

MACKENZIE COUNTY

REGULAR COUNCIL MEETING

APRIL 7, 2020
12:30 PM

FORT VERMILION COUNCIL
CHAMBERS

 780.927.3718

 www.mackenziecounty.com

 4511-46 Avenue, Fort Vermilion

 office@mackenziecounty.com



Mackenzie County

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**Tuesday, April 7, 2020
12:30 p.m.**

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

AGENDA

			Page
CALL TO ORDER:	1.	a) Call to Order	
AGENDA:	2.	a) Adoption of Agenda	
ADOPTION OF PREVIOUS MINUTES:	3.	a) Minutes of the March 25, 2020 Regular Council Meeting	7
		b) Minutes of the April 7, 2020 Special Council Meeting	21
		c) Business Arising out of the Minutes	
DELEGATIONS:	4.	a)	
		b)	
TENDERS:		Tender openings are scheduled for 11:00 a.m.	
	5.	a) None	
PUBLIC HEARINGS:		Public hearings are scheduled for 1:00 p.m.	
	6.	a) Bylaw 1173-20 Land Use Bylaw Amendment to Rezone Part of Plan 192 3085, Block 24, Lot 3 from La Crete Highway Commercial "LC-HC" to Hamlet Residential 1B "H-R1B" (La Crete)	27
GENERAL REPORTS:	7.	a) COVID-19 Pandemic Update (verbal)	
		b) CAO & Director Reports for March 2020	39
AGRICULTURE SERVICES:	8.	a)	
		b)	

COMMUNITY SERVICES:	9.	a)	Bylaw 1177-20 Fee Schedule Amendment (Solid Waste Fees)	59
		b)		
FINANCE:	10.	a)	Bylaw 1178-20 Tax Payment	65
		b)		
OPERATIONS:	11.	a)		
		b)		
UTILITIES:	12.	a)		
		b)		
PLANNING & DEVELOPMENT:	13.	a)	Policy DEV001 Urban Development Standards	71
		b)	100A Street Plan (La Crete)	99
		c)		
ADMINISTRATION:	14.	a)	Engineering Funds for Shovel-Ready Projects	105
		b)	Caribou Update (standing item)	
		c)	April 22, 2020 Regular Council Meeting – Time Change	107
		d)		
COUNCIL COMMITTEE REPORTS:	15.	a)	Council Committee Reports (verbal)	
		b)	Agricultural Service Board Meeting Minutes	109
		c)		
INFORMATION / CORRESPONDENCE:	16.	a)	Information/Correspondence	115
CLOSED MEETING:			<i>Freedom of Information and Protection of Privacy Act Division 2, Part 1 Exceptions to Disclosure</i>	
	17.	a)		
		b)		

NOTICE OF MOTION: 18. a)

NEXT MEETING DATES: 19. a) Committee of the Whole Meeting
April 21, 2020
10:00 a.m.
Fort Vermilion Council Chambers

b) Regular Council Meeting
April 22, 2020
10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT: 20. a) Adjournment



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 7, 2020
Presented By:	Carol Gabriel, Deputy Chief Administrative Officer (Legislative & Support Services)
Title:	Minutes of the March 25, 2020 Regular Council Meeting

BACKGROUND / PROPOSAL:

Minutes of the March 25, 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 March 25, 2020 Regular Council Meeting be adopted as presented.

Author: J. Emmerson **Reviewed by:** CG **CAO:** _____

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**March 25, 2020
10:00 a.m.**

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

PRESENT:

Josh Knelsen	Reeve
Walter Sarapuk	Deputy Reeve
Jacque Bateman	Councillor (teleconference)
Peter F. Braun	Councillor
Cameron Cardinal	Councillor
David Driedger	Councillor
Eric Jorgensen	Councillor (teleconference)
Anthony Peters	Councillor
Ernest Peters	Councillor
Lisa Wardley	Councillor (teleconference)

REGRETS:

ADMINISTRATION:

Len Racher	Chief Administrative Officer
Carol Gabriel	Deputy Chief Administrative Officer/ Recording Secretary
Byron Peters	Director of Planning and Development
Fred Wiebe	Director of Utilities
Don Roberts	Director of Community Services
Jennifer Batt	Director of Finance
Dave Fehr	Director of Operations
Grant Smith	Agricultural Fieldman

ALSO PRESENT:

Minutes of the Regular Council meeting for Mackenzie County held on March 25, 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 20-03-187 MOVED by Councillor Braun

That the agenda be approved with the following additions:

11. b) Salvage of Burn on Road Allowance

CARRIED

**MINUTES FROM
PREVIOUS
MEETING:**

3. a) Minutes of the March 10, 2020 Regular Council Meeting

MOTION 20-03-188

MOVED by Councillor Driedger

That the minutes of the March 10, 2020 Regular Council Meeting be adopted as presented.

CARRIED

3. b) Business Arising out of the Minutes

None.

DELEGATIONS:

4. a) None

PUBLIC HEARINGS:

Public hearings are scheduled for 1:00 p.m.

6. a) POSTPONED – Bylaw 1172-20 Road Closure Bylaw for Plan 032 1316, Block 25, all of the lane lying north of Lots 20-23 and Plan 992 5549, Block 25 and all of the lane lying north of Lots 15-19 (La Crete)

**GENERAL
REPORTS:**

7. a) COVID-19 Pandemic Update (verbal)

MOTION 20-03-189

MOVED by Councillor Jorgensen

That a letter be sent to the Minister of Municipal Affairs requesting immediate payment of the County's outstanding Disaster Recovery Program claims due to the potential impact of the current pandemic situation.

CARRIED

MOTION 20-03-190

MOVED by Councillor E. Peters

That the COVID-19 update be received for information.

CARRIED

Reeve Knelsen recessed the meeting at 10:56 a.m. and reconvened the meeting at 11:05 a.m.

AGRICULTURE SERVICES:

8. a) Agricultural Fair Committee – Terms of Reference

MOTION 20-03-191

MOVED by Councillor Cardinal

That the Agricultural Fair Committee Terms of Reference be amended as presented.

CARRIED

TENDERS:

5. a) La Crete Parks Maintenance

MOTION 20-03-192

MOVED by Councillor E. Peters

That the La Crete Parks Maintenance Tenders - Envelope #1 be opened.

CARRIED

All Peace Contractors	Required documents enclosed.
Philip & Tina Driedger (Phil's Yard Care)	Required documents enclosed.

MOTION 20-03-193

MOVED by Deputy Reeve Sarapuk

That the La Crete Parks Maintenance Tenders - Envelope #2 be opened for the qualified bidders.

CARRIED

All Peace Contractors	\$45,740.00
Philip & Tina Driedger (Phil's Yard Care)	\$61,500.00

MOTION 20-03-194

MOVED by Councillor Braun

That the La Crete Parks Maintenance contract not be awarded due to coming in over budget and that service continue to be provided in-house.

CARRIED

TENDERS: 5. b) Zama Waste Transfer Station Caretaker

MOTION 20-03-195 **MOVED** by Councillor Driedger

That the Zama Waste Transfer Station Caretaker Tender - Envelope #1 be opened.

CARRIED

Bruce Muzichuk	Required documents enclosed.
Maxine Cramer	Required documents enclosed.

MOTION 20-03-196 **MOVED** by Councillor A. Peters

That the Zama Waste Transfer Station Caretaker Tender - Envelope #2 be opened for the qualified bidders.

CARRIED

Bruce Muzichuk	\$1,200.00 per month
Maxine Cramer	\$1,650.00 per month

MOTION 20-03-197 **MOVED** by Councillor Wardley

That the Zama Waste Transfer Station Caretaker contract be awarded to the lowest bidder while staying within budget and eligibility.

CARRIED

MOTION 20-03-198 **MOVED** by Councillor Wardley
Requires 2/3

That Mackenzie County partner with the Town of High Level and the Town of Rainbow Lake in The Echo-Northern Pioneer COVID-19 Information and Advertising Initiative, in the amount of \$3,000.00, with funding coming from the General Operating Reserve.

CARRIED

COMMUNITY SERVICES: 9. a) None

FINANCE: 10. a) 2019 Budget Reserve Allocations from Surplus

MOTION 20-03-199
Requires 2/3

MOVED by Councillor Braun

That \$8,000 from 2019 revenue be contributed to the Bursaries Reserve, as per Policy RESV017 – Bursaries Reserve.

CARRIED

MOTION 20-03-200
Requires 2/3

MOVED by Deputy Reeve Sarapuk

That \$12,655 from the Agricultural Fair surplus for 2019 be contributed to the General Operating Reserve to assist with the operational costs for the 2020 Agricultural Fair.

CARRIED

FINANCE:

10. b) 2019 Budget Update - Reserve Allocations

MOTION 20-03-201
Requires 2/3

MOVED by Councillor Braun

That an additional \$24,236 from 2019 revenue be contributed to the Water Infrastructure Reserve.

CARRIED

MOTION 20-03-202
Requires 2/3

MOVED by Councillor Driedger

That an additional \$68,985 from 2019 revenue be contributed to the Municipal Reserve.

CARRIED

FINANCE:

10. c) 2019 Budget – Carry Forward One Time Project Funding Allocations

MOTION 20-03-203
Requires 2/3

MOVED by Councillor Wardley

That \$62,400 in the 2019 operating budget be contributed to the General Operating Reserve to fund 2020 carry forward One Time projects.

CARRIED

FINANCE:

10. d) 2020 Budget – Deficit

MOTION 20-03-204

MOVED by Councillor Braun

Requires 2/3

That the 2020 operating budget be reduced by \$48,490.00 due to the cancellation of the Spring Rural municipalities of Alberta conference.

CARRIED

MOTION 20-03-205
Requires 2/3

MOVED by Councillor Braun

That the 2020 operating budget deficit of \$254,750 be funded from the General Operating Reserve.

CARRIED

FINANCE:

10. d) Utility Levy (90 day Deferral)

MOTION 20-03-206
Requires 2/3

MOVED by Deputy Reeve Sarapuk

That the finance charges for April, May, and June 2020 for all Utility accounts not be applied to assist ratepayers during this Pandemic.

CARRIED

Reeve Knelsen recessed the meeting at 11:58 a.m. and reconvened the meeting at 12:33 p.m.

UTILITIES:

12. a) None

**PLANNING AND
DEVELOPMENT:**

13. a) None

ADMINISTRATION:

**14. a) Bylaw 1175-20 Inter-municipal Collaborative
Framework with the Town of High Level**

MOTION 20-03-207

MOVED by Councillor Braun

That first reading be given to Bylaw 1175-20, being a bylaw of Mackenzie County to establish the Inter-municipal Collaboration Framework (ICF) with the Town of High Level.

CARRIED

MOTION 20-03-208

MOVED by Councillor Cardinal

That second reading be given to Bylaw 1175-20, being a bylaw of

Mackenzie County to establish the Inter-municipal Collaboration Framework (ICF) with the Town of High Level.

CARRIED

MOTION 20-03-209
Requires Unanimous

MOVED by Councillor Wardley

That consideration be given to go to third reading of Bylaw 1175-20, being a bylaw of Mackenzie County to establish the Inter-municipal Collaboration Framework (ICF) with the Town of High Level at this meeting.

CARRIED UNANIMOUSLY

MOTION 20-03-210

MOVED by Deputy Reeve Sarapuk

That third reading be given to Bylaw 1175-20, being a bylaw of Mackenzie County to establish the Inter-municipal Collaboration Framework (ICF) with the Town of High Level as AMENDED.

CARRIED

ADMINISTRATION:

14. b) Bylaw 1176-20 Inter-municipal Collaborative Framework with the Town of Rainbow Lake

MOTION 20-03-211

MOVED by Councillor Braun

That first reading be given to Bylaw 1176-20, being a bylaw of Mackenzie County to establish the Inter-municipal Collaboration Framework (ICF) with the Town of Rainbow Lake.

CARRIED

MOTION 20-03-212

MOVED by Councillor Driedger

That second reading be given to Bylaw 1176-20, being a bylaw of Mackenzie County to establish the Inter-municipal Collaboration Framework (ICF) with the Town of Rainbow Lake.

CARRIED

MOTION 20-03-213
Requires Unanimous

MOVED by Councillor Cardinal

That consideration be given to go to third reading of Bylaw 1176-20, being a bylaw of Mackenzie County to establish the Inter-municipal Collaboration Framework (ICF) with the Town of

Rainbow Lake at this meeting.

CARRIED UNANIMOUSLY

MOTION 20-03-214 **MOVED** by Deputy Reeve Sarapuk

That third reading be given to Bylaw 1176-20, being a bylaw of Mackenzie County to establish the Inter-municipal Collaboration Framework (ICF) with the Town of Rainbow Lake.

CARRIED

ADMINISTRATION: **14. c) Beaver First Nation – Investing in Canada Infrastructure Program**

Reeve Knelsen stepped out of the meeting at 12:45 p.m. and turned over the Chair to Deputy Reeve Sarapuk.

MOTION 20-03-215 **MOVED** by Councillor Driedger

That the Beaver First Nation – Investing in Canada Infrastructure Program update be received for information.

CARRIED

ADMINISTRATION: **14. d) Mackenzie Regional Community Society, Victim Services Unit – Letter of Support Request**

MOTION 20-03-216 **MOVED** by Councillor Braun

That a letter of support be provided to the Mackenzie Regional Community Society Victim Services Unit for their grant application to the Victims of Crime Fund.

CARRIED

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

Reeve Knelsen rejoined the meeting at 12:51 p.m. and resumed the Chair.

MOTION 20-03-217 **MOVED** by Councillor Driedger

That the Caribou update be received for information.

CARRIED

OPERATIONS: 11. a) Calcium Chloride Dust Control

MOTION 20-03-218 MOVED by Councillor Braun

That the four-year term proposal from Tiger Calcium for dust control be accepted.

CARRIED

OPERATIONS: 11. b) Salvage of Burn on Road-Allowance (ADDITION)

MOTION 20-03-219 MOVED by Councillor E. Peters
Requires Unanimous

That administration be authorized to allow burn salvage harvesting within municipal road allowances on a case by case basis.

CARRIED UNANIMOUSLY

**COUNCIL
COMMITTEE
REPORTS:**

15. a) Council Committee Reports (verbal)

Reeve Knelsen stepped out of the meeting at 1:07 p.m. and turned over the Chair to Deputy Reeve Sarapuk.

Reeve Knelsen rejoined the meeting at 1:11 p.m. and resumed the Chair.

MOTION 20-03-220 MOVED by Councillor Braun

That the Council Committee reports be received for information.

CARRIED

**COUNCIL
COMMITTEE
REPORTS:**

15. b) Community Services Committee Meeting Minutes

MOTION 20-03-221 MOVED by Deputy Reeve Sarapuk

That the Community Services Committee meeting minutes of March 4, 2020 be received for information.

CARRIED

**INFORMATION /
CORRESPONDENCE:**

16. a) Information/Correspondence

MOTION 20-03-222

MOVED by Councillor Braun

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

CARRIED

CLOSED MEETING:

17. Closed Meeting

MOTION 20-03-223

MOVED by Deputy Reeve Sarapuk

That Council move into a closed meeting at 1:34 p.m. to discuss the following:

17. a) COVID-19 Pandemic (*FOIP, Div. 2, Part 1, s. 17, 23*)

CARRIED

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

- All Councillors
- Len Racher, Chief Administrative Officer
- Carol Gabriel, Deputy Chief Administrative Officer/
Recording Secretary
- Byron Peters, Director of Planning & Development
- Dave Fehr, Director of Operations

MOTION 20-03-224

MOVED by Councillor A. Peters

That Council move out of a closed meeting at 1:46 p.m.

CARRIED

NOTICE OF MOTION:

18. a) None

**NEXT MEETING
DATE:**

19. a) Next Meeting Dates

Regular Council Meeting
April 7, 2020
10:00 a.m.
Fort Vermilion Council Chambers

Committee of the Whole Meeting
April 21, 2020
10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT: **20. a) Adjournment**

MOTION 20-03-225 **MOVED** by Councillor A. Peters

That the Council meeting be adjourned at 1:48 p.m.

CARRIED

These minutes will be presented to Council for approval on April 7, 2020.

Joshua Knelsen
Reeve

Lenard Racher
Chief Administrative Officer

UNAPPROVED



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 7, 2020
Presented By:	Carol Gabriel, Deputy Chief Administrative Officer (Legislative & Support Services)
Title:	Minutes of the March 31, 2020 Special Council Meeting

BACKGROUND / PROPOSAL:

Minutes of the March 31, 2020, Special Council Meeting are attached.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

Approved Council Meeting minutes are posted on the County website.

POLICY REFERENCES:

Author: J. Emmerson Reviewed by: CG CAO: _____

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the minutes of the March 31, 2020 Special Council Meeting be adopted as presented.

Author: J. Emmerson **Reviewed by:** CG **CAO:** _____

**MACKENZIE COUNTY
SPECIAL COUNCIL MEETING**

**March 31, 2020
1:00 p.m.**

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

PRESENT: Josh Knelsen Reeve (teleconference)
Walter Sarapuk Deputy Reeve (teleconference)
Jacquie Bateman Councillor (teleconference)
Peter F. Braun Councillor (teleconference)
Cameron Cardinal Councillor (teleconference)
David Driedger Councillor (teleconference)
Eric Jorgensen Councillor (teleconference)
Anthony Peters Councillor (teleconference)
Ernest Peters Councillor (teleconference)
Lisa Wardley Councillor (teleconference)

REGRETS:

ADMINISTRATION: Len Racher Chief Administrative Officer
Carol Gabriel Deputy Chief Administrative Officer/
Recording Secretary

ALSO PRESENT:

Minutes of the Special Council meeting for Mackenzie County held on March 31, 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 1:17 p.m.

AGENDA: 2. a) Adoption of Agenda

MOTION 20-03-226 MOVED by Councillor Braun

That the agenda be approved with the following additions:

12. a) April 7, 2020 Council Meeting Time

CARRIED

MINUTES FROM PREVIOUS 3. a) None

MEETING:

DELEGATIONS: 4. a) None

TENDERS: 5. a) None

PUBLIC HEARINGS: 6. a) None

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

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

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

FINANCE: 10. a) None

OPERATIONS: 11. a) None

UTILITIES: 12. a) None

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

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

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

CLOSED MEETING: 17. Closed Meeting

MOTION 20-03-227 **MOVED** by Councillor E. Peters

That Council move into a closed meeting at 1:18 p.m. to discuss the following:

17. a) Essential Services (*FOIP, Div. 2, Part 1, s. 17, 23, 24*)

CARRIED

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

- All Councillors
- Len Racher, Chief Administrative Officer
- Carol Gabriel, Deputy Chief Administrative Officer/
Recording Secretary

MOTION 20-03-228 **MOVED** by Councillor Driedger

That Council move out of a closed meeting at 2:35 p.m.

CARRIED

MOTION 20-03-229 **MOVED** by Councillor Bateman

That administration proceed with cutbacks as a result of the COVID-19 pandemic as discussed.

CARRIED

ADMINISTRATION: **14. a) April 7, 2020 Council Meeting Time**

MOTION 20-03-230 **MOVED** by Councillor Cardinal

That the April 7, 2020 Council meeting time be changed to 12:30 p.m.

CARRIED

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

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

Regular Council Meeting
April 7, 2020
12:30 p.m.
Fort Vermilion Council Chambers

Committee of the Whole Meeting
April 21, 2020
10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT: **20. a) Adjournment**

MOTION 20-03-231 **MOVED** by Councillor Jorgensen

That the Council meeting be adjourned at 2:39 p.m.

CARRIED

These minutes will be presented to Council for approval on April 7, 2020.

Joshua Knelsen
Reeve

Lenard Racher
Chief Administrative Officer

UNAPPROVED



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 7, 2020
Presented By:	Byron Peters, Director of Planning and Development
Title:	PUBLIC HEARING Bylaw 1173-20 Land Use Bylaw Amendment to Rezone Part of Plan 192 3085, Block 24, Lot 3 from La Crete Highway Commercial “LC-HC” to Hamlet Residential 1B “H-R1B” (La Crete)

BACKGROUND / PROPOSAL:

Mackenzie County has received a request to rezone Part of Plan 192 3085, Block 24, Lot 3 from La Crete Highway Commercial “LC-HC” to Hamlet Residential 1B “H-R1B” to allow for houses with or without attached garages.

This developer plans on subdividing Part of Plan 192 3085, Block 24, Lot 3 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.

