

**LAC LA BICHE COUNTY
REGULAR COUNCIL MEETING
AGENDA**

March 9, 2021

10:00 a.m.

Pages

1. CALL TO ORDER

To view a livestream of this meeting, please visit the Lac La Biche County website and select the Meeting Date under Council Meeting Agendas.

2. ADOPTION OF AGENDA

3. ADOPTION OF MINUTES

3.1. Regular Council Meeting-March 2, 2021

4

4. UNFINISHED BUSINESS

5. URGENT MATTERS

6. DELEGATIONS, PUBLIC HEARINGS, PUBLIC INPUT SESSION

6.1. 12:15 p.m.-Public Input Session

To pre-register for the Public Input Session, please email legservices@laclabichedcounty.com; registered participants will be provided with the pertinent ZOOM information for electronic participation.

7. NEW BUSINESS

7.1. Councillor Reports

13

Presented by: Each Member of Council

7.2. Council Correspondence-March

17

Presented by: Ms. Mackenzie Girard, CAO Executive Assistant

7.3. Residential Milestone and Achievement Recognition Policy

22

Presented by: Ms. Mackenzie Girard, CAO Executive Assistant

7.4.	Employee Transitional Housing Policy Updates	28
	Presented by: Ms. Mackenzie Girard, CAO Executive Assistant and Mr. Kashif Ijaz, Director of Human Resources	
7.5.	Letter of Support-Lakeland Agricultural Research Association	38
	Presented by: Ms. Mackenzie Girard, CAO Executive Assistant	
7.6.	2021 Natural Gas Quality Management Plan	41
	Presented by: Mr. Jon Skjersven, Manager, Utilities	
7.7.	Bridge File 77865 Tender, TR-32-2021-03	48
	Presented by: Mr. Brian Shapka, Associate CAO-Infrastructure Services Division	
7.8.	Future Development	51
	Presented by: Ms. Jana Rowe, Economic Development Officer	
7.9.	Fork Lake Boat Launches & Beach Access	55
	Presented by: Mr. Darrell Lessmeister, Associate CAO-Recreation and Community Services Division and Mr. Gary Harman, Manager, Parks and Facilities	
7.10.	Enforcement of COVID-19 Chief Medical Officer of Health (CMOH) Orders	66
	Presented by: Mr. Chris Clark, Manager, Enforcement Services	
8.	CLOSED SESSION	
8.1.	Encroachment Agreement – Lot R1, Block 1, Plan 7720980 (s.17-Disclosure harmful to personal privacy-FOIP)	
8.2.	Committee Member Selection Policy-Eligibility Waiver (s.17-Disclosure harmful to personal privacy-FOIP)	
8.3.	Legal Proceedings and County Obligations (s.27-Privileged Information-FOIP)	
8.4.	Code of Conduct (s.27-Privileged Information-FOIP)	
9.	BUSINESS ARISING OUT OF CLOSED SESSION	
10.	NOTICES OF MOTION	

11. ADJOURNMENT

LAC LA BICHE COUNTY REGULAR COUNCIL MEETING

March 2, 2021 10:00 a.m.

Minutes of the Lac La Biche County Regular Council Meeting held March 2, 2021 at 10:00 a.m.

In accordance with the Meeting Procedures (COVID-19 Suppression) Regulation, Lac La Biche County Council held this meeting electronically.

CALL TO ORDER Mayor Moghrabi called the meeting to order at 10:04 a.m.

PRESENT

Omer Moghrabi	Mayor
Colin Cote	Councillor
Colette Borgun	Councillor
Darlene Beniuk	Councillor/Deputy Mayor
Jason Stedman	Councillor (<i>arrived at 10:35 a.m.</i>)
Charlyn Moore	Councillor
Sterling Johnson	Councillor (<i>Participated remotely</i>)
Lorin Tkachuk	Councillor (<i>Participated remotely</i>)
George L'Heureux	Councillor

**STAFF IN
ATTENDANCE**

Ken Van Buul	Chief Administrative Officer
Dan Small	Associate Chief Administrative Officer, Finance & Planning (<i>In part-Participated remotely</i>)
Melanie McConnell	Associate Chief Administrative Officer, Corporate Services (<i>participated remotely</i>)
Darrell Lessmeister	Associate Chief Administrative Officer, Recreation & Community Services (<i>In part – participated remotely</i>)
Brian Shapka	Associate Chief Administrative Officer, Infrastructure Services Division (<i>In part- participated remotely</i>)
Mackenzie Girard	CAO Executive Assistant (<i>participated remotely</i>)
Heather Reid	Legislative Services Coordinator

ADOPTION OF AGENDA

21.145

MOVED

To adopt the March 2, 2021 Regular Council Meeting Agenda as amended:

Additions:

- 8.2 Closed Session Landfill Buffer Zone Discussion (s.27 FOIP)

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES

3.1 February 23, 2021 - Regular Council Meeting

21.146

MOVED

To adopt the February 23, 2021 Regular Council Meeting minutes as presented.

CARRIED UNANIMOUSLY

NEW BUSINESS

7.1 Councillor Reports

Councillor Johnson:

- Trails meeting with Athabasca County

Councillor Tkachuk:

- Rural Business Support Virtual Breakfast meeting
- Municipal Planning Commission meeting
- Alberta HUB meeting
- Elected Officials Education Program - Regional Partnerships Course
- Rural Municipalities of Alberta 2021 Budget Virtual meeting
- Alberta Urban Municipalities Association 2021 Budget Virtual meeting
- Alberta Counsel Provincial Budget Analysis
- Lac La Biche Golf Club Society meeting

Councillor Cote:

- Rural Business Support Virtual Breakfast meeting
- Rural Municipalities of Alberta 2021 Budget Virtual meeting
- Alberta Urban Municipalities Association 2021 Budget Virtual meeting
- Alberta Counsel Provincial Budget Analysis
- Elected Officials Education Program - Regional Partnerships Course

Deputy Mayor Beniuk:

- Lac La Biche County - Tourism Operators Meeting
- Northern Lights Library System Board meeting
- Rural Municipalities of Alberta 2021 Budget Virtual meeting
- Alberta Urban Municipalities Association 2021 Budget Virtual meeting
- Alberta Counsel Provincial Budget Analysis

Councillor L'Heureux:

- Provided a written report distributed with the agenda package
- Lac La Biche Regional Health Foundation meeting

Councillor Moore:

- Rural Municipalities of Alberta 2021 Budget Virtual meeting
- Alberta Urban Municipalities Association 2021 Budget Virtual meeting
- Alberta Counsel Provincial Budget Analysis
- Resident meetings

Councillor Borgun:

- Rural Business Support Virtual Breakfast meeting
- Rural Municipalities of Alberta 2021 Budget Virtual meeting
- Alberta Urban Municipalities Association 2021 Budget Virtual meeting
- Alberta Counsel Provincial Budget Analysis
- Budget Town Hall with Premier Kenney
- Alberta Bilingual Municipalities Association meeting

Mayor

- Rural Business Support Virtual Breakfast meeting
- Rural Municipalities of Alberta 2021 Budget Virtual meeting
- Alberta Urban Municipalities Association 2021 Budget Virtual meeting
- Alberta Counsel Provincial Budget Analysis

21.147

MOVED

To accept the Councillor Reports item as information.

CARRIED UNANIMOUSLY

7.2 Canadian Municipal Network Crime Prevention Membership

Ms. Mackenzie Girard, CAO Executive Assistant, presented the Canadian Municipal Network Crime Prevention Membership and responded to questions.

21.148

MOVED

That Council direct Administration to apply for a renewed membership for the Canadian Municipal Network Crime Prevention in 2021 and that the budget be allocated out of accumulated surplus and further to direct Administration to include the membership in future proposed budgets.

CARRIED UNANIMOUSLY

7.3 Lieutenant Governor Award of Alberta Distinguished Art Awards - COVID Response

Ms. Jana Rowe, Economic Development Officer, presented the Lieutenant Governor Award of Alberta Distinguished Art Awards - COVID Response and responded to questions. Ms. Carrie Froehler with Portage College was also present for questions.

Councillor Stedman entered Chambers at 10:35 am.

21.149

MOVED

That the 2021 Lieutenant Governor of Alberta Distinguished Art Awards gala be postponed until 2022 and be done in conjunction with the Emerging Artist celebration.

CARRIED UNANIMOUSLY

7.4 Recreation & Community Services Report February Update

Mr. Darrell Lessmeister, Associate Chief Administrative Officer, Recreation and Community Services Division, presented the Recreation & Community Services Report February Update and responded to questions.

Councillor L'Heureux exited and returned to Chambers at 10:40 a.m.

21.150

MOVED

To direct Administration to present the Golf Course Master Plan to Council and further to invite the Golf Course Society Board to appear as a delegation after Council has reviewed the plan.

In Favour (7): Councillor Borgun, Councillor Moore, Councillor Cote, Deputy Mayor Beniuk, Councillor L'Heureux, Councillor Stedman, and Councillor Johnson

Opposed (2): Mayor Moghrabi, and Councillor Tkachuk

CARRIED

21.151 MOVED
To accept the Recreation and Community Enhancement
February Report as information.

CARRIED UNANIMOUSLY

RECESS Mayor Moghrabi called a recess at 11:22 a.m.

RECONVENE Mayor Moghrabi reconvened the meeting at 11:42 a.m. with all those
Members of Council previously listed in attendance.

NEW BUSINESS

7.5 Infrastructure Services Managers Report and Capital Projects Update

Mr. Brian Shapka, Associate Chief Administrative Officer, Infrastructure Services
Division presented the Infrastructure Services Managers Report and Capital Projects
Update

21.152 MOVED
To accept the Infrastructure Services Division Managers
Reports and Capital Projects Update as information.

CARRIED UNANIMOUSLY

7.6 Bridge File 72757 (Missawawi Creek) Contract Award

Mr. Shapka presented the Bridge File 72757 (Missawawi Creek) Contract Award and
responded to questions.

21.153 MOVED
That Council approves the contract award of the TR-32-
2021-01, Bridge File 72757 Bridge Replacement to
Formula Alberta Ltd. for \$769,918.00 plus applicable
taxes.

CARRIED UNANIMOUSLY

21.154 MOVED
That Council approves an increase of \$276,000 to the
Bridge File 72757 Bridge Replacement 2021 capital project
for a total approved budget of \$926,000 to be funded from
accumulated surplus.

CARRIED UNANIMOUSLY

7.7 Bridge File 79415 (Gold River) Contract Award

Mr. Shapka presented the Bridge File 79415 (Gold River) Contract Award and responded to questions.

Discussion continued on this item after recess.

PUBLIC INPUT SESSION

There was no present for the public input session.

RECESS Mayor Moghrabi called a recess at 12:20 p.m.

RECONVENE Mayor Moghrabi reconvened the meeting at 1:22 p.m. with all those Members of Council previously listed in attendance.

NEW BUSINESS

7.7 Bridge File 79415 (Gold River) Contract Award continued...

Mr. Shapka continued the presentation of the Bridge File 79415 (Gold River) Contract Award and responded to questions.

21.155 **MOVED**
That Council approves the contract award of the TR-32-2021-02, Bridge File 79415 Culvert Installation and Other Work to Kichton Contracting Ltd. for \$454,516.00 plus applicable taxes.

CARRIED UNANIMOUSLY

21.156 **MOVED**
To approve an increase of \$50,000 to the Bridge File 79415 Culvert Installation 2021 capital budget project for a total approved budget of \$585,000, to be funded from accumulated surplus.

CARRIED UNANIMOUSLY

7.8 Communications Assistance for Elected Officials in Advance of the Municipal Election

Ms. Melanie McConnell, Associate Chief Administrative Officer, Corporate Services Division and Jihad Moghrabi, Communications Manager, presented the Communications Assistance for Elected Officials in Advance of the Municipal Election and responded to questions.

21.157 MOVED
To direct Administration to bring forward to a future Council meeting a policy on Communications Assistance for Individual Elected Officials in Advance of a Municipal Election.

