




MACKENZIE COUNTY

REGULAR COUNCIL MEETING

**OCTOBER 13, 2020
10:00 AM**

**FORT VERMILION COUNCIL
CHAMBERS**

 780.927.3718

 www.mackenziecounty.com

 4511-46 Avenue, Fort Vermilion

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Mackenzie County

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**Tuesday, October 13, 2020
10:00 a.m.**

Fort Vermilion Council Chambers

Fort Vermilion, Alberta

AGENDA

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CALL TO ORDER:	1.	a) Call to Order	
AGENDA:	2.	a) Adoption of Agenda	
ADOPTION OF PREVIOUS MINUTES:	3.	a) Minutes of the September 22, 2020 Regular Council Meeting	7
		b) Minutes of the September 29, 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 Directors Reports for September 2020	33
		b) Disaster Recovery Update (to be presented at the meeting)	
		c)	
AGRICULTURE SERVICES:	8.	a) County Owned Land – South of High Level	51
		b)	

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		c)		
FINANCE:	10.	a)	Request to Waive Tax Penalties on Tax Roll #082263 and Tax Roll #082269	57
		b)	Municipal Operating Support Transfer Grant	61
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		b)		
PLANNING & DEVELOPMENT:	13.	a)	Bylaw 1195-20 Business License	71
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		g)	Developer Incentive – Tax Deferral and Reduction	125

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		j)		
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ADMINISTRATION:	14.	a)	Interim Alberta Police Advisory Board – Municipal Survey on RCMP Police Services in Alberta	137
		b)	Caribou Update (standing item)	
		c)		
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COUNCIL COMMITTEE REPORTS:	15.	a)	Council Committee Reports (verbal)	
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		e)	Assessment Review Board	165
INFORMATION / CORRESPONDENCE:	16.	a)	Information/Correspondence	179
CLOSED MEETING:			<i>Freedom of Information and Protection of Privacy Act Division 2, Part 1 Exceptions to Disclosure</i>	
	17.	a)	Frontier Veterinary Services Ltd. Agreement (s. 16, 24, 25)	
		b)	Regional Service Sharing Agreement – Town of High Level (s. 21, 24, 25)	
		c)		
NOTICE OF MOTION:	18.	a)		
NEXT MEETING DATES:	19.	a)	Organizational Council Meeting October 27, 2020 10:00 a.m.	

Fort Vermilion Council Chambers

- b) Regular Council Meeting
October 28, 2020
10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT: 20. a) Adjournment



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	October 13, 2020
Presented By:	Carol Gabriel, Deputy Chief Administrative Officer (Legislative & Support Services)
Title:	Minutes of the September 22, 2020 Regular Council Meeting

BACKGROUND / PROPOSAL:

Minutes of the September 22, 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 September 22, 2020 Regular Council Meeting be adopted as presented.

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

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**Tuesday, September 22, 2020
10:00 a.m.**

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

- PRESENT:**
- | | |
|------------------|--|
| Josh Knelsen | Reeve |
| Walter Sarapuk | Deputy Reeve |
| Jacque Bateman | Councillor (teleconference, left the meeting at 3:55 p.m.) |
| Peter F. Braun | Councillor (left the meeting at 4:20 p.m.) |
| Cameron Cardinal | Councillor |
| David Driedger | Councillor |
| Eric Jorgensen | Councillor (teleconference) |
| Anthony Peters | Councillor (left the meeting at 4:20 p.m.) |
| Lisa Wardley | Councillor |
- REGRETS:**
- | | |
|---------------|------------|
| Ernest Peters | Councillor |
|---------------|------------|
- ADMINISTRATION:**
- | | |
|---------------|---|
| Len Racher | Chief Administrative Officer |
| Carol Gabriel | Deputy Chief Administrative Officer/
Recording Secretary |
| Jennifer Batt | Director of Finance |
| Fred Wiebe | Director of Utilities |
| David Fehr | Director of Operations |
| Caitlin Smith | Manager of Planning and Development |
| Byron Peters | Director of Planning & Development (<i>O2 Planning & Design Presentation</i>) |
- ALSO PRESENT:**
- Michael Marcaccio, Wilde & Company Chartered Accountants
 - Marc Bredo, Wilde & Company Chartered Accountants
 - Rickie Rosenberger, Rosenberger Group
 - S/Sgt. Jesse Gilbert, Fort Vermilion RCMP
 - Cpl. Mike Brown, Fort Vermilion RCMP
 - Cst. Jeff Mason, Fort Vermilion RCMP
 - Trevor Davison, O2 Planning and Design
 - Adam Harrison, O2 Planning and Design
 - Andrew Palmiere, O2 Planning and Design
 - Members of the Public

Minutes of the Regular Council meeting for Mackenzie County held on September 22, 2020 in the Council Chambers at the Fort Vermilion County Office.

CALL TO ORDER: 1. a) Call to Order

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

AGENDA: 2. a) Adoption of Agenda

MOTION 20-09-547 MOVED by Councillor Wardley

That the agenda be approved with the following additions:
13. b) Forestry Fire Base

CARRIED

ADOPTION OF PREVIOUS MINUTES: 3. a) Minutes of the September 8, 2020 Regular Council Meeting

MOTION 20-09-548 MOVED by Councillor Braun

That the minutes of the September 8, 2020 Regular Council Meeting be adopted as presented.

CARRIED

ADOPTION OF PREVIOUS MINUTES: 3. b) Business Arising out of the Minutes

None

DELEGATIONS: 4. a) Wilde and Company Chartered Professional Accountants – 2019 Audited Financial Statements

FINANCE: 10. a) 2019 Audited Financial Statement (DRAFT)

MOTION 20-09-549 MOVED by Councillor Braun

That the 2019 Audited Financial Statements and Financial Information Return be approved as presented.

CARRIED

DELEGATIONS: 4. b) Rickie Rosenberger – Flood Recovery Rental Housing

Reeve Knelsen recessed the meeting at 10:58 a.m. and reconvened the meeting at 11:09 a.m.

MOTION 20-09-550 MOVED by Councillor Cardinal

That the presentation by Mr. Rosenberger regarding his flood recovery rental housing proposal be received for information.

CARRIED

DELEGATIONS: 4. c) Fort Vermilion RCMP – Crime Statistics

Reeve Knelsen recessed the meeting at 12:01 p.m. and reconvened the meeting at 12:33 p.m. with all members present with the exception of Councillor Cardinal.

MOTION 20-09-551 MOVED by Councillor Driedger

That the RCMP crime statistics reports be received for information.

CARRIED

GENERAL REPORTS: 7. a) Disaster Recovery Update

Councillor Cardinal rejoined the meeting at 12:36 p.m.

MOTION 20-09-552 MOVED by Councillor Jorgensen

That the disaster recovery update be received for information.

CARRIED

MOTION 20-09-553 MOVED by Councillor Cardinal

That a Special Council meeting be called for September 29, 2020 at 2:00 p.m. in the Fort Vermilion Council Chambers for the purpose of opening and awarding of the Mackenzie County Interim Housing Phase 1 – Site Preparation Tender.

CARRIED

FINANCE: 10. b) Expense Claims – Councillors

MOTION 20-09-554 **MOVED** by Councillor Wardley
Requires 2/3

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

DEFEATED

MOTION 20-09-555 **MOVED** by Councillor Braun

That Councillor Jorgensen's expense claim for July 2020 be received for information.

CARRIED

MOTION 20-09-556 **MOVED** by Deputy Reeve Sarapuk

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

CARRIED

FINANCE: **10. c) Expense Claims – Members at Large**

MOTION 20-09-557 **MOVED** by Deputy Reeve Sarapuk

That the Member at Large Expense Claims for August 2020 be received for information.

CARRIED

TENDERS: **5. a) None**

PUBLIC HEARINGS: **6. 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"**

Reeve Knelsen called the public hearing for Bylaw 1190-20 to order at 1:00 p.m.

Reeve Knelsen asked if the public hearing for proposed Bylaw 1190-20 was properly advertised. Caitlin Smith, Manager of Planning & Development, answered that the bylaw was advertised in accordance with the Municipal Government Act.

Reeve Knelsen asked the Development Authority to outline the proposed Land Use Bylaw Amendment. Caitlin Smith, Manager of Planning & Development, presented the following:

Mackenzie County is in the process of acquiring land to aid in the temporary and perhaps permanent relocation of residents whose homes were damaged in the 2020 Fort Vermilion Ice Jam Flooding. A portion of Plan FORTVER, Block 3, Lot 8 and Plan 822 3269, Block 03, Lot A have been selected as the starting point for residential development.

The property zoning, however, does not accommodate residential dwellings so the property must be rezoned for the intended purpose. The purpose of the Hamlet Residential 1 zoning is to accommodate both manufactured and stick-built homes within all Hamlets.

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 1190-20. Two written submissions were received from the following and read into the record:

1. Lucille Labrecque
2. Agim Martinaj, Kate Gamble-Martinaj, Grant Charles, and Sheryl Zoski-Charles

Reeve Knelsen asked if there was anyone present who would like to speak in regards to the proposed Bylaw 1190-20. Lucille Labrecque was present to speak to the proposed Bylaw and had the following comments:

- Ms. Labrecque asked if Council could answer the questions identified in her letter. It was noted that several items referenced in the letter were not related to the property in question.
- Is the County entering into a rental business? No, we are trying to work with the Province and the community to get residents into housing quickly.
- Concerned with just putting all the low-income people in the same area again and the perception this creates. They should be included into the community instead of marginalizing them based on income.
- Ms. Labrecque encouraged staff and Council to take an online course, Psychological First Aid for Caregivers, to better understand where the community is coming from and to understand how hard it is when you have lost your home and your business. There needs to be more compassion. It is difficult dealing with the Disaster

Recovery processes.

Jennifer Batt stated that this area was identified as being a good location close to the school and the hospital and is in walking distance. In discussion with the Disaster Recovery Team and Council the plan was to intermingle residents which does filter the lower income throughout. We don't want a stereotypical scenario moving forward. There will also be homeowners in that area along with Boreal Housing Foundation renters.

Reeve Knelsen stated that neighbourhood meetings were held and residents expressed not being placed in a similar situation as previous and that they would like improved residential care and maintenance between properties.

Jennifer Batt stated that residents will be given a choice as to where they would like to go. The priority right now is getting residents out of the flood zone.

