



**Mackenzie County**

# **REGULAR COUNCIL MEETING AGENDA**

OCTOBER 28, 2015

1:00 P.M.

COUNCIL CHAMBERS  
FORT VERMILION, AB



# STRATEGIC PRIORITIES CHART

## COUNCIL PRIORITIES (Council/CAO)

NOW		ADVOCACY
<ol style="list-style-type: none"> <li>1. RATEPAYER ENGAGEMENT</li> <li>2. REGIONAL RELATIONSHIPS</li> <li>3. FISCAL RESPONSIBILITY</li> <li>4. POTABLE WATER: Availability &amp; Infrastructure</li> <li>5. CAMPGROUNDS: Expansion and New Boat Docks</li> <li>6. RECREATION CENTRES &amp; ARENA UPGRADES</li> <li>7. MASTER FLOOD CONTROL PLAN &amp; FLOOD CONTROL SYSTEMS</li> <li>8. TRANSPORTATION DEVELOPMENT</li> <li>9. ECONOMIC DEVELOPMENT</li> <li>10. INDUSTRY RELATIONS</li> </ol>		<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>
		<p><u>Codes:</u>  <b>BOLD CAPITALS</b> – Council NOW Priorities            CAPITALS – Council NEXT Priorities  <i>Italics</i> – Advocacy            Regular Title Case – Operational Strategies            * See Monthly Capital Projects Progress Report</p>

## OPERATIONAL STRATEGIES (CAO/Staff)

CHIEF ADMINISTRATIVE OFFICER (Joulia)			
<ol style="list-style-type: none"> <li>1. RATEPAYER ENGAGEMENT – Citizen Engagement Policy</li> <li>2. REGIONAL RELATIONSHIPS – Regional Sustainability Plan Phase II (RFP)</li> <li>3. REGIONAL RELATIONSHIPS – Rainbow Lake Agreement</li> <li>4. FISCAL RESPONSIBILITY – non-traditional municipal revenue streams</li> </ol>	Sept.  Oct.  Nov.  Nov.	<input type="checkbox"/> <i>La Crete Library – Lease Agreement</i> <input type="checkbox"/> <i>AUPE Negotiations – internal review of the agreement</i> <input type="checkbox"/> Regional Emergency Planning – Risk & Self-Assessment <input type="checkbox"/> Municipal Climate Resilience Workshop <input type="checkbox"/> <i>Connectivity with NPTC</i>	Oct. Dec.  Nov.  Nov. Nov.
ECONOMIC DEVELOPMENT (Joulia/Byron)		AGRICULTURAL SERVICES (Grant)	
<ol style="list-style-type: none"> <li>1. ECONOMIC DEVELOPMENT – Establish Action Plan (Award RFP)</li> <li>2. TRANSPORTATION DEVELOPMENT – Meet Ministers (P5/Zama, RBLK/Hwy 58)</li> <li>3. INDUSTRY RELATIONS – Meet Industry Partners</li> </ol>	Sept.  Nov.	<ol style="list-style-type: none"> <li>1. MASTER FLOOD CONTROL PLAN – Provincial Endorsement</li> <li>2. Emergency Livestock Response Plan</li> <li>3. _____</li> <li><input type="checkbox"/> Easements for Existing Drainage Channel</li> </ol>	Oct.  Oct.
COMMUNITY SERVICES (Ron/Len)		PUBLIC WORKS* (Ron/Len)	
<ol style="list-style-type: none"> <li>1. CAMPGROUNDS – build roads in expansion area</li> <li>2. RECREATION CENTRES &amp; ARENA UPGRADES – Assessment</li> <li>3. COR Certificate – Self Audit Review</li> <li><input type="checkbox"/> Dock expansion plan for campgrounds</li> </ol>	Nov.  Dec.  Dec.	<ol style="list-style-type: none"> <li>1. Review Alternate Dust Control Products</li> <li>2. Review 105 St. Closure (LC)</li> <li>3. Finalize Meander River Gravel Pit Transfer</li> <li><input type="checkbox"/> Hamlet 3 Year Upgrading Plan – Review &amp; Update</li> <li><input type="checkbox"/> Engineering Services Procurement RFP</li> <li><input type="checkbox"/> Utility Laneway/Back Alley Policy</li> </ol>	Dec. Dec. Dec.  Dec. Dec.
PLANNING & DEVELOPMENT (Byron)		LEGISLATIVE SERVICES (Carol)	
<ol style="list-style-type: none"> <li>1. Infrastructure Master Plans</li> <li>2. LC &amp; FV Design Guide – Award RFP</li> <li>3. _____</li> <li><input type="checkbox"/> Land Use Framework</li> <li><input type="checkbox"/> LC &amp; FV Airports – Infrastructure Review</li> </ol>	Oct. Sept.  2016	<ol style="list-style-type: none"> <li>1. Website “Content” Review &amp; Update</li> <li>2. Filing/Records Management Procedures</li> <li>3. _____</li> <li><input type="checkbox"/> Human Resource Policy Review</li> <li><input type="checkbox"/> Communication Plan</li> </ol>	Dec Dec
FINANCE (Mark)		ENVIRONMENTAL (Fred)	
<ol style="list-style-type: none"> <li>1. FISCAL RESPONSIBILITY – Mill Rate Discussion &amp; Policy</li> <li>2. <i>AUPE Negotiations (calculations)</i></li> <li>3. Multi-year capital plan</li> </ol>	Nov.  Nov. Dec.	<ol style="list-style-type: none"> <li>1. FV Frozen Services Plan</li> <li>2. Hamlet Easement Strategy</li> <li>3. _____</li> </ol>	Aug. Dec.

**MACKENZIE COUNTY  
REGULAR COUNCIL MEETING**

**Wednesday, October 28, 2015  
1:00 p.m.**

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

**AGENDA**

			Page
<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 October 13, 2015 Regular Council Meeting	7
<b>DELEGATIONS:</b>	4.	a) Frontier Veterinary Services – Wendy Quist (2:00 P.M. In Camera)	
		b)	
		c)	
<b>GENERAL REPORTS:</b>	5.	a) Public Works Committee Meeting Minutes	21
		b)	
		c)	
<b>TENDERS:</b>	6.	a) Request for Proposal for Engineering Services – Rural Potable Water Infrastructure (2:00 P.M.)	29
		b)	
		c)	
<b>PUBLIC HEARINGS:</b>	Public hearings are scheduled for 1:15 p.m.		

	7.	a)		
		b)		
<b>COMMUNITY SERVICES:</b>	8.	a)	Bylaw 1009-15 – Traffic Regulations	33
		b)	Alberta Fire Code and Fireworks	51
		c)		
		d)		
<b>UTILITIES:</b>	9.	a)		
		b)		
<b>OPERATIONS:</b>	10.	a)	PW040 Hamlet Utility Corridors and Back Alleys Policy	79
		b)	Tompkins Ice-Bridge Contract	85
		c)	Veterinary Services Incorporated - Subsidy Increase	109
		d)	Third Access Request – SW-22-106-14-W5M	111
		e)	La Crete Salt & Sand Shelter	115
		f)		
		g)		
<b>PLANNING &amp; DEVELOPMENT:</b>	11.	a)	Bylaw 1006-15 Land Use Bylaw Amendment to Rezone Part of NE 16-106-15-W5M from Agricultural “A” to Rural General Industrial District “RI2”(La Crete Rural)	123
		b)		
		c)		
<b>FINANCE:</b>	12.	a)	Policy ADM049 Bursaries	129

	b)	Family and Community Support Services Funding	133
	c)	Request to Waive Penalties	135
	d)		
	e)		
<b>ADMINISTRATION:</b>	13.	a) Policy EMR002 Disaster Emergency Response Services	137
		b) Office Security & Access Control Project	141
		c) La Crete Agricultural Society – Request for Gravel	145
		d) Mackenzie Regional Waste Management Commission – Tipping Fee Increase	149
		e)	
		f)	
<b>INFORMATION / CORRESPONDENCE:</b>	14.	a) Information/Correspondence	153
<b>IN CAMERA SESSION:</b>	15.	a) Legal <ul style="list-style-type: none"><li>• 2016 Veterinary Subsidy Contract</li></ul>	
		b) Labour	
		c) Land <ul style="list-style-type: none"><li>• Leasing of County Facilities to Alberta Health Services (AHS)</li><li>• Land Agreement Adjacent to La Crete Airport</li></ul>	
<b>NOTICE OF MOTION:</b>	16.	Notices of Motion	
<b>NEXT MEETING DATES:</b>	17.	a) Regular Council Meeting Tuesday, November 10, 2015 10:00 a.m. Fort Vermilion Council Chambers	

- b) Committee of the Whole Meeting  
Wednesday, November 25, 2015  
10:00 a.m.  
Fort Vermilion Council Chambers
- c) Regular Council Meeting  
Wednesday, November 25, 2015  
1:00 p.m.  
Fort Vermilion Council Chambers

**ADJOURNMENT:** 18. a) Adjournment



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>October 28, 2015</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>Minutes of the October 13, 2015, Regular Council Meeting</b>

**BACKGROUND / PROPOSAL:**

Minutes of the October 13, 2015 Regular Council Meetings 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 October 13, 2015 Regular Council Meetings be adopted as presented.

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

**MACKENZIE COUNTY  
REGULAR COUNCIL MEETING**

**Tuesday, October 13, 2015  
10:00 a.m.**

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

**PRESENT:**

Bill Neufeld	Reeve
Walter Sarapuk	Deputy Reeve
Jacque Bateman	Councillor
Peter F. Braun	Councillor
Elmer Derksen	Councillor
John W. Driedger	Councillor
Eric Jorgensen	Councillor
Josh Knelsen	Councillor (via teleconference)
Ricky Paul	Councillor
Lisa Wardley	Councillor

**REGRETS:**

**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
Fred Wiebe	Manager of Utilities
Carol Gabriel	Manager of Legislative and Support Services
Alexandra Codispodi	Municipal Intern (Recording Secretary)

**ALSO PRESENT:** Members of the public.

Minutes of the Regular Council meeting for Mackenzie County held on October 13, 2015 in the Fort Vermilion Council Chambers.

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

Reeve Neufeld called the meeting to order at 10:03 a.m.

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

**MOTION 15-10-681 MOVED** by Councillor Paul

That the agenda be approved as presented.

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**CARRIED**

**ADOPTION OF  
PREVIOUS MINUTES:**

**3. a) Minutes of the September 30, 2015 Regular Council Meeting**

**MOTION 15-10-682**

**MOVED** by Councillor Driedger

That the minutes of the September 30, 2015 Regular Council meeting be approved with the following corrections:

MOTION 15-09-639

Bid price should be **\$93,500.00** instead of \$91,302.75.

MOTION 15-09-655:

Motion moved by Councillor **Derksen** instead of Councillor Driedger.

**CARRIED**

**GENERAL REPORTS:**

**5. a) CAO Report**

**MOTION 15-10-683**

**MOVED** by Councillor Braun

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

**CARRIED**

Reeve Neufeld recessed the meeting at 11:07 a.m. and reconvened the meeting at 11:21 a.m.

**OPERATIONS:**

**10. a) Second Access Request – Plan 082 6710 Lot 1 Block 1 of NE-19-104-15-W5M**

**MOTION 15-10-684**

**MOVED** by Councillor Derksen

That the Second Access Request on Plan 082 6710 Lot 1 Block 1 of NE-19-104-15-W5M be APPROVED.

**CARRIED**

**10. b) Second Access Request – NE & NW 36-107-13-W5**

**MOTION 15-10-685**

**MOVED** by Councillor Jorgensen

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That the Second Access Request on NE & NW 36-107-13-W5 be APPROVED.

**CARRIED**

**10. c) Mackenzie Applied Research Association Water & Sewer Costs**

**MOTION 15-10-686**

**MOVED** by Councillor Wardley

That due to Mackenzie Applied Research Association's retraction of their prior request, Motion 15-04-267 stating that "*Mackenzie County absorbs the water and sewer costs for the Mackenzie Applied Research Association*" be withdrawn.

**CARRIED**

**PLANNING &  
DEVELOPMENT:**

**11. a) 249-DP-15 3 Star Ventures Inc – Auto Salvage in DC (88 Connector)**

**MOTION 15-10-687**

**MOVED** by Councillor Wardley

That Development Permit 249-DP-15 on SE 13-106-14-W5M in the name of 3 Star Ventures Inc. be APPROVED with the following conditions:

Failure to comply with one or more of the attached conditions shall render this permit Null and Void

**1. Minimum building setbacks:**

- a) 41.15 meters (135 feet) from any road allowances and
- b) 15.24 meters (50 feet) from any other property lines.

**2. The Auto Salvage/Recycling site/lot shall be enclosed with a 6 foot high chainlink or game fence. The fencing/screening may also consist of a combination of landscaping, trees, berms, hedges, opaque fencing, decorative walls, architectural features, similar techniques or any combination thereof to reduce the impact of noise, odour or visual presence on surrounding properties.**

**3. PRIOR to any new construction taking place on the subject property contact the Development Department for a Development Permit.**

**4. This Permit may be revoked at any time, if, in the opinion of the Development Authority, the Auto Salvage/Recycling site**

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has become detrimental or otherwise incompatible with the amenities of the neighborhood.

5. This permit approval is subject to the construction of an access to the property to County standards. PRIOR to installation of any new access or changing location of existing access, complete a Request for Access form by contacting the Operational Services Department for Mackenzie County at 780-928-3983. Access to be constructed to Mackenzie County standards and at the developer's expense.
6. If a sign is placed on the property the sign shall be located a minimum of:
  - a) 20 meters from regulatory signs
  - b) 3 meters (9 feet) from the outer edge of the road or not less than 1.5 meters from the property line if on private property.
7. The sign shall be a minimum of 2 meters in height above the shoulder of the road.
8. The sight and sign shall be kept in a safe, clean, and tidy condition, or may be required to be renovated or removed.
9. The sign shall:
  - a) Not obstruct the orderly and safe flow of vehicular and pedestrian traffic.
  - b) Not unduly interfere with the amenities of the district.
  - c) Not materially interfere with or affect the use, enjoyment or value of neighbouring properties.
  - d) Not create visual or aesthetic blight.
10. The total site area shall have a positive surface drainage without adversely affecting the neighbouring properties.
11. No sign shall be placed on the Highway Right of Way unless Approval has been Granted by Alberta Transportation.

**CARRIED**

**FINANCE:**

**12. a) Bylaw 1008-15 Fee Schedule**

**MOTION 15-10-688**  
Requires 2/3

**MOVED** by Councillor Wardley

That first reading be given to Bylaw 1008-15 being the Fee Schedule Bylaw for Mackenzie County.

**CARRIED**

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**MOTION 15-10-689**  
Requires 2/3

**MOVED** by Deputy Reeve Sarapuk

That second reading be given to Bylaw 1008-15 being the Fee Schedule Bylaw for Mackenzie County.

**CARRIED**

**MOTION 15-10-690**  
Requires Unanimous

**MOVED** by Councillor Jorgensen

That consideration be given to go to third reading of Bylaw 1008-15 being the Fee Schedule Bylaw for Mackenzie County at this meeting.

**CARRIED UNANIMOUSLY**

**MOTION 15-10-691**  
Requires 2/3

**MOVED** by Councillor Braun

That third reading be given to Bylaw 1008-15 being the Fee Schedule Bylaw for Mackenzie County.

**CARRIED**

**MOTION 15-10-692**  
Requires 2/3

**MOVED** by Councillor Bateman

That administration be authorized to retroactively refund the water pump renters for the rentals beginning April 1, 2015.

**CARRIED**

**12. b) Minimum Levy Reduction/Change Request**

**MOTION 15-10-693**  
Requires 2/3

**MOVED** by Councillor Driedger

That the 2015 municipal tax portion on roll 083837, legal SE17-108-12-05, be reduced to \$35.00 (minimum farmland tax) due to the fragmented parcel that was created during the Highway 88 construction.

**CARRIED**

**12. c) Waive Penalties Roll 082912**

**MOTION 15-10-694**  
Requires 2/3

**MOVED** by Councillor Braun

That the penalties (\$89.41) for tax roll 082912 (lot 32, block 38, plan 1026365) be waived.

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**CARRIED**

**ADMINISTRATION:**      **13. a) Regional Sustainability Study Phase II – DRAFT  
Request for Proposal**

**MOTION 15-10-695**      **MOVED** by Councillor Wardley

That the Regional Sustainability Study Phase II request for proposal be approved as presented.

**CARRIED**

**13. b) Canadian Parks & Wilderness Society – Conservation  
Blueprint for Northern Alberta**

**MOTION 15-10-696**      **MOVED** by Councillor Wardley

That Councillor Jorgensen be authorized to attend the Canadian Parks & Wilderness Society Annual General Meeting on October 21, 2015 in Edmonton and report to Council on the Conservation Blueprint for Northern Alberta.

**CARRIED**

**13. c) Friends of Royal Alberta Museum Society – RAM: A  
Moving Tribute**

**MOTION 15-10-697**      **MOVED** by Councillor Driedger

That the Friends of Royal Alberta Museum Society – RAM: A Moving Tribute event be received for information.

**CARRIED**

**INFORMATION/  
CORRESPONDENCE:**      **14. a) Information/Correspondence**

**MOTION 15-10-698**      **MOVED** by Deputy Reeve Sarapuk

That the information/correspondence items be received for information purposes.

**CARRIED**

Reeve Neufeld recessed the meeting at 11:59 a.m. and reconvened the meeting at 12:53 p.m.

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**IN-CAMERA  
SESSION:**

**15. In-Camera Session**

**MOTION 15-10-699**

**MOVED** by Councillor Driedger

That Council move in-camera to discuss issues under the Freedom of Information and Protection of Privacy Regulations 18 (1) at 12:53 p.m.

- 15. a) Legal
- 15. b) Labour
- 15. c) Land

**CARRIED**

**MOTION 15-10-700**

**MOVED** by Councillor Driedger

That Council move out of camera at 1:20 p.m.

**CARRIED**

**PUBLIC HEARINGS:**

**7. a) Bylaw 1006-15 Land Use Bylaw Amendment to Rezone Part of NE 16-106-15-W5M from Agricultural "A" to Rural General Industrial District "RI2"(La Crete Rural)**

Reeve Neufeld called the public hearing for Bylaw 1006-15 to order at 1:21 p.m.

Reeve Neufeld asked if the public hearing for proposed Bylaw 1006-15 was properly advertised. Byron Peters, Director of Planning & Development, answered that the bylaw was advertised in accordance with the Municipal Government Act.

Reeve Neufeld asked the Development Authority to outline the proposed Land Use Bylaw Amendment. Byron Peters, Director of Planning & Development, presented the Development Authority's submission and indicated that first reading was given on September 8, 2015.

Reeve Neufeld asked if Council has any questions of the proposed Land Use Bylaw Amendment. Council had no questions.

Reeve Neufeld asked if any submissions were received in regards to proposed Bylaw 1006-15.

The following written submissions were read into the record and

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are attached to these minutes:

- Joe Driedger
- Krista White
- Anna Harder
- Jason MacDonald
- Sandra Neufeld

Reeve Neufeld asked if there was anyone present who would like to speak in regards to the proposed Bylaw 1006-15. Larry Neufeld stated that people are confused about the sewage components, etc. of the bylaw amendment which were included in the notice to adjacent landowners. Clarifying what kind of equipment, noise and odor are involved with the proposed gravel storage would help address resident concerns.

Councillor Wardley commented that she was glad that the development department sent out a letter informing residents about the rezoning.

Councillor Braun commented that too much is permitted under the bylaw for that zoning.

Reeve Neufeld closed the public hearing for Bylaw 1006-15 at 1:32 p.m.

**MOTION 15-10-701**

**MOVED** by Councillor Braun

That Bylaw 1006-15 being a Land Use Bylaw Amendment to rezone Part of NE 16-106-15-W5M from Agricultural "A" to Rural General Industrial District "RI2" for the purpose of Industrial development be TABLED for further information.

**CARRIED**

**7. b) Bylaw 1007-15 Plan Cancellation for Consolidation Purposes Plan 122 3803, Block 1, Lot 1 (Pt. of NW & SW 33-105-15-W5M) (La Crete Rural)**

Reeve Neufeld called the public hearing for Bylaw 1007-15 to order at 1:39 p.m.

Reeve Neufeld asked if the public hearing for proposed Bylaw 1007-15 was properly advertised. Byron Peters, Director of Planning & Development, answered that the bylaw was advertised in accordance with the Municipal Government Act.

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Reeve Neufeld asked the Development Authority to outline the proposed Plan Cancellation Bylaw. Byron Peters, Director of Planning & Development, presented the Development Authority's submission and indicated that first reading was given on September 8, 2015.

Reeve Neufeld asked if Council has any questions of the proposed Plan Cancellation Bylaw. Councillor Wardley asked to clarify which section of land was owned.

Reeve Neufeld asked if any submissions were received in regards to proposed Bylaw 1007-15. No submissions were received.

Reeve Neufeld asked if there was anyone present who would like to speak in regards to the proposed Bylaw 1007-15. There was no one present to speak to the proposed Bylaw.

Reeve Neufeld closed the public hearing for Bylaw 1007-15 at 1:42 p.m.

**MOTION 15-10-702**      **MOVED** by Councillor Wardley

That second reading be given to Bylaw 1007-15, being a Plan Cancellation Bylaw to cancel and consolidate Plan 122 3803, Block 1, Lot 1 back into the quarter from which it was taken.

**CARRIED**

**MOTION 15-10-703**      **MOVED** by Councillor Driedger

That third reading be given to Bylaw 1007-15, being a Plan Cancellation Bylaw to cancel and consolidate Plan 122 3803, Block 1, Lot 1 back into the quarter from which it was taken.

**CARRIED**

**MOTION 15-10-704**      **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 1:44 p.m.

- 15. a) Legal
- 15. b) Labour
- 15. c) Land

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**MOTION 15-10-705**      **MOVED** by Councillor Braun

That Council move out of camera at 1:48 p.m.

**CARRIED**

**15. a) Legal – 2016 Veterinary Subsidy Contract**

**MOTION 15-10-706**      **MOVED** by Deputy Reeve Sarapuk

That administration be authorized to negotiate the 2016 Veterinary Subsidy Contract as discussed.

**CARRIED**

**15. b) Labour – AUPE Negotiations**

**MOTION 15-10-707**      **MOVED** by Councillor Bateman

That the AUPE Negotiations be received for information.

**CARRIED**

**15. c) Land – Sale of Service Road Allowance along South Side of 109<sup>th</sup> Avenue (La Crete)**

**MOTION 15-10-708**      **MOVED** by Councillor Jorgensen  
Requires 2/3

That the service road allowance along the north side of Plan 052 4622, Block 21, Lot 10 be sold to Frontier Auto at market value of \$115,000 per acre and that the East and West Utility Right-of-Ways be extended to the La Crete North Access Road.

**CARRIED**

Reeve Neufeld recessed the meeting at 1:52 p.m. and reconvened the meeting at 2:01 p.m.

**DELEGATIONS:**      **4. a) Maarten Braat, Chairperson, Fort Vermilion Board of Trade**

**MOTION 15-10-709**      **MOVED** by Councillor Bateman

That a letter be sent to Alberta Environment and Parks requesting that a detailed ice jam study be conducted and that the Development Department investigate the restrictions associated with designating a high risk flood zone.

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**CARRIED**

**TENDERS:**

**6. a) Zama Property Disposal**

**MOTION 15-10-710**

**MOVED** by Councillor Wardley

That the “Zama City Property Sale and Clean-up” request for proposals be opened.

**CARRIED**

Proposals Received:

Radar Hot Shots \$100.00

**MOTION 15-10-711**

Requires 2/3

**MOVED** by Councillor Driedger

That the Zama City properties located at 1072 Industrial Drive and 1084 Industrial Drive be sold to Radar Hot Shots for \$100.00, subject to the conditions of the clean-up agreement.

**CARRIED**

**NEXT MEETING  
DATES:**

17. a) Organizational Council Meeting  
Tuesday, October 27, 2015  
9:00 a.m.  
Fort Vermilion Council Chambers
- b) Special Council (Budget) Meeting  
Tuesday, October 27, 2015  
1:00 p.m.  
Fort Vermilion Council Chambers
- c) Special Council (Budget) Meeting  
Wednesday, October 28, 2015  
9:00 a.m.  
Fort Vermilion Council Chambers
- d) Regular Council Meeting  
Wednesday, October 28, 2015  
9:00 a.m.  
Fort Vermilion Council Chambers

**ADJOURNMENT:**

**18. a) Adjournment**

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**MOTION 15-10-712**      **MOVED** by Councillor Jorgensen

That the council meeting be adjourned at 2:40 p.m.

**CARRIED**

These minutes will be presented to Council for approval on October 28, 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>October 28, 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</b>

**BACKGROUND / PROPOSAL:**

Please see attached, the adopted minutes of the July 29, 2015 and September 7, 2015 meetings 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 July 29, 2015 and September 7, 2015 be received for information.

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

**MACKENZIE COUNTY**  
**Public Works Committee Meeting**  
**July 29, 2015**  
**9:30 a.m.**  
**Meeting Room**  
**Fort Vermilion, AB**

**MINUTES**

**PRESENT:** Bill Neufeld Reeve  
Eric Jorgensen Councillor/Vice-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  
Madison Dyck PW Admin Assistant/Recording Secretary

**ABSENT:** Josh Knelsen Councillor/Chair

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

Councillor Jorgensen called the meeting to order at 9:42 a.m.

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

**MOTION PW-15-07-080** **MOVED** by Councillor Braun

That the agenda be adopted as presented.

**CARRIED**

**MINUTES:** 3. a) **Adoption of Minutes from July 9, 2015**

**MOTION PW-15-07-081** **MOVED** by Reeve Neufeld

That the minutes from July 9, 2015 Public Works Committee be adopted as presented.

**CARRIED**

**NEW BUSINESS:** 5. a) **Asset Disposals**

**MOTION PW-15-07-082** **MOVED** by Councillor Braun

That the recommendation to Council be to dispose of assets as discussed.

**CARRIED**

**INFORMATION /  
CORRESPONDANCE:** 6. a) None

**ADDITIONS:** 7. a) None

**NEXT MEETING  
DATE:** 8. Next meeting – At the call of the Chair

**ADJOURNMENT:** 9. Adjournment

**MOTION PW-15-07-083** **MOVED** by Councillor Jorgensen

That the Public Works Committee Meeting be adjourned at 9:53 a.m.

**CARRIED**

These minutes were adopted at the September 7, 2015 meeting.

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**Josh Knelsen, Chair**

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**Joulia Whittleton,  
Chief Administrative Officer**

**MACKENZIE COUNTY**  
**Public Works Committee Meeting**  
**September 7, 2015**  
**10:00 a.m.**  
**Conference Room**  
**La Crete, AB**

**MINUTES**

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

**ADMINISTRATION:** Ron Pelensky Director of Community Services & Operations  
Len Racher Director of Facilities & Operations (South)  
Byron Peters Director of Planning & Development  
Fred Wiebe Manager of Utilities  
Alexandra Codispodi Municipal Intern/Recording Secretary

**ABSENT:** Joulia Whittleton CAO

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

Councillor Knelsen called the meeting to order at 10:05 a.m.

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

**MOTION PW-15-09-084 MOVED by Reeve Neufeld**

That the agenda be approved with the following additions:

- 7. a) La Crete Regravelling Program
- 7. b) La Crete Municipal Nursing Association (Heimstead Lodge)  
Request update
- 7. c) La Crete Sewer Rehab Project
- 7. d) La Crete Ferry

**CARRIED**

**MINUTES: 3. a) Adoption of Minutes from July 29, 2015**

**MOTION PW-15-09-085 MOVED by Councillor Driedger**

That the minutes from July 29, 2015 Public Works Committee be adopted as presented.

**CARRIED**

**DELEGATIONS:** 4. a) None

**NEW BUSINESS:** 5. a) Award Contract – La Crete Salt & Sand Shelter

**MOTION PW-15-09-086** **MOVED** by Councillor Braun

That the recommendation to Council be for Administration to obtain quotes for an engineered pole building in both La Crete and Fort Vermilion, and to attempt to recover money from the La Crete Salt & Sand Shelter insurance claim.

**CARRIED**

5. b) Review Hamlet Road Priority Maps

**MOTION PW-15-09-087** **MOVED** by Reeve Neufeld

That the Hamlet Road Priority Maps Review be received for information.

**CARRIED**

Councillor Knelsen recessed the meeting at 11:05 a.m. and reconvened at 11:15 a.m.

5. c) Rural Water Truckfill Buffalo Head Prairie

**MOTION PW-15-09-088** **MOVED** by Reeve Neufeld

That the recommendation to Council be Option 4, being that the Rural Water truck fill be constructed next to the Buffalo Head School access, and waterline be constructed along Range Road 150.

**CARRIED**

5. d) Review Future Waste Transfer Station Hauling Contract Options

**MOTION PW-15-09-089** **MOVED** by Councillor Jorgensen

That the Waste Transfer Station Hauling Contract be tendered with the option to split the contract into two separate tenders (Group One: Bluemenort, Fort Vermilion, Rocky Lane, Zama; Group Two:

Blue Hills, Buffalo Head Prairie, La Crete) with the contract being for three years with the possible option of a one year extension.

**CARRIED**

**INFORMATION /  
CORRESPONDANCE:** 6. a) None

**ADDITIONS:** 7. a) La Crete Regravelling Program

**MOTION PW-15-09-090** **MOVED** by Councillor Braun

That the La Crete Regravelling Program update be received for information.

**CARRIED**

7. b) La Crete Municipal Nursing Association (Heimstead Lodge) Request update

**MOTION PW-15-09-091** **MOVED** by Councillor Braun

That the Heimstead Lodge request update be received for information, and administration is to provide sanitary reports to the next Public Works Committee meeting.

**CARRIED**

7. c) La Crete Sewer Rehab Project

**MOTION PW-15-09-092** **MOVED** by Councillor Driedger

That the La Crete Sewer Rehab Project update be received for information.

**CARRIED**

7. d) La Crete Ferry

**MOTION PW-15-09-093** **MOVED** by Reeve Neufeld

That the recommendation to Council be to write a letter to Alberta Transportation to request that the La Crete Ferry continue to operate during low water periods restricting traffic to light vehicles.

**CARRIED**

**NEXT MEETING  
DATE:** 8. Next meeting – At the call of the Chair

**ADJOURNMENT: 9. Adjournment**

**MOTION PW-15-09-094 MOVED** by Councillor Braun

That the Public Works Committee Meeting be adjourned at 12:39 p.m.

**CARRIED**

These minutes were adopted at the October 20, 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>October 28, 2015</b>
<b>Presented By:</b>	<b>Fred Wiebe, Manager of Utilities</b>
<b>Title:</b>	<b>Request for Proposal for Engineering Services – Rural Potable Water Infrastructure</b>

## **BACKGROUND / PROPOSAL:**

Mackenzie County applied to the Small Communities Fund for grant approval to install a rural waterline southeast of La Crete and 2 rural potable truckfills (1 south of Fort Vermilion, 1 south of La Crete) to provide rural residents with safe potable drinking water. These truckfills will service the rural communities of Rocky Lane, Blumenort, Beaver Ranch, Buffalo Head and Blue Hills.

At the September 30, 2015 council meeting, administration brought forward an RFP for engineering services for council’s review which was approved as amended. Administration used this RFP to publicly advertise invitation of proposals with a closing time of October 28, 2015 at 2:00pm MST.

## **OPTIONS & BENEFITS:**

NA

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

The Rural Potable Water Infrastructure project has been approved under the SCF grant. The provincial and federal funding will be up to a maximum of \$1,764,033 respectively.

Federal and Provincial Funding:	\$3,528,066
Municipal Sources:	<u>\$1,764,034</u>
Total 2015 Capital Budget:	\$5,292,100

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

**SUSTAINABILITY PLAN:**

Goal C3.2 of the sustainability plan refers to the County striving to provide potable rural water lines to County residents.

**COMMUNICATION:**

The RFP was advertised on Alberta Purchasing Connection website.

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the Engineering Services Proposal – Rural Potable Water Infrastructure request for proposals be opened.

Simple Majority       Requires 2/3       Requires Unanimous

That administration review the Engineering Services Proposal – Rural Potable Water Infrastructure proposals and bring back a recommendation to council.

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

OCTOBER 7, 2015

**MACKENZIE COUNTY  
ENGINEERING SERVICES PROPOSAL - RURAL POTABLE WATER INFRASTRUCTURE**

**ADDENDUM No. 1**

The following changes/additions, deletions and clarifications shall be read as part of the Contract Documents and supersedes all previous documents.

**ARTICLE 1.2.: SUBMISSION OF RFP**

1.2.1 Proponents shall submit their Proposal in an envelope marked:

**Request for Proposal for Mackenzie County:**

**“Engineering Services Proposal - Rural Potable Water Infrastructure”**

on or before 2:00 p.m. (Mountain Standard Time) on October 28, 2015  
(the “RFP Closing Time”) to:

**Mackenzie County  
Attention: Joulia Whittleton, CAO  
P.O. Box 640, 4511-46 Avenue  
Fort Vermilion, AB T0H 1N0**

No faxed or electronically submitted Proposals will be accepted by the County.

1.2.8 No inquiry submitted to the County will be responded to after:

**October 20, 2015 at 4:30 p.m.**





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>October 28, 2015</b>
<b>Presented By:</b>	<b>Ron Pelensky, Director of Community Services &amp; Operations</b>
<b>Title:</b>	<b>Bylaw 1009-15 – Traffic Regulations</b>

## **BACKGROUND / PROPOSAL:**

At the September 30, 2015 Committee of the Whole meeting, S/Sgt. Jeff Simpson presented traffic concerns and requested that Council amend their Traffic Regulation Bylaw to include the ability for Peace Officers to seize vehicles for offenses under the following:

- Traffic Safety Act – Section 166 (2) Stopping for Peace Officer (see attached)
- Criminal Code of Canada – Section 249.1 Dangerous Operation of Motor Vehicles, Vessels and Aircraft (see attached)

Proposed changes have been incorporated into the amended bylaw under Part 8 – Seizure of Vehicle.

