




MACKENZIE COUNTY

# REGULAR COUNCIL MEETING

**JULY 15, 2020**  
**10:00 AM**

FORT VERMILION COUNCIL  
CHAMBERS

 780.927.3718

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

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**Mackenzie County**



**MACKENZIE COUNTY  
REGULAR COUNCIL MEETING**

**Wednesday, July 15, 2020  
10:00 a.m.**

**Fort Vermilion Council Chambers**

**Fort Vermilion, Alberta**

**AGENDA**

			Page
<b>CALL TO ORDER:</b>	1.	a) Call to Order	
<b>AGENDA:</b>	2.	a) Adoption of Agenda	
<b>ADOPTION OF PREVIOUS MINUTES:</b>	3.	a) Minutes of the June 24, 2020 Regular Council Meeting	7
		b) Business Arising out of the Minutes	
<b>DELEGATIONS:</b>	4.	a)	
		b)	
<b>TENDERS:</b>		Tender openings are scheduled for 11:00 a.m.	
	5.	a) Mackenzie Applied Research Association (MARA) Agronomy Building – Request for Proposals	21
		b) 2020 Heliport Road Asphalt Overlay	25
		c) 2020 La Crete Slurry Seal	27
		d) 2016 Kenworth Super B and Trailers	29
		e) Blue Hills Erosion Project Twp Rd 103-2 – Request for Proposals	31
<b>PUBLIC HEARINGS:</b>		Public hearings are scheduled for 1:00 p.m.	
	6.	a) Bylaw 1185-20 Land Use Bylaw Amendment to Rezone Part of SE 11-105-15-W5M from Agricultural “A” to Direct Control 2 “DC2”	35
<b>GENERAL</b>	7.	a) CAO and Director Reports for June 2020	45

**REPORTS:**

- b) Disaster Recovery Update (verbal report)

**AGRICULTURE SERVICES:**

- 8. a)
- b)

**COMMUNITY SERVICES:**

- 9. a) Fort Vermilion Corporate Office – Council Chambers Heat Registers 65
- b) Fort Vermilion Recreation Society – Repair Request 69
- c)

**FINANCE:**

- 10. a) Bylaw 1189-20 Borrowing Bylaw – Mackenzie County Wellness Centre 77
- b) Expense Claims – Councillors 83
- c) Expense Claims – Members at Large 85
- d) Tax Exemption Request – Mackenzie Ski Hill Society 87
- e)

**OPERATIONS:**

- 11. a) Gravel – Request for Additional Funds 93
- b) Online Auction – Fire Trucks 95
- c) Antique Vehicles and Equipment 97
- d) Contract – Tompkins Crossing Ice Bridge 99
- e)

**UTILITIES:**

- 12. a)
- b)

**PLANNING & DEVELOPMENT:**

- 13. a) Bylaw 1188-20 Land Use Bylaw Amendment to Add Regulation to Prohibit Waste Disposal to Section 8 121
- b) Policy DEV010 Floodplain Building Restrictions 125
- c) Development Statistics Report – January to June 137

2020

		d)		
<b>ADMINISTRATION:</b>	14.	a)	Petition to Form a New Municipality	143
		b)	Tompkins Crossing – Request for Toll Bridge	151
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<b>COUNCIL COMMITTEE REPORTS:</b>	15.	a)	Council Committee Reports (verbal)	
		b)	Community Services Committee Meeting Minutes	153
		c)	Municipal Planning Commission Meeting Minutes	159
<b>INFORMATION / CORRESPONDENCE:</b>	16.	a)	Information/Correspondence	177
<b>CLOSED MEETING:</b>			<i>Freedom of Information and Protection of Privacy Act Division 2, Part 1 Exceptions to Disclosure</i>	
	17.	a)		
		b)		
<b>NOTICE OF MOTION:</b>	18.	a)		
<b>NEXT MEETING DATES:</b>	19.	a)	Committee of the Whole Meeting August 18, 2020 10:00 a.m. Fort Vermilion Council Chambers	
		b)	Regular Council Meeting August 19, 2020 10:00 a.m. Fort Vermilion Council Chambers	
<b>ADJOURNMENT:</b>	20.	a)	Adjournment	





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>July 15, 2020</b>
<b>Presented By:</b>	<b>Carol Gabriel, Deputy Chief Administrative Officer (Legislative &amp; Support Services)</b>
<b>Title:</b>	<b>Minutes of the June 24, 2020 Regular Council Meeting</b>

**BACKGROUND / PROPOSAL:**

Minutes of the June 24, 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 June 24, 2020 Regular Council Meeting be adopted as presented.

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



**MACKENZIE COUNTY  
REGULAR COUNCIL MEETING**

**Wednesday, June 24, 2020  
10:00 a.m.**

**Fort Vermilion Council Chambers  
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 (via teleconference)  
Ernest Peters Councillor  
Lisa Wardley Councillor

**REGRETS:** Anthony 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 of Operations  
Willie Schmidt Fleet Maintenance Manager

**ALSO PRESENT:**

Minutes of the Regular Council meeting for Mackenzie County held on June 24, 2020 in the Council Chambers at the Fort Vermilion County Office.

**CALL TO ORDER: 1. a) Call to Order**

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

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

**MOTION 20-06-375 MOVED** by Councillor Braun

That the agenda be approved with the following additions:

17. a) Labour

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**CARRIED**

**MINUTES FROM  
PREVIOUS  
MEETING:**

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

**MOTION 20-06-376**

**MOVED** by Councillor Wardley

That the minutes of the June 10, 2020 Regular Council meeting be adopted as presented.

**CARRIED**

**MINUTES FROM  
PREVIOUS  
MEETING:**

**3. b) Minutes of the June 15, 2020 Special Council Meeting**

**MOTION 20-06-377**

**MOVED** by Councillor Driedger

That the minutes of the June 15, 2020 Special Council meeting be adopted as presented.

**CARRIED**

**BUSINESS ARISING  
OUT OF THE  
MINUTES:**

**3. c) None**

**DELEGATIONS:**

**4. a) None**

**GENERAL  
REPORTS:**

**7. a) Disaster Recovery Update (verbal report)**

**MOTION 20-06-378**  
Requires 2/3

**MOVED** by Councillor Bateman

That the budget be amended to include \$400,000 to secure land for interim housing, with funding coming from the General Capital Reserve.

**CARRIED**

**MOTION 20-06-379**

**MOVED** by Councillor Cardinal

That the disaster recovery update be received for information.

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**CARRIED**

**AGRICULTURE  
SERVICES:**

**8. a) 2020 Capital Budget Amendment – Agronomy Building**

**MOTION 20-06-380**  
Requires 2/3

**MOVED** by Councillor Bateman

That the 2020 Capital budget be amended to include \$500,000 for the Agronomy Building with funds coming from the Western Grains Research Foundation in the amount of \$300,000 and Mackenzie Applied Research Association in the amount of \$200,000.

**CARRIED**

**MOTION 20-06-381**

**MOVED** by Councillor Wardley

That a Special Council meeting be called for July 3, 2020 at 9:00 a.m. for the purposes of opening and awarding the Mackenzie Applied Research Agronomy Building Construction Contract tenders.

**CARRIED**

**COMMUNITY  
SERVICES:**

**9. a) Wadlin Lake Management Plan – 10-Year Plan**

**MOTION 20-06-382**

**MOVED** by Councillor Bateman

That the Wadlin Lake Management Plan – 10-Year Plan be approved as presented.

**CARRIED**

**COMMUNITY  
SERVICES:**

**9. b) Search and Rescue River Access Plan**

**MOTION 20-06-383**

**MOVED** by Councillor Driedger

That applications be submitted for the three boat launch locations and that the Mackenzie County Search and Rescue River Access Plan be amended to include the additional access sites as identified in the 1991 Recreation Sites in the Lower Peace River Valley Report and be brought back to Council for approval.

**CARRIED**

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Reeve Knelsen recessed the meeting at 11:15 a.m. and reconvened the meeting at 11:33 a.m.

**TENDERS:**

**5. a) 1998 Water Truck**

**MOTION 20-06-384**

**MOVED** by Councillor Driedger

That the 1998 Water Truck tenders be opened.

**CARRIED**

Deputy Reeve Sarapuk declared a conflict of interest and sat in the gallery.

Tenders Received:

Walter Sarapuk	\$1,550.00
1776537 AB Ltd. (Andrew Friesen)	\$7,580.00

**MOTION 20-06-385**

**MOVED** by Councillor E. Peters

That the 1998 Water Truck be awarded to the highest bidder.

**CARRIED**

Deputy Reeve Sarapuk resumed his seat at the table.

**COMMUNITY  
SERVICES:**

**9. c) Request to Waive a Fire Invoice – Abraham Friessen**

**MOTION 20-06-386**

**MOVED** by Councillor Wardley

That the request to waive fire invoice #IVC030272 be denied.

**CARRIED**

**COMMUNITY  
SERVICES:**

**9. d) LA on Wheels Society – Request to Amend the Handi-Bus Agreement**

**MOTION 20-06-387**

**MOVED** by Councillor Cardinal

That the requests by the LA on Wheels Society to amend the Handi-Bus Agreement be denied.

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**CARRIED**

**FINANCE:**

**10. a) Expense Claims – Councillors**

**MOTION 20-06-388**  
Requires 2/3

**MOVED** by Councillor Bateman

That Councillors be reimbursed for airline tickets due to the cancellation of the Federation of Canadian Municipalities conference as a result of the pandemic.

**CARRIED**

**MOTION 20-06-389**  
Requires 2/3

**MOVED** by Councillor Wardley

That Councillors be authorized to claim one honorarium to complete the HRDownloads courses required related to WCB coverage.

**CARRIED**

**MOTION 20-06-390**  
Requires 2/3

**MOVED** by Councillor Bateman

That the Councillor expense claims be received for information and/or approved as amended.

**CARRIED**

**FINANCE:**

**10. b) Expense Claims – Members at Large**

**MOTION 20-06-391**

**MOVED** by Councillor Wardley

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

**CARRIED**

**FINANCE:**

**10. c) Utility Invoices June & July, 2020 – Flood Affected Areas**

**MOTION 20-06-392**  
Requires 2/3

**MOVED** by Councillor Bateman

That administration proceed with utility invoices for all Mackenzie County residents as per Policy.

**CARRIED**

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Reeve Knelsen recessed the meeting at 12:07 p.m. and reconvened the meeting at 12:46 p.m.

**OPERATIONS:** 11. a) None

**UTILITIES:** 12. a) None

**PLANNING AND DEVELOPMENT:** 13. a) **Bylaw 1187-20 Land Use Bylaw Amendment to Amend the Minimum Setbacks from Property Line for Development in the Country Recreational Zoning "CREC" in the Land Use Bylaw**

**MOTION 20-06-393** **MOVED** by Councillor Braun

That first reading be given to Bylaw 1187-20 being a Land Use Bylaw Amendment to amend the minimum setbacks from property lines in the Country Recreational "CREC", zoning district, subject to public hearing input.

**CARRIED**

**PLANNING AND DEVELOPMENT:** 13. b) **Mackenzie County Aerial Imagery – Request for Quotes**

**MOTION 20-06-394** **MOVED** by Councillor Braun

That the Request for Quotes – Mackenzie County Aerial Imagery be opened.

**CARRIED**

Quotes Received:

Geodesy Group Inc.	\$85,000.00
Tarin Resource Services Ltd.	\$98,475.00

**MOTION 20-06-395** **MOVED** by Councillor Wardley

That the Mackenzie County Aerial Imagery project be awarded to the lowest qualified bidder.

**CARRIED**

**PUBLIC HEARINGS:** 6. a) **Bylaw 1181-20 Land Use Bylaw Amendment to Rezone Plan 2938RS, Block 02, Lots 15 & 16 from Fort**

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### **Vermilion Commercial Centre “FV-CC” to Hamlet Residential 1 “HR- 1” (Fort Vermilion)**

Reeve Knelsen called the public hearing for Bylaw 1181-20 to order at 1:00 p.m.

Reeve Knelsen asked if the public hearing for proposed Bylaw 1181-20 was properly advertised. Byron Peters, Director of Planning and Development, answered that the bylaw was advertised in accordance with the Municipal Government Act.

Reeve Knelsen asked the Development Authority to outline the proposed Land Use Bylaw Amendment. Byron Peters, Director of Planning and Development, presented the following:

*Mackenzie County received a request to rezone Plan 2938RS, Block 02, Lots 15 & 16 from Fort Vermilion Commercial Centre “FV-CC” to Hamlet Residential 1 “HR-1” in order to accommodate a Manufactured Home-Mobile for each lot. Currently, these lots in “FV-CC” do not allow for residential uses.*

*There are many manufactured homes along 49 Avenue in Fort Vermilion which are close to these lots with the zoning of HR-1. The lots that have been requested for a rezoning were among the properties that were flooded this past spring.*

*The applicants would like to rezone these lots, because they feel that this area would be more valued as residential rental opportunities. A Manufactured Home-Mobile is a permitted use in the Hamlet Residential 1 “H-R1” zoning.*

*The intention of the H-R1 district is to provide for single family dwellings, within all HAMLETS through a variety of building forms while considering medium density residential forms permitted context compatibility.*

*Since this application was received, a development moratorium has been placed on all vacant properties within the 2020 ice jam flood area. Additional restrictions are also in place limiting the extents of work that can be permitted on damaged properties. While a re-zoning is separate and distinct from issuing a Development Permit, proceeding with the re-zoning will not allow the developer to proceed with their proposed development for an unspecified amount*

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*of time.*

*The application was received prior to the flood event.  
Administration will contact the applicant regarding their  
application.*

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

- Is anyone living in the house currently on the property?  
Yes.
- Discussion was held regarding the property being flooded during the 2020 spring flooding event.
- Other businesses and properties adjacent to the property were also affected by the flood.

Reeve Knelsen asked if any submissions were received in regards to proposed Bylaw 1181-20. There were no written submissions.

Reeve Knelsen asked if there was anyone present who would like to speak in regards to the proposed Bylaw 1181-20. There was no one present to speak to the proposed bylaw.

Reeve Knelsen closed the public hearing for Bylaw 1181-20 at 1:07 p.m.

**MOTION 20-06-396**

**MOVED** by Councillor Wardley

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

**CARRIED**

**PLANNING AND  
DEVELOPMENT:**

**13. c) 1019 & 1025 Oilmen Road – Zama**

**MOTION 20-06-397**

**MOVED** by Councillor Wardley

That administration respond to Alberta Environment & Parks in regards to properties located at 1019 and 1025 Oilmen Road in the Hamlet of Zama to encourage them to take over the property and suggest turning it into a fire staging area.

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**CARRIED**

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

**MOTION 20-06-398 MOVED** by Councillor Driedger

That the Caribou update be received for information.

**CARRIED**

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

**MOTION 20-06-399 MOVED** by Councillor Wardley

That the Sicard Snowmaster Snow Blower be removed from the online auction and be kept for historical purposes.

**CARRIED**

**MOTION 20-06-400 MOVED** by Councillor Cardinal

That the Council Committee reports be received for information.

**CARRIED**

**INFORMATION / CORRESPONDENCE: 16. a) Information/Correspondence**

**MOTION 20-06-401 MOVED** by Deputy Reeve Sarapuk

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

**CARRIED**

Reeve Knelsen recessed the meeting at 2:14 p.m. and reconvened the meeting at 2:25 p.m.

**CLOSED MEETING: 17. Closed Meeting**

**MOTION 20-06-402 MOVED** by Councillor Driedger

That Council move into a closed meeting at 2:25 p.m. to discuss

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the following:

17. a) Labour (ADDITION) (FOIP, Div. 2, Part 1, s. 17)

**CARRIED**

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

- All Councillors Present
- Len Racher, Chief Administrative Officer (was requested to leave the meeting at 3:10 p.m.)

Administration was not notified upon Council moving out of the Closed Meeting and was not present for the remainder of the meeting.

**MOTION 20-06-403**

**MOVED** by Deputy Reeve Sarapuk

That Council move out of a closed meeting at 3:31 p.m.

**CARRIED**

**CLOSED MEETING:**

17. a) Labour (ADDITION)

**MOTION 20-06-404**

Requires Unanimous

**MOVED** by Councillor Cardinal

That the labour discussion be received for information.

**CARRIED**

**NOTICE OF MOTION:**

18. a) None

**NEXT MEETING**

**DATE:**

19. a) Next Meeting Dates

Committee of the Whole Meeting  
July 14, 2020  
10:00 a.m.  
Fort Vermilion Council Chambers

Regular Council Meeting  
July 15, 2020  
10:00 a.m.  
Fort Vermilion Council Chambers

**ADJOURNMENT:**

20. a) Adjournment

**MOTION 20-06-405**

**MOVED** by Councillor Braun

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That the Council meeting be adjourned at 3:32 p.m.

**CARRIED**

These minutes will be presented to Council for approval on July 15, 2020.

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Joshua Knelsen  
Reeve

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Lenard Racher  
Chief Administrative Officer

UNAPPROVED





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>July 15, 2020</b>
<b>Presented By:</b>	<b>Byron Peters, Director of Planning and Development</b>
<b>Title:</b>	<b>TENDERS Mackenzie Applied Research Association (MARA) Agronomy Building – Request for Proposals</b>

## BACKGROUND / PROPOSAL:

The Planning and Development department has advertised a Request for Proposals (RFP) to facilitate the construction of the Mackenzie Applied Research Association (MARA) Agronomy Building in Fort Vermilion, located at 5901 River Road.

The building consists of a total of 6,600 sq. ft with 1,100 sq. ft of offices, washrooms, and other ancillary space. The remainder of the space is open shop space. In preparation of the RFP, engineered drawings have been prepared which describe the architectural, structural, mechanical, and electrical requirements. MARA would like for construction to be complete prior to October 15, 2020.

Proposals are to include a list of experience on similar projects and a general description of timelines and methodology as to how the Proponent intends to complete the work required in constructing the building in the stipulated timelines. It is the Proponent's responsibility to identify, if an, the inability to meet the requirements specified in this RFP.

The proposals shall be evaluated as follows:

<b>Evaluation Criteria</b>	<b>Mark (%)</b>	<b>Points available</b>	<b>Subtotal</b>
Experience and Qualifications		20	
RFP total bid price		80	
Total points available		<b>100</b>	

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

If Mackenzie County receives a proposal acceptable to it, the County will select one (1) or more parties who submitted a proposal with whom the County, in its sole and unfettered discretion, will negotiate regarding the terms of a contract to perform the construction work required for this project.

The County is only responsible for the tendering process; MARA is expected to manage the remainder of the project.

The RFP has been advertised since June 12, 2020 and the project submission date was extended to July 14, 2020 4:30 PM MST.

**OPTIONS & BENEFITS:**

N/A

**COSTS & SOURCE OF FUNDING:**

Budget funding in the amount of \$300,000 coming from Western Grains Research Foundation and \$200,000 coming from Mackenzie Applied Research Association.

**SUSTAINABILITY PLAN:**

**Agricultural Research**

**Goal E14** That Fort Vermilion hosts an applied research centre of excellence that focuses on human and technological adaptations to northern climates in four areas:

- Human ecology
- Sustainable resource management & development (especially agriculture)
- Energy production/distribution
- Information technologies

While the success of agriculture in such a northern climate is due primarily to the farmers' intent to make it work, their partnership with a local research station has made a significant contribution. The primary focus of MARA in Fort Vermilion is to adapt pertinent agricultural technologies to northern climates.

**COMMUNICATION / PUBLIC PARTICIPATION:**

The RFP was advertised locally. No public participation is required.

The successful Proponent will be notified

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

**POLICY REFERENCES:**

Policy FIN025 Purchasing Authority Directive and Tendering Process

**RECOMMENDED ACTION:**

Motion 1

Simple Majority       Requires 2/3       Requires Unanimous

That the Mackenzie Applied Research Association (MARA) Agronomy Building – Request for Proposals be opened.

Motion 2

Simple Majority       Requires 2/3       Requires Unanimous

That administration review the Mackenzie Applied Research Association (MARA) Agronomy Building proposals and prepare a list of qualified proposals for later in the meeting.

Motion 3

Simple Majority       Requires 2/3       Requires Unanimous

That the Mackenzie Applied Research Association (MARA) Agronomy Building project be awarded to the most qualified bidder.

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







**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>July 15, 2020</b>
<b>Presented By:</b>	<b>David Fehr, Director of Operations</b>
<b>Title:</b>	<b>TENDERS 2020 Heliport Road Asphalt Overlay</b>

## **BACKGROUND / PROPOSAL:**

Administration prepared and advertised the '2020 Heliport Road Asphalt Overlay – Tender'. Submissions were due at Fort Vermilion County office July 14, 2020 at 4:30 p.m.

## **OPTIONS & BENEFITS:**

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

2020 Capital Budget 32, \$450,000

## **SUSTAINABILITY PLAN:**

## **COMMUNICATION/PUBLIC PARTICIPATION:**

Successful bidder will be notified.

## **POLICY REFERENCES:**

Policy FIN025 Purchasing Authority Directive and Tendering Process

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

**RECOMMENDED ACTION:**

Motion 1:

- Simple Majority       Requires 2/3       Requires Unanimous

That the 2020 Heliport Road Asphalt Overlay Tenders – Envelope 1 be opened.

Motion 2 (if required):

- Simple Majority       Requires 2/3       Requires Unanimous

That the unqualified 2020 Heliport Road Asphalt Overlay Tenders be returned to the senders without opening Envelope 2.

Motion 3:

- Simple Majority       Requires 2/3       Requires Unanimous

That the 2020 Heliport Road Asphalt Overlay Tenders – Envelope 2 be opened for qualified bidders.

Motion 4:

- Simple Majority       Requires 2/3       Requires Unanimous

That the 2020 Heliport Road Asphalt Overlay contract be awarded to the lowest qualified bidder, while staying within budget.

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



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>July 15, 2020</b>
<b>Presented By:</b>	<b>David Fehr, Director of Operations</b>
<b>Title:</b>	<b>TENDERS 2020 La Crete Slurry Seal</b>

## **BACKGROUND / PROPOSAL:**

Administration prepared and advertised the '2020 La Crete Slurry Seal – Tender'. Submissions were due at Fort Vermilion County office July 14, 2020 at 4:30 p.m.

## **OPTIONS & BENEFITS:**

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

2020 Capital Budget 32, \$274,200 (carry forward from 2019)

## **SUSTAINABILITY PLAN:**

## **COMMUNICATION/PUBLIC PARTICIPATION:**

Successful bidder will be notified.

## **POLICY REFERENCES:**

Policy FIN025 Purchasing Authority Directive and Tendering Process

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

**RECOMMENDED ACTION:**

Motion 1:

- Simple Majority       Requires 2/3       Requires Unanimous

That the 2020 La Crete Slurry Seal Tenders – Envelope 1 be opened.

Motion 2 (if required):

- Simple Majority       Requires 2/3       Requires Unanimous

That the unqualified 2020 La Crete Slurry Seal Tenders be returned to the senders without opening Envelope 2.

Motion 3:

- Simple Majority       Requires 2/3       Requires Unanimous

That the 2020 La Crete Slurry Seal Tenders – Envelope 2 be opened for qualified bidders.

Motion 4:

- Simple Majority       Requires 2/3       Requires Unanimous

That the 2020 La Crete Slurry Seal contract be awarded to the lowest qualified bidder, while staying within budget.

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



Mackenzie County

## REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>July 15, 2020</b>
<b>Presented By:</b>	<b>Willie Schmidt, Fleet Maintenance Manager</b>
<b>Title:</b>	<b>TENDERS 2016 Kenworth Super B and Trailers</b>

### **BACKGROUND / PROPOSAL:**

Administration advertised the '2016 Kenworth Super B and Trailers' tender, in the Echo / Pioneer and Mackenzie County Facebook, as motioned by Council:

**MOTION 19-12-793**      **MOVED** by Councillor E. Peters

That the Super B truck and trailers be disposed of in 2020.

**CARRIED**

Submissions were due at Fort Vermilion County office July 14, 2020 at 4:30 p.m.

### **OPTIONS & BENEFITS:**

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

### **SUSTAINABILITY PLAN:**

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

**Author:** S Wheeler      **Reviewed by:** W Schmidt      **CAO:** \_\_\_\_\_

**POLICY REFERENCES:**

Policy FIN029 Asset Disposal

**RECOMMENDED ACTION:**

Motion 1:

Simple Majority       Requires 2/3       Requires Unanimous

That the 2016 Kenworth Super B and Trailers tenders be opened.

Motion 2:

Simple Majority       Requires 2/3       Requires Unanimous

That the 2016 Kenworth Super B and Trailers be awarded to the highest bidder.

**Author:** S Wheeler      **Reviewed by:** W Schmidt      **CAO:** \_\_\_\_\_



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>July 15, 2020</b>
<b>Presented By:</b>	<b>Grant Smith, Agricultural Fieldman</b>
<b>Title:</b>	<b>TENDERS Blue Hills Erosion Project Twp Rd 103-2 – Request for Proposals</b>

## BACKGROUND / PROPOSAL:

This project is located in the Blue Hills area of Mackenzie County on Twp Rd 103-2. The length of project is 2 miles/3.2 kms. There is extensive erosion damage to the existing flood control channel and it has become a safety hazard as the side slopes have deteriorated and the channel has deepened. The scope of the project entails reconstructing the channel with 3:1 sideslopes, 2 meter bottom, installation of drop structures and constructing a road adjacent to the channel within the road allowance.

Proposals are to include a list of experience on similar projects and a general description of timelines and methodology as to how the Proponent intends to complete the work required in constructing the building in the stipulated timelines. It is the Proponent's responsibility to identify, if any, the inability to meet the requirements specified in this RFP.

The proposals shall be evaluated as follows:

<b>Evaluation Criteria</b>	<b>Mark (%)</b>	<b>Points available</b>	<b>Subtotal</b>
Project Team/Experience		25	
Equipment		35	
Proposal price		40	
<b>Total</b>		<b>100</b>	

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

If Mackenzie County receives a proposal acceptable to it, the County will select one (1) or more parties who submitted a proposal with whom the County, in its sole and unfettered discretion, will negotiate regarding the terms of a contract to perform the construction work required for this project.

**OPTIONS & BENEFITS:**

N/A

**COSTS & SOURCE OF FUNDING:**

Funding in the amount of \$275,000 is coming from 2020 Capital Budget.

**SUSTAINABILITY PLAN:**

**COMMUNICATION / PUBLIC PARTICIPATION:**

No public participation is required.

The successful Proponent will be notified

**POLICY REFERENCES:**

Policy FIN025 Purchasing Authority Directive and Tendering Process

**RECOMMENDED ACTION:**

Motion 1

Simple Majority       Requires 2/3       Requires Unanimous

That the Blue Hills Erosion Project Twp Rd 103-2 Request for Proposals be opened.

Motion 2

Simple Majority       Requires 2/3       Requires Unanimous

That administration review the Blue Hills Erosion Project Twp Rd 103-2 proposals and prepare a list of qualified proposals for later in the meeting.

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



Motion 3

Simple Majority       Requires 2/3       Requires Unanimous

That the Blue Hills Erosion Project Twp Rd 103-2 be awarded to the most qualified bidder, subject to budget.

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





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>July 15, 2020</b>
<b>Presented By:</b>	<b>Byron Peters, Director of Planning and Development</b>
<b>Title:</b>	<b>PUBLIC HEARING Bylaw 1185-20 Land Use Bylaw Amendment to Rezone Part of SE 11-105-15-W5M from Agricultural “A” to Direct Control 2 “DC2”</b>

## 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 her 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 her retail store doesn’t fit. The owner is aware that her zoning no longer accommodates her 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 1185-20 was presented to the Municipal Planning Commission on May 28, 2020 where the following motion was made:

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



**POLICY REFERENCES:**

Not applicable at this time.

