




MACKENZIE COUNTY

REGULAR COUNCIL MEETING

JUNE 10, 2020
10:00 AM

FORT VERMILION COUNCIL
CHAMBERS & FACEBOOK.COM/
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 780.927.3718

 www.mackenziecounty.com

 4511-46 Avenue, Fort Vermilion

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Mackenzie County

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**Wednesday, June 10, 2020
10:00 a.m.**

**Fort Vermilion Council Chambers and
Live-streamed at [facebook.com/MackenzieCounty/Videos](https://www.facebook.com/MackenzieCounty/Videos)**

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 May 27, 2020 Regular Council Meeting	7
		b) Minutes of the June 5, 2020 Special Council Meeting	23
		c) Business Arising out of the Minutes	
DELEGATIONS:	4.	a) Aaron Steblyk, Compass Assessment Consultants Inc. – 2019 Assessment for 2020 Taxation (10:05 a.m.)	29
		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) None	
GENERAL REPORTS:	7.	a) CAO and Director Reports – May 2020	47
		b) Disaster Recovery Update (verbal)	
AGRICULTURE SERVICES:	8.	a)	
		b)	

COMMUNITY SERVICES:	9.	a)		
		b)		
FINANCE:	10.	a)	Non-Profit Organizations – Insurance Deductible Request for Relief	59
		b)		
		c)		
OPERATIONS:	11.	a)	Cement Wash Pad – Fort Vermilion Shop	75
		b)	Damaged Airport Sweeper – Unit #3213	77
		c)		
UTILITIES:	12.	a)		
		b)		
PLANNING & DEVELOPMENT:	13.	a)	Bylaw 1116-18 Lane Closure Between Lots 1 & 3MR, Block 2, Plan 052 2360 (La Crete)	79
		b)	Bylaw 1163-19 Lane Closure Plan 142 0594, Block 34, Lot 8 and Lot 9 (La Crete)	91
		c)	Bylaw 1184-20 to Amend Bylaw 1116-18 Lane Closure Between Lots 1 & 3MR, Block 2, Plan 052 2360 (La Crete)	101
		d)	Bylaw 1185-20 Land Use Bylaw Amendment to Rezone Part of SE 11-105-15-W5M from Agricultural “A” to Direct Control 2 “DC2”	107
		e)		
		f)		
ADMINISTRATION:	14.	a)	Bylaw 1186-20 Procedural Bylaw	115
		b)	Live Streaming and Recording Council Meetings after COVID-19 Restrictions Lifted	139
		c)	Caribou Update (standing item)	
		d)		

		e)		
COUNCIL COMMITTEE REPORTS:	15.	a)	Council Committee Reports (verbal)	
		b)	Community Services Committee Meeting Minutes	145
		c)	Municipal Planning Commission Meeting Minutes	151
		d)		
INFORMATION / CORRESPONDENCE:	16.	a)	Information/Correspondence	163
CLOSED MEETING:			<i>Freedom of Information and Protection of Privacy Act Division 2, Part 1 Exceptions to Disclosure</i>	
	17.	a)	Fort Vermilion Future Development (s. 23, 24, 25)	
		b)	2020 Bursary Applications (s. 17)	
		c)		
NOTICE OF MOTION:	18.	a)		
NEXT MEETING DATES:	19.	a)	Committee of the Whole Meeting June 23, 2020 10:00 a.m. Fort Vermilion Council Chambers	
		b)	Regular Council Meeting June 24, 2020 10:00 a.m. Fort Vermilion Council Chambers	
ADJOURNMENT:	20.	a)	Adjournment	



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	June 10, 2020
Presented By:	Carol Gabriel, Deputy Chief Administrative Officer (Legislative & Support Services)
Title:	Minutes of the May 27, 2020 Regular Council Meeting

BACKGROUND / PROPOSAL:

Minutes of the May 27, 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: C. Gabriel Reviewed by: CG CAO: _____

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the minutes of the May 27, 2020 Regular Council Meeting be adopted as presented.

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

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**Wednesday, May 27, 2020
10:00 a.m.**

**Fort Vermilion Council Chambers
and Live Stream (Mackenzie County Facebook)
Fort Vermilion, AB**

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

REGRETS: Ernest Peters Councillor

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
David Fehr Director or Operations
Grant Smith Agricultural Fieldman
Willie Schmidt Fleet Maintenance Manager

ALSO PRESENT: Samaritan's Purse

Minutes of the Regular Council meeting for Mackenzie County held on May 27, 2020 in the Council Chambers at the Fort Vermilion County Office and live streamed on Mackenzie County Facebook.

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 20-05-283 **MOVED** by Deputy Reeve Sarapuk

That the agenda be approved with the following additions:

- 9. b) Fire Pits in Hamlets
- 10. d) High Level Fire Facility Grant
- 13. b) Developer Incentives

CARRIED

**MINUTES FROM
PREVIOUS
MEETING:**

3. a) Minutes of the April 22, 2020 Regular Council Meeting

MOTION 20-05-284

MOVED by Councillor A. Peters

That the minutes of the April 22, 2020 Regular Council meeting be adopted as presented.

CARRIED

**MINUTES FROM
PREVIOUS
MEETING:**

3. b) Minutes of the May 22, 2020 Special Council Meeting

MOTION 20-05-285

MOVED by Councillor Braun

That the minutes of the May 22, 2020 Special Council meeting be adopted as presented.

CARRIED

**MINUTES FROM
PREVIOUS
MEETING:**

3. c) Business Arising out of the Minutes

None

DELEGATIONS:

4. a) None

TENDERS:

5. a) None

PUBLIC HEARINGS:

6. a) None

**GENERAL
REPORTS:**

7. a) Mackenzie County Emergency Management Team Updates (verbal)

MOTION 20-05-286 **MOVED** by Councillor Jorgensen

That the COVID-19 update be received for information.

CARRIED

MOTION 20-05-287 **MOVED** by Councillor Cardinal

That the Fort Vermilion Flood and Disaster Recovery update be received for information.

CARRIED

**AGRICULTURE
SERVICES:**

8. a) None

**COMMUNITY
SERVICES:**

9. a) **Zama Recreation Society – Request for Maintenance Partnership**

MOTION 20-05-288 **MOVED** by Councillor Cardinal

That the Parks and Maintenance Partnership Proposal from the Zama Recreation Society be accepted for the 2020 season.

CARRIED

**COMMUNITY
SERVICES:**

9. b) **Fire Pits in Hamlet (ADDITION)**

MOTION 20-05-289 **MOVED** by Councillor Jorgensen
Requires Unanimously

That a resolution be presented to the Rural Municipalities of Alberta District 4 to amend the definition of an Urban Municipality to include Hamlets.

CARRIED UNANIMOUSLY

FINANCE: **10. a) Bylaw 1182-20 COVID-19 Pandemic Non-Residential Tax Payment Bylaw**

MOTION 20-05-290 **MOVED** by Councillor Wardley
Requires 2/3

That first reading be given to Bylaw 1182-20 being a Bylaw to provide for payment of taxes by installments for Non-Residential properties for the 2020 tax year, due to the COVID-19 Pandemic.

CARRIED

MOTION 20-05-291
Requires 2/3

MOVED by Councillor Braun

That second reading be given to Bylaw 1182-20 being a Bylaw to provide for payment of taxes by installments for Non-Residential properties for the 2020 tax year, due to the COVID-19 Pandemic.

CARRIED

MOTION 20-05-292
Requires Unanimous

MOVED by Councillor Jorgensen

That consideration be given to go to third reading of Bylaw 1182-20 being a Bylaw to provide for payment of taxes by installments for Non-Residential properties for the 2020 tax year, due to the COVID-19 Pandemic, at this meeting.

CARRIED UNANIMOUSLY

MOTION 20-05-293
Requires 2/3

MOVED by Councillor Cardinal

That third and final reading be given to Bylaw 1182-20 being a Bylaw to provide for payment of taxes by installments for Non-Residential properties for the 2020 tax year, due to the COVID-19 Pandemic.

CARRIED

FINANCE:

10. b) 2020 Capital Budget Funding

MOTION 20-05-294
Requires 2/3

MOVED by Councillor Driedger

That the 2020 Capital Budget be amended to have the following projects funded by the Municipal Sustainability Initiative (MSI) grant:

Mill Razer	\$405,000
AWD Graders	\$1,265,000

CARRIED

FINANCE:

10. d) Telus Communications Inc. – Food Bank Donation

MOTION 20-05-295
Requires 2/3

MOVED by Councillor Braun

That the 2020 operating budget be amended by \$5,000 for the

donation from Telus Communications Inc., and be distributed as follows:

High Level Friendship Center	- \$1,250.00 (25%)
La Crete FCSS	- \$1,250.00 (25%)
Metis Association #74	- \$2,500.00 (50%)

CARRIED

FINANCE:

10. e) High Level Fire Training Facility (ADDITION)

MOTION 20-05-296
Requires Unanimously

MOVED by Councillor Wardley

That the Town of High Level fire training facility funding request be received for information and that administration forward a response to the Town of High Level.

CARRIED UNANIMOUSLY

OPERATIONS:

11. a) Damaged Water Truck – Unit # 2013

MOTION 20-05-297
Requires 2/3

MOVED by Councillor Wardley

That the flood damaged Water Truck be sold by locally advertised tender to the highest bid, as salvage only, and be brought to Council for awarding.

CARRIED

MOTION 20-05-298
Requires 2/3

MOVED by Councillor Braun

That the proceeds of insurance and the sale of the flood damaged Water Truck be allocated to the Vehicle & Equipment Reserve.

CARRIED

OPERATIONS:

11. b) Calcium Chloride Dust Control

MOTION 20-05-299

MOVED by Councillor Jorgensen

That rural cemeteries be added to the annual dust control map.

CARRIED

MOTION 20-05-300

MOVED by Councillor Braun

That the dust control deadline remain as April 1, 2020 and that the remaining calcium storage, following municipal application, be sold at cost for ratepayers to self-apply.

Deputy Reeve Sarapuk requested a recorded vote.

In Favor

Councillor Driedger
Councillor Braun
Councillor Bateman
Councillor Wardley
Reeve Knelsen
Councillor Cardinal
Councillor A. Peters

Opposed

Deputy Reeve Sarapuk
Councillor Jorgensen

CARRIED

Reeve Knelsen recessed the meeting at 10:59 a.m. and reconvened the meeting at 11:08 a.m.

UTILITIES:

12. b) Waterline to Hill Crest Community School

MOTION 20-05-301

MOVED by Councillor Jorgensen

That administration work with Fort Vermilion School Division for the design and installation of a rural waterline to service the Hill Crest Community School with costs being covered by Fort Vermilion School Division.

CARRIED

MOTION 20-05-302

MOVED by Councillor Wardley

That the 2020 capital budget be amended to include the Waterline to Hill Crest Community School project in the amount of \$400,000 with funding coming from the Fort Vermilion School Division capital renewal project fund.

CARRIED

**PLANNING AND
DEVELOPMENT:**

13. a) Bylaw 1181-20 Land Use Bylaw Amendment to Rezone Plan 2938RS, Block 02, Lots 15 & 16 from Fort Vermilion Commercial Centre "FV-CC" to Hamlet Residential 1 "HR-1" (Fort Vermilion)

MOTION 20-05-303 **MOVED** by Councillor Cardinal

That first reading of Bylaw 1181-20 being a Land Use Bylaw Amendment to rezone Plan 2938RS, Block 02, Lots 15 & 16 from Fort Vermilion Commercial Centre "FV-CC" to Hamlet Residential 1 "H-R1" be TABLED.

DEFEATED

MOTION 20-05-304 **MOVED** by Councillor Jorgensen

That first reading be given to Bylaw 1181-20 being a Land Use Bylaw Amendment to rezone Plan 2938RS, Block 02, Lots 15 & 16 from Fort Vermilion Commercial Centre "FV-CC" to Hamlet Residential 1 "H-R1", subject to public hearing input.

CARRIED

**PLANNING AND
DEVELOPMENT:**

13. b) Developer Incentives (ADDITION)

Councillor Driedger stepped out of the meeting at 11:28 a.m.

MOTION 20-05-305
Requires Unanimous

MOVED by Councillor Wardley

That administration investigate developer incentives and create an innovative solution for flood mitigation.

CARRIED UNANIMOUSLY

ADMINISTRATION: **14. a) COVID-19 Town Hall Meetings – Authorization to Claim**

MOTION 20-05-306 **MOVED** by Councillor Bateman
Requires 2/3

That Councillors be authorized to participate and collect honorarium for attendance at Town Hall meetings setup by the Provincial Government, the Rural Municipalities of Alberta or the Alberta Urban Municipalities Association up to a maximum of four meetings per month.

CARRIED

ADMINISTRATION: **14. b) Fort Vermilion School Division – Meeting Request**

Councillor Driedger rejoined the meeting at 11:35 a.m.

MOTION 20-05-307 **MOVED** by Councillor Cardinal

That administration set-up a meeting between the Fort Vermilion School Division and Mackenzie County to discuss the La Crete “Wellness Centre” partnership request.

CARRIED

ADMINISTRATION: **14. c) Rural Municipalities of Alberta District 4 Meeting**

MOTION 20-05-308 **MOVED** by Councillor Wardley

That administration respond to the Rural Municipalities of Alberta District 4 indicating that August 14, 2020 is a suitable meeting date.

CARRIED

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

MOTION 20-05-309 **MOVED** by Councillor Driedger

That the Caribou update be received for information.

CARRIED

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

Councillor Jorgensen stepped out of the meeting at 12:24 p.m.

Reeve Knelsen recessed the meeting at 12:26 p.m. and reconvened the meeting at 1:07 p.m. with all members present.

MOTION 20-05-310 **MOVED** by Councillor Jorgensen

That the Council Committee reports be received for information.

CARRIED

MOTION 20-05-311 **MOVED** by Councillor Cardinal

That a moratorium restricting all development be placed on all vacant properties within all areas impacted by the Peace River ice jam flood.

CARRIED

MOTION 20-05-312

MOVED by Councillor Wardley

Be it resolved that administration proceed with issuing 3 month temporary housing Development Permits and the affiliated safety codes permits for flood impacted properties that are green or yellow flagged,

and be it further resolved that no development improvements be made below the first floor,

and be it further resolved that residents be notified that proceeding with improvements prior to confirmation of required mitigation measures may impact their ability for recovery funding,

and be it further resolved that any home mitigation measures initiated by property owners without prior approval through Disaster Recovery Program will likely jeopardize future eligibility,

and be it further resolved that additional development restrictions may be imposed as a result of the mitigation strategy resulting from 2020 Peace River ice jam flood.

CARRIED

**COUNCIL
COMMITTEE
REPORTS:**

15. b) Community Services Committee Meeting Minutes

MOTION 20-05-313

MOVED by Deputy Reeve Sarapuk

That the unapproved minutes of the Community Services Committee Meeting of May 12, 2020 be received for information.

CARRIED

**COUNCIL
COMMITTEE
REPORTS:**

15. c) Municipal Planning Commission Meeting Minutes

MOTION 20-05-314

MOVED by Councillor Bateman

That the Municipal Planning Commission meeting minutes of March 26 and May 14, 2020 be received for information.

CARRIED

**INFORMATION /
 CORRESPONDENCE:**

16. a) Information/Correspondence

MOTION 20-05-315

MOVED by Deputy Reeve Sarapuk

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

CARRIED

UTILITIES:

12. a) Fort Vermilion Water Treatment Plant Insulation

MOTION 20-05-316
 Requires 2/3

MOVED by Councillor Jorgensen

That the budget be amended to include \$75,000.00 for upgrading the insulation on the original portion of the Fort Vermilion Water Treatment Plant building in coordination with the insurance repairs, with funding coming from the General Capital Reserve.

CARRIED

Reeve Knelsen recessed the meeting at 2:13 p.m. and reconvened the meeting at 2:21 p.m.

FINANCE:

10. d) 2020 Tax Rate Bylaw Amendment (ADDITION)

MOTION 20-05-317

MOVED by Councillor Wardley

That the 2020 Tax Rate Bylaw amendment be added to the agenda.

CARRIED UNANIMOUSLY

MOTION 20-05-318
 Requires Unanimous

MOVED by Deputy Reeve Sarapuk

That first reading be given to Bylaw 1183-20 being an amended 2020 Tax Rate Bylaw for Mackenzie County, with the following change:

Alberta School Foundation Fund (including Opted Out School Board):

	Tax Levy	Taxable Assessment	Tax Rate
Residential and Farmland	\$2,545,855	\$965,070,246	0.002638
Non-Residential	\$4,698,268	\$1,084,048,812	0.004334
Total ASFF	\$7,244,123	\$2,049,119,058	

CARRIED UNANIMOUSLY

MOTION 20-05-319
Requires Unanimous

MOVED by Councillor Wardley

That second reading be given to Bylaw 1183-20 being an amended 2020 Tax Rate Bylaw for Mackenzie County.

CARRIED UNANIMOUSLY

MOTION 20-05-320
Requires Unanimous

MOVED by Councillor Jorgensen

That consideration be given to go to third reading of Bylaw 1183-20 being an amended 2020 Tax Rate Bylaw for Mackenzie County.

CARRIED UNANIMOUSLY

MOTION 20-05-321
Requires Unanimous

MOVED by Councillor Braun

That third reading be given to Bylaw 1183-20 being an amended 2020 Tax Rate Bylaw for Mackenzie County.

CARRIED UNANIMOUSLY

CLOSED MEETING:

17. Closed Meeting

MOTION 20-05-322

MOVED by Councillor Jorgensen

That Council move into a closed meeting at 2:28 p.m. to discuss the following:

- 17. a) Insignia Energy Ltd. – Request for Tax Reduction
(*FOIP, Div. 2, Part 1, s. 17, 27*)
- 17. b) Staffing (*FOIP, Div. 2, Part 1, s. 17, 24*)

CARRIED

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

- All Councillors Present
- Len Racher, Chief Administrative Officer
- Carol Gabriel, Deputy Chief Administrative Officer/
Recording Secretary
- Jennifer Batt, Director of Finance
- Byron Peters, Director of Planning & Development
- Fred Wiebe, Director of Utilities

- Don Roberts, Director of Community Services
- Dave Fehr, Director of Operations
- Grant Smith, Agricultural Fieldman
- Willie Schmidt, Fleet Maintenance Manager

Administration, with the exception of the Chief Administrative Officer, left the meeting at 3:25 p.m.

Carol Gabriel, Deputy Chief Administrative Officer, rejoined the meeting at 4:13 p.m.

MOTION 20-05-323 **MOVED** by Councillor Jorgensen

That Council move out of a closed meeting at 4:13 p.m.

CARRIED

CLOSED MEETING: **17. a) Insignia Energy Ltd. – Requests for Tax Reduction**

MOTION 20-05-324 **MOVED** by Deputy Reeve Sarapuk
Requires 2/3

That administration communicate to those requesting a tax reduction, that Council has investigated all options available to ratepayers and has passed a bylaw to provide for payment of taxes by installments for non-residential properties for the 2020 tax year, to assist all ratepayers in this economic down turn.

CARRIED

CLOSED MEETING: **17. b) Staffing**

MOTION 20-05-325 **MOVED** by Councillor Jorgensen

That the staffing update be received for information.

CARRIED

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

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

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

ADJOURNMENT: 20. a) Adjournment

MOTION 20-05-326 MOVED by Councillor Jorgensen

That the Council meeting be adjourned at 4:13 p.m.

CARRIED

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

Joshua Knelsen
Reeve

Lenard Racher
Chief Administrative Officer

UNAPPROVED



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	June 10, 2020
Presented By:	Carol Gabriel, Deputy Chief Administrative Officer (Legislative & Support Services)
Title:	Minutes of the June 5, 2020 Special Council Meeting

BACKGROUND / PROPOSAL:

Minutes of the June 5, 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: C. Gabriel Reviewed by: CG CAO: _____

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the minutes of the June 5, 2020 Special Council Meeting be adopted as presented.

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

**MACKENZIE COUNTY
SPECIAL COUNCIL MEETING**

**June 5, 2020
10:00 a.m.**

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

PRESENT:

Josh Knelsen	Reeve (arrived at 10:03 a.m.)
Walter Sarapuk	Deputy Reeve
Jacque Bateman	Councillor (left the meeting at 1:12 p.m.)
Peter F. Braun	Councillor
Cameron Cardinal	Councillor
David Driedger	Councillor
Eric Jorgensen	Councillor
Anthony Peters	Councillor
Ernest Peters	Councillor
Lisa Wardley	Councillor

REGRETS:

ADMINISTRATION:

Len Racher	Chief Administrative Officer
Carol Gabriel	Deputy Chief Administrative Officer/ Recording Secretary
Jennifer Batt	Director of Finance
Byron Peters	Director of Planning & Development
Fred Wiebe	Director of Utilities

ALSO PRESENT: NATIONAL Public Relations Ltd.

Minutes of the Special Council meeting for Mackenzie County held on June 5, 2020 in the Council Chambers at the Fort Vermilion County Office.

CALL TO ORDER: 1. a) Call to Order

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

Introductions were made.

Reeve Knelsen arrived at 10:03 a.m. and resumed the Chair.

AGENDA: 2. a) Adoption of Agenda

MOTION 20-06-327 MOVED by Councillor Wardley

That the agenda be approved as presented.

CARRIED

- MINUTES FROM PREVIOUS MEETING:** 3. a) None
- DELEGATIONS:** 4. a) None
- TENDERS:** 5. a) None
- PUBLIC HEARINGS:** 6. a) None
- GENERAL REPORTS:** 7. a) None
- AGRICULTURE SERVICES:** 8. a) None
- COMMUNITY SERVICES:** 9. a) None
- FINANCE:** 10. a) None
- OPERATIONS:** 11. a) None
- UTILITIES:** 12. a) None
- PLANNING AND DEVELOPMENT:** 13. a) None
- ADMINISTRATION:** 14. a) None
- COUNCIL COMMITTEE REPORTS:** 15. a) None
- INFORMATION / CORRESPONDENCE:** 16. a) None
- CLOSED MEETING:** 17. Closed Meeting
- MOTION 20-06-328** **MOVED** by Councillor Jorgensen

That Council move into a closed meeting at 10:04 a.m. to discuss

the following:

17. a) Fort Vermilion Future Development (*FOIP, Div. 2, Part 1, s. 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
- Jennifer Batt, Director of Finance
- Byron Peters, Director of Planning & Development
- Fred Wiebe, Director of Utilities
- NATIONAL Public Relations Ltd.

Reeve Knelsen recessed the meeting at 10:50 a.m. and reconvened the meeting at 11:01 a.m.

Reeve Knelsen recessed the meeting at 12:17 p.m. and reconvened the meeting at 12:46 p.m.

Councillor Bateman left the meeting at 1:12 p.m.

MOTION 20-06-329 **MOVED** by Deputy Reeve Sarapuk

That Council move out of a closed meeting at 1:23 p.m.

CARRIED

MOTION 20-06-330 **MOVED** by Deputy Reeve Sarapuk

That administration proceed with the temporary housing plan for evacuees affected by the flood as presented.

CARRIED

MOTION 20-06-331 **MOVED** by Councillor Wardley

That a letter be sent to the Minister of Municipal Affairs seeking clarity for development considerations for flood affected areas.

CARRIED

MOTION 20-06-332 **MOVED** by Councillor Braun

That a letter be sent to the Minister of Seniors and Housing seeking additional input for development considerations for social housing in flood affected areas.

CARRIED

MOTION 20-06-333 **MOVED** by Councillor Driedger

That a letter be sent to the Minister of Justice and Solicitor General seeking input for development considerations for the Fort Vermilion Court House in the flood affected area.

CARRIED

MOTION 20-06-334 **MOVED** by Councillor Cardinal

That administration continues to support a community recovery plan that includes a community engagement component.

CARRIED

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

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

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

ADJOURNMENT: **20. a) Adjournment**

MOTION 20-06-335 **MOVED** by Councillor Braun

That the Council meeting be adjourned at 1:24 p.m.

CARRIED

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

Joshua Knelsen
Reeve

Lenard Racher
Chief Administrative Officer



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	June 10, 2020
Presented By:	Jennifer Batt, Director of Finance
Title:	DELEGATION Aaron Steblyk, Compass Assessment Consultants Inc. – 2019 Assessment for 2020 Taxation

BACKGROUND / PROPOSAL:

Presentation (via Skype) by Compass Assessment Consultants Inc. regarding the 2019 Assessment for 2020 Taxation. See presentation attached.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

POLICY REFERENCES:

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

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the presentation by Compass Assessment Consultants Inc. regarding the 2019 Assessment for the 2020 Taxation year be received for information.

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



Mackenzie County

2019

ASSESSMENT FOR 2020 TAXATION



COMPASS Assessment Consultants Inc.

- Assessment Review Board Results - 2018 Assessment
- Inspections
- Paramount Resources Abandonment
- 2019 Assessment for 2020 Taxation
- Re-Inspection
- Inspection Practice
- Looking Forward

DISCUSSION POINTS

ASSESSMENT REVIEW BOARD RESULTS - 2018 ASSESSMENT

All-in-all a very productive year for Mackenzie County.