At the October 20, 2015 Public Works Committee meeting discussion was held regarding speed limits for back alleys. The following motion was made:

*That a recommendation be taken to Council to include 15km/hour speed limit for back alleys in the Traffic Regulations Bylaw.*

Proposed changes have been incorporated into the amended bylaw under Part 3 – Rules for Operation of Vehicles.

## **OPTIONS & BENEFITS:**

### Option 1:

That Bylaw 1009-15 be approved as presented or amended.

### Option 2:

That Council receives this report for information.

**Author:** S Wheeler      **Reviewed by:** Ron Pelensky      **CAO:** JW

**COSTS & SOURCE OF FUNDING:**

Purchase of 15 km/hour signs and installation of same, coming out of operating budget.

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION:**

Bylaws are available to the public on the County's website.

**RECOMMENDED ACTION:**

Motion 1:

Simple Majority       Requires 2/3       Requires Unanimous

That first reading be given to Bylaw 1009-15, being the Traffic Regulation Bylaw for Mackenzie County.

Motion 2:

Simple Majority       Requires 2/3       Requires Unanimous

That second reading be given to Bylaw 1009-15, being the Traffic Regulation Bylaw for Mackenzie County.

Motion 3:

Simple Majority       Requires 2/3       Requires Unanimous

That consideration be given to proceed to the third reading of Bylaw 1009-15, being the Traffic Regulation Bylaw for Mackenzie County at this meeting.

Motion 4:

Simple Majority       Requires 2/3       Requires Unanimous

That third reading be given to Bylaw 1009-15, being the Traffic Regulation Bylaw for Mackenzie County.

**Author:** S Wheeler      **Reviewed by:** Ron Pelensky      **CAO:** JW

**BYLAW NO. 981-15 1009-15**

**BEING A BYLAW OF  
MACKENZIE COUNTY  
IN THE PROVINCE OF ALBERTA  
TO REGULATE TRAFFIC IN  
MACKENZIE COUNTY**

**WHEREAS** the Traffic Safety Act, Revised Statutes of Alberta 2000, Chapter T-6 and all amendments and successors thereto, Section 13 and 14 empowers the Municipal council to pass bylaws dealing with the regulation, control and management of vehicle, animal and pedestrian traffic;

**AND WHEREAS** the Municipal Government Act, Revised Statutes of Alberta, 2000, Chapter M-26, gives a municipality certain powers in regard to transport and transport systems;

**NOW THEREFORE**, the Council of Mackenzie County, in the Province of Alberta, duly assembled, enacts a bylaw as follows:

**PART 1      TITLE AND DEFINITIONS**

1. This bylaw may be cited as the “Traffic Bylaw”.
2. In this bylaw, unless the content otherwise requires, the word, term, or expression:
  - a) **“ACT”** means the Municipal Government Act, RSA, 2000, Chapter M-26 and amendments thereto, the Provincial Offences Procedure Act, RSA 2000, Chapter P-34 and amendments thereto, the Traffic Safety Act, RSA 2000, Chapter T-6 and amendments thereto.
  - b) **“Alley”** shall mean a narrow passageway providing access to the rear of buildings and parcels of land including utility lanes.
  - c) **“Chief Administrative Officer”** shall mean the Chief Administrative Officer for Mackenzie County.
  - d) **“Council”** shall mean the Municipal Council of Mackenzie County.
  - e) **“County”** means Mackenzie County.
  - f) **“Crossing/Crosswalk”** means that areas used or constructed to provide access across the highway.

- g) **“Emergency Vehicle”** means a vehicle operated by a law enforcement agency, fire department, or ambulance.
- h) **“Heavy Vehicle”** shall mean a vehicle that is properly registered to operate on a highway in Alberta having a licensed maximum gross weight in accordance with the Traffic Safety Act of the Province of Alberta, as amended, of more than five thousand five hundred kilograms (5,500 kg) or exceeding ten meters (10.0 m) in length, excluding a recreational vehicle.
- i) **“Highway”** shall mean any thoroughfare, street, road, trail, avenue, parkway, driveway, viaduct, lane, alley, square, bridge, causeway, trestleway, or other place, whether publicly or privately owned, any part of which the public is ordinarily entitled or permitted to use for the passage or parking of vehicles, and includes
  - i) a sidewalk, (including the boulevard portion of the sidewalk),
  - ii) if a ditch lies adjacent to and parallel with the roadway, the ditch, and
  - iii) if a highway right of way is contained between a fence and one side of the roadway, all the land between the fences, or all the land between the fence and the edge of the roadway, as cause may be,

**but**

  - e.1) does not include a place declared by the Lieutenant Governor in council not to be a highway.
- j) **“Municipality”** shall mean Mackenzie County.
- k) **“Owner”** shall include any person renting a motor vehicle or having the exclusive use of it under a lease or otherwise for a period of more than 30 days or the registered owner of the vehicle pursuant to the Traffic Safety Act of Alberta.
- l) **“Park”** shall mean to allow a vehicle (whether occupied or not) to remain standing in one place, except
  - i) when standing temporarily for the purpose of and while actually engaged in loading or unloading passengers, or

- ii) when standing in obedience to a peace officer or traffic control device.
- m) **“Peace Officer”** shall mean a member of a Royal Canadian Mounted Police, a Bylaw Enforcement Officer appointed by the Municipality, or Special Constable appointed by Alberta Justice for Mackenzie County.
- n) **“Pedestrian”** shall mean a person afoot or a person in a wheel chair.
- o) **“Person”** shall mean any individual, corporation, society, association, partnership or firm.
- p) **“Roadway”** shall mean that part of a highway intended for use of vehicular traffic.
- q) **“Stop”** shall mean
  - i) when required, a complete cessation from vehicular movement, and
  - ii) when prohibited, any halting even momentarily of a vehicle, whether occupied or not, except when in compliance with the directions of a Peace Officer or traffic control device.
- r) **“Street Furniture”** shall mean every curb, sidewalk, pole, traffic control device, waste receptacle, tree, plant, grass or any other property belonging to the Municipality.
- s) **“Tow Truck”** shall mean a vehicle designed or adapted for towing of other vehicles from place to place.
- t) **“Tracked Vehicle”** shall mean a vehicle having metal spikes, lugs or cleats or bands projecting from the surface of the wheel or tire of such wheel or any vehicle or trailer having skids or not using triple grouser or flat surface tracks.
- u) **“Trailer”** shall mean a vehicle so designed that it may be attached to or drawn by a motor vehicle and intended to transport property or persons and includes any trailer that is designed, constructed and equipped as a dwelling place, living abode or sleeping place, either permanently or temporarily, but does not include machinery or equipment used in the construction or maintenance of highways.

- v) **“Traffic Control Device”** shall mean any sign, signal, marking, or device placed, marked or erected for the purpose of regulating, warning or guiding traffic.
- w) Whenever **“time”** is referred to in this Bylaw, it shall mean either Mountain Standard Time or Mountain Daylight Saving Time, which ever is proclaimed to be in effect by the Province of Alberta.
- x) **“Vehicle”** shall mean a device in, upon or by which a person or thing may be transported or drawn upon a highway.

**PART 2      PARKING**

- |                                     |    |     |   |
|-------------------------------------|----|-----|---|
| PROHIBITED<br>PARKING               | 3. | (1) | No person or owner shall park or permit to be parked a vehicle for any period of time whatsoever at the following locations, namely:  |
| EMERGENCY<br>DOOR                   |    | (a) | where the vehicle may interfere with the use of a doorway intended as a fire or emergency exit from any building abutting the highway.  |
| ENTRANCE TO<br>EMERGENCY<br>SERVICE |    | (b) | in the entrance way to any fire hall, police station, ambulance station or to any ambulance entrance to any hospital.   |
| NO PARKING                          | 4. | (1) | No person or owner shall park or permit to be parked any vehicle upon any portion of a highway which is marked with a traffic control device as “No Parking”.   |
|                                     |    | (2) | No person or owner shall park or permit to be parked any vehicle upon any portion of a highway which is marked with a traffic control device as “No Parking” during the time indicated on the traffic control device.                       |
| TEMPORARY<br>“NO PARKING”           | 5. | (1) | Notwithstanding any other provision in this Bylaw, the Chief Administrative Officer or his/her designate may cause “No Parking” traffic control devices to be placed on or near a roadway for roadway maintenance or construction purposes. |

- (2) After such traffic control devices are placed on or near a roadway, no person shall park on the portion of roadway contrary to provision of such traffic control devices.
  - (3) When roadway maintenance or construction commences, any vehicle parked on a roadway prohibited by a traffic control device may be removed pursuant to section 16 hereof.
- NO STOPPING      6.      No person or owner shall stop or permit to be stopped any vehicle upon any portion of a highway which is marked with a traffic control device as “No Stopping”.
- DISABLED  
PERSONS  
PARKING      7.      (1)      The Chief Administrative Officer or his/her designate is hereby delegated authority to establish parking places on property that the public is ordinarily entitled or permitted to use for the passage or parking of vehicles, for the exclusive use of persons with disabilities who display on their vehicles a handicap placard or license plate that is issued or recognized by the Solicitor General.
- (2)      No person or owner shall park or permit to be parked a vehicle in a parking place marked for the use of persons with disabilities, on public or private property that the public is ordinarily entitled or permitted to use for the passage or parking of vehicles, unless:
    - (i)      the vehicle displays a handicap placard or license plate that is issued or recognized by the Solicitor General, and
    - (ii)     the vehicle is operated by, or being used to transport a disabled person.
- FIRE LANE      8.      (1)      The Chief Administrative Officer or his/her designate is hereby delegated authority to establish Fire lanes on property that the public is ordinarily entitled or permitted to use for the passage or parking of vehicles, for the exclusive use of Emergency vehicles as defined in the Traffic Safety Act of Alberta.

- (2) No person or owner shall park or permit to be parked a vehicle in a designated Fire lane on property that the public is ordinarily entitled or permitted to use for the passage or parking of vehicles, unless:
  - (i) the vehicle is a Emergency Traffic Safety Act of Alberta.

UNATTACHED TRAILER 9. No person or owner shall park or permit to be parked a trailer upon a highway unless the trailer is attached to a vehicle by which it may be drawn.

PARK IN ALLEY 10. No person or owner shall park or permit to be parked any vehicle in an alley except for the purpose of loading or unloading delivery of goods, wares, or merchandise.

**PART 3** **RULES FOR OPERATION OF VEHICLES**

TRACKED VEHICLE 11. (1) Unless written authorization to do so has been issued by the Chief Administrative Officer or his/her designate, no person shall operate on a highway;

- (a) a vehicle or trailer having metal spikes, lugs or cleats or bands projecting from the surface of the wheel or tire of such vehicle, or
- (b) any vehicle or trailer having skids or not using triple grouser or flat surface tracks,

excluding a graveled highway.

(2) The Tracked Vehicle written authorization must be in the possession of the operator of the tracked vehicle being operated and shall be produced to a Peace Officer on demand.

MOVE LOAD 12. Any person moving a load or any portion of a Load shall comply with the Traffic Safety Act.

SPEED LIMIT IN BACK ALLEYS 13. Maximum speed of 15 km/hour shall be posted and enforced.

**PART 4**

**CONTROLLED OR RESTRICTED HIGHWAYS**

HEAVY  
VEHICLE  
TRAFFIC

14. (1) No operator or owner of a heavy vehicle shall travel or park within the Hamlets of Fort Vermilion and La Crete unless along the designated truck route of the municipality in Fort Vermilion Schedule "A" in La Crete Schedule "B" attached and forming part of this bylaw.
- (2) A vehicle shall not be deemed in contravention of section 13(1), if the vehicle was being operated on the most direct and most practical route between the premises or location concerned with the loading or unloading of his product of business.
- (3) Heavy vehicles may operate or park on a highway providing the vehicle complies with all weight and length restrictions as stipulated by traffic control devices.

**PART 5**

**MISCELLANEOUS**

FIRES

15. No person shall pass beyond a point designated by a Peace Officer or a member of the Municipal Fire Department near the location of a fire.

DAMAGE TO  
STREET  
FURNITURE OR  
HIGHWAY

16. (1) No person shall damage, mark or deface any street furniture of the Municipality.
- (2) No person shall break, cut or otherwise damage a highway unless authorized by the municipality for maintenance purposes.
- (3) Any person found in contravention of section 15(1) or 15(2) shall be responsible for the repair or replacement costs of the damage, in addition to any fine or penalty imposed in respect to the violation.



**PART 8.9** **EFFECTIVE DATE AND REPEAL OF BYLAW**

22. ~~That Bylaw 794-11 and all amendments thereto are hereby repealed.~~  
**That Bylaw 981-15 and all amendments thereto are hereby repealed.**

23. This Bylaw shall come into effect upon receiving third and final reading.

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.

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Bill Neufeld  
Reeve

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Joulia Whittleton  
Chief Administrative Officer

**BYLAW NO. ~~981-15~~ 1009-15**  
**Schedule "A"**

**HAMLET OF FORT VERMILION**  
**TRUCK ROUTE**

**BYLAW NO. ~~981-15~~ 1009-15**  
**Schedule "B"**

**HAMLET OF LA CRETE**  
**TRUCK ROUTE**



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#### **Criminal Code (R.S.C., 1985, c. C-46)**

Full Document: [HTML](#) | [XML](#) [4244 KB] | [PDF](#) [5818 KB]

Act current to 2015-09-30 and last amended on 2015-07-23. [Previous Versions](#)

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Interfering with transportation facilities

**248.** Every one who, with intent to endanger the safety of any person, places anything on or does anything to any property that is used for or in connection with the transportation of persons or goods by land, water or air that is likely to cause death or bodily harm to persons is guilty of an indictable offence and liable to imprisonment for life.

R.S., c. C-34, s. 232.

### MOTOR VEHICLES, VESSELS AND AIRCRAFT

Dangerous operation of motor vehicles, vessels and aircraft

**249.** (1) Every one commits an offence who operates

(a) a motor vehicle in a manner that is dangerous to the public, having regard to all the circumstances, including the nature, condition and use of the place at which the motor vehicle is being operated and the amount of traffic that at the time is or might reasonably be expected to be at that place;

(b) a vessel or any water skis, surf-board, water sled or other towed object on or over any of the internal waters of Canada or the territorial sea of Canada, in a manner that is dangerous to the public, having regard to all the circumstances, including the nature and condition of those waters or sea and the use that at the time is or might reasonably be expected to be made of those waters or sea;

(c) an aircraft in a manner that is dangerous to the public, having regard to all the circumstances, including the nature and condition of that aircraft or the place or air space in or through which the aircraft is operated; or

(d) railway equipment in a manner that is dangerous to the public, having regard to all the circumstances, including the nature and condition of the equipment or the place in or through which the equipment is operated.

Punishment

(2) Every one who commits an offence under subsection (1)

(a) is guilty of an indictable offence and liable to imprisonment for a term not exceeding five years; or

(b) is guilty of an offence punishable on summary conviction.

Dangerous operation causing bodily harm

(3) Every one who commits an offence under subsection (1) and thereby causes bodily harm to any other person is guilty of an indictable offence and liable to imprisonment for a term not exceeding ten years.

## Dangerous operation causing death

(4) Every one who commits an offence under subsection (1) and thereby causes the death of any other person is guilty of an indictable offence and liable to imprisonment for a term not exceeding fourteen years.

R.S., 1985, c. C-46, s. 249; R.S., 1985, c. 27 (1st Supp.), s. 36, c. 32 (4th Supp.), s. 57; 1994, c. 44, s. 11.

## Flight

**249.1** (1) Every one commits an offence who, operating a motor vehicle while being pursued by a peace officer operating a motor vehicle, fails, without reasonable excuse and in order to evade the peace officer, to stop the vehicle as soon as is reasonable in the circumstances.

## Punishment

(2) Every one who commits an offence under subsection (1)

(a) is guilty of an indictable offence and liable to imprisonment for a term not exceeding five years; or

(b) is guilty of an offence punishable on summary conviction.

## Flight causing bodily harm or death

(3) Every one commits an offence who causes bodily harm to or the death of another person by operating a motor vehicle in a manner described in paragraph 249(1)(a), if the person operating the motor vehicle was being pursued by a peace officer operating a motor vehicle and failed, without reasonable excuse and in order to evade the police officer, to stop the vehicle as soon as is reasonable in the circumstances.

## Punishment

(4) Every person who commits an offence under subsection (3)

(a) if bodily harm was caused, is guilty of an indictable offence and liable to imprisonment for a term not exceeding 14 years; and

(b) if death was caused, is guilty of an indictable offence and liable to imprisonment for life.

2000, c. 2, s. 1.

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248 ... 249.1



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Date modified: 2015-10-08

- (i) employed by the Government and under the administration of the Minister,
- (ii) employed by a road authority other than the Minister, or
- (iii) providing services to the Government or a road authority,

and

- (b) certifying the measured distance between those lines,

shall be admitted in evidence as proof, in the absence of evidence to the contrary, of the facts stated in the certificate or statement of accuracy without proof of the signature or official character of the person signing the certificate or statement of accuracy.

1999 cT-6.4 s165

### **Division 3 Peace Officers**

#### **Stopping for peace officer**

**166(1)** For the purposes of administering and enforcing this Act or a bylaw, a peace officer may

- (a) with respect to a vehicle,
  - (i) signal or direct a driver of a vehicle to stop the vehicle, and
  - (ii) request information from the driver of the vehicle and any passengers in the vehicle,

and

- (b) with respect to a pedestrian using or located on a highway, request information from that pedestrian.

**(2)** When signalled or directed to stop by a peace officer who is readily identifiable as a peace officer, a driver of a vehicle shall

- (a) forthwith bring the vehicle to a stop,
- (b) forthwith furnish to the peace officer any information respecting the driver or the vehicle that the peace officer requires, and
- (c) remain stopped until permitted by the peace officer to leave.

(3) At the request of a peace officer who is readily identifiable as a peace officer, a passenger in a vehicle who is acting in a manner that is contrary to this Act or a bylaw shall forthwith furnish to the peace officer the passenger's name and address.

(4) At the request of a peace officer who is readily identifiable as a peace officer, a pedestrian using or located on a highway in a manner contrary to this Act or a bylaw shall forthwith furnish to the peace officer the pedestrian's name and address.

1999 cT-6.4 s166

### Production of documents

**167(1)** On the request of a peace officer, a person driving or otherwise having the care or control of a motor vehicle or trailer shall produce to the peace officer for inspection the following documents as requested by the peace officer:

- (a) the person's subsisting operator's licence;
- (b) the subsisting certificate of registration issued in respect of the motor vehicle and any trailer attached to the motor vehicle and, in the case of a vehicle in a prescribed class of commercial vehicles, either the subsisting certificate of registration or a copy of the certificate of registration;
- (c) the subsisting financial responsibility card issued in respect of that motor vehicle;
- (d) the customs permit issued in respect of the motor vehicle where a customs permit has been obtained in respect of the motor vehicle's entry into Canada.

(2) On the request of a peace officer a person who is engaged in supervising a student driver in a motor vehicle shall produce to the peace officer for inspection that person's operator's licence.

(3) Where a peace officer makes a request under subsection (1)(d), the peace officer shall allow the person to whom the request was made reasonable time within which to produce the document.

(4) Where a peace officer makes a request under subsection (1)(b) or (c), the peace officer shall allow the person to whom the request was made reasonable time within which to produce the document issued in respect of the vehicle if the vehicle

- (a) is being operated
  - (i) with dealer's licence plates,
  - (ii) by an appraiser who has custody of the vehicle for the purpose of appraising it, or





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>October 28, 2015</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>Alberta Fire Code and Fireworks</b>

## **BACKGROUND / PROPOSAL:**

Mackenzie County is an accredited municipality in the Fire Discipline. In particular, the County must enforce all parts of the Alberta Fire Code except for those requirements pertaining to the installation, alteration, and removal of storage systems for flammable liquids and combustible liquids regulated under the Alberta Fire Code (a relevant section of the Quality Management Plan is attached).

Mackenzie County was audited in the Safety Code discipline. As the result, the Safety Code Council issued an Information Advisory for Low Hazard Fireworks (attached), which states:

*“In Alberta, municipalities accredited in the Fire Discipline, have a direct responsibility in ensuring that requirements under the Alberta Fire Code for the storage, sale, purchase, possession and discharge of Low hazard firework are being addressed including administration of a permitting/permission centred system to manage and administer fireworks in each respective municipal jurisdiction.”*

## **OPTIONS & BENEFITS:**

In order to comply with the Alberta Fire Code, the County has the following options:

### **Option 1:**

To continue permitting the fireworks in the County and implement the Alberta Fire Code steps.

Pros: sale of low hazard fireworks will be permitted in the County and the residents will be permitted to discharge low hazard fireworks.

**Author:** Carrie Simpson      **Reviewed by:** \_\_\_\_\_      **CAO:** JW

Cons: in order to comply with the Code, additional responsibilities will be added to our volunteer fire members; the retailers selling the fireworks within the County will be required to complete necessary paper work.

After reviewing the requirements, it became evident that putting a written permissions procedure in place and carrying out the required tasks under this part of the Code will be very time consuming and it is likely that people will not comply. Enforcement issues will arise. Additional training to our fire fighters may need to be introduced.

Please note no bylaw is required to permit the fireworks, but a policy could be established laying out the permitting process, otherwise the Code's process will be followed (please note a policy cannot overwrite the Code's requirements; its purpose would be to establish a local process in line with the Code).

The Fee Schedule Bylaw will need to include the fees to be charged (a portion will be payable to the Safety Code Council), and will include fines for non-compliance.

**Option 2:**

Establish and implement a fireworks prohibition bylaw.

Pros: no additional work added to the staff and volunteers.

Cons: the residents may be penalized for discharging and vendors for selling the fireworks in contradiction to the bylaw; a rise in enforcement issues can be expected.

It is important to mention that a resident could acquire low hazard fireworks through online purchase at Costco, or at Tall Cree store (outside of the County's jurisdiction but adjacent to the County).

If a prohibitive bylaw is put in place, the County could send a few fire members to pyrotechnic training. Certified individuals could be allowed to discharge fireworks at large community celebrations as may be authorized by the County on a case-by-case basis (Canada Day, New Year, etc.).

During the AUMA conference, administration discussed the Alberta Fire Code with representatives of the Canadian National Fireworks Association. They have indicated that a request for change to the written permission requirements should be made, and it could be done through AUMA or AAMD&C. They also have a written draft resolution that they hope a municipality would put forward to change the written permissions requirements of the Code (attached).

Municipal Affairs (Safety Services) representatives have mentioned that there is a possibility that the Alberta Fire Code will be reviewed in near future and they understand

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

the practical difficulties in small municipalities associated with the written permission part of the Code.

Administration is looking for Council's direction and will proceed as directed.

**COSTS & SOURCE OF FUNDING:**

If a permissive bylaw is enacted, the County will need to amend the Fee Schedule bylaw and charge a fee. There will be some costs associated with our fire fighters undertaking inspections and writing permissions.

**SUSTAINABILITY PLAN:**

NA

**COMMUNICATION:**

Council's decision will be communicated to the residents.

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

For discussion.

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



# Safety Codes Council

May 14, 2015

Julia Whittleton  
MacKenzie County  
BOX 1690  
LACRETE AB T0H 2H0

Dear Julia Whittleton

**Re: Information Advisory - Low Hazard Fireworks – Permits, Storage and Display  
MacKenzie County - M000252**

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The Safety Codes Council conducts audits on accredited municipalities, accredited corporations and accredited regional services commissions to ensure that the terms and conditions as set forth in the approved quality management plans are being followed. It was through this audit process that it has come to the Safety Codes Council's attention that there may be inconsistency in practice with respect to Low Hazard Fireworks – Permits, Storage, and Display.

In Alberta, municipalities accredited in the Fire Discipline, have a direct responsibility in ensuring that requirements under the Alberta Fire Code for the storage, sale, purchase, possession and discharge of Low hazard fireworks are being addressed including administration of a permitting/permission centred system to manage and administer fireworks in each respective municipal jurisdiction.

I have attached a copy of STANDATA (FCI-10-1) that was issued in May 2010 which provides a clear interpretation of the respective code and outlines the responsibility of the municipality as it relates to Low Hazard Fireworks.

As addressed in the attached STANDATA, the fire code requires that written permission be obtained from the local fire department prior to any fireworks being stored, sold or discharged in Alberta. Written permission has been determined and is in essence a permitting process. In accordance to the Safety Codes Council policy 8.80, where a permit is issued within an accredited municipal jurisdiction, the Council has the right to collect a levy. This levy applies to all permits issued by the municipality even when the municipality does not charge for the permit.

Be advised that when a permit has been issued at no charge under the Fire Discipline, the municipality is still required, under Ministerial Order P009/11, to submit to the Safety Codes Council \$12.00 for each permit issued. This includes all permits issued for the purchase and discharge of Low Hazard Fireworks.

Your attention to this matter is appreciated.

A handwritten signature in black ink, appearing to read 'M. Plaizier'.

Michelle Plaizier, MBA  
Administrator of Accreditation

May 2010

FCI-10-01  
Page 1 of 16

**Low-Hazard Fireworks - Permits, Storage and Display**

**ISSUE:**

Questions have arisen regarding requirements of the Alberta Fire Code (AFC) for individuals involved in the sale, purchase, possession, handling, discharge, firing or setting off of low-hazard fireworks. In addition it has been noted that a number of outlets are storing low-hazard fireworks in a manner that constitutes a serious fire hazard.

**BACKGROUND:**

Under the *Municipal Government Act* municipalities have the ability through bylaw to make policy decisions and develop systems which guide fire departments in allowing sales and authorizing discharge of these products [or disallowing these activities within their jurisdiction] as well as dealing with the practical implementation and enforcement of these municipal decisions.

Municipal bylaws may also restrict written permissions to specific time frames throughout the year and/or provide for a system which discourages spur of the moment purchasing by restricting sales to daytime and/or weekday hours.

Where elected officials of the municipality have made the policy decision to allow the storage, sale and use of low hazard fireworks the provisions of the AFC which apply to the sale, storage and use of fireworks can be found in Division B, Parts 2, 3 and 5.

**CODE REQUIREMENTS:\***

The following is a summary of requirements for the storage, sale, purchase, possession and discharge of *low hazard fireworks* in Alberta.

- 1) Any person wishing to sell, offer for sale, store, purchase, possess, handle, discharge, fire or set off fireworks requires written permission of the fire department to do so. There are no exceptions. Therefore the following permissions must be obtained from the fire department, *acting as the agent of the municipality and subject to direction of the municipal council through bylaw*, prior to any fireworks being stored, sold or used in Alberta:
  - o the wholesaler will require written permission from the fire department to provide product to retailers within the municipality,
  - o the retailer will require written permission from the fire department to store, display and sell these products.

\* All references are to the Alberta Fire Code, Division B, unless otherwise stated

**Government  
of Alberta ■**

Issue of this Interpretation is authorized under  
the Alberta Fire Code, Division C, Article 2.2.2.1.  
by the Chief Fire Administrator

*[Original Signed]*  
Kevan D. Jess



SAFETY CODES COUNCIL

- the consumer will require written permission from the fire department to purchase and discharge these products. *No permission can be granted to purchase without a corresponding permission to discharge.*
  - written consent for discharge from the landowner and any neighbouring affected landowners will be required prior to obtaining permission.
- 2) Storage and display must be compliant with Part 3 of the AFC. Section 3.2 lays out both the general and specific storage requirements for fireworks. (Subsections 3.2.1., 3.2.2., 3.2.3., 3.2.10.) Clause 5.7.1.8.(1)(b) requires that any building or place used for sale or storage must conform with Part 3.
- Any amount over 100 kg gross weight shall be deemed to be "storage" and stored as per Sentence 3.2.10.5.(3).
  - All displayed product must be in lots that do not exceed 25 kg gross weight and no product should be displayed in a manner where the product is directly accessible to any occupant.
  - It is suggested that retail staff will, once a sale has been completed with all required permissions, remove the materials the consumer has requested from display or storage and finalize the sale.
- 3) All retailers and wholesalers must retain for two years all of the following information (5.7.1.8.) and make it available upon request to the fire department and/or the authority having jurisdiction:
- date of sale;
  - name, address and phone number of purchaser;
  - description of goods sold;
  - date and time of discharge, and
  - the location and site description of where the fireworks will be discharged.
- 4) Wholesalers and retailers require fire emergency procedures to be developed and regularly reviewed with the fire department. (AFC - 3.1.2.6.(1) and 3.2.2.5.).

**INTENT:**

The requirements of the AFC regarding the sale, purchase, possession, handling, discharge, firing or setting off of low-hazard fireworks infers that a municipal council decision be made on whether the fire department can provide written permission for these activities. Where the municipal council decision allows the fire department to issue written permission a bylaw outlining the administrative process is recommended. (See Appendix B).

Where permitted low-hazard fireworks are to be displayed for sale and stored in accordance with Part 3 and sold, purchased, handled and discharged in accordance with Section 5.7. of the AFC

## Appendix A.

## Extract from the Alberta Fire Code 2006

The following provides information extracted from the AFC 2006, however it may not be complete and the actual document should be consulted for regulatory purposes.

**3.2.10. Indoor Storage of Fireworks****3.2.10.1. Application**

- 1) Except as permitted in Sentence (2), this Subsection shall apply to the indoor storage of *fireworks*.
- 2) This Subsection shall not apply to the storage of *fireworks* commonly used as distress flares.

**3.2.10.2. Dwelling Units**

- 1) *High-hazard fireworks* shall not be stored in a *dwelling unit*.
- 2) Not more than 10 kg gross weight of *low-hazard fireworks* obtained in accordance with Part 5 shall be stored in a *dwelling unit*.
- 3) If *low-hazard fireworks* are stored in a *dwelling unit* they shall be stored
  - a) in a secure container,
  - b) in a cool, dry area, and
  - c) away from
    - i) an open flame,
    - ii) excessive heat, or
    - iii) spark-producing equipment or tools.

**3.2.10.3. Ignition Sources**

- 1) Smoking, open-flame devices or spark-producing equipment shall not be permitted in any place, site or *building* used for the sale, storage or retail display of *fireworks*.
- 2) Signs reading "FIREWORKS - NO SMOKING or OPEN FLAME" in letters at least 100 mm high shall be posted in locations acceptable to the fire department in areas described in Sentence (1).

**3.2.10.4. Storage**

- 1) *Fireworks* shall not be stored or displayed for sale in a *building* or place unless the *building* or place is acceptable to the fire department in accordance with Part 5.
- 2) Explosives, other than small arms ammunition, shall not be stored in the same *building* in which *fireworks* are stored.

**3.2.10.5. Low-Hazard Storage**

- 1) *Low-hazard fireworks* that are displayed for sale shall be
  - a) in lots that do not exceed 25 kg each gross weight,
  - b) in a package, glass case or other suitable receptacle away from flammable or combustible substances, and
  - c) in a place that is not exposed to direct or refracted sunlight or excessive heat.
- 2) Where *low-hazard fireworks* that exceed 25 kg gross weight are stored, they shall be in a container meeting the requirements of the "Explosives Act" and its Regulations, published by Natural Resources Canada.
- 3) Where *low-hazard fireworks* that exceed 100 kg gross weight are stored, they shall be stored in a separate store or warehouse meeting the requirements of the "Explosives Act" and its Regulations, published by Natural Resources Canada.

**3.2.10.6. High-Hazard Storage**

- 1) Where *high-hazard fireworks* that exceed 25 kg gross weight are stored, they shall be stored in a container meeting the requirements of the "Explosives Act" and its Regulations, published by Natural Resources Canada.
- 2) Where *high-hazard fireworks* that exceed 125 kg gross weight are stored, they shall be in a separate store or warehouse meeting the requirements of the "Explosives Act" and its Regulations, published by Natural Resources Canada.
- 3) *High-hazard fireworks* obtained for immediate use are permitted to be stored in quantities that exceed those specified in this Article if the storage place is
  - a) situated in a location acceptable to the fire department,
  - b) secured to prevent unauthorized entry,
  - c) clean and adequately ventilated,
  - d) not used for the storage of any other flammable, combustible or explosive substance, and
  - e) identified with conspicuously posted signs warning of the explosive contents and the danger from open flames, smoking and the use of spark-producing tools or other objects in the storage place.

**3.2.10.7. Portable Extinguishers**

- 1) Portable extinguishers shall be provided in all *buildings* and areas where *fireworks* are stored.

**Section 5.7. Fireworks****5.7.1. Fireworks**

(See Appendix A.)

**A-5.7.1.** Municipalities have the authority to regulate fireworks within their jurisdiction under the Municipal Government Act. Municipalities can use the Municipal Government Act to establish a fireworks permit bylaw allowing the municipality to permit fireworks. A fireworks permit bylaw established by a municipality may have provisions that include or exclude any activity involving fireworks.

**5.7.1.1. Application**

- 1) Except as permitted by Sentence (2), this Section shall apply to the sale and discharge of *fireworks* and pyrotechnic devices.
- 2) This Section shall not apply to a person who possesses or discharges *fireworks* commonly used as distress flares.

**5.7.1.2. Manufacture, Importation, and Transportation**

- 1) The manufacture and importation of *fireworks* shall be in conformance with the "Explosives Act" and its Regulations, published by Natural Resources Canada.
- 2) The transportation of *fireworks* shall be in conformance with the "Transportation of Dangerous Goods Act" and its Regulations.

**5.7.1.3. Discharge**

- 1) Except as permitted in Clause 5.7.1.7.(1)(b), no person shall discharge, fire or set off *fireworks* from, on or over
  - a) public land as defined in the Public Lands Act, or
  - b) a forest protection area designated under the Forest and Prairie Protection Act.

**5.7.1.4. Prohibited**

- 1) No person shall have in their possession, sell, offer for sale, give away or otherwise distribute, discharge, fire or set off *firecrackers*.
- 2) No person shall purchase, store, use or supervise the use of a pyrotechnic device unless,
  - a) the pyrotechnic device conforms to the requirements of the "Explosives Act" and its Regulations, published by Natural Resources Canada, and

b) the person is certified in accordance with the "Explosives Act" and its Regulations, published by Natural Resources Canada.