Councillor Jorgensen thanked Ms. Labrecque for her comments.

Reeve Knelsen stated that he agrees we need to be compassionate; however we have a responsibility to all taxpayers in the municipality.

Councillor Cardinal stated that people do not always want to hear the truth. The staff have done an amazing job to this point and we are learning as we are going. In discussions with the Minister and their staff, they have done a phenomenal job. We can't push any harder or faster without risking the process.

The following additional comments were made:

- The proposed property does not extend to Highway 88.
- The County will only be constructing Phase I this fall.
- The County would need to acquire more land in order to extend 47th Street.

Reeve Knelsen closed the public hearing for Bylaw 1190-20 at 1:28 p.m.

MOTION 20-09-558

MOVED by Councillor Braun

That second 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.

CARRIED

MOTION 20-09-559

MOVED by Councillor Wardley

That third and final 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.

CARRIED

PUBLIC HEARINGS:

6. 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)

Reeve Knelsen called the public hearing for Bylaw 1191-20 to order at 1:31 p.m.

Reeve Knelsen asked if the public hearing for proposed Bylaw 1191-20 was properly advertised. Caitlin Smith, Manager of Planning & Development, answered that the bylaw was advertised in accordance with the Municipal Government Act.

Reeve Knelsen asked the Development Authority to outline the proposed Land Use Bylaw Amendment. Caitlin Smith, Manager of Planning & Development, presented the following:

Mackenzie County administration is proposing a rezoning for Plan 162 0091, Block 03, Lot 12 from Hamlet Residential 1A “H-R1A” to Hamlet Residential 2 “H-R2”.

The intention of the Hamlet Residential 2 “HR-2” district is to provide for a mix of medium and high density residential forms within hamlets. The developer of this lot applied to place a dwelling-row on this property, assuming that it was zoned for this use. There was a clerical error in 2014, where this lot should have been rezoned to accommodate a dwelling row, but the process was not completed. Since

the error happened with administration, the Planning and Development department will assume the cost of this rezoning.

The applicant would like to rezone this lot, to build senior condominiums on this property. There are other senior condominiums/dwelling-row built types in the area as well. A Dwelling-Row is a permitted use in the Hamlet Residential 2 "H-R2" zoning.

Reeve Knelsen asked if Council has any questions of the proposed Land Use Bylaw Amendment. Discussion was held regarding the area being suitable for this type of development. There are condos across the street and the development should blend in nicely.

Reeve Knelsen asked if any submissions were received in regards to proposed Bylaw 1191-20. There were no submissions.

Reeve Knelsen asked if there was anyone present who would like to speak in regards to the proposed Bylaw 1191-20. There was no one present to speak to the proposed bylaw.

Reeve Knelsen closed the public hearing for Bylaw 1191-20 at 1:32 p.m.

MOTION 20-09-560 **MOVED** by Councillor Braun

That second 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".

CARRIED

MOTION 20-09-561 **MOVED** by Councillor Braun

That third and final 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".

CARRIED

PUBLIC HEARINGS: 6. c) **Bylaw 1192-20 Land Use Bylaw Amendment to Rezone Part of SW 7-106-15-W5M from Agricultural "A" to**

Institutional “I”

Reeve Knelsen called the public hearing for Bylaw 1192-20 to order at 1:33 p.m.

Reeve Knelsen asked if the public hearing for proposed Bylaw 1192-20 was properly advertised. Caitlin Smith, Manager of Planning & Development, answered that the bylaw was advertised in accordance with the Municipal Government Act.

Reeve Knelsen asked the Development Authority to outline the proposed Land Use Bylaw Amendment. Caitlin Smith, Manager of Planning & Development, presented the following:

Mackenzie County has received a request to rezone Part of SW 7-106-15-W5M from Agricultural “A” to Institutional “I” in order to accommodate a church and cemetery.

The applicant would like to subdivide and set up a new church and cemetery on the quarter section. The current Agricultural “A” zoning does not accommodate this type of development. On August 6, 2020 the subdivision was approved under the condition that the property be rezoned to Institutional “I”.

The purpose of the Institutional “I” zoning is to accommodate a variety of uses including Cemeteries and Places of Worship.

Reeve Knelsen asked if Council has any questions of the proposed Land Use Bylaw Amendment. The following questions or comments were made:

- Concern with the cemetery being constructed so close to the municipal waterline. A water break would be a significant issue to fix if we need to dig up the area.
- Administration to double check that there is a utility right-of-way on title.
- The tentative plan was reviewed.
- There could be additional dust control issues in the future for this development.
- There is an existing yard site there.
- Fred Wiebe stated that he didn't see an issue with the current easement south and they wouldn't be digging within the cemetery to fix the leak.

Reeve Knelsen asked if any submissions were received in

regards to proposed Bylaw 1192-20. There were no submissions.

Reeve Knelsen asked if there was anyone present who would like to speak in regards to the proposed Bylaw 1192-20. There was no one present to speak to the proposed bylaw.

Reeve Knelsen closed the public hearing for Bylaw 1192-20 at 1:45 p.m.

MOTION 20-09-562 **MOVED** by Councillor Braun

That second 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 the graveyard being moved to the north side of the property due to the location of municipal utility infrastructure.

CARRIED

MOTION 20-09-563 **MOVED** by Councillor Driedger

That third and final 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".

CARRIED

PUBLIC HEARINGS: **6. 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)**

Reeve Knelsen called the public hearing for Bylaw 1193-20 to order at 1:46 p.m.

Reeve Knelsen asked if the public hearing for proposed Bylaw 1193-20 was properly advertised. Caitlin Smith, Manager of Planning & Development, answered that the bylaw was advertised in accordance with the Municipal Government Act.

Reeve Knelsen asked the Development Authority to outline the proposed Land Use Bylaw Amendment. Caitlin Smith, Manager of Planning & Development, presented the following:

Mackenzie County received a request to rezone Part of SE 34-105-15-W5M from Rural Country Residential 1 "RCR1"

to Agricultural "A" in order to accommodate a fifteen (15) acre acreage.

The applicant would like to set up a yard site on this parcel of land. There is a large patch of bush that the developer wants to include in the subdivision and so therefore the acreage needs to be a bigger size. The largest lot size allowed in the Rural Country Residential 1 "RCR1" zoning is five (5) acres, not the fifteen (15) acres he desires. If this rezoning takes place, he is planning on subdividing this exact parcel.

In August 2010, SE 34-105-15-W5M was rezoned from Agricultural "A" to Rural Country Residential 1 "RCR1" by Bylaw 769-10 to accommodate country residential subdivisions. This rezoning was completed as part of the road construction for the RV Park road. An offsite levy fee applies to all lands in this area. An attached map of this rezoning is included.

Reeve Knelsen asked if Council has any questions of the proposed Land Use Bylaw Amendment. The following questions or comments were made:

- Is the bottom area crown land? Yes, it is in a low lying area.
- This area was rezoned a long time ago.
- Is this the last quarter section out?
- Off site levy applies per acre.
- Rezoning only the 15 acres, the remaining parcel is Rural Country Residential.
- The Municipal Planning Commission approved this based on the type of land.
- Concerns with it being a flood issue area.

Reeve Knelsen asked if any submissions were received in regards to proposed Bylaw 1193-20. There were no submissions.

Reeve Knelsen asked if there was anyone present who would like to speak in regards to the proposed Bylaw 1193-20. There was no one present to speak to the proposed bylaw.

Reeve Knelsen closed the public hearing for Bylaw 1193-20 at 1:51 p.m.

MOTION 20-09-564

MOVED by Councillor Braun

That second 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".

CARRIED

MOTION 20-09-565 **MOVED** by Councillor Driedger

That third and final 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",

CARRIED

Reeve Knelsen recessed the meeting at 1:52 p.m. and reconvened the meeting at 1:59 p.m.

DELEGATIONS: **4. d) O2 Planning and Design – Municipal Development Plan, Land Use Bylaw, and Fort Vermilion Area Redevelopment Plan Project Introduction**

MOTION 20-09-566 **MOVED** by Deputy Reeve Sarapuk

That the Municipal Development Plan, Land Use Bylaw, and Fort Vermilion Area Redevelopment Plan project introduction be received for information.

CARRIED

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

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

FINANCE: **10. d) Insurance Claim – Friends of the Old Bay House Society**

MOTION 20-09-567 **MOVED** by Councillor Cardinal

That Mackenzie County, as the Primary Policy Holder, and the Old Bay House Society, as the Additionally Named Insured, jointly sign the settlement of loss offer presented in the letter sent September 1, 2020 in the amount of \$258,914.38.

CARRIED

MOTION 20-09-568 **MOVED** by Councillor Wardley

That a letter be sent to the Old Bay House Society supporting repairs of the Old Bay House and requesting a meeting to discuss an anticipated opening date.

CARRIED

FINANCE: **10. e) Financial Reports – January 1, 2020 to August 31, 2020**

MOTION 20-09-569 **MOVED** by Councillor Braun

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

CARRIED

FINANCE: **10. f) Federation of Canadian Municipalities (FCM) Municipal Asset Management Program**

MOTION 20-09-570 **MOVED** by Councillor Wardley

That Administration be authorized to apply for the Federation of Canadian Municipalities' Municipal Asset Management Program, with the municipality's financial contribution of \$75,000 subject to grant funding approval, as identified in the 2020 Budget, in support of advancing the County's program within the following primary activities:

1. Collect and compile key asset information into one central database
2. Draft a comprehensive Asset Management Plan
3. Facilitate municipal workshops to include: Asset Management principles, and data collection in the field.

CARRIED

FINANCE: **10. g) Municipal Stimulus Program (MSP) Application**

MOTION 20-09-571 **MOVED** by Councillor Wardley

That administration make application under the Municipal Stimulus Program (MSP) for the development of Phase 1 and 2 for the relocation of residents from the 2020 flood, as part of the mitigation funding.

CARRIED

OPERATIONS: 11. a) Bylaw 1197-20 School Zones and Other Speed Zones

MOTION 20-09-572 MOVED by Councillor Driedger

That first reading be given to Bylaw 1197-20, being the School Zones and Other Speed Zones Bylaw.

CARRIED

MOTION 20-09-573 MOVED by Councillor Braun

That second reading be given to Bylaw 1197-20, being the School Zones and Other Speed Zones Bylaw.

