


MACKENZIE COUNTY

# REGULAR COUNCIL MEETING

**SEPTEMBER 10, 2019  
10:00 AM**

FORT VERMILION COUNCIL  
CHAMBERS

 780.927.3718

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

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**Mackenzie County**



**MACKENZIE COUNTY  
REGULAR COUNCIL MEETING**

**Tuesday, September 10, 2019  
10:00 a.m.**

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

**AGENDA**

|                                      |    |   | Page |
|--------------------------------------|----|---|------|
| <b>CALL TO ORDER:</b>                | 1. | a) Call to Order  |      |
| <b>AGENDA:</b>                       | 2. | a) Adoption of Agenda   |      |
| <b>ADOPTION OF PREVIOUS MINUTES:</b> | 3. | a) Minutes of the August 28, 2019 Regular Council Meeting   | 7    |
|                                      |    | b) Business Arising out of the Minutes  |      |
| <b>DELEGATIONS:</b>                  | 4. | a) Ann Everatt, President – Northern Lakes College (10:30 a.m.)   |      |
|                                      |    | b)  |      |
| <b>TENDERS:</b>                      | 5. | a) None   |      |
| <b>PUBLIC HEARINGS:</b>              |    | Public hearings are scheduled for 1:00 p.m.   |      |
|                                      | 6. | a) Bylaw 1150-19 Land Use Bylaw Amendment to Rezone SE 08-106-15-W5M from Urban Fringe “UF” to Hamlet Residential District 1B “H-R1B”(La Crete)         | 21   |
|                                      |    | b) Bylaw 1152-19 Land Use Bylaw Amendment to Rezone Part of NE 11-106-15-W5M from Agricultural “A” to Rural Industrial – General “RIG” (La Crete Rural) | 29   |
| <b>GENERAL REPORTS:</b>              | 7. | a) CAO and Director Reports for August 2019   | 39   |
|                                      |    | b) Disaster Recovery Program (DRP) Updates (Standing Item)  |      |
| <b>AGRICULTURE SERVICES:</b>         | 8. | a)  |      |
|                                      |    | b)  |      |

|                                    |     |    |  |     |
|------------------------------------|-----|----|--|-----|
| <b>COMMUNITY SERVICES:</b>         | 9.  | a) | Forest Resource Improvement Association of Alberta (FRIAA) Grant Applications            | 59  |
|                                    |     | b) | Fire Truck Procurement (to be presented at the meeting)                                  |     |
|                                    |     | c) |  |     |
| <b>FINANCE:</b>                    | 10. | a) | Policy FIN022 Budget Development and 2020 Budget Meeting Dates                           | 63  |
|                                    |     | b) | Funding Source for Council Motion 19-08-457 (Handi-bus Agreement – LA on Wheels Society) | 73  |
|                                    |     | c) | Tax Penalties – Request for Cancellation   | 75  |
|                                    |     | d) |  |     |
| <b>OPERATIONS:</b>                 | 11. | a) |  |     |
|                                    |     | b) |  |     |
| <b>UTILITIES:</b>                  | 12. | a) |  |     |
|                                    |     | b) |  |     |
| <b>PLANNING &amp; DEVELOPMENT:</b> | 13. | a) |  |     |
|                                    |     | b) |  |     |
| <b>ADMINISTRATION:</b>             | 14. | a) | Assessment Review Board Appointment  | 83  |
|                                    |     | b) | La Crete Agricultural Society – Request for Letter of Support                            | 85  |
|                                    |     | c) | Caribou Update (Standing Item)   |     |
|                                    |     | d) |  |     |
|                                    |     | e) |  |     |
| <b>COUNCIL COMMITTEE REPORTS:</b>  | 15. | a) | Council Committee Reports (verbal)   |     |
|                                    |     | b) | Municipal Planning Commission Meeting Minutes  | 89  |
|                                    |     | c) | Finance Committee Meeting Minutes  | 105 |

- |  |        |   |     |
|--|--------|---|-----|
|  | d)     | Agricultural Service Board Meeting Minutes  | 111 |
| <b>INFORMATION /<br/>CORRESPONDENCE:</b> | 16. a) | Information/Correspondence  | 117 |
| <b>CLOSED MEETING:</b>                   |        | <i>Freedom of Information and Protection of Privacy Act Division 2, Part 1 Exceptions to Disclosure</i> |     |
|  | 17. a) |   |     |
|  |        | b)  |     |
| <b>NOTICE OF MOTION:</b>                 | 18. a) |   |     |
| <b>NEXT MEETING<br/>DATES:</b>           | 19. a) | Regular Council Meeting<br>September 23, 2019<br>10:00 a.m.<br>Fort Vermilion Council Chambers          |     |
|  |        | b)  |     |
|  |        | Regular Council Meeting<br>October 8, 2019<br>10:00 a.m.<br>Fort Vermilion Council Chambers             |     |
| <b>ADJOURNMENT:</b>                      | 20. a) | Adjournment   |     |





Mackenzie County

# REQUEST FOR DECISION

|                      |  |
|----------------------|--|
| <b>Meeting:</b>      | <b>Regular Council Meeting</b>                                       |
| <b>Meeting Date:</b> | <b>September 10, 2019</b>  |
| <b>Presented By:</b> | <b>Carol Gabriel, Director of Legislative &amp; Support Services</b> |
| <b>Title:</b>        | <b>Minutes of the August 28, 2019 Regular Council Meeting</b>        |

**BACKGROUND / PROPOSAL:**

Minutes of the August 28, 2019, Regular Council Meeting are attached.

**OPTIONS & BENEFITS:**

**COSTS & SOURCE OF FUNDING:**

**SUSTAINABILITY PLAN:**

**COMMUNICATION / PUBLIC PARTICIPATION:**

Approved Council Meeting minutes are posted on the County website.

**POLICY REFERENCES:**

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

**RECOMMENDED ACTION:**

- Simple Majority       Requires 2/3       Requires Unanimous

That the minutes of the August 28, 2019 Regular Council Meeting be adopted as presented.

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



**MACKENZIE COUNTY  
REGULAR COUNCIL MEETING**

**August 28, 2019  
10:00 a.m.**

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

**PRESENT:** Josh Knelsen Reeve  
Jacquie Bateman Councillor  
Peter F. Braun Councillor  
Cameron Cardinal Councillor (teleconference, left the meeting  
at 11:55 a.m.)  
David Driedger Councillor  
Eric Jorgensen Councillor  
Anthony Peters Councillor  
Ernest Peters Councillor  
Lisa Wardley Councillor

**REGRETS:** Walter Sarapuk Deputy Reeve

**ADMINISTRATION:** Len Racher Chief Administrative Officer  
Byron Peters Deputy CAO  
Fred Wiebe Director of Utilities  
Doug Munn Director of Community Services  
David Fehr Director of Operations  
Carol Gabriel Director of Legislative & Support  
Services/Recording Secretary  
Jennifer Batt Interim Director of Finance  
Grant Smith Agricultural Fieldman

**ALSO PRESENT:** William Friesen, LA on Wheels Society  
Cpl. Adam Stokes, Fort Vermilion RCMP  
Cst. William White, Fort Vermilion RCMP  
Members of the public

Minutes of the Regular Council meeting for Mackenzie County held on August 28, 2019 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 19-08-455**      **MOVED** by Councillor Wardley

That the agenda be approved as presented.

**CARRIED**

**MINUTES FROM  
PREVIOUS  
MEETING:**

**3. a) Minutes of the August 13, 2019 Regular Council Meeting**

**MOTION 19-08-456**      **MOVED** by Councillor Driedger

That the minutes of the August 13, 2019 Regular Council Meeting be adopted as presented.

**CARRIED**

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

None.

**DELEGATIONS:**

**4. a) Wilhelm Friesen, LA on Wheels Society – Handi-Bus Agreement (Agenda Item #9.c)) (10:30 a.m.)**

**COMMUNITY  
SERVICES:**

**9. c) LA on Wheels – Handi-bus Agreement**

**MOTION 19-08-457**  
Requires 2/3

**MOVED** by Councillor Braun

That the Handi-bus agreement with the LA on Wheels Society be amended to include the maintenance of buses owned by the Society to a maximum cost of \$35,000 annually.

**CARRIED**

**TENDERS:**

**5. a) None**

**GENERAL  
REPORTS:**

**7. b) None**

**AGRICULTURE  
SERVICES:**

**8. a) None**

**COMMUNITY  
SERVICES:**

**9. a) Organizational Chart Amendment – Manager of Emergency & Protective Services**

**MOTION 19-08-458**      **MOVED** by Councillor E. Peters

That the position of Manager of Emergency & Protective Services be TABLED to after lunch.

**CARRIED**

**COMMUNITY SERVICES:**

**9. b) Fort Vermilion Processor/Wood Splitter Purchase**

**MOTION 19-08-459**      **MOVED** by Councillor Bateman

Requires 2/3

That the Fort Vermilion Processor/Wood Splitter project be cancelled and that the funds in the amount of \$33,200 be returned to the Vehicle & Equipment Reserve in the 2019 Budget.

**CARRIED**

**MOTION 19-08-460**      **MOVED** by Councillor Bateman

Requires 2/3

That the budget be amended to include \$6,000 for the contracted services for wood processing in 2019 with funds coming from the General Operating Reserve.

**CARRIED**

Reeve Knelsen recessed the meeting at 10:48 a.m. and reconvened the meeting at 11:04 a.m.

**GENERAL REPORTS:**

**7. a) Disaster Recovery Program (DRP) Updates  
(Standing Item)**

**MOTION 19-08-461**      **MOVED** by Councillor Jorgensen

That the Disaster Recovery Program update be received for information.

**CARRIED**

**FINANCE:**

**10. a) Policy ADM049 Bursaries**

**MOTION 19-08-462**      **MOVED** by Councillor Driedger

That Policy ADM049 Bursaries be AMENDED as presented.

**CARRIED**

**FINANCE: 10. b) Financial Reports – January 1, 2019 to July 31, 2019**

**MOTION 19-08-463 MOVED** by Councillor E. Peters

That the financial reports for January to July 2019 be received for information.

**CARRIED**

**OPERATIONS: 11. a) None**

**UTILITIES 12. a) None**

**PLANNING AND DEVELOPMENT: 13. a) Bylaw 1154-19 Land Use Bylaw Amendment to Rezone Plan 182 1653, Block 1, Lot 2 from Agricultural “A” to Rural Industrial – General “RIG” (La Crete Rural)**

**MOTION 19-08-464 MOVED** by Councillor Braun

That first reading be given to Bylaw 1154-19 being a Land Use Bylaw Amendment to rezone Plan 182 1653, Block 1, Lot 2 from Agricultural “A” to Rural Industrial General “RIG”, subject to public hearing input.

**CARRIED**

**PLANNING AND DEVELOPMENT: 13. b) Bylaw 1155-19 Land Use Bylaw Amendment to amend the definition of Dwelling-Row**

**MOTION 19-08-465 MOVED** by Councillor Jorgensen

That first reading be given to Bylaw 1155-19 being a Land Use Bylaw Amendment to amend the definition of Dwelling-Row.

**DEFEATED**

**MOTION 19-08-466 MOVED** by Councillor Jorgensen

That administration investigate options to add or revise a definition and use for multi-family dwellings under Section 2 of the Land Use Bylaw.

**CARRIED**

**PLANNING AND 13. c) Township Road 1042 Road Allowance Use**

**DEVELOPMENT:**

Councillor Cardinal left the meeting at 11:55 a.m.

**MOTION 19-08-467**      **MOVED** by Councillor Wardley

That a moratorium for road building and road closures be placed on the road allowance on Township Road 1042 for potential utility development.

**CARRIED**

Reeve Knelsen recessed the meeting at 12:03 p.m. and reconvened the meeting at 1:00 p.m.

**DELEGATIONS:**      **4. b) Fort Vermilion RCMP**

**MOTION 19-08-468**      **MOVED** by Councillor E. Peters

That the RCMP report be received for information.

**CARRIED**

**PUBLIC HEARINGS:**      **6. a) Bylaw 1145-19 Land Use Bylaw Amendment to Rezone Plan 162 0364, Block 24, Lots 18, 19, 20, 21 & 22 from Hamlet Residential 1A "H-R1A" to Hamlet Residential 1B "H-R1B" (La Crete)**

Reeve Knelsen called the public hearing for Bylaw 1145-19 to order at 1:18 p.m.

Reeve Knelsen asked if the public hearing for proposed Bylaw 1145-19 was properly advertised. Byron Peters, Deputy CAO, answered that the bylaw was advertised in accordance with the Municipal Government Act.

Reeve Knelsen asked the Development Authority to outline the proposed Land Use Bylaw Amendment. Byron Peters, Deputy CAO, presented the following:

*Mackenzie County received a request to rezone the following lots 18, 19, 20, 21 and 22 within Block 24, Plan 162 0364 from Hamlet Residential 1A "H-R1A" to Hamlet Residential 1B "H-R1B" to allow for houses without attached garages. Currently, these lots in H-R1A must have Single Family Dwellings with attached garages.*

*The applicant would like to rezone these lots, because he feels that they would sell quicker if the buyers had the option of having the attached garage or not. These lots have been for sale for 3 years and haven't sold.*

*There is a zoning for manufactured homes south of these lots.*

*The intention of the H-R1B district is for a mix of development between single detached dwellings with or without garage-attached or garage-detached.*

*First reading was given on July 24, 2019.*

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

- *Discussion regarding notification to the landowner of the vacant lot on 11005 of the rezoning.*

Reeve Knelsen asked if any submissions were received in regards to proposed Bylaw 1145-19. No submissions were received.

Reeve Knelsen asked if there was anyone present who would like to speak in regards to the proposed Bylaw 1145-19. There was no one was present to speak to the proposed bylaw.

Reeve Knelsen closed the public hearing for Bylaw 1145-19 at 1:21 p.m.

**MOTION 19-08-469** **MOVED** by Councillor Braun

That second reading be given to Bylaw 1145-19 being a Land Use Bylaw Amendment to rezone Plan 162 0364, Block 24, Lots 18, 19, 20, 21 & 22 from Hamlet Residential 1A "H-R1A" to Hamlet Residential 1B "H-R1B".

**CARRIED**

**MOTION 19-08-470** **MOVED** by Councillor Wardley

That third reading be given to Bylaw 1145-19 being a Land Use Bylaw Amendment to rezone Plan 162 0364, Block 24, Lots 18, 19, 20, 21 & 22 from Hamlet Residential 1A "H-R1A" to Hamlet Residential 1B "H-R1B".

**CARRIED**

**PUBLIC HEARINGS: 6. b) Bylaw 1148-19 Land Use Bylaw Amendment to Rezone Plan 892 2718,, Lot 2, & NE 26-105-15-W5M from Agricultural "A" to Rural Industrial General "RIG" (La Crete Rural)**

Reeve Knelsen called the public hearing for Bylaw 1148-19 to order at 1:22 p.m.

Reeve Knelsen asked if the public hearing for proposed Bylaw 1148-19 was properly advertised. Byron Peters, Deputy CAO, answered that the bylaw was advertised in accordance with the Municipal Government Act.

Reeve Knelsen asked the Development Authority to outline the proposed Land Use Bylaw Amendment. Byron Peters, Deputy CAO, presented the following:

*Mackenzie County received a request to rezone Lot 2, Plan 892 2718 & NE 26-105-15-W5M from Agricultural "A" to Rural Industrial General "RIG" otherwise known as the La Crete Sawmills. Currently, these properties are not zoned correctly to accommodate the sawmill.*

*This rezoning will bring everything into compliance. The applicant was granted a temporary permit to construct an addition to their existing office building. This permit was given on the condition that the property would need to be rezoned from "A" to "RIG".*

*The intention of the RIG district is to provide for heavy industrial uses on large land parcels, distant from residential uses.*

*First reading was given on July 24, 2019.*

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 1148-19. No submissions were received.

Reeve Knelsen asked if there was anyone present who would like to speak in regards to the proposed Bylaw 1148-19. There was

no one was present to speak to the proposed bylaw.

Reeve Knelsen closed the public hearing for Bylaw 1148-19 at 1:23 p.m.

**MOTION 19-08-471**      **MOVED** by Councillor Bateman

That second reading be given to Bylaw 1148-19 being a Land Use Bylaw Amendment to rezone Plan 892 2718,, Lot 2 & NE 26-105-15-W5M from Agricultural "A" to Rural Industrial General "RIG" to accommodate Natural Resource Processing.

**CARRIED**

**MOTION 19-08-472**      **MOVED** by Councillor E. Peters

That third reading be given to Bylaw 1148-19 being a Land Use Bylaw Amendment to rezone Plan 892 2718,, Lot 2 & NE 26-105-15-W5M from Agricultural "A" to Rural Industrial General "RIG" to accommodate Natural Resource Processing.

**CARRIED**

**ADMINISTRATION:**      **14. a) Mackenzie Region Aboriginal Interagency Committee Meetings**

**MOTION 19-08-473**      **MOVED** by Councillor Wardley

That the request for Mackenzie Region Aboriginal Interagency Committee representation be forwarded to the local Family & Community Support Services for consideration.

**CARRIED**

**ADMINISTRATION:**      **14. b) Canadian Bison Association – Grant Extension to Invest in Dealing with Diseased Northern Bison**

**MOTION 19-08-474**      **MOVED** by Councillor Bateman

That Mackenzie County does not support the letter from the Canadian Bison Association regarding their request for a grant extension to invest in dealing with diseased northern bison.

**CARRIED**

**MOTION 19-08-475**      **MOVED** by Councillor Wardley



That Mackenzie County send a letter to the Minister of Agriculture and Forestry in regards to funding for the eradication of brucellosis and tuberculosis in and around the Wood Buffalo National Park.

**CARRIED**

**ADMINISTRATION: 14. c) Caribou Update (Standing Item)**

**MOTION 19-08-476 MOVED** by Councillor Driedger

That the caribou update be received for information.

**CARRIED**

**COUNCIL COMMITTEE REPORTS: 15. a) Council Committee Reports (verbal)**

**MOTION 19-08-477 MOVED** by Councillor Braun

That the Council committee reports be received for information.

**CARRIED**

**COUNCIL COMMITTEE REPORTS: 15. b) Municipal Planning Commission Meeting Minutes**

**MOTION 19-08-478 MOVED** by Councillor Bateman

That the Municipal Planning Commission meeting minutes of August 8, 2019 be received for information.

**CARRIED**

**COUNCIL COMMITTEE REPORTS: 15. c) Community Services Committee Meeting Minutes**

**MOTION 19-08-479 MOVED** by Councillor E. Peters

That the unapproved Community Services Committee meeting minutes of August 7, 2019 be received for information.

**CARRIED**

**INFORMATION /  
CORRESPONDENC:**

**16. a) Information/Correspondence**

**MOTION 19-08-480**

**MOVED** by Councillor Wardley

That administration research the GST audit concerns expressed by the Town of Peace River, as it applies to Mackenzie County.

**CARRIED**

**MOTION 19-08-481**

**MOVED** by Councillor Driedger

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

**CARRIED**

Reeve Knelsen recessed the meeting at 2:23 p.m. and reconvened the meeting at 2:32 p.m.

**CLOSED MEETING:**

**17. Closed Meeting**

**MOTION 19-08-482**

**MOVED** by Councillor Braun

That Council move into a closed meeting at 2:33 p.m. to discuss the following:

- 17. a) Union Negotiations Update (*FOIP, Div. 2, Part 1, s. 23, 24*)
- 17. b) Disaster Recovery Program Update (*FOIP, Div. 2, Part 1, s.17*)

**CARRIED**

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

- All Councillors
- Len Racher, Chief Administrative Officer
- Byron Peters, Deputy Chief Administrative Officer
- Carol Gabriel, Director of Legislative & Support Services
- Jennifer Batt, Interim Director of Finance
- Dave Fehr, Director of Operations
- Doug Munn, Director of Community Services

Administration left the meeting at 3:25 p.m.

**MOTION 19-08-483**      **MOVED** by Councillor Jorgensen

That Council move out of a closed meeting at 4:56 p.m.

**CARRIED**

**17. a) Union Negotiations Update**

**MOTION 19-08-484**      **MOVED** by Councillor Bateman

That the union negotiations update be received for information.

**CARRIED**

**17. b) Disaster Recovery Program Update**

**MOTION 19-08-485**      **MOVED** by Councillor Bateman

That the Disaster Recovery Program update be received for information.

**CARRIED**

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

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

**DATE:**

Regular Council Meeting  
September 10, 2019  
10:00 a.m.  
Fort Vermilion Council Chambers

Regular Council Meeting  
September 23, 2019  
10:00 a.m.  
Fort Vermilion Council Chambers

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

**MOTION 19-08-486**      **MOVED** by Councillor Jorgensen

That the Council meeting be adjourned at 4:57 p.m.

**CARRIED**

These minutes will be presented to Council for approval on September 10, 2019.

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Joshua Knelsen  
Reeve

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Lenard Racher  
Chief Administrative Officer

UNAPPROVED



Mackenzie County

# REQUEST FOR DECISION

|                      |  |
|----------------------|--|
| <b>Meeting:</b>      | <b>Regular Council Meeting</b>   |
| <b>Meeting Date:</b> | <b>September 10, 2019</b>  |
| <b>Presented By:</b> | <b>Byron Peters, Deputy Chief Administrative Officer</b>   |
| <b>Title:</b>        | <b>PUBLIC HEARING<br/>Bylaw 1150-19 Land Use Bylaw Amendment to Rezone SE 08-106-15-W5M from Urban Fringe “UF” to Hamlet Residential District 1B “H-R1B”(La Crete)</b> |

**BACKGROUND / PROPOSAL:**

Bylaw 1014-16 was approved on February 22, 2016 as a rezoning bylaw for SE 8-106-15-W5M and Plan 102 2263, Block 01, Lot 03. The location was rezoned from Urban Fringe “UF” to Hamlet Residential 1B “HR1-B” to accommodate Dwelling – Single Family developments with or without Garage – Attached.

Upon review, the bylaw has a typographical error that reads SE 8-106-17-W5M, but should read SE 8-106-15-W5M. The rezoning for Plan 102 2263, Block 01, Lot 03 is correct and does not need to be amended.

In order to correct the mistake, another amendment must be made.

This item went for first reading on July 24, 2019 and the following motion was made:

**MOTION 19-07-398**      **MOVED** by *Councillor Bateman*

*That first reading be given to Bylaw 1150-19 being a Land Use Bylaw amendment to rezone SE 8-106-15-W5M from Urban Fringe “UF” to Hamlet Residential 1B “H-R1B to accommodate Dwelling – Single Family developments with or without a Garage – Attached, subject to public hearing input.*

**CARRIED**

**Author:** C Smith      **Reviewed by:** B Peters      **CAO:** \_\_\_\_\_

**OPTIONS & BENEFITS:**

Passing of this bylaw will correct the error made on the land location and rezone the correct property.

**COSTS & SOURCE OF FUNDING:**

Cost of advertising will come from the Planning and Development operating budget as this is a correction.

**SUSTAINABILITY PLAN:**

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

**COMMUNICATION / PUBLIC PARTICIPATION:**

The bylaw amendment has been advertised as per MGA requirements, this includes all adjacent landowners.

**POLICY REFERENCES:**

N/A

**RECOMMENDED ACTION:**

Motion 1

Simple Majority       Requires 2/3       Requires Unanimous

That second reading be given to Bylaw 1150-19 being a Land Use Bylaw amendment to rezone SE 8-106-15-W5M from Urban Fringe “UF” to Hamlet Residential 1B “H-R1B to accommodate Dwelling – Single Family development with or without a Garage – Attached.

Motion 2

Simple Majority       Requires 2/3       Requires Unanimous

That third reading be given to Bylaw 1150-19 being a Land Use Bylaw amendment to rezone SE 8-106-15-W5M from Urban Fringe “UF” to Hamlet Residential 1B “H-R1B to accommodate Dwelling – Single Family development with or without a Garage – Attached.

**Author:** C Smith      **Reviewed by:** B Peters      **CAO:** \_\_\_\_\_

**BYLAW NO. 1150-19**  
**BEING A BYLAW OF**  
**MACKENZIE COUNTY**  
**IN THE PROVINCE OF ALBERTA**

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

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

**WHEREAS**, Mackenzie County has adopted the Mackenzie County Land Use Bylaw in 2017, and

**WHEREAS**, the Council of Mackenzie County, in the Province of Alberta, has deemed it desirable to amend the Mackenzie County Land Use Bylaw to accommodate hamlet Dwelling – Single Family development with or without Garages – Attached.

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

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

SE 8-106-15-W5M

within the hamlet of La Crete, be rezoned from Urban Fringe “UF” to Hamlet Residential District 1B “H-R1B” as outlined in Schedule “A” hereto attached.

READ a first time this 24<sup>th</sup> day of July, 2019.

PUBLIC HEARING held this \_\_\_ day of \_\_\_\_\_, 2019

READ a second time this \_\_\_ day of \_\_\_\_\_, 2019.

READ a third time and finally passed this \_\_\_ day of \_\_\_\_\_, 2019.