#### 5.7.1.5. Activities

- 1) No person shall discharge, fire or set off *fireworks*
  - a) in a place or in a manner that creates a danger or constitutes a nuisance to any person or property,
  - b) on a highway, road allowance, public beach or park unless they first obtain written permission from the fire department,
  - c) on privately owned land unless they
    - i) first obtain the written consent of the *owner* or occupant of that land and the *owner* or occupant of neighbouring land on which debris might reasonably be expected to fall, and
    - ii) provide a copy of the consent required in Subclause (c)(i) to the fire department,
  - d) in a *building* or place, unless
    - i) the *fireworks* are specifically designed and clearly marked by the manufacturer for such use, and
    - ii) the *building* or place is acceptable to the fire department,
  - e) within 10 m of any *building*, tent, trailer, canvas shelter or motor vehicle,
  - f) within 200 m of any place where explosives or *flammable liquids* or *combustible liquids* or substances are manufactured or stored,
  - g) within 250 m of a correctional institution as defined in the Corrections Act, a facility as defined in the Mental Health Act, a nursing home within the meaning of the Nursing Homes Act, a social care facility as defined in the Social Care Facilities Licensing Act, a hospital as defined in the Hospitals Act, an educational institution or a church, unless acceptable to the fire department, or
  - h) when the wind velocity exceeds 45 km/h or when, in the opinion of the fire department, weather conditions create an undue fire hazard.
- 2) The fire department is permitted to require a person to cease the discharging, firing or setting off of *fireworks* when considered necessary to do so for reasons of safety.

#### 5.7.1.6. Authority

- 1) The fire department, or *forest officer* in the forest protection area, is permitted to seize, take, remove or cause to be seized, taken or removed any *fireworks* offered or exposed for sale or being held or used contrary to this Section.
- 2) Where *fireworks* are seized in accordance with Sentence (1), the fire department, or *forest officer* in the forest protection area, shall dispose of them in a safe manner.

#### 5.7.1.7. Written Permission

(See Appendix A.)

**A-5.7.1.7.** Due to the fact that fireworks can be purchased in one municipality and discharged in another, individuals must ensure that written permission is obtained from all of the appropriate authorities if this is the case.

- 1) No person shall
  - a) purchase, possess, handle, discharge, fire or set off *fireworks* unless written permission issued by the fire department for that purpose has been obtained, or
  - b) discharge, fire or set off *fireworks* in a forest protection area unless written permission issued by a *forest officer* for that purpose has been obtained.
- 2) Written permission issued under Sentence (1)
  - a) shall specify the date, time and location on which the *fireworks* are to be discharged, and
  - b) is permitted to contain any other terms and conditions the fire department or *forest officer* considers necessary to ensure the safe use of the *fireworks*.
- 3) Permission shall not be granted under this Section in respect to *high-hazard fireworks* unless the applicant possesses a *fireworks* supervisor card issued pursuant to the "Explosives Act" and its Regulations, published by Natural Resources Canada.

**5.7.1.8. Fireworks Sales**

- 1) No person shall sell, offer for sale or store for the purpose of sale, *fireworks* unless
  - a) permission is obtained from the fire department for the sale and storage, and
  - b) the *building* or place used for the sale or storage conforms to Part 3.
- 2) A request for permission under Sentence (1) shall be accompanied by a copy of the applicant's current business licence issued by the municipality in which the applicant carries on business.
- 3) A person who sells *fireworks* or offers them for sale shall ensure that
  - a) the manufacturer's instructions on the safe use of *fireworks* are provided with each sale,
  - b) notices acceptable to the fire department are posted at the sales outlet outlining the instructions referred to in Clause (a),
  - c) a record of each sale is kept on the premises where the sale occurs for a period of not less than two years following the date of the sale, and
  - d) a record referred to in Clause (c) shows
    - i) the date of the sale,
    - ii) the name, address and phone number of the purchaser,
    - iii) a description of the *fireworks* sold,
    - iv) the date and time the *fireworks* will be discharged, and
    - v) the location and a description of the site where the *fireworks* will be discharged.
- 4) A person who sells *fireworks* or offers them for sale shall make available the record referred to in Clause (3)(c) in conformance with Article 2.2.1.2. of Division C.

**5.7.1.9. Age Requirement**

- 1) No person who is under 18 years of age shall purchase, possess, handle, discharge, fire or set off *fireworks*.

**5.7.1.10. Discharging**

- 1) *Fireworks* from which a projectile is discharged shall be set up in such a manner so that when ignited the projectile will go into the air in a vertical direction not more than 15° off the perpendicular.
- 2) Where ground level *fireworks* are discharged
  - a) they shall be positioned out of the firing range of aerial *fireworks* and in a location where there is no dry grass or combustible material on the ground beneath them, and
  - b) the area shall be thoroughly wet down immediately before the *fireworks* are discharged.
- 3) A portable extinguisher having a rating of not less than 2-A shall be provided and kept in the immediate discharge area.

**5.7.1.11. High-Hazard Display**

- 1) Where *high-hazard fireworks* are discharged, the person responsible for discharging the *fireworks* shall ensure that
  - a) they have at least 2 assistants who are competent persons over 18 years of age and have been trained in the proper handling of *fireworks*,
  - b) the *fireworks* are set up in conformance with the "Display Fireworks Manual," published by Natural Resources Canada,
  - c) at least 2 portable extinguishers each having a rating not less than 2-A shall be not more than 45 m from the location at which the *fireworks* are discharged, d) the potential landing area is cleared of spectators, vehicles, dry grass and other combustible material immediately prior to the beginning of the display and during the display,
  - e) nothing other than a flashlight or electrical lighting is used for artificial illumination,
  - f) no person, other than persons responsible for discharging the *fireworks*, is closer than 45 m from the location at which the *fireworks* are being discharged,
  - g) the location at which the *fireworks* are discharged is at least
    - i) 60 m from any highway or other similar means of travel used by the public, and
    - ii) 15 m from the nearest overhead obstruction,
  - h) a complete search is conducted of the display area for any duds within 12 hours of the conclusion of the display, and

i) any unused *fireworks* or duds remaining are disposed of in a safe manner within 12 hours of the conclusion of the display.

**Defined Terms:**

*Building* means any structure used or intended for supporting or sheltering any use or *occupancy*.

*Combustible liquid* means a liquid having a *flash point* at or above 37.8 °C and below 93.3°C. (See Subsection 4.1.2. of Division B.)

*Dwelling unit* means a *suite* operated as a housekeeping unit, used or intended to be used by one or more persons and usually containing cooking, eating, living, sleeping and sanitary facilities.

*Fireworks* means the fireworks listed in Class 7, Division 1, and Class 7, Division 2, Subdivisions 1 and 2 in Section 14 of the Explosives Act (Canada) and regulations under the Act.

*High-hazard fireworks* means fireworks listed in Class 7, Division 2, Subdivision 2 in Section 14 of the Explosives Act (Canada) and its Regulations.

*Low-hazard fireworks* means fireworks listed in Class 7, Division 2, Subdivision 1 in Section 14 of the Explosives Act (Canada) and regulations under the Act.

*Forest officer* means a person appointed as a *forest officer* pursuant to Section 2 of the Forests Act.

*Flammable liquid* means a liquid having a *flash point* below 37.8 °C and having a vapour pressure not more than 275.8 kPa (absolute) at 37.8 °C as determined by ASTM D 323, "Vapor Pressure of Petroleum Products (Reid Method)." (See Subsection 4.1.2. of Division B.)

*Firecracker* means any device that explodes instantaneously when ignited and does not produce any subsequent display or visible effect after the explosion and, without restricting the generality of the foregoing, includes those devices commonly known as Chinese firecrackers, but does not include paper caps containing not more than 16.2 mg (1/4 grain) of explosive per cap or devices to be used with the paper caps.

**Appendix B1**

\_\_\_\_\_ of \_\_\_\_\_

**Sample Fireworks Prohibition Bylaw**  
Bylaw # 2010-??

**DISCLAIMER**

*This sample is offered by Alberta Municipal Affairs and the Safety Codes Council with no endorsement, legal review or recommendation in any way, shape or form. The intent of this sample is to provide possible format and content in order for a municipality to address potential issues and make informed policy decisions which will guide the actions of the Fire Chief and Fire Department on the issue of Fireworks as inferred in the Alberta Fire Code.*

*Municipalities should evaluate the material provided based upon their own needs and the advice of their advisors and legal counsel.*

**100 Purpose & Preamble**

- 101 The \_\_\_\_\_ of \_\_\_\_\_ wishes to enact a Bylaw for the purpose of prohibiting the possession, sale, storage, purchase and discharge of fireworks by any person not in possession of a valid fireworks *display supervisor* card issued pursuant to the Explosives Act of Canada, and its Regulations, by the Government of Canada.
- 102 Section 7(a) of the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta, 2000, as amended, provides for municipalities to enact Bylaws for the safety, health and welfare of people and the protection of people and property.
- 103 Section 8(a) of the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta, 2000, as amended, provides for municipalities to enact Bylaws to regulate or prohibit.
- 104 Section 8(c) of the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta, 2000, as amended, provides for municipalities to enact Bylaws to provide for a system of licences, permits or approvals.
- 105 The Council of the \_\_\_\_\_ of \_\_\_\_\_ recognizes that fireworks are explosive devices which are classified as Dangerous Goods under the Alberta Fire Code and which, when used improperly by untrained persons, can cause injury, damage, fire and death.
- 106 The Council of the \_\_\_\_\_ of \_\_\_\_\_ has determined that the sale, storage, purchase and discharge of fireworks by persons not in possession of a fireworks display supervisors card as noted in 101 above creates an unacceptable level of risk to life, health, safety and property.

**200 Definitions**

- 201 The definitions in the following enactments, as amended, in order of precedence, shall be used for the purposes of interpreting this Bylaw and its application:
  - 1) Municipal Government Act (R.S.A. 2000, c. M-26)
  - 2) Safety Codes Act (R.S.A. 2000, c. S-1)
  - 3) Alberta Fire Code

- 4) Explosives Act (R.S.C. 1985, c. E-17)
- 202 For words not defined in the above noted enactments reference should be made to the Canadian Oxford Dictionary (Second Edition), published by Oxford University Press.

### 300 Prohibitions

- 301 No person (*other than a display supervisor or wholesaler as authorized under the Explosives Act by the Explosives Regulatory Division of Natural Resources Canada*) shall display for sale, offer for sale, sell, possess or store any fireworks within the \_\_\_\_\_ of \_\_\_\_\_.
- 302 No person, other than a fireworks display supervisor, may obtain, purchase, handle, set off, discharge or otherwise fireworks within the \_\_\_\_\_ of \_\_\_\_\_.
- 303 No person, other than an individual who has a valid pyro-technician's card issued pursuant to the Explosives Act of Canada, shall set up, set off, operate or discharge a pyrotechnic display within the \_\_\_\_\_ of \_\_\_\_\_.

### 400 Permissions

- 401 A Display Supervisor or a Pyro-Technician, holding a valid authorization under the Explosives Act of Canada, may conduct a show after receiving permission to do so in writing from the Fire Chief or, in the absence of the Fire Chief, his or her designate.
- 402 A Display Supervisor or Pyro-Technician will apply in writing, a minimum of 28 Calendar days prior to an event, to the Fire Department for a written letter of permission to conduct a display or show. The application in writing will cover all the information required by the Explosives Act and the Alberta Fire Code. It will include, but not be limited to:
- 1) Date, time and location of the proposed event,
  - 2) Names, addresses and certification numbers of all display supervisors or pyro-technicians and assistants participating in the show,
  - 3) The name of the sponsor or purchaser of the event,
  - 4) A full description of the planned event and a list of all materials to be fired, detonated, burnt or energized during the event,
  - 5) The emergency plan for the event,
  - 6) Verification of liability insurance, in an amount acceptable to the \_\_\_\_\_ of \_\_\_\_\_,
  - 7) Payment of the designated application fee, and
  - 8) Any other information deemed necessary by the \_\_\_\_\_ of \_\_\_\_\_ or the Fire Chief.
- 403 The Fire Chief or his or her designate may choose to issue to a Display Supervisor or Pyro-Technician, in the form of a signed letter on official letterhead, written permission for a show or display to take place.
- 404 The Fire Chief or his or her designate may choose not to issue written permission to anyone for a display or show if, in their opinion, such a display or show may create a risk to life, safety or property.
- 405 The Fire Chief or his or her designate may attach any terms and conditions in a written letter of permission that he or she deems appropriate for the individual event.

- 406 The Fire Chief or his or her designate may choose to revoke any previously issued written letter of permission for reasons of non-compliance with:
- 1) The Alberta Fire Code,
  - 2) The Explosives Act,
  - 3) The letter of permission, including any terms and conditions,
  - 4) Changes in environmental conditions, and/or
  - 5) For any reasons of safety to life, limb or property.

**500 Penalties**

- 501 Breach of this bylaw is an offence and upon conviction shall be subject to a penalty and fine of not less than \$100.00 and not more than \$5,000.00.
- 502 Where an Enforcement Officer (Community Peace Officer, Bylaw Enforcement Officer or Police Officer with authority to enforce the bylaws of the \_\_\_\_\_ of \_\_\_\_\_) has reasonable grounds to believe that a person has violated any provision of this bylaw, the Enforcement Officer may commence Court proceedings against such person by issuing the person a violation ticket pursuant to the provisions of the Provincial Offences Procedure Act.
- 503 The issuance of a violation ticket as noted in 502 shall require a Court appearance by the person pursuant to Part 2 of the Provincial Offences Procedure Act.
- 504 Where a Safety Codes Officer in the Fire Discipline, holding a Designation of Powers to the \_\_\_\_\_ of \_\_\_\_\_, or an Enforcement Officer noted in 502 above, has reasonable grounds to believe that a person has violated any provision of the Alberta Fire Code, they may commence Court proceedings under the Safety Codes Act against such person by filing an Information pursuant to the provisions of the Provincial Offences Procedure Act.

This Bylaw will come into force and effect on the date of successful third reading and signing in accordance with Section 213 of the Municipal Government Act (R.S.A. 2000, c. M-26) as amended.

Read a first time this \_\_\_\_ day of \_\_\_\_\_, A.D., 2010.

Chief Executive Official

Chief Administrative Officer

Read a second time this \_\_\_\_ day of \_\_\_\_\_ A.D.,2010.

Chief Executive Official

Chief Administrative Officer

Read a third time this \_\_\_\_ day of \_\_\_\_\_, A.D., 2010.

Chief Executive Official

Chief Administrative Officer

## Appendix B2

\_\_\_\_\_ of \_\_\_\_\_

**Sample Fireworks Permissions Bylaw**  
Bylaw # 2010-??

**DISCLAIMER**

*This sample is offered by Alberta Municipal Affairs and the Safety Codes Council with no endorsement, legal review or recommendation in any way, shape or form. The intent of this sample is to provide possible format and content in order for a municipality to address potential issues and make informed policy decisions which will guide the actions of the Fire Chief and Fire Department on the issue of Fireworks as inferred in the Alberta Fire Code.*

*Municipalities should evaluate the material provided based upon their own needs and the advice of their advisors and legal counsel. Each municipality will need to utilise its own terminology as well as determine if and how it wishes to limit days and hours of fireworks sale and discharge.*

**100 Purpose & Preamble**

- 107 The \_\_\_\_\_ of \_\_\_\_\_ wishes to enact a Bylaw for the purpose of providing for the safe possession, sale, storage, purchase and discharge of fireworks in compliance with municipal policy, the Alberta Fire Code as amended, the Safety Codes Act (R.S.A. 2000, c. S-1) and the Explosives Act (R.S.C. 1985, c. E-17).
- 108 Section 7(a) of the Municipal Government Act, (R.S.A. 2000, c. M-26) as amended, provides for municipalities to enact Bylaws for the safety, health and welfare of people and the protection of people and property.
- 109 Section 8(a) of the Municipal Government Act, (R.S.A. 2000, c. M-26) as amended, provides for municipalities to enact Bylaws to regulate or prohibit.
- 110 Section 8(c) of the Municipal Government Act, (R.S.A. 2000, c. M-26) as amended, provides for municipalities to enact Bylaws to provide for a system of licences, permits or approvals.
- 111 The Council of the \_\_\_\_\_ of \_\_\_\_\_ recognizes that fireworks are explosive devices which are classified as Dangerous Goods under the Alberta Fire Code and which, when not managed, handled and used properly, can cause injury, damage, fire and death.
- 112 The Council of the \_\_\_\_\_ of \_\_\_\_\_ has determined that the controlled and managed sale, storage, purchase and discharge of fireworks by persons 18 years of age creates a manageable level of risk to life, health, safety and property.
- 113 *The Council of the \_\_\_\_\_ of \_\_\_\_\_ wishes to limit the sale and use of fireworks to specific periods of the year in order to effectively manage the risk.*
- 114 *The Council of the \_\_\_\_\_ of \_\_\_\_\_ wishes to limit the hours of sale of fireworks in order to effectively manage the risk.*

**200 Definitions**

- 203 The definitions in the following enactments, as amended, in order of precedence, shall be used for the purposes of interpreting this Bylaw and its application:

- 1) Municipal Government Act (R.S.A. 2000, c. M-26)
  - 2) Safety Codes Act (R.S.A. 2000, c. S-1)
  - 3) Alberta Fire Code
  - 4) Explosives Act (R.S.C. 1985, c. E-17)
- 204 For words not defined in the above noted enactments reference should be made to the Canadian Oxford Dictionary (Second Edition), published by Oxford University Press.
- 205 Written Permissions noted in this bylaw shall take the form(s) outlined in Schedule A of this Bylaw.
- 206 Fire Chief shall mean the Chief Officer of the Fire Department who is appointed by Council to manage and administer the Fire Department.

### 300 Prohibitions

- 304 No person shall wholesale, display for sale, offer for sale, sell, possess or store any fireworks within the \_\_\_\_\_ of \_\_\_\_\_ without the written permission of the Fire Department.
- 305 No person, may obtain, purchase, set off, discharge or otherwise handle fireworks within the \_\_\_\_\_ of \_\_\_\_\_ without the written permission of the Fire Department.
- 306 No person shall sell fireworks to any person without seeing that person's Driver's Licence or other photo identification issued by the Government's of Canada or Alberta.
- 307 No person shall sell fireworks to anyone under the age of 18 years.
- 308 No person under the age of 18 years shall purchase fireworks.
- 309 No person shall bring fireworks into the \_\_\_\_\_ of \_\_\_\_\_ without the written permission of the Fire Department.
- 310 No person shall set up, set off, fire, discharge or energise a pyrotechnics display in the \_\_\_\_\_ of \_\_\_\_\_ without the written permission of the Fire Department.

### 400 Permissions

- 407 All persons purchasing, possessing, handling, distributing, offering for sale, storing, selling, discharging, firing or setting off fireworks or pyrotechnics displays shall conform to all requirements of the Alberta Fire Code.
- 408 A Display Supervisor or a Pyro-Technician, holding a valid authorization under the Explosives Act of Canada, may conduct a show after receiving permission to do so in writing from the Fire Chief or, in the absence of the Fire Chief, his or her designate.
- 409 A Display Supervisor or Pyro-Technician will apply in writing, a minimum of 28 Calendar days prior to an event, to the Fire Department for a written letter of permission to conduct a display or show. The application in writing will cover all the information required by the Explosives Act and the Alberta Fire Code. It will include, but not be limited to:
- 1) Date, time and location of the proposed event,
  - 2) Names, addresses and certification numbers of all display supervisors or pyro-technicians and assistants participating in the show,

- 3) The name of the sponsor or purchaser of the event,
  - 4) A full description of the planned event and a list of all materials to be fired, detonated, burnt or energized during the event,
  - 5) The emergency plan for the event,
  - 6) Verification of liability insurance, in an amount acceptable to the \_\_\_\_\_ of \_\_\_\_\_,
  - 7) Payment of the designated application fee, and
  - 8) Any other information deemed necessary by the \_\_\_\_\_ of \_\_\_\_\_ or the Fire Chief.
- 410 The Fire Chief or his or her designate may choose to issue to a Display Supervisor or Pyro-Technician, written permission for a show or display to take place.
- 411 The Fire Chief or his or her designate may choose not to issue written permission to anyone for a display or show if, in their opinion, such a display or show may create a risk to life, safety or property.
- 412 *Fireworks may only be sold, purchased and discharged within the following annual timeframes:*
- 1) *Ten calendar days prior to and inclusive of the Victoria Day holiday.*
  - 2) *Ten calendar days prior to and inclusive of the Sunday following the Canada Day holiday.*
  - 3) *Ten days prior to and inclusive of New Year's Day.*
  - 4) *Other timeframes of Ten calendar days or less which may be allowed for on a one time basis by resolution of council.*
- 413 *Fireworks may only be sold and purchased between the hours of 8:00 AM and 8:00PM Mountain Time.*
- 414 A wholesaler or distributor of fireworks wishing to provide fireworks to a retail vendor in the \_\_\_\_\_ of \_\_\_\_\_ must first apply and obtain the written permission of the Fire Chief or his/her designate.
- 415 A retail vendor wishing to sell fireworks to persons in the \_\_\_\_\_ of \_\_\_\_\_ must first apply and obtain the written permission of the Fire Chief or his/her designate. This permission must include approval and acceptance of the storage area and the required Fire Safety Plan as outlined in the Alberta Fire Code.
- 416 A retail vendor wishing to sell fireworks to persons in the \_\_\_\_\_ of \_\_\_\_\_ must retain all the information required from every purchaser by the Alberta Fire Code for a period of not less than two years as outlined in the Alberta Fire Code. This information will include:
- 1) The date of the sale,
  - 2) The name, address and phone number of the purchaser,
  - 3) A description of the fireworks sold,
  - 4) The date and time the fireworks will be discharged,
  - 5) The location and description of the site where the fireworks will be discharged,
  - 6) A copy of the written permission to discharge, issued by the Fire Department of the municipality where the fireworks will be discharged, or from a Forest Officer where the discharge is to take place within a forest protection area, and
  - 7) A copy of the written permission to purchase fireworks issued by the Fire Department of the \_\_\_\_\_ of \_\_\_\_\_.

- 417 A person wishing to purchase fireworks in the \_\_\_\_\_ of \_\_\_\_\_ must first obtain written permission to discharge, issued by the Fire Department of the municipality where the fireworks will be discharged, or from a Forest Officer where the discharge is to take place within a forest protection area.
- 418 A person in possession of written permission to discharge fireworks as noted in 410 above may apply to the Fire Department of the \_\_\_\_\_ of \_\_\_\_\_ for written permission to purchase fireworks from a vendor within the \_\_\_\_\_ of \_\_\_\_\_.
- 419 The Fire Chief or his or her designate may attach any terms and conditions in a written permission that he or she deems appropriate for the specific event and location.
- 420 The Fire Chief or his or her designate may choose to revoke any previously issued written letter of permission for reasons of non-compliance with:
- 1) The Alberta Fire Code,
  - 2) The Explosives Act,
  - 3) The letter of permission, including any terms and conditions,
  - 4) Changes in environmental conditions, and/or
  - 5) For any reasons of safety to life, limb or property.

## 500 Penalties

- 505 Breach of this bylaw is an offence and upon conviction shall be subject to a penalty and fine of not less than \$100.00 and not more than \$5,000.00.
- 506 Where an Enforcement Officer (Community Peace Officer, Bylaw Enforcement Officer or Police Officer with authority to enforce the bylaws of the \_\_\_\_\_ of \_\_\_\_\_) has reasonable grounds to believe that a person has violated any provision of this bylaw, the Enforcement Officer may commence Court proceedings against such person by issuing the person a violation ticket pursuant to the provisions of the Provincial Offences Procedure Act.
- 507 The issuance of a violation ticket as noted in 502 shall require a Court appearance by the person pursuant to Part 2 of the Provincial Offences Procedure Act.
- 508 Where a Safety Codes Officer in the Fire Discipline, holding a Designation of Powers to the \_\_\_\_\_ of \_\_\_\_\_, or an Enforcement Officer noted in 502 above, has reasonable grounds to believe that a person has violated any provision of the Alberta Fire Code, they may commence Court proceedings under the Safety Codes Act against such person by filing an Information pursuant to the provisions of the Provincial Offences Procedure Act.

This Bylaw will come into force and effect on the date of successful third reading and signing in accordance with Section 213 of the Municipal Government Act (R.S.A. 2000, c. M-26) as amended.

Read a first time this \_\_\_\_ day of \_\_\_\_\_, A.D., 2010.

Chief Executive Official

Chief Administrative Officer

Read a second time this \_\_\_\_ day of \_\_\_\_\_ A.D., 2010.

Chief Executive Official

Chief Administrative Officer

Read a third time this \_\_\_\_ day of \_\_\_\_\_, A.D., 2010.

Chief Executive Official

Chief Administrative Officer



# Safety Codes Council

June 2, 2015

Julia Whittleton  
MacKenzie County  
BOX 1690  
LACRETE AB T0H 2H0

Dear Julia

RE: **UPDATE to May 14, 2015,  
Information Advisory - Low Hazard Fireworks – Permits, Storage & Display**

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The Safety Codes Council (Council) issued an **Information Advisory** on May 14, 2015, that generated questions and requests for clarification regarding:

- the fireworks permit levy; and
- the development of municipal bylaws regarding fireworks.

The Council regrets that the original Information Advisory caused confusion and would like to provide additional information to assist accredited municipalities in the administration of the fireworks permit levy.

As the “fire season” and “fireworks season” is upon us, the Council supports and encourages those municipalities not having a Fireworks Bylaw to consider their role in a responsible fire safe community.

The following information applies.

### **Fireworks Permit Levy**

Although permits in the fire discipline are subject to levy, the Council is waiving the \$12 levy on fireworks permits (storage, sales, possession and discharge). Municipalities are not be required to collect or remit a \$12 levy on fireworks permits.

### **Municipal Bylaw**

As a guide, STANDATA FCI-10-01 contains two sample bylaws outlining the administration of firework use in municipalities: one in support of safe fireworks and the other that prohibits fireworks. The Council is available to assist municipalities in developing their fireworks administrative processes.

Should a municipality wish assistance, or have any further questions, please contact the office of the Administrator of Accreditation by email at [sccinfo@safetycodes.ab.ca](mailto:sccinfo@safetycodes.ab.ca) , or by phone at 780.413.0099.

Thank you for helping the Council, make Alberta'a safe place to live, work, and play.

A handwritten signature in black ink, appearing to read "M. Plaizier". The signature is fluid and cursive, with the first letter of the first name being a large, stylized 'M'.

Michelle Plaizier, MBA  
Administrator of Accreditation

## **Request for Change: Alberta Fire Code s. 5.7.1.7 (Written Permissions)**

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**WHEREAS** section 5.7.1.7 (Written Permission) of the current Alberta Fire Code (AFC) contains some of the most proscriptive regulations of legal fireworks in Canada;

**WHEREAS** the Written Permission requirements in the current AFC must be enforced by every municipality in the Province, regardless of the existence of a municipal by-law;

**WHEREAS** the Written Permission requirements in the current AFC creates regulatory pressure on municipalities and onerous enforcement requirements on municipal safety codes officers;

**WHEREAS** most provinces in Canada rely on the *Federal Explosives Act* (FEA) as it regulates the sale, usage and storage of consumer fireworks in Canada, and provides municipalities with the ability to impose by-laws as required;

**WHEREAS** the Written Permission requirement in the current AFC is not currently being followed by most residents and enforced by municipalities, thereby reducing the significance of the requirement and of the AFC; and

**WHEREAS** municipalities across the Province have expressed an interest in establishing by-laws to regulate and enforce the *Federal Explosives Act*, and the AFC, without incorporating some or all of the aspects of the Written Permissions in the current AFC.

**NOW THEREFORE BE IT RESOLVED THAT** the municipality of \_\_\_\_\_ request that the Government of Alberta amend the Alberta Fire Code by removing section 5.7.1.7 “Written Permissions” requiring Alberta residents to attain a Written Permission to purchase and discharge fireworks from a retailer.

**FURTHER BE IT RESOLVED THAT** the AAMDC/AUMA advocate for municipalities in Alberta to be permitted, if necessary, to implement a municipal by-law that does not include the requirement for residents to attain a Written Permission, as currently described in the AFC.

### **BACKGROUND**

According to the current AFC, a person in Alberta who wishes to purchase and discharge fireworks must complete several steps in order to do so, including:

- Visit their local fire department during normal business hours to attain a Written Permission to purchase fireworks. Written Permissions must include the date, time, location, written consent from the owner of the property and written consent from neighbouring affected landowners;
- If discharging the fireworks in another municipality, the person must attain another Written Permission from that municipality;
- Once Written Permissions are attained, the individual must provide them to the retailer at the time of purchase. The retailer is required to keep record of the details of the Written Permissions, plus the date of the sale, name, address and phone number of the customer, a description of each firework sold, the date and time that the firework will be

discharged, and the location and description of the site must be kept by the retailer for a period of no less than two years following the date of sale.

The Written Permissions requirements found in the current AFC must be enforced by every municipality in the Province of Alberta, regardless of the existence of a municipal by-law. In the case of a permissive municipal by-law, the current AFC Written Permissions requirement must be incorporated into the by-law. This requirement is unknown to many municipalities who have sought to create individual by-laws that are permissive of the sale and use of legal fireworks because the Province of Alberta and the AFC does not currently collect any data regarding the number of Written Permissions that are processed by Alberta municipalities, nor do they monitor the enforcement of this regulation within individual municipalities.

The regulatory pressure placed on municipalities as a result of the Written Permission requirement in every municipal by-law creates regulation that is onerous and impractical. This leads to non-compliance and lack of enforcement across the Province, thereby reducing the significance of the Written Permissions requirement and the AFC.

Under the *Municipal Government Act* (MGA), municipalities have the ability through by-law to make policy decisions and develop systems, which guide fire departments in allowing sales and authorizing discharge of these products as well as dealing with the practical implementation and enforcement of these municipal decisions.

Removing the requirement for Alberta residents to attain Written Permissions from their Fire Department to purchase and discharge low-hazard fireworks will provide municipalities (through the MGA) with more autonomy to regulate and enforce the FEA, and the AFC, through individual municipal by-laws, similar to other Canadian Provinces and Territories. This will allow municipalities the flexibility to consider the unique needs of their particular community with regards to the safe sale and use of legal fireworks, instead of requiring all municipalities to adopt a singly by-law with onerous Written Permissions requirements found in the current AFC.

## SCOPE OF ACCREDITATION

The Municipality will administer the Safety Codes Act (SCA) including all pursuant regulations applicable to the following indicated discipline(s), within the municipal jurisdiction:

### Building

- All parts of the Alberta Building Code, or
- Only those parts of the Alberta Building Code pertaining to housing and small buildings being 3 storeys or less in height, having a building area of 600m<sup>2</sup> or less and used as major occupancies classified as Group C - residential, Group D - business and personal services, Group E - mercantile, or Group F2 and F3 - medium and low hazard industrial.

### Electrical

- All parts of the Canadian Electrical Code and all parts of the Code for Electrical Installations at Oil and Gas Facilities, and/or
- All parts of the Alberta Electrical and Utility Code.

### Plumbing

- All parts of the National Plumbing Code of Canada, applicable Alberta amendments and regulations, and Private Sewage Disposal System Regulation.

### Gas

- All parts of the Natural Gas and Propane Installations Code and Propane Storage and Handling Code and applicable Alberta amendments and regulations, excluding natural and propane gas highway vehicle conversions.

### Fire

#### **Alberta Fire Code Administration: (one is mandatory)**

- All parts of the Alberta Fire Code, or
- All parts of the Alberta Fire Code except for those requirements pertaining to the installation, alteration, and removal of storage tank systems for flammable liquids and combustible liquids regulated under the Alberta Fire Code (see details in Appendix E)

#### **Fire Investigations: (mandatory)**

Cause, origin, and circumstance determination.

#### **Fire Prevention Programs: (optional)**

- Public education.
- Fire pre-plans (see details in Appendix E)
- Other (list) education provided upon request

## APPENDIX E: FIRE DISCIPLINE

### General

The Municipality will provide Alberta Fire Code services that include but are not limited to:

- code advice including but not limited to:
  - new construction under the Alberta Fire Code,
  - building upgrade programs,
  - Fire Safety Plan, development and implementation,
  - storage of dangerous goods, and
  - tire storage,
- plans examinations including but not limited to:
  - new construction under the Alberta Fire Code,
  - building upgrade programs,
  - residential secondary suites, and
  - Fire Safety Plans with emphasis to addressing the risk to occupied residential buildings,
- permit / permission issuance,
  - fireworks purchase, possession, handling, and discharge, and
  - storage tank systems for flammable liquids and combustible liquids installation, alteration or removal if included in scope,
- compliance monitoring site inspections for,
  - construction addressed in the Alberta Fire Code,
  - Fire Safety Plan practices with emphasis to addressing the risk to occupied residential buildings,
  - post-occupancy of facilities identified in the following Fire Code Compliance Inspection chart, and
  - special or other activities addressed in the Alberta Fire Code or at the discretion of the Fire SCO,
- Occupant Load Certificates for,
  - assembly occupancies, and
  - other occupancies at the discretion of the SCO,
- Alternative Solutions / Variances issuance,
- Orders and their enforcement,
- Verification of Compliance,
- no-entry advisory,
- Permit Services Report,
- identification and follow-up of deficiencies and unsafe conditions,
- collection and remittance of SCC fees, and
- maintaining files and records.

### *N.A.* Storage Tank Systems For Flammable Liquids and Combustible Liquids

The Municipality will:

- obtain two complete sets of construction documents signed and sealed by a Professional Engineer as outlined in the Alberta Fire Code,
- have a Fire SCO:
  - complete a review of the construction documents to assess compliance with the requirements of the Alberta Fire Code,
  - initial all pages of the construction documents,
  - date stamp and sign the documents,
  - complete a Plans Review Report,

- provide the Plans Review Report to the owner, contractor, and municipality's file, and if requested, to the project consultant or consulting engineer, and
- provide one set of construction documents to the permit applicant for retention and review at the project site, and retain one set for the municipalities file.

