




MACKENZIE COUNTY

REGULAR COUNCIL MEETING

MAY 11, 2021
10:00 AM

FORT VERMILION COUNCIL
CHAMBERS

 780.927.3718

 www.mackenziecounty.com

 4511-46 Avenue, Fort Vermilion

 office@mackenziecounty.com



Mackenzie County

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**Tuesday, May 11, 2021
10:00 a.m.**

Fort Vermilion Council Chambers

Fort Vermilion, Alberta

AGENDA

			Page
CALL TO ORDER:	1.	a) Call to Order	
AGENDA:	2.	a) Adoption of Agenda	
ADOPTION OF PREVIOUS MINUTES:	3.	a) Minutes of April 28, 2021 Regular Council Meeting	7
		b) Business Arising out of the Minutes	
		c)	
DELEGATIONS:	4.	a) Compass Assessment –Aaron Steblyk 10:30 a.m.	25
		b) RCMP – 11:30 a.m.	
		c) Arnold Viersen – 2:00 p.m.	
TENDERS:		Tender openings are scheduled for 11:00 a.m.	
	5.	a) Fort Vermilion Rural Truckfill Pump Install	39
		b) Site Tour Projects	43
		c) Storm Pond “A” for the hamlet of La Crete – Engineering Services Awarding	45
		d)	
PUBLIC HEARINGS:		Public hearings are scheduled for 1:00 p.m.	
	6.	a) None	
GENERAL REPORTS:	7.	a) CAO & Director Reports	49

		b)	Disaster Recovery and Mitigation Update	
		c)		
AGRICULTURE SERVICES:	8.	a)	None	
		b)		
COMMUNITY SERVICES:	9.	a)	Hamlet Spring Garbage Pick-up	65
		b)	La Crete Recreation Society Contingent Funds Request	67
		c)	Streetscape Terms of Reference Amendments	71
		d)		
		e)		
		f)		
FINANCE:	10.	a)	Amend Policy FIN028 – Credit Card Use	77
		b)	Appointment of Auditors 2021-2022	87
		c)	Financial Reports	91
		d)	Cheque Registers	107
		e)		
		f)		
OPERATIONS:	11.	a)	Culvert Maintenance	109
		b)	Washout & Culvert Repairs / Upgrades - Request for Additional Funds	111
		c)	30 Meter Right-of-Way for Road Widening	113
		d)		
		e)		
UTILITIES:	12.	a)	None	
		b)		

PLANNING & DEVELOPMENT:	13.	a)	Bylaw 1223-21 Land Use Bylaw Amendment to Reduce the Minimum Lot Size in the Rural Industrial General Zoning District	117
		b)	Bylaw 1224-21 Land Use Bylaw Amendment to add Rural Country Residential 4 (RCR4) to Section 9	125
		c)	DRAFT Bistcho Lake Sub-Regional Plan	145
		d)	Arrow Technology Group – Fibre Shack in Zama	161
		e)	Telecommunication Tower Request – La Crete Water Treatment Plant	177
		f)		
		g)		
ADMINISTRATION:	14.	a)	Administrative Policies	189
		b)	La Crete Rec Board Request for Charitable Donation Receipts	199
		c)		
		d)		
COUNCIL COMMITTEE REPORTS:	15.	a)	Council Committee Reports (verbal)	
		b)	Municipal Planning Commission Meeting Minutes	201
		c)		
INFORMATION / CORRESPONDENCE:	16.	a)	Information/Correspondence	217
CLOSED MEETING:			<i>Freedom of Information and Protection of Privacy Act</i> Division 2, Part 1 Exceptions to Disclosure	
	17.	a)	Agricultural Land Development & Lease Proposals for NW 6 & SW 7-109-19-W5 (s. 16)	
		b)	Flood Mitigation (s. 23, 24, 25)	

c) RFP – Washout & Culvert Repairs / Upgrades
(s. 27)

d) Building Allocations (s.17)

NOTICE OF MOTION: 18. a)

NEXT MEETING DATES: 19. a) Special Council Meeting
May 12, 2021
12:00 p.m.
Fort Vermilion Council Chambers

b) Regular Council Meeting
May 26, 2021
10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT: 20. a) Adjournment



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 11, 2021
Presented By:	Colleen Sarapuk, Administrative Officer
Title:	Minutes of the April 28, 2021 Regular Council Meeting

BACKGROUND / PROPOSAL:

Minutes of the April 28, 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. Sarapuk Reviewed by: _____ CAO: _____

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the minutes of the April 28, 2021 Regular Council Meeting be adopted as presented.

Author: C. Sarapuk Reviewed by: _____ CAO: _____

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**Wednesday, April 28, 2021
10:00 a.m.**

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

PRESENT:

Josh Knelsen	Reeve
Walter Sarapuk	Deputy Reeve –virtual
Jacque Bateman	Councillor
Peter F. Braun	Councillor – left at 5:18 p.m.
Cameron Cardinal	Councillor – virtual, arrived in person at 12:45 p.m.
David Driedger	Councillor
Eric Jorgensen	Councillor - virtual
Anthony Peters	Councillor
Ernest Peters	Councillor
Lisa Wardley	Councillor - left meeting and joined virtually at 5:18 p.m. left meeting at 6:42 p.m.

REGRETS:

ADMINISTRATION:

Byron Peters	Deputy Chief Administrative Officer
Don Roberts	Director of Community Services
Jennifer Batt	Director of Finance
Jeff Simpson	Director of Operations
Caitlin Smith	Manager of Planning and Development
Grant Smith	Agricultural Fieldman
Willie Schmidt	Fleet Manager
Colleen Sarapuk	Recording Secretary

ALSO PRESENT: Members of the Public

Minutes of the Regular Council meeting for Mackenzie County held on April 28, 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 21-04-326 MOVED by Councillor Wardley

That the agenda be adopted with the additions;
4.d) RCMP - Delegation
5.c) Storm Pond A La Crete
9.c) FRIAA Grant Funding
17.c) Waste Commission
17.d) Public Works Project request for Proposal
17.e) Outstanding Taxes

CARRIED

**ADOPTION OF
PREVIOUS
MINUTES:**

3. a) Minutes of the April 13, 2021 Regular Council Meeting

MOTION 21-04-327 MOVED by Councillor Wardley

That the minutes of the April 13, 2021 Regular Council Meeting be adopted as amended.

CARRIED

**ADOPTION OF
PREVIOUS
MINUTES:**

3. b) Business arising out of the Minutes

DELEGATIONS:

4. a) Wilde & Company Chartered Professional Accountants – 2020 Audited Financial Statements (10:00 a.m.) Refer to Agenda Item # 10. d)

MOTION 21-04-328 MOVED by Councillor Braun

That the 2020 Audited Financial Statements and Financial Information Return be approved as presented.

CARRIED

DELEGATIONS:

4. b) Mr. Kirby – Grade 6 Class 10:30 a.m.

**GENERAL
REPORTS:**

7. a) Disaster Recovery (Standing Item)

MOTION 21-04-329 MOVED by Councillor Braun

That the Disaster Recovery update be received for information

CARRIED

MOTION 21-04-330 **MOVED** by Councillor Cardinal

That Councillor Jorgensen, Cardinal and Reeve Knelsen be authorized to attend the Disaster Recovery Team meetings.

CARRIED

TENDERS: **5. a) 2021 Road Improvements**

MOTION 21-04-331 **MOVED** by Councillor A. Peters

That the 2021 Road Improvements Tenders – Envelope #1 be opened.

CARRIED

Bidder	Qualifying Documents
Wapiti Gravel Suppliers	All qualifying documents
Knelsen Sand & Gravel	All qualifying documents

MOTION 21-04-332 **MOVED** by Deputy Reeve Sarapuk

That the 2021 Road Improvements Tenders – Envelope #2 be opened for the qualified bidders.

CARRIED

Bidder	Schedule A	Schedule B
Wapiti Gravel Suppliers	\$318,007.98	\$676,987.25 \$563,949.05 Amended Price
Knelsen Sand & Gravel	\$206,890.00	\$470,110.00

MOTION 21-04-333 **MOVED** by Councillor Wardley

That administration review the tenders and return for awarding later in the meeting.

CARRIED

TENDERS: **5. b) La Crete Signalization (Intersection Upgrade Traffic Lights 100 ST &94 Ave)**

MOTION 21-04-334 **MOVED** by Councillor E. Peters

That the La Crete Signalization Tenders – Envelope #1 be opened.

CARRIED

Bidder	Qualifying Documents
RGM Contracting	All required documents
CAN Traffic	All required documents

MOTION 21-04-335 **MOVED** by Councillor Braun

That the La Crete Signalization Tenders – Envelope #2 be opened for the qualified bidders.

CARRIED

Bidder	Amount
RGM Contracting	\$236,518.23
CAN Traffic	\$346,562.00

MOTION 21-04-336 **MOVED** by Councillor Braun

That Administration review the tenders and return for awarding later in the meeting.

CARRIED

DELEGATIONS: **4. c) Maarten Braat – 11:45 a.m.**

Reeve Knelsen recessed the meeting at 12:16 p.m. and reconvened the meeting at 12:51 p.m.

COMMUNITY SERVICES: **9. c) FRIAA Grant Funding**

MOTION 21-04-337 **MOVED** by Councillor Wardley

That Mackenzie County support and submit the 2021 FRIAA grant funding proposal for Mackenzie County FireSmart Home Assessments (EOI-21-13) project.

CARRIED

AGRICULTURE:

8. a) None

COMMUNITY SERVICES:

9. a) Bylaw 1220-21 Fee Schedule Amendment (Campground and Waste Transfer Station Fees)

MOTION 21-04-338
Requires 2/3

MOVED by Councillor Wardley

That first reading be given to Bylaw 1220-21 being a Fee Schedule Bylaw amendment for Mackenzie County.

CARRIED

MOTION 21-04-339
Requires 2/3

MOVED by Councillor Bateman

That second reading be given to Bylaw 1220-21 being a Fee Schedule Bylaw amendment for Mackenzie County.

CARRIED

MOTION 21-04-340
Requires Unanimous

MOVED by Councillor Braun

That consideration be given to go to third and final reading of Bylaw 1220-21 being a Fee Schedule Bylaw amendment for Mackenzie County at this meeting.

CARRIED

MOTION 21-04-341
Requires 2/3

MOVED by Councillor Driedger

That third and final reading be given to Bylaw 1120-21 being a Fee Schedule Bylaw amendment for Mackenzie County.

CARRIED

COMMUNITY SERVICES:

9. b) Hamlet Spring Garbage Pick-up

MOTION 21-04-342

MOVED by Councillor Wardley

That the Hamlet Spring Garbage pickup be forwarded to the Community Services Committee to discuss possible partnerships with non-profits organizations.

CARRIED

FINANCE:

10. a) Bylaw 1221-21 2021 Tax Rate

MOTION 21-04-343
Requires 2/3

MOVED by Councillor Wardley

That first reading be given to Bylaw 1221-21 being the 2021 Tax Rate bylaw for Mackenzie County.

CARRIED

MOTION 21-04-344
Requires 2/3

MOVED by Councillor Braun

That second reading be given to Bylaw 1221-21 being the 2021 Tax Rate bylaw for Mackenzie County.

CARRIED

MOTION 21-04-345
Requires Unanimous

MOVED by Councillor Braun

That consideration be given to go to third reading of Bylaw 1221-21 being the 2021 Tax Rate bylaw for Mackenzie County, at this meeting.

CARRIED

MOTION 21-04-346
Requires 2/3

MOVED by Councillor Driedger

That third reading be given to Bylaw 1221-21 being the 2021 Tax Rate bylaw for Mackenzie County.

CARRIED

FINANCE:

10. b) 2021 Minimum Tax – Bistcho Cabins, Grazing Leases, Farmland Development Leases

MOTION 21-04-347
Requires 2/3

MOVED by Councillor Braun

That Grazing Lease and Farmland Development Leases tax rolls as per Schedule "A" be reduced to a \$50 minimum tax for 2021, and that \$40,489.54 in taxes be written off.

CARRIED

MOTION 21-04-348
Requires 2/3

MOVED by Councillor Bateman

That Bistcho Cabin tax rolls as per Schedule “B” be reduced to a \$50 minimum tax for 2021, and that \$300.76 in taxes be written off.

CARRIED

PUBLIC HEARINGS:

6. a) Bylaw 1215-21 Land Use Bylaw Amendment to Rezone Part of SE 35-105-15 W5M from Agricultural “A” to Rural Industrial Light “RIL”

Reeve Knelsen call the public hear for Bylaw 1215-21 to order at 1:04 p.m.

Reeve Knelsen asked if the public hearing for proposed bylaw 1215-21 was properly advertised. Caitlin Smith, Manager or 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 Amendment to Rezone Part of SE 35-105-15 W5M from Agricultural “A” to Rural Industrial Light “RIL”. Caitlin Smith, Manager of Planning & Development presented the following:

Mackenzie County has received a request to rezone Part of SE 35-105-15-WM from Agricultural “A” to Rural Industrial Light “RIL” to accommodate a new industrial subdivision.

The applicant intends to subdivide the 12-acre parcel and sell to Frontier Seed Cleaning to relocate their existing seed cleaning facility. A survey plan will be required at the time of subdivision, which will include a service road on the west side of the new property.

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 1215-21. No submissions were received.

Reeve Knelsen asked if there was anyone present who would like to speak in regards to the proposed Bylaw 1215-21. There was no one present to speak to the proposed bylaw.

Reeve Knelsen closed the public hearing for Bylaw 1215-21 at 1:08 p.m.

MOTION 21-04-349 **MOVED** by Councillor Braun

That second reading be given to Bylaw 1215-21 being a Land Use Bylaw Amendment to rezone Part of SE 35-105-15-W5M from Agricultural "A" to Rural Industrial Light "RIL" to accommodate an industrial use – general.

CARRIED

MOTION 21-04-350 **MOVED** by Councillor Driedger

That third reading be given to Bylaw 1215-21 being a Land Use Bylaw Amendment to rezone Part of SE 35-105-15-W5M from Agricultural "A" to Rural Industrial Light "RIL" to accommodate an industrial use – general.

CARRIED

TENDERS: **5. b) La Crete Signalization (Intersection Upgrade Traffic Lights 100 ST &94 Ave)**

MOTION 21-04-351 **MOVED** by Councillor Braun

That the La Crete Signalization contract for the Intersection Upgrade Traffic Lights 100 St & 94 Ave project, be awarded to the lowest qualified bidder while staying within budget.

CARRIED

TENDERS: **5. c) Storm Pond "A" Hamlet of La Crete – Request for Proposals (addition)**
Requires unanimous

MOTION 21-04-352 **MOVED** by Councillor Driedger

That the North Storm Pond "A" Hamlet of La Crete – Request for Proposals be opened.

CARRIED

Bidder	Cost
MPE	\$89,929.
Helix	\$84,999

MOTION 21-04-353 **MOVED** by Councillor Braun

That administration provide a summary for the next Council meeting of the proposals received and the successful proponent for the Request for Proposals for the Engineering Consulting Services for the La Crete North Storm Pond “A” project.

CARRIED

FINANCE: **10. e) Expense Claims – Councillors**

MOTION 21-04-354 **MOVED** by Councillor Jorgensen

That the Councillor expense claims for March 2021 be received for information.

CARRIED

FINANCE: **10. f) Expense Claims – Members at Large**

MOTION 21-04-355 **MOVED** by Councillor Wardley

That the Member at Large Expense Claims for March 2021 be received for information.

CARRIED

DELEGATION **5. d) RCMP – Delegation 1:30 p.m.**

Reeve Knelsen recessed the meeting at 2:18 p.m. and reconvened the meeting at 2:37 p.m.

TENDERS: **5. a) 2021 Road Improvements**

MOTION 21-04-356 **MOVED** by Councillor Braun

That the 2021 Road Improvements, **Schedule “A”** – La Crete Access Intersection Improvements contract be awarded to the lowest qualified bidder while staying within budget.

CARRIED

MOTION 21-04-357 MOVED by Councillor Bateman

That the 2021 Road Improvements, **Schedule “B”** – 101st Avenue contract be awarded to the lowest qualified bidder while staying within budget and subject to third and final reading of Bylaw 1217-21 – Local Improvement Tax, 101 Ave Asphalt.

CARRIED

FINANCE: **10. c) Bylaw 1217-21 – Local Improvement Tax, 101 Ave Asphalt**

MOTION 21-04-358 MOVED by Councillor Braun

That first reading be given to Bylaw 1217-21, being a bylaw authorizing imposition of a local improvement tax to the benefiting properties for construction of an Asphalt Overlay on 101st Avenue, 99th Street to 98th Street for; Plan 052 4622, Block 23, Lot 8, pt. NW-10-106-15-W5M, Plan 082 7720, Block 18, Lot 6 and Plan 962 1721, Block 18, Lots 6 and 7 in the Hamlet of La Crete as amended.

CARRIED

FINANCE: **10. g) Cheque Registers – April 10 – April 23, 2021**

MOTION 21-04-359 MOVED by Councillor Braun

That the cheque registers from April 10 - April 23, 2021 be received for information.

CARRIED

OPERATIONS: **11. a) None**

UTILITIES: **12. a) None**

PLANNING & DEVELOPMENT: **13. a) Bylaw 1222-21 Off - Site Levy Bylaw – La Crete North Storm Water Management**

MOTION 21-04-360 MOVED by Councillor Driedger

That first reading be given to Bylaw 1222-21 Off-Site Levy Bylaw – La Crete North Storm Water Management.

CARRIED

**PLANNING &
DEVELOPMENT:**

13. b) La Crete Transportation Network Analysis

MOTION 21-04-361

MOVED by Councillor Bateman

That the Transportation Network Analysis for the Hamlet of La Crete be adopted as presented.

CARRIED

**PLANNING &
DEVELOPMENT:**

13. c) Mackenzie County Flood Mitigation - Engineering Services Procurement

MOTION 21-04-362

MOVED by Councillor A. Peters

That the summary of the Request for Qualifications for the Prequalification of Engineering Consulting Services for the mitigation program be received for information, acknowledging Associated Engineering, Helix Engineering, and Beairsto & Associates Engineering & Surveys as the successful proponents.

CARRIED

ADMINISTRATION:

14. a) Caribou Update (standing item)

MOTION 21-04-363

MOVED by Councillor Braun

That the Caribou Update be received for information.

CARRIED

**COUNCIL
COMMITTEE
REPORTS:**

15. a) Council Committee Reports (verbal)

MOTION 21-04-364

MOVED by Councillor Wardley

That all members of Council are authorized to attend the virtual 2021 FCM conference.

CARRIED

MOTION 21-04-365

MOVED by Councillor Cardinal

That the Council Committee Reports be received for information.

CARRIED

**COUNCIL
COMMITTEE
REPORTS:**

15. b) Community Services Committee Meeting Minutes

MOTION 21-04-366

MOVED by Councillor Bateman

That the unapproved minutes of the April 1, 2021 Community Services Committee Meeting be received for information.

CARRIED

**COUNCIL
COMMITTEE
REPORTS:**

15. c) Municipal Planning Commission Meeting Minutes

MOTION 21-04-367

MOVED by Councillor Wardley

That the approved Municipal Planning Commission meeting minutes of February 25 and March 25, 2021 be received for information.

CARRIED

**INFORMATION /
CORRESPONDENCE**

16. a) Information/Correspondence

MOTION 21-04-368

MOVED by Councillor Bateman

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

CARRIED

CLOSED MEETING:

17. Closed Meeting

MOTION 21-04-369

MOVED by Councillor Driedger

That Council move into a closed meeting at 4:13 p.m. to discuss the following:

17.a) La Crete North Storm Project – Land Acquisition -

- Update (FOIP, Div. 2, Part 1s. 23, 24, 25)
- 17.b) Disaster Recovery Land Purchases (FOIP, Div. 2, Part 1s. 23, 24, 25)
 - 17.c) Waste Commission (FOIP, Div. 2, Part 1,s. 21, 22, 23 ,24)
 - 17.d) Public Works Project request for Proposal (FOIP, Div. 2, Part 1, s 27)
 - 17.e) Outstanding Taxes (FOIP, Div. 2, Part 1, s. 24, 25, 27)

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

- All Councillors Present
- Byron Peters, Deputy Chief Administrative Officer
- Don Roberts, Director of Community Services
- Jennifer Batt, Director of Finance
- Jeff Simpson, Director of Operations
- Caitlin Smith, Manager of Planning & Development
- Colleen Sarapuk, Recording Secretary

Administration left closed meeting at 6:26 p.m.

MOTION 21-04-370 **MOVED** by Councillor Bateman

That Council move out of a closed meeting at 6:42 p.m.

CARRIED

CLOSED MEETING: **17. a) North La Crete Storm Project – Land Acquisition – Update**

MOTION 21-04-371 **MOVED** by Councillor E. Peters

That administration proceed with the North La Crete Storm Project – Land Acquisition as discussed.

CARRIED

CLOSED MEETING: **17. b) Disaster Recovery Land Purchases**

MOTION 21-04-372 **MOVED** by Councillor E. Peters

That administration proceed with the Disaster Recovery Land Purchases as discussed.

CARRIED

CLOSED MEETING: 17. c) Waste Commission

MOTION 21-04-373 **MOVED** by Councillor Bateman

That the Waste Commission discussion be received for information.

CARRIED

CLOSED MEETING: 17. c) Public Works Project Request for Proposals

MOTION 21-04-374 **MOVED** by Deputy Reeve Sarapuk

That the Public Works Project Request for Proposals be received for information.

CARRIED

CLOSED MEETING: 17. c) Outstanding Taxes

MOTION 21-04-375 **MOVED** by Councillor Bateman

That Mackenzie County enter into an agreement for the payment of outstanding taxes with Long Run Exploration as discussed.

CARRIED

MOTION 21-04-376 **MOVED** by Councillor Bateman

That Tax Roll 106062 be received for information.

CARRIED

MOTION 21-04-377 **MOVED** by Councillor A. Peters

That administration enter into an agreement with Tax Roll 155377 as discussed.

CARRIED

NOTICE OF MOTION: 18. a)

**NEXT MEETING
DATE:**

19. a) Next Meeting Dates

Committee of the Whole
May 11, 2021
10:00 a.m.
Fort Vermilion Council Chambers

Regular Council Meeting
May 26, 2021
10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT:

20. a) Adjournment

MOTION 21-04-378

MOVED by Councillor Jorgenson

That the council meeting be adjourned at 6:46 p.m.

CARRIED

These minutes will be presented to Council for approval on May 11, 2021.

Joshua Knelsen
Reeve

Lenard Racher
Chief Administrative Officer



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 11, 2021
Presented By:	Jennifer Batt, Director of Finance
Title:	Delegation 10:30 a.m. Compass Assessment Consultants Inc. (Aaron Steblyk) 2020 Assessments for the 2021 Taxation

BACKGROUND / PROPOSAL:

Aaron Steblyk from Compass Assessment Consultants Inc. will provide Council information on this year's market value assessments and other issues of concern.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

2021 Budget

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

N/A

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

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the 2020 Assessment for the 2021 Taxation presentation report be received for information.

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



Mackenzie County

2020 Assessment for 2021 Taxation

Reporting on our Progress and
Milestones



Contents of the Report

Part 1:

Assessment
Review Board
Results

Part 2:

Inspections

Part 3:

Fort Vermilion
Flood

Part 4:

2020
Assessment for
2021 Taxation

Part 5:

Re-Inspection
Cycle

Part 6:

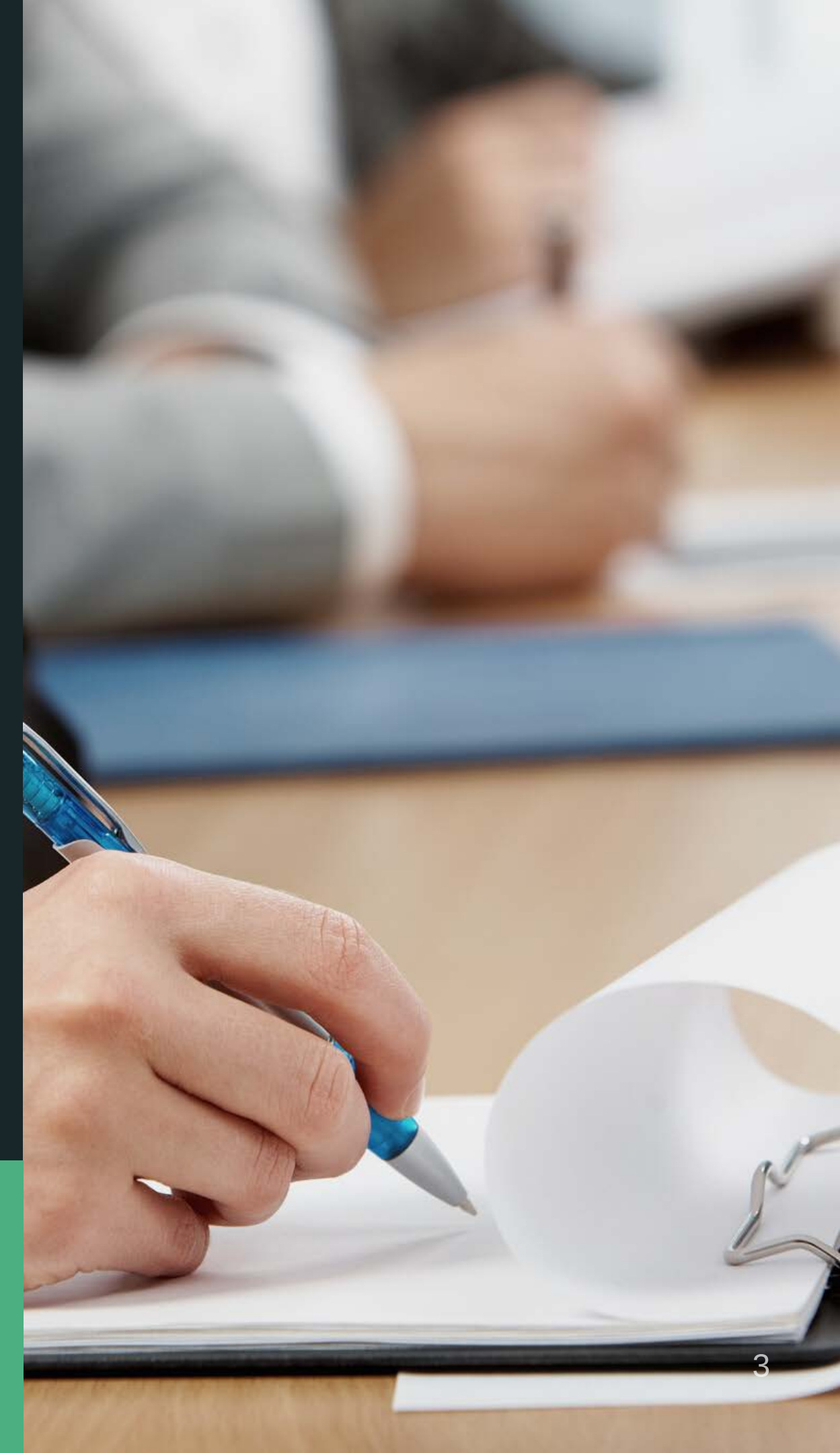
Looking
Forward

ASSESSMENT REVIEW BOARD RESULTS

- Another successful year
- 2 complaints filed
 - Both were residential complaints, heard by the Local Assessment Review Board (LARB)
- Decisions confirmed the assessment on both properties.
- Rate payer inquiries continue to be productive in addressing discrepancies in data and understanding of the assessment function.

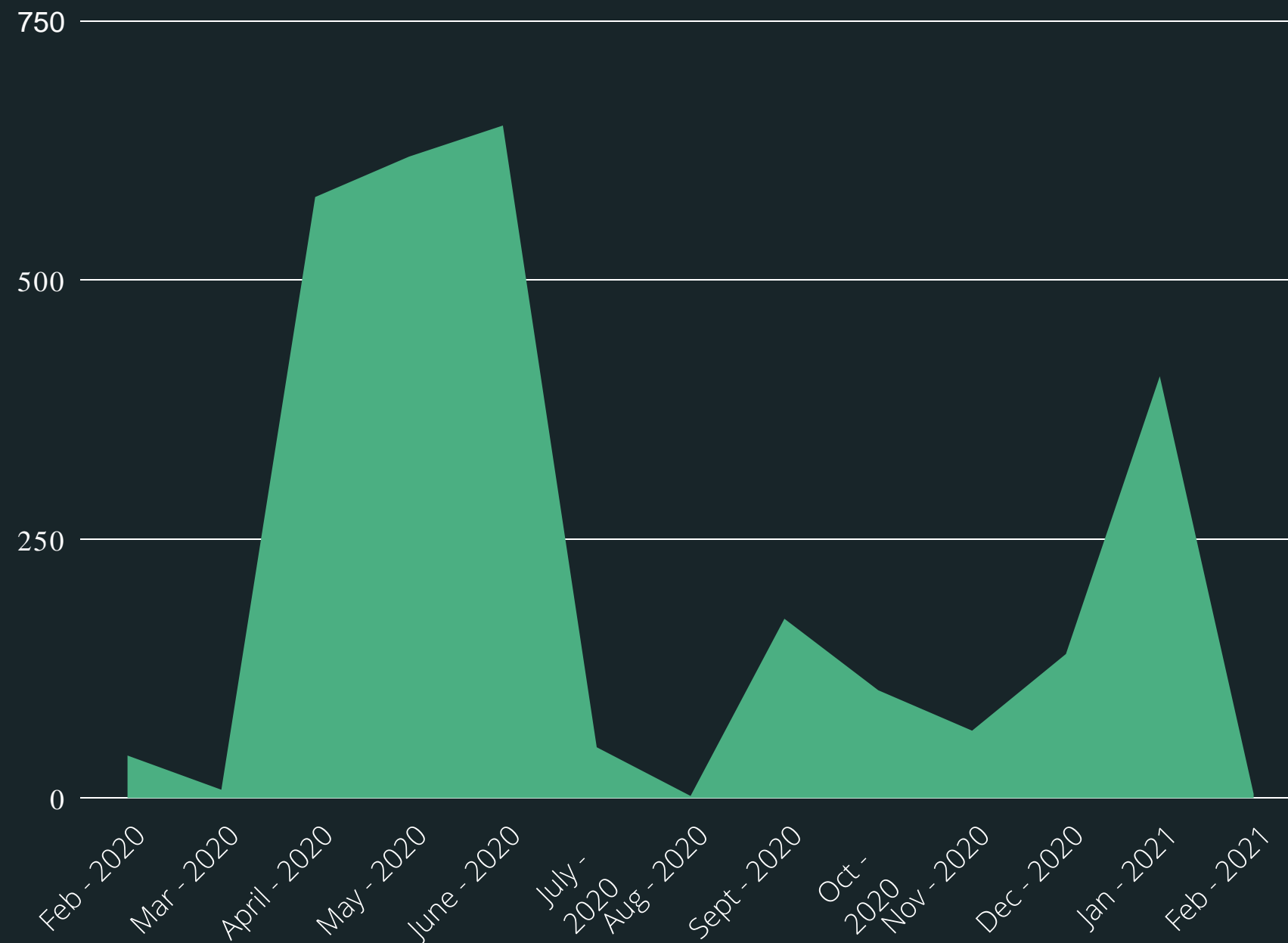
0.10 %

Change in total assessment by way of complaint or inquiry



INSPECTIONS

- Fort Vermilion Flood Properties Reviewed in September and again in January
- Physical Inspection of all 2020 Permits and Flood Properties
- Review of Quarterly Lease Reports
- Review of Subdivisions
- Updated photos of buildings on-site at time of inspection
- Re-Inspection focused in High Level area and North of River



100

Percent of properties identified as "Flood Affected" inspected

2840

Total Properties Inspected

FORT VERMILION FLOOD

Co-operation

- Worked closely with the Flood Coordinator and Alberta Disaster Services to provide necessary information to assist with damage assessments and pre-flood information.

Inspections

- Reviewed all properties noted to have been impacted by the flood in September and again in January to ensure the assessment reflects condition as of December 31, 2020.

Ongoing Review

- Ongoing inspections will be done on properties that were destroyed, in-progress of repair, or potentially being moved.

2020 ASSESSMENT FOR 2021 TAXATION



Mackenzie County Code: 0505 Assessment Year: 2020
Annual Audit Ratio Study Report
Summary and Assessment Audit Comments

Residential Assessment Level	Non-Residential Assessment Level
0.966	0.977

Assessment Year 2020 Loads

Load Type	Load Date	Declared By	Declaration Date
Annual	February 22, 2021	Aaron Steblyk	February 22, 2021
Indicators of Value	February 22, 2021	N/A	

Annual Audit Ratio Study Status
The regulated quality standards have been met for each actual use group by value quartile stratum and declaration is enabled.

Annual Return Declaration Status	Date
The appointed assessor has submitted the annual declaration upon receiving notice that the annual audit stage 1 tests are passed.	22FEB21:13:52:49

GROWTH VS. INFLATION



Assessment Base

TOTAL - \$1,889,191,100
TAXABLE - \$1,636,766,710

Taxable Change

\$47,214,820

Growth

4% Growth in the Residential Class
-1.9% Growth in the Non-Residential Classes

Inflation

1.7% Inflation in the Residential Class
0.2 % inflation in the Non-Residential Classes

1.85%

OVERALL GROWTH

1.1%

OVERALL INFLATION

ASSESSMENT HIGHLIGHTS

Overview of the upcoming assessment

INDUSTRIAL

- Disconnections again outweighed new additions
- Additional depreciation to buildings that house disconnected M&E (60%)
- Paramount did not further removed many buildings as they focused their efforts on abandonment in other jurisdictions. It is expected that further abandonment work will resume this year

PERMITS

- 401 Permits taken out during 2020
- 51 Shop/Garage/Accessory Buildings
- 57 permits issued relating to the FV Flood
- 219 Permits for Dwellings (SFD or Manufactured homes), renovations or additions

SALES

- 685 sales used in valuation
- 217 new sales used

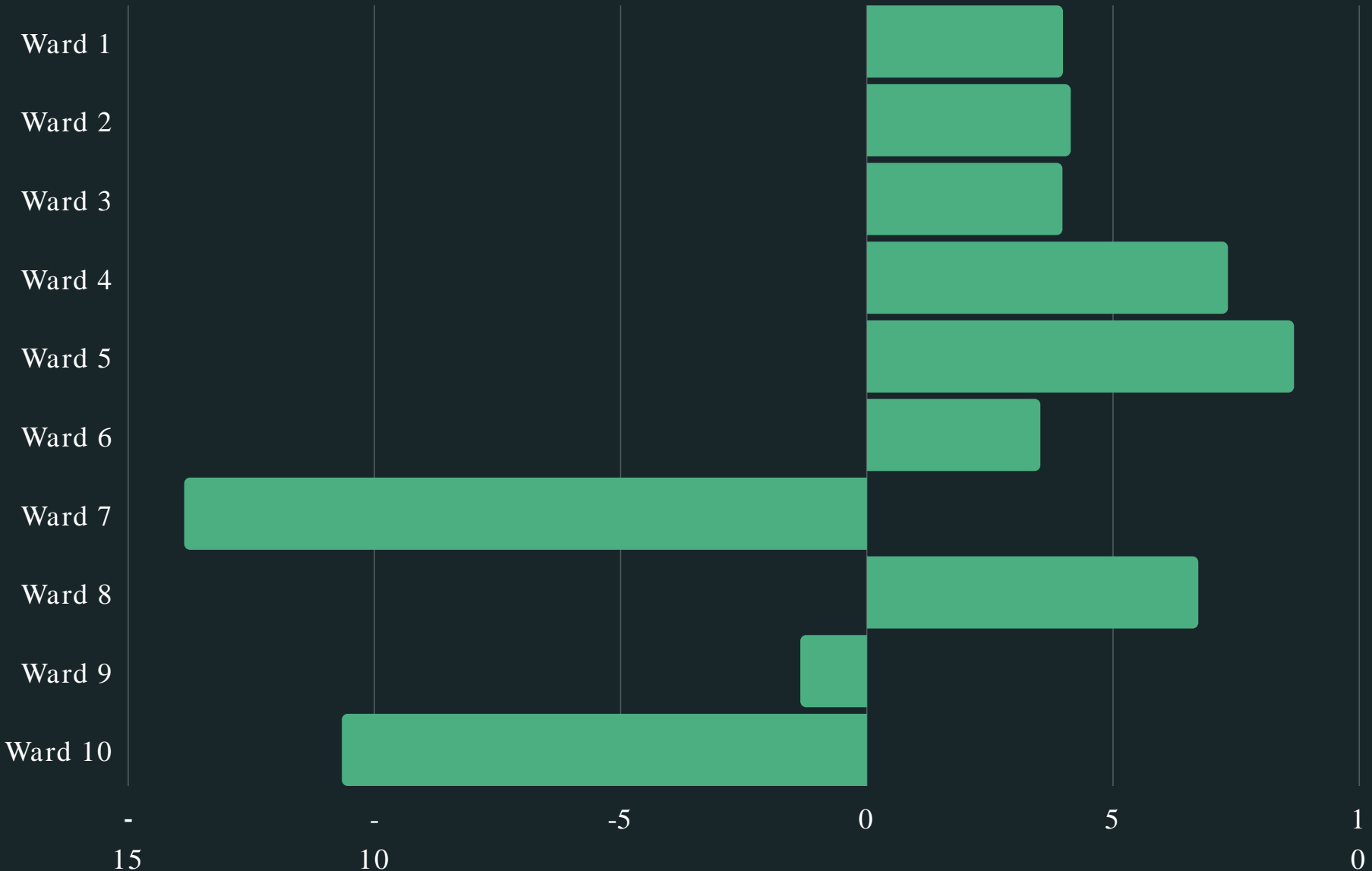
COVID - 19

- Re-inspection largely unaffected. Was done during summer months.
- Public Health measures adhered to, limited interior inspections
- For permit inspections, Rate Payers were contacted via telephone before physical inspection to confirm details to limit contact at the property

Assessment Changes by Ward

Where the changes have occurred

- Total assessment increases in the majority of Wards
- Ward 7 impacted in overall assessment by the flood
- Wards 9 & 10 influenced by ongoing O&G economics. Also introduction of additional depreciation for buildings housing disconnected M&E
- Ward 4 & 5 driven by sales prices, subdivisions and new development



WARD 7
Largest decrease in total assessment at 13.85 %

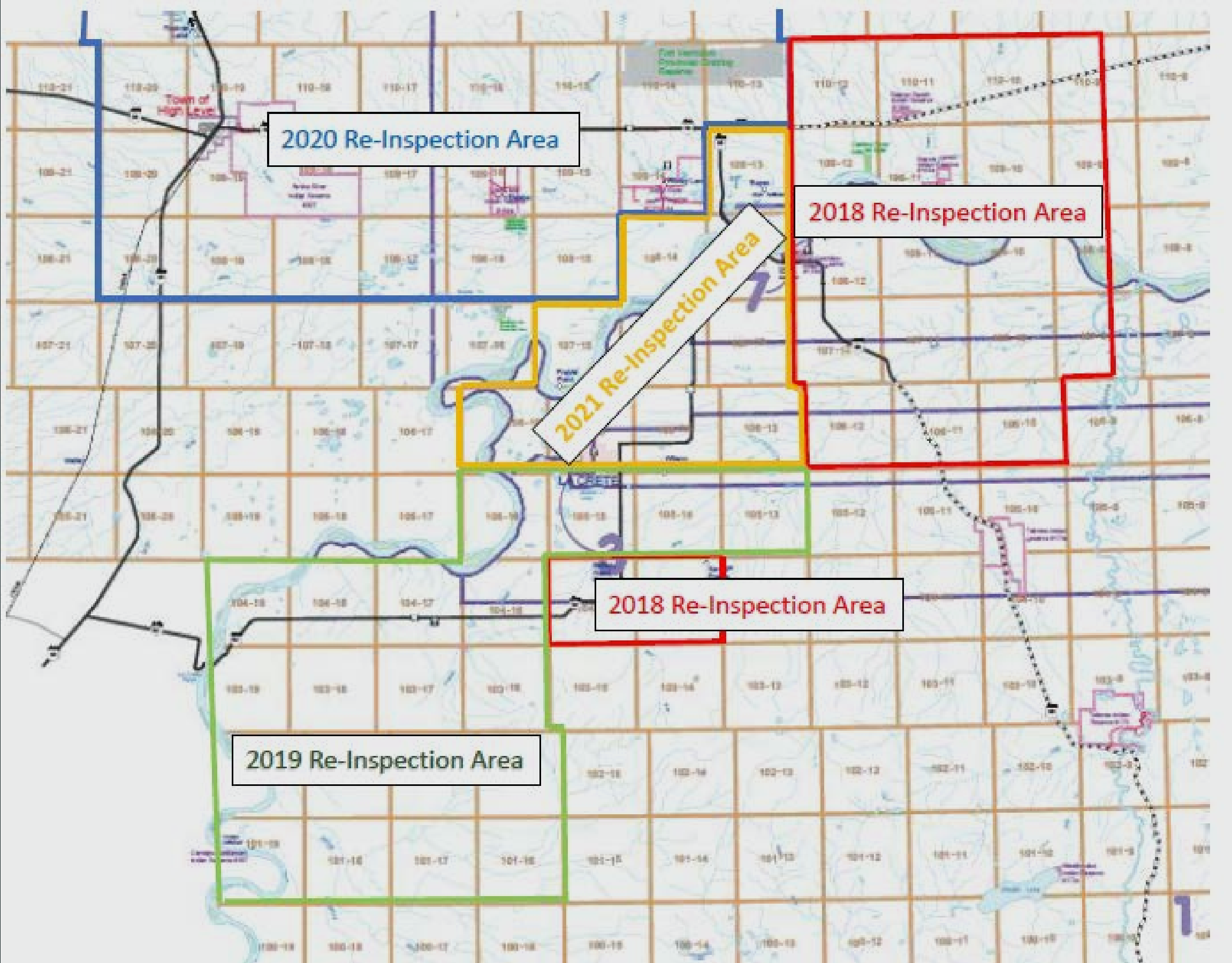
WARD 5
Highest increase in total assessment at 8.66 %

2021 RE-INSPECTION CYCLE

- Continuing to make our way through the County.
- Inspections will draw closer inward to Fort Vermilion and LaCrete areas
- Farm land is being reviewed in conjunction with improved properties. New aerial photos are of great assistance in this effort.
- Flood Properties will continue to receive attention as recovery continues
- Inspection practices will continue in-step with our COVID-19 protocol



2021 RE-INSPECTION AREAS



LOOKING FORWARD

INSPECTIONS

- Continued, thorough physical inspections of properties
- Accurate data collection

VALUATION

- Continued review and implementation of good assessment practice in the collection of data, validation of sales and overall valuation

CUSTOMER SERVICE

- Timely and friendly responses to any inquiry
- Remaining accessible to administration and rate payers to further cultivate relationships



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 11, 2021
Presented By:	Fred Wiebe, Director of Utilities
Title:	REQUEST FOR PROPOSALS Fort Vermilion Rural Truckfill Pump Install

BACKGROUND / PROPOSAL:

The purpose of this project is to install pumps and piping to allow water to be distributed from Fort Vermilion towards Hill Crest Community School. Currently our system cannot maintain a high enough pressure due to the elevation gain the further southwest the waterline reaches from Fort Vermilion. These pumps will re-distribute the water from the existing rural truckfill near Fort Vermilion and provide the pressure necessary to provide Fort Vermilion water up to Hill Crest School.