**RECOMMENDED ACTION:**

Motion 1:

Simple Majority       Requires 2/3       Requires Unanimous

That second reading be given to Bylaw 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", to accommodate a Retail-General Use.

Motion 2:

Simple Majority       Requires 2/3       Requires Unanimous

That third 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", to accommodate a Retail-General Use.

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

**Mackenzie County**

**PUBLIC HEARING FOR LAND USE BYLAW AMENDMENT**

**BYLAW 1185-20**

**Order of Presentation**

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

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

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

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

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

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

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

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

**REMARKS/COMMENTS:**

**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 10<sup>th</sup> day of June, 2020.

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

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

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

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Joshua Knelsen  
Reeve

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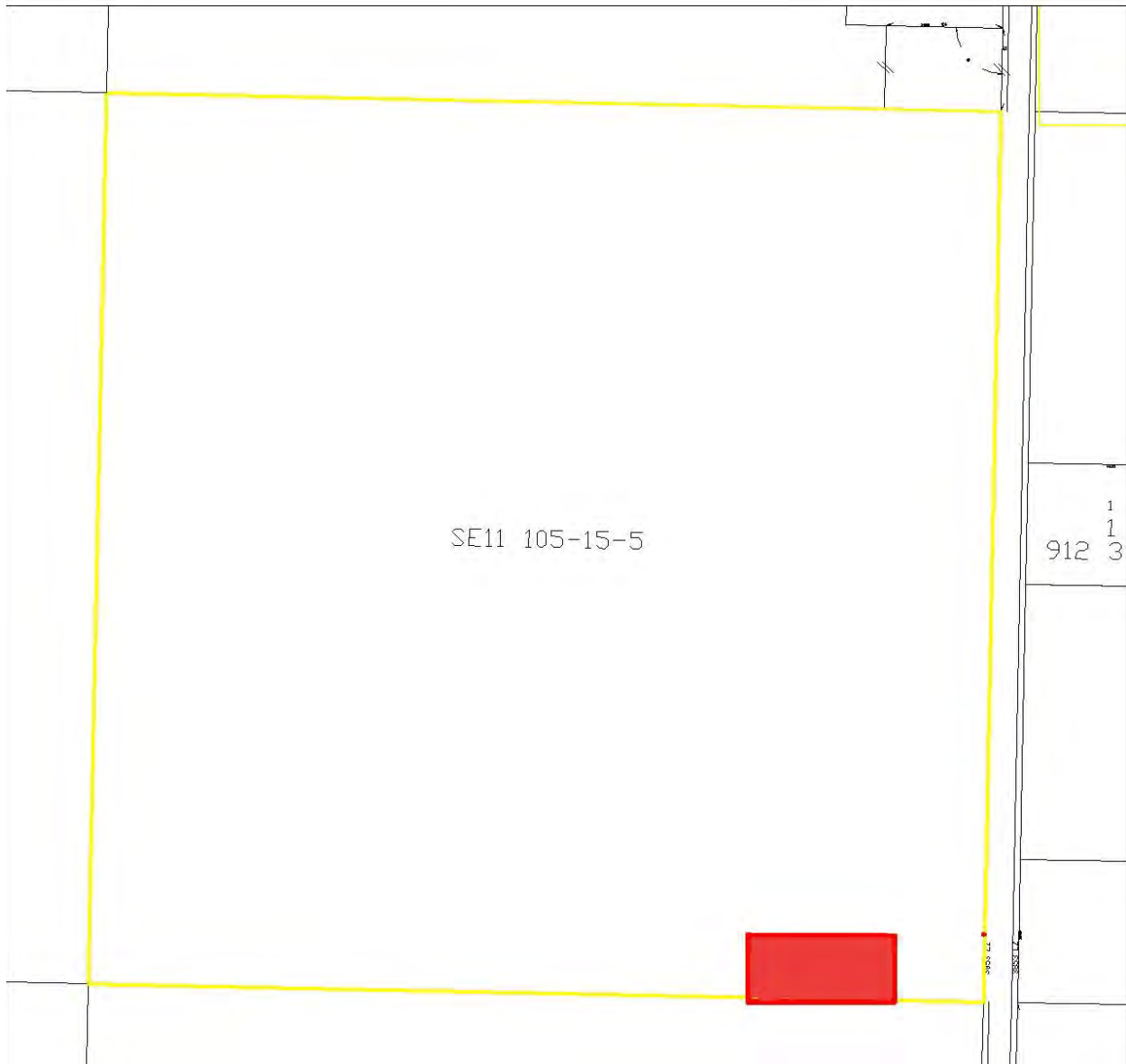
Lenard Racher  
Chief Administrative Officer

**BYLAW No. 1185-20**

**SCHEDULE "A"**

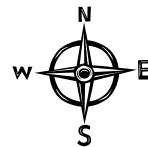
1. That the land use designation of the following property known as:

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*  
*advertising fee*

*[Signature]*  
 APPLICANT SIGNATURE

*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](mailto:office@mackenziecounty.com)  
[www.mackenziecounty.com](http://www.mackenziecounty.com)

# BYLAW APPLICATION



File No. Bylaw 1185-20

NOT TO SCALE

Disclaimer

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



Mackenzie County



# BYLAW APPLICATION



File No. Bylaw 1185-20

**NOT TO SCALE**

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**Mackenzie County**





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>July 15, 2020</b>
<b>Presented By:</b>	<b>Len Racher, Chief Administrative Officer</b>
<b>Title:</b>	<b>CAO &amp; Director Reports for June 2020</b>

**BACKGROUND / PROPOSAL:**

The CAO and Director reports for June 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 June 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 June 2020

Date June	Comments
01	DRP Site visit
02	Team meeting DRP site visit
03	Community Services Meeting DRP meeting
04	Team meeting
05	ARMAA/LGAA Zone 4 meeting Special Council meeting
06	Deal with phone calls
07	Deal with phone calls
08	Virtual Town Hall preparation
09	Recovery Team meeting
10	Council Meeting
11	DRP
12	Safety meeting Flood recovery meeting
13	Emails and phone calls
14	Emails phone calls
15	Special Council meeting
16	AEMA Covid meeting
17	ASB meeting
18	DRP training
19	Meet with RCMP
20	Answer emails and calls
21	Answer emails and calls
22	Meeting with Fred and Norbord water agreement
23	COW
24	Council
25	Team meetings
26	Meeting with Dave and Trent

# MONTHLY REPORT OF THE CHIEF ADMINISTRATIVE OFFICER

Len Racher, CAO

- 27 Meeting Minister of Transportation
- 28 Return phone calls
- 29 Meetings
- 30 Team meeting

Respectfully,

Len Racher  
Chief Administrative Officer



## **REPORT TO THE CAO**

For the Month of June, 2020

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

### **Meetings Attended**

- 2020-06-01 Disaster Recovery Program site visit to Fort Vermilion. Meeting with Disaster Recovery Team.
- 2020-06-02 Disaster Recovery Program site visit to Fort Vermilion. Meeting with Council and Disaster Recovery Team. Meeting with National Public Relations who has been engaged with assisting with recovery communications.
- 2020-06-03 Attended Community Services Committee meeting, Disaster Recovery Team meeting, and meeting with Converso (coordinate Townhall meeting logistics)
- 2020-06-04 Disaster Recovery Team meeting
- 2020-06-05 Special Council Meeting
- 2020-06-08 Telephone Townhall meeting
- 2020-06-10 Council Meeting, Meeting with Fort Vermilion School Division Board of Trustees regarding the Wellness Centre.
- 2020-06-12 Site Safety Meeting
- 2020-06-15 Special Council Meeting
- 2020-06-17 COVID-19 management team discussion
- 2020-06-18 Disaster Recovery Program training session with Council
- 2020-06-19 Meeting with Converso to coordinate Townhall meeting logistics for June 25<sup>th</sup>.
- 2020-06-22 Attended meeting with CAO and Director of Utilities regarding water supply agreement for Norbord.
- 2020-06-23 Committee of the Whole Meeting
- 2020-06-24 Council Meeting and Managers Meeting
- 2020-06-25 Alberta Counsel Teletownhall meeting regarding Election Bill 29. Second Disaster Recovery Telephone Townhall meeting for residents.
- 2020-06-27 Attended meeting with Transportation Minister Ric McIver along with Council and CAO in the Fort Vermilion Council Chambers.
- 2020-06-30 Managers Meeting
- Numerous disaster recovery meetings throughout the month.
- Various other individual or departmental meetings.

### **Council**

- Preparing for various meetings of Council, correspondence, etc.
- Research and responding to inquiries.
- Staying up to date with information released by Alberta Municipal Affairs regarding the COVID-19 pandemic and changes affecting municipal operations.

### **Appeal Boards**

- Updated the website and prepared assessment appeal packages for residents wanting to appeal their assessment. Packages are available at all County offices. Deadline for assessment appeals is August 7, 2020.

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

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

### **Human Resources:**

- Human Resources Coordinator resigned and her last day was June 30, 2020.

### **Records Management:**

- Ongoing requests for access to information.

### **Enhanced Policing**

- Regular updates to Council are scheduled for the second council meeting of each month.
- Updates were put on hold until following the COVID-19 pandemic, however a normal schedule has been resumed.

### **Events/Community Engagement:**

- Two Telephone Townhall meetings were held in June and the questions and answers from those meetings are available on at <http://www.mackenziecounty.com/disaster-recovery/public-engagement>
- Small group meetings have been scheduled for July 10 and 11 for flooded business owners, residents, and renters to discuss the disaster recovery process.
- Hamlet meetings have been scheduled for July 14<sup>th</sup> for non-flooded hamlet residents to discuss the disaster recovery process.
- An open house is being planned for July 21<sup>st</sup> to discuss the disaster recovery and information will be available once plans have been confirmed.

### **Emergency Management**

- Updating the Emergency Directory and Agency contacts as well as other components of the emergency plan has been put on hold due to the COVID-19 pandemic and the 2020 flood event.
- Next meeting of the Northwest Alberta Regional Emergency Advisory Committee is scheduled for May 6, 2020.
- Participating in numerous Emergency Management Team meetings dealing with the 2020 flood event.
- Acting as the Communications Coordinator for the Disaster Recovery Team 2020 flood event.

**Other:**

- Assisting Community Services Department with meeting preparations and updating documents, etc.
- Weekly advertisements to the newspaper.
- Ongoing updates to the County's Social Media including the website, Facebook, etc.
- Assisting with numerous 2020 disaster recovery advertising and Social Media postings.
- Ongoing form review and updating.
- Preparing for various meetings.
- Meeting coordination.
- Assisting other departments as required.

## MONTHLY REPORT TO THE CAO

For the Month of June 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	Aug/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:**

Flood Related Items:

- Our operators in Fort Vermilion have been hard at work getting the water treatment plant operational again on June 3, 2020.
- The water treatment plant foam insulation is currently underway.
- The remaining water treatment plant, and lift station repairs are continuing.
- The sanitary and storm sewer will be flushed and inspected via CCTV in the flood affected areas of Fort Vermilion in July.

We are also in process of the waterline and truck fill equipment design and tender for waterline extension to Hill Crest Community School with construction planned for August/September.

Respectfully submitted,

Fred Wiebe  
 Director of Utilities  
 Mackenzie County

## MONTHLY REPORT TO THE CAO

For the Month of June, 2020

**From:** David Fehr  
Director of Operations

### Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Parks	Ongoing	Maintenance is ongoing in 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.
Clean up	Ongoing	Clean up at various locations at Fort Vermilion due to the spring flood.
Street sweeping	Ongoing	Street sweeping is ongoing as needed.

Projects		Timeline	Comments
Crack Sealing		Completed	Crack sealing has been completed for the County.
Line Painting		Started	Line painting has started.
Ski Hill		Ongoing	Pilings for the bridge to be placed in the very near future.
New Roads		Ongoing	A couple of new roads are under construction by farmers. We will monitor and assist as required.

## **Meetings attended in June**

- **June 3 – Community Services Committee Meeting**
- **June 9 – Recovery Team Meeting**
- **June 10 – Council Meeting**
- **June 11 – COVID-19 Update Discussion**
- **June 23 - Committee of the Whole Meeting**
- **June 24 - Council Meeting**
- **June 25 – Health and Safety Meeting**
- **June 30 – Managers Meeting.**

Respectfully,

David Fehr  
Director of Operations

## REPORT TO CAO

June, 2020

From: Grant Smith  
Agricultural Fieldman

### Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Roadside Spraying	2020	Roadside spraying will commence on June 10 <sup>th</sup> . Completion is July 10 <sup>th</sup> . Area to be sprayed in 2020 is from the Peace River, south to TWP Rd 106-0 (Airport Rd). 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 has been hired.
Buffalo Head Truck Fill Hay Lease	2020	Bids were opened at the November 27 <sup>th</sup> council meeting. A total of six bids were received on 6.5 acres of brome/alfalfa hay ground. The highest bid was \$375 for a three year term.
Emergency Livestock Response Plan	April 2020	The Draft has been completed, meetings are scheduled with local Ag Society's to discuss MOU's to use their facilities as Livestock Relocation Centers during a livestock evacuation.. The ELRP was presented to the ASB on March 20 <sup>th</sup> .
Wolf Bounty	January 2020	The Wolf Bounty was discontinued on January 17 <sup>th</sup> as program funds were depleted. Total number of wolves tagged: 640
Shelterbelt Program	Spring 2020	Trees were picked up in Fairview on June 10 <sup>th</sup> . A total of 9940 seedlings were received. The only species not received was Golden Willow. Species received: White Spruce, Blue Spruce, Lilac, Siberian Larch, Green Ash & Lodgepole Pine.



VSI Program	November 09, 2018	The annual VSI AGM is scheduled for November 9 <sup>th</sup> in Peace River. 16 Municipalities participate in the program. There was a significant increase in VSI usage in 2019.
Water Pumping Program	November 2020	Rates will double after October 21 <sup>st</sup> as there are usually damages to pipes due to cold weather. This is to encourage ratepayers to rent before cold weather sets in.

**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 August 19th. Completion date is September 30th.

**Personnel Update:**

--

**Other Comments:**

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## MONTHLY REPORT TO THE CAO

For the Month Ending June, 2020

**From:** Jennifer Batt  
Director of Finance

### Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
2019 Operating & Capital Budget	Ongoing	Final review and reconciliations for the 2019 Year End Audit completed. Audit is being completed remotely.
MSI Reporting	Ongoing	2019 Statement of Funding Expenditures drafted, and under review by auditors. Awaiting final review to submit. Projects submitted for MSI funding in the 2020 budget.
GAS Tax	Ongoing	Awaiting approval on 2020 projects submitted. Financial Statement Audit review by Municipal Affairs ongoing.
Disaster Recovery Program  -Peace River Ice Jam / Overland Flood  -Chuckegg Wildfire  May wildfires	Ongoing	Requested follow up to funding for resident costs incurred by the County that was denied by DRP. DRP will allocate costs against 2020 Flood recovery claim.  All projects submitted to DRP for review. Back up documents that were requested have been submitted.  3 <sup>rd</sup> advance received. Working on 2020 Flood claim, and Chuckegg is still under review.  Awaiting review by DRP.
2020 Operating & Capital	Ongoing	Updated approved 2020 Operating and Capital Budget updated to current Council motions.

Budgets		3 year operating plan, and 5 year capital plan requirements to be reviewed for 2020.
Tax Collection – Lawyer	Ongoing	tax collection files currently 1 – awaiting response from ratepayer
Emergency Management Team – COVID 19 response	Ongoing	Track costs incurred.

## **Monthly Report to the CAO**

For the Month of June, 2020

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

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### **Meetings Attended in June 2020**

Council  
Community Services  
Committee of The Whole  
Joint Health & Safety  
Site safety meetings, Fort Office and La Crete Shop  
Alberta Environment & Parks – Lands Division  
School Division  
Managers  
Flood Clean-up

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

Activity Summary Report for June 2020

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

### **Health and Safety**

The Health and Safety Committee held a meeting and focused on incident rate and site meeting agenda.

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.

### **Parks and Recreation**

Campgrounds are in full operational mode. Preliminary statistics with numbers will be compiled next month. No major complaints of COVID issues or how we are managing the issue in the campgrounds.

### **Flood Clean-up**

Clean-up of effected area has been done in stages,

- Residential Garbage Bins
- Mackenzie Park
- DA Thomas Park and Walking Trail
- East of DA Thomas to the Forestry Rd.
- Final Residential Yard Debris

Most people are understanding and appreciate the efforts and others think we are not doing enough.

### **Other Information**

FRIAA Projects grant application must be submitted by Sept 14, 2020

## Monthly Report to the CAO

For the month of June, 2020

From: Byron Peters,  
Director of Planning & Development

### Strategic Priorities for Planning & Development

Program/Activity/Project	Timeline	Comments
Land Use Framework	TBA	Province has formally started pre-planning for the LPR. Caribou task force is creating a sub-regional plan.
Community Infrastructure Master Plans	Q2 2020	Administration has completed preliminary review and will need to direction from Council on how to appropriately proceed. Engineer is reviewing the documents.
Industrial Growth Strategy – La Crete	Q4 2020	Received draft copy of the plan, need to review and provide feedback, schedule additional engagement, and coordinate next steps.
New Aerial Imagery	Q3 2020	Contract signed, waiting on a good weather window to obtain the imagery.
Municipal Development Plan	Start Q3 2020	Beginning RFP development. Accelerating the start and timeline of the project to tie in with policy amendments needed as part of FV mitigation strategy.

### Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Economic Development Strategy	Ongoing	CARES grant project is well underway. Keith & Associates completing most the work on our behalf. Need to identify the resources to complete the rest of the project.
Streetscape	Ongoing	Have not had any meetings regarding 2020 priorities. Informal conversations with some business owners to gauge some ideas.
Airport Planning	Q2 2020	WSP has been engaged to update the AVPA for LC and FV airports, and to revise the airport development plans. Currently being reviewed by administration. FV development plan

		needs to be revised to account for flooding.
Inter-municipal Collaboration Frameworks and Inter-municipal Development Plans	April 2021 completion deadline.	ICF's will be accepted by the MoMA but MoMA will not respond. <b>Rainbow Lake:</b> IDP exemption and ICF agreement submitted to MoMA for approval. <b>High Level:</b> ICF agreement complete and to be submitted. <b>Northern Lights:</b> ICF agreement submitted to MoMA. <b>MD Opportunity:</b> ICF agreement submitted to MoMA. <b>Northern Sunrise:</b> ICF agreement submitted to MoMA. <b>RM Wood Buffalo:</b> ICF agreement submitted to MoMA.

**Personnel Update:**

The Planning & Development department has contracted services from MS Municipal Solutions, ISL Engineering, and O2 Planning & Design in order to keep up with the demand that the department is experiencing.

**Other Comments:**

The COVID-19 pandemic has subsided and no longer takes much time. It has changed some practices and protocols, but these are largely integrated into the workflow at this point.

The spring ice jam flooding has created a lot of additional work and has placed a big demand on my time (and on many other staff). There are many complex decisions that need to be made, and these decisions merit a lot of time and effort as the outcomes will have a significant impact on the affected communities and residents.

Development statistics for 2020 are included within the council package. 2020 has been busier than the previous few years on nearly all development fronts, and based on the number of enquiries, it looks like the development demand will continue.

Economic development projects are at a standstill. The portion of the CARES project that was contracted this spring is still proceeding, but no resources are currently allocated to economic development. This will create challenges in completing the project and with moving the County forward on its goal of growing agricultural processing in the region.







Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>July 15, 2020</b>
<b>Presented By:</b>	<b>Don Roberts, Director of Community Services</b>
<b>Title:</b>	<b>Fort Vermilion Corporate Office – Council Chambers Heat Registers</b>

## BACKGROUND / PROPOSAL:

Council has unofficially requested administration seek out options to correct the extreme fluctuation of temperature in the Council Chambers.

Administration has requested a contractor to look at our situation and provide us with an option and cost.

Adding six new registers to the front of the Council table would provide a more even distribution of air within the room.

## OPTIONS & BENEFITS:

### Option 1

Approve installation of registers

### Option 2

Have administration investigate further solutions

### Option 3

Receive for information.

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

**COSTS & SOURCE OF FUNDING:**

\$7025.00  
General Operating Reserve

**SUSTAINABILITY PLAN:**

**COMMUNICATION / PUBLIC PARTICIPATION:**

**POLICY REFERENCES:**

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the budget be amended to include \$7,025.00 for the installation of heat registers in the Fort Vermilion Corporate Office Council Chambers, with funding coming from the General Operating Reserve.

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



Ranwal Plumbing & Heating Ltd.  
 Box 639  
 La Crete, AB T0H 2H0  
 PH: 780-928-3059  
 Email: Ranwal @telus.net

June.26/ 2020

Quote For: Cornie Wiebe / Mackenzie County

Re: Add Registers Into Conference Room At Fort Vermilion Office

**Details:**

- Leave Existing Registers
- Add Up To 6 New Registers In Front Of Curved Desk
- All New Ductwork To Be Installed In Mechanical Or File Room
- Freight Included
- Labor Included
- Travel Included
- GST Not Included

**Quote:\$7,035.00**

**Terms & Conditions:**

\*This Quote Is Valid For 30 Days Only Unless Otherwise Specified And Is Subject To Change Anytime Thereafter. Payment Shall Be Made Upon 30 Days Of The Invoice Date. An Interest Charge Of 2% Per Month Will Be Applied To Any Overdue Balance

X

---

Wayne Wolfe  
 Owner / Ranwal Plumbing

X

---

Cornie Wiebe / Maintenance  
 Mackenzie County





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>July 15, 2020</b>
<b>Presented By:</b>	<b>Don Roberts, Director of Community Services</b>
<b>Title:</b>	<b>Fort Vermilion Recreation Society – Repair Request</b>

**BACKGROUND / PROPOSAL:**

In December of 2018 a temporary repair was made to the leaking condenser at the Fort Vermilion Recreation Complex ice plant. Full repairs were scheduled for spring 2019 due to temperature requirements to be above zero for proper curing.

In February 2019 a major repair was conducted to replace a bearing. The repair was accomplished by hording in the complete unit. This was funded by Mackenzie County but is not related to the present issue.

In April 2019, in warmer temperatures, caulking of the unit was performed and in October 2019 on start up the condenser was not leaking and the repair was thought to be fixed.

In December - January 2020 the leak started again causing large amounts of ice buildup outside on the structure. (see pictures) The deadline for 2020 budget items had passed by this time and repairs could not be conducted in cold temperatures.

Repairs need to be completed before the fall of 2020 before temperatures get cold.

**OPTIONS & BENEFITS:**

Option 1

Adjust the 2020 budget in order for repairs to be conducted before the 2020-2021 season.

Option 2

Defer funding until the 2021 budget deliberations.

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

**COSTS & SOURCE OF FUNDING:**

\$4,999.00 – quote for repairs  
\$500.00 – contingency  
General Operating Reserve

**SUSTAINABILITY PLAN:**

**SUSTAINABILITY OF COMMUNITY INFRASTRUCTURE**

Municipally-owned facilities and structures:

- operate at optimal usage levels given the size of the population
- have the capacity to absorb growth
- are well-maintained on a schedule that maximizes life expectancy

**COMMUNICATION / PUBLIC PARTICIPATION:**

Contact Fort Vermilion Recreational Society manage with Councils decision.

**POLICY REFERENCES:**

Policy ADM041 Recreational Capital Projects

**RECOMMENDED ACTION:**

- Simple Majority       Requires 2/3       Requires Unanimous

That the budget be amended to include \$5,500.00 for the repairs of the condenser at the Fort Vermilion Recreation Complex, with funding coming from the General Operating Reserve.

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

**From:** [Clinton Edwards](#)  
**To:** [Don Roberts](#)  
**Subject:** Fort Vermilion Ice Plant Condenser Leaks  
**Date:** March-03-20 12:41:56 PM

---

Hi Don

Just wanted to provide some update on this ongoing issue with our condenser at the Fort Vermilion Community and Cultural Complex.

To start ill provide some history on how the leak began.

In December 2018 it was discovered that our condenser had a been leaking some water through the seams of the sheet metal. This was brought to the attention of Neil Styre how was doing the maintenance of our plant through Code Red Refrigeration the company that installed the new plant. A repair of this nature can not take place in temperatures lower than freezing point. At the time he did caulk certain areas to slow the leaks until April 2019. In February 2019 due to snow build up in our condenser fan we had the center bearing on the drive shaft for the fan blow out. We had to hoard the entire condenser, heat it and have the bearing changed out for a new one. This repair was funded by Mackenzie County. The leaks that we continue to have are a totally different issue than the repair that took place in February 2019.

During plant shut down in April 2019 Neil caulked the inside of the condenser and the seams on the outside. We let take cure hoping to solve the problem without a big dollar figure attached. In October 2019 we signed a new maintenance contract with Cimco Refigeration, on start up the condenser was not leaking at all, so it was decided that we continue as is. In December we started noticing some water leaking again and in January 2020 it had started to get a bit worse. We didn't have the chance to budget for this repair as the deadline of budget items had passed, if we try to budget for 2021 we would not get the funds to complete the repair in time to start up for the season in 2020.

If you have any questions please let me know. Thank You

Clinton Edwards  
Director of Recreation and Leisure Services

Tel: 780.927.4222  
Mob: 709.873.7852  
Email: [clinton11edwards@gmail.com](mailto:clinton11edwards@gmail.com)  
Web: <https://www.facebook.com/FortComplex>

Fort Vermilion Community Cultural Complex

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CIMCO is pleased to provide pricing for a Fort Vermilion Cond Leak Repair at the

**FORT VERMILION RECREATION SOCIETY.**

## Scope of Work

The following is included in the price:

- The seams on in the pan section (Below the coil section) will be cleaned and prepped for re-sealing
- The seams will be sealed with specially formulated caulking
- The gaskets around the flanges of the intake lines will be checked and any leaks found will be repaired as well.
- After the job is complete, clean the related job site and dispose of any waste that may be generated from the project

**\*Note-**If a Man-lift is required, customer will be responsible for Rental cost of man-lift

## Pricing

**CIMCO Price: \$4,990.00 (All Taxes Extra)**

Price is valid for 30 days.

Standard Terms & Conditions Apply.

## Exclusions

- All work required outside of CIMCO regular working hours requested or required by owner.
- Cutting/patching/sealing within building to allow for the passage of piping and conduit.
- Modification or installation of any required bases, pads, stands, seismic or other required supports for equipment
- All costs associated with opening, modifying, and repairing the building to allow for the placement and final operation of the CIMCO supplied equipment or piping.
- Additional refrigerant charge, top up of oil, inhibitors or other fluids.
- All costs associated with faulty isolation valves during pump out.



- Any programming or integration with new or existing control system unless otherwise stated.
- It is understood that CIMCO will use professional care in performing the above services and shall not be liable for failure to other components associated with this work.
- Disposal or abatement of existing refrigerant, water, asbestos, equipment, material, or any other substance not mentioned including any environmental testing or verification that may be required to complete scope of work.
- Any material or work not clearly stated within the scope of work will be the responsibility of the owner.









Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>July 15, 2020</b>
<b>Presented By:</b>	<b>Jennifer Batt, Director of Finance</b>
<b>Title:</b>	<b>Bylaw 1189-20 Borrowing – Mackenzie County Wellness Centre</b>

**BACKGROUND / PROPOSAL:**

The Mackenzie County Wellness Centre has been an ongoing project discussion for the past few years. Council has made the following motions in regards to the project. The Motions indicate Council’s support of the project and including a funding commitment, subject to grant funding, by way of a borrowing bylaw.