CARRIED

MOTION 20-09-574 MOVED by Councillor Wardley
Requires Unanimous

That consideration be given to proceed to the third reading of Bylaw 1197-20, being the School Zones and Speed Zones Bylaw at this meeting.

CARRIED UNANIMOUSLY

MOTION 20-09-575 MOVED by Deputy Reeve Sarapuk

That third and final reading be given to Bylaw 1197-20, being the School Zones and Other Speed Zones Bylaw.

CARRIED

Reeve Knelsen recessed the meeting at 2:57 p.m. and reconvened the meeting at 3:06 p.m.

OPERATIONS: 11. b) Gravel – Request for Additional Funds

MOTION 20-09-576 MOVED by Councillor Braun
Requires 2/3

That the budget be amended to include an additional \$250,000 to be added to the Gravel Operating Budget with funding coming from the General Operating Reserve.

CARRIED

UTILITIES: 12. a) None

PLANNING AND DEVELOPMENT: 13. a) **Bylaw 1198-20 Land Use Bylaw Amendment to Add Definition of Pluvial Flooding to Section 2.3, Amend Flood Plain Requirements in Section 5, and Add Restrictions to Sections 8 & 9**

MOTION 20-09-577 **MOVED** by Councillor Wardley

That first reading be given to Bylaw 1198-20 being a Land Use Bylaw Amendment to Add Definition of Pluvial Flooding to Section 2.3, Amend Flood Plain Requirements in Section 5, and Add Restrictions to Sections 8 & 9, subject to public hearing input.

CARRIED

PLANNING AND DEVELOPMENT: 13. b) **Forestry Fire Base (ADDITION)**

MOTION 20-09-578 **MOVED** by Councillor Cardinal
Requires Unanimous

That the Forestry fire base be received for information.

CARRIED

ADMINISTRATION: 14. a) **Policy DEV005 Planning Reserve**

MOTION 20-09-579 **MOVED** by Councillor Wardley

That Policy DEV005 Planning Reserve be amended as presented.

CARRIED

ADMINISTRATION: 14. b) **Disaster Recovery – Relocation of Mobile Homes**

MOTION 20-09-580 **MOVED** by Councillor Driedger

That the relocation of the five mobile homes owned by Mackenzie County from Zama to Fort Vermilion, onto County owned property, be TABLED for further information.

CARRIED

ADMINISTRATION: 14. c) **Stollery Children’s Hospital Open Letter**

MOTION 20-09-581 **MOVED** by Councillor Cardinal

That Mackenzie County support the initiative by the Stollery Children's Hospital to advocate for prioritization of children's health in the province and that Mackenzie County sign the Open Letter to the Premier as presented.

CARRIED

ADMINISTRATION: 14. d) Federation of Canadian Municipalities (FCM) Elections and Annual General Meeting

MOTION 20-09-582 MOVED by Councillor Braun

That Councillors be authorized to attend the Federation of Canadian Municipalities (FCM) virtual 2020 Annual General Meeting on October 15, 2020.

CARRIED

MOTION 20-09-583 MOVED by Councillor Wardley

That Councillors be authorized to participate in the Federation of Canadian Municipalities (FCM) virtual 2020 elections process and be eligible to claim one per diem.

CARRIED

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

MOTION 20-09-584 MOVED by Deputy Reeve Sarapuk

That the Caribou update be received for information.

CARRIED

ADMINISTRATION: 14. f) La Crete Ferry Traffic Cameras

MOTION 20-09-585 MOVED by Councillor Driedger

That administration send a link to the local community La Crete Ferry camera service to Alberta Transportation.

CARRIED

ADMINISTRATION: 14. g) Mackenzie Regional Waste Management Commission

MOTION 20-09-586 **MOVED** by Councillor Wardley

That administration investigate the initial capital cost to participate in the Mackenzie Regional Waste Management including inflationary rates.

CARRIED

Councillor Bateman left the meeting at 3:55 p.m.

**COUNCIL
COMMITTEE
REPORTS:**

15. a) Council Committee Reports (verbal)

Councillor Braun and Councillor A. Peters left the meeting at 4:20 p.m.

MOTION 20-09-587 **MOVED** by Councillor Driedger

That the Council Committee reports be received for information.

CARRIED

**COUNCIL
COMMITTEE
REPORTS:**

15. b) Municipal Planning Commission Meeting Minutes

MOTION 20-09-588 **MOVED** by Councillor Wardley

That the unapproved Municipal Planning Commission meeting minutes of September 10, 2020 be received for information.

CARRIED

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

MOTION 20-09-589 **MOVED** by Deputy Reeve Sarapuk

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

CARRIED

CLOSED MEETING: **17. None**

NOTICE OF MOTION: 18. a) None

NEXT MEETING DATE: 19. a) Next Meeting Dates

Regular Council Meeting
October 13, 2020
10:00 a.m.
Fort Vermilion Council Chambers

Organizational Council Meeting
October 27, 2020
10:00 a.m.
Fort Vermilion Council Chambers

Regular Council Meeting
October 28, 2020
10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT: 20. a) Adjournment

MOTION 20-09-590 MOVED by Councillor Cardinal

That the Council meeting be adjourned at 4:24 p.m.

CARRIED

These minutes will be presented to Council for approval on October 13, 2020.

Joshua Knelsen
Reeve

Lenard Racher
Chief Administrative Officer



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	October 13 ,2020
Presented By:	Carol Gabriel, Deputy Chief Administrative Officer (Legislative & Support Services)
Title:	Minutes of the September 29, 2020 Special Council Meeting

BACKGROUND / PROPOSAL:

Minutes of the September 29, 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 September 29, 2020 Special Council Meeting be adopted as presented.

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

**MACKENZIE COUNTY
SPECIAL COUNCIL MEETING**

**Tuesday, September 29, 2020
2:00 p.m.**

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

PRESENT:	Josh Knelsen	Reeve (teleconference)
	Walter Sarapuk	Deputy Reeve (teleconference)
	Peter F. Braun	Councillor (teleconference)
	Cameron Cardinal	Councillor
	Eric Jorgensen	Councillor (teleconference)
	Lisa Wardley	Councillor (teleconference)
REGRETS:	Jacque Bateman	Councillor
	David Driedger	Councillor
	Anthony Peters	Councillor
	Ernest Peters	Councillor
ADMINISTRATION:	Len Racher	Chief Administrative Officer
	Carol Gabriel	Deputy Chief Administrative Officer/Recording Secretary
	Jennifer Batt	Director of Finance
	Fred Wiebe	Director of Utilities
	Byron Peters	Director of Planning & Development

ALSO PRESENT:

Minutes of the Special Council meeting for Mackenzie County held on September 29, 2020 in the Council Chambers at the Fort Vermilion County Office.

CALL TO ORDER: 1. a) Call to Order

Reeve Knelsen called the meeting to order at 2:00 p.m.

AGENDA: 2. a) Adoption of Agenda

MOTION 20-09-591 MOVED by Councillor Wardley

That the agenda be approved as presented.

CARRIED

**MINUTES FROM
PREVIOUS
MEETING:**

3. a) None

DELEGATIONS:

4. a) None

TENDERS:

**5. a) Mackenzie County Interim Housing Phase 1 – Site
Preparation Tender**

MOTION 20-09-592

MOVED by Deputy Reeve Sarapuk

That the Mackenzie County Interim Housing Phase 1 – Site
Preparation Tenders be opened.

CARRIED

Tenders Received:

Dechant Construction <i>May-Jun 2021 Construction</i>	\$1,236,343.73 Total -\$228,748.80 Deletable with Contingency \$1,007,594.93
--	--

Northern Road Builders <i>November 2020 Construction</i>	\$988,875.00 -\$121,440.00 Deletable with Contingency \$867,435.00
---	--

Good Brothers Construction <i>November 2020 Construction</i>	\$1,544,880.00 -\$485,760.00 Deletable with Contingency \$1,059,120.00
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MOTION 20-09-593

MOVED by Councillor Braun

That the Mackenzie County Interim Housing Phase 1 – 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
October 13, 2020
10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT: 20. a) Adjournment

MOTION 20-09-594 **MOVED** by Councillor Wardley

That the Special Council meeting be adjourned at 2:23 p.m.

CARRIED

These minutes will be presented to Council for approval on October 13, 2020.

Joshua Knelsen
Reeve

Lenard Racher
Chief Administrative Officer

UNAPPROVED



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	October 13, 2020
Presented By:	Len Racher, Chief Administrative Officer
Title:	CAO & Director Reports for September 2020

BACKGROUND / PROPOSAL:

The CAO and Director reports for September 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 September 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
Sept.1-7 th	Holidays
Sept.8 th	Council Meeting
Sept.9 th	Meeting with Forestry
Sept.13 th	Travel to Edmonton
Sept.14 th	Meeting with Municipal Affairs Edmonton
Sept.15 th	Travel back to Fort from Edmonton
Sept.16 th	Meet with Byron
Sept.17 th	Travel to Valleyview
Sept.18 th	Meeting with Minister of Municipal Affairs and Minister of Finance and district 4 Counties.
Sept.21 st	Managers Meeting morning conference call in the afternoon.
Sept.22 nd	Council Meeting
Sept.23 rd	Meet with Mr. Enns about a drainage issue
Sept.24 th	ASB meeting La Crete
Sept.28 th	Pre Audit meeting Judy and Donny
Sept.29 th	Special Council meeting
Sept.30 th	Meeting with Jenn and Carol

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

- 2020-09-01 Meeting with Caitlin Smith and Michel Savard regarding Planning & Development matters and priorities.
- 2020-09-02 Meeting with ATB Financial Business Development Manager and Jennifer Batt regarding the annual review of services.
- 2020-09-08 Regular Council Meeting
- 2020-09-09 Meeting with Terry Jessiman, Len Racher, and Fred Wiebe regarding the forestry buildings at the Fort Vermilion airport and site cleanup.
- 2020-09-11 Northern Alberta Elected Leaders virtual meeting.
- 2020-09-14 Attended the meeting with Minister of Municipal Affairs, the Reeve, Councillor Cardinal, Len, and Jennifer regarding disaster recovery mitigation funding.
- 2020-09-16 Meeting with Len and the Planning & Development department regarding duties and priorities.
- 2020-09-21 Managers Meeting
- 2020-09-22 Regular Council Meeting
- 2020-09-29 Local Assessment Review Board Hearings
- 2020-09-29 Special Council meeting to open and award the Mackenzie County Interim Housing Phase 1 – 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.
- Rural Municipalities of Alberta Fall Convention has been changed to a virtual method on November 3-4, 2020. Hotel rooms that were secured have been cancelled.
- The 2020 AUMA Convention was held virtually on September 23 – 25, 2020. Councillor Wardley was registered to participate.
- Preparing for the upcoming organizational meeting on October 27, 2020.