Administration engaged Associated Engineering to prepare and advertise the 'Fort Vermilion Rural Truckfill Pump Install'. Submissions were due at Fort Vermilion County office May 10, 2021 at 4:30 p.m. This RFP includes process mechanical, electrical, instrumentation and commissioning and testing.

Envelope 1 requirements are:

- Consent of surety
- Bid bond or certified cheque in amount of \$15,000
- Certificate of Insurance
- COR or SECOR
- WCB clearance letter

Envelope 2 contains RFP matrix consisting of the following scoring matrix:

Related Project Experience	30 pts
Local Vendors	10 pts
Bid Price	60 pts
Total	100 pts

Author: F. Wiebe **Reviewed by:** _____ **CAO:** L. Racher

OPTIONS & BENEFITS:

The options will be to proceed with the project while remaining in budget or add funding if tenders are over budget. The other option would be to cancel or re-tender the project should it come in over budget.

COSTS & SOURCE OF FUNDING:

2021 Capital Budget: Fort Vermilion Rural Truckfill Pump Install - \$240,000
Budget allocated to the construction portion - \$194,000
Remaining budget allocated for engineering and programming.

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

Successful bidder will be notified.

POLICY REFERENCES:

Policy FIN025 Purchasing Authority Directive and Tendering Process

RECOMMENDED ACTION:

Motion 1:

- Simple Majority Requires 2/3 Requires Unanimous

That the Fort Vermilion Rural Truckfill Pump Install Tenders – Envelope #1 be opened.

Motion 2: (if required)

- Simple Majority Requires 2/3 Requires Unanimous

That the unqualified Fort Vermilion Rural Truckfill Pump Install Tenders be returned to the senders without opening Envelope #2.

Author: F. Wiebe **Reviewed by:** _____ **CAO:** L. Racher

Motion 3:

Simple Majority Requires 2/3 Requires Unanimous

That the Fort Vermilion Rural Truckfill Pump Install Tenders – Envelope #2 be opened for the qualified bidders.

Motion 4:

Simple Majority Requires 2/3 Requires Unanimous

That Administration review the tenders and return for awarding later in the meeting.

Motion 5:

Simple Majority Requires 2/3 Requires Unanimous

That the Fort Vermilion Rural Truckfill Pump Install project contract, be awarded to the lowest qualified bidder while staying within budget.

Author: F. Wiebe **Reviewed by:** _____ **CAO:** L. Racher



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 11, 2021
Presented By:	Jeff Simpson, Director of Operations
Title:	TENDER Request For Proposals - Site Tour Projects

BACKGROUND / PROPOSAL:

Administration prepared and advertised the Request for Proposals for Site Tour Projects. Submissions were due at Fort Vermilion County office May 10, 2021 at 4:30 p.m. Proposals were advertised for bidding as Project A through Project G, as follows below.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

Various Capital Budget Projects:

Rebuild Eagles Nest Road (2 miles) **\$784,164 (Project A)**

11 Mile Culvert Replacement **\$150,000 (Project B)**

Rebuild Blumenort Road East **\$385,610 (Project C)**

Rebuild Machesis Lake Road **\$437,876 (Project D)**

Rebuild TWP RD 1102 from RGE RD 184 to RGE RD 190 changed by Council to Rebuild RGE RD 18-4 from HWY 58 to TWP RD 110-2 **\$440,000 (Project E)**

Rebuild TWP RD 1044 (1 mile) **\$300,000 (Project F)**

Road Repair & Culvert TWP RD 1042 from RGE RD 144 to RGE RD 145 **\$60,000 (Project G)**

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

Successful bidders will be notified.

Author: S Wheeler **Reviewed by:** _____ **CAO:** _____

POLICY REFERENCES:

Policy FIN025 Purchasing Authority Directive and Tendering Process

RECOMMENDED ACTION:

Motion 1:

Simple Majority Requires 2/3 Requires Unanimous

That the 'Site Tour Projects' Tenders - Envelope #1 be opened.

Motion 2: (if required)

Simple Majority Requires 2/3 Requires Unanimous

That the unqualified 'Site Tour Projects' Tenders be returned to the senders without opening Envelope #2.

Motion 3:

Simple Majority Requires 2/3 Requires Unanimous

That the 'Site Tour Projects' Tenders - Envelope #2 be opened for the qualified bidders.

Motion 4:

Simple Majority Requires 2/3 Requires Unanimous

That Administration review the tenders and return for awarding later in the meeting.

Motion 5:

Simple Majority Requires 2/3 Requires Unanimous

That the 'Site Tour Projects' contracts be awarded to the lowest qualified bidders while staying within budget.

Author: S Wheeler **Reviewed by:** _____ **CAO:** _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 11, 2021
Presented By:	Byron Peters, Deputy Chief Administrative Officer
Title:	Storm Pond “A” for the hamlet of La Crete – Engineering Services Awarding

BACKGROUND / PROPOSAL:

On March 24, 2021, Council made the following motion authorizing administration to issue an RFP for the engineering services required to complete the design and construction of the Storm Pond “A” and associated ditching works:

MOTION 21-03-242 **MOVED** by Councillor A. Peters

That Administration proceed with issuing a Request for Proposals for La Crete North Storm – Pond A engineering services.

CARRIED

A Request for Proposals was issued on April 1st, 2021 with a closing date April 27th, 2021. The following matrix has been used for evaluating the qualifying proposals:

Evaluation Criteria	Mark (%)	Points Available	Subtotal
Knowledge of Mackenzie County local issues, constraints, and community adaptations as demonstrated by local experience.		20	
Availability and flexibility to perform services as described in scope of work.		30	

Author: C Smith **Reviewed by:** B Peters **CAO:** _____

Experience and qualifications of firm and project team members.		20	
Fees		30	
Total points available		100	

Two proposals were received, with the summary listed below:

Summary Sheet	Score	Price less GST
Helix Engineering Ltd.	94	\$84,999
MPE Engineering Ltd.	91	\$89,929

Helix Engineering Ltd. is the most knowledgeable of the project, has a great working relationship with Mackenzie County administration, and has other projects that are ongoing in the area which lowers their fees for site inspection. Helix is well versed in the County issues and constraints.

MPE Engineering Ltd. has a long standing relationship with Mackenzie County but the proposal submitted had longer timelines, higher fees, and no mention of the expectations of the site inspector.

OPTIONS & BENEFITS:

Option 1

That the La Crete North Storm Pond "A" Engineering Services Project be awarded to the most qualified bidder.

COSTS & SOURCE OF FUNDING:

La Crete North Storm Design Report estimated construction costs for Pond "A" and the offsite works at \$1,023,700.

Engineering fees for the detail design and site supervision of the works is estimated at \$90,000 to \$100,000, which falls in line with the industry standard (10% - 15% is the standard).

The County's initial share of the project costs could be sourced from a debenture, with a large portion to be recovered from future development as an off-site levy charge. Council approved at the April 22, 2020 Regular Council meeting the following resolution:

MOTION 20-04-266

MOVED by Councillor Braun

Author: C Smith Reviewed by: B Peters CAO:

That an offsite levy bylaw be established for the La Crete North Storm Catchment area as soon as detailed construction costs are finalized.

CARRIED

Approximately 40% of the catchment area that would be serviced by Pond “A” is within areas that are already developed, and the County would be unable to recoup costs through offsite levies for this area. A Special Tax could theoretically be imposed to recoup costs from existing landowners that would benefit from the improvement, although this mechanism is typically utilized for larger projects.

Administration is on schedule to complete the offsite levy bylaw for June of 2021.

SUSTAINABILITY PLAN:

Goal C1

The capacity of infrastructure in County hamlets keeps pace with their growth and is planned in such a way that ensures their sustainability.

Goal E 26.1

Infrastructure is adequate and there are plans in place to manage additional growth.

COMMUNICATION / PUBLIC PARTICIPATION:

The Request for Proposal was advertised on the APC website. Successful bidder will be notified.

POLICY REFERENCES:

FIN025 Purchasing Authority Directive and Tendering Process
Mackenzie County General Municipal Improvement Standards (GMIS)

RECOMMENDED ACTION:

Motion #1:

Simple Majority Requires 2/3 Requires Unanimous

That the La Crete North Storm Pond “A” Engineering Services Project be awarded to the most qualified bidder.

Author: C Smith **Reviewed by:** B Peters **CAO:** _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 11, 2021
Presented By:	Byron Peters, Deputy Chief Administrative Officer
Title:	CAO & Director Reports for April 2021

BACKGROUND / PROPOSAL:

The CAO and Director reports for April 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. Sarapuk **Reviewed by:** _____ **CAO:** _____

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

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

Author: C. Sarapuk Reviewed by: _____ CAO: _____

Monthly Report to the CAO

For the month of April, 2021

From: Byron Peters,

Director of Projects & Infrastructure/Deputy CAO

PLANNING, PROJECTS & INFRASTRUCTURE

Strategic Priorities

Program/Activity/Project	Timeline	Comments
Land Use Framework	TBA	Province has formally started pre-planning for the LPRP. The Access Management Plan (AMP) for Bistcho is in the early stages. Bistcho sub-regional plan has been released.
Community Infrastructure Master Plans & Offsite Levies	IMPs complete Levies to be completed in Q2 2021	Public engagement held in late April, with project completion expected in early June.
Municipal Development Plan	Started Q3 2020	Joint project. See Caitlin's report for project update.
Asset Management	Ongoing	AM Policy is approved, working on the roadmap and strategy to further break it down into attainable pieces. Starting to work our way through data needs and priorities.

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Economic Development		Have not had the time/resources to focus on formal ec dev.
Streetscape	Ongoing	This has transitioned to Community Services committee.
La Crete Area Transportation Network Analysis	Complete	Final report was presented to council in April.
101 Ave rebuild & pave		Tender closed, working on contract signing. Local Improvement Bylaw to be completed end of May.
100 St & 109 Ave Intersection Improvement		Tender closed, working on contract signing.
100 St & 94 Ave Traffic Light		Tender closed, working on contract signing. Construction schedule states July & August for site works.

Gravel Crushing		Making progress on the plan for 2021 and 2022. Plan to issue a tender for overburden removal later this year.
Fort Vermilion (Wop May) Airport Recovery		Expecting to tender the repairs within the next month. There will be a long lead time on some electrical components, so expect project completion in the fall. Expect to upgrade some components, which will be presented in an RFD at a future meeting.

Personnel Update:

Anticipate a summer staff to join us at the end of May to support GIS & Asset Management.

Other Comments:

Most work has been completed to get the 2021 capital projects going. Several tenders have closed and more will be closing soon.

I have been Acting CAO for the last two weeks, which I believe has gone well but it has been busy. Have had a few calls with legal regarding the RSSA, several meetings with developers, follow up with engineers, tend to HR matters, review RFDs and support managers with various items.

Spring is always a hectic time with all of our projects and also the questions from the development community. Development on the north side of La Crete is coming sooner than we anticipated, so we need to respond to this development pressure with additional infrastructure. It makes it very complex to balance approvals, timelines, costs, budget and workloads when development pressure is at these levels.

Flood mitigation continues to demand a lot of time, and will for the next few years. Current priorities include land procurement, engineering assessments and initial development concepts including density and costing scenarios, and public engagement.

For all projects, we are seeing an increase in cost estimates. Contractors are busy and materials can be hard to get. In some instances quotes are coming in up to 30% higher than a year ago.

MONTHLY REPORT TO THE CAO

For the Month Ending April, 2021

From: Jennifer Batt
Director of Finance

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
2020 Operating & Capital Budget	Ongoing	Year End review and updates completed. Year End Audit completed. Financials presented to Council April 28,2021.
MSI Reporting	Ongoing	2020 SFE submitted. Awaiting for approval of 2020 SFE to submit 2021 projects.
GAS Tax	Ongoing	Awaiting approval on 2019, 2020 projects submitted. Financial Statement Audit review by Municipal Affairs ongoing. Awaiting approval of 2019 project for SFE submissions.
Disaster Recovery Program <i>2018 Peace River Ice Jam</i> <i>2019 Chuckegg Wildfire</i> <i>2020 Peace River Ice Jam / Overland Flood</i>	Ongoing	DRP reviewed projects submitted for approval. Payment received. Some projects ongoing. 2 Projects submitted under review. Administration is still gathering requested information on road project. Work w various GOA agencies on the flood recovery plan and funding streams available. Attend conference call re: DRP applications and resident information updates. Attend Disaster Recovery Team meetings. Meet with community support agencies to

MSP Grant		<p>discuss assistance available to residence post flood and with Provincial restrictions in place. Collect names for one on one meetings.</p> <p>Continue final review of completed projects for submission to DRP.</p> <p>Submit SFE for grant.</p>
2021 Operating & Capital Budget	Ongoing	<p>Approved 2021 Operating and Capital Budget to current Council motions emailed to Directors.</p> <p>5 year capital plan requirements to be brought to upcoming Committee of the Whole for discussion in June.</p>
Tax Collection – Lawyer	Ongoing	<p>tax collection files currently</p> <p>1 – Working towards agreement with ratepayer.</p> <p>1 – Court filing suspended. Working towards agreement at the request of the ratepayer.</p>
Emergency Management Team – COVID 19 response	Ongoing	<p>Track costs incurred for submission with MOST funding grant. Finalized March 31.</p>
Policy Review		<p>Review and recommend amendments to various Policies.</p> <p>Finance Policies prepared for April Committee of the Whole and Council meetings – COW agenda amended. Submit to May Council meeting</p>
Attend Various meeting		<p>Regular Council meetings April 13, 28</p> <p>Special Council Meeting April 7</p> <p>Committee of the Whole April 27</p> <p>Managers Meeting April 14</p> <p>Outstanding Tax Agreement April 19</p> <p>Insurance – DRP April 9</p> <p>Neighborhood Meetings April 6,7,8,9</p> <p>DRP related meetings GOA</p> <p>April 9,14,</p> <p>DRP Related – County</p> <p>April 7x2,9,12,20,21</p>

MONTHLY REPORT TO THE CAO

For the Month of April 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	Two trickle systems remain to be repaired but administration will complete a review of aqua-flo box services to be repaired as well.
Potable Water Supply North of the Peace River	Nov/21	No further information after Provincial Administration requested information for a briefing note to the DM in late summer 2020. Awaiting grant funding.
Waterline Blue Hills	Nov/21	No further information after Provincial Administration requested information for a briefing note to the DM in late summer 2020. Awaiting grant funding.
Diversion Licence Review	Dec/21	I received a call from minister Nixon's office regarding this in November so it sounds like there is follow up happening. This item is also included in red tape reduction presentation.
La Crete Future Water Supply Concept	Dec/21	Project will somewhat align with Well #4 project.
LC Future Utility Servicing Plan	May/21	Report is complete. Byron is currently working on creating off-site levy bylaw. Jenn is creating borrowing bylaw for storm Pond 'A'.
LC – Well #4	Nov/21	Consultant working with AEP in reviewing requirements. Required to drill an observation well for full 72 hour pumps test as part of diversion licence approval process.

LC – North Sanitary Trunk Sewer	May/21	Report is complete. Byron is currently working on creating off-site levy bylaw. Will be bringing forward request to proceed with detail design to have project ready for tender next spring with an off-site levy bylaw in place.
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 with engineer 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.
LC – WTP Tower	Sept/21	Administration has had ongoing discussions w/ Telus but due to protocols that would be required to use their tower, we are further investigating our own tower and requesting quotes.
FV – Rural Truckfill Pump Install	Dec/21	Project is out for tender currently closing on May 10, 2021.

Personnel Update:

We are in the process of hiring seasonal GML's for the season for FV & LC.

Other Comments:

Respectfully submitted,

Fred Wiebe
 Director of Utilities
 Mackenzie County

Monthly Report to the CAO

For the month of April, 2021

From: Jeff SIMPSON, B. Comm, GDM
 Director of Operations

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Administration	Ongoing	Proceeded with Capital Project planning (Contractor Site Tours), awarded contracts in Re-Gravelling, Crack Filling, and Line Painting. Summer staff hired.
Airport Maintenance	Ongoing	Ongoing efforts to maintain airport operations throughout spring including snow removal and ice reduction (when applicable), changed lights when needed to airport runway.
Facilities	Completed	Completed transportation of tent structures to Zama for Community Services.
Gravel Program (2021)	Ongoing	Completed gravel supply sampling to ensure quantity/quality.
Ice Bridge	Ongoing	Ice bridge closed due to ice thickness / spring melt.
Road Maintenance	Ongoing	Minor pothole repairs completed. Spot gravelling program started. Preparations for 2021 Calcium program.
Spring Preparations / Overland Flooding	Ongoing	Spring preparations began throughout the county with ditch clearing, culvert steaming, and road maintenance for any over land flooding. Once flooding began, ensured culverts remained open, ensured washouts were repaired when able, and coordinated response throughout the County.

Meetings Attended:

Date	Description
April 1/21	Mitigation Communication Meeting
April 7/21	Team Meeting – Special Council Preperation
April 7/21	Special Council Meeting – Re-Gravel Tender

April 7/21	Mitigation Communication Meeting – NGOs
April 7/21	Mitigation Communication Meeting – Non-Profits
April 7/21	Mitigation Communication Meeting – Landlords
April 7/21	Mitigation Communication Meeting – River Road Residents
April 8/21	Telus 2021 Planning Meeting
April 8/21	Mitigation Communication Meeting
April 9/21	Mitigation Budget Meeting
April 10/21	Mitigation Communication Meeting
April 13/21	Council Meeting
April 14/21	Managers Meeting
April 16/21	OH&S Site Review – LC Fire Hall
April 16/21	OH&S Site Review – FV Fire Hall
April 27/21	Committee of the Whole – Council
April 28/21	Council Meeting

Personnel Update:

The majority of April was focused on dealing with the County’s response to the overland flooding. Coordinated efforts throughout ensuring emergencies were given priority response. Also reviewed and coordinated multiple RFP’s for both Re-Gravelling, Crack Filling / Line Painting, and Carry Forward / Current Capital projects.

Submitted by:

**Jeff SIMPSON, B. Comm, GDM
Director of Operations**

Monthly Report to the CAO

For the month of April, 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	Q3 2021	<p>Administration meets with the consultant weekly. O2 is actively updating the Land Use Bylaw and Municipal Development Plan. An Open House was conducted in Zama on April 20th with 13 attendees. There was a lot of good feedback and discussion on the changes that the residents would like to see. An Open House was conducted in La Crete on April 29th with 2 attendees.</p> <p>Considering the overall success of the online survey, we expect to do another online campaign as the project progresses. The Fort Vermilion Area Redevelopment Plan dates are expected to be set this month.</p>

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Airport Planning	Q3 2021	<p>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.</p> <p>FV airport development plan needs to be revised to account for the flooding. LC airport development plan will need to be revised again as the plan is outdated and doesn't reflect the proposed changes from Council.</p>

		As per Council direction, administration has researched creating a bylaw that is more restrictive on development surrounding airport lands. Administration has found that there is no other municipality that has done anything as restrictive as we are proposing. The most appropriate course of action is to approve an Airport Development Plan or purchase the property.
La Crete Area Structure Plan Revision	Q2 2021	The new future transportation plan/network for the area west of 100 th Street and south of 109 th Avenue has been drafted and is being revised. The updated version will be advertised and brought back to Council for approval.
100A Street Land Acquirement (Future Main Street Widening in La Crete)	Q3 2021	Administration has notified the affected landowners. We are expecting negotiations to start in the coming weeks. A land agency is supporting with the process.

Personnel Update:

All vacant positions in the department had been filled. A Development Officer has since given her resignation effective May 18th. The position is being advertised.

Other Comments:

The development community has been extremely active, asking questions, requesting file searches on properties, and to be provided proposed development fee summaries. I have met with several developers to discuss their projects and process. We are expecting at least 200 new lots in the La Crete area, split between residential and industrial uses.

We are currently at 106 development permits, 22 of which are new home builds, 4 condo units, and 22 subdivisions.

The Development team will be conducting more site inspections in rural areas that have been affected by the overland flooding this year to provide stronger and hopefully more detailed recommendation to Council and MPC. As recommended by MPC, we will be adding additional conditions to our development permits such minimum grade requirements before construction. Our Environmental Planner and GIS Tech are focusing on mapping out the affected lands with data provided by the Operations department.

The department is supporting the La Crete offsite levy project in conjunction with the Projects and Infrastructure department. There was an Open House on April 22 with

10 local developers attending. Administration has not received any additional comments since.

Byron and I have been working on getting the La Crete North Storm Pond A project documents ready for Council including the offsite levy bylaw, borrowing bylaw, engineering tender awarding, and construction timeline, pending project approval.

I am also supporting the Mitigation team with community planning, land acquirement, legal review, and budget creation.

REPORT TO CAO

April, 2021

From: Grant Smith, Agricultural Fieldman

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Roadside Spraying	March, 2021	Roadside Spraying Proposals closed on March 19 th . They were opened at the ASB mtg. on March 22 nd . Upon review of the proposal's matrix system the ASB made a recommendation to Council to award at the March 24 th Council mtg. Council awarded to Outback Ventures of La Crete. This is a three year contract with an option year at the County's discretion.
Weed Inspection	2021	One Seasonal Weed Inspector has been hired. Commencement date is May 3 rd . Duties include Field Inspections, Roadside Grass Seeding, Beaver Dam removal, Clubroot Inspections, Shelter belt tree distribution, Water Pump rentals, etc.
Ag Land Development Proposals	March, 2021	Proposals closed Feb. 23 rd and were opened at the Feb. 24 th Council mtg. Only one proposal was received. Administration will negotiate with proponent on compensation and bring back to Council.
Emergency Livestock Response Plan	2021	The Draft has been completed, and will be forwarded to AEMA for ratification.
Seed Cleaning Plant Inspections	2021	Seed Cleaning Plants were inspected on January 7 th . 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 th . 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 st .

		Orders will be picked up in Fairview late May.
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 commenced on April 1 st . To date there is one rental.
Roadside Mowing	2021	Commencement date is July 11 th . Administration will be meeting with Contractors prior to commencement date to update on requirements, culvert damage, etc. All mowing contracts will be publicly tendered in 2022.
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.
Spring Ditch Maintenance	March, 2021	Major problem areas in County Flood Control channels and road ditches will be opened to prepare for runoff to avoid flooding and avoid erosion damage to infrastructure. Areas to be monitored are Buffalo Head, Blue Hills, La Crete East, High Level. Local contractors will be utilized.

Capital Projects

Projects	Timeline	Comments

Personnel Update:

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Other Comments:

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Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 11, 2021
Presented By:	Don Roberts, Director of Community Services
Title:	Hamlet Spring Garbage Pick-up

BACKGROUND / PROPOSAL:

Council made a motion on April 28th that the Hamlet Spring Garbage pickup be forwarded to the Community Services Committee to discuss possible partnerships with non-profits organizations.

On May 6th Community Services made the following motion:
 The Community Services Committee recommends to Council that a call out to non-profit organizations for proposals of a “Fall Community Clean-up” and that a budget of \$10,000 be set, County wide, with funding coming from Operations.

OPTIONS & BENEFITS:

Option 1

Proceed with the recommendation from Community Services Committee and reach out to non-profit organizations for proposals to proceed with a “Fall Community Clean-up” staying within budget limits of \$10,000. This would still offer the public this service and provide non-profit organizations an opportunity to raise funds.

Option 2

Cancel the 2021 Hamlet Residential Waste Clean-up campaign for this year. This would fall in line with staff reductions and ongoing capital projects. This would also support the new waste disposal fees.

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

COSTS & SOURCE OF FUNDING:

\$10,000

There are no Funds within the 2021 Operational budget for this.

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

Social media.

Public announcements

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That Administration reach out to non-profit organizations for proposals to proceed with a “Fall Community Clean-up” and bring back findings to Council.

Author: _____ Reviewed by: _____ CAO: _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 11, 2021
Presented By:	Don Roberts, Director of Community Services
Title:	La Crete Recreation Society Contingent Funds Request

BACKGROUND / PROPOSAL:

On April 30th, Administration received a letter requesting funds be released for the project to build a new facility on the south west side of the arena yard to include Tennis, Basketball and Pickle Ball Courts.

This project was contingent on 50/50 grant funding. The La Crete Recreation Board stated they have obtained the matching funds through different fundraising efforts.

OPTIONS & BENEFITS:

Option 1

Approve request

Option 2

Deny requests.

COSTS & SOURCE OF FUNDING:

Tennis, Basketball, and Pickle Ball Court project in the amount of \$299,106

50/50 Split, La Crete Recreation Society	\$149,553
50/50 Split, Mackenzie County	\$149,553

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

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

POLICY REFERENCES:

ADM041 Recreational Capital Projects

RECOMMENDED ACTION:

Motion 1

- Simple Majority Requires 2/3 Requires Unanimous

That the 2021 budget be amended to include the La Crete Recreation Boards -Tennis, Basketball, and Pickle Ball Court project in the amount of \$299,106 with \$149,553 in funding provided by the La Crete Recreation Society, and the County's portion of \$149,553 in funding from Municipal Sustainability Initiative (MSI).

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



Northern Lights Rec Centre



Box 29
 La Crete
 A.B.
 T0H 2H0
arenam@telus.net
 780-926-0503

April 30, 2021

To Reeve and Council;

The La Crete Recreation Board is proposing to build a two new tennis courts, two pickleball courts and one full-size basketball court. This facility would be inside new ice rink boards placed on an asphalt pad. This would be a summer and winter facility.

This facility has been proposed to be built on the west side of the bowling alley on the arena grounds. This project would include a small dressing room attached to the arena.

In addition, the La Crete Recreation board would like to make a request to have the funds released that were committed by council to this project. The Recreation board has obtained matching funds through various fundraising efforts such as companies advertising on the arena boards, Challenge Cup donations, ATM surcharges etc.

The original budget for this project was \$299,106.00 Contingent to grant funding (50/50 split)

President
 Shawn Wieler

Arena Manager
 Philip Doerksen



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 11, 2021
Presented By:	Don Roberts, Director of Community Services
Title:	Streetscape Terms of Reference - Amendments

BACKGROUND / PROPOSAL:

In 2019 the Terms of reference for the StreetScape committees were amended. Each committee become an advisory committee to Mackenzie Counties Community Services Committee.

On April 1, 2021 the Community Services Committee reviewed the Terms of Reference and made the following motion:

CS-21-03-025

That a recommendation be made to Council to approve the Streetscape terms of reference as amended

OPTIONS & BENEFITS:

Option 1

Approve amendments to the Streetscape Terms of Reference.

COSTS & SOURCE OF FUNDING

Nil

SUSTAINABILITY PLAN:

Nil

COMMUNICATION / PUBLIC PARTICIPATION:

POLICY REFERENCES:

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

Streetscape Committee Terms of Reference

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

Motion 1

That the Streetscape Terms of Reference be approved as amended/presented.

Author: _____ Reviewed by: _____ CAO: _____

COMMUNITY STREETSCAPE IMPLEMENTATION COMMITTEE TERMS OF REFERENCE

Purpose:

Streetscape and façade design guidelines that established a framework for infrastructure improvements and future development were approved in May 2016. The design concepts require a long-term implementation plan for each community. The plan will be created by the County with ongoing input from the Community Streetscape Implementation Committee in each community. [Each Local Councillor may also seek input from other community stakeholders such as the La Crete Chamber of Commerce and the Fort Vermilion Board of Trade.](#)

In La Crete, the area encompasses the 100 Street corridor and the downtown. The guidelines create complementary standards for the four-lane, undivided commercial roadway and an improved downtown fabric.

For Fort Vermilion, the vision is to build on the existing character and heritage of the community through design standards for River Road and its adjacent downtown area.

~~The primary role of the Committee is to make recommendations to Council regarding implementation of streetscape improvements.~~

Committee Structure:

There will be two committees, one each for Fort Vermilion and La Crete.

The committees will be chaired by a local County Councillor, and be otherwise comprised of community members representing a variety of groups and interests. The goal is to have 7 to 9 community members on the committee, representing diverse interests such as: Business and Industry; Cultural Heritage; Environmental Conservation; Active Living; Universal Accessibility; Public Safety; Stakeholder Engagement.

Quorum:

The Councillor appointed by Council, and an overall majority of members at large present at a meeting shall be considered a quorum. In order for the meeting to take place ~~the Director of Planning & Development or the Director of Community Services~~ [his/her designate](#) must be present.

Term:

All members of the Committee will hold office for a two year period, with members being appointed at the Organizational Meeting in October of each year.

In the event of a vacancy by death, resignation or from any other cause except the expiration of the term of the appointment; such vacancy shall be filled by an appointment by Council as soon as possible.

Authority:

The Committee shall report directly to the Community Services Committee, in an advisory capacity to provide recommendations on priorities and objectives for the year along with additional local context. The Committee's approved minutes shall be presented to the Community Services Committee on a regular basis.

Meeting Schedule & Remuneration:

The committee shall meet as required in order to adequately address its Scope of Work, ~~anticipating two (2) meetings per year~~. Meetings will typically be held at the County office in the applicable community.

Committee members shall not receive remuneration for their appointment to the committee.

General Responsibilities:

The Committee shall:

- Identify priorities
- Advise on implementation strategies and sequence
- Assist in identifying and creating community partnerships
- Provide local knowledge to further inform design details

Responsible for review of all Bylaws/Documents relating to:

- None

Approved External Activities:

- None

Budget and Spending Authority and Approval Process:

The Community Services Committee will be allocated a budget of \$25,000 per year for each La Crete and Fort Vermilion (subject to annual budget deliberations). At the end of each fiscal year, any remaining funds shall be carried over into the following year. Only Mackenzie County administrative employees will be granted spending authority with direction granted from the Community Services Committee.

	Date	Resolution Number
Approved	2016-07-12	
Amended	2019-10-22	19-10-573
Amended		



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 11, 2021
Presented By:	Jennifer Batt, Director of Finance
Title:	Amend Policy FIN028 – Credit Card Use

BACKGROUND / PROPOSAL:

Administration is in the process of reviewing Policies that may require and possible ammendment.

Attached is Policy FIN028 – Credit Card Use which administration is recommending amendments to update as per the County’s current committees, and Organizational chart.

OPTIONS & BENEFITS:

Updating Policy aligns with current committees and oranizational chart.

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

Policy FIN028 Credit Card Use

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

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That Policy FIN028 Credit Card Use be approved as presented/amended.

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

Mackenzie County

Title	Credit Card Use	Policy No:	FIN028
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Legislation Reference	Municipal Government Act, Part 6, Section 248
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Purpose To establish a policy and procedure for the use of County credit cards.

Policy Statement:

The County issues credit cards to facilitate certain minor purchases such as authorized travelling arrangements and associated costs, authorized conference registration fees, training fees, specialized equipment parts etc. The County credit cards shall only be used for the purchase of goods and services for official business of Mackenzie County. Credit cards shall be used only in warranted circumstances.

Guidelines/Procedures:

1. Approval authority

A credit card shall only be issued to an employee on approval by the Chief Administrative Officer and in accordance with this policy.

The CAO shall present annually to the ~~Finance~~-Committee **of the Whole** a listing of staff that hold credit cards (including limits) issued by the County. If any changes are approved for operational reasons the CAO shall report this changes to the next scheduled ~~Finance~~-Committee **of the Whole** meeting.

2. Authorized credit limit

The CAO shall include the combined authorized limit of all approved individuals cards when reporting to the ~~Finance~~-Committee **of the Whole**. The individual card limits shall be set in consideration within the financial limits approved within the Purchasing Authority Directive and Tendering Policy FIN025.

3. Allowable Purchases

The allowable purchase limits shall be within the individual's purchasing authorities as outlined in the Purchasing Authority Directive and Tendering Policy FIN025 and/or as authorized by the Chief Administrative Officer and as approved in the County's budgets.

4. Loyalty or Reward Points

- 4.1 Loyalty points or rewards accrued or earned by the use of a County credit card shall accrue to Mackenzie County.
- 4.2 Loyalty points or rewards accrued to an employee that are not directly attributed to a County credit card are excluded from this policy.
- 4.3 Redemption of loyalty points or rewards accrued under a County credit card is limited to business purposes.
- 4.4 Employees are encouraged to use a County credit card instead of a personal credit card for business expenses.
- 4.5 Authorized uses of loyalty points or rewards may include:
 - offset to (reduction of) the cost of future work-related travel;
 - door prizes for ratepayers' meetings;
 - employee gifts or awards (as per Years of Service Award Program Policy ADM011);
 - prizes for the County's annual charity golf tournament; and
 - volunteer recognition in the local not-for-profit sector.
- 4.6 Redemption of loyalty points or rewards shall be reported at the first ~~Finance Committee~~ of the Whole meeting after the points or rewards were redeemed.
- 4.7 Loyalty points or rewards can only be redeemed via ATB's online rewards website. Access to the County's rewards account shall be limited to the Chief Administrative Officer or Director of Finance.

5. Responsibility of Credit Cardholders

- 5.1 An employee shall be required to enter into a Cardholder Agreement presented as Schedule ~~B~~ A.
- 5.2 The employee shall ensure that all credit card purchases are in compliance with the County's Purchasing Authority Directive and Tendering Policy FIN025.
- 5.3 A credit card shall only be used by the employee to whom the card is issued.
- 5.4 The employee issued the credit card is responsible for its protection and custody.

- 5.5 The employee using the credit card must submit receipts, including documentation detailing the goods and services purchased, the associated costs, date of the purchase and the official business explanation.
- 5.6 The above said receipts and documentation must be submitted to the Finance Department Committee along with completed Schedule B form, in a timely manner to reconcile against the monthly credit card statement.
- 5.7 A credit card shall not be used for cash advances, personal use or any other type of purchase not permitted under the County's purchasing ordinance.
- 5.8 Lost or stolen credit card shall be immediately reported to both ATB Financial and the Chief Administrative Officer.
- 5.9 An employee must immediately surrender the card upon termination of employment. The County reserves the right to withhold the final payroll payout until the card is surrendered.