CARRIED UNANIMOUSLY

7.9 Confirmation of Elected Official Position Descriptions

Ms. McConnell presented the Confirmation of Elected Official Position Descriptions and responded to questions.

21.158 MOVED
That Council confirm the Elected Official Position Descriptions, inclusive of the time commitments, as presented.

CARRIED UNANIMOUSLY

7.10 Fishing Initiatives Discussion

Council held a discussion on fishing initiatives.

21.159 MOVED
That Lac La Biche County advocate with the Next Step Team for the opening of lakes for sustainable fishing

CARRIED UNANIMOUSLY

CLOSED SESSION

21.160 MOVED
To go into Closed Session at 2:07 p.m. for the following items and pertinent exceptions to the disclosure in Division 2 of Part 1 of the Freedom and Information and Protection of Privacy (FOIP) Act:
8.1 Code of Conduct (s.17 FOIP)
8.2 Landfill Buffer Zone Discussion (s.27 FOIP)

CARRIED UNANIMOUSLY

RECESS

Mayor Moghrabi called a recess at 2:08 p.m.

RECONVENE Mayor Moghrabi reconvened the meeting at 2:18 p.m. with all those Members of Council previously listed in attendance.

CLOSED SESSION

8.2 Landfill Buffer Zone Discussion (s.27 FOIP)

Members of Administration present for the purposes of presenting and recording: Ken Van Buul, Dan Small, Melanie McConnell, Darrell Lessmeister, Mackenzie Girard and Heather Reid.

Councillor Stedman exited at 2:29 p.m. and returned at 2:31 p.m.

Deputy Mayor Beniuk exited at 3:05 p.m. and returned at 3:08 p.m.

8.1 Code of Conduct (s.17 FOIP)

There were no members of Administration present.

Councillor L'Heureux exited at 3:33 p.m.

RETURN TO REGULAR MEETING

21.161 MOVED
To proceed with the meeting in Open Session at 4:00 p.m.

CARRIED UNANIMOUSLY

EXTENSION OF MEETING

21.162 MOVED
To extend the March 2, 2021 Regular Council Meeting until all items on the agenda are addressed.

CARRIED UNANIMOUSLY

CLOSED SESSION

21.163 MOVED
To go into Closed Session at 4:00 p.m. for the following items and pertinent exceptions to the disclosure in Division 2 of Part 1 of the Freedom and Information and Protection of Privacy (FOIP) Act:
8.1 Code of Conduct (s.17 FOIP)

CARRIED UNANIMOUSLY

8.1 Code of Conduct (s.17 FOIP)

There were no members of Administration present.

Councillor L'Heureux returned at 4:08 p.m.

RETURN TO REGULAR MEETING

21.164 MOVED
To proceed with the meeting in Open Session at 4:15 p.m.

CARRIED UNANIMOUSLY

BUSINESS ARISING OUT OF CLOSED SESSION

8.2 Landfill Buffer Discussion (s.27 FOIP)

21.165 MOVED
To proceed with Options A, B, and C as presented in
Closed Session.

CARRIED UNANIMOUSLY

8.1 Code of Conduct (s.17 FOIP)

21.166 MOVED
To proceed as directed by Council in Closed Session.

CARRIED UNANIMOUSLY

ADJOURNMENT

21.167 MOVED
To adjourn the Regular Council Meeting of March 2, 2021
at 4:21 p.m.

CARRIED UNANIMOUSLY

Omer Moghrabi, Mayor

Ken Van Buul
Chief Administrative Officer

Lac La Biche County

Report

to Council

SUBJECT: Councillor Reports

COUNCIL MEETING DATE: March 9, 2021

CONFIDENTIAL: No

Purpose:

The Meeting Procedures Bylaw states that the purpose of Members Reports is to provide each member with the opportunity to bring forward any matter of general interest to the Council or the County as a whole.

Proposed Motion:

That Council accepts the Councillor Reports item as information.

Options:

None

Recommendation:

That Council accepts the Councillor Reports item as information.

Background:

The Meeting Procedures Bylaw states that Members Reports will be included on the agenda (as directed by Council), and reports may be either in writing, or verbally, or a combination of both.

Each Regular Council Meeting includes Councillor Reports on the agenda as a standing item

Strategic Alignment:

None

Financial Implications: None

Costs:

Source of funding:

Relevant Legislation, Policy or Practices:

The Meeting Procedures Bylaw

Internal Impacts:

None

Communication:

None

Attachments:

Written Report from Councillor L'Heureux for February 23-28, 2021

Prepared By:

Legislative Services

Presented By:

Each Member of Council

Danielle Patenaude

From: Melanie McConnell
Sent: March 1, 2021 11:50 AM
To: Danielle Patenaude
Subject: FW: Councillor report Feb 23-28

Follow Up Flag: Follow up
Flag Status: Flagged

For the March 9 agenda, please.



Melanie McConnell
Associate CAO
Corporate Services Division
Phone: 780-623-6806
Mobile: 780-404-3813

From: George L'Heureux <george.lheureux@laclabichedcounty.com>
Sent: February 28, 2021 7:15 PM
To: Melanie McConnell <Melanie.McConnell@laclabichedcounty.com>
Cc: Ken Van Buul <ken.vanbuul@laclabichedcounty.com>
Subject: Councillor report Feb 23-28

Hi Melanie

Below is my councillor report for the above period.

Breakfast Meeting - community update

Health Foundation - I was elected chair of the board. Claire Richard elected vice chair. Thanks to Kal Polturak for all his time on the board.

EOEP Regional Partnership - internet was a major issue. Kept cutting in and out.

RMA and Alberta Council budget - investment in health, preparing for recovery, maintaining responsible spending. Decrease in advanced education capital from 449.8 million to 85.2 million in 2021. Capital maintenance increased from 118.5 to 151.4 in 2021-2022. Agriculture and Forestry - increase investment trade and enhanced business development. 36 million increase for rural programming, 30 million increase in primary ag., 245 million investment in irrigation, 37 million for results driven ag research. 70 job cuts for AAF. Education, property tax mill rates have increased from 2.55 - 2.56 and the non residential went up a penny also. MSI capital funding increased for 2021 from 963 million to 1.12 billion after that it will be reduced to 485 million. STIP funding will stay at 43 million for 2021-22 then be reduced to 25 million.

George
Sent from my iPad



Lac La Biche County
welcoming by nature.

George L'Heureux

Councillor, Ward 2

Mobile: 780-520-7850

Lac La Biche County

Report

to Council

SUBJECT: Council Correspondence – March

COUNCIL MEETING DATE: March 9, 2021

CONFIDENTIAL: This matter is not confidential.

Purpose: That Mayor and Council receive a report on the correspondence received.

Proposed Motion:

That Council accept the Council Correspondence Report as information.

Options:

- Mayor and Council may accept the report as information.
- Mayor and Council may provide alternate direction.

Recommendation: Administration's recommendation is that Council accepts the Council Correspondence Report as information.

Background: On March 1, 2021, Council received a letter and email from Mr. Eugene Lebas concerning the ball diamonds in McArthur Park. The letter received is dated and was received by Council on April 24, 2019.

During the June 4, 2019 Regular Council Meeting, Council reviewed the letter as part of Council Correspondence and passed Motion 19.506: *Motion by Councillor Cote to accept the correspondence from Mr. Lebas and Ms. Lauzon as information.* A letter following this motion was signed and sent to Mr. Lebas from Mayor Moghrabi on June 10, 2019 that is included within the report as information.

Within the letter, Mr. Lebas acknowledged the history behind the ball diamonds along with the amount of kids registered for baseball in Lac La Biche. Mr. Lebas has concerns about not having enough facilities. The letter further noted that other groups in the community are renting spaces that are ran by volunteers.

Since 2019, Administration has reached out to community groups that Mr. Lebas has referenced in his letter. Community groups were also contacted and given the opportunity to provide feedback when the use of the Old Curling Rink was discussed. During the September 3, 2019 Regular Council Meeting, Council passed Motion 19.819: *Motion by Councillor Cote to accept the Future Planning Old Curling Rink Briefing as information and further that the McArthur Park development plan and community consultation be brought forward to the 2020 budget deliberations.*

Mr. Lebas noted in his recent email that his view has not changed based on his feedback from 2019. Administration can reach out to Mr. Lebas with respect to his concerns as outlined in his email to discuss further. Administration can also draft a letter from Mayor Moghrabi to send to Mr. Lebas.

Strategic Alignment: Strategic Goals: Recreation and Culture; and Social Wellness

Financial Implications:

Costs: N/A

Source of funding: N/A

Relevant Legislation, Policy or Practices: Correspondence and Submissions at Public Meetings ADM-14-008.

Internal Impacts: Administration to communicate between internal departments affected by this letter.

Communication: Administration to draft a letter for the Mayor's signature acknowledging the letter sent by Mr. Eugene Lebas.

Attachments: Letter from Mr. Eugene Lebas, Volunteer for KidSport Lac La Biche

Prepared By: Mackenzie Girard, CAO's Executive Assistant

Presented By: Mackenzie Girard, CAO's Executive Assistant

Mayor and Council
Lac La Biche County
April 24th, 2019

Today I was talking to a director of minor baseball and was told they are short of diamonds. They have 165 kids registered, 145 in baseball and 20 in tball. They are using the diamonds at Aurora School which they have had to pay half the cost of having it shaled to make it usable for minor ball. They are also using the diamonds at Key-way-tin and Light of Christ School.

We at KidSport Lac La Biche would love to see more kids participating as we help kids who otherwise would not be able to be active in sports. KidSport is a program that we are proud of as we have a great group of volunteers and a super and generous group of sponsors and donors. Since the start of the KidSport program we have helped 750 kids in the amount of \$133,000.00. Our funding for each child is from \$50.00 to \$400.00 depending on the coached sport and how much is required. We are financially able to help more.

My biggest concern is that we do not have the facilities. Instead of using space in the Bold Center for sports it has been taken up by more offices for county staff. We thought it was built as a sports facility.

---2---

At the present time Girl Guides, Scouts, Army Cadets, Gymnastics all have to rent spaces elsewhere. Taekwondo is using space in the Catholic School. These are clubs that also should be promoted as part of our community and the good they do for young people without having to incur extra costs. These groups are also run by great volunteers.

I have lived in this community all my life and sports has been my passion. I have noticed that this community as well as others is very clicky. It is hard to participate in sports here if you are not of the "Group of Friends" as in not getting chosen for an "A" team even if you have the skills.

Removing the downtown diamonds whether it is one or all of them should not happen. They are the heart of this community as was the former arena. Please don't spoil the community by doing this. What will happen to the summer events that are held there? Yes I understand you are building ball facilities at the Bold Center but will they be enough if you take away the downtown ones or will they still have to find extra space?

We as a community should have a vision of building for the future if you want the community to grow.

These are my thoughts.

Eugene Lebas, Volunteer for KidSport Lac La Biche
Lac La Biche County taxpayer



Lac La Biche County
welcoming by nature.

Redacted in accordance with section
17-Disclosure harmful to personal
privacy-FOIP

Office of the Mayor

June 10, 2019

Mr. Eugene Lebas

Dear Mr. Lebas:

On May 3, 2019, Mayor and Council received your letter regarding ball diamonds and County facilities. On behalf of Lac La Biche County Council, I am pleased to respond.

Your concerns were brought forward to the June 4, 2019, Regular Council Meeting as a correspondence item. At that time, Council passed a motion to accept the letter as information.

Thank you for sharing your concerns.

Sincerely,

Omer Moghrabi
Mayor

cc: Lac La Biche County Council

Shadia Amblie, Chief Administrative Officer

Lac La Biche County

Report

to Council

SUBJECT: Residential Milestone and Achievement Recognition Policy

COUNCIL MEETING DATE: March 9, 2021

CONFIDENTIAL: This matter is not confidential.

Purpose: The purpose of the report today is to update the current Residential Milestone and Achievement Recognition Policy.

Proposed Motion:

That Council accepts the updated Residential Milestone and Achievement Recognition Policy as presented.

