

MACKENZIE COUNTY

# REGULAR COUNCIL MEETING

**FEBRUARY 10, 2020  
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**

**Monday, February 10, 2020  
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 January 29, 2020 Regular Council Meeting	7
		b) Business Arising out of the Minutes	
<b>DELEGATIONS:</b>	4.	a) Nicholas Kuhl, O2 Planning (La Crete Industrial Growth Strategy) (10:15 a.m.)	19
		b)	
<b>TENDERS:</b>	5.	a) None	
<b>PUBLIC HEARINGS:</b>		Public hearings are scheduled for 1:00 p.m.	
	6.	a) Bylaw 1164-20 Land Use Bylaw Amendment to Rezone Plan 982 5937, Block 23, Lot 28 from Manufactured Home Subdivision "MHS" to Hamlet Residential 2 "H-R2" (La Crete)	37
<b>GENERAL REPORTS:</b>	7.	a) CAO & Director Reports for January 2020	49
		b)	
<b>AGRICULTURE SERVICES:</b>	8.	a) Stray Animals Act – Obtaining Inspector Status	67
		b)	
<b>COMMUNITY SERVICES:</b>	9.	a) Zama Recreation Society – Request to Transfer Funds	69
		b) Firetruck Purchase – Budget Amendment	73

		c)		
<b>FINANCE:</b>	10.	a)	Genesis Reciprocal Insurance Exchange Annual General Meeting	75
		b)		
<b>OPERATIONS:</b>	11.	a)		
		b)		
<b>UTILITIES:</b>	12.	a)		
		b)		
<b>PLANNING &amp; DEVELOPMENT:</b>	13.	a)	Bylaw 1169-20 Land Use Bylaw Amendment to Rezone Part of Plan 052 4647, Block 24, Lot 1 from La Crete Highway Commercial "LC-HC" to Hamlet Residential 1B "H-R1B" (La Crete)	79
		b)	Bylaw 1170-20 Inter-municipal Collaborative Framework with Regional Municipality of Wood Buffalo	89
		c)	Accreditation Quality Management Plan (QMP) Update	103
		d)		
		e)		
<b>ADMINISTRATION:</b>	14.	a)	Zama Access Road Project	149
		b)	Boreal Housing Foundation – Member at Large Appointment	153
		c)	Northern Alberta Elected Leaders (NAEL) – Request for Response	155
		d)	Tri-Council Meeting Agenda	157
		e)	Caribou Update (standing item)	
		f)		
		g)		
<b>COUNCIL</b>	15.	a)	Council Committee Reports (verbal)	

**COMMITTEE  
REPORTS:**

- b) Municipal Planning Commission Meeting Minutes 159
- c)

**INFORMATION /  
CORRESPONDENCE:**

- 16. a) Information/Correspondence 169

**CLOSED MEETING:**

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

- 17. a)
- b)

**NOTICE OF MOTION:**

- 18. a)

**NEXT MEETING  
DATES:**

- 19. a) Committee of the Whole Meeting  
February 25, 2020  
10:00 a.m.  
Fort Vermilion Council Chambers
- b) Regular Council Meeting  
February 26, 2020  
10:00 a.m.  
Fort Vermilion Council Chambers

**ADJOURNMENT:**

- 20. a) Adjournment





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 10, 2020</b>
<b>Presented By:</b>	<b>Carol Gabriel, Deputy Chief Administrative Officer (Legislative &amp; Support Services)</b>
<b>Title:</b>	<b>Minutes of the January 29, 2020 Regular Council Meeting</b>

## **BACKGROUND / PROPOSAL:**

Minutes of the January 29, 2020, 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: J. Emmerson Reviewed by: CG CAO: \_\_\_\_\_

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the minutes of the January 29, 2020 Regular Council Meeting be adopted as presented.

**Author:** J. Emmerson      **Reviewed by:** CG      **CAO:** \_\_\_\_\_



**MACKENZIE COUNTY  
REGULAR COUNCIL MEETING**

**January 29, 2020  
10:00 a.m.**

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

- PRESENT:** Josh Knelsen Reeve  
Walter Sarapuk Deputy Reeve  
Jacquie Bateman Councillor  
Cameron Cardinal Councillor  
David Driedger Councillor  
Eric Jorgensen Councillor (Arrived 10:06 a.m.)  
Lisa Wardley Councillor
- REGRETS:** Peter F. Braun Councillor  
Anthony Peters Councillor  
Ernest Peters Councillor
- ADMINISTRATION:** Len Racher Chief Administrative Officer  
Byron Peters Director or Planning and Development  
Fred Wiebe Director of Utilities  
Jennifer Batt Director of Finance  
Dave Fehr Director of Operations  
Grant Smith Agricultural Fieldman  
Don Roberts Director of Community Services  
Willie Schmidt Fleet Maintenance Manager  
Julie Emmerson Executive Assistant/Recording Secretary
- ALSO PRESENT:** S/Sgt Jesse Gilbert, Fort Vermilion RCMP  
Cpl. Mike Brown, Fort Vermilion RCMP

Minutes of the Regular Council meeting for Mackenzie County held on January 29, 2020 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 20-01-044 MOVED** by Deputy Reeve Sarapuk

That the agenda be approved with the following additions:

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

- 8. a) Mackenzie Applied Research Association Lease
- 9. c) Access to Bistcho Lake
- 14. e) Tri-Council Letter
- 16. b) La Crete & Area Chamber of Commerce
- 17. a) Mackenzie County Library Negotiations

**CARRIED**

**MINUTES FROM  
PREVIOUS  
MEETING:**

- 3. a) Minutes of the January 14, 2020 Regular Council Meeting**

**MOTION 20-01-045**

**MOVED** by Councillor Wardley

That the minutes of the January 14, 2020 Regular Council Meeting be adopted as presented.

**CARRIED**

Councillor Jorgensen arrived at 10:06 a.m.

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

None

**AGRICULTURE  
SERVICES:**

- 8. a) Mackenzie Applied Research Association Lease (ADDITION)**

**MOTION 20-01-046**  
Requires Unanimous

**MOVED** by Councillor Bateman

That administration enter into a new lease agreement with Mackenzie Applied Research Association with a 2055 expiration date.

**CARRIED UNANIMOUSLY**

**TENDERS:**

- 5. a) None**

**PUBLIC HEARINGS:**

- 6. a) None**

**GENERAL  
REPORTS:**

- 7. a) None**

**COMMUNITY  
SERVICES:**

- 9. a) Bylaw 1166-20 Dog Control**

**MOTION 20-01-047**      **MOVED** by Councillor Wardley

That first reading be given to Bylaw 1166-20 being Mackenzie County's Dog Control Bylaw.

**CARRIED**

**MOTION 20-01-048**      **MOVED** by Councillor Bateman

That second reading be given to Bylaw 1166-20 being Mackenzie County's Dog Control Bylaw.

**CARRIED**

**MOTION 20-01-049**      **MOVED** by Councillor Driedger  
Requires Unanimous

That consideration be given to go to third reading of Bylaw 1166-20 being Mackenzie County's Dog Control Bylaw at this meeting.

**CARRIED UNANIMOUSLY**

**MOTION 20-01-050**      **MOVED** by Councillor Cardinal

That third reading be given to Bylaw 1166-20 being Mackenzie County's Dog Control Bylaw.

**CARRIED**

**FINANCE:**                      **10. a) Bylaw 1167-20 Fee Schedule Amendment**

**MOTION 20-01-051**      **MOVED** by Councillor Driedger  
Requires 2/3

That first reading be given to Bylaw 1167-20 being the Fee Schedule Bylaw amendment for Mackenzie County as AMENDED.

**CARRIED**

**MOTION 20-01-052**      **MOVED** by Councillor Wardley  
Requires 2/3

That second reading be given to Bylaw 1167-20 being the Fee Schedule Bylaw amendment for Mackenzie County.

**CARRIED**

**MOTION 20-01-053**      **MOVED** by Councillor Bateman

Requires Unanimous

That consideration be given to go to third reading of Bylaw 1167-20 being the Fee Schedule Bylaw amendment for Mackenzie County at this meeting.

**CARRIED UNANIMOUSLY**

**MOTION 20-01-054**  
Requires 2/3

**MOVED** by Councillor Cardinal

That third reading be given to Bylaw 1167-20 being the Fee Schedule Bylaw amendment for Mackenzie County.

**CARRIED**

**COMMUNITY SERVICES:**

**9. b) Bistcho Lake – Cabins (Recreational Lease)**

**MOTION 20-01-055**

**MOVED** by Councillor Bateman

That Administration move forward with applying for Recreational Leases for the Bistcho Lake cabin areas and consideration be given to the work being done by the Caribou Sub-regional Task Force.

**CARRIED**

Reeve Knelsen recessed the meeting at 10:44 a.m. and reconvened the meeting at 10:59 a.m.

**COMMUNITY SERVICES:**

**9. c) Access to Bistcho Lake (ADDITION)**

**MOTION 20-01-056**  
Requires Unanimous

**MOVED** by Councillor Jorgensen

That Administration have a discussion with Paramount Resources regarding the North access to Bistcho Lake to address access for recreational and industrial purposes for the remainder of the 2019/2020 winter season.

**CARRIED UNANIMOUSLY**

**FINANCE:**

**10. b) Financial Reports – January 1, 2019 to November 30, 2019**

**MOTION 20-01-057**

**MOVED** by Councillor Wardley

That the financial reports for January to November 30, 2019 be received for information.

**CARRIED**

**FINANCE: 10. c) MasterCard Statements**

**MOTION 20-01-058 MOVED** by Councillor Driedger

That the MasterCard statements for October and November 2019 be received for information.

**CARRIED**

**OPERATIONS: 11. a) Ladder Truck**

**MOTION 20-01-059 MOVED** by Councillor Bateman

That the ladder truck update be received for information.

**CARRIED**

**UTILITIES: 12. a) None**

**PLANNING AND DEVELOPMENT: 13. a) Bylaw 1168-20 Land Use Bylaw Amendment to Rezone Plan 052 4647, Block 24, Lot 14 from Hamlet Residential 1A "H-R1A" to Hamlet Residential 1B "H-R1B" (La Crete)**

**MOTION 20-01-060 MOVED** by Councillor Cardinal

That first reading be given to Bylaw 1168-20 being a Land Use Bylaw Amendment to Rezone Plan 052 4647, Block 24, Lot 14 from Hamlet Residential 1A "H-R1A" to Hamlet Residential 1B, subject to public hearing input.

**CARRIED**

**PLANNING AND DEVELOPMENT: 13. a) Policy PW042 Road Allowance Use**

**MOTION 20-01-061 MOVED** by Councillor Jorgensen

That Policy PW042 Road Allowance Use be approved as presented and that Policy PW026 License Agreement for Undeveloped Road Allowance and Policy PW028 Sale of

Undeveloped Road Allowance be rescinded.

**CARRIED**

**DELEGATIONS:**

**4. a) Fort Vermilion RCMP – Crime Statistics for Fort Vermilion and Mackenzie County**

S/Sgt. Gilbert and Cpl. Brown were in attendance to present the Crime Statistics reports for Fort Vermilion and Mackenzie County.

Reeve Knelsen recessed the meeting at 12:10 p.m. and reconvened the meeting at 1:03 p.m.

**MOTION 20-01-062**

**MOVED** by Councillor Driedger

That the RCMP crime statistic reports be received for information.

**CARRIED**

**MOTION 20-01-063**

**MOVED** by Councillor Cardinal

That a letter be sent to S/Sgt. Gilbert regarding Cst. White's commendable service as our School Resource Officer and encourage that an extension be granted.

**CARRIED**

**ADMINISTRATION:**

**14. a) Policy ADM010 Adverse Weather**

**MOTION 20-01-064**

**MOVED** by Councillor Bateman

That Policy ADM010 Adverse Weather be amended as presented.

**CARRIED**

**ADMINISTRATION:**

**14. b) Appointment of Members at Large – Subdivision & Development Appeal Board**

**MOTION 20-01-065**

**MOVED** by Councillor Jorgensen

That Karen Egge, Denise van Rootselaar, and John Croken be appointed as Members at Large to the Subdivision & Development Appeal Board for a three year term ending October 2023, subject to eligibility.

**CARRIED**

**MOTION 20-01-066**      **MOVED** by Councillor Wardley

That administration re-advertise and recruit locally for Subdivision and Development Appeal Board members.

**CARRIED**

**MOTION 20-01-067**      **MOVED** by Councillor Bateman

That a letter be sent to the Minister of Municipal Affairs in regards to the Section 627(3) of the Municipal Government Act that relates to the number of councillor's on a Subdivision and Development Appeal Board.

**CARRIED**

Councillor Bateman declared herself in conflict and sat in the public gallery.

**ADMINISTRATION:**      **14. c) Canada Post Services (Hamlet of Zama)**

**MOTION 20-01-068**      **MOVED** by Councillor Wardley

That the local Councillor and Administration in the Zama area be authorized to meet with Canada Post to discuss future options for Canada Post Services in the community.

**CARRIED**

Councillor Bateman resumed her seat at the Council table.

**ADMINISTRATION:**      **14. d) Caribou Update (standing item)**

**MOTION 20-01-069**      **MOVED** by Councillor Jorgensen

That the Caribou Update be received for information.

**CARRIED**

**ADMINISTRATION:**      **14. e) Tri-Council Letter (ADDITION)**

**MOTION 20-01-070**      **MOVED** by Councillor Wardley  
Requires Unanimous

That administration review the December 4, 2019 Tri-Council Meeting Minutes and address any outstanding actions.

**CARRIED UNANIMOUSLY**

**COUNCIL  
COMMITTEE  
REPORTS:**

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

Councillor Jorgensen stepped out of the meeting at 2:16 p.m.

**MOTION 20-01-071**

**MOVED** by Councillor Driedger

That the Council Committee reports be received for information.

**CARRIED**

Reeve Knelsen recessed the meeting at 2:17 p.m. and reconvened the meeting at 2:35 p.m. with all Councillors present.

**COUNCIL  
COMMITTEE  
REPORTS:**

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

**MOTION 20-01-072**

**MOVED** by Councillor Bateman

That the Municipal Planning Commission meeting minutes of January 9, 2020 be received for information.

**CARRIED**

**COUNCIL  
COMMITTEE  
REPORTS:**

**15. c) Subdivision & Development Appeal Board**

**MOTION 20-01-073**

**MOVED** by Deputy Reeve Sarapuk

That the Subdivision & Development Appeal Board Decision for 03-SDAB-19 be received for information.

**CARRIED**

**INFORMATION /  
CORRESPONDENCE:**

**16. a) Information/Correspondence**

**MOTION 20-01-074**

**MOVED** by Councillor Jorgensen

That the information/correspondence items be accepted for



information.

**CARRIED**

**INFORMATION /  
CORRESPONDENCE:**

**16. b) La Crete & Area Chamber of Commerce – Annual  
General Meeting and Awards Dinner (ADDITION)**

**MOTION 20-01-075**  
Requires Unanimous

**MOVED** by Councillor Bateman

That Mackenzie County staff be authorized to attend the La Crete & Area Chamber of Commerce – Annual General Meeting and Awards Dinner as a result of Council having prior commitments to attend the Rural Municipalities of Alberta (RMA) Zone meeting.

**CARRIED UNANIMOUSLY**

**CLOSED MEETING:**

**17. Closed Meeting**

**MOTION 20-01-076**  
Requires Unanimous

**MOVED** by Councillor Driedger

That Council move into a closed meeting at 3:11 p.m. to discuss the following:

17. a) Mackenzie County Library Board Negotiations  
(FOIP, Div. 2, Part 1, s. 23, 25)

**CARRIED**

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

- All Councillors
- Len Racher, Chief Administrative Officer
- Jennifer Batt, Director of Finance
- Fred Wiebe, Director of Utilities
- Byron Peters, Director of Planning and Development
- Don Roberts, Director of Community Services
- Dave Fehr, Director of Operations
- Julie Emmerson, Executive Assistant

**MOTION 20-01-077**

**MOVED** by Councillor Bateman

That Council move out of a closed meeting at 3:41 p.m.

**CARRIED**

**17. a) Mackenzie County Library Board Negotiations  
(ADDITION)**

**MOTION 20-01-078**  
Requires Unanimous

**MOVED** by Deputy Reeve Sarapuk

That the Mackenzie County Library Board Negotiations be received for information.

**CARRIED UNANIMOUSLY**

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

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

Regular Council Meeting  
February 10, 2020  
10:00 a.m.  
Fort Vermilion Council Chambers

Committee of the Whole Meeting  
February 25, 2020  
10:00 a.m.  
Fort Vermilion Council Chambers

**ADJOURNMENT:** 20. a) Adjournment

**MOTION 20-01-079** **MOVED** by Deputy Reeve Sarapuk

That the Council meeting be adjourned at 3:42 p.m.

**CARRIED**

These minutes will be presented to Council for approval on February 10, 2020.

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Joshua Knelsen  
Reeve

---

Lenard Racher  
Chief Administrative Officer



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 10, 2020</b>
<b>Presented By:</b>	<b>Byron Peters, Director of Planning and Development</b>
<b>Title:</b>	<b>DELEGATION Nicholas Kuhl, O2 Planning (La Crete Industrial Growth Strategy)</b>

## **BACKGROUND / PROPOSAL:**

At the November 5, 2019 Council Meeting, a consultant with O2 planning was present to provide an initial briefing regarding the La Crete Industrial Growth Strategy following their first open house in La Crete.

On February 3, 2020 a second open house was held in order to gain feedback from the community.

Nicholas Kuhl, Planner with O2 Planning will provide an update on the La Crete Industrial Growth Strategy. A copy of their presentation is attached.

## **OPTIONS & BENEFITS:**

For information.

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

## **SUSTAINABILITY PLAN:**

## **COMMUNICATION / PUBLIC PARTICIPATION:**

**Author:** C Smith      **Reviewed by:** J. Emmerson      **CAO:** \_\_\_\_\_

**POLICY REFERENCES:**

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the La Crete Industrial Growth Strategy update be received for information.

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

# LACRETE

## INDUSTRIAL GROWTH STRATEGY



**02.10.20 Council Update**

# AGENDA

## 1. PROJECT TO DATE

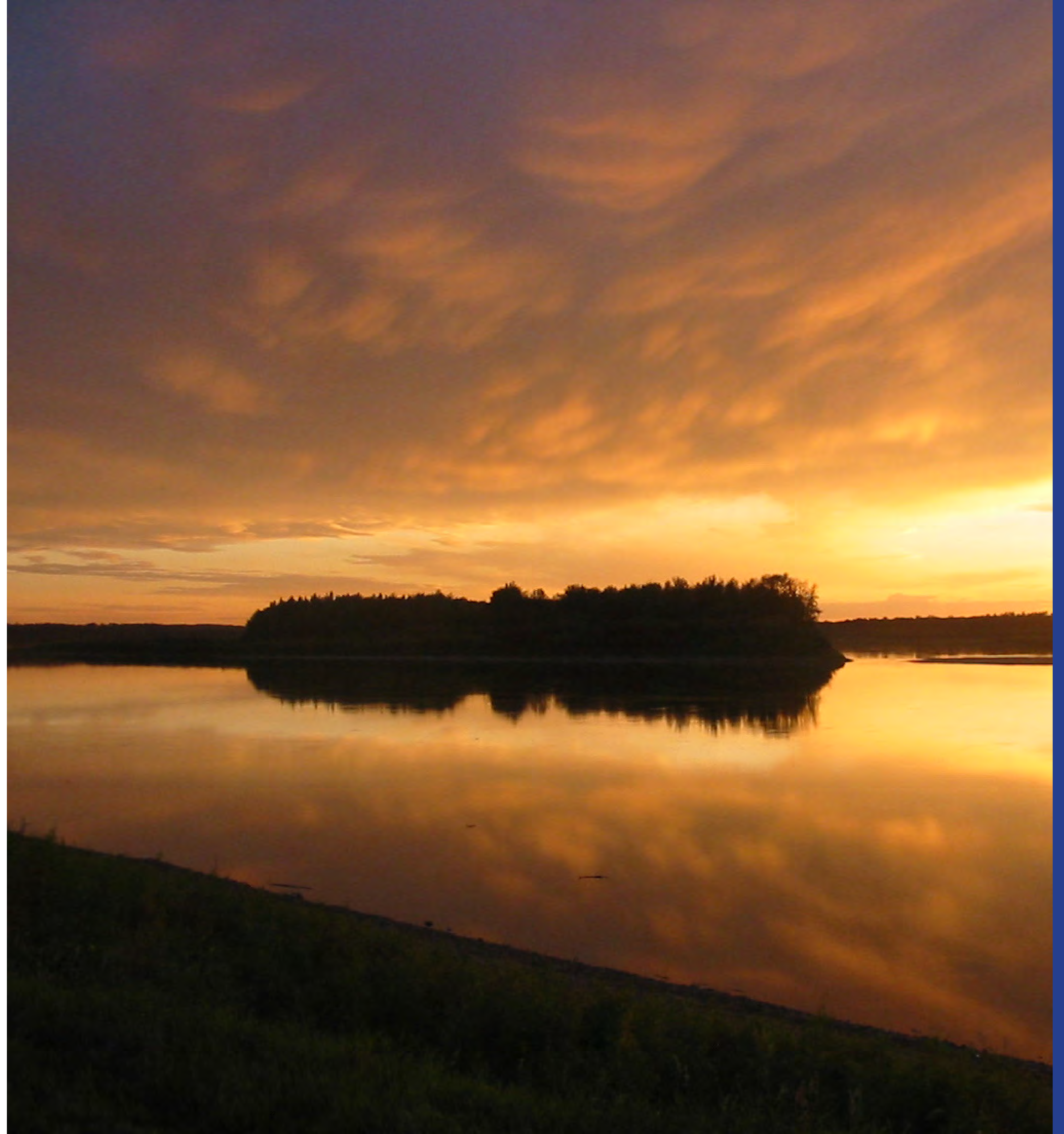
- › TIMELINE
- › GROWTH ANALYSIS
- › SUITABILITY MODELLING

## 2. THE STRATEGY

- › GROWTH AREAS
- › IMPLEMENTATION

## 3. NEXT STEPS

- › FEBRUARY ENGAGEMENT
- › STRATEGY REFINEMENT



# PROJECT TIMELINE

## Completed Milestones

- › Growth Analysis Brief
- › Stage 1 Public Engagement
- › Draft Strategy + Growth Areas
- › Stage 2 Staff Workshop + Public Engagement

## Key Upcoming Milestones

- › Revise Draft Strategy: March 2020
- › Council Approval: April 2020



# GROWTH ANALYSIS

## Policy Review

- › Future industrial growth is contemplated in many different areas by different policy documents
- › Heavier industrial uses should be developed outside of the hamlet
- › Policy recognizes the acute servicing challenges facing development in and around La Crete

## Projected Growth

- › La Crete's rapid and sustained growth makes projecting land demand challenging
- › Different forms of industrial development should be allocated to appropriate areas in order to accommodate La Crete's longer-term growth





# GROWTH ANALYSIS

## Development Suitability Model

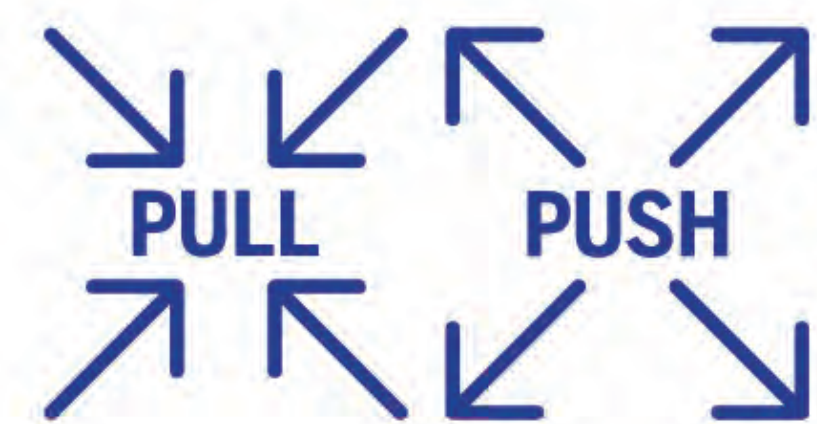
- » A model was prepared that uses a range of different factors to calculate suitability for industrial development in and around La Crete

### Pull Factors

- » Rural waterlines
- » Three phase electricity
- » Provincial highways
- » Natural gas pipelines
- » Large parcels

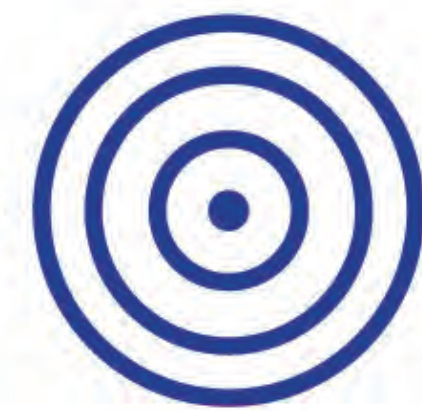
### Push Factors

- » Airport buffer
- » Soil classification
- » Waterbodies
- » Wetlands greater than 10 hectares
- » Riparian areas
- » Small parcels



#### SPATIAL DATA

- » Pull Factors: Increase the areas development suitability score
- » Push Factors: Decrease the areas development suitability score



#### ZONE OF INFLUENCE

- » Certain factors have larger or smaller zones of influence or sensitivity



#### WEIGHT

- » Determines the amount of influence the push or pull factor has on the model results



#### SUITABILITY ANALYSIS

- » Results are compiled into one output

# Servicing Infrastructure

### Legend

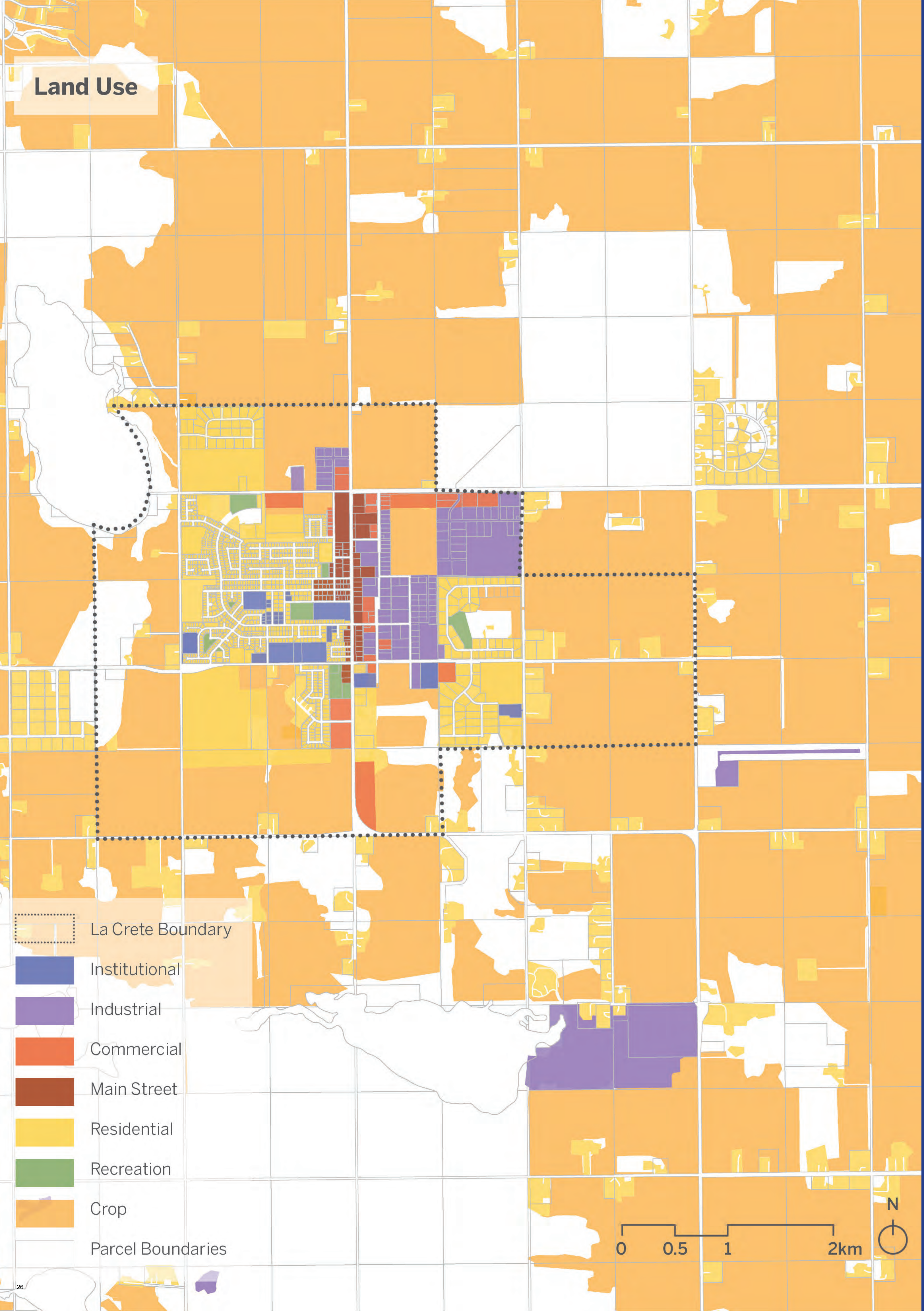
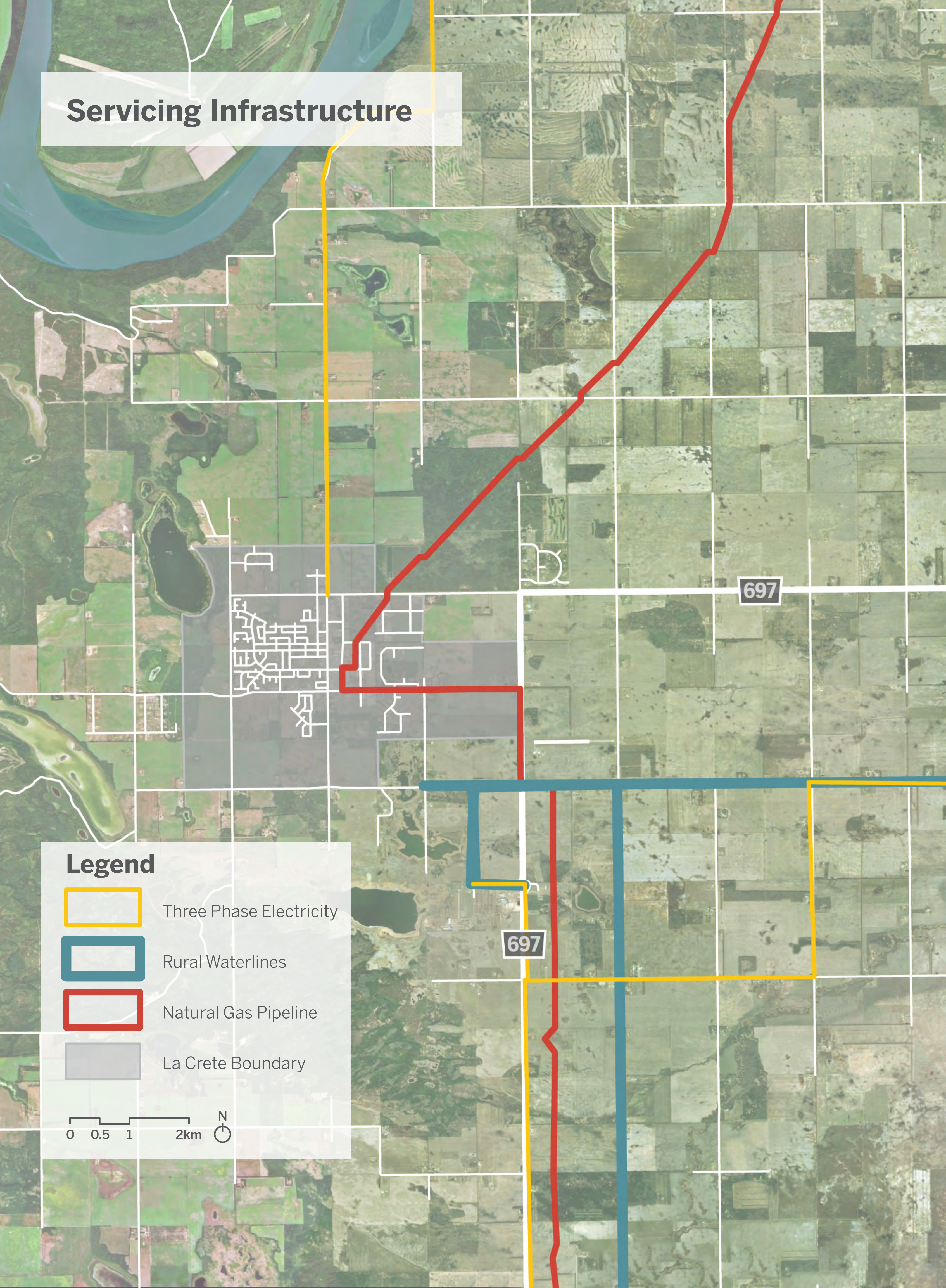
- Three Phase Electricity
- Rural Waterlines
- Natural Gas Pipeline
- La Crete Boundary

0 0.5 1 2km N

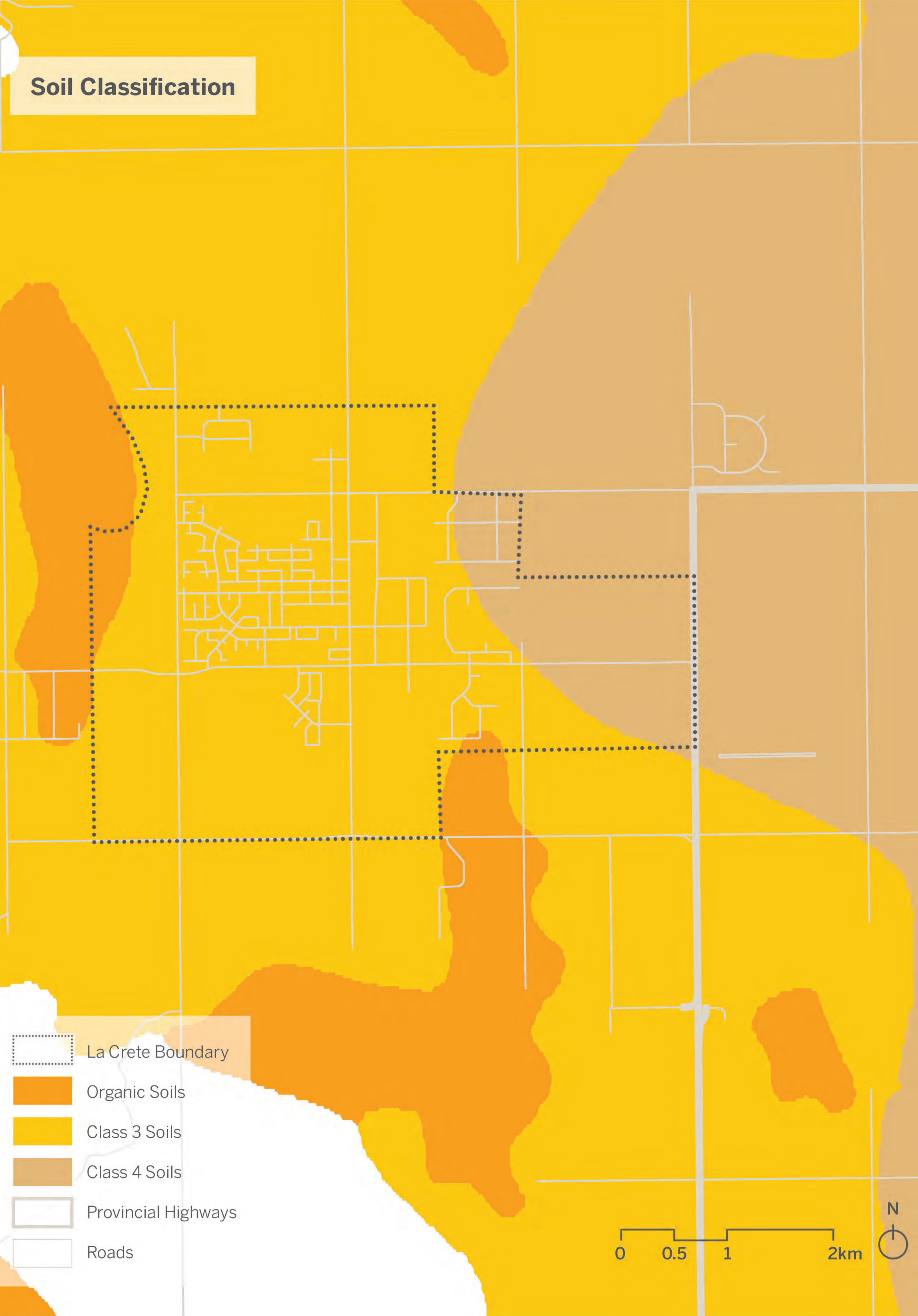
# Land Use

- La Crete Boundary
- Institutional
- Industrial
- Commercial
- Main Street
- Residential
- Recreation
- Crop
- Parcel Boundaries