6. Non-Compliance

- 6.1 Violation of the policy may result in revocation of a credit card use privileges.
- 6.2 An employee found guilty of unauthorized use of a County credit card may be subject to disciplinary action up to and including termination and legal action under the Provincial Statutes.
- 6.3 An employee shall be required to reimburse the County for all costs associated with improper use through direct payment and/or authorize payroll deduction for reimbursement of costs.

7. Internal Controls

- 7.1 The County Chief Administrative Officer is the administrator of this policy and shall be responsible for the issuance and retrieval of assigned credit cards to personnel and generally for overseeing compliance with this policy.
- 7.2 Director of Finance shall be responsible for :
 - a) Assisting and maintaining record of issuance and retrieval of credit cards and overseeing compliance with this policy.
 - b) Accounting and payment of expenses.

- c) Reconciliation of receipts and documentation to the monthly statements (See Appendix B for example).
- d) Presentation of the monthly credit cards statements to the ~~Finance~~-Committee of the Whole.
- e) Maintaining a record of loyalty points that accumulate on the County's credit card account, and the applications of those points.
- f) Referring all non-authorized use of loyalty points or rewards to the ~~Finance~~-Committee of the Whole for review and approval.

	Date	Resolution Number
Approved	2010-12-14	10-12-1109
Amended	2012-10-09	12-10-651
Amended	2014-04-28	14-04-286
Amended	2014-05-13	14-05-332
Amended	2015-09-08	15-09-614
Amended	2016-08-24	16-08-646
Amended	2016-12-13	16-12-909
Amended	2017-12-12	17-12-913
Amended	2019-02-12	19-02-061

Sample of Report to ~~Finance~~ Committee of the Whole

Position	Credit Card Limit
Chief Administrative Officer	\$25,000 \$45,000
Deputy Chief Administrative Officer	\$10,000
Director of Community Services	\$10,000
Director of Finance	\$10,000
Director of Legislative & Support Services	\$10,000
Director of Operations	\$10,000
Director of Projects and Infrastructure	\$10,000
Director of Utilities	\$10,000
Supervisor of the Hamlet of Zama	\$10,000
Agriculture Field Man	\$10,000 \$7,500
Fleet Maintenance Manager	\$5,000 \$7,500
Manager of Planning & Development	\$7,500
IT Specialist	\$5,000 \$7,500
Administrative Assistant (<i>for travel arrangements</i>)	\$50,000 \$30,000
TOTAL	\$165,000

Schedule A

Credit Cardholder Agreement

Requirements for use of the County Credit Card:

1. The credit card is to be used only to make purchases at the request of and for the legitimate business benefit of Mackenzie County.
2. The credit card must be used in accordance with the provisions of the Credit Card Use Policy established by Mackenzie County, as attached hereto.

Violations of these requirements shall result in revocation of use privileges. Employees found to have inappropriately used the credit card will be required to reimburse the County for all costs associated with such improper use through a direct payment and/or payroll deduction. Disciplinary action(s) may be taken up to and including termination of employment. Mackenzie County will investigate and commence, in appropriate cases, criminal prosecution against any employee found to have misused the credit card or who violates the provisions of the cardholder agreement.

Credit Card Number: _____

Received by: _____
Name (Please Print)

I acknowledge receipt of the attached Credit Card Policy and agree to abide by said Policy.

Signature: _____

Date: _____

CAO Approval: _____

Date: _____

(Below, for Finance Department Use Only)

Credit Card Returned

Authorized Signature: _____

Date: _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 11, 2021
Presented By:	Jennifer Batt, Interim Director of Finance
Title:	Appointment of Auditors 2021-2022

BACKGROUND / PROPOSAL:

Under the Municipal Government Act s.280, each Council must appoint one or more auditors for the municipality.

Policy FIN003 – Auditors states that Auditors shall be appointed for a three (3) year term by June 1st of the “second” year following a general election. When Councils terms changed from three (3) year to four (4) year term, the appointment of Auditors did not fall in line with the current Policy. Administration is recommending that Wilde and Company be appointed for the next two (2) year term of 2021-2022 to bring Auditor appointments back in line with current Council appointments, and the Policy.

OPTIONS & BENEFITS:

Option

Appoint Wilde and Company Chartered Accountants for the 2021 -2022 years to bring the appointment of Auditors in accordance with Policy FIN003 – Auditors for the 2023-2025 three (3) year appointment.

Benefit

Wilde and Company Chartered Accountants are familiar with the County’s Policies, Procedures, and Government grant applications including the multiple Disaster Recovery Program claims. Wilde and Company has a firm understanding of the claim and recovery processes, and history of all projects.

COSTS & SOURCE OF FUNDING:

Annual operating budget.

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

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

Administration to communicate Council decision.

POLICY REFERENCES:

FIN003 - Auditors

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That Wilde and Company Chartered Accountants be appointed as the County's auditors for the 2021-2022 term.

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

Mackenzie County

Title	AUDITORS	Policy No:	FIN003
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Legislation Reference	Municipal Government Act, Section 280
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<p>Purpose</p> <p>To establish the terms for appointment of auditors for the municipality.</p>

<p>Policy Statement and Guidelines</p> <p>Council shall appoint an auditor for a three year term by June 1st of the second year following each general election.</p> <p>The Chief Administrative Officer or designate shall, at the request of Council, solicit proposals for the provision of audit services prior to the selection.</p>
--

	Date	Resolution Number
Approved	Oct 14/98	98-312
Amended	May 6, 2008	08-05-355
Amended		



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 11, 2021
Presented By:	Jennifer Batt, Director of Finance
Title:	Financial Reports

BACKGROUND / PROPOSAL:

The 2020 Financial Statements were presented, and approved, at the April 28, 2021 Council meeting where a surplus was identified. Administration is recommending allocating the identified surplus to reserves as per Policy.

Administration is also presenting an updated 2021 budget including all Council motions, grant funding, operational changes due to COVID 19, assessments, including minimums, and mill rates calculated, where administration identified a surplus of \$396,180 (Item #6 of Tracking Sheet attached). As Council had to reduce funding to the Gravel Crushing Reserve due to available funds in 2020, and anticipating a gravel crushing program in 2022, administration is recommending that the surplus be allocated to the Gravel Crushing Reserve.

The Finance Department also provides monthly financial reports to Council as per policy. January – April 30th 2021 reports are attached for review.

During Budget deliberations, Council approved projects with funding from various reserves, and requested that administration review available grants to fund approved projects. The attached Capital project sheet identifies project-funding recommendations.

OPTIONS & BENEFITS:

Financial Reports to Council

Council shall receive the following reports monthly:

- Statement comparing actual operating revenues and expenditures to budget for the year-to-date (January – April 30, 2021)

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

- Statement comparing actual capital budgets and expenditures to for the year-to-date (January – April 30, 2021)
- A report of funds invested in term deposits and other securities

COSTS & SOURCE OF FUNDING:

2021 Budget

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

Policy FIN010 – Financial Reports
 Policy RESV01 – General Operating Reserve
 Policy RESV02 – General Capital Reserve

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the 2020 Surplus of \$1,265,362 be allocated as per Policy RESV01 – General Operating Reserve, and Policy RESV02 – General Capital Reserve:

- General Operating Reserve \$632,681;
- General Capital Reserve \$632,681.

Simple Majority Requires 2/3 Requires Unanimous

That the 2021 Budget be amended to include Tracking Sheet Change #6.

Simple Majority Requires 2/3 Requires Unanimous

That the financial reports for January 1 to April 30, 2021 be received for information.

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

Simple Majority Requires 2/3 Requires Unanimous

That the 2021 Capital Budget funding sources be approved as presented.

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

2021 OPERATING BUDGET

Operational Revenues

Taxes	\$23,702,505
User Fees/Sales /Rentals	\$1,195,284
Water/Sewer Rates	\$4,372,624
Penalties- Overdue Accounts	\$529,000
Permit & Fees	\$388,000
Interest Earnings	\$500,000
Grants	\$627,060
Other Revenue	\$389,450
Reserve Draws	\$2,354,607
TOTAL OPERATING REVENUE:	<u>\$34,058,530</u>

Operational Expenses

Council	\$876,891
Administration	\$8,871,865
Fire Services	\$761,082
Ambulance	\$7,687
Enforcement Services	\$489,371
Public Works	\$10,684,392
Airports	\$314,660
Water Distribution	\$3,407,602
Sewer Disposal	\$1,155,891
Waste Management	\$775,841
Non Profit Organizations	\$797,848
Planning & Development	\$1,453,448
Agriculture	\$1,575,197
Subdivisions	\$496,931
Recreation Boards	\$1,241,222
Parks & Playgrounds	\$448,613
Tourism	\$39,250
Library	\$264,559
TOTAL OPERATING EXPENSE:	<u>\$33,662,350</u>

Surplus to be Allocated **\$396,180**

Ammortization \$ 10,146,271

BUDGET AMENDMENTS BY COUNCIL MOTIONS						
Tracking						
Change #	GL CODE		ADDITIONS (-)	REMOVE (+)	Acummunative BASE Variance	Variance
		Proposed Base Budget (Existing Service Levels)	- \$3,755,700		- \$3,755,700	
1		Non Profit Organizations Incl. Rec Board	- \$11,700		- \$3,767,400	Nov 18 bud pres
2	Administration Various	recalcuations - Carbon TX, TTD average costs, goods & supplies		\$190,371	- \$3,577,029	
	274	Insurance reductions		\$283,564	- \$3,293,465	
	110-132	Adjustments to fill positions and CPP & EI increases		\$95,421	- \$3,198,044	
	2-12-211	CAMA Cancellation - Travel & Sub		\$4,640	- \$3,193,404	
	Various	Contributions to MR reserve as per revenue	- \$80,000		- \$3,273,404	
	Various	Contributions to Off Site Levy reserve as per revenue	- \$119,450		- \$3,392,854	
	Various	Contributions to Gravel Reclamation reserve as per reven	- \$50,000		- \$3,442,854	
	2-32-258	Contracted Services - Public Works		\$250,916	- \$3,191,938	
	2-32-259	Structural Repair & Main Public Works		\$147,500	- \$3,044,438	
	2-32-521	Fuel Public Works		\$135,000	- \$2,909,438	
	32-534	Regraveling recalculation		\$975,000	- \$1,934,438	
	994	Existing gravel for Inventory - regraveling program	\$385,333		- \$1,549,105	
	32-534	Remove Crushing Program - Schedule for 2022		\$2,500,000	\$950,895	
		Remove funds from gravel crushing reserve		- \$1,000,000	- \$49,105	
	32-534	Overburdon removal - prep for 2022 crushing	- \$300,000		- \$349,105	
		Allocate to Gravel Crushing Reserve	- \$500,000		- \$849,105	
		Fee Schedule Bylaw amendments		\$130,476	- \$718,629	Admin proposals
3	12-592	Remove well drilling revenue	- \$15,000		- \$733,679	
	510	Penalties on taxes	- \$200,000		- \$933,679	
	921	Bad Debt	- \$1,150,000		- \$2,083,679	
	1-12-911	MOST Grant Assistance - Not for profits	\$182,000		- \$1,901,679	
	136	WCB Premiums		\$46,427	- \$1,855,252	
	151	Honorariums - NTAB		\$1,440	- \$1,853,812	
	211	Travel & Sub - Covid 19 virtual confrences - Multiple departments		\$107,236	- \$1,746,576	
	212	Promotional		\$9,500	- \$1,737,076	
	214	Membership/Conference fees - Multiple departments		\$7,133	- \$1,729,943	
	217	Telephone	- \$260		- \$1,730,203	
	221	Advertising		\$600	- \$1,729,603	
	232	Legal Fees		\$10,000	- \$1,719,603	
	233	Engineering - Multiple departments		\$42,500	- \$1,677,103	
	235	Professional Fees - Multiple departments		\$37,500	- \$1,639,603	
	239	Training - Multiple departments		\$4,005	- \$1,635,598	
	255	Repair & Maintenance Vehicles		\$7,500	- \$1,628,098	
	258	Contract Services - Multiple departments		\$119,820	- \$1,508,278	
	259	Repair & Maintenance Structural - Multiple departments		\$84,050	- \$1,424,228	
	263	Rental - Vehicle & Equipment - Multiple departments		\$9,100	- \$1,415,128	
	420	Revenue (Fire Dept, Parks, PW)	\$51,500		- \$1,363,628	
	511	Goods & Supplies - Multiple departments		\$20,450	- \$1,343,178	
	532	Dust Control - Zama Oil		\$36,000	- \$1,307,178	
	735	Grants to Other Organizations - Agriculture grant not approved		\$15,000	- \$1,292,178	
	919	Grants to Other Organizations - Agriculture grant not approved		- \$15,000	- \$1,307,178	
	560	Revenue - Leases (Airport)		- \$1,071	- \$1,308,249	
	534	Gravel - Agriculture		\$50,000	- \$1,258,249	
	735	Emergent Funding NPO - \$15,000 remaining		\$20,000	- \$1,238,249	07-Dec-20
4	259/258	Spruce Road Project	- \$50,000		- \$1,288,249	
	151	10% - 200 minimum	\$512,889		- \$775,360	
	420	Waste Collection Fees	\$421,090		- \$354,270	
	420	Hamlet Residential Waste	\$51,905		- \$302,365	09-Dec-20
5	420	Planning Fee Schedule	\$20,000		- \$282,365	
	141	Grazing Lease Minimum	- \$42,000		- \$324,365	
	32-30/40-420	Snowplow	- \$2,100		- \$326,465	
		Surplus			- \$326,465	16-12-2020
6	63-214	ASB Summer Tour		\$3,125	- \$323,340	Post Budget
	12-710	THL 2020 Capital Projects	- \$433,100		- \$756,440	
	972	GOR	\$433,100		- \$323,340	
	1-25-560	AHS Rental Increase April - Dec	\$20,925		- \$302,415	
	1-51-735	NPO - Utility correction		\$9,100	- \$293,315	
	1-63-919	Grant - MARA	\$10,000		- \$283,315	
	2-63-30-735	MARA - Grant	- \$10,000		- \$293,315	
	211/214	All depts Covid 19 virtual confrences / #fee reductions, travel, sub		\$133,900	- \$159,415	
	Taxes +/-	Tax Rate Bylaw Amendment	\$555,595		\$396,180	
	974	Gravel Crushing Reserve - Recommendation	- \$396,180		\$0	

Mackenzie County
 2021 Budget
 Contributions to Reserves as per Policy

Reserves	2021 Operating Budget	Minimal contribution	Reserve Policy #
Roads		500,000	Reserve Policy #4
Vehicle & Equipment/Emergency Services		250,000	Reserve Policy #6
Recreation and Parks		50,000	Reserve Policy #8
Surface Water Management		500,000	Reserve Policy #9
Gravel Crushing	500,000	500,000	Reserve Policy #14
Street Light Replacement		253,750	Reserve Policy #19
Grants to Other Organizations		20,000	Reserve Policy #20
Total	500,000	2,073,750	

Contributions to Reserves as per Revenues/Policies			
Municipal Reserve	80,000	80,000	Reserve Policy #10
Gravel Reclamation Reserve	50,000	50,000	Reserve Policy #5
Off Site Levy Reserve	119,450	119,450	Reserve Policy #3
Water/Sewer Surplus (2021 Operating)	1,432,794	1,432,794	Reserve Policy #13
Total	1,682,244	1,682,244	

TOTAL CONTRIBUTIONS TO RESERVES IN THE 2021 BUDGET	2,182,244	3,755,994
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Draws from Reserves

Town of High Level 2020 Capital General Operating Reserve	433,100	433,100
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TOTAL DRAWS FROM RESERVES IN THE 2021 OPERATING BUDGET	433,100
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Mackenzie County Summary of All Units January - April 2021

	<u>2021</u> <u>Budget</u>	<u>2021 Actual</u> <u>Total</u>	<u>\$ Variance</u> <u>(Remaining)</u>
OPERATING REVENUES			
100-Municipal Taxes	\$23,702,505	(\$200)	(\$23,702,705)
101-Lodge Requisition	\$896,658	(\$0)	(\$896,658)
102-School Requisition	\$6,302,401	(\$3)	(\$6,302,404)
103-Designated Ind. Property	\$76,169	\$0	(\$76,169)
124-Frontage	\$99,450	(\$139)	(\$99,589)
261-Ice Bridge	\$140,000	\$120,000	(\$20,000)
420-Sales of goods and services	\$1,036,581	\$151,037	(\$885,544)
420-Canada Post		\$47,634	\$47,634
421-Sale of water - metered	\$3,457,395	\$1,110,000	(\$2,347,395)
422-Sale of water - bulk	\$915,229	\$312,682	(\$602,547)
424-Sale of land	\$10,000	\$1,575	(\$8,425)
510-Penalties on taxes	\$500,000	\$312,136	(\$187,864)
511-Penalties of AR and utilities	\$29,000	\$8,246	(\$20,754)
520-Licenses and permits	\$45,000	\$35,743	(\$9,257)
521-Offsite levy	\$20,000	0	(\$20,000)
522-Municipal reserve revenue	\$80,000	\$14,000	(\$66,000)
526-Safety code permits	\$200,000	\$64,780	(\$135,220)
525-Subdivision fees	\$60,000	\$22,655	(\$37,345)
530-Fines	\$5,000	\$4,268	(\$732)
531-Safety code fees	\$8,000	\$2,589	(\$5,411)
550-Interest revenue	\$500,000	(\$32,728)	(\$532,728)
551-Market value changes			\$0
560-Rental and lease revenue	\$153,702	\$13,788	(\$139,914)
570-Insurance proceeds			\$0
592-Well drilling revenue			\$0
597-Other revenue	\$65,000	\$13,693	(\$51,307)
598-Community aggregate levy	\$50,000		(\$50,000)
630-Sale of non-TCA equipment			\$0
830-Federal grants			\$0
840-Provincial grants	\$1,757,095	\$111,434	(\$1,645,661)
890-Gain (Loss) Penny Rounding		\$0	\$0
909-Other Sources -Grants	\$15,000		(\$15,000)
630-Sale of Asset			\$0
930-Contribution from Operating Reserves	\$1,209,573		(\$1,209,573)
940-Contribution from Capital Reserves			\$0
TOTAL REVENUE	<u>\$41,333,758</u>	<u>\$2,313,191</u>	<u>(\$39,020,567)</u>
<i>Excluding Requisitions</i>	\$34,058,530	\$2,313,194	(\$31,745,336)

Mackenzie County Summary of All Units January - April 2021

	<u>2021</u> <u>Budget</u>	<u>2021 Actual</u> <u>Total</u>	<u>\$ Variance</u> <u>(Remaining)</u>
OPERATING EXPENSES			
110-Wages and salaries	\$6,526,443	\$1,520,508	(\$5,005,935)
132-Benefits	\$1,410,406	\$421,230	(\$989,176)
136-WCB contributions	\$89,478		(\$89,478)
142-Recruiting	\$15,000	\$5,090	(\$9,910)
150-Isolation cost	\$43,200	\$13,219	(\$29,981)
151-Honoraria	\$630,360	\$126,050	(\$504,310)
211-Travel and subsistence	\$390,314	\$42,365	(\$347,949)
212-Promotional expense	\$39,500		(\$39,500)
214-Memberships & conference fees	\$129,212	\$19,002	(\$110,211)
215-Freight	\$99,850	\$17,558	(\$82,292)
216-Postage	\$69,550	\$11,939	(\$57,611)
217-Telephone	\$124,920	\$34,948	(\$89,972)
221-Advertising	\$76,900	\$4,168	(\$72,732)
223-Subscriptions and publications	\$15,250	\$5,157	(\$10,093)
231-Audit fee	\$90,000		(\$90,000)
232-Legal fee	\$80,000	\$10,415	(\$69,585)
233-Engineering consulting	\$194,500	\$29,207	(\$165,293)
235-Professional fee	\$348,200	\$107,836	(\$240,364)
236-Enhanced policing fee	\$398,236		(\$398,236)
239-Training and education	\$95,185	\$10,300	(\$84,885)
242-Computer programming	\$220,137	\$12,865	(\$207,272)
243-Waste Management	\$554,800	\$91,086	(\$463,714)
251-Repair & maintenance - bridges	\$44,500	\$53	(\$44,447)
252-Repair & maintenance - buildings	\$168,140	\$20,845	(\$147,295)
253-Repair & maintenance - equipment	\$361,450	\$70,357	(\$291,093)
255-Repair & maintenance - vehicles	\$91,000	\$12,463	(\$78,537)
258-Contract graders	\$1,081,554	\$180,166	(\$901,388)
259-Repair & maintenance - structural	\$1,301,200	\$63,585	(\$1,237,615)
260-Roadside Mowing & Spraying	\$396,000		(\$396,000)
261-Ice bridge construction	\$120,000	\$90,324	(\$29,676)
262-Rental - building and land	\$65,850	\$17,019	(\$48,831)
263-Rental - vehicle and equipment	\$139,734	\$7,896	(\$131,838)
266-Communications	\$155,272	\$72,354	(\$82,918)
271-Licenses and permits	\$25,545	\$1,638	(\$23,907)
272-Damage claims	\$5,000		(\$5,000)
274-Insurance	\$462,735	\$450,825	(\$11,910)
342-Assessor fees	\$279,000	\$49,414	(\$229,586)
290-Election cost	\$15,000		(\$15,000)
511-Goods and supplies	\$937,534	\$256,754	(\$680,780)
515-Lab Testing	\$43,500	\$12,230	(\$31,271)
521-Fuel and oil	\$647,680	\$199,342	(\$448,338)
531-Chemicals and salt	\$424,800	\$84,921	(\$339,879)
532-Dust control	\$575,000	\$4,638	(\$570,363)
533-Grader blades	\$143,000	\$30,585	(\$112,415)
534-Gravel (apply; supply and apply)	\$2,097,000	\$5,589	(\$2,091,411)
994-Change in Inventory	(\$385,333)		(\$385,333)
543-Natural gas	\$122,247	\$68,269	(\$53,978)
544-Electrical power	\$717,093	\$243,167	(\$473,926)
550-Carbon Tax	\$72,000	\$34,952	(\$37,048)
710-Grants to local governments	\$2,227,017	\$625,000	(\$1,602,017)
735-Grants to other organizations	\$2,302,092	\$866,676	(\$1,435,416)
747-School requisition	\$6,302,401		(\$6,302,401)
750-Lodge requisition	\$896,658		(\$896,658)
760-Designated Ind. Property	\$76,169		(\$76,169)
764-Contributed to Capital Reserve	\$2,182,244		(\$2,182,244)
810-Interest and service charges	\$21,000	\$3,504	(\$17,496)
831-Interest - long term debt	\$389,989		(\$389,989)
832-Principle - Long term debt	\$1,361,746		(\$1,361,746)
921-Bad Debt/922-Write Off	\$1,500,000	\$1,175	(\$1,498,825)
Non-TCA projects	\$1,930,320	\$780,621	(\$1,149,699)
TOTAL	<u>\$40,937,578</u>	<u>\$6,737,301</u>	<u>(\$34,970,943)</u>
<i>Excluding Requisitions</i>	\$33,662,350	\$6,737,301	(\$33,307,652)
<i>995-Amortization of TCA</i>	\$10,146,271	\$10,146,271	\$10,146,271

MACKENZIE COUNTY

ONE TIME Projects 2021 INCLUDING CARRY FORWARDS

Project Description	TOTAL PROJECT BUDGET	2021 BUDGET	TOTAL COSTS	2021 COSTS	2021 REMAINING BUDGET	External Funding				Internal Funding				Notes
						FGTF Grant	MSI Grant	Other Grant	Other Sources (non-grant)	Municipal levy	Restricted Surplus (previous years)	RS-type	Debenture	
(12) - Administration Department														
Cumulative Effects Assessment Study (CF 2017)	270,000	9,363	260,637	-	9,363						9,363	GOR		
FV - Asset Management (2018)	45,000	9,500	35,500	-	9,500					-	9,500	GOR		
Mackenzie County 25 Year Anniversary	2,525	2,525	-	-	2,525						2,525	GOR		
Emergency Flood Response Supplies (2021)	80,000	80,000	72,358	72,358	7,642						80,000	GOR	CM 21-01-035	
MOST Project - COVID 19 Asst	1,271,952	1,145,035	1,271,952	1,145,035	0		1,145,035							CM 20-10-605
Total department 12	1,669,477	1,246,423	1,640,448	1,217,393	29,029	-	1,145,035	-	-	-	101,388	-	-	1,246,423
(23) - Fire Department														
FV - Fire Dept Training Props (2018)	30,000	30,000	-	-	30,000				15,000	-	15,000	GOR		50/50 FVFD
Total department 23	30,000	30,000	-	-	30,000	-	-	-	15,000	-	15,000	-	-	30,000
(32) - Public Works														
FV - Repair Shop Operations Fence	6,600	6,600	-	-	6,600						6,600	GOR		
Total department 32	6,600	6,600	-	-	6,600	-	-	-	-	-	6,600	-	-	6,600
(33) - Airport														
Airport Master Plan (CF 2016)	75,000	33,005	41,995	-	33,005						33,005	GOR		
Airport Operations/Safety Manuals	30,000	30,000	-	-	30,000						30,000	GOR		Required by Nav Canada and Transport Canada
Total department 33	105,000	63,005	41,995	-	63,005	-	-	-	-	-	63,005	-	-	63,005
(41) - Water														
LC -La Crete Future Water Supply Concept (2018)	200,000	190,910	9,090	-	190,910						190,910	GOR		
Water Diversion License Review	35,000	11,121	23,879	-	11,121						11,121	GOR		
Total department 41	235,000	202,031	32,969	-	202,031	-	-	-	-	-	202,031	-	-	202,031
(42) - Sewer														
LC - Future Utility Servicing Plan (2018)	102,000	32,413	86,587	17,000	15,413						32,413	GOR		CM 21-01-025
Total department 42	102,000	32,413	86,587	17,000	15,413	-	-	-	-	-	32,413	-	-	32,413
(61) - Planning & Development Department														
Economic Development Investment Attraction Marketing Packages	114,000	24,500	114,000	24,500	0			12,250			12,250	GOR		CARES Grant CM 20-03-203
Municipal Development Plan	305,000	273,448	77,878	46,326	227,122						273,448	GOR		20-08-494
Total department 61	419,000	297,948	191,878	70,826	227,122	-	-	12,250	-	-	285,698	-	-	297,948
(63) - Agricultural Services Department														
Irrigation District Feasibility Study	30,000	30,000	-	-	30,000						30,000	GOR		Motion 18-08-589
Total department 63	30,000	30,000	-	-	30,000	-	-	-	-	-	30,000	-	-	30,000
(72) - Parks														
LC Walking Trail	6,000	6,000	-	-	6,000						6,000	GOR		
La Crete Walking Trail LOC	2,400	2,400	-	-	2,400						2,400	GOR		This may require potential expenditures in 2020
Wadlin lake Phase 2 Campground Expansion Development Plan	3,000	3,000	-	-	3,000						3,000	GOR		This may require potential expenditures in 2020+
LC - Tree Removal 99 Ave	6,000	6,000	-	-	6,000						6,000	GOR		
Machesis Lake Glamping (2021)	4,500	4,500	-	-	4,500						4,500	RP		CM 21-03-219
Total department 72	21,900	21,900	-	-	21,900	-	-	-	-	-	21,900	-	-	21,900
TOTAL 2021 ONE TIME Projects	2,618,977	1,930,319	1,993,877	1,305,219	625,100	-	1,145,035	12,250	15,000	-	758,035	-	-	1,930,320
2021 Contingent on Grant Funding														
FV - Asset Management	125,000							50,000			75,000	GOR		
Bridge Maintenance (7 bridges)	250,000							250,000						
2021 Contingent on Grant Funding- Total	375,000	-	-	-	-	-	-	300,000	-	-	75,000	-	-	-

Funding Sources for the 2021 Approved Non TCA projects is as follows:

FGTF / MSI	\$ 1,145,035
Other Grants/Sources	\$ 27,250
General Operating Reserve	\$ 753,535
PR	\$ 4,500
Total	\$ 1,930,320

MACKENZIE COUNTY

TCA Projects 2021 INCLUDING CARRY FORWARDS

Project Description	TOTAL PROJECT BUDGET	2021 BUDGET	TOTAL COSTS	2021 COSTS	2021 REMAINING BUDGET	External Funding				Internal Funding				Notes
						FGTF Grant	MSI Grant	Other Grant	Other Sources (non-grant)	Municipal levy	RS-type	Restricted Surplus (previous years)	Debenture	
(12) - Administration Department														
LC - 100 Street Plan	65,000	65,000	-	-	65,000						GCR	65,000		CM 20-04-242
FV - Flood Mitigation for Land Development	2,387,290	1,178,394	1,486,253	277,357	901,037	568,470					GCR/GOR	609,924		CM 20-06-378, 20-07-455,20-12-761,20-12-762, 21-04-325
Office Shower (2021)	8,700	8,700	-	-	8,700						GCR	8,700		
Total department 12	2,460,990	1,252,094	1,486,253	277,357	974,737	568,470	-	-	-	-	-	683,624	-	1,252,094
(23) - Fire Department														
FV - Training Facility (CF 2017)	20,000	11,350	8,650	-	11,350				10,000		GCR	1,350		Other Sources - FVFD 50%
Total department 23	20,000	11,350	8,650	-	11,350	-	-	-	10,000	-	-	1,350	-	11,350
(32) - Transportation Department														
FV - Rebuild Eagles Nest Road (2 miles) (2018)	800,000	784,164	15,836	-	784,164	600,290	183,874							
Gravel Reserve (CF 2014)	150,000	92,357	58,460	817	91,540						RDR	92,357		
11 mile Culvert Replacement	150,000	150,000	-	-	150,000		150,000							
FV - Rebuild Lambert Point Road (1 1/4 miles)	318,698	50,000	268,698	-	50,000									
Rebuild Blumenort Road East	440,000	385,610	54,390	-	385,610		385,610							
Rebuild Machesis Lake Road	440,000	437,876	2,124	-	437,876		437,876							
LC - 9 Street Lights - 94 Ave 106 St to Pioneer Drive (See Note 1)	75,000	75,000	-	-	75,000									
FS01 Mill Razor	405,000	405,000	-	-	405,000		405,000							20-05-294
OR01 New Road Infrastructure Endeavour to Assist	950,000	468,796	487,088	5,884	462,912						GCR	468,796		
LC Crosswalk 94 Ave 103 St	12,000	2,647	9,353	-	2,647						GCR	2,647		
LC - Intersection upgrade of 100 St & 109 Ave (2021)	255,000	255,000	9,041	9,041	245,959		255,000							
LC - Intersection upgrade Traffic Lights 100 St & 94 Ave (2021)	400,000	400,000	9,530	9,530	390,470		400,000							
LC - 101 Ave Asphalt (300 m) (2021)	625,000	625,000	6,694	6,694	618,306		625,000							
30 m Right of way for road widening - various locations (2021)	200,000	200,000	-	-	200,000						RDR	200,000		
Rebuild TWP Rd 1044 (1 mile) (2021)	300,000	300,000	-	-	300,000		300,000							
Road Repair & Culvert TWP Rd 1042 Rge Rd 144-145 (2021)	60,000	60,000	-	-	60,000						RDR	60,000		
Rebuild 6 mile N road (2 miles) (2021)	440,000	440,000	-	-	440,000		440,000							
Plow Truck (2021)	325,000	325,000	-	-	325,000		325,000							
Total department 32	6,345,698	5,456,448	921,215	31,966	5,424,483	600,290	4,032,360	-	-	-	-	823,800	-	5,456,450
(41) - Water Treatment & Distribution Department														
LC - Well Number 4 (CF 2016)	1,348,966	1,175,000	173,966	-	1,175,000			689,137			GCR	485,863		20-12-763
ZA - Water Treatment Plant Upgrading (CF 2017)	933,569	781,944	153,704	2,079	779,865			609,457			RWTR	172,487		
FV - Frozen Water Services Repairs (River Road) (CF 2015)	280,700	20,443	260,257	-	20,443						RWTR	20,443		
LC - Waterline Bluehills (CF 2015)	833,250	690,722	142,528	-	690,722		690,722							
FV - Rural Water Supply North of the Peace River (2018)	420,000	174,854	245,147	-	174,854						GOR	174,854		\$20,000 from 2017 Non TCA Project - HL Rural Comprehensive Water Study, \$400,000
Water line to Hill Crest Community School (2020)	487,720	13,940	474,783	1,003	12,937	13,940								CM 20-05-302, 20-08-500,21-03-230
FV - Rural Truck Fill Pump Install (2021)	239,500	239,500	-	-	239,500		239,500							
LC - Water Treatment Plant Tower Replacement (2021)	100,000	100,000	-	-	100,000						GCR	100,000		
LC - North Storm-Pond A (2021)	50,000	50,000	-	-	50,000						WTRSWR	50,000		CM 21-03-240, CM 21-04-312
Total department 41	4,693,705	3,246,401	1,450,386	3,082	3,243,319	13,940	930,222	1,298,594	-	-	-	1,003,647	-	3,246,403
(42) - Sewer Disposal Department														
ZA - Lift Station Upgrade (CF 2013-2017)	1,972,037	1,698,066	273,971	-	1,698,066			1,040,707			WTRSWR/SWMR	657,359		CM 21-03-200
LC - Sanitary Sewer Expansion (CF 2016)	161,000	13,390	160,610	13,000	390						GCR	13,390		CM 21-01-024
Total department 42	2,133,037	1,711,456	434,581	13,000	1,698,456	-	-	1,040,707	-	-	-	670,749	-	1,711,456
(43) - Waste														
Waste Bins Replacement (2021)	20,000	20,000	-	-	20,000				2,000		GCR	18,000		
Total department 43	20,000	20,000	-	-	20,000	-	-	-	2,000	-	-	18,000	-	20,000
(61) - Planning & Development														
LC Drainage Ditch Plan 192 3085, Block 24, Lot 2	6,000	6,000	3,440	3,440	2,560						SWMR	6,000		CM 20-10-615,
LC Drainage Ditch Plan 992 0894, Block 2, Lot 1	8,000	2,225	5,775	-	2,225						SWMR	2,225		CM 20-10-617
LC Drainage Ditch NE 8-106-15-W5M (2021)	15,000	15,000	908	908	14,093						GCR	15,000		CM 21-02-100
Total department 61	29,000	23,225	10,122	4,347	18,878	-	-	-	-	-	-	23,225	-	23,225
(63) - Agriculture														
HL - Rural Drainage - Phase II & Phase III (CF 2014/2015)	1,181,000	38,019	1,142,981	-	38,019						SWMR	38,019		
Total department 63	1,181,000	38,019	1,142,981	-	38,019	-	-	-	-	-	-	38,019	-	38,019

MACKENZIE COUNTY

TCA Projects 2021 INCLUDING CARRY FORWARDS

Project Description	TOTAL PROJECT BUDGET	2021 BUDGET	TOTAL COSTS	2021 COSTS	2021 REMAINING BUDGET	External Funding				Internal Funding				Notes
						FGTF Grant	MSI Grant	Other Grant	Other Sources (non-grant)	Municipal levy	RS-type	Restricted Surplus (previous years)	Debenture	
(71) - Recreation														
ZA - Water Repair in Furnace Room (CF 2017)	10,000	8,338	1,662	-	8,338						GOO	8,338		
ZA - Re-shingling Hall (CF 2017)	23,601	17,849	5,752	-	17,849						GOO	17,849		CM 20-02-084,20-11-758
FV - Overhead Door Replacement/Completion of Hockey Netting	16,000	3,100	12,900	-	3,100						RB-FV	3,100		
FV - Outdoor Rink Repairs	14,000	14,000	-	-	14,000						RB-FV	14,000		
FV - Purchase Outhouses for Rodeo Grounds	10,000	10,000	-	-	10,000						RB-FV/GOR/GCR	10,000		
Total department 71	73,601	53,288	20,313	-	53,288	-	-	-	-	-	-	53,287	-	53,287
(72) - Parks & Playgrounds Department														
Hutch Lake Campground Improvements (CF 2017)	112,000	63,933	49,287	1,219	62,713						IC-REC/MR	63,933		
River Search & Rescue Access Plan - Atlas & Tompkins Landing Boat Launch & FV Bridge Campground	92,000	32,430	59,570	-	32,430						GOR	32,430		CM 21-01-051
Vanguard Subdivision Playground Equipment	30,000	6,265	23,735	-	6,265						MR	6,265		
Wadlin Lake Dock Piling Improvements - Firewood Compound	13,000	10,045	2,955	-	10,045						GCR	10,045		
Hutch Dock Piling	22,000	15,038	6,962	-	15,038						GOR	15,038		
Jubilee Park Walkway	10,000	10,000	-	-	10,000						GOR	10,000		
FV - Streetscape (CF 2017)	125,394	87,035	38,359	-	87,035						IC-DV /GCR/GOR	87,035		CM 19-04-274 Moved to 72 in 2020 Budget (25,000GOR)
Streetscape - La Crete	25,000	24,602	398	-	24,602						GOR	24,602		
New Hamlet Park (2021)	38,000	38,000	-	-	38,000						MR	38,000		
Water Well at Jubilee Park (2021)	17,955	17,955	-	-	17,955	17,955								
Total department 72	485,349	305,302	181,266	1,219	304,083	17,955	-	-	-	-	-	287,348	-	305,303
TOTAL 2021 Capital Projects	17,422,380	12,117,582	5,655,769	330,971	11,786,611	1,200,655	4,962,582	2,339,301	12,000	-	-	3,603,049	-	12,117,587

Contingent on Grant Funding

ZC - Access Pave (PH V) (CF 2014)	6,000,000	6,000,000	-	-	6,000,000			3,000,000					3,000,000	
ZA - Sewage Forcemain (2018)	1,085,000	1,085,000	-	-	1,085,000			1,085,000					-	
Carry Forward Contingent on Grant Funding- Total	7,085,000	7,085,000	-	-	7,085,000	-	-	4,085,000	-	-	-	-	3,000,000	-

2021 Contingent on Grant Funding

FV - New Hockey Boards and Glass with Protective Netting	199,500							99,750			GCR	99,750		Contingent on Grant Funding 50/50
FV - Fitness Centre Expansion	99,000							49,500			GCR	49,500		Contingent on Grant Funding 50/50
FV - Baseball Netting	75,000							37,500			GCR	37,500		Contingent on Grant Funding 50/50
LC - Wheel Chair Lift	50,000							25,000			GCR	25,000		Contingent on Grant Funding 50/50
LC - North Storm-Pond A (2021)	1,100,000												1,100,000	Contingent on Grant Funding
LC - Tennis Court, Basketball Pickle Ball Court	299,106							149,553			GCR	149,553		Contingent on Grant Funding 50/50
2021 Contingent on Grant Funding- Total	1,822,606	-	-	-	-	-	-	361,303	-	-	-	361,303	1,100,000	
Total of Contingent Funding	8,907,606	7,085,000	-	-	7,085,000	-	-	4,085,000	361,303	-	-	361,303	4,100,000	

Funding Sources for the 2021 Approved Capital projects is as follows:

Administration to seek grant funding for below projects prior to proceeding
 Note 1 - LC - 9 Street Lights - 94 Ave 106 St to Pioneer Drive Note 1
 Note 2 - FV - Rebuild Butter town Road

FGTF & MSI	\$	6,163,237
Other Grants/Sources	\$	2,351,301
MUNICIPAL LEVY	\$	-
General Operating Reserve	\$	708,449
General Capital Reserve	\$	1,430,257
Municipal Reserve	\$	107,265
Road Reserve	\$	352,357
Vehicle & Equipment Reserve		
Rural Water Reserve	\$	192,930
Waste/Sewer Infrastructure Reserve	\$	121,753
Surface Water Management Reserve	\$	631,850
Incomp. Cap - Develop. Reserve	\$	12,035
Incomp. Cap - Recreation	\$	933
Recreation Board Fort Vermilion	\$	19,033
Recreation Board La Crete	\$	-
Grants to Other Organizations	\$	26,187
Debenture	\$	-
TOTAL		12,117,587

Investment Report at the period ending March 31, 2021

Reconciled Bank Balance on March 31, 2021

Reconciled Bank Balance \$ 8,860,209

Investment Values on March 31, 2021

Short term T-Bill (1044265-26)	\$	250,358.07	
Long term investments (EM0-0374-A)	\$	9,065,125.59	
Short term notice on amount 31 days	\$	1,120,692.43	
Short term notice on amount 60 days	\$	1,974,236.61	
Short term notice on amount 90 days	\$	26,000.09	
Vision Credit Union - 2 year	\$	2,148,142.08	

Total Investments **\$ 14,584,554.87**

Total Bank Balance and Investments **\$ 23,444,764.10**

These balances include 'market value changes'.