Appeal Boards

- Two residential appeals were received and hearings were held on September 29, 2020.
- A copy of the Decisions can be found under Council Committee Reports.

Bylaws/Policies/Reports/Publications:

- The 2019 Audited Financial Statement was posted on our website prior to the new deadline set by Municipal Affairs being October 1, 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 are available at the La Crete office on Wednesdays.
- Review of 2019-20 reconciliation invoice for enhanced policing services.

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 and follow-up.

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 needs updating and will be completed as time permits.

Human Resources:

- Dealing with several HR matters.
- Currently reviewing vacation, overtime, and sick leave balances for year-end processes.
- Employee screening for return to work from sick leave as required.

Municipal Elections:

- Registered to attend a Local Authorities Election Act Bill 29 virtual information session on October 8, 2020.
- Registered to attend virtual election training on October 30, 2020 through the Alberta Municipal Clerks Association.

Events/Community Engagement:

- No events or community engagements were held in September.

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 September 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	Unfortunately we did not get opportunity to repair these remaining services this year and plan to complete in 2021.
Potable Water Supply North of the Peace River	Oct/20	Provincial Administration recently requested information for a briefing note to the DM. I included information as per our study in 2018 and included both this waterline as well as Bluehills.
Waterline Blue Hills	Oct/20	Provincial Administration recently requested information for a briefing note to the DM. I included information as per our study in 2018 and included both waterline projects.
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	Nov/20	Reviewing final edits to this report which includes a design to incorporate the future north industrial development area.
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	Waterline has been pressure tested, super chlorinated, swabbed and super chlorinated. Mechanical and electrical need to be completed at the school connection point and a few deficiencies to be corrected but should be complete by mid-October.

Personnel Update:

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Other Comments:

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Respectfully submitted,

Fred Wiebe
 Director of Utilities
 Mackenzie County

Monthly Report to the CAO

For the month of September, 2020

From: Byron Peters,
Director of Planning & Development

Strategic Priorities for Planning & Development

Program/Activity/Project	Timeline	Comments
Land Use Framework	TBA	Province has formally started pre-planning for the LPRP. Caribou task force is creating a sub-regional plan for Bistcho. Regional Access Management Plan (RAMP) for Bistcho is in the early stages.
Community Infrastructure Master Plans	Q4 2020	Engineer is completing a final review of the documents. Offsite levy bylaw will be presented to council this fall, seeking direction on the appropriate level of costs to be passed along to developers.
Industrial Growth Strategy – La Crete	Q4 2020	Final draft received and reviewed, working towards presentation to council in November. If approved, will be incorporated into MDP and other planning policies.
Municipal Development Plan	Started Q3 2020	Joint project. See Caitlin's report for project update.

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 work on our behalf. A&W Consulting to complete the rest of the project by end 2020. Developing strategy to complete the next steps of the ec. dev strategy.
Streetscape	Ongoing	Have not had any meetings regarding 2020 priorities. Informal conversations with some business owners to gauge some ideas.
La Crete Area Transportation Network Analysis	Start Q3 2020	Have engaged Associated Engineering to begin the project – will evaluate growth projections and traffic patterns 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 upgrading 7 mile stretch.
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Personnel Update:

The Planning & Development department has reorganized some duties and levels of authority in order to better serve residents. Caitlin has additional authority and jurisdiction with development permits and subdivisions; eliminating a grey area where our responsibilities previously overlapped. We expect that this will improve customer service and approval timelines, especially for complex developments.

My duties will shift a little bit to other internal projects, such as improving our asset management processes and integrating them into daily operations and annual budgeting. This change will also allow me to spend more time on economic development projects.

Other Comments:

Working with the Disaster Recovery Team to develop a new 16 lot subdivision in Fort Vermilion. This site will include 15 single-family lots, and 1 multi-family/commercial lot. A lot of attention has gone into designing the site, prioritizing design items that the community has identified (not only now, but what we've heard from public engagement on other projects over the last few years).

Monthly Report to the CAO

For the month of September, 2020

From: Caitlin Smith,
 Manager of Planning and Development

Strategic Priorities for Planning & Development

Program/Activity/Project	Timeline	Comments
Land Use Framework	TBA	Joint project report; see Byron's report for project update
New Aerial Imagery	Q3 2020	New Aerial Imagery has been added to Munisight and the project is now complete.
Municipal Development Plan	Start Q3 2020	Bi-weekly meetings are set, the proponent is working on a stakeholder list to begin conducting interviews. Public engagement sessions are expected in November in conjunction with the Industrial Growth Strategy..

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Airport Planning	Q4 2020	WSP has been engaged to update the AVPA for LC and FV airports, and to revise the airport development plans. Comments to be sent to WSP. FV development plan needs to be revised to account for flooding.
Inter-municipal Collaboration Frameworks and Inter-municipal Development Plans	April 2021 completion deadline.	ICF's will be accepted by the MoMA but MoMA will not respond. Rainbow Lake: ICF agreement submitted to MoMA. High Level: ICF agreement submitted to MoMA. Northern Lights: ICF agreement submitted to MoMA. MD Opportunity: ICF agreement submitted to MoMA. Northern Sunrise: ICF agreement submitted to MoMA. RM Wood Buffalo: ICF agreement submitted to MoMA. Project is complete.

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.

The Planning & Development department has reorganized duties and levels of authority in order to better serve residents. I have been given additional authority and jurisdiction with development permits, subdivisions, enforcement, bylaws and department staff. I am also the lead admin for the MPC and IMPC going forward.

Other Comments:

Permitting continues to be busy, we are closing in on 350 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 subdivisions have been sent for registration.

Administration sent the Enforcement Order for the sewer encroachment in rural High Level. The landowner has since applied for a new private sewage system and once installation is complete, the inspector will go on site to confirm.

I have also been supporting the Disaster Recovery Team with the Planning/Development portion of the Fort Vermilion Disaster Recovery.

REPORT TO CAO

September, 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	December 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 .
Fusarium Head Blight Survey	2020	Samples from five fields were collected for Ab Ag.
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. The annual AGM is scheduled for November 13 th in Peace River.
Water Pumping Program	November 2020	The water pumping program will continue until October 31 st , the rental rates will double in November.
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 were sent to a lab in Sherwood Park, the results were negative.

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. This project has been completed with satisfactory results.

Personnel Update:

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Other Comments:

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MONTHLY REPORT TO THE CAO

For the Month Ending September, 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. Completed - 2019 Financials 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	Ongoing	Requested confirmation of funding allocated to the County for the flood response. Awaiting letter of commitment. Work w various GOA agencies on the flood recovery plan and funding streams available. Phase 1 & 2 site development meetings with administration team. Attend various conference calls. Assist residents / businesses via phone calls and in person meetings. Meeting w/ Minister of Municipal Affairs and AEMA colleagues along with Reeve, Councillor, CAO, Deputy to present mitigation strategy and funding.

<p>-Chuckegg Wildfire</p> <p>May wildfires</p>		<p>Complete application under the MSP grant program to assist with mitigation.</p> <p>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.</p> <p>Requested that Chuckegg file and all outstanding be reviewed in the near future.</p> <p>Additional advance funding commitment email received for \$2m. Incorporated into the 2019 Financial statements.</p> <p>Reviewed by DRP awaiting follow up report.</p>
<p>2020 Operating & Capital Budgets</p>	<p>Ongoing</p>	<p>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.</p>
<p>Tax Collection – Lawyer</p>	<p>Ongoing</p>	<p>tax collection files currently 1 – awaiting response from ratepayer</p>
<p>Emergency Management Team – COVID 19 response</p>	<p>Ongoing</p>	<p>Track costs incurred.</p>
<p>Non Profit Grant Applications</p>	<p>Ongoing</p>	<p>Prepare documentation received from Non Profit Organizations in their grant applications for presentation to Council during budget discussions.</p>

Monthly Report to the CAO

For the Month of September, 2020

From: Don Roberts
Director of Community Services

Meetings Attended in August 2020

Council
Community Services
Joint Health & Safety
Site safety meetings, Fort Office
Alberta Environment & Parks – Lands Division
Managers
Alberta Agriculture and Forestry
First Nation Consultation
Fire Departments - Budget

Fort Vermilion, La Crete and Zama Fire Departments

Activity Summary Report for A 2020

00- Alarms
04 - Fire
15 - Medical Co-response
09 - Motor Vehicle Incident
00 – Hazmat/Hazard

Health and Safety

COR audit has commenced. Due to this year being a documentation only audit, Mackenzie County will not be audited to the full extent. No interviews will be required. This would mean that certain shortfalls that the County has in its Safety Program will not be factored into the final mark of the audit. Councilors are still required to complete their training as required by the Occupational Health & Safety Act.

FRIAA Funding

FRIAA grant application was submitted on Sept 14, 2020. The La Crete Wildfire and Risk Assessment report has been complete and shared with Forestry.

Parks and Recreation

All campgrounds are now closed for the season.

Statistics with numbers as of end of year:

	<u>Wadlin Lake</u>	<u>Hutch Lake</u>	<u>Machesis</u>
Overnight Campers	6322	2044	438
Day Use	4042	6650	2981

First Nation Consultation has been completed for the 10-year plan for Wadlin Lake. All results have been handed into the Aboriginal Consultation Office for final approval. Little Red has requested an Archaeology study be included in the plan prior to any new development of the area occurs.

Vanguard Park in La Crete will be completed by mid-October. This will consist of a fence, swing, slide and sandbox.

By-Law Enforcement Issues

Concerning the Dog By-law. Although our call volume is considerably low, 1-2 a month from both La Crete and Fort Vermilion, Administration is still exploring different avenues of dealing with the matter of stay dogs and cats. It is understood that not all animals are reported or are even considered an issue by some residents. One possible solution to this matter would be the formation of the Mackenzie County Humane Society.

Transfer Stations.

September 1 kick off the Alberta Recycling Program Pilot Project and all Transfer stations have all been inspected and reorganized in order to accommodate the program. Administration is looking at different ways to optimize our WTS for the new 2021 budget season.