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Joshua Knelsen  
Reeve

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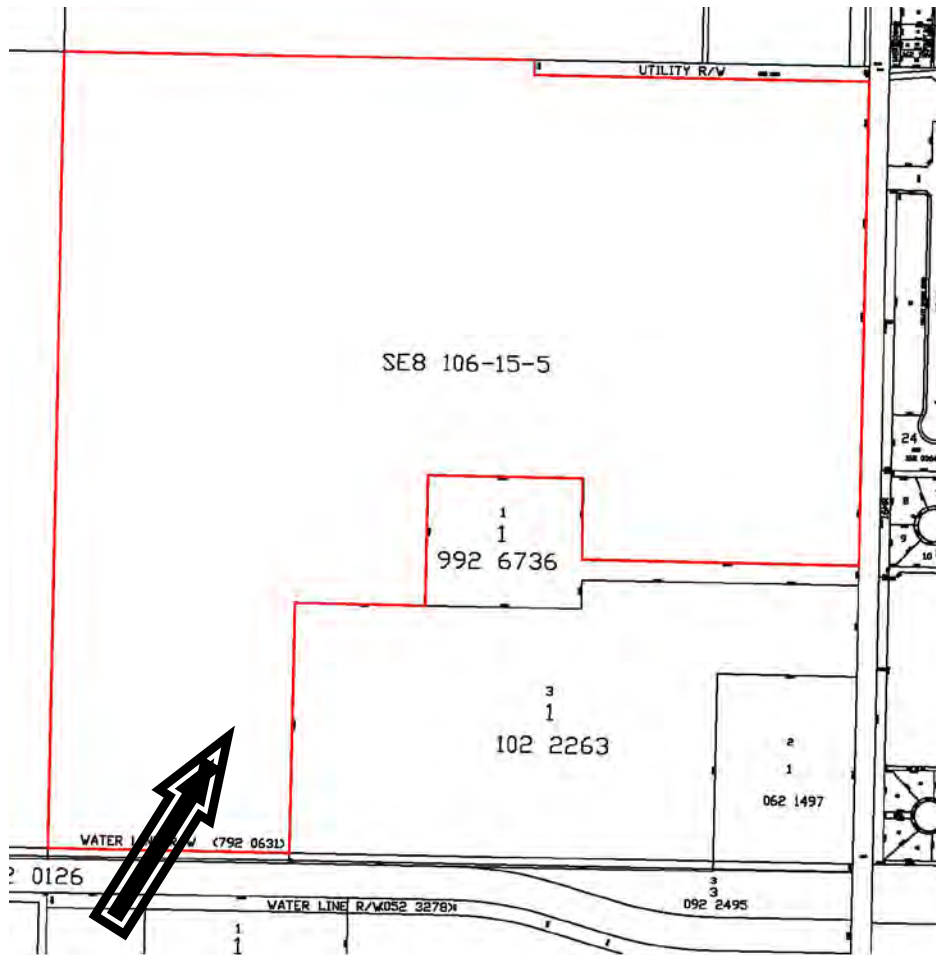
Lenard Racher  
Chief Administrative Officer

**BYLAW No. 1150-19**

**SCHEDULE "A"**

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

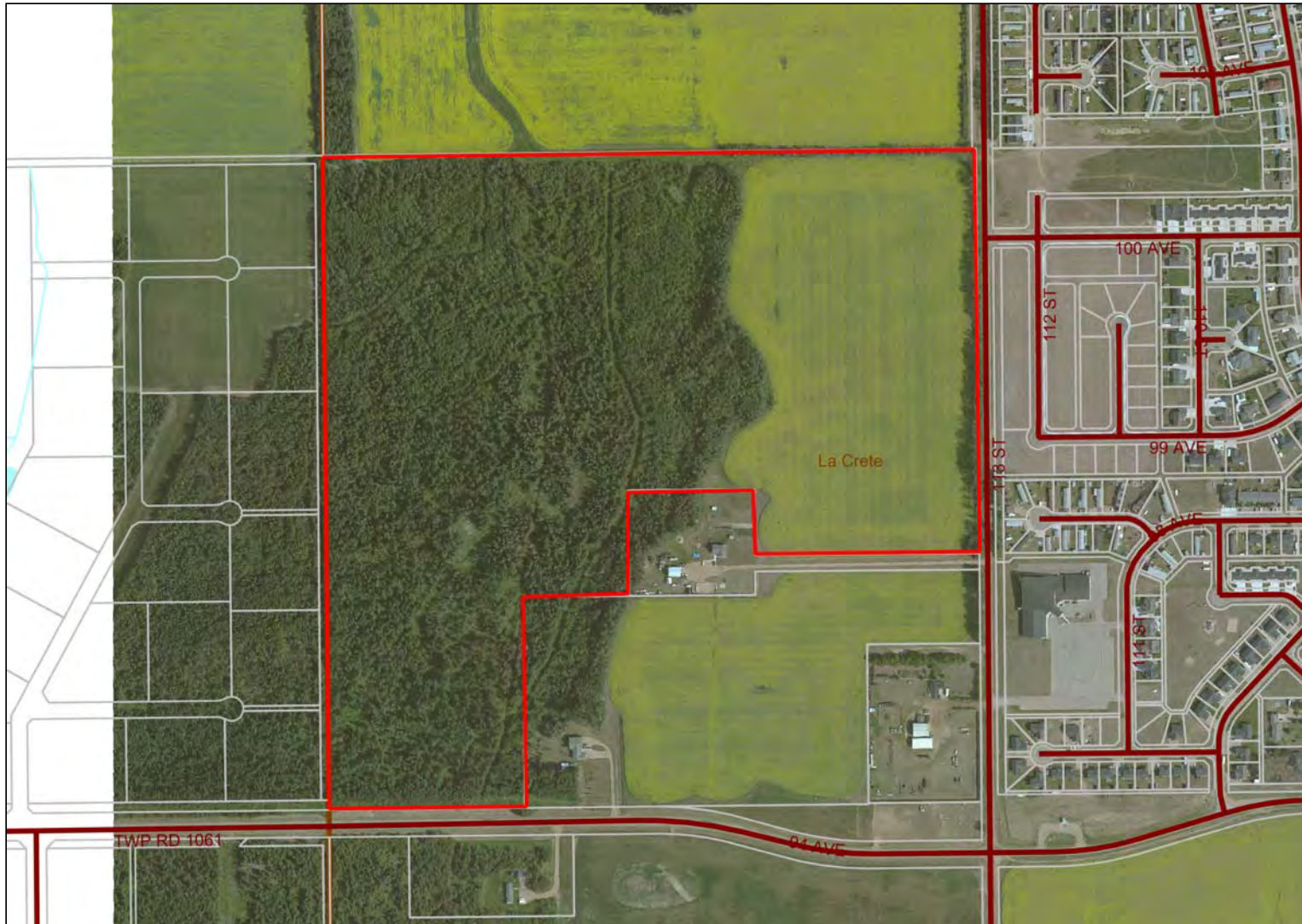
SE 8-106-15-W5M within hamlet of La Crete be rezoned from Urban Fringe "UF" to Hamlet Residential 1B "H-R1B"














FROM: Urban Fringe "UF"

TO: Hamlet Residential District 1B "H-R1B"







### Legend

-  Lot Lines
-  Hydro Features
-  Roads
-  Alberta Roads
-  Indian Reserves
-  County Boundary
-  Railway
-  Cadastre
-  Industrial Accounts
-  Crown/Leased Land
-  Hamlet Boundaries

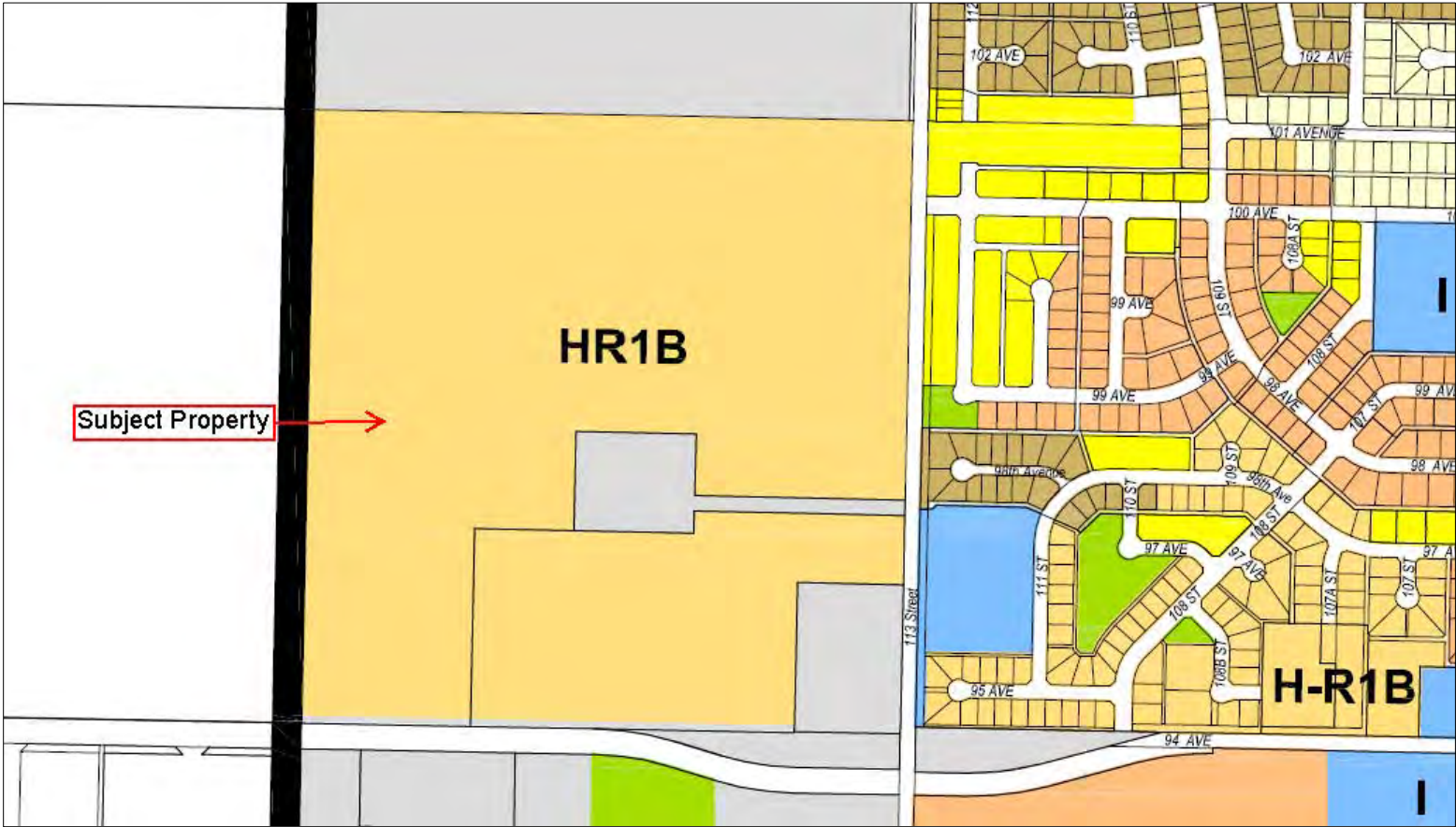


  
Scale 1: 7,500

100 yd   
100 m 

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# BYLAW AMENDMENT APPLICATION



File No. Bylaw 1150-19

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**NOT TO SCALE**



**Mackenzie County**

**Mackenzie County**

**PUBLIC HEARING FOR LAND USE BYLAW AMENDMENT**

**BYLAW 1150-19**

**Order of Presentation**

\_\_\_\_\_ This Public Hearing will now come to order at \_\_\_\_\_.

\_\_\_\_\_ Was the Public Hearing properly advertised?

\_\_\_\_\_ Will the Development Authority \_\_\_\_\_, please outline the proposed Land Use Bylaw Amendment and present his submission.

\_\_\_\_\_ Does the Council have any questions of the proposed Land Use Bylaw Amendment?

\_\_\_\_\_ Were any submissions received in regards to the proposed Land Use Bylaw Amendment? *If yes, please read them.*

\_\_\_\_\_ Is there anyone present who would like to speak in regards of the proposed Land Use Bylaw Amendment?

\_\_\_\_\_ If YES: Does the Council have any questions of the person(s) making their presentation?

\_\_\_\_\_ This Hearing is now closed at \_\_\_\_\_.

**REMARKS/COMMENTS:**











**BYLAW NO. 1152-19**  
**BEING A BYLAW OF**  
**MACKENZIE COUNTY**  
**IN THE PROVINCE OF ALBERTA**

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

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

**WHEREAS**, Mackenzie County has adopted the Mackenzie County Land Use Bylaw in  
2017, and

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

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

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

Part of NE 11-106-15-W5M

within Mackenzie County, be rezoned from Agricultural “A” to Rural Industrial – General  
“RIG” as outlined in Schedule “A” hereto attached.

READ a first time this 13<sup>th</sup> day of August, 2019.

PUBLIC HEARING held this \_\_\_ day of \_\_\_\_\_, 2019

READ a second time this \_\_\_ day of \_\_\_\_\_, 2019.

READ a third time and finally passed this \_\_\_ day of \_\_\_\_\_, 2019.

---

Joshua Knelsen  
Reeve

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Lenard Racher  
Chief Administrative Officer

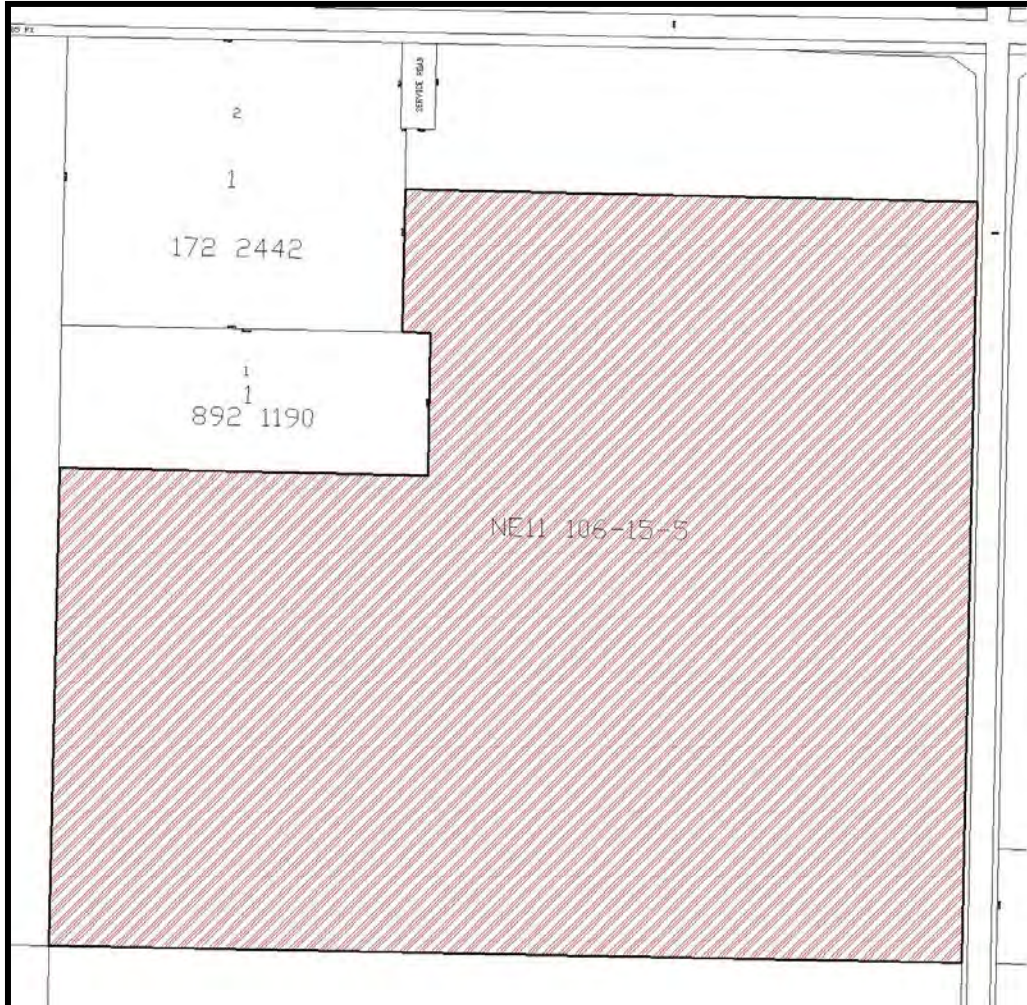
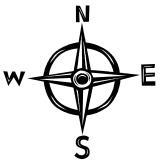


**BYLAW No. 1152-19**

**SCHEDULE "A"**

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

Part of NE 11-106-15-W5M within Mackenzie County, be rezoned from Agricultural "A" to Rural Industrial – General "RIG".



FROM: Agricultural "A"

TO: Rural Industrial – General "RIG"

# LAND USE BYLAW AMENDMENT APPLICATION

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

|  |                              |      |
|--|------------------------------|------|
| NAME OF APPLICANT<br><i>DAVID K FLOESE</i> |                              |      |
| ADDRESS<br><i>Box 84</i>                   |                              |      |
| CITY/TOWN<br><i>LA CLETTE, AB</i>          |                              |      |
| POSTAL CODE (RES.)                         | PHONE<br><i>780.821.0860</i> | BUS. |

COMPLETE ONLY IF DIFFERENT FROM APPLICANT

|   |                                     |      |
|---|-------------------------------------|------|
| NAME OF REGISTERED OWNER<br><i>JON DRIEDGER</i> |                                     |      |
| ADDRESS<br><i>Box 1291</i>                      |                                     |      |
| CITY/TOWN<br><i>LA CLETTE, AB</i>               |                                     |      |
| POSTAL CODE                                     | PHONE (RES.)<br><i>780.841.7771</i> | BUS. |

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

| QTR./LS.      | SEC.      | TWP.       | RANGE     | M.        | OR | PLAN | BLK | LOT |
|---------------|-----------|------------|-----------|-----------|----|------|-----|-----|
| <i>NE 1/4</i> | <i>11</i> | <i>106</i> | <i>15</i> | <i>45</i> |    |      |     |     |

**LAND USE CLASSIFICATION AMENDMENT PROPOSED:**

FROM: *FARM* TO: *INDUSTRIAL*

**REASONS SUPPORTING PROPOSED AMENDMENT:**

*FOR INDUSTRIAL DEVELOPMENT ONLY ON THE SOUTH 1/2 OF THIS 1/4 SECTION.*

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

I/WE HAVE ENCLOSED THE REQUIRED APPLICATION FEE OF \$ *560.00* RECEIPT NO. \_\_\_\_\_

*[Signature]* DATE *July 12/19*

APPLICANT SIGNATURE

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

*[Signature]* DATE *July 12/19*

REGISTERED OWNER SIGNATURE

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



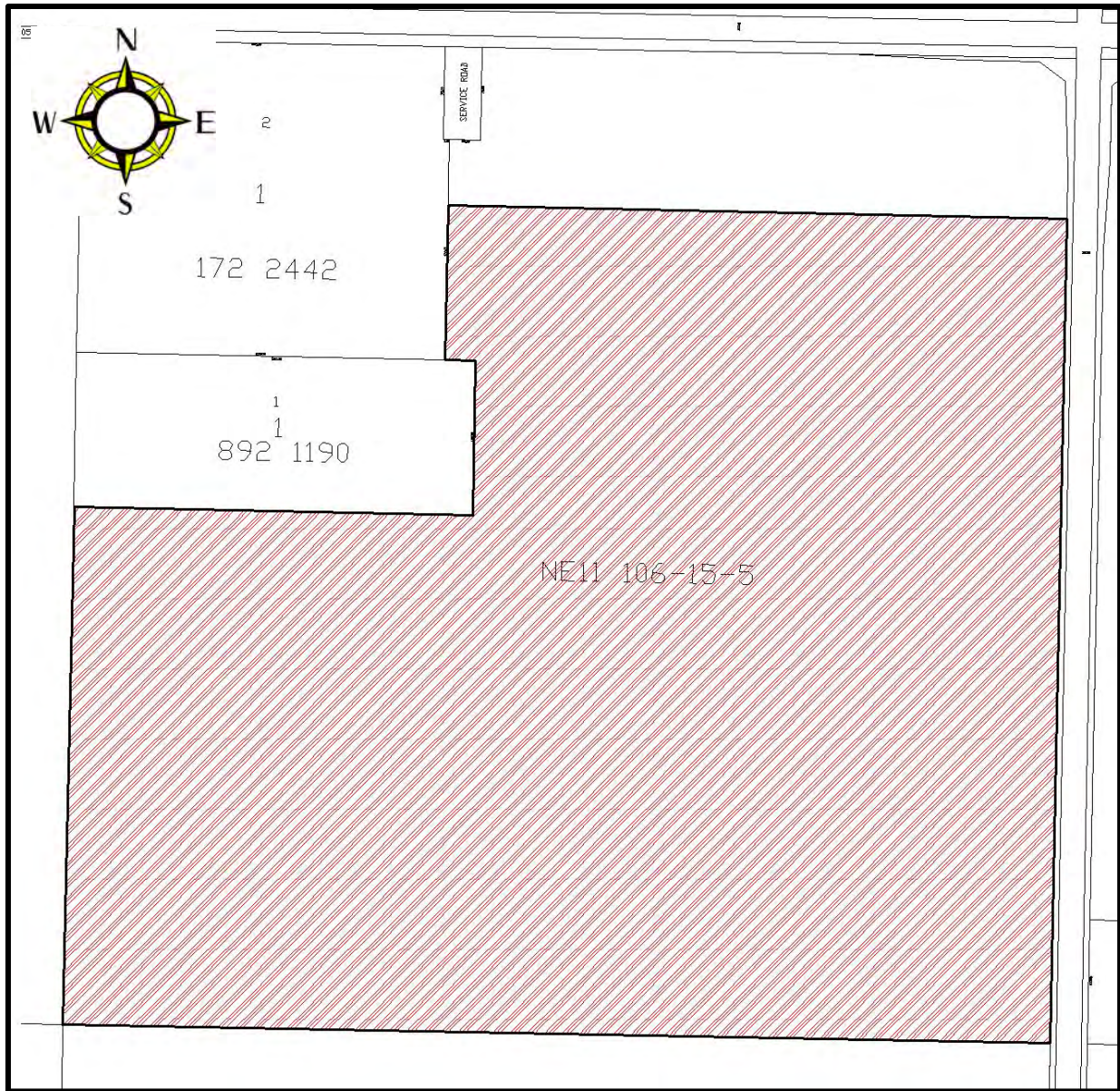
Phone: (780) 927-3718  
Fax: (780) 927-4266  
Email: office@mackenziecounty.com  
www.mackenziecounty.com







# BYLAW AMENDMENT APPLICATION



File No. Bylaw 1152-19

**NOT TO SCALE**

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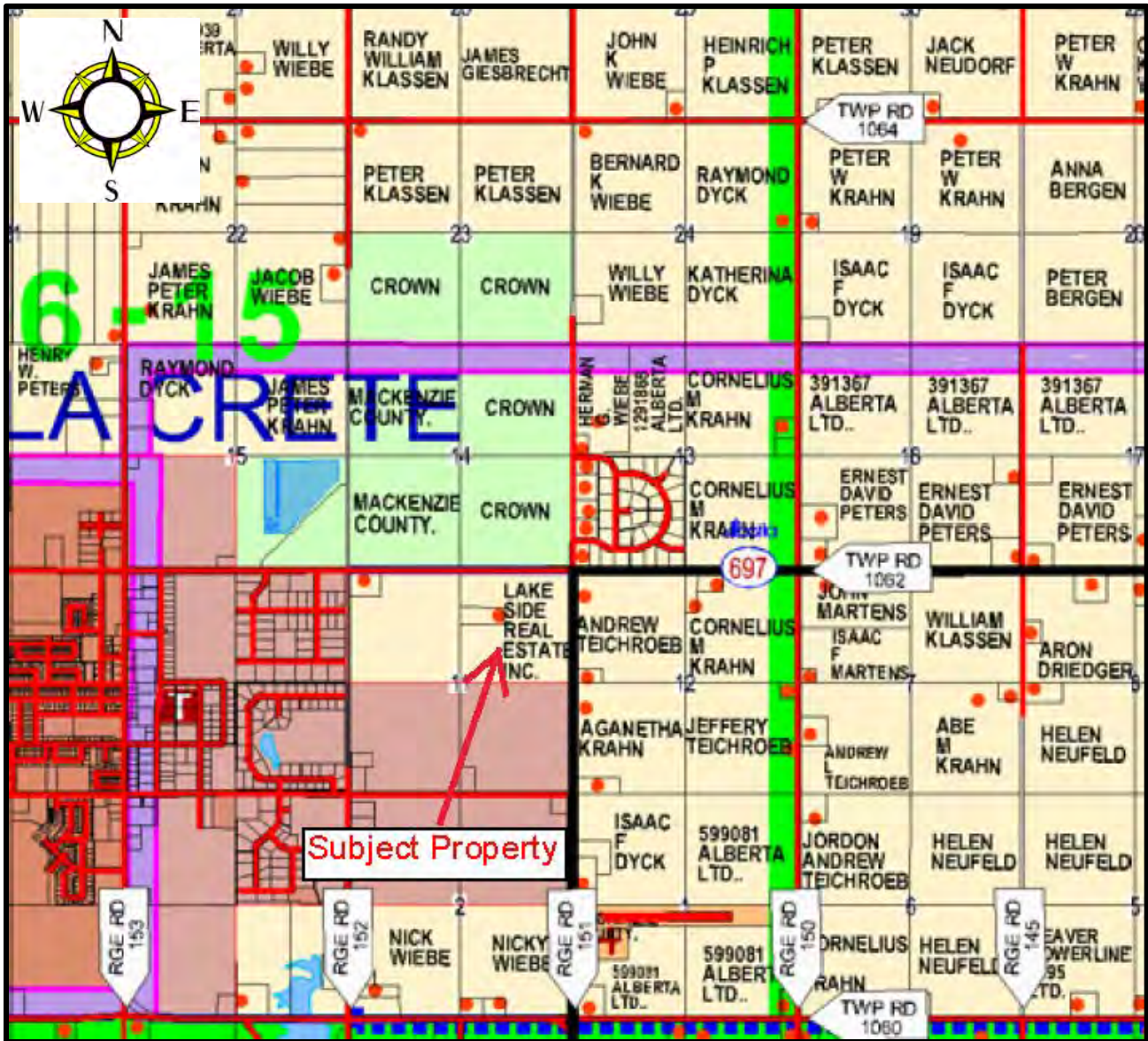
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**Mackenzie County**



# BYLAW APPLICATION



File No. Bylaw 1152-19

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**Mackenzie County**

**Mackenzie County**

**PUBLIC HEARING FOR LAND USE BYLAW AMENDMENT**

**BYLAW 1152-19**

**Order of Presentation**

\_\_\_\_\_ This Public Hearing will now come to order at \_\_\_\_\_.