## **Fireworks**

The Municipality will, prior to issuing permission:

- respecting the purchase, possession, handling, discharge, fire or set-off; obtain from the applicant written confirmation that the person:
  - will conduct activities in accordance with safe practices outlined in the Alberta Fire Code,
  - is of at least 18 years of age, and
- respecting sales, obtain from the owner of the retail business, written confirmation that the business:
  - holds a valid municipal business license or confirmation of ownership of the business when the municipality does not require business to hold such license,
  - employees handling fireworks for sale are of at least 18 years of age,
  - manufacturer's instructions are posted at the sales location and provided with each sale,
  - record of each sale is retained for examination by the Fire SCO, and
  - stores fireworks in conformance with Part 3 of the Alberta Fire Code.

## **Fire Code Compliance Inspections**

For the purpose of ensuring compliance with the SCA, a SCO may, at the discretion of the SCO, carry out an inspection for any thing, process, or activity to which this Act applies. In addition, inspections will be conducted in accordance with the following schedule.





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>October 28, 2015</b>
<b>Presented By:</b>	<b>Len Racher, Director of Facilities &amp; Operation (South)</b>
<b>Title:</b>	<b>Policy PW040 Hamlet Utility Corridors and Back Alleys</b>

## BACKGROUND / PROPOSAL:

At the March 11, 2014 Council Meeting the following motion was made:

**MOTION 14-03-141** That administration continue to work with bylaw enforcement to enforce proper usage of current utility right-of-ways and that the Public Works Committee draft a maintenance policy and review fine structure for the existing utility lane ways and back alleys.

As subdivisions in the County are approved, Right-of-ways for utility corridors are created so that utilities can reach each house. Generally, the residents utilize the land as back alleys, additional green space, or walk-ways. How these right-of-ways are to be used and maintained is currently not designated. By not having the areas designated, County staff do not know how to maintain the areas. This can lead to disputes between land owners and the County staff, as well as disputes between neighboring land owners. This results in back alleys without general maintenance and green spaces without proper landscaping.

Attached is a proposed policy to help clarify lands as either “Back Alleys”, “Utility Corridors”, or “Walk ways”. If the concept of this policy is acceptable, maps of the hamlets will need to be created and passed in combination with the policy. The maps should not be created in isolation; input from the public is important to assess how the residents are currently using the right-of-ways.

At the Public Works Committee Meeting on October 20, 2015 the following motion was made:

*That the recommendation to Council be to establish the Hamlet Utilities and Back Alleys Policy as amended and discussed.*

**Author:** Trent McLaughlin      **Reviewed by:** Len Racher      **CAO:** JW

## **OPTIONS & BENEFITS:**

**Option 1:** Approve the policy and proceed with the map creation with input from the public.

**Benefits:**

1. People will have clarity of the designated use of each right-of-way, which should lead to fewer disagreements between landowners.
2. Bylaw officer will have better direction in requesting people to move vehicles and other items blocking back alleys.
3. County staff will know which right-of-ways should be graveled, graded and maintained.

**Disadvantages:**

1. Maintaining back alleys, landscaping green areas, tree trimming, and clearing walkways will increase costs and workload for public works staff.
2. Public Works Committee will have to address requests to reclassify the right-of-ways on an ongoing basis.
3. Utility companies and the County's Utilities department will have additional costs for landscaping green spaces after any utility installations or maintenance.

**Option 2:** Continue with no policy or classification of right-of-ways.

**Benefits:**

1. No additional cost of maintaining the right-of-ways.
2. Less work for County staff.

**Disadvantages:**

1. Continued lack of maintenance on right-of-ways being used as back alleys.
2. Continued disputes between neighbors over use of the right-of-ways.

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

A new policy would result in increases to operating budgets due to the increased maintenance costs.

**Author:** Trent McLaughlin      **Reviewed by:** Len Racher      **CAO:** JW

**SUSTAINABILITY PLAN:**

**Goal E19** Mackenzie County:

- is an attractive destination for non-residents to visit or to decide to relocate, and
- remains an attractive home for County residents at all stages of their lives.

**Strategy E21.3** Develop strategies to increase the quality of life for families living in the County.

**Strategy E22.3** Identify and address individual each hamlet’s needs in relation to fostering family-friendly environments.

**COMMUNICATION:**

After the development of a first draft of the maps, open houses should be held for public input into the classification of each right-of-way.

Once the policy is adopted, a process would be necessary to allow residents to request a change in classification. This request to change the classification should include talking with adjacent neighbors and advertising the proposed change.

Developers and Utility companies may also be impacted by this change and should be consulted.

**RECOMMENDED ACTION:**

- Simple Majority       Requires 2/3       Requires Unanimous

That Policy PW040 Hamlet Utility Corridors and Back Alleys be approved as presented.

- Simple Majority       Requires 2/3       Requires Unanimous

That administration and Public Works Committee develop the hamlet utility corridors maps for each Hamlet with public input and bring these back for approval by Council as schedules to Policy PW040 Hamlet Utility Corridors and Back Alleys.

**Author:** Trent McLaughlin      **Reviewed by:** Len Racher      **CAO:** JW

## Mackenzie County

Title	Hamlet Utility Corridors and Back Alleys	Policy No:	PW040
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Legislation Reference	MGA Section 18
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### Purpose

To provide clarity to the residents of Hamlets on the determination of Utility Corridors, walkways, back alleys, and undeveloped back alleys.

### Policy Statement and Guidelines

Mackenzie County believes in the proper maintenance of the back alley accesses, and the beautification of County lands used for utility corridors and walkways within the hamlets.

### Definitions:

**Utility Corridor** shall mean County land within a defined Hamlet that is used for the purpose access and providing Utilities. Utility Corridors are not needed for transportation or normal pedestrian purposes or property access as determined by Mackenzie County Council.

**Back Alley** shall mean County land within a defined Hamlet that may or may not contain buried utilities and are already in use and maintained by the County for purpose of transportation and/or property access as determined by Mackenzie County. Back Alleys are not assigned street or venue numbers and are not part of registered road plans.

**Undeveloped Back Alley** shall mean County land within a defined Hamlet that may or may not contain buried utilities and will be developed in the future for transportation and/or property access as determined by Mackenzie County. Undeveloped Back Alleys are not currently maintained by Mackenzie County. Undeveloped Back Alleys are not assigned street or venue numbers and are not part of registered road plans.

**Walkways** shall mean County land within a defined Hamlet that may or may not contain buried utilities and are already in use and maintained by the County for purpose of pedestrian access as determined by Mackenzie County.

### Guidelines:

1. **Utility Corridors** will be brought to a smooth, seeded, and mow able condition by the County or Developer at the time of construction. Following any utility installation or maintenance activity the utility owner conducting the maintenance, will return the **Utility Corridor** to a mow able condition. **Utility**

**Corridors** will be signed.

2. Adjacent property owners to **Utility Corridors** are to keep the **Utility Corridor** in a mowed, neat and tidy condition as set out in the Mackenzie County Unsightly Premises Bylaw.
3. **Back Alleys** will be maintained as gravel surfaced low standard access. Maintenance will be conducted on an as needed basis as determined by the Director of Operations.
4. **Undeveloped Back Alleys** will not be maintained but will be developed as a Back Alley in the future. Mackenzie County Council will review the upgrading of undeveloped back alleys to back alleys as part of the yearly budgeting process.
5. **Walkways** will be maintained as a walking path for pedestrian traffic. Snow clearing of walk ways during the winter will be at the discretion of the Director of Operations.

Maps for the Hamlets of Fort Vermilion and La Crete clarifying Utility Corridors, Back Alleys, Undeveloped Back Alleys, and Walkways will form part of this policy as Schedule 'A' and Schedule 'B'.

	<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>October 28, 2015</b>
<b>Presented By:</b>	<b>Len Racher, Director of Facilities &amp; Operations (South)</b>
<b>Title:</b>	<b>Tompkins Ice Bridge Contract</b>

## **BACKGROUND / PROPOSAL:**

Mackenzie County has an Agreement with Alberta Transportation for the construction and maintenance of an ice bridge on the Peace River.

The current Agreement (see attached) will expire April 2016. It was signed on September 25, 2013 for a three year term. Alberta Transportation wishes to be advised of the County's intentions concerning the ice bridge as soon as possible.

## **OPTIONS & BENEFITS:**

### Option 1:

Enter into a similar agreement with Alberta Transportation for September 2016 through April 2019.

Benefit – We have been successful in the construction and maintenance of the ice bridge since 2006.

### Option 2:

Have no further commitment concerning the ice bridge.

Benefit – No hassle of preparing to tender the construction of the ice bridge, sub-contract engagement, measuring and daily monitoring.

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

Funded through Alberta Transportation as per contract negotiations.

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

**SUSTAINABILITY PLAN:**

Alberta Transportation should be challenged to provide other viable options for crossing the Peace River.

**COMMUNICATION:**

Inform Alberta Transportation of Council's decision.

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

For Discussion.

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

October 03, 2013

Our File: **CON0014862**  
**2120-MACK**  
**1445-TOMP-ICE**

Joulia Whittleton, Chief Administrative Officer  
Mackenzie County  
Box 640, Fort Vermilion, Alberta  
T0H 1N0

Dear Mrs. Joulia Whittleton:

**RE: CON0014862**  
**CONSTRUCTION AND MAINTENANCE OF AN ICE BRIDGE**  
**ON THE PEACE RIVER ON HIGHWAY 697**  
**MACKENZIE COUNTY**

Enclosed for your file is a copy of the executed agreement for the construction and maintenance of the Tompkins Landing Ice Bridge.

Yours truly,



William Gish  
Operations Manager, Peace River

**RECEIVED**  
OCT 10 2013

**MACKENZIE COUNTY**  
**FORT VERMILION OFFICE**

/je

Attachments

MEMORANDUM OF AGREEMENT

BETWEEN

ALBERTA TRANSPORTATION

AND

MACKENZIE COUNTY

FOR

CONSTRUCTION AND MAINTENANCE OF AN ICE BRIDGE

ON THE PEACE RIVER ON HIGHWAY 697

AGREEMENT NO. CON0014862



MEMORANDUM OF AGREEMENT signed this 25 day of September 2013 A.D.

**BETWEEN:**

**HER MAJESTY THE QUEEN** in right of the Province of Alberta, in this document represented by the Minister of Transportation (in this document referred to as the "Minister")

**OF THE FIRST PART**

- and -

**MACKENZIE COUNTY** in the Province of Alberta (in this document referred to as the "County")

**OF THE SECOND PART**

**PREAMBLE:**

- a) Whereas, the Minister desires to have an ice bridge constructed and maintained on the Peace River at NW 30-103-19-W5M on Highway 697 in accordance with the Minister's current standards and specifications in relation to ice bridges; and,
- b) Whereas, the County is willing to carry out such ice bridge construction and maintenance.

NOW THEREFORE, in consideration of the mutual covenants and conditions contained herein, the parties hereto mutually agree as follows;

1. Preamble is part of this Agreement
  - a. The Preamble is a part of this Agreement.
2. Definitions

In this Agreement the following words and phrases shall have the meanings as set forth below, unless the context otherwise requires:

  - a. "Ice Bridge" means the Tompkins Landing Ice Bridge, a river crossing for the Peace River located in the NW 30-103-19-W5M on Highway 697, South of the Hamlet of La Crete in the Province of Alberta as shown on the map Schedule "A"- Tompkins Landing Ice Bridge as attached and forming part of this Agreement.
  - b. "Work" means all matters related to the yearly construction and maintenance of the Ice Bridge including, but not limited to, clearing snow, smoothing rough ice, flooding, ice measuring and testing, recording the pertinent data, determining load limits, performing traffic accommodation measures, signing including the placing of traffic delineators, markers, reflectors and flags, performing inspections, performing supervision of any and all construction and maintenance activities, liaising with local authorities including the police and EMS, liaising with the local media, reporting, administration and consulting with the Minister.
  - c. "Minister" shall mean the Minister of Transportation for the Province of Alberta or his authorized representative.

*JR*

3. Materials and Equipment
  - a. The County shall supply all materials, equipment and human resources necessary to complete the Work or shall arrange to provide a contractor, equipment and personnel who are skilled in the construction and maintenance of ice bridges, in accordance with the requirements as described in the Agreement.
  
4. Permits and Approvals
  - a. The County shall on behalf of the Minister, obtain any and all authorizations, permits or approvals necessary for the construction and maintenance of the Ice Bridge prior to commencement of the Work. Authorizations are required from the following agencies:
    - Alberta Environment
    - Department of Fisheries and Oceans Canada (DFO)
  - b. Notwithstanding the above, the County must satisfy itself that it has applied for and received all authorizations, permits or approvals.
  - c. The County shall conduct its operations in accordance with the conditions of the authorizations, permits or approvals for construction and maintenance of the Ice Bridge.
  - d. The County shall familiarize itself with and follow the conditions and measures set out within DFO's document titled *Pacific Region Operational Statement Ice and Snow Fill Bridges* (found at [http://www-heb.pac.dfo-mpo.gc.ca/decisionsupport/os/os-ice\\_bridge\\_e.htm](http://www-heb.pac.dfo-mpo.gc.ca/decisionsupport/os/os-ice_bridge_e.htm)) so as to be in compliance with Subsection 35(1) of the Fisheries Act. For greater certainty, the County must conduct the Work in such a manner as not to cause the harmful alteration, disruption or destruction (HADD) of fish habitat unless it has been authorized by DFO.
  
5. County's Operating and Safety Plan
  - a. The County shall provide an Operating and Safety Plan satisfactory to the Minister. The Operating and Safety Plan shall be submitted to the Minister's Peace River Operations Manager, for the Minister's review no less than fourteen (14) days prior to the commencement of any Work. The Operating and Safety Plan shall be based on, but not limited to, the requirements of:
    - BEST PRACTICE for Building and Working Safely on Ice Covers in Alberta  
[http://www.employment.alberta.ca/documents/WHS/WHS-PUB\\_sh010.pdf](http://www.employment.alberta.ca/documents/WHS/WHS-PUB_sh010.pdf)
  - b. The County's general construction and maintenance requirements contained herein will be supplemented and superseded by more specific and stringent requirements of the County's Operating and Safety Plan where applicable.
  
6. Ice Measurement
  - a. The County shall assess ice thickness, weather conditions and the peculiarities of the Peace River as these are contributing factors that determine when construction of the Ice Bridge should commence.
  - b. The County shall measure and test the ice thickness to determine its ice bearing capacities. The County shall strictly comply with such ice bearing capacities when choosing and deploying equipment and employees for the Work.

*JR*

- c. If the County would like to use Ground Penetrating Radar (GPR) in conjunction with manual ice thickness measuring, an acceptable proposal must be submitted to the department prior to September 15 of that year.
7. Commencing Construction Activities
- a. If the natural ice is not sufficient to safely support the construction of the Ice Bridge, the County shall flood the ice crossing or suspend activities until sufficient ice thickness has developed to allow further construction activities.
  - b. The County shall ensure that all personnel wear appropriate personal protective equipment and appropriate flotation suits while working on the Ice Bridge.
  - c. When it is unsafe to permit travel, the County shall post and maintain signs and barricades at both entrances to the Ice Bridge stating that the Ice Bridge is closed.
  - d. When there is sufficient ice bearing capacity the County may:
    - Either remove snow or compact snow to accelerate ice thickness development.
    - Break down extremely rough ice using hand tools before heavier equipment can be used to complete the leveling process.
    - Use small pumps to flood areas that require strengthening. The depth of each flood should not exceed five (5) centimetres.
  - e. The County may use heavy equipment to level the ice only when there is sufficient ice thickness to support such equipment.
  - f. The County shall ensure that Gross Vehicle/Equipment Weights are posted in clear view on both the outside and inside of all vehicles/equipment working on the ice, for operator reference as to weights currently situated on the ice.
8. Minimum Requirements for the Fully Constructed Ice Bridge for Public Use
- a. The County shall construct the Ice Bridge so that its complete surface width shall be thirty (30) metres. The County shall construct the Ice Bridge to a standard capable of allowing one vehicle with a gross weight up to a maximum of sixty three thousand five hundred (63,500) kilograms to travel safely at a speed of not greater than ten (10) km/hr. In the event warm weather conditions prevail for the winter season preventing the County from constructing the Ice Bridge to the maximum load limit of sixty three thousand five hundred (63,500) kilograms, the Minister has the discretion to adjust the maximum load limit for constructing the Ice Bridge.
  - b. The County may at its own discretion and at its own cost, construct and maintain the Ice Bridge to specifications greater than outlined in Section 8.a. No compensation will be forwarded by the Minister to the County for costs associated with constructing and maintaining the Ice Bridge above the minimum specifications.
9. Opening the Ice Bridge for Public Use
- a. When the surface of the Ice Bridge is smooth enough and the ice has sufficient strength to permit the safe passage of vehicles, the County will interpret ice test results and open the Ice Bridge at the calculated load limit. The County may initially open the Ice Bridge when there is sufficient ice thickness to safely permit travel of a vehicle having a gross vehicle weight up to five thousand (5,000) kilograms. The minimum width of travel surface required at this initial opening shall be no less than ten (10) metres.

- b. The County will be responsible for approving the opening date together with a load limit. Once the County has approved the opening date and load limit, the County shall post the load limit and open the Ice Bridge for public use.
- c. Upon opening the Ice Bridge, the County shall immediately notify the Minister, by contacting in writing the Peace River Operations Manager and the High Level Maintenance Contract Inspector. As well the County shall immediately notify the following local authorities:
  - Law Enforcement Agency (RCMP)
  - EMS (Emergency Medical Service)
- d. The County shall also arrange for public service announcements through the local radio station(s) advising that the Ice Bridge is open for the season.
- e. Prior to opening the Ice Bridge, the County shall supply and install all necessary regulatory, advisory and information signs at both of the Ice Bridge entrances. The County shall only use sign materials in accordance with the Alberta Transportation Approved Products List (found on the Alberta Transportation website at; <http://www.transportation.alberta.ca/Content/docType253/Production/productindex.pdf>)
- f. The County shall erect signs at both of the entrances to the Ice Bridge advising motorists:
  - Of the maximum allowable vehicle weight in tonnes.\*\*Posted maximum allowable vehicle weight in tonnes shall not exceed 63.5 tonnes
  - To travel at a maximum speed no greater than ten (10) km/hr.
  - That only one maximum tonnage vehicle is permitted on the Ice Bridge at a time.

\*\*\*During the winter season the Ice Bridge ice bearing capacity may exceed the sixty three thousand five hundred (63,500) kilograms. In the event that ice measuring/testing indicates an ice bearing capacity greater than sixty three thousand five hundred (63,500) kilograms, the posted maximum allowable vehicle weight shall remain at 63.5 Tonnes.
- g. The County shall supply and install suitable markers with delineator reflectors and fluorescent orange flags at fifty (50) metre intervals to delineate the edge of the Ice Bridge.

10. Ongoing Ice Bridge Maintenance

- a. The County shall perform a daily visual inspection of the Ice Bridge. The County shall observe and document all circumstances and conditions affecting the traveling public and the Ice Bridge on the Ice Measure/Inspection Report, as shown in Schedule "B" –Reports and Forms.
- b. The County shall perform ice measuring/testing in accordance with the accepted procedures for ice bearing assessment as specified in both the County's Operating and Safety Plan and the approved Ground Penetrating Radar (GPR) proposal, if appropriate. The County shall measure and test the Ice Bridge's ice at least twice a week with no less than two (2) and no more than four (4) days between measurements and tests. An increased frequency of measurements and tests may be required due to ice/weather conditions. The increase in frequency of measurements and tests shall be at the discretion of the County.
- c. The County shall report changes in the Ice Bridge's ice bearing capacity along with the associated Ice Measure/Inspection Reports to the Minister by contacting in writing the Peace River Operations Manager and the High Level Maintenance Contract Inspector within twenty-four (24) hours and load limits increased or

- decreased accordingly. The County shall change all applicable signs immediately.
- d. Should weather, river conditions, or insufficient ice bearing capacities occur between the initial opening and the official closing of the Ice Bridge for the season, the County shall have the authority to close the Ice Bridge. Should closure be deemed necessary the County shall notify the Minister by contacting in writing the Peace River Operations Manager and the High Level Maintenance Contract Inspector within twenty-four (24) hours. As well the County shall immediately notify the following local authorities:
- Law Enforcement Agency (RCMP)
  - EMS (Emergency Medical Service)
- The County shall also arrange for public service announcements through the local radio station(s) advising that the Ice Bridge is closed until further notice. The County shall retrieve all signs and other traffic control devices on the ice and install road closed signs and barricades at both of the entrances to the Ice Bridge until such time sufficient ice bearing capacity warrants reopening of the Ice Bridge.
- e. The County shall:
- Maintain the Ice Bridge to the desired width of thirty (30) metres and maintain markers identifying the Ice Bridge boundaries.
  - Flood to increase thickness to maintain the specified ice bearing capacity. The depth of each flooding should not exceed five (5) centimetres and shall be restricted to half of the Ice Bridge surface width at a time to minimize traffic interruptions.
  - Remove snow as necessary and keep the snow berms sloped away to reduce the possibility of trapping snow unnecessarily until a time that the Ice Bridge's ice bearing capacity reaches thirty one thousand one hundred (31,100) kilograms.
- f. When the Ice Bridge's ice bearing capacity reaches thirty one thousand one hundred (31,100) kilograms, the Minister will instruct its Highway Maintenance Contractor to carry out the snow removal on the Ice Bridge.
- g. Should the Ice Bridge's ice bearing capacity decrease at anytime during the winter season below thirty one thousand one hundred (31,100) kilograms, the responsibility of snow removal shall revert back to the County until such time as the Ice Bridge's ice bearing capacity again reaches thirty one thousand one hundred (31,100) kilograms.
- h. In the event that heavy equipment is required to repair the Ice Bridge due to conditions caused by the river including, but not limited to, pressure ridges, consultation is required with the Minister through the Peace River Operations Manager prior the commencement of such work. The Minister reserves the right to reject any or all payment for such work if prior consultation has not occurred. If such heavy equipment works have been agreed upon, the Minister shall pay for such approved works at the applicable hourly rates as outlined in the most current Alberta Roadbuilders and Heavy Construction Association Equipment Rental Rates Guide.
- i. Maintenance of the gravel approaches, such as but not limited to, the placement of gravel to achieve a smooth transition from the ice bridge to the roadway shall be considered incidental to the Work. Placement of gravel shall be in accordance with Section 18(a)

*JK*

11. Ice Bridge End of Season Closing

- a. In the later part of the winter season, it will be necessary for the County to close the Ice Bridge whenever the surface water exceeds a depth of fifteen (15) centimetres and/or the Ice Bridge's ice bearing capacity drops below five thousand (5,000) kilograms.
- a. The County shall be responsible for determining closure dates of the Ice Bridge. The County shall submit the Ice Bridge closure date in writing to the Peace River Operations Manager and to the High Level Maintenance Contract Inspector immediately upon making the Ice Bridge closure determination. As well, the County shall immediately notify the following local authorities:
  - Law Enforcement Agencies (RCMP)
  - EMS (Emergency Medical Service)
- c. The County shall also arrange for public service announcements through the local radio station(s) advising that the Ice Bridge is closed for the season.
- d. At the end of the season, just prior to when the surface becomes unfit for the safe usage by any vehicle, the County shall retrieve all signs and other traffic control devices on the ice. The County shall install road closed signs and barricades at both of the entrances to the Ice Bridge, at which time the Minister's Highway Maintenance Contractor shall monitor the closure of the Ice Bridge while performing its regular road inspections for the Minister. Should the Highway Maintenance Contractor identify a deficiency (missing or incorrect signs/barricades), the County shall correct the deficiencies upon notification from the Minister.

12. Record Keeping

- a. The County shall keep records of the ice thickness during the construction and maintenance phases of the Ice Bridge. All pertinent information shall be recorded on the Ice Measure/Inspection Report, as shown in Schedule "B" Reports and Forms attached and forming part of this agreement. The Ice Measure/Inspection Reports shall be forwarded to the Minister via fax to the Peace River Operations Manager (780-624-2440) and the High Level Maintenance Contract Inspector (780)-926-2664 within twenty-four (24) hours of completion of the Ice Measure/Inspection.
- b. The County shall keep records all Daily Inspections and record all pertinent information on the Ice Measure/Inspection Report, as shown in Schedule "B" Reports and Forms, attached and forming part of this agreement. Ice Measure/Inspection Reports pertaining to Daily Inspections shall be forwarded to the Minister via fax to the High Level Maintenance Contract Inspector (780)-926-2664 within twenty-four (24) hours of completion of the Daily Inspection.
- c. The County shall keep detail Work records relating to the execution of the agreement. The records shall indicate the date and times, the type and nature of work that was performed, personnel, equipment and material utilized and their respective quantities. These records shall be retained by the County and be forwarded to the Minister within thirty (30) days of the final closure of the Ice Bridge for the season.

13. Prohibition Against the Use of Gravel, Sand, Salt, Dirt or Deleterious Materials

- a. The County shall not deposit gravel, sand, salt, dirt or deleterious material into the river or on the Ice Bridge.



#### 14. Insurance

- a. The County shall, without limiting its obligations or liabilities herein and at its own expense, provide and maintain the following insurances in compliance with the Alberta Insurance Act, and in forms and amounts acceptable to the Minister:
  - General Liability Insurance in an amount not less than five million dollars (\$5,000,000) inclusive per occurrence against bodily injury and property damage, including loss of use thereof. The Minister is to be added as an additional insured under this policy for any and all claims arising out of the County's operations. The policy shall be endorsed as primary and will not require the pro rata sharing of any loss by any insurer of the Minister. Such insurance shall include products and completed operations liability.
  - Automobile liability on all vehicles owned, operated or licensed in the name of the County in an amount not less than five million dollars (\$5,000,000).
- b. Prior to the execution of the Agreement, the County shall provide the Minister with a certified true copy of each insurance policy and upon request at any time thereafter within the Term of the Agreement, and the County shall also provide certified true copies of the certificates of renewal of the policies, or certified true copies of the replacement policies, as evidence that these coverages have been continued for the duration of the Agreement.
- c. All required insurance shall be endorsed to provide the Minister with thirty (30) days advance written notice of material change or cancellation.
- d. The County is responsible for insuring its equipment against all risks of accidental loss or damage.
- e. The County shall require and ensure that each sub-contractor provide evidence of comparable insurance to that set forth in the clauses above in an amount not less than five million dollars (\$5,000,000).
- f. The County shall require and ensure that each sub-contractor maintain Worker's Compensation Insurance in the amount required by the Workers' Compensation Board for the term of this Agreement. In the event the County is performing work as defined in the Occupational Health and Safety Regulations and the County is a proprietor or performs an exempt activity as defined by the Worker's Compensation Board, then the County shall hold and maintain Worker's Compensation Insurance personal coverage throughout the length of this Agreement.

#### 15. Due Care, Claim Settlement and Hold Harmless

- a. The County shall hold harmless the Minister and its employees and agents from any and all claims, demands, actions and costs whatsoever that may arise directly or indirectly out of any act or omission of the County, its employees, agents or sub-contractors, in the performance of the Work. Such hold harmless shall survive this Agreement.
- b. The Minister shall hold harmless the County and its employees and agents from any and all claims, demands, actions and costs whatsoever that may arise directly or indirectly out of any act or omission of the Minister, its employees or agents, in the performance of the Work. This Hold Harmless shall survive this Agreement.
- c. The County shall ensure that its forces and those of all sub-contractors use due care to ensure that no person is injured and no person's property is damaged in the prosecution of the Work. Without restricting the generality of the foregoing,



- the County shall, at its own expense, make such provisions as may be necessary to avoid any such injury or damage.
- d. All claims for injury, loss or damage arising in connection with the Work will be referred to the County who shall deal with each claim in a fair and reasonable manner. The County shall respond to each claimant in writing, setting out the County's position with respect to the claim.
  - e. If the County settles the claim, it shall provide the Minister with written proof that the claim has been resolved. If the County is unable to settle the claim or considers the claim to be invalid, it shall provide the Minister with written reasons for rejecting the claim.

**16. Conflicts Of Interest**

- a. The County and the County's employees:
  1. Shall conduct their duties related to this Agreement with impartiality and shall, if they exercise inspection or other discretionary authority over others in the course of those duties, disqualify themselves from dealing within anyone with whom a relationship between them could bring the impartiality of the County or its employees into question;
  2. Shall not influence, seek to influence, or otherwise take part in a decision of the Minister, knowing that the decision might further their private interests;
  3. Shall not accept any commission, discount, allowance, payment, gift, or other benefit that is connected, directly or indirectly, with the performance of their duties related to this Agreement, that causes, or would appear to cause, a conflict of interest, and
  4. Shall have no financial interest in the business of a third party that causes, or would appear to cause, a conflict of interest in connection with the performance of their duties related to this Agreement, and if such financial interest is acquired during the term of this Agreement, the County shall promptly declare it to the Minister.
- b. A breach of the conflict of interest clauses of this Agreement constitutes grounds for termination of the Agreement, should the Minister deem such action appropriate.

**17. Inspection/Enforcement by the Minister**

- a. The Minister reserves the right to inspect the Work in whole or in part to confirm that it has been performed in accordance with the specifications and conditions set out in this Agreement.
- b. The Minister will provide or make arrangements for enforcement of the Ice Bridge weight and speed restrictions when necessary. Enforcement will apply to commercial vehicles only.

**18. Compliance with Laws and Regulations**

- a. In performing the Work, the County shall comply with all applicable statutes, regulations, by-laws, orders and directives of the respective government authorities having jurisdiction, and shall obtain any and all permits, licenses, approvals or consents necessary for the Work or the Materials, and shall pay any tax, levy, fee or other like charges required to be paid in order for the County to perform the Work or for the Minister to use the Materials.

19. Extension of Agreement

- a. The Minister and the County may mutually agree to extend the expiry date of the Agreement

20. Scheduling of the Work

- a. The County will be given the flexibility to schedule the Work to achieve efficiency in its operations.

21. Payment

- a. The Minister agrees to pay the County \$ 40,000.00 for construction of the Ice Bridge up to **Five Thousand (5,000) kilogram load capacity** and a travel surface of **ten (10) metres wide**. This payment will be full compensation for flooding, constructing the Ice Bridge, testing ice, recording of pertinent data, determining load limits, traffic accommodation, and signing, inspections, and all labour, administration costs, insurance, equipment, materials, tools, telecommunication devices and service costs, and incidentals necessary to complete the Work.
- b. The Minister agrees to pay the County \$ 40,000.00 for construction of the Ice Bridge from **Five Thousand (5,000) kilogram to Thirty Five Thousand (35,000) kilogram load capacity**. This payment will be full compensation for flooding, constructing the Ice Bridge, testing ice, recording of pertinent data, determining load limits, traffic accommodation, and signing, inspections, and all labour, administration costs, insurance, equipment, materials, tools, telecommunication devices and service costs and incidentals necessary to complete the Work.
- c. The Minister agrees to pay the County \$ 40,000.00 for construction of the Ice Bridge from **Thirty Five Thousand (35,000) kilogram to Sixty Three Thousand Five Hundred (63,500) kilogram load capacity**. This payment will be full compensation for flooding, constructing the Ice Bridge, testing ice, recording of pertinent data, determining load limits, traffic accommodation, and signing, inspections, and all labour, administration costs, insurance, equipment, materials, tools, telecommunication devices and service costs and incidentals necessary to complete the Work.
- d. In the event warm weather conditions prevail for the winter season, preventing the County from constructing the Ice Bridge to the maximum load capacity limit prescribed, the Operations Manager has the discretion to lower the maximum load capacity limit for constructing the Ice Bridge. Payment for the construction of the Ice Bridge to the lower maximum load capacity limit will be made base on a calculated prorated unit price in 26 (c) depending where the lower maximum load capacity falls.
- Example: The Operations Manager agrees to a lower maximum load capacity to 60,000 kilogram load capacity. If Minister and the County originally agreed to pay \$25,000 for constructing the Ice Bridge from 35,000 kilogram load capacity to 63,500 kilogram load capacity, then the Minister agrees to pay for the lower maximum load capacity at the following,  $(\$25,000 \times 60,000 \text{ kg}) / 63,500 \text{ kg} = \$23,622.05$ .
- e. No additional compensation will be forwarded to the County by the Minister for constructing the Ice Bridge above the Sixty Three Thousand Five Hundred (63,500) kilogram load capacity requirement.

- f. No additional compensation will be forwarded to the County by the Minister for constructing the Ice Bridge beyond the minimum final width requirement of 30 metres.
- g. The Minister agrees to pay the County \$ 5,000.00 per month for ice measuring and testing, as per Section 10 Ongoing Ice Bridge Maintenance, after the construction phase of the Ice Bridge is completed to the specified final load capacity and width. This payment will be full compensation for all labour, equipment, tools, telecommunication devices and service costs, recording of pertinent data, determining load limits, traffic accommodation and signing, inspections, administration costs, insurance and incidentals necessary to complete the Work. Ice measuring and testing required up to the completion of the construction of the ice bridge to the specified final load capacity and width or any partial ice measuring and testing not covering the entire length of the Ice Bridge, after construction to the specified final load capacity and width, will be considered incidental to the Work. **The Minister reserves the right to reduce or reject payment if testing is not completed as per Section 10.**
- h. Flooding required for the routine maintenance of the Ice Bridge shall be considered incident to the Work. Routine flooding maintenance shall be in accordance with Section 10 Ongoing Ice Bridge Maintenance of this agreement.
- i. The use of heavy equipment required for Ice Bridge maintenance as specified in Section 10(h), shall require prior approval from the Minister. Payment for approved heavy equipment that is required for maintenance of the Ice Bridge shall be at the applicable hourly rates as outlined in the most current Alberta Roadbuilders and Heavy Construction Association Equipment Rental Rates Guide. **The Minister reserves the right to reject any or all payment for such work if prior approval was not granted.**
- j. Supply, installation and removal of any or all signs, traffic control devices, traffic delineators, reflectors or flags required for traffic control and guidance will be considered incidental to the Work.
- k. Daily inspections on the Ice Bridge will be considered incidental to the Work.
- l. The Minister's payment for the construction and maintenance of the Ice Bridge will be made by an **invoice after the completion of each phase of construction of the Ice Bridge as described in Section 26(a), 26(b) and 26(c) and Section 26(g) for ice measuring and testing required after the completion of the construction of the ice bridge to the specified final load capacity and width on a monthly basis.** Invoices are to be forwarded by the County to the Alberta Transportation's Peace Regional Office at the following address:
- Alberta Transportation  
Attention: Operations Manager, Peace River  
Room 301, Provincial Building  
9621-96 Avenue  
Peace River, AB, T8S 1T4
- m. All invoices submitted by the County shall **clearly describe;**
- the service provide as outlined in Section 26 of this agreement.
  - the billable cost for the service, along with the total accumulated cost billed to the Minister to date.