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	October 13, 2020
Presented By:	Grant Smith, Agricultural Fieldman
Title:	County Owned Land – South of High Level

BACKGROUND / PROPOSAL:

Direction was given by Council on November 5, 2019 that the three County owned quarter sections (SW 6-109-19-W5 and the NW 6 & SW of 7-109-19-W5) immediately east of the Norbord plant south of High Level be offered for farmland lease in exchange for clearing.

Administration and the Agricultural Service Board (ASB) has investigated this property to determine if it would be suitable for Agricultural use.

At the September 24, 2020 meeting the ASB passed a motion recommending to Council that the SW 6-109-19-W5 be rented out for agricultural use, and the NW 6 & SW of 7 - 109-19-W5 be left as is.

OPTIONS & BENEFITS:

Due to terrain of the NW 6 & SW of 7-109-19-W5, it was found that this property would not be suitable for Agricultural use. The ASB has advertised for Request for Proposals for farmland leases in exchange for clearing in the past with little success. The SW 6-109-19-W5 is partially cleared and would be a more attractive lease for agricultural producers

COSTS & SOURCE OF FUNDING:

Author: G. Smith **Reviewed by:** _____ **CAO:** _____

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

Request for Proposals would be advertised in the local newspaper.

POLICY REFERENCES:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That Agricultural Service Board be authorized to rent out the SW 6-109-19-W5 for agricultural use.

Author: G. Smith Reviewed by: _____ CAO: _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	October 13, 2020
Presented By:	Don Roberts, Director of Community Services
Title:	Waste Transfer Station Hours of Operations

BACKGROUND / PROPOSAL:

Administration and the Waste Transfer Station attendants have held discussions regarding the hours of operation at the Blumenort and La Crete Waste Transfer Stations (WTS). The discussions have focused on optimizing the hours of operation at each site to better service the ratepayer.

Currently the operational hours for the Blumenort and La Crete Waste Transfer Station (WTS) are as follows

Blumenort: Tuesday 2:00 p.m. - 8:00 p.m.
Saturday 12:00 pm. - 6:00 p.m.

La Crete: Monday 2:00 p.m. - 8:00 p.m.
Thursday 8:00 am – 2:00 p.m.
Thursday extended hours for June – September 8:00 a.m. - 8:00 p.m.
Saturday 8:00 am – 6:00 p.m.

The Blumenort WTS is not being utilized to its full potential between the hours of 6:00 p.m. to 8:00 p.m. on Tuesdays.

Administration feels that it would be practical to change the operational hours on Tuesdays to 12:00 p.m. to 6:00 p.m. This would also stay in line with all other transfer station hours of operation and offer extra hours of operation during the day instead of later in the evening.

The La Crete WTS extended hours (seasonal) are highly utilized by residents. It would be beneficial to the residents if Mackenzie County would increase the duration or starting date of the extended hours to begin in April, rather than June.

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

The spring time cleaning by residents brings an immense demand upon the transfer station.

One of the reasons for the extended hours on the Thursday was to relieve the usage of the WTS on the following Saturday.

Starting in April of this year and until the extended hours in June started, the La Crete WTS, on any given Saturday, received up to 575 costumers a day. This causes congestion, poor customer service and the lack of insuring waste is being disposed of correctly in the proper bins/area.

OPTIONS & BENEFITS:

Option 1

Change the operations hours of the Blumenort WTS from Tuesday 2:00 p.m. – 8:00 p.m. to 12:00 p.m. – 6:00 p.m. and begin the extended hours at the La Crete WTS to begin in April, rather than June.

Option 2

Change the hours of one WTS.

Option 2

Leave the Waste Transfer Station hours as is.

COSTS & SOURCE OF FUNDING:

The changing of hours would not affect the operational budget at the Blumenort WTS.

Changing hours at the La Crete Transfer Station to reflect going to extended hours on Thursday starting in April:

\$600.00/Month x 2 Month's = \$1,200.00 Yearly - 2021 Operational budget.

SUSTAINABILITY PLAN:

J3: Transfer Stations

COMMUNICATION / PUBLIC PARTICIPATION:

Inform the public through social media, handouts and changing signage at individual WTS.

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

POLICY REFERENCES:

RECOMMENDED ACTION:

Motion 1

Simple Majority Requires 2/3 Requires Unanimous

That the Blumenort Waste Transfer Station hours of operations on Tuesday's be changed from 2:00 p.m. – 8:00 p.m. to 12:00 p.m. – 6:00 p.m.

Motion 2

Simple Majority Requires 2/3 Requires Unanimous

That the La Crete Waste Transfer Station extended hours of operation on Thursday's be changed to run between April and September annually.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	October 13, 2020
Presented By:	Jennifer Batt, Director of Finance
Title:	Request to Waive Tax Penalties on Tax Roll #082263 and Tax Roll #082269

BACKGROUND / PROPOSAL:

On August 26, 2020 administration received an email request to waive penalties applied to Tax Roll # 082263 and #082269. The ratepayer was advised that the penalty was applied in accordance with municipal Policies and Bylaws and that only Council has the authority under the Municipal Government Act to remove the penalties applied.

A letter, addressed to Council, has been received from the ratepayer requesting that Council remove late payment penalties on Tax Roll # 082263 and #082269, as the taxes were paid late due to switching of bookkeepers. A copy of the letter is attached.

Council had extended the due date of Tax Rolls by one month to July 31st to assist ratepayers during the Covid 19 pandemic, with late penalties being charged on August 5th. The ratepayer made full payment on the outstanding 2020 levies only on August 26th and not the late penalty which has been requested be removed:

Tax Roll #	Amount \$
082263	\$1,208.00
082269	\$ 764.86
TOTAL	\$1,972.86

Administration calculated the late payment penalty on the outstanding balance as per Bylaw 1180-20:

Current Taxes	August 5	Six per cent (6%)
Current Taxes	September 1	Nine per cent (9%)
Current Taxes	November 1	Twelve per cent (12%)

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

OPTIONS & BENEFITS:

Mackenzie County also offers various payment methods including the Pre-Authorized Payment Plan. These options were advertised extensively prior to the deadline due to the COVID-19 pandemic.

Option 1

That the request to remove the late payment penalty on Tax Roll #082263 and Tax Roll #082269 be denied.

Option 2

That the request to remove the late payment penalty on Tax Roll #082263 (\$ 1,208.00) and Tax Roll #082269 (\$764.86) be approved.

COSTS & SOURCE OF FUNDING:

2020 Operating Budget.

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

The Tax Payment deadline extension was advertised on numerous occasions on social media, and in the newspaper.

POLICY REFERENCES:

Bylaw 1136-19 Tax Penalties Bylaw
Bylaw 1180-20 Tax Penalties Bylaw Amendment (due to COVID-19)
Bylaw 1178-20 Tax Payment Bylaw
Policy FIN032 Tax Penalty Notification

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the request to remove the late payment penalty on Tax Roll #082263 and Tax Roll #082269 be denied.

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

1448726 Alberta Ltd.

Box 1187

La Crete, AB

TOH 2H0

September 15, 2020

To,

Mackenzie County

Box 640

Fort Vermillion, AB

TOH 1N0

Attention: Council of Mackenzie County

Re: Request to remove late payment penalties on tax roll 082263 & 082269

Greetings,

I have become aware that I missed the July 31st payment deadline for the 2020 property taxes for 1448726 Alberta Ltd. This was due to the fact that I recently changed book keepers and with the transition I was under the assumption that these had been paid when in fact they had not. Payment was remitted as soon as I became aware of this. I am requesting you to consider removing the late payment penalties. As you can see from our payment history, we have always been compliant in the past and have no intention of making late payments a reoccurring event. Your consideration is greatly appreciated.

Thank you,





Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	October 13, 2020
Presented By:	Jennifer Batt, Director of Finance
Title:	Municipal Operating Support Transfer Grant

BACKGROUND / PROPOSAL:

Mackenzie County recently received a notification from the Government of Alberta that we have received the Municipal Operating Support Transfer (MOST) grant. The grant is to be utilized to offset additional expenses or loss of revenue resulting from the COVID-19 pandemic. A copy of the MOST guidelines are attached for information.

The County received a total grant of \$1,271,952, to be used to cover eligible expenses incurred between April 2020 and April 2021.

OPTIONS & BENEFITS:

All municipalities in Alberta automatically qualified for the MOST grant to offset additional expenses and loss of revenue.

COSTS & SOURCE OF FUNDING:

There are no new costs anticipated as a result of the MOST grant, it is additional revenue to offset costs and loss of revenue as a result of COVID-19.

Due to the eligible expenses spanning two separate budget years, administration recommends that a One Time Project be created to accurately allocate revenue and expenses related to MOST grant.

SUSTAINABILITY PLAN:

N/A

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

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the budget be amended to include a One Time MOST Project, in the amount of \$1,271,952, with funding coming from the Municipal Operating Support Transfer Grant Program.

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

From: [MA Municipal Stimulus](#)
To: [Josh Knelsen](#)
Cc: [CAO](#)
Subject: Municipal Operating Support Transfer
Date: September 25, 2020 2:24:34 PM
Attachments: [MOST Guidelines.pdf](#)
[Mackenzie County MOST MOA.pdf](#)

Dear Chief Elected Official,

Your Alberta government is proud to announce the Municipal Operating Support Transfer (MOST). This new program is how municipalities will receive the operating funding announced on July 17, 2020, as part of the Safe Restart Agreement between Alberta and the Government of Canada. The Government of Canada has recently confirmed that it accepts Alberta's proposed approach for allocation and use of these funds.

The MOST is designed to be a simple and straightforward program with few restrictions or administrative requirements. Municipalities will receive their funding shortly after execution of the funding agreement (attached), and no application is required. The funds may be used to support additional costs or revenue shortfalls associated with the COVID-19 pandemic and actions taken in response to it.

The Safe Restart Agreement includes general operating funding for municipalities, plus additional support for municipalities with public transit systems.

- The MOST General Operating component is available to all municipalities.
 - The communities of Banff, Jasper, and Canmore will share \$10 million in recognition of the significant impact of the pandemic on tourism.
 - All municipalities will receive \$5,000 in base funding, and the remainder will be allocated based on population.
- The MOST Transit component is available to municipalities with public transit systems.
 - This funding will be allocated to 17 municipalities according to 2018 ridership statistics collected by the Canadian Urban Transit Association.

