




MACKENZIE COUNTY

REGULAR COUNCIL MEETING

**SEPTEMBER 8, 2020
10:00 AM**

FORT VERMILION COUNCIL
CHAMBERS

 780.927.3718

 www.mackenziecounty.com

 4511-46 Avenue, Fort Vermilion

 office@mackenziecounty.com



Mackenzie County

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**Tuesday, September 8, 2020
10:00 a.m.**

Fort Vermilion Council Chambers

Fort Vermilion, Alberta

AGENDA

			Page
CALL TO ORDER:	1.	a) Call to Order	
AGENDA:	2.	a) Adoption of Agenda	
ADOPTION OF PREVIOUS MINUTES:	3.	a) Minutes of the August 19, 2020 Regular Council Meeting	7
		b) Minutes of the August 25, 2020 Special Council Meeting	27
		c) Business Arising out of the Minutes	
DELEGATIONS:	4.	a)	
		b)	
TENDERS:		Tender openings are scheduled for 11:00 a.m.	
	5.	a) None	
PUBLIC HEARINGS:		Public hearings are scheduled for 1:00 p.m.	
	6.	a) None	
GENERAL REPORTS:	7.	a) CAO and Director Reports for August 2020	33
		b) Disaster Recovery Update (verbal report)	
AGRICULTURE SERVICES:	8.	a)	
		b)	
COMMUNITY SERVICES:	9.	a) Bylaw 1196-20 Off-Highway Vehicles – Hamlet of Fort Vermilion	51

		b)		
		c)		
FINANCE:	10.	a)	Policy FIN022 Budget Development and 2021 Budget Meeting Dates	61
		b)		
		c)		
OPERATIONS:	11.	a)	Policy PW009 Dust Control	71
		b)		
		c)		
UTILITIES:	12.	a)		
		b)		
PLANNING & DEVELOPMENT:	13.	a)	Bylaw 1172-20 Road Closure Bylaw for Plan 032 1316, Block 25, all of the lane lying north of Lots 20-23 and Plan 992 5549, Block 25 and all of the lane lying north of Lots 15-19 (La Crete)	83
		b)	Bylaw 1195-20 Business License	91
		c)	Policy DEV005 Reserve	105
		d)		
		e)		
ADMINISTRATION:	14.	a)	Bylaw 1194-20 Fee Schedule Bylaw Amendments	121
		b)	Caribou Update (standing item)	
		c)		
		d)		
COUNCIL COMMITTEE REPORTS:	15.	a)	Council Committee Reports (verbal)	
		b)	Agricultural Service Board Meeting Minutes	127
		c)	Municipal Planning Commission Meeting Minutes	133

	d)	Fort Vermilion Community Streetscape Committee Meeting	143
INFORMATION / CORRESPONDENCE:	16. a)	Information/Correspondence	147
CLOSED MEETING:		<i>Freedom of Information and Protection of Privacy Act</i> Division 2, Part 1 Exceptions to Disclosure	
	17. a)		
	b)		
NOTICE OF MOTION:	18. a)		
NEXT MEETING DATES:	19. a)	Regular Council Meeting September 22, 2020 10:00 a.m. Fort Vermilion Council Chambers	
	b)	Regular Council Meeting October 13, 2020 10:00 a.m. Fort Vermilion Council Chambers	
ADJOURNMENT:	20. a)	Adjournment	



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 8, 2020
Presented By:	Carol Gabriel, Deputy Chief Administrative Officer (Legislative & Support Services)
Title:	Minutes of the August 19, 2020 Regular Council Meeting

BACKGROUND / PROPOSAL:

Minutes of the August 19, 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 August 19, 2020 Regular Council Meeting be adopted as presented.

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

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**Wednesday, August 19, 2020
10:00 a.m.**

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

PRESENT:

Josh Knelsen	Reeve
Walter Sarapuk	Deputy Reeve
Jacque Bateman	Councillor
Peter F. Braun	Councillor
Cameron Cardinal	Councillor
David Driedger	Councillor
Eric Jorgensen	Councillor (arrived at 10:01 a.m. via teleconference)
Anthony Peters	Councillor
Ernest Peters	Councillor
Lisa Wardley	Councillor

REGRETS:

ADMINISTRATION:

Len Racher	Chief Administrative Officer
Carol Gabriel	Deputy Chief Administrative Officer/ Recording Secretary
Jennifer Batt	Director of Finance
Fred Wiebe	Director of Utilities
Don Roberts	Director of Community Services
David Fehr	Director of Operations
Caitlin Smith	Planning Supervisor

ALSO PRESENT: Members of the Public

Minutes of the Regular Council meeting for Mackenzie County held on August 19, 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

Councillor Jorgensen joined the meeting via teleconference at 10:02 a.m.

MOTION 20-08-462 **MOVED** by Councillor Braun

That the agenda be approved with the following additions:

- 7. c) Mighty Peace Watershed Alliance
- 8. a) Check-off Refund Claim – Alberta Barley Commission and Alberta Wheat Commission
- 14. c) Rural Municipalities of Alberta Fall Convention
- 17. d) Organizational Chart

CARRIED

**MINUTES FROM
PREVIOUS
MEETING:**

3. a) Minutes of the July 15, 2020 Regular Council Meeting

MOTION 20-08-463

MOVED by Councillor Wardley

That the minutes of the July 15, 2020 Regular Council meeting be adopted as presented.

CARRIED

**MINUTES FROM
PREVIOUS
MEETING:**

3. b) Minutes of the July 30, 2020 Special Council Meeting

MOTION 20-08-464

MOVED by Deputy Reeve Sarapuk

That the minutes of the July 30, 2020 Special Council meeting be adopted as presented.

CARRIED

**MINUTES FROM
PREVIOUS
MEETING:**

3. c) Business Arising out of the Minutes

None

DELEGATIONS:

4. a) None

**GENERAL
REPORTS:**

7. a) CAO and Director Reports for July 2020

MOTION 20-08-465

MOVED by Councillor Wardley

That administration bring forward a review of the line-painting program during the 2021 budget deliberations.

CARRIED

MOTION 20-08-466 **MOVED** by Councillor Cardinal

That the CAO & Director Reports for July 2020 be received for information.

CARRIED

**GENERAL
REPORTS:**

7. b) Disaster Recovery Update (verbal report)

MOTION 20-08-467 **MOVED** by Councillor Jorgensen

That the disaster recovery update be received for information.

CARRIED

**GENERAL
REPORTS:**

7. c) Mighty Peace Watershed Alliance (ADDITION)

MOTION 20-08-468 **MOVED** by Councillor Jorgensen
Requires Unanimous

That the Mighty Peace Watershed Alliance be received for information.

CARRIED

**AGRICULTURE
SERVICES:**

**8. a) Check-off Refund Claim - Alberta Barley Commission
and Alberta Wheat Commission (ADDITION)**

MOTION 20-08-469 **MOVED** by Councillor E. Peters
Requires Unanimous

That administration and the Agricultural Service Board advertise the Check-off Refund Claim program from the Alberta Barley Commission and Alberta Wheat Commission.

CARRIED UNANIMOUSLY

Reeve Knelsen recessed the meeting at 10:49 a.m. and reconvened the meeting at 11:00 a.m.

TENDERS:

5. a) Hill Crest School Waterline Extension

MOTION 20-08-470 **MOVED** by Councillor Braun

That the Hill Crest School Waterline Extension Tenders - Envelope #1 be opened.

CARRIED

Tenders Received:

Good Brothers Construction Ltd.	Qualifying documents enclosed.
Northern Road Builders	Qualifying documents enclosed.

MOTION 20-08-471 **MOVED** by Councillor Wardley

That the Hill Crest School Waterline Extension Tenders - Envelope #2 be opened for the qualified bidders.

CARRIED

Tenders Received:

	Option A	Option B	Option C
Good Brothers Construction Ltd.	\$399,901.00	\$456,951.00	\$548,267.00
Northern Road Builders	\$520,350.00	\$616,750.00	\$692,375.00

MOTION 20-08-472 **MOVED** by Deputy Reeve Sarapuk

That administration review and evaluate the Hill Crest School Waterline Extension Tenders – for awarding and bring back a recommendation later in the meeting.

CARRIED

COMMUNITY SERVICES:

9. a) Appointment of Zama Fire Chief and Deputy Fire Chief

MOTION 20-08-473 **MOVED** by Councillor Wardley

That Shawn Hiltz be appointed as the Zama City Fire Chief for a two-year term effective August 19, 2020.

CARRIED

MOTION 20-08-474 **MOVED** by Councillor Bateman

That Roxanne Tarr be appointed as Zama City Deputy Fire Chief for a two-year term effective August 19, 2020.

CARRIED

COMMUNITY SERVICES: **9. b) Off Highway Vehicle (OHV) Use – Hamlet of Fort Vermilion**

MOTION 20-08-475 **MOVED** by Councillor Cardinal

That administration bring back an amended Off-Highway Vehicles Bylaw for the Hamlet of Fort Vermilion to allow all terrain vehicles (ATV's) to be used within the Hamlet.

CARRIED

COMMUNITY SERVICES: **9. c) Zama – Canada Post Services**

MOTION 20-08-476 **MOVED** by Councillor Wardley

That Mackenzie County enter into an agreement with Canada Post for providing postal services in the hamlet of Zama City and that Mackenzie County enter into an agreement with the Zama Library and Zama Recreation Society to provide a relief postal worker 15 days a year.

CARRIED

FINANCE: **10. a) Bylaw 1189-20 Borrowing – Mackenzie County Wellness Centre**

Reeve Knelsen recessed the meeting at 12:05 p.m. and reconvened the meeting at 12:41 p.m.

MOTION 20-08-477 **MOVED** by Councillor Bateman
Requires 2/3

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

Councillor Wardley requested a recorded vote.

In Favor

Councillor Driedger
Councillor A. Peters
Councillor Braun
Councillor E. Peters
Reeve Knelsen

Opposed

Councillor Cardinal
Deputy Reeve Sarapuk
Councillor Jorgensen
Councillor Bateman
Councillor Wardley

DEFEATED

FINANCE:

10. b) Expense Claims – Councillors

MOTION 20-08-478

Requires 2/3

MOVED by Councillor Wardley

That Councillor Jorgensen's May 2020 expense claim be approved as presented.

DEFEATED

MOTION 20-08-479

MOVED by Councillor Braun

That the Councillor expense claims for July 2020 be received for information.

CARRIED

FINANCE:

10. c) Expense Claims – Members at Large

MOTION 20-08-480

Requires 2/3

MOVED by Councillor Wardley

That John W. Driedger's expense claims for March and May 2020 be approved as presented.

DEFEATED

MOTION 20-08-481

MOVED by Councillor A. Peters

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

CARRIED

PUBLIC HEARINGS:

6. 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

Reeve Knelsen called the public hearing for Bylaw 1187-20 to order at 1:00 p.m.

Reeve Knelsen asked if the public hearing for proposed Bylaw 1187-20 was properly advertised. Caitlin Smith, Planning Supervisor, 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. Caitlin Smith, Planning Supervisor, presented the following:

Mackenzie County administration is proposing a change to the minimum setbacks from property line for development on all lots located in the Country Recreational “CREC” zoning.

There are two (2) areas in Mackenzie County that are zoned Country Recreational “CREC”. These are the La Crete Golf Course lots and Hutch Lake lots.

The proposed change would be reducing the existing minimum setback of 12.2 meters (40 feet) from all property lines in this Country Recreational “CREC” district to 9.1 meters (30 feet) from the front property line and 3.1 meters (10 feet) from the sides and rear.

The reason for this change is that the lot sizes are very small in these “CREC” subdivisions. If the developers need to build 40 feet from all boundaries on these lots, the development envelope is limited.

There are many setback variance requests in the Hutch Lake area and often the applicants struggle with arranging their yard site to their liking, even with the variance. The Golf Course subdivision lots are smaller than Hutch Lake lots and therefore would face even greater building challenges.

Reeve Knelsen asked if Council has any questions of the proposed Land Use Bylaw Amendment. There were no questions.

Reeve Knelsen asked if any submissions were received in regards to proposed Bylaw 1187-20. One written submission was received from Barry and Becky Toker in support of the proposed Bylaw.

Reeve Knelsen asked if there was anyone present who would like to speak in regards to the proposed Bylaw 1187-20. There was no one present to speak to the proposed bylaw.

Reeve Knelsen closed the public hearing for Bylaw 1187-20 at 1:02 p.m.

MOTION 20-08-482 **MOVED** by Councillor Braun

That second 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, to accommodate a larger development envelope.

CARRIED

MOTION 20-08-483 **MOVED** by Deputy Reeve Sarapuk

That third 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, to accommodate a larger development envelope.

CARRIED

PUBLIC HEARINGS: **6. b) Bylaw 1188-20 Land Use Bylaw Amendment to Add Regulation to Prohibit Waste Disposal to Section 8**

Reeve Knelsen called the public hearing for Bylaw 1188-20 to order at 1:03 p.m.

Reeve Knelsen asked if the public hearing for proposed Bylaw 1188-20 was properly advertised. Caitlin Smith, Planning Supervisor, 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. Caitlin Smith, Planning Supervisor, presented the following:

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.

Reeve Knelsen asked if Council has any questions of the proposed Land Use Bylaw Amendment. There were no questions.

Reeve Knelsen asked if any submissions were received in regards to proposed Bylaw 1188-20. There were no written submissions.

Reeve Knelsen asked if there was anyone present who would like to speak in regards to the proposed Bylaw 1188-20. There was no one present to speak to the proposed bylaw.

Reeve Knelsen closed the public hearing for Bylaw 1188-20 at 1:04 p.m.

MOTION 20-08-484

MOVED by Councillor Wardley

That second reading be given to Bylaw 1188-20 being a Land Use Bylaw Amendment to add Regulation to Prohibit Waste Disposal to Section 8.

CARRIED

MOTION 20-08-485

MOVED by Deputy Reeve Sarapuk

That third reading be given to Bylaw 1188-20 being a Land Use Bylaw Amendment to add Regulation to Prohibit Waste Disposal to Section 8.

CARRIED

FINANCE:

10. d) Financial Reports – January 1, 2020 to July 31, 2020

MOTION 20-08-486

MOVED by Councillor Bateman

That the financial reports for January to July 2020 be received for information.

CARRIED

OPERATIONS: 11. a) Heliport Road Asphalt Overlay Clarification

MOTION 20-08-487 **MOVED** by Councillor Wardley

That the noted error in additional quantities of required asphalt in the Heliport Road Asphalt Overlay tender be accepted and that the additional meters of asphalt be added to the project as negotiated with the successful bidder.

CARRIED

MOTION 20-08-488 **MOVED** by Councillor Wardley

That a letter of concern be placed on file for the engineering error on the Heliport Road Asphalt Overlay project tender.

CARRIED

OPERATIONS: 11. b) Request for Special Council Meeting

MOTION 20-08-489 **MOVED** by Councillor Cardinal

That a Special Council meeting be called for August 25, 2020 at 9:00 a.m. in the Fort Vermilion Council Chambers for the purposes of opening and awarding the Fort Vermilion Interim Housing – Site Preparation tender.

CARRIED

UTILITIES: 12. a) None

PLANNING AND DEVELOPMENT: 13. a) Bylaw 1190-20 Land Use Bylaw Amendment to Rezone Part of Plan FORTVER, Block 3, Lot 8 from Fort Vermilion Light Industrial “FV-LI” and Institutional “I” to Hamlet Residential 1 “H-R1” and to Rezone Part of Plan 822 3269, Block 03, Lot A from Fort Vermilion Light Industrial “FV-LI” to Hamlet Residential 1 “H-R1”

MOTION 20-08-490 **MOVED** by Councillor Wardley

That first reading be given to Bylaw 1190-20 being a Land Use Bylaw Amendment to rezone Part of Plan FORTVER, Block 3, Lot 8 from Fort Vermilion Light Industrial “FV-LI” and Institutional “I” to Hamlet Residential 1 “H-R1” and to rezone Part of Plan 822 3269, Block 03, Lot A from Fort Vermilion Light Industrial “FV-LI” to

Hamlet Residential 1 “H-R1” to accommodate residential development, subject to public hearing input.

CARRIED

**PLANNING AND
DEVELOPMENT:**

13. b) Bylaw 1191-20 Land Use Bylaw Amendment to Rezone Plan 162 0091, Block 03, Lot 12 from Hamlet Residential 1A “H-R1A” to Hamlet Residential 2 “H-R2” (La Crete)

MOTION 20-08-491

MOVED by Councillor Wardley

That first reading be given to Bylaw 1191-20 being a Land Use Bylaw Amendment to rezone Plan 162 0091, Block 03, Lot 12 from Hamlet Residential 1A “H-R1A” to Hamlet Residential 2 “H-R2”, subject to public hearing input.

CARRIED

**PLANNING AND
DEVELOPMENT:**

13. c) Bylaw 1192-20 Land Use Bylaw Amendment to Rezone Part of SW 7-106-15-W5M from Agricultural “A” to Institutional “I”

MOTION 20-08-492

MOVED by Councillor Braun

That first reading be given to Bylaw 1192-20 being a Land Use Bylaw Amendment to rezone Part of SW 7-106-15-W5M from Agricultural “A” to Institutional “I”, subject to public hearing input.

CARRIED

**PLANNING AND
DEVELOPMENT:**

13. d) Bylaw 1193-20 Land Use Bylaw Amendment to Rezone Part of SE 34-105-15-W5M from Rural Country Residential 1 “RCR1” to Agricultural “A” (La Crete Rural)

MOTION 20-08-493

MOVED by Councillor Driedger

That first reading be given to Bylaw 1193-20 being a Land Use Bylaw Amendment to rezone Part of SE 34-105-15-W5M from Rural Country Residential 1 “RCR1” to Agricultural “A”, subject to public hearing input.

CARRIED

PLANNING AND

13. e) Municipal Development Plan, Land Use Bylaw, & Fort

DEVELOPMENT: Vermilion Recovery Plan – Request for Proposals

MOTION 20-08-494 **MOVED** by Councillor Wardley
Requires 2/3

That the Municipal Development Plan budget be amended to include an additional \$130,000 with funding coming from the Intermunicipal Development Plan and Intermunicipal Collaborative Framework budgets for a total project budget of \$305,000.

CARRIED

MOTION 20-08-495 **MOVED** by Councillor Wardley

That the Municipal Development Plan, Land Use Bylaw, and Fort Vermilion Recovery Plan project be awarded to O2 Planning and Design, while staying in budget.

CARRIED

PLANNING AND DEVELOPMENT: 13. f) Pluvial Flooding and Development

MOTION 20-08-496 **MOVED** by Councillor Bateman

That a regulation be added to the Land Use Bylaw for areas at risk for pluvial flooding such as no basements, minimum grade for construction, sump pump requirement, etc.

CARRIED

PLANNING AND DEVELOPMENT: 13. g) Sale of Part of Plan 182 2539, Block 01, Lot K (La Crete)

MOTION 20-08-497 **MOVED** by Deputy Reeve Sarapuk

That administration proceed with the sale of the 0.09 acres on Part of Plan 182 2539, Block 01, Lot K in the Hamlet of La Crete, subject to developer agreeing to create a treed buffer on the west and south property line and paying all fees.

CARRIED

Reeve Knelsen recessed the meeting at 2:02 p.m. and reconvened the meeting at 2:13 p.m.

ADMINISTRATION: 14. a) Alberta Municipal Water & Wastewater Partnership

Grant Funding

MOTION 20-08-498
Requires 2/3

MOVED by Councillor Wardley

That a request be made to the Ministry of Transportation to re-allocate the Alberta Municipal Water & Wastewater Partnership grant funding for the Zama Sewage Forcemain project to the 2020 Fort Vermilion Water and Sewer Infrastructure project to assist with the flood mitigation strategy, and that Zama contractors be given the opportunity to bid on any related project.

CARRIED

ADMINISTRATION:

14. b) Caribou Update (standing item)

MOTION 20-08-499

MOVED by Councillor Driedger

That the Caribou update be received for information.

CARRIED

TENDERS:

5. a) Hill Crest School Waterline Extension

MOTION 20-08-500
Requires 2/3

MOVED by Councillor Braun

That the budget be amended to include an additional \$65,000 for the Hill Crest School Waterline Extension project with funding coming from the Municipal Sustainability Initiative (MSI) funding.

CARRIED

MOTION 20-08-501

MOVED by Councillor E. Peters

That the Hill Crest School Waterline Extension contract be awarded to the most qualified bidder, based on the matrix, with 150 mm waterline size.

CARRIED

ADMINISTRATION:

**14. c) Rural Municipalities of Alberta Fall Convention
(ADDITION)**

MOTION 20-08-502
Requires Unanimous

MOVED by Councillor Cardinal

That the Rural Municipalities of Alberta fall convention be received for information.

CARRIED

**COUNCIL
COMMITTEE
REPORTS:**

15. a) Council Committee Reports (verbal)

MOTION 20-08-503

MOVED by Deputy Reeve Sarapuk

That administration prepare a press release and information material regarding the impacts of the assessment model review.

CARRIED

MOTION 20-08-504

MOVED by Councillor E. Peters

That the Council Committee reports be received for information.

CARRIED

**COUNCIL
COMMITTEE
REPORTS:**

15. b) Community Services Committee Meeting Minutes

MOTION 20-08-505

MOVED by Councillor Wardley

That the Community Services Committee meeting minutes of August 6, 2020 be received for information.

CARRIED

**COUNCIL
COMMITTEE
REPORTS:**

15. c) Municipal Planning Commission Meeting Minutes

MOTION 20-08-506

MOVED by Councillor Bateman

That the Municipal Planning Commission meeting minutes of July 9, July 23 and August 6, 2020 be received for information.

CARRIED

**COUNCIL
COMMITTEE
REPORTS:**

15. d) Agricultural Service Board Meeting Minutes

MOTION 20-08-507 **MOVED** by Councillor E. Peters

That the Agricultural Service Board meeting minutes of June 17, 2020 and July 29, 2020 be received for information.

CARRIED

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

MOTION 20-08-508 **MOVED** by Councillor Wardley

That all Councillors be authorized to attend the Alberta Urban Municipalities Association (AUMA) virtual convention on September 23 – 24, 2020.

CARRIED

Reeve Knelsen recessed the meeting at 3:12 p.m. and reconvened the meeting at 3:22 p.m.

MOTION 20-08-509 **MOVED** by Councillor Braun

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

CARRIED

CLOSED MEETING: **17. Closed Meeting**

MOTION 20-08-510 **MOVED** by Councillor Bateman

That Council move into a closed meeting at 3:23 p.m. to discuss the following:

- 17. a) Sewer Enroachment (*FOIP, Div. 2, Part 1, s. 27*)
- 17. b) 2020 Bursary Applications (*FOIP, Div. 2, Part 1, s. 17*)
- 17. c) Personnel (*FOIP, Div. 2, Part 1, s. 17*)
- 17. d) Organizational Chart (*FOIP, Div. 2, Part 1, s. 17*)
- 7. b) Disaster Recovery Update – Land (*FOIP, Div. 2, Part 1, s. 23, 24*)

CARRIED

The following individuals were present during the closed meeting

discussion. (MGA Section 602.08(1)(6))

- All Councillors Present
- Len Racher, Chief Administrative Officer
- Carol Gabriel, Deputy Chief Administrative Officer
- Jennifer Batt, Director of Finance (left at 3:50 p.m.)
- Caitlin Smith, Planning Supervisory (left at 3:50 p.m.)
- Don Roberts, Director of Community Services (left at 3:50 p.m.)
- Dave Fehr, Director of Operations (left at 3:50 p.m.)
- Fred Wiebe, Director of Utilities (left at 3:50 p.m.)

MOTION 20-08-511 **MOVED** by Councillor Braun

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

CARRIED

CLOSED MEETING: **17. a) Sewer Encroachment**

MOTION 20-08-512 **MOVED** by Councillor Bateman

That Mackenzie County issue an Order for sewer encroachment and that the landowner be required to bring the systems to compliance in a manner and time period specified by the Order.

CARRIED

CLOSED MEETING: **17. b) 2020 Bursary Applications**

MOTION 20-08-513 **MOVED** by Councillor Wardley

That three (3) recipients be awarded a Mackenzie County Bursary, as presented, for a total amount of \$3,500, with the understanding that the bursary amount be extended for an additional year due to any COVID-19 restrictions prohibiting attendance this fall, and that the remaining budget amount of \$3,500 be transferred to the Bursaries Reserve.

CARRIED

CLOSED MEETING: **17. c) Personnel**

MOTION 20-08-514 **MOVED** by Councillor Driedger

That the personnel update be received for information.

CARRIED

CLOSED MEETING: 17. d) Organizational Chart (ADDITION)

MOTION 20-08-515 **MOVED** by Deputy Reeve Sarapuk
Requires Unanimous

That the organizational chart be received for information.

CARRIED

CLOSED MEETING: 7. b) Disaster Recovery Update – Land (ADDITION)

MOTION 20-08-516 **MOVED** by Councillor Cardinal
Requires Unanimous

That the land discussion be received for information.

CARRIED

NOTICE OF MOTION: 18. a) None

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

Regular Council Meeting
September 8, 2020
10:00 a.m.
Fort Vermilion Council Chambers

MOTION 20-08-517 **MOVED** by Councillor Wardley
Requires Unanimous

That the September 21, 2020 Council meeting be changed to
September 22, 2020.

CARRIED UNANIMOUSLY

ADJOURNMENT: 20. a) Adjournment

MOTION 20-08-518 **MOVED** by Councillor Jorgensen

That the Council meeting be adjourned at 4:16 p.m.