22. Term & Agreement Value

- a. The Agreement shall commence on 0:00:01 October 31<sup>st</sup>, 2013 and shall terminate on 23:59:59 April 30<sup>th</sup>, 2016. The **total value of the agreement term is \$420,000.**

23. Goods and Services Tax

- a. This is to certify that the property and/or services ordered/purchased hereby are being purchased by Alberta Transportation which is part of the Alberta Crown or is listed as a tax free Alberta Government agency, and therefore not subject to the Goods and Services Tax. This exemption applies to all payments made by Alberta Transportation to the County under this Agreement.

24. Termination

- a. The Minister reserves the right to annul the Agreement at any time upon giving at least thirty (30) days notice in writing, to the County, in which event the County shall cease Work and shall be entitled to payment for the Work completed by the County up to the time of the annulment.
- b. The County reserves the right to annul the Agreement at any time upon giving at least thirty (30) days notice in writing, to the Minister, in which event the County shall cease Work and shall be entitled to payment for the Work completed by the County up to the time of the annulment.

25. Confidentiality

- a. The County shall treat data and information concerning the Minister or third parties, or the business activities of them, as confidential and not disclose, copy, use, or permit the use of it at any time or in any way, other than for the purpose of performing this Agreement. The County shall not communicate any matters concerning the Work to any member of the public or any news medium, whether the press or radio or television, without the prior written consent of the Minister.
- b. The County shall limit the disclosure of confidential information to those persons to whom such disclosure is strictly necessary for the performance of the Agreement and shall ensure that those persons are bound by obligations of confidentiality equal to those contained in this section.
- c. The County shall not use the name of the Minister in whole or in part, in publicity releases, advertising or promotion of the County's business without the Minister's written consent.

26. Freedom of Information

- a. Any information collected or generated by the County in the course of the performance of the Agreement, may be property of the County and the Minister as public bodies and is subject to the Freedom of Information and Protection of Privacy Act, as well as all other regulatory requirements governing the management of personal information.
- b. Both the County and the Minister, when dealing with requests received under the Freedom of Information Protection of Privacy Act, will contact the other party prior to releasing any information to a third party under this legislation.

27. Occupational Health and Safety Act

- a. The County shall familiarize himself, its staff and its sub-contractors with the terms of the Occupational Health and Safety Act and the regulations thereunder to ensure complete understanding respecting the responsibilities given and compliance required. The County acknowledges that it is and assumes all of the responsibilities and duties of the "prime contractor" as defined by the Occupational Health and Safety Act, and that it shall, as a condition of the Agreement, comply with the Occupational Health and Safety Act and the regulations thereunder.
- b. In the event that the worksites of two (2) or more Prime Contractors coincide, it shall be the responsibility of the Prime Contractor of this Agreement to liaise with all other Prime Contractors and jointly develop a health and safety system or process for the affected work site. If two (2) or more Prime Contractors of the Minister can not agree on a process or system that addresses the safety concerns of all parties, work at the affected work site shall cease and the matter shall be referred to the Minister or its representative. Upon review, the Minister or its representative will decide which Prime Contractor shall be responsible for resolving the disputed safety issue. Such decision shall be final and binding upon all Prime Contractors.
- c. Prime Contractor shall, to the extent required by the Occupational Health and Safety Act and Regulations, establish and maintain a health and safety system or process to ensure compliance with the Act by its employees, agents and sub-contractors/owner operators.
- d. The County has the responsibility to identify work site hazards and develop operational and occupational safety policies, procedures and plans specific to the Work to ensure the safety of every person at the work site and of the public traveling through the site. When requested by the Minister, the County shall provide copies of these safety policies, procedures and plans prior to the commencement of the Work, along with verification that they have been submitted to Alberta Human Resources and Employment, Workplace, Health and Safety.
- e. If the Alberta Human Resources and Employment, Workplace, Health and Safety conducts a work site inspection that results in orders being issued to the County, the County shall immediately supply copies of these orders to the Minister's Peace River Operations Manager.
- f. The Minister may suspend the Work in accordance with Condition 34 Minister's Authority to Suspend Work, in cases of recognized imminent danger or when the County fails to comply with safety orders issued or to rectify previously identified work site hazards. The Minister's interpretation of a work site hazard will be considered final in all cases.
- g. In the event of an injury or accident, as defined by Occupational Health and Safety Regulations, involving employees of the County or its sub-contractors, the County shall immediately notify the Minister's Peace River Operations Manager and conduct an accident investigation in accordance with provisions of the Occupational Health and Safety Act. In addition, the County shall supply a copy of this investigation report to the Minister's Peace River Operations Manager within seventy-two (72) hours of the occurrence.
- h. Prior to the commencement of the Work, a pre-commencement meeting will be conducted by the Minister. The County shall ensure its project supervisor, the designated safety representative, and a representative from each sub-contractor is in attendance.

- i. While the Work is in progress, the County's project supervisor shall conduct safety meetings monthly. The Minister or its designate shall be invited to attend.

28. Safety Certificate Of Recognition (COR)

- a. The County shall, for the duration of this Agreement, without limiting its obligations or liabilities herein and at its own expense, maintain a valid safety Certificate of Recognition from the Alberta Construction Safety Association or an approved equivalent. A Small Employer's Certificate of Recognition is not considered acceptable. The County will provide a valid Safety Certificate of Recognition for his organization or company from an approved Safety Accreditation Program.
- b. Where it is not possible to retain a full COR vendor, the County may take an agreement directly with the Project Sponsor. In this case, the Agreement shall be approved by the Regional Director/Executive Director. Additionally, the Project Sponsor will be responsible for reviewing and accepting the County's safety program, and or conducting and documenting a detailed pre-job safety meeting in accordance with Appendix A-S01 of the Engineering Consultant Guidelines for Highway and Bridge Projects – Volume 2.

29. Minister's Authority to Suspend Work

- c. The Minister shall have the authority to suspend the Work, in whole or in part, for such a period as it deems necessary, due to conditions that it considers unfavourable for the execution of the Work or due to the failure of the County to comply with any provision of the Agreement.
- d. Upon receipt of the Minister's written notice to suspend the Work, the County shall immediately suspend those operations as are specified in the notice. No such suspension shall vitiate or void the Agreement or any part thereof or any security or obligation for the performance thereof or relieve the County of any other responsibility under the terms and conditions of the Agreement, including the preservation and care of the work site and materials used in the performance of the Work.
- e. Except in situations of imminent danger, the County shall not suspend the Work without the consent of the Minister.

30. Third Party Accident Reporting

- a. The County shall immediately notify the Minister of any accidents involving its employees, equipment/vehicles or its sub-contractors employees equipment/vehicles that occur during the construction or maintenance of the Ice Bridge, and which involve a fatality, serious personal injury, or 3<sup>rd</sup> party property damage in excess of one thousand dollars (\$1,000) or as specified in the Traffic Safety Act, or any act or regulation that replaces the Traffic Safety Act. The County shall investigate the accident (including those of its sub-contractors) and complete a detailed accident report in a form satisfactory to the Minister within seventy two (72) hours of knowledge of the accident (report to include photographs, details of site conditions, records of signs, etc.) and shall provide the Minister with such accident report forthwith upon its completion.

31. Notices

a. Notices and other communications require or permitted to this Agreement shall be delivered personally, sent by facsimile, or mailed:

▪ To the Minister at:

Alberta Transportation  
Attention: Peace River Operations Manager  
Room 301, Provincial Building  
9621-96 Avenue  
Peace River, AB, T8S 1T4  
Fax No.: (780) 624-2440

▪ To the County at:

Mackenzie County  
Attention: Joulia Whittleton, Chief Administrative Officer  
Box 640, Ft. Vermillion, AB, T0H 1N0  
Fax No.: (780) 927-4266

32. No Waiver

a. Failure or delay on the part of either of the parties in exercising any right, power or privilege hereunder shall not operate as a waiver thereof.

33. Waiver Not Affecting Rights on Breach

a. No waiver of any right, power or privilege by a party shall limit or affect that party's rights with respect to any breach of this Agreement by the other party.

34. Further Assurances

a. Each of the parties hereto shall execute such further documents and give such further assurances as are required to give effect to this Agreement.

35. Severability of Articles

a. It is intended that all Conditions of this Agreement shall be fully binding and effective between the parties, but in the event that any particular Condition or Conditions or a part of one is found to be void, voidable or unenforceable for any reason whatsoever, and the particular Condition or Conditions or part of the Condition shall be deemed severed from the remainder of this Agreement and all other Conditions shall remain in full force.

36. Time is of the Essence

a. Time is and shall continue to be of the essence in this Agreement.

37. Survival of Terms

a. Despite any other provision in this Agreement, those Conditions, which by their nature continue after the conclusion or termination of this Agreement, shall continue after such conclusion or termination of this Agreement.

38. Choice of Law

a. This Agreement shall be construed and interpreted in accordance with the laws of the Province of Alberta, and the parties hereto attorn to the jurisdiction of the Courts of the Province for the interpretation and enforcement of the provisions hereof.



39. Order of Precedence

- a. In the event of a conflict or inconsistency among the Schedules, this document excluding the Schedules, and any of their respective amendments; the documents, as amended, shall take precedence and govern in the following order:
- This document excluding Schedules;
  - The Schedules;

40. Fair and Liberal Interpretation

- a. The County and the Minister agree to give this Agreement a fair and liberal interpretation and to negotiate with fairness and candour, any modification or alteration that may be rendered necessary by changing terms, conditions, or special provisions.

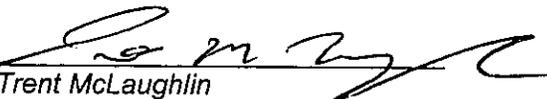
41. Department Name Change

- a. Due to government reorganization, Alberta has changed the name of the Department of Transportation in recent years. As a result, some specifications, drawings, plans, and other documents in this Agreement may continue to reference Alberta Infrastructure, Alberta Infrastructure and Transportation or Alberta Transportation and Utilities. Please be advised that any references to Alberta Infrastructure or Alberta Transportation and Utilities shall mean Alberta Transportation.

**IN WITNESS WHERE** this Agreement has been duly signed by the parties here as of the

25 day of September 2013/ AD.

  
\_\_\_\_\_  
Witness

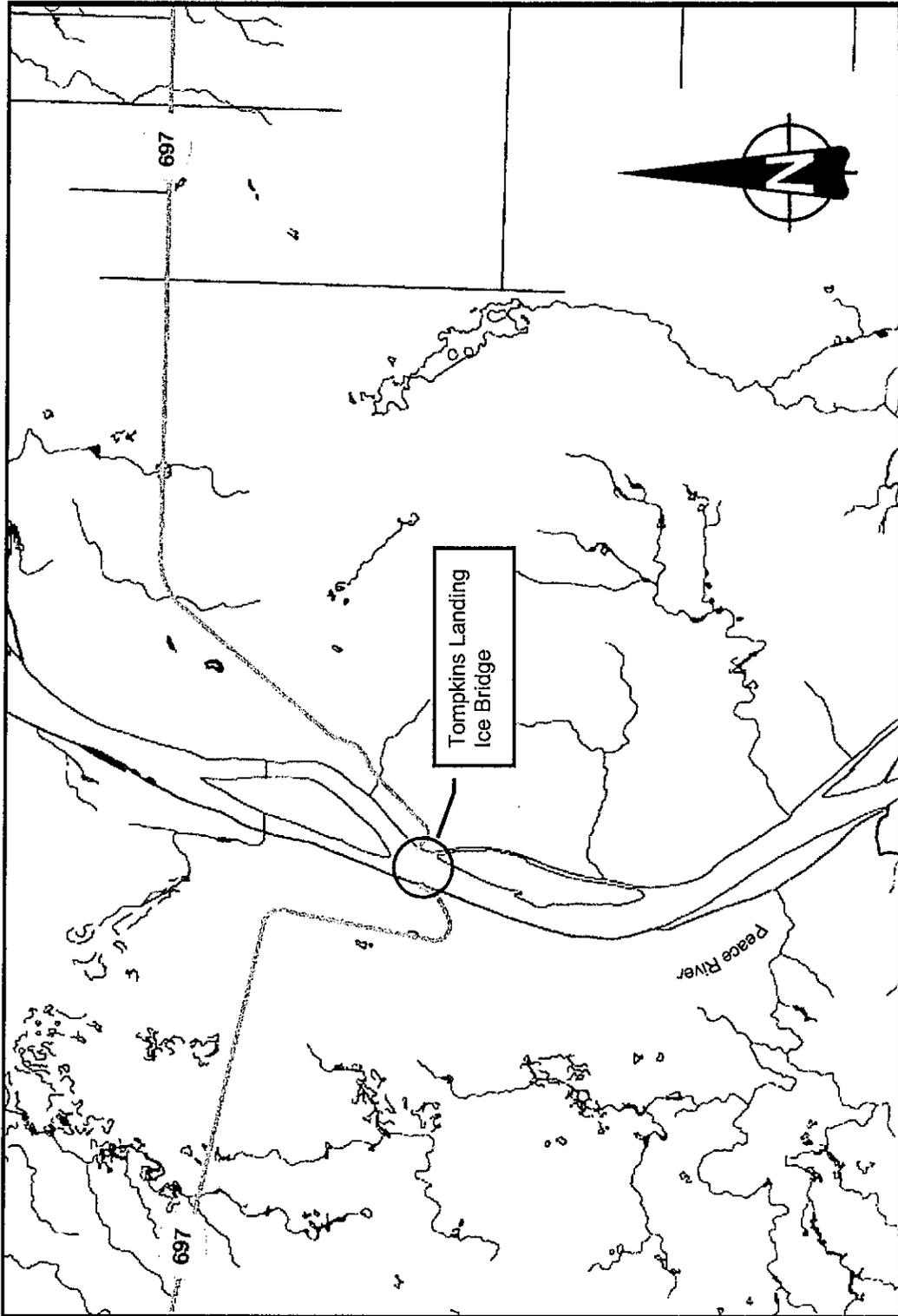
  
\_\_\_\_\_  
Trent McLaughlin  
Regional Director  
Peace Region  
Alberta Transportation

  
\_\_\_\_\_  
Witness John Klassen

  
\_\_\_\_\_  
Julia Whittleton  
Chief Administrative Officer  
Mackenzie County

SCHEDULE "A"-Tompkins Landing Ice Bridge





SCHEDULE "B"-Reports and Forms

A handwritten signature in black ink, appearing to be the initials 'JR' in a cursive style.

<b>Date:</b>	<b>Location: Tompkins Landing Ice Bridge (Highway 697)</b>
--------------	--

**Completed by:**

Climate Condition: Calm - Snow - Rain - Wind (Circle All Applicable)	List Names of Workers Present	3)
Visibility Factors: Clear - Fog - Light - Dark (Circle All Applicable)	1)	4)
Current Temperature: _____ ° Celsius	2)	5)

Traffic Control Record	Yes	No	If NO a corrective action is required
Alberta Environment River Forecast			
Bridge is _____ m - _____ m Wide			
Traffic Signs In Correct Position			
Traffic Signs Clean/Visible			
Barricades In Correct Position			
Test Holes-Staked & Numbered			
Ice Surface Clear Of Snow			
Ice Bridge Surface Visible			
Vehicles Cross at Safe Speeds			
Vehicles Exceeding Load Ratings			
Unusual Or Deep Cracks Starting			
Water Visible In Cracks			
Thin Ice On/Near Ice Bridge			
Are Approach Ramps Sanded			
Sand/Salt Accumulating On ice Bridge			
Flooding Ice Bridge Required			

Shore Inspection: Water On Surface - Shore Ice Lifting or Bulging - Shore Ice Falling or Dropping - Shore Ice Bulging/Breaking Up Stream - Water On Surface Up Stream  
(Circle All Applicable)

**Ice Bridge Capacity Data**

Yesterday's Load Capacity Rating \_\_\_\_\_ KG

Today's Load Capacity Rating \_\_\_\_\_ KG

List Potential Problems Developing On Ice Bridge Or Up Stream

\_\_\_\_\_

\_\_\_\_\_

List Name(s) of Persons/Organizations Notified	List Time Of Notification
1)	_____ am / pm
2)	_____ am / pm
3)	_____ am / pm
4)	_____ am / pm
5)	_____ am / pm

Date: \_\_\_\_\_ Location: Tompkins Landing Ice Bridge (Highway 897)

Completed by: \_\_\_\_\_

Ice Measurement Data

Hole Distances Are Measured \_\_\_\_\_ metres apart

SIDE \_\_\_\_\_ From the EAST WEST / EAST WEST (circle direction)      SIDE \_\_\_\_\_ From the EAST WEST / EAST WEST (circle direction)

Test Hole #	Ice Depth (cm)	WHITE Ice/BLUE Ice Depth (cm)	Test Hole #	Ice Depth (cm)	WHITE Ice/BLUE Ice Depth (cm)
1 -			1 -		
2 -			2 -		
3 -			3 -		
4 -			4 -		
5 -			5 -		
6 -			6 -		
7 -			7 -		
8 -			8 -		
9 -			9 -		
10 -			10 -		
11 -			11 -		
12 -			12 -		
13 -			13 -		
14 -			14 -		
15 -			15 -		
16 -			16 -		
17 -			17 -		
18 -			18 -		
19 -			19 -		
20 -			20 -		
21 -			21 -		
22 -			22 -		
23 -			23 -		
24 -			24 -		
25 -			25 -		
26 -			26 -		
27 -			27 -		
28 -			28 -		
29 -			29 -		
30 -			30 -		

*JK* 108



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>October 28, 2015</b>
<b>Presented By:</b>	<b>Grant Smith, Agriculture Supervisor</b>
<b>Title:</b>	<b>Veterinary Services Incorporated - Subsidy Increase</b>

**BACKGROUND / PROPOSAL:**

Through its ASB, the County currently participates in the Veterinary Services Incorporated (VSI) program. This program subsidizes approved agricultural livestock veterinary procedures at a rate of 50%. These funds are paid to the VSI program as per submitted VSI invoices from the local veterinarian.

Area producers utilize this program by calling the County Office and receiving a VSI number.

**OPTIONS & BENEFITS:**

ASB's 2015 approved budget towards VSI program is \$26,000.

Due to an unforeseen increase in veterinary services usage, there is a projected deficit of \$10,000.

The following motion was passed at the June 11, 2015 ASB meeting:

*That the ASB recommends to council that the VSI subsidy budget be increased by an additional \$10,000, with funds transferred from the ASB Structural Repair and Maintenance budget.*

These additional funds will prevent an interruption in the VSI program in 2015.

**COSTS & SOURCE OF FUNDING:**

2015 ASB Operating Budget.

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

**SUSTAINABILITY PLAN:**

NA

**COMMUNICATION:**

NA

**RECOMMENDED ACTION:**

- Simple Majority       Requires 2/3       Requires Unanimous

That administration be authorized to reallocate \$10,000 from Operational Structural Repair and Maintenance budget towards the VSI program budget within Agriculture Services Department budget.

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



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>October 28, 2015</b>
<b>Presented By:</b>	<b>Len Racher, Director of Facilities &amp; Operations (South)</b>
<b>Title:</b>	<b>Third Access Request – SW-22-106-14-W5M</b>

## **BACKGROUND / PROPOSAL:**

Administration received an application for a third 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.*

The request for a third access is for the purpose of farm equipment traffic to and from the applicant's shop on property. Quarter section already has two existing accesses as well as a County drainage ditch running East to West across property (see attached maps)

This item first appeared before Council on September 30, 2015. At that meeting, the following motion was made:

*That the Third Access Request – SW-22-106-14-W5M be TABLED to the next meeting and that administration encourage shared access.*

Administration contacted the applicant and informed him of Council's decision to encourage a shared access at the south west border of the property. The applicant was obviously not happy with the decision, but remained courteous. The applicant thanked Administration for informing him of the decision.

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

**OPTIONS & BENEFITS:**

N/A

**COSTS & SOURCE OF FUNDING:**

N/A

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION:**

N/A

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the Third Access Request – SW-22-106-14-W5M be received for information.

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



Access #2 Existing

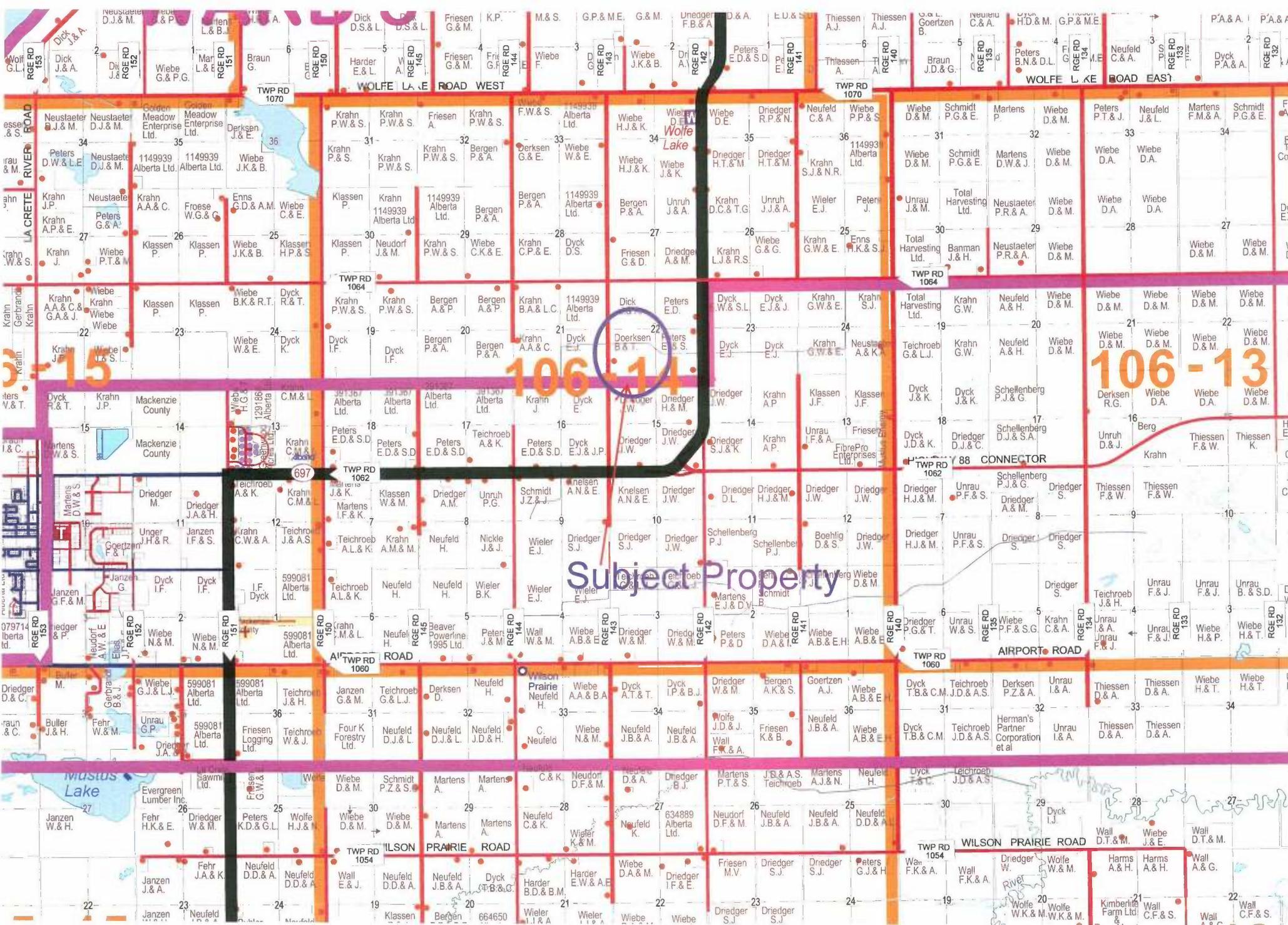
Drainage Ditch

SW22 106-14-5

Access #1 Existing



Access #3 (Council Discretion)



106-14

106-13

Subject Property



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>October 28, 2015</b>
<b>Presented By:</b>	<b>Len Racher, Director of Facilities &amp; Operations (South)</b>
<b>Title:</b>	<b>La Crete Salt &amp; Sand Shelter</b>

**BACKGROUND / PROPOSAL:**

Mackenzie County acquired a new salt and sand shed for La Crete in 2013. The cost of the shed was \$180,197.

The components included the cement blocks (acquired from Knelsen Sand & Gravel for \$22,040), and the structure including installation (acquired from Lantier Tent Structures Ltd. through their Canada representative in British Columbia for \$156,812), plus other miscellaneous project related costs being \$1,295. The truss frame was engineered for Mackenzie County (80' x 130' x 14'). Prior to the purchase, administration acquired references from the Canada-based purchasers. No engineering firm was engaged for this project. The structure was installed over a cement pad that was constructed in prior years.

Due to high winds in winter of 2014, the cover of the shed was destroyed. The municipality submitted a claim through its insurance.

On August 26, 2015 this item was brought before Council and the following motion was made:

*That the Public Works Committee be authorized to review the La Crete salt & sand shed quotations, options, and full costing and bring back a recommendation to Council.*

The Salt & Sand Shelter has been the topic of additional meetings with the goal being to engage the best company to bring us the best results.

At the September 7, 2015, Public Works Committee Meeting the following motion was made:

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

*That the recommendation to Council be for Administration to obtain quotes for an engineered pole building in both La Crete and Fort Vermilion, and to attempt to recover money from the La Crete Salt & Sand Shelter insurance claim.*

**OPTIONS & BENEFITS:**

Administration obtained proposals from four companies to supply and install an engineered pole building as the Salt & Sand Shelter. Three of these companies are local; the other says he will purchase materials locally.

As well, quotes to tear down the damaged structure are dependent on whether the company is successful in getting the building contract.

<b>Company</b>	<b>Building Cost</b>	<b>Tear Down Cost</b>	<b>Total</b>
Advance Building Systems	\$281,000.00	\$46,500.00	\$327,500.00
Foothills Carpentry Ltd.	\$286,000.00	\$0.00	\$286,000.00
Lgconstruction	\$272,370.00	\$12,000.00	\$284,370.00
Square "D" Carpentry	\$296,889.60	\$9,100.00	\$305,989.60

At the October 20, 2015 Public Works committee meeting, the quotes were reviewed/evaluated, and the following motion was made:

*That the recommendation to Council be to engage Foothills Carpentry to replace the Sand & Salt Shelter subject to budgetary and insurance adjuster approvals.*

Administration obtained a letter from the insurance adjuster regarding their contribution and their authorization to proceed with engaging Foothills Carpentry Ltd. (attached).

The quotes comparison for a steel pole building is also attached for information.

**COSTS & SOURCE OF FUNDING:**

Insurance proceeds and General Capital Reserve

**SUSTAINABILITY PLAN:**

NA

**COMMUNICATION:**

NA

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

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That 2015 Capital Budget be amended to include \$286,000 La Crete Salt & Sand shelter with \$114,475 coming from the insurance proceeds and \$171,525 be taken from the General Capital Reserve.

Simple Majority       Requires 2/3       Requires Unanimous

That the La Crete Salt & Sand Shelter project be awarded to Foothills Carpentry Ltd.

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



October 20, 2015

*Via email only: [jwhittleton@mackenziecounty.com](mailto:jwhittleton@mackenziecounty.com)*

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

**ATTENTION: JOULIA WHITTLETON**

Re:           Our File No.:       002470 PG  
              Date of Loss:       January 15, 2014  
              Circumstances:     La Crete Salt Shed Wind Damage Claim

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**Background**

As you recall, we are the adjusters who work closely with your insurers, the Jubilee Reciprocal Insurance Exchange ("JRIE"), and are handling Mackenzie County's claim for the above noted loss.

As you are aware, Mackenzie County's salt shed building located in La Crete, AB sustained significant damage during a major wind event. The La Crete salt shed is of a metal framed design with a fabric covering, and is known as a "steel building system" under the Alberta Building Code ("ABC").

It has since been determined that the design of the salt shed in question is not compliant with the ABC. We have also confirmed that the structure will unfortunately never will be ABC compliant, as all steel building systems in Alberta must be CSA-A1660 certified to be Code compliant, and the subject structure does not have the required certification. It is the manufacturer that requires this certification, not the individual building, so it is not possible to obtain this certification retroactively. Due to the lack of ABC compliance it is not possible for proper repairs to be completed, so the structure will instead have to be torn down and a new structure built in its place.

**Policy Exclusion**

Unfortunately, there is a standard exclusion in virtually all property insurance policies that prevents insurance companies from paying for the cost to remedy a faulty design. For your quick reference, the exclusion under your policy reads as follows:

"This Policy does not insure:

(d) The cost of making good faulty workmanship, material, or design found in any specific part or parts of the property insured hereunder. This exclusion shall not apply to physical damage to any other part or parts of the property insured hereunder that is caused by or results directly from such faulty material, workmanship or design unless such damage is otherwise excluded by this Policy;"

You will note there is an exception to the exclusion that still allows your insurers to pay for the cost to repair the physical damage that was sustained by the structure during the windstorm. What this means is that JRIE will pay for what it would have cost to repair the damaged components, but that Mackenzie County will have to pay for the balance of the cost to rebuild the new structure that is ABC compliant.

### **Limit of Insurance**

We can confirm that the limit of insurance on the subject salt shed at the time of this loss was \$162,208.00. Your policy at the time also had a "15 percent margin clause", which is an essentially safety net that allows an additional buffer over and above the base limit of insurance, if the cost of repairs exceeds the base limit. By enacting the 15 percent margin clause the total limit could have potentially increased to \$186,539.20. The policy limit is the maximum amount that your insurers can pay towards a loss, and is only paid when the amount of the covered loss meets or exceeds that limit.

### **Repair / Replacement Quotations**

#### ***a) Theoretical repairs***

However, in our case with the subject claim, being the amount of repair, as covered by the policy, does not exceed the limit of insurance. We secured repair quotations from qualified steel building system contractors, and through consultation with an independent property damage appraiser, have been able to confirm that the damage to the La Crete salt shed could have been repaired at a cost of \$119,475.00 before GST, had it not been for the lack of ABC compliance. Two of the four estimates we obtained were within a couple hundred dollars of this amount, confirming for us that this was not a low ball price.

The two other theoretical repair estimates that we obtained were significantly higher than this, but on closer examination, those estimates included costs that would have involved reinforcing the existing structure to attempt to bring it closer to ABC compliance. Again, those additional costs would not be covered by the policy.

#### ***b) Replacement with fabric structure***

We also assisted Mackenzie County with sourcing quotations to replace the structure in question with a like kind and quality fabric covered steel building. The lowest replacement price was \$132,744.00 from Coverco Buildings, with an additional \$52,052.00 for possible required foundation work, for a total price of \$184,796.00.

Due to the above noted policy exclusion, the maximum we can contribute to a new fabric structure is the amount of repairs, \$119,475.00.

**c) Replacement with wooden structure**

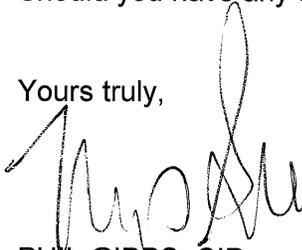
We do understand that Mackenzie County has now chosen to go a different direction with the replacement building, to an engineered wooden structure. We can confirm that we are supportive of this. We have reviewed the \$286,000.00 quotation from Foothills Carpentry Ltd., and confirm that we are agreeable to Mackenzie County proceeding with Foothills as per their quotation, assuming that this includes appropriate engineering and building permits.

**Conclusion**

We do want to make it clear that JRIE is only able to consider up to a maximum of \$119,475.00 towards the replacement structure, which is based on what the repairs would have cost if the building was compliant with the Alberta Building Code. After applying your \$5,000.00 deductible this means that the net payout to Mackenzie County will be \$114,475.00.

Should you have any questions or concerns do not hesitate to contact the undersigned.

Yours truly,



PHIL GIBBS, CIP

Phone: (780) 489-3310

Email: [phil.gibbs@priddlegibbs.com](mailto:phil.gibbs@priddlegibbs.com)

## Quote Comparion

Insured: Mackenzie County  
 File: 002470 PG  
 DOL: January 15, 2014  
 Reference: La Crete Salt Shed

### Repairs

	<u>Net Total</u>	<u>GST</u>	<u>Gross Total</u>
G&B Buildings	\$184,862.00	\$9,243.10	\$194,105.10
Vertical Buildings	\$119,475.00	\$5,973.75	\$125,448.75
Coverco Buildings			\$0.00
Advance Buildings			\$0.00
Flexco			\$0.00

### Remove & Replace

	<u>Demo</u>	<u>Rebuild</u>	<u>Foundation</u>	<u>Net Total</u>	<u>GST</u>	<u>Total</u>
G&B Buildings	\$52,844.00	\$308,871.00		\$361,715.00	\$18,085.75	\$379,800.75
Vertical Buildings 1		\$195,998.20		\$195,998.20	\$9,799.91	\$205,798.11
Vertical Buildings 2		\$255,857.90		\$255,857.90	\$12,792.90	\$268,650.80
Coverco Buildings	\$19,500.00	\$113,244.00	\$52,052.00	\$184,796.00	\$9,239.80	\$194,035.80
Advance Buildings 1	\$46,500.00	\$301,287.00		\$347,787.00	\$17,389.35	\$365,176.35
Advance Buildings 2	\$46,500.00	\$245,548.00		\$292,048.00	\$14,602.40	\$306,650.40
Flexco						\$0.00





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>October 28, 2015</b>
<b>Presented By:</b>	<b>Byron Peters, Director of Planning &amp; Development</b>
<b>Title:</b>	<b>Bylaw 1006-15 Land Use Bylaw Amendment to Rezone Part of NE 16-106-15-W5M from Agricultural "A" to Rural General Industrial District "RI2"(La Crete Rural)</b>

## **BACKGROUND / PROPOSAL:**

On October 13, 2015, a Public Hearing was held for Bylaw 1006-15 being a Land use Bylaw Amendment to rezone part of NE 16-106-15-W5M from Agricultural "A" to Rural General Industrial District "RI2" to accommodate a Natural Resources storage yard.

