,711,647	\$674,728	\$2,287,400	\$1,612,672	71%
735-Grants to other organizations	\$2,020,465	\$1,042,840	\$1,903,012	\$860,172	45%
747-School requisition	\$6,306,111	\$1,581,508	\$6,535,310	\$4,953,802	76%
750-Lodge requisition	\$490,719	\$788,108	\$783,885	(\$4,223)	-1%
810-Interest and service charges	\$39,831	\$10,914	\$36,000	\$25,086	70%
831-Interest - long term debt	\$687,927		\$621,195	\$621,195	100%
921-Bad debt expense	\$2,696		\$4,500	\$4,500	100%
922-Tax cancellation/write-off	\$1,402,310		\$50,000	\$50,000	100%
992-Cost of land sold	\$19,557			0	
993-NBV value of disposed TCA	\$771,676		\$315,993	\$315,993	100%
994-Change in inventory	(\$779,765)		\$1,197,655	\$1,197,655	100%
995-Depreciation of TCA	\$8,252,150		\$8,938,929	\$8,938,929	100%
<b>TOTAL</b>	<b>\$41,239,452</b>	<b>\$11,975,172</b>	<b>\$45,733,424</b>	<b>\$33,758,252</b>	<b>74%</b>
<b>Non-TCA projects</b>	<b>\$379,279</b>	<b>\$371,975</b>	<b>\$2,094,122</b>	<b>\$1,722,147</b>	<b>82%</b>
<b>TOTAL EXPENSES</b>	<b>\$41,618,731</b>	<b>\$12,347,147</b>	<b>\$47,827,546</b>	<b>\$35,480,399</b>	<b>74%</b>
<b>EXCESS (DEFICIENCY)</b>	<b>\$804,156</b>	<b>\$27,570,379</b>	<b>(\$5,049,503)</b>	<b>(\$32,619,882)</b>	<b>646%</b>
OTHER					
125-Connection rees		\$100		(\$100)	
840-Provincial transfers for capital	\$8,481,362	\$593,833	\$14,231,923	\$13,638,090	96%
575-Contributed TCA	\$1,401,131		\$298,800	\$298,800	100%
597-Other capital revenue		\$12,000	\$330,000	\$318,000	96%
630-Proceeds of sold TCA asset	\$553,000	\$32,507	\$525,403	\$492,896	94%
	<b>\$10,435,493</b>	<b>\$638,440</b>	<b>\$15,386,126</b>	<b>\$14,747,686</b>	<b>96%</b>
<b>EXCESS (DEFICIENCY) - PS MODEL</b>	<b>\$11,239,649</b>	<b>\$28,208,819</b>	<b>\$10,336,623</b>	<b>(\$17,872,196)</b>	<b>-173%</b>
<b>CONVERT TO LG INCOME STATEMENT</b>					
Remove non-cash transactions					
993-NBV value of disposed TCA	\$771,676		\$315,993	\$315,993	100%
994-Change in inventory	(\$779,765)		\$1,197,655	\$1,197,655	100%
995-Amortization of TCA	\$8,252,150		\$8,938,929	\$8,938,929	100%
Remove TCA revenues					
Total of OTHER per above	(\$10,435,493)	(\$638,440)	(\$15,386,126)	(\$14,747,686)	96%
Add LTD principle paid					
832-Principle Payments	\$2,090,929	\$269,214	\$1,669,369	\$1,400,155	84%

	<b>2014 Actual Total</b>	<b>2015 Actual Total</b>	<b>2015 Budget</b>	<b>\$ Variance</b>	<b>% Variance</b>
Add/Deduct LG model TF to/from reserves					
920-Contribution from Capital Reserve	(\$3,832)			0	
930-Contributions from Operating Reserve	(\$1,605,110)		(\$2,173,676)	(\$2,173,676)	100%
940-Contribution from Capital Reserve	(\$7,764)		(\$509,645)	(\$509,645)	100%
762-Contribution to Capital (funding TCA projects)	\$2,112,492		\$4,182,026	\$4,182,026	100%
763-Contribution to Capital Reserves	\$3,678,692		\$1,735,000	\$1,735,000	100%
764-Contribution to Operating Reserves	\$2,732,808		\$500,000	\$500,000	100%
<b>EXCESS (DEFICIENCY) - LG MODEL</b>	<b>\$50,001</b>	<b>\$27,301,166</b>	<b>0</b>	<b>(\$27,301,166)</b>	

Project Name	Total costs	Costs in prior years	Costs in current year up to June 30, 2015	2015 Budget	2015 Budget Remaining on June 30, 2015	Status Update on June 30, 2015	Percentage of Completion (%)
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**Administration Department**

Signs with Flags for FV Office (CF)	6,940	6,940	-	18,060	18,060	Waiting for sign completion.	50%
LC - LC Office Heating/Cooling System	-	-	-	100,000	100,000		
Server Replacement	-	-	-	23,000	23,000	Building specifications for server (summer 2015)	
FV Office Building Improvements (roof and other) (CF)	144,708	144,708	-	5,292	5,292		90%
Virtual City Hall (CF)	15,585	15,585	-	4,415	4,415	Building tax report and testing ratepayer self registration.	80%
Office Security & Access Control	-	-	-	30,000	30,000	Summer 2015	0%
FV - Xerox Replacement	-	-	-	75,450	75,450	Reviewing options, waiting for revised quote from Xerox	0%
FV - Fireproof Storage Cabinet (Records)	-	-	-	8,000	8,000	Summer 2015	0%
Zama House Purchase	-	-	-	100,000	100,000	Investigating options	0%
LC - Library Building	-	-	-	100,000	100,000	ATB building transfer is in progress	0%
Automatic Generator Unit (FV) (CF)	77,000	77,000	-	11,400	11,400	Waiting on Redline to Finish Wiring	90%
Council Chamber Upgrade (CF)	-	-	-	22,500	22,500	Waiting on back ordered council table power/USB plugs	90%
Zama Office Entrance (stones and a sign) (CF)	-	-	-	18,000	18,000	Planning stages - Completion due end of August	20%
Land Purchase from ESRD (CF)	42,673	42,673	-	133,328	133,328	Ongoing motion to purchase	15%
Land Purchase (South of High Level)	-	-	-	13,000	13,000	Waiting on ESRD	0%
<i>Total department 12</i>			-	662,445	662,445		

**Fire Department**

LC - High Level Aerial	-	-	-	30,000	-	Moved to High Level cost sharing	0%
LC - Command Unit	50,486	-	50,486	55,000	4,514	Pending delivery	90%
C-Cans, training props, setting up training grounds	12,750	-	12,750	24,000	11,250	Fire department to compensate 50%	85%
FV - Compressed air foam system for rescue unit	12,630	-	12,630	12,500	(130)	Complete	100%
LC - Upgrade foam system on tanker (new)	-	-	-	11,000	11,000	Administration to review purchases	100%



Project Name	Total costs	Costs in prior years	Costs in current year up to June 30, 2015	2015 Budget	2015 Budget Remaining on June 30, 2015	Status Update on June 30, 2015	Percentage of Completion (%)
FV - New tanker/pumper, with equipment (CF)	-	-	-	375,000	375,000	Tanker ordered from First Truck Centre	0%
FV - Work bench (new)	5,466	5,466		5,500	5,500	Complete	100%
ZA - Power pack (new) (CF)	9,137	-	9,137	9,500	363	Complete	100%
<i>Total department 23</i>			85,002	522,500	407,498		

#### Transportation Department

FV - Deck Replacement on PW shop	1,450		1,450	7,500	6,050	Complete	100%
FV - Shop floor repair	-		-	12,000	12,000	Obtaining Quotes	0%
FV - Steamer Unit - trailer	28,896		28,896	32,500	3,604	Small parts are still required	70%
FV - 3/4 ton Supervisor pick up	35,609		35,609	40,000	4,391	Delivered	100%
FV - 3/4 ton pick up (Accident)	37,977		37,977	35,000	(2,977)	Delivered	100%
FV - Parks Truck 3/4 ton	38,759		38,759	37,212	(1,547)	Delivered	100%
LC - Trucks (x2)	77,848	-	77,848	80,000	2,152	Delivered	100%
FV - 48th Street & 47th Avenue	39,733	-	39,733	616,000	576,267	Tender awarded to Knelsen	15%
New Road Infrastructure (CF)	462,619	420,954	41,665	439,046	397,381	Ongoing	50%
FV & LC - AWD Graders x3	-	-	-	1,283,661	1,283,661	Pending delivery	15%
LC - Snow Plow Truck	194,846	-	194,846	259,000	64,154	Complete	100%
LC - BF 75117 (CF & New)	30,273	29,800	473	816,000	815,527		90%
FV & LC - Truck and Gravel Trailer	235,536		235,536	280,000	44,464	Complete	100%
LC - Packer/Roller	24,980		24,980	30,000	5,020	Complete	100%
LC - 99th Ave 101 St. to 104 Ave	96,601		96,601	1,785,000	1,688,399	Construction Underway	5%
Zama Bears paw Crescent (CF)	-		-	33,633	33,633	Waiting contractor availability	0%
LC - Engineering & Design for 113 Street and 109 Ave	15,459		15,459	100,000	84,541	In progress	15%
LC - Pave 2 Accesses	-		-	45,000	45,000	Complete, waiting for invoice	100%

Project Name	Total costs	Costs in prior years	Costs in current year up to June 30, 2015	2015 Budget	2015 Budget Remaining on June 30, 2015	Status Update on June 30, 2015	Percentage of Completion (%)
Zama Utility Pole Relocation (CF)	53,513	53,513	-	8,943	8,943	Atco poles relocated/other poles to be identified	90%
LC - Skidsteer 850	55,142	-	55,142	57,000	1,858		100%
LC - Tilt Deck Utility Trailer	15,894	-	15,894	16,000	106		100%
LC - Bobcat Attachment (snowblower)	5,940	-	5,940	8,000	2,060		100%
High Level South Rebuild	-	-	-	50,000	50,000		0%
FV - Heavy Duty Commercial Lawn Mower	-	-	-	21,000	21,000	Complete	100%
Used Water Truck	45,000	-	45,000	50,000	5,000	Complete	100%
Blumenort Road & Rebuild Mile #3 on La Crete North Road	10,847		10,847	200,000	189,153	Awarded - Not Started	5%
Zama Access Pave (PH V) (CF)	-	-	-	6,000,000	6,000,000	Pending grants	0%
Rocky Lane Road Repair (Front of school)	2,767	-	2,767	330,000	327,233	Tender awarded to Knelsen	10%
LC - Spruce Road Rebuild (CF & New)	258,003	258,003	-	43,459	43,459	Complete	100%
LC - 101 St & 100 Ave - Traffic lights (CF)	205,575	22,328	183,247	197,672	14,425	Near completion, some programming is required	98%
LC - South - Shoulder pull and road rehabilitation (CF)	70,910	70,910	-	129,090	129,090		80%
Gravel Reserve (to secure gravel source) (CF)	14,349	13,845	504	137,155	136,651	In progress	0%
FV - Hamlet asphalt pavement overlay 44th Ave	9,631	9,631	-	50,369	50,369	Tender awarded to Knelsen	10%
FV - Sand and salt shelter (CF)	-	-	-	200,000	200,000		0%
FV - Cold storage/Emergency generator building (CF)	-	-	-	132,250	132,250		0%
FV - Child Lake/Boyer River road rebuilds (CF)	-	-	-	70,200	70,200	Cancelled	0%
FV - North- Shoulder pull and road rehabilitation	147,600	147,600	-	461,661	461,661	Ongoing	20%
<i>Total department 32</i>			1,189,173	14,094,351	12,905,178		

**Airport Department**

LC - Pave Apron Extension	2,544		2,544	110,000	107,456	Complete	100%
FV Airport Development (CF)	1,363,667	1,363,667	-	16,382	16,382		0%

Project Name	Total costs	Costs in prior years	Costs in current year up to June 30, 2015	2015 Budget	2015 Budget Remaining on June 30, 2015	Status Update on June 30, 2015	Percentage of Completion (%)
LC Instrument Approach (CF)	36,112	36,112	-	13,889	13,889	Verifying obstacles	0%
<i>Total department 33</i>			2,544	140,271	137,727		

#### Water Treatment & Distribution Department

FV & LC - Utility Trucks 3/4 Tonne Crew Cab x4	149,710	-	149,710	164,500	14,790	Purchased and invoices signed	99%
FV - 48th Ave Waterline Replacement	-	-	-	91,000	91,000	Contacted MPE Siemens to design product	1%
FV - Booster Station and Truck Fill	64,525		64,525	975,605	911,080	Awaiting grant funding	1%
FV - Hydrant Replacement	-	-	-	100,000	100,000	Supplies have been ordered, need to obtain quotes	5%
ZA - SCADA computer replacement	7,823	-	7,823	7,500	(323)	Complete	100%
ZA - Distribution pump house upgrades (CF & New)	74,641	74,641	-	843,928	843,928	Need to reapply for grant funding	1%
ZA - Well Reclamation	-	-	-	18,000	18,000	Building is removed, well casing needs to be sealed	50%
FV - Frozen Water Services Repairs (River Road)	-	-	-	75,000	75,000	Draft RFP complete	4%
FV - Raw Water Truck fill (pressured and filtered)	-	-	-	40,900	40,900	Engineer is proceeding with design	5%
LC - Raw Water Truckfill Upgrade	2,526		2,526	40,900	38,374	Awaiting final install estimates, have placed orders on some supplies.	2%
LC - Waterline Bluehills	-	-	-	833,250	833,250	Awaiting grant funding	1%
LA - Rural Potable Water Infrastructure	-	-	-	4,316,495	4,316,495	Awaiting grant funding	1%
FV - 50th St - Water & sewer extension (CF)	16,520	16,520	-	563,480	563,480	Awaiting infrastructure plan completion	1%
Generators for the three water treatment plants (CF)	686,945	66,512	620,433	633,488	13,055	Complete	100%
<i>Total department 41</i>			845,017	8,704,046	7,859,029		

#### Sewer Disposal Department

LC Lagoon Upgrade (CF)	6,136,004	6,134,541	1,463	1,168,809	1,167,346	Facultative cell has been drained as well as 2 anaerobic cells. Preparing to install forcemain piping to first manhole and preparing for de-sludge	90%
Zama - Lift station upgrade (CF & New)	116,439	116,439	-	1,256,052	1,256,052	Reapply for grant funding	1%
ZA/FV - Sewer Flusher	3,156		3,156	68,000	64,844	Ordered and should arrive within a week.	95%

Project Name	Total costs	Costs in prior years	Costs in current year up to June 30, 2015	2015 Budget	2015 Budget Remaining on June 30, 2015	Status Update on June 30, 2015	Percentage of Completion (%)
LC - Main Lift Station Repair & Modification	-		-	62,000	62,000	Engineers are in design stage.	5%
LC - Sanitary Sewermain Upgrades	-		-	475,000	475,000	Engineers are currently doing site survey to create pre-design to have tender ready for June 22/15	3%
LC - Lift Station 5 Grinder	-		-	45,000	45,000	Grinder will not fit original location. Need to update quotes for a revised location for install.	2%
FV - 49th Ave Sewer Repair	-	-	-	55,000	55,000	Engineer is requesting quotes for project.	3%
<i>Total department 42</i>			4,619	3,129,861	3,125,242		

**Solid Waste Disposal**

Two 40 Yard Bins (CF)	18,280	18,280	-	7,052	7,052	On order	80%
Waste Bins	-	-	-	20,000	20,000	On order	80%
LC - Blue Hills - Build up ramp	-		-	12,000	12,000		
LC - Waste Transfer Station - New Lights	-	-	-	12,000	12,000	Waiting for ATCO	15%
<i>Total department 43</i>			-	51,052	51,052		

**Planning & Development Department**

LC - La Crete Production Room (GIS)	7,732	-	7,732	8,000	268	Complete	100%
<i>Total department 61</i>			7,732	8,000	268		

**Agricultural Services Department**

HL - Rural Drainage - Phase II & Phase III (CF)	1,093,312	1,093,312	-	100,000	100,000	Discussions are being held with the Dene Tha Band to secure an agreement to do earthworks on their property. The property in question is the east/south turn on 10 mile road.	
LC - Buffalo Head/Steep Hill/Bear River Drainage (Phase I) (CF)	87,933	85,433	2,500	1,314,567	1,312,067	waiting for a reply from ESRD on the status of the application under the Water Act.	
Blue Hills Erosion Repair	18,406		18,406	275,000	256,594	Drafting RFP	
FV - Vehicle purchase for Ag Fieldman	35,622		35,622	40,000	4,378	Complete	100%
FV - ATV Purchase	10,113		10,113	12,000	1,887	Complete	100%
Tent	-	-	-	6,500	6,500	Complete	100%

Project Name	Total costs	Costs in prior years	Costs in current year up to June 30, 2015	2015 Budget	2015 Budget Remaining on June 30, 2015	Status Update on June 30, 2015	Percentage of Completion (%)
<i>Total department 63</i>			66,641	1,748,067	1,681,426		

**Recreation Department**

FV - Capital (requests from Recreation Society)	22,126	-	22,126	224,500	202,374		
LC - Capital (requests from Recreation Society)	61,438	-	61,438	92,030	30,592		
Grounds Improvements (2014 - FV Walking Trail) (CF)	511,276	511,276	-	36,524	36,524	Ongoing	
ZA - Capital (requests from Recreation Society)	7,983		7,983	172,280	164,297		
LC Splash Park (CF)	-	-	-	255,000	255,000		
FV - Skate Park	(301)	-	(301)	70,000	70,301		
<i>Total department 71</i>			91,246	850,334	759,088		

**Parks & Playgrounds Department**

FV - Machesis Lake Water Well	9,900		9,900	9,000	(900)	Complete	100%
LC - Wadlin Lake Water Well	-	-	-	9,000	9,000	Work Performed - Waiting for invoice	90%
HL - Hutch Lake, construct additional sites (campground area)	-	-	-	15,000	15,000	Planning	5%
Machesis Lake - Horse camp - road (CF)	133	-	133	25,000	24,867	Road is complete	30%
Bridge campground - Survey & improvements (CF)	-	-	-	39,000	39,000	Waiting for quote.	10%
LC - Wood Splitter	20,900	-	20,900	20,900	-	Complete	100%
OTHER	-	-	-	40,000	40,000		
FV - Table & Fire Pit Replacement	-	-	-	7,000	7,000	Received Quotes	15%
Wadlin Lake - Grounds improvements (CF)	3,693		3,693	20,000	16,307	Clearing Done	50%
FV - Walking Trails (CF)	9,275	9,275	-	725	725	Ongoing	85%
<i>Total department 72</i>			34,626	185,625	150,999		

**TOTAL 2015 Capital Projects**

**2,326,599    30,096,552    27,739,953**





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>July 29, 2015</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>Policy HR001 Employee Code of Conduct</b>

**BACKGROUND / PROPOSAL:**

Having an Employee Code of Conduct is considered to be a good organizational practice.

**OPTIONS & BENEFITS:**

Alberta Municipal Affairs provides a guide for establishing a municipal employee code of conduct. The guide was used in drafting the attached policy for Mackenzie County.

It is important for employees to understand their roles as public servants, which is different from his/her job description duties. The Policy should encourage appropriate professional conduct and behavior.

**COSTS & SOURCE OF FUNDING:**

NA

**SUSTAINABILITY PLAN:**

NA

**COMMUNICATION:**

Author: J. Whittleton Reviewed by: \_\_\_\_\_ CAO: JW

The Policy will be communicated/introduced to the employees at the next general meeting. The employees will be required to sign a form acknowledging their understanding of the Policy.

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That Policy HR001 Employee Code of Conduct be approved as presented.

Author: \_\_\_\_\_ Reviewed by: \_\_\_\_\_ CAO: JW



## Mackenzie County

<b>Title</b>	<b>Employee Code of Conduct</b>	<b>Policy No:</b>	<b>HR001</b>
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<b>Legislation Reference</b>	
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### **Purpose**

The purpose of this policy is to provide commitment to our employees so that we are able to deliver quality service and maintain public trust. As our most valued asset, Mackenzie County employees must be above reproach in their professional dealings and must demonstrate the highest standards of behavior as stewards of the County. Employees are accountable to the County, Council and Ratepayers of the County. It is with this in mind that every County employee is expected to be aware of, and comply with the Code of Conduct and other policies and directives that govern employee behavior.

This Policy shall:

- Establish the roles employees are expected to take in establishing an ethical workplace;
- Protect the public interest;
- Promote high ethical standards among municipal employees.
- Establish guidelines for:
  - a. County Time and Assets;
  - b. Gifts and Gratuities;
  - c. Other Employment and Activities;
  - d. Personal Conduct
  - e. Personal Gain, Benefit or Favoritism;
  - f. Political Activity;
  - g. Public Comment;
  - h. Staff/Council Relations;
  - i. Use, Collection and Disclosure of Information

### **Definitions:**

“Employee” – Includes all employees of Mackenzie County.

### **Disclosure**

It is the responsibility of all employees to disclose any real or what may be perceived as a conflict of interest or violation of the Code. If you think you may be in violation of the Code, address the situation and make full and prompt disclosure to your Supervisor. Any suspected non-compliance by another employee must also be promptly reported. Anyone who knowingly makes a false accusation about non-compliance will be subject to disciplinary action.

Where an employee in good faith reports a violation of the Code, they will not be dismissed, disciplined or suspended or threatened with such. They will not be penalized and intimidation or coercion by another employee will not be tolerated.

### **County Time and Assets**

County time and assets are used for the performance of municipal duties. We will safeguard and protect county time and assets. Employees must devote themselves exclusively to the performance of their employment duties during paid working hours. We will not use any county asset, including email, internet services, or any other electronic communication device, if such use could be offensive, inappropriate or fraudulent.

Employees are required to care for county assets, which includes all property, equipment, software, information, materials and time. County assets are only to be used for municipal purposes or as approved by your Supervisor.

The County, like any organization, should not waste time, money or resources. We serve all the citizens of Mackenzie County and our work is paid for by their tax dollars. To do our jobs properly, we need to have all resources available at all times. Whether the asset in question is work time, a municipal vehicle or a computer, it must be ready to do the assigned task.