CARRIED

These minutes will be presented to Council for approval on September 8, 2020.

Joshua Knelsen
Reeve

Lenard Racher
Chief Administrative Officer

UNAPPROVED



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 8, 2020
Presented By:	Carol Gabriel, Deputy Chief Administrative Officer (Legislative & Support Services)
Title:	Minutes of the August 25, 2020 Special Council Meeting

BACKGROUND / PROPOSAL:

Minutes of the August 25, 2020, Special Council Meeting are attached.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

Approved Council Meeting minutes are posted on the County website.

POLICY REFERENCES:

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

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the minutes of the August 25, 2020 Special Council Meeting be adopted as presented.

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

**MACKENZIE COUNTY
SPECIAL COUNCIL MEETING**

**Tuesday, August 25, 2020
9:00 a.m.**

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

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

REGRETS:

ADMINISTRATION: Carol Gabriel Deputy Chief Administrative
Officer/Recording Secretary
Jennifer Batt Director of Finance
David Fehr Director of Operations
Fred Wiebe Director of Utilities
Don Roberts Director of Community Services

ALSO PRESENT: Member of the public.

Minutes of the Special Council meeting for Mackenzie County held on August 25, 2020 in the Council Chambers at the Fort Vermilion County Office.

CALL TO ORDER: 1. a) Call to Order

Reeve Knelsen called the meeting to order at 9:00 a.m.

AGENDA: 2. a) Adoption of Agenda

MOTION 20-08-519 MOVED by Deputy Reeve Sarapuk

That the agenda be approved as presented.

CARRIED

**MINUTES FROM
PREVIOUS
MEETING:**

3. a) None

DELEGATIONS:

4. a) None

TENDERS:

**5. a) Fort Vermilion Interim Housing – Site Preparation
Tender**

MOTION 20-08-520

MOVED by Councillor Cardinal

That the Fort Vermilion Interim Housing – Site Preparation
Tenders be opened.

CARRIED

Tenders Received:

Good Brothers Construction	\$416,467.00
Northern Road Builders	\$298,980.00

MOTION 20-08-521

MOVED by Deputy Reeve Sarapuk

That the Fort Vermilion Interim Housing – Site Preparation Tender
be awarded to the lowest qualified bidder, while staying within
budget.

CARRIED

PUBLIC HEARINGS:

6. a) None

**GENERAL
REPORTS:**

7. a) None

**AGRICULTURE
SERVICES:**

8. a) None

**COMMUNITY
SERVICES:**

9. a) None

FINANCE:

10. a) None

OPERATIONS:

11. a) None

UTILITIES:

12. a) None

PLANNING AND DEVELOPMENT: 13. a) None

ADMINISTRATION: 14. a) None

COUNCIL COMMITTEE REPORTS: 15. a) None

INFORMATION / CORRESPONDENCE: 16. a) None

CLOSED MEETING: 17. None

NOTICE OF MOTION: 18. a) None

NEXT MEETING DATE: 19. a) Next Meeting Dates

Regular Council Meeting
September 8, 2020
10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT: 20. a) Adjournment

MOTION 20-08-522 **MOVED** by Councillor Driedger

That the Special Council meeting be adjourned at 9:07 a.m.

CARRIED

These minutes will be presented to Council for approval on September 8, 2020.

Joshua Knelsen
Reeve

Lenard Racher
Chief Administrative Officer



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 8, 2020
Presented By:	Len Racher, Chief Administrative Officer
Title:	CAO & Director Reports for August 2020

BACKGROUND / PROPOSAL:

The CAO and Director reports for August 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 August 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

Date	Comments
Aug. 5/20	Meeting with team on interim housing
Aug.6/20	Meeting with staff
Aug.7/20	Meet with Dan Williams
Aug.11/20	Managers Meeting
Aug.12/20	Meet with Byron in La Crete to discuss staffing concern's
Aug.14/20	1pm phone call with DRP land. Meet with Byron in La Crete
Aug.18/20	Committee of the Whole
Aug.19/20	Council Meeting
Aug.20/20	Meet with Carol to go over work load while I am away on holidays
Aug.21/20 Sept.4/20	Holidays

Respectfully,

Len Racher
Chief Administrative Officer

REPORT TO THE CAO

For the Month of August, 2020

From: Carol Gabriel
Deputy Chief Administrative Officer
(Legislative & Support Services)
Acting CAO from August 21 – September 4, 2020

Meetings Attended

- 2020-07-22 – 2020-08-03 Vacation
- 2020-08-07 Attending a meeting with MLA Dan Williams, Council, and the CAO in regards to the assessment review model and other County concerns.
- 2020-08-11 Managers Meeting
- 2020-08-12 Meeting with the Planning & Development department
- 2020-08-18 Committee of the Whole Meeting
- 2020-08-19 Regular Council Meeting
- 2020-08-21 Meeting with Planning & Development department
- 2020-08-24 Attended the Minister of Transportations workshop regarding the Highway 697 Bridge toll road public engagement.
- 2020-08-25 Special Council Meeting to open and award the Fort Vermilion Interim Housing site preparation tenders.
- 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.
- Draft resolution for the Rural Municipalities of Alberta Zone meeting on August 14, 2020 in regards to amending the definition of “urban municipality” to include hamlets in the Forest and Prairie Protection Act.
- Rural Municipalities of Alberta Fall Convention is still in the planning stages due to the relaunch as a result of COVID-19. According to their website they will be offering a shortened program of events on November 3-4, 2020. Hotel rooms have been secured.
- The 2020 AUMA Convention will be held virtually on September 23 – 25, 2020. Councillor Wardley has been registered to participate.

Appeal Boards

- Deadline for assessment appeals was August 7, 2020. Two residential appeals were received and hearings have been scheduled for September 29, 2020.

Bylaws/Policies/Reports/Publications:

- The 2019 Annual Report will not be completed due to the impact of the COVID-19 pandemic and the 2020 flood event and the significant amount of staff time involved in creating this report. However, the 2019 Audited Financial Statement will be posted on our website by the new deadline set by Municipal Affairs being October 1, 2020.
- The final 2020 Budget Document was delayed due to the COVID-19 pandemic and the 2020 flood event, however has been forwarded to Council and posted on our website on August 31, 2020.
- Conducting review of the Procedural Bylaw and Honorariums Bylaw for the Organizational Meeting in October.

Enhanced Policing

- Regular updates to Council are scheduled for the second council meeting of each month.
- RCMP services at the La Crete office have resumed on Wednesdays.

Events/Community Engagement:

- No events or community engagements were held in August.

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 will be held once Tri-Council meetings resume.
- Continue to act as the Communications Coordinator for the Disaster Recovery Team 2020 flood event.
- Coordinating meetings with the Minister of Municipal Affairs for disaster recovery discussions.

Communications:

- Prepare and submit weekly advertisements to the newspaper.
- Design and post updates to the County's Social Media including the website, Facebook, Twitter, and Instagram.
- Website content review is ongoing.

Other:

- Assisting legislative and support services department staff (ie. Human Resources, Records Management, Information Technology, etc.)
- 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 August 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/21	Approved for funding under AMWWP. Will engage consultant to design and tender project.
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	Approved for funding under AMWWP but requesting to move funds to urgent needs in Fort Vermilion as per council motion.
ZA- Distribution Pump House Upgrades	Dec/20	Working on change of project scope to get project closer to budgeted estimate.
ZA- Lift Station Upgrades	Dec/20	Will apply for grant funding in a future year as per council motion.
LC/FV – Hill Crest School Waterline Extension	Oct 31/20	Contract has been awarded and work scheduled to begin at beginning of Sept.

Personnel Update:

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Other Comments:

<p>Flood Related Items:</p> <ul style="list-style-type: none"> • Contractor working on insurance repairs for water and sewer facilities in Fort Vermilion. • The water treatment plant foam insulation is complete. Operators already noticing improvement of insulation on the building. • The sanitary and storm sewer have been flushed and inspected via CCTV and we are awaiting the inspection report.

Respectfully submitted,

Fred Wiebe
 Director of Utilities
 Mackenzie County

Monthly Report to the CAO

For the month of August, 2020

From: Caitlin Smith,
Planning Supervisor

Strategic Priorities for Planning & Development

Program/Activity/Project	Timeline	Comments
Land Use Framework	TBA	Province has formally started pre-planning for the LPRP. Caribou task force is creating a sub-regional plan.
Community Infrastructure Master Plans	Q4 2020	Will need direction from Council on how to appropriately proceed. Engineer is reviewing the documents.
Industrial Growth Strategy – La Crete	Q4 2020	Sent comments for draft strategy, need to schedule additional engagement, and coordinate next steps.
New Aerial Imagery	Q3 2020	Photography has been completed, we are expecting to receive the images within a week.
Municipal Development Plan	Start Q3 2020	Project Kickoff meeting on September 3, 2020. Finalize project timeline, introductions made, and administrative items to be taken care of.

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. Agricultural Marketing Strategy is being developed.
Streetscape	Ongoing	Have not had any meetings regarding 2020 priorities. Informal conversations with some business owners to gauge some ideas.
Airport Planning	Q4 2020	WSP has been engaged to update the AVPA for LC and FV airports, and to revise the airport development plans. Currently being reviewed for comment by engineer. FV development plan needs to be revised to account for flooding.
Inter-municipal Collaboration Frameworks	April 2021 completion deadline.	ICF's will be accepted by the MoMA but MoMA will not respond.

and Inter-municipal Development Plans		<p>Rainbow Lake: IDP exemption and ICF agreement submitted to MoMA for approval.</p> <p>High Level: ICF agreement complete and to be submitted.</p> <p>Northern Lights: ICF agreement submitted to MoMA.</p> <p>MD Opportunity: ICF agreement submitted to MoMA.</p> <p>Northern Sunrise: ICF agreement submitted to MoMA.</p> <p>RM Wood Buffalo: ICF agreement submitted to MoMA.</p>
La Crete Area Transportation Network Analysis	Start Q3 2020	Have engaged Associated Engineering to begin the project – will evaluate growth projections for the community and develop a plan for adequate access to the provincial network. Will focus on the North Access & intersection initially in order to work with AT.

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. A great deal of time is spent on project/contractor management.

Other Comments:

Permitting continues to be busy, we are currently at 270 development permits to date. Applications have not slowed down and are expected to continue into the winter. Two days a week, development staff are in the Fort Vermilion office to offer support to the public. Two multi-lot subdivision inspections have been conducted to date and are awaiting registration.

Administration has followed up with the sewer encroachment enforcement issue. A Safety Codes Order has been sent on September 3, 2020, requesting that the landowner remove the sewer discharges. If the order is not complied with, within two weeks, additional enforcement will occur.

I have also been assisting the Disaster Recovery Team with the Planning portion of the Fort Vermilion Disaster Recovery.

MONTHLY REPORT TO THE CAO

For the Month of August, 2020

From: David Fehr
Director of Operations

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Parks	Ongoing	Most summer staff have left to return to school.
Airport Maintenance	Ongoing	Mowing and light checks are ongoing.
Inspecting new accesses	Ongoing	Inspecting accesses as they are finished.
Spot graveling	Ongoing	On an as needed basis.
Ditch mowing	Ongoing	Mowing is ongoing when possible due to rain and wet ditches.
Street sweeping	Ongoing	Street sweeping is ongoing as needed.
Rge Rd 200	Completed	The oil portion of the road has been redone
Heliport Road	Completed	A large portion of Heliport Road oil has been redone
Rocky Lane Road	Complete	The oiled portion of Rocky Lane road has been redone
96 th St L.C	Complete	The oil portion of 96 th street has been redone
113 Ave and 109 St Intersection	Complete	The intersection of 113 Ave and 109 St has been redone

West La Crete Road	Complete	A 3200 meter portion of West La Crete has been redone
Culvert replacement	Ongoing	Various culverts have been replaced and a few more left to do.

Projects		Timeline	Comments
Interim Housing		Ongoing	Work with the disaster recovery team to get the interim housing area ready for trailers.
Airport Road oil		Complete	New oil was put on the Airport Road for a total length of 3200 meters
Blue Hills road oil		Complete	New oil was placed on the Blue Hills for a total length of 3500 meters
Ski Hill		Ongoing	Bridge has been installed and road construction has commenced.
New Roads		Ongoing	A couple of new roads are under construction by farmers. We will monitor and assist as required.

Meetings attended in August

- **August 11 – Managers meeting**
- **August 18 – Committee of the Whole meeting**
- **August 19 – Council Meeting**
- **August 25 – Special Council Meeting**
- **August 26 – Team Meeting**

Respectfully,

David Fehr
 Director of Operations

REPORT TO CAO

August, 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 th . Completion is July 10 th . Area 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. There is a significant increase in Noxious weed infestations in organic fields. This is likely due to an over abundance of moisture as fields looked good in June.
Buffalo Head Truck Fill Hay Lease	2020	Bids were opened at the November 27 th council meeting. A total of six bids were received on 6.5 acres of brome/alfalfa hay ground. The highest bid was \$375 for a three year term.
Emergency Livestock Response Plan	April 2020	The Draft has been completed, meetings are scheduled with local Ag Society's to discuss MOU's to use their facilities as Livestock Relocation Centers during a livestock evacuation.. The ELRP was presented to the ASB on March 20 th .
Wolf Bounty	January 2020	The Wolf Bounty was discontinued on January 17 th as program funds were depleted. Total number of wolves tagged: 640
Shelterbelt Program	Spring 2020	Trees were picked up in Fairview on June 10 th . 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	2020	Mackenzie County is still participating in the program.
Water Pumping Program	November 2020	Rates will double after October 21 st as there are usually damages to pipes due to cold weather. This is to encourage ratepayers to rent before cold weather sets in.
Roadside Mowing	2020	Commencement date was July 11 th , completion date is August 15 th . This year there is appears to be a lot of culvert damage. Contractors have been notified. There is a standard 10% holdback on all contracts to cover damages to county infrastructure, etc.
Crop Pests	2020	Clubroot of Canola testing has begun. Around 75-100 fields will be tested. Suspicious samples are sent to a lab in Sherwood Park. Fusarium testing is also going to be done.

Capital Projects

Projects	Timeline	Comments
Blue Hills erosion repair Twp Rd 103-2		Requests for proposals were opened in Council on July 15 th . Two proposals were received. Northern Road Builders: \$282,600. Outback Ventures: \$273,600. The contract was awarded to Outback Ventures. Completion date is August 31 st . Budgeted amount is \$275,000.

Personnel Update:

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Other Comments:

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MONTHLY REPORT TO THE CAO

For the Month Ending August, 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. 2019 Financials to be presented @ September 22,2020 Council mtg
MSI Reporting	Ongoing	2019 Statement of Funding Expenditures submitted. 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. Awaiting approval of 2014 project to submits 2014-2019 SFEs
Disaster Recovery Program -Peace River Ice Jam / Overland Flood -Chuckegg Wildfire	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. Work w various GOA agencies on the flood recovery plan and funding streams available. Business cases plan development meetings. All projects submitted to DRP for review. Back up documents that were requested have been submitted. Advised DRP of an invoice received post submission that will be submitted to them.is still under review. Requested that Chuckegg file and all outstanding be reviewed in the near future.

May wildfires		Awaiting review by DRP.
2020 Operating & Capital Budgets	Ongoing	Updated approved 2020 Operating and Capital Budget to current Council motions. 3 year operating plan, and 5 year capital plan requirements to be reviewed during 2021 Budget development. 2020 Budget uploaded on County website.
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 August, 2020

From: Don Roberts
Director of Community Services

Meetings Attended in August 2020

Council
Community Services
Committee of The Whole
Joint Health & Safety
Site safety meetings, Fort Office and Fort Shop
Alberta Environment & Parks – Lands Division
Managers

Fort Vermilion, La Crete and Zama Fire Departments

Activity Summary Report for A 2020

03- Alarms
04 - Fire
12 - Medical Co-response
00 - Motor Vehicle Incident
01 – Hazzmat/Hazard

Health and Safety

The Health and Safety Committee has reviewed 23 incidents to date this year. New HSC members are scheduled for required on line courses. AMHSA: Alberta Municipal Health & Safety Association, our partner in prevention has given us a new deadline of 1 December. The audit is documentation and no interview process. Our auditor has set a timeline for September 15th for audit completion. There are still Councilors that are required to take the on-line courses. Failure to complete these courses prior to the COR audit will result in a negative result on the audit and may result in the loss of COR.

Parks and Recreation

The wet firewood issue has been resolved. Machesis has reported they will not require any more for the season. Forestry had sent crews to Machesis and cleaned up danger trees. These were bucked up on site.

Statistics with numbers as of mid-July:

	<u>Wadlin Lake</u>	<u>Hutch Lake</u>	<u>Machesis</u>
Overnight Campers	3283	1897	385
Day Use	3722	5593	1110

The 10-year plan for Hutch Lake went before the Community Services Committee with recommendations of 200 campsites, 20 per year being installed over the next 10 years. Administration is in the process of a preliminary review of the plan with AEP. Upon completion of the review, administration will present the plan and recommendations to Council next meeting.

FRIAA Funding

FRIAA grant application must be submitted by Sept 14, 2020. Administration and Alberta Forestry will be submitting applications for vegetation management projects in Zama to continue with the 10-year vegetation plan. The La Crete Wildfire and Risk Assessment report is scheduled to be released mid-September.

By-Law Enforcement Issues

With the distribution of clean-up orders, administration has had a considerable decline in concern forms from the public. Due to the success of managing this issue, administration will be looking into developing a policy to support the Unsanitary Premises by-Law for next spring.

Transfer Stations.

Alberta Recycling Program has developed a Pilot Project where a substantial amount of electrical products will be collected. September 1 was the start date for the program. Public social media has been distributed. Transfer stations have all been inspected and reorganized in order to accommodate the program.



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 8, 2020
Presented By:	Don Roberts, Director of Community Services
Title:	Bylaw 1196-20 Off-Highway Vehicles – Hamlet of Fort Vermilion

BACKGROUND / PROPOSAL:

At the August 19, 2020 Council meeting, council passed a motion requesting administration bring back an amended Off-Highway Vehicles Bylaw for the Hamlet of Fort Vermilion to allow all terrain vehicles (ATV’s) to be used within the Hamlet.

COMMUNITY SERVICES: **9. b) Off Highway Vehicle (OHV) Use – Hamlet of Fort Vermilion**

MOTION 20-08-475 **MOVED** by Councillor Cardinal

That administration bring back an amended Off-Highway Vehicles Bylaw for the Hamlet of Fort Vermilion to allow all terrain vehicles (ATV’s) to be used within the Hamlet.

CARRIED

The attached Bylaw identifies changes that reflect the intent of the motion.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

N/A

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

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

RECOMMENDED ACTION:

Motion 1

Simple Majority Requires 2/3 Requires Unanimous

That first reading be given to Bylaw 1196-20 being the Off-Highway Vehicles Bylaw for the Hamlet of Fort Vermilion.

Motion 2

Simple Majority Requires 2/3 Requires Unanimous

That second reading be given to Bylaw 1196-20 being the Off-Highway Vehicles Bylaw for the Hamlet of Fort Vermilion.

Motion 3

Simple Majority Requires 2/3 Requires Unanimous

That consideration be given to go to third and final reading of Bylaw 1196-20 being the Off-Highway Vehicles Bylaw for the Hamlet of Fort Vermilion.

Motion 4

Simple Majority Requires 2/3 Requires Unanimous

That third and final reading be given to Bylaw 1196-20 being the Off-Highway Vehicles Bylaw for the Hamlet of Fort Vermilion.

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

BYLAW NO. 958-14 1196-20

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

**TO REGULATE THE CONTROL, USE AND OPERATION OF OFF-HIGHWAY
VEHICLES WITHIN THE HAMLET OF FORT VERMILION**

WHEREAS the Traffic Safety Act, being Chapter T-6, and the Municipal Government Act, being Chapter M-26, both of the Statutes of Alberta as amended, provides that a Municipal Council may enact a Bylaw respecting the safety, health and welfare of people and the protection of people and property; and to regulate the control, use and operation of off-highway vehicles;

AND WHEREAS it is deemed expedient by the Council of Mackenzie County to pass a Bylaw to regulate the operation of off-highway vehicles within the Municipality;

NOW THEREFORE the Council of Mackenzie County, in the Province of Alberta, in regular session, duly assembled, enacts as follows:

SECTION 1 NAME OF BYLAW

This Bylaw may be cited as the “Off-Highway Vehicles Bylaw for the Hamlet of Fort Vermilion”.

SECTION 2 INTERPRETATION

Where there is a conflict between this Bylaw and any other Bylaw pertaining to noise abatement in the Municipality, the provisions of this Bylaw shall apply.

SECTION 3 DEFINITIONS

In this Bylaw:

- a) “Alley” for the purpose of speed control means a utility laneway intended chiefly to provide utility companies and residents with access to their utilities, rear of buildings, and parcels of land, but not for primary access;
- b) “Council” means the Mackenzie County Council, duly assembled and acting as such;

- c) “Designated Trails” means trails, and areas designated by Council as such, and identified in this Bylaw;
- d) “Hamlet” means the area contained within the boundaries of the Hamlets of Fort Vermilion in the Province of Alberta;
- e) “Helmet” means a rigid safety helmet with chin strap attached which has been CSA approved for off-highway use;
- f) “Highway” means any thoroughfare, street, road, trail, avenue, parkway, driveway, viaduct, lane, square bridge, causeway, trestleway, or other place, whether publicly or privately owned, any part of which the public is ordinarily entitled or permitted to use for the passage or parking of vehicles, and includes:
 - (i) sidewalks (including the boulevard portion of a sidewalk),
 - (ii) if a ditch lies adjacent to and parallel with the roadway, the ditch, and
 - (iii) if a highway right-of-way is contained between fences or between a fence and one side of the roadway, all the land between the fences, or all the land between the fence and the edge of the roadway, as the case may be:
- g) “Municipality” means the area contained within the boundaries of Mackenzie County;
- h) “Off-highway vehicle” means any motorized vehicle designated for cross-country travel on land, water, snow, ice, marsh or swamp land or on other natural terrain and, without limiting the generality of the foregoing, includes, when designed for such travel.
 - (i) 4-wheel drive or low pressure tire vehicles,
 - (ii) motor cycles and related 2-wheel vehicles,
 - (iii) amphibious machines,
 - (iv) all terrain vehicles,
 - (v) miniature motor vehicles,
 - (vi) snow vehicles,
 - (vii) mini-bikes, and
 - (viii) any other means of transportation which is propelled by any power other than muscular power or wind,

but does not include

- (ix) motor boats, or
 - (x) any other vehicle exempted from all of the provisions of the Traffic Safety Act by the regulations;
- i) “Operator” means a person who drives or is on actual physical control of a vehicle;
 - j) “Owner” means a person who owns, rents or has the exclusive use of that vehicle under a lease or for any period;
 - k) “Peace Officer” means a member of the Royal Canadian Mounted Police, a Bylaw Enforcement Officer, or a Special Constable appointed pursuant to the provisions of the Police Act of Alberta;
 - l) “Residential Area” means an area within the boundaries of a Hamlet that is zoned for residential use pursuant to the Municipality’s current Land Use Bylaw;
 - m) “Roadway” means that part of a highway intended for use by vehicular traffic;
 - n) “Street furniture” means every curb, sidewalk, pole, traffic sign, waste receptacle, tree, plant, grass, or any other property belonging to the Municipality that is capable of being marked, defaced or damaged in any way;
 - o) “Summer” means that ground cover is clear of snow.

Save as herein otherwise provided, the terms and expressions in this Bylaw have the same meaning as in the Traffic Safety Act, the Interpretation Act, and the Municipal Government Act respectively.

SECTION 4

OPERATION OF OFF-HIGHWAY VEHICLES

- a) No person shall operate an off-highway vehicle within the municipal boundaries of the Hamlet, except that
 - ~~i) an operator of an off-highway vehicle is authorized to operate an off-highway vehicle within provincial legislation on any alley or roadway to transport the off-highway vehicle by the most direct and shortest route of travel, from a residence to exit and to enter a Hamlet; or~~

- ii) the operator of an off-highway vehicle is authorized to operate an off-highway vehicle on an alley, roadway or trail for the purpose of traveling from one place to another within the boundaries of the Hamlet.
 - ~~iii) the use is for the purpose of acquiring service or maintenance on the off-highway vehicle; or~~
 - iv) Operators shall use off-highway vehicles within the Hamlet as a mode of transportation and not recreational use.
 - v) Operators may use off-highway vehicles to perform task/chore like activities such as hauling garbage, plowing snow, and hauling lawn equipment between residences.
 - vi) the use is within the areas of a Hamlet zoned for Hamlet General pursuant to the Municipal Land Use Bylaw; or
 - vii) The Chief Administrative Officer may, upon application from an association or society registered under the Societies Act whose mandate involves the operation of off-highway vehicles, approve the use of off-highway vehicles within the boundaries of the Hamlet for a specific period of time as a special event.
- b) No person shall operate an off-highway vehicle on any portion of a:
- i) Recreation area,
 - ii) School ground,
 - iii) Park area,
 - iv) Developed or landscaped area,
 - v) Municipal airport including runway, airstrip, apron or other portion of the airport used for the movement of aircraft, or
 - vi) Private property without permission of the owner or occupant of such property, within the municipal boundaries of the Hamlet

- vii) Landscaped road right of way in the summer months, unless it is designated as a trail in this bylaw.
- c) No person shall operate an off-highway vehicle anywhere within the municipal boundaries of the Hamlet between the hours of eleven (11) o'clock in the evening (p.m.) and seven (7) o'clock of the next forenoon (a.m.).
- d) No person shall operate an off-highway vehicle within the boundaries of the Hamlet in excess of:
 - i) Twenty (20) kilometers per hour (12.4 miles per hour) on any alley, and
 - ii) Thirty (30) kilometers per hour (18.6 miles per hour) on all highways within the boundaries of the Hamlet except an alley.
- e) No person shall operate an off highway vehicle within the Fort Vermilion Hamlet when there is;
 - i) No certificate of registration to the off highway vehicle,
 - ii) The license plate is not properly affixed to the vehicle.
- f) No person shall in any way damage any street furniture on any highway or public place.
- g) The operator of, and passengers being carried or towed by, an off-highway vehicle within the Hamlet shall at all times wear a protection helmet, which has been CSA approved, when the off-highway vehicle is in motion.
- h) No person shall operate an off-highway vehicle in a manner that creates unnecessary noise.
- i) All off-highway vehicles must come to a complete stop before crossing a highway.
- j) All off-highway vehicles must adhere to all provincial and federal legislation.