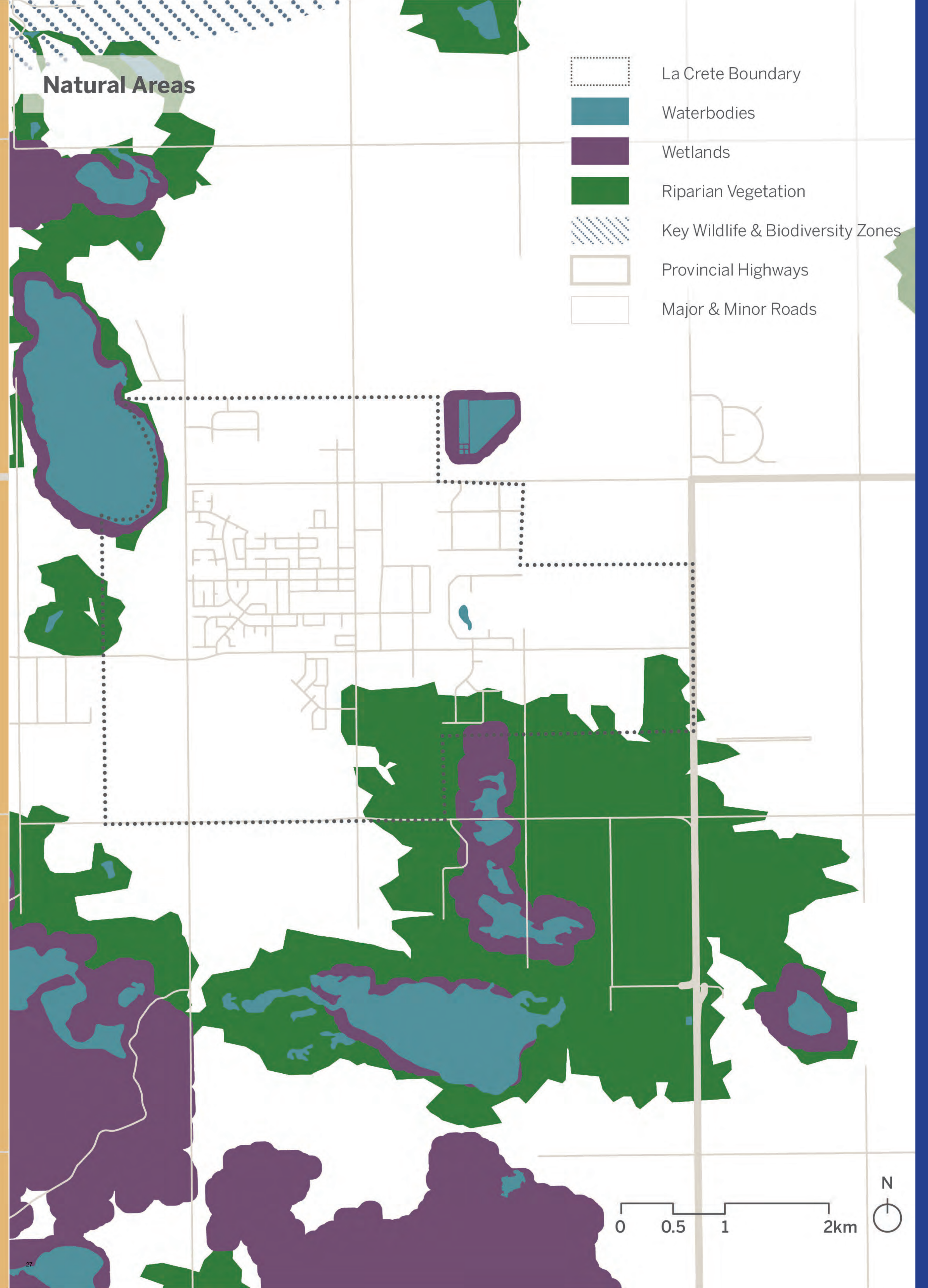
0 0.5 1 2km N



# Soil Classification

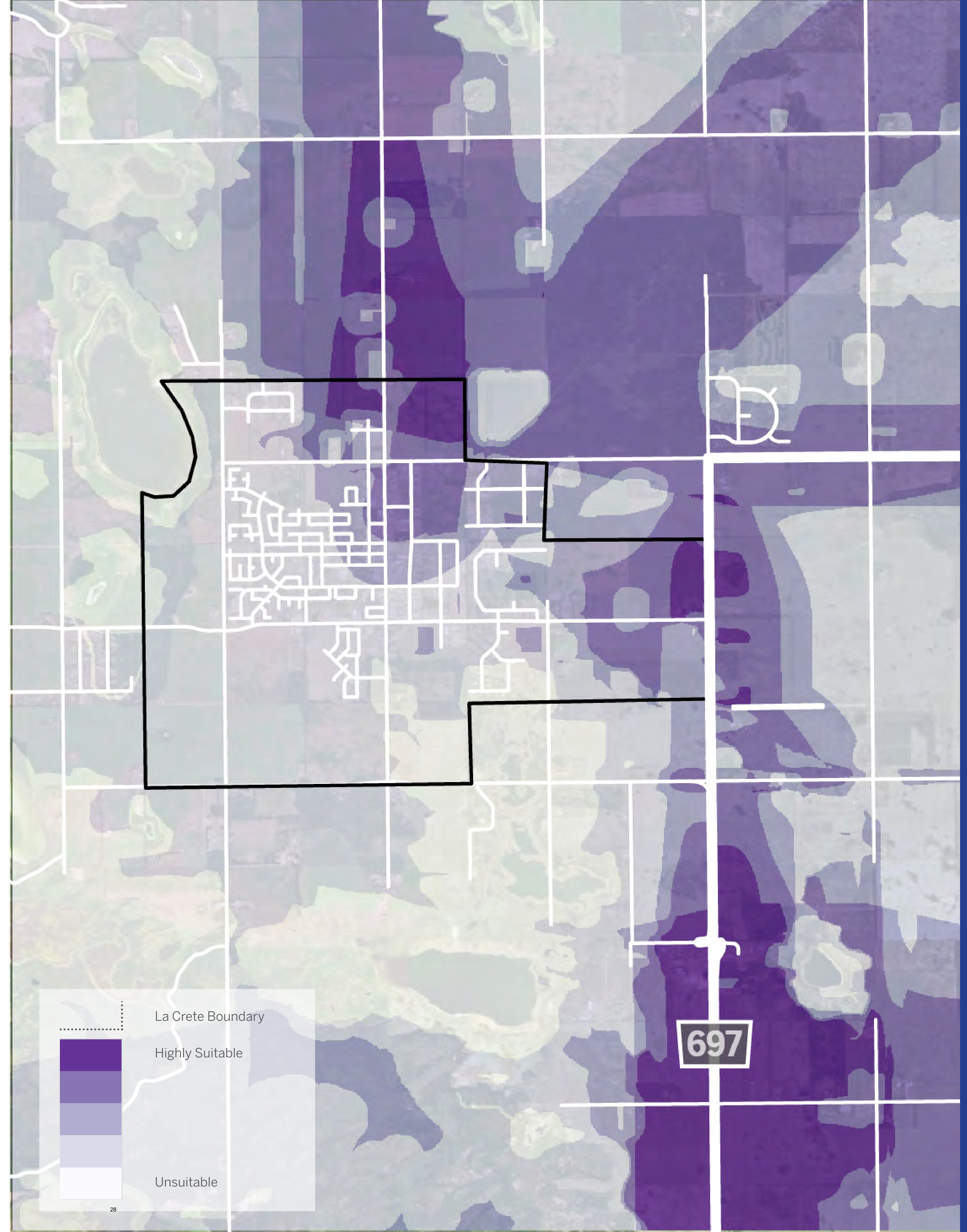


# Natural Areas



# MODEL RESULTS

- › Darkest purple areas represent the highest scores for development suitability
- › Three key nodes for development are apparent from the model
- › The largest area of suitability surrounds La Crete Sawmills south of the hamlet
- › The influences of infrastructure including highways, three-phase electricity, and natural gas are clearly evident



# KEY FINDINGS

## Existing Policy Needs Clarity

- › A concise framework is required to clarify the County's vision for industrial development in and around La Crete

## Greater Servicing Infrastructure Capacity Required

- › Mackenzie County is well aware of the infrastructure capacity challenges facing La Crete
- › To realize the hamlets full industrial development potential this challenge must be addressed

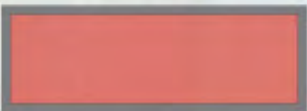

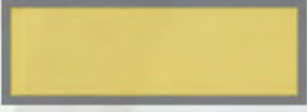
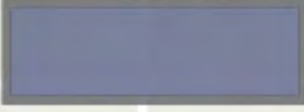


## Multiple Approaches to Industrial Development

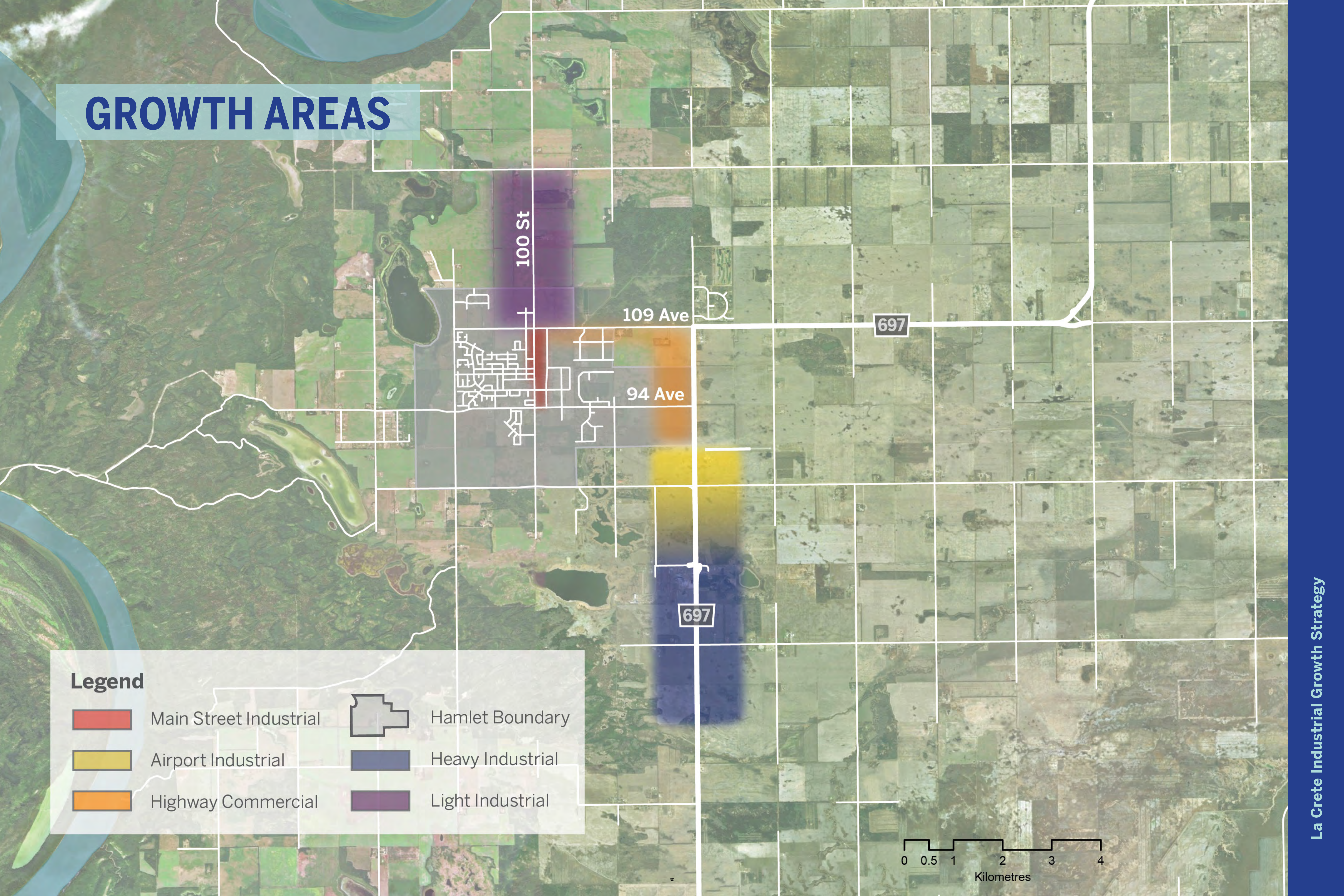
- › Different types of industrial development should be accommodated in different ways



# GROWTH AREAS

**Legend**

	Main Street Industrial		Hamlet Boundary
	Airport Industrial		Heavy Industrial
	Highway Commercial		Light Industrial



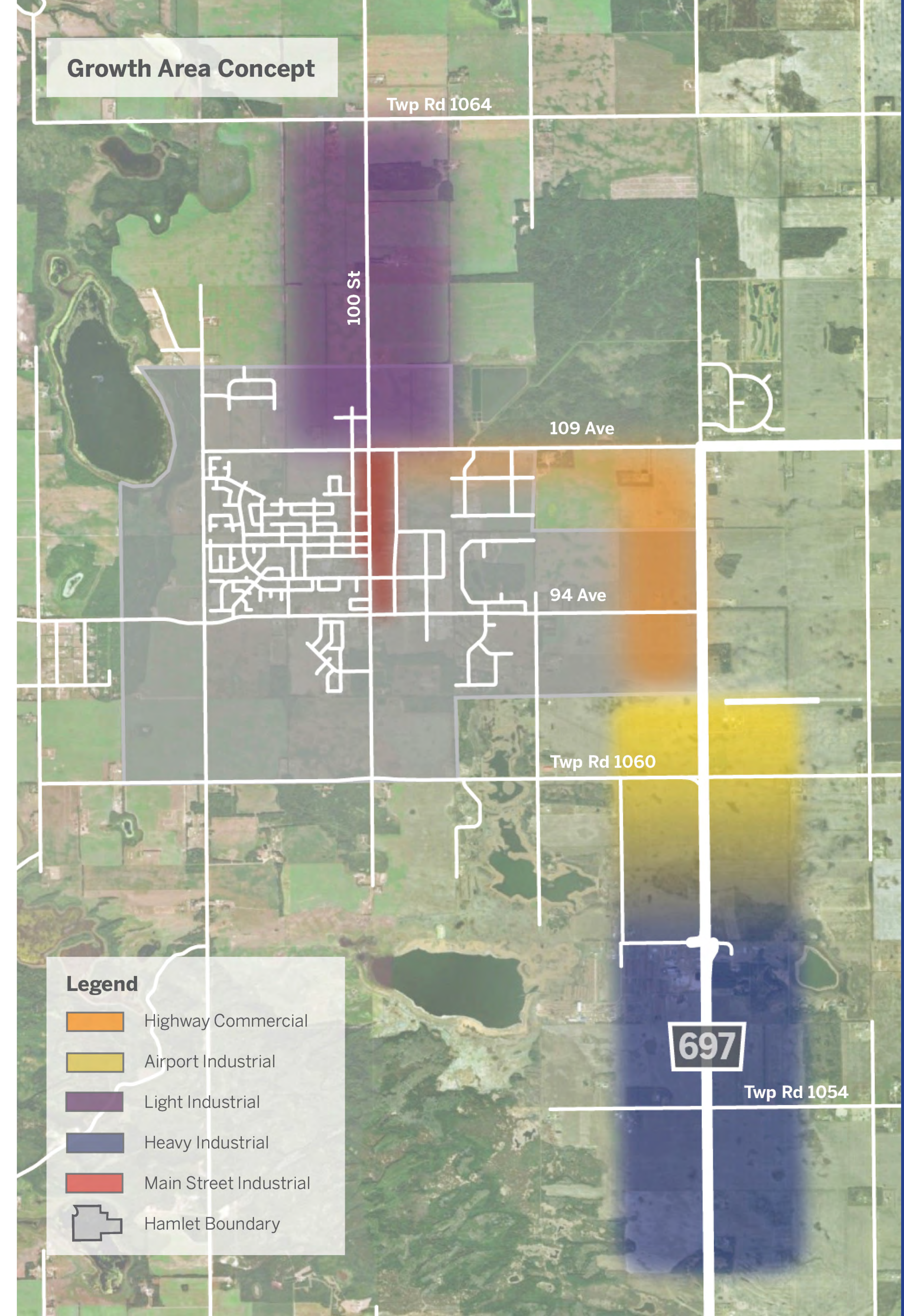
# GROWTH AREAS

## Highway Commercial

- › Predominantly fronting Hwy 697
- › Reflects existing development pressure
- › Ideal for agriculture-oriented industrial retail that will draw visitors to La Crete
- › Maintains separation between nuisance industries and the hamlet

## Airport Industrial

- › South of La Crete on Hwy 697
- › Primarily intended for agricultural-technology and aeronautics-oriented development
- › Intended to develop as a southern “gateway” to La Crete



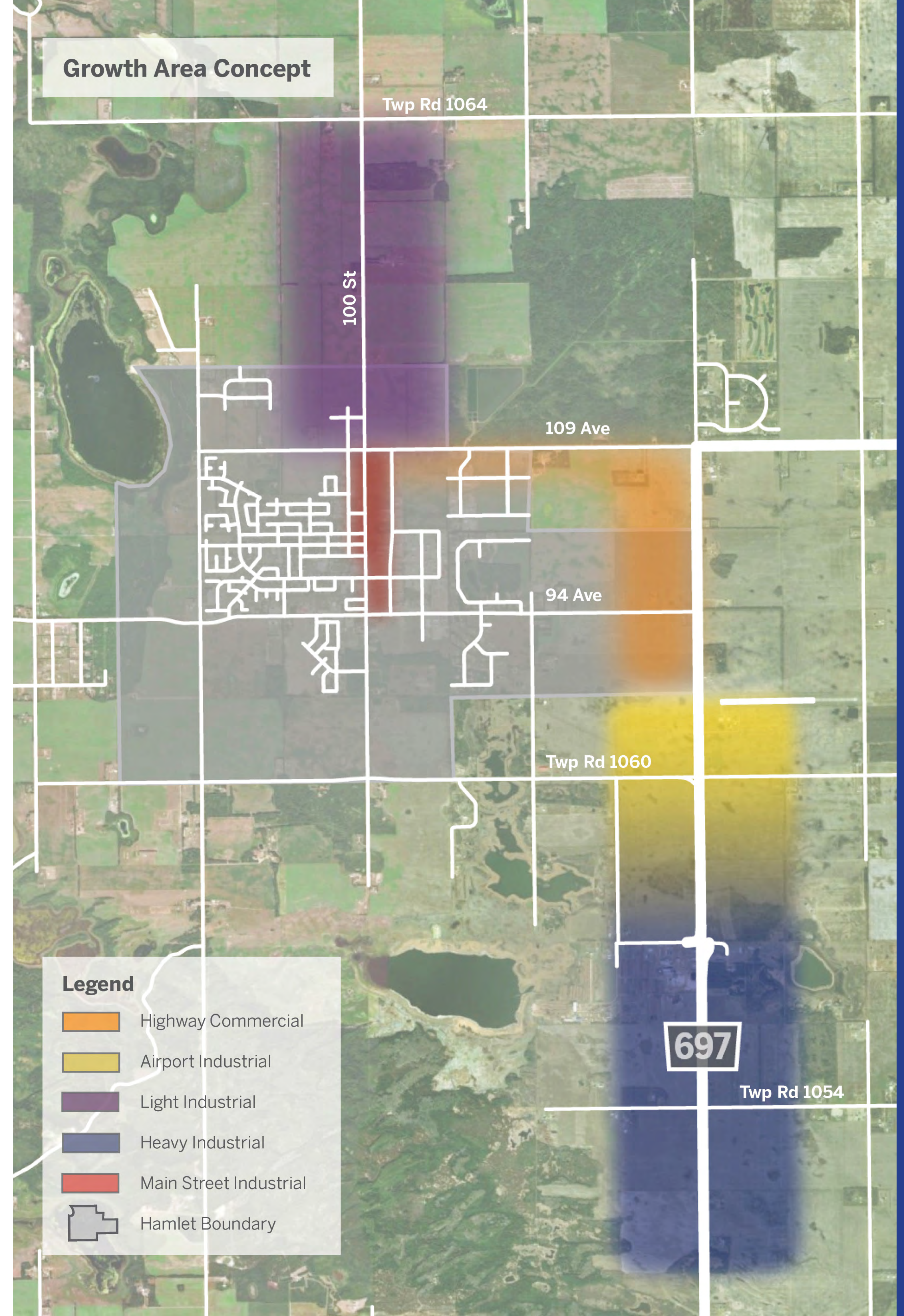
# GROWTH AREAS

## Light Industrial

- › 100 Street north of La Crete
- › Ideal for lighter industrial uses that require less land
- › Reflects the County's existing investments in industrial growth

## Heavy Industrial

- › South of La Crete on Hwy 697
- › Consolidates heavy industry around existing developments
- › Takes advantage of existing transportation infrastructure improvements

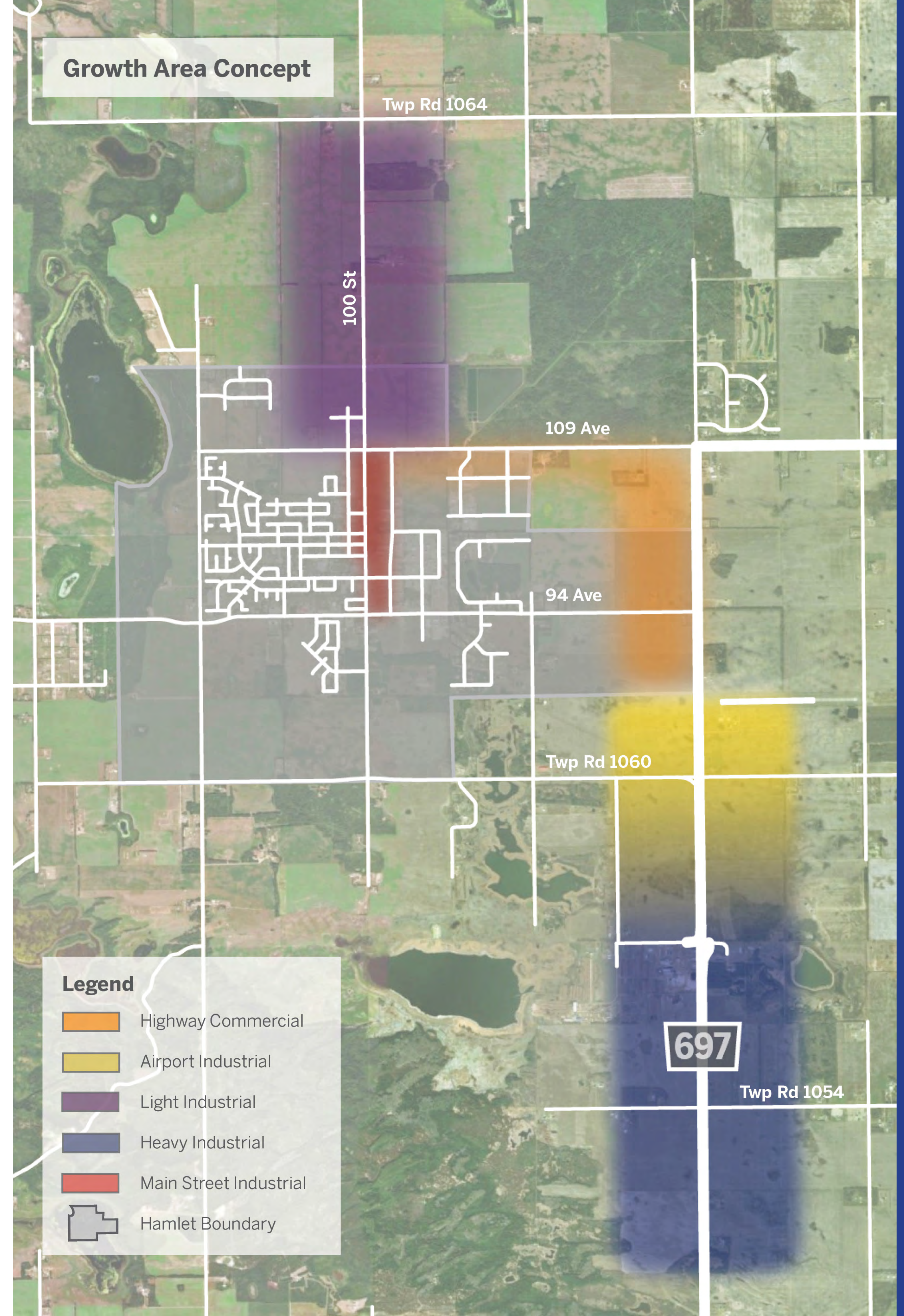




# GROWTH AREAS

## Main Street Industrial

- › La Crete's downtown
- › Encourages a transition to more engaging, pedestrian-friendly, and interactive industrial uses
- › Contributes to ongoing public realm improvements



# IMPLEMENTATION

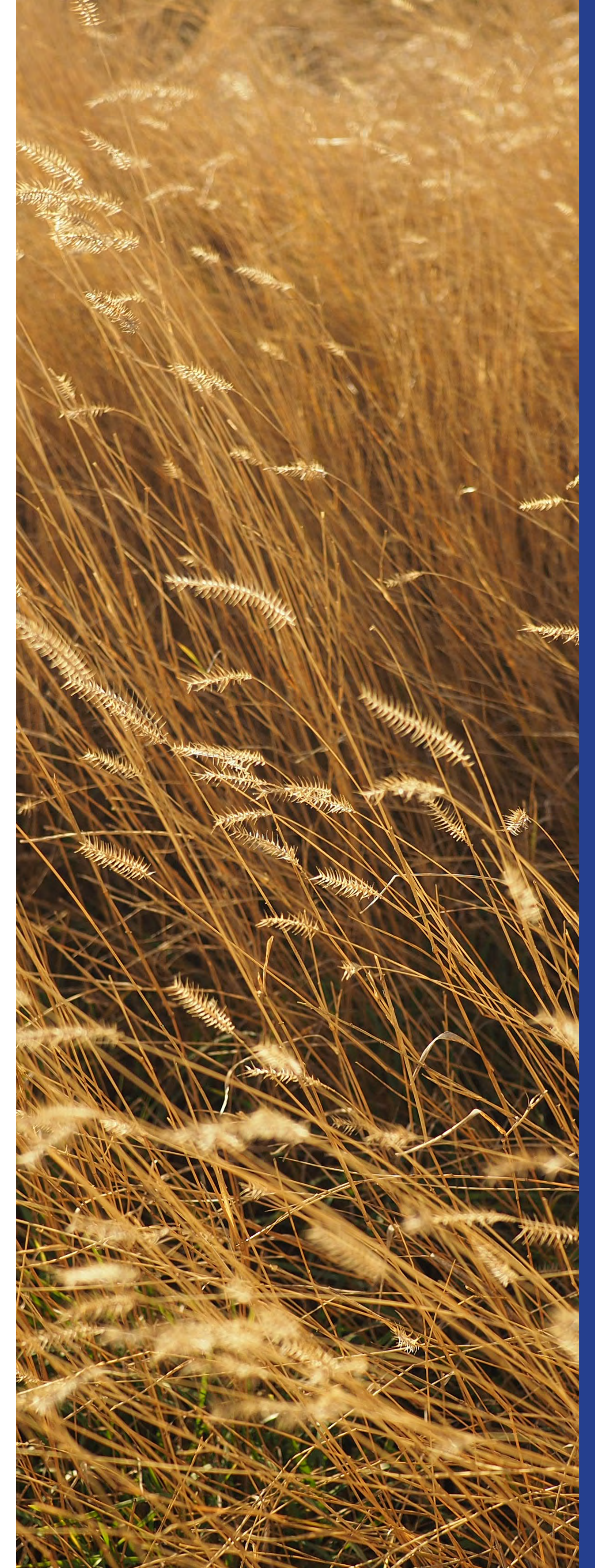
The draft strategy proposes a five-point approach to implementation.

## 1. Policy Alignment

- › Amend the MDP to reflect the Strategy.
- › Revise + approve the La Crete ASP, reflecting the Strategy.
- › Redesignate the areas identified by the Strategy.

## 2. Identify Stakeholders

- › Identify stakeholders interested in expanding servicing capacity.
- › Determine priority area(s) for infrastructure expansion.
- › Develop a cost-sharing agreement to leverage private and public capital into infrastructure expansion.



# IMPLEMENTATION STRATEGY

## 3. Responsible Growth

- › Prioritize development around growth nodes.
- › Revise the County's policy for financing servicing infrastructure investments.
- › Investigate the use of off-site levies to provide increased servicing infrastructure capacity.

## 4. Develop Business Case

- › Prepare a business case for expanding servicing infrastructure capacity to La Crete.
- › Lobby governments for funding using the Strategy and business case findings.

## 5. Streetscape Design

- › Adopt a comprehensive and costed approach to streetscape design in industrial areas.
- › Incorporate this approach into the appropriate plans, policies, or through bylaw.



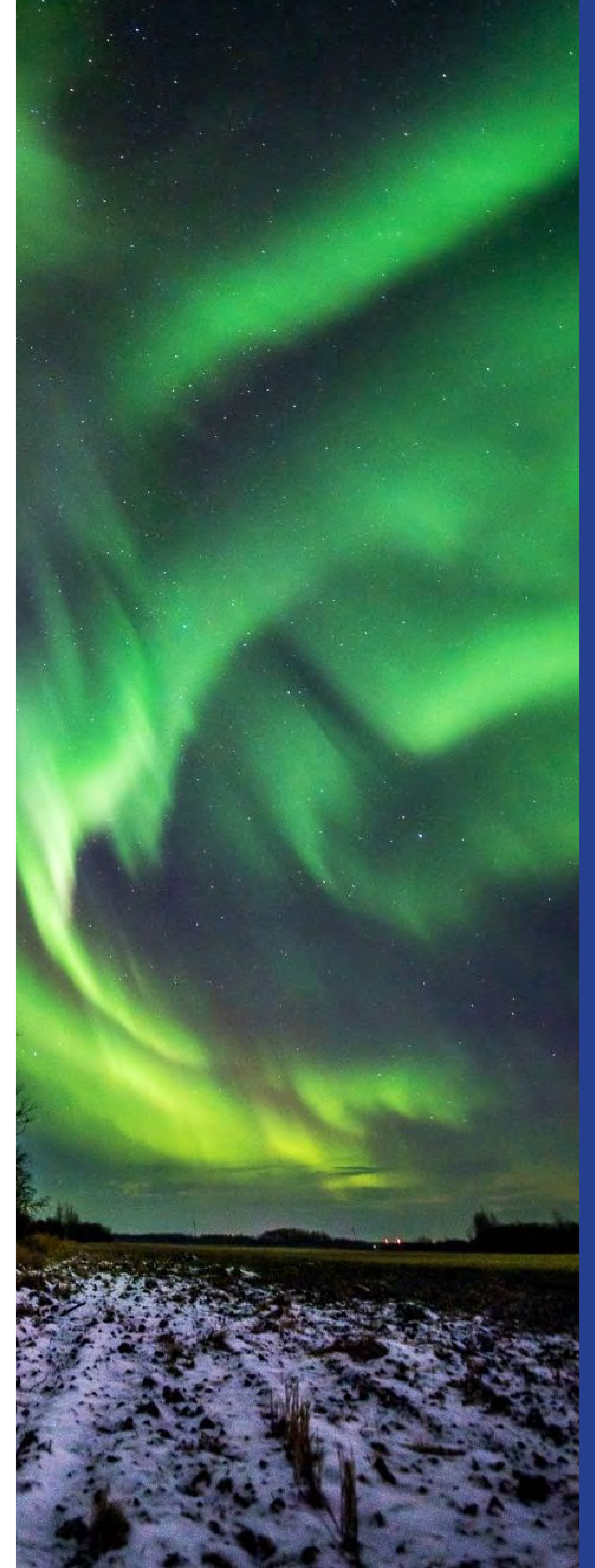
# NEXT STEPS

## **Stage 2 Engagement - Ongoing**

- › Online Survey
- › Stakeholder Interviews

## **Strategy Refinement - February + March**

- › Engineering Peer Review
- › Revisions based on Stage 2 Engagement





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 10, 2020</b>
<b>Presented By:</b>	<b>Byron Peters, Director of Planning and Development</b>
<b>Title:</b>	<b>PUBLIC HEARING Bylaw 1164-20 Land Use Bylaw Amendment to Rezone Plan 982 5937, Block 23, Lot 28 from Manufactured Home Subdivision “MHS” to Hamlet Residential 2 “H-R2” (La Crete)</b>

## BACKGROUND / PROPOSAL:

Mackenzie County has received a request to rezone the following; Plan 982 5937, Block 23, Lot 28 from Manufactured Home Subdivision “MHS” zoning district to Hamlet Residential 2 “H-R2” zoning district to allow for a Dwelling-Duplex. Currently, this lot in MHS allows Manufactured Homes as permitted uses with the option of a Dwelling-Single Family as a discretionary use.

The intention of the Manufactured Home Subdivision is to permit the development of larger, newer manufactured homes on subdivided lots in urban areas. This lot is surrounded solely by manufactured homes.

The applicant would like to rezone this lot, because he feels that this area needs to have better rental options. A Dwelling-Duplex is a permitted use in the Hamlet Residential 2 “H-R2” zoning.

The intention of the H-R2 district is for a mix of medium and high density residential forms within Hamlets.

Bylaw 1164-20 was presented to the Municipal Planning Commission on December 12, 2019 where the following motion was made:

**MPC 19-12-168** **MOVED** by Jacquie Bateman

That the Municipal Planning Commission recommend to Council to approve Bylaw 11\_\_-19 being a Land Use Bylaw Amendment to Rezone Plan 982 5937, Block 23, Lot 28 from Manufactured Home Subdivision

**Author:** L Washkevich **Reviewed by:** C Smith **CAO:** \_\_\_\_\_

“MHS” to Hamlet Residential 2 “H-R2”.

**CARRIED**

This item was taken to Council on January 14, 2020 for first reading where it was passed with the following motion:

**MOTION 20-01-015**      **MOVED** by Councillor Braun

That first reading be given to Bylaw 1164-20 being a Land Use Bylaw Amendment to rezone Plan 982 5937, Block 23, Lot 28 from Manufactured Home Subdivision “MHS” to Hamlet Residential 2 “HR-2”, subject to public hearing input.

**CARRIED**

**OPTIONS & BENEFITS:**

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

**COSTS & SOURCE OF FUNDING:**

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

**SUSTAINABILITY PLAN:**

**Strategy E25.2** Identify and promote each hamlet’s strengths in relation to fostering family-friendly environments

**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. The applicant also displayed a rezoning notification sign on their property as per Mackenzie County Land Use Bylaw regulation.

**POLICY REFERENCES:**

N/A

**Author:** L Washkevich      **Reviewed by:** C Smith      **CAO:** \_\_\_\_\_

**RECOMMENDED ACTION:**

Motion 1:

Simple Majority       Requires 2/3       Requires Unanimous

That second reading be given to Bylaw 1164-20 being a Land Use Bylaw Amendment to rezone Plan 982 5937, Block 23, Lot 28 from Manufactured Home Subdivision "MHS" to Hamlet Residential 2 "HR-2" to accommodate a Dwelling-Duplex.

Motion 2:

Simple Majority       Requires 2/3       Requires Unanimous

That third reading be given to Bylaw 1164-20 being a Land Use Bylaw Amendment to rezone Plan 982 5937, Block 23, Lot 28 from Manufactured Home Subdivision "MHS" to Hamlet Residential 2 "HR-2" to accommodate a Dwelling-Duplex.

**Author:** L Washkevich      **Reviewed by:** C Smith      **CAO:** \_\_\_\_\_

**BYLAW NO. 1164-20**  
**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 a Dwelling – Duplex.

**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:

Plan 982 5937, Block 23, Lot 28

within the Hamlet of La Crete, be rezoned from Manufactured Home Subdivision “MHS” to Hamlet Residential 2 “H-R2” as outlined in Schedule “A” hereto attached.

READ a first time this 14<sup>th</sup> day of January, 2020.

PUBLIC HEARING held this \_\_\_ day of \_\_\_\_\_, 2020

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

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

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Joshua Knelsen  
Reeve

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Lenard Racher  
Chief Administrative Officer

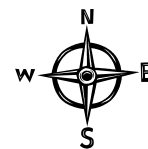
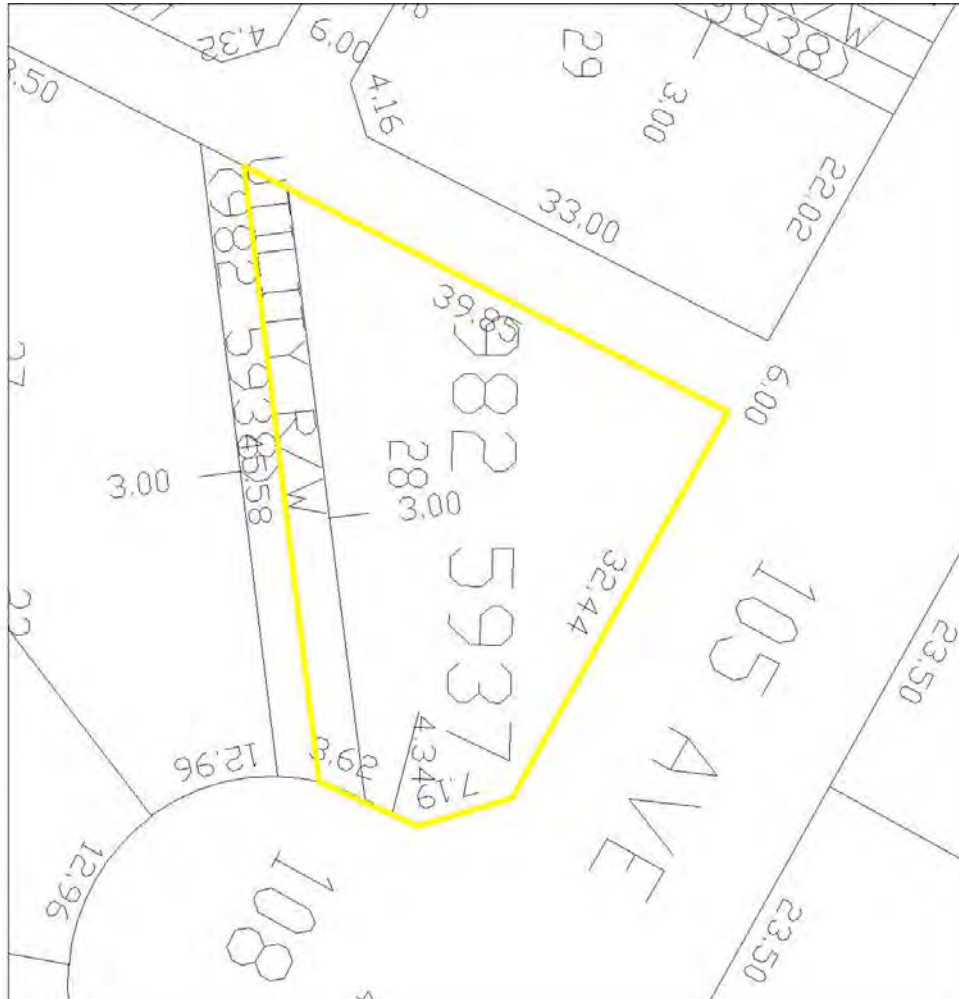


**BYLAW No. 1164-20**

**SCHEDULE "A"**

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

Plan 982 5937, Block 23, Lot 28 within the Hamlet of La Crete, be rezoned from  
Manufactured Home Subdivision "MHS" to Hamlet Residential 2 "H-R2"



FROM: Manufactured Home Subdivision "MHS"

TO: Hamlet Residential 2 "H-R2"

# LAND USE BYLAW AMENDMENT APPLICATION

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

COMPLETE ONLY IF DIFFERENT FROM APPLICANT

NAME OF APPLICANT		
ADDRESS		
CITY/TOWN		
POSTAL CODE (RES.)	PHONE	BUS.