## **OPTIONS & BENEFITS:**

The motion was made to TABLE Bylaw 1006-15 for further information. The developer was contacted and administration requested a confirmation regarding his intent to withdraw this application. The applicant is not withdrawing and has requested that Council proceed with the next reading of the bylaw.

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

All costs will be borne by the applicant

## **SUSTAINABILITY PLAN:**

The Sustainability Plan does not directly address re-zoning of districts within the County. As such, the proposed re-zoning neither supports nor contradicts the Sustainability Plan.

Author: L. Lambert Reviewed by: \_\_\_\_\_ CAO: JW

**COMMUNICATION:**

The bylaw amendment was advertised as per MGA requirements; it was posted in the local paper for two weeks, and all adjacent and outlying landowners received notification.

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That second reading be given to Bylaw 1006-15 being a Land Use Bylaw Amendment to rezone Part of NE 16-106-15-W5M from Agricultural "A" to Rural General Industrial District "R12" for the purpose of Industrial development.

Simple Majority       Requires 2/3       Requires Unanimous

That third reading be given to Bylaw 1006-15 being a Land Use Bylaw Amendment to rezone Part of NE 16-106-15-W5M from Agricultural "A" to Rural General Industrial District "R12" for the purpose of Industrial development.

Author: L. Lambert      Reviewed by: \_\_\_\_\_      CAO: JW

**BYLAW NO. 1006-15**  
**BEING A BYLAW OF**  
**MACKENZIE COUNTY**  
**IN THE PROVINCE OF ALBERTA**

**TO AMEND THE**  
**MACKENZIE COUNTY LAND USE BYLAW**

**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**, the Council of Mackenzie County, in the Province of Alberta, has deemed it desirable to amend the Mackenzie County Land Use Bylaw to accommodate an Industrial subdivision.

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

1. That the land use designation of the subject parcel known as:

Part of NE 16-106-15-W5M

within Mackenzie County, be rezoned from Agricultural "A" to Rural General Industrial District "RI2" as outlined in Schedule "A" hereto attached.

READ a first time this 8<sup>th</sup> day of September, 2015.

PUBLIC HEARING held this 13<sup>th</sup> day of October, 2015.

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

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

---

Bill Neufeld  
Reeve

---

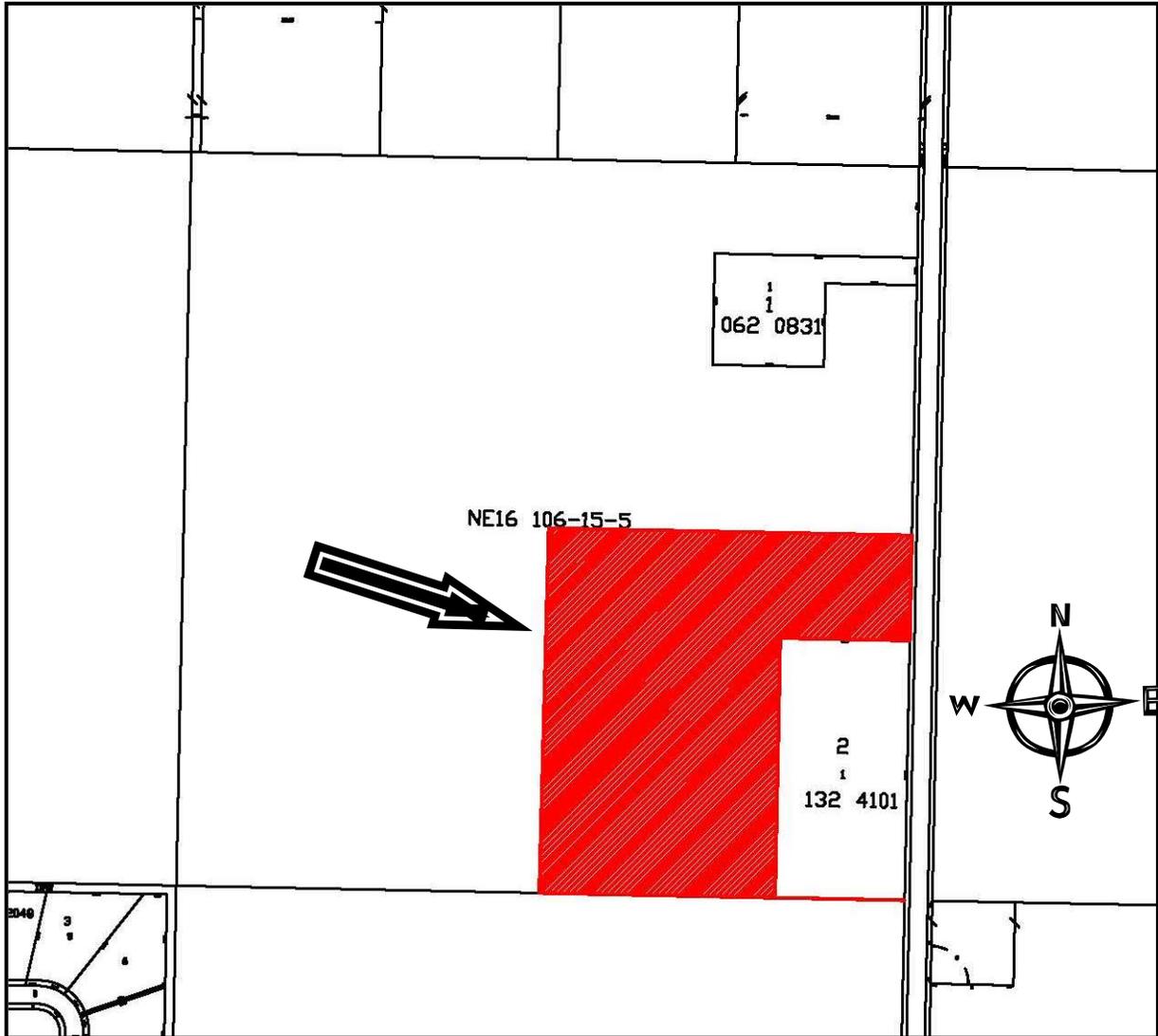
Joulia Whittleton  
Chief Administrative Officer

**BYLAW No. 1006-15**

**SCHEDULE "A"**

1. That the land use designation of the following property known as:

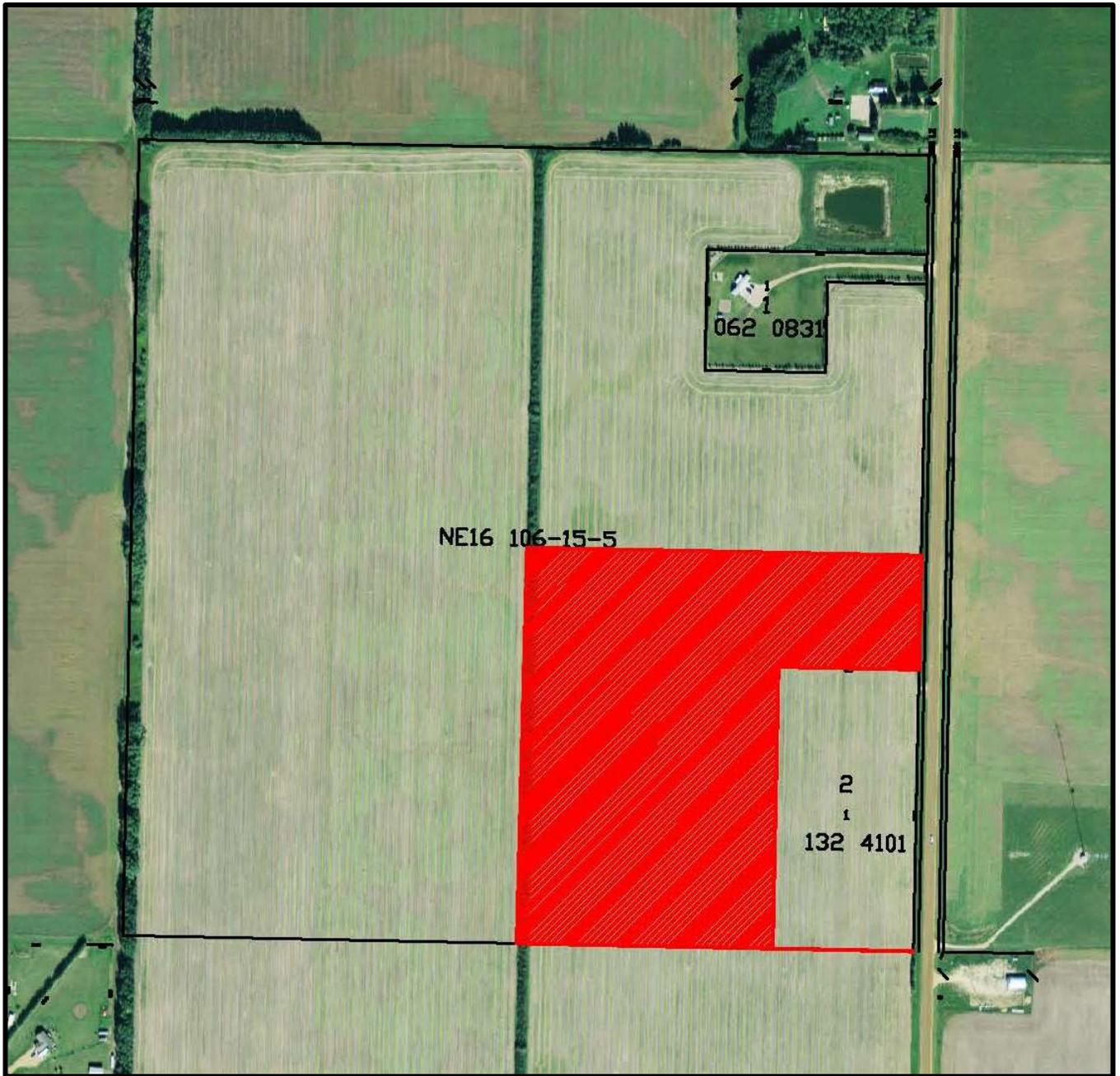
Part of NE 16-106-15-W5M within Mackenzie County; be rezoned from Agricultural "A" to Rural General Industrial District "RI2"



FROM: Agricultural "A"

TO: Rural General Industrial District "RI2"

# BYLAW AMENDMENT APPLICATION



**NOT TO SCALE**

File No. Bylaw 1006-15

Disclaimer

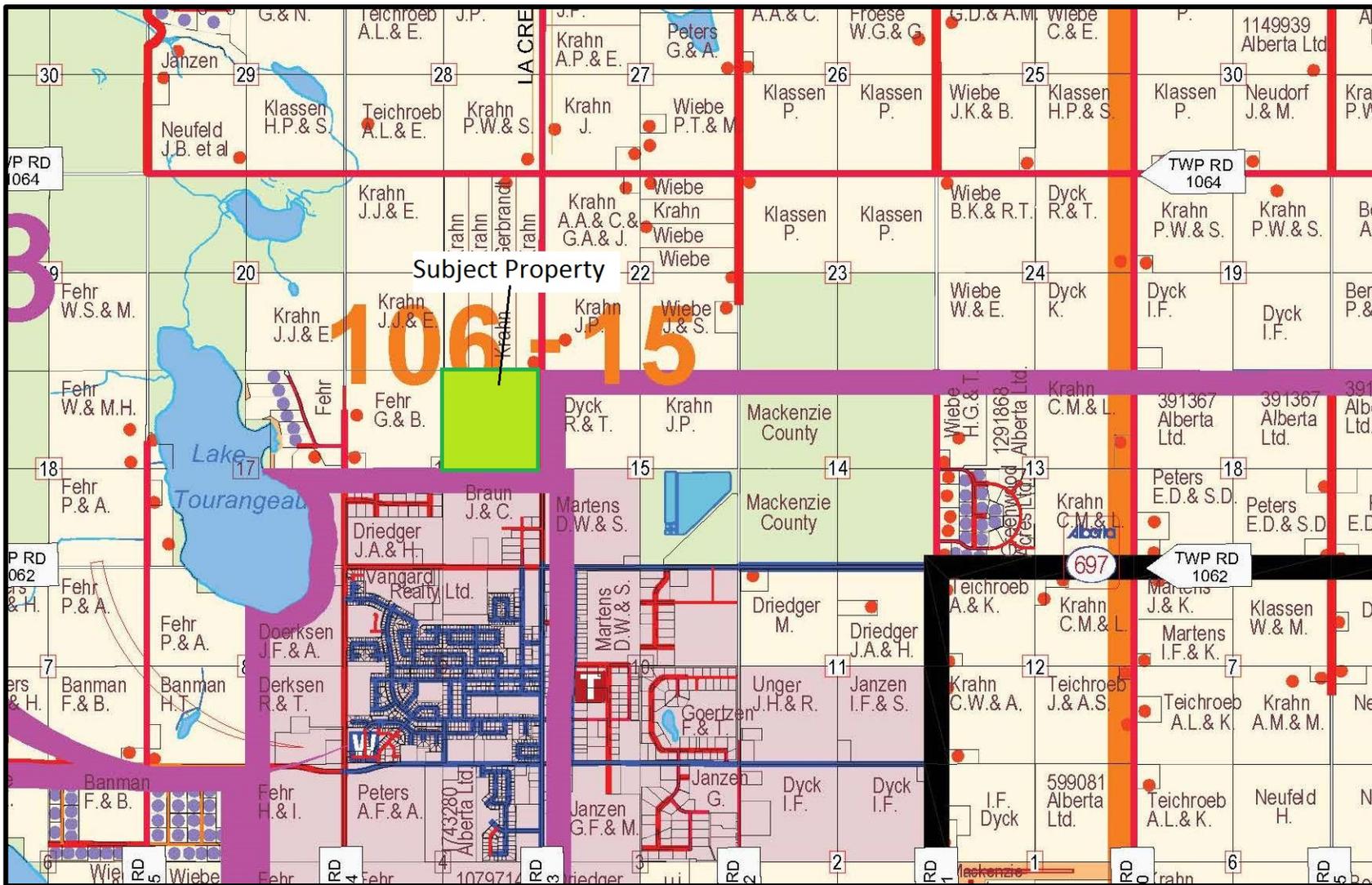
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**Mackenzie County**

# BYLAW AMENDMENT APPLICATION



File No. Bylaw 1006-15

**NOT TO SCALE**

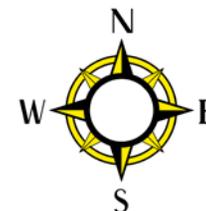
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**Mackenzie County**





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>October 28, 2015</b>
<b>Presented By:</b>	<b>Mark Schonken, Interim Director of Finance</b>
<b>Title:</b>	<b>Policy ADM049 Bursaries</b>

## **BACKGROUND / PROPOSAL:**

Mackenzie County Council established Policy ADM049 Bursaries.

## **OPTIONS & BENEFITS:**

Finance Committee recommends having a formal process to ensure recipients are in compliance with the return service agreement and complete their studies. This will be distributed to recipients at the end of each academic year with a deadline of July 31.

The form to be added to Policy ADM049 Bursaries has been attached for review.

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

NA

## **SUSTAINABILITY PLAN:**

NA

## **COMMUNICATION:**

NA

Author: E. Nyakahuma Reviewed by: \_\_\_\_\_ CAO: JW

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That Policy ADM049 Bursaries be amended by including a new reporting form as presented.

Author: E. Nyakahuma      Reviewed by: \_\_\_\_\_      CAO: JW

# STATUS REPORT

## Mackenzie County Bursary Program

The personal information that you provide on this form will be used to confirm that you have met the conditions of your return service contract. It is collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act* and is protected by the privacy provisions of the Act. If you have any questions about this collection, please see the contact information at the bottom of this form.

### Address Update: To be completed by the Bursary Recipient - Indicate your Future Permanent Address

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

Address: \_\_\_\_\_

Community: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Area Code & Phone No.: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

### Current status: To be completed by the Bursary Recipient - Check all that apply

- I have completed the academic school year for which the bursary was received. (*Attach transcript*)
- I expect to resume studies in the following school year.
- I expect to obtain employment within the Mackenzie region in the next few months.
- I have obtained permanent employment and residence within the Mackenzie region in a field related to my program of studies. (*Complete the "Employment Information" section below*)
- I have obtained temporary employment within the Mackenzie region in a field related to my program of studies. (*Complete the "Employment Information" section below*)
- I wish to apply for a deferral of my return service obligation.  
*I have attached a letter of request explaining my reasons.*
- I have obtained employment outside the Mackenzie region.  
*I wish to discuss repayment of my Mackenzie County Bursary.*

### Information Release Authorization: To be completed by the Bursary Recipient

**(even if you are not currently employed)**

As a Mackenzie County Bursary Recipient, I grant permission to Mackenzie County to contact any of my current or previous employers, and for my employer to release employment information to Mackenzie County, for the sole purpose of verifying employment data as required under the conditions of my bursary contract.

Bursary Recipient's Signature: in ink X \_\_\_\_\_ Date: \_\_\_\_\_

### Employment Information: To be completed by the Employer

Employee's Position Title: \_\_\_\_\_ Commencement Date: \_\_\_\_\_

Identify Part Time (.5; .8; # of hours; etc.) or Full Time: \_\_\_\_\_ Termination Date (if applicable): \_\_\_\_\_

Employer's Name: \_\_\_\_\_ Location of Employment \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Supervisor's Printed Name and Title: \_\_\_\_\_

Supervisor's Signature: X \_\_\_\_\_ Date: \_\_\_\_\_

### Return to:

Mackenzie County P.O. Box 640  
Fort Vermilion, AB T0H 1N0  
Phone: (780) 927-3718 Fax:(780) 927-4266

**DEADLINE: JULY 31**





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>October 28, 2015</b>
<b>Presented By:</b>	<b>Mark Schonken, Interim Director of Finance</b>
<b>Title:</b>	<b>Family and Community Support Services Funding</b>

**BACKGROUND / PROPOSAL:**

The Family and Community Support Services funding (FCSS) for 2015 has been amended by The Minister of Children and Youth Services from \$293,341 to \$315,341.25. The municipality is required to contribute 20% of the total funding to these groups.

**OPTIONS & BENEFITS:**

Since the County agreed to accept the increased grant amount, the 2015 budget must be amended to include the additional \$22,000.25 (\$17,600 in revenues and \$4,400.25 municipal contribution) and distribute additional funding proportionately to (in proportion to their initial grants amounts):

- Fort Vermilion \$7,033,
- La Crete \$10,145 and
- Zama \$421.

**COSTS & SOURCE OF FUNDING:**

Operating Revenues: \$17,600 & Operating Reserve: \$4,400.25.

**SUSTAINABILITY PLAN:**

N/A

Author: E. Nyakahuma Reviewed by: \_\_\_\_\_ CAO: JW

**COMMUNICATION:**

The FCSS groups will be notified by letter of additional funding if applicable.

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the 2015 budget be amended to include the additional \$17,600 in Operating Revenue to reflect the increase in the provincial FCSS and \$4,400.25 as a municipal revenue contribution from the Operating Reserve to offset the County's portion of funding for FCSS programming funding for 2015.

Simple Majority       Requires 2/3       Requires Unanimous

That the additional 2015 FCSS funds be distributed proportionately to Fort Vermilion, La Crete and Zama FCSS groups as follows:

- Fort Vermilion      \$7,033
- La Crete      \$10,145
- Zama      \$421

Author: E. Nyakahuma      Reviewed by: \_\_\_\_\_      CAO: JW



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>October 28, 2015</b>
<b>Presented By:</b>	<b>Mark Schonken, Interim Director of Finance</b>
<b>Title:</b>	<b>Request to Waive Penalties</b>

**BACKGROUND / PROPOSAL:**

The owner of the tax rolls 081857,982 5930; 01; 01, 076531, 032 5931; 04; 02, and 076840, 1160NY; 02; 08 is requesting to waive the penalties charged to his accounts because he said that the cheque was mailed to the County before June 30, 2015. The owner has a hired accountant to do bookkeeping and pay the bills. The accountant claims that the cheque was issued on June 26 and probably was mailed on the same day or shortly after that, but in time to reach the County's office by the due date.

Since the envelope for the cheque payment was not kept, we have no proof of postmark date. That said, according to the County's records, the cheque was received by our La Crete office on Monday, July 8 and was processed on the same day.

**OPTIONS & BENEFITS:**

Option 1: Waive the penalties.

Option 2: Not waive the penalties

**COSTS & SOURCE OF FUNDING:**

Decrease in penalty revenue

**SUSTAINABILITY PLAN:**

N/A

**Author:** Norma Croy      **Reviewed by:** Peng Tian      **CAO:** JW

**COMMUNICATION:**

The owner of tax roll 081857,982 5930; 01; 01, 076531, 032 5931; 04; 02, and 076840, 1160NY; 02; 08 will be notified by letter of Council's decision.

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That Council waives the penalties for Rolls 081857,982 5930; 01; 01, 076531, 032 5931; 04; 02, and 076840, 1160NY; 02; 08 in the amount of \$530.03 based on the rate payer's five year payment history in which they have not been late in paying the taxes.

**Author:** Norma Croy      **Reviewed by:** Peng Tian      **CAO:** JW



Mackenzie County

## REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>October 28, 2015</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>Policy EMR002 Disaster Emergency Response Services</b>

### **BACKGROUND / PROPOSAL:**

Council established Policy EMR002.

### **OPTIONS & BENEFITS:**

As a step in the County's disaster emergency program review, this Policy was reviewed at the Manager's Meeting on October 15, 2015. Administration recommends that this policy be amended to reflect Mackenzie County's Mission, Vision and Scope statement for Emergency Disaster Services.

Please review the revised policy.

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

N/A

### **SUSTAINABILITY PLAN:**

The Policy displays and communicates the County's commitment to public safety.

### **COMMUNICATION:**

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

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That Policy EMR002 Disaster Emergency Response Services be amended as presented.

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

## Mackenzie County

Title	<del>Emergency Disaster</del> <b>Emergency</b> <del>Response Services</del>	Policy No:	EMR002
-------	--	------------	--------

Legislation Reference	Municipal Government Act Emergency Management Act
-----------------------	--

### ~~Purpose~~ **Vision**

~~To provide prompt and coordinated response to peacetime emergencies affecting the municipality.~~ To deliver a jurisdiction-wide emergency management program that creates a resilient and safe community. This program encompasses all organizations, agencies, departments, and individuals that have a role in emergency management and security functions. It provides public education that includes emergency preparedness/awareness for both public and private sectors. This program will address hazards that are applicable to Mackenzie County.

### ~~Policy Statement and Guidelines~~ **Mission**

~~The municipality's Municipal Emergency Plan shall be implemented, in whole or in part when:-~~

- ~~• an emergency, either imminent or in progress, affects the municipality, or~~
- ~~• direction is received from the Alberta Emergency Management Agency.~~

~~The municipality shall review and update the plan annually.~~

~~Exercises to practice the use of the plan shall be held as deemed necessary by the Director of the Mackenzie County Emergency Management Agency or designate.~~

The mission of Mackenzie County's Emergency Management Program is to develop, implement, and institutionalize a comprehensive program consisting of preparedness, mitigation, response, and recovery with the objective of producing a disaster-resilient community by collaborating with community members and local leaders.

### **Application and Scope**

Mackenzie County's Emergency Management Program will serve the needs of citizens, businesses, non-profit, and governmental sectors in all geographical areas within formal jurisdictional boundaries. The program will seek to coordinate with adjacent jurisdictions, regional partners, and the Province of Alberta. This program will address hazards both natural and manmade that are

relevant to Mackenzie County.

### **Community and Organizational Emergency Management Values**

We recognize that the people in our community are the most important resource.

We provide an environment that encourages communications, creativity, opportunities for collaboration, and a sense of ownership for all people.

We encourage members of the community to be involved in our organization and we form partnerships with the community to resolve problems.

We encourage creative problem solving and decision making at all levels.

We are committed to our personal integrity.

We accept responsibility as individuals and as members of this community for our actions.

We value human life and treat all people with courtesy, dignity, respect and acceptance.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	14-Oct-98	98-314
<b>Amended</b>	27-May-09	09-05-454
<b>Amended</b>		



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>October 28, 2015</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>Office Security &amp; Access Control Project</b>

## **BACKGROUND / PROPOSAL:**

Administration originally proposed the office security/access control phase II project in 2015 to include the La Crete Shop/Water Treatment Plant and the Zama County Office.

During initial budget deliberations, it was discussed that this phase of the project be removed. At a subsequent budget deliberation the project was reintroduced into budget, however, the incorrect amount was included in the budget. The original request was for \$40,000 (see attached TCA Projects List presented on December 18, 2014) and the current budget allocates \$30,000 for this project.

The proposed project cost is \$38,500.

## **OPTIONS & BENEFITS:**

Amend the budget to include an additional \$8,500 to complete the project or carry forward a portion of the project to 2016 and request additional funds at that time.

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

Requesting an additional \$8,500 from the General Operating Reserve

## **SUSTAINABILITY PLAN:**

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

**COMMUNICATION:**

**RECOMMENDED ACTION:**

- Simple Majority       Requires 2/3       Requires Unanimous

That the 2015 budget be amended to include an additional \$8,500 for the Office Security & Access Control Project with funding coming from the General Operating Reserve.

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

**MACKENZIE COUNTY**

**TCA Projects 2015**

(1 - Maintain service, 2 - Maintain but can wait 1 year,

3 - Increase service, 4 - Political)

Rating	Project Description	Total 2015 project cost	County Cost	External Funding				Internal Funding	
				FGTF Grant	MSI Grant	Other Grant	Other Sources (non-grant)	Municipal levy	Debenture
<b>(12) - Administration Department</b>									
1	LC - LC Office Heating/Cooling System	100,000	100,000					100,000	
1	Server Replacement	23,000	23,000					23,000	
3	Office Security & Access Control	40,000	40,000					40,000	
2	FV - Xerox Replacement	75,450	75,450					75,450	
1	FV - Fireproof Storage Cabinet (Records)	8,000	8,000					8,000	
<b>Total department 12</b>		<b>246,450</b>	<b>246,450</b>	-	-	-	-	<b>246,450</b>	-
<b>(23) - Fire Department</b>									
3	LC - High Level Aerial	50,000	50,000					50,000	
1	LC - Command Unit	55,000	53,500				1,500	53,500	
3	C-Cans, training props, setting up training grounds	24,000	12,000				12,000	12,000	
2	FV - Compressed air foam system for rescue unit	12,500	12,500					12,500	
3	FV - Fire Hall	675,000	675,000					675,000	
2	LC - Tompkins - new tanker/pumper w/ equipment	375,000	375,000					375,000	
<b>Total department 23</b>		<b>1,191,500</b>	<b>1,178,000</b>	-	-	-	<b>13,500</b>	<b>1,178,000</b>	-
<b>Bylaw Enforcement Department</b>									
<b>Total department 26</b>		-	-	-	-	-	-	-	-
<b>(32) - Transportation Department</b>									
1	FV - Deck Replacement on PW shop	7,500	7,500					7,500	
2	FV - Shop floor repair	12,000	12,000					12,000	
2	FV - Steamer Unit - trailer	32,500	32,500					32,500	
1	FV - 3/4 ton Supervisor pick up	40,000	38,500				1,500	38,500	
1	FV - 3/4 ton pick up (Accident)	35,000	21,897				13,103	21,897	
2	FV - Parks Truck 3/4 ton	37,212	35,712				1,500	35,712	
1	LC - Trucks (x2)	80,000	77,000				3,000	77,000	
4	FV - 48th Street & 47th Avenue	580,000	580,000					580,000	
4	FV - Truck route	500,000	500,000					500,000	
1	FV & LC - AWD Graders x3	1,200,000	763,200				436,800	763,200	
2	LC - Snow Plow Truck	259,000	234,000				25,000	234,000	
1	FV & LC - Truck and Gravel Trailer	470,000	470,000					470,000	
3	LC - Packer/Roller	30,000	30,000					30,000	
1	LC - 94th Ave Ashphalt Overlay	720,000	720,000					720,000	





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>October 28, 2015</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>La Crete Agricultural Society – Request for Gravel</b>

## **BACKGROUND / PROPOSAL:**

Mackenzie County has always assisted local non-profit groups in various ways.

## **OPTIONS & BENEFITS:**

Please review the attached letter.

La Crete Agricultural Society is asking Mackenzie County to supply gravel, stating that they have “secured trucks” to haul if agreed upon.

If Council agrees to contribute the gravel from the County’s existing resources, it is recommended that we utilize the County’s truck to haul this gravel.

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

Annual operating budget.

## **SUSTAINABILITY PLAN:**

NA

## **COMMUNICATION:**

NA

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

**RECOMMENDED ACTION:**

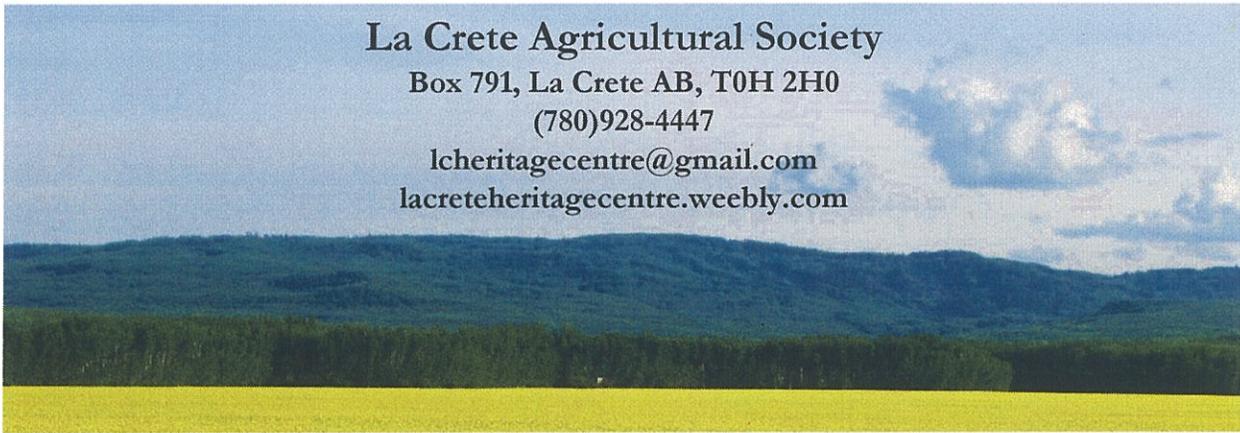
Simple Majority

Requires 2/3

Requires Unanimous

For discussion.

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



**La Crete Agricultural Society**

Box 791, La Crete AB, T0H 2H0

(780)928-4447

[lheritagecentre@gmail.com](mailto:lheritagecentre@gmail.com)

[lacreteheritagecentre.weebly.com](http://lacreteheritagecentre.weebly.com)

October 14, 2015

To the Mackenzie County CAO and Council:

In the best interest of the public and in our service to the community, the board of the La Crete Agricultural Society would like to expand the gravel parking area in front of the La Crete Heritage Centre. Presently only a small portion is graveled and the yard gets very muddy and ruddy when it's when. We are looking at extending it 200' x 100'. We have board members who are willing to do the dirt prep at cost provided we can find gravel.

We ask that the Mackenzie County consider providing gravel at no cost for this community improvement. We have secured trucks to haul it at cost.

We look forward to hearing your decision on the matter and we wish to thank you for all the support you provide to the non-profit groups in the county.

Thank you.

Sincerely,



John Schmidt

President

La Crete Agricultural Society





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>October 28, 2015</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>Mackenzie Regional Waste Management Commission – Tipping Fee Increase</b>

## BACKGROUND / PROPOSAL:

Please see attached letter from Mackenzie Regional Waste Management Commission regarding the increase in tipping fees effective January 1, 2016

## OPTIONS & BENEFITS:

## COSTS & SOURCE OF FUNDING:

## SUSTAINABILITY PLAN:

## COMMUNICATION:

## RECOMMENDED ACTION:

- Simple Majority
  Requires 2/3
  Requires Unanimous

For discussion.

Author: Carrie Simpson Reviewed by: \_\_\_\_\_ CAO: \_\_\_\_\_

# Mackenzie Regional Waste Management Commission

Box 235, High Level, AB, T0H 1Z0  
Phone No. (780) 926-2958 Fax No. (780) 841-0152



October 20, 2015

Joulia Whittleton  
Chief Administrative Officer  
Mackenzie County  
P.O. Box 640  
Fort Vermilion, AB, T0H 1N0



## Re: Tipping Fee Increase

Dear Ms. Whittleton:

The Mackenzie Regional Waste Management Commission held its regular meeting on October 17, 2015 and the agenda included the 2016 draft budget. Presently members of the Commission pay a tipping fee of \$49.25 per tonne for disposal at the Mackenzie Regional Landfill. This tipping fee has not increased since January 1, 2008. Most of the expenses we incur such as goods we purchase, contractors we hire, employee wages and benefits, etc. have increased during this period. Regulatory requirements have changed. For example, annual reports we previously completed in house now have to be contracted out to an Engineering firm. Parameters for our Groundwater Monitoring Wells, Surface Water Collection Pond, and Leachate Pond have increased adding to the analysis cost. The Commission has strived to maintain this tipping fee even with expenses increasing. We have been able to do this by decreasing operating expenses where possible. Tonnages have been higher than expected over the last few years offsetting the higher operating cost.

Waste tonnages and the amount of contaminated soil at levels we are approved to accept have decreased from these levels. Landfills are volume driven so while waste tonnages decrease, most of the expenses are fixed therefore the operating cost per tonne increases. The operating cost for 2016 based on projected tonnages and expenses will be approximately \$57 per tonne. This does not include unbudgeted items such as major mechanical breakdowns, changes to regulatory requirements, an equipment reserve fund, or capital projects.



# Mackenzie Regional Waste Management Commission

Box 235, High Level, AB, T0H 1Z0  
Phone No. (780) 926-2958 Fax No. (780) 841-0152



The Commission looked at other landfills.