Options:

- Council may accept the updated Residential Milestone and Achievement Recognition Policy as presented.
- Council may recommend alternate or additional changes to the Residential Milestone and Achievement Recognition.

Recommendation: Administration's recommendation is to accept the proposed updated Residential Milestone and Achievement Recognition Policy.

Background: Residential Milestone and Achievement Recognition Policy was passed in 2011. The policy is outdated from its next review date.

Administration is bringing forward the policy today to update it with no recommended changes. The policy has continued to work well throughout the years.

Strategic Alignment: The Residential Milestone and Achievement Recognition Policy aligns with Council's recreation and culture strategic goal.

Financial Implications:

Costs: No costs associated.

Source of funding: No funding required.

Relevant Legislation, Policy or Practices: Residential Milestone and Achievement Recognition CS-11-012.

Internal Impacts: Administration to update the policy on the County's website upon direction from Mayor and Council.

Communication: Administration can put a reminder on our social media pages after Council has approved the amended policy to ensure residents are aware of the Residential Milestone and Achievement Recognition Policy and what can be submitted for personal milestones.

Attachments:

- Attachment 1 - CS-11-012 Residential Milestone and Achievement Recognition Policy
- Attachment 2 - Residential Milestone and Achievement Recognition Policy - New Template

Prepared By: Mackenzie Girard, CAO's Executive Assistant

Presented By: Mackenzie Girard, CAO's Executive Assistant

LAC LA BICHE COUNTY POLICY

TITLE: RESIDENTIAL MILESTONE AND ACHIEVEMENT RECOGNITION	POLICY NO: CS-11-012
RESOLUTION: 11.164	EFFECTIVE DATE: MARCH 8, 2011
LEAD ROLE: COUNCIL/CAO	NEXT REVIEW DATE: MARCH 8, 2014
SPECIAL NOTES/CROSS REFERENCE:	AMENDMENT DATE:

POLICY STATEMENT:

Lac La Biche County believes that it is appropriate to recognize significant milestones and achievements of its residents as these milestones and achievements enrich the County and raises its profile in a positive manner. Lac La Biche County will provide recognition in the form of certificates.

PROCEDURE:

1. Lac La Biche County will recognize significant personal milestones for birthdays and anniversaries.
2. Recognition for personal milestones shall be as follows:
 - i. Celebration of 80th birthday and every further birthday in (5) year intervals;
 - ii. Celebration of 50th marriage anniversary and every multiple of five (5) thereafter;
3. Lac La Biche County Administration will accept written requests for recognition of personal milestones.
4. Lac La Biche County will also provide recognition for significant personal achievement.
5. Recognition for personal achievement will be provided for the following:
 - i. Participation at a national, or international-level competition for a recognized sport, fine or performing art, or science event.
 - ii. Recipient of a recognized provincial-level or national-level achievement/award.
6. Recognition for personal milestones shall take the form of a framed certificate signed by the Mayor.
7. Recognition will be provided for other milestones or achievements not otherwise covered by this policy on a case by case basis.
8. At the request of the receiving party, the Mayor, or another member of Council designated by the Mayor, may present the certificate at an event or gathering to the recipient(s).

“Original Signed”
Chief Administrative Officer

March 11, 2011
Date

“Original Signed”
Mayor

March 15, 2011
Date

Lac La Biche County *Policy*

TITLE: Residential Milestone and Achievement Recognition

POLICY NO: CS-11-012

RESOLUTION: resolution number here

EFFECTIVE DATE: date here

DEPARTMENT RESPONSIBLE: CAO Department

NEXT REVIEW DATE: date here

POLICY STATEMENT:

Lac La Biche County believes that it is appropriate to recognize significant milestones and achievements of its residents as these milestones and achievements enrich the County and raises its profile in a positive manner. Lac La Biche County will provide recognition in the form of certificates.

DEFINITIONS:

“Milestone” means an action or event marking a significant change or stage in development.

“Achievement” means a thing done successfully.

“Residents” means a person who lives within Lac La Biche County.

“Recognition” means the identification/acknowledgement of milestones and achievements of a resident within Lac La Biche County.

PRINCIPLES:

1. Lac La Biche County will recognize significant personal milestones for birthdays and anniversaries.
2. Recognition for personal milestones shall be as follows:
 - i. Celebration of 80th birthday and every further birthday in (5) year intervals;
 - ii. Celebration of 50th marriage anniversary and every multiple of five (5) thereafter;
3. Lac La Biche County Administration will accept written requests for recognition of personal milestones.
4. Lac La Biche County will also provide recognition for significant personal achievement.
5. Recognition for personal achievement will be provided for the following:
 - i. Participation at a national, or international-level competition for a recognized sport, fine or performing art, or science event.
 - ii. Recipient of a recognized provincial-level or national-level achievement/award.

6. Recognition will be provided for other milestones or achievements not otherwise covered by this policy on a case by case basis.
7. At the request of the receiving party, the Mayor, or another member of Council designated by the Mayor, may present the certificate at an event or gathering to the recipient(s).

Chief Administrative Officer

Date

Mayor

Date

SPECIAL NOTES/CROSS REFERENCE: N/A

AMENDMENT DATE: date changes were made here

Lac La Biche County

Report

to Council

SUBJECT: Employee Transitional Housing Policy Updates

COUNCIL MEETING DATE: March 9, 2021

CONFIDENTIAL: This matter is not confidential.

Purpose: The purpose of the report today is to update the current Employee Transitional Housing Policy.

Proposed Motion:

That Council accepts the proposed updates to the Employee Transitional Housing Policy as presented.

Options:

- Council may accept the proposed updates to the Employee Transitional Housing Policy as presented.
- Council may recommend alternate or additional changes to the Employee Transitional Housing Policy.

Recommendation: Administration's recommendation is to accept the proposed updates to the Employee Transitional Housing policy as presented.

Background: The Employee Transitional Housing Policy came into effect August 28, 2012. The policy and procedure were put in place to address accommodations for onboarding staff members who experienced a lack of available inventory in the local housing market. In 2012, it created difficulty in recruiting employees.

At this time, available inventory in the local housing market is not an issue. However, Administration continues to see value in the policy. During the recruitment process, potential hires may have difficulty finding appropriate accommodations in a timely fashion within the County. Administration continues to see the value helping employees relocate during the commencement at Lac La Biche County.

There are no significant recommended changes to the Employee Transitional Housing Policy from Administration. The policy statement has been revised a bit as per the recommended amended policy attached to the report. As well as the addition of definitions as per the new policy template.

Mayor and Council should also note that Administration has a formal agreement that all tenants need to sign prior to moving into the premise. The agreement was also updated at this time and required legal review for any updates with respect to any potential changes to the Landlord Act.

Administration pulled some statistics based on how much the residence has been utilized for Council's information.

<u>Year</u>	<u># of Months Rented</u>
2015	6
2016	10
2017	6
2018	7
2019	12
2020	0

Strategic Alignment: The Employee Transitional Housing Policy does not fall under any of Council's Strategic Goals of the Strategic Plan. The policy is utilized internally.

Financial Implications:

Costs: No costs associated.

Source of funding: No funding required.

Relevant Legislation, Policy or Practices: Employee Transitional Housing Policy CS-03-011.

Internal Impacts: Administration to update the Employee Transitional Housing Policy as accepted by Mayor and Council and upload the amended policy on the County's website.

Communication: Administration to communicate internally with the applicable departments involved noting the updated changes to the Employee Transitional Housing Policy.

Attachments:

- Employee Transitional Housing Policy Updated
- Employee Transitional Housing Procedure Updated
- Employee Transitional Housing Policy CS-03-011

Prepared By: Mackenzie Girard, CAO's Executive Assistant & Kashif Ijaz, Director of Human Resources

Presented By: Mackenzie Girard, CAO's Executive Assistant & Kashif Ijaz, Director of Human Resources

Lac La Biche County *Policy*

TITLE: Employee Transitional Housing

POLICY NO: policy number here

RESOLUTION: resolution number here

EFFECTIVE DATE: date here

DEPARTMENT RESPONSIBLE: CAO Department

NEXT REVIEW DATE: date here

POLICY STATEMENT:

Lac La Biche County acknowledges having readily available housing may assist with the recruitment of quality employees. Potential hires may have difficulty finding appropriate accommodations in a timely fashion within the County. In order to aid employee relocation and commencement, Lac La Biche County maintains a suitably furnished residence which may be made available to County employees through the recruitment process.

DEFINITIONS:

“Local Housing Market” means the supply and demand determining the quantity of housing available for County residents.

“Recruitment Process” means where the Human Resources Department has analyzed the job requirements and then finding the prospective candidates who are then offered the job in the organization.

“Suitable Housing” means whether there is living accommodations suitably available for oncoming Lac La Biche County residents.

“Applicant” means to those applying for employment with the County.

“Eligible Applicant” means new or returning employees of Lac La Biche County that are relocating to Lac La Biche from a distance of 100 kilometers or greater (from the Hamlet of Lac La Biche).

PRINCIPLES:

General Provisions

1. Lac La Biche County’s Transitional Housing Policy addresses the lack of readily available accommodations.
2. By providing a housing option to those who fit the eligibility criteria, Lac La Biche County may draw in employees, who would otherwise decline new employment because of the absence of suitable housing the time of the interview process.
3. The transitional housing offers an opportunity for the new employee to gain familiarity with the region, allowing time to evaluate options before deciding on a more permanent residence.
4. Rental rates will reflect fair market prices within the County.

Chief Administrative Officer

Date

Mayor

Date

SPECIAL NOTES/CROSS REFERENCE: find more info here

AMENDMENT DATE: date changes were made here

Procedure

TITLE: Employee Transitional Housing Procedure

PROCEDURE NO: policy number here

RESOLUTION: resolution number here

EFFECTIVE DATE: date here

DEPARTMENT RESPONSIBLE:

NEXT REVIEW DATE: date here

GENERAL GUIDELINES:

The purpose of the Transitional Housing Procedure is to address the lack of readily available accommodations. The transitional housing offers an opportunity for the new employee to gain familiarity with the region, allowing time to evaluate options before deciding on a more suitable permanent residence.

DEFINITIONS:

See definitions in the *Employee Transitional Housing Policy*.

PROCEDURE:

1. The procedure applies to the “airport residence” (“the residence”) located at 10 67036 Mission Road, legally described as Plan 3687RS, Block OT and is primarily for employee recruitment purposes.
2. The Human Resources Director in consultation with the Chief Administrative Officer are responsible for determining which position(s) are to be considered for transitional housing as an option of the conditions of employment. The Human Resources Director is responsible for administering the procedures once those eligible positions are established.
3. Eligible applicants are new or returning employees of Lac La Biche County that are relocating to Lac La Biche from a distance of 100 kilometers or greater (from the Hamlet of Lac La Biche).
4. Current employees are not eligible, nor are applicants whose adult interdependent partner is a current employee of the County.
5. Applicants who already own a home or whose adult interdependent partner owns a home within 100 km of the hamlet of Lac La Biche are not eligible.
6. Prior to renting the residence, the County and the employee shall enter into a month-to-month Residential Tenancy Agreement. The agreement and rental of the residence shall be in accordance with the Residential Tenancies Act, Chapter R-17.1 S.A., 2004, as outlined in the attached template agreement.
7. The damage deposit for the residence shall be six hundred (\$600) dollars and the rental rate shall be one thousand two hundred (\$1,200) dollars per month and includes water, sewer, electricity, natural gas, telephone, internet and cable.
8. The residence shall be suitably, yet minimally, furnished to provide for comfortable living accommodations. Furnishings are provided to alleviate the need for the employee to move twice within

transitional term, and to reduce unnecessary wear and tear on the residence caused by normal moving activities.

9. Eligible employees shall be entitled to rent the residence for a period of up to three (3) months. If the employee has not found living accommodations at the end of this period, the employee may enter into a monthly rental agreement for a maximum of three (3) months at the discretion of the Human Resources Director based on the residence's perceived instrumentality in upcoming recruitment.
10. Priority ranking for rental of the residence shall be granted according to the following primary ranking criteria:
 - a) Previous difficulty experienced by the County in trying to recruit employees to the advertised position.
 - b) Current demand for the advertised position by the County.