Revenues

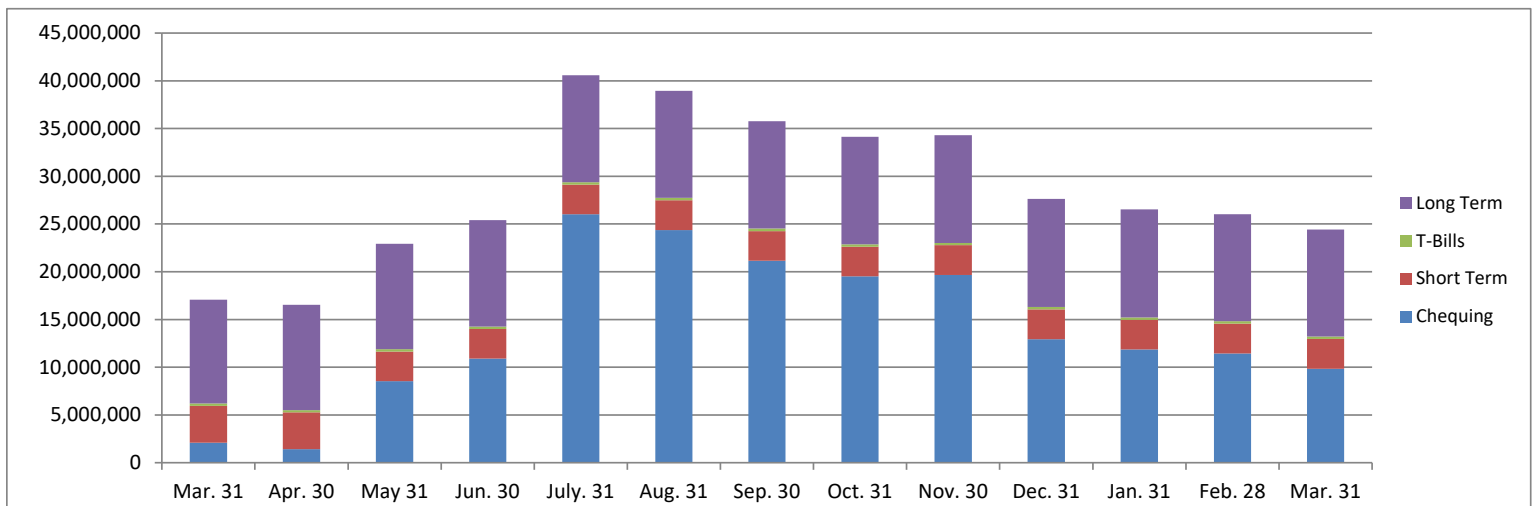
Interest received from investments
Interest accrued from investments but not received.

Total	YTD	Short Term	YTD	Long Term	YTD
\$	2,781.35	\$	2,781.35	\$	-
\$	86,342.53			\$	86,342.53
\$	89,123.88	\$	2,781.35	\$	86,342.53

Interest received, chequing account
Total interest revenues before investment manager fees
Deduct: investment manager fees for investments
Total interest revenues after investment manager fees

\$	26,497.21	\$	26,497.21		
\$	115,621.09	\$	29,278.56	\$	86,342.53
\$	-			\$	-
\$	115,621.09	\$	29,278.56	\$	86,342.53

Balances in the Various Accounts - Last 13 Months



Mackenzie County

Title	FINANCIAL REPORTS	Policy No:	FIN010
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Legislation Reference	Municipal Government Act, Part 8
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<p>Purpose</p> <p>To provide for communication of financial information to council, the administration and the general public.</p>

Policy Statement and Guidelines

Budget

When the budget is approved a summary copy shall be provided to each councillor. The Chief Administrative Officer and all staff members who require it in the execution of their duties will be provided with a complete copy of the budget. A summary copy of the budget will be made available to the general public on the Mackenzie County website.

Financial Reports to Council

Council shall receive the following reports monthly:

- Statement comparing actual operating revenues and expenditures to budget for the year-to-date;
- A report on funds invested in term deposits and other securities.

Council shall receive the following reports quarterly:

- Statement comparing actual operating revenues and expenditures to budget for the year-to-date;
- A report on funds invested in term deposits and other securities.
- Project progress reports including expenditures to budget for the year-to-date
- Reports will be presented in April, July, October, and January.

Annual Audited Financial Statements

A copy of the annual audited financial statement shall be provided to each Councillor and the Chief Administrative Officer. Copies shall be made available at the reception desk for perusal by *the staff* and general public.

Annual audited financial statements will be posted on the Mackenzie County website by May 1st of each year.

	Date	Resolution Number
Approved	1998-12-18	98-390
Amended	2007-11-13	07-11-1013
Amended	2017-09-25	17-09-659

Mackenzie County

Title	General Operating Reserve	Policy No.	RESV01
--------------	---------------------------	-------------------	--------

Account Code	12-711
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Purpose	<p>To establish a general operating reserve. This reserve will provide funding in order to retain a stable municipal taxation structure and to accommodate any emergency type expenditure; to balance the current year deficit; or for non-budgeted operating items that require funding and Council approval during the year.</p>
----------------	--

Targeted Minimum Balance:	\$1,000,000
----------------------------------	-------------

Targeted Maximum Balance:	\$5,000,000
----------------------------------	-------------

Targeted Annual Contribution:	<p>(Current year surplus* - \$50,000) x 50% = amount to general operating reserve.</p> <p>*with surplus being determined by excluding amortization and other non-cash transactions associated with Public Sector Accounting changes.</p>
--------------------------------------	--

Policy Statement and Guidelines

1. The Chief Administrative Officer will ensure the overall effective administration of dedicated reserves in accordance with this policy; recommending changes in policy or guidelines to Council to ensure they are employed to the benefit of the County.
2. Annually, in conjunction with the budget process and the presentation of the audited financial statements to County council, a list indicating the current and previous year-end balances for this reserve will be provided.
3. The use of this reserve to fund any expenditure must be by way of a Council resolution or motion.

	Date	Resolution Number
Approved	2001-06-06	01-320
Amended	2010-02-24	10-02-148
Amended	2017-03-14	17-03-178

Mackenzie County

Title	General Capital Reserve	Policy No.	RESV02
--------------	--------------------------------	-------------------	---------------

Account Code	97-760
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Purpose	<p>To establish a general capital reserve. This reserve will provide funding in order to retain a stable municipal taxation structure and to accommodate current year capital funding requirements that have not been previously established from existing reserves. Items such as computer hardware and building developments as prime examples. Additionally, this reserve can be used for emergency type expenditures, or for additional capital items that require funding and Council approval during the year.</p>
----------------	--

Targeted Minimum Balance:	\$1,000,000
----------------------------------	-------------

Targeted Maximum Balance:	\$5,000,000
----------------------------------	-------------

Targeted Annual Contribution:	<p>(Current year surplus* - \$50,000) x 50% = amount to general operating reserve.</p> <p>*with surplus being determined by excluding amortization and other non-cash transactions associated with Public Sector Accounting changes.</p>
--------------------------------------	--

Policy Statement and Guidelines

1. The Chief Administrative Officer will ensure the overall effective administration of dedicated reserves in accordance with this policy; recommending changes in policy or guidelines to Council to ensure they are employed to the benefit of the County.
2. Annually, in conjunction with the budget process and the presentation of the audited financial statements to County council, a list indicating the current and previous year-end balances for this reserve will be provided.
3. The use of this reserve to fund any expenditure must be by way of a Council resolution or motion.

	Date	Resolution Number
Approved	2001-06-06	01-320
Amended	2010-02-24	10-02-149
Amended	2017-03-14	17-03-178



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 11, 2021
Presented By:	Jennifer Batt, Director of Finance
Title:	Cheque Registers – April 26 – May 7, 2021 Electronic Funds Transfers January 1 – March 31, 2021

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 bi-weekly basis unless otherwise required for operational needs. Copies of the April 26-May 7, 2021 cheque registers will be available on meeting day.

Attached is also the Electronic Funds Transfers from January 1 – March 31,2021.

OPTIONS & BENEFITS:

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

COSTS & SOURCE OF FUNDING:

2021 Budget.

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

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

N/A

POLICY REFERENCES:

Policy FIN025 Purchasing Authority Directive and Tendering Process

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the cheque registers from April 26 - May 7, 2021, and Electronic Funds Transfers from January 1 – March 31,2021 be received for information.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 11, 2021
Presented By:	Jeff Simpson, Director of Operations
Title:	Culvert Maintenance

BACKGROUND / PROPOSAL:

Administration received a request from Council to clarify the operational maintenance concerning culverts. The operational budget is approved with funds to purchase culverts for regular replacement and first access to quarter sections. Concerns for culvert issues come from; the public quite often, graders operator see failing culverts along their grader beats, the supervisor travels all roads checking culverts for bent ends, coupler fails, rust/holes and culvert creeping out of the road.

The supervisor identifies which culverts require replacement on a priority level and addressing any safety concerns. An average of 25-30 culverts are replaced annually.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

2021 Operational Budget for culvert purchase \$110,000.

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

Author: S Wheeler Reviewed by: _____ CAO: _____

POLICY REFERENCES:

For the first access to a quarter section, PW039 Rural Road Access Construction and Water Management

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the procedure for replacement of culverts be received for information.

Author: S Wheeler **Reviewed by:** _____ **CAO:** _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 11, 2021
Presented By:	Jeff Simpson, Director of Operations
Title:	Washout & Culvert Repairs / Upgrades - Request for Additional Funds

BACKGROUND / PROPOSAL:

Administration received numerous calls this spring regarding flooding. There were 85 calls to the office during spring runoff. Calls directly to Supervisor was on average 200 per day for the same timeframe. These areas of concern were tracked; please see location map, Blue represents drainage and culvert issues, Yellow represents washouts.

With the substantial overland flooding this spring, many culverts require replacement or upgrading to a larger size. Administration is suggesting a budget amendment with the addition of a One Time Project for Washout & Culvert Repairs / Upgrades for \$250,000. This budget will be used to purchase additional culverts, culvert installations and fixing these washout areas.

It is worth mentioning that several ratepayer suffered damage to their homes and shops as a result of the spring runoff. We are unaware of the cost of damage incurred by ratepayers.

If Council agrees to fund this additional project, Administration will present a RFD – ‘Request for Proposals – Washout & Culvert Repairs / Upgrades’ in Closed Meeting.

OPTIONS & BENEFITS:

Option 1:

Approving a One Time Project budget amount for \$250,000 to be used for addressing many ratepayer requests concerning deteriorating roads/road washouts from overland flooding.

Benefit:

Author: S Wheeler **Reviewed by:** _____ **CAO:** _____

Helping to mitigate ratepayer concerns/requests. People would like to see that their concerns are important and we are endeavoring to meet some of these needs.

Option 2:

No additional money for the purchase for these washout areas.

No Benefit.

COSTS & SOURCE OF FUNDING:

General Operating Reserve

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

POLICY REFERENCES:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the 2021 budget be amended to include a One Time Project - Washout & Culvert Repairs / Upgrades for \$250,000, with the funds coming from General Operating Reserve.

Author: S Wheeler Reviewed by: _____ CAO: _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 11, 2021
Presented By:	Jeff Simpson, Director of Operations
Title:	30 Meter Right-of-Way for Road Widening

BACKGROUND / PROPOSAL:

Council approved '30 Meter Right-of-Way for Road Widening' for \$200,000 in the 2021 Capital Budget. The road widening is the first step for some future road rebuilding projects. Three road projects were identified (see map for general location), TWP RD 1050 27th Baseline Road, TWP RD 1060 Airport Road and TWP RD 1070 Wolfe Lake Road. Administration received quotes for the legal surveys and for the land negotiations. Policy DEV005 Planning Reserve Policy was used to calculate the cost for the land purchase. See table:

TWP RD	27 th Baseline Road	Airport Road	Wolfe Lake Road
Length of Rebuild	6 miles	1 mile	9 miles
Acres to Purchase	22 acres	3.66 acres	33 acres
Land Owners	28 properties	5 properties	42 properties
Value of Acres (see DEV005 map)	\$187,000 (\$8,500/ac) Area 6	\$31,110 (\$8,500/ac) Area 6	\$280,000 (\$8,500/ac) Area 6
Land Agent Cost	\$28,300	\$10,500	\$41,800
Legal Survey Cost	\$14,500	\$4,100	\$25,000
Land Titles (approx. \$310/prty)	\$8,680	\$1,550	\$13,000
Cost per TWP RD	\$238,480	\$47,260	\$359,800

The plan for 2021 was to complete the land negotiations, surveying, purchase of the lands and submit all to land titles.

Road rebuilding projects for these locations will be presented to Council for approval for the 2022 Capital Budget.

As the approved budget amount is under a third of the required funds, there are some options listed below.

Author: S Wheeler **Reviewed by:** _____ **CAO:** _____

OPTIONS & BENEFITS:

Option 1:

Proceed with the land purchase as initially planned with a motion of Council to fund the project an additional \$446,000 coming from the General Capital Reserve.

Benefit:

All three anticipated 2022 funded road rebuild projects would be ready for construction.

Option 2:

Choose only 27th Baseline Road (TWP RD 1050) for the land purchases with a motion from Council to fund the project an additional \$40,000 coming from the General Capital Reserve.

Benefit:

One anticipated 2022 funded road rebuild project would be ready for construction.

Option 3:

Choose only Airport Road (TWP RD 1060) for the land purchases.

Benefit:

Remainder of funds will go back into the General Capital Reserve for future projects.

Option 4:

Choose only Wolfe Lake Road (TWP RD 1070) for the land purchases with a motion from Council to fund the project an additional \$160,000 coming from General Capital Reserve.

Benefit:

Largest most costly anticipated 2022 funded road rebuild project would be ready for construction.

Option 5:

Choose to delete the '30 Meter Right-of-Way for Widening' project.

Benefit:

Funds will go back into the General Capital Reserve for future projects.

COSTS & SOURCE OF FUNDING:

2021 Capital Budget \$200,000

SUSTAINABILITY PLAN:

Author: S Wheeler **Reviewed by:** _____ **CAO:** _____

COMMUNICATION / PUBLIC PARTICIPATION:

POLICY REFERENCES:

RECOMMENDED ACTION:

Motion 1:

- Simple Majority Requires 2/3 Requires Unanimous

That an additional \$446,000 be added to the '30 Meter Right-of-Way for Road Widening' project coming from the General Capital Reserve.

Author: S Wheeler **Reviewed by:** _____ **CAO:** _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 11, 2021
Presented By:	Caitlin Smith, Manager of Planning and Development
Title:	Bylaw 1223-21 Land Use Bylaw Amendment to Reduce the Minimum Lot Size in the Rural Industrial General Zoning District

BACKGROUND / PROPOSAL:

Administration has received a Land Use Bylaw amendment application from a local developer requesting to reduce the minimum lot size in the Rural Industrial General zoning district.

The developer has submitted an eighty (80) lot subdivision lot layout plan which is proposed to be half industrial lots and half country residential type lots with a 15m berm for buffer.

The quarter is already zoned as Rural Industrial General with a minimum lot size of 0.8 hectares (2 acres), the developer would like this reduced to a minimum lot size of 0.4 hectares (1 acre). The developer feels that this would complement the transition from hamlet sized industrial lots to lots outside the hamlet boundary. Hamlet Industrial lots are typically 1-2 acres in size and there is no regulation on lot size.

Administration has no concerns with this proposal.

OPTIONS & BENEFITS:

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

COSTS & SOURCE OF FUNDING:

All costs associated with this amendment will be borne by the applicant.

SUSTAINABILITY PLAN:

Author: C Smith Reviewed by: _____ CAO: _____

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

COMMUNICATION / PUBLIC PARTICIPATION:

The bylaw amendment will be advertised as per MGA requirements.

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That first reading be given to Bylaw 1223-21 being a Land Use Bylaw Amendment to reduce the minimum lot size in the Rural Industrial General (RIG) zoning district, subject to public hearing input.

Author: C Smith Reviewed by: _____ CAO: _____

BYLAW NO. 1223-21
BEING A BYLAW OF
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA

TO AMEND THE MACKENZIE COUNTY LAND USE BYLAW
TO REDUCE THE MINIMUM LOT SIZE IN THE RURAL INDUSTRIAL GENERAL
(RIG) ZONING DISTRICT

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 by reducing the minimum lot size in Section 9.7.3, from 0.8 hectare (2 acres) to 0.4 hectare (1 acre), in the Rural Industrial General (RIG) Zoning District to accommodate industrial growth adjacent to the hamlet boundary.

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

1. That the Mackenzie County Land Use Bylaw Section 9.7.3 be amended with reduced minimum lot size requirements from 0.8 ha (2 acres) to 0.4 ha (1 acre) within the Rural Industrial General (RIG) Zoning District:

Rural Industrial General (RIG)

Regulation	Standard
Min. Lot Size	0.8 ha (2 acres)
	0.4 ha (1 acre)
Min. Floor Area	92.9m ² (1000.0ft ²)
Min. Setback from Highway, Road or Undeveloped Road Allowance	
Right-of-way	41.2m (135.0ft)
Centre Line	64.0m (210.0ft)

Regulation	Standard
Or a greater distance as specified by Alberta Transportation	
Min. Setback	
Yard – Front	15.2m (50.0ft)
Yard – Rear	15.2m (50.0ft)
Yard – Side	15.2m (50.0ft)

2. This bylaw shall take effect on the date of the third and final reading thereof.

READ a first time this _____ day of May, 2021.

PUBLIC HEARING held this _____ day of June, 2021.

READ a second time this _____ day of June, 2021.

READ a third time and finally passed this _____ day of June, 2021.

Joshua Knelsen
Reeve

Lenard Racher
Chief Administrative Officer

Application No: _____

Mackenzie County LAND USE BYLAW AMENDMENT APPLICATION

Complete only if different from Applicant

Name Of Applicant Paul Driedger (FTEN Group of Companies)		
Address: PO Box 1419		
City/Town La Crete, AB		
Postal Code T0H2H0	Phone	Cell 780-821-0911

Name of Registered Owner Henry W Peters and Tina Peters		
Address: PO Box 1603		
City/Town La Crete, AB		
Postal Code T0H2H0	Phone	Cell 780-841-2951

Legal Description of the Land Affected by the Proposed Amendment:

QTR./LS.	SEC.	TWP.	RANGE	M.	or	PLAN	BLK	LOT
NE	16	106	15	5				

Civic Address: _____


Land Use Classification Amendment Proposed:

From: Rural Industrial General To: Rural Industrial General

Reasons Supporting Proposed Amendment:

With the subject property being immediately adjacent to the Hamlet of La Crete north boundary we are requesting that the minimum lot size be reduced from 0.8 ha.(2 acres) to 0.4 ha.(1 acre). This will then accommodate development that have same industrial lot sizes within the hamlet adjacent to this property.

I have enclosed the required application fee of: _____ Receipt No.: _____



Applicant Signature

2021-05-05

Date



Registered Owner Signature

2021-05-05

Date

NOTE: Registered Owner's signature required only if different from applicant

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.

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



Phone: (780) 927-3718
Fax: (780) 927-4266
Email: office@mackenziecounty.com
www.mackenziecounty.com

EXISTING

Section 9 | Land Use District Regulations

9.7 Rural Industrial General (RIG)

Purpose

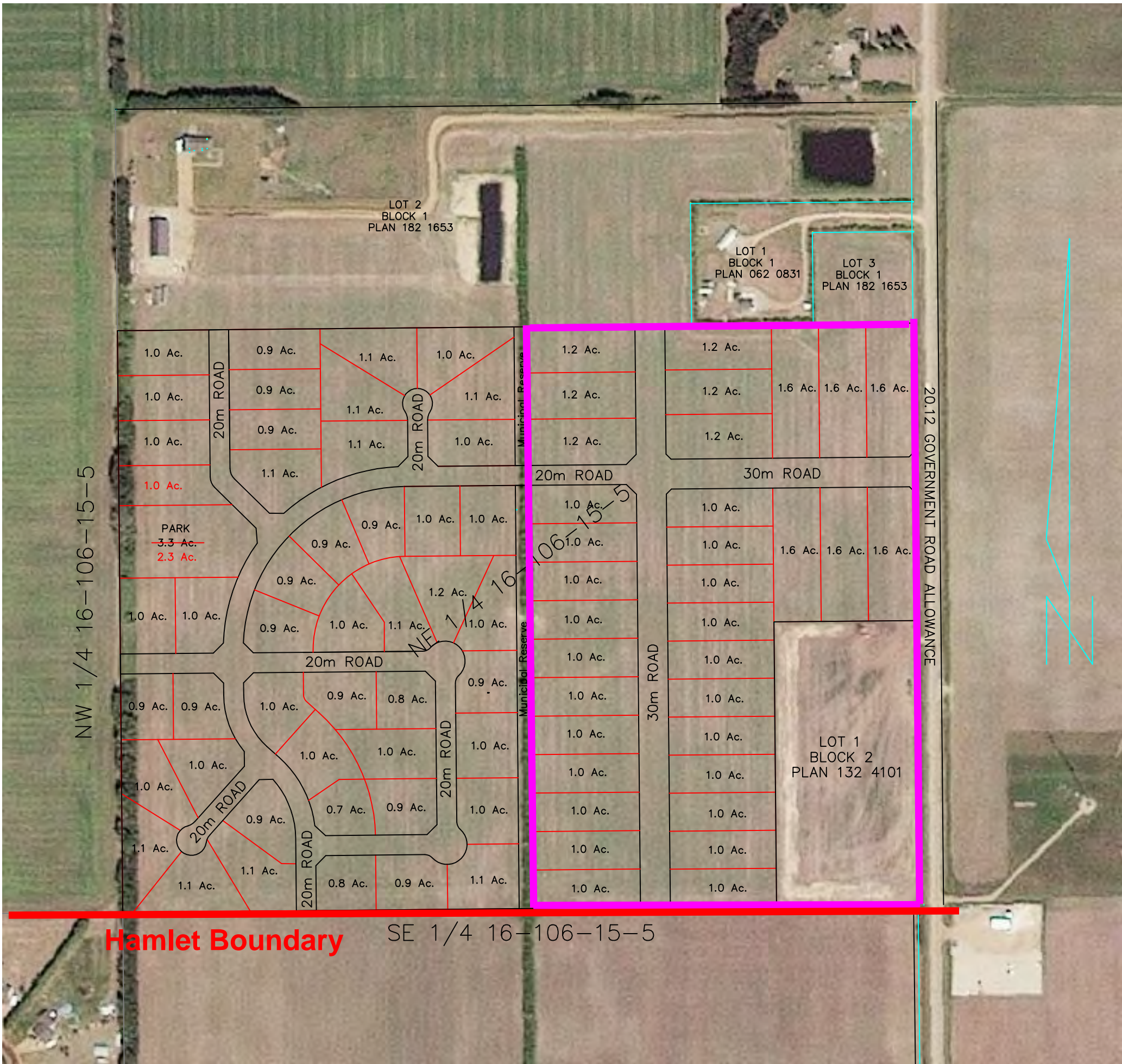
- 9.7.1 The purpose of the Rural Industrial General (RIG) district is to provide for heavy industrial uses on large land parcels, distant from residential uses, that utilize extensive outdoor storage areas and on-site operations are considered to be a nuisance to non-industrial and residential uses.



Permitted and Discretionary Land Use Classes

- 9.7.2 Land use classes within the following table shall be permitted or discretionary within the Rural Industrial General (RIG) district of this BYLAW.

Permitted	Discretionary
ACCESSORY BUILDING	AGGREGATE RESOURCE PROCESSING
AGRICULTURAL MACHINERY SALES AND SERVICE	AUCTION FACILITY
AGRICULTURAL SUPPLY DEPOT	AUTO SALVAGE
AUTOMOTIVE EQUIPMENT AND VEHICLE SERVICES, MAJOR	BULK FERTILIZER STORAGE AND/OR SALES
AUTOMOTIVE EQUIPMENT AND VEHICLE SERVICES, MINOR	BULK FUEL STORAGE AND DISTRIBUTION
BUSINESS SUPPORT SERVICES	ENVIRO-TANK
CONTRACTOR, GENERAL	GRAIN ELEVATOR
CREMATORIUM	INDUSTRIAL USE, HEAVY
DUGOUT	NATURAL RESOURCE EXTRACTION
EQUIPMENT RENTAL FACILITY	NATURAL RESOURCE PROCESSING
MANUFACTURED HOME SALES AND SERVICE	OIL FIELD SERVICE
PUBLIC UTILITY	SELF-STORAGE 2
SALVAGE YARD	SHIPPING CONTAINER





Mackenzie County

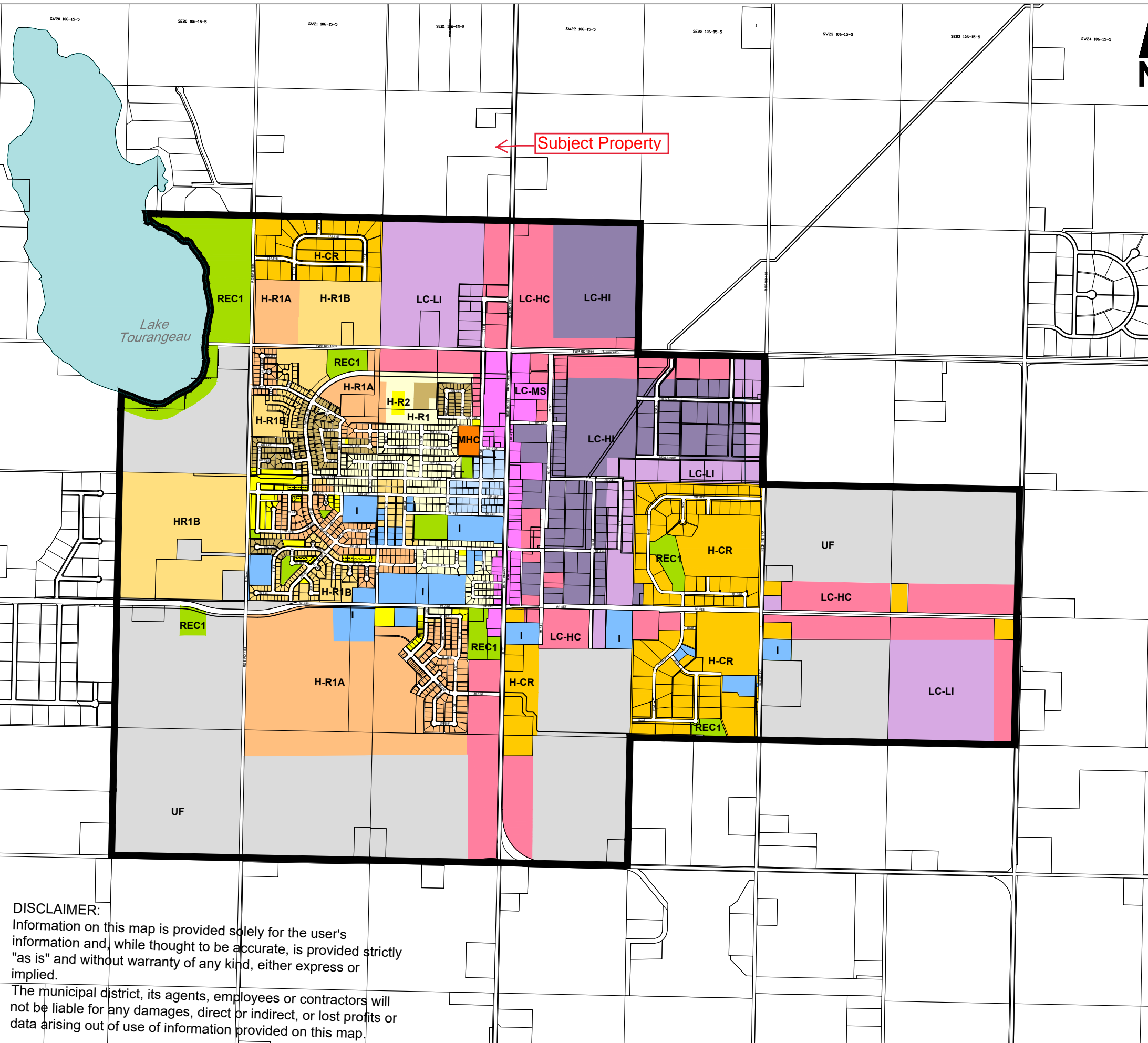
Mackenzie County Land Use Bylaw

LA CRETE LAND USE DISTRICTS

- H-R1 Hamlet Residential 1
- H-R1A Hamlet Residential 1A
- H-R1B Hamlet Residential 1B
- H-R2 Hamlet Residential 2
- H-CR Hamlet Country Residential
- MHS Manufactured Home Subdivision
- MHC Manufactured Home Community
- RCR1 Rural Country Residential 1
- LC-TC La Crete Town Centre
- LC-HC La Crete Highway Commercial
- LC-MS La Crete Main Street
- LC-LI La Crete Light Industrial
- LC-HI La Crete Heavy Industrial
- I Institutional
- REC1 Recreation 1
- UF Urban Fringe
- DC Direct Control
- A Agricultural
- Hamlet Boundary

0.5km 1.0km 2.0km

March 2020



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 municipal district, its agents, employees or contractors will not be liable for any damages, direct or indirect, or lost profits or data arising out of use of information provided on this map.



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 11, 2021
Presented By:	Caitlin Smith, Manager of Planning and Development
Title:	Bylaw 1224-21 Land Use Bylaw Amendment to Add Rural Country Residential 4 (RCR4) to Section 9

BACKGROUND / PROPOSAL:

Administration has received a Land Use Bylaw amendment application from a local developer requesting to add a new zoning district that will accommodate smaller rural country residential multi-lot subdivisions adjacent to the hamlet boundary.

The developer has submitted an eighty (80) lot subdivision lot layout plan which is proposed to be half industrial lots and half country residential type lots with a 15m berm for buffer. Should this zoning district be approved, the developer would apply to rezone the residential portion to this new district.

Currently within the Land Use Bylaw there are two separate Rural Country Residential districts; one that allows all built types and the other is intended for houses. Lots sizes for both are 3-5 acres per lot.

The applicant would like to develop 0.8-1.5 acre rural country residential lots specifically adjacent to the La Crete hamlet boundary. These lots would be similar in size to the hamlet country residential lots in La Crete; the intension of the area would be estate living. Only dwelling-single family homes with attached garages would be permitted and the homes would be required to be a minimum of 1500 sq ft less the garage. The uses proposed in the district would be less rural type uses and more urban type uses.

The developer would like to have higher density lots adjacent to the hamlet that would eventually be within hamlet should boundaries change. This would be the first rural country residential with lots of this size.

Currently, there are no Area Structure Plan reference to this specific location other than the 2020 La Crete Industrial Lands strategy. This entire parcel has been identified as proposed light industrial pocket as La Crete expands.

Author: C Smith **Reviewed by:** _____ **CAO:** _____

The following are the recommendations and considerations within the Municipal Development Plan when approving rural country residential subdivisions.

The MDP recognizes that:

Development within Hamlets shall include a mix of residential types to accommodate different needs and tastes, a well-defined central commercial area, and industrial areas that are located in industrial parks and in identified development nodes.

General Development Objectives

- Accommodate growth and development that is orderly, meets County guidelines and standards, and enhances Mackenzie County.
- Maintain the rural character of the County.
- Involve the community in the planning process.
- Ensure an adequate and suitable land base exists to accommodate Hamlet growth.

Mackenzie County may require the adoption of an Area Structure Plan, to be prepared in accordance with Section 633 of the Municipal Government Act, or the approval of a Neighbourhood Structure Plan, or an Outline Plan prior to subdivision or development.

These Plans shall address the following issues to the satisfaction of the County:

- a) conformity with this Plan, other statutory plans and the Land Use Bylaw;**
- b) impacts on adjacent uses and mitigation methods, such as the provision of any suitable buffers or setbacks;**
- c) proposed land uses and population projections;**
- d) proposed methods of water supply, stormwater management and sewage disposal;**
- e) access and internal circulation;**
- f) allocation of municipal and environmental reserve;**
- g) suitability of the development site in terms of soil stability, groundwater level, and drainage;**
- h) a method by which developers pay for off-site costs; and**
- i) any other matters identified by the municipality.**

Section 5.1 Country Residential Objectives

- Recognize agriculture, its related activities and industries as the predominant land use in the rural area.
- Recognize country residential development as a legitimate land use in the rural area, while minimizing potential conflicts with non-residential uses.
- **Provide for the establishment of attractive, well-planned and properly serviced country residential development.**
- Maintain the rural character of the County and to allow for growth of the established urban areas.

Section 5.2 Country Residential Policies

Author: C Smith Reviewed by: _____ CAO: _____

5.2.1 To reduce conflicts with Hamlet growth and industrial and agricultural operations, and to minimize the cost of maintaining roads and other municipal services, country residential communities shall be located in a well-defined area, as shown on the maps within the Hamlet and Industrial Area Structure Plans, leaving the rest of the County primarily agricultural or Crown Land. These country residential areas are located in accordance with the following principles:

- a) have poor soils (CLI Class 5), except where the use of better soils may be justified because the land is adjacent to urban areas, recreational lakes or river valleys;
 - b) do not limit the logical expansion of the Town of High Level, or the Hamlet's of Fort Vermillion, La Crete or Zama City;**
 - c) located near existing or proposed recreation areas;
 - d) have potable water supply and are adequately serviced or where municipal servicing can be provided in an efficient and economical manner;**
 - e) have simple and direct access to paved roads and highways; and
 - f) will maintain the minimum separation distance from sour gas facilities, gas and oil wells, wastewater treatment plant, landfills, existing CFOs and existing sand and gravel extraction sites as defined by Municipal Government Act, AOPA, or any other relevant legislation.
 - g) Do not create potential land use conflicts by locating adjacent to areas which have existing or are proposed for heavy industrial uses.**
- Mackenzie County may consider locations outside of the designated areas provided they meet the conditions of the Policy 5.2.1.
 - Wherever possible, a landscaped or treed buffer should be provided along the boundaries of country residential lots that are located adjacent to non-residential uses.
 - If a quarter section being subdivided contains significant areas of Better Agricultural Land, those areas must normally be left as a single large parcel, with the residential lots concentrated on the poorer soil.
 - Mackenzie County shall discourage the expansion of rural agricultural settlements as these communities are not intended as nodes for future Hamlet locations or future intensive residential developments.

The following information is from the La Crete Area Structure Plan:

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.

Author: C Smith Reviewed by: _____ CAO: _____

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

Administration has no concerns in terms of the new land use zoning district but is concerned about the future plans for lands surrounding the hamlet. Administration will need to determine servicing feasibility for this leapfrog parcel but also if this district is approved we need to be prepared for additional applications.

OPTIONS & BENEFITS:

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

COSTS & SOURCE OF FUNDING:

All costs associated with this amendment shall be borne by the applicant.

SUSTAINABILITY PLAN:

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

COMMUNICATION / PUBLIC PARTICIPATION:

The bylaw amendment will be advertised as per MGA requirements.

POLICY REFERENCES:

DEV007 Rural Development Standards

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That first reading be given to Bylaw 1224-21 being a Land Use Bylaw Amendment to add Rural Country Residential 4 (RCR4) to Section 9, subject to public hearing input.

Author: C Smith **Reviewed by:** _____ **CAO:** _____

BYLAW NO. 1224-21

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

TO AMEND THE 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 add Rural Country Residential 4 (RCR4) to Section 9 of the Land Use Bylaw.

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

1. That the Mackenzie County Land Use Bylaw 1066-17, Section 9 be amended with the following addition:

Rural Country Residential 4 (RCR4) Purpose

9.5.1 The purpose of the Rural Country Residential 4 (RCR4) district is to allow for single family dwellings and associated uses on large serviced MULTI-LOT country residences adjacent to HAMLET boundary.

Permitted and Discretionary Land Use Classes

9.5.2 Land use classes within the following table shall be permitted or discretionary within the Rural Country Residential 4 (RCR4) district of this BYLAW.