Grande Prairie Aquaterra - \$89/t

Grande Prairie Regional - \$80/t

Clairmont - \$89/t

Whitecourt - \$85/t

Slave Lake - \$75 residential and \$96 commercial increasing by 15% in 2016

Fairview - \$55/t and also requisitions it's members at year end

The following motion was made:

Resolution #104-15

THAT Mackenzie Regional Waste Management Commission member tipping fee's at the Mackenzie Regional Landfill be increased from \$49.25/t to \$60/t effective January 1, 2016.

CARRIED

It is the goal of the Commission to continue providing the same level of service while recovering cost and meeting regulatory requirements.

The Commission has formed a partnership with KBL Environmental to construct and operate a Soil Treatment Facility at the Mackenzie landfill. This will permit us to accept higher level contaminated soils than we can presently and at a higher tipping fee. While this will only produce a slight increase in revenue, it will be a cost saving to the Commission by not having to purchase and haul material to the landfill for daily cover.

Also as part of this partnership, we will explore the demand for an industrial cell at the Mackenzie Regional landfill. This would allow us to accept more oilfield waste at a much higher level of contamination similar to Terrivita and Peace River landfill. This industrial cell would provide a significant revenue stream. In Peace River landfill cost is approximately \$75/t however the tipping fee for residents is reduced to \$32/t and subsidized by the industrial cell.

Both of these initiatives, a Soil Treatment Facility and an Industrial Cell, are already in our Approval renewed in December 2014. These just require an amendment to the Approvals and design approval from ESRD.

If you have any questions or concerns, please feel free to contact me at 780-926-2958 or [Managermrl@telus.net](mailto:Managermrl@telus.net).

Sincerely  
Bruce Underhay





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>October 28, 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 - AEP (Alberta Environment and Parks) (Closing AEP office in Rainbow Lake)
- Correspondence – Minister of Municipal Affairs (Forthcoming Safety Codes Exemption for Specified Persons with Developmental Disabilities (PDD) Program)
- Correspondence – Alberta Municipal Affairs – Electrical and Standata
- Correspondence – Heart and Stroke Foundation (Change in Guidelines)
- Correspondence – MacEwan University (Lobby Government Effectively Course)
- Correspondence – Heart and Stroke (Highlights at a Glance)
- Correspondence – Alberta Order of Excellence (Looking for Council Members)
- Correspondence – TRI council
- Correspondence – Municipal Affair (Response to TRI Council)
- Correspondence – AUMA (Follow up letter)
- Mackenzie County Library Board Meeting Minutes.
- Fort Vermilion Recreation Board Meeting Minutes
- Mackenzie Regional Waste Management Commission Meeting Minutes
- 

## **OPTIONS & BENEFITS:**

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

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

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

October 15, 2015

Mackenzie County  
4511 – 46 Avenue  
Box 640  
Fort Vermilion, AB  
T0H 1N0  
Email – [office@mackenziecounty.com](mailto:office@mackenziecounty.com)

Dear : Reeve Bill Neufeld,

Alberta Environment and Parks (AEP) currently provides client service throughout Mackenzie County with offices located in High Level, Fort Vermilion, and Rainbow Lake. In 2013, the Alberta Energy Regulator (AER) was mandated to oversee all upstream oil, gas, and coal activities in the province, since that time, AEP has been adjusting staffing levels and office locations to meet this change in service delivery. The Rainbow Lake office was originally established to oversee fire, forestry, oil and gas activities with the majority of work focused on oil and gas related activities.

Since the AER now oversees these activities, AEP related work in the area has decreased significantly and could be effectively delivered from the High Level office. It is our intention to close the AEP office in Rainbow Lake and transfer the one remaining Forest Officer to High Level where a group of Foresters and Forest Officers would jointly oversee AEP activities throughout the area. We anticipate there will be little, if any, client service concerns due to this change as most of our clients are located in the High Level area. The Agriculture and Forestry fire base would remain open seasonally with the same staffing levels and provide the same level of service as in the past.

We remain committed to providing the most efficient and effective service to our clients in Mackenzie County and see this as an opportunity to continue do so. Should Mackenzie County have any questions or concerns regarding this change please contact my office at 780-624-6541.

Sincerely,



Darcy Beach  
Regional Executive Director  
Peace Region  
Alberta Environment and Parks

cc: Joulia Whittleton – [jwhittleton@mackenziecounty.com](mailto:jwhittleton@mackenziecounty.com)



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister*

AR81624

**Re: Forthcoming Safety Codes Exemption for Specified PDD Residences**

To whom it may concern,

I have spoken with my colleagues Irfan Sabir, Minister of Alberta Human Services, and Sarah Hoffman, Minister of Alberta Health, about stakeholder concerns relating to the Persons with Developmental Disabilities (PDD) program. Minister Sabir has extended the deadline for compliance to the *Persons with Developmental Disabilities Safety Standards Regulation, Alta Reg 229/2013* to March 31, 2016. An extensive consultation regarding this PDD Regulation and with a view to explore the appropriate measures for safety of persons with developmental disabilities will be launched shortly. This will mean that the inspection program for the homes under this PDD Regulation would not proceed until after a consultation is completed. Accordingly, I am treating this extension of the regulation as a pause-period for compliance under the *Safety Codes Act* for these homes.

The safety of individuals is a crucial priority. I have also heard the concerns about the potential disruptive impact of the regulation on the wellbeing of individuals in the PDD program if they are implemented without a full understanding of the context in which these individuals live and in which care is provided. The Government of Alberta will work with persons with developmental disabilities, their families, service providers, and municipal governments to find workable ways to ensure safety, while also respecting and supporting individuals in their homes and communities. Following the consultation, we will find an appropriate balance.

In the meantime, I am preparing an exemption under the *Safety Codes Act* for PDD residences, to operate until at least March 31, 2016. The exemption will treat all residences which fall under the PDD Regulation as “residential occupancies” under the Fire and Building Codes, except those accommodations where occupants may be detained as part of their service plan or are totally dependent on staff to exit in the case of a fire. However, where this exemption applies, the PDD accommodations must still be at least as safe as homes for people who are not supported by the PDD program. This pause includes the application of the August 2015 Approved Guideline (Standata) for the upgrading of existing accommodations for individuals under the PDD program.

.../2

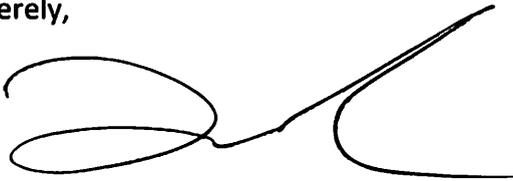
-2-

Until March 31, 2016, it will be important to continue to build our knowledge of these PDD sites, and further our understanding of them. Individuals, service providers, Safety Code

Officers and municipalities will be encouraged to work together to identify safety needs of the individuals and obstacles to compliance as the consultation proceeds.

In the interim, should any sensitive compliance issues arise, please contact Alberta Municipal Affairs, Alberta Human Services and/or the relevant municipality to ensure the issue is addressed in an appropriate and timely way.

Sincerely,

A handwritten signature in black ink, consisting of a large, stylized 'D' followed by a long horizontal stroke that curves upwards at the end.

Hon. Deron Bilous  
Minister of Municipal Affairs

Cc: Irfan Sabir, Minister of Alberta Human Services  
Sarah Hoffman, Minister of Alberta Health

**From:** [Alberta Municipal Affairs](#)  
**To:** [Office](#)  
**Subject:** Electrical Regulation and Standata  
**Date:** Wednesday, October 21, 2015 11:30:17 AM

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On behalf of Alberta Municipal Affairs,

## **ELECTRICAL REGULATION AND STANDATA**

The Canadian Electrical Code 2015 and the Code for Electrical Installations at Oil and Gas Facilities 2015 are adopted by the Electrical Code Regulation (Alberta Regulation 126/2015) and comes into force on January 1, 2016 under the Safety Codes Act. For further information follow this [link](#):

### **Alberta Electrical Utility Code (AEUC)**

An Errata has been issued for the AEUC. Follow the link below to view or print.

[AEUC Errata \[rev-1\]](#)

To view all STANDATA that have been issued for the Electrical Code click [here](#):  
[http://municipalaffairs.alberta.ca/cp\\_electrical\\_standata](http://municipalaffairs.alberta.ca/cp_electrical_standata)

Please do not reply directly to this e-mail. Questions or information requests can be directed to [safety.services@gov.ab.ca](mailto:safety.services@gov.ab.ca) or our Communication Inquiry Centre at 1-866-421-6929.

Alberta Municipal Affairs: [www.municipalaffairs.alberta.ca](http://www.municipalaffairs.alberta.ca)

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Electrical Contractors Association of Alberta | 17725 - 103 Avenue | Edmonton | Alberta | T5S 1N8 | Canada

**From:** [Heart and Stroke Foundation](#)  
**To:** [Office](#)  
**Subject:** Action Required: Update From The Heart And Stroke Foundation / Mesure à prendre : une mise à jour de la Fondation des maladies du coeur et de l'AVC  
**Date:** Thursday, October 15, 2015 5:44:01 PM

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October 15, 2015

To: Reeve Bill Neufeld

Every 13 minutes, a Canadian life is lost to sudden cardiac arrest. Unfortunately, it can happen anywhere, anytime and to anyone. It has happened in your community, and it will happen again. I am reaching out to you today because the Heart and Stroke Foundation, as a trusted advisor to governments and policymakers, would like to inform you of important changes to the guidelines pertaining to emergency cardiovascular care and first aid in Canada which we are releasing today, October 15.

Municipal employees involved in lifesaving and aquatics programs, parks and recreation, facility management, public health education, and most significantly, emergency services like fire and EMS/Paramedics are on the front line when cardiac or other medical emergencies happen. The actions they take can often make the difference between life and death. Many of your personnel are required to be certified in CPR, AED (i.e., defibrillators) and first aid.

Called the 2015 Guidelines Update for CPR and Emergency Cardiovascular Care, our new set of guidelines distill the science of resuscitation and first aid into practical, usable recommendations. It is the culmination of five years of intensive review by experts from the Heart and Stroke Foundation and other international agencies, and is the accepted standard for Canada. Changes to these guidelines are made when there is evidence that they will improve the chances of survival.

The Guidelines also offer insights into how the organization of a community's systems, programs and infrastructure has the potential to improve the chances for a good outcome when cardiac arrest strikes. I urge your municipality to evaluate these recommendations and identify where your community aligns, and where improvements could be made.

I know that when it comes to the safety of the constituents you serve, the buck stops with you. As your municipal staff consider their CPR/AED and First Aid training and renewal plans over the coming year, I urge you to make sure they are aware of these new guidelines, and that the training agency they select is compliant. Heart and Stroke Foundation guidelines are used by all major reputable training agencies across Canada. The process of integrating these new guidelines into their training materials will take place over the coming few months.

Please note that current certification is still valid until expiry - there is no need for your employees to retrain before their expiry date but when they do recertify, it should be to the new guidelines. Once your employees are updated, they will have the knowledge and skills to give them an even better chance to save lives in your community.

You can learn about the 2015 Guidelines Update for CPR and ECC at [heartandstroke.ca/guidelines2015](http://heartandstroke.ca/guidelines2015). Please share this information with your emergency services, workplace safety, human resources or other departments who may be responsible for training.

Yours truly,



David Sculthorpe,  
Chief Executive Officer  
Heart and Stroke Foundation of Canada

Healthy lives free of heart disease and stroke. Together we will make it happen.



Le 15 octobre 2015

Pour: Reeve Bill Neufeld

Toutes les 13 minutes, une vie s'éteint au pays, emportée par l'arrêt cardiaque soudain. Malheureusement, ce problème peut survenir n'importe où, n'importe quand et à n'importe qui. L'arrêt cardiaque soudain a déjà frappé votre collectivité, et il ne manquera pas de la frapper de nouveau. Si je vous écris aujourd'hui, c'est parce que la Fondation des maladies du cœur et de l'AVC (la « Fondation »), un organisme de conseil de confiance des gouvernements et des décideurs du pays, désire vous aviser de la parution d'importants changements aux lignes directrices en matière de soins d'urgence cardiovasculaire et de premiers soins au Canada. Nous procédons à la diffusion desdits changements aujourd'hui, le 15 octobre.

Plusieurs employés des municipalités prennent part à des programmes de secourisme, que ce soit en lien avec des sports nautiques, des parcs, des loisirs, la gestion des lieux, l'enseignement en santé publique ou les services d'urgence; c'est le cas des pompiers, des SMU et des ambulanciers. Tous ces gens se trouvent dans les premières lignes en cas d'urgence de nature médicale. Bien souvent, leur façon d'agir peut faire la différence entre la vie et la mort. Certains de vos employés ont l'obligation de posséder une certification en RCR, en utilisation de DEA (défibrillateurs) et en premiers soins.

Notre nouvel ensemble de lignes directrices, intitulé la « Mise à jour 2015 des lignes directrices en matière de RCR et de soins d'urgence cardiovasculaire », traduit les données scientifiques de la réanimation et des premiers soins en recommandations pratiques. Ce document, c'est la culmination d'un examen intensif mené sur cinq ans par des experts de la Fondation des maladies du cœur et de l'AVC et d'autres organismes internationaux. Il s'agit également de la norme acceptée au pays. Des changements sont apportés aux lignes directrices uniquement quand ils sont appuyés par des données probantes selon lesquelles ils entraîneront une amélioration des chances de survie.

Les lignes directrices donnent également une idée de la manière dont l'organisation des systèmes, programmes et infrastructures d'une collectivité a le potentiel d'améliorer les chances de bons résultats dans les cas d'arrêt cardiaque. J'encourage fortement votre municipalité à procéder à une évaluation de ces recommandations et à déterminer les domaines pour lesquels votre collectivité y est conforme ainsi que ceux pour lesquels il est encore possible de vous améliorer.

Je sais que quand il est question de la sécurité de vos électeurs, c'est à vous de prendre la décision finale. Par conséquent, quand vos employés seront en train de passer en revue leurs plans de formation et de rappel en RCR, en utilisation de DEA et en premiers

soins au cours de la prochaine année, assurez-vous qu'ils sont au courant de ces nouvelles lignes directrices et que l'organisme de formation qu'ils choisissent les respecte. Les lignes directrices de la Fondation des maladies du cœur et de l'AVC sont employées par tous les plus grands organismes de formation fiables du Canada. Le processus d'intégration des changements dans le matériel de formation sera effectué au cours des quelques prochains mois.

Je vous prie de noter que la certification actuelle que possèdent vos employés est encore valide jusqu'à son expiration, il n'est donc pas nécessaire de procéder à une nouvelle formation avant cette date. Cela dit, quand il sera temps de procéder à la recertification, il faudra que cela soit en fonction des nouvelles lignes directrices. Avec des connaissances et des compétences à jour, vos employés auront encore plus de chances de sauver des vies dans votre collectivité.

Pour en savoir plus sur la mise à jour 2015 des lignes directrices de RCR et de SUC, rendez-vous au [www.fmcoeur.ca/lignesdirectrices2015](http://www.fmcoeur.ca/lignesdirectrices2015). Je vous prie de transmettre ces renseignements à vos services d'urgence, de sécurité au travail, de ressources humaines ainsi qu'à tout autre qui pourrait être responsable de la formation.

Cordialement,



David Sculthorpe  
Chef de la direction  
Fondation des maladies du cœur et de l'AVC du Canada

Ensemble, éliminons les maladies du cœur et les AVC pour vivre en santé

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Heart and Stroke Foundation, Canada | 222 Queen Street, Suite 1402 | Ottawa | Ontario | K1P 5V9 | Canada

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PRDV 0855 - B151      ACC    \$449  
Mo, Nov 16, 2015      8:30 a.m.–4:30 p.m.

PRDV 0855 - B251      ACC    \$449  
Tu, Apr 19, 2016      8:30 a.m.–4:30 p.m.

## Presenter: Maurice Fritze

Maurice has been a communications professional for over 20 years, consulting with boards of Directors of over 25 diverse organizations. As a lobbyist, he has researched and created strategies to drive legislative and/or regulatory change. He has also organized and led grass-roots lobbying campaigns for political action committees and community groups, targeting elected and senior government officials up to the Premier level.

Maurice is a dynamic presenter and is well respected for his strategic thinking, insight, patience, diplomacy and exceptional interpersonal skills in navigating sensitive situations. He uses his experience, accomplishments and passion to help others learn, grow and succeed in achieving their goals.

Maurice was the recipient of the 1992 Governor General's Commemorative Medal and has been recognized by the Alberta Justice Minister for over 100 mediations at Provincial Court.



## HOW TO ENROL

### ONLINE

MacEwan.ca/SCE

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780-497-4400

Toll-free 1-855-797-4400

8:30 a.m. – 4:30 p.m., Mo-Fr

### IN PERSON

*Alberta College Campus*  
Registration and Information  
Services

10050 MacDonald Drive  
Edmonton, AB T5J 2B7

*Centre for the Arts and  
Communications Campus*  
Information Centre

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Edmonton, AB T5P 2P7

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# HIGHLIGHTS AT A GLANCE

**1** ADULT BASIC LIFE SUPPORT

**2** ADULT ADVANCED CARDIOVASCULAR LIFE SUPPORT

**3** PEDIATRIC BASIC LIFE SUPPORT

**4** PEDIATRIC ADVANCED LIFE SUPPORT

**5** NEONATAL RESUSCITATION

**6** EDUCATION

**7** FIRST AID

## **ETHICAL ISSUES**

- The use of extracorporeal CPR (ECPR) for cardiac arrest
- Intra-arrest prognostic factors
- Review of evidence about prognostic scores for preterm infants
- Prognostication for children and adults after cardiac arrest
- Function of transplanted organs recovered after cardiac arrest

## **SYSTEMS OF CARE AND CONTINUOUS QUALITY IMPROVEMENT**

- A universal taxonomy of systems of care
- Separation of the adult Chain of Survival into 2 chains: one for in-hospital and one for out-of-hospital systems of care
- Review of best evidence on how these cardiac arrest systems of care are reviewed, with a focus on cardiac arrest, ST-segment elevation myocardial

## **ALTERNATIVE TECHNIQUES AND ANCILLARY DEVICES FOR CPR**

- The routine use of the impedance threshold device (ITD) as an adjunct to conventional CPR is not recommended.
- A recent randomized controlled trial suggests that the use of the ITD plus active compression-decompression CPR is associated with improved neurologically intact survival for patients with OHCA.
- The routine use of mechanical chest compression devices is not recommended, but special settings where this technology may be useful are identified.
- The use of ECPR may be considered for selected patients in settings where a reversible cause of cardiac arrest is suspected.

## 1 ADULT BASIC LIFE SUPPORT AND CPR QUALITY: LAY RESCUER CPR

- The crucial links in the out-of-hospital adult Chain of Survival are unchanged from 2010, with continued emphasis on the simplified universal Adult Basic Life Support (BLS) Algorithm.
- The Adult BLS Algorithm has been modified to reflect the fact that rescuers can activate an emergency response (ie, through use of a mobile telephone) without leaving the victim's side.
- It is recommended that communities with people at risk for cardiac arrest implement PAD programs.
- Recommendations have been strengthened to encourage immediate recognition of unresponsiveness, activation of the emergency response system, and initiation of CPR if the lay rescuer finds an unresponsive victim is not breathing or not breathing normally (eg, gasping).
- Emphasis has been increased about the rapid identification of potential cardiac arrest by dispatchers, with immediate provision of CPR instructions to the caller (ie, dispatch-guided CPR).
- The recommended sequence for a single rescuer has been confirmed: the single rescuer is to initiate chest compressions before giving rescue breaths (C-A-B rather than A-B-C) to reduce delay to first compression. The single rescuer should begin CPR with 30 chest compressions followed by 2 breaths.
- There is continued emphasis on the characteristics of high-quality CPR: compressing the chest at an adequate rate and depth, allowing complete chest recoil after each compression, minimizing interruptions in compressions, and avoiding excessive ventilation.
- The recommended chest compression rate is 100 to 120/min (updated from at least 100/min).
- The clarified recommendation for chest compression depth for adults is at least 2 inches (5 cm) but not greater than 2.4 inches (6 cm).

- Bystander-administered naloxone may be considered for suspected life-threatening opioid-associated emergencies\*\*.

\*\* In Canada, Naloxone is a Prescription Only Medicine (POM) listed on Health Canada's Prescription Drug List. Naloxone can only be dispensed with a prescription. Legally, a prescribed drug may only be administered to the person named on the prescription, not a third party

## ADULT BASIC LIFE SUPPORT AND CPR QUALITY: HCP BLS

- These recommendations allow flexibility for activation of the emergency response system to better match the HCP's clinical setting.
- Trained rescuers are encouraged to simultaneously perform some steps (ie, checking for breathing and pulse at the same time), in an effort to reduce the time to first chest compression.
- Integrated teams of highly trained rescuers may use a choreographed approach that accomplishes multiple steps and assessments simultaneously rather than the sequential manner used by individual rescuers (eg, one rescuer activates the emergency response system while another begins chest compressions, a third either provides ventilation or retrieves the bag-mask device for rescue breaths, and a fourth retrieves and sets up a defibrillator).
- Increased emphasis has been placed on high-quality CPR using performance targets (compressions of adequate rate and depth, allowing complete chest recoil between compressions, minimizing interruptions in compressions, and avoiding excessive ventilation).
- Compression rate is modified to a range of 100 to 120/min.
- Compression depth for adults is modified to at least 2 inches (5cm) but should not exceed 2.4 inches (6 cm).
- To allow full chest wall recoil after each compression, rescuers must avoid leaning on the chest between compressions.

# 2015 CANADIAN RESUSCITATION & FIRST AID GUIDELINES

- Criteria for minimizing interruptions is clarified with a goal of chest compression fraction as high as possible, with a target of at least 60%.
- Where EMS systems have adopted bundles of care involving continuous chest compressions, the use of passive ventilation techniques may be considered as part of that bundle for victims of OHCA.
- For patients with ongoing CPR and an advanced airway in place, a simplified ventilation rate of 1 breath every 6 seconds (10 breaths per minute) is recommended.

## 2 ADULT ADVANCED CARDIOVASCULAR LIFE SUPPORT

- The combined use of vasopressin and epinephrine offers no advantage to using standard-dose epinephrine in cardiac arrest. Also, vasopressin does not offer an advantage over the use of epinephrine alone. Therefore, to simplify the algorithm, vasopressin has been removed from the Adult Cardiac Arrest Algorithm–2015 Update.
- Low end-tidal carbon dioxide (ETCO<sub>2</sub>) in intubated patients after 20 minutes of CPR is associated with a very low likelihood of resuscitation. While this parameter should not be used in isolation for decision making, providers may consider low ETCO<sub>2</sub> after 20 minutes of CPR in combination with other factors to help determine when to terminate resuscitation.
- Steroids may provide some benefit when bundled with vasopressin and epinephrine in treating IHCA. While routine use is not recommended pending follow-up studies, it would be reasonable for a provider to administer the bundle for IHCA.
- When rapidly implemented, ECPR can prolong viability, as it may provide time to treat potentially reversible conditions or arrange for cardiac transplantation for patients who are not resuscitated by conventional CPR.
- In cardiac arrest patients with nonshockable rhythm and who are otherwise receiving epinephrine, the early provision of epinephrine is suggested.
- Studies about the use of lidocaine after ROSC are conflicting, and routine lidocaine use is not recommended. However, the initiation or continuation of lidocaine may be considered immediately after ROSC from VF/pulseless ventricular tachycardia (pVT) cardiac arrest.
- One observational study suggests that  $\beta$ -blocker use after cardiac arrest may be associated with better outcomes than when  $\beta$ -blockers are not used. Although this observational study is not strong-enough evidence to recommend routine use, the initiation or continuation of an oral or intravenous (IV)  $\beta$ -blocker may be considered early after hospitalization from cardiac arrest due to VF/pVT.

## POST-CARDIAC ARREST CARE

- Emergency coronary angiography is recommended for all patients with ST elevation and for hemodynamically or electrically unstable patients without ST elevation for whom a cardiovascular lesion is suspected.
- TTM recommendations have been updated with new evidence suggesting that a range of temperatures may be acceptable to target in the post-cardiac arrest period.
- After TTM is complete, fever may develop. While there are conflicting observational data about the harm of fever after TTM, the prevention of fever is considered benign and therefore is reasonable to pursue.
- Identification and correction of hypotension is recommended in the immediate post-cardiac arrest period.
- Prognostication is now recommended no sooner than 72 hours after the completion of TTM; for those who do not have TTM, prognostication is not recommended any sooner than 72 hours after ROSC.
- All patients who progress to brain death or circulatory death after initial cardiac arrest should be considered potential organ donors.

## ACUTE CORONARY SYNDROMES

- Prehospital ECG acquisition and interpretation
- Choosing a reperfusion strategy when prehospital fibrinolysis is available
- Choosing a reperfusion strategy at a non-PCI-capable hospital
- Troponin to identify patients who can be safely discharged from the emergency department
- Interventions that may or may not be of benefit if given before hospital arrival

## SPECIAL CIRCUMSTANCES OF RESUSCITATION

- Experience with treatment of patients with known or suspected opioid overdose has demonstrated that naloxone can be administered with apparent safety and effectiveness in the first aid and BLS settings. For this reason, naloxone administration by lay rescuers and HCPs is now recommended, and simplified training is being offered. In addition, a new algorithm for management of unresponsive victims with suspected opioid overdose is provided.
- Intravenous lipid emulsion (ILE) may be considered for treatment of local anesthetic systemic toxicity. In addition, a new recommendation is provided, supporting a possible role for ILE in patients who have cardiac arrest and are failing standard resuscitative measures as the result of drug toxicity other than local anesthetic systemic toxicity.
- The importance of high-quality CPR during any cardiac arrest has led to a reassessment of the recommendations about relief of aortic caval compression during cardiac arrest in pregnancy. This reassessment has resulted in refined recommendations about strategies for uterine displacement.

## 3 PEDIATRIC BASIC LIFE SUPPORT AND CPR QUALITY

- Reaffirming the C-A-B sequence as the preferred sequence for pediatric CPR
- New algorithms for 1-rescuer and multiple-rescuer pediatric HCP CPR in the cell phone era
- Establishing an upper limit of 6 cm for chest compression depth in an adolescent
- Mirroring the adult BLS recommended chest compression rate of 100 to 120/min
- Strongly reaffirming that compressions and ventilation are needed for pediatric BLS

## 4 PEDIATRIC ADVANCED LIFE SUPPORT

- In specific settings, when treating pediatric patients with febrile illnesses, the use of restrictive volumes of isotonic crystalloid leads to improved survival. This contrasts with traditional thinking that routine aggressive volume resuscitation is beneficial.
- Routine use of atropine as a premedication for emergency tracheal intubation in non-neonates, specifically to prevent arrhythmias, is controversial. Also, there are data to suggest that there is no minimum dose required for atropine for this indication.
- If invasive arterial blood pressure monitoring is already in place, it may be used to adjust CPR to achieve specific blood pressure targets for children in cardiac arrest.
- Amiodarone or lidocaine is an acceptable antiarrhythmic agent for shock-refractory pediatric VF and pVT in children.
- Epinephrine continues to be recommended as a vasopressor in pediatric cardiac arrest.

# 2015 CANADIAN RESUSCITATION & FIRST AID GUIDELINES

- For pediatric patients with cardiac diagnoses and IHCA in settings with existing extracorporeal membrane oxygenation protocols, ECPR may be considered.
- Fever should be avoided when caring for comatose children with ROSC after OHCA. A large randomized trial of therapeutic hypothermia for children with OHCA showed no difference in outcomes whether a period of moderate therapeutic hypothermia (with temperature maintained at 32°C to 34°C) or the strict maintenance of normothermia (with temperature maintained 36°C to 37.5°C) was provided.
- Several intra-arrest and post-cardiac arrest clinical variables were examined for prognostic significance. No single variable was identified to be sufficiently reliable to predict outcomes. Therefore, caretakers should consider multiple factors in trying to predict outcomes during cardiac arrest and in the post-ROSC setting.
- After ROSC, fluids and vasoactive infusions should be used to maintain a systolic blood pressure above the fifth percentile for age.
- After ROSC, normoxemia should be targeted. When the necessary equipment is available, oxygen administration should be weaned to target an oxyhemoglobin saturation of 94% to 99%. Hypoxemia should be strictly avoided. Ideally, oxygen should be titrated to a value appropriate to the specific patient condition. Likewise, after ROSC, the child's Paco<sub>2</sub> should be targeted to a level appropriate to each patient's condition. Exposure to severe hypercapnia or hypocapnia should be avoided.

## 5 NEONATAL RESUSCITATION

- The order of the 3 assessment questions has changed to (1) Term gestation? (2) Good tone? and (3) Breathing or crying?
- The Golden Minute (60-second) mark for completing the initial steps, reevaluating, and beginning ventilation (if required) is retained to emphasize the importance of avoiding unnecessary delay in initiation of ventilation, the most important step for successful resuscitation of the newly born who has not responded to the initial steps.
- There is a new recommendation that delayed cord clamping for longer than 30 seconds is reasonable for both term and preterm infants who do not require resuscitation at birth, but there is insufficient evidence to recommend an approach to cord clamping for infants who require resuscitation at birth, and a suggestion against the routine use of cord milking (outside of a research setting) for infants born at less than 29 weeks of gestation, until more is known of benefits and complications.
- Temperature should be recorded as a predictor of outcomes and as a quality indicator.
- Temperature of newly born nonasphyxiated infants should be maintained between 36.5°C and 37.5°C after birth through admission and stabilization.
- A variety of strategies (radiant warmers, plastic wrap with a cap, thermal mattress, warmed humidified gases, and increased room temperature plus cap plus thermal mattress) may be reasonable to prevent hypothermia in preterm infants. Hyperthermia (temperature greater than 38°C) should be avoided because it introduces potential associated risks.
- In resource-limited settings, simple measures to prevent hypothermia in the first hours of life (use of plastic wraps, skin-to-skin contact, and even placing the infant after drying in a clean food-grade plastic bag up to the neck) may reduce mortality.
- If an infant is born through meconium-stained amniotic fluid and presents with poor muscle tone and inadequate breathing efforts, the infant should be placed under a radiant warmer and PPV should be initiated if needed. Routine intubation for tracheal suction is no longer suggested because there is insufficient evidence to continue this recommendation. Appropriate intervention to support ventilation and oxygenation should be initiated as indicated for each individual infant. This may include intubation and suction if the airway is obstructed.

# 2015 CANADIAN RESUSCITATION & FIRST AID GUIDELINES

- Assessment of heart rate remains critical during the first minute of resuscitation and the use of a 3-lead ECG may be reasonable, because providers may not assess heart rate accurately by auscultation or palpation, and pulse oximetry may underestimate heart rate. Use of the ECG does not replace the need for pulse oximetry to evaluate the newborn's oxygenation.
- Resuscitation of preterm newborns of less than 35 weeks of gestation should be initiated with low oxygen (21% to 30%) and the oxygen titrated to achieve preductal oxygen saturation approximating the range achieved in healthy term infants.

## 6 EDUCATION

- Use of a CPR feedback device is recommended to assist in learning the psychomotor skill of CPR. Devices that provide corrective feedback on performance are preferred over devices that provide only prompts (such as a metronome).
- The use of high-fidelity manikins is encouraged for programs that have the infrastructure, trained personnel, and resources to maintain the program. Standard manikins continue to be an appropriate choice for organizations that do not have this capacity.
- BLS skills seem to be learned as easily through self-instruction (video or computer based) with hands-on practice as through traditional instructor-led courses.
- Although prior CPR training is not essential for potential rescuers to initiate CPR, training helps people to learn the skills and develop the confidence to provide CPR when encountering a cardiac arrest victim.
- To minimize the time to defibrillation for cardiac arrest victims, the deployment of an AED should not be limited to trained individuals (although training is still recommended).
- A combination of self-instruction and instructor-led courses with hands-on training can be considered as an alternative to traditional instructor-led courses for lay providers.

- Precourse preparation that includes review of appropriate content information, online/precourse testing, and/or practice of pertinent technical skills may optimize learning from adult and pediatric advanced life support courses.
- Given the importance of team dynamics in resuscitation, training with a focus on leadership and teamwork principles should be incorporated into advanced life support courses.
- Communities may consider training bystanders in compression only CPR for adult OHCA as an alternative to training in conventional CPR.
- Two-year retraining cycles are not optimal<sup>\*\*\*</sup>. More frequent training of basic and advanced life support skills may be helpful for providers who are likely to encounter a cardiac arrest.

<sup>\*\*\*</sup> Heart and Stroke Foundation BLS Certifications are registered for a 1-year period

## 7 FIRST AID

- The use of stroke assessment systems can assist first aid providers with identifying signs and symptoms of stroke.
- While glucose tablets are preferred for care of mild hypoglycemia, they may not be readily available. In these cases, other forms of sugar found in common dietary products have been found to be acceptable alternatives to glucose tablets for diabetics with mild symptomatic hypoglycemia who are conscious and are able to swallow and to follow commands.
- It is acceptable for a first aid provider to leave an open chest wound open and uncovered. If a dressing and direct pressure are needed to control bleeding, care should be taken to ensure the dressing does not inadvertently convert to an occlusive dressing.
- There are no single-stage concussion assessment systems to aid first aid providers in the recognition of concussion.

