



MACKENZIE COUNTY

# REGULAR COUNCIL MEETING

**FEBRUARY 9, 2021  
10:00 AM**

**FORT VERMILION COUNCIL  
CHAMBERS**

 780.927.3718

 [www.mackenziecounty.com](http://www.mackenziecounty.com)

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**Mackenzie County**



**MACKENZIE COUNTY  
REGULAR COUNCIL MEETING**

**Tuesday, February 9, 2021  
10:00 a.m.**

**Fort Vermilion Council Chambers**

**Fort Vermilion, Alberta**

**AGENDA**

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<b>CALL TO ORDER:</b>	1.	a) Call to Order	
<b>AGENDA:</b>	2.	a) Adoption of Agenda	
<b>ADOPTION OF PREVIOUS MINUTES:</b>	3.	a) Minutes of the January 27, 2021 Regular Council Meeting	7
		b) Minutes of the February 2, 2021 Special Council Meeting	29
		c) Business Arising out of the Minutes	
<b>DELEGATIONS:</b>	4.	a)	
		b)	
<b>TENDERS:</b>		Tender openings are scheduled for 11:00 a.m.	
	5.	a) None	
<b>PUBLIC HEARINGS:</b>		Public hearings are scheduled for 1:00 p.m.	
	6.	a) None	
<b>GENERAL REPORTS:</b>	7.	a) CAO & Director Reports	35
		b)	
<b>AGRICULTURE SERVICES:</b>	8.	a) West of La Crete Drainage Project	59
		b)	
<b>COMMUNITY SERVICES:</b>	9.	a) Alberta Health Services Ambulance Building Rental – Renewal	63

		b)		
		c)		
<b>FINANCE:</b>	10.	a)	Bylaw 1213-21 Fee Schedule Amendment (Water & Sewer Fees)	71
		b)	Notice of Motion – Minimum Tax for Agricultural Leases	77
		c)	Cheque Registers – January 25 – February 5, 2021	81
		d)		
		e)		
<b>OPERATIONS:</b>	11.	a)	Policy ADM036 Municipal Shop Use	83
		b)	Policy PW009 Dust Control	87
		c)		
		d)		
<b>UTILITIES:</b>	12.	a)		
		b)		
<b>PLANNING &amp; DEVELOPMENT:</b>	13.	a)	Bylaw 1205-20 Land Use Bylaw Amendment to Create a Zoning Overlay to Regulate Development in the Area Surrounding Mackenzie County Airports	93
		b)	Bylaw 1207-21 Residential Developer Incentive	113
		c)	Bylaw 1214-21 Land Use Bylaw Amendment to Rezone Plan 202 0335, Block 6, Lots 27 to 31 from Hamlet Residential 1A “H-R1A” to Hamlet Residential 1B “H-R1B”	125
		d)		
		e)		
<b>ADMINISTRATION:</b>	14.	a)	Bylaw 1212-21 Subdivision & Development Appeal Board	143



- b) Policy ADM030 Isolation Allowance 155  
 Policy EMR003 Ambulance Service  
 Policy MRES001 Mackenzie Regional  
 Emergency Services, Shift Hours and Rotations  
 Policy MRES002 Mackenzie Regional  
 Emergency Services, Standard Operating  
 Guidelines
- c) Policy ADM059 Asset Management 163
- d) Alberta Energy Regulator – Directive 067:  
 Eligibility Requires for Acquiring and Holding  
 Energy Licences and Approvals 171
- e) Plant Protein Alliance of Alberta – Letter of  
 Support 187
- f) Fort Vermilion School Division – Land  
 Transaction 189
- g) La Crete Agricultural Society – Request for Letter  
 of Support 193
- h) Tompkins Improvement Board – Request for  
 Letter of Support 197
- i) Caribou Update (standing item)
- j)
- k)

**COUNCIL  
 COMMITTEE  
 REPORTS:**

- 15. a) Council Committee Reports (verbal)
- b) Municipal Planning Commission Meeting Minutes 201
- c) Community Services Committee Meeting Minutes 229

**INFORMATION /  
 CORRESPONDENCE:**

- 16. a) Information/Correspondence 235

**CLOSED MEETING:**

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

- 17. a) Town of High Level Regional Service Sharing  
 Agreement (s. 21, 24, 25)
- b) Council/Administration Communication Protocol

(s. 17, 24)

- c) Rocky Lane Area Road (s. 21, 21)
- d) Long Run Exploration Outstanding Tax Arrears (s.24, 25)

**NOTICE OF MOTION:** 18. a)

- NEXT MEETING DATES:** 19. a) Committee of the Whole Meeting  
February 23, 2021  
10:00 a.m.  
Fort Vermilion Council Chambers
- b) Regular Council Meeting  
February 24, 2021  
10:00 a.m.  
Fort Vermilion Council Chambers

**ADJOURNMENT:** 20. a) Adjournment



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 9, 2021</b>
<b>Presented By:</b>	<b>Carol Gabriel, Deputy Chief Administrative Officer (Legislative &amp; Support Services)</b>
<b>Title:</b>	<b>Minutes of the January 27, 2021 Regular Council Meeting</b>

## **BACKGROUND / PROPOSAL:**

Minutes of the January 27, 2021, Regular Council Meeting are attached.

## **OPTIONS & BENEFITS:**

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

## **SUSTAINABILITY PLAN:**

## **COMMUNICATION / PUBLIC PARTICIPATION:**

Approved Council Meeting minutes are posted on the County website.

## **POLICY REFERENCES:**

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

**RECOMMENDED ACTION:**

- Simple Majority       Requires 2/3       Requires Unanimous

That the minutes of the January 27, 2021 Regular Council Meeting be adopted as presented.

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

**MACKENZIE COUNTY  
REGULAR COUNCIL MEETING**

**Wednesday, January 27, 2021  
10:00 a.m.**

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

- PRESENT:** Josh Knelsen Reeve  
Walter Sarapuk Deputy Reeve  
Jacquie Bateman Councillor (virtual)  
Peter F. Braun Councillor  
Cameron Cardinal Councillor (virtual)  
David Driedger Councillor  
Eric Jorgensen Councillor (virtual)  
Ernest Peters Councillor  
Lisa Wardley Councillor (virtual)
- REGRETS:** Anthony Peters Councillor
- ADMINISTRATION:** Len Racher Chief Administrative Officer  
Carol Gabriel Deputy Chief Administrative Officer/  
Recording Secretary  
Fred Wiebe Director of Utilities (virtual)  
Don Roberts Director of Community Services  
Jennifer Batt Director of Finance  
Byron Peters Director of Projects and Infrastructure  
(virtual)  
Caitlin Smith Manager of Planning and Development  
(virtual)
- ALSO PRESENT:** S/Sgt. Jesse Gilbert, Fort Vermilion RCMP  
Cpl. Adam Stokes, Fort Vermilion RCMP  
Ray Toews, Member of the Public (Public Hearing Bylaw 1205-20)

Minutes of the Regular Council meeting for Mackenzie County held on January 27, 2021 in the Council Chambers at the Fort Vermilion County Office.

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

Reeve Knelsen called the meeting to order at 10:00 a.m.

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

**MOTION 21-01-044 MOVED** by Deputy Reeve Sarapuk

That the agenda be approved with the following additions:

- 8. a) Roadside Spraying Request for Proposals
- 14. c) Letter to the Premier of Alberta – COVID-19 Restrictions
- 14. d) Little Red River Cree Nation – Request for Letter of Support

**CARRIED**

**ADOPTION OF  
PREVIOUS MINUTES:**

**3. a) Minutes of the January 12, 2021 Regular Council Meeting**

**MOTION 21-01-045**

**MOVED** by Councillor Wardley

That the minutes of the January 12, 2021 Regular Council Meeting be adopted as presented.

**CARRIED**

**ADOPTION OF  
PREVIOUS MINUTES:**

**3. b) Business Arising out of the Minutes**

None.

**TENDERS:**

**5. a) None**

**GENERAL  
REPORTS:**

**7. a) Disaster Recovery Update – 2020 Overland Flood**

**MOTION 21-01-046**

**MOVED** by Councillor Driedger

That the disaster recovery update be received for information.

**CARRIED**

**AGRICULTURE  
SERVICES:**

**8. a) Roadside Spraying Request for Proposals (ADDITION)**

**MOTION 21-01-047**  
Requires Unanimous

**MOVED** by Councillor Braun

That the Agricultural Service Board be authorized to open the Roadside Spraying Request for Proposals at the March 2021 Agricultural Service Board meeting and that a recommendation be made to Council for the awarding of the contract.

**CARRIED UNANIMOUSLY**

**COMMUNITY SERVICES:**

**9. a) Policy ADM040 Recreational Area**

**MOTION 21-01-048**

**MOVED** by Councillor Braun

That Policy ADM040 Recreational Area be amended as presented.

**CARRIED**

**COMMUNITY SERVICES:**

**9. b) Waste Transfer Stations Insurance and Tender – Rocky Lane & Blumenort**

**MOTION 21-01-049**  
Requires 2/3

**MOVED** by Councillor Wardley

That the budget be amended to include \$5,250.00 to cover the insurance required by Waste Transfer Station attendants, with funds coming from the General Operating Reserve.

**CARRIED**

**MOTION 21-01-050**

**MOVED** by Councillor Braun

That administration re-tender the Rocky Lane and Blumenort Waste Transfer Stations.

**CARRIED**

**COMMUNITY SERVICES:**

**9. c) River Search & Rescue Access Plan**

**MOTION 21-01-051**  
Requires 2/3

**MOVED** by Councillor Driedger

That the 2020 budget be amended to include an additional \$62,000 for the River Search and Rescue Plan Project, including the installation of the Bridge Campground River Search and Rescue Access, with funds coming from the General Operating Reserve.

**CARRIED**

**FINANCE:**

**10. a) Fire Truck Unit #9132 – High Level**

**MOTION 21-01-052**

**MOVED** by Councillor Driedger

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Requires 2/3

That administration investigate all costs associated with the ownership of the Fire Truck unit #9132, purchased under Section 10.11 of the Regional Service Sharing Agreement and that the transfer of ownership be TABLED.

**CARRIED**

Reeve Knelsen recessed the meeting at 10:33 a.m. and reconvened the meeting at 10:43 a.m. with all members present with the exception of Councillor Cardinal.

**FINANCE:**

**10. b) Provincial Education Requisition Credit – Write off Taxes Tax Roll #410831, #422074 & #422125**

**MOTION 21-01-053**  
Requires 2/3

**MOVED** by Deputy Reeve Sarapuk

That the total 2020 penalties in the amount of \$22,663.16 for Tax Rolls #410831, #422074, and #422125 be reversed.

**CARRIED**

**MOTION 21-01-054**  
Requires 2/3

**MOVED** by Councillor Braun

That the Tax Roll accounts as detailed be deemed as uncollectable, reflected as bad debt, and written off.

Tax Roll #410831 outstanding balance \$ 3,815.11  
Tax Roll #410986 outstanding balance \$ 5,970.68  
Tax Roll #422125 outstanding balance \$46,378.62

**CARRIED**

**MOTION 21-01-055**

**MOVED** by Councillor Wardley

That administration apply for reimbursement under the Provincial Education Requisition Credit Program for educational taxes being written off.

**CARRIED**

**FINANCE:**

**10. c) Financial Reports – January 1, 2020 to December 31, 2020**

**MOTION 21-01-056**

**MOVED** by Councillor Jorgensen

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That the financial reports for January to December 2020 be received for information.

**CARRIED**

**FINANCE:** 10. d) **Cheque Registers – January 11 – January 22, 2021**

**MOTION 21-01-057** **MOVED** by Deputy Reeve Sarapuk

That the cheque registers from January 11 – January 22, 2021 be received for information.

**CARRIED**

**OPERATIONS:** 11. a) **None**

**UTILITIES:** 12. a) **La Crete North Storm Project – Land Acquisition**

**MOTION 21-01-058** **MOVED** by Councillor Braun

That administration proceed with negotiations to purchase the required land for the La Crete North Storm project and report back to Council prior to submitting an offer to purchase.

**CARRIED**

**UTILITIES:** 12. b) **Sanitary Sewer Development Fee**

**MOTION 21-01-059** **MOVED** by Councillor Wardley

That a Sanitary Sewer Development Fee be applied to subdivision applications, effective immediately, in accordance with the costs identified in the La Crete North Sanitary Trunk Sewer – Design Report, approved by Council on November 25, 2020 for the area defined within the report.

**CARRIED**

**PLANNING AND DEVELOPMENT:** 13. a) **Bylaw 1207-21 Residential Developer Incentive**

**MOTION 21-01-060** **MOVED** by Councillor E. Peters

That first reading be given to Bylaw 1207-21 being the Mackenzie County Residential Developer Incentive Bylaw.

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**CARRIED**

**MOTION 21-01-061**      **MOVED** by Councillor Braun

That second reading be given to Bylaw 1207-21 being the Mackenzie County Residential Developer Incentive Bylaw.

**CARRIED**

**MOTION 21-01-062**      **MOVED** by Councillor Driedger  
Requires: Unanimous

That consideration be given to go to third reading of Bylaw 1207-21 being the Mackenzie County Residential Developer Incentive Bylaw, at this meeting.

**DEFEATED**

**PLANNING AND  
DEVELOPMENT:**

**13. b) Bylaw 1211-21 Partial Plan Cancellation and  
Consolidation of Plan 2938RS, Block 3, Lots 12 & 13**

**MOTION 21-01-063**      **MOVED** by Deputy Reeve Sarapuk

That first reading be given to Bylaw 1211-21 being a Partial Plan Cancellation and Consolidation Bylaw for Plan 2938RS, Block 3, Lots 12 & 13, subject to public hearing input.

**CARRIED**

**ADMINISTRATION:**      **14. a) Municipal Planning Commission and Inter-municipal  
Planning Commission – Member at Large Appointment**

**MOTION 21-01-064**      **MOVED** by Councillor Driedger

That Member at Large vacancies on the Municipal Planning Commission and the Inter-Municipal Planning Commission be advertised.

**CARRIED**

**DELEGATIONS:**      **4. a) Fort Vermilion RCMP – Crime Statistics**

Reeve Knelsen recessed the meeting at 12:03 p.m. and reconvened the meeting at 12:37 p.m.

**MOTION 21-01-065**      **MOVED** by Councillor Driedger

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That the RCMP crime statistics reports be received for information.

**CARRIED**

**ADMINISTRATION: 14. b) Caribou Update**

**MOTION 21-01-066 MOVED** by Councillor Driedger

That the caribou update be received for information.

**CARRIED**

**ADMINISTRATION: 14. c) Letter to the Premier of Alberta – COVID-19 Restrictions (ADDITION)**

**MOTION 21-01-067 MOVED** by Councillor E. Peters  
Requires Unanimous

That a letter be sent to the Government of Alberta to reopen recreational facilities and business services.

**CARRIED UNANIMOUSLY**

**ADMINISTRATION: 14. d) Little Red River Cree Nation – Request for Letter of Support (ADDITION)**

**MOTION 21-01-068 MOVED** by Councillor Driedger  
Requires Unanimous

That the letter of support to Little Red River Cree Nation be TABLED to the Closed Meeting.

**CARRIED**

**PUBLIC HEARINGS: 6. a) Bylaw 1203-20 Land Use Bylaw Amendment to Create a Zoning Overlay to Change the Minimum Setback Along 100 Street in the Hamlet of La Crete**

Reeve Knelsen called the public hearing for Bylaw 1203-20 to order at 1:02 p.m.

Reeve Knelsen asked if the public hearing for proposed Bylaw 1203-20 was properly advertised. Caitlin Smith, Manager of Planning & Development, answered that the bylaw was advertised in accordance with the Municipal Government Act.

Reeve Knelsen asked the Development Authority to outline the

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proposed Land Use Bylaw Amendment. Caitlin Smith, Manager of Planning & Development, presented the following:

*100A Street is located parallel to 100 Street otherwise known as Main Street (arterial road) in the hamlet of La Crete. 100A is a registered service road and separate from the 100 Street Right of Way.*

*This item was previously taken to Council to determine the future width of the 100 Street corridor, where Council determined that 40 meters would be sufficient.*

*Currently, Mackenzie County has title of the closed road. In order to obtain a 40 meter corridor on 100 Street (30m is existing) 10 meters of 100A Street must be added to the corridor. The County will have to buy 10m from some properties and offer to sell 10m to other properties where the 100A street exists.*

*The 100 Street Zoning Overlay Bylaw has been drafted as a means to prevent new developments from being too close to the future 100 street corridor. The Bylaw proposes a 10 meter setback from the future 100 street corridor or 20 meters from the existing 100 street road right-of-way. This will ensure alignment of all future buildings along the corridor.*

*The current minimum setback from the front property line for La Crete Main Street "LC-MS" is 3.0 meters (9.8 feet) while the maximum is 5.0 meters (16.4 feet).*

*There are currently no buildings that encroach the proposed 100 street corridor, however some properties will not meet the new setback requirements and will be grandfathered.*

*Once setbacks are secured, negotiations with landowners will begin.*

Reeve Knelsen asked if Council has any questions of the proposed Land Use Bylaw Amendment. There were no questions.

Reeve Knelsen asked if any submissions were received in regards to proposed Bylaw 1203-20. No submissions were received.

Reeve Knelsen asked if there was anyone present who would like to speak in regards to the proposed Bylaw 1203-20. There was no one present to speak to the proposed bylaw.

Reeve Knelsen closed the public hearing for Bylaw 1203-20 at 103 p.m.

**MOTION 21-01-069**      **MOVED** by Deputy Reeve Sarapuk

That second reading be given to Bylaw 1203-20 being a Land Use Bylaw Amendment at Create a Zoning Overlay to Change the Minimum Setback Along 100 Street in the Hamlet of La Crete.

**CARRIED**

**MOTION 21-01-070**      **MOVED** by Councillor Braun

That third and final reading be given to Bylaw 1203-20 being a Land Use Bylaw Amendment at Create a Zoning Overlay to Change the Minimum Setback Along 100 Street in the Hamlet of La Crete.

**CARRIED**

**PUBLIC HEARINGS:**      **6. b) Bylaw 1205-20 Land Use Bylaw Amendment to Create a Zoning Overlay to Regulate Development in the Area Surrounding Mackenzie County Airports**

Reeve Knelsen called the public hearing for Bylaw 1205-20 to order at 1:04 p.m.

Reeve Knelsen asked if the public hearing for proposed Bylaw 1205-20 was properly advertised. Caitlin Smith, Manager of Planning & Development, answered that the bylaw was advertised in accordance with the Municipal Government Act.

Reeve Knelsen asked the Development Authority to outline the proposed Land Use Bylaw Amendment. Caitlin Smith, Manager of Planning & Development, presented the following:

*The purpose of proposed Bylaw 1205-20 is to identify lands where certain types of development may interfere with Mackenzie County Airport operations. The proposed Bylaw allows administration to restrict development that may negatively affect airports, based on height, attraction of*

*birds, creation of electrical or noise disturbances, or creation of dust or smoke.*

*Most of the lands surrounding the Fort Vermilion (Wop May Memorial) and La Crete Airports are zoned as Agricultural "A", where a wide variety of uses are Permitted and Discretionary. A zoning overlay of the areas specifically surrounding the airports would allow administration to regulate all uses and include additional conditions to Development Permits for both Permitted and Discretionary uses that would prevent their impacts on airport operations such as height restrictions in accordance with the Airport Vicinity Protection Area (AVPA) Bylaw.*

*The proposed Bylaw also gives the Development Authority the ability to refuse developments that may be negatively affected by airport operations such as those that may be sensitive to noise.*

Reeve Knelsen asked if Council has any questions of the proposed Land Use Bylaw Amendment. The following questions or comments were made:

- If a resident has already built two shops on a property in the AVPA area and wants to add a house, would they be turned down? No, the house would likely not be taller than the shop.*
- Why is the area around the High Level airport not included? The High Level airport was never part of the initial discussion. When the project was initiated two years ago for the AVPA review, administration reached out to the Town of High Level to see if they were interested in having their area reviewed in conjunction with this project. No response was received from the Town. Therefore, the focus was on Fort Vermilion and La Crete.*
- Are we actually limiting residential development? This Bylaw will require residents to get a Development Permit and consideration would be based on the height and location of the development. The Bylaw gives us the ability to enforce.*
- How does this Land Use Bylaw amendment to create a zoning overlay and the AVPA fit together? How are they different? The AVPA is a Bylaw but not enforceable, the Land Use Bylaw is enforceable and gives the Development Authority the power to control development. We need to ensure that there won't be any issues with development interfering with aircraft (ie. grain bins).*

Reeve Knelsen asked if any submissions were received in regards to proposed Bylaw 1205-20. There were no submissions.

Reeve Knelsen asked if there was anyone present who would like to speak in regards to the proposed Bylaw 1205-20. The following individuals were present to speak to the proposed bylaw:

- *Ray Toews indicated that while he has no issue with the proposed bylaw he would encourage Council to consider more severely restricting development on the ends of the runway. The La Crete airport may have some issues moving forward and the protection of the surrounding area should be strengthened. Many municipalities provide development opportunities along the side of the airstrip and sell the lots and encouraged that kind of planning. The north side doesn't appear to be a problem, however would recommend adding another half mile to the south. He noted that the Fort Vermilion airport is showing only a half-mile while the La Crete airport is one mile.*
- *Byron Peters stated that the biggest reason for the discrepancy is essentially that the boundary was rounded to the nearest property line. The current airport alignment doesn't require a large protection area. Need to be aware of potential antenna construction. Rounding up to include the quarter section provides a larger buffer for runway extension, and we are confident that we are capturing 95% of the risk.*
- *A comment was made that in La Crete the majority of the area has been identified through the Industrial Growth Strategy and planning documents already in place and enforced with the Municipal Development Plan to discourage residential development.*
- *Ray Toews commented that more restrictions need to be placed on residential. Even though residents build knowing the airport is there, whoever they sell the house to in the future will start complaining. You need to think 20-50 years from now.*
- *Discussion was held regarding current development on the east side of the airport in La Crete. The shop is already on the property and a house is going up. The developer has agreed to keep his driveway and improvements to the south side of the property. The road allowance is closed.*
- *Discussion was held regarding the Industrial Growth Strategy, the area identified for commercial industrial and residential areas.*



Reeve Knelsen closed the public hearing for Bylaw 1205-20 at 1:21 p.m.

**MOTION 21-01-071      MOVED** by Councillor Braun

That second reading be given to Bylaw 1205-20 being a Land Use Bylaw Amendment to Create a Zoning Overlay to Regulate Development in the Area Surrounding Mackenzie County Airports.

**CARRIED**

**MOTION 21-01-072      MOVED** by Councillor Jorgensen

That third and final reading of Bylaw 1205-20 being a Land Use Bylaw Amendment to Create a Zoning Overlay to Regulate Development in the Area Surrounding Mackenzie County Airports be TABLED for more information.

**CARRIED**

**PUBLIC HEARINGS:      6. c)    Bylaw 1209-21 Municipal Reserve Closure of Plan 082 6817, Block 3, Lots 11MR & 12MR**

Reeve Knelsen called the public hearing for Bylaw 1209-21 to order at 1:28 p.m.

Reeve Knelsen asked if the public hearing for proposed Bylaw 1209-21 was properly advertised. Caitlin Smith, Manager of Planning & Development, answered that the bylaw was advertised in accordance with the Municipal Government Act.

Reeve Knelsen asked the Development Authority to outline the proposed Municipal Reserve Closure. Caitlin Smith, Manager of Planning & Development, presented the following:

*Mackenzie County received a request to cancel Plan 082 6817. The plan is a registered, rural, multi-lot subdivision, located along Highway 697 in Blumenort, which was never fully constructed.*

*In 2008, the ten (10) lot subdivision was registered due to a clerical error despite the internal road only being partially built by the developer. In 2009, all of the lots, including the remainder of the quarter section, were sold to an adjacent landowner. The current landowner has no intention of completing the subdivision road or selling the individual*



lots.

*The land is currently being used as farmland but is being taxed as residential lots, the current landowner has paid \$34,154 in taxes to date for the ten (10) lots. Because of the actual use, the landowner would like to consolidate all of the lots and re-zone the properties. The lots are currently zoned Rural Country Residential 1 "RCR1" which cannot be changed until they are all consolidated with the remainder of the quarter section.*

*On October 28, 2020 Plan Cancellation Bylaw 1201-20 was approved by Council. Administration consulted a surveyor and Alberta Land Titles prior to submitting the Plan Cancellation for registration and submitted according to their recommendation. However, due to the presence of Municipal Reserve Lots and Roads within Plan 082 6817, the Plan Cancellation was rejected by Alberta Land Titles.*

*Alberta Land Titles requires that a Municipal Reserve Disposal Bylaw and Road Closure Bylaw accompany Plan Cancellation Bylaw 1201-20 for the subdivision to be effectively cancelled.*

*The applicant is typically required to purchase the municipal reserve lots and road at market value; however, Council has the option to waive these costs. The approximate value as assigned by Municipal Reserve Policy DEV005 is \$7,000 per acre. The area of the municipal reserve lots is 1.79 acres which is a value of \$12,530.*

Reeve Knelsen asked if Council has any questions of the proposed Municipal Reserve Closure. There were no questions.

Reeve Knelsen asked if any submissions were received in regards to proposed Bylaw 1209-21. There were no submissions.

Reeve Knelsen asked if there was anyone present who would like to speak in regards to the proposed Bylaw 1209-21. There was no one present to speak to the proposed bylaw.

Reeve Knelsen closed the public hearing for Bylaw 1209-21 at 1:30 p.m.

**MOTION 21-01-073**

**MOVED** by Councillor E. Peters

That second reading be given to Bylaw 1209-21 being a Municipal Reserve Closure Bylaw of Plan 082 6817, Block 3, Lots 11MR & 12MR (SW 12-107-14-W5M).

**CARRIED**

**MOTION 21-01-074**      **MOVED** by Councillor Braun

That third reading be given to Bylaw 1209-21 being a Municipal Reserve Closure Bylaw of Plan 082 6817, Block 3, Lots 11MR & 12MR (SW 12-107-14-W5M).

**CARRIED**

**MOTION 21-01-075**      **MOVED** by Councillor Braun

That administration proceed with the land sale of Plan 082 6817, Block 3, Lots 11MR & 12MR for the purpose of consolidation.

**CARRIED**

**PUBLIC HEARINGS:**      **6. d) Bylaw 1210-21 Road Closure within Plan 082 6817**

Reeve Knelsen called the public hearing for Bylaw 1210-21 to order at 1:31 p.m.

Reeve Knelsen asked if the public hearing for proposed Bylaw 1210-21 was properly advertised. Caitlin Smith, Manager of Planning & Development, answered that the bylaw was advertised in accordance with the Municipal Government Act.

Reeve Knelsen asked the Development Authority to outline the proposed Road Closure. Caitlin Smith, Manager of Planning & Development, presented the following:

*Mackenzie County received a request to cancel Plan 082 6817. The plan is a registered, rural, multi-lot subdivision, located along Highway 697 in Blumenort, which was never fully constructed.*

*In 2008, the ten (10) lot subdivision was registered due to a clerical error despite the internal road only being partially built by the developer. In 2009, all of the lots, including the remainder of the quarter section, were sold to an adjacent landowner. The current landowner has no intention of*

*completing the subdivision road or selling the individual lots.*

*The land is currently being used as farmland but is being taxed as residential lots, the current landowner has paid \$34,154 to date in taxes on the ten (10) lots. Because of the actual use, the landowner would like to consolidate all of the lots and re-zone the properties. The lots are currently zoned Rural Country Residential 1 "RCR1" which cannot be changed until they are all consolidated with the remainder of the quarter section.*

*On October 28, 2020 Plan Cancellation Bylaw 1201-20 was approved by Council. Administration consulted a surveyor and Alberta Land Titles prior to submitting the Plan Cancellation for registration and submitted according to their recommendation. However, due to the presence of Municipal Reserve Lots and Roads within Plan 082 6817, the Plan Cancellation was rejected by Alberta Land Titles.*

*Alberta Land Titles requires that a Municipal Reserve Disposal Bylaw and Road Closure Bylaw accompany Plan Cancellation Bylaw 1201-20 for the subdivision to be effectively cancelled.*

*The applicant is typically required to purchase the municipal reserve lots and road at market value, however, Council has the option to waive these costs. The approximate value as assigned by Municipal Reserve Policy DEV005 is \$7,000 per acre. The area of the road is approximately 4.08 acres which is a value of \$28,560.*

Reeve Knelsen asked if Council has any questions of the proposed Road Closure. There were no questions.

Reeve Knelsen asked if any submissions were received in regards to proposed Bylaw 1210-21. There were no submissions.

Reeve Knelsen asked if there was anyone present who would like to speak in regards to the proposed Bylaw 1210-21. There was no one present to speak to the proposed bylaw.

Reeve Knelsen closed the public hearing for Bylaw 1210-21 at 1:31 p.m.

**MOTION 21-01-076**

**MOVED** by Councillor Driedger

That administration submit Bylaw 1210-21 being a Road Closure Bylaw to close the road within Plan 082 6817 (SW 12-107-14-W5M) to the Minister of Transportation for approval.

**CARRIED**

**COUNCIL  
COMMITTEE  
REPORTS:**

**15. a) Council Committee Reports (verbal)**

**MOTION 21-01-077**

**MOVED** by Councillor Driedger

That the Council committee reports be received for information.

**CARRIED**

Reeve Knelsen recessed the meeting at 1:55 p.m. and reconvened the meeting at 2:12 p.m.

Councillor Cardinal rejoined the meeting at 2:02 p.m.

**COUNCIL  
COMMITTEE  
REPORTS:**

**15. b) Municipal Planning Commission Meeting Minutes**

**MOTION 21-01-078**

**MOVED** by Councillor E. Peters

That the approved Municipal Planning Commission meeting minutes of December 17, 2020 and the unapproved meeting minutes of January 14, 2021 be received for information.

**CARRIED**

**INFORMATION /  
CORRESPONDENCE:**

**16. a) Information/Correspondence**

**MOTION 21-01-079**

**MOVED** by Councillor Wardley

That all Councillors be authorized to participate in the AUMA President's Summit on policing on February 4 and 17, 2021.

**CARRIED**

**MOTION 21-01-080**

**MOVED** by Councillor Driedger

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

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

**CARRIED**

**CLOSED MEETING: 17. Closed Meeting**

**MOTION 21-01-081 MOVED** by Deputy Reeve Sarapuk

That Council move into a closed meeting at 2:26 p.m. to discuss the following:

17. a) Town of High Level Regional Service Sharing Agreement (*FOIP, Div. 2, Part 1, s. 21, 24, 25*)
- b) Legal File Status Report (*FOIP, Div. 2, Part 1, s. 27*)
- c) Best Buy Homes Property (*FOIP, Div. 2, Part, s. 24*)
- d) Little Red River Cree Nation – Request for Letter of Support (*FOIP, Div. 2, Part, s. 21*)

**CARRIED**

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

- All Councillors Present
- Len Racher, Chief Administrative Officer
- Carol Gabriel, Deputy Chief Administrative Officer
- Fred Wiebe, Director of Utilities
- Don Roberts, Director of Community Services
- Jennifer Batt, Director of Finance
- Byron Peters, Director of Projects & Infrastructure
- Caitlin Smith, Manager of Planning & Development

**MOTION 21-01-082 MOVED** by Deputy Reeve Sarapuk

That Council move out of a closed meeting at 3:38 p.m.

**CARRIED**

**CLOSED MEETING: 17. a) Town of High Level Regional Service Sharing Agreement**

**MOTION 21-01-083 MOVED** by Councillor Driedger

That the Town of High Level Regional Service Sharing Agreement be TABLED to a Special Council Meeting on February 2, 2021 at

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

10:00 a.m. in the Fort Vermilion Council Chambers.

**CARRIED**

**MOTION 21-01-084**      **MOVED** by Deputy Reeve Sarapuk

That the information regarding the Town of High Level Regional Service Sharing Agreement be emailed to Councillors in confidence for review.

**CARRIED**

**CLOSED MEETING:**      **17. b) Legal File Status Report**

**MOTION 21-01-085**      **MOVED** by Councillor Braun

That the legal file status report be received for information.

**CARRIED**

**CLOSED MEETING:**      **17. c) Best Buy Homes Property**

**MOTION 21-01-086**      **MOVED** by Councillor Driedger

That the report regarding the Best Buy Homes Property be received for information.

**CARRIED**

**ADMINISTRATION:**      **14. d) Little Red River Cree Nation – Request for Letter of Support (ADDITION)**

**MOTION 21-01-087**      **MOVED** by Councillor Jorgensen  
Requires Unanimous

That Mackenzie County send a letter of support to Little Red River Cree Nation for their grant application for affordable housing development in Fort Vermilion.

**DEFEATED**

**NOTICE OF MOTION:**      **18. a) None**

**NEXT MEETING DATE:**      **19. a) Next Meeting Dates**

Regular Council Meeting

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

February 9, 2021  
10:00 a.m.  
Fort Vermilion Council Chambers

Committee of the Whole Meeting  
February 23, 2021  
10:00 a.m.  
Fort Vermilion Council Chambers

**ADJOURNMENT:**           **20. a) Adjournment**

**MOTION 21-01-088**       **MOVED** by Councillor Braun

That the Council meeting be adjourned at 3:44 p.m.

**CARRIED**

These minutes will be presented to Council for approval on February 9, 2021.

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Joshua Knelsen  
Reeve

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Lenard Racher  
Chief Administrative Officer

UNAPPROVED







Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 9, 2021</b>
<b>Presented By:</b>	<b>Carol Gabriel, Deputy Chief Administrative Officer (Legislative &amp; Support Services)</b>
<b>Title:</b>	<b>Minutes of the February 2, 2021 Special Council Meeting</b>

## **BACKGROUND / PROPOSAL:**

Minutes of the February 2, 2021, Special Council Meeting are attached.

## **OPTIONS & BENEFITS:**

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

## **SUSTAINABILITY PLAN:**

## **COMMUNICATION / PUBLIC PARTICIPATION:**

Approved Council Meeting minutes are posted on the County website.

## **POLICY REFERENCES:**

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

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the minutes of the February 2, 2021 Special Council Meeting be adopted as presented.

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

**MACKENZIE COUNTY  
SPECIAL COUNCIL MEETING**

**Tuesday, February 2, 2021  
10:00 a.m.**

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

**PRESENT:**

Josh Knelsen	Reeve
Walter Sarapuk	Deputy Reeve (virtual)
Jacque Bateman	Councillor (virtual)
Peter F. Braun	Councillor (virtual)
Cameron Cardinal	Councillor (arrived at 10:03 a.m.)
David Driedger	Councillor
Eric Jorgensen	Councillor (virtual)
Anthony Peters	Councillor
Ernest Peters	Councillor
Lisa Wardley	Councillor (virtual)

**REGRETS:**

**ADMINISTRATION:**

Len Racher	Chief Administrative Officer
Carol Gabriel	Deputy Chief Administrative Officer/Recording Secretary
Jennifer Batt	Director of Finance
Byron Peters	Director of Projects & Infrastructure

**ALSO PRESENT:**

Minutes of the Special Council meeting for Mackenzie County held on February 2, 2021 in the Council Chambers at the Fort Vermilion County Office.

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

Reeve Knelsen called the meeting to order at 10:01 a.m.

Councillor Cardinal arrived at 10:03 a.m.

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

**MOTION 21-02-089 MOVED** by Councillor Braun

That the agenda be approved as presented.

**CARRIED**

**MINUTES FROM  
PREVIOUS  
MEETING:** 3. a) None

**DELEGATIONS:** 4. a) None

**TENDERS:** 5. a) None

**PUBLIC HEARINGS:** 6. a) None

**GENERAL  
REPORTS:** 7. a) None

**AGRICULTURE  
SERVICES:** 8. a) None

**COMMUNITY  
SERVICES:** 9. a) None

**FINANCE:** 10. a) None

**OPERATIONS:** 11. a) None

**UTILITIES:** 12. a) None

**PLANNING AND  
DEVELOPMENT:** 13. a) None

**ADMINISTRATION:** 14. a) None

**COUNCIL  
COMMITTEE  
REPORTS:** 15. a) None

**INFORMATION /  
CORRESPONDENCE:** 16. a) None

**CLOSED MEETING:** 17. None

**MOTION 21-02-090** **MOVED** by Councillor Driedger

That Council move into a closed meeting at 10:03 a.m. to discuss the following:

17. a) Town of High Level Regional Service Sharing

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

Agreement (FOIP, Div. 2, Part 1, s. 21, 24, 25)

**CARRIED**

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

- All Councillors Present
- Len Racher, Chief Administrative Officer
- Carol Gabriel, Deputy Chief Administrative Officer
- Jennifer Batt, Director of Finance
- Byron Peters, Director of Projects & Infrastructure

**MOTION 21-02-091**      **MOVED** by Councillor Bateman

That Council move out of a closed meeting at 10:56 a.m.

**CARRIED**

**CLOSED MEETING:**      **17. a) Town of High Level Regional Service Sharing Agreement**

**MOTION 21-02-092**      **MOVED** by Councillor Driedger

That Mackenzie County proceed with notifying the Town of High Level of its intentions to move forward with the mediation process.

**CARRIED**

**NOTICE OF MOTION:**      **18. a) None**

**NEXT MEETING DATE:**      **19. a) Next Meeting Dates**

Regular Council Meeting  
February 9, 2021  
10:00 a.m.  
Fort Vermilion Council Chambers

**ADJOURNMENT:**      **20. a) Adjournment**

**MOTION 21-02-093**      **MOVED** by Councillor E. Peters

That the Special Council meeting be adjourned at 11:00 a.m.

**CARRIED**

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

These minutes will be presented to Council for approval on February 9, 2021.

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Joshua Knelsen  
Reeve

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Lenard Racher  
Chief Administrative Officer

UNAPPROVED

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Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 9, 2021</b>
<b>Presented By:</b>	<b>Len Racher, Chief Administrative Officer</b>
<b>Title:</b>	<b>CAO &amp; Director Reports for January 2021</b>

**BACKGROUND / PROPOSAL:**

The CAO and Director reports for January 2021 are attached for information.

**OPTIONS & BENEFITS:**

N/A

**COSTS & SOURCE OF FUNDING:**

N/A

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

**POLICY REFERENCES:**

N/A

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

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the CAO & Director reports for January 2021 be received for information.

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



# MONTHLY REPORT OF THE CHIEF ADMINISTRATIVE OFFICER

Len Racher, CAO

## Daily Activities Log for January 2021

Date	Comments
Jan.4/21	Tele conference MPE
Jan.5/21	Covid update
Jan.6/21	Managers meeting
Jan.7/21	Community Services meeting
Jan.12/21	Council meeting
Jan.13/21	Team meeting
Jan.15/21	RMA district 4 meeting
Jan.20/21	Managers meeting
Jan.25/21	Zoom meeting
Jan.26/21	COW meeting
Jan.27/21	Council meeting

Respectfully,

Len Racher  
Chief Administrative Officer



## **REPORT TO THE CAO**

For the Month of January, 2021

From: Carol Gabriel, Deputy Chief Administrative Officer  
(Legislative & Support Services)

### **Meetings Attended**

- 2021-01-05 Disaster Recovery Team Meeting
- 2021-01-06 Managers Meeting
- 2021-01-12 Regular Council Meeting
- 2021-01-18 to 2021-01-22 on-site training with new Director of Legislative & Support Services.
- 2021-01-20 Managers Meeting
- 2021-01-25 Meeting with Roy Bedford, Municipal Affairs, regarding the Northern Restructuring Project.
- 2021-01-26 Committee of the Whole Meeting
- 2021-01-27 Regular Council Meeting
- 2021-01-29 Meeting with Alberta Health Services Provincial Air Ambulance Operations regarding Fort Vermilion base medevac incident.
- Meetings with Department heads regarding organizational requirements.
- Various other individual or departmental meetings.

### **Council**

- Preparing for various meetings of Council, correspondence, etc.
- Research and responding to inquiries.
- Preparation for regional service sharing agreement meetings and discussions.
- 2021 Honorariums and Expense Claim forms were distributed to Councillors.
- Registrations to be completed for the virtual Growing the North Conference and the Rural Municipalities of Alberta spring convention.

### **Appeal Boards**

- No active appeals.
- Ongoing legal matter related to the Agricultural Appeal Board.
- Scheduling training for recertification of Assessment Review Board members.
- Scheduling training for recertification of Subdivision & Development Appeal Board members.

### **Bylaws/Policies/Reports/Publications:**

- Policy review has commenced as per Council direction. Policies will continue to be brought forward at each Committee of the Whole meeting until complete.
- Due to legislation changes the Subdivision & Development Appeal Board Bylaw is being brought forward with amendments relating to the requirements of the Clerk. Previous legislation required that the Clerk be a Designated Officer, this has recently been removed.

### **Enhanced Policing**

- Regular updates to Council are scheduled for the second council meeting of each month.
- RCMP services are available at the La Crete office on Wednesdays.

### **Emergency Management**

- Next meeting of the Northwest Alberta Regional Emergency Advisory Committee will be held once Tri-Council meetings resume.
- Continue to act as the Communications Coordinator for the Disaster Recovery Team.
- An Emergency Advisory Committee meeting has been scheduled for February 22, 2021.

### **Communications:**

- Prepare and submit weekly advertisements to the newspaper.
- Design and post updates to the County's Social Media including the website, Facebook, Twitter, and Instagram.
- Website content needs updating and will be completed once the new Communications Coordinator is onboard.
- Prepared communications relating to fee schedule changes. Brochures were distributed via bulk mail to all residents on Wednesday, February 3, 2021.
- Work is underway to create a newsletter update for the Disaster Recovery and mitigation efforts including updating the Disaster Recovery section of the website.
- Advertising vacant Member at Large positions for the Municipal Planning Commission, Inter-municipal Planning Commission, and the La Crete Community Streetscape Committee. Deadline for applications is February 17, 2021.

### **Human Resources:**

- Continue to conduct employee screening for return to work from sick leave as required due to COVID-19.
- Application submitted for the Canada Summer Jobs Program.
- Advertising for summer staff will commence shortly.
- Conducted interviews for Administrative Assistant and Communications Coordinator.
- The Administrative Assistant position has been filled with a start day of February 3, 2021.

### **Municipal Elections:**

- Updates have been made to the website to provide information to potential candidates.
- Nomination period opened on January 1, 2021 and closes at noon on Monday, September 20, 2021
- Work is underway to prepare the 2021 Candidate Information Guide.
- Following my departure, the Returning Officer appointment will revert to the Chief Administrative Officer as per the Local Authorities Election Act.



## Events/Community Engagement:

- Due to COVID-19 no events or community engagements have been planned.

## Other:

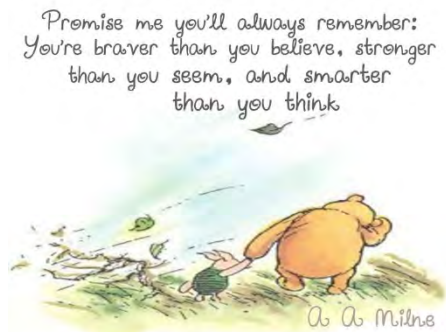
- Assisting legislative and support services department staff (ie. Human Resources, Records Management, Information Technology, etc.)
- Ongoing form review and updating.
- Preparing for various meetings.
- Meeting coordination.
- Assisting other departments as required.

As this is my last Director's Report for Mackenzie County, I wish to thank everyone for their part in making my municipal experience an amazing one! The past 15 years have changed me in more ways than I can describe (obviously some good and some bad I'm sure) and I have learned so much along the way...including patience to all the Directors for forever adjusting my deadlines 😊

Thank you Len for being an awesome Boss and letting me be the "Bossy" one...we made a great team!

Cheers to you all!!

*Since I'm not a gal of many words, I'll leave it to Winnie the Pooh...*





## MONTHLY REPORT TO THE CAO

For the Month of January 2021

**From:** Fred Wiebe  
Director of Utilities

### Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Water Distribution and Wastewater Collection Maintenance	Oct/21	

### Capital Projects

Projects	Timeline	Comments
FV-Frozen Water Service Repairs	Nov/21	Unfortunately we did not get opportunity to repair these remaining services in 2020 and plan to complete in 2021 depending on outcome of mitigation for Fort Vermilion.
Potable Water Supply North of the Peace River	May/21	Provincial Administration requested information for a briefing note to the DM. I included information as per our study in 2018 and included both this waterline as well as Bluehills.
Waterline Blue Hills	May/21	Provincial Administration recently requested information for a briefing note to the DM. I included information as per our study in 2018 and included both waterline projects.
Diversion Licence Review	Dec/20	I received a call from minister Nixon's office regarding this in November so it sounds like there is follow up happening. Also included this in package for discussion with ministers meetings.
La Crete Future Water Supply Concept	Dec/21	Working on RFP scope details.
LC Future Utility Servicing Plan	Jan/21	Report is complete. Byron is currently working on creating off-site levy bylaw.
LC – Well #4	Nov/21	Approved for funding under AMWWP. Will engage consultant to design and tender project.

LC – North Sanitary Trunk Sewer	Jan/21	Report is complete. Byron is currently working on creating off-site levy bylaw.
ZA – Sewage Forcemain	Nov/21	Approved for funding under AMWWP but requesting to move funds to urgent needs in Fort Vermilion as per council motion.
ZA- Distribution Pump House Upgrades	Nov/21	Working on change of project scope to get project closer to budgeted estimate.
ZA- Lift Station Upgrades	Nov/21	Will apply for grant funding in a future year as per council motion.
LC/FV – Hill Crest School Waterline Extension	Jun/21	Project is complete with the exception of final landscaping and grass seeding which will occur in spring.

**Personnel Update:**

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**Other Comments:**

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Respectfully submitted,

Fred Wiebe  
 Director of Utilities  
 Mackenzie County



## Monthly Report to the CAO

For the month of January, 2021

From: Byron Peters,  
Acting Director of Operations (for the month of January)  
Director of Projects & Infrastructure

### PLANNING & DEVELOPMENT

#### Strategic Priorities for Planning & Development

Program/Activity/Project	Timeline	Comments
Land Use Framework	TBA Bistcho sub-regional plan Q1	Province has formally started pre-planning for the LPRP. The Access Management Plan (AMP) for Bistcho is in the early stages.
Community Infrastructure Master Plans & Offsite Levies	IMPs complete Levies to be completed by Q2 2021	Review complete. Initial discussion was held with council on November 25 <sup>th</sup> . Offsite levy bylaw and public engagement planned for early 2021.
Municipal Development Plan	Started Q3 2020	Joint project. See Caitlin's report for project update.

#### Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Economic Development Strategy	To be completed end of January 2021	CARES grant project is essentially complete. Marketing material needs to arrive from printers and website needs to be finalized. Developing strategy to complete the next steps of the ec. dev strategy.
Streetscape	Ongoing	Working with Donny to determine plan for 2021. Informal conversations with some business owners to gauge some ideas.
La Crete Area Transportation Network Analysis	Q4 2020	Associated Engineering has completed the project. Final report will be presented to council in February.

#### OPERATIONS:

Program/Activity/Project	Timeline	Comments
Parks	Ongoing	Clearing walking trails, and emptying garbage and cleaning bathrooms on occasion

Airport Maintenance	Ongoing	Snow clearing at airports is top operational priority. Light checks are ongoing – parts for LC have arrived and will be installed this week.
Inspecting new accesses	Ongoing	Access inspections on hold until spring.
Spot graveling	Ongoing	Was completed in late fall.
Snow removal	Ongoing	Responding to precipitation events. Typically takes 3 long days for graders to complete a pass of all rural roads.
Culvert replacement	Ongoing	On hold until spring.
Gravel	Ongoing	Assess gravel quantities at various pits and develop a sustainable plan for county gravel assets. Working with WSP to create a detailed plan and documentation.
Ice Bridge	Ongoing	The ice bridge season started slow, and we had to close it for 2 days because of too much water on the ice. Now that the temperatures have dropped in the last 2 weeks, operations are proceeding well.

Projects	Timeline	Comments
Ski Hill Road	Ongoing	Bridge has been installed and road construction has commenced.
New Roads	Ongoing	A couple of new roads are still under construction by farmers. We will monitor and assist as required.
Will include 2021 capital projects on future reports		Several road rebuilds and repairs planned in rural areas, and some intersection and signalization improvements at two intersections in La Crete. Have engaged engineers for a couple of the projects.

**Personnel Update:**

I look forward to transitioning into my Projects & Infrastructure role, while continuing to work with other departments to successfully complete 2021 projects. I will be looking to fill the one vacant position in the Projects & Infrastructure department in the next few weeks.

**Other Comments:**

I have been primarily focused on doing early coordination for the construction projects this summer. Once the expertise, engineering and teams are in place, I expect to move forward with tenders and procurement soon after that.

I enjoyed my time as the Acting Director of Operations, but the time has come to drop that role and support Jeff as the new Director. I now have a better appreciation for the work that the department completes, and I believe that this will help me better work with the department on new projects.



## Monthly Report to the CAO

For the month of January, 2021

From: Caitlin Smith,  
 Manager of Planning and Development

### Strategic Priorities for Planning & Development

Program/Activity/Project	Timeline	Comments
Land Use Framework	TBA	Joint project report; see Byron's report for project update
Municipal Development Plan, Land Use Bylaw, and Fort Vermilion Area Redevelopment Plan	Q2 2021	Administration meets with the consultant bi-weekly. O2 has reopened the MDP/LUB survey and they have been in contact with admin to address any concerns with the survey. O2 has met with admin to discuss their preliminary evaluation of the LUB and O2 will be presenting to Council in the near future regarding their proposed changes.

### Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Airport Planning	Q1 2021	WSP has been engaged to update the AVPA for LC and FV airports, and to revise the airport development plans. Comments sent to WSP for final revision of the AVPA, plan to bring the final version forward at a Council meeting when completed. FV airport development plan needs to be revised to account for the flooding.  As per Council direction, administration is working towards creating a bylaw that is more restrictive on development surrounding airport lands.
La Crete Area Structure Plan Revision	Q3 2021	Developer will be applying for the revision. Need to recreate future transportation plan/network for the area west of 100 <sup>th</sup> Street and south of 109 <sup>th</sup> Avenue.
La Crete SE Drainage Ditch	Q2 2021	Item sent to land titles for registration.

La Crete NW Drainage Pond	Q2 2021	Item sent to land titles for registration.
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**Personnel Update:**

The GIS Technician resigned and the position is advertised. In the interim, admin has procured ISL Engineering and Land Services to support the mapping function until the position is filled. The Planning and Development team will continue with providing aerial imagery prints, land ownership maps/map book printing, and rural addressing services in house.

The Planning and Development Administrative Assistant is not returning from her maternity leave and the position will be advertised.

An internal candidate has filled one vacant Development Officer position and the remaining vacant Development Officer position will be advertised.

**Other Comments:**

It is expected to be another busy year for development; we are currently at 22 development permit applications. I have received several enquiries regarding development process for industrial and residential uses in and around La Crete and new residential uses in Fort Vermilion.

The department is supporting the La Crete offsite levy project in conjunction with the Projects and Infrastructure department.

The department is also looking at opportunities to conduct public consultation for the multiple ongoing projects together such as offsite levy bylaw, MDP/LUB, and La Crete ASP revision.

## MONTHLY REPORT TO THE CAO

For the Month Ending January, 2021

**From:** Jennifer Batt  
Director of Finance

### Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
2020 Operating & Capital Budget	Ongoing	Remote Interim Audit ongoing. Review Budgets as per Council motions.
MSI Reporting	Ongoing	2019 Statement of Funding Expenditures submitted and in progress. Projects submitted for MSI funding in 2020 budget approved.
GAS Tax	Ongoing	Awaiting approval on 2020 projects submitted. Financial Statement Audit review by Municipal Affairs ongoing. Awaiting approval of 2014 project to submit 2014-2019 SFEs
Disaster Recovery Program	Ongoing	Requested confirmation of funding allocated to the County for the flood response. Letter of commitment received.
2018 Peace River Ice Jam		DRP reviewing projects for approval for payment.  Funds expensed by Mackenzie County for 2 residents that were not approved for reimbursement in 2018 have now been approved. Est. \$60,000 to be received by Mackenzie County.
2020 Peace River Ice Jam / Overland Flood		Work w various GOA agencies on the flood recovery plan and funding streams available.  Attend conference call re: DRP applications and resident information updates  Assist residents / businesses via phone calls and in person meetings.