NAME OF REGISTERED OWNER <i>Isaac Giesbrecht</i>		
ADDRESS <i>Box 1558</i>		
CITY/TOWN <i>La Crete</i>		
POSTAL CODE <i>T0H 2T0</i>	PHONE (RES.) <i>780 285 9623</i>	BUS.

LEGAL DESCRIPTION OF THE LAND AFFECTED BY THE PROPOSED AMENDMENT *10801 105 Avenue*

QTR./LS.	SEC.	TWP.	RANGE	M.	OR	PLAN <i>982 5931</i>	BLK <i>23</i>	LOT <i>28</i>
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LAND USE CLASSIFICATION AMENDMENT PROPOSED:

FROM: *Manufactured Home subdivision* TO: *Hamlet Residential 2*

REASONS SUPPORTING PROPOSED AMENDMENT:

*He would like to rezone from MHS to HR2 because he wants to have better rental options for this area. His intent is to put a duplex on this lot.*

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 \$ *460.00* RECEIPT NO. \_\_\_\_\_  
*+ 100 - advertising.*

APPLICANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

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

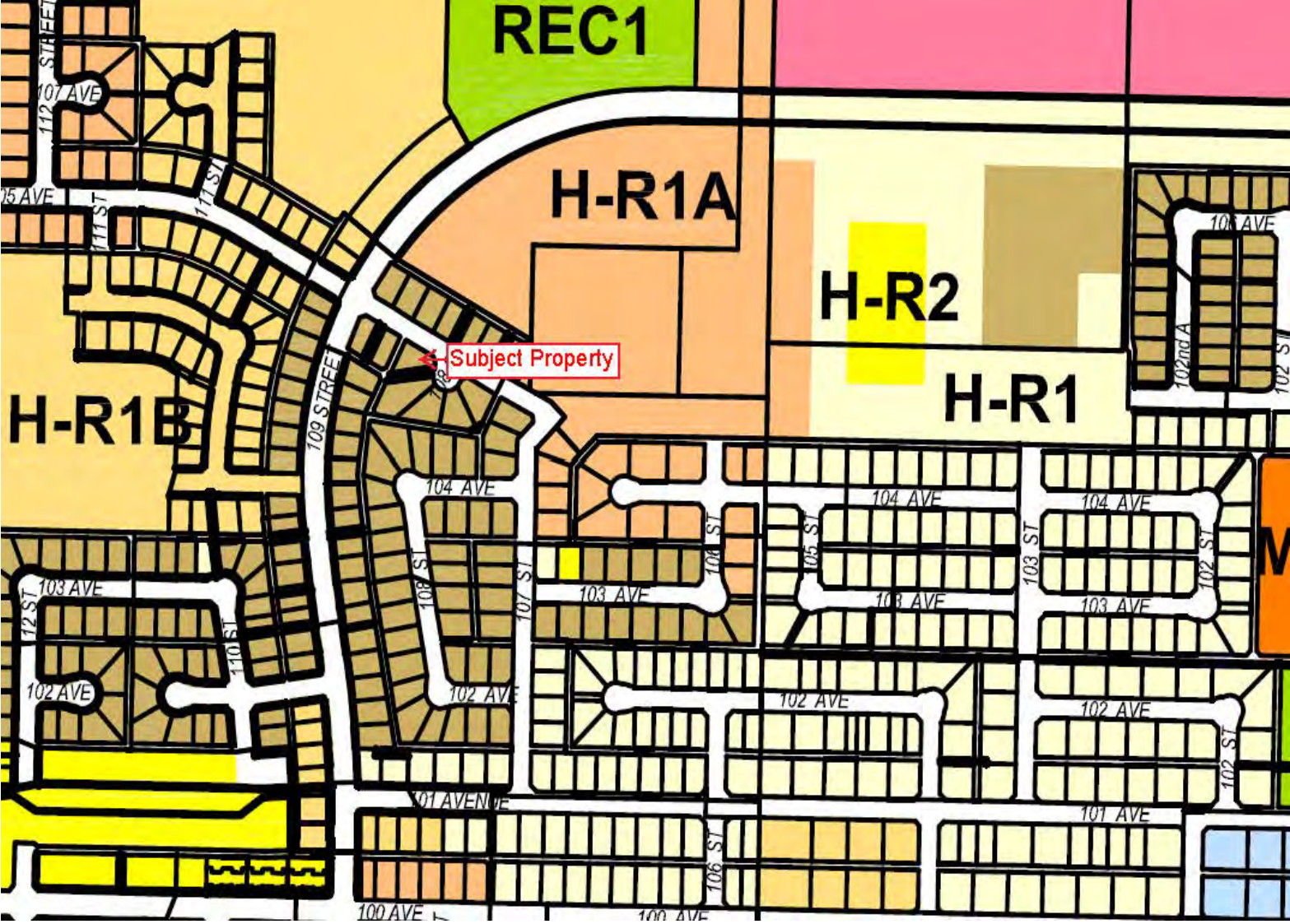
X REGISTERED OWNER SIGNATURE *Isaac Giesbrecht* DATE *Dec 2, 2019.*

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 APPLICATION



File No. Bylaw 1164-20

**Disclaimer**

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**NOT TO SCALE**



**Mackenzie County**



# BYLAW APPLICATION



File No. Bylaw 1164-20

**NOT TO SCALE**

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**Mackenzie County**

**Mackenzie County**

**PUBLIC HEARING FOR LAND USE BYLAW AMENDMENT**

**BYLAW 1164-20**

**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:**

Marion Krahn  
PO Box 133  
La Crete AB T0H 2H0

February 5, 2020

Mackenzie County  
PO Box 640  
Fort Vermilion AB T0H 1N0

Attention: Planning and Development Department

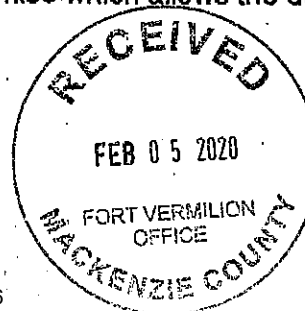
**RE: Bylaw 1164-20**

Please accept this letter in response to the above listed proposed Land Use Bylaw amendment and for consideration to not granting second and third reading to same.

As an adjacent landowner to Plan 982 5937, Block 23, Lot 28, I find the proposed bylaw to be of concern as the zoning would allow for much more than the proposed Dwelling - Duplex. If the proposed bylaw is approved, it could result in the development of this lot being something other than what is currently proposed and something not suited or fitting to the area. It would also remove or restrict the adjacent landowners' options to appeal or have input in such development.

The subject lot is in a location surrounded by Mobile Home Subdivision (MHS), Hamlet Residential 1A (HR1A) & Hamlet Residential 1B (HR1B) lots/zonings and is not in close proximity to downtown commercial or schools where high density residential is more suited. Additionally, the subject property is not in close proximity to playgrounds for children to play as would be needed for high density residential dwellings. The park closest to this location is the baseball diamonds to the north.

The proposed development, Dwelling-Duplex, is not seen as a concern as it would serve to enhance the neighborhood which has seen numerous aesthetic improvements in the past few years. The proposed development could also leave more land space options on the lot for items such as children's play equipment. This same development could be achieved by rezoning the subject property to HR1B which includes Dwelling-Duplex as a discretionary use without allowing high density residential dwellings. The HR1B zoning would also fit better with the zoning and development of the adjacent/surrounding lands. While I understand that this would involve more time, effort and possible fees for the developer to achieve the desired development approval, I strongly feel that this is a beneficial compromise which allows the developer to achieve

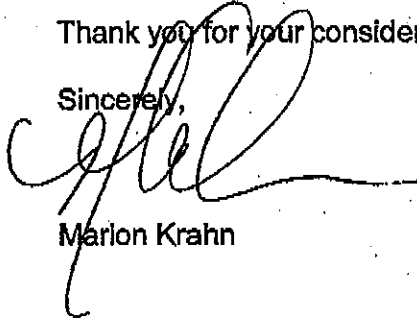


.../2

development approval from the Municipal Planning Commission (MPC) while maintaining zoning and development similar to that of the surrounding areas.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read 'Marion Krahn', written over the word 'Sincerely,'.

Marion Krahn







Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 10, 2020</b>
<b>Presented By:</b>	<b>Len Racher, Chief Administrative Officer</b>
<b>Title:</b>	<b>CAO &amp; Director Reports for January 2020</b>

**BACKGROUND / PROPOSAL:**

The CAO and Director reports for January 2020 are attached for information.

**OPTIONS & BENEFITS:**

N/A

**COSTS & SOURCE OF FUNDING:**

N/A

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

**POLICY REFERENCES:**

N/A

**Author:** J. Emmerson      **Reviewed by:** CG      **CAO:** \_\_\_\_\_

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the CAO & Director reports for January 2020 be received for information.

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

## MONTHLY REPORT: CHIEF ADMINISTRATIVE OFFICER TO COUNCIL

For the Month of January, 2020

From: Len Racher  
Chief Administrative Officer

### **JANUARY 2020 MEETINGS**

January 7            Teleconference with Steve Connor  
                         Meeting with S/Sgt. Gilbert and Mike Brown (*Fort Vermilion RCMP*)

January 9            Visit with Bill Neufeld  
                         Meeting with Don Roberts

January 14          Meeting with Fred Wiebe  
                         Regular Council Meeting

January 15          Managers Meeting

January 16          Teleconference with Transportation (*Marlene Cobick and Danny Jung*)

January 17          Regional Emergency Management Meeting  
                         (*Rainbow Lake and Town of High Level Chief Administrative Officers*)

January 21          Funeral for Bill Neufeld

January 22          Met with various staff members

January 23          Teleconference Meeting re: Wildfire DRP – Can Task Force 2 Billings

January 24          Mackenzie County Office Safety Meeting  
                         Western Grains Foundation Research Grant Meeting  
                         (*Greg Newman, Grant Smith, Jennifer Batt*)

January 27          Travel to Grande Prairie

January 28          Northern Alberta Elected Leaders Meeting in Grande Prairie

January 29          Regular Council Meeting

January 30          Natural Gas meeting in La Crete

Respectfully,

Len Racher  
Chief Administrative Officer

## **REPORT TO THE CAO**

For the Month of January, 2020

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

### **Meetings Attended**

- 2020-01-07 Meeting with S/Sgt. Gilbert regarding enhanced policing agreement and Memorandum of Understanding.
- 2020-01-08 Subdivision & Development Appeal Board Hearing
- 2020-01-14 Regular Council Meeting
- 2020-01-15 Managers Meeting
- 2020-01-17 Regional Emergency Management meeting with the CAO Secretariat. Follow-up action from the December regional advisory committee meeting.
- 2020-01-21 Subdivision & Development Appeal Board Hearing. Quorum was not achieved and the hearing was rescheduled to February 7, 2020.
- 2020-01-21 Attended former Reeve Neufeld's funeral and memorial service.
- 2020-01-22 Attended a meeting with Alberta Emergency Management Agency to discuss the municipal emergency plan and other related items.
- 2020-01-23 to 2020-02-04 Vacation
- Various other individual or departmental meetings.

### **Council**

- Preparing for various meetings of Council, correspondence, etc.
- Research and responding to inquiries.
- Travel arrangements for Growing the North Conference and FCM Conference.
- Preparation will begin soon for Council's strategic priorities workshop on March 5, 2020.

### **Appeal Boards**

- Prepared for and held two Subdivision & Development Appeal Board hearings.

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

- Bylaw updates have been made to the Fee Schedule Bylaw. A consolidated copy is being prepared and will be available online. Changes will also be advertised in the newspaper.
- Preparation of the 2019 Annual Report is in its infancy stage. Expected completion date is May 15, 2020.
- Final 2020 Budget Document is being prepared and will be posted online. Expected completion date is the end of February.

**Human Resources:**

- Waiting for the final Collective Agreement document with the approved changes for signature.
- Application has been submitted for the Summer Temporary Employment Program (STEP) funding.
- High Level Office hours have been reduced to one day per week. The office will be open on Tuesdays from 8:15 am to 4:15 pm. Staffing has been coordinated on a rotational basis with existing staff working out of the Fort Vermilion Office.

**Records Management:**

- Ongoing requests for access to information.

**Enhanced Policing**

- The Memorandum of Understanding (MOU) for the Enhanced Policing agreement was approved by Council and have been forwarded to the RCMP for signature.
- Regular updates to Council are scheduled for the second council meeting of each month.

**Events/Community Engagement:**

- Discussion will be required soon regarding preparation for the annual ratepayer meetings.

**Emergency Management**

- Draft minutes of the Emergency Management Agency meeting held December 9, 2019 were completed.
- Follow-up from the General Staff Meeting comments and the Agency comments were discussed at the February 6, 2020 managers meeting.
- Working on updating the Emergency Directory and Agency contacts as well as other components of the emergency plan.
- Next meeting of the Northwest Alberta Regional Emergency Advisory Committee is scheduled for March 4, 2020.

**Other:**

- Assisted the former Reeve Neufeld's family in some funeral planning and notifications.
- 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.

## Monthly Report to the CAO

For the month of January, 2020

From: Byron Peters,  
Director of Planning & Development

### Strategic Priorities for Planning & Development

Program/Activity/Project	Timeline	Comments
Land Use Framework	TBA	Province has formally started pre-planning for the LPR. Caribou task force is seemingly creating a sub-regional plan.
Community Infrastructure Master Plans	Q2 2020	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.
Industrial Growth Strategy – La Crete	Q2 2020	2 open houses completed. Feedback to date is positive. Realizing a need for additional strategies re. transportation, investment attraction, etc.
New Aerial Imagery	Q3 2020	Need to write RFP in order to capture new imagery this summer, with delivery by fall
Municipal Development Plan	Start Q3 2020	Planning to have project awarded in time to begin public engagement in the fall. Need to appropriately determine scope of the project before issuing RFP.

### Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Economic Development Strategy	Ongoing	CARES grant completion date set for January 15, 2021. Project is now underway. ICCI grant proceeding well with REDI – reporting submitted.
Streetscape	Ongoing	Transitioning roles and responsibilities to reflect the revised committee/reporting structure. <b>La Crete-</b> Only 2 members at large, so unsure how to proceed. Need to determine 2020 priorities. <b>Fort Vermilion-</b> Prioritizing the big

		lookout deck as the next project and applying for CFEP grant through FVBoT. Administration has met with AEP regarding approvals required before construction, the proposal is being reviewed by AEP for comment. Deck drawings are being created. The new deck inserts (with corrected information) are expected to be installed soon.
MGA Updates	Ongoing	Documented applicable MGA updates and implementing these changes through the planning department. Outstanding items include: offsite levies, tax incentives, and more.
Fort Vermilion Flood Risk Assessment	Q2 2019	Complete
Airport Planning	Q2 2020	WSP has been engaged to update the AVPA for LC and FV airports, and to revise the airport development plans. Currently being done. Engaged consultant to update the GPS approaches this year.
Inter-municipal Collaboration Frameworks and Inter-municipal Development Plans	April 2020 completion deadline. Recent changes have made this a soft deadline.	ICF's do not require revenue sharing agreements in order to be approved by MoMA. <b>Rainbow Lake:</b> Revenue sharing agreement signed, will create a basic ICF which will include all existing agreements. <b>High Level:</b> Preliminary discussions started at administrative level. No discussions recently. <b>Northern Lights:</b> ICF agreement submitted to MoMA for approval. IDP exemption has been approved. <b>MD Opportunity:</b> ICF agreement submitted to MoMA for approval. IDP Exemption has been approved. <b>Northern Sunrise:</b> ICF agreement submitted to MoMA for approval. IDP Exemption has been approved. <b>RM Wood Buffalo:</b> ICF agreement with bylaw is expected at next Council meeting for Council approval. IDP Exemption has been approved.

**Personnel Update:**

Kristin Racine, Planner is returning from her maternity leave on February 18, 2020. Two more planning and development staff are anticipated to go on maternity leave at the end of February/beginning of March.

**Other Comments:**

La Crete Industrial Lands assessment project is ongoing and the open house is planned for February 3<sup>rd</sup> at the Heritage Center.

Long Sleeve Productions was in the area in December, they interviewed a number of individuals and filmed footage for the Fort Vermilion and La Crete promo video's. This is an expansion of a REDI project. We expect to receive the draft videos within a couple weeks.

Moving forward on the CARES project, now that we have the staff capacity to do it. The goal of the project is essentially: Make the agricultural sector in our region, including existing businesses and producers, more investment ready; while also marketing the investment readiness and opportunities to domestic and foreign investors. This will be done by aggregating various research, studies and statistics that we already have, and bringing them together in an easy to understand format and produce online and printed marketing material.



## MONTHLY REPORT TO THE CAO

For the Month of January 2020

**From:** Fred Wiebe  
Director of Utilities

### Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Water Distribution and Wastewater Collection Maintenance	Oct/20	This year will include a comprehensive condition assessment of valves in FV.

### Capital Projects

Projects	Timeline	Comments
FV-Frozen Water Service Repairs	Nov/20	Plan to repair any remaining trickle system services this coming summer.
Potable Water Supply North of the Peace River	Oct/20	EOI was sent in to ICIP and our expression of interest was not accepted to their project short list.
Waterline Blue Hills	Oct/20	EOI was sent in to ICIP and our expression of interest was not accepted to their project short list.
Diversion Licence Review	Dec/20	Proceeding as discussed. Topic of discussion at Water North Coalition. Awaiting diversion licence amendment for LC wells for signoff. Continuing work on other aspects of diversion licence review.
La Crete Future Water Supply Concept	Dec/20	Working on RFP scope details.
LC Future Utility Servicing Plan	April/20	Ensuring the storm water and sewer plans fit with industrial development strategy that P & D is completing.
LC – Well #4	Nov/20	Updated application for funding under the Alberta Municipal Water/Wastewater Partnership program with new estimates. Awaiting approval.
LC – Sanitary Sewer Expansion	Mar/20	Received final report and currently working on off-site levy bylaw. Phase 2 design is well under way.

ZA – Sewage Forcemain	Oct/20	EOI was sent in to ICIP and our expression of interest was not accepted to their project short list.
ZA- Distribution Pump House Upgrades	Mar/20	Working on change of project scope to get project closer to budgeted estimate.
ZA- Lift Station Upgrades	Mar/20	Will apply for grant funding in a future year as per council motion.

**Personnel Update:**

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**Other Comments:**

<p>Dealt with a water leak in FV throughout January. Operators had issues with locating and operating valves. Will assess valve conditions in FV this coming summer and plan for repairs and replacement of valve boxes.</p> <p>Continuing to work with updating our Municipal Emergency Plan.</p>
--

Respectfully submitted,

Fred Wiebe  
 Director of Utilities  
 Mackenzie County

# COMMUNITY SERVICES BYLAW / SAFETY OFFICER

## Month End Summary January 2020 Enforcement & Safety

### Enforcement

- Checked for dogs in Fort Vermilion and La Crete
- One dog was brought to me in La Crete and the owner showed up to take the dog
- Dealt with three bylaw concerns
- Continuing to monitor garbage collections on Wednesday in La Crete
- Reviewed Dog Control Bylaw submitted to my Director.
- Planning for additional training at the Alberta Municipal Enforcement Agency Conference.

### Health and Safety

- Continued working with JHS committee and attending Health & Safety Meetings.
- Complete 3 investigations into Incidents follow up completed
- Worked on scheduling another first aid course in March
- Chaired two safety meetings Fort Vermilion Shop and the La Crete Shop
- Went to Zama to investigate and complete an incident report

### Communications

- Changed out batteries on the Fort Vermilion Fire Department hand held radios and replaced the Fire Chiefs antenna.
- Had the Buffalo Head Tower building checked to ensure it was operating properly and visual inspection completed.
- Received two test radios for the Roads Department; follow up I received positive feedback in the areas tested.

Ron Dyck  
Enforcement & Safety Officer

## MONTHLY REPORT TO THE CAO

For the Month of January, 2020

**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	2020	Weed assessments are being reviewed and the Assistant Fieldman will be interviewing landowners with noxious weed problems to plan control strategies in 2020.
Buffalo Head Truck Fill Hay Lease	2020	Bids were opened at the November 27 <sup>th</sup> council meeting. A total of six bids were received on 6.5 acres of brome/alfalfa hay ground. The highest bid was \$375 for a three year term.
Emergency Livestock Response Plan	April 2020	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. It is the ASB's intention to have this Response Plan in place by early April, 2020.
Wolf Bounty	January 2020	The Wolf Bounty was discontinued on January 17 <sup>th</sup> as program funds were depleted. Total number of wolves tagged: 618

Shelterbelt Program	Spring 2020	Administration is currently seeking other options for the Shelterbelt program as it appears the current one is insufficient to ratepayer needs. Application deadline was December 31 <sup>st</sup> . The order has been placed.
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. There was a significant increase in VSI usage in 2019.
Water Pumping Program	November 2019	To date there have been 32 Pump Rentals. 2019 saw the most rentals since the program was started.

**Capital Projects**

Projects	Timeline	Comments
Blue Hills erosion repair 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. 4 of 5 affected landowners have signed agreements. This is approved as a capital project in 2020.

**Personnel Update:**

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**Other Comments:**

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## MONTHLY REPORT TO THE CAO

For the Month of January 2020

**From:** David Fehr  
Director of Operations

### Annual Operating Programs, Projects and Activities

Program/Activity	Timeline	Comments
Road Maintenance	Ongoing	Due to the warmer temperatures and rain, crews have been out actively trying to deal with the ice.
Ice bridge	Ongoing	Open for 30 tonnes. Warm weather and rain slowing down the flooding of the ice bridge.
Town cleaning	Cleaned	Both LaCrete and Fort Vermilion have had the streets cleaned once.
Runway Maintenance	Ongoing	The rains in January created an ice pack on runways and a lot of effort has gone into removing the ice.
Sidewalks and walking trails	Ongoing	Snow and ice removal is an ongoing job.

Projects	Timeline	Comments
Crack Sealing and Line Painting	Preparing	Start preparing the crack sealing and line painting contract for the 2020 year.
Ski Hill	Ongoing	Working with the ski hill society with the access to the ski hill.

### Meeting Schedule

- \*January 14 – Council meeting
- \*January 15 – Managers meeting
- \*January 16 – Team meeting
- \*January 29 – Council meeting

Respectfully,

David Fehr  
Director of Operations

## MONTHLY REPORT TO THE CAO

For the Month Ending January, 2020

**From:** Jennifer Batt  
Director of Finance

### Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
2019 Operating & Capital Budget	Ongoing	Final submission requests being received by January 31 <sup>st</sup> for costs associated with the 2019 Budget.  Year End account reconciliations ongoing
MSI Reporting	Ongoing	2019 Projects have been submitted, awaiting approval.
GAS Tax	Ongoing	Awaiting approval of 1 project, for submission of the 2017 Statement of Expenditures. 2018 project submitted for approved.
Disaster Recovery Program  -Peace River Ice Jam / Overland Flood  -Chuckegg Wildfire         May wildfires	Ongoing	No update.  Continue to receive invoices for services during the wildfire.  Received all invoices from ratepayers with grazing leases affected by wildfire. Awaiting response from insurance company and ratepayer regarding availability of fire insurance for fencing.  Reviewing project costs and required documentation are compiled for submission to DRP.  Reviewed project costs and required documentation for submission to DRP.

2020 Operating & Capital Budgets	Ongoing	<p>Update approved 2020 Operating Budget released to Directors.</p> <p>Approved 2020 Project Budgets to be released to Directors in February.</p> <p>Review 3 year operating plan, and 5 year capital plan requirements required for 2020.</p>
Grants to Non Profits	Completed	2020 approved grant letters and cheque requests released.
Tax Collection – Lawyer	Ongoing	<p>2 tax collection files currently</p> <ul style="list-style-type: none"> <li>1 – awaiting response from ratepayer</li> <li>1 – demand letter sent and initial response received.</li> </ul>



## **Monthly Report to the CAO**

For the Month of January, 2020

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

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### **Meetings Attended in January 2020**

Informal meeting with

Philip Doerksen – Northern Lights Rec Center  
Clinton Edwards – Fort Vermilion Rec Center  
Chief Peter Wiebe – La Crete Fire Chief

January 11 <sup>th</sup>	La Crete & Fort Vermilion Fireman's Ball
January 14 <sup>th</sup>	Council Meeting
January 15 <sup>th</sup>	Managers Meeting
January 21 <sup>st</sup>	Funeral – Bill
January 22 <sup>nd</sup>	Community Emergency Planning Review
January 23 <sup>rd</sup>	Joint Health and Safety Alberta Agriculture and Forestry
January 29 <sup>th</sup>	Council Meeting
January 31 <sup>st</sup>	Waste Transfer Station – Operations and Safety Meeting

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

Activity Summary Report for January 2020

05 - Alarms  
0 - Fire  
13 - Medical Co-response  
01 - Motor Vehicle Incident

### **Health and Safety**

The Health and Safety Committee held its annual organizational meeting. New members were appointed to the committee via Collective Agreement. Co-chairs were elected; Management – Donny Roberts \* Workers - Ron Dyck

### **Waste**

Introductory meeting and lunch was held with Transfer Station Attendants. The issue of dealing with irate, angry and sometimes abusive users of the WTS was brought forward. Investigating different ways of dealing with these rate payers. Suggestions are welcome.

Issue with contractors not being able to “Dump” their construction waste from dump trailers at the La Crete WTS will be brought to the Community Service meeting.

**Parks and Recreation**

Developing Park Maintenance contract. May need further clarification as to what specifications and requirements are expected from contractors.

Wellness Center – ICIP grant letter was received by Mackenzie County turning down grant approval (see letter)

**Building Maintenance**

Location	Repair Performed
La Crete Shop	Fix Bathroom Fan
Fort Vermilion Office	Install Y valve and water hose on janitor sink to fill water jugs
Zama Cornerstone	Office temp only reaches approx 15 degrees when its cold outside. Heating system was evaluated and it was determined that we are exhausting too much air therefore the heating system can't maintain a desired temperature. The exhaust and fresh fan speed were slowed down. This proved to be effective in maintaining a warmer building.
Fort Vermilion Office	Furnace in basement has a leaking condensate drain. Replace condensate drain p-trap
La Crete Shop	Welding fan hood needs light hooked up. Multiple bay lights bulbs burnt. Hookup welding fan light and replace multiple light bulbs
Fort Vermilion Office	Pole light in parking lot does not work. Fixed Light
Fort Vermilion Shop	Exterior shop lights don't work

**Other Information**

Zama Operations Have been turned over to Director of Operations. This would only include Public Works and Administration.

FRIAA Projects have been awarded to Mistik Environmental Services Ltd. and Outback Ventures



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 10, 2020</b>
<b>Presented By:</b>	<b>Grant Smith, Agricultural Fieldman</b>
<b>Title:</b>	<b>Stray Animals Act – Obtaining Inspector Status</b>

## **BACKGROUND / PROPOSAL:**

At the November 27, 2019 Council meeting Council passed a motion requesting that Administration investigate obtaining inspector status.

Livestock Identification Services (LIS) is a not-for-profit organization legislated by the Alberta Government to enforce the *Livestock Identification Act* as well as the *Stray Animals Act*. LIS has the legislated responsibility to provide livestock inspection service. The brand registry and the inspection system offer protection to all livestock owners against stray or stolen livestock. All enforcement and investigation services are managed by Provincial Brand Inspectors and the Royal Canadian Mounted Police (RCMP). The RCMP has two Livestock Investigators in Alberta and the Brand Inspector has two Field Supervisors in Alberta. Butch Harris is the Field Supervisor for northern Alberta and operates out of Panoka. Mr. Harris has two Brand Inspectors stationed in northern Alberta, one in Grande Prairie, and one in Dixonville.

The Brand Inspector has the authority under the Stray Animals Act to appoint an inspector to a stray animal investigation or other related situation on a case by case basis. A municipality does not have this authority. All stray animal complaints are to be forwarded to the brand inspection office for investigation.

## **OPTIONS & BENEFITS:**

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

Author: G. Smith Reviewed by: CG CAO: \_\_\_\_\_

**SUSTAINABILITY PLAN:**

**COMMUNICATION / PUBLIC PARTICIPATION:**

**POLICY REFERENCES:**

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the information regarding obtaining inspector status under the *Stray Animals Act* be received for information.

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



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 10, 2019</b>
<b>Presented By:</b>	<b>Don Roberts, Director of Community Services</b>
<b>Title:</b>	<b>Zama Recreation Society – Request to Transfer Funds</b>

## BACKGROUND / PROPOSAL:

In 2017 Council approved a budget of \$35,000 towards the Zama Recreation Society’s ZA-Re-shingle the hall project. To date funds of \$5,752 have been spent on this project, leaving a remaining balance of \$29,248.

The Zama Recreation Society has made a request, to transfer funds from the Re-shingle hall project to offset some additional costs on the following projects:

Project	Budget	Balance Remaining	Invoice Received	Amount requested to be transferred
ZA - Hall Electrical Upgrades (CF 2015/2016) *	\$31,887	\$3,482	\$7,780	\$4,299
ZA - Paint Interior of Hall **	\$30,000	\$4,770	\$7,667	\$2,897
			<b>TOTAL</b>	<b>\$7,196</b>

\* The Hall Electrical upgrades project received a generator from the Fort Vermilion School Division, which accounts for \$6,530 in costs to move and install the generator. The hall is now equipped for Emergency use.

\*\* The additional costs incurred for the Paint interior of hall project were for unforeseen costs for lights, stage drapes, wall sounds panels, and installation.

As no funding will be remaining, both the Hall Electrical Upgrade, and Paint Interior Hall projects would be completed in the 2019 budget, and not carried forward into 2020.

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

Administration has confirmed with the Zama Recreation Society Chair, that if approved, the remaining balance of \$22,052 will be sufficient to re-shingle the hall, and that they will not be requesting further funds to complete this project.

**OPTIONS & BENEFITS:**

Option1

1. Approve the transfer of \$7,196 from the ZA- Re-shingle the hall project to the ZA-Hall Electrical Upgrades project, and the ZA-Paint Interior of Hall project as requested.

Option 2

2. That the Zama Recreation Society Request to Transfer Funds report be received for information.

**COSTS & SOURCE OF FUNDING:**

Included in the 2019 Capital and Operating Budget as Carry Forward projects, with the requested funding coming from the General Operating Reserve.

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

**POLICY REFERENCES:**

ADM041 Recreational Capital Projects

Policy ADM041 does not address the issue of how to deal with funds remaining in a budget once the project is completed. It is common practice for County capital projects to close a project account once the project is completed and the remaining budget balance return to its funding source.

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

**RECOMMENDED ACTION:**

- Simple Majority       Requires 2/3       Requires Unanimous

That the 2019 project budgets be amended for the Zama Recreation Society, with funding sources being the General Operating Reserve to:

Reduce the ZA	Re-shingle hall project from \$35,000 to \$27,804
Increase the ZA	Hall Electrical Upgrades project from \$31,887 to \$36,186
Increase the ZA	Paint Interior of Hall project from \$30,000 to \$32,897

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







Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 10, 2020</b>
<b>Presented By:</b>	<b>Don Roberts, Director of Community Services</b>
<b>Title:</b>	<b>Fire Truck Purchase – Budget Amendment</b>

**BACKGROUND / PROPOSAL:**

The final invoice has been received for the new 2019 Freightliner Fire Truck.

This project went over budget due to the installation of a “negative terminal wiring option” not included in the original price, but an addition that was requested on February 4, 2019.

**OPTIONS & BENEFITS:**

**COSTS & SOURCE OF FUNDING:**

Original Budget	-\$500,000.00
Final Cost	-\$500,329.00

\$351.00 from the Vehicle and Equipment Reserve

**SUSTAINABILITY PLAN:**

**COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

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

**POLICY REFERENCES:**

FIN006 Unbudgeted Expenditures

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the 2020 budget be amended to include an additional \$1,000.00 for the LC-Fire Truck (2018) project to cover cost coverage and any other additional costs with funding coming from the Vehicle and Equipment Reserve.

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



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 10, 2020</b>
<b>Presented By:</b>	<b>Jennifer Batt, Director of Finance</b>
<b>Title:</b>	<b>Genesis Reciprocal Insurance Exchange Annual General Meeting</b>

**BACKGROUND / PROPOSAL:**

The Annual General Meeting of the Genesis Reciprocal Insurance Exchange is being held on Monday, March 16, 2020 from 4:15 pm – 5:15 pm during the RMA Spring Convention in Edmonton.

**OPTIONS & BENEFITS:**

In the past, the Chair of the Finance Committee has been appointed to act as proxy on behalf of Mackenzie County. As the Finance Committee was abolished, Council will need to appoint a Councillor if the Reeve is unable to attend.

A proxy is required if the most senior elected or most senior administrative personnel are not able to attend.

**COSTS & SOURCE OF FUNDING:**

**SUSTAINABILITY PLAN:**

**COMMUNICATION / PUBLIC PARTICIPATION:**

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

**POLICY REFERENCES:**

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That Councillor \_\_\_\_\_ be appointed to act as proxy at the Genesis Reciprocal Insurance Exchange Annual General Meeting in Edmonton on March 16, 2020 if the Reeve is unable to attend.

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



January 22, 2020

**RE: Genesis Annual General Meeting**

**ATTN: Genesis Subscriber**

Please note that this is the official notice of the AGM for Genesis Reciprocal Insurance Exchange. The meeting will take place **March 16, 2020, from 4:15 pm - 5:15 pm, at the Edmonton Convention Centre (formerly the SHAW Conference Centre), 9797 Jasper Avenue, Edmonton, Alberta in Salon 4.** The meeting will be followed by an open house sponsored by the RMA Business Services within the tradeshow in Halls A,B& C. All subscribers to Genesis should find attached a proxy form to appoint an individual to attend the meeting if they are unable to attend.

We are committed to holding our AGM's at the RMA Spring Convention each year. **We hope that each subscriber will have an elected or administrative official in attendance,** or assign a proxy. We strongly encourage all subscribers to participate.

Please find the proxy document attached. The Agenda, 2019 Audited Financials and 2019 Actuarial Report will be sent out before the end of February.

For any questions regard this meeting please contact Sheila Ashton at [sheila@rmaalberta.com](mailto:sheila@rmaalberta.com), or at 780-955-4093.

Sincerely,

Duane Gladden  
Genesis Principal Attorney



**ANNUAL GENERAL MEETING OF  
THE GENESIS RECIPROCAL INSURANCE EXCHANGE  
PROXY**

**The Undersigned Subscriber to the Genesis Reciprocal Insurance Exchange ("Genesis") hereby appoints: (choose one)**

\_\_\_\_\_

OR

Duane Gladden, Director of Business Services of the RMA and Genesis Principal Attorney

to act as proxy at the Annual General Meeting of Genesis to be held on Monday, March 16, 2020.

My proxy shall have full authority to vote on behalf of the Undersigned.

Dated \_\_\_\_\_, 2020.

\_\_\_\_\_  
Subscribing Member

\_\_\_\_\_  
Signing Officer

**\*Note that no proxy is required if a member is represented at the meeting by its most senior elected or most senior administrative personnel.**



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 10, 2020</b>
<b>Presented By:</b>	<b>Byron Peters, Director of Planning &amp; Development</b>
<b>Title:</b>	<b>Bylaw 1169-20 Land Use Bylaw Amendment to Rezone Part of Plan 052 4647, Block 24, Lot 1 from La Crete Highway Commercial “LC-HC” to Hamlet Residential 1B “H-R1B” (La Crete)</b>

**BACKGROUND / PROPOSAL:**

Mackenzie County has received a request to rezone Part of Plan 192 3085, Block 24, Lot 1 from La Crete Highway Commercial “LC-HC” to Hamlet Residential 1B “H-R1B” to allow for houses with or without attached garages. Currently, in “LC-HC” there is no option for any Dwelling-Single Family.

This developer is in the middle of subdividing Part of Plan 052 4647, Block 24, Lot 1 into ten (10) proposed lots. The proposed subdivision is subject to this rezoning request approval.

The applicant is intending to subdivide more lots south of this proposed development for Manufactured Homes.

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.

**OPTIONS & BENEFITS:**

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

**COSTS & SOURCE OF FUNDING:**

All costs will be borne by the applicant.

**Author:** L Washkevich      **Reviewed by:** C Smith      **CAO:** \_\_\_\_\_

**SUSTAINABILITY PLAN:**

**Strategy E25.2** Identify and promote each hamlet’s strengths in relation to fostering family-friendly environments.

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

**COMMUNICATION / PUBLIC PARTICIPATION:**

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

**POLICY REFERENCES:**

N/A

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That first reading be given to Bylaw 1169-20 being a Land Use Bylaw Amendment to Rezone Part of Plan 192 3085, Block 24, Lot 1 from La Crete Highway Commercial “LC-HC” to Hamlet Residential 1B, subject to public hearing input.

**Author:** L Washkevich      **Reviewed by:** C Smith      **CAO:** \_\_\_\_\_



**BYLAW NO. 1169-20**  
**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 a Dwelling – Single Family with or without Garage-Attached.

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

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

Part of Plan 192 3085, Block 24, Lot 1

within the Hamlet of La Crete, be rezoned from La Crete Highway Commercial “LC-HC” to Hamlet Residential 1B “H-1B” as outlined in Schedule “A” hereto attached.