In the event that two or more eligible employees are deemed to be equally or similarly ranked, the following secondary ranking criteria will be taken into considerations:

- a) Relocation Distance
 - b) Family size
11. The Residential Tenancy Agreement may be terminated in accordance with the Residential Tenancies Act, after reasonable notice by:
 - a) The employee or their adult interdependent partner, for whatever reason;
 - b) The Human Resources Director, once the employee or their adult interdependent partner purchases, or rents, other residential accommodations for a more permanent purpose;
 - c) The Human Resources Director, if the employee has occupied the residence for the period of time specified in clause 10;
 - d) The Human Resources Director, if the employment of the employee has ended with Lac La Biche County.
12. Should the residence be unavailable for rent by an eligible employee, Lac La Biche County may endeavor to provide other reasonable housing incentives, which shall be negotiated through the employment agreement. Other reasonable housing incentives include, but are not limited to, reimbursement for hotel accommodations.

Chief Administrative Officer

Date

SPECIAL NOTES/CROSS REFERENCE: find more info here

AMENDMENT DATE: date changes were made here

LAC LA BICHE COUNTY POLICY

TITLE: EMPLOYEE TRANSITIONAL HOUSING	POLICY NO: CS-03-011
RESOLUTION: 14.715	EFFECTIVE DATE: AUGUST 28, 2012
LEAD ROLE: CHIEF ADMINISTRATIVE OFFICER	NEXT REVIEW DATE: OCTOBER 14, 2016
SPECIAL NOTES/CROSS REFERENCE: Procedure CS-03-011 Employee Transitional Housing	AMENDMENT DATE: OCTOBER 14, 2014

POLICY STATEMENT:

Lac La Biche County acknowledges that the lack of available inventory in the local housing market may create difficulty in recruiting employees. Potential hires may have difficulty finding appropriate accommodations in a timely fashion within the County. In order to aid employee relocation and commencement, Lac La Biche County maintains a suitably furnished residence which may be made available to County employees through the recruitment process. Rental rates will reflect fair market prices.

Lac La Biche County's Transitional Housing Policy addresses the lack of readily available accommodations. By providing a housing option to those who fit the eligibility criteria, Lac La Biche County may draw in employees, who would otherwise decline new employment because of the absence of suitable housing at the time of the interview process. The transitional housing offers an opportunity for new employees to gain familiarity with the region, allowing time to evaluate options before deciding on a more permanent residence.

Once viable and sustainable markets are established, it will no longer be necessary for Lac La Biche County to provide transitional housing. Until this time, Lac La Biche will continue to offer transitional housing as a recruitment tool.

"Original Signed"
Chief Administrative Officer

October 22, 2014
Date

"Original Signed"
Mayor

October 22, 2014
Date

LAC LA BICHE COUNTY PROCEDURE

TITLE: EMPLOYEE TRANSITIONAL HOUSING	PROCEDURE NO: CS-03-011
SPECIAL NOTES/CROSS REFERENCE: Policy CS-03-011 Employee Transitional Housing	AMENDMENT DATE: AUGUST 18, 2015

PROCEDURE:

1. The procedure applies to the “airport residence” (“the residence”) located at 10 67036 Mission Road, legally described as Plan 3687RS, Block OT and is primarily for employee recruitment purposes.
2. “Applicant” refers to those applying for employment with the County.
3. The Human Resources Manager in consultation with the Chief Administrative Officer are responsible for determining which position(s) are to be considered for transitional housing as an option of the conditions of employment. The Human Resources Manager is responsible for administering the procedures once those eligible positions are established.
4. Eligible applicants are new or returning employees of Lac La Biche County that are relocating to Lac La Biche from a distance of 100 km or greater (from the Hamlet of Lac La Biche).
5. Current employees are not eligible, nor applicants whose adult interdependent partner is a current employee of the County.
6. Applicants who already own a home or whose adult interdependent partner owns a home within 100 km of the Hamlet of Lac La Biche are not eligible.
7. Prior to renting the residence, the County and the employee shall enter into a month-to-month Residential Tenancy Agreement. The agreement and rental of the residence shall be in accordance with the *Residential Tenancies Act*, Chapter R-17.1 S.A, 2004, as outlined in the attached template agreement
8. The damage deposit for the residence shall be six hundred (\$600) dollars and the rental rate shall be one thousand two hundred (\$1,200) dollars per month and includes: water, sewer, electricity, natural gas, telephone, internet and cable.

9. The residence shall be suitably, yet minimally, furnished to provide for comfortable living accommodations. Furnishings are provided to alleviate the need for the employee to move twice within transitional term, and to reduce unnecessary wear and tear on the residence caused by normal moving activities.
10. Eligible employees shall be entitled to rent the residence for a period of up to three (3) months. If the employee has not found living accommodations at the end of this period, the employee may enter into a monthly rental agreement for a maximum of three (3) months at the discretion of the Human Resource Manager based on the residence's perceived instrumentality in upcoming recruitment.
11. Priority ranking for rental of the residence shall be granted according to the following *primary ranking criteria*:
 - a. Previous difficulty experienced by the County in trying to recruit employees to the advertised position.
 - b. Current demand for the advertised position by the County.

In the event that two or more eligible employees are deemed to be equally or similarly ranked, the following *secondary ranking criteria* will be taken into considerations:

- a. Relocation Distance.
 - b. Family size.
12. The Residential Tenancy Agreement may be terminated in accordance with the *Residential Tenancies Act*, after reasonable notice by:
 - a. The employee or their adult interdependent partner, for whatever reason;
 - b. The Human Resource Manager, once the employee or their adult interdependent partner purchases, or rents, other residential accommodations for a more permanent purpose;
 - c. The Human Resource Manager, if the employee has occupied the residence for the period of time specified in clause 10;
 - d. The Human Resource Manager, if the employment of the employee has ended with Lac La Biche County.
13. Should the residence be unavailable for rent by an eligible employee, Lac La Biche County may endeavor to provide other reasonable housing incentives, which shall be negotiated through the employment agreement. Other reasonable housing incentives include, but are not limited to, reimbursement for hotel accommodations.

“Original Signed”

Chief Administrative Officer

August 18, 2015

Date

Lac La Biche County

Report

to Council

SUBJECT: Letter of Support – Lakeland Agricultural Research Association

COUNCIL MEETING DATE: March 9, 2021

CONFIDENTIAL: This matter is not confidential.

Purpose: The letter of support is required to acknowledge the importance of funding that is necessary for the Lakeland Agricultural Research Association (LARA) to keep Alberta's agricultural producers competitive, relevant and resilient.

Proposed Motion:

That Council directs Administration to draft a letter of support to MLA, Laila Goodridge, that acknowledges the importance of Lakeland Agricultural Research Association for Mayor Moghrabi's signature.

Options:

- Council may direct Administration to draft a letter of support for the Mayor's signature.
- Council may provide alternate or additional direction.

Recommendation: That Council directs Administration to draft a letter of support to MLA, Laila Goodridge, that acknowledges the importance of Lakeland Agricultural Research Association for Mayor Moghrabi's signature.

Background: Mayor and Council are sitting members on LARA and play an active role in the Association.

LARA has operated in the Lakeland region since 1991 and is a producer led association that has grown to deliver applied agricultural research. The association serves producers in the MD of Bonnyville, County of St. Paul, Lac La Biche County, and Smoky Lake County.

The Environmental Program employs a fulltime staff position at LARA. The position assists in applications for producers to implement best management practices in their operations. The program is centered on education, conducts riparian health assessments, tree diagnosis for pests and diseases, bio-control

demonstrations, and supports watershed groups. LARA also offers a variety of webinars and educational sessions within his program.

With the stable funding, this program has benefited from having a long-term staff member that has developed producer trust, partnerships and networks to increase the extent of the scope, quality and delivery of the program. The funding is important, not only to our area producers, but to all residents within the municipalities that LARA serves.

Strategic Alignment: LARA would fall upon Strategic Goal 5 Environment of Council's Strategic Plan.

Financial Implications:

Costs: No costs to the organization for the letter of support.

Source of funding: No source of funding required for the letter of support.

Relevant Legislation, Policy or Practices: Mayor and Council are sitting members of the Lakeland Agricultural Research Association (LARA). Councillor L'Heureux is the appointed member to the external committee and Councillor Borgun being the alternate.

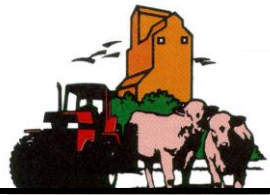
Internal Impacts: Administration to draft a letter of support for the Mayor's signature as directed by Council.

Communication: Administration to communicate with LARA on the letter of support.

Attachments: Template Letter of Support from LARA

Prepared By: Mackenzie Girard, CAO's Executive Assistant

Presented By: Mackenzie Girard, CAO's Executive Assistant



Box 7068, Bonnyville, AB T9N 2H4
Tel. (780) 826-7260 sustainag.lara@mcsnet.ca



February 25, 2021

Dear MLA [Insert Name Here],

Lakeland Agricultural Research Association (LARA) has operated in the Lakeland region since 1991. It is a producer led association, which over the years, has grown to deliver applied agricultural research, demonstrations and extension to provide regional, unbiased information with respect to the three major program areas of: cropping, forage and livestock and the environment. LARA serves producers in the Municipal District of Bonnyville, County of St. Paul, Lac La Biche County and Smoky Lake County. Within these boundaries are over 2000 farms covering 1,900,000 acres.

The LARA Environmental Program is primarily funded through the Resource Management Stream Funding through the Agricultural Service Board Grant and is a longstanding partnership between the Municipal District of Bonnyville, County of St. Paul and Lac La Biche County. However, this program is at risk due to the uncertainty surrounding the ASB Resource Management Funding Stream.

The Environmental Program employs a full time staff position at LARA; which delivers the Environmental Farm Plan program to producers, and assistance to producers to apply for funding to implement best management practices on their operations. The agriculture industry specifically will need to continue to be proactive in environmental stewardship and education to alleviate and/or answer the concerns of the public, their customers and maintain social license. This program is centered on education; delivering over 20 workshops annually, one-on-one sessions, and a quarterly newsletter *The Verdant Element*. The program also conducts riparian health assessments, tree diagnosis for pests and disease, bio-control demonstrations, and supports watershed groups. The LARA Environmental Program also coordinates the Classroom Agriculture Program for zone 8, provides school presentations and other youth education program such as Walking with Moose and Mad about Science. Due to historically stable funding, this program has benefited from having a long-term staff member, who has developed producer trust, partnerships and networks to increase the breadth of the scope, quality and delivery of the program.

This funding is important, not only to our area producers, but to all residents within the municipalities that LARA serves. Support for this funding is necessary to keep Alberta agricultural producers competitive, relevant and resilient.

Sincerely,

[Your Name]

Email:

Phone:

Lac La Biche County

Report

to Council

SUBJECT: 2021 Natural Gas Quality Management Plan

COUNCIL MEETING DATE: March 09, 2021

CONFIDENTIAL: No

Purpose:

The QMP is an agreement between the owners of a natural gas distribution system and the Province and is to be reviewed and signed annually as part of the “Approval to Operate” issued by the Chief Officer under the GDA.

Proposed Motion:

That Council approve signing the Quality Management Plan for Lac La Biche County Gas Utility as reviewed.

Options:

Council may choose not to approve signing of the document, however then risk being non-compliant.

Recommendation:

That Council review the QMP and approve the signing.

Background:

The signing of this document is an annual requirement. Failure to submit a signed QMP to Rural Utilities may result in any or all of the following actions:

- a) The annual Approval to Operate will not be issued.
- b) All planned/future construction must be approved by the Chief Officer prior to the start of construction in accordance to section 13 of the GDA and until such time that the QMP is signed by the owner/operators.
- c) Any construction done without the Chief Officer’s prior approval is in contravention of section 13 and is subject to an offence (s.8) and/or an order under section 9 of the Act.