### **Expectations**

- Respect county assets and take proper care of them
- Use county assets only for municipal work
- Reimburse the county promptly for any personal costs (long distance calls, photocopying, etc.)
- Devote time at work to performing assigned job duties
- Obtain approval for exemptions

### **Gifts and Gratuities**

We will not accept or provide any gift with a value greater than \$50, benefit or favor in exchange for special consideration or influence, or where it may be perceived to be in exchange for special treatment.

Employees must not give or receive gifts in doing so there is a perception that their decisions are being influenced or their integrity appears to be compromised. Although most gifts come with no strings attached, there is always the chance that something is expected or perceived to be expected in return.

In the event that the municipality receives gifts, these gifts will be used at County functions as door prizes, etc.

#### **Expectations**

- Decline cash tips
- Decline in kind gifts with a value greater than \$50
- Decline gifts that could be viewed as an exchange for a favor
- Decline gifts from potential vendors or interested parties during or in anticipation of the purchasing or tendering process
- If unsure, decline the gift or ask your Supervisor

### **Other Employment and Activities**

We will only engage in other employment and activities that do not conflict with our municipal duties.

To ensure continued commitments to service levels, employees are expected to avoid other employment or activities that interfere with their municipal duties or are contrary to the interests of the municipality.

Employees of the County work hard and are dedicated to ensuring the municipality's success. During paid working hours your attention must be devoted to your work at the County. You cannot have other employment or engage in other activities that conflict with or undermines your ability to perform your County duties effectively.

#### **Expectations**

- Refuse work that could be perceived as a conflict of interest
- Advise your supervisor where we have any involvement with an external organization that could be considered a conflict of interest.
- Ensure other employment is not adversely affecting your municipal responsibilities.

## **Personal Conduct**

We will perform our duties with honesty and integrity and in a manner that is helpful, respectful and courteous. We will not behave in a manner that could result in a conflict of interest.

Employees will do their jobs to the best of their abilities, treat those we work with and serve with respect and courtesy. Employees shall respect the dignity and diversity of our colleagues and the public.

It takes the effort of each and every employee to make Mackenzie County a great place to live, learn, work and play. The best way to maintain good working relationships is to treat every person the way you want to be treated.

This is particularly important for municipal employees because we are often seen as ambassadors of the County. We must work to maintain the public's confidence by acting courteously and responsibly and by providing the best possible level of service.

### **Expectations**

- Practice common courtesies, such as “please” and “thank-you”
- Treat people as you want to be treated
- Represent the municipality in a positive way
- Be honest with people and in all your dealings with the County
- Make every person feel important
- Take on a customer-service focus
- Exercise diplomacy and tact when dealing with difficult people
- Respond promptly to requests for information and assistance
- Recognize that we are the public face of the municipality therefore dress appropriately

## **Personal Gain, Benefit or Favoritism**

We will not participate in any decision process that may result in a real or perceived gain or benefit. We will remove ourselves from situations where there is a real or perceived risk of favoritism. We will use information collected by the County only for purposes consistent with the use for which it was collected. When we have access to confidential information relating to any competition open to the public, we are ineligible to compete. We will not recommend or endorse products, services or suppliers.

Employees must remove themselves from any decision process that may result in actual or perceived personal gain, favoritism or benefit. Awarding of municipal tenders, job opportunities, land sales and disposal of surplus assets will be

carried out impartially – without any advantage or favoritism to themselves or others.

All municipal business must be conducted fairly and impartially. Employees are compensated for their service with tax dollars. A municipal employee should not benefit from his or her job beyond the compensation paid for the job.

#### Expectations

- Use information only for the purpose for which it was collected
- Remove yourself from any decision process that may result in actual or perceived personal gain, benefit or favoritism

#### **Political Activity**

We must not engage in any political activity or electioneering during normal working hours at our place of work.

Political activities such as canvassing, campaigning, or fundraising that aim to advance an individual's or group's political interests will not be permitted in the workplace during normal working hours. All employees have the right to take part in political activity and electioneering, but only on their own time.

The fact that we work for a municipal government presents a unique situation; our workplace is a highly political environment where opinions vary widely and strongly. In order to respect all beliefs, political activity is not allowed in the workplace. Political views and activities are important to many employees, but the work environment and time should be devoted to County business.

#### Expectations

- Get written permission from your direct supervisor before you engage in any non-work activity at your place of work.

#### **Public Comment**

Municipal employees may comment on public issues but must not engage in any activity or speak publicly where this could be perceived as an official act or representation (unless authorized to do so).

Employees must not jeopardize the perception of impartiality in the performance of their duties through making public comments or entering into public debate regarding municipal policies. Employees must not use their position in government to lend weight to the public expression of their personal opinions.

The official spokesperson for the municipality is the Chief Elected Official/Designate or the Chief Administrative Officer.

### Expectations

- Refrain from expressing personal views or opinions on matters of political controversy or on municipal policy or administration where to do so would impair the public's confidence in the municipality's ability to carry out its functions.
- Refrain from making any negative views on municipal business to the general public.
- Abstain from speaking on behalf of the municipality to the media or other official acts.

### **Staff/Council Relations**

Municipal employees must recognize the distinct roles of the elected and non-elected bodies within the municipality.

Employees must recognize that elected officials are responsible for the establishment of policy and that employees are responsible for implementation of the directives originating from Council and conduct themselves accordingly in all circumstances.

### Expectations

- Implementation of Council directives
- Treat all members of Council in an objective and impartial manner and with respect
- Communication to Council will be channeled through your Supervisor or the Chief Administrative Officer
- Notify your Supervisor if a municipal matter is outside existing County Policy and/or Council approved budget
- Notify your Supervisor if an elected official has made you feel uncomfortable with any request for information, opinion or assistance

### **Use, Collection and Disclosure of Information**

We will use, collect and disclose information only in accordance with the Freedom of Information and Protection of Privacy Act (FOIP) and for the purposes of carrying out municipal duties.

Many employees have access to personal information about other employees or access to personal or financial information of members of the public. This information must be kept confidential and secure, and must only be used for the purpose for which it was collected.

Employees have a responsibility to maintain and to protect business and financial information of the public and personal information about identifiable individuals.

FOIP governs the way municipalities use, collect and disclose information. Employees are required to keep all personal information private and not to disclose it. In addition, any business or financial information of the public is confidential and can only be used for the purpose for which it was gathered. Employees are not allowed to use this information for personal gain or benefit of any kind.

### Expectations

- Maintain confidentiality
- Keep information secure
- Use information only for the purpose for which it was collected
- Handle sensitive and confidential information with care and disclose only in accordance with FOIP.

### **Professional Codes of Conduct**

Employees with professional designations may be subject to more than one code of conduct. If a situation arises that may cause conflict or confusion between the applicable codes, speak with your Supervisor.

### **Compliance**

The Human Resources Department must ensure each employee receives a copy of the Code of Conduct. Each employee must sign the enclosed declaration form to acknowledge receipt of the Code of Conduct.

Questions concerning the application, interpretation or disclosure procedures of the Code of Conduct should be directed to your Supervisor.

Violation of the Code of Conduct may result in disciplinary action, up to and including dismissal. If you think you are or may be in conflict with the Code of Conduct, you must notify your Supervisor.

*Note: Employees should not assume that any unethical activities not covered by the Code of Conduct are permissible.*

### **Related Policies and Procedures**

ADM002 – Vehicle Usage  
ADM009 – Media Spokesperson  
ADM044 – Dress Code Policy  
ADM050 – Council/Administration Protocol  
ADM052 – Electronic Access and Acceptable Use Policy  
Harassment/Violence Directive No. 0.05

Collective Agreement  
Corporate Vision, Mission, and Values

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>		
<b>Amended</b>		
<b>Amended</b>		





Mackenzie County

## REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>July 29, 2015</b>
<b>Presented By:</b>	<b>Grant Smith, Agricultural Fieldman</b>
<b>Title:</b>	<b>Agricultural Disaster</b>

### **BACKGROUND / PROPOSAL:**

In 2015, there has been widespread drought in Mackenzie County with an average of 1 cm of precipitation and some areas receiving as little as 10-12 mm. These drought conditions are some of the most severe in recent memory. Sub moisture levels are being depleted due to this lack of rainfall, as well as low relative humidity, periods of frost, and extreme heat levels. There are extremely heavy infestations of crop pests including grasshoppers, bertha army worms and cut worms. Dugouts will also be below average levels as fall approaches. Due to a combination of these conditions, local cereal, oilseed and beef producers are facing catastrophic losses, possibly up to 100% in some cases. As a result, the County declared an Agricultural Disaster.

Council sent a letter to the Minister of Agriculture, the Premier and our local MLA regarding drought conditions in Mackenzie County.

The drought topic has dominated the ASB Tour discussions that took place a week ago.

### **OPTIONS & BENEFITS:**

Mackenzie County sent a letter as directed by the above motion (a copy of the letter is attached).

Declaring Mackenzie County an "Agricultural Disaster Area" is providing awareness. This awareness may convince the Alberta Government to implement relief funding and assistance to Mackenzie County agricultural producers such as: freight subsidies, tax deferrals, loan payment deferrals, grain contact penalties, etc.

**Author:** A Codispodi      **Reviewed by:** Grant Smith      **CAO:** JW

Please review the attachment provided by the Alberta Beef Producers that offers highlights regarding drought assistance through the Governments of Alberta and Canada.

Alberta Beef Producers will have a meeting on July 24, 2015 to discuss this subject and will notify the Reeve about their decision.

Our Reeve has also participated in a Drought and Excessive Moisture Advisory Group meeting and will have an update at the meeting.

We also received a letter from the local producers (attached) and received information that some farmers were denied for harvesting hay from the natural areas (attached).

**COSTS & SOURCE OF FUNDING:**

NA

**SUSTAINABILITY PLAN:**

**COMMUNICATION:**

The County will provide updates to the public through available media and newspapers sources as new assistance information becomes available.

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

For discussion.

**Author:** A Codispodi      **Reviewed by:** Grant Smith      **CAO:** JW

## Drought Information and Declaring a State of Agricultural Disaster

With a growing number of municipalities declaring states of agricultural disasters, the AAMDC is continuing to work with Alberta Agriculture and Forestry and other stakeholders to identify tools and strategies to address the impacts of drought on agricultural producers. AAMDC members are reminded that declaring a state of agricultural disaster does not trigger any funding through provincial or federal programs, but it does increase awareness of the severity of the issue.

The AAMDC is continuing to work with the Government of Alberta through the Drought and Excessive Moisture Advisory Group (DEMAG) to monitor the situation and identify options as conditions evolve. The [Agriculture Financial Services Corporation](#) (AFSC) continues to receive calls from producers regarding claims and requests for alternative crop use. Producers are encouraged to contact the AFSC as soon as possible to discuss potential alternative options available.

As producers are concerned about the provision and cost of feed to retain herds in the province, the AAMDC is working with the Government of Alberta and stakeholders groups to explore options to address the feed shortage. The Government of Canada's [Livestock Tax Deferral Provision](#) program allows producers who sell part of their breeding herd due to drought or excess moisture and flood conditions in designated regions to defer a portion of sale proceeds to the following year. The AAMDC is working to identify when the list of designated regions will be made available and would like to remind members that declaring a state of agricultural disaster does not automatically trigger assistance under this federal program.

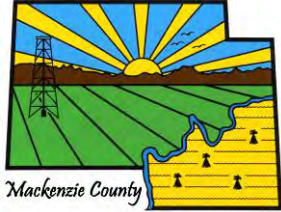
As risk management programs provide protection for these types of drought events, AAMDC members are encouraged to review the information identified in the [Agriculture Drought Risk Management Plan](#) (ADRMP). The ADRMP provides a framework for a coordinated and proactive approach to reduce the effects of drought and climate change on Alberta producers.

The AAMDC will continue to update members regarding any developments related to the dry conditions being experienced and available supports for producers.

Enquiries may be directed to:

Tasha Blumenthal  
Policy Analyst  
780.955.4094

Kim Heyman  
Director of Advocacy & Communications  
780.955.4079



## Mackenzie County

P.O. Box 640, 4511-46 Avenue, Fort Vermilion, AB T0H 1N0  
P: (780) 927-3718 Toll Free: 1-877-927-0677 F: (780) 927-4266  
www.mackenziecounty.com  
office@mackenziecounty.com

June 30, 2015

The Honourable Oneil Carlier  
Minister of Agriculture and Forestry  
229 Legislature Building  
10800-97 Avenue  
Edmonton, AB  
T5K 2B6

Dear Minister:

### **RE: AGRICULTURE DISASTER**

This letter is to officially inform you that Mackenzie County has declared an Agricultural Disaster following the motion carried at the June 22, 2015 council meeting.

Drought conditions have been extremely devastating this year as there has only been an average of 1 cm of precipitation in the County, as well as a lack of relative humidity. As a result, sub moisture levels are being depleted. Furthermore, a significant amount of frost damage during the month of May caused many agriculture producers to reseed crops, and consequentially all cereal crops, canola, legumes and hay are far below adequate production levels. Pastures are being depleted as there is very little forage regrowth, and there has been a huge grasshopper and crop pest outbreak (including bertha army worms and cutworms) which has further affected crops. Finally, cattle producers are downsizing herds at a rapid rate due to these inadequate levels of pasture and hay.

In response to this disaster, the County respectfully requests that the government of Alberta provide assistance to agriculture producers. This may be done in the form of tax deferrals, payment deferrals, freight subsidies, etc. Additionally, there is the opportunity for the province to implement a grasshopper program and assist with grain contracts and crop insurance.

...2

Minister of Agriculture and Forestry

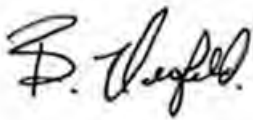
Page 2

June 30, 2015

Undoubtedly, Mackenzie County agricultural producers are experiencing severe difficulties with their ability to maintain crops, and any assistance that the province can provide will be greatly appreciated.

We would be pleased to meet with you or your staff to further discuss this issue. Should you have any further questions or require more information please feel free to contact me at (780) 841-1806. To schedule a meeting please contact Joulia Whittleton, Chief Administrative Officer, at (780) 927-3718 or by email to [jwhittleton@mackenziecounty.com](mailto:jwhittleton@mackenziecounty.com).

Sincerely,















Bill Neufeld  
Reeve  
Mackenzie County

Attach.

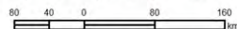
c: Hon. Rachel Notley, Premier of Alberta  
Ms. Debbie Jabbour, MLA for Peace River  
Mackenzie County Council  
Agricultural Service Board  
Greg Newman, Board Chair, Mackenzie Applied Research Association  
Tom Burton, Director – District 4, Alberta Association of Municipal Districts  
& Counties

## Spring Wheat Soil Moisture Reserves Relative to Long Term Normal to a Depth of 120 cm

Estimated as of June 13, 2015

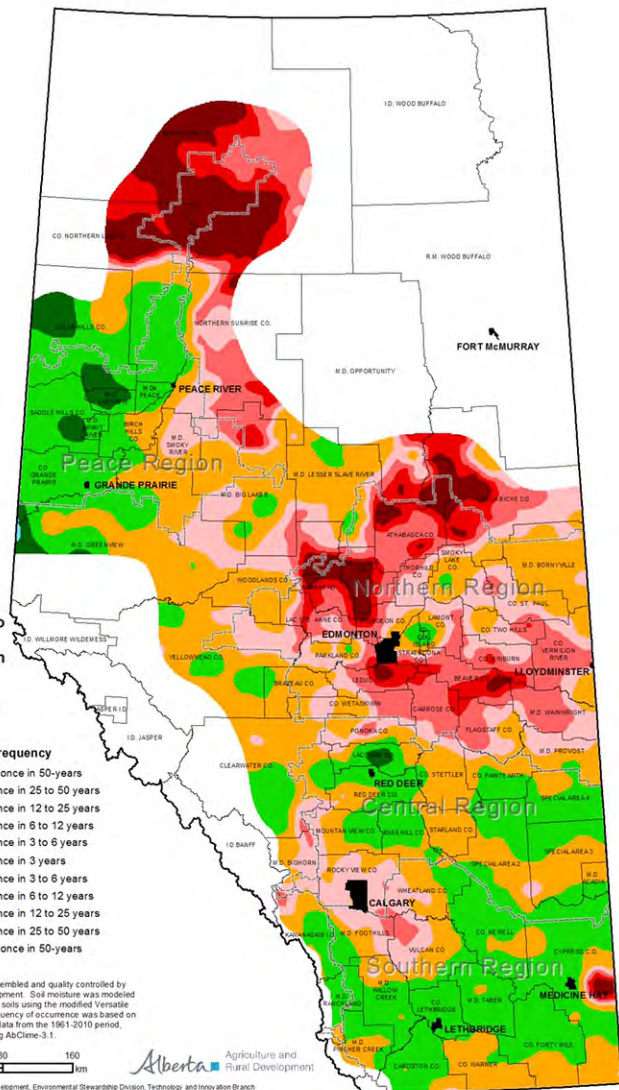
Condition	Frequency
 driest	< once in 50-years
 extremely low	once in 25 to 50 years
 very low	once in 12 to 25 years
 low	once in 6 to 12 years
 moderately low	once in 3 to 6 years
 near normal	once in 3 years
 moderately high	once in 3 to 6 years
 high	once in 6 to 12 years
 very high	once in 12 to 25 years
 extremely high	once in 25 to 50 years
 wettest	< once in 50-years
 no data	

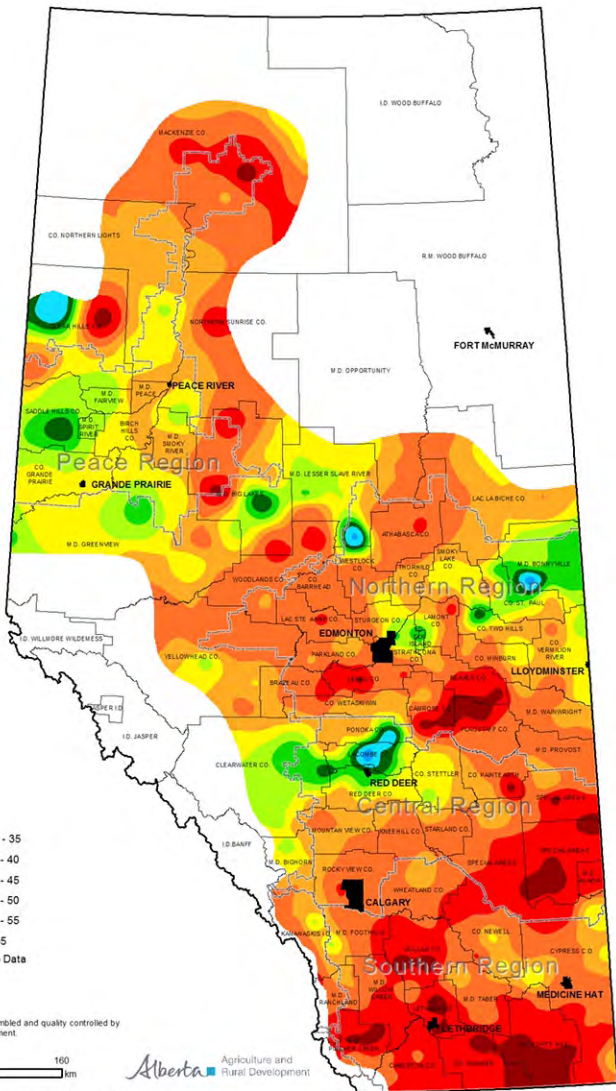
Near-real-time weather data was assembled and quality controlled by Alberta Agriculture and Rural Development. Soil moisture was modeled for spring wheat on medium textured soils using the modified Versatile Soil Moisture Budget V-2.0. The frequency of occurrence was based on model runs using historical weather data from the 1961-2010 period, interpolated to township centres using AbClim-3.1.



Alberta Agriculture and Rural Development

Compiled by Alberta Agriculture and Rural Development, Environmental Stewardship Division, Technology and Innovation Branch.  
Created on June 15, 2015





## **Drought Background<sup>1</sup>**

### **Request for Assistance**

#### **A. Tax Deferral**

A Canada Revenue Agency (CRA) program was set up to allow eligible farmers to defer income tax on the sale of breeding livestock for one year to replenish breeding stock in the following year. In the case of consecutive years of drought designation, producers may defer sales income to the first year in which the area is no longer designated.

- 1) This program requires MD and County declaration of a drought to be conveyed to the Provincial Minister of Agriculture and Forestry.
- 2) The Minister conveys with Federal Minister of Agriculture and Agri-food Canada (AAFC) who then requests the deferral from Canada Revenue Agency (CRA).

#### **B. AgriRecovery**

AgriRecovery only covers disasters that are not re-occurring.

- 1) This needs to be initiated by an industry organization such as Alberta Beef Producers contacting the provincial Minister of Agriculture and Forestry.
- 2) The Minister goes through an evaluation process by MD and County to validate the type and level of disaster, if any.
- 3) After this, if deemed necessary by the Minister, a request is made to the federal government for assistance.
- 4) If approved by the Government of Canada the amount of support is determined and provided on a 60:40 federal to provincial government ratio.

Assistance is not automatic, even if producers feel the situation is dire. AgriRecovery is set up for situations that don't occur very often.