\_\_\_\_\_ Was the Public Hearing properly advertised?

\_\_\_\_\_ Will the Development Authority \_\_\_\_\_, please outline the proposed Land Use Bylaw Amendment and present his submission.

\_\_\_\_\_ Does the Council have any questions of the proposed Land Use Bylaw Amendment?

\_\_\_\_\_ Were any submissions received in regards to the proposed Land Use Bylaw Amendment? *If yes, please read them.*

\_\_\_\_\_ Is there anyone present who would like to speak in regards of the proposed Land Use Bylaw Amendment?

\_\_\_\_\_ If YES: Does the Council have any questions of the person(s) making their presentation?

\_\_\_\_\_ This Hearing is now closed at \_\_\_\_\_.

**REMARKS/COMMENTS:**



Mackenzie County

# REQUEST FOR DECISION

|                      |   |
|----------------------|---|
| <b>Meeting:</b>      | <b>Regular Council Meeting</b>                    |
| <b>Meeting Date:</b> | <b>September 10, 2019</b>                         |
| <b>Presented By:</b> | <b>Len Racher, Chief Administrative Officer</b>   |
| <b>Title:</b>        | <b>CAO &amp; Directors Report for August 2019</b> |

**BACKGROUND / PROPOSAL:**

The CAO and Director reports for August 2019 are attached for information.

**OPTIONS & BENEFITS:**

**COSTS & SOURCE OF FUNDING:**

**SUSTAINABILITY PLAN:**

**COMMUNICATION / PUBLIC PARTICIPATION:**

**POLICY REFERENCES:**

**RECOMMENDED ACTION:**

- Simple Majority       Requires 2/3       Requires Unanimous

That the CAO and Directors reports for August 2019 be received for information.

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

## MONTHLY REPORT: CHIEF ADMINISTRATIVE OFFICER TO COUNCIL

For the Month of August 2019

From: Len Racher  
Chief Administrative Officer

### **AUGUST 2019 MEETINGS**

- August 6 Met with Laurie Halldorson regarding the Disaster Recovery Program
- Road Construction Meeting
- *Discuss roads to new lands*
- August 7 Meeting with Ernie Kroeker
- Community Services Committee Meeting
- August 9 RMA Zone Meeting
- August 13 Regular Council Meeting
- August 16 Mackenzie County Office Safety Meeting
- August 19 Red Tape Reduction Discussion
- Tri-Council Secretariat Meeting in High Level
- August 20 Joint Health and Safety Committee Meeting
- August 21 Discussion re: Emergency Plan for Seniors  
*Met with Mary Mercredi and Clarke McAskile from Boreal Housing Foundation and Alberta Health Services.*
- Meeting with High Level Forestry
- Regarding their reclamation start-up.
- August 22 Agriculture Service Board Meeting
- August 26 Finance Committee Meeting
- August 27 Committee of the Whole Meeting
- August 28 Council Meeting
- August 29 Managers Meeting



I will be on holidays beginning August 30<sup>th</sup>, returning on September 19<sup>th</sup>. Byron will be acting CAO in my absence; Carol will also be available to answer any questions that you may have.

I will not be answering my phone or emails unless it is an absolute emergency. Thank you.

Respectfully,

Len Racher  
Chief Administrative Officer

## Monthly Report to the CAO

For the month of August, 2019

From: Byron Peters,  
Deputy Chief Administrative Officer

### Strategic Priorities for Planning & Development

| Program/Activity/Project              | Timeline | Comments  |
|---------------------------------------|----------|---|
| Land Use Framework                    | TBA      | Province has formally started pre-planning for the LPR. Recent comments suggest that the LPR will begin soon.   |
| Community Infrastructure Master Plans | Q1 2019  | Received second draft of offsite levies for review. Administration currently reviewing, will need to complete a level of engagement with the development community. Transportation Master Plan is being reviewed in conjunction with DEV001 policy. |

### Annual Operating Programs, Projects and Activities

| Program/Activity/Project      | Timeline | Comments  |
|-------------------------------|----------|---|
| Economic Development Strategy | Ongoing  | Proceeding with industrial lands project near La Crete. CARES grant extension agreement has been submitted with a project completion date set for January 15, 2021. ICCI grants in progress – focus on value added Ag. Drafted Ag Ec Dev strategy – need to implement the network to see it through.  |
| Streetscape                   | Ongoing  | <b>La Crete-</b> Decision made to continue tree planting in La Crete - looking for solutions for areas that are affected by the fibre optic cables (planter boxes etc.)<br><b>Fort Vermilion-</b> Waiting on railing of viewing deck to be completed. Prioritizing the big lookout deck as the next project and applying for CFEP grant through FVBoT. Deck design is still in discussions. |

|  |                                |  |
|--|--------------------------------|--|
| MGA Updates  | Ongoing                        | Documented applicable MGA updates and implementing these changes through the planning department. Outstanding items include: offsite levies, tax incentives, joint planning agreements with schools and many more.   |
| Fort Vermilion Flood Risk Assessment   | Q2 2019                        | Complete, final financial documents to be submitted. Letter to be sent to AEP regarding County involvement in Stream 2 of the assessment. Administration looking for applicable mitigation grant.  |
| Airport Planning   | 2019                           | WSP has been engaged to update the AVPA for LC and FV airports, and to revise the airport development plans. Engaged consultant to update the GPS approaches this year.  |
| Inter-municipal Collaboration Frameworks and Inter-municipal Development Plans | April 2020 completion deadline | <p><b>Rainbow Lake:</b> Draft MOU agreement was sent to Rainbow Lake – more negotiations needed.</p> <p><b>High Level:</b> Preliminary discussions started at administrative level. No discussions recently.</p> <p><b>Northern Lights:</b> ICF agreement and bylaw have been approved by both Councils. To be submitted digitally to the MoMA before end of April. IDP exemption has been approved.</p> <p><b>MD Opportunity:</b> IDP exemption has been approved, and ICF submitted to the MoMA.</p> <p><b>Northern Sunrise:</b> IDP Exemption request is awaiting approval from the MoMa before proceeding with ICF.</p> <p><b>RM Wood Buffalo:</b> Awaiting draft ICF proposal from RMWB. IDP/ICF time extension request has been drafted.</p> |

**Personnel Update:**

Economic Development Officer is on parental leave – decision made to contract out the larger projects rather than temporarily fill the position.

**Other Comments:**

Safety Codes Council (SCC) conducted a full audit on our entire safety codes system/department from April 29<sup>th</sup> – May 2<sup>nd</sup>. Final audit package was received on June 26, 2019 which included a number of aspects to improve on. Some items are minor and technical and therefore easy to fix. Other items will likely require us to amend our Quality Management Plan (QMP, contract with the SCC), change level of service and/or do more enforcement in order for us to be compliant with the QMP. An extension was requested and granted for our audit response (due to the wildfire) and is now set for September 30, 2019.

Lionstooth Energy project nearly complete, with REDI administering the project.

Irrigation Study: Draft scope/Q&A was presented to ASB for discussion, and direction was received to continue in the direction that was proposed. A portion of this project ties in with the CARES grant.

## MONTHLY REPORT TO THE CAO

For the Month of August 2019

**From:** Fred Wiebe  
Director of Utilities

### Annual Operating Programs, Projects and Activities

| Program/Activity/Project                                 | Timeline | Comments  |
|--|----------|---|
| Water Distribution and Wastewater Collection Maintenance | Sept/19  | Summer maintenance is almost complete with sewer flushing being completed and hydrant flushing well underway. |

### Capital Projects

| Projects                                      | Timeline | Comments  |
|---|----------|---|
| FV-Frozen Water Service Repairs               | Nov/19   | 5 trickle systems and 7 aqua-flo services remaining to be repaired this summer.   |
| Rural Potable Water Infrastructure            | Oct/19   | Deficiencies have been corrected aside from some remaining landscaping.   |
| Potable Water Supply North of the Peace River | Oct/19   | EOI was sent in to ICIP. Awaiting to see if any other funding opportunities come up.  |
| Waterline Blue Hills                          | Oct/19   | Expressions of interest sent in to Investing in Canada Infrastructure grant. This was submitted as a part of the project above. Awaiting to see if any other funding opportunities come up. |
| Diversion License Review                      | Dec/19   | Proceeding as discussed. Topic of discussion at Water North Coalition.  |
| La Crete Future Water Supply Concept          | Dec/19   | Working on RFP scope details.   |
| LC Future Utility Servicing Plan              | May/19   | In progress.  |
| LC – Well #4                                  | Nov/19   | Sent in application for funding under the Alberta Municipal Water/Wastewater Partnership program. Awaiting approval.  |
| LC – Sanitary Sewer Expansion                 | Oct/19   | Received final report and currently working on off-site levy bylaw. Phase 2 design is well under way.   |

|                                      |        |  |
|--------------------------------------|--------|--|
| ZA – Sewage Forcemain                | Oct/19 | Applied under the Investing in Canada Infrastructure Program.                  |
| ZA- Distribution Pump House Upgrades | Dec/19 | Working on change of project scope to get project closer to budgeted estimate. |
| ZA- Lift Station Upgrades            | Mar/19 | Will apply for grant funding in a future year as per council motion.           |

**Personnel Update:**

**Other Comments:**

Respectfully submitted,

Fred Wiebe  
 Director of Utilities  
 Mackenzie County

## MONTHLY REPORT TO THE CAO

For the Month Ending August, 2019

**From:** Jennifer Batt  
Interim Director of Finance

### Annual Operating Programs, Projects and Activities

| Program/Activity/Project                          | Timeline  | Comments  |
|---|-----------|---|
| 2019 Operating & Capital Budget                   | Ongoing   | Approved capital budget and operating budgets are up-loaded in financial system. Variance reporting will occur on scheduled basis.<br>Amend budget as per Council motions.  |
| MSI Reporting                                     | August 21 | Submitted 2018 Statement of Expenditures. 2019 Projects have been submitted, awaiting approval.   |
| GAS Tax   | Ongoing   | 2016 Statement of Expenditures has been approved. Awaiting approval of 1 project, for submission of the 2017 Statement of Expenditures. 2018 project submitted for approved.<br>Estimated wait time 6-8 weeks for review and approval.  |
| Alberta Community Resiliency Program Grant Report | August 29 | Compile ACRP grant reporting documents. Verify applicable costs for the Buffalo Head Flood project.<br>Submit Final Grant documents in the 1 <sup>st</sup> week of September.<br>Additional funding grant application submitted in May, with project application deadline Sept 30 2019. |
| Alberta Community Partnership Grant Report        | August 30 | Submit Final Grant documents for the municipal intern in 2018/2019.   |
| Disaster Recovery Program                         | Ongoing   | Follow up with Buttertown residents regarding Ice Jam DRP claim.  |
| -Peace River Ice Jam /                            |           | Submit reporting documentation to province for  |

|                                      |          |  |
|--------------------------------------|----------|--|
| Overland Flood<br>-Chuckegg Wildfire |          | the Chuckegg Fire.<br><br>Numerous discussions with DRP advisors for both the Ice Jam claim, and the Chuckegg Fire claim.<br><br>Review projects, and compile for submission to the Disaster Recovery Program. |
| Taxation                             | August 9 | Tax Penalty assessed on August 2, 2019 as per Amending Bylaw.  |
| Personnel                            | August   | Jannelle Veenstra has accepted the Interim Finance Controller position.  |
| 2020 Operating & Capital Budgets     | Ongoing  | Discuss 2020 budget requirements with Directors/Managers. Review 3 year operating plan, and 5 year capital plan requirements required for 2020.  |



**REPORT TO CAO**  
August, 2019

From: Grant Smith  
Agricultural Fieldman

**Annual Operating Programs, Projects and Activities**

| Program/Activity/Project          | Timeline | Comments   |
|-----------------------------------|----------|--|
| Roadside Spraying                 | 2019     | Roadside spraying is complete, except for spot spraying on Provincial Hwys. The County signed a service agreement with AT to spot spray patches. Spot spraying is complete. The county has a “Do Not Spray” program for producers who wish to assume responsibility for weed control along their property. To date there are 125 signed agreements.    |
| Weed Inspection                   | 2019     | Warning letters have been sent to 25 locations. We have purchased a computer program through Munisight and will have it ready for seasonal Weed Inspectors. The Assistant Ag Fieldman will assume the lead role in weed inspection and will supervise Weed Inspectors.   |
| Roadside Mowing                   | 2019     | Roadside Mowing commenced July 11 <sup>th</sup> . All roads south of the Peace River will receive one pass, everything north of the river will receive a full width cut. Completion dates were August 15 <sup>th</sup> .   |
| Emergency Livestock Response Plan |          | The ASB met with Brad Andres, Director of Emergency Management Services AAF on August 19 <sup>th</sup> in Fort Vermilion to discuss drafting an Emergency Livestock Response Plan and template that other municipalities can adopt to fit their plans. Mr. Andres was seeking the County’s input and experiences in regards to the wildfire situation. |

|                                 |                   |  |
|---------------------------------|-------------------|--|
| Wolf Bounty                     | 2019              | To date there have been 500 wolf carcasses tagged.   |
| Shelterbelt Program             | 2019              | Administration is currently seeking other options for the Shelterbelt program as it appears the current one is insufficient to ratepayer needs.  |
| Seed Cleaning Plant Inspections | 2019              | Seed Cleaning Plants received their annual inspection on Feb 26 <sup>th</sup> . Plants are graded on efficiency, cleanliness, record keeping and condition. Frontier Seed Cleaning Plant in La Crete achieved a rating of 93%, High Level Seed Cleaning Plant achieved a rating of 89%. Mackenzie County issues the operating license. |
| VSI Program                     | November 09, 2018 | The annual VSI AGM is scheduled for November 9 <sup>th</sup> in Peace River. 16 Municipalities participate in the program.   |

### Capital Projects

| Projects  | Timeline | Comments   |
|---|----------|--|
| Blue Hills erosion repair<br>Twp Rd 103-2       |          | Although this is not a project yet, the ASB held a meeting with local landowners to discuss this problem on July 23 <sup>rd</sup> at the Tompkins Firehall. 3 of 5 affected landowners attended and signed agreements. All were in agreement that this is a public safety concern with the increased traffic as a result of the new land to the west. The next step is to get a survey which will enable the ASB to obtain a proper cost estimate. |
| Buffalo Head/Steephill<br>Flood Control Project | 2018     | Phase 1 and Phase 2 were completed in October, 2018. All culvert gates are locked. There are minor erosion repairs and inlet adjustments to be completed as well as a warranty inspection.   |

**Personnel Update:**

**Other Comments:**

## MONTHLY REPORT TO THE CAO

For the Month of August 2019

From: Don Roberts  
Zama Operations

| Program/Activity/Project  | Timeline | Comments  |
|---|----------|---|
| Zama Road Maintenance<br>Chateh Access Rd<br>Maintenance<br>Zama Public Works | Ongoing  | <ul style="list-style-type: none"> <li>The grading of the Zama Road and Chateh receive regular maintenance. All roads in good shape.</li> <li>The gravel application on both roads are complete.</li> <li>May have a reduction in gravel amounts for next year.</li> <li>All line painting and crack sealing has been completed.</li> </ul>   |
| OH&S  | Ongoing  | <ul style="list-style-type: none"> <li>Committee meetings did resume August.</li> </ul>   |
| Fire Smart  | Ongoing  | <ul style="list-style-type: none"> <li>New FRIAA funding is being made available. Applications must be in by Sept 16th. Future projects:               <ul style="list-style-type: none"> <li>Mitigation Study to be performed for the West La Crete area and Machesis Lake.</li> <li>Continue with Zama 10 Year Vegetation Management plan.</li> </ul> </li> <li>Resolution from Council agreeing to the projects must be obtained prior to grant application. New for this year.</li> </ul> |

### Capital Projects

|                              |             |  |
|------------------------------|-------------|--|
| Aspen Dr. Ditch Repair       | May 2019    | <ul style="list-style-type: none"> <li>Project is 80% completed.</li> </ul>  |
| Assumption Hill Improvements | Sept 2019   | <ul style="list-style-type: none"> <li>Ditch improvements on the Chateh hill are planned for completion by September end. Contractor has been engaged.</li> </ul>  |
| Zama Road Frost Heaves       | Summer 2019 | <ul style="list-style-type: none"> <li>Investigating different avenue other than asphalt fix with Paradox Access Solutions. They require full scale geo study to be performed before they will guarantee work. Will be looking at different options and bring back to Council prior to Budget.</li> <li>Will be going forward with small repair/patch work.</li> </ul> |

**Attended Update:**

Attended the following:

- Council/Managers Meetings
- Community Services
- OH&S Meetings
- Meeting with AA&F

## **MONTHLY REPORT TO THE CAO**

**For the Months of August 2019**

**From: Doug Munn  
Director of Community Services**

---

### **Meetings Attended in August 2019**

August

|    |   |
|----|---|
| 7  | Community Services Committee                          |
| 13 | Council Meeting                                       |
| 16 | Office Safety Meeting                                 |
| 20 | Joint Health and Safety Committee                     |
| 22 | Attended Big Lakes Golf Tournament – Big Lakes County |
| 27 | Council Committee of the Whole                        |
| 28 | Council Meeting                                       |
| 29 | County Manager Meeting                                |
| 30 | Waste Transfer Attendant Safety/General Meeting       |

### **Fort Vermilion, La Crete and Zama Fire Department for August 2019**

Activity Summary Report for August 2019

- 13 MCR
- 1 Alarm
- 3 Motor Vehicle Incidents
- 3 Others

### **Health and Safety**

- Nothing to report

### **Waste**

- Normal Operation

### **Parks and Recreation**

- Machesis Lake was re-opened on August 15 after a lengthy closure due to the Chuckegg Creek Fire.

**Building Maintenance**

- Paint picnic shelter and toilets at Hutch Lake Campground
- Remove and reinstall heaters, ceiling fans and misc. equipment to accommodate overhead crane installation- LC shop
- Assist with setup for Fort Vermilion Agricultural Fair
- Install floor box for microphone at FV office council chambers
- Check different options for sand problem at the FV arena playground/splash park

## **REPORT TO THE CAO**

For the Months of May – August, 2019

From: Carol Gabriel  
Director of Legislative & Support Services

### **Meetings Attended**

- 2019-08-09 Rural Municipalities of Alberta Zone Meeting
- 2019-08-13 Council Meeting
- 2019-08-16 Office Safety Meeting
- 2019-08-19 Meeting with Len and Byron regarding red tape reduction strategy.
- 2019-08-19 Meeting with the Tri-Council CAO Secretariat to discuss the Tri-Council meeting agenda topics.
- 2019-08-20 Subdivision & Development Appeal Board Hearing
- 2019-08-21 Discussion regarding emergency plan for seniors. Participating were the Boreal Housing Foundation and Alberta Health Services.
- 2019-08-21 Meeting with High Level Forestry to discuss reclamation plans and future fire prevention plans.
- 2019-08-26 Finance Committee Meeting
- 2019-08-26 Meeting with Mike McMann to discuss the Memorandum of Understanding for the School Resource Officer. A start-up meeting will be scheduled with the RCMP.
- 2019-08-27 Committee of the Whole Meeting
- 2019-08-28 Council Meeting
- 2019-08-29 Managers Meeting
- 2019-09-04 Northwest Alberta Regional Emergency Advisory Committee
- 2019-09-04 Tri-Council Meeting
- Various other individual or departmental meetings.

### **Council**

- Preparing for various meetings of Council, correspondence, etc.
- Research and responding to inquiries.
- In the process of updating lobbying materials for meetings with new Ministers.
- Advertisement for the Member at Large positions for appointment at the Organizational Meeting.
- Working on scheduling a meeting with the Minister of Municipal Affairs regarding the petition to form a new municipality as per his letter dated June 13, 2019. Awaiting response from the Ministers office.
- Attended the Tri-Council CAO Secretariat meeting and provided background agenda materials.

### **Appeal Boards**

- Subdivision & Development Appeal Board – A subdivision appeal was held on August 20, 2019.
- Assessment Review Board – the Local Assessment Review Board has been rescheduled to September 17, 2019 and will hear one appeal. Two of the three residential appeals received have been withdrawn due to a correction being



issued by the Assessor. Three non-residential appeals were received, however have since been withdrawn due to a correction being issued by the Assessor.

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

- Assisting the Finance department in policy review relating to budget development.

**Human Resources:**

- Continue working on AUPE negotiations file.
- Conducting a benefits cost review (annual process at renewal period)
- The in-house training session for our administrative staff in regards to writing effectively in government as well as Workplace Harassment Awareness & Violence Prevention training for the Director team have been put on hold due to the wildfires and we are in the process of rescheduling.

**Records Management:**

- Ongoing requests for access to information.

**Personnel**

- Julie Emmerson successfully completed the Subdivision & Development Appeal Board Clerk training.

**Events/Community Engagement:**

- The Public Consumption of Cannabis online survey will be released on Friday, September 6, 2019. Copies will be available at three grocery stores as requested by Council at the Committee of the Whole meeting for those that do not have access to the internet. Copies are also being sent in the September utility billing.
- A General Staff Meeting has been scheduled for Thursday, October 17, 2019. County facilities will be closed for the afternoon in order for all staff to attend.

**Other:**

- Working on the Memorandum of Understanding for the Enhanced Policing agreement.
- Completed the final report for the Municipal Internship Program grant funding. We received an extension to August 30, 2019 due to the wildfire.
- Weekly advertisements to the newspaper.
- Ongoing updates to the County's Social Media including the website, Facebook, etc.
- Ongoing form review and updating.
- Preparing for various meetings.
- Travel and meeting coordination.
- Assisting other departments as required.





Mackenzie County

# REQUEST FOR DECISION

|                      |  |
|----------------------|--|
| <b>Meeting:</b>      | <b>Regular Council Meeting</b>   |
| <b>Meeting Date:</b> | <b>September 10, 2019</b>  |
| <b>Presented By:</b> | <b>Don Roberts, Zama Site Manager</b>  |
| <b>Title:</b>        | <b>Forest Resource Improvement Association of Alberta (FRIAA) Grant Applications</b> |

## **BACKGROUND / PROPOSAL:**

FireSmart is a project of Partners in Protection Canada, a not for profit organization that promotes living with and managing for wildfires on our landscape. A FireSmart community is one that is designed, built and maintained to minimize the effects of wildland fires burning in adjacent forest or brush.

FireSmart uses seven disciplines to help address the threat of wildfire:

**EDUCATION** – they have developed various educational materials on structure and area hazard assessment, also guides on landscaping and protecting our communities. These are available through brochures, videos, tutorials, courses and community education events.

**VEGETATION MANAGEMENT** – this is the removal of fuel from an area through thinning and pruning, removing volatile trees, replanting fire resistant species, the construction of fire breaks and general cleanup.

**LEGISLATION & PLANNING** – this helps us foresee problems so that they can be resolved, or at least minimize the expected land use conflicts or incompatibilities. Minimizing fire risk is a land use planning issue as our developments spread into surrounding wildland.

**DEVELOPMENT CONSIDERATIONS** – development standards help manage the wildfire reality by reducing the flammability of structures.

**INTER AGENCY COOPERATION** – forging strong partnerships to cooperate on activities such as developing a FireSmart committee, coordinating reviews of new developments and committing to mutual aid fire control agreements.

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

CROSS TRAINING – a cross disciplinary training system to develop specialized interface firefighting skills within existing fire organizations, structural and wildland fire fighters.

EMERGENCY PLANNING – Creating common procedures that can be implemented such as the Incident Command Centre to respond to multi-jurisdictional and multi-agency fires.

**OPTIONS & BENEFITS:**

Mackenzie County has applied and received grants from FRIAA in previous years for Mitigation Studies and Vegetation Management around the Zama and Hutch Lake areas.

On September 16, 2019 Mackenzie County again has the opportunity to apply for assistance from FRIAA to continue to address and minimize our threat from forest fire.

We would like to apply for funding to continue our Zama Vegetation Management Project and enhance our ongoing FireSmart initiatives, as well as engaging a contractor to perform a Mitigation Strategy for West La Crete and Machesis Lake. (Emergency Planning)

NOTE: To date FRIAA and FireSmart grant funding awarded to Mackenzie County since 2006 - \$1,669,015

Grant funding would be used to provide better protection from possible wildfires for people living in these three areas.