This item was taken to Council on March 10, 2020, where the following motion was made:

MOTION 20-03-167 **MOVED** by Councillor Bateman

That first reading be given to Bylaw 1173-20 being a Land Use Bylaw Amendment to Rezone Part of Plan 192 3085, Block 24, Lot 3 from La Crete Highway Commercial “LC-HC” to Hamlet Residential 1B, subject to public hearing input.

CARRIED

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

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:

Not applicable at this time.

RECOMMENDED ACTION:

Motion 1:

- Simple Majority
- Requires 2/3
- Requires Unanimous

That second reading be given to Bylaw 1173-20 being a Land Use Bylaw Amendment to rezone Part of Plan 192 3085, Block 24, Lot 3 from La Crete Highway Commercial “LC-HC” to Hamlet Residential 1B to accommodate houses with or without attached garages.

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

Motion 2:

Simple Majority Requires 2/3 Requires Unanimous

That third reading be given to Bylaw 1173-20 being a Land Use Bylaw Amendment to rezone Part of Plan 192 3085, Block 24, Lot 3 from La Crete Highway Commercial "LC-HC" to Hamlet Residential 1B to accommodate houses with or without attached garages.

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

BYLAW NO. 1173-20
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 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:

Part of Plan 192 3085, Block 24, Lot 3

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 10th day of March, 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.

Josh Knelsen
Reeve

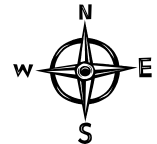
Len Racher
Chief Administrative Officer

BYLAW No. 1173-20

SCHEDULE "A"

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

Part of Plan 192 3085, Block 24, Lot 3 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. _____

COMPLETE ONLY IF DIFFERENT FROM APPLICANT

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>9260353</i>	BUS.

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	BLK	LOT
						<i>052 4647</i>	<i>24</i>	<i>1</i>

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.

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.

APPLICANT SIGNATURE

DATE

February 4, 2020

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

REGISTERED OWNER SIGNATURE

DATE

Feb 28 / 2020

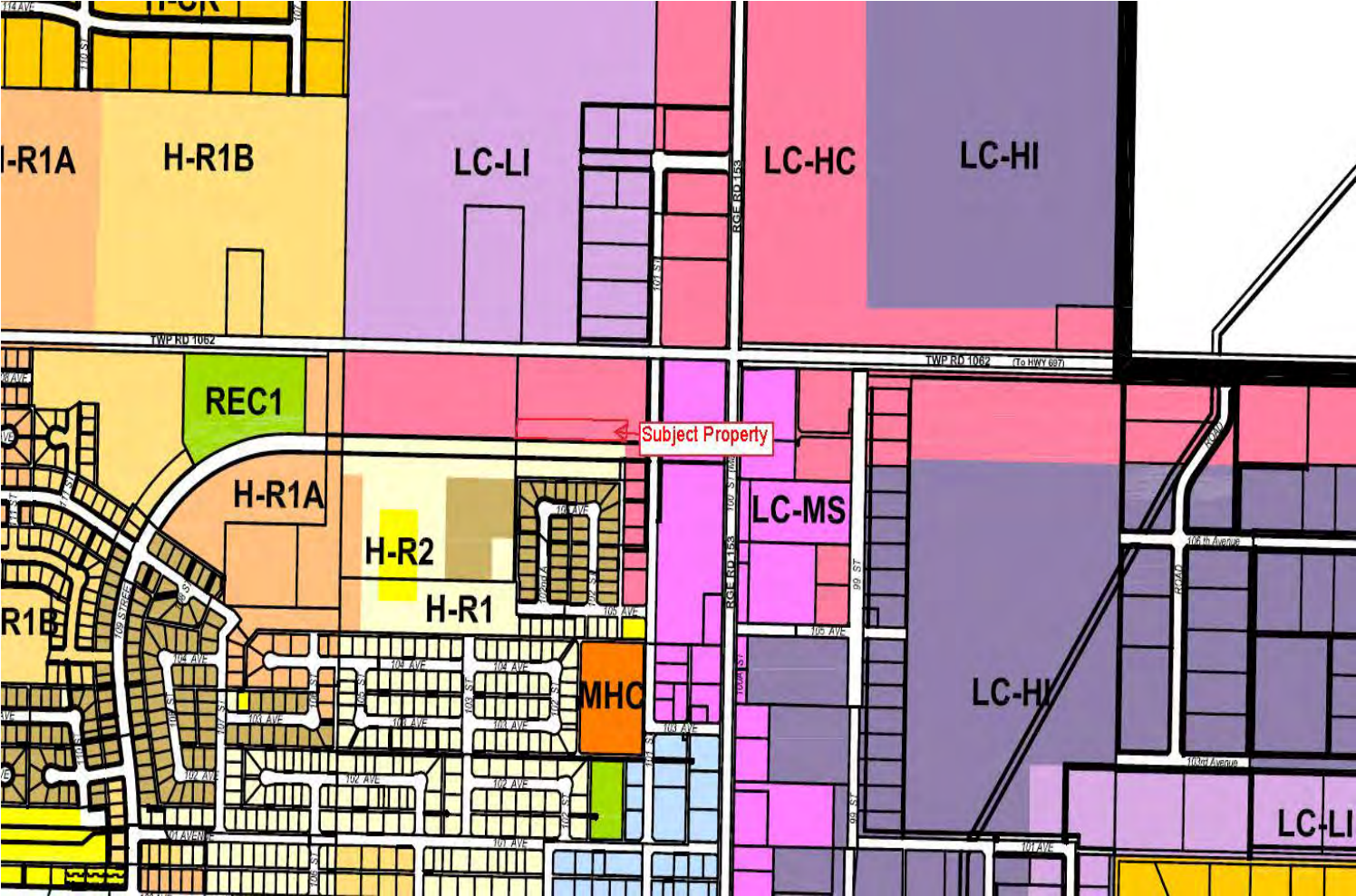
Mackenzie County
Box 640, 4511-46 Avenue
Fort Vermilion, AB T0H 1N0



Mackenzie County

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

BYLAW APPLICATION



File No. Bylaw 1173-20

Disclaimer
 Information on this map is provided solely for the user's information and, while thought to be accurate, is provided strictly "as is" and without Warranty of any kind, either express or implied.
 The County, its agents, employees or contractors will not be liable for any Damages, direct or indirect, or lost profits or data arising out of the use of information provided on this map.



Mackenzie County

NOT TO SCALE



BYLAW APPLICATION



File No. Bylaw 1173-20

NOT TO SCALE

Disclaimer

Information on this map is provided solely for the user's information and, while thought to be accurate, is provided strictly "as is" and without Warranty of any kind, either express or implied. The County, its agents, employees or contractors will not be liable for any Damages, direct or indirect, or lost profits or data arising out of the use of information provided on this map.



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

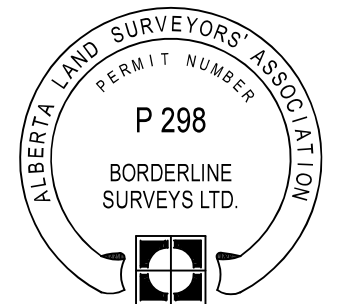
REGISTERED TITLE ENCUMBRANCES

- 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

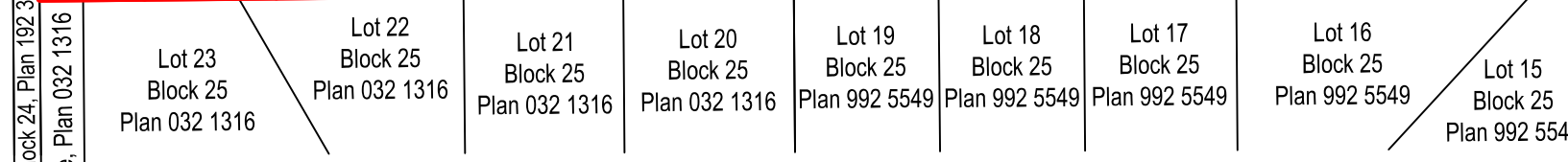
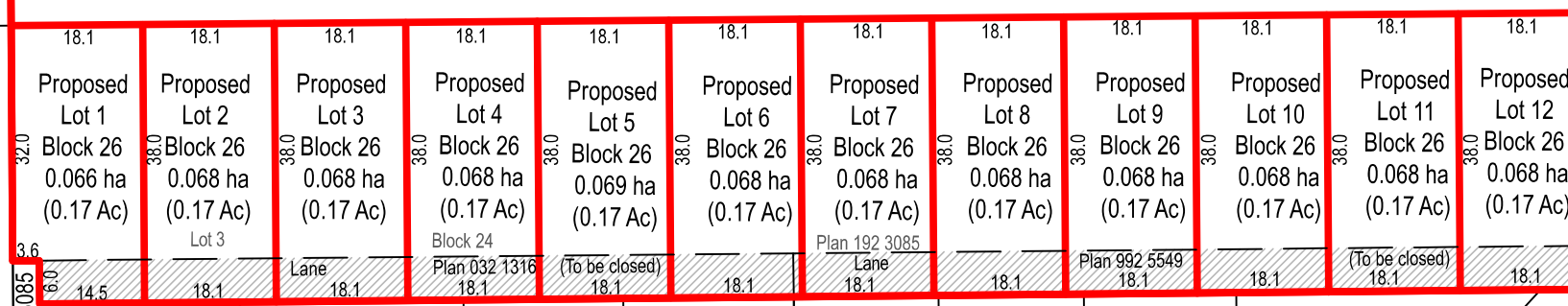
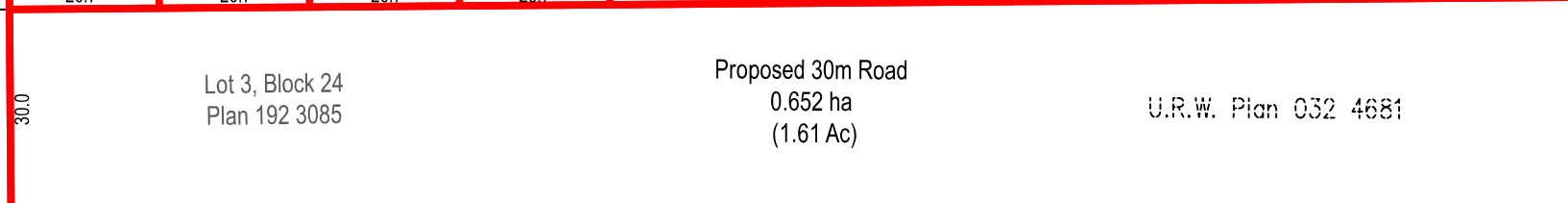
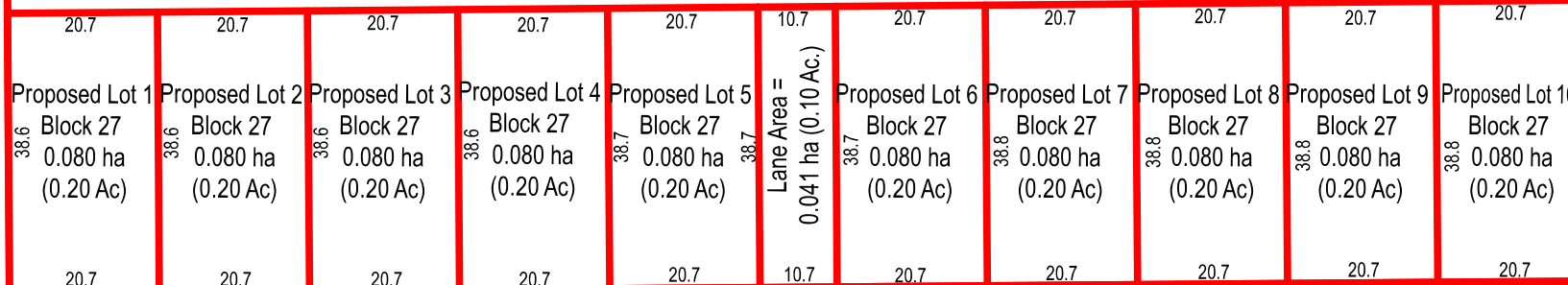
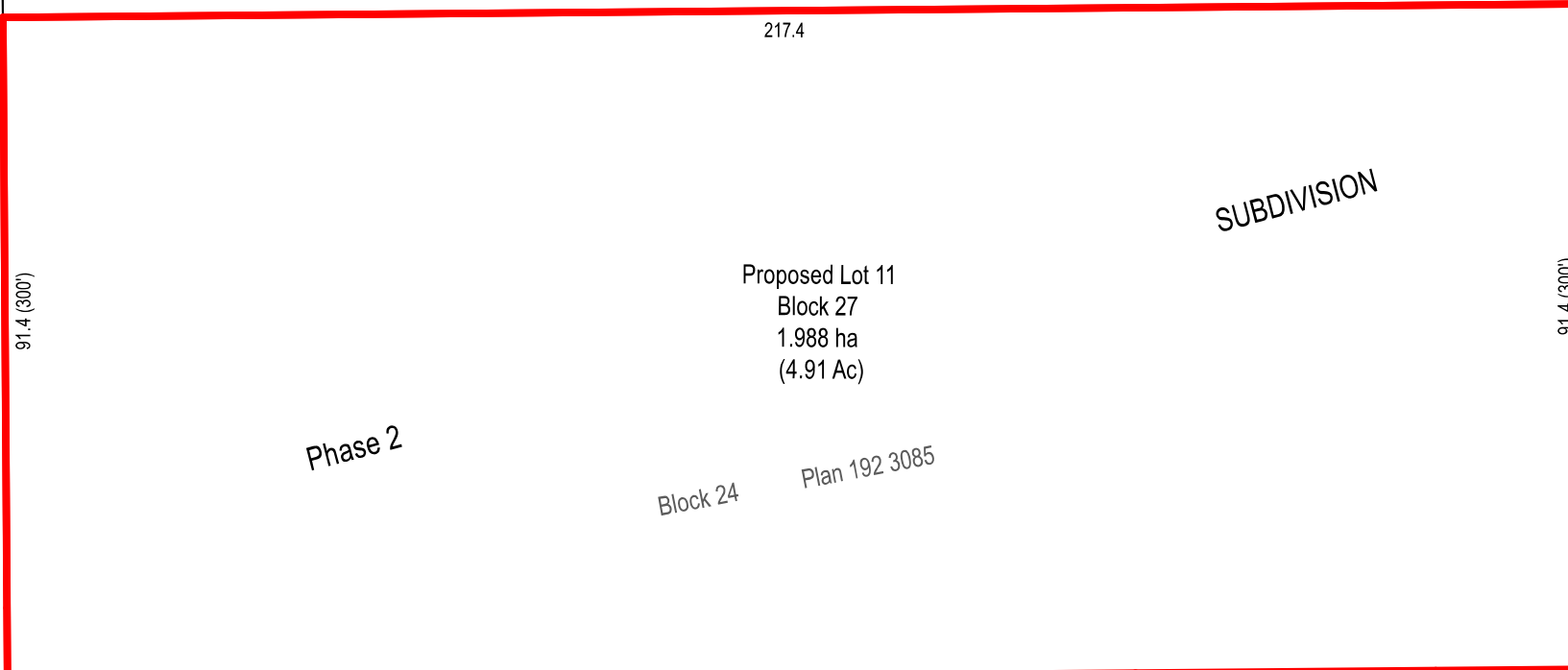


11028 102th Ave, Box 2661
 Fairview, AB. T80 . 835 . 4618

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.



Plan 052 4424

U.R.W.

Plan 052 4423

U.R.W.

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:

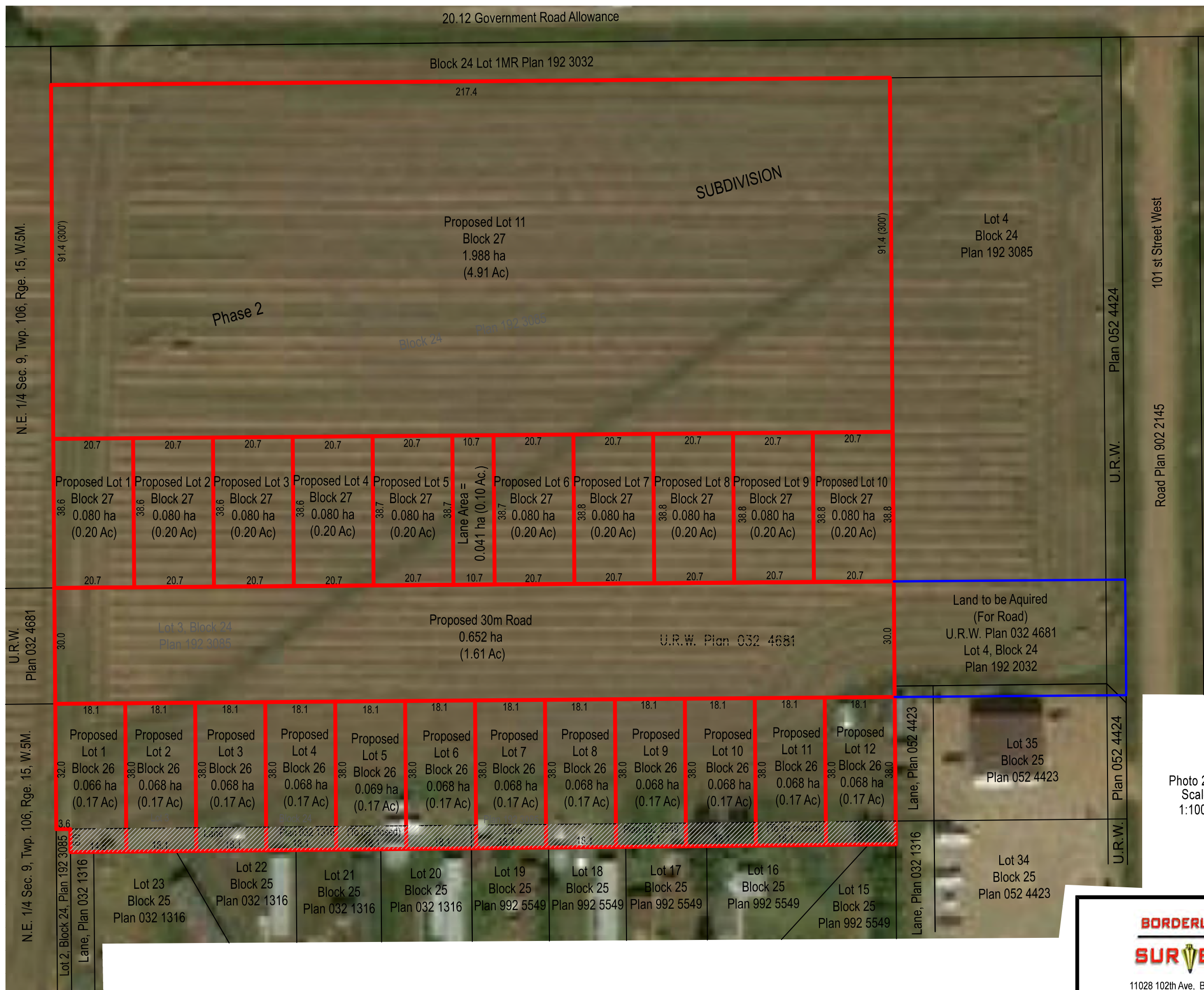
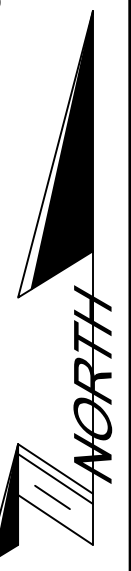
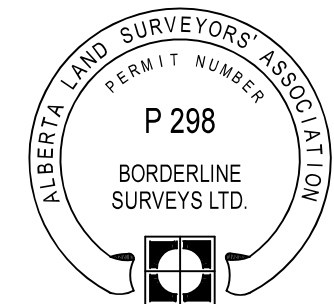
Lot 1, Block 26:	0.066 ha (0.17 Ac.)
Lot 2, Block 26:	0.068 ha (0.17 Ac.)
Lot 3, Block 26:	0.068 ha (0.17 Ac.)
Lot 4, Block 26:	0.068 ha (0.17 Ac.)
Lot 5, Block 26:	0.068 ha (0.17 Ac.)
Lot 6, Block 26:	0.068 ha (0.17 Ac.)
Lot 7, Block 26:	0.068 ha (0.17 Ac.)
Lot 8, Block 26:	0.068 ha (0.17 Ac.)
Lot 9, 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 12, Block 27:	0.080 ha (0.20 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

PUBLIC HEARING FOR LAND USE BYLAW AMENDMENT

BYLAW 1173-20

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:



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 7, 2020
Presented By:	Len Racher, Chief Administrative Officer
Title:	CAO & Director Reports for March 2020

BACKGROUND / PROPOSAL:

The CAO and Director reports for March 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 March 2020 be received for information.