**COMMUNITY SERVICES:**

**11. a) Mackenzie County Wellness Centre – Funding Options and Project Outline Report**

**MOTION 18-05-365**

**MOVED** by Deputy Reeve Wardley

That Council support the Wellness Centre Project in principle and that administration be authorized to obtain architectural drawings and cost estimates for the project and bring back to Council for a funding commitment.

**CARRIED**

**MOTION 18-05-366**  
Requires 2/3

**MOVED** by Councillor Driedger

That the budget be amended to include \$25,000 for the development of architectural drawings and cost estimates with fifty (50%) percent of the funding coming from the General Capital Reserve and the remaining fifty (50%) percent from the Mackenzie County Wellness Centre Society.

**CARRIED**

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

**COMMUNITY SERVICES:**

**11. a) Mackenzie County Wellness Centre Society – Letter of Support**

**MOTION 18-06-471**

**MOVED** by Councillor Bateman

That the operating costs for the proposed La Crete Wellness Centre be brought back for review prior to passing the Borrowing Bylaw.

**CARRIED**

**MOTION 18-06-472**  
Requires 2/3

**MOVED** by Councillor Driedger

That Mackenzie County apply to the Investing in Canada Grant Program for the La Crete Wellness Centre and that the County commit to funding up to a maximum of \$5M with funding by means of a borrowing bylaw, subject to approval of grant funding.

**CARRIED**

The most recent presentation by the Mackenzie Aquatics Society was on October 23, 2019 where capital and operating costs were presented.

Mackenzie County has also been in partnership discussions with the Fort Vermilion School Division.

**OPTIONS & BENEFITS:**

Although the project was not approved for funding under the Investing in Canada Grant Program, there may be other funding opportunities being announced as stimulus projects or other new funding streams.

Having the Bylaw in place will assist in completing grant applications and expedite the process once all other funding sources have been achieved.

**COSTS & SOURCE OF FUNDING:**

	<b>Cost</b>
Fundraising/Donations in Kind (Received by the Mackenzie Aquatics Society)	\$3.5M
County Commitment (Borrowing)	\$5M
Grant Funding (to be determined)	\$17.2M

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

In accordance with the *Municipal Government Act* (MGA) and the requirements of the Alberta Capital Finance Authority specific processes must be undertaken to ensure that the municipality has obtained all approvals required for the project and has complied with all applicable legislation, statutes and regulations.

The municipality must comply with *Section 258* of the *MGA* since the proposed borrowing exceeds five (5) years. This includes the requirement of identifying the expenditure for the capital property in a budget.

Please note that the borrowing bylaw will not be activated until all funding sources have been confirmed for the project (similar to the Zama Access Road borrowing bylaw put in place in 2011).

At this time administration is only seeking first reading of the bylaw since public notification must be undertaken prior to second reading.

**SUSTAINABILITY PLAN:**

**COMMUNICATION / PUBLIC ENGAGEMENT:**

Following first reading a public notification of the proposed borrowing will be advertised for the minimum 15-day notification period. Any ratepayer may also review the proposed bylaw at any municipal offices.

**POLICY REFERENCES:**

**RECOMMENDED ACTION:**

Motion 1

- Simple Majority       Requires 2/3       Requires Unanimous

That the budget be amended to include \$25,700,000 for the Mackenzie County Wellness Centre project, subject to grant funding, with \$5M coming from municipal borrowing and \$20.7M coming from other funding sources.

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

Motion 2

- Simple Majority       Requires 2/3       Requires Unanimous

That first reading be given to Bylaw 1189-20 being the borrowing bylaw for the Mackenzie County Wellness Centre.

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



**BYLAW NO. 1189-20**  
**BEING A BYLAW OF THE**  
**MACKENZIE COUNTY**

(hereinafter referred to as "the County")

**IN THE PROVINCE OF ALBERTA**

**This bylaw authorizes the Council of the County to incur indebtedness by the issuance of debenture(s) up to a maximum of \$5,000,000 for the purpose of financing the construction of the Mackenzie County Wellness Centre.**

**WHEREAS**, the Council of the County has decided to issue a by-law pursuant to the Municipal Government Act, R.S.A. 2000 c. M-26, Section 258 to authorize the financing of the construction of the Mackenzie County Wellness Centre as approved by Council in capital expenditures; and

**WHEREAS**, plans and specifications have been prepared and the total cost of the project is estimated to be \$25,700,000; and

**WHEREAS**, in order to complete the project it will be necessary for the County to borrow the sum of \$5,000,000 for a period not to exceed FIFTEEN (15) years, from the Alberta Capital Finance Authority or another authorized financial institution, by the issuance of debentures and on the terms and conditions referred to in this bylaw; and

**WHEREAS**, the estimated lifetime of the project financed under this by-law is equal to, or in excess of 25 years; and

**WHEREAS**, the principal amount of the outstanding debt of the County at December 31, 2019 is \$14,520,156 and no part of the principal or interest is in arrears; and

**WHEREAS**, all required approvals for the project have been obtained and the project is in compliance with all *Acts* and *Regulations* of the Province of Alberta.

**NOW, THEREFORE, THE COUNCIL OF THE COUNTY DULY ASSEMBLED, ENACTS AS FOLLOWS:**

1. That for the purpose of completing the construction of the Mackenzie County Wellness Centre the sum of **Five Million Dollars (\$5,000,000)** be borrowed from the Alberta Capital Finance Authority or another authorized financial institution by way of debenture on the credit and security of the County at large.
2. The proper officers of the County are hereby authorized to issue debenture(s) on behalf of the County for the amount and purpose as authorized by this by-law, namely the construction of the Mackenzie County Wellness Centre.

3. The County shall repay the indebtedness according to the repayment structure in effect, namely annual or semi-annual equal payments of combined principal and interest instalments not to exceed FIFTEEN (15) years calculated at a rate not exceeding the interest rate fixed by the Alberta Capital Finance Authority or another authorized financial institution on the date of the borrowing, and not to exceed TEN (10%) percent.
4. The County shall levy and raise in each year municipal taxes sufficient to pay the indebtedness.
5. The indebtedness shall be contracted on the credit and security of the County.
6. The net amount borrowed under the by-law shall be applied only to the project specified by this by-law.
7. This by-law comes into force on the date it is passed.

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

PUBLICLY ADVERTISED on the \_\_\_\_ and \_\_\_\_ of \_\_\_\_\_, 2020.

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

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

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Joshua Knelsen  
Reeve

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Lenard Racher  
Chief Administrative Officer



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>July 15, 2020</b>
<b>Presented By:</b>	<b>Jennifer Batt, Director of Finance</b>
<b>Title:</b>	<b>Expense Claims – Councillors</b>

## **BACKGROUND / PROPOSAL:**

Councillor Honorarium and Expense Claims are reviewed by Council on a monthly basis.

A copy of the following Councillor Honorarium and Expense Claims will be presented at the meeting:

- June – All Councillors with the exception of Councillor Jorgensen

## **OPTIONS & BENEFITS:**

N/A

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

2020 Operating Budget

## **SUSTAINABILITY PLAN:**

N/A

## **COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

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

**POLICY REFERENCES:**

Honorariums and Expense Reimbursement Bylaw

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the Councillor expense claims be received for information.

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



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>July 15, 2020</b>
<b>Presented By:</b>	<b>Jennifer Batt, Director of Finance</b>
<b>Title:</b>	<b>Expense Claims – Members at Large</b>

**BACKGROUND / PROPOSAL:**

Members at Large expense claims are reviewed by Council on a monthly basis.

A copy of the following Members at Large Expense Claims will be presented at the meeting:

<b>Name</b>	<b>Board/Committee</b>	<b>Month</b>
Diedrich Driedger	Agricultural Service Board	June 2020
Joseph Peters	Agricultural Service Board	Not submitted
Terry Batt	Agricultural Service Board	June 2020
Erick Carter	Municipal Planning Commission	June 2020
Beth Kappelar	Municipal Planning Commission	June 2020
John W. Driedger	Municipal Planning Commission Inter-Municipal Planning Commission	Not submitted

**OPTIONS & BENEFITS:**

N/A

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

**COSTS & SOURCE OF FUNDING:**

2020 Operating Budget.

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

**POLICY REFERENCES:**

Honorariums and Expense Reimbursement Bylaw

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

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

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



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>July 15, 2020</b>
<b>Presented By:</b>	<b>Jennifer Batt, Director of Finance</b>
<b>Title:</b>	<b>Property Tax Exemption Request– Mackenzie Ski Hill Society</b>

## **BACKGROUND / PROPOSAL:**

Administration has received a request to waive the 2020 tax amount from the Mackenzie Ski Hill Society in the amount of \$6,621.88. Societies can make submission prior to September 30<sup>th</sup> to ensure that these fees are waived if approved, and the County does not include these assessments in the following years tax amounts. Unfortunately the document was not submitted by the Mackenzie Ski Hill Society, and these fees were included in the 2020 budget, therefore if approved Council would be required to write this amount off.

## **OPTIONS & BENEFITS:**

### **Option #1 Organizations can complete a Property Tax Exemption Application:**

As per the Property Tax Exceptions in Alberta Guide from Municipal Affairs, there is a variety of classes in which properties and organizations may qualify for Property Tax Exemption. The organization is to complete an Application which best describes their organization, and submit them to the Municipality by September 30<sup>th</sup> of the year preceding the tax year. This application will be forwarded to the County's Assessor, where it is reviewed for qualifications under the MGA for Property Tax Exemption. If the organization qualifies, then their property will be reclassified, and no taxes will apply.

The applications that are executed in 2019, if approved would be for the 2020 tax year.

### **Option #2 – If the organization does not submit a Property Tax Exemption Application, or meet the requirements under the MGA for this exemption:**

Council may at its discretion, write off any prior years tax arrears, but can not make a property tax exempt, or make motion to write off future years taxes.

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

Section 347(1) of the MGA reads as follows:

*347(1) If a council considers it equitable to do so, it may, generally or with respect to a particular taxable property or business or a class of taxable property or business, do one or more of the following, with or without conditions:*

- (a) Cancel or reduce tax arrears;*
- (b) Cancel or refund all or part of a tax;*
- (c) Defer the collection of a tax.*

Only tax arrears or current taxes may be the subject of relief under section 347. Section 347 does not empower municipalities to grant the specified relief on future taxes as this would fetter the discretion of future councils. “

**COSTS & SOURCE OF FUNDING:**

N/A

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION / PUBLIC PARTICIPATION:**

Once Policy is developed, it will be included in the Policies available to all ratepayers on the County Website.

**POLICY REFERENCES:**

Administration is currently working on developing a Policy for Property Tax Exemption requests.

**RECOMMENDED ACTION:**

- Simple Majority       Requires 2/3       Requires Unanimous

That the 2020 taxes for Tax Roll 087019 (Makenzie Ski Hill Society) be written off in the amount of \$6,621.88.

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



Mackenzie Ski Hill Society  
Box 2981  
La Crete, AB  
T0H 2H0

July 4, 2020

Dear Reeve & Council,

**RE: Tax Exemption Request**

The Mackenzie Ski Hill Society has successfully navigated the process of obtaining a lease to build the ski hill on the Buffalo Head Hills. We are excited about the progress we have made and look forward to further development of the site, and we eagerly anticipate the next steps in developing the ski hill.

We also want to take this opportunity to thank you for the support that we have received to date from Mackenzie County.

For a brief timeline, the Mackenzie Ski Hill Society received confirmation of the lease from Alberta Environment and Parks (AEP) in late September, 2019. The deadline for societies to submit their 2020 tax exemption requests to the county was mid-October. We realize that there was a short period for us to have submitted the request prior to the deadline, and this was an oversight on our part. We also believe that it's fair to say that because the lease approval allowed the society to proceed to the next steps on several different aspects of the ski hill development, and the tax exemption was not front of mind as we pushed forward with development.

The society executive was surprised to receive a tax bill of nearly \$7000 this summer, for a site that is still inaccessible by vehicle and on the longest, steepest slopes in the region. As stated above, we recognize that we missed the deadline for 2020 and can assure you that we will be timely in our submission for 2021. We kindly request that you consider waiving the tax bill to the society for 2020.

Thank you,



 Abe Martens  
Vice Chairperson  
Mackenzie Ski Hill Society

# Application for Property Tax Exemption Sports or Recreation Facility

Application deadline November 30<sup>th</sup> of  
the year preceding the taxation year

FOR OFFICE USE ONLY								
Property Roll Identifier						Taxation Year	Date	
Legal Description	Lot	Block	Plan	Part	Sec.	Township	Range	Mer.
Municipal Property Address								
Total Assessment			Land Assessment			Building Assessment		

PART 1 – PROPERTY INFORMATION (Required no later than February 15 <sup>th</sup> of the taxation year)		
Name of property owner	Telephone Number (Bus)	Telephone Number (Res)
Address of property owner	Postal Code	Fax Number
Address of property for which exemption is requested		
Portion/Area of the property held by the organization <input type="checkbox"/> All <input type="checkbox"/> Part Area Occupied is:		
Is there an agreement in place that confirms the portion of the property held by the organization?	<input type="checkbox"/> Yes If yes, provide expiry date _____ (mm / dd / yyyy) <input type="checkbox"/> No	Date organization took occupancy (mm / dd / yyyy)
PART 2 – ORGANIZATION INFORMATION		
Name of organization operating the facility used for sports or recreation	Telephone Number (Bus)	Fax Number
Act under which organization is registered as a non-profit organization		Registration Number
Organization's objectives/purposes		
1.		
2.		
3.		
4.		
5.		
a) Are the resources of this organization devoted to the above objectives/purposes?	<input type="checkbox"/> Yes <input type="checkbox"/> No If No, attach explanation	
b) Are there any monetary gains or benefits received by the organization as a result of its provision of services?	<input type="checkbox"/> Yes If Yes, attach explanation <input type="checkbox"/> No	
c) Does your organization expect to move from this property during the following year(s)?	<input type="checkbox"/> Yes If Yes, attach explanation <input type="checkbox"/> No	
d) Is any income or profits from the organization paid to a member or shareholder of the organization other than as wages?	<input type="checkbox"/> Yes If Yes, attach explanation <input type="checkbox"/> No	
e) Are the organization's services similar to any other organization and /or business?	<input type="checkbox"/> Yes If Yes, attach a sheet providing the organization/business name(s) <input type="checkbox"/> No	

This information is being collected for property tax exemption purposes in accordance with the Municipal Government Act and Community Organization Property Tax Exemption Regulation (AR281/98) and s.33(c) of the Freedom of Information and Protection of Privacy Act. All personal information will be managed in compliance with the provisions of the FOIP Act. Questions about the collection of this information can be directed to \_\_\_\_\_  
(Municipality Contact Information)

**PART 3 – RETAIL COMMERCIAL OR LICENSED AREA**

Does the organization have a retail commercial area at this location?  Yes  No

If yes, do you operate this area?  Yes  No

What goods or services are sold at the retail commercial area?

For what purpose is the net income from the retail commercial area used?

Has an area within the facility been issued a gaming/liquor license?  Yes If yes, enclose copy  No

Class	Area (Sq.Ft)
-------	--------------

**PART 4 – PROPERTY USE INFORMATION specific to sports and recreation facilities**

List the sports and recreation activities occurring at the facility.

- 1.
- 2.
- 3.
- 4.

How many hours per week is your portion of the facility operated for sports and recreation?

Are the majority of those participating in sports or recreation under the age of 18?  Yes  No

Percentage of time participants under the age of 18 use facility

What are the membership requirements including fees?

Are there any restrictions in place preventing anyone from using the facility?  Yes  No

If there are restrictions, explain

Are the services provided by the organization advertised and promoted to the general public, or primarily to members?

General Public  Members

**PART 5 – CONTACT INFORMATION**

Contact Name	Position with Organization	Telephone Number (Bus)	Telephone Number (Res)
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Mailing Address for non profit organization	Postal Code	Fax Number
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President of Organization	Telephone Number (Bus)	Telephone Number (Res)	Fax Number
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Treasurer of Organization	Telephone Number (Bus)	Telephone Number (Res)	Fax Number
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**PART 6 – REQUIRED INFORMATION – please ensure the following are submitted as attachments**

- 1) Certificate of Incorporation, current confirmation that the organization is registered in good standing and the Memorandum of Association and the Articles of Association, if any.
- 2) Copies of:
  - The organizations most current financial statements,
  - Certificate of Title (if applicable),
  - The current lease agreement with the property owner (if applicable),
  - A plan showing the area leased.
- 3) If applicable, a letter from the property owner confirming that he/she is aware of this exemption application and understands that the municipality will estimate taxes on the area occupied by the organization based on methodology that may be different from that used by the landlord.
- 4) Any available brochures, newsletters or other pertinent information relative to the organization.
- 5) Any other information that the Assessment Department may deem necessary

I certify that I am authorized to submit this application on behalf of the organization, and that the information provided on this application form, and as attachments to this form, is true and accurate in every respect, and that all information required under Part 6 of this application is included.

Name (Please Print)

Date

Position

Signature





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>July 15, 2020</b>
<b>Presented By:</b>	<b>David Fehr, Director of Operations</b>
<b>Title:</b>	<b>Gravel – Request for Additional Funds</b>

## **BACKGROUND / PROPOSAL:**

Council approved \$500,000 for the total gravel budget for 2020. With the very wet spring and summer this year, we are seeing road deterioration and the need for more gravel.

Due to the recent rain, Administration has received numerous calls from ratepayers requesting gravel and road maintenance County wide.

Administration is requesting that Council consider allowing inventory to be pulled from the Anderson Pit and Fidler Pit in the total amount of \$490,000.

## **OPTIONS & BENEFITS:**

### Option 1:

Allowing the additional \$490,000 to be used for addressing deteriorating roads.

### Benefit:

With all the rain this year it will assist our graders in maintaining our roads.

### Option 2:

No additions to the gravel budget.

**Author:** S Wheeler      **Reviewed by:** D Fehr      **CAO:** \_\_\_\_\_

**COSTS & SOURCE OF FUNDING:**

Gravel inventory.

**SUSTAINABILITY PLAN:**

**COMMUNICATION / PUBLIC PARTICIPATION:**

**POLICY REFERENCES:**

**RECOMMENDED ACTION:**

- Simple Majority       Requires 2/3       Requires Unanimous

That the budget be amended to include \$490,000 from the Gravel Inventory to be added to the Gravel Operating Budget.

**Author:** S Wheeler      **Reviewed by:** D Fehr      **CAO:** \_\_\_\_\_



Mackenzie County

## REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>July 15, 2020</b>
<b>Presented By:</b>	<b>Willie Schmidt, Fleet Maintenance Manager</b>
<b>Title:</b>	<b>Online Auction – Fire Trucks</b>

### **BACKGROUND / PROPOSAL:**

Administration posted a 1990 Ford Superior Fire Truck and a 1991 GMC C7H042 Superior Fire Truck on [www.govdeals.com](http://www.govdeals.com). The auction ended on June 30. There were no bids for either of the fire trucks.

### **OPTIONS & BENEFITS:**

#### Option 1:

Lower the reserve bid for each fire truck to \$7,000 and advertise locally.

#### Benefit:

Someone in the area may be interested.

#### Option 2:

Lower the reserve bid for each fire truck to \$7,000 and post again on [www.govdeals.com](http://www.govdeals.com)

#### Benefit:

Larger audience for possible interest.

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

**Author:** S Wheeler      **Reviewed by:** W Schmidt      **CAO:** \_\_\_\_\_

**SUSTAINABILITY PLAN:**

**COMMUNICATION / PUBLIC PARTICIPATION:**

**POLICY REFERENCES:**

Policy FIN029 Asset Disposal

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the reserve bid for the 1990 Ford Superior Fire Truck and the 1991 GMC C7H042 Superior Fire Truck be lowered to \$7,000 each and be advertised by tender locally.

**Author:** S Wheeler      **Reviewed by:** W Schmidt      **CAO:** \_\_\_\_\_





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>July 15, 2020</b>
<b>Presented By:</b>	<b>Willie Schmidt, Fleet Maintenance Manager</b>
<b>Title:</b>	<b>Antique Vehicles and Equipment</b>

## **BACKGROUND / PROPOSAL:**

Administration is seeking clarification on antique vehicles and the criteria of whether they should be kept or disposed of.

The 1956 Sicard Snowblower was recently pulled from being auctioned off and a motion was made to keep it for historical purposes. Administration is seeking Council's input on the placement of this snowblower.

Additionally, there are two antique fire trucks, year 1950 and 1951, that remain in the County's possession. The suggestion was made that the La Crete fire truck be placed at the La Crete Mennonite Heritage Museum. The suggestion for the Fort Vermilion fire truck is to have it in working condition and used for community functions.

When keeping an antique in service it will require maintenance by County mechanics.

## **OPTIONS & BENEFITS:**

### Option 1:

Antique Vehicles and Equipment should not be disposed of but kept for historical purpose and out of service.

### Benefit:

Sentimental value.

### Option 2:

Antique Vehicles and Equipment should be kept and remain in service for community events.

**Author:** S Wheeler      **Reviewed by:** W Schmidt      **CAO:** \_\_\_\_\_

Benefit:

Community visual for events.

Option 3:

Dispose of Antique Vehicles and Equipment.

Benefit:

No storage or maintenance required by County.

**COSTS & SOURCE OF FUNDING:**

If Option 2 is preferred – a budget will be required for the maintenance of antique vehicles and equipment.

**SUSTAINABILITY PLAN:**

**COMMUNICATION / PUBLIC PARTICIPATION:**

**POLICY REFERENCES:**

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That Antique Vehicles and Equipment be kept for historical purposes and out of service.

**Author:** S Wheeler      **Reviewed by:** W Schmidt      **CAO:** \_\_\_\_\_



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>July 15, 2020</b>
<b>Presented By:</b>	<b>David Fehr, Director of Operations</b>
<b>Title:</b>	<b>Contract – Tompkins Crossing Ice Bridge</b>

## **BACKGROUND / PROPOSAL:**

Administration has recently negotiated a contract with Alberta Transportation (AT) for the construction and maintenance of the Tompkins Ice Bridge. The term and value of the contract can be found on page 11 of the document attached, also below for quick reference:

### 22. Term & Agreement Value

- a. *The Agreement shall commence on 0:00:01 October 31<sup>st</sup>, 2020 and shall terminate on 23:59:59 April 30<sup>th</sup>, 2023. The **total value of the agreement term is \$420,000.***

Once the agreement with AT is executed, Administration will prepare a three-year sub-contract which is advertised by local tender for the construction and maintenance of the ice bridge.

## **OPTIONS & BENEFITS:**

### Option 1:

Execute the agreement with Alberta Transportation.

### Option 2:

Re-negotiate with Alberta Transportation

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

Total contract amount paid to Mackenzie County by Alberta Transportation \$420,000.

**Author:** S Wheeler      **Reviewed by:** D Fehr      **CAO:** \_\_\_\_\_

**SUSTAINABILITY PLAN:**

**COMMUNICATION / PUBLIC PARTICIPATION:**

**POLICY REFERENCES:**

**RECOMMENDED ACTION:**

Motion 1:

Simple Majority       Requires 2/3       Requires Unanimous

That Administration be authorized to execute the agreement with Alberta Transportation for the Construction and Maintenance of the Tompkins Crossing Ice Bridge as presented.

Motion 2:

Simple Majority       Requires 2/3       Requires Unanimous

That Administration proceed with creating a three-year sub-contract tender for the Construction and Maintenance of the Tompkins Crossing Ice Bridge.

**Author:** S Wheeler      **Reviewed by:** D Fehr      **CAO:** \_\_\_\_\_

MEMORANDUM OF AGREEMENT  
BETWEEN  
ALBERTA TRANSPORTATION  
AND  
MACKENZIE COUNTY  
FOR  
CONSTRUCTION AND MAINTENANCE OF AN ICE BRIDGE  
ON THE PEACE RIVER ON HIGHWAY 697  
AGREEMENT NO. CON0021112

**MEMORANDUM OF AGREEMENT** signed this \_\_\_\_\_ day of \_\_\_\_\_ 2020 A.D.

**BETWEEN:**

**HER MAJESTY THE QUEEN** in right of the Province of Alberta, in this document represented by the Minister of Transportation (in this document referred to as the "Minister")

**OF THE FIRST PART**

- and -

**MACKENZIE COUNTY** in the Province of Alberta (in this document referred to as the "County")

**OF THE SECOND PART**

**PREAMBLE:**

- a) Whereas, the Minister desires to have an ice bridge constructed and maintained on the Peace River at NW 30-103-19-W5M on Highway 697 in accordance with the Minister's current standards and specifications in relation to ice bridges; and,
- b) Whereas, the County is willing to carry out such ice bridge construction and maintenance.

NOW THEREFORE, in consideration of the mutual covenants and conditions contained herein, the parties hereto mutually agree as follows;

1. Preamble is part of this Agreement
  - a. The Preamble is a part of this Agreement.
2. Definitions

In this Agreement the following words and phrases shall have the meanings as set forth below, unless the context otherwise requires:

  - a. "Ice Bridge" means the Tompkins Landing Ice Bridge, a river crossing for the Peace River located in the NW 30-103-19-W5M on Highway 697, South of the Hamlet of La Crete in the Province of Alberta as shown on the map Schedule "A"- Tompkins Landing Ice Bridge as attached and forming part of this Agreement.
  - b. "Work" means all matters related to the yearly construction and maintenance of the Ice Bridge including, but not limited to, clearing snow, smoothing rough ice, flooding, ice measuring and testing, recording the pertinent data, determining load limits, performing traffic accommodation measures, signing including the placement of traffic delineators, markers, reflectors and flags, performing inspections, performing supervision of any and all construction and maintenance activities, liaising with local authorities including the police and EMS, liaising with the local media, reporting, administration and consulting with the Minister.
  - c. "Minister" shall mean the Minister of Transportation for the Province of Alberta or his authorized representative.

3. Materials and Equipment
  - a. The County shall supply all materials, equipment and human resources necessary to complete the Work or shall arrange to provide a contractor, equipment and personnel who are skilled in the construction and maintenance of ice bridges, in accordance with the requirements as described in the Agreement.
  
4. Permits and Approvals
  - a. The County shall on behalf of the Minister, obtain any and all authorizations, permits or approvals necessary for the construction and maintenance of the Ice Bridge prior to commencement of the Work. Authorizations are required from the following agencies:
    - Alberta Environment
    - Department of Fisheries and Oceans Canada (DFO)
  - b. Notwithstanding the above, the County must satisfy itself that it has applied for and received all authorizations, permits or approvals. Copies of these Authorizations must be submitted to the department prior to construction of the Ice Bridge.
  - c. The County shall conduct its operations in accordance with the conditions of the authorizations, permits or approvals for construction and maintenance of the Ice Bridge.
  - d. The County shall familiarize itself with and follow the conditions and measures set out within DFO's document titled Pacific Region Operational Statement Ice and Snow Fill Bridges (found at [http://www-heb.pac.dfo-mpo.gc.ca/decisionsupport/os/os-ice\\_bridge\\_e.htm](http://www-heb.pac.dfo-mpo.gc.ca/decisionsupport/os/os-ice_bridge_e.htm)) so as to be in compliance with Subsection 35(1) of the Fisheries Act. For greater certainty, the County must conduct the Work in such a manner as not to cause the harmful alteration, disruption or destruction (HADD) of fish habitat unless it has been authorized by DFO.
  
5. County's Operating and Safety Plan
  - a. The County shall provide an Operating and Safety Plan satisfactory to the Minister. The Operating and Safety Plan shall be submitted to the Minister's Peace River Operations Manager, for the Minister's review no less than fourteen (14) days prior to the commencement of any Work. The Operating and Safety Plan shall be based on, but not limited to, the requirements of:
    - BEST PRACTICE for Building and Working Safely on Ice Covers in Alberta  
[http://www.employment.alberta.ca/documents/WHS/WHS-PUB\\_sh010.pdf](http://www.employment.alberta.ca/documents/WHS/WHS-PUB_sh010.pdf)
  - b. The County's general construction and maintenance requirements contained herein will be supplemented and superseded by more specific and stringent requirements of the County's Operating and Safety Plan where applicable.
  