**COSTS & SOURCE OF FUNDING:**

FRIAA FireSmart Program Grant for these funds:

Mitigation Strategy for West La Crete - \$30,000  
Mitigation Strategy for Machesis Lake - \$30,000  
Zama Vegetation Management - \$142,170

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION / PUBLIC PARTICIPATION:**

Council Meetings, CAO Reports

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

**POLICY REFERENCES:**

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That administration submit to the Forest Resource Improvement Association of Alberta (FRIAA) grant applications for the following projects:

- Mitigation Strategy for West La Crete - \$30,000
- Mitigation Strategy for Machesis Lake - \$30,000
- Zama Vegetation Management - \$142,170

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

**From:** [FRIAA Administration](#)  
**To:** [Don Roberts](#)  
**Subject:** FRIAA FireSmart Program - Updates to RFEOI  
**Date:** August-22-19 10:59:43 AM

---

Good Morning,

Thank you for participating in the August 8<sup>th</sup> call-in information session for the FRIAA FireSmart Program.

It was noted that one key change to the application process pertaining to Municipalities was not brought forward in the call in session. We would like to draw your attention to this change in this round of funding outlined in Section 2.3 (h) of the Request for Expressions of Interest:

(h) Indicate the appropriate attachment and have an Authorized Representative sign the applicant acknowledgement.

(i) **Applications from Municipalities must be accompanied by properly executed Council Resolution.**

(ii) Applications from First Nations must be accompanied by a properly executed Band Council Resolution.

(iii) Applications from Métis Settlements must be accompanied by a properly executed Settlement Council Resolution and applications from Co-operatives or Enterprises must be signed by the President.

It is recommended these attachments be included at the EOI stage to strengthen your application.

If you have any questions or concerns, please contact Micki Baydack at [Micki.Baydack@mnp.ca](mailto:Micki.Baydack@mnp.ca) or 780-733-8684.

Thank you,

--

To stay on top of FRIAA news and funding opportunity updates, SUBSCRIBE to our mailing list at <http://friaa.ab.ca>.

**Forest Resource Improvement  
Association of Alberta (FRIAA)**



[www.friaa.ab.ca](http://www.friaa.ab.ca)  
(780) 429-5873



**Mackenzie County**

# REQUEST FOR DECISION

|                      |   |
|----------------------|---|
| <b>Meeting:</b>      | <b>Regular Council Meeting</b>  |
| <b>Meeting Date:</b> | <b>September 10, 2019</b>   |
| <b>Presented By:</b> | <b>Jennifer Batt, Interim Director of Finance</b>                     |
| <b>Title:</b>        | <b>Policy FIN022 Budget Development and 2020 Budget Meeting Dates</b> |

**BACKGROUND / PROPOSAL:**

Under the Municipal Government Act (MGA), s. 242, each Council must adopt an operating budget for each calendar year; and under s. 245, each Council must adopt a capital budget for each calendar year. Administration would like to recommend budget meeting dates to fulfill these obligations.

Under the MGA, s. 153, amongst other things, Councillors have the following duty:

- (a) to consider the welfare and interests of the municipality as a whole and to bring to Council’s attention anything that would promote the welfare or interests of the municipality;
- (b) to participate generally in development and evaluating the policies and programs of the municipality.

Council has adopted Policy FIN022 Budget Development which outlines the guidelines for yearly budget preparation. The policy outlines the following timelines:

- Council review and approval of budget guidelines by September 15<sup>th</sup>
- Management review of draft budget by October 15<sup>th</sup>
- Compilation of budget materials to be completed by November 1<sup>st</sup>
- Budget meetings to be completed by December 21<sup>st</sup>
- Budget ratification by January 15<sup>th</sup>

The policy also outlines the materials to be included for Council consideration in preparation of the budget, some of these include:

- Wages and benefits
- Proposed staff additions, etc. (review of organizational chart as per Policy ADM038 Organizational Structure)
- Estimated assessment and growth
- Water/Sewer rates

**Author:** J. Batt/C. Gabriel      **Reviewed by:** \_\_\_\_\_ **CAO** \_\_\_\_\_

- New reserves or recommended changes to reserves
- Capital expenditures
- Grant requests from non-profit organizations
- Taxation review

**OPTIONS & BENEFITS:**

Administration requests the following:

- That Council provide any additional 2020 budget guidelines to administration not outlined in the attached policy;
- That Council provide direction of what goals are to be incorporated into the 2020 budget;
- That Council direct administration with respect to development of additional policies or amendment of existing policies in order to accomplish the 2020 desired goals and;
- That Council review the Budget Development Policy FIN022 and provide input if any additional changes are to be made to this policy with respect to budget preparation and presentation.

Administration is currently conducting a review of the budget development related policies and will be presenting recommendations for amendment at the September 23, 2019 Council meeting.

Administration recommends setting the following dates for 2020 budget reviews:

- October 30, 2019 (Day Meeting - Review Proposed Operating Budget)
- November 5, 2019 (Evening Meeting - Non-Profit Organization Presentations)
- November 26, 2019 (Day Meeting – Review Proposed Operating & Capital Budget) *This meeting would replace the Committee of the Whole Meeting.*
- December 11, 2019 (Day Meeting – Review Proposed Operating & Capital Budget)
- December 18, 2019 (Day Meeting – Review Proposed Operating & Capital Budget) *Meeting may be cancelled if not required.*

**COSTS & SOURCE OF FUNDING:**

2020 Operating and Capital Budgets

**SUSTAINABILITY PLAN:**

N/A

Author: J. Batt/C. Gabriel Reviewed by: \_\_\_\_\_ CAO \_\_\_\_\_



**COMMUNICATION/PUBLIC PARTICIPATION:**

| Category | Event                         | Type of Participation |
|----------|-------------------------------|-----------------------|
| Council  | Annual Budget                 | Inform                |
|          | Annual Report                 | Inform                |
|          | Strategic Plan                | Inform                |
|          | Bylaw Review and Development  | Inform or Consult     |
|          | Policy Review and Development | Inform                |

**POLICY REFERENCES:**

Policy ADM056 Public Participation

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the 2020 Council Budget Meetings be scheduled as follows:

- October 30, 2019, 10:00 a.m., Fort Vermilion Council Chambers
- November 5, 2019, 5:00 p.m., Fort Vermilion Council Chambers
- November 26, 2019, 10:00 a.m., Fort Vermilion Council Chambers
- December 11, 2019, 10:00 a.m., Fort Vermilion Council Chambers
- December 18, 2019, 10:00 a.m., Fort Vermilion Council Chambers

Author: J. Batt/C. Gabriel      Reviewed by: \_\_\_\_\_ CAO \_\_\_\_\_

## Mackenzie County

|                              |                                  |                   |        |
|------------------------------|----------------------------------|-------------------|--------|
| <b>Title</b>                 | Budget Development               | <b>Policy No:</b> | FIN022 |
| <b>Legislative Reference</b> | Municipal Government Act, Part 8 |                   |        |

### **Purpose**

To provide an efficient and effective process for the development of the yearly operating and capital budgets.

### **Policy Statement and Guidelines**

#### ***Step 1 – Budget Guidelines***

A council workshop will be held by September 15 to review the historical financial and statistical data with the CAO. The CAO will lead preparation of operating and capital budget drafts for Council's consideration which will reflect the needs of the County as expressed by Council, public or department heads.

It is important to note, that the municipality has no control over the school and senior's lodge requisitions and has always "passed through" these expenditures to the ratepayers.

Approval of budget guidelines by September 15.

#### ***Step 2 - Management Review with each functional area***

Based on the guidelines established by Council, each functional group will prepare a draft budget which contains the following expenditures: operating, tangible capital assets replacements/improvements and new capital project summaries.

The CAO will meet with each of the functional area to discuss their requests and needs and make appropriate changes where necessary.

Management review to be completed by October 15.

#### ***Step 3 – Budget Compilation***

Budget materials for Council's review will contain the following:

1. Summary of budget guidelines adopted by Council for the proposed year.
2. Summary of assumptions made by Administration in the preparation of the proposed budget. Items such as:

- a. Wages and benefits % and \$ increase
- b. Estimated assessment % and \$ growth
- c. General % factor used for utilities or typical expenditures
- d. Major dollar increases for “special” or known issues (e.g. insurance/debentures)
- e. Proposed staff additions and the corresponding wage and benefits etc costs
- f. New reserves or recommended changes to existing reserves
- g. The amount of engineering costs budgeted for projects that are pre-designed and will be completed in subsequent year(s)
- h. Summary of major increases or decreases for each function
- i. Any other items that would provide Council with information to make their decision making more effective and efficient
- j. Taxation review

3. Worksheets:

- a. Cash requirement decision summary
- b. Summary of total operating revenue and total expenditures
- c. Summary of total revenue and expenditures by function
- d. Water/sewer rates recalculation in order to achieve 75% recovery through the rate including long term debt interest and principle payments and excluding amortization to capital assets for these functions
- e. Summary of grant requests from community non-profit organizations
- f. Multi-year capital plan
- g. Proposed TCA (tangible capital assets) project budget for up coming year
- h. Summary of increases and decreases to reserve balances
- i. Summary of existing long term debt and proposed (if applicable)
- j. Any capital projects carry forwards (if known at this time)
- k. Supporting charts or graphs for information that will prove beneficial for budget review (e.g. assessment information)

Where appropriate, information will be provided that shows previous year information, available current year information and percentage increases or decreases from one year to next.

Budget compilation to be completed by November 1.

**Step 4 - Budget Meetings**

The following timing and order will be set aside for the budget review:

- a. Operating revenues and expenditures – 1 day
- b. Tangible Capital Assets projects & multi-year capital plan – 2 days

- c. Grants to non-profit groups requests and cash requirement decision worksheet final review – 1 day

Additional meetings may be scheduled as required. Budget meetings to be completed by December 21.

***Step 5 – Formal Budget Ratification by Council first meeting in January***

Administration will incorporate all changes/modifications that came about through the budget deliberations in step 4 and request formal budget ratification.

Budget ratification by January 15.

|                 | <b>Date</b> | <b>Resolution Number</b> |
|-----------------|-------------|--------------------------|
| <b>Approved</b> | 2002-09-24  | 02-681                   |
| <b>Amended</b>  | 2007-04-11  | 07-349                   |
| <b>Amended</b>  | 2011-09-13  | 11-09-739                |
| <b>Amended</b>  | 2017-08-23  | 17-08-598                |

## Mackenzie County

|              |                         |                   |               |
|--------------|-------------------------|-------------------|---------------|
| <b>Title</b> | <b>OPERATING BUDGET</b> | <b>Policy No:</b> | <b>FIN004</b> |
|--------------|-------------------------|-------------------|---------------|

|                              |   |
|------------------------------|---|
| <b>Legislation Reference</b> | <b>Municipal Government Act, Sections 242-3</b> |
|------------------------------|---|

**Purpose**

To provide for the adoption and control of the operating budget.

**Policy Statement and Guidelines**

Council shall adopt an operating budget by April 30 each year.

By December 31 each year, if the succeeding year's operating budget has not been approved, Council shall adopt an interim operating budget for a portion of the succeeding year.

The Chief Administrative Officer or designate shall ensure that the operating budget proposed to Council includes

- the information required by the Municipal Government Act, and
- any other information required by Council.

|                 | <b>Date</b>      | <b>Resolution Number</b> |
|-----------------|------------------|--------------------------|
| <b>Approved</b> | <b>Oct 14/98</b> | <b>98-312</b>            |
| <b>Amended</b>  |                  |                          |
| <b>Amended</b>  |                  |                          |

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

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

## Mackenzie County

|              |                                |                   |               |
|--------------|--------------------------------|-------------------|---------------|
| <b>Title</b> | <b>UNBUDGETED EXPENDITURES</b> | <b>Policy No:</b> | <b>FIN006</b> |
|--------------|--------------------------------|-------------------|---------------|

|                              |  |
|------------------------------|--|
| <b>Legislation Reference</b> | <b>Municipal Government Act, Section 6</b> |
|------------------------------|--|

### **Purpose**

To establish procedures to authorize expenditures not included in a budget.

### **Policy Statement and Guidelines**

In this Policy

- (a) "Unbudgeted Expenditure" means an expenditure not included in the interim operating budget, the operating budget or the capital budget for the year.
- (b) "Emergency" means an occurrence or situation which could jeopardize the immediate safety, health or welfare of people or the protection of property in the municipality.

If a proposed unbudgeted expenditure is not of an emergency nature and

- (a) the expenditure will not exceed the budget for the program or function, the Chief Administrative Officer or designate may approve the expenditure.
- (b) any expenditure will exceed the budget for the program or function, Council approval for the expenditure must be obtained.

If the proposed unbudgeted expenditure is for an emergency as determined by the Chief Elected Official or the Chief Administrative Officer

- (a) the Chief Elected Official, or;
- (b) the Chief Administrative Officer or designate may approve the expenditure;

The Chief Administrative Officer shall provide Council with monthly variance report as well as operating and capital budget reports.

|                 | <b>Date</b>             | <b>Resolution Number</b> |
|-----------------|-------------------------|--------------------------|
| <b>Approved</b> | <b>October 14, 1998</b> | <b>98-312</b>            |
| <b>Amended</b>  | <b>April 3, 2002</b>    | <b>02-248</b>            |
| <b>Amended</b>  |                         |                          |

## Mackenzie County

|              |                       |                   |               |
|--------------|-----------------------|-------------------|---------------|
| <b>Title</b> | <b>CAPITAL BUDGET</b> | <b>Policy No:</b> | <b>FIN008</b> |
|--------------|-----------------------|-------------------|---------------|

|                              |   |
|------------------------------|---|
| <b>Legislation Reference</b> | <b>Municipal Government Act, Sections 245-6</b> |
|------------------------------|---|

|   |
|---|
| <p><b>Purpose</b></p> <p>To provide for adoption and control of the capital budget.</p> |
|---|

|  |
|--|
| <p><b>Policy Statement and Guidelines</b></p> <p>Council shall adopt a capital budget at the same time as it adopts the operating budget.</p> <p>Council shall approve a five year capital replacement plan each year which reflects the future anticipated requirements of the municipality.</p> <p>The Chief Administrative Officer shall ensure that</p> <ul style="list-style-type: none"> <li>• the capital budget proposed to council includes the information required by the Municipal Government Act and any other information required by council, and</li> <li>• the five year capital replacement plan is updated and maintained each year.</li> </ul> |
|--|

|                 | <b>Date</b>      | <b>Resolution Number</b> |
|-----------------|------------------|--------------------------|
| <b>Approved</b> | <b>Oct 14/98</b> | <b>98-312</b>            |
| <b>Amended</b>  |                  |                          |
| <b>Amended</b>  |                  |                          |

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

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





Mackenzie County

# REQUEST FOR DECISION

|                      |   |
|----------------------|---|
| <b>Meeting:</b>      | <b>Regular Council Meeting</b>  |
| <b>Meeting Date:</b> | <b>September 10, 2019</b>   |
| <b>Presented By:</b> | <b>Jennifer Batt, Interim Director of Finance</b>   |
| <b>Title:</b>        | <b>Funding Source for Council Motion 19-08-457 (Handi-bus Agreement – LA on Wheels Society)</b> |

**BACKGROUND / PROPOSAL:**

During the August 28, 2019 Council meeting, Council passed the following motion:

**MOTION 19-08-457**  
Requires 2/3

**MOVED** by Councillor Braun

*That the Handi-bus agreement with the LA on Wheels Society be amended to include the maintenance of buses owned by the Society to a maximum cost of \$35,000 annually.*

**CARRIED**

The above motion omitted a funding source, and administration is recommending the following motion to fund any expenditures during 2019;

That the 2019 operating budget be amended to include up to \$35,000 for maintenance costs for buses owned by the LA on Wheels Society, with funding coming from the General Operating Reserve.

Once the funding source has been identified, administration will amend the 2019 Operating Budget, and include \$35,000 for maintenance costs for the LA on Wheels Society owned buses. Any future years operating budgets would include costs associated with operating agreements.

**OPTIONS & BENEFITS:**

N/A

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

**COSTS & SOURCE OF FUNDING:**

General Operating Reserve

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

**POLICY REFERENCES:**

N/A

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the 2019 operating budget be amended to include up to \$35,000 for maintenance costs for buses owned by the LA on Wheels Society, with funding coming from the General Operating Reserve.

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



Mackenzie County

# REQUEST FOR DECISION

|                      |   |
|----------------------|---|
| <b>Meeting:</b>      | <b>Regular Council Meeting</b>                    |
| <b>Meeting Date:</b> | <b>September 10, 2019</b>                         |
| <b>Presented By:</b> | <b>Jennifer Batt, Interim Director of Finance</b> |
| <b>Title:</b>        | <b>Tax Penalties – Request for Cancellation</b>   |

**BACKGROUND / PROPOSAL:**

On June 12, 2019 Council passed a Bylaw to amend the Tax Penalties Bylaw which changed the tax penalty date to August 2, 2019, whereby extending the due date of tax payments due to the wildfire.

Administration advertised in numerous venues, over numerous weeks, the property tax extension. This advertising included that ratepayers were advised to allow 3-4 business days to process EFT payments (attached).

Administration assessed penalties as per Bylaw 1142-19 – Amending Tax Penalties Bylaw, and have since been contacted by two ratepayers requesting a cancellation of penalties, as they paid their taxes by Electronic Funds Transfers (EFT) on August 2, 2019, which were received by the County on August 5, 2019.

As per Policy FIN009:

*“Payments received by Electronic Funds Transfer (EFT) shall be receipted for the day the funds were received by Mackenzie County.”*

The payments received were applied as per the above Policy FIN009 – Payment, Refund and Cancellation of Taxes.

There were a total of 7 tax rolls assessed penalties that made EFT payments for tax rolls on August 2<sup>nd</sup> receipted for August 5, 2019 as per Policy FIN009 – Payment, Refund and Cancellation of Taxes.

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

| <b>Tax Roll</b>        | <b>Penalty Assessed August 2<sup>nd</sup></b> |
|------------------------|---|
| 084380                 | \$124.62                                      |
| 083824                 | \$250.94                                      |
| 082565                 | \$998.53                                      |
| 082564                 | \$866.26                                      |
| 208122                 | \$160.29                                      |
| 179119                 | \$429.45                                      |
| 182844                 | \$195.68                                      |
| <b>TOTAL (7 Rolls)</b> | <b>\$3,025.77</b>                             |

As administration advertised in numerous venues, over a number of weeks, and as per Policy FIN009 – Payment, Refund and Cancellation of Taxes Administration recommends that the penalties not be cancelled or reduced for the 7 tax rolls, as this will set a precedence for future payments received by Electronic Funds Transfer.

**OPTIONS & BENEFITS:**

Option

1. Receive this report for information.

Option

2. Council provides a tax penalty reduction and or total cancellation for the above noted 7 tax rolls. (Requires 2/3)

**COSTS & SOURCE OF FUNDING:**

2019 Operating Budget

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION / PUBLIC PARTICIPATION:**

Administration to communicate Councils decision

**POLICY REFERENCES:**

Bylaw 1142-19 – Amending Tax Penalties Bylaw  
 Policy FIN009 – Payment, Refund and Cancellation of Taxes

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

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the Tax Penalties – Request for Cancellation report be received for information.

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

**BYLAW NO. 1142-19**

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

**TO AMEND THE TAX PENALTIES BYLAW**

**WHEREAS**, pursuant to the provisions of the Municipal Government Act, Revised Statutes of Alberta, 2000, Chapter M-26, Sections 344, 345, and 346 and amendments thereto, Council may pass a bylaw to establish the penalties on taxation.

**WHEREAS**, Mackenzie County has adopted a Tax Penalties Bylaw 1136-19, and

**WHEREAS**, due to the State of Local Emergency, Mackenzie County Council has deemed it desirable to amend the tax penalties date of July 5<sup>th</sup> for the 2019 tax year, and

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

1. That the taxes or any portion of the current tax year that remain unpaid after the due date shown on the tax notice shall have late penalties imposed on the dates and at the rates specified as AMENDED below:

|               |             |                       |
|---------------|-------------|-----------------------|
| Current Taxes | August 2    | Six per cent (6%)     |
| Current Taxes | September 1 | Nine per cent (9%)    |
| Current Taxes | November 1  | Twelve per cent (12%) |

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

READ a first time this 12<sup>th</sup> day of June, 2019.

READ a second time this 12<sup>th</sup> day of June, 2019.

READ a third time and finally passed this 12<sup>th</sup> day of June, 2019.

(originals signed)

\_\_\_\_\_  
Joshua Knelsen  
Reeve

(original signed)

\_\_\_\_\_  
Lenard Racher  
Chief Administrative Officer

## Mackenzie County

|              |  |                   |               |
|--------------|--|-------------------|---------------|
| <b>Title</b> | <b>PAYMENT, REFUND AND CANCELLATION OF TAXES</b> | <b>Policy No:</b> | <b>FIN009</b> |
|--------------|--|-------------------|---------------|

|                              |  |
|------------------------------|--|
| <b>Legislation Reference</b> | <b>Municipal Government Act, Part 10</b> |
|------------------------------|--|

|  |
|--|
| <b>Purpose</b><br><br>To provide for the payment and the refund, cancellation, reduction or deferment of taxes and arrears on taxes. |
|--|

### **Policy Statement and Guidelines**

All tax notices are deemed to have been received 7 days after the tax notices were sent. (Section 337)

A tax payment that is sent by mail is deemed to have been received on the date post marked on the envelope. (Section 341)

All taxes and arrears of taxes are payable at the rates and times set out annually by bylaw. (Section 344)

Post dated cheques shall be accepted in payment of taxes and held by the municipality. On the date payable indicated on the cheque, the cheque shall be deposited and a receipt issued. Acceptance of a post dated cheque does not affect the due date for payment of taxes.

Payments received by Electronic Funds Transfer (EFT) shall be receipted for the day the funds were received by Mackenzie County.

Receipts shall be issued for all tax payments excepting the case of bulk payers, e.i. banks, in which case one (1) receipt shall be issued to the bulk payer for all tax payments covered by the same cheque.

The Chief Administrative Officer or designate shall authorize the cancellation, refund or reduction of taxes that have been determined and verified to have been levied and/or collected in error.

All other requests for refunds, cancellations, reductions or deferral of taxes shall be referred to Council for consideration and decision.

|                 | <b>Date</b> | <b>Resolution Number</b> |
|-----------------|-------------|--------------------------|
| <b>Approved</b> | 1998-10-14  | 98-312                   |
| <b>Amended</b>  | 2018-04-10  | 18-04-291                |
| <b>Amended</b>  |             |                          |
| <b>Amended</b>  |             |                          |





# MACKENZIE COUNTY PROPERTY TAX NOTICE

JUNE 14, 2019

## PROPERTY TAX PAYMENT EXTENDED

Mackenzie County has amended their Tax Penalties Bylaw to extend the penalty imposition date to August 2, 2019 due to the impact of the wildfires

A 6% penalty will be applied to unpaid accounts on August 2, 2019.

### Payment Options:

- **Cash, Cheque or Debit Card** at any County Office
- **Post-dated Cheques** (*must be post-dated up to and including August 2*)
- **Mail** (*must be postmarked no later than August 2*)
- **Internet Banking** (*please allow 3-4 business days to process your payment*)
- Or contact us to enter into a **Pre-Authorized Payment Plan**







Mackenzie County

# REQUEST FOR DECISION

|                      |  |
|----------------------|--|
| <b>Meeting:</b>      | <b>Regular Council Meeting</b>                         |
| <b>Meeting Date:</b> | <b>September 10, 2019</b>                              |
| <b>Presented By:</b> | <b>Carol Gabriel, Director of Legislative Services</b> |
| <b>Title:</b>        | <b>Assessment Review Board Appointment</b>             |

**BACKGROUND / PROPOSAL:**

Mackenzie County Council appoints Members at Large annually at the Organizational Meeting. Currently two (2) active Members at Large are appointed to the Assessment Review Board (ARB) along with two (2) appointed Council members (of which only one may sit on any given hearing).

A Local Assessment Review Board consists of a panel of three (3) members. A hearing is currently scheduled for September 17, 2019 and the panel is short a member. As a result Administration is requesting that an additional eligible member be appointed to the Mackenzie County Assessment Review Board membership.

Eligible members must have completed the mandatory training in as required by the Municipal Government Act.

The candidate being presented for appointment is Boyd Langford. Mr. Langford is a Council member for the Town of High Level and has the required training necessary to sit on the Board.

**OPTIONS & BENEFITS:**

Appointment is required to fulfill the membership required to conduct the upcoming hearing.

Membership terms will be no longer than three (3) years.

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

**COSTS & SOURCE OF FUNDING:**

**SUSTAINABILITY PLAN:**

**COMMUNICATION / PUBLIC PARTICIPATION:**

**POLICY REFERENCES:**

Bylaw 1106-18 Assessment Review Board

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That Boyd Langford be appointed to the Assessment Review Board for a three year term ending October 2022, subject to eligibility.

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



Mackenzie County

# REQUEST FOR DECISION

|                      |  |
|----------------------|--|
| <b>Meeting:</b>      | <b>Regular Council Meeting</b>                                       |
| <b>Meeting Date:</b> | <b>September 10, 2019</b>  |
| <b>Presented By:</b> | <b>Carol Gabriel, Director of Legislative &amp; Support Services</b> |
| <b>Title:</b>        | <b>La Crete Agricultural Society – Request for Letter of Support</b> |

## **BACKGROUND / PROPOSAL:**

The La Crete Agricultural Society is requesting a letter of support for their Community Facility Enhancement Program Grant for upgrades to their surveillance camera system, kitchens and supplies, outdoor cooking area, wall pictures and the refinishing of the exterior wood.