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

MONTHLY REPORT: CHIEF ADMINISTRATIVE OFFICER TO COUNCIL

For the Month of March, 2020

From: Len Racher
Chief Administrative Officer

MARCH 2020 MEETINGS

March 2	Managers Meeting
March 4	Community Services Committee Meeting
March 4	ICF Review with Clark McAskile
March 4	Northwest Alberta Regional Emergency Advisory Committee
March 4	Tri-Council Meeting
March 5	Strategic Planning Session
March 10	Regular Council Meeting
March 13	Meeting with Beaver First Nation – Investing in Canada Infrastructure Program
March 16	Municipal Virtual Meetings Re: COVID-19
March 17	AEMA Provincial Operations Centre DEM and DDEM Conference Call
March 20	Agricultural Service Board Meeting
March 20	COVID-19 Regional Meeting with AHS, Forestry, Municipalities and the Fort Vermilion School Division
March 20	Mayors/Reeves Teleconference to discuss Municipal Affairs and COVID-19.
March 24	Meeting to discuss SOLE Triggers, etc.
March 25	Regular Council Meeting
March 27	RMA Member Call
March 31	Special Council Meeting

Our Emergency Management Team has been meeting daily in an effort to create a contingency plan and to adapt to the ever changing COVID-19 Pandemic. We are following all guidelines set out by the Government of Alberta and Alberta Health Services. We are taking the necessary steps to ensure the health and safety of all residents of Mackenzie County, and will continue to do so for the weeks that follow.

Respectfully,

Len Racher
Chief Administrative Officer

REPORT TO THE CAO

For the Month of March, 2020

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

Meetings Attended

- 2020-03-02 Managers Meeting
- 2020-03-04 Meeting with CAO for Town of High Level regarding the Intermunicipal Collaboration Framework along with CAO and Planning Supervisor. Attended the Northwest Alberta Regional Emergency Advisory Committee and the Tri-Council Meeting.
- 2020-03-05 Council Strategic Planning Session
- 2020-03-10 Regular Council Meeting
- 2020-03-11 to 2020-03-13 Successfully completed the ICS-300 training course in Grande Prairie along with the management team.
- 2020-03-25 Regular Council Meeting
- 2020-03-31 Special Council Meeting
- Numerous COVID-19 awareness meetings and Mackenzie County Emergency Management Team meetings.
- 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, Rural Municipalities of Alberta Spring Convention and FCM Conference.
- Preparing for Council's strategic priorities workshop on March 5, 2020.
- Coordinating ministerial briefings for meetings during the Rural Municipalities of Alberta Spring Convention.

Appeal Boards

- None

Bylaws/Policies/Reports/Publications:

- Preparation of the 2019 Annual Report had begun however will be delayed due to the COVID-19 pandemic.
- Final 2020 Budget Document will be posted online once complete.

Human Resources:

- Advertising for the summer/seasonal positions was issued with a closing date of March 27.

- Created a Working from Home procedure for employees during the COVID-19 pandemic.

Records Management:

- Ongoing requests for access to information.

Enhanced Policing

- Regular updates to Council are scheduled for the second council meeting of each month.
- Updates have been put on hold until following the COVID-19 pandemic.

Events/Community Engagement:

- No upcoming events or community engagements.

Emergency Management

- 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 May 6, 2020.
- Participating in numerous Emergency Management Team meetings dealing with the COVID-19 pandemic.

Other:

- Weekly advertisements to the newspaper.
- Ongoing updates to the County's Social Media including the website, Facebook, etc.
- Assisting with numerous COVID-19 advertising and Social Media postings.
- 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 March, 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 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 RFQ 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 project is now underway. Keith & Associates completing the work on our behalf.
Streetscape	Ongoing	Transitioning roles and responsibilities to reflect the revised committee/reporting structure. La Crete- Only 2 members at large, so unsure how to proceed. Need to determine 2020 priorities. Fort Vermilion- 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) to be installed in the Spring.
MGA Updates	Ongoing	Documented applicable MGA updates and implementing these changes through the planning department.
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 reviewed by administration. 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. Rainbow Lake: IDP exemption and ICF agreement submitted to MoMA for approval. High Level: ICF agreement complete and to be submitted Northern Lights: ICF agreement submitted to MoMA for approval. MD Opportunity: ICF agreement submitted to MoMA for approval. Northern Sunrise: ICF agreement submitted to MoMA for approval. RM Wood Buffalo: ICF agreement submitted to MoMA for approval.

Personnel Update:

The Planning & Development department is currently down two staff, including the economic development position.

Other Comments:

The COVID-19 pandemic has created a bunch of new work for the management team. I have spent considerable time developing business continuity plans and other supporting plans for the organization. Lots of planning around how to continue to ensure sufficient customer service is provided.

There is currently a lull in development permits, but early March was really busy. I expect the pace to increase after spring breakup, which also hopefully aligns with a decrease in COVID-19 related restrictions. Demand for subdivisions has remained consistent and looks to be a busy year on this front.

The goal of the CARES project is essentially to 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 March 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. Diversion licence amendment for LC wells signed off. Letter sent to minister and MLA. 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	Jun/20	Working on change of project scope to get project closer to budgeted estimate.
ZA- Lift Station Upgrades	Jun/20	Will apply for grant funding in a future year as per council motion.

Personnel Update:

--

Other Comments:

<p>Most of my time in the past few weeks has been spent dealing with COVID-19 through our emergency management. Most of the dealings are with our internal business continuity and ensuring that we can best continue to serve the public with our vital services such as solid waste, water & sewer services and more.</p>

Respectfully submitted,

Fred Wiebe
 Director of Utilities
 Mackenzie County

COMMUNITY SERVICES BYLAW / SAFETY OFFICER

Month End Summary March 2020 Enforcement & Safety

Enforcement

- Checked for dogs in Fort Vermilion and La Crete.
- Continuing to monitor garbage collections on Wednesday's in La Crete.
- Had one dog relocated out of town due to barking issues.
- Prepared information package for property clean ups working with Development.

Health and Safety

- Continued working with JHS committee and attending LC Office Health & Safety Meetings.
- Complete 2 investigations into Incidents follow up completed
- Canceled first aid course for March 17th 18th in Fort Vermilion due to covid19 pandemic
- Chaired one safety meeting in the La Crete Shop wash bay to allow for two meter spacing.
- Scope of our internal audit changed to documentation only no interviews due to pandemic.
- Reviewing hazard assessments and safe work procedures with public works staff La Crete.

Communication

- Brought Vector/Bearcom come up to work on the Fort Vermilion Tower.
- Second trip required by Vector/Bearcom to complete repairs.

Personally away isolated due to covid concerns for the required time frame.

Ron Dyck
Enforcement & Safety Officer

MONTHLY REPORT TO THE CAO

For the Month of March 2020

From: David Fehr
Director of Operations

Annual Operating Programs, Projects and Activities

Program/Activity	Timeline	Comments
Road Maintenance	Ongoing	Preparing trouble spots for the anticipated spring runoff.
Ice bridge	Ongoing	Open for 63,500 kgs with regular maintenance flooding occurring.
Town cleaning	Cleaned	Streets in very good condition.
Runway Maintenance	Ongoing	On a as needed basis.
Sidewalks and walking trails	Ongoing	Snow and ice removal is an ongoing job.

Projects	Timeline	Comments
Crack Sealing and Line Painting	Awarded	Contracts have been awarded for the 2020 season.
Ski Hill	Ongoing	Working with the ski hill society with the access to the ski hill.
COVID-19	Ongoing	Assist the rest of the Team on a business continuity Plan.

Meeting Schedule

- **March 2 – Managers meeting**
- **March 4 – Community Services meeting**
- **March 5 – Strategic Planning Session**
- **March 10 – Council Meeting**

- **March 11 – ICS – 300 training**
- **March 12 – ICS – 300 Training**
- **March 13 – ICS – 300 Training**
- **March 25 – Council Meeting**

Respectfully,

David Fehr
Director of Operations

MONTHLY REPORT TO THE CAO

For the Month Ending March, 2020

From: Jennifer Batt
Director of Finance

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
2019 Operating & Capital Budget	Ongoing	Final review and reconciliations for the 2019 Year End Audit completed. Audit is being completed remotely.
MSI Reporting	Ongoing	2019 Statement of Funding Expenditures drafted, and under review by auditors. Awaiting final review to submit. No projects to submit with MSI funding in the 2020 budget.
GAS Tax	Ongoing	Awaiting approval on 2020 projects submitted. Financial Statement Audit review by Municipal Affairs ongoing.
Disaster Recovery Program -Peace River Ice Jam / Overland Flood -Chuckegg Wildfire May wildfires	Ongoing	Requested follow up to funding for resident costs incurred by the County that was denied by DRP. DRP Investigating approval. All projects submitted to DRP for review. Back up documents that were requested have been submitted. Alberta Emergency Management Agency (DRP) has been reassigned to respond to COBID 19. Contacted DRP to discuss claim, and future payment plans with DRP. Awaiting response by April 3 rd . Awaiting review by DRP.

2020 Operating & Capital Budgets	Ongoing	<p>Updated approved 2020 Operating Budget released to Directors.</p> <p>3 year operating plan, and 5 year capital plan requirements to be reviewed for 2020.</p>
Tax Collection – Lawyer	Ongoing	<p>2 tax collection files currently</p> <ul style="list-style-type: none"> 1 – awaiting response from ratepayer 1 – demand letter sent and initial response received.
Emergency Management Team – COVID 19 response	Ongoing	<p>Develop Business Continuity Plan for department</p> <p>Assist Director of ESS with FCSS communications, and planning.</p> <p>Track costs incurred.</p>

MONTHLY REPORT TO THE CAO

For the Month Ending March, 2020

From: Grant Smith
Agricultural Fieldman

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Ditch Cleanouts	2020	There are some Flood Control Channels that require snow cleanout, this consists of making a path to restrict the flow of water due to ice buildup and hardened snow. This prevents flooding and erosion damage to the channel.
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 th 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 Draft has been completed, meetings are scheduled with local Ag Society's to discuss MOU's to use their facilities as Livestock Relocation Centers during a livestock evacuation. The ELRP was presented to the ASB on March 20 th . There are still some details to finalize.
Wolf Bounty	January 2020	The Wolf Bounty was discontinued on January 17 th as program funds were depleted. Total number of wolves tagged: 640
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 st . The order has been placed.
VSI Program	November 09, 2018	The annual VSI AGM is scheduled for November 9 th 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 rd at the Tompkins Firehall. 4 of 5 affected landowners have signed agreements. This is approved as a capital project in 2020. There will RFP's available in late April to local contractors.

Personnel Update:

--

Other Comments:

--

Monthly Report to the CAO

For the Month of March, 2020

From: Don Roberts
Director of Community Services

Meetings Attended in March 2020

02 – Managers Meeting
04 – Community Services
04 – Regional Emergency Management
05 – Strategic Planning
10 – Council Safety Orientation
10 – Council
11 – 13 ICS Course Grande Prairie
18 - Joint Health & Safety
23 – Alberta Agriculture & Forestry

Provincial Operation Center – DEM Telephone Conference Tuesday and Friday
Mackenzie County – ECC Daily

Fort Vermilion, La Crete and Zama Fire Departments

Activity Summary Report for March 2020

3- Alarms
2 - Fire
2 - Hazmat
10 - MCR
1 - MVC

Health and Safety

- Health and Safety meetings are going to continue with emphases on social distancing during meetings.
- Site safety meetings will be held in large areas such as outside or in shop.

Waste

- Awarded Zama WTS contracts to the lowest qualifying bidder. The new contractor started on Saturday April 4th, 2020.

Parks and Recreation

- Conversations will need to take place on the opening of our Campgrounds and parks if current Covid situation continues. In other jurisdictions, they have closed and fenced off Playgrounds and are discussing the delay off campground openings.

Building Maintenance

- Modify gutter and install U drain, the existing grating was rusting to the point of creating tripping hazards – LC shop
- Install visual barriers on ramp between bins - LC waste transfer station
- Repair boiler – CAO house
- Install ductwork for welding fan – LC shop
- Commission new generator – LC office
- Numerous minor repairs- water leaks, lights, doorknobs, heaters, etc.



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 7, 2020
Presented By:	Don Roberts, Director of Community Services
Title:	Bylaw 1177-20 Fee Schedule Amendment (Solid Waste Fees)

BACKGROUND / PROPOSAL:

Administration is recommending changes to Bylaw 1114-18 Fee Schedule Solid Waste to clarify the definitions defining the types of waste and fees.

OPTIONS & BENEFITS:

Due to the ambiguity of the current fee schedule and definitions, the proposed changes should help clarify some of the confusion.

Charges could also be applied to the following items as there are separate cost to the County for disposal:

- 1- Fridges and freezers as the County must remove the freon prior to the items being collected.
- 2- Burnable wood as the wood piles require the hiring of equipment to re-pile the wood when it spreads out and prior to it being burned. In La Crete there are two 40 yard bins for collecting burnable wood. These bins are hauled by L & P Disposal to the Blumenort WTS and dumped at the burning pile.
 - White goods Fridge and freezers - \$5.00 per appliance
 - Loads of Burnable wood – same fees as the Construction waste.

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

This recommendation was presented to the Community Services Committee on March 4, 2020 where the following motion was made:

MOTION CS-20-03-020 MOVED by Councillor Jorgensen

That the Solid Waste Fee Schedule be recommended to Council as amended.

CARRIED

Option 1

To amend Bylaw 1114-18 Fee Schedule Solid Waste as presented.

Option 2

No changes to the fee schedule bylaw, accept as information.

Option 3

To amend Bylaw 1114-18 Fee Schedule Solid Waste as amended by the Council.

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

Fee Schedule changes will also be advertised as necessary on the County webpage and local paper.

POLICY REFERENCES:

N/A

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

RECOMMENDED ACTION:

Motion 1:

Simple Majority Requires 2/3 Requires Unanimous

That first reading be given to Bylaw 1177-20 being a Fee Schedule Bylaw amendment for Mackenzie County.

Motion 2:

Simple Majority Requires 2/3 Requires Unanimous

That second reading be given to Bylaw 1177-20 being a Fee Schedule Bylaw amendment for Mackenzie County.

Motion 3:

Simple Majority Requires 2/3 Requires Unanimous

That consideration be given to go to third reading of Bylaw 1177-20 being a Fee Schedule Bylaw amendment for Mackenzie County at this meeting.

Motion 4:

Simple Majority Requires 2/3 Requires Unanimous

That third reading be given to Bylaw 1177-20 being a Fee Schedule Bylaw amendment for Mackenzie County.

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

BYLAW NO. 1177-20
BEING A BYLAW OF
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA

TO AMEND THE
MACKENZIE COUNTY FEE SCHEDULE BYLAW

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

WHEREAS, Mackenzie County has adopted a Fee Schedule Bylaw 1114-18, and

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

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

1. That the Mackenzie County Fee Schedule Bylaw; Solid Waste Fees be AMENDED as follows:

BUSINESS LICENSES

Section 1: ~~Commercial, Construction, Industrial & Institutional~~ Solid Waste Fees

At Regional Landfill	
Current rate as set by the Mackenzie Regional Waste Management Commission	
At Transfer Station	
Household & Miscellaneous Waste – Hamlet Residential	No Charge
Household & Miscellaneous Waste – Rural Residential	No Charge
Commercial, Construction/Demolition/Renovation, Industrial & Institutional Solid Waste	
Fees for Non-Dumping Loads (hand balm only)	
Pickup truck (partial load)	\$10.00
Pickup truck (full load)	\$20.00
Single axle larger than 1 ton	\$60.00
Trailers shorter than 8'	\$20.00

Trailers 8' - 20'	\$60.00
Trailers over 20'	\$100.00
Fees for Dumping Loads into 40 Yard Bins	
Dump Trailers (all sizes) using the dump able bins	\$120.00
Untarped loads <u>penalty</u> for commercial, construction, industrial and/or institutional material	\$100.00
Tandem or tridem axle trucks are to be directed to the regional landfill.	

Definitions:

- a) **“Commercial waste”** means any waste generated from businesses such as, **but not limited to**, stores, garages, hotels, motels and restaurants.
- b) **“Construction/Demolition/Renovation waste”** ~~waste generated due to construction/ demolition/renovation of property and or buildings~~ means any material that comes from or goes into erecting, demolishing or repairing a structure (commercial builders, residential and farms). This includes, but is not limited to: tubs, toilets, insulation, lumber, drywall, windows, doors, flooring, carpeting, sinks, and such.
- c) **“Household waste”** means daily-generated waste such as, food scraps, tissues, kitchen waste, bathroom waste.
- d) **“Industrial waste”** means any waste generated from an industry such as forestry and energy.
- e) **“Institutional waste”** ~~is~~ **means** waste generated from institutions such as hospitals, schools, long-term care facilities and lodges.
- f) **“Miscellaneous waste”** means loose or boxed waste generated from shop, yard, basement, house or garage cleanup. May contain items such as clothing, bedding/pillows, small furniture, lawn furniture and ornaments, car seats, plastic toys/pools, etc.

~~Note: Residential and farming garbage (not including construction waste) is exempt from charges.~~

Note: Mackenzie County reserves the right to control the type and nature of refuse which may be deposited at the transfer station and no refuse may be deposited at the transfer station except in accordance with the transfer station operations manual.

Section 2: Residential Waste Collection – Hamlet of La Crete

Residential Waste	Fees
Monthly Collection Waste	\$5.95 per month per residence
One-Time Use Refuse Bin Tags	\$1.50 per tag

The fees are applicable to all residential properties identified in the County's Hamlet Residential Waste Collection Bylaw.

2. This Bylaw shall come into force and effect upon receiving third reading.
3. This Bylaw amends Bylaw 1114-18 Fee Schedule Bylaw.

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

READ a first time this ____ day of _____, 2020.

READ a second time this ____ day of _____, 2020.

READ a third time and finally passed this ____ day of _____, 2020.

Joshua Knelsen
Reeve

Lenard Racher
Chief Administrative Officer



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 7, 2020
Presented By:	Jennifer Batt, Director of Finance
Title:	Bylaw 1178-20 Tax Payment

BACKGROUND / PROPOSAL:

Council established Tax Payment Bylaw 793-11 in order to allow for preauthorized monthly payments as an option to pay taxes with no penalties to a participating ratepayer.

The current bylaw allows entering into a payment plan on two different dates: January 1 and July 1.

If the plan is entered into in January, the ratepayer is required to make twelve monthly payments bringing the balance to zero by the end of the year.

If the payment plan starts on July 1, the ratepayer is required to pay ½ of the current taxes upfront, and make 6 monthly payments to bring the balance to zero by the end of the year.

The preauthorized payment plan was established so that ratepayers who are not in arrears could spread their payments over twelve months with no penalty.

This Pandemic may have created some financial restraints related to payment of bills and the timing requirements for taxation levies due. Administration is recommending amendments which may assist the County in collection of these funds while assisting ratepayers.

As part of this Bylaw amendment, Administration is recommending removing the requirement that ratepayers may not be in arrears to enter into this agreement, in order to assist Mackenzie County in collecting tax levies and to assist residents as some County residents are dealing with some uncertainties with the current events related to COVID-19.

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

The amendment does still require the tax levies to be brought to a zero balance by the end of the year, however allows the arrears to be incorporated into the payment while not applying penalties.

As this Pandemic may have created some financial restraints related to payment of bills and the timing requirements for taxation levies due, the Provincial government has stated that they wish that Municipalities would assist their ratepayers in developing, or amending their tax payment plans at this time. These recommended amendments may assist the County in collection of these funds while also assisting ratepayers, in elevating some of their financial concerns.

OPTIONS & BENEFITS:

Option #1

Amend the tax payment bylaw as presented.

Benefit:

Assist ratepayer during this pandemic and in the future, as well as ensuring the County is able to collect on levies, under this agreement.

Option #2

Receive this report for information.

Benefit:

Ratepayers still have the option of entering into an agreement by June 30th, with 50% of the levies paid.

COSTS & SOURCE OF FUNDING:

Operating Budgets

Reduction in revenue from penalties applied on arrears.

Payment to tax levies would be applied monthly, and may reduce those that fall into arrears.