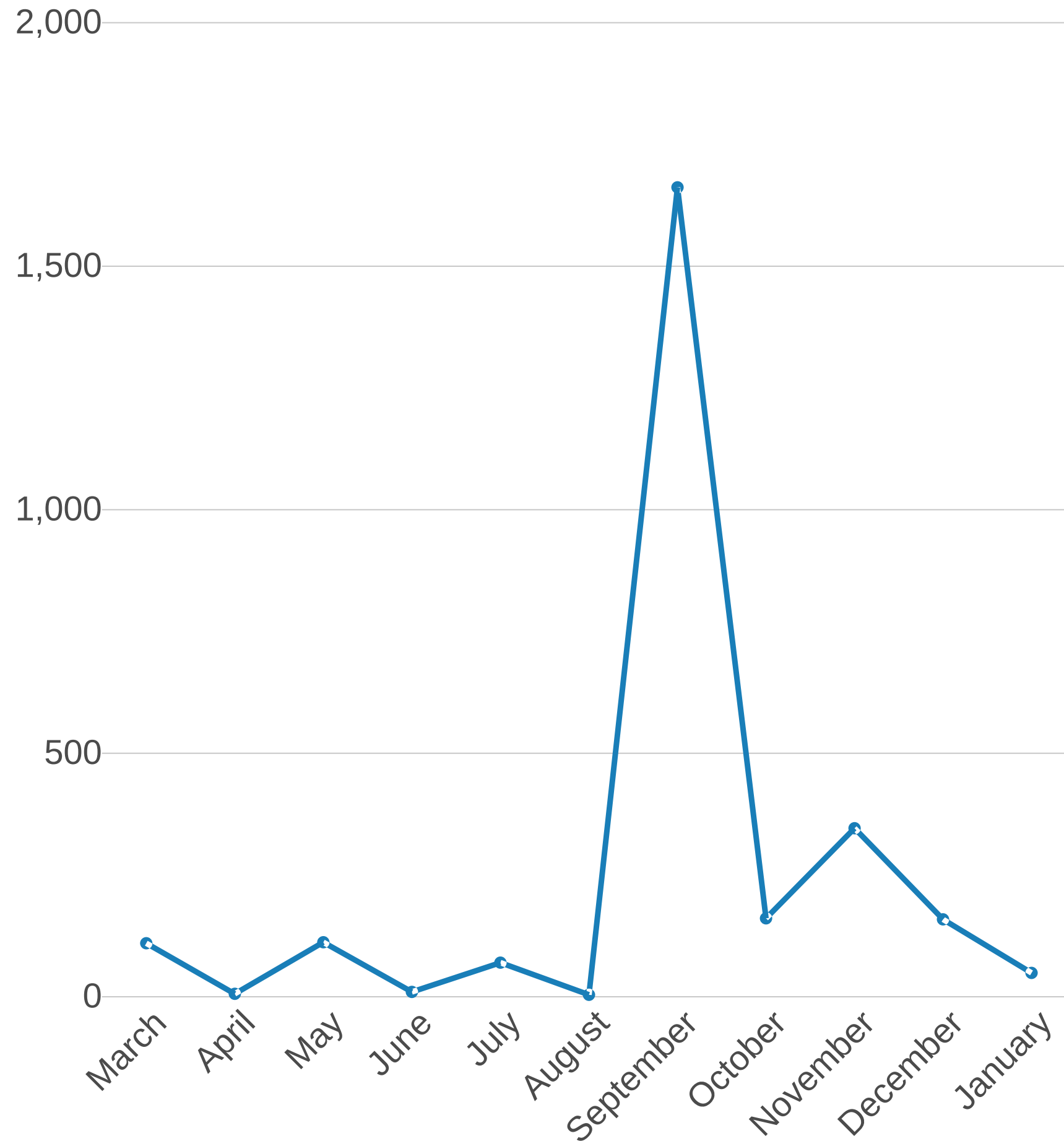
6 complaints filed in total - 3 Residential, 3 non-residential.

All complaints were able to be dealt with either by withdrawal or withdrawal to correction.

Majority of Complainants had not spoken to the assessor prior to filing the complaint.



INSPECTIONS



2753 Inspections in 2019 (includes DIP inspections)

- Follow up review of 2018 flood affected properties
- Physical Inspection of every permit taken out in 2019
- Review of Quarterly lease reports from the Province
- Review of Subdivisions and adjustments for farmland clearing
- Callback card left at properties where the assessor had questions. Notifications left at all properties physically inspected.
- Updated Photos of buildings present on-site at time of inspection
- Re-inspection focused in Bluehills and Tompkins Landing area
- DIP re-inspection done in March of 2019 (Husky's field)

PARAMOUNT RESOURCES ABANDONMENT

05



- Entire field taken out of service in 2019
- M&E is not Assessable as it is disconnected and physically isolated
- Verified with Paramount Representatives and on-site inspections
- Buildings remain on location and assessable for the 2020 tax year
- As abandonment continues, buildings, wells and pipelines will be removed from the assessment base
- 80% of Paramount's assessment has been ELIMINATED (not including linear), equating to \$51,467,810 in assessment.

2019 ASSESSMENT FOR 2020 TAXATION



Mackenzie County Code: 0505 Assessment Year: 2019
Annual Audit Ratio Study Report
Summary and Assessment Audit Comments

Residential Assessment Level	Non-Residential Assessment Level
0.974	0.971

Assessment Year 2019 Loads

Load Type	Load Date	Declared By	Declaration Date
Annual	February 26, 2020	Aaron Steblyk	February 26, 2020
Indicators of Value	February 26, 2020	N/A	

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

Annual Return Declaration Status	Date
The appointed assessor has submitted the annual declaration upon receiving notice that the annual audit stage 1 tests are passed.	26FEB20:11:41:42

GROWTH & INFLATION

ASSESSMENT BASE

Total = \$1,837,877,540

Taxable = \$1,591,294,900

Change of \$-32,047,380 in total taxable assessment

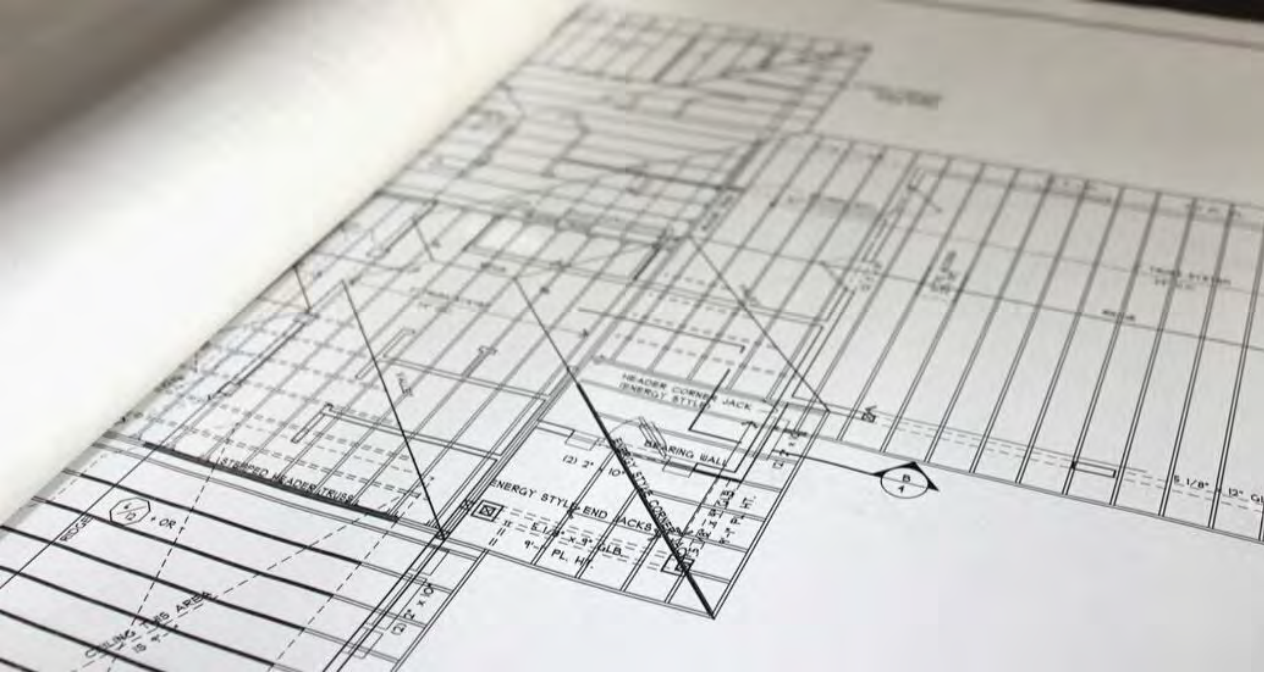
GROWTH

Growth is the total assessment from new property or improvements added or removed from the roll since that last year (subdivisions, or new development, and removals). Residential Growth is 3.8%. Taxable growth is -2% overall this year.

INFLATION

Inflation is the increase in total assessment from what existed last year and carried forward. This reflects market change, not inventory change. Inflation this year is 0.2% overall this year.





NEW CONSTRUCTION / COMPLETED PROJECTS

- 201 new development permits involving construction or demotion.
- 60 new SFD's or additions
- 50 manufactured homes/bunk houses
- 50 accessory buildings/garages/shops

MARKET DRIVEN ASSESSMENT

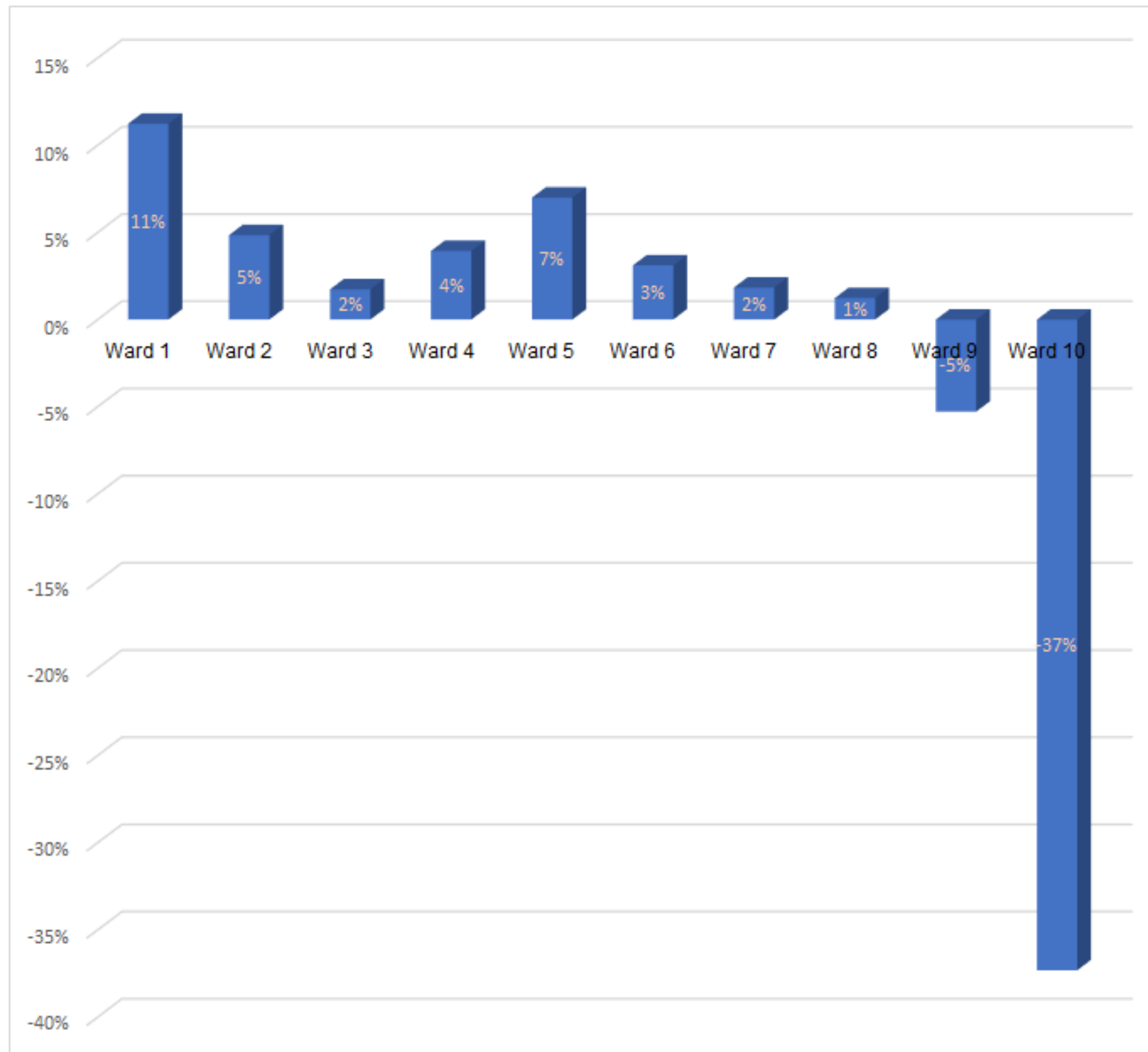
- 338 new sales used in the valuation
- 720 total sales used in the valuation

INDUSTRIAL / MACHINERY AND EQUIPMENT

- Significant reduction in M&E Assessment.
- Additions to facilities were far outweighed by disconnections, demolitions and abandonments

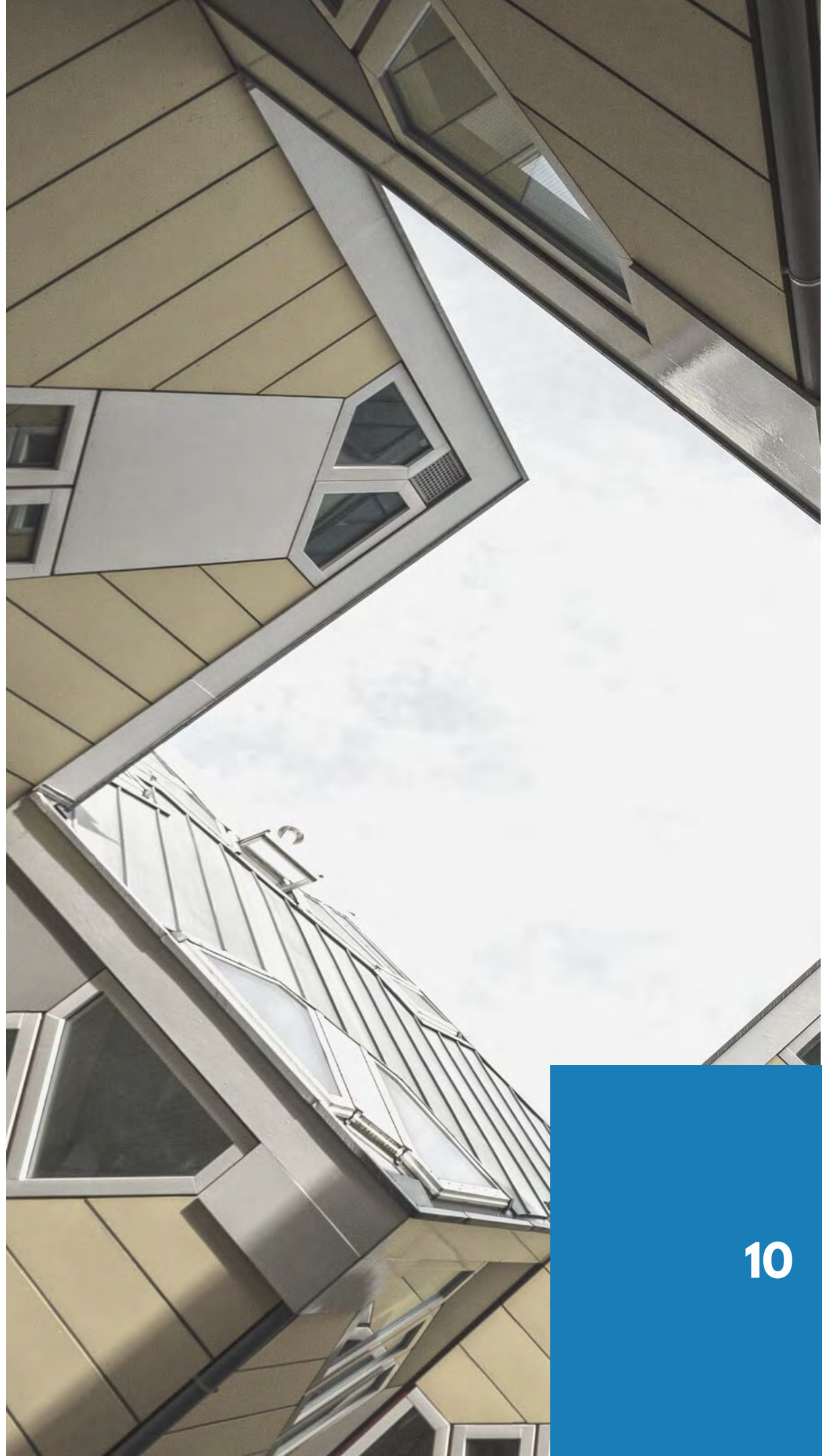
ASSESSMENT CHANGES

08



ASSESSMENT CHANGES BY WARD

- Values continue to rise throughout the County. Areas around LaCrete showing the largest gains in value.
- Ward 1 and 2 were involved in the re-inspection cycle this year.
- Ward 9 & 10 impacted by industrial shut-in's and abandonment



RE-INSPECTION CYCLE

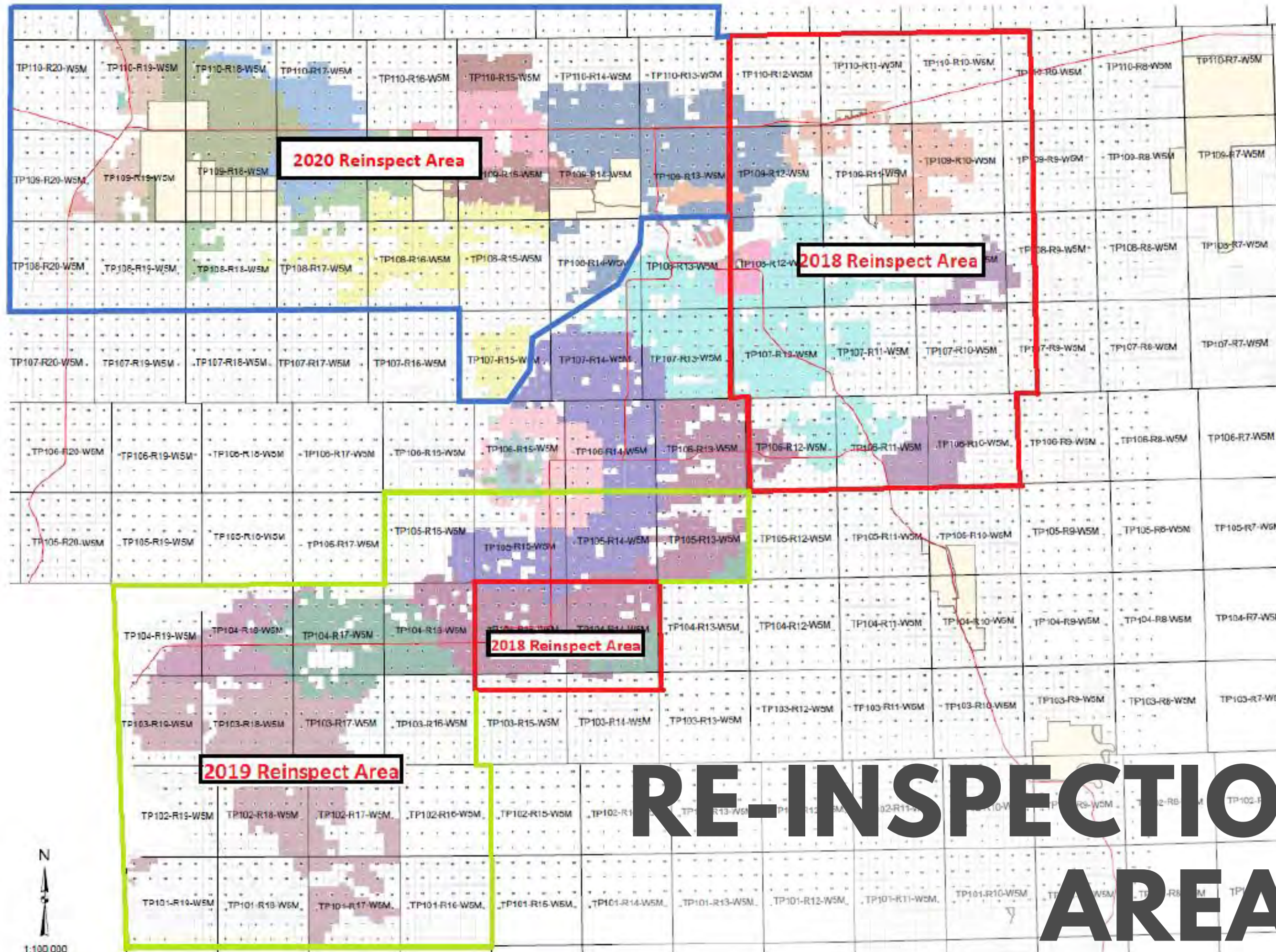
PRIORITY AND FOCUS

- The focus of our inspections in the past few years and continuing forward is remote, rural areas within the county
- Farmland is continuing to be reviewed alongside improved properties during re-inspection.
- Inspections on improved properties often yield the highest positive impact on the assessment base

RE-INSPECTION CYCLE

2020 PLAN

- Areas North of the Peace River between High Level and Ft. Vermilion are planned to be reviewed.
- 2019 aerials have become available by a 3rd party service Compass subscribes to. Because of this, we have been focused on reviewing farm land during the COVID-19 downtime.
- Flood damaged properties - Will be reviewed later in the year to best estimate condition for the legislated December 31 date. Also, this timeline avoids putting any additional distress on those affected during the initial recovery.



RE-INSPECTION AREAS

INSPECTION PRACTICE

KEEPING STAFF AND COMMUNITY SAFE DURING COVID-19 AND BEYOND

- During our physical inspections, hand sanitizer will be used by Assessors before entering and after leaving properties.
- Masks will be worn inside buildings, or where physical distancing measures cannot be met
- Increased use of technology to supply information to Assessors via electronic transmission of photos, video, or virtual meetings.

Looking Forward...

INSPECTIONS

Ongoing re-inspection and site visits to ensure the proper information is recorded on the assessment

VALUATION

Continuing to review and implement good assessment practice in the collection of data, validation of sales and overall valuation

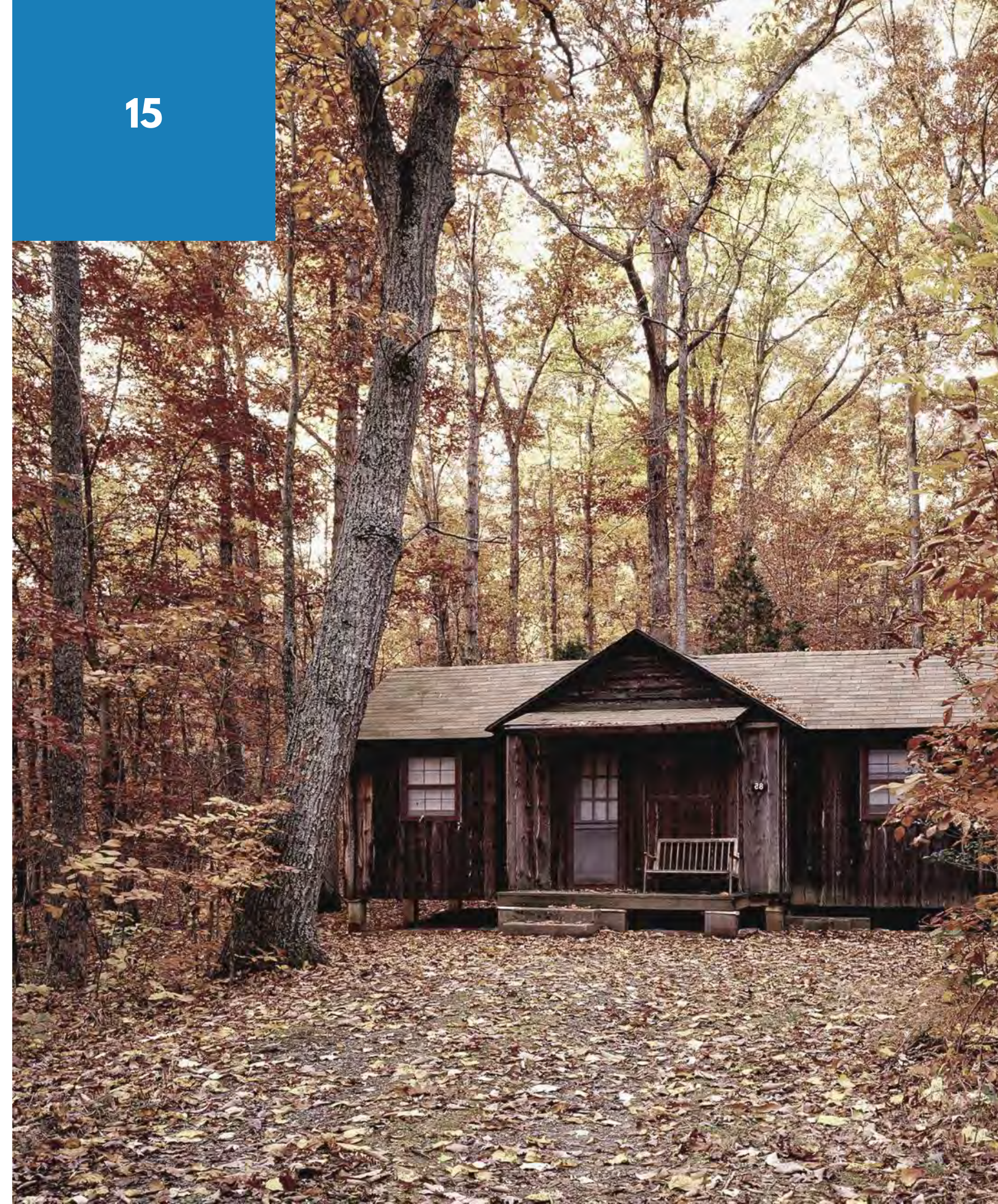
CUSTOMER SUPPORT

Continue to be friendly and accessible to rate payers to answer questions, and build positive relationships

TRANSPARENCY

Provide information in a timely and professional manner to any party inquiring.

QUESTIONS?





Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	June 10, 2020
Presented By:	Len Racher, Chief Administrative Officer
Title:	CAO & Director Reports for May 2020

BACKGROUND / PROPOSAL:

The CAO and Director reports for May 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: C. Gabriel **Reviewed by:** CG **CAO:** _____

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

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

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

MONTHLY REPORT OF THE CHIEF ADMINISTRATIVE OFFICER

Len Racher, CAO

Daily Activities Log for

April 30/20- Renew SOLE, Call Avalon arrange ZAMA road to be graded once a week, all other roads in the county see their roads graded once every two to three weeks.

May 1/20- many meetings with DRP and staff about flood.

May 2/20- Arrange bus tour for residents in Fort to see their homes. Arrange to let residents in from 4pm to 7pm. working with our team to plan a recovery strategy

May 3/20- Work with team on many problems to help with recovery.

May 4/20- Assist Knelsen sand and gravel to secure pumps for gravel pit. Arrange pick up of water that Cameron had gotten as a donation from Peace River. Sent public works to investigate reports of sink holes in Boreal Housing area.

May 5/20- Arrange security for Butter Town and Fort. Called Paul Catt about update on ferry. Attended many meetings with staff.

May 6/20- Meeting (phone) with DRP. Got a call that Chase Davies was causing problems at Ferry Campground which was flooded badly. Helped to get dumpsters emptied.

May 7/20- Inspect damage to Brenton Wiebe's drive way. Meetings with staff.

May 8/20- Lots of staff meetings about flood.

May 10/20- Tour of roads and met with Dave Fehr to discuss concerns.

May 11/20- Busy preparing for the Premiers visit. Talked to Paul Catt about ferry.

May 12/20- Discuss opening of Campsites as Covid rules relax.

May 13/20- Meet with Eric Cam and Jenn. Meet with team to discuss opening offices tomorrow.

May 14/20- Arrange a meeting with Greg Newman for the MARA capital project. Listen in on Fort Mac town hall

May 15/20- Check drainage ditch in LA. Meet Dave to discuss projects.

May 16/20- Answer text and emails most of the day Saturday.

May 17/20- Answer text, emails and phone calls Sunday.

May 19/20- Right a letter to Minister Dreeshen about fire pits in hamlets. Deal with flood issues.

May 20/20- Meet with directors. Meet with Mike McMann about water line.