A draft letter of support is attached for Council consideration.

## **OPTIONS & BENEFITS:**

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

## **SUSTAINABILITY PLAN:**

## **COMMUNICATION / PUBLIC PARTICIPATION:**

## **POLICY REFERENCES:**

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

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That a letter of support be provided to the La Crete Agricultural Society for their Community Facility Enhancement Program Grant for various facility upgrades.

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



## La Crete Agricultural Society

Box 791, La Crete AB, T0H 2H0

(780)928-4447

lcheritagecentre@gmail.com

lacreteheritagecentre.weebly.com

Mackenzie County

Box 640

Fort Vermilion, AB

T0H 1N0

September 5, 2019

Dear CEO and council:

We will be applying for a Community Facility Enhancement Program grant for 50% of our proposed 2020 projects to make some needed improvements in the La Crete Heritage Centre. The grant deadline is on September 15, 2019. We would like to request a Support Letter from the Mackenzie County to include in our application.

The six projects we are applying for are to:

- Refinish the wood exterior with a preservative
- Put a new counter in the large hall kitchen for sanitary purposes.
- Put a line of bottom cabinets in the small hall with sinks and tap and purchase supplies like dishes, cutlery, knives, etc.
- Replace our failing DVR on our surveillance system and add four more cameras.
- Purchase and install pictures of local scenes (both historical and current) in both the large and small hall.
- Add a roof in the back to have a dry area for outdoor cooking and to barbeque.

If you have any questions please feel free to contact me at (780)928-4447.

Sincerely:

Susan Siemens

Secretary/Program Coordinator

La Crete Agricultural Society

Community Facility Enhancement Program  
Culture and Community Spirit  
Suite 212, 17205 – 106A Avenue  
Edmonton, AB  
T5S 1M7

September 11, 2019

To whom it may concern:

**RE: LA CRETE AGRICULTURAL SOCIETY – SEPTEMBER 2019 CFEP GRANT APPLICATION**

It is my pleasure, on behalf of the Mackenzie County council, to write a letter of support for the proposed 2020 improvement projects of the La Crete Agricultural Society as it pertains to their Community Facility Enhancement Program grant application.

The Society has the directors, vision, and staff to ensure projects are carried out. They constructed the La Crete Heritage Centre, our local community hall, and have managed and maintained it since 2005. We support their proposed upgrades to their surveillance camera system, kitchens and supplies, outdoor cooking space roofs, wall pictures, and the refinishing of the exterior wood.

Should you have any further questions, please feel free to contact myself at (780) 926-7405 or Len Racher, Chief Administrative Officer, at (780) 927-3718.

Yours sincerely,

Joshua Knelsen  
Reeve





Mackenzie County

# REQUEST FOR DECISION

|                      |  |
|----------------------|--|
| <b>Meeting:</b>      | <b>Regular Council Meeting</b>                           |
| <b>Meeting Date:</b> | <b>September 10, 2019</b>                                |
| <b>Presented By:</b> | <b>Byron Peters, Deputy Chief Administrative Officer</b> |
| <b>Title:</b>        | <b>Municipal Planning Commission Meeting Minutes</b>     |

**BACKGROUND / PROPOSAL:**

The minutes of the August 22, 2019 Municipal Planning Commission meetings are attached.

**OPTIONS & BENEFITS:**

N/A

**COSTS & SOURCE OF FUNDING:**

N/A

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

**POLICY REFERENCES:**

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

**RECOMMENDED ACTION:**

- Simple Majority       Requires 2/3       Requires Unanimous

That the Municipal Planning Commission meeting minutes of August 22, 2019 be received for information.

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

**MACKENZIE COUNTY  
Municipal Planning Commission Meeting**

**Mackenzie County Office  
Fort Vermilion, AB**

**Thursday, August 22, 2019 @ 10:00 a.m.**

**PRESENT:** Beth Kappelar Vice Chair, MPC Member  
John W Driedger MPC Member  
Jacquie Bateman Councilor, MPC Member (Via Teleconference)  
David Driedger Councilor, MPC Member (Via Teleconference)

**REGRETS:** Erick Carter Chair, MPC Member

**ADMINISTRATION:** Byron Peters Deputy CAO  
Caitlin Smith Planning Supervisor  
Kristin Racine Planner  
Lynda Washkevich Development Officer  
Nicole Friesen Administrative Assistant/Recording Secretary

**MEMBERS OF THE PUBLIC:** Liane Lambert  
Trisha O'Neill  
Ray Toews

**MOTION 1. CALL TO ORDER**

Beth Kappelar called the meeting to order at 10:02 a.m.

**2. ADOPTION OF AGENDA**

**MPC 19-08-110 MOVED** by John W Driedger

That the agenda be adopted as presented.

**CARRIED**

**3. MINUTES**

**a) Adoption of Minutes**

**MPC 19-08-111 MOVED** by John W Driedger

That the minutes of the August 8<sup>th</sup>, 2019 Municipal Planning Commission meeting be adopted as presented.

**CARRIED**

b) **Business Arising from Previous Minutes**

None.

4. **TERMS OF REFERENCE**

For Information.

5. **Delegate**

a) **Ray Toews—Winks Convenience Store**

**MPC 19-08-112**

**MOVED** by Jacquie Bateman

That the developers' request to alter their site plan be TABLED for more information.

**CARRIED**

Ray Toews & Trisha O'Neill left the meeting at 10:17 a.m.

6. **DEVELOPMENT**

a) **174-DP-17 Liane Lambert (Time Extension)  
Home Based Business Minor (Leatherwork &  
Notary Public) in "H-R1"  
Plan 580KS, Block 6, Lot 6 (Fort Vermilion)**

**MPC 19-08-113**

**MOVED** by Jacquie Bateman

That a time extension for 174-DP-17 on Plan 580KS, Block 6, Lot 6 in the name of Liane Lambert be granted to expire on August 10, 2021.

**CARRIED**

**MPC-19-08-114**

**MOVED** by Jacquie Bateman

That administration review the Home Based Business permitting regulations and look into streamlining the process.

**CARRIED**

Liane Lambert left the meeting at 10:32 a.m.

**b) 155-DP-19 Raymond Scoular  
Temporary/Portable Unit (12'x 40') in "Z-MU"  
Plan 882 1687, Block 8, Lot 12 (Zama)**

**MPC 19-08-115**

**MOVED** by Jacquie Bateman

That Development Permit 155-DP-19 on Plan 882 1687, Block 8, Lot 12 in the name of Raymond Scolar be APPROVED with the following conditions:

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

1. **Minimum building setbacks:**
  - a. **9.1 meters (30 feet) front yard;**
  - b. **3.1 meters (10 feet) side yards;**
  - c. **3.1 meters (10 feet) rear yard; from any other property lines.**
2. **Permit expires August 28, 2021, should the Temporary/Portable Unit need to remain on location, please contact Mackenzie County Planning and Development Department at (780) 928-3983 for a time extension.**
3. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards.
4. The Temporary/Portable Unit shall meet all Alberta Building Code 2014 requirements for Buildings and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit null and void.
5. The undercarriage of the Temporary/Portable Unit shall be screened from view by skirting or such other means satisfactory to the Development Authority.
6. No accessory building erected/or moved onto the site shall be used as a dwelling.
7. **All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2015.**
8. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Operations Department for Mackenzie County at 928-3983. Access to be constructed to Mackenzie County standards at the developer's expense.
9. No construction or development is allowed on or in a right-of-

way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.

10. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
11. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

### **CARRIED**

- c) 159-DP-19 Emily Wiebe  
Home Based Business Minor (Emily's Hair Design)  
in "H-R1"  
Plan 032 3177, Block 2, Lot 11 (La Crete)**

**MPC 19-08-116**

**MOVED** by John W Driedger

That Development Permit 159-DP-19 on Plan 032 3177, Block 02, Lot 11 in the name of Emily Wiebe be APPROVED with the following conditions:

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

1. **This development permit may be revoked at any time, if, in the opinion of the Development Authority, the Home Based Business, Minor has become detrimental or otherwise incompatible with the amenities of the neighborhood.**
2. **Comply with applicable legislation under the Public Health Act and obtain the appropriate approvals prior to commencement of development. Contact the Health Inspector at 780-841-3252.**
3. **This development permit expires August 28, 2021. Should the Home Based Business, Minor still be in operation, a development permit time extension will be required.**
4. **At all times, the privacy of the adjacent dwellings shall be preserved and the Home Based Business shall not unduly offend the surrounding residents by way of excessive lighting, noise, traffic, congestion, late**

**visitations by clients.**

5. **The business shall be operated by the resident of the principal dwelling and may include one (1) non-resident employee.**
6. The Home Based Business shall not involve client and customer visits outside of the hours of **8:00 a.m. – 6:00 p.m.**
7. The Municipality has assigned the following address to the noted property (**9210 – 101<sup>st</sup> Street**). You are required to display the address (**9210**) to be clearly legible from the street and be on a contrasting background. The minimum size of the characters shall be four inches in height.
8. No construction or development is allowed on a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
9. Home Based Businesses are limited to one sign not exceeding 1.1 square meters (12 square feet) in area.
10. The sign shall not be placed within the Road Right of Way.
11. The site and sign shall be kept in a safe, clean, and tidy condition, or may be required to be renovated or removed.
12. The sign shall:
  - a. Not obstruct the orderly and safe flow of vehicular and pedestrian traffic,
  - b. Not unduly interfere with the amenities of the district,
  - c. Not materially interfere with or affect the use, enjoyment or value of neighbouring properties, and
  - d. Not create visual or aesthetic blight.
13. Illumination of any signs must not negatively affect, nor pose a safety hazard to, an adjacent site or street.
14. Wiring and conduits of any signs must be concealed from view.
15. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
16. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development

of the lands.

**CARRIED**

**7. SUBDIVISIONS**

**b) Peter & Eva Schmidt  
10.00 Acre Subdivision  
NE 31-106-13-W5M (Bluehills)**

**MPC 19-08-117**

**MOVED** by John W Driedger

That Subdivision Application 36-SUB-19 in the name of Peter & Eva Schmidt on NE 31-106-13-W5M be APPROVED with the following conditions:

1. This approval is for a **TYPE B** subdivision, 10.00 acres (4.05 hectares) in size.
2. Applicant/developer shall enter into and abide by a Development Agreement with 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 a road and access to both the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developer's expense.
  - c) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2015.
  - d) **Provision of a storm water management plan. Contact Planning and Development staff at 780-928-3983 to discuss the requirements for your subdivision.**
  - e) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.
  - f) Provision of 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 \$ 7,300 per acre. Municipal reserve is charged at 10%, which is \$730 per subdivided acre. **10.00 acres times \$730**



equals \$7,300.

- g) **The Developer has the option to provide a market value appraisal of the existing parcel of land as of a specified date occurring within the 35-day period following the date on which the application for subdivision approval is made in accordance to the *Municipal Government Act* Section 667(1)(a).**
- h) Provision of utility right-of-way as required by ATCO Electric, Telus and Northern Lights Gas 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 utilities 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**

David Driedger joined the meeting at 10:35 a.m.

- a) **33-SUB-19 Larry Batemen  
10.00 Acre Subdivision  
SW 14-109-17-W5M (High Level Rural)**

Jacquie Bateman declared herself in conflict and left the meeting at 10:36 a.m.

**MPC 19-08-118**

**MOVED** by John W Driedger

That Subdivision Application 33-SUB-19 in the name of Larry Bateman on SW 14-109-17-W5M be APPROVED with the following conditions:

1. This approval is for a **TYPE B** subdivision, 10.00 acres (4.05 hectares) in size.

2. Applicant/developer shall enter into and abide by a Development Agreement with 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 a road and access to both the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developer's expense.
  - c) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2015.
  - d) **Provision of a storm water management plan. Contact Planning and Development staff at 780-928-3983 to discuss the requirements for your subdivision.**
  - e) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.
  - f) Provision of utility right-of-way as required by ATCO Electric, Telus and Northern Lights Gas and others.
  - g) Provision of and negotiations for utility rights-of-way and/or easements as required by utility companies. The Developer shall be responsible for any line relocation or correction costs that occur as a result of this development. Responses from utilities companies are shown in Schedule "C" hereto attached.
  - h) **Mackenzie County shall not be held liable for any concerns, issues or damages related to and/or resulting from the water tables and any other water problems as a result of any low land levels of the proposed development. It is the responsibility of the developer to ensure that adequate drainage and other precautions are taken to avoid water seepage into the dwellings/basement and/or flooding of the basement, and/or any ancillary buildings.**

**CARRIED**

Jacquie Bateman rejoined the meeting at 10:38 a.m.

**c) 37-SUB-19 Diedrich Driedger  
17.79 Acre Subdivision  
NW 11-104-18-W5M (Bluehills)**

**MPC 19-08-119**

**MOVED** by John W Driedger

That Subdivision Application 37-SUB-19 in the name of Diedrich Driedger on NW 11-104-18-W5M be APPROVED with the following conditions:

1. This approval is for a **TYPE B** subdivision, 17.79 acres (7.20 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 a road and access to both the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developer's expense.
  - c) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2015.
  - d) **Provision of a storm water management plan. Contact Planning and Development staff at 780-928-3983 to discuss the requirements for your subdivision.**
  - e) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.
  - f) Provision of utility right-of-way as required by ATCO Electric, Telus and Northern Lights Gas and others.
  - g) Provision of and negotiations for utility rights-of-way and/or easements as required by utility companies. The Developer shall be responsible for any line relocation or correction costs that occur as a result of this development. Responses from utilities companies are shown in Schedule "C" hereto attached.
  - h) **Mackenzie County shall not be held liable for any concerns, issues or damages related to and/or**

**resulting from the water tables and any other water problems as a result of any low land levels of the proposed development. It is the responsibility of the developer to ensure that adequate drainage and other precautions are taken to avoid water seepage into the dwellings/basement and/or flooding of the basement, and/or any ancillary buildings.**

**CARRIED**

**d) 38-SUB-19 Galen & Dawna Isaac  
11.51 Acre Subdivision  
Plan 972 3782, Block 1, Lot 2 (North Vermilion)**

**MPC 19-08-120**

**MOVED** by Jacquie Bateman

That Subdivision Application 38-SUB-19 in the name of Galen & Dawna Isaac on Plan 972 3782, Block 1, Lot 2 be APPROVED with the following conditions:

1. This approval is for a **TYPE B** subdivision, 11.51 acres (4.66 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 a road and access to both the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developer's expense.
  - c) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2015.
  - d) **Provision of a storm water management plan. Contact Planning and Development staff at 780-928-3983 to discuss the requirements for your subdivision.**
  - e) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.
  - f) Provision of 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 \$7,250 per acre. Municipal reserve is charged at 10%, which is \$725.00 per subdivided acre. **11.51 acres times \$725.00 equals \$8,344.75.**

- g) **The Developer has the option to provide a market value appraisal of the existing parcel of land as of a specified date occurring within the 35-day period following the date on which the application for subdivision approval is made in accordance to the *Municipal Government Act* Section 667(1)(a).**
- h) Provision of utility right-of-way as required by ATCO Electric, Telus and Northern Lights Gas 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 utilities 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**

- e) **39-SUB-19 Kevin & Wilma Buhler  
10.00 Acre Subdivision  
SW 18-105-14-W5M**

**MPC 19-08-121**

**MOVED** by John W Driedger

That Subdivision Application 39-SUB-19 in the name of Kevin & Wilma Buhler on SW 18-105-14-W5M be APPROVED with the following conditions:

1. This approval is for a **TYPE B** subdivision, 10.00 acres (4.05 hectares) in size.
2. Applicant/developer shall enter into and abide by a

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

Development Agreement with 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 a road and access to both the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developer's expense.
- c) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2015.
- d) **Provision of a storm water management plan. Contact Planning and Development staff at 780-928-3983 to discuss the requirements for your subdivision.**
- e) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.
- f) Provision of utility right-of-way as required by ATCO Electric, Telus and Northern Lights Gas and others.
- g) Provision of and negotiations for utility rights-of-way and/or easements as required by utility companies. The Developer shall be responsible for any line relocation or correction costs that occur as a result of this development. Responses from utilities companies are shown in Schedule "C" hereto attached.
- h) **Mackenzie County shall not be held liable for any concerns, issues or damages related to and/or resulting from the water tables and any other water problems as a result of any low land levels of the proposed development. It is the responsibility of the developer to ensure that adequate drainage and other precautions are taken to avoid water seepage into the dwellings/basement and/or flooding of the basement, and/or any ancillary buildings.**

**CARRIED**

**8. MISCELLANEOUS ITEMS**

- a) None.

**9. IN CAMERA**

a) None.

**10. MEETING DATES**

- ❖ Thursday, September 12, 2019 @ 10 a.m. in La Crete
- ❖ Thursday, October 3, 2019 @ 10 a.m. in Fort Vermilion

**11. ADJOURNMENT**

**MPC 19-08-122**

**MOVED** by John W Driedger

That the Municipal Planning Commission Meeting be adjourned at 10:55 a.m.

**CARRIED**

These minutes were adopted this 12<sup>th</sup> day of September, 2019.

---

Beth Kappelar, Vice Chair







Mackenzie County

## REQUEST FOR DECISION

|                      |   |
|----------------------|---|
| <b>Meeting:</b>      | <b>Regular Council Meeting</b>                    |
| <b>Meeting Date:</b> | <b>September 10, 2019</b>                         |
| <b>Presented By:</b> | <b>Jennifer Batt, Interim Director of Finance</b> |
| <b>Title:</b>        | <b>Finance Committee Meeting Minutes</b>          |

### **BACKGROUND / PROPOSAL:**

The unapproved minutes of the August 26, 2019 Finance Committee meeting are attached.

### **OPTIONS & BENEFITS:**

N/A

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

N/A

### **SUSTAINABILITY PLAN:**

N/A

### **COMMUNICATION / PUBLIC PARTICIPATION:**

Finance Committee minutes are posted on DocuShare.

### **POLICY REFERENCES:**

N/A

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

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the unapproved Finance Committee meeting minutes August 26, 2019 be received for information.

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

**MACKENZIE COUNTY  
FINANCE COMMITTEE MEETING**

**August 26, 2019  
10:00 a.m.**

**Fort Vermilion Corporate Office  
Fort Vermilion, Alberta**

**PRESENT:** Josh Knelsen Reeve, Ex Officio  
Peter F. Braun Councillor - Chair  
Jacquie Bateman Councillor – Vice Chair  
David Driedger Councillor  
Anthony Peters Councillor

**ADMINISTRATION:** Len Racher Chief Administrative Officer  
Jennifer Batt Interim Director of Finance  
Jannelle Veenstra Finance Officer/ Recording Secretary  
Carol Gabriel Director of Legislative Services

**CALL TO ORDER:** 1. a) **Call to Order**  
Councillor Braun, Chair, called the meeting to order at 9:59 a.m.

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

**MOTION FC-19-08-070** **MOVED** by Councillor Driedger  
That the agenda be approved as presented.

**CARRIED**

3. a) **Minutes of the July 25, 2019 Finance  
Committee Meeting**

**MOTION FC-19-08-071** **MOVED** by Councillor A. Peters  
That the minutes of the July 25, 2019 Finance Committee  
meeting be approved as presented.

**CARRIED**

**BUSINESS ARISING  
FROM PREVIOUS  
MINUTES:** 4. a) **None**

**BUSINESS:**

**6. a) Quarterly Fuel Report**

**MOTION FC-19-08-072**

**MOVED** by Reeve Knelsen

That the quarterly fuel usage report for Quarter 2 of 2019 be received for information.

**CARRIED**

**6. c) Councillors' Honorariums and Expense Claims**

**MOTION FC-19-08-073**

**MOVED** by Councillor Bateman

That for any Councillor Expense Claims submitted 60 days after the due date, only the expenses will be paid, and for any submitted 90 days past the due date, that no expenses or honorariums be paid, unless there are special circumstances.

**CARRIED**

**MOTION FC-19-08-074**

**MOVED** by Councillor Knelsen

That Councillor Honorariums and Expense Claims for July 2019 be reviewed or amended as follows:

| <b>Councillor Expense Claims</b> | <b>Review Comments</b> |
|----------------------------------|------------------------|
| 1 – Reeve Knelsen                | Reviewed July 2019     |
| 2 – Councillor A. Peters         | Reviewed July 2019     |
| 3 – Councillor Braun             | Reviewed July 2019     |
| 4 – Councillor D. Driedger       | Reviewed July 2019     |
| 5 – Councillor E. Peters         | Reviewed July 2019     |
| 6 – Councillor Jorgensen         | None                   |
| 7 – Councillor Cardinal          | None                   |
| 8 – Deputy Reeve Sarapuk         | Reviewed July 2019     |
| 9 – Councillor Bateman           | Amended July 2019      |
| 10 – Councillor Wardley          | Reviewed July 2019     |

**CARRIED**

**6. d) Members at Large Expense Claims**

**MOTION FC-19-08-075**

**MOVED** by Councillor Driedger

That the July and August 2019 Members at Large Expense Claims be reviewed as follows:

| <b>Members at Large Expense Claims</b> | <b>Review Comments</b> |
|--|------------------------|
| 1 – Terry Batt                         | None                   |
| 2 – Beth Kappelar                      | Reviewed July 2019     |
| 3 – Erik Carter                        | Reviewed August 2019   |
| 4 – Joseph Peters                      | Reviewed July 2019     |
| 5 – Joe Froese                         | Reviewed August 2019   |
| 6 – Karen Holditch                     | None                   |
| 7 – Jerry Chomiak                      | Reviewed August 2019   |

**CARRIED**

**6. e) Cheque Lists**

**MOTION FC-19-08-076**

**MOVED** by Reeve Knelsen

That the cheque lists and payments made online from July 25, 2019 to August 23, 2019 be received for information.

**CARRIED**

Councillor Braun, Chair, recessed the meeting at 10:25 a.m. and reconvened the meeting at 10:43 a.m.

**6. f) MasterCard Statements**

**MOTION FC-19-08-077**

**MOVED** by Reeve Knelsen

That the Finance Committee forgives the missing receipts for Larissa Flooren and Willie Schmidt as it is their first transgression, and that a payroll deduction be done for the missing receipts for Grant Smith and Byron Peters MasterCard reconciliation.

**CARRIED**

**MOTION FC-19-08-078**

**MOVED** by Councilor Driedger

That the Master Card statements for June 2019 be received for information.

**CARRIED**

**IN CAMERA:**

**7. a) None**

**NEXT MEETING**

**10. a) September 30, 2019 at 10:00 a.m.**

**DATE:** Fort Vermilion Office

**ADJOURNMENT:** 11. a) Adjournment

**MOTION FC-19-08-079** **MOVED** by Councillor A. Peters

That the Finance Committee meeting be adjourned at 10:52 a.m.

**CARRIED**

DRAFT

These minutes were approved by the Finance Committee on \_\_\_\_\_.

---

Peter Braun  
Chair, Councillor

---

Len Racher  
Chief Administrative Officer



Mackenzie County

# REQUEST FOR DECISION

|                      |   |
|----------------------|---|
| <b>Meeting:</b>      | <b>Regular Council Meeting</b>                    |
| <b>Meeting Date:</b> | <b>September 10, 2019</b>                         |
| <b>Presented By:</b> | <b>Grant Smith, Agricultural Fieldman</b>         |
| <b>Title:</b>        | <b>Agricultural Service Board Meeting Minutes</b> |

**BACKGROUND / PROPOSAL:**

The minutes of the August 22, 2019 Agricultural Service Board meetings are attached.

**OPTIONS & BENEFITS:**

N/A

**COSTS & SOURCE OF FUNDING:**

N/A

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

**POLICY REFERENCES:**

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

**RECOMMENDED ACTION:**

- Simple Majority       Requires 2/3       Requires Unanimous

That the Agricultural Service Board meeting minutes of August 22, 2019 be received for information.

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



**MACKENZIE COUNTY  
AGRICULTURAL SERVICE BOARD MEETING**

**Thursday, August 22, 2019  
9:00 A.M.**

**Fort Vermilion Office**

|                 |                |                 |
|-----------------|----------------|-----------------|
| <b>PRESENT:</b> | Ernie Peters   | ASB Chair       |
|                 | Joe Peters     | Member at Large |
|                 | Anthony Peters | Councillor      |
|                 | Terry Batt     | Member at Large |
|                 | Josh Knelsen   | Reeve           |
|                 | Dicky Driedger | Member at Large |

**REGRETS:**

|                          |                    |   |
|--------------------------|--------------------|---|
| <b>ALSO<br/>PRESENT:</b> | Len Racher         | Chief Administrative Officer                              |
|                          | Byron Peters       | Deputy CAO  |
|                          | Grant Smith        | Agricultural Fieldman                                     |
|                          | Colleen Sarapuk    | Public Works Administrative Officer (Recording Secretary) |
|                          | Dave Schellenberg  | Assistant Agricultural Fieldman                           |
|                          | Ryleigh-Raye Wolfe | Environmental Resource Planner                            |
|                          | Brad Andres        | Alberta Agriculture and Forestry                          |
|                          | Doug Forge         | Alberta Agriculture and Forestry                          |

Minutes of the Mackenzie County Agricultural Service Board meeting held on Thursday, August 22 2019

**CALL TO ORDER:**

**1. a) Call to Order**

Chair Ernie Peters called meeting to order at 9:04 a.m.

**AGENDA:**

**2. a) Adoption of Agenda**

**MOTION ASB 19-08-51**

**MOVED BY** Joe Peters

That the agenda be adopted with the addition of 6.c) Chuckegg Fire Update; 6.d) Farmland Expansion.