Further information about the program is available on the [program website](#), and allocations for each municipality are available [online](#).

Once again, I want to thank you for your leadership during these difficult times. I trust that this support from your Alberta government and our federal partners will help as we navigate our shared economic challenges.

Yours truly,
Tracy Allard
Minister of Municipal Affairs

Attachments

Municipal Operating Support Transfer (MOST)

Program Guidelines

Guidelines

These guidelines are intended to assist local governments participating in the Municipal Operating Support Transfer (MOST) in complying with the program terms and conditions. Local governments include municipal authorities, Metis Settlements, and the Townsite of Redwood Meadows (referred to as 'municipalities' in these guidelines).

1. Program Objectives

Through the MOST, the Government of Alberta (GOA) and the Government of Canada are providing funding to support municipalities, which have experienced significant operating impacts due to the COVID-19 pandemic. Funding will be used for incremental operating costs incurred due to COVID-19 response and restart, as well as other operating losses or deficits incurred as a result of COVID-19 impacts on revenues and operations. This funding is provided through two separate allocations: general operating, and public transit support. Funding provided under both components will be administered together.

2. Key Dates and Contacts

ACTIVITY	TIMELINE	QUESTIONS? CONTACT
Executed Memorandum of Agreement	Submit by October 30, 2020	
Payment	Once memorandum of agreement has been signed	Call a Grant Advisor at 780-422-7125 (toll-free 310-0000), or email MA.MunicipalStimulus@gov.ab.ca
Deadline to spend funds	March 31, 2021	
Statement of Funding and Expenditures (SFE)	Due July 2, 2021	

3. Memorandum of Agreement

The Memorandum of Agreement (MOA) will be e-mailed to municipalities, and will cover both the general operating and public transit allocations. The MOA must be signed by the Chief Elected Official and Chief Administrative Officer or duly authorized signing officer. Municipalities should

complete the MOA, including witnesses for each signatory, and scan and submit them via email to MA.MunicipalStimulus@gov.ab.ca.

A duly executed MOA is sufficient to trigger payment. There is no application form for MOST.

Questions related to the submission of the MOA or reporting documents can be directed to a Grant Advisor by calling 780-422-7125 (toll-free 310-0000) or MA.MunicipalStimulus@gov.ab.ca.

4. Funding Formula and Allocations

Under the MOST funding formula, each municipality active as of May 1, 2020 will receive an allocation. MOST funding is allocated to municipalities in three funding envelopes, each with its own allocation formula. Allocations are available online at the [program website](#).

The Minister retains the authority to exclude Improvement Districts that do not have an advisory council from the funding allocation formula.

Funding Envelope	Amount	Allocation Approach
MOST Transit	\$140 million	<ul style="list-style-type: none"> Available to municipalities with public transit systems, and is allocated based on ridership (2018 Canadian Urban Transit Association statistics).
MOST General Operating	\$436.488 million	<ul style="list-style-type: none"> \$426.488 million is available to all municipalities, which receive \$5,000 in base funding with the remainder allocated according to population. \$10 million is available only to the towns of Jasper, Banff and Canmore, and is allocated based on estimated average daily visitors.
Municipal Sustainability Initiative (MSI) Operating*	\$30 million	<ul style="list-style-type: none"> Previously allocated as part of Budget 2020.

*MSI Operating funding is considered part of the MOST only for the purpose of matching federal funds. MSI Operating funding continues to be governed by the [MSI Operating Program Guidelines](#).

5. Eligibility Requirements

5.1) Eligible Recipients

For program purposes, an eligible recipient is referred to as a 'municipality' and includes any city, town, village, summer village, specialized municipality, municipal district, improvement district, special area, Metis Settlement, and the Townsite of Redwood Meadows Administration Society.

For public transit funding, eligible recipients are those municipalities with public transit services that have ridership included in the 2018 Canadian Urban Transit Association statistics.

5.2) Eligible Expenses

Municipalities may use MOST funding for incremental operating costs incurred due to COVID-19 response and restart, as well as other operating losses or deficits incurred as a result of COVID-19 impacts on revenues and operations.

Incremental operating costs could include costs such as Personal Protective Equipment, communications, additional cleaning, supplemental staffing, and additional supports for vulnerable populations.

Operating losses or deficits could include losses or deficits due to decreases in revenues such as parking fees, recreation facility entrance fees, and building permit fees.

MOST funding may only be used for eligible operating expenses or operating losses or deficits incurred between April 1, 2020 and March 31, 2021. **Any funds not used for eligible expenses incurred before March 31, 2021, must be returned to the Government of Alberta.**

Municipalities that receive a MOST Transit allocation must use that portion of their allocation on eligible expenses associated with their public transit systems.

6. Payment Process

MOST payments are based on allocated funding amounts. There will be one MOST payment for each municipality, covering both the general operating and public transit portions, as applicable, conditional on the execution of the MOST Memorandum of Agreement and receipt of this agreement by Municipal Affairs.

7. Financial Reporting Requirements

7.1) Statement of Funding and Expenditures (SFEs)

Each municipality that received funds is required to submit an SFE by July 2, 2021 that reports on the use of MOST funds. The SFE form will be distributed at a later date, and will capture basic information including the category of expenditure to which the funding was applied. Expenditure categories will include:

- Personal Protective Equipment (General)
- Supplemental Cleaning (General)
- Supports for Vulnerable Populations (General)
- Replacement of reduced revenues (General)
- Personal Protective Equipment (Transit)
- Supplemental Cleaning (Transit)
- Replacement of reduced revenues (Transit)

Municipalities that receive funding under the MOST Transit envelope must report transit-related expenditures that are greater than or equal to the amount of funding received under the MOST Transit envelope.

7.2) Site Visits

Following program completion, Municipal Affairs program representatives may select and visit a number of municipalities to discuss the overall experience with the MOST program.



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	October 13, 2020
Presented By:	Jennifer Batt, Director of Finance
Title:	Cheque Registers – September 23 – October 6, 2020

BACKGROUND / PROPOSAL:

As requested during the last Council meeting, as the Finance Committee was abolished, Council requested that the cheque registers be viewed by Council during Council meetings.

All invoices are authorized by Managers, Directors, and or the CAO in accordance with the Purchasing Policy. Cheques are released on a weekly basis unless otherwise required for operational needs. Copies of the September 23 – October 6, 2020 cheque registers will be available on meeting day.

Administration will be presenting all new cheque registers at each Council meeting going forward.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

2020 Budget.

SUSTAINABILITY PLAN:

N/A

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

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

Policy FIN025 Purchasing Authority Directive and Tendering Process

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the cheque registers from September 23-October 6, 2020 be received for information.

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

BYLAW NO. 944-13 1195-20

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

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

WHEREAS, the *Municipal Government Act*, RSA, 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(i) 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, the Municipal Council of Mackenzie County, in the province of Alberta, duly assembled, 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-26 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 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 the Development Authority or delegate who has been appointed the authority to enforce the provisions of this Bylaw.
- 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/or has a valid Revenue Canada Registered Charity number.
- j) Council – means the Municipal Council for Mackenzie County in the Province of Alberta, as duly elected and defined in the Municipal Government Act, R.S.A. 2000, Chapter M-26, as amended.
- k) 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.

- l) 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.
- m) Development Permit – means a document authorizing a development issued pursuant to the County’s Land Use Bylaw.
- n) Fee – means the monetary amount levied on each application as set out in the Fee Schedule Bylaw.
- o) 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.
- p) Hawker or Peddler – means any person who, whether as principal or agent;
 - i. goes from house to house selling or offering for sale any merchandise or service, or both, to any person and who is not a wholesale or retail dealer in that merchandise or service;
 - ii. offers or exposes for sale to any person by means of samples, patterns, cuts, or blueprints, merchandise or a service, or both, to be afterwards delivered in and shipped into the municipality to the customer;
 - iii. sells merchandise or a service, or both, on the streets or roads or elsewhere other than at a building that is a permanent place of business for that business; or
 - iv. does not have a permanent place of business in the municipality.
- q) Hawkers and Peddlers License – means a license to be issued, pursuant to this Bylaw, licensing any Non-Resident Business operating within Mackenzie County, entitling the licensee to carry on the activity therein specified.
- r) 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.
- s) Land Use Bylaw – means the Mackenzie County Land Use Bylaw and any amendments to the Land Use Bylaw.

- t) License – means a Business License or Hawkers and Peddlers 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.~~
- u) Licensee – means a person to whom a license has been issued, pursuant to the provisions of the Bylaw.
- v) Merchandise – means commodities or goods that are bought and sold in business.
- w) 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.
- x) Non-resident – means a person who is not a resident of Mackenzie County.
- y) Non-resident Business – means any business, which does not ordinarily locate or maintain a permanent place of business within Mackenzie County. A person or business that maintains a regular place of business within the incorporated Towns of Rainbow Lake or High Level or Indian Reservations located within the boundaries of Mackenzie County shall not be considered a Non-resident Business, however they are encouraged to apply for a Business License with their typical municipal office.
- z) ~~License Fee—means a fee payable for a license as established in the Fee Schedule bylaw.~~
- aa) ~~Non-Profit Organization—means any organization designed for charitable purposes and not organized for profit or personal gain.~~
- bb) Person – means and includes any person, ~~or~~ firm, ~~or~~ partnership, ~~or~~ body corporate, or association.
- cc) 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.
- dd) 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.

ee) 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.~~

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 or Hawkers and Peddlers 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 License or have such 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, or that a Municipal License is required in advance of those requirements.