Strategic Alignment:

This project aligns with Council's Strategic Goal for Social Wellness.

Financial Implications:

Costs: None

Source of funding: None

Attachments:

Quality Management Plan Policy

Quality Management Plan (To be signed)

Prepared By:

Jon Skjersven, Manager, Utilities

Presented By:

Jon Skjersven, Manager, Utilities

Policy: Signing of the Quality Management Plan (QMP) Document

In accordance with section 5(a) of the *Gas Distribution Act* (GDA), the Chief Officer expects all distributors and owners of low pressure distribution pipelines for natural gas to enter into an agreement with the province to ensure compliance with the standards referred to under s.2 of the Act. This agreement is referred to as the Quality Management Plan (QMP) under authority of s.5(b). To fully execute the QMP, it must be read and signed by the distributor or system owner and any individual empowered to operate and maintain the rural gas utility or low pressure distribution pipeline on behalf of the distributor or owner.

The QMP document is submitted to Rural Utilities annually to ensure that those ultimately responsible for the general direction and supervision of the affairs and business of the distributor/owner are aware of the key components and documents (inclusive of legislation) that governs the safe design, construction, operation and maintenance of their natural gas distribution system. This includes rural gas co-operative associations, municipal and urban gas utilities and the owners of low pressure distribution pipelines. For submission purposes, rural utilities incorporated under the *Rural Utilities Act* may consider submitting this document with their Annual Return.

As the QMP document is inclusive of design and construction considerations, standards, pertinent documentation, and legislation necessary to have a rural gas utility or low pressure distribution pipeline designed and built, the annual signature of the QMP fulfills the requirement for a “Standing Construction Approval” from the Chief Officer, as per section 13 of the Act.

The signed QMP, along with annual submission of pipeline as-built mapping and the successful on-going operation and maintenance of the system as determined by regularly scheduled operation and maintenance inspections (s.4 and s. 5(c)) collectively constitute what is referred to as the Chief Officer’s annual “Approval to Operate”.

Failure to submit a signed QMP to Rural Utilities may result in any or all of the following actions:

- a) The annual Approval to Operate will not be issued;
- b) All planned/future construction must be approved by the Chief Officer prior to the start of construction in accordance to section 13 of the GDA and until such time that the QMP is signed by the owner/operators;
- c) Any construction done without the Chief Officer’s prior approval is in contravention of section 13, and is subject to an offence (s.8) and/or an order under section 9 of the Act.

Note that the signed QMP is part of the Operation and Maintenance Inspection that is conducted every three years on the Federation member gas co-ops. In accordance with the policy of the Federation of Alberta Gas Co-ops Ltd, failing to provide a signed QMP and the minutes in which the rural gas utility’s Board of Directors discussed the QMP document is considered a “major” finding, and will be dealt with accordingly.

Quality Management Plan

Lac La Biche County Gas Utility

Preamble

This Quality Management Plan (QMP) represents a commitment to the Province of Alberta under section 5 of the *Gas Distribution Act* that the rural gas utility is designed, constructed, operated and maintained in accordance with the Act's section 2 requirements.

The Lac La Biche County Gas Utility (hereinafter referred to as "the municipal gas utility", section 1(k) of the *Gas Distribution Act*), owns and operates a rural gas utility in Alberta and in accordance with its franchise issued under section 18 of the Act, has both the exclusive right and duty to offer and provide natural gas service to residents in a specific area of the province. The municipal gas utility, represented by the County Council, is as owner, ultimately, but with the full support of the Chief Administration Officer, the municipal gas utility's Manager and employees, takes full responsibility for ensuring that the rural gas utility is being designed, constructed, operated and maintained in a manner consistent with section 2 of the Act so as to ensure the safety of its customers, employees, and the general public of Alberta. Annual review of this QMP document by the County Council and the Chief Administrative Officer and the Gas Utility Manager, in conjunction with the annual submission of as-built plans and sustaining operation and maintenance expectations of the Chief Officer, partly form the Approval to Operate a rural gas utility in Alberta.

QUALITY MANAGEMENT PLAN FUNCTIONS

Standards

As applicable, the rural gas co-operative association will design, construct, operate, and maintain its gas utility in accordance with the following legislation and standards:

- The *Gas Distribution Act*
- The *Pipeline Act* and Regulations
- The *Municipal Government Act*, only as applicable/relevant to the rural gas utility
- The *Gas Utilities Act*, as applicable
- The *Occupation Health and Safety Act*, and all codes and regulations, as applicable
- Canadian Standards Association (CSA) Z662 Oil and Gas Pipeline Standard
- Canadian Standards Association (CSA) Z246.2 Emergency Preparedness and Response for Petroleum and Natural Gas Industry Systems
- The Technical Standards Manual for Gas Distribution Systems in Alberta, issued by Rural Utilities
- Guidelines for Operations & Maintenance Practices in Alberta Natural Gas Utilities issued by the Federation of Alberta Gas Co-ops Ltd.
- Alberta Energy Regulator (AER) Directive 71 Emergency Preparedness and Response Requirements for the Petroleum Industry (as applicable)

Municipal gas utilities are also expected to maintain appropriate insurance coverage.

Design

The municipal gas utility will ensure that its distribution system is designed to safely deliver the required volumes of gas to each consumer under the most extreme conditions by:

- Acquiring the services of a qualified gas distribution Engineer (recognized by APEGA) or a designated P. Tech (Eng) (Professional Technologist) in accordance with the *Engineering and Geoscience Professions Act* to determine system requirements, and/or
- Working with the Engineer/P. Tech. to establish pipe and station design, pipe sizing minimum end line pressure, appropriate route selection, and design and material requirements.
- Acquiring and installing only pipe that has been inspected under the Quality Assurance Program (QAP) and approved by Rural Utilities.

Construction Testing and Commissioning

In order to ensure that all pipelines are constructed, tested and commissioned in the appropriate manner, the municipal gas utility will:

- Have a documentation process in place that systematically identifies and tracks all the specific approvals, agreements, utility rights-of-way, etc. required and the dates acquired for each.
- Ensure that all pipelines are buried to the depths specified in the Technical Standards and Specification Manual for Gas Distribution Systems by:
 - Providing the contractor with the depth specifications and documenting the information and time of presentation.
 - Spot checking pipeline depths during and/or after the time of installation and documenting the findings.
- Establish a system for recording and auditing the location, and material information for all pipe installed.
- Ensure that all pipelines are tested to the pressures and times specified in the Technical Standards and Specifications Manual for Gas Distribution Systems by:
 - Spot checking charts/pressure data (i.e. start time/location information) during testing and document these checks.
 - Recording all the test, location, and material data on a test confirmation report.
 - Purging each pipeline using an approved method, prior to putting the line into service, and documenting the findings.
- Ensure proper regulator and relief valve configuration and capacities are in place to adequately protect the distribution system and customer installations from excessive pressures by:
 - Providing the technical information required to determine the proper capacities and configuration of the equipment to a qualified installer.
 - Developing a specific audit procedure to ensure the correctness of the regulator and relief valve installation.
- Ensure pipeline warning signs are properly installed by inspecting all new crossings and above ground facilities to confirm the placement of signs, and document accordingly.

Operation, Maintenance and Repair

In order to ensure that the gas utility is properly operated, maintained, and repaired, the municipal gas utility will:

- Employ or contract the services of qualified field staff to safely operate and maintain the system. The level of manpower requirements will be established by developing a plan or formula, based on historical performance, system requirements and the level of service committed to by the municipal gas utility to complete these functions in accordance with industry standards.
- Ensure that the level of safety equipment for both the shop and emergency response vehicles (as adopted in the Guidelines for Operations & Maintenance Practices in Alberta Natural Gas Utilities) in

addition to personal protective equipment (PPE), is provided, inventoried, maintained, and calibrated as and if required.

- Monitor the levels of gas loss by:
 - Recording and comparing wholesale tap purchases on a weekly basis.
 - Comparing the wholesale purchases to the retail sales on a monthly basis
 - Physically checking the system for leaks by performing a leak detection survey on the distribution pipe lines at intervals of at least the following:
 - Urban systems - every three years.
 - Rural systems – every five years.
- Ensure that the proper levels of readily detectable odorant are maintained in the system by:
 - Checking the odorant tank levels at every tap location every month and recording findings.
 - Testing or monitoring for levels of readily detectable odorant on a regular basis, not less than once a month at each test location.
 - Maintaining records of monthly readings and spot checking and documenting those results at reasonable intervals.
- Ensure all underground damage and leaks are diligently repaired and reported to the appropriate regulatory body:
 - Damage or leaks to high pressure (> 700 kPa) pipelines or facilities must be reported to the Alberta Energy Regulator (AER).
 - Damage or leaks to low pressure (< 700 kPa) pipelines or facilities must be reported online to Rural Utilities through the Rural Utilities Portal. (<https://partners.agric.gov.ab.ca>)
 - Significant damage, leaks, and/or explosions should be reported to the Chief Officer as soon as it is safe and practicable to do so.
- Develop and maintain a regular preventative maintenance program (i.e. leak detection surveys, cathodic protection surveys, regulator station operation and painting of above ground facilities) to safeguard the distribution system against premature deterioration. The frequency of these activities must be scheduled as established in the municipal gas utility's Operations and Maintenance program.
- Establish a maintenance/control system of equipment used to locate pipelines, measure concentrations of odorant and gas, levels of cathodic protection, pressure gauges, etc.

Emergency Preparedness and Response

To ensure that employees understand the municipal gas utility's program to respond to emergency situations, the municipal gas utility will:

- Develop an Emergency Response Program (ERP) to effectively respond to emergencies, promote safety of workers, responders and the public. The program should cover training, resources and equipment for responding to the following (but not limited to):
 - Pipeline leaks or ruptures,
 - Fires and explosions,
 - Unplanned system outages,
 - Dangerous good spills, and
 - Gas odour notifications.
- Document employee's training and participation in annual tabletop or communications exercises and ERP reviews.
- Actively participate with community emergency services in major field mock disaster exercises (held once every three years).
- Annually review internal emergency response procedures to update the municipal gas utility's effectiveness.

Surveying and Plant Records

In order to ensure the completeness, accuracy and timely completion of the municipal gas utility's as-built drawings and ensure that the Alberta One-Call database is current, the municipal gas utility will:

- Maintain an up-to-date set of as-built plans of the rural gas utility in the municipal gas utility's office.
- Monitor the progress of as-built surveys and mapping to ensure that the as-built plans are submitted to Rural Utilities by March 31 of the year following construction.
- Review the as-built drawings and documentation against each year's new customer location listing for completeness.
- Submit all required Alberta One-Call database updates for distribution system additions or removals.

RESPONSIBILITY

This Quality Management Plan highlights the safety related components of the Lac La Biche County Gas Utility's design, construction, operation, and maintenance programs. The municipal gas utility's County Council and Chief Administration Officer along with their Gas Utility Manager have reviewed the QMP in its entirety, and the municipal gas utility hereby accepts the responsibility for compliance of their distribution system with this plan.

This Quality Management Plan was reviewed at the County Council meeting held on:_____.

Dated _____
Reeve

I have read and will support the municipal gas utility in ensuring the compliance of this Quality Management Plan:

Dated _____
Chief Administrative Officer

Dated _____
Gas Utility Manager

Annual review of QMP required:

This QMP must be reviewed and signed by the municipal gas utility, represented by the County Reeve, the Chief Administrative Officer and the gas utility Manager on an annual basis and submitted to Rural Utilities by December 31st of each year.

Failure to submit a signed QMP document may result in any or all of the following actions: (1) The annual 'Approval to Operate' will not be issued, (2) all planned/future construction must be approved by the Chief Officer prior to construction until the QMP is signed and submitted, and (3) any construction done without prior approval of the Chief Officer will be in contravention of section 13 of the *Gas Distribution Act* and potentially subject to an offence (section 8) and/or order (section 9) under the Act.