- 1) Has it occurred more than twice?
- 2) Is the situation abnormal?
- 3) Are there extraordinary costs to producers?
- 4) Other conditions listed in the AgriRecovery Manual

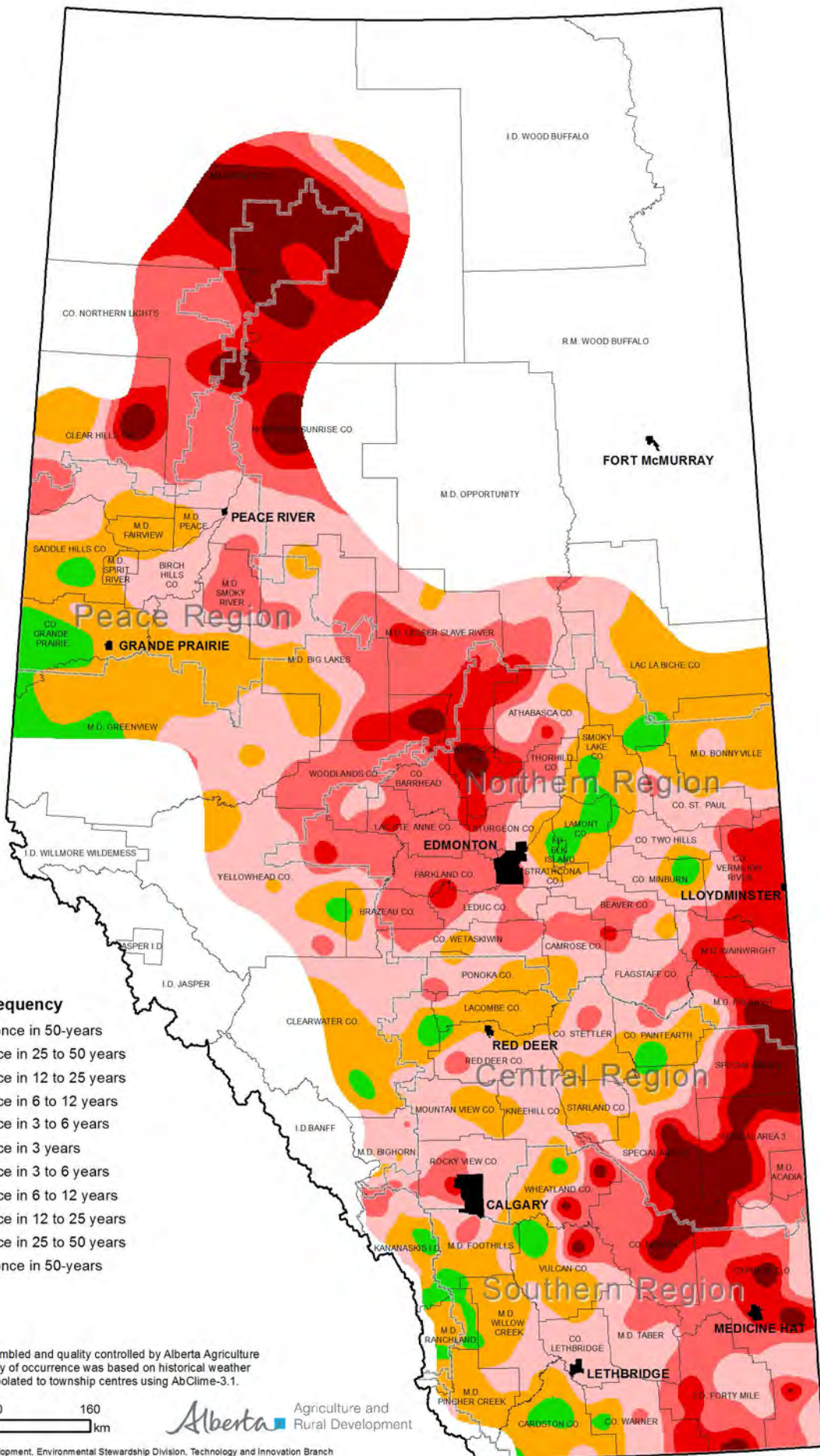
#### **Other Programs**

- 1) If AgriRecovery were initiated support from other government programs including AgriStability, and AgriInsurance programs through AFSC and AgriInvest are also assessed.
- 2) If a producer is not enrolled in these programs they are still considered available to the industry – theoretical levels of support from these is penciled into the AgriRecovery computation prior to any payout. This adjusted amount is considered to be the disaster support.

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<sup>1</sup> Summary provided by Alberta Beef Producers



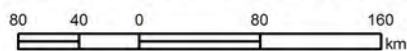


### Growing Season Precipitation Accumulations Relative to Long Term Normal

April 01, 2015 to  
July 19, 2015

Condition	Frequency
driest	< once in 50-years
extremely low	once in 25 to 50 years
very low	once in 12 to 25 years
low	once in 6 to 12 years
moderately low	once in 3 to 6 years
near normal	once in 3 years
moderately high	once in 3 to 6 years
high	once in 6 to 12 years
very high	once in 12 to 25 years
extremely high	once in 25 to 50 years
wettest	< once in 50-years
no data	

Near-real-time weather data was assembled and quality controlled by Alberta Agriculture and Rural Development. The frequency of occurrence was based on historical weather data from the 1961-2010 period, interpolated to township centres using AbClima-3.1.



*Alberta* Agriculture and Rural Development

Compiled by Alberta Agriculture and Rural Development, Environmental Stewardship Division, Technology and Innovation Branch  
Created on July 20, 2015

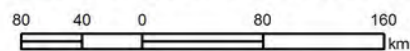


# 49-Day Precipitation Accumulations Relative to Long Term Normal

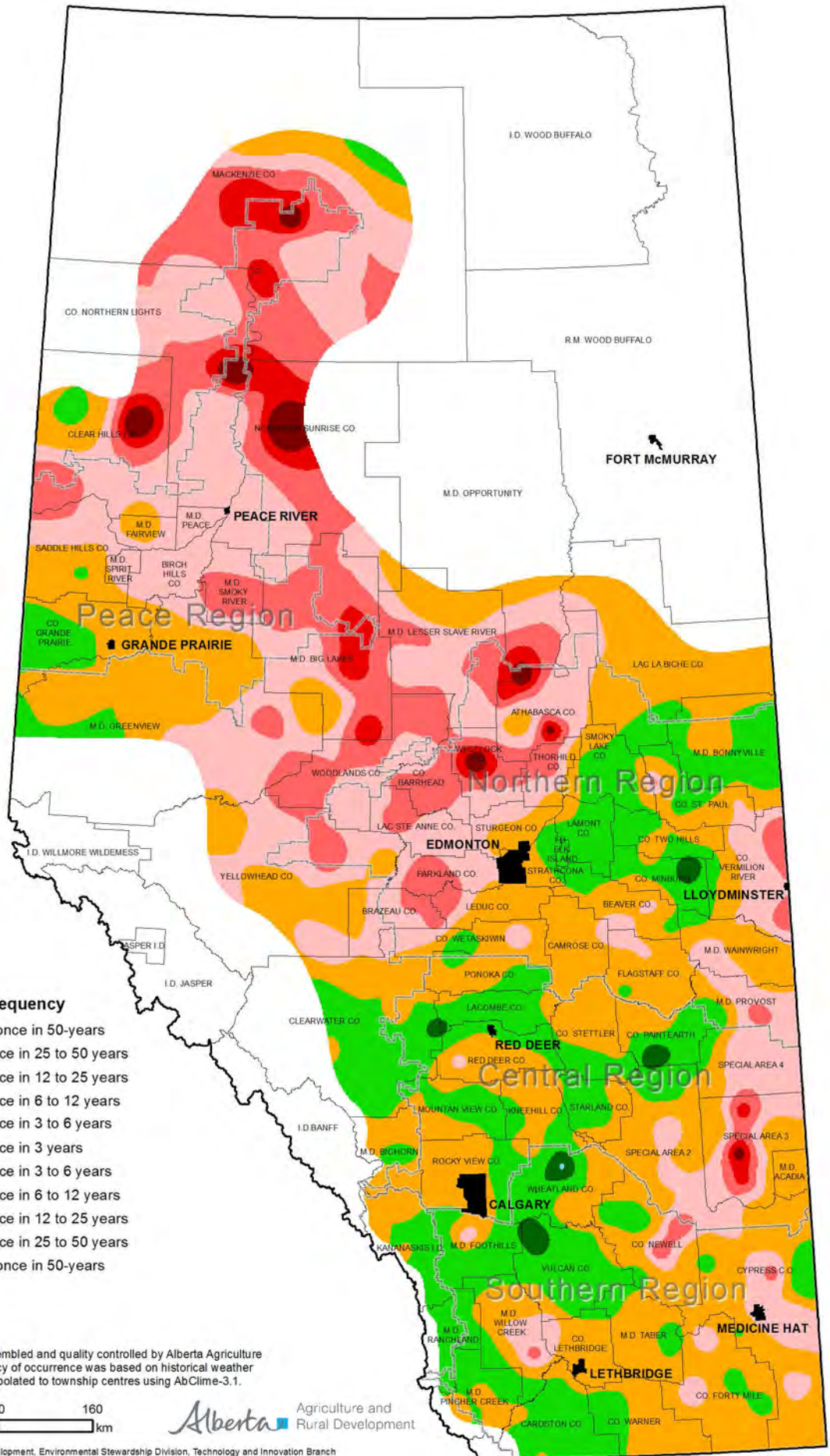
June 01, 2015 to  
July 19, 2015

Condition	Frequency
	< once in 50-years
	once in 25 to 50 years
	once in 12 to 25 years
	once in 6 to 12 years
	once in 3 to 6 years
	once in 3 years
	once in 3 to 6 years
	once in 6 to 12 years
	once in 12 to 25 years
	once in 25 to 50 years
	< once in 50-years

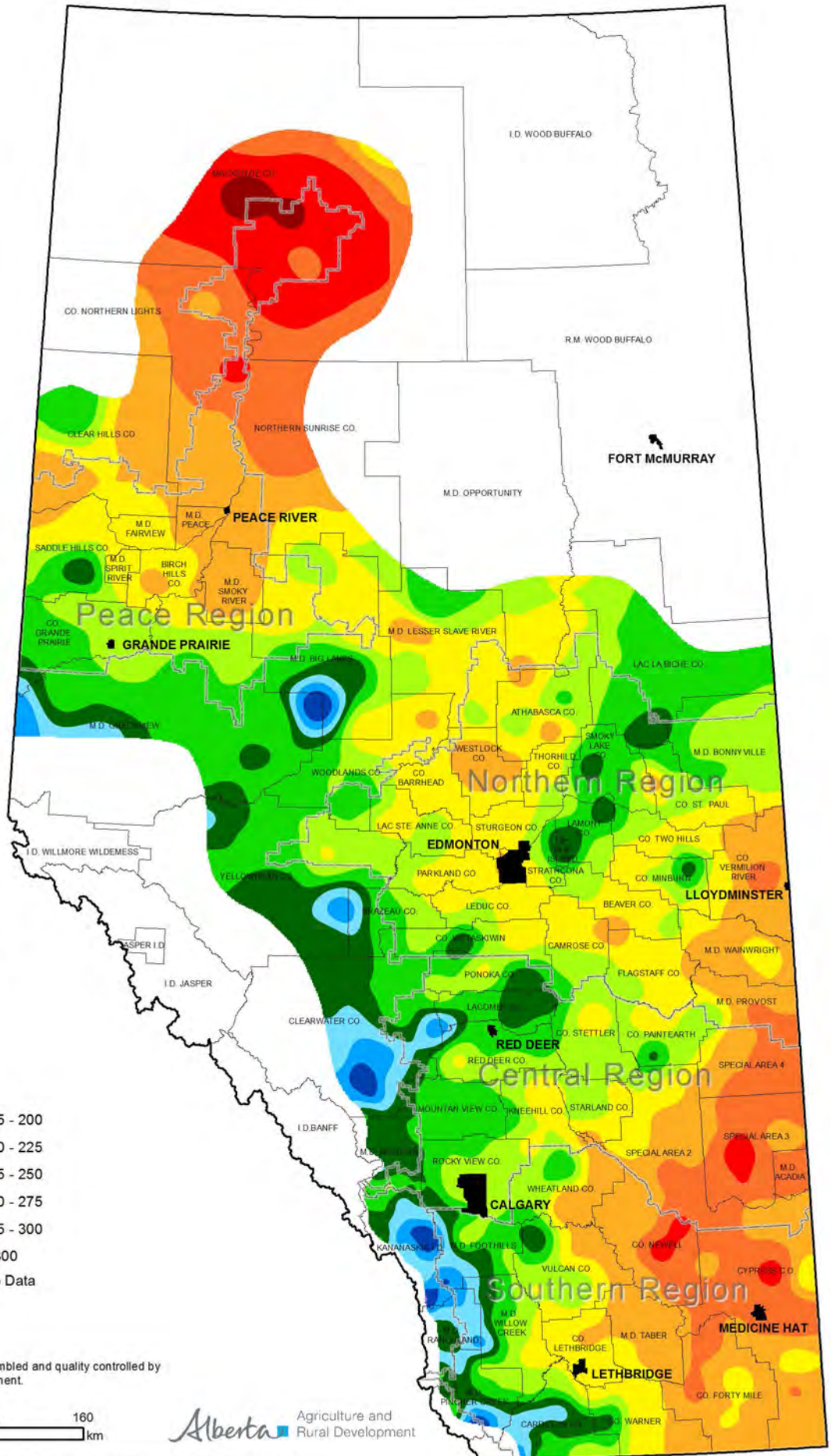
Near-real-time weather data was assembled and quality controlled by Alberta Agriculture and Rural Development. The frequency of occurrence was based on historical weather data from the 1961-2010 period, interpolated to township centres using AbClime-3.1.



Compiled by Alberta Agriculture and Rural Development, Environmental Stewardship Division, Technology and Innovation Branch  
Created on July 20, 2015







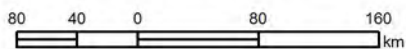
**Growing Season  
Precipitation to Date**

April 01, 2015 to  
July 19, 2015

**Precipitation (mm)**

0 - 25	175 - 200
25 - 50	200 - 225
50 - 75	225 - 250
75 - 100	250 - 275
100 - 125	275 - 300
125 - 150	> 300
150 - 175	No Data

Near-real-time weather data was assembled and quality controlled by Alberta Agriculture and Rural Development.



Alberta Agriculture and Rural Development

Compiled by Alberta Agriculture and Rural Development, Environmental Stewardship Division, Technology and Innovation Branch  
Created on July 20, 2015

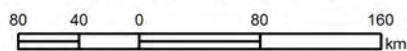


### Spring Wheat Soil Moisture Reserves Relative to Long Term Normal to a Depth of 120 cm

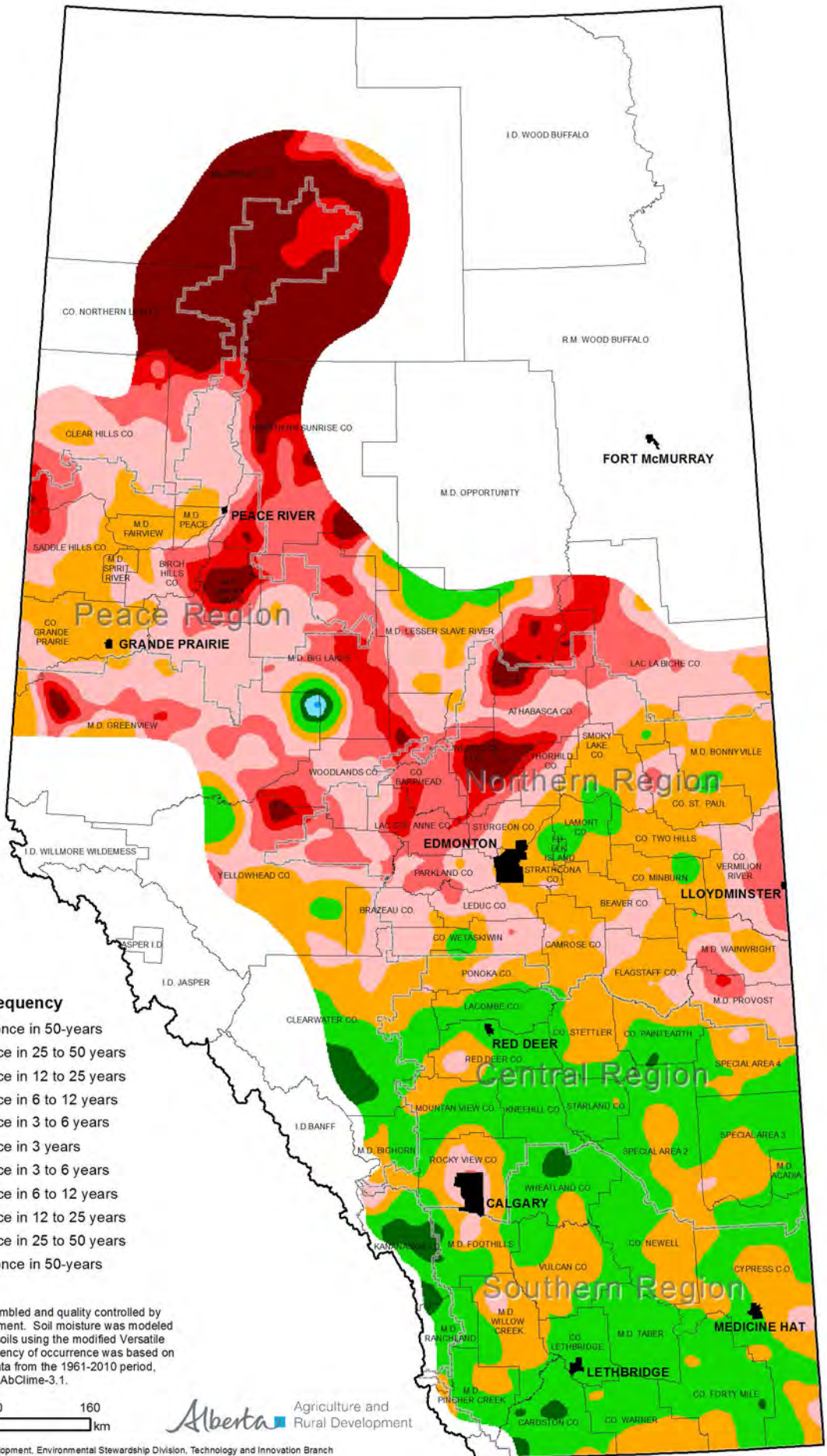
Estimated as of July 19, 2015

Condition	Frequency
	driest < once in 50-years
	extremely low once in 25 to 50 years
	very low once in 12 to 25 years
	low once in 6 to 12 years
	moderately low once in 3 to 6 years
	near normal once in 3 years
	moderately high once in 3 to 6 years
	high once in 6 to 12 years
	very high once in 12 to 25 years
	extremely high once in 25 to 50 years
	wettest < once in 50-years
	no data

Near-real-time weather data was assembled and quality controlled by Alberta Agriculture and Rural Development. Soil moisture was modeled for spring wheat on medium textured soils using the modified Versatile Soil Moisture Budget V-2.0. The frequency of occurrence was based on model runs using historical weather data from the 1961-2010 period, interpolated to township centres using AbClim-3.1.















Compiled by Alberta Agriculture and Rural Development, Environmental Stewardship Division, Technology and Innovation Branch  
Created on July 20, 2015





# 60-Day Average Daily Mean Temperature Relative to Long Term Normal

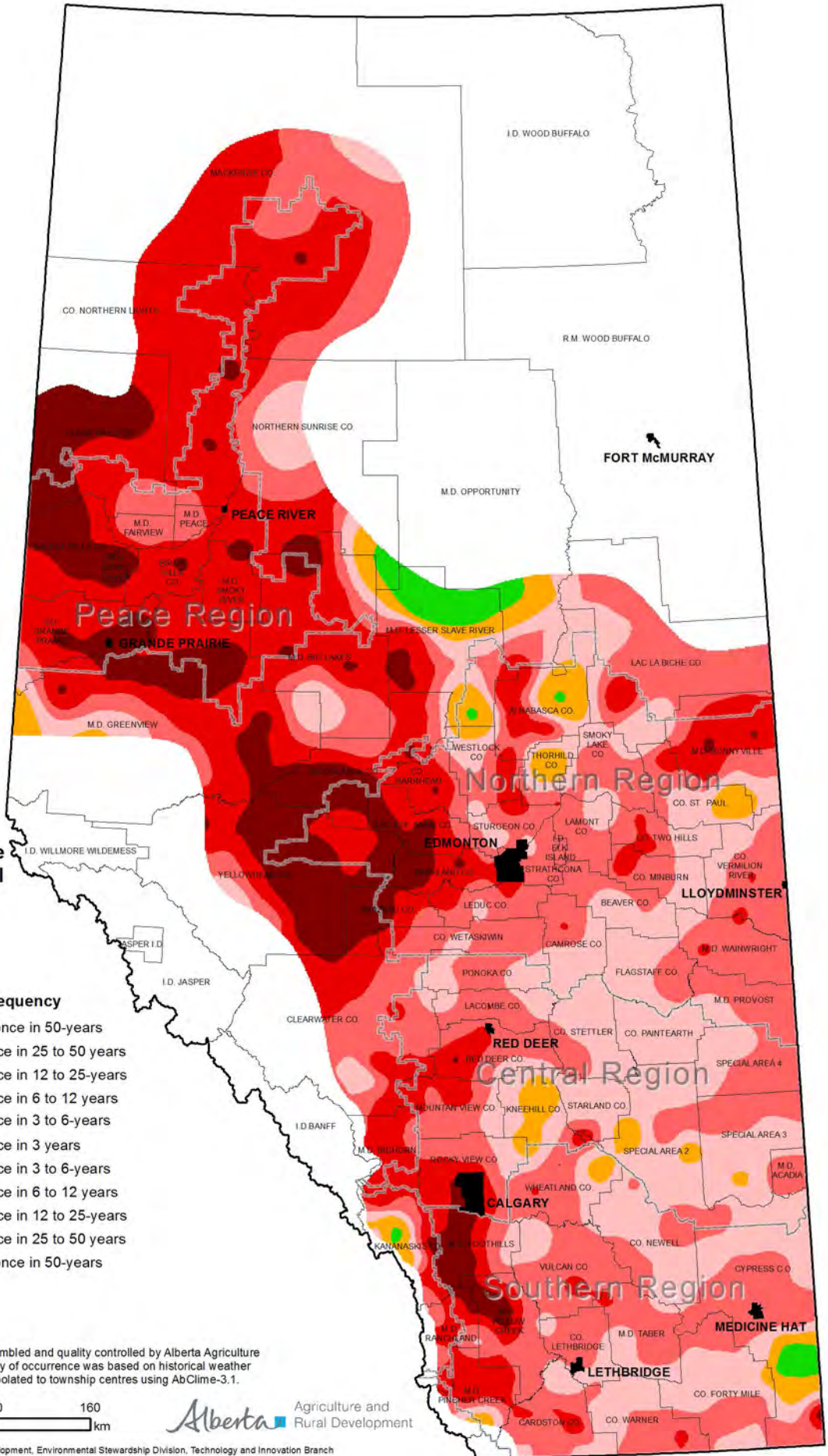
May 21, 2015 to July 19, 2015

Condition	Frequency
 warmest	< once in 50-years
 extremely warm	once in 25 to 50 years
 very warm	once in 12 to 25-years
 warm	once in 6 to 12 years
 moderately warm	once in 3 to 6-years
 near normal	once in 3 years
 moderately cool	once in 3 to 6-years
 cool	once in 6 to 12 years
 very cool	once in 12 to 25-years
 extremely cool	once in 25 to 50 years
 coldest	< once in 50-years
 no data	

Near-real-time weather data was assembled and quality controlled by Alberta Agriculture and Rural Development. The frequency of occurrence was based on historical weather data from the 1961-2010 period, interpolated to township centres using AbClime-3.1.