6. Ice Measurement
  - a. The County shall assess ice thickness, weather conditions and the peculiarities of the Peace River as these are contributing factors that determine when construction of the Ice Bridge should commence.
  - b. The County shall measure and test the ice thickness to determine its ice bearing capacities. The County shall strictly comply with such ice bearing capacities when choosing and deploying equipment and employees for the Work.

- c. *If the County would like to use Ground Penetrating Radar (GPR) in conjunction with manual ice thickness measuring, an acceptable proposal must be submitted to the department no less than fourteen (14) days prior to the commencement of any Work.*
7. *Commencing Construction Activities*
- a. *If the natural ice is not sufficient to safely support the construction of the Ice Bridge, the County shall flood the ice crossing or suspend activities until sufficient ice thickness has developed to allow further construction activities.*
  - b. *The County shall ensure that all personnel wear appropriate personal protective equipment and appropriate flotation suits while working on the Ice Bridge.*
  - c. *When it is unsafe to permit travel, the County shall post and maintain signs and barricades at both entrances to the Ice Bridge stating that the Ice Bridge is closed.*
  - d. *When there is sufficient ice bearing capacity the County may:*
    - *Either remove snow or compact snow to accelerate ice thickness development.*
    - *Break down extremely rough ice using hand tools before heavier equipment can be used to complete the leveling process.*
    - *Use small pumps to flood areas that require strengthening. The depth of each flood should not exceed five (5) centimetres.*
  - e. *The County may use heavy equipment to level the ice only when there is sufficient ice thickness to support such equipment.*
  - f. *The County shall ensure that Gross Vehicle/Equipment Weights are posted in clear view on both the outside and inside of all vehicles/equipment working on the ice, for operator reference as to weights currently situated on the ice.*
8. *Minimum Requirements for the Fully Constructed Ice Bridge for Public Use*
- a. *The County shall construct the Ice Bridge so that its complete surface width shall be thirty (30) metres. The County shall construct the Ice Bridge to a standard capable of allowing one vehicle with a gross weight up to a maximum of sixty three thousand five hundred (63,500) kilograms to travel safely at a speed of not greater than ten (10) km/hr. In the event warm weather conditions prevail for the winter season preventing the County from constructing the Ice Bridge to the maximum load limit of sixty three thousand five hundred (63,500) kilograms, the Minister has the discretion to adjust the maximum load limit for constructing the Ice Bridge.*
  - b. *The County may at its own discretion and at its own cost, construct and maintain the Ice Bridge to specifications greater than outlined in Section 8.a. No compensation will be forwarded by the Minister to the County for costs associated with constructing and maintaining the Ice Bridge above the minimum specifications.*
9. *Opening the Ice Bridge for Public Use*
- a. *When the surface of the Ice Bridge is smooth enough and the ice has sufficient strength to permit the safe passage of vehicles, the County will interpret ice test results and open the Ice Bridge at the calculated load limit. The County may initially open the Ice Bridge when there is sufficient ice thickness to safely permit travel of a vehicle having a gross vehicle weight up to five thousand (5,000) kilograms. The minimum width of travel surface required at this initial opening shall be no less than ten (10) metres.*



- b. *The County will be responsible for approving the opening date together with a load limit. Once the County has approved the opening date and load limit, the County shall post the load limit and open the Ice Bridge for public use.*
- c. *Upon opening the Ice Bridge, the County shall immediately notify the Minister, by contacting in writing the Peace River Operations Manager and the High Level Maintenance Contract Inspector. As well the County shall immediately notify the following local authorities:*
  - *Law Enforcement Agency (RCMP)*
  - *EMS (Emergency Medical Service)*
- d. *The County shall also arrange for public service announcements through the local radio station(s) advising that the Ice Bridge is open for the season.*
- e. *Prior to opening the Ice Bridge, the County shall supply and install all necessary regulatory, advisory and information signs at both of the Ice Bridge entrances. The County shall only use sign materials in accordance with the Alberta Transportation Approved Products List (found on the Alberta Transportation website at:*  
<http://www.transportation.alberta.ca/Content/docType253/Production/productindex.pdf>
- f. *The County shall erect signs at both of the entrances to the Ice Bridge advising motorists:*
  - *Of the maximum allowable vehicle weight in tonnes.\*\*Posted maximum allowable vehicle weight in tonnes shall not exceed 63.5 tonnes*
  - *To travel at a maximum speed no greater than ten (10) km/hr.*
  - *That only one maximum tonnage vehicle is permitted on the Ice Bridge at a time.*

*\*\*\*During the winter season the Ice Bridge ice bearing capacity may exceed the sixty three thousand five hundred (63,500) kilograms. In the event that ice measuring/testing indicates an ice bearing capacity greater than sixty three thousand five hundred (63,500) kilograms, the posted maximum allowable vehicle weight shall remain at 63.5 Tonnes.*
- g. *The County shall supply and install suitable markers with delineator reflectors and fluorescent orange flags at fifty (50) metre intervals to delineate the edge of the Ice Bridge.*

#### 10. Ongoing Ice Bridge Maintenance

- a. *The County shall perform a daily visual inspection of the Ice Bridge. The County shall observe and document all circumstances and conditions affecting the traveling public and the Ice Bridge on the Ice Measure/Inspection Report, as shown in Schedule "B" – Reports and Forms.*
- b. *The County shall perform ice measuring/testing in accordance with the accepted procedures for ice bearing assessment as specified in both the County's Operating and Safety Plan and the approved Ground Penetrating Radar (GPR) proposal. An increased frequency of measurements and tests may be required due to ice/weather conditions. The increase in frequency of measurements and tests shall be at the discretion of the County.*
- c. *The County shall report changes in the Ice Bridge's ice bearing capacity along with the associated Ice Measure/Inspection Reports to the Minister by contacting in writing the Peace River Operations Manager and the High Level Maintenance Contract Inspector within twenty-four (24) hours with load limits increased or decreased accordingly. The County shall change all applicable signs immediately.*

- d. Should weather, river conditions, or insufficient ice bearing capacities occur between the initial opening and the official closing of the Ice Bridge for the season, the County shall have the authority to close the Ice Bridge. Should closure be deemed necessary the County shall notify the Minister by contacting in writing the Peace River Operations Manager and the High Level Maintenance Contract Inspector within twenty-four (24) hours. As well, the County shall immediately notify the following local authorities:
- Law Enforcement Agency (RCMP)
  - EMS (Emergency Medical Service)
- The County shall also arrange for public service announcements through the local radio station(s) advising that the Ice Bridge is closed until further notice. The County shall retrieve all signs and other traffic control devices on the ice and install road closed signs and barricades at both of the entrances to the Ice Bridge until such time sufficient ice bearing capacity warrants reopening of the Ice Bridge.
- e. The County shall:
- Maintain the Ice Bridge to the desired width of thirty (30) metres and maintain markers identifying the Ice Bridge boundaries.
  - Flood to increase thickness to maintain the specified ice bearing capacity. The depth of each flooding should not exceed five (5) centimetres and shall be restricted to half of the Ice Bridge surface width at a time to minimize traffic interruptions.
  - Remove snow as necessary and keep the snow berms sloped away to reduce the possibility of trapping snow unnecessarily until a time that the Ice Bridge's ice bearing capacity reaches thirty one thousand one hundred (31,100) kilograms.
- f. When the Ice Bridge's ice bearing capacity reaches thirty one thousand one hundred (31,100) kilograms, the Minister may instruct its Highway Maintenance Contractor to carry out the snow removal on the Ice Bridge.
- g. Should the Ice Bridge's ice bearing capacity decrease at anytime during the winter season below thirty one thousand one hundred (31,100) kilograms, the responsibility of snow removal shall revert back to the County until such time as the Ice Bridge's ice bearing capacity again reaches thirty one thousand one hundred (31,100) kilograms.
- h. In the event that equipment is required to repair the Ice Bridge due to conditions caused by the river including, but not limited to, pressure ridges, consultation is required with the Minister through the Peace River Operations Manager prior the commencement of such work. The Minister reserves the right to reject any or all payment for such work if prior consultation has not occurred. If such heavy equipment works have been agreed upon, the Minister shall pay for such approved works at the applicable hourly rates as outlined in the most current Alberta Roadbuilders and Heavy Construction Association Equipment Rental Rates Guide.
- i. Maintenance of the gravel approaches, such as but not limited to, the placement of gravel to achieve a smooth transition from the ice bridge to the roadway shall be considered incidental to the Work. Placement of gravel shall be in accordance with Section 18(a.)

## 11. Ice Bridge End of Season Closing

- a. *In the later part of the winter season, it will be necessary for the County to close the Ice Bridge whenever the surface water exceeds a depth of fifteen (15) centimetres and/or the Ice Bridge's ice bearing capacity drops below five thousand (5,000) kilograms.*
- b. *The County shall be responsible for determining closure dates of the Ice Bridge. The County shall submit the Ice Bridge closure date in writing to the Peace River Operations Manager and to the High Level Maintenance Contract Inspector immediately upon making the Ice Bridge closure determination. As well, the County shall immediately notify the following local authorities:*
  - *Law Enforcement Agencies (RCMP)*
  - *EMS (Emergency Medical Service)*
- c. *The County shall also arrange for public service announcements through the local radio station(s) advising that the Ice Bridge is closed for the season.*
- d. *At the end of the season, just prior to when the surface becomes unfit for the safe usage by any vehicle, the County shall retrieve all signs and other traffic control devices on the ice. The County shall install road closed signs and barricades at both of the entrances to the Ice Bridge, at which time the Minister's Highway Maintenance Contractor shall monitor the closure of the Ice Bridge while performing its regular road inspections for the Minister. Should the Highway Maintenance Contractor identify a deficiency (missing or incorrect signs/barricades), the County shall correct the deficiencies upon notification from the Minister.*

#### 12. Record Keeping

- a. *The County shall keep records of the ice thickness during the construction and maintenance phases of the Ice Bridge. All pertinent information shall be recorded on the Ice Measure/Inspection Report, as shown in Schedule "B" Reports and Forms attached and forming part of this agreement. The Ice Measure/Inspection Reports shall be forwarded to the Minister via email to the Peace River Operations Manager (780) 624-2440 and the High Level Maintenance Contract Inspector (780) 926-2664 within twenty-four (24) hours of completion of the Ice Measure/Inspection.*
- b. *The County shall keep records all Daily Inspections and record all pertinent information on the Ice Measure/Inspection Report, as shown in Schedule "B" Reports and Forms, attached and forming part of this agreement. Ice Measure/Inspection Reports pertaining to Daily Inspections shall be forwarded to the Minister via email to the High Level Maintenance Contract Inspector (780)-926-2664 within twenty-four (24) hours of completion of the Daily Inspection.*
- c. *The County shall keep detailed Work records relating to the execution of the agreement. The records shall indicate the date and times, the type and nature of work that was performed, personnel, equipment and material utilized and their respective quantities. These records shall be retained by the County and be forwarded to the Minister within thirty (30) days of the final closure of the Ice Bridge for the season.*

#### 13. Prohibition Against the Use of Gravel, Sand, Salt, Dirt or Deleterious Materials

- a. *The County shall not deposit gravel, sand, salt, dirt or deleterious material into the river or on the Ice Bridge.*

#### 14. Insurance

- a. *The County shall, without limiting its obligations or liabilities herein and at its own expense, provide and maintain the following insurances in compliance with the Alberta Insurance Act, and in forms and amounts acceptable to the Minister:*
  - *General Liability Insurance in an amount not less than ten million dollars (\$10,000,000) inclusive per occurrence against bodily injury and property damage, including loss of use thereof. The Minister is to be added as an additional insured under this policy for any and all claims arising out of the County's operations. The policy shall be endorsed as primary and will not require the pro rata sharing of any loss by any insurer of the Minister. Such insurance shall include products and completed operations liability.*
  - *Automobile liability on all vehicles owned, operated or licensed in the name of the County in an amount not less than five million dollars (\$5,000,000).*
- b. *Prior to the execution of the Agreement, the County shall provide the Minister with a certified true copy of each insurance policy and upon request at any time thereafter within the Term of the Agreement, and the County shall also provide certified true copies of the certificates of renewal of the policies, or certified true copies of the replacement policies, as evidence that these coverages have been continued for the duration of the Agreement.*
- c. *All required insurance shall be endorsed to provide the Minister with thirty (30) days advance written notice of material change or cancellation.*
- d. *The County is responsible for insuring its equipment against all risks of accidental loss or damage.*
- e. *The County shall require and ensure that each sub-contractor provide evidence of comparable insurance to that set forth in the clauses above in an amount not less than five million dollars (\$5,000,000).*
- f. *The County shall require and ensure that each sub-contractor maintain Worker's Compensation Insurance in the amount required by the Workers' Compensation Board for the term of this Agreement. In the event the County is performing work as defined in the Occupational Health and Safety Regulations and the County is a proprietor or performs an exempt activity as defined by the Worker's Compensation Board, then the County shall hold and maintain Worker's Compensation Insurance personal coverage throughout the length of this Agreement.*

#### 15. Due Care, Claim Settlement and Hold Harmless

- a. *The County shall hold harmless the Minister and its employees and agents from any and all claims, demands, actions and costs whatsoever that may arise directly or indirectly out of any act or omission of the County, its employees, agents or sub-contractors, in the performance of the Work. Such hold harmless shall survive this Agreement.*
- b. *The Minister shall hold harmless the County and its employees and agents from any and all claims, demands, actions and costs whatsoever that may arise directly or indirectly out of any act or omission of the Minister, its employees or agents, in the performance of the Work. This Hold Harmless shall survive this Agreement.*
- c. *The County shall ensure that its forces and those of all sub-contractors use due care to ensure that no person is injured and no person's property is damaged in the prosecution of the Work. Without restricting the generality of the foregoing,*

*the County shall, at its own expense, make such provisions as may be necessary to avoid any such injury or damage.*

- d. All claims for injury, loss or damage arising in connection with the Work will be referred to the County who shall deal with each claim in a fair and reasonable manner. The County shall respond to each claimant in writing, setting out the County's position with respect to the claim.*
- e. If the County settles the claim, it shall provide the Minister with written proof that the claim has been resolved. If the County is unable to settle the claim or considers the claim to be invalid, it shall provide the Minister with written reasons for rejecting the claim.*

#### **16. Conflicts Of Interest**

- a. The County and the County's employees:*
  - 1. Shall conduct their duties related to this Agreement with impartiality and shall, if they exercise inspection or other discretionary authority over others in the course of those duties, disqualify themselves from dealing within anyone with whom a relationship between them could bring the impartiality of the County or its employees into question;*
  - 2. Shall not influence, seek to influence, or otherwise take part in a decision of the Minister, knowing that the decision might further their private interests;*
  - 3. Shall not accept any commission, discount, allowance, payment , gift, or other benefit that is connected, directly or indirectly, with the performance of their duties related to this Agreement, that causes , or would appear to cause, a conflict of interest, and*
  - 4. Shall have no financial interest in the business of a third party that causes, or would appear to cause, a conflict of interest in connection with the performance of their duties related to this Agreement, and if such financial interest is acquired during the term of this Agreement, the County shall promptly declare it to the Minister.*
- b. A breach of the conflict of interest clauses of this Agreement constitutes grounds for termination of the Agreement, should the Minister deem such action appropriate.*

#### **17. Inspection/Enforcement by the Minister**

- a. The Minister reserves the right to inspect the Work in whole or in part to confirm that it has been performed in accordance with the specifications and conditions set out in this Agreement.*
- b. The Minister will provide or make arrangements for enforcement of the Ice Bridge weight and speed restrictions when necessary.*

#### **18. Compliance with Laws and Regulations**

- a. In performing the Work, the County shall comply with all applicable statutes, regulations, by-laws, orders and directives of the respective government authorities having jurisdiction, and shall obtain any and all permits, licenses, approvals or consents necessary for the Work or the Materials, and shall pay any tax, levy, fee or other like charges required to be paid in order for the County to perform the Work or for the Minister to use the Materials.*

#### **19. Extension of Agreement**

- a. The Minister and the County may mutually agree to extend the expiry date of the Agreement.*

## 20. Scheduling of the Work

- a. The County will be given the flexibility to schedule the Work to achieve efficiency in its operations.

## 21. Payment

- a. The Minister agrees to pay the County \$ 40,000.00 for construction of the Ice Bridge up to **Five Thousand (5,000) kilogram load capacity** and a travel surface of **ten (10) metres wide**. This payment will be full compensation for flooding, constructing the Ice Bridge, testing ice, recording of pertinent data, determining load limits, traffic accommodation, and signing, inspections, and all labour, administration costs, insurance, equipment, materials, tools, telecommunication devices and service costs, and incidentals necessary to complete the Work.
- b. The Minister agrees to pay the County \$ 40,000.00 for construction of the Ice Bridge from **Five Thousand (5,000) kilogram to Thirty Five Thousand (35,000) kilogram load capacity**. This payment will be full compensation for flooding, constructing the Ice Bridge, testing ice, recording of pertinent data, determining load limits, traffic accommodation, and signing, inspections, and all labour, administration costs, insurance, equipment, materials, tools, telecommunication devices and service costs and incidentals necessary to complete the Work.
- c. The Minister agrees to pay the County \$ 40,000.00 for construction of the Ice Bridge from **Thirty Five Thousand (35,000) kilogram to Sixty Three Thousand Five Hundred (63,500) kilogram load capacity**. This payment will be full compensation for flooding, constructing the Ice Bridge, testing ice, recording of pertinent data, determining load limits, traffic accommodation, and signing, inspections, and all labour, administration costs, insurance, equipment, materials, tools, telecommunication devices and service costs and incidentals necessary to complete the Work.
- d. In the event warm weather conditions prevail for the winter season, preventing the County from constructing the Ice Bridge to the maximum load capacity limit prescribed, the Operations Manager has the discretion to lower the maximum load capacity limit for constructing the Ice Bridge. Payment for the construction of the Ice Bridge to the lower maximum load capacity limit will be made base on a calculated prorated unit price in 26 (c) depending where the lower maximum load capacity falls.
  - Example: The Operations Manager agrees to a lower maximum load capacity to 60,000 kilogram load capacity. If Minister and the County originally agreed to pay \$25,000 for constructing the Ice Bridge from 35,000 kilogram load capacity to 63,500 kilogram load capacity, then the Minister agrees to pay for the lower maximum load capacity at the following,  $(\$25,000 \times 60,000 \text{ kg}) / 63,500 \text{ kg} = \$23,622.05$ .
- e. No additional compensation will be forwarded to the County by the Minister for constructing the Ice Bridge above the Sixty Three Thousand Five Hundred (63,500) kilogram load capacity requirement.
- f. No additional compensation will be forwarded to the County by the Minister for constructing the Ice Bridge beyond the minimum final width requirement of 30 metres.
- g. The Minister agrees to pay the County \$ 5,000.00 per month for ice measuring and testing, as per Section 10 Ongoing Ice Bridge Maintenance,

after the construction phase of the Ice Bridge is completed to the specified final load capacity and width. This payment will be full compensation for all labour, equipment, tools, telecommunication devices and service costs, recording of pertinent data, determining load limits, traffic accommodation and signing, inspections, administration costs, insurance and incidentals necessary to complete the Work. Ice measuring and testing required up to the completion of the construction of the ice bridge to the specified final load capacity and width or any partial ice measuring and testing not covering the entire length of the Ice Bridge, after construction to the specified final load capacity and width, will be considered incidental to the Work. **The Minister reserves the right to reduce or reject payment if testing is not completed as per Section 10.**

- h. Flooding required for the routine maintenance of the Ice Bridge shall be considered incidental to the Work. Routine flooding maintenance shall be in accordance with Section 10 Ongoing Ice Bridge Maintenance of this agreement.
- i. The use of equipment required for Ice Bridge maintenance as specified in Section 10(h), shall require prior approval from the Minister. Payment for approved heavy equipment that is required for maintenance of the Ice Bridge shall be at the applicable hourly rates as outlined in the most current Alberta Roadbuilders and Heavy Construction Association Equipment Rental Rates Guide. **The Minister reserves the right to reject any or all payment for such work if prior approval was not granted.**
- j. Supply, installation and removal of any or all signs, traffic control devices, traffic delineators, reflectors or flags required for traffic control and guidance will be considered incidental to the Work.
- k. Daily inspections on the Ice Bridge will be considered incidental to the Work.
- l. The Minister's payment for the construction and maintenance of the Ice Bridge will be made by an **invoice after the completion of each phase of construction of the Ice Bridge as described in Section 26(a), 26(b) and 26(c) and Section 26(g) for ice measuring and testing required after the completion of the construction of the ice bridge to the specified final load capacity and width on a monthly basis.** Invoices are to be forwarded by the County to the Alberta Transportation's Peace Regional Office at the following address:
  - Alberta Transportation
  - Attention: Operations Manager, Peace River
  - Room 301, Provincial Building
  - 9621-96 Avenue
  - Peace River, AB, T8S 1T4
- m. All Invoices submitted by the County shall **clearly describe;**
  - the service provided as outlined in Section 21 of this agreement.
  - the billable cost for the service, along with the total accumulated cost billed to the Minister to date.

## 22. Term & Agreement Value

- a. The Agreement shall commence on 0:00:01 October 31<sup>st</sup>, 2020 and shall terminate on 23:59:59 April 30<sup>th</sup>, 2023. **The total value of the agreement term is \$420,000.**

## 23. Goods and Services Tax

- a. *This is to certify that the property and/or services ordered/purchased hereby are being purchased by Alberta Transportation which is part of the Alberta Crown or is listed as a tax free Alberta Government agency, and therefore not subject to the Goods and Services Tax. This exemption applies to all payments made by Alberta Transportation to the County under this Agreement.*

#### 24. Termination

- a. *The Minister reserves the right to annul the Agreement at any time upon giving at least thirty (30) days notice in writing, to the County, in which event the County shall cease Work and shall be entitled to payment for the Work completed by the County up to the time of the annulment.*
- b. *The County reserves the right to annul the Agreement at any time upon giving at least thirty (30) days notice in writing, to the Minister, in which event the County shall cease Work and shall be entitled to payment for the Work completed by the County up to the time of the annulment.*

#### 25. Confidentiality

- a. *The County shall treat data and information concerning the Minister or third parties, or the business activities of them, as confidential and not disclose, copy, use, or permit the use of it at any time or in any way, other than for the purpose of performing this Agreement. The County shall not communicate any matters concerning the Work to any member of the public or any news medium, whether the press or radio or television, without the prior written consent of the Minister.*
- b. *The County shall limit the disclosure of confidential information to those persons to whom such disclosure is strictly necessary for the performance of the Agreement and shall ensure that those persons are bound by obligations of confidentiality equal to those contained in this section.*
- c. *The County shall not use the name of the Minister in whole or in part, in publicity releases, advertising or promotion of the County's business without the Minister's written consent.*

#### 26. Freedom of Information

- a. *Any information collected or generated by the County in the course of the performance of the Agreement, may be property of the County and the Minister as public bodies and is subject to the Freedom of Information and Protection of Privacy Act, as well as all other regulatory requirements governing the management of personal information.*
- b. *Both the County and the Minister, when dealing with requests received under the Freedom of Information Protection of Privacy Act, will contact the other party prior to releasing any information to a third party under this legislation.*

#### 27. Occupational Health and Safety Act

- a. *The County shall familiarize himself, its staff and its sub-contractors with the terms of the Occupational Health and Safety Act and the regulations thereunder to ensure complete understanding respecting the responsibilities given and compliance required. The County acknowledges that it is and assumes all of the responsibilities and duties of the "prime contractor" as defined by the Occupational Health and Safety Act, and that it shall, as a*



- condition of the Agreement, comply with the Occupational Health and Safety Act and the regulations thereunder.
- b. In the event that the worksites of two (2) or more Prime Contractors coincide, it shall be the responsibility of the Prime Contractor of this Agreement to liaise with all other Prime Contractors and jointly develop a health and safety system or process for the affected work site. If two (2) or more Prime Contractors of the Minister can not agree on a process or system that addresses the safety concerns of all parties, work at the affected work site shall cease and the matter shall be referred to the Minister or its representative. Upon review, the Minister or its representative will decide which Prime Contractor shall be responsible for resolving the disputed safety issue. Such decision shall be final and binding upon all Prime Contractors.
  - c. Prime Contractor shall, to the extent required by the Occupational Health and Safety Act and Regulations, establish and maintain a health and safety system or process to ensure compliance with the Act by its employees, agents and sub-contractors/owner operators.
  - d. The County has the responsibility to identify work site hazards and develop operational and occupational safety policies, procedures and plans specific to the Work to ensure the safety of every person at the work site and of the public traveling through the site. When requested by the Minister, the County shall provide copies of these safety policies, procedures and plans prior to the commencement of the Work, along with verification that they have been submitted to Alberta Human Resources and Employment, Workplace, Health and Safety.
  - e. If the Alberta Human Resources and Employment, Workplace, Health and Safety conducts a work site inspection that results in orders being issued to the County, the County shall immediately supply copies of these orders to the Minister's Peace River Operations Manager.
  - f. The Minister may suspend the Work in accordance with Condition 34 Minister's Authority to Suspend Work, in cases of recognized imminent danger or when the County fails to comply with safety orders issued or to rectify previously identified work site hazards. The Minister's interpretation of a work site hazard will be considered final in all cases.
  - g. In the event of an injury or accident, as defined by Occupational Health and Safety Regulations, involving employees of the County or its sub-contractors, the County shall immediately notify the Minister's Peace River Operations Manager and conduct an accident investigation in accordance with provisions of the Occupational Health and Safety Act. In addition, the County shall supply a copy of this investigation report to the Minister's Peace River Operations Manager within seventy-two (72) hours of the occurrence.
  - h. Prior to the commencement of the Work, a pre-commencement meeting will be conducted by the Minister. The County shall ensure its project supervisor, the designated safety representative, and a representative from each sub-contractor is in attendance.
  - i. While the Work is in progress, the County's project supervisor shall conduct safety meetings monthly. The Minister or its designate shall be invited to attend.

#### 28. Safety Certificate Of Recognition (COR)

- a. The County shall, for the duration of this Agreement, without limiting its obligations or liabilities herein and at its own expense, maintain a valid safety

*Certificate of Recognition from the Alberta Construction Safety Association or an approved equivalent. A Small Employer's Certificate of Recognition is not considered acceptable. The County will provide a valid Safety Certificate of Recognition for his organization or company from an approved Safety Accreditation Program.*

- b. Where it is not possible to retain a full COR vendor, the County may take an agreement directly with the Project Sponsor. In this case, the Agreement shall be approved by the Regional Director/Executive Director. Additionally, the Project Sponsor will be responsible for reviewing and accepting the County's safety program, and or conducting and documenting a detailed pre-job safety meeting in accordance with Appendix A-S01 of the Engineering Consultant Guidelines for Highway and Bridge Projects – Volume 2.*

**29. Minister's Authority to Suspend Work**

- a. The Minister shall have the authority to suspend the Work, in whole or in part, for such a period as it deems necessary, due to conditions that it considers unfavourable for the execution of the Work or due to the failure of the County to comply with any provision of the Agreement.*
- b. Upon receipt of the Minister's written notice to suspend the Work, the County shall immediately suspend those operations as are specified in the notice. No such suspension shall vitiate or void the Agreement or any part thereof or any security or obligation for the performance thereof or relieve the County of any other responsibility under the terms and conditions of the Agreement, including the preservation and care of the work site and materials used in the performance of the Work.*
- c. Except in situations of imminent danger, the County shall not suspend the Work without the consent of the Minister.*

**30. Third Party Accident Reporting**

- a. The County shall immediately notify the Minister of any accidents involving its employees, equipment/vehicles or its sub-contractors employees equipment/vehicles that occur during the construction or maintenance of the Ice Bridge, and which involve a fatality, serious personal injury, or 3<sup>rd</sup> party property damage in excess of two thousand dollars (\$2,000) or as specified in the Traffic Safety Act, or any act or regulation that replaces the Traffic Safety Act. The County shall investigate the accident (including those of its sub-contractors) and complete a detailed accident report in a form satisfactory to the Minister within seventy two (72) hours of knowledge of the accident (report to include photographs, details of site conditions, records of signs, etc.) and shall provide the Minister with such accident report forthwith upon its completion.*

**31. Notices**

- a. Notices and other communications require or permitted to this Agreement shall be delivered personally, sent by email, or mailed:
  - To the Minister at:  
Alberta Transportation  
Attention: Peace River Operations Manager  
Room 301, Provincial Building  
9621-96 Avenue**

Peace River, AB, T8S 1T4  
Fax No.: (780) 624-2440

- To the County at:  
Mackenzie County  
Attention: Chief Administrative Officer  
Box 640, Ft. Vermilion, AB, T0H 1N0  
Fax No.: (780) 927-4266

32. No Waiver

- a. Failure or delay on the part of either of the parties in exercising any right, power or privilege hereunder shall not operate as a waiver thereof.