SUSTAINABILITY PLAN:

N/A

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

COMMUNICATION / PUBLIC PARTICIPATION:

Staff will provide public notification through the County's website and the local paper. Bylaws are available on the County's website.

POLICY REFERENCES:

RECOMMENDED ACTION:

Motion 1

Simple Majority Requires 2/3 Requires Unanimous

That first reading be given Bylaw 1178-20 being the tax payment bylaw for Mackenzie County.

Motion 2

Simple Majority Requires 2/3 Requires Unanimous

That second reading be given Bylaw 1178-20 being the tax payment bylaw for Mackenzie County.

Motion 3

Simple Majority Requires 2/3 Requires Unanimous

That consideration be given to go to third reading of Bylaw 1178-20 being the tax payment bylaw for Mackenzie County, at this meeting.

Motion 4

Simple Majority Requires 2/3 Requires Unanimous

That third reading be given Bylaw 1178-20 being the tax payment bylaw for Mackenzie County.

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

BYLAW NO. ~~793-11~~ 1178-20

**A BYLAW OF
MACKENZIE COUNTY,
IN THE PROVINCE OF ALBERTA,
TO PROVIDE FOR PAYMENT OF TAXES BY INSTALLMENTS**

WHEREAS, pursuant to the provisions of the *Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26* and amendments thereto, the Council may pass a bylaw to permit taxes to be paid by installments, at the option of the ratepayer.

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

PART 1 TITLE AND DEFINITIONS

1. In this Bylaw, the following words, terms or expression shall be defined as:

- (a) ~~“Business Day” shall mean every day of the week, Monday through Friday excepting statutory holidays and other holidays designated by the Mackenzie County;~~
- (b) “Act” means the Municipal Government Act;
- (c) “Council”, “property taxes”, “local improvement taxes”, and other words or phrases defined or used in the Act shall be the meaning provided or attributed in the Act.
- (d) “Estimated tax” due for the calendar year is the total amount payable in the prior year.

1.1 This bylaw may be cited as the “Tax Payment Bylaw”.

PART 2 INSTALLMENTS

2.1 The Tax Installment plan will ~~only~~ be made available to a ratepayer and a property ~~that has no outstanding tax arrears~~ anytime throughout the year;

2.2 A property owner who wishes to pay property taxes and local improvement taxes with respect to a property tax by installments must make an agreement with Mackenzie County, which shall provide:

- (a) Payments being made by way of pre-authorized withdrawals, drawn directly from that person’s bank account;

- (b) That payments shall be made monthly, commencing ~~in January or July~~ at anytime, subject that a preauthorized plan agreement is signed ~~by January 1st or June 30th~~ ;
- (c) Lump sum payments can be made at anytime during the agreement, upon written notification, monthly payment amounts will be adjusted accordingly, as agreed upon by both parties;
- ~~(d) If payments commence in January, the payments to be made during each of the months of January to June, inclusive, shall each be equal to one-twelfth (1/12) of the estimated taxes due for that calendar year;~~
- (e) If payments commence in July or later, one lump sum payment equal to one half (1/2) the current outstanding levy must be made ~~by June 30th~~ at the time of entering into the agreement;
- ~~(f) The payments to be made during each of the months of July to December, inclusive shall be equal to one-sixth (1/6) of the amount calculated as follows:~~

~~Actual taxes due for the calendar year in question~~

~~Less:~~

~~The aggregate of payments received during January to June, inclusive;~~

- (g) When payments commence, the payments to be made during each of the months shall be calculated as follows for the estimated or actual taxes due for the calendar year, including any outstanding balances/arrears:

Month	Payment Schedule
January	One twelfth
February	One eleventh
March	One tenth
April	One ninth
May	One eighth
June	One seventh
July	One sixth
August	One fifth
September	One fourth
October	One third
November	One half
December	One payment

- (h) An exemption from Mackenzie County's penalty bylaw in force to impose penalties for non-payment of taxes and tax arrears, provided the person is not in breach of the agreement;

- (i) That the penalty provisions of Mackenzie County's penalty bylaw in force to impose penalties for non-payment of taxes and tax arrears shall apply should the person breach the agreement, with such penalty to apply on the balance of tax outstanding on the date of breach;
 - (j) In the event a person's bank fails to honour any pre-authorized payment it shall be deemed to be a breach of the agreement by the person and a non-sufficient funds fee in place shall be charged;
 - (k) In the event a person's bank fails to honour a second pre-authorized payment in the same year it shall be deemed to be a breach of the agreement by the person, a non-sufficient funds fee in place shall be charged and the agreement will be terminated;
 - (l) The agreement shall be deemed to be null and void if all taxes (including local improvement charges) due from the person with respect to the property or business as the case may be, are not paid in full up to December 31st of the year preceding the year in which the agreement is to commence.
- 2.3 That, if the preauthorized payment plan is cancelled at anytime by the ratepayer, or by the County due to non payment, or a person's bank fails to honour as per 2.2 (k) ~~at the end of the calendar year~~, the ratepayer may not enter into another preauthorized payment agreement for a minimum of twelve (12) calendar months following the date of cancellation.
3. That this bylaw shall take effect on the ~~11th day of January, 2011~~ 7th day of April, 2020 and rescinds Bylaw ~~751/09~~ 0793-11.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 7, 2020
Presented By:	Byron Peters, Director of Planning and Development
Title:	Policy DEV001 Urban Development Standards

BACKGROUND / PROPOSAL:

Administration has been tasked with amending Policy DEV001 – Urban Development Standards in order to address some barriers to the development community and to better serve the developers.

All changes are tracked on the attached Policy DEV001 Urban Development Standards.

Some of the more significant changes are:

- Changes under FUNDING section:
 - When upgrading a road from a collector to arterial, the County will only assist covering costs if reimbursement is through a local improvement or offsite levy
 - Clarified funding for oversizing infrastructure and mechanisms for reimbursing the developer
- Zoning Standard Chart has been updated to reflect the new zonings from the revision done in 2017 with additional changes within the chart; allowing rural standards in residential areas at the discretion of the County
- Private Servicing has been updated to Service Connections on Private Land
- Removed unnecessary verbiage to add clarity
- Local road paving requirements; allows Council discretion to waive the requirement to pave in industrial areas. The question is posed what requirements would they be required to meet if there is only gravel?

OPTIONS & BENEFITS:

The intension of the revisions to the urban development standards is to address some barriers to development and to update the old standards to meet current development needs.

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

COSTS & SOURCE OF FUNDING:

None at this time.

SUSTAINABILITY PLAN:

Strategy E23.3 Develop strategies to attract small- and medium-sized enterprises that provide support to the County’s existing businesses and industries.

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

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

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

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

Strategy C1.1 Ensure that multi-year operating and capital plans are established and reviewed annually by Council.

Strategy C1.2 Ensure that administration has the appropriate tools and resources to continually assess and evaluate infrastructure capacity.

Strategy C1.3 Create and follow infrastructure plans that are created for the purpose of protecting current assets and that identify the anticipated demand for future infrastructure.

COMMUNICATION / PUBLIC PARTICIPATION:

None required at this time. Once the policy is approved, it should be sent to all affected developers.

POLICY REFERENCES:

DEV001 – Urban Development Standards

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

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That Policy DEV001 Urban Development Standards be amended as presented.

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

MACKENZIE COUNTY

TITLE	Urban Development Standards	POLICY NO.	DEV001
--------------	------------------------------------	-------------------	---------------

LEGISLATION REFERENCE	Municipal Government Act, Part 17, Division 6/7
------------------------------	--

PURPOSE

To establish minimum urban development standards that ensure all urban development is consistent with municipal plans, policies, and bylaws, and to provide clarity to developers respecting the County expectations for urban development. Urban development within the hamlets of Mackenzie County shall be fair, while guaranteeing all future municipal infrastructure meets the engineering and design requirements of the County.

POLICY STATEMENT

Mackenzie County and developers have a shared responsibility for defining and addressing the existing and future needs of each hamlet by creating development policies consistent with Mackenzie County plans, policies, and bylaws. Mackenzie County will provide guidance and vision for development objectives. These policies will be applied equitably and fairly to all within each hamlet.

All beneficiaries of new development should participate in the cost of providing and installing infrastructure in their respective hamlet on an equitable basis that relates to the degree of benefit, through the use of off-site levies, local improvement bylaws, and Endeavour to Assist clauses.

GUIDELINES

1. Mackenzie County will:
 - a) adopt development standard requirements for individual urban zonings as indicated in this policy and detailed within the General Municipal Improvement Standard (GMIS),
 - b) determine who is responsible for installation of the infrastructure as indicated in this policy,
 - c) determine who is responsible for the cost of installing the infrastructure as indicated in this policy, and
 - d) establish the mechanism of any cost sharing, Endeavour to Assist, or other financial considerations.
2. The developer will be responsible for all costs except where otherwise indicated in this policy.

DEFINITIONS

Development Agreement: A contract entered into between the municipality and the developer respecting the installation of municipal improvements and adherence to all conditions of approval.

Development Approval: The subdivision/development approval where the application process has been followed and an approval subsequently issued by the County's subdivision/development authority.

Endeavour to Assist: The developer can request that the designated portion of the costs of various municipal improvements paid for by the developer which benefit lands other than the developer's lands be reimbursed or shared. The County does not guarantee reimbursement of these costs.

GMIS: The General Municipal Improvement Standards (engineering guidelines) for the County.

Off-site Levy: The charges payable to the County by the developer for the use and benefits received from the existing or proposed municipal improvements as stated in the Alberta Municipal Government Act.

Local Improvement Bylaw: Local improvements are capital construction (municipal improvement) projects that Council considers to be of greater benefit to a particular neighbourhood of the municipality than to the whole municipality, and that are to be paid for in whole or in part by a tax imposed as a local improvement.

Rural Standard: Asphalt road surfacing, ditches/swales, shallow utilities, street lighting. Gravel roads may be considered in lieu of asphalt as outlined elsewhere in this policy.

The County: Refers to Mackenzie County.

Urban Standard: Curb and gutter, sidewalk, shallow utilities, metal light standards with underground servicing, asphalt road surfacing, and storm sewer.

Zoning: Land use district designations as per the Land Use Bylaw.

FUNDING

Funding for municipal infrastructure improvements required to support an approved development will be provided by the developer. The County, through Endeavour to Assist provisions in the Development Agreement, may provide assistance to the developer when oversizing is required to collect funds from benefitting lands when the benefitting lands are developed.

When the County constructs municipal improvements in advance of development, the County will, through an Off-site Levy bylaw(s), collect apportioned costs as assigned to benefitting lands.

Where a development requires an arterial road to be constructed, the County shall only consider covering the costs of upgrading the road from a collector to an arterial standard, and shall, whenever possible, utilize the mechanisms provided for by Off-site Levy or Local Improvement Bylaw(s) to recover those costs.

All oversizing requirements shall be clearly identified by the developer on the tentative subdivision plan along with a written request for cost sharing, prior to final approval by the subdivision authority.

The County may consider providing a portion of the funding when oversizing, Off-site Levy, Endeavour to Assist or other mechanism are required, however this will be subject to negotiation and Council approval prior to the commencement of construction.

Any cost sharing or other funding commitment by the County must be included in the Development Agreement and form part of the contractual commitment of each party. The County will not retroactively consider requests from a developer for funding or cost sharing where a Development Agreement has already been entered into for the project.

URBAN DEVELOPMENT STANDARDS

The minimum standards for new development are summarized in Table 1 on the following page.

UTILITIES

Power

New power installations shall ideally be underground. Industrial areas may be serviced by overhead power, but commercial and residential areas shall have underground servicing. Where infill development occurs, the development shall utilize the existing standard that services the area.

In residential and commercial areas, overhead servicing will only be considered where the developer has provided verification that underground installation is not viable, considering continuity with existing power supply, lot sizes and anticipated use, and other criteria as deemed necessary.

Table 1: Zoning Standards Chart

Road	Zoning
------	--------

Classification	Residential		Commercial		Industrial	
	HR ¹ , MHC, MHS	H-CR	FV-CC, LC-TC, LC-MS	FV-HC, LC-HC	FV-LI, LC-LI	FV-HI, LC-HI
Arterial Hamlet 40 m min ROW width	<ul style="list-style-type: none"> urban or rural standard² sidewalk u/g power 	<ul style="list-style-type: none"> urban or rural standard² sidewalk u/g power 	<ul style="list-style-type: none"> urban or rural standard² sidewalk u/g power 	<ul style="list-style-type: none"> urban or rural standard² sidewalk u/g power 	<ul style="list-style-type: none"> urban or rural standard² sidewalk u/g power 	<ul style="list-style-type: none"> urban or rural standard² sidewalk u/g power
Collector Hamlet 26 m min ROW width	<ul style="list-style-type: none"> urban or rural standard² 	<ul style="list-style-type: none"> rural standard sidewalk u/g power 	<ul style="list-style-type: none"> urban standard 	<ul style="list-style-type: none"> urban or rural standard² sidewalk u/g power 	<ul style="list-style-type: none"> rural standard sidewalk o/h power 	<ul style="list-style-type: none"> rural standard o/h power
Local Hamlet 20 m min ROW width	<ul style="list-style-type: none"> urban or rural standard² 	<ul style="list-style-type: none"> rural standard u/g power 	<ul style="list-style-type: none"> urban standard 	<ul style="list-style-type: none"> urban or rural standard² sidewalk u/g power 	<ul style="list-style-type: none"> rural standard o/h power 	<ul style="list-style-type: none"> rural standard o/h power
Core Hamlet 22 m min ROW width	<ul style="list-style-type: none"> urban standard 	N/A	<ul style="list-style-type: none"> urban standard 	N/A	N/A	N/A

All overhead power servicing shall utilize the utility rights-of-way and be located behind the lots. Road crossings, especially in industrial areas, shall be designed to permit over size loads to safely traverse.

Lighting

Street lighting shall be installed in all new developments as per *Illuminating Engineering Society* and *Transportation Association of Canada (TAC)* criteria. Street lighting shall ideally utilize steel light standards but in areas developed to a rural standard, wood standards may be allowed.

Overall continuity, esthetic, maintenance costs, and likelihood of redevelopment requiring relocation of light standards shall all be considered when determining if wood or steel standards are required.

Natural Gas

Gas servicing shall be provided to new developments. Installation shall be in keeping with the utility provider's current standard practice.

Depending on the location within the County, the developer may be required to install gas servicing as part of the improvements, in other areas the utility provider will independently install gas servicing as building development occurs.

Telephone/Broadband

Telephone and/or data infrastructure shall be provided for all developments, to the specifications of the local telecommunications provider.

¹ Applies to the H-R1, H-R1A, H-R1B, and H-R2 Districts.

² The standard will be determined by the County through the evaluation of anticipated traffic volumes, design speed, continuity with existing infrastructure and future proposed upgrades, and other criteria as deemed relevant.

Installation of higher grade infrastructure is encouraged in order to offer telecommunications providers better options for providing digital data to the community.

Storm Sewer

Design criteria shall be in accordance with the County's GMIS.

Storm drainage shall be provided for all developments. The general level of service required by the County respecting storm water management shall be in keeping with the dual drainage concept utilizing major and minor collection systems.

All urban standard development shall include an integrated surface and underground (major and minor) storm sewer system. All rural standard developments are anticipated to primarily use a surface drainage (major) system to manage storm water, however integration with an underground (minor) system may be required by the County.

Storm water retention ponds shall be constructed in accordance with design criteria established in the GMIS to reduce the downstream effects of the development. Ponds shall be constructed to service large areas, and be thoughtfully integrated with the subdivision design. All new developments shall create zero net change to the existing storm sewer peak flows. The County retains the ability to alter storm pond placement.

Sanitary Sewer

Design criteria shall be in accordance with the County's GMIS.

Sanitary sewer shall be provided for all developments.

In areas that are to be developed as row housing or condominiums, each proposed unit shall receive a separate service from the main line.

In areas that are zoned for either low or medium density development but at time of land development the future build out is undetermined, sewer servicing shall be upsized to ensure adequate capacity.

Sanitary sewer installations shall be gravity based. If, for economic or construction rationale, a gravity system is determined to not be feasible in an area, a detailed engineering report shall be provided to the County explaining the challenges, and how a low pressure system will help to alleviate the challenges. The report shall include details regarding site density, soil types, water tables, existing development, terrain, economics and any other factors that are perceived as a hindrance to installing a gravity system.

Water

Design criteria shall be in accordance with the County's GMIS.

All new developments shall include the installation of a municipal water system that provides adequate fire flow volumes.

In areas that are to be developed as row housing or condominiums, each proposed unit shall receive a separate service from the main line.

In areas that are zoned for either low or medium density residential development, but at time of land development the future build out is undetermined, water servicing shall be upsized to ensure adequate capacity.

Service Connections on Private Land

For all high density or large lot development with multiple buildings serviced from an internal network, an isolation valve shall be provided at the property line. All internal underground servicing shall be engineered to meet Alberta Environment and Parks *Standards and Guidelines for Municipal Waterworks, Wastewater and Storm Drainage Systems*, and a copy of the engineered drawings shall be provided to the County for review prior to installation.

All private hydrants and valves shall be properly maintained to the standards set forth in the GMIS. Preventative maintenance shall be performed annually, with records provided to the County utilities department. Alternately, the utilities department may be contracted to perform the preventative maintenance.

ROADS AND ROAD EDGE

Design criteria shall be in accordance with the County's GMIS.

All new roads constructed within hamlets shall be asphalt surfaced unless otherwise noted in this Section. Paving may be delayed until such time as there are additional paving projects in the area in order to save on cost and increase the project viability. In such cases of pavement delay, the road base may require additional work prior to pavement application.

Arterial

Arterial roads shall be located as required to facilitate the efficient movement of vehicles and goods into and around a community. They shall typically be placed a minimum of 800 m apart.

Arterial roads shall be asphalt surfaced in all cases.

Where existing private properties already access directly onto an arterial road, sufficient traffic lanes must be provided to ensure a consistent traffic flow. Where possible, shared driveways and/or service roads shall be utilized in order to concentrate the turning movements of traffic.

Approach locations shall be well defined in order to help delineate where to expect traffic turning. Developments along arterial roads shall have parking areas of sufficient

size so as to eliminate the need for traffic backing onto the roadway when leaving a property.

Driveways onto private properties shall be minimized, as moving traffic and goods are the primary priorities. Turning lanes shall be utilized to help maintain the flow of traffic with minimal disturbances.

It is anticipated that traffic signalization will be required where arterial roads intersect, and potentially where collector roads intersect with arterial. Traffic warrant studies shall be conducted for all such intersections, as deemed necessary by the County.

Conventional grass swales (ditches) may be utilized along arterial roads, but ditch slopes shall consider maintenance and aesthetics.

Arterial roads should not allow for any on street parking.

Trees shall be planted between the curb and sidewalk, to provide shade, provide protection, and help define the pedestrian space. It is strongly encouraged to plant additional trees behind the sidewalk, on private property, in order to avoid conflicts with underground utilities. Acceptable tree options are provided for in the GMIS.

Collector

Collector roads shall typically be spaced about 300 m to 400 m apart, with intersections onto arterial roads at the same intervals in order to facilitate efficient traffic movement. When deciding on collector road location, adjacent land uses and existing and proposed arterial and collector road locations shall be considered.

Collector roads shall be asphalt surfaced in all cases.

Conventional grass swales (ditches) may be utilized along collector roads, but ditch design shall consider available right-of-way width, maintenance and aesthetics.

When possible, locate buildings which are likely to draw high amounts of traffic to property that has direct access to an arterial road.

Trees shall be planted between the curb and sidewalk (if not monolithic), to provide shade, provide protection, and help define the pedestrian space. It is strongly encouraged to plant additional trees behind the sidewalk, on private property. Trees shall be located as to avoid conflicts with underground utilities. Acceptable tree options are provided for in the GMIS.

Use curb bump-outs to help delineate parking lanes, and to prevent them from being used for through traffic.

Roundabouts are encouraged at intersections that are anticipated to see high traffic volumes but where signalization is not warranted. These are also effective at calming

traffic and limiting speed while maintaining a consistent traffic flow. Consideration shall be given to ensure that sight lines are not negatively impacted at other intersections or onto private driveways.

Local

Local roads shall constitute the majority of roads within the communities. Their objective is to provide access to each individual property, and the primary purpose is to facilitate slow moving traffic frequently interrupted by vehicle turning movements and pedestrians.

Local roads shall be asphalt surfaced in all residential and commercial Land Use Districts. The requirement for asphalt may be waived at the discretion of Council in industrial areas if the following criteria are met:

- Asphalt aprons shall be constructed to prevent the spread of gravel onto collector roads;
- Dust control;
- Other?