Compiled by Alberta Agriculture and Rural Development, Environmental Stewardship Division, Technology and Innovation Branch  
Created on July 20, 2015



Mackenzie County

July 20, 2015

Box 640

Fort Vermilion, Ab

TOH 1N0

Mackenzie County Council,

As you are aware, Mackenzie County is experiencing a very dry year and we are finding it difficult to put up enough hay for our 600+ head of cattle. If we are unsuccessful in finding a local feed source, we will be forced to sell our livestock, greatly reducing the cattle in Mackenzie County.

In June we applied for 2 haying permits of slough grass with Alberta Agriculture & Forestry. Keeping in mind the time required for authorizations, we feel that we allowed plenty of time to obtain authorization, and to bale quality slough grass as our forefathers have done here in the past. However over 6+ weeks later, we are still awaiting approval from Alberta Agriculture & Forestry. Our families are longtime residents of Mackenzie County, and are requesting Councils assistance in helping facilitate, and speed along the applications to ensure we are able to feed our livestock, and continue to farm in Mackenzie County.

We feel that we have done our due diligence in applying for these permits through Alberta Agriculture & Forestry; however we are currently left waiting for authorization to hay, while grass feed ripens and loses quality daily.

We and other Mackenzie County farmers are requesting your assistance with Alberta Agriculture & Forestry in expediting the permit approval process, and to encourage them to have a little flexibility in their rules, in regards to the Agricultural Disaster & Drought in Mackenzie County.

Thank you for your consideration, and we would be happy to discuss this further at your convenience.


Allan & Cindy Batt 780-926-1338

SE-27-109-14-W5



Terry & Jennifer Batt 780-926-1428

SE-22-109-14-W5



Kim & Kathy Bancarz 780-285-4695

SW-27-109-14-W5



July 15, 2015

Raymond Croy  
Box 3232  
High Level, AB  
T0H 1Z0

Dear Mr. Croy:

**Subject: Request for Head Tax Permit on S-35-108-16-W5**

Your request for a Head Tax Permit for S-35-108-16-W5 was received on July 7<sup>th</sup>, 2015.

This parcel of crown land is designated by Tourism, Parks and Recreation as a Natural Area. As there is an Order-in -Council for the Natural Area we cannot issue an Agricultural Authorization on the above lands.

Given the restriction on the above lands the Hay Authorization Application has been denied. Please do not hesitate to contact me to discuss this issue further.

Yours truly,



Hilary Baker

Enclosure

cc: Land File

## Information Bulletin

July 17, 2015

### AFSC claim numbers related to dry conditions

#### ***Producers contacting Corporation to use hay and crops for alternate use***

*Lacombe – Agriculture Financial Services Corporation (AFSC) has received a number of claims from producers looking to turn their annual and perennials crops into an alternate use as a result of the dry conditions across the province.*

*Below are the numbers of claims, how many are waiting to be processed, waiting to be assigned to an inspector, with an inspector, in the review process and approved. These numbers are broken down by provincial total and by area.*

Area	Inspection type	Total	Outstanding	to Assign	Out with Ins.	Rev/Process	Approved
Provincial	Reseed	561	23	4	1	19	307
	Hail Acceptance	102	6	2	0	4	0
	Hail Endorsement	2034	858	365	313	166	651
	Straight Hail	665	318	146	111	56	182
	Pre-Harvest Hay	199	157	3	19	135	0
	Pre-Harvest Crop	623	524	193	146	185	5
		<b>4184</b>	<b>1886</b>	<b>713</b>	<b>590</b>	<b>565</b>	<b>1145</b>
North	Reseed	49	3	0	1	2	34
	Hail Acceptance	0	<b>0</b>	<b>0</b>	0	0	0
	Hail Endorsement	7	5	0	0	0	0
	Straight Hail	3	1	1	0	0	2
	Pre-Harvest Hay	5	4	0	2	2	1
	Pre-Harvest Crop	43	38	14	15	9	0
		<b>107</b>	<b>51</b>	<b>15</b>	<b>18</b>	<b>13</b>	<b>37</b>
Central	Reseed	272	8	2	0	5	163
	Hail Acceptance	25	<b>0</b>	<b>0</b>	0	25	0
	Hail Endorsement	359	92	39	35	18	146
	Straight Hail	72	23	14	7	2	27
	Pre-Harvest Hay	51	48	1	6	41	0
	Pre-Harvest Crop	185	150	72	33	45	2
		<b>964</b>	<b>321</b>	<b>128</b>	<b>81</b>	<b>136</b>	<b>338</b>



Parkland	Reseed	160	9	1	0	8	79
	Hail Acceptance	16	<b>3</b>	<b>1</b>	0	2	0
	Hail Endorsement	470	176	57	72	46	168
	Straight Hail	78	21	4	6	11	28
	Pre-Harvest Hay	133	98	1	10	87	0
	Pre-Harvest Crop	148	120	31	42	47	0
		<b>1005</b>	<b>427</b>	<b>95</b>	<b>130</b>	<b>201</b>	<b>275</b>
<hr/>							
South	Reseed	80	4	1	0	3	31
	Hail Acceptance	61	<b>3</b>	<b>1</b>	0	2	0
	Hail Endorsement	1179	579	266	198	99	334
	Straight Hail	512	273	127	98	43	125
	Pre-Harvest Hay	10	7	1	1	5	0
	Pre-Harvest Crop	247	216	76	56	84	3
		<b>2089</b>	<b>1082</b>	<b>472</b>	<b>353</b>	<b>236</b>	<b>493</b>

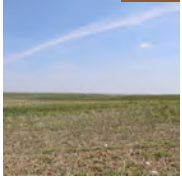
These numbers will be updated every Friday until conditions change.

Information on soil moisture in the province is available on the Agriculture & Forestry website at [www1.agric.gov.ab.ca](http://www1.agric.gov.ab.ca). For more information on AFSC services call 1-877-899-AFSC (2372) or visit [www.afsc.ca](http://www.afsc.ca).

- 30 -

**Media inquiries may be directed to:**

Nikki Booth  
 Communications  
 AFSC  
 O: 780-644-2152  
 C: 780-718-9555



## LOW YIELD FACT SHEET

AFSC Clients have the option to put insured crops to another use or harvest them. AFSC does not insist that clients harvest crops if the intent is to use them for an alternate purpose, but clients are required to contact AFSC before proceeding to put a crop to another use.

For more information, please see the Annual and Perennial Alternate Use fact sheets.

### Process for Low Yield Appraisals

AFSC's legislation and federal/provincial/territorial agreements, which the contract of insurance follows, require both harvested production and appraised production of a crop be accounted for in determining claim payments. When a client wants to use a crop for an alternate use such as livestock feed, AFSC will determine the appraised production through representative counts of viable plants and kernels/seeds across a field at on the day of the inspection assuming normal conditions exist for the remainder of the growing season. This appraised production will be added to harvested production, if any, for total production for a crop in calculating a claim payment and future coverage. If the client decides not to use the crop for an alternate use and harvests it, than the harvested yield will be used in calculating a claim payment and future coverage.

There are only two situations no appraised yield will be added to the production of a crop in calculating a claim. First, if AFSC determines the appraised production to be zero from the plant counts. Second, there is an allowance for low yield which reduces the production used to calculate a claim. The legislation and AFSC recognized there is additional crop loss and equipment cost with low yielding crops and provides additional claim compensation. The table below outlines this allowance. For hay crops the allowance for low yield begins at 30 per cent of normal with no production being counted below 20 per cent of normal production.

July 17, 2015

## Allowance for Low Yield Table

Crop	Harvested Production and/or Appraised Potential Production (kg/acre)	Yield to Count (kg/acre)
Cereals, Canary Seed, Field Peas & Faba Beans	80 or less	0
	81 to 120	25
	121 to 150	50
	Over 150	Full
Oilseeds	60 or less	0
	61 to 80	25
	Over 80	Full
Lentils, Camelina & Desi Chickpeas	40 or less	0
	Over 4	Full
Kabuli Chickpeas, Hemp Grain	25 or less	0
	Over 25	Full
Dry Beans	80 or less	0
	81 to 100	15
	101 to 120	30
	Over 120	Full

To convert the Kgs per acre to bushels use the table below

For example     Barley – 80 kg x .0441 = 3.528 bu per acre  
                          Canola – 60 kg x .0441 = 2.646 bu per acre

Crop	kg to bu
Barley	0.0441
Canola	0.0441
Corn	0.0394
Hemp	0.0440
Mixed Grain	0.0501
Oats	0.0538
Pulse	0.0367
Rye/Flax	0.0394
Safflower	0.0586

Crop	kg to bu
Triticale	0.0424
Wht_ESS	0.0367
Wht-CPS	0.0367
Wht-Durum	0.0367
Wht-HRS	0.0367
Wht-HRW	0.0367
Wht-HWS	0.0367
Wht-SWS	0.0367

July 17, 2015



## DRY CONDITIONS FACTSHEET PUTTING CROPS TO ALTERNATE USE PROCESS

### Annual Crops

Clients wishing to use their insured crop acres for an alternate use will need to contact AFSC and request approval to do this and arrange for a pre-harvest inspection.

1. Contact your local branch as you will need to set up an inspection
2. Be prepared to answer the following questions:
  - a. What is your insured crop?
  - b. What is your land description/location of the crop?
  - c. Is it a partial or total acres?
  - d. What is the intended alternate use – graze/pasture, silage, baling or plowing down

You must contact your local branch office before using your crop for another use, or your insurance policy will not cover any losses. If AFSC will be delayed inspecting the field, exclosures or inspection strips may be authorized.

### Exclosures

If your intent is to use your crop as pasture land, AFSC may give you the option to place a sufficient number of exclosures that are fenced off, and representative of the field. The placement and maintenance of these sites and associated costs are solely your responsibility.

**Exclosures standards are:** a minimum of two sites per field up to 40 acres are required, and a minimum of one site for every additional 40 acres is also required. Clients may build sites from material they have on hand, AFSC's recommendation is to use 8 to 10 foot steel panels, gates or round bales feeders. These will have to be solidly secured to the ground and if needed, wrapped with material such as page or cement wire to protect the site from livestock grazing.

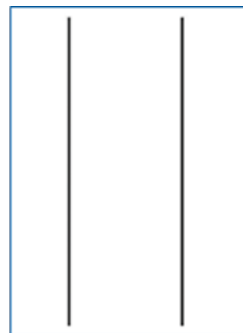
June 24, 2015



## Strips

Inspection strips are standing strips or swaths of insured crop that AFSC uses for inspection. These strips or swaths are your responsibility to maintain and they must meet the following criteria:

- Leave a strip in from the field's edge at a distance of one-third the width of that field.
- Each strip should be at a minimum 10 feet wide and span the full length of the field.
- Fields under 100 acres require 2 strips.
- Fields over 100 acres require an additional strip totaling 3 strips.
- Fields spanning multiple quarter sections require each quarter section to be treated as separate fields.



*Under 100 acres*



*Over 100 acres*

## Inspection Process

- AFSC On Farm Inspections (OFI) will assess the yield of your crop for the day that they are there based on normal conditions here on in.
- OFI will call you in advance to arrange a time to come and inspect your crop. It is preferred that you are on site and can show OFI where the damage is. This will assist AFSC in processing your claim in a timely fashion.
- Once inspection is completed, OFI will need to confirm that the crop has been put to another use. Payments will only be issued after total production of that insured crop has been accounted for.

June 24, 2015





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>July 29, 2015</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>Letter of Concern Regarding Incompatible Land Uses in the Hamlet of La Crete</b>

## **BACKGROUND / PROPOSAL:**

In its early days, the Hamlet of La Crete (as any small community in Canada) was developing with limited future planning. As a result, the County finds itself with some incompatible developments in its neighborhoods.

Please review the attached letter of concern. Please note that a similar concern from the same individual was received in 2006. Administration could not find a record whether it was discussed at the MPC level in 2006 or whether a reply letter was sent to the author. The 2012 request to address this concern was not reviewed by Council either.

## **OPTIONS & BENEFITS:**

What are Council's options?

Option 1: do nothing and deal with this when Knelsen Sand & Gravel applies for a development permit for this property.

Since no actual development of this lot is likely to happen any time soon, the County will continue receiving the ratepayer's concerns about dust and noise, etc. Therefore, this may not be the best option.

Option 2: approach Knelsen Sand & Gravel and communicate the concern in hopes that Knelsen Sand & Gravel agrees to establish a yard for their operations elsewhere within a certain time frame; and/or agrees to reduce the activities at this location to what may be viewed as acceptable by the residential neighbors.

**Author:** J. Whittleton      **Reviewed by:** \_\_\_\_\_      **CAO:** JW

A meeting with the residents in this area and representatives of Knelsen Sand & Gravel could be held (the County would facilitate this meeting).

Option 3: establish a date by which the Knelsen Sand & Gravel yard must be relocated to a different location.

This action would set a precedent. There are other existing industrial developments in close proximity to the residential subdivision in question that may find this alarming as other complaints from the residents may present themselves.

Option 4: request that MPC reviews the developments in this area of the hamlet that could potentially create conflict between the owners and recommend a plan of action to Council, with input from Administration.

There are pros and cons to all above options. While finding an immediate solution may not be easy, administration recommends that Council discusses the existing incompatible uses, including discussing the concerns with all effected landowners, in order to find a mutually agreeable solution.

**COSTS & SOURCE OF FUNDING:**

If Council decides to hold a community meeting (for this subdivision and invite Knelsen Sand and Gravel representatives), some minimal costs will be incurred and will include coffee and doughnuts for the participants; and our staff time (probably will be an evening meeting).

**SUSTAINABILITY PLAN:**

The County's current land use planning processes are much more advanced today. The above example also demonstrates that when it comes to land use planning, the County should not succumb to outside pressures of individual developers in order to avoid a potential immediate conflict, and instead think of a bigger picture and the future.

**COMMUNICATION:**

Council's decision will be communicated to the landowner.

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

For discussion.

Author: J. Whittleton      Reviewed by: \_\_\_\_\_      CAO: JW



**From:** [Michaelroy](#)  
**To:** [Peter F. Braun](#)  
**Cc:** [Joulia Whittleton](#)  
**Subject:** Knelson"s Sand & Gravel  
**Date:** Friday, July 03, 2015 11:44:25 AM

---

Good Morning

Since 2006 we have expressed our concern about the moving and storage of sand and gravel next door to our property. This process is creating an enormous amount of dust. Impossible to have windows open and keep anything clean. There are health and environmental concerns. Dust on its own also contains harmful particles that affects people adversely.

94th Ave was paved to deter a dusty environment and now in the light of the dust being created next door it seems somewhat pointless. Over the years we have observed that the residents of LaCrete take a great deal of pride in the cleanliness of their town. We found the aspect of the community to be highly desirable and appealing and commended it to our friends and acquaintances at every opportunity.

I have retired here but the dusty environment that our industrial neighbour is producing is certainly having a negative impact because we are directly next door to this unpleasant environment.

My next concern is that by allowing him to have such a development next door to residential, it has devalued my property. As a tax paying resident,with devaluation of my two properties due to these types of operations then my property taxes should be lowered. Had a huge increase in them this year.

All of the foregoing matters are serious concerns. Back in 2012,Carol Gabriel had forwarded our request John Klassen who was the Director of Environmental Services and Operations for this area and haven't heard a thing from him. We are half way through 2015 and still no response.

I realize that the MD has concerns dealing with him because he is a big tax payer and employs many people from the community,he would still be able to employ these people if his sand and gravel operations were located out of town limits.

I am seriously considering taking this issue further beyond the MD and councillors should this not be dealt with promptly and to both parties satisfaction.

Your prompt attention concerning this matter would be greatly appreciated.

Regards

Michael Roy

PH:1-867-445-3001

**From:** Carol Gabriel  
**To:** ["kmroy@arcticdata.ca"](mailto:kmroy@arcticdata.ca)  
**Cc:** [Paul Driedger](#); [Eva Schmidt](#); [Peter F. Braun](#); [Ed Froese](#)  
**Subject:** FW: Knelsen's Sand & Gravel - Industrial Lot  
**Date:** Friday, December 08, 2006 9:02:00 AM  
**Attachments:** [Knelson's Property \(L.C.\).doc](#)

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Kathryn & Mike,

Thank you for your letter and information regarding your concern on the land use of the property adjacent to yours. Please be advised that your concern has been forwarded to the Municipal Planning Commission for review.

If you have any further comments or questions please feel free to contact William Kostiw, Chief Administrative Officer, at (780) 927-3718 or (780) 841-1801 or by email to [bkostiw@md23.ab.ca](mailto:bkostiw@md23.ab.ca).

Carol Gabriel  
Executive Assistant  
Municipal District of Mackenzie No. 23  
(780) 927-3718

---

**From:** Kathryn/Michael Roy [mailto:[kmroy@arcticdata.ca](mailto:kmroy@arcticdata.ca)]  
**Sent:** Saturday, November 25, 2006 10:11 AM  
**To:** [bkostiw@md23.ab.ca](mailto:bkostiw@md23.ab.ca)  
**Cc:** [pfbraun@telus.net](mailto:pfbraun@telus.net); [pdreidger@md23.ab.ca](mailto:pdreidger@md23.ab.ca)  
**Subject:** Knelsen's Sand & Gravel - Industrial Lot

Good morning gentlemen,

As per our conversation of November 21<sup>st</sup>, 2006, I have attached a copy of our letter dated May 2<sup>nd</sup>, 2006. Please note that this letter pre-dates the permit granted for the use of the property. We had anticipated some kind of response from the MD, however, to date we have not received any. Apparently a meeting was held to discuss the matter, but we were not advised of the meeting or whether our issues were addressed at this meeting. Our understanding (from discussing this with our neighbors) was that a one year, conditional permit was granted for the property to be used as a sand and gravel yard with certain criteria to be met. Certainly, the one criterion, to keep the dust down, has not been met. I do not know what other conditions were attached to the permit and so cannot comment on those. The noise generated from the extra traffic and the banging of the tailgates of the big trucks is also an issue that should have been addressed.

We have been in La Crete numerous times over the past summer and the latest trip was just this past week. Although we do not yet reside in La Crete fulltime, during each of these trips we have observed an increase in the dust, noise and volume of trucks (traffic) on the property adjacent to ours.

It has become very uncomfortable to have to deal with all the dust, noise and the additional traffic. Now in the winter time it appears that the limited view we had is also to be obstructed by a massive amount of truck trailers that are parked on the lot and huge mounds of dirt, gravel and/or debris.

At this time, we would ask that council reconsider the land use of the property adjacent to ours and limit any future use to businesses that do not raise any environmental issues for any of the residents on all the adjacent properties.

Thank you for listening to our concerns and hope to hear from you in the near future.

KATHRYN & MICHAEL ROY  
6186 FINLAYSON DR. N.  
YELLOWKNIFE, NT  
X1A 3L6

MAY 2<sup>ND</sup>, 2006

MUNICIPAL DISTRICT OF  
MACKENZIE NO. 23  
P.O. BOX 1690  
LA CRETE, ALBERTA  
TOH 2H0

ATTENTION: EVA SCHMIDT and/or MD OF MACKENZIE #23 COUNCIL

RE: KNELSON'S PROPERTY – GRAVEL STORAGE ON 94<sup>TH</sup> AVE.  
ADJACENT TOLOT 5, BLOCK 1, PLAN 892 0732, LA CRETE, ALBERTA

It has come to our attention that the industrial property immediately next door to our residential property is being used as a gravel storage yard. Apparently this entails the use of large vehicles moving the materials onto the property for storage and then removing the materials as needed. This process is creating an enormous amount of dust "fallout" for lack of a better word and the dust is traveling and settling in and on all the surrounding residential properties.

I would like to take this opportunity to express our concerns regarding the current use of the adjacent industrial property. If council has not already granted permission for the property to be used as a gravel storage site, I would strongly urge you to review all the adjacent owners concerns (ours included) and limit the use of the property for a number of reasons.

Our first concern is the location of this type of facility. The nature of moving and storing this type of material would be better suited on property outside of the town boundaries. With the growth and expansion that the MD is experiencing, long term solutions should be considered prior to some individual's short term gain. The location of this type of facility in the middle of town will do nothing to enhance growth in and around this area. Not only will the residential area to the east of the property be adversely affected, but if the wind blows in the other direction, so will the rest of the town to the west of the property or any other direction that the wind may blow! It actually may discourage growth in both the industrial and residential areas.

.../2

Our second concern is a health and environmental concern. I do not know if there are any chemicals mixed with the gravel (for whatever reason) or if the fallout is purely gravel dust. Crushed gravel dust on its own also contains harmful particles that affects people adversely. In any case my allergies and asthma do not differentiate between chemical dust and gravel dust. Dust of any kind in abnormal quantities aggravates both of these conditions. Chemicals mixed in with the gravel are also released into the air as dust when the gravel is unloaded or moved and this would cause a serious environmental concern. I can only speak for myself, but I am sure there may be more residents that may have the same or different health related concerns with regards to the abnormally high quantities of dust this operation is producing.

I would also point out that 94<sup>th</sup> Avenue was just paved last year to deter a dusty environment and now in light of the dust being created next door it seems somewhat pointless. The dirty, dusty environment this operation is creating is very undesirable in that we, as residents, can no longer enjoy the outdoors without intensive cleaning first and even that does not bring any joy as who wants to continually clean before enjoy the natural outdoors. Over the years we have observed that the residents of La Crete take a great deal of pride in the cleanliness of their town and in the maintenance of their properties. We both found this aspect of the Community to be highly desirable and appealing and commended it to our friends and acquaintances at every opportunity.