33. Waiver Not Affecting Rights on Breach

- a. No waiver of any right, power or privilege by a party shall limit or affect that party's rights with respect to any breach of this Agreement by the other party.

34. Further Assurances

- a. Each of the parties hereto shall execute such further documents and give such further assurances as are required to give effect to this Agreement.

35. Severability of Articles

- a. It is intended that all Conditions of this Agreement shall be fully binding and effective between the parties, but in the event that any particular Condition or Conditions or a part of one is found to be void, voidable or unenforceable for any reason whatsoever, and the particular Condition or Conditions or part of the Condition shall be deemed severed from the remainder of this Agreement and all other Conditions shall remain in full force.

36. Time is of the Essence

- a. Time is and shall continue to be of the essence in this Agreement.

37. Survival of Terms

- a. Despite any other provision in this Agreement, those Conditions, which by their nature continue after the conclusion or termination of this Agreement, shall continue after such conclusion or termination of this Agreement.

38. Choice of Law

- a. This Agreement shall be construed and interpreted in accordance with the laws of the Province of Alberta, and the parties hereto attorn to the jurisdiction of the Courts of the Province for the interpretation and enforcement of the provisions hereof.

39. Order of Precedence

- a. In the event of a conflict or inconsistency among the Schedules, this document excluding the Schedules, and any of their respective amendments; the documents, as amended, shall take precedence and govern in the following order:
  - This document excluding Schedules;
  - The Schedules;

40. Fair and Liberal Interpretation

- a. The County and the Minister agree to give this Agreement a fair and liberal interpretation and to negotiate with fairness and candour, any modification or alteration that may be rendered necessary by changing terms, conditions, or special provisions.

41. Department Name Change

- a. Due to government reorganization, Alberta has changed the name of the Department of Transportation in recent years. As a result, some specifications, drawings, plans, and other documents in this Agreement may continue to reference Alberta Infrastructure, Alberta Infrastructure and Transportation or Alberta Transportation and Utilities. Please be advised that any references to Alberta Infrastructure or Alberta Transportation and Utilities shall mean Alberta Transportation.

**IN WITNESS WHERE** this Agreement has been duly signed by the parties here as of the

\_\_\_\_\_ day of \_\_\_\_\_ /2020 AD.

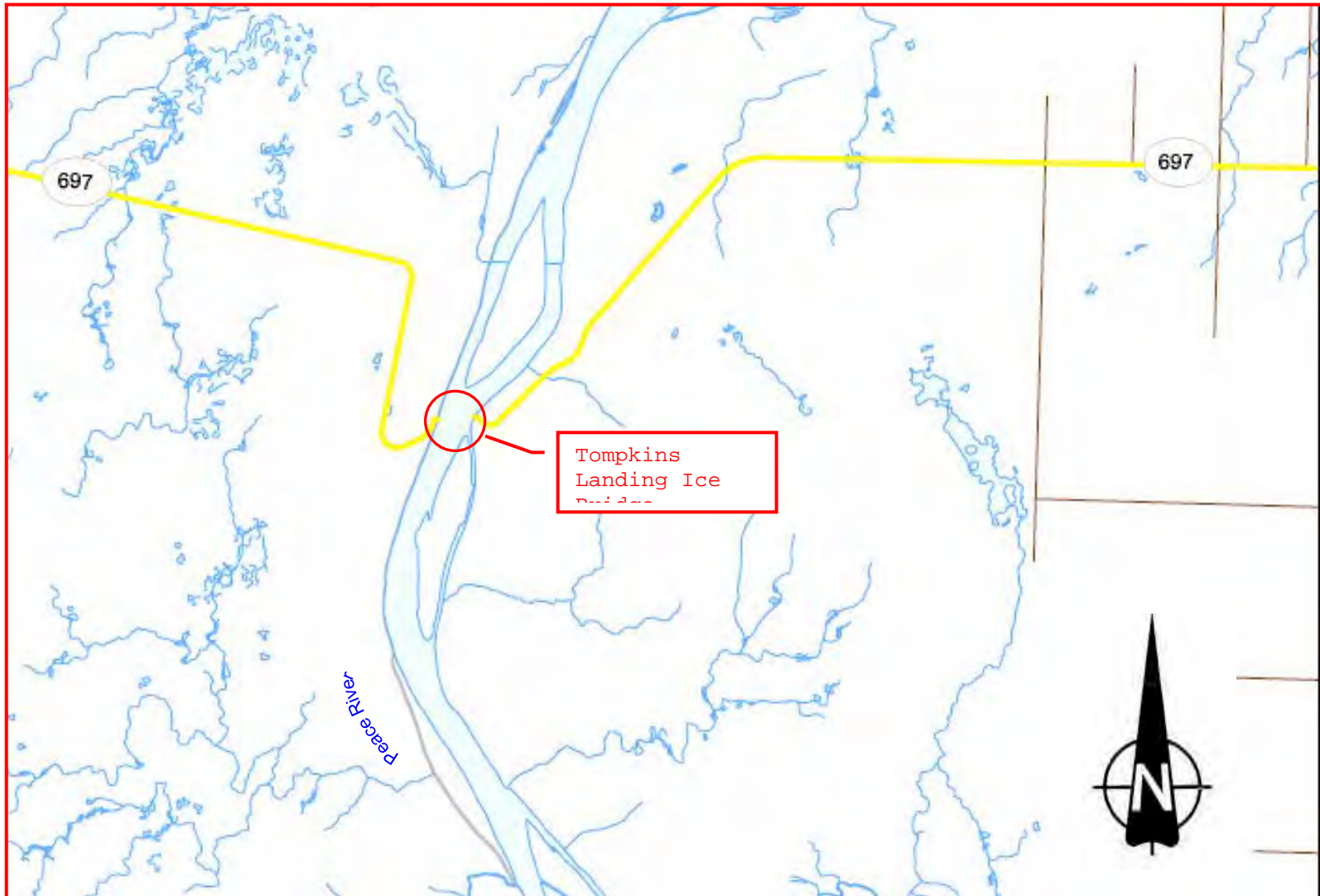
\_\_\_\_\_  
Witness

\_\_\_\_\_  
Ryan Konowalyk  
Regional Director  
Peace Region  
Alberta Transportation

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Len Racher  
Chief Administrative Officer  
Mackenzie County

SCHEDULE "A"-Tompkins Landing Ice Bridge



SCHEDULE "B"-Reports and Forms







Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>July 15, 2020</b>
<b>Presented By:</b>	<b>Byron Peters, Director of Planning &amp; Development</b>
<b>Title:</b>	<b>Bylaw 1188-20 Land Use Bylaw Amendment to Add Regulation to Prohibit Waste Disposal to Section 8</b>

## **BACKGROUND / PROPOSAL:**

Mackenzie County has received concerns of waste being disposed of inappropriately, including being dumped on property from which the waste did not originate. In order to clarify that this is not permitted, the Committee of the Whole has asked that the Land Use Bylaw be amended to include reference to the provincial guidelines on the matter.

The Alberta Environmental Protection and Enhancement Act states that:

**176** *No person shall dispose of waste except*

*(a) At a waste management facility, or in a container the contents of which will be taken to a waste management facility, that is the subject of the appropriate approval, registration or notice required under this Act, or*

*(b) In accordance with the written authorization of the Director.*

The Committee of the Whole also suggested that this amendment include the reporting line for illegal dumping or disposal of waste, this number is 1-800-222-6514.

## **OPTIONS & BENEFITS:**

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

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

N/A

**Author:** N Friesen      **Reviewed by:** C Smith      **CAO:** \_\_\_\_\_



**BYLAW NO. 1188-20**  
**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 Add Regulation to Prohibit Waste Disposal to Section 8.

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

1. That the Mackenzie County Land Use Bylaw 1066-17, Section 8 be amended with the following addition:

8.63 Waste Disposal

8.63.1 As stated in the Alberta Environmental Protection and Enhancement Act (AEPA) Section 176, no waste shall be disposed of in any location other than a waste management facility.

8.63.2 For more information on appropriate waste disposal or to report illegal dumping, call 1-800-222-6514

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

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

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

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

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Joshua Knelsen  
Reeve

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Lenard Racher  
Chief Administrative Officer



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>July 15, 2020</b>
<b>Presented By:</b>	<b>Byron Peters, Director of Planning &amp; Development</b>
<b>Title:</b>	<b>Policy DEV010 Floodplain Building Restrictions</b>

## **BACKGROUND / PROPOSAL:**

As a result of the 2020 Peace River Ice Jam Flood there has been a need for the County to respond quickly to the effects of the flood. Council has passed many motions and provided various direction to administration in the last couple of months. As more residents return to their community, and as more repairs are started, we have run into additional questions that need clarification.

At the May 27, 2020 council meeting the following motion was passed:

*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.*

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

This motion provided good direction, but additional clarification is required on an assortment of items. In order to provide a clear and consistent standard for the flood affected areas, administration drafted policy DEV010.

The goal of the policy is to provide greater clarity and consistency for residents, by ensuring that the County, the Disaster Recovery Program (DRP) and other overarching entities all have a common understanding of what is permissible, and why.

This policy is intended as a temporary policy, only being needed until mitigation measures are appropriately implemented and proper changes are included within the County's statutory plans and the Land Use Bylaw.

**OPTIONS & BENEFITS:**

Although an imperfect tool, Policy DEV010 strives to provide clarity and consistency to local landlords, tenants and homeowners, while ensuring that the county, DRP and others with a regulatory and/or financial responsibility to the community act in uniformity to ensure the best end result for residents.

**COSTS & SOURCE OF FUNDING:**

N/A

**SUSTAINABILITY PLAN:**

The County's Community Sustainability Plan is a strategic plan that outlines goals and strategies to build a strong economy, to protect environmental integrity and promote social cohesion.

**Strategy N2.2** If applicable, select land area(s) that the County wishes to protect from development and develop rationales and strong municipal policies/standards for their protection to ensure that sound environmental protection, maintenance and ongoing utilization practices serve to preserve environmentally sensitive lands.

**COMMUNICATION / PUBLIC PARTICIPATION:**

No community engagement will be undertaken specifically for this policy. A large-scale public participation program will help to inform the mitigation strategy and revisions to the county's higher level planning documents.

**POLICY REFERENCES:**

N/A

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

**RECOMMENDED ACTION:**

Motion 1:

Simple Majority       Requires 2/3       Requires Unanimous

That Policy DEV010 Floodplain Building Restrictions be approved as presented.

Motion 2:

Simple Majority       Requires 2/3       Requires Unanimous

That due to the emergent nature of land use policy revisions required to respond to the 2020 Peace River Ice Jam Flood, Policy DEV010 Floodplain Building Restrictions supersede the Land Use Bylaw.

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

# MACKENZIE COUNTY

<b>TITLE</b>	<b>Floodplain Development Restrictions</b>	<b>POLICY NO.</b>	<b>DEV010</b>
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<b>LEGISLATION REFERENCE</b>	<b>Municipal Government Act, Section 640 &amp; Section 693</b>
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## **PURPOSE**

In the response to a large scale flood event there are many items that require consideration that fall beyond the scope of existing policies. The purpose of this policy is to clearly delineate the scope of repairs and rebuilding that is allowable to properties within the flood affected areas from the 2020 Peace River Ice Jam Flood.

## **POLICY STATEMENT**

Mackenzie County, Government of Alberta, insurers, developers and property owners have a shared responsibility to restore a community after a disaster event. As part of the community restoration, there is an obligation to the community by all parties to mitigate against the possibility of a similar event occurring again. This policy places equitable restrictions on the repair, rebuild and development of properties within the areas affected by the 2020 Peace River Ice Jam Flood.

THIS POLICY SHALL SUPERSEDE THE LAND USE BYLAW.

## **GENERAL PRINCIPLES**

Council recognizes that:

- Residents and community members have both a desire and a right to return to their homes,
- The consistent and fair application of the policy to everyone is essential,
- Local and provincial government have an obligation to protect residents and property,
- The obligation to protect residents and property means that mitigation measures shall be considered during the rebuilding of the community,
- County policy has an impact on disaster recovery funding eligibility.

## **DEFINITIONS & INTERPRETATION**

**CAO:** means the Chief Administrative Officer of the Municipality or their delegate.

**Case Manager:** the case manager assigned to your disaster recovery claim by the AEMA DRP branch.



**Council:** means the elected governing body of Mackenzie County.

**Development Approval:** Refers to a development approval where the application process has been followed and an approval subsequently issued by the development authority.

**Floodplain:** means the areas inundated by floodwaters during the 2020 Peace River Ice Jam Flood, or the 1:100-year Ice Jam Flood Extents mapping as identified by AEP, whichever is greater.

**Minimum Requirements:** The minimum acceptable standard considering relevant building codes, housing and health standards, and liability concerns. The National Building Code – 2019 Alberta Edition, Public Health Act, Housing Regulation, Alberta Health – Minimum Housing and Health Standards

**Rebuild:** A structure that results in more than 75% of the enclosed square footage of the building above the foundation at the completion of the rebuild to be defined as new, as defined within Alberta New Home Warranty Registrar Interpretation Bulletin Number 2 (Appendix A). For the purpose of this policy, removing and replacing a building on the property is considered a rebuild.

**Unimproved:** A property with no structures or improvements for which a Development Permit has been issued.

**Zoning:** As per the Land Use Bylaw.

## **DEVELOPMENT APPROVAL**

1. No permits for new construction will be issued for Unimproved properties within the Floodplain.
2. No permits will be issued for a rebuild within the Floodplain.
3. Applications to develop interim housing within the Floodplain shall be considered as new construction and permits will therefore not be issued.
4. All repairs completed to properties within the Floodplain require Development Approval
5. Development Approval conditions/restrictions for properties within the Floodplain include:
  - a. Approvals are for temporary occupancy only and expire on October 1, 2021.
  - b. Full repairs and restoration may occur on and above the first floor.
  - c. Repairs and restoration below the first floor are limited to:
    - i. Insulation and vapour barrier on exterior walls,
    - ii. Insulation, sealing and sheeting dividing walls between multi-unit dwellings to meet Minimum Requirements,

- iii. HVAC, plumbing, heating and electrical work to restore functionality to pre-flood functionality
- iv. Temporary, unfinished walls to define bedrooms and bathrooms
- v. Temporary, unfinished floors for critical living spaces
- d. Additional items to consider prior to completing improvements under S 5.c.iv and S 5.c.v include:
  - i. If sufficient bedrooms exist on or above the first floor to meet Minimum Requirements for occupancy, no temporary walls are permitted below the first floor for this purpose.
  - ii. If sufficient bathrooms exist on or above the first floor to meet Minimum Requirements for occupancy, no temporary walls are permitted below the first floor for this purpose.
  - iii. All walls constructed shall only be temporary and constructed accordingly.
    1. For example 2x4 stud construction on 24" o/c, sheeted on one side, no taping, mudding, painting, or baseboards.
  - iv. Floors shall only be permitted to be reconstructed if the requirements in S4.d.i and S4.d.ii are met.
    1. A temporary floor may be reconstructed within the mechanical room if required for the installation of mechanical equipment.
    2. A temporary floor shall be constructed to Minimum Requirements
      - a. For example, treated 2x4 joists,  $\frac{3}{4}$ " plywood, seams sanded if necessary, and painted.

### **SUBDIVISION AND ZONING CHANGES**

Due to the uncertainty of future development within the Floodplain, the County discourages property owners from applying for and proceeding with subdivision and re-zoning applications for properties within the Floodplain.

Changing the use or ownership of a property within the Floodplain may impact eligibility for recovery assistance and must be carefully considered by the applicant.

### **ADDITIONAL CONSIDERATIONS**

Prior to completing any repairs to their property, property owners shall contact their Case Manager to confirm if the proposed scope of work is eligible, and if the process being followed meets requirements.

Mackenzie County administration will advise residents of:

- The need to contact their Case Manager prior to undertaking repairs on their property.

- The potential that completing repairs and/or undertaking improvements prior to speaking to their Case Manager may negatively impact their DRP eligibility.
- The reality that additional restrictions and/or development requirements may be imposed on the Floodplain in the future.
- The need to contact their Case Manager prior to proceeding with any subdivision or re-zoning of a property within the Floodplain.

### **INTERAGENCY COOPERATION**

Due to the complexity and far reaching implications of disaster recovery, Mackenzie County is working closely with the Government of Alberta's Alberta Emergency Management Agency and the Disaster Recovery Team. Insurance providers, insurance adjustors, non-governmental organizations (such as Samaritan's Purse, Mennonite Disaster Service, Red Cross) also provide valuable input and resources into community recovery.

Decisions made by any one party may have positive or negative effects on residents, and therefore the proactive sharing of information for the best interest of residents is required.

Mackenzie County will share information, within the limits of the Freedom of Information and Protection of Privacy Act, with cooperating agencies.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>		
<b>Amended</b>		

# REGISTRAR INTERPRETATION BULLETIN

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March 2014

Number 2

Page 1 of 5

## RECONSTRUCTION

### DISCUSSION

The purpose of this bulletin is to provide clarification on how to determine if a change, addition, alteration or repair to a building intended for residential occupancy will be considered as a reconstruction and be subject to the requirements in the *New Home Buyer Protection Act (NHBPA)* and its Regulations to obtain the required home warranty coverage.

Home warranty coverage under the *NHBPA* is required on new homes built after February 1, 2014.

Section 1(1)(s)(iv) of the *NHBPA* describes a new home as a building, or portion of a building that is newly constructed or that is being constructed and is intended for residential occupancy and in respect of which the purchase period has not expired, and includes a building that is intended for residential occupancy and that is a reconstruction.

### DEFINED TERMS

The words and terms in italics in this Bulletin have the following meanings that are specific to this Bulletin only.

***Reconstruction*** means where a change, addition, alteration, or repair to a building that is intended for residential occupancy results in 75% of the enclosed square footage of the building above the foundation at the completion of the change, alteration or repair to be new as defined under section 1(7) of the New Home Buyer Protection General Regulation.

A change, addition, alteration or repair to a building's surfaces, fixtures or decorations is not considered a reconstruction under the *NHBPA* or its Regulations.

***Secondary suite*** means a second, self-contained dwelling unit that is located within a single dwelling unit where both dwelling units are registered under the same land title.

### 1. Determination of a Reconstruction under the *NHBPA* and its Regulations

To determine if the change, addition, alteration or repair to a home qualifies as a reconstruction:

- Obtain the threshold. Multiply the new **total** proposed enclosed square footage by the legislated threshold of 75%.
- Obtain how much square footage is new. Subtract the old square footage from the new square footage of the home.

If the newly built square footage is **equal or greater** than the calculated threshold, the home is considered a reconstruction.

If the newly built square footage is **less than** the calculated threshold, the home is not considered a reconstruction.

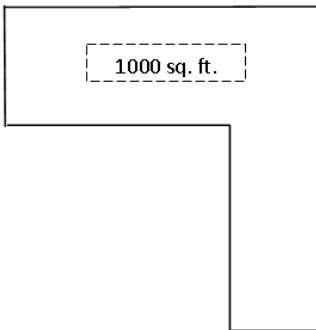
The following examples illustrate how a reconstruction is determined under the *NHBPA* and its Regulations.

***Example A: Addition to a pre-existing home***

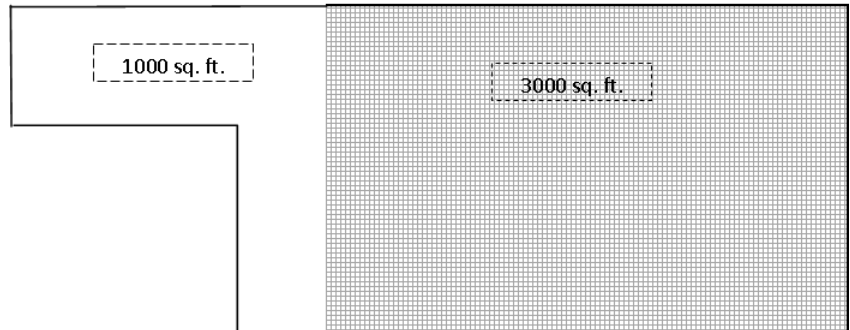
Prior to a change, addition, alteration or repair, a single-family dwelling had an enclosed square footage of 1000 square feet (figure 1). After the change, addition, alteration or repair, the enclosed square footage for the single-family dwelling is 4000 square feet (figure 2).

The home would be considered a reconstruction since the amount of the enclosed square footage that is new (3000 sq. ft.) is equal or greater to the threshold (75% of the 4000 sq. ft.).

**Figure 1**  
Enclosed square footage: 1000 square feet  
(Figures not drawn to scale)



**Figure 2**  
Enclosed square footage: 4000 square feet  
(Figures not drawn to scale)

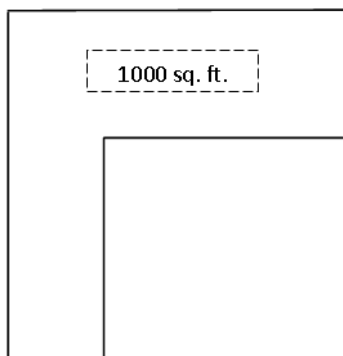


***Example B: Addition to a pre-existing home***

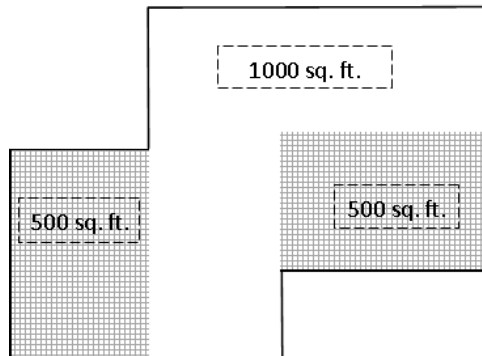
Prior to a change, addition, alteration, repair, a single-family dwelling had an enclosed square footage of 1000 sq. ft. (figure 3). After the change, addition, alteration or repair, the single-family dwelling has an enclosed square footage of 2000 sq. ft. (figure 4).

The home would not be considered a reconstruction since the amount of the enclosed square footage that is new (1000sq. ft.) is less than the threshold (75% of 2000sq. ft.).

**Figure 3**  
Enclosed square footage: 1000 square feet  
(Figures not drawn to scale)



**Figure 4**  
Enclosed square footage: 2000 square feet  
(Figures not drawn to scale)

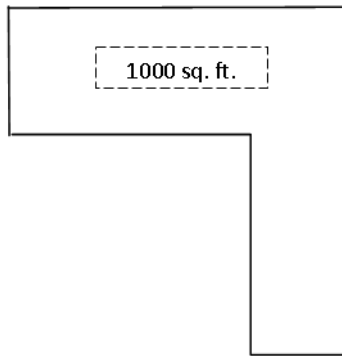


Example C: A change, addition, alteration or repair to a building’s surfaces, fixtures or decorations

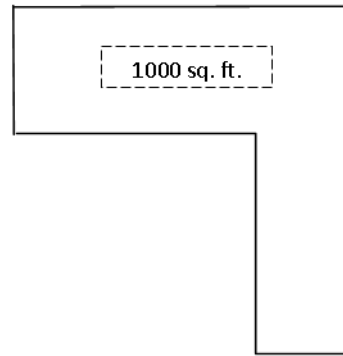
Prior to a change, addition, alteration, or repair, a single-family dwelling had an enclosed square footage of 1000 sq. ft. (figure 5). After the change, addition, alteration or repair to the building’s surface such as the flooring, the single-family dwelling has an enclosed square footage of 1000 sq. ft. (figure 6).

Since a change to the home building’s surface, fixture or decoration is not considered a reconstruction under the *NHBPA* or its Regulations, this home would not be considered a reconstruction.

**Figure 5**  
Enclosed square footage: 1000 square feet  
(Figures not drawn to scale)



**Figure 6**  
Enclosed square footage: 1000 square feet  
(Figures not drawn to scale)

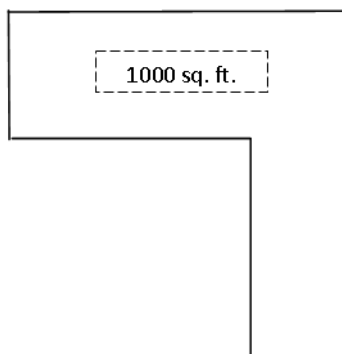


Example D: The original foundation remains, but change, addition, alteration or repair results in the structure above the foundation as being new (i.e. re-build after fire).

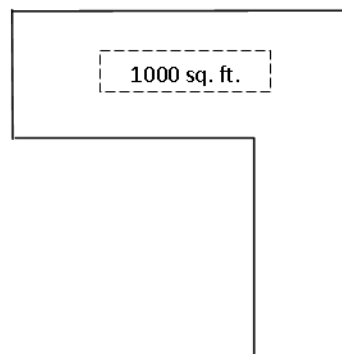
Prior to a change, addition, alteration, or repair, a single-family dwelling had an enclosed square footage of 1000 sq. ft. (figure 7). The home is destroyed by a fire, requiring the rebuilding of the home on the old foundation. After the change, addition, alteration or repair, the single-family dwelling has an enclosed square footage of 1000 sq. ft. (figure 8).

Since at least 75% of the structure above the foundation is new, the home would be considered a reconstruction.

**Figure 7**  
Enclosed square footage: 1000 square feet  
(Figures not drawn to scale)



**Figure 8**  
Enclosed square footage: 1000 square feet  
(Figures not drawn to scale)



## 2. Pre-existing home divided into additional dwelling units

Under the *NHBPA*, a pre-existing home built prior to February 1, 2014, would not be required to obtain the required home warranty coverage.

In cases where a change, addition, alteration or repair to a pre-existing home leads to a single-family dwelling to be divided into additional dwelling units, the required home warranty under the *NHBPA* and its Regulations may be applicable.

However, renovations that include internal changes to walls and building code upgrades alone may not cause the home to be subject to the home warranty requirements in the *NHBPA* and its Regulations.

When a change to a pre-existing home is made, the following should be considered in the determination of whether the change creates an additional dwelling unit(s) that is subject to *NHBPA* and its Regulations.

Does the change to a pre-existing home:

- create a legal secondary suite? See section 3 for further details.
- result in 75% or more of the enclosed square footage above the foundation to be new?
- double the footprint of the original home to create an additional unit such as a duplex or triplex dwelling?
- require a second land title?

If the new dwelling unit is built on the new footprint, it would be considered a new home and would be subject to the home warranty requirements under the *NHBPA* and its Regulations.