<p>Chuckegg Wildfire</p>		<p>Meet with community support agencies to discuss assistance available to residence post flood and with Provincial restrictions in place.</p> <p>Administration developing a plan on updating communication needs with residents regarding this event.</p> <p>Continue final review of completed projects for submission to DRP.</p> <p>DRP reviewed additional projects, requesting back up information- submitted by Admin. Submitted invoices received post submission - under review by DRP.</p> <p>Administration is still gathering requested information on road project, and clarity on what is required for a second project.</p> <p>Commitment to have Chuckegg Fire DRP submissions reviewed and audited complete by 1<sup>st</sup> quarter of 2021. – included in information is GOA letters of projects approved for cost recovery</p>
<p>2021 Operating &amp; Capital Budget</p>	<p>Ongoing</p>	<p>Updating computer systems with approved 2021 Operating and Capital Budget to current Council motions.</p> <p>5 year capital plan requirements to be brought to the February Committee of the Whole for discussion.</p>
<p>Tax Collection – Lawyer</p>	<p>Ongoing</p>	<p>tax collection files currently</p> <ul style="list-style-type: none"> <li>1 – file awaiting agreement approval</li> <li>2 – awaiting response from ratepayer</li> </ul>
<p>Emergency Management Team – COVID 19 response</p>	<p>Ongoing</p>	<p>Track costs incurred for submission with MOST funding grant.</p> <p>Review documentation received from Non Profit Organizations in their grant applications for COVID assistance funding eligibility and allocation.</p> <p>Letters sent to Non Profit Organizations for</p>



		<p>COVID 19 costs in 2020 reimbursement through the MOST grant.</p> <p>Draft letters to be sent to Non Profit Organizations for lost revenue due to COVID 19 restrictions. – Mail 1<sup>st</sup> week of February</p>
COVID 19 Administration	Ongoing	Staffing in the office was minimal due to some staff working from home, or in the High Level office as per Provincial Restrictions.



## **Monthly Report to the CAO**

For the Month of January, 2021

**From:** Don Roberts  
Director of Community Services

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### **Meetings Attended in January 2021**

Council  
Community Services  
Waste Transfer Station Caretakers  
Managers  
Alberta Agriculture and Forestry  
Fire Department  
Disaster Recovery

### **Fort Vermilion, La Crete and Zama Fire Departments**

Activity Summary Report for December 2020

01- Alarms  
08 - Fire  
04 - Medical Co-response  
03 - Motor Vehicle Incident  
0 – Hazmat/Hazard

### **Health and Safety**

Administration will be looking at options for site safety meetings to be conducted in February. Restrictions make it difficult to have meetings when 20 or more participants are involved and computers are not available. The HSC has a turnover of members assigned as per Collective agreement and will be holding its first meeting in February. There were 31 incidents reported in 2020. These incidents range from Operator error to lack of training and equipment failure.

### **Parks and Recreation**

Administration has been in contact with Calvin McLeod from Alberta Parks. He has stated that he can have a meeting with us at any time to discuss the Alberta Parks "Partnership". He further stated that there have been many municipalities inquiring about the partnership definition.

**Transfer Stations.**

At the end of February, administration proceeded with its campaign to raise awareness to the “User Pay” program at all transfer stations. WTS attendants were informed on the situation and were made aware of the upcoming changes.

There is a concern of bins that are within hamlet boundaries and are controlled by individual residential business or residents. Administration is also removing all 3 and 6 yard bins from all courtesy areas.

**Forestry/FRIAA**

Administration has met with Wildfire Technologists and Mackenzie County Fire Chiefs to discuss further options of Fire Smart needs in and around La Crete and other areas of concern that remain after the Chuckegg fire. The meeting involved a review of Wildfire Hazard Risk Assessment study produced last September.

The study provided a list of Values at Risk and recommendations. The key recommendations listed were Public Education, and Vegetation management.

FRIAA grant funding is again being offered.

Request for Expressions of Interest (RFEOI) Due – February 22, 2021

Request for Proposals (RFP) by invitation. Tentatively due – April 26, 2021

Project term one-year

Maximum funding request of \$200,000/community per Application

Administration will be working with forestry to develop a project and submit a EOI

## REPORT TO CAO

January, 2021

From: Grant Smith, Agricultural Fieldman

### Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Roadside Spraying	March, 2021	The Roadside Spraying contract has expired and will be publicly tendered in 2021.
Weed Inspection	2020	Weed assessments are being reviewed and the Assistant Fieldman will be interviewing landowners with noxious weed problems to plan control strategies in 2020. A contract Weed Inspector has been hired. There is a significant increase in Noxious weed infestations in organic fields. This is likely due to an over abundance of moisture as fields looked good in June.
Ag Land Development Proposals	February, 2021	Proposals were opened at the December 8 <sup>th</sup> Council meeting. Council was of the opinion that information provided from bidders was insufficient to the requirements of the proposal and rejected all proposals. Administration will re-advertise with concise guidelines and will present proposals to Council on February 24 <sup>th</sup> , 2021.
Emergency Livestock Response Plan	2021	The Draft has been completed, and will be forwarded to AEMA for ratification.
Seed Cleaning Plant Inspections	2020	Seed Cleaning Plants were inspected on January 7 <sup>th</sup> . Frontier Seed Plant: 93% Sunrise Mobile Plant: 92% Both plants are maintained well and run efficiently. The High Level Plant was not inspected due to renovations.
Shelterbelt Program	Spring 2021	Trees were picked up in Fairview on June 10 <sup>th</sup> . A total of 9940 seedlings were received. The only species not received was Golden Willow. Species received: White Spruce, Blue Spruce, Lilac, Siberian Larch, Green Ash & Lodgepole Pine. Order deadline is Dec. 31 <sup>st</sup> .

VSI Program	2021	Mackenzie County is still participating in the program. Council agreed to continue at the current 50% rate.
Water Pumping Program	2021	The water pumping program will continue until October 31 <sup>st</sup> , the rental rates will double in November. There has been six rentals this year.
Roadside Mowing	2021	Commencement date was July 11 <sup>th</sup> , completion date is August 15 <sup>th</sup> . This year there is appears to be a lot of culvert damage. Contractors have been notified. There is a standard 10% holdback on all contracts to cover damages to county infrastructure, etc.
Crop Pests	2020	Clubroot of Canola testing has begun. Around 75-100 fields will be tested. Suspicious samples were sent to a lab in Sherwood Park, the results were negative.

### Capital Projects

Projects	Timeline	Comments
Blue Hills erosion repair Twp Rd 103-2		Requests for proposals were opened in Council on July 15 <sup>th</sup> . Two proposals were received. Northern Road Builders: \$282,600. Outback Ventures: \$273,600. The contract was awarded to Outback Ventures. Completion date is August 31 <sup>st</sup> . Budgeted amount is \$275,000. This project has been completed with satisfactory results.

### Personnel Update:

--

### Other Comments:

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Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 9, 2021</b>
<b>Presented By:</b>	<b>Byron Peters, Director of Projects &amp; Infrastructure</b>
<b>Title:</b>	<b>West of La Crete Drainage Project</b>

## **BACKGROUND / PROPOSAL:**

Mackenzie County has an existing drainage channel west of La Crete within NE & SE 8-106-15-W5M where no Utility Right-of-Way or easement has been registered and therefore is not legally accessible to the County. In order to bring the drainage channel into compliance Mackenzie County would need to purchase a portion of land and register it with Alberta Land Titles as a drainage ditch.

The landowner of SE 8-106-15-W5M no longer wishes to have the drainage ditch on his property, however, administration has been in negotiations with the landowner of NE 8-106-15-W5M to purchase the necessary land. In order to proceed with the land purchase, Council authorization is required.

See attached map for clarity.

## **OPTIONS & BENEFITS:**

### Option 1:

Purchase a portion of NE 8-106-15 W5M and gain legal access to the existing County drainage ditch.

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

Cost of land purchase, surveying, and associated fees will be approximately \$15,000.

Author: B Peters Reviewed by: \_\_\_\_\_ CAO: \_\_\_\_\_

If all of the construction work is contracted out and dirt is required to be hauled offsite, the estimated construction cost is about \$10,000. It is anticipated that most of this work will be completed by staff utilizing existing resources.

Administration is only requesting funding to purchase the lands at this time.

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

**POLICY REFERENCES:**

N/A

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the budget be amended to include \$15,000 for the surveying and purchase of a portion of land (NE 8-106-15-W5M ) for registration with Alberta Land Titles as a drainage ditch with funding coming from the General Capital Reserve.

Author: B Peters      Reviewed by: \_\_\_\_\_      CAO: \_\_\_\_\_



PLAN No.  
ENTERED AND REGISTERED  
ON \_\_\_\_\_  
INSTRUMENT No.: \_\_\_\_\_  
A.D. REGISTRAR

Mackenzie County — Alberta  
Plan Of Survey Showing  
Drainage Ditch Right of Way  
Within  
N.E.1/4 Sec. 8, Twp.106, Rge.15, W.5M.  
By: Jason W. Coates, ALS, 2020  
Scale: 1:2000



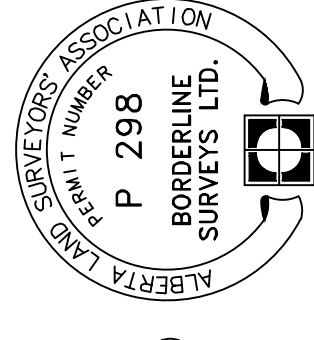
LEGEND:

Bearings are shown to the nearest 05" of arc.  
Measurements are from I. to I. measured at ground level, unless otherwise shown.  
Distances are in metres and decimals thereof.  
Statutory Iron Post placed is shown thus ..... o  
Reference Point (RP) is shown thus ..... ●  
The following abbreviations may appear on this Plan:  
'ALS' denotes Alberta Land Surveyor.  
'C of T' denotes Certificate Of Title.  
'c.s.' denotes Countryside.  
'CSRS' denotes Canadian Spatial Reference System.  
'ha' denotes Hectare(s).  
'l' denotes Lot(s).  
'm' denotes Metre(s).  
'M.R.' denotes Marker Post.  
Bearings are Grid and are deduced from Global Navigation Satellite System (GNSS) ties based on North American Datum, 1983 (CSRS) using 6" Transverse Mercator Projection. Reference Meridian is 117° West Longitude. Combined Factor is 0.999566  
Reference Point (RP) is E. 1/4 7-106-15-W5 (N:6449772.56m; E:531757.96m)  
Area to be registered by this plan is shown thus ..... and contains 0.245 hectares.

SURVEY REQUESTED BY:  
Mackenzie County

SURVEYOR:

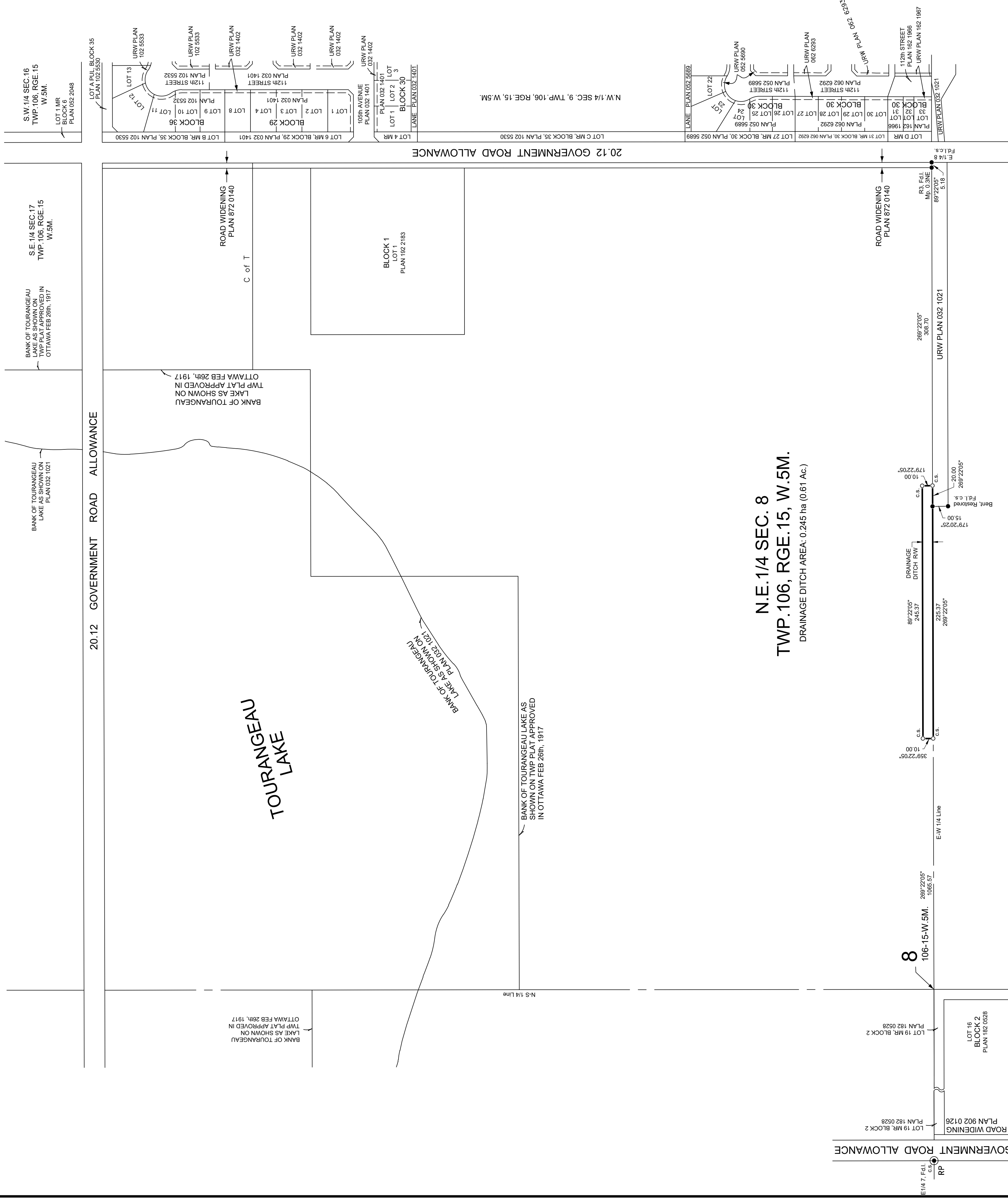
NAME: Jason W. Coates, ALS  
Surveyed on the date of September 11th, 2020  
in accordance with the provisions of the  
Surveys Act.



AutoCAD Dwg File: 200099.dwg

BORDERLINE  
SURVEYS  
11028 - 102nd Avenue, Box 2661  
Fairview, AB Phone: 780-330-9939  
www.borderlinesurveys.com

Date: September 21st, 2020  
Surveyed By: JC  
Drawn By: MAM  
Checked: JC  
Job No.: 200099



N.E.1/4 SEC. 8  
TWP.106, RGE.15, W.5M.  
DRAINAGE DITCH AREA: 0.245 ha (0.61 Ac.)





NE-6-106-15-W5

0032 10231

UTILITY ROW

SE-8-106-15-W5

100 AVE





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 9, 2021</b>
<b>Presented By:</b>	<b>Don Roberts, Director of Community Services</b>
<b>Title:</b>	<b>Alberta Health Services Ambulance Building Rental – Renewal</b>

**BACKGROUND / PROPOSAL:**

Alberta Health Services (AHS) lease from Mackenzie County three buildings located in High Level, Fort Vermilion and La Crete. These buildings are used by AHS to house ambulances and services. These leases are due for renewal March 31, 2021.

As per the lease agreement AHS has contacted us and requested the leases be extended for an additional 5 years. They have also requested no rental increases.

The lease agreement does specify that upon extension of the lease, rent for said property could be set at “fair market rent...as per similar properties in the prevailing market”. There is also an “additional rent” clause in the agreement that requires the tenant to pay a proportionate share of the operating costs.

AHS currently pays the following:

<b>Location</b>	<b>Rent</b>	<b>Additional Rent</b>	<b>Total Rent</b>	<b>Annual</b>
High Level	\$100/month	\$125/month	\$225/month	\$2700
Fort Vermilion	\$100/month	\$100/month	\$200/month	\$2400
La Crete	\$100/month	\$150/month	\$250/month	\$3000

Administration has investigated the market rent value for a 2-3 bay shop in High Level at:

- \$1,300/month - \$15,600/year

**Author:** D. Roberts      **Reviewed by:** \_\_\_\_\_      **CAO:** \_\_\_\_\_

**OPTIONS & BENEFITS:**

**Option 1**

Renew lease agreements at the current rental rate.

This would be favorable to AHS and would show Mackenzie County's understanding on economic strains that are occurring at the provincial level of Government while also showing concerns for local public health issues that affect Mackenzie County residents.

**Option 2**

Renew lease agreements and increase rental rate to reflect "fair market" value.

This would fall in line with the agreements and allow Mackenzie County to show revenue. It would also show provincial entities the municipal economic pressures that are occurring in our area.

**COSTS & SOURCE OF FUNDING:**

N/A

**SUSTAINABILITY PLAN:**

**COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

**POLICY REFERENCES:**

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

For discussion.

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

**From:** [Len Klausner](#)  
**To:** [Len Racher](#)  
**Cc:** [David Hinz G.](#); [Thomas O Morrow](#); [Don Roberts](#); [Sonny Muselin](#)  
**Subject:** RE: EMS lease expiries - LaCrete, Ft. Vermilion, and High Level  
**Date:** January-18-21 3:04:02 PM  
**Attachments:** [image001.png](#)

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Hi Len, and Happy New Year.

In follow up to our earlier correspondence regarding lease extensions for the EMS stations in High Level, La Crete and Ft. Vermilion, AHS Property Management has completed inspections of all three sites and there are no issues reported. In fact, the facilities are well kept and don't require any improvements.

Accordingly, we would like to extend the leases in each of these communities for further 5 year terms. However, with the current economic climate the Province is currently in, the Minister has not approved any rental increases. Based on our occupancy with no required funds to be spent on improvements, we are hopeful that we can extend the leases without any rental increases.

We look forward to hearing back from you and finalizing the extension agreements for these locations.

Thanks very much.

Best regards,

**Len Klausner**

Director, Real Estate & Leasing  
Real Estate & Leasing – Edmonton & North Zone  
Capital Management  
P: 780-735-1366 C: 780-700-9137  
[len.klausner@ahs.ca](mailto:len.klausner@ahs.ca)

1100 North Tower, 10030 – 107<sup>th</sup> Street  
Edmonton, AB T5J 3E4



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**From:** Len Racher <lracher@mackenziecounty.com>  
**Sent:** Monday, November 23, 2020 4:14 PM  
**To:** Len Klausner <Len.Klausner@albertahealthservices.ca>  
**Cc:** David Hinz G. <David.Hinz@albertahealthservices.ca>; Thomas O Morrow <Thomas.OMorrow@albertahealthservices.ca>; Don Roberts <droboterts@mackenziecounty.com>

**Subject:** RE: EMS lease expiries - LaCrete, Ft. Vermilion, and High Level

**Caution - This email came from an external address and may contain unsafe content. Ensure you trust this sender before opening attachments or clicking any links in this message.**

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Thank you talk to you in the New Year.

**Len Racher | Chief Administrative Officer | Mackenzie County**

PO Box 640, 4511-46 Ave. | Fort Vermilion | AB | T0H 1N0

Direct: 780.927.3719 ext. 2501 | Main Line: 780.927.3718

Toll Free: 1.877.927.0677 | Cell: 780.841.9166

[www.mackenziecounty.com](http://www.mackenziecounty.com)

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**From:** Len Klausner <[Len.Klausner@albertahealthservices.ca](mailto:Len.Klausner@albertahealthservices.ca)>

**Sent:** November-23-20 3:05 PM

**To:** Len Racher <[lracher@mackenziecounty.com](mailto:lracher@mackenziecounty.com)>

**Cc:** David Hinz G. <[David.Hinz@albertahealthservices.ca](mailto:David.Hinz@albertahealthservices.ca)>; Thomas O Morrow <[Thomas.OMorrow@albertahealthservices.ca](mailto:Thomas.OMorrow@albertahealthservices.ca)>

**Subject:** EMS lease expiries - LaCrete, Ft. Vermilion, and High Level

**Importance:** High

Good day;

The leases for the above noted EMS stations expire on March 31, 2021.

It is our intention to continue providing EMS services to these communities and look forward to lease extension discussions with you.

Our Property Management team will be completing an inspection of each property and will provide their reports shortly after. We would welcome the opportunity of reviewing their findings and look forward to doing that.

All levels of government are watching and reviewing expenses during these challenging times and note that the Minister is not approving increases to rental rates. In fact like most, we are looking at rental reductions and look forward to discussing lease extensions for these locations.

Let's connect early in the New Year.

Man thanks and kind regards,

**Len Klausner**

Director, Real Estate & Leasing

Real Estate & Leasing – Edmonton & North Zone

Capital Management

P: 780-735-1366 C: 780-700-9137

[len.klausner@ahs.ca](mailto:len.klausner@ahs.ca)

1100 North Tower, 10030 – 107<sup>th</sup> Street

Edmonton, AB T5J 3E4



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This message and any attached documents are only for the use of the intended recipient(s), are confidential and may contain privileged information. Any unauthorized review, use, retransmission, or other disclosure is strictly prohibited. If

**SCHEDULE "B"**

**SPECIAL PROVISIONS**

**EXTENSION OF TERM**

If the Tenant has duly paid the amounts payable pursuant to the Lease and all fees for Parking Stalls (if any) at the times required and has duly observed and performed each of its obligations under this Lease or has proceeded to remedy any failure to observe or perform such obligations, then the Tenant shall have the option to extend the Term for TWO (2) additional consecutive periods of ONE (1), TWO (2) or FIVE (5) years (to be determined at the Tenant's sole and absolute discretion) (each an "Extension Term") on the same terms and conditions as are applicable to the initial Term, except that: (i) the options to extend the Term shall be amended to reduce the options to extend by a number equal to those exercised; (ii) there shall be no further right to extend or renew the Term beyond the expiry of the second Extension Term (unless the parties otherwise agree); and (iii) the Annual Net Rent for each Extension Term shall be the then fair market rent for the Demised Premises (in an unimproved condition), for similar property in the prevailing market, having regard to all relevant circumstances including the location, age and condition of the Demised Premises. If the Annual Net Rent for the Extension Term has not been agreed upon by the Landlord and Tenant prior to the commencement date of any Extension Term, it shall be determined in accordance with the dispute resolution provision contained in the Lease and until such final determination the Tenant shall pay rent as an overholding tenant in accordance with the Lease and the Landlord shall be deemed to consent to such overholding. Within ten (10) days of such final determination of the Annual Net Rent for an Extension Term, either party, as applicable, shall make the required adjusting payment to the other party.

The Tenant's option to extend the Term must be exercised by written notice given to Landlord not less than ONE HUNDRED AND TWENTY (120) days prior to the commencement date of any Extension Term.

**PARKING**

The Landlord agrees to make available to the Tenant on the Commencement Date and thereafter throughout the Term, adequate reserved parking stalls for the Tenant's staff requirements in the exterior parking area of the Building at no charge to the Tenant. Each such payment shall be made in advance on the first day of each month throughout the Term. The Tenant's rights under this Section shall terminate upon expiry or earlier termination of the Lease or the Landlord taking possession of the Demised Premises.

The Landlord shall clean, repair, and maintain the Parking Stalls to the reasonable satisfaction of the Tenant. If the Landlord fails to clean, repair, and maintain the Parking Stalls to the satisfaction of the Tenant, the Tenant may undertake to clean, repair, and maintain the Parking Stalls and the Landlord shall pay to the Tenant, on demand, all costs so incurred by the Tenant.













Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 9, 2021</b>
<b>Presented By:</b>	<b>Fred Wiebe, Director of Utilities</b>
<b>Title:</b>	<b>Bylaw 1213-21 Fee Schedule Amendment (Water &amp; Sewer Fees)</b>

## **BACKGROUND / PROPOSAL:**

After the last revision to Bylaw 1194-20 Fee Schedule Bylaw, administration noted that a portion of the water & sewer fees were not updated in the Bylaw to reflect the intent of the recent increase in fees.

Administration is recommending changes to Bylaw 1194-20 Fee Schedule Water & Sewer rates to correct and clarify fees for rural water users.

## **OPTIONS & BENEFITS:**

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

The 2021 budget reflected all metered and cardlock users paying the same fee.

## **SUSTAINABILITY PLAN:**

N/A

## **COMMUNICATION / PUBLIC PARTICIPATION:**

Fee Schedule changes are reflected on the County webpage and advertising via social media and mail out brochures.

**Author:** F. Wiebe      **Reviewed by:** \_\_\_\_\_      **CAO:** L. Racher

**POLICY REFERENCES:**

N/A

**RECOMMENDED ACTION:**

Motion 1:

Simple Majority       Requires 2/3       Requires Unanimous

That first reading be given to Bylaw 1213-21 being a Fee Schedule Bylaw amendment for Mackenzie County.

Motion 2:

Simple Majority       Requires 2/3       Requires Unanimous

That second reading be given to Bylaw 1213-21 being a Fee Schedule Bylaw amendment for Mackenzie County.

Motion 3:

Simple Majority       Requires 2/3       Requires Unanimous

That consideration be given to go to third reading of Bylaw 1213-21 being a Fee Schedule Bylaw amendment for Mackenzie County at this meeting.

Motion 4:

Simple Majority       Requires 2/3       Requires Unanimous

That third and final reading be given to Bylaw 1213-21 being a Fee Schedule Bylaw amendment for Mackenzie County.

**Author:** F. Wiebe      **Reviewed by:** \_\_\_\_\_      **CAO:** L. Racher

**BYLAW NO. 1213-21**  
**BEING A BYLAW OF**  
**MACKENZIE COUNTY**  
**IN THE PROVINCE OF ALBERTA**

**TO AMEND THE**  
**MACKENZIE COUNTY FEE SCHEDULE BYLAW**

**WHEREAS**, pursuant to the provisions of the Municipal Government Act, Revised Statutes of Alberta, 2000, Chapter M-26, requires fees to be established by bylaw, and

**WHEREAS**, Mackenzie County has adopted a Fee Schedule Bylaw 1194-20, and

**WHEREAS**, Mackenzie County has deemed it desirable to amend portions of the Mackenzie County Fee Schedule Bylaw.

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

1. That the Mackenzie County Fee Schedule Bylaw; Water/Sewer fees be AMENDED as follows:

**WATER/SEWER RATES, PENALTIES, AND FEES AND DEPOSITS**

**Water/Sewer Standard Rates**

Rate Description	Water Rates	Sewer Rates
Rates for Metered Users	\$37.04/month plus \$3.43 per m <sup>3</sup> of consumption	\$31.52/month plus \$0.73 per m <sup>3</sup> of water consumption <sup>(1)</sup>
Rates for Cardlock Users (treated water)	\$3.43 per m <sup>3</sup> of consumption	\$0.73 per m <sup>3</sup> of water consumption <sup>(2)</sup>
Rates for Cardlock Users (raw water)	\$2.56 per m <sup>3</sup> of consumption	N/A
High Level South Waterline	<del>As per agreements</del> \$37.04/month plus \$3.43 per m <sup>3</sup> of consumption <sup>(3)</sup>	N/A

**Rural Potable Water Line Rates – Tie-in Directly to the Trunk Line**

**CLASS A**

**Water/Sewer Standard Rates\*:**

<b>Rate-Description</b>	<b>Water Rates</b>	<b>Sewer Rates</b>
Rates for Meters-Users	\$37.04/month plus \$3.18 per m <sup>3</sup> -of consumption	\$0.73 per m <sup>3</sup> -of water consumption

<b>Rate Description</b>	<b>Water Rates</b>	<b>Sewer Rates</b>	<b>Lump Sum or Phased Rate</b>
Rates for Metered Users <b>CLASS A</b>	\$37.04/month plus \$3.18 \$3.43 per m <sup>3</sup> of consumption	\$31.52/month <sup>(1)</sup> plus \$0.73 per m <sup>3</sup> of water consumption	\$8,000 lump sum fee <sup>(4)</sup>
Rates for Metered Users <b>CLASS B</b>	\$37.04/month plus \$3.18 \$3.43 per m <sup>3</sup> of consumption	\$31.52/month <sup>(1)</sup> plus \$0.73 per m <sup>3</sup> of water consumption	\$133.34 per month <sup>(4)</sup>

Class A applies to those that paid the fee in full for rural water tie-in directly to the trunk line\*\* either through a lump sum payment of \$8,000 or by paying the phased rate.

Class B applies to those that have not yet paid the fee for rural water tie-in directly to the trunk line. Through a phased rate, the rate is calculated to a maximum five-year period per tie-in.

\*<sup>(1)</sup>Monthly sewer – fixed charge rate of \$31.52 does not apply to customers that are not connected to the sewer collection system.

<sup>(2)</sup>Cardlock user bills reflect a combined rate of the water and sewer rates.

<sup>(3)</sup>Rate must reflect per agreements.

\*\*<sup>(4)</sup>Fee for rural water tie-in directly to the trunk line does not include the actual costs of service installation to the property line, a metering chamber and a meter, which must be paid prior to tie-in.

**CLASS B**

Water/Sewer Standard Rates\* **PLUS** \$133.34 per month *(the phased rate for a maximum five-year period per tie-in):*

<b>Rate-Description</b>	<b>Water Rates</b>	<b>Sewer Rates</b>	<b>Phased Rate</b>
Rates for Metered Users	\$37.04/month plus \$3.18 per m <sup>3</sup> -of consumption	\$0.73 per m <sup>3</sup> -of water consumption	\$133.34 per month

2. This Bylaw shall come into force and effect upon receiving third reading.

3. This Bylaw amends Bylaw 1194-20 Fee Schedule Bylaw.

In the event that this bylaw is in conflict with any other bylaw, this bylaw shall have paramountcy.

READ a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

READ a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

READ a third time and finally passed this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

---

Joshua Knelsen  
Reeve

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Lenard Racher  
Chief Administrative Officer







Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 9, 2021</b>
<b>Presented By:</b>	<b>Jennifer Batt, Director of Finance</b>
<b>Title:</b>	<b>Notice of Motion – Minimum Tax for Agricultural Leases</b>

## BACKGROUND / PROPOSAL:

As part of the 2021 Budget discussion and approval, administration presented the anticipated assessment changes at the current mill rates that would be incorporated into Budget.

During the December 9<sup>th</sup> Council meeting the following motion was made:

**MOTION 20-12-789**  
Requires 2/3

**MOVED** by Councillor Cardinal

That the budget be developed with the Farm Tax mill rate increased by 10%, and the Farm Tax minimum be set at \$200.00.

**CARRIED**

During the December 16<sup>th</sup> Council meeting the following motion was made:

**MOTION 20-12-798**  
Requires 2/3

**MOVED** by Councillor Jorgensen

That a minimum farm tax be set at \$50.00 for grazing leases.

**CARRIED**

Author: J.Batt Reviewed by: \_\_\_\_\_ CAO: \_\_\_\_\_

During the January 12<sup>th</sup>, 2021 Council meeting the following motion was made:

**MOTION 21-01-004      MOVED** by Deputy Reeve Sarapuk

That a Notice of Motion be presented to Council at the next meeting for consideration of a minimum tax of \$50.00 for agricultural leases.

**CARRIED**

Administration has since reviewed options available to Council, and provides the following conclusions:

- Farmland Development Lease (FDL) is classified as a Grazing lease
- Grazing leases are under the Farmland class
- 2 minimums can not be applied on the same tax class (Farmland is Grazing Leases)

In order to apply a grazing lease minimum, a separate motion would be required to cancel an amount on the Tax Roll as per the MGA. This would be on an annual basis.

As the Budget was developed on anticipated shifts in assessment, and as the tax rate bylaw has not been developed on actuals, administration recommends deferring the minimum discussion until the actual assessments have been received. We anticipate bringing the tax rate bylaw to the last meeting in March.

**OPTIONS & BENEFITS:**

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

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

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

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

**Option 1**

That by way of Council motion, cancel any grazing lease levy over \$50, and a notification of the reduced levy be sent along with their Tax Notices.

**Author:** J.Batt      **Reviewed by:** \_\_\_\_\_      **CAO:** \_\_\_\_\_

**Option 2**

That a \$200 minimum be applied to all Farmland Tax Rolls.

**COSTS & SOURCE OF FUNDING:**

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

**POLICY REFERENCES:**

**RECOMMENDED ACTION:**

Motion 1

Simple Majority       Requires 2/3       Requires Unanimous

That Motion 20-12-798 be rescinded as multiple minimums cannot be applied to one tax class.

Motion 2

Simple Majority       Requires 2/3       Requires Unanimous

That administration bring back all grazing lease Tax Rolls over \$50 for Council review, prior to mailing notices in 2021.

Author: J.Batt      Reviewed by: \_\_\_\_\_      CAO: \_\_\_\_\_





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 9, 2021</b>
<b>Presented By:</b>	<b>Jennifer Batt, Director of Finance</b>
<b>Title:</b>	<b>Cheque Registers – January 25 – February 5, 2021</b>

## **BACKGROUND / PROPOSAL:**

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

All invoices are authorized by Managers, Directors, and or the CAO in accordance with the Purchasing Policy. Cheques are released on a weekly basis unless otherwise required for operational needs. Copies of the January 25 – February 5, 2021 cheque registers will be available on meeting day.

## **OPTIONS & BENEFITS:**

Administration will continue to present all new cheque registers at each Council meeting.

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

2020 & 2021 Budget.

## **SUSTAINABILITY PLAN:**

N/A

## **COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

Author: J.Batt Reviewed by: \_\_\_\_\_ CAO: \_\_\_\_\_

**POLICY REFERENCES:**

Policy FIN025 Purchasing Authority Directive and Tendering Process

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the cheque registers from January 25 – February 9, 2021 be received for information.

Author: J.Batt      Reviewed by: \_\_\_\_\_      CAO: \_\_\_\_\_



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 9, 2021</b>
<b>Presented By:</b>	<b>Willie Schmidt, Fleet Maintenance Manager</b>
<b>Title:</b>	<b>Policy ADM036 Municipal Shop Use</b>

## **BACKGROUND / PROPOSAL:**

Policy ADM036 – Municipal Shop Use was reviewed at the January 26, 2021 Committee of the Whole meeting where a recommendation was made to amend the policy as presented.

## **OPTIONS & BENEFITS:**

Updating Policy aligns with current facilities.

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

N/A

## **SUSTAINABILITY PLAN:**

N/A

## **COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

## **POLICY REFERENCES:**

**Author:** W. Schmidt      **Reviewed by:** \_\_\_\_\_      **CAO:** \_\_\_\_\_

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That Policy ADM036 Municipal Shop Use be amended as presented.

**Author:** W. Schmidt      **Reviewed by:** \_\_\_\_\_      **CAO:** \_\_\_\_\_



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

<b>Title</b>	<b>Municipal Shop Use</b>	<b>Policy No:</b>	<b>ADM036</b>
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<b>Legislation Reference</b>	<b>Municipal Government Act, Section 5</b>
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**Purpose**

To establish criteria for the use of ~~M.D. of~~ Mackenzie County facilities such as shop, fire halls, ~~ambulance shelters~~, and other similar structures.

**Policy Statement**

~~The M.D. of~~ Mackenzie County maintenance shops or other municipally owned buildings - such as fire halls, ~~ambulance shelters~~, etc. - will only be used for the repair, maintenance and storage of municipally owned vehicles and equipment.

**Guidelines**

1. ~~M.D. of~~ Mackenzie County mechanics, or approved contractors, will oversee maintenance and repairs of municipally owned vehicles and equipment, **within these facilities.**
2. No private vehicles will be maintained, repaired, stored or washed at any ~~M.D. of~~ Mackenzie County facilities unless permission is granted by the **Fleet Maintenance Manager or the Chief Administrative Officer GAO.**

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	2002-06-18	02-467
<b>Amended</b>		
<b>Amended</b>		





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 9, 2021</b>
<b>Presented By:</b>	<b>Jeff Simpson, Director of Operations</b>
<b>Title:</b>	<b>Policy PW009 Dust Control</b>

## **BACKGROUND / PROPOSAL:**

In follow-up to the motions made by Council regarding dust control, Administration has made the required amendments to Policy PW009 Dust Control as directed.

## **OPTIONS & BENEFITS:**

A copy of the proposed amended policy is attached for approval.

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

## **SUSTAINABILITY PLAN:**

## **COMMUNICATION / PUBLIC PARTICIPATION:**

## **POLICY REFERENCES:**

**Author:** S Wheeler      **Reviewed by:** J Simpson      **CAO:** \_\_\_\_\_

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That Policy PW009 Dust Control be amended as presented.

**Author:** S Wheeler      **Reviewed by:** J Simpson      **CAO:** \_\_\_\_\_

# Mackenzie County

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

### 1. Definitions:

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

- a) A Senior Citizen residence is a residence where one primary resident is over the age of 65.
- b) High Traffic Roads are those gravel surfaced roads which are through roads or have a minimum of 4 residences that travel past the applicant's property, who live within 100 meters from the roadway.
- c) Property Owners are those private residents that own property in the County that is fronted by a municipal road.

### 2. Dust Control:

- a) The municipality may apply dust control at their own cost on an annual basis, provided there is funding in the budget, in the following areas:
  - i) ~~Hamlet Residential (including Hamlet Country Residential)~~
  - ii) ~~Hamlet Commercial~~
  - iii) ~~Hamlet Industrial~~
  - iv) ~~High traffic zones within the hamlets~~
  - v) ~~School zones~~
  - vi) 1 passing zone every 30 km and at major intersections along County roads built to provincial highway standards.
  - vii) Areas where the County identifies a safety concern. ie. County haul roads, rural intersections
  - viii) Rural Cemeteries

- b) The municipality shall consider extending their dust control service on municipal roads to Property Owners at a fee established by the Fee Schedule Bylaw on a first come, first serve basis. The length of the dust control application shall be a maximum of 200 linear meters for any applicant and/or property owner, ~~please see attached application form Schedule 'A'.~~
- c) Rural commercial/industrial ventures must apply dust control, at their own cost, to problem areas as determined by the municipality. Non-compliance of this policy shall result in the area being serviced by the municipality on a full cost recovery basis.

### 3. Type of Dust Control Application

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

### 4. Advertising and Application Process

- a) A notice in the local newspaper annually in December shall advise the ratepayers of this policy, its costs, and the procedure to have a dust control product applied on a road.
- b) Application forms will be accepted from January 1 to April 1 annually ~~until budget depletion.~~
- c) After April 1 annually, ratepayers may purchase dust control product from the municipality, subject to availability, at full cost recovery for self-application. Dust

control product fees are based on the fee established by the Fee Schedule Bylaw.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	2000-09-05	00-489
<b>Amended</b>	2002-05-07	02-314
<b>Amended</b>	2003-06-12	03-387
<b>Amended</b>	2003-12-02	03-588
<b>Amended</b>	2005-05-25	05-285
<b>Amended</b>	2007-05-08	07-426
<b>Amended</b>	2012-02-13	12-02-093
<b>Amended</b>	2012-06-12	12-06-397
<b>Amended</b>	2015-07-29	15-07-507
<b>Amended</b>	2017-05-09	17-05-342
<b>Amended</b>		







Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 9, 2021</b>
<b>Presented By:</b>	<b>Caitlin Smith, Manager of Planning and Development</b>
<b>Title:</b>	<b>Bylaw 1205-20 Land Use Bylaw Amendment to Create a Zoning Overlay to Regulate Development in the Area Surrounding Mackenzie County Airports</b>

**BACKGROUND / PROPOSAL:**

The purpose of proposed Bylaw 1205-20 is to identify lands where certain types of development may interfere with Mackenzie County Airport operations. The proposed Bylaw allows administration to restrict development that may negatively affect airports, based on height, attraction of birds, creation of electrical or noise disturbances, or creation of dust or smoke.

Most of the lands surrounding the Fort Vermilion (Wop May Memorial) and La Crete Airports are zoned as Agricultural “A”, where a wide variety of uses are Permitted and Discretionary. A zoning overlay of the areas specifically surrounding the airports would allow administration to regulate all uses and include additional conditions to Development Permits for both Permitted and Discretionary uses that would prevent their impacts on airport operations such as height restrictions in accordance with the Airport Vicinity Protection Area (AVPA) Bylaw.

The proposed Bylaw also gives the Development Authority the ability to refuse developments that may be negatively affected by airport operations such as those that may be sensitive to noise.

On November 25, 2020 proposed Bylaw 1205-20 was presented to Council where the following motion was made:

**MOTION 20-11-756      *MOVED* by Councillor Driedger**

*That first reading be given to Bylaw 1205-20 being a Land Use Bylaw Amendment to Create a Zoning Overlay to Regulate Development in the Area Surrounding Mackenzie County Airports, subject to public hearing input.*

**Author:**     N Friesen          **Reviewed by:**     C Smith          **CAO:**

## **CARRIED**

This item was presented at the January 27, 2021 Council meeting where the bylaw passed second reading.

There were some concerns brought forward at the public hearing; Council then provided direction to administration to bring back additional restrictions and regulations for the lands surrounding our municipal airports. In reviewing the scope of work and restrictions needed, administration recommends that the best course of action is to approve this existing bylaw as is. The existing bylaw will add to the immediate protection needed surrounding the airports.

Should council still desire additional restrictions, administration will create a new bylaw that is more detailed and restrictive. The new bylaw will require a more cohesive public consultation component as it will be more stringent and it should align with the draft Airport Development Plans for each airport.

The attached Memo, titled *Fort Vermilion and La Crete Airport Certification Analysis* provides much of the context as to whether the county should consider protecting a larger area and/or imposing additional restrictions.

### **OPTIONS & BENEFITS:**

Options are to pass, defeat, or table third reading.

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

N/A

### **SUSTAINABILITY PLAN:**

**Goal E26** That Mackenzie County is prepared with infrastructure and services for a continually growing population.

**Strategy E26.1** Infrastructure is adequate and there are plans in place to manage additional growth.

**Strategy E26.3** Take proactive measures to anticipate growth by preparing evidence-based plans for it.

**Strategy E28.1** When making County growth projections for planning major capital expenditures, continue to use “average 20-year growth rates” rather than using “current growth rates” that may not represent enduring growth patterns.

**Author:** N Friesen **Reviewed by:** C Smith **CAO:** \_\_\_\_\_

**Goal C1** The capacity of infrastructure in County hamlets and rural communities keeps pace with their growth and is planned in a way that ensures their sustainability.

**COMMUNICATION / PUBLIC PARTICIPATION:**

This item has already had a Public Hearing.

**POLICY REFERENCES:**

N/A

**RECOMMENDED ACTION:**

Motion 1:

Simple Majority       Requires 2/3       Requires Unanimous

That third and final reading be given to Bylaw 1205-20 being a Land Use Bylaw Amendment to Create a Zoning Overlay to Regulate Development in the Area Surrounding Mackenzie County Airports.

Motion 2:

Simple Majority       Requires 2/3       Requires Unanimous

That administration prepare a new Land Use Bylaw Amendment to further restrict non-compatible uses near Mackenzie County airports.

**Author:** N Friesen      **Reviewed by:** C Smith      **CAO:** \_\_\_\_\_



**BYLAW NO. 1205-20**  
**BEING A BYLAW OF**  
**MACKENZIE COUNTY**  
**IN THE PROVINCE OF ALBERTA**

**TO AMEND THE**  
**MACKENZIE COUNTY LAND USE BYLAW**  
**TO ADD A ZONING OVERLAY TO REGULATE DEVELOPMENT IN THE AREA**  
**SURROUNDING MACKENZIE COUNTY AIRPORTS**

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

**WHEREAS**, Mackenzie County has adopted the Mackenzie County Land Use Bylaw in 2017, 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 add a Zoning Overlay for the Area Surrounding the Mackenzie County Airports;

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

1. That Mackenzie County Land Use Bylaw Section 8 General Regulations be amended with the following addition:
  - 8.70 Zoning Overlay for the Fort Vermilion (Wop May Memorial) Airport Vicinity and the La Crete Airport Vicinity.
    - 8.70.1 This Overlay applies to those lands in the vicinity of the Fort Vermilion (Wop May Memorial) and La Crete airports, as shown in Figures 28 and 29.

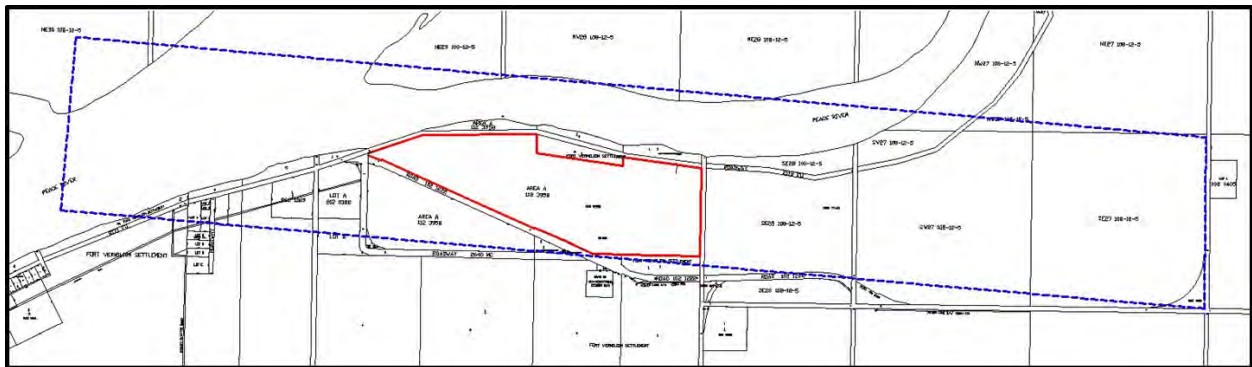


Figure 28. Fort Vermilion (Wop May Memorial) Airport Vicinity

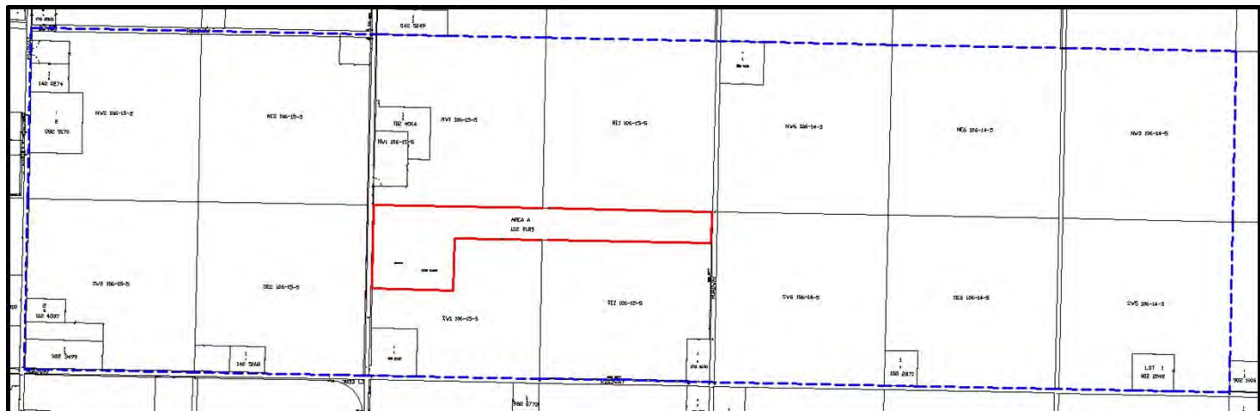


Figure 29. La Crete Airport Vicinity

8.70.2 Those PERMITTED and DISCRETIONARY uses outlined in the specific land use district apply to the subjects lands. However, if those land uses create conflicts such that they may attract birds, create electrical disturbances, create dust or smoke, or are in any other way deemed to be incompatible with the safe operations of the subject airport, they may be REFUSED.

8.70.3 Notwithstanding Section 5.2 of this BYLAW, no DEVELOPMENT may take place unless a DEVELOPMENT PERMIT has been issued, with exception of the following:

- a. The carrying out of works of maintenance or repair to any existing building if those works do not include structural alterations or major works of renovation;
- b. A building referred to in this subsection that is used for the purposes for which construction was commenced;
- c. The erection or construction of gates, fences, walls, or other means of enclosure less than 1.8 metres in height;
- d. A temporary building, the sole purpose of which is incidental to the erection of a building for which a PERMIT has been issued under the provisions of this BYLAW;
- e. The maintenance and repair of public works, services, and utilities carried out or on behalf of federal, provincial, or municipal public authorities and land, which is publically owned or controlled.

8.70.4 Approval of a DEVELOPMENT shall be at the discretion of the DEVELOPMENT AUTHORITY. The impact of the proposed DEVELOPMENT on the operations of the airport, and the impact of the airport operations on the proposed DEVELOPMENT shall be the primary

consideration of the DEVELOPMENT AUTHORITY.

8.70.6 The DEVELOPMENT AUTHORITY shall review all DEVELOPMENT PERMIT APPLICATIONS for their potential to attract birds or create dust, smoke, or electronic interference with aviation related installations and determine if the impacts are significant and should preclude the APPROVAL of the DEVELOPMENT.

8.70.7 In addition to Section 5.5 of this BYLAW, the DEVELOPMENT AUTHORITY may provide additional conditions of approval to any DEVELOPMENT PERMIT for any location within the AIRPORT VICINITY, including but not limited to;

- a. The maximum height for any object, structure, or natural object shall be in accordance with the most current Airport Vicinity Protection Area (AVPA) bylaw;
- b. That a caveat be registered on title with respect to maintaining tree heights at an acceptable level;
- c. Any other conditions which are similarly designed to ensure nothing on the land interferes with airport safety or operations.

8.70.8 The DEVELOPMENT AUTHORITY reserves the right to REFUSE any DEVELOPMENT which may be particularly sensitive to noise.

2. That Mackenzie County Land Use Bylaw Section 9.1 Agricultural (A) Additional Regulations be amended with the following addition:

9.1.12 In addition, Section 8.70 of this BYLAW relates to any properties within the vicinity of the Fort Vermilion (Wop May Memorial) Airport or La Crete airport.

READ a first time this 25<sup>th</sup> day of November, 2020.

Public Hearing held this 27<sup>th</sup> day of January, 2021.

READ a second time this 27<sup>th</sup> day of January, 2021.

READ a third time and finally passed this \_\_\_ day of \_\_\_\_\_, 2021.

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Joshua Knelsen  
Reeve

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Lenard Racher  
Chief Administrative Officer





## MEMO

**TO:** Mackenzie County  
**FROM:** WSP Canada Inc.  
**SUBJECT:** Fort Vermilion and La Crete Airport Certification Analysis  
**DATE:** March 17, 2020

### 1.0 INTRODUCTION

WSP Canada Inc. was retained by Mackenzie County to update the Airport Vicinity Protection Area (AVPA) for two of the four airports listed in By-Law No. 954-14. This memo was prepared to address the scope of work listed in the original proposal submitted on July 27, 2018 and revised on April 9, 2019. Furthermore, during stage 1 of this project, it was identified via report dated November 29, 2018 that a certification analysis would be completed to determine the feasibility of obtaining certification at Fort Vermilion and La Crete Airports. The certification analysis determined the surfaces that the AVPA would need to protect.