On street parking is a staple feature of local roads in residential and commercial areas. Local roads constructed to a rural standard shall utilize swales or ditches for storm water management.

Trees shall be planted to provide shade and help define the pedestrian space. Trees shall be located as to avoid conflicts with underground utilities. Acceptable tree options are provided for in the GMIS.

Core Hamlet

Roadways shall be designed to allow adequate movement of vehicular traffic with access to both on street parking and private parking. Pedestrian movement is a key consideration when considering streets within the Core district.

Crosswalks shall be clearly marked, and may be located mid-block to help facilitate safe and efficient pedestrian movement.

Sidewalks shall be located on both sides of all streets in the Core area to help facilitate higher pedestrian volumes and encourage pedestrian traffic.

Trees shall be planted within or behind the sidewalks to provide shade, provide safety and to help delineate the pedestrian space. Property owners shall be strongly encouraged to plant trees on their properties to help create the sense of place and to ensure the Core is visually appealing and attracts pedestrian traffic.

Whenever possible, buildings, streets and sidewalks shall be oriented in a manner that capitalizes on sun exposure and slows winds from prevailing directions.

Sidewalks

Sidewalk grades shall be minimally impacted by driveways. The sidewalk surfacing material shall be continuous across the crossing.

In locations of high pedestrian traffic, create visually distinct markings (eg. colored pavement, zebra stripes) on the driving surface to delineate the pedestrian crossing locations.

Utilize curb bump-outs to reduce the length of crosswalks, prevent parking near intersections, and increase safety by eliminating the parking lanes as through traffic lanes.

Sidewalks shall be located in all areas where even moderate levels of pedestrian traffic are anticipated.

Sidewalks shall be located along both sides of arterial roads, both sides of collector roads where high traffic volumes are anticipated, and on one side along low volume collectors and local roads. Refer to Table 1: Zoning Standards Chart for additional information regarding the requirements for sidewalks.

Greenlink corridors identified in the La Crete ASP shall have a sidewalk and an asphalt path, on opposite sides of the road ROW. This same standard shall be applied to arterial and high volume collector roads.

Private Roads

Private roads shall be designed and constructed in accordance with accepted engineering standards and a copy of the engineered drawings shall be provided to the County for review prior to construction. Although right-of-way widths may be reduced due to lot constraints, road design, materials testing and other related activities shall be undertaken as if it were a public road. This applies to developments such as Manufactured Home Parks and commercial developments with multiple tenants on a common property.

HAMLET REDEVELOPMENT

Design criteria shall be in keeping with the County's GMIS.

Redevelopment Standards

For all areas being redeveloped, the goal is to improve the infrastructure to match the criteria for new development of the same zoning. This will not always be possible because of the existing right-of-way widths and adjoining development.

Whenever a redevelopment is proposed and there are existing restrictions (eg. ROW widths), a brief engineering report shall be prepared outlining the long term benefits of working around the obstacles, or removing the obstacles and meeting the criteria of a new build.

This report shall include but shall not be limited to:

- short and long term cost analysis
- future traffic (vehicular and pedestrian) flow implications
- potential safety compromises (lane widths and sight distances)
- esthetic impact
- all other relevant information.

Consideration shall always be provided to account for continuity and additional future plans. If the esthetic of a neighborhood is to be maintained, careful consideration shall be given when upgrading a street to maintain the current esthetic. Careful transitioning from curb and gutter roads to roads with a detached sidewalk and bioswales may be necessary to match the esthetic of a neighborhood without negatively impacting the overall esthetic along the roadway, or the pedestrian and vehicular traffic capabilities along the street.

Funding

When road upgrades in heavy commercial/industrial areas are warranted, the costs of asphalt and street lighting shall be split evenly between the County and property owners adjacent to the improvement area. The County will create Local Improvement Bylaws to recover the landowners' share of the costs.

LEAP FROG DEVELOPMENT

When a developer chooses to develop in an area that is not easily serviced by existing municipal infrastructure and where significant amounts of the newly installed infrastructure will remain underutilized at full build out of the proposed development, the developer shall upfront all costs of the installation of municipal infrastructure, including oversizing to provide future servicing of adjacent undeveloped lands.

The County will Endeavor to Assist in the recovery of these costs from other benefitting lands at the time of the future developments primarily by way of issuing and collecting offsite levies but may also utilize different available tools.

	Date	Resolution Number
Approved	18-Jun-02	02-460
Amended	13-Jan-04	04-009
Amended	23-Jun-04	04-510
Amended	10-May-05	05-255
Amended	13-Dec-05	05-674
Amended	26-Mar-09	09-03-227

Amended	13-Oct-10	10-10-855
Amended	23-Feb-11	11-02-199
Amended	11-Feb-14	14-02-072
Amended	30-Jan-15	15-01-053
Amended	2017-02-28	17-02-146
Amended	2020-04	

MACKENZIE COUNTY

TITLE	Urban Development Standards	POLICY NO.	DEV001
-------	-----------------------------	------------	--------

LEGISLATION REFERENCE	Municipal Government Act, Section 5 Part 17, Division 6/7
-----------------------	---

PURPOSE

~~Establish~~[To establish minimum](#) urban development standards ~~to that~~ ensure ~~consistent~~[all urban](#) development is ~~maintained~~[consistent with municipal plans, policies, and bylaws, and to provide clarity to developers respecting the County expectations for urban development. Urban development](#) within the hamlets of Mackenzie County ~~shall be fair, while guaranteeing all future municipal infrastructure meets the engineering and design requirements of the County.~~

POLICY STATEMENT

Mackenzie County and developers have a shared responsibility for defining and addressing the existing and future needs of ~~the community~~[each hamlet](#) by creating development policies consistent with ~~community objectives~~[Mackenzie County plans, policies, and bylaws](#). Mackenzie County will provide guidance [and vision](#) for development objectives. These policies will be applied equitably and fairly to all within ~~that community~~[each hamlet](#).

All beneficiaries of [new](#) development should participate in the cost of providing and installing infrastructure in ~~the community~~[their respective hamlet](#) on an equitable basis that relates to the degree of benefit, through the use of off-site levies, local improvement bylaws, and ~~endeavor~~[Endeavour](#) to ~~assist~~[Assist](#) clauses.

GUIDELINES

1. Mackenzie County will:

- a) adopt development standard requirements for individual urban ~~zoning~~[zonings](#) as indicated in this policy and detailed within the [General Municipal Improvement Standard \(GMIS\)](#),
- b) determine who is responsible for installation of the infrastructure as indicated in this policy,
- c) determine who is responsible for the cost of installing the infrastructure as indicated in this policy, [and](#)
- d) establish the mechanism of any cost sharing, ~~endeavor~~[Endeavour](#) to ~~assist~~[Assist](#), or other financial considerations.

2. The developer will be responsible for all costs except where otherwise indicated in this policy.

DEFINITIONS

Development Agreement: A contract entered into between the municipality and the developer ~~in regards to~~respecting the installation of municipal improvements, ~~including and adherence to~~ all conditions ~~that need to be adhered to~~of approval.

~~**GMIS:** refers to the General Municipal Improvement Standards (engineering guidelines) for Mackenzie County~~

~~**Off-site Levy:** As defined in the Alberta Municipal Government Act~~

~~**Rural Standard:** Built up asphalt surfaced roads with ditches/swales, power, street lighting~~

Development Approval: ~~Refers to a~~The subdivision/development approval where the application process has been followed and an approval subsequently issued by the County's subdivision/development authority.

Endeavour to Assist: The developer can request that the designated portion of the costs of various municipal improvements paid for by the developer which benefit lands other than the developer's lands be reimbursed or shared. The County does not guarantee reimbursement of these costs.

GMIS: The General Municipal Improvement Standards (engineering guidelines) for the County.

Off-site Levy: The charges payable to the County by the developer for the use and benefits received from the existing or proposed municipal improvements as stated in the Alberta Municipal Government Act.

Local Improvement Bylaw: Local improvements are capital construction (municipal improvement) projects that Council considers to be of greater benefit to a particular neighbourhood of the municipality than to the whole municipality, and that are to be paid for in whole or in part by a tax imposed as a local improvement.

Rural Standard: Asphalt road surfacing, ditches/swales, shallow utilities, street lighting. Gravel roads may be considered in lieu of asphalt as outlined elsewhere in this policy.

The County: Refers to Mackenzie County.

Urban Standard: ~~curb &~~Curb and gutter, sidewalk, ~~underground power~~shallow utilities, metal light standards with underground servicing, asphalt road surfacing, and storm sewer.

Zoning: ~~As~~Land use district designations as per the Land Use Bylaw.

FUNDING

Funding for municipal infrastructure improvements required to support ~~a developer's~~an approved ~~Development~~development will be provided by the developer. The County, ~~within through Endeavour to Assist provisions in~~ the Development Agreement, ~~will~~may provide assistance to the developer when oversizing is required to collect ~~appropriate~~ funds from benefitting lands when the benefitting lands are ~~further~~ developed.

When the County constructs municipal improvements in advance of ~~developments~~development, the County will, through ~~the use of~~ an Off-site Levy bylaw(s), collect apportioned costs as assigned to ~~benefiting~~benefitting lands.

Where a development requires ~~that~~ an arterial road to be constructed, the County shall only consider covering the costs of upgrading the road from a collector to an arterial standard, and shall, whenever possible, utilize the mechanisms provided for by Off-site Levy or ~~local improvement bylaw~~Local Improvement Bylaw(s) to recover those ~~costs~~costs.^[DM1]

All oversizing requirements shall be clearly identified by the developer on ~~their~~the tentative subdivision plan along with a written request for cost sharing, prior to final approval by the subdivision authority.

The County may consider providing a portion of the funding when oversizing, ~~offsite levy, endeavor to assist~~Off-site Levy, Endeavour to Assist or other mechanism are required, however this will be subject to negotiation and Council approval prior to the commencement of ~~construction~~. ~~Funding in these situations may also be recouped by way of a local improvement bylaw~~.^[DM2]

Any cost sharing or other funding commitment by the County must be included in the Development Agreement and form part of the contractual commitment of each party. The County will not retroactively consider requests from a developer for funding or cost sharing where a Development Agreement has already been entered into for the project.

URBAN DEVELOPMENT STANDARDS

The ~~following chart indicates the~~ minimum standards ~~on~~for new development: are summarized in Table 1 on the following page.

Zoning Standards Chart

Road Classification	Zoning					
	Residential		Commercial		Industrial	
	HR, MHC, MHS	HCR	HCC1, HC2, TC1	HC1, GC1	HI1, LG1	HI2
Arterial Hamlet 40 m min ROW width	urban or rural standard* sidewalk u/g-power	urban or rural standard* sidewalk u/g-power	urban or rural standard* sidewalk u/g-power	urban or rural standard* sidewalk u/g-power	urban or rural standard* sidewalk u/g-power	urban or rural standard* sidewalk u/g-power
Collector Hamlet 26 m min ROW width	urban standard	rural standard sidewalk u/g-power	urban standard	urban or rural standard* sidewalk u/g-power	rural standard sidewalk o/h-power	rural standard o/h-power
Local Hamlet 20 m min ROW width	urban standard	rural standard u/g-power	urban standard	urban or rural standard* sidewalk u/g-power	rural standard o/h-power	rural standard o/h-power
Core Hamlet 22 m min ROW width	urban standard	N/A	urban standard	N/A	N/A	N/A

* Denotes that the standard will be decided by evaluating anticipated traffic volumes, design speed, continuity with existing infrastructure and future proposed upgrades, and other criteria as deemed necessary.

UTILITIES

Power

New power installations shall ideally be underground. Industrial areas may be serviced by overhead power, but commercial and residential areas shall have underground servicing. Where infill development occurs, the development shall utilize the existing standard that services the area.

In residential and commercial areas, overhead servicing will only be considered where the developer has provided verification that underground installation is not viable, considering continuity with existing power supply, lot sizes and anticipated use, and other criteria as deemed necessary.

Table 1: Zoning Standards Chart ^{DM3}

<u>Road Classification</u>	<u>Zoning</u>					
	<u>Residential</u>		<u>Commercial</u>		<u>Industrial</u>	
	<u>HR¹DM4, MHC, MHS</u>	<u>H-CR</u>	<u>FV-CC, LC-TC, LC-MS</u>	<u>FV-HC, LC-HC</u>	<u>FV-LI, LC-LI</u>	<u>FV-HI, LC-HI</u>
<u>Arterial Hamlet</u> <u>40 m min ROW width</u>	<ul style="list-style-type: none"> • <u>urban or rural standard²</u> • <u>sidewalk</u> • <u>u/g power</u> 	<ul style="list-style-type: none"> • <u>urban or rural standard²</u> • <u>sidewalk</u> • <u>u/g power</u> 	<ul style="list-style-type: none"> • <u>urban or rural standard²</u> • <u>sidewalk</u> • <u>u/g power</u> 	<ul style="list-style-type: none"> • <u>urban or rural standard²</u> • <u>sidewalk</u> • <u>u/g power</u> 	<ul style="list-style-type: none"> • <u>urban or rural standard²</u> • <u>sidewalk</u> • <u>u/g power</u> 	<ul style="list-style-type: none"> • <u>urban or rural standard²</u> • <u>sidewalk</u> • <u>u/g power</u>
<u>Collector Hamlet</u> <u>26 m min ROW width</u>	<ul style="list-style-type: none"> • <u>urban or rural standard²</u> 	<ul style="list-style-type: none"> • <u>rural standard</u> • <u>sidewalk</u> • <u>u/g power</u> 	<ul style="list-style-type: none"> • <u>urban standard</u> 	<ul style="list-style-type: none"> • <u>urban or rural standard²</u> • <u>sidewalk</u> • <u>u/g power</u> 	<ul style="list-style-type: none"> • <u>rural standard</u> • <u>sidewalk</u> • <u>o/h power</u> 	<ul style="list-style-type: none"> • <u>rural standard</u> • <u>o/h power</u>
<u>Local Hamlet</u> <u>20 m min ROW width</u>	<ul style="list-style-type: none"> • <u>urban or rural standard²</u> 	<ul style="list-style-type: none"> • <u>rural standard</u> • <u>u/g power</u> 	<ul style="list-style-type: none"> • <u>urban standard</u> 	<ul style="list-style-type: none"> • <u>urban or rural standard²</u> • <u>sidewalk</u> • <u>u/g power</u> 	<ul style="list-style-type: none"> • <u>rural standard</u> • <u>o/h power</u> 	<ul style="list-style-type: none"> • <u>rural standard</u> • <u>o/h power</u>
<u>Core Hamlet</u> <u>22 m min ROW width</u>	<ul style="list-style-type: none"> • <u>urban standard</u> 	<u>N/A</u>	<ul style="list-style-type: none"> • <u>urban standard</u> 	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>

All overhead power servicing shall utilize the utility rights-of-way and be located behind the lots. Road crossings, especially in industrial areas, shall be designed to permit over size loads to safely traverse.

Lighting

Street lighting shall be installed in all new developments as per ~~the~~ *Illuminating Engineering Society* and *Road and Transportation Association of Canada (TAC)* criteria.

¹ Applies to the H-R1, H-R1A, H-R1B, and H-R2 Districts.

² The standard will be determined by the County through the evaluation of anticipated traffic volumes, design speed, continuity with existing infrastructure and future proposed upgrades, and other criteria as deemed relevant.

Street lighting shall ideally utilize steel light standards, but in areas developed to a rural standard, wood standards may be allowed.

Overall continuity, esthetic, maintenance costs, and likelihood of redevelopment requiring relocation of light standards shall all be considered when determining if wood or steel standards are required.

Natural Gas

Gas servicing shall be provided to new developments. Installation shall be in keeping with the utility ~~providers~~provider's current standard practice.

Depending on the location within the County, the developer may be required to install gas servicing as part of the improvements, in other areas the utility provider will independently install gas servicing as building development occurs.

Phone/Data

~~Phone~~Telephone/Broadband

Telephone and/or data infrastructure shall be provided for all developments, to the specifications of the local telecommunications provider.

Installation of higher grade infrastructure is encouraged in order to ~~provide~~offer telecommunications providers ~~with~~ better options for providing digital data to the community.

Storm Sewer

Design criteria shall be in keepingaccordance with the County's GMIS.

Storm drainage shall be provided for all developments. The general level of service required by the County ~~in regard to~~respecting storm water management shall be in keeping with the dual drainage concept utilizing major and minor collection systems.

All urban standard development shall include an integrated surface and underground (major and minor) storm sewer system. All rural standard developments are anticipated to primarily use a surface drainage (major) system to manage storm water, however integration with an underground (minor) system may be required by the County.

Storm water retention ponds shall be constructed in accordance with design criteria established in the GMIS to reduce the downstream effects of the development. Ponds shall be constructed to service large areas, and be thoughtfully integrated with the subdivision design. All new developments shall create zero net change to the existing storm sewer peak flows. The County retains the ability to alter storm pond placement.

Sanitary Sewer

Design criteria ~~will~~shall be in keepingaccordance with ~~Mackenzie~~the County's GMIS.

Sanitary sewer shall be provided for all developments.

In areas that are to be developed as row housing or condominiums, each proposed unit shall receive a separate service from the main line.

In areas that are zoned for either low or medium density development, but at time of land development the future build out is undetermined, sewer servicing shall be upsized to ensure adequate capacity ~~(eg. 5" service to be installed to property line).~~

Sanitary sewer installations shall be gravity based. ~~Where~~ if, for multiple reasons economic or construction rationale, a gravity system is determined to not economical ~~be feasible~~ in an area, a detailed engineering report shall be provided to the County explaining the challenges, and how a low pressure system will help to alleviate the challenges. The report shall include details regarding site density, soil types, water tables, existing development, terrain, economics and any other factors that are perceived as a hindrance to installing a gravity system.

Water

Design criteria ~~will~~ shall be in keeping accordance with Mackenzie County's GMIS.

All new developments shall include the installation of a municipal water ~~which shall provides~~ system that provides adequate fire flow volumes.

In areas that are to be developed as row housing or condominiums, each proposed unit shall receive a separate service from the main line.

In areas that are zoned for either low or medium density residential development, but at time of land development the future build out is undetermined, water servicing shall be upsized to ensure adequate capacity ~~(eg. 1 1/2" service to be installed to property line).~~

Service Connections on Private Servicing Land (DMS)

For all high density or large lot development with multiple buildings serviced from an internal network, an isolation valve shall be provided at the property line. All internal underground servicing shall be engineered to meet AESRD, "Alberta Environment and Parks Standards and Guidelines for Municipal Waterworks, Wastewater and Storm Drainage Systems", and a copy of the engineered drawings shall be provided to the County for review before prior to installation.

All private hydrants and valves shall be properly maintained to municipal ~~the~~ standards set forth in the GMIS. Preventative maintenance shall be performed annually, with records provided to the County Utilities ~~utilities~~ department. Alternately, the Utilities ~~utilities~~ department may be contracted to perform the preventative maintenance.

ROADS AND ROAD EDGE

Design criteria ~~will~~ shall be in keeping accordance with Mackenzie County's GMIS.

All new roads constructed within hamlets shall be asphalt surfaced unless otherwise noted in this Section. Paving may be delayed until such time as there are additional paving projects in the area in order to save on cost and increase the project viability. In such cases of pavement delay, the road base may require additional work prior to pavement application.

Arterial

Arterial roads shall be located as required to facilitate the efficient movement of vehicles and goods into and around a community. They shall typically be placed a minimum of 800 m apart, ~~and shall primarily only be intersected every 300 m to 400 m by collector roads.~~

Arterial roads shall be asphalt surfaced in all cases.

Where existing private properties already access directly onto an arterial road, sufficient traffic lanes must be provided to ensure a consistent traffic flow. Where possible, shared driveways and/or service roads shall be utilized in order to concentrate the turning movements of traffic.

Approach locations shall be well defined in order to help delineate where to expect traffic turning. Developments along arterial roads shall have parking areas of sufficient size so as to eliminate the need for traffic backing onto the roadway when leaving a property.

Driveways onto private properties shall be minimized, as moving traffic and goods are the primary priorities. Turning lanes shall be utilized to help maintain the flow of traffic with minimal disturbances.

It is anticipated that traffic signalization will be required where arterial roads intersect, and potentially where collector roads intersect with arterial. Traffic ~~studies and signalization~~ warrant reports studies shall be conducted for all such intersections, as deemed necessary by the County.