**CARRIED**

**PREVIOUS MINUTES**

**3.a) Minutes of the July 4, 2019 ASB Minutes**

**MOTION ASB 19-08-52**

**MOVED BY** Terry Batt

That the minutes of the July 4, 2019 ASB meeting be approved as presented.

**CARRIED**

**BUSINESS ARISING FROM  
PREVIOUS MINUTES**

**4.a) NONE**

**5. a) Delegation – Brad Andres –Emergency Livestock Response Plan**

Alberta Forestry and Agriculture are in the process of creating an Emergency Livestock Response Pane template that Municipalities can utilize in the event of a disaster. Brad Andres and Doug Forge met with the ASB to gain input and insight on what worked, and what didn't during the Chuckegg Wild Fire evacuation, and also what the priorities were in regards to evacuation livestock.

**MOTION ASB 19-08-53**

**MOVED BY** Dicky Driedger

That the Emergency Livestock Response Plan Delegation be received for Information.

**CARRIED**

**6.a) 2019 Operating Expenditures**

**MOTION ASB 19-08-54**

**MOVED BY** Dicky Driedger

That the 2019 Operating Expenditures be received for information.

**CARRIED**

**6.b) Weed Inspection Updates**

**MOTION ASB 19-08-55**

**MOVED BY** Dicky Driedger

That the Weed Inspection Updates be received for information.

**CARRIED**

**Break for Lunch – 12:03 PM**

**Reconvened – 12:27 PM**

**6.c) Chuckegg Wildfire Discussion**

**MOTION ASB 19-08-56**

**MOVED BY** Joe Peters

That the Chuckegg Wildfire Discussion be received for information.

**CARRIED**

**6.d) Farmland Expansion**

**MOTION ASB 19-08-57**

**MOVED BY** Anthony Peters

That Farmland Expansion Discussion be received for information.

**CARRIED**

**SET NEXT MEETING DATE**

**7.a) Next Meeting Date**

The next ASB meeting will be held on October 10, 2019 9:00 AM at the Mackenzie County Office in La Crete.

**ADJOURNMENT**

**9.a) Adjournment**

**MOTION ASB 19-08-58**

**MOVED BY** Dicky Driedger

That the ASB meeting be adjourned at 1:18 PM.

**CARRIED**

These minutes will be presented for approval at the next ASB Meeting.

---

Ernie Peters, Chair

---

Grant Smith, Agricultural Fieldman





Mackenzie County

# REQUEST FOR DECISION

|                      |   |
|----------------------|---|
| <b>Meeting:</b>      | <b>Regular Council Meeting</b>                  |
| <b>Meeting Date:</b> | <b>September 10, 2019</b>                       |
| <b>Presented By:</b> | <b>Len Racher, Chief Administrative Officer</b> |
| <b>Title:</b>        | <b>Information/Correspondence</b>               |

## **BACKGROUND / PROPOSAL:**

The following items are attached for your information, review, and action if required.

- Action List
- Correspondence – Alberta Municipal Affairs (MSI Funding)
- Correspondence – Region 6 Metis Nation of Alberta (Annual General Meeting)
- Correspondence – Canadian Union of Postal Workers
- Correspondence – Minister of Municipal Affairs (Inter-Municipal Collaboration Framework and Inter-Municipal Development Plan Time Extension Request)
- Boreal Housing Foundation Meeting Minutes
- Blue Ribbon Panel Report – Executive Summary
- Police Costing Model Engagement – Backgrounder
- Canadian Parks and Wilderness Society (CPAWS) Annual General Meeting
- High Level Firefighter’s Ball
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- 

## **OPTIONS & BENEFITS:**

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

**COSTS & SOURCE OF FUNDING:**

**SUSTAINABILITY PLAN:**

**COMMUNICATION / PUBLIC PARTICIPATION:**

**POLICY REFERENCES:**

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

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

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

## Mackenzie County Action List as of August 28, 2019

### *Council Meeting Motions Requiring Action*

| Motion  | Action Required   | Action By   | Status   |
|---|---|-------------|--|
| <b>May 28, 2013 Council Meeting</b>           |   |             |  |
| 13-05-375                                     | That the Zama Access paving be the first capital priority for paving a road outside a hamlet boundary and that administration continue reviewing options and applying for provincial and/or federal grants as these may become available with intent to complete the paving of this road.   | Len         | Expression of Interest Submitted   |
| <b>February 22, 2016 Council Meeting</b>      |   |             |  |
| 16-02-135                                     | That the County covers the additional cost of the survey on Plan 5999CL, Lot E to date and have administration release a copy of the report to the landowner informing them that the initial investigation survey has been completed.   | Byron       | Refer to Motion 18-06-411<br><br>In progress. Meeting with landowners.   |
| <b>May 10, 2016 Regular Council Meeting</b>   |   |             |  |
| 16-05-354                                     | That administration be authorized to proceed as follows in regards to the Zama Crown Land Procurement: <ul style="list-style-type: none"> <li>• cancel PLS 080023;</li> <li>• <b>pursue acquisition of land parcels as identified on the map presented in red;</b></li> <li>• identify a parcel of land to be subdivided from Title Number 102 145 574 +1 (Short Legal 0923884; 21; 1) and offered for trade or sale to Alberta Environment and Parks due to its unsuitability for a hamlet development , specifically the land use restrictions per Alberta Energy Regulator.</li> </ul> | Don         | PLS Cancelled.<br><br>Asset list with all leases, caveats, dispositions, easements, etc.<br><br>Response Received from AEP 2017-11-27.<br><br>Application submitted.<br><br>RFD to Council once response is received to our application. |
| <b>July 12, 2016 Regular Council Meeting</b>  |   |             |  |
| 16-07-526                                     | That the County pursue purchasing the leased lands at the Hutch Lake campground.  | Doug<br>Len | Application for purchase of Hutch Lake has been filed.   |
| <b>August 9, 2016 Regular Council Meeting</b> |   |             |  |
| 16-08-599                                     | That administration proceed with registering the utility right of way on NE 3-106-15-W5M and NW 3-106-15-W5M. (La Crete SE Drainage Ditch)  | Byron       | Re-negotiating with landowners.<br>Re-survey completed.  |
| <b>April 11, 2017 Regular Council Meeting</b> |   |             |  |
| 17-04-254                                     | That administration bring back options for an additional sub-class under residential for lots too small to legally develop.   | Byron       | In progress. LUB Amendment   |

| Motion                                   | Action Required   | Action By  | Status  |
|--|---|------------|---|
| August 23, 2017 Council Meeting          |   |            |   |
| 17-08-593                                | That administration proceed with meeting with the developers and draft an off-site levy bylaw for the La Crete Sanitary Sewer Expansion project.  | Fred Byron | Finalizing report then draft offsite levy bylaw.  |
| September 25, 2017 Council Meeting       |   |            |   |
| 17-09-650                                | That administration work with the Mackenzie Ski Hill Society to obtain a Registered Road Disposition (RRD) disposition for the road, and that the County commits to an endeavor to assist, as per current policy, to cover a portion of road construction costs to the proposed ski hill in the Buffalo Head Hills.   | Dave       | Paperwork complete. Waiting for approvals. Disposition (RDS) is in place.                                   |
| February 27, 2018 Council Budget Meeting |   |            |   |
| 18-02-146                                | That the replacement of the 1995 GMC Fire Truck be approved with an initial down payment of \$50,000 coming from the Vehicle & Equipment and Emergency Services Reserve and that the balance be paid, up to a maximum of \$500,000, upon receipt with funding coming from the Vehicle & Equipment and Emergency Services Reserve <b>and that the 1995 GMC Fire Truck be disposed upon arrival of the replacement.</b> | Doug       | Funding transfer complete.<br><br>MSI Funding as per Motion 18-06-483<br><br>Disposal expected in Sept 2019 |
| 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.   | Doug       | 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.  | Doug       | Sketch plan completed. Application to purchase is in progress.  |
| May 23, 2018 Council Meeting             |   |            |   |
| 18-05-399                                | That the County apply for funding under the Green Infrastructure Projects Grant and the Alberta Municipal Water and Wastewater Partnership Grant for the Zama Sewage Forcemain project.   | Fred       | Application submitted for GIPG.   |
| 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.   | Dave       | In progress. Need engineering report (WSP)  |
| June 27, 2018 Council Meeting            |   |            |   |
| 18-06-471                                | That the operating costs for the proposed La Crete Wellness Centre be brought back for review prior to passing the Borrowing Bylaw.   | Doug       | Society to provide operation costs.   |
| August 14, 2018 Council Meeting          |   |            |   |
| 18-08-564                                | That the Agricultural Service Board create a follow-up procedure for weed notices and Agricultural Appeal Board decisions.  | Grant      | ASB Meeting 2019-10-10  |



| Motion   | Action Required   | Action By     | Status   |
|--|---|---------------|--|
| <b>October 9, 2018 Council Meeting</b>           |   |               |  |
| 18-10-763  | That administration proceeds with the water diversion licences as discussed.  | Fred          | In progress  |
| <b>November 13, 2018 Regular Council Meeting</b> |   |               |  |
| 18-11-883  | That the stray livestock discussion be referred to the Agricultural Service Board for review and recommendation to Council.   | Grant         | ASB meeting 2019-10-10   |
| 18-11-885  | That the Zama Water Treatment Improvements Project be retendered with a project scope change.   | Fred          | In progress  |
| 18-11-910  | That a three (3) year moratorium be placed on the development of road allowances for non-municipal use until new policies and procedures are in place to determine priority, and future use.  | Byron<br>Dave | Advertised<br>In progress  |
| <b>January 16, 2019 Regular Council Meeting</b>  |   |               |  |
| 19-01-025  | That administration redraft a condensed Public Consumption of Cannabis Survey, with consumption meaning smoking or vaping.  | Carol         | Committee of the Whole Meeting 2019-07-23  |
| <b>February 12, 2019 Regular Council Meeting</b> |   |               |  |
| 19-02-063  | That administration continue to investigate the pros and cons of de-registering the Zama Airstrip with NavCanada and that it be brought back to Council.  | Don           | In progress  |
| <b>February 27, 2019 Regular Council Meeting</b> |   |               |  |
| 19-01-117  | That administration proceed with Plan 5999CL in Fort Vermilion as discussed.  | Byron         | In progress  |
| <b>March 12, 2019 Regular Council Meeting</b>    |   |               |  |
| 19-03-169  | That Mackenzie County proceed with stakeholder and community engagement to identify rural industrial lands neighbouring the hamlet of La Crete.   | Byron         | Fall/Winter 2019   |
| 19-03-171  | That the draft smoke management bylaw be redrafted with the following: <ul style="list-style-type: none"> <li>No burning within the white zone (agricultural land) without a permit. No burning between November 1<sup>st</sup> and February 28<sup>th</sup>.</li> <li>No burning within the green zone within 10 miles of a major roadway without a permit.</li> </ul> | Carol<br>Len  | In progress<br>Under the MGA the municipality does not have jurisdiction to pass a bylaw respecting fires in a forest protection area. Minister has the authority to extend or shorten the fire season for any area. |
| 19-03-186  | That Mackenzie County investigate partnering with the Town of High Level and the Town of Rainbow Lake to host the 2022 Alberta Summer Games.  | Byron         | Completed. Motion of Tri-Council to investigate.   |
| <b>March 27, 2019 Regular Council Meeting</b>    |   |               |  |
| 19-03-203  | That Mackenzie County attempt to become part of the new monitoring committee for Wood Buffalo National Park.  | Byron         |  |

| Motion  | Action Required  | Action By            | Status   |
|---|--|----------------------|--|
| 19-03-210                                     | That Mackenzie County continue to fund the RCMP Enhanced Policing Position – School Resource Officer, subject to financial contribution by the Fort Vermilion School Division; and that Mackenzie County continue to fund the second RCMP Enhanced Policing Position (½ time School Resource Officer and ½ time La Crete Community Policing).  | Len<br>Carol<br>Doug | In progress  |
| 19-03-211                                     | That administration work with the Fort Vermilion School Division and the RCMP to review and bring back a revised Memorandum of Understanding for Enhanced Policing services.   | Len<br>Carol<br>Doug | MOU development in progress. Expected completion November 2019 |
| 19-03-214                                     | That Municipal Affairs be invited to meet with Council to discuss ongoing concerns within the County.  | Len<br>Carol         | Waiting on a meeting date from the Minister's office.          |
| <b>April 8, 2019 Regular Council Meeting</b>  |  |                      |  |
| 19-04-232                                     | That administration be directed to apply for funding to complete a scoping audit for the La Crete and Fort Vermilion Recreation Complexes through the Recreation Energy Conservation (REC) Program and, if successful, bring these audits back to Council for further direction.   | Doug                 | Application approved. Next application phase.                  |
| 19-04-245                                     | That Bylaw 1134-19 being a Road Closure Bylaw to close the land between Plan 142 0594, Block 34, Lot 8 and Lot 9 for the purpose of consolidation be forwarded to the Minister of Transportation for approval, and that purchaser of the laneway be required to install a chainlink fence on both sides of the walkway, with the walkway being ten feet wide within 30 days of the signing of the agreement. | Byron                | Submitted to Municipal Affairs for approval.                   |
| 19-04-246                                     | That Policy DEV001 Urban Development Standards for Industrial Use zoned land be brought back to include an option for a Council approved variance.   | Byron                | In progress  |
| 19-04-247                                     | That the County secure a 40 meter right of way on 100 <sup>th</sup> Street in La Crete for future main street widening and that administration move forward to close 100A Street.  | Byron                |  |
| 19-04-250                                     | That the bridge request from Paramount Resources be added to the agenda for the Paramount meeting on June 13, 2019.  | Len                  | In progress  |
| <b>April 24, 2019 Regular Council Meeting</b> |  |                      |  |
| 19-04-273                                     | That Foothills Developments Ltd. be required, in order to proceed with development, to pay for the 1.604 acres in Municipal Reserve owing in cash for Phases 5 & 6 and that the 0.532 acres owing for Phase 7A be taken from the agreed upon 4 acres owing for all future development for a total of 5.072 acres.  | Byron                | Completed.   |

| Motion   | Action Required  | Action By        | Status                                   |
|--|--|------------------|--|
| <b>May 7, 2019 Regular Council Meeting</b>     |  |                  |  |
| 19-05-315                                      | That administration research October dates for the Lobby Government Effectively Seminar and that the Town of High Level and Rainbow Lake be invited to participate if they are willing to cost share.  | Carol            | Completed. Date set for December 2, 2019 |
| <b>June 12, 2019 Regular Council Meeting</b>   |  |                  |  |
| 19-06-334                                      | That the road construction supervisor/quality control be re-advertised and received for information.   | Dave             | 2020                                     |
| 19-06-350                                      | That Mackenzie County requests that the Minister of Municipal Affairs grant a time extension for the completion of Inter-municipal Collaboration Frameworks and Inter-municipal Development Plans between Mackenzie County and the Town of High Level and the Town of Rainbow Lake until one (1) year after the conclusion of the process/review to consider a new municipality within Mackenzie County. | Byron            | Letter sent to the Minister.             |
| 19-06-353                                      | That the 2018 Annual Report be compiled and released to the public by the end of July and that Council reconsider public engagement in the fall of 2019.   | Carol            | In progress.                             |
| 19-06-358                                      | That Mackenzie County waive the municipal tax charges on power bills for customers affected by the evacuation up to a total maximum cost of \$500.00.  | Jennifer         | In Progress                              |
| <b>July 24, 2019 Regular Council Meeting</b>   |  |                  |  |
| 19-07-398                                      | That first reading be given to Bylaw 1150-19 being a Land Use Bylaw amendment to rezone SE 8-106-15-W5M from Urban Fringe "UF" to Hamlet Residential 1B "H-R1B to accommodate Dwelling – Single Family developments with or without a Garage – Attached, subject to public hearing input.  | Byron            | Public Hearing 2019-09-10                |
| <b>August 13, 2019 Regular Council Meeting</b> |  |                  |  |
| 19-08-412                                      | That first reading be given to Bylaw 1152-19 being a Land Use Bylaw Amendment to rezone Part of NE 11-106-15-W5M from Agricultural "A" to Rural Industrial General "RIG", subject to public hearing input.   | Byron            | Public Hearing 2019-09-10                |
| 19-08-413                                      | That administration investigate with the Disaster Recovery Program regarding the loss of access to grazing leases.   | Jennifer         | In progress                              |
| 19-08-414                                      | That the Fort Vermilion Streetscape be authorized to replace and reinstall the Fort Vermilion River Sign and that administration apply for funding through the Disaster Recovery Program for the ice jam event.  | Doug<br>Jennifer | In progress                              |
| 19-08-423                                      | That administration bring back options for the chip seal project.  | Dave             | In progress                              |

| <b>Motion</b>                                  | <b>Action Required</b>   | <b>Action By</b> | <b>Status</b>  |
|--|--|------------------|--|
| 19-08-424                                      | That funds in the amount of \$86,355.00 be provided from the General Capital Reserve for the purchase of a 2011 Peterbuilt 367 T/A Fire Truck.   | Jennifer         | Completed  |
| 19-08-430                                      | That Bylaw 1116-18 being a Road Closure Bylaw to close a portion of lane between Lots 1 & 3MR, Block 2, Plan 052 2360 for the purpose of consolidation be forwarded to the Minister for approval.  | Byron            | Forward to Minister for Approval                                 |
| 19-08-432                                      | That the lookout deck drawing as shown in the Fort Vermilion Streetscape Design Plan be approved and that administration be authorized to move forward with obtaining cost estimates for the project and pursue the Community Facility Enhancement Program (CFEP) grant application. | Byron            | Meeting scheduled for 2019-09-16<br>Disposition takes 18 months. |
| 19-08-433                                      | That the Fort Vermilion Streetscape Implementation Committee proposed tree planting project be approved which includes three (3) chokecherry trees being planted on each of the lots located at 5001 River Road (ATB), 5005 River Road and 5001 44 <sup>th</sup> Avenue.             | Byron            |  |
| 19-08-435                                      | That \$150,000 be reallocated from the Zama Road Frost Heaves project in support of the three year research data project for the Northwest Species at Risk (NWSAR) Committee.  | Jennifer         | Completed  |
| 19-08-442                                      | That a letter be sent to the provincial government requesting the roll-back of moratoriums within caribou ranges in Mackenzie County.  | Byron            | In progress  |
| 19-08-444                                      | That a letter be sent to regional and territorial stakeholders, and the First Nations, in support of the extension of Highway 58 east through Wood Buffalo National Park as a critical northern connector.   | Len              | In progress.   |
| <b>August 28, 2019 Regular Council Meeting</b> |  |                  |  |
| 19-08-457                                      | That the Handi-bus agreement with the LA on Wheels Society be amended to include the maintenance of buses owned by the Society to a maximum cost of \$35,000 annually.   | Doug<br>Jennifer | In progress. Motion required for funding source.                 |
| 19-08-458                                      | That the position of Manager of Emergency & Protective Services be TABLED to after lunch.  | Len              |  |
| 19-08-459                                      | That the Fort Vermilion Processor/Wood Splitter project be cancelled and that the funds in the amount of \$33,200 be returned to the Vehicle & Equipment Reserve in the 2019 Budget.   | Jennifer         | In progress  |
| 19-08-460                                      | That the budget be amended to include \$6,000 for the contracted services for wood processing in 2019 with funds coming from the General Operating Reserve.  | Jennifer         | In progress  |

| <b>Motion</b> | <b>Action Required</b>  | <b>Action By</b> | <b>Status</b> |
|---------------|---|------------------|---------------|
| 19-08-466     | That administration investigate options to add or revise a definition and use for multi-family dwellings under Section 2 of the Land Use Bylaw.   | Byron            | In progress   |
| 19-08-467     | That a moratorium for road building and road closures be placed on the road allowance on Township Road 1042 for potential utility development.  | Byron            | In progress   |
| 19-08-473     | That the request for Mackenzie Region Aboriginal Interagency Committee representation be forwarded to the local Family & Community Support Services for consideration.                                  | Carol            | Completed     |
| 19-08-474     | That Mackenzie County does not support the letter from the Canadian Bison Association regarding their request for a grant extension to invest in dealing with diseased northern bison.                  | Len              |               |
| 19-08-475     | That Mackenzie County send a letter to the Minister of Agriculture and Forestry in regards to funding for the eradication of brucellosis and tuberculosis in and around the Wood Buffalo National Park. | Byron            | Completed     |
| 19-08-480     | That administration research the GST audit concerns expressed by the Town of Peace River, as it applies to Mackenzie County.  | Jennifer         | In progress   |



ALBERTA  
MUNICIPAL AFFAIRS

Office of the Minister  
MLA, Edmonton - South West

AR98072

August 15, 2019

Reeve Joshua Knelsen  
Mackenzie County  
PO Box 640  
Fort Vermilion AB T0H 1N0

Dear Reeve Knelsen,

As per the email sent on August 14, I am pleased to confirm \$597 million in Municipal Sustainability Initiative (MSI) funding and \$473 million in federal Gas Tax Fund (GTF) funding is now available for municipalities and Metis Settlements. GTF funding includes the one-time payment of \$229.5 million announced by Canada in March 2019. I am confident this additional funding will enable you to build stronger communities and better meet your infrastructure priorities.

For Mackenzie County:

- The **interim 2019 MSI capital allocation is \$1,795,178**. This includes \$1,256,575 in MSI capital funding and \$538,603 in Basic Municipal Transportation Grant funding.
- The **interim 2019 MSI operating allocation is \$114,313**.
- The **2019 GTF allocation is \$1,413,863**. This includes \$685,796 as a result of the one time funding top-up and \$728,067 in 2019-20 GTF funding.

MSI and GTF funding amounts for all municipalities and Metis Settlements are also posted on the Government of Alberta website at [alberta.ca/municipalities-funding.aspx](http://alberta.ca/municipalities-funding.aspx).

I look forward to the continued partnership between Alberta's municipalities and Metis Settlements, our government, and Government of Canada.

Yours very truly,

Kaycee Madu  
Minister

cc: Lenard Racher, Chief Administrative Officer, Mackenzie County





# Region 6 Métis Nation of Alberta

*Investing in our People*

9621-90 Avenue, Peace River, AB. T8S 1G8

Ph: 780-624-4219 Fax: 780-624-3477 1-800-668-5319

August 20, 2019

Mackenzie County  
PO Box 640  
4511 46 Ave  
Fort Vermilion, AB.  
T0H1N0  
Reeve Josh Knelsen

Dear Mr. Knelsen,

Region VI is hosting our Annual General Meeting for Region VI Metis Nation of Alberta. The meeting will be held on October 19, 2019 in Peace River, AB. This meeting is for all Metis members of the Northwest Region. Registration will begin 8:30 am. The meeting is scheduled to begin at 9:00 am; with coffee breaks and lunch provided.

Currently, we are seeking monetary and/or silent auction donations from across Region VI and are therefore asking Mackenzie County to consider contributing to this very important cultural event that showcases the rich Métis tradition. As recognition for your donation, we will include your logo on our posters and program as well as offer formal acknowledgment at the event.

We hope to see you at the event and look forward to a positive continued working relationship with you.

Please feel free to contact Tricia Frank at 780-624-4219 or [tfrank@metis.org](mailto:tfrank@metis.org) with any questions or would like more information. Thanking you in advance for your time and consideration on this matter. We look forward to a positive response from you at your earliest convenience.

Sincerely,

*CR* Carol Ridsdale  
Region VI President







August 22, 2019

Len Racher  
CAO  
County of Mackenzie  
Box 640 4511 46 Ave  
Fort Vermilion, AB T0H 1N0

Dear Len Racher,

The 2019 federal election is fast approaching, bringing public discussion and debates on many issues affecting the public and all municipalities.

When the Liberal government led the latest public review on the future of Canada Post, several municipalities became actively involved in the process. As a result, the government decided to maintain door-to-door delivery and immediately stop the rollout of community mailboxes.

However, there is nothing to stop a new government from bringing those plans, and other service cuts, back into play. Further, Canada Post's indifference towards climate change may have direct repercussions on all Canadians.

Did you know Canada Post has the largest public fleet of vehicles in the country, with over 13,000 vehicles travelling over 96 million kilometres yearly?

In the run-up to the federal election, we urge you to question the political parties on their intentions for Canada Post, and insist they make clear, public commitments regarding the following issues:

- Establishing postal banking to offset the loss of financial services in many communities;
- Creating an ambitious climate change action plan for Canada Post;
- Maintaining door-to-door mail delivery;
- Preserving our universal and public postal service;
- Maintaining rural post offices.

More information is available at [deliveringcommunitypower.ca](http://deliveringcommunitypower.ca).

Sincerely,

Jan Simpson  
National President

Encl.

c.c. National Executive Committee, Regional Executive Committees, Regional and National Union Representatives, specialists, campaign coordinators

/bk sepb 225 cd/cupe1979

AUTHORIZED BY THE OFFICIAL AGENT FOR THE CANADIAN UNION OF POSTAL WORKERS.  
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## *Mackenzie County*

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

August 26, 2019

The Honourable Kaycee Madu  
Minister of Municipal Affairs  
132 Legislature Building  
10800 – 97 Avenue  
Edmonton, AB  
T5K 2B6

Dear Minister:

**RE: INTER-MUNICIPAL COLLABORATION FRAMEWORK AND INTER-MUNICIPAL DEVELOPMENT PLAN – TIME EXTENSION REQUEST**

The Modernized Municipal Government Act (MGA) included a requirement that each municipality have an Inter-municipal Collaboration Framework (ICF) and an Inter-municipal Development Plan (IDP) in place by April, 2020. The Mackenzie County Council and administration have been diligently working to complete these agreements, and have made significant progress to date.