## 3. Secondary suites

Secondary suites are self-contained living units created within single-family homes. These suites include a kitchen, bathroom and a separate entrance, and provide Albertans with an affordable housing option.

If the construction of a secondary suite within an existing home results in the enclosed square footage of the home to be 75% new, the home will be considered a reconstruction and the residential builder will be required to obtain home warranty.

A change, addition, alteration or repair to an existing secondary suite or an existing basement that is developed into a secondary suite, that does not result in the enclosed square footage of the home to be 75% new, is not considered a reconstruction under the *NHBPA* and its Regulations.

*For more information on Secondary Suites, please contact Municipal Affairs Safety Services Branch toll-free at 1-866-421-6929.*

#### 4. Historical Buildings

Heritage buildings that are renovated to convert the use of a historical building from commercial purposes to residential use are not considered a reconstruction under the *NHBPA*.

The Home Warranty Insurance Regulation allows for permitted coverage exclusions.

Section 6(h) states that any component of a Registered Historic Resource or Provincial Historic Resources that is being converted from commercial to residential use, where that component has been exempted from the application of any provision contained in any building code pursuant to section 51 of the *Historical Resource Act*.

*For more information on the application of the Alberta Building Codes to Historical buildings, please contact Municipal Affairs Safety Services Branch toll-free at 1-866-421-6929.*

#### 5A. Home warranty coverage requirements for a new home prescribed as a reconstruction

The *NHBPA* requires that a residential builder, who is a person that engages in, manages or arranges the substantial construction or reconstruction of new homes after February 1, 2014, to obtain required home warranty coverage that meets the requirements under section 3(6) of the *NHBPA* from a third party warranty provider.

The minimum home warranty insurance contract must provide coverage for:

- one year of defects in materials and labour
- two years for materials and labour related to delivery and distribution systems
- five years for defects related to building envelope
- 10 years for structural defects

#### 5B. Home warranty coverage on sections of the home that are retained or not part of the reconstruction

If a change, addition, alteration or repair completed after February 1, 2014 results in at least 75% of the enclosed square footage above the foundation being new, home warranty insurance is required on the entire home under the *NHBPA*.

#### 6. Owner-builders

An individual, who has received owner-builder authorization by the Registrar, that makes a change, addition, alteration, or repair to their own personal home, may not be required to obtain the required home warranty coverage.

**Issue of this Registrar's Interpretation Bulletin is authorized by the Registrar.**



\_\_\_\_\_  
Diane McLean

March 7, 2014

\_\_\_\_\_  
Date





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>July 15, 2020</b>
<b>Presented By:</b>	<b>Byron Peters, Director of Planning &amp; Development</b>
<b>Title:</b>	<b>Development Statistics Report – January to June 2020</b>

## **BACKGROUND / PROPOSAL:**

Following is the statistical comparisons from 2016 - 2020 for total permits to date.

### **Approved Development Permit Applications**

- 2016 Development Permits                      241 permits (construction value \$47,442,852.00)
  - 2017 Development Permits                      254 permits (construction value \$33,545,994.00)
  - 2018 Development Permits                      218 permits (construction value \$29,711,491.00)
  - 2019 Development Permits                      232 permits (construction value \$34,538,496.00)
  - 2020 Development Permits                      166 permits (construction value \$27,520,382.00)
- (January to June 2020)

### **Building Permit Applications**

- 2016 Building Permits                              166 permits (value \$28,261,767.00)
- 2017 Building Permits                              157 permits (value \$29,051,400.00)
- 2018 Building Permits                              153 permits (value \$24,706,496.03)
- 2019 Building Permits                              160 permits (value \$22,648,860.00)

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

- 2020 Building Permits 93 permits (value \$15,394,794.00)  
(Jan-June 2020)

*\*These numbers include all development that required a building permit.*

**New Subdivision Applications**

- 2016 subdivisions 33 applications
- 2017 subdivisions 24 applications
- 2018 applications 38 applications
- 2019 subdivisions 55 applications
- 2020 subdivisions 20 applications

(Jan 2020-June 2020)

**OPTIONS & BENEFITS:**

N/A

**COSTS & SOURCE OF FUNDING:**

N/A

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

**POLICY REFERENCES:**

N/A

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

**RECOMMENDED ACTION:**

- Simple Majority       Requires 2/3       Requires Unanimous

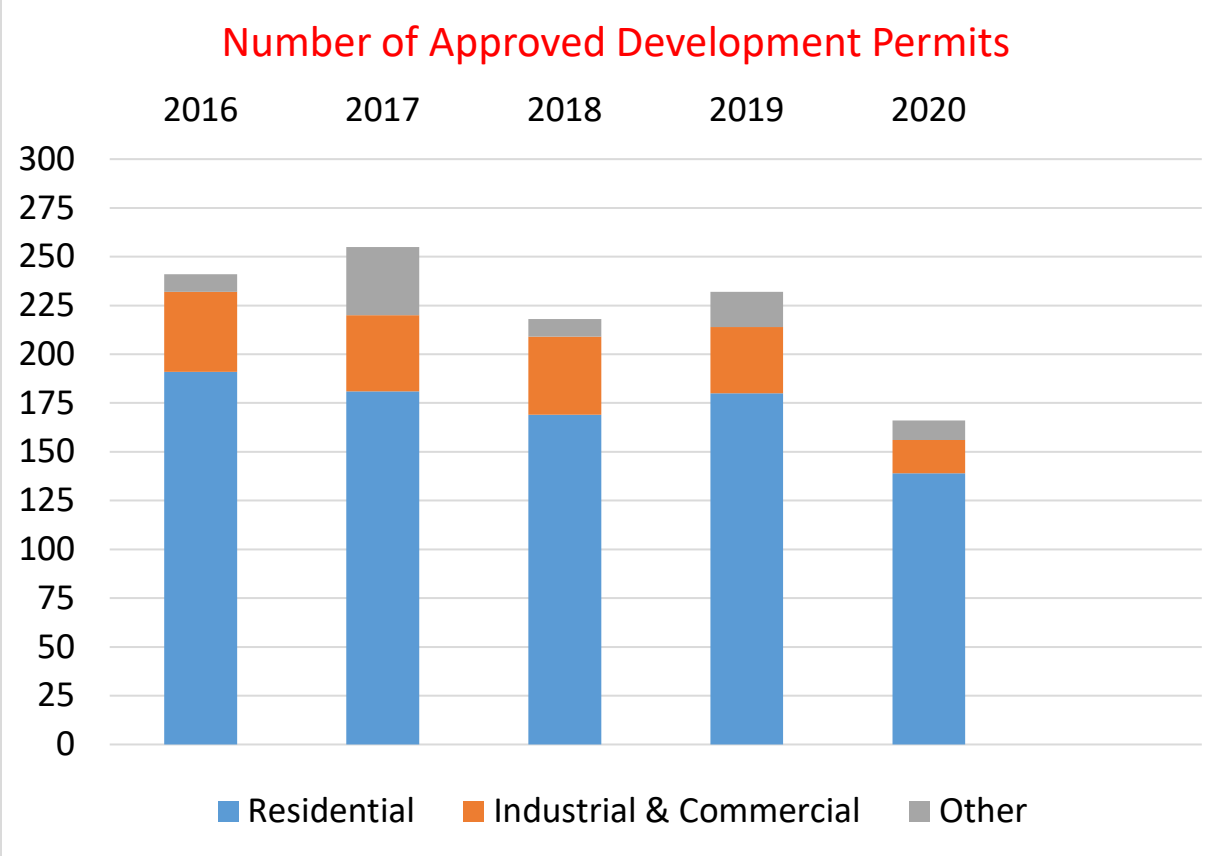
That the development statistics report for January to June 2020 be received for information.

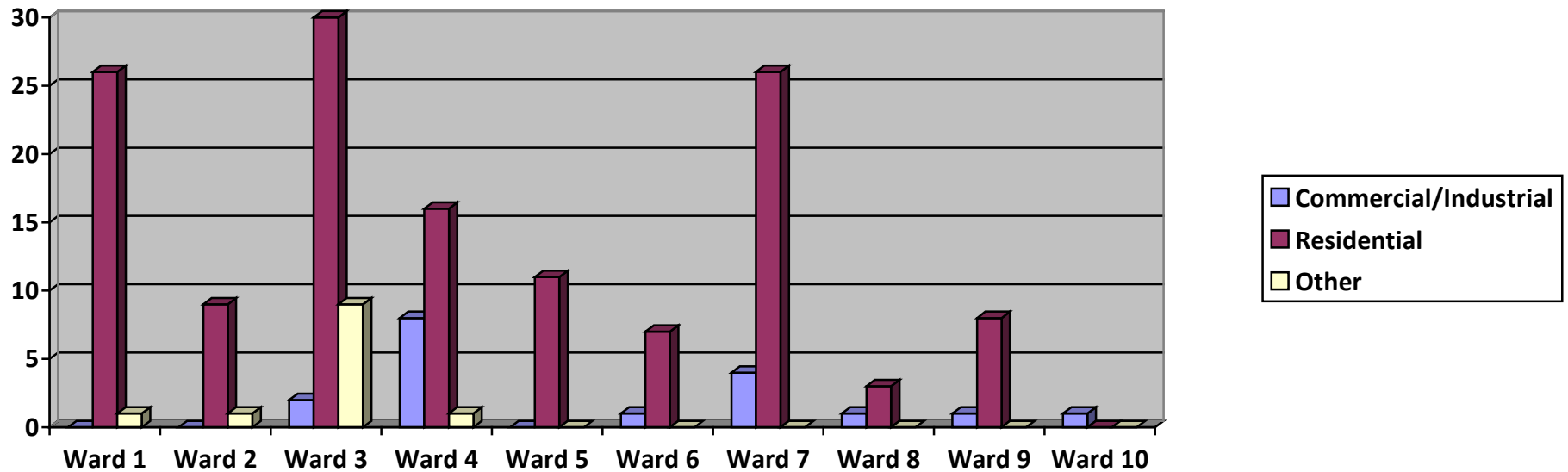
**Author:** L Washkevich      **Reviewed by:** C Smith      **CAO:** \_\_\_\_\_

**Mackenzie County Development Statistics – 2016 – 2020**

**Number of Approved Development Permits**

<b>Type of Development</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020 Jan- June</b>
Residential	191	181	169	180	139
Industrial & Commercial	41	39	40	34	17
Other*	9	35	9	18	10
<b>Total</b>	<b>241</b>	<b>255</b>	<b>218</b>	<b>232</b>	<b>166</b>



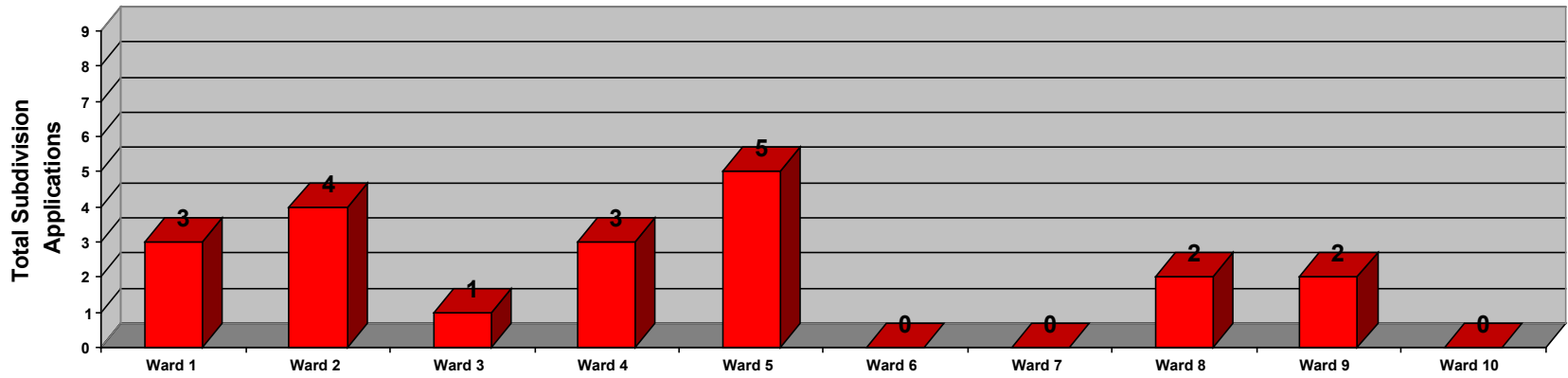


Development	Ward 1	Ward 2	Ward 3	Ward 4	Ward 5	Ward 6	* Ward 7	Ward 8	Ward 9	Ward 10	Total
Commercial/ Industrial	0	0	2	8	0	1	4	1	1	1	18
Residential	26	9	30	16	11	7	26	3	8	0	136
Other	1	1	9	1	0	0	0	0	0	0	12
<b>Total</b>	<b>27</b>	<b>10</b>	<b>41</b>	<b>25</b>	<b>11</b>	<b>8</b>	<b>30</b>	<b>4</b>	<b>9</b>	<b>1</b>	<b>166</b>

Total Discretionary Permits – 24  
 Total Permitted Permits – 142

\* due to the FV Flood Recovery

**Mackenzie County  
 Development Summary  
 January 1, 2020 to June 30, 2020**



Subdivision Applications Received	Ward 1	Ward 2	Ward 3	Ward 4	Ward 5	Ward 6	Ward 7	Ward 8	Ward 9	Ward 10	Total
Urban	0	0	1	0	0	0	0	0	0	0	1
Rural	3	4	0	3	5	0	0	2	2	0	19
Rural Multi Lot	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>3</b>	<b>4</b>	<b>1</b>	<b>3</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>20</b>



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>July 15, 2020</b>
<b>Presented By:</b>	<b>Len Racher, Chief Administrative Officer</b>
<b>Title:</b>	<b>Petition to Form a New Municipality</b>

**BACKGROUND / PROPOSAL:**

On April 19, 2019 Mackenzie County was notified that the petition submitted to the Minister of Municipal Affairs was deemed to be sufficient according to the requirements of Sections 222-225 of the Municipal Government Act.

The most recent discussion held by Council regarding the petition was at the February 26, 2020 Council meeting. At this time, Council made a motion to send a letter to the Minister in support of the petition. A copy of the letter is attached.

The Minister of Municipal Affairs has provided a response dated June 26, 2020 and is requesting a “new or re-affirmed expression of Council’s formal positions with respect to the petition proposal by way of a resolution” by August 31, 2020. A copy of the letter is attached.

**OPTIONS & BENEFITS:**

**COSTS & SOURCE OF FUNDING:**

**SUSTAINABILITY PLAN:**

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

**COMMUNICATION / PUBLIC PARTICIPATION:**

**POLICY REFERENCES:**

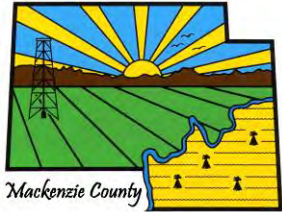
**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

For discussion.

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





## Mackenzie County

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

March 2, 2020

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

Dear Minister:

### **RE: PETITION TO FORM A NEW MUNICIPALITY**

Mackenzie County met with you in November 2019 to discuss the petition you received regarding the formation of a new municipality. At that time you indicated that yourself and MLA Dan Williams would visit the affected municipalities prior to making a decision.

Mackenzie County Council voted on February 26, 2020 to support the petition to form a new municipality and formally request your presence to participate in a collaborative conversation, and process, regarding the potential municipal boundary options.

Bringing this matter to fruition is of utmost importance and we respectfully request your immediate attention. If you have any questions please feel to contact me at (780) 926-7405 or our Chief Administrative Officer, Len Racher, at (780) 927-3718 or by email to [lracher@mackenziecounty.com](mailto:lracher@mackenziecounty.com).

Thank you and we look forward to hearing from you.

Sincerely,

Josh Knelsen  
Reeve, Mackenzie County

- c. Dan Williams, MLA – Peace River  
Mackenzie County Council



ALBERTA  
MUNICIPAL AFFAIRS

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

AR100363

JUN 26 2020

Her Worship Michelle Farris  
Mayor, Town of Rainbow Lake  
PO Box 149  
Rainbow Lake AB T0H 2Y0

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

Dear Mayor Farris and Reeve Knelsen,

As you are aware, my ministry received a sufficient petition in 2019 requesting the formation of a new municipality consisting of Wards 9 and 10 of Mackenzie County and the Town of Rainbow Lake. I appreciate your patience in the matter, as the current focus of the Government of Alberta has been on addressing the COVID-19 pandemic.

I had the opportunity to meet with each of your councils in the fall of 2019 to discuss the petition proposal. I am aware the town and county ratified a new revenue sharing agreement earlier this year and the county passed a resolution in February 2020 in support of the petition's formation proposal. Since our discussions, Alberta has experienced a significant economic downturn and been further impacted by the pandemic.

My primary concern going forward is the future structure of municipal government in the region is set up for long-term success and prosperity. It would be beneficial for me to receive a new or re-affirmed expression of your councils' formal positions with respect to the petition proposal by way of a resolution. Knowing your positions as the locally elected leaders of your communities will help me assess the best path forward. If you could provide your advice to me by August 31, 2020, I would greatly appreciate it.

Should your council need advice regarding municipal formation and other forms of restructuring, please contact Roy Bedford, Municipal Viability Advisor, at 310-0000, then 780-422-8342, or by email to [roy.bedford@gov.ab.ca](mailto:roy.bedford@gov.ab.ca).

.../2

I look forward to receiving your council resolutions on this matter.

Yours very truly,



Kaycee Madu, QC  
Minister

cc: Her Worship Crystal McAteer  
Mayor, Town of High Level

Town of Rainbow Lake Council

Mackenzie County Council

Town of High Level Council

Dan Williams  
MLA, Peace River

Roy Bedford  
Municipal Viability Advisor, Municipal Affairs



ALBERTA  
MUNICIPAL AFFAIRS

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

AR100363

JUN 26 2020

Her Worship Crystal McAteer  
Mayor, Town of High Level  
10511-103 Street  
High Level AB T0H 1Z0

Dear Mayor McAteer,

I appreciate your patience in the matter of the 2019 petition proposal requesting the formation of a new municipality consisting of Wards 9 and 10 of Mackenzie County and the Town of Rainbow Lake. I am sure you can appreciate the current focus of the Government of Alberta has been on addressing the COVID-19 pandemic. I am seeking your council's formal position with respect to the 2019 petition.

In a letter sent February 12, 2019, you indicated the Town of High Level saw benefit in the proposed formation of a new municipality. Since that time, Alberta has experienced a significant economic downturn and has been further impacted by the pandemic.

These factors may have changed your perspective on the proposed formation of a new municipality. Despite High Level being excluded from the petition proposal, I want to ensure you are aware a regional discussion about governance could be an option to pursue. There may be merit in your consideration of potentially including the Town of High Level in possible municipal restructuring; I would welcome your thoughts on this, as well.


It would be beneficial for me to receive an expression of council's formal new or re-affirmed position by way of council resolution. Knowing your position on these matters as the locally elected leaders of your community, as well as the positions of Mackenzie County and Town of Rainbow Lake councils, will help me assess the best path forward. If you could provide your advice to me by August 31, 2020, I would greatly appreciate it.

Should Council need advice regarding municipal formation and other forms of restructuring, please contact Roy Bedford, Municipal Viability Advisor, at 310-0000, then 780-422-8342, or by email to [roy.bedford@gov.ab.ca](mailto:roy.bedford@gov.ab.ca).

.../2

I look forward to receiving input from your council on this matter.

Yours very truly,



Kaycee Madu, QC  
Minister

cc: Her Worship Michelle Farris  
Mayor, Rainbow Lake

Joshua Knelsen  
Reeve, Mackenzie County

Town of High Level Council

Town of Rainbow Lake Council

Mackenzie County Council

Dan Williams  
MLA, Peace River

Roy Bedford  
Municipal Viability Advisor, Municipal Affairs





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>July 15, 2020</b>
<b>Presented By:</b>	<b>Len Racher, Chief Administrative Officer</b>
<b>Title:</b>	<b>Tompkins Crossing – Request for Toll Bridge</b>

## **BACKGROUND / PROPOSAL:**

The Minister of Transportation met with Mackenzie County representatives on Saturday, June 27, 2020 to discuss our transportation network concerns.

The main area of concern that was brought forward was regarding the Tompkins Crossing and the unreliability of the ferry and the ice road due to seasonal and environmental factors. On average the Crossing operates at full capacity approximately 40% of the year and is closed entirely approximately 30% of the year.

Over the past several years, various options have been discussed with Alberta Transportation including a new ferry, with a higher weight capacity, and a permanent bridge structure. A permanent bridge structure would be the best solution to eliminate the challenges and provide an all-season crossing for residents, industry and tourists. As a permanent structure comes with a significant price tag, discussion was held in regards to a toll bridge concept.

Mackenzie County feels that industry and residents would be in support of a toll bridge.

## **OPTIONS & BENEFITS:**

To provide an all-season crossing for residents, industry and tourists.

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

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

**SUSTAINABILITY PLAN:**

**COMMUNICATION / PUBLIC PARTICIPATION:**

**POLICY REFERENCES:**

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That a letter be sent to the Minister of Transportation requesting that the Government of Alberta explore the concept of building a toll bridge at the Tompkins Crossing.

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





Mackenzie County

## REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>July 15, 2020</b>
<b>Presented By:</b>	<b>Don Roberts, Director of Community Services</b>
<b>Title:</b>	<b>Community Services Committee Meeting Minutes</b>

### **BACKGROUND / PROPOSAL:**

The unapproved minutes of the July 8, 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 July 8, 2020 be received for information.

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

**MACKENZIE COUNTY  
Community Services Committee Meeting**

**July 8, 2020  
10:00 a.m.**

**Council Chambers  
Fort Vermilion, Alberta**

**PRESENT:** Lisa Wardley Chair, Councillor  
Josh Knelsen Reeve  
Peter F. Braun Councillor  
Cameron Cardinal Councillor  
Eric Jorgensen Councillor (teleconference)

**REGRETS:**

**ADMINISTRATION:** Len Racher Chief Administrative Officer  
Carol Gabriel Deputy Chief Administrative  
Officer/Recording Secretary  
Don Roberts Director of Community Services

**ALSO PRESENT:**

Minutes of the Community Services Committee meeting for Mackenzie County held on July 8, 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 10:04 a.m.

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

**MOTION CS-20-07-049 MOVED** by Councillor Braun

That the agenda be approved as presented.

**CARRIED**

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

**MOTION CS-20-07-050 MOVED** by Reeve Knelsen

That the minutes of the June 3, 2020 Community Services Committee meeting be approved as presented.

**CARRIED**

**OLD BUSINESS: 4. a) Machesis Lake Water Levels**

**MOTION CS-20-07-051 MOVED** by Councillor Jorgensen

That a recommendation be taken to Council to send a letter to Alberta Environment & Parks (Parks and Lands Divisions) regarding concerns about the water levels at Machesis Lake in order to maintain a recreational area and a healthy fish habitat and investigate mitigation measures.

**CARRIED**

**OLD BUSINESS: 4. b) Buffalo Head Tower and Fort Vermilion Bridge Recreational Area Partnership Status**

**MOTION CS-20-07-052 MOVED** by Councillor Cardinal

That the Buffalo Head Tower and Fort Vermilion Bridge Recreational Area Partnership status update be received for information.

**CARRIED**

Councillor Wardley recessed the meeting at 10:35 a.m. and reconvened the meeting at 10:54 a.m.

**NEW BUSINESS: 5. b) My Freedom My Frontier – Tourism Partnership Report**

**MOTION CS-20-07-053 MOVED** by Councillor Braun

That the My Freedom My Frontier – Tourism Partnership Report be received for information.

**CARRIED**

**NEW BUSINESS: 5. a) 10 Year Management Plan – Hutch Lake**

**MOTION CS-20-07-054 MOVED** by Reeve Knelsen

That administration prepare a package of all recreational leases and make application for the new sixty (60) year lease term.

**CARRIED**

**MOTION CS-20-07-055 MOVED** by Councillor Braun

That a recommendation be made to Council to request a meeting with the Minister of Environment & Parks to discuss public recreation and municipal involvement.

**CARRIED**

**MOTION CS-20-07-056** **MOVED** by Reeve Knelsen

That the 10 Year Management Plan for Hutch Lake be TABLED to the next meeting.

**CARRIED**

**INFORMATION/  
CORRESPONDENCE:**

**6. a) Information/Correspondence**

None.

**NEXT MEETING  
DATE:**

**7. a) Friday, August 7, 2020  
1:00 p.m.  
Hutch Lake**

**ADJOURNMENT:**

**8. a) Adjournment**

**MOTION CS-20-07-057** **MOVED** by Councillor Jorgensen

That the meeting be adjourned at 12:45 p.m.

**CARRIED**

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

---

Lisa Wardley  
Chair





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>July 15, 2020</b>
<b>Presented By:</b>	<b>Byron Peters, Director of Planning &amp; Development</b>
<b>Title:</b>	<b>Municipal Planning Commission Meeting Minutes</b>

**BACKGROUND / PROPOSAL:**

The minutes of the June 11 & 25, 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 June 11 & 25, 2020 be received for information.

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



**MACKENZIE COUNTY  
Municipal Planning Commission Meeting**

**Mackenzie County Office  
La Crete, AB**

**Thursday, June 11, 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
Jacque Bateman	Councillor, MPC Member via Teleconference

**ADMINISTRATION:**

Byron Peters	Director of Planning and Development
Caitlin Smith	Planning Supervisor
Lynda Washkevich	Development Officer
Nicole Friesen	Administrative Assistant/Recording Secretary

**MOTION**      1.      **CALL TO ORDER**

Erick Carter called the meeting to order at 10:02 a.m.

2.      **ADOPTION OF AGENDA**

**MPC 20-06-066**    **MOVED** by David Driedger

That the agenda be adopted as presented.

**CARRIED**

3.      **MINUTES**

a)    **Adoption of Minutes**

**MPC 20-06-067**    **MOVED** by Beth Kappelar

That the minutes of the May 28, 2020 Municipal Planning Commission meeting be adopted as presented.

**CARRIED**

b)    **Business Arising from Previous Minutes**

i.    None.

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4. **TERMS OF REFERENCE**

For Information.

5. **DEVELOPMENT**

- a) **095-DP-20 Terry Janzen REVISED  
Accessory Use – Swimming Pool & Deck with 25% SV  
In “H-R1A”  
Plan 072 5060, Block 6, Lot 16 (8710 102 Street) (La Crete)**

**MPC 20-06-068 MOVED** by Beth Kappelar

That Development Permit 095-DP-20 REVISED on Lot 16, Block 06, Plan 072 5060 in the name of Terry Janzen 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 **25% Setback Variance** for the Swimming Pool & Deck is hereby granted. The swimming pool & deck shall be 3.75 feet (1.14 meters) from the South side property Line.