Lac La Biche County

Report

to Council

SUBJECT: Bridge File 77865 Tender, TR-32-2021-03 - RFD

COUNCIL MEETING DATE: March 9, 2021

CONFIDENTIAL: No

Purpose:

Contract Award

Proposed Motion:

That Council approves the contract award of the TR-32-2021-03, Bridge File 77865 Culvert Replacement to Location Cats Ltd. for \$290,990.74.

Options:

- *County Council may wish to award Location Cats Ltd. the Bridge File 77865 Culvert Installation construction contract.*
- *County Council may wish to not award the contract to Location Cats Ltd. and retender.*
- *County Council may wish to provide alternate direction.*

Recommendation:

That County Council award the TR-32-2021-03, Bridge File 77865 Culvert Replacement contract to Location Cats Ltd. for \$290,990.74.

Background:

- Bridge File 77865 (Campsite Road over Horse Creek) culvert replacement was approved by Council to be constructed in 2020, however bid submissions at the time exceeded budget by a significant margin and the tender was cancelled.
- The project was re-tendered this year and opened at McArthur Place on February 18, 2021 with two provisional surface options. Option A using Cold Mix Asphalt, Option B using Hot Mix Asphalt.
- Eight submission results, including site occupancy days, from lowest to highest and based on using Option B – Hotmix Asphalt are as follows:

Location Cats Ltd.	\$290,990.74
In-Line Contracting Partnership	\$293,500.00
Kichton Contracting	\$324,993.00
New Gen Projects Ltd.	\$334,700.00
Swamp Cats Ltd.	\$428,929.10
1690082 AB Ltd.	\$444,239.00
Unsurpassable Construction Ltd.	\$457,580.00
Integrity Earth & Iron	\$477,789.80

- Location Cats Ltd.'s total construction cost including engineering fees and ten percent contingency is estimated at \$377,000 and within the revised 2021 budget of \$506,340.
- Stantec has completed a detailed review of the tender forms received for the above captioned project. Upon their detailed review, it has been determined that the lowest bid with the hot mix asphalt option was provided by Location Cats Ltd. in the amount of \$290,990.74 (excluding G.S.T.).
- Stantec recommends awarding the project to Location Cats Ltd.
- Administration agrees with the consultants' analysis and recommendation.

Strategic Alignment:

- *This project is in alignment with Council's strategic goal for economic development and social wellness.*

Financial Implications:

Costs: N/A

Source of funding:

Relevant Legislation, Policy or Practices:

- Lac La Biche County Policy on Procurement No. CS-10-004.

Internal Impacts:

- Administration will ensure contracts are in place, key internal stakeholders are informed, and construction notices issued prior to construction start.

Communication:

- Administration will inform consultant of Council's decision and arrange for contract signing.
- Administration will prepare communication tools for residents and public as per County policy.

Attachments: N/A

1. N/A

Prepared By:

Ali Memon, P.Eng., Manager of Engineering Services

Presented By:

Brian Shapka, Associate CAO of Infrastructure Services

Lac La Biche County *Report* to Council

SUBJECT: Future Development

COUNCIL MEETING DATE: March 9, 2021

CONFIDENTIAL: No

Purpose:

Administration held a workshop with Council February 12, 2021 to discuss the process of planning for future development. From that workshop Administration determined some priorities. Administration is asking for Council's endorsement of these priorities and direction to proceed forward.

Proposed Motion:

Council moves to accept the recommendations and prioritization of Administration as outlined in moving forward with planning for future development with priority to the East Area off 91 Ave.

Options:

- Council may choose to accept the recommendations and prioritization with no changes.
- Council may choose to accept the recommendations with changes to the direction and prioritization.
- Council may choose to defer the decision, allowing Administration to gather additional information that Council sees fit.

Recommendation:

That Council accepts the recommendations and prioritization and further directs Administration to focus the efforts on the East Lac La Biche area.

Background:

Administration met with Council February 12, 2021 to deliver a workshop on everything that needed to be done in the west and east sides of the Lac La Biche hamlet and area to be "development friendly" and what the varying levels of investment readiness are.

Administration went through planning considerations, traffic impacts, infrastructure needs and assumptions, as well as economic impacts and varying funding options to achieve an investment readiness outcome.

From the workshop, Administration recommends the following action items:

- Updating and amending the Municipal Development Plan (MDP) and Area Structure Plans (ASP) with priority given to the East Lac La Biche Area by the Bold Center. Note that the MDP and ASPs would be done in conjunction with one another and the Planning and Development Department is already working to get things together for a spring commencement in the Request for Proposal (RFP) Process.
 - From this there is likely to be a new commercial zone created to fill the need between the Central Commercial and Highway Commercial zones. This would be put into place following the completion of the updates. likely in the spring of 2022.
- The Traffic Impact Assessment for the 91 Avenue and Beaver Hill Road upgrades with costs will be brought forward by mid-April. Further survey and design costs with timelines will be brought forward by end of May.
- Currently our General Municipal Servicing Standards (GMSS) does not have underground powerlines as a requirement, Administration is working to write this in and will update Council once complete (by mid-April)
- Any further Engineering studies and Utilities studies will be brought forward as Operating Initiatives for the 2022 budget year.
- Administration is also putting together a list of all available and developable County owned lands.

Strategic Alignment:

Economic Development is at the forefront of Council's strategic goals. Part of Economic Development is investment readiness to attract the necessary amenities to provide the best quality of life for the residents of Lac La Biche County.

Financial Implications:

Costs: Not Available at this time.

Source of funding: All funding requests will be brought forward to Council prior to commencement of any initiative.

Relevant Legislation, Policy or Practices:

Municipal Government Act – Section 692 Planning Bylaws
Municipal Development Plan Bylaw 13-020
East Lac La Biche Area Structure Plan Bylaw 10-023
Land Use Bylaw No. 17-004

Internal Impacts:

The Planning and Development Department, Engineering Department, Utilities Department, Economic Development Department, and several other members of Administration are working collaboratively to ensure continuity and advancement when considering the future development planning for Lac La Biche County.

Communication:

- Internal communications between the respective departments and individuals is occurring regularly.
- When external landowners are affected throughout the process (MDP/ASP/zoning changes), a communications plan will be put together.

Attachments:

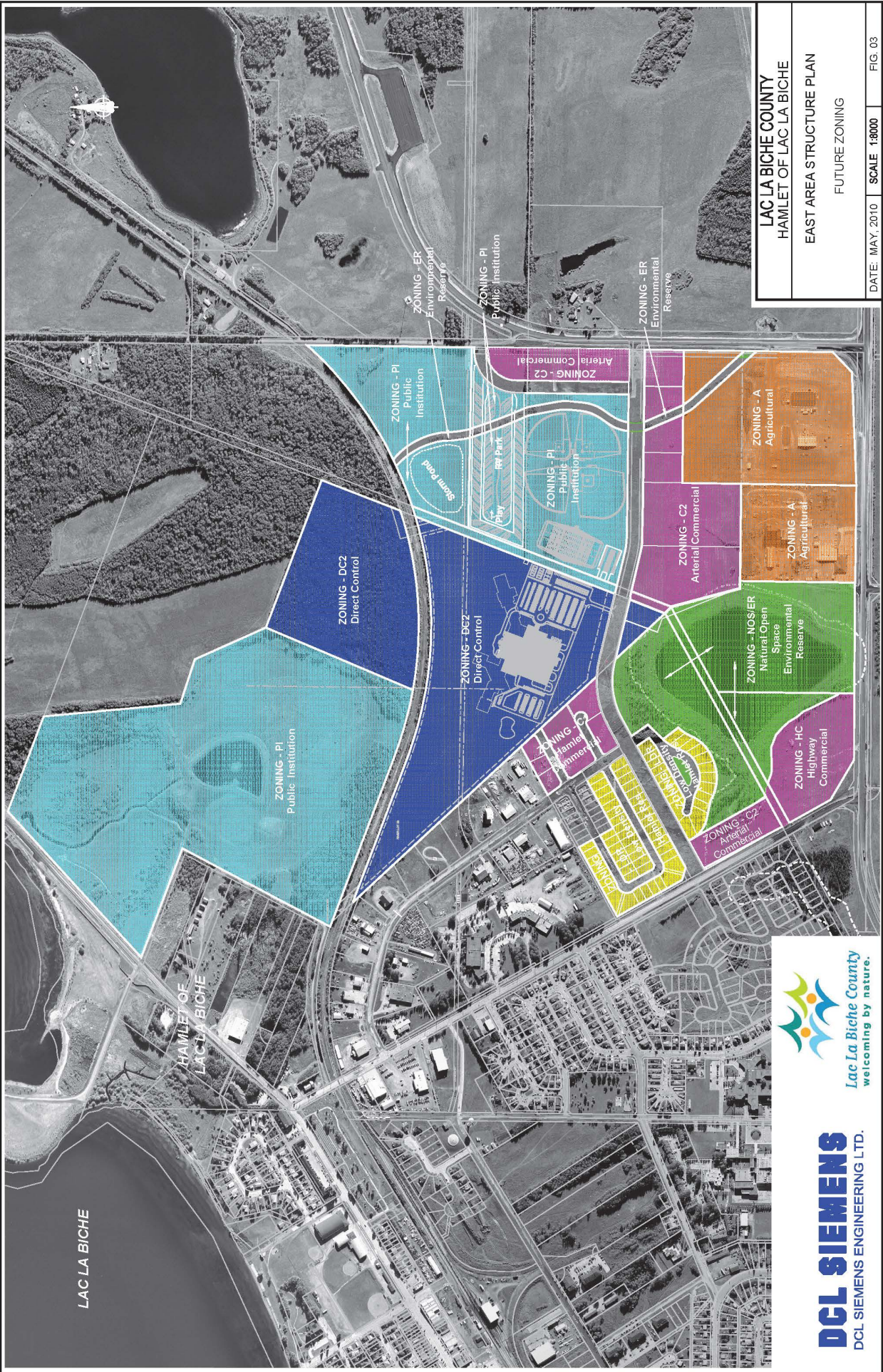
Lac La Biche East ASP _ 2010

Prepared By:

Jana Rowe, Economic Development Officer

Presented By:

Jana Rowe, Economic Development Officer



Lac La Biche County

Report

to Council

SUBJECT: Fork Lake boat launches and beach access

COUNCIL MEETING DATE: March 9, 2021

CONFIDENTIAL: No

Purpose:

Administration provide updated information regarding boat launches and beach access to Fork Lake

Proposed Motion:

That County Council accept the fork Lake boat launches and beach access as information

Options:

That County Council accept the Fork Lake boat launches and beach access as information.

That County Council increase the budget allocation from \$150,00.00 to \$1,300,00.00.

That county Council direct administration to explore more option on providing proper beach access at fork Lake

Recommendation:

The estimated amount of \$1.3 million dollar to provide proper beach access at Fork Lake is higher that anticipated and administration explore alternate opportunities to provide access to0 beach area.

Background:

- Due to a number of concerns from County Council and the Public regarding access to ER and Fork Lake beach areas, County Council approved \$150,000.00 for proper access and washroom facilities to Fork Lake Beaches.
- Administration has been working with a consultant to provide concept plans and costs to develop proper access to the beach area at Fork Lake.

- Following a number complaints and concerns from residents regarding safety with vehicles accessing the beach area by Bennet Beach a gate was installed to restrict vehicle access on to the beach and a gravel parking lot was established by the gate.
- The plan is to have the gate open over the winter months for residents to access the lake for winter activities. And close the gate over the summer months to restrict vehicle access. Parks operation would allow residents to access the gate to install and remove docks and lifts from the lake.
- Bennett Beach originally had a boat Launch but was removed about 10 years ago. There was also a previous boat launch at the Fork Lake Campsite but was also closed down a number of years ago. There is an established and maintain County boat Launch down the road from Bennett Beach.
- There was also a past boat Launch at the beach by Fork Lake estates and was replaced with a float dock about 7 years ago.
- The attached concept plans show a number of options to establish a proper access to the beach with parking, and washrooms. Due to the slope of the bank and access a retaining wall needs to be established. The estimated cost to create this area is \$1,354,839.75. This is significantly more than anticipated to create the appropriate access to Fork Lake Beach area.
- We have consulted Planning and Development, this area is being proposed to be developed on County ER.
- Presently residents and visitors of the area cross the ER with motorized vehicles to access the beach areas. This has brought up a number of concerns of safety and damage to sensitive environment areas. A proper access and parking area needs to be established.