SECTION 5 ENFORCEMENT PROVISIONS

- a) A person who contravenes any provision of this Bylaw is guilty of an offense.
 - i) The owner of an off-highway vehicle that is involved in a contravention of this Bylaw is guilty of any offense unless he or she proves to the satisfaction of the Judge that at the time of the offense the off-highway vehicle was not being driven or was not parked or left by him or any other person with his consent, express or implied.
 - ii) Notwithstanding sub-section b), if the owner was not driving the off-highway vehicle at the time the offense was committed, he is not in any event liable to imprisonment.
- b) A person who is guilty of an offense under Section 4 Subsection e), of this Bylaw is guilty of an offense and is liable on summary conviction to a fine of not less than one thousand (\$1,000.00) dollars plus reparations and in default of payment to imprisonment for a term not exceeding six (6) months.
- c) Except as otherwise provided in this Bylaw, a person who is guilty of an offense under this Bylaw for which a penalty is not otherwise provided is liable:
- d) For a first offense to a fine amount as stated in the Mackenzie County Fee Schedule Bylaw and in default of payment to imprisonment for a term of not more than thirty (30) days, and
- e) For a second or subsequent offense, to a fine amount as stated in the Mackenzie County Fee Schedule Bylaw and in default of payment to imprisonment for a term of not more than sixty (60) days.
- f) Nothing in Section 5, shall:
 - i) Prevent a person from exercising his right to defend any charge of contravening any provisions of this Bylaw, or
 - ii) Prevent a Peace Officer from laying an information or complaint in lieu of serving a voluntary payment ticket.
- g) Where a Peace Officer believes that a person has contravened any provisions of this Bylaw, he may serve upon such a person a

voluntary violation ticket allowing payment of the penalty specified in this Bylaw and such payment shall be accepted by the Municipality in lieu of the offense.

SECTION 6 SEIZURE OF OFF-HIGHWAY VEHICLE

- a) A Peace Officer who, on reasonable and probable grounds, believes that an offense under the provisions of this Bylaw has been committed may seize and detain an off-highway vehicle in respect of which the offense was committed until the final disposition of any proceedings that may be taken under this Bylaw.

SECTION 7 REPEAL

- a) This Bylaw shall **repeal and** replace Bylaw ~~923-13~~ 958-14.

The provisions of this Bylaw shall become into full force and effect upon receiving third and final reading.

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

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

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

Joshua Knelsen
Reeve

Lenard Racher
Chief Administrative Officer



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 8, 2020
Presented By:	Carol Gabriel, Deputy Chief Administrative Officer (for Jennifer Batt, Director of Finance)
Title:	Policy FIN022 Budget Development and 2021 Budget Meeting Dates

BACKGROUND / PROPOSAL:

Under the Municipal Government Act (MGA), s. 242, each Council must adopt an operating budget for each calendar year; and under s. 245, each Council must adopt a capital budget for each calendar year.

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

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

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

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

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

- Wages and benefits
- Staffing levels (review of organizational chart as per Policy ADM038 Organizational Structure)

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

- Estimated assessment and growth
- Water/Sewer rates
- New reserves or recommended changes to reserves
- Capital expenditures
- Grant requests from non-profit organizations
- Taxation review

OPTIONS & BENEFITS:

Administration requests the following:

- That Council provide any additional 2021 budget guidelines to administration not outlined in the attached policy;
- That Council provide direction of what goals are to be incorporated into the 2021 budget;
- That Council direct administration with respect to development of additional policies or amendment of existing policies in order to accomplish the 2021 desired goals and;
- That Council review the Budget Development Policy FIN022 and provide input if any additional changes are to be made to this policy with respect to budget preparation and presentation.

Administration recommends setting the following dates for the purpose of reviewing the 2021 draft budget:

	Date	Time
Pre-Budget Workshop (2 days)	October 1, 2020 October 2, 2020	10:00 a.m. 10:00 a.m.
Budget Meeting 1 - Review Proposed 2021 Operating Budget	October 21, 2020	10:00 a.m.
Budget Meeting 2 – Non-Profit Organization Presentations	November 10, 2020	4:00 p.m.
Budget Meeting 3 – Review Proposed 2021 Operating and Capital Budget	November 18, 2020	10:00 a.m.
Budget Meeting 4 - Review 2021 Proposed Budget	December 2, 2020	10:00 a.m.
Budget Meeting 5 - Review 2021 Proposed Budget	December 9, 2020	10:00 a.m.
Budget Meeting 6 – Review and Approve 2021 Proposed Budget	December 16, 2020	10:00 a.m.

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

COSTS & SOURCE OF FUNDING:

2021 Operating and Capital Budgets

SUSTAINABILITY PLAN:

N/A

COMMUNICATION/PUBLIC PARTICIPATION:

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

POLICY REFERENCES:

Policy ADM056 Public Participation

RECOMMENDED ACTION:

Motion 1

Simple Majority Requires 2/3 Requires Unanimous

That a 2021 pre-budget workshop be held on October 1 and 2, 2020.

Motion 2

Simple Majority Requires 2/3 Requires Unanimous

That the 2021 Council Budget Meetings be scheduled as follows:

- October 21, 2020, 10:00 a.m., Fort Vermilion Council Chambers
- November 10, 2020, 4:00 p.m., Fort Vermilion Council Chambers
- November 18, 2020, 10:00 a.m., Fort Vermilion Council Chambers
- December 02, 2020, 10:00 a.m., Fort Vermilion Council Chambers
- December 09, 2020, 10:00 a.m., Fort Vermilion Council Chambers
- December 16, 2020, 10:00 a.m., Fort Vermilion Council Chambers

Author: J. Batt/C. Gabriel Reviewed by: _____ CAO _____

Mackenzie County

Title	Budget Development	Policy No:	FIN022
Legislative Reference	Municipal Government Act, Part 8		

Purpose

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

Policy Statement and Guidelines

Step 1 – Budget Guidelines

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

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

Approval of budget guidelines by September 15.

Step 2 - Management Review with each functional area

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

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

Management review to be completed by October 15.

Step 3 – Budget Compilation

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

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

- a. Wages and benefits % and \$ increase
 - b. Estimated assessment % and \$ growth
 - c. General % factor used for utilities or typical expenditures
 - d. Major dollar increases for “special” or known issues (e.g. insurance/debentures)
 - e. Proposed staff additions and the corresponding wage and benefits etc costs
 - f. New reserves or recommended changes to existing reserves
 - g. The amount of engineering costs budgeted for projects that are pre-designed and will be completed in subsequent year(s)
 - h. Summary of major increases or decreases for each function
 - i. Any other items that would provide Council with information to make their decision making more effective and efficient
 - j. Taxation review
3. Worksheets:
- a. Cash requirement decision summary
 - b. Summary of total operating revenue and total expenditures
 - c. Summary of total revenue and expenditures by function
 - d. Water/sewer rates recalculation in order to achieve 75% recovery through the rate including long term debt interest and principle payments and excluding amortization to capital assets for these functions
 - e. Summary of grant requests from community non-profit organizations
 - f. Multi-year capital plan
 - g. Proposed TCA (tangible capital assets) project budget for up coming year
 - h. Summary of increases and decreases to reserve balances
 - i. Summary of existing long term debt and proposed (if applicable)
 - j. Any capital projects carry forwards (if known at this time)
 - k. Supporting charts or graphs for information that will prove beneficial for budget review (e.g. assessment information)

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

Budget compilation to be completed by November 1.

Step 4 - Budget Meetings

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

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

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

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

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

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

Budget ratification by January 15.

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

Mackenzie County

Title	OPERATING BUDGET	Policy No:	FIN004
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Legislation Reference	Municipal Government Act, Sections 242-3
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Purpose

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

Policy Statement and Guidelines

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

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

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

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

	Date	Resolution Number
Approved	Oct 14/98	98-312
Amended		
Amended		

“J. Maine” (Signed)
Chief Administrative Officer

“B. Bateman” (Signed)
Chief Elected Official

Mackenzie County

Title	CAPITAL BUDGET	Policy No:	FIN008
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Legislation Reference	Municipal Government Act, Sections 245-6
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Purpose

To provide for adoption and control of the capital budget.

Policy Statement and Guidelines

Council shall adopt a capital budget at the same time as it adopts the operating budget.

Council shall approve a five year capital replacement plan each year which reflects the future anticipated requirements of the municipality.

The Chief Administrative Officer shall ensure that

- the capital budget proposed to council includes the information required by the Municipal Government Act and any other information required by council, and
- the five year capital replacement plan is updated and maintained each year.

	Date	Resolution Number
Approved	Oct 14/98	98-312
Amended		
Amended		

“J. Maine” (Signed) _____
Chief Administrative Officer

“B. Bateman” (Signed) _____
Chief Elected Official

Mackenzie County

Title	UNBUDGETED EXPENDITURES	Policy No:	FIN006
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Legislation Reference	Municipal Government Act, Section 6
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Purpose

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

Policy Statement and Guidelines

In this Policy

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

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

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

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

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

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

	Date	Resolution Number
Approved	October 14, 1998	98-312
Amended	April 3, 2002	02-248
Amended		



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 8, 2020
Presented By:	David Fehr, Director of Operations
Title:	Policy PW009 Dust Control

BACKGROUND / PROPOSAL:

In follow-up to the motions made by Council regarding dust control, Administration has made the required amendments to Policy PW009 Dust Control as directed.

At the Budget Council Meeting on December 18, 2019, the following motion was made:

MOTION 19-12-810
Requires 2/3

MOVED by Councillor Bateman

That Motion 19-12-796 be rescinded and that the dust control program/fees be changed/increased as follows, as per Tracking Change #23:

- Seniors \$200.00 per application
- Regular \$935.00 per application (includes Residential, In-Hamlet Residential, Rural & Hamlet Commercial/Industrial and Schools)
- County Applied (Rural Intersections) – reduce by fifty percent (50%)
- Deadline for applications – April 1st

CARRIED

At the Regular Council Meeting on May 27, 2020, the following motions were made:

Author: S Wheeler **Reviewed by:** D Fehr **CAO:** _____

OPERATIONS: 11. b) Calcium Chloride Dust Control

MOTION 20-05-299 **MOVED** by Councillor Jorgensen

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

CARRIED

MOTION 20-05-300 **MOVED** by Councillor Braun

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

Deputy Reeve Sarapuk requested a recorded vote.

In Favor

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

Opposed

Deputy Reeve Sarapuk
Councillor Jorgensen

CARRIED

OPTIONS & BENEFITS:

A copy of the proposed amended policy is attached for approval.

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

POLICY REFERENCES:

Author: S Wheeler **Reviewed by:** D Fehr **CAO:** _____

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That Policy PW009 Dust Control be amended as presented.

Author: S Wheeler **Reviewed by:** D Fehr **CAO:** _____

Mackenzie County

Title	DUST CONTROL	Policy No:	PW009
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Legislation Reference	Municipal Government Act, Section 18
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Purpose

To establish the procedures and standards for dust control on municipal roads.

POLICY STATEMENT AND GUIDELINES

1. Definitions:

For the purpose of this Policy terms shall be defined as follows:

- a) A Senior Citizen residence is a residence where one primary resident is over the age of 65.
- b) High Traffic Roads are those gravel surfaced roads which are through roads or have a minimum of 4 residences that travel past the applicant's property, who live within 100 meters from the roadway.
- c) Property Owners are those private residents that own property in the County that is fronted by a municipal road.

2. Dust Control:

- a) The municipality may apply dust control at their own cost on an annual basis, provided there is funding in the budget, in the following areas:
 - i) ~~Hamlet Residential (including Hamlet Country Residential)~~
 - ii) ~~Hamlet Commercial~~
 - iii) ~~Hamlet Industrial~~
 - iv) ~~High traffic zones within the hamlets~~
 - v) ~~School zones~~
 - vi) 1 passing zone every 30 km and at major intersections along County roads built to provincial highway standards.
 - vii) Areas where the County identifies a safety concern. ie. County haul roads, rural intersections
 - viii) Rural Cemeteries

- b) The municipality shall consider extending their dust control service on municipal roads to Property Owners at a fee established by the Fee Schedule Bylaw on a first come, first serve basis. The length of the dust control application shall be a maximum of 200 linear meters for any applicant and/or property owner, please see attached application form Schedule 'A'.
- c) Rural commercial/industrial ventures must apply dust control, at their own cost, to problem areas as determined by the municipality. Non-compliance of this policy shall result in the area being serviced by the municipality on a full cost recovery basis.

3. Type of Dust Control Application

- a) Unless approved otherwise, the municipality's dust control agents shall be applied once in late spring. The application rate shall be as determined by the municipality.
- b) The municipality shall consider the impact on the environment and the financial resources available when it chooses dust control agents. Dust control agents must be approved by the appropriate government agency and be used in accordance with any relevant regulations and specifications.
- c) The municipality may authorize petroleum companies to spread oily by-products on municipal roads provided that
 - (i) the petroleum company has authorization from Alberta Environmental Protection, and other appropriate government agencies,
 - (ii) the application can be coordinated with municipal road maintenance programs, and
 - (iii) the application will not negatively impact the road.
- d) The municipality may authorize private residents to apply dust control on municipal roads adjacent to their property, as outlined in the attached application form Schedule 'B'.

4. Advertising and Application Process

- a) A notice in the local newspaper annually in December shall advise the ratepayers of this policy, its costs, and the procedure to have a dust control product applied on a road.
- b) Application forms will be accepted from January 1 to April 1 annually ~~until budget depletion~~.
- c) After April 1 annually, ratepayers may purchase dust control product from the municipality, subject to availability, at full cost recovery for self-application. Dust

control product fees are based on the fee established by the Fee Schedule Bylaw.

	Date	Resolution Number
Approved	2000-09-05	00-489
Amended	2002-05-07	02-314
Amended	2003-06-12	03-387
Amended	2003-12-02	03-588
Amended	2005-05-25	05-285
Amended	2007-05-08	07-426
Amended	2012-02-13	12-02-093
Amended	2012-06-12	12-06-397
Amended	2015-07-29	15-07-507
Amended	2017-05-09	17-05-342
Amended		

Mackenzie County RURAL RESIDENTIAL DUST CONTROL APPLICATION

Policy PW009 Schedule "A"

Applications will be accepted from **January 1st to April 1st annually.**

Applicant Name: _____

Legal Land Location: _____

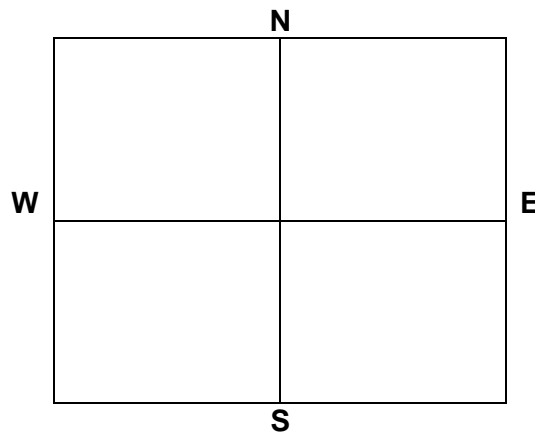
Rural Address: _____

Address: _____ Phone: _____

City: _____ Cell: _____

Province: _____ Postal Code: _____ Tax Roll: _____

1. On the map below identify the section of roadway where the dust control application is requested. Mark on any land marks, such as residences, accesses or utilities which will help identify the area to be treated.



Unless otherwise stated the dust control product will be placed equally on either side of the access.

Or apply:

2. Cost to applicant is established in the Fee Schedule Bylaw. Heavier applications or lengths longer than 200m will not be considered.
3. Mackenzie County reserves the right to:
 - a) Accept or reject any request, and
 - b) Schedule the application of dust control at their convenience.
4. Should the request be rejected, the payment shall be refunded to the applicant.

Owner Signature: _____ Date: _____

County Staff: _____ Date: _____

For Office Use Only:

Date of Application: _____ Time of Application: _____

Amount Paid: _____ Type of Payment: _____ Receipt Number: _____

Inspected by: _____ Date: _____

Comments/Concerns:

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 applications for dust control/suppression. If you have any questions regarding the collection, use or disclosure of this information, please contact the FOIP Coordinator at (780) 927-3718.



Mackenzie County SENIOR DUST CONTROL APPLICATION

Policy PW009 Schedule "A"

Applications will be accepted from January 1st to April 1st annually.

Applicant Name: _____

Date of Birth: _____ Confirmed Senior Citizenship: _____

Legal Land Location: _____

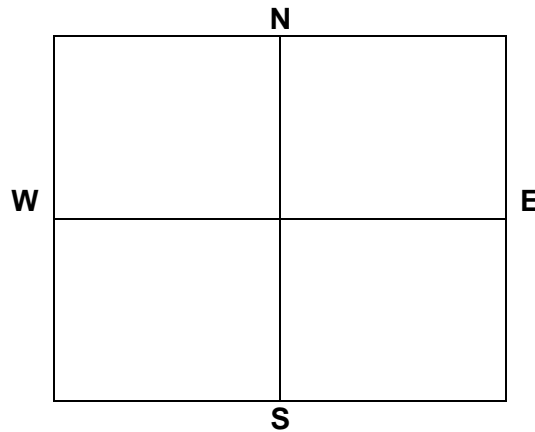
Rural Address: _____

Address: _____ Phone: _____

City: _____ Cell: _____

Province: _____ Postal Code: _____ Tax Roll: _____

- On the map below identify the section of roadway where the dust control application is requested. Mark on any land marks, such as residences, accesses or utilities which will help identify the area to be treated.



Unless otherwise stated the dust control product will be placed equally on either side of the access.

Or apply:

- Cost to applicant is established in the Fee Schedule Bylaw. Heavier applications or lengths longer than 200m will not be considered.
- Mackenzie County reserves the right to:
 - Accept or reject any request, and
 - Schedule the application of dust control at their convenience.

Owner Signature: _____ Date: _____

County Staff: _____ Date: _____

For Office Use Only:

Date of Application: _____ Time of Application: _____

Amount Paid: _____ Type of Payment: _____ Receipt Number: _____

Inspected by: _____ Date: _____

Comments/Concerns:

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 applications for dust control/suppression. If you have any questions regarding the collection, use or disclosure of this information, please contact the FOIP Coordinator at (780) 927-3718.



Mackenzie County
REQUEST FOR APPROVAL FOR DUST SUPPRESSION
ON COUNTY ROADS

Policy PW009 Schedule "B"

We/I the undersigned are requesting permission to apply dust suppression according to the Alberta Environment Guidelines.

Applicant Name: _____

Address: _____ Phone: _____

City: _____ Cell: _____

Province: _____ Postal Code: _____ Tax Roll: _____

Legal Land Location: _____

Rural Address: _____

We/I the undersigned agree to apply the dust suppression as per the attached Alberta Environment Guidelines.

Signature of Applicant: _____ Date: _____

For Office Use Only:

Request Approved Copy Sent Date: _____

Request Refused Letter Sent Date: _____

Reason: _____

Director: _____ Date: _____

Guidelines for the Application of Used Oil on Road Surfaces

1. The application of used or waste refined oil
 - In the manufacture of pavement
 - On any land for the purpose of road construction, repair or dust suppression is authorized subject to the requirements specified in the preceding document.
2. No person shall mix used or waste refined oil with any material in the manufacture of pavement, or dispose of any used or waste refined oil on any land for the purposes of road construction, repair, or dust suppression, unless the used or waste refined oil meets the specifications identified in table below.
3. A representative sample of the used oil should be collected and tested for the parameters identified in the table below.

Used of Waste Oil Specifications for Dust Suppression (Constituent/Property Allowable Level)

Flash point (closed cup) 61°C minimum

Total arsenic 5.0 mg/L maximum

Total cadmium 3.0 mg/L maximum

Total halogens (as Cl) 1000.0 mg/L maximum

Total chromium 6.5 mg/L maximum

Total lead 50.0 mg/L maximum

Total polychlorinated biphenyls 0.5 mg/l maximum

Total zinc 1000.0 mg/L maximum

4. No person shall apply used or waste refined oil on any land for the purposes of road construction, repair, or dust suppression unless:
 - a) The used or waste refined oil meets the specifications of the preceding document
 - b) The location of proposed application is more than 25 meters from surface water or a domestic water supply source
 - c) The application rate will not result in a visible runoff of oil beyond the travelled portion of the road or other land.
 - d) The owner of the land or the person responsible for the road to which the oil is to be applied has given permission
 - e) Application is limited to two times per calendar year.

Developed in April 1998/Updated in January 2001

Used Oil for Road Surfaces

Used oil can be recycled or used to control dust, but only in accordance with Alberta Environment's Guidelines for the Application of Used Oil to Road Surfaces

These guidelines allow used oil to be applied for dust control under the following conditions:

- The applicator must have permission from the land owner or municipality responsible for the road.
- The oil must meet certain specifications for maximum contents of things like arsenic, cadmium, lead, etc. (These components are listed in the guidelines, but fortunately most waste oil from typical diesel or gasoline engines contains less than these limits, so farmers are not obligated to send their oil in for testing).
- The application of the oil must be more than 25 m from surface water (including sloughs) or a domestic water supply.
- The application rate cannot result in visible runoff of oil beyond the travelled portion of the road.
- Application of oil is limited to two times per year.



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 8, 2020
Presented By:	Caitlin Smith, Planning Supervisor
Title:	Bylaw 1172-20 Road Closure Bylaw for Plan 032 1316, Block 25, all of the lane lying north of Lots 20-23 and Plan 992 5549, Block 25 and all of the lane lying north of Lots 15-19 (La Crete)

BACKGROUND / PROPOSAL:

Administration received a request from a developer to purchase the public utility lane that is located north of the following land locations:

Firstly:

Plan 0321316

Block 25

All of the lane lying north of Lots 20 to 23 inclusive and lying north of the production westerly of the north boundary of Lot 23.

Secondly:

Plan 9925549

Block 25

All of the lane lying north of Lots 15 to 19 inclusive and lying west of the production northerly of the east boundary of Lot 15.

The Developer intended to purchase this piece of land to consolidate with his future proposed lots and register a URW in place of the lane which would allow utility access to the rear of the lots.

However, due to utility agencies responding negatively to the proposal, the Developer has decided not to proceed with the lane closure.

The proposed Lane Closure is being brought back to Council for a formal motion to defeat so the file may be closed, and to determine whether or not the application fee

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

should be refunded to the Developer. The public hearing has already been advertised and held on April 22, 2020, therefore, this portion of the fee is not refundable.

OPTIONS & BENEFITS:

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

Option to reimburse the developer their application fee.

Previous road closure applications that have been defeated in the past, have been reimbursed. This is at the discretion of Council.

COSTS & SOURCE OF FUNDING:

The application fee is \$460.00 and the advertising fee is \$100.00.

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

The Bylaw was advertised as per Municipal Government Act requirements and all adjacent landowners were notified.

RECOMMENDED ACTION:

Motion 1

Simple Majority Requires 2/3 Requires Unanimous

That Bylaw 1172-20 being a Road Closure Bylaw be forwarded to the Minister of Transportation for approval prior to second and third reading.

Motion 2

Simple Majority Requires 2/3 Requires Unanimous

That the application fee for proposed Bylaw 1172-20, in the amount of \$460.00, be refunded.

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

From: mrs scrubs@telus.net
To: [Nicole Friesen](#)
Subject: Re: Lane Closure
Date: July-16-20 6:49:42 PM

No

Sent from my iPhone

On Jul 16, 2020, at 1:37 PM, Nicole Friesen <NFriesen@mackenziecounty.com> wrote:

Hi John,

I still need a response to be able to close or continue this lane closure.

Please respond with **YES** or **NO** so I may proceed.

Thank you,

Nicole Friesen | **Administrative Assistant | Planning | Mackenzie County**

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

Main Line: 780.928.3983 | Fax: 780.928.3636

Toll Free: 1.877.927.0677

www.mackenziecounty.com

[<image001.png>](#)

[<image002.png>](#)

[<image003.jpg>](#)

From: Nicole Friesen
Sent: July-06-20 1:31 PM
To: 'mrs scrubs@telus.net' <mrs scrubs@telus.net>
Cc: Caitlin Smith <csmith@mackenziecounty.com>
Subject: Lane Closure

Good Afternoon Mr. Buller,

As I'm sure you have been made aware, Northern Lights Gas Co-op has opposed the lane closure for your new residential subdivision. (Drawing attached)

Would you still like to proceed with this application?

A simple response of **YES** or **NO** to this email is all the County needs as confirmation to

either continue or halt the processes.