4. EXEMPTIONS

4.1 The following Persons are not required to obtain a Business License however they are encouraged to obtain a Business License for the purpose of documentation within the County:

- 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:
 - i. the supply or delivery of wholesale or bulk goods to a resident business or ;
 - ii. delivery of materials or goods provided that the transaction/negotiation to purchase those items takes place outside of the County;
- d) 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;
- e) 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;
- f) 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;
- g) An insurance agent or adjuster as described in the *Insurance Act, Chapter E-11, R.S.A. 2000* and amendments thereto;
- h) A registered accountant as described under the Chartered Accountants Association;
- i) A medical doctor who is registered with the College of Physicians and Surgeons of Alberta;
- j) A dentist who is registered under the Dental Association of Alberta;
- k) A barrister or solicitor as registered under the Law Society of Alberta;
- l) Any other business which is excluded from the requirements of the Bylaw, by an Act of the Legislature, or by other Provincial Statute;
- m) A day home service provider that is registered with a provincially approved Day Home Agency;

- n) An owner of rental units including residential townhouses, triplexes, fourplexes, and apartments, provided that the owner is not a corporation;
- o) A Business exhibiting at a trade show or exhibition held in Mackenzie County for a consecutive period not exceeding seven (7) days;
- p) 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;
- q) Regional Commissions, Intermunicipal Services Agencies, or Businesses carried on by the Government of the Province of Alberta or by the Government of Canada;
- r) ~~An employee who is employed by a person/business who holds a business license;~~
- s) Any person who provides light duty from time to time such as newspaper deliveries, baby-sitting, yard work, snow shoveling, etc;
- t) Any other Business exempted through 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 appropriate 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 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 Except where otherwise indicated or applied for, a Hawkers and Peddlers License shall be valid for one Year.
- 5.11 ~~Hawkers and Peddlers licensing will be issued in accordance with the Hawkers and Peddlers bylaw.~~

6. ADDITIONAL PROVISIONS FOR HAWKERS AND PEDDLERS

- 6.1 No person shall commence, or shall carry on or engage in, the business of Hawker or Peddler on public or private property within Mackenzie County unless and until such person is the holder of a Hawkers and Peddlers License.
- 6.2 Operations of Hawkers, Peddlers, or Mobile Vendors shall be restricted to privately or publically owned properties designated as Commercial, Industrial, or Recreational under the Land Use Bylaw.
- 6.3 No person shall commence, or shall carry on or engage in, the business of a Hawker, Peddler, or Mobile Vendor on a property unless or until they provide written consent by the owner of that property for the business to be conducted on that property.
- 6.4 Mobile Vendors shall not operate on any public roadway or road right-of-way.

6.5 Hawkers, Peddlers, and Mobile Vendors shall conduct their business in a manner and location on a property which causes minimal disturbance to the normal operations of that property and the surrounding roadways.

6.6 No License shall be issued to a Hawker, Peddler, or Mobile Vender of foodstuffs, fruits, and/or vegetables, unless or until they produce the appropriate permits, licenses, or certificates, as required by Alberta Health Services.

7. FEES

7.1 ~~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.~~

7.2 Any business located within Mackenzie County or operating within Mackenzie County, unless exempted under the provisions of this Bylaw, is subject to fees in accordance with the Fee Schedule Bylaw.

7.3 Each application for a License or a License Amendment shall be accompanied by the appropriate fee as per the Fee Schedule Bylaw.

7.4 Hawkers and Peddlers shall be subject to fees per day of operation within the County and must report their total days of operation within the County;
iii. on cessation of operation within the County; or
iv. on or before the last day of the Year for which their License is valid.

7.5 Fees will be nonrefundable. ~~and if an owner has multiple businesses, multiple licenses will be required.~~

7.6 ~~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.~~

7.7 Reminders of annual fees 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)~~

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

8. NON ISSUANCE OF LICENSES

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

- 8.2 No license shall be issued if the application is received but not correctly submitted or required information is not provided.
- 8.3 An employee/business must comply with all sections of the bylaw, failure to do so will result in non-issuance of a License ~~the ABL~~.
- 8.4 Businesses, which fail to obtain a License where one is required, will be subject to fines as outlined in the Fee Schedule Bylaw.

9. DISPLAYING BUSINESS LICENSES

- 9.1 The ~~ABL~~ 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.
- 9.2 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 License or a copy of the License upon request.
- 9.3 Every license shall bear on its face the date on which it is issued and the current year's approval sticker.
- 9.4 ~~Licenses should be location and owner specific. A change in either of these will require amendment.~~
- 9.5 The County has the right to inspect a premise to insure it has proper licensing.
- 9.6 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.
- 9.7 ~~An ABL owner~~ A Licensee may never deface or reproduce the License.

10. TRANSFER OR AMENDMENT OF A BUSINESS LICENSE

- 10.1 No license shall be transferred without consent of administration and payment of applicable fees in accordance with the fee schedule bylaw.
- 10.2 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.

10.3 An existing Business License issued under this Bylaw may be transferred upon application and approval by the Development Authority in the following circumstances:

- i. When the transfer is from one Licensee to another for the same Business name and the same Business Premises;
- ii. When the transfer is for a change of civic address from one Business Premises to another for the same Licensee and Business.

10.4 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.

10.5 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 accompanied by the applicable permits under the Land Use Bylaw and *Safety Codes Act*.

11. ADMINISTRATION

11.1 The County shall receive, consider, and decide upon all applications.

11.2 Record such information and create business database as well as code (NAICS).

11.3 Ensure payment of the appropriate fee(s) and inform the applicant of required Development Permits or Safety Codes Permits.

11.4 Report to council about the ABL's Business Licenses periodically.

12. REVOCATION OF ABL A LICENSE

12.1 The County may revoke an ABL a 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);

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

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

13. APPEALS

13.1 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.

13.2 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.

14. PENALTIES

14.1 Any business who contravenes or disobeys, or refuses or neglects to obey any provision of ~~the~~ this 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 or Hawkers and Peddlers License~~, the business will face the corresponding penalty fee ~~listed~~ in accordance with the Fee Schedule Bylaw.

15. REPEAL AND REPLACE

15.1 This Bylaw repeals and replaces Bylaw 911-13 and Hawkers and Peddlers Bylaw 1018-16.

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:	October 13, 2020
Presented By:	Caitlin Smith, Manager of Planning & Development
Title:	Bylaw 1199-20 Partial Plan Cancellation and Consolidation of Plan 052 4423, Block 25, Lots 34 & 35

BACKGROUND / PROPOSAL:

Mackenzie County has received a request to consolidate Plan 052 4423, Block 25, Lots 34 & 35 in the Hamlet of La Crete, to accommodate a larger commercial building.

The lots are currently zoned La Crete Highway Commercial “LC-HC” which is appropriate for the proposed use. However, the applicant would like to construct an addition to their existing building which would cross the current property line. The applicant already owns both lots and has used them for his business for some time.

OPTIONS & BENEFITS:

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

COSTS & SOURCE OF FUNDING:

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

SUSTAINABILITY PLAN:

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

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

BYLAW NO. 1199-20
BEING A BYLAW OF
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA

FOR THE PURPOSE OF A
PLAN CANCELLATION AND CONSOLIDATION
IN ACCORDANCE WITH SECTION 658 OF THE
MUNICIPAL GOVERNMENT ACT, CHAPTER M-26,
REVISED STATUTES OF ALBERTA 2000

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

WHEREAS, Council of Mackenzie County has determined that a portion of a subdivision, as outlined in Schedule "A" hereto attached, be subject to cancellation, and

WHEREAS, Carl & Cornelia Derksen, being the registered owner of Plan 052 4423, Block 25, Lots 34 and 35, have requested that the lands be consolidated; and

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

1. That Subdivision Plan 052 4423, Block 25, Lots 34 and 35 as outlined in Schedule "A" hereto attached, are hereby cancelled in full and shall be consolidated as Lot 36.

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

PUBLIC HEARING held this _____ day of _____, 2020.

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

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

Joshua Knelsen
Reeve

Lenard Racher
Chief Administrative Officer



Mackenzie County

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

Phone: (780) 928-3983 Fax: (780) 928-3636

~~SUBDIVISION APPLICATION~~

Consolidation

FOR OFFICIAL USE ONLY

Date of Acceptance of Application: 22/09/2020 File No.: _____ Fee Submitted: _____

THIS FORM IS TO BE COMPLETED IN FULL WHEREVER APPLICABLE BY THE REGISTERED OWNER OF THE LAND THAT IS THE SUBJECT OF THE APPLICATION OR BY A PERSON AUTHORIZED TO ACT ON THE REGISTERED OWNER'S BEHALF.

Carl + Cornelia Derksen
NAME OF REGISTERED LANDOWNER

Box 664 LaCerte, AB T0H 2H0
ADDRESS

780-841-1513
PHONE NUMBER (S)

NAME OF AGENT *(authorized to act on behalf of the registered landowner, if any)*

ADDRESS

PHONE NUMBER (S)

LAND DESCRIPTION AND AREA OF LAND TO BE SUBDIVIDED

LEGAL LAND DESCRIPTION: All/Part of _____ 1/4 Sec _____ Twp _____ Range _____ West of _____ Meridian

Being all/part of Lot ³⁴35 Block 25 Plan 0524423

CURRENT PARCEL SIZE: _____ NO. OF LOTS: _____

AREA TO BE SUBDIVIDED: _____ Hectares _____ Acres **2nd Lot:** _____ Hectares _____ Acres

HAS A MUNICIPAL ADDRESS BEEN ASSIGNED? Y or N MUNICIPAL ADDRESS (CIVIC): 10604 + 10608 101st. rd

LOCATION OF LAND TO BE SUBDIVIDED

IS THE LAND SITUATED IMMEDIATELY ADJACENT TO THE MUNICIPAL BOUNDARY? YES _____ NO x

IF YES, THE ADJOINING MUNICIPALITY IS _____

IS THE LAND SITUATED WITHIN 1.6 KILOMETERS (0.99 MILES) OF A RIGHT-OF-WAY OF A PROVINCIAL HIGHWAY? YES _____ NO x IF YES, THE HIGHWAY NUMBER IS _____

DOES THE PROPOSED PARCEL CONTAIN OR IS IT BOUNDED BY A RIVER, STREAM, LAKE, OR OTHER BODY OF WATER OR BY A DRAINAGE DITCH OR CANAL? YES _____ NO x

IF YES, STATE ITS' NAME: _____

IS THE PROPOSED PARCEL WITHIN 1.5 KMS (0.932 MILES) OF A SOUR GAS FACILITY? YES _____ NO x

EXISTING AND PROPOSED USE OF LAND TO BE SUBDIVIDED

EXISTING USE OF THE LAND: Commercial

PROPOSED USE OF THE LAND: Commercial

LAND USE DESIGNATION AS CLASSIFIED IN THE LAND USE BYLAW: La Crote Highway Commercial

PHYSICAL CHARACTERISTICS OF LAND TO BE SUBDIVIDED

DESCRIBE TOPOGRAPHY OF THE LAND (flat, rolling, steep, mixed): _____

DESCRIBE VEGETATION AND WATER ON LAND (brush, shrubs, tree stands, woodlots, etc. - sloughs, creeks, etc.): _____