Strategic Alignment:

Recreation and Tourism

Financial Implications:

Costs: \$1,354,839.75

Source of funding: \$150,000.00

Relevant Legislation, Policy or Practices:

Land Use Policy

Internal Impacts:

We need to find a solution to this issue, it is a continuing concern for residents and visitors

Communication:

Communicate to appropriate staff and residents in the area

Attachments:

Concept Drawings

Estimated Costs

Prepared By:

Darrell Lessmeister, Associated CAO Recreation and Community Services

Presented By:

Darrell Lessmeister, Associated CAO Recreation and Community Services

Gary Harman, Manager Parks and Facilities



FORK LAKE BEACH AREA



EXISTING VEGETATION



EXISTING VEGETATION



ALONG HIGHWAY 867



ALONG HIGHWAY 867



ALONG HIGHWAY 867



EXISTING ACCESS



CONCEPT A HIGHLIGHTS

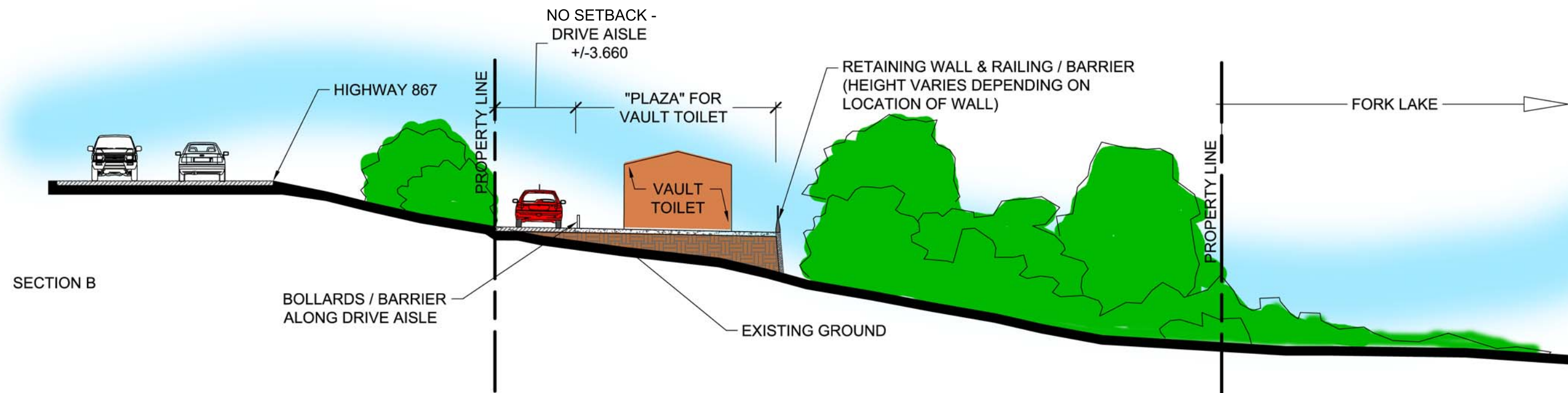
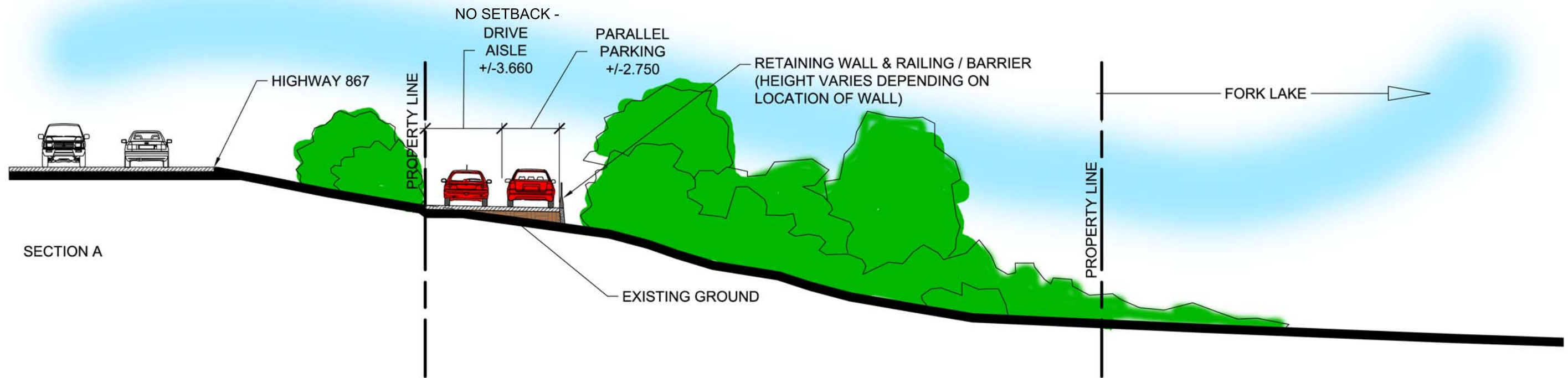
- THIRTY (30) PARALLEL PARKING STALLS
- ONE WAY ROAD AGAINST PROPERTY LINE
- PATHWAY TO BEACH AREA
- 2 PERSON VAULT TOILET
- PICNIC TABLES BY PARKING LOT
- ENTRANCES AT 5%
- RETAINING WALL HEIGHTS FROM APPROXIMATELY 0.4m TO 1.75m
- APPROXIMATE LENGTH OF RETAINING WALLS ALONG ROAD IS 490m
- GRADING AND ALIGNMENTS ARE SCHEMATIC ONLY

FORK LAKE CONCEPT A
PARALLEL PARKING OPTION

SCALE 1:1000
NOVEMBER 3, 2020



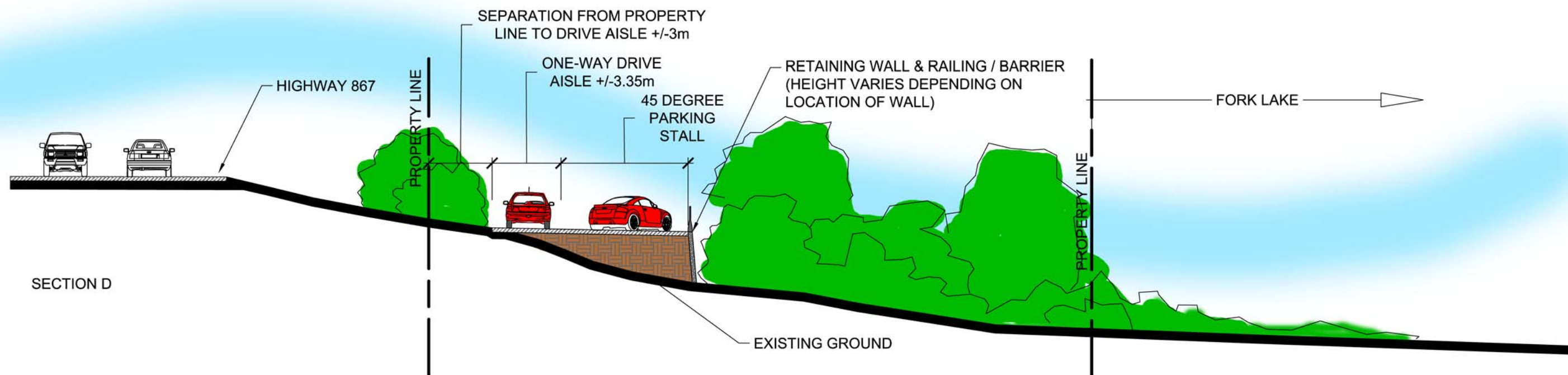
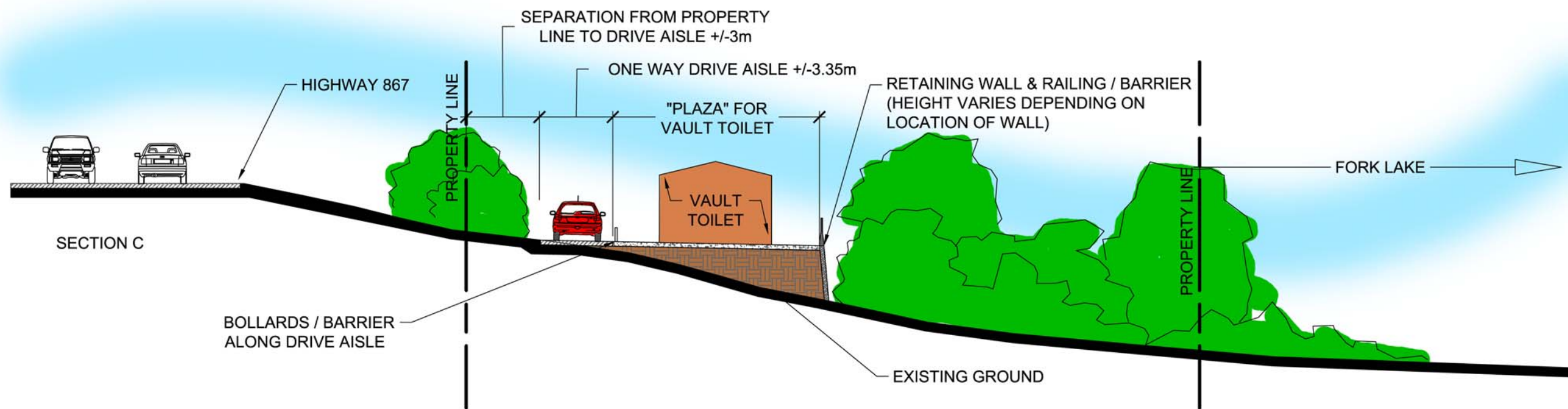
FORK LAKE