Permitted	Discretionary
ACCESSORY BUILDING	BED AND BREAKFAST BUSINESS
DWELLING - SINGLE FAMILY WITH ATTACHED GARAGE	DAY CARE HOME
SHOP – PERSONAL	HOME BASED BUSINESS MINOR
	RESIDENTIAL SALES CENTRE
	SECONDARY SUITE

Regulations

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

Regulation	Standard
Lot Area	
Min.	0.3ha (0.8 acre)
Max.	0.6ha (1.5 acres)
Dwelling Size (excluding attached garage)	
Min.	1500.0ft ²
Min. Setback from Highway, Road or Undeveloped Road Allowance	
Right-of-way	41.2m (135.0ft)
Centre Line	64.0m (210.0ft)
Internal Subdivision Road	15.2 m (50 feet)
Or a greater distance as specified by Alberta Transportation	
Min. Setback	
Yard – Rear	7.6m (25.0ft)
Yard – Side	4.6m (15.0ft)

Additional Regulations

- 9.5.4 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.
- 9.5.5 The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards and shall complement the natural features and the character of the site to the satisfaction of the Development Authority.
- 9.5.6 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.

9.5.7 Within the Rural Country Residential 4 (RCR4) district a SHOP-Personal shall have a maximum building:

- a. Area of 223.0 m² (2400.0ft²); and
- b. Height of 6.1m(20.0 ft)

2. This bylaw shall take effect on the date of the third and final reading thereof.

READ a first time this _____ day of May, 2021.

PUBLIC HEARING held this _____ day of June, 2021.

READ a second time this _____ day of June, 2021.

READ a third time and finally passed this _____ day of June, 2021.

Joshua Knelsen
Reeve

Lenard Racher
Chief Administrative Officer

Application No: _____

Mackenzie County LAND USE BYLAW AMENDMENT APPLICATION

Complete only if different from Applicant

Name Of Applicant Paul Driedger (FTEN Group of Companies)		
Address: PO Box 1419		
City/Town La Crete, AB		
Postal Code T0H2H0	Phone	Cell

Name of Registered Owner Henry W Peters and Tina Peters		
Address: PO Box 1603		
City/Town La Crete, AB		
Postal Code T0H2H0	Phone	Cell

Legal Description of the Land Affected by the Proposed Amendment:

QTR./LS.	SEC.	TWP.	RANGE	M.	or	PLAN	BLK	LOT
NE	16	106	15	5				

Civic Address: _____

Land Use Classification Amendment Proposed:

From: Agricultural To: Rural County Residential 2

Reasons Supporting Proposed Amendment:

With the subject property being immediately adjacent to the Hamlet of La Crete north boundary we are requesting that a new district be adopted that is similar to the Hamlet Country Residential (H-CR) district with some differences being the lot size and uses (as per attached draft). This will accommodate higher density immediately adjacent to hamlet boundaries rather than the traditional Country Residential Lots which are larger in size and without those rural uses.

I have enclosed the required application fee of: _____ Receipt No.: _____

Applicant Signature _____

2021-05-05

Date

Registered Owner Signature _____

2021-05-05

Date

NOTE: Registered Owner's signature required only if different from applicant

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.

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



Phone: (780) 927-3718
Fax: (780) 927-4266
Email: office@mackenziecounty.com
www.mackenziecounty.com

9.5 Rural Country Residential 2 (RCR2)

Purpose

- 9.5.1 The purpose of the Rural Country Residential 2 (RCR2) district is to allow for single family dwellings and associated uses on large serviced LOTS adjacent to the HAMLET boundary.



Permitted and Discretionary Land Use Classes

Land use classes within the following table shall be permitted or discretionary within the Rural Country Residential 2 (RCR2) district of this BYLAW.

Permitted	Discretionary
ACCESSORY BUILDING	BED AND BREAKFAST BUSINESS
DWELLING - SINGLE FAMILY WITH ATTACHED GARAGE	DAY CARE HOME
SHOP – PERSONAL	HOME BASED BUSINESS MINOR
	RESIDENTIAL SALES CENTRE
	SECONDARY SUITE

Regulations

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

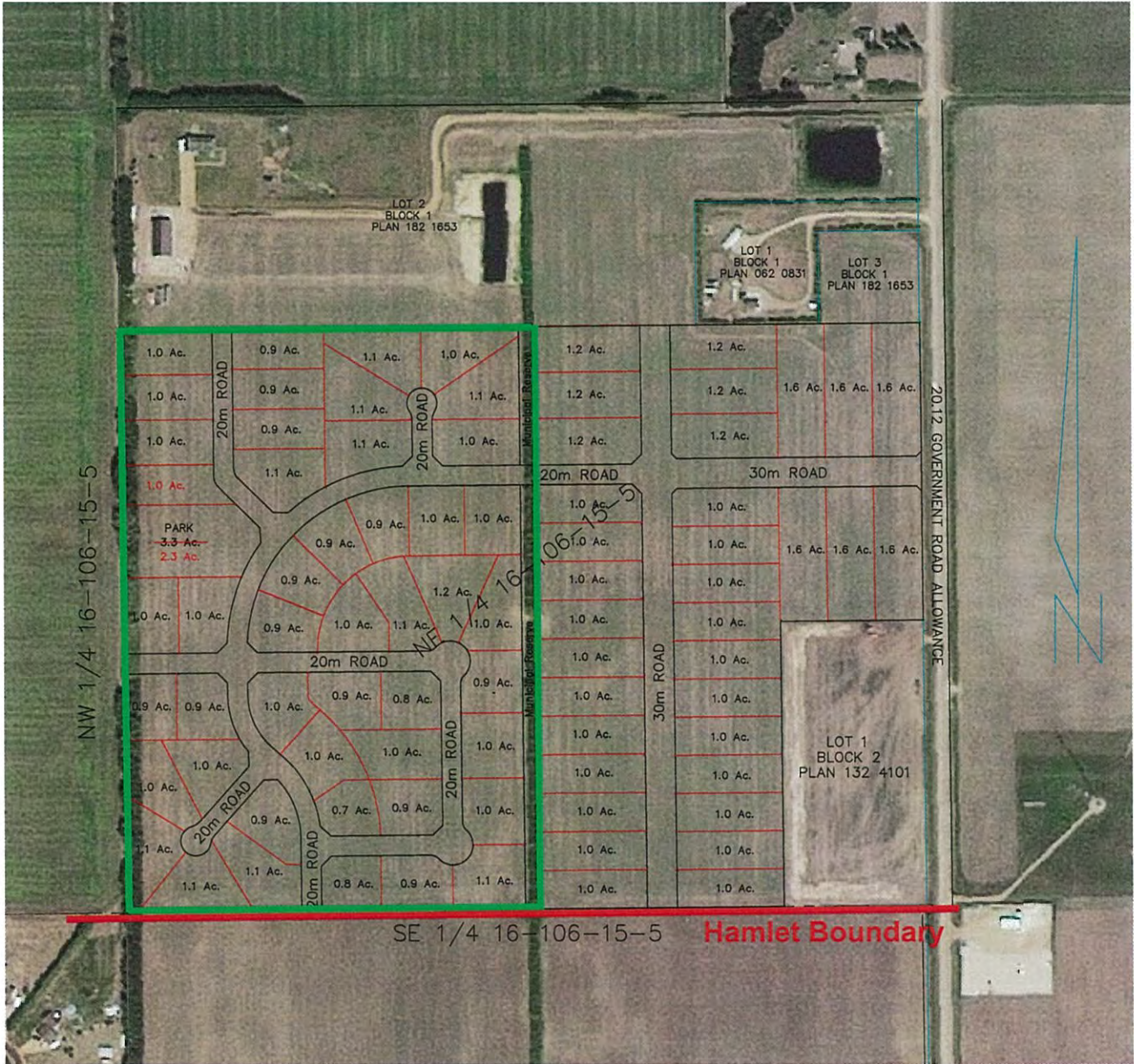
Regulation	Standard
Lot Area	
Min.	0.3ha (0.8 acre)
Max.	0.6ha (1.5 acres)
Dwelling Size (excluding attached garage)	
Min.	1500.0ft ²
Min. Setback from Highway, Road or Undeveloped Road Allowance	
Right-of-way	41.2m (135.0ft)
Centre Line	64.0m (210.0ft)
Internal Subdivision Road	15.2 m (50 feet)

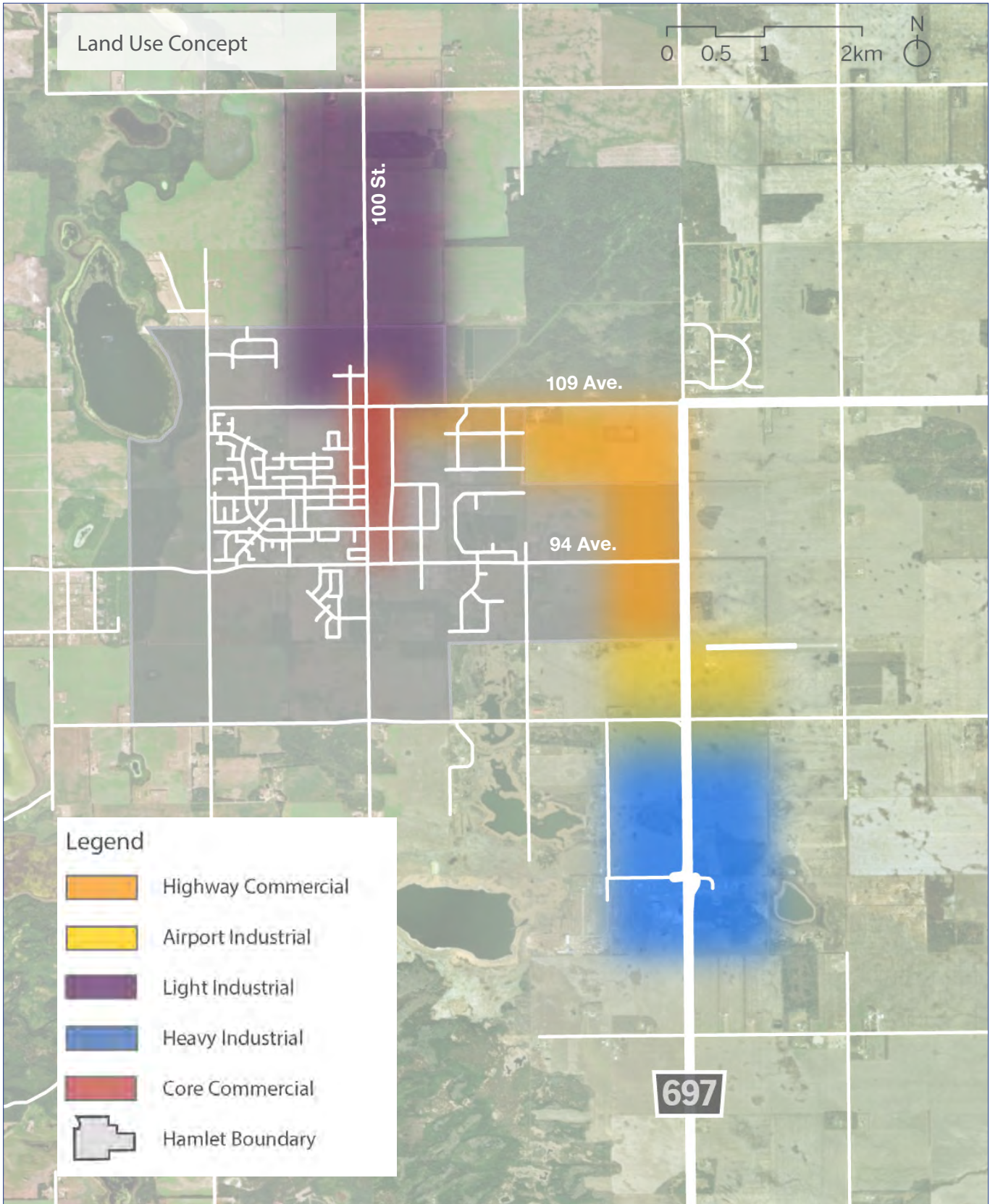
Or a greater distance as specified by Alberta Transportation

Regulation	Standard
Min. Setback	
Yard – Rear	7.6m (25.0ft)
Yard – Side	4.6m (15.0ft)

Additional Regulations

- 18.4.3 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.
- 18.4.4 The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards and shall complement the natural features and the character of the site to the satisfaction of the Development Authority.
- 18.4.5 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.
- 18.4.6 Within the Rural Country Residential 2 (RCR2) district a SHOP-Personal shall have a maximum building:
 - a. Area of 223.0 m² (2400.0ft²); and
 - b. Height of 6.1m(20.0 ft)





The La Crete Industrial Growth Strategy's Land Use Concept.

Helix Engineering is currently working on a project in the County of Grande Prairie for Aquatera utilities. The area is substantially built out industrial development that would be similar to the light industrial and airport zoning in the La Crete study area. The standard for sewage generation in the County for industrial is 26,000 l/ha/day and 10,000 l/ha/day for commercial. By pulling the water usage records for existing businesses it was determined that the average usage in the La Crete area was closer to 2,300 l/ha/day.

As the La Crete study area has large service areas and the anticipated coverage is light, based on local experience, it is recommend that 17,000 l/s/ha that would be a very high flow generation rate. For the purposes of preliminary sizing and cost estimates, the following rates were used:

- › Light Industrial: 3,000 l/ha/day
- › Highway Commercial and Airport Industrial: 10,000 l/ha/day
- › Heavy Industrial: Should be calculated on a site-specific basis

Storm

There is some existing storm sewer servicing within the hamlet. Based on the IMP, this storm sewer infrastructure has been designed for a 2-year rainfall event. There are currently no storm water ponds controlling the peak or volume of runoff. Based on discussions with the County staff, there are areas in the hamlet that are experiencing drainage issues. It is assumed that all future development areas will be required to have stormwater management. This may include development ponds or, for large industrial sites, on-site detention. All flows from developed areas released to existing drainage courses should be restricted to pre-development flow rates.

Growth Areas

Light Industrial

The Light Industrial area is highlighted in Figure 2 of this brief. The lands comprise approximately 8 quarter

sections and are located at the north end of the hamlet. The site is bisected by the existing paved Range Road 153 which is an extension of 100 Street. The lands generally slopes from the west to the east and from the north to the south. The southwest quarter has some existing commercial and industrial development.

Water

Modelling the water system was not part of this project's scope. However, a 400 mm water main is recommended to be extended from the existing pumphouse north to the subject property. This main would feed the light industrial area as well as provide looping for the general benefit of La Crete. It would also be able to feed a future reservoir or booster station in the north area should one be required. The light industrial area will be serviced with a 300 mm loop connecting to the 400 mm pipe. Internal piping is considered part of the development cost and therefore an estimate is not included. The 400 mm connection is estimated to cost \$1.40 million.

Sanitary Sewer

The southern two quarter sections of the Light Industrial area have been included in an existing sanitary sewer design, while the remaining six quarter sections require new servicing. Based on spot elevations from Google Earth TM, it appears that the subject lands can be serviced with a gravity sewer connecting to the previously designed trunk system.

The land lends itself to a gravity trunk running along the eastern boundary. The trunk would range in size from 300 mm to 450 mm. Based on the existing ground elevations from Google Earth TM, it appears the land would drain west to east into the trunk, with the trunk draining from the north to the south. The trunk is estimated to cost \$1.65 million and the oversizing of the previously designed sewer is estimated at \$250,000. The system of 250 mm and 300 mm laterals to convey flows to the trunk are considered part of the development cost and are not estimated.

Roads

Access for the developed site would be from 100 Street north. The existing road is paved but narrow. Development of the light industrial land may necessitate upgrading this road.

Upgrading to a 10 m paved rural road in this study area is estimated at \$2.24 million. It is also proposed that Township Road 1064 be upgraded to a 10 m paved rural road from Highway 697 to Range Road 153 in order to facilitate an alternative industrial access point to the hamlet. This would cost an addition \$16 million. Internal roads have not been detailed or estimated.

Core Commercial

The Core Commercial area is outlined in Figure 3 of this brief, and contains approximately 71 ha of land located in the centre of the hamlet. Comprising the main commercial trade area of La Crete, future development in this area will be commercial land uses.

Water

The water distribution is a mix of 150 mm, 200 mm and 250 mm watermains. It is likely that for a commercial area, the 150 mm watermains are not sufficient to provide the required fire flow of 190 l/s. These areas are highlighted in Figure 3 and at 250 mm mains have estimated replacement costs of:

- › 100 Street – 820 m \$1.06 million
- › 101 Street – 890 m \$1.15 million

Sanitary Sewer

There were no issues reported with the existing sanitary sewers. No replacements or upgrades are contemplated to support the growth.

Roads

Access is existing for the area and no further road improvements are contemplated to support the growth.

Highway Commercial

The Highway Commercial area is illustrated in Figure 4 of this brief, and includes approximately 4.5 quarter sections, or 300 ha of land in the northeast part of the hamlet. The area is bounded on the north by 109 Avenue and the east by Highway 697. The land is relatively flat with elevations ranging from 317 m to 320 m, based on Google Earth™. Existing land uses are agricultural, commercial, and industrial.

Water

Modelling the water system was not part of the scope for this project, however, a 400 mm water main will likely be required to extend from the existing pumphouse east to the subject area. This main would feed the Highway Commercial and Airport Industrial areas and may provide service to the Heavy Industrial area to the south. It would also be able to feed a future reservoir or booster station in the east area should one be required. The Highway Commercial area will be serviced with a 300 mm interior loop connecting to the 400 mm pipe. Internal piping is considered part of the development cost and therefore an estimate is not included. The 400 mm connection is estimated to cost \$1.18 million.

Sanitary Sewer

The Highway Industrial area is proposed to be serviced by a gravity trunk. The trunk will extend from the Airport Industrial area to the south to the existing lift station located on 106 Avenue east of 92 Street. There is an existing pipe stub has an invert of 311.97 at the lift station and the forcemain is a 150 mm DR17.

Based on preliminary sizing, the trunk would range in size from 300 mm to 450 mm and would connect at the lift station approximately 4 m below the existing stub. As a result, the lift station will likely need to be deepened to allow this land to be serviced. Additionally, the forcemain will require upsizing to 300 mm. The cost of this is estimated at \$5.33 million.

Connections from the lots to the trunk could be accomplished by gravity or by low pressure, as cover at the top end of the system may be an issue.

Should the area be serviced by a Low Pressure System (LPS), the mains replacing the trunk would range from 150 mm to 250 mm. The estimated cost for an LPS would be in the order of \$2.05 million. This system would by-pass the existing lift station and instead discharge directly to the lagoon site.

Roads

Access for the developed site would be from limited intersections with Highway 697 and 94 Avenue. Access from the highway will likely be limited to one intersection

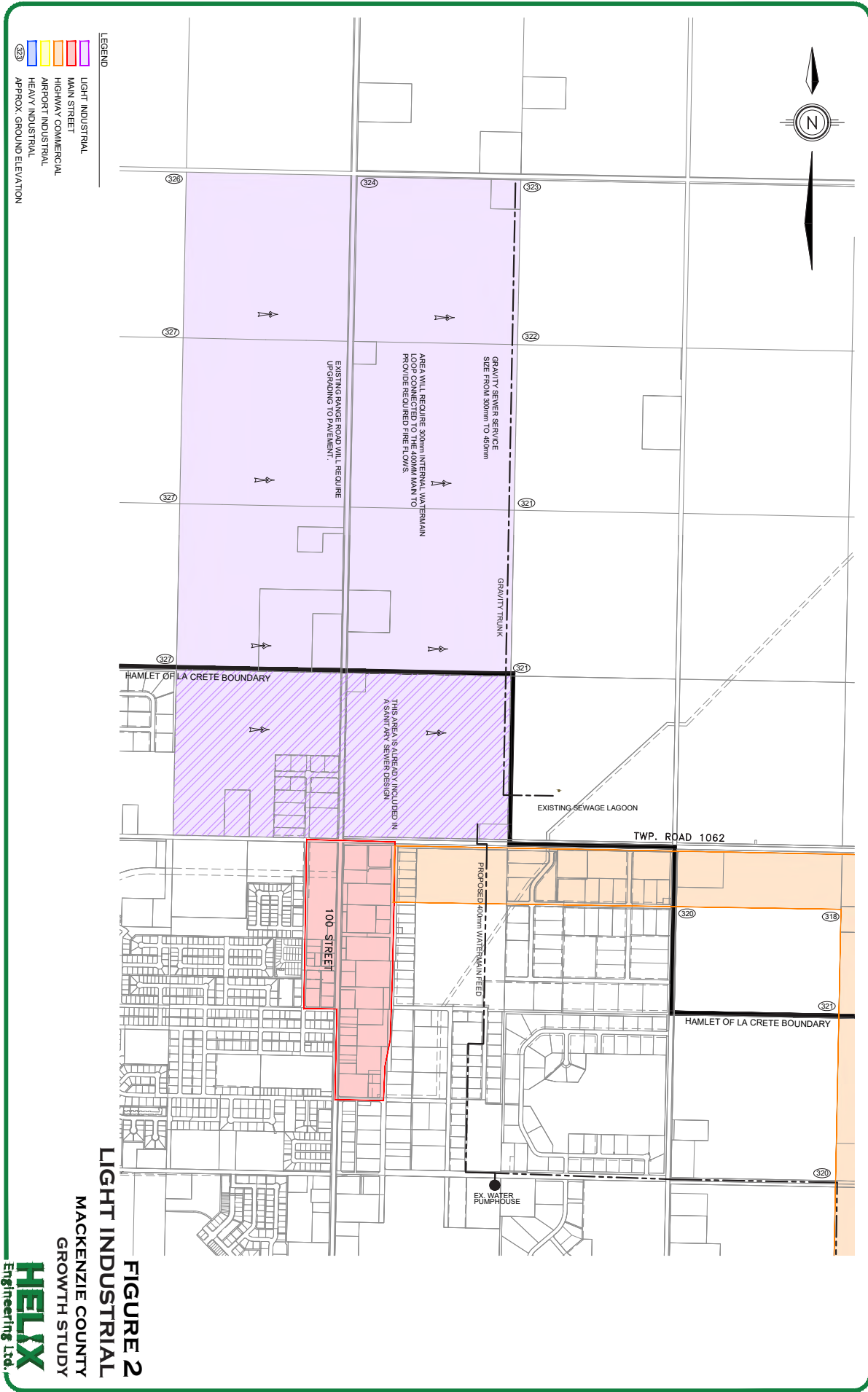
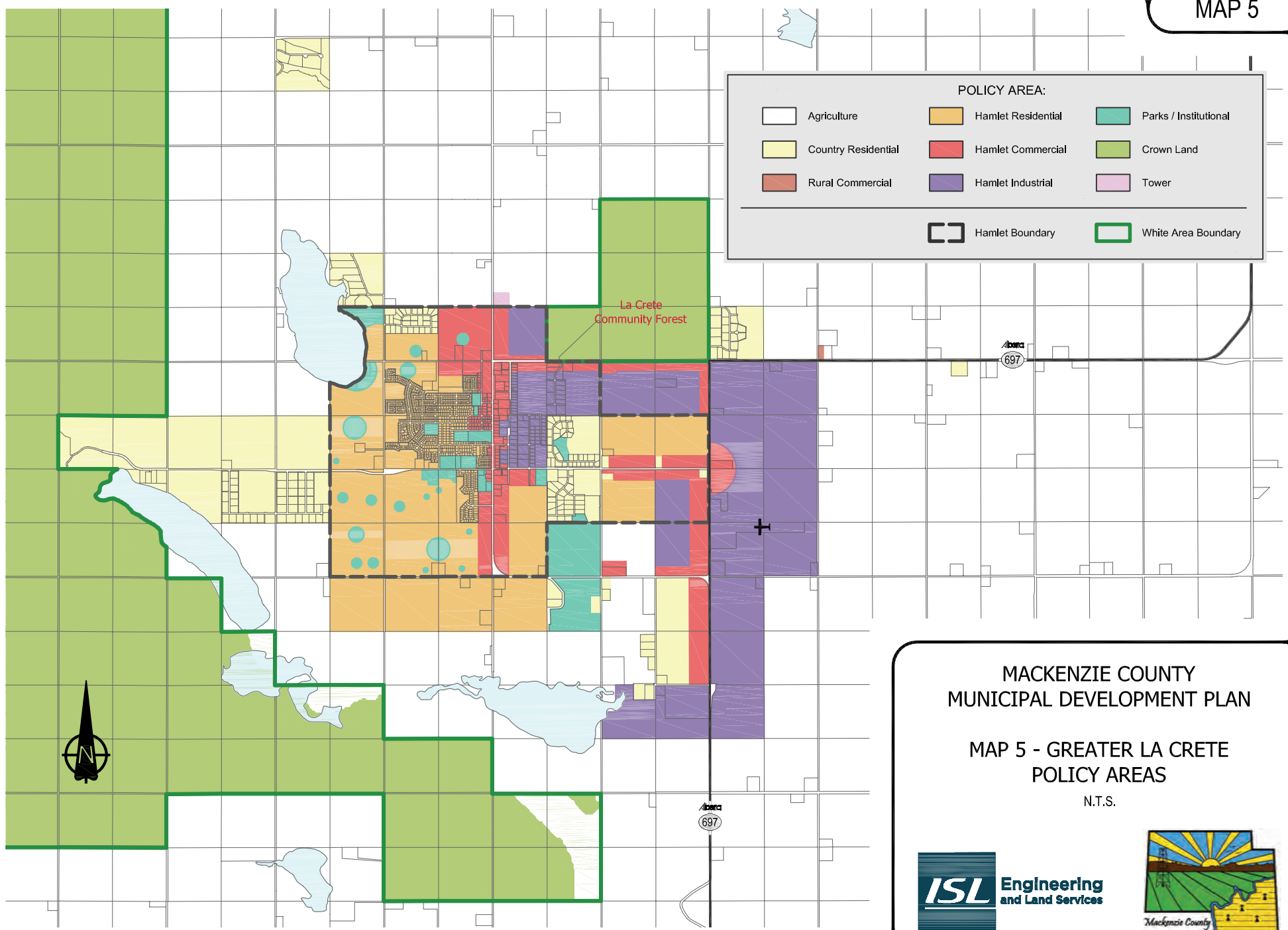


FIGURE 2
LIGHT INDUSTRIAL
 MACKENZIE COUNTY
 GROWTH STUDY
HELIX
 Engineering Ltd.





POLICY AREA:

Agriculture	Hamlet Residential	Parks / Institutional
Country Residential	Hamlet Commercial	Crown Land
Rural Commercial	Hamlet Industrial	Tower
Hamlet Boundary		White Area Boundary

**MACKENZIE COUNTY
MUNICIPAL DEVELOPMENT PLAN**

**MAP 5 - GREATER LA CRETE
POLICY AREAS**

N.T.S.



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 11, 2021
Presented By:	Byron Peters, Deputy Chief Administrative Officer
Title:	DRAFT Bistcho Lake Sub-Regional Plan

BACKGROUND / PROPOSAL:

In March 2021 the DRAFT Bistcho Lake Sub-Regional Plan was released to the public.

On April 19, 2021 Council participated in a session with Alberta Environment and Parks (AEP) via zoom to discuss the document. Following the presentation, there was an active discussion where Council had the opportunity to gain clarity on things and to express any concerns.

On April 27, 2021 administration presented a summary to the Committee of the Whole and collected additional feedback.

Before providing feedback to AEP in regards to the DRAFT Bistcho Lake Sub-Regional Plan, it is important to ensure that all of Council's questions and concerns are clearly identified.

The deadline to provide feedback to AEP is fast approaching (May 29, 2021).

Administration has compiled a list of Council's concerns and recommendations:

- The municipality should be included in the sub regional plan as a major stakeholder
- There needs to be a discussion around how to include "Hamlet Boundaries" not just "Municipal Boundaries"
 - Need to allow a large buffer area around each hamlet to allow for future growth
 - Buffer for existing infrastructure (i.e. fire guards, wastewater treatment lagoon) and to allow for future growth of such infrastructure
 - Water wells should also be added on the map

Author: R Wolfe **Reviewed by:** B Peters **CAO:** _____

- Concerns around this plan being under LARP (Lower Athabasca Regional Plan)
 - This would limit Mackenzie County's ability to provide feedback
- Lack of opportunity/limitations around commercial fishing
- Draft plan should not have the same restrictions outside of the caribou range
 - Planning units (Figure 4, page 8 of draft plan) that are outside of the caribou range need to specify more opportunities
- Concerns around the varying intensity of restrictions within the planning units (minimum/maximum allowed activity)
- Opportunity for Mackenzie County to expand recreational activities
 - Access to lakes and waterbodies (a 250m setback is concerning)
- Access management plan concerns
 - Need to maintain access for ongoing/future opportunities (multi-use roads)
 - Need to facilitate a conversation around maintaining, transferring, or reclaiming roads to avoid removing/rebuilding existing roads
 - ATV and snowmobile trails are different than roads so they're not included in the access management plan, but it is still important keep some existing trails for recreation/hunting/trapping purposes
- Proposing a 1-2 year timeline for a recreation plan, a road plan, and a trail plan

OPTIONS & BENEFITS:

Council has made it clear that key existing roads and trails should play a major role in the access management plan, and that this information should be identified and made known to AEP. Administration can provide maps of existing roads/trails, but feels that it would be best if the identification of these key routes were community-led.

AEP has information available on their website regarding the Bistcho Lake Sub-Regional Plan. There is an online survey for any member of the public to provide feedback (open until May 29, 2021).

In addition to completing the online survey, Mackenzie County can write a letter to the Minister of Environment and Parks outlining major concerns and recommendations.

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

Goal E18 Create a Sustainable Industry and Land Use Policy

Strategy E18.1 Lobby the Province to work with the federal government to amend the Species at Risk Act regarding habitat protection areas

Author: R Wolfe Reviewed by: B Peters CAO: _____

Strategy E18.2 Lobby the Federal and Provincial governments to strongly consider the negative socioeconomic impacts on our region of large-scale conservation areas.

Strategy E18.3 Ensure that the County is consulted for the LPRP and in the creation of any and all Sustainable Industry and Land Use Policies that addresses natural items management and forest assessment, and requires joint use between various sectors such as agriculture, forestry and oil and gas.

Goal E22 Mackenzie County accommodates a thriving tourist sector without compromising the natural environment it hosts.

Strategy E22.1 Work with Mackenzie Frontier Tourist Association to develop strategies to adapt County infrastructure and its natural environment in ways that will lay the groundwork for the development of an environmentally sustainable tourist sector.

Strategy E22.2 Assess whether the County's existing tourism facilities, business and industries are based on environmental values that are, or have the potential to be consistent with the establishment of a County-wide eco-tourist industry.

Strategy E22.4 Continue to partner with various local groups and provincial groups such as Alberta Trail Network to develop tourism and recreational infrastructure.

Goal E24 Mackenzie County is an attractive destination for non-residents to visit or to decide to relocate, and remains an attractive home for County residents at all stages of our lives

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

Goal E28 Mackenzie County's economy had the capacity to moderate the local impacts of dramatic economic ups and downturns in resource sector activities.

Strategy E28.2 The County will support efforts to diversify its economic base.

Goal N2 Mackenzie County's environmentally sensitive land areas are well preserved.

Goal S2 The hamlets, rural areas and First Nations communities each have distinct and thriving cultures yet they are linked by common, broad economic and environmental conditions.

Goal S3 Mackenzie County and the four First Nations located within its geographical boundaries share a common vision for the region, one that maintains cultural autonomy and that harmonizes economic pursuits.

Author: R Wolfe **Reviewed by:** B Peters **CAO:** _____

Strategy S3.2 Identify and prioritize goals that are common to both the County and the specific First Nations, and develop joint strategies to address them.

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.

Goal C5 Mackenzie County continues to provides high quality utility services (water distribution and treatment as well as waste water collection and treatment).

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

That a letter be sent to the Minister of Alberta Environment & Parks expressing Mackenzie County's concerns regarding the DRAFT Bistcho Lake Subregional plan, and clearly identifying all recommendations.

Simple Majority Requires 2/3 Requires Unanimous

Author: R Wolfe **Reviewed by:** B Peters **CAO:** _____

AEP's Online Survey (open from March 29-May 29, 2021)

All fields marked with an asterisk (*) are required.

SECTION 1 - Introduction

The draft Bistcho Lake Sub-regional Plan is intended to help government manage land-use activities so we can maintain a working landscape and the economy, while also supporting caribou and other species, recreational activities, and Indigenous traditional land use.

The Strategic Management Outcomes for the Bistcho Lake sub-region are:

- Support economic opportunities that provide benefits to local municipalities, Indigenous Peoples, and the rest of Alberta.
- Consolidate development over time to support landscape intactness, and naturally self-sustaining plant and wildlife populations, with a focus on species at risk.
- Support recreational, cultural and traditional land uses in the sub-region for the benefit of local peoples and all Albertans.

1. If there are additional outcomes you think we should consider for the sub-regional plan, please describe them here.

Please add your comment here...

SECTION 2 - Supporting caribou and other species

The draft Bistcho Lake Sub-regional Plan is intended to support self-sustaining plant and wildlife populations, including caribou, by proposing actions and approaches that will reduce the total amount of disturbed habitat in the sub-region, while continuing to support economic opportunities.

Sections of the draft plan propose management approaches and changes in technical requirements for specific sectors.

Find out more about how the draft plan would support caribou and other wildlife:

- [Fact Sheet: Supporting Caribou and Other Species - Bistcho Lake](#) (PDF, 2.1 MB)

2. In your opinion, how effective would this plan be at supporting caribou and other wildlife? *

- Very effective
- Somewhat effective
- Neither effective nor ineffective
- Somewhat ineffective
- Very ineffective.
- I don't know.

3. Please provide detail to your answer above.

Please add your comment here...

4. If you have other comments about supporting caribou and other species in the sub-region, add them here.

Please add your comment here...

SECTION 3 - Supporting Economic Opportunities

Alberta's landscapes are the backbone of our economy, providing natural resources that support the social and economic well-being of communities across the province and the country. The revenue generated from industrial activities helps fund schools, hospitals and other services that Albertans rely on. Maintaining these social benefits requires long-term economic opportunities and a healthy landscape.

To find out more about how the plan would help support economic activities in the regions, see:

- [Fact Sheet: Supporting Economic Activities](#) (PDF, 563 KB)

5. In your opinion, how effective would this plan be at supporting economic activities in the region? *

- Very effective
- Somewhat effective
- Neither effective nor ineffective
- Somewhat ineffective
- Very ineffective
- I don't know.

6. Please provide detail to your answer above.

Please add your comment here...

7. If you have other comments about supporting economic opportunities in the sub-region, add them here.

Please add your comment here...

SECTION 4 - Supporting Recreational Opportunities

The draft Bistcho Lake sub-regional plan would support outdoor recreation opportunities by identifying high-value recreation areas and by careful consideration of future developments in and around these areas. The plan would also support recreation through a commitment to create a network of recreational areas, connected by trails that will support outdoor recreation and tourism needs.

For more information on how the draft plan supports recreation opportunities, see:

- [Fact Sheet: Supporting Recreational Opportunities - Bistcho Lake](#) (PDF, 500 KB)

8. In your opinion, how effective would this plan be at supporting recreational opportunities in the region? *

- Very effective
- Somewhat ineffective
- Neither effective nor ineffective
- Somewhat ineffective
- Very ineffective
- I don't know.

9. Please provide detail to your answer above.

Please add your comment here...

10. If you have other comments about supporting recreational opportunities in the sub-region, add them here.

Please add your comment here...

SECTION 5 - Supporting Indigenous Land Use

<https://www.alberta.ca/assets/documents/aep-sub-regional-planning-supporting-indigenous-land-use-north-factsheet.pdf> Healthy landscapes and ecosystems are integral to the exercise of Treaty rights, and to the practice of Indigenous land uses. The draft Bistcho Lake Sub-regional Plan would support Indigenous land use by minimizing habitat loss and landscape fragmentation, which will result in a more intact landscape. The plan would also support Indigenous partnerships in economic opportunities, as well as continued Indigenous engagement in land use planning and natural resource management.

Find out how the draft plan would support Indigenous land use, see:

- [Fact Sheet: Supporting Indigenous Traditional Uses \(PDF, 7.8 MB\)](#)

11. In your opinion, how effective would this plan be at supporting Indigenous land us in the region? *

- Very effective
- Somewhat effective
- Neither effective nor ineffective
- Somewhat ineffective
- Very ineffective
- I don't know.

12. Please provide detail to your answer above.

Please add your comment here...

13. If you have other comments about supporting Indigenous land use in the sub-region, add them here.

Please add your comment here...

About you

The following questions will help us better understand the input that we receive.

14. What are the first three digits of your postal code? *

Please add your comment here...