Conventional grass swales (ditches) may be utilized along arterial roads, but ditch slopes shall ~~be a minimum of 4:1 to facilitate maintenance and esthetics. Where drainage swales may become too deep, grass swales shall be paired with a perforated pipe system under the swale. This reduces the width of ROW needed to facilitate the drainage, and improves esthetics, traffic safety and pedestrian walkability.~~ consider maintenance and aesthetics ^{DM6}.

Arterial roads should not allow for any on street parking.

~~Drought and salt tolerant deciduous trees~~ Trees shall be planted between the curb and sidewalk, to provide shade, provide protection, and help define the pedestrian space. It is strongly encouraged to plant additional trees behind the sidewalk, on private property,

in order to avoid conflicts with underground utilities. [Acceptable tree options are provided for in the GMIS.](#)

Collector

Collector roads shall typically be spaced about 300 m to 400 m apart, with intersections onto arterial roads at the same intervals in order to facilitate efficient traffic movement. When deciding on collector road location, adjacent land uses and existing and proposed arterial and collector road locations shall be considered.

~~Hamlet collector roads constructed to a rural standard shall utilize grassy swales integrated with a perforated pipe system (bioswales). Conventional ditches shall be discouraged as part of any new hamlet development, unless appropriate rationale is provided. Appropriate rationale shall include a brief engineering report detailing why conventional ditches are the best choice for the community, and shall include items such as esthetics, maintenance and lifespan.~~

[Collector roads shall be asphalt surfaced in all cases.](#)

[Conventional grass swales \(ditches\) may be utilized along collector roads, but ditch design shall consider available right-of-way width, maintenance and aesthetics.](#)^[DM7]

When possible, locate buildings which are likely to draw high amounts of traffic to property that has direct access to an arterial road.

~~In residential and commercial areas, buildings shall be located near the minimum setbacks from the street in order to provide a consistent frontage and improved esthetics. Parking shall ideally be located at the side or rear of commercial buildings.~~

~~Drought and salt tolerant deciduous trees~~ [Trees](#) shall be planted between the curb and sidewalk (if not monolithic), to provide shade, provide protection, and help define the pedestrian space. It is strongly encouraged to plant additional trees behind the sidewalk, on private property. Trees shall be located as to avoid conflicts with underground utilities. [Acceptable tree options are provided for in the GMIS.](#)

Use curb bump-outs to help delineate parking lanes, and to prevent them from being used for through traffic.

Roundabouts are encouraged at intersections that are anticipated to see high traffic volumes but where signalization is not warranted. These are also effective at calming traffic and limiting speed while maintaining a consistent traffic flow. Consideration shall be given to ensure that sight lines are not negatively impacted at other intersections or onto private driveways.

Local

Local roads shall constitute the majority of roads within the communities. Their objective is to provide access to each individual property, and the primary purpose is to facilitate

slow moving traffic frequently interrupted by vehicle turning movements and pedestrians.

Local roads shall be asphalt surfaced in all residential and commercial Land Use Districts. The requirement for asphalt may be waived at the discretion of Council in industrial areas if the following criteria are met:

- Asphalt aprons shall be constructed to prevent the spread of gravel onto collector roads;
- Dust control;
- Other? DM8

On street parking is a staple feature of local roads in residential and commercial areas. Local roads constructed to a rural standard shall utilize bioswales, swales or ditches for storm water catchment management.

~~In commercial and residential areas buildings shall be located at the minimum setbacks from the street in order to provide a consistent frontage and improved esthetics. Parking shall ideally be located at the side or rear of commercial buildings.~~

~~Drought and salt tolerant deciduous trees~~ Trees shall be planted to provide shade and help define the pedestrian space. Trees shall be located as to avoid conflicts with underground utilities. Acceptable tree options are provided for in the GMIS.

Core Hamlet

Roadways shall be designed to allow adequate movement of vehicular traffic with access to both on street parking and private parking. Pedestrian movement is a key consideration when considering streets within the Core district.

Crosswalks shall be clearly marked, and may be located mid-block to help facilitate safe and efficient pedestrian movement.

Sidewalks shall be located on both sides of all streets, ~~and be a minimum of 3 m in width~~ in the Core area to help facilitate higher pedestrian volumes and encourage pedestrian traffic.

~~Deciduous trees~~ Trees shall be planted within or behind the sidewalks to provide shade, provide safety and to help delineate the pedestrian space. Property owners shall be strongly encouraged to plant trees on their properties to help create the sense of place and to ensure the Core is visually appealing and attracts pedestrian traffic.

Whenever possible, buildings, streets and sidewalks shall be oriented in a manner that capitalizes on sun exposure and slows winds from prevailing directions.

Sidewalks

Sidewalk grades shall be minimally impacted by driveways. The sidewalk surfacing material shall be continuous across the crossing.

In locations of high pedestrian traffic, create visually distinct markings (eg. colored pavement, zebra stripes) on the driving surface to delineate the pedestrian crossing locations.

Utilize curb bump-outs to reduce the length of crosswalks, prevent parking near intersections, and increase safety by eliminating the parking lanes as through traffic lanes.

Sidewalks shall be located in all areas where even moderate levels of pedestrian traffic are anticipated.

Sidewalks shall be located along both sides of arterial roads, both sides of collector roads where high traffic volumes are anticipated, and on one side along low volume collectors and local roads. Refer to [the Table 1: Zoning Standards Chart](#) for additional information regarding the requirements for sidewalks.

Greenlink corridors [identified in the La Crete ASP](#) shall have a sidewalk and an asphalt path, on opposite sides of the road ROW. This same standard shall be applied to arterial and high volume collector roads.

~~Where sidewalks are required along roads constructed to Rural Standard, the sidewalk shall be either 1.5 m wide concrete or 2.4 m wide asphalt.~~

Private Roads

~~Private streets shall be constructed to an appropriate comparable municipal standard~~

Private Roads
~~Private roads shall be designed and constructed in accordance with accepted engineering standards and a copy of the engineered drawings shall be provided to the County for review prior to construction. Although right-of-way widths may be reduced due to lot constraints, road design, materials testing and other related activities shall be undertaken~~ as if it were a public road. This applies to developments such as Manufactured Home Parks and commercial developments with multiple tenants on a common property.^[DM9]

HAMLET REDEVELOPMENT

Design criteria ~~will~~[shall](#) be in keeping with ~~Mackenzieth~~[the](#) County's GMIS.

Redevelopment Standards

For all areas being redeveloped, the goal is to improve the infrastructure to match the criteria for new development of the same zoning. This will not always be possible because of the existing right-of-way widths and adjoining development.

Whenever a redevelopment is proposed and there are existing restrictions (eg. ROW widths), a brief engineering report shall be prepared outlining the long term benefits of working around the obstacles, or removing the obstacles and meeting the criteria of a new build.

This report shall include but shall not be limited to:

- short and long term cost analysis
- future traffic (vehicular and pedestrian) flow implications
- potential safety compromises (lane widths and sight distances)
- esthetic impact
- all other relevant information.

Consideration shall always be provided to account for continuity and additional future plans. If the esthetic of a neighborhood is to be maintained, careful consideration shall be given when upgrading a street to maintain the current esthetic. Careful transitioning from curb and gutter roads to roads with a detached sidewalk and bioswales may be necessary to match the esthetic of a neighborhood without negatively impacting the overall esthetic along the roadway, or the pedestrian and vehicular traffic capabilities along the street.

Upgrading Priorities

Funding

When ~~considering~~ road upgrades ~~with Hamlets, the County shall prioritize roads in the following order:~~

- ~~1. Arterial~~
- ~~2. Core~~
- ~~3. Collector~~
- ~~4. Local~~

~~See Appendix A for a map depicting road upgrades identified on a priority basis utilizing the above priority ranking.~~

~~Appendix A shall be reviewed annually by administration and further reviewed and approved by Council. This shall be utilized for budgeting purposes and growth considerations.~~

Funding

~~When upgrades to heavy commercial/industrial areas are warranted, the costs of asphalt and street lighting shall be split evenly between the County and property owners adjacent to the improvement area. The County will create local improvement bylaws Local Improvement Bylaws to recoup recover the landowner landowners' share of the costs.~~

LEAP FROG DEVELOPMENT

When a developer chooses to develop in an area that is not easily serviced by existing municipal infrastructure and where significant amounts of the newly installed infrastructure will remain underutilized at full build out of the proposed development, the developer shall upfront all costs of the installation of municipal infrastructure, including oversizing to provide future servicing of adjacent undeveloped lands.

The County will ~~endeavor~~Endeavor to ~~assist~~Assist in the recovery of these costs from other benefitting lands at the time of the future developments primarily by way of issuing and collecting offsite levies but may also utilize different available tools.

	Date	Resolution Number
Approved	18-Jun-02	02-460
Amended	13-Jan-04	04-009
Amended	23-Jun-04	04-510
Amended	10-May-05	05-255
Amended	13-Dec-05	05-674
Amended	26-Mar-09	09-03-227
Amended	13-Oct-10	10-10-855
Amended	23-Feb-11	11-02-199
Amended	11-Feb-14	14-02-072
Amended	30-Jan-15	15-01-053
Amended	2017-02-28	17-02-146

Appendix A

<p>Hamlet road improvement maps A mended</p>	<p><u>2020-04</u></p>	
--	-----------------------	--



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 7, 2020
Presented By:	Byron Peters, Director of Planning and Development
Title:	100A Street Plan (La Crete)

BACKGROUND / PROPOSAL:

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

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

On April 8, 2019 the following motion was made:

MOTION 19-04-247 **MOVED** by Councillor Braun

That the County secure a 40 meter right of way on 100th Street in La Crete for future main street widening and that administration move forward to close 100A Street.

CARRIED

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

Administration has ran some numbers to determine the expected cost to the County. In order to proceed, there needs to be funds allocated to secure a surveyor and start negotiations with the adjacent landowners.

Administration is also working on new setback requirements to ensure development does not occur within 100A Street and all future buildings will be aligned.

Author: K Racine Reviewed by: C Smith CAO:

The amount of land to be purchased is approximately 1.8 acres, while the County would sell approximately 1.7 acres. Ideally, the purchase and sale prices can remain constant across all transactions. Most adjacent lots would buy/sell between 0.1 and 0.2 acres, with the largest property transaction being 0.33 acres.

OPTIONS & BENEFITS:

Mackenzie County will be prepared for future road widening prior to it being needed and landowners can develop their lots without additional consultation from the County.

COSTS & SOURCE OF FUNDING:

The expected cost to the County, if all required lands are sold at market value including surveyor, consolidations, and land transfer fees is about \$65,000.

If the County sells the land that is not needed at market value, the revenue expected is around \$30,000.

A budget of \$65,000 is required, with funding coming from the General Capital Reserve. Any revenue from the sale of land from this project would be allocated to the General Capital Reserve to offset the cost.

SUSTAINABILITY PLAN:

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

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

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

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

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

COMMUNICATION / PUBLIC PARTICIPATION:

None required at this time. Once a budget is established, administration will begin reaching out to landowners.

Author: K Racine **Reviewed by:** C Smith **CAO:**

POLICY REFERENCES:

Mackenzie County Economic Development Strategy and Streetscape Design

RECOMMENDED ACTION:

Motion 1

Simple Majority Requires 2/3 Requires Unanimous

That the 2020 Budget be amended to include \$65,000 to facilitate property transactions along 100 Street in La Crete, with funds coming from the General Capital Reserve.

Motion 2

Simple Majority Requires 2/3 Requires Unanimous

That revenue from the sale of land from the La Crete 100 Street Project be returned to the General Capital Reserve to offset the cost.

Author: K Racine Reviewed by: C Smith CAO:



100A Street

100A Street

20 meters

30 meters

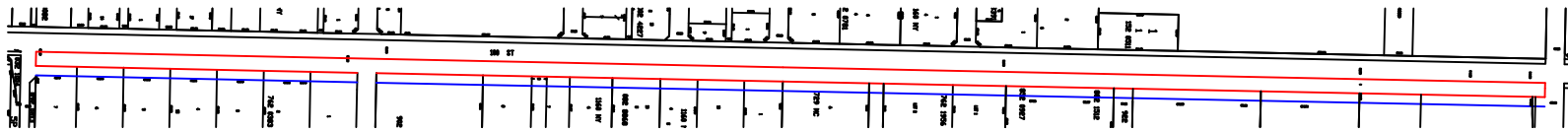
100A Street



TWP RD 1062

94

10202





Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 7, 2020
Presented By:	Len Racher, Chief Administrative Officer
Title:	Engineering Funds for Shovel-Ready Projects

BACKGROUND / PROPOSAL:

In preparation for the economic recovery after the COVID-19 pandemic, the provincial government is requesting municipalities to review their “shovel-ready” projects in the event that stimulus funding is announced.

In order to prepare some potential projects administration is requesting that Council commit engineering funds to this initiative for projects that may not be currently identified in the 2020 capital budget.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

\$50,000 – General Operating Reserve

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

Author: _____ Reviewed by: _____ CAO: _____

POLICY REFERENCES:

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the 2020 budget be amended to include \$50,000.00 for engineering “shovel-ready” projects, with funding coming from the General Operating Reserve.

Author: _____ Reviewed by: _____ CAO: _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 7, 2020
Presented By:	Carol Gabriel, Deputy Chief Administrative Officer (Legislative & Support Services)
Title:	April 22, 2020 Regular Council Meeting – Time Change

BACKGROUND / PROPOSAL:

Due to the requirement to hold public council meetings by electronic means, Administration is recommending that the regular council meeting time be changed to begin at 12:30 p.m. in order to provide a more seamless virtual meeting.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

Council meetings are advertised in the local newspaper and on Facebook.

POLICY REFERENCES:

Procedural Bylaw

Author: C. Gabriel **Reviewed by:** _____ **CAO:** _____

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the April 22, 2020 regular council meeting time be changed to 12:30 p.m.

Author: C. Gabriel **Reviewed by:** _____ **CAO:** _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 7, 2020
Presented By:	Grant Smith, Agricultural Fieldman
Title:	Agricultural Service Board Meeting Minutes

BACKGROUND / PROPOSAL:

The minutes of the March 20, 2020 Agricultural Service Board 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: G. Smith Reviewed by: _____ CAO: _____

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the Agricultural Service Board meeting minutes of March 20, 2020 be received for information.

Author: _____ Reviewed by: _____ CAO: _____

**MACKENZIE COUNTY
AGRICULTURAL SERVICE BOARD MEETING**

**March 20, 2020
9:00 A.M.
Fort Vermilion Office**

PRESENT:	Ernie Peters	ASB Chair
	Josh Knelsen	Reeve
	Anthony Peters	Councillor
	Dicky Driedger	Member at Large (Via Teleconference)
	Joe Peters	Member at Large
	Terry Batt	Member at Large (Via Teleconference)

REGRETS:

ALSO PRESENT:	Grant Smith	Agricultural Fieldman
	Len Racher	Chief Administrative Officer
	Colleen Sarapuk	Public Works Administrative Officer (Recording Secretary)
	Dave Schellenberg	Assistant Agricultural Fieldman
	Fred Wiebe	Director of Utilities (Via Teleconference)

Minutes of the Mackenzie County Agricultural Service Board meeting held on March 20, 2020.

CALL TO ORDER: 1. a) Call to Order

Ernie Peters called the meeting to order at 9:10 am.

AGENDA: 2. a) Adoption of Agenda

MOTION ASB 20-03-007 MOVED BY Joe Peters

That the agenda be adopted with the additions

5.h) Culvert Installation Cost Estimate

CARRIED

PREVIOUS MINUTES 3.a) Minutes of the February 7, 2020 ASB Minutes

MOTION ASB 20-003-008 MOVED BY Anthony Peters

That the minutes of the February 7, 2020 ASB meeting be approved as presented.

CARRIED

ACTION LIST

4.a) Action List

MOTION ASB 20-03-009

MOVED BY Joe Peters

That administration obtain 3 cost estimates for the culvert installation through TWP RD 104-4 without material.

CARRIED

5.b) Emergency Livestock Response Plan

MOTION ASB 20-03-010

MOVED BY Anthony Peters

That the Emergency Livestock Response Plan be received for information.

CARRIED

Fred Wiebe left the meeting at 9:58 p.m.

5.c) Fusarium Graminearum Letter of Support

MOTION ASB 20-03-011

MOVED BY Joe Peters

That a letter be sent the Minister of Agriculture and Forestry strongly supporting that Fusarium Graminearum remains a Pest under the Agricultural Pest Act. .

CARRIED

5.a) Ag Fieldmans Report

MOTION ASB 20-03-012

MOVED BY Anthony Peters

That the Ag Fieldmans Report be received for information.

CARRIED

5.d) Frontier Seed Cleaning Plant Invoice

MOTION ASB 20-03-013

MOVED BY Josh Knelsen

That administration be authorized to pay the budgeted amount on Frontier Seed Cleaning invoice 7758, and administration send a letter to the Frontier Seed Cleaning Board advising them of the payment.

CARRIED

5.e) Ag Plastics

MOTION ASB 20-03-014

MOVED BY Josh Knelsen

That the Ag Plastics be received for information.

CARRIED

5.f) Water Pumping Program

MOTION ASB 20-03-015

MOVED BY Josh Knelsen

That the fees for the water pump rental be increased to \$600 after October 21 annually.

CARRIED

5.g) Invasive Species Council Sponsorship Request

MOTION ASB 20-03-016

MOVED BY Anthony Peters

That the ASB sponsor the Invasive Species Council \$2000.

CARRIED

SET NEXT MEETING DATE

8.a) Next Meeting Date

The next ASB meeting will be held on April 24, 2020 at 9:00 am in the La Crete Office.

ADJOURNMENT

9.a) Adjournment

MOTION ASB 20-03-017

MOVED BY Dicky Driedger

That the ASB meeting be adjourned at 10:51 a.m.

CARRIED

These minutes will be presented for approval at April 24, 2020 ASB Meeting.

Ernie Peters Chair

Grant Smith, Agricultural Fieldman



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 7, 2020
Presented By:	Len Racher, Chief Administrative Officer
Title:	Information/Correspondence

BACKGROUND / PROPOSAL:

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

- Action List
- Correspondence – Beaver First Nation (Recreation Lease 880027)
- Correspondence – Municipal Affairs (Formation of New Municipality)
- Correspondence – Mackenzie Regional Community Society (Victim Services)
- Correspondence – Sturgeon County (FCM Alberta-Focused Reception)
- Correspondence – Alberta Agriculture and Forestry (Retention of Fusarium Graminearum)
- Correspondence – Alberta Environment and Parks – Alberta Parks Partnerships
- Correspondence – MLA Peace River (Disaster Recovery Program Funding)
- Boreal Housing Foundation – Meeting Minutes
- Municipal Governance Factsheet – March 27 COVID-19 Outbreak
- Municipal Governance Factsheet – April 3 COVID-19 Outbreak
-
-
-
-
-
-
-
-
-
-
-

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 March 25, 2020

Council Meeting Motions Requiring Action

Motion	Action Required	Action By	Status
February 22, 2016 Council Meeting			
16-02-135	That the County covers the additional cost of the survey on Plan 5999CL, Lot E to date and have administration release a copy of the report to the landowner informing them that the initial investigation survey has been completed.	Byron	Refer to Motion 18-06-411 In progress. Meeting with landowners.
May 10, 2016 Regular Council Meeting			
16-05-354	That administration be authorized to proceed as follows in regards to the Zama Crown Land Procurement: <ul style="list-style-type: none"> • cancel PLS 080023; • pursue acquisition of land parcels as identified on the map presented in red; • identify a parcel of land to be subdivided from Title Number 102 145 574 +1 (Short Legal 0923884; 21; 1) and offered for trade or sale to Alberta Environment and Parks due to its unsuitability for a hamlet development , specifically the land use restrictions per Alberta Energy Regulator. 	Don	PLS Cancelled. Asset list with all leases, caveats, dispositions, easements, etc. Response Received from AEP 2017-11-27. Application submitted. RFD to Council once response is received to our application.
July 12, 2016 Regular Council Meeting			
16-07-526	That the County pursue purchasing the leased lands at the Hutch Lake campground.	Don Len	Application for purchase of Hutch Lake has been filed.
August 9, 2016 Regular Council Meeting			
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.
April 11, 2017 Regular Council Meeting			
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
August 23, 2017 Council Meeting			
17-08-593	That administration proceed with meeting with the developers and draft an off-site levy bylaw for the La Crete Sanitary Sewer Expansion project.	Fred Byron	Finalizing report then draft offsite levy bylaw. Working with engineer on draft design.