May 21/20- Meet with MARA and Byron. Meet with phone call DRP. Talk to Mike Cardinal about housing. Had a meeting with Grassroots Hub Eric and Wanda.

May 22/20- Special Council Meeting

May 26/20- C.O.W. meeting, deal with flood problems

May 27/20- Council Meeting

May 29/20- R.C.M.P. call about an accident on River Road Donny and I investigated.

May 30/20- Peter Braun called about wood at Hutch Lake, Lisa wanted road graded again. I called the R.C.M.P. to help Red Cross on Sunday at the Mirage and Wednesday for three days at Fort.

Respectfully,

Len Racher
Chief Administrative Officer

MONTHLY REPORT TO THE CAO

For the Month of April & May 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. We have also received a 1 year temporary license for the waterline to Norbord.
La Crete Future Water Supply Concept	Dec/20	Working on RFP scope details.
LC Future Utility Servicing Plan	July/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:

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Other Comments:

Much of my time has gone into emergency management in the past few months through response to COVID-19 as well as more recently the 2020 ice jam flooding which affected our wells for La Crete, Buttertown, Fort Vermilion and the Beaver Ranch area within Mackenzie County. Our Emergency Management Team, staff, volunteers and the Rangers did an excellent job in ensuring all residents were evacuated safely.

As we have transitioned to recovery, we have many things to continue to consider and we know that this will be a process. Firstly, we are working hard along with the province to continue to provide short term housing for evacuees. At the same time we are also reviewing different options moving forward to help ensure our community can re-build stronger and more resilient. This will require community involvement and engagement to ensure it is community driven.

Our operators are working hard to get our water plant operational again, but have experienced a few challenges along the way. We hope to have it operational in the near future.

We have also initiated the project that will see the installation of a waterline to the Hill Crest Community School.

Respectfully submitted,

Fred Wiebe
 Director of Utilities
 Mackenzie County

MONTHLY REPORT TO THE CAO

For the Month of May, 2020

From: David Fehr
Director of Operations

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Parks	Ongoing	Maintenance has just started on parks and other areas within the hamlets.
Repairing potholes	ongoing	Fixing potholes as needed
Inspecting new accesses	ongoing	Inspecting accesses as they are finished.
Spot graveling	ongoing	On an as needed basis.
Pre-qualifying for Contractors	Assessing	Administration is looking at prequalifying Contractors for small jobs. (ie. Install/change out culverts, fix soft spots in roads)
Street sweeping	Ongoing	Street sweeping is ongoing as needed.

Projects		Timeline	Comments
Crack Sealing		Ongoing	Crack sealing has started with the Fort Vermilion Airport and the Hamlet of Fort Vermilion complete.
Line Painting		June	Line painting to be
Ski Hill		Ongoing	Bridge has been delivered and to be placed 3 rd week of June
New Roads		Ongoing	A couple of new roads are under construction by farmers. We will monitor and assist as required.

Meetings attended in May

- **May 11- COVID-19 Meeting**
- **May 13- Team Meeting**
- **May 19- Team Meeting**
- **May 20- Managers Meeting**
- **May 27- Council Meeting**

Respectfully,

David Fehr
Director of Operations

REPORT TO CAO

May, 2020

From: Grant Smith
Agricultural Fieldman

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Roadside Spraying	2019	Roadside spraying will commence on June 10 th . Completion is July 10 th . The ASB is continuing the "Do Not Spray Program".
Weed Inspection	2020	Weed assessments are being reviewed and the Assistant Fieldman will be interviewing landowners with noxious weed problems to plan control strategies in 2020. A contract Weed Inspector will be hired.
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 will be presented to the ASB on March 20 th .
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	Trees will be available for pickup in the second week of June.
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.
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Capital Projects

Projects	Timeline	Comments
Blue Hills erosion repair Twp Rd 103-2		Requests for proposals will be distributed to local contractors, opening date is June 27 th .

Personnel Update:

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Other Comments:

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Monthly Report to the CAO

For the Month of April-May, 2020

From: Don Roberts
Director of Community Services

Meetings Attended in Apr-May 2020

April and May primarily dealt with Covid and Flood related meetings and operations with the following included:

Council
Community Services
Campground Attended Orientation
Alberta Agriculture & Forestry

Fort Vermilion, La Crete and Zama Fire Departments

Activity Summary Report for April-May 2020

05 - Alarms
16 - Fire
15 - Medical Co-response
07 - Motor Vehicle Incident
03 - Disaster Response
02 – Hazzmat/Hazard

Health and Safety

The Health and Safety Committee held a meeting and focused on insuring sufficient workplace control measures and AHS recommendations due to COVID-19 were in place and understood.

Our COR audit scheduled for March has been postponed. AMHSA: Alberta Municipal Health & Safety Association, our partner in prevention has given us a new deadline of December. We have set a completion date of July 30. The audit is documentation and no interview process.

Waste

The public continue to complain about the residential pickup and the garbage bins. They believe the County or the contractor should be paying for broken bins. There have been other calls complaining of bins that are fallen over and demanded the contractor should

be picking up bins up even though the ground is uneven in front of their yard. Each complaint has been addressed.

Parks and Recreation

Parks and campgrounds are open with COVID-19 restrictions in place.

Other Information

FRIAA Projects have been awarded to Mistik Environmental Services Ltd. The completion dates have been extended to August 31.



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	June 10, 2020
Presented By:	Jennifer Batt, Director of Finance
Title:	Non-Profit Organizations – Insurance Deductible Request for Relief

BACKGROUND / PROPOSAL:

Numerous Non-profit organizations are listed as additionally named insured under Mackenzie County’s Insurance Policy. Four of these organizations received damaged from the Ice Jam flood on April 27, 2020, and prior. The Old Bay House, La Crete Ferry Campground, Fort Vermilion Board of Trade, and the Fort Vermilion Seniors Center.

Administration has received a request from the Old Bay House for financial assistance with the deductible in the amount of \$25,000. Administration has not received formal requests from any of the other organizations, however will be speaking with each prior to the Council discussion on this item

OPTIONS & BENEFITS:

Option 1

That Council approve financial assistance in the amount of \$25,000 for the insurance deductible for overland flooding on April 27, 2020 be provided to the Old Bay House, and other non-profit organizations that are insured under Mackenzie County’s Policy.

Option 2

That Council receive this report for information.

COSTS & SOURCE OF FUNDING:

2020 Operating Budget for \$25,000 per organization approved. Funding would come from the General Operating Reserve.

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

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

Administration to notify each Non-Profit organization in writing

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That financial assistance be provided for the following non-profit organizations to cover the cost of the insurance deductible for overland flooding on April 27, 2020, with funding coming from the General Operating Reserve.

Non-Profit Organization	Deductible Amount
The Old Bay House	\$25,000

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

From: [Al and Marilee Toews](#)
To: josh@mackenziecounty.com
Cc: [Jannelle Veenstra](#)
Subject: The Friends of the Old Bay House Society - Old Bay House
Date: May 30, 2020 11:02:17 AM

Dear Josh Knelson:

RE: Ramifications of flooding of the Old Bay House in 2020

On May 2, 2020 we slid our way into and through the Old Bay House for initial review of the Peace River flood aftermath on this Provincial Historic Resource. Fortunately Inspectors had posted a green notice allowing us to get on with initial cleanup on Monday May 4. Volunteers worked hard physically to do what we could to squeegee and hose the floors of a tremendous layer of silt which had already begun to dry. Other volunteers provided fans, time and equipment to pressure and hand wash many furnishings and floor mats. A vacuum truck volunteered services to pump out the basement. It was a productive day!

Furnishings and such contents as construction/restorations supplies, tools from the basement and main floor were set out to sort, air and dry. Some goods were taken by museum volunteers to wash off site and return while other items were dealt with right at the house. This was to expedite rapid cleaning of as much as we could. Cleaning is still taking place amid securing of estimates from local tradespeople to help grasp the costs involved and to deal with Insurance. We are securing feedback from original workers on the house as well as other firms. These pertain to restorations carpentry, electrical, plumbing and heating, kitchen and other millwork, grounds prep and other landscaping. Volunteers are on hand to plan and work just as we have over the years. Our goal was to have a grand opening in 2020 and with help from others, we still would like to do this!

Fortunately the Society has up to date insurance through the County Insurer. We obtained contact information and immediately reported the flood event and OBH damage to these contacts. On Monday May 4th, adjusters from Grande Prairie, subcontracted by an Edmonton firm met us at the Old Bay House. They took photos and began their reports. A cleanup contractor with Adjuster connections was also present. Later in the week, an Appraiser named Mario from Calgary arrived to assess damages in order to prepare a report wherein cost of restorations, repair and/or replacement was done. This Appraiser recognized and commented on the quality of workmanship which had gone into the restorations work at the Old Bay House. A copy of his report would be very helpful to us if the County could get one for us. It would aid us with budgeting. We supplied many documents and photos to support Mario's work preparing estimates and to have his perspective on restorations details would be valuable. Though he is more than willing, he says we would need to get this from the Edmonton Adjuster, as his firm was hired by the Insurer, not by us!

However, there is even a larger hurdle we face! Although Insurance fully covers costs of cleanup, the after work to do the restorations and repairs is based on a \$25,000. deductible. Some volunteer cleanup credit is allowed against this deductible, but our organization simply does not have the funds needed to advance the project much past the cleanup stage. We have general operations plus two close to completion grant projects, which were scheduled for wrap up this spring. Then the flood hit!

Under CFEP, we have some funds for carpentry regarding door installations and hardware, three sink/vanity installations and two vanity trims plus completion of the kitchen and a site sign in a design stage. Only kitchen completion and door hardware and locksmithing might be eligible. The new kitchen was 95% complete at the time of flooding. Three main kitchen appliances purchased under the CFEP grant must be discarded and repurchases needed. We can still obtain exact replacements of stove and fridge, if we purchase quickly. These items do become obsolete. A lot of volunteer time went into their selection. Some products, such as the kitchen countertop material in our selected pattern is no longer available. We have salvaged current countertops, but matching materials for the other unfinished kitchen elements will need to be rethought.

The attached pictures show before and after flood shots. We have a huge portfolio of other photos available for viewing. These have been sent to Gary Chen, the Historical Resources Government Rep for northern Alberta.

Gary has been with us on this huge project for many years and continues to support us during these more challenging circumstances. A copy of his letter to the Society is also attached.

Our current request is for help from Mackenzie County Council with the deductible. If there are other means by which Council can see being of assistance please let us know. We appreciate all that you have done to help us in past and are sorry to have to come to you again under the challenging circumstances you are facing on many fronts.

ALL clean up is being carried out mindful of preserving ORIGINAL and RESTORED work completed prior to flood damage. Whenever possible original and restored work is to be preserved or protected. Any other unforeseen damage as a result of the flood will also be addressed. Daily cleanup is being recorded with pictures by the the cleanup contractor and Society volunteers.

The Old Bay House Stood stands out distinctively as an icon of the North and this County. Its commanding presence is appreciated near and far. The guest book bears testimony of this, as do the people who come in to visit or help us now as we work hard to restore its grandeur for all to enjoy in years to come.

Appreciating your time and due consideration of our needs,
G.A. (Al) Toews
Treasurer and Restorations General Contractor
The Friends of the Old Bay House Society

PS. We did apply under the Alberta Disaster Assistance Program and met with Dan Ackerman yesterday. We would be happy to meet with others when they come to review the situations at hand.

14 May 2020

File #4003-001

Marilee Toews
The Friend of the Old Bay House Society
P.O. Box 1061
Fort Vermilion AB T0H 1N0

Dear Marilee:

Re: Old Bay House, Fort Vermilion – Provincial Historic Resource

Thank you for your reports regarding the flood damage to the Old Bay House and the effort to clean up both the site and the building. Also, I much appreciate your taking your time to forward me Cliff Neudorf's work proposal for the aftermath cleanup and the prevention of further moisture deterioration. I saw in the news from various media outlets the sadness of how devastating this flood was to your community and of course I was particularly sorry to see the Old Bay House helplessly standing in the water. And after all, it was the efforts of your society, especially you and Allan (Al), who put in countless volunteer hours over how many years to bring a once derelict structure back to life with its stately appearance and historical integrity, so that Fort Vermilion could show off its important history to everyone.

Cleaning up after a flood is usually a long, arduous process. From what you have described, the general cleanup on the house has been taken care of by your many volunteers from the town and you have also gotten a lot of good advice from experts, professionals and the insurer's appraiser. I think this is great! You seem to have done most of the necessary damage assessment and documentation including all the furnishings that have been affected by the water and mud. This is bound to be helpful for future claims and the restoration which will be needed later. From a heritage conservation point of view, the cleanup is considered *preservation*, one of the critical treatments to protect the heritage value of the historic place. The entire cleanup job for flood damage usually consists of two stages: first the removal of debris and silt, with the drying where sometimes removal of building fabrics may be necessary; and the second stage which is finishing cleaning after everything is dried, involving all the necessary repairs and/or replacement to return the property back to its state of pre-flood appearance. Here are a couple of principles from our *Standards and Guidelines for the Conservation of Historic Places in Canada* that I hope will be helpful to you and all those who might be involved in determining, paying and hands-on work with this cleanup process:

Standard 3: Conserve heritage value by adopting an approach calling for *minimal intervention*. Now minimal does not mean doing little or nothing, or the least possible. The idea is to encourage enough intervention to arrest and correct deterioration and meet building codes. It means undertaking sufficient maintenance or repairs to ensure the longevity of the place while protecting heritage value.

Standards 8(c): Replace *in kind* any extensively deteriorated or missing parts of character-defining elements, where there are surviving *prototypes*.

In kind is defined as: having the same form, material and detailing as seen in the existing elements.

Once the first stage of cleaning is done, it is important to carefully evaluate the condition of all elements and fabrics to determine the next course of action on the repairs by following these guidelines. As you are no doubt aware, Section 20(9) of our Historical Resources Act stipulates that all disturbance, alteration, restoration and repairs to a designated Provincial Historic Resource must first obtain the written approval from the Minister before work may proceed. We understand that the first stage of cleaning was urgent. Needing to be carried out immediately and without hesitation to prevent mould or other deterioration setting in, but the second stage that involves repairs and restoration must make time for us to do a review. So we do agree that the cleaning has to proceed prior to any tiresome paperwork being done, and we will note and certify this work in our approval document later. But, if there is any structural elements or building fabric that requires repair or replacement, once you have sorted it out with your insurance company, we would very much appreciate obtaining the details of the work plan so that we can prepare the necessary ministerial approval document. Once again, I stress that we ask that you observe Standard 8(c) above, to plan for your repairs and replacements as this will be one of our conditions in the ministerial approval.

I have reviewed the work list from Cliff Neudorf, and basically it is all related to the initial cleanup, and I see it covers almost all the necessities. I do not see any problem with having him help your group undertake this cleaning-up since he is familiar with this historic structure.

As to financial assistance, in addition to the money for flood damage that went to Fort McMurray, I believe the province has also set up a flood relief fund that could help your community, and I encourage you to look into the possibility of obtaining some assistance from this source. I have also discussed with the Heritage Preservation Partnership Program the possibility of using the balance of \$13,128.94 left from the \$17,890 awarded for your historic landscaping project, toward the repair and restoration of the house, should you need it later. I can make no promises, but you can still make a formal request down the road when you feel that it would be helpful.

Please do not hesitate to give me a call if you have more questions or need clarification on our standards and guidelines, or our project approval. Wishing you all the best on rescuing the Old Bay House.

Yours truly,



Gary Chen
Heritage Conservation Adviser
Northern Region
Historic Places Stewardship







4405

1908
OLD BAY HOUSE
RESTORATION
PROJECT
CONTRIBUTORS
WAGDALE COUNTY
ALBERTA HISTORICAL SOCIETY
COMMUNITY HEALTH SERVICES
LOCAL ORGANIZATIONS & INDIVIDUALS















Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	June 10, 2020
Presented By:	Willie Schmidt, Fleet Maintenance Manager
Title:	Cement Wash Pad – Fort Vermilion Shop

BACKGROUND / PROPOSAL:

Administration would like to propose a cement wash pad for the Fort Vermilion Shop. This cement pad would be located on the north side of the shop.

OPTIONS & BENEFITS:

The cement pad would be used for washing equipment on, such as lawn tractors and motor graders during the summer season.

The wash bay at the shop is generally in use for repairs and maintenance of equipment, as our facility is not equipped with enough service and repair bays. The cement pad would provide an additional wash station for approximately five months out of the year.

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

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

POLICY REFERENCES:

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the budget be amended to include \$10,800 for the cement wash pad for the Fort Vermilion shop, with funds coming from the General Capital Reserve.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	June 10, 2020
Presented By:	Willie Schmidt, Fleet Maintenance Manager
Title:	Damaged Airport Sweeper – Unit #3213

BACKGROUND / PROPOSAL:

The airport sweeper in Fort Vermilion suffered flood damage and has been repaired. The insurance company deemed this unit as a ‘write-off’ but the option of repairing the unit was available. The salvage amount is \$10,000, payable to Mackenzie County from our insurance provider (RMA).

Repairs to the airport sweeper is complete with the cost being \$1,138 for parts and labour.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

From our insurance provider we will receive \$10,000, no deductible.

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

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

POLICY REFERENCES:

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the insurance proceeds, in the amount of \$10,000, for the flood damaged Airport Sweeper be allocated to the Vehicle & Equipment Reserve.

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

west side and 5 meters of the lane can be reallocated to the east side for the right of way.

This item was taken to Council on June 12, 2019 where the following motion was made:

MOTION 19-06-349 **MOVED** by Councillor Braun

That first reading be given to 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, subject to public hearing input.

CARRIED

On August 13, 2019, a Public Hearing was held for Bylaw 1116-18 being a lane closure to close and sell the lane between Lots 1 & 3MR, Block 2, Plan 052 2360 where the following motion was made:

MOTION 19-08-430 **MOVED** by Councillor Braun

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.

CARRIED

Mackenzie County also approved the MR closure which is no longer registered as Municipal Reserve.

Prior to the MR removal and lane closure, a survey had to be completed by the developer. Drawings have been submitted. Now, once the lane is closed it be consolidated.

The bylaw package was sent to Alberta Transportation on March 3, 2020. The signed bylaw was returned to administration on April 15, 2020.

On the return letter, Alberta Transportation has pointed out that an amending bylaw will have to be approved as the draft plan number will be incorrect, which will cause a rejection at land titles.

The amending bylaw will be presented at this meeting to ensure that both bylaws are submitted concurrently to land titles.

OPTIONS & BENEFITS:

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

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

COSTS & SOURCE OF FUNDING:

All expenses paid by developers.

SUSTAINABILITY PLAN:

Goal E23 The County's business communities can provide local products and services to meet consumer demand.

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

Strategy 28.2 The County will support efforts to diversify its economic base.

COMMUNICATION/PUBLIC ENGAGEMENT:

The bylaw was advertised as per Municipal Government Act requirements as well as all adjacent landowners.

POLICY REFERENCES:

Not Applicable

RECOMMENDED ACTION:

Motion 1:

Simple Majority Requires 2/3 Requires Unanimous

That second reading be given to 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.

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

Motion 2:

Simple Majority Requires 2/3 Requires Unanimous

That third and final reading be given to 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.

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

BYLAW NO. 1116-18
BEING A BYLAW OF
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA

FOR THE PURPOSE OF CLOSING A PORTION OF
ROAD PLAN IN ACCORDANCE
WITH SECTIONS 22, 24 AND 606 OF THE MUNICIPAL GOVERNMENT ACT,
CHAPTER M-26, REVISED STATUTES OF ALBERTA 2000

WHEREAS, Council of Mackenzie County has determined that a portion of Public Lane as outlined on Plan 192 _____ attached hereto, be subject to a lane closure, and

WHEREAS, notice of intention of the Council to pass a bylaw will be published in a locally circulated newspaper in accordance with the Municipal Government Act, and

NOW THEREFORE, be it resolved that the Council of Mackenzie County does hereby close, for the purpose of consolidation, that portion of Public Lane described as follows, subject to the rights of access granted by other legislation or regulations:

Area 'A' Plan 192 _____

As outlined on Plan 192 _____

READ a first time this 12th day of June, 2019.



Joshua Knelsen
Reeve



Lenard Racher
Chief Administrative Officer

PUBLIC HEARING held this 13th day of August, 2019.

APPROVED this 8th day of April, ^{✓2020 ✓DW} 2019.



for Minister of Transportation

Approval valid for _____ months.

READ a second time this ___ day of _____, 2019.

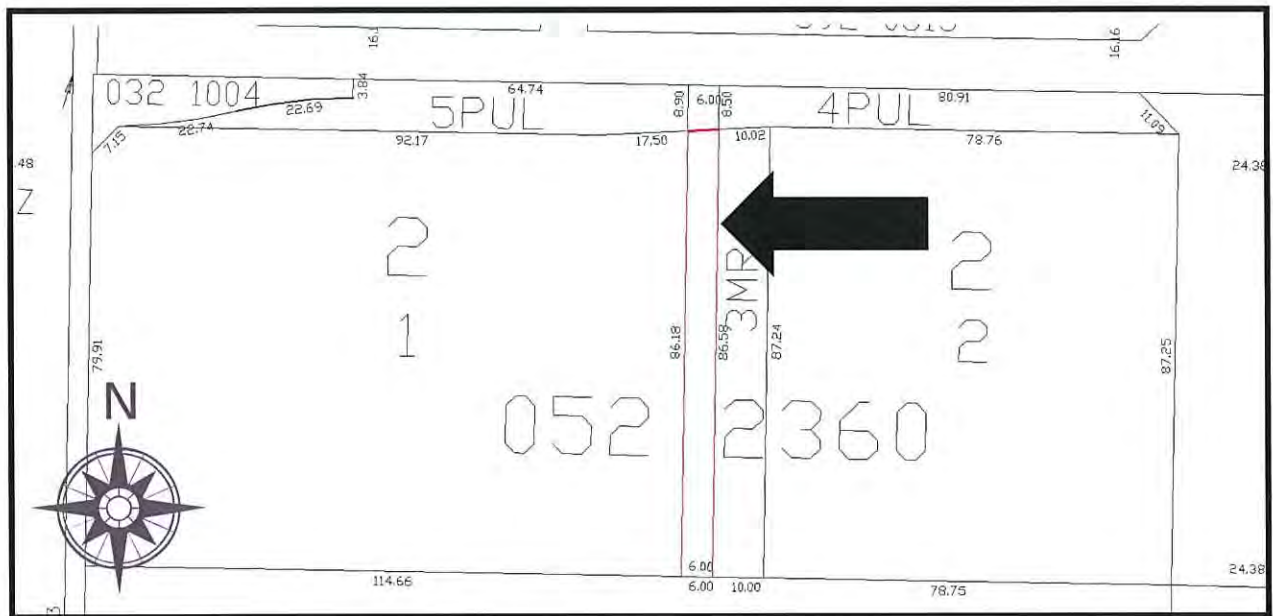
READ a third time and finally passed this ___ day of _____, 2019.