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

PUBLIC HEARING held this \_\_\_ day of \_\_\_\_\_, 2020

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

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

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Joshua Knelsen  
Reeve

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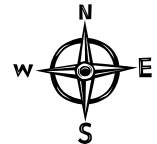
Lenard Racher  
Chief Administrative Officer

**BYLAW No. 1169-20**

**SCHEDULE "A"**

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

Part of Plan 192 3085, Block 24, Lot 1 within the Hamlet of La Crete, be rezoned from La Crete Highway Commercial "LC-HC" to Hamlet Residential 1B "H-R1B"



FROM: La Crete Highway Commercial "LC-HC"

TO: Hamlet Residential 1B "H-R1B"

# LAND USE BYLAW AMENDMENT APPLICATION

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

NAME OF APPLICANT <i>Select Developments</i>		
ADDRESS <i>Box 1095</i>		
CITY/TOWN <i>LaCrete, Alberta</i>		
POSTAL CODE (RES.) <i>T0H 2H0</i>	PHONE <i>926 0353</i>	BUS.

COMPLETE ONLY IF DIFFERENT FROM APPLICANT

NAME OF REGISTERED OWNER		
ADDRESS		
CITY/TOWN		
POSTAL CODE	PHONE (RES.)	BUS.

LEGAL DESCRIPTION OF THE LAND AFFECTED BY THE PROPOSED AMENDMENT

QTR./LS.	SEC.	TWP.	RANGE	M.	OR	PLAN <i>Part of 052 4647</i>	BLK <i>24</i>	LOT <i>1</i>
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LAND USE CLASSIFICATION AMENDMENT PROPOSED:

FROM: *LC-HC* TO: *H-R1B*

REASONS SUPPORTING PROPOSED AMENDMENT:

*Rezone to a district that allows for houses with or without garages.*

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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 \$ *\$460 + \$100* RECEIPT NO. *Invoice*  
*\$560.* *February 4, 2020*

APPLICANT SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

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

REGISTERED OWNER SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

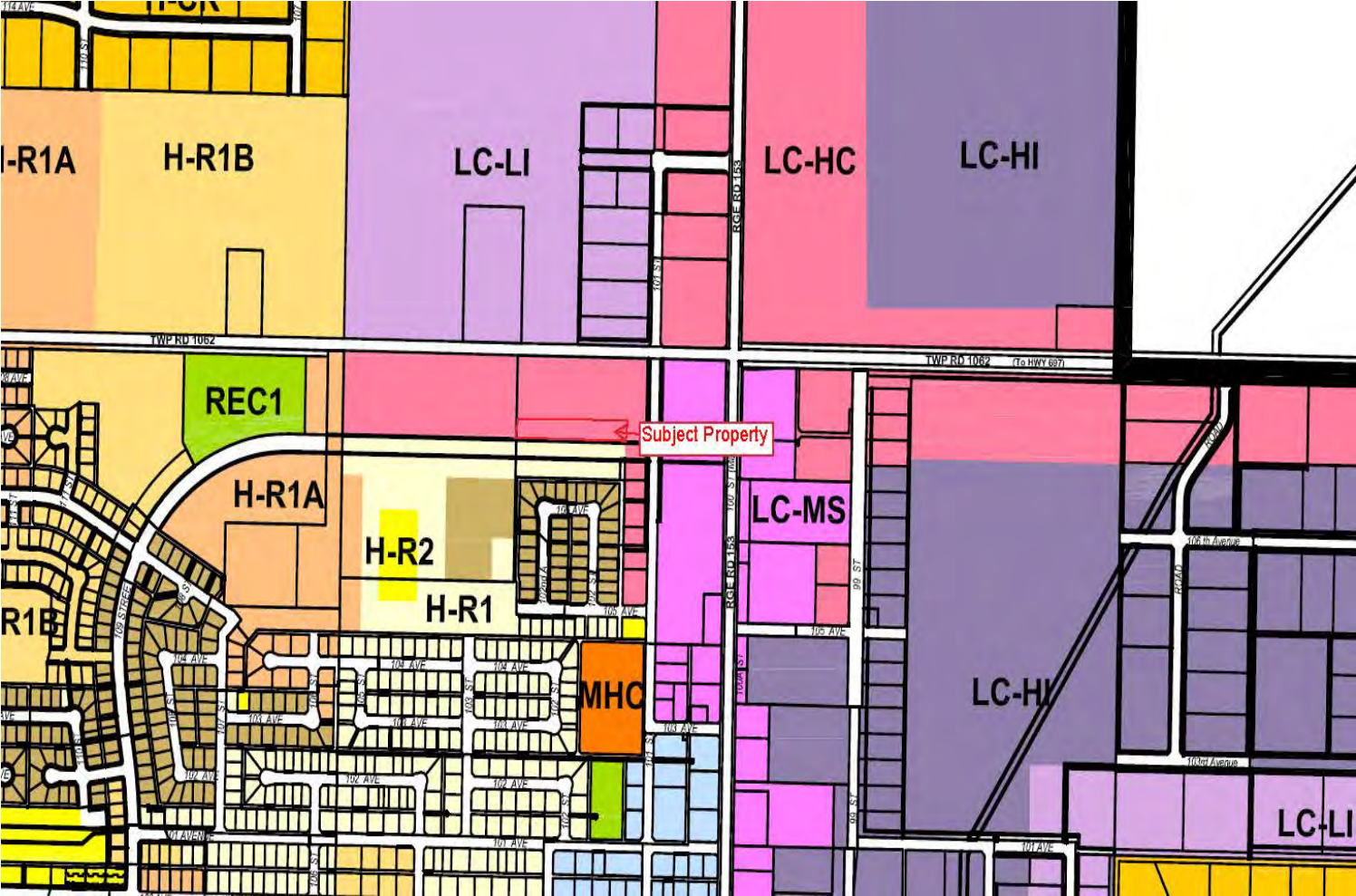
Mackenzie County  
Box 640, 4511-46 Avenue  
Fort Vermilion, AB T0H 1N0



Mackenzie County

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

# BYLAW APPLICATION



File No. Bylaw 1169-20

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



**Mackenzie County**

**NOT TO SCALE**



# BYLAW APPLICATION



File No. Bylaw 1169-20

**NOT TO SCALE**

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**Mackenzie County**

**Tentative Plan Showing**  
**Proposed Subdivision of**  
**Lot 3, Block 24, Plan 192 3085**  
 (New Lots)  
 Within  
 Mackenzie County

**LANDOWNER(S):**

Lot 3, Block 24, Plan 192 3085





Vanguard Realty Ltd.

C. of T. 192 262 760 +1

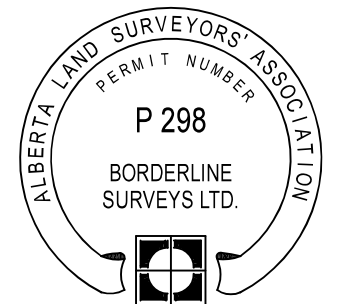
**REGISTERED TITLE ENCUMBRANCES**

- 792 251 925:  
U.R.W. - Northern Lights Gas Co-op Ltd.
- 032 090 066:  
Caveat (Deferred Reserve) - The Municipal District of Mackenzie No. 23
- 032 350 122:  
U.R.W. - The Municipal District of Mackenzie No. 23

**LEGEND**

-  Lands Dealt With
-  Road
-  Land to be acquired for Road
-  Lane to be closed

Scale  
1:1000

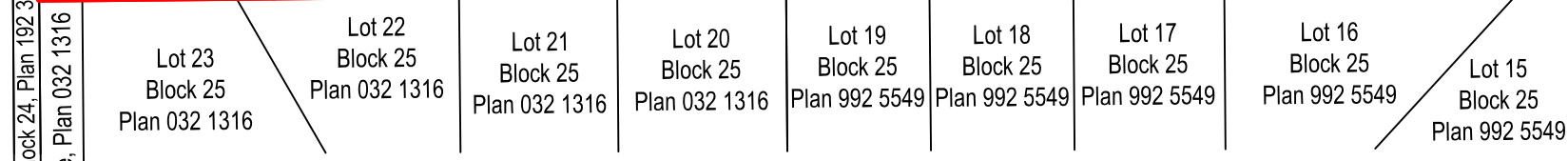
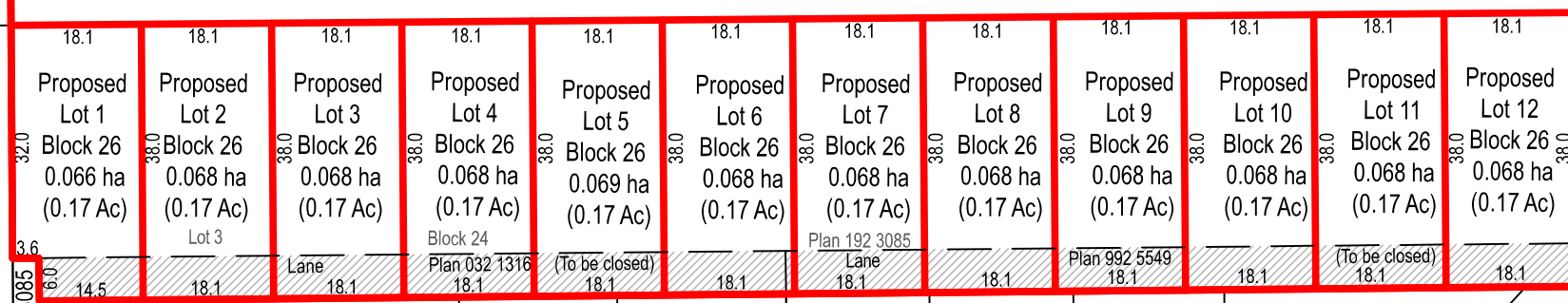
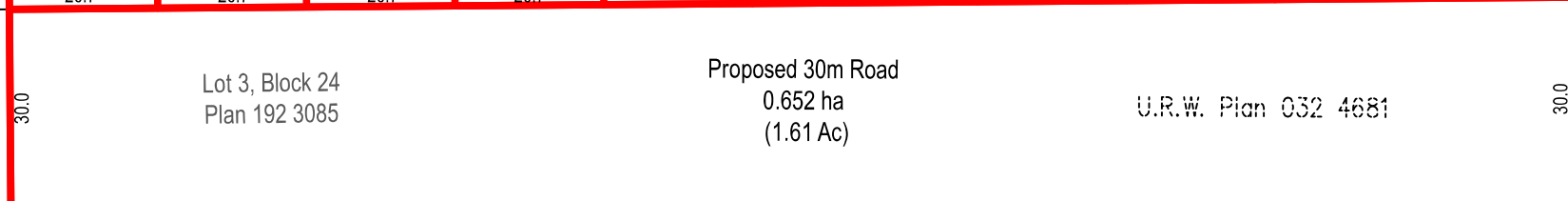
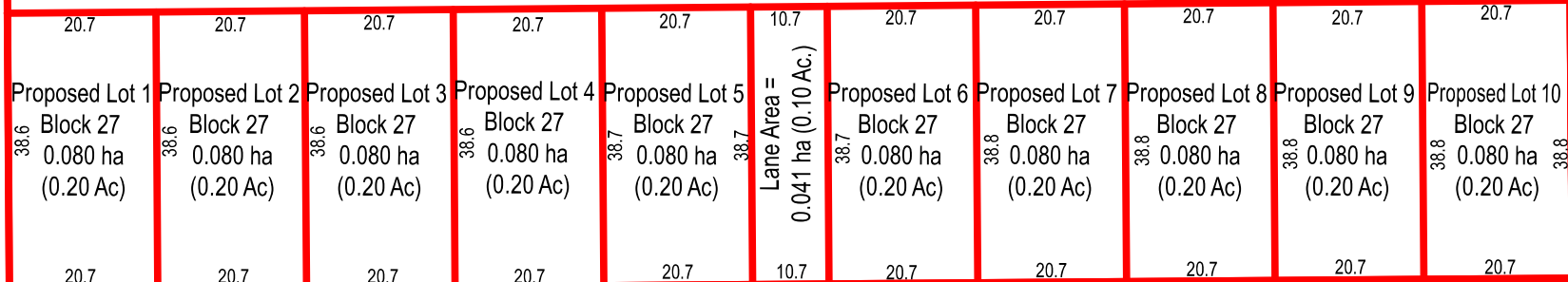
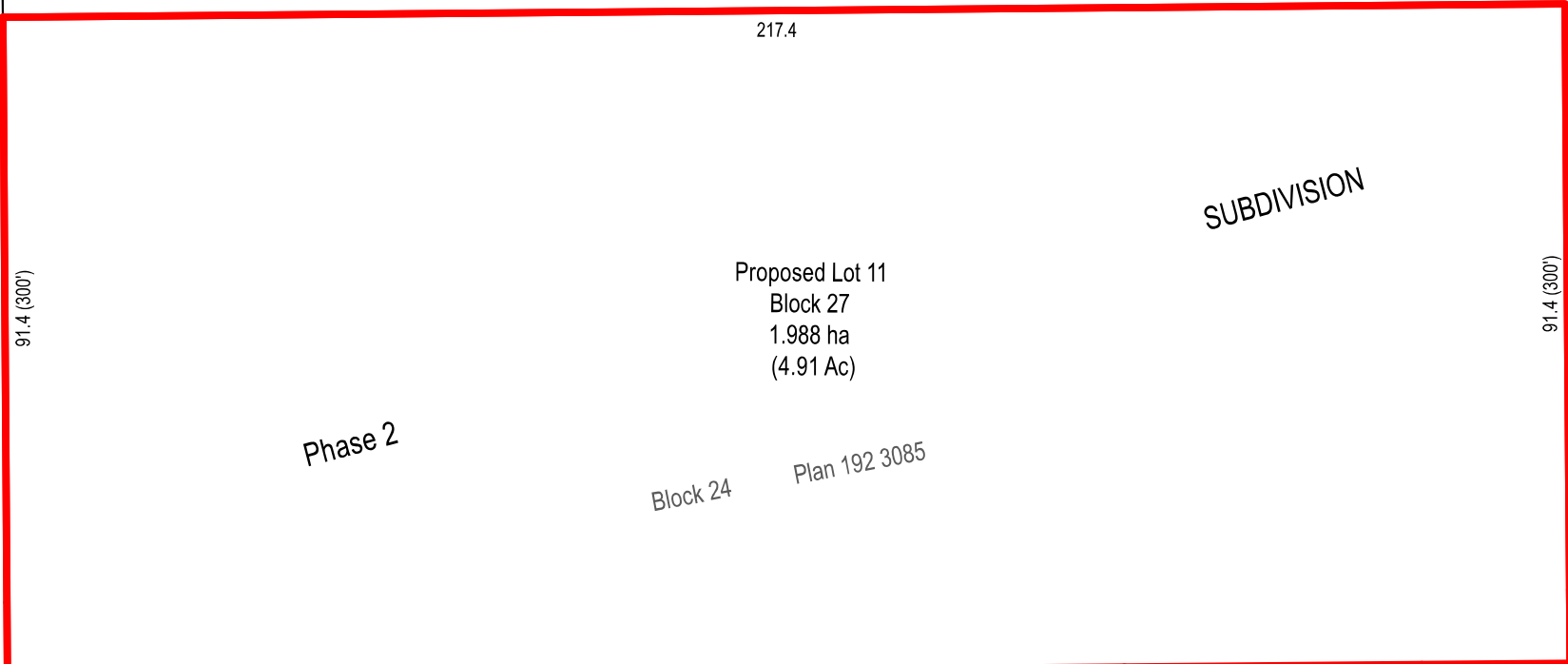


11028 102th Ave, Box 2661  
 Fairview, AB. T80 . 835 . 4618

N.E. 1/4 Sec. 9, Twp. 106, Rge. 15, W.5M.

U.R.W.  
Plan 032 4681

N.E. 1/4 Sec. 9, Twp. 106, Rge. 15, W.5M.



Lot 2, Block 24, Plan 192 3085  
 Lane, Plan 032 1316

Lane, Plan 052 4423  
 U.R.W.  
 Plan 052 4424

U.R.W.  
 Plan 052 4424

U.R.W.  
 Plan 052 4424

101 st Street West  
 Road Plan 902 2145



**Tentative Plan Showing**  
**Proposed Subdivision of**  
**Lot 3, Block 24, Plan 192 3085**  
**(New Lots)**  
**Within**  
**Mackenzie County**

**PROPOSED LOT AREAS:**

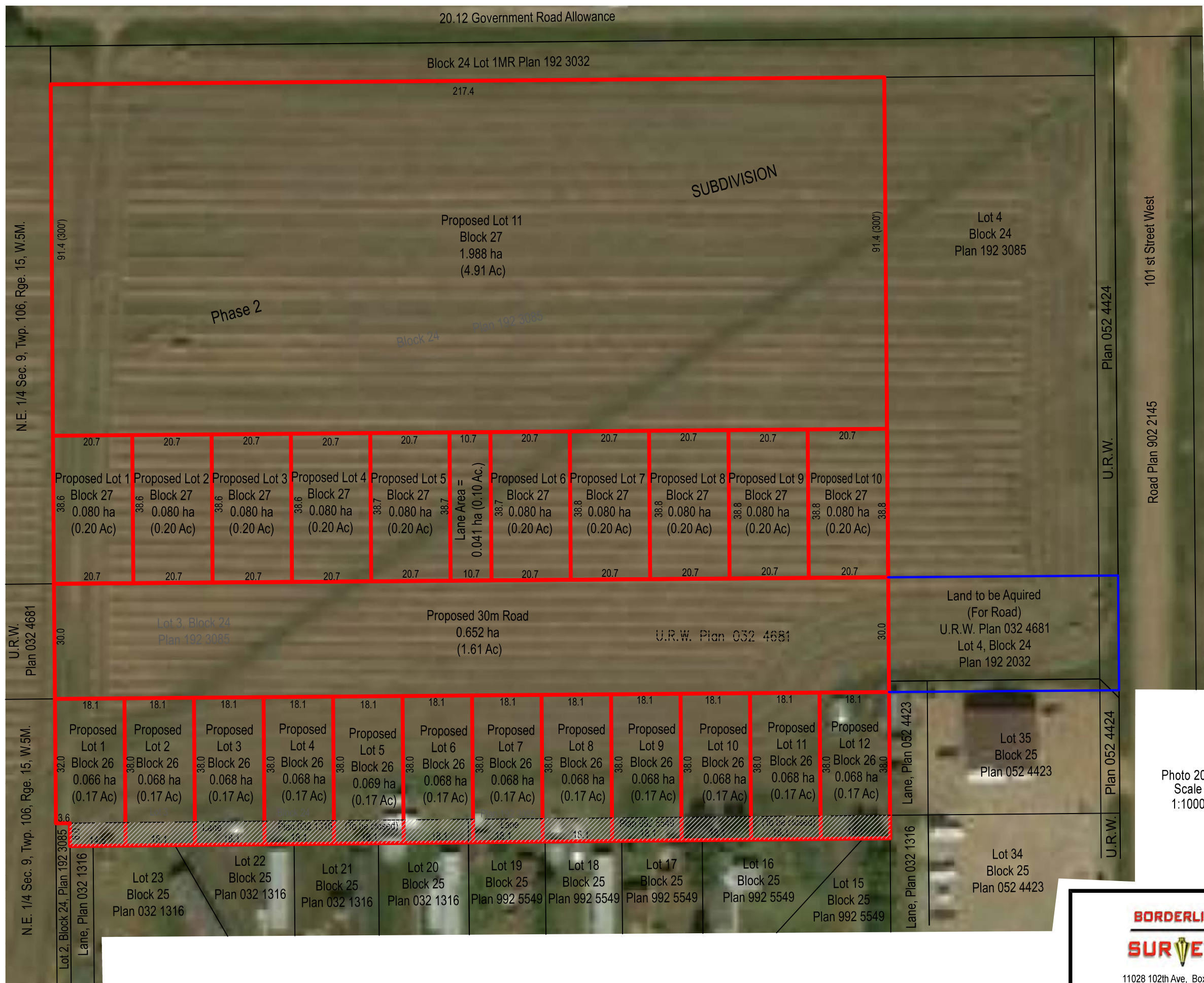
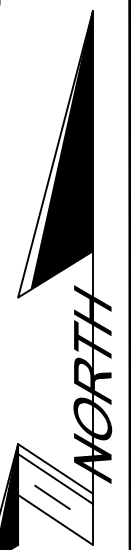
Lot 1, Block 26:	0.066 ha (0.17 Ac.)
Lot 2, Block 26:	0.068 ha (0.17 Ac.)
Lot 3, Block 26:	0.068 ha (0.17 Ac.)
Lot 4, Block 26:	0.068 ha (0.17 Ac.)
Lot 5, Block 26:	0.068 ha (0.17 Ac.)
Lot 6, Block 26:	0.068 ha (0.17 Ac.)
Lot 7, Block 26:	0.068 ha (0.17 Ac.)
Lot 8, Block 26:	0.068 ha (0.17 Ac.)
Lot 9, Block 26:	0.068 ha (0.17 Ac.)
Lot 10, Block 26:	0.068 ha (0.17 Ac.)
Lot 11, Block 26:	0.068 ha (0.17 Ac.)
Lot 12, Block 26:	0.068 ha (0.17 Ac.)

Lot 1, Block 27:	0.080 ha (0.20 Ac.)
Lot 2, Block 27:	0.080 ha (0.20 Ac.)
Lot 3, Block 27:	0.080 ha (0.20 Ac.)
Lot 4, Block 27:	0.080 ha (0.20 Ac.)
Lot 5, Block 27:	0.080 ha (0.20 Ac.)
Lot 6, Block 27:	0.080 ha (0.20 Ac.)
Lot 7, Block 27:	0.080 ha (0.20 Ac.)
Lot 8, Block 27:	0.080 ha (0.20 Ac.)
Lot 9, Block 27:	0.080 ha (0.20 Ac.)
Lot 10, Block 27:	0.080 ha (0.20 Ac.)
Lot 11, Block 27:	0.080 ha (0.20 Ac.)
Lot 11, Block 27:	1.988 ha (4.91 Ac)

Lane:	0.041 ha (0.10 Ac.)
Road :	0.652 ha (1.61 Ac.)

Total:	4.321 ha (10.68 Ac.)
Lane to be closed:	0.128 ha (0.317 Ac.)

Photo 2018  
Scale  
1:1000



11028 102th Ave, Box 2661  
Fairview, AB. T80 . 835 . 4618







Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 10, 2020</b>
<b>Presented By:</b>	<b>Byron Peters, Director of Planning and Development</b>
<b>Title:</b>	<b>Bylaw 1170-20 Inter-municipal Collaborative Framework with Regional Municipality of Wood Buffalo</b>

## **BACKGROUND / PROPOSAL:**

Council and administration met with the Regional Municipality of Wood Buffalo in Edmonton in November 2018 to discuss the minimum requirements and options available for the Inter-municipal Development Plan (IDP) and the Inter-municipal Collaborative Framework (ICF).

Both municipalities agreed that a basic ICF would be sufficient considering that there are no shared services or private lands along the municipal boundaries and to apply for the IDP Exemption. The IDP Exemption was approved by Municipal Affairs on February 12, 2019.

The proposed Bylaw addresses all the items needed in order to meet the minimum requirements set forth by the Province of Alberta:

- Inter-municipal servicing agreements including delivery and by whom;
- An inventory of municipal services for each municipality such as transportation, water and wastewater, solid waste, emergency services, and recreation;
- Dispute Resolution Process;
- Inter-municipal Development Plan (Exemption);
- Any shared funding or revenue;
- Term of Review;
- Implementation date; and
- Transition Plan if considered.

The ICF must be adopted through a bylaw with matching content. ICF's are to be completed and adopted by April 1, 2020 and be submitted to Alberta Municipal Affairs within 90 days of their adoption.

Any additional agreements can be an appendix to the ICF agreement.

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

This bylaw will also be taken to the February 10, 2020 Regional Municipality of Wood Buffalo Regular Council Meeting.

**OPTIONS & BENEFITS:**

Administration has no concerns with this request.

Options are to pass, defeat, or table the motion.

**COSTS & SOURCE OF FUNDING:**

There are no costs associated with this Inter-municipal Collaborative Framework (ICF).

**SUSTAINABILITY PLAN:**

The Sustainability Plan insinuates that regional partnerships be built and maintained to advocate for northern Alberta.

**COMMUNICATION / PUBLIC PARTICIPATION:**

According to the Municipal Government Act, public engagement is not required for this bylaw.

The Mackenzie County Public Participation Policy ADM056, indicates that Council has the option to either inform or consult the public on this topic.

**POLICY REFERENCES:**

ADM056 Public Participation

**RECOMMENDED ACTION:**

Motion 1

Simple Majority       Requires 2/3       Requires Unanimous

That first reading be given to Bylaw 1170-20, being a bylaw of Mackenzie County to establish the Inter-municipal Collaboration Framework (ICF) with the Regional Municipality of Wood Buffalo.

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

Motion 2

Simple Majority       Requires 2/3       Requires Unanimous

That second reading be given to Bylaw 1170-20, being a bylaw of Mackenzie County to establish the Inter-municipal Collaboration Framework (ICF) with the Regional Municipality of Wood Buffalo.

Motion 3

Simple Majority       Requires 2/3       Requires Unanimous

That consideration be given to go to third reading of Bylaw 1170-20, being a bylaw of Mackenzie County to establish the Inter-municipal Collaboration Framework (ICF) with the Regional Municipality of Wood Buffalo, at this meeting.

Motion 4

Simple Majority       Requires 2/3       Requires Unanimous

That third reading be given to Bylaw 1170-20, being a bylaw of Mackenzie County to establish the Inter-municipal Collaboration Framework (ICF) with Regional Municipality of Wood Buffalo.

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

**BYLAW NO 1170-20**  
**BEING A BYLAW OF**  
**MACKENZIE COUNTY**  
**IN THE PROVINCE OF ALBERTA**

**FOR THE PURPOSE OF ADOPTING MACKENZIE COUNTY/REGIONAL**  
**MUNICIPALITY OF WOOD BUFFALO INTERMUNICIPAL COLLABORATION**  
**FRAMEWORK (ICF), PURSUANT TO THE MUNICIPAL GOVERNMENT ACT, BEING**  
**CHAPTER M-26 OF THE STATUTES OF ALBERTA 2000, AND AMENDMENTS**  
**THERETO**

**WHEREAS** section 708.28(1) of the *Municipal Government Act*, R.S.A. 2000, c.M-26, as amended, (the Act”) mandates that municipalities that have common boundaries must create an Intermunicipal Collaborative Framework with each other that describes the services provided under the ICF that benefits the residents in more than one of the municipalities that are party to the framework, which municipality is responsible for providing the services and outlines how the services will be delivered and funded;

**WHEREAS** Mackenzie County and the Regional Municipality of Wood Buffalo share a common border;

**AND WHEREAS** Mackenzie County and the Regional Municipality of Wood Buffalo share common interest and are desirous of working together to provide services to their residents;

**NOW THEREFORE** the Council of Mackenzie County, duly assembled, hereby adopts the Mackenzie County and the Regional Municipality of Wood Buffalo Intermunicipal Agreement, being the document attached hereto and forming Schedule A of this Bylaw.

This bylaw comes into force and effect upon third reading by Council.

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

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

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

---

Joshua Knelsen  
Reeve

---

Lenard Racher  
Chief Administrative Officer

Intermunicipal Collaboration Framework  
Between  
Mackenzie County  
and  
The Regional Municipality of Wood Buffalo

WHEREAS Mackenzie County and the Regional Municipality of Wood Buffalo share a common border; and

WHEREAS Mackenzie County and the Regional Municipality of Wood Buffalo have reviewed their common interests and are desirous of working together when appropriate to provide services to their residents; and

WHEREAS the *Municipal Government Act* stipulates that municipalities that have a common boundary must create an Intermunicipal Collaboration Framework with each other that describes the services to be provided under it that benefit residents in more than one of the municipalities that are parties to the framework.

NOW THEREFORE, by mutual covenant of the municipalities hereto it is agreed as follows:

**A. DEFINITIONS**

The following are the definition of terms used in this document:

1. "Chief Administrative Officer" means the person appointed by Council to the position of chief administrative officer or their delegate.
2. "County" means Mackenzie County.
3. "Initiating party" means the municipality who gives notice in the event of any dispute.
4. "Intermunicipal Collaboration Framework" or "ICF" means a document that 2 or more municipalities are required to develop under the *Municipal Government Act*, that facilitates cooperation and ensures that services are provided to residents efficiently.
5. "Intermunicipal Development Plan" or "IDP" means a statutory plan developed jointly by 2 or more neighboring municipalities to coordinate land use planning decisions for an area of land in proximity to the boundaries of the municipalities, and which meets the requirements of the *Municipal Government Act*.
6. "Framework" means this ICF.
7. "Mediation" means a process involving a neutral party as the mediator who assists the municipalities and any other persons brought in by them to reach mutually acceptable settlement on the matter.
8. "Mediator" means a person or persons appointed to facilitate resolution of a dispute between the municipalities.
9. "RMWB" means the Regional Municipality of Wood Buffalo.

10. "Municipalities" means Mackenzie County and RMWB.

**B. TERM AND REVIEW**

1. In accordance with the *Municipal Government Act*, this Intermunicipal Collaboration Framework shall come into force on final adoption of matching bylaws or resolutions by each municipality, which bylaws or resolutions contain the Framework.
2. This Framework may be amended by mutual consent of both municipalities unless specified otherwise in this Framework.
3. It is agreed by the municipalities that the Councils shall review this Framework at least once every five years, commencing no later than 2022.

**C. INTERMUNICIPAL COOPERATION**

1. Both the County and the RMWB are committed to fostering intermunicipal cooperation in a non-adversarial, informal and cost-effective manner.
2. The Councils of each municipality shall be the forum for reviewing the Intermunicipal Collaboration Framework.

**D. GENERAL TERMS**

1. Both municipalities agree that in consideration of the shared services outlined in Section E, any costs in the future that require Intermunicipal agreements shall be dealt with on a case by case basis.

**E. MUNICIPAL SERVICES**

1. Both municipalities have reviewed the services that benefit the residents in more than one municipality.
2. Based on the review, the municipalities have not identified any shared services.

**F. FUTURE PROJECTS & AGREEMENTS**

1. In the event that either municipality initiates the development of a new project and/or service that may require a new cost-sharing agreement, the initiating municipality's Chief Administrative Officer will notify the other municipality's Chief Administrative Officer in writing.
2. The initial notification should include a general description of the project, estimated costs and timing of expenditure. The other municipality will advise if there are objections to cost-sharing for the project and the reasons.

3. Both municipalities recognize that the decision to participate or not to participate lies with the respective municipalities.
4. If the municipalities mutually agree to the new project or service, then a new replacement framework will be created and the Minister notified within 90 days.

**G. INTERMUNICIPAL DEVELOPMENT PLAN**

1. The County and the RMWB are exempt from creating an Intermunicipal Development Plan by the Minister of Municipal Affairs in accordance with
  - a. Ministerial Order MSL 047/18 dated July 19, 2018;
  - b. Resolution of RMWB Council dated December 11, 2018;
  - c. Resolution of Mackenzie County Council dated December 11, 2018; and
  - d. Ministerial letter dated February 12, 2019.

**H. DISPUTE RESOLUTION**

1. The municipalities are committed to resolving any disputes in a non-adversarial, informal and cost-efficient manner.
2. The municipalities shall make all reasonable efforts to resolve all disputes by negotiation and agree to provide, without prejudice, open and timely disclosure of relevant facts, information and documents to facilitate negotiations.
3. The municipalities will provide notice to each other of any news releases related to the dispute.
4. In the event of a dispute, the municipalities agree that they shall undertake a process to promote the resolution of the dispute in the following order:
  - a. negotiation, followed by;
  - b. mediation, followed by;
  - c. binding arbitration.
5. If any dispute arises between the municipalities regarding the interpretation, implementation or application of this Framework or any contravention or alleged contravention of this Framework, the dispute will be resolved through the Dispute Resolution Process outlined herein.
6. If the Dispute Resolution Process is invoked, the municipalities shall continue to perform their obligations described in this Framework until such time as the Dispute Resolution Process is complete.



## Notice of Dispute

7. In the event a municipality believes there is a dispute under this Framework, that municipality shall give written notice ("Dispute Notice").

The Dispute Note must state:

- a. The municipality wishes to engage in the Dispute Resolution Process set out in this Framework; and
  - b. the relevant information concerning the dispute.
8. The Dispute Notice must be sent to the other municipality in accordance with Part I of this Framework.

## Negotiation

9. No later than twenty-one (21) days after receipt of the Dispute Notice, the Chief Administrative Officers, of each municipality, must appoint representatives to participate in at least one meeting, in person or by electronic means, to attempt to negotiate a resolution of the dispute (the "Negotiation Period").
10. The Chief Administrative Officer may appoint different or additional representatives throughout the Dispute Resolution Process.
11. Each party will provide notice of the representatives selected in accordance with Part I of this Framework.
12. After each meeting between the representatives, the representatives will:
  - a. make a presentation to; and
  - b. seek direction from their respective Council.
13. Council's decision with respect to the issues in dispute will be communicated to the other municipality in accordance with the provisions in Part I of this Framework.
14. The Negotiation Period may be as long as three (3) months.
15. If the municipalities cannot resolve the dispute through negotiation or the Negotiation Period expires, the dispute will be referred to mediation.

## Mediation

16. The process for resolving the dispute through mediation (the "Mediation Period") will be as follows:
  - a. Twenty-one (21) days after the end of the Negotiation Period, the municipality that sent the Dispute Notice will prepare and provide to the other municipality a Mediation Report.
  - b. This report must include:
    - i. An outline of the dispute;
    - ii. The facts agreed upon by the municipalities;
    - iii. The facts and issues that remain in dispute; and
    - iv. A proposed mediator
  - c. If the other municipality objects to the mediator proposed in the Mediation Report, the municipalities will have an additional seven (7) days to select a mutually agreed upon mediator.
  - d. The initiating party will provide the mediator with following:
    - i. a copy of the Mediation Report; and
    - ii. all records, documents and information that the mediator may reasonably request.
  - e. The municipalities' representatives must meet with the mediator at such reasonable times as may be required.
  - f. The parties' representatives will, through the intervention of the mediator, negotiate in good faith to resolve their dispute.
  - g. The Mediation Period will end no later than six (6) months after receipt of the Dispute Notice.
  - h. The proceedings involving the mediator are without prejudice.
  - i. The mediator's fees and expenses and the cost of the facilities required for mediation shall be shared equally between the municipalities.
  - j. After the mediation, each representative will:
    - i. make a presentation to; and
    - ii. seek direction from their respective Council.

- k. Council's decision with respect to the issues in dispute will be communicated to the other party in accordance with the provisions in Part I of this Framework.
17. In the event that:
- a. The municipalities do not agree on the appointment of a mediator within one (1) month of receipt of the Mediation Report; or
  - b. The dispute has not been resolved within 6 months after receipt of the Dispute Notice; or
  - c. Both municipalities consent.

The municipalities shall commence the process for binding arbitration.

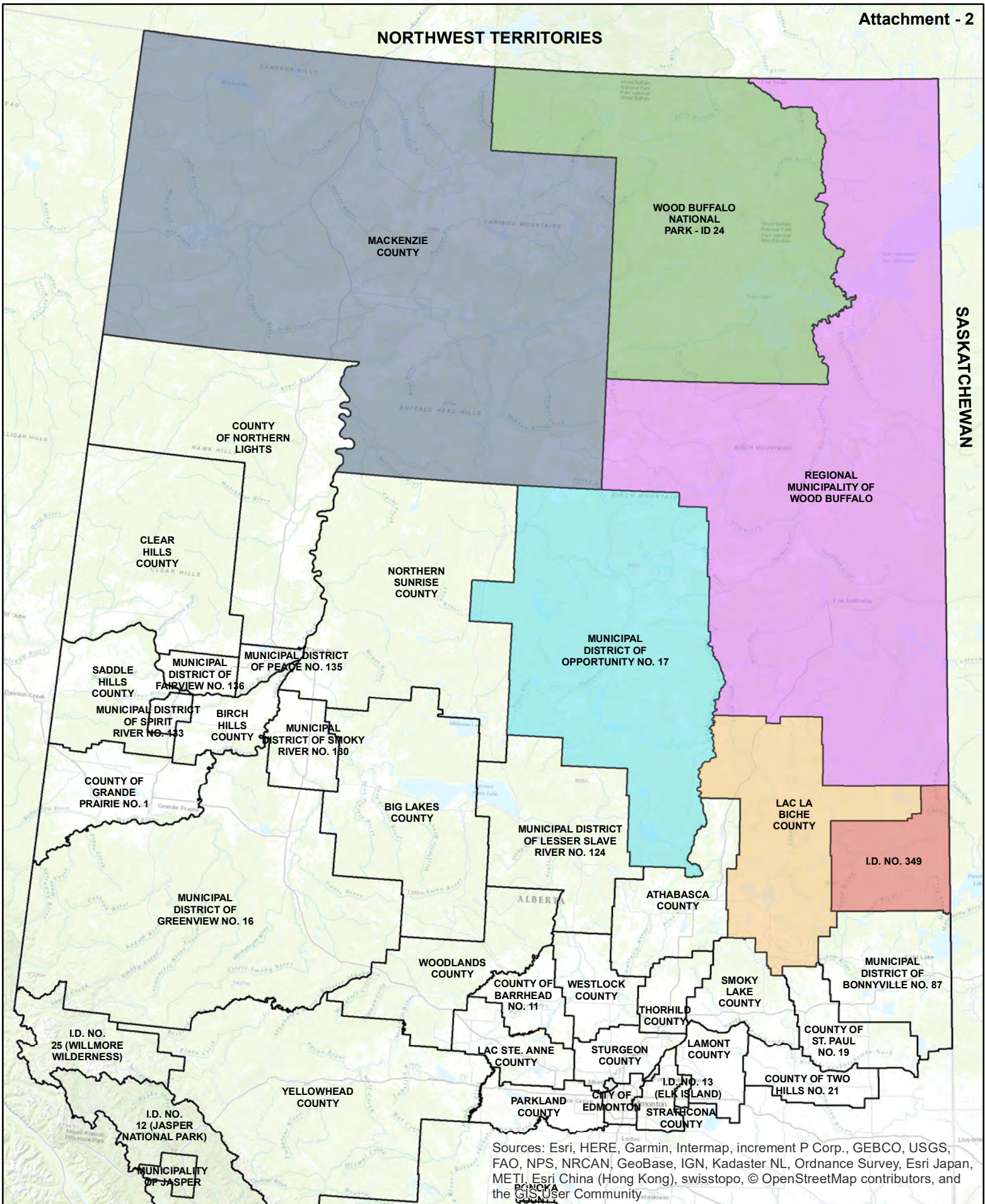
### **Binding Arbitration**

18. The process for resolving the dispute through binding arbitration (the "Arbitration Period") shall follow the requirements of the *Arbitration Act*.