Motion	Action Required	Action By	Status
September 25, 2017 Council Meeting			
17-09-650	That administration work with the Mackenzie Ski Hill Society to obtain a Registered Road Disposition (RRD) disposition for the road, and that the County commits to an endeavor to assist, as per current policy, to cover a portion of road construction costs to the proposed ski hill in the Buffalo Head Hills.	Dave	Paperwork complete. Waiting for approvals. Disposition (RDS) is in place. Right of Way – cleared. Survey completed.
February 27, 2018 Council Budget Meeting			
18-02-146	That the replacement of the 1995 GMC Fire Truck be approved with an initial down payment of \$50,000 coming from the Vehicle & Equipment and Emergency Services Reserve and that the balance be paid, up to a maximum of \$500,000, upon receipt with funding coming from the Vehicle & Equipment and Emergency Services Reserve and that the 1995 GMC Fire Truck be disposed upon arrival of the replacement.	Don Willie	Funding transfer complete. MSI Funding as per Motion 18-06-483 Disposal expected in Spring 2020
April 25, 2018 Council Meeting			
18-04-314	That administration be authorized to proceed with a Department License of Occupation (DLO) for existing and future walking trail expansion on SE 14-106-15-W5 once the title transfer has been completed for SE 15-106-15-W5.	Don	Application submitted. FNC process
18-04-315	That administration move forward in purchasing more land north of the existing Hutch Lake Cabins and that final costs be brought back to Council for decision.	Don	Sketch plan completed. Application to purchase is in progress.
May 23, 2018 Council Meeting			
18-05-399	That the County apply for funding under the Green Infrastructure Projects Grant and the Alberta Municipal Water and Wastewater Partnership Grant for the Zama Sewage Forcemain project.	Fred	Application submitted for GIPG.
June 12, 2018 Council Meeting			
18-06-432	That the County apply to Alberta Environment & Parks for a bank stabilization and clean-up along the Peace River in the Hamlet of Fort Vermilion as a result of the ice jam flooding event.	Dave	In progress. Engineering report received. (WSP) Working on application.
October 9, 2018 Council Meeting			
18-10-763	That administration proceeds with the water diversion license's as discussed.	Fred	In progress
November 13, 2018 Regular Council Meeting			
18-11-885	That the Zama Water Treatment Improvements Project be retendered with a project scope change.	Fred	In progress

Motion	Action Required	Action By	Status
February 27, 2019 Regular Council Meeting			
19-01-117	That administration proceed with Plan 5999CL in Fort Vermilion as discussed.	Byron	In progress
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			
19-04-246	That Policy DEV001 Urban Development Standards for Industrial Use zoned land be brought back to include an option for a Council approved variance.	Byron	RFD 2020-04-07
19-04-247	That the County secure a 40 meter right of way on 100 th Street in La Crete for future main street widening and that administration move forward to close 100A Street.	Byron	RFD 2020-04-07
June 12, 2019 Regular Council Meeting			
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	
19-08-430	That Bylaw 1116-18 being a Road Closure Bylaw to close a portion of lane between Lots 1 & 3MR, Block 2, Plan 052 2360 for the purpose of consolidation be forwarded to the Minister for approval.	Byron	Forwarded to Minister for Approval
19-08-432	That the lookout deck drawing as shown in the Fort Vermilion Streetscape Design Plan be approved and that administration be authorized to move forward with obtaining cost estimates for the project and pursue the Community Facility Enhancement Program (CFEP) grant application.	Byron	Meeting scheduled for 2019-09-16 Disposition takes 18 months. May 15, 2020 CEFP
August 28, 2019 Regular Council Meeting			
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
September 10, 2019 Regular Council Meeting			
19-09-491	That administration monitor auction sites for a replacement vehicle for the 1995 Freightliner Ladder	Don	Ongoing

Motion	Action Required	Action By	Status
	Truck and the 2003 Freightliner Rescue Truck and bring back a recommendation as opportunities arise.		
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.
October 8, 2019 Regular Council Meeting			
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
November 5, 2019 Regular Council Meeting			
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	
19-11-676	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
19-11-685	That administration work with Paramount Resources Ltd. and lobby the government to leave the road infrastructure intact.	Len	In progress
November 27, 2019 Regular Council Meeting			
19-11-717	That administration continue with the review of Policy DEV001 Urban Development Standards.	Byron	RFD 2020-04-07
19-11-736	That the response to Service Alberta regarding broadband internet include the projects in our region and the Zama Fibre Project partnership with Arrow Technologies.	Byron	In progress
December 10, 2019 Regular Council Meeting			
19-12-757	That Alberta Transportation be invited to attend a Council meeting to discuss highway accesses.	Len	In progress
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.

Motion	Action Required	Action By	Status
19-12-781	That a letter be sent to the Minister of Energy regarding industry lease renewals.	Len	In progress
December 11, 2019			
19-12-793	That the Super B truck and trailers be disposed of in 2020.	Willie	
December 18, 2019 Budget Council Meeting			
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	Waiting for new application process
19-12-820	That Mackenzie County lobby the government for incentives to complete the Paramount abandonments within the next five years.	Council	
January 14, 2020 Regular Council Meeting			
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	Forwarded to Minister
January 29, 2019 Regular Council Meeting			
20-01-046	That administration enter into a new lease agreement with Mackenzie Applied Research Association with a 2055 expiration date.	Grant	In progress
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	In progress
20-01-067	That a letter be sent to the Minister of Municipal Affairs in regards to the Section 627(3) of the Municipal Government Act that relates to the number of councillor's on a Subdivision and Development Appeal Board.	Carol	In progress
February 10, 2020 Regular Council Meeting			
20-02-093	That administration submit the Accreditation Quality Management Plan (QMP) amendments to the Safety Codes Council for approval as discussed.	Byron	Len to sign
February 26, 2020 Regular Council Meeting			
20-02-111	That the Treaty 8 Annual General Meeting and request be referred to the Community Services Committee for review and consideration.	Don	Formal request required
20-02-119	That first reading be given to Bylaw 1172-20 being a Road Closure Bylaw to close firstly Plan 0321316, Block 25, all of the lane lying north of Lots 20 to 23 inclusive and lying north of the production westerly of	Byron	PH 2020-04-22

Motion	Action Required	Action By	Status
	the north boundary of Lot 23, and secondly Plan 9925549, Block 25, all of the lane lying north of Lots 15 to 19 inclusive and lying west of the production northerly of the east boundary of Lot 15 for the purpose of consolidation, subject to public hearing input.		
20-02-130	That Council accept the meeting request from the Little Red River Cree Nation regarding the County land use proposal and that administration coordinate a meeting date and time.	Len	In progress
20-02-131	That condolences be sent to the Metis' Region 6 on the passing of one long time member and Elder, Ruth Kidder.	Carol	
20-02-141	That administration proceed with the disposal of fire trucks as discussed.	Don	In progress
March 10, 2020 Regular Council Meeting			
20-03-158	That the 2020 Budget be amended to include \$5,961.22 for the following projects with funding coming from the Grants to Other Organizations Reserve: <ol style="list-style-type: none"> 1. Fort Vermilion Heat Tape for Main Entrance - \$1,900.44 2. Fort Vermilion CO2 Detector Zamboni Room - \$1,816.96 3. Fort Vermilion Replace Lights at Outdoor Rink - \$2,243.82 	Jennifer	Completed.
20-03-159	That the 2020 Budget be amended to include \$5,981.95 for the Fort Vermilion Boiler Pumps Project with funding coming from the General Capital Reserve.	Jennifer	Completed.
20-03-161	That a letter be sent to the Minister of Environment and Parks requesting clarification on the recent announcement with regards to "Partnership" of the Fort Vermilion Provincial Recreation area, the Buffalo Tower Provincial Recreation area, and the Rainbow Lake Provincial Recreation Area.	Len	Completed.
20-03-167	That first reading be given to Bylaw 1173-20 being a Land Use Bylaw Amendment to Rezone Part of Plan 192 3085, Block 24, Lot 3 from La Crete Highway Commercial "LC-HC" to Hamlet Residential 1B, subject to public hearing input.	Byron	PH 2020-04-07
20-03-169	That Council direct Administration, based on Ministerial Order No. MSL: 047/18, to request an exemption from the Minister of Municipal Affairs from the requirements in Sections 605 and 631 of the <i>Municipal Government Act</i> (MGA) for the municipalities of Town of Rainbow Lake and Mackenzie County to create an Inter-municipal	Byron	Completed

Motion	Action Required	Action By	Status
	Development Plan (IDP) between the two parties, as the common boundaries between the two is composed entirely of provincial Crown Land.		
20-03-171	That a letter of support be provided to the Beaver First Nation for their Investing in Canada Infrastructure Program grant.	Len	
20-03-172	That a letter of support be provided to the La Crete Agricultural Society for their Community Agricultural Grant application through Peavey Industries for the development of an orchard.	Carol	Completed.
20-03-181	That a response letter be sent to Sturgeon County in support of their Alberta-focused reception at the Federation of Canadian Municipalities Conference.	Len	Completed.
March 25, 2020 Regular Council Meeting			
20-03-189	That a letter be sent to the Minister of Municipal Affairs requesting immediate payment of the County's outstanding Disaster Recovery Program claims due to the potential impact of the current pandemic situation.	Carol	Completed
20-03-198	That Mackenzie County partner with the Town of High Level and the Town of Rainbow Lake in The Echo-Northern Pioneer COVID-19 Information and Advertising Initiative, in the amount of \$3,000.00, with funding coming from the General Operating Reserve.	Jennifer	Completed.
20-03-199	That \$8,000 from 2019 revenue be contributed to the Bursaries Reserve, as per Policy RESV017 – Bursaries Reserve.	Jennifer	Completed.
20-03-200	That \$12,655 from the Agricultural Fair surplus for 2019 be contributed to the General Operating Reserve to assist with the operational costs for the 2020 Agricultural Fair.	Jennifer	Completed.
20-03-201	That an additional \$24,236 from 2019 revenue be contributed to the Water Infrastructure Reserve.	Jennifer	Completed.
20-03-202	That an additional \$68,985 from 2019 revenue be contributed to the Municipal Reserve.	Jennifer	Completed.
20-03-203	That \$62,400 in the 2019 operating budget be contributed to the General Operating Reserve to fund 2020 carry forward One Time projects.	Jennifer	Completed.
20-03-204	That the 2020 operating budget be reduced by \$48,490.00 due to the cancellation of the Spring Rural municipalities of Alberta conference.	Jennifer	Completed.
20-03-205	That the 2020 operating budget deficit of \$254,750 be funded from the General Operating Reserve.	Jennifer	Completed.

Motion	Action Required	Action By	Status
20-03-206	That the finance charges for April, May, and June 2020 for all Utility accounts not be applied to assist ratepayers during this Pandemic.	Jennifer	Completed.
20-03-216	That a letter of support be provided to the Mackenzie Regional Community Society Victim Services Unit for their grant application to the Victims of Crime Fund.	Len	Completed.
20-03-218	That the four-year term proposal from Tiger Calcium for dust control be accepted.	Dave	
20-03-219	That administration be authorized to allow burn salvage harvesting within municipal road allowances on a case by case basis.	Dave	



BEAVER FIRST NATION

Box 270, High Level, Alberta, T0H 1Z0

PH 780 927 3544 Fax 780 927 4064

March 13, 2020

Nolan Del Fabbro, Wood
Manager, Land Services and Utilities
Via Email: Nolan.del-fabbro@woodplc.com

Dear Mr. Del Fabbro:

**Re: Mackenzie County, Recreation Lease 880027 10 Year Management Plan
Improvements (FNC201806913-001)**

Thank you for sending Beaver First Nation information pertaining to the Mackenzie County's proposed 10 Year Management Plan for the Wadlin Lake Campground (FNC201806913-001).


The Wadlin Lake Campground expansion impacts our ability to continue to exercise our Treaty rights within our Treaty territory, and ignores the fact that Alberta has an outstanding obligation to provide lands to Canada in fulfillment of our Treaty Land Entitlement (TLE) Claim. When our reserves were created in the early 20th century, Canada failed to set aside the correct amount of land, created a reserve land "shortfall". Pursuant to paragraph 10 of the *Alberta Natural Resources Act*, S.C. 1930, c. 3, Alberta is constitutionally obligated to provide lands to Canada so that Canada can create additional reserves for our Nation in fulfillment of the terms of the Treaty. We have been negotiating the settlement of this claim with the governments of Canada and Alberta for over 10 years, and our land selection process has been severely impeded by Alberta's insatiable appetite to "take up" land for development. It has become very clear to us that processes like the Mackenzie Land Transfer and this current disposition from Mackenzie County are being prioritized over the fulfillment of outstanding Treaty obligations.

As Long as The Sun Shines, The Grass Grows and the Rivers Flow

One of Beaver First Nation's TLE land selections falls on/adjacent to Wadlin Lake. Wadlin Lake is culturally significant to Beaver First Nation. Given this, Beaver First Nation requests that no approvals be provided for the Wadlin Lake area until Beaver First Nation's TLE selections have been finalized and the land has been transferred to Beaver First Nation.

Beaver First Nation wants Mackenzie County assurances that they will engage with Beaver First Nation early and often with respect to any current or future planning processes in our territory. Please feel free to contact me directly with respect to the aforementioned. My email address is: consult@beaverfirstnation.ab.ca.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Dustin Thacker', with a stylized flourish at the end.

Dustin Thacker, Consultation Officer
Beaver First Nation

cc. Beaver First Nation Chief and Council
Kieran Broderick, Land and Resources Advisor



ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister
MLA, Edmonton - South West

AR100339

MAR 23 2020

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

Dear Reeve Knelsen,

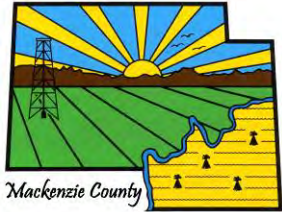
Thank you for your letter of March 2, 2020, advising me of Mackenzie County's support of the petition to form a new municipality in Northern Alberta, and requesting my participation in a collaborative conversation.

I will be discussing your letter with MLA Dan Williams and will be in touch with you and the other municipalities in the region regarding next steps.

Yours very truly,

Kaycee Madu
Minister

cc: Dan Williams
MLA, Peace River



Mackenzie County

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

March 30, 2020

Dear Sir/Madam:

**RE: MACKENZIE REGIONAL COMMUNITY SOCIETY – VICTIM SERVICES
UNIT**

This letter is to confirm that Mackenzie County is in favour and in full support of the Mackenzie Regional Community Society – Victim Services Unit grant application to the Victims of Crime Fund. It is without a doubt that the services provided by the Mackenzie Regional Community Society are integral to Mackenzie County.

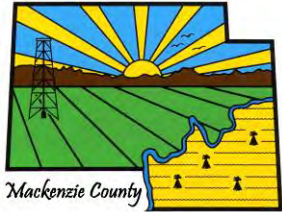
Mackenzie County strongly believes it is important that all victims of any crime and trauma be supported in the best way possible and are looking forward to the development of direct services this grant will allow our community.

If you require additional information, please contact myself at (780) 926-7405 or Len Racher, Chief Administrative Officer, at (780) 927-3718 or by email at lracher@mackenziecounty.com.

Sincerely,

Josh Knelsen
Reeve

c: Mackenzie County Council
Len Racher, Chief Administrative Officer



Mackenzie County

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

March 30, 2020

Mayor Alanna Hnatiw
Sturgeon County
Sturgeon County Centre
9613-100 Street
Morinville, AB T0R 1L9

Dear Mayor:

**RE: ALBERTA FOCUSED RECEPTION AT THE FEDERATION OF
CANADIAN MUNICIPALITIES CONFERENCE**

In regards to your letter dated March 2, 2020, we thank you for taking this initiative to better serve Albertans by creating an Alberta Focused Reception at the Federation of Canadian Municipalities Conference. As I am sure you are aware the conference has been cancelled due to the ongoing Coronavirus Pandemic.

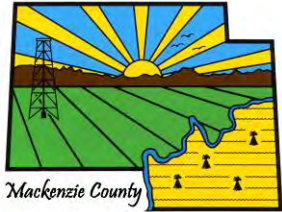
At this time, Mackenzie County is unable to provide financial support due to the government setbacks that we are all facing and especially during this pandemic. Mackenzie County sees potential in this initiative and are willing to provide support wherever applicable should this be rescheduled in the future.

Please feel free to contact me if you have any questions, and advise of other ways in which we can be of support. You can reach me at (780) 926-7405 or Len Racher, Chief Administrative Officer, at (780) 927-3718 or by email to lracher@mackenziecounty.com.

Sincerely,

Josh Knelsen
Reeve
Mackenzie County

c: Mackenzie County Council



Mackenzie County

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

April 2, 2020

The Honourable Devin Dreeshen
Minister of Agriculture & Forestry
229 Legislature Building
10800-97 Avenue
Edmonton, AB, T5K 2B6

Dear Minister:

**RE: RETENTION OF THE FUSARIUM GRAMINEARUM IN THE PEST AND
NUISANCE CONTROL REGULATION**

Mackenzie County is advocating for the continued regulation of Fusarium Graminearum (FG) on the *Pest and Nuisance Control Regulation* of the *Agricultural Pests Act*.

Mackenzie County has a zero tolerance policy for FG, and there have been no cases detected in our municipality. The absence of this disease gives our producers a higher quality product with greater market access. The removal of FG from the *Alberta Agricultural Pest Act* would make it very difficult for Mackenzie County to maintain our zero tolerance policy. Upholding the regulation of FG under the pest act is vital for Mackenzie County to mitigate the spread of this disease in our region and help protect our agricultural producers.

Mackenzie County is strongly opposed to the removal of Fusarium Graminearum from the *Pest and Nuisance Control Regulation* under the *Agricultural Pests Act*, and we would be pleased to discuss this matter with you or your representatives' further. Feel free to contact me at (780) 926-7405 or Grant Smith, Agricultural Fieldman, at (780) 841-1686.

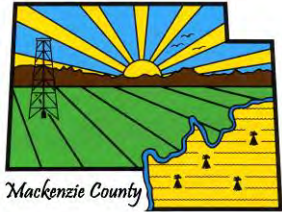
Alberta Agriculture & Forestry
Page 2
April 2, 2020

Sincerely,

A handwritten signature in black ink, appearing to read "Josh Knelsen". The signature is fluid and cursive, with the first name "Josh" and last name "Knelsen" clearly distinguishable.

Josh Knelsen
Reeve

c: Dan Williams, MLA Peace River
Mackenzie County Council
Mackenzie County Agricultural Service Board



Mackenzie County

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

April 2, 2020

The Honourable Jason Nixon
Minister of Environment and Parks
323 Legislature Building
10800 – 97 Avenue
Edmonton, AB T5K 2B6

Dear Minister:

RE: ALBERTA PARKS PROPOSED SITE PARTNERSHIPS

This letter is in response to the Ministry of Environment and Parks' recent announcement regarding full or partial closures of Alberta Parks.

The Mackenzie Region has limited recreational activities and relies heavily on access to our current parks and recreation areas. Mackenzie County is requesting clarification on your recent announcement of the potential partnership opportunities for the following recreation areas within our northern region:

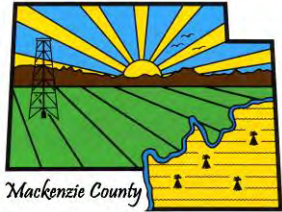
- Buffalo Tower Provincial Recreation Area
- Fort Vermilion Provincial Recreation Area
- Rainbow Lake Provincial Recreation Area

We look forward to discussing this matter with you further. Please feel free to contact me at (780) 926-7405 or our Chief Administrative Officer, Len Racher, at (780) 927-3718 or by email to lracher@mackenziecounty.com.

Sincerely,

Josh Knelsen
Reeve
Mackenzie County

c: Dan Williams, MLA Peace River
Town of Rainbow Lake
Mackenzie County Council



Mackenzie County

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

April 2, 2020

Mr. Dan Williams
MLA Peace River
10013-101 Avenue
La Crete, AB
T0H 2H0

Dear Dan:

RE: DISASTER RECOVERY PROGRAM FUNDING

As you can appreciate Mackenzie County is facing significant financial pressures as a result of carrying expenses of the Chuckegg Creek Wildfire last summer as well as the ongoing challenges of collecting industrial/linear taxes.

We certainly appreciate everything that the provincial government has done and continues to do for us. We respectfully request any assistance you can provide in fast-tracking payments for our submissions to date on our outstanding Disaster Recovery Program files or granting further advances. Total outstanding to date is approximately \$8.5 million.