My husband and I bought my parents property with the intention of retiring to a location that has beautiful clean air environment and La Crete seemed to fit that criteria. In the last couple of years we have spent a significant amount of time in La Crete, enjoying this particular aspect of small town living and bringing our friends and relatives to the community to enjoy the same. The dusty environment that our industrial neighbor is producing will certainly have a negative impact on us because we are directly next door to this unpleasant environment.

This brings us to the next concern that we have which is a high potential of devalued residential properties. When we purchased the property we were fully aware that the adjacent properties were zoned for industrial use. We did not, however, anticipate that this zoning would impact us in such a manner where our properties would be devalued due to the nature of the use of the industrial properties. As a tax paying resident, if our property is devalued due to these types of operations, then council would need to consider lowering our property taxes accordingly.

.../3

All of the foregoing matters are serious concerns we have and would ask that council take them into consideration and not grant a land use permit for this type of operation in the adjacent industrial zoned properties. May we suggest that council call a general meeting to address all the concerns raised by the surrounding residents and/or any one else that may be concerned about the nature of the use of industrial properties in order to seek a viable alternate solution.

Your prompt attention concerning this matter would be greatly appreciated. We look forward to hearing from you at your earliest convenience.

Sincerely,

Kathryn & Michael Roy

La Crete address:  
#9510 – 94<sup>th</sup> Ave.  
La Crete, AB  
T0H 2H0

Yellowknife Address:  
6186 Finlayson Dr. N.  
Yellowknife, NT  
X1A 3L6

e-mail: [kmroy@arcticdata.ca](mailto:kmroy@arcticdata.ca)  
phone: 867-873-5614  
cell: 867-444-1521  
fax: 867-873-2771





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>July 29, 2015</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>Subdivision Improvement Request</b>

**BACKGROUND / PROPOSAL:**

The County’s subdivision standards have changed over the years, resulting in some subdivisions not having street lights, paved streets, fire hydrants, etc. Please note that some subdivisions were not meant to have urban infrastructure. These subdivisions usually have much larger, country style lots. That being said, as time goes by, people’s expectations about adequacy of municipal infrastructure in their neighborhoods change.

**OPTIONS & BENEFITS:**

Please review the attached letter.

The author is referring to the subdivision whereby the ratepayers requested a meeting with administration and their local councilor. Administration had organized a community meeting for the people within this subdivision. Their main concern at that time was lack of pavement. Administration explained the petition process to Council and that 100% of costs would be charged back to the owners through a local improvement tax. They agreed at that time that paving the internal streets was not feasible until all houses have been constructed, and were receptive of the local improvement tax concept. At the same time, they asked if the County would consider a walking trail so pedestrians could connect to the existing walking trail infrastructure; they also requested installation of three street lights. Administration had obtained quotes and presented this information to Council during a budget meeting. This project was completed a couple of years ago. The walking trail now extends to this subdivision’s entry point.

Administration recommends that quotes be obtained for installing a standalone sidewalk from this subdivision entry, along 94<sup>th</sup> Street connecting to the existing sidewalks; and to obtain a quote for installing street lights on street corners within this subdivision.

**Author:** J. Whittleton      **Reviewed by:** \_\_\_\_\_      **CAO:** JW

Administration also recommends hosting a “neighborhood” meeting to hear other property owners concerns (within this subdivision).

**COSTS & SOURCE OF FUNDING:**

**SUSTAINABILITY PLAN:**

Mackenzie County’s sustainability plan includes recommendations for having appropriate planning guidelines for community and infrastructure development. Any time the County deviates from an established guideline, the County encounters issues that would be nil otherwise.

**COMMUNICATION:**

Administration will communicate Council’s decision to the author.

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

For discussion.

Author: \_\_\_\_\_ Reviewed by: \_\_\_\_\_ CAO: JW



**From:** [John W. Driedger](mailto:John.W.Driedger)  
**To:** [Joulia Whittleton](mailto:Joulia.Whittleton)  
**Subject:** Fwd: Subdivision Improvements  
**Date:** July-21-15 1:05:39 AM

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Sent from my iPad

Begin forwarded message:

**From:** Norman Buhler <[normanb@fvsd.ab.ca](mailto:normanb@fvsd.ab.ca)>  
**Date:** July 16, 2015 at 2:28:13 PM MDT  
**To:** "John W. Driedger" <[john@mackenziecounty.com](mailto:john@mackenziecounty.com)>  
**Subject: Subdivision Improvements**

Good Afternoon Mr. Driedger,

I recently went to visit the County office to discuss what I believe is a lack of service in the subdivision that I currently live in. My address is 9901 95 Street (Frank Goertzen subdivision) within the town limits of La Crete. I was not going to complain about the amount of property taxes that I pay as long as I receive fair treatment as far as local improvements in my area. The original reason for my visit to the County office is that I recently noticed that there have been street lights and access to a walking trail made in a similar acreage subdivision just on the the north end of town. (Wally Wiebe's subdivision) When I spoke to the County employee's I was told that the subdivision lobbied their local councilor for their improvements. This process is fine but what bothers me is that with that decision all similar subdivisions should have received the same treatment keeping it as fair as possible for all parties.

So my request is that our subdivision receive street lights at all the street corners for public safety. My children currently are not allowed to take our dogs for walks in winter due to the lack of visibility in our area.

Secondly our gravel roads are currently have calcium being applied on an annual basis for which I am grateful for. With the exception of the beginning of spring when there is a lot of dust prior to the application of the calcium. I have seen that the County has applied an oil gravel application on some of the roads on the edge of La Crete which have produced a cheap version of pavement. As well this application is suppose to have a life of three years at which time it needs to be redone. It is my understanding that the input costs of three years of calcium is comparable to the oil gravel application. Please consider this to be done in our subdivision as well as other similar type subdivisions in the La Crete area.

Lastly it is my understanding that Frank Goertzen is attempting to subdivide additional acreage lots and he is currently at odds with the county as far a subdivision requirements. Please ensure that future

subdivisions that are completed are not done in a substandard way. If this is not done the County will only be putting themselves in a position where they may need to pay the costs of improvements that should have been made by the developer.

Thank you for your consideration and I look forward to hearing from you.

**Norman Buhler**  
**Secretary Treasurer**  
Fort Vermilion School Division  
Phone: 780-927-3766  
Cell: 780-841-2905



Mackenzie County

## REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>July 29, 2015</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>La Crete Recreation Board – Request for Letter of Support</b>

### **BACKGROUND / PROPOSAL:**

Mackenzie County provides various forms of support to the local non-profit groups.

### **OPTIONS & BENEFITS:**

Please see the La Crete Recreation Board's request for a letter of support for their playground application.

### **COSTS & SOURCE OF FUNDING:**

NA

### **SUSTAINABILITY PLAN:**

NA

### **COMMUNICATION:**

NA

Author: J. Whittleton Reviewed by: \_\_\_\_\_ CAO: JW

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That a letter of support be provided to the La Crete Recreation Society for their application to Alberta Blue Cross Healthy Communities Program for a playground at the Ball Park.

Author: \_\_\_\_\_ Reviewed by: \_\_\_\_\_ CAO: JW

**From:** [eddarb@telus.net](mailto:eddarb@telus.net)  
**To:** [Joulia Whittleton](#)  
**Cc:** [Carol Gabriel](#); [Peter F. Braun](#)  
**Subject:** Letter of Support Request  
**Date:** July-21-15 9:19:15 PM

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I am submitting a funding application to Alberta Blue Cross Healthy Communities Grant Program on behalf of the La Crete Recreation Society for a playground at the Ball Park in La Crete for \$48,337.07 and am requesting a letter of support from the County to assist our application.

If you are able to provide the requested support letter it would be much appreciated. If you have any questions please feel free to ask.

Thank you,  
Darlene Bergen





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>July 29, 2015</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>Information/Correspondence</b>

## **BACKGROUND / PROPOSAL:**

The following items are attached for your information, review, and action if required.

- Correspondence – Rainbow Lake Family Centre (2015 Grant Application)
- Correspondence – Alberta Agriculture & Forestry (ASB 2015 Grant)
- Correspondence – SARDA (Meeting Request)
- Correspondence – Minister of Transport (Rail Service for Grain in Canada) (Tri-County Letter)
- Mackenzie Housing Management Board Meeting Minutes – May 28, 2015
- High Level Forests Public Advisory Group Meeting Minutes – June 16, 2015
- REDI Meeting Minutes – June 15, 2015
- Northern Alberta Water & Wastewater Stakeholders Group Meeting Minutes – June 12, 2015
- AAMDC Member Bulletin – Drought Information for Agricultural Producers
- Alberta Community Resilience Program
- Primary Care Connection
- RCMP Statistics – June 2015 (High Level Detachment)
- Tolko Annual Performance Reporting
- Alberta’s Premier Forum for Rural Knowledge Exchange and Network Development
- 
- 
- 

## **OPTIONS & BENEFITS:**

**Author:** C. Gabriel      **Reviewed by:** \_\_\_\_\_      **CAO:** \_\_\_\_\_

**COSTS & SOURCE OF FUNDING:**

**SUSTAINABILITY PLAN:**

**COMMUNICATION:**

**RECOMMENDED ACTION:**

- Simple Majority       Requires 2/3       Requires Unanimous

That the information/correspondence items be accepted for information purposes.

Author: C. Gabriel      Reviewed by: \_\_\_\_\_      CAO: \_\_\_\_\_





*Mackenzie County*

P.O. Box 640, 4511-46 Avenue, Fort Vermilion, AB T0H 1N0  
P: (780) 927-3718 Toll Free: 1-877-927-0677 F: (780) 927-4266  
www.mackenziecounty.com  
office@mackenziecounty.com

June 16, 2015

Julia Darling  
Rainbow Lake Family Centre  
P.O. Box 367  
Rainbow Lake, AB T0H 2Y0

Dear Juila,

**RE: 2015 GRANT APPLICATION**

The purpose of this letter is to advise you of Council's decision to utilize funds from the Grant monies to purchase and install an Air Conditioning unit at the Rainbow Lake Family Centre.

Unfortunately, Mackenzie County Council came to the decision not to fund the air conditioning unit and installment. Therefore, we request that the \$6,500 be returned to the County as the grant funds were specific for the playground equipment.

We are glad to see that the \$3,500 was put towards good use on the playground equipment for the children. We are sure the children will enjoy the new equipment for years to come.

Should you have any questions regarding this, please call me at (780) 927-3718.

Yours truly,

Joulia Whittleton  
Chief Administrative Officer

c. Mackenzie County Council

July 10, 2015

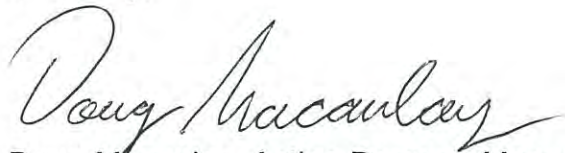
Mr. Joe Peters, ASB Chair  
Mackenzie County  
Box 640  
Fort Vermilion, AB T0H 1N0

Dear Mr. Peters:

I am pleased to advise you that your Agricultural Service Board (ASB) has been approved for an allocation of \$183,359.46 for the 2015 grant year. This amount includes \$168,359.46 for the Legislative Funding Stream and \$15,000.00 for the Environmental Funding Stream. This amount is the entire amount for the 2015 grant year and will be directly deposited to your municipal account shortly.

Please contact the ASB Program office directly if you have any questions regarding the grant allocation at (780) 427-4213.

Sincerely,



Doug Macaulay, Acting Program Manager  
Agricultural Service Board Program

cc: Grant Smith, Agricultural Fieldman  
Joulia Whittleton, CAO

RECEIVED  
JUL 20 2015

MACKENZIE COUNTY  
FLEXIBLE OFFICE



Telephone: (780) 837-2900  
Fax: (780) 837-8223  
email: [manager@sarda.ca](mailto:manager@sarda.ca)  
Box 90, Falher AB T0H 1M0

**Smoky Applied Research & Demonstration Association**

July 12, 2015

Attn: Peace Region Reeves

Dear Sir/Madam:

Re: SARDA Letter to MLA's

Enclosed are copies of letters that SARDA has forwarded to the peace region MLA's. Since we receive financial assistance and work cooperatively with most of you the board members felt it important that respective municipalities are aware of our action. If you have and question or concerns please direct them to myself..

Sincerely,

A handwritten signature in black ink, appearing to read 'Charles Turcotte', written in a cursive style.

Charles Turcotte, Chairman  
Phone: 780-837-1084  
Email: [chinook@serbnet.com](mailto:chinook@serbnet.com)

RECEIVED  
JUL 16 2015

MACKENZIE COUNTY  
FORT VERMILION OFFICE

*"SARDA - facilitating the transfer of unbiased information between research institutions, industry and agricultural producers"*



Telephone: (780) 837-2900  
Fax: (780) 837-8223  
email: [manager@sarda.ca](mailto:manager@sarda.ca)  
Box 90, Father AB T0H 1M0

## Smoky Applied Research & Demonstration Association

July 12, 2015

Ms. Danielle Larivee  
MLA, Lesser Slave Lake  
513G Legislature Building  
10800-97th Ave.  
Edmonton, Alberta T5K 2B6

Dear Ms. Larivee;

Re: Meeting Request

The board members of SARDA would like to congratulate you on your election as an MLA. We look forward to meeting you at your earliest convenience.

In addition to this cover letter, you will find enclosed in this package our annual report and your CC'd copy of a letter to the Honorable Oneil Carlier, Minister of Agriculture and Forestry. The letter to Minister Carlier provides an introduction to who we are and what we do. So for brevity, we will simply refer you to our Mission statement at the bottom of this page.

We realize that members of government are extremely busy individuals but we have also learned through years of experience that getting to know our local representative is important.

We will be presenting information about our programs and services to the Peace Region Agricultural Service Boards on November 5, 2015 in Guy, Alberta. Norm Boulet, the Agricultural Fieldman for the MD of Smoky River is organizing and coordinating this meeting should you have any questions about it.

We appreciate past support to our association through the Agriculture Opportunities Fund (AOF). We look forward to meeting with you to discuss mutual strategic visions and your continued vital funding support of our programs so we can move forward assisting crop production with continued success.

Sincerely,

Charles Turcotte, Chairman  
Phone: 780-837-1084  
Email: [chinook@serbnet.com](mailto:chinook@serbnet.com)

*"SARDA - facilitating the transfer of unbiased information between research institutions, industry and agricultural producers"*



Telephone: (780) 837-2900  
Fax: (780) 837-8223  
email: [manager@sarda.ca](mailto:manager@sarda.ca)  
Box 90, Falher AB T0H 1M0

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## Smoky Applied Research & Demonstration Association

July 12, 2015

Ms. Debbie Jabbour  
MLA, Peace River  
513E Legislature Building  
10800-97th Ave.  
Edmonton, Alberta T5K 2B6

Dear Ms. Jabbour;

Re: Meeting Request

The board members of SARDA would like to congratulate you on your election as an MLA. We look forward to meeting you at your earliest convenience.

In addition to this cover letter, you will find enclosed in this package our annual report and your CC'd copy of a letter to the Honorable Oneil Carlier, Minister of Agriculture and Forestry. The letter to Minister Carlier provides an introduction to who we are and what we do. So for brevity, we will simply refer you to our Mission statement at the bottom of this page.

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Sincerely,

Charles Turcotte, Chairman  
Phone: 780-837-1084  
Email: [chinook@serbnet.com](mailto:chinook@serbnet.com)

*"SARDA - facilitating the transfer of unbiased information between research institutions, industry and agricultural producers"*



Telephone: (780) 837-2900  
Fax: (780) 837-8223  
email: [manager@sarda.ca](mailto:manager@sarda.ca)  
Box 90, Falher AB T0H 1M0

## Smoky Applied Research & Demonstration Association

July 12, 2015

Honourable Margaret McCuaig-Boyd  
MLA, Dunvegan-Central Peace-Notley  
Minister of Energy  
408 Legislature Building  
10800-97th Ave.  
Edmonton, Alberta T5K 2B6

Honourable Minister McCuaig-Boyd

### Re: Meeting Request

The board members of SARDA would like to congratulate you on your election as an MLA and your appointment as Minister of Energy. We look forward to meeting you at your earliest convenience.

In addition to this cover letter, you will find enclosed in this package our annual report and your CC'd copy of a letter to the Honorable Oneil Carlier, Minister of Agriculture and Forestry. The letter to Minister Carlier provides an introduction to who we are and what we do. So for brevity, we will simply refer you to our Mission statement at the bottom of this page.

We realize that members of government are extremely busy individuals but we have also learned through years of experience that getting to know our local representative is important.

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We appreciate past support to our association through the Agriculture Opportunities Fund (AOF). We look forward to meeting with you to discuss mutual strategic visions and your continued vital funding support of our programs so we can move forward assisting crop production with continued success.

Sincerely,

Charles Turcotte, Chairman  
Phone: 780-837-1084  
Email: [chinook@serbnet.com](mailto:chinook@serbnet.com)

*"SARDA - facilitating the transfer of unbiased information between research institutions, industry and agricultural producers"*



Telephone: (780) 837-2900  
Fax: (780) 837-8223  
email: [manager@sarda.ca](mailto:manager@sarda.ca)  
Box 90, Falher AB T0H 1M0

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## Smoky Applied Research & Demonstration Association

July 12, 2015

Mr. Todd Loewen  
MLA, Grande Prairie-Smoky  
601 Legislature Annex  
9718-107 Street  
Edmonton, Alberta T5K 1E4

Dear Mr. Loewen

Re: Meeting Request

The board members of SARDA would like to congratulate you on your election as an MLA. We look forward to meeting you at your earliest convenience.

In addition to this cover letter, you will find enclosed in this package our annual report and your CC'd copy of a letter to the Honorable Oneil Carlier, Minister of Agriculture and Forestry. The letter to Minister Carlier provides an introduction to who we are and what we do. So for brevity, we will simply refer you to our Mission statement at the bottom of this page.

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Sincerely,

Charles Turcotte, Chairman  
Phone: 780-837-1084  
Email: [chinook@serbnet.com](mailto:chinook@serbnet.com)

*"SARDA - facilitating the transfer of unbiased information between research institutions, industry and agricultural producers"*



Telephone: (780) 837-2900  
Fax: (780) 837-8223  
email: [manager@sarda.ca](mailto:manager@sarda.ca)  
Box 90, Falher AB T0H 1M0

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## Smoky Applied Research & Demonstration Association

July 12, 2015

Mr. Wayne Drysdale  
MLA, Grande Prairie-Wapiti  
712 Legislature Annex  
9718-107th Street  
Edmonton, Alberta T5K 1E4

Dear Mr Drysdale;

Re: Meeting Request

The board members of SARDA would like to congratulate you on your election as an MLA. We look forward to meeting you at your earliest convenience.

In addition to this cover letter, you will find enclosed in this package our annual report and your CC'd copy of a letter to the Honorable Oneil Carlier, Minister of Agriculture and Forestry. The letter to Minister Carlier provides an introduction to who we are and what we do. So for brevity, we will simply refer you to our Mission statement at the bottom of this page.

We realize that members of government are extremely busy individuals but we have also learned through years of experience that getting to know our local representative is important.

We will be presenting information about our programs and services to the Peace Region Agricultural Service Boards on November 5, 2015 in Guy, Alberta. Norm Boulet, the Agricultural Fieldman for the MD of Smoky River is organizing and coordinating this meeting should you have any questions about it.

We appreciate past support to our association through the Agriculture Opportunities Fund (AOF). We look forward to meeting with you to discuss mutual strategic visions and your continued vital funding support of our programs so we can move forward assisting crop production with continued success.

Sincerely,

Charles Turcotte, Chairman  
Phone: 780-837-1084  
Email: [chinook@serbnet.com](mailto:chinook@serbnet.com)

*"SARDA - facilitating the transfer of unbiased information between research institutions, industry and agricultural producers"*





Telephone: (780) 837-2900  
Fax: (780) 837-8223  
email: [manager@sarda.ca](mailto:manager@sarda.ca)  
Box 90, Falher AB T0H 1M0

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## Smoky Applied Research & Demonstration Association

CC: Ken Matthews, Reeve Big Lakes County  
Marvin Doran, Reeve Birch Hills County  
Charlie Johnson, Reeve Clear Hills County  
Ernie Newman, Reeve Municipal District of Fairview  
Leanne Beaupre, Reeve County of Grande Prairie No. 1  
Dale Gervais, Reeve MD of Greenview  
Bill Neufeld, Reeve Mackenzie County  
Cheryl Anderson, Reeve County of Northern Lights  
Garett Tomlinson, Reeve Northern Sunrise County  
Veronica Bliska, Reeve MD of Peace  
Alvin Hubert, Reeve Saddle Hills County  
Robert Brochu, Reeve MD of Smoky River  
Norm Boulet, Agriculture Fieldman, MD of Smoky River  
Stan Bzowy, Reeve MD of Spirit River

*"SARDA - facilitating the transfer of unbiased information between research institutions, industry and agricultural producers"*

**From:** [Minister of Transport / Ministre des Transports](#)  
**To:** [Carol Gabriel](#)  
**Cc:** ["gerry.ritz@parl.gc.ca"](mailto:gerry.ritz@parl.gc.ca)  
**Subject:** rail service for grain in Canada  
**Date:** Wednesday, July 22, 2015 12:08:11 PM

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Mr. Bill Neufeld  
Reeve  
Mackenzie County

Ms. Carolyn Kolebaba  
Reeve  
Northern Sunrise County

Mr. Paul Sinclair  
Reeve  
Municipal District of  
Opportunity

c/o cgabriel@mackenziecounty.com

Dear Ms. Kolebaba and Messrs. Neufeld and Sinclair:

Thank you for your correspondence, which was also addressed to the Honourable Gerry Ritz, Minister of Agriculture and Agri-Food, regarding freight rail service for grain in Canada.

Please accept my apology for the delay in replying.

The record crop of Western Canadian grain in 2013–2014 and severe winter conditions put significant pressure on Western Canada's grain handling and transportation system. When these problems arose, the Government of Canada responded with concrete action to get grain moving to market more quickly and effectively, while maintaining the country's efficient rail freight transportation system for all commodities. This included the unprecedented step of mandating minimum volume requirements in March 2014 for moving grain by rail to protect Canadian farmers and maintain the country's reputation as a reliable grain shipper.