# 2015

## CANADIAN RESUSCITATION

&

### FIRST AID GUIDELINES

- When reimplantation of an avulsed tooth will be delayed, temporary storage of the tooth in an appropriate solution may help prolong viability of the tooth.
- First aid education delivered through public health campaigns, focused topics, or courses resulting in certification can increase survival rates, can decrease severity of injury and time in the hospital, and can resolve symptoms of injured and ill persons.
- When caring for an unresponsive person who is breathing normally, and in the absence of major trauma such as to the spine or pelvis, placing the person into a lateral, side-lying position may improve airway mechanics. The modified High Arm in Endangered Spine (HAINES) recovery position is no longer recommended.
- There continues to be no indication for the routine administration of supplementary oxygen by first aid providers. For those first aid providers with specialized training in the use of supplementary oxygen, administration of oxygen can be beneficial for persons with decompression injury. Other situations when administration may be considered include suspected carbon monoxide poisoning and for lung cancer patients with dyspnea coupled with hypoxemia.
- The recommendations still state that while awaiting the arrival of EMS providers, the first aid provider may encourage a person with chest pain to chew aspirin if the signs and symptoms suggest that the person is having a heart attack and the person has no allergy or contraindication to aspirin, such as recent bleeding. However, the update of this recommendation notes that if a person has chest pain that does not suggest that the cause is cardiac in origin, or if the first aid provider is uncertain about the cause of the chest pain or uncomfortable with administration of aspirin, a first aid provider should not encourage the person to take the aspirin.
- Epinephrine is recommended for the life-threatening condition of anaphylaxis, and those at risk typically carry epinephrine auto-injectors, often as a 2-dose package. When symptoms of anaphylaxis do not resolve with an initial dose of epinephrine, and EMS arrival will exceed 5 to 10 minutes, a second dose of epinephrine may be considered.
- The primary method to control bleeding is through the application of firm, direct pressure. When direct pressure is not effective for severe or life-threatening bleeding, the use of a hemostatic dressing combined with direct pressure may be considered but requires training in proper application and indications for use.
- Use of cervical collars by first aid providers is not recommended. For injured persons who meet high-risk criteria for spinal injury, the ideal method for a first aid provider to help prevent movement of the spine requires further study but may include verbal prompts or manual stabilization while awaiting arrival of advanced care providers.
- Topics covered in the 2015 Guidelines Update that have no new recommendations since 2010 include the use of bronchodilators for asthma with shortness of breath, toxic eye injury, control of bleeding, use of tourniquets, treatment of suspected long bone fractures, cooling of thermal burns, burn dressings, and spinal motion restriction.



# THE ALBERTA ORDER OF EXCELLENCE

Info

October 1, 2015

Reeve Bill Neufeld  
Mackenzie County  
PO Box 640  
Fort Vermilion Alberta T0H 1N0

Dear Bill Neufeld,

**Re: New Chair and Council Member for the Alberta Order of Excellence**

*The Alberta Order of Excellence is the highest honour the Province of Alberta can bestow on a citizen. The 141 members encourage excellence through their outstanding contributions and achievements and bring honour and prestige not only to the Order, but to all Albertans.*

*The Alberta Order of Excellence Council is made up of volunteers representing the province geographically, with members from northern Alberta, southern Alberta, Edmonton, Calgary, and rural Alberta. AOE Council members consider nominations and make the decision on selection of individuals for induction to the Alberta Order of Excellence. Members are required to prepare for and participate in at least two meetings each year to consider nominations and select the annual recipients, and to promote and support the culture of the Alberta Order of Excellence throughout their term.*

*At the end of 2015 we will be losing two AOE Council members, Audrey Luft, Council member from Edmonton and myself, as Chair of the Council. To maintain regional representation on the Council, we are looking for one representative from Edmonton and the Chair position, which can be from anywhere in Alberta.*

**The closing date for application to be a member of Council is October 19, 2015. Both opportunities are posted on the Government of Alberta website ([job.slaberta.ca](http://job.slaberta.ca)). The competition number of the Chair is Job ID 1032081 and for the Council member in Edmonton the competition number is Job ID 1032078.**

**If you feel that you would be an asset to the Alberta Order of Excellence Council or know someone who would be interested, please visit [jobs.alberta.ca](http://jobs.alberta.ca) for more information and to apply directly on-line. You may also fax a resume to Executive Search, Alberta Corporate Human Resources, 780-422-0468. Contact number is 780-408-8460.**

*Thank you for your interest in the Alberta Order of Excellence. If you have any questions about the process please call me at 780-412-6644.*

Sincerely,

J. Angus Watt  
Chair

RECEIVED  
OCT 9 2015

MACKENZIE COUNTY  
FORT VERMILION OFFICE

# Mackenzie Regional Waste Management Commission

Box 235, High Level, AB, T0H 1Z0  
Phone No. (780) 926-2958 Fax No. (780) 841-0152

October 22, 2015

Joulia Whittleton  
Chief Administrative Officer  
Mackenzie County  
PO Box 640  
Fort Vermilion, Alberta  
T0H 1N0

## Re: Tri-Council Meeting Motion

Dear Ms. Whittleton

At the previous Tri Council meeting the following motion was made:

That the Tri-Council request the Mackenzie Regional Waste Management Commission to review their Terms of Reference and Bylaws regarding voting procedures for increased level of service and capital expenditures and bring it back to Tri-Council.

CARRIED BY CONSENSUS

The Commission did as requested and reviewed the Terms of Reference and Bylaws regarding voting procedures at the October 17, 2015 meeting. The Commission also discussed this motion with Municipal affairs. I have attached their response.

Following this discussion and considering the Municipal Affairs response, at this time the Commission voted to leave the voting model at status quo.

Bruce Underhay  
Manager



**Manager**

**From:** Kie Shiroma [Kie.Shiroma@gov.ab.ca]  
**Sent:** October 22, 2015 11:59 AM  
**To:** Manager  
**Subject:** Mackenzie Regional Waste Management Commission (3101)

Hi Bruce,

Please see the answers to your questions below:

Any member of the commission may ask the commission's board to do something whether through a request from municipality to commission or through the member's representative to the commission board. It is up to the commission's board as to how they respond (accept, reject or other).

For the situation with the MRWMC, the commission may implement an alternate voting model or threshold beyond the simple-majority (50 per cent plus 1 vote) through a procedural bylaw or board governance bylaw. Through a procedural/board governance bylaw, the alternate voting model may be applied to specific resolutions/decisions or all resolutions/decisions before the board. Caution should be exercised if the alternate voting model is set too high as this may lead to stalemates at the board and disputes between members. The commission is strongly encouraged to seek their own legal counsel with this matter and with the development of such bylaw.

Regarding the service levels and capital expenditures, I should point out that Section 602.06(2) of the *Municipal Government Act (MGA)* applies to some of these duties and functions of the commission board. The board should not delegate (intentionally or inadvertently) the power or duty to pass bylaws, the power to authorize a borrowing, and the power to adopt budgets. The autonomy of a commission and its board must be respected in relation to its voting model (governance/administration bylaw) and capital expenditures (budget and/or borrowing). It's one thing for the commission board to consult with their members, it's another for the commission board to pass decisions off to the member municipal councils for their approval.

Since a regional services commission is its own legal entity, commission directors must act in the best interests of the commission as a whole when they are making decisions for the commission (ie. they must separate their duties as a commission director from their duties as a municipal councillor).

If you have any other questions, please do not hesitate to contact me.

Thanks,  
Kie

Kie Shiroma  
Municipal Sustainability Analyst  
Tel: 780-638-9411  
[kie.shiroma@gov.ab.ca](mailto:kie.shiroma@gov.ab.ca)

17<sup>th</sup> Floor, Commerce Place  
10155 102 Street NW  
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Canada



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October 21, 2015

Reeve Bill Neufeld  
Mackenzie County  
Box 640  
Fort Vermillion AB T0H 1N0

Dear Reeve Neufeld and Council:

Thank you for meeting with us on September 24, 2015 at the Alberta Urban Municipalities Association Conference and bringing forward your concerns affecting Mackenzie County. Following is an item that we committed to look into and respond back to.

The proposed wetland to be developed as part of the floodway is required for wetland replacement. This is compensation for wetland value that has been permanently lost due to human activity on the landscape. Replacement activities under the Wetland Policy would include both restorative and non-restorative measures. Restorative measures may include wetland restoration, creation or enhancement. For more information on Alberta's Wetland Policy, please visit our website at [www.aep.alberta.ca](http://www.aep.alberta.ca) and look under the Water tab. For questions on the policy, please contact Okey Obiajulu, Approvals Manager in Grande Prairie, at 780-833-4375 and by e-mail at [Okey.Obiajulu@gov.ab.ca](mailto:Okey.Obiajulu@gov.ab.ca).

Thank you again for allowing us the opportunity to hear your concerns and ensure your voice for the Mackenzie County residents is heard.

Sincerely,



Darcy Beach  
Regional Executive Director

cc: Okey Obiajulu

**Mackenzie County Library Board (MCLB)  
August 18<sup>th</sup>, 2015 Board Meeting Minutes  
Fort Vermilion County Office  
Fort Vermilion, Alberta**

**Present:** Lisa Wardley, Wally Schroeder, La Dawn Dachuk, John Driedger, Lorna Joch  
Lorraine Peters, Irene van der Kloet, Beth Kappelar, Lucille Labrecque

**1.0 Call to Order:** The meeting was called to order by Beth Kappelar at 7:03 p.m.

**2.0 Approval of Agenda:**

**MOTION #2015-05-01** John Driedger moved the approval of the agenda as revised **CARRIED**

**3.0 Approval of the Minutes:**

**MOTION #2015-05-02** Wally Schroeder moved the approval of the June 16/15 MCLB meeting minutes. **CARRIED**

**4.0 Review of Action Items:**

- The action items of the previous MCLB meeting were reviewed.

**5.0 Financial:**

**5.1 MCLB Financial Report as of August 18/2015.**

- Balance Brought Forward: \$ 40,437.03

- Total Revenues \$ 115,135.92

- Total Expenses \$ 108,684.92

- Ending Bank Balance \$ 46,888.03

**MOTION #2015-05-03** Lisa Wardley moved to accept the August 18/15 financial report as presented. **CARRIED**

**5.2 Fort Vermilion Library Society (FVLS) Audit**

- In April of 2015 the auditor was given the FVLS books to audit. She was not able to complete it due to a death in the family and being too busy. Lorraine Peters, who has been helping with the FVLS books, says the financial records are being kept current at this time.

**MOTION #2015-05-04** Lisa Wardley moved to forward the \$6,800.00 holdback to the FVLS. which was contingent on them getting their financial books in order. **CARRIED**

**5.3 Library Signs:**

- MCLB discussed having the same type of library signage for their three libraries.

- MCLB will pay for half the cost of the signs with the library societies paying for the other half from their budgets.

- The libraries will be identified as public libraries, not community libraries.

**MOTION: #2015-05-05** Lisa Wardley moved that MCLB purchase three library signs at a total cost of about \$5,000.00 each. **CARRIED**

**6.0 Library Reports:**

**6.1 La Crete:**

- No meeting to report on.

**6.2 Fort Vermilion:**

- No meeting to report on.

**6.3 Zama**

- They did not switch to summer hours this year for the fire fighters.

- 93 of Zama's 200 population are library members.

- 846 new items were cataloged to date in 2015.

- Their current bank balance is \$49K and they have \$43K invested.

- A new part time worker has been hired.

...2

**6.4 High Level:**

- They were not prepared for the scheduled author tour due to misunderstood communication.

**6.5 Mackenzie County Library Consortium (MCLC) Jan 1/15 to Aug 17/15:**

- Freegal music has had 363 patron downloads.
- 109 Freading e-books were downloaded.
- 49,227 items were signed out in the three libraries to August 1/15 this year.
- The MCLB web site has recorded 74 page likes.

**MOTION #2015-05-06** Lorraine Peters moved to accept the library reports.

**CARRIED**

**7.0 Old Business:**

**7.1 ATB Building:**

- The official transfer of the building to the County will occur on September 10/15 with a luncheon at 12:00 pm at the La Crete County office with an official transfer ceremony to follow at the old bank building.

**7.2 Author Tour (Dave Perrin):**

- He was very well received at the Ag Fair.
- Attendance at the four library sessions was low.
- The cost of the author tour to MCLB was \$3,000.00. The County Ag Society payed for some of the expenses.

**7.3 Library Bursaries:**

- The bursary will require a return for service commitment.

**MOTION #2015-05-07** Lorraine Peters moved the acceptance of the developed bursary application form. **CARRIED**

**8.0 New Business:**

**8.1 MCLB Appointments:**

- The terms of the MCLB appointees were discussed.

**8.2 MCLB 2016 Budget:**

**MOTION #2015-05-08** Lucille Labrecque moved that the libraries submit their 2016 budgets to MCLB by September 30/15. **CARRIED**

**9.0 Correspondence:**

9.1 None was received.

**10.0 In Camera:**

- Not required.

**11.0 Next Meeting Date and Location:** Fort Vermilion County Office October 14/15 at 7:00 p.m.

**12.0 Adjournment:**

**MOTION # 2015-05-09** La Dawn Dachuk moved the meeting adjourned at 9:40 p.m.

**CARRIED**

**These minutes were adopted this 14<sup>th</sup> day of October 2015.**

---

**Beth Kappelar, Chair**

# Fort Vermilion Recreation Board

Meeting Minutes

May 26th, 2015

Called to Order at 8:18pm

## Present

Tamie McLean, John Simpson, Ricky Paul, Ricky McLean, Lisa Wardley, Leah Lizotte, Ilene Lizotte, Jed Randle, Thomas Simpson, Kerri Meneen, Cheryl Lizotte, Kristin Wright.

### Skate Park Pad

Discussion:

Quotes were submitted by:

Polar Concrete Works \$26,460

KBR \$26,565

Moonlight Concrete \$26,099

- Delivery date of the skate park is July 13<sup>th</sup>.
- Can we ask contractors if they will accept a payment plan? Or resubmit quotes due to over budget of project?
- Submit a letter to Mackenzie County on behalf of the FVRB progress; this is where we were, where we are now, and what we plan on doing.

Action items:

Person responsible:

Deadline:

### Aboriginal Day | Canada Day

Discussion:

Possible activities for Aboriginal Day are: hand games tournament, concession, horse shoes, dance, crib tournament.

Possible activities for Canada Day are: Parade/Wagon Train, Fort Vermilion Support Services (FVSS) Children's Events, Ball Tournament, and Concession.

Tamie will attend a planning meeting with FVSS, May 27<sup>th</sup> to confirm activities and other organization involvement.

Action items:

Attend planning meeting with Fort Vermilion Support Services (FVSS).

Person responsible:

Tamie McLean

Deadline:

May 27, 2015

## Playground

Discussion:

There is a \$12,000 budget for playground equipment to be purchased by Mackenzie County for the playground at the Fort Vermilion Cultural Complex.

Action items:

Person responsible:

Deadline:

## Ball Hockey

Discussion:

Kristin mentioned that the RCMP Ball raised \$5000 (with Mackenzie County matching \$5000) to put towards FVSS funding. Three people will be hired to create programs for youth with the funds.

Kristin made a motion for free use of the arena for ball hockey in partnership with FVSS. Thomas seconds the motion. Motion Carried.

Action items:

Person responsible:

Deadline:

## Correspondence:

- Quotes submitted for Skate Park concrete pad;
- Budget Report January 01 – Current.

## Adjournment

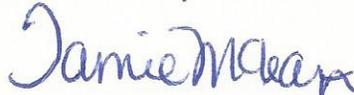
Meeting was adjourned at 9:42pm.

Next general meeting will be at 7:00pm on June 23, 2015, in Fort Vermilion at the Fort Vermilion Community Cultural Complex.

Minutes submitted by: Leah Lizotte



Approved by: Tamie McLean



# FORT VERMILION RECREATION BOARD – SPECIAL MEETING

## Meeting Minutes

June 5, 2015

### Opening

The regular meeting of the FORT VERMILION RECREATION BOARD – SPECIAL MEETING was called to order at 7:12PM on June 5, 2015 at Mackenzie County Office by Tamie McLean.

### Present

Eileen Lizotte, Leah Lizotte, Chris Savour, Ricky Paul, Tamie McLean, Kerri Meneen, Thomas Simpson, Kristen Wright, John Simpson, Lisa Wardley.

### Approval of Agenda

Kristen Wright approves the agenda items with an addition of the Canada 150 Grant, Eileen Lizotte Seconds, approval carried.

<b>Signing Authority</b>		
Discussion:		
Ricky Paul made a motion that signing authority would involve four Executive Board members; Tamie McLean, Kristen Wright, Kerri Meneen, and Leah Lizotte. Kristen Wright seconds that motion. Motion carried.		
Eileen Lizotte made a motion that a letter stating signing authority be prepared with meeting minutes as supporting documentation. Ricky Paul seconds the motion. Motion carried.		
Action items: A letter stating signing authority will be prepared and submitted to ATB Financial.	Person responsible: Leah Lizotte	Deadline: June 10, 2015

<b>Budget Review</b>		
Discussion:		
Budget report presented by former Treasurer John Simpson, see attachment. Recommendations made by Lisa Wardley; to separate grant dollars and fund raising dollars to easily prove that we are able to match dollar amounts by Mackenzie County.		
Thomas Simpson made a motion that the Fort Vermilion Recreation Board continues review of the current 2015 budget within the next two weeks. Kristen Wright seconds. Motion carried.		
Action items: Ask for an extension of the grant for the Skate Park;	Person responsible: Tamie McLean	Deadline: June 10, 2015

## County Funding

### Discussion:

Lisa Wardley requested information of matching \$12,000 funds from the FVRB budget

### Conclusions:

Lisa Wardley will recommend reinstating the Fort Vermilion Recreation Board's regular operating budget.

### Action items:

Letter stating the FVRB has the matching \$12,000;  
Meeting minutes will be prepared and emailed to Lisa Wardley.

### Person responsible:

Tamie McLean  
Leah Lizotte

### Deadline:

June 09, 2015  
June 09, 2015

## Canada 150 Grant

### Discussion:

Ron Pelinski and Chris Savourd presented the Cimco recommendations made in regards to the ice plant. In order to apply for the Canada 150 Grant a letter of support is needed from Mackenzie County. The grant will be prepared by a Mackenzie County staff member with assistance from the FVRB and Lisa Wardley.

A motion was made by Ricky Paul that the FVRB approve the Cimco recommendation for the replacement of the ice plant, approval of the FVRB to apply in conjunction with Mackenzie County for the Canada 150 grant including costs for owner responsibility costs. FVRB funding to come from fundraising and labour/donations in lieu of \$10,000. Thomas Simpson seconds the motion. Motion carried.

### Action items:

Canada 150 grant proposal.

### Person responsible:

Mackenzie County Staff  
Tamie McLean  
Lisa Wardley

### Deadline:

June 17, 2015

## Agenda for Next Meeting

- Annual Return stating new Board members and financials;
- Fundraising ideas.

## Adjournment

Meeting was adjourned at 9:05pm by Tamie McLean. The next general meeting will be at 7:00pm on June 23, 2015, in Fort Vermilion at the Fort Vermilion Community Cultural Complex.

Minutes submitted by: Leah Lizotte



Approved by: Tamie McLean



# Fort Vermilion Recreation Board

## Meeting Minutes

June 23rd, 2015

### Call to Order:

The regular meeting of the Fort Vermilion Recreation Board was called to order at 7:06PM on June 23rd, 2015 held at the Fort Vermilion Community Complex.

### In attendance:

Eileen Lizotte, Leah Lizotte, Chris Savourd, Ricky Paul, Tamie McLean, Kerri Meneen, Thomas Simpson, Kristen Wright, Louise Smith, Cheryl Lizotte, Jed Randle.

### Additions to the Agenda:

- Eileen would like to add 'Recreation Coordinator' under new business.

### Approval of Agenda:

Kristen Wright approves the agenda items with an addition of the Recreation Coordinator, Kerri Meneen Seconds, approval carried.

### Acceptance of previous minutes:

- April 21<sup>st</sup>, 2015 – Eileen Lizotte accepts the minutes, Tamie McLean seconds, approval carried;
- May 26<sup>th</sup>, 2015 – Kristin Wright accepts the minutes, Thomas Simpson seconds, approval carried;
- June 5<sup>th</sup>, 2015 – Kristin Wright accepts the minutes, Tamie McLean seconds, approval carried.

### No guests.

### Financial Statements:

#### Discussion:

Balance Sheets @ June 17<sup>th</sup>, May 13<sup>th</sup>, 2015

Income & Expense @ Jan 01 – May 31, 2015

Bank Statement – overdraft charges due to incorrect actions by ATB staff. Tamie will take statement to the bank for an explanation.

- Tabled until sorted with ATB Financial.

#### Action items:

Tamie will take the bank statement to ATB Financial for an explanation.

#### Person responsible:

Tamie McLean

#### Deadline:

Sept 01, 2015

## Old Business:

### a. Skate Park:

- The skate park will be delivered July 13<sup>th</sup>.
- The County will contribute \$10,000; FVRB needs \$16,000 to cover the cost of the skate park pad. Fundraising will need to be done to help cover the cost.
- The project will be offered to KBR Concrete; Jed will contact Justin for the start date and let Tamie know, so she can let Buddy know when to start prepping the site.

*Eileen makes a motion to ahead with the skate park and offer the contract to KBR Concrete, Kristin seconds, motion carried.*

#### Action items:

- Contact Justin for start date to let Buddy know when to start prepping the site.

#### Person responsible:

Jed/Tamie

#### Deadline:

June 26<sup>th</sup>, 2015

### b. Canada Day:

- Kristin Wright discussed details of events/activities planned for Canada Day:  
Pancake Breakfast (Board of Trade);  
Parade: Prizes for the parade will be ribbons (from Mondo). Verda Lambert, Jed Randle, and Monica Smith will judge the parade entries.  
Activities: dunk tank, 2 man volleyball, horse shoe tourney, FVSS Children Activities, Crib tournament.  
Round Dance sponsored by Beaver First Nation.
- Eileen Lizotte stated there is an interest from the community to have Rodeo events in addition to the events already planned. She also said she would help coordinate the event, have a concession, have the fire truck available, ambulance and prizes can be donated. Event can be held from 3-8pm. Eileen will also arrange the volunteers.
- Odell Flett submitted a letter to host the rodeo events on behalf of the Family Literacy organization. Tamie mentioned to Odell that she would need to provide her own insurance for the event; Odell then declined.

*Thomas makes a motion that Eileen will coordinate the 'Sports Day' at the rodeo grounds on Canada Day, along with a concession. Kerri seconds, motion carried.*

#### Action items:

- Eileen will call Julia W. at the County Office to confirm/notify use of rodeo grounds on Canada Day.

#### Person responsible:

Eileen Lizotte

#### Deadline:

June 26<sup>th</sup>, 2015

### c. Canada 150 Grant

- The proposal was submitted June 16<sup>th</sup>, 2015; a reply was emailed back to notify that it was received.
- If the proposal is approved we will need to raise \$10,000 to match funding.

### d. Playground Equipment:

- The items we previously selected were over budget so new items will need to be selected.
- New items will be selected once the meeting is adjourned.

**e. Wheelchair Access:**

- Martin Braat created the floor plan; Chris will get that from him;
- Jed and Thomas have volunteered to assist with project;
- Tabled until we receive the plans.

**New Business:**

**A. Fundraising Idea's:**

- Halloween Dance October 31, 2015;
- River Daze Dance;
- Community Yard Sale/Farmer's Market/Flea Market in September (every Saturday);
- County Fair August 07<sup>th</sup>;
- Sports Day.

*Ilene makes a motion to have a River Daze Dance August 14<sup>th</sup>. We will look into hiring a band who will partner on hosting. The band will collect door admission while the FVRB will sell the liquor. Karri seconds the motion. Motion carried.*

**B. Budget Review:**

- \$30,000 – Mackenzie Housing Skate Shack;
- \$12,000 – Playground Equipment;
- \$15,000 – Security Camera's; Chris has quotes although we already have eight camera's, Chris will talk with those who submitted a quote to have a look at our equipment to see if it's usable.
- Chris will get a quote to replace fans that we already have, we need a quote to install fans (ventilation);
- Ball Diamonds; should we go with two ball diamonds or one? – Install lights – if we can apply for the grant the County will match the funds.

*Ilene makes a motion to upgrade the two existing ball diamonds and apply for a grant to do so. Thomas seconds the motion. Motion carried.*

**C. Rupertsland Institute (RLI) Metis Youth Grant:**

- Review of the RLI summer placement program/information for employers.

*Kristin makes the motion to submit the application to hire a summer youth worker. Jed seconds the motion. Motion carried.*

Tamie and Leah will complete the application before the June 30<sup>th</sup> deadline and submit.

**D. Annual Return:**

- Tamie will look into documents needed to submit.

**E. Mudbog Event:** Insurance will be needed if event organizers are planning event on their own. The FVRB will also provide a letter of stipulations of hosting the event. **Kristin will prepare the letter.**

**F. Recreation Coordinator:** applying for funds to hire a recreation coordinator. This item is tabled. Will speak with Lisa W. on applying for funds. **Tamie will seek more information.**

**G. Pond Hockey:**

- Fort Vermilion Pond Hockey should pay up arrears with the Alberta Minor Hockey Association as well as the Fort Vermilion Recreation Board.
- Send invoices to parents who have not paid 2014-2015 fees.
- Apply for grants to assist in starting up.
- Host ball hockey tournaments to help fundraise.
- Seek volunteers.
- Fees will need to be paid to the FVRB prior to new 2015-2016 season.
- Equipment can be applied for with The Brick's Sport Central organization.
- Disassemble current board.
- Tabled until next meeting.

**Managers Report**

Presented by Chris Savourd.

**Financials**

- Ask Kerri what accounting program she'd like to use.

*Kristin makes the motion to switch from the current accounting program to Simply Accounting and move all books and financials to the arena. Tamie seconds the motion. Motion carried.*

**Correspondence:**

- Email submitted by Odell Flett regarding Canada Day event.

**Adjournment**

Meeting was adjourned at 9:22pm. The next general meeting will be at 7:00pm on September 22, 2015, in Fort Vermilion at the Fort Vermilion Community Cultural Complex.

Minutes submitted by: Leah Lizotte 

Approved by: Tamie McLean 

# Fort Vermilion Recreation Board

## Special Meeting Minutes - July 30, 2015

1. Call to Order @ 7:00pm
2. In attendance: Tamie, Leah, Ilene, Ricky.P, Thomas, Cheryl, Duane Lambert (Guest)
3. Correspondence – Bylaws:
  - Response from the FVRB Bylaw Application. Changes are required for approval.
  - **Thomas makes a motion to review bylaws and make amendments as suggested by Corporate Registries. Ricky seconds the motion. Motion carried.**
4. Skate Pad:
  - There are safety concerns with the concrete pad as well as the equipment itself. There is cracking in the pad. Two more pieces of equipment need to be added. Pictures need to be taken of these deficiencies, which Thomas will take.
  - **Thomas makes a motion to create a portfolio to present to the contractor the deficiencies of the skate park concrete and request warranty and price reduction along with a signed agreement. Ricky seconds the motion. Motion carried.**
  - **Cheryl makes a motion that we contact the Canadian Ramp Company inquiring about the deficiencies and unfinished equipment. Ilene seconds the motion. Motion carried.**
5. Mud Bog Event – September 12<sup>th</sup>, 2015:
  - Guest, Duane Lambert, Event Organizer.
  - Insurance Requirements: a list of stipulations will be provided. Tamie will email insurance requirements to [duanelambert@hotmail.com](mailto:duanelambert@hotmail.com)
  - Waivers are available to participants
  - Put in writing that ground must be repaired after the event
  - FVRB will do the concession
  - Should there be a dance? The Hall is booked. Outdoor dance?
  - Ricky will call Ron to move the bleachers to the rodeo grounds
  - Beer Gardens – Ricky/Ricky
  - Concession – Thomas
  - Will need to submit documents to AGLC for beer gardens
6. Tamarackin:
  - A letter was submitted by Tamarackin' Band requesting to use the community hall at no cost in order to fund their CD expenses in October 2015.
  - Reply in written form noting that we would like to work together for future events.
  - **Thomas makes a motion to allow Tamarackin' use of the community hall for their event. They will be required to pay a damage deposit. Ilene seconds the motion. Motion carried.**
7. Adjournment @ 8:00pm





**Mackenzie Regional Waste Management Commission**

**Regular Meeting  
Olivier Room  
10:00 a.m.  
August 8, 2015**

**MINUTES**

In Attendance	Peter Braun	Mackenzie County
	Josh Knelsen	Mackenzie County
	Wally Olorenshaw	Town of Rainbow Lake
	Michelle Farris	Town of Rainbow Lake
	Scott Chandler	Town of High Level ( phoned in )
	Stephanie Milton	Town of High Level
	Ron Pelensky	Mackenzie County
Staff:	Bruce Underhay	Manager

1. **CALL TO ORDER** Chairman Scott Chandler called the meeting to order at 10:03a.m.

**2. ADDITIONS TO OR DELETIONS FROM THE AGENDA**

12.3 High Level Contract

**3. ADOPTION OF AGENDA**

**Resolution #68-15**

Moved by Peter Braun  
THAT the Agenda be adopted as presented  
CARRIED

**4. Delegations**

**4.1 Ron Pelensky,  
Mackenzie County**

Mr. Pelensky provided a handout and gave a presentation on the operations of the Mackenzie County waste transfer stations

**5. Reports**

**5.1 Manager's Report**                      Manager Bruce Underhay updated the Board on the current happenings.

**Resolution #69-15**

Moved by Josh Knelsen  
THAT the Manager's report be accepted for information  
CARRIED

**5.2 Financial Report**

**Resolution # 70-15**

Moved by Peter Braun  
THAT the Financial Report be accepted for information  
CARRIED

**6. ADOPTION OF MINUTES**

**6.1 Minutes of May 23, 2015**

**Resolution #71-15**

Moved by Michelle Farris

**6.2 Minutes of June 26, 2015**

THAT the minutes of the May 23, 2015 and June 26, 2015 Mackenzie Regional Waste Management Commission Regular Meeting be adopted as presented.  
CARRIED

**7. BUSINESS ARISING FROM THE MINUTES**

**7.1 Commission Insurance**

**Resolution #72-15**

Moved by Peter Braun  
THAT the Manager's report be accepted for information  
CARRIED

**7.2 Tall Cree Membership**

Tabled to the next meeting

**7.3 Leachate Hauling RFP**

**Resolution #73-15**

Moved by Peter Braun  
THAT the Leachate Hauling Contract be awarded to Lewsaw Oilfield Services  
CARRIED

**7.4 KBL Proposal**

**Resolution #74-15**

Moved by Peter Braun  
THAT the Commission enter into a 50/50 partnership with KBL on a 5 year contract and an option for an additional 5 years. To discuss with Accountant options for financing.  
CARRIED

**8. NEW BUSINESS**

**8.1 Commission Website**

**Resolution #75-15**

Moved by Peter Braun  
THAT the Manager's report be accepted for information and meeting minutes be circulated to member CAO following approval.  
CARRIED

**9. CORRESPONDENCE**

**10. NOTICE OF MOTION**

**11. Next Meeting**                      September 12, 2015

**12. IN-CAMERA ITEMS**

**12.1 Personnel Matter's**

**Resolution #76-15**

Moved by Michelle Farris

**12.2 Finance Matter**

THAT the meeting goes in camera at 11:48a.m.

CARRIED

**12.3 High Level**

**Resolution #77-15**

Moved by Stephanie Milton

THAT the meeting comes out of camera at 1:01 p.m.

CARRIED

**Resolution #78-15**

Moved by Josh Knelsen

That the report was received for information

CARRIED

**13. ADJOURNMENT**

**Resolution #79-15**

Moved by Michelle Farris

THAT the meeting be adjourned at 1:08p.m.

CARRIED

\_\_\_\_\_, Chairman



**Mackenzie Regional Waste Management Commission**

**Regular Meeting  
Olivier Room  
10:00 a.m.  
September 12, 2015**

**MINUTES**

In Attendance	Peter Braun Josh Knelsen Wally Olorenshaw Michelle Farris Scott Chandler Stephanie Milton	Mackenzie County Mackenzie County Town of Rainbow Lake Town of Rainbow Lake Town of High Level ( phoned in ) Town of High Level
Staff:	Bruce Underhay	Manager

1. CALL TO ORDER Vice Chairman Peter Braun called the meeting to order at 10:05a.m.

**2. ADDITIONS TO OR DELETIONS FROM THE AGENDA**

12.3 Tri Council Meeting

**3. ADOPTION OF AGENDA** **Resolution #80-15**  
Moved by Josh Knelsen  
THAT the Agenda be adopted as presented  
CARRIED

**4. Delegations**

**5. Reports**

Chairman Scott Chandler joined the meeting at 10:20 am

**5.1 Manager's Report**

Manager Bruce Underhay updated the Board on the current happenings.

**Resolution #81-15**

Moved by Stephanie Milton  
THAT the Manager's report be accepted for information  
CARRIED

**5.2 Financial Report**

**Resolution # 83-15**

Moved by Michelle Farris  
THAT the Financial Report be accepted for information  
CARRIED

**6. ADOPTION OF MINUTES**

**6.1 Minutes of August 8, 2015**

**Resolution #84-15**

Moved by Josh Knelsen  
THAT the minutes of the August 8, 2015 Mackenzie Regional Waste Management Commission Regular Meeting be adopted as presented.  
CARRIED

Meeting recessed at 10:58am  
Meeting reconvened at 11:09am

**7. BUSINESS ARISING FROM THE MINUTES**

**7.1 Stormwater Management Plan**

**Resolution #85-15**

Moved by Wally Olorenshaw  
THAT the Manager's report be accepted for information  
CARRIED

**7.2 Class III Cell**

**Resolution #86-15**

Moved by Josh Knelsen  
THAT the Manager's report be accepted for information  
CARRIED

**7.3 STF Treatment Pad**

**Resolution #87-15**

Moved by Peter Braun  
THAT the Manager's report be accepted for information  
CARRIED

**7.4 KBL Contract**

**Resolution #88-15**

Moved by Stephanie Milton  
THAT the Manager's report be accepted for information  
CARRIED

**8. NEW BUSINESS**

**8.1 White Goods/Scrap Metal**

**Resolution #89-15**

Moved by Peter Braun  
THAT the Manager's report be accepted for information  
CARRIED

**9. CORRESPONDENCE**

**10. NOTICE OF MOTION**

**11. Next Meeting**

October 17, 2015  
Wally Olorenshaw cannot attend but will phone in

**12. IN-CAMERA ITEMS**

**12.1 Personnel Matter's**

**Resolution #90-15**

Moved by Michelle Farris

**12.2 Finance Matter**

THAT the meeting goes in camera at 11:39a.m.

CARRIED

**12.3 Tri Council Meeting**

**Resolution #91-15**

Moved by Michelle Farris

THAT the meeting comes out of camera at 12:10pm p.m.

CARRIED

**Resolution #92-15**

Moved by Josh Knelsen

That the Manager contact Municipal Affairs for clarification on Councilor Wardley's motion from Tri Council meeting

CARRIED

**13. ADJOURNMENT**

**Resolution #93-15**

Moved by Peter Braun

THAT the meeting be adjourned at 12:20sp.m.

CARRIED

\_\_\_\_\_, Chairman