Thank you for your consideration in helping to expedite this process. If you have any questions please feel free to contact me at (780) 926-7405 or our Chief Administrative Officer, Len Racher, at (780) 927-3718 or by email to lracher@mackenziecounty.com.

Sincerely,

Josh Knelsen
Reeve

c: Mackenzie County Council

Boreal Housing Foundation
Regular Board Meeting
January 30, 2020 at 4:00 pm
CAO office in La Crete, Ab

In Attendance: Cameron Cardinal – via teleconference at 4:01pm
Clark McAskile – Vice Chair- via teleconference
Paul Driedger- via teleconference
Michelle Farris – via teleconference
Josh Knelsen
Daphne Lizotte – via teleconference
Cornie Teichroeb
Crystal McAteer- via teleconference

Missing: Wally Olorenshaw

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

Call to Order: Vice Chair Clark McAskile called the meeting to order at 4:00 pm.

Agenda:

Approval of Agenda

20-01 Moved by Josh Knelsen

That the agenda be approved as presented:

Carried

Minutes from December 5, 2019 Regular Board Meeting

20-02 Moved by Paul Driedger

That the minutes of the December 5, 2019 Regular Board Meeting be approved as presented

Carried

New Business

Letter from Pete Neudorf

20-03 Moved by Cornie Teichroeb

That the eviction letter to Pete Neudorf's remains in effect, and administration is to seek legal advice and move forward.

Carried Unanimously

Vice Chair Clark McAskile handed the meeting over to Chair Cameron Cardinal.

Generator for Heimstaed Lodge

20-04 Moved by Michelle Farris

That this topic be tabled at a future meeting with LCMNA board members to obtain more information.

Carried

New Policy NUR-029 Lodge Space Usage

20-05 Moved by Paul Driedger

That the Policy NUR-029 Lodge Space Usage be approved as presented.

Carried

New Policy NUR-054 Reporting of Clinical Adverse Events, & close calls and Hazards

20-06 Moved by Cornie Teichroeb

That the Policy NUR-054 Reporting of Clinical Adverse Events, & close calls and Hazards be approved as presented

Carried

New Policy H&S-17 Preventative Maintenance and Inspections

20-07 Moved by Cornie Teichroeb

That the Policy H&S-20 H&S-17 Preventative Maintenance and Inspections be approved as presented

Carried

Amended Policy NUR-020 Specialized Health Service Equipment and Medical-Surgical Supplies

20-08 Moved by Josh Knelsen

That the Policy NUR-020 Specialized Health Service Equipment and Medical-Surgical Supplies be approved as presented

Carried

Reports: Financial Reports

CAO Report

20-09 Moved by Paul Driedger

That the CAO report be received for information.

Carried

Heimstaed Lodge Financial Reports – December 31, 2019

20-10 Moved by Josh Knelsen

That the December 31, 2019 Lodge financial report be received for information.

Carried

High Level Lodge – December 31, 2019

20-11

Moved by Paul Driedger

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

Carried

Supportive Living Financial Reports – December 31, 2019

20-12

Moved by Cornie Teichroeb

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

Carried

Housing Financial Reports – December 31, 2019

20-13

Moved by Michelle Farris

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

Carried

Grants & Reserves – December 31, 2019

20-14

Moved by Josh Knelsen

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

Carried

Arrears Report – December 31, 2019

20-15

Moved by Cornie Teichroeb

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

Carried

Information items

20-16 Moved by Michelle Farris

That the following items be accepted as information

- 6.1 Town of High Level Water Rates Letter
- 6.2 AB Housing & Seniors Housing Budget letter
- 6.3 AHS 2019/2020 Budget Adjustment Letter
- 6.4 Red Tape Reduction Announcements

Carried

Next Meeting Date: That the next Regular Board Meeting be March 12, 2020 at 10:00 am in the La Crete, Alberta.

Adjournment:

20-17 Moved by Josh Knelsen

That the meeting of January 2020 be adjourned at 5:05 pm

Chair Cameron Cardinal

Evelyn Peters, Executive Assistant

Boreal Housing Foundation
Regular Board Meeting
March 16, 2020 at 3:45 pm
Teleconference, CAO office in La Crete, Ab

Called In: Cameron Cardinal – Chair
Clark McAskile – Vice Chair
Paul Driedger
Michelle Farris
Josh Knelsen
Daphne Lizotte
Wally Olorenshaw
Crystal McAteer

In Attendance: Cornie Teichroeb

Missing: John W Driedger-

Administration: Mary Mercredi, Chief Administrative Officer

Call to Order: Chair Cameron Cardinal called the meeting to order at 3:45pm.

Agenda: **Approval of Agenda**

20-18 Moved by Cornie Teichroeb

That the agenda be approved or amended to include:

Carried

COVID-19

20-19 Moved by Wally Olorenshaw

That the CAO make changes to seniors' facilities managed by Boreal Housing Foundation, according to the updates from Alberta Health, Alberta Health Services and Alberta Housing and Seniors.

Carried

Regular Board Meeting
March 16, 2020

20-20 Moved by Cornie Teichroeb

That the meeting of January 2020 be adjourned at 4:15 pm

Chair Cameron Cardinal

Mary Mercredi – Chief Administrative
Officer

Municipal Governance

During the COVID-19 Outbreak

Frequently Asked Questions – March 27, 2020

The *Municipal Government Act (MGA)* governs how municipalities operate and is one of the most significant and far-reaching statutes in Alberta. While the *MGA* provides the framework for municipalities to work within, the COVID-19 outbreak has presented unique operational challenges for local government operations.

In response, Alberta Municipal Affairs continues to explore and implement various measures to support municipalities.

COVID-19 – Municipal Legislative Modifications

View the new Regulation, Ministerial Orders and Orders In Council at qp.alberta.ca

To assist municipalities in complying with legislative meeting requirements, the ***Meeting Procedures (COVID-19 Suppression) Regulation*** has been enacted. The regulation allows meetings to be held in a manner that supports social distancing recommendations from the Chief Medical Officer of Health. Municipalities now have flexibility when conducting meetings and public hearings by electronic means, navigating quorum challenges due to councillors in quarantine, as well as methods for providing information to the public.

In addition to this new regulation, many timelines and deadlines legislated in the *Municipal Government Act (MGA)* have been extended by Ministerial Orders MSD:019/20 and MSD:022/20.

Council Meetings

Can meetings be held entirely by electronic means?



YES. During the COVID-19 health emergency, when the *MGA* requires a council, board or commission to hold a meeting, an electronic meeting (e.g., live-stream, teleconference, etc.) meets that requirement as long as:

- notice of the electronic meeting is provided and states the electronic means being used and gives the information necessary for the public to access the meeting;
- the public is able to hear the meeting as it is occurring;
- anybody entitled to make submissions, before and during the meeting, can make submissions by email or any other method that the council, board, or commission considers appropriate; and
- the following people attend by electronic means:
 - CAO or designated officer;
 - For a commission, growth management board or subdivision and development appeal board, the chair or vice-chair
 - For a composite or a local assessment review board, the presiding officer.

Public Libraries Resources

Resources are available at <https://www.alberta.ca/public-library-services.aspx>

Is the CAO or designated officer required to be at a physical location for an electronic meeting?

NO. During the COVID-19 health emergency, section 199 of the *MGA* has been modified so the public and the CAO do not need to be physically in attendance provided there is an electronic means that permits the meeting to be heard as it occurs.

Is there more flexibility for conducting public hearings?

YES. Section 230 of the *MGA* requires council to hear any person who claims to be affected by the proposed bylaw or resolution or wishes to make a presentation and has complied with the procedures outlined by the council.

During the COVID-19 health emergency, any person entitled to make submissions, before and during the meeting, can make submissions by email or any other method that the council, board, or commission considers appropriate.

Do advertisements for public notice have to contain a physical address?

NO. During the COVID-19 health emergency, section 606(6)(b) is modified so that the meaning of “place where it will be held” may include a website address, phone number or other information identifying where the meeting can be electronically accessed.

Are there additional options for making information available to the public?

YES. Where the *MGA* requires information to be available to the public for public inspection, this can be done by making it electronically available on the website or if requested, by sending the information to the person by email or mail or fax.

Are there options to achieve quorum if we have councilors or board members in quarantine?

YES. If quorum is unable to be achieved because of quarantine (this does not apply to self-isolation), quorum is constituted by the number of remaining members who are not in quarantine, provided the number remaining is two (2) or more.

Time Extensions

Have there been any extensions to upcoming deadlines?



YES. Through Ministerial Order No. MSD:022/20 the following deadlines have been extended to October 1, 2020:

- Statistical Information Returns (SIRS)
- Financial Information returns (FIRS) (s. 278)
- Audited Financial Statements for municipalities and Regional Services Commissions (s. 278 and s. 602.34)
- Notice of assessment date as required on an assessment notice (s. 308.1)
- The date by which assessment notices must be sent out by (s. 310(1))
- Arrears list to the Registrar (Land Titles), the unclaimed personal property and vested property program, and the requirement to post the arrears list (s. 412)
- Notification provided by the Registrar (Land Titles), warning of a tax sale to owners of a parcel of land and all those that have an interest in a parcel of land that are shown on the arrears list (s. 417)
- Tax sales that were required to be held by March 31 of 2020 (sec. 418(2))
- Notification provided by the municipality, warning of a tax sale to owners of a designated manufactured home, the designated manufactured home park owner, and all those that have an interest in the designated manufactured home that are shown on the arrears list (s. 436.08)
- Annual reports respecting clean energy improvement programs (s. 12 of the Clean Energy Improvements Regulation (AR 212/2018))

Are summer villages expected to hold organizational meetings by August 31?

NO. All summer villages have until October 1, 2020 to hold annual organizational meetings.

Are there extensions to actions that must be undertaken within specified timeframes?

YES. In sections of the *MGA* where there is a specified amount of time to do something which is triggered by an action occurring, Ministerial Order No. MSD: 022/20 extended the date for the specified time to October 1, 2020. That means that the time period triggered by the event is deemed to end on October 1 or to end as specified under the *MGA* or associated regulation, whichever time is later.

For example, under normal circumstances a CAO must report to council within 45 days of receiving a petition, on whether the petition is sufficient (section 226(1) of the *MGA*). During the COVID-19 health emergency, Ministerial Order MSD:022/20 states that if a petition from electors is received now, the CAO is not required to report to council regarding the petition's sufficiency until October 1, 2020.

Please refer to the listed items in Appendix 2 of MO MSD:022/20 (qp.alberta.ca) and apply this logic to your municipal issue. If you have any questions or concerns, please do not hesitate to contact a municipal advisor to discuss further.

Do I still need to request time extensions from the Minister?

YES. It is important you review Ministerial Order MSD:022/20 as the extension does not apply to everything. Extension requests are required for items not included in the Ministerial Order. An example is the need to request an extension for by-election timelines if there is a council vacancy.

Emergency Management Act

For questions regarding changes to the Act please contact the Alberta Emergency Management Agency at 780-422-9000 or toll-free by first dialing 310-0000.

ICFs and IDPs

Is there an extension for ICFs and IDPs?

YES. Ministerial Order No. MSD:019/20 has extended the time for an intermunicipal collaboration framework to be created pursuant to Section 708.28(1) of the *MGA* or an intermunicipal development plan to be adopted pursuant to Section 631(1) to April 1, 2021.

Previous exemptions from IDP requirements have been maintained (e.g. municipalities whose borders consist completely of crown land).

Municipal Advisory Services

If you have further questions, please contact us at:

780-427-2225

or toll-free by first dialing 310-0000

Or email ma.lgsmail@gov.ab.ca

Further Updates

Municipal Affairs is aware of the unique operational challenges municipalities are facing at this unprecedented time.

We will continue to examine ways to support municipalities in navigating through this situation, and will provide further updates as new tools become available.

Municipal Governance

During the COVID-19 Outbreak

Frequently Asked Questions – April 3, 2020

The **Public Meeting Procedures (COVID-19 Suppression) Regulation** provides flexibility during the COVID-19 crisis by allowing municipalities to meet in a manner that supports social distancing recommendations from the Chief Medical Officer of Health. In addition to this new regulation, many timelines and deadlines legislated in the *Municipal Government Act (MGA)* have been extended by Ministerial Order MSD:019/20 and MSD:022/20.

Municipal Affairs Updates

Previous COVID-19 updates are available at www.alberta.ca/municipal-government-resources.aspx

The state of the COVID-19 pandemic and its impact on municipalities continues to change on a daily basis. This document focuses on municipal finance and also addresses a common concern about development appeals. This is intended to serve as an additional guide for municipalities while we continue to navigate these challenging times together.

Municipal Cash Flow Assistance

Will there be any modifications to help with the municipal cash flow?

YES. The financial challenges municipalities are facing as a result of the COVID-19 pandemic are unprecedented. In recognition of this, the Province is exploring an option to increase the allowable level of

operating borrowing and general borrowing limits for the purpose of COVID response. This would allow municipalities to access additional short-term borrowing facilities to be used to assist with cash flow and other operational concerns. More information will be provided once all options have been explored.

Tax Deferral Initiatives

Will the Province be enacting legislation requiring municipalities to defer utilities or property taxes?

NO. Many municipalities are proactively implementing programs to ease the financial burden on their citizens. In recognition of the proactive steps municipalities are taking, the Province of Alberta is not considering legislative provisions at this time but encourages municipalities to enact voluntary deferrals where reasonable and appropriate for their community.

Municipal Advisory Services

If you have further questions, please contact us at:

780-427-2225

or toll-free by first dialing 310-0000

or email ma.lgsmail@gov.ab.ca

School Requisition

Are municipalities required to pay the education tax requisitions on the quarterly schedule?



YES. Municipalities will continue to be invoiced for education property taxes. In an effort to assist with the cash flow challenges associated with offering tax deferrals to non-residential property owners, the non-residential portion of the education tax requisition will be deferred to December 2020. Therefore, only the residential portion of the requisitions will be invoiced in June and September.

COVID-19 – Municipal Legislative Modifications

View the new Regulation, Ministerial Orders and Orders In Council at qp.alberta.ca

Deficits and Debt Limits

Can a municipality have an operating deficit?

YES. Municipalities are only prohibited from budgeting for a deficit. If budgets are adopted, but due to the impact of the global pandemic, a municipality is unable to collect sufficient revenues to cover all expenditures, there are no provisions in the *MGA* that prevent or disallow a municipality from reporting a deficit at year end.

The only deficits required to be addressed are outlined in section 244 of the *MGA*. A section 244 deficit is an accumulated deficit, net of the value of tangible capital assets. A deficit of this nature means that the municipality is in a negative surplus position with respect to its total financial surplus. If a 244 deficit is reported in the annual financial statements, municipalities are required to budget to recover that deficit in the subsequent year. Additional time for the recovery may be granted upon request to the Minister of Municipal Affairs.

Time Extensions

Ministerial Order No. MSD:022/20 extends a number of *MGA* deadlines to October 1, 2020. Are municipalities required to extend deadlines to October 1, 2020?



NO. This is dependent upon the wording in the section of the *MGA* subject to an extension. For sections listed in Appendix 1, the date currently in the *MGA* would be replaced with October 1. For example, section 278 of the *MGA* would read that “each municipality must submit its financial information return and auditor’s report...to the Minister by October 1.” This provides municipalities with the flexibility to complete this on or before October 1.

Can deadlines exceed October 1, 2020, if they are triggered by an event?

YES. Ministerial Order No. MSD:022/20 extends all deadlines triggered by an event under the *MGA* and its associated regulations until October 1, 2020, such that the time period triggered by the event is deemed to end on October 1, 2020 or to end as specified within the *MGA* and its associated regulations, whichever time is later.

This means that municipalities should not have less time as a result of the deadline extension. For example, when a petition for a borrowing bylaw is received, the CAO has 45 days to validate and report to council. As a result of the extension, the CAO may take up to October 1, 2020 to determine the petition sufficiency and report to council. If the petition is received after August 18, 2020 (within 45 days of October 1, 2020) the CAO has 45 days to validate which may extend past October 1, 2020. The timeline is whichever time is later to ensure at a minimum, the CAO has the legislated 45 days.

Several sections of the *Municipal Government Act* are not included in Ministerial Order No. MSD:022/20. Are these deadlines still in effect?

Yes. Sections not included in the Ministerial Order remain in effect. Municipal Affairs continues to explore options to address any provisions inhibiting the governance of a municipality. Requests for extensions can still be made to the ministry if deemed necessary.

Has the deadline to have audited financial statements, financial information returns and statistical information returns submitted been extended?

Yes. Ministerial Order No. MSD:022/20 changed the deadline such that the financial information return, auditor's report on the financial information return and financial statements must be submitted to the Minister by October 1, 2020. The order also states that the statistical information return must be completed and submitted to Municipal Affairs by October 1, 2020.

Assessment Notices

Has the date for sending assessment notices been modified?

YES. Ministerial Order No. MSD:022/20 extended the date in section 310(1) of the *MGA*. For 2020, the assessment notices must be sent no later than October 1.

Our office is closed and will be closed when our assessment complaint deadline ends and we are not set up to accept online complaints. Can a municipal assessor extend the complaint deadline?

NO. The Ministerial Order extends the deadline to file an assessment complaint to October 1, 2020, or 60 days after the notice of assessment date, whichever time is later.

Designated Industrial (DI) Property Tax Requisitions

2020 notices were sent on March 31. If you have further questions, please contact the Assessment Services Branch toll-free at 310-0000 then, 780-422-1377, or email: ma.asbcia.asmt@gov.ab.ca

Can assessment review boards postpone hearings that are already scheduled prior to October 1, 2020?

YES. In the event there are appeal hearings already scheduled, the board does have authority under section 18 in the *Matters Relating to Assessment and Complaints Regulation (MRAC)* to postpone hearings.

Tax Recovery

What does the October 1, 2020 extension mean for property tax arrears?

The deadline of March 31, 2020 for municipalities to submit arrears list to Land Titles is extended so that the arrears list must be sent to the Registrar no later than October 1, 2020. As it has always been, it is still within the discretion of administration to determine when the arrears list will be submitted.

Does the extension to submit the tax arrears list mean the list of properties for tax sale between April 1, 2020 and March 2021 is extended to October 1, 2021?

NO. For tax arrears notifications issued in 2019, March 31, 2021 is still the deadline for the tax sale.



If a property owner pays the 2018 taxes owing before October 1, 2020, are they removed from the property tax arrears list?

YES. Until such time as Land Titles has been sent the tax arrears list; only 2019 property taxes would be outstanding.

Once the tax recovery file notification has been registered on title, all tax arrears owing must be paid before the municipality can request the file notification to be removed.

What does the Ministerial Order extension mean for property tax sales?

If a tax arrears notification was filed in 2018, the sale would have been held prior to March 31, 2020, but Ministerial Order MSD:0202/20 extended this to October 1, 2020.

For a tax arrears notification filed in 2019, the deadline remains March 31, 2021 for those tax sales.

Due to the COVID-19 crisis, can municipalities defer payments from individuals with which they have entered into tax agreements?

YES. If the terms and conditions of the tax agreement allows the municipality the right to amend an existing agreement due to significant and unforeseen circumstances, the municipality may use its discretion to reschedule payments as long as the term doesn't exceed the maximum of three years currently allowed by Section 418(4). If a municipality wanted an agreement to exceed three years, an extension request must be submitted to the Minister.

Municipal Advisory Services

If you have further questions, contact us at:
780-427-2225
or toll-free by first dialing 310-0000
or email ma.lgsmail@gov.ab.ca

Development Appeals

Some of the extensions regarding development appeals, such as appeals of subdivision approvals and development permits, are causing concern about unnecessarily delaying development. Is there a way to resolve this?

YES. These extensions were put in place to protect the right of individual residents and developers to appeal decisions, in a situation where it was not entirely clear what appeal processes might look like during a pandemic. However, with the adoption of the Meeting Procedures (COVID-19 Suppression) Regulation, council meetings, public meetings and appeal hearings can now occur on a purely electronic basis, while maintaining transparency and public access. Municipal Affairs is working with partner associations and legal professionals to identify the right solution to the challenges arising from these timeline extensions, and amendments are expected to be brought forward in the near future.

The next update will focus on planning and development issues.



Further Updates

Municipal Affairs is aware of the unique operational challenges municipalities are facing at this unprecedented time.

We will continue to examine ways to support municipalities in navigating through this situation, and will provide further updates as new tools become available.