Enter the digits here

0/3

15. Do you work within the sub-regional planning area? *

- Yes
- No
- Other

16. Are you completing this survey as a representative of your company, organization or community? *

- Yes
- No
- Prefer not to say

17. How did you hear about this survey? *

- Government of Alberta website
- Other media (radio, television, newspaper)
- Social media
- Word of mouth
- Other

18. What is your age? *

19. What is your gender? *

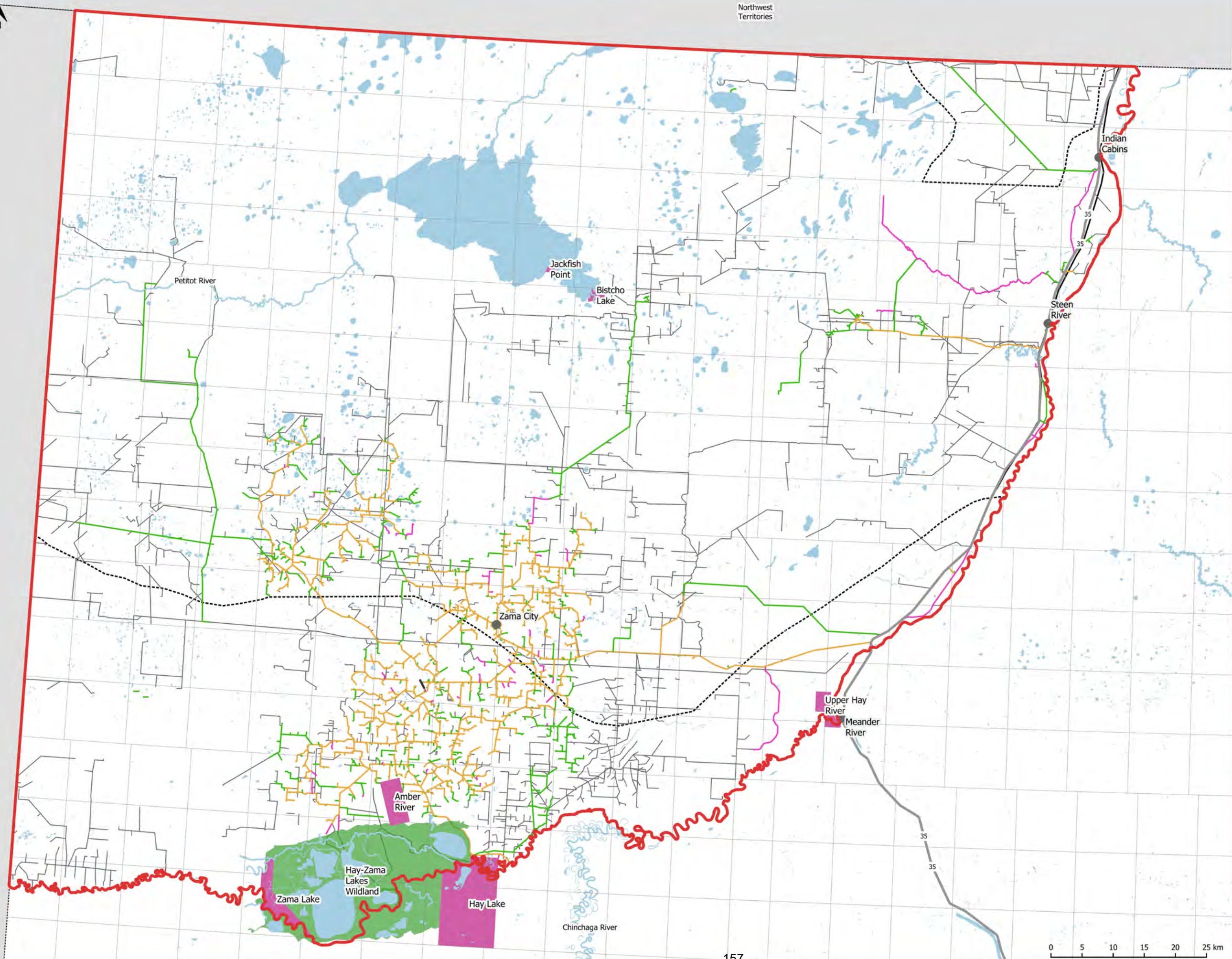
20. Do you consider yourself to be of Indigenous ancestry? *

- Yes
- No
- Prefer not to say

For Discussion Purposes Only
Bistcho Lake Sub-Regional Planning
Existing Access

-Legend-

- Planning Area
- Caribou Range Boundary
- Paved Road
- Gravel Road
- Winter/Unimproved Road
- Trail
- Other Access
- First Nations Reserve
- Protected Areas
- Waterbodies



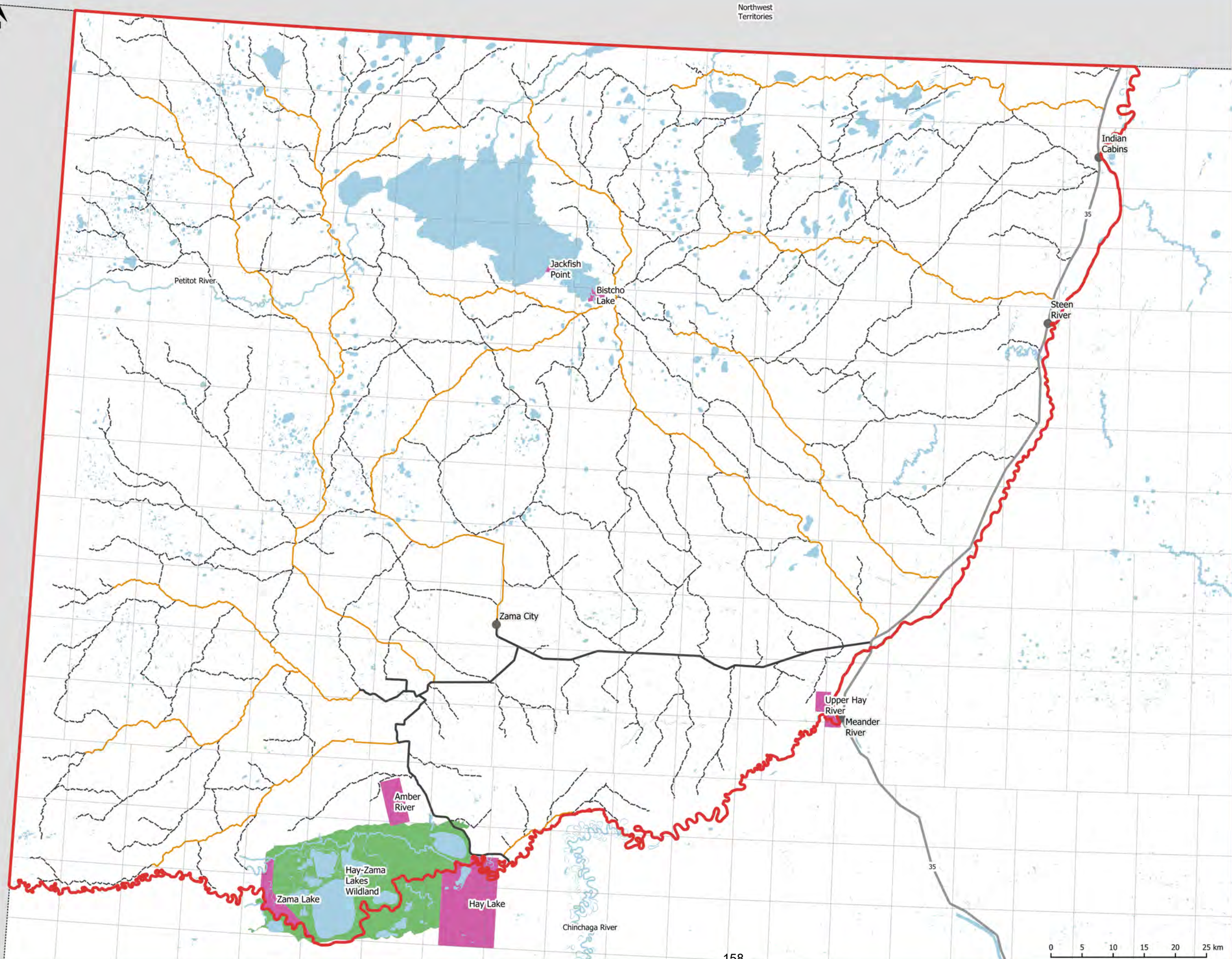
Note: Displayed road types (paved, gravel etc.) are based on data from ABMI Human Footprint (2018). Additional access, not identified in the ABMI roads layer, is displayed as "Other Access". This was identified as any access features not present in ABMI data but present in DIDs+ using the following definitions: inclusion of all access identified in DIDs+ as 'LOC', 'PLC', 'DLO', 'FRD', 'RDS', 'RRD', inclusion of all access identified in DIDs+ as having a purpose containing the word 'access'.

Coordinate System: NAD83 10TM AEP Forest
Prepared By: FORCORP
Date: 2021-04-28
Data Sources: AltaLIS, ABMI, AEP

For Discussion Purposes Only
Bistcho Lake Sub-Regional Planning
Access Management Planning

-Legend-

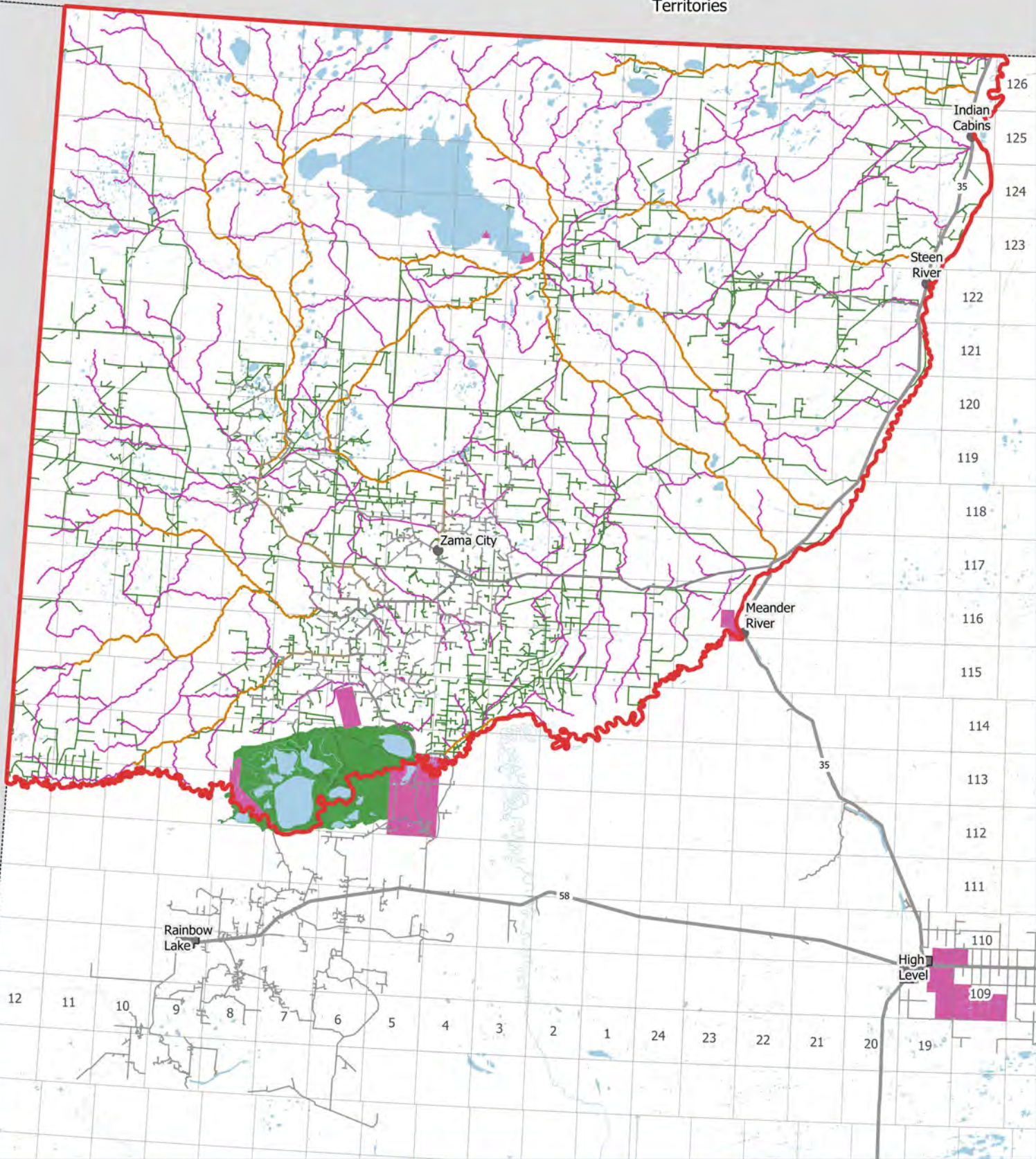
- Planning Area
 - First Nations Reserve
 - Protected Areas
 - Waterbodies
- AMP Roads:
- Long-Term Existing Road
 - Short-Term Planned Road
 - Long-Term Planned Road



Note: AMP provides a pre-planned road network that guides future access development. Planning units will be classified as land-use Level 1 or Level 2, which will determine the requirements within a planning unit. See Section 2 of the DRAFT Bistcho Lake Sub-Regional Plan.

Coordinate System: NAD83 10TM AEP Forest
Prepared By: FORCORP
Date: 2021-04-28
Data Sources: AltaLIS, ABMI, AEP






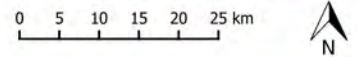
For Discussion Purposes Only

Bistcho Lake Sub-Regional Planning Area: Access Management Planning

Coordinate System: NAD83 10TM AEP Forest
Prepared By: FORCORP
Date: 2021-03-18
Data Sources: AltaLIS, ABMI, AEP, DIDs+, BLR Taskforce

-Legend-

- | | |
|---|--|
|  Planning Area |  First Nations Reserve |
|  Major Roads |  Short-Term Existing Road |
|  Urban Areas |  Long-Term Existing Road |
|  Waterbodies |  Short-Term Planned Road |
|  Protected Areas |  Long-Term Planned Road |





Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 11, 2021
Presented By:	Caitlin Smith, Manager of Planning and Development
Title:	Arrow Technology Group – Fibre Shack in Zama

BACKGROUND / PROPOSAL:

Administration has received a request from Arrow Technology Group to place a fibre shack at the tower site located at the Cornerstone Building lot in Zama.

Considering that this is County land, we would be amending the existing lease agreement. The lease term will end in 2022, with options to extend.

In lieu of monthly financial rental fee Arrow Technology Group provides internet services connections with a minimum download speed of 5Mbps to the following locations: the Zama Recreational Society and Zama Community Library.

OPTIONS & BENEFITS:

Option 1: That administration amend the lease agreement with Arrow Technology Group to include the fibre shack.

Option 2: That amend the lease agreement with Arrow Technology Group as discussed.

COSTS & SOURCE OF FUNDING:

All costs shall be borne by the applicant.

SUSTAINABILITY PLAN:

Author: C Smith Reviewed by: _____ CAO: _____

Goal E21 That County residents and businesses have access to the most current telecommunication technologies to permit them to participate in global opportunities.

Strategy E21.1 Encourage the existing internet service providers in the region to continue to upgrade their systems, both in terms of reliability and speed.

Strategy E21.2 Encourage existing cellular service providers to continue to expand their coverage areas along existing highway corridors and areas with First Nations peoples.

Strategy E21.3 Encourage existing cellular service providers to install better battery backup infrastructure at the towers that will allow for improved service during times of crisis.

Strategy E21.4 Lobby the province to invest in additional fiber optic infrastructure improvements in order to reduce the reliance on the existing infrastructure.

Strategy E21.5 Explore the possibility of other businesses such as Shaw, CCI, SIS, NorthwesTel, Axia, etc. expanding their service in the region to serve the hamlets within the County.

Strategy E21.6 Lobby government and telecommunications industry to increase cooperation between providers to allow greater network access, especially during emergencies.

COMMUNICATION / PUBLIC PARTICIPATION:

N/R

POLICY REFERENCES:

N/R

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That administration amend the lease agreement with Arrow Technology Group to include the fibre shack.

Author: C Smith **Reviewed by:** _____ **CAO:** _____



April 19, 2021

Mackenzie County Corporate Office
4511-46 Avenue
Fort Vermilion, Alberta
T0H 1N0

Attn: Caitlin Smith; Manager of Planning and Development
csmith@mackenziecounty.com

Re: Zama City – Fiber

Dear Caitlin,

Arrow has been providing Internet services in Zama City since 2006. We would like to provide some additional upgrades in that area over the next few month.

We plan to run fiber to the hamlet from Meander River to replace the reliance on a wireless link. We would like to see if we could gain permission to install 4x6 foot shack at the tower site so that we can house a rack and some equipment inside we will need.

1025 Aspen Road



18236 – 102 AVENUE • ALBERTA T5S 2Y3 • PHONE (780) 701-4050
FAX (780) 451-6050 • E-MAIL BRUCE@ATG.NET

The existing site is shown below. I roughed in where we would like to install the shack. We would have to install a load of gravel for the shack to sit on, and then extend the fence around the shack.



This is what the shack looks like, the picture below is one we installed recently at a site without a tower, it is a light duty structure.



Please direct me as to how we can move this request forward. I can be reach at 780-239-8318.

Yours truly,

Bruce Burman

TOWER SITE LEASE AGREEMENT

In consideration of the rent (plus applicable taxes) set out in Schedule "A" payable by Arrow Technology Group (the "Tenant") to Mackenzie County (the "Landlord"), the parties agree to the terms and conditions as set out below:

1 PRINCIPAL TERMS

- (a) **Rent:** Schedule "A" Internet Provided to Zama Community Library & Zama Recreation Society
- (b) **Landlord's G.S.T. No:** 896736097
- (c) **Term:** Five (5) years
- (d) **Commencement Date:** Commencing on the day on which the installation of the equipment beings on the Leased Premises
- (e) **Extensions:** Three (3) times 5 years
- (f) **Municipal Property Address:** 1033 Aspen Drive, Zama City, Mackenzie County
- (g) **Legal Property Address:** 8821687;11;5MR
- (h) **Leased Premises:** Schedule "B" Aerial Photo of 1033 Aspen Drive

2 USE OF LEASES PREMISES

- (a) The Landlord hereby represents that they hold the fee simple title on the Property and grants to the Tenant permission to construct or install on the Premises; a telecommunications tower, equipment shelter, all necessary cabling, and any other related equipment attachments (collectively the "Equipment"); and also grants to the Tenant permission to install, reconfigure, attach, operate, maintain and replace all of the initial and additional Equipment on the Leased Premises for telecommunications.
- (b) Understanding that space on the Premises is limited, the Landlord will provide sufficient space for the proposed communications tower; the tower base to be accessible by vehicle. The tenant will undertake to clear brush and to backfill to grade an access for this purpose.

3 RENT

The Tenant shall pay to the Landlord rent as set forth in Schedule "A" (the "Rent"), for the use of and access to the Leased Premises as granted by the Landlord herein. The Tenant shall pay to the Landlord any goods and services tax which it is required to pay by law provided that the Landlord shall inform the Tenant of the applicable registration number. The Landlord and the Tenant each agree to use good faith efforts to refrain from disclosing the financial terms of this Agreement, except that either party may disclose the financial terms of this Agreement if required by law or regulation.

4 TENANT'S CONDITIONS

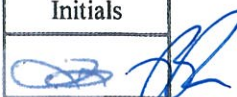
- (a) The Tenant must obtain at its expense all municipal, provincial, federal or other governmental approvals required for the construction and installation of the Equipment on the Leased Premises on terms and conditions satisfactory to the Tenant in its sole discretion: and
- (b) The Tenant must verify that the Property is both technologically and economically viable for the Tenant and for its intended use and business.
- (c) The Tenant must minimize disturbance during construction of tower and installation of utility and communications cabling.
- (d) That the Tenant will endeavor to cooperate with wireless radio frequency bands so as not to interfere with Mackenzie County's existing 900MHz and 2.4GMz frequencies.

If any of the above conditions are not satisfied or waived by the Tenant, then this Lease shall be null and void.

5 OPTION TO EXTEND

Provided the Tenant is not in breach of the Lease at the expiry of the Term, the Tenant shall have options to extend the Term of the Lease with the same terms and conditions as contained in the Lease save only for the rent / service for any further option(s) to extend as outlined To exercise an Option to Extend, the Tenant shall give notice in writing to the Landlord no later than ninety (90) days prior to the date of the expiry of the then current Term.

Arrow Technology Group Lease

Initials


6 ASSIGNMENT

The Tenant shall be permitted to assign, sublet or license the whole or any part of the Equipment or Leased Premises and rights of access without the consent of the Landlord to any assignee, sublease or licensee (the "Assignee") provided that the Assignee(s) agrees to be bound by the terms and conditions of this Lease. The Tenant will provide shared tower space for cellphone providers as per the directives of Industry Canada to share tower space.

7 TENANT'S WORK

- (a) The Tenant shall, at its own expense, install, attach, repair, operate and maintain its Equipment in a good and workmanlike manner. All installation, reconfiguration, attachment, maintenance, repair and operation to be carried out under this Lease by the Tenant shall be done at the Tenant's expense and risk. Upon the expiration or earlier termination of this Lease, the Tenant agrees to repair at the Tenant's cost and expense to the reasonable satisfaction of the Landlord, all damages, structural or otherwise, save and except for reasonable wear and tear, that may be caused to the Landlord's property, including all buildings on the Property by reason of the installation, reconfiguration, attachment, maintenance, operation or removal of the Tenant's Equipment.
- (b) The Tenant and any Assignee may make any alterations and/or improvements during the Term and any extension thereof without requiring the consent of the Landlord. Such alterations and/or improvements may include, but are not limited, to the expansion of existing or the addition of new, equipment shelter(s), apparatus, fixtures, cabling, attachments or any other equipment required by the Tenant or any Assignee for the purpose of operating, maintaining or expanding the Tenant's telecommunication network.
- (c) The Landlord agrees that the Equipment shall not become fixtures of the Lease but shall be and remain the property of the Tenant and may be removed from the Leased Premises at any time from time to time by the Tenant during the Term or within a reasonable time after expiration or early termination of this Lease, so long as the Tenant makes good any damage caused by such removal, reasonable wear and tear excepted. Failure by the Tenant to remove the Tower and Equipment after receipt of at least ninety (90) days prior written notice by the Landlord to remove same upon the expiration or early termination of this Lease will enable the Landlord to remove the Equipment at the reasonable expense of the Tenant.

8 ACCESS

The Landlord grants to the Tenant, its agents, employees, contractors, or to an Assignee, all rights of direct access, twenty-four (24) hours a day, seven (7) days a week, to the Property, and such other rights as are necessary to enable the Tenant, its agents, employees, contractors or any Assignee to install, reconfigure, attach, operate, maintain and replace the Equipment, including but not limited to connecting its Equipment to the public telephone and utility networks, as per the public telephone and utility's requirements or recommendations and any required right-of-ways which may be detailed in Schedule "B". The Tenant, at its expense, shall prepare a sketch or if necessary plan of survey outlining the Leased Premises and all rights of access to and egress from the Property. Such plan shall be forwarded to the Landlord. Access keys shall be provided by the Landlord to the Tenant if and when keys are requested by the Tenant.

9 ADDITIONAL TAXES

The Tenant shall pay any new taxes, rates, fees or assessments of every description, and licenses, which may be charged or imposed by an authority for the rights granted within the terms of this agreement. The Tenant shall not pay any taxes, rates, fees or assessments, or portions thereof, unless it can be demonstrated that such costs have been assessed as a direct result of the Tenant's use of the Leased Premises.

10. ELECTRICITY

The Tenant shall be responsible for its electrical connection costs and for the electrical consumption used on the Leased Premises. Where permitted by the local power utility, the Tenant shall at its expense install a separately metered power sub-service; such electrical consumption shall be billed separately by the local power utility to the Tenant.

11. FAILURE TO PAY RENT

If the Tenant defaults at any time in any rental payment / service required under this Lease during the Term or any extension, or breaches any term or condition of this agreement, the Landlord shall give the Tenant written notice of such default. The Tenant shall correct the default within thirty (30) days after notice to tenant and if the default remains outstanding on the thirty first (3 Pt) day the Landlord may terminate this Lease forthwith, except in the event that such default reasonably requires more than thirty (30) days to correct in which case the Tenant shall have a reasonable time to cure such default.

12. OVERHOLDING

If the Tenant over holds the Leased Premises beyond the Term of this Lease or any extension of the Lease, the Tenant may continue such holding over as a tenancy from month to month, upon the same terms and conditions as contained in the Lease.

13. TERMINATION

13.1 Termination by Tenant

The Tenant shall have the right to terminate this Lease upon written notice to the Landlord in the event of the occurrence of any of the following:

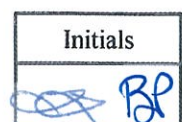
- (a) the Tenant is unable to secure, on terms and conditions reasonably satisfactory to the Tenant, all necessary consents, approvals, permits and authorizations of any federal, provincial or municipal governmental authority having jurisdiction over the installation, operation, maintenance, repair, replacement and removal of the Tenant's Equipment;
- (b) the Tenant's Equipment is damaged or destroyed and the Tenant determines that it will not affect repairs to, or replace, the Tenant's Equipment;
- (c) the Tenant no longer requires the Leased Premises;
- (d) the Landlord defaults in the observance or performance of any of the Landlord's obligations under this Lease, and such default continues for more than thirty (30) days after receipt of written notice of such default by the Landlord to the Tenant, unless such default cannot reasonably be cured within such thirty (30) day period, in which event the period for curing such default shall be extended for the minimum period of time reasonably required to effect such cure, provided that the Landlord promptly commences such cure with reasonable diligence;
- (e) the Landlord makes an assignment for the benefit of creditors or becomes bankrupt, or takes the benefit of, and becomes subject to, the legislation in force relating to bankruptcy or insolvency, it being understood that the appointment of a receiver, receiver/manager, or trustee of the property and the assets of the Landlord is conclusive evidence of insolvency.

13.2 Termination by the Landlord

The Landlord shall have the right to terminate this Lease upon written notice to the tenant in the event of the occurrence of any of the following:

- (a) The Tenant defaults in the payment of the Rent or any other sum due under this Lease, and such default continues for more than thirty (30) days after receipt of written notice of such default from the Landlord to the Tenant;
- (b) the Tenant defaults in the observance or performance of any of the Tenant's obligations under this Lease and such default continues for more than thirty (30) days after receipt of written notice of such default by the Tenant to the Landlord, unless such default cannot reasonably be cured within such thirty (30) day period, in which event the period for curing such default shall be extended for the minimum period of time reasonably required to effect such cure, provided that the Tenant promptly commences such cure with reasonable diligence; or

Arrow Technology Group Lease



- (c) The Tenant makes an assignment for the benefit of creditors or becomes bankrupt, or takes the benefit of, and becomes subject to, the legislation in force relating to bankruptcy or insolvency, it being understood that the appointment of a receiver, receiver/manager, or trustee of the property and the assets of the Tenant is conclusive evidence of insolvency.

13.3 Surrender

Upon the expiration or earlier termination of this Lease, the Tenant shall remove the Tenant's tower and equipment along with equipment shelter and fencing, and shall be responsible for repairing any damage caused by such removal, except damage caused by ordinary wear and tear. If the Tenant does terminate early in accordance with section 13.1 then the Tenant shall only be responsible to pay rent to the date of terminations and if the tenant has prepaid rent for the entire year, then the Landlord shall readjust the rent accordingly.

14. EXCLUSIVE USE

The Tenant shall have the right to use or permit others to use the Leased Premises for the purpose of telecommunications.

15. RADIO FREQUENCY INTERFERENCE

- (a) The Landlord is indemnified from any consequences which may arise from interference caused to currently existing wireless providers situated on the Property. The Tenant shall use all reasonable commercial efforts not to cause interference with radio frequency equipment used by the other existing tenant(s) permitted to operate on the site. Should interference develop between radio frequency or any other existing equipment used by other existing tenants, the Tenant agrees to cooperate in determining the cause of such interference and implement a solution as quickly as possible.
- (b) The Landlord shall not permit another wireless provider to lease or occupy space on the Property if said provider's frequencies and/or equipment may interfere with the Tenant's equipment or system or the ability to provide services.

16. QUIET ENJOYMENT

The Landlord covenants with the Tenant for quiet enjoyment of the Leased Premises without any interruption or disturbance from the Landlord provided the Tenant performs all its covenants under this Lease.

17. INSURANCE

The Tenant shall, during the Term hereof, keep in full force and effect a policy of insurance with respect to the Leased Premises and the Property, in which the limit of Comprehensive General Liability insurance shall not be less than five million, dollars (\$5,000,000.00) per occurrence or accident. The Tenant agrees to indemnify the Landlord for any claims or damages caused by the Tenant, its agents, employees, contractors or by any Assignee, except for any damage, loss, injury or death which results from the negligence or willful default of the Landlord, its employees, agents or contractors. This shall be the limit of the Tenant's liability to the Landlord under this Lease.

18. ENVIRONMENTAL

The Landlord warrants, to the best of his knowledge, that the Leased Premises does not contain any toxic or hazardous substances or materials including any contaminants as defined in the Environmental Protection and Enhancement Act, (Alberta), (the "Contaminants"). If Contaminants are discovered by the Tenant during the Term or any extension thereof, the Landlord shall remove said Contaminants at its expense, or, at its option, indemnify and hold the Tenant harmless from any liability arising from the presence of such Contaminants on the Leased Premises.

The Tenant shall have the right to terminate this Lease, prior to occupancy, should a Phase I study determine the site is contaminated and the Landlord opts not to clean up or indemnify the Tenant if they opt to stay.

18. MODIFICATION

No change or modification to this Lease shall be valid unless it is in writing and is duly executed by both parties hereto.

20. REGISTRATION AND NON-DISTRUBANCE

The Tenant may register a caveat in respect of this Lease on title to the Property in order to show its interest herein if requested by the Tenant and the Landlord shall provide the Tenant with a legal description of the Property for such registration. The Landlord agrees to obtain from any purchaser or mortgagee a non-disturbance agreement agreeing to perform and be bound by the terms of this Lease. The Landlord further agrees to execute any further documents required and all direct costs shall be borne by the Tenant.

21. NOTICE

Any notice required by this Lease shall be made in writing and shall be considered given or made on the day of delivery if delivered before 5:00 p.m. by facsimile or by personal delivery upon any officer of the Tenant, or three (3) business days after the day of delivery if sent by prepaid registered mail. Either party may change its Mailing Address for notices in accordance with the provisions of this notice.

22. BINDING AGREEMENT

The Landlord covenants that he has good right, full power, and absolute authority to grant this Lease to the Tenant and this Lease shall be binding upon and shall ensure to the benefit of the parties hereto and their respective heirs, executors, administrators, successors, assigns and subsequent purchasers.

23. EXECUTION

This Lease shall not be in force or bind either of the parties until executed by all the parties named within the agreement

24. ENTIRE AGREEMENT

This Lease contains the entire agreement between the parties hereto with respect to the Leased Premises and there are no prior representations, either oral or written, between them other than those set forth in this Lease. This Lease supersedes and revokes all previous negotiations, arrangements, options to lease, representations and information conveyed, whether oral or written, between the parties hereto. The Landlord acknowledges and agrees that it has not relied upon any statement, representation, agreement or warranty except such as is expressly set out in this Lease.


Initials
RL


Tenant: **Arrow Technology Group**

Santa Fe Plaza – 18236 102 Ave
Edmonton, Alberta, Canada
T5S 1S7

LandLord: **Mackenzie County**

4511-46 Avenue
Fort Vermilion, Alberta, Canada
T0H 1N0

Per: 
Name: Lyndon Lobo
Title: Managing Partner

Per: 
Name: Byron Peters
Title: Deputy CAO

I/We have authority to bind the Corporation

I/We have authority to bind the Corporation

Arrow Technology Group

Mackenzie County

Mailing Address for Notices:

Mailing Address for Notices:

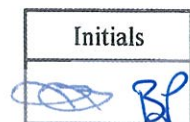
Santa Fe Plaza
18236 102 Ave
Edmonton, Alberta
T5S 1S7

P.O. Box 640
4511-46 Avenue
Fort Vermilion, Alberta, Canada
T0H 1N0

Attention: Bruce Burman
Tel: 780-701-4050
Cell: 780-239-8318
Fax: 780-451-6050

Attention: CAO Len Racher
Tel: 780-928-3983
Fax: 780-928-3636

Date: December 22, 2017



Schedule "A" The "Rent"

In lieu of monthly financial rental fee Arrow Technology Group agrees to provide Internet Services connections with a minimum download speed of 5Mbps to each location; The Zama Recreational Society and Zama Community Library.

- Installation will includes installation of radio unit, cable, standard antenna, installation and connection to PC or network, and grounding the cable and the antenna. All of the motioned equipment will remain the property of Arrow.
- An Arrow Technician will install and configure either a Network Router/ firewall or VOIP Router at Both locations.
- Arrow Technology will waver any associated fees and provide technician service calls for non-warranty service to the connections at 'The Zama Recreational Society and Zama Community Library'.

Internet Connections to:

- Zama Recreation Society, Aspen Dr, Zama City, AB T0H 4E0
Zama Community Hall
780-683-2481
- Zama Community Library, P.O. Box 14, Aspen Dr, Zama City, AB T0H 4E0
Cornerstone Building
780-683-2888

Schedule "B" Aerial Photo of 1033 Aspen Drive

Tower Location next to North Eastern property line approximately 50 meters from the rear of Cornerstone building. With tower perimeter fence to stay within property line.

- Yellow Star highlights Arrow tower location



Schedule "C" Tower Specifications

Photos : Similar 150ft Arrow Technology Tower Base

Arrow Technology tower has a 5 foot base within in a locked and fenced area.

CSA Tower All-Weld Steel Construction

- Safety Rail Climb system
- Anti-climb Panels installed around tower
- Fenced and Gated with barb wire
- LED Lighting on tower top
- Outdoor locked enclosure to house equipment and power
- Lightening Rod/ Ground Rod, and complete grounding system.

Tower bottom section:

Fenced, locked and Anticlimb panel



Photo : Similar 150ft Arrow Technology Tower





Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 11, 2021
Presented By:	Caitlin Smith, Manager of Planning and Development
Title:	Telecommunication Tower Request – La Crete Water Treatment Plant

BACKGROUND / PROPOSAL:

Administration has received a proposal from TELUS communications to place a telecommunications tower on the La Crete Water Treatment Plant site.

During budget, administration was asked to look into a shared tower option for the La Crete Water Plant. After several conversations between administration and TELUS, administration has determined that this is not a feasible option due to the proposed placement, tower ownership, servicing abilities, and terms of entry.

We have shared this information with the corporation and they are still interested in pursuing this placement. Considering this is County land, we would be the lease holders for the tower therefore administration needs direction on how to proceed.

The applicant would also require our permission in order to submit a development permit application. Normally, this would trigger the notification and decision process.

OPTIONS & BENEFITS:

- Option 1: That administration enter into a lease agreement with TELUS communications.
- Option 2: That administration start with the notification process prior to lease agreement negotiations.
- Option 3: That administration recommend to TELUS communications to investigate other locations.

Author: C Smith **Reviewed by:** _____ **CAO:** _____

COSTS & SOURCE OF FUNDING:

The cost of all required notification including mail outs, newspaper advertisements, and property signs where required will be the applicant's expense. The County will notify the applicant of the assessed fees during a pre-consultation meeting with the Planning and Development Department.

SUSTAINABILITY PLAN:

Goal E21 That County residents and businesses have access to the most current telecommunication technologies to permit them to participate in global opportunities.

Strategy E21.1 Encourage the existing internet service providers in the region to continue to upgrade their systems, both in terms of reliability and speed.

Strategy E21.2 Encourage existing cellular service providers to continue to expand their coverage areas along existing highway corridors and areas with First Nations peoples.

Strategy E21.3 Encourage existing cellular service providers to install better battery backup infrastructure at the towers that will allow for improved service during times of crisis.

Strategy E21.4 Lobby the province to invest in additional fiber optic infrastructure improvements in order to reduce the reliance on the existing infrastructure.

Strategy E21.5 Explore the possibility of other businesses such as Shaw, CCI, SIS, NorthwTel, Axia, etc. expanding their service in the region to serve the hamlets within the County.

Strategy E21.6 Lobby government and telecommunications industry to increase cooperation between providers to allow greater network access, especially during emergencies.

COMMUNICATION / PUBLIC PARTICIPATION:

A sign not smaller than one (1) square meter in size may also be requested on site at the discretion of the Planning & Development Department. The sign must be visible from any roadway abutting the subject site;

Mackenzie County will provide written notice to residents and landowners in accordance with the following:

- a. If the proposed tower is located within a Hamlet, to those that are located within a radius of the tower site equal to the height of the proposed tower, as measured from the boundary of the site of the proposed tower's placement; or

Author: C Smith **Reviewed by:** _____ **CAO:** _____

- b. If the proposed tower is located outside of a Hamlet, to those that are located adjacent to the site of the proposed tower.

The provider will be requested to provide Mackenzie County with a letter for a direct mail out which will give notification of the location, physical details of the proposed structure, and the contact name and number of the service provider. Responses will be accepted for a period of 30 days from the day the letters are sent out;

Issues and concerns expressed by the public shall be sent directly to the Planning & Development Department with a copy to the provider. These, as well as the responses given by the service provider on how issues will be addressed, will be reviewed by the Planning & Development Department and included in the Development Permit application.

POLICY REFERENCES:

DEV006 Antennae System Siting Protocol

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

For discussion.

Author: C Smith Reviewed by: _____ CAO: _____

April 19, 2021

Via Email: csmith@mackenziecounty.com

Mackenzie County

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

Attention: Administration

RE: TELUS Communications Inc. request to place a 60-meter Telecommunications facility
Landowner: Mackenzie County
Legal: Plan 0426072; Block 2; Lot 4
TELUS File: AB003051-3
Evolve File: 25522

Evolve Surface Strategies Inc. ("Evolve") on behalf of our client, TELUS Communications Inc. ("TELUS") hereby request that TELUS be permitted to install, operate, and maintain a telecommunications facility on a portion of Plan 0426072; Block 2; Lot 4.

The proposed lease location, as depicted in the enclosed sketch, is proposed to be accessed using the existing western approach and exiting using the eastern approach to maintain the one-way nature of this parcels access road. The lease dimensions required will be 20 meters X 25 meters, which will accommodate the proposed 60-meter self-support tower and ground-based equipment shelter. This lease area will be fenced using a chain link fence topped with barbed wire and consist of a swing gate(s).

The typical lease duration is proposed to be a standard 20 years (total term). The total term consists of 1 (one) initial 5-year term and 3 (three) additional 5-year renewal terms. Initial compensation being \$8,000.00/annum to match the previously leased County lands on Plan 1025530; Block 35; Lot 2MR.

Please provide confirmation that this is something the County would be willing to consider. Should the County be agreeable, we will provide a site lease agreement for County review and execution, as the Landlord. Once that is complete, we would move to obtain the drawings and survey prior to beginning public consultation.

Should you have any questions or require additional information, please contact the undersigned at (403) 912-2600.

Yours truly,
TELUS Communications Inc.
Care of Evolve Surface Strategies Inc.