Mackenzie County recently received confirmation from Alberta Municipal Affairs that the petition to form a new municipality, consisting of Wards 9 and 10 and the Town of Rainbow Lake was sufficient. Two of the outstanding ICF and IDP agreements are with the towns located within the area that is being considered for a new municipality. Mackenzie County believes that the current process of considering a new municipality supersedes the MGA's requirement to have completed ICF and IDP agreements with each neighboring municipality. A time extension would allow the County to receive clarification on our own status prior to finalizing negotiations with municipalities that may or may not require an ICF/IDP with Mackenzie County.

Minister of Municipal Affairs

Page 2

August 26, 2019

Therefore, Mackenzie County respectfully requests a time extension for the completion of Inter-municipal Collaboration Frameworks and Inter-municipal Development Plans, until one year after the conclusion of the process/review to consider a new municipality within Mackenzie County.

Thank you for your consideration. If you have any questions please feel to contact me at (780) 926-7405 or our Chief Administrative Officer, Len Racher, at (780) 927-3718 or by email to [lracher@mackenziecounty.com](mailto:lracher@mackenziecounty.com).

Sincerely,



Josh Knelsen  
Reeve, Mackenzie County

- c. Dan Williams, MLA – Peace River  
Crystal McAteer, Mayor, Town of High Level  
Michelle Farris, Mayor, Town of Rainbow Lake  
Mackenzie County Council

**Boreal Housing Foundation**  
**Regular Board Meeting**  
**April 25, 2019 at 10:00 am**  
**La Crete Heimstaed Lodge - Fireside Room**

**In Attendance:** George Friesen - Chair  
Paul Driedger  
Wally Olorenshaw  
Michelle Farris  
Josh Knelsen – joined via teleconference at 10:17 am  
Clark McAskile – Vice Chair  
Crystal McAteer  
Daphne Lizotte  
Bill Neufeld – joined via teleconference at 10:00 am  
Cameron Cardinal

**Missing:**

**Administration:** Mary Mercredi, Chief Administrative Officer  
Evelyn Peters, Executive Assistant

**Call to Order:** Chair George Friesen called the meeting to order at 10:00 am.

**Agenda:**

**Approval of Agenda**

19-23 Moved by Michelle Farris

That the agenda be approved as presented

Carried

**Minutes from February 28, 2019 Regular Board Meeting**

19-24 Moved by Crystal McAteer

That the minutes of the February 28, 2019 Regular Board Meeting be approved as presented

Carried

**Minutes March 14, 2019 Special Board Meeting via  
Teleconference**

19-25 Moved by Paul Driedger

That the minutes of the March 14, 2019 Special Board Meeting via  
Teleconference be approved as presented

Carried

19-26 Moved by Crystal McAteer

That administration seeks a quote from Matrix for our 2020 Financial  
Audit

Carried

**New Business**

**Governance Policy GOV-011 Travel & Expense Rates**

19-27 Moved by Wally Olorenshaw

That Policy GOV-011 Travel & Expense Rates be approved as per  
posted Government rates.

Carried

**Lodge Rent and other Rates**

19-28 Moved by Clark McAskile

That the minimum monthly rent be increased to \$1300.00, and  
maximum monthly rent be set at \$2100.00. Vehicle, scooter and  
electric wheelchair parking rates be increased to \$25.00 per month.  
Laundry services increased to \$45.00 per month. These items be  
reviewed annually.

Carried

**Employee Handbook Amendment**

19-29 Moved by Paul Driedger

That 7.3 of the Employee Handbook be amended to include outstanding rent and utility bills to be deducted from pay cheques.

Carried

**Reports:**

**Financial Reports**

**CAO Report**

19-30 Moved by Cameron Cardinal

That the CAO report be received for information.

Carried

**Heimstaed Lodge Financial Reports – March 31, 2019**

19-31 Moved by Clark McAskile

That the March 2019 Lodge financial report be received for information.

Carried

**High Level Lodge – March 31, 2019**

19-32 Moved by Crystal McAteer

That the March 31, 2019 High Level Lodge financial report be received for information.

Carried

**Supportive Living Financial Reports – March 31, 2019**

19-33 Moved by Wally Olorenshaw

That the March 31, 2019 Supportive Living financial report be received for information.

Carried

**Housing Financial Reports – March 31, 2019**

19-34 Moved by Paul Driedger

That the March 31, 2019 Housing financial report be received for information.

Carried

**Grants & Reserves – March 31, 2019**

19-35 Moved by Michelle Farris

That the March 31, 2019 Grants & Reserves report be received for information.

Carried

**Arrears Report**

19-36 Moved by Cameron Cardinal

That the March 31, 2019 arrears report be received for information.

Carried

**Information items**

19-37 Moved by Crystal McAteer

That the Heimstaed Lodge Resident Survey be accepted as information

Carried

19- 38                    Moved by Paul Driedger

That the Alberta Health Accommodation Standards License be accepted as information.

Carried

19-39                    Moved by Michelle Farris

That the Pioneer Homes Energy Audit report be accepted as information.

Carried

19-40                    Moved by Clark McAskile

That the February 28, 2019 Budget report be accepted as information.

Carried

19-41                    Moved by Wally Olorenshaw

That the DSL Facilities Rate Changes be accepted as information.

Carried

Regular Board Meeting  
April 25, 2019

**Next Meeting Date:** That the next Regular Board Meeting be June 27, 2019 at 10:00 am  
Fireside Room – Phase I Heimstaed Lodge.

**Adjournment:** Chair Person George Friesen declared the meeting of April 25, 2019  
be adjourned at 11:15 am.

---

Chair George Friesen

---

Evelyn Peters, Executive Assistant



**Boreal Housing Foundation**  
**Special Teleconference Board Meeting**  
**June 25, 2019 at 10:00 am**  
**La Crete Heimstaed Lodge**

**In Attendance:** Paul Driedger  
Wally Olorenshaw  
Michelle Farris  
Josh Knelsen  
Clark McAskile  
Crystal McAteer  
Bill Neufeld  
Cornie Teichroeb

**Missing:** Daphne Lizotte  
Cameron Cardinal

**Administration:** Mary Mercredi, Chief Administrative Officer  
Evelyn Peters, Executive Assistant

**Call to Order:** Vice Chair Clark McAskile called the meeting to order at 10:00 am.

**Agenda:**

**Approval of Agenda**

19-42 Moved by Bill Neufeld  
That the agenda be approved as presented  
Carried

**New Business**

**Re-Entry of Staff and Residents**

19-43 Moved by Michelle Farris  
That Heimstaed Lodge Residents that are with family members in the community be allowed to return home to coincide with Alberta Health Services returning the clients that were flown south during the evacuation and, AHS has deemed it safe to return.

Carried

19-44 Moved by Paul Driedger

That the CAO send staff to Wetaskiwin to assist with residents' care and that the CAO contact AHS and AB Seniors & Housing about covering funding for this staff.

Carried

**3-Year Business Plan**

19-45 Moved by Michelle Farris

That the 3-year business plan be approved as presented.

Carried

**Next Meeting Date:** That the next Regular Board Meeting to be determined at a later date.

**Adjournment:** Vice-Chair Clark McAskile declared the meeting of June 25, 2019 be adjourned at 10:15 am.

---

Vicechair Clark McAskile

---

Evelyn Peters, Executive Assistant

# **Boreal Housing Foundation**

## **Special Board Meeting July 22, 2019 at 10:00 am Call in Meeting**

### **In Attendance:**

Paul Driedger – via teleconference  
Crystal McAteer – via teleconference  
Josh Knelsen – via teleconference  
Bill Neufeld – via teleconference  
Cameron Cardinal – via teleconference  
Cornie Teichroeb– via teleconference  
Michelle Farris – via teleconference  
Daphne Lizotte – via teleconference

**Missing:** Clark McAskile, Wally Olorenshaw,

**Administration:** Mary Mercredi, Chief Administrative Officer

**Call to Order:** Josh Knelsen called the meeting to order at 10:00 pm

### **Agenda:**

#### **Approval of Agenda**

19-19 Moved by Bill Neufeld

That the agenda be approved as presented

Carried

19-21 Moved by Cameron Cardinal

Repatriation of Local Seniors.  
Seniors to be brought back starting today, July 22, 2019.

Carried

19-22 Moved by Crystal McAteer

Regular Board Meeting  
July 22, 2019

**Next Meeting Date:**

That the next Regular Board Meeting – August 29, 2019 at  
10:00 am Fireside Room – Phase I Heimstaed Lodge.

**Adjournment:**

Josh Knelsen declared the meeting of July 22, 2019 be adjourned at  
10:15 am.

Carried

---

Chair

---

Evelyn Peters, Executive Assistant



# Report and Recommendations

## Blue Ribbon Panel on Alberta's Finances

August 2019



# Executive Summary

Alberta faces a critical financial situation that demands decisive action. At the same time, this is an opportunity for the province to look beyond just short-term quick fixes to reduce spending. It is a time to dig deeper, explore new approaches and alternatives for delivering public services, improve Alberta’s competitive position, and focus on achieving a sustainable financial situation and long-term results for Albertans – all at a reasonable cost to taxpayers.

Overall, that is the conclusion of the Blue Ribbon Panel on Alberta’s Finances.

The seriousness of the financial challenge is undeniable. Without decisive action, the province faces year after year of deficits and an ever-increasing debt. In order to balance the budget by 2022/23, notwithstanding the effects of both population growth and inflation, there can be no increases in government expenditures for four years and, in fact, the provincial government will actually need to reduce operating spending by at least \$600 million and substantially reduce capital spending. This is a significant challenge and will require the government to rethink how and what services are delivered. Given the volatility of Alberta’s revenue, this is only a starting point. A responsible government will ultimately need to develop and sustain balanced budgets, with a cushion for uncertainties that may arise.

To address this challenge, the Panel compared Alberta’s spending with other provinces and examined areas where there are the biggest opportunities for reductions. The Panel found that Alberta’s spending per capita is the highest in Canada and has consistently been higher than the average of the 10 provinces over the last 25 years. And this is the most startling number: Alberta’s annual expenditures would be \$10.4 billion less if its per capita spending simply matched the average of spending in Canada’s three largest provinces: British Columbia, Ontario and Quebec – and we would not have a deficit. The Panel also found that, in some key areas, in spite of the higher levels of funding, the results achieved are no better and, in some cases, worse than in other provinces. To ensure success, government needs to develop and implement a plan to return to the per capita spending levels of Canada’s largest provinces with a focus on achieving results.

The Panel believes there are ample opportunities for the government to bring spending in line with other provinces and, in the process, achieve better outcomes. The Panel’s recommendations identify our thoughts on where those opportunities lie and what specific actions should be taken not only to achieve a balanced budget by 2022/23 but also to ensure a sustainable fiscal future for the province.

.....  
Alberta’s annual expenditures would be \$10.4 billion less if its per capita spending simply matched the average of spending in Canada’s three largest provinces: British Columbia, Ontario and Quebec – and we would not have a deficit.  
.....

# Recommendations

## On Health: The Panel recommends that the government should:

**Recommendation 1:** Empower strong, strategic leadership to transform the current health system, using other provinces as models, and engaging nurses, doctors, other health professionals, stakeholders and the public where appropriate. The goal is to establish a health system that achieves better outcomes, provides more appropriate care for Albertans, and approximates the average per capita spending of British Columbia, Ontario and Quebec.

**Recommendation 2:** Establish the following set of outcomes to measure Alberta's progress in transforming its health system to reflect the needs of 21st century patients and reduce costs. An external organization, independent of government, should review and report annually on Alberta's progress in closing the gap with comparator provinces on these outcomes.

TABLE 12: KEY INDICATORS FOR ALBERTA HEALTH AND ALBERTA HEALTH SERVICES

| Measure of Performance  | AB       | BC       | ON       | QC       | Notes  |
|---|----------|----------|----------|----------|--|
| <b>Provincial Per Capita Spending on Health Care</b>  |          |          |          |          |  |
| Total - Nominal   | \$ 5,077 | \$ 4,267 | \$ 4,080 | \$ 4,370 | CIHI data; 2018-19 forecast  |
| Hospital  | \$ 1,964 | \$ 1,941 | \$ 1,471 | \$ 1,547 |  |
| Physician   | \$ 1,178 | \$ 943   | \$ 1,000 | \$ 966   |  |
| Drugs   | \$ 382   | \$ 221   | \$ 400   | \$ 297   |  |
| Total – Age – Gender Standardized   | \$ 5,312 | \$ 3,836 | \$ 3,706 | \$ 3,643 | CIHI data; 2016 calendar year  |
| <b>Physicians</b>   |          |          |          |          |  |
| APP (Alternative Payment Plans) payments as a % of total physician payments   | 13%      | 20%      | 36%      | 20%      | CIHI data; National Physician Database 2016-2017   |
| <b>Acute Care</b>   |          |          |          |          |  |
| Patients readmitted to Hospital   | 9.0%     | 9.7%     | 9.2%     | 8.9%     | CIHI data; 2017-2018   |
| Percentage of care in hospitals that could be provided in a more appropriate care setting (% of hospitalization days) | 18.3%    | 13.0%    | 14.6%    | N/A      | CIHI data; Number of hospitalizations and alternate level of care (ALC) cases, and length of stay (LOS) days, by province/territory, HMDB/OMHRS, 2017-2018 |
| Median number of days hospital stay extended until home care services or supports ready                               | 11       | 7        | 7        | N/A      | CIHI data; 2017-2018   |
| Ambulatory Care Sensitive Condition Hospitalization Rates, per 100,000  | 338      | 294      | 314      | 332      | CIHI data; 2017-2018   |
| Cost of a Standard Hospital Stay  | \$ 7,983 | \$ 6,539 | \$ 5,460 | \$ 5,839 | CIHI data; 2017-2018   |



TABLE 12: KEY INDICATORS FOR ALBERTA HEALTH AND ALBERTA HEALTH SERVICES, CONTINUED

| Measure of Performance   | AB    | BC    | ON    | QC    | Notes  |
|--|-------|-------|-------|-------|--|
| <b>System Performance</b>  |       |       |       |       |  |
| Percentage with access to a regular healthcare provider  | 83.7% | 82.2% | 90.3% | 79.4% | Statistics Canada Table 13-10-0096-01; Health characteristics, annual estimates; 2018  |
| Percentage of LPNs (Licensed Practical Nurses) relative to RNs (Registered Nurses)                 | 38%   | 30%   | 47%   | 39%   | CIHI data; 2018; per 100,000 population  |
| Percentage of (Nurse Practitioners) NPs relative to Family Medicine Physicians <sup>1</sup>        | 9%    | 7%    | 19%   | 4%    | Derived from CIHI and Scott's Medical Database data; 2017  |
| Percentage of facility based beds in a community setting <sup>2</sup>                              | 78%   | N/A   | N/A   | N/A   | AHS Annual Report, 2017-2018   |
| Median wait (number of weeks) from referral by GP (General Practitioner) to treatment <sup>3</sup> | 26.1  | 23.2  | 15.7  | 15.8  | Bacchus Barua and David Jacques, with Antonia Collyer (2018). Waiting Your Turn: Wait Times for Health Care in Canada, 2018 Report. Fraser Institute. < <a href="http://www.fraserinstitute.org">www.fraserinstitute.org</a> > |

**Recommendation 3:** Make greater use of alternative service delivery for day procedures and other services that do not have to be delivered in hospitals and could be delivered in private or not-for-profit facilities. The use of alternative service delivery should be applied to other areas beyond health.

**Recommendation 4:** Limit the increasing cost of physician services by providing incentives for physicians to move to Alternative Payment Plans and by renegotiating the agreement with the Alberta Medical Association. Every effort should be made to achieve a negotiated agreement, but the government should also consider its legislative options.

### On Education: The Panel recommends that the government should:

**Recommendation 5:** Work with education stakeholders to decrease the percentage of government funding that goes to administration and governance (currently 24.6%) to a level comparable to British Columbia (17%).

**Recommendation 6:** Completely review and revise the current education funding formula to ensure enrolment growth is addressed and to provide incentives for sharing services and achieving better education outcomes for students.

### On Advanced Education: The Panel recommends that the government should:

**Recommendation 7:** Consult with post-secondary stakeholders to set an overall future direction and goals for the post-secondary system along with appropriate governance models.

<sup>1</sup> Family Medicine includes the specialties of general practice, emergency family medicine and family medicine

<sup>2</sup> Mental Health and Addictions, Continuing Care (LTC & SL) and Sub-Acute beds are considered community-based care; there is no interjurisdictional data accessible for this

<sup>3</sup> As this measure is from third-party source it may not be a reliable measure for the AH / AHS due to limitations in the frequency of its measurement (i.e. based on a survey administered by the third-party)

**Recommendation 8:** Work with post-secondary stakeholders to achieve a revenue mix comparable to that in British Columbia and Ontario, including less reliance on government grants, more funding from tuition and alternative revenue sources, and more entrepreneurial approaches to how programs are financed and delivered. This includes lifting the current freeze on tuition fees.

**Recommendation 9:** Assess the financial viability of Alberta's post-secondary institutions. The government should move quickly to address the future of those post-secondary institutions that do not appear to be viable in future funding scenarios.

### **On Public Sector Compensation, Bargaining and Size: The Panel recommends that government should:**

**Recommendation 10:** Establish a labour relations framework that creates long-term goals for compensation in line with comparable provinces.

**Recommendation 11:** End the freeze on non-bargaining staff with respect to providing merit/in range increases to ensure the equitable treatment of all Alberta public service employees (bargaining and non-bargaining) and support the attraction, engagement and retention of qualified staff.

**Recommendation 12:** Establish a legislative mandate that sets the salary levels for all public sector employees, including all fees and other compensation for insured medical and health services and all third parties, and applies to all negotiations and arbitrations. In the event of a strike, the mandate would form the basis for back-to-work legislation.

### **On Capital spending: The Panel recommends that the government should:**

**Recommendation 13:** Bring Alberta's net public capital stock in line with the average per capita capital stock in the other provinces over the next ten years as part of its balanced budget plans and long-term fiscal sustainability.

**Recommendation 14:** Stabilize and rationalize the allocation of Capital Maintenance and Renewal (CMR) spending and give priority to CMR in the areas of greatest need in future capital expenditure decisions.

**Recommendation 15:** Examine its legislative framework for capital funding to municipalities with the goals of:

- aligning funding to provincial goals and priorities and fiscal capacity, while further considering funding formulas that require municipalities to share more in the costs of major projects;
- adjusting its allocation formulas for grants to municipalities in line with the policy of bringing Alberta's provincial and municipal per capita capital stock in line with the comparator provinces;
- establishing accountability mechanisms and performance measures to monitor the delivery of municipal programs and services and value for money spent, so citizens have the ability to constructively evaluate their local government and their use of tax dollars; and
- making better use of federal infrastructure funding, through the Investing in Canada Infrastructure Program (ICIP), as a means of more effectively managing the costs of the Capital Plan.

**Recommendation 16:** Redefine the government's inventory of land assets to include the broader public sector and create a definitive policy to clearly define surplus assets and a process for disposal of surplus assets. Providing an increased ability to core government and the broader public sector to dispose of surplus assets can act as an offset to the capital cost of new investments or provide revenue for the province.

**Recommendation 17:** Form a procurement council which would be a joint effort of government and business/industry to examine innovation and efficiency in the government’s procurement methods. The intent would be to make it easier to do business with government, enable better access to procurement opportunities for small, medium and large Alberta businesses, and enhance the procurement capacity with government.

**Recommendation 18:** Refresh its policy on major procurements to look at how to achieve the best value for money for taxpayers. This should include exploring innovative partnerships, examining emerging innovations in other provinces, and reviewing success factors and programs that have worked well in the past.

### **On Program Review: The Panel recommends that the government should:**

**Recommendation 19:** Undertake a comprehensive approach to a program review that includes all departments; agencies, boards and commissions; and the wider public sector. This should provide a principled and thoughtful cross-government approach to looking at the effectiveness and efficiency of government service delivery in the public interest.

### **On Enhancing Alberta’s Competitiveness: The Panel recommends that the government should:**

**Recommendation 20:** Work with industry and Albertans to set a compelling vision for Alberta’s economic future combined with a deliberate strategy to foster an economy that creates jobs and wealth while rebuilding Alberta’s reputation as the best and most responsible place to do business. The strategy should include specific steps to:

- develop, transform and empower the public service so it has the culture and capability to deliver on the economic vision and strategy established for the province
- make competitiveness and attraction a top priority and send an important signal to industry and investors that Alberta is putting out a “welcome mat” and tackling all the issues facing business, not just taxes
- work with industry and post-secondary institutions to develop a long-term plan to ensure Alberta has one of the best and most highly skilled workforces in the world
- set clear targets, measure results and report regularly on progress to improve competitiveness

### **On Keeping Alberta’s Budget Balanced: The Panel recommends that government should:**

**Recommendation 21:** Adopt a fiscal rule that limits the annual increases in total program spending to the projected rate of increase in total household incomes in Alberta.

**Recommendation 22:** Repeal the 1% rule on limits to in-year operating spending increases and replace it with a contingency amount, voted by the legislature and allocated to the Treasury Board and Finance Ministry. A transfer of funds from the contingency to a ministry would only be allowed for a public emergency or disaster or for an unanticipated priority that is clearly in the public interest and cannot be delayed to the next budget.

**Recommendation 23:** After the budget is balanced, build a formal buffer into its revenue forecasts through the use of a Revenue Forecast Allowance, initially set at 0.75% of revenue then increasing gradually to 1.25% over a three-year period.

**Recommendation 24:** Once the budget is balanced in 2022/23, introduce a legislated plan to eliminate Alberta’s net debt by 2043/44.

**Recommendation 25:** Establish a fixed budget date.

**Recommendation 26:** Contract with a reputable independent agency to provide an assessment every four years of Alberta’s fiscal policies, particularly regarding adherence to its fiscal framework and the long-term fiscal sustainability of the province’s fiscal policies. The report should be made public four months before a scheduled election.

# Police Costing Model Engagement

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Backgrounder

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# Introduction

The police costing model has a large impact on the lives of Albertans. In communities and municipalities that help pay for their police services, their tax-payers pay for cost increases. Changes in the costing model guides local budget deliberations and may affect police services.

Over the past decade, stakeholders told Alberta Justice and Solicitor General that the police costing model needs revision. The current approach is 15 years old. It has been adjusted since 2004, but there have been no large-scale changes. But policing has evolved. The costing model needs to address those changes and keep pace with current and future needs. To modernize the cost model, the ministry wants to hear from you as elected and administrative municipal leaders, and from the groups that represent you: the Alberta Urban Municipalities Association and Rural Municipalities Association.

This engagement process will gather your input on how a new police costing model would fit for communities across Alberta. We are counting on you, our partners. You are the experts on the needs of your local communities. With your help, this will be a thorough and effective review, so the new model helps your communities and police services thrive together.

This backgrounder provides context around the police costing model. Please get in touch with the engagement team ([JSG.PSDEngagement@gov.ab.ca](mailto:JSG.PSDEngagement@gov.ab.ca)) if there are any errors, omissions, or aspects that are unclear.

## Guiding Questions for this review:

- What are your thoughts on the province recovering a percentage of frontline policing costs from those currently not paying?
- What aspects of the proposed costing model do you feel would reflect the needs of your community?
- What will not work in the proposed costing model?
- What ability do communities and municipalities have to be agile in their budgets for policing costs?
- What kind of timeline would be ideal for implementation of a new model?
- What impact will a new costing model have on communities?
- What do you anticipate as challenges for implementing the model?
- What impact to addressing rural crime would you anticipate this costing model having?
  - What other impacts might a new cost model have?

The engagement will focus on broad questions about funding for police services to identify the most important factors for communities in a model.

## What is *not* being reviewed?

This review will focus only on the development and implementation of a proposed new cost model. Other issues related to policing costs and the *Police Act* will not specifically be addressed. This includes:

- *Police Act* issues unrelated to policing costs;
- Municipal Policing Assistance Grants (MPAG);
- Police Officer Grants (POG);
- First Nations Policing; and
- Enhanced policing for Metis Settlements.

First Nations Policing and enhance policing for Metis Settlements will not be affected by a new costing model.

## Ways to participate

The review team will host two kick-off meetings. The first one will focus on policing costs and will take place on September 5, 2019. AUMA and RMA will be invited to meet with the ministers of Justice and Solicitor General and Municipal Affairs to discuss the purpose of this engagement and the ways in which stakeholders can participate.

A webinar will share information on a police costing model with elected and administrative leaders from all municipalities on (date). Stakeholders will have until October 15, 2019 to provide written feedback on the police costing model via an online survey.

A second kick-off meeting will focus on costs incurred related to enforcing the legalization of cannabis. AUMA, RMA, and the Metis Settlements General Council will be invited to attend that meeting on September 24, 2019.

The first week of October, a second webinar will provide information on the input being gathered for this engagement to municipal and Metis Settlements leaders (elected and administrative). Municipal and Metis Settlement representatives will then have until November 1, 2019 to provide feedback via an online survey.

A separate backgrounder will be made available to those invited to participate in the cannabis enforcement portion of the engagement. This backgrounder **only** addresses information pertinent to the police costing model.