Joshua Knelsen
Reeve

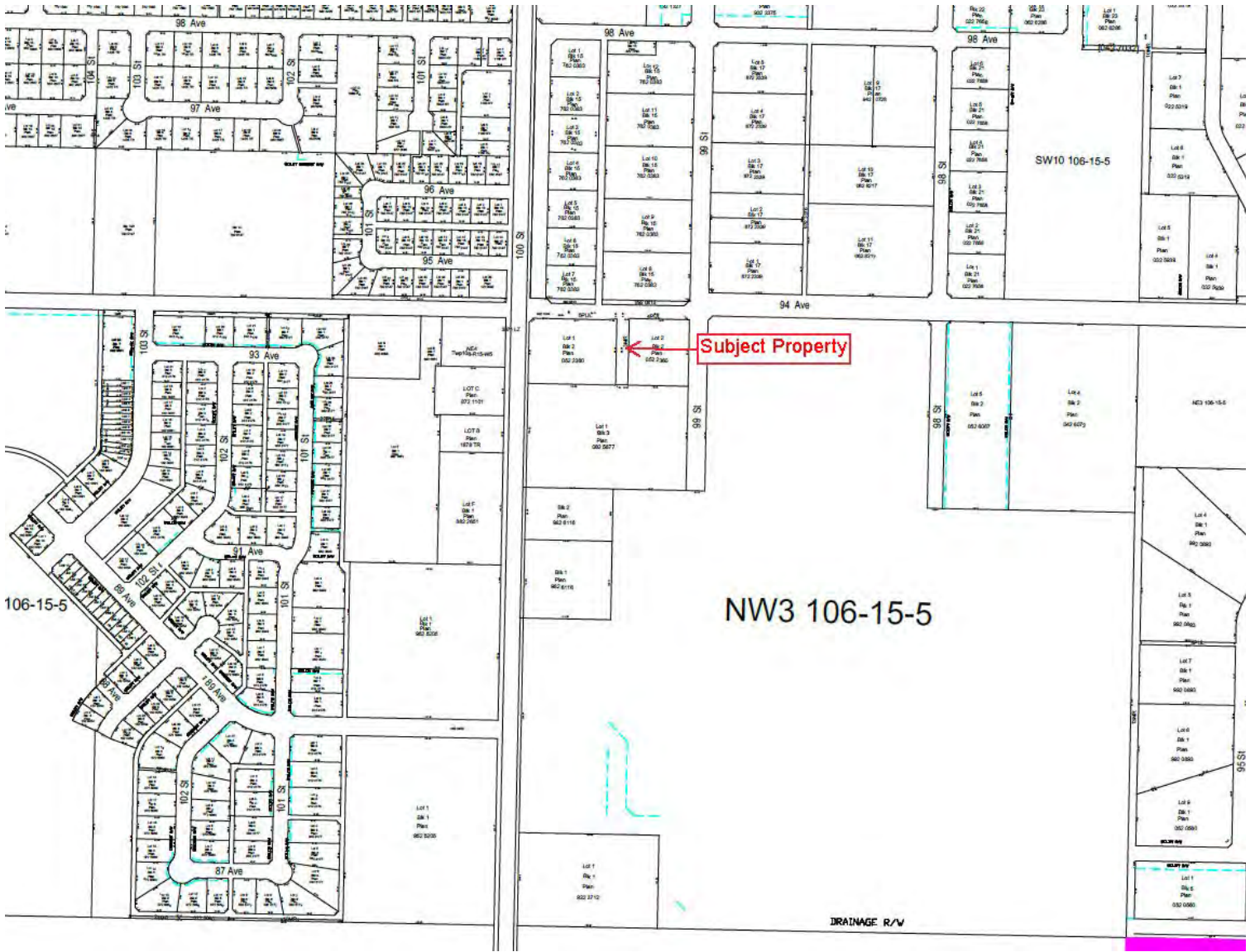
Lenard Racher
Chief Administrative Officer

BYLAW No. 1116-18

Plan 192 _____



APPLICATION



NOT TO SCALE

Disclaimer

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Mackenzie County





51.45

2.15

892 0813

9.14

892 0813

2.14

16.16

032 1004

22.69

5PUL

64.74

4PUL

80.91

11.09

30.48

N

79.91

2

1

052

86.18

3MR

86.58

87.24

2360

2

87.25

24.38

114.66

6.00

6.00

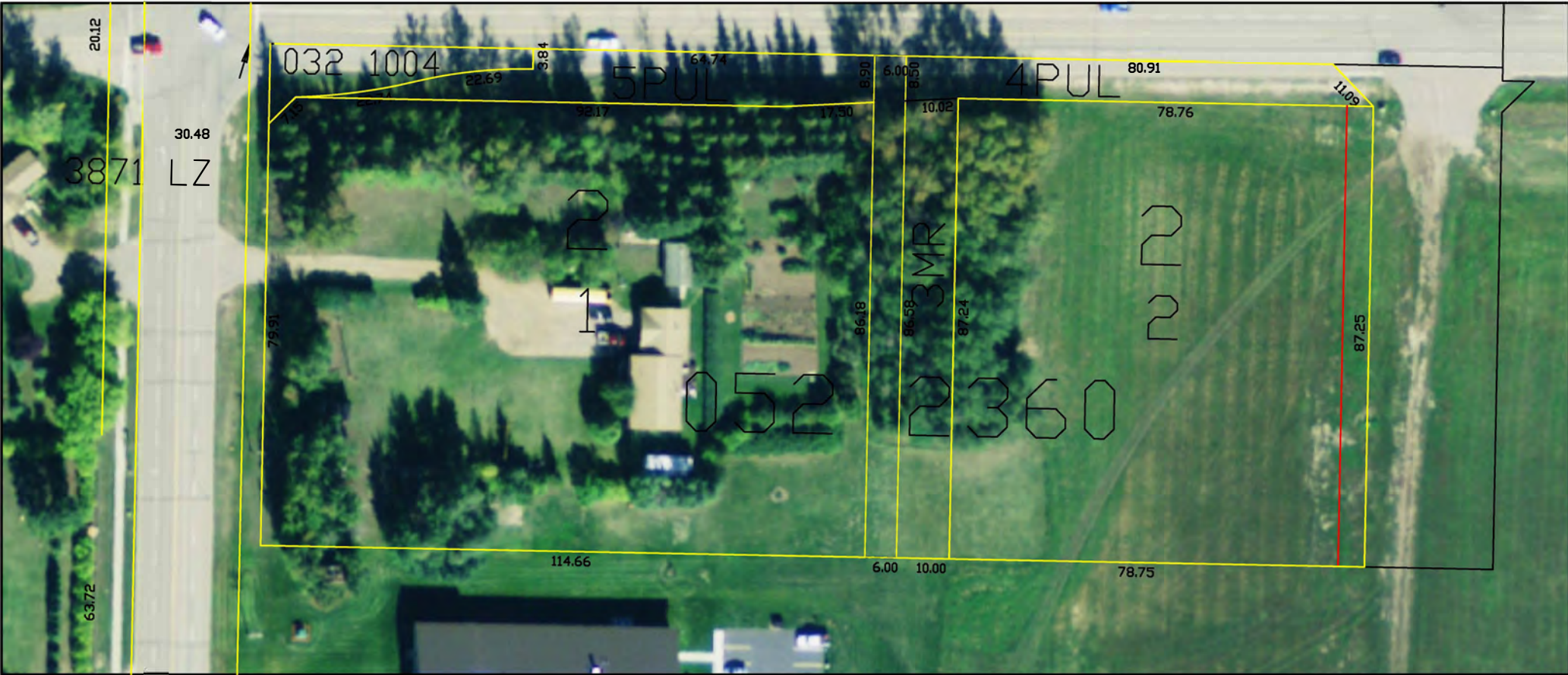
10.00

78.75

24.38

231.343

ST



Alberta Transportation

TECHNICAL STANDARDS BRANCH
2ND FLOOR, TWIN ATRIA BUILDING
4999-98 AVENUE
EDMONTON, ALBERTA, CANADA
T6B 2X3

TELEPHONE NO: 780-638-3505
Toll Free Connection Dial 310-0000

April 8, 2020

Mackenzie County
P.O. Box 640
Fort Vermilion, AB T0H 1N0

Attention: Kristin Racine

RE: ROAD CLOSURE – BYLAW 1116-18

Enclosed is the above noted bylaw which was approved by Alberta Transportation for closure and disposal on April 8, 2020.

The department has accepted this bylaw and provided endorsement in this instant, however, please be advised that public hearings for all road closure bylaws must be held prior to the first reading. In the future, road closure bylaws that deviate from this chronological process will not be accepted.

Please also note that an amending bylaw will be required to correct the plan number in the description prior to registration at Land Titles, as the registration year has now changed. Please contact me if you have any questions on this process.

Following the second and third readings by your council, the bylaw may be registered at Land Titles. Please notify me of the second and third readings and when the documents closing the road are registered at Land Titles.

Yours truly,



Grace Saina
Road Closure Coordinator

cc: Marlene Cobick
Development and Planning Technologist
Peace River, Alberta

Enclosures





Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	June 10, 2020
Presented By:	Byron Peters, Director of Planning & Development
Title:	Bylaw 1163-19 Lane Closure Plan 142 0594, Block 34, Lot 8 and Lot 9 (La Crete)

BACKGROUND / PROPOSAL:

Administration received a request from a developer to purchase 4 meters of the public utility lane that is between Plan 142 0594, Block 34, Lot 8 and Lot 9. The Developer wishes to purchase this piece of land to amalgamate with Lot 8 to create a larger lot.

Administration would like to keep the northern 2 meters of the Lane in order to allow access to the future proposed park and to act as the utility right of way and as a drainage right of way.

The applicant must purchase the public lane from the County at market value and is responsible for all surveying costs. The market value of the land will be requested if Council, decides they are willing to sell the lane to the applicant.

As this is a “Lane” attached to the public roads and not a “Lot”, this Bylaw requires the Minister of Transportation’s approval.

Bylaw 1134-19 was presented to the Municipal Planning Commission on February 25, 2019 where the following motion was made:

MPC-19-02-23 **MOVED** by John W. Driedger

That the Municipal Planning Commission recommend to Council to approve Bylaw 11xx-19 being a Road Closure Bylaw to close the land between Plan 142 0594, Block 34, Lot 8 and Lot 9 for the purpose of consolidation, subject to public hearing.

CARRIED

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

This item was taken to Council on March 12, 2019 for first reading where it was passed with the following motion:

MOTION 19-03-163 **MOVED** by Councillor Bateman

That first reading be given to Bylaw 1134-19 being a Road Closure Bylaw to close the land between Plan 142 0594, Block 34, Lot 8 and Lot 9 for the purpose of consolidation, subject to a ten foot fenced walkway and public hearing input.

CARRIED

This application was distributed to commenting agencies during the advertisement period. Alberta Transportation has no issues with the proposed lane closure but Northern Lights Gas Coop has notified the County that this lane is the only way for them to service Lot 9.

This bylaw went to public hearing April 8, 2019, after the public hearing the developer retained a surveyor to draft a survey plan. The survey plan is a requirement for approval from Alberta Transportation.

Once the survey plan was completed, the surveyor requested that the land description be changed to match the prepared plan to ensure the land titles office would register the lane closure.

Since this bylaw did not receive second and third reading, a new bylaw was prepared with the correct description without having to do a repeal and replace.

This item was taken to the December 10, 2019 Council meeting where first reading was passed.

MOTION 19-12-756 **MOVED** by Councillor Bateman

That first reading be given to Bylaw 1163-19 being a Road Closure Bylaw to close the land between Plan 142 0594, Block 34, Lot 8 and Lot 9 for the purpose of consolidation, subject to a ten foot fenced walkway and public hearing input.

CARRIED

On January 14, 2020 the bylaw was again taken to Public Hearing and the following motion was made:

MOTION 20-01-037 **MOVED** by Councillor Braun

Author: N Friesen Reviewed by: C Smith CAO:

That Bylaw 1163-19, being a Lane Closure Bylaw to close the lane 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.

CARRIED

The bylaw package was forwarded to Alberta Transportation for Ministerial Approval on January 22, 2020. The signed bylaw was returned to administration on April 8, 2020.

OPTIONS & BENEFITS:

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

COSTS & SOURCE OF FUNDING:

All cost will be borne by the applicant.

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

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

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Motion 1:

Simple Majority Requires 2/3 Requires Unanimous

That second reading be given to Bylaw 1163-19 being a Road Closure Bylaw to close a portion of lane between Plan 142 0594, Block 34, Lot 8 and Lot 9 for the purpose of consolidation, subject to a ten foot fenced walkway.

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

Motion 2:

Simple Majority Requires 2/3 Requires Unanimous

That third reading be given to Bylaw 1163-19 being a Road Closure Bylaw to close a portion of lane between Plan 142 0594, Block 34, Lot 8 and Lot 9 for the purpose of consolidation, subject to a ten foot fenced walkway.

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

BYLAW NO. 1163-19

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

**FOR THE PURPOSE OF CLOSING A PORTION OF
ROAD PLAN IN ACCORDANCE
WITH SECTIONS 22, 24 AND 606 OF THE MUNICIPAL GOVERNMENT ACT,
CHAPTER M-26, REVISED STATUTES OF ALBERTA 2000**

WHEREAS, Council of Mackenzie County has determined that a portion of Public Lane as outlined on Plan _____ attached hereto, be subject to a lane closure, and

WHEREAS, notice of intention of the Council to pass a bylaw will be published in a locally circulated newspaper in accordance with the Municipal Government Act, and

NOW THEREFORE, be it resolved that the Council of Mackenzie County does hereby close, for the purpose of consolidation, that portion of Public Lane described as follows, subject to the rights of access granted by other legislation or regulations:

Plan 1420594

All that portion of lane lying within Lot 24, Block 34, Plan _____
Containing 0.015 hectares more or less
Excepting thereout all mines and minerals

READ a first time this 10th day of December, 2019.



Joshua Knelsen
Reeve



Lenard Racher
Chief Administrative Officer

PUBLIC HEARING held this 14th day of January, 2020.

APPROVED this 8th day of April, 2020.



Minister of Transportation

Approval valid for _____ months.

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

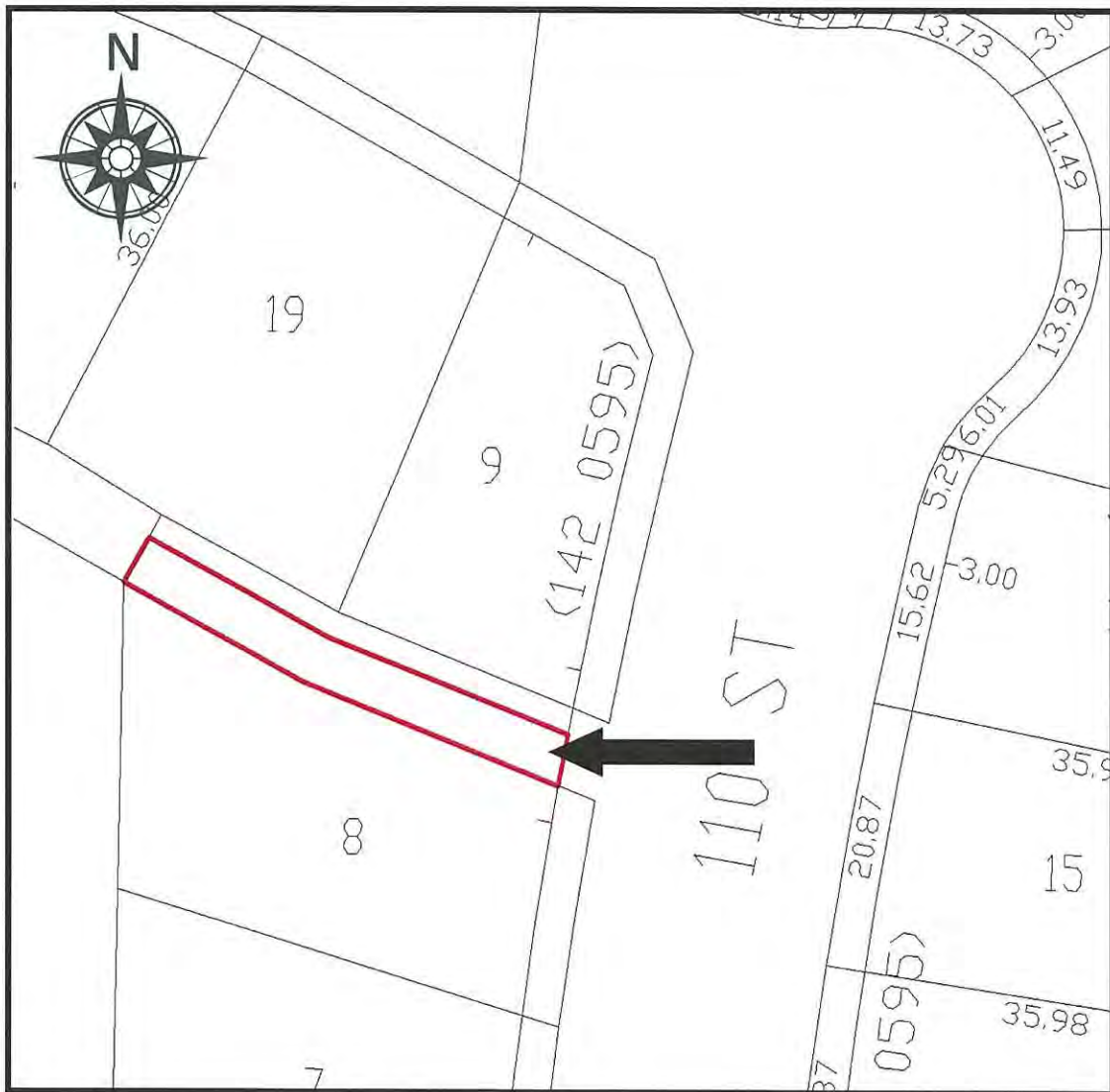
READ a third time and finally passed this ___ day of _____, 2020.

Joshua Knelsen
Reeve

Lenard Racher
Chief Administrative Officer

BYLAW No. 1163-19

Plan _____



BYLAW APPLICATION



File No. Bylaw 1163-19

NOT TO SCALE

Disclaimer

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Mackenzie County

SCHEDULE OF AREAS	
LAND DESCRIPTION	AREA REQUIRED
Lane, Plan 142 0594 (Closed)	0.015 ha
Lot 8, Blk 34, Plan 142 0594	0.074 ha
Total	0.089 ha.

PLAN No. _____
 ENTERED AND REGISTERED
 ON _____
 INSTRUMENT No.: _____

 A.D. REGISTRAR

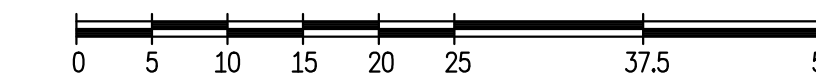
Mackenzie County – Alberta

Plan Showing

Lane Closure within Plan 142 0594 and
 Consolidation Affecting Part of
 Lane, Plan 142 0594 (Closed) &
 Lot 8, Block 34, Plan 142 0594
 Within

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

By: Jason W. Coates, ALS, 2019
 Scale: 1:500



NOTES:

Distances are in metres and decimals thereof.
 Reference Point (RP) is shown thus RP ○
 All Statutory Iron Posts placed marked thus: P298
 Measurements are between Iron Posts unless shown otherwise.
 Lands affected by the Registration on this Plan shown bounded thus
 and contains 0.089 ha., comprising 1 (one) parcel.
 Bearings are shown to nearest 5" of arc.

LEGEND

The following abbreviations may appear on this Plan:

- Δ denotes central angle of curve
- C. of T. denotes Certificate of Title
- c.s. denotes Countersunk
- Ch.Brg. denotes chord bearing
- CSRS denotes Canadian Spatial Reference System
- E. denotes East
- Fd. denotes Found
- GNS denotes Global Navigation Satellite System
- I. denotes Iron Post
- M. denotes Mound or Meridian
- Mk. denotes Mark
- N. denotes North
- NAD denotes North American Datum
- PL denotes Placed
- Fd. denotes Found
- Pos. denotes Position
- R denotes Radius of Curve
- Re-est denotes Re-established
- Rge. denotes Range
- RP denotes Geo-Referenced Point
- R/W denotes Right of Way
- Sec. denotes Section
- Twp. denotes Township
- T. denotes Trench
- UTM denotes Universal Transverse Mercator
- W. denotes West
- Wit. denotes Witness

Statutory iron post shown thus: Found Placed
 ● ○

GEO-REFERENCING INFORMATION

Bearings are UTM Grid, Zone 11, NAD83 (CSRS) and are derived from GNS
 Observations.

Reference Meridian is 117° West Longitude.
 Combined Factor is 0.999565.

Reference Point (RP): Fd. I. c.s., SE. Corner Lot 9, Block 34, Plan 142 0594
 N6450171.775m, E:533637.226m

SURVEYOR:

Jason W. Coates, ALS

Date of Survey:
 Surveyed on September 20th, 2019,
 in accordance with the provisions of the Surveys Act.

REGISTERED OWNER(S):

David Friessen
 Eva Friessen

AutoCAD Dwg File: 190117.dwg

BORDERLINE SURVEYS
 11028 – 102nd Avenue, Box 2661
 Fairview, AB 780-835-4618
 www.borderlinesurveys.com

Date: October 1st, 2019
Surveyed By: JC
Drawn By: SW
Checked: JC
Job #: 190117



Detail
 Scale 1:200



Alberta Transportation

TECHNICAL STANDARDS BRANCH
2ND FLOOR, TWIN ATRIA BUILDING
4999-98 AVENUE
EDMONTON, ALBERTA, CANADA
T6B 2X3

TELEPHONE NO: 780-638-3505
Toll Free Connection Dial 310-0000

April 8, 2020

Mackenzie County
P.O. Box 640
Fort Vermilion, AB T0H 1N0

Attention: Caitlin Smith

RE: ROAD CLOSURE – BYLAW 1163-19

Enclosed is the above noted bylaw which was approved by Alberta Transportation for closure and disposal on April 8, 2020.

Following the second and third readings by your council, the bylaw may be registered at Land Titles. Please notify me of the second and third readings and when the documents closing the road are registered at Land Titles.

Yours truly,



Grace Saina
Road Closure Coordinator

cc: Marlene Cobick
Development and Planning Technologist
Peace River, Alberta

Enclosures





Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	June 10, 2020
Presented By:	Byron Peters, Director of Planning & Development
Title:	Bylaw 1184-20 to Amend Bylaw 1116-18 Lane Closure Between Lots 1 & 3MR, Block 2, Plan 052 2360 (La Crete)

BACKGROUND / PROPOSAL:

Bylaw 1116-18 being a Road Closure Bylaw to close the lane between lot 1 & 3MR, Block 2, Plan 052 2360 in the Hamlet of La Crete for the purpose of consolidating the adjacent lots, has been presented to Council for approval on June 10, 2020.

Due to the long process required to pass a Lane Closure Bylaw some of the text in the approved bylaw is now out of date and an amendment is required before the closure can be registered with Alberta Land Titles.

The original bylaw, which has been signed by the Minister of Transportation contains the first three digits of the new plan number if it were to be registered in 2019. The bylaw needs to be amended to state the new plan number as Plan 202 ____ rather than Plan 192 ____.

Once the correction is made the documents can be submitted together, to Alberta Land Titles for registration.

OPTIONS & BENEFITS:

In order to consolidate the lots, a new plan number must be given at the same as submitting the lane closure bylaw.

COSTS & SOURCE OF FUNDING:

All cost will be borne by the applicant.

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

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

This amendment does not change the intent of the Bylaw. The Bylaw does not need to be re-advertised or re-signed by the Minister of Transportation.

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Motion 1

Simple Majority Requires 2/3 Requires Unanimous

That first reading be given to Bylaw 1184-20 to amend Bylaw 1116-18 to change the plan number as required by Alberta Land Titles.

Motion 2

Simple Majority Requires 2/3 Requires Unanimous

That second reading be given to Bylaw 1184-20 to amend Bylaw 1116-18 to change the plan number as required by Alberta Land Titles.

Motion 3

Simple Majority Requires 2/3 Requires Unanimous

That consideration be given to go to third reading of Bylaw 1184-20 to amend Bylaw 1116-18 to change the plan number as required by Alberta Land Titles, at this meeting.

Motion 4

Simple Majority Requires 2/3 Requires Unanimous

That third and final reading be given to Bylaw 1184-20 to amend Bylaw 1116-18 to change the plan number as required by Alberta Land Titles.

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

BYLAW NO. 1184-20
BEING A BYLAW OF
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA

TO AMEND BYLAW 1116-18 BEING A BYLAW
CLOSING A PORTION OF ROAD PLAN

WHEREAS, pursuant to the provisions of the Municipal Government Act, Revised Statutes of Alberta, 2000, Chapter M-26, Sections 22, 24, and 606 and amendments thereto, Council may pass a bylaw for the purposes of closing a road;

WHEREAS, the Council of Mackenzie County passed all three readings of Bylaw 1116-18 closing a Public Lane as outlined in Schedule A attached hereto, and

WHEREAS, Bylaw 1116-18 required description amendments as specified by Alberta Land Titles Registries prior to registration, and

NOW THEREFORE, be it resolved that the Council of Mackenzie County does hereby amend the description in Bylaw 1116-18 to read as follows:

Area 'A' Plan 202 _____

As outlined on Plan 202 _____

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

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

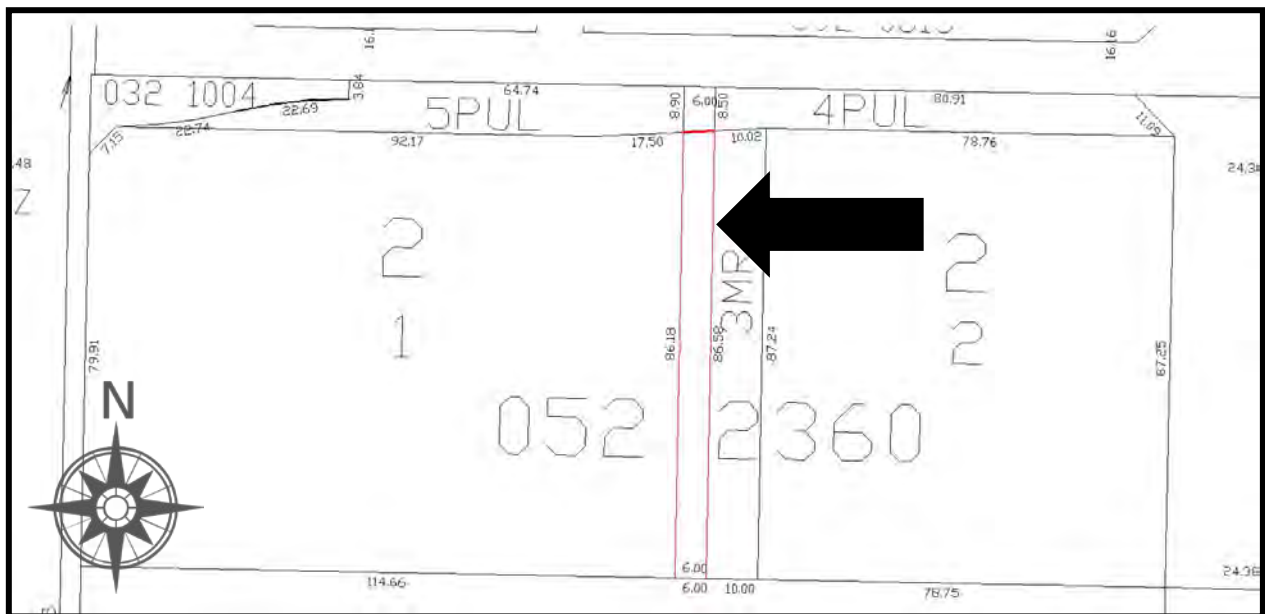
READ a third time and finally passed this ___ day of _____, 2020.

Joshua Knelsen
Reeve

Lenard Racher
Chief Administrative Officer

BYLAW No. 1184-20

Plan 202 _____



Alberta Transportation

TECHNICAL STANDARDS BRANCH
2ND FLOOR, TWIN ATRIA BUILDING
4999-98 AVENUE
EDMONTON, ALBERTA, CANADA
T6B 2X3

TELEPHONE NO: 780-638-3505
Toll Free Connection Dial 310-0000

April 8, 2020

Mackenzie County
P.O. Box 640
Fort Vermilion, AB T0H 1N0

Attention: Kristin Racine

RE: ROAD CLOSURE – BYLAW 1116-18

Enclosed is the above noted bylaw which was approved by Alberta Transportation for closure and disposal on April 8, 2020.

The department has accepted this bylaw and provided endorsement in this instant, however, please be advised that public hearings for all road closure bylaws must be held prior to the first reading. In the future, road closure bylaws that deviate from this chronological process will not be accepted.

Please also note that an amending bylaw will be required to correct the plan number in the description prior to registration at Land Titles, as the registration year has now changed. Please contact me if you have any questions on this process.

Following the second and third readings by your council, the bylaw may be registered at Land Titles. Please notify me of the second and third readings and when the documents closing the road are registered at Land Titles.

Yours truly,



Grace Saina
Road Closure Coordinator

cc: Marlene Cobick
Development and Planning Technologist
Peace River, Alberta

Enclosures





Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	June 10, 2020
Presented By:	Byron Peters, Director of Planning & Development
Title:	Bylaw 1185-20 Land Use Bylaw Amendment to Rezone Part of SE 11-105-15-W5M from Agricultural “A” to Direct Control 2 “DC2”

BACKGROUND / PROPOSAL:

Mackenzie County has received a request to rezone Part of SE 11-105-15-W5M from Agricultural “A” to Direct Control 2 “DC2” in order to accommodate a Retail-General Use. The amount of land to be rezoned is approximately 2.75 acres.

The applicant wants to build a new Country Variety Store to replace the existing store. This store is to be built at a different location on the same quarter of land.

Agricultural “A” zoning district doesn’t have a use to allow retail in the rural area. The updated Land Use Bylaw 1066-17 had removed commercial uses from rural districts to encourage retail to remain in hamlet. Due to this change the retail store doesn’t fit. The owner is aware that the zoning no longer accommodates the business. The current Country Variety Store has been operating without the required permits, but the applicant is now aware and willing to gain compliance in order to build a new store if this rezoning takes place.

The applicant has already spoken with Alberta Transportation in regards to this proposed development and they don’t have an issue with this rezoning and new build, since they would be using the existing access off of Hwy 697.

Bylaw 11xx-20 was presented to the Municipal Planning Commission on May 28, 2020 where the following motion was made:

MPC 20-05-064 MOVED by John W Driedger

That the Municipal Planning Commission recommend to Council to approve Bylaw 11xx-20 being a Land Use Bylaw Amendment to rezone

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

Part of SE 11-105-15-W5M from Agricultural “A” to Direct Control 2 “DC2”, subject to public hearing input.