Thank you,

Nicole Friesen | **Administrative Assistant | Planning | Mackenzie County**

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

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[<image001.png>](#)

[<image002.png>](#)

[<image003.jpg>](#)

BYLAW NO. 1172-20
BEING A BYLAW OF
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA

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

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

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

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

Firstly:

Plan 0321316

Block 25

All of the lane lying north of Lots 20 to 23 inclusive and lying north of the production westerly of the north boundary of Lot 23.

Secondly:

Plan 9925549

Block 25

All of the lane lying north of Lots 15 to 19 inclusive and lying west of the production northerly of the east boundary of Lot 15.

READ a first time this 26th day of February, 2020.

Joshua Knelsen
Reeve

Lenard Racher
Chief Administrative Officer

PUBLIC HEARING held this 22nd day of April, 2020.

APPROVED this ____ day of _____, 2020.

Minister of Transportation

Approval valid for _____ months.

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

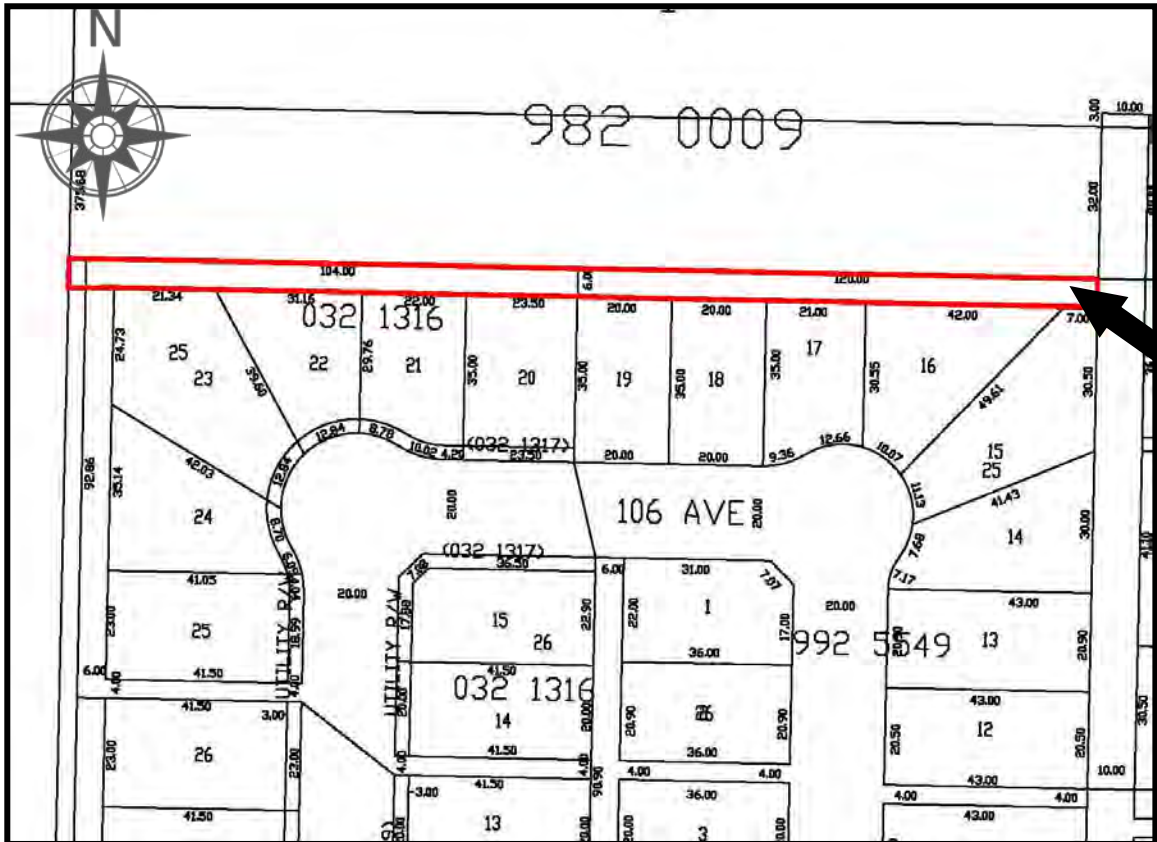
READ a third time and finally passed this ____ day of _____, 2020.

Joshua Knelsen
Reeve

Lenard Racher
Chief Administrative Officer

BYLAW No. 1172-20

Plan _____





Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 8, 2020
Presented By:	Caitlin Smith, Planning Supervisor
Title:	Bylaw 1195-20 Business License

BACKGROUND / PROPOSAL:

Administration has sought to clarify aspects of the Business License Bylaw to better serve business owners within the County. It has come to the County's attention multiple times over the years that it is unclear to many business owners when a business license is required, when they require amendment, or how long they are in effect.

The amendments proposed under this Bylaw add definitions to clarify who is required to hold a Business License, but also clarifies that there are permits under the Mackenzie County Land Use Bylaw and the *Safety Codes Act* that may be required prior to a business being allowed to operate within the County.

A definition of mobile business has been added to clarify that, despite not having a permanent business location or requiring any permits, a business such as a food truck or mobile contractor is still required to hold a valid Business License.

A definition of temporary business has also been added to state that any business, which operates in the County for up to four (4) weeks is required to obtain a Temporary Business License.

Conditions under which a Business License may be revoked, have also been added including when applicable permits have not been acquired or fees have not been paid.

OPTIONS & BENEFITS:

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

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

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

Mackenzie County Bylaws are available on the County’s website. Significant bylaw amendments are advertised in the local newspaper and the County’s social media as necessary.

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Motion 1

Simple Majority Requires 2/3 Requires Unanimous

That first reading be given to Bylaw 1195-20 being the Mackenzie County Business License Bylaw.

Motion 2

Simple Majority Requires 2/3 Requires Unanimous

That second reading be given to Bylaw 1195-20 being the Mackenzie County Business License Bylaw.

Motion 3

Simple Majority Requires 2/3 Requires Unanimous

That consideration be given to go to third and final reading of Bylaw 1195-20 being the Mackenzie County Business License Bylaw.

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

Motion 4

Simple Majority Requires 2/3 Requires Unanimous

That third and final reading be given to Bylaw 1195-20 being the Mackenzie County Business License Bylaw.

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

BY-LAW NO. 911-13 1195-20

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

**TO REGULATE AND SET BUSINESS LICENSE REGULATIONS AND
REQUIREMENTS FOR BUSINESSES ~~ENGAGED IN BUSINESS~~
IN MACKENZIE COUNTY**

WHEREAS, the Municipal Government Act, Revised Statutes of Alberta, 2000, c M-26 and amendments thereto, authorizes a Council to pass bylaws for municipal purposes; and

WHEREAS, pursuant to section 7(e) of the *Municipal Government Act*, a council may pass bylaws for municipal purposes respecting businesses, business activities and persons engaged in business; and

WHEREAS, pursuant to section 7(l) of the *Municipal Government Act*, a council may pass bylaws for municipal purposes respecting the enforcement of bylaws made under the *Municipal Government Act* or any other enactment including any or all of the matters listed therein; and

WHEREAS, pursuant to section 8 of the *Municipal Government Act*, a council may in a bylaw:

- a) Regulate or prohibit;
- b) Deal with any development, activity, industry, business or thing in different ways, divide each of them into classes and deal with each class in different ways;
- c) Provide for a system of licenses, permits or approval including any or all of the matters listed therein;

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

1. CITATION

1.1 This bylaw may be cited as the Mackenzie County Business License Bylaw.

2. DEFINITIONS

2.1 In this Bylaw unless the context otherwise requires.

- a) Act – means the Municipal Government Act, being Chapter M-25 Revised Statutes of Alberta, 2000 as amended or replaced periodically.

- b) Administration – means a designate of the Development Authority responsible for processing and issuing a business license.
- c) Applicant – means a person who applies for a business license ~~or renewal~~ under the provisions of this Bylaw.
- ~~d) ABL – means Annual Business License~~
- e) Business – means ~~a commercial or industrial activity, profession, trade, occupation, or any activity providing goods and services.~~
- i. A commercial, merchandising, or industrial activity or undertaking;
 - ii. A profession, trade, occupation, calling, or employment; or
 - iii. An activity providing goods or services, however organized or formed, including a cooperative or association of persons.
- f) Business License – means ~~an annual license issued by the County for the privilege of doing any kind of business, trade, profession, or any other activity in the County, by whatever name called, which document is required to be conspicuously posted or displayed except to the extent to the taxpayer's business license tax or other financial information is listed thereon~~ a license to be issued, pursuant to this Bylaw, for the purpose of licensing any business operating within Mackenzie County, entitling the licensee to carry on the activity therein specified.
- g) Business Premises – means the store, office, warehouse, factory, building, enclosure, yard, or other place occupied, or capable of being occupied, by a person for the purpose of any business.
- h) Bylaw Enforcement Officer – means any person appointed by the County as a Bylaw Enforcement Officer or Community Peace Officer.
- i) Charitable or Non-Profit Organization – means any person, association, or corporation engaged entirely in charitable activities, or engaged in the promotion of a general social welfare within the County, as defined by Revenue Canada under the Income Tax Act and that has a valid Revenue Canada Registered Charity number.
- j) County – means ~~Mackenzie County~~ the Municipal Corporation of Mackenzie County in the Province of Alberta, and or the area contained within the corporate boundaries of the said municipality, as the context may require.
- k) Development Authority – means the person, commission, or organization authorized to exercise development powers and perform duties on behalf of the County as referred to in Division 3 of the Municipal Government Act.

- l) Development Permit – means a document authorizing a development issued pursuant to the County’s Land Use Bylaw.
- m) Fee – means the monetary amount levied on each application as set out in the Fee Schedule Bylaw.
- n) Garage Sale – means the displaying and offering for sale of five (5) or more items of goods, wares, or merchandise (other than boats, motor vehicles, or recreational vehicles of any kind) on private residential property for no more than four (4) weekends per calendar year.
- o) Home Occupation or Home Based Business – means a business carried on as a secondary use of a dwelling unit and or its accessory buildings, by a least one of the permanent residents of such a dwelling.
- p) Land Use Bylaw – means the Mackenzie County Land Use Bylaw and any amendments to the Land Use Bylaw.
- ~~q) License – means a business license issued pursuant to the By-Law, entitling the licensee to carry on the activity therein specified for the period of the time therein specified.~~
- r) Licensee – means a person to whom a license has been issued, pursuant to the provisions of the Bylaw
- ~~s) License Fee – means a fee payable for a license as established in the Fee Schedule bylaw~~
- t) Merchandise – means commodities or goods that are bought and sold in business.
- u) Mobile Vendor – means any person selling goods, food, amusement, or services from a mobile motor vehicle, trailer, or similar structure that is designed for offering the sale of goods, food, or services.
- ~~v) Non-Profit Organization – means any organization designed for charitable purposes and not organized for profit or personal gain.~~
- w) Person – means and includes any person, ~~or~~ firm, ~~or~~ partnership, ~~or~~ body corporate or association.
- x) Temporary Business – means any commercial or industrial business activity; a profession, trade, occupation; or an activity providing goods or

services, where the duration of the business activity is equal to or less than four (4) consecutive months.

y) Trade Show – means a group of five (5) or more persons at a single location, for a period of not more than seven (7) days, displaying to the public the types of goods, wares, merchandise, food, or services that they have available for sale.

z) Year, in relation to any license issued under the provisions of this Bylaw – means a period of 365 consecutive days, commencing on March 1 and ending on February 28 of the following calendar year.

3. PERSONS SUBJECT TO LICENSE REQUIREMENTS

3.1 All businesses within the County and specific businesses with head offices located outside of the County but doing business within the County are required to obtain a Business License.

3.2 Any person carrying on or operating a business within the County unless specifically exempted under the provisions of this Bylaw or Provincial or Federal legislation is required to obtain a Business License.

3.3 Every person who operates more than one store, branch, or premises in respect of any business shall take out a separate license in respect of each store, branch, or premises.

3.4 Any person who operates more than one business whether on the same premises or on separate premises is required to have separate Business Licenses for each business.

3.5 For businesses where more than one salesperson conducts business within the County, such as, but not limited to, AVON, Tupperware, Epicure, only the regional manager is required to obtain a Business License.

3.6 Any person who operates a Home-Based Business is required to obtain a Development Permit approval before a Business License will be issued.

3.7 No person shall be issued a Business License or have such Business License renewed unless that person provides written confirmation, in a form acceptable to the County, that all Provincial and Federal licensing requirements have been met.

4. EXEMPTIONS

4.1 A Business License is not required for the following Businesses:

- a) ~~Not for~~ Charitable or Non-profit organizations, recreational societies ~~and charitable organizations~~, etc. which are registered under the Alberta Societies Act are encouraged to obtain a Business License but are not subject to fees;
- b) Farmers, ~~Egg Farmers, etc.~~ or Businesses carrying on activities at a Farmer's Market so long as the operating organization is registered with the Farmer's Market Association;
- c) A Non-resident businesses whose only business activity is the supply or delivery of wholesale or bulk goods to a resident business;
- ~~d) An employee who is employed by a person/business who holds a business license~~
- e) An architect's corporation, a joint firm, a registered architect. Or a visiting project architect under the *Architect's act, Chapter A-44, R.S.A. 2000* and amendments thereto;
- f) An Alberta land surveyor, a surveyor's corporation, or a surveyor's partnership registered under the *Land Surveyor's Act, Chapter L-3, R.S.A. 2000* and amendments thereto;
- g) A professional engineer, Licensee, permit holder, or certificate holder under the *Engineering, Geological and Geophysical Professions Act, Chapter E-11, R.S.A. 2000* and amendments thereto;
- h) An insurance agent or adjuster as described in the *Insurance Act, Chapter E-11, R.S.A. 2000* and amendments thereto;
- i) A registered accountant as described under the Chartered Accountants Association;
- j) A medical doctor who is registered with the College of Physicians and Surgeons of Alberta;
- k) A dentist who is registered under the Dental Association of Alberta;
- l) A barrister or solicitor as registered under the Law Society of Alberta;
- m) Any other business which is excluded from the requirements of the Bylaw, by an Act of the Legislature, or by other Provincial Statute;

- n) A day home service provider that is registered with a provincially approved Day Home Agency that has a Business License with the County;
- o) An owner of rental units including residential townhouses, triplexes, four-plexes, and apartments;
- p) A Business exhibiting at a trade show or exhibition held in Mackenzie County for a consecutive period not exceeding seven (7) days;
- q) Material delivery operations, provided that the transaction/negotiation to purchase those items takes place outside of the County and that the company is not a Resident Business;
- r) Residential garage sales, provided that the sale takes place on a residential property where that property owner or primary resident directly supervises and controls the sale to a maximum of four (4) weekends per calendar year;
- s) Regional Commissions, Intermunicipal Services Agencies, or Businesses carried on by the Government of the Province of Alberta or by the Government of Canada;
- t) Any person who provides light duty from time to time such as paper deliveries, baby-sitting, yard work, snow shoveling, etc.
- u) Any other Business exempted though or by order of Council.

~~This does not mean each of these exemptions CAN NOT participate; they are encouraged to obtain a license, and be added to the database.~~

5. PROCEDURE AND ISSUANCE OF LICENSE

- 5.1 All applicants should make application to the County on the **ABL Business License** application form, ~~which will be found on the Mackenzie County website as well as in all County offices~~ furnishing such information as the form shall require and such additional information as may be reasonably required.
- 5.2 A statutory declaration where required by the County, in regards to the information contained within the form.
- 5.3 The registered property owner's signature is required on **both** the application ~~and eventual license~~ if the applicant is not the property owner.

- 5.4 Every person who makes an application for a license shall submit to and assist in every inspection required by the County.
- 5.5 The County will communicate the program through community media, social media, and through physical postings.
- 5.6 Administration will assign NAICS codes to each business which is the North American standard for categorizing businesses.
- ~~5.7 There will be no fee charged until March 1st, 2014. Fees will be waived for the first year, or portion thereof, until the March 1st deadline in relation to new business.~~
- 5.8 If a business is sold and/or changes ownership, or if the primary place of conducting business changes, an amendment and applicable permits are ~~is~~ required, as well as applicable fees in accordance with the Fee Schedule Bylaw.
- 5.9 Renewal of a Business License is automatic and the renewal fee is due on April 30th of each Year, unless sufficient notification is received by the County that a Business has closed or has ceased operations within the County.
- ~~5.10 Hawkers and Peddlers licensing will be issued in accordance with the Hawkers and Peddlers bylaw.~~

6. FEES

- 6.1 ~~Business Licensing is optional for 2013 but is mandatory beginning in 2014.~~ All businesses located within the County or certain businesses with head offices outside the County working in the County will be subject to the fee.
- 6.2 Each application for a Business License or a Business License Amendment shall be accompanied by the appropriate fee as per the Fee Schedule Bylaw.
- 6.3 Fees will be nonrefundable ~~and if an owner has multiple businesses, multiple licenses will be required. The deadline will be March 1st of each year and if the deadline falls on a holiday or weekend, the deadline will be postponed until the following business day.~~

6.4 Reminders will be sent to each business and be ~~posted~~ advertised via newspaper and social media ~~well-before~~ by March 1st of each year. ~~(Minimum of 14 days advertised)~~

~~6.5 Fees are as per the Fee Schedule bylaw~~

7. NON ISSUANCE OF LICENSES

7.1 No license shall be issued unless the proper forms, permits, and application, and fees are is received by County Administration.

7.2 No license shall be issued if the application is received but not correctly submitted or required information is not provided.

7.3 An employee/business must comply with all sections of the bylaw, failure to do so will result in non-issuance of a Business License ~~the ABL~~.

7.4 Businesses which fail to obtain a Business License where one is required will be subject to fines as outlined in the Fee Schedule Bylaw.

8. DISPLAYING BUSINESS LICENSES

8.1 The ~~ABL~~ Business License must be displayed and visible at all times if this is not possible the Licensee or employee must be able to produce the License upon request.

8.2 Any person or company who does not ordinarily maintain a permanent place of business within the County or who owns or operates a mobile business within the County must produce a valid Business License or a copy of the License upon request.

8.3 Every license shall bear on its face the date on which it is issued and the current year's approval sticker.

~~8.4 Licenses should be location and owner specific. A change in either of these will require amendment.~~

8.5 The County has the right to inspect a premise to insure it has proper licensing.

8.6 Temporary ~~ABL's~~ Business Licenses will be issued for such events as trade shows, circuses, etc. with fees in accordance with the Fee Schedule Bylaw.

8.7 ~~An ABL owner~~ A Licensee may never deface or reproduce the License.

9. TRANSFER OR AMENDMENT OF A BUSINESS LICENSE

- 9.1 No license shall be transferred without consent of Administration and payment of applicable fees in accordance with the Fee Schedule Bylaw.
- 9.2 Licenses shall be location and owner specific. A change in either of these will require amendment, including applicable permits in accordance with the Land Use Bylaw and *Safety Codes Act*, and fees in accordance with the Fee Schedule Bylaw.
- 9.3 An existing Business License issued under this Bylaw may be transferred upon application and approval by the Development Authority in the following circumstances:
- a) When the transfer is from one Licensee to another for the same Business name and the same Business Premises;
 - b) When the transfer is for a change of civic address from Business Premises to another for the same Licensee and Business.
- 9.4 No person who purchases the interest of, or part of the interest of, any person licensed pursuant to this Bylaw shall carry on or continue such Business without first having obtained a transfer of Business License.
- 9.5 No person to whom a Business License has been issued under this Bylaw shall change the location of the Business Premises without first having applied for a Business License Amendment.

10. ADMINISTRATION

- 10.1 The County shall receive, consider, and decide upon all applications.
- 10.2 Record such information and create business database as well as code (NAICS).
- 10.3 Ensure payment of the appropriate fee(s) and inform the applicant of required Development Permits or Safety Codes Permits.
- 10.4 Report to Council about the ABL's Business Licenses periodically.

11. REVOCAION OF ~~ABL~~ A BUSINESS LICENSE

- 11.1 The County may revoke ~~an ABL~~ a Business License if: ~~there are reasonable grounds to do so.~~

- a) the applicable permits in accordance with the Land Use Bylaw and Safety Codes Act have not been obtained for the Business or Business Premises;
- b) the Business location or ownership has changed without sufficient application to the County;
- c) the Licensee has failed to pay the annual or other applicable fees before the stated due date(s);

11.2 When ~~an ABL~~ a Business License is revoked or suspended the ~~ABL Business License~~ owner shall be notified in writing.

11.3 Any Business that continues to operate following revocation of a Business License will be subject to fines in accordance with the Fee Schedule Bylaw.

12. APPEALS

12.1 In every case where:

- a) An application for a license has been refused,
- b) A license has been issued, subject to conditions,
- c) A license has been revoked, or
- d) A license has been suspended,

the applicant may appeal to Council.

12.2 An appeal shall be made in writing and addressed to Council; this shall be proposed within ~~30~~ 21 days following refusal, revocation, and/or suspension or subject to conditions. Council will then make a decision within 14 days on the specific case and appeal.

13. PENALTIES

13.1 Any business who contravenes or disobeys, or refuses or neglects to obey any provision of the Bylaw by doing any act which the business is prohibited from doing or if they fail to do any act that falls under the ~~ABL Business License~~, the business will face the corresponding penalty fee listed in the Fee Schedule bylaw.

14. REPEAL AND REPLACE

14.1 This Bylaw repeals and replaces Bylaw 911-13.

This Bylaw shall come into force and effect upon the date of the passing of the third and final reading.

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

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

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

Joshua Knelsen
Reeve

Lenard Racher
Chief Administrative Officer



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 8, 2020
Presented By:	Caitlin Smith, Planning Supervisor
Title:	Policy DEV005 Reserve

BACKGROUND / PROPOSAL:

The Reserve Policy (DEV005) was last amended at the November 27, 2019 Council meeting.

Since then, the Municipal Government Act has added Community Services Reserve. This is a designation meant to allocate future lands for community service uses such as a police station, fire station, etc.

This addition to the policy will bring it up to date. There is also a minor change to the Appendix A “Municipal Reserve Valuation Map”, Area 2 has been extended to meet the east Bushe River Reserve property line.

OPTIONS & BENEFITS:

OPTION 1: Approve the amendments made to Reserve Policy DEV005 as presented.

OPTION 2: Table Reserve Policy DEV005 for more information or additions.

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

Strategy E16.7 Promote a balanced and factual approach to protecting environmentally sensitive areas.

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

Goal E18 Create a sustainable Industry and Land Use Policy.

Goal N1 Mackenzie County's river valleys are maintained in their natural state and are legislated to remain such in perpetuity.

Strategy N1.1 Protect the natural state of Mackenzie County's river valleys with strongly worded municipal bylaws that control development.

Strategy N1.2 Develop municipal bylaws and policies to support continuing public access to the County's river valleys.

Strategy N1.3 Develop municipal policy to ensure that sound environmental protection, maintenance and utilization practices serve to preserve the health and safety of the valleys (especially sound practices to guide the development of any future roadways that must be built over a river).

Goal N2 Mackenzie County's environmentally sensitive areas are well preserved.

Strategy N2.1 Identify and maintain an up-to-date inventory of Mackenzie County's environmentally sensitive land areas or ones that are at risk of becoming environmentally sensitive.

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

Strategy Z1.3 Schedule a dedicated item at each annual Council planning session to:

- Review the sustainability plan's key performance indicators,
- Update or amend any goals, strategies, key performance indicators and/or timelines as required.

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That Policy DEV005 Reserve be amended as presented.

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

Mackenzie County

TITLE	Reserve Policy	Policy No:	DEV005
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LEGISLATION REFERENCE	Municipal Government Act – Part 17, Division 8 and Division 9
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PURPOSE

Establish a framework for the dedication of Reserve lands at time of subdivision.

POLICY STATEMENT

Mackenzie County receives various applications for subdivisions, within both urban and rural areas. As per the Municipal Government Act (MGA), the County may require the dedication of Community Services Reserve (CSR), Conservation Reserve (CR), Environmental Reserve (ER), Municipal Reserve (MR), and/or School Reserve (SR). This policy will clarify the different types of reserve lands and provide a criteria to guide and manage CSR, CR, ER, MR, and SR in Mackenzie County.

DEFINITIONS

The following definitions are used for the purpose of this policy:

Community Services Reserve (CSR) - land dedication collected during the subdivision application process for lands that the subdivision authority wishes to set aside for the provision of future community services, as designated under Division 9 of the Municipal Government Act (MGA).

Examples of CSR:

- Public library
- Police station
- Fire station
- Ambulance services facility
- Non-profit daycare facility
- Affordable housing

Conservation Reserve (CR) - land dedication collected during the subdivision application process for lands that do not meet the requirements of Environmental Reserve and that the County deems environmentally significant and wishes to conserve, as designated under Division 8 of the Municipal Government Act (MGA).

Examples of CR:

- Wildlife corridors
- Significant tree stands

Environmental Reserve (ER) - land dedication collected during the subdivision application process for lands that are considered undevelopable, unstable, or present a significant risk of personal injury or property damage during development or use of the land, as per Division 8 of the Municipal Government Act (MGA).

Examples of ER:

- Swamp, gully, ravine, or natural drainage course
- Lands that are subject to flooding
- A strip of land, not less than 6 metres in width, abutting the bed and shore of any body of water

Municipal Reserve (MR) - land dedication collected during the subdivision application process for lands that the subdivision authority wishes to set aside for the provision of future services, as per Division 8 of the Municipal Government Act (MGA).