I am pleased to note that, since that time, Canada's overall grain exports have improved and the projected carry-forward into the upcoming crop year is expected to be within the average historical range. Furthermore, the grain handling transportation system has returned to normal operations. Under the mandated volume requirements, which expired on March 28, 2015, Canadian Pacific Railway and Canadian National have moved more than 50 million tonnes of grain, exceeding the requirements by 5.5 million tonnes.

However, mandatory minimum volume requirements remain an option should performance issues within the grain handling and transportation system threaten to compromise farmers' livelihoods, Canada's economy or its international reputation as a reliable source of high-quality grain.

The Government also recognizes the importance of transparency to improving the overall performance and reliability of the grain handling and transportation system. That is why the Government recently enhanced reporting under the Grain Monitoring Program through the publication of weekly and monthly reports, which started at the end of April 2015. These reports include an expanded set of metrics that allow stakeholders to better monitor the performance of the system.

The Government remains committed to promoting economic growth by opening up and maintaining markets around the world. I look forward to receiving, before the end of the year, the *Canada Transportation Act* Review recommendations, which will help inform long-term supply chain improvements.

In closing, allow me to assure you that Transport Canada continues to closely monitor the functioning of the rail transport system, with a view to ensuring that it continues to support Canada's trade objectives and strong economic growth overall.

Sincerely,

The Honourable Lisa Raitt, P.C., M.P.

Minister of Transport

c.c. The Honourable Gerry Ritz, P.C., M.P.

Minister of Agriculture and Agri-Food

**MACKENZIE HOUSING MANAGEMENT BOARD  
REGULAR BOARD MEETING  
May 28, 2015 – 10:00 A.M.  
Fireside Room – Heimstaed Lodge**

**In Attendance:** George Friesen-Chair  
Jack Eccles  
Wally Olorenshaw  
Ellis Forest  
Wally Schroeder-Vice Chair  
Peter H. Wieler  
Josh Knelsen  
Paul Driedger-via telephone  
Shirley Rechlo

**Regrets:** Mike Kowal

**Administration:** Barbara Spurgeon, Chief Administrative Officer  
Evelyn Peters, Executive Assistant  
Eva Klassen, Lodge Manager  
Henry Goertzen, Property Manager  
Phill Peters, Financial Officer

**Call to Order:** Chair George Friesen called the Board meeting to order at 9:55 a.m.

**Agenda:** **Approval of Agenda**

15- 58 Moved by Peter Wieler

That the agenda be approved as distributed

Carried

**Delegation – Lornie Cardinal**

Chair George Friesen welcomed Lornie Cardinal to the table at 9:58 am.

Lornie Cardinal requested the board review his eviction.

Chair George Friesen thanked Lornie Cardinal his the presentation.

Lornie Cardinal left the table at 10:10 am

15-59

Moved by Wally Olorenshaw

That the presentation by Lornie Cardinal be received as information to be reviewed in camera.

Carried

Add to the Agenda 8.1 In camera legal

**Minutes:**

**April 27, 2015 Regular Board Meeting**

15-60

Moved by Ellis Forest

That the April 27, 2015 Regular board meeting minutes be approved as distributed.

Carried

**Reports:**

**CAO Report**

15-61

Moved by Shirley Rechlo

That the Chief Administrative Officer report be received for information.

Carried

**Financial Reports**

**Housing Financial Reports – April 30, 2015**

15-62

Moved by Josh Knelsen

That April 30, 2015 Housing financial report be received for information.

Carried

**Lodge Financial Reports – April 30, 2015**

15-63

Moved by Ellis Forest

That the April 30, 2015 Lodge financial report be received for information.

Carried

**High Level Lodge Reports – April 30, 2015**

15-64

Moved by Peter Wieler

That the April 30, 2015 High Level Lodge financial report be received for information.

Carried

**Assisted Care Financial Reports – April 30, 2015**

15-65

Moved by Shirley Rechlo

That the April 30, 2015 Assisted Care financial report be received for information.

Carried

**Arrears Report to April 30, 2015**

15-66

Moved by Wally Schroeder

That the April 30, 2015 arrears report be received for information.

Carried

**New Business:**

**Awnings**

15-67

Moved by Ellis Forest

That awnings be purchased and installed over 3 rooms facing south in the amount of \$3,300.

Carried

**High Level Lodge Building Committee**

15-68

Moved by George Friesen

That the budget for the High Level Lodge be set at \$15,000,000.

Carried Unanimously

15-69

Moved by Wally Olorenshaw

That a sign be purchased and erected at the site of the new Mackenzie Housing Management Seniors Lodge in High Level

Carried

**Information:**

15-70

Moved by Wally Schroeder

That the following be accepted for information.

- Bank reconciliation for April 30, 2015
- Heimstaed Lodge Newsletter

Carried

Chair George Friesen recessed the meeting at 11:07 am

Chair George Friesen reconvened the meeting at 11:17am

**In Camera:**

**Legal**

15-71

Moved by Wally Olorenshaw

That the meeting move to in camera at 11:17 am

Carried

15-72

Moved by Wally Olorenshaw

That meeting move out of in camera at 11:21 am

Carried

**Next Meeting Date:** Regular Board Meeting – June 29, 2015 at 10:00 am  
Fireside Room – Phase I Heimstaed Lodge

**Adjournment:**

15-73 Moved by Wally Schroeder

That the board meeting of May 28, 2015 be adjourned at  
11:25 am.

Carried

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George Friesen, Chair

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Evelyn Peters  
Executive Assistant





# ***HIGH LEVEL FORESTS PUBLIC ADVISORY GROUP***

## **MINUTES**

*Tuesday, June 16, 2015*  
5pm, High Level Seniors Center

### **PRESENT:**

Tim Gauthier (CSA Coordinator)	John Thurston (Member of Public)
Dan Coombs (AESRD)	Daniel Walton (NPTC)
Aaron Doepel (LCSM)	Michael Morgan (Town of High Level)
Tim Heemskerk (Northern Lights Forest Education Society)	Boyd Langford (Town of Rainbow Lake)
Allan Bell (Tolko)	Melanie Plantinga (Tolko)
Taylor Anderson (Norbord)	Paul Hewitt (Tolko)
Sean Ellens (Tolko)	Trevor Lafreniere (Tolko)
Adam Marshall (Silvacom)	

### **INFORMATION SENT:**

Fort Vermilion Heritage Center	Mark Andrews (Cenovus)
Carol Gabriel (Mackenzie County)	Harvey Sewpagaham (LRRCN)
Paddle Prairie Metis Settlement	Lindee Dumas (LRRCN)
Conroy Sewepagaham (LRRCN)	Pat Cabezas (N'Deh Ltd. Partnership)
Keith Badger (Netaskinan Development)	Margaret Carroll (High Level & District Chamber of Commerce)
Crystal McAteer (Town of High Level)	Kieran Broderick (Beaver First Nation)
Baptiste Metchoooyeah (Dene Tha')	Mike Cardinal (Tallcree First Nation)
Connie Martel (Dene Tha')	Fred Radersma (Norbord)
Wayne Auger (Lubicon Lake Nation)	Timberbound Construction
Exact Harvesting	Treetech
Walter Sarapuk (MacKenzie County)	Matt Marcone (The Echo)
Cheryl Ernst (High Level & District Chamber of Commerce)	Marilee Cranna Toews (Hungry Bend Sandhills Society)
Dave Beck (Norbord)	Christine Mahlmann (AESRD)
David Driedger (FTC)	Jon McQuinn (LRRF)
Paul Ebert (AESRD)	Sugu Thuraisamy (LRRF)
Vil Driedger (Driedger Construction)	

## **1. CALL TO ORDER 5:35pm**

## **2. OLD BUSINESS**

### **2.1. Woody Debris at Cardlock**

John Thurston stopped at one of the cardlocks and took some photographs of debris left at the cardlock. He spoke with the cardlock Manager who has to have the area cleaned by bobcat weekly during the haul. The manager asks if someone can check that the debris is removed from the trucks on the Tolko yard. Mike Morgan states that there is an area set aside for this and that most truckers do clean their trucks. Perhaps this could be addressed during the trucker orientation. The concern will be passed to the Harvesting Superintendents at Tolko.

### **2.2 Watt Mountain Trail Identification**

John Thurston will meet with Mike Morgan and indicate where the trail is located. Tolko will then have it GPSed and entered into the landbase. John has some people interested in cleaning up the trail a little.

### **2.3 “Blue Dot Program”**

Aaron provides some background information about the program. Aaron has purchased the materials that the School Division needs to set up the signs. The FVSD is expected to send someone to pick up the signs etc. and have the signs set up prior to the next school year. Thank you Aaron for taking this project to this point. Should the PAG put something in the paper to educate the public about the signs? Aaron thinks that FVSD will do this. Perhaps if they don't the HLFAG may want to advertise the program. The mills will need to include information about the program in their trucker orientation.

### **2.4 High Level Woodlands Website Update**

Melanie Plantinga has begun brining the webpage up to date. Most items on the webpage have been brought up to date. Melanie will have the Stewardship Report moved to a more visible place. (It is currently stored with the meeting minutes.)

### **2.5 Terms of Reference (TOR)**

The TOR were sent home last meeting for review. Were there any questions or comments? Does anyone have any more changes to propose? Then we will accept the changes proposed as of today's date. The final copy of the Terms of Reference will be e-mailed to everyone.

### **2.6 Hog Pile Handling**

What is the Tolko's plan to deal with the pile if the hog starts to accumulate? Tolko is moving the pile with a cat to ensure that it doesn't compost, heat and become a fire hazard. When the rail line is built there may be less hog on site.

## **3. ROUND TABLE:**

### **John Thurston –**

Registered Apprenticeship Program (RAP) is proceeding at Tolko. There is one student who participated this year. He is now a full time Tolko employee and a welding apprentice. The program will hopefully continue to be a success.

### **Dan Coombs**

Update on current fire situation in the High Level area.

### **Tim Heemsker**

DMI is chipping in the area.

AESRD and Tolko had a field day to discuss riparian areas and proper buffers.

There appears to be agreement on most issues.

Northern Lights Forest Education Society – has Allan Spellram as president.

They are working to develop and maintain the trails at Footner Lake. The Junior Forest Rangers will be helping with some trail maintenance.

#### **4. NEW BUSINESS**

##### **4.1. Annual Report**

- Hilary Wait has completed the 2013-14 Annual Report. We are distributing copies for review. It will be posted to the website and e-mailed to all HLFPAAG members. Please contact Melanie or Tim if you have questions or comments.

##### **4.2. Detailed Forest Management Plan (DFMP) Review**

- Adam Marshall presented a power point presentation about the DFMP process. How the 2016 plan is linked to the 2003 plan.
- Tim Heemskerk asks, If a target is not met, what is the companies response? The companies try to address these deficiencies. Some targets are long term and will be met later in the process.
- The PSP (Permanent Sample Plot) VOIT is not in the 2016 Plan. PSP information can be shared by region. Information is captured during the required Growth and Yield Program process.
- Historical Surveys are not included in the plan. They are a legislated requirement and don't need to be spelled out in the DFMP.
- There will be a table created linking the old VOITs with the new.
- Annual Allowable Cut (AAC) – there is some balancing being done to enable all mills to receive the timber they need.
- Questions – if you have any please contact Tim Gauthier. He is available by e-mail at [Tim.Gauthier@tolko.com](mailto:Tim.Gauthier@tolko.com).

##### **4.3 General Development Plan (GDP)**

- Trevor gave a presentation about the GDP progress. He is considering presenting the plan be at the municipal council meetings next year. The First Nations Consultation is nearly complete. The only concern presented was about the possibility of herbicide being applied near a traditional plant picking area. The nation concerned will GSP the area and it will be avoided during the spraying program.
- The GDP will be posted to the website after it has been approved by the government.

**5. CLIPPING SERVICE** – Unavailable, Melanie will provide next meeting.

**6. NEXT MEETING** – Tentatively August.

**7. ADJOURNMENT** - 7:00pm



# 2014 Board Meeting REDI Northwest Alberta

Town of High Level Office – Room 150, High Level  
June 16 , 2015 • 5:30 pm

incredible!

## DRAFT MEETING MINUTES

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### ATTENDANCE:

#### REDI Board Members

Boyd Langford, Vice- Chair  
Katie Sheers  
Dan Fletcher  
Maarten Braat  
Peter Braun  
Kevin Delorey  
Mike Osborn CFNWA – REDI Admin Support  
Dan Dibbelt, REDI REDA Manager

Mary Joan Aylwa **Regrets**  
Chris MacLeod, Chair  
Lisa Wardley, Sec/Treasurer  
Crystal McAteer  
Larry Neufeld

### Guests

Andrew O'Rourke, Mackenzie County  
Byron Peters, Mackenzie County

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### PRESENTATION:

#### 1. CALL TO ORDER

*REDI Vice Chair, Boyd Langford called the meeting to order and declared quorum at 5:35 pm.*

#### 2. REVIEW & ADOPTION OF THE AGENDA

##### Motion:

That REDI accept the agenda as amended.

**CARRIED**

**Moved by: Maarten Braat**

#### 3. Minutes May 12<sup>th</sup>, 2015

##### Motion:

That REDI accept the minutes of the REDI May 12, 2015 meeting as presented.

**CARRIED**

**Moved by: Maarten Braat**

#### 4. FINANCIAL REPORT

REDI's YTD Financial draft YTD Financials to May 31st, 2015 were distributed for information.

##### Motion:

That the REDI YTD Financial Statements to May 31st, 2015 be accepted for information.

**CARRIED**

**Moved by: Peter Braun**

#### 5. Old BUSINESS

**I. Carcajou Project update**

Kami Currie has been contracted to complete the project and is planning a tour of the area this month. She will present the report results in person at the conclusion of the project.

**Motion:** **Moved by: Dan Fletcher**  
That the REDI accept the Carcajou Project report for information.  
**CARRIED**

**II. Shadow Population**

REDI Manager Dan updated the Board on the Shadow population which will be used in the Municipal Census.

**Motion:** **Moved by: Maarten Braat**  
That the REDI accept the Shadow Population report for information.  
**CARRIED**

**III. Municipal Census**

REDI Manager Dan gave an updated the project. High Level and Rainbow Lake have significant census' to complete and there are over 700 new addresses for Mackenzie County to complete. The 3 CAO's will be contacted concerning the unbudgeted costs of the above.

**Motion:** **Moved by: Maarten Braat**  
That the REDI accept the Municipal Update report for information.  
**Carried**

**Motion:** **Moved by: Peter Braun**  
That the REDI approve an additional \$10,000 to complete the new addresses.  
**CARRIED**

**Motion:** **Moved by: Dan Fletcher**  
That the REDI approve the additional census contracts as per the REDI Board's discussions.  
**CARRIED**

**IV. Investment Attraction**

The first priority of this project is to ensure compliance with the grant then to make additions that will be usable to investors and lastly to develop additional value and data such as a Regional Business Survey.

**Motion:** **Moved by: Peter Braun**  
That the REDI accept the report as information.  
**CARRIED**

**V. MARA Hemp Project**

Andrew O'Rourke reported that the project is underway with contractor Tim Keating. He will be in the Region July 6<sup>th</sup> to 8<sup>th</sup> 2015 and will present the final report at Mackenzie County Ag Show Aug 7 & 8 2015.

**Motion:** **Moved by: Maarten Braat**  
That the REDI accept the report as information.  
**CARRIED**

**VI. GOA reporting 2015/16 Operating Plan**

The reporting for this year's Operating grant has been simplified.

**Motion:** **Moved by: Katie Sheers**  
That the REDI allocate the grant funds to Administration within the report.  
**CARRIED**

**VII. Fort Vermilion School District**

REDI Manager Dan will look into the status of the Agri-preneur simulator Project

**VIII. Get To Know You Night Dates**

(To be confirmed)

La Crete	Sept 11, 2015
High Level	week of Sept 16
Fort Vermilion	
Rainbow Lake	Sept 23, 2015
Zama	

**IX. REDI AGM**

**Motion:**

**Moved by: Katie Sheers**

That the REDI Annual General Meeting be held on Sept 26<sup>th</sup>, 2015 at 5 PM.

**CARRIED**

**X. Round the Region**

1. Peter Braun - The band High Valley will be having a concert in La Crete on July 24<sup>th</sup> 2015.
2. Maarten Braat – Bicycle Races will take place in Fort Vermilion July 25, 2015
3. Kevin Delaney – Northern Lakes College had an very good convocation/Graduation in the Region.

**XI. ADJOURNMENT & NEXT MEETING**

The Next REDI meeting take place on Tuesday, August 11<sup>th</sup>, 2015 at 5:30 at the Town of High Level, Room 150.

**Motion:**

**Moved by: Maarten Braat**

That the meeting be adjourned.

**CARRIED**

**Meeting was adjourned at 6:25 PM**

X

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REDI Chairperson

MINUTES  
NORTHERN ALBERTA WATER & WASTEWATER STAKEHOLDERS GROUP  
Friday, June 12, 2015  
Lac La Biche, AB

**Attendees**

Jillian Cormier, Alberta Municipal Services Corporation (AMSC) (AUMA)  
Dan Rites, Alberta Water & Wastewater Operators Association (AWWOA)  
Tracey Anderson, Aquatera  
Kevin Haines, Aspen Regional Water Services Commission (ARWSC)  
Jamie Giberson, Aspen Regional Water Services Commission  
Andrew Stevenson, ATAP – Advanced Technology Applications  
Grant Dixon, Advanced Technology Applications (ATAP)  
Lindsay Johnson, Edmonton Waste Management Centre of Excellence  
Travis Kendel, Regional Municipality of Wood Buffalo (RMWB)  
Bob Buckle, City of Cold Lake  
Duane Lay, City of Cold Lake  
Robert Nygaard, Big Lakes County  
Ian Willier, Big Lakes County  
Bob Marshall, (WNC Chair) County of Grande Prairie  
Jennifer Besinger, County of Grande Prairie  
Brian Deheer, Lac La Biche County  
Jack Nowak, Lac La Biche County  
Rhonda Clarke-Gauthier, Mighty Peace Watershed Alliance  
Eric Jorgensen, Mackenzie County  
Fred Wiebe, Mackenzie County  
Josh Knelsen, Mackenzie County  
Ray Skrepnek, M.D. Fairview  
Simon Cardinal, M.D. of Opportunity  
Dollie Anderson, M.D. of Opportunity  
Sandra Eastman, M.D. of Peace No. 135  
Rachel Ouellette, Northern Lakes College  
Reuel Thomas, Portage College  
Ken Titford, Saddle Hills County  
Willis Fitzsimmons, Saddle Hills County  
Roy Runzer, Town of Bonnyville  
Brad Trimble, Town of Bonnyville  
Dirk Thompson, Town of Grimshaw

**Advisory/Administration**

Kim Pinnock, Northern Alberta Development Council  
Sharon Mah, Northern Alberta Development Council  
Victor Solis, Northern Alberta Development Council

**Welcome**

Mardere Birkill, Vice-President of Portage College welcomed the WNC group to Portage College and the Town of Lac La Biche. She emphasized the importance of water and the role that Portage College plays in providing training in this field.

Bob Marshall, Interim Chair, called the meeting to order at 10:08 a.m. Introductions were made.

**Adoption of Agenda**

It was **MOVED** by Dollie Anderson **THAT** the agenda be accepted as presented.

**CARRIED**

**Adoption of Minutes of the Slave Lake, February 26, 2015 meeting**

The following amendments were made to the minutes:

- AAMDC conference was held in Edmonton and not Banff

It was **MOVED** by Kevin Haines **THAT** the minutes of the Slave Lake, February 26, 2015 meeting be accepted as amended.

**CARRIED**

**Review of Action List:** Kim Pinnock, NADC

A Draft brochure was presented for members to review. Members were asked to email any changes to the NADC office (Comments can be sent directly to karilee.wadman@gov.ab.ca), and the final draft brochure will be brought to October meeting.

Housekeeping: Minutes will be sent out two weeks after the meeting. Members will have one week to review and provide comments. A final DRAFT version will then be sent to members. This version can be shared, and they will be tabled for acceptance at the following meeting.

The Action List will accompany the minutes in order for members to accomplish tasks assigned to them prior to the next meeting.

**Presentation Topic: Drinking Water Safety Plans,** Grant Dixon, ATAP

The presentation is to advise members on what is coming down from the province in regards to drinking water regulations. The province wants to change how they regulate water plans.

Each community should have a Drinking Water Safety Plan (DWSP). Grant encouraged municipalities to look up their DWSP they are often involved in the risk assessment. Risk assessments were replaced by DWSP's.



The province has said the plans need to be more protective, proportionate and practical. They surveyed AUMA/AAMDC members on these changes and made the following changes. The Province said they will use a risk based management and assessment approach – an input driven approach (New Drinking Water Regulations).

Government wanted municipalities to look at security of their water facilities. Fit for purpose vs prescriptive plans. Could possibly look at a water hygiene card, but it may be hard to obtain for northern municipality operators.

Dan Rites, AWWOA updated on a meeting with AB Environment and Parks, the old Environment and Sustainable Resource Development (ESRD). They had been asked to provide feedback on these regulations. They (EP) received feedback from AUMA and AAMDC and others on these regulations, but they are still asking lots of questions, and all is on hold due to the new change in government.

Manuals and plans are underway even if the regulations are on hold for now till EP gets a budget and priorities.

Grant reviewed questions and encouraged municipal leaders to ask:

- 1) Can we review the DSWP?
- 2) What are councillor's responsibilities?
- 3) Ask for help to understand these responsibilities and your role in the plans.

- A link to the presentation can be found here (HYPERLINK TO BE ADDED)

**Discussion Topic: WNC Needs Assessment Survey: Preliminary Results Discussion, Sharon Mah, NADC**

The preliminary results of the survey demonstrated 3 primary areas of focus that align with the WNC's TOR:

- Focus on human resources (operators): In partnership, systematically focus on recruitment of home grown water operators, diverse course selection, and methods of delivery. Rational: There are barriers for water operators to receive courses and take exams, coupled with the aging workforce, innovative methods of attracting and training water operators are needed.
- Focus on water literacy: Develop partnership with AUMA to develop culturally specific water literacy programs that target the specific industries and communities in northern Alberta. Rational: The highest demand for water arises from residents followed by industry, so decreasing demand will decrease challenges to water treatment capacity and infrastructure overuse.
- Focus on funding and strategic infrastructure planning: Collaborate with neighbors on common needs; investigate full cost recovery and implementing water meters; repair and maintain infrastructure; and seek available funding. Rational: Limited municipal budgets will require long-term strategic planning to address increasing infrastructure needs.