### 2.0 EXISTING INSTRUMENT APPROACH PROCEDURE ATTESTATION REQUIREMENTS

Fort Vermilion and La Crete Airports are currently registered aerodromes and they are required to comply to the applicable regulations, including the Canadian Aviation Regulations (CARs) Part III, Subpart 01, Aerodromes. Furthermore, Transport Canada issued an Advisory Circular, *AC301-001 Procedure to be followed in order to support Instrument Approach Procedures (IAP) at a non-certified aerodrome*, on October 1, 2008 to define the procedures to support IAP at non-certified aerodromes. The obstacle limitation surfaces characteristics listed in the existing AVPA was likely based on this issue of the advisory circular. The advisory circular could have taken in consideration the OLS characteristics in *Aerodromes and Standards Recommended Practices 4<sup>th</sup> Edition TP 312*. However, the existing AVPA does not protect for TP 312 4<sup>th</sup> Edition. Refer to **Exhibit 1** and **2** for illustration of the 4<sup>th</sup> Edition OLS for Fort Vermilion and La Crete Airports, respectively. Refer to **Table 1** for the OLS characteristics per Advisory Circular 301-001, Issue No. 1.

*Table 1 Existing Attestation and TP 312 4<sup>th</sup> Edition OLS Characteristics*

Obstacle Limitation Surfaces	AC301-001 Issue No. 1 Non-Precision Aircraft wingspan 15m to 24m	TP 312 4 <sup>th</sup> Edition Non-Precision, Code 3B
<b>Runway Strip</b>		
Strip Width (each side of centreline)	45m (148 ft.)	75m (246 ft.)
Strip Length (prior to threshold and beyond departure end)	60m (197 ft.)	60m (197 ft.)
<b>Approach Surface</b>		
Length of Inner Edge	90m (296 ft.)	150m (295 ft.)
Distance from threshold	60m (197 ft.)	60m (197 ft.)
Divergence	10%	15%
Slope	2500m (8202 ft.)	3000m (8202 ft.)
Length	3.33% [1:30]	2.5% [1:40]



<b>Transitional Surface</b>		
First Segment Slope	14.3% [1:7]	14.3% [1:7]
Second Segment Slope	N/A	N/A
<b>Outer Surface</b>		
Height	N/A	45m (148 ft.)
Radius	N/A	4,000m (13,123 ft.)

### 3.0 FUTURE INSTRUMENT APPROACH PROCEDURE ATTESTATION REQUIREMENTS

When updating the Airport Vicinity Protection Area for both Airports, considerations should be made to the latest airport regulations and future airport layout to ensure adequate protection is provided for the airport’s future.

On October 15, 2018, Transport Canada re-issued AC301-001 to update the information to coincide with the latest regulations. Refer to **Section 4.0** for additional information on the latest regulations. Although the Advisory Circular was established for non-certified aerodromes, it is best practice to align the airport infrastructure, operations, and obstacle limitation surfaces to the characteristics provided in *TP 312 5<sup>th</sup> Edition*.

The revised advisory circular included two significant changes. First, the actual aerodrome physical characteristics are now defined based on approach speed categories and they are no longer defined based on the aircraft wing span. Fort Vermilion and La Crete Airports’ attestations were previously based on a non-precision runway with an aircraft wing span between 15m to but not including 24m. However, the runway type (level of service) would need to change to non-precision “CAT A & B Only” since the Airport’s critical design aircraft is the Beechcraft King Air 200. Refer to **Table 2** for a list of OLS characteristics according to the latest advisory circular.

*Table 2 AC301-001 Issue 2 OLS Characteristics*

<b>Obstacle Limitation Surfaces</b>	<b>AC 301-001 Issue No. 2 Non-Precision CAT A &amp; B ONLY</b>
<b>Runway Strip</b>	
Strip Width (each side of centreline)	75m (246 ft.)
Strip Length (prior to threshold and beyond departure end)	60m (197 ft.)
<b>Approach Surface</b>	
Length of Inner Edge	150m (492 ft.)
Distance from threshold	60m (197m)
Divergence	10%
Slope	2500m (8202 ft.)
Length	3.33% [1:30]
<b>Transitional Surface</b>	
First Segment Slope	25% to 23m above origin
Second Segment Slope	14.3% [1:7] to 45m

The second significant change to the advisory circular includes the requirements for all airports to update the attestation for existing instrument approach procedures in accordance with AC301-001 Issue 2 by December 31, 2020.

An Airport Development Plan (ADP) was prepared for both Fort Vermilion and La Crete Airports in 2016 and an update was completed for the Fort Vermilion ADP in 2020. In the ADP, it was determined that the critical design aircraft for both airports is the Beechcraft King Air 200, which would determine the runway type and classification to protect. Furthermore, the ADP outlined the need to protect for a runway extension of 304.8m (1,000 ft.) and 207.75m (597 ft.) for Fort Vermilion and La Crete Airports, respectively.

## 4.0 AIRPORT CERTIFICATION

Although the aerodromes are currently non-certified, it is important for the aerodromes to protect and design the facilities in accordance with the applicable standards for aerodromes and for certified airports. As mentioned in **Section 2.0**, the aerodromes were likely designed to protect for the latest attestation requirements and certification requirements at that time. However, on September 15, 2015, Transport Canada issued the 5<sup>th</sup> Edition of the *Aerodromes Standards and Recommended Practices (TP 312)*. Several changes were made to the standards including revisions to the obstacle limitation surfaces characteristics to coincide with instrument approach procedures identified in the latest version of the *Criteria for the Development of Instrument Procedures, TP 308*. Furthermore, on January 15, 2020, Transport Canada issued the first amendment to the *Aerodromes Standards and Recommended Practices TP 312 5<sup>th</sup> Edition*. The purpose of the amendment was to provide clarification, address editorial issues and make necessary changes, including the characteristics of the Obstacle Limitation Surfaces. Refer to **Table 3** for OLS characteristics for TP 312 5<sup>th</sup> Edition and TP312 5<sup>th</sup> Edition Amendment 1. Illustrations of the 5<sup>th</sup> Edition OLS and 5<sup>th</sup> Edition Amendment 1 OLS can also be referenced in **Exhibits 3 to 6**.

*Table 3 TP 312 5<sup>th</sup> Edition OLS Characteristics*

Obstacle Limitation Surfaces	TP 312 5 <sup>th</sup> Edition Non-Precision, AGN II	TP 312 5 <sup>th</sup> Edition Amend 1 Non-Precision, AGN II
<b>Runway Strip</b>		
Strip Width (each side of runway centreline)	75m (246 ft.)	70m (230 ft.)
Strip Length	60m (197 ft.)	60m (197 ft.)
<b>Approach Surface</b>		
Inner Edge (overall length)	150m (492 ft.)	140 (459 ft.)
Distance from threshold	60m (197 ft.)	60m (197 ft.)
Divergence	10%	10%
Slope	2500m (8202 ft.)	2500m (8202 ft.)
Length	3.33% [1:30]	3.33% [1:30]
<b>Transitional Surface</b>		
First Segment Slope	25% [1:4]	25% [1:4]
Second Segment Slope	14.3% [1:7]	14.3% [1:7]
<b>Inner Transitional Surface</b>		
Distance from centreline	40m (131 ft.)	40m (131 ft.)
Slope	vertical	vertical

Since the release of TP 312 5<sup>th</sup> Edition Amendment 1 in early 2020, the attestation requirements have not been updated to reflect the latest regulations. Therefore, it is recommended that the OLS characteristics in the AVPA is designed to protect both the attestation requirements and the future certification requirements should the airport choose to become certified. Furthermore, the aerodromes should consider implementing the latest regulations, TP 312 5<sup>th</sup> Edition Amendment 1, to all infrastructure changes to the airports. This would streamline the process and reduce costly complications when the aerodromes become certified.

Before the aerodromes can move forward and become certified, the aerodromes would need to evaluate the entirety of the aerodrome to determine whether they would meet the latest certification requirements. For instance, if the aerodromes pursue the opportunity and become certified today, they would need to meet TP 312 5<sup>th</sup> Edition Amendment 1 requirements. The requirements would include documentation, physical infrastructure, visual aids, obstacle limitation surfaces, etc.

A preliminary desktop review was completed of the obstacle limitation surfaces at Fort Vermilion and La Crete Airports. It was determined that a few obstacles are likely impacting the obstacle limitation surfaces at this time. For instance, at the Fort Vermilion Airport, a few areas of trees would likely need to be trimmed and / or removed. The tree

areas are located along the north and centre third of the runway surface. Refer to **Figure 1** below for illustration of potential OLS impacts at the Fort Vermilion Airport. Another large area of trees south of the threshold for Runway 26 are likely intruding the existing AVPA surfaces. The intrusion would remain and likely have a greater impact should the runway extension is built in accordance with the latest regulations. Township Road 1084H is located approximately 230 metres from threshold of Runway 08. TP 312 also provides protection for vehicle corridors within the obstacle limitation surfaces. Consequently, all roads located within the OLS would need to provide a vertical clearance of 4.7 metres above the crown of the road. Township Road 1084H would need to be assessed to determine whether the vehicle corridor would be clear of the approach and transitional surface.



*Figure 1 Fort Vermilion Airport - Potential OLS Impact*

The same preliminary review was completed for La Crete Airport and it was determined that a few tree areas are likely impacting the existing AVPA and could have an impact to the future certification surface. For example, the trees located north of the runway would likely intrude the transitional surface and similarly the trees located west of threshold for Runway 06 could have an impact on the approach surface. Refer to **Figure 2** below for illustration of potential OLS impacts.



*Figure 2 La Crete Airport - Potential OLS Impact*

La Crete's runway is located in between two roads, Alberta Range Road 150 (RR150) which is located approximately 70 metres east of the threshold of Runway 25 and Alberta Road 697 which is located 245 metres west of the threshold for Runway 06. RR150 is already impacting the obstacle limitation surfaces for Runway 06-25 and would require road closure if the Airport chooses to become certified. It is recommended that the road is closed immediately to ensure the airport usability is not impacted by the potential obstacle within the aircraft flight path. Alberta Road 697 would need to be evaluated to ensure adequate clearance is provided for the vehicle corridor to clear the approach and transitional surfaces. If the vehicle corridor is not clear, the threshold will need to be displaced accordingly.

## 5.0 CONCLUSION AND RECOMMENDED NEXT STEPS

Although La Crete and Fort Vermilion Airports are non-certified airports, protections should be put in place to ensure no obstacles protrude through potential future certification surfaces. Therefore, the Airport Vicinity Protection Area must protect for the most critical surfaces between the latest attestation requirements and *TP 312 5<sup>th</sup> Edition*. It was determined that the most critical surfaces are ones the provided in the most recent attestation contained within *AC301-001 Issue 2*, due to a larger runway strip, and therefore the AVPA was developed accordingly. Moreover, it is recommended that the future runway extensions at each airport is protected under the latest AVPA.

The recommended next steps for Mackenzie County is to update the existing instrument approach procedures attestation by December 31, 2020 in accordance with AC301-001. It is also recommended that all infrastructure changes at the aerodrome consider the planning and design in accordance with *TP 312 5<sup>th</sup> Edition Amendment 1*.

DRAFT

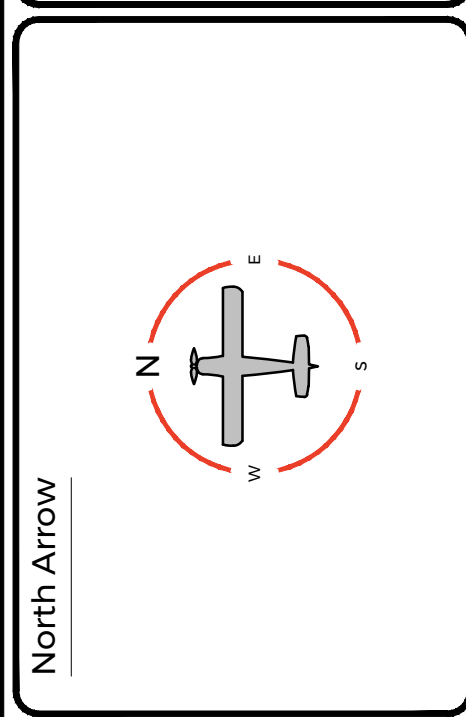
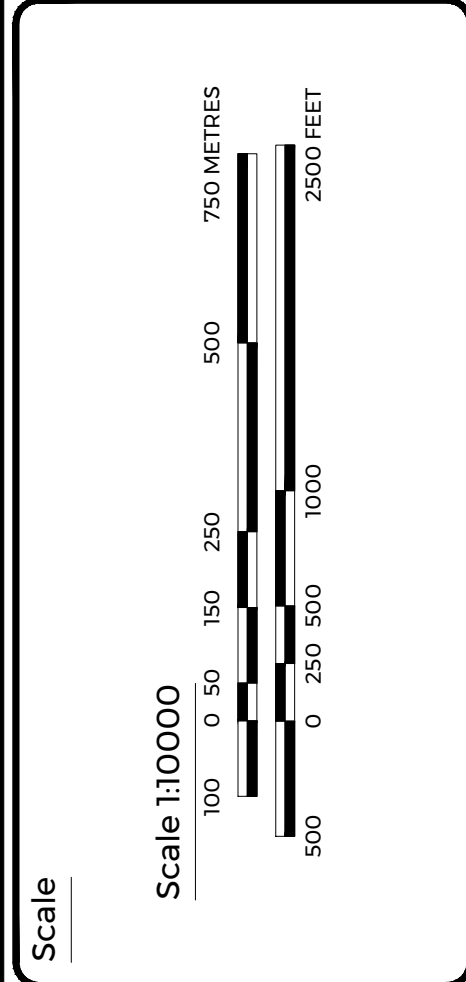




OUTER SURFACE  
RADIUS = 4000m  
ELEV. = 299.5 m

OUTER SURFACE  
RADIUS = 4000m  
ELEV. = 299.5 m

Location: MACKENZIE COUNTY, ALBERTA  
Project: MACKENZIE COUNTY AIRPORT VICINITY PROTECTION AREA  
Title: FORT VERMILION AIRPORT (CEZ4) TP312-4TH EDITION OLS  
Project No.: 181-11006-01  
EXHIBIT 1 OF 6

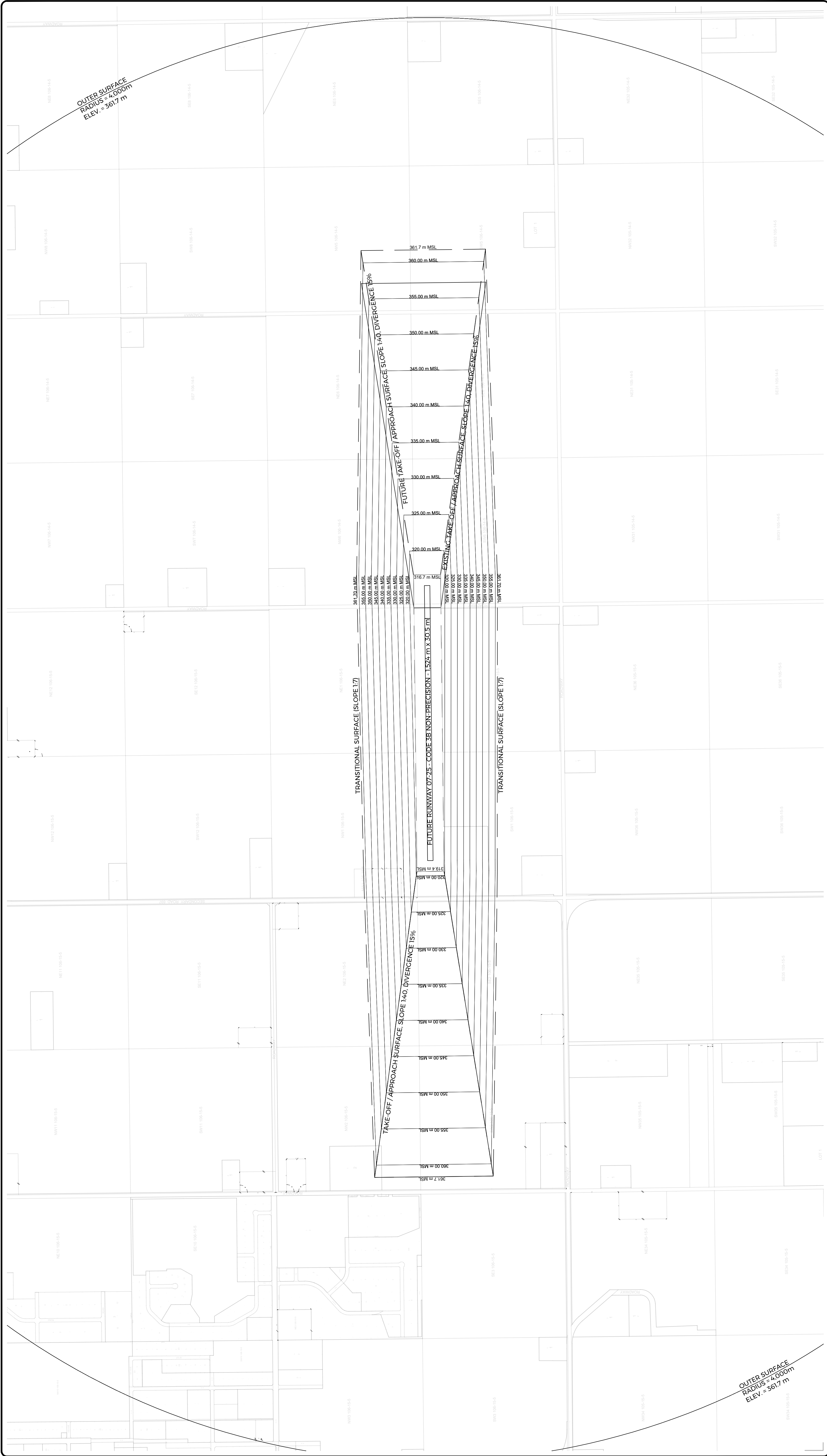


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No.	DATE	DESCRIPTION	BY	QC
0	16/03/2020	DRAFT FOR DISCUSSION	JRM	JH
		REVISION / ISSUE		

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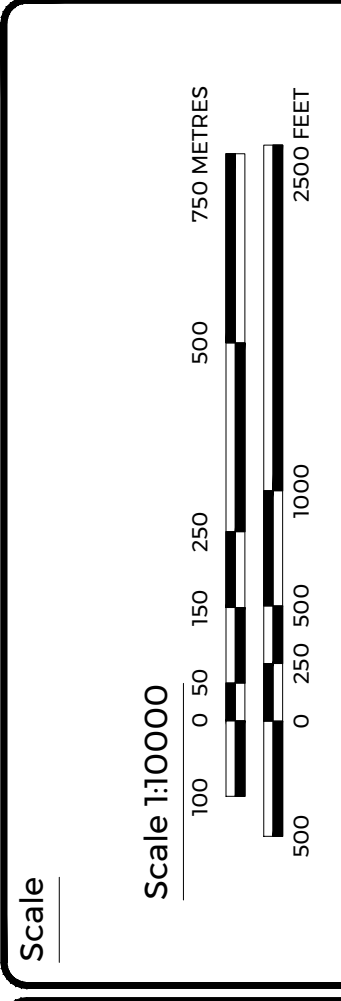
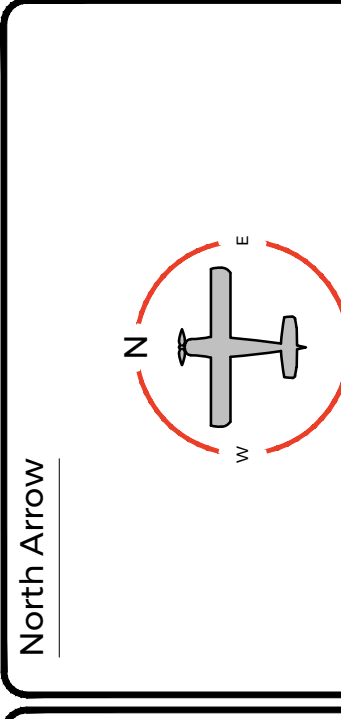


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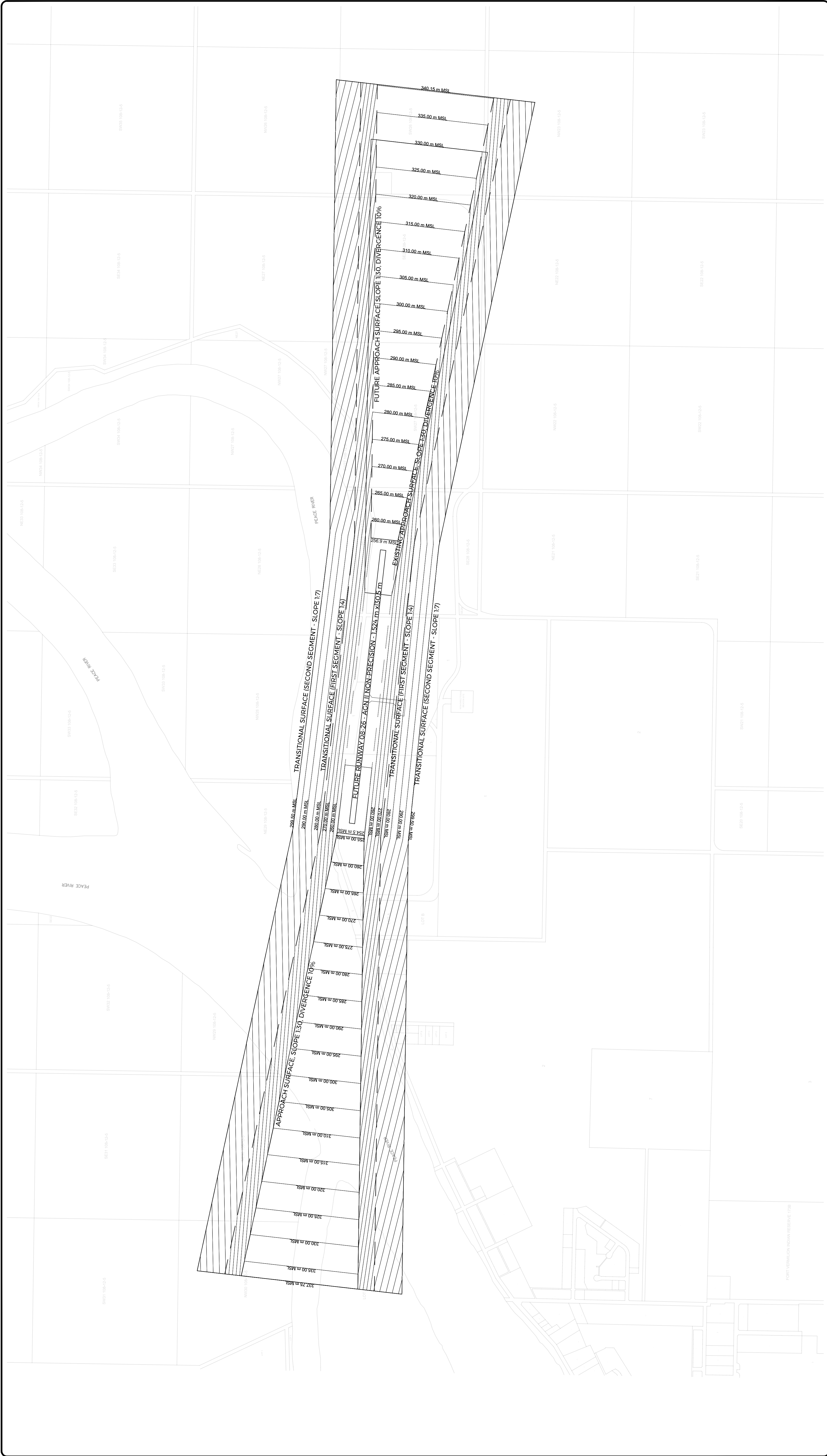
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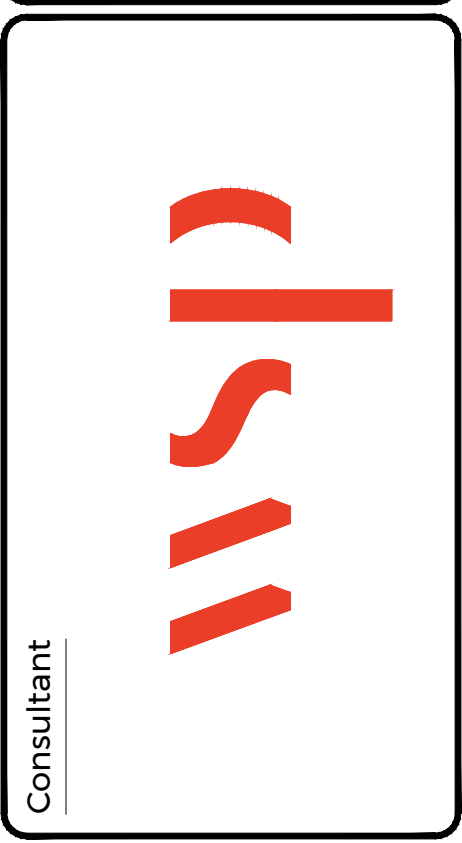
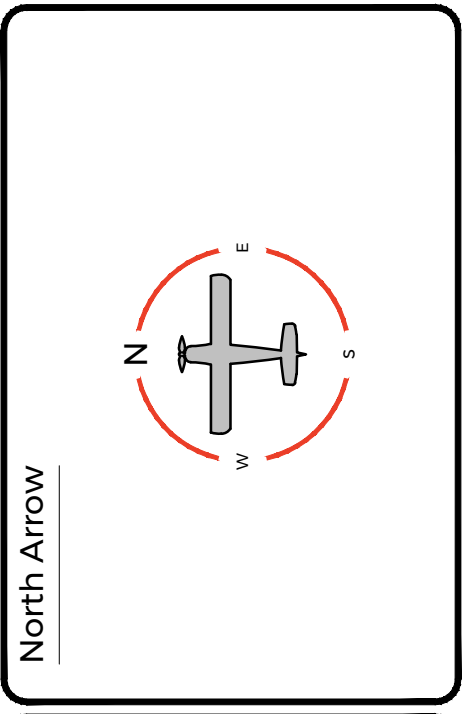
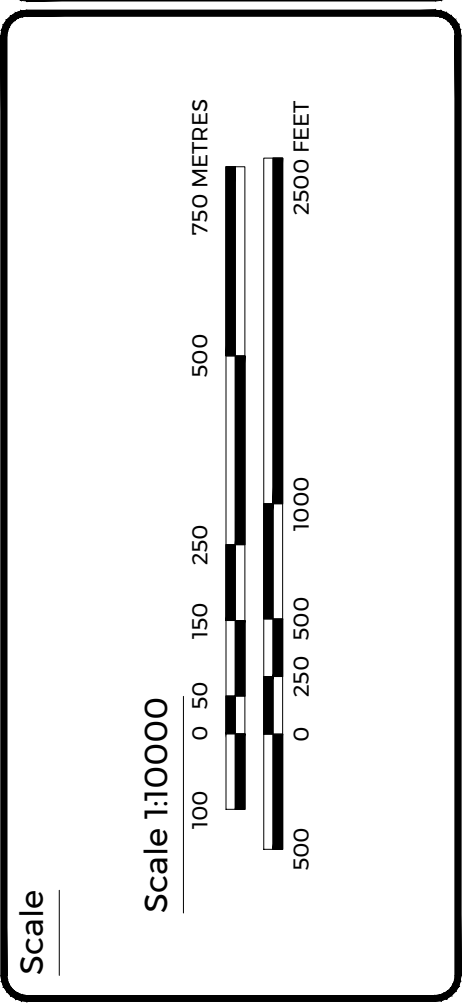


**Location:** MACKENZIE COUNTY, ALBERTA  
**Project:** MACKENZIE COUNTY AIRPORT VICINITY PROTECTION AREA  
**Title:** LA CRETE AIRPORT (CFN5) TP312-4TH EDITION OLS  
**Project No.:** 181-11006-01  
**EXHIBIT 2 OF 6**





Location: MACKENZIE COUNTY, ALBERTA  
 Project: MACKENZIE COUNTY AIRPORT VICINITY PROTECTION AREA  
 Title: FORT VERMILION AIRPORT (CE24) TP312 5TH EDITION OLS  
 Project No. 181-11006-01  
 EXHIBIT 3 OF 6



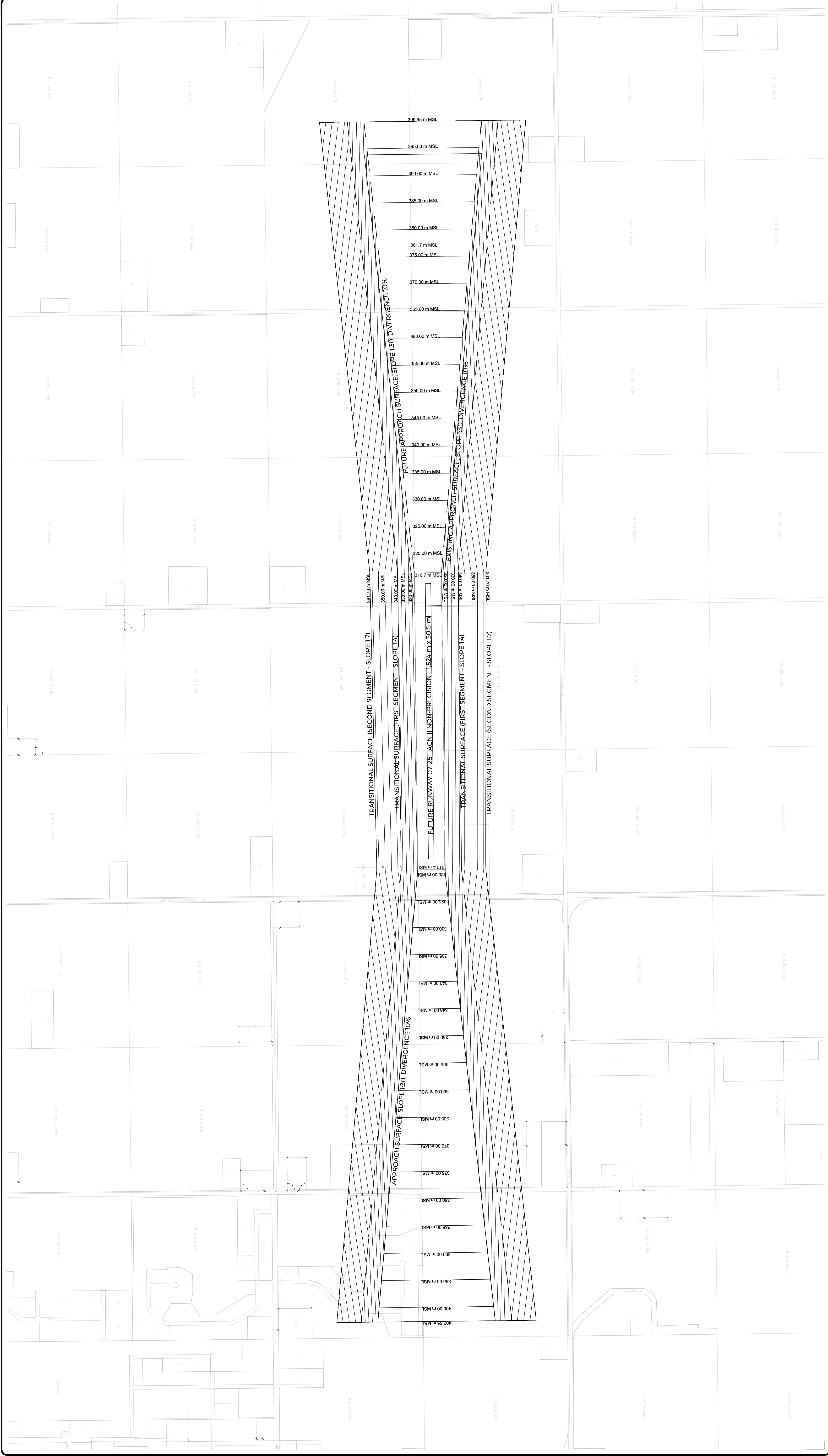
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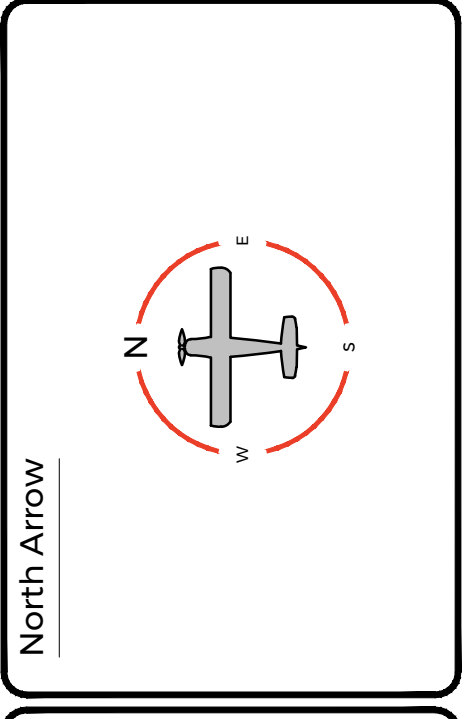
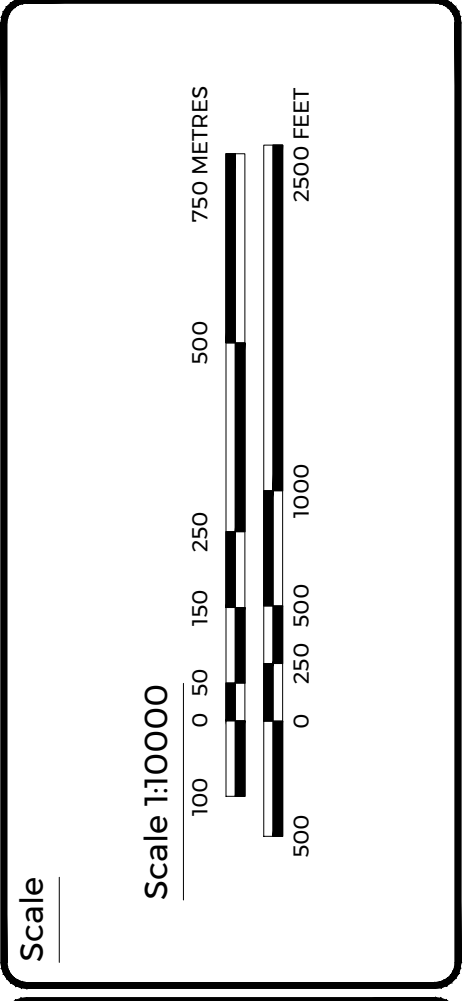
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Location:	MACKENZIE COUNTY, ALBERTA
Project:	MACKENZIE COUNTY AIRPORT VICINITY PROTECTION AREA
Title:	LA CRETE AIRPORT (CFN5) TP312 5TH EDITION OLS
Project No.:	181-11006-01
	EXHIBIT 4 OF 6



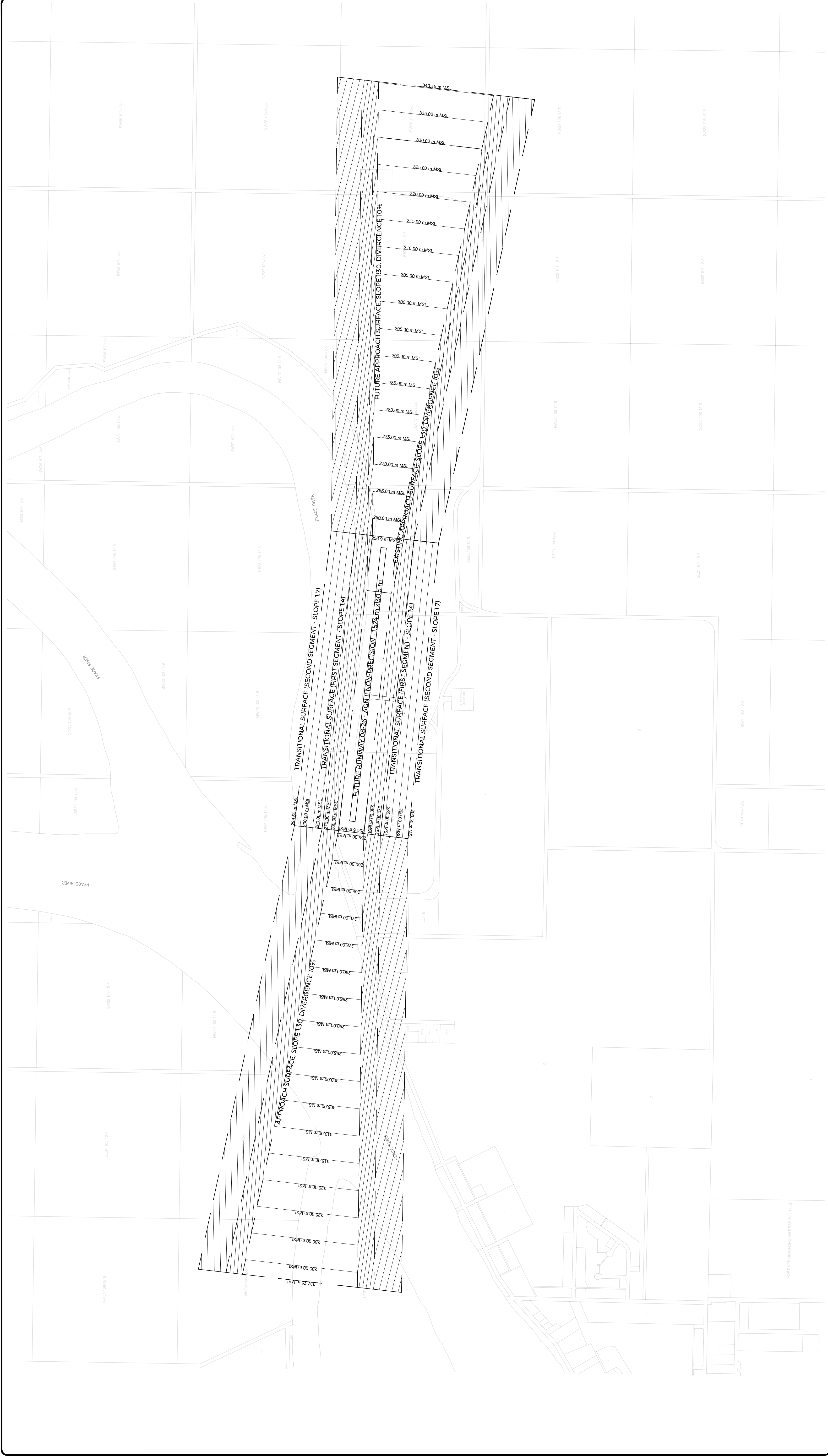
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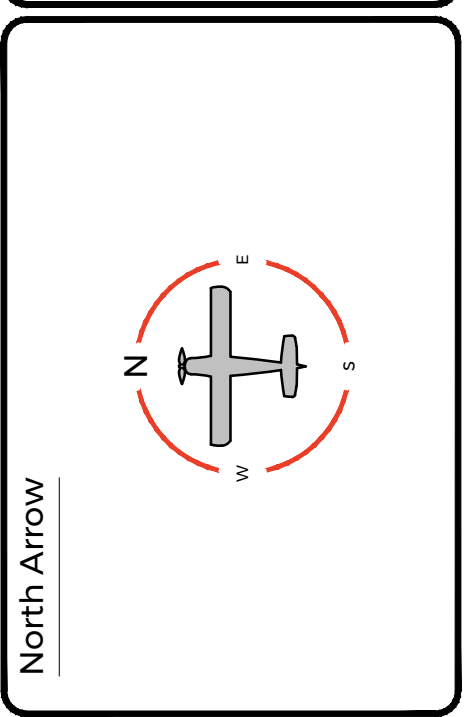
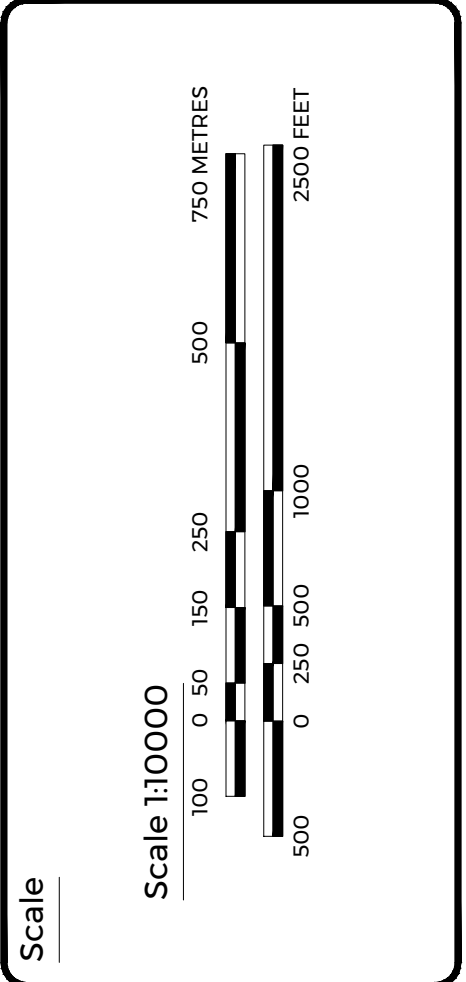
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Location: MACKENZIE COUNTY, ALBERTA  
 Project: MACKENZIE COUNTY AIRPORT VICINITY PROTECTION AREA  
 Title: FORT VERMILION AIRPORT (CE24) TP312 5TH EDITION AMENDMENT 1 - OLS  
 Project No.: 181-11006-01  
 EXHIBIT 5 OF 6

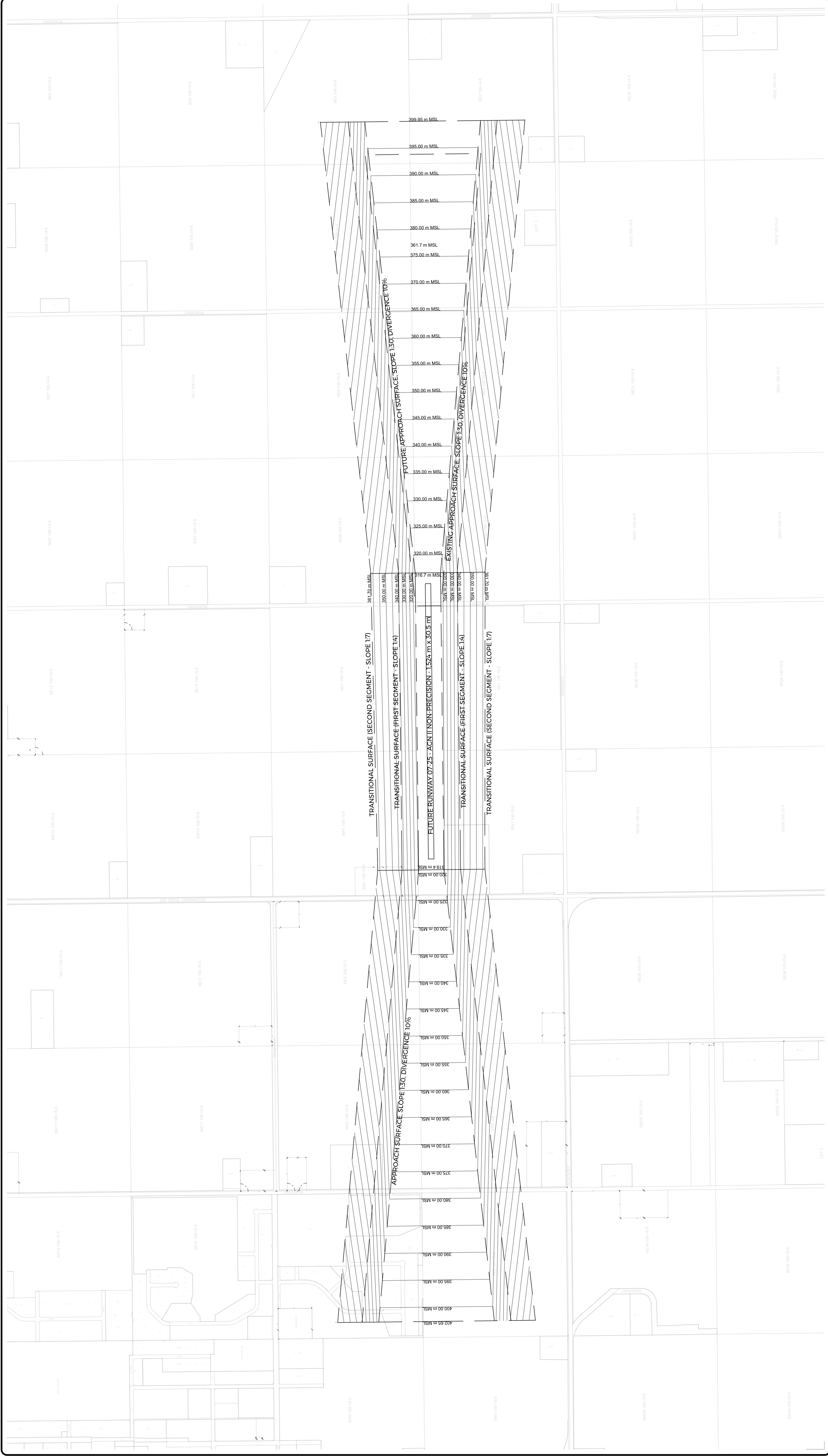


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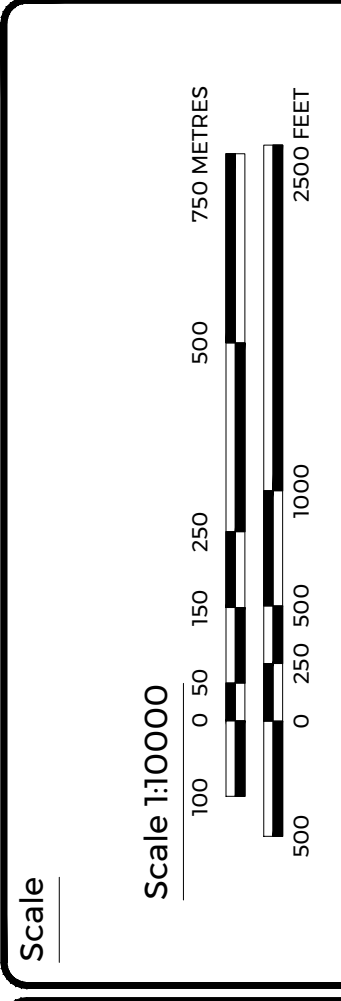
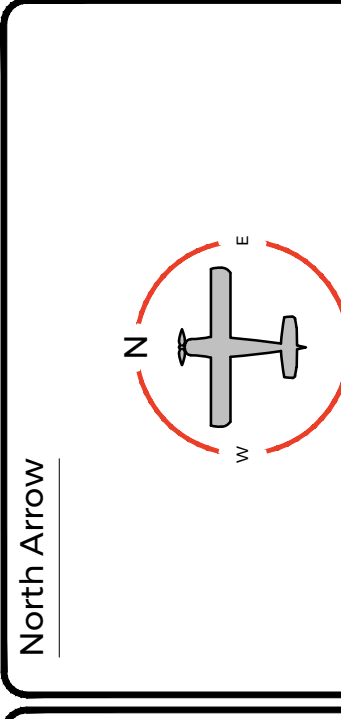
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**Location:** MACKENZIE COUNTY, ALBERTA  
**Project:** MACKENZIE COUNTY AIRPORT VICINITY PROTECTION AREA  
**Title:** LA CRETE AIRPORT (CFN5) TP312 5TH EDITION AMENDMENT 1 - OLS  
**Project No.:** 181-11006-01  
**EXHIBIT 6 OF 6**







Proposed Bylaw 1207-21 applies to Residential Developments only, however Council may wish to implement a similar bylaw for Non-Residential Developments at a later date.

The incentive would not decrease the taxes on subdivided lots, it would simply delay the increase in taxes for new builds. This incentive bylaw would encourage development of already subdivided, vacant lots rather than the creation of new lots.

This item was presented at the January 27, 2021 Council meeting where it received second reading. No changes were proposed.

**OPTIONS & BENEFITS:**

Options are to pass, defeat, or table third reading of the bylaw.

**COSTS & SOURCE OF FUNDING:**

No costs at this time. Tax exemptions can affect operating revenue.

**SUSTAINABILITY PLAN:**

**Goal E26** That Mackenzie County is prepared with infrastructure and services for a continually growing population.

**Strategy E26.1** Infrastructure is adequate and there are plans in place to manage additional growth

**Strategy E26.2** Provide exceptional services that enhance the quality of life in County hamlets and existing rural areas as a means to dissuade residents and newcomers from moving to undeveloped areas to establish small lots or acreages.

**Strategy E26.3** Take proactive measures to anticipate growth by preparing evidence-based plans for it.

**Goal C1** The capacity of infrastructure in County hamlets and rural communities keeps pace with their growth and is planned in a way that ensures their sustainability.

**COMMUNICATION / PUBLIC PARTICIPATION:**

If approved, the Mackenzie County Residential Developer Incentive Bylaw will be advertised via social media and local newspaper.

Author:  N Friesen  Reviewed by:  C Smith  CAO:

**POLICY REFERENCES:**

N/A

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That third and final reading be given to Bylaw 1207-21 being the Mackenzie County Residential Developer Incentive Bylaw.

**Author:** N Friesen      **Reviewed by:** C Smith      **CAO:** \_\_\_\_\_





**BYLAW NO. 1207-21**  
**BEING A BYLAW OF**  
**MACKENZIE COUNTY**  
**IN THE PROVINCE OF ALBERTA**

**TO PROVIDE TAX EXEMPTIONS TO DEVELOPERS FOR NEW DWELLING –  
SINGLE FAMILY AND NEW CONDOMINIUM UNIT IMPROVEMENTS IN URBAN  
RESIDENTIAL AREAS OF MACKENZIE COUNTY**

**WHEREAS**, pursuant to section 347 of the *Municipal Government Act*, a Council has the authority to cancel or refund all or part of a tax or defer the collection of a tax, with or without condition; and

**WHEREAS**, the Council of Mackenzie County has deemed it desirable to Provide Tax Exemptions to developers for new Dwelling – Single Family and new Condominium Unit Improvements in urban residential areas of Mackenzie County; and

**NOW THEREFORE**, the Council of Mackenzie County, in the province of Alberta, duly assembled, hereby enacts as follows:

1. **CITATION**

1.1 This bylaw may be cited as the Mackenzie County Residential Developer Incentive Bylaw.

2. **DEFINITIONS**

2.1 For the purposes of this Bylaw the following definitions shall apply:

- a) Act – means the *Municipal Government Act*, RSA 2000, Chapter M-26, and amendments thereto.
- b) Application – means an application for Developer Incentive, pursuant to this Bylaw.
- c) Condominium Unit – means that in the case of a building; a space that is situated within a building and described as a unit in a condominium plan registered at land titles by reference of boundaries governed by monuments places pursuant to the provisions of the *Surveys Act* by reference to floors, walls and ceilings within the building.
- d) Council – means the Municipal Council of Mackenzie County in the Province of Alberta, as duly elected and defined in the *Municipal Government Act*, RSA 2000, Chapter M-26 and amendments thereto.

- e) Developer – means a person or entity who applied for a Developer Incentive, pursuant to this Bylaw.
- f) Developer Incentive – means the cancellation of all or part of the municipal portion of the taxes for an Eligible Property.
- g) Development Authority – means the person, commission, or organization authorized to exercise development powers and perform duties on behalf of the County as referred to in Division 3 of the Municipal Government Act.
- h) Dwelling – Single Family – means a development consisting of only one Dwelling Unit which is separate from any other Dwelling Unit or building, and which is supported on a Permanent Foundation or Basement and which meets the requirements for a residence as specified within the *Alberta Building Code*.
- i) Eligible Property – means a property deemed eligible for Developer Incentives under the provisions of this Bylaw.