Examples of MR:

- Public parks
- Groomed parkland of all sizes
- Sports field, including athletic parks
- Land for arenas, pools, leisure, community or cultural centres
- Open space areas around schools or other facilities
- Pathways
- Public recreation areas
- Municipal infrastructure and/or buffers between conflicting land uses

School Reserve (SR) - land dedication collected during the subdivision application process for lands that the subdivision authority wishes to set aside for the provision of future services, as per Division 9 of the Municipal Government Act (MGA) as requested by the local school authority. This land can also be accepted as Municipal School Reserve (MSR) to be shared between the local school authority and the municipality.

Examples of MSR:

- Public parks
- Public recreation area
- School board purposes

GENERAL PROVISIONS

This policy is intended to be used in conjunction with the requirements of the Municipal Government Act (MGA), the Subdivision and Development Regulations and applicable County Bylaws (including the Land Use Bylaw). Where a conflict exists between this policy and the aforementioned provincial requirements and/or County Bylaws, the provincial requirements and County Bylaws will apply.

This policy will provide direction for the acquisition of reserve lands in new subdivisions, the ongoing management of reserve lands, and the considerations required for the disposal of existing reserve lands.

The Municipal Government Act states the required purposes for each type of reserve land as follows:

Community Services Reserve: to allocate lands for use as a public library, a police station, a fire station or an ambulance services facility, or a combination of them, a non-profit day care facility, a non-profit special needs facility, a municipal facility providing service directly to the public, or affordable housing, as set out in the MGA s.671(2.1).

Conservation Reserve: to enable the municipality to protect and conserve land that the subdivision authority deems environmentally significant, as set out in the MGA s.664.2(1)(c,d).

Environmental Reserve: to avoid development of unstable lands, to ensure safe public access to lands, to preserve the natural features of the land and to prevent pollution of land adjacent to water bodies, as set out in MGA s.664(1.1).

Municipal Reserve, School Reserve, or Municipal School Reserve: to allocate lands for use as a public park, a public recreation area, school board purposes, or to separate areas of land that are used for different purposes, as set out in the MGA s.671(2).

For all reserve designations, the County shall consider the viability of the project and the developer's economic case. The deciding factor for amount of designation, location of designation, or money in lieu of land shall always be made in the interest of bettering the community at large.

That portion of a storm drainage system that is considered a "natural drainage course" may be designated as ER if undisturbed and left in its natural state. If the stormwater pond has a recreational function, the portion of the pond located above the maximum design capacity may be designated as MR. The working area of any/all storm ponds will be designated as a Public Utility Lot (PUL).

As per Section 663 of the MGA, there are several situations where reserves are not required for a subdivision:

- one lot is to be created from a quarter section of land,
- land is to be subdivided into lots of 16.0 hectares or more
- land is to be used only for agricultural purposes,
- the land to be subdivided is 0.8 hectares or less, or

- reserve land, environmental reserve easement of money in place of it was provided in respect to the land that is the subject of the proposed subdivision under this Part or the former Act.

SUBDIVISIONS

Community Services Reserve (CSR):

Lands that the County would like to set aside for future community services may be dedicated as CSR.

Conservation Reserve (CR):

Lands that the County deems environmentally significant but do not meet the requirements of ER may be dedicated as CR.

Environmental Reserve (ER):

Environmentally sensitive areas may be dedicated as either MR or ER, whichever is deemed more beneficial to the County, when considering the long term impact and growth of the surrounding community.

Municipal Reserve (MR):

For rural subdivisions that require an MR dedication, the County's preference for type of dedication received shall be:

- Commercial/Industrial subdivisions – Land dedication only as required to provide adequate buffer strips between potentially conflicting land uses, to protect environmentally sensitive areas, to provide linear trail and drainage areas or for future municipal infrastructure. The remainder of the dedication shall be as cash in lieu of land.
- Single lot residential subdivisions (excluding the first subdivision from a quarter section) – Cash in lieu of land
- Rural country residential subdivisions – A combination of land and cash in lieu of land. Land dedication shall be sufficient to allow for a future park and/or municipal service, linear trail or drainage areas, as buffer strips between potentially conflicting land uses, and to protect environmentally sensitive areas.
- For parcels of land that are designated for community recreational purposes, the allotted 10% MR dedication may be waived by the County.
- It is the discretion of the County to determine the percentage of MR dedication regarding recreational uses, whereby the County will evaluate the size of the proposed recreational area.

For all urban subdivisions, MR dedication shall be:

- Commercial/Industrial subdivisions – Land dedication only as required to provide adequate buffer strips between potentially conflicting land uses, to protect

environmentally sensitive areas, to provide linear trail and drainage areas or for future municipal infrastructure. The remainder of the dedication shall be as cash in lieu of land.

- Residential subdivisions – Land, or a combination of land and cash in lieu of land. Land dedication shall be sufficient to allow for a future park and/or municipal service, linear trail or drainage areas, as buffer strips between potentially conflicting land uses, and to protect environmentally sensitive areas.

Municipal (MSR) and/ or School Reserve (SR):

SR shall only be considered when the local school authority specifically requests that the county obtain lands for future school development purposes.

VALUE DETERMINATION

Conservation Reserve:

The Municipality is required to compensate the developer, as the land is set aside and therefore unable to be sold or developed. The value determination process for CR shall be the same as that of MR.

Environmental Reserve:

Municipalities are not required to compensate the developer.

Municipal Reserve:

Where cash is required in lieu of land, MR value shall be determined based on the market value for proposed use and the existing servicing of the land in question. Proposed improvements shall not be considered when determining the land value for the purpose of calculating the Municipal Reserve levy.

The MGA states that the applicant shall provide the market value appraisal, and that it must be provided to the County within 35 days of applying for the subdivision approval. As the County has authority over Municipal Reserve lands, Mackenzie County has established a process that will simplify this process for the applicant. Six (6) Municipal Reserve Valuation Areas have been determined within the boundaries of Mackenzie County (*see Appendix A for map*). Each area includes a pre-determined dollar value per acre for both residential and non-residential use. For the purposes of this map, residential refers to any subdivision of a new or existing yard site, and non-residential refers to any other uses such as commercial or industrial. The map in Appendix A includes the majority of the developed areas within Mackenzie County and does not display the entirety of County's boundaries; therefore, it is noted that the pre-determined values for Areas 2 and 6 do apply to lands that extend beyond what is shown on the map.

Should the applicant not be satisfied with the value determined by the County, they may refer back to the MGA and get an independent third party market value appraisal

completed and provide it to the County. The County and applicant will then meet to discuss the variation in the assessed values, and jointly agree on the final value.

The total amount of Municipal Reserve money that shall be paid to the County will be included with the subdivision approval.

The MGA states that the maximum amount of land to be designated as municipal or school reserve cannot exceed 10% of the original parcel area, less any lands designated for environmental reserve.

There are a few instances where an exemption from Municipal Reserve is permitted, as per Section 663 of the Municipal Government Act (MGA).

Lands dedicated for the provision of roads or utilities, including storm-water management systems, shall be considered developable lands and will be included in the calculation of MR.

CALCULATIONS

To provide clarity on the calculations for ER dedication:

Environmental Reserve needed:

Area of parcel to be subdivided:	40.00 ha
Lands to be designated environmental reserve:	<u>3.50 ha</u>
Area of parcel to be considered for municipal or school reserve:	36.50 ha
Total maximum municipal and/or school reserve dedication (10%):	3.65 ha

No Environmental Reserve needed:

Area of parcel to be subdivided:	40.00 ha
Lands to be designated environmental reserve:	<u>0.00 ha</u>
Area of parcel to be considered for municipal or school reserve:	40.00 ha
Total maximum municipal and/or school reserve dedication (10%):	4.00 ha

DEFERRAL

Municipal Reserve (MR) and/or School Reserve (SR):

The subdivision authority may direct that municipal reserve requirements be deferred if there is no immediate need for the MR/SR at the time of subdivision but is required for the allocation of park spaces in the future.

Deferral is only permitted for the remainder of the parcel that is the subject of the proposed subdivision, or for other lands within the municipality that are owned by the person who is applying for subdivision approval. The subdivision authority must file a caveat in a land titles offices against the title of the land to which the deferral relates, as per Section 669 of the MGA.

DISPOSAL

Community Services Reserve:

If Council wishes to sell, lease or otherwise dispose of CSR, a public hearing must be held and notices must be posted on or near the CSR that is subject of the hearing.

Conservation Reserve:

As per s.674 of the MGA, a CR designation may only be removed if the parcel of land is wholly or substantially destroyed by fire, flood or other event that is beyond a municipalities control and therefore, in Council's opinion, no longer has a purpose to be protected or conserved. Removal of designation may only be permitted through a public process. A public hearing must be held and notices must be posted on or near the CR that is subject of the hearing. Council must direct a designated officer to notify the Registrar and the CR will be removed upon approval. The Municipality then has the authority to sell, lease or otherwise dispose of the land. The proceeds must be used only for the purposes of protecting and conserving other lands that have environmental significance.

Environmental Reserve:

Change of boundaries or use, lease or disposal is permitted. A public hearing must be held and notices must be posted on or near the ER that is subject of the hearing. Proceeds may only be used to provide land for the purposes of a public park, public recreation area, school board purposes, or to separate areas of land that are used for different purposes

Municipal Reserve:

If Council wishes to sell, lease or otherwise dispose of MR, a public hearing must be held and notices must be posted on or near the MR that is subject of the hearing.

School Reserve:

If Council wishes to sell, lease or otherwise dispose of SR, a public hearing must be held and notices must be posted on or near the SR that is subject of the hearing.

DEVELOPER OBLIGATIONS

Conservation Reserve:

May require fencing or other methods to reduce access and/or maintain natural state.

Environmental Reserve:

Must be kept clean and tidy

Municipal Reserve:

The default for MR is that the lands must be landscaped, seeded, and where required, fencing must be put in place. For MR that is intended to be used for a buffer area, the county may ask the developer to keep any existing trees.

	Date	Resolution Number
Approved	11-Mar-14	14-03-140
Amended	2019-11-27	19-11-718
Amended	2020-09-08	

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APPENDIX A

**Municipal Reserve
Valuation Map**





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Mackenzie County







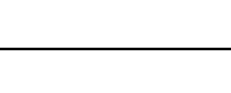


Mackenzie County

Municipal Reserve Valuation Map (Dollar Value Per Acre)

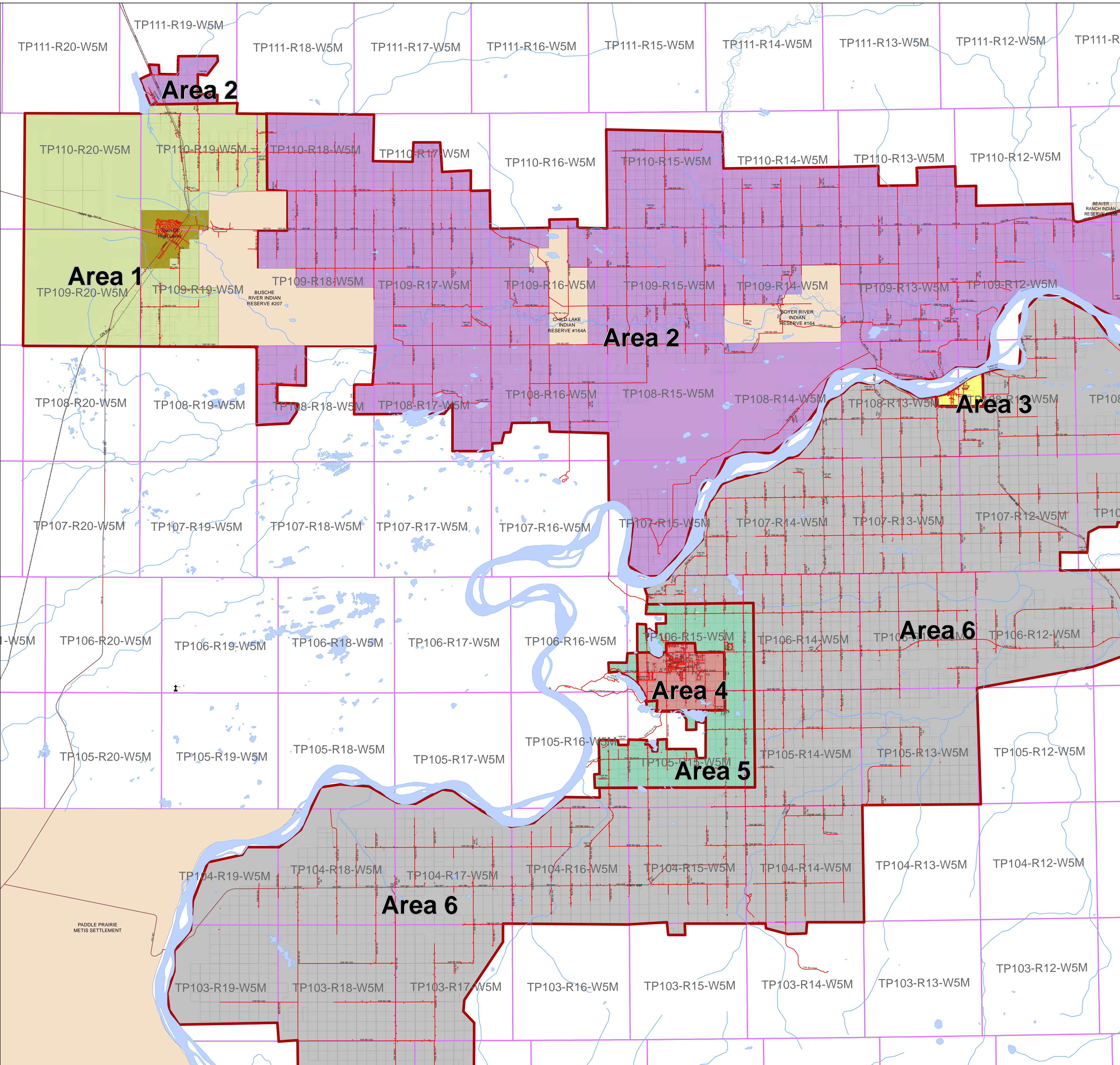
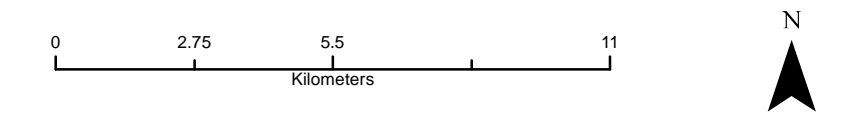
- 
Area 1
 Residential - \$ 8,000/Acre
 Non-Residential - \$ 10,500/Acre
- 
Area 2 *
 Residential - \$ 6,000/Acre
 Non-Residential - \$ 7,500/Acre
- 
Area 3
 Residential - \$ 8,000/Acre
 Non-Residential - \$ 9,500/Acre
- 
Area 4
 Residential - \$ 15,000/Acre
 Non-Residential - \$ 17,500/Acre
- 
Area 5
 Residential - \$ 9,000/Acre
 Non-Residential - \$ 11,000/Acre
- 
Area 6 *
 Residential - \$ 7,000/Acre
 Non-Residential - \$ 8,500/Acre

* Note:
Area 2 and Area 6 extend beyond what is shown in this Map.

-  Town of High Level
-  Cadastral Layer
-  TWP Range Linework
-  First Nation Reserves
-  Road Network
-  Highways
-  Address Locations

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 expressed or implied.

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



APPENDIX B

**Reserve Policy
Quick Reference Chart**

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Table 1. Comparison of community services reserves, conservation reserves, environmental reserves, municipal reserves and/or school reserves with reference to the Municipal Government Act (MGA)

	Community Services Reserve (CSR)	Conservation Reserve (CR)	Environmental Reserve (ER)	Municipal Reserve (MR)/School Reserve (SR)
Purpose/Use	>To allocate lands for use as a public library, a police station, a fire station or an ambulance services facility, or a combination of them, a non-profit day care facility, a non-profit special needs facility, a municipal facility providing service directly to the public, or affordable housing, as set out in the MGA s.671(2.1).	>To enable the municipality to protect and conserve environmentally significant areas s.664.2(1) >Land must remain in its natural state s.674.1(1)	>To avoid development of unstable lands, to preserve the natural features of the land and to prevent pollution of land adjacent to water bodies as set out in the MGA s.664(1) > Land must be left in its natural state or be used as a public park s.671(1)	To allocate lands for use as a public park, a public recreation area, school board purposes, or to separate areas of land that are used for different purposes, as set out in the MGA s.671.1(1,2).
Timing	At subdivision	At subdivision	At subdivision	At subdivision
Compensation	Municipalities are <u>not required</u> to compensate the developer	Municipalities are <u>required</u> to compensate the developer as the land is set aside and therefore unable to be sold or developed s.664.2(2)	Municipalities are <u>not required</u> to compensate the developer	Municipalities are <u>not required</u> to compensate the developer

<p>Requirements</p>	<ul style="list-style-type: none"> >Urban Multi-lot subdivisions >Municipality must be interested in allocating land in particular areas for future public municipal services. 	<ul style="list-style-type: none"> >Fair market value required >Must be deemed environmentally significant by the subdivision authority and lands must be identified in the Municipal Development Plan >Lands that could not be required as Environmental Reserve s.664.2(1) 	<ul style="list-style-type: none"> >Scientifically defensible setbacks to prevent pollution >Engineering report including unstable/hazardous lands >Determine lands are a natural drainage course >Determine lands are subject to flooding s.664(1) 	<ul style="list-style-type: none"> >The second subdivision out of a quarter section requires MR
<p>Disposal</p>	<ul style="list-style-type: none"> > CSR is permitted to be sold, leased, or otherwise disposed of through a public process (public hearing and notices posted on or near CSR) 	<ul style="list-style-type: none"> >Disposal through public process only if lands have been significantly destroyed by unforeseen events >Removal of CR designation is permitted through a public process (public hearing and notices posted on or near CR) >A request is sent to the Registrar >Proceeds from lease/removal must be use only for the purposes of protecting and conserving land 	<ul style="list-style-type: none"> >Change of boundaries or use, lease or disposal through public process (public hearing and notices posted on or near ER) >Proceeds may be used only to provide land for the purposes of a public park, public recreation area, school board purposes, or to separate areas of land that are used for different purposes s.676(1) 	<ul style="list-style-type: none"> > MR is permitted to be sold, leased, or otherwise disposed of through a public process (public hearing and notices posted on or near MR)

		that has environmental significance s.674.1 s.674.2		
Examples	<ul style="list-style-type: none"> >Fire Station >Public Library >Police Station >Ambulance Services Facility 	<ul style="list-style-type: none"> >Wildlife corridors, tree stands >Any feature deemed environmentally significant by the subdivision authority 	<ul style="list-style-type: none"> >A swamp, gully, ravine, coulee or natural drainage course >Land that is unstable, adjacent to a water body or subject to flooding 	<ul style="list-style-type: none"> >Public parks, groomed parkland of all sizes, sports field, including athletic parks, land for arenas, pools, leisure, community or cultural centres >Future School >Open space areas around schools or other facilities >Pathways >Golf courses >Redeveloped landfill sites for recreational parks



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 8, 2020
Presented By:	Carol Gabriel, Deputy Chief Administrative Officer (Legislative and Support Services)
Title:	Bylaw 1194-20 Fee Schedule Bylaw Amendments

BACKGROUND / PROPOSAL:

Administration is presenting an amending bylaw to the Fee Schedule Bylaw as it relates to motions made previously by Council and the Agricultural Service Board, in this case. The amendments are a reflection of these decisions.

Agriculture Fees

At their March 20, 2020 Agricultural Service Board meeting a decision was made to increase the irrigation pump/pipe rental fee from \$300 per 48 hours to \$600 per 48 hours effective October 21, 2020.

Public Works Fees

Through the 2020 budget deliberations reviewed the dust control program and fees where amended. On May 27, 2020 Council made a motion to allow administration to sell any remaining calcium storage (after municipal application is complete) at cost to ratepayers.

Administration is recommending that the fees be included in the Fee Schedule Bylaw at a current cost of \$0.30 per litre and \$0.32 per litre effective January 1, 2022.

Business License Fees

Administration has identified the need for additional fees within the business license section of the Fee Schedule Bylaw. Mention of Temporary Business Licenses has been included in Bylaw 911-13 Business License Bylaw since it came into effect however; the fee was never included in the Fee Schedule Bylaw.

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

This amendment includes the addition of fees for Temporary Businesses which operate in the County for not longer than four (4) consecutive weeks.

The amending bylaw also includes some clerical changes.

OPTIONS & BENEFITS:

Approve as presented or amended.

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

Fee amendments are advertised through the local newspaper, website, and social media.

Bylaws are available on the Mackenzie County website.

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Motion 1

Simple Majority Requires 2/3 Requires Unanimous

That first reading be given to Bylaw 1194-20 being a Fee Schedule Bylaw amendment for Mackenzie County.

Author: N Friesen, C. Gabriel Reviewed by: C Smith, C. Gabriel CAO: _____

Motion 2

- Simple Majority Requires 2/3 Requires Unanimous

That second reading be given to Bylaw 1194-20 being a Fee Schedule Bylaw amendment for Mackenzie County.

Motion 3

- Simple Majority Requires 2/3 Requires Unanimous

That consideration be given to go to third and final reading of Bylaw 1194-20 being a Fee Schedule Bylaw amendment for Mackenzie County at this meeting.

Motion 4

- Simple Majority Requires 2/3 Requires Unanimous

That third and final reading be given to Bylaw 1194-20 being a Fee Schedule Bylaw amendment for Mackenzie County.

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

BYLAW NO. 1194-20
BEING A BYLAW OF
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA

TO AMEND THE
MACKENZIE COUNTY FEE SCHEDULE BYLAW

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

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

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

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

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

AGRICULTURE

Item	Amount	GST
Alberta Agriculture's Irrigation Pump/Pipe (prior to October 21, 2020)	\$300.00/48 hours \$100.00/each additional 24 hours	Applicable
Alberta Agriculture's Irrigation Pump/Pipe (Effective October 21, 2020)	\$600.00 /48 hours \$100.00/each additional 24 hours	Applicable
Shelterbelt Trees	Actual Cost plus 5% Administration Fee	Applicable

2. That the Mackenzie County Fee Schedule Bylaw; Public Works Fees be AMENDED as follows:

PUBLIC WORKS

Item	Amount	GST
Winter Maintenance Snowplowing Service	\$30.00 /up to 1/4 mile (400m)	Applicable

Winter Maintenance Snowplowing Service (Effective May 1, 2020)	\$40.00 /up to 1/4 mile (400m)	Applicable
Dust Control Purchased for Self-Application	\$0.30/litre	Applicable
Dust Control Purchased for Self-Application (Effective January 1, 2022)	\$0.32/litre	Applicable

3. That the Mackenzie County Fee Schedule Bylaw; Business License fees be AMENDED as follows:

BUSINESS LICENSES

Item	Amount	GST
Fees:		
Annual Business License (ABL)		
ABL — Subsequent Years – Mandatory	\$50.00	N/A
ABL — Amendment	\$25.00	N/A
ABL — Replacement	\$25.00	N/A
ABL — Transfer of Ownership	\$25.00	N/A
Temporary Business License – valid for not longer than four (4) consecutive weeks	\$25.00	NA
Penalties:		
No ABL Business License (false information, etc.) – 1 st Offence	\$250.00	N/A
No ABL Business License (false information, etc.) – 2 nd Offence	\$500.00	N/A
Failure to Comply with ABL Business License – 1 st Offence	\$250.00	N/A
Failure to Comply with ABL Business License – 2 nd Offence	\$500.00	N/A
Failure to Display ABL Produce Business License on Request	\$50.00	N/A

4. This Bylaw shall come into force and effect upon receiving third reading.

5. This Bylaw amends Bylaw 1114-18 Fee Schedule Bylaw.

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

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

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

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

Joshua Knelsen
Reeve

Lenard Racher
Chief Administrative Officer



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 8, 2020
Presented By:	Grant Smith, Agricultural Fieldman
Title:	Agricultural Service Board Meeting Minutes

BACKGROUND / PROPOSAL:

The minutes of the August 27, 2020 Agricultural Service Board meeting are attached.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

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

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the Agricultural Service Board meeting minutes of August 27, 2020 be received for information.

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

**MACKENZIE COUNTY
AGRICULTURAL SERVICE BOARD MEETING**

**August 27, 2020
9:00 a.m.
Fort Vermilion**

PRESENT:	Ernie Peters Josh Knelsen Anthony Peters Joe Peters Terry Batt	ASB Chair Reeve Councillor Member at Large Member at Large
REGRETS:	Dicky Driedger	Member at Large
ALSO PRESENT:	Grant Smith Colleen Sarapuk Dave Schellenberg Doug Macaulay	Agricultural Fieldman Public Works Administrative Officer (Recording Secretary) Assistant Agricultural Fieldman ASB Grant Program

Minutes of the Mackenzie County Agricultural Service Board meeting held on August 27, 2020

CALL TO ORDER: 1. a) Call to Order

Councillor E. Peters called the meeting to order at 9:02 a.m.

AGENDA: 2. a) Adoption of Agenda

MOTION ASB 20-08-043 MOVED BY Reeve Knelsen

That the agenda be adopted as presented

CARRIED

PREVIOUS MINUTES 3.a) Minutes of the July 29, 2020 ASB Minutes

MOTION ASB 20-08-044 MOVED BY Councillor A. Peters

That the minutes of the July 29, 2020 ASB meeting be approved as presented.