FORK LAKE CONCEPT A - SECTIONS

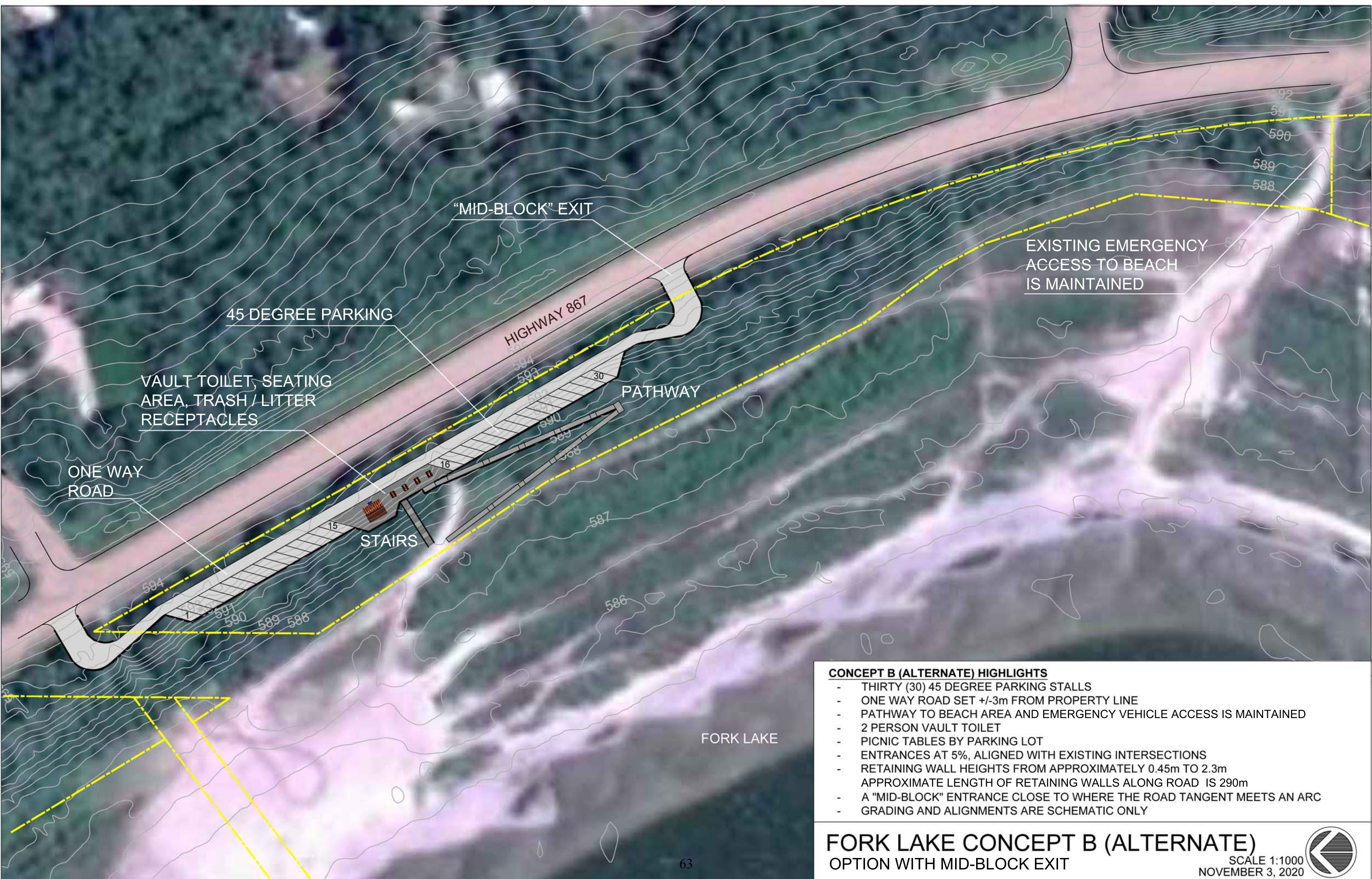
SCALE 1:200 - NOVEMBER 3, 2020





FORK LAKE CONCEPT B - SECTIONS

SCALE 1:200 - NOVEMBER 3, 2020



ONE WAY ROAD

VAULT TOILET, SEATING AREA, TRASH / LITTER RECEPTACLES

45 DEGREE PARKING

"MID-BLOCK" EXIT

HIGHWAY 867

PATHWAY

STAIRS

EXISTING EMERGENCY ACCESS TO BEACH IS MAINTAINED

FORK LAKE

CONCEPT B (ALTERNATE) HIGHLIGHTS

- THIRTY (30) 45 DEGREE PARKING STALLS
- ONE WAY ROAD SET +/-3m FROM PROPERTY LINE
- PATHWAY TO BEACH AREA AND EMERGENCY VEHICLE ACCESS IS MAINTAINED
- 2 PERSON VAULT TOILET
- PICNIC TABLES BY PARKING LOT
- ENTRANCES AT 5%, ALIGNED WITH EXISTING INTERSECTIONS
- RETAINING WALL HEIGHTS FROM APPROXIMATELY 0.45m TO 2.3m
- APPROXIMATE LENGTH OF RETAINING WALLS ALONG ROAD IS 290m
- A "MID-BLOCK" ENTRANCE CLOSE TO WHERE THE ROAD TANGENT MEETS AN ARC
- GRADING AND ALIGNMENTS ARE SCHEMATIC ONLY

FORK LAKE CONCEPT B (ALTERNATE)
OPTION WITH MID-BLOCK EXIT

SCALE 1:1000
NOVEMBER 3, 2020





VAULT TOILET, SEATING
AREA, TRASH / LITTER
RECEPTACLES

EXISTING EMERGENCY
ACCESS TO BEACH
IS MAINTAINED

BARRIER ALONG
ONE WAY
ROAD SETBACK
3m FROM HIGHWAY
SHOULDER

PATHWAY

CONCEPT C HIGHLIGHTS

- THIRTY (30) PARALLEL PARKING STALLS
- ONE WAY ROAD ALONG HIGHWAY WITHIN ROAD RIGHT OF WAY
- SEPARATED FROM HIGHWAY SHOULDER WITH 3m OFFSET AND BARRIER
- PATHWAY TO BEACH AREA
- 2 PERSON VAULT TOILET
- PICNIC TABLES BY PARKING LOT
- ENTRANCES AT 5%
- RETAINING WALL HEIGHTS FROM APPROXIMATELY 0.9m TO 4m
- APPROXIMATE LENGTH OF RETAINING WALLS ALONG NEW PARKING IS 435m
- GRADING AND ALIGNMENTS ARE SCHEMATIC ONLY

FORK LAKE CONCEPT C
OPTION IN ROAD RIGHT OF WAY

SCALE 1:1000
NOVEMBER 3, 2020



FORK LAKE

PRELIMINARY BUDGET ESTIMATE - ORDER OF MAGNITUDE - JANUARY 20, 2021

ITEM	DESCRIPTION	ESTIMATED QUANTITY	UNIT	ESTIMATED UNIT RATE	ESTIMATED TOTAL
	OPTION B - Alternate: Constructed with a 3m setback and a "mid-block" entrance				
1	Mobilization and Demobilization	1	L. Sum	\$ 120,000.00	\$ 120,000.00
2	Clearing and Grubbing	1	L. Sum	\$ 30,000.00	\$ 30,000.00
3	Approximately 385m length of Retaining Walls for road, 30 parking stalls, and pathway (plus 1 layer) (approximately 475 blocks needed (if 5ftx2.5ft))	475	blocks	\$300.00	\$ 142,500.00
4	Storm Drainage	1	L. Sum	\$15,000.00	\$ 15,000.00
5	Earthwork	1	L. Sum	\$ 50,000.00	\$ 50,000.00
6	Road / parking / plaza / pathway-gravel (no asphalt)	2315	m2	\$ 25.00	\$ 57,875.00
7	Asphalt	2315	m2	\$ 40.00	\$ 92,600.00
8	Bollards	30	each	\$ 800.00	\$ 24,000.00
9	Railing	385	lin.m	\$ 275.00	\$ 105,875.00
10	Protective barriers	265	lin.m	\$ 500.00	\$ 132,500.00
11	Picnic Tables	4	each	\$ 3,000.00	\$ 12,000.00
12	Vault Toilet	1	each	\$ 80,000.00	\$ 80,000.00
13	Site rehabilitation and planting	1	L. Sum	\$ 50,000.00	\$ 50,000.00

BUDGET SUB-TOTAL \$ 912,350.00

10% STANDARD CONSTRUCTION CONTINGENCY \$ 91,235.00

25% PRE-DESIGN CONTINGENCY \$ 228,087.50

10% DESIGN FEES \$ 123,167.25

BUDGET TOTAL WITH GST \$ 1,354,839.75

Note:

- 1 These pre-design estimates are for budgeting purposes only and include both capital development and preliminary allowances for consulting services, both of which would be dependent upon geotechnical investigations, structural engineering requirements, final designs, scope, and complexity of the work items ultimately selected.
- 2 Budget allowances include both standard 10% construction contingencies for all elements plus a separate 25% pre-design allowance for the work. More accurate estimates would be confirmed as design progresses.
- 3 Works excluded from this estimate include: work on Highway 867, signage, asphalt.

Lac La Biche County *Report* to Council

SUBJECT: Enforcement of COVID-19 CMOH Orders

COUNCIL MEETING DATE: March 9, 2021

CONFIDENTIAL: No

Purpose:

To discuss with Council the status pertaining to enforcing of COVID19 Chief Medical Officer of Health (CMOH) Orders and determine if Council wishes for Administration conduct enforcement measures as approved by the Director and Minister of Law Enforcement.

Proposed Motion:

That Council direct Administration to enforce the CMOH Orders for Level I Community Peace Officers according to the Ministerial Order 13/2021.

Options:

Council may recommend that Administration allow for the enforcement of the CMOH Orders by Level I Community Peace Officers.

Council may request that Administration not conduct enforcement of the CMOH Orders by Level I Community Peace Officers.

Recommendation:

That Council direct Administration to enforce the CMOH Orders for Level I Community Peace Officers according to the Ministerial Order 13/2021.

Background:

On December 8, 2020 Alberta Justice and Solicitor General advised Level I Community Peace Officers that they would be authorized to enforce any Public Health Act orders that were issued by the Chief Medical Officer of Health within the Province of Alberta.

On February 25, 2021 a decision was made by Alberta Justice and Solicitor General in consultation with the Chief Medical Officer of Health that the enforcement ability of the Public Health Act orders would be removed from Peace Officers.

On March 4, 2021 the Director of Law Enforcement and the Minister of Justice advised that there has been an identified gap in the enforcement of COVID-19 measures and the Public Health Orders pertaining to the outbreak. The direction provided by Alberta Justice and Solicitor General again allows Level I Community Peace Officers to enforce the Public Health Orders based on authorization from the municipality.

Between December 8, 2020 and February 25, 2021 Peace Officers responded and entered 154 investigations that were in relation to the violation of Public Health Act orders. These included people refusing to isolate, violations of gatherings and other such activities. It is estimated that the enforcement of these orders and dealing with COVID-19 persons resulted in 475 hours of operational time. The highest month of investigations into these matters was during January, which resulted in approximately 73% of the workload.

With the enforcement ability being changed for Peace Officers this would result in enforcement being completed by Alberta Health Services and the RCMP. If the municipality was to allow Level I Community Peace Officers to enforce the Public Health Orders there would be a reduction in workload to the RCMP. The reduction in working would allow for the RCMP to respond and deal with higher risk incidents and allow for a more timely investigation and response to Public Health Act complaints. This would also assist Alberta Health Services and allow for alleviation of community concerns in a more timely manner. The RCMP Lac La Biche Detachment supports the motion in allowing Level I Community Peace Officers to enforce the Public Health Act Orders.

Strategic Alignment:

Safety and Wellness

Financial Implications:

Costs: Unknown

Source of funding: Operational budget

Relevant Legislation, Policy or Practices:

Community Peace Officer Policy and Procedure Manual

Public Health Act

Chief Medical Officer of Health Orders

Internal Impacts:

Level I Community Peace Officers would be enforcing the Public Health Act orders which would have an operational impact on time and response to other non-time sensitive calls for service.

Communication:

The public will be advised if Level I Community Peace Officers are granted the authority.

Attachments:

Ministerial Order 13/2021

Prepared By:

Chris Clark, Manager
Enforcement Services

Presented By:

Chris Clark, Manager
Enforcement Services



ALBERTA

M.O. 13/2021

MINISTERIAL ORDER

I, **KAYCEE MADU, QC**, Minister of Justice and Solicitor General for the Province of Alberta, pursuant to section 13(1) of the *Peace Officer Act*, consider that an emergency exists that requires the services of one or more peace officers. With their consent and the consent of their authorized employers,

1. I declare that the peace officers listed in this Order have jurisdiction in all or any part of Alberta and in addition to the authorities responsibilities and duties set out in their individual appointments have the authority, responsibility and duty:
 - i. To enforce Alberta's *Public Health Act* and all of Alberta's Chief Medical Officer of Health's Orders pertaining to the COVID-19 pandemic.
2. This authority, responsibility and duty are granted only while performing the following duties:
 - i. Providing law enforcement services or other related duties in relation to the COVID-19 pandemic; and
 - ii. Acting at the request of any police service in Alberta, or any Government of Alberta Ministry pertaining to the COVID-19 pandemic.
3. This Order applies to the following peace officers:
 - i. All uniformed Alberta Peace Officers Level 2 employed/engaged by the Ministry of Environment and Parks, Environmental Enforcement Services; and
 - ii. All uniformed Community Peace Officers Level 1 employed/engaged by an authorized employer of peace officers as defined by section 5 of the *Peace Officer Act*.
4. This order shall remain in effect for a period of 90 days from the date set out below.

Dated at the City of Edmonton, in the Province of Alberta, this 4th day of March, 2021.


MINISTER OF JUSTICE AND SOLICITOR GENERAL
OF THE PROVINCE OF ALBERTA