Anthony Novello

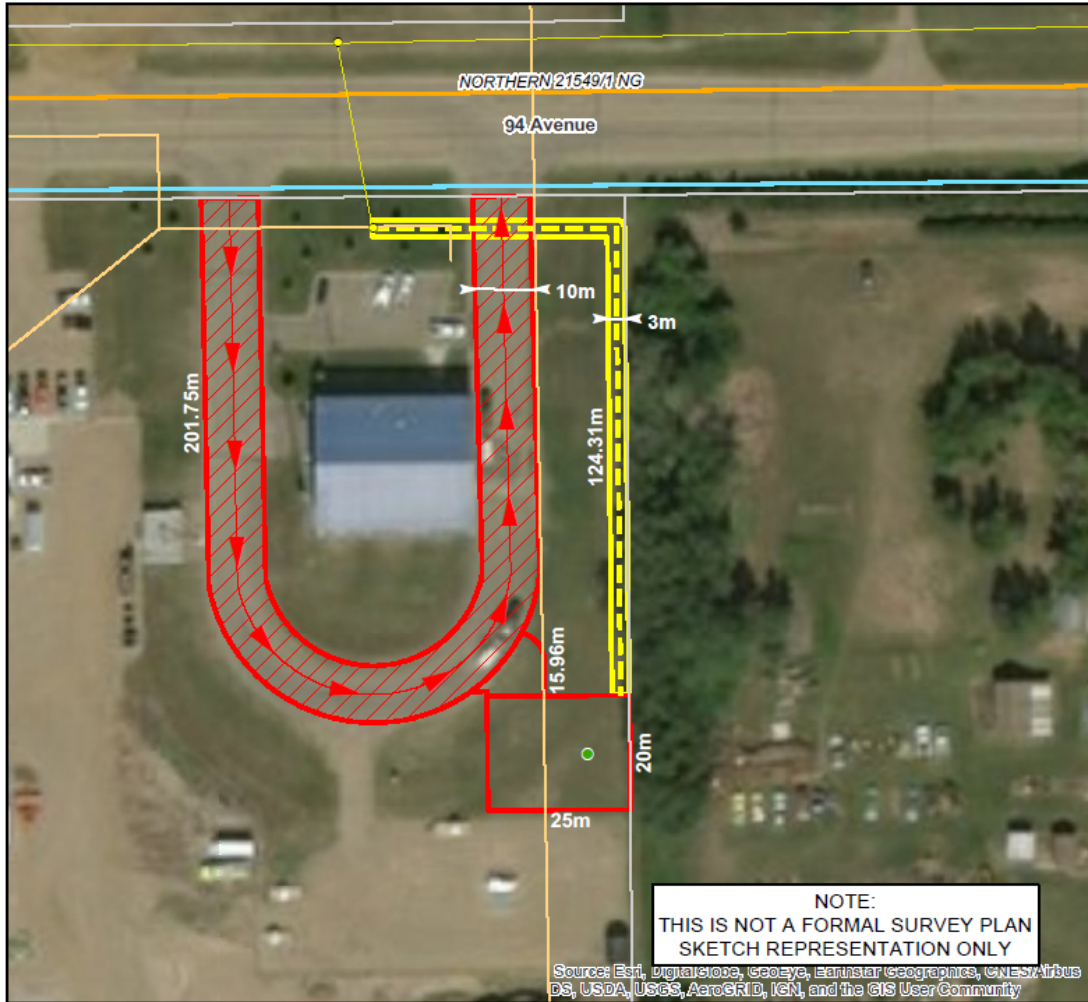
Anthony Novello
Municipal Affairs Specialist
/aj
Enclosure(s) x1



Head Office 105 - 58 Gateway Dr NE, Airdrie, AB T4B 0J6 evolveinc.ca

TELUS Communications Inc. Site Sketch

Ptn. NW 3-106-15 W5M
In Hamlet Of La Crête



Location					
Description	Latitude	Longitude			
Site Center	58.179969	-116.390809			
Approach	58.180781	-116.390941			
Site Center Elevation			323m		
Area					
Type	Area (m ²)	Area (Sq. Ft.)			
Lease Area	500.00	5381.93			
New Access Area	82.08	883.45			
Existing Access/Utility Area	2016.63	21706.72			
New Utility Area	342.35	3685.00			
Total Area	2941.05	31657.09			

File #: 25522
Client #: AB003051
Revision #: 1
Sketch Date: 19-Feb-2021

Legend

- Power Poles
- Power Lines
- Low Pressure Pipeline
- Gas Pipeline
- TELUS Trench Lines
- Tower Location
- Buried Utility Line
- Lease and Access Boundary
- Existing Access Boundary

Mackenzie County

Title:	Antenna System Siting Policy	Policy No:	DEV006
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Legislation Reference:	Approval legislation: Radio-communication Act, R.S.C., 1985, c. R-2 Consultation and Facility sharing reference: Industry Canada Client Procedures Circular CPC-2-0-03 Local jurisdiction: Municipal Government Act, R.S.A. 2000, Part 17
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Purpose:

Establish a policy for the installation, placement and consultation requirements of antenna systems (telecommunication towers) within Mackenzie County.

Policy Statement:

Industry Canada is the approving authority for the development and operation of radio communication in Canada, including telecommunication antenna structures, pursuant to the Radio Communication Act. Industry Canada is tasked with, among other things, administering the orderly development and operation of telecommunication antenna structures.

The County cannot prevent a proponent from ultimately gaining permission from Industry Canada to install a telecommunications antenna structure on any lands; privately held, County owned or otherwise.

Industry Canada requires that the local land use authority be consulted for input regarding the proposed placement of telecommunication antenna structures. This policy provides applicants with clear guidelines regarding the acceptable locations and consultation requirements of telecommunications antenna structures.

Guidelines:

1. Development Permits are required for all telecommunications antenna structures;
2. Applicants shall attend a pre-application meeting with the County's Planning and Development department to understand the process and all requirements, prior to the County accepting a Development Permit application.

- a. Millimeter wave network deployment shall require community level engagement and a pre-application meeting with council.
3. When possible, providers will submit the following information:
 - a. estimated coverage of the new tower by township;
 - b. spectrum being deployed on the tower including licensed, unlicensed, and lightly licensed.
 4. Development Permit application review process:
 - a. Pre-application meeting with the County's Planning and Development Department.
 - b. Application submitted and reviewed for completeness.
 - c. After the application is officially accepted for processing, it will be reviewed by the Development Officer and other County staff where necessary. Staff will evaluate each submission and decide to support or not support a submission based on the following criteria:
 - i. Conformity with the Municipal Development Plan;
 - ii. Conformity with any Area Structure Plans or other statutory plans in effect;
 - iii. The Airport Vicinity Protection Area (AVPA) bylaw;
 - iv. The Land Use Bylaw;
 - v. Demonstrated need for a new tower as provided under sections 6-8 below; and
 - vi. The integration of the tower structure/architecture with the surrounding context and any adverse impacts.

Equipment Co-Location

5. Development Permits shall be accompanied with a letter stating that co-location with other users will be permitted, so long as structural and technological requirements can be met;
6. The co-location of multiple devices on towers is encouraged. Where appropriate, new towers shall be constructed to accommodate multiple wireless tenants. Any exclusivity agreement that limits access to other providers is strongly discouraged;
7. Applicants shall demonstrate that they have thoroughly explored co-location with existing towers and tower operators. All providers interested in locating a telecommunication tower within the County shall first contact all other tower owners that provide similar services in the area of the proposed development and pursue co-location opportunities before meeting with the County.
 - a. A copy of the initial letter and all responses, in line with Industry Canada's direction in section 3. Use of existing infrastructure (sharing) in "Consultation and

Facility sharing reference: Industry Canada Client Procedures Circular CPC-2-0003", must be provided to the County prior to a pre-consultation meeting with the Planning and Development Department.

Location

8. Telecommunications antenna structures will ideally be placed in:

- a. Forestry zoned areas,
- b. Agricultural zoned areas, or
- c. Industrial zoned areas

recognizing that certain technologies such as millimeter wave networks now require much closer proximity to users than prior generation cellular antennas.

Notification

9. The cost of all required notification including mail outs, newspaper advertisements, and property signs where required will be the applicant's expense. The County will notify the applicant of the assessed fees during a pre-consultation meeting with the Planning and Development Department.

10. A sign not smaller than one (1) square meter in size may also be requested on site at the discretion of the Planning & Development Department. The sign must be visible from any roadway abutting the subject site;

11. Mackenzie County will provide written notice to residents and landowners in accordance with the following:

- a. If the proposed tower is located within a Hamlet, to those that are located within a radius of the tower site equal to the height of the proposed tower, as measured from the boundary of the site of the proposed tower's placement; or
- b. If the proposed tower is located outside of a Hamlet, to those that are located adjacent to the site of the proposed tower.

12. If a tower located on the top of a building is proposed to exceed 25% of the height of the building or be greater than 3.5 metres in height, a notification to adjacent landowners is required;

13. A notification will not be required for modifications to existing towers or installations in areas zoned as Forestry (F) in the Land Use Bylaw, so long as the proposed location is greater than 150 meters from another zoning district;

14. The provider will be requested to provide Mackenzie County with a letter for a direct mail out which will give notification of the location, physical details of the proposed

structure, and the contact name and number of the service provider. Responses will be accepted for a period of 30 days from the day the letters are sent out;

15. Issues and concerns expressed by the public shall be sent directly to the Planning & Development Department with a copy to the provider. These, as well as the responses given by the service provider on how issues will be addressed, will be reviewed by the Planning & Development Department and included in the Development Permit application;

Development Authority

16. If a notification is initiated, a report on the issues and concerns expressed and applicants answer to responses will be provided along with the Planning and Development Department's report to the Development Authority;
17. A recommendation of support or non-support based on the technical merits of the proposed development will be provided by the Planning & Development Department to the Development Authority for consideration along with the development permit;
18. The decision of the Development Authority, including the recommendation of support or non-support from the Planning & Development Department, will be sent to the applicant and Industry Canada no later than 90 days after the development permit application has been received;

Development Requirements

19. Telecommunications antenna structures shall, meet the same minimum setback requirements as any other structure for the zoning district where the structure is proposed to be located unless a variance is requested by the applicant and granted by the Development Authority;
20. All telecommunications antenna structures, located in Agricultural zoned areas or within hamlet boundaries, shall be set back adequately from roadways to allow the road frontage and servicing to be utilized productively by other development, to the satisfaction of the Development Authority;
21. Notwithstanding Section 20, where Transport Canada requires that tower facilities be lighted:
 - a. All lighting should be a minimum number of low intensity white lights
 - b. The strobe interval should be the maximum allowable by Transport Canada
 - c. The lighting will be maintained by the owner of the tower facilities
22. Any telecommunications antenna structure proposed to be located within four (4) kilometers of the end of a runway or three (3) kilometers of any air traffic facility

shall not be permitted by Mackenzie County in accordance with the Airport Vicinity Protection Area bylaw.

23. Communication facilities and towers are to be removed within six months of cessation of use.

Design

24. The design or appearance of all communication facilities including antennas, antenna mounts, equipment shelters, and cable runs, shall minimize the visibility of facilities through the use of color, consistent architectural styles, camouflage with existing buildings or foliage, and aesthetic design, , to the satisfaction of the Development Authority;

25. Applicants shall submit as part of the development permit application, mock-up graphics depicting the design of the proposed structure and surrounding context;

26. Guyed facilities are encouraged to have bird deflectors on the top guyed wires;

27. The use of guy wires and cables to steady, support, or reinforce a tower will not be supported, in hamlet or in other residential areas.

28. The County requires that signs only be placed on a communications facility to:

- a. Identify the facility
- b. Identify the owner, contact information and emergency phone number
- c. Warn of any safety issues

	Date	Resolution Number
Approved	2013-05-14	14-05-327
Amended	2020-11-25	20-11-757
Amended		



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 11, 2021
Presented By:	Jennifer Batt, Director of Finance
Title:	Administrative Policies

BACKGROUND / PROPOSAL:

Administration presented administrative policies at the Committee of the Whole meeting on March 23, 2021 review.

The recommendation was to bring the following policies to Council to be rescinded:

- ADM016 Years of Service Award Program
- ADM017 Years of Service Award Program for Volunteers

The recommendation was to bring the following policy to Council to be amended as discussed:

- ADM009 Media Spokesperson
- ADM021 Purchase Wearing Apparel for Full Time Staff, Council, & Volunteer Fire Fighters

OPTIONS & BENEFITS:

A copy of the policies are attached.

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

Author: C.Sarapuk Reviewed by: _____ CAO: _____

POLICY REFERENCES:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That Policy ADM016 Years of Service Award Program be rescinded.

Simple Majority Requires 2/3 Requires Unanimous

That Policy ADM017 Years of Service Award Program for Volunteers be rescinded.

Simple Majority Requires 2/3 Requires Unanimous

That Policy ADM009 Media Spokesperson be amended as presented.

Simple Majority Requires 2/3 Requires Unanimous

That Policy ADM021 Purchase Wearing Apparel for Full Time Staff, Council, & Volunteer Fire Fighters be amended as presented.

Author: C. Sarapuk Reviewed by: _____ CAO: _____

Mackenzie County

Title	YEARS OF SERVICE AWARD PROGRAM FOR COUNCIL, BOARD AND COMMITTEE MEMBERS	Policy No:	ADM016
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Legislation Reference	Municipal Government Act Sections and 5(b)
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<p>Purpose</p> <p>To give recognition for years of service by Council, Board, and Committee members for dedication and commitment to the municipality.</p>

Policy Statement and Guidelines

- 1) Mackenzie County wishes to acknowledge the contribution made by Council, Board, and Committee members towards the municipality by establishing a “Years of Service Award Program”.
- 2) Recipients of the “Years of Service Award Program” shall be presented with a gift for the appropriate year, and shall receive a gift of appreciation in the value identified as follows:
 - a) Council, Board, and Committee members shall receive a gift valued at \$200 for three-years of service plus \$25 per year for every additional year of service.
- 3) A certificate of recognition will be presented to Councillors, after the completion of each three (3) year term at the annual Christmas function.
- 4) A record is to be kept of all Council, Board, and Committee members to indicate the number of completed years of service.
- 5) Awards will be issued only after the completion of the years of service.

	Date	Resolution Number
Approved	18-Dec-98	98-390
Amended	24-Nov-10	10-11-1045
Amended		

Municipal District of Mackenzie No. 23

Title	YEARS OF SERVICE AWARD PROGRAM FOR VOLUNTEERS	Policy No:	ADM017
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Legislation Reference	Municipal Government Act Sections and 5(b)
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Purpose

To give recognition for years of service by Volunteer members of the municipality's Fire Departments, Ambulance Services, and any other Volunteer service of the municipality for dedication and commitment to the municipality.

Policy Statement and Guidelines

- 1) The M.D. of Mackenzie No. 23 wishes to acknowledge the contribution made towards the municipality by Volunteer members of the municipality's Fire Departments and Ambulance Services by establishing a "Years of Service Award Program".
- 2) Recipients of the "Years of Service Award Program" shall be presented with a gift for the appropriate year, and shall receive a gift of appreciation in the value identified as follows:
 - a) Volunteer members of the municipality's Fire Departments and Ambulance Services shall receive a gift valued as outlined below subject to the number of continuous years of service:

5 Years	\$ 50 Value gift
10 Years	\$ 75 Value gift
15 Years	\$100 Value gift
20 Years	\$125 Value gift
25 Years	\$150 Value gift
30 Years	\$200 Value gift

Should a retirement/resignation occur between the years listed above, the Manager of Emergency Services or designate has the option of giving recognition on a pro-rated basis.
- 3) The Years of Service Awards shall be presented to the individuals receiving the awards at their annual Christmas function.
- 4) A record is to be kept of all Volunteer members of the municipality's Fire Departments and Ambulance Services to indicate the number of completed years of service.
- 5) Awards shall be issued only after the completion of the years of service being recognized.

	Date	Resolution Number
Approved	Dec 18/98	98-390
Amended		
Amended		

"J. Maine" (Signed)
Chief Administrative Officer

"B. Bateman" (Signed)
Chief Elected Official

ABOLISHED

Mackenzie County

Title	MEDIA SPOKESPERSON	Policy No:	ADM009
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Legislation Reference	Municipal Government Act Sections and 5(b)
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Purpose

To designate individuals who may provide official information to the media on behalf of the municipality.

POLICY STATEMENT

1. Statement:

The municipality recognizes the benefit of communicating official information to the media by designating an individual to provide information to the media and the public.

GUIDELINES

2. Procedure & Responsibility

The media spokesperson for the municipality shall be:

- (a) the Chief Elected Official or Council designate; or
- (b) the Chief Administrative Officer or designate.

	Date	Resolution Number
Approved	Nov 10/98	98-341
Amended		
Amended		

Chief Administrative Officer

Chief Elected Official

Mackenzie County

Title	PURCHASE WEARING APPAREL FOR FULL TIME STAFF, COUNCIL & VOLUNTEER FIRE FIGHTERS	Policy No:	ADM021
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Legislation Reference	Section 5(b)
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Purpose

To provide consistent guidelines for the County's contribution towards the purchase of wearing apparel for full time staff, and council.

POLICY STATEMENT

Statement:

- 1) It is the desire of the County that council and full time staff show pride in the municipality through wearing apparel with the County's logo prominently displayed.

GUIDELINES:

Procedure & Responsibility:

- 2) Each year the County will authorize the payment of a maximum \$100 towards the purchase of wearing apparel, subject to clause (1), for council, volunteer fire fighters, waste transfer station caretakers, returning summer staff and full time staff.
- 3) The option to purchase wearing apparel will be made available to all councilors and full time staff of the County.
- 4) A Mackenzie County logo and/or name must be prominently displayed on wearing apparel purchased through the County.
- 5) In order to purchase County wearing apparel, the purchaser must be a Councillor, volunteer fire fighter, waste transfer station caretaker, returning summer staff or full time employee, that has been employed by the municipality for a period of one year.

	Date	Resolution Number
Approved	Dec 5/00	00-710
Amended		
Amended		



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 11, 2021
Presented By:	Byron Peters, Deputy Chief Administrative Officer
Title:	La Crete Recreation Society Request for Charitable Donation Receipts

BACKGROUND / PROPOSAL:

Administration recently received a request from the La Crete Recreation Society, inquiring if the County could issue receipts to donors when they fundraise for capital projects.

As council is aware, capital projects for all the recreation societies are frequently funded 50% by the County, with a requirement for the society to match the contribution through a grant or fundraising.

There are limitations to the types of projects that are eligible for charitable donations, and there is a financial reporting and processing component that must be strictly adhered to. Projects on municipal property and/or municipal assets are typically eligible for charitable donations. For example, donors received charitable receipts for donations made to the County specifically for the Jubilee Park improvements in La Crete.

The La Crete Recreation Society is anticipating a substantial amount of donations for a couple of projects, and feels that it would be much easier fundraising the required amount if charitable receipts were issued. One of the projects that would benefit immediately is the project to construct new tennis, basketball and pickle ball courts. Another benefitting project would be the addition of a new ice surface at the arena.

OPTIONS & BENEFITS:

As the County looks at alternate ways to fund recreation and other services to residents, it is beneficial to consider the various tools available. Providing charitable donation receipts for recreation projects in each of the communities could be an effective way to encourage the communities to provide additional financial support for projects.

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

Administration recommends that council authorize administration to issue charitable donation receipts for fundraising for the recreation societies for capital projects, with each approval being project specific.

COSTS & SOURCE OF FUNDING:

There is no direct cost to the County to issue charitable donation receipts. There is a staff time component to collect, hold, verify and dispense funds and ensure eligibility.

SUSTAINABILITY PLAN:

Goal C1

The capacity of infrastructure in County hamlets keeps pace with their growth and is planned in such a way that ensures their sustainability.

Goal E 26.1

Infrastructure is adequate and there are plans in place to manage additional growth.

COMMUNICATION / PUBLIC PARTICIPATION:

None required by the County.

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Motion #1:

Simple Majority Requires 2/3 Requires Unanimous

That administration be authorized to establish a trust fund and issue charitable donation receipts for donations received for the new La Crete tennis, basketball and pickle ball courts, and the new ice surface addition.

Author: B Peters Reviewed by: _____ CAO: _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 11, 2021
Presented By:	Caitlin Smith, Manager of Planning & Development
Title:	Municipal Planning Commission Meeting Minutes

BACKGROUND / PROPOSAL:

The unapproved minutes of the April 29, 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: N Friesen **Reviewed by:** _____ **CAO:** _____

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the unapproved Municipal Planning Commission meeting minutes of April 29, 2021 be received for information.

Author: N Friesen **Reviewed by:** _____ **CAO:** _____

**MACKENZIE COUNTY
Municipal Planning Commission Meeting**

**Mackenzie County Office
Fort Vermilion, AB**

Thursday, April 29, 2021 @ 10:00 a.m.

PRESENT: Erick Carter Chair, MPC Member
Beth Kappelar Vice Chair, MPC Member
David Driedger Councillor, MPC Member
Jacquie Bateman Councillor, MPC Member (virtual)
Tim Driedger MPC Member

ADMINISTRATION: Caitlin Smith Manager of Planning and Development
Kristin Racine Development Officer
Lynda Washkevich Development Officer
Nicole Friesen Development Officer
Kristyn Unrau Administrative Assistant/ Recording Secretary

**MEMBERS OF THE
PUBLIC:**

MOTION 1. CALL TO ORDER

Erick Carter called the meeting to order at 10:04 a.m.

2. ADOPTION OF AGENDA

MPC 21-04-041 MOVED by Beth Kappelar

That the agenda be adopted as presented.

CARRIED

3. MINUTES

a) Adoption of Minutes

MPC 21-04-042 MOVED by David Driedger

That the minutes of the April 15, 2021 Municipal Planning Commission meeting be adopted as presented.

CARRIED

Jacque Bateman left the meeting @ 10:06 a.m

Jacque Bateman rejoined the meeting @ 10:07 a.m

4. DEVELOPMENT

- a) **021-DP-19 Max Fuel Distributers Ltd Time Extension
Temporary/Portable Unit (Office) in “LC-HI”
Plan 052 4622, Block 21, Lot 3 (10507 99 Street) (La Crete)**

MPC 21-04-043 MOVED by Jacque Bateman

That a time extension for 021-DP-19 on Plan 052 4622, Block 21, Lot 03 in the name of Max Fuels be granted to expire on November 5, 2022.

CARRIED

MPC 21-04-044 MOVED by Jacque Bateman

That the developer submit construction plans, a construction timeline, and shall start construction on a permanent building prior to the temporary expiry.

CARRIED

- b) **089-DP-21 Charles LaForge Dwelling – Single Family &
Dwelling – Multi Family in “H-R1”
Plan 188TR, Block 6, Lot 1 (4305-50 Avenue) (Fort
Vermilion)**

MPC 21-04-045 MOVED by Jacque Bateman

That Development Permit 089-DP-21 on Plan 188TR, Block 06, Lot 01 in the name of Charles LaForge be REFUSED for these reasons:

1. According to Policy DEV011 (Floodplain Development Restrictions) it states:
 - a) No permits will be issued for a rebuild or development of properties within the Floodplain.
2. The request for a Dwelling-Multi-Family is located in the Floodplain in Fort Vermilion.

CARRIED

5. SUBDIVISIONS

- a) 14-SUB-21 Dennis Krahn
10.00 Acre Subdivision
SW 16-107-12-W5M (Blumenort)**

MPC 21-04-046 MOVED by Jacquie Bateman

That Subdivision Application 14-SUB-21 in the name of Dennis Krahn on SW-16-107-12-W5 be APPROVED with the following conditions:

1. This approval is for one (1) TYPE B subdivision, 10.00 Acres 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.
 - l. Any permanent buildings on the property must be constructed 2% above the grade of the road.
 - b) Mitigation measures must be in place in order to avoid water damage from potential pluvial flooding.
 - c) 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.
 - d) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2015.
 - e) Provision of a storm water management plan. Contact Planning and Development staff at 780-928-3983 to discuss the requirements for your subdivision.
 - f) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.
 - g) Provision of utility rights-of-way as required by ATCO Electric, TELUS, Northern Lights Gas Co-op, and others.
 - h) 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 utility companies are shown in Schedule "C" hereto attached.

- i) 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

MPC 21-04-047 **MOVED** by Jacquie Bateman

That the Land Use Bylaw be amended to include the additional Flood Mitigation condition of approval that all development be constructed 2% above grade of road.

CARRIED

- b) **15-SUB-21 Homestead Holdings Ltd.
41.09 Acre Subdivision (16 Lots)
NW 10-106-15-W5M (La Crete)**

MPC 21-04-048 **MOVED** by Beth Kappelar

That Subdivision Application 15-SUB-21 in the name of Homestead Holdings Inc. on Pt of NW 10-106-15-W5M be APPROVED with the following conditions:

1. This approval is for a sixteen (16) lot subdivision totalling 41.09 acres (16.630 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 all sanitary systems including service lines,

- main and appurtenances as required by the Municipality;
- 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 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 access to lot being created by the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developers' expense. This requirement is in accordance with Urban Development Standards DEV001;
 - h) Provision of street lighting with underground wiring, design and location as required by the County;
 - i) Engineered signage package;
 - j) 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;

- k) 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 excavation or landscaping of the public utility lanes/lots shall be to engineered plans and completed prior to the installation of utilities;
- l) 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;
- m) Provision of an agreement with the adjacent landowners for utility lanes/lots if required;
- n) Any outstanding property taxes shall be paid in full prior to registration of title;
- o) Provision of off-site levies as required by the County as follows:
 - i) Main Sewage Lift Station Offsite Levy (Bylaw 223/00) are imposed for the main sewage lift station
 - a) Replacement of the existing main lift station in La Crete, Alberta with a new main sewage lift station, located at the intersection of 105 Ave and 99 Street
 - b) 300mm trunk sewer diverting all of the community sewage flows to the new sewage lift station
 - c) A prefabricated fibreglass sewage lift station with duplex pumps each sized to pump 800 USGPM at 78 feet total dynamic head.
 - d) 250 mm forcemain connecting the sewage lift station to the existing sewage forcemain.
The levy is calculated at 1,342.00 per hectare. 16.630 hectares at 1,342.00 equals \$22,317.46,
 - ii) Hamlet Off-Site Levies (Bylaw 319/02) are imposed for the construction and maintenance of off- site municipal services, including:
 - a) new or expanded facilities for the storage, transmission,

- treatment or supplying of water;
- b) new or expanded facilities for the treatment, movement or disposal of sanitary sewage;
- c) new or expanded storm sewage drainage facilities;
- d) new or expanded facilities for the storage, transfer, or disposal of waste;
- e) land required for or in connection with any facilities described in clauses (a) to (d); and
- f) ongoing maintenance of the facilities described in clauses (a) to (d).

The levy is calculated at \$1,000.00 per lot. Sixteen (16) lots at \$1,000 equals \$16,000.00

- iii) Water and Sewer Service Offsite Levy (Bylaw 440/04) are imposed for the purpose of paying for all or part of the capital cost for a new or expanded facilities for the storage, transmission, treatment or supplying for water; and new or expanded facilities for the treatment, movement or disposal of sanitary sewage.

The levy is calculated at \$1,421.40 per acre. 41.09 acres at \$1,421.40 equals \$58,405.33

- iv) Offsite Sewer Levy (Bylaw 651/07) are imposed for the purpose of paying for all or part of the capital cost for new or expanded facilities for the storage, transmission, treatment or supplying of water; and new or expanded facilities for the treatment, movement or disposal of sanitary sewage.

The levy is calculated at \$1,644.32 per acre. 41.09 acres at \$1,644.32 equals \$67,565.12

Total Levies = \$164,287.91

- g) Provision of municipal reserve in the form of money in lieu of land. Specific amount is based on 10% of the subject land and on the current market value. The current market value for this property is \$17,500.00 per acre. Municipal reserve is charged at 10%, which is \$1,750.00 per subdivided acre. 41.09 acres times \$1,750 equals \$71,907.50;
- h) 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

- c) **16-SUB-21 Homestead Holdings Ltd.
18.20 Acre Subdivision (1 Lot)
Part of SW 15-106-15-W5M (La Crete)**

MPC 21-04 049

MOVED By Beth Kappelar

That Subdivision Application 16-SUB-21 in the name of Homestead Holdings Inc. on Pt of SW 15-106-15-W5M be APPROVED with the following conditions:

1. This approval is for a one (1) lot subdivision totalling 18.20 acres (7.365 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 subdivision, 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,
 - 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 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 access to lot being created by the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developers' expense. This requirement is in accordance with Urban Development Standards DEV001;
- h) Provision of street lighting with underground wiring, design and location as required by the County,
- i) Engineered signage package,
- j) 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,
- k) 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 excavation or landscaping of the public utility lanes/lots shall be to engineered plans and completed prior to the installation of utilities,
- l) 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.

- m) Provision of an agreement with the adjacent landowners for utility lanes/lots if required,
- n) Any outstanding property taxes shall be paid in full prior to registration of title,
- o) Provision of off-site levies as required by the County as follows:
 - i) Hamlet Off-Site Levies (Bylaw 319/02) are imposed for the construction and maintenance of off-site municipal services, including:
 - a) new or expanded facilities for the storage, transmission, treatment or supplying of water;
 - b) new or expanded facilities for the treatment, movement or disposal of sanitary sewage;
 - c) new or expanded storm sewage drainage facilities;
 - d) new or expanded facilities for the storage, transfer, or disposal of waste;
 - e) land required for or in connection with any facilities described in clauses (a) to (d); and
 - f) ongoing maintenance of the facilities described in clauses (a) to (d).

The levy is calculated at \$1,000.00 per lot. One (1) lot at \$1,000 equals \$1,000.00,

Total Levies = \$1,000

- g) Provision of the sharing of servicing fee:
 - i) La Crete North Storm Catchment Area: Mackenzie County and developers co-development of a storm water management plan for the La Crete North Catchment area.

The fee is calculated at \$10,810 per ha. 7.365 ha at \$10,810 equals \$79,615.65.

- ii) La Crete North Sanitary Trunk Sewer Area: for the purpose of new and expanded sewer facilities to service areas north of La Crete.

The fee is calculated at \$15,900 per hectare (ha). 7.365 at \$15,900 equals \$117,103.50.

Total Servicing Fee: \$196,719.15

- h) Provision of municipal reserve in the form of money in lieu of land. Specific amount is based on 10% of the subject land and on the current market value. The current market value for this property is \$17,500.00 per acre. Municipal reserve is charged at 10%, which is \$1,750.00 per subdivided acre. 18.20 acres times \$1,750 equals \$31,850.
- i) 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

- d) **17-SUB-21 George & Nettie Peters
10.00 Acre Subdivision
NE 29-106-15-W5M (North La Crete)**

MPC-21-04-050

Moved by David Driedger

That Subdivision Application 17-SUB-21 in the name of PETERS, GEORGE & NETTIE on NE-29-106-15-W5 be APPROVED with the following conditions:

1. This approval is for one (1) TYPE B subdivision, 10.00 Acres 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.
 - i. Any permanent buildings on the property must be constructed 2% above the grade of the road.

- b) Mitigation measures must be in place in order to avoid water damage from potential pluvial flooding.
- c) A caveat will be registered on the title of this property.
- d) 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.
- e) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2015.
- f) Provision of a storm water management plan. Contact Planning and Development staff at 780-928-3983 to discuss the requirements for your subdivision.
- g) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.
- h) Provision of utility rights-of-way as required by ATCO Electric, TELUS, Northern Lights Gas Co-op, and others.
- i) 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 utility companies are shown in Schedule "C" hereto attached.
- j) 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

6. MISCELLANEOUS ITEMS

7. a) None

Erick Carter left the meeting @ 11:06 a.m

Erick Carter rejoined the meeting @ 11:07 a.m

8. **IN CAMERA**

a) None

9. **MEETING DATES**

- ❖ Friday, May 14th, 2021 @ 10:00 a.m. in La Crete
- ❖ Thursday, May 27th, 2021 @ 10:00 a.m. in Fort Vermilion

10. **ADJOURNMENT**

MPC 21-04-051 MOVED by Jacquie Bateman

That the Municipal Planning Commission Meeting be adjourned at 11:10 a.m.

CARRIED

These minutes were adopted this 14th day of May, 2021.

Erick Carter, Chair



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 11, 2021
Presented By:	Byron Peters, Deputy Chief Administrative Officer
Title:	Information/Correspondence

BACKGROUND / PROPOSAL:

The following items are attached for your information, review, and action if required.

- Council Action List
- 2021-04-17 Buffalo Head Drainage Letter
- 2021-05-06 Rural Alberta Vaccine Provision
- 2021-03-09 Mackenzie County Library Board Meeting Minutes
- 2021-03-10 Fort Vermilion Recreation Board Meeting Minutes
- 2021-03-24 REDI Minutes
- 2021-04-28 Mackenzie Family Resource Network Community Partners Gathering Meeting Minutes
-
-
-
-

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

Author: C. Sarapuk Reviewed by: C. Sarapuk CAO: _____

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: _____ CAO: _____

Mackenzie County Action List as of April 28, 2021

Council and Committee of the Whole Meeting Motions Requiring Action

Motion	Action Required	Action By	Status
February 22, 2016 Council Meeting			
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.
May 10, 2016 Regular Council Meeting			
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"> • cancel PLS 080023; • pursue acquisition of land parcels as identified on the map presented in red; • 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. 	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.
July 12, 2016 Regular Council Meeting			
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.
April 25, 2018 Council Meeting			
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 submitted
June 12, 2018 Council Meeting			
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 2021-03-09 Council
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 In conjunction with motion 16-02-135
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	Filed in courts No progress on agreement
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	Discussed at COW
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.	Byron	In progress CC:RMA & AUMA
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 subdivision applications within the defined catchment area, with a fee adjustment to be completed once detailed construction costs are finalized.	Byron	In progress
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	Jeff	Project Cancelled 21/04/13

Motion	Action Required	Action By	Status
	amended to include \$50,000 for surveying, etc. with funding coming from the General Operating Reserve.		
June 5, 2020 Special Council Meeting			
20-06-334	That administration continues to support a community recovery plan that includes a community engagement component.	DRT	Ongoing
June 15, 2020 Special Council Meeting			
20-06-373	That the Fort Vermilion future development continue to be investigated.	DRT	Ongoing
June 24, 2020 Regular Council Meeting			
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 accommodate a Manufactured Home-Mobile be TABLED.	Caitlin	Tabled due to flood recovery process.
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
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
November 25, 2020 Regular Council Meeting			
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.	Byron	Working on draft offsite levy bylaw.
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.	Byron	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

Motion	Action Required	Action By	Status												
20-11-774	That a letter be sent to Alberta Health Services regarding critical staff shortages in Northwest Alberta.	Len	In progress												
December 2, 2020 Budget Council Meeting															
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	Completed												
December 8, 2020 Regular Council Meeting															
20-12-754	That administration gather information regarding the river flows and water temperature on the Peace River within the Mackenzie County boundary.	Fred	Completed												
20-12-774	That administration request an insurance summary and bring it back to Council.	Jennifer	Completed												
December 16, 2020 Budget Council Meeting															
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	In progress												
20-12-802	That administration develop a Policy for the reporting of fuel flowage charges at airports.	Byron	Completed												
20-12-805	That administration request that the province waive/reimburse fees associated with the River Search & Rescue Access Plan approvals.	Don	Drafting a letter to AEP												
20-12-806	That administration investigate implementing a Local Improvement on the 101 Avenue Asphalt project in the Hamlet of La Crete.	Jeff	Bringing to Council 21/04/28												
20-12-808	Administration bring forward a policy review at each Committee of the Whole Meeting.	Len	Ongoing												
January 12, 2021 Regular Council Meeting															
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 1528 979 1900"> <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 & 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 & Parks</td> <td>Agricultural Land Sales</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	Collen Len	In progress
Ministry:	Priority Topics:														
Municipal Affairs	Disaster Recovery Petition to Form a New Municipality														
Transportation	Bridge at Tompkins Landing High Wide Load Corridor														
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Environment & Parks	Agricultural Land Sales														

Motion	Action Required	Action By	Status						
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	Recreation Leases – First Nation Consultation Water Diversion Licenses Northwest Bison								
Energy	Transportation Corridor								
Solicitor General	Fort Vermilion Courthouse								
January 26, 2021 Committee of the Whole Meeting									
COW-21-01-007	That administration work with the landowner for farmland access options and bring a recommendation to Council.	Byron							
January 27, 2021 Regular Council Meeting									
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	Ongoing						
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	In progress						
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	Waiting on designation removal at land titles						
February 9, 2021 Regular Council Meeting									
21-02-108	That administration bring back all grazing lease Tax Rolls over \$50 for Council review, prior to mailing notices in 2021.	Jennifer	Ongoing						
21-02-111	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.	Byron	In progress						
21-02-115	That administration prepare a new Land Use Bylaw Amendment to further restrict non-compatible uses near Mackenzie County airports	Caitlin	In Progress						
21-02-141	That Mackenzie County enter into an agreement for the payment of outstanding taxes with Long Run Exploration as discussed.	Jennifer	Reviewing new draft						
February 24, Regular Council Meeting									
21-02-146	That the Agricultural Land Development & Lease Proposals for NW 6 & SW 7-109-19-W5 be TABLED until further discussion with bidder.	Grant	Drafting						

Motion	Action Required	Action By	Status
March 9, 2021 Regular Council Meeting			
21-03-185	That administration include Option 4 - being place a new building on higher ground (new location) in the flood recovery work for the Fort Vermilion Airport, and that a detailed budget amendment to fund the works be presented to council prior to issuing a tender for the recovery/mitigation works.	Byron	Working with engineers
21-03-186	That council authorizes a special tendering and award process and that administration be directed to issue an Expression of Interest for Engineering Services for Mackenzie County Flood Mitigation.	Byron	Completed
March 24, 2021 Regular Council Meeting			
21-03-212	That the Caretaking – Fort Vermilion Waste Transfer Station Tenders be retendered.	Don	
21-03-213	That the hours are changed to 5:00 p.m. to 9:00 p.m. on Tuesdays and Thursdays at the Fort Vermilion Transfer Station.	Don	
21-03-219	That Council amend the 2021 budget by \$4500 for the Machesis Lake Glamping project with funds coming from the Parks and Recreation reserve	Jen	Completed
21-03-221	That the 2021 operating budget be amended by \$5,000 for the donation from TELUS Communications Inc., and be distributed as follows: <div style="margin-left: 40px;"> High Level Friendship Center - \$1,250 (25%) La Crete FCSS - \$1,250 (25%) Metis Association #74 - \$2,500 (50%) </div>	Jen	Completed
21-03-223	That the Tax Roll accounts as detailed be deemed as uncollectable, reflected as bad debt, and written off. Tax Roll #410831 outstanding balance \$ 823.64 Tax Roll #410986 outstanding balance \$ 1,615.56 Tax Roll #422125 outstanding balance \$ 67,190.96	Jen	Completed
21-03-224	That the outstanding amount of \$2,931.87 in Appendix #1 for utility accounts be written off.	Jen	Completed
21-03-225	That the outstanding amount of \$77,410.81 in Appendix #2 as amended with the removal of the Airport Parking and the Leases for accounts receivable accounts be written off.	Jen	Completed
21-03-226	That the levies & penalties in the amount of \$2,187.78 in Tax Roll Appendix #1 be written off.	Jen	Completed
21-03-227	That administration allocate all remaining grant funds from the Municipal Operating Support Transfer grant toward the decrease in property taxes collected in 2020.	Jen	Completed