#### **I. CORRESPONDENCE**

- 1. Notice under this Framework shall be provided in writing to the mailing addresses of each respective municipality and addressed for the attention of the Chief Administrative Officer.
- 2. Notices will be sent either by courier or postal service. Regardless of the method of delivery, any notice is deemed to be received seven (7) business days after it has been sent. A party will endeavour to send courtesy copies of correspondence by electronic means to the attention of the Chief Administrative Officer, but such delivery method will not affect the calculation of days set out above.

NORTHWEST TERRITORIES

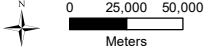


SASKATCHEWAN

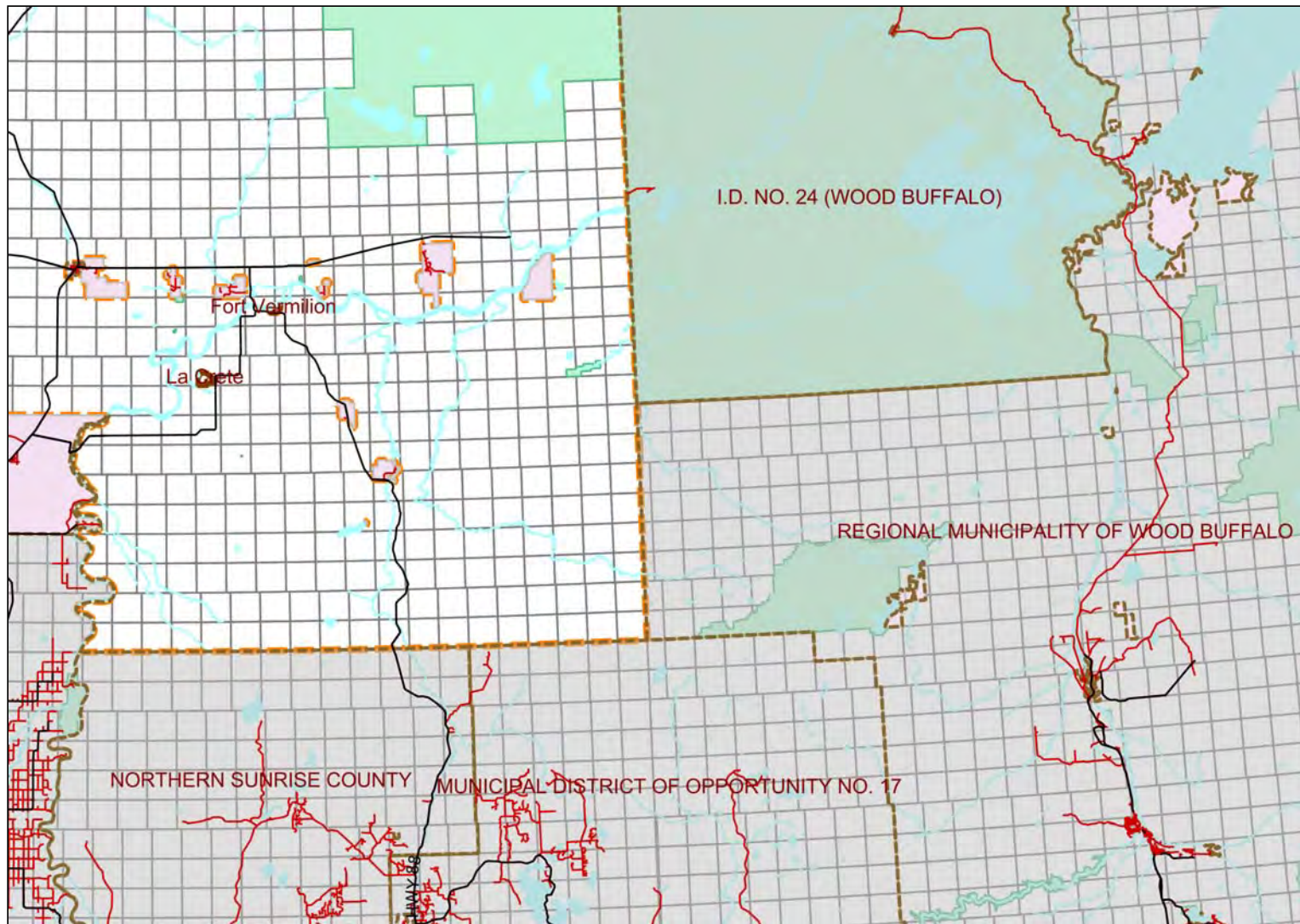
Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), swisstopo, © OpenStreetMap contributors, and the GIS User Community

Intermunicipal Collaboration Frameworks  
Neighbouring Municipalities

- LAC LA BICHE COUNTY
- MACKENZIE COUNTY
- I.D. NO. 349
- MUNICIPAL DISTRICT OF OPPORTUNITY NO. 17
- REGIONAL MUNICIPALITY OF WOOD BUFFALO
- WOOD BUFFALO NATIONAL PARK - ID 24



TICK15298\_MAP\_OF\_MUNICIPALITIES\_A



**Legend**

-  Parks
-  Hydro Features
-  Alberta Roads
-  County Boundary
-  Surrounding Municipalities
-  Indian Reserves
-  Map Labels
-  Township Grid
-  Hamlet Boundaries



**Mackenzie County**



Scale 1: 2,000,000



50 Mi  
50 Km

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Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 10, 2020</b>
<b>Presented By:</b>	<b>Byron Peters, Director of Planning and Development</b>
<b>Title:</b>	<b>Accreditation Quality Management Plan (QMP) Update</b>

## **BACKGROUND / PROPOSAL:**

The Planning and Development department has reviewed the Quality Management Plan and is bringing the proposed changes to Council.

The Quality Management Plan (QMP) is the terms and conditions of accreditation. It describes the scope, operational requirements, and service delivery standards that will be met in the administration of an organization's accreditation within their jurisdiction. In addition to the Act, and its regulations, the QMP is used to monitor and assess the performance of an accredited organization.

Mackenzie County is accredited in the Building, Electrical, Plumbing, Gas and Fire disciplines. Our contracted Safety Code Officers are certified and designated to carry out the provisions of the QMP.

Our current QMP was approved June 12, 2013.

All proposed amendments have been highlighted in the attached document.

## **OPTIONS & BENEFITS:**

Many of the changes and inclusions are to elaborate and simplify the processes involved in maintaining the QMP.

The document has been updated to reflect the addition of the National Building Code-2019 Alberta Edition and the National Energy Code of Canada for Buildings 2015.

The site inspection portion has been re-organized to better reflect the amount of inspections necessary and the time frame needed to complete them. This allows rate

**Author:** Tracey Weller      **Reviewed by:** Byron Peters      **CAO:** \_\_\_\_\_

payers and the municipality a more flexible timeframe to close and/or open permits without deficiencies.

Within the Fire discipline, compliance inspections frequency can be chosen. The group and division of building classifications are listed and a definition has been added.

**COSTS & SOURCE OF FUNDING:**

N/A

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION / PUBLIC PARTICIPATION:**

Public communication and participation is not required. The QMP is a public document but does not require public review.

**POLICY REFERENCES:**

N/A

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That administration submit the Accreditation Quality Management Plan (QMP) amendments to the Safety Codes Council for approval.

**Author:** Tracey Weller      **Reviewed by:** Byron Peters      **CAO:** \_\_\_\_\_



# **Mackenzie County**

## **Quality Management Plan**

**July 2018**

# Mackenzie County

## Quality Management Plan

---

This Quality Management Plan that includes  
*Schedule A – Scope and Administration,*  
*Schedule B – Operational Requirements, and*  
*Schedule C – Discipline-specific Service-delivery Standards*  
has been accepted by the Administrator of Accreditation.

\_\_\_\_\_  
Administrator of Accreditation

\_\_\_\_\_  
Date



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# Schedule A

## Scope and Administration

---

## 1.0 SCOPE OF ACCREDITATION

The **Mackenzie County** herein referred to as “Municipality”, will administer within its jurisdiction the Safety Codes Act (Act), including the pursuant regulations, codes and standards; and Alberta amendments that are in force and applicable in the following discipline(s):

<b>BUILDING</b>	
<input checked="" type="checkbox"/>	All parts: <ul style="list-style-type: none"> <li>• National Building Code – 2019 Alberta Edition, and the <b>National Energy Code of Canada for Buildings 2015</b></li> </ul>
<input type="checkbox"/>	Only those parts of the Alberta Building Code pertaining to small buildings being 3 storeys or less in height, having a building area of 600 m <sup>2</sup> or less and classified as Group C – residential, Group D – business and personal services, Group E – mercantile, or Group F2 and F3 – medium- and low-hazard industrial occupancies
<b>ELECTRICAL</b>	
<input checked="" type="checkbox"/>	All parts: <ul style="list-style-type: none"> <li>• Canadian Electrical Code, Part 1</li> </ul>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Alberta Electrical Utility Code</li> </ul>
<b>PLUMBING</b>	
<input checked="" type="checkbox"/>	All parts: <ul style="list-style-type: none"> <li>• National Plumbing Code of Canada</li> <li>• Alberta Private Sewage Systems Standard of Practice</li> </ul>
<b>GAS</b>	
<input checked="" type="checkbox"/>	All parts: <ul style="list-style-type: none"> <li>• Natural Gas and Propane Installation Code</li> <li>• Propane Storage and Handling Code</li> <li>• Compressed Natural Gas Fueling Stations Installation Code</li> </ul> <p style="margin-left: 20px;"><b>Excluding:</b></p> <ul style="list-style-type: none"> <li>• Installation code for propane fuel systems and containers on motor vehicles</li> <li>• Natural gas for vehicles installation code – Part 1 – Compressed natural gas</li> </ul>
<b>FIRE</b>	
<input type="checkbox"/>	All parts: <ul style="list-style-type: none"> <li>• National Fire Code – 2019 Alberta Edition</li> <li>• Fire Investigation (cause and circumstance)</li> </ul> <p style="margin-left: 20px;"><b>Or</b></p>
<input checked="" type="checkbox"/>	All parts: <ul style="list-style-type: none"> <li>• National Fire Code – 2019 Alberta Edition except for those requirements pertaining to the installation, alteration, and removal of the storage tank systems for flammable liquids and combustible liquids, Fire Investigations (cause and circumstance)</li> </ul>
<b>Fire Prevention Programs</b> (optional)	
<input type="checkbox"/>	Public education

## 2.0 Administration of the Quality Management Plan

### ***Mackenzie County***

The Municipality is responsible for the administration, effectiveness, and compliance with this Quality Management Plan (QMP).

The Municipality will provide permitting, inspection, and compliance-monitoring services through its own staff and/or one or more accredited agencies. The Municipality will ensure that sufficient personnel, both administrative and technical, will be available to meet obligations and respond to the workload as required for quality administration of the Act and all applicable regulations, codes and standards within as required by this QMP. All services will be performed in compliance with this QMP in an effective, timely, professional, and ethical manner, and with impartiality and integrity while working co-operatively with owners and/or the owner's representative(s).

The Municipality recognizes that should the required services be provided by an accredited agency, the Municipality will ensure that a formal contract for services is in place. The Municipality understands that it is responsible for effectively managing the contract with the accredited agency to ensure that the accredited agency is adhering to the service-delivery standards of the approved QMP of the Municipality. Contracts with accredited agencies will include a statement expressing that all Safety Codes Officers (SCOs) have the right to work in an atmosphere free of undue influence and hold the discretionary authority to perform their duties as outlined in the Act.

The Municipality will maintain an atmosphere that supports objective and unbiased decision-making. SCOs working for the Municipality will be able to independently make decisions regarding compliance monitoring without undue influence of management, appointed or elected officials, or any other party.

The Municipality recognizes that the Safety Codes Council (Council) or its representative may review/audit for compliance with this QMP, the Act, and Council policies. The Municipality will fully cooperate with the Council on matters that relate to the administration of the QMP, including the review and audit process. The Municipality recognizes that the Council has full and unfettered access to all records of the Municipality relating to the provision of services under this QMP, including the right to enter the Municipality's premises at any reasonable time in order to inspect, review, audit, or retrieve such records. The Municipality will implement the recommendations of the reviewer/auditor and the Administrator of Accreditation.

The Municipality, if it ceases to administer the Act for any thing, process, or activity to which the Act applies, retains the responsibility for services provided under the Act while accredited, including the administration and completion of services for permits issued.

The Municipality has identified a QMP manager who is responsible for the administration of the QMP.

The Municipality recognizes that failure to follow this QMP may result in suspension or cancellation of the Municipality's accreditation.

## 2.1 Personnel

The Municipality will employ, retain, or otherwise engage:

- SCOs who are appropriately certified and designated to carry out the provisions of the QMP
- persons with knowledge of the Act, regulations, codes, standards, Council policies, and other applicable legislation relating to the services to be provided

SCOs will have the authority and discretion to:

- provide safety-codes consultation
- review plans
- issue permits
- carry out an inspection for any thing, process, or activity to which the Act applies in order to ensure compliance with the Act
- issue reports and correspondence
- accept verification of compliance (VOC)
- review proposals for alternative solutions
- issue variances
- issue orders
- engage in enforcement
- conduct investigations
- require professional engagement
- re-inspect

A registry of all SCOs and permit issuers employed or contracted through accredited agency who provide services pursuant to this QMP will be maintained and made available to the Council or auditors upon request. This registry will include SCO certification level(s) and designation of powers.

The Municipality acknowledges the responsibilities of the SCOs and the requirement to obtain training to maintain certification.

The Municipality will ensure that its employed SCOs undergo update training/professional development as required by the Council to maintain SCO certification and competency, including but not limited to changes in:

- the Act
- regulations under the Act
- codes and standards mandated by the Act
- procedures under the Act
- Council policies and directives
- Administrator's directives
- assigned duties

The Municipality will ensure that all staff, SCOs, permit issuers, and contract personnel performing duties under the Act are aware of the content of this QMP and any revisions to it. The Municipality will ensure its officers, staff, SCOs, contracted personnel, and contracted accredited agencies have access to a copy of this QMP, the Act, and regulations. The Municipality will train its involved staff and SCOs in the requirements of this QMP and maintain the training records on the employee file. The Municipality will ensure that the employed SCO(s) and staff follow the QMP.

## **2.2 Freedom of Information and Confidentiality**

The Municipality will ensure that all staff, SCOs, permit issuers, and contracted personnel preserve confidentiality with respect to all information and documents that come to their knowledge from their involvement with the administration of this QMP. The *Freedom of Information and Protection of Privacy Act R.S.A. 2000, c F-25* and its regulations apply to all information and records relating to, created, or collected under this QMP.

## **2.3 Council Levy**

The Municipality will collect the Council levy for each permit or service provided under the Act, and remits the levy to the Council in the manner and form prescribed by the Council.

## **2.4 Records**

The Municipality will maintain a file system for all records associated with the administration of the Act and provision of services in the QMP, including:

- permit applications and permits
- plans, specifications, and other related documents
- new home warranty verification as applicable
- licensed residential builder verification as applicable
- plan review reports
- requests for inspections and services
- inspection reports
- investigation reports, including supporting documentation
- verifications of compliance
- variances, including application and supporting documentation
- orders
- Permit Services Reports (PSRs)
- related correspondence
- a registry of contracts that relate to the administration of the QMP, including any contracts with accredited agencies
- all other information that may be related to the administration of the Act

The Municipality will retain the files and records for a minimum of three (3) years in accordance with Council policy or in accordance with the Municipality's records-retention policy, whichever is greater.

All records and other material related to the services provided under the administration of this QMP are the property of the Municipality. Any records where an accredited agency was involved will be returned to the Municipality within a reasonable time of completion of the service or upon request of the Municipality.

## **2.5 Revisions**

Revisions to the Scope, Administration, or Service-delivery Standards sections of this QMP require resolution from the Municipality's Council. Revisions to the Operational Requirements or applicable forms used require the acceptance by the chief administrative officer responsible for this QMP. All revisions require approval by the Administrator of Accreditation.



The Municipality will:

- maintain a registry of the SCOs and contracted accredited agencies that have been provided with a copy of this QMP and amendments
- immediately distribute copies of approved amendments to all registered holders of this QMP

## **2.6 Permits/Permissions**

The Municipality will collect all information required by the Permit Regulation and as outlined in the Operational Requirements section of this QMP.

Permissions for the purpose of administering the Act are deemed to be the same as a permit.

## **2.7 Annual Internal Review**

The Municipality will conduct an annual internal review to evaluate the compliance and effectiveness of the municipality, staff, and the QMP with respect to the administration of the municipality's accreditation. At the conclusion of the internal review, the Municipality will provide to the Council a summary comprising all findings of the review, including any successes, areas for improvement, and the methodology used to achieve improvement or correction. The summary will be signed by the chief administrative officer and the designated QMP manager.

The summary of the annual internal review will be submitted to the Council no later than the last day of March, reporting on the previous calendar year of administration of the safety codes.

## **2.8 Declaration of Status**

The Municipality will ensure that all SCOs, staff, or officers, whether employed, retained or otherwise engaged by an accredited agency, will be an unbiased third party in any services provided under this QMP. This includes participation in any design, construction, installation, or investigation activities for projects where the above persons also provide compliance monitoring.

## 2.9 Organizational Chart



*The above organizational structure, including the use and reporting relationship of accredited agencies, only applies with respect to the administration of this QMP.*

## 2.10 Municipality Agreement

In accordance with Council Resolution # \_\_\_\_\_ of *(insert date)*, the *(Mackenzie County)* hereby provides agreement and signature to this QMP.

The Municipality hereby provides/acknowledges agreement, commitment, and adherence to this QMP.

<hr/> <b>Signature – chief administrative officer</b>	<hr/> <b>Signature – Reeve</b>
<hr/> <b>Len Racher</b>	<hr/> <b>Josh Knelsen (Reeve)</b>
<hr/> <b>Name</b>	<hr/> <b>Name and position title</b>
<hr/> <b>Date</b>	<hr/> <b>Date</b>
<hr/> lracher@mackenziecounty.com	<hr/> josh@mackenziecounty.com
<hr/> <b>Email</b>	<hr/> <b>Email</b>
<hr/> <b>Mackenzie County</b>	<hr/> <b>4511-46 Avenue, Box 640, Fort Vermilion, AB,</b>
<hr/> <b>Name of municipality</b>	<hr/> <b>T0H1N0</b>
<hr/> <b>780-927-3718</b>	<hr/> <b>Address of municipality</b>
<hr/> <b>Phone</b>	<hr/> <b>780-927-4266</b>
	<hr/> <b>Fax</b>

## 2.11 Municipality's QMP manager's information

<hr/> <b>Byron Peters, Director of Planning and Development</b>	<hr/> bpeters@mackenziecounty.com
<hr/> <b>Name and title of QMP manager</b>	<hr/> <b>Email</b>
<hr/> <b>Mackenzie County</b>	<hr/> <b>4511-46 Avenue, Box 640, Fort Vermilion, AB,</b>
<hr/> <b>Name of municipality</b>	<hr/> <b>T0H1N0</b>
<hr/> <b>780-928-3983</b>	<hr/> <b>Address of municipality</b>
<hr/> <b>Phone</b>	<hr/> <b>780-928-3636</b>
	<hr/> <b>Fax</b>

## 2.12 Notices

Any correspondence regarding this QMP will be forwarded to both the chief administrative officer and the QMP manager of the Municipality.

# Schedule B

## Operational Requirements

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## 3.0 Operational Requirements

### 3.1 Scope of Services

The operational requirements establish responsibilities and processes in order to provide compliance monitoring services under the Act, applicable regulations, and Council policy, including but not limited to:

- code advice
  - construction
  - building-upgrade programs
  - development and implementation of fire safety plans
  - ~~storage of dangerous goods~~
- plan examinations
  - new construction
  - building-upgrade programs
  - residential secondary suites
  - fire-safety plans with emphasis on the risk to occupied residential buildings
- permit/permission issuance
  - construction
  - renovations/alterations/reconstruction/demolition/additions, or other changes
  - occupancy permit
  - occupant-load certificates
  - ~~installation, alteration, or removal of storage tank systems for flammable liquids and combustible liquids~~
  - ~~storage, purchase, or discharge of fireworks~~
- compliance inspections of work and occupancy
  - construction
  - renovations/alterations/reconstruction/additions
  - occupant loads and changes in occupancy
  - fire safety plan practices with emphasis on the risk to occupied residential buildings
  - follow-up inspections of deficiencies and unsafe conditions
  - post-occupancy of facilities identified
  - special or other activities addressed in the codes or at the discretion of the SCO
- alternative solutions/variances
- VOC
- collection and remittance of Council levies
- issuance of Permit Services Reports
- investigations
- maintenance of files and records

### 3.2 Interdisciplinary Coordination

An effective safety codes system requires cooperation between disciplines.

Where possible or appropriate, SCOs from all disciplines will discuss/interact in relation to:

- inspections
- subdivision applications
- development permits
- plan reviews
- occupancy permits
- occupant-load certificates
- enforcement
- closure of files
- areas of mutual interest

### 3.3 Orders

An SCO will issue and serve an order in accordance with the Act, the Administrative Items Regulation, and Council policy. Orders will be in the format prescribed by the Council. Upon compliance with an order, a notice of compliance will be provided to the person(s) served with the order and to the Council.

An SCO will:

- before issuing an order, make every reasonable effort, including consultation with the QMP manager or designate, to facilitate conformance with the Act
- issue an order if all other reasonable efforts to obtain compliance with the Act have failed
- issue an order in accordance with the Act, the Administrative Items Regulation, and Council policies
- on issuance of an order, immediately provide a copy to the municipal QMP manager or designate and the Council
- provide a copy of the order to the Council within 30 days of issuance
- monitor the order for compliance
- issue written acknowledgement of an order being satisfied to all parties served with the order and to the Council

Orders may be appealed in accordance with the Act and Council policy.

The enforcement of an order is the responsibility of the Municipality. It is the Municipality's purview to escalate enforcement measures as necessary.

### 3.4 Emergency Situations

If an SCO is, on reasonable and probable grounds, of the opinion that there is an imminent serious danger to persons or property because of any thing, process or activity to which the Act applies or because of a fire hazard or risk of explosion, the SCO may take any action that they consider necessary to remove or reduce the danger.

### 3.5 Alternative Solutions/Variations

A SCO may review an alternative solution proposal and issue a site, instance specific **or jurisdiction wide variance**, from a code or referenced standard if the SCO is of the opinion that the alternative solution proposal / variance provides approximately equivalent or greater safety performance with

respect to persons and property as that provided for by the Act. An alternative solution proposal / variance will not remove or relax an existing rule, nor be intended to provide product approval.

An alternative solution proposal / variance will be issued in accordance with the Act and Council policy. An alternative solution proposal / variance will be in the format prescribed by the Council.

A request for a variance must:

- be made in writing,
- be signed by the owner or the owner's representative, and

A request for a variance must:

- be made in writing,
- be signed by the owner or the owner's representative, and
- include support documentation that demonstrates that the variance requested provides equivalent or greater level of safety that is identified by the code, standard or regulation.

An SCO may only make a decision respecting an alternative solution proposal/variance after having thoroughly researched the subject matter.

A copy of an approved variance will be provided, within 10 days of issuance, to the:

- owner,
- contractor if applicable,
- Council, and
- the Municipality.

## **3.6 Permit Administration**

### **3.6.1 Permit Applications**

An application for a permit and any information required to be included with the application must be submitted in a form and in a manner satisfactory to the SCO and/or permit issuer. The application must include the following information:

- (a) state the use or proposed use of the premises,
- (b) clearly set forth the address or location at or in which the undertaking will take place,
- (c) the owner's name and contact information,
- (d) any further information as required to enable the SCO and/or permit issuer to determine the permit fee,
- (e) describe the undertaking, including information, satisfactory to the SCO and/or permit issuer, regarding the technical nature and extent of the undertaking,
- (f) set out the name, complete address, telephone number and evidence of credentials required of the permit applicant, together with the written or electronic signature of the permit applicant,
- (g) for a permit for the building discipline:
  - i. state the type of occupancy,
  - ii. set out the prevailing market value of the undertaking,
  - iii. if a structure is to be installed on a temporary basis, as determined by the permit issuer, state the period for which the structure will be installed,
- (h) include a method of payment of fees acceptable to the permit issuer,
- (i) include any further information that the SCO and/or permit issuer considers necessary, including the provision of:

- i. a site plan that shows the actual dimensions of the parcel of land and the location of the proposed undertaking in relation to the boundaries of the parcel of land and other buildings on the same parcel of land,
  - ii. copies of plans and specifications for the proposed undertaking,
  - iii. documentation required to verify information provided by the applicant, and
- (j) A Freedom of Information and Protection of Privacy Act (FOIPP) statement that meets the requirements of FOIPP will be included on the permit application

~~***“The personal information provided as part of this application is collected under the Safety Codes Act and the Municipal Government Act and in accordance with the Freedom of Information and Protection of Privacy Act. The information is required and will be used for issuing permits, safety codes compliance verification and monitoring, and property assessment purposes. The name of the permit holder and the nature of the permit is available to the public upon request. If you have any questions about the collection or use of the personal information provided, please contact the Municipality.”***~~

### 3.6.2 Required terms of permit issuance

Permits will include the following information:

- a permit number or other unique identifier that has been assigned by the permit issuer to the undertaking,
- the date on which the permit is issued,
- the name of the owner and/or the person to whom the permit has been issued,
- where the undertaking is to take place,
- a description of the undertaking or portion of the undertaking governed by the permit, and
- contain any other information that the SCO and/or permit issuer considers necessary.

### 3.6.3 Terms and Conditions of Permit

A permit may contain terms and conditions that include but are not limited to requiring or setting the following items:

- permission be obtained from the SCO before occupancy or use of the construction, process, or activity under the permit
- date on which the permit expires
- condition that causes the permit to expire
- time that the undertaking may be occupied, used or operated for
- scope of the undertaking being permitted
- location/locations of the undertaking being permitted
- qualifications of the person responsible for the undertaking and/or doing the work
- identification number/label to be affixed to the undertaking
- approval of the SCO before any part of the work or system is occupied, covered or concealed.

### 3.6.4 Annual Permits

An annual permit may be issued in the electrical, gas, or plumbing discipline allowing the owner or operator of the premise to effect minor repairs, alterations or additions on the premise under the following conditions:

- a person who holds a trade certificate in the appropriate trade under the Apprenticeship and Industry Training Act carries out the undertaking



- the permit does not entitle the owner or operator to effect major alternations or additions to the premise
- the owner or operator maintains on the premise an accurate record of all repairs for the previous two (2) years and makes the records available to an SCO upon request.

The inspection time frame for an annual permit may not be extended.

### 3.6.5 Permit Expiry

A permit shall expire as set in the permit or in the absence of a different term set in the permit, in conformance with the Act and the Permit Regulation.

The Municipality shall upon a permit expiring:

- notify the owner and the permit applicant as indicated on the permit application by issuing the Permit Services Report
- close the permit recording the expiration in the records management system including the reason

### 3.6.6 Permit Time-frame Extension

An SCO and/or permit issuer may, at the written request of a permit holder, extend a permit for a fixed period of time that the SCO and/or permit issuer considers appropriate. The application for time-frame extension must be received before the permit expires.

### 3.6.7 Permit Services Report (PSR)

A PSR

- will be used to complete and close a file
- will be issued within thirty (30) days of completing the compliance-monitoring services as required in this QMP (completion of compliance-monitoring services means after the final or only required inspection, after acceptance of a VOC in lieu of an inspection when permitted, or after compliance with the no-entry policy with respect to the final or only required inspection)
- be issued to the owner (the owner, for the purposes of this document means, in order of preference, the owner of the project at the time the permit was purchased, at the time the compliance-monitoring services were provided, or at the time the PSR was issued)

The Municipality or an SCO may:

- reactivate the file at any time
- inspect post-permit closure and attach report to the permit

The Municipality will not issue a PSR or close the file if there is an identified unsafe condition that has not yet been corrected.

### 3.6.8 Permit Refusal, Suspension, or Cancellation

An SCO may refuse, suspend, or cancel a permit in conformance with the Act and the Permit Regulation.

The Municipality will, upon refusal, suspension, or cancellation of a permit

- notify the owner and the permit applicant, including the reason for the refusal, suspension, or cancellation, and advise of the owner's right to appeal
- issue a PSR stating the reason for the refusal, suspension, or cancellation of the permit.

### 3.7 Site Inspections/Inspection Reports

Inspections will be conducted to determine and advise the owner of compliance to applicable codes and standards.

Inspections will

- be conducted by an SCO
- determine if the work, thing, or activity complies with the Act, regulations, and codes and standards
- be conducted within the time frames noted in the discipline-specific sections of this QMP
- be conducted within 5(7) working days of the requested inspection date
- be conducted at the stage(s) indicated in the discipline-specific sections of this QMP, address the work of the inspection stage, any previously identified deficiencies, and any related work or condition observed

An inspection report will be completed following the inspection and will include

- permit number and Municipality file number (if applicable)
- discipline
- Municipality's name
- Owner's name, address, phone number and email (if email is applicable)
- Contractor's name, address, phone number and email (if email is applicable)
- address of the inspection
- date of the inspection
- the stage(s) of work being inspected
- a description of the applicable work in place at the time of inspection
- all observed deficiencies including any condition where the work is incomplete, or does not comply with the Act or an associated code or regulation, even if the SCO thinks is not an unsafe condition
- all observed unsafe conditions, including any condition that, in the SCO's opinion, could result in property loss, injury, or death, and is not a situation of imminent serious danger
- all observed situations of imminent serious danger and the action taken by the SCO to remove or reduce the danger

Inspection reports will

- include name, signature, and designation of powers number of the SCO
- be provided either electronically or in hard copy to the permit applicant, contractor, and permit file; and if requested, to the owner, project consultant, architect, or consulting engineers
- document the corrected unsafe conditions through re-inspection(s) or VOC
- include all outstanding deficiencies from all inspection reports and plan reviews on the PSR

For the purposes of this QMP

- deficiency is any condition where the work is incomplete, or does not comply with the Act, regulation, or an associated code, and may include unsafe condition(s),
- unsafe condition is any condition that, in the SCO's opinion, could result in injury, death, or property damage/loss, and may include a deficiency or a situation of imminent serious danger
- a final inspection means an inspection conducted when the project or designated portion of the project, in the SCO's opinion, is sufficiently complete, safe, and compliant so that the owner can safely occupy or utilize the work for its intended use

- imminent serious danger is a condition that, in the SCO's opinion, will result in injury, death, or property damage or loss if it is not promptly corrected

An SCO may, in addition to the mandatory inspections stipulated in this QMP, conduct as many inspections as necessary to ensure that safety and compliance with the Act has been achieved.

### 3.8 No-entry Policy

When an SCO is unable to gain entry to a site for a required inspection, the SCO will leave a notification on site, or forward notification to the owner or permit applicant (as appropriate), advising of the inspection attempt and requesting that the Municipality be contacted to arrange for the site inspection.

If the Municipality does not receive a response within 30 days of notification, the Municipality shall notify the owner or permit applicant (as appropriate) for the second time, requesting that the Municipality be contacted within 30 days to arrange for a site inspection.

If the Municipality is not contacted within 30 days of the second notification, the inspection stage may be considered a 'no entry' and counted as the required interim or final inspection. It will be noted on the Permit Services Report that a final inspection was not conducted, and the file will be closed.

### 3.9 Verification of Compliance

An SCO, at their discretion, may accept a VOC in place of an inspection for an identified deficiency or noncompliance. ~~The re-inspection may~~ The VOC may

- follow up on noted deficiencies or unsafe conditions in a site-inspection report or
- in lieu of a site inspection when permitted in this QMP (e.g., labelled mobile-home siting, minor residential improvements).

A VOC will include

- identification of the document as a VOC
- address of where the VOC is being applied for
- permit number and discipline
- name and title of the person who provided the VOC and how it was provided (i.e., written assurance, verbal assurance [with written documentation], site visit by designate, photographs)
- date accepted by the SCO
- signature and designation of powers number of the SCO

### 3.10 Investigation of an Unsafe Condition, Accident, or Fire

A SCO may investigate an unsafe condition, or accident to determine its cause and circumstance and make recommendations related to safety.

In relation to the fire discipline, an SCO will investigate the cause, origin, and circumstances of every fire in which a person dies or suffers injury that requires professional medical attention or in which property is damaged or destroyed.

When investigating an unsafe condition, accident, or fire, SCOs have the authority to exercise their powers under the Act and close all or part of the affected premise for 48 hours or for a period

authorized by a justice to prevent injury or death or to preserve property while conducting an investigation.

No person shall remove or interfere with anything in, on, or about the place where the unsafe condition, accident, or fire occurred until an SCO grants permission. Exceptions to this are situations when removal/interference is necessary to prevent death or injury, to protect property, or to restore service.

An SCO will submit a copy of the report to an Administrator and provide a summary of the investigation to the Council.

# Schedule C

## Discipline-specific Service-delivery Standards

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## 4.0 Discipline-specific Service-delivery Standards

### 4.1 Schedule C.1 BUILDING

#### Building Permits

The Municipality will, **prior** to permit issuance:

- obtain construction documents including plans and specifications as outlined in the **ABC National Building Code – 2019 Alberta Edition and the National Energy Code of Canada for Buildings 2015,**
- obtain any letters or schedules required to be provided by the **ABC National Building Code – 2019 Alberta Edition and the National Energy Code of Canada for Buildings 2015,**
- conduct a preliminary review of the construction documents to determine if professional involvement is required or if there are any potentially significant code compliance issues,
- review applicable information on land conditions eg. Sub strata, soil conditions, water table,
- obtain documents with the seal and signature of a registered architect and/or professional engineer(s), when required by the **ABC National Building Code – 2019 Alberta Edition and the National Energy Code of Canada for Buildings 2015,**
- obtain New Home Warranty verification where applicable, and
- obtain a hotworks permit, where applicable.

#### Construction Document Review

The Municipality will, not more than 15 days after permit application:

- complete a review of the construction documents in accordance with the requirements of the **ABC National Building Code – 2019 Alberta Edition and the National Energy Code of Canada for Buildings 2015,**
- prepare a Plans Review Report,
- provide the Plans Review Report to the permit applicant and/or the contractor, and the Municipality's file and if requested, to the owner, project consultant, architect, or consulting engineers, and
- provide one set of the examined construction documents to the permit applicant for retention and review at the project site, and retain one set on the Municipality's file.

The Municipality **will may**, before construction, alteration, or demolition obtain, in writing, a fire safety plan for the site.

#### Compliance Monitoring on Projects Requiring Professional Involvement

The Municipality will collect and maintain on file:

- required schedules, and/or letter(s) of compliance from the registered engineering professional or registered architectural professional when part(s) of the building requires (require) a professional architect or engineer
- collect and maintain on file all schedules and letters of compliance required in accordance with the **ABC National Building Code – 2019 Alberta Edition and the National Energy Code of Canada for Buildings 2015** when the registered professional architect and/or engineer involvement is required for the work covered under a permit.

## Building Site-Inspections

A building SCO will conduct site inspections at the stages indicated in the following tables:

### Site-inspection Stages for Part 9 Buildings Not Requiring Overall Professional Involvement

Type of Project	Type of Building and Major Occupancy	Minimum Number of Inspections	Inspection Stage
New construction OR alteration, addition, renovation, reconstruction, change in occupancy, minor work (value not over \$50,000)	All	1	<ul style="list-style-type: none"> <li>o at any stage OR</li> <li>o within 1 year from permit issuance</li> </ul>
Demolition	All	1	<ul style="list-style-type: none"> <li>o any stage within 1 year from permit issuance</li> </ul>
New construction OR alteration, addition, renovation, reconstruction, change in occupancy, (value of work over \$50,000)	Single- and two-family dwellings (Group C)	3	<ul style="list-style-type: none"> <li>o complete foundation (before backfill) AND</li> <li>o solid- or liquid-fuelled appliance(s), building envelope, and framing (before covering up with insulation and vapour barrier) OR</li> <li>o building envelope including insulation and vapour barrier (before drywall) AND</li> <li>o final, including HVAC completion within <b>2 (365 days)</b> years of permit issuance</li> </ul>
New construction OR alteration, addition, renovation, reconstruction, change of occupancy, (value of work over \$50,000)	Multi-family residential, townhouses, small apartments (Group C)	3	<ul style="list-style-type: none"> <li>o complete foundation (prior to backfill) AND</li> <li>o solid or liquid fuelled appliance(s), building envelope, and framing (prior to covering up with insulation and vapour barrier) OR</li> <li>o building envelope including insulation and vapour barrier (before drywall) AND</li> <li>o final, including fire alarm and HVAC completion within <b>2 (180 days)</b> years of permit issuance</li> </ul>
New construction OR alteration, addition, renovation, reconstruction, change of occupancy, (value of work over \$50,000)	Business and personal services, mercantile, medium- and low-hazard industrial (Group D, E, F2, F3)	3	<ul style="list-style-type: none"> <li>o complete foundation (prior to backfill) AND</li> <li>o building envelope and HVAC rough-in OR</li> <li>o framing, structure, and building envelope (before insulation and vapour barrier) AND</li> <li>o final, including HVAC completion within <b>2 (180 days)</b> years of permit issuance</li> </ul>

### Site Inspection Stages, Part 3 Buildings Not Requiring Overall Professional Involvement

Type Of Project	Major Occupancy	Minimum Number of Inspections	Inspection Stages
Alteration, addition, renovation, reconstruction, change in occupancy, minor work (with a value of not more than \$50,000)	All	1	<ul style="list-style-type: none"> <li>○ at any stage</li> <li>OR</li> <li>○ within 1 year of completion</li> </ul>
Demolition	All	1	<ul style="list-style-type: none"> <li>○ at any stage within 1 year of permit issuance</li> </ul>
New construction OR alteration, addition, renovation, reconstruction, change of occupancy (value of work over \$50,000 and less than \$200,000)	All	2	<ul style="list-style-type: none"> <li>○ *foundation</li> <li>OR</li> <li>○ *framing, structure</li> <li>OR</li> <li>○ *HVAC rough-in</li> <li>OR</li> <li>*fire-suppression systems</li> <li>OR</li> <li>○ *fire alarm system</li> <li>OR</li> <li>○ *HVAC completion</li> <li>OR</li> <li>○ *interior partitioning</li> <li>OR</li> <li>○ medical gas rough-in</li> <li>AND</li> <li>○ *final within 2 years of permit issuance</li> </ul> <p>* NOTE: Any of these site inspections may be combined when it's reasonable to do so, and if site conditions permit.</p>
New construction OR alteration, addition, renovation, reconstruction, change of occupancy (value of work over \$200,000)	All	3	<ul style="list-style-type: none"> <li>○ *foundation</li> <li>OR</li> <li>○ *framing, structure</li> <li>OR</li> <li>○ *HVAC rough-in</li> <li>OR</li> <li>○ *fire suppression systems</li> <li>OR</li> <li>○ *fire alarm system</li> <li>OR</li> <li>○ *HVAC completion</li> <li>OR</li> <li>○ *interior partitioning</li> <li>OR</li> <li>○ medical gas rough-in</li> <li>AND</li> <li>○ *final within 2 year of permit issuance</li> </ul> <p>* NOTE: Any of these site inspections may be combined when it's reasonable to do so and if site conditions permit.</p>



## Site Inspection Stages, Part 3 or 9 Buildings Requiring Overall Professional Involvement

Type Of Project	Major Occupancy	Minimum Number of Inspections	Inspection Stages
Alteration, addition, renovation, reconstruction, change in occupancy, minor work (value of work \$50,000 max)	All	1	<ul style="list-style-type: none"> <li>○ at any stage</li> <li>OR</li> <li>○ within 1 year of permit issuance</li> </ul>
Demolition	All	1	<ul style="list-style-type: none"> <li>○ at any stage within 1 year of permit issuance</li> </ul>
New construction OR alteration, addition, renovation, reconstruction, change of occupancy (value of work over \$50,000 and under \$200,000)	All	2	<ul style="list-style-type: none"> <li>○ interim inspection at approximately the mid-term of the work</li> <li>AND</li> <li>○ final within 2 years of permit issuance</li> </ul>
New construction OR alteration, addition, renovation, reconstruction, change of occupancy (value of work over \$200,000)	All	3	<ul style="list-style-type: none"> <li>○ *foundation</li> <li>OR</li> <li>○ *framing, structure</li> <li>OR</li> <li>○ *HVAC rough-in</li> <li>OR</li> <li>○ *fire suppression systems</li> <li>OR</li> <li>○ *fire alarm system</li> <li>OR</li> <li>○ *HVAC completion</li> <li>OR</li> <li>○ interior partitioning</li> <li>OR</li> <li>○ medical gas rough-in</li> <li>AND</li> <li>○ *final within 2 years of permit issuance</li> </ul> <p>* NOTE: Any of these site inspections may be combined when it's reasonable to do so and if site conditions permit.</p>

**In conjunction with/exceptions to the above tables:**

**Site inspection of labelled mobile home siting** will consist of at least one on-site inspection within 180 days of permit issuance.