CARRIED

OPTIONS & BENEFITS:

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

COSTS & SOURCE OF FUNDING:

All costs will be borne by the applicant.

SUSTAINABILITY PLAN:

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

COMMUNICATION / PUBLIC PARTICIPATION:

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

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That first reading be given to Bylaw 1185-20 being a Land Use Bylaw Amendment to rezone Part of SE 11-105-15-W5M from Agricultural “A” to Direct Control 2 “DC2”, subject to public hearing input.

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

BYLAW NO. 1185-20
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 Retail-General Use.

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

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

Part of SE 11-105-15-W5M

In La Crete rural, be rezoned from Agricultural "A" to Direct Control 2 "DC2" as outlined in Schedule "A" hereto attached.

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

PUBLIC HEARING held this ___ day of _____, 2020

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

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

Joshua Knelsen
Reeve

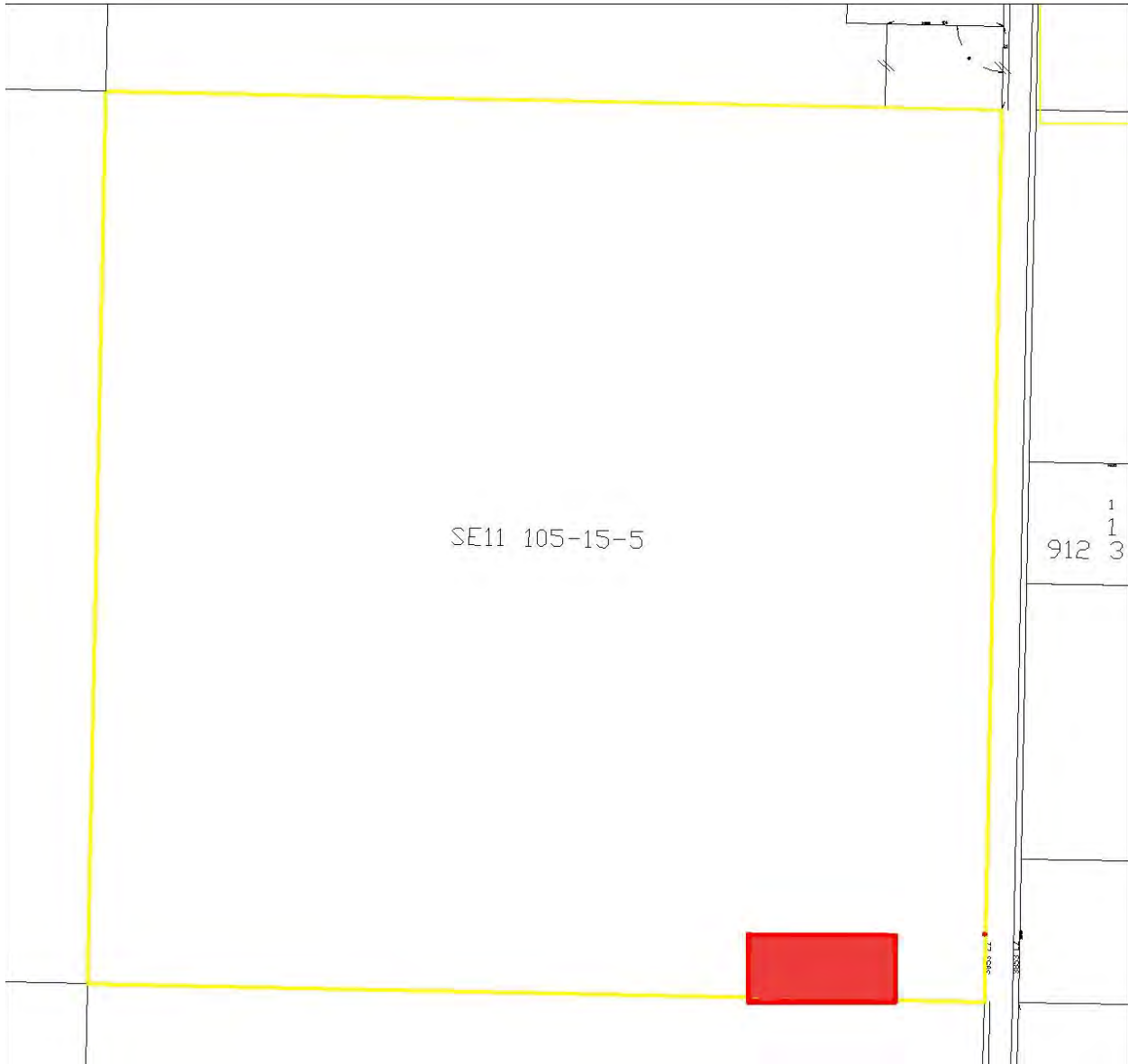
Lenard Racher
Chief Administrative Officer

BYLAW No. 1185-20

SCHEDULE "A"

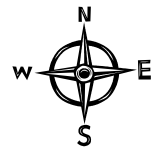
1. That the land use designation of the following property known as:

Part of SE 11-105-15-W5M within La Crete Rural, be rezoned from Agricultural "A" to Direct Control 2 "DC2"



FROM: Agricultural "A"

TO: Direct Control 2 "DC2"



LAND USE BYLAW AMENDMENT APPLICATION

APPLICATION NO. _____

NAME OF APPLICANT <i>Grandview Carpentry</i>		
ADDRESS <i>Box 1814</i>		
CITY/TOWN <i>La Crete</i>		
POSTAL CODE (RES.) <i>T0H-2H0</i>	PHONE <i>780 926-7170</i>	BUS.

COMPLETE ONLY IF DIFFERENT FROM APPLICANT

NAME OF REGISTERED OWNER <i>Heinrich Wall</i>		
ADDRESS <i>Box 505</i>		
CITY/TOWN <i>La Crete</i>		
POSTAL CODE <i>T0H-2H0</i>	PHONE (RES.) <i>780 928 2436</i>	BUS.

LEGAL DESCRIPTION OF THE LAND AFFECTED BY THE PROPOSED AMENDMENT

grandviewSam@gmail.com

QTR./LS.	SEC.	TWP.	RANGE	M.	OR	PLAN	BLK	LOT
<i>SE</i>	<i>11</i>	<i>105</i>	<i>15</i>	<i>W5</i>				

Part of

LAND USE CLASSIFICATION AMENDMENT PROPOSED:

FROM: *Agricultural* TO: *DC2*

REASONS SUPPORTING PROPOSED AMENDMENT:

The applicant would like to build a new store to replace her existing store. This store is to be build at a different location on the same quarter of land. This store is called Country Variety Store

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. *255759*

[Signature]
APPLICANT SIGNATURE

advertising fee
May 20/20
DATE

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

Henry K Wall
REGISTERED OWNER SIGNATURE

May 20/20
DATE

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



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

BYLAW APPLICATION



File No. Bylaw 1185-20

NOT TO SCALE

Disclaimer

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Mackenzie County



BYLAW APPLICATION



File No. Bylaw 1185-20

NOT TO SCALE

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Mackenzie County



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	June 10, 2020
Presented By:	Carol Gabriel, Deputy Chief Administrative Officer Legislative & Support Services
Title:	Bylaw 1186-20 Procedural Bylaw

BACKGROUND / PROPOSAL:

Mackenzie County's Procedural Bylaw provides for the establishment of Council committees and other bodies, procedure and conduct of Council, Council Committees and other bodies established by Council. It also includes the conduct of Councillors and members of Council committees.

In recent review of the Committee of the Whole process, and in order to comply with legislation, Administration is recommending that the Procedural Bylaw be revised to include the formal creation of the Committee of the Whole.

As Council provides direction and guidance during the Committee of the Whole meeting, a formal process should be established including the ability to go into a Closed Meeting in accordance with the Freedom of Information and Protection of Privacy Act.

OPTIONS & BENEFITS:

A committee where the whole County Council operates under less formal rules to discuss emerging matters and may recommend matters discussed to be brought back to a subsequent Council meeting for action.

COSTS & SOURCE OF FUNDING:

N/A

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

SUSTAINABILITY PLAN:

COMMUNICATION:

Municipal bylaws are made available on the Mackenzie County website.

RECOMMENDED ACTION:

Motion 1

Simple Majority Requires 2/3 Requires Unanimous

That first reading be given to Bylaw 1186-20 being the procedural bylaw for Mackenzie County.

Motion 2

Simple Majority Requires 2/3 Requires Unanimous

That second reading be given to Bylaw 1186-20 being the procedural bylaw for Mackenzie County.

Motion 3

Simple Majority Requires 2/3 Requires Unanimous

That consideration be given to go to third reading of Bylaw 1186-20 being the procedural bylaw for Mackenzie County, at this meeting.

Motion 4

Simple Majority Requires 2/3 Requires Unanimous

That first reading be given to Bylaw 1186-20 being the procedural bylaw for Mackenzie County.

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

BYLAW NO. ~~1083-17~~ 1186-20

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

**TO PROVIDE THE ORGANIZATIONAL AND PROCEDURAL MATTERS
OF COUNCIL, COUNCIL COMMITTEES AND COUNCILLORS**

WHEREAS, the Municipal Government Act, RSA 2000, c. M-26 provides for the establishment of Council committees and other bodies, procedure and conduct of Council, Council committees and other bodies established by Council and the conduct of Councillors and members of Council committees and other bodies established by Council; and

WHEREAS, the MGA provides for organizational and procedural matters of Council, Council committees and Councillors.

NOW THEREFORE, the Council of Mackenzie County, duly assembled, enacts as follows:

TITLE

1. This bylaw shall be cited as the "Procedural Bylaw".

DEFINITIONS

2. In this bylaw:
 - a. "Act" means the *Municipal Government Act*, RSA 2000, c.M-26, any regulations thereunder, and any amendments or successor legislation thereto;
 - b. "Administration" means the Chief Administrative Officer or an employee accountable to the CAO employed by the Municipality.
 - c. "Agenda" is the list of items and orders of business for any meeting of Council or a Council Committee;
 - d. "Chief Administrative Officer" (otherwise known as the "CAO") means the person appointed by Council into the position of CAO pursuant to the *Act*.
 - e. "Chairperson" means the person who presides at a Meeting, and, when in attendance at a Council Meeting, shall mean the Reeve or alternate chair.
 - f. "Closed Meeting" means the portion of the meeting at which only members of Council and other persons designated by Council may attend.

- g. "Committee of the Whole" means a committee comprised of all Councillors which conducts itself as a committee of council;
- h. "Corporate Office" means the office located at 4511-46 Avenue in the Hamlet of Fort Vermilion, Alberta.
- i. "Council Committee" means a committee, board, or other body established by Council under the Act;
- j. "Councillors" means a duly elected Member of Council, including the Reeve.
- k. "Deputy Reeve" means the Deputy Chief Elected Official or Councillor who is appointed by Council pursuant to the *Act* to act as Reeve in the absence or incapacity of the Reeve.
- l. "Ex-Officio" means a member of a Committee, by virtue of the right to hold a public office such as a Reeve, and has the right to make motions and vote.
- m. "Meeting" means an organizational, regular, or special meeting of Council, **Committee of the Whole** or Committee.
- n. "Member" means a duly elected Member of Council or a duly appointed Member of a Committee.
- o. "Municipality" means Mackenzie County.
- p. "Non-statutory public hearing" means a meeting of Council or Committee of the Whole at which members of the public may attend and may be invited to make submissions to Council, but which is not a Public Hearing;
- q. "Public Hearing" means a meeting or portion of a meeting that council is required to hold under the *Act* or another enactment for the primary purpose of hearing submissions;
- r. "Reeve" means the Chief Elected Official for the Municipality pursuant to the Act.
- s. "Quorum" is the majority of all members, being fifty (50) percent plus one (1), unless Council provides otherwise in this bylaw.

APPLICATION

3. This Bylaw applies to all Council, **Committee of the Whole** and Committee Meetings and shall be binding on all Councillors and Committee Members.
4. Notwithstanding Paragraph 3, where the Terms of Reference give Permission to a Committee to establish its own Meeting procedure, if there is a conflict between the Committee's established Meeting procedures and this Bylaw, that Committee's established Meeting procedures will have precedence over this Bylaw for the purposes of that Committee's Meetings.

INTERPRETATION

5. When any matter relating to Meeting procedures is not addressed in this Bylaw, the matter shall be decided by reference to the most current edition of Roberts Rules of Order, if applicable.
6. Procedure is a matter of interpretation by the Reeve or the Committee Chair.
7. In the event of a conflict between the provisions of this Bylaw and Roberts Rules of Order, the provisions of this Bylaw shall apply.
8. In the absence of any statutory obligation, any provision of this Bylaw may be waived by Special Resolution of the Members in attendance at the Meeting.
9. In all cases throughout this Bylaw, reference to "he" or "she" shall mean males and females equally.

ROLE OF THE REEVE

10. The Reeve, when present, shall preside as Chairperson over all Meetings of Council.
11. In the absence, incapacity, or inability, of the Reeve or Deputy Reeve to act, Council Members will elect from among themselves a Chairperson for the day to act as Reeve. This Member shall be referred to as "Acting Reeve" for the duration of that Meeting.
12. Unless otherwise provided in a bylaw, the Reeve shall be an ex-officio Member of all Committees.
13. The Reeve has all of the rights and privileges of other Committee Members.

ROLE OF THE CHAIRPERSON

14. The Chairperson shall preside over the conduct of the Meeting, including the preservation of good order and decorum, ruling on Points of Order, replying to Points of Procedure and deciding on all questions relating to the orderly procedure of the meeting, subject to an appeal by a Councillor from any ruling of the Chairperson.
15. The Chairperson shall make reasonable efforts, including the calling of a recess, to ensure all Councillors in attendance at a Meeting are present while a vote is being taken, unless a Councillor is excused from voting in accordance with the Act or this Bylaw.
16. No Councillor shall leave the Council meeting after a question is put to a vote until the vote is taken, unless the Act requires or permits them to abstain from voting.
17. When the Chairperson wishes to make a motion he/she shall vacate the Chair and request the Vice-Chairperson to assume the Chair.
18. The Chairperson may invite Persons to come forward from the audience to speak with permission of Council if it is deemed to be within the best interests of the issue being discussed, the public, and the conduct of good business.

ROLE OF THE CHIEF ADMINISTRATIVE OFFICER (CAO)

19. The Chief Administrative Officer, in accordance with Sections 207 and 208 of the Act and in accordance with Bylaw 030/95, which created the position of the Chief Administrative Officer, is required to advise and inform Council in writing of its legislative responsibilities and ensure that the Municipality's policies and programs are implemented as well as to advise Council on the operation and affairs of the Municipality.

ORGANIZATIONAL MEETINGS

20. An Organizational Meeting of Council shall be held not later than two weeks after the third Monday in October each year.
21. The CAO or Delegate shall fix the time, date and place of the Organizational Meeting.
22. The CAO or Delegate shall advertise at least three weeks prior to the Organizational Meeting, inviting applications for Committee vacancies which will be required to be filled that year.

23. The Organizational Meeting Agenda shall be restricted to:
 - a. The election of the Reeve and Deputy Reeve annually;
 - b. The administration of the Oath of Office;
 - i. to the Reeve and Deputy Reeve annually
 - ii. to the entire Council following the municipal election
 - c. Review of honorariums and expense reimbursement;
 - d. Review of procedural bylaw;
 - e. Review of the council/administration protocol policy;
 - f. The establishment of Council Committees and Boards;
 - g. The establishment of membership on Committees and Boards;
 - h. The establishment of regular Council meeting and **Committee of the Whole meeting** dates for the year;
 - i. Other business as required by the Act, or which Council or the CAO may direct.

24. At the Organizational Meeting the CAO shall:
 - a. Call the Meeting to Order;
 - b. Preside over the Meeting until the Reeve has been elected and has taken the Oaths of Office as Reeve.

25. In the event that only one nomination is received for the position of Reeve or Deputy Reeve, that nominee shall be declared elected by acclamation by the CAO.

26. Where there is more than one nomination for Reeve or Deputy Reeve, the CAO shall request that voting be done by secret ballot.

27. If, on the first ballot, no Councillor receives a clear majority of votes, the Council Member who received the least number of votes shall be dropped from the ballot and the second ballot shall be taken. This shall apply to both the Reeve and Deputy Reeve elections.

28. On subsequent ballots, a Council Member who receives the least number of votes shall be dropped from the ballot until a Councillor receives a clear majority.

29. When there is a tie vote between two candidates, each candidate's name shall be written on a blank sheet of paper, of equal size and color, and deposited into a receptacle and someone shall be directed to withdraw one of the sheets. The candidate whose name appears on the sheet shall be considered to have one more vote than the other candidate.

30. All Members of Council hold office from the beginning of the Organizational Meeting following the General Election until immediately before the beginning of the Organizational Meeting following the next General Election, in accordance with the *Local Authorities Election Act*.
31. The appointment of Councillors and Members at Large to Committees shall be for a term of one year, unless otherwise specified, and by secret ballot if a vote is required.

QUORUM

32. Quorum of Council is a majority of Councillors.
33. If quorum is not achieved within 30 minutes after the time the meeting was scheduled to begin, the CAO shall record the names of the members present, and the Council shall stand adjourned until the next regular or special meeting.
34. If at any time during a meeting the quorum is lost, the meeting shall be recessed and if quorum is not achieved again within 15 minutes, the meeting shall be deemed to be adjourned.

COMMITTEES

35. Council may, by resolution or by Bylaw, establish Committees as are necessary or advisable for the orderly and efficient handling of the affairs of the Municipality and establish the Terms of Reference and duration of a Committee.
36. All Committee appointments shall be reviewed annually at the Organizational Meeting, unless otherwise specified in this Bylaw or the Terms of Reference.
37. Each Committee shall elect one (1) of its Members to be the Chairperson unless Council designates.
38. A Special or Ad-hoc Committee may be appointed at any time by Council providing that a motion has been adopted specifying the matters, duration of the Committee, and Terms of Reference to be dealt with by the Committee.

ALTERNATE COMMITTEE MEMBERS

39. Council may appoint alternate committee members to ensure that proper representation and quorum is achieved.

40. Alternate representatives from Council may attend all committee meetings, except where legislation disallows. The alternate Council member may only vote at the committee meeting when the regular Council member is absent from the meeting.
41. Alternate members at large may attend committee meetings as a member of the committee when a regular member at large is absent from the meeting. They cannot vote on matters of the committee unless a regular member at large is absent from the meeting.
42. Alternate committee members are eligible to receive the same training that their respective committee is authorized to attend.

REGULAR AND SPECIAL MEETINGS

43. The date and time of regular Council meetings shall be established by resolution at the Organizational Meeting or at any future Meeting of Council.
44. Regular meetings are generally held on the second Tuesday and the fourth Wednesday of the month, unless otherwise specified.
45. Regular meetings shall commence at 10:00 a.m. and shall be held in the Council Chambers located at the Municipality's Corporate Office, unless otherwise specified.
46. Council may, by resolution (unanimous consent), change the date, time and location of any of its ~~Meetings~~ Regular Council meetings.
47. All Meetings shall be open to members of the public, except for the Closed Meeting portions of the Meeting.
48. The CAO or Delegate will post a schedule of regular meetings in the front foyer of all municipal offices and on the Municipality's website.
49. If there are changes to the date and time of a regular meeting, the municipality must give at least twenty-four (24) hours' notice of the change to all members and post the notice in a public office. Posting a public notice in the front foyer of the municipal offices and on the Municipality's Social Media is sufficient notice to the public if administration is unable to advertise the change in a local newspaper.
50. Council has the authority to move into a Closed Meeting pursuant to Section 197 (2) of the Act for the purposes of :

- a. Protecting the Municipality, its operations, economic interests and delivery of its mandate from harm that could result from the release of certain information; and,
 - b. To comply with Division Two of Part One of the Freedom of Information and Protection of Privacy Act.
51. Matters which may be discussed in a Closed Meeting include the following:
- a. Personnel matters;
 - b. Any information regarding contract negotiations;
 - c. Negotiations regarding acquisition, sale, lease or exchange of land;
 - d. Matters involving litigation, or the discussion of legal advice provided to the Municipality; and
 - e. Matters concerning RCMP investigations or confidential reporting; and
 - f. Any other item that may be considered a private matter under the Freedom of Information and Protection of Privacy Act.
52. The Reeve may call a special council meeting whenever he/she considers it appropriate to do so or if he/she receives a written request for the meeting, stating its purpose, from a majority of the Councillors, in accordance with Section 194 of the Act.
53. No business other than that stated in the notice shall be conducted at any Special Meeting of Council unless all the Members of Council are present at the Special Meeting and the Council agrees to deal with the matter in question.

COMMITTEE OF THE WHOLE

54. There shall be a Committee of the Whole comprising all Councillors.
55. Subject to the Act, Committee of the Whole may consider any matter that Council may consider, including but not limited to discussion and debate of the following matters:
- a. the budget;
 - b. the audit;
 - c. transportation issues;
 - d. development issues;
 - e. strategic planning;
 - f. legislative reform;
 - g. policing matters; and
 - h. policy formation.
56. Committee of the Whole may:
- a. Conduct non-statutory public hearings;
 - b. Receive delegations and submissions; and
 - c. Meet with other municipalities and other levels of governments.

57. Council may receive briefings in Committee of the Whole.
58. In addition to the restrictions contained in Section 203(2) of the Act, the Committee of the Whole shall not hold statutory public hearings.
59. Committee of the Whole may make the following motions:
- a. To receive agenda reports as information.
 - b. To refer matters to Administration or a Committee for review.
 - c. Make recommendations to Council.
60. A quorum of Committee of the Whole is a majority of Councillors.
61. At a Committee of the Whole meeting, the procedures of Council shall be relaxed as follows:
- a. A Councillor may speak even though there is no motion on the floor, but if there is a motion on the floor a Councillor shall address that motion;
 - b. A Councillor may speak more than once, on a matter provided that each Councillor who wishes to speak to the matter has already been permitted to do so;
62. Committee of the Whole may consider a matter in Closed Meeting, in accordance with the Act and Freedom of Information and Protection of Privacy Act, RSA 2000, c-F-25.
63. No motions may be made when Committee of the Whole is sitting in Closed Meeting in accordance with the Freedom of Information and Protection of Privacy Act, RSA, 2000, c-F-25 except motions to reconvene the Committee of the Whole meeting.

CANCELLATION OF REGULAR, COMMITTEE OF THE WHOLE AND SPECIAL MEETINGS

64. A Council Meeting may be cancelled:
- a. By resolution of a majority of Members at a previously held Meeting; or
 - b. With written consent of a majority of the Members and by providing not less than twenty-four (24) hours notice to Members and the public.

ELECTRONIC PARTICIPATION AT MEETINGS

65. Council members may attend a Council meeting by means of electronic communication. Acceptable alternatives include through the use of telephone, ensuring that dialogue is available for both parties; through the use of a personal computer; or other means as technology advances.

66. A Council Member must advise the CAO or Delegate at least one (1) day in advance of their intention to participate through electronic communications.
67. A Council Member may attend Regular, **Committee of the Whole** or Special Council Meetings by means of electronic communication to a maximum of three (3) times per calendar year, unless otherwise approved by Council resolution.
68. A Council Member attending a meeting via electronic communications is deemed to be present at the meeting for whatever period of time the connection via electronic communications remains active and will be recorded in the minutes as being present via electronic communication.
69. A Council Member attending a meeting via electronic communications must declare if any other persons are present in the room.
70. When a vote is called, Council Members attending the meeting by means of electronic communications shall be asked to state their vote only after all other Council Members have cast their votes by a show of hands.
71. When a Council Member attends a Closed Meeting, via electronic communication, they will be required to confirm that they have attended the Closed Meeting alone in keeping with the definition in this Bylaw of Closed Meeting.

COUNCIL AGENDA

72. The agenda for each regular and special Meeting shall be organized by the CAO and compiled together with copies of all pertinent correspondence, statements, and reports provided to each member of Council at least two (2) working days prior to each regular meeting.
73. Any member of Council wishing to have an item of business placed on the agenda, shall make the submission to the Reeve and CAO not later than seven (7) calendar days prior to the scheduled Council meeting date.
74. Administration wishing to have an item of business placed on the agenda, shall make the submission to the CAO or Delegate not later than seven (7) calendar days prior to the scheduled Council meeting date. The submission shall contain adequate information to the satisfaction of the CAO to enable Council to deal with the matter.
75. Additions placed on the agenda at the Meeting shall be discouraged however an addition may be made to the agenda with a simple majority consent of the Members present. Actions resulting from the agenda additions require

unanimous consent given by those Members present. Exceptions to actions requiring unanimous consent are a tabling motion or that the agenda item be received as information.

76. Documentation for "Closed Meeting" items shall be distributed at the Council Meeting and must be returned to the CAO immediately after the Meeting. Large volume documentation may be distributed to Council prior to the Meeting.
77. The agenda shall list the order of business, as determined by the CAO, in consultation with the Reeve.

MEETING MINUTES OF COUNCIL

78. The CAO or Delegate shall ensure that all Council Meeting minutes are recorded in the English language, without note or comment.
79. The CAO or Delegate shall ensure that the draft/unapproved Minutes of each Council Meeting be distributed to each Member of Council and administration within a reasonable amount of time after the holding of the Meeting.
80. A Councillor may make a motion requesting that the Minutes be amended to correct an inaccuracy or omission. However, the CAO or Delegate shall be advised of the challenge to the Minutes at least 24 hours before the Council Meeting at which the Minutes are to be officially adopted.
81. Only minor changes may be made to correct errors in grammar, spelling, and punctuation or to correct the omission of a word necessary to the meaning or continuity of a sentence; but no change shall be allowed which would alter or affect, in a material way, the actual decision made by Council.
82. Draft/unapproved Council Meeting Minutes will be made available to the public and media upon request.
83. The minutes of each Council Meeting shall be presented to Council for adoption at the next regular Meeting.
84. Adopted minutes of Council shall be made available at all municipal offices and posted on the Municipality's website.

PROCEEDINGS

85. The Reeve or presiding officer, shall preserve order and decorum and shall decide order of questions.
86. Every member wishing to speak to a question or resolution shall address himself to the Reeve or presiding officer.
87. A resolution submitted to Council does not require a seconder.
88. A motion may be withdrawn by the mover at any time before voting.
89. The following motions are not debatable:
 - a. Adjournment
 - b. Take a recess
 - c. Question or privilege
 - d. Point of order
 - e. Limit debate on the matter before council
 - f. Division of a question
 - g. Table the matter to another meeting
90. When a resolution has been made and is being considered by Council, no other resolution may be made and accepted, except:
 - a. To amend the motion;
 - b. To refer the main motion to committee of the whole, administration, a council committee or some other person or group for consideration;
 - c. To postpone consideration of the main motion; or
 - d. To table the motion.
91. After any question is finally put to vote by the Reeve or other presiding officer, no member shall speak to the question, nor shall any other resolution be made until after the result of the vote has been declared.
92. Voting on all matters shall be done by raising of the hand in such a clear manner that they may be easily counted by the presiding officer.
93. Every member of Council attending a Council meeting must vote on a matter put to vote at the meeting unless the Councillor is required or permitted to abstain from voting.
94. If there is an equal number of votes for and against a resolution or bylaw, the resolution or bylaw is defeated.