After all information is gathered, stakeholders will be invited to participate in a wrap-up session where the results will be shared. **The date of this wrap-up is still to be determined.**

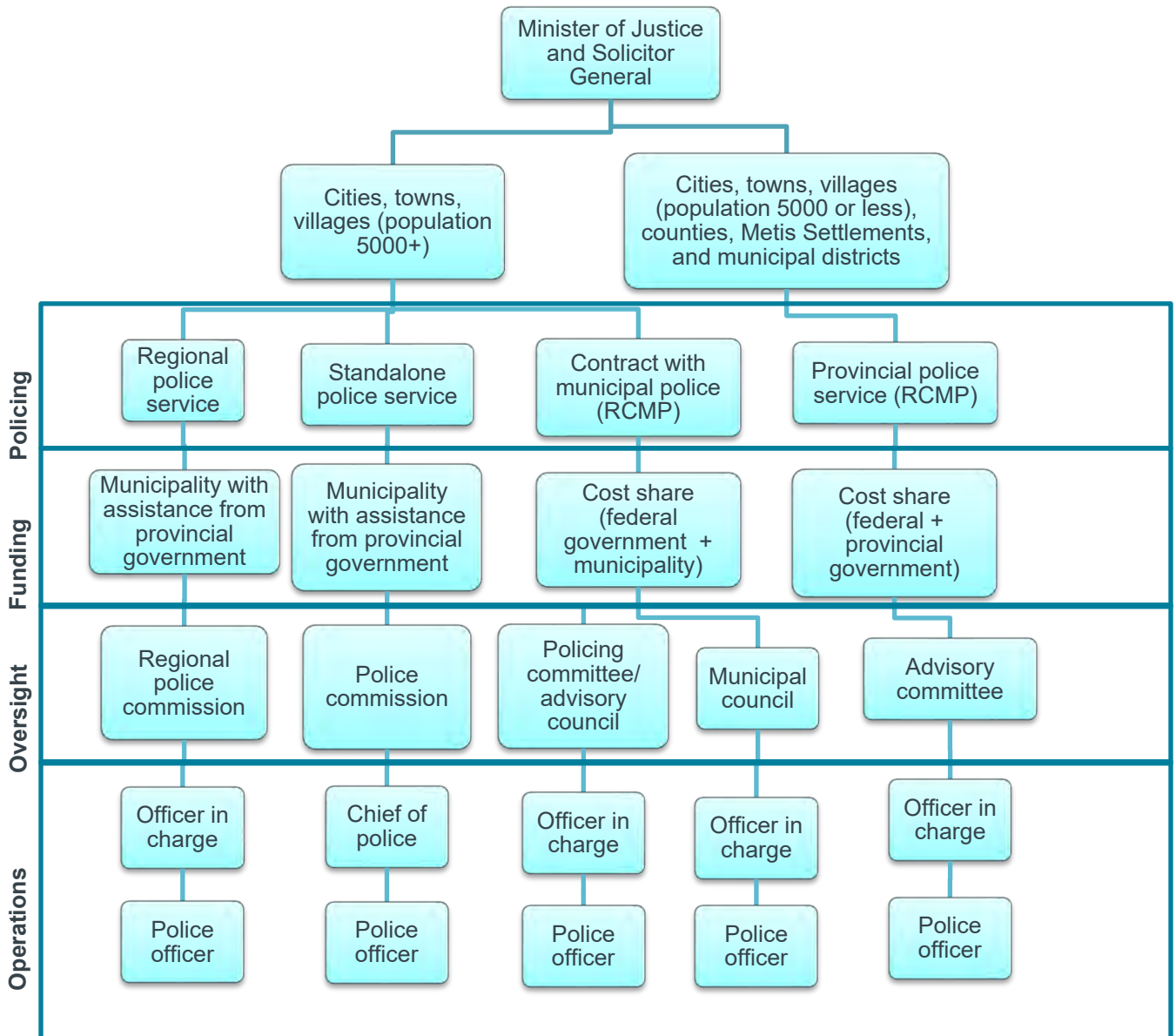
The engagement team is happy to hear from you at any time. Contact us at **[JSG.PSDEngagement@gov.ab.ca](mailto:JSG.PSDEngagement@gov.ab.ca)**.



# Policing Models

This chart provides an overview of policing in Alberta as outlined in the current *Police Act*.

**Chart 1: Policing Models Flow Chart**



**Provincial policing:** As per the Alberta *Police Act*, under the Provincial Police Service Agreement (PPSA), the province provides policing at no direct cost to all rural municipalities (towns with a population of 5,000 or fewer, Metis Settlements and all municipal districts/counties regardless of population). Alberta contracts the RCMP as its provincial police service.

**Municipal policing:** Urban municipalities with a population greater than 5,000 are responsible for their own policing. They can opt for one of the following options:

- Establish a stand-alone municipal police service.
- Pay the federal government, the Alberta government or another municipality to deliver police services, often under a policing agreement. Most municipalities contract their police services directly from the RCMP through a Municipal Police Service Agreement.
- Two or more municipalities enter into a contract to establish a regional police service.

**First Nations policing:** First Nations are policed by the RCMP provincial police service (PPS) unless another arrangement is made under the *Police Act* of Alberta. The First Nations Policing Program (FNPP) provides First Nations with two other such arrangements in Alberta:

1. Tripartite agreement (e.g. stand-alone police service like Blood Tribe Police)
2. Community tripartite agreement that provides enhanced policing in addition to the core policing provided by the PPS.

**Metis Settlements:** Indigenous Relations funding provides an enhanced level of policing service to each of the eight Metis Settlements, with one RCMP officer dedicated to each location.

# History of Cost Model Engagements

The following provides a brief overview of the previous discussions that have taken place with regards to the police costing model. It is important to address the historical process of reviewing the police costing structure, as it has contributed to the design of the proposed model.

## Discussions and the Law Enforcement Framework

- **2009:** Several engagements were held with AUMA, RMA, and other stakeholders. These discussions were referred to as “Police Funding in Alberta – Continuing the Discussion.” In response, a Policing Task Force was created that consulted with AUMA members through a workshop and survey at the annual AUMA convention. A subsequent survey to all AUMA members asked about policing funding options and special circumstances that affect police resources.
- **2010:** Engagements with the RMA and AUMA on the Law Enforcement Framework raised issues on the flexibility and equity of the costing model. The framework was released the same year and incorporated prior input, but did not include a costing model.
- **2012:** The RMA report “Funding Options for Law Enforcement Services in Alberta”, was received. It proposed six potential options for funding. The ministry completed a review of the report and principles for consideration. RMA’s preferred vision was to maintain the status quo, but identified a Base plus Modifier model as their second choice.
- **2013 to 2017:** The ministry communicated with AUMA and RMA to explore community views on factors to include in a new police-costing model. The ministry put out a request for proposals to develop an analytical tool that would show the effects of the factors being considered, and how each factor impacts municipal policing costs. Due to budget constraints, the request for proposals was cancelled and no contract was awarded.
- **2018:** Police costing was the topic of a letter writing campaign from AUMA members.

## Police Funding and the 2018/2019 *Police Act* Review

- The first phase of the *Police Act* review occurred between June 2018 and March 2019, to gather stakeholder perspectives on topics related to the *Police Act* and Police Service Regulation. Engagement occurred through roundtable discussions, a survey to police officers, a survey to administrative and elected officials from municipalities and Indigenous communities, in-person discussions with Indigenous communities, and written submissions. While the roundtable discussions focused on distinct topics, police funding was often mentioned. Stakeholders emphasized the necessity for a multi-factor police-funding model and policing grants that better reflect the needs of different-sized municipalities.

Written submissions also contained sections on police funding:

#### RCMP Submission

- RCMP K-Division highlighted the need for consistent commitments for funding and the benefits of multi-year funding agreements.

#### Rural Municipalities Association Submission

The RMA suggested that much more engagement was needed on funding police services. They wanted several factors to be considered in the development of a funding model:

- Ability to pay – focusing on equating fairness only with equal cost contributions is inappropriate as all municipalities have different needs, ability to pay, and service level expectations;
- Clarify costs of policing – recognize that saying some municipalities do not pay for policing is inaccurate. They contend that all pay, but in different ways.
- MPAG and POG should be considered in evaluating various costing models.
- Costs for policing should be linked to service levels; funding should be directed where it is needed; efficiency, effectiveness, and police-community collaboration should be encouraged; all police-related costs should be recognized; and funds should remain where they are collected.

#### Alberta Urban Municipalities Association Submission

The AUMA stated that the *Police Act* should specify a new, more equitable police costing model where all municipalities contribute directly to the costs of policing. The new model should consider both the demand for services in a municipality, as well as the municipality's ability to pay. Specifically, the AUMA believes that a costing model should be:

Equitable:

- All Albertans are entitled to receive police services.
- Police should treat all Albertans equitably.
- All Albertans should contribute to the costs of policing.
- Police governance and oversight should be equitable and universal.

Responsive:

- Police must be responsive to the needs of Albertans.
- Police must be responsive to changing legislative and social environments.

- Police should have the flexibility to adjust to regional differences.
- Policing must be appropriately resourced to fulfill its responsibilities.

AUMA's suggested principles for an equitable police costing model are:

- A fair, flexible, and equitable model should be developed that:
  - Ensures the level of provincial funding is sufficient to meet standard levels of service.
  - Requires services beyond the standard level to be funded by the jurisdiction wanting the additional services.
  - Recognizes the unique needs of each municipality.
  - Recognizes the ability of a municipality to pay for services.
- The model should encourage efficiencies by:
  - Using other mechanisms to address municipal capacity issues.
  - Encouraging regional policing models.
- The transition to a new model should:
  - Ensure an adequate impact assessment analysis is completed.
  - Ensure that effective education and engagement mechanisms are available to Alberta's municipalities.
  - Allow for an adequate notice period.
  - Revenues created from the new model should be reinvested in public safety.
  - Ensure any revenue collected from an "everyone pays" model is returned to the municipalities that generated the revenue for the protection of public safety.
  - Ensure fine revenues stay in the municipalities in which they are generated.
  - Paying directly for policing should enable municipalities to participate meaningfully in police oversight, e.g. setting local policing priorities.

# Current Funding for Police Services

## Municipal Policing Assistance Grant

The Municipal Policing Assistance Grant eases the financial burden on towns and cities responsible for their own policing. The funds are for:

- Police operating and administration costs, including manpower costs
- Kit and clothing, equipment, police vehicles, etc.
- Governance- and oversight-related initiatives by police commissions and policing committees. Funding is provided to municipalities based on the following payment formulas:

| Population of municipality | Payment thresholds                          |
|----------------------------|---|
| 5,001 to 16,666            | \$200,000 base payment + \$8.00 per capita  |
| 16,667 to 50,000           | \$100,000 base payment + \$14.00 per capita |
| Over 50,000                | \$16.00 per capita                          |

## Police Officer Grant

The Police Officer Grant applies to municipalities that were responsible for their own policing before 2008. Municipalities had added 300 police officers. Each eligible municipality receives \$100,000 per position, per year.

## Distribution of fine revenues

Traffic violations generate most provincial statute fine revenues. Fine revenues are returned to either the province or the municipality whose police service levied the fine.

Under the *Fuel Tax Act*, *Gaming and Liquor Act*, *Tobacco Tax Act* and *Weed Control Act*, revenue from a conviction for an offence that occurred in a city, town, village, municipal district or Metis Settlement or First Nation reserve goes to that community.

## The *Police Act*

Funding provisions are mentioned in the following areas of the *Police Act*:

- Section 4(1) states that municipalities and communities with a population under 5,000 will receive general policing services provided by the provincial police services at no direct cost to the town, village, summer village, municipal district or Metis settlement.
- Section 4(5) states that municipalities and communities with a population over 5,000 will enter into an agreement or establish their own police services in their area.
- Section 5(4) states that when a town, village or summer village attains a population that is greater than 5000, that municipality shall assume responsibility for providing its policing services on April 1 in the 2nd year following the year of the population increase
- Section 6 states that the population for municipalities and communities will be determined in accordance with the *Municipal Government Act*.
- Section 29 (1) states that commissions with the chief of police are able to prepare an annual budget for police services.

# Proposed Costing Model

The following provides a brief overview of the proposed model. This section can be used for reference when completing the survey.

## Communities with Populations under 5,000

Currently 291 municipalities do not directly pay for policing through their municipal taxes. These communities account for one-fifth (20 per cent) of Alberta's population. Under the proposed costing model, these communities would begin paying a percentage of their frontline policing costs. Frontline policing refers to general duty, traffic, and general investigations, which are about 62 per cent of all policing positions. In 2018-2019, the cost of frontline policing was \$232.5 million.

## Cost Distribution

The proposed costing model distributes costs based on two factors: equalized assessment and population. Equalized assessment would look at the annually calculated assessment value for the municipality to determine the relative resources to pay. The assessment value will be weighted at 70 per cent to determine part of the base cost distribution – the costs to a municipality prior to applying the subsidies.

Using the most recent municipal or federal census data, as reported to the Ministry of Municipal Affairs, population would account for 30 per cent of the base cost distribution.

## Cost Modifiers

### *Shadow Population*

These often are workers who generally live and pay property taxes outside of a community or municipality and are not included in local census data on which per capita funding is based. But when in the community they use the same municipal resources and infrastructure as primary residents. A shadow population cost modifier would enable a subsidy for frontline policing. To receive a maximum five per cent subsidy, a shadow population would need to be recognized and officially reported to Municipal Affairs.

### *Crime Severity Index*

This measure analyzes changes in police-reported crime rates across the country, and is tracked and reported to Statistics Canada annually. The index allows the ability to track changes in the volume of police-reported crime each year, in the volume of particular offences, and their relative seriousness. More serious offences have a greater impact on the index, which allows comparisons across municipalities. The crime severity index rural municipal average would be calculated and used as a baseline measure. A community with a higher crime severity index than the baseline would be eligible for a subsidy of 0.05 per cent per index point.



## Examples of the Cost Model

| Police Costing Model (PCM) Options                        |                        |                               |                              |  |                                       |                      |
|---|------------------------|-------------------------------|------------------------------|--|---------------------------------------|----------------------|
| Weighting   | 30%                    | 70%                           |                              | 0.05% per<br>Municipal CSI<br>point above<br>average | 5%                                    |                      |
| Cost Recovery<br>Options -<br>Frontline<br>Policing Costs | Population<br>affected | Total Equalized<br>Assessment | Total Share<br>Policing Cost | CSI Subsidy<br>given                                 | Shadow<br>Population<br>Subsidy given | Revenue<br>Generated |
| 15%   | 765,780                | \$293,162,459,917             | \$34,900,000                 | \$1,015,167  | \$203,263                             | \$33,681,570         |
| 30%   | 765,780                | \$293,162,459,917             | \$69,800,000                 | \$2,030,334  | \$406,526                             | \$67,363,141         |
| 40%   | 765,780                | \$293,162,459,917             | \$93,000,000                 | \$2,705,172  | \$541,646                             | \$89,753,182         |
| 50%   | 765,780                | \$293,162,459,917             | \$116,300,000                | \$3,382,920  | \$677,349                             | \$112,239,731        |
| 60%   | 765,780                | \$293,162,459,917             | \$139,500,000                | \$4,057,758  | \$812,469                             | \$134,629,772        |
| 70%   | 765,780                | \$293,162,459,917             | \$162,800,000                | \$4,735,506  | \$948,172                             | \$157,116,322        |

Source:

Alberta Municipal Affairs, Municipal Services Branch, 2018 Official Population List  
 Alberta Municipal Affairs, Municipal Financial and Statistical Data, 2018 Equalized Assessment  
 Statistics Canada, Canadian Centre for Justice Statistics, CSI Weighted 2015-17 file

If a 15 per cent cost recovery model is implemented:

- Municipality A would be responsible for \$4,049,067 of policing costs or 0.74 per cent of its municipal property tax (excluding education). This figure would be adjusted for subsidies for CSI (minus \$708,512) and shadow population (minus \$202,453). The total cost recovery would be \$3,138,101 as revenue to the province.
- Municipality B would be responsible for \$277,966 of policing costs or 1.54 per cent of its municipal property tax (excluding education). Municipality B would not qualify for any subsidies. The total cost recovery would be \$277,966 as revenue to the province.

If the cost recovery was maximized to 70 per cent:

- Municipality A would be responsible for \$18,887,911 of policing costs or 3.45 per cent of its municipal property tax (excluding education). This figure would be adjusted for subsidies for CSI (minus \$3,305,036) and shadow population (minus \$944,396). The total cost recovery would be \$14,638,479 as revenue to the province.
- Municipality B would be responsible for \$1,296,642 of policing costs or 7.19 per cent of its municipal property tax (excluding education). Municipality B would not qualify for any subsidies. The total cost recovery would be \$1,296,642 as revenue to the province.

# Jurisdictional Scan

The comparisons below highlight the police costing models in use by provinces that recover the cost of police services. The most current cross-Canada review found that British Columbia (BC), Saskatchewan (SK), Ontario, Quebec, New Brunswick, and Nova Scotia all required every municipality to pay a portion of its policing costs. It is important to note:

- In BC, there is a police tax: municipalities over 5,000 people pay for most of their police costs directly through their municipal taxes. In municipalities under 5,000 people, and in rural areas, the BC government sets tax rates to recover a portion of police costs. These tax rates are based on provincially set tax ratios.
- In SK, the costs of policing are distributed in accordance with a formula prescribed in the regulations among all municipalities and “specified municipalities” (rural and those under 500 population) that receive policing services from the RCMP. This includes municipalities with populations less than 5,000.

## British Columbia

|   |  |
|---|--|
| Population cut off for provincial funding for police services                                   | 5,000                                    |
| Provincial contribution share for municipalities below the above population threshold           | 70%                                      |
| Provincial support for municipalities that do not receive dedicated funding for police services | Receives all revenues from traffic fines |
| Amount of traffic fine revenue that municipalities receive                                      | See above                                |

## Saskatchewan

|   |  |
|---|--|
| Population cut off for provincial funding for police services                                   | 5,000  |
| Provincial contribution share for municipalities below the above population threshold           | 70%<br><br>Cost recovery in Saskatchewan is based on population in the rural municipality. The amount invoiced to rural municipalities increases based on the percentage increase of overall policing costs each year. |
| Provincial support for municipalities that do not receive dedicated funding for police services | None   |
| Amount of traffic fine revenue that municipalities receive                                      | 75% only for municipalities in Saskatchewan with stand-alone independent police services. This does not apply to most cities policed by PPSA.  |

## Manitoba

---

|  |  |
|--|--|
| <b>Population cut off for provincial funding for police services</b>                                   | <b>3 categories:</b><br>750 – 1,499;<br>1,499 – 5,000; and<br><br>Over 5,000   |
| <b>Provincial contribution share for municipalities below the above population threshold</b>           | 70%<br><br>The Province of Manitoba provides per capita grants to municipalities. These grants are not dedicated to policing, but the same population threshold applies to those that receive large grants and pay for policing. |
| <b>Provincial support for municipalities that do not receive dedicated funding for police services</b> | Per capita grant (similar to the MPAG)   |
| <b>Amount of traffic fine revenue that municipalities receive</b>                                      | 30%<br><br>If the municipality (in Manitoba) pays for its own policing (stand-alone police service) it is allowed to keep a percentage of provincial fine revenue (estimated at 30%).  |

## Ontario

|  |  |
|--|--|
| <b>Population cut off for provincial funding for police services</b>                                   | <b>No population cut-off</b>   |
| <b>Provincial contribution share for municipalities below the above population threshold</b>           | None. There is a sliding scale for rural and small communities:<br>Low of 5% (\$150 < policing costs/household < \$750)<br><br>to a<br><br>High of 75% (policing costs/household > \$750). |
| <b>Provincial support for municipalities that do not receive dedicated funding for police services</b> | Receives all revenues from traffic fines.  |
| <b>Amount of traffic fine revenue that municipalities receive</b>                                      | See above.   |

## Nova Scotia

|  |   |
|--|---|
| <b>Population cut off for provincial funding for police services</b>                                   | <b>None</b>   |
| <b>Provincial contribution share for municipalities below the above population threshold</b>           | <b>65%</b>  |
| <b>Provincial support for municipalities that do not receive dedicated funding for police services</b> | <b>None.</b>  |
| <b>Amount of traffic fine revenue that municipalities receive</b>                                      | Traffic fine revenue goes to the jurisdiction paying for the officer (either a municipality or the province). The province retains victim surcharges and court costs. |

## Quebec

|  |   |
|--|---|
| <b>Population cut off for provincial funding for police services</b>                                   | <b>50,000</b>   |
|  | <p>Provincial legislation in Quebec defined the level of police services provided to municipalities according to population with benchmarks set at: less than 100,000 (level 1);</p> <p>100 000 to 199,999 (level 2);</p> <p>200,000 to 499,999 (level 3);</p> <p>500,000 to 999 999 (level 4);</p> <p>1 000 000 or more (level 5).</p> |
| <b>Provincial contribution share for municipalities below the above population threshold</b>           | <p>47% + refund</p> <p>The province pays 47% of the amount of basic police service to communities who are policed by the provincial police service. If the contribution of a regional municipality exceeds 80% of its budget, the municipality can receive a refund for the amount over the 80% budget allocation.</p>                  |
| <b>Provincial support for municipalities that do not receive dedicated funding for police services</b> | None  |
| <b>Amount of traffic fine revenue that municipalities receive</b>                                      | Revenue goes to provincial revenue fund   |





# Glossary

The **crime severity index** is a measure that is tracked and reported to Statistics Canada annually. It analyzes changes in police-reported crime rates across the country. The report allows changes to be tracked in the volume of police-reported crime each year, in the volume of particular offences, and in the relative seriousness of offences compared to other offences. More serious offences have a greater impact on the index, which allows comparisons of municipal crime levels.

**Legislation** is a law enacted by a governing body, including both proclaimed acts, amendments and regulations. It does not include agreements or memorandums of understanding. The *Police Act* has associated regulations, which include: the Police Service Regulation and the Exempted Areas Police Service Agreements Regulation.

A **modifier** is an element that can be taken into consideration to adjust the base price of a service. The amount of the modifier is based on the base price of the service.

The **Municipal Policing Assistance Grant (MPAG)** helps municipalities ensure adequate and effective policing and police oversight, implement provincial policing initiatives and enhance policing services. Municipalities with a population over 5,000 that provide their own municipal police services are eligible. The grant is issued each year and no application is required.

A **municipality** is a city, town, village, summer village, specialized municipality or municipal district and includes a Metis Settlement.

**Police commissions** provide oversight of policing to stand-alone police services, and govern municipal police services.

**Police officers** are responsible for enforcing federal, provincial, and municipal laws, protecting life and property, preventing crime, and keeping the peace. They have a broad range of duties and roles, of which law enforcement is a major part. Police officers investigate occurrences of crime, arrest offenders and bring them before the criminal justice system. They also provide a variety of community services including: crime prevention, educational programs, help locating missing persons, dealing with lost property, traffic control, victim assistance and collision investigation.

The **Police Officer Grant** provides annual funding to municipalities that added police officers between 2008 and 2011. It helps cover the cost of policing and promoting safe and secure communities. Each municipality receives \$100,000 per position, per year. Municipalities with a population over 5,000 that provide their own municipal police services are eligible.

A **shadow population** is made up of workers who live outside of a community or municipality. Because they are not included in the population count, they do not contribute to per capita funding calculations. Shadow populations may only be present seasonally (e.g., transient workers), when they use the resources and infrastructure of the community or municipality as if they were primary residents.

## Carol Gabriel

---

**From:** Eric Jorgensen  
**Sent:** September 3, 2019 9:17 AM  
**To:** Council  
**Cc:** Len Racher; Byron Peters; Carol Gabriel  
**Subject:** Fw: You're invited to our Annual General Meeting

Can we put this on the agenda for our next meeting please. Ej

Sent from my BlackBerry — the most secure mobile device — via the TELUS Network

**From:** [infonab@cpaws.org](mailto:infonab@cpaws.org)  
**Sent:** September 3, 2019 8:00 AM  
**To:** [eric@mackenziecounty.com](mailto:eric@mackenziecounty.com)  
**Reply to:** [infonab@cpaws.org](mailto:infonab@cpaws.org)  
**Subject:** You're invited to our Annual General Meeting

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*(pictures by Helen Yip, Chris Sargent and Martin Berkman)*

## ***You're invited to our Annual General Meeting***

Dear Eric,

It's time for our Annual General Meeting and we would love to you have there! It is Wednesday, September 25th at 6 pm at the CKUA Building ([9804 Jasper Avenue NW, Edmonton](#)). Join us for a special presentation by Matthew Munson of Dene Tha' First Nation, as well as updates on our projects, voting and free snacks! Please RSVP by emailing [infonab@cpaws.org](mailto:infonab@cpaws.org) or calling (780) 328-3780.

**Wednesday, September 25th at 6 pm**

Featuring Matthew Munson of Dene Tha' First Nation  
Dene Tha' First Nation and CPAWS NAB collaboration: Bistcho Indigenous Protected  
and Conserved Area  
[CKUA Building, 9804 Jasper Avenue NW, Edmonton, AB](#)

In advance of our Annual General Meeting, we have prepared a very short survey for our members to learn how you think we are doing, and how we could better communicate with you. The survey will take less than 5 minutes to complete and will remain open until September 18th. We will present the results of the survey at the AGM.

**Member Survey**

**TAKE THE SURVEY**

Thank you for your support, we hope to see you September 25th!

Sincerely,



**Kecia Kerr**  
Executive Director  
CPAWS Northern Alberta

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