**Site inspection of Part 10 buildings** will consist of at least one onsite inspection within 30 days of final set-up stage.

**Site inspection of solid- or liquid-fuelled heating appliances** (under separate permit) will consist of at least one onsite inspection, before covering, within 180 days of permit issuance.

**Site inspection of mechanical, heating, or ventilation systems** (under separate permit) will consist of at least one onsite inspection at the completion stage, before covering, within 180 days of permit issuance.

**Site inspection of vendors** who advertise, display, or offer for sale things to which the Act applies will consist of inspecting upon complaint or concern.

**Site inspection of manufacturers** will be conducted as per the permit inspection schedule for permitted work; or initiate the compliance and enforcement process for work not permitted or under other safety codes administration such as accredited corporation monitoring, Standards Council of Canada program, a provincial government manufacturing program, or an international agreement, where the work is within scope of safety codes requirements can be initiated.

## 4.2 Schedule C.2 ELECTRICAL ~~AND ELECTRICAL UTILITY~~

### 4.2.1. Electrical Permits

The Municipality will issue electrical permits.

#### Construction Document Review

An SCO and/or a permit issuer may, as a condition of the permit, require the permit applicant to submit construction documents (including plans and specifications) describing the work for any proposed electrical installation. Plans and Specifications may be required for any electrical permit exceeding \$50,000 of work value.

#### Electrical Site Inspections

An electrical SCO will conduct site inspections at the stages indicated in the following table:

**Site Inspections for Electrical Installations**

Type of Project	Minimum Number of Inspections	Inspection Stages
Public institutions, commercial, industrial, multi-family residential (value of work over \$10,000)	2	<ul style="list-style-type: none"> <li>○ rough-in inspection (before cover-up)</li> <li>AND</li> <li>○ final inspection at substantial completion of work described on the permit within 2 years of permit issuance</li> </ul>
Public institutions, commercial, industrial, multi-family residential (value of work \$10,000 or less)	1	<ul style="list-style-type: none"> <li>○ rough in inspection or final inspection, within 1 year of permit issuance</li> </ul>
Single-family residential or farm buildings (value of work over \$2,500)	2	<ul style="list-style-type: none"> <li>○ completed rough-in inspection (before cover-up)</li> <li>AND</li> <li>○ final inspection at substantial completion of work described on the permit within 2 (4) years of permit issuance</li> </ul>
Single-family residential or farm buildings (value of work \$2,500 or less)	1	<ul style="list-style-type: none"> <li>○ final inspection, within 180 days of completed work</li> </ul>
Skid units, relocatable industrial accommodation, oilfield pump jacks, temporary services	1	<ul style="list-style-type: none"> <li>○ rough-in inspection (prior to cover-up)</li> <li>OR</li> <li>○ final inspection within 180 days of permit issuance, including all additional wiring for relocatable industrial accommodation and manufactured housing</li> </ul>
Annual permit (for minor alterations/additions conducted on one site)	2	<ul style="list-style-type: none"> <li>○ mid-term</li> <li>○ final inspection, within 60 days of expiry of permit</li> </ul>

**Site Inspection of Vendors** who advertise, display, or offer for sale things to which the Act applies will consist of inspecting upon complaint or concern.

**Site Inspection of Manufacturers** will be conducted as per the permit inspection schedule for permitted work; or initiate the compliance and enforcement process for work not permitted or under other safety codes administration such as accredited corporation monitoring, a Standards Council of Canada program, a provincial government manufacturing program, or an international agreement, where the work is within scope of safety codes requirements.

#### ~~4.2.2. Electrical Utility~~

~~Where applicable, the Municipality will act in accordance with the Alberta Electrical Utility Code for the installation and maintenance of electrical utility systems.~~

#### ~~Review of Construction Documents~~

~~Before construction, an SCO will review design documents and construction drawings applicable to the new installation of utility systems.~~

~~Standard designs for construction shall be reviewed on an ongoing basis to ensure that compliance with applicable electrical system designs and regulation for the new installation of utility systems is continually being achieved.~~

~~A plan review would not normally apply to work done in accordance with existing drawings, standards, and design. A plan review may be waived, at the discretion of the SCO, for minor alteration or renovation of utility systems.~~

~~An SCO may review design drawings that are not based on a standard design previously approved to ensure that compliance with applicable codes and standards is being achieved.~~

~~Maintenance of utility systems includes but is not limited to poles, substations, overhead, and underground systems.~~

#### ~~Electrical Utility Systems' Site Inspections~~

~~A Group B electrical SCO will conduct site inspections according to the following table:~~

#### ~~Site Inspections for Electrical Utility Systems~~

<del>Distribution (Amounts based on project cost)</del>	<del>Minimum percentage of completed projects to be inspected</del>
<del>Under \$75,000</del>	<del>30%</del>
<del>Over \$75,000 and under \$500,000</del>	<del>50%</del>
<del>Over \$500,000</del>	<del>100%</del>
<del>Transmission and Substations</del>	
<del>Under \$200,000</del>	<del>50%</del>
<del>Over \$200,000</del>	<del>100%</del>

~~For construction that is based on a custom design, is not repetitive and not based on standard designs that bear the stamp or seal of a registered engineering professional, the frequency of inspections shall be 30%.~~

~~The installations selected for site inspection will be selected at the discretion of the SCO. The SCO~~

will consider the following elements when selecting installations for site inspections:

- urban versus rural construction
- customer (industrial, commercial, farm, residential)
- system upgrades
- geographic location and terrain (service area, forest, prairie)
- construction crews involved
- facility risks

The purpose for considering these elements is to provide a thorough sample of the annual construction projects completed by the municipality.

### 4.3 Schedule C.3 PLUMBING

#### Plumbing Permits

The Municipality will issue plumbing permits.

#### Review of Construction Documents

An SCO and/or a permit issuer may, as a condition of the permit, require the permit applicant to submit construction documents including plans and specifications describing the work for any proposed plumbing installation.

#### Plumbing Site Inspections

A plumbing SCO will conduct site inspections at the stages indicated below.

#### Site Inspections for Plumbing Installations

Installation Type	Minimum Number of Inspections	Plumbing Installation Stage
Public institutions, commercial, industrial, multi-family residential (over 5 fixtures)	2	<ul style="list-style-type: none"> <li>o rough-in below grade prior to covering</li> <li>OR</li> <li>o rough-in above grade prior to covering</li> <li>AND</li> <li>o final inspection at substantial completion of work described on the permit within 2 years of permit issuance</li> </ul>
Public institutions, commercial, industrial, multi-family residential (5 or fewer fixtures)	1	<ul style="list-style-type: none"> <li>o rough-in below grade prior to covering</li> <li>OR</li> <li>o rough-in above grade prior to covering</li> <li>OR</li> <li>o final inspection at substantial completion of work described on the permit within 2 years of permit issuance</li> </ul>
Single-family residential or farm buildings, new construction (or alteration, addition, or renovation with over <del>(5)</del> (10) fixtures)	2	<ul style="list-style-type: none"> <li>o completed rough-in below grade</li> <li>OR</li> <li>o completed rough-in above grade before covering (within 180 days of permit issuance)</li> <li>AND</li> <li>o final inspection at substantial completion of work described on the permit within <del>2</del> (1) years of permit issuance</li> </ul>
Single-family residential or farm building alteration, addition, or renovation <del>(5)</del> (10) or fewer fixtures)	1	<ul style="list-style-type: none"> <li>o final inspection at substantial completion of work described on the permit within <del>1</del> (90-days) year of permit issuance</li> </ul>
Annual permit	2	<ul style="list-style-type: none"> <li>o mid-term inspection</li> <li>AND</li> <li>o final inspection at substantial completion of work described on the permit within 2 years of permit issuance</li> </ul>
Private sewage systems	1	<ul style="list-style-type: none"> <li>o site inspection completed before covering</li> </ul>

**Site Inspection of Vendors** who advertise, display, or offer for sale things to which the Act applies will consist of inspecting upon complaint or concern.

**Site Inspection of Manufacturers** will be conducted per the permit inspection schedule for permitted work; or initiate the compliance and enforcement process for work not permitted or under other safety codes administration such as accredited corporation monitoring, a Standards Council of Canada program, a provincial government manufacturing program, or an international agreement, where the work is within scope of safety codes requirements.

### **Permits for Private Sewage Systems**

The Municipality will issue permits for private sewage disposal system installations.

### **Permit Issuance for Private Sewage Systems**

The Municipality will, before permit issuance, require the applicant to provide all relevant installation details, including:

- site plan
- expected volume of sewage per day
- criteria used to determine the expected volume of sewage per day
- description and details of all sewage system treatment and effluent disposal component(s),
- details of the method(s) used to determine the soil's effluent loading rate, including the results of the method(s) and who conducted them, and the depth to the water table if less than 2.4 m from ground surface.

A plumbing Group B SCO will complete a review of the permit application for compliance with the private sewage disposal system regulations prior to permit issuance.

### **Private Sewage System Site Inspections**

A plumbing Group B SCO will conduct a minimum of one site inspection before cover.

## 4.4 Schedule C.4 GAS

### Gas Permits

The Municipality will issue gas permits.

### Review of Construction Documents

An SCO and/or a permit issuer may, as a condition of the permit, require the permit applicant to submit construction documents, including plans and specifications describing the work for any proposed gas installation.

### Gas Site Inspections

A gas SCO will conduct site inspections at the stages indicated in the following table:

**Site Inspections for Gas Installations**

Installation Type	Minimum Number of Inspections	Gas Installation Stages
Public institutions, commercial, industrial, multi-family residential	2	<ul style="list-style-type: none"> <li>○ rough-in</li> <li>AND</li> <li>○ final inspection at substantial completion of work described on the permit within 2 (+) years of permit issuance</li> </ul>
Single-family residential or farm buildings	2	<ul style="list-style-type: none"> <li>○ rough-in</li> <li>AND</li> <li>○ final inspection at substantial completion of work described on the permit within 2 (+) years of permit issuance</li> </ul>
Single-family residential accessory buildings, or any use alteration, addition, renovation, or reconstruction	1	<ul style="list-style-type: none"> <li>○ final inspection at substantial completion of work described on the permit within 2 years of permit issuance</li> </ul>
Temporary-heat installations (under separate permit), temporary services	1	<ul style="list-style-type: none"> <li>○ final inspection at substantial completion of work described on the permit within 2 years of permit issuance</li> </ul>
Annual permit	2	<ul style="list-style-type: none"> <li>○ mid-term inspection</li> <li>AND</li> <li>○ final inspection at substantial completion of work described on the permit within 2 years of permit issuance</li> </ul>



**Site Inspection of Vendors** that advertise, display, or offer for sale, things to which the Act applies will consist of inspecting upon complaint or concern.

**Site Inspection of Manufacturers** will be conducted as per the permit inspection schedule for permitted work; or initiate the compliance and enforcement process for work not permitted or under other safety codes administration such as accredited corporation monitoring, a Standards Council of Canada program, a provincial government manufacturing program, or an international agreement, where the work is within scope of safety codes requirements.

## 4.5 Schedule C.5 FIRE

### Fire Permits/Permissions

The Municipality will issue permits/permissions and occupant-load certificates.

### Fire Inspections

A fire SCO will conduct onsite inspections in accordance with one of the following inspection frequency methods as chosen by the Municipality.

#### 4.5.1 Method 1

~~The Municipality must conduct a formal risk assessment associated with the major occupancy classification according to the ABC.~~

~~The following information is provided as guideline for this process.~~

#### ~~Administrative Service Assessment (Risk assessment)~~

~~The first step in Method 1 is to conduct a risk analysis. Risk is a measure of the likelihood of a hazard doing harm and how much harm the hazard could do. Another way of looking at it is to consider risk an estimate of the probability of a hazard being present. Understanding how to reduce or eliminate hazards associated with different occupancies means risks to occupants can be lowered.~~

~~Conducting an initial fire safety inspection can give the SCO an idea of the condition of the occupancy. Using a formula, the SCO can evaluate the risk numerically and decide on an inspection frequency.~~

#### ~~A. Basic steps to an inspection risk analysis~~

- ~~• identify the issue by conducting a benchmark inspection (use property records)~~
- ~~• address risks and benefits (probability versus consequences)~~
- ~~• identify and analyze options (decide on inspection program)~~
- ~~• select strategy (determine frequency of inspections)~~
- ~~• implement strategy (start inspection program)~~
- ~~• evaluate strategy (review code infractions and evaluate against previous inspections)~~

~~Risk analysis identifies:\_\_\_\_\_~~

- ~~• what the potential harm is~~
- ~~• what the likelihood is of the harm occurring~~
- ~~• what the potential consequences for people and/or property are~~

## Risk Identification

The risk assessment model below, rates buildings as posing a low, medium, high, or maximum risk.

<p>HIGH PROBABILITY LOW CONSEQUENCE  (MODERATE RISK)  2</p>	<p>HIGH PROBABILITY HIGH CONSEQUENCE  (MAXIMUM RISK)  4</p>
<p>LOW PROBABILITY LOW CONSEQUENCE  (LOW RISK)  1</p>	<p>LOW PROBABILITY HIGH CONSEQUENCE  (HIGH RISK)  3</p>

Probability is the likelihood an event will occur within a given time span. An event that is likely to occur daily is highly probable. An event that may occur once in a century has a low probability of occurring on any given day. Probability, then, is an estimate of how often an event will occur.

Consequences have two components:

- life safety (lives of occupants affected by fire)
- economic impact (loss of irreplaceable assets and likelihood of economic recovery)

The inspection frequency for occupancies that fall into ratings 1 and 2 in the above model will be on request, complaint, or at the discretion of the SCO. Occupancies with a rating of 3 will be inspected every two years and occupancies with the rating of 4 will be inspected annually.

Accredited organizations can set their own frequency schedules based on risk tolerance in their communities. See the example below.

Project	Occupancy	Risk rating	Inspection Frequency
Compliance inspections	A1	4	Once every 12 months
	A2	4	Once every 12 months
	B2	4	Once every 12 months
	B3	3	Once every 24 months
	C, 5- to 12-family	3	Once every 24 months
	C, 25-family and over	4	Once every 12 months
	D	2	Request or complaint
	D-High buildings	4	Once every 12 months
	F4	4	Once every 12 months
	F3	2	Request or complaint
Storage tank systems		4	Once every 12 months

## 4.5.2 Method 2

Here the Municipality must pick one from each applicable frequency box according to use and occupancy as classified in the ABC.

Activity / Project	Type of use, occupancy, sites, or work	Inspection Frequency Range (by occupancy or individual unit) <sup>1</sup> indicates frequency must be chosen
New construction	Storage tank systems for flammable liquids and combustible liquids	Site inspection of all work or acceptance of VOC <sup>+</sup> AND final inspection within 365 days of permit issuance <sup>+</sup>
Alteration, addition, renovation, reconstruction, or removal	Storage tank systems for flammable liquids and combustible liquids	Site inspection or acceptance of VOC within 365 days of permit issuance <sup>+</sup>
Fire safety plan implementation and practices	All new construction, alteration, addition, renovation, reconstruction demolition, or removal	Site inspection where a risk to occupied residential building(s) has been identified within 90 days of permit issuance. One post-demolition inspection to be conducted
Compliance inspections	Special events or sites	Once per event Upon Request or Complaint
All pending Council approval	Group A, Division 1 Assembly Assembly occupancies intended for the production and viewing of the performing arts.	<del>On request or complaint</del> Once every month Once every 6 months Once every 12 months Once every 24 months *
	Group A, Division 2 Assembly Assembly occupancies not elsewhere classified in group A	<del>On request or complaint</del> Once every month Once every 6 months Once every 12 months Once every 24 months*
	Group A, Division 3 Assembly Assembly occupancies of the arena type	<del>On request or complaint</del> Once every month Once every 6 months Once every 12 months Once every 24 months*
	Group A, Division 4 Assembly Assembly occupancies in which the occupants are gathered in the open air	<del>On request or complaint</del> Once every month Once every 6 months Once every 12 months Once every 24 months*
	Group B, Division 1 Detention Detention occupancies in which persons are under restraint or are incapable of self-preservation because of security measures not under their control	<del>On request or complaint</del> Once every month Once every 6 months Once every 12 months Once every 24 months *

	Group B, Division 2 Treatment	<del>On request or complaint</del> Once every month Once every 6 months Once every 12 months Once every 24 months *
	Group B, Division 3 Care	<del>On request or complaint</del> Once every month Once every 6 months Once every 12 months Once every 24 months*
	Group C Residential – 1 to 5 family	<del>On request or complaint</del> Once every month Once every 6 months Once every 12 months Once every 24 months*
	Group C Residential – 5 to 12 family	<del>On request or complaint</del> Once every month Once every 6 months Once every 12 months Once every 24 months *
	Group C Residential – 12 to 25 family	<del>On request or complaint</del> Once every month Once every 6 months Once every 12 months Once every 24 months*
	Group C Residential – 25 and more family	<del>On request or complaint</del> Once every month Once every 6 months Once every 12 months Once every 24 months*
	Group D Business and personal services occupancies	<del>On request or complaint</del> Once every month Once every 6 months Once every 12 months Once every 24 months *
	Group E Mercantile Occupancies. The occupancy or use of a building or part thereof for the displaying or selling of retail goods, wares or merchandise.	<del>On request or complaint</del> Once every month Once every 6 months Once every 12 months Once every 24 months *
	Group F, Division 1 High Hazard Industrial occupancy containing sufficient quantities of highly combustible and flammable or explosive materials which, because of their inherent characteristics, constitute a special fire hazard	<del>On request or complaint</del> Once every month Once every 6 months Once every 12 months Once every 24 months *
	Group F, Division 2 Medium Hazard Industrial occupancy in which the combustible content is more than 50kg/m2 or 1 200 MJ/m2 of floor area and not classified as a high hazard industrial occupancy.	<del>On request or complaint</del> Once every month Once every 6 months Once every 12 months Once every 24 months *

	Group F, Division 3 Low Hazard industrial occupancy in which the combustible content is not more than 50kg/m <sup>2</sup> or 1 200 MJ/m <sup>2</sup> of floor area	On request or complaint Once every month Once every 6 months Once every 12 months Once every 24 months *
Storage Tanks Systems		On request or complaint <del>Once every month</del> <del>Once every 6 months</del> <del>Once every 12 months</del> <del>Once every 24 months</del>

## Definitions

**On request or complaint** — the process as defined by municipal operational policy.

**Once every month** — a specific day is set which shall apply in each month for each occupancy or site to be inspected. An inspection conducted within seven days of this set date is deemed to have met with the quantitative intent of this QMP.

**Once every 6 months** — a specific day is set which shall apply in each 6th month for each occupancy or site to be inspected. An inspection conducted within 30 days of this set date is deemed to have met with the quantitative intent of this QMP.

**Once every 12 months** — a specific day is set which shall apply in each 12th month for each occupancy or site to be inspected. An inspection conducted within 60 days of this set date is deemed to have met with the quantitative intent of this QMP.

**Once every 24 months** — a specific day is set which shall apply in each 24th month for each occupancy or site to be inspected. An inspection conducted within ~~60~~(90) days of this set date is deemed to have met with the quantitative intent of this QMP.

**Fireworks** Firework permits are **not** issued within the county.

Municipality will issue permits for:

- vendor
- purchase
- possession
- handling
- discharge

Fire SCO, before issuing a permit, shall carry out the following:

- regarding the purchase, possession, handling, discharge, fire or set-off, obtain from the applicant written confirmation that the person:
  - will conduct activities in accordance with safe practices outlined in the AFC
  - is at least 18 years of age
- regarding sales, obtain from the owner of the retail business written confirmation that the business:
  - holds a valid municipal business licence or confirmation of ownership of the business when the municipality does not require business to hold such licence
  - makes sure employees handling fireworks for sale are at least 18 years of age
  - posts manufacturer's instructions at the sales location and provides them with each sale
  - retains record of each sale for examination by the fire SCO
  - stores fireworks in conformance with Part 3 of the AFC

On issuance of the permit, the SCO will sign the permit and include their certification or designation

of powers number on the permit.

## Hot Works

Hot works will be addressed through the issuance of a hot works permit by the municipality or be addressed in the construction's fire safety plan. Hot works information will include the location, type of work to be undertaken, mitigation of risk that will be undertaken, and any other information the SCO may require.

## Fire Safety Plans—Construction and Demolition

An accepted fire safety plan ~~will~~ **may** be in place for each permitted construction or demolition.

The Municipality will review:

- construction and demolition plans for fire safety
- risk to occupied residential buildings

A fire safety plan will include:

- responsibilities of workers
- emergency procedures
- control of hazards
- maintenance of firefighting measures
- acceptance of the fire SCO having jurisdiction

The accepted fire safety plan will be posted in a visible location on the worksite.

## Fire Investigation

Investigation will be conducted by a fire SCO to determine the cause, circumstances, and origin of every fire in which a person dies or suffers injury that requires professional medical attention or in which property is damaged or destroyed. The results of each investigation will be reported to the Fire Commissioner in accordance with the Administrative Items Regulation. A fire SCO may arrange for any additional municipal, law enforcement agency, or other resources as required assisting in an investigation, including representatives from the Office of the Fire Commissioner. If a fire results in a death or where arson is suspected, the Office of the Fire Commissioner must be notified immediately. Fire Investigation Report files require completeness and may be retained indefinitely.

A recordkeeping system will be maintained and contain:

- dispatch/run sheets
- fire incident field notes
- casualty field notes (if applicable)
- wildfire notes (if applicable)
- evidence form
- vehicle fire field notes (if applicable)
- photographs and photograph log
- structure fire notes
- firefighter statements
- witness statements
- Consent to Search form (if applicable)

Fire investigation will include:

- file number
- location of fire
- date of fire
- date of investigation

- building/property use
- cause of fire
- origin of fire
- value of loss
- name and designation of powers number of SCO conducting the investigation
- comments
- date of completion/sign-off

### **Fire-prevention Programs**

~~Fire-prevention programs will include but are not limited to public awareness and consultative services oriented to assisting one or more of the following in understanding and providing effective fire safety plans:~~

- ~~• individuals~~
- ~~• business~~
- ~~• industry~~

~~The Municipality will support and provide to appropriate audiences one or more (but is not limited to) the following educational programs:~~

- ~~• Risk Watch (injury prevention)~~
- ~~• Getting to Know Fire (lesson plans for fire educators)~~
- ~~• Seniors' Fire Safety Programs~~
- ~~• Juvenile Firesetter Intervention~~
- ~~• FireSmart~~
- ~~• Shelter-in-place~~

Alternatively, the municipality may, in light of its firefighting capability, elect to introduce zoning restrictions to ensure that the maximum building size is related to available municipal fire protection facilities. This is, by necessity, a somewhat arbitrary decision and should be made in consultation with the local firefighting service, who should have an appreciation of their capability to fight fires.

The requirements of Subsection 3.2.3. are intended to prevent fire spread from thermal radiation assuming there is adequate firefighting available. It has been found that periods of from 10 to 30 minutes usually elapse between the outbreak of fire in a building that is not protected with an automatic sprinkler system and the attainment of high radiation levels. During this period, the specified spatial separations should prove adequate to inhibit ignition of an exposed building face or the interior of an adjacent building by radiation. Subsequently, however, reduction of the fire intensity by firefighting and the protective wetting of the exposed building face will often be necessary as supplementary measures to inhibit fire spread.

In the case of a building that is sprinklered throughout, the automatic sprinkler system should control the fire to an extent that radiation to neighbouring buildings should be minimal. Although there will be some radiation effect on a sprinklered building from a fire in a neighbouring building, the internal sprinkler system should control any fires that might be ignited in the building and thereby minimize the possibility of the fire spreading into the exposed building. NFPA 80A, "Protection of Buildings from Exterior Fire Exposures," provides additional information on the possibility of fire spread at building exteriors.

The water supply requirements for fire protection installations depend on the requirements of any automatic sprinkler installations and also on the number of fire streams that may be needed at any fire, having regard to the length of time the streams will have to be used. Both these factors are largely influenced by the conditions at the building to be equipped, and the quantity and pressure of water needed for the protection of both the interior and exterior of the building must be ascertained before the water supply is decided upon. Acceptable water supplies may be a public waterworks system that has adequate pressure and discharge capacity, automatic fire pumps, pressure tanks, manually controlled fire pumps in combination with pressure tanks, gravity tanks, and manually controlled fire pumps operated by remote control devices at each hose station.

**A-3.1.2. Use Classification.** The purpose of classification is to determine which requirements apply. This Code requires classification in accordance with every major occupancy for which the building is used or intended to be used. Where necessary, an application clause has been inserted in this Part to explain how to choose between the alternative requirements which multiple occupancy classification may present.

**A-3.1.2.1.(1) Major Occupancy Classification.** The following are examples of the major occupancy classifications described in Table 3.1.2.1.:

**Group A, Division 1**

- Motion picture theatres
- Opera houses
- Television studios admitting a viewing audience
- Theatres, including experimental theatres

**Group A, Division 2<sup>(1)</sup>**

- Art galleries
- Auditoria
- Bowling alleys
- Churches and similar places of worship
- Clubs, nonresidential
- Community halls
- Courtrooms
- Dance halls
- Daycare facilities<sup>(2)</sup>
- Exhibition halls (other than classified in Group E)
- Gymnasias

(1) A drama facility located in an elementary, junior high or high school for the purpose of educating students of the facility, including public performances associated with the students' education program, should be considered as a Group A, Division 2 occupancy.

(2) Daycare facilities include facilities intended to accommodate a daycare program or pre-school program as defined in the Child Care Licensing Regulation made pursuant to the Child Care Licensing Act.



- Lecture halls
- Libraries
- Licensed beverage establishments
- Museums
- Passenger stations and depots
- Recreational piers
- Restaurants
- Schools and colleges, nonresidential
- Undertaking premises

**Group A, Division 3**

- Arenas
- Indoor swimming pools, with or without spectator seating
- Rinks

**Group A, Division 4**

- Amusement park structures (not elsewhere classified)
- Bleachers
- Grandstands
- Reviewing stands
- Stadia

**Group B, Division 1**

- Jails
- Penitentiaries
- Police stations with detention quarters
- Prisons
- Psychiatric hospitals with detention quarters
- Reformatories with detention quarters

**Group B, Division 2**

- Care facilities with treatment
- Convalescent /recovery/rehabilitation centres with treatment
- Hospices with treatment
- Hospitals
- Infirmaries
- Nursing homes with treatment
- Psychiatric hospitals without detention quarters
- Respite centres with treatment

**Group B, Division 3**

- Assisted/supportive living facilities
- Care facilities without treatment
- Children's custodial homes
- Convalescent/recovery/rehabilitation centres without treatment
- Group homes
- Hospices without treatment
- Nursing homes without treatment
- Reformatories without detention quarters
- Respite centres without treatment

**Group C**

- Apartments
- Boarding houses
- Clubs, residential
- Colleges, residential
- Convents
- Dormitories
- Family day homes/group family child care homes<sup>(3)</sup>
- Hotels
- Houses

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(3) As defined in the Child Care Licensing Regulation made pursuant to the Child Care Licensing Act.

Lodging houses  
Monasteries  
Motels  
Schools, residential

**Group D**

Banks  
Barber and hairdressing shops  
Beauty parlours  
Dental offices  
Dry cleaning establishments, self-service, not using flammable or explosive solvents or cleaners  
Laundries, self-service  
Medical offices  
Offices  
Police stations without detention quarters  
Radio stations  
Small tool and appliance rental and service establishments

**Group E**

Department stores  
Exhibition halls  
Markets  
Shops  
Stores  
Supermarkets

**Group F, Division 1**

Bulk plants for flammable liquids  
Bulk storage warehouses for hazardous substances  
Cereal mills  
Chemical manufacturing or processing plants  
Distilleries  
Dry cleaning plants  
Feed mills  
Flour mills  
Grain elevators  
Lacquer factories  
Mattress factories  
Paint, varnish and pyroxylin product factories  
Rubber processing plants  
Spray painting operations  
Waste paper processing plants

**Group F, Division 2**

Aircraft hangars  
Box factories  
Candy plants  
Cold storage plants  
Dry cleaning establishments not using flammable or explosive solvents or cleaners  
Electrical substations  
Factories  
Freight depots  
Helicopter landing areas on roofs  
Laboratories  
Laundries, except self-service  
Mattress factories  
Planing mills  
Printing plants  
Repair garages  
Salesrooms  
Service stations  
Storage rooms  
Television studios not admitting a viewing audience

Warehouses  
Wholesale rooms  
Woodworking factories  
Workshops

**Group F, Division 3**

Creameries  
Factories  
Laboratories  
Light-aircraft hangars (storage only)  
Power plants  
Salesrooms  
Sample display rooms  
Storage garages, including open air parking garages  
Storage rooms  
Warehouses  
Workshops

**A-3.1.2.3.(1) Arena Regulation.** The use of an arena is regulated in the NFC(AE).

**A-3.1.3.2.(3) to (5) Occupancy Combinations in Hybrid Structures.** Buildings conforming to Article 3.2.2.50. or 3.2.2.58. may be entirely constructed of combustible construction and incorporate the occupancies specifically permitted by Sentence 3.2.2.7.(3). Alternatively, the requirements of Articles 3.2.2.4. to 3.2.2.8. for superimposed major occupancies can be applied, resulting in buildings of mixed (hybrid) construction where the lower storeys are of noncombustible construction and the upper storeys are of combustible construction. For example, Group A, Division 2 or Group E major occupancies could be located on the first 2 storeys of a 5- or 6-storey Group C building constructed in accordance with Article 3.2.2.50., provided that these 2 storeys are constructed of noncombustible construction in accordance with Article 3.2.2.23. or 3.2.2.24. in the case of a Group A, Division 2 major occupancy, and Article 3.2.2.62. in the case of a Group E major occupancy. (See also Clause 3.2.2.7.(3)(b).)

**A-3.1.4.1.(1) Combustible Construction and Materials Permitted.** The permission to use combustible construction or combustible materials stated in Articles 3.1.4.1., 3.1.5.5., 3.1.5.14. and 3.1.5.15. does not waive the requirements regarding construction type and cladding stated in Article 3.2.3.7.

**A-3.1.4.2. Protection of Penetrations.** Where foamed plastics are required to be protected from adjacent spaces within a building, the protection should be continuous so as to cover the foamed plastics so they are not exposed to the interior of the building. However, minor penetrations of the protective covering by small electrical and mechanical components, such as electrical outlets and fixtures, sprinkler piping, and mechanical vents, are acceptable because the penetrant and associated fittings and seals will prevent the small amount of foamed plastic surrounding the penetration from being exposed to the interior of the building.

Foamed plastics that are penetrated by larger components or assemblies, such as windows, are unlikely to be exposed to the interior of the building as they are protected by associated framing and finishes and/or the installation of a closure.

Small amounts of foamed plastics, such as air sealants used between major components of exterior wall construction, are not required to be protected (see Sentence 3.1.5.2.(1)).

Penetrations of a fire separation or of a membrane forming part of an assembly required to have a fire-resistance rating are nevertheless required to be provided with a fire stop in accordance with Subsection 3.1.9.

**A-3.1.4.2.(1) Concealed Space.** The term "concealed space" includes any space that is not visibly apparent and that is provided with an opening to allow access for repair and periodic inspections.

**A-3.1.4.2.(1)(c) Thermal Barrier in Combustible Construction.** Any thermal barrier that is accepted under the requirements of Sentence 3.1.5.15.(2) for noncombustible construction is also acceptable for combustible construction.

**A-3.1.4.2.(2) and 3.1.5.7.(3) Walk-in Coolers and Freezers.** Sentences 3.1.4.2.(2) and 3.1.5.7.(3) are intended to apply to walk-in coolers and freezers that are constructed as stand-alone structures within a building.





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 10, 2020</b>
<b>Presented By:</b>	<b>Len Racher, Chief Administrative Officer</b>
<b>Title:</b>	<b>Zama Access Road Project</b>

## BACKGROUND / PROPOSAL:

In May 2013, Council passed the following motion:

**MOTION 13-05-375**

**MOVED** by Councillor Wardley

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.

**CARRIED UNANIMOUSLY**

In June 2018, Mackenzie County submitted the Zama Access Road project to the *Investing in Canada Infrastructure Program (ICIP)* with Alberta Infrastructure. On January 31, 2020 administration received a letter indicating that the Zama Access Road project had not been selected to proceed to the federal application stage.

It is our duty to our residents and ratepayers to create paved corridors and road networks to and from the different communities. Administration is requesting that Motion 13-05-375 be rescinded to allow further development and pavement opportunities through future expansion within Mackenzie County without restrictions.

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

**OPTIONS & BENEFITS:**

Option 1:

Rescind Motion 13-05-375 to allow future expansion through development and pavement opportunities within Mackenzie County. This will allow administration to reflect the needs of Mackenzie County in its entirety while providing safe pathways for all road users in all areas without limitation.

**COSTS & SOURCE OF FUNDING:**

**SUSTAINABILITY PLAN:**

**COMMUNICATION / PUBLIC PARTICIPATION:**

**POLICY REFERENCES:**

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That Motion 13-05-375 be rescinded to allow further development and pavement opportunities within Mackenzie County.

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

AR49110

Len Racher  
Chief Administrative Officer  
Mackenzie County  
PO Box 640, 4511 - 46 Avenue  
Fort Vermilion, AB T0H 1N0

Dear Len Racher:

I am writing to provide you with an update on your Investing in Canada Infrastructure Program (ICIP) application for the Zama Access Road project.

I regret to inform you that your project has not been selected to proceed to the federal application stage. With over 700 Expressions of Interest received, the program was significantly over-subscribed.

I encourage you to visit the ICIP website: [www.alberta.ca/icip](http://www.alberta.ca/icip) in spring 2020 for updates on a potential future program intake. Should another intake occur, you are welcome to re-apply for ICIP funding for this project. New project submissions will be accepted.

Additionally, you may want to review the Canada Infrastructure Bank's mandate at <https://cib-bic.ca/en/> to see if your project might be an appropriate fit for investment.

I recognize the challenges this decision may present to your project and wish you the best of luck going forward. Should you have further questions, please contact Alberta Infrastructure's ICIP program staff at [alberta.icip@gov.ab.ca](mailto:alberta.icip@gov.ab.ca).

Sincerely,



Shannon Flint  
Deputy Minister







Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 10, 2020</b>
<b>Presented By:</b>	<b>Carol Gabriel, Deputy Chief Administrative Officer (Legislative &amp; Support Services)</b>
<b>Title:</b>	<b>Boreal Housing Foundation – Member at Large Appointment</b>

## **BACKGROUND / PROPOSAL:**

Mackenzie County appoints three members to the Boreal Housing Foundation. Of these members, one is a Member at Large.

Due to the passing of the County’s appointed Member at Large, a vacancy now exists. According to Policy, a vacancy may be filled from applications received that remain on file or the vacancy may be advertised. Applications are retained on file for a period of six (6) months.

A call-out for applications was made in October as part of the annual appointment process at the Organizational Meeting. Four applications remain on file. Administration contacted the individuals and the following have confirmed that they were willing to let their name stand for consideration.

1. John W. Driedger
2. Ray Toews
3. Bernard Wiebe

A copy of their applications will be available on meeting day.

## **OPTIONS & BENEFITS:**

### Option 1

Appoint a member at large from the existing three applications that remain on file.