95. When it is requested that a vote be recorded, the minutes must show the names of the Councillors present and whether each Councillor voted for and against a resolution or bylaw or abstained. A request for a recorded vote must be made before the vote is called.
96. Any matter of meeting conduct that is not provided for in this Bylaw shall be determined in accordance with the current *Robert's "Rules of Order, Newly Revised"*.

DELEGATIONS

97. All requests for delegations shall be submitted in writing to the CAO or Delegate, for approval, at least seven (7) calendar days prior to the proposed date for the delegation. The submission shall contain adequate information to the satisfaction of the CAO and Reeve to enable Council to deal with the matter.
98. The CAO or Delegate will review all delegation requests and determine if the request will be heard by Council, by a Council Committee or referred to Administration for a response. The CAO may consult with the Reeve when required.
99. Delegations will not be heard if their matter falls under a legislated appeal process.
100. If it is recommended that Council hear the matter, the CAO or Delegate shall contact the person and provide a time in which they can speak.
101. If the request to speak is received after the time required or without the written submission, the CAO or Delegate may:
 - a. Refer the matter to a Committee; or
 - b. Recommend that Council hear from the person; or
 - c. Offer to include the person on the agenda of a future Council meeting; or
 - d. Refuse to hear from the person and refer the matter to Administration for reply.
102. Delegations will be limited to fifteen (15) minutes to present their matter and be limited to one (1) speaker, except where the Chair permits otherwise.

PUBLIC HEARINGS

103. Public Hearings will be held in conjunction with a regular Council meeting, unless otherwise approved by resolution of Council.

104. Council shall hold a Public Hearing when an enactment requires Council to hold a Public Hearing on a proposed bylaw or resolution or any other matter at the direction of Council. The Public Hearing will be held before second reading of the proposed bylaw or before Council votes on a resolution.
105. Any Person who wishes to speak at a Public Hearing must be present at the scheduled time of the Hearing.
106. Any Person wishing to provide a written submission may deliver it to the CAO or Delegate at least seven (7) calendar days prior to the Public Hearing. Written submissions received will be included with the Agenda and will be released to the public.
107. Unless otherwise approved by resolution of Council, the following shall be the procedure for the conduct of the Public Hearing:
 - a. The Chair of the Public Hearing shall declare the Public Hearing open;
 - b. The Development Authority shall provide a brief background on the proposed bylaw or resolution, ensure public notification has been given, and present any written submissions received;
 - c. The Chair shall call for anyone wishing to speak;
 - d. Persons speaking will have only one opportunity to speak;
 - e. Presentations shall be limited to five (5) minutes, unless the Chair permits otherwise;
 - f. Each Person making a presentation shall give his/her name to be recorded in the Minutes;
 - g. Council may ask questions of the speakers after each presentation if clarification on any matter is required;
 - h. The Chair of the Public Hearing shall declare the Public Hearing closed.
108. After the close of the Public Hearing, Council may:
 - a. Pass the proposed bylaw or resolution; or
 - b. Defeat the proposed bylaw or resolution; or
 - c. Make any amendment to the proposed bylaw or resolutions and proceed to pass it without further advertisement or hearing.
109. If there is more than one Public Hearing on the agenda, the Chair must close one Public Hearing before another Public Hearing is opened.
110. Council may change the date, time and place of a Public Hearing by resolution. If the date, time or place of the Public Hearing is changed, then the Public Hearing must be re-advertised.
111. Public participation through teleconference shall be made available at each County Office for major public hearings, as determined by resolution of Council.

DEBATE OF RESOLUTIONS

112. A member may ask a question, stated concisely, of the previous speaker to explain any part of the previous speaker's remarks.
113. A member may ask questions of the CAO or administration to obtain information relating to a report presented to Council or to any clause contained therein, at the commencement of the debate on the report or on the clause.
114. When it is a member's turn to speak during debate, before speaking he/she may ask questions of the CAO, or administration in order to obtain information relating to the report or clause in question.
115. Any member may require the question or resolution under discussion to be read at any time during the debate but not so as to interrupt a member while speaking.
116. When the resolution has been declared as having been put to a vote, no member shall debate further on the question or speak any words except to request that the resolution be read aloud.
117. The Reeve or presiding officer shall determine when a resolution is to be put to a vote.

MOTIONS OUT OF ORDER

118. It is the duty of the Chair to determine what motions are amendments to motions that are in order subject to challenge by a Member, and decline to put a motion deemed to be out of order.
119. The Chair shall advise the Members that a motion is out of order and cite the applicable rule or authority without further comment.
120. The Chair may refuse to accept a motion to refer, that has the effect of defeating the motion to which it refers, e.g. time constraints.
121. The following motions are out of order:
 - a. A motion, similar to a motion voted on in the previous six (6) months, without reconsidering the original motion;
 - b. A motion contrary to law or a previous motion;
 - c. A motion similar to an item which has been tabled;
 - d. A motion to reconsider a motion to reconsider;
 - e. A motion referring an item to a Committee, if the final report of the Committee is complete; and

- f. A motion which is out of scope of Council business.

RECONSIDERING AND RESCINDING A MOTION

- 122. A Member wishing to reconsider, alter or rescind a motion already passed, or an action taken at a previous Meeting and when the matter does not appear on the Agenda, shall bring the matter forward by a Notice of Motion, which shall:
 - a. Be considered at a Council Meeting;
 - b. Specify the Meeting proposed to bring the matter to; and
 - c. Indicate, in the substantive portion of the motion, the action which is proposed to be taken on the matter.
- 123. Notwithstanding the above, if Notice of Motion was not given, the requirement for Notice may be waived on a Two-Thirds vote.
- 124. Notwithstanding the other provisions of this section, no motion made or action taken shall be reconsidered unless:
 - a. It is a motion made or an action taken at the same Meeting; or
 - b. It is a motion made or an action taken at a Meeting held six (6) months or more before its reconsideration; or
 - c. Approval for reconsideration of a motion made or an action taken less than six (6) months earlier is given by a Two-Thirds vote prior to reconsideration.
- 125. A Member who voted with the prevailing side may move to reconsider a motion only at the same meeting or during any continuation of the meeting at which it was decided.
- 126. The following motions cannot be reconsidered:
 - a. A motion which created a contractual liability or obligation, shall not be reconsidered, altered, varied, revoked, rescinded or replaced except to the extent that it does not attempt to avoid or interfere with the liability or obligation;
 - b. A motion to adjourn;
 - c. A motion to close nominations;
 - d. A request for division of a question;
 - e. A point of order, a point of privilege or a point of information;
 - f. A motion to recess;
 - g. A motion to suspend the Procedural Bylaw;
 - h. A motion to lift from the table;
 - i. A motion to bring forward; and
 - j. Motion to adopt the agenda.
- 127. A motion to reconsider or rescind is debatable only when the motion being reconsidered is debatable.

NOTICE OF MOTION

128. A notice of motion may be given at any council meeting, but may not be dealt with at that meeting.
129. A notice of motion shall be given verbally and in writing to all members of council present. A copy of such notice of motion shall be given to the CAO upon adjournment of the meeting at which the notice is given.
130. Every notice of motion shall precisely specify the entire content of the motion to be considered, and shall be on the agenda for the next regular meeting of Council unless otherwise specified.

PECUNIARY INTEREST

131. When a Member has a pecuniary interest in a matter before Council, a Council Committee or any other body, board, commission, committee or agency to which the Member is appointed as a representative of the Council, the Member shall, if present:
 - a. Disclose the general nature of the pecuniary interest prior to any discussion on the matter;
 - b. Abstain from any discussion and voting on any question relating to the matter;
 - c. Leave the room in which the meeting is being held until discussion and voting on the matter are concluded; if required;
 - d. If the matter with respect to which the Member has a pecuniary interest is the payment of an account for which funds have previously been committed, it is not necessary for the Councillor to leave the room; and
 - e. If the matter with respect to which the Member has a pecuniary interest is a question on which the Member as a tax payer, an elector or an owner has a right to be heard by the Council;
 - i. It is not necessary for the Member to leave the room; and
 - ii. The Member may exercise the right to be heard in the same manner as a person who is not a Member.

BYLAWS

132. The CAO or Delegate must review the form of each proposed bylaw to ensure that it is consistent with the form of bylaw that Council may adopt from time to time.
133. Each proposed bylaw must include:
 - a. The bylaw number assigned to it by the CAO or Delegate; and

- b. A concise title.
134. Where a Bylaw is presented to Council for enactment, the CAO or Delegate shall cause the number and short title of the Bylaw to appear on the Agenda.
 135. The CAO or Delegate must make available a copy of the bylaw to each Councillor before the first reading of the bylaw.
 136. A Bylaw shall be introduced for first reading by a motion that the Bylaw, specifying its number and short title, be read a first time.
 137. When a Bylaw is subject to a Public Hearing, a Council, without amendment or debate, shall vote on the motion for first reading of a Bylaw and the setting of a public hearing date in accordance with the applicable form of notice. A Member may ask a question or questions concerning the bylaw provided that such questions are to clarify the intent, purpose or objective of the bylaw, and do not indicate the Member's opinion for or against the bylaw.
 138. After the holding of the required public hearing, a bylaw shall be introduced for second reading by a motion that it be read a second time specifying the number of the bylaw.
 139. After a motion for second reading of the bylaw has been presented, Council may:
 - a. Debate the substance of the bylaw; and
 - b. Propose and consider amendments to the bylaw.
 140. A proposed amendment shall be put to a vote and if carried, shall be considered as having been incorporated into the bylaw at second reading.
 141. When all amendments have been accepted or rejected the motion for second reading of the bylaw shall be voted on.
 142. A bylaw shall not be given more than two readings at one meeting unless the Members present at the meeting unanimously agree that the bylaw may be presented for third reading at the same meeting at which it received two readings, provided that Council is not prohibited from giving more than two readings to a bylaw at one meeting by any valid enactment.
 143. When Council unanimously agrees that a bylaw may be presented for third reading at a meeting at which it has received two readings, the third reading requires no greater majority of affirmative votes to pass the bylaw than if it has received third reading at a subsequent meeting.

144. A bylaw shall be adopted when a majority of the Members present vote in favour of third reading, provided that any applicable provincial statute does not require a greater majority.
145. A bylaw, which has been defeated at any stage, may be subject to a motion to reconsider in accordance with the provisions of this Bylaw.
146. A bylaw is passed and comes into effect when it has received third and final reading unless otherwise provided by statute.
147. The Reeve and CAO shall sign and seal the bylaw as soon as reasonably possible after third reading.
148. The CAO or Delegate is authorized to consolidate one or more bylaws as deemed convenient.

CODE OF ETHICS

149. The proper operation of democratic local government requires that elected officials be independent, impartial and duly responsible to the people. To this end it is imperative that:
 - a. Government decisions and policy be made through the proper channels of government structure.
 - b. Public office not be used for personal gain.
 - c. The public have confidence in the integrity of its government.
150. Accordingly, it is the purpose of these guidelines of conduct to outline certain basic rules for Mackenzie County Council so that they may carry out their duties with impartiality and equality of services to all, recognizing that the basic functions of elected local government officials are, at all times, services to their community and the public.
151. To further these objectives, certain ethical principles should govern the conduct of Mackenzie County Council in order that they shall maintain the highest standards of conduct in public office and faithfully discharge the duties of office without fear or favour.
152. Councillors shall:
 - a. Govern their conduct in accordance with the requirements and obligations set out in the municipal legislation of the Province of Alberta and as specified in this Bylaw.
 - b. Not use confidential information for personal profit of themselves or any other person.

- c. Not communicate confidential information to anyone not entitled to receive the applicable confidential information.
- d. Not use their position to secure special privileges, favours, or exemptions for themselves or any other person.
- e. Preserve the integrity and impartiality of Council.
- f. For a period of twelve (12) months after leaving office, abide by the ethical standards of conduct listed above, except those related to confidential information which shall apply in perpetuity.
- g. Not assume that any unethical activities (not covered by or specifically prohibited by these ethical guidelines of conduct, or by any legislation) will be condoned.

CONDUCT OF MEMBERS DURING THE MEETING

153. No Member shall:

- a. Use offensive language, inappropriate actions or unparliamentary language in or against Council or against any Member of Council or any administration or any member of the public;
- b. Speak disrespectfully of any member of the Royal Family, the Governor General, the Lieutenant Governor of any Province, Council, any municipality, an Member or any official or employee of the Municipality;
- c. Engage in private conversations while in the Council Meeting or use personal electronic devices including cellular phones, media players, etc. in any manner that disrupts the Member speaking or interrupts the business of Council;
- d. Leave his/her seat or make noise or disturbance while a vote is being taken and until the result of the vote is announced;
- e. Speak on any subject other than the subject under debate;
- f. Not interrupt the speaker, except on a point of order;
- g. Where a matter has been discussed in a Closed Meeting, and where the matter remains confidential, disclose a confidential matter or the substance of deliberations at a Closed Meeting, except to the extent that Council has previously released or disclosed the matter in public. All information, documentation or deliberations received, reviewed or provided in a Closed Meeting is confidential. Members of Council shall not release, reproduce, copy or make public any information or material considered at a Closed Meeting, or discuss the content of such a meeting with persons other than members of Council or relevant staff members, prior to it being reported in public by Council;
- h. Criticize any decision of Council except for the purpose of moving that the question be reconsidered;
- i. Contravene the rules of Council or a decision of the Chair or of Council on questions of order or practice or upon the interpretation of the rules of Council. In case a Member persists in any such contravention, after having been called to order by the Chair, the Chair shall not recognize that Member,

except for the purpose of receiving an apology from the Member tendered at that Meeting or any subsequent Meeting.

154. Members of the public during a Meeting shall:
 - a. Address the Members of Council or Committee at the permission of the Chair;
 - b. Maintain order and remain quiet;
 - c. Not applaud nor otherwise interrupt a speech or action of the Members or other Person addressing the Members.

155. The Chair may cause to be expelled and excluded from any Meeting any person who creates any disturbance during a meeting or who, in the opinion of the Chair, has been guilty of improper conduct and for that purpose the Chair may direct that such a person be removed by a Peace Officer or RCMP.

156. A Councillor that displays inappropriate and abusive behavior towards other members of council, administration or the public while on County business may be reprimanded in a form as may be acceptable by 2/3 vote of Council.

TWO-THIRDS MAJORITY VOTE

157. Order in Council No. 54/2001 establishing Mackenzie County as a Specialized Municipality, requires a Two-Thirds (2/3) majority vote for the following:
 - a. Procedural Bylaw
 - b. Council Remuneration Bylaw
 - i. A simple majority vote is required when authorized Councillors to attend a seminar, convention, workshop, or any other function that Councillors may attend for reimbursement of expenses.
 - c. All issues regarding property taxes
 - d. A bylaw to change the number of Councillors, the boundaries of wards or the method of electing a Chief Elected Officer.
 - i. A simple majority vote is required when electing a Chief Elected Officer in the manner prescribed in this Bylaw.
 - e. The appointment or termination of the Chief Administrative Officer; however, any direction given to the CAO shall be done by a simple majority vote.
 - f. A resolution for the adoption and amendment of the budget.
 - g. Any other matter designated by Council within this Bylaw.

RECORDING DEVICES AT MEETINGS

158. The CAO may authorize the use of any mechanical or electronic means of recording proceedings of Council and Council Committee meetings necessary to assist with the preparation of an accurate set of minutes. Any such recording will be erased or destroyed after the Council or Council Committee meeting has approved the minutes.

159. No person shall, unless a Two-Thirds majority consent of Council is given, record the proceedings of Council through tape recorder, video camera, or other devices.

REPEAL AND COMING INTO FORCE

160. Bylaw No. ~~977-14~~ 1083-17 and all amendments thereto are hereby repealed.

161. This Bylaw shall come into effect upon receiving third and final reading.

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:	June 10, 2020
Presented By:	Len Racher, Chief Administrative Officer
Title:	Live Streaming and Recording Council Meetings after COVID-19 Restrictions Lifted

BACKGROUND / PROPOSAL:

Councillor Cardinal, Councillor Wardley, and Councillor Bateman have requested that this matter be presented and considered by Council. They are requesting that the live streaming and recording of Council meetings continue after the COVID-19 restrictions are lifted.

They have drafted the following for consideration:

One of the positive legacies of the COVID-19 pandemic could be the dramatic shift in the way we are doing engaging our citizens in Council Meetings. Councils across Canada are adapting to a new way of conducting Council Meetings, and Mackenzie County is no different. While many of our meetings over the past few months were cancelled, the Council meetings we did hold were live streamed and our citizens were able to join us from all over the Municipality, including neighboring communities, which has never happened before.

While for the actual meeting participants virtual will never be superior to face-to-face interactions, we have an opportunity to continue and build on a citizen engagement in our Municipality.

We are a municipality the size of New Brunswick, are a hard-working population and all Council meetings are held mid-week during the day. The live streaming of Council Meetings eliminates geographic and time barriers that prevent public engagement. It provides more transparent, flexible and convenient access of Council debate and decisions to a wider audience, thereby resulting in greater community confidence in the integrity and accountability of the decision-making process. With improvements to posting agendas that are easily accessible and approximate discussion times for some agenda items, citizens could log on for the agenda items that interest or concern them.

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

In the short time we have been live streaming due to public gallery closure, we have seen successful public participation. The May 26 COW meeting have seen at time of RFD over 3800 views, and the May 27 Council Meeting was at over 2700 views. This does not include the citizens that tuned in and listened live in full or in part during the live feed.

By embracing technology, doesn't have to be expensive, won't be perfect, and glitches are bound to happen, but doesn't mean we can't try we can more successfully engage our citizens! We may even be able to move to a more interactive system where public hearings could have virtual two-way communication with citizens. Think about how citizen delegations could be incorporated into this process. What about the possibility of digitally recorded video and/or audio public presentations or delegations played back in chambers, with Council's questions answered virtually as well. Saving our citizens travel and booking time off work. We have video-conferenced with Professional delegations from across the Province but really have not explored or implemented how to use technology to engage and include our own citizens and ratepayers.

The benefit of embracing this newfound connectivity and continuing beyond COVID is improved community participation in the affairs and direction of the municipality. However, this will take the will of the council to have virtual participation continue. Possible changes to the County's Procedural bylaw will be required to allow this continuation.

Policy References:

ADM056 – Public Participation Policy & Citizen Engagement Policy – quotes from Policies

- “Public participation is essential to the municipal decision making process. The purpose of this policy is to recognize the value of public participation and create opportunities for meaningful public participation in decisions that directly impact the public.”*
- “Creating opportunities for Municipal Stakeholders who are affected by a decision to influence the decision;”*
- “Providing Municipal Stakeholders with the appropriate information and tools to engage in meaningful participations;”*
- “Public Participation will be conducted in a sustainable and inclusive manner having regard to different levels of accessibility.”*
- “Mackenzie County supports citizen engagement as a process for making better decisions that incorporate the interests and concerns of the general public and/or affected stakeholders. Mackenzie County is committed to creating an informed citizenry.”*

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

Financial:

Very little if the will is there by Council to continue with this level of engagement.

We have the skype system already and a very elaborate teleconference, speaker system. Facebook live is free. Twitter account already in place. You tube channel is easy to set up. If we choose to switch to Zoom, it is fairly inexpensive and is easy to use for the public. We do not have to do full video, post the agenda, or what we are seeing on the screen instead of Council picture.

Resources: Kneehill County has a very simple yet informative page on their website regarding Live Council Meetings.

<https://www.kneehillcounty.com/2248/Council-Meetings>

Recommendations:

That Mackenzie County Council acknowledge the increased engagement and participation of our citizens in the live-streamed Municipal Council meetings and that Council Meetings continue to be live-streamed and recorded for a trial period of 6 months after the COVID restrictions allow the full unrestricted access of the public gallery. Enhancements will be made to the posting of the agenda and package materials for citizens.

That Administration research and bring back options that we are capable of to further engage citizens virtually, for example public hearings and delegations.

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

ADMINISTRATIVE COMMENTS:

Administration has not had the opportunity to fully review this matter as presented above since receiving the request on Friday, June 5th. Depending on Council direction, administration will need to review options available to proceed in a longer-term scenario including amendments to the Procedural Bylaw to allow for livestreaming meetings would be required.

Some additional thoughts to consider are:

- Language. There was at least one swear word in the last Council meeting and we could run the risk of being blocked from Facebook/Youtube.
- Process for engagement during the meeting. Monitoring and responding to Facebook questions during the meeting.
- Further clarification regarding enhanced council agendas.
- Full-time IT presence in the Council Chambers at each meeting to manage logistics.
- A stricter meeting structure would be required, including speaking requests/limitations, in order to stay on track.

Below are some statistics following the last two live streamed meetings for your information.

Video Details

Total Video Performance Showing All

- Peak Live Viewers: 91
- Minutes Viewed: 15,128
- 1-Minute Video Views: 630
- 10-Second Video Views: 1,515
- 3-Second Video Views: 2,817
- Average Video Watch Time: 2:53
- Audience Retention
- Audience and Engagement

This video is used in 1 post

Posts	Posted Date	Estimated Reach	3s Video Views	10s Video Views	Unique 3s Video Views	Post Engagement	Average Video Watch Time
Mackenzie County May 27, 2020 Council Meeting	05/27/2020 9:45 AM	3.6K	2.8K 100%	1.5K 100%	2K	145	2:53 / 06:13:52

Total 3-second video views on Facebook: 2.8K

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

Video Details 🗖

9:19 AM
Mackenzie County: May 26, 2020 Committee of the Whole Meeting...
01:56:13 · Was Live: 05/26/2020 · Owned · Appears Once · Copy Video ID

Total Video Performance Showing All

- 👁 Peak Live Viewers 128
- 🕒 Minutes Viewed 12,988
- 📺 1-Minute Video Views 722
- 📺 10-Second Video Views 2,120
- 📺 3-Second Video Views 3,850
- 🕒 Average Video Watch Time 1:48
- 📊 Audience Retention
- 👤 Audience and Engagement

This video is used in 1 post

Posts	Posted Date	Estimated Reach	3s Video Views	10s Video Views	Unique 3s Video Views	Post Engagement	Average Video Watch Time
Mackenzie County May 26, 2020 Committee of the W...	05/26/2020 9:19 AM	6.2K	3.8K 100%	2.1K 100%	2.7K	210	1:48 / 01:56:13

Total 3-second video views on Facebook: 3.8K

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

POLICY REFERENCES:

RECOMMENDED ACTION:

- Simple Majority
 Requires 2/3
 Requires Unanimous

For discussion.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	June 10, 2020
Presented By:	Don Roberts, Director of Community Services
Title:	Community Services Committee Meeting Minutes

BACKGROUND / PROPOSAL:

The unapproved minutes of the June 3, 2020 Community Services Meeting are attached.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

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

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the unapproved minutes of the Community Services Committee Meeting of June 3, 2020 be received for information.

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

**MACKENZIE COUNTY
Community Services Committee Meeting**

**June 3, 2020
10:00 a.m.**

**Council Chambers
Fort Vermilion, Alberta**

PRESENT:

Lisa Wardley	Chair, Councillor (teleconference)
Josh Knelsen	Reeve (teleconference)
Peter F. Braun	Councillor
Cameron Cardinal	Councillor (teleconference – arrived at 10:08 a.m.)
Eric Jorgensen	Councillor (arrived at 10:08 a.m.)

REGRETS:

ADMINISTRATION:

Len Racher	Chief Administrative Officer
Carol Gabriel	Deputy Chief Administrative Officer/Recording Secretary
Don Roberts	Director of Community Services
Dave Fehr	Director of Operations

ALSO PRESENT:

Minutes of the Community Services Committee meeting for Mackenzie County held on June 3, 2020 in the Council Chambers at the Fort Vermilion County Office.

CALL TO ORDER: 1. a) Call to Order

Councillor Wardley called the meeting to order at 10:01 a.m.

AGENDA: 2. a) Adoption of Agenda

MOTION CS-20-06-036 MOVED by Councillor Braun

That the agenda be accepted with the additions:
6. b) My Freedom My Frontier Report

CARRIED

MINUTES FROM PREVIOUS MEETING: 3. a) Minutes of the May 12, 2020 Community Services Committee Meeting

MOTION CS-20-06-037 MOVED by Reeve Knelsen

That the minutes of the May 12, 2020 Community Services

Committee meeting be approved as presented.

CARRIED

OLD BUSINESS: 4. a) Playgrounds and Equipment

MOTION CS-20-06-038 MOVED by Councillor Braun

That the playgrounds and equipment update be received for information.

CARRIED

OLD BUSINESS: 4. b) Campgrounds

Councillor Jorgensen and Councillor Cardinal arrived at 10:08 a.m.

MOTION CS-20-06-039 MOVED by Councillor Jorgensen

That the campground brochures be updated and that “campground full” signage be available at each campground.

CARRIED

OLD BUSINESS: 4. c) River Access Plan

MOTION CS-20-06-040 MOVED by Councillor Braun

That the Emergency River Access Plan be brought back to the next meeting.

CARRIED

OLD BUSINESS: 4. d) Machesis Lake Water Levels

MOTION CS-20-06-041 MOVED by Councillor Jorgensen

That administration investigate the reason and mitigation for low water levels at Machesis Lake and send a letter to Alberta Environment & Parks.

CARRIED

Councillor Wardley recessed the meeting at 10:44 a.m. and reconvened the meeting at 10:53 a.m.

NEW BUSINESS: 5. a) D.A. Thomas Park

MOTION CS-20-06-042 MOVED by Councillor Cardinal

That the D.A. Thomas Park restoration be identified in the mitigation plan.

CARRIED

NEW BUSINESS: 5. b) Jubilee Park Pond

MOTION CS-20-06-043 MOVED by Reeve Knelsen

That the fish stocking request at the Jubilee Park Pond be received for information and that administration respond to the request.

CARRIED

NEW BUSINESS: 5. c) Recreational Water Sampling

MOTION CS-20-06-044 MOVED by Councillor Braun

That the recreational water sampling be received for information.

CARRIED

NEW BUSINESS: 5. d) 2020 Flower Program

MOTION CS-20-06-045 MOVED by Councillor Jorgensen

That the 2020 flower program update be received for information.

CARRIED

**INFORMATION/
CORRESPONDENCE: 6. a) Information/Correspondence**

MOTION CS-20-06-046 MOVED by Councillor Jorgensen

That administration look into the status of the partnership opportunity with the province on the Buffalo Head Tower and Fort Vermilion Bridge recreational areas and bring it back to the next meeting.