CARRIED

ACTION LIST

4.a) Action List

MOTION ASB 20-08-045

MOVED BY Terry Batt

That the Action list be received for information.

CARRIED

5.a) Ag Fieldman Report

MOTION ASB 20-08-046

MOVED BY Joe Peters

That the Ag Fieldman Report be received for information.

CARRIED

5.b) 2020 ASB Operating Expenditures

MOTION ASB 20-08-047

MOVED BY A. Peters

That the 2020 ASB Operation Expenditures be received for information.

CARRIED

5.c) Weed Inspection Update

MOTION ASB 20-08-048

MOVED BY Terry Batt

That the Weed Inspection Update be received for information.

CARRIED

Chair Peters recessed the meeting at 10:00 a.m. and reconvened the meeting at 10:08 a.m.

DELEGATION

6. a) Doug Macaulay – ASB Grant Program

The province reviews each municipality that receives grant funding from the ASB program. Doug Macaulay reviewed the ASB policies and procedures and will be sending a report with recommendations to the Mackenzie County ASB. The delegation was followed by a bus tour of projects and operations that the ASB are responsible for with the ASB board, Doug Maculay and the Fieldman.

SET NEXT MEETING DATE

8.a) Next Meeting Date

The next ASB meeting at the call of the Chair.

ADJOURNMENT

9.a) Adjournment

MOTION ASB 20-08-049

MOVED BY Reeve Knelsen

That the ASB meeting be adjourned at 10:50 a.m.

CARRIED

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

Ernie Peters Chair

Grant Smith, Agricultural Fieldman



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 8, 2020
Presented By:	Caitlin Smith, Planning Supervisor
Title:	Municipal Planning Commission Meeting Minutes

BACKGROUND / PROPOSAL:

The minutes of the August 20, 2020 Municipal Planning Commission meeting are attached.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

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

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the Municipal Planning Commission meeting minutes of August 20, 2020 be received for information.

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

**MACKENZIE COUNTY
Municipal Planning Commission Meeting**

**Mackenzie County Office
Fort Vermilion, AB**

Thursday, August 20, 2020 @ 10:00 a.m.

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

ADMINISTRATION: Caitlin Smith Planning Supervisor
Lynda Washkevich Development Officer
Michel Savard Acting Director of Planning via Teleconference
Nicole Friesen Administrative Assistant, Planning/Recording Secretary

REGRETS: Erick Carter Chair, MPC Member

MOTION 1. CALL TO ORDER

Beth Kappelar called the meeting to order at 10:04 a.m.

2. ADOPTION OF AGENDA

MPC 20-08-110 MOVED by David Driedger

That the agenda be adopted as presented.

CARRIED

3. MINUTES

a) Adoption of Minutes

MPC 20-08-111 MOVED by Jacquie Bateman

That the minutes of the August 6, 2020 Municipal Planning Commission meeting be adopted as presented.

CARRIED

b) Business Arising from Previous Minutes

i. None.

4. **TERMS OF REFERENCE**

For Information.

5. **DEVELOPMENT**

- a) **234-DP-20 Darryl Dyck
Manufactured Home – Mobile with Addition & Deck with a
45% Setback Variance in “A”
Plan 952 0847, Block 1, Lot 1 (Buffalo Head Prairie)**

MPC 20-08-112 MOVED by Jacquie Bateman

That Development Permit 234-DP-20 on Plan 952 0847, Block 1, Lot 1 (Part of SE 26-104-15-W5M) in the name of Darryl Dyck 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 **45% Setback Variance** for the Manufactured Home – Mobile with Addition & Deck is hereby granted. The Manufactured Home – Mobile with Addition and Deck shall be a minimum of 75 feet (22.86 meters) from the South Road Allowance.
2. **Remaining Minimum building setbacks:**
 - a) **64 meters (210 feet) side (East) yard from the centerline of Hwy 697;**
 - b) **15.2 meters (50 feet) side (West) yard;**
 - c) **15.2 meters (50 feet) rear (North) yard; from the property lines.**
3. **The Manufactured Home – Mobile with Addition & 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. **The existing dwelling shall be removed from the property before occupancy of the new Dwelling (Manufactured Home – Mobile with Addition & Deck).**
5. The undercarriage of the Manufactured Home – Mobile & Addition shall be screened from view by skirting or such other means

satisfactory to the Development Authority.

6. The Addition shall be constructed and finished with similar construction materials as the existing building to accepted standards and shall compliment the natural features and character of the site to the satisfaction of the Development Authority. The exterior of the existing Building and Addition shall be similar in appearance and color.
7. No accessory building erected/or moved onto the site shall be used as a dwelling.
8. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards and shall compliment the natural features and character of the site and the aesthetics of the neighbouring residences to the satisfaction of the Development Authority.
9. All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2015.
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 at the developers' expense.
11. **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.**
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) **236-DP-20 Grandview Carpentry
Retail – General (Country Variety Store) in “DC2”
SE 11-105-15-W5M**

MPC 20-08-113 **MOVED** by David Driedger

That Development Permit 236-DP-20 on SE 11-105-15-W5M in the name of Grandview Carpentry 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) **64 meters (210 feet) Front (East) yard from the centerline of Hwy 697;**
- b) **15.2 meters (50 feet) sides (North & South) yard;**
- c) **15.2 meters (50 feet) rear (West) yard; from the property lines.**

2. The Retail-General 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.

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. The existing building will no longer be used as a commercial space after occupancy and operation of the new Retail-General use.

5. If a sign is placed on the property the sign shall be located a minimum of:

- a. 200 meters from regulatory signs, and
- b. 3 meters (9 feet) from the outer edge of the road or not less than 1.5 meters from the property line if on private property.

6. The sign shall be a minimum of 1.5 meters to a maximum of 2.5 meters in height above the shoulder of the road.

7. The site and sign shall be kept in a safe, clean, and tidy condition, or may be required to be renovated or removed.

8. 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.
8. No accessory building erected/or moved onto the site shall be used as a dwelling.
9. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards and shall compliment the natural features and character of the site and the aesthetics of the neighbouring residences to the satisfaction of the Development Authority.
10. All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2015.
11. **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.
12. **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.**
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

6. SUBDIVISIONS

- a) **25-SUB-20 Mackenzie County
16.2 Acre Subdivision
Plan FORTVER, Block 3, Lot 8 (Fort Vermilion)**

MPC 20-08-114 **MOVED** by John W. Driedger

That Subdivision Application 25-SUB-20 in the name of Mackenzie County on Plan FORTVER, Block 3, Lot 8 be APPROVED with the following conditions:

1. This approval is for a subdivision totalling 16.2 acres (6.57 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

**b) 27-SUB-20 Jacob & Aganetha Wiens
10.00 Acre Subdivision
SW 13-107-13-W5M (Blumenort)**

MPC 20-08-115 **MOVED** by John W. Driedger

That Subdivision Application 27-SUB-20 in the name of Jacob & Aganetha Wiens on SW 13-107-13-W5M be APPROVED with the following conditions:

1. This approval is for a **TYPE B** subdivision, 10.00 acres (4.047 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, September 10th, 2020 @ 10:00 a.m. in La Crete
- ❖ Thursday, September 24th, 2020 @ 10:00 a.m. in Fort Vermilion
- ❖ Thursday, October 8th, 2020 @ 10:00 a.m. in La Crete
- ❖ Thursday, October 22nd, 2020 @ 10:00 a.m. in Fort Vermilion

10. ADJOURNMENT

MPC 20-08-116 MOVED by David Driedger

That the Municipal Planning Commission Meeting be adjourned at 10:12 a.m.

CARRIED

These minutes were adopted this 10th day of September, 2020.

Erick Carter, Chair



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 8, 2020
Presented By:	Don Roberts, Director of Community Services
Title:	Fort Vermilion Community Streetscape Committee Meeting Minutes

BACKGROUND / PROPOSAL:

The minutes of the August 06, 2020 Fort Vermilion Community Streetscape Committee 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: D. Roberts Reviewed by: _____ CAO: _____

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the Fort Vermilion Community Streetscape Committee meeting minutes of August 6, 2020 be received for information.

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

**MACKENZIE COUNTY
FORT VERMILION STREET SCAPE MEETING**

**Thursday, August 6, 2020
09:00 a.m.**

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

PRESENT:	Cameron Cardinal	Councillor
	Danny Friesen	Committee Member (teleconference)
	Carson Flett	Committee Member
REGRETS:	Jolene Lizotte	Committee Member
	Leah Lizotte	Committee Member
	Sara Schmidt	Committee Member
ADMINISTRATION:	Don Roberts	Director of Community Services

CALL TO ORDER: 1. a) Call to Order

Councillor Cardinal called the meeting to order at 09:10 a.m.

AGENDA: 2. a) Adoption of Agenda

Quorum was not met.

Committee Members held a discussion concerning approximately \$90,000 in Street Scape funds that may be required to be used for Fort Vermilion Flood.

Committee members also discussed their interest in designing plans for the restoration of D.A Thomas Park. It was also discussed that the Street Scape Committee are an advisory committee to the Community Services Committee and all plans would have to be presented to the Community Services Committee.

ADJOURNMENT: 3. a) Adjournment

Meeting was adjourned at 09:45.



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 8, 2020
Presented By:	Len Racher, Chief Administrative Officer
Title:	Information/Correspondence

BACKGROUND / PROPOSAL:

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

- Action List
- Correspondence – Alberta Environment and Parks (Closure of Investigations)
- Correspondence – Alberta Environment and Parks (Commercial Fishing)
- Correspondence – Alberta Transportation (Request for Re-Allocation of Alberta Municipal Water/Wastewater Partnership Funding)
- Correspondence – Alberta Transportation (Tompkins Crossing)
- Correspondence – Alberta Municipal Affairs (Petition to Form a New Municipality)
- Correspondence – Alberta Municipal Affairs (Congratulations on Appointment)
- Rural Municipalities of Alberta Bulletin – Cabinet Shuffle and New Municipal Affairs Minister
- Rural Municipalities of Alberta Media Release – Setting the Record Straight on Rural Municipal Finances
- Mackenzie Agriculture Investment Project
- Northern Alberta Elected Leaders Meeting Agenda – September 11, 2020
-
-
-
-
-
-

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: _____

Mackenzie County Action List as of August 19, 2020

Council and Committee of the Whole Meeting Motions Requiring Action

Motion	Action Required	Action By	Status
February 22, 2016 Council Meeting			
16-02-135	That the County covers the additional cost of the survey on Plan 5999CL, Lot E to date and have administration release a copy of the report to the landowner informing them that the initial investigation survey has been completed.	Byron	Refer to Motion 18-06-411 In progress. Meeting with landowners. Impacted by 2020 flood.
May 10, 2016 Regular Council Meeting			
16-05-354	That administration be authorized to proceed as follows in regards to the Zama Crown Land Procurement: <ul style="list-style-type: none"> • cancel PLS 080023; • pursue acquisition of land parcels as identified on the map presented in red; • identify a parcel of land to be subdivided from Title Number 102 145 574 +1 (Short Legal 0923884; 21; 1) and offered for trade or sale to Alberta Environment and Parks due to its unsuitability for a hamlet development , specifically the land use restrictions per Alberta Energy Regulator. 	Don	PLS Cancelled. Asset list with all leases, caveats, dispositions, easements, etc. Response Received from AEP 2017-11-27. Application submitted. RFD to Council once response is received to our application.
July 12, 2016 Regular Council Meeting			
16-07-526	That the County pursue purchasing the leased lands at the Hutch Lake campground.	Don Len	Application for purchase of Hutch Lake has been filed.
August 9, 2016 Regular Council Meeting			
16-08-599	That administration proceed with registering the utility right of way on NE 3-106-15-W5M and NW 3-106-15-W5M. (La Crete SE Drainage Ditch)	Byron	Re-survey completed. <i>NE 3-106-15-W5M Complete</i> Follow-up with landowner on NW 3-106-15-W5M
April 11, 2017 Regular Council Meeting			
17-04-254	That administration bring back options for an additional sub-class under residential for lots too small to legally develop.	Byron	In progress. LUB Amendment Follow-up discussion w/ Finance
August 23, 2017 Council Meeting			
17-08-593	That administration proceed with meeting with the developers and draft an off-site levy bylaw for the La Crete Sanitary Sewer Expansion project.	Fred Byron	Finalizing report then draft offsite levy bylaw. Working with engineer on draft design.

Motion	Action Required	Action By	Status
			(Helix Engineering)
September 25, 2017 Council Meeting			
17-09-650	That administration work with the Mackenzie Ski Hill Society to obtain a Registered Road Disposition (RRD) disposition for the road, and that the County commits to an endeavor to assist, as per current policy, to cover a portion of road construction costs to the proposed ski hill in the Buffalo Head Hills.	Dave	Paperwork complete. Waiting for approvals. Disposition (RDS) is in place. Right of Way – cleared. Survey completed.
April 25, 2018 Council Meeting			
18-04-314	That administration be authorized to proceed with a Department License of Occupation (DLO) for existing and future walking trail expansion on SE 14-106-15-W5 once the title transfer has been completed for SE 15-106-15-W5.	Don	Application submitted. FNC process
18-04-315	That administration move forward in purchasing more land north of the existing Hutch Lake Cabins and that final costs be brought back to Council for decision.	Don	Sketch plan completed. Application to purchase is in progress.
May 23, 2018 Council Meeting			
18-05-399	That the County apply for funding under the Green Infrastructure Projects Grant and the Alberta Municipal Water and Wastewater Partnership Grant for the Zama Sewage Forcemain project.	Fred	Application submitted for GIPG.
June 12, 2018 Council Meeting			
18-06-432	That the County apply to Alberta Environment & Parks for a bank stabilization and clean-up along the Peace River in the Hamlet of Fort Vermilion as a result of the ice jam flooding event.	Dave	In progress. Engineering report received. (WSP) Working on application. 2020 Flood Mitigation
October 9, 2018 Council Meeting			
18-10-763	That administration proceeds with the water diversion license's as discussed.	Fred	In progress
November 13, 2018 Regular Council Meeting			
18-11-885	That the Zama Water Treatment Improvements Project be retendered with a project scope change.	Fred	In progress
February 27, 2019 Regular Council Meeting			
19-01-117	That administration proceed with Plan 5999CL in Fort Vermilion as discussed.	Byron	Impacted by 2020 flood
October 8, 2019 Regular Council Meeting			
19-10-548	That the Proposed Fire Salvage Plan and Community Management Zone from Tolko, Norbord, and La Crete Sawmills be received for information and that a letter be sent to Alberta Agriculture & Forestry regarding stumpage fees for forest fire salvage.	Len	Letter drafted

Motion	Action Required	Action By	Status
19-10-559	That administration enter into an agreement with the owners of Tax Roll 155377 as discussed.	Jennifer	Ongoing Awaiting response from ratepayer
November 5, 2019 Regular Council Meeting			
19-11-671	That the three County owned quarter sections immediately east of the Norbord plant south of High Level be offered for farmland lease in exchange for clearing.	Byron Grant	ASB Meeting - September
19-11-676	That Mackenzie County representatives appointed to a provincial task force must provide regular written reports to council, shall immediately forward all task force material and information to council and CAO, and shall receive specific, prior approval from council to represent views or negotiate on behalf of the County.	Council	To be incorporated into the Procedural Bylaw
19-11-685	That administration work with Paramount Resources Ltd. and lobby the government to leave the road infrastructure intact.	Len	In progress
December 10, 2019 Regular Council Meeting			
19-12-757	That Alberta Transportation be invited to attend a Council meeting to discuss highway accesses.	Len	Hwy 697 Upgrade
19-12-758	That the Rural Municipalities of Alberta (RMA) Resolution 15-19F Provincial Highway Access and Setback Authority be brought to the January 14, 2020 council meeting for review.	Carol	Will be presented at the meeting which Alberta Transportation attends.
19-12-781	That a letter be sent to the Minister of Energy regarding industry lease renewals.	Len	In progress
December 18, 2019 Budget Council Meeting			
19-12-820	That Mackenzie County lobby the government for incentives to complete the Paramount abandonments within the next five years.	Council	
January 29, 2020 Regular Council Meeting			
20-01-055	That Administration move forward with applying for Recreational Leases for the Bistcho Lake cabin areas and consideration be given to the work being done by the Caribou Sub-regional Task Force.	Don	On hold. Pursuing reinstatement of commercial fishing.
20-01-067	That a letter be sent to the Minister of Municipal Affairs in regards to the Section 627(3) of the Municipal Government Act that relates to the number of councillor's on a Subdivision and Development Appeal Board.	Carol	In progress
March 25, 2020 Regular Council Meeting			
20-03-219	That administration be authorized to allow burn salvage harvesting within municipal road allowances on a case by case basis.	Dave	Policy amendment required.

Motion	Action Required	Action By	Status
April 22, 2020 Regular Council Meeting			
20-04-263	That administration develop a Tax Deferral and Reduction Policy to provide for developer incentives for new building development, which is reviewed annually or until the property is sold or rented.	Byron Jennifer	Meeting held with Assessor Update to Council 2020-09-22
20-04-264	That Bylaw 1172-20 being a Road Closure Bylaw be TABLED until further confirmation is received by the Developer.	Byron	RFD 2020-09-08
20-04-265	That the County and applicable developers co-develop a storm water management plan for the La Crete North Storm Catchment area (as delineated in red on the attached map), and that a storm water management fee of \$4,000/ha be applied effective immediately to subdivision applications within the defined catchment area, with a fee adjustment to be completed once detailed construction costs are finalized.	Byron	In progress
20-04-266	That an offsite levy bylaw be established for the La Crete North Storm Catchment area as soon as detailed construction costs are finalized.	Byron Fred Jennifer	In progress
20-04-267	That administration proceed with obtaining the right-of-way on 26-108-14-W5M and that the budget be amended to include \$50,000 for surveying, etc. with funding coming from the General Operating Reserve.	Byron Jennifer	Budget amendment completed. Following up with Borderline Eng.
20-04-268	That a letter be sent to the Minister of Energy and the Alberta Orphan Well Association in support of our industry ratepayers and to request that a portion of the Federal energy stimulus funding be channeled to assist the energy communities, service businesses and families in northwestern Alberta.	Len	In progress
May 22, 2020 Special Council Meeting			
20-05-279	That charges be laid by Mackenzie County to the non-eligible individuals that fraudulently registered as an evacuee during the Fort Vermilion flood, and to evacuees that have incurred significant costs related to hotel room damages.	Jennifer	In progress of finalizing the list.
May 27, 2020 Regular Council Meeting			
20-05-299	That rural cemeteries be added to the annual dust control map.	Dave	Policy Amendment 2020-09-08
20-05-300	That the dust control deadline remain as April 1, 2020 and that the remaining calcium storage, following municipal application, be sold at cost for ratepayers to self-apply.	Dave	Fee Schedule Bylaw Amendment 2020-09-08
June 5, 2020 Special Council Meeting			
20-06-334	That administration continues to support a community recovery plan that includes a community engagement component.	DRT	Ongoing

Motion	Action Required	Action By	Status
June 15, 2020 Special Council Meeting			
20-06-373	That the Fort Vermilion future development continue to be investigated.	DRT	Ongoing
June 24, 2020 Regular Council Meeting			
20-06-383	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.	Don	Application submitted for three boat launches. River Access Plan in progress.
20-06-396	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.	Byron	Tabled due to flood recovery process.
July 14, 2020 Committee of the Whole Meeting			
COW-20-06-014	That administration proceed with review of the Regional Service Sharing Agreement with the Town of High Level and bring recommendations forward to Council.	Len	
July 15, 2020 Regular Council Meeting			
20-07-422	That administration contact the bidders of the Heliport Road Asphalt Overlay project to obtain an overlay quote for the La Crete North and South Accesses.	Dave	
20-07-427	That the Mackenzie Applied Research Association (MARA) Agronomy Building project be awarded to the most qualified bidder and that the budget be amended to include \$60,000.00 for the project overage, with the County's portion of \$25,000 funding coming from the General Capital Reserve and the remainder being funded by MARA.	Byron Jennifer	In progress. Awaiting down payments from all parties.
20-07-431	That the 2020 taxes for Tax Roll 087019 (Makenzie Ski Hill Society) be written off in the amount of \$6,621.88.	Jennifer	
20-07-435	That the 1990 Ford Superior Fire Truck and the 1991 GMC C7H042 Superior Fire Truck be offered to the Paddle Prairie Metis Settlement and that the book value of the vehicles in the total amount of \$10,000 be written off if the offer is accepted.	Don Willie	In progress. Waiting for transfer documents.
20-07-438	That Administration proceed with the one-year extension and creating a two-year sub-contract request for proposals for the Construction and Maintenance of the Tompkins Crossing Ice Bridge.	Dave	RFP – 2021
20-07-439	That administration proceed with pothole repairs as discussed.	Dave	In progress

Motion	Action Required	Action By	Status
20-07-444	That Mackenzie County continue to support Motion 20-02-123 made by Council on February 26, 2020 in regards to the petition to form a new municipality.	Carol	Completed. Letter sent to the Minister.
20-07-456	That the Innovative Recovery Solution Application be presented to the Minister of Municipal Affairs for consideration.	DRT	In progress
August 18, 2020 Committee of the Whole Meeting			
COW-20-08-019	That administration further investigate information regarding 5G technology and the rollout schedule from the cellular service providers and report back to Council.	Carol	In progress
August 19, 2020 Regular Council Meeting			
20-08-465	That administration bring forward a review of the line-painting program during the 2021 budget deliberations.	Dave	2021 Budget Deliberations
20-08-469	That administration and the Agricultural Service Board advertise the Check-off Refund Claim program from the Alberta Barley Commission and Alberta Wheat Commission.	Grant	No action taken. Deadline has now passed.
20-08-475	That administration bring back an amended Off-Highway Vehicles Bylaw for the Hamlet of Fort Vermilion to allow all terrain vehicles (ATV's) to be used within the Hamlet.	Don	2020-09-08
20-08-476	That Mackenzie County enter into an agreement with Canada Post for providing postal services in the hamlet of Zama City and that Mackenzie County enter into an agreement with the Zama Library and Zama Recreation Society to provide a relief postal worker 15 days a year.	Don	Completed
20-08-488	That a letter of concern be placed on file for the engineering error on the Heliport Road Asphalt Overlay project tender.	Dave	
20-08-490	That first reading be given to Bylaw 1190-20 being a Land Use Bylaw Amendment to rezone Part of Plan FORTVER, Block 3, Lot 8 from Fort Vermilion Light Industrial "FV-LI" and Institutional "I" to Hamlet Residential 1 "H-R1" and to rezone Part of Plan 822 3269, Block 03, Lot A from Fort Vermilion Light Industrial "FV-LI" to Hamlet Residential 1 "H-R1" to accommodate residential development, subject to public hearing input.	Caitlin	PH 2020-09-22
20-08-491	That first reading be given to Bylaw 1191-20 being a Land Use Bylaw Amendment to rezone Plan 162 0091, Block 03, Lot 12 from Hamlet Residential 1A "H-R1A" to Hamlet Residential 2 "H-R2", subject to public hearing input.	Caitlin	PH 2020-09-22

Motion	Action Required	Action By	Status
20-08-492	That first reading be given to Bylaw 1192-20 being a Land Use Bylaw Amendment to rezone Part of SW 7-106-15-W5M from Agricultural "A" to Institutional "I", subject to public hearing input.	Caitlin	PH 2020-09-22
20-08-493	That first reading be given to Bylaw 1193-20 being a Land Use Bylaw Amendment to rezone Part of SE 34-105-15-W5M from Rural Country Residential 1 "RCR1" to Agricultural "A", subject to public hearing input.	Caitlin	PH 2020-09-22
20-08-494	That the Municipal Development Plan budget be amended to include an additional \$130,000 with funding coming from the Intermunicipal Development Plan and Intermunicipal Collaborative Framework budgets for a total project budget of \$305,000.	Jennifer	
20-08-496	That a regulation be added to the Land Use Bylaw for areas at risk for pluvial flooding such as no basements, minimum grade for construction, sump pump requirement, etc.	Caitlin	MPC 2020-09-10
20-08-497	That administration proceed with the sale of the 0.09 acres on Part of Plan 182 2539, Block 01, Lot K in the Hamlet of La Crete, subject to developer agreeing to create a treed buffer on the west and south property line and paying all fees.	Caitlin	Landowner has to apply for subdivision and consolidation
20-08-498	That a request be made to the Ministry of Transportation to re-allocate the Alberta Municipal Water & Wastewater Partnership grant funding for the Zama Sewage Forcemain project to the 2020 Fort Vermilion Water and Sewer Infrastructure project to assist with the flood mitigation strategy, and that Zama contractors be given the opportunity to bid on any related project.	Fred	Completed.
20-08-500	That the budget be amended to include an additional \$65,000 for the Hill Crest School Waterline Extension project with funding coming from the Municipal Sustainability Initiative (MSI) funding.	Jennifer	
20-08-503	That administration prepare a press release and information material regarding the impacts of the assessment model review.	Jennifer	In progress
20-08-512	That Mackenzie County issue an Order for sewer encroachment and that the landowner be required to bring the systems to compliance in a manner and time period specified by the Order.	Caitlin	Order issued on 2020-09-03 (35 days to meet compliance)
20-08-513	That three (3) recipients be awarded a Mackenzie County Bursary, as presented, for a total amount of \$3,500, with the understanding that the bursary amount be extended for an additional year due to any COVID-19 restrictions prohibiting attendance this fall, and that	Jennifer	

Motion	Action Required	Action By	Status
	the remaining budget amount of \$3,500 be transferred to the Bursaries Reserve.		