### Option 2

Re-advertise the vacancy.

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

**COSTS & SOURCE OF FUNDING:**

**SUSTAINABILITY PLAN:**

**COMMUNICATION / PUBLIC PARTICIPATION:**

**POLICY REFERENCES:**

Policy ADM058 Appointments to Boards/Committees

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That \_\_\_\_\_ be appointed as a Member at Large to the Boreal Housing Foundation for the remaining of a one year term ending October 2020.

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



Mackenzie County

## REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 10, 2020</b>
<b>Presented By:</b>	<b>Len Racher, Chief Administrative Officer</b>
<b>Title:</b>	<b>Northern Alberta Elected Leaders (NAEL) – Request for Response</b>

### **BACKGROUND / PROPOSAL:**

As the Northern Alberta Elected Leaders (NAEL) has requested that their response request remain confidential, the information will be presented verbally at the meeting.

### **OPTIONS & BENEFITS:**

#### Option 1:

That Mackenzie County support the motions made by the Northern Alberta Elected Leaders (NAEL).

#### Option 2:

That Mackenzie County not support the motions made by the Northern Alberta Elected Leaders (NAEL).

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

N/A

### **SUSTAINABILITY PLAN:**

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

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

Respond to the Chair of the Northern Alberta Elected Leaders with respect to their response request.

**POLICY REFERENCES:**

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That Mackenzie County support the motions made by the Northern Alberta Elected Leaders (NAEL).

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



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 10, 2020</b>
<b>Presented By:</b>	<b>Len Racher, Chief Administrative Officer</b>
<b>Title:</b>	<b>Tri-Council Meeting – March 4, 2020</b>

## **BACKGROUND / PROPOSAL:**

The next Tri-Council meeting is scheduled for Wednesday, March 4, 2020.

The CAO Secretariat will be meeting on February 12, 2020 to discuss the agenda. Therefore, administration is seeking Council's input on any additional agenda topics for the meeting.

## **OPTIONS & BENEFITS:**

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

## **SUSTAINABILITY PLAN:**

## **COMMUNICATION / PUBLIC PARTICIPATION:**

## **POLICY REFERENCES:**

Tri-Council and CAO Secretariat Governance Protocol

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

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the following items be added to the March 4, 2020 Tri-Council meeting for discussion:

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



Mackenzie County

## REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 10, 2020</b>
<b>Presented By:</b>	<b>Byron Peters, Director of Planning &amp; Development</b>
<b>Title:</b>	<b>Municipal Planning Commission Meeting Minutes</b>

### **BACKGROUND / PROPOSAL:**

The minutes of the January 30, 2020 Municipal Planning Commission meeting are attached.

### **OPTIONS & BENEFITS:**

N/A

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

N/A

### **SUSTAINABILITY PLAN:**

N/A

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

N/A

### **POLICY REFERENCES:**

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

**RECOMMENDED ACTION:**

- Simple Majority       Requires 2/3       Requires Unanimous

That the Municipal Planning Commission meeting minutes of January 30, 2020 be received for information.

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



**MACKENZIE COUNTY  
Municipal Planning Commission Meeting**

**Mackenzie County Office  
Fort Vermilion, AB**

**Thursday, January 30, 2020 @ 10:00 a.m.**

**PRESENT:** Erick Carter Chair, MPC Member  
Beth Kappelar Vice Chair, MPC Member  
John W Driedger MPC Member  
David Driedger Councillor, MPC Member  
Jacquie Bateman Councillor, MPC Member

**ADMINISTRATION:** Caitlin Smith Planning Supervisor  
Lynda Washkevich Development Officer/ Recording Secretary  
Nicole Friesen Administrative Assistant

**MOTION 1. CALL TO ORDER**

Erick Carter called the meeting to order at 10:00 a.m.

**2. ADOPTION OF AGENDA**

**MPC 20-01-010 MOVED** by John W Driedger

That the agenda be adopted as presented.

**CARRIED**

**3. MINUTES**

**a) Adoption of Minutes**

**MPC 20-01-011 MOVED** by Beth Kappelar

That the minutes of the January 9, 2020 Municipal Planning Commission meeting be adopted as presented.

**CARRIED**

**b) Business Arising from Previous Minutes**

i. None.

**4. TERMS OF REFERENCE**

For Information.

**5. DEVELOPMENT**

- a) **007-DP-20 Ashley Neudorf  
Shop – Farm with a 50% Setback Variance  
Plan 992 6400, Lot 01 (Buffalo Head Prairie)**

**MPC 20-01-012 MOVED** by Beth Kappelar

That Development Permit 007-DP-20 on Lot 01,, Plan 992 6400 in the name of Ashley Neudorf 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. A **50% Setback Variance** for the Shop – Personal is hereby granted. The Shop – Personal shall be a minimum of 67.5 feet (20.6 meters) from the North Road Allowance.
2. **Remaining Minimum building setbacks:**
  - a) **15.2 meters (50 feet) side (South) yard;**
  - b) **41.2 meters (135 feet) front (West) yard;**
  - c) **15.2 meters (50 feet) rear (East) yard; from the property lines.**
3. **The Shop – Farm is approved for personal use only and no commercial activity is permitted in this building. If the developer/landowner/occupant or other person or persons intend to use the Shop - Farm for commercial or industrial uses, a new development permit is required prior to the commencement of the commercial or industrial use.**
4. The Shop – Farm shall not be used as a dwelling.
5. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards and shall compliment the natural features and character of the site and the aesthetics of the neighbouring residences to the satisfaction of the Development Authority.
6. All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2015.
7. **This permit approval is subject to the access to the property being constructed to County standards.** PRIOR to installation

of a new access or changing location of existing access, complete a Request for Access form by contacting the Operational Services Department for Mackenzie County at 780-928-3983. Access to be constructed at the developers' expense.

8. 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.
9. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
10. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

## **CARRIED**

### **6. SUBDIVISIONS**

#### **a) 16-SUB-18 Isaac F Dyck REVISION 2.87 Acre Subdivision NW 02-106-15-W5M**

#### **MPC 20-01-013 MOVED** by John W Driedger

That Subdivision Application 16-SUB-18 in the name of Isaac F. Dyck on NW 02-106-15-W5M be APPROVED with the following conditions:

1. This approval is for a single lot subdivision, 2.87 acres (1.16 hectares) in size.
2. Applicant/developer shall enter into and abide by a Development Agreement with Mackenzie County which shall contain, but is not limited to:
  - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality,
  - b) Provision of all sanitary systems including service lines, main and appurtenances as required by the Municipality,
  - c) Provision of all water lines, including all fittings and valves as required by the County,

- d) Provision of municipal servicing (water and sanitary sewer) to each lot,
- e) All drainage systems, provisions for weeping tile flow where a high water table or other subsurface conditions cause continuous flow in the weeping tile, and associated works, all as and where required by the County. Where trunk storm sewer mains are required, the County shall reimburse the Developer for the cost of the trunk storm sewer mains in accordance with current County policy;

The developer shall provide the municipality with a site drainage and surface water management plan that outlines the following:

- (1) Drainage of internal road system,
  - (2) Erosion prevention systems, if required,
  - (3) Direction of site drainage, and
  - (4) Elevation plans for each lot
- f) Provision of internal roads, sidewalks and other infrastructure as required by the County in accordance to Mackenzie County Engineering Guidelines and at Developers expense, such construction of roads to serve the lots to be created by the subdivision;
- g) Provision of access to lot being created by the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developers' expense. This requirement is in accordance with Mackenzie County's Access Construction Policy No. PW037;
- h) Provision of street lighting with underground wiring, design and location as required by the County,
- i) Engineered signage package,
- j) Provision of utilities (power, gas, telephone, etc.) to each lot. Such utilities to be provided in a location and to a standard to be approved by the appropriate utility company and the County. Responses from utilities companies are shown in Schedule "C" hereto attached. Written confirmation of the completed utility installation is required to be submitted to the County by each utility company prior to registration of the subdivision,
- k) Provision of and/or negotiation for utilities rights-of-way

and/or easements as required by utilities companies. Any costs incurred for line relocation will be the responsibility of the developer. All utility lanes/lots must be accessible. All public utility lanes/lots shall be cleared to ground level with all tree stumps and debris removed and then landscaped. Where necessary, utility lanes/lots shall be excavated or landscaped to provide drainage for the subdivision. Any excavation or landscaping of the public utility lanes/lots shall be to engineered plans and completed prior to the installation of utilities,

- l) The developer is responsible for site grading and landscaping to design elevation and seeding with grass or other approved landscaping, in a manner that does not negatively impact adjacent properties or infrastructure.
- m) Provision of an agreement with the adjacent landowners for utility lanes/lots if required,
- n) Any outstanding property taxes shall be paid in full prior to registration of title,
- o) Provision of off-site levies as required by the County as follows:
  - i) Subdivision Off-Site Levies (Bylaw 319/02) are imposed for the construction and maintenance of off-site municipal services, including:
    - a) new or expanded facilities for the storage, transmission, treatment or supplying of water;
    - b) new or expanded facilities for the treatment, movement or disposal of sanitary sewage;
    - c) new or expanded storm sewage drainage facilities;
    - d) new or expanded facilities for the storage, transfer, or disposal of waste;
    - e) land required for or in connection with any facilities described in clauses (a) to (d); and
    - f) ongoing maintenance of the facilities described in clauses (a) to (d).The levy is calculated at \$1,000.00 per lot. 1 lot at \$1,000 equals \$1,000.00,

Total Levies = \$1,000.00

- p) 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 \$32,000.00 per acre. Municipal reserve is charged at 10%, which is \$3,200 per subdivided acre. **2.87 acres times \$3,200 equals \$9,184.**

- q) Security, in the form of an irrevocable letter of credit or certified cheque, in the amount of 25% of subsurface and surface infrastructure construction cost must be submitted to the County prior to installation and construction of any permanent infrastructure. Security amounts required in accordance with Mackenzie County's Multi-Lot/Urban Subdivision Construction and Registration Policy No, DEV003.

**CARRIED**

**b) 01-SUB-20 William & Annie Zacharias  
12.48 Acre Subdivision  
NW 29-104-16-W5M**

**MPC 20-01-014** **MOVED** by David Driedger

That Subdivision Application 01-SUB-20 in the name of William & Annie Zacharias on NW 29-104-16-W5M be APPROVED with the following conditions:

1. This approval is for a **TYPE B** subdivision, 12.48 acres (5.05 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) Subject to variance approval, 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**

**7. MISCELLANEOUS ITEMS**

- a) None.

**8. IN CAMERA**

- a) None.

**9. MEETING DATES**

- ❖ Thursday, February 13<sup>th</sup>, 2020 @ 10 a.m. in La Crete
- ❖ Thursday, February 27<sup>th</sup>, 2020 @ 10 a.m. in Fort Vermilion
- ❖ Thursday, March 12<sup>th</sup>, 2020 @ 10 a.m. in La Crete
- ❖ Thursday, March 26<sup>th</sup>, 2020 @ 10 a.m. in Fort Vermilion

**10. ADJOURNMENT**

**MPC 20-01-015 MOVED** by John W Driedger

That the Municipal Planning Commission Meeting be adjourned at 10:30 a.m.

**CARRIED**

These minutes were adopted this 13<sup>th</sup> day of February, 2020.

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Erick Carter, Chair





Mackenzie County

## REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 10, 2020</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 Environment and Parks (Linton Lake Closure of Investigation)
- Correspondence – Mackenzie Frontier Tourist Association (10 Year Provincial Tourism Strategy)
- Correspondence – Rainbow Lake Youth Centre Society (Letter of Appreciation)
- Correspondence – Mackenzie County Letter of Intent (Bistcho Lake Cabins)
- Correspondence – Alberta Environment and Parks (Recreation Proposal – Bistcho Lake)
- Correspondence – Alberta Infrastructure (City Sewage Forcemain Upgrading)
- Correspondence – Alberta Infrastructure (Mackenzie Wellness Centre)
- Correspondence – Alberta Infrastructure (Regional Water Line)
- Correspondence – Alberta Municipal Administrators and Municipal Associations (Minister’s Award for Municipal Excellence)
- Correspondence – Save the Date (7<sup>th</sup> Annual Big Lakes Charity Golf Tournament)
- Correspondence – CN Save the Date (FCM Delegates’ Luncheon)
- Mackenzie County Library Board Meeting Minutes
- Boreal Housing Foundation Meeting Minutes
- La Crete Recreation Society Meeting Minutes
- RMA President’s Update
- Northern Lakes College Media Release (Presidents Retirement)

**Author:** J. Emmerson      **Reviewed by:** CG      **CAO:** \_\_\_\_\_

**OPTIONS & BENEFITS:**

**COSTS & SOURCE OF FUNDING:**

**SUSTAINABILITY PLAN:**

**COMMUNICATION / PUBLIC PARTICIPATION:**

**POLICY REFERENCES:**

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

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

Author: J. Emmerson      Reviewed by: CG      CAO: \_\_\_\_\_

**Mackenzie County  
Action List as of January 29, 2020**

***Council Meeting Motions Requiring Action***

<b>Motion</b>	<b>Action Required</b>	<b>Action By</b>	<b>Status</b>
<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  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.  Asset list with all leases, caveats, dispositions, easements, etc.  Response Received from AEP 2017-11-27.  Application submitted.  RFD to Council once response is received to our application.
<b>July 12, 2016 Regular Council Meeting</b>			
16-07-526	That the County pursue purchasing the leased lands at the Hutch Lake campground.	Don Len	Application for purchase of Hutch Lake has been filed.
<b>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. 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
<b>August 23, 2017 Council Meeting</b>			
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. Working with engineer on draft design.
<b>September 25, 2017 Council Meeting</b>			
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. Right of Way – cleared. Survey completed.
<b>February 27, 2018 Council Budget Meeting</b>			
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>	Don Willie	Funding transfer complete.  MSI Funding as per Motion 18-06-483  Disposal expected in Spring 2020
<b>April 25, 2018 Council Meeting</b>			
18-04-314	That administration be authorized to proceed with a Department License of Occupation (DLO) for existing and future walking trail expansion on SE 14-106-15-W5 once the title transfer has been completed for SE 15-106-15-W5.	Don	Application submitted. FNC process
18-04-315	That administration move forward in purchasing more land north of the existing Hutch Lake Cabins and that final costs be brought back to Council for decision.	Don	Sketch plan completed. Application to purchase is in progress.
<b>May 23, 2018 Council Meeting</b>			
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.
<b>June 12, 2018 Council Meeting</b>			
18-06-432	That the County apply to Alberta Environment & Parks for a bank stabilization and clean-up along the Peace River in the Hamlet of Fort Vermilion as a result of the ice jam flooding event.	Dave	In progress. Engineering report received. (WSP) Working on application.
<b>October 9, 2018 Council Meeting</b>			
18-10-763	That administration proceeds with the water diversion license's as discussed.	Fred	Ready to sign new agreement.
<b>November 13, 2018 Regular Council Meeting</b>			
18-11-885	That the Zama Water Treatment Improvements Project be retendered with a project scope change.	Fred	In progress

Motion	Action Required	Action By	Status
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 Dave	Moratorium expires November 2021
February 27, 2019 Regular Council Meeting			
19-01-117	That administration proceed with Plan 5999CL in Fort Vermilion as discussed.	Byron	In progress
March 12, 2019 Regular Council Meeting			
19-03-169	That Mackenzie County proceed with stakeholder and community engagement to identify rural industrial lands neighbouring the hamlet of La Crete.	Byron	2019-11-04 Open House 2020-02-03 Open House
March 27, 2019 Regular Council Meeting			
19-03-214	That Municipal Affairs be invited to meet with Council to discuss ongoing concerns within the County.	Len Carol	Minister has committed to visiting the region. Waiting on date confirmation.
April 8, 2019 Regular Council Meeting			
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.	Don	Application approved. Next application phase.
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	2019-11-27
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	
June 12, 2019 Regular Council Meeting			
19-06-334	That the road construction supervisor/quality control be re-advertised and received for information.	Dave	Was not re-advertised due to the wildfire in 2019. Not required in 2020 due to lack of projects.
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	Will be applied if applicable.
August 13, 2019 Regular Council Meeting			
19-08-423	That administration bring back options for the chip seal project.	Dave	COW 2020-02-25
19-08-430	That Bylaw 1116-18 being a Road Closure Bylaw to close a portion of lane between Lots 1 & 3MR, Block 2,	Byron	Forward to Minister for Approval

Motion	Action Required	Action By	Status
	Plan 052 2360 for the purpose of consolidation be forwarded to the 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 Disposition takes 18 months.
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>			
19-08-467	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
19-08-475	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	In progress
19-08-480	That administration research the GST audit concerns expressed by the Town of Peace River, as it applies to Mackenzie County.	Jennifer	RFD 2020-01-29
<b>September 10, 2019 Regular Council Meeting</b>			
19-09-491	That administration monitor auction sites for a replacement vehicle for the 1995 Freightliner Ladder Truck and the 2003 Freightliner Rescue Truck and bring back a recommendation as opportunities arise.	Don	Ongoing
19-09-492	That administration bring back planning policies and the Fee Schedule Bylaw relating to subdivision completion and deficiencies.	Byron	COW Meeting
19-09-493	That administration meet with the Fort Vermilion School Division regarding developing a Memorandum of Understanding for use of the school yard property and equipment for community use in the Hamlet of Zama.	Don	RFD 2019-11-27 FVSD not interested at this time. Will reconsider in spring 2020.
<b>October 8, 2019 Regular Council Meeting</b>			
19-10-548	That the Proposed Fire Salvage Plan and Community Management Zone from Tolko, Norbord, and La Crete Sawmills be received for information and that a letter be sent to Alberta Agriculture & Forestry regarding stumpage fees for forest fire salvage.	Len	In progress
19-10-559	That administration enter into an agreement with the owners of Tax Roll 155377 as discussed.	Jennifer	Ongoing Awaiting response from ratepayer

Motion	Action Required	Action By	Status
<b>October 23, 2019 Regular Council Meeting</b>			
19-10-635	That a letter be sent to the Alberta Ministers of Environment & Parks and Agriculture & Forestry and the Solicitor General requesting a full status update and involvement in future discussions regarding the state of diseased bison in Alberta, specifically regarding the proposed change to reclassify diseased bison from objects to protected species.	Byron	In progress
19-10-636	That administration submit the existing signed right-of-way agreement on SE 8-106-15-W5M to Alberta Registries for registration on the property.	Byron	Rejected by Alberta Registries
<b>November 5, 2019 Regular Council Meeting</b>			
19-11-671	That the three County owned quarter sections immediately east of the Norbord plant south of High Level be offered for farmland lease in exchange for clearing.	Byron Grant	
19-11-673	That Mackenzie County continue to lobby the Provincial Government to extend the fire season year-round for the High Level Forest Area.	Len	Ongoing
19-11-676	That Mackenzie County representatives appointed to a provincial task force must provide regular written reports to council, shall immediately forward all task force material and information to council and CAO, and shall receive specific, prior approval from council to represent views or negotiate on behalf of the County.	Council	Council to govern
19-11-682	That administration follow-up with the Minister and Deputy Minister of Environment & Parks and our local MLA regarding the water diversion licenses as discussed.	Fred	Correspondence sent to Deputy Minister Bev Yee and MLA Dan Williams.
19-11-685	That administration work with Paramount Resources Ltd. and lobby the government to leave the road infrastructure intact.	Len	In progress
<b>November 27, 2019 Regular Council Meeting</b>			
19-11-704	That the Stray Animals Act summary be received for information and that administration investigate obtaining Inspector status.	Grant	RFD 2020-02-10
19-11-717	That administration continue with the review of Policy DEV001 Urban Development Standards.	Byron	
19-11-731	That a letter be sent to the Minister of Environment & Parks regarding commercial fishing at Bistcho Lake and recreational fishing at Thurston Lake.	Len	Letter drafted
19-11-736	That the response to Service Alberta regarding broadband internet include the projects in our region	Byron	

Motion	Action Required	Action By	Status
	and the Zama Fibre Project partnership with Arrow Technologies.		
<b>December 10, 2019 Regular Council Meeting</b>			
19-12-757	That Alberta Transportation be invited to attend a Council meeting to discuss highway accesses.	Len	Meeting scheduled for February 21, 2020 in Grande Prairie
19-12-758	That the Rural Municipalities of Alberta (RMA) Resolution 15-19F Provincial Highway Access and Setback Authority be brought to the January 14, 2020 council meeting for review.	Carol	Will be presented at the meeting which Alberta Transportation attends.
19-12-768	That, in order to protect our residents and all citizens that use public roadways from smoke, Administration research all legal options and possible Municipal Government Act amendments which would allow the municipality to pass a bylaw that would restrict open-air burning without a provincial permit within the white zone and within 2 kilometers of a major roadway within our boundaries; and that Mackenzie County continue lobby the province for year round provincial permitting.	Len Carol	
19-12-781	That a letter be sent to the Minister of Energy regarding industry lease renewals.	Len	In progress
<b>December 11, 2019</b>			
19-12-793	That the Super B truck and trailers be disposed of in 2020.	Willie	
19-12-794	That the organizational chart be amended and approved as discussed effective January 1, 2020, as per Tracking Change #20.	Carol	In progress
19-12-795	That administration prepare a bid package for the maintenance of the La Crete hamlet parks.	Don	In progress
19-12-797	That administration bring back Policy PW009 Dust Control to include private application of calcium.	Dave	
<b>December 18, 2019 Budget Council Meeting</b>			
19-12-812	That administration submit an Expression of Interest for the Investing in Canada Infrastructure Program for the Mackenzie Wellness Centre Project, and research funding commitments by all parties.	Don	In progress
19-12-820	That Mackenzie County lobby the government for incentives to complete the Paramount abandonments within the next five years.	Council	
<b>January 14, 2020 Regular Council Meeting</b>			
20-01-007	That the Fort Vermilion Skate Shack located at Mackenzie Housing be advertised for sale.	Don	Completed
20-01-015	That first reading be given to Bylaw 1164-20 being a Land Use Bylaw Amendment to rezone Plan 982	Byron	PH 2020-02-10



<b>Motion</b>	<b>Action Required</b>	<b>Action By</b>	<b>Status</b>
	5937, Block 23, Lot 28 from Manufactured Home Subdivision "MHS" to Hamlet Residential 2 "HR-2", subject to public hearing input.		
20-01-017	That administration negotiate with the landowner for acquisition of the drainage ditch located at Part of NE 3-106-15-W5M in the Hamlet of La Crete.	Byron	In progress
20-01-037	That Bylaw 1163-19, being a Lane Closure Bylaw to close the land between Plan 142 0594, Block 34, Lot 8 and Lot 9 for the purpose of consolidation, subject to a ten foot fenced walkway, be forwarded to the Minister of Transportation for approval.	Byron	Forward to Minister
20-01-038	That Mackenzie County submit an application (if eligible) to the Western Grains Research Foundation (as the partnering body to receive the grant funding) in partnership with the Mackenzie Applied Research Association for the construction of an Agronomy Building.	Jennifer Grant	In progress
<b>January 29, 2019 Regular Council Meeting</b>			
20-01-046	That administration enter into a new lease agreement with Mackenzie Applied Research Association with a 2055 expiration date.	Grant	
20-01-055	That Administration move forward with applying for Recreational Leases for the Bistcho Lake cabin areas and consideration be given to the work being done by the Caribou Sub-regional Task Force.	Don	Letter of Intent sent to Environment and Parks
20-01-056	That Administration have a discussion with Paramount Resources regarding the North access to Bistcho Lake to address access for recreational and industrial purposes for the remainder of the 2019/2020 winter season.	Don	
20-01-060	That first reading be given to Bylaw 1168-20 being a Land Use Bylaw Amendment to Rezone Plan 052 4647, Block 24, Lot 14 from Hamlet Residential 1A "H-R1A" to Hamlet Residential 1B, subject to public hearing input.	Byron	PH 2020-02-26
20-01-063	That a letter be sent to S/Sgt. Gilbert regarding Cst. White's commendable service as our School Resource Officer and encourage that an extension be granted.	Len	Drafted
20-01-066	That administration re-advertise and recruit locally for Subdivision and Development Appeal Board members.	Carol	
20-01-067	That a letter be sent to the Minister of Municipal Affairs in regards to the Section 627(3) of the Municipal Government Act that relates to the number of councillor's on a Subdivision and Development Appeal Board.	Carol	

Motion	Action Required	Action By	Status
20-01-068	That the local Councillor and Administration in the Zama area be authorized to meet with Canada Post to discuss future options for Canada Post Services in the community.	Don/ Len	
20-01-070	That administration review the December 4, 2019 Tri-Council Meeting Minutes and address any outstanding actions.	Len	In progress

January 21, 2020

Fred Wiebe, Director of Operations  
Mackenzie County  
Box 640  
4511 – 46 Avenue  
Fort Vermillion, AB T0H 1N0

Dear Mr. Wiebe:

**Subject: CLOSURE OF INVESTIGATION**

This letter is to advise you of the closure of the investigation into unauthorized cultivation on Linton Lake in sections 1, 6 and 31 of 105-16-W5M in Mackenzie County, Alberta.

Alberta Environment and Parks (AEP) investigated and found that the vegetation on the dry lakebed had been disced under in June 2019 by Mackenzie County. Discussions with Alberta Agriculture and Forestry revealed that they did not authorize the discing, but that it was consistent with the fire management plan for the Chuckegg Creek Wildfire.

AEP has determined that no offence has occurred and this investigation has been closed.

If you have any questions please contact me at 780-624-6502 or by email at Collin.dyck@gov.ab.ca.

Sincerely,

Collin Dyck  
Environmental Protection Officer (Investigator)

cc: Jack McNaughton, Compliance Manager - AEP  
Tammy Proulx, Lands Officer – AEP  
Tricia Kirkpatrick, Compliance Support Coordinator - AEP





January 24, 2020

Minister Tanya Fir  
Office of the Minister  
Minister of Economic Development, Trade  
and Tourism  
[edt.ministeroffice@gov.ab.ca](mailto:edt.ministeroffice@gov.ab.ca)

Paul Radchenko, Team Lead, Tourism  
Planning / Land-Use  
Policy and Business Development Branch  
Tourism Division  
[paul.radchenko@gov.ab.ca](mailto:paul.radchenko@gov.ab.ca)

*Dear Minister Tanya Fir and the Alberta Tourism Team*

We would like to thank you for this opportunity to provide a little input into the upcoming 10-Year Provincial Tourism Strategy and hope that your Ministry and the department will continue to engage and collaborate with the DMO's across this Province.

Mackenzie Frontier Tourist Association (MFTA) was formed in January 2011 after REDI - Regional Economic Development Initiative for Northwest Alberta (our REDA) led a community and Municipal partnership project to research, to identify the need, develop the business case and assist in the creation of a Destination Marketing Organization for Northwest Alberta. We are still heavily partnered with REDI as many of our partners and outcomes are linked. This is a good partnership for both organizations and our region has seen substantial benefits from these two organizations working together.

Our funding partners include Mackenzie County, Towns of High Level and Rainbow Lake, as well as community and industry memberships and partners that include fishing lodges, outfitters, libraries, recreation centers, hotels, B&B's, yoga studios, community halls, rodeo associations, snowmobile clubs, restaurants and organizations like the Native Friendship Center, Chamber of Commerce's and our regional VIC's. We are a hard-working group of individuals and community advocates, that aren't afraid to roll up our sleeves and volunteer our time to the promotion and development of tourism in the far Northwest! We have come a long way in nine years and have so much more to do!

In 2014 the Province in conjunction with, REDI and engaged community members and stakeholders created the Invest in Alberta's Tourism Industry – Northwest Alberta Guidebook. This guidebook started people thinking about new opportunities, taking what people that live here view as opportunities and enhancing or building it out. While the financial contributions

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listed scared many, the region and MFTA took the ideas seriously and have been working on targeting the opportunities outlined in a capacity that we could handle. Authentic tourism experiences, fostering our locals to become entrepreneurial and think about tourism a little different, create and build on partnerships, as nothing good comes from operating in silos. Whether a big-ticket item or a small operator all the pieces together build on tourism opportunities and enhance our tourism landscape in the Northwest!

We will come back to some specifics on where we are in relation to the 2014 Framework... we would like to share some of our identified challenges, opportunities and some focus areas with you, some of these overlap and are interconnected, and we would love to have the opportunity to greater unpack and dig into some of them with you and your team.

- Geography – we are a long way from anything and it’s quite a hike between our communities and regional points of interest. This is a challenge but could also be an opportunity as ‘unplugging and getting off the grid’ with the right infrastructure is a growing trend. Wide open spaces, being able to literally stand in a place where few have been before and exploring all corners of this amazing Province.
- Infrastructure – access to most of our region is limited or absent. Road access is extremely limited once you get off the major highways. Tourism based infrastructure is lacking in many areas, and what is available is operated by the Municipalities, communities and in large part by non-profits and volunteers. These gaps are opportunities for some real wins and development that will be meaningful.
  - We have the largest Wildland Park in the Province (Caribou Mountain Wildland Park) and only a very hardy few can get there and if they do there is not much, if anything there.
  - We have a Wildland Park (Hay-Zama Wildland Park, which is a RAMSAR Site, twinned with a park in north-east China and again access and infrastructure for eco-tourism is non-existent.
  - Wood Buffalo National Park, the largest National Park in Canada, and a UNESCO World Heritage site, most recently designated a Dark Sky Preserve and is directly out our backdoor...the possibilities for any opportunity within the Park are limited only by imagination and by the limited access, jurisdictional challenges, funding and infrastructure.
  - The ongoing discussions about rail to Alaska have been circulating for quite a few years...and seems to be gaining some attention. This opens up the greater conversations and future planning on additional transportation and connections in

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and out of northern and near-north Canada and points beyond, connections between northern Alberta and British Columbia, road access through WBNP... having our end-of-the-road communities like Fox Lake, Rainbow Lake and Zama City not be end-of the road any longer and all the possibilities that opens up across economic fronts. The Mackenzie Frontier is uniquely situated to take advantage and be the entry point, as well as last contact going north, for many of these new routes, while they will not be primarily built for tourism, tourism is the extraordinary side-benefit of all corridor development.

- The Mackenzie Frontier currently has the only paved numbered highway road access from Alberta to the NWT!
- Those are the big ticket areas... bringing that down a notch, much of our land is crown land, so access to these lands through leases for campgrounds, snowmobile trails, trapline adventures and so much more is somewhat restricted by regulations and the web of approvals and reapprovals required. Access and infrastructure are required for any type of tourism from 5-star lodge accommodation to tent pads to support eco-tourism through the wilderness or pull out areas for paddling down the Peace River.
- Tourism Mindset ... “we don’t have a Jasper or a Disneyland and I’m not a tourist” or some form of this statement. This leads to the conversation and one of the ongoing target areas for MFTA... **education of our locals** that they are all tourists, that any of them can be a tourism operator. Something we see as ordinary, some view as extraordinary and would love to experience it, so let’s develop, package and promote these experiences!
  - When a local drives from Rainbow Lake to La Crete and rides the Ferry at Tompkins for the first time, they are a tourist, when they tell their friends and family about that experience, they are a tourism advocate.
  - When they are delivering fuel to a Rig in the Zama area and snap some awesome pictures of the Hay-Zama Bison and then post and hashtag them, they are a local tourism promoter.
  - If a retired farmer converts a couple of the old buildings in the back yard into sleeping quarters for his daughters wedding and the end-of the summer family reunion, and then rents them out a few months a year... voila they are now a ‘tourism operator’!
  - When the local 2<sup>nd</sup> generation trapper develops a business case for creating ‘trapper for a day’ experiences, partners with a local forager, equipment rental

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shop and one of the regions best ‘over the fire cooks’ pretty soon you have a ‘tourism experience’ that can build out and market.

- Insurance, regulation, legislation, red tape and the hundred hoops. This is a challenge for every aspect, every partner and operator, current or new. From the dog-sled operator, the Peace River Sunday tours, snowmobile club managing their trails, to the Municipality that is just trying to operate a campground. While they are all necessary components, the layers are sometimes hard to manage and price a great idea onto the shelf or out of business.
- Travel Alberta / Tourism Department partnerships, collaboration and access to funding. This is somewhat of a two-way street. We have had some, but very little partnership or contact with the departments. We are in the middle of our first funding partnership in many years for 2019/20, and still unsure how it will flesh out. This might be contributed to the distance that we are from the offices, that we cannot afford to attend the Provincial conferences, that we are used to ‘going it alone’, unsure what opportunities are available to us, limited contact from the department staff. Whatever the cause(s) enhanced collaboration in all aspects of tourism between the Province and MFTA (DMO’s) is critical moving forward.
- Partnership and relationships with our neighbors in the Northwest Territories. This was really put into play over the past two years, one of our target audiences is ‘road traffic’ having our northern neighbors make the ‘Frontier’ their destination not the drive thru. As well as capturing for a day or two the travelers heading thru the ‘Frontier’ to the NWT. Attendance at Northern events and trade shows is an important part of this, working and creating relationships with the people that are in the trenches of NWT tourism and creating a two-way promotion of our areas.

Some of the opportunities in short form that we have identified, some are on our ‘to-do list’ and some are already being worked on in some form or another. Overlapping with some that have already been identified above.

- Long summer days – light until midnight; dark winters – northern lights, stargazing
- Hay-Zama Bison herd – hunting tags for outfitters and creation of packages for this experience
- Long Winters – winter experiences, activities, festivals, events – from snowmobiling to dog sleds, ice carving to pond hockey.
- Rental equipment – canoes, kayaks, snowmobiles, snowshoes, etc.

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- Publication development: MFTA has completed some incredible work in the area of our publications! It was not as easy as just reprinting... we had to dig for the information, develop, put together, design, take photos, rework and finally print! We are so incredibly proud of the continued local capacity that we are building in the field. The partnerships with REDI and our municipal partners are critical to the successes we have had. We now have local photographers working with us in all areas of the region, we have a local developer that can dig history bits out of a non-talker over coffee, and put together some amazing layouts, graphic design capabilities and local printing! All our publications can also be found on our website.
- Trade Show and Frontier Promotion: 2019 marked the 'year of promotion' for us. We have spent the last few years, with time and funding, on branding, local education, development of our publications and getting our feet under us. As of 2019 we were ready to yell from the rooftops that the 'Mackenzie Frontier' while being 'my freedom, my frontier' that we wanted everyone to experience why we all love where we live so much. The trade show tour was initiated... we partnered with our municipalities, local community groups, volunteers, REDI, Travel Alberta and we set off on tour. We carefully selected areas where we would connect with our target audience, those locations being in the north and 'day trip' distance from the Frontier... as far south as Grande Prairie and as far north as Yellowknife. It was a huge success and one we wish to continue with in 2020.
- Culture and community promotion:
  - Regional interpretive Village, highlighting the varied indigenous history of the area,
  - Build on the partnerships with the Native Friendship Center that is conveniently located very near the Town of High Level Museum and has so much to offer and ways to partner, enhance and promote
  - Build on the contacts and relationships with the four Nations in our region, to promote regional events, displays, cultural awareness and celebrations (Dene Tha First Nation, Beaver First Nation, Little Red First Nation and Tall Cree First Nation)
  - Mackenzie Frontier hosts one of the Province's Oldest Communities (Fort Vermilion) as well as one of it's youngest (Town of Rainbow Lake),
  - Promote and celebrate Mennonite Culture and area history.

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- River tourism and the history that surrounds initial exploration of the area and the natural, beautiful and areas that are only accessible by water. Fort Vermilion Chutes in one of these features.
- Industrial tourism – link with the Leduc #1 Center, Hay-Zama Complex has been the only off-shore energy activity in the Province, the first discovery wells in the areas, the importance that the development of the energy industry had on the region and the Province.
- Traveling exhibits, farm stays, trapper experiences and events that celebrate our diverse culture and ways of life in the ‘Frontier’.
- Continued partnerships with our Museums, VIC’s, non-profit operators and community groups... these entities are doing what they are doing not for the money or fame, but for the love of the region and the passion that they have for their facility, the cause, the event or the possibilities to grow. Partnerships like this are critical as much of our tourism, events and facilities are run by groups just like these, and the people behind them are the ‘right people’ to get things moving!
- Getting the right people in the room for success! This is one area that MFTA has been successful and continues to build and grow. Partnerships are the key, knowing who’s who, connecting with those go-getter people who will get things done, building local capacity, education and working together. Bringing and connecting with the right people that know the region who see opportunity and value in growing tourism in the Frontier.

We hope that this gives a very quick overview of only some of the opportunities that are available in the Mackenzie Frontier, the importance of MFTA and the work we do, and the work and benefits of partnerships and working together to bring to fruition additional opportunities in the future. The far Northwest is an amazing corner of this great Province.

We would also like to speak to the *Invest in Alberta’s Tourism publication from 2014* directly and offer some comments. This publication was a success and could have a greater impact, with an update and a few tweaks, additional options outlined, greater Gov’t of Alberta involvement and more importantly include options for locally focused, lower key investment.