CARRIED

**INFORMATION/
CORRESPONDENCE:**

6. b) My Freedom My Frontier Report (ADDITION)

MOTION CS-20-06-047
Requires Unanimous

MOVED by Councillor Cardinal

That the My Freedom My Frontier tourism report be added to a future meeting.

CARRIED

**NEXT MEETING
DATE:**

7. a) July 8, 2020 at 10:00 a.m.

ADJOURNMENT:

8. a) Adjournment

MOTION CS-20-06-048

MOVED by Councillor Braun

That the meeting be adjourned at 11:15 a.m.

CARRIED

These minutes will be presented to the next Community Services Committee for approval.

Lisa Wardley
Chair

UNAPPROVED



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	June 10, 2020
Presented By:	Byron Peters, Director of Planning & Development
Title:	Municipal Planning Commission Meeting Minutes

BACKGROUND / PROPOSAL:

The minutes of the May 28, 2020 Municipal Planning Commission meetings are attached.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

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

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the Municipal Planning Commission meeting minutes of May 28, 2020 be received for information.

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

**MACKENZIE COUNTY
Municipal Planning Commission Meeting**

**Mackenzie County Office
La Crete, AB**

Thursday, May 28, 2020 @ 10:00 a.m.

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

ADMINISTRATION: Byron Peters Director of Planning and Development
Lynda Washkevich Development Officer
Nicole Friesen Administrative Assistant/Recording Secretary

MOTION 1. CALL TO ORDER

Erick Carter called the meeting to order at 10:01 a.m.

2. ADOPTION OF AGENDA

MPC 20-05-057 MOVED by John W Driedger

That the agenda be adopted as presented.

CARRIED

3. MINUTES

a) Adoption of Minutes

MPC 20-05-058 MOVED by Beth Kappelar

That the minutes of the May 14, 2020 Municipal Planning Commission meeting be adopted as presented.

CARRIED

b) Business Arising from Previous Minutes

i. None.

4. TERMS OF REFERENCE

For Information.

5. **DEVELOPMENT**

- a) **090-DP-20 Steven Klassen (Wild Tech Custom & Repair)
Change of Use (Automotive Equipment & Vehicle Services-
Major) in “LC-HI”
Plan 162 3326, Block 4, Lot 5 (10404 92 Street) (La Crete)**

MPC 20-05-059 **MOVED** by Beth Kappelar

That Development Permit 090-DP-20 on Plan 162 3326, Block 04, Lot 05 in the name of Steven Klassen/Wild Tech Custom & Repair be APPROVED with the following conditions:

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

1. This permit approval is for the operation of an Automotive Equipment and Vehicle Services – Major (Wild Tech Custom & Repair Ltd.) out of the existing building.
2. **This permit approval is subject to approval from the Alberta Motor Vehicle Industry Council (AMVIC). The developer is required to obtain written approval from the Alberta Motor Vehicle Industry Council regarding the proposed development prior to commencement of the development. Failure to do so shall render this permit Null and Void.**
3. All conditions and requirements by the Alberta Motor Vehicle Industry Council “AMVIC” are to be met to their specifications and standards.
4. **No vehicle shall be located in such a way that it impedes visibility for vehicular and/or pedestrian traffic.**
5. The Automotive Equipment and Vehicle Services, Major shall meet all National Building Code 2019 Alberta Edition requirements for Buildings and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit Null and Void.
6. The property must at all times be kept in a neat and orderly fashion.
7. The municipality has assigned the following address to the noted property **10404-92 Street**. You are required to display the address (**10404**) to be clearly legible from the street and be on a contrasting background. The minimum size of the characters shall be four inches

- in height.
8. Building to be connected to the municipal water and sewer system and the cost of connection fees will be borne by the owner.
 9. This permit may be revoked at any time if, in the opinion of the Development Authority, the proposed development has become detrimental or otherwise incompatible with the amenities of the neighbourhood.
 10. Provide adequate off street parking as follows: The minimum parking standards are 1 stall per 45 square meters (484.4 square feet) of building area which in this case is 26 public parking stalls, 1 space per each full time employee and 1 space for every 2 part time employees. *“One parking space, including the driveway area, shall occupy 27.87 square meters (300 square feet).”*
 11. The sign shall be located a minimum of:
 - a. 20 meters from regulatory signs, and
 - b. Not less than 1.5 meters from the curb/sidewalk.
 12. **The sign shall be placed on site and is not permitted to be placed on any County lands and/or road rights-of-way.**
 13. The sign shall be a minimum of 2 meters in height from the bottom of the sign above the curb/sidewalk.
 14. The site and sign shall be kept in a safe, clean, and tidy condition, or may be required to be renovated or removed.
 15. The sign shall:
 - a. Not obstruct the orderly and safe flow of vehicular and pedestrian traffic,
 - b. Not unduly interfere with the amenities of the district,
 - c. Not materially interfere with or affect the use, enjoyment or value of
neighbouring properties, and
 - d. Not create visual or aesthetic blight.
 16. Illumination of the sign must not negatively affect, nor pose a safety hazard to, an adjacent site or street.
 17. Wiring and conduits of the sign must be concealed from view.

18. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Operational Services Department for Mackenzie County at 780-928-3983. Access to be constructed to Mackenzie County standards and at the developers' expense.
19. No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
20. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
21. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

CARRIED

- b) 096-DP-20 Abe/Danny Nickel
Garage-Attached with a 20% Setback Variance in "H-R1A"
Plan 932 3458, Block 10, Lot 12 (10418 97 Avenue) (La Crete)**

MPC 20-05-060 MOVED by John W Driedger

That Development Permit 096-DP-20 on Lot 12, Block 10, Plan 932 3458 in the name of Abe/Danny Nickel be APPROVED with the following conditions:

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

1. A **20% Setback Variance** for the Garage – Attached is hereby granted. The Garage – Attached shall be 4 feet (1.2 meters) from the East side property Line.

Remaining minimum Garage-Attached setbacks for the side and rear yards are:

- a) **2.4 meters (8 feet) rear yard;**
 - b) **1.52 meters (5 feet) West side yard; from the property lines.**
2. The Garage – Attached shall be located on the East side of the lot.

3. The Garage – Attached shall meet all National Building Code 2019 Alberta Edition requirements for Buildings and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit Null and Void.
4. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards and shall compliment the natural features and character of the site to the satisfaction of the Development Authority.
5. Where the lowest opening of the garage is 25 feet from the front property line it is required to be at a minimum 4% grade above the curb level. Where the lowest opening of the garage is 50 feet from the front property line it is required to be at a minimum 2% grade above the curb level.
6. Building to be connected to the Municipal water and sewer system and the cost of connection fees will be borne by the owner.
7. The Municipality has assigned the following address to the noted property (**10418-97 Avenue**). You are required to display the address (**10418**) to be clearly legible from the street and be on a contrasting background. The minimum size of the characters shall be four inches in height.
8. Provide adequate off street parking as follows: The minimum parking shall be 300 square feet per vehicle owned plus an additional 500 square feet for off street parking. *“One parking space, including the driveway area, shall occupy 300 square feet.”*
9. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Road/Maintenance Department for Mackenzie County at 780-928-3983. Access to be constructed to Mackenzie County standards and at the developers’ expense.
10. No construction or development is allowed on a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
11. The total site area (lot) shall have a positive surface drainage

without adversely
affecting the neighbouring properties.

12. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

CARRIED

- c) 102-DP-20 Abram & Amy Heinrichs
5' Fence (25% Height Variance) in "H-R1B"
Plan 042 5759, Block 29, Lot 12 (10506 Homestead Way N)**

MPC 20-05-061 **MOVED** by David Driedger

That Development Permit 102-DP-20 on Plan 042 5759, Block 29, Lot 12 in the name of Abram & Amy Heinrichs be APPROVED with the following conditions:

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

1. **Approval of a fence with height variance as noted in condition 2a).**
2. **Maximum height of fence:**
 - a. **1.52 meters (5 feet) for the FRONT YARD facing Homestead Way N,**
 - b. **and up to 6 feet for the remaining yards.**
3. **The fence shall not comprise of and/or support barbed wire.**
4. The fence shall not adversely affect the view of vehicular and pedestrian traffic.
5. The fence shall not encroach onto adjacent properties.
6. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards.
7. This permit may be revoked at any time if, in the opinion of the Development Officer, the proposed development has become detrimental, unsightly or otherwise incompatible with the amenities of the neighbourhood.

8. This permit approval is subject to an access to the property being constructed to County standards. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Operational Services Department for Mackenzie County at 780-928-3983. Access to be constructed at the developers' expense.
9. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards and shall compliment the natural features and character of the site and the aesthetics of the neighbouring residences to the satisfaction of the Development Authority.
10. No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
11. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

CARRIED

6. SUBDIVISIONS

- a) **08-SUB-20 Jason & Margaret Neudorf
14.97 Acre Boundary Adjustment
SE 29-104-14-W5M (Buffalo Head Prairie)**

MPC 20-05-062 MOVED by Beth Kappelar

That Subdivision Application 08-SUB-20 in the name of Jason & Margaret Neudorf on SE 29-104-14-W5M be APPROVED with the following conditions:

1. This approval is for a **BOUDARY ADJUSTMENT**, 14.97 acres (6.06 hectares) in size.
2. Applicant/developer shall enter into and abide by a Development Agreement with the Mackenzie County which shall contain, but is not limited to:
 - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the

Municipality.

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

CARRIED

- b) 10-SUB-20 Tim & Sarah Peters
60.01 Acre Subdivision
NE 21-110-18-W5M (High Level Rural)**

MPC 20-05-063 **MOVED** by David Driedger

That Subdivision Application 10-SUB-20 in the name of Tim & Sarah Peters on NE 21-110-18-W5M be APPROVED with the following conditions:

1. This approval is for a **TYPE A** subdivision, 60.01 acres (24.29 hectares) in size.
2. Applicant/developer shall enter into and abide by a Development Agreement with the Mackenzie County which shall contain, but is not limited to:
 - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality.
 - b) Provision of a road and access to both the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developer's expense.
 - c) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2015.
 - d) **Provision of a storm water management plan. Contact Planning and Development staff at 780-928-3983 to discuss the requirements for your subdivision.**
 - e) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.
 - f) Provision of utility rights-of-way as required by ATCO Electric, TELUS, Northern Lights Gas Co-op, and others.
 - g) Provision of and negotiations for utility rights-of-way and/or easements as required by utility companies. The Developer shall be responsible for any line relocation or correction costs that occur as a result of this development. Responses from utilities companies are shown in Schedule "C" hereto attached.
 - h) **Mackenzie County shall not be held liable for any concerns, issues or damages related to and/or resulting from the water tables and any other water problems as a result of any low land levels of the proposed development. It is the responsibility of the developer to ensure that adequate drainage and other precautions are taken to avoid water seepage into the dwellings/basement and/or flooding of the basement, and/or any ancillary buildings.**

CARRIED

7. MISCELLANEOUS ITEMS

**a) Bylaw 11XX-20 Land Use Bylaw Amendment
Rezone from Agricultural "A" to Direct Control 2 "DC2"
SE 11-105-15-W5M**

MPC 20-05-064 MOVED by John W Driedger

That the Municipal Planning Commission recommend to Council to approve Bylaw 11xx-20 being a Land Use Bylaw Amendment to rezone Part of SE 11-105-15-W5M from Agricultural "A" to Direct Control 2 "DC2", subject to public hearing input.

CARRIED

8. IN CAMERA

a) None.

9. MEETING DATES

- ❖ Thursday, June 11th, 2020 @ 10:00 a.m. in La Crete
- ❖ Thursday, June 25th, 2020 @ 10:00 a.m. in Fort Vermilion
- ❖ Thursday, July 9th, 2020 @ 10:00 a.m. in La Crete
- ❖ Thursday, July 23rd, 2020 @ 10:00 a.m. in Fort Vermilion
- ❖ Thursday, August 6th, 2020 @ 10:00 a.m. in La Crete
- ❖ Thursday, August 20th, 2020 @ 10:00 a.m. in Fort Vermilion

10. ADJOURNMENT

MPC 20-05-065 MOVED by John W Driedger

That the Municipal Planning Commission Meeting be adjourned at 10:13 a.m.

CARRIED

These minutes were adopted this 11th day of June, 2020.

Erick Carter, Chair



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	June 10, 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.

- Correspondence – Alberta Transportation (Strategic Transportation Infrastructure Program – Blue Hills Site 2 Culvert Crossing Project)
- Correspondence – Alberta Municipal Affairs (Disaster Recovery Program)
- Correspondence – High Level Woodlands (2020-2025 General Development Plan)
- Municipal Governance Factsheet – May 29, 2020 COVID-19 Outbreak
- Rural Municipalities of Alberta – Monthly Update for RMA Districts (June 2020)
- Alberta Government News Release – Alberta moves to stage two of relaunch
- Boreal Housing Foundation Meeting Minutes
- Mackenzie Library Board Meeting Minutes
-
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-
-

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

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

POLICY REFERENCES:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

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

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

May 19, 2020

Our File: 1560-LMI-MACK-2

Mr. Joshua Knelsen
Reeve
Mackenzie County
PO Bag 640
Fort Vermilion, Alberta T0H 1N0



Dear Mr. Knelsen:

**Re: Strategic Transportation Infrastructure Program- Local Municipal Initiatives
Blue Hills Site 2 – Culvert Crossing Project**

Thank you for providing us with the final expenditures for the above captioned project. We have reviewed the project costs and can confirm the final expenditures.

Please be advised that \$108,117.70 is being electronically transferred to the Mackenzie County. This amount represents a final payment as under Strategic Transportation Infrastructure Program and is provided to assist you with the Blue Hills Site 2 – Culvert Crossing Project.

• Final Project Cost:	\$986,235.40
• Grant @ 50% of Final Project Cost:	\$493,117.70
• <u>Previously Advanced:</u>	<u>\$385,000.00</u>
• Payment Due:	\$108,117.70

If you require any further information, please contact Anne Han at 780-624-6280.

We are pleased to assist you with this worthwhile endeavor.

Regards,

A handwritten signature in blue ink, appearing to read "Ryan Konowalyk".

Ryan Konowalyk
Regional Director

AH

cc: Dan Williams, MLA Peace River
Barry Pape, Team Lead, Water/Wastewater and Grants, Alberta Transportation
Danny Jung, Infrastructure Manager, Alberta Transportation
Anne Han, Infrastructure Support Technologist, Alberta Transportation



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Edmonton - South West*

AR100675

MAY 27 2020

Mr. Joshua Knelsen
Reeve
Mackenzie County
P.O. Box 640
4511 46 Avenue
Fort Vermilion AB T0H 1N0

Dear Reeve Knelsen,


Thank you for your correspondence of April 2, 2020, to Dan Williams, MLA, Peace River, regarding your request for fast-tracking Disaster Recovery Program payments to Mackenzie County related to the Chuckegg Creek Fire last summer. As Minister of Municipal Affairs, I can provide the following information.

I am pleased to advise the Alberta Emergency Management Agency is preparing an advance payment of \$2.535 million for Mackenzie County. This will bring the total advances issued to date to \$4,497,495, or approximately 50 per cent of the program budget estimate, which is the maximum allowable for advance payments under the Disaster Assistance Guidelines.

Please be assured Municipal Affairs is working as quickly as possible to provide payments to communities impacted by the 2019 Northwest Alberta Wildfires, as well as all other Disaster Assistance Programs.

Thank you again for writing.

Yours very truly,



Kaycee Madu, QC
Minister

cc: Dan Williams
MLA, Peace River

June 4, 2020

2020-2025 General Development Plan – Public Engagement Opportunities

To whom it may concern,

On behalf of Tolko Industries Ltd. (High Level Lumber Division), Norbord Inc., La Crete Sawmills Ltd., NDEH Limited Partnership, and Netaskinan Development (GP) Ltd. I am inviting you to share your thoughts with us and provide input to the 2020-2025 General Development Plan.

A forestry General Development Plan is a forecast of areas scheduled for harvest over the next five years to meet anticipated mill requirements. The General Development Plan has been summarized into a map that is provided within this information package. If you would like to view the full document or any other forestry plans within the High Level Area please visit <http://highlevelwoodlands.com/>. If you have any questions, comments, or concerns regarding the General Development Plan, please contact yourinput@highlevelwoodlands.com or phone 780-926-3781.

Lastly, we are holding a virtual meeting regarding the General Development Plan on June 23, at 6pm MST. If you would like to attend and share your thoughts, please use the link provided on <http://highlevelwoodlands.com/> on June 23.

I appreciate your patience as we explore new virtual meeting opportunities and look forward to your input.

Sincerely,



Trevor Lafreniere
Planning Superintendent
Tolko Industries Ltd.



N'Deh
Corporation

Netaskinan
Limited



During the spring and summer of 2020, 15.8 million seedlings will be planted by Tolko and LaCrete Sawmills. In the spring of 2020 – 574,668,242 million white spruce seeds were also distributed on the Chuckegg fire as part of an Aerial Seeding Project, in the hopes to reforest 3260 Hectares of productive forest land destroyed by the 2019 fire.

The 2020 **Stand Tending Plan** (Mechanical Treatments) identifies proposed areas within a regenerating conifer cutblock to receive mechanical stand tending: **Bend N Break** application. This application helps to ensure the re-establishment of crop tree species (pine and spruce) by reducing competing species such as aspen. In 2020 Tolko will be using exclusively **Bend-N-Break**. This will involve "Bending" aspen/poplar stems in a 1 meter radius around the planted crop tree.



2020 marks the 3rd year since scarification ceased on the High Level Forest Management Unit.

More information at www.highlevelwoodlands.com

Log Haul Issue & Concern

(780) 926-2989

Please report any unsafe log truck driving

The companies welcome your comments at any time. If you want regular updates or have a comment or concern, members of the public are invited to participate in the Public Advisory Committee. The committee meets quarterly or as needed. Please contact Melanie Plantinga at 780-926-8947 or melanie.plantinga@tolko.com for committee information.

If you would further like to discuss any questions, concerns or comments about the plans please contact the following:

  	<p>Trevor Lafreniere Tolko Industries Ltd. (780)805-3851 trevor.lafreniere@tolko.com</p> <p>Tiffany Wuerfel Norbord Inc. (780) 831-2520 tiffany.wuerfel@norbord.com</p> <p>Aaron Doepel La Crete Sawmills Ltd. (780) 928-2292 aarond@lacretesawmills.com</p> <p>Ken Graham NDEH Ltd. Partnership (780) 926-6051 ceo@ndeh.ca</p> <p>Mike Cardinal Netaskinan Development (GP) Ltd. (780) 927-3727 mikecardinal@tallcreefirstnation.ca</p>
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N'DEH Limited Partnership Netaskinan Development (GP) Ltd.



Tolko Industries Ltd., Norbord Inc. and La Crete Sawmills Ltd. produce manufactured wood products from forests within the High Level and La Crete area. Lumber and oriented strand board produced from the mills is primarily used in the construction of homes for structure, roofing, and siding. Information regarding the companies can be located at www.highlevelwoodlands.com. N'DEH Ltd. Partnership and Netaskinan Development (GP) Ltd are both tenure holders with logging rights in the High Level LaCrete area.

The 2020-2025 **General Development Plan** is a forecast of the areas scheduled to be harvested by the companies over the next five-year period.

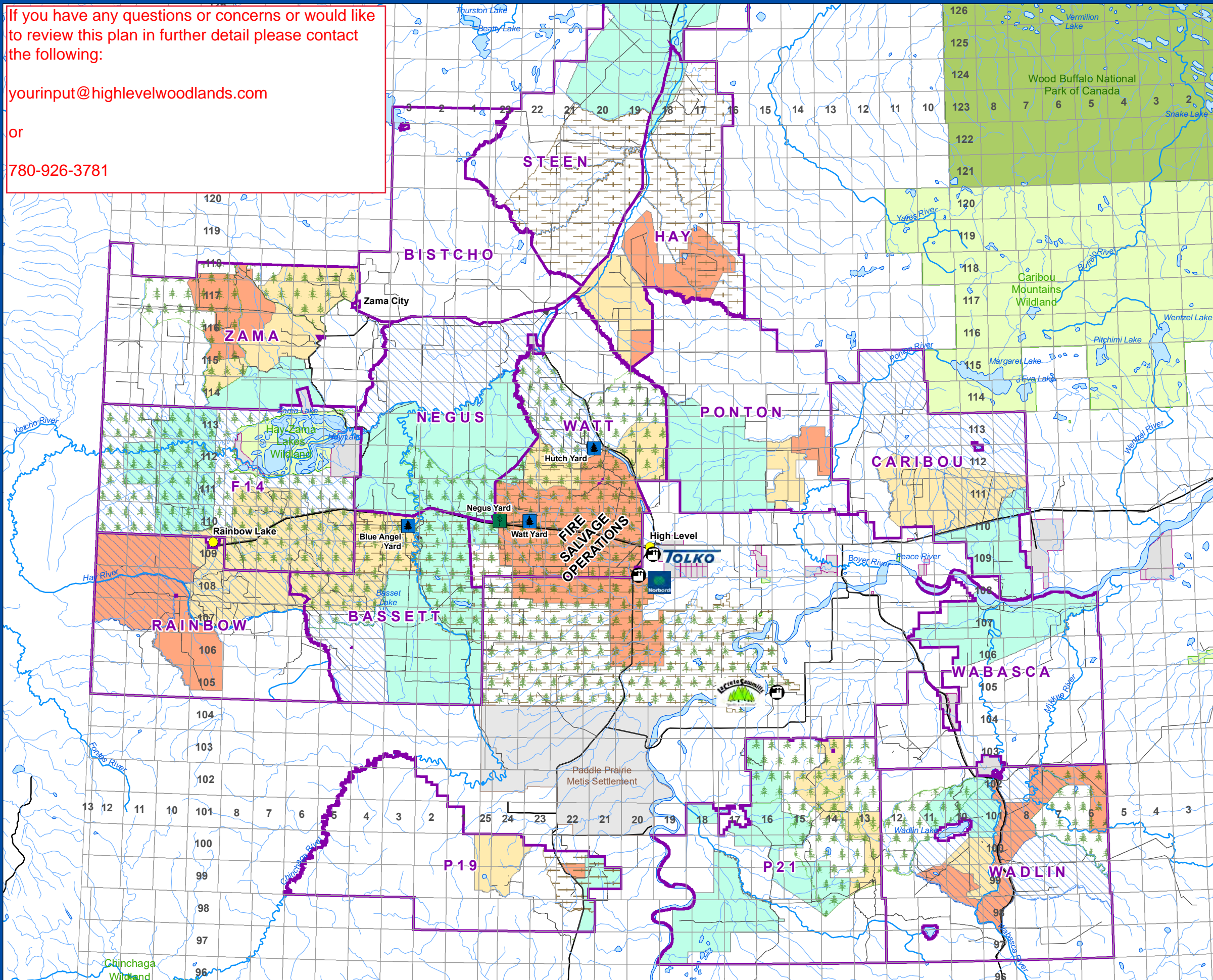


If you have any questions or concerns or would like to review this plan in further detail please contact the following:

yourinput@highlevelwoodlands.com

or

780-926-3781



2020 - 2025 General Development Plan
FORESTRY OPERATIONS OVERVIEW MAP
F11, F14, F26, P19, & P21 Forest Management Units

THIS MAP IS INTENDED FOR INFORMATIONAL PURPOSES OPERATIONS AS DEPICTED ARE NOT APPROVED THIS MAP IS PROVIDED TO SHOW PROPOSED OPERATING AREAS AND OBTAIN FEEDBACK PRIOR TO SUBMISSION TO THE GOVERNMENT OF ALBERTA

GDP Features: (Proposed Activities)

- Mill Site
- Tolko Processing Yard
- Norbord Processing Yard
- Tolko / La Crete / Norbord: Operating Areas
- Main Haul Roads
- 2020 Pile Burning
- 2020 Tree Planting
- 2020 Bend n' Break
- 2020 Harvesting
- 2021 Harvesting (2020 Contingency)
- Future Harvest (2022-2025)

NOTE: Due to operational considerations there may be shifts between the 2020 and the 2021 timber year planned activities.

Base Features:

- Populated Areas
- Township Grid
- Major River
- Major Waterbodies
- First Nation Reserve / Metis Settlement
- Indian Reserve
- National Parks
- Provincial Park

Map Created: 5/29/2020 | Created By: LafreniereTL
 File: Open_House_GDP_Map_V1

TOLKO Industries Ltd - Woodlands Office
 780.926.3781 | 11401 - 92nd Street | High Level, AB
 This material and its contents may not be used, duplicated, communicated, or disclosed in whole or in part, except with the express written permission of TOLKO Industries Ltd.



Municipal Governance

During the COVID-19 Outbreak

Frequently Asked Questions – May 29, 2020

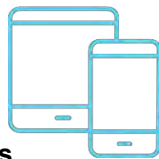
While we continue down the road to recovery together, Alberta Municipal Affairs remains committed to issuing bi-weekly updates that address frequently asked questions as well as provide information on new tools and resources as they become available.

If you would like a specific question answered in an upcoming update, please email your request to ma.lgsmail@gov.ab.ca.

Municipal Affairs Updates

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

Electronic Meetings



Does the electronic meeting provisions in the Meeting Procedures (COVID-19 Suppression) Regulation enable all of council to meet in person and have the public only attend through an electronic means?

YES. However, to meet the terms of the regulation and be consistent with the May 26, 2020 letter from the Chief Medical Officer of Health, the CAO or a designated officer must also attend electronically. If council and the CAO or designated officer attend in person, the meeting is not considered an electronic meeting.

Municipal Affairs is currently reviewing whether adjustments to the regulation may be required going forward.

The Meeting Procedures (COVID-19 Suppression) Regulation was put in place in response to the COVID-19 public health emergency to ensure meetings could occur in a manner that complied with the social distancing orders. Section 3 of the regulation allows meetings to be held electronically under specific conditions. Given the *MGA* already provides for council members to attend electronically, under the regulation it is the attendance of the CAO or a designated officer that determines if the meeting is an electronic meeting.

When the CAO or a designated officer attends electronically, public participation can be restricted to electronic means only. If the CAO/designated officers and council attend in person, the meeting does not meet the requirements stated in the regulation for an electronic meeting, so members of the public must be allowed to attend in person. Public attendance would need to comply with the social distancing orders with respect to the maximum number in the room and the distancing requirements. Electronic transmission of the meeting could be offered as an additional option for the

Municipal Advisory Services

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

members of the public or meeting participants that exceed the maximum permitted in the meeting room.

Will the electronic meeting provisions contained in the Meeting Procedures (COVID-19 Suppression) Regulation be permanent?

NO. The purpose of the regulation is to enable meetings to occur in a manner that avoids exposing people to COVID-19. While we recognize that the regulation provides alternatives more reflective of current technology, the regulation was not intended to enable councils to meet in the absence of the public beyond the duration of the pandemic. As part of the red tape reduction initiative and review of the MGA, consideration may be given to electronic meeting provisions to enable greater flexibility for municipalities, while also maintaining the public's right to participate.