**Remaining minimum building setbacks for the side and rear yards are:**

- a) **1.52 meters (5 feet) rear yard;**
  - b) **1.52 meters (5 feet) side yard; from the property lines.**
2. 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.
  3. The Swimming Pool & Deck 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. Development is to be connected to the Municipal water and sewer system and the cost of connection fees will be borne by the owner.
  5. **A fence, building wall, or enclosure with a minimum height of 1.8 meters (6 feet), from ground level, shall surround the entire area of the outdoor swimming pool. You must follow these specifications OR those required by Safety Codes, whichever is greater. It is the responsibility of the developer**

**to find out the Safety Codes requirements.**

6. **Where staircases lead to the deck which surrounds or leads to the pool, the staircase openings shall be gated with non-traversable gates being the same height as the fence and equipped with self-closing, lockable devices located not less than 5 feet above the ground level. You must follow these specifications OR those required by Safety Codes, whichever is greater. It is the responsibility of the developer to find out the Safety Codes requirements.**
7. The fence and gate surrounding the swimming pool shall be constructed so that all horizontal and diagonal members are located on the swimming pool side.
8. Barbed wire shall not be used on or for a fence or gate around the swimming pool.
9. The swimming pool shall not be located in the front yard.
10. 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.
11. 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.
12. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
13. 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) **111-DP-20 Darren Frederick  
Garage-Detached in "H-R1A"  
Plan 932 0809, Block 10, Lot 7 (10401 Homestead Way S)**

**MPC 20-06-069    MOVED by John W Driedger**

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

That Development Permit 111-DP-20 on Plan 932 0809, Block 10, Lot 07 in the name of Darren Frederick be APPROVED with the following conditions:

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

1. **Minimum building setbacks:**
  - a. **7.6 meters (25 feet) front (North) yard;**
  - b. **1.5 meters (5 feet) side (West) yard;**
  - c. **3.1 meters (10 feet) side (East) yard;**
  - d. **1.5 meters (5 feet) rear (South) yard; from the property lines.**
2. **The Garage – Detached shall meet all National Building Code requirements for buildings and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit Null and Void.**
3. The Garage – Detached is for residential purposes only and no commercial activity is permitted in this building.
4. The Garage-Detached shall not exceed 100 square meters (1076.4 square feet) and shall not exceed one storey in height.
5. The Garage-Detached will be accessed off of 104 Street.
6. The architecture, construction materials and appearance of the Garage-Detached and other structures shall be to accepted standards and shall compliment the natural features and character of the site and aesthetics of the neighbouring residences to the satisfaction of the development authority.
7. Building to be connected to the municipal water and sewer system and the cost of the connection fees will be borne by the owner.
8. No accessory building erected/or moved onto the site shall be used as a dwelling.
9. No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
10. **This permit approval is subject to the access to the property being constructed to County standards.** PRIOR to installation

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

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) 115-DP-20 Barry & Becky Toker  
Accessory Building (Shed) with 88% SV in "CREC"  
Plan 922 2231, , Lot 24 (Hutch Lake)**

Erick Carter left the meeting at 10:18 a.m.

Erick Carter rejoined the meeting at 10:21 a.m.

**MPC 20-06-070 MOVED** by Beth Kappelar

That Development Permit 115-DP-20 on Plan 922 2231;;24 in the name of Barry & Becky Toker be APPROVED with the following conditions:

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

1. A 50% **Setback Variance** for the Shed from the West property line is hereby granted. The Shed shall be 6.1 meters (20 feet) from the property line.
2. **Remaining minimum building setbacks: 12.2 meters (40 feet) from all other property lines.**
3. A 10.0m (32.8ft) minimum radius around all structural DEVELOPMENTS on the site which should be free of all trees, shrubs and fine fuels.
4. A reduced fuel zone radius of 20.0m (65.6ft) minimum from (i) above in which flammable trees are thinned, all dead & down and dead standing material is removed, all branches, living, or dead, on residual coniferous trees shall be removed to a height of 2.0m (6.6ft) above ground level.

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5. **Any additional tree clearing on the lot has to be approved by a development authority.**
6. The maximum area of the accessory building shall not exceed 50% of the total area of the cabin.
7. The accessory building shall be no more than 4.6 meters (15 feet) in height.
8. The accessory building is approved for personal purposes only and no commercial activity is permitted in this building or district.
9. The accessory building shall not be used as a dwelling.
10. A minimum of two (2) parking stalls is required.
11. The site shall be landscaped as required by the Development Authority to ensure proper vegetation and tree coverage for appearance and drainage purposes.
12. The site shall be of a style and appearance which is compatible with the natural qualities of the recreation area. The character and appearance of all DEVELOPMENT on each recreation LOT shall be maintained to minimize any adverse impacts which may occur on adjacent recreation LOTS or the recreation area in general.
13. All water and sewage disposal must conform to the requirements of the Hutch Lake AREA STRUCTURE PLAN and Alberta Private Sewage Systems Standard of Practice 2015.
14. **This permit approval is subject to the access to the property being constructed to County standards.** PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Operational Services Department for Mackenzie County at 780-928-3983. Access to be constructed at the developers' expense.
15. 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.
16. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
17. 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.

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**CARRIED**

**6. SUBDIVISIONS**

a) None

**7. MISCELLANEOUS ITEMS**

- a) **Bylaw 11XX-20 Land Use Bylaw Amendment  
Zoning Overlay to amend the minimum setback  
From property lines  
Pt of Plan 092 6283, Block 2, Lot 3**

**MPC 20-06-071 MOVED** by Beth Kappelar

That the Municipal Planning Commission recommend to Council to approve Bylaw 11xx-20 being a Land Use Bylaw Amendment to amend the minimum setbacks from property lines in "CREC", subject to public hearing input.

**CARRIED**

**8. IN CAMERA**

a) None.

**9. MEETING DATES**

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

**10. ADJOURNMENT**

**MPC 20-06-072 MOVED** by David Driedger

That the Municipal Planning Commission Meeting be adjourned at 10:35 a.m.

**CARRIED**

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These minutes were adopted this 25<sup>th</sup> day of June, 2020.

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Beth Kappelar, Vice Chair



**MACKENZIE COUNTY  
Municipal Planning Commission Meeting**

**Mackenzie County Office  
Fort Vermilion, AB**

**Thursday, June 25, 2020 @ 10:00 a.m.**

**PRESENT:** Beth Kappelar Vice Chair, MPC Member  
David Driedger Councillor, MPC Member via Teleconference  
Jacquie Bateman Councillor, MPC Member via Teleconference

**ADMINISTRATION:** Byron Peters Director of Planning and Development  
Caitlin Smith Planning Supervisor  
Lynda Washkevich Development Officer  
Nicole Friesen Administrative Assistant, Planning/Recording Secretary

**REGRETS:** Erick Carter Chair, MPC Member  
John W Driegder MPC Member

**MOTION 1. CALL TO ORDER**

Beth Kappelar called the meeting to order at 10:09 a.m.

**2. ADOPTION OF AGENDA**

**MPC 20-06-073 MOVED** by Jacquie Bateman

That the agenda be adopted as presented.

**CARRIED**

**3. MINUTES**

**a) Adoption of Minutes**

**MPC 20-06-074 MOVED** by David Driedger

That the minutes of the June 11, 2020 Municipal Planning Commission meeting be adopted as presented.

**CARRIED**

**b) Business Arising from Previous Minutes**

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\_\_\_\_\_

i. None.

4. **TERMS OF REFERENCE**

For Information.

5. **DEVELOPMENT**

- b) **155-DP-20 John W Driedger  
Accessory Building with 25% Setback Variance (Side & Rear)  
In "H-R1A"  
Plan 152 0254, Block 01, Lot 01 (8802 Grassland Street)**

**MPC 20-06-075** **MOVED** by David Driedger

That Development Permit 155-DP-20 on Lot 01, Block 09, Plan 152 0254 in the name of John W Driedger 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 **25% Setback Variance** for the Accessory Building is hereby granted. The Accessory Building shall be 3.75 feet ( 1.14 meters) from the rear and NW side property lines.
2. **The remaining minimum building setback is 1.52 meters (5 feet) from the SW property line.**
3. 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.
4. The maximum area of the accessory building shall not exceed 50% of the total area of the other buildings on the lot.
5. The accessory building shall be no more than 4.6 meters (15 feet) in height.
6. The accessory building is approved for personal purposes only and no commercial activity is permitted in this building or district.
7. The accessory building shall not be used as a dwelling.
8. Building to be connected to the Municipal water and sewer

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system and the cost of connection fees will be borne by the owner.

9. The Municipality has assigned the following address to the noted property (**8802 Grassland Street**). You are required to display the address (**8802**) 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.
10. 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.”*
11. 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.
12. 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.
13. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
14. 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**

- a) **139-DP-20 Lori Teichroeb (Simply Indulge Bakeshop)  
Home Based Business Minor in “H-R1B”  
Plan 152 0918, Block 27, Lot 27 (10705 110 Street) (La Crete)**

**MPC 20-06-076** **MOVED** by David Driedger

That Development Permit 139-DP-20 on Plan 152 0918, Block 27, Lot 27

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in the name of Lori Teichroeb be APPROVED with the following conditions:

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

1. **This development permit may be revoked at any time, if, in the opinion of the Development Authority, the Home Based Business, Minor has become detrimental or otherwise incompatible with the amenities of the neighborhood.**
2. **This development permit will expire upon the expiration, cancellation or revocation of your business license. This development permit shall become null and void if a county business license is not maintained in good standing.**
3. **Comply with applicable legislation under the Public Health Act and obtain the appropriate approvals prior to commencement of development. Contact the Health Inspector at 780-841-3252.**
4. **At all times, the privacy of the adjacent dwellings shall be preserved and the Home Based Business shall not unduly offend the surrounding residents by way of excessive lighting, noise, traffic, congestion, late visitations by clients.**
5. **The business shall be operated by the resident of the principal dwelling and may include one (1) non-resident employee.**
6. The Home Based Business shall not involve client and customer visits outside of the hours of 8:00 a.m. – 6:00 p.m.
7. The Municipality has assigned the following address to the noted property (**10705 – 110<sup>th</sup> Street**). You are required to display the address (**10705**) 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. Home Based Business Minor requires 1 space per 37.2m<sup>2</sup> (400.0ft<sup>2</sup>) of gross FLOOR AREA. This work area is 250 square feet, so that would constitute one (1) off street parking spot.
9. 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

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commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.

10. Home Based Businesses are limited to one sign not exceeding 1.1 square meters (12 square feet) in area.
11. The sign shall not be placed within the Road Right of Way.
12. The site and sign shall be kept in a safe, clean, and tidy condition, or may be required to be renovated or removed.
13. 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.
14. Illumination of any signs must not negatively affect, nor pose a safety hazard to, an adjacent site or street.
15. Wiring and conduits of any signs must be concealed from view.
16. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
17. 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) **12-SUB-20 George (Jim) Friesen  
10.00 Acre Subdivision  
NE 9-104-14-W5M (Buffalo Head Prairie)**

**MPC 20-06-077** **MOVED** by Jacquie Bateman

That Subdivision Application 12-SUB-20 in the name of George (Jim) Friesen on NE 9-104-14-W5M be APPROVED with the following conditions:

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\_\_\_\_\_

1. This approval is for a **TYPE B** subdivision, 10.00 acres (4.04 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**

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**b) 13-SUB-20 Frank W & Susie Wiebe  
73.91 Acre Subdivision  
NW 33-106-14-W5M (Wolfe Lake Road)**

**MPC 20-06-078** **MOVED** by David Driedger

That Subdivision Application 13-SUB-20 in the name of Frank W & Susie Wiebe on NW 33-106-14-W5M be APPROVED with the following conditions:

1. This approval is for a **TYPE A** subdivision, 73.91 acres (29.91 hectares) in size.
2. Applicant/developer shall enter into and abide by a Development Agreement with Mackenzie County which shall contain, but is not limited to:
  - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality.
  - b) Provision of 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) None.

**8. IN CAMERA**

a) None.

**9. MEETING DATES**

- ❖ Thursday, July 9<sup>th</sup>, 2020 @ 10:00 a.m. in La Crete
- ❖ Thursday, July 23<sup>rd</sup>, 2020 @ 10:00 a.m. in Fort Vermilion
- ❖ Thursday, August 6<sup>th</sup>, 2020 @ 10:00 a.m. in La Crete
- ❖ Thursday, August 20<sup>th</sup>, 2020 @ 10:00 a.m. in Fort Vermilion

**10. ADJOURNMENT**

**MPC 20-06-079 MOVED** by David Driedger

That the Municipal Planning Commission Meeting be adjourned at 10:17 a.m.

**CARRIED**

These minutes were adopted this 9<sup>th</sup> day of July, 2020.

---

Erick Carter, Chair





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>July 15, 2020</b>
<b>Presented By:</b>	<b>Len Racher, Chief Administrative Officer</b>
<b>Title:</b>	<b>Information/Correspondence</b>

**BACKGROUND / PROPOSAL:**

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

- Correspondence – Plains Midstream Canada (2019 Report to Stakeholders and Communities)
- Correspondence – Town of High Level (2020 Capital Projects Request Clarification)
- Correspondence – Cornerstone Evangelical Church (Cemetery Maintenance Grant)
- Correspondence – Alberta Municipal Affairs (Economic Recovery Plan)
- Correspondence – Alberta Municipal Affairs (Municipal Governance Factsheet Correction)
- Correspondence – CN News Release
- Correspondence – AUMA President 2020 Summer Tour
- Correspondence – The Friends of the Old Bay House Society
- Rural Municipalities of Alberta Bulletin – Government of Alberta Provides Additional Details on Enhanced Policing Position Agreements
- Municipal Governance Factsheet – July 3, 2020 COVID-19 Outbreak
- Municipal Affairs Factsheet – Closed Meetings of Council (In Camera)
- Rural Municipalities of Alberta – Monthly Update for RMA Districts July 2020
- Boreal Housing Foundation 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: \_\_\_\_\_



June 18, 2020

Mr. Josh Knelsen  
PO Box 640  
Fort Vermilion, AB  
TOH 1N0

Dear Sir,

I would like to take this opportunity to introduce myself as President of Plains Midstream Canada (PMC) and share our 2019 Report to Stakeholders and Communities.

The theme of our report this year is *Delivering Value Through our Expertise*. We endeavour to provide information to stakeholders about our role in the energy value chain and how we support producers in transporting their products to the end user.

Our report illustrates how we create efficiencies with innovation, develop stronger teams through training and collaboration, and continue to expand our social responsibility efforts. It emphasizes our commitments and accomplishments in health and safety, environment, emergency management, public awareness, asset integrity and community investment.

I am pleased to tell you that this year, we have also enhanced our digital version of the report. I invite you to visit <https://stakeholderreport.plainsmidstream.com> to read the online report and encourage you to share the link with colleagues who may be interested. Our team welcomes any comments, feedback or questions you may have. Please email us at [stakeholder.relations@plainsmidstream.com](mailto:stakeholder.relations@plainsmidstream.com) if you would like to share your thoughts.

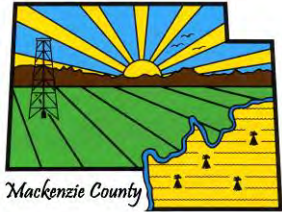
PMC is committed to maintaining strong relationships with our valued stakeholders, and this report is one of the ways we can provide important information about our company. Thank you for taking the time to learn about our team, our operations and how we fulfill our mission to *connect our network of people and assets to safely deliver exceptional results*.

Sincerely,

A handwritten signature in blue ink, appearing to read "Dean Liollo".

Dean Liollo  
President  
Plains Midstream Canada





## Mackenzie County

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

June 22, 2020

Mr. Clark McAskile  
Chief Administrative Officer  
Town of High Level  
10511-103<sup>rd</sup> Street  
High Level, AB T0H 1Z0

Dear Mr. McAskile:

**RE: TOWN OF HIGH LEVEL 2020 CAPITAL PROJECTS REQUEST**

Further to our letter dated November 20, 2019, Mackenzie County provides further clarification for denying funding approval for the Fire Training Area Classroom.

Mackenzie County has provided a substantial commitment to the Town of High Level for the purpose of purchasing fire capital equipment through our Regional Service Sharing Agreement. Due to budget constraints affecting Mackenzie County, currently and over the coming years, decisions have to be made based on priority and need. Additionally, the fire training area classroom does not meet the definition of "fire and rescue capital equipment" as identified in the Agreement. In reviewing the Town's request, Mackenzie County supported the purchase of equipment in the amount of \$250,000.

Please note, that due to these same budget constraints, Mackenzie County has changed their procurement model to include purchasing used fire trucks for the municipality in order to achieve a cost savings.

I hope this provides some clarification. If you have any additional questions please feel free to contact me at (780) 927-3718 or by email to [lracher@mackenziecounty.com](mailto:lracher@mackenziecounty.com).

Yours Sincerely,

Len Racher  
Chief Administrative Officer

c: Mackenzie County Council

Cornerstone Evangelical Church  
Box 460  
La Crete, AB  
T0H 2H0

June 26, 2020

Mackenzie County  
Box 640  
Fort Vermilion, AB  
T0H 1N0

RE: Cemetery Maintenance Grant

Dear Mackenzie County Council;

On behalf of the Cornerstone Church I would like to thank you for the cemetery grant funding that you have provided over the years. Being a non profit organization we are most grateful for incoming funds, and greatly appreciate the \$600 grant that was given to us once again in 2020. I would kindly ask that you consider the Cornerstone Church for additional funding going forward. We could certainly use this money since the cost of maintaining the cemetery and keeping it neat and tidy will be there again next year.

Thank you for your consideration and should you have any questions please feel free to contact me at 780-926-6974.

Sincerely,



Bill Dyck  
Treasurer





ALBERTA  
MUNICIPAL AFFAIRS

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

July 2, 2020

To all Chief Elected Officials:

On June 29, the Premier announced the province's multi-billion dollar economic recovery plan. Recognizing the critical role that Alberta's communities play in our economy, the plan identifies up to \$500 million in support for our local governments as they recover from the pandemic and invest in infrastructure that supports economic productivity. This funding will help you complete shovel-worthy projects, create jobs in your communities related to the projects, and drive future economic growth. Along with this provincial investment, we are asking municipalities to commit to red tape reduction efforts to incentivize new, job-creating private sector investment.

The shovel-worthy projects you have been submitting were critical in helping us assess municipal needs, as well as your readiness to complete these projects. You will receive more information on how this funding will be allocated, and how your municipality can access it, in the near future. Since program details are coming soon, I encourage you to start planning and preparing to initiate your projects, especially if they can proceed this year. I can tell you that this program will be simple and easy to administer to ensure the province does its part in minimizing red tape.

We are also hopeful that we will receive clarity soon on any available federal funding to assist municipalities in responding to the pandemic. We are working with the federal government to ensure that this funding can be used to meet municipal needs and priorities.

I look forward to sharing more information with you shortly, and continuing to work with you to support Alberta's recovery.

Sincerely,

Kaycee Madu, QC  
Minister

cc: Chief Administrative Officers  
Paul Wynnyk, Deputy Minister of Municipal Affairs

AR101410

Dear Chief Administrative Officers:

It has come to our attention that an item in the June 19, 2020 issue of the Municipal Governance COVID-19 Q&A was not correct; therefore, I wish to ensure the discrepancy is clarified with this message. The discrepancy is related to the authority for community peace officers to enforce public health orders upon the lapse of the provincial public health emergency. As soon as this discrepancy came to our attention we contacted Alberta Justice and Solicitor General and the proper information is as follows:

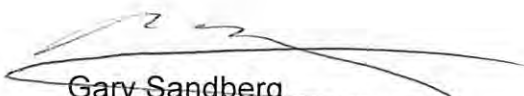
**When the provincial public health emergency declaration expires or ends, does the special enforcement authority for community peace officers also come to an end?**

**YES.** As outlined in a bulletin issued by AB Justice and Solicitor General on June 16, 2020, Ministerial Order 24/2020, enacted under the *Peace Officer Act* to authorize community peace officers to enforce health Orders, expired when the provincial state of public health emergency lapsed on June 15, 2020.

Community Peace Officers are encouraged to continue educating individuals on the public health Orders. If enforcement is required, the RCMP or Public Health Inspectors are still authorized to enforce Orders issued under the *Public Health Act*.

This information will be corrected on our website, and the above item will be repeated in the next bi-weekly Municipal Governance COVID-19 Q&A email scheduled to be issued on July 3, 2020. I want to thank those of you who reached out when you noticed the discrepancy, and also apologize for any confusion our June 19, 2020 email may have inadvertently caused.

Yours truly,

  
Gary Sandberg  
Assistant Deputy Minister



Celebrating 100 years

NEWS RELEASE

## CN Investing \$305 Million in Alberta

*Investments Focused on Safety and Capacity to Strengthen Rail Network, Help Reduce Emissions, and Support Economic Growth*

**EDMONTON, June 26, 2020** — CN (TSX: CNR) (NYSE: CNI) announced today that, as part of its strategic investments to support growing demand and enable supply chains, it plans to invest approximately \$305 million (CAD) across Alberta in 2020.

The investments will include expansion projects such as the construction of double track to allow more trains to pass on CN's mainline. The maintenance program will focus on the replacement of rail and ties, as well as maintenance work on level crossings, bridges, culverts, signal systems and other track infrastructure.

"We take our essential role in the North American economy seriously and these investments in Alberta are a key part of our strategy to support growth. The Company remains committed to help enable supply chains that fuel Alberta's growth as we are a critical part of getting everyday goods to markets and consumers. Safety is a core value at CN and by investing in the maintenance and expansion of our track and capacity, we are providing customers with a safe and reliable solution at a time when fluid supply chains are more critical than ever."

- James Thompson, Vice-President, Western Region at CN

"Remaining committed to supporting Canadian businesses, our government continues to invest in Canada's economy to encourage economic growth. We are pleased to see companies such as CN do their share by investing in improving safety, growing its capacity and enabling trade through a safe and reliable rail network. Canada's natural resources, including grain and energy products from Alberta, need reliable and safe rail networks to support existing jobs and create new ones and these investments support that need."

- The Honourable Marc Garneau, Minister of Transport, Government of Canada

"As our province recovers from COVID-19, investments to support our supply chain are more important than ever. By focusing on safety to support Alberta's economic recovery, CN is ensuring Albertans get the everyday goods they need."

- The Honourable Ric McIver, Minister of Transportation, Government of Alberta



“Alberta’s government is committed to creating jobs and attracting investment to the province. This expansion of CN’s rail infrastructure in Alberta will provide more opportunities for our world-class agricultural and energy products to access markets across North America and around the globe.”

- The Honourable Prasad Panda, Minister of Infrastructure, Government of Alberta

The Company’s investments will create greater capacity, which supports reductions in its customer’s transportation supply chain GHG emissions, by encouraging the use of rail for long haul needs. This reduces emissions, traffic congestion, accidents and burdens on public transportation infrastructure as one freight train can replace over 300 trucks from roads. Moving freight by rail instead of truck reduces GHG emissions by 75%. The Company will also continue to invest in important safety-enhancing technologies, such as the Autonomous Track Inspection Program, and Automated Inspection Portals.

Planned expansion projects include the construction of about 5 miles of double track between Vancouver and Edmonton, near Hinton.

Maintenance program highlights include:

- Replacement of approximately 71 miles of rail
- Installation of over 210,000 new railroad ties
- Rebuilds of 28 road crossing surfaces
- Maintenance work on bridges, culverts, signal systems, and other track infrastructure

**Alberta in numbers:**

- Capital investments: More than \$ 1.4 billion in the last five years
- Employees: approximately 2,891
- Railroad route miles operated: 2,522
- Community partnerships: \$1.4 million in 2019
- Local spending: \$800 million in 2019
- Cash taxes paid: \$125 million in 2019

Alberta generates substantial volumes of agricultural and energy products. CN also handles growing amounts of intermodal container traffic through terminals in Calgary and Edmonton. In Calgary, CN has a logistics park, an automotive distribution facility, a forest products distribution centre and a CN CargoFlo bulk handling facility. In Edmonton, the company has automotive distribution and CargoFlo bulk handling facilities as well as metals and forest products distribution centres. Edmonton and Calgary are also home to major rail classification yards. CN also maintains large railcar and locomotive repair shops at Edmonton’s Walker Yard. In Fort McMurray, there is a second metals distribution centre and a third CargoFlo facility. CN also has another CargoFlo facility and a forest products distribution centre in Edson as well as one more CargoFlo facility in Hay River, NT.

## **Forward-looking statements**

Certain statements included in this news release constitute “forward-looking statements” within the meaning of the United States Private Securities Litigation Reform Act of 1995 and under Canadian securities laws. By their nature, forward-looking statements involve risks, uncertainties and assumptions. The Company cautions that its assumptions may not materialize and that current economic conditions render such assumptions, although reasonable at the time they were made, subject to greater uncertainty. Forward-looking statements may be identified by the use of terminology such as “believes,” “expects,” “anticipates,” “assumes,” “outlook,” “plans,” “targets,” or other similar words. Forward-looking statements are not guarantees of future performance and involve risks, uncertainties and other factors, which may cause the actual results or performance of the Company to be materially different from the outlook or any future results or performance implied by such statements. Reference should be made to Management’s Discussion and Analysis in CN’s annual and interim reports, Annual Information Form and Form 40-F, filed with Canadian and U.S. securities regulators and available on CN’s website, for a description of major risk factors.

CN is a true backbone of the economy, transporting more than C\$250 billion worth of goods annually for a wide range of business sectors, ranging from resource products to manufactured products to consumer goods, across a rail network of approximately 20,000 route-miles spanning Canada and mid-America. CN – Canadian National Railway Company, along with its operating railway subsidiaries – serves the cities and ports of Vancouver, Prince Rupert, B.C., Montreal, Halifax, New Orleans, and Mobile, Ala., and the metropolitan areas of Toronto, Edmonton, Winnipeg, Calgary, Chicago, Memphis, Detroit, Duluth, Minn./Superior, Wis., and Jackson, Miss., with connections to all points in North America. For more information about CN, visit the Company’s website at [www.cn.ca](http://www.cn.ca).

- 30 -

### **Contacts**

#### **Media**

Jonathan Abecassis  
Senior Manager  
Media Relations  
514-399-7956

#### **Investors**

Paul Butcher  
Vice-President  
Investor Relations  
514-399-0052

**From:** [Anita Sookar](#)  
**To:** [Len Racher](#); CAO  
**Subject:** AUMA President 2020 Summer Tour  
**Date:** July 1, 2020 11:11:27 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image004.png](#)  
[image003.png](#)

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Good afternoon Mr. Racher,

AUMA's President, Mayor Barry Morishita will be on his 2020 Summer Tour of Alberta municipalities and would like to visit Fort Vermillion on July 31, 2020 from 5:00 P.M. - 6:30 P.M.

If any staff, CAO, and/or elected officials are interested in having a meeting, coffee, giving a tour or you have any special events happening in your community and you would like him to attend, please let me know and we can work together to schedule a specific time period for the meeting.

Also, we are encouraging communities to invite neighboring municipalities including counties, MLAs or MPs but only if they wish to.

Looking forward to hearing from you as we are currently finalizing his schedule. Please do not hesitate to contact me if you need further information.

Best Regards,

**Anita Sookar** BA, MSc, NCSO, CPHR, P.AdM | Governance Coordinator, Corporate Governance  
**ALBERTA URBAN MUNICIPALITIES ASSOCIATION**

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D: 780.989.7406 | E: [ASookar@auma.ca](mailto:ASookar@auma.ca)

Alberta Municipal Place | 300-8616 51 Ave Edmonton, AB T6E 6E6

Toll Free: 310-AUMA | 877-421-6644 | [www.auma.ca](http://www.auma.ca)



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This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the sender. This message contains confidential information and is intended only for the individual named. If you are not the named addressee, you should not disseminate, distribute or copy this email.

**From:** [Jennifer Batt](#)  
**To:** [Carol Gabriel](#)  
**Subject:** FW: Council Motion 20-06-342  
**Date:** June 29, 2020 10:03:31 AM

---

Did you want to include the below in the next Council meeting?