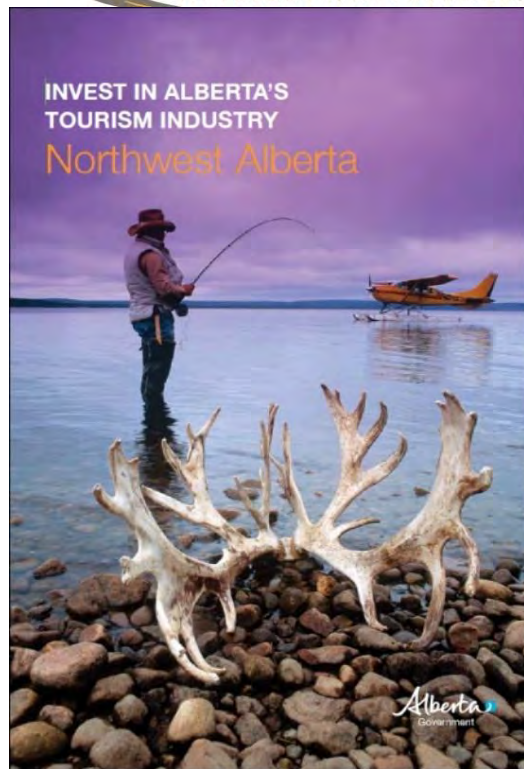
Link to the 2014 report: <https://open.alberta.ca/dataset/971e8a0a-b938-46e0-aec0-e16c2f92a7ad/resource/6bbb609e-73d7-4f06-a0ae-a484634b1874/download/7002062-2014-invest-albertas-tourism-industry-northwest-alberta.pdf>

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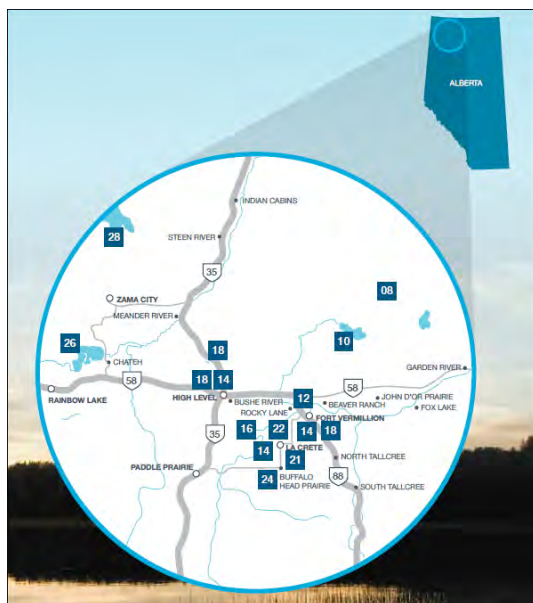
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**Caribou Mountains Wildland Provincial Park (08):** Tourism base and research station development opportunities still exist and possibly even more so with the identified herds of Boreal Caribou in the area. Fishing lodge development in the area is also identified opportunities, specifically for the First Nation who already own perfectly situated property.

**Fort Vermilion Agricultural Education Hostel Development (12):** This is a two-pronged opportunity to provide much needed tourism accommodations as well as regional partnerships with the most Northern Agricultural Experimental Farm. Could be in Fort Vermilion or duplicated or expanded to include the Rocky Lane area with partners like Fort Vermilion School Division, Rocky Lane Agricultural Society, Beaver First Nation, Mackenzie County and the Gov't of Alberta. This could tie into the Equine Camping facility at the Machesis Lake Campground.



**High Level, Fort Vermilion, La Crete, Old Carcajou and Tompkins Landing Driving Tour Development (14):**



MFTA has done some substantial work around this opportunity. Our “Circle Tour’ is a self-guided tour. Includes an easy to use informational brochure with web access, education to the operators along the route and links to the expanded Historical self-drive or walking tours in Fort Vermilion. Some signage has been put into place. A ‘trial run’ of this tour at the Trappers Rendezvous a couple years ago went extremely well and included an enhanced version complete with meals and an on-bus tour guide. This is an opportunity that could be expanded and built upon with immediate results such as additional signage and point of interest.

Mackenzie Frontier Tourist Association

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**Mackenzie County Horse Riding Stable Development (16):** Started! Mackenzie County in partnership with the Rocky Lane Agricultural Society and Rocky Lane Pony Club and approvals from GoA, constructed an equine campground within the current lease at Machesis Lake Campground. Facility includes campsites, corrals, water well and related basic infrastructure. Formal trails do not yet exist, but there are endless places to enjoy the area on historical trails and paths. Rocky Lane Ag Society has the near-by riding arena that offers clinics, events and training. Continued development, promotion and expansion of this facility and opportunity as well as equine tourism in general is of benefit for the region.

**High Level, Fort Vermilion, Hutch Lake RV Campground Expansion (18):** Over the last 6 years improvements to all campgrounds in the area have taken place. Adding of RV sites, the addition of services in the campgrounds, maintaining campground caretaker positions and overall promotion. There is a mixture of site operation... many of the sites are on leased crown land and operated by Mackenzie County, subsidized by the tax base. Some are operated by non-profits groups like Fox Haven Golf, Rainbow Lake Campground or La Crete Ferry Campground Society and some are privately operated. There is still a need for 'serviced' sites in the region. Much of current infrastructure has no power, no-potable water only by wells and limited sewer services. Most of the serviced sites are within privately owned facilities. There is also a greater need for seasonal type options, services such as power, water and sewer are required for this time of activity. Bridge Campsite along the Peace River, is still navigating the river of red tape, so very minimal development has taken place at this prime site. Signage and promotion of our campgrounds could always be improved. MFTA is exploring the option of the development of a 'Stay in the Frontier' publication for the 2020-21 year. This would also include advocating for greater 'stay' options whether that is campgrounds or teepee stays and everything in between.

**Hay-Zama Lakes Wildland Provincial Park, Cultural Learning Centre and Summer Lodge Development (21):** This could be a realized possibility with greater conversation and partnership between the Dene Tha First Nation, the Hay-Zama Wildland Steering Committee and developing a Tourism plan for the area within an active Management Plan. This could also include options for industrial tourism as it is an area that industry has been phased out of but has history as the only off-shore O&G development in the province, could be linked on a circle tour encompassing High Level, Rainbow Lake, Chateh, Hay-Zama Wildland Park, Zama City, Meander and back to High Level.

Mackenzie Frontier Tourist Association

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**Mackenzie County, Bed & Breakfast Development (22):** The B&B opportunity has seen some overall development with additional accommodation options being privately developed in recent years, in various forms, not as the one large facility as listed. MFTA hopes to begin the development of a ‘Stay in the Frontier’ publication featuring all types of stay options within the region. This theme of non-traditional stay options could be built upon by adding farm stays, teepee or hunting style camp stays, conversion of granaries, cabins at existing campgrounds and others.

**Mackenzie County, La Crete Ferry Campground Expansion (24):** The La Crete Ferry Campground is on leased land held by Mackenzie County with a sub-lease to the La Crete Ferry Campground Society, this facility is a beautiful and excellent example of partnerships at work. Partnerships, volunteerism, fundraising, grant success and some blood, sweat and tears have made this facility a true Frontier gem. The addition of cabins sites has not yet taken place, but they have continued to upgrade and add services, sites and host many events and celebrations yearly.

**Mackenzie County, Downhill Ski Facility (26):** In 2008, REDI completed a site selection study, then added to that with a start up business case and then a more recent update to both because of a request of a newly formed local non-profit group that is moving forward with the development and construction of this opportunity! The society is in the land and access securement and facility design phase. As early as winter 2020-21 we may see some shovels in the ground on this facility!

**Mackenzie County, Tapawingo Lodge Enhancement (28):** Tapawingo Lodge is a privately owned facility that has been in operation for many years. In recent years improvements and enhancements have taken place. Winter road access is in partnership with local O&G industry, it states in the report that the road is owned by the Dene Tha, which is not accurate. Energy companies operating in the area put the road in, in partnership with the Dene and Tapawingo but due to activity levels some years the road is not available. Access to the site is by air or snowmobile or tracked vehicle... not for the faint of heart! This facility could have additional expansion, added-value and investment. Tapawingo Lodge have been long-standing members of the MFTA since our creation and have been a valued partner. Access issues could assist in developing this area, not for high-impact or traffic, but for more a mid-level use, as a high-use area would negate why this area is special, partly due to the lack of people!

Mackenzie Frontier Tourist Association

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**Longer term opportunities, Rainbow Lake Golf Expansion, Fort Vermilion Trail Expansion, Development of Mennonite Tourism Initiative:** some work in a few of these areas has been started and are all still valuable moving forward.

We thank you again for requesting and our input, and we thank you for your time if you have read this to the end! We hope to engage with yourself and your departments and staff more in the future. Local involvement and it is important to educate that we are all tourists, and can all be involved in some way in the tourism industry!

Working together is the key to success,

Sincerely,

Mackenzie Frontier Tourist Association

**Beth Kappelar,**

*Chairperson, Industry Member*

**Aura Wardley,**

*Vice-Chairperson, Industry Member*

**Heather Jonson,**

*Director – Industry Member*

**Larry Neufeld,**

*Director – Industry Member*

**Jessica Juneau,**

*Director & Rainbow Lake Councilor*

**Tanya Lindlay,**

*Director & Rainbow Lake Councilor*

**Crystal McAteer,**

*Director & High Level Mayor*

**Mike Morgan,**

*Director & High Level Councilor*

**Lisa Wardley,**

*Director & Mackenzie County Councilor*

**Cameron Cardinal,**

*Director & Mackenzie County Councilor*

**Kayla Wardley,**

*Part Time Tourism Coordinator*

*Cc'd:*

MFTA Board of Directors

Mackenzie County

Town of Rainbow Lake

Town of High Level

Mackenzie Frontier Tourist Association

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**Rainbow Lake Youth Centre Society**

**Box 184**

**Rainbow Lake, Alberta T0H 2Y0**

**January 27, 2020**

**Mackenzie County  
PO Box 640  
4511 – 46 Avenue  
Fort Vermillion, AB T0H 1N0**

**Dear Jennifer and Council Members:**

I am writing to you today to thank you and the Mackenzie County council members for the \$25,000.00 grant we received in the mail this past week. We are very grateful to receive this grant cheque. This grant money allows us to operate for one more year and is used for wages only.

We feel that the Youth Centre is a vital part of our small community. There are programs and sports for our much younger children but when they get older the numbers drop off. As a result, our older kids often do not have enough youth to form both a hockey team and a basketball team. This year we have only senior basketball teams. We do not have enough young people for the 12 and over to play hockey. So the Youth Centre provides a place for our youth to go and gives them things to do. We were fortunate that the Youth Centre was fully equipped when we formed the board. If we need anything we use our bottle money to purchase those items.

On behalf of all of our board members I would like to thank you once again. Your grant money will make our youth and our board members very happy for one more year.

Kind Regards,



**Maureen Leptich  
President  
Rainbow Lake Youth Centre Society**



Rainbow Lake Youth Centre



"Where Friends Meet"

Thank you so very, very much!  
Barb Schulten

Thank you  
so very much!  
Wileen

Thank you very much for your  
continued support.

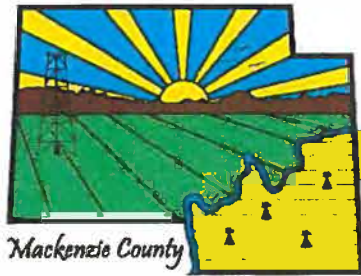
Thank you  
for supporting us  
Maureen Leptich

Thank you  
for your  
support,

A handwritten signature in black ink, appearing to be a stylized name.

Thank you  
for supporting our youth  
Ch. Mitchell

We would  
like to thank  
you for your  
support!  
Lorraine



## *Mackenzie County*

P.O. Box 640, Fort Vermilion, AB T0H 1N0  
Phone (780) 927-3718 Fax (780) 927-4266  
[www.mackenziecounty.com](http://www.mackenziecounty.com)

January 30, 2020

Glen Gache  
Regional Approvals Manager  
Environment and Parks  
Box 749  
Manning, AB  
T0H 2M0

**RE: LETTER OF INTENT - BISTCHO LAKE CABINS**

Mackenzie County is in the process of preparing a formal disposition application for the Bistcho Lake area. Please accept this letter of intent as we collect our data in support of the application. In anticipation of final application approval, Mackenzie County respectfully requests that no cabins be removed or demolished at this time.

Thank you for your consideration. If you have any questions please feel free to contact Don Roberts, Director of Community Services at (780) 841-5050 or by email to [droberts@mackenziecounty.com](mailto:droberts@mackenziecounty.com).

Sincerely,

Len Racher,  
Chief Administrative Officer  
Mackenzie County

cc: Dan Williams, MLA Peace Region  
Jack McNaughton



February 3, 2020

Mr. Len Racher, CAO  
Mackenzie County  
Box 640  
Fort Vermilion AB T0H 1N0  
[lracher@mackenziecounty.com](mailto:lracher@mackenziecounty.com)

Dear Mr. Racher:

**Subject: Recreation Proposal – Bistcho Lake**

This letter is in response to your correspondence regarding Mackenzie County's Letter of Intent – Bistcho Cabins received January 30, 2020. Alberta Environment and Parks is supportive and willing to discuss recreational opportunities with the county to explore viable options that would benefit Albertans within your region.

As stated in previous correspondence, a number of steps are required prior to the submission of a formal tourism and commercial disposition application. Recreation proposals must align with current policies and practises. Disposition issuance considers multiple factors, including; best use of the land, consideration of First Nations and Metis Settlements consultation discussions, impacts to other stakeholders, conservation and environmental factors, etc. Once received, each proposal or application is reviewed based on its own merit, and the department makes no guarantee of issuance.

Given the amount of time and investment required to develop a viable recreation proposal and to ensure alignment with policies and procedures, the department suggests the Mackenzie County become familiar with the following application requirements, being:

- Business Overview: general description of the project, vision, objectives,
- Construction and Operations: access to the site by the general public, draft sketch plan identifying land location, required facilities (new and/or use of existing facilities), required infrastructure (new and/or use of existing infrastructure).
- Financial viability: estimated costs and revenues, projected number of visitors, general business model and reclamation.

You can access this information and application requirements at the website address below:  
<https://www.alberta.ca/tourism-and-commercial-recreation-lease.aspx#toc-1>

Be advised that the department does not issue recreation dispositions for individual or personal use.

In respects to the unauthorized cabins at Bistcho Lake, these are currently part of a formal investigation by the compliance program as communicated to the Mackenzie County in our May 22, 2019 letter. The department will be assessing the compliance files accordingly.

Should you have any questions, please feel free to contact me at 780-836-7307.

Sincerely,

*Glen Gache*

Glen Gache  
Regional Approvals Manager  
Peace Region, Operations Division  
Environment and Parks

Enclosed

cc: Dan Williams, MLA Peace Region  
Darcy Beach, Regional Director  
Camille Ducharme, Approvals Manager  
Jack McNaughton, Compliance Manager  
Owen Cook, Regional Compliance Manager

AR49110

Fred Wiebe  
Director of Utilities  
Mackenzie County  
PO Box 640, 4511 - 46 Avenue  
Fort Vermilion, AB T0H 1N0

Dear Fred Wiebe:

I am writing to provide you with an update on your Investing in Canada Infrastructure Program (ICIP) application for the City Sewage Forcemain Upgrading project.

I regret to inform you that your project has not been selected to proceed to the federal application stage. With over 700 Expressions of Interest received, the program was significantly over-subscribed.

I encourage you to visit the ICIP website: [www.alberta.ca/icip](http://www.alberta.ca/icip) in spring 2020 for updates on a potential future program intake. Should another intake occur, you are welcome to re-apply for ICIP funding for this project. New project submissions will be accepted.

I recognize the challenges this decision may present to your project and wish you the best of luck going forward. Should you have further questions, please contact Alberta Infrastructure's ICIP program staff at [alberta.icip@gov.ab.ca](mailto:alberta.icip@gov.ab.ca).

Sincerely,



Shannon Flint  
Deputy Minister

AR49110

Doug Munn  
Director of Community Services  
Mackenzie County  
PO Box 640, 4511 - 46 Avenue  
Fort Vermilion, AB T0H 1N0

Dear Doug Munn:

I am writing to provide you with an update on your Investing in Canada Infrastructure Program (ICIP) application for the Mackenzie County Wellness Centre project.

I regret to inform you that your project has not been selected to proceed to the federal application stage. With over 700 Expressions of Interest received, the program was significantly over-subscribed.

I encourage you to visit the ICIP website: [www.alberta.ca/icip](http://www.alberta.ca/icip) in spring 2020 for updates on a potential future program intake. Should another intake occur, you are welcome to re-apply for ICIP funding for this project. New project submissions will be accepted.

I recognize the challenges this decision may present to your project and wish you the best of luck going forward. Should you have further questions, please contact Alberta Infrastructure's ICIP program staff at [alberta.icip@gov.ab.ca](mailto:alberta.icip@gov.ab.ca).

Sincerely,



Shannon Flint  
Deputy Minister

AR49110

Fred Wiebe  
Director, Utilities  
Mackenzie County  
PO Box 640, 4511 - 46 Avenue  
Fort Vermilion, AB T0H 1N0

Dear Fred Wiebe:

I am writing to provide you with an update on your Investing in Canada Infrastructure Program (ICIP) application for the Regional Water Line (Buffalo Head Prairie to Bluehills & Fort Vermilion to Rocky Lane) project.

I regret to inform you that your project has not been selected to proceed to the federal application stage. With over 700 Expressions of Interest received, the program was significantly over-subscribed.

I encourage you to visit the ICIP website: [www.alberta.ca/icip](http://www.alberta.ca/icip) in spring 2020 for updates on a potential future program intake. Should another intake occur, you are welcome to re-apply for ICIP funding for this project. New project submissions will be accepted.

Additionally, you may want to review the Canada Infrastructure Bank's mandate at <https://cib-bic.ca/en/> to see if your project might be an appropriate fit for investment.

I recognize the challenges this decision may present to your project and wish you the best of luck going forward. Should you have further questions, please contact Alberta Infrastructure's ICIP program staff at [alberta.icip@gov.ab.ca](mailto:alberta.icip@gov.ab.ca).

Sincerely,



Shannon Flint  
Deputy Minister



**To: All Municipal Administrators and Municipal Associations**  
**Subject: 2020 Minister's Awards for Municipal Excellence**

The Honourable Kaycee Madu, Minister of Municipal Affairs, is pleased to announce the 2020 Minister's Awards of Municipal Excellence. The 19<sup>th</sup> annual awards recognize municipal government excellence and promotes knowledge sharing among municipalities.

For the 2020 program, submissions will be accepted in the following categories:

***Partnership (open to all municipalities)***

Award will be given for an innovative initiative involving a local or regional partnership that achieves results that could not have otherwise been accomplished by the municipality alone. This could involve cooperation, coordination, and collaboration with other municipalities, businesses, Indigenous communities, non-profit organizations, community groups, and other orders of government to achieve a specific outcome.

***Building Economic Strength (open to all municipalities)***

Award will be given for an innovative initiative involving the municipality and business community that addresses a challenge affecting community economic strength.

***Service Delivery Innovation (open to all municipalities)***

Award will be given for an innovative initiative that improves the delivery or reduces the cost of a program or service through a more efficient process or through the use of an alternate delivery approach.

***Enhancing Community Safety (open to all municipalities)***

Award will be given for an innovative initiative that engages the community to address a safety issue. This could involve crime prevention, infrastructure enhancements (e.g. lighting, accessibility, traffic calming measures), and community services initiatives.

***Smaller Municipalities (open to municipalities with populations less than 5,000)***

Award will be given for a municipal initiative that demonstrates leadership, resourcefulness, and/or innovation to better the community.

Submission forms and additional details can be found on the [Minister's Awards webpage](#). The deadline for submissions is **March 31, 2020**.

If you have any questions regarding the Minister's Awards for Municipal Excellence please direct them to the Municipal Excellence Team: at 780-427-2225, or by email at [menet@gov.ab.ca](mailto:menet@gov.ab.ca).

Sincerely,

The Municipal Excellence Team

**From:** [Jessica Martinson](#)  
**Subject:** SAVE THE DATE- 7th Annual Big Lakes Charity Golf  
**Date:** January 29, 2020 2:10:21 PM  
**Attachments:** [image001.png](#)  
[Save the Date 2020.pdf](#)

---

Hello,

Please save the date for the 7<sup>th</sup> Annual Big Lakes Charity Golf Tournament scheduled to take place on Thursday, August 6, 2020 at the High Prairie & District Golf Course.

Registration forms and sponsorship opportunities will be forthcoming. If you have any questions or require any additional information, please do not hesitate to contact me by phone or email.

Thanks,



**Jessica Martinson**

Executive Assistant, Big Lakes County

---

**A** 5305 - 56 St., Box 239, High Prairie, Alberta Canada T0G 1E0

**T** (780) 523-5955 **F** (780) 523-4227 **C** (780) 523-7101

**E** [jmartinson@biglakescounty.ca](mailto:jmartinson@biglakescounty.ca) **W** [www.BigLakesCounty.ca](http://www.BigLakesCounty.ca)

**Visit our NEW Business Directory & Tourism website -**  
**[GOBIGLAKES.CA](http://GOBIGLAKES.CA)**



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7TH ANNUAL

*Big Lakes Charity Golf Tournament*

HIGH PRAIRIE & DISTRICT GOLF COURSE  
THURSDAY, AUGUST 6, 2020

Registration forms & sponsorship information will be forthcoming.  
Contact Jessica Martinson at 780.523.5955  
or [jmartinson@biglakescounty.ca](mailto:jmartinson@biglakescounty.ca)



## Carol Gabriel

---

**From:** Sean Finn <sean.finn@cn.ca>  
**Sent:** February 3, 2020 12:40 PM  
**To:** CAO  
**Subject:** Save the Date – FCM Delegates' Luncheon on June 4, 2020

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Dear Lenard:

On June 4, 2020, CN will be hosting the traditional FCM Delegates' Luncheon at the FCM Annual Conference in Toronto. You will find the details in the image below.

We will get back to you soon with an official invitation, so for now, please save the date.

We hope to see you in Toronto in June.

Sincerely,



### **Sean Finn**

---

VP exécutif, Services corporatifs et chef de la direction des Affaires juridiques  
Executive VP Corporate Services and Chief Legal Officer  
T: **514-399-8100**



SAVE *the* DATE

# FCM Delegates' Luncheon

HOSTED BY CN

Thursday, June 4, 2020  
11:45 a.m. – 1:30 p.m.

Metro Toronto Convention Centre  
South Building (Rooms 601 and 602)  
222 Bremner Boulevard  
Toronto, ON M5V 3L9



**Mackenzie County Library Board (MCLB)  
December 10, 2019 Board Meeting Minutes  
Fort Vermilion County Office  
Fort Vermilion, Alberta**

**Present:** Beth Kappelar: via phone, La Dawn Dachuk, Lorraine Peters, Wally Schroeder, Kayla Wardley, Lisa Wardley, Cameron Cardinal, Tamie Mclean, Sandra Neufeld.

**Introductions:** The Board introduced themselves to the 2 new MCLB members Sandra Neufeld and Tamie Mclean.

**Organizational Meeting:** All positions were filled by acclamation: Chair: Beth Kappelar, Vice-Chair: Kayla Wardley, Treasurer: Loraine Peters, Secretary: Wally Schroeder.

**1.0** Kayla Wardley called the meeting to order at 7:08 pm.

**2.0 Approval of the Agenda:**

**MOTION #2019-08-01 La Dawn Dachuk** moved the approval of the agenda as revised, **CARRIED**

**3.0 Approval of the Minutes:**

**MOTION #2019-08-02 Wally Schroeder** moved the approval of the Oct 8/19 MCLB meeting minutes. **CARRIED**

**4.0 Review of Action Items:**

- The action items of the previous MCLB meeting were reviewed.

**5.0 Financial:**

**5.1 MCLB Financial Report as of November 30, 2019:**

- Balance Forward	\$ 76,472.44
- Total Revenues	\$ 275,644.95
- Total Expenses	\$ 294,096.29
- Bank Balance	\$ 58,021.10

**MOTION #2019-08-03 La Dawn Dachuk** moved to accept the financial report as presented. **CARRIED**

- Municipal Affairs will be sending us another \$32,607.00 before year end.

- MCLB has sufficient funds to cover all outstanding expenses until the end of the year.

**MOTION #2019-08-04 Lorraine Peters** moved that MCLB pay Erma Schroeder \$200 for entering over 230 library survey into the data base which took over 13 hours. **CARRIED**

**6.0 Library Reports**

**6.1 La Crete:**

- Financial to Dec2/19: Income \$152K, Expenses \$144K Bank Balance \$8K.

- Three computers, which support Windows 10, were donated to the Library. It will cost \$260 to install Windows 10 on each computer.

- Patrons will now be able to renew audio books once.

- 52 attended the November story time session.

- The library will be open 2 Saturdays from Dec 21 to Jan 2.

- The library's Senior Outreach Program delivers books to 26 seniors on Wednesdays.

- Audio book disc cleaning fees will no longer be charged.

- The profit from the Salmon Grill was \$27K and on the Christmas wreath and tree sales was \$1K

- The next LCLS meeting is on Jan 9/20 and their AGM is on Feb 3/20.

**5.2 Blue Hills Satellite Library:**

- The library is open Tuesdays 10:00 am to 1:00 pm and Thursdays 3:30 pm to 6:30 pm .Since Oct 2/19 they have signed out 34 books to 5 patrons who have library cards.

- Book marks were handed out in local schools.

**6.3 Fort Vermilion:**

- The renovations have improved the library.

- They put on a very nice Remembrance Day Program.

...2

**6.4 Zama:**

- Meander River School borrowed a collection of Christmas books.
- The Pause For Penalty Program money collected is going to the Northern Lights Humane Society.

**6.5 Mackenzie County Library Consortium (MCLC):**

- The Recorded Books App Offers book and magazine packages which library patrons can access.
- MOTION # 2019-08-05 Lisa Wardley** moved the MCLB buy a one year subscription to this App for \$3K.

**CARRIED**

**6.6 High Level:**

- The High Level Library Society is looking forward to seeing the library survey results.
- MOTION #2019-08-06 La Dawn Dachuk** moved the acceptance of the reports for information.

**CARRIED**

**7.0 Old Business:**

**7.1 MCLB Plan of Service:**

- The Plan of Service will be Worked on at the Jan 28/20 meeting

**8.0 New Business:**

**8.1 High Level MOU:**

- This item will be discussed in the new year.

**9.0 Correspondence:**

- 9.1 Youth Write Society Canada
- 9.2 Indigenous Titles Posters for Children

**10.0 In Camera :**

**MOTION #2019-08-07 La Dawn Dachuk** moved that the MCLB go in camera at 8:30 pm.

**CARRIED**

**MOTION #2019-08-08 La Dawn Dachuk** moved that MCLB come out of in camera at 9:15 pm .

**CARRIED**

Beth Kappelar will write the Chair of the Fort Vermilion Library Society requesting a meeting with MCLB on Jan 7/20

**MOTION #2019-08-09 Lorraine Peters** moved that MCLB pay the December payroll for the Fort Vermilion Library Society.

**CARRIED**

**11.0 Next Meeting Dates and Location:** Fort Vermilion Library Jan 7, 2020 at 7:00 pm.

Fort Vermilion County Office Jan 28, 2020 at 6:00 pm (pizza supper provided)

**12.0 Adjournment:**

**MOTION # 2019-08-09 Sandra Nuefeld** moved to adjourn the meeting at 9:46 p.m.

**CARRIED**

**These minutes were adopted this 28<sup>th</sup> day of January 2020.**

---

**Beth Kappelar, Chair**

**Boreal Housing Foundation**  
**Regular Board Meeting**  
**December 5, 2019 at 10:00 am**  
**Fireside Room at Heimstaed Lodge in La Crete, Ab**

**In Attendance:** Cameron Cardinal - Chair  
Clark McAskile – Vice Chair  
Paul Driedger  
Wally Olorenshaw  
Michelle Farris  
Josh Knelsen  
Bill Neufeld - via teleconference 9:58 am  
Daphne Lizotte

**Missing:** Cornie Teichroeb  
Crystal McAteer

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

**Call to Order:** Chair Cameron Cardinal called the meeting to order at 10:04 am.

**Agenda:**

**Approval of Agenda**

19-103 Moved by Wally Olorenshaw

That the agenda be amended to include:  
4.6 Purchasing of Tubs for Mackenzie House  
7.2 Personnel

Carried

**Minutes from October 31, 2019 Organizational and Regular Board Meeting**

19-104 Moved by Michelle Farris

That the minutes of the October 31, 2019 Organizational and Regular Board Meeting be approved as presented

Carried

**New Business**

**2020 Organizational Chart**

19-105 Moved by Michelle Farris

That the proposed 2020 Organizational Chart be approved as presented

Carried

**Review of the RRSP employee contributions**

19-106 Moved by Josh Knelsen

That administration explores other options for staff to be able to withdraw funds while employed by Boreal Housing Foundation.

Carried

**New Policy NUR-053 Continuing Care Health Service Standards Staff Training**

19-107 Moved by Wally Olorenshaw

That the Policy NUR-053 Continuing Care Health Service Standards Staff Training be approved as presented.

Carried

**Meals for Seniors Contracts**

19-108 Moved by Paul Driedger

That the Meals for Seniors Contract be approved as presented.

Carried

**Tub Quotes for Mackenzie House**

19-109

Moved by Michelle Farris

That the tubs for the Mackenzie House be ordered from Arjo as per quote.

Carried

Chair Cameron Cardinal called for a break at 11:08 am

Chair Cameron Cardinal reconvened the meeting at 11:15 am

**Reports:**

**Financial Reports**

**CAO Report**

19-110

Moved by Wally Olorenshaw

That the CAO report be received for information.

Carried

**Red Tape reduction**

19-111

Moved by Josh Knelsen

That administration sends a letter to the Red Tape Reduction Committee addressing concerns regarding placement of clients also cc the municipalities for follow up.

Carried

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

19 - 112

Moved by Paul Driedger

That the October 31, 2019 Lodge financial report be received for information.

Carried

**High Level Lodge – October 31, 2019**

19-113

Moved by Clark McAskile

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

Carried

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

19-114

Moved by Wally Olorenshaw

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

Carried

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

19-115

Moved by Paul Driedger

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

Carried

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

19-116

Moved by Daphne Lizotte

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

Carried

**Arrears Report – October 31, 2019**

19-117

Moved by Michelle Farris

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

Carried



**In Camera:            Legal / Land / or Labor**

19-118                    Moved by Wally Olorenshaw

That the meeting moves to in camera at 11:34 am

Carried

19-119                    Moved by Wally Olorenshaw

That meeting moves out of in camera at 13:15 pm

Carried

19-120                    Moved by Paul Driedger

That the CAO annual review be accepted as discussed with an increase in pay.

Carried

**Information items**

19-121                    Moved by Bill Neufeld

That the following items be accepted as information

6.1    Mackenzie House Update

6.2    Whirlpool quote

6.3    Letter from AHS

Carried

**Next Meeting Date:** That the next Regular Board Meeting be January 30, 2020 at 10:00 am in the La Crete, Alberta.

**Adjournment:**        Chair Cameron Cardinal declared the meeting of December 5, 2019 be adjourned at 13:23 pm.

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Chair Cameron Cardinal

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Evelyn Peters, Executive Assistant

**LA CRETE RECREATION SOCIETY  
REGULAR MEETING  
January 16, 2020**

**Northern Lights Recreation Centre  
La Crete, Alberta**

**Present:** Shawn Wieler, President  
Dave Schellenberg, Vice-President  
Simon Wiebe, Director  
Henry Goertzen, Director  
Ken Derksen, Director  
Duffy Driedger, Director  
Holly Neudorf, Director  
Joe Driedger, Director  
John Zacharias, Director  
Philip Doerksen, Arena Manager  
Corrina Doerksen, Secretary  
Jason Neustaeter, Rec Coordinator  
Abe Fehr, Treasurer

**Absent:** Peter F. Braun  
Philip Krahn

**Call to Order:** President Shawn Wieler called the meeting to order at 5:58 p.m.

**Approval of Agenda**

Simon Wiebe moved to accept the agenda as presented.

CARRIED

**Financials:**

1. Abe Fehr presented the financials
2. Abe will be leaving LCRS in April

Dave Schellenberg moved to accept the financials as presented.

CARRIED

Abe Fehr left the meeting at 6:16 p.m.

**Rec Coordinator Report – Jason Neustaeter**

1. Programs are up and running again after the Christmas break with a few changes having been made
2. Archery has begun again
3. 4 on 4 and Challenge Cup tournaments are being planned
4. Drop in fee for some programs was implemented Jan 1, 2020

Jason Neustaeter left the meeting at 6:27 p.m.

**Approval of Previous Meeting's Minutes**

Ken Derksen moved to accept the December 12, 2019 regular meeting minutes as presented

CARRIED

**Review of Action Sheet**

Action sheet was reviewed

**Managers Report – Philip Doerksen**

1. Philip Doerksen presented the Managers Report

John Zacharias moved to accept the Manager's Report as presented

CARRIED

**New Business:**

9.1 Grants

Holly made a motion to hire Darlene to search for and write a grant for the wheelchair lift.

CARRIED

9.2 Skate Sharpener

Blade Master was received, Shane has been training to sharpen figure skates. Outdoor rink caretakers are interested in buying the skate sharpener that alternates between rinks, add to the Action Sheet to be discussed in August 2020.

9.3 Multi-Purpose Room

Philip purposed that dressing rooms 6 & 7 to be used for girls to change and leave the Multi-purpose room as a public space, Figure Skating will try it for the next month and revisit next meeting. Duffy Driedger made a motion to install security cameras in the dressing room hallway and the outdoor rink emergency exit.

CARRIED

9.4 Kraft Hockeyville

La Crete put in a bid for Kraft Hockeyville, there is a game planned between the Bantam Lumberjacks and EMS on January 18, 2020 as a promotion.

Holly Neudorf moved to go in camera at 7:31 p.m.

Henry Goertzen moved to go out of camera at 7:50 p.m.

1. Joe Driedger made a motion to give the Arena Manager a Christmas bonus

CARRIED

Duffy Driedger moved for the meeting to be adjourned at 7:55 p.m.

Next Meeting will be **February13, 2020 at 6:00 p.m.**

## ACTION SHEET

Following December 12, 2019 Meeting

<b>Action:</b>		<b>Assigned:</b>	<b>Date to be Completed:</b>	<b>Status:</b>
1.	Outdoor Rinks Skate Sharpener	LCRS	August 2020	In Progress
2.				
3.				
4.				
<b>Ongoing &amp; Annual Items</b>				
<b>Action:</b>		<b>Assigned:</b>	<b>Date to be Completed:</b>	
1.	Send Meeting minutes to Carol Gabriel at the County	Secretary	Monthly	
2.	Annual Manager's Performance Review	Subcommittee	Annually by April 30 <sup>th</sup>	
3.	Advertise or Caretakers for Outdoor Rinks	Arena Manager	Annually in September	
4.	Send out meeting requests electronically to all board members.	Secretary	Monthly	
5.	Review arena rates	LCRS	Annually in January	



Well that was quick. January is already behind us and there are a few things we need to bring you up to speed on. With one of the coldest stretches of weather that I can recall in many years with temperatures hovering around -45 for about a week or so, we are thankful that it didn't last too long.

As many of you will recall, in late 2019, RMA approached our members to gather data to understand the significance of the unpaid taxes related to oil and gas properties. The number from last year's member survey was approximately \$81 million in unpaid taxes, which was quite alarming. In order to validate our advocacy, we again reached out to our members in 2019. The results of the 2019 survey indicate that this issue has grown significantly to \$173 million in unpaid taxes from this industry. The board felt that we needed to bring attention to this and issued a press release on January 20. This media release received significant air time on most media channels and the challenges from the situation gathered significant support from the public. The most positive result from this media coverage was the attention we received from the provincial government, who reached out to solidify a meeting date in mid-February to talk about this and many of the other items that are accumulating to make municipal government more challenging in the future. The other positive result is that it triggered a meeting with representative from the Canadian Association of Petroleum Producers (CAPP) to talk about common issues like this and assessment. We will bring you up to speed on further developments in the near future.

Another item that is somewhat linked to the above item is the assessment process for

understanding of our future income when creating our ICF agreements. After all, you can't figure out your agreements pertaining to cost sharing when you don't have a stable understanding of your revenues. In late 2019, the province announced the implementation of a 35% reduction in shallow gas assessment moving forward, which is going to have a huge impact on some of our members (especially the east and south parts of the province). At the same time, the government has held back on other assessment numbers pending more consultations. The upside to this is now we have municipal representation at the table in this consultation. The board has appointed Gerald Rhodes and three technical municipal representatives to be at these discussions. The first meeting of this assessment consultation was January 21, with a second due in mid-February. Please watch for reports on this as Gerald wants to keep you as informed as possible without breaking the confidentiality of the discussion. This process could result in some of the most foundational direction for rural members in their future budgets, as industry is leaning hard on our province to reduce their assessment, which ultimately could make viability of some of our members a significant concern. We cannot sacrifice the viability of our counties and MDs in an effort to make the oil and gas companies viable; we have to find that tricky balance.

This month's board member feature is District 5 Director Soren Odegard. In August 2019, the Government of Alberta announced that Alberta Environment and Parks will be assembling three caribou sub-regional task forces that will advise the government on land-use planning at a local scale, including caribou recovery actions. Director Odegard was appointed in fall 2019 to represent the RMA on the Cold Lake Caribou Sub-regional Task Force, which comprises parts of RMA Districts 4 and 5. The task force is focusing efforts on providing recommendations to the government on draft sub-regional plans and addressing recovery outcomes for the specific caribou ranges. Director Odegard brings the municipal voice to this table, along with representatives from the energy sector, forestry sector, recreational users, environmental non-government organizations, and other local stakeholders and knowledge holders.

We are in the middle of our district meetings process, which has facilitated some good discussion and information sharing. It continues to impress me with the quality of speakers who are invited into the district meetings to help build the knowledge package for elected officials. Our convention is coming up in March, and I hope you are registered so that you can take part in the education sessions, tradeshow, workshops, and the many good networking opportunities that come from being there.

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**Past Issues**

RMA on the various social media sites - [Twitter](#), [Facebook](#), and [LinkedIn](#) - so that you may follow as we are looking for whatever tools we can to get out messages out.

See you soon and stay safe.

AI



**Al Kemmere**

*President*

Rural Municipalities of Alberta (RMA)



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## Carol Gabriel

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**From:** Northern Lakes College <news@northernlakescollege.ca>  
**Sent:** January 28, 2020 3:59 PM  
**To:** Carol Gabriel  
**Subject:** Media Release - Northern Lakes College President Announces Retirement

NLC Internal Media Report

No images? [Click here](#)



# MEDIA RELEASE

Northern Lakes College

FOR IMMEDIATE RELEASE

January 28, 2020 – Slave Lake, Alberta

## **NLC President Announces Retirement**

Northern Lakes College President & CEO, Ann Everatt, has announced her plans to retire effective August 31, 2020. President Everatt has served as the President since June 2013.



On behalf of the Board of Governors of Northern Lakes College, Chair Daniel Vandermeulen comments, “Under President Everatt’s stewardship, the College has grown in both enrolment and program offerings, and we have never had a deficit. Her vision has led the transformation of the institution into a recognized distance learning college. Her legacy ensures students in all of our communities, no matter how small or how remote, have access to our programs from their community campus and often from their own home.”



[Read full media release](#)

Northern Lakes College  
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