For now, with the provincial relaunch strategy underway, municipalities should be considering ways to transition back to regular procedures, as public health measures are gradually relaxed. Once the pandemic is no longer in effect, municipal meetings will be required to enable in-person public attendance. Electronic transmission of meetings could continue to be offered as an option, but would not replace public attendance requirements.

Emergency Management

If a municipality had a pandemic SOLE in effect when Bill 13: *Emergency Management Act Amendments* came into force, is a new declaration for a pandemic state of emergency required to put in effect the 90 day timeframe?

NO. If a municipality's SOLE declaration states it is specific to a pandemic and it was in effect when Bill 13 was enacted (May 12, 2020), a new declaration is not required; however, the municipality is required to determine/state the duration of the SOLE, which can be extended up to 90 days. If the SOLE declaration did not specifically state it was a pandemic SOLE, a new declaration is required and

must state it is specific to a pandemic to enable the 90-day duration.

If desired, you may renew your SOLE declaration after Bill 13 came into force, and that renewal date would mark the beginning of the 90-day duration for the pandemic SOLE. It is up to each municipality to decide whether or not to let the pandemic SOLE continue or make a new pandemic SOLE declaration.

Policing Costs

Will the province consider the cancellation of invoices for policing costs announced as part of Budget 2019 in recognition of the current reduced fiscal capacity of municipalities as they manage their local response to the COVID-19 pandemic?

NO. While the province has announced a number of supports for municipalities and continues to work with local leaders to monitor concerns and respond accordingly, the elimination of the policing invoice is not under consideration at this time.

Also note that invoices for policing costs are not legislatively designated as a requisition, unlike Education Taxes, Senior's Foundations and Designated Industrial Property Assessment. Given policing costs are not designated as a requisition, there is no authority for municipalities to show policing costs as a separate line item on the municipal property tax bylaw, or to levy a specific tax rate for the collection of revenue to support policing costs. As an invoice to the municipality, policing costs must be included in the municipal budget and funded out of the revenue collected from the general municipal tax rate.

For municipalities wishing to provide information to ratepayers on the impact of increased costs for policing on the municipal budget, it is recommended that an insert be included with tax notices that provides that information, along with any other information council would like to communicate to ratepayers, be it budget related or otherwise.

General Questions

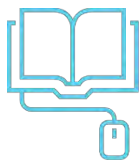
As part of Premier Jason Kenney’s announcement on April 30, 2020 about the phased reopening of businesses and services, he indicated that a supply of non-medical masks would be available to Albertans for use in situations where physical distancing is not possible. Are these masks going to be available soon?

YES. Planning is underway to make 40 million non-medical masks available to Albertans as part of the relaunch. Distribution facilities will be identified in many municipalities to increase access for Albertans. Additional information will be made available as further details are announced.

Mask use is not mandatory; however, Albertans are encouraged to wear non-medical masks in public spaces (e.g., transit, grocery stores, etc.) as a way to prevent respiratory droplets from contaminating other people or surfaces. Masks are not a replacement for other public health measures and good hygiene practices such as hand washing and maintaining two-metre physical distancing as much as possible continue to be encouraged for all Albertans. Rules and guidance for the use of masks in crowded spaces, like mass transit, are available on [Alberta.ca/masks](https://www.alberta.ca/masks).

Does publishing documents online meet the legislative requirements to make public documents available when offices remain closed to the public?

YES. Where the *MGA* requires information to be available to the public for public inspection, the Meeting Procedures (COVID-19 Suppression) Regulation enables this to be met by making it electronically available on a municipal website.



Are there guidelines available to assist with reopening municipal playgrounds?

YES. As of May 22, 2020, municipalities may choose to reopen their playgrounds if they are comfortable that the Chief Medical Officer of Health’s guidelines on numbers and physical distancing can be met. The reopening of municipal playgrounds requires careful planning on the part of municipalities. Municipalities can put up signage indicating that users are at their own risk and that the municipality does not accept any liability. You should consult with your legal counsel if you need information about liability. To support municipalities in adapting current practices, the Government of Alberta has released guidance on outdoor activities, including playgrounds. This guidance is available at <https://www.alberta.ca/assets/documents/covid-19-relaunch-guidance-playgrounds.pdf>. Please note, using playgrounds does have some risks, and children may find it difficult to avoid touching their eyes, nose, and mouth. Under the direction of the Chief Medical Officer of Health, the Government of Alberta is also advising Albertans to wear facemasks as an extra measure to prevent the spread of COVID-19 in the community.

Additional Resources

Alberta municipal associations continue to provide comprehensive resources to assist members during the pandemic. The Alberta Urban Municipalities Association has developed a webpage to act as a quick first reference with links to credible sources for up-to-date information at <https://auma.ca/business-services/employee-benefits/employers/covid-19>. The Rural Municipalities of Alberta’s COVID-19 response hub is accessible via <https://rmaalberta.com/about/covid-19-response-hub/>.

The Federation of Canadian Municipalities continues to compile a list of links and resources for municipalities. <https://fcm.ca/en/resources/covid-19-resources-municipalities>.



RMA
RURAL MUNICIPALITIES
of ALBERTA

Monthly Update for RMA Districts

June 2020



COVID-19

The COVID-19 pandemic, and the impacts for municipalities continues to be a priority for RMA. The RMA remains committed – especially during challenging times like this – to providing reliable information and stable service to our membership. Our staff are available and will continue to facilitate member-focused advocacy and business services to ensure municipalities can provide the essential services their communities need. Please visit the [RMA's COVID-19 Response Hub](#) for information specific to our members and vendors.

Alberta's Relaunch Strategy

The Government of Alberta has released [Alberta's Relaunch Strategy](#), which provides information on early actions and three stages of relaunch advancing from the COVID-19 pandemic. The Strategy states that advancing to each stage of relaunch will depend on the ability to keep infection rates low, and well within the capacity of the healthcare system. The government will continue to monitor the percentage of tests that are positive and hospitalization and intensive care unit rates prior to moving from each stage. Further, continuous evaluation of health triggers could result in restrictions being removed or reapplied in some localized areas of the province.

Enhanced infection prevention and control measures, including physical distancing requirements of at least two metres, will remain in place throughout all stages.

Alberta is currently in Stage 1, which has allowed some businesses and facilities to resume full operations with enhanced infection prevention and controls in place. Mask use is recommended in crowded public spaces that do not allow for physical distancing of two metres apart. During stage 1, non-essential travel, especially outside the province, is not recommended and remote working is advised where possible.

Stage 2 will commence in mid-June and allow additional businesses and facilities to resume full operations with physical distancing and other public health guidelines in place.

Stage 3 timing will be determined based on health indicators and will further lift restrictions and allow larger gatherings.

To support the relaunch, the Government of Alberta has developed a dedicated website, [Alberta Biz Connect](#), which houses guidance information for reopening various businesses and sectors. Municipalities are encouraged to visit the Alberta Biz Connect website regularly for updated resources to support relaunch in their communities.

Municipal Affairs Resources

To support municipalities navigate this change environment, Municipal Affairs has developed several [resources to address municipal governance, administration and finance topics](#) during the COVID-19 pandemic. These resources are emailed directly to administrators bi-weekly and are intended to provide

clarity on issues that are identified by municipalities. They can also be accessed on the [Municipal Affairs COVID-19 website](#).

Federation of Canadian Municipalities Response to COVID-19

The COVID-19 outbreak is an urgent challenge to public health in cities and communities across Canada. FCM is committed to supporting member municipalities with information and resources to help keep Canadians safe during the COVID-19 outbreak. FCM has developed a dedicated [COVID-19 resources for municipalities website](#) linking to resources specific to municipalities, both federally and provincially.

FCM has also [called on the Government of Canada](#) to undertake several immediate and medium-term actions to support municipalities during COVID-19. Some notable recommendations include:

- Deliver at least \$10 billion in targeted emergency operating funding to all local governments as direct allocations, with at least \$7.6 billion of the fund using a Gas Tax Fund-style allocation formula for all local governments, and \$2.4 billion distributed to municipalities that operate transit systems based on ridership.
- Immediately provide advance payments to municipalities facing urgent liquidity issues.
- Monitor trends in property tax delinquencies and consider additional supports for individuals and businesses that may not be able to pay property taxes after the expiry of short-term municipal deferral programs.

Assessment Model Review

After a two-month postponement due to the COVID-19 pandemic, the Government of Alberta reconvened the ongoing assessment model review for regulated properties such as well and pipelines with a meeting in late May. RMA does not expect the review process to continue at this point, as the province is in the process of finalizing changes to the model for presentation to the Minister. RMA is working to ensure that members have resources and information to understand the changes proposed and will share information as soon as possible. The RMA understands that the province is still committed to implementing any changes for the 2021 municipal tax year.

Asset Management Update

Applications are currently being accepted for participation in asset management capacity-building cohorts. The cohorts are being jointly delivered by RMA, AUMA and IAMA, and funded by the FCM's Municipal Asset Management Program (MAMP). The cohorts will allow participants to develop and asset management policy, strategy and team terms of reference, as well as an approach to implement asset management in their municipalities following the cohorts. The deadline to apply is July 31, 2020. To apply, visit the [application page](#) on the RMA website.

Due to the group meeting restrictions associated with COVID-19, cohorts will not commence until fall 2020 at the earliest.

Rail Grade Crossings

Transport Canada has issued a deadline of November 2021 for all intersections of roads and railways to meet the updated [Grade Crossings Regulations](#). The road authority (in many cases municipality) is responsible for some of the improvements required. Funding to support this initiative is available through the [Rail Safety Improvement Program](#). RMA is engaged with Transport Canada and other provincial municipal associations, along with FCM, in advocating for communication to municipalities about their roles in meeting the new regulations. This advocacy has led to several online information sessions being held by Transport Canada.

Municipal Climate Change Action Centre (MCCAC) Program Updates

The Municipal Climate Change Action Centre (MCCAC) has a range of programs that can help municipalities address climate change and reduce greenhouse gas emissions, which can also lead to cost savings. MCCAC is still accepting expressions of interest and applications for all programs and will be posting blogs and learning center resources on their webpage. MCCAC is hosting a “Setting an Emissions Reduction Target for Climate Action Planning” webinar on June 24 at 2:00pm. For this webinar, MCCAC will be joining the Town of Cochrane to discuss how setting emission reduction targets and creating climate action plans will help your municipalities address climate change. [Visit MCCAC upcoming events page](#) to register for this webinar.

For more information about future webinars or programs offered by the MCCAC, please visit the MCCAC website or email contact@mccac.ca.

Upcoming EOEP Courses

The [Elected Officials Education Program](#) (EOEP) offers courses designed specifically to equip municipal elected officials with tools to help them succeed in their role. Due to COVID-19, offering in-person courses is not currently possible.

The EOEP is exploring alternative arrangements to deliver courses to municipal leaders. If an appropriate mechanism is identified, RMA will share this information with members through *Contact*. The EOEP looks forward to resuming courses in person when it is safe to do so.

RMA Business Services

[RMA Business Services](#) continues to work hard during the COVID-19 outbreak to provide you with the best value on goods and services through four business units: RMA Insurance, RMA Trade, RMA Fuel, and RMA Benefits.

To support members during the COVID-19 pandemic, RMA Trade has created a [COVID-19 pandemic supplies webpage](#) to assist members in sourcing PPE, including N-95 respirators, hand sanitizer, and other anti-bacterial cleaning products. RMA Trade has recently received a large shipment of N-95 respirators and is making them available to our members on a first come first served basis. In addition, there have been marginal improvements for the availability of other PPE, hand disinfectants and COVID-19 signage, which will likely be in greater demand as our members start to open public facilities. RMA

Trade advises members to provide as much lead time as possible when ordering these items due to expected delivery delays.

The **RMA Benefits** team has been working with our suppliers and partners to provide RMA members with online tools to address mental and physical health, as well as communicating with carriers on premium reductions during the lockdown. During this challenging time, RMA Benefits has included new programs at no additional cost and have secured industry leading pricing from several select RMA partners. In the coming months, watch for tips on “RMA’s Best Practices” on managing Employee Benefit Programs in our e-newsletters. RMA Benefits looks forward to continuing to provide RMA members with unique solutions moving forward.

RMA Business Services would like to reassure members that we are continuing our efforts to provide members access to quality goods and services that will support effective and efficient municipal operations. More than ever, our tagline – Strength. Stability. Service. – resonates. Please connect with our Business Services team to learn more about how we can continue to support your municipality as we navigate this changing environment.

RMA Communications

Communicating with members is an essential role of the RMA, both to share information and to obtain member input. To ensure that you are receiving the most up to date information, please **subscribe to the Contact newsletter**. Contact is distributed weekly and includes important member bulletins, announcements, and links to news articles that may be of interest to Alberta’s municipalities. **Advantage** is the monthly RMA Trade newsletter sharing important news and updates with our stakeholders and partners.

RMA is also active on social media so follow us on Twitter **@RuralMA**, check us out on **LinkedIn**, and find us on **Facebook**.

From: alberta.news@gov.ab.ca
To: [Carol Gabriel](#)
Subject: News Release: Alberta moves to stage two of relaunch
Date: June 9, 2020 12:52:15 PM

Alberta moves to stage two of relaunch

June 09, 2020 [Media inquiries](#)

Strong testing data shows active COVID-19 cases in Alberta are lower than expected, meaning stage two of the relaunch strategy can safely begin on June 12, a week sooner than expected.

Albertans can enjoy additional activities in their daily lives while the province continues to open up the economy.

“Albertans have demonstrated the care and common sense needed to move forward with our relaunch earlier than initially planned. Our data tells us our active cases are low, hospitalizations are trending downward and people are taking action to protect those most vulnerable and prevent the spread of the virus. We will continue to move forward together to overcome any tough times ahead, but responsible Albertans should be proud of the vigilance they have shown to date.”

Jason Kenney, Premier

Current data from June 8 show only 355 active cases and 44 people in hospital across Alberta. This is a decrease of almost 70 per cent in active cases since May 14 – when the province began stage one of the Alberta Relaunch Strategy. With its robust approach to testing, Alberta has performed more COVID-19 tests per capita than most other jurisdictions in the world.

As the province enters stage two of relaunch, safety remains the top priority. More businesses, sport and recreation services can open if they are ready. Some larger

gatherings for seated audience events will be permitted. In all cases, public health guidance must be followed.

A new interactive map will help Albertans understand the level of risk in their community and learn about any enhanced health measures at the local level, giving additional information on what they need to do to keep themselves and their loved ones safe and protected. Currently, no communities in Alberta need locally targeted enhanced measures.

“More Albertans can now return to work and to the activities so many of us enjoy. However, I encourage you to do it safely. Think of the people in your life who may be at high risk from COVID-19 and protect all those around you as you would want your loved ones protected. Stay home if you are sick. Stay two metres apart and wear a non-medical mask if you can't. Consider downloading the [ABTraceTogether](#) app, and wash your hands often.”

Dr. Deena Hinshaw, Chief Medical Officer of Health

What can open with restrictions

- K-12 schools, for requested diploma exams and summer school, following guidance
- Libraries
- More surgeries
- Wellness services such as massage, acupuncture and reflexology
- Personal services (esthetics, cosmetic skin and body treatments, manicures, pedicures, waxing, facial treatment, artificial tanning)
- Indoor recreation, fitness, and sports, including gyms and arenas
- Movie theatres and theatres
- Community halls
- Team sports
- Pools for leisure swimming
- VLTs in restaurants and bars
- Casinos and bingo halls (but not table games)
- Instrumental concerts

The 50 per cent capacity limit for provincial campgrounds is also being lifted. Over the coming days, the online reservation system will be updated and sites will come

online in phases. By July 1, all camping sites will be open for reservations. First-come, first-served sites may open sooner. Information on additional sites will be added to alberta.parks.ca when they become available.

Events and gatherings can be larger in stage two

Maximum 50 people:

- Indoor social gatherings – including wedding and funeral receptions, and birthday parties

Maximum 100 people:

- Outdoor events and indoor seated/audience events – including wedding and funeral ceremonies

No cap on the number of people (with public health measures and physical distancing in place):

- Worship gatherings
- Restaurants, cafés, lounges and bars
- Casinos
- Bingo halls

There is more flexibility for ‘cohort’ groups – small groups of people whose members do not always keep two metres apart:

- A household can increase its close interactions with other households to a maximum of 15 people
- Performers can have a cohort of up to 50 people (cast members or performers)
- Sports teams can play in region-only cohorts of up to 50 players (mini leagues)
- People could be part of a sports/performing and household cohort

Everyone is encouraged to follow public health guidelines and notify others in the cohort(s) if they have symptoms or test positive for COVID-19. If they do test positive or have symptoms, mandatory isolation is required.

Still not approved in stage two

- Social gatherings that exceed above listed maximums
- Regular in-school classes for kindergarten to Grade 12. Classes will resume September 2020
- Vocal concerts (as singing carries a higher risk of transmission)
- Major festivals and concerts, large conferences, trade shows and events (as these are non-seated social events and/or vocal concerts)
- Nightclubs
- Amusement parks
- Hookah lounges (permitted for food and drink only)
- Major sporting events and tournaments
- Non-essential travel outside the province is not recommended. This recommendation will not be lifted until stage three of the relaunch strategy.

The success of stage two will determine when Alberta progresses to stage three. Factors are active cases, health-care system capacity, hospitalization and intensive care unit (ICU) cases, and infection rates. For more information, visit alberta.ca/RelaunchStrategy.

Quick facts

- Relaunch stages include an evaluation and monitoring period to determine if restrictions should be adjusted. Triggers that will inform decisions include active cases, hospitalizations and intensive care unit (ICU) occupancy.
- Active cases, the percentage of positive results and the rate of infection will be monitored to inform proactive responses in localized areas of the province.
- Decisions will be applied at both provincial and local levels, where necessary. While restrictions are gradually eased across the province, an outbreak may mean that they need to be strengthened temporarily in a local area.
- Physical distancing and good hygiene are the most important measures to prevent respiratory illnesses, including COVID-19.
- Clean your hands regularly for at least 20 seconds, avoid touching your face, cough or sneeze into your elbow or sleeve, and dispose of tissues

appropriately.

Related information

- [Alberta's relaunch strategy](#)
- [COVID-19 status map \(PDF\)](#)
- [Get tested for COVID-19](#)
- [Alberta Biz Connect](#)
- [ABTraceTogether App](#)

Media inquiries

Christine Myatt

780-446-2179

Deputy Director of Communications/Press Secretary, Office of the Premier

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Boreal Housing Foundation
Regular Board Meeting
March 23, 2020 at 3:00 pm
Teleconference, CAO office in La Crete, Ab

Called In: Cameron Cardinal – Chair – Via Teleconference
Clark McAskile – Vice Chair – Via Teleconference
Paul Driedger- Via Teleconference
Michelle Farris – Via Teleconference
Daphne Lizotte – via Teleconference joined at 4:12pm
Wally Olorenshaw-Via Teleconference
Crystal McAteer- Via Teleconference joined at 3:15pm

In Attendance: Cornie Teichroeb
John W Driedger

Missing: Josh Knelsen

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

Call to Order: Chair Cameron Cardinal called the meeting to order at 3:07pm.

Agenda:

Approval of Agenda

20-21 Moved by Paul Driedger

That the agenda be amended to include:
3.2 Minutes from March 16, 2020 teleconference meeting
6.5 WSP update

Carried

Minutes from January 30, 2020 Regular Board Meeting

20-22

Moved by Michelle Farris

That the minutes of the January 30, 2020 Regular Board Meeting be approved as presented

Carried

Minutes from March 16, 2020 Teleconference Meeting

20-23

Moved by Cornie Teichroeb

That the minutes of the March 16, 2020 Teleconference Meeting be approved as presented

Carried

New Business

3:09pm Brandon Sperling from MNP joined the meeting via teleconference

2019 Audited Financial Report from Meyers Norris Penny

20-24

Moved by Cornie Teichroeb

That the financial audit report presented by Meyers Norris Penny be approved as presented.

Carried Unanimously

Brandon Sperling left the meeting at 3:32pm.

Furniture Quotes for High Level Lodge Furniture

20-25

Moved by Paul Driedger

That administration proceeds with EverCare Furnishings for purchasing furniture for Mackenzie House

Carried

Boreal Housing Foundation EM Generator 2020

20-26 Moved by Cornie Teichroeb

That the discussion on Generators for Senior Lodges be tabled at a later date

Carried

Reports: Financial Reports

CAO Report

20-27 Moved by Wally Olorenshaw

That the CAO report be received for information.

Carried

Heimstaed Lodge Financial Reports – February 29, 2020

20-28 Moved by Cornie Teichroeb

That the February 29, 2020 Lodge financial report be received for information.

Carried

High Level Lodge – February 29, 2020

20-29 Moved by John W Driedger

That the February 29, 2020 High Level Lodge financial report be received for information.

Carried

Supportive Living Financial Reports – February 29, 2020

20-30 Moved by Paul Driedger

That the February 29, 2020 Supportive Living financial report be received for information.

Carried

Housing Financial Reports – February 29, 2020

20-31 Moved by Cornie Teichroeb

That the February 29, 2020 Housing financial report be received for information.

Carried

Grants & Reserves – February 29, 2020

20-32 Moved by John W Driedger

That the February 29, 2020 Grants & Reserves report be received for information.

Carried

Arrears Report – March 17, 2020

20-33 Moved by Wally Olorenshaw

That the March 17, 2020 arrears report be received for information.

Carried

Information items

20-34 Moved by Paul Driedger

That the following items be accepted as information

- 6.1 Letter to the Minister Hunter – Red Tape Reduction
- 6.2 BHF Business License Certificate
- 6.3 Fire Alarm Certificate for Heimstaed Lodge
- 6.4 Fire Alarm Certificate for Altenheim
- 6.5 WSP update

Carried

Regular Board Meeting
March 23, 2020

Next Meeting Date: That the next Regular Board Meeting be April 30, 2020 at 10:00 am
in the La Crete, Alberta.

Adjournment:

20-35 Moved by John W Driedger

That the meeting of March 23, 2020 be adjourned at 4:24 pm

Chair Cameron Cardinal

Evelyn Peters, Executive Assistant

Boreal Housing Foundation
Special Board Meeting
May 11, 2020 at 10:00 am
Town High Level Chambers

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

In Attendance:

Visitors: Carol Ridsdale -
Lisa Clark -
Eric Jorgensen – Fort Vermilion Rural Counselor
Bobbi Paul- Meti Association via teleconference
MLA Dan Williams joined the meeting at 11:00 am

Missing:

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

Call to Order: Chair Cameron Cardinal called the meeting to order at 10:06 am.

Agenda:

Approval of Agenda

20-36 Moved by Josh Knelsen

That the agenda be amended to include:
Heimstaed Lodge

Carried

Number of units out of Commission related to Boreal Housing Foundation

That the information and discussion of the topic be accepted as information.

Options to rebuild the destroyed homes

That the information and discussion be accepted as information.

Chair Cameron Cardinal adjourned part 1 of meeting and dismissed the visitors 11:20 am.

Chair Cameron Cardinal called for a break at 11:20 am

Chair Cameron Cardinal reconvened the meeting at 11:40 am

Heimstaed Lodge

That the information and discussion be accepted as information.

In Camera:

Legal / Land / or Labor

20-37

Moved by Crystal McAteer

That the meeting moves to in camera at 12:03 pm

Carried

20-38

Moved by Wally Olorenshaw

That meeting moves out of in camera at 12:14 pm

Carried

Regular Board Meeting
May 11, 2020

Next Meeting Date: That the next Board Meeting be May 13, 2020 at 10:00 am in High Level, Alberta.

Adjournment:

20-39 Moved by Cornie Teichroeb

That the meeting of May 11, 2020 be adjourned at 12:15 pm

Chair Cameron Cardinal

Evelyn Peters, Executive Assistant

Mackenzie County Library Board (MCLB)
April 15, 2020 Board Meeting Minutes
Zoom Meeting via Phone, Ipad, Tablet' or Computer
Librarians and Library Societies were Invited to Attend

Present: Beth Kappelar, La Dawn Dachuk, Lorraine Peters, Wally Schroeder, Kayla Wardley, Lisa Wardley, Cameron Cardinal, Tamie Mclean, Sandra Neufeld.

Guest: Roxanne Tarr, Martha Driedger, Kathy Janzen Tammy Schellenberg.

1.0 Beth Kappelar called the meeting to order at 7:03 pm.

2.0 Approval of the Agenda:

MOTION #2020-05-01 La Dawn Dachuk moved the approval of the agenda as revised.

CARRIED

3.0 Approval of the Minutes:

MOTION #2020-05-02 Wally Schroeder moved the approval of the Apr 6/20 MCLB meeting minutes. **CARRIED**

4.0 Discussion on How to Deal With the Covid19 Shutdown:

4.1 Curbside Pickup:

- Book Returns:

- If the returned books are handled, wearing of gloves and hand washing after handing is required.
- Having the books dropped into a large garbage bag is another option or dropping them into a large tub.
- The books can only be shelved after 3 to 5 days after they have been dropped off.
- Library Patrons should not return books if they are feeling sick.
- The returned books don't need to be wiped down after the 3 to 5 days.
- A policy should be written that books not be shelved prior to the 3 days after return have expired.

- Late Returns:

- No late return fee will be charged during the shutdown,
- Return dates can also be extended.

- Sign-outs:

- Books can be signed out for 5 to 10 days or some length of days as determined by the library.
- Small items such as puzzles should not be signed out.
- Book bags have been ordered and will be delivered to the libraries when they arrive.
- An information sheet should be placed into each bag of book signed out.

Library Memberships:

- Library Memberships can be sold over the phone and can be paid by e-transfer or the money can be mailed in.

4.2 Library Safety Supplies:

- Libraries should buy their own covid19 safety supplies.

4.3 Staffing:

- Library staff may not get federal benefits.
- Employees making less than \$1,00 per month can apply for federal benefits.

4.4 Federal Subsidies:

- Libraries may be able to get Federal subsidies for revenue losses during the shut-down. I.e. losses due to no late fees, fewer library cards sold etc.

4.5 Training Opportunities:

- Employees can access training programs and library awareness programs on the "Library Aware" web site.

4.6 Communication:

- A face book group could be set up for communication and sharing of information.

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4.7 Storytime:

- A "Read a Story" face book page could be used to deliver Library Story Time at a given time of day.

4.8 Logging Interactions with Patrons:

- Librarians should count every phone call, email, text message that occurs during the shutdown so library operations can be justified. A tally sheet can be developed.

5.0 Action Items:

5.1 Lisa will write a policy that books not be shelved before three days after their return

5.2 Lisa will write a policy dealing with curbside pickups.

6.0 Next Meeting Dates and Location: Zoom Meeting May 5, 2020 at 7:00 pm. (**IF REQUIRED**)

7.0 Adjournment:

MOTION # 2020-05-03 La Dawn Dachuk moved to adjourn the meeting at 8:09 p.m.

CARRIED

These minutes were adopted this 5th day of May 2020.

Beth Kappelar, Chair