**Jennifer Batt | Director of Finance | Mackenzie County**

**Flood Recovery Coordinator**

PO Box 640, 4511-46 Ave. | Fort Vermilion, AB | T0H 1N0

Main Line: 780.927.3718 exten. 2553 | Toll Free: 1.877.927.0677

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

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**From:** Jannelle Veenstra <jveenstra@mackenziecounty.com>

**Sent:** June 29, 2020 8:36 AM

**To:** Jennifer Batt <jbatt@mackenziecounty.com>

**Subject:** Fwd: Council Motion 20-06-342

Sent from my iPhone

Begin forwarded message:

**From:** Al and Marilee Toews <[REDACTED]>  
**Date:** June 28, 2020 at 8:32:37 AM MDT  
**To:** Jannelle Veenstra <[jveenstra@mackenziecounty.com](mailto:jveenstra@mackenziecounty.com)>  
**Subject:** Council Motion 20-06-342

Dear Jannelle :

On behalf of The Friends of the Old Bay House Society, I convey sincere gratitude for the overland flood assistance being provided by Mackenzie County including staff and individual Councillors. Volunteers have dedicated countless hours working to bring this grand historical edifice back into the life of the Fort and Mackenzie County. Understandably, when we were so close to being able to have a Grand Reopening, it is almost overwhelming to face the amount of work needed again!

But at least this time, we have more experience and knowledge!!! This Motion gives us the financial boost needed to proceed with the restoration and rehabilitation once all the Adjusters and Appraisers are through the preliminary processes. We are still waiting for them to provide the Project Scope document to enable us to proceed with the formal quotes. Insurance allows us to obtain one quote, but they obtain two of their own for comparison. It is this process we are not at all welcoming. We would like to proceed with the trades people we know and in many instances are familiar with the house because they have done the initial work on it. We are awaiting the Adjusters' next step, having already alerted the former OBH trades people whom were engaged based on their having

best quotes and being willing to tackle the challenges related to historical, architectural and building code compliances.

Once again it is with great relief, we receive your good news about the insurance deductible. Please convey this to the Mackenzie County Council with our sincere gratitude as citizens and volunteers.

Most sincerely,

G.A. Toews  
The Friends of the Old Bay House Society

Sent from my iPad

June 16, 2020

## Government of Alberta Provides Additional Details on Enhanced Policing Position Agreements

*Under the new police costing model, existing enhanced policing positions will continue, but costs will be shifted to the Government of Alberta*

In response to questions from several RMA members on how enhanced policing positions (EPPs) and associated costs will be addressed under the new police costing model, Alberta Justice and Solicitor General has provided additional information.

Under the new costing model, all existing Option 1 EPP agreements as of April 1, 2020 will continue, with costs of the agreements being absorbed by the Government of Alberta. Option 1 EPP agreements refer to full-time enhanced policing positions. Option 2 EPP agreements are not impacted by the new police costing model. Municipalities may continue to enter into Option 2 EPP agreements.

The Government of Alberta is absorbing costs for Option 1 EPP agreements under s. 5 of the [Police Funding Regulation](#). According to Alberta Justice and Solicitor General, existing Option 1 EPP positions will remain in place until the expiry of the *Police Funding Regulation* on March 31, 2025, **regardless of when the original municipal EPP agreement was scheduled to expire.**

EPP costs will not impact the amount a municipality is required to contribute under the new police costing model. Municipal costs are determined based on the formula established in the *Police Funding Regulation*. EPP positions are unrelated to the formula.

Municipalities are still responsible for any EPP costs incurred until April 1, 2020. There is no need for municipalities to cancel existing EPP agreements.

The assigned duties of EPP positions will remain consistent with those assigned prior to April 1, 2020.

For more information on enhanced policing positions, contact:

Lisa Gagnier  
Manager, Research and Policy  
Alberta Justice and Solicitor General  
[Lisa.gagnier@gov.ab.ca](mailto:Lisa.gagnier@gov.ab.ca)

For enquiries, please contact:

2510 Sparrow Drive  
Nisku, Alberta T9E 8N5

OFFICE: 780.955.3639  
FAX: 780.955.3615  
[RMAAlberta.com](http://RMAAlberta.com)



# BULLETIN

Wyatt Skovron  
*Senior Policy Advisor*  
[wyatt@RMAAlberta.com](mailto:wyatt@RMAAlberta.com)

Tasha Blumenthal  
*Director of External Relations & Advocacy*  
[tasha@RMAAlberta.com](mailto:tasha@RMAAlberta.com)

2510 Sparrow Drive  
Nisku, Alberta T9E 8N5

OFFICE: 780.955.3639  
FAX: 780.955.3615  
[RMAAlberta.com](http://RMAAlberta.com)

# Municipal Governance

## During the COVID-19 Outbreak

Frequently Asked Questions – July 3, 2020

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As we continue down the road to recovery, Alberta Municipal Affairs will continue to provide biweekly updates addressing frequently asked questions and providing information on new tools and resources for as long as required.

The following information revisits the special enforcement authority for community peace officers since the expiration of the provincial public health emergency declaration and also addresses municipal infrastructure funding, the Small and Medium Enterprise Relaunch Grant, 2019 statistical reporting and emergency management training requirements.

### Municipal Affairs Updates

Previous COVID-19 updates are available at [www.alberta.ca/municipal-government-resources.aspx](http://www.alberta.ca/municipal-government-resources.aspx)

## Enforcement Authority

**When the provincial public health emergency declaration lapsed, did the special enforcement authority for community peace officers also come to an end?**

**YES.** As outlined in a bulletin issued by AB Justice and Solicitor General on June 16, 2020, Ministerial Order 24/2020, enacted under the *Peace Officer Act* to authorize community peace officers to enforce health Orders, expired when the provincial state of public health emergency lapsed on June 15, 2020.

Community Peace Officers are encouraged to continue educating individuals on the public health Orders. If enforcement is required, the RCMP or Public Health Inspectors are still authorized to enforce Orders issued under the *Public Health Act*.

## Alberta's Recovery Plan

**Does the provincial economic strategy include investing in municipalities?**

**YES.** Alberta's Recovery Plan includes the many government relief programs that have been put in place to support Albertans and Alberta job creators through the COVID-19 pandemic. The plan will continue under three main pillars: creating jobs, building infrastructure that will spur economic growth, and continuing to diversify our economy.

In addition to the \$50 million announced for municipalities through the Strategic Transportation Infrastructure Program (STIP) to fund bridge improvements, upgrades to roads and community airports and other initiatives, and a further \$150 million for water infrastructure grants through the Alberta Municipal Water/Wastewater Partnership, the province has identified up to \$500 million in further funding for municipalities, which is expected to be matched by Ottawa. Even before the federal contribution, this represents an increase to municipal infrastructure funding of almost 30 per cent in the current fiscal year.

It is estimated this new \$500 million will support the creation of at least 2,500 jobs that support people in the communities where they live, and drive future economic growth in the province. More details will be released when they become available.



## Small and Medium Enterprise Relaunch Grant

**Is there information available that municipalities can share with local businesses and non-profit organizations within our community regarding the Small and Medium Enterprise Relaunch Grant?**

**YES** The newly announced relaunch grant offers financial assistance to Alberta businesses, cooperatives, and non-profit organizations that faced restrictions or closures during the public health emergency, and experienced a revenue loss of at least 50 per cent due to the COVID-19 pandemic. Businesses and non-profits can access the application portal from the BizConnect website ([www.alberta.ca/bizconnect](http://www.alberta.ca/bizconnect)). Additional information as well as a link to the program guidelines is available [online](#).

### 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](mailto:ma.lgsmail@gov.ab.ca)

## 2019 Statistical Reporting

**In recognition of the COVID-19 public health emergency, has the deadline for municipalities to prepare and submit an annual Statistical Information Return (SIR) been extended?**

**YES.** The Minister of Municipal Affairs, Hon. Kaycee Madu, signed Ministerial Order No. MSD: 036/20, which established the due date for submitting the 2019 SIR as October 1, 2020.

Unique submission links for the 2019 SIRs were emailed to all municipal CAOs on June 15, 2020. Questions or requests to resend links can be emailed to [lgs.update@gov.ab.ca](mailto:lgs.update@gov.ab.ca).

**Is a CAO or a duly authorized signing officer signature still required on the excel template if the Statistical Information Return (SIR) is being submitted online?**

**NO.** When a municipality submits online through the link provided, they only need to attach a copy of the 2020 Tax Rate Bylaw and the Excel Template. The signing requirement, or certification, has been moved to the online submission portal.

## AEMA Training Requirements

**Has the training deadline stated in the Local Authorities Emergency Management Regulation been extended for Directors of Emergency Management?**

**YES.** This spring, the Alberta Emergency Management Agency (AEMA) placed a hold on in-person training for ICS-200, ICS-300, and the Director of Emergency Management (DEM) course due to restrictions related to the COVID-19 pandemic.

AEMA recognizes that the halted in-person training could impact the ability of local authorities to comply with training requirements for DEMs as prescribed by the Managing Director of the Alberta Emergency Management Agency under the Local Authority Emergency Management Regulation by the deadline of July 1, 2020 (or within 18 months of appointment, whichever is later).

The Managing Director of AEMA has extended the deadline for DEMs to complete the prescribed training requirements under the authority of Section 13(1) of the Local Authority Emergency Management Regulation to address this issue.

DEM's must now complete the prescribed training requirements **by January 1, 2021**, or within 18 months of appointment, whichever is later.

The [AEMA training webpage](#) will be updated to reflect the new deadline

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## Municipal Governance during the COVID-19 Outbreak

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# Closed Meetings of Council (In Camera)



## What is a closed meeting?

The *Municipal Government Act (MGA)* provides that a meeting or part of a meeting is considered to be closed to the public if:

- any members of the public are not permitted to attend the entire meeting or part of the meeting,
- the council, committee or other body holding the meeting instructs any member of the public to leave the meeting or part of the meeting, other than for improper conduct, or
- the council, committee or other body holding the meeting holds any discussions separate from the public during the meeting or part of the meeting.

## Under what authority can a council close a meeting?

Section 197 of the MGA states that councils and council committees must conduct their meetings in public unless the matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy (FOIP) Act* (s. 16 to 29). Section 197 also requires that a council or council committee must pass a resolution stating the reason and the section of FOIP that applies before closing all or any part of a meeting to the public. For example:

MOVED by Councillor Smith that council close the meeting to the public at 7:00 pm for Agenda item 2b Legal - Arena Project as per Section 27, FOIP.

**NOTE:** Section 197(2.1) is the exception to the rule, allowing municipal planning commissions, subdivision authorities, development authorities and subdivision and development appeal boards to deliberate and make decisions in meetings closed to the public.

## How to prepare for closed meeting discussions?

Discussions that will be closed during the meeting should be listed on the agenda for the meeting in which they are held. The agenda should contain a 'Confidential' heading and then provide a brief description of the topic and state the section of FOIP that allows closure for that topic. For example, "Personnel – CAO Evaluation - FOIP Section 17" would be used to describe conducting the performance appraisal of a chief administrative officer or "Legal – Arena Project - FOIP Section 27" could describe discussions regarding a legal advice received. Further information is not required.

Any background information on the confidential items should be circulated when attendees are in the closed meeting and collected prior to returning to the open meeting.

**This is an information summary only and has no legislative or legal sanction. For certainty, refer to the *Municipal Government Act* and the *Freedom of Information and Protection of Privacy Act*. Copies are available for purchase from Alberta Queen's Printer Bookstore or electronically at the website link below.**

Suite 700; Park Plaza Building  
10611 - 98 Avenue NW  
Edmonton, AB T5K 2P7  
Phone: 780- 427-4952  
Email: [qp@gov.ab.ca](mailto:qp@gov.ab.ca)  
[www.qp.alberta.ca](http://www.qp.alberta.ca)

Please call 780-427-2225 or visit [www.alberta.ca/municipal-government.aspx](http://www.alberta.ca/municipal-government.aspx)

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## How to record discussions from a closed meeting?

It is strongly recommended that a closed session discussion not be recorded. Any notes or minutes taken during the discussion may become part of a FOIP request. The council meeting minutes should reflect that a resolution was made to move into a closed session (as outlined above) and then another resolution to return to the open meeting.

Council members, the CAO and any others included in the closed session are required to keep in confidence what was discussed until the item is discussed at a meeting held in public.

Section 197(3) of the *MGA* prohibits the passing of a resolution or bylaw during in a closed meeting, with the exception of the resolution to revert to the public meeting, which must be recorded in the minutes. If direction is given or a decision reached, then a resolution must be made in the open meeting so that council's direction(s) are recorded and acted on.

## What can be discussed in a closed session?

FOIP outlines the items that would allow a council to close a council meeting, which include matters where a public disclosure could be harmful to:

- Third party business interests; (s. 16)
- Third party personal privacy; (s. 17)
- Individual or public safety; (s. 18 and 19)
- Law enforcement; (s. 20)
- Intergovernmental relations; (s. 21, 22, 23 and 24) and
- Economic or other interests (s. 25, 26, 27, 28 and 29).

Public bodies should not:

- Reveal confidential employee evaluations;
- Disclose local public body confidences, or advice from officials; or
- Disclose information that is subject to any kind of legal privilege.

For example, a discussion regarding the employment of the CAO should be held in a closed session to protect the privacy of that individual. Also,

preliminary meetings with developers (at their request/or council's discretion) describing a new land use development should be held in a closed session (s. 16 of FOIP).

## Who can attend a closed session?

All members of Council, guests (at the discretion of council), and most times, the chief administrative officer may attend a closed session.

The media and general public cannot attend the closed discussion, but are welcome to return to the council meeting following the closed session.

## What should not be discussed in a closed session?

These are examples of difficult topics that typically should not be discussed in a closed session:

- Budget deliberations
  - Property tax (i.e., assessments/mill rates, penalties)
  - Capital expenditures
- Any contentious issues
  - Sensitive local issues
  - Bylaw amendments (i.e., Land use)
  - Subdivision proposals
- Tax recovery (i.e. reserve bids for auction)
- Discussions regarding budget requirements for hiring additional municipal staff and for the setting of salary ranges

The *MGA* sets out clear requirements for municipal councils to conduct their business openly. The powers of a municipal council are balanced by councils' accountability to the citizens who elect them. It is therefore essential that citizens are allowed to take an active interest in the development and direction of our local governments and express their views to their locally elected representatives. For more information on how the FOIP affects municipalities, please visit the Service Alberta website at

[www.servicealberta.ca/FOIP/documents/FAQ\\_Municipal.pdf](http://www.servicealberta.ca/FOIP/documents/FAQ_Municipal.pdf).



**RMA**  
RURAL MUNICIPALITIES  
of ALBERTA

# Monthly Update for RMA Districts

July 2020



## COVID-19

The RMA remains committed to providing reliable information and stable service to our membership as we navigate the COVID-19 pandemic. 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 continues to implement [Alberta's Relaunch Strategy](#), which outlines 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 2 which has allowed 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.

## Assessment Model Review

The formal assessment model review process is now complete, with the final meeting having been held on May 20. RMA anticipates confidentiality requirements being lifted sometime during the summer, at which point RMA and members will have an opportunity to advocate to provincial decision-makers on potential recommended changes. At this point, if changes occur, they are still expected to be implemented for the 2021 tax year. The RMA looks forward to engaging members in advocacy related to the assessment model review in the near future.

## 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. To apply, visit the [application page](#) on the RMA website by July 31, 2020.

Cohorts are expected to run from fall 2020 to spring 2021.

## Local Authorities Election Act Update

On June 25, the Minister of Municipal Affairs introduced [Bill 29: Local Authorities Election Amendment Act, 2020](#). Bill 29 proposes a range of changes to the municipal and school board election process, including several related to campaign contribution limits, third-party advertising, nomination periods, and other areas.

RMA is currently in the process of reviewing Bill 29 and may provide input and proposed amendments to the Government of Alberta prior to the Bill's second reading.

If Bill 29 is passed, RMA will provide members with more information on changes to the LAEA.

## RMA Advocacy on Sand and Gravel Update

RMA has been working collaboratively with the Alberta Sand and Gravel Association (ASGA) and Alberta Environment and Parks (AEP) to discuss the implications of a recent court ruling involving the interpreted definition of "sand" and "quarry". As aggregate activities take place in many rural municipalities, the RMA has expressed concern with this court decision and the broader implications to the industry that could result if these definitions are not clarified.

RMA has identified the following concerns:

1. That changes to the definitions under the *Environmental Protection and Enhancement Act* (EPEA) are needed, specifically clarifying differences between "pit" and "quarry" and creating a clear definition of "sand" to ensure that all are consistent across various legislation.
2. That the current approval process for sand and gravel operations under EPEA should be retained, and that the requirement for an Environmental Impact Assessment (EIA) on every aggregate project is not necessary as it would significantly increase red tape, increase costs for applications, and extend the timeline required for project approvals. The RMA has identified that the current approval process for applications under the EPEA is sound, ensuring that environmental considerations are adequately addressed.
3. As municipalities are responsible for land-use decisions and the enforcement of municipal bylaws, the RMA believes it is essential that municipalities continue to be involved in the approvals process. Municipalities are the level of government closest to the people and have

knowledge of local development and environmental issues which provides immense value and positions municipalities to mitigate issues or challenges with proponents and local residents.

In addition, RMA has officially endorsed the [ASGA six recommendations](#) that were developed in response to this issue. The ASGA's recommendations focus on the need for the definitions or "pits", "quarries", and "sand" under the AEP legislation to be better aligned and seeks for AEP to modify the *Environmental Assessment (Mandatory and Exempted Activities) Regulation* to allow a sand and gravel application to elect to pursue an environmental impact assessment even if the project is not required under legislation to conduct one.

RMA has expressed interest to work with the provincial government to streamline approvals and reduce duplication between municipal and provincial requirements that have previously been identified as a challenge.

## Fair Deal Panel Report

The Fair Deal Panel (FDP) was established in November 2019 to address Albertan's concerns that the province is not receiving a fair deal within the Canadian confederation. The panel met with Albertans through town halls, gathered feedback online, and used a representative sample of Albertans for phone interviews. The FDP [released their report](#) in May 2020, which includes 25 recommendations, with the following having potential municipal impacts:

*Recommendation 1: Press strenuously for the removal of current constraints on the Fiscal Stabilization Program that prevent Albertans from receiving a \$2.4 billion equalization rebate.*

While this recommendation does not directly impact municipalities, if the Government of Alberta (GOA) received \$2.4 billion in equalization rebate, this would improve the financial status of the province. As a result, there may be an opportunity to advocate for additional funding for municipalities or specific municipal grants.

*Recommendation 2: Proceed with the proposed referendum on equalization, asking a clear question along the lines of: Do you support the removal of Section 36 – the principle of equalization – from The Constitution Act, 1982?*

This recommendation does not directly impact municipalities; however, the report does not specify how this referendum would be conducted. The GOA has announced their plans to include other referendum and senate appointment questions in the 2021 municipal elections. Adding these non-municipal issues to municipal elections is something RMA has advocated against.

This issue of how a referendum will be carried out also applies to recommendation 13, which deals with creating an Alberta Pension Plan. Recommendation 24 deals exclusively with increasing the use of referenda.

*Recommendation 14: Create an Alberta Police Service to replace the RCMP.*

This recommendation comes from concerns that the RCMP is not responsive enough to change operations to meet local concerns. Additionally, there is a desire to keep police officers in

communities, rather than relocating them as is current RCMP practice. In the short term, creating an Alberta Police Service (APS) would increase costs, as the \$112 million in funding provided by the Government of Canada would likely fall to the Province and municipalities to pay for.

The FDP report does note that the cost of switching to an APS should not be passed onto municipalities without their consent. Instead, the GOA should make the case to municipalities using RCMP why APS may be advantageous. The FDP report notes potential advantages may be increased responsiveness, less staff turnover, and increased efficiencies in the long run.

*Recommendation 22: Make no changes, at this time, to the administration of agreements that Alberta public agencies and municipalities have with the Government of Canada.*

This recommendation is in response to the FDP's mandate letter, which asked them to explore if Alberta should emulate Quebec's rule that municipalities must obtain provincial approval before entering into agreements with the federal government. The FDP recommends not pursuing this approval process at this time, although it is unclear if the Government of Alberta will accept this recommendation.

## **Federal Advocacy**

RMA is continuing to advocate federally on behalf of our members both in cooperation with the Federation of Canadian Municipalities (FCM) and through our own advocacy efforts.

The Department of Fisheries and Oceans Canada (DFO) has recently released four interim codes of practices: **Culvert maintenance**, **Temporary stream crossings**, **End-of-pipe-fish protection screens for small water intakes in freshwater** and **Routine maintenance dredging**, which have been shared in the Contact newsletter. DFO has informed FCM that the code of practice for the removal of beaver dams will be released in July and RMA will advise members in Contact when that code of practice is available.

The Fish and Fish Habitat Protection Program will be releasing additional operational advice and will be hosting public engagement activities in the fall of 2020 to ensure that these codes of practice meet the needs of municipalities before they are finalized. RMA will inform members when the engagement sessions begin.

## **Municipal Climate Change Action Centre (MCCAC) Program Updates**

On June 11, the Government of Alberta announced that Energy Efficiency Alberta (EEA) will be disbanded, with some of its programming being shifted to MCCAC. Over the next 90, the MCCAC will be working closely with the Government of Alberta and EEA to assume responsibility for the Clean Energy Improvement Program (CEIP).

CEIP is a made in Alberta Property Assessed Clean Energy (PACE) program that provides residential and commercial property owners with access to competitive, long-term financing to cover up 100% of their project costs with no down payment required. RMA will update members on MCCAC progress with assuming responsibility for CEIP.



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.

For more information about future webinars or programs offered by the MCCAC, please visit the MCCAC website or email [contact@mccac.ca](mailto:contact@mccac.ca).

## Upcoming EOEP Courses

The **Elected Officials Education Program** (EOEP) has begun offering courses virtually, starting with Council's Role in Public Engagement, which sold out two different offerings. EOEP's **Municipal Corporate Planning and Finance** course is being offered beginning July 22. These online courses include several interactive sessions, where elected officials can engage with each other and facilitator, as well as offline homework. To register for this course, click [here](#).

Watch for more course offerings in the *Contact* newsletter.

## 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.

Unfortunately like many other events, **RMA Insurance** was forced to postpone RiskPro 2020 due to the COVID-19 pandemic. Our team is busy trying to modify the planned event and topics into a virtual version. Webinars, roundtables, and web-based training are all potential methods for delivery of the different aspects of our virtual RiskPro, so several municipal staff would be able to participate, often at their own pace. The virtual RiskPro will be launched in Fall 2020, so stay tuned for more information. Upon completion of this years, RiskPro ensures members will be able to continue in the RiskPro Credit Program next year.

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](#).

**Boreal Housing Foundation**  
**Regular Board Meeting**  
**May 28, 2020 at 10:00 am**  
**Knelsen Sand & Gravel Board Room in La Crete**

**Called In:** Cameron Cardinal – Chair  
Clark McAskile – Vice Chair teleconference 10:00 am  
Paul Driedger  
Michelle Farris  
Daphne Lizotte – Via teleconference 10:09 am  
Wally Olorenshaw  
Crystal McAteer- Via teleconference 10:00 am  
Cornie Teichroeb  
John W Driedger joined 10:18 am  
Josh Knelsen joined 10:40 am

**In Attendance:**

**Missing:**

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

**Call to Order:** Chair Cameron Cardinal called the meeting to order at 10:04 am.

**Agenda:**

**Approval of Agenda**

20-40 Moved by Paul Driedger

That the agenda approved amended to include:  
4.5 Heimstaed Lodge Access

Carried

**Minutes from March 23, 2020 Teleconference Regular Board Meeting**

20-41 Moved by Crystal McAteer

That the minutes of the March 23, 2020 Teleconference Regular Board Meeting be approved as presented

Carried

**Minutes from May 11, 2020 Special Board Meeting**

20-42 Moved by Wally Olorenshaw

That the minutes of the May 11, 2020 Special Board Meeting be approved as presented

Carried

**New Business**

**BHF Employee Handbook changes to section 4.1**

20-43 Moved by Cornie Teichroeb

That the changes to the BHF Employee Handbook be approved as presented.

Carried

**New Policy H&S-018 Harassment and Bullying Policy**

20-44 Moved by Michelle Farris

That Policy H&S-018 Harassment and Bullying Policy be approved as presented

Carried

**New Policy H&S-019 Personal Protective Equipment**

20-45 Moved by Cornie Teichroeb

That the Policy H&S-019 Personal Protective Equipment be approved as presented

Carried

**New Policy LDG-031 Evacuation of Levels DSL2 and Lodge Residents**

20-46 Moved by Cornie Teichroeb

That the Policy LDG-031 Evacuation of Levels DSL2 and Lodge residents be approved as presented

Carried

**Alberta Health CMOH Order 23-2020**

20-47 Moved by Josh Knelsen

That Boreal Housing Foundation write a letter to Alberta Health requesting residents who prefer total lock down be removed to another Lodge and the remaining residents be allowed visitors after completing full screening prior to entry.

Josh Knelsen requested recorded Vote

Approve: Josh Knelsen

Opposed: John W Driedger, Michelle Farris, Crystal McAteer, Clark McAskile, Cornie Teichroeb, Daphne Lizotte, Wally Olorenshaw, Paul Driedger, Cameron Cardinal

Defeated Unanimously

**Alberta Health CMOH Order 23-2020**

20-48 Moved by Cornie Teichroeb

That Boreal Housing Foundation ask Alberta Health in exchange to "Resident Outing" to allow 2 visitors per resident at a time to come into the Lodge with full screening prior to entry and following all protocol measures.

Carried

**Reports:                    Financial Reports**

**CAO Report**

20-49                    Moved by Paul Driedger

That the CAO report be received for information.

Carried

**Heimstaed Lodge Financial Reports – April 30, 2020**

20-50                    Moved by Paul Driedger

That the April 30, 2020 Lodge financial report be received for information.

Carried

**High Level Lodge – April 30, 2020**

20-51                    Moved by Wally Olorenshaw

That the April 30, 2020 High Level Lodge financial report be received for information.

Carried

**Supportive Living Financial Reports – April 30, 2020**

20-52                    Moved by Cornie Teichroeb

That the April 30, 2020 Supportive Living financial report be received for information.

Carried

**Housing Financial Reports – April 30, 2020**

20-53                    Moved by

That the April 30, 2020 Housing financial report be received for information.

Carried

**Grants & Reserves – April 30, 2020**

20-54 Moved by Michelle Farris

That the April 30, 2020 Grants & Reserves report be received for information.

Carried

20-55 Moved by Michelle Farris

That administration present information about the SRHI program to the next meeting

Carried

**Arrears Report – April 23, 2020**

20-56 Moved by Wally Olorenshaw

That the April 23, 2020 arrears report be received for information.

Carried

**Information items**

20-57 Moved by Paul Driedger

That the following items be accepted as information

- 6.1 2019 Housing funds carried forward
- 6.2 Mackenzie House – WSP Monthly stat
- 6.3 \$2/Hr. top up for HCA's
- 6.4 Letter to Honorable Grant Hunter – Red Tape reduction
- 6.5 Reply letter from Honorable Grant Hunter

Carried

20-58 Moved by Josh Knelsen

That Boreal Housing Foundation write a second letter replying to the letter from Honorable Grant Hunter – Red tape reduction

Carried

**In Camera:           Legal / Land / or Labor**

20-59                   Moved by Michelle Farris

That the meeting moves to in camera at 12:21 pm

Carried

20-60                   Moved by Cornie Teichroeb

That meeting moves out of in camera at 12:58 pm

Carried

20-61                   Moved by Crystal McAteer

That the Board approves for Mary and Allan to apply for Overtime funding from Alberta Housing and Disaster Services

Carried

20-62                   Moved by Wally Olorenshaw

That all communication regarding Boreal Housing Foundation will only be communicated by the Board Chair and the CAO

Carried

**Next Meeting Date:** That the next Regular Board Meeting be TBA at a later date, this meeting will be in High Level, Alberta.

**Adjournment:**

20-63                   Moved by Cornie Teichroeb

That the meeting of May 28, 2020 be adjourned at 1:01 pm

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Chair Cameron Cardinal

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Evelyn Peters, Executive Assistant