Investigation No. NR32419

August 17, 2020

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

To Mr. Racher:

CLOSURE OF INVESTIGATION

This letter is to advise you that the investigation into the facts of the contravention at E-03-106-16-WSM, East and SW-11-106-16-WSM, W-12-106-16-WSM, W-02-106-16-WSM, S-04-106-16-WSM and SE-05-106-16-WSM in Mackenzie County has been concluded.

Alberta Environment and Parks (AEP) has determined that there has been no offence under the Public Lands Act and/or the Water Act and therefore this investigation has been closed.

If you have any questions, please contact me at 780-624-6101.

Respectfully,



Chase Davies
Environmental Protection Officer (Investigator)
North Region

cc: Jack McNaughton, Acting Compliance Manager
Andrea Sandford, Compliance Assurance Lead
File



Investigation No. NR32420

August 17, 2020

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

To Mr. Racher:

CLOSURE OF INVESTIGATION

This letter is to advise you that the investigation into the facts of the contravention at Recreational Lease 030012 (REC030012) in Mackenzie County has been concluded.

Alberta Environment and Parks (AEP) has determined that there has been no offence under the Public Lands Act and/or the Water Act and therefore this investigation has been closed.

If you have any questions, please contact me at 780-624-6101.

Respectfully,



Chase Davies
Environmental Protection Officer (Investigator)
North Region

cc: Jack McNaughton, Acting Compliance Manager
Andrea Sandford, Compliance Assurance Lead
File





Mackenzie County

P.O. Box 640, 4511-46 Avenue, Fort Vermilion, AB T0H 1N0
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August 17, 2020

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

Dear Minister:

RE: REINSTATEMENT OF COMMERCIAL FISHING AT BISTCHO LAKE

The issue of commercial fishing in Bistcho Lake (Zone G) has been an ongoing concern since August of 2014, when the Alberta Government closed all lakes in Alberta to commercial fishing. In 2012 Alberta Environment and Sustainable Resource Development (ESRD) engaged Dr. Colby of Ontario to independently assess the lakes in Zone E with regards to the sustainability of commercial fishing. This led to the conclusion that the lakes in Zone E would not continue to sustain commercial fishing activities into the future. The conclusion in the Colby report led to the closing of all Alberta lakes to the commercial fishing industry.

In June 2014 Mackenzie County became aware of this issue through notification from our local commercial fishermen when they received letters from ESRD advising of their decision to close all Alberta lakes to commercial fishing. On July 15, 2014, Mackenzie County sent a letter requesting that commercial fishing be reinstated on Zone G lakes and suggested implementing a ten-year moratorium for transferring of licenses for Bistcho Lake. On August 1, 2014 Mackenzie County received a response from ESRD stating that ESRD has accepted the Colby Report, and has concluded the long-term sustainability of commercially fished lakes is no longer viable.

In December of 2014 the local fishermen received letters offering “an ex grata payment” of \$100 per net based on the number of licensed nets that they were assigned for the 2013 fishing season. Some of our local fishermen accepted this ex grata payment.

On January 9, 2015 Mackenzie County sent a letter stating that the blanket suspension of commercial fishing in all Alberta Lakes was not fair. ESRD responded on February 2, 2015 stating that a small number of lakes may be sustainable for commercial fishing, however the cost would be prohibitive for maintaining the provincial licensing system, fishery regulation, monitoring, and enforcement for so few lakes.

On February 23, 2015 the Rural Municipalities of Alberta (formerly known as the AAMDC) passed resolution #7-15S, stating that the AAMDC urge ESRD to reinstate the commercial fishing quota on all lakes that were not assessed by the Colby Report, and commence an assessment of each individual Zone, with stakeholder input, to determine the sustainability of Alberta's commercial fishing industry, to ensure that the lakes, the industry, and the food source are sustainable in the future for all Albertans.

Mackenzie County understands the tremendous pressure that the previous government received in support of closing the commercial fishing industry for many years before the decision was made to do so. However, we also understand that the majority of that pressure was from sport fishermen in the areas where lakes were easily accessible. In the past, Zone G had only one lake that was commercially fished, being Bistcho Lake, which is accessible only by plane or snowmobile (off-highway vehicle). Recreational fishing at Bistcho Lake is very minimal due to the access issues and the size of the lake. We believe that the Lake is viable and sustainable for both the commercial fishing and recreational fishing industries. The last biologist report on Bistcho Lake that was presented to the commercial fishermen of Zone G was in 2013/2014. The Report, which was prepared by biologist Kaydon Wilcox out of the Peace River ESRD office, showed a healthy sustainable fish inventory in Bistcho Lake. To our knowledge, the commercial fishing quota has only been filled to capacity one year in the many years of commercial fishing on the Lake.

Mackenzie County believes that not only does Bistcho Lake contain a sustainable fish inventory that will support the commercial and recreational fishing industries; it is also capable to support a financially stable commercial fishing industry. Currently in Alberta, there are fish consumption advisories on many lakes and rivers due to mercury content. While Bistcho Lake is not exempt from incurring mercury contamination due to atmospheric deposition, it is remote enough to be free of mercury contamination from the direct discharge caused by industry and mining waste. Numerous studies have shown that eating fish will decrease the chances of cancer and eating fish slows the growth of cancer cells due to the high levels of long-chain Omega 3's. With limits in Alberta on the amount of fish that a recreational fisherman can be in possession of and the inability to purchase Alberta fish, using fish as a food source is only being practiced by the First Nation and Metis with domestic fishing licences. We

believe that Albertans should be able to purchase Alberta fish as a reliable and sustainable food source and that Bistcho Lake should be the beginning of this supply.

With the recent COVID pandemic economical crisis, the reinstatement of commercial fishing in sustainable lakes in Alberta would revive some of our local economies and create employment. Commercial fishing on Bistcho Lake was traditionally practiced by seniors, they not only viewed this as a way of life but also an income supplement for many years. With the COVID restrictions for seniors to quarantine and social distance, possessing a job to maintain an income supplement is nearly impossible. Allowing them to return to commercial fishing both social distancing and income supplement are viable options.

Additionally, the revival of an industry in Alberta would mean more employment and more investment right here in Alberta. Importing fish from other provinces and other countries for Albertans to buy at local grocery stores could become a practice of the past. Being able to purchase Alberta grown fish from an Alberta commercial fisherman should become the practice of the future.

Mackenzie County requests that the quota on the Bistcho Lake to the pre-closure levels be reinstated and the existing licenses, that did not accept the ex grata payment, be re-issued.

Many of the fishermen in our area have opted to accept the \$100 per net ex grata payment. These licenses could be transferred to the First Nations in our area so that they too could create their own economy based on the fishing industry. This is also one of the recommendations from the Bistcho Area Sub-Regional Task Force. Discussion was held at length during the Task Force meetings and received consensus from all members to investigate and reinstate commercial fishing on Bistcho Lake.

While the financial stability of this activity seems to be outweighing the actual stability of the fish populations, we believe with the current prices of imported fish, a commercial fishing industry on Bistcho Lake can be very successful. However, for the majority of the past license holders, financial gain was not the reason they engaged in the activity. It was a way of life, a part of their history and knowledge that was being passed down to the next generation, and an activity that crossed cultural boundaries while supplementing the family income.

The costs of monitoring and issuing these licenses should not have a negative impact on the Alberta Government's budget. The licenses were previously maintained through the local High Level Fish and Wildlife branch. This Branch is still operational and currently employs an individual capable of accepting the payment for yearly net licenses as they did in the past. The Fish & Wildlife cabin

at Bistcho Lake is still intact and currently still in use by Fish & Wildlife officers on a seasonal basis. Fish & Wildlife Officers still patrol Bistcho Lake for recreational fisherman and occasionally check in on the aboriginal domestic license holders to ensure that they follow the regulations set out by the provincial government. Therefore, we do not foresee an increase in expenses by allowing a commercial fishing industry to be active for a few months each year.

We would be pleased to have the opportunity to discuss this matter with you further at your earliest convenience. Please feel free to contact me at (780) 926-7405 or our Chief Administrative Officer, Len Racher, at (780) 927-3718 or by email to lracher@mackenziecounty.com.

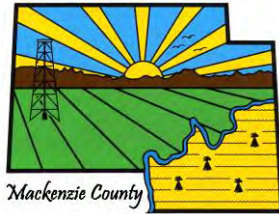
Sincerely,

A handwritten signature in black ink, appearing to read "Josh Knelsen".

Josh Knelsen
Reeve
Mackenzie County

Attach(s)

c: Dan Williams, MLA Peace River
Mackenzie County Council



Mackenzie County

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August 20, 2020

The Honourable Ric McIver
Minister of Transportation
320 Legislature Building
10800-97 Avenue
Edmonton, Ab
T5K 2B6

Dear Minister:

**RE: REQUEST FOR RE-ALLOCATION OF ALBERTA MUNICIPAL
WATER/WASTEWATER PARTNERSHIP FUNDING**

Mackenzie County is pleased to have received your June 29, 2020 letter advising of our success in receiving grant funding for two different projects under the Alberta Municipal Water/Wastewater Partnership (AMWWP).

Due to the recent event of flooding in the Hamlet of Fort Vermilion this spring and the unfortunate decline in population and oilfield activity in the Hamlet of Zama City, we are requesting your consideration to re-allocate the funds to a much needed Fort Vermilion Water & Sewer Infrastructure Development project as part of our disaster flood mitigation plan. The new infrastructure would provide the servicing for newly developed properties to move residents out of the flood affected area. The request is to move the \$1,226,000 granted for the Zama Sewage Force Main Upgrade project to the Fort Vermilion Water & Sewer Infrastructure Development project.

This will still meet the goal of stimulating the economic recovery and support of job creation while also ensuring the implementation of a mitigation plan and long-term resiliency of a community hit with recent devastation.

Please note that this request for consideration was discussed at our August 19, 2020 council meeting and supported by Council, including the representative from the Zama area.

Minister of Transportation

Page 2

August 20, 2020

We are available at your convenience to discuss this request further and thank you in advance for your consideration. If you have any further questions please feel free to contact our Chief Administrative Officer, Len Racher, at (780) 927-3718 or by email to lracher@mackenziecounty.com.

Yours Sincerely,

A handwritten signature in black ink, appearing to read "Josh Knelsen".

Josh Knelsen

Reeve

Mackenzie County

c: Dan Williams, MLA Peace River
Mr. Ryan Konowalyk, Regional Director, Peace Region
Mackenzie County Council



ALBERTA
TRANSPORTATION

*Office of the Minister
Deputy Government House Leader
MLA, Calgary-Hays*

August 20, 2020

Mr. Josh Knelsen
Reeve
Mackenzie County
PO Box 640
Fort Vermilion, AB T0H 1N0

Dear Reeve Knelsen:

Thank you for your July 15, 2020 letter requesting the government of Alberta explore the concept of building a toll bridge at the Tompkins Crossing to replace the La Crete ferry. I am pleased to accept your invitation, and will visit in the coming days to speak to local job creators and representatives to examine the feasibility of financing a new bridge through a toll, also known as a user fee.

During the 2019 election, now-Premier Kenney assured Albertans that a United Conservative government would not implement tolls on existing infrastructure. This position has not changed. Any Albertan that wants to freely travel on a road without paying a fee has and will continue to have the ability to do so. The United Conservative platform also included a promise to look at alternative ways to finance new infrastructure. A toll bridge at the Tompkins Crossing would fit this promise.

As you know, Alberta is at a pivotal moment. We are only starting to get a handle on the true impact of the COVID-19 pandemic and OPEC+ oil crises on the provincial economy, but we know that the economic devastation will be severe and long-lasting. Premier Kenney has been clear that Alberta faces a coming fiscal reckoning, and we need to be practical and sensible with how we invest taxpayer dollars.

However, we also know that Albertans expect the government to continue building roads and bridges so that job creators and Albertans can move around our province quickly and efficiently. Going forward, this infrastructure will continue to grow in scale and size. Alberta's transportation infrastructure is getting more expensive as roads get bigger, faster, and go further, and bridges get bigger and carry heavier truckloads than they ever have before. As you noted in your letter, building new infrastructure comes with a significant price tag; if we expect to build critical infrastructure in a post-pandemic world, then we need to find creative ways to finance and build the roads and bridges that job creators and Albertans need.

In this respect, the Tompkins Crossing presents a unique opportunity. As you point out, the crossing is currently serviced by a ferry that is, frankly, falling apart. And, even when the ferry is working properly, the roughly 300 vehicles that use it per day often experience delays due to weather and fog, because of flooding, or simple congestion. Many Albertans and businesses choose to skip the ferry entirely and travel other, longer routes to get where they need to go. Unfortunately, the current and projected car and truck traffic is not high enough to justify the cost of building a bridge today, which is estimated to be nearly \$200 million. Put bluntly, this bridge is not something that the province can afford to build in the next ten or twenty years, if at all.

However, if the province accepted your suggestion and built a bridge financed by the collection of user fees, we would be able to replace the ferry with a bridge and start construction next year. User fees would enable the province to build roads and bridges that would not otherwise get built because the government cannot afford them. This is an especially critical issue in the current economic climate, and will remain a problem as Alberta grows, our population increases, and more and more congestion puts a strain on the province's transportation infrastructure.

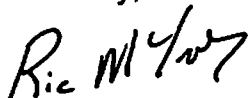
That said, there is no one-sized-fits-all approach to building new infrastructure. There are a number of questions to answer with respect to a toll bridge at Tompkins Crossing., which are unique to the Albertans and businesses who live and work near the potential bridge. Therefore, we plan to visit you, your constituents, and local job creators in the coming days to see if there's interest in constructing a toll bridge and what kinds of considerations we may need to take into account.

We are open to creative solutions, but I want to be clear about two key items:

- 1) Albertans must always have a free route to take; and,
- 2) The government will not implement a toll on existing infrastructure (the toll must be used to finance infrastructure that would not otherwise get built, or to build it faster).

Once again, I want to thank you for your forward-thinking solution to financing new infrastructure and for your invitation to speak to Albertans directly about building a bridge financed by a toll. I look forward to hearing from you and your constituents in the coming days.

Sincerely,



Ric McIver
Minister of Transportation

cc: Dan Williams, MLA, Peace River
cc: Larry Neufeld, Manager, La Crete Chamber of Commerce



Mackenzie County

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August 21, 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 is in receipt of your letter dated June 26, 2020 requesting the County's current position with respect to the petition submitted in 2019. Mackenzie County Council reviewed your letter on July 15, 2020 and has confirmed their previous position to support the petition to form a new municipality.

As stated in our letter of March 2, 2020, we request your personal presence to participate in a collaborative conversation, and process, regarding the potential municipal boundary options and financial viability of all entities.

Given that residents of Mackenzie County Wards 9 and 10 and the Town of Rainbow Lake submitted this petition, we feel that public input as identified in the Municipal Government Act is essential in concluding this matter.

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.

Thank you and we look forward to hearing from you.

Sincerely,

Josh Knelsen
Reeve, Mackenzie County

- c. Dan Williams, MLA – Peace River
Roy Bedford, Municipal Viability Advisor, Municipal Affairs
Mackenzie County Council
Town of Rainbow Lake Council
Town of High Level Council



Mackenzie County

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August 27, 2020

The Honourable Tracy Allard
Minister of Municipal Affairs
132 Legislature Building
10800-97 Avenue
Edmonton, AB
T5K 2B6

Dear Minister:

Congratulations on your recent appointment as the Minister of Municipal Affairs for the Province of Alberta. Mackenzie County is eager to work with you and trust that your northern experience will assist you in appreciating our northern challenges.

Our current matters involving Municipal Affairs is the petition submitted by residents within our municipality to form a new municipality and the disaster flood recovery from the 2020 flood. Both matters require immediate attention and I trust that your Department will bring you up to speed on these matters.

Again, congratulations on your new role and we look forward to meeting with you in the near future.

I can be contacted at (780) 926-7405 or by email to josh@mackenziecounty.com. Alternatively you can contact our Chief Administrative Officer, Len Racher, at (780) 927-3718 or by email to lracher@mackenziecounty.com

Yours sincerely,

Josh Knelsen
Reeve
Mackenzie County

c: Mackenzie County Council

August 28, 2020

Premier Announces Cabinet Shuffle and New Municipal Affairs Minister

Three ministries have new ministers, including Municipal Affairs

The Government of Alberta announced a **cabinet shuffle** this week. This shuffle sees two ministers changing portfolios as well as an MLA entering a cabinet position.

The Honourable **Tracy Allard, MLA for Grande Prairie** and chair of the **Northern Alberta Development Council**, is the new Minister of Municipal Affairs. RMA met with Minister Allard earlier this week. During the meeting, Minister Allard emphasized the importance she will place on collaborating with Alberta's municipalities and municipal associations, and the need to ensure an ongoing balance between industry support and municipal viability. RMA congratulates Minister Allard on her new role and looks forward to working with her.

RMA would also like to congratulate the **Honourable Doug Schweitzer in his new role as the Minister of Jobs, Economy and Innovations** (formerly Economic Development, Trade and Tourism), as well as the **Honourable Kaycee Madu in his new role as the Minister of Justice and Solicitor General**. RMA looks forward to working with Minister Madu on the *Police Act* review and other issues relating to rural crime.

For enquiries, please contact:

Tasha Blumenthal
Director of External Relations & Advocacy
tasha@RMAAlberta.com

Gerald Rhodes
Executive Director
gerald@RMAAlberta.com

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MEDIA RELEASE

FOR IMMEDIATE RELEASE

Brandon Low

Media Contact

brandon@RMAAlberta.com

587.671.0164

RMA sets record straight on rural municipal finances

Nisku, AB, August 25, 2020 – The Rural Municipalities of Alberta (RMA) continues to be extremely concerned with the changes to the assessment model for oil and gas properties that are currently being considered by the Government of Alberta. The proposed changes could reduce total rural municipal revenues by as much as \$291 million in the first year of implementation, with some rural municipalities losing over 30% of their revenues. RMA is proud of Alberta's energy sector and the role our members play in providing access to natural resources and wants to work with the province and industry on solutions to support industry without decimating rural municipalities.

Recently, the Canadian Taxpayers Federation (CTF) released misleading information arguing that rural municipalities can easily respond to this sudden and massive threat to their budgets by simply spending less. The same stakeholders argue that Alberta municipalities spend more than most in Canada on a per capita basis, and that this high per capita spending is driven primarily by rural municipalities.

What is missing from the CTF's critique is any consideration as to why this may be the case. Rather than assuming rural municipalities are fiscally irresponsible, RMA encourages the CTF and others to sit down with rural municipal leaders to understand why their financial realities differ from other municipalities in Alberta and across Canada.

“Alberta's rural municipalities have service and infrastructure responsibilities matched nowhere in Canada. RMA members provide services to huge areas of the province and most have a very small residential tax base. Rural municipalities are the unseen supporters of Alberta's economy by managing the roads and bridges that provide access to Alberta's natural resources. Accusing Alberta's rural municipalities of poor financial management using per capita measures is not only inaccurate, it reflects a complete lack of recognition for their role in the province's past success and future growth.” – Al Kemmere, RMA President

Municipalities exist to deliver services and infrastructure to residents and businesses. The services that they are required to deliver is determined at the provincial level and varies across jurisdictions. Alberta's municipalities have a higher level of responsibility for managing roads and bridges than municipalities in other provinces, and nearly all of that responsibility falls on rural municipalities. In fact, RMA members manage over 70% of the province's road network, despite making up less than 20% of the population. Another way to consider the major role that roads play in driving rural municipal expenses is to

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consider the portion of total expenses municipalities spend on roads. In 2018, municipalities in Ontario and British Columbia spent roughly 10% of total expenses on roads, and all Alberta municipalities spent about 18%. However, Alberta’s municipal districts and counties (and the Special Areas Board) spent on average approximately 48% of their total expenses on managing their transportation networks. The reason this is much higher is two-fold: Alberta’s rural road network is much larger than those in other provinces because it was built (and continues to expand) to support industrial development, and the provincial government plays a smaller role in managing roads than provincial governments elsewhere.

“Rural municipalities have few areas to cut spending, because so much of their budgets go to building and maintaining their massive road and bridge networks, which exist mainly to benefit industry,” explained Kemmere. “Rural municipalities are hugely driven by capital costs to deliver core infrastructure. If these costs are slashed, then roads and bridges will close. Municipalities would be happy to reduce taxation and spending if someone else took responsibility for managing the roads and bridges that support jobs and keep the economy moving.”

Not only are rural municipalities unique in terms of infrastructure responsibilities, they are also unique in terms of the large, sparsely populated areas that they manage. In most provinces, infrastructure and service responsibilities in remote and northern areas are delivered directly by the province. Not so in Alberta, where municipalities have jurisdiction across the entire province. In fact, RMA members alone provide governance to 85% of the province’s land base. This presents unique challenges not considered in over-simplified per capita spending comparisons.

The chart below shows overall and municipal population density for several provinces. As can be seen, RMA members manage lands with significantly fewer people than municipalities in any other jurisdiction.

Jurisdiction	Density (residents per square kilometre)*
Alberta - overall	6.4
Alberta – all municipally-managed land	7.1
RMA members	1.2
Saskatchewan – overall	1.9
Saskatchewan – all municipally-managed land	3.4
Ontario – overall	14.8
Ontario – all municipally-managed land	85.8
BC – overall	5.0
BC – all municipally-managed land	42.6

While Alberta’s overall population density is similar to other provinces, no one comes close to encountering the challenges that Alberta’s rural municipalities face in delivering a huge infrastructure network through an extremely limited residential tax base.

Kemmere stated, “There is a simple reason that Alberta’s rural municipalities spend at a high per capita rate. They deliver significant services to a small population

over a large area. Before labelling rural municipal spending as unreasonable, organizations that are supposedly committed to protecting Albertans from taxes may want to consider the role that the services paid for by those taxes play in economic development, and the limited alternative sources of funding available to municipalities.”

Municipal spending also cannot be analyzed without understanding the support municipalities receive from other levels of government. RMA’s analysis shows that overall in 2018, municipalities in Alberta, British Columbia and Ontario received between 40% and 43% of their revenues through property taxes. However, Alberta’s rural municipalities depended on property taxes for over 54% of their revenue. This indicates that rural municipalities have less access to alternative revenue sources such as user fees (due to their low population) and provincial and federal transfers (as many grant programs are focused on project types more suited to urban municipalities, and are often dispersed based on population).

“Rural municipalities don’t make up their tax rates out of thin air, and they certainly don’t collect more than they need to provide core services and infrastructure, and to plan for future capital projects. The bottom line is that the types of infrastructure managed by rural municipalities do not receive a large amount of funding support from other levels of government, and other revenue tools are not a viable option in most rural areas. If municipalities could tax less, they would. It’s simple: Alberta municipalities are maintaining over 8,000 bridges and culverts, as well as a 135,000-kilometre road network, which is enough to stretch across the world three-and-a-half times, with few revenue tools aside from property taxes,” stated Kemmere.

Rural municipalities are facing an unprecedented threat to their ability to deliver the services that Alberta’s industries rely on. RMA is concerned that attacks on municipal spending are detracting from the much more important reality that rural municipalities will simply have little or no ability to respond to the proposed assessment model changes given the tools available. Intermunicipal collaboration, the quality of Alberta’s infrastructure network, and tax fairness among ratepayers is at stake based on the changes being considered.

RMA recommends that the CTF consider how a drastic reduction in non-residential assessment values and associated tax revenues will impact all taxpayers in the municipality, including other business owners and rural residents, rather than focus on unrelated per capita comparisons. These property owners will face tax increases, service level reductions, or a combination of both. Contrary to assumptions that municipalities can easily cut spending on core infrastructure, in many cases there will simply be no other choice.

The Rural Municipalities of Alberta (RMA) is an independent association comprising Alberta’s 69 counties and municipal districts. Since 1909, the RMA has helped rural municipalities achieve strong, effective local government. The RMA provides Advocacy and Business Services (including RMA Trade, RMA Fuel and RMA Insurance).

* - Based on 2016 census information from Statistics Canada

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RMA Member Resource – Setting the Record Straight on Rural Municipal Finances

August 2020

On August 20, 2020, the Canadian Taxpayers Federation (CTF) issued a [press release](#) calling on rural municipalities to reduce spending in response to the potential outcomes of the changes the government of Alberta is considering to the assessment model for oil and gas. On August 25, 2020, RMA issued its own [press release](#) contesting the CTF's argument as irrelevant and simplistic. RMA members are encouraged to use the press release to support their local advocacy on this issue.

Given the sensitive and contentious nature of the current assessment model review advocacy, RMA is concerned with the impacts that the CTF's inaccurate portrayal of rural municipal spending could have on stakeholders and provincial decision-makers. This document is intended to provide members with speaking points and data to counter the CTF arguments at the local level, including with MLAs who may believe that rural municipalities will not be impacted by the assessment model review and can simply reduce expenses.

General concern with use of per capita measures

- Population is a weak predictor of municipal expenses for the majority of municipalities in the province – per capita arguments are not equitable to rural or most urban municipalities. A municipality's asset base is a much more relevant indicator of expenses.
- Many services provided in rural municipalities are not “people-driven.” In other words, they do not exist to serve a critical mass of residents, but rather to serve industrial development in sectors such as oil and gas, forestry and agriculture.
- Alberta's rural municipalities spend a much higher portion of their overall expenses on maintaining core transportation infrastructure than other municipalities in Alberta. Alberta's rural road and bridge network exists primarily to serve industry, and are used minimally by residents.