### 3. **ELIGIBILITY**

In order to qualify for the Developer Incentive under this Bylaw:

#### 3.1 The Developer must:

- a) apply for the Developer Incentive before November 1 of each calendar year for the prior tax year;
- b) must own the eligible properties which they are applying for the Developer Incentive program;
- c) have constructed a minimum of three (3) separate Dwelling – Single Family homes on three (3) separate Eligible Properties and/or constructed and completed a minimum of three (3) separate Condominium Units on an Eligible Property within one year;
- d) have proof that their property or properties have remained vacant for one year from time of construction completion;
- e) have obtained an approved development permit and building permit for each Dwelling – Single Family and/or Condominium Unit;
- f) have their Eligible Property taxes paid in full to date of application.

3.2 The Eligible Property must:

- a) be located in a residential zoned land use district within the hamlets of Fort Vermilion, La Crete, or Zama City;
- b) have property improvements resulting in no less than \$100,000 in increased assessment value;
- c) be serviced with municipal improvements;
- d) not have any outstanding conditions of approval for development;
- e) remain on the market, not rented, or otherwise vacant for at least one (1) year following the completion of property improvements;
- f) comply with requirements as stated in the Mackenzie County Land Use Bylaw and Safety Codes Act.

4. **APPLICATION REQUIREMENTS**

4.1 The Developer must complete the application attached in Schedule 1, in order to be considered for the Developer Incentive. The application must include:

- a) Developer name, address, and contact information;
- b) legal land location and street address for each Eligible Property;
- c) proof of assessment both pre-construction and post-construction, showing the increase in value as required by Section 3.2 of this bylaw for each Eligible Property;
- d) proof of permit approvals as required by the Mackenzie County Land Use Bylaw and Safety Codes Act for each Eligible Property;
- e) proof that each property has been on the market, not rented, or otherwise vacant since the improvements were completed, for a minimum of one (1) year and the subsequent year thereafter, if applicable.

5. **DURATION**

5.1 The Developer Incentive may be applied to an Eligible Property for a minimum of one (1) year to a maximum of two (2) years from the date of application approval, provided that the property remains vacant for the entire duration.

6. **AMOUNT OF DEVELOPER INCENTIVES**

- 6.1 Tax reductions as Developer Incentives may be granted for the municipal, improvement portion of taxes only and does not include school or other requisitions.
- 6.2 Developer Incentives for Residential Properties may be granted by Council according to the following guidelines:
- a) 100% of the improvement portion of tax for the first year;
  - b) 50% of the improvement portion of tax for the second year;
  - c) 0% of the improvement portion of tax for the third and subsequent years.
7. For the purposes of Section 5.1 of this Bylaw, the first year of incentive will apply to the tax year that the final inspection of the Building Permit was completed for the applicable development or improvement.
8. This Bylaw shall come into force and effect upon the date of passing of the third and final reading and shall expire three (3) years following that date.

READ a first time this 27<sup>th</sup> day of January, 2021.

READ a second time this 27<sup>th</sup> day of January, 2021.

READ a third time and finally passed this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

---

Joshua Knelsen  
Reeve

---

Lenard Racher  
Chief Administrative Officer

**Schedule 1  
Developer Incentive Application**



Application No: \_\_\_\_\_

## Mackenzie County DEVELOPER INCENTIVE APPLICATION

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

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

Mailing Address: \_\_\_\_\_ Province: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

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

Civic Address(s) of Vacant Improved Property(s):

Tax Roll(s): \_\_\_\_\_

Number of Projects Completed in Application Year: \_\_\_\_\_

Approximate Total Value of Projects Completed in Application Year: \_\_\_\_\_

Civic Address(s) of Other Completed Projects in Application Year:

### Required Documents to be Submitted with Application for Each Eligible Property:

- |  |  |
|--|--|
| <input type="checkbox"/> Final Inspection Report                               | <input type="checkbox"/> Approved Development Permit         |
| <input type="checkbox"/> Pre-Improvement Assessment                            | <input type="checkbox"/> Current Land Title (\$10.00)        |
| <input type="checkbox"/> Post-Improvement Assessment                           | <input type="checkbox"/> Proof of Intention to Sell Property |
| <input type="checkbox"/> Proof of vacancy of property since project completion |  |

Landowner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please submit completed applications by November 1<sup>st</sup> of each taxation year, to the Planning and Development Department.

*The personal information on this form is collected in accordance with Section 33 of the Freedom of Information and Protection of Privacy (FOIP) Act for the purpose of processing this application, issuing development permits and land use Bylaw Enforcement. The name of the permit holder and the nature of the permit are available to the public upon request. If you have any questions regarding the collection, use or disclosure of this information, please contact the FOIP Coordinator or (780) 927-3718.*

Mackenzie County  
Box 640, 4511-46 Avenue  
Fort Vermilion, AB T0H 1N0



Phone: (780) 927-3718  
Fax: (780) 927-4266  
Email: [office@mackenziecounty.com](mailto:office@mackenziecounty.com)  
[www.mackenziecounty.com](http://www.mackenziecounty.com)







Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 9, 2021</b>
<b>Presented By:</b>	<b>Caitlin Smith, Manager of Planning and Development</b>
<b>Title:</b>	<b>Bylaw 1214-21 Land Use Bylaw Amendment to Rezone Plan 202 0335, Block 6, Lots 27 to 31 from Hamlet Residential 1A “H-R1A” to Hamlet Residential 1B “H-R1B”</b>

## **BACKGROUND / PROPOSAL:**

Mackenzie County has received a request to rezone Plan 202 0335, Block 6, Lots 27 to 31, inclusive from Hamlet Residential 1A “H-R1A” to Hamlet Residential 1B “H-R1B” to accommodate single family dwellings without attached garages.

The subject lots are located within the Foothills Development area with many of the adjacent lots still vacant and owned by the original developer. The Foothills Developments area primarily contains larger, single family dwellings with attached garages. The applicant intends to build “garage-ready starter homes” on the five (5) lots during the 2021 building season. The applicant has stated that if the rezoning is not approved he will add garages to the starter homes.

The intention of the Hamlet Residential 1A “H-R1A” and Hamlet Residential 1B “H-R1B” zoning districts are as follows:

### **9.18 Hamlet Residential 1A (H-R1A)**

#### ***Purpose***

*9.18.1 The purpose of the Hamlet Residential 1A (H-R1A) district is to exclusively provide for single detached dwellings with attached garages in HAMLETS.*

### **9.19 Hamlet Residential 1B (H-R1B)**

#### ***Purpose***

*9.19.1 The purpose of the Hamlet Residential 1B (H-R1B) district is to provide for single detached dwellings with GARAGE – ATTACHED or GARAGE – DETACHED in HAMLETS while considering duplexes at appropriate locations.*

**Author:** N Friesen      **Reviewed by:** C Smith      **CAO:** \_\_\_\_\_

The Planning Department has concerns with the proposed rezoning due to the types of development surrounding the subject lots, the proposed zoning will be a transition from the uses in the adjacent lands.

Bylaw 12xx-21 was presented to the Municipal Planning Commission on January 28, 2021 where the following motion was made:

**MPC 21-01-017** **MOVED** by David Driedger

*That the Municipal Planning Commission recommend to Council to not approve Bylaw 12xx-21 being a Land Use Bylaw Amendment to rezone Plan 202 0335, Block 6, Lots 27-31 from Hamlet Residential 1A "H-R1A" to Hamlet Residential 1B "H-R1B" to accommodate single family dwellings without attached garages.*

**CARRIED**

**OPTIONS & BENEFITS:**

Options are to pass, defeat, or table first reading on the bylaw.

**COSTS & SOURCE OF FUNDING:**

Current costs will consist of advertising the public hearing and adjacent landowner letters which will be borne by the applicant.

**SUSTAINABILITY PLAN:**

**Goal E26** That Mackenzie County is prepared with infrastructure and services for a continually growing population.

**COMMUNICATION/PUBLIC PARTICIPATION:**

The bylaw amendment will be advertised as per MGA requirements, this includes all adjacent landowners. A rezoning notification sign will also be required to be displayed on the property as per Mackenzie County Land Use Bylaw regulation.

**POLICY REFERENCES:**

Not applicable at this time.

**Author:** N Friesen **Reviewed by:** C Smith **CAO:** \_\_\_\_\_

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That first reading be given to Bylaw 1214-21 being a Land Use Bylaw Amendment to rezone Plan 202 0335, Block 6, Lots 27-31 from Hamlet Residential 1A "H-R1A" to Hamlet Residential 1B "H-R1B" to accommodate single family dwellings without attached garages, subject to public hearing input.

**Author:** N Friesen      **Reviewed by:** C Smith      **CAO:** \_\_\_\_\_



# LAND USE BYLAW AMENDMENT APPLICATION

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

NAME OF APPLICANT <i>Select Development Inc.</i>		
ADDRESS <i>Box 1095</i>		
CITY/TOWN <i>La Crete</i>		
POSTAL CODE (RES.) <i>T0H 2H0</i>	PHONE <i>780-926-0353</i>	BUS.

COMPLETE ONLY IF DIFFERENT FROM APPLICANT

NAME OF REGISTERED OWNER <i>1743280 AB LTD.</i>		
ADDRESS <i>Box 330</i>		
CITY/TOWN <i>La Crete</i>		
POSTAL CODE <i>T0H 2H0</i>	PHONE (RES.)	BUS.

**LEGAL DESCRIPTION OF THE LAND AFFECTED BY THE PROPOSED AMENDMENT**

QTR./LS.	SEC.	TWP.	RANGE	M.	OR	PLAN	BLK	LOT
						<i>2020335</i>	<i>6</i>	<i>27-31</i>

**LAND USE CLASSIFICATION AMENDMENT PROPOSED:**

FROM: *Hamlet Residential 1A* TO: *Hamlet Residential 1B*

**REASONS SUPPORTING PROPOSED AMENDMENT:**

*want to build houses that are garage ready but don't have garages built at time of construction.*  
*Not enough houses to be sold as "starter" homes. (5 lots)*

The personal information on this form is collected in accordance with section 33 of the Freedom of Information and Protection of Privacy (FOIP) Act for the purpose of processing this application, issuing development permits and land use bylaw enforcement. The name of the permit holder and nature of the permit are available to the public upon request. If you have any questions regarding the collection, use or disclosure of this information, please contact the FOIP Coordinator or (780) 927-3718.

I/WE HAVE ENCLOSED THE REQUIRED APPLICATION FEE OF \$ *560<sup>00</sup> + 137<sup>00</sup> plus postage* RECEIPT NO. *Invoice*

APPLICANT SIGNATURE \_\_\_\_\_ DATE *Jan 25 / 2021*

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

REGISTERED OWNER SIGNATURE \_\_\_\_\_ DATE *Jan 25 / 2021*

Mackenzie County  
Box 640, 4511-46 Avenue  
Fort Vermilion, AB T0H 1N0



Phone: (780) 927-3718  
Fax: (780) 927-4266  
Email: [office@mackenziecounty.com](mailto:office@mackenziecounty.com)  
[www.mackenziecounty.com](http://www.mackenziecounty.com)





FUTURE MR PARCEL  
0.152 ha.  
(0.38 ac.)

FUTURE MR PARCEL  
0.304 ha.  
(0.75 ac.)

# FOOTHILLS CARPENTRY

LA CRETE, AB  
FUTURE MR ALLOCATIONS



**BYLAW NO. 1214-21**  
**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 2017, 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 Dwelling-Single Family without Garage-Attached.

**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 parcels known as:

Plan 202 0335, Block 6, Lots 27 to 31, inclusive

In the Hamlet of La Crete, be rezoned from Hamlet Residential 1A "H-R1A" to Hamlet Residential 1B "H-R1B" as outlined in Schedule "A" hereto attached.

READ a first time this \_\_\_\_ day of \_\_\_\_\_, 2021.

PUBLIC HEARING held this \_\_\_\_ day of \_\_\_\_\_, 2021

READ a second time this \_\_\_\_ day of \_\_\_\_\_, 2021.

READ a third time and finally passed this \_\_\_\_ day of \_\_\_\_\_, 2021.

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Joshua Knelsen  
Reeve

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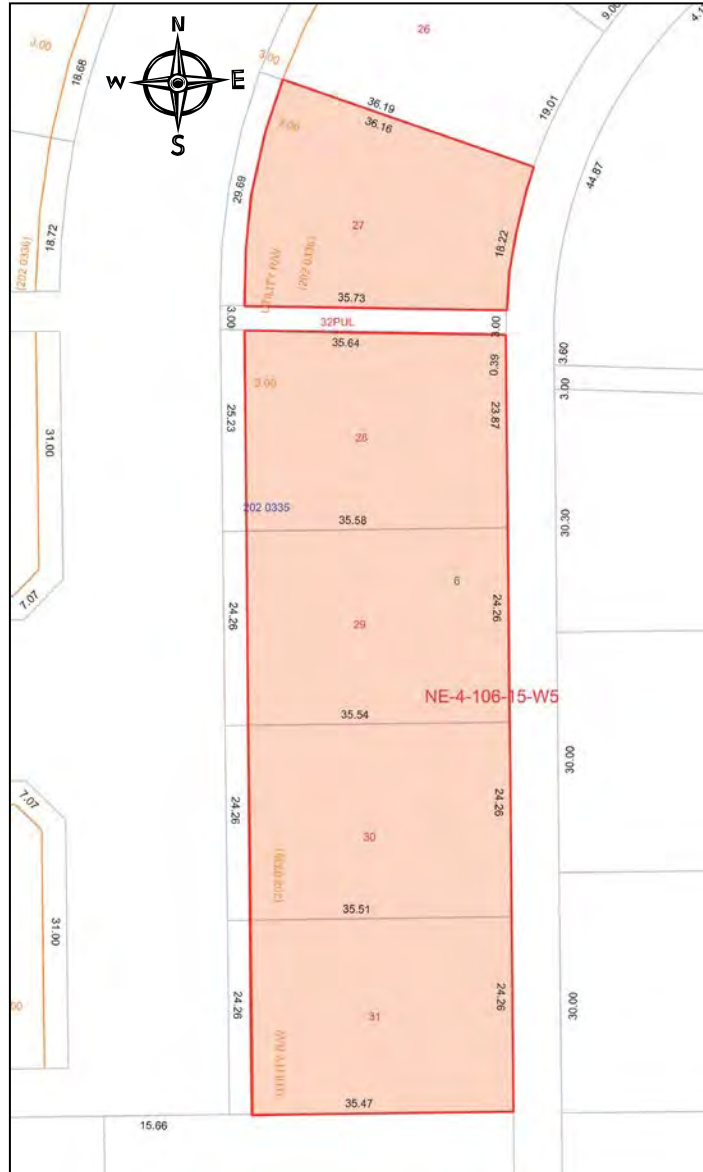
Lenard Racher  
Chief Administrative Officer

**BYLAW No. 1214-21**

**SCHEDULE “A”**

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

Plan 202 0335, Block 6, Lots 27 to 31, inclusive within the Hamlet of La Crete, be rezoned from Hamlet Residential 1A “H-R1A” to Hamlet Residential 1B “H-R1B”



FROM: Hamlet Residential 1A “H-R1A”

TO: Hamlet Residential 1B “H-R1B”



# REZONING APPLICATION



File No. Bylaw 1214-21

**Disclaimer**

Information on this map is provided solely for the user's information and, While thought to be accurate, is provided strictly "as is" and without Warranty of any kind, either express or implied.

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

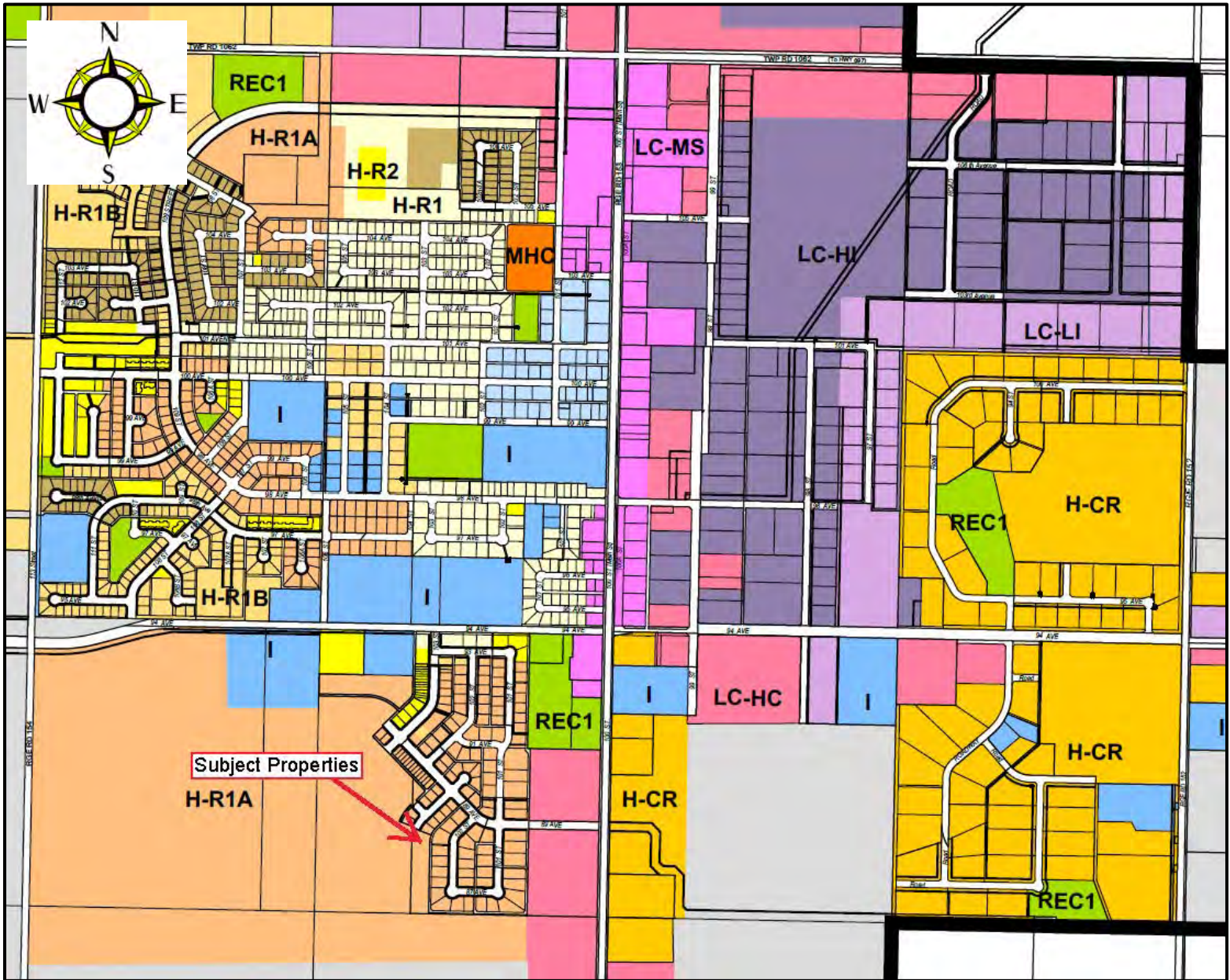
**NOT TO SCALE**



**Mackenzie County**



# REZONING APPLICATION



File No. Bylaw 1214-21

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**NOT TO SCALE**



**Mackenzie County**

## Section 9 | Land Use District Regulations

### 9.18 Hamlet Residential 1A (H-R1A)

#### Purpose

- 9.18.1 The purpose of the Hamlet Residential 1A (H-R1A) district is to exclusively provide for single detached dwellings with attached garages in HAMLETS.



#### Permitted and Discretionary Land Use Classes

- 9.18.2 Land use classes within the following table shall be permitted or discretionary within the Hamlet Residential 1A (H-R1A) district of this BYLAW.

Permitted	Discretionary
ACCESSORY BUILDING	DAY CARE FACILITY
DWELLING - SINGLE FAMILY	DAY CARE HOME
GARAGE – ATTACHED	DWELLING – GROUP HOME
SECONDARY SUITE	GARAGE – DETACHED
	HOME BASED BUSINESS MINOR
	RESIDENTIAL SALES CENTRE
	TOURIST HOME

#### Regulations

- 9.18.3 In addition to the regulations contained in Section 8, the following standards shall apply to every DEVELOPMENT in this LAND USE DISTRICT.

Regulation	Standard
<b>Min. Lot Dimensions</b>	
Width	16.8m (55.0ft)
Depth	30.5m (100.0ft)

## Section 9 | Land Use District Regulations

Regulation	Standard
<b>Min. Setback</b>	
Yard – Exterior Side	3.1m (10.0ft)
Yard – Interior Side	1.5m (5.0ft)
Yard – Rear	2.4m (8.0ft) with overhead utility servicing 1.5m (5.0ft) with underground utility servicing
<b>Required. Setback</b>	
Yard – Front	7.6m (25.0ft)

### Additional Regulations

- 9.18.4 GARAGE - ATTACHED are mandatory for all dwellings in this LAND USE DISTRICT. The GARAGE - ATTACHED may be required to be located on the same side as the adjacent properties GARAGE – ATTACHED at the discretion of the Development Authority.
- 9.18.5 In addition to Section 8.33 of this BYLAW, the Development Authority may require any DISCRETIONARY USE to be screened from view with a vegetated buffer strip and/or other SCREENING of a visually pleasing nature, satisfactory to the Development Authority.
- 9.18.6 The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards and shall complement the natural features and character of the site to the satisfaction of the Development Authority.
- 9.18.7 The Development Authority may decide on such other requirements as are necessary having due regard to the nature of the proposed DEVELOPMENT and the purpose of this LAND USE DISTRICT.

## Section 9 | Land Use District Regulations

### 9.19 Hamlet Residential 1B (H-R1B)

#### Purpose

- 9.19.1 The purpose of the Hamlet Residential 1B (H-R1B) district is to provide for single detached dwellings with GARAGE – ATTACHED or GARAGE – DETACHED in HAMLETS while considering duplexes at appropriate locations.



#### Permitted and Discretionary Land Use Classes

- 9.19.2 Land use classes within the following table shall be permitted or discretionary within the Hamlet Residential 1B (H-R1B) district of this BYLAW.

Permitted	Discretionary
ACCESSORY BUILDING	DAY CARE FACILITY
DWELLING - SINGLE FAMILY	DAY CARE HOME
GARAGE - ATTACHED	DWELLING – DUPLEX
GARAGE – DETACHED	DWELLING – GROUP HOME
SECONDARY SUITE	HOME BASED BUSINESS MINOR
	RESIDENTIAL SALES CENTRE
	TOURIST HOME

#### Regulations

- 9.19.3 In addition to the regulations contained in Section 8, the following standards shall apply to every DEVELOPMENT in this LAND USE DISTRICT.

Regulation	Standard
<b>Min. Lot Dimensions</b>	
Width	16.8m (55.0ft)



## Section 9 | Land Use District Regulations

Regulation	Standard
Depth	30.5m (100.0ft)
<b>Min. Setback</b>	
Yard – Interior Side	1.5m (5.0ft)
Yard – Exterior Side	3.1m (10.0ft)
Yard – Rear	2.4m (8.0ft) with overhead utility servicing 1.5m (5.0ft) with underground utility servicing
<b>Required. Setback</b>	
Yard – Front	7.6m (25.0ft)

### Additional Regulations

- 9.19.4 For those residences constructed with a GARAGE, the GARAGE may be required to be located on the same side as the adjacent properties GARAGE at the discretion of the Development Authority.
- 9.19.5 In addition to Section 8.33 of this BYLAW, the Development Authority may require any DISCRETIONARY USE to be screened from view with a vegetated buffer strip and/or other SCREENING of a visually pleasing nature, satisfactory to the Development Authority.
- 9.19.6 The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards and shall complement the natural features and character of the site to the satisfaction of the Development Authority.
- 9.19.7 The Development Authority may decide on such other requirements as are necessary having due regard to the nature of the proposed DEVELOPMENT and the purpose of this LAND USE DISTRICT.

### 3.2 Residential Policies

This section outlines policies for all residential areas, and those for specific residential areas.

#### 3.2.1 Policies Applying to All Residential Areas

The following policies reflect the general intent of the vision and apply in all residential areas.

- All Residential A.*                      *Home based businesses are encouraged, provided they do not alter the residential character of a property.*
- All Residential B.*                      *Connectivity between neighbourhoods should be encouraged through the provision of streets that are designed to support safe pedestrian, cycle and vehicle movements.*
- All Residential C.*                      *Residential intensification is encouraged through subdivision of lots in existing developed areas and through development of multi-family dwellings.*
- All Residential D.*                      *Multi-family developments should reflect the following provisions:*
- 1. Multi-family residential development is primarily encouraged within a ten minute walk of the Town Centre Area.*
  - 2. Infill should be contextual and enhance the streetscape through landscaping and built form and mass which reflects that of nearby structures and properties.*
  - 3. Multi-family developments should offer a suitable transition from adjacent single-detached residential dwellings, such as landscaping or architectural treatments.*
  - 4. Multi-family development should be designed to encourage a pedestrian friendly streetscape.*
  - 5. Crime Prevention through Environmental Design should be considered when buildings and sites are designed.*

### 3.2.2 Hamlet Residential Area

The majority of the residential lands are located in the west and south of the current built area. There are also residential areas identified for lands east of 100 Street. The predominant dwelling type is anticipated to be low density residential (i.e. single detached dwellings, manufactured homes). Variety in residential building types is encouraged within a short walk to the Town Centre Area, which is permissive of higher density residential typologies.

- Hamlet Residential A. Single-family detached dwellings will be the primary development in this area, however duplex and row houses are suitable in appropriate locations.*
- Hamlet Residential B. Mobile homes should be constructed in areas separate from “stick-built” single family detached homes in future development.*
- Hamlet Residential C. Single-family detached homes in future development areas should be placed on a lot in a manner that reflects typical setbacks of nearby residential developments in the community.*
- Hamlet Residential D. Infill housing should be designed to ensure the front yard setback is consistent with those buildings on adjacent properties.*

### 3.2.3 Country Residential Area

There are two pockets of Country Residential development in the hamlet, characterised by large lots, open spaces with landscaping including trees and low profile buildings. The MDP does not identify the north-western Country Residential pocket for expansion. The eastern pocket of Country Residential is identified in the MDP to expand over the balance of the two quarter sections it currently occupies. No other Country Residential development is identified within the hamlet boundaries, though the MDP does identify Country Residential for areas west, south and northeast of the hamlet.

- Country Residential A. New country residential development should be consistent with existing country residential development in terms of servicing, lot areas, and landscaping.*
- Country Residential B. Wherever possible when there are existing trees on a property they should be preserved.*
- Country Residential C. No new country residential areas should be created other than those identified in the Land Use Concept.*









Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 9, 2021</b>
<b>Presented By:</b>	<b>Carol Gabriel, Deputy Chief Administrative Officer (Legislative &amp; Support Services)</b>
<b>Title:</b>	<b>Bylaw 1212-21 Subdivision &amp; Development Appeal Board</b>

## **BACKGROUND / PROPOSAL:**

Mackenzie County has a bylaw in place for the establishment of a Subdivision & Development Appeal Board pursuant to the provisions of the Municipal Government Act Section 627.

Due to further amendments to the Municipal Government Act and the Subdivision and Development Appeal Board regulation, amendments are required to the municipality's Subdivision and Development Appeal Board Bylaw.

The following changes to the Bylaw are being recommended:

1. Change the definition of Clerk to that described in the Subdivision and Development Appeal Board Regulation (AR 195/2017).
2. Removal of the requirement for the Clerk of the Board as a designated officer for the limited purpose of carrying out the Clerk's functions as previously required under the MGA s. 627.1 (3).

Currently only one Clerk is trained and appointed by Council as the Clerk of the Subdivision and Development Appeal Board, this being the outgoing Director of Legislative & Support Services. In order to meet the requirements in the event of an appeal, administration is recommending that an additional Clerk be appointed until the new Director of Legislative & Support Services comes on board and is trained in accordance with the Act.

Colleen Sarapuk has agreed to obtain the necessary training and will require a motion of Council for appointment.

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

**Clerks**

**627.1(1)** A council that establishes a subdivision and development appeal board must appoint, and a council that authorizes the establishment of a subdivision and development appeal board must authorize the appointment of, one or more clerks of the subdivision and development appeal board.

(2) If the subdivision and development appeal board is an intermunicipal subdivision and development appeal board, the councils that authorize its establishment must appoint one or more clerks.

(3) A person appointed as a clerk of a subdivision and development appeal board may also hold an appointment under section 456 as a clerk of an assessment review board.

(4) No person is eligible for appointment as a clerk of a subdivision and development appeal board unless that person has successfully completed a training program in accordance with the regulations made under section 627.3(a).

(5) No subdivision authority or development authority is eligible for appointment under this section.

2015 c8 s61;2017 c13 s3;2019 c22 s10(19)

**OPTIONS & BENEFITS:**

N/A

**COSTS & SOURCE OF FUNDING:**

Training will be completed online at a cost of \$210.00 offered by Brownlee LLP.

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION:**

Municipal bylaws are available online.

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

**RECOMMENDED ACTION:**

Motion 1

- Simple Majority       Requires 2/3       Requires Unanimous

That first reading be given to Bylaw 1212-21 being the Subdivision and Development Appeal Board Bylaw for Mackenzie County.

Motion 2

- Simple Majority       Requires 2/3       Requires Unanimous

That second reading be given to Bylaw 1212-21 being the Subdivision and Development Appeal Board Bylaw for Mackenzie County.

Motion 3

- Simple Majority       Requires 2/3       Requires Unanimous

That consideration be given to go to third reading of Bylaw 1212-21 being the Subdivision and Development Appeal Board Bylaw for Mackenzie County at this meeting.

Motion 4

- Simple Majority       Requires 2/3       Requires Unanimous

That third and final reading be given to Bylaw 1212-21 being the Subdivision and Development Appeal Board Bylaw for Mackenzie County.

Motion 5

- Simple Majority       Requires 2/3       Requires Unanimous

That Colleen Sarapuk be appointed as a Clerk of the Subdivision & Development Appeal Board for Mackenzie County, subject to successfully completing the training program in accordance with the Municipal Government Act.

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



**BYLAW NO. ~~1096-18~~ 1212-21**

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

**TO ESTABLISH THE  
SUBDIVISION AND DEVELOPMENT APPEAL BOARD**

**WHEREAS**, pursuant to the provisions of the *Municipal Government Act*, Revised Statutes of Alberta, 2000, Chapter M-26 and amendments thereto, Section 624, Council may establish a Development Authority, and

**WHEREAS**, pursuant to the provisions of the *Municipal Government Act*, Revised Statutes of Alberta, 2000, Chapter M-26 and amendments thereto, Section 627, Council may establish a Subdivision and Development Appeal Board, and

**WHEREAS** the Council of Mackenzie County in the Province of Alberta, has deemed it necessary to define the function of a Subdivision and Development Appeal Board, as it relates to the appeal process.

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

**1. TITLE**

- a) This Bylaw shall be cited as the “Subdivision and Appeal Board Bylaw”.

**2. DEFINITIONS**

In the Bylaw:

- a) “**Act**” - means the *Municipal Government Act* Revised Statutes of Alberta, 2000, Chapter M-26 and amendments thereto.
- b) “**Appellant**” - means the person who has served written notice of an appeal to the Clerk of the Board from a decision, order or development permit issued by the Development Authority or a notice of decision issued by the subdivision approving authority.
- c) “**Board**” - means the Appeal Board established pursuant to this Bylaw.
- d) “**Chairman**” – means a Member of the Board who is appointed to preside over a hearing in accordance with this bylaw.
- e) “**Clerk**”- means a ~~designated officer~~ **person(s)** appointed by Council to act as

Clerk of the Board.

- f) **“Council”** - means the Mackenzie County Council.
- g) **“Members at Large”** - are Members of the Board who are not Councillors of the Municipality.
- h) **“Municipality”** - means the municipal corporation of Mackenzie County.
- i) **“Subdivision Approving Authority”** - is the authority appointed by Council to decide applications for subdivision.
- j) All other terms used in this Bylaw shall have the meaning assigned to them by the Act.

### **3. ESTABLISHMENT**

- a) The Board is hereby established.
- b) The Members of the Board are hereby considered “authorized persons.”

### **4. DUTIES**

The Board shall:

- a) Decide upon all appeals referred to it by the Clerk of the Board, including an:
  - i) appeal of a development permit decision issued by the development authority;
  - ii) appeal of a stop order issued by the development authority; and
  - iii) appeal of a notice of decision for subdivision issued by the development authority.
- b) Perform other such duties as described or implied in this Bylaw or as may be assigned to it by Council.

### **5. MEMBERSHIP**

- a) The Membership of the Board shall consist of:
  - i) two (2) Members of Council, of which one (1) will sit on the Board at any one hearing;
  - ii) five (5) Members at Large, of which two (2) will sit on the Board at any one



hearing.

- b) Council Members of the Board shall be appointed annually by resolution of Council at the Organizational Meeting held in October.
- c) Members at Large shall be appointed to the Board by resolution of Council for a three-year term or as otherwise designated by Council.
- d) Notwithstanding, Clause 5. c), a person may be reappointed upon expiration of their term.
- e) No person who is an employee of Mackenzie County or a member of the Municipal Planning Commission shall be appointed to the Board by Council, subject to the provisions of this Bylaw.
- f) A Member of Council's appointment to the Board terminates upon that person ceasing to be a Member of Council or otherwise ineligible to serve as a Member of the Board, subject to the provisions of this Bylaw.
- g) Where a Board position is left vacant for any reason, Council may appoint a replacement for the remainder of that term.
- h) If a Member has any pecuniary interest, whether direct or indirect, in any matter before the Board, the Member shall declare such interest to the Board before discussion of the matter, and shall not participate in the hearing, or discuss or vote upon the matter, and such abstention shall be recorded in the minutes.
- i) Members may not participate in a hearing of the Board unless the member has successfully completed a training program set or approved by the Minister.

## **6. QUORUM & MEETINGS**

- a) Three (3) Members of the Board where Members of Council do not form the majority constitute a quorum.
- b) The Board shall meet at such intervals as are necessary to consider and decide appeals filed with it in accordance with the Act.
- c) The Board shall not permit electronic or similar recording devices to be used during a hearing by anyone in attendance, except the Clerk of the Board.

## **7. CHAIRMAN**

- a) The Members of the Board shall elect one of themselves as Chairman and one of themselves as Vice-Chairman at the commencement of each Hearing.

## **8. ABSENT BOARD MEMBERS**

- a) A Member of the Board who is for any reason unable to attend the whole or part of an appeal, shall not participate in the deliberations or decision by the Board upon that appeal.
- b) In the event of the absence or inability of the Chairman of the Board to act as Chairman, the Vice-Chairman of the Board shall act as Chairman. In the event of the Chairman and Vice-Chairman being absent or unable to act as Chairman, the remaining Members will elect a Chairman from amongst themselves.

## **9. SIGNING AUTHORITY**

- a) An order, decision, approval, notice or other things made, given or issued by the Board may be signed on its behalf by its Chairman, Vice-Chairman or a Member elected to act as Chairman.
- b) An officer appointed by Council may sign on behalf of the Board.

## **10. CLERK OF THE BOARD**

- ~~a) The position of a designated officer for the limited purpose of carrying out the functions of the Clerk of the Board is hereby established.~~
  - ~~i. For financial purposes, only that portion of salary and benefits related to carrying out the Clerk functions shall be disclosed as required by legislation.~~
- b) The Clerk(s) of the Board shall be appointed by resolution of Council and shall not be a member of the Board.
- c) The Clerk must successfully complete the training program set or approved by the Minister in accordance with the Act.

The Clerk shall:

- d) attend all meetings and hearings of the Board, but shall not vote on any matters before the Board.
- e) perform such functions as may be necessary to ensure that the Board is in full compliance with its duties under the Act and this Bylaw.
- f) attend all meetings of the Board and shall keep the following records with respect thereto:
  - i) the minutes of all meetings and hearings;
  - ii) all applications;

- iii) records of all notices of hearings and of persons to whom they were sent;
  - iv) copies of all written representations to the Board;
  - v) notes as to each representation;
  - vi) the names and addresses of those making representations at the hearing;
  - vii) the decision of the Board;
  - viii) the reasons for the decision of the Board;
  - ix) the vote of the Members of the Board on the decision;
  - x) records of all notices of decision and of persons to whom they were sent;
  - xi) all notices, decisions and orders made on appeal from the decisions of the Board, and
  - xii) such other matters as the Board may direct or the Clerk may determine.
- g) notify all Members of the Board of the arrangements for the holding of each hearing and other meetings of the Board.
- h) make available for public inspection before the commencement of the public hearing, all relevant documents and materials respecting the appeal including:
- i) all applications, notices, stop orders, and decisions related to the appeal, and
  - ii) written notice of appeal from individuals who believe that they are affected by the decision, order, or notice.

## **11. PUBLIC HEARING**

- a) The hearing of the appeal pursuant to the Act shall be held in public and all persons who wish to attend shall be entitled to do so.
- b) The Board shall meet for the hearing of appeals as frequently as is necessary, and in any event within thirty (30) days of receipt of a notice of appeal duly filed pursuant to the Act.

## **12. SPECIAL MEETING**

- a) Upon receipt of a notice of appeal duly filed pursuant to the provisions of the Act, and of this Bylaw, the Clerk may convene a special meeting of the Board to consider what persons are affected by the appeal and should be notified thereof. Such a meeting shall be called not less than six days prior to the date of the public hearing by the Clerk of the Board. The Board is allowed to hold a special meeting to:

- i) Determine who should be notified of the Board hearing, and
- ii) Determine if any Members of the Board are unable to attend the hearing due to absence or pecuniary interest.

### **13. ELECTRONIC RECORDINGS**

- a) The Clerk shall keep an electronic record of all Hearings, except during breaks and those portions of Hearings held In-Camera.
- b) Electronic recordings will only be transcribed if they are required in connection with any audit or investigation in connection with litigation.
- c) The electronic recording for each Hearing will be retained and backed up for one (1) year.

### **14. DECISIONS**

- a) The Board shall issue its decision upon an appeal in writing together with reasons for the decision pursuant to the provisions of the Act.
- b) The decision of the majority of the Members of the Board present at a meeting duly convened is deemed to be the decision of the whole Board.
- c) In the event of a tie vote, the appeal is defeated.
- d) The decision is not final and binding until the decision has been signed and given in writing in accordance with the Act.

### **15. PROVINCE OF ALBERTA APPEAL PROCEDURE**

- a) The Clerk shall keep on file all notices of applications made for leave to appeal to the Court of Appeal from decisions of the Board issued pursuant to the Act.

### **16. APPEAL FEES**

- a) Appellants may be charged an appeal fee to cover the costs associated with a subdivision or development appeal. The appeal fee may be fixed from time to time by resolution of Council according to the Fee Schedule Bylaw.
- b) If the Subdivision & Development Appeal Board decides in favour of the appellant, the fees paid by the appellant shall be refunded.

### **17. REMUNERATION & TRAVEL EXPENSES**

- a) Members shall be compensated according to the Honorariums and Expense

Reimbursement Bylaw in effect for Mackenzie County.

**18. EFFECTIVE DATE AND REPEAL OF BYLAW**

- a) That Bylaw ~~1087-18~~ 1096-18 and all amendments thereto are hereby repealed.
- b) The adoption of this bylaw is effective upon the date of the passing of the third and final reading thereof.

READ a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

READ a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

READ a third time and finally passed this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

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Joshua Knelsen  
Reeve

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Lenard Racher  
Chief Administrative Officer





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 9, 2021</b>
<b>Presented By:</b>	<b>Carol Gabriel, Deputy Chief Administrative Officer</b> (Legislative & Support Services)
<b>Title:</b>	<b>Policy ADM030 Isolation Allowance</b> <b>Policy EMR003 Ambulance Service</b> <b>Policy MRES001 Mackenzie Regional Emergency Services, Shift Hours and Rotations</b> <b>Policy MRES002 Mackenzie Regional Emergency Services, Standard Operating Guidelines</b>

## BACKGROUND / PROPOSAL:

Council requested that Administration conduct a policy review. Policy recommendations will be presented at each Committee of the Whole meeting until all policies have been reviewed.

The following Policies were presented at the January 26, 2021 Committee of the Whole Meeting where a recommendation was made to proceed with rescinding the policies.

### Policy ADM030 Isolation Allowance

Administration is recommending that Policy ADM030 Isolation Allowance be rescinded as the payment of the isolation allowance is authorized through the Collective Agreement between Mackenzie County and the Alberta Union of Provincial Employees Local 118 Chapter 008.

#### ARTICLE 33

##### Isolation Pay for Employees Working in Zama City, Alberta

- 33.01 Full-time Employees assigned to work in Zama permanently will be paid, in addition to their salary, an additional one thousand, two hundred dollars (\$1,200.00) per month per residence or accommodations will be provided. This amount will be pro-rated for any permanent Part-time Employee assigned to Zama.
- 33.02 Employees whose regular place of employment is not Zama, are eligible to receive an additional three dollars (\$3.00) per hour for each hour worked, including callback hours pursuant to Article 12.06. Employees eligible for this benefit will also have their meals and lodging provided by Mackenzie County.

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

Policy EMR003 Ambulance Services

Administration is recommending that Policy EMR003 Ambulance Service be rescinded as the municipality has not operated ambulance services since 2009.

Policy MRES001 Mackenzie Regional Emergency Services, Shift Hours and Rotations

Administration is recommending that Policy MRES001 Mackenzie Regional Emergency Services, Shift Hours and Rotations be rescinded as the municipality has not operated ambulance services since 2009.

Policy MRES002 Mackenzie Regional Emergency Services, Standard Operating Guidelines

Administration is recommending that Policy MRES002 Mackenzie Regional Emergency Services, Standard Operating Guidelines be rescinded as the municipality has not operated ambulance services since 2009.

**OPTIONS & BENEFITS:**

**COSTS & SOURCE OF FUNDING:**

N/A

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

**POLICY REFERENCES:**

N/A

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



**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That following policies be rescinded:

- Policy ADM030 Isolation Allowance
- Policy EMR003 Ambulance Service
- Policy MRES001 Mackenzie Regional Emergency Services, Shift Hours and Rotations
- Policy MRES002 Mackenzie Regional Emergency Services, Standard Operating Guidelines

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



## Municipal District of Mackenzie No. 23

<b>Title</b>	<b>ISOLATION ALLOWANCE</b>	<b>Policy No:</b>	<b>ADM30</b>
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<b>Legislation Reference</b>	<b>Municipal Government Act, Section 5</b>
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**Purpose**

To establish a Policy where employees in isolated locations within the MD of Mackenzie are provided with an isolation allowance to help defray additional living costs.

**Policy Statement and Guidelines**

The MD of Mackenzie No. 23 recognizes that in some instances the cost of living is higher in some parts of the municipality than in other parts. This is truer in isolated or remote parts of the municipality.

To ensure that all employees are treated in an equitable manner employees working on a year round basis will be provided with a isolation allowance to help offset the extra costs incurred by working and living in these remote areas. The isolation rates are established as follows:

- Zama -----\$ 1000.00 per month
- High Level -----\$0.00 per month
- Fort Vermilion ----- \$0.00 per month
- La Crete ----- \$0.00 per month

It should be noted that the isolation allowance is treated as a taxable benefit for the employee under current Revenue Canada guidelines.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	<b>Nov 7/00</b>	<b>00-630</b>
<b>Amended</b>	<b>Feb 28/05</b>	<b>05-095</b>
<b>Amended</b>		

## Municipal District of Mackenzie No. 23

<b>Title</b>	<b>AMBULANCE SERVICE</b>	<b>Policy No.</b>	<b>EMR003</b>
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<b>Legislation Reference</b>	<b>Municipal Government Act, Section 5 (b)</b>
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**Purpose**

To establish the level of ambulance service to be provided in the municipality.

**Policy Statement and Guidelines**

The Municipality shall provide a minimum level of Basic Life Support (BLS)/Emergency Medical Response (EMR) ambulance service to the residents.

The level of service shall be reviewed by the Manager of Emergency Services annually or by request.

Such a review may result in an amendment to this policy.

	Date	Resolution Number
<b>Approved</b>	<b>Oct 14/98</b>	<b>98-314</b>
<b>Amended</b>		
<b>Amended</b>		

“J. Maine” (Signed) \_\_\_\_\_  
**Chief Administrative Officer**

“B. Bateman” (Signed) \_\_\_\_\_  
**Chief Elected Official**

## Municipal District of Mackenzie No. 23

<b>Title</b>	<b>Mackenzie Regional Emergency Services, Shift Hours and Rotations</b>	<b>Policy No.</b>	<b>MRES001</b>
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<b>Legislation Reference</b>	Alberta Regulation 14/97 Employment Standards Code, EMPLOYMENT STANDARDS REGULATION Part 3, Division 1 – Ambulance Attendants
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**Purpose**  
 To establish shifts, rotations and core hours while identifying times of shift commencement and completion until the AUPE Collective Agreement reflects current operating procedures.

**Policy Statement and Guidelines**  
**Flex Shift Core Hour Shifting:** will be defined as the 24 hour on call shift in which there are 10 hours of flexible active duty. Daily rates will be based on the 24-hour period. Overtime will be paid for all hours of active duty exceeding this 10 hour period.

**Definitions**

**Shift:** Defined as the amount of time between the commencement and completion of the on call period. The shift shall be 24 hours in duration commencing at 1000 hours. The shift will encompass times of active duty, flex shift core hours and on call shift hours.

**Rotation:** Defined as the amount of consecutive shifts at any given location

**Flex Shift Core Hours:** Defined as the financially compensated portion at the regular daily rate regardless of the amount of active duty. These flex shift core hours may be at varying intervals throughout the 24 hour period

**On Call Shift Hours:** Defined as the remaining hours within a 24 hour shift that is not designated as flex shift core hours.

**Active Duty:** Defined as the hours of work within a 24 hour period that the practitioner is required to be performing duties relating to their job description, outside of regular on call hours.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	<b>Jan. 10/06</b>	<b>06-15</b>
<b>Amended</b>		
<b>Amended</b>		

\_\_\_\_\_  
**Chief Administrative Officer**

\_\_\_\_\_  
**Chief Elected Official**

## Municipal District of Mackenzie No. 23

<b>Title</b>	<b>Mackenzie Regional Emergency Services, Standard Operating Guidelines</b>	<b>Policy No.</b>	<b>MRES002</b>
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<b>Legislation Reference</b>	Municipal Government Act, RSA, 2000 c. M-26, Part 2, Division 1, Section 7
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**Purpose**

To establish Standard Operating Guidelines for Emergency Medical Services within the Mackenzie Regional Emergency Services organization.

**Policy Statement and Guidelines**

The Municipality shall at all times during the operation of a Licensed Ambulance Service have Standard Operating Guidelines in place to reflect the safe and efficient operation of Emergency Medical Services (EMS).

Standard Operating Guidelines shall meet or exceed industry standards currently utilized by licensed ambulance providers within the Province of Alberta, and shall ensure that all guidelines exceed requirements set forth by Alberta Health and Wellness – Emergency Health Services.

Standard Operating Guidelines shall not contravene conditions or terms outlined in Provincial Legislation, Municipal Bylaws, or the Collective Agreement.

Standard Operating Guidelines shall be approved by the Director of Emergency Services.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	<b>Jan 10/06</b>	<b>06-16</b>
<b>Amended</b>		
<b>Amended</b>		

\_\_\_\_\_  
**Chief Administrative Officer**

\_\_\_\_\_  
**Chief Elected Official**



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 9, 2021</b>
<b>Presented By:</b>	<b>Byron Peters, Director of Projects &amp; Infrastructure</b>
<b>Title:</b>	<b>Policy ADM059 Asset Management</b>

## BACKGROUND / PROPOSAL:

Administration is seeking to implement an Asset Management Policy, which will establish guidelines for new and existing asset management practices. To date, Mackenzie County does not have an approved policy for Asset Management, however as the local communities grow and the County's assets increase and age, it will become increasingly important to have defined documentation and maintenance procedures across the County.

At the January 26<sup>th</sup> Committee of the Whole meeting the following motion was made:

**MOTION COW-21-01-003**

**MOVED** by Deputy Reeve Sarapuk

That a recommendation be made to Council to approve Policy ADM059 Asset Management as amended.

**CARRIED**

The amendments discussed on January 26<sup>th</sup> have been included in the attached policy. They are:

- Service Delivery e.
- COUNCIL RESPONSIBILITIES d.a.

## OPTIONS & BENEFITS:

The intent of Asset Management Policy ADM059 is to provide a starting point for developing principles for guiding asset management initiatives throughout the County which can eventually be used to coordinate cost effective, organized, and sustainable

**Author:** N Friesen      **Reviewed by:** B Peters      **CAO:** \_\_\_\_\_

approaches for asset management while considering both current and future servicing needs.

**COSTS & SOURCE OF FUNDING:**

Costs that are currently anticipated are included within the 2021 budget. No additional funds are required at this time.

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

**POLICY REFERENCES:**

Proposed policy ADM059 makes reference to policy FIN026 Tangible Capital Assets Accounting.

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That Policy ADM059 Asset Management be approved as presented.

Author: N Friesen      Reviewed by: B Peters      CAO: \_\_\_\_\_



# MACKENZIE COUNTY

<b>TITLE</b>	<b>Asset Management Policy</b>	<b>POLICY NO.</b>	<b>ADM059</b>
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<b>LEGISLATION REFERENCE</b>	<b>Municipal Government Act, Part 8</b>
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## **PURPOSE**

To outline asset management practices specifically curated to meet the needs of Mackenzie County. These practices will encourage long-term economic sustainability, dependable service delivery, and centralized data management into a consolidated resource to be utilized by the municipality.

## **POLICY STATEMENT**

Asset management is a coordinated and proactive approach involving all departments of Mackenzie County to deliver sustainable services through maintenance and operation of infrastructure assets. This Asset Management Policy outlines key asset management principles to be implemented across the County.

## **SCOPE**

Mackenzie County is responsible for providing services to ratepayers through managing various assets. Infrastructure assets include roads, water and sewer networks, buildings, bridges, culverts, fleet, and recreation facilities. These assets require financial investment for installation, maintenance, renewal, and disposal costs throughout their life cycles. The asset registry, which documents relevant asset information, is subject to change on a yearly basis as the municipality invests in new assets and disposes of old assets. The Asset Management Policy applies to all infrastructure assets owned by the County.

## **DEFINITIONS**

**Asset:** As identified within Policy FIN026 Tangible Capital Assets Accounting.

**Asset Management:** The process of making a decision about the use and care of the infrastructure to deliver services in a way that considers current and future needs, manages risks and opportunities, and makes the best use of resources.

**Asset Management Steering Committee:** A committee comprised of not less than three (3) municipal employees, as assigned by the Chief Administrative Officer, to decide on and implement asset management systems across the municipality.

**Asset Register:** A list of all the municipality's assets including details such as condition, location, and level of service.

**Asset Risk:** Events where an asset fails to perform as it was designed or required.

**Level of Service:** A measure of the quality, quantity, and/or reliability of a service from the perspective of residents, businesses, and customers in the community.

**Life Cycle:** The time interval that commences with the identification of the need for an asset and terminates with the disposal of the asset.

**Long-Term Cost (Life Cycle Cost):** The financial and human resource required throughout the life cycle of the asset.

**Long-Term Financial Plan:** A plan that documents the process of aligning financial capacity with long-term service objectives.

**Risk:** Events or occurrences that will have undesired impacts on services.

**Strategic Risk:** Events or occurrences that impact the ability to achieve strategic and service objectives.

## **PRINCIPLES**

In the implementation of this policy, the Municipality shall abide by the following principles:

### **Service Delivery**

- a. Define levels of service to meet needs of community, considering quality of life, minimizes long-term costs with respect to infrastructure asset management;
- b. Deliver the defined levels of service to the municipality by managing infrastructure assets efficiently and effectively;
- c. Be accountable and transparent to the community with defined levels of service and service performances;
- d. Ensure levels of service are compliant with Council's strategic objectives;
- e. Monitor and periodically review defined levels of service and the impact on the community;
- f. Comply with all relevant legislative, statutory, and regulatory requirements;
- g. Develop and maintain asset inventories for all infrastructure assets.