DESCRIBE SOIL TYPE (sandy, loam, clay, etc.): _____

EXISTING BUILDINGS ON THE LAND TO BE SUBDIVIDED

DESCRIBE ANY BUILDINGS AND STRUCTURES ON THE LAND: Commercial Shop (20x60)
Sea cove

LIST BUILDINGS AND STRUCTURES TO BE DEMOLISHED OR MOVED: none

WATER AND SEWER SERVICES

TYPE OF WATER SUPPLY	EXISTING	PROPOSED
DUGOUT		
WELL		
CISTERN & HAULING		
MUNICIPAL SERVICE	✓	
OTHER (PLEASE SPECIFY)		

TYPE OF SEWER DISPOSAL	EXISTING	PROPOSED
OPEN DISCHARGE/SEPTIC TANK		
SUB-SURFACE /SEPTIC TANK		
ABOVE GROUND/SEPTIC TANK		
SEWAGE LAGOON		
OUTDOOR PRIVY		
MUNICIPAL SERVICE	✓	
OTHER (PLEASE SPECIFY)		

OVERSIZING REQUIREMENTS

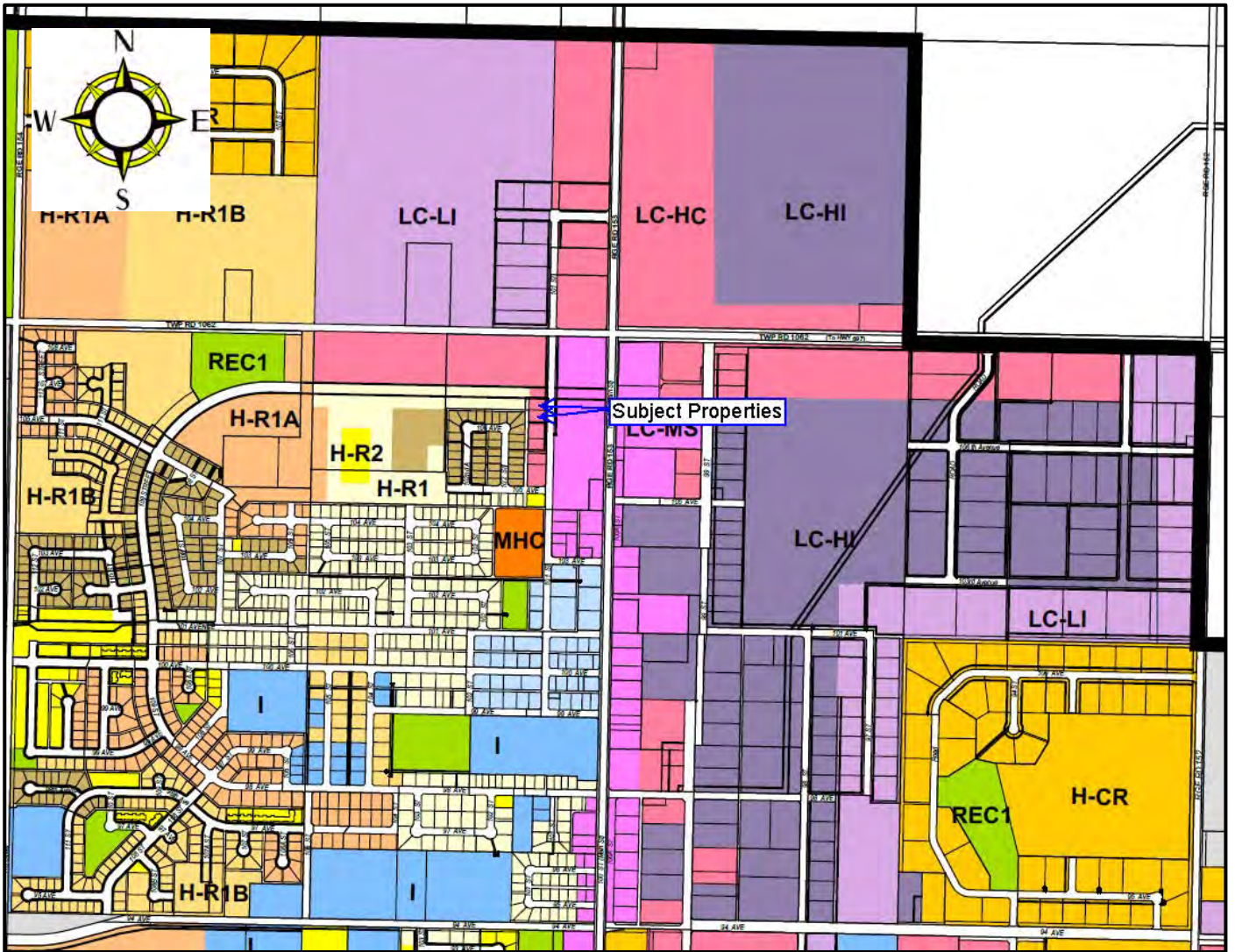
Will any oversizing be required? Yes _____, No ✓

If yes, clearly identify where and to what size will be required. Water: _____, Sewer: _____

Roads: _____

CONSULTATION: Yes ✓ Date: September 22 Planner: Nicole Y...

CONSOLIDATION APPLICATION



File No. Bylaw 1199-20

NOT TO SCALE

Disclaimer

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Mackenzie County

CONSOLIDATION APPLICATION



File No. Bylaw 1199-20

NOT TO SCALE

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Mackenzie County



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	October 13, 2020
Presented By:	Caitlin Smith, Manager of Planning & Development
Title:	Bylaw 1200-20 Partial Plan Cancellation and Consolidation of Plan 2938RS, Block 3, Lots 12 & 13

BACKGROUND / PROPOSAL:

Mackenzie County has received a request to consolidate Plan 2938RS, Block 3, Lots 12 & 13 in the hamlet of Fort Vermilion, to accommodate a new retail store (Hardware).

The lots are currently zoned Fort Vermilion Commercial Centre “FV-CC” which is appropriate for the proposed use. However, the applicant would like to build a larger store than could be accommodated on only one of the lots.

OPTIONS & BENEFITS:

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

COSTS & SOURCE OF FUNDING:

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

SUSTAINABILITY PLAN:

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

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

BYLAW NO. 1200-20
BEING A BYLAW OF
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA

FOR THE PURPOSE OF A
PLAN CANCELLATION AND CONSOLIDATION
IN ACCORDANCE WITH SECTION 658 OF THE
MUNICIPAL GOVERNMENT ACT, CHAPTER M-26,
REVISED STATUTES OF ALBERTA 2000

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

WHEREAS, Council of Mackenzie County has determined that a portion of a subdivision, as outlined in Schedule "A" hereto attached, be subject to cancellation, and

WHEREAS, Ray Toews, being the registered owner of Plan 2983RS, Block 3, Lots 11 and 12, have requested that the lands be consolidated; and

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

1. That Subdivision Plan 2938RS, Block 3, Lots 12 and 13 as outlined in Schedule "A" hereto attached, are hereby cancelled in full and shall be consolidated as Lot 16.

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

PUBLIC HEARING held this _____ day of _____, 2020.

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

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

Joshua Knelsen
Reeve

Lenard Racher
Chief Administrative Officer

BYLAW No. 1200-20

SCHEDULE "A"





Mackenzie County

P.O. Box 640, Fort Vermilion, AB T0H 1N0
Phone: (780) 928-3983 Fax: (780) 928-3636

~~SUBDIVISION APPLICATION~~

CONSOLIDATION

FOR OFFICIAL USE ONLY

Date of Acceptance of Application: ___ / ___ / ___ File No.: 31-SUB-20 Fee Submitted: 400.00

THIS FORM IS TO BE COMPLETED IN FULL WHEREVER APPLICABLE BY THE REGISTERED OWNER OF THE LAND THAT IS THE SUBJECT OF THE APPLICATION OR BY A PERSON AUTHORIZED TO ACT ON THE REGISTERED OWNER'S BEHALF.

RAY TOEWS / ROBYN CURRIE
NAME OF REGISTERED LANDOWNER

Box 549 FV
ADDRESS

780-926-7298
PHONE NUMBER (S)

NAME OF AGENT (authorized to act on behalf of the registered landowner, if any) _____

ADDRESS _____

PHONE NUMBER (S) _____

LAND DESCRIPTION AND AREA OF LAND TO BE SUBDIVIDED

LEGAL LAND DESCRIPTION: All/Part of ___ 1/4 Sec ___ Twp ___ Range ___ West of ___ Meridian

Being all/part of Lot 12613 Block 3 Plan 8938 R/S

CURRENT PARCEL SIZE: 0.35 + 0.31 acres NO. OF LOTS: 2

AREA TO BE SUBDIVIDED: _____ Hectares 0.66 Acres 2nd Lot: _____ Hectares _____ Acres

HAS A MUNICIPAL ADDRESS BEEN ASSIGNED? Y or N MUNICIPAL ADDRESS (CIVIC): 4901 - 4902 49 Ave

LOCATION OF LAND TO BE SUBDIVIDED

IS THE LAND SITUATED IMMEDIATELY ADJACENT TO THE MUNICIPAL BOUNDARY? YES ___ NO X

IF YES, THE ADJOINING MUNICIPALITY IS _____

IS THE LAND SITUATED WITHIN 1.6 KILOMETERS (0.99 MILES) OF A RIGHT-OF-WAY OF A PROVINCIAL HIGHWAY? YES ___ NO X IF YES, THE HIGHWAY NUMBER IS _____

DOES THE PROPOSED PARCEL CONTAIN OR IS IT BOUNDED BY A RIVER, STREAM, LAKE, OR OTHER BODY OF WATER OR BY A DRAINAGE DITCH OR CANAL? YES ___ NO X

IF YES, STATE ITS' NAME: _____

IS THE PROPOSED PARCEL WITHIN 1.5 KMS (0.932 MILES) OF A SOUR GAS FACILITY? YES ___ NO X

EXISTING AND PROPOSED USE OF LAND TO BE SUBDIVIDED

EXISTING USE OF THE LAND: Commercial

PROPOSED USE OF THE LAND: Commercial

LAND USE DESIGNATION AS CLASSIFIED IN THE LAND USE BYLAW: FV-CC

PHYSICAL CHARACTERISTICS OF LAND TO