The water for life "State of the Nation" was just released last week. This refers to the new Facility Assessment Report that was reportedly being undertaken by the former PC government this year. The

NADC had shared a copy of this report, completed in 2004, with the WNC Survey Sub-Committee as background information.

**Discussion Topic: Strategic Planning and Priorities for the WNC, Kim Pinnock, NADC**

A case was presented for the WNC to undergo a strategic planning session for the group to identify priorities and a plan for the group moving forward. Alberta Culture has been approached to facilitate the session for October 2015 in Grande Prairie to coincide with Water Week North and the next tentatively scheduled WNC meeting.

It was **MOVED** by Dollie Anderson **THAT** the NADC to move forward with organizing a strategic planning session.

**CARRIED**

A call for members to join a subcommittee that will review the agenda for the planning session was made. Committee will consist of:

Bob Marshall - Chair, Dollie Anderson, Reuel Thomas, and Eric Jorgensen. NADC will coordinate.

**Discussion Topic: Summary of Business Survey Results in NW, Tracey Anderson, Aquatera**

Aquatera Presentation on their Market Opportunity Analysis, in which 74 communities were surveyed for Aquatera by contractor Regula and Associates. It covered a population of 223,000 with a boundary that was different from the NADC region and therefore the WNC member boundary.

The survey found that:

- Municipalities own 55% of facilities – smaller communities will need water upgrade over the next five years
- 26% of First Nations own, and need immediate upgrades
- And, Other was owned by Metis Settlements and water co-ops

The full presentation can be found here. (HYPERLINK TO BE ADDED)

**Presentation Topic: AUMA Water Initiatives, Jillian Cormier, AUMA**

Presentation to members by AUMA on Programs AUMA/AMSC offer to their members with respect to water and wastewater management. In 2011 they surveyed members and more than 50% said systems needed to be upgraded within 5 years

Water Audit:

Analyzing data to find out where the water is going. A water audit can deliver a sustainability plan and system performance indicators. Doing this review on an annual basis and to compare your own numbers against themselves and gauge how well you are doing.

Water Wastewater Rate Reviews:

- a) Alberta Community Partnerships Grant- AUMA has been asking the providers to give municipalities a better rate so more can sign up.
- b) AAMDC vs AUMA- members can sign up for their services even if they are AAMDC members – their goal is to help municipalities.
- c) Cost for these services: Example of one municipality- (based on data preparedness) is about \$50,000 for a water audit and a bit more for a rate review. However, if partnering with other communities, costs can be much lower. Jillian encouraged municipalities to get this request into their municipal budget cycle to fund. The whole process for completion of the review or audit can take as little as 2-3 weeks.

Full presentation can be found here. (HYPERLINK TO BE ADDED)

**Roundtable and Topics for Discussion**

- The May 2015 issue of the AWWOA newsletter which is distributed to 2500 operators across the province featured a front page article on the WNC.
- AWWOA offers a variety of training, and can bring training to your region. They also offer support to operators and municipalities.
- Water Week North is October 22 – 24, 2015 in Grande Prairie.
- ATAP offered municipalities to contact them if they have any questions on training or other water issues.
- ATAP recently met with Federal critics for infrastructure, and they are tying asset management to future funding, so municipalities should consider this in future planning.
- Aspen Regional Water Services Commission thinks the group should consider an evaluation of infrastructure.
- Source to Tap water is an issue, and out of municipalities jurisdiction; however, they can educate consumers.
- Edmonton Waste Management Centre of Excellence agreed that the focus of online courses/training needs to be at the forefront, and offered sooner than later.
- Northern Lakes College is interested in regional water system, but needs government funding and partnerships to move forward.
- Lac La Biche sees a need for balance between industry and residential users.
- Presentation to NLC Community Advisory Councils Retreat on May 15, 2015 in Peace River by WNC Chair, Bob Marshall. Feedback included WNC's relationship with industry.

Bob Marshall called for a motion: Sandra Eastman made a **MOTION** for the WNC to have Agriculture and Industry invited to the table.

**CARRIED**

**Next Meeting**

The next meeting Thursday, October 22, 2015 in Grande Prairie (will fall in conjunction with Water Week North). WNC Chair will approach County of Grande Prairie to host.

*DRAFT MINUTES- For Approval at October 22, 2015 Meeting*

Future meeting for 2015:

- Thursday, December 10, 2015 (location to be determined)

2016 Meeting dates:

- Discussion at October/December meeting.
- Municipality council meetings should be considered when selecting future meeting dates.

Eric Jorgensen moved that the meeting adjourn at 2:03 p.m.

**CARRIED**

## Drought Information for Agricultural Producers

Currently, many areas of Alberta are experiencing drought conditions, resulting in significant impacts for agricultural producers across the province. Alberta Agriculture and Forestry is **monitoring the moisture situation** and AAMDC is continuing to work with the Government of Alberta through the Drought and Excessive Moisture Advisory Group (DEMAG).

Business risk management programs are considered the first line of defense for these types of events. The **Agriculture Drought Risk Management Plan** (ADRMP) focuses on a risk management approach to planning and preparedness. The ADRMP provides a framework for a coordinated and proactive approach to reduce the effects of drought and climate change on Alberta producers. The current ADRMP includes drought management actions identified in the ADRMP are linked to the three levels of drought; preparedness, monitoring and reporting, and response.

Municipalities may declare a state of agricultural disaster to increase awareness of the challenging conditions in their region. This declaration will not trigger additional funding but will bring the issue to the forefront in the region impacted. Currently, two AAMDC members have declared an agricultural state of disaster with others likely to follow. AAMDC members are encouraged to engage with their local MLAs and MPs on this issue to create awareness of the immediate and long-term impacts that may result from this drought experience.

Recent DEMAG meetings have identified some key issues regarding diminishing crops, crop insurance and federal assistance. The **Agriculture Financial Services Corporation** (AFSC) has received a number of claims from producers requesting alternative crop use. The ability to create alternative uses for crops could help mitigate the shortage currently being experienced. Producers wishing to harvest the entire insured crop now, will need to have an assessment done immediately and again at the end of the growing season. AFSC releases information via the **Alberta Crop Report** on a regular basis as a means of monitoring crop condition ratings and precipitation contributing to soil moisture ratings.

AAMDC members are encouraged to utilize these tools and resources and will continue to provide updates as developments become available.

Enquiries may be directed to:

Tasha Blumenthal  
Policy Analyst  
780.955.4094

Kim Heyman  
Director of Advocacy & Communications  
780.955.4079

**From:** [Micaela Gerling](#) on behalf of [ESRD Alberta Community Resilience Program](#)  
**Subject:** Alberta Community Resilience Program (ACRP) Information Package  
**Date:** Thursday, July 16, 2015 9:52:54 AM  
**Attachments:** [ACRP Program Overview July 2015.pdf](#)  
[AEP Operational Boundary Map.pdf](#)

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Mayor/Chief and Council,

Funding for year one of the Alberta Community Resilience Program was announced on April 2, 2015. Twenty one projects in 16 municipalities across Alberta were approved for funding. For a complete list of approved projects, please refer to the [Alberta Community Resilience Program Fact Sheet](#) which is available on our website.

We are now calling for applications for 2016 fiscal year funding. We invite you to submit grant applications under this program on or before our next application deadline of September 30, 2015. Attached is a copy of the updated Alberta Community Resilience Program Overview, as administered by Alberta Environment and Parks. Further details including an Application Form, Application Guidelines and a template for the Community Resilience and Mitigation Assessment are available on our website at [ESRD.ACRP@gov.ab.ca](mailto:ESRD.ACRP@gov.ab.ca).

Applications that were submitted previously and determined to be eligible will be reconsidered and prioritized with all new applications received by the September 30<sup>th</sup> submission deadline. If you wish to submit supplemental or updated information, or withdraw an application please contact your program coordinator. Communities who submitted incomplete applications must submit the requested information to your program coordinator before your application will be reconsidered. Please note there are two Program Coordinators for the Alberta Community Resilience Program. Please work with the Program Coordinator in your region, they will be your primary program contact and are available to guide you through the application and grant process, and to provide you with further information and clarification. An Alberta Regional Boundary Map is also attached for your reference.

**Upper Athabasca, Lower Athabasca, Peace, and Red Deer North Saskatchewan Regions**

Ms. Alison Roberts, Program Coordinator  
780-641-8887

**South Saskatchewan Region**

Ms. Micaela Gerling, Program Coordinator  
403-297-3304

Please visit our program website [acrp.alberta.ca](http://acrp.alberta.ca) or email us at [ESRD.ACRP@gov.ab.ca](mailto:ESRD.ACRP@gov.ab.ca) for more information.

Sincerely,  
Andy Lamb

Director, Alberta Community Resiliency Program

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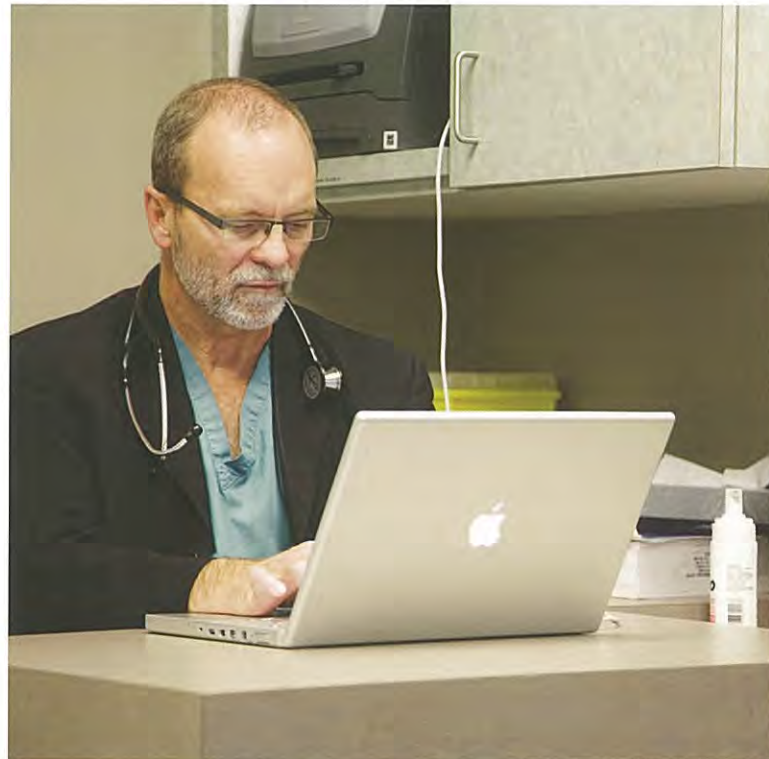
## Helping Albertans find a family doctor

Submitted by Tim Guenter, Primary Care Network Program Management Office

In early spring 2012, with Alberta's population experiencing rapid growth, the Edmonton-area Primary Care Networks (PCNs) began seeing a patient need.

Finding a doctor was a challenge for people moving into the province, new adults living on their own for the first time, or individuals searching for a doctor accepting new patients. With hundreds of doctors spread across eight different PCNs, there was no single source of information that the public could access and search. The PCNs recognized this and put their heads together with the Primary Care Network Program Management Office (PMO). Several months later they launched [www.edmontonareadocs.ca](http://www.edmontonareadocs.ca), and finding a family doctor was just a few clicks away.

The website has changed a lot since then, but the original vision is the same. An EdmontonAreaDocs committee meets monthly, always investigating, testing and analyzing the website as it strives to reach the goal of connecting individual patients with a suitable, conveniently-located family doctor. The information is regularly checked and updated at least quarterly. Clinic addresses are plotted on a map of the area, so that patients can find clinics that are closest to their home or their work. The listings show which doctors are fluent in other languages, and the webpage can even be translated into those languages at the click of a button. After-hours clinics can be found easily, and doctors can be searched by gender or name. For people having difficulty navigating the website or those with specific health-related questions, Health Link can be reached by simply calling 811.



[www.edmontonareadocs.ca](http://www.edmontonareadocs.ca) is connecting people with a family doctor.

Behind the scenes, the committee takes a patient-focused approach to promoting the site. While many organizations simply look at reaching more of their current clients, the EdmontonAreaDocs committee looks far outside its current group of patients to find those who may not know where to find a family doctor, or even that they should have one. The information is delivered in many different ways and regularly reviewed to ensure it is reaching the right people. The committee and the PCNs believe having a family doctor should not be like a membership in an exclusive club.

In addition to the Edmonton-area website, Calgary PCNs also have a similar physician search feature at [www.calgaryareadocs.ca](http://www.calgaryareadocs.ca). However, because the need for the service continues right across the province, this type of online tool has a bright future. Much of

*(continued on back)*

**42** PCNS IN ALBERTA  
**MORE** PCNS IN DEVELOPMENT

**3,000+** PHYSICIANS AND  
**HUNDREDS** OF HEALTH CARE PROFESSIONALS  
WORKING IN PCNS

**3.1 million+** PATIENTS  
CARED FOR BY PCN TEAMS



# Alberta's first Primary Care Network marks 10 years of operation

Submitted by Tamara Vineberg,  
Edmonton Southside Primary Care Network

**A provincial achievement was recognized in Edmonton on May 1 as Alberta's first Primary Care Network (PCN) Edmonton Southside PCN, celebrated its 10 year anniversary with an open house.**

The event was held at the Providence Renewal Centre and focused on what it's like to be a PCN patient for a day. The 'Patient for a Day' experience allowed the public to explore the programs and services Edmonton Southside PCN has to offer. Attendees were given a health care scenario (e.g., a 56 year old diabetic patient) and listed all the health care providers to which a patient in that scenario would be referred. Attendees were given a "passport" that would be stamped by the appropriate health care providers listed in their scenario and those who completed their passport were entered into a prize draw. The event also provided the public with an opportunity

to find a family doctor who is accepting new patients, and a chance to meet and speak with health care providers who could answer questions about primary health care services.

Over 100 people attended the event, which was kicked off by a media conference and included a noon hour walk.

Over the decade, Edmonton Southside PCN has grown to consist of more than 65 member clinics, 230 family physicians, and more than 100 PCN staff.

"Primary Care Networks exist for your physician and a health care team to work together to coordinate patient care, improve access to the health system and support positive changes toward a healthier lifestyle," says Doug Craig, General Manager, Edmonton Southside PCN. "Each team plays a specific role in improving, coordinating and delivering primary health services."

Edmonton Southside PCN primary care teams include nurses, nurse practitioners, geriatric nurses, social workers, behavioural health consultants, registered dietitians, respiratory therapists, and exercise specialists. The PCN focuses on

prevention, healthy living choices, chronic disease management and continual health support.

For more information about the Edmonton Southside PCN visit [www.edmontonsouthsidepcn.com](http://www.edmontonsouthsidepcn.com).



Patient for a Day participants had the chance to choose from 10 patient scenarios.

## Helping Albertans find a family doctor (continued)

the valuable research and planning undertaken for [www.edmontonareadocs.ca](http://www.edmontonareadocs.ca) could be used provincially, providing patients with the opportunity to search for a PCN doctor in any urban or rural area. In 2015 the information moved to the PCN PMO website ([www.pcnpmo.ca](http://www.pcnpmo.ca)), with an eye to offering the service to the rest of the province.

PCN family doctors provide primary health care to all ages and walks of life. Many are able to offer services in languages other than English and some are available outside of regular business hours. There are currently over 200 doctors in the Edmonton-area accepting new patients, and the website is there to help connect them.

Visit [www.edmontonareadocs.ca](http://www.edmontonareadocs.ca) for more information.



**Mackenzie County - High Level Detachment  
Crime Statistics  
January - June, 2012 - 2015**

July-03-15

CATEGORY	Trend	2012	2013	2014	2015
Offences Related to Death		0	0	0	0
Robbery		0	0	1	0
Sexual Assaults		0	0	1	0
Other Sexual Offences		0	0	0	0
Assault		4	6	7	3
Kidnapping/Hostage/Abduction		0	1	0	0
Extortion		0	0	0	0
Criminal Harassment		4	0	1	0
Uttering Threats		1	3	6	6
Other Persons		0	0	0	0
<b>TOTAL PERSONS</b>		<b>9</b>	<b>10</b>	<b>16</b>	<b>9</b>
Break & Enter		2	1	6	0
Theft of Motor Vehicle		3	2	5	3
Theft Over \$5,000		1	1	2	1
Theft Under \$5,000		5	1	5	4
Possn Stn Goods		2	0	1	3
Fraud		1	1	3	1
Arson		1	0	0	0
Mischief To Property		7	8	12	14
<b>TOTAL PROPERTY</b>		<b>22</b>	<b>14</b>	<b>34</b>	<b>26</b>
Offensive Weapons		2	5	1	2
Disturbing the peace		11	8	0	0
<b>OTHER CRIMINAL CODE</b>		<b>18</b>	<b>17</b>	<b>6</b>	<b>6</b>
<b>TOTAL OTHER CRIMINAL CODE</b>		<b>20</b>	<b>22</b>	<b>7</b>	<b>8</b>
<b>TOTAL CRIMINAL CODE</b>		<b>51</b>	<b>46</b>	<b>57</b>	<b>43</b>

**Mackenzie County - High Level Detachment  
Crime Statistics  
January - June, 2012 - 2015**

CATEGORY	Trend	2012	2013	2014	2015
Drug Enforcement - Production		0	0	0	0
Drug Enforcement - Possession		0	2	0	6
Drug Enforcement - Trafficking		0	2	2	2
Drug Enforcement - Other		0	0	0	0
<b>Total Drugs</b>		<b>0</b>	<b>4</b>	<b>2</b>	<b>8</b>
Federal - General		1	1	2	1
<b>TOTAL FEDERAL</b>		<b>1</b>	<b>5</b>	<b>4</b>	<b>9</b>
Liquor Act		N/A	N/A	21	14
Other Provincial Stats		N/A	N/A	9	12
<b>Total Provincial Stats</b>		<b>N/A</b>	<b>N/A</b>	<b>30</b>	<b>26</b>
Municipal By-laws Traffic		N/A	N/A	0	0
Municipal By-laws		N/A	N/A	0	1
<b>Total Municipal</b>		<b>N/A</b>	<b>N/A</b>	<b>0</b>	<b>1</b>
Fatals		0	0	0	0
Injury MVC		2	4	2	1
Property Damage MVC (Reportable)		N/A	N/A	23	44
Property Damage MVC (Non Reportable)		N/A	N/A	12	11
<b>TOTAL MVC</b>		<b>N/A</b>	<b>N/A</b>	<b>37</b>	<b>56</b>
<b>Provincial Traffic</b>		<b>N/A</b>	<b>N/A</b>	<b>302</b>	<b>152</b>
<b>Other Traffic</b>		<b>N/A</b>	<b>N/A</b>	<b>3</b>	<b>0</b>
<b>Criminal Code Traffic</b>		<b>22</b>	<b>33</b>	<b>17</b>	<b>19</b>
<b>Common Police Activities</b>					
False Alarms		N/A	N/A	5	4
False/Abandoned 911 Call and 911 Act		N/A	N/A	29	17
Suspicious Person/Vehicle/Property		N/A	N/A	4	4
Persons Reported Missing		N/A	N/A	0	0

**Zama City - High Level Detachment  
Crime Statistics  
January - June, 2012 - 2015**

July-03-15

CATEGORY	Trend	2012	2013	2014	2015
Offences Related to Death		0	0	0	0
Robbery		0	0	0	0
Sexual Assaults		0	0	0	0
Other Sexual Offences		0	0	0	0
Assault		1	3	1	0
Kidnapping/Hostage/Abduction		0	1	0	0
Extortion		0	0	0	0
Criminal Harassment		1	0	1	0
Uttering Threats		1	0	2	2
Other Persons		0	0	0	0
<b>TOTAL PERSONS</b>		<b>3</b>	<b>4</b>	<b>4</b>	<b>2</b>
Break & Enter		0	0	2	0
Theft of Motor Vehicle		1	0	3	1
Theft Over \$5,000		1	0	0	0
Theft Under \$5,000		0	0	1	2
Possn Stn Goods		0	0	0	0
Fraud		0	0	0	0
Arson		0	0	0	0
Mischief To Property		0	2	3	6
<b>TOTAL PROPERTY</b>		<b>2</b>	<b>2</b>	<b>9</b>	<b>9</b>
Offensive Weapons		0	0	0	2
Disturbing the peace		1	0	0	0
<b>OTHER CRIMINAL CODE</b>		<b>1</b>	<b>1</b>	<b>0</b>	<b>1</b>
<b>TOTAL OTHER CRIMINAL CODE</b>		<b>1</b>	<b>1</b>	<b>0</b>	<b>3</b>
<b>TOTAL CRIMINAL CODE</b>		<b>6</b>	<b>7</b>	<b>13</b>	<b>14</b>








**Zama City - High Level Detachment  
Crime Statistics  
January - June, 2012 - 2015**









CATEGORY	Trend	2012	2013	2014	2015
Drug Enforcement - Production		0	0	0	0
Drug Enforcement - Possession		0	0	0	0
Drug Enforcement - Trafficking		0	0	1	0
Drug Enforcement - Other		0	0	0	0
<b>Total Drugs</b>		<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>
Federal - General		0	0	1	0
<b>TOTAL FEDERAL</b>		<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>
Liquor Act		N/A	N/A	0	0
Other Provincial Stats		N/A	N/A	4	3
<b>Total Provincial Stats</b>		<b>N/A</b>	<b>N/A</b>	<b>4</b>	<b>3</b>
Municipal By-laws Traffic		N/A	N/A	0	0
Municipal By-laws		N/A	N/A	0	0
<b>Total Municipal</b>		<b>N/A</b>	<b>N/A</b>	<b>0</b>	<b>0</b>
Fatals		0	0	0	0
Injury MVC		0	0	0	0
Property Damage MVC (Reportable)		N/A	N/A	2	3
Property Damage MVC (Non Reportable)		N/A	N/A	2	0
<b>TOTAL MVC</b>		<b>N/A</b>	<b>N/A</b>	<b>4</b>	<b>3</b>
Provincial Traffic		N/A	N/A	1	6
Other Traffic		N/A	N/A	0	0
Criminal Code Traffic		1	0	3	0
<b>Common Police Activities</b>					
False Alarms		N/A	N/A	5	2
False/Abandoned 911 Call and 911 Act		N/A	N/A	16	14
Suspicious Person/Vehicle/Property		N/A	N/A	0	0
Persons Reported Missing		N/A	N/A	0	0







## 2013/2014 SFM ANNUAL PERFORMANCE REPORTING SUMMARY

<p><b>Tolko Industries Ltd. (High Level Lumber Division)</b> is continually seeking ways to improve our environmental performance and we welcome input from all stakeholders and general public.</p> <p>If you would like to provide input or comments on this SFM Annual Performance Reporting Summary, or if you would like more information please feel free to contact:</p> <p><b>Tim Gauthier, RPF</b> Woodlands Manager – Forestry Tolko Industries Ltd.</p> <p><b>Address:</b> Tolko Industries Ltd. High Level Lumber Division 11401 92nd Street High Level, AB T0H 1Z0</p> <p><b>Phone:</b> Office (780) 926-8947</p> <p><b>Email:</b> yourinput@highlevelwoodlands.com</p> <p><b>Website:</b> www.highlevelwoodlands.com</p> <p><i>Learn more about CSA Certification by visiting: <a href="http://www.csasfmforests.ca">www.csasfmforests.ca</a></i></p>	<b>Performance Highlights</b>
	No recorded incidents or non-compliances associated with watercourse crossing installation and removals.
	100% compliance with ESRD approved operational plans in critical wildlife zones.
	<5% disturbance within cutblocks created by temporary roads, rutting, bared landing areas and displaced soil.
	All planted stock is native species from local seed sources.
	New Archaeological sites were identified and managed for during the reporting period.
	Public, stakeholder and First Nation consultation programs continued. Activities included trade shows, school tours and open houses.
	<b>Performance Targets Not Achieved</b>
	One (1) harvest opening did not meet the applicable regeneration standards in the establishment survey.
	One (1) infraction related to riparian area management.
	The woodlands bid process is not tracked so we cannot accurately report if less than 80% of contracts were available to local business to submit a bid.
	Based on the EMS training tracker there are Woodlands contractors that do not have training as outlined in the Environmental Management System.
	<b>Performance Targets Not Reported</b>
	The amount of within-stand structural retention cannot be reported until the next cutblock update, scheduled for Fall 2015.
No new analysis to determine degree of suitable habitat in the long term for selected focal species was completed for the timber supply analysis update.	
Alberta Environment and Sustainable Resource Development did not perform aerial surveys of spruce bud worm outbreak in 2013 therefore harvest plans were not completed for the spruce budworm.	
No public participation satisfaction survey was conducted during the reporting period. The next one is scheduled for 2015.	