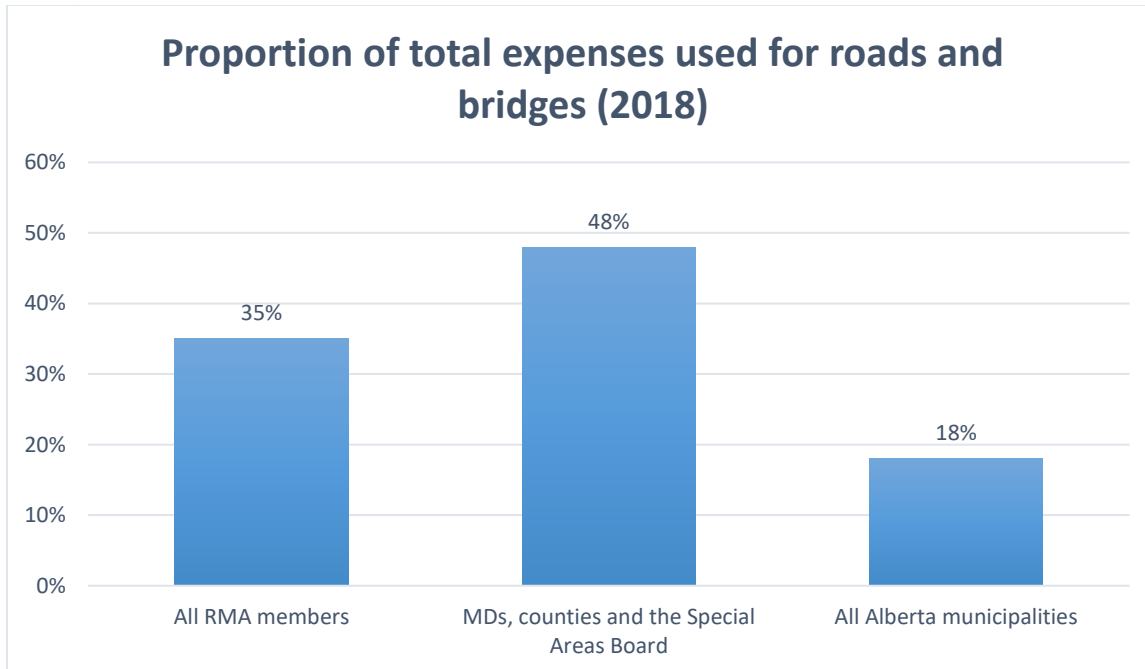
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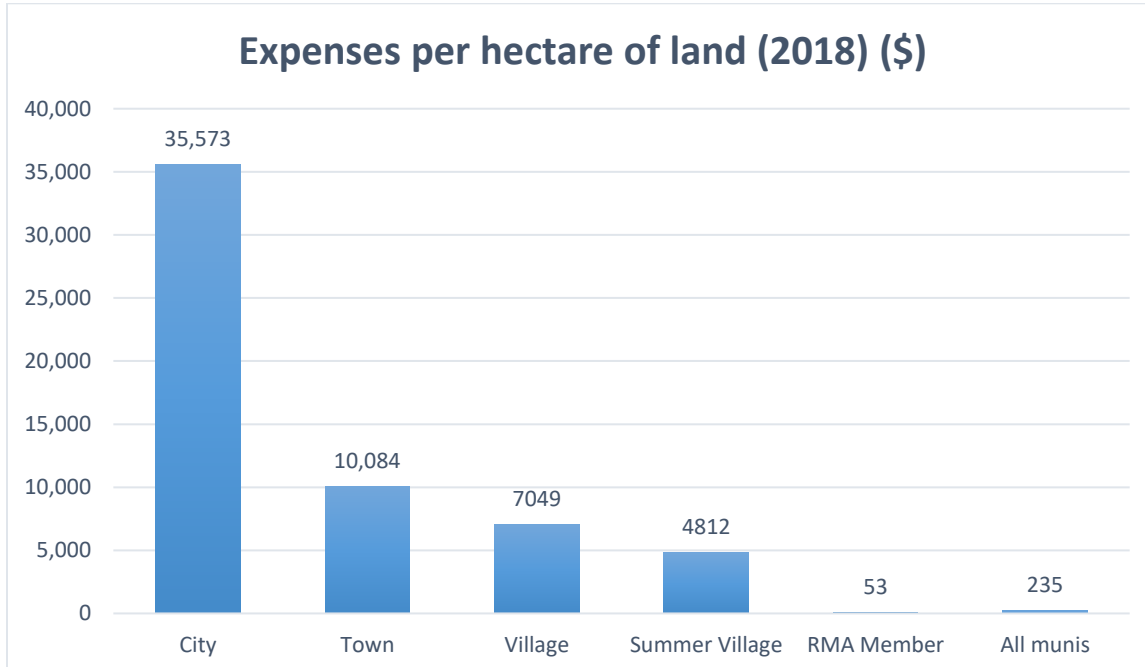
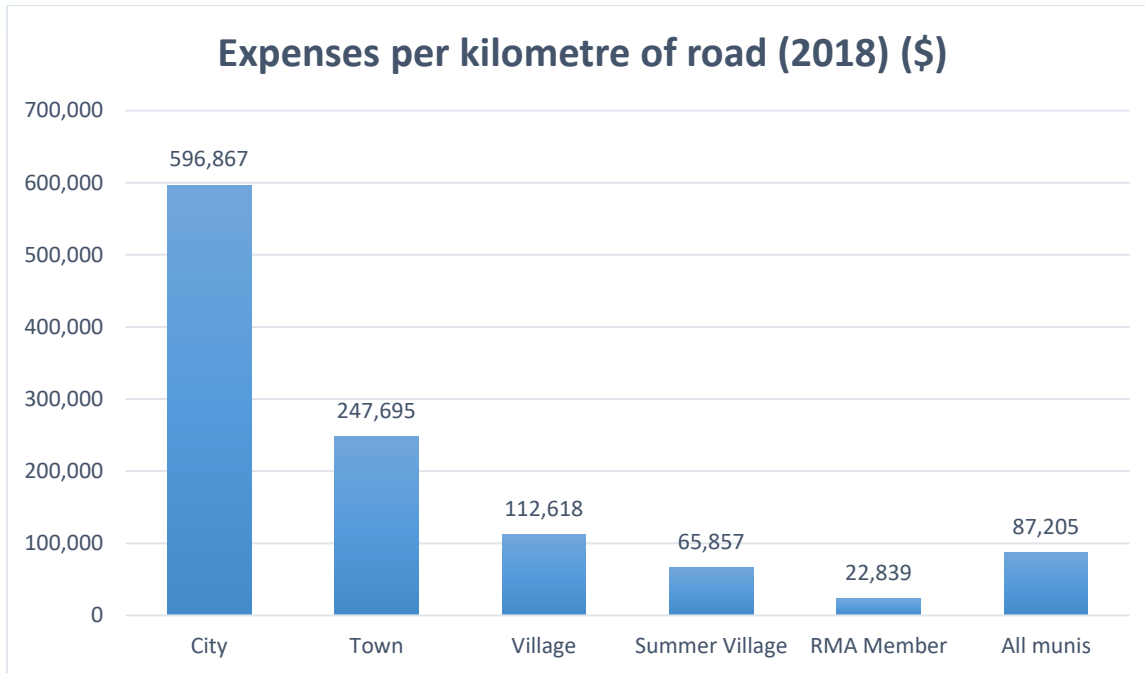
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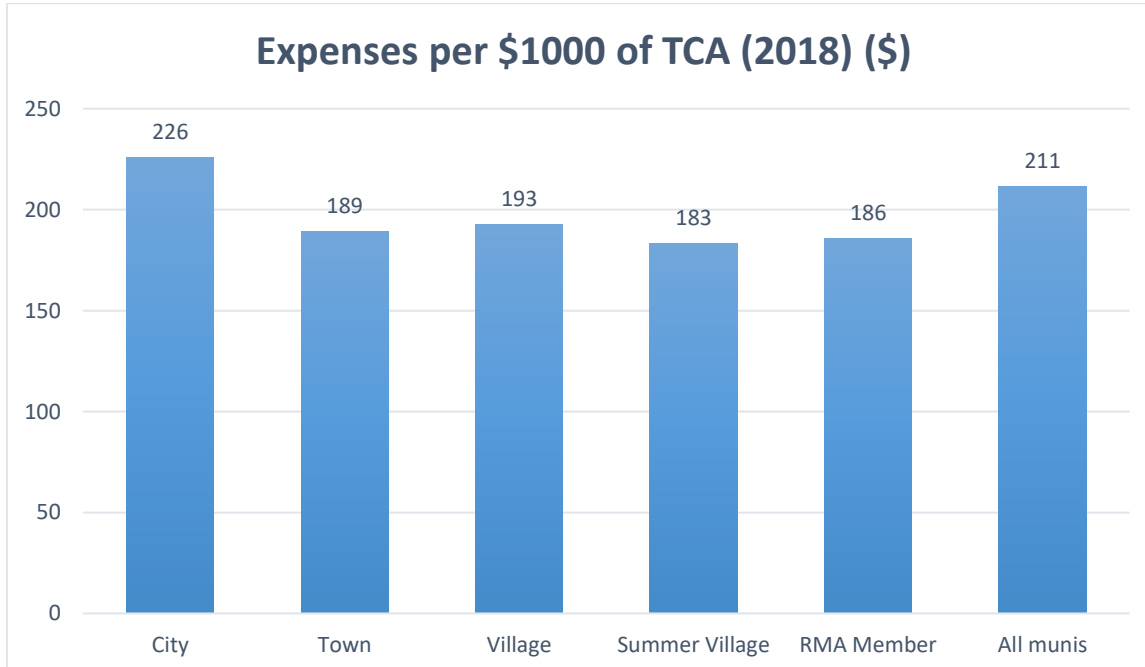
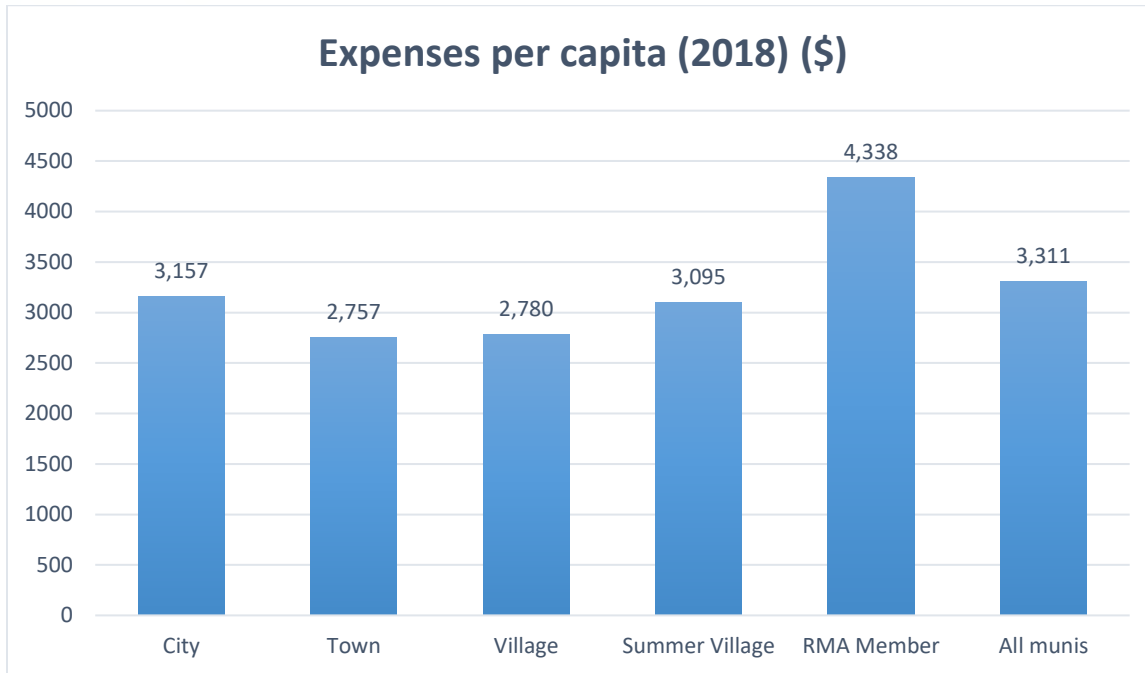
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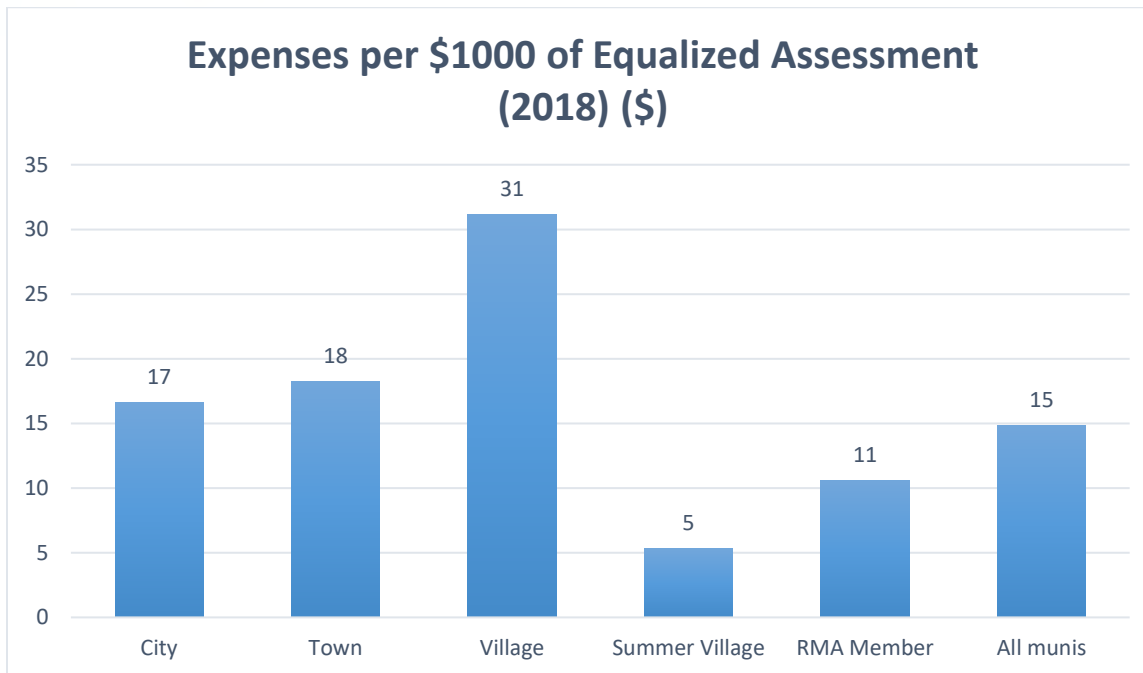


Different measures tell a different story

- Comparing spending among municipalities of different types is problematic for a number of reasons. Most significant is drastic differences in population density in urban versus rural municipalities, which drives differences in spending as well as differences in relevant factors for comparing spending across municipalities.
- The CTF analysis assumes that all municipalities can be grouped together and evaluated based on their spending per capita. This ignores two critical truths about municipal spending in Alberta:
 1. Not all municipal spending is driven by people
 2. Municipalities with low population densities will face higher service delivery costs
- As will be evident in the tables below, using different spending indicators tells a very different story about rural municipal spending capabilities.







- On their own, none of the measures above tell an accurate story of municipal finances. For example, it is not surprising that RMA members spend at a higher than average per capita rate. However, considering that fact in tandem with their relatively low level of spending per \$1000 of equalized assessment suggests that their costs are driven by large industrial asset bases.
- Similarly, cities look like irresponsible spenders when viewing their expenses per hectare of land or kilometre of road in isolation. However, this ignores the dense populations and high service level expectations in cities, as well as the fact that city expenses are driven much more by population than by their geography or their asset base, unlike rural municipalities.

Municipal finances are not simple

- Regardless of the measure used, focusing only on expenses tells an incomplete financial story.
- Municipal financial decisions are influenced by many factors, including revenue sources (property taxes, user fees, grants, etc.), service level expectations from residents and industry, legislative requirements, and other factors. These factors vary widely for different types and sizes of municipalities, making a black-and-white comparison focused only on spending irrelevant.

Summary of Stakeholder Meeting Wednesday, August 19, 2020

Zoom Video Conference

Presenting: Corey Keith and Trevor Pizzey with Keith and Associates

Keith and Associates conducted numerous interviews and extensive research in the completion of this project. They interviewed and/or connected with many individuals, completed significant online research and reviewed and assessed numerous reports, including the ten reports provided by Mackenzie County. The goal was to identify any differentiating factors that could be used to develop marketing material to promote Mackenzie County as an attractive location in which agricultural processors should locate.

Those factors have proven to be very difficult to identify as information is not always available at the County level. Information is often provided at the provincial level, or in some cases, those collecting the information use different areas, which may include Mackenzie County, but also parts of other counties.

While Keith and Associates research did identify some minor differentiating factors, they were not significant enough or important enough to processors to serve as strong enticements. This lack of numerous differentiating factors is especially important as the county does have factors that negatively impact its appeal and in particular, transportation cost is a major hurdle.

However, despite these challenges, Keith and Associates have identified two exciting opportunities for Mackenzie County. They believe organic crops (and in particular oats and peas) and growing seed represent excellent opportunities as differentiators for the county to use in its marketing efforts. We base this on the following:

Organic Sourcing and Processing (particularly oats and peas):

Based on the June 2019 Canada Organic Trade Association report, Alberta has 40% of the organic oat production in western Canada. An advisor, with extensive experience in the oat processing industry states that western Canada represents nearly 100% of the organic milling oats processed in North America. Alberta is therefore nearly 40% of the available supply for this sector. The percentage of Alberta organic production that is Mackenzie based is very high. Since oats are primarily a cool climate crop, there isn't much of them grown in the south of the province.

A significant amount of the overall Alberta production of organic oats originates in Mackenzie County and it is therefore one of the most concentrated sourcing regions for organic oats in all of North America. (The other very concentrated region is north-east Saskatchewan)

As Mackenzie County is such a major source of organic oats, the milling industry must have that volume each year in order to meet market demand. This fact gives Mackenzie region some leverage with respect to attracting processors (and continuing to expand their producer base in the area as well).

For organic peas, there are similar economic incentive and supply/demand rationale.

Seed Production and Cleaning:

One statistically significant difference in the grain quality data between Mackenzie County crops and elsewhere is 1000 seed weight. Mackenzie County producers generally grow much higher 1000 seed weights, despite no appreciable difference in test weight. That means that the seeds are larger. For producers that are purchasing pedigreed seed to sow, there is at least a perceived advantage in seed vigour from larger seeds.

As well, due to geographic location, local temperatures during production season, wind direction, "newer" land, and the forest break to the south, Mackenzie has lower crop disease pressure than regions to the south. Since many crop diseases can be spread through contaminated seed, pedigreed seed produced in the north has an advantage. Buyers of seed coming from the north don't need to be as worried about bringing new or additional disease onto their farm.

Since seed has a higher value than bulk commodity grain, but the cost of transport remains the same, production of seed instead of commodity grain can help to reduce the relative value of freight in the overall economic model. Given that freight is one of Mackenzie County's disadvantages, moving to a production model that reduces this relative disadvantage is a sound strategy.

Recommendations

1. **Develop marketing materials that highlight the availability of high quality organic crops in Mackenzie County**

Organic crops represent an important differentiator for Mackenzie County. The county is fortunate to have significant organic farmland acreage and using that in marketing materials will help promote the region in an area few others can compete.

2. **Develop marketing materials that highlight the availability of high quality seed in the Mackenzie County.**

Seed grown in Mackenzie County is known to be larger than seed grown elsewhere and in fact the MARA data for the thousand kernel weight was best in class for all of the crops except oats. The area is also known to have lower crop disease pressure than other seed production regions. Both of these attributes have appeal to farmers buying seeds.

3. **Consider providing industrial land at no cost to appropriate processor(s).**

This is a very common investment attraction offering that won't likely be a major differentiator but will help demonstrate the county's willingness to work with potential processors that locate to the region.

4. **Consider providing tax holidays to appropriate processors.**

This is another common investment attraction offering that won't likely be a major differentiator but will help demonstrate the county's willingness to work with potential processors that locate to the region.

5. **Continue the MARA research.**

The MARA research is very interesting, but represents only one year of results. Several years of additional data would be useful as that research would demonstrate consistency over time and potentially could show enhanced outcomes.

6. **Consider a research project to validate the “Northern Vigour” concept.**

This project could be completed by Mackenzie County or it might be a project for a larger group such as REDI, but if there was data proving the benefits of what is known as northern vigor, that differentiator could be used to market the regions crops.

Example of the new logo to market crops in Mackenzie County



Attached – Pages 4-16, Slides used by Keith & Associates, during the zoom video call on Wednesday, August 19, 2020.

MARKETING MACKENZIE COUNTY'S AGRICULTURAL INDUSTRY



THE PROJECT



- Looking for **Unique** and **Positive** Differentiators that can be used to develop marketing materials.
- The goal is to attract investment into the region.

THE PROJECT



- MARA Crop Comparison Project.
- Secondary Research, including reviewing a large number of reports and conducting significant online research.
- Primary Research, including numerous interviews, etc. with many individuals.

THE PROJECT



- Have developed a “Mackenzie Agriculture” logo.
- Drumroll.....



THE NEW LOGO!



WHAT DID WE LEARN?



- Challenging to find Differentiators
- Transportation is a significant issue
- However...we did identify two areas where Mackenzie county has strategic advantages

DIFFERENTIATOR # 1- ORGANIC CROPS



Organic

- Especially the availability of large volumes of
 - Organic Oats *and*
Organic Peas

DIFFERENTIATOR #2 - SEED PRODUCTION



- Seeds from many crops that are grown in Mackenzie County are typically larger than those grown in other parts of the province.
- Low crop/soil disease pressure in the area and a buffer zone of forest to the south provide distinct marketing advantages.

RECOMMENDATIONS



1. Develop marketing materials that highlight the availability of high quality organic crops in Mackenzie County.
2. Develop marketing materials that highlight the availability of high quality seed in the Mackenzie County.
3. Consider providing industrial land at no cost to appropriate processor(s).

RECOMMENDATIONS



4. Consider providing tax holidays to appropriate processors.
5. Connect with Invest Alberta in order to leverage their contacts and expertise in investment attraction.
6. Consider a research project to validate the “Northern VigourTM” concept.
7. Keep up to date on grant availability.

NEXT STEPS



Provide Curio Studios with information to complete the Marketing Materials, including:

- 14 Page Booklet for the region

NEXT STEPS



- 2 pager with information about Barley, Wheat and Canola (one 2-pager for all 3 crops)
- 2 pager with information about organic peas
- 2 pager with information about organic oats
- 2 pager for producers about seed production

THANK YOU!

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AGENDA

September 11, 2020

1:00PM-3:00PM, Virtual Meeting (Webex)

Registration – Online (*See below for full Webex login details*)

12:50PM

1. Call Membership Meeting to Order

1:00PM

- Welcome/ Roll Call- Chair Jim Rennie, Councillor for Woodlands County

2. Adoption of Agenda

- Motion to adopt required.

3. Updates from Hon. Tracy Allard, Minister of Municipal Affairs (Confirmed)

1:05 PM

4. Adoption of Consent Agenda

1:30 PM

- Motion to adopt required.
 - 4.1 Draft NAEL Meeting Minutes - June 5, 2020
 - 4.2 Financial Statement - August 2020
 - 4.3 Briefing Note: Caribou Range Planning and Municipal Engagement - Upper Smoky
 - 4.4 Invitation to Hon. Tracy Allard, Minister of Municipal Affairs
 - 4.5 Invitation to northern MLAs in NAEL Region
 - 4.6 Members' Roundtable Updates – (included if received by September 4, 2020)

5. Chair Update

1:30 PM

- 5.1 ICIP Survey Summary
- 5.2 Update on Alberta Counsel Contract

6. Updates and Discussions

1:40 PM

- 6.1 Updates from Alberta Counsel
(Including request to support children's health)
Presenter: Zack Ziolkowski (Confirmed)
- 6.2 Species at Risk, Target 1 and Caribou Sub Regional Taskforces
(Updates since June 5, 2020 NAEL meeting)
- 6.3 Municipal Fiscal Framework: Discussion for Sustainable Local Government Funding

***For NAEL internal use only and not for public.**

***Agenda is subject to change.**

- 6.4 Reopening of Schools: COVID Enrollment Numbers
Members encouraged to connect with their local School Boards for information
- 6.5 Assessment: Oil and Gas Properties

7. Regional Issues Updates

2:30PM

- 7.1 Attending MLA Updates- (NAEL region MLAs Invited)
- 7.2 Toll Infrastructure ([Bridge over Peace River, Highway 697](#))
- 7.3 Agriculture Disasters
- 7.4 Other (TBC)

8. Next meeting

2:55PM

- 8.1 Location and date

9. Adjournment

3:00PM

- Motion to adjourn required.

WebEx Meeting Login Detail

NAEL Meeting
Friday, Sep 11, 2020 1:00 pm | 2 hours | (UTC-06:00) Mountain Time (US & Canada)
Meeting number: 171 761 1361
Password: AHfv2r2xCP7

<https://goa.webex.com/goa/j.php?MTID=m35701ea478f13023d719f93abf969360>

Join by video system
Dial 1717611361@goa.webex.com
You can also dial 173.243.2.68 and enter your meeting number.

Join by phone
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+1-855-699-3239 CANADA/US TOLL FREE
Access code: 171 761 1361