### **Sustainability and Environmental Adaptability**

- a. Develop business cases which consider risk and long-term costs associated with delivering the defined levels of service;

- b. Consider the current generations and future generations needs when incorporating strategic risk into asset management decision making;
- c. Incorporate a triple bottom line approach, considering the socio-cultural, environmental, and economic outcomes;
- d. Consider the potential impacts of changing climate effects and other significant environmental considerations. In doing so, consider how increased frequency and severity of climatic events may directly affect level of service delivery. Where appropriate, Mackenzie County shall adopt a proactive approach to mitigating the potential impacts of severe climatic events.

### **Holistic and Integrated Decision Making**

- a. Coordinate and promote collaboration between appropriate departments, business units, and functions in order to build strong working relationships throughout the asset management decision making process. These departments and functions include planning, engineering, operations and maintenance, finance, and other strategic and long-term community planning and budgetary functions.

### **Fiscal Responsibility**

- a. Develop and maintain a long-term financial plan which considers relevant investment needs, funding requirements, and revenue projections to promote the long-term financial sustainability of the municipality;
- b. Consider the financial impacts on current and future generations and promote social and intergenerational equity;
- c. Develop and implement processes to ensure investment needs are addressed efficiently and effectively;
- d. Aim to minimize the long-term cost and balance risks when deciding to build, renew, and/or replace an asset;
- e. Implement efficient maintenance strategies that consider sustaining the defined levels of service and mitigate asset risk and maximize asset value;
- f. Comply with all regulatory and statutory financial tracking and reporting requirements.

### **Continuous Improvement**

- a. Monitor and consider improvements to the asset management's process, including this policy, to improve the effectiveness in achieving the municipality's strategic objectives. Changes to asset management processes shall be made where applicable;
- b. Focus on incorporating novel or innovative tools, techniques, and solutions to promote the long-term efficiency and effectiveness of service delivery through asset management process;

- c. Periodically review and assess the organizations asset management competencies and provide the necessary support, education, and training to relevant staff.

### **COUNCIL RESPONSIBILITES**

- a. Approving Asset Management Policy;
- b. Support strategies and plans that are developed to implement the Asset Management Policy;
- c. Articulate community values and define priorities;
- d. Approve the funding and resources to implement the Asset Management Policy and associated requirements;
  - a. Funding approvals will be deliberated annually during the budget process and are subject to council approval.
- e. Support Asset Management system to approve funding through multi-year and long-range financial plans;
- f. Authorize the CAO to form a corporate asset management steering committee to implement asset management systems across the organization.

### **CHIEF ADMINISTRATIVE OFFICER RESPONSIBILITES**

- a. Ensure and oversee corporate adoption of asset management policy, processes and strategies;
- b. Establish an Asset Management Steering Committee;
- c. Appoint the cross-functional representatives from relevant departments to serve on the steering committee as well as appoint a chair of the steering committee;
- d. Review all asset management information prior to presentation to Council;
- e. Provide a forum for discussion and development of asset management policy, strategy, plans, and processes;
- f. Encourage the collaboration and integration between different business areas to achieve efficiency and effectiveness in service delivery;
- g. Provide a forum for learning, information sharing, and co-education opportunities;
- h. Lead the development of corporate asset management tools and practices and monitors their application across the organization.

### **DIRECTOR RESPONSIBILITES**

- a. Lead the adoption of the Asset Management policy within their departments;
- b. Allocate appropriate resources for implementation of the policy and associated processes;
- c. Liaise with the Asset Management Steering Committee.

### **FINANCE RESPONSIBILITIES**

- a. Provide financial direction and support to the departments and Asset Management Steering Committee;

- b. Develop and maintain the required financial plans and records in accordance with the Asset Management policy and regulatory and statutory requirements.

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





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 9, 2021</b>
<b>Presented By:</b>	<b>Len Racher, Chief Administrative Officer</b>
<b>Title:</b>	<b>Alberta Energy Regulator – Directive 067: Eligibility Requires for Acquiring and Holding Energy Licences and Approvals</b>

## **BACKGROUND / PROPOSAL:**

The Alberta Energy Regulator is seeking feedback on a new edition of Directive 067: Eligibility Requirements for Acquiring and Holding Energy Licences and Approvals. The proposed changes include requiring additional information, particularly financial information, at the time of application and throughout the life cycle to enable the AER to:

- Assess licensee eligibility,
- Assess the capabilities of licensees and approval holders to meet their regulatory and liability obligations throughout the energy development life cycle,
- Administer our liability management programs, and
- Ensure the safe, orderly, environmentally responsible development of energy resources in Alberta throughout their life cycle.

The deadline to submit feedback is February 14, 2021.

## **OPTIONS & BENEFITS:**

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

## **SUSTAINABILITY PLAN:**

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

**COMMUNICATION / PUBLIC PARTICIPATION:**

**POLICY REFERENCES:**

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That administration submit feedback to the Alberta Energy Regulator regarding Directive 067: Eligibility Requires for Acquiring and Holding Energy Licences and Approvals as discussed.

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



**From:** [Tasha Blumenthal](#)  
**Cc:** [RMA Board Dist](#); [Wyatt Skovron](#); [Alex Mochid](#)  
**Subject:** AER Draft Directive 067 - Eligibility Requirements for Acquiring and Holding Energy Licences and Approvals  
**Date:** January 26, 2021 4:34:35 PM  
**Attachments:** [Image001.png](#)  
[DraftDirective067 FeedbackForm.docx](#)

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RMA Mayors, Reeves, CAOs,

The Alberta Energy Regulator is seeking feedback on a new edition of [Directive 067: Eligibility Requirements for Acquiring and Holding Energy Licences and Approvals](#). The proposed changes include requiring additional information, particularly financial information, at the time of application and throughout the life cycle to enable the AER to:

- Assess licensee eligibility,
- Assess the capabilities of licensees and approval holders to meet their regulatory and liability obligations throughout the energy development life cycle,
- Administer our liability management programs, and
- Ensure the safe, orderly, environmentally responsible development of energy resources in Alberta throughout their life cycle.

All of the proposed changes to Directive 067 support the Government of Alberta's new [Liability Management Framework](#).

Unfortunately, the draft version of Directive 067 does not include unpaid municipal property taxes as a factor for determining "unreasonable risk" for the acquisition of energy licenses (see section 4.5). RMA has consistently advocated on the need for AER to support rural municipalities by considering payment of municipal taxes as a factor in acquiring energy licenses.

RMA is encouraging all members to submit input into the Directive 067 consultation if you have not already done so emphasizing the need for payment of municipal taxes to be included in section 4.5. To emphasize why including this is so important, members should consider including the unpaid tax data that they have recently compiled for RMA's member survey on this topic. RMA will consider providing input to the AER as well based on the aggregated member data gathered from the current to emphasize the province-wide impacts of unpaid oil and gas property taxes.

To provide feedback on the proposed revisions, the feedback form is attached to this email. Please email all feedback to [Directive067@aer.ca](mailto:Directive067@aer.ca).

The deadline for feedback is February 14.

Regards,

**Tasha Blumenthal, MBA**  
*Director of External Relations & Advocacy*



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# DRAFT Directive 067

Release date: [Month XX, 20XX]

Effective date: [Month XX, 20XX]

Replaces previous edition issued December 6, 2017

## Eligibility Requirements for Acquiring and Holding Energy Licences and Approvals

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### 1 Introduction

Acquiring and holding a licence or approval for energy development in Alberta is a privilege, not a right. The *Oil and Gas Conservation Act*, *Pipeline Act*, *Oil and Gas Conservation Rules*, and *Pipeline Rules* contain requirements related to eligibility for acquiring and holding licences and approvals. This directive expands on those requirements.

This new edition increases the scrutiny the AER applies to ensure that this privilege is only granted to and maintained by responsible parties throughout the energy development life cycle. Changes include requiring additional information, particularly financial information, at the time of application and throughout the life cycle to enable the AER to

- assess licensee eligibility,
- assess the capabilities of licensees and approval holders to meet their regulatory and liability obligations throughout the energy development life cycle,
- administer our liability management programs, and
- ensure the safe, orderly, and environmentally responsible development of energy resources in Alberta throughout their life cycle.

## **2 Business Associate Codes**

The *Oil and Gas Conservation Act* and *Pipeline Act* require that a person (which includes a corporation) must hold a subsisting identification code in order to apply to the AER for a licence or approval under those acts. The AER has referred to these as business associate (BA) codes. The AER no longer issues BA codes. These are issued through Petrinex.

Any party that seeks to apply for and hold AER licences or approvals must first apply for and obtain a BA code through Petrinex ([www.petrinex.ca](http://www.petrinex.ca)). Parties who hold a BA code are not permitted to hold AER licences or approvals unless the AER has determined they are eligible to do so.

## **3 Licence Eligibility Types**

There are three eligibility types:

- 1) No Eligibility
  - Not eligible to acquire or hold licences or approvals for wells, facilities, or pipelines.
- 2) General Eligibility
  - Eligible to acquire or hold licences and approvals for all types of wells, facilities, and pipelines.
- 3) Limited Eligibility
  - Eligible to acquire or hold only certain types of licences and approvals, or eligibility is subject to certain terms and conditions.

The AER may grant licence eligibility with or without restrictions, terms, and conditions, or it may refuse to grant licence eligibility.

Restrictions, terms, and conditions may include

- the types of licences or approvals that may be held,
- the number of licences or approvals that may be held,
- additional scrutiny required at time of application for or transfer of a licence or approval,
- requirement to provide full or partial security,
- requirements regarding the minimum or maximum working interest percentage permitted,
- a requirement to address outstanding noncompliances of current or former AER licensees that are directly or indirectly associated with the applicant or its directors, officers, or shareholders, and
- anything else the AER considers appropriate in the circumstances.

#### **4 Obtaining General Licence Eligibility**

Once a person has a BA code, they may apply to the AER for licence eligibility by submitting schedules 1 and 3 (and 2, if applicable) through the designated information submission system. Upon review of the information provided, the AER may request additional information, including reserves information. The AER may audit the information provided for accuracy and completeness at any time before or after granting eligibility.

Requests for licence eligibility that do not contain all the information required will be summarily closed.

Basic requirements are as follows:

- Applicant must be an individual or a corporation that meets the requirements of section 20 of the *Oil and Gas Conservation Act* or section 21 of the *Pipeline Act*.
- Applicant must be a resident of Alberta or has appointed an AER-approved agent that is a resident of Alberta, unless exempt from this requirement (see section 4.1 below).
- Applicant must provide proof of adequate insurance (see section 4.2 below).
- Applicant must pay the required fee, unless waived (see section 4.3).
- Applicant must submit their financial summary (Schedule 3) and most recent financial statements, or in the case of an applicant that is a new company with no financial history, details of financing (Schedule 3; see section 4.4 below). If the applicant is a subsidiary of

another corporation, the financial summary (Schedule 3) and financial statements of the parent corporation must be submitted as well.

- Applicant must sign a declaration attesting to the truth and completeness of the application, consenting to the release and collection of compliance information regarding the applicant from other jurisdictions and regulators as applicable, and attorning to the jurisdiction of Alberta (Schedule 1).
- Applicant must not, in the AER's opinion, pose an unreasonable risk (see section 4.5).

The AER will assess the information provided in the application, along with any other relevant information, and will determine whether the applicant meets the eligibility requirements for acquiring and holding AER licences or approvals.

#### 4.1 Residency Requirements

An applicant must

- be resident in Alberta, as defined in section 1.020(2.1) of the *Oil and Gas Conservation Rules* and section 1(6) of the *Pipeline Rules*; or
- appoint an agent that is resident in Alberta (schedule 2) and have that appointment approved by the AER, as required by section 91 of the *Oil and Gas Conservation Act* and section 19 of the *Pipeline Act*; or
- be exempt from the resident/agent requirement (granted under specific circumstances set out in section 1.030 of the *Oil and Gas Conservation Rules* and section 1.1 of the *Pipeline Rules*).

For these purposes, "resident" means,

- in the case of an individual, having his or her home in and being ordinarily present in Alberta or,
- in the case of a corporation, having a director, officer, or employee that has his or her home in and is ordinarily present in Alberta and is authorized to make decisions about the licensing and operating of the well, pipeline, or facility and about implementing the directions of the AER regarding the well, pipeline, or facility.

If an applicant does not meet this definition of resident, then the applicant must appoint an agent. Schedule 2 must be completed and submitted, and the appointment must be approved by the AER before it is in effect.

Both the applicant and the agent must meet all the licence eligibility requirements set out in this directive.

## 4.2 Insurance

At the time of applying for licence eligibility, applicants must have and maintain comprehensive general liability insurance with minimum coverage of \$1 000 000. Applicants must submit a certificate of proof of insurance or a statement of the insurer describing the coverage, effective date, and termination date of the insurance.

Should eligibility be granted, the licensee or approval holder must maintain reasonable and appropriate insurance coverage for the operations of the company. Such coverage must include pollution coverage sufficient to cover the cost of removal and cleanup operations required as a result of an incident. Sufficient coverage for loss or damage to property or bodily injury caused during operations must also be maintained.

Unless otherwise authorized, an applicant, licensee or approval holder must have insurance issued from a company registered in Alberta to provide insurance in Alberta.

Upon request, information regarding coverage and content of the insurance must be provided. The AER may require the licensee or approval holder to obtain additional insurance; at all times the licensee is solely responsible for maintaining appropriate levels of insurance given the nature and scope of operations.

## 4.3 Fee

For most licence eligibility types, a fee is required. The amount of the fee is prescribed in the *Oil and Gas Conservation Rules* and may be waived or varied by the AER if circumstances warrant (section 17.010).

Applications that do not include the required fee will be summarily closed.

## 4.4 Financial Information

Financial statements and financial summary (Schedule 3) will be used by the AER to

- assess licensee eligibility,
- assess the capabilities of licensees and approval holders to meet their regulatory and liability obligations throughout the energy development life cycle,
- administer our liability management programs, and
- ensure the safe, orderly, and environmentally responsible development of energy resources in Alberta, throughout their life cycle.

Full audited financial statements must be submitted when available, matching the totals in Schedule 3. If audited statements are not available, those prepared by management may be acceptable. Upon review of the information provided, the AER may request additional information.

In the case of an applicant that is a new company with no financial history, details of financing must be provided (Schedule 3).

If the applicant is a subsidiary of another corporation, the financial summary (Schedule 3) and financial statements of the parent corporation must be submitted as well.

Licensees and approval holders must submit financial statements (audited or management prepared) and the financial summary (Schedule 3) annually within 120 days of their fiscal year end, or as directed by the AER, in order to maintain eligibility (see section 5).

#### 4.5 Unreasonable Risk

In assessing whether the applicant, licensee, or approval holder poses an unreasonable risk, the AER may consider any of the following factors:

- the compliance history of the applicant, licensee, or approval holder, including its directors, officers, and shareholders in Alberta and elsewhere
- the compliance history of entities currently or previously associated or affiliated with the applicant, licensee, or approval holder or its directors, officers, and shareholders
- outstanding noncompliances of current or former AER licensees or approval holders that are directly or indirectly associated or affiliated with the applicant, licensee, or approval holder or its directors, officers, or shareholders
- the experience of the applicant, licensee, or approval holder and its directors, officers, and shareholders
- corporate structure
- working interest participant arrangements, including participant information and proportionate shares
- the financial health of the applicant, licensee, or approval holder and entities currently associated or affiliated with the applicant, licensee, or approval holder or its directors, officers, and shareholders
- the assessed capability of the applicant, licensee, or approval holder to meet its regulatory and liability obligations throughout the energy development life cycle
- the assessed ability of the applicant, licensee, or approval holder to provide reasonable care and measures to prevent impairment or damage in respect of a pipeline, well, facility, well site, or facility site
- outstanding debts owed to AER or the Orphan Fund by the applicant, licensee, or approval holder, or by current or former AER licensees or approval holders that are directly or indirectly

associated or affiliated with the applicant, licensee, or approval holder, or its directors, officers, or shareholders

- involvement of the applicant, licensee, or approval holder’s directors, officers, or shareholders in entities that have initiated or are subject to insolvency proceedings (which includes bankruptcy proceedings, receivership, notice of intention to make a proposal under the *Bankruptcy and Insolvency Act*, proceedings under *Companies Creditors Arrangement Act*)
- cancellation of or significant reduction to insurance coverage
- naming of directors, officers, or shareholders of the applicant, licensee, or approval holder in a declaration made under section 106 of the *Oil and Gas Conservation Act* and section 51 of the *Pipeline Act*
- any other factor the AER considers appropriate in the circumstances.

## 5 Maintaining Eligibility

All existing licence or approval holders must meet licence eligibility requirements (section 4) on an ongoing basis and ensure that the information the AER has on file is kept accurate.

Licensee and approvals holders must have and maintain at all times an official regulatory email address that is frequently monitored for regulatory communication with the AER. Licensees and approval holders must also submit financial statements (audited or management-prepared) and a financial summary (Schedule 3) annually within 120 days of their fiscal year end, or as directed by the AER.

Licensees and approval holders must notify the AER immediately in any of the following cases:

- General or emergency contact information has changed (submit updated Schedule 1, sections A and B).
- They initiate or are subject to insolvency proceedings.
- Insurance coverage is cancelled or significantly reduced.

An updated Schedule 1 and any associated documents must be provided within 30 days of any material change, which includes the following:

- changes to legal status and corporate structure
- addition or removal of a related corporate entity
- amalgamation, merger, or acquisition
- changes to directors, officers, or shareholders directly or indirectly holding 20 per cent or more of the outstanding voting securities of the licensee or approval holder



- plan of arrangement or any other transaction that results in a significant change to the operations of the licensee
- the sale of all or substantially all of the licensee's assets
- a significant change to working interest participant arrangements, including participant information and proportionate shares
- the licensee or approval holder has initiated or is subject to insolvency proceedings
- cancellation of or significant reduction to insurance coverage

Before effecting a material change, a licensee or approval holder may request an advance determination on whether the AER would consider the proposed change to result in the licensee or approval holder posing an unreasonable risk (see section 4.5).

The AER may request additional information following a material change to assess whether a licensee or approval holder poses an unreasonable risk (see section 4.5).

## **6 Restriction of Licence Eligibility**

There are three main circumstances in which the AER may revoke or restrict licence eligibility:

- 1) Failure to provide complete and accurate information, or to update that information, as required and within the prescribed timelines.
- 2) A finding by the AER that the licensee or approval holder poses an unreasonable risk.
- 3) The licensee fails to acquire or hold licences or approvals within one year following granting of licence eligibility.

If a party already holds licences or approvals, licence eligibility will be restricted. If the party had general eligibility, this will be changed to limited eligibility, and additional terms or conditions may be imposed. If the licensee or approval holder has limited eligibility, licensee eligibility may be further restricted to impose additional terms or conditions.

If a party does not hold licences or approvals, licence eligibility will be revoked. The party will have to reapply under this directive for licence eligibility.

## **7 Application to Amend Eligibility**

Application to amend licence eligibility will require reapplication under this directive, which may include payment of an additional fee, and may result in the imposition of restrictions, terms, or conditions.

# Liability Management Framework

## Background

While Alberta has a strong track record for responsible energy development, the growing inventory of orphaned and inactive wells is an issue across North America and the world – exacerbated in recent years by low commodity prices and the resulting economic downturn.

Alberta’s current approach to governing the clean-up of these wells was put in place decades ago, when the oil and gas industry was largely focused on growing production and building new infrastructure. As the province’s oil and gas sector has matured, a new approach to more actively manage the reclamation of sites throughout their life cycle is long overdue. This means working on the existing sites that require clean up and keeping new sites from joining the inactive and orphan inventories in the future.

The Alberta government is improving its liability management framework – which includes a series of mechanisms and requirements to improve and expedite reclamation efforts – to enable industry to better manage clean-up of oil and gas wells, pipelines and facilities at every step of the process, from exploration and licensing, through operations, reclamation, and post-closure. Taken together, the new framework will shrink the inventory of inactive and orphaned wells across the province, ensure more timely restoration of land to its original state, and protect future generations from experiencing a backlog of sites needing clean-up.

## Roles

Under the liability management framework, the Alberta government sets the policy direction and provides oversight, while the Alberta Energy Regulator (AER) is responsible for administration – including monitoring progress, working with industry, and enforcement.

In addition, through authority delegated by the AER, the industry-funded Orphan Well Association (OWA) manages oil and gas sites that do not have a legally responsible and financially capable owner. This updated approach will ensure everyone who benefits from development also addresses their ongoing responsibility to clean up after themselves in a way that is fair and achievable.

## Framework Improvements

The new framework will include several components:

### Licensee Special Action

This action provides practical guidance and proactive support for individual or distressed operators, helping them to manage and maximize their assets, and maintain their operations. Doing so will protect Albertans from the financial and environmental burden of more inactive or orphaned sites, while ensuring operators meet their environmental responsibilities.

### Licensee Capability Assessment System

Replacing the AER’s current Licensee Liability Rating program, this improved system assesses the capabilities of oil and gas operators to meet their regulatory liabilities obligations, prior to receiving regulatory approvals, and enables the regulator to

Visit [alberta.ca](http://alberta.ca) for more.

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reach out proactively to provide support, through the Licensee Special Action, before operators are struggling.

The new system will be a more comprehensive and accurate corporate health assessment by taking into account a wider variety of assessment parameters.

### **Inventory Reduction Program**

This initiative will establish annual industry site closure spending targets over a five-year rolling period to help reduce inactive well inventories, while providing flexibility to account for operator-specific circumstances.

This initiative includes the area-based closure program, where companies work together to share the cost of cleaning up multiple sites in an area. With cost savings of up to 40 per cent, this program is an example of how effective and efficient site closure can be achieved.

A new opt-in mechanism will also be implemented, allowing landowners to nominate sites for clean-up. These sites must then be reviewed by the regulator, with operators responsible for justifying why a site should not be immediately brought through closure stages. As the owner of public land, government will receive requests from Albertans for concerns on public lands and will submit them to the AER.

### **Addressing Legacy and Post-closure Sites**

Implements a process to address legacy and post-closure sites, or sites that were abandoned, remediated or reclaimed before current standards were put in place and sites that have received reclamation certificates and the operator's liability period has lapsed. A panel will be established to consider how to address this gap, bringing these sites up-to-date with the current environmental requirements.

### **Expanding the Mandate of the Orphan Well Association**

This framework includes the expanded role of the Orphan Well Association set out in *The Liabilities Management Statutes Amendment Act*, which came into effect June 15, 2020, enabling the association to better manage and accelerate the clean-up of wells, infrastructure and pipelines that do not have a responsible owner.

With this expanded scope the OWA will have more delegated authority to:

- protect the value of producing assets;
- protect jobs;
- protect public safety; and
- mitigate the risk of a growing inventory of orphan sites.

Implementing this new framework will accelerate the responsible reclamation of oil and gas sites, ensuring a cleaner environment for current and future generations, as well as clarifying the rules – improving Alberta's competitiveness to attract oil and gas investment.

### **More Information**

More information about the liability management framework is available on the Alberta government's [website](#).

# Draft Directive 067 Comment Form Feedback will be accepted through February 14, 2021



Submit form by email to [Directive067@aer.ca](mailto:Directive067@aer.ca) or by mail to the AER, Directive 067 Feedback, Suite 1000, 250 – 5 Street SW, Calgary, AB T2P 0R4. To create a new row, place your cursor at the end of the text in the last box and hit tab.

Section and page number	Issue	Possible solution or recommendation	Rationale to support solution or recommendation
5).	Unpaid Taxes	Tax Arrears over – 2years (Loss of eligibility to hold their license)	With virtually no reasonable means to collect unpaid taxes – something needs to be put in the requirement to keep them current or they lose their eligibility to operate
<hr/>			
<hr/>			

<b>Section and page number</b>	<b>Issue</b>	<b>Possible solution or recommendation</b>	<b>Rationale to support solution or recommendation</b>





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 9, 2021</b>
<b>Presented By:</b>	<b>Byron Peters, Director of Projects &amp; Infrastructure</b>
<b>Title:</b>	<b>Plant Protein Alliance of Alberta – Letter of Support</b>

## **BACKGROUND / PROPOSAL:**

Mackenzie County Council has previously identified agricultural processing/value added manufacturing as a key piece for future economic growth in the region.

In order to gain additional insight and to stay current on a large sector of the plant processing sector, the County became a member of the Plant Protein Alliance of Alberta (PPAA). Membership fees are modest (roughly \$200 annually) and present a good value in exchange for the information and networking connections.

The PPAA is the Alberta regional partner for Protein Industries Canada (PIC), which is a federally funded plant protein supercluster initiative to increase investment in the prairies. PPAA is a vital link for Alberta’s inclusion in PIC.

PPAA’s current funding agreement with the Government of Alberta is set to expire soon, and they are requesting a letter of support from the County for continued funding.

## **OPTIONS & BENEFITS:**

The PPAA is a valuable resource and advocate for Alberta regions and businesses to have increased networking opportunities, information and business opportunities.

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

There are no cost implications with the Letter of Support.

Author: B Peters Reviewed by: \_\_\_\_\_ CAO: \_\_\_\_\_

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

**POLICY REFERENCES:**

N/A

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That a letter of support be provided to the Plant Protein Alliance of Alberta, requesting that the province continue to provide funding for their initiative to attract business investment to Alberta.

Author: B Peters      Reviewed by: \_\_\_\_\_      CAO: \_\_\_\_\_





**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 9, 2021</b>
<b>Presented By:</b>	<b>Byron Peters, Director of Projects &amp; Infrastructure</b>
<b>Title:</b>	<b>Fort Vermilion School Division – Land Transaction</b>

## **BACKGROUND / PROPOSAL:**

Mackenzie County and the Fort Vermilion School Division (FVSD) have had informal conversations around land availability in Fort Vermilion for some time as a result of the 2020 flood. This conversation has included the potential of swapping lands in other communities in exchange for land in Fort Vermilion. The La Crete Recreation Society has previously approached the school division about the possibility of acquiring land in order to facilitate a future recreation centre expansion. At the January 12<sup>th</sup> council meeting, council made a motion to proceed with selling a portion of closed road allowance in Blue Hills to FVSD for market value. This prompted FVSD to inquire about the possibility of exchanging land rather than paying to acquire the land that they desire, knowing that each party has an interest in lands owned by the other.

At the most recent FVSD Board Meeting, FVSD administration was provided direction to work with the county to complete a swap of these lands (for legal reasons the parcels must be bought and sold as separate transactions).

Administration is seeking similar approval from council in order to proceed with completing the land transactions with FVSD.

## **OPTIONS & BENEFITS:**

Both Mackenzie County and the Fort Vermilion School Division benefit from swapping the lands. Exact dimensions/areas still need to be finalized, but the transaction will help meet setback requirements and provide buffers around existing developments (Blue Hills Community School and the Northern Lights Recreation Centre) and provide additional lands for potential mitigation purposes in Fort Vermilion.

**Author:** B Peters      **Reviewed by:** \_\_\_\_\_      **CAO:** \_\_\_\_\_

**COSTS & SOURCE OF FUNDING:**

Survey and legal fees will be borne by the acquiring party.

**SUSTAINABILITY PLAN:**

**Goal E26** That Mackenzie County is prepared with infrastructure and services for a continually growing population.

**Strategy E26.1** Infrastructure is adequate and there are plans in place to manage additional growth.

**COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

**POLICY REFERENCES:**

N/A

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That administration work with the Fort Vermilion School Division to complete a trade and land transfer for properties adjacent to the Blue Hills Community School, La Crete Public School and Fort Vermilion Public School.

**Author:** B Peters      **Reviewed by:** \_\_\_\_\_      **CAO:** \_\_\_\_\_

February 2, 2021

Mr. Len Racher, CAO  
Mackenzie County  
P.O. Box 640, 4511-46 Ave,  
Fort Vermilion, AB  
T0H 1N0



Dear Len:

**RE: LETTER OF INTEREST LAND TRANSFER REQUEST**

The Fort Vermilion School Division discussed in camera the two letters of Interest received (La Crete, Fort Vermilion) and notice of the Road Allowance decision in Blue Hills. After a long discussion I'm writing to inform you as an active partner with Mackenzie County the following motion was passed on the January 27, 2021 Regular Board Meeting:

**Board Motion 21-01-16680 - FUTURE DEVELOPMENT LAND TRANSFER**

Clark McAskile moved that the Board of Trustees direct Administration to complete a trade and land transfer between the Fort Vermilion School Division and Mackenzie County at La Crete Public School, Blue Hills Community School and Fort Vermilion Public School locations. CARRIED

As such to move forward we require the Mackenzie County to:

1. Pass a single motion in Council directing Administration to work with FVSD Administration to complete the documents. As this is not an operational item a simple majority vote allows us to move quickly with our process with the Minister of Education.
2. Carry out all process related to the sub-division where required.
3. Draft legal documents with Norman Buhler, Secretary-Treasurer and our legal firm to complete the transaction.

If you see fit, a sub committee with speaking and decision-making authority could be formed.

Again, as we plan and partner in the future, the School Division believes we are stronger together and should meet more in the future to talk about big ideas. If you have any further questions, please feel free to contact me at (780) 927-3766.

Thank you,

Michael McMann  
Superintendent

dc. Board of Trustees  
Josh Knelsen Reeve

**FORT VERMILION SCHOOL DIVISION**  
**"Our Children, Our Students, Our Future"**

P.O. BAG NO. 1, 5213 RIVER ROAD, FORT VERMILION, ALBERTA T0H 1N0 . TELEPHONE 780-927-3766 . FAX 780-927-4625





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 9, 2021</b>
<b>Presented By:</b>	<b>Carol Gabriel, Deputy Chief Administrative Officer</b> (Legislative & Support Services)
<b>Title:</b>	<b>La Crete Agricultural Society – Request for Letter of Support</b>

## **BACKGROUND / PROPOSAL:**

The La Crete Agricultural Society is requesting a letter of support for their Co-op Community Spaces grant application for the development of an orchard in the La Crete Mennonite Heritage Village.

The request letter is attached for information.

## **OPTIONS & BENEFITS:**

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

## **SUSTAINABILITY PLAN:**

## **COMMUNICATION / PUBLIC PARTICIPATION:**

## **POLICY REFERENCES:**

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

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That a letter of support be provided to the La Crete Agricultural Society for their Co-op Community Spaces grant application for the development of an orchard in the La Crete Mennonite Heritage Village.

**Author:** C. Sarapuk      **Reviewed by:** \_\_\_\_\_      **CAO:** \_\_\_\_\_

## La Crete Agricultural Society

Box 791, La Crete AB, T0H 2H0

(780)928-4447

lcheritagecentre@gmail.com

lacreteheritagecentre.weebly.com



Mackenzie County

Box 640

Fort Vermilion, AB

T0H 1N0

February, 4 2021

Dear CEO and council:

We plan to apply for a Co-op Community Spaces Grant for the development of an orchard in the La Crete Mennonite Heritage Village. We would like to request a Support Letter from the Mackenzie County to include in our application.

The idea of experimenting with fruit trees suitable for our region has been in our minds for some time, and with some funding already in place we plan to develop Phase I in 2021.

With this grant we are seeking funding for Phase II for later in 2021 and in 2022.

This project will now serve several purposes:

1. We will experiment with fruit tree varieties with the intention of making our learnings public for the benefit of the local community.
2. This will serve as a reminder of our heritage and the orchards our forefathers grew in Russia and Manitoba.
3. This will also serve as an additional learning component for the next generations when school classes come for museum tours.

Cost for the development of this orchard will include site development, fruit trees, and an irrigation system.

If you have any questions please feel free to contact me at (780)928-4447.

Sincerely:

Susan Siemens

Secretary/Program Coordinator

La Crete Agricultural Society

(780)928-4447







Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 9, 2021</b>
<b>Presented By:</b>	<b>Carol Gabriel, Deputy Chief Administrative Officer (Legislative &amp; Support Services)</b>
<b>Title:</b>	<b>Tompkins Improvement Board – Request for Letter of Support</b>

## **BACKGROUND / PROPOSAL:**

The Tompkins Improvement Board is requesting a letter of support for their grant application to construct a shell over the outdoor rink.

The request letter is attached for information.

## **OPTIONS & BENEFITS:**

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

## **SUSTAINABILITY PLAN:**

## **COMMUNICATION / PUBLIC PARTICIPATION:**

## **POLICY REFERENCES:**

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

**RECOMMENDED ACTION:**

- Simple Majority       Requires 2/3       Requires Unanimous

That a letter of support be provided to the Tompkins Improvement Board for their grant application to construct a shell over the outdoor rink.

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

February 5, 2021

To: Josh Knelsen and Mackenzie County Council,

Tompkins Improvement Board is applying for grants to construct a shell over the outdoor rink. This is to be attached to the Blue Hills Community School as part of the Blue Hills Community Complex. Therefore, Tompkins Improvement Board is requesting a letter of support from Mackenzie County in favor of this project.

Your help in this matter is greatly appreciated.

Sincerely,

John Zacharias  
Chair

Henry Driedger  
Grant writer





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 9, 2021</b>
<b>Presented By:</b>	<b>Caitlin Smith, Manager of Planning &amp; Development</b>
<b>Title:</b>	<b>Municipal Planning Commission Meeting Minutes</b>

## **BACKGROUND / PROPOSAL:**

The approved revised minutes of the December 17, 2020 and the unapproved minutes of the January 28, 2021 Municipal Planning Commission meeting are attached.

## **OPTIONS & BENEFITS:**

N/A

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

N/A

## **SUSTAINABILITY PLAN:**

N/A

## **COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

## **POLICY REFERENCES:**

**Author:** K. Racine      **Reviewed by:** \_\_\_\_\_      **CAO:** \_\_\_\_\_

**RECOMMENDED ACTION:**

- Simple Majority       Requires 2/3       Requires Unanimous

That the approved revised Municipal Planning Commission meeting minutes of December 17, 2020 and the unapproved meeting minutes of January 28, 2021 be received for information.

**Author:**     K. Racine          **Reviewed by:** \_\_\_\_\_      **CAO:** \_\_\_\_\_

**MACKENZIE COUNTY  
Municipal Planning Commission Meeting REVISION**

**Mackenzie County Office  
La Crete, AB**

**Thursday, December 17, 2020 @ 10:00 a.m.**

**PRESENT:** Erick Carter Chair, MPC Member  
Beth Kappelar Vice Chair, MPC Member  
Jacquie Bateman Councillor, MPC Member via Teleconference  
John W Driedger MPC Member  
David Driedger Councillor, MPC Member

**ADMINISTRATION:** Byron Peters Director of Planning and Development via Teleconference  
Caitlin Smith Manager of Planning and Development  
Kristin Racine Administrative Assistant, Planning/Recording Secretary via Teleconference  
Nicole Friesen Administrative Assistant, Planning  
Lynda Washkevich Development Officer

**PUBLIC:** Adam Harrison O2 Planning via Teleconference

**MOTION 1. CALL TO ORDER**

Erick Carter called the meeting to order at 10:01 a.m.

**2. ADOPTION OF AGENDA**

**MPC 20-12-162 MOVED** by John W. Driedger

That the agenda be adopted as presented.

**CARRIED**

**3. MINUTES**

**a) Adoption of Minutes**

**MPC 20-12-163 MOVED** by Beth Kappelar

That the minutes of the November 26<sup>th</sup>, 2020 Municipal Planning Commission meeting be adopted as presented.

**CARRIED**

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

4. **TERMS OF REFERENCE**

For Information

5. **DELEGATION**

O2 Planning (MDP, FVARD, LUB Project)

Adam Harrison left the meeting @ 10:43 a.m.

6. **DEVELOPMENT**

- a) **388-DP-20 Knelsen Sand & Gravel  
Industrial Use – Heavy in La Crete – Heavy Industrial  
Plan 062 8217, Block 17, Lot 10 (La Crete)**

**MPC 20-12-164** **MOVED** by Beth Kappelar

That Development Permit 388-DP-20 on Plan 062 8217, Block 17, Lot 10 in the name of Knelsen Sand & Gravel 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 for the Industrial Use-Heavy are:
  - a) 9.1 meters (30 feet) front yard; and
  - b) 3.1 meters (10 feet) rear yard; from the property lines, or setbacks required by Safety Codes, whichever is greater. It is the responsibility of the developer to find out the Safety Codes setbacks
2. **No vehicle shall be located in such a way that it impedes visibility for vehicular and/or pedestrian traffic.**
3. The Industrial Use-Heavy shall meet all National Building Code 2019 Alberta Edition requirements for Buildings and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit Null and Void.
4. The property must at all times be kept in a neat and orderly fashion.
5. The municipality has assigned the following address to the noted property **9602-98 Street**. You are required to display the address (**9602**) to be clearly legible from the street and be on a contrasting

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\_\_\_\_\_



background. The minimum size of the characters shall be four inches in height.

6. Building to be connected to the municipal water and sewer system and the cost of connection fees will be borne by the owner.
7. This permit may be revoked at any time if, in the opinion of the Development Authority, the proposed development has become detrimental or otherwise incompatible with the amenities of the neighbourhood.
8. Provide adequate off street parking as follows: 1 space per each full time employee and 1 space for every 2 part time employees. *“One parking space, including the driveway area, shall occupy 27.87 square meters (300 square feet).”*
9. The sign shall be located a minimum of:
  - a) 20 meters from regulatory signs, and
  - b) Not less than 1.5 meters from the curb/sidewalk.
10. **The sign shall be placed on site and is not permitted to be placed on any County lands and/or road rights-of-way.**
11. The sign shall be a minimum of 2 meters in height from the bottom of the sign above the curb/sidewalk.
12. The site and sign shall be kept in a safe, clean, and tidy condition, or may be required to be renovated or removed.
13. 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, and
  - d) Not create visual or aesthetic blight.
14. Illumination of the sign must not negatively affect, nor pose a safety hazard to, an adjacent site or street.
15. Wiring and conduits of the sign must be concealed from view.
16. PRIOR to installation of a 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 developers' expense.

17. No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
18. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
19. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

#### **CARRIED**

- b) 389-DP-20 Dustin Chalifoux  
Home Based Business, Minor in Manufactured  
Home Subdivision (MHS)  
Plan 962 3400, Block 23, Lot 03 (La Crete)**

**MPC 20-12-165** **MOVED** by John W. Driedger

That Development Permit 389-DP-20 on Plan 962 3400, Block 23, Lot 03 in the name of Dustin Chalifoux 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. This development permit may be revoked at any time, if, in the opinion of the Development Authority, the Home Based Business Minor has become detrimental or otherwise incompatible with the amenities of the neighborhood.**
- 2. Comply with applicable legislation under the Public Health Act and obtain the appropriate approvals prior to commencement of development. Contact the Health Inspector at 780-841-3252.**
- 3. This development permit will expire upon the expiration, cancellation or revocation of your business license. This development permit shall become null and void if a County business license is not maintained in good standing.**

4. **At all times, the privacy of the adjacent dwellings shall be preserved and the Home Based Business shall not unduly offend the surrounding residents by way of excessive lighting, noise, traffic, congestion, late visitations by clients.**
5. **The business shall be operated by the resident of the principal dwelling and may include one (1) non-resident employee.**
6. The Home Based Business shall not involve client and customer visits outside of the hours of 8:00 a.m. – 6:00 p.m.
7. Provide adequate off street parking as follows: The minimum parking standards would be 1 parking space, which would include 1 space allocated to customer parking. *“One parking space, including the driveway area, shall occupy 27.87 square meters (300 square feet).”*
8. The Municipality has assigned the following address to the noted property (**10705-102 Ave.**). You are required to display the address (**10705**) to be clearly legible from the street and be on a contrasting background. The minimum size of the characters shall be four inches in height.
9. No construction or development is allowed on a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
10. Home Based Businesses are limited to one sign not exceeding 1.1 square meters (12 square feet) in area.
11. The sign shall not be placed within the Road Right of Way.
12. The site and sign shall be kept in a safe, clean, and tidy condition, or may be required to be renovated or removed.
13. 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, and
  - d) Not create visual or aesthetic blight.

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

14. Illumination of any signs must not negatively affect, nor pose a safety hazard to, an adjacent site or street.
15. Wiring and conduits of any signs must be concealed from view.
16. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
17. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

**CARRIED**

- c) **390-DP-20 Olena Dyck  
Home Based Business – Minor in Hamlet  
Residential 1B (H-R1B)  
Plan 142 0594, Block 34, Lot 10 (La Crete)**

**MPC 20-12-166 MOVED** by David Driedger

That Development Permit 390-DP-20 on Plan 142 0594, Block 34, Lot 10 in the name of Olena Dyck 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. **This development permit may be revoked at any time, if, in the opinion of the Development Authority, the Home Based Business Minor has become detrimental or otherwise incompatible with the amenities of the neighborhood.**
2. **Comply with applicable legislation under the Public Health Act and obtain the appropriate approvals prior to commencement of development. Contact the Health Inspector at 780-841-3252.**
3. **This development permit will expire upon the expiration, cancellation or revocation of your business license. This development permit shall become null and void if a County business license is not maintained in good standing.**
4. **At all times, the privacy of the adjacent dwellings shall be preserved and the Home Based Business shall not unduly offend the surrounding residents by way of excessive lighting, noise, traffic, congestion, late visitations by clients.**

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

5. **The business shall be operated by the resident of the principal dwelling and may include one (1) non-resident employee.**
6. The Home Based Business shall not involve client and customer visits outside of the hours of 8:00 a.m. – 6:00 p.m.
7. Provide adequate off street parking as follows: The minimum parking standards would be 1 parking space, which would include 1 space allocated to customer parking. *“One parking space, including the driveway area, shall occupy 27.87 square meters (300 square feet).”*
8. The Municipality has assigned the following address to the noted property (**11004-104A Ave.**). You are required to display the address (**11004**) to be clearly legible from the street and be on a contrasting background. The minimum size of the characters shall be four inches in height.
9. No construction or development is allowed on a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
10. Home Based Businesses are limited to one sign not exceeding 1.1 square meters (12 square feet) in area.
11. The sign shall not be placed within the Road Right of Way.
12. The site and sign shall be kept in a safe, clean, and tidy condition, or may be required to be renovated or removed.
13. 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, and
  - d) Not create visual or aesthetic blight.
14. Illumination of any signs must not negatively affect, nor pose a safety hazard to, an adjacent site or street.
15. Wiring and conduits of any signs must be concealed from view.

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16. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
17. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

**CARRIED**

- d) **395-DP-20 Frontier Seed Cleaning Co-op  
Industrial Use – General in La Crete –  
Heavy Industrial (LC-HI)  
Plan 762 0383, Block 15, Lot 09 (La Crete)**

**MPC 20-12-167** **MOVED** by John W. Driedger

That Development Permit 395-DP-20 on Plan 762 0383, Block 15, Lot 09 in the name of Frontier Seed Cleaning Co-op be TABLED for more information.

**CARRIED**

John W. Driedger left the meeting at 11:02 a.m.

**7. SUBDIVISIONS**

- a) **39-SUB-20 Simon Driedger  
10.00 Acre Subdivision  
SW 14-105-14-W5M (Wilson Prairie)**

**MPC 20-12-168** **MOVED** by Beth Kappelar

That Subdivision Application 39-SUB-20 in the name of Simon Driedger on SW 14-105-14-W5M be APPROVED with the following conditions:

1. This approval is for a **TYPE B** subdivision, 10.00 acres (4.04 hectares) in size.
2. Applicant/developer shall enter into and abide by a Development Agreement with Mackenzie County which shall contain, but is not limited to:
  - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality.

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- b) Provision of a road and access to both the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developer's expense.
- c) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2015.
- d) **Provision of a storm water management plan. Contact Planning and Development staff at 780-928-3983 to discuss the requirements for your subdivision.**
- e) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.
- f) Provision of utility rights-of-way as required by ATCO Electric, TELUS, Northern Lights Gas Co-op, and others.
- g) Provision of and negotiations for utility rights-of-way and/or easements as required by utility companies. The Developer shall be responsible for any line relocation or correction costs that occur as a result of this development. Responses from utilities companies are shown in Schedule "C" hereto attached.
- h) **Mackenzie County shall not be held liable for any concerns, issues or damages related to and/or resulting from the water tables and any other water problems as a result of any low land levels of the proposed development. It is the responsibility of the developer to ensure that adequate drainage and other precautions are taken to avoid water seepage into the dwellings/basement and/or flooding of the basement, and/or any ancillary buildings.**

**CARRIED**

- b) **40-SUB-20 Paul & Elizabeth Fehr  
30.00 Acre Subdivision  
SW 16-104-17-W5M (Blue Hills)**

**MPC 20-12-169** **MOVED** by David Driedger

That Subdivision Application 40-SUB-20 in the name of Paul & Elizabeth Fehr on SW 16-104-17-W5M be APPROVED with the following conditions:

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1. This approval is for a **TYPE A** subdivision, 30.00 acres (12.141 hectares) in size.
2. Applicant/developer shall enter into and abide by a Development Agreement with Mackenzie County which shall contain, but is not limited to:
  - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality.
  - b) Provision of a road and access to both the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developer's expense.
    - i. Range Road 174 is to be extended 50 meters north in accordance with Mackenzie County standards policy PW039.
  - c) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2015.
  - d) **Provision of a storm water management plan. Contact Planning and Development staff at 780-928-3983 to discuss the requirements for your subdivision.**
  - e) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.
  - f) Provision of utility rights-of-way as required by ATCO Electric, TELUS, Northern Lights Gas Co-op, and others.
  - g) Provision of and negotiations for utility rights-of-way and/or easements as required by utility companies. The Developer shall be responsible for any line relocation or correction costs that occur as a result of this development. Responses from utilities companies are shown in Schedule "C" hereto attached.
  - h) **Mackenzie County shall not be held liable for any concerns, issues or damages related to and/or resulting from the water tables and any other water problems as a result of any low land levels of the proposed development. It is the responsibility of the developer to ensure that adequate drainage and other precautions are taken to avoid water seepage into the**

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**dwelling/basement and/or flooding of the basement,  
and/or any ancillary buildings.**

**CARRIED**

**8. MISCELLANEOUS ITEMS**

- a) Bylaw 12xx-21 Land Use Bylaw Amendment  
Rezone from Agricultural “A” to Direct Control 2 “DC2”  
Part of SE 33-105-15-W5M**

David Driedger declared himself in a conflict of interest and left the meeting @ 10:07 a.m.

**MPC 20-12-170 MOVED** by Beth Kappelar

That the Municipal Planning Commission recommend to Council to defeat Bylaw 12xx-21 being a Land Use Bylaw Amendment to rezone Part of SE 33-105-15-W5M from Agricultural “A” to Direct Control 2 “DC2”.

**CARRIED**

David Driedger rejoined the meeting @ 10:15 a.m.

- b) Bylaw 12xx-21 Municipal Reserve Closure  
Plan 082 6817, Block 03, Lots 11MR & 12MR**

**MPC 20-12-171 MOVED** by Beth Kappelar

That the Municipal Planning Commission recommend to Council to approve Bylaw 12xx-21 being a Municipal Reserve Closure Bylaw of Plan 082 6817, Block 3, Lots 11MR & 12MR (SW 12-107-14-W5M), subject to public hearing input.

**CARRIED**

- c) Bylaw 12xx-21 Road Closure  
Plan 082 6817**

**MPC 20-12-172 MOVED** by David Driedger

That the Municipal Planning Commission recommend to Council to approve Bylaw 12xx-21 being a Road Closure Bylaw to close the road within Plan 082 6817 (SW 12-107-14-W5M), subject to public hearing input.

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**CARRIED**

**9. IN CAMERA**

a) None.

**10. MEETING DATES**

- ❖ Thursday, January 14<sup>th</sup>, 2021 @ 10:00 a.m. in La Crete
- ❖ Thursday, January 28<sup>th</sup>, 2021 @ 10:00 a.m. in Fort Vermilion

**11. ADJOURNMENT**

**MPC 20-12-173 MOVED** by David Driedger

That the Municipal Planning Commission Meeting be adjourned at 11:30 a.m.

**CARRIED**

These minutes were adopted this 28<sup>th</sup> day of January, 2021.

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Erick Carter, Chair

**MACKENZIE COUNTY  
Municipal Planning Commission Meeting**

**Mackenzie County Office  
Fort Vermilion, AB**

**Thursday, January 28, 2021 @ 10:00 a.m.**

**PRESENT:** Erick Carter Chair, MPC Member  
Beth Kappelar Vice Chair, MPC Member  
Jacquie Bateman Councillor, MPC Member (virtual)  
David Driedger Councillor, MPC Member

**ADMINISTRATION:** Caitlin Smith Manager of Planning and Development  
Kristin Racine Development Officer  
Nicole Friesen Administrative Assistant, Planning/Recording Secretary  
Lynda Washkevich Development Officer

**MOTION 1. CALL TO ORDER**

Erick Carter called the meeting to order at 10:02 a.m.

**2. ADOPTION OF AGENDA**

**MPC 21-01-008 MOVED** by Beth Kappelar

That the agenda be adopted as presented.

**CARRIED**

**3. MINUTES**

**a) Adoption of Minutes**

**MPC 21-01-009 MOVED** by Beth Kappelar

That the minutes of the January 28, 2021 Municipal Planning Commission meeting be adopted as presented.

**CARRIED**

**b) Adoption of Revised Minutes**

**MPC 21-01-010 MOVED** by David Dreidger

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That the minutes of December 17, 2020 Municipal Planning Commission meeting be adopted as revised.

**CARRIED**

**4. TERMS OF REFERENCE**

For Information.

**5. DEVELOPMENT**

- a) **395-DP-20 Frontier Seed Cleaning Co-op  
Industrial Use-General  
In La Crete Heavy Industrial "LC-HI"  
Plan 762 0383, Block 15, Lot 9 (9502 99 Street) (La Crete)**

**MPC 21-01-011 MOVED** by Beth Kappelar

That Development Permit 395-DP-20 on Plan 762 0383, Block 15, Lot 9 in the name of Frontier Seed Cleaning Co-op be TABLED to the next meeting, pending submission of a 5 to 10 year Production Growth Projection Plan.

**CARRIED**

- b) **400-DP-20 Tyler Friesen  
Residential Sales Centre (Dwelling-Single Family &  
Garage-Attached) in Hamlet Residential 1B "H-R1B"  
Plan 982 009, Block 24, Lot 1 (Proposed Lot 5) (La Crete)**

**MPC 21-01-012 MOVED** by David Driedger

That Development Permit 400-DP-20 on Part of Plan 982 0009, Block 24, Lot 01 (Proposed Lot 05) in the name of Tyler Friesen 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. Required front yard (South) building setback for the Residential Sales Centre is 7.6 meters (25 feet).

Remaining minimum building setbacks for the Residential Sales Centre are:

- a) 1.5 meters (5 feet) interior side yards

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- b) 1.5 meters (5 feet) rear yard (North); from the property lines, or setbacks required by Safety Codes, whichever is greater. It is the responsibility of the developer to find out the Safety Codes setbacks.
2. The developer shall enter into a Development Agreement with Mackenzie County.
  3. The Residential Sales Centre shall meet all National Building Code 2019 Alberta Edition requirements for Buildings and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit Null and Void.
  4. The developer must provide design drawings prior to construction. The architecture, construction materials and appearance of the Residential Sales Centre shall be to accepted standards and shall compliment the natural features and character of the site to the satisfaction of the Development Authority.
  5. The Residential Sales Centre is to be connected to the municipal water and sewer system and the cost of connection fees will be borne by the owner.
  6. **The Municipality has assigned the following address to the noted building 10422-105 Avenue. You are required to display the address (10422) to be clearly legible from the street and be on a contrasting background. The minimum size of the characters shall be four inches in height.**
  7. The siting and development of the Residential Sales Centre shall be in compliance with the regulations of the Land Use Zone intended to be applied to the site to accommodate future residential development; provided that the development officer may attach additional conditions to minimize adverse impacts on adjacent development, including the construction of roadways or temporary turnarounds, in accordance with Mackenzie County's Design Standards.
  8. On-site parking shall be provided at a rate of parking spaces per 100.0m<sup>2</sup> (1076.9ft<sup>2</sup>) of FLOOR AREA of the RESIDENTIAL SALES CENTRE, and all curb crossings and access points shall be designed and located so as to minimize on-site and off-site traffic impacts, to the satisfaction of the DEVELOPMENT AUTHORITY.

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9. The colours and materials employed for the exterior finishes, whether permanent or temporary, shall be compatible with those commonly found in Residential Zones.
10. Any exterior lighting shall be designed and located such that no light is directed at adjoining properties and such that the effectiveness of any traffic control devices is not impaired.
11. **A development permit for occupancy must be obtained by the developer after the subdivision conditions have been met and the lots have been registered.**
12. A RESIDENTIAL SALES CENTRE may not be used for occasional or permanent residential accommodation purposes.
13. Where full services are not available to the site, a RESIDENTIAL SALES CENTRE shall be provided with a sanitary privy which meets the standards of all applicable health and safety legislation.
14. The owner of the site on which a RESIDENTIAL SALES CENTRE is located shall, within two (2) weeks or otherwise determined by the DEVELOPMENT AUTHORITY following the placement of BASEMENT or foundation walls, provide to the Planning & Development Department a Real Property Report confirming the location of the same on the site.
15. Prior to the commencement of any clearing, excavation or other work in respect of the construction of the RESIDENTIAL SALES CENTRE, the permit holder shall:
  - Contact an Alberta Land Surveyor to survey the proposed LOTS in accordance with the Plan of Subdivision;
  - Provide access to the RESIDENTIAL SALES CENTRE such that the total unobstructed distance from a fire hydrant / fire pond to the principal entrance of each RESIDENTIAL SALES CENTRE is not more than 90.0m (295.3ft) or such distance as approved by Fire Rescue Operations. An access ROAD(S) shall be constructed to Mackenzie County's General Municipal Improvement Standards suitable for fire truck use; and
  - Have erected on the site a SIGN bearing the words:

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*“This RESIDENTIAL SALES CENTRE has been approved for the sole purpose of marketing homes in this area. Be advised that this RESIDENTIAL SALES CENTRE cannot be sold or occupied as a residential dwellings until such time that it has been approved for occupancy by Mackenzie County. For more information call – Insert Developer Name and Phone Number”.*

16. No construction or development is allowed on a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
17. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
18. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

### **CARRIED**

- c) **004-DP-21 Caribou Mountain Homes  
Warehouse in Rural Industrial Light “RIL”  
SW 6-110-15-W5M (High Level Rural)**

### **MPC 21-01-013 MOVED** by Beth Kappelar

That Development Permit 004-DP-21 on SW 6-110-15-W5M in the name of Caribou Mountain Homes 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. The proposed use must be a minimum of 210 feet from the center of Highway 58.
2. Remaining minimum building setbacks: 41.15 meters (135 feet) from any road allowances and 15.24 meters (50 feet) from any other property lines.
3. In addition a 20.0m (65.6ft) vegetated buffer strip shall be provided for all development adjacent to Highway 58.

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4. **AN APPROVED ROADSIDE DEVELOPMENT PERMIT IS REQUIRED FROM ALBERTA TRANSPORTATION. ALL CONDITIONS AND REQUIREMENTS BY ALBERTA TRANSPORTATION SHALL BE MET TO THEIR SPECIFICATIONS AND STANDARDS PRIOR TO COMMENCEMENT OF DEVELOPMENT. (CONTACT ALBERTA TRANSPORTATION AT 1-780-624-6280). FAILURE TO DO SO WILL RENDER THIS PERMIT NULL AND VOID.**
5. The Warehouse shall meet all Alberta Building Code 2019 Alberta Edition requirements for Buildings and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit Null and Void.
6. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards.
7. All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2015.
8. If a sign is placed on the property the sign shall be located a minimum of:
  - a. 200 meters from regulatory signs, and
  - 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.
9. The sign shall be a minimum of 1.5 meters to a maximum of 2.5 meters in height above the shoulder of the road.
10. The site and sign shall be kept in a safe, clean, and tidy condition, or may be required to be renovated or removed.
11. 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, and
  - d. Not create visual or aesthetic blight.
12. **This permit approval is subject to the access to the property being constructed to County standards. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the**

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**Operational Services Department for Mackenzie County at 780-928-3983. Access to be constructed at the developers' expense.**

13. No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
14. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
15. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

**CARRIED**

- d) **019-DP-21 Joyce Schmidt (Ride N Drive-Playzone)  
Home Based Business, Minor  
In Hamlet Residential 1A "H-R1A"  
Plan 032 5174, Block 30, Lot 8 (10205 110 Street) (La Crete)**

**MPC 21-01-014 MOVED** by David Driedger

That Development Permit 019-DP-21 on Plan 032 5174, Block 30, Lot 08 in the name of Joyce Schmidt 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. **This development permit may be revoked at any time, if, in the opinion of the Development Authority, the Home Based Business Minor has become detrimental or otherwise incompatible with the amenities of the neighborhood.**
2. **This development permit will expire upon the expiration, cancellation or revocation of your business license. This development permit shall become null and void if a county business license is not maintained in good standing.**
3. **At all times, the privacy of the adjacent dwellings shall be preserved and the Home Based Business shall not unduly offend the surrounding residents by way of excessive lighting, noise, traffic, congestion, late visitations by clients.**

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4. **The business shall be operated by the resident of the principal dwelling and may include one (1) non-resident employee.**
5. The Home Based Business shall not involve client and customer visits outside of the hours of 8:00 a.m. – 6:00 p.m.
6. The Municipality has assigned the following address to the noted property (**10205-110 St.**). You are required to display the address (**10205**) to be clearly legible from the street and be on a contrasting background. The minimum size of the characters shall be four inches in height.
7. Home Based Business Minor requires 1 space per 37.2m<sup>2</sup> (400.0ft<sup>2</sup>) of gross FLOOR AREA. This work area is 145 square feet, so that would constitute one (1) off street parking spot.
8. No construction or development is allowed on a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
9. Home Based Businesses are limited to one sign not exceeding 1.1 square meters (12 square feet) in area.
10. The sign shall not be placed within the Road Right of Way.
11. The site and sign shall be kept in a safe, clean, and tidy condition, or may be required to be renovated or removed.
12. 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, and
  - d) Not create visual or aesthetic blight.
13. Illumination of any signs must not negatively affect, nor pose a safety hazard to, an adjacent site or street.
14. Wiring and conduits of any signs must be concealed from view.
15. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.

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16. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

**CARRIED**

**6. SUBDIVISIONS**

- a) **01-SUB-21 Bear Paw Farms Ltd.  
10.00 Acre Subdivision – 1 Lot  
SE 9-105-15-W5M (West La Crete)**

**MPC 21-01-015** **MOVED** by Beth Kappelar

That Subdivision Application 01-SUB-21 in the name of Bear Paw Farms Ltd. on SE 9-105-15-W5M be APPROVED with the following conditions:

1. This approval is for a **TYPE B** subdivision, 10.00 acres (4.05 hectares) in size.
2. Applicant/developer shall enter into and abide by a Development Agreement with Mackenzie County which shall contain, but is not limited to:
  - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality.
  - b) Provision of a road and access to both the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developer's expense.
    - i. Range Road 153 is to be extended to meet Mackenzie County standards policy PW039.
  - c) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2015.
  - d) **Provision of a storm water management plan. Contact Planning and Development staff at 780-928-3983 to discuss the requirements for your subdivision.**
  - e) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.
  - f) Provision of utility rights-of-way as required by ATCO

Electric, TELUS, Northern Lights Gas Co-op, and others.

- g) Provision of and negotiations for utility rights-of-way and/or easements as required by utility companies. The Developer shall be responsible for any line relocation or correction costs that occur as a result of this development. Responses from utilities companies are shown in Schedule "C" hereto attached.
- h) **Mackenzie County shall not be held liable for any concerns, issues or damages related to and/or resulting from the water tables and any other water problems as a result of any low land levels of the proposed development. It is the responsibility of the developer to ensure that adequate drainage and other precautions are taken to avoid water seepage into the dwellings/basement and/or flooding of the basement, and/or any ancillary buildings.**

**CARRIED**

- b) **02-SUB-21 Harvey Derksen & Abe Unruh  
Boundary Adjustment  
Plan 052 3965; 32; 26 & Plan 152 2550; 35; 27 (La Crete)**

**MPC 21-01-016** **MOVED** by Jacquie Bateman

That **BOUNDARY ADJUSTMENT** Application 02-SUB-21 in the name of Harvey & Annie Derksen & Abe & Nettie Unruh on Plan 052 3965, Block 35, Lot 26 & Plan 152 2250, Block 35, Lot 27 be APPROVED with the following conditions:

1. This approval is for a **boundary adjustment** totalling 0.20 acres (0.079 hectares) in size.
2. Applicant/developer shall enter into and abide by a Development Agreement with the Mackenzie County which shall contain, but is not limited to:
  - a) Prior to any development on the proposed boundary adjustment, the developer shall obtain a development permit from the Municipality,
  - b) Provision of all sanitary systems including service lines, main and appurtenances as required by the Municipality,

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- c) Provision of all water lines, including all fittings and valves as required by the County,
- d) Provision of municipal servicing (water and sanitary sewer) to each lot,
- e) All drainage systems, provisions for weeping tile flow where a high water table or other subsurface conditions cause continuous flow in the weeping tile, and associated works, all as and where required by the County. Where trunk storm sewer mains are required, the County shall reimburse the Developer for the cost of the trunk storm sewer mains in accordance with current County policy;

The developer shall provide the municipality with a site drainage and surface water management plan that outlines the following:

- (1) Drainage of internal road system,
  - (2) Erosion prevention systems, if required,
  - (3) Direction of site drainage, and
  - (4) Elevation plans for each lot
- f) Provision of paved internal roads, sidewalks and other infrastructure as required by the County in accordance to Mackenzie County Engineering Guidelines and at Developers expense, such construction of roads to serve the lots to be created by the subdivision;
- g) Provision of utilities (power, gas, telephone, etc.) to each lot. Such utilities to be provided in a location and to a standard to be approved by the appropriate utility company and the County. Responses from utilities companies are shown in Schedule "C" hereto attached. Written confirmation of the completed utility installation is required to be submitted to the County by each utility company prior to registration of the subdivision,
- h) Provision of and/or negotiation for utilities rights-of-way and/or easements as required by utilities companies. Any costs incurred for line relocation will be the responsibility of the developer. All utility lanes/lots must be accessible. All public utility lanes/lots shall be cleared to ground level with all tree stumps and debris removed and then landscaped. Where necessary, utility lanes/lots shall be excavated or landscaped to provide drainage for the subdivision. Any

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excavation or landscaping of the public utility lanes/lots shall be to engineered plans and completed prior to the installation of utilities,

- i) The developer is responsible for site grading and landscaping to design elevation and seeding with grass or other approved landscaping, in a manner that does not negatively impact adjacent properties or infrastructure.
- j) Provision of an agreement with the adjacent landowners for utility lanes/lots if required,
- k) Any outstanding property taxes shall be paid in full prior to registration of title,
- l) Security, in the form of an irrevocable letter of credit or certified cheque, in the amount of 25% of subsurface and surface infrastructure construction cost must be submitted to the County prior to installation and construction of any permanent infrastructure. Security amounts required in accordance with Mackenzie County's Multi-Lot/Urban Subdivision Construction and Registration Policy No, DEV003.

**CARRIED**

**7. MISCELLANEOUS ITEMS**

- a) **Bylaw 12xx-21 Land Use Bylaw Amendment  
Rezone from Hamlet Residential 1A "H-R1A"  
To Hamlet Residential 1B "H-R1B"  
Plan 052 3965, Block 6, Lot 27-31 (La Crete)**

**MPC 21-01-017** **MOVED** by David Driedger

That the Municipal Planning Commission recommend to Council to not approve Bylaw 12xx-21 being a Land Use Bylaw Amendment to rezone Plan 202 0335, Block 6, Lots 27-31 from Hamlet Residential 1A "H-R1A" to Hamlet Residential 1B "H-R1B" to accommodate single family dwellings without attached garages.

**CARRIED**

**8. IN CAMERA**

- a) **None.**

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**9. MEETING DATES**

- ❖ Wednesday, February 10<sup>th</sup>, 2021 @10:00 a.m. in La Crete
- ❖ Thursday, February 25<sup>th</sup>, 2021 @ 10:00 a.m. in Fort Vermilion
- ❖ Thursday, March 11<sup>th</sup>, 2021 @ 10:00 a.m. in La Crete
- ❖ Thursday, March 25<sup>th</sup>, 2021 @ 10:00 a.m. in Fort Vermilion

**10. ADJOURNMENT**

**MPC 21-01-018 MOVED** by David Driedger

That the Municipal Planning Commission Meeting be adjourned at 10:53 a.m.

**CARRIED**

These minutes were adopted this 10<sup>th</sup> day of February, 2021.

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Erick Carter, Chair







Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 9, 2021</b>
<b>Presented By:</b>	<b>Don Roberts, Director of Community Services</b>
<b>Title:</b>	<b>Community Services Committee Meeting Minutes</b>

**BACKGROUND / PROPOSAL:**

The approved minutes of the January 7, 2021 Community Services Committee meeting are attached.

**OPTIONS & BENEFITS:**

N/A

**COSTS & SOURCE OF FUNDING:**

N/A

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

**POLICY REFERENCES:**

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

**RECOMMENDED ACTION:**

- Simple Majority       Requires 2/3       Requires Unanimous

That the approved minutes of the January 7, 2021 Community Services Committee Meeting be received for information.

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

**MACKENZIE COUNTY  
Community Services Committee Meeting**

**January 7, 2021  
10:00 a.m.**

**Council Chambers  
Fort Vermilion, Alberta**

**PRESENT:** Lisa Wardley Chair, Councillor  
Peter F. Braun Councillor – leaves at 12:31 p.m.  
Cameron Cardinal Councillor  
Eric Jorgensen Councillor (teleconference)

**REGRETS:**

**ADMINISTRATION:** Don Roberts Director of Community Services  
Colleen Sarapuk Admin Officer/Recording Secretary  
Len Racher CAO

Minutes of the Community Services Committee meeting for Mackenzie County held on January 7, 2021 in Fort Vermilion.

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

Councillor Wardley called the meeting to order at 10:02 a.m.

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

**MOTION CS-21-01-001 MOVED BY Councillor Braun**

That the agenda be approved with the additions;

5.d) Bridge Campsite Lease

5.e) Agenda Expectations

**CARRIED**

**MINUTES FROM PREVIOUS MEETING: 3. a) Minutes of the October 14, 2020 Community Services Committee Meeting**

**MOTION CS-21-01-002 MOVED BY Councillor Cardinal**

That the minutes of the October 14, 2020 Community Services Committee meeting be approved as presented.

**CARRIED**

**OLD BUSINESS: 4. a) Action List**

**MOTION CS-21-01-003 MOVED BY** Jorgenson

That the action list be received for information.

**CARRIED**

**4.b) Campground Caretakers Contracts**

**MOTION CS-21-01-004 Moved by Councillor** Jorgenson

That the Campground Caretaker Contracts be extended for 1 year.

**CARRIED**

**NEW BUSINESS: 5. a) Bridge Campsite Emergency River Access**

**MOTION CS-21-01-005 MOVED BY** Councillor Braun

That a recommendation be sent to council asking to amended the budget to include an additional \$62,000 for the River Search and Rescue Plan Project, including the installation of the Bridge Campground River Search and Rescue Access.

**CARRIED**

**DISCUSSION 5.b) Hutch Lake Improvements/10 Year Plan**

**The committee reviewed the Hutch Lake 10 year plan and prioritized projects for the 2021 season.**

**5.c) Parks and Playground Development Plan**

**MOTION CS-21-01-006 MOVED BY** Councillor Jorgensen

That a recommendation be made to council to amend the Policy ASM040 Recreational Area Policy as discussed

**CARRIED**

**5.d) Lease for Bridge Campsite (addition)**

**MOTION CS-21-01-007 MOVED BY** Councillor Jorgensen

That a recommendation be made to Council to lobby the Provincial Government to move forward with the amalgamation

of the two leases at the Bridge Campsite.

**CARRIED**

**DISCUSSION**

**5.e) Expectations of Agenda (addition)**

- Include a Standing Items list in each package
- Include the capital projects list in each package

**INFORMATION/  
CORRESPONDENCE:**

**6. a) Information/Correspondence**

None.

**NEXT MEETING  
DATE:**

**7. a) February 4, 2021 10:00 a.m. Fort Vermilion Council Chambers.**

**ADJOURNMENT:**

**8. a) Adjournment**

**MOTION CS-21-01-008**

**MOVED BY** Councillor Cardinal

That the Community Services meeting be adjourned at 1:37 p.m.

**CARRIED**

These minutes were approved on February 4, 2021 at the Community Services Committee Meeting.

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Lisa Wardley  
Chair





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 9, 2021</b>
<b>Presented By:</b>	<b>Len Racher, 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.

- Council Action List
- Correspondence - Municipal District of Bonnyville – Stronger Western Canadian Municipal Advocate
- Correspondence - County of Stettler – Seniors Housing Requisitions and Uncollectable Property Taxes
- Correspondence - Alberta Transportation – Request to Reallocate Grant Funding
- Correspondence - Maarten Braat – Fort Vermilion Flood
- Correspondence - MD Spirit River – Letter to Jason Kenney
- Correspondence – Government of Alberta – 2019 Northwest Alberta Wildfires Disaster Recovery Program Municipal Payment Summary
- Correspondence - Alberta Water Council – Notice of Release - WPACs
- Correspondence - Premier of Alberta – Reopening Recreational and Business Services
- Correspondence – Town of High River Reinstatement of the 1976 Coal Development Policy
- Correspondence - Alberta Police Interim Advisory Board – Report on Municipal Policing Priorities
- Correspondence - Letter of Support Request from Northern Lakes College
- Municipal Governance During the COVID-19 Pandemic FAQ
- News Release and Alberta First: The Alberta Parole Board
- Water North Coalition Transition Meeting
- Boreal Housing Foundation Meeting Minutes
- Regional Economic Development Initiative Meeting Minutes
- Fort Vermilion Recreation Board Meeting Minutes

**Author:** C. Sarapuk      **Reviewed by:** CG      **CAO:** \_\_\_\_\_

**OPTIONS & BENEFITS:**

**COSTS & SOURCE OF FUNDING:**

**SUSTAINABILITY PLAN:**

**COMMUNICATION / PUBLIC PARTICIPATION:**

**POLICY REFERENCES:**

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

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

Author: C. Sarapuk      Reviewed by: CG      CAO: \_\_\_\_\_



## Mackenzie County Action List as of January 27, 2021

### *Council and Committee of the Whole Meeting Motions Requiring Action*

Motion	Action Required	Action By	Status
<b>February 22, 2016 Council Meeting</b>			
16-02-135	That the County covers the additional cost of the survey on Plan 5999CL, Lot E to date and have administration release a copy of the report to the landowner informing them that the initial investigation survey has been completed.	Byron	Refer to Motion 18-06-411  In progress. Meeting with landowners.  Impacted by 2020 flood.
<b>May 10, 2016 Regular Council Meeting</b>			
16-05-354	That administration be authorized to proceed as follows in regards to the Zama Crown Land Procurement: <ul style="list-style-type: none"> <li>• cancel PLS 080023;</li> <li>• <b>pursue acquisition of land parcels as identified on the map presented in red;</b></li> <li>• identify a parcel of land to be subdivided from Title Number 102 145 574 +1 (Short Legal 0923884; 21; 1) and offered for trade or sale to Alberta Environment and Parks due to its unsuitability for a hamlet development , specifically the land use restrictions per Alberta Energy Regulator.</li> </ul>	Don	PLS Cancelled.  Asset list with all leases, caveats, dispositions, easements, etc.  Response Received from AEP 2017-11-27.  Application submitted.  RFD to Council once response is received to our application.
<b>July 12, 2016 Regular Council Meeting</b>			
16-07-526	That the County pursue purchasing the leased lands at the Hutch Lake campground.	Don Len	Application for purchase of Hutch Lake has been filed.
<b>April 25, 2018 Council Meeting</b>			
18-04-314	That administration be authorized to proceed with a Department License of Occupation (DLO) for existing and future walking trail expansion on SE 14-106-15-W5 once the title transfer has been completed for SE 15-106-15-W5.	Don	Application submitted. FNC process
18-04-315	That administration move forward in purchasing more land north of the existing Hutch Lake Cabins and that final costs be brought back to Council for decision.	Don	Sketch plan completed. Application to purchase is in progress.
<b>June 12, 2018 Council Meeting</b>			
18-06-432	That the County apply to Alberta Environment & Parks for a bank stabilization and clean-up along the Peace River in the Hamlet of Fort Vermilion as a result of the ice jam flooding event.	Byron	In progress. Engineering report received. (WSP) Working on application.  2020 Flood Mitigation

Motion	Action Required	Action By	Status
October 9, 2018 Regular Council Meeting			
18-10-763	That administration proceeds with the water diversion license's as discussed.	Fred	Received some follow-up from Ministers Office. Continue to follow-up.
November 13, 2018 Regular Council Meeting			
18-11-885	That the Zama Water Treatment Improvements Project be retendered with a project scope change.	Fred	In progress
February 27, 2019 Regular Council Meeting			
19-01-117	That administration proceed with Plan 5999CL in Fort Vermilion as discussed.	Byron	Impacted by 2020 flood
October 8, 2019 Regular Council Meeting			
19-10-559	That administration enter into an agreement with the owners of Tax Roll 155377 as discussed.	Jennifer	Ongoing Awaiting response from ratepayer
November 5, 2019 Regular Council Meeting			
19-11-676	That Mackenzie County representatives appointed to a provincial task force must provide regular written reports to council, shall immediately forward all task force material and information to council and CAO, and shall receive specific, prior approval from council to represent views or negotiate on behalf of the County.	Council	
December 10, 2019 Regular Council Meeting			
19-12-781	That a letter be sent to the Minister of Energy regarding industry lease renewals.	Len	In progress
December 18, 2019 Budget Council Meeting			
19-12-820	That Mackenzie County lobby the government for incentives to complete the Paramount abandonments within the next five years.	Council	
January 29, 2020 Regular Council Meeting			
20-01-055	That Administration move forward with applying for Recreational Leases for the Bistcho Lake cabin areas and consideration be given to the work being done by the Caribou Sub-regional Task Force.	Don	On hold. Pursuing reinstatement of commercial fishing.
20-01-067	That a letter be sent to the Minister of Municipal Affairs in regards to the Section 627(3) of the Municipal Government Act that relates to the number of councillor's on a Subdivision and Development Appeal Board.	Carol	In progress
April 22, 2020 Regular Council Meeting			
20-04-265	That the County and applicable developers co-develop a storm water management plan for the La Crete North Storm Catchment area (as delineated in red on the attached map), and that a storm water management fee of \$4,000/ha be applied effective immediately to	Byron	In progress

Motion	Action Required	Action By	Status
	subdivision applications within the defined catchment area, with a fee adjustment to be completed once detailed construction costs are finalized.		
20-04-266	That an offsite levy bylaw be established for the La Crete North Storm Catchment area as soon as detailed construction costs are finalized.	Byron Fred Jennifer	Costs finalized. Working on draft offsite levy bylaw.
20-04-267	That administration proceed with obtaining the right-of-way on 26-108-14-W5M and that the budget be amended to include \$50,000 for surveying, etc. with funding coming from the General Operating Reserve.	Jeff	Budget amendment completed. Following up with Borderline Eng.
20-04-268	That a letter be sent to the Minister of Energy and the Alberta Orphan Well Association in support of our industry ratepayers and to request that a portion of the Federal energy stimulus funding be channeled to assist the energy communities, service businesses and families in northwestern Alberta.	Len	In progress
<b>May 22, 2020 Special Council Meeting</b>			
20-05-279	That charges be laid by Mackenzie County to the non-eligible individuals that fraudulently registered as an evacuee during the Fort Vermilion flood, and to evacuees that have incurred significant costs related to hotel room damages.	Jennifer	In progress of finalizing the list.
<b>May 27, 2020 Regular Council Meeting</b>			
20-05-300	That the dust control deadline remain as April 1, 2020 and that the remaining calcium storage, following municipal application, be sold at cost for ratepayers to self-apply.	Jeff	Policy amendment required 2021-02-09
<b>June 5, 2020 Special Council Meeting</b>			
20-06-334	That administration continues to support a community recovery plan that includes a community engagement component.	DRT	Ongoing
<b>June 15, 2020 Special Council Meeting</b>			
20-06-373	That the Fort Vermilion future development continue to be investigated.	DRT	Ongoing
<b>June 24, 2020 Regular Council Meeting</b>			
20-06-383	That applications be submitted for the three boat launch locations and that the Mackenzie County Search and Rescue River Access Plan be amended to include the additional access sites as identified in the 1991 Recreation Sites in the Lower Peace River Valley Report and be brought back to Council for approval.	Don	Application submitted for three boat launches.  River Access Plan in progress.
20-06-396	That second reading of Bylaw 1181-20 being a Land Use Bylaw Amendment to rezone Plan 2938RS, Block 02, Lots 15 & 16 from Fort Vermilion Commercial Centre "FV-CC" to Hamlet Residential 1 "H-R1" to	Caitlin	Tabled due to flood recovery process.

Motion	Action Required	Action By	Status
	accommodate a Manufactured Home-Mobile be TABLED.		
July 15, 2020 Regular Council Meeting			
20-07-438	That Administration proceed with the one-year extension and creating a two-year sub-contract request for proposals for the Construction and Maintenance of the Tompkins Crossing Ice Bridge.	Jeff	RFP – August 2021
August 19, 2020 Regular Council Meeting			
20-08-488	That a letter of concern be placed on file for the engineering error on the Heliport Road Asphalt Overlay project tender.	Jeff	In progress
20-08-497	That administration proceed with the sale of the 0.09 acres on Part of Plan 182 2539, Block 01, Lot K in the Hamlet of La Crete, subject to developer agreeing to create a treed buffer on the west and south property line and paying all fees.	Caitlin	Landowner has to apply for subdivision and consolidation
20-08-503	That administration prepare a press release and information material regarding the impacts of the assessment model review.	Jennifer	No Action Required - new direction from Municipal Affairs
20-08-513	That three (3) recipients be awarded a Mackenzie County Bursary, as presented, for a total amount of \$3,500, with the understanding that the bursary amount be extended for an additional year due to any COVID-19 restrictions prohibiting attendance this fall, and that the remaining budget amount of \$3,500 be transferred to the Bursaries Reserve.	Jennifer	Completed. Year End Transfer to Reserves.
September 8, 2020 Regular Council Meeting			
20-09-534	That Policy PW009 Dust Control be TABLED to the 2021 budget workshop.	Jeff	To be brought to a Regular Council Meeting
September 22, 2020 Regular Council Meeting			
20-09-585	That administration send a link to the local community La Crete Ferry camera service to Alberta Transportation.	Carol	Not completed
20-09-586	That administration investigate the initial capital cost to participate in the Mackenzie Regional Waste Management including inflationary rates.	Jennifer	In progress
October 13, 2020 Regular Council Meeting			
20-10-599	That a letter be sent to the Government of Alberta regarding potential funding due to the impact of the Site C Clean Energy Project downstream effects.		
20-10-616	That Administration be authorized to purchase Plan 192 3085, Block 24, Lot 02 and to proceed with the Survey to register lands as a Public Works – Drainage Right of Way plan for the La Crete Southeast Drainage Ditch Project.	Caitlin	Offer to purchase sent to the landowner

Motion	Action Required	Action By	Status
20-10-618	That Administration be authorized to purchase Plan 992 0894, Block 02, Lot 01 and to proceed with the Survey to register lands as a Public Works – Drainage Right of Way plan for the La Crete Southeast Drainage Ditch Project.	Caitlin	Offer to purchase signed. To be registered at Land Titles.
20-10-619	That administration develop a Tax Deferral Bylaw for lot improvements in Mackenzie County.	Jennifer Caitlin	2021-01-27
20-10-620	That Byron Peters, as Administrative Lead, work with the Regional Economic Development Initiative's (REDI) Rail to Alaska lobbying efforts and other groups and individuals as required.	Byron	In progress
<b>October 28, 2020 Regular Council Meeting</b>			
20-10-695	That the 2020 Campground Caretaker bonuses be approved as follows: <ul style="list-style-type: none"> <li>• Hutch Lake - \$7,225</li> <li>• Machesis Lake - \$1,517</li> <li>• Wadlin Lake - \$8,000</li> </ul>	Don	In progress
20-10-719	That the County suspend all land purchases until the provincial funding is received and the mitigation plan is supported.	DRT	
<b>November 10, 2020 Regular Council Meeting</b>			
20-11-726	That administration gather information from flood affected residents and draft a letter to the Minister of Municipal Affairs and the Insurance Bureau of Canada regarding coverage concerns.	DRT	In progress
20-11-731	That all Campground Caretaker Contracts be referred back to the Community Services Committee for review of tender documents and that it be brought back to Council in January 2021.	Don	In progress
20-77-737	That a letter be sent to the Recreation Boards and all non-profits operating in County owned buildings, stating that they have care, custody and control of the buildings in order for them to be eligible for Alberta Gaming and Liquor raffle and gaming licenses.	Don	Completed
20-11-744	That the concepts and guidance provided within the La Crete Industrial Growth Strategy be incorporated into County planning documents.	Byron	Incorporated into the MDP 2022 Budget
<b>November 25, 2020 Regular Council Meeting</b>			
20-11-742	That Administration be authorized to proceed in developing an Offsite Levy Bylaw for the benefitting area of the La Crete North Sanitary Trunk Sewer, for the purpose of recovering all costs associated with the improvements.	Caitlin	Working on draft offsite levy bylaw.

Motion	Action Required	Action By	Status
20-11-748	That Administration proceed in developing an offsite levy bylaw for the benefitting area of the La Crete South Sanitary Trunk Sewer for the purpose in recovering all costs associated with the sanitary sewer trunk improvements.	Caitlin	Working on draft offsite levy bylaw.
20-11-759	That administration proceed with developing consolidated offsite levy bylaws on a per improvement basis.	Byron	May 2021
20-11-774	That a letter be sent to Alberta Health Services regarding critical staff shortages in Northwest Alberta.	Carol	
<b>December 2, 2020 Budget Council Meeting</b>			
20-12-739	That a flight fuel assessment invoice in the amount of \$200,000 be sent to Alberta Forestry for the fuel flowage fee for the period May – August 2019 as per the Fee Schedule Bylaw.	Jennifer	In progress
<b>December 8, 2020 Regular Council Meeting</b>			
20-12-754	That administration gather information regarding the river flows and water temperature on the Peace River within the Mackenzie County boundary.	Fred	
20-12-756	That the Agricultural Land Development & Lease be re-advertised with additional requirements.	Grant	Closing 2021-02-24
20-12-774	That administration request an insurance summary and bring it back to Council.	Jennifer	Information requested.
<b>December 16, 2020 Budget Council Meeting</b>			
20-12-799	That the County lobby the provincial government (Red Tape Reduction) to consolidate grazing leases into a single tax roll to assist the province and the municipality to reduce red tape.	Len	
20-12-802	That administration develop a Policy for the reporting of fuel flowage charges at airports.	Caitlin	In progress.
20-12-805	That administration request that the province waive/reimburse fees associated with the River Search & Rescue Access Plan approvals.	Don	
20-12-806	That administration investigate implementing a Local Improvement on the 101 Avenue Asphalt project in the Hamlet of La Crete.	Caitlin	Policy amendment required.
20-12-808	... administration bring forward a policy review at each Committee of the Whole Meeting.	Carol	Ongoing
<b>January 12, 2021 Regular Council Meeting</b>			
21-01-004	That a Notice of Motion be presented to Council at the next meeting for consideration of a minimum tax of \$50.00 for agricultural leases.	Jennifer	2021-02-09

Motion	Action Required	Action By	Status																
21-01-008	That administration continue to work with provincial government departments and agencies for the disaster recovery process.	DRT	Ongoing																
21-01-024	That the budget be amended to include an additional \$13,000 for the La Crete Sanitary Sewer Expansion project with funds coming from the General Operating Reserve.	Jennifer																	
21-01-025	That the budget be amended to include an additional \$17,000 for the La Crete Utility Servicing Plan project with funds coming from General Operating Reserve.	Jennifer																	
21-01-030	That administration proceed with the partial closure of Utility Right-of-Way Plan 032 4681.	Caitlin	In progress																
21-01-033	That administration request meetings with the following Ministries during the 2021 Rural Municipalities of Alberta (RMA) Spring Convention to discuss the following policy items or issues:  <table border="1" data-bbox="321 835 979 1434"> <thead> <tr> <th>Ministry:</th> <th>Priority Topics:</th> </tr> </thead> <tbody> <tr> <td>Municipal Affairs</td> <td>Disaster Recovery Petition to Form a New Municipality</td> </tr> <tr> <td>Transportation</td> <td>Bridge at Tompkins Landing High Wide Load Corridor</td> </tr> <tr> <td>Agriculture &amp; Forestry</td> <td>Farmland Expansion Fire Ban Exemption Request Agricultural Land Sales Natural Gas Line Update</td> </tr> <tr> <td>Health</td> <td>La Crete Birthing Centre</td> </tr> <tr> <td>Environment &amp; Parks</td> <td>Agricultural Land Sales Recreation Leases – First Nation Consultation Water Diversion Licenses Northwest Bison</td> </tr> <tr> <td>Energy</td> <td>Transportation Corridor</td> </tr> <tr> <td>Solicitor General</td> <td>Fort Vermilion Courthouse</td> </tr> </tbody> </table>	Ministry:	Priority Topics:	Municipal Affairs	Disaster Recovery Petition to Form a New Municipality	Transportation	Bridge at Tompkins Landing High Wide Load Corridor	Agriculture & Forestry	Farmland Expansion Fire Ban Exemption Request Agricultural Land Sales Natural Gas Line Update	Health	La Crete Birthing Centre	Environment & Parks	Agricultural Land Sales Recreation Leases – First Nation Consultation Water Diversion Licenses Northwest Bison	Energy	Transportation Corridor	Solicitor General	Fort Vermilion Courthouse	Carol Len	In progress
Ministry:	Priority Topics:																		
Municipal Affairs	Disaster Recovery Petition to Form a New Municipality																		
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Energy	Transportation Corridor																		
Solicitor General	Fort Vermilion Courthouse																		
21-01-042	That Mackenzie County enter into an agreement for the payment of outstanding taxes with Sanling Energy Ltd. as discussed.	Jennifer	In progress																
<b>January 26, 2021 Committee of the Whole Meeting</b>																			
COW-21-01-007	That administration work with the landowner for farmland access options and bring a recommendation to Council.	Byron																	
COW-21-01-009	That a recommendation be made to Council to rescind the following policies: <ul style="list-style-type: none"> <li>• Policy ADM030 Isolation Allowance</li> <li>• Policy EMR003 Ambulance Service</li> </ul>	Carol	2021-02-09																

Motion	Action Required	Action By	Status
	<ul style="list-style-type: none"> <li>• Policy MRES001 Mackenzie Regional Emergency Services, Shift Hours and Rotations</li> <li>• Policy MRES002 Mackenzie Regional Emergency Services, Standard Operating Guidelines</li> </ul>		
COW-21-01-010	That a recommendation be made to Council to amend Policy ADM036 Municipal Shop Use as presented.	Willie	2021-02-09
<b>January 27, 2021 Regular Council Meeting</b>			
21-01-047	That the Agricultural Service Board be authorized to open the Roadside Spraying Request for Proposals at the March 2021 Agricultural Service Board meeting and that a recommendation be made to Council for the awarding of the contract.	Grant	
21-01-049	That the budget be amended to include \$5,250.00 to cover the insurance required by Waste Transfer Station attendants, with funds coming from the General Operating Reserve.	Jennifer	
21-01-050	That administration re-tender the Rocky Lane and Blumenort Waste Transfer Stations.	Don	
21-01-051	That the 2020 budget be amended to include an additional \$62,000 for the River Search and Rescue Plan Project, including the installation of the Bridge Campground River Search and Rescue Access, with funds coming from the General Operating Reserve.	Jennifer	
21-01-052	That administration investigate all costs associated with the ownership of the Fire Truck unit #9132, purchased under Section 10.11 of the Regional Service Sharing Agreement and that the transfer of ownership be TABLED.	Jennifer	
21-01-053	That the total 2020 penalties in the amount of \$22,663.16 for Tax Rolls #410831, #422074, and #422125 be reversed.	Jennifer	
21-01-054	That the Tax Roll accounts as detailed be deemed as uncollectable, reflected as bad debt, and written off.  Tax Roll #410831 outstanding balance \$ 3,815.11 Tax Roll #410986 outstanding balance \$ 5,970.68 Tax Roll #422125 outstanding balance \$46,378.62	Jennifer	
21-01-055	That administration apply for reimbursement under the Provincial Education Requisition Credit Program for educational taxes being written off.	Jennifer	
21-01-058	That administration proceed with negotiations to purchase the required land for the La Crete North Storm project and report back to Council prior to submitting an offer to purchase.	Byron Fred	



Motion	Action Required	Action By	Status
21-01-062	That first reading be given to Bylaw 1211-21 being a Partial Plan Cancellation and Consolidation Bylaw for Plan 2938RS, Block 3, Lots 12 & 13, subject to public hearing input.	Caitlin	PH 2021-02-24
21-01-064	That Member at Large vacancies on the Municipal Planning Commission and the Inter-Municipal Planning Commission be advertised.	Carol	In progress Deadline 2021-02-17
21-01-067	That a letter be sent to the Government of Alberta to reopen recreational facilities and business services.	Carol	Completed
21-01-072	That third and final reading of Bylaw 1205-20 being a Land Use Bylaw Amendment to Create a Zoning Overlay to Regulate Development in the Area Surrounding Mackenzie County Airports be TABLED for more information.	Caitlin	
21-01-075	That administration proceed with the land sale of Plan 082 6817, Block 3, Lots 11MR & 12MR for the purpose of consolidation.	Caitlin	
21-01-076	That administration submit Bylaw 1210-21 being a Road Closure Bylaw to close the road within Plan 082 6817 (SW 12-107-14-W5M) to the Minister of Transportation for approval.	Caitlin	Forwarded to the Minister of Transportation



January 20, 2021

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

Attn: Reeve and Council

**RE: Need for a Stronger Western Canadian Municipal Advocate**

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The past few years have presented convincing evidence of the continued lack of advocacy and blatant disregard at the federal level for Western Canada's needs and one of its highly significant industries that impacts us all: the natural resources industry. Our Council here at the Municipal District of Bonnyville (M.D.) is beyond frustrated with this lack of effective representation that Western Canadian municipalities receive.

Currently, our only voice at the national table is that of the Federation of Canadian Municipalities (FCM). From their website, FCM states they "...advocate for municipalities to be sure their citizens' needs are reflected in federal policies and programs. Year after year, our work benefits every municipal government and taxpayer in Canada, and our programming delivers tools that help municipalities tackle local challenges."

**Question:** Do you feel that FCM advocates for the needs of your municipality or western Canada?

**Question:** Does the annual FCM Conference agenda/tours provide relevant value for your municipality?

**Question:** Are the needs of western Canada different than those of eastern Canada, and if so, is it time we entertain the idea of a WCM (Western Canadian Municipalities)?

To their credit, FCM did add a Western Economic Solutions Taskforce as one of their 15 program areas. Unfortunately, this initiative – which was created to mitigate the genuine alienation and hostility western Canadian municipalities experienced at the 2019 FCM Annual Conference held in Quebec City – has not produced any real results.

Our hope is that this letter will spark the much-needed conversation and potential solution to this long-standing issue. We sincerely request that you and your Council take the time to truly reflect on the level of service you are receiving from your current federal advocate. Are they truly the federal voice advocating for your citizens and your municipality?



The M.D. and many other communities across Alberta and western Canada are proud supporters and partners of the oil and gas industry. We wish to be a part of a solution that supports industry competitiveness rather than be forced to absorb Ontario's and Quebec's concepts of crippling changes that impact our municipal sustainability.

Thank you in advance for your Council's reflection on this topic and we look forward to hearing any feedback you may have.

Yours sincerely,

A handwritten signature in blue ink, appearing to read "G. Sawchuk", written in a cursive style.

Greg Sawchuk  
Reeve

cc: Mr. Barry Morishita, President, Alberta Urban Municipalities Association  
Mr. Paul McLaughlin, President, Rural Municipalities of Alberta

/eq



# County of Stettler No. 6

Box 1270  
6602 – 44 Avenue  
Stettler, Alberta TOC 2L0  
T:403.742.4441 F: 403.742.1277  
[www.stettlercounty.ca](http://www.stettlercounty.ca)

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January 21, 2021

Honourable Ric McIver  
320 Legislature Building  
10800-97 Avenue  
Edmonton, AB T5K 2B6

EMAIL: [transportation.minister@gov.ab.ca](mailto:transportation.minister@gov.ab.ca)

Dear Honourable Ric McIver,

## **RE: Uncollectable Property Taxes in the County of Stettler/Seniors Housing Requisitions**

Thank you for the ongoing work the Municipal Affairs ministry has continued with the County of Stettler and with rural municipalities. We appreciate both the time taken and the detail in which the Assessment Tax Model was dissected in 2020. We are sincerely thankful for the understanding exhibited of both rural municipalities' difficult situation as well as the position of our partners in the oil and gas industry.

We are writing today to bring back to the forefront, our frustration, a frustration we share with many rural municipalities, as we once more deal with substantial losses attributed to uncollectable property taxes from oil and gas properties for the 2020 year.

At the December 9, 2020 Council Meeting County of Stettler Council was once again put in the position to write off another \$58,000 in bad debts due to oil and gas. In addition to these bad debts, we are responsible to submit requisitions on behalf of the County of Stettler Housing Authority, 'Seniors Housing Requisition' on behalf of these defunct oil and gas companies.

Between 2015 and 2020, we have paid out of our operating budget, \$178,280.00 in Seniors Housing Requisitions. Seniors Housing authorities budget each year on equalized assessment. At the end of the year, our municipality has been left bailing out the shortfalls due to unpaid oil and gas taxes. We cannot let our senior citizens needs suffer by not submitting these shortfalls, which cover budgeted items, in our case for the County of Stettler Housing Authority. However, it remains our position that municipalities, and ratepayers in our municipalities, should not be left funding uncollectable requisitions and covering shortfalls for private industry.

We respectfully request further engagement with your ministry regarding this ongoing issue, and intervention from Municipal Affairs in seeking resolution.

Sincerely,

A handwritten signature in black ink, appearing to read "Larry Clarke". The signature is fluid and cursive, with the first name "Larry" written in a larger, more prominent script than the last name "Clarke".

Larry Clarke  
REEVE

LC/nt

CC

Honourable Sonya Savage, Minister of Energy

Honourable Josephine Pon, Minister of Seniors and Housing

Mr. Nate Horner, MLA for Drumheller-Stettler

Mr. Paul McLauchlin, President, Rural Municipalities of Alberta

All Alberta Rural Municipalities



## Mackenzie County

P.O. Box 640, Fort Vermilion, AB T0H 1N0  
Phone (780) 927-3718 Fax (780) 927-4266  
www.mackenziecounty.com

January 22, 2021

Ms. Rae-Ann Lajeunesse  
Deputy Minister, Transportation  
2<sup>nd</sup> Floor Twin Atria Building  
4999-98 Avenue  
Edmonton, AB  
T6B 2X3

Dear Ms. Lajeunesse:

**RE: REQUEST FOR RE-ALLOCATION OF ALBERTA MUNICIPAL  
WATER/WASTEWATER PARTNERSHIP FUNDING**

Mackenzie County is pleased to have received your June 29, 2020 letter advising of our success in receiving grant funding for two different projects under the Alberta Municipal Water/Wastewater Partnership (AMWWP).

It is our understanding that this funding was approved under AMWWP after Mackenzie County applied for funding under the Investing in Canada Infrastructure Program (ICIP).

Due to the recent event of flooding in the Hamlet of Fort Vermilion in the spring of 2020 and the unfortunate decline in population and oilfield activity in the Hamlet of Zama City, we are requesting your consideration to re-allocate the funds to a much needed Fort Vermilion Flood Mitigation Plan. The request is to reallocate the \$1,226,000 granted for the Zama Sewage Force Main Upgrade project under AMWWP, to the Fort Vermilion Flood Mitigation Plan under another stream such as the Municipal Sustainability Initiative (MSI) grant or a one time grant like the Municipal Sustainability Program (MSP).

This will still meet the goal of stimulating the economic recovery and support of job creation while also ensuring the implementation of a mitigation plan and long term resiliency of a community hit with recent devastation.

We are available at your convenience to discuss this request further and thank you in advance for your consideration. If you have any further questions please

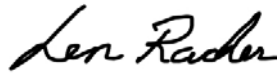
Deputy Minister, Transportation

Page 2

January 22, 2021

feel free to contact our Director of Utilities, Fred Wiebe, at (780) 927-3718 or by email to [fwiebe@mackenziecounty.com](mailto:fwiebe@mackenziecounty.com).

Yours Sincerely,

A handwritten signature in black ink that reads "Len Racher". The signature is written in a cursive, flowing style.

Len Racher  
Chief Administrative Officer  
Mackenzie County

c: Mr. Dan Williams, MLA Peace River  
Mr. Paul Wynnyk, Deputy Minister, Municipal Affairs  
Mackenzie County Council



January 25 2021.

To: Mackenzie County

from: Maarten Braat.

Dear Council,

The flood in Fort Vermilion and other areas took place the end of April 2020.

We are close to the end of January 2021.

In this time frame many things has happened in Fort Vermilion to alleviate the pain after the flood. What I and others have not seen yet is an evaluation of the flood management.

- 1 pre flood
- 2 flood
- 3 after flood.

After the flood in 2018 in North Vermilion life went on and it did not seem to matter what had happened.

Did the county learn something from it. We don't think so.

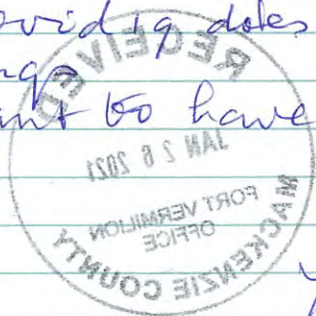
In another 3 months we have a spring breakup coming up.

It does not seem to us that the county is ready for another flood.

There are lately some ideas floating around as we can see in the minutes of the council meetings.

We know that Covid-19 does not give us much room for public meetings.

However, if we want to have public meetings it could be organized.



some concerned citizens  
yours

M. Braat

780 927 3800





## Municipal District of Spirit River No. 133

Box 389 Spirit River, Alberta T0H 3G0  
E-mail: mdsr133@mdspiritriver.ab.ca

Telephone (780) 864-3500  
Fax (780) 864-4303

January 27, 2021

Honourable Premier Kenney  
Alberta Premier

Email: premier@gov.ab.ca

Dear Honourable Premier Kenney,

Thank you for your response to our letter regarding our position on the handling of COVID-19 restrictions. We appreciate the tenuous position the government is in when making decisions surrounding the containment of COVID-19.

The MD of Spirit River appreciates the importance of preserving life, however we also recognize that the loss of lives during the shutdown will not be limited to those who die from COVID-19.

The aftermath of the lockdown as identified in the paper *COVID-19: Rethinking the Lockdown Groupthink*, by Ari R Joffe MD, FRCPC with the Stollery Hospital, clearly outlines the massive cost both financially and to human lives if we continue with the lockdowns.

In the paper Joffe states, "... lockdowns are far more harmful to human health than COVID-19 can be." We have attached a copy of his paper.

There are numerous other Physicians and papers, including the Great Barrington Declaration ([gbdeclaration.org](http://gbdeclaration.org)), a statement written by three public health experts from Harvard, Stanford and Oxford, that back the findings of Joffe.

Our council wishes to publicly state that we support the governments steps to reopening the economy and choosing a balanced approach to ensure a quick return to our economy and our wellbeing. We commend the leadership role you are taking.

Sincerely,

Tony Van Rootselaar, Reeve  
Municipal District of Spirit River

Cc: Honourable Tyler Shandro Minister of Health  
Honourable Nate Glubish, Minister of Service Alberta  
Honourable Doug Schweitzer, Minister of Jobs, Economy and Innovation  
Todd Loewen, MLA Central Peace Notley  
Dan Williams, MLA Peace River

\*\*\*To all RMA and AUMA Members\*\*\*

AIRDRIE	MOUNTAIN VIEW COUNTY	CASTOR	RAYMOND
BEAUMONT	NEWELL, COUNTY OF	CLARESHOLM	REDCLIFF
BROOKS	NORTHERN LIGHTS, COUNTY OF	COALDALE	REDWATER
CALGARY	NORTHERN SUNRISE COUNTY	COALHURST	RIMBEY
CAMROSE	OPPORTUNITY NO. 17, M.D. OF	COCHRANE	ROCKY MOUNTAIN HOUSE
CHESTERMERE	PAINT EARTH NO. 18, COUNTY OF	CORONATION	SEDGEWICK
COLD LAKE	PARKLAND COUNTY	CROSSFIELD	SEXSMITH
EDMONTON	PEACE NO. 135, M.D. OF	DAYSLAND	SLAVE LAKE
FORT SASKATCHEWAN	PINCHER CREEK NO. 9, M.D. OF	DEVON	SMOKY LAKE
GRANDE PRAIRIE	PONOKA COUNTY	DIDSBURY	SPIRIT RIVER
LACOMBE	PROVOST NO. 52, M.D. OF	DRAYTON VALLEY	ST. PAUL
LEDUC	RANCHLAND NO. 66, M.D. OF	DRUMHELLER	STAVELY
LETHBRIDGE	RED DEER COUNTY	ECKVILLE	STETTLER
LLOYDMINSTER	ROCKY VIEW COUNTY	EDSON	STONY PLAIN
MEDICINE HAT	SADDLE HILLS COUNTY	ELK POINT	STRATHMORE
RED DEER	SMOKY LAKE COUNTY	FAIRVIEW	SUNDRE
SPRUCE GROVE	SMOKY RIVER NO. 130, M.D. OF	FALHER	SWAN HILLS
ST. ALBERT	SPIRIT RIVER NO. 133, M.D. OF	FORT MACLEOD	SYLVAN LAKE
WETASKIWIN	ST. PAUL NO. 19, COUNTY OF	FOX CREEK	TABER
CROWNEST PASS, MUNICIPALITY OF	STARLAND COUNTY	GIBBONS	THORSBY
JASPER, MUNICIPALITY OF	STETTLER NO. 6, COUNTY OF	GRIMSHAW	THREE HILLS
LAC LA BICHE COUNTY	STURGEON COUNTY	HANNA	TOFIELD
MACKENZIE COUNTY	TABER, M.D. OF	HARDISTY	TROCHU
STRATHCONA COUNTY	THORHILD COUNTY	HIGH LEVEL	TURNER VALLEY
WOOD BUFFALO, REGIONAL MUNICIPALITY OF	TWO HILLS NO. 21, COUNTY OF	HIGH PRAIRIE	TWO HILLS
ACADIA NO. 34, M.D. OF	VERMILION RIVER, COUNTY OF	HIGH RIVER	VALLEYVIEW
ATHABASCA COUNTY	VULCAN COUNTY	HINTON	VAUXHALL
BARRHEAD NO. 11, COUNTY OF	WAINWRIGHT NO. 61, M.D. OF	INNISFAIL	VEGREVILLE
BEAVER COUNTY	WARNER NO. 5, COUNTY OF	IRRICANA	VERMILION
BIG LAKES COUNTY	WESTLOCK COUNTY	KILLAM	VIKING
BIGHORN NO. 8, M.D. OF	WETASKIWIN NO. 10, COUNTY OF	LAMONT	VULCAN
BIRCH HILLS COUNTY	WHEATLAND COUNTY	LEGAL	WAINWRIGHT
BONNYVILLE NO. 87, M.D. OF	WILLOW CREEK NO. 26, M.D. OF	MAGRATH	WEMBLEY
BRAZEAU COUNTY	WOODLANDS COUNTY	MANNING	WESTLOCK
CAMROSE COUNTY	YELLOWHEAD COUNTY	MAYERTHORPE	WHITECOURT
CARDSTON COUNTY	ATHABASCA	MCLENNAN	ACME
CLEAR HILLS COUNTY	BANFF	MILK RIVER	ALBERTA BEACH
CLEARWATER COUNTY	BARRHEAD	MILLET	ALIX
CYPRESS COUNTY	BASHAW	MORINVILLE	ALLIANCE
FAIRVIEW NO. 136, M.D. OF	BASSANO	MUNDARE	AMISK
FLAGSTAFF COUNTY	BEAVER LODGE	NANTON	ANDREW
FOOTHILLS COUNTY	BENTLEY	NOBLEFORD	ARROWWOOD
FORTY MILE NO. 8, COUNTY OF	BLACK DIAMOND	OKOTOKS	BARNWELL
GRANDE PRAIRIE NO. 1, COUNTY OF	BLACKFALDS	OLDS	BARONS
GREENVIEW NO. 16, M.D. OF	BON ACCORD	ONOWAY	BAWL F
KNEEHILL COUNTY	BONNYVILLE	OYEN	BEISEKER
LAC STE. ANNE COUNTY	BOW ISLAND	PEACE RIVER	BERWYN
LACOMBE COUNTY	BOWDEN	PENHOLD	BIG VALLEY
LAMONT COUNTY	BRUDERHEIM	PICTURE BUTTE	BITTERN LAKE
LEDUC COUNTY	CALMAR	PINCHER CREEK	BOYLE
LESSER SLAVE RIVER NO. 124, M.D. OF	CANMORE	PONOKA	BRETON
LETHBRIDGE COUNTY	CARDSTON	PROVOST	CARBON

MINBURN NO. 27, COUNTY OF  
CAROLINE  
CHAMPION  
  
CHAUVIN  
CHIPMAN  
CLIVE  
CLYDE  
CONSORT  
COUTTS  
COWLEY  
CREMONA  
CZAR  
DELBURNE  
DELIA  
DONALDA  
DONNELLY  
DUCHESS  
EDBERG  
EDGERTON  
ELNORA  
EMPRESS  
FOREMOST  
FORESTBURG  
GIROUXVILLE  
GLENDON  
GLENWOOD  
HALKIRK  
HAY LAKES  
HEISLER  
HILL SPRING  
HINES CREEK  
HOLDEN  
HUGHENDEN  
HUSSAR  
HYTHE  
INNISFREE  
IRMA  
KITSCOTY  
LINDEN  
LOMOND

CARSTAIRS  
LONGVIEW  
LOUGHEED  
  
MANNVILLE  
MARWAYNE  
MILO  
MORRIN  
MUNSON  
MYRNAM  
NAMPA  
PARADISE VALLEY  
ROCKYFORD  
ROSALIND  
ROSEMARY  
RYCROFT  
RYLEY  
SPRING LAKE  
STANDARD  
STIRLING  
VETERAN  
VILNA  
WARBURG  
WARNER  
WASKATENAU  
YOUNGSTOWN  
ARGENTIA BEACH  
BETULA BEACH  
BIRCH COVE  
BIRCHCLIFF  
BONDISS  
BONNYVILLE BEACH  
BURNSTICK LAKE  
CASTLE ISLAND  
CRYSTAL SPRINGS  
GHOST LAKE  
GOLDEN DAYS  
GRANDVIEW  
GULL LAKE  
HALF MOON BAY

RAINBOW LAKE  
HORSESHOE BAY  
ISLAND LAKE  
ISLAND LAKE  
SOUTH  
ITASKA BEACH  
JARVIS BAY  
KAPASWIN  
LAKEVIEW  
LARKSPUR  
MA-ME-O BEACH  
MEWATHA BEACH  
NAKAMUN PARK  
NORGLENWOLD  
NORRIS BEACH  
PARKLAND BEACH  
PELICAN NARROWS  
POINT ALISON  
POPLAR BAY  
ROCHON SANDS  
ROSS HAVEN  
SANDY BEACH  
SEBA BEACH  
SILVER BEACH  
SILVER SANDS  
SOUTH BAPTISTE  
SOUTH VIEW  
SUNBREAKER COVE  
SUNDANCE BEACH  
SUNRISE BEACH  
SUNSET BEACH  
SUNSET POINT  
VAL QUENTIN  
WAIPAROUS  
WEST BAPTISTE  
WEST COVE  
WHISPERING HILLS

CARMANGAY  
WHITE SANDS  
YELLOWSTONE  
  
I.D. NO. 04 (WATERTON)  
I.D. NO. 09 (BANFF)  
I.D. NO. 12 (JASPER NATIONAL PARK)  
I.D. NO. 13 (ELK ISLAND)  
I.D. NO. 24 (WOOD BUFFALO)  
I.D. NO. 25 (WILLMORE WILDERNESS)  
IMPROVEMENT DISTRICT NO. 349  
KANANASKIS IMPROVEMENT DISTRICT  
SPECIAL AREAS BOARD

December 4, 2020

Jennifer Batt, Director of Finance  
Mackenzie County  
4511 – 46 Avenue  
Fort Vermillion, Alberta T0H 1N0

Dear Jennifer Batt:

**RE: 2019 Northwest Alberta Wildfires Disaster Recovery Program**  
**- Municipal Payment Summary**

I am writing to advise that the Disaster Recovery Program has received your request for \$12,328.00. A payment summary and a listing of eligible costs are enclosed. As you have a remaining advance of \$4,417,042.73, no payment will be forthcoming. A payment summary listing all eligible costs is enclosed.

Project Number	Project Description	Amount Submitted	Amount Eligible
1.6	Grazing Leases	\$12,328.00	\$12,328.00
<b>Total</b>		<b>\$12,328.00</b>	<b>\$12,328.00</b>

<b>Outstanding Advance</b>	<b>\$6,417,042.73</b>
Advance Outstanding after current reconciliation	<b>\$6,404,714.73</b>
<b>Total Payment Forthcoming</b>	<b>0.00</b>

Please be advised that this project is now closed. If you disagree with any decision made on your file or if you have any questions or concerns, please contact your Case Manager for this program, Joyette McCalla at 780-217-5492 or by email at [joyette.mccalla@gov.ab.ca](mailto:joyette.mccalla@gov.ab.ca).

Sincerely,



Rick Melynchuk  
Acting Manager, Community Recovery Services  
Alberta Emergency Management Agency

Attachments





December 17, 2020

Jennifer Batt, Director of Finance  
 Mackenzie County  
 4511 – 46 Avenue  
 Fort Vermillion, Alberta T0H 1N0

Dear Jennifer Batt:

**RE: 2019 Northwest Alberta Wildfires Disaster Recovery Program  
- Municipal Payment Summary**

I am writing to advise that the Disaster Recovery Program has received your request for \$114,295.73. A payment summary and a listing of eligible costs are enclosed. As you have a remaining advance of \$6,404,714.73, no payment will be forthcoming. A payment summary listing all eligible costs is enclosed.

Project Number	Project Description	Amount Submitted	Amount Eligible
1.3	Evacuee Supports - Hotels	\$114,301.12	\$114,295.73
<b>Total</b>		<b>\$114,301.12</b>	<b>\$114,295.73</b>

<b>Outstanding Advance</b>	<b>\$6,404,714.73</b>
Advance Outstanding after current reconciliation	<b>\$6,290,419.00</b>
<b>Total Payment Forthcoming</b>	<b>0.00</b>

Please be advised that this project is now closed. If you disagree with any decision made on your file or if you have any questions or concerns, please contact your Case Manager for this program, Joyette McCalla at 780-217-5492 or by email at [joyette.mccalla@gov.ab.ca](mailto:joyette.mccalla@gov.ab.ca).

Sincerely,



Rick Melynchuk  
 Acting Manager, Community Recovery Services  
 Alberta Emergency Management Agency

Attachments



January 2, 2021

Jennifer Batt, Director of Finance  
Mackenzie County  
4511 – 46 Avenue  
Fort Vermillion, Alberta T0H 1N0

Dear Jennifer:

**RE: 2019 Northwest Alberta Wildfires Disaster Recovery Program**  
**- Municipal Payment Summary**

I am writing to advise that the Disaster Recovery Program has received your request for \$72,580.00. A payment summary and a listing of eligible costs are enclosed. As you have a remaining advance of \$6,290,419, no payment will be forthcoming. A payment summary listing all eligible costs is enclosed.

Project Number	Project Description	Amount Submitted	Amount Eligible
3	Remediation – Pinelodge Bible Camp	\$72,580.00	\$72,580.00
<b>Total</b>		<b>\$72,580.00</b>	<b>\$72,580.00</b>

<b>Outstanding Advance</b>	<b>\$6,290,419.00</b>
Advance Outstanding after current reconciliation	<b>\$6,217,839.00</b>
<b>Total Payment Forthcoming</b>	<b>0.00</b>

Please be advised that this project is now closed. If you disagree with any decision made on your file or if you have any questions or concerns, please contact your Case Manager for this program, Lorna Hercules at 780-217-5492 or by email at [joyette.mccalla@gov.ab.ca](mailto:joyette.mccalla@gov.ab.ca).

Sincerely,



Rick Melnychuk  
Acting Manager, Community Recovery Services  
Alberta Emergency Management Agency

Attachments



December 18, 2020

Jennifer Batt, Director of Finance  
Mackenzie County  
4511 – 46 Avenue  
Fort Vermillion, Alberta T0H 1N0

Dear Jennifer:

**RE: 2019 Northwest Alberta Wildfires Disaster Recovery Program  
- Municipal Payment Summary**

I am writing to advise that the Disaster Recovery Program has received your request for \$1,852,049.26. A payment summary and a listing of eligible costs are enclosed. As you have a remaining advance of \$6,217,839.00, no payment will be forthcoming. A payment summary listing all eligible costs is enclosed.

Project Number	Project Description	Amount Submitted	Amount Eligible
1.5	Pre-emptive Structural Protection	\$1,852,049.26	\$1,842,054.90
<b>Total</b>		<b>\$1,852,049.26</b>	<b>\$1,842,054.90</b>

<b>Outstanding Advance</b>	<b>\$6,217,839.00</b>
Advance Outstanding after current reconciliation	<b>\$4,375,784.10</b>
<b>Total Payment Forthcoming</b>	<b>0.00</b>

Please be advised that this project is now closed. If you disagree with any decision made on your file or if you have any questions or concerns, please contact your Case Manager for this program, Joyette McCalla at 780-217-5492 or by email at joyette.mccalla@gov.ab.ca.

Sincerely,



Rick Melynychuk  
Acting Manager, Community Recovery Services  
Alberta Emergency Management Agency

Attachments





January 27, 2021

Dear Watershed Planning and Advisory Councils:

I am pleased to announce that the Alberta Water Council (AWC) has released our recently completed a *Building Resiliency to Multi-Year Drought in Alberta Guide*, companion report, and supporting workshop materials. I hope you will help raise awareness of this work by sharing this with your network.

The public release of this guide, its companion document, and the workshop materials marks a significant step towards creating a foundation for communities in Alberta to prepare for and mitigate drought impacts. The guide aims to bring together the most current information, tools, and resources as a reference to support small urban and rural communities, including towns, villages, and municipal districts. Drought will continue to be a potential climate hazard in Alberta, and we hope this work will help allow communities to become more drought resilient and be able to survive, adapt, and grow in response to drought.

The WPACs are an integral member of the AWC and we are proud to develop important water management tools like these with your continued support.

The following materials are available on the AWC website here:

<https://www.awchome.ca/projects/building-resiliency-multi-year-drought-6/>

- 1) *Building Resiliency to Multi-Year Drought in Alberta: Guide*
- 2) *Building Resiliency to Multi-Year Drought in Alberta: Companion Report*
- 3) Workshop supporting materials (e.g. factsheets, worksheets, and customizable templates)
- 4) News release
- 5) Backgrounder

More information about this project and others is available on our website [www.awchome.ca](http://www.awchome.ca).

Please feel free to contact me if you have any questions about any of the documents or need any additional information.

Sincerely,

Andre Asselin, Executive Director  
780-644-7381  
[aasselin@awc-casa.ca](mailto:aasselin@awc-casa.ca)





## Mackenzie County

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

January 27, 2021

The Honourable Jason Kenney  
Premier of Alberta  
307 Legislature Building  
10800-97 Avenue  
Edmonton, AB  
T5K 2B6

Dear Premier:

### **RE: REOPENING RECREATIONAL AND BUSINESS SERVICES**

While we appreciate the work the government has done to ensure the safety of Albertans, we recognize the extreme toll the pandemic has taken on our residents, businesses and recreational centres.

We strongly urge the Provincial Government to reopen access to indoor recreational facilities, such as arenas, to the public and establish additional supportive public health guidelines. These could include allowing facility rentals for private functions.

Additionally, we urge the Provincial Government to reopen all business services as many are at risk of closing permanently and losing their livelihood. In our rural remote northern location, services such as restaurants are extremely limited. Reinstating in-person service will assist in sustainability into the future.

Again, we thank you for your efforts in keeping Albertans safe, and we look forward to having a conversation with you to discuss the specific needs of our communities. Please feel free to contact me at (780) 926-7405 or by email to [josh@mackenziecounty.com](mailto:josh@mackenziecounty.com).

Yours sincerely,

Josh Knelsen  
Reeve

c: Dr. Deena Hinshaw, Chief Medical Officer of Health  
Mr. Dan Williams, MLA Peace River  
Rural Municipalities of Alberta – Member Municipalities  
Alberta Urban Municipalities Association – Member Municipalities  
Mackenzie County Council  
La Crete Chamber of Commerce  
Fort Vermilion & Area Board of Trade  
High Level Chamber of Commerce



309B Macleod Trail SW  
High River, Alberta Canada T1V 1Z5  
P: 403.652.2110 F: 403.652.2396  
www.highriver.ca

February 3, 2021

*OFFICE OF THE MAYOR*

*VIA E-MAIL: office@mackenziecounty.com*

Office of the Reeve,  
Mackenzie County  
PO Box 640  
Fort Vermilion, AB T0H 1N0

**Attention: Reeve Joshua Knelsen**

**RE: Reinstatement of the 1976 Coal Development Policy**

---

Dear Reeve:

In June of 2020, the Government of Alberta rescinded the Coal Development Policy (Coal Policy) without adequate consultation with First Nations, environmental groups, residents, property owners and local governments. This policy was originally developed with the intended purpose to guide coal extraction along the eastern slopes of the Rockies based upon a land use classification system and dictated where and how coal leasing, exploration and development could occur.

The Coal Policy introduced in 1976, guided coal extraction in one of the most important landscapes in Alberta and Canada. The Eastern Slopes provides water to users from the Rockies to the Hudson Bay. For 44 years, the policy provided essential protection of valuable water resources, ensuring downstream communities had access to clean drinking water, that farmers had access to irrigation water to protect their livelihoods and that ecosystems that tourists come to experience remained in their pristine state.

The rescindment of any policy that affects public lands and/or water resources, requires public consultation with First Nations, environmental groups, residents of Alberta, property owners and local municipalities. Without that consultation, our democratic processes are undermined.

In response to the Government of Alberta's action, the Town of High River's Council adopted the following resolution at its Regular Meeting of Council on January 11, 2021:

***BE IT RESOLVED THAT*** Council direct Administration to draft a letter to Premier Jason Kenney, requesting the immediate reinstatement of the 1976 Alberta Coal Policy which was rescinded on June 1, 2020;

***AND THAT*** the letter requests that the Government of Alberta begin public consultation with Indigenous groups, environmental groups and all stakeholders in Alberta on any proposed revisions or replacement to this policy;

***AND FURTHER THAT*** this letter be sent to the Minister of Environment & Parks Honorable Jason Nixon, Minister of Energy Honourable Sonya Savage as well as the MLA for Livingstone-Macleod Roger Reid.

This letter was sent to the Premier and Ministers on January 12, 2021 and a meeting has been requested with the Premier. To date, the Town of High River has neither received a response to our letter nor a meeting with the Premier.

Other local governments, public officials and Albertans have called upon the Government of Alberta to reinstate the Coal Policy. In response, the Government of Alberta has cancelled some of the coal leases but this is not adequate in order to protect water resources for downstream communities, such as High River.

Therefore, at the February 1, 2021 Special Meeting of Council, the following resolution was adopted:

***WHEREAS*** Council adopted resolution #RC 14 -2021 requesting the Province of Alberta immediately re-instate the 1976 Coal Development Policy;

***AND WHEREAS*** coal exploration and open pit mining will impact water resources for downstream communities affecting businesses, residents, ranchers, farmers and ecosystems;

***AND WHEREAS*** coal exploration is causing irreparable damage to the landscapes and watersheds as well as adversely affecting the public's access, use and enjoyment of Crown lands on the Eastern Slopes of Alberta;

***AND WHEREAS*** local First Nations groups, municipalities, landowners and ranchers are legally challenging the Province's rescindment of the 1976 Coal Policy in the Courts;

***BE IT RESOLVED THAT*** Council request all coal exploration be immediately ceased on the Eastern Slopes of Alberta and cease issuance of any new exploration permits on the Eastern Slopes of Alberta until public consultation has taken place regarding the future of coal mining on the Eastern Slopes of Alberta;

***AND THAT*** Council request the Government of Alberta & Premier Jason Kenney issue an immediate stop work order for all existing coal exploration permits on the Eastern Slopes of Alberta and cease issuance of any new exploration permits on the Eastern Slopes of Alberta until public consultation has taken place regarding the future of coal mining on the Eastern Slopes of Alberta;


***AND THAT*** Council direct Administration to investigate legal options relating to the damage caused due to exploration on Alberta's Eastern Slopes.

***AND FURTHER THAT*** Council direct Administration to prepare a letter with a copy of this resolution to all members of the Federation of Canadian Municipalities, Alberta Urban Municipalities Association, Rural Municipalities of Alberta, Municipalities of Saskatchewan, Saskatchewan Association of Rural Municipalities and Association of Manitoba Municipalities requesting their support to re-instate the 1976 Coal Development Policy.

In light of this resolution, the Town of High River is respectfully requesting that you consider drafting a letter of support to the Government of Alberta for the immediate Exploration Stop Work Order as well as the reinstatement of the Coal Policy.

Thank you for considering our request,

Sincerely,

A handwritten signature in black ink, appearing to read "Craig Snodgrass", enclosed within a large, loopy circular scribble.

Craig Snodgrass  
Mayor

CS/cp/kr



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January 29, 2021

Honourable Kaycee Madu  
Minister of Justice and Solicitor General  
424 Legislature Building  
10800 - 97 Avenue NW  
Edmonton, AB T5K 2B6

Dear Minister Madu:

On behalf of the Alberta Police Interim Advisory Board, please find attached the Board's report on recommendations for 2021-22 policing priorities. This report fulfills the following two mandate items from the Board's Terms of Reference:

- *Provide a report detailing the Interim Board's recommendations and advice on the JSJ/RCMP "K" Division Multi-year Financial Plan by January 31, 2021; and*
- *Provide a report detailing the Interim Board's recommendations and advice on provincial policing priorities by January 31, 2021.*

Please note that we have combined our recommendations on the multi-year financial plan and provincial policing priorities into the same document.

Thank you again for the opportunity to provide these recommendations. We would be happy to meet with you if you would like to discuss our recommendations in greater detail. The Board is now working on creating the governance recommendations for the operational Board to complete our final mandate items.

If you have any questions or suggestions at this time, please feel free to contact me at [tthorn@okotoks.ca](mailto:tthorn@okotoks.ca).

We look forward to engaging with you soon!

Sincerely,

A handwritten signature in black ink, appearing to read 'Tanya Thorn', with a long horizontal flourish extending to the right.

Tanya Thorn  
Chair  
Alberta Police Interim Advisory Board

cc: Paul McLaughlin, President, Rural Municipalities of Alberta  
Barry Morishita, President, Alberta Urban Municipalities Association  
Terry Coleman, Chair, Alberta Association of Police Governance  
Deputy Commissioner Curtis Zablocki, "K" Division RCMP  
Marlin Degrand, Justice & Solicitor General

Encl: (2)



# ALBERTA POLICE INTERIM ADVISORY BOARD

Report on Municipal Policing Priorities

January 2021



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## Executive Summary

The Alberta Police Advisory Board was created by the Minister of Alberta Justice and Solicitor General in spring 2020 to give municipalities served by the Provincial Police Service Agreement (PPSA) a strong voice in setting policing priorities. One of the Board’s mandated deliverables was to provide input into discussions on provincial policing priorities for the 2021/22 fiscal year. This report fulfills that mandate and is also intended to be used to inform the Government of Alberta/RCMP multi-year financial plan.

The Board has developed eight municipal policing priorities and related recommendations. These priorities and recommendations are of equal importance to municipalities.

Priority	Recommendations
Develop a coordinated, long-term strategy to ensure that all vacant frontline detachment positions are filled.	<ul style="list-style-type: none"> <li>• Work with the Alberta Police Advisory Board to identify and prioritize vacancies and gaps in service in both Provincial Police Service Agreement (PPSA) and Municipal Police Service Agreement (MPSA) municipalities. This would include determining what factors should be considered in making resourcing decisions, as well as the relative importance of each factor.</li> <li>• Develop clear and consistent communication processes with municipalities around vacancies, including information on when and how they will be filled.</li> </ul>
Update the detachment resourcing methodology to ensure that resourcing decisions reflect community needs.	<ul style="list-style-type: none"> <li>• Work with the Alberta Police Advisory Board to review resourcing methodology to ensure it reflects community need, particularly at the local level. This may include both enhancing direct RCMP engagement with local communities, and working with the Alberta Police Advisory Board to refine resourcing methodology based on the local input gathered.</li> <li>• Work with the Alberta Police Advisory Board to improve communication with municipalities so that they understand how resources are allocated, as well as the value of centralized, specialized, and civilian positions.</li> </ul>
Increase efforts to target repeat offenders committing crimes in rural and small urban municipalities.	<ul style="list-style-type: none"> <li>• Collaborate with the Alberta Police Advisory Board to develop ways in which repeat offender-related strategies and information can be consistently and effectively communicated between detachments and municipalities or police advisory bodies, and how such discussions can then be further communicated to CRUs.</li> <li>• Improve reporting to municipalities and the public on what constitutes a “repeat offender” and the strategies being undertaken by the RCMP to address repeat offenders, especially in rural and small urban municipalities.</li> </ul>
Work with municipal and community leaders to identify	<ul style="list-style-type: none"> <li>• Collaborate with the Alberta Police Advisory Board to develop best practices and standards for detachments to follow to</li> </ul>

<p>local priority enforcement areas and use this information to determine detachment and regional crime reduction strategies.</p>	<p>improve collaboration and engagement with small municipalities.</p> <ul style="list-style-type: none"> <li>Recognize different rural and urban crime priority areas and use this information to inform local, regional, and provincewide policing priorities and strategies.</li> </ul>
<p>Continue to support detachments in conducting proactive policing and community engagement through the increased use of Crime Reduction Units, Call Back Units, and other resources that will allow frontline officers to increase their presence in the community.</p>	<ul style="list-style-type: none"> <li>Collaborate with the Alberta Police Advisory Board to develop meaningful definitions and measures of proactive policing and community visibility that are relevant in both urban and rural municipalities.</li> <li>Determine how the continued growth of specialized units will directly support improved frontline policing (including proactive policing and community visibility) in rural and small urban municipalities.</li> <li>Collaborate with the Alberta Police Advisory Board to develop messaging on how to better communicate the proactive policing initiatives already underway to support improved rural police services.</li> </ul>
<p>Provide the Alberta Police Advisory Board with adequate and consistent financial and administrative support.</p>	<ul style="list-style-type: none"> <li>That Alberta Justice and Solicitor General allocate a portion of revenues collected annually through the police costing model to provide required administrative funding for the Alberta Police Advisory Board before transferring funding to the RCMP.</li> <li>Collaborate with the Interim Board to determine long-term board costs and administrative requirements in order to inform the funding allocation.</li> </ul>
<p>Work with the Alberta Police Advisory Board to develop best practices to enhance the quality and consistency of communication and collaboration between detachments and the municipalities that they serve.</p>	<ul style="list-style-type: none"> <li>Collaborate with the Alberta Police Advisory Board (possibly through the formation of a sub-committee involving RCMP, Government of Alberta, and Board members) to develop communication and collaboration best practices and approaches in the following areas: <ul style="list-style-type: none"> <li>How to form relationships with municipal leaders</li> <li>How to effectively report to and update municipalities about policing in the community</li> <li>How to work with municipalities to identify and engage community leaders, including those from racialized and/or under-represented communities</li> <li>How to maintain collaboration following changes in detachment and/or municipal leadership</li> </ul> </li> </ul>
<p>Work with community and municipal leaders to address racism and other forms of discrimination in policing.</p>	<ul style="list-style-type: none"> <li>Develop measurable detachment-level requirements for engaging with local racialized and/or under-represented communities.</li> <li>Collaborate with municipalities and other leading community organizations to raise awareness of and respond to local social justice issues.</li> </ul>

	<ul style="list-style-type: none"><li>• Collaborate with the Alberta Police Advisory Board to develop initiatives that will support detachments in undertaking this action.</li></ul>
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As the role of the Alberta Police Advisory Board is to provide recommendations to the RCMP and Alberta Justice and Solicitor General, it is ultimately the responsibility of the provincial government and “K” Division leadership to decide whether to accept the Board’s recommendations, and if so, how to integrate them into existing planning processes and strategic initiatives.

The Board would be pleased to meet with RCMP and Alberta Justice and Solicitor General leadership to discuss the priorities identified in this report, and how all three groups can work together towards effective implementation.

## Introduction

The Minister of Justice and Solicitor General established the Alberta Police Advisory Board in spring 2020 to give municipalities served by the Provincial Police Service Agreement (PPSA)<sup>1</sup> a strong voice in setting policing priorities. As the order of government closest to its citizens, municipalities are well-positioned to help the RCMP identify and address community policing<sup>2</sup> and public safety issues. The Board can therefore play an important role in ensuring that policing reflects the needs and concerns of Albertans across the province.

The Alberta Police Advisory Board is being implemented in two phases: in the first year, an interim Board is developing the Board's structure and scope. On the completion of the interim Board's mandate, the work of the operational Board will begin for a four-year term. As per the Terms of Reference developed by Alberta Justice and Solicitor General (Appendix 1), the Interim Board is made up of four representatives from the Rural Municipalities of Alberta (RMA) Board, four representatives from the Alberta Urban Municipalities Association (AUMA) Board, and one representative from the Alberta Association of Police Governance Executive. A list of the current interim Board members is provided in Appendix 2.

The Interim Board has been mandated to:

1. Develop the scope and terms of reference for the operational Board.
2. Develop a recruitment and selection process for operational Board members.
3. Develop governance documents for the operational Board, including at minimum, a Competency Matrix for Board member appointments and review, a Code of Conduct, and a Mandate and Roles Document.
4. Provide input, advice, and recommendations to the provincial government and RCMP "K" Division on the buildup of the provincial police service.
5. Provide input into discussions on provincial policing priorities for the 2021/22 fiscal year to facilitate engagement during transition to the operational Board.

This report contains the Interim Board's recommendations and advice on provincial policing priorities for the 2021/22 fiscal year (Mandate Item 5). The report is also intended to be used to inform the Government of Alberta/RCMP Multi-Year Financial Plan.

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<sup>1</sup> Under the *Police Act*, the Government of Alberta is responsible for providing police services to urban municipalities with populations of 5,000 or less and all municipal districts and counties. The provincial government meets this obligation by contracting the RCMP to deliver police services to these municipalities through the Provincial Police Service Agreement (PPSA). This agreement is negotiated and signed by the provincial and federal governments.

<sup>2</sup> Community policing is a philosophy that promotes organizational strategies that support the systematic use of partnerships and problem-solving techniques to proactively address the immediate conditions that give rise to public safety issues such as crime, social disorder, and fear of crime.

## Stakeholder Engagement

Since its establishment, the Alberta Police Interim Advisory Board has been engaging with key stakeholders to gather information and develop recommendations on policing priorities.

The Board distributed a survey to municipalities in fall 2020 to learn more about municipal perspectives on policing (see survey questions in Appendix 3). This survey received 209 responses from 160 different municipalities. The Board also solicited input from municipalities through email and in person at RMA and AUMA events. Municipal feedback provided the foundation for the recommendations in this report.

Additionally, the Board met multiple times with RCMP “K” Division and Alberta Justice and Solicitor General to learn about current policies and processes related to planning, budgeting, and resource allocation for the provincial police service. This included reviewing the policing priorities and performance measures identified by the RCMP and Alberta Justice and Solicitor General in their 2018-2021 Joint Business Plan.

## Engagement Themes: What We Heard

The Alberta Police Interim Advisory Board received a wide range of feedback from municipalities on how to enhance policing in Alberta. While quantitative analysis of survey results has been invaluable in helping the Board determine policing priorities for municipalities, several broader themes also emerged through qualitative analysis. Some of these themes highlight broad, societal issues that the RCMP cannot resolve alone, but should consider in both their strategic planning and day-to-day operations. Other themes focus on specific policing areas that the RCMP can address directly. The Board was pleased to note that these themes are generally aligned with some of the priorities outlined in the existing Alberta Justice and Solicitor General/RCMP 2018-2021 Joint Business Plan, indicating a degree of agreement between municipalities, the provincial government, and the RCMP on future goals and directions for policing in Alberta.

### Systemic Resource Constraints

Municipalities have consistently highlighted resource constraints in the provincial health, policing, and justice systems as a key barrier to effective policing. Municipalities do not expect to have a hospital, police detachment, and courthouse in every community in Alberta; however, all Albertans must have equitable access to health, police, and justice services and these services must be appropriately resourced in order to be effective. While the RCMP is now in a position to increase its resources as a result of additional funding raised through the new police costing model, their effectiveness will continue to be limited as long as there are vacancies and gaps in the health and justice systems. It is important to note that both the justice and healthcare systems fall under provincial jurisdiction, and municipal governments have a limited role in provincial policy, planning, and decision-making for these systems. Additionally, given fiscal constraints and limited mechanisms for raising revenue, municipalities are not able to fill in gaps in provincial funding.

## Crime Reduction and Prevention

As crime and the costs of policing continue to be a key issue in both rural and urban communities, municipalities have identified the need to focus on crime prevention and reduction by resolving the root causes of crime. There is considerable research showing that early intervention and prevention with youth, families, and schools reduces violent crime in a cost-effective way: crime can be prevented by responding as soon as possible when people have risk factors such as addiction, loss of employment, or mental illness. While most early intervention and prevention programs fall under provincial jurisdiction, there is a role for the RCMP to play in cross-agency collaboration with various stakeholders and levels of government to identify the root causes of crime at a community level, pool resources, and coordinate responses. Municipalities do play a role in delivering preventative social supports through the Family and Community Support Services (FCSS) program; in fact, more than half of the municipalities participating in this program pay more than the required municipal cost share for the program. However, municipalities are limited by legislation that prevents FCSS programs from duplicating any provincial services.

## Outcome Accountability

Municipalities expect the RCMP to operate according to prescribed accountability and governance frameworks. Many municipalities identified the need for a more transparent, collaborative approach to assessing RCMP performance that is based on the identification of policing and public safety goals through a closer working relationship between the RCMP and their primary stakeholders, particularly municipalities, which are well-positioned to identify community safety issues. Once such goals are identified, appropriate indicators should be created for assessing whether progress is being made towards achieving these goals, and regular reporting processes should be established. Municipalities are cognizant of the additional resources required to support organizational effectiveness and outcome accountability, and they acknowledge the tension inherent in balancing corporate support and centralized positions with “boots on the ground”. However, a collaborative and transparent approach to RCMP performance assessment that engages stakeholders more directly in goal identification and outcome measurement can lead to more successful, responsive, and accountable policing.

## Social Justice

Recent events such as the National Inquiry into Missing and Murdered Indigenous Women and Children, the Black Lives Matter movement, and the Merlo-Davidson settlement underscore the need to address systemic discrimination in civil society, and the role of police in both perpetuating this discrimination and combatting it. All civil institutions, including municipal governments and police services, must work in partnership with marginalized populations to address discrimination both internally and in their interactions with the citizens they serve. To ensure public confidence in policing, municipalities support improved civilian oversight and transparency, particularly for complaints and disciplinary reviews, as well as recruitment and training initiatives that focus on diversity and inclusion.

## Municipal Policing Priorities

Based on stakeholder feedback, the Alberta Police Interim Advisory Board has developed eight municipal policing priorities and related recommendations to inform discussions on provincial policing priorities for the 2021/22 fiscal year. These priorities and recommendations are of equal importance to municipalities and are grouped by the themes identified in the previous section.

### Systemic Resource Constraints

**Priority 1: Develop a coordinated, long-term strategy to ensure that all vacant frontline detachment positions are filled.**

Albertans need to feel safe and protected in their communities. AUMA, RMA, and the Alberta Association of Police Governance have consistently heard from their members that RCMP vacancy rates and long response times contribute to the perception that some communities are not safe. This feedback has been validated by the responses to the Board's fall 2020 municipal survey, which identified the following three service issues as the most important for municipalities:

- Filling vacancies and providing full coverage service
- 911 response times
- Community visibility

Only cities were likely to indicate an "other" issue as most important; otherwise, all sizes, districts, and types of municipalities agreed on the above issues as their most important.

These service issues reflect an overall lack of resources; accordingly, the Board supports allocating additional police resources to improve policing services; address rising crime rates; and enable community crime prevention and diversion initiatives. The Board was therefore pleased to see the RCMP's announcement that the new police costing model will result in additional resources for the RCMP for 2020/21, specifically 76 new police officers and 57 new civilian support positions. Additionally, the RCMP has shared information with the Board on potential resourcing initiatives that include:

- 24-hour coverage in all PPSA locations
- The creation of a relief team to be deployed to detachments that are experiencing short term human resource shortages
- District general duty resources that would provide district commanders with the flexibility to deploy resources to areas of need

#### **RECOMMENDATIONS:**

- Work with the Alberta Police Advisory Board to identify and prioritize vacancies and gaps in service in both Provincial Police Service Agreement (PPSA) and Municipal Police Service Agreement (MPSA) municipalities. This would include determining what factors should be considered in making resourcing decisions, as well as the relative importance of each factor.
- Develop clear and consistent communication processes with municipalities around vacancies, including information on when and how they will be filled.



## Priority 2: Update the detachment resourcing methodology to ensure that resourcing decisions reflect community needs.

The RCMP currently determines how to allocate policing resources by analyzing each detachment's workload. This analysis takes several factors into account, including travel time, call volume, type of crimes occurring in the area, amount of time required for investigations, size of detachment, and time available for proactive policing. When asked to rank which factors were most important to their municipality, survey respondents identified travel time as by far the most significant factor (43%), followed by the types of crime in the area (29%), then time available for proactive policing (12%). Call volume, detachment size, and investigative time required were seen as less important. Rural and small urban municipalities (municipal districts, villages, and summer villages; populations under 5,000) tended to prioritize travel time over type of crime when compared to larger urban municipalities (cities and towns; populations over 5,000), although both were considered important. This likely reflects the fact that rural and small urban municipalities tend to be further away from detachments than larger municipalities.

Additionally, 70% of respondents either agreed or strongly agreed that resource allocation should be balanced between frontline officers and centralized, specialized, or civilian positions.

### RECOMMENDATIONS:

- Work with the Alberta Police Advisory Board to review resourcing methodology to ensure it reflects community need, particularly at the local level. This may include both enhancing direct RCMP engagement with local communities, and working with the Alberta Police Advisory Board to refine resourcing methodology based on the local input gathered.
- Work with the Alberta Police Advisory Board to improve communication with municipalities so that they understand how resources are allocated, as well as the value of centralized, specialized, and civilian positions.

## Crime Reduction and Prevention

### Priority 3: Increase efforts to target repeat offenders committing crimes in rural and small urban municipalities.

Repeat offenders are a major issue in rural and small urban municipalities across Alberta. Anecdotally, many municipal leaders have indicated that most of the criminal activity occurring within their communities is due to a small group of individuals that frequently re-offend. Survey results highlight the importance that municipal leaders place on addressing repeat offenders, particularly in rural municipalities and specialized municipalities. This may indicate a specific link between repeat offenders and property crimes common in rural areas with a limited police presence.

Although a complete strategy to effectively focus on and reduce the rate of prolific and repeat offenders includes reforms to social supports and the justice system that are beyond the scope of the Alberta Police Advisory Board, there are ways in which policing approaches at the detachment, regional and province-wide level could better address repeat offenders.

The Alberta Justice and Solicitor General/RCMP 2018-2021 Joint Business Plan includes a key initiative under the "crime reduction" priority to establish "specialized crime reduction units focused on targeting

repeat offenders.” It is the Board’s understanding that the first crime reduction unit (CRU) was formed in Alberta in 2017 as a pilot project, and four CRUs are currently in place in the province. The Board supports the CRU model as a key tool to address prolific offenders and appreciates that the RCMP has identified expanding the use of CRUs as a potential 2021 resourcing initiative.

According to the Civilian Review and Complaints Commission’s (CRCC) March 2020 *Review of the RCMP’s Crime Reduction-Type Units*, Alberta’s CRUs collaborate “with the provincial agencies responsible for health, housing, addictions and human services both at the working and senior levels, including the provincial deputy minister level.” While this collaboration between CRUs and provincial agencies is a positive, the report lacks any reference to CRUs attempting to work with municipalities, municipally operated social service organizations (such as Family and Community Support Services), community peace officers, or local non-profit agencies that may provide support to those at high risk of becoming repeat offenders. As many rural and small urban communities have little or no direct provincial agency presence, it is imperative that CRUs increase their collaboration with non-provincial entities that may play a role in both preventing individuals from becoming repeat offenders and helping to identify possible repeat offenders within these communities.

#### **RECOMMENDATIONS:**

- Collaborate with the Alberta Police Advisory Board to develop ways in which repeat offender-related strategies and information can be consistently and effectively communicated between detachments and municipalities or police advisory bodies, and how such discussions can then be further communicated to CRUs.
- Improve reporting to municipalities and the public on what constitutes a “repeat offender” and the strategies being undertaken by the RCMP to address repeat offenders, especially in rural and small urban municipalities.

#### **Priority 4: Work with municipal and community leaders to identify local priority enforcement areas and use this information to determine detachment and regional crime reduction strategies.**

Survey results showed that while some categories of criminal activity are priorities in municipalities of all types, sizes, and regions of Alberta, there are noticeable differences in how important other types of crime were viewed by different survey respondents. For example, although “major property crime” was clearly identified as the most important crime category for Alberta’s municipalities overall, it was ranked as relatively low among town and city respondents (larger urban municipalities) and as very high among rural municipalities, summer villages, and villages. Conversely, towns and villages ranked drug-related offences as a much higher priority than respondents representing rural and small urban municipalities. Similarly, family violence was ranked as a higher priority by larger municipalities, while property crime was less of a priority.

What these results suggest is that while both drug offences and property crimes impact communities of all types and sizes, the **direct** impacts of each likely differ. This data could be interpreted to suggest that individuals committing drug crimes in towns and villages (where they likely live) may be travelling to rural and small urban municipalities to commit property crimes linked to drug sales or use. This is a significant assumption, but it speaks to the larger issue: crime is a major concern in communities across the province, but its specific impacts differ based on municipal size and type.

While the survey results indicate broad differences in priority crime areas among municipalities of different types and sizes, it is likely that priority issues vary by individual municipality. For this reason, ongoing, quality collaboration between detachments and municipal/community leaders is essential to ensure that those policing the community understand the concerns and priorities of community residents and businesses. In larger municipalities where both police and municipal governments may have the time and capacity to regularly interact, this may be straightforward. However, in smaller municipalities, limited police and municipal capacity may mean that collaboration is more difficult. The impacts of municipal size on collaboration are supported in the survey results. The table below contrasts the overall survey responses to the responses of municipalities with a population below 2,000 on several questions related to police/municipal collaboration.

Question	Alberta overall	Municipalities with population below 2,000	Municipalities with population above 2,000
Does your municipality have a police oversight body?	27.5% said yes	19.4% said yes	36.0% said yes
How often does your municipality/police oversight body meet with your detachment commanders?	58.6% meet two times or more	39.6% meet two times or more	77.1% meet two or more times
Do you consider your current meeting frequency with RCMP detachment commanders sufficient?	65% said yes	56% said yes	73.0 said yes
Does your RCMP detachment provide you with a copy of their annual performance plan (APP)?	66% said yes	59% said yes	74.2% said yes
Is your municipality or police oversight body involved in developing the detachment's APP?	55% said yes	35% said yes	60.2% said yes
Does your municipality or police oversight body receive regular reporting from your detachment?	82% said yes	70% said yes	95.3% said yes

What the results above suggest is that collaboration between small municipalities and their detachments is consistently lower than collaboration between detachments and municipalities in general. This inconsistency likely flows upwards into the policing-related priorities of small and rural municipalities being under-considered in RCMP regional and province-wide priority-setting.

While Alberta's *Police Act* places the onus on municipalities to form police committees as a formal means to collaborate with their local detachment, it is not the only way. The results above clearly show that detachments often meet with municipal councils regardless of whether the municipality has a standalone police committee. However, the results also show that the level of engagement requires improvement, especially in small municipalities, nearly half of which consider their current meeting frequency with their detachments to be insufficient.

RCMP and Alberta Justice and Solicitor General should emphasize the development of detachment standards for engagement with the municipalities they serve. Alberta Police Interim Advisory Board members have regularly heard from municipal leaders that municipal-detachment engagement is often “personality-driven,” as it is almost entirely dependent on the willingness of a particular detachment commander to take the time to work with municipal leaders. In many cases, municipalities have formed strong relationships with a detachment, only to see them evaporate when the detachment’s leadership shifts.

The Alberta Justice and Solicitor General/RCMP 2018-2021 Joint Business Plan makes some indirect references to improving community engagement, including the need to develop strategies for “local partnerships” within detachment Annual Performance Plans, and “improve the way in which the RCMP connect with, involve, and inform communities to ensure the public is receiving a prompt response to criminal complaints and a positive service experience.” However, neither of these initiatives specifically addresses the need to better inform and engage municipalities, which is especially important in small communities in which the municipality is often most knowledgeable of local concerns and trends.

#### **RECOMMENDATIONS:**

- Collaborate with the Alberta Police Advisory Board to develop best practices and standards for detachments to follow to improve collaboration and engagement with small municipalities.
- Recognize different rural and urban crime priority areas and use this information to inform local, regional, and provincewide policing priorities and strategies.

**Priority 5: Continue to support detachments in conducting proactive policing and community engagement through the increased use of Crime Reduction Units, Call Back Units, and other resources that will allow frontline officers to increase their presence in the community.**

The Alberta Justice and Solicitor General/RCMP 2018-2021 Joint Business Plan includes a strategy to create specialized units, along with the Police Reporting and Occurrence System (PROS) data centre, to increase the amount of time available to frontline police officers for proactive policing and community engagement.

The Alberta Police Interim Advisory Board is highly supportive of this existing strategy and recommends that the RCMP continue to dedicate resources to forming and expanding the use of specialized units to address and respond to crime, which will allow local officers to increase their presence in the communities they serve more strategically.

However, both the concepts of proactive policing and community visibility, as well as their importance, are not homogeneous across Alberta, but rather differ across municipal size and type. For example, in urban municipalities, community visibility may look like police consistently appearing at and participating in community events to build relationships with residents. In isolated rural areas of the province, visibility may be as simple as having a police officer physically visit a resident who was the victim of a property crime, rather than only follow up over the phone. In other words, the threshold for what constitutes an effective level of community visibility differs significantly across the province, meaning that a single definition or measure of community visibility is unlikely to exist.

Similarly, the importance of proactive policing varies across the province. In urban communities that are typically located near a detachment and have short response times, proactive policing is more of a

priority, likely because it is seen as the “next step” in enhancing community safety beyond the core policing aspects of actually responding to calls for service. Conversely, rural municipalities rank response time as having much higher importance than community visibility, likely because current response times in rural areas are much longer than urban communities.

The survey reflects some of the differences in how urban and rural municipalities view proactive policing. The question below shows the relative importance that representatives of different municipal types assigned to travel time and time available for proactive policing in terms of how much importance each should have determining RCMP resourcing allocations (note that a higher number indicates a higher level of importance).

Municipal Type	Travel time importance	Proactive policing importance
City	1.71	4.29
Town	3.89	3.45
Village	4.80	3.75
Summer village	5.12	4.35
Rural municipality	4.97	2.89

What these results suggest is that larger urban municipalities that are likely to host a detachment are less concerned about travel time (which is likely already adequate), while villages, summer villages and rural municipalities, which are less likely to be near detachments, view travel time as a major concern. Interestingly, while all four urban municipal types shown above view proactive policing as relatively important, it is much less so in rural municipalities. This should not be viewed as an assumption that rural municipalities are not interested in having enhanced proactive policing in their area, but rather that response times (or reactive policing) is such a major concern in rural areas that rural expectations for anything beyond basic response is currently quite low.

These results also suggest that the RCMP must more effectively report on their rural proactive policing efforts, in the form of Crime Reduction Units, Call Back Units, and other initiatives, and their link to seeking to improve both police availability and community visibility in rural communities. It is likely that many rural residents (and municipalities) may be unaware of the proactive and strategic initiatives being undertaken by the RCMP with the end goal of increasing police presence and response in rural areas.

**RECOMMENDATIONS:**

- Collaborate with the Alberta Police Advisory Board to develop meaningful definitions and measures of proactive policing and community visibility that are relevant in both urban and rural municipalities.
- Determine how the continued growth of specialized units will directly support improved frontline policing (including proactive policing and community visibility) in rural and small urban municipalities.
- Collaborate with the Alberta Police Advisory Board to develop messaging on how to better communicate the proactive policing initiatives already underway to support improved rural police services.

## Outcome Accountability

### Priority 6: Provide the Alberta Police Advisory Board with adequate and consistent financial and administrative support.

The Alberta Police Advisory Board fills an important gap in the current RCMP-Alberta Justice and Solicitor General planning and priority setting process by ensuring that small and rural communities have some level of representation in the process. The current interim Board is supported by RMA and AUMA, along with additional assistance from Alberta Justice and Solicitor General and RCMP staff. Moving forward, RMA and AUMA expect to have a lesser role in the Board, as board members will no longer exclusively be RMA and AUMA representatives, but rather broader municipal and community representatives from rural and small urban municipalities.

To ensure that the Board functions effectively in the long-term, a portion of the funds currently collected through the new police costing model should be used to support the expenses and administrative requirements of the board. This includes board member costs and per diems and board administrative and capacity requirements, such as minute-taking, report writing, survey construction and analysis, and other specialized skills that the board will require but that cannot continue to be provided on RMA and AUMA on a no-cost basis. Proactively confirming that the operational Board will be adequately supported is crucial to supporting member recruitment, long-term planning, and ensuring the board can focus on policing, rather than on how to remain operational with limited provincial support.

#### **RECOMMENDATIONS:**

- That Alberta Justice and Solicitor General allocate a portion of revenues collected annually through the police costing model to provide required administrative funding for the Alberta Police Advisory Board before transferring funding to the RCMP.
- Collaborate with the Interim Board to determine long-term board costs and administrative requirements in order to inform the funding allocation.

### Priority 7: Work with the Alberta Police Advisory Board to develop best practices to enhance the quality and consistency of communication and collaboration between detachments and the municipalities that they serve.

The RCMP has been a consistent and helpful partner for the Alberta Police Interim Advisory Board since its establishment in early 2020. The interim Board will be in place until the end of November 2021. Moving forward, the operational Board will likely consist of a variety of municipal and community representatives from rural and small urban municipalities across Alberta. In addition to providing input and recommendations to the RCMP and provincial government on behalf of municipalities, it is expected that the Board will play an important role in enhancing local engagement and partnership between the RCMP and municipalities across the province.

As explained under Priority 4, the effectiveness of local detachment-municipal engagement and collaboration varies by municipal size and type. A core focus of the work undertaken by the RCMP and Board should be to improve the consistency of local communication and collaboration, particularly in small municipalities, through the creation and implementation of best practices and policies that can be

used by both detachments and municipalities to encourage engagement in cases where a lack of time and resources may prevent the use of more “official” approaches such as police committees.

Such approaches should be flexible to meet the differing needs and capacities of municipalities, and should be grounded in the idea that an ongoing relationship should exist between each detachment and all of the municipalities it serves, but that this relationship should not necessarily look the same across the province.

#### **RECOMMENDATIONS:**

- Collaborate with the Alberta Police Advisory Board (possibly through the formation of a sub-committee involving RCMP, Government of Alberta, and Board members) to develop communication and collaboration best practices and approaches in the following areas:
  - How to form relationships with municipal leaders
  - How to effectively report to and update municipalities about policing in the community
  - How to work with municipalities to identify and engage community leaders, including those from racialized and/or under-represented communities
  - How to maintain collaboration following changes in detachment and/or municipal leadership

## **Social Justice**

### **Priority 8: Work with community and municipal leaders to address racism and other forms of discrimination in policing**

Alberta’s communities are diverse, and many Albertans have had negative experiences with police that have shaped their perceptions of policing and the role of police in their communities. Incidents across Canada and the United States over the past year have brought into sharp focus the concerning relationship between police and racialized groups that has existed for decades. It is critical that the RCMP engage with racialized and Indigenous communities, and other marginalized groups across the province to understand their perspectives on systemic discrimination in policing, and to ensure that all Albertans are effectively served by police.

While the Alberta Justice and Solicitor General/RCMP 2018-2021 Joint Business Plan includes a priority related to better serving Indigenous communities, a similar priority is required for other marginalized groups. Additionally, although the business plan includes a strategy to develop cultural awareness, diversity and inclusion training for all employees, action must go beyond simply requiring employees to take a single diversity training course. This focus should extend to the detachment level and require each detachment to take concrete, measurable steps to learn about and engage with racialized and vulnerable groups within the communities they serve. The Alberta Police Advisory Board can play a role in supporting this relationship-building by working with municipalities to identify those in small and rural communities that are members of or represent racialized or vulnerable populations.

#### **RECOMMENDATIONS:**

- Develop measurable detachment-level requirements for engaging with local racialized and/or under-represented communities.
- Collaborate with municipalities and other leading community organizations to raise awareness of and respond to local social justice issues.

- Collaborate with the Alberta Police Advisory Board to develop initiatives that will support detachments in undertaking this action.

## Next Steps and Implementation

As the role of the Alberta Police Advisory Board is to provide recommendations to the RCMP and Alberta Justice and Solicitor General, it is ultimately the responsibility of the provincial government and “K” Division leadership to decide whether to accept the Board’s recommendations, and if so, how to integrate them into existing planning processes and strategic initiatives.

Many of the recommendations above build on actions already reflected in planning documents, and mainly focus on the need to accelerate implementation or collaborate with the Alberta Police Advisory Board to a greater extent around certain existing initiatives.

The Board would appreciate an opportunity to meet with the leadership of the RCMP and Alberta Justice and Solicitor General to discuss the priorities identified in this report, and how all three groups can work together towards effective implementation.



## ALBERTA POLICE INTERIM ADVISORY BOARD

### TERMS OF REFERENCE

#### BACKGROUND

The Minister heard that Albertans wanted more of a voice into the setting of provincial policing priorities. The Minister of Justice and Solicitor General (Minister) is establishing the Alberta Police Advisory Board (Board) in support of the provincial government and Minister's mandate and responsibilities respecting the provision of adequate and effective policing in Alberta and in support of the participation and input of Albertans.

The Board will be implemented in two phases:

1. Within the first year, an Interim Board will develop the structure and scope of the Advisory Board (Phase One).
2. On completion of the Interim Board's mandate, the work of the Advisory Board will then commence for a four-year term (Phase Two).

#### MANDATE / RESPONSIBILITIES

On behalf of all provincial police service (PPS) municipalities and Albertans, the Interim Board will collaborate with the Ministry of Justice and Solicitor General (JSG) and those PPS municipalities to:

- develop the scope and terms of reference for the operational Board;
- develop a recruitment and selection process for operational Board members;
- develop governance documents for the operational Board, including at minimum, a Competency Matrix for Board member appointments and review, a Code of Conduct, and a Mandate and Roles Document;
- provide input, advice and recommendations to the government and Royal Canadian Mounted Police (RCMP) "K" Division on the buildup of the provincial police service related to funds raised by the Police Funding Model; and
- provide input into discussions respecting the provincial policing priorities for the 2021/22 fiscal year to facilitate engagement during transition to the operational Board.

#### SCOPE

While the Interim Board will provide input to the buildup of the PPS and to the development of provincial policing priorities during Phase One, the interim Board will be primarily development-focussed to ensure the efficient and effective, structure, participation and contribution of an Advisory Board.

In relation to the development of provincial policing priorities during Phase One of the Board, the Interim Board will conduct the necessary consultation, research, and analysis of current and anticipated policing issues as well as the priorities of significance and importance to Albertans and Alberta municipalities to support their role. Priorities and issues identified by the Board might include, but are not limited to:

- Community Safety and Well-being;
- Crime Reduction and Prevention; and
- Cross Jurisdictional Crime.

The Interim Board may also make recommendations and provide advice to the Minister with respect to the JSG/RCMP joint business plan, annual performance plans and multi-year financial plan as appropriate during the interim year, and ensuring the input is reflective of all PPS municipalities.

## **MEMBERSHIP**

The Interim Board is comprised of:

- Four representatives from the Executive or Board of the Rural Municipalities of Alberta (RMA);
- Four representative from the Executive or Board of the Alberta Urban Municipality Association members (AUMA); and
- One representative from the Executive of the Alberta Association of Police Governance (AAPG).

Non-voting members of the Interim Board include:

- Executive Director, Law Enforcement and Oversight Branch, JSG
- Director, Contract Policing and Policing Oversight, JSG
- Manager, Policing Oversight and Contract Policing, JSG
- One administrative representative from RMA
- One administrative representative from AUMA

### **Interim Board Representation**

Interim Board voting members have been selected to ensure broad representation, perspectives and diversity from all PPS municipalities and, where possible, representation aligns with each of the four RCMP districts (i.e. Central Alberta District, Eastern Alberta District, Southern Alberta District, and Western Alberta District).

Voting members of the Interim Board represent the broadest possible municipal and public interests across the PPS municipalities. A preference has been given to those who are engaged in or knowledgeable in matters related to policing. Voting members are not currently employed in law enforcement and policing. The organizations have determined voting members of the Interim Board having regard to any personal, professional or business interests or relationships that could reasonably be considered to represent an actual or perceived conflict of interest in relation to Interim Board work.

Any concerns respecting the selection and representation of an Interim Board member or of an Interim Board member's failure to conduct member duties and responsibilities in a manner consistent with this Terms of Reference will be addressed in a timely manner as appropriate, up to and including, the replacement of the Interim Board member.

It is important that all Interim Board voting members attend the meetings to ensure continuity and to maximize the efficiency and productivity of the Interim Board.

Non-voting members of the Interim Board will be in attendance at Interim Board meetings in an advisory, observational, and support capacity to the work of the Interim Board and to share information.

#### **Chair**

An Interim Board Chair (Chair) will be elected by the Interim Board using voting procedures of this Terms of Reference. The Chair is responsible for the overall leadership of the Interim Board, management of Interim Board meetings, sharing of information, and communication of Interim Board matters with the JSG. The Chair will collaborate and consult with Interim Board members to establish Agendas, Work Plans, Records of Discussions and other materials, as required.

The Interim Board will also elect an Alternate Chair from the Interim Board to act as Chair if the Chair is unable to attend Interim Board meetings.

#### **Secretary**

An Interim Board Secretary will be elected by the Interim Board using voting procedures of this Terms of Reference. The Secretary will ensure that a record of meeting agendas, meeting attendees, and any recommendations made by the Interim Board are kept. Copies of these records will be provided to JSG, and the respective organization's Chairs, Presidents and Executive Directors.

### **RESPONSIBILITIES**

#### **Conduct**

The members of the Interim Board must, at all times, observe the highest standards of integrity and objectivity in their duties. Interim Board members must declare any direct or indirect personal, professional or business interests or relationships which could reasonably be considered to represent an actual or perceived conflict of interest in relation to Interim Board work. If a conflict of interest declaration is made by a member, the Interim Board must decide, having regard to the nature of the relationship, if the member must withdraw from membership on the Board.

#### **Duties**

Members of the Interim Board are required to consult and liaise with the PPS municipalities (councils and local policing committees/advisory committees) in order to bring those perspectives to discussions by the Interim Board and to determine the most efficient and effective Advisory Board structure. Engagement and work conducted as an Interim Board will be conducted in a transparent manner with the organizations and JSG to enable accountability of the Interim Board.

The Interim Board will engage with the Minister, JSG, and the Commanding Officer of RCMP "K" Division as necessary and required to discuss matters related to the Interim Board's mandate, ongoing policing issues and concerns, to receive updates on the progress of policing initiatives, and to provide updates on the Interim Board's work.

### **Meetings**

Meetings are expected to be held monthly, at minimum, either through face-to-face meetings or teleconference to ensure the Interim Board is prepared to transition to the Advisory Board by April 1, 2021.

Meeting agendas will be distributed at least one week in advance of each meeting by the Chair. Copies will be maintained as records.

### **Reporting**

#### Municipalities

Within the context of the Terms of Reference Confidentiality provisions, the Interim Board:

- will report to their respective organizational members following any Interim Board decisions; and
- will keep their organizational members and municipalities (councils and local policing committees/advisory committees) apprised of government policing priorities and initiatives respecting policing priorities and Interim Board mandate matters.

#### Minister and JSG

The Interim Board is accountable to the Minister and is required to report in writing to the Assistant Deputy Minister, Public Security Division, as follows:

1. To provide a final, Interim Board approved, Terms of Reference for the Advisory Board by January 1, 2021;
2. To provide a report detailing the Interim Board's recommendations and advice on the buildup of PPS resources from Police Funding Model revenue by the end of Interim Board term;
3. To provide a report detailing the Interim Board's recommendations and advice on the JSG/RCMP "K" Division Multi-year Financial Plan by January 31, 2021; and
4. To provide a report detailing the Interim Board's recommendations and advice on provincial policing priorities by January 31, 2021.
5. To provide any other report or document as determined necessary and appropriate by the Minister, JSG, or in consultation with the Minister and JSG.

A record of meeting agendas, meeting attendees, and of any recommendations made by the Interim Board will be provided to JSG, and the respective organization's Chairs, Presidents and Executive Directors.

### **Quorum**

Quorum is required to conduct a meeting and for any Interim Board business. Quorum must include the Chair or Alternate Chair. Quorum is set at a minimum of 60 per cent of Interim Board members.

Interim Board business does not include the operational work necessary for Interim Board members to consult with their respective organizations or municipalities.

### **Voting**

Elections and votes taken respecting any Interim Board business requires a majority vote by those Interim Board members in attendance to pass.

### **EXPENSES**

Expenses necessarily incurred in the performance of duties as a member of the Interim Board will be reimbursed in accordance with the rates set out in the Travel, Meal and Hospitality Expenses Directive (Treasury Board Directive 1/2015) as amended from time to time, or any directive made in substitution, as if they were employees of the Government of Alberta.

### **CONFIDENTIALITY**

The members of the Interim Board must maintain as confidential any information brought before them in the conduct of their work. Any information and knowledge learned, acquired or shared with by the Interim Board from the Minister, JSG, the RCMP "K" Division, or the RCMP generally, as a result of membership on the Interim Board or in relation to Interim Board work and its mandate will not be further communicated, disseminated or shared beyond the Interim Board without express permission from the originator of the information.

Any information and knowledge shared by the Interim Board to its respective organization's Chairs, Presidents and Executive Directors will be governed by the same confidentiality provisions as noted the interim Board and its members.

Members of the Interim Board must sign a confidentiality agreement as a condition of their appointment and participation on the Interim Board.

RMA, AUMA, and AAPG Chairs, Presidents and Executive Directors must also sign a confidentiality agreement in respect of any information and knowledge learned or acquired from the Interim Board and Interim Board members.

## Appendix 2 – Alberta Police Interim Advisory Board Membership

Tanya Thorn	Board Chair	Councillor, Town of Okotoks
Kara Westerlund	Alternate Chair	Councillor, Brazeau County
Tom Burton	Board Member	Councillor, Municipal District of Greenview
Terry Coleman	Board Member	Board Chair, Alberta Association of Police Governance
Angela Duncan	Board Member	Deputy Mayor, Village of Alberta Beach
Tyler Gandam	Board Member	Mayor, City of Wetaskiwin
Trina Jones	Board Member	Councillor, Town of Legal
Kathy Rooyakkers	Board Member	Councillor, County of Wetaskiwin
Jason Schneider	Board Member	Reeve, Vulcan County

## Appendix 3 – Alberta Police Interim Advisory Board Survey

1. Name of Municipality
2. Our municipality is a:
  - City
  - Town
  - Village
  - Summer Village
  - Specialized Municipality
  - County/Municipal District
  - Other (please specify)
3. We represent a population:
  - Under 2,000
  - 2,000 - 5,000
  - 5,001 - 10,000
  - Over 10,000
4. Our municipality receives RCMP services from the following detachment(s): (fill in)
5. Please provide a contact name, in case there is a need to follow up with your municipality to clarify feedback or get more detailed information regarding interesting ideas or collaborations (optional).

### *Engagement with RCMP*

6. Does your municipality have a police oversight body?
  - Yes
  - No
7. How often does your municipality or municipal/community police oversight body meet with your RCMP detachment commander(s)?
  - Four times a year or more
  - 2-3 times a year
  - Once a year
  - Less than once a year
  - We've never met formally
8. Do you consider your current meeting frequency with the RCMP detachment commander(s) to be sufficient?
  - Yes
  - No
9. Does your RCMP detachment(s) provide you with a copy of their annual performance plan(s)?

Yes  
No

10. Is your municipality or municipal police oversight body involved in developing the detachment's annual performance plan (APP)?

Yes  
No

11. Does your municipality or municipal police oversight body receive regular reporting (such as information on statistics, trends, and detailed crime rates) from your local detachment(s)?

Yes  
No

If yes, what type of information *do you* receive?

Is there any other type of information you would like to receive that is not currently provided?

If no, what type of information *would you like* to receive?

12. Please share any examples of effective collaboration between your detachment(s) and your municipality/community members.

13. How could your detachment(s) improve engagement with your municipality/community members?

14. Do you think that processes for providing input on local policing priorities should be formalized and standardized? For example, independent municipal, community police oversight bodies, which are currently optional, could be mandated in legislation.

Yes  
No

If yes, what is your preferred mechanism for doing so?

### *Policing Priorities*

15. Rank the policing priorities below in the order of importance for your municipality in 2021/22.

Traffic enforcement (i.e. aggressive driving, distracted driving)

Family violence (i.e. domestic abuse and threats)

Illegal drug-related offenses (i.e. possession, trafficking)

Impaired driving (drugs, alcohol)

Crimes against persons (i.e. assaults, threats)

Minor property crime (i.e. vandalism, theft from motor vehicles, theft under \$5,000)

Major property crime (i.e. break and enters, theft of motor vehicles, theft over \$5,000)

Proactive/community policing (i.e. school resource officers, patrols)

Increased focus on prolific offenders

Other (fill in)

16. Rank the RCMP service issues below in the order of importance for your local RCMP detachment to resolve in 2021/22.



911 response times  
Community visibility  
Filling vacancies and providing full coverage service  
Engaging with the municipality (reporting, setting priorities, communication on service changes, etc.)  
Communication with community members and other stakeholders  
Other (fill in)

### *Rollout of New Police Resources*

The RCMP currently determines how to allocate additional and/or new policing resources by analyzing each detachment's workload. This analysis takes the following factors into account:

- Travel time
- Call volume
- Type of crimes occurring in the area
- Amount of time required for investigations
- Size of detachment
- Time available for proactive policing (patrols, community engagement, visiting schools, and attending community events).

17. Rank the order of importance of these factors to your municipality.

18. Are there any other factors that should be considered?

Revenue collected through the new costing model will be reinvested into policing, leading to an increase in the number of RCMP officers and civilian positions throughout the province. This investment prioritizes adding uniformed patrol officers in rural RCMP detachments, but will also add police officers to centralized RCMP units that work to address province-wide issues such as organized crime, drug trafficking, and auto and scrap metal theft. A portion of the revenue will also be used to fund new civilian positions to assist with administrative tasks and provide investigative support. These administrative roles are intended to improve response times and help ensure officers have the support they need to protect Albertans by spending more time in their communities.

19. Do you agree that RCMP resource allocation should balance frontline officers with centralized, specialized, and/or civilian positions? (Strongly agree to strongly disagree)

### *Police Costing Model*

20. Have you engaged in conversations with your local detachment around whether any new police resources arising from the new costing model may affect policing in your municipality?

Yes  
No

If yes, what information did you receive from your detachment on new police resources?

21. Has the information provided by the Government of Alberta on the new police costing model been sufficient to ensure your council and staff understand the new model, including how costs are determined and how the additional funding could be used?

Yes

No

If no, what additional information do you require on the new police costing model?

**From:** [Eric Jorgensen](#)  
**To:** [Council](#); [Len Racher](#); [Carol Gabriel](#); [Don Roberts](#)  
**Subject:** Fwd: Letter of Support Request from NLC  
**Date:** January 24, 2021 11:00:54 AM

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I'm not sure how widely this request from Northern Lakes College was shared but I believe we should respond with a letter after this week's meeting. NLC and our students will be better served if governance and policies get lumped together with institutions further south. Can we please have this added to the agenda? Thanks. Ej

Sent from my smartphone

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**From:** Catherine Gonzales <gonzalesc@northernlakescollege.ca>  
**Sent:** Friday, January 22, 2021 3:56:05 PM  
**Subject:** Letter of Support Request from NLC

Good afternoon CEC members,

As you have heard, the Alberta 2030: Building Skills for Jobs is an important undertaking by our Provincial Government. Alberta 2030 will be transforming post-secondary learning in Alberta. This initiative is essential in creating a new vision based on extensive engagement with all stakeholders. Part of that vision is redefining how Boards operate at the post-secondary institution level. The proposal has been put forth by the consulting company conducting the review regarding the creation of new boards to oversee multiple institutions. Although this blending of institution boards may increase coordination for urban settings, it could be potentially detrimental for those who primarily service rural and remote communities. Therefore, Northern Lakes College's Board of Governors and President is asking you, as a key representative of our stakeholder region, to consider writing letters of support for Northern Lakes College (NLC).

The following are a few suggested points to include in your letter:

- Explain why it is beneficial to have NLC in your community.
- The importance of NLC's ability to be attentive, connected, and responsive to the needs of your community.
- While in favour of changes to make post-secondary systems more efficient and effective, the community must be able to maintain and/or further develop their relationship with NLC. Allowing NLC the agility to respond to community need, is crucial.
- Why it is important to ensure a governance system where the voice of the community informs the post-secondary learning occurring within that community, especially in your context.

Northern Lakes College is and will always be unique in how we operate and service our region. It is critical that Northern Lakes College retain its ability to listen and respond to communities in the north. A board with oversight of a large area or an urban-centric board could potentially erode relationships and future successes. Should Northern Lakes College not be able to respond to community and regional needs in the manner we have all thrived in, a gap will develop and the communities in our regions will feel that exponentially.

If you have any questions on this, please feel free to contact me. You are welcome to submit your letter to myself or Tracey Solcan, and we will combine the letters and submit as a package to Minister Demetrios Nicolaidis. Or, if you prefer, you can mail your letter directly to Minister Demetrios Nicolaidis. His mailing information is included below.

Minister Demetrios Nicolaidis

Office of the Minister  
Ministry of Advanced Education  
403 Legislature Building  
10800 - 97 Avenue  
Edmonton, AB T5K 2B6  
E-mail: [AE.Minister@gov.ab.ca](mailto:AE.Minister@gov.ab.ca)

Please feel free to share this with anyone you know who would write a letter in support of NLC and your communities post-secondary needs.

Thank you,  
Jasmine Light  
Chair, Academic Upgrading  
Northern Lakes College  
p. 780 624 5176 x.3711 c. 780 219 7353

[lightj@northernlakescollege.ca](mailto:lightj@northernlakescollege.ca)  
[www.northernlakescollege.ca](http://www.northernlakescollege.ca)

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# Municipal Governance

## During the COVID-19 Pandemic

Frequently Asked Questions – January 22, 2021

While we continue to navigate the ever-evolving COVID-19 pandemic together, Municipal Affairs remains committed to issuing regular updates to address frequently asked questions and provide new information or resources as they become available. For the most up-to-date information on the COVID-19 situation in Alberta, visit [alberta.ca/COVID19](http://alberta.ca/COVID19).

If you would like a specific issue addressed in an upcoming update, please email your request to [ma.lgsmail@gov.ab.ca](mailto:ma.lgsmail@gov.ab.ca).

### Municipal Affairs Updates

Previous COVID-19 updates are available online at: [www.alberta.ca/municipal-government-resources.aspx](http://www.alberta.ca/municipal-government-resources.aspx)

## Municipal Operations

**Have there been any recent changes to the public health measures in place that affect municipal operations?**

**NO.** As of January 18, outdoor social gatherings can have up to ten people. Physical distancing of two metres should be maintained with members of other households. Outdoor recreation facilities will remain closed, with the exception of washrooms adjacent to outdoor recreation settings, ski facilities and outdoor rinks. These current measures are in place until further notice.

**Should municipalities still be encouraging employees to work from home?**

**YES.** The mandatory work from home order is determined by operational effectiveness. Employers need to consider what is effective for their operations. The intent is to limit the chance that people are coming into close contact with others.

**Are masks mandatory while skating on municipal outdoor rinks and other public outdoor skating surfaces?**



**NO.** Currently, physical exercise, including skating, is exempt from the masking mandate. Social distancing signs should be posted.

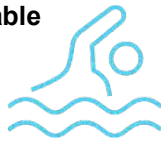
Users who are not in the same household should remain at least two metres apart while on the ice, and entering and exiting the ice surface.

**Is there a plan in place for the reopening of municipal open space gathering/multi use summer spaces?**

**YES.** The reopening of summer recreation activities such as beaches, campgrounds and farmers markets is dependent on COVID-19 case numbers.

Alberta Health continues to monitor and prepare for the upcoming spring and summer months.

**Are municipal aquatic centers now able to open at a lower capacity?**



**NO.** The current measures, which include restrictions to public access to a wide range of businesses, reflect the seriousness of the public health emergency. The decision to restrict public access to fitness facilities and aquatic centres was not made lightly. Alberta Health is continuously monitoring the impact of the restrictions to determine when and how they should be adjusted.

## COVID-19 Vaccine Distribution

**Is there a resource that municipalities can use to track the progress of the vaccine rollout?**

**YES.** The Government of Alberta and Alberta Health Services are working hard to immunize Albertans as quickly and safely as possible. Please see the vaccination tracker provided by the Government of Canada for Alberta's vaccination progress: <https://covid19tracker.ca/vaccinationtracker.html>

Up-to-date information on the phased implementation plan and additional information Albertans need to know about the vaccine is available at [www.alberta.ca/covid19-vaccine.aspx](http://www.alberta.ca/covid19-vaccine.aspx).

**On January 11<sup>th</sup>, the Premier announced the addition of paramedics and EMRs in Phase 1 of the vaccine rollout plan. Is there a process they must follow to get a vaccine?**

**YES.** Alberta Health Services (AHS) has created a [COVID-19 immunization online booking tool](#) to arrange immunization of newly eligible health-care workers to book their COVID-19 immunization appointments online from their phones or computers. Not all paramedics and EMRs are eligible, but those who are eligible should have received an email with a link to book an appointment.

## Municipal Elections



**Are there going to be COVID-19 specific requirements or process modifications for the upcoming municipal elections?**

**YES.** Guidance for campaign-related activities is currently available online at [Guidance for Canvassing and Campaigning](#). All public health measures and restrictions in effect at the time of the election (summer village elections as early as June) would apply, including masking and distancing requirements. Section 28 (c) of the Chief Medical Officer of Health (CMOH) [Order 42-2020](#) permits businesses or entities that have otherwise been ordered closed to the public to remain open for elections purposes and related activities.

In addition to delivering nomination forms in person, the specific requirement of section 28 of the *LAEA* to submit nomination forms to the local jurisdiction office can be met by having forms mailed or delivered by courier. Nomination forms can also be accepted at specific times set by the returning officer, by appointment, or at a secure drop-off box.

Ministerial Order No. MSD: 130/20, remains in effect and enables nomination deposits to also be paid by debit or credit card. The need for certain modifications will continue to be monitored and reviewed to ensure municipalities will have the appropriate ability to align election operations with public health orders or recommendations.

**Are there new election forms available?**

**YES.** The nomination form (Form 4) and the newly amended Candidate Financial Information Form (Form 5) are now available online at <https://www.alberta.ca/municipal-election-forms.aspx>.

## Council Meetings

**Can councils still hold council meetings in-person with members of the public present?**

**YES.** Since municipal council meetings are business meetings and not social meetings, they can be held in person, including with members of the public; however, because of the elevated risk, it is strongly recommended to move to virtual meeting formats wherever possible.

**Is the Public Meeting Procedures (COVID-19 Suppression) Regulation still in effect?**

**YES.** The Public Meeting Procedures (COVID-19 Suppression) Regulation remains in effect until it has been repealed.

The [regulation](#) enables municipalities to follow the Chief Medical Officer of Health's orders for physical/social distancing by conducting meetings electronically. While councils are encouraged to consider electronic meetings to ensure compliance with the public health orders regarding public gatherings, the decision on how to conduct meetings remains at the discretion of the council, committee or commission, while ensuring the process used complies with current public health orders.

### Alberta Biz Connect

Alberta Biz Connect provides workplace guidance and support to businesses and non-profits. The online tool also provides sector-specific guidelines to ensure businesses can reopen safely during the COVID-19 pandemic. Businesses with questions regarding the relaunch can [email the Biz Connect team](#). Common questions are also posted [online](#).

## General Questions

**Is there additional resources available summarizing the recent amendments made to the *Municipal Government Act* and the *Local Authorities Election Act* that impact Alberta's municipalities?**

**YES.** To assist municipalities in understanding these amendments, Municipal Affairs has also developed more detailed FAQ documents related to the recent amendments. These FAQs can be found online at: <https://open.alberta.ca/publications/municipal-government-act-amendments-2020-red-tape-reduction>.

## Additional Resources

The Alberta Urban Municipalities Association (AUMA) and Rural Municipalities of Alberta (RMA) continue to be a valuable resource for municipalities.

RMA's COVID-19 response hub is available at <https://rmaalberta.com/about/covid-19-response-hub>.

AUMA's updated guide is available at [www.auma.ca/covid19](http://www.auma.ca/covid19).

The Federation of Canadian Municipalities also has a list of links and resources for municipalities available at [www.fcm.ca/en/resources/covid-19-resources-municipalities](http://www.fcm.ca/en/resources/covid-19-resources-municipalities).

For the most up-to-date information on the COVID-19 situation in Alberta, visit: [www.alberta.ca/COVID19](http://www.alberta.ca/COVID19).

### Municipal Advisory Services

If you have further questions, please call: 780-427-2225 or toll-free by first dialing 310-0000 or email [ma.lgsmail@gov.ab.ca](mailto:ma.lgsmail@gov.ab.ca)

**From:** [alberta.news@gov.ab.ca](mailto:alberta.news@gov.ab.ca)  
**To:** [Carol Gabriel](#)  
**Subject:** News Release: An Alberta First: The Alberta Parole Board  
**Date:** January 28, 2021 12:46:36 PM

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# An Alberta First: The Alberta Parole Board

January 28, 2021 [Media inquiries](#)

Alberta’s government continues to assert its jurisdictional authority by creating the Alberta Parole Board to better protect Albertans and create a more responsive justice system that reflects the needs of our communities.

The new, independent Alberta Parole Board aims to provide a fairer, faster, more responsive and responsible justice system that better protects Albertans, their loved ones and their property from repeat offenders, including parolees. By creating the provincial parole board, the government is asserting Alberta’s jurisdictional authority, while also ensuring that life-altering decisions regarding parole eligibility are made by and for Albertans. The new board has the authority to grant parole for those serving sentences in provincial correctional facilities, which are sentences less than two years.

“Given the lack of action by the federal government in addressing Alberta’s request for a fair deal in Confederation, the Alberta government must continue to assert its jurisdictional authority where it can, like a provincial parole board. The provincial government has assembled a skilled, diverse and experienced team, and I have the utmost confidence in the Alberta Parole Board members to deliver fair decisions on behalf of Albertans.”

*Kaycee Madu, Minister of Justice and Solicitor General*



Rick Hanson, a former chief of the Calgary Police Service and a former chief superintendent of the RCMP K Division, has been appointed chair of the Alberta Parole Board for the next three years.

“I would like to thank Minister Madu for the honour of being appointed as the chair of the newly created Alberta Parole Board. It is a privilege to continue to serve Albertans, and I look forward to working with the other board members. It is our firm commitment to work diligently to make our communities safer.”

*Rick Hanson, chair, Alberta Parole Board*

The board will be up and running on Feb. 1.

## Members of the Alberta Parole Board

- Rick Hanson, chair – a former chief of police in Calgary and a former chief superintendent with the RCMP
- Randy Anderson – Northland School Board trustee and manager of Indigenous Relations at North Lake College
- Paul Bourassa – director and vice-president of Altia-ABM Inc. (North America)
- Craig Paterson – lawyer and former chair of Central Alberta Mental Health Review Board
- Shelly Takacs – project manager at Alberta Health Services
- Angela Tripathy – executive leader and general counsel
- Lisa Wardley – Mackenzie County councillor in Zama City

The members will be serving either two- or three-year terms.

## Quick facts

- Alberta is the third province to have its own parole board, joining Ontario and Quebec.

## Related information

- [Creating an Alberta Parole Board](#)

## Multimedia

- [Watch the news conference](#)
- [View photos from the news conference](#) (*will be available after the event*)

## Media inquiries

### Blaise Boehmer

780-977-1530

Senior press secretary, Justice and Solicitor General

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Main Topics and Outcomes of Meeting:

\*Please note that the draft meeting minutes will take up to 2 weeks to be distributed to members for review in advance of the next meeting on March 4, 2021.

- In attendance were:
  - 12 Voting Members
  - 11 Non-Voting Members
- Chair Bob Marshall gave a background on the events leading up to the transition meeting. Due to resourcing constraints, the Northern Alberta Development Council (NADC), under the direction of the Ministry of Jobs, Economy and Innovation (JEI), will no longer be providing secretariat support to the WNC. JEI has committed to providing transition support for the Coalition through to March 4, 2021.
- The members in attendance participated in a discussion on member preference for a WNC model moving forward without government support.
  - The 4 options presented include:
    - Option 1: Continue with the Coalition, under a new secretariat model
    - Option 2: Collect Membership Fee and Hire a Project Manager
    - Option 3: Identify an External Organization with Capacity to take on the WNC
    - Option 4: Dissolve the Water North Coalition
  - The results of the vote was as follows:
    - Option 1: 2 Votes
    - Option 2: 5 Votes
    - Option 3: 1 Vote
    - Option 4: 4 Votes
- Further discussion on the presented options include, a tiered fee structure and looking for an intern or a student to act as project manager for the Coalition.
- It was decided that a transition team would work together, with support from JEI to have a further discussion on how to proceed with the WNC under the new model, taking into consideration the preferences of the members through the vote on the 4 options.
- The Chair asked members (voting and non-voting) to come forward if they are interested in participating in the transition team.
- The motion to form the committee resulted in the following:
  - Members of the transition team:
    - AWWOA
    - Aquatera
    - ATAP
    - Associated Environmental
    - County of Grande Prairie
    - City of Cold Lake
    - Town of High Level
  - This transition team will meet with JEI staff prior to the March 4 meeting to:
    - Discuss the results of the January meeting

- Craft a new structure for the WNC to present to members for approval
- JEI staff will educate the transition team on all WNC material, processes and procedures to ensure members of transition team are familiar with meeting materials and process to hold meetings from March 2021 onwards.
- The next meeting, will be held on March 4, 2021 at 9:30am via WebEx. The focus will be to review the progress of the transition team and present findings and next steps to the coalition.

# **Boreal Housing Foundation**

## **Organizational Meeting**

**November 26, 2020 – 10:00 A.M.**

**Mackenzie House, High Level, Alberta**

**In Attendance:** Wally Olorenshaw via teleconference  
Michelle Farris  
Josh Knelsen  
Cameron Cardinal  
Clark McAskile  
Crystal McAteer  
Daphne Lizotte  
Cornie Teichroeb  
Philip Wiebe  
Tim Driedger

### **Regret**

**Administration:** Mary Mercredi, CAO  
Evelyn Peters, Executive Assistant

**Call to Order:** Mary Mercredi called the Organizational meeting to order at 10:04 am.

**Agenda:** **Approval of Agenda**

20-108 Moved by Cornie Teichroeb

That the agenda be approved as distributed.

Carried

Signing Oath of Confidentiality

Completing of Board Member Information

**New Business:**

**Election of Chairperson**

Mary Mercredi asked for nominations for the position of Chair.

Michelle Farris nominated Cameron Cardinal,  
Cameron Cardinal accepted.

20-109 Cornie Teichroeb declared Nominations cease.

Carried

Cameron Cardinal, Chair by acclamation

**Election of Vice-Chair**

Mary Mercredi asked for nominations for the position of Vice Chair.

Cameron Cardinal nominated Clark McAskile,  
Clark McAskile accepted.

Philip Wiebe nominated Cornie Teichroeb,  
Cornie Teichroeb accepted.

20-110 Michelle Farris declared Nominations cease.

Carried

Clark McAskile as Vice-Chair by vote

**Destroy all ballots**

20-111 Moved by Cornie Teichroeb

That all ballots be destroyed

Carried

**Appointment of Signing Authority**

20-112      Moved by Clark McAskile

That the alternate signing authority be appointed to Cornie  
Teichroeb

Carried

20-113      Moved by Cameron Cardinal

That organizational Meeting be adjourned at 10:12 am

Carried

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Mary Mercredi, CAO

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Evelyn Peters, Executive Assistant

**Boreal Housing Foundation**  
**Regular Board Meeting**  
**November 26, 2020 after the organizational meeting**  
**Town of High Level Chambers – High Level, Alberta**

**In Attendance:**

Cameron Cardinal  
Philip Wiebe  
Michelle Farris  
Wally Olorenshaw – via teleconference  
Crystal McAteer  
Cornie Teichroeb  
Tim Driedger  
Josh Knelsen  
Daphne Lizotte  
Clark McAskile

**Missing:**

**Administration:** Mary Mercredi, Chief Administrative Officer  
Evelyn Peters, Executive Assistant

**Call to Order:** Chair Cameron Cardinal called the meeting to order at 10:15 am.

**Agenda:**

**Approval of Agenda**

20-114 Moved by Michelle Farris

That the agenda be amended to include:  
4.9b Communications

Carried

**Minutes from September 30, 2020 Regular Board Meeting**

20-115 Moved by Clark McAskile

That the minutes of the September 30, 2020 Regular Board Meeting  
be approved as presented.

Carried



**New Business**

**Tenant Family Council presentation**

20-116

Moved by Michelle Farris

That the Tenant Family Council presentation be received as information.

Carried

**2021 Projected pay grid**

20-117

Moved by Crystal McAteer

That the 2021 projected pay grid be accepted as presented

Carried

**2021 projected Organizational Chart**

Moved by to be Tabled at next meeting.

That the projected Organizational Chart amended adding dotted line between BHF board and the financial Officer. (Highlight changes)

**2021 Projected Lodge Budget**

20-118

Moved by Cornie Teichroeb

That the 2021 projected Lodge Budget be accepted as presented

Carried

**2021 Projected Housing Budget**

20-119 Moved by Wally Olorenshaw

That the 2021 Housing Budget be approved electronically upon receipt of confirmation of funds coming from the Government

Carried

**2021 Projected Supportive Living Budget**

20-120 Moved by Tim Driedger

That the 2021 projected Supportive Living Budget be accepted as presented

Carried

**2021 Projected Mackenzie House Budget**

20-121 Moved by Clark McAskile

That the 2021 projected Mackenzie House Budget be tabled at a later date.

Carried

**Policy Nur-055 Safe Handling of Hazardous Medication**

20-122 Moved by Crystal McAteer

That the Policy Nur-055 Safe Handling of Hazardous Medication be accepted as presented

Carried

**Heimstaed Lodge 2022 renewal negotiation – set date**

20-123 Moved by Cornie Teichroeb

That the Heimstaed Lodge 2022 negotiations be set to begin after LCMNA has presented a draft contract

Carried

**2020-2021 Meetings calendar**

20-124

Moved by Wally Olorenshaw

That the 2020-2021 Meetings calendar be accepted as presented

Carried

**Communications**

20-125

Moved by Josh Knelsen

That "Communication Item" be added to the agenda as the last item of discussion including mailed documents.

Carried

Chair Cameron Cardinal called for recess at 12:30 am  
Chair Cameron Cardinal reconvened the meeting at 12:38 am

**Reports:**

**Financial Reports**

**CAO Report**

20-126

Moved by Michelle Farris

That the CAO report be received for information.

Carried

**Heimstaed Lodge Financial Reports – October 31, 2020**

20-127

Moved by Cornie Teichroeb

That the October 31, 2020 Lodge financial report be received for information.

Carried

**High Level Lodge – October 31, 2020**

20-128 Moved by Crystal McAteer

That the October 31, 2020 High Level Lodge financial report be received for information.

Carried

**Supportive Living Financial Reports – October 31, 2020**

20-128 Moved by Clark McAskile

That the October 31, 2020 Supportive Living financial report be received for information.

Carried

**Housing Financial Reports – October 31, 2020**

20-129 Moved by Josh Knelsen

That the October 31, 2020 Housing financial report be received for information.

Carried

**Grants & Reserves – October 31, 2020**

20-130 Moved by Cornie Teichroeb

That the October 31, 2020 Grants & Reserves report be received for information.

Carried

**Arrears Report – November 20, 2020**

20-131 Moved by Josh Knelsen

That the November 20, 2020 arrears report be received for information.

Carried

**Information items**

20-132 Moved by Clark McAskile

That the following items be accepted as information

- 6.1 AHS Bed Closure
- 6.2 Mackenzie County Board Appointees
- 6.3 Town of Rainbow Lake Board Appointees
- 6.4 Town of High Level Board Appointees
- 6.5 LCMNA Board appointees
- 6.6 Health & Safety Newsletter
- 6.7 Rent Supplement Program
- 6.8 Altenheim Furnace
- 6.9 BHF Board Member Information

Carried

**In Camera: Legal / Land / or Labor**

20-133 Moved by Cornie Teichroeb

That the meeting moves to in camera at 1:37 pm

Carried

20- 134 Moved by Philip Wiebe

That meeting moves out of in camera at 2:42 pm

Carried

**Next Meeting Date:** That the next Regular Board Meeting be set for January 28, 2021 in High Level.

**Adjournment:**

20-135                      Moved by Crystal McAteer

That the meeting of November 26, 2020 be adjourned at 2:43 pm

Carried

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Chair Cameron Cardinal

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Evelyn Peters, Executive Assistant

**Boreal Housing Foundation**  
**Special Board Meeting**  
**January 05, 2021**  
**Town of High Level Chambers – High Level, Alberta**

**In Attendance:**

Cameron Cardinal	Jordon Asels
Clark McAskile	Cornie Teichroeb
Michelle Farris	Tim Driedger
Wally Olorenshaw	Josh Knelsen
Crystal McAteer	Philip Wiebe

**Missing:** Daphne Lizotte

**Administration:** Mary Mercredi, Chief Administrative Officer

**Call to Order:** Chair Cameron Cardinal called the meeting to order at 1:15 am.

**In Camera:** **Legal / Land / or Labor**

21-001 Moved by Michelle Farris

That the meeting moves to in camera at 1:18 pm

Carried

21-002 Moved by Clark McAskile

That meeting moves out of in camera at 1:52 pm

Carried

21-003 Moved by Josh Knelsen

That Boreal Housing Foundation (BHF) start the process to transition the Heimstaed over to La Crete Municipal Nursing Association (LCMNA) and notify appropriate Ministries and Alberta Health Services (AHS)

Carried Unanimously

Special Board Meeting  
January 5, 2021

**Next Meeting Date:** That the next Regular Board Meeting be set for January 28, 2021 in

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**Adjournment:**

21-004                      Moved by Crystal McAteer

That the meeting of January 5, 2021 be adjourned at 2:05 pm

Carried

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Chair Cameron Cardinal

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Mary Mercredi, Chief Administrative Officer





**Special Board Meeting and Organizational Meeting  
REDI Northwest Alberta  
APPROVED MINUTES**

*Video Conference Call - Zoom*

*December 09, 2020*

*6:00 REDI Meeting*

**MEETING MINUTES**

**REDI Board Members Present**

Lisa Wardley, Chair, Mackenzie County  
Boyd Langford, Vice Chair, Town of High Level  
Michelle Farris, Secretary/Treasurer, Town of Rainbow Lake  
Peter Braun, Mackenzie County  
Crystal McAteer, Town of High Level  
Jasmine Light, Northern Lakes College  
Greg McIver, Zama Chamber Committee  
Cheryll Welke, High Level Chamber of Commerce  
Larry Neufeld, La Crete Chamber of Commerce  
Mike Osborn, Community Futures Northwest Alberta

**Staff & Guests**

Andrew O'Rourke, REDI Manager  
Hayley Gavin, Town of High Level  
Byron Peters, Mackenzie County  
Central Mountain Air - Micheal Claeren, Director, Head of Commercial  
Central Mountain Air – Dixie Marchuk, Manager of Airports & Cargo

**1. CALL TO ORDER**

REDI Manager Andrew O'Rourke called the meeting to order and declared quorum at 6:03pm.

REDI Northwest Alberta Organizational Meeting – 2020

**i. REDI By-Law Change**

Changes to the REDI By-Laws in Article III, Section II and Section III, that now reads as follows:

Section II            The Board of Director members from the founding Municipalities shall choose from amongst the representatives from Mackenzie County, the Town of High Level and the Town of Rainbow Lake, individuals to fill the following positions:

- a)        Chair
- b)        Vice-Chair
- c)        Secretary-Treasurer

Section III            REDI Board of Director members from the founding Municipalities shall choose the positions listed in Article III Section II at a general meeting. The date of the general meeting for the purpose of choosing the said positions shall

be set in the month of November in any given year. The term of office for the positions listed in Article III Section II shall be two (2) years. The term of office for the newly chosen officers shall commence immediately upon selection.

**Motion:**

**Moved by: Boyd Langford**

That REDI adopt the new by-laws changes.

**CARRIED**

**ii. Confirmation of REDI Executive**

- a. Chair Lisa Wardley
- b. Vice-Chair Boyd Langford
- c. Secretary / Treasurer Michelle Farris

**Motion:**

**Moved by: Michelle Farris**

That REDI Executive be confirmed until the next reorganization meetings taking place in November 2021.

**CARRIED**

**Signing Authority**

**ii. REDI Signing Officers**

**Motion:**

**Moved by: Boyd Langford**

That REDI signing officers be two of the following five people

1. Secretary/Treasurer Michelle Farris
2. Chair Lisa Wardley
3. Vice-Chair Boyd Langford
4. Mike Osborn
5. REDI Manager: Andrew O'Rourke

**CARRIED**

**iii. Meeting Dates 2021**

REDI will continue to have nine meetings a year, which will fall on the fourth Wednesday of each month.

- January 27, 2021
- February 24, 2021
- March 24, 2021
- April 28, 2021 (A.G.M.)
- May 26, 2021
- June 23, 2021
- September 22, 2021
- October 27, 2021
- November 24, 2021 (Organisational Meeting)

**Motion:**

**Moved by: Peter Braun**

To accept the following REDI meeting dates. All meetings will start at 6:00 pm and are located at the Town of High Level, in Room 150 or via Zoom Video Conference.

**Carried**

Chairing of the meeting is taken over by Lisa Wardley @ 6:11 pm

**2. REVIEW & ADOPTION OF THE AGENDA**

**Motion:**

**Moved by Larry Neufeld**

That REDI accepts the agenda as presented.

**Carried**

**3. PRESENTATIONS**

**Central Mountain Air (CMA) Presentation**

Michael Claeren, Director, Head of Commercial

Dixie Marchuk, Manager of Airports, Cargo and Security

Central Mountain Air started operating in 1987 and now has a 27 aircraft fleet. They have scheduled service from Edmonton to High Level three times weekly on an 18 seater aircraft. A lot of Northbound passenger traffic on Monday, empty going back to Edmonton. Wednesday passenger traffic both ways. Fridays, there is a lot of southbound passenger traffic, so aircraft goes to High Level empty. An opportunity exists to bring freight on cargo service.

**Question:** Is there a way to fly south on Monday for medical and fly north on Friday at a discount? **Answer:** The breakeven cost basis per seat is \$300 dollars due to fixed costs and government taxes.

C.M.A. staff co-worker Dillion is attending Nav Canada stakeholder's meetings with proposed changes. CMA will reach out to each of the Municipal CEOs so that there is a concerted effort.

**4. MINUTES OF SEPTEMBER 23, 2020 MEETING**

**Motion:**

**Moved by Jasmine Light**

That REDI accept the minutes of the October 28, 2020 Meeting.

**Carried**

**Motion:**

**Moved by Boyd Langford**

That REDI accepts the minutes of the Special Meeting on November 16, 2020 meeting.

**Carried**

Board Member Crystal MaAteer left the meeting @ 6:40 pm

**1. YTD FINANCIALS REPORT YTD November 30, 2020**

**Motion:**

**Moved by Boyd Langford**

That REDI accepts the YTD Financial report to November 30, 2020, for Information.

**Carried**

## 6. CHAIRS REPORT

### Verbal

REDI received the cheque for \$50,000 in GOA funding. REDA Chairs met on December 1, 2020, with minister Doug Schweitzer, Jobs Economy & Innovation. Great opportunity to explain to the minister what REDA's do in their local communities. The nine REDA's represent 250 municipalities in the province of Alberta. There is a new Chair of Alberta Growth, Janet Jabush, who is the Mayor of Mayerthorpe. She has reached out and is interested in doing some REDA Chair meetings to share information and build knowledge. Evident that there is a block in the Information that is sent from REDA's to the Minister. Waiting to hear back from Shane Getson on the Transportation Taskforce update.

## 7. MANAGERS REPORT

### Verbal

A request came through Alberta Agriculture for organic oat producers, which REDI has promoted on Facebook with MARA. To date, manager has 15 local producers to pass onto Aussie Oats in Sri Lanka. It could be an exciting opportunity to build a relationship with this company and possibly have them tour our region in the future and look at value-added here.

In November, REDI undertook a site selection process on behalf of Roquette, a French company looking for sites to build a \$100m wet fractionation protein plant. Manger worked with Byron at Mackenzie County and Hayley at the Town of High Level to create eight site locations suitable for the companies requirements.

On December 1, the REDI manager did an agriculture presentation to Invest Alberta in Japan. This followed on from the Ag presentation in October with Alberta Government investment attraction staff. Copies of our Pea Processing Report, Hemp Decortication, Organic Producers, Oats report were forward. Now Invest Alberta will present these opportunities to investment houses at regular presentations.

### Motion:

**Moved by Cheryll Welke**

That the Chairs and Managers reports be accepted as presented.

### Carried

## 8. NEW BUSINESS

### i. REDI Payment Method

Due to COVID, a new payment approval procedure via e-mail and proposed ETF payment.

### Motion:

**Moved by Larry Neufeld**

That REDI approve new payment approval procedure effective immediately with a review at AGM on April 28, 2021.

### Carried

### ii. ISED Support Letter Zama

The Federal Government has announced a new Universal Broadband Fund. Local internet providers will be submitting applications and require a letter of support for their proposed projects.

**Motion:**

**Moved by Peter Braun**

That REDI provides a letter of support for any internet provider applying to the federal government's Universal Broadband Fund to upgrade services in the region.

**Carried**

**iii. Chief Clarence Louie**

REDI board member Jasmine Light representing Northern Lakes College has put forward a proposal for Chief Louie to do a virtual tour of the region. Jasmine is also organizing a more extensive regional broadcast that could have up to 300 participants from the region listening to a talk by Chief Louie. Northern Lakes College has adequate funding to create one regional broadcast meeting in February or March 2021. Council for Community Education Committees (CEC) will promote the event in our local communities.

REDI discussed the idea of assisting with funding a second talk with a subject matter developed from questions brought forward in the first regional talk. REDI will also provide a copy of the recent My Freedom My Frontier tourism report to Chief Louie as tourism and economic development is his specialty. Community Futures has also indicated that they would be interested in supporting if the CEC would promote talks and get buy from their communities.

**Motion:**

**Moved by Boyd Langford**

That REDI approve funding of \$1,500 to partner with Community Futures in support Northern Lakes College hosting a Chief Louie second talk that would focus on tourism and economic development.

**Carried**

**iv. Minister of JEI REDA Meeting December 1, 2020**

As highlighted with the Chairs report, the recent meeting with Minister Doug Schweitzer highlighted a block in Information from REDA's to minister. REDI has always done best when we bring topics directly to politicians rather than ministry staff. Doug Schweitzer also mentioned keeping our MLA in the loop, so when they are sitting at different tables, they can bring forward REDA objectives.

It was discussed that our Regional Economic Development Specialist would be limited to four meetings per year. At each of these meetings, the RED can come as a delegation and present a report on what the ministry is working on and how they will be collaborating with REDI.

**9. OLD BUSINESS**

**i. A2A Rail Meeting on November 26**

The total cost of hosting A2A in High Level on the November 25 & 26 was \$710.22. On November 26, REDI Chair and Manager hosted a second meeting with A2A and guested Alden Armstrong from Paddle Prairie and Kevin Crosby, Dean of Business, Academics, Trade and Technology at Northern Lakes College. A2A discussed returning to the region in late January. REDI will put together a list of potential commercial and industrial users as well as commodity quantity listings.

**Motion:**

**Moved by Greg McIvor**

That the report be received for Information.

**Carried**

**ii. Transport Utility Corridors Taskforce Budget**

Manager to come back to the January meeting with a new Honorariums & Expense Policy. A letter should be sent to Community Futures outlining the taskforce budget and accepting the offer for funding assistance.

**Motion:**

**Moved by Boyd Langford**

That REDI set a total budget of \$12,000 with \$6,000 from Community Futures, which will be matched at 50% up until March 31, 2021.

**Carried**

**iii. MoveUp Magazine**

**Motion:**

**Moved by Michelle Farris**

That REDI set the topic of the February 2021 MoveUp magazine advertorial as the Forestry Industry.

**Carried**

**iv. ICCI Mackenzie County Invoice 2019**

**Motion:**

**Moved by Peter Braun**

That REDI cancel invoice to Mackenzie County for the amount of \$2,142.97

**Carried**

**v. Digital Main Street Program Letter of Support**

Request to write a letter of support for the DMS ‘Shop Here’ program to Caroline Séguin, Director of Policy to the Minister of Economic Development and Official Languages. And Terry Duguid, Parliamentary Secretary to the Minister of Economic Development and Official Languages, Western Economic Diversification Canada.

**Motion:**

**Moved by Larry Nuefeld**

That REDI write two additional support letters in favour of DMS ‘Shop Here’ online e-commerce project.

**Carried**

**vi. NTAB**

Rainbow Lake Council made a motion on Monday, December 07, 2020, to continue with a municipal membership of NTAB. High Level Council also brought forward a motion to purchase a municipal membership, but it was defeated.

**10. ROUNDTABLE Old round table.**

**Cheryll Welke** – High Level Chamber is looking at creating a business directory to assist A2A in the region. The Chamber is developing new packages to recruit new membership and gearing up for a night of lights.

**Michelle Farris** – Rainbow Lake had Christmas tree lighting on Friday; residence attended in vehicles, followed by twinkle lights and drive around town with Mr. & Mrs. Santa Clause.

**Jasmine Light** – We were hoping to reopen in January, but with restrictions, that has postponed our plan. Students can still enter the college by appointment only. There is a list of seminars that NLC will be running between January – June 2021. At the moment, there is a ‘Start Suicide Prevention’ workshop.

**Greg McIvor** – Hopefully, we can get the FCSS program again. And we are gearing up for the Saturday Christmas event in Zama.

**Larry Neufeld** – Excited to have moonlight madness finished before the new restrictions came into place. It was a moonlight madness week as opposed to just one Saturday. Twenty-nine businesses in total participated and a lot of positive feedback.

**Boyd Langford** –Richardson Pioneer is completely filled and letting it settle for some time before shipping their first rail carts after Christmas. I was also talking to someone at the new pellet mill, and they are days away from making their first shipment. Through an assessment quirk in the MGA, neither project was completed and operational by October 31, 2020. There will be no assessment value for 2021 taxes.

**Peter Braun**- Mackenzie County is busy with budget meetings and trying to get the budget balanced.

**Hayley Gavin** – High Level undertaking Land Use Bylaw. High Level updated its Business License form with a section that would allow the administration to send business details to High Level Chamber to assist them in getting increased membership.

**Lisa Wardley** – Mackenzie County is busy doing the budget, not completed yet. Zama will be different with restrictions; hopefully, everyone up there will continue to work. There is a fear if it gets into camp or rig crew, it could shut things down. Zama is looking at a shipment of groceries program to eliminate community travel.

**ADJOURNMENT & NEXT MEETING**

The Next REDI meeting takes place on Wednesday, January 27, 2021, at 6:00 on Zoom or a combination of Zoom and board members present at High Level town office.

**Motion:** **Moved by Lisa Wardley**  
That the REDI meeting be adjourned at 8:10 pm.  
**Carried**

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Lisa Wardley Chair

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REDI Manager

Meeting Minutes  
Fort Vermilion Recreation Board - December 2, 2020

1. Called to order @ 7:33pm
2. In attendance: Karen Smith, Michael Smith, Steven Simpson, Jaidyn McLean, Clinton Edwards, Cameron Cardinal, Tamie McLean, Wendy Nanooch, Darren Nanooch
3. Additions to Agenda
4. Acceptance of Agenda: Karen approves agenda with additions. All in favor.
5. Acceptance of previous minutes: Steven accepts minutes from October 21,2020 as presented. All in favor.
6. Guests: NA
7. Financial Statements: Cameron approves financial statements as presented. Jaidyn seconds. All in favor.
8. General Reports:
  - a. Managers Report: **Cameron makes a motion to purchase a new stove for the concession spending up to \$1200. All in favor.**
9. Old Business:
  - a. Outdoor Rink: possibility of moving it to St Mary's. Do not spend any extra money on this until a decision has been made.
  - b. Sliding Hill: TABLED
  - c. Skating Trails: Steven went skating on causeway and said it was a great experience. He bought forth the idea of using Gull Lake to do one, but covid regulations have put a stop to the idea for now.
  - d. Approach for Gym: TABLED
  - e. Grant Application: Received for information.
10. New Business:
  - a. Curling – January Update
11. Correspondence: NA
12. Next Meeting: January 19,2021
13. In Camera: Steven moves to go "in camera" @ 8:32pm. Jaidyn moves to come "out of camera" @ 9:10pm



Complaints were received about the cleanliness of the hall kitchen. **Cameron makes a motion to refund Carla Paul her rental fee for the funeral.** All in favor. **Karen makes a motion that Tamie write a letter to Clinton with instruction to give disciplinary action to staff as a result.** All in favor.

14. Adjournment: 9:31pm