Target Achieved:		Off Target:	
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2013/2014 SFM ANNUAL PERFORMANCE REPORTING SUMMARY			
STATUS	INDICATOR	DESCRIPTION	TARGET
	1.1.1	Ecosystem area by type	Maintain ecosystems to the Natural Sub-region level.
	1.1.2	Forest area by type	Maintain the proportion of forest area by the strata types used in Reforestation Standard of Alberta (RSA), in harvested sites across the DFA.
	1.1.3	Forest area by seral stage (age class)	Emulate the natural range of seral stages in the FMA portion of the DFA.
<b>N/A</b>	1.1.4	Degree of within-stand structural retention	Amount of vertical and horizontal diversity retained in cutblocks: <ul style="list-style-type: none"> <li>A minimum of 1% of the standing merchantable coniferous and deciduous volume will be retained during harvest operations.</li> <li>A minimum of 5% of harvested area will be retained as residual material or lesser vegetation.</li> </ul>
	1.2.1	Degree of habitat protection for selected focal species, including species at risk	100% compliance with ESRD approved operational plans in critical wildlife zones.
<b>N/A</b>	1.2.2	Degree of suitable habitat in the long term for selected focal species, including species at risk	Adherence to the Spatial Harvest Sequence in the DFMP for the FMA portion of the DFA. (Through which the strategies for maintaining suitable habitat in the DFMP are carried out).
	1.2.3	Proportion of regeneration comprised of native species	100% compliance with ESRD guidelines that ensure appropriate species are reforested and strata balanced on harvested areas.

2013/2014 SFM ANNUAL PERFORMANCE REPORTING SUMMARY			
STATUS	INDICATOR	DESCRIPTION	TARGET
	1.3.1	The area (ha) planted with seedlings from orchard stock (Local Indicator)	<25% of area harvested in the DFA will be planted with seedlings from orchard seed, and be in accordance with ESRD guidelines (for effective population size, by target strata, over a rotation etc.)
	1.3.2	Regeneration is consistent with provincial regulations and standards for seed supplies and seed zones. (Local Indicator)	100% compliance with ESRD standards for seed zones and seed supplies.
	1.4.1	Proportion of identified sites with implemented management strategies (FMA or Site Level)	Management strategies are being implemented for 100% of identified special sites.
	1.4.2	Protection of identified sacred and culturally important sites.	Target: 100% Compliance with the Historical Resources Act.
	2.1.1	Reforestation success	100% of harvested openings will meet the applicable regeneration standards.
	2.2.1	Additions and deletions to the forest area (by cause).	Soil disturbance of $\leq 5\%$ of a harvest area, includes bared landing areas, temporary roads, displaced soils or ruts.
	2.2.2	Proportion of the calculated long-term sustainable harvest that is actually harvested	Harvest the approved AAC over the 5-Year cut control period across the DFA.
	3.1.1	Level of soil disturbance	<5% disturbance within cutblocks created by temporary roads, rutting, bared landing areas and displaced soil, across all operations over a 5-year period (unless prior approval is received from Alberta to exceed this level).

2013/2014 SFM ANNUAL PERFORMANCE REPORTING SUMMARY			
STATUS	INDICATOR	DESCRIPTION	TARGET
	3.1.2	Level of downed woody debris	Evidence that coarse woody debris (CWD) is retained within harvested areas across the landscape while managing CWD according to Operating Ground Rules.
	3.1.3	Changes in soil productivity (Local Indicator)	Timber productivity in managed stands is equal to or greater than unmanaged stands.
	3.2.1	Proportion of watershed or water management area with recent stand-replacing disturbance	Adherence to Spatial Harvest Sequence.
	3.2.2	Satisfactory management of riparian areas (Local Indicator)	100% Compliance with approved riparian management as outlined in an approved Annual Operating Plan (AOP).
	3.2.3	Satisfactory installation & removal of watercourse crossings (Local Indicator)	100% of the companies' watercourse crossings meet the installation and removal standards that protect water.
	4.1.1	Net carbon uptake / balance	Conduct activities that are known to offset impacts to carbon stocks.
N/A	4.1.2	Annual harvest (m <sup>3</sup> ) from areas identified as being infested by spruce budworm or other insects or disease (Local Indicator)	Annual harvest plans consider Spruce Budworm (SBW) infestations and related risk to wood supply.



2013/2014 SFM ANNUAL PERFORMANCE REPORTING SUMMARY			
STATUS	INDICATOR	DESCRIPTION	TARGET
	5.1.1	Quantity and quality of timber and non-timber benefits, products, and services produced in the DFA.	<p><u>Timber Benefits:</u> Harvest the companies' annual cut allocation in order to harvest the Quadrant volume consistent with the Cut Control Regulation, Policy, DFMP, Forest Management Agreement and Quota Certificate. Integrate operations with the needs of other timber users.</p> <p><u>Non-timber Benefits:</u> 100% of plans consider the needs of other stakeholder, and the strategies to integrate the companies' operations with other users are implemented.</p>
	5.2.1	Level of investment in initiatives that contribute to community stability	<p><u>Local opportunities:</u> Local businesses were provided an opportunity to submit a bid on &gt;80% of the contracts administered by the companies on the DFA.</p> <p><u>Locally-based business and wood supply agreements:</u> Adhere to existing contractual obligations and agreements and seek additional strategies to maximize benefits to other timber operators.</p>
	5.2.2	Level of investment in training and skills development	100% of the companies' Woodlands employees and contractors will have training as outlined in the Environmental Management System. Suppliers are to have EMS orientation training.
	5.2.3	Level of direct and indirect employment	Relatively stable employment rates over time

2013/2014 SFM ANNUAL PERFORMANCE REPORTING SUMMARY			
STATUS	INDICATOR	DESCRIPTION	TARGET
	5.2.4	Level of Aboriginal participation in the forest economy	Maintain and/or increase the number of working relationships with Aboriginals.
	6.1.1	Evidence of a good understanding of Aboriginal rights and title	100% of Woodlands employees who communicate with Aboriginals receive training.
	6.1.2	Evidence of best efforts to obtain acceptance of management plans based on Aboriginal communities having a clear understanding of the plans.	The companies will follow the Alberta's First Nations Consultation Guidelines on Land Management and Resource Development (2007) during consultations with First Nations on the DFA.
	6.1.3	Level of management and/or protection of areas where culturally important practices and activities (hunting, fishing, gathering) occur	100% Compliance with plan commitments to manage and/or protect areas where known culturally important practices and activities occur as outlined in an approved Annual Operating Plan (AOP).
	6.2.1	Evidence of understanding and use of Aboriginal knowledge through the engagement of willing Aboriginal communities, using a process that identifies and manages culturally important resources and values	100% of affected Aboriginal communities will be contacted for the purpose of Woodlands staff gaining an understanding and use of Aboriginal knowledge related to the companies' forestry plans.
	6.3.1	Evidence that the organization has cooperated with other forest-dependent businesses, forest users and the local community to strengthen and diversify the local economy.	The companies will explore positive local economic opportunities.

2013/2014 SFM ANNUAL PERFORMANCE REPORTING SUMMARY			
STATUS	INDICATOR	DESCRIPTION	TARGET
	6.3.2	Evidence of cooperation with DFA-related workers and their unions to improve and enhance safety standards, procedures, and outcomes in all DFA-related workplaces and affected communities.	The companies and contractors will achieve a Certificate of Recognition for their safety programs.
	6.3.3	Evidence that a worker safety program has been implemented and periodically reviewed and improved.	100% of contractors working in the DFA have a Health and Safety program that has current Certificate of Recognition through the Partnerships in Injury Reduction program.
N/A	6.4.1	Level of participant satisfaction with the public participation process	80% of responses to a satisfaction survey for participants are “3” or better. (on scale of 1-5)
	6.4.2	Evidence of efforts to promote capacity development and meaningful participation in general	Track the number of educational initiatives that contribute to informed public participation in the development of forestry plans.  Use the baseline information gathered to develop a more specific target for 2015, such as the number of events.
	6.4.3	Evidence of efforts to promote capacity development and meaningful participation of Aboriginal communities	Track the number of educational initiatives that contribute to informed participation by Aboriginal communities in the development of forestry plans.
	6.5.1	Maintain or increase the number of people contacted through educational outreach	Maintain or increase the number of people contacted through educational outreach.
	6.5.2	Availability of summary information on issues of concern to the public	Relevant information on forestry issues of concern is readily available to the public.

**2012/2013 SFM ANNUAL PERFORMANCE REPORTING SUMMARY**

**Tolko Industries Ltd. (HLLD)** is continually seeking ways to improve our environmental performance and we welcome input from all Stakeholders and general public.

If you would like to provide input or comments on this SFM Annual Performance Reporting Summary, or if you would like more information please feel free to contact:

**Tim Gauthier, RPF**  
Woodlands Manager – Forestry  
Tolko Industries Ltd.

**Address:**  
Tolko Industries Ltd.  
High Level Lumber Division  
11401 92nd Street  
High Level, AB T0H 1Z0

**Phone:**  
(780) 926-8947

**Email:** [yourinput@highlevelwoodlands.com](mailto:yourinput@highlevelwoodlands.com)

**Website:**  
[www.highlevelwoodlands.com](http://www.highlevelwoodlands.com)

*Learn more about CSA Certification by visiting: [www.csasfmforests.ca](http://www.csasfmforests.ca)*

**Performance Highlights**

No recorded incidents or non-compliances associated with watercourse crossing installation and removals

Tolko reforested 222 cutblocks (3,694 ha) damaged during the 2012 fire season

100% compliance with Historical Resources Act

Operations occurred outside of areas of biological significance and respecting unique areas removed from the net landbase

Compliance with reforestation harvested areas within a 2-year period post-harvest

The in-block road disturbance on the DFA amounted to 3.5% of the block area, which is below the maximum amount of 5%

Tolko and La Crete Sawmills reforested 71.8 ha of seismic lines within harvested blocks

1,432 visits to [www.highlevelwoodlands.com](http://www.highlevelwoodlands.com) with an average of 2.03 pages viewed per visit

**Performance Targets Not Achieved**

One (1) infraction related to riparian area management

26 openings did not meet the acceptable percent stocking requirements at Establishment Survey

Less than 80% of contracts were available to local business to submit a bid





Conifer volume was under-cut across the DFA

**Performance Targets Not Reported**








The amount of within-stand structural retention cannot be reported until the next cutblock update, scheduled for Fall 2015

No Public Participation Satisfaction Survey was conducted during the reporting period, the next one is scheduled for 2014-15





Target Achieved:		Off Target:	
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2012/2013 SFM ANNUAL PERFORMANCE REPORTING SUMMARY			
STATUS	INDICATOR	DESCRIPTION	TARGET
	1.1.1	Ecosystem area by type	Maintain ecosystems to the Natural Sub-region level.
	1.1.2	Forest area by type	Maintain the proportion of forest area by the strata types used in Reforestation Standard of Alberta (RSA), in harvested sites across the DFA.
	1.1.3	Forest area by seral stage (age class)	Emulate the natural range of seral stages in the FMA portion of the DFA.
N/A	1.1.4	Degree of within-stand structural retention	Amount of vertical and horizontal diversity retained in cutblocks: <ul style="list-style-type: none"> <li>A minimum of 1% of the standing merchantable coniferous and deciduous volume will be retained during harvest operations.</li> <li>A minimum of 5% of harvested area will be retained as residual material or lesser vegetation.</li> </ul>
	1.2.1	Degree of habitat protection for selected focal species, including species at risk	100% compliance with ESRD approved operational plans in critical wildlife zones.
N/A	1.2.2	Degree of suitable habitat in the long term for selected focal species, including species at risk	Adherence to the Spatial Harvest Sequence in the DFMP for the FMA portion of the DFA. (Through which the strategies for maintaining suitable habitat in the DFMP are carried out).







2012/2013 SFM ANNUAL PERFORMANCE REPORTING SUMMARY			
STATUS	INDICATOR	DESCRIPTION	TARGET
	1.2.3	Proportion of regeneration comprised of native species	100% compliance with ESRD guidelines that ensure appropriate species are reforested and strata balanced on harvested areas.
	1.3.1	The area (ha) planted with seedlings from orchard stock (Local Indicator)	<25% of area harvested in the DFA will be planted with seedlings from orchard seed, and be in accordance with ESRD guidelines (for effective population size, by target strata, over a rotation etc.)
	1.3.2	Regeneration is consistent with provincial regulations and standards for seed supplies and seed zones. (Local Indicator)	100% compliance with ESRD standards for seed zones and seed supplies.
	1.4.1	Proportion of identified sites with implemented management strategies (FMA or Site Level)	Management strategies are being implemented for 100% of identified special sites.
	1.4.2	Protection of identified sacred and culturally important sites.	Target: 100% Compliance with the Historical Resources Act.
	2.1.1	Reforestation success	100% of harvested openings will meet the applicable regeneration standards.
	2.2.1	Additions and deletions to the forest area (by cause).	Soil disturbance of ≤5% of a harvest area, includes bared landing areas, temporary roads, displaced soils or ruts.
	2.2.2	Proportion of the calculated long-term sustainable harvest that is actually harvested	Harvest the approved AAC over the 5-Year cut control period across the DFA.
	3.1.1	Level of soil disturbance	<5% disturbance within cutblocks created by temporary roads, rutting, bared landing areas and displaced soil, across all operations over a 5-year period (unless prior approval is received from Alberta to exceed this level).


2012/2013 SFM ANNUAL PERFORMANCE REPORTING SUMMARY			
STATUS	INDICATOR	DESCRIPTION	TARGET
	3.1.2	Level of downed woody debris	Evidence that coarse woody debris (CWD) is retained within harvested areas across the landscape while managing CWD according to Operating Ground Rules.
	3.1.3	Changes in soil productivity (Local Indicator)	Timber productivity in managed stands is equal to or greater than unmanaged stands.
	3.2.1	Proportion of watershed or water management area with recent stand-replacing disturbance	Adherence to Spatial Harvest Sequence.
	3.2.2	Satisfactory management of riparian areas (Local Indicator)	100% Compliance with approved riparian management as outlined in an approved Annual Operating Plan (AOP).
	3.2.3	Satisfactory installation & removal of watercourse crossings (Local Indicator)	100% of the companies' watercourse crossings meet the installation and removal standards that protect water.
	4.1.1	Net carbon uptake / balance	Conduct activities that are known to offset impacts to carbon stocks.
	4.1.2	Annual harvest (m <sup>3</sup> ) from areas identified as being infested by spruce budworm or other insects or disease (Local Indicator)	Annual harvest plans consider Spruce Budworm (SBW) infestations and related risk to wood supply.



2012/2013 SFM ANNUAL PERFORMANCE REPORTING SUMMARY			
STATUS	INDICATOR	DESCRIPTION	TARGET
	5.1.1	Quantity and quality of timber and non-timber benefits, products, and services produced in the DFA.	<p><u>Timber Benefits:</u></p> <p>Harvest the companies' annual cut allocation in order to harvest the Quadrant volume consistent with the Cut Control Regulation, Policy, DFMP, Forest Management Agreement and Quota Certificate. Integrate operations with the needs of other timber users.</p> <p><u>Non-timber Benefits:</u></p> <p>100% of plans consider the needs of other stakeholder, and the strategies to integrate the companies' operations with other users are implemented.</p>
	5.2.1	Level of investment in initiatives that contribute to community stability	<p><u>Local opportunities:</u></p> <p>Local businesses were provided an opportunity to submit a bid on &gt;80% of the contracts administered by the companies on the DFA.</p> <p><u>Locally-based business and wood supply agreements:</u></p> <p>Adhere to existing contractual obligations and agreements and seek additional strategies to maximize benefits to other timber operators.</p>
	5.2.2	Level of investment in training and skills development	100% of the companies' Woodlands employees and contractors will have training as outlined in the Environmental Management System. Suppliers are to have EMS orientation training.
	5.2.3	Level of direct and indirect employment	Relatively stable employment rates over time



2012/2013 SFM ANNUAL PERFORMANCE REPORTING SUMMARY			
STATUS	INDICATOR	DESCRIPTION	TARGET
	5.2.4	Level of Aboriginal participation in the forest economy	Maintain and/or increase the number of working relationships with Aboriginals.
	6.1.1	Evidence of a good understanding of Aboriginal rights and title	100% of Woodlands employees who communicate with Aboriginals receive training.
	6.1.2	Evidence of best efforts to obtain acceptance of management plans based on Aboriginal communities having a clear understanding of the plans.	The companies will follow the Alberta's First Nations Consultation Guidelines on Land Management and Resource Development (2007) during consultations with First Nations on the DFA.
	6.1.3	Level of management and/or protection of areas where culturally important practices and activities (hunting, fishing, gathering) occur	100% Compliance with plan commitments to manage and/or protect areas where known culturally important practices and activities occur as outlined in an approved Annual Operating Plan (AOP).
	6.2.1	Evidence of understanding and use of Aboriginal knowledge through the engagement of willing Aboriginal communities, using a process that identifies and manages culturally important resources and values	100% of affected Aboriginal communities will be contacted for the purpose of Woodlands staff gaining an understanding and use of Aboriginal knowledge related to the companies' forestry plans.
	6.3.1	Evidence that the organization has cooperated with other forest-dependent businesses, forest users and the local community to strengthen and diversify the local economy.	The companies will explore positive local economic opportunities.

2012/2013 SFM ANNUAL PERFORMANCE REPORTING SUMMARY			
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	6.3.2	Evidence of cooperation with DFA-related workers and their unions to improve and enhance safety standards, procedures, and outcomes in all DFA-related workplaces and affected communities.	The companies and contractors will achieve a Certificate of Recognition for their safety programs.
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**From:** [ACSRC](#)  
**Subject:** Registration Open for Alberta's Premier Forum for Rural Knowledge Exchange and Network Development  
**Date:** Monday, July 13, 2015 12:58:37 PM

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The ACSRC is proud to announce that registration is open for the Rural Alberta Innovation and Learning Commons 2015!

The ACSRC and the Battle River Alliance for Economic Development (BRAED) (Killam, AB), are hosting a three-day educational commons focused on rural economic and community development. The RAIL Commons will provide baseline and in-depth information that will create a strong foundation for understanding and knowledge surrounding rural community and economic development strategies, realities, best practices and challenges, and subject matter surrounding the well-being of rural as a whole.

Concentrating on subject matter such as rural policy and governance, social policy and services, tapping into natural resources, investment attraction, business succession strategies, infrastructure, transportation and logistics, youth retention and recruitment, and more, this learning commons will offer a variety of opportunities to increase the knowledge capacity of municipal officials, professionals and students in Alberta.

The Rural Alberta Innovation and Learning Commons (RAIL) will be hosted from October 2 -4, 2015 at University of Alberta, Augustana Campus in Camrose, Alberta. For more information about the RAIL Commons please visit [www.rail-commons.ca](http://www.rail-commons.ca)

Commons Objectives:

- Increase community and economic development knowledge capacity;
- Improved collaboration amongst rural communities;
- Providing a forum for networking and sharing between rural communities in Alberta;
- Provide an avenue for training and professional development that is a minimal time and cost commitment; and,
- Provide this forum to build a business case for the need for further rural economic and community development education opportunities.

Please share this information with anyone who may be interested in attending the RAIL Commons.

Thank you,

Naomi

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Naomi Finseth  
Executive Assistant

**[Alberta Centre for Sustainable Rural Communities](#)**

*A joint initiative of the [University of Alberta - Augustana Campus](#) and the [Faculty of Agricultural, Life and Environmental Sciences](#)*

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