Motion	Action Required	Action By	Status
21-03-228	That the 2020 budget be amended to include amortization/depreciation in the amount of \$9,969,697.	Jen	Completed
21-03-229	That \$4,500 from 2020 operating budget be contributed to the Bursaries Reserve, as per Policy RESV017 – Bursaries Reserve.	Jen	Completed
21-03-230	That the 2020 Capital budget be amended as follows: <ul style="list-style-type: none"> - LC-Rebuild Airport Road- 2 miles increase of \$13,473 with funding coming from the Road Reserve; - OR05-Overlay Heliport Road increase of \$3,190 with funding coming from the Road Reserve. - New Roads Infrastructure – Endeavor to Assist project funding sources be amended to \$455,000 from the Gas Tax Fund, and \$45,000 from the Road Reserve; - Waterline Hill Crest Community School increase of \$22,720 , and change funding of \$87,720 to come from the Gas Tax Fund; - Mackenzie Applied Research Association Agronomy building project increase of \$10,340 with funding coming from Mackenzie Applied Research Association. - That the \$73,500 in funding received by Alberta Environment and Parks be moved to the Water & Sewer Reserve to offset costs incurred in anticipation of the signed agreement. 	Jen	Completed
21-03-231	That 2020 funds in the amount of \$158,573 be allocated to General Operating Reserve from Municipal Levy to fund 2020 One time Projects being carried into 2021.	Jen	Completed
21-03-233	That Offsite Levies/Frontage revenues in 2020 of \$82,024 be contributed to the Off-Site Levy Reserve.	Jen	Completed
21-03-234	That Gravel Aggregate revenue in 2020 of \$109,834 be contributed to the Gravel Reclamation Reserve.	Jen	Completed
21-03-235	That Municipal Reserve revenue in 2020 of \$245,377 be contributed to the Municipal Reserve.	Jen	Completed
21-03-236	That \$63,100 in 2020 operating revenue be contributed to the General Operating Reserve to fund the Town of High Level 2020 approved Capital projects in 2021 budget.	Jen	Completed

Motion	Action Required	Action By	Status
21-03-240	That the 2021 Capital budget be amended to include \$1,100,000 for the La Crete North Storm – Pond A, with funding coming from Debenture, and future off-site levies.	Fred Jen	Budget amended
21-03-241	That a borrowing bylaw, and off-site levy bylaw be developed for the purpose of funding La Crete North Storm – Pond A project.	Fred Jen Byron	1 st Reading
21-03-242	That Administration proceed with issuing a Request for Proposals for La Crete North Storm – Pond A engineering services.	Fred Byron	Tendered – Closing 2021-04-28
21-03-246	That administration be authorized to proceed with the sale of the land and transfer of title for amalgamation back into the quarter.	Caitlin	In Progress
April 13, 2021 Regular Council Meeting			
21-04-275	That the Caretaking – Buffalo Head Prairie Waste Transfer Station contract be awarded to the lowest qualified bidder, and that the operating budget be amended by \$3200 with the funds coming from the General Operating Reserve.	Don/Jen	Don – Done Jen
21-04-279	That the organizational chart be amended to include a part time summer staff employee for the Fort Vermilion Waste Transfer Station until September 2021, and the Caretaking contract be retendered after September.	Len	
21-04-280	That the budget be amended by \$300 a month to include the part time summer staff with funding coming from the General Operating Reserve.	Jen	
21-04-291	That administration provide a summary at the next council meeting of the proposals received and the successful proponents for the Request for Qualifications for the Prequalification of Engineering Consulting Services for the mitigation program.	Byron	
21-04-293	That Administration present an amending bylaw to the Fee Schedule Bylaw as it relates to the Campground Glamping fees at Machesis Lake with a rate of \$50.00 per night.	Don	
21-04-294	That Administration present an amending bylaw to the Fee Schedule Bylaw as it relates to the Solid Waste Fee for Hamlet & Rural Residential Waste (up to three (3) bags)- \$5.00.	Don	
21-04-297	That the 2021 Budget be amended to include \$8186.76 for the Boiler Pump Replacement at the Northern Lights Recreation Center with funding coming from the Grants to Other Organizations Reserve – General Capital Reserve	Jen	

Motion	Action Required	Action By	Status
21-04-300	The 2021 budget be amended to include a \$50,000 budget for the North Storm Pond A – Hamlet of La Crete with the funding coming from Water Sewer infrastructure reserve.	Jen	
21-04-313	That administration proceed with further developing the Offsite levy bylaw taking into consideration the average Canadian offsite levy is 2.5% –5 %.	Byron	
21-04-315	That the letter from Alberta Environment and Parks regarding Township Road 1085A be received for information and that the County no longer pursue acquisition of the proposed right-of-way and return the existing budget to the general operating reserve.	Jen	Completed
21-04-317	That Mackenzie County sponsor the 51st Annual High Level Rodeo \$1,000 for the Saturday and Sunday half time show.	Jen	Completed
21-04-318	That Maarten Braat be invited to the April 28, 2021 regular council meeting as a delegation.	Len	
21-04-319	That the 2020 budget be amended with funding for the heliport road project in the amount of \$268,336 with funds coming from the general capital reserve and the new road infrastructure project in the amount of \$268,336 with funds coming from the general capital reserve.	Jen	Completed
21-04-325	That the 2021 capital budget be amended by \$400,000 for the Phase 1 and Phase 2 flood mitigation project with funds coming from the General Operating Reserve	Jen	
April 28, 2021 Regular Council Meeting			
21-04-337	That Mackenzie County support and submit the 2021 FRIAA grant funding proposal for Mackenzie County FireSmart Home Assessments (EOI-21-13) project.	Don	
21-04-342	That the Hamlet Spring Garbage pickup be forwarded to the Community Services Committee to discuss possible partnerships with non-profits organizations.	Don	
21-04-347	That Grazing Lease and Farmland Development Leases tax rolls as per Schedule "A" be reduced to a \$50 minimum tax for 2021, and that \$40,489.54 in taxes be written off.	Jen	
21-04-348	That Bistcho Cabin tax rolls as per Schedule "B" be reduced to a \$50 minimum tax for 2021, and that \$300.76 in taxes be written off.	Jen	
21-04-353	That administration provide a summary for the next Council meeting of the proposals received and the successful proponent for the Request for Proposals for	Byron	

Motion	Action Required	Action By	Status
	the Engineering Consulting Services for the La Crete North Storm Pond "A" project.		
21-04-375	That Mackenzie County enter into an agreement for the payment of outstanding taxes with Long Run Exploration as discussed.	Jen	
21-04-377	That administration enter into an agreement with Tax Roll 155377 as discussed	Jen	

**Project of:
Buffalo Head Drainage Ditch**

George D. Friesen
Box 1196
La Crete, AB T0H 2H0

April 17, 2021

Dear Sir, Len Racher (C.A.O.) and Council

The Buffalo Head Drainage Ditch was performed by the M.D. 23 in year 2017. The Spring water run-off was meant to be directed west all the way to the Peace River. We are grateful for our local Governments care for farmers and everyone's well being.

But sadly to say this Ditching project has not turned out to be prosperous. We now **MUST** work on Plan B. Our yard has flooded for the 4th year and this has to stop. The Market Value of our property is depreciating because of this flooding. The local Government is accountable on behalf of this project. I'm looking forward to working in unity with Government and neighbours that Plan B can be performed without entering into the high costs of Lawyer Fees and more.

(But Flooding My Yard MUST Stop)

I'm grateful to work together with Counsellors like:

Grant Smith,
Anthony Peters,
&

Dave Schellenberg,

as the four of us agree on directing the water to go North at NE corner of 19-104-15 intersection because that is the natural direction of water run-off.


CC
Thank-you!
George D. Friesen



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May 6, 2021

Mr. Damien C. Kurek
Member of Parliament
Battle River – Crowfoot
4945 50th Street
Camrose, AB
T4V 1P9

Dear Mr. Kurek,

Re: Rural Alberta Vaccine Provision

MP Kurek, COVID 19, has shown no geographic limitations, nor boundaries throughout Canada and the world. Rural Alberta has been affected by the pandemic on a different level than our major urban centres, if not, in some cases worse. And these scenarios continue to worsen by the day. Rural Alberta sees the population consisting of people from the very young to those being our most vulnerable and many of these being seniors.

Living in rural Alberta provides many opportunities that our urban centres can not provide, such as, tranquility, a quieter way of life and the comfort in knowing your neighbors and surroundings. However, a large challenge has presented itself, most recently in the way of vaccine provision. Tofield has been fortunate in vaccine provision, however, continues to run out. The provision of Moderna would be ideal, as our Pharmacists have identified this as the “perfect rural vaccine” this is based upon shelf life, storage, and the ability to have these vaccines administered. However, even with this, we still have well over 400 citizens on the wait list for this vaccine. This number in the Tofield area alone is widespread and deeply felt.

The other conflict is administering these injections to our seniors, vulnerable, disadvantaged, and incapacitated. These people often do not have the means to access the vaccine. These people can not access services in the larger centres which have been able to secure the bulk of vaccines. MP Kurek, frankly, this is wrong as well as very concerning that not all Albertans are provided the same opportunity. It is not easy having these vaccines available in major urban centres and expecting these people to find a way to access this service.

Damien C. Kurek
Member of Parliament
Battle River - Crowfoot
Page 2

Many rural Alberta communities have yet to receive a single dose of vaccine. How do these people obtain a very necessary service? Please take into consideration what has just been provided, Tofield and other rural communities can not administer vaccine to those in their communities due to shortages, as well as transportation issues, how then can communities without vaccine possibly have their citizens looked after?

With several rural towns, villages and counties being commuter communities for the purposes of work, providing essential services and people traveling to and from these communities from urban centres to get to their places of employment (E.g. Ft. MacMurray, Wainwright, Calgary, etc.)

A person would think that getting vaccines out to these areas would be considered an important resource in the effort to bend the curve. Everyone in Alberta is affected by the pandemic and everyone should be protected.

MP Kurek, we understand the challenges that COVID has provided to your Government and Alberta. We understand that there are issues with supply of vaccine, however there must be a better solution for distributing a portion of what supply there is to rural Albertans. MP Kurek, this is a plea to help those not in the urban centres. This is a plea from your constituents.

Mr. Kurek, at this time, the feeling amongst not only Tofield, but many in rural Alberta is that both our Federal and Provincial Governments have both failed us and forgotten about us. Rural Alberta is the lifeblood of our Province and can not be forgotten. MP Kurek, we need a strategy, we need a metric to act within and we need timely results.

Sincerely,

Debora L Dueck
Debora Dueck
Mayor

C.C AUMA Membership
 RMA Membership
 Jackie Lovely, MLA

Mackenzie County Library Board (MCLB)
March 9, 2021 Board Meeting Minutes
Fort Vermilion Library

Present: Beth Kappelar, Lisa Wardley, Steven Simpson, Lorraine Peters, Cameron Cardinal,
Wally Schroeder, Kayla Wardley, Sandra Neufeld, Tamie McLean.

1.0 Beth Kappelar called the meeting to order at 7:06 pm.

2.0 Approval of the Agenda:

MOTION #2021-03-01 Kayla Wardley moved the approval of the agenda as revised.

CARRIED

3.0 Approval of the Minutes:

MOTION #2021-03-02 Tammie McLean moved the approval of the Feb. 9/21 meeting minutes.

CARRIED

4.0 Review of Action Items:

- The action items of the previous MCLB meeting were reviewed.

5.0 Financial:

5.1 MCLB Financial Report as of Feb 28/21:

- Balance Forward	\$ 87,433.11
- Total Revenues	\$ 121,510.72
- Total Expenses	\$ 103,329.77
- Bank Balance	\$ 105,614.06

MOTION #2021-03-03 Steven Simpson moved to accept the financial report as presented.

CARRIED

5.2 Covid-19 Funding:

- The County has reimbursed the MCLB \$7,460.18 for Covid-19 related expenses.
- Of this \$539.28 goes to the LCLS for their Covid-19 related expenses. The rest goes to MCLB for submitted expense.
The Zama library and the Fort Vermilion library did not submit any Covid-19 related expenses.

5.3 Fort Vermilion Financials as of Feb 28/21

- Revenues	\$11,748.80
- Expenses	\$3,637.06
- Bank Balance	\$8,111.74

- Books can be ordered on a library account.
- A part time employee is needed for the Fort Vermilion Library. After determining how many hours of part time work is required, the MCLB will look into hiring an individual in April.

6.0 Library Reports:

6.1 La Crete:

- The Financials as of Feb 28/21 are: Income \$65K, Expenses \$24K, Bank Balance \$41K.
- Item circulation numbers February were 4,376 items down from 13,616 last year. 1951 books were signed out the first 4 days the library reopened in March.
- The charities report and the societies' annual return were submitted.
- The Lodge wants to resume library services.
- A new janitor needs to be hired at \$20 per hour.
- The Purdys chocolate fund raiser ends on Mar 20/21. Funding has been requested of the Co-op for the street clock.
- A quote to replace the front door has been requested.
- New books are being purchased and cataloged.

6.2 Fort Vermilion:

- They are continuing with curb side pickup of library books.
- People come into the rotunda to print from their phones or laptops, send and receive faxes, and scan to emails.
- In February they had 157 checkouts, and 89 renewals were made by 79 patrons .
- 46 new items were added and 153 were deleted.
- The late fees report must be run.

...2

6.3 Zama:

- They had a spring cleaning and added 4 shelves.
- The grow towers are doing well. More seeds need to be ordered.
- Free library memberships are being offered to new town residents.
- They are allowing boxes of books to be signed out.
- Their hours of operation have been updated.

6.4 Mackenzie County Library Consortium (MCLC):

- Changing to Overdrive occurs Mar 31/21
- An information brochure needs to be developed.
- The MCLB are to bring their iPads and library cards to the Apr 13/21 meeting to do an in service on Overdrive.
- Circulation for the period Jan 1/21 to Mar 9/21 was as follows;

La Crete	10,925
Fort Vermilion	648
Zama	799

- Libraries have an agreement with Canada Post for low postal rates on library books. To ship a set of books from the Zama library to the La Crete library costs \$1.72. Return shipping is free. Books can also be mailed to individuals with free return postage. The shipping tool app must be used to access this service.

6.5 High Level:

- They are now sending the minutes of the meetings to MCLB
- They are continuing their book weeding.

MOTION #2021-03-04 Tamie McLean moved the acceptance of the library reports for information. **CARRIED**

7.0 Old Business:

7.1 Little Free Libraries:

- Kayla is looking into getting more children’s books for the little free libraries.
- Some of the little free libraries are well used.

8.0 New Business:

- None on the agenda.

9.0 Correspondence:

9.1 Alberta Library Trustee’s Association Handbook

10.0 In Camera:

10.1 Not required.

11.0 Next Meeting Dates and Location: Fort Vermilion Library April 13, 2021 at 7:00 p.m.

12.0 Adjournment:

MOTION # 2021-03-05 Wally Schroeder moved to adjourn the meeting at 8:05 p.m. **CARRIED**

These minutes were adopted this 13th day of April 2021.

Beth Kappelar, Chair

Minutes

Fort Vermilion Recreation Board Meeting March 10, 2020

1. Karen Smith calls meeting to order at 8:22 pm
2. In attendance are : Cameron Cardinal, Steven Simpson, Clinton Edwards. Mike Smith + Jaidyn McLean telephoned in.
3. Addition to the Agenda
 - a. Farmers Market proposal. (Steven Simpson)
 - b. Trophy case Proposal. (Steven Simpson)
 - c. Drive in Theatre Update. (Steven Simpson)
4. Cameron cardinal moves to approve agenda as amended. Approved.
5. Minutes from previous January and February meetings are tabled - The minutes have not been typed yet.
6. Financial statements are presented by Clinton Edwards. Cameron Cardinal moves to accept as presented. Accepted.
7. Managers report presented by Clinton Edwards. Steven Simpson Moves to accept the report as presented. Accepted.
8. Old business
 - a. President position
 - i. Cameron has talked with Tamie McLean and she is seriously considering coming back to the board. No official resignation was ever presented to the board. Tamie has missed 2 regular meetings - if she misses a third she cannot hold the president position according to bylaws.
 - ii. Accepted for information
9. New business
 - a. Farmers Market proposal
 - i. Steven Simpson requests using the curling rink space along with recreation board tables and chairs to host and furnish Market 1788 for the 2021 season. The market opens on June 4th and ends December 17th. Market will take place on Fridays from 2:30 - 6:30.
 - ii. Cameron Cardinal moves to approve the Farmers Market request. Approved.
 - b. Trophy case
 - i. Steven Simpson proposes converting the large blue storage locker in the arena entrance into a trophy case. Idea encouraged -Steven to continue research into cost and present a full proposal at next regular meeting.
 - c. Drive in movie theatre
 - i. Steven Simpson proposes using the rodeo grounds and structures as space for hosting a drive-in movie theatre. Idea encouraged - Steven to garner more information regarding resources required and submit a full proposal. Karen Smith will talk with Mike McMann regarding the process used in the past to host a drive-in theatre.
10. Correspondence
 - a. Northern Lakes College

- i. A letter was received asking for reduced gym membership fees for individuals studying at Northern lakes as well as free membership to be used for promotion. Cameron Cardinal moved to approve. Approved.
 - b. Mackenzie County
 - i. Letter received from Len Racher requesting a meeting with the Fort Vermilion Recreation board regarding "Numerous Upcoming Projects".
 - ii. Accepted as information.
- 11. Next meeting
 - a. Supper meeting to meet with Mike McMann of FVSD regarding running track use and placement set for March 18th, 2021 in the curling rink upper lounge. Karen Smith to purchase pizza from the Penalty Box.
 - b. Next regular meeting set for April 14, 7pm
- 12. Cameron Cardinal moves to adjourn meeting at 9:56pm



Board Meeting
REDI Northwest Alberta
APPROVED MINUTES
Video Conference Call - Zoom
March 24, 2021
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
Mike Osborn, Community Futures Northwest Alberta
Greg McIvor, Zama Chamber Committee
Danny Friesen, Fort Vermilion Board of Trade
Cheryll Welke, High Level Chamber of Commerce

Staff & Guests

Andrew O'Rourke, REDI Manager
Jordan Asels, Dene Tha' First Nation, Economic Development
Byron Peters, Mackenzie County

1. CALL TO ORDER

Chair Lisa Wardley called the meeting to order and declared quorum at 6:03 pm.

2. REVIEW & ADOPTION OF THE AGENDA

Motion:

Moved by Michelle Farris

That REDI accept the agenda as amended to include: Old Business, X. Manager Performance Review.

Carried

3. MINUTES OF FEBRUARY 24, 2021 MEETING

Motion:

Moved by Michelle Farris

That the minutes of February 24, 2021, REDI Meeting be accepted as presented.

Carried

4. YTD FINANCIALS REPORT YTD FEBRUARY 28, 2021

Motion:

Moved by Boyd Langford

That REDI accepts the YTD Financial report to February 28, 2021, for Information.

Carried

5. CHAIRS REPORT

At MFTA, we are touching base with local non-profits to enlist survey takers. Kayla and I sat in on another REDA meeting, 'Growth' and their tourism sub-committee, which is called 'Wild.' They want to get started with their own DMO. They have linked up with MFTA and will be undertaking some cross-learning about starting up a DMO. MFTA will be celebrating its 10th Birthday this year. The Zama Chamber is building a new website with assistance coming from Community Futures RRRF program.

6. MANAGERS REPORT

On February 25, I attended the MFTA meeting and spoke about the REDI, MFTA and Community Futures partnership agreement to undertake a regional business and tourism survey. That agreement has now been signed by all three parties, and the survey underway. I had a Meeting with June Hunter from Grande Prairie Regional Innovation Network (GPRIN) about Channelling Innovators in Northwest Alberta to GPRIN programs. I also worked with Kamie Currie and Byron Peters on the value-added agriculture presentation for Invest Alberta Japan. I attended the Fort Vermilion Board of Trade, who had their first meeting in over a year, and offered REDI's assistance and support.

Motion:

Moved by Mike Osborn

That the Chairs and Managers verbal reports be accepted as presented.

Carried

7. NEW BUSINESS

i. Memberships – CFNWA Chambers & Board of Trade

In the last financial year 2020 / 2021, Community Futures Northwest Alberta paid REDI membership fees for local Chambers and the Board of Trade. Community Futures are extending the same offer again for the membership year 2021 / 2022. The fees are as follows; High Level Chamber \$1,000, La Crete Chamber \$1,000, Zama Chamber Committee \$500 and Fort Vermilion Board of Trade \$500.

Motion:

Moved by Cheryll Welke

That REDI accept the offer from Community Futures on behalf of Chambers and Board of Trade and invoice Community Futures Northwest Alberta for \$3,000.

Carried

ii. Grande Prairie Regional Innovation Network (GPRIN)

Introduction to GPRIN, the Innovation Network serving northwestern Alberta innovators and entrepreneurs with the resources, knowledge and connections to develop, validate, manufacture, market and launch innovations into the marketplace. Short presentation by REDI Manager.

iii. Invest Alberta

An introduction presentation by REDI manager on the new crown cooperation 'Invest Alberta' Who has requested that REDI be their last-mile contact in the Northwest region. This is an excellent opportunity for the REDA's to feed local knowledge and projects to Invest Alberta and show REDI's value by assisting with the investment attraction efforts of the Province.

Motion:

Moved by Boyd Langford

That REDI supports the ‘Invest Alberta’ crown corporation initiative and authorizes REDI manager to be the last-mile contact for the Northwest.

Carried

iv. Mackenzie County – Mackenzie Agriculture CARES project

A presentation on the Mackenzie County CARES project, which developed the ‘Mackenzie Agriculture’ brand and marketing material. The project started in 2018 and finished in January 2021. The differentiating factors contributing to agriculture in our region highlighted organically sourced peas and oats and the new opportunity of growing pedigree seed. The project ties in and builds off what REDI has done with value-added agriculture. There is now the opportunity for REDI to integrate this material into our investment attraction awareness. REDI and Mackenzie County will look at creating an information-sharing agreement.

v. Echo Pioneer – Ag Feature

Motion:

Moved by Boyd Langford

That REDI pay for a quarter-page advertisement into the Echo Pioneer Agricultural Supplement.

Carried

vi. Hydrogen

REDI Manager prepared a presentation on the Alberta Energy - Hydrogen Road Map.

10. OLD BUSINESS

i. CanExport Community Investment Grant

REDI received grant funding of \$17,000 from the Federal Government program to be matched 50% by REDI. The project is called “Northwest Alberta FDI Attraction Phase 2.” Broken down into two parts ‘pea processing foreign investment attraction’ and ‘A2A’.

REDI manager will bring back an agreement to the next meeting between Community Futures Northwest Alberta and REDI to assist with the CanExport Grant.

ii. MoveUp Magazine Article

Motion:

Moved by Crystal McAteer

That the following feature article in MoveUp Magazine will focus on introducing A2A Rail line in Northwest Alberta.

Carried

iii. Chief Louie (Feedback March 23 Session)

There were 173 people registered for the first session. 108 attended; Twelve First Nations, three Metis Settlement, nine municipalities, students, business and industry. There were multiple groups, including Mackenzie County Council, who watched the session together. Tolko and Western Fraser are the two sawmills in the region that had attendees.

REDI has provided a copy of the My Freedom My Frontier Tourism report to Chief Louie to speak directly to tourism in our region. One of the second session objectives is to allow Chief Louie to answer specific questions about our region.

iv. NADC Nomination & Letter of Support

Jacque Bateman put her name forward for NADC, and REDI wrote a letter of support which also included a map that shows no current representation in Northwest Alberta.

v. Transport Utility Corridors Taskforce

Agreement between Community Futures Northwest Alberta and REDI with support towards the Transport Utility Corridors project. The agreement also includes a financial commitment of \$6,000 and will be valid until March 31, 2022.

Chair Wardley has heard back from MLA Shane Getson, who will chair the task force. He has informed REDI that all the candidates were put forward and soon finds out if there will be Ministerial Order appointments. MLA Getson hopes that by April 15, everything will get going, and there will be administrative support behind the task force.

Motion:

Moved by Larry Neufeld

That REDI accepts the agreement with Community Futures Northwest Alberta and authorizes Chair Wardley to sign.

Carried

vi. Keep Alberta Rolling – Progress Report

REDI will work with member Metis Settlement, Municipalities and First Nations to reduce barriers and make the region more film & tv friendly. What would it take to close a road in downtown High Level for a TV shoot? What municipal resources are available to assist with attracting film and tv to the region?

Motion:

Moved by Crystal McAteer

That a budget not to exceed \$1,500 to start developing a marketing booklet and application form to assist with the attraction of TV and Movie production to the region.

Carried

vii. Economic Developers Alberta (EDA) Conference

Motion:

Moved by Boyd Langford

That REDI will pay enrolment cost for any board member that wants to attend the 2021 EDA conference.

Carried

viii. Federal Census

For the Northwest Zone, Statistics Canada needs a total of 18 enumerators. REDI will continue to advertise for enumerators on Facebook and requires assistance from chambers and municipal Facebook pages to share and increase coverage. The posters and business cards that were received from Statistics Canada will be sent to Rainbow Lake and High Level to assist with the recruitment process.

ix. REDI AGM April 28, 2021

The AGM meeting will take place via zoom video conference at 6 pm on April 28, 2021. The AGM will be advertised in the Echo Pioneer in the coming weeks.

x. Manager Performance Review

REDI Chair will develop a survey on Survey Monkey and distribute it among board members. REDI Executive to organize a separate meeting with manager and provide feedback.

9. ROUNDTABLE

Greg McIver – Good things in Zama, we have a few new residences. Paramount is going to work through the summer, and I believe everyone had a good winter. Great to see the Zama website coming together.

Cheryll Welke – High Level District Chamber of Commerce AGM is next Wednesday, March 31, 2021 @ 7 pm.

Mike Osborn – We are doing pretty well; 60 businesses helped with the RRRF program that will be coming to an end next week. We will have three Ipad Pros to lend out to Non- Profits to facilitate online meetings.

Byron Peters – On the Economic Development side of things, Mackenzie Agriculture is still the big project. What takes most of my time is the mitigation and recovery of Fort Vermilion, which has many details that need to be sorted out. One future aspect of the recovery is how Mackenzie County can spur on additional investment and excitement in the community.

Peter Braun – There is a lot of excitement in the La Crete community with the recent budget announcements, with future construction projects, including the bridge and birthing facility. There will be many employment opportunities in our area, with two schools getting significant additions; the gas line will also be underway and a second ice surface at the arena.

Lisa Wardley – Working with Travel Alberta, our relationship with James LaPen and Christopher Smith has been pretty amazing and netted MFTA some significant funding. We Now have a Finning heavy-duty mechanic in Zama on a two year work program. Like Greg mentioned, there will be a residents in Zama next week; they are from Ontario and were looking for a community that feels disconnected but still connected to the grid, so they don't have to haul water and sewer.

10. ADJOURNMENT & NEXT MEETING

The next REDI meeting will take place on April 28, 2021, at 6:00 pm

Motion:

That the REDI meeting be adjourned at 8:22 pm.

Carried

Moved by Michelle Farris

Lisa Wardley Chair

REDI Manager



**Mackenzie Family Resource Network
Community Partners Gathering
4th Quarter Meeting**

Notes

Meeting date: Wednesday April 28th, 2021

Virtual Via Zoom, 10:30 am

Present: Val Crosby (MFRN), Sheena McKinney (MFRN), Alannah Ross (MFRN), Jennifer Hoskins (Safe Home), Amber Goodland (Safe Home), Andrew Achoba (WJS), Jody Hall (ICCP), Sandra Friesen-Peters (SEL), Junice Celso (C/RL VSU), Krista Kastiro (C/RL VSU), Treena Ward (AHS), Alexa Lizotte (ML74), Shaye Paul (ML74), Wanda Beland (FASDS), Alex Michael (HLPS/AHS), Meghan Mulloy-Jevne (CS GoA), Lucille Labrecque (AHS), Sue Harvey (RCMP C/RL), Amanda Dachuck (HLNFC)

1. Welcome and introductions.
2. Gaps in Service Exercise
 - a. Domains and ages chart filled in by participants on zoom.
 - b. Complete list of agencies and where they fit on the service chart will be provided.
3. Community Mental Health Learning Immersion
 - a. Training through imagine Institute that Val has taken and is able to facilitate for agencies and communities.
 - b. Workshops are easy to understand and digest. They are designed for anyone in the community to take and understand.
 - c. 1st presentation is on the brain and how it works. Discusses window of tolerance and what that looks like for different people. Introduces ACE scores and what they mean for people. Has a COVID section and discusses hope and resilience.
 - d. 2nd presentation defines and discusses trauma informed care.
 - e. Presentation descriptions attached as appendix.
4. Sharing Circle
 - a. Sandra (Supports to Early Learning)
 - Have used virtual options like Zoom to provide support over the last year.
 - Has sometimes been a challenge to keep track of what programs are open and which ones are closed.
 - Program has changed to now support birth to 18 years old and supporting all families, from the previous 0-6 years old.
 - Program may be able to provide support in the form of play groups to the FRN to help with the social connections gap that has been left without the Parent Link Centre.
 - Able to work with community agencies who support families.
 - b. Alex (HLPS/UHRS/HLLS AHS Wellness Coach – Capacity Building Project)
 - Classes having to be home, and isolating has made connecting with students a struggle.



- Using a Padlet online for students has been working well. It is anonymous and gives students a safe outlet to write comments on. Student Wellness team is then able to provide resources directly if needed.
 - Program has been very flexible this past year.
 - Working on summer program planning. Are working around COVID restrictions and still sorting out what programs can run, as well as gauging interest from students and families.
 - Available for partnerships in the summer as it is a 12-month program.
 - Team is going very well. Have started teaching 2nd Step and have been using terminology like “lid flipping” with teachers and parents to help teach emotional literacy.
- c. Wanda (FASD Society)
- Pebbles program is coming soon. Poster is attached as appendix.
 - Have new moms that are needing more support.
 - Some programs are being switched around to be more land based and cultural in nature.
 - Are finding that some relationships are eroding, since staff are not able to be out and in the communities. This is partially since many clients do not have a cell phone, landline, or internet access. They are used to having someone physically come to see them and that has not been possible with COVID.
 1. Staff will be going in as soon as possible to check on clients and start rebuilding those relationships.
- d. Jennifer & Amber (Safe Home)
- Safe Home has been steady, but not busy.
 - Still running at 50% capacity.
 - No interruption in service.
 - Crisis line is still going steady as well.
 - ASIST training will be coming up in July. Hoping to have spaces available for 1 or 2 people per interested agency to attend. More information will be sent out when dates are confirmed.
 - Outreach has been busy and has seen many referrals come in from the crisis line.
- e. Krista (Victim’s Services Unit, Rainbow Lake & Chateh)
- Court has resumed in Chateh.
 - Limiting in-person contact by doing mail outs and over the phone connections when possible.
 1. Many community members are not travelling, so phone connections have been going very well.
 - Rainbow Lake/Chateh, High Level, & Fort Vermilion all have VSU offices.
 1. If you need to connect with one, just call the detachment and they can put you through.
- f. Sue (Rainbow Lake/Chateh RCMP)
- New staff are coming. Lots of turn over.



- Partnering with MacEwan University to find ways to combat bootlegging.
 1. Focussing on a holistic method, joining with students and faculty to deal with the root of the problem. This will be happening in May and June.
- Driving Forward is planning events for the summer months. More information and dates to come.
 1. "Our program which uses the power of sport to help build healing through mindfulness and resiliency techniques, helping our military, first responders and their families in the journey toward post traumatic growth"
- g. Val (Mackenzie Family Resource Network)
 - FRN has copies of a youth suicide prevention graphic novel.
 - Contact The Village if you would like copies.
 - Graphic novels and videos are available at this link. They can be printed as well as watched on YouTube.
 1. <https://www.alberta.ca/indigenous-youth-suicide-prevention.aspx#jumplinks-0>
- h. Alexa (Metis Local 74)
 - Office is open by appointment only to limit in-person interactions.
 - Food bank baskets are still available to families. They can be picked up by registered families every Thursday.
 - Contact the FV food bank to sign up for a monthly food hamper.
 - Partnered with the FRN to host Disaster Recovery Triple P sessions.
 - Resilience Tribute happened this week for the 1-year anniversary of the flood in Fort Vermilion.
 - Caribou Tufting program still has openings.
 - Paint night with an Indigenous artist still has openings.
 - Fish Scale art program has openings.
 - Follow "FV Metis Local Community Wellness" Facebook page to see events and updates.
- i. Amanda (High Level Native Friendship Centre)
 - COVID vaccination clinic will be at the centre every second week.
 - Food Bank is still busy.
 - MMIP Day is Wednesday May 5th. Making and selling red skirts.
 - Hosted a drumming and singing group virtually.
 - Centre is closed to the public and only open by appointment.
 - School is closed until Monday May 3rd.
 - Approved for money for 20 laptops for children in need. These are being given to Alex to distribute as needed.
 1. Funding for a tutor was also approved. Looking for someone to do this, pay will be up to \$25/hour.
- j. Treena & Lucille (AHS – Addictions and Mental Health)



- Wellness Exchange is running online with 5 different topics, rotating each week. Anyone can join in and continue from any starting point because the topics rotate each week.
- Have been working through the current waitlist.
- Walk in times in High Level end at 3:00pm.

k. Sheena (Mackenzie Family Resource Network)

- Circle of Security is running starting in May. There are 4-week and 8-week options. Both have high registration numbers so far. Poster is attached as an appendix.
- Follow @thevillagefrn on Facebook and Instagram. Everything is posted on there. Also have a mailing list that programs and newsletters are sent to.
- Website is now up and running.
 1. <http://thevillagefrn.ca/>
- Daily videos are being posted on Facebook.
 1. Monday – Baby & Me
 2. Tuesday – Teen Tips
 3. Wednesday – Little Movers
 4. Thursday – Home Visitation
 5. Friday – Family Fun Day

Next Meeting:

July 28th, 2021, 10:00 am

The Village

Mackenzie Family Resource Network Hub, Parent Education & Home Visitation Spokes

10905 100th Ave.

High Level, AB

780-926-4668

info@thevillagefrn.ca

@thevillagefrn on Facebook & Instagram



Appendix I

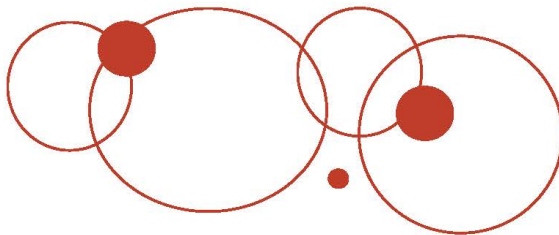
Supports to Early Learning

connect inspire collaborate

Supports to Early Learning and Child Care Programs is a regional support system that provides services to licensed child care programs, community agencies and affiliated organizations in Northwest Alberta.

Vision and Mission Statement...

... to have in place, strong regional representation of Early Learning and Child Care Programs through the development of regional partnerships and to partner in advocating for high quality child care for the betterment of Early Childhood Educators and families in our region.



Partnerships

We work collaboratively with regional community agencies to provide quality in Early Learning and Child Care.

Short- and long-term strategies are needed to ensure quality child care is available for families. It will take the collaborative efforts of all levels of government, community agencies and other organizations.

SUPPORTS AND SERVICES

Early Learning Consultants provide supports and services in the form of consultation to programs in the following areas:

- ❖ Interactions
- ❖ Administrative and Operations Support
- ❖ Environmental Design
- ❖ Mentorship
- ❖ Board Development
- ❖ Indoor/Outdoor Play Spaces
- ❖ Program Support

Regional Consultants facilitate on-site coordinated, specialized support services and provide resources to enable programs and agencies in meeting the need for quality child care.

Our goal is to increase sustainability and quality in Early Learning programs throughout the Northwest Region.

For More Information

Please contact us at 780-926-2032 Ext 302
Email: highlevel@ssdcs.ca

Funded by Children's Services through a contract with Stepping Stones Day Care Society.



Pebbles

Pebbles is a 3-hour workshop (condensed) that explores the complexity of behaviours that are observed in individuals diagnosed with Fetal Alcohol Spectrum Disorder.

This workshop was originally designed by Diane Malbin for the NWR FASD Society in Northern Alberta.

The workshop:

- Provides a basic understanding of the role of the brain in the behaviours observed in individuals with FASD.
- This session helps the individual to explore the complexity of this disability and discuss the type of strategies needed to support the individuals impacted with FASD within the home, community and classroom.
- There is opportunity to discuss specific behaviours within the home, community and classroom/school settings

The facilitator of this workshop, Wanda Beland, is a parent of now 4 adults prenatally exposed to alcohol and also the Executive Director/FASD Educator for the last 15 years for the NWR FASD Society – Mackenzie Network. The Pebbles workshop, always intended to ensure life experience learnings are included, will come from the perspective of a parent and a person who has worked in the field and developed programming for individuals in a rural/remote area of Northern Alberta.

Dates for the Pebbles presentation:

Friday, April 23, 2021 – 9:00 am-12:00

Friday, May 14, 2021 – 9:00 am – 12:00

There is no cost for the course for these two sessions.

Please email: Nancy Christian at: nancy@nwr-fasd.ab.ca

Or call 780-926-3375

Mackenzie Family Resource Network presents:



Circle of Security

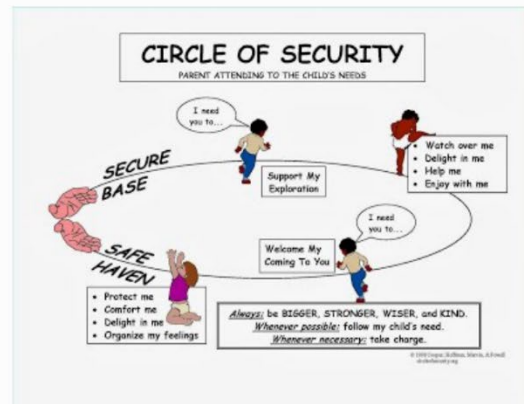
INTERNATIONAL™

Early Intervention Program for Parents & Children

At times all parents feel lost or without a clue about what our child might need from us. Imagine what it might feel like if you were able to make sense of what your child was really asking from you. The Circle of Security® Parenting™ program is based on decades of research about how secure parent-child relationships can be supported and strengthened.

Our trained Facilitators work with parents and care-givers to help them to:

- Understand their child's emotional world by learning to read emotional needs
- Support their child's ability to successfully manage emotions
- Enhance the development of their child's self esteem
- Honor the innate wisdom and desire for their child to be secure



2 Options available:

8 week online program
Tuesdays starting May 11th
6:30 - 8:00 pm

4 week online program
Wednesdays starting May 12th
6:30 - 8:30 pm

For more information, or to register, contact:
780-926-4668 or info@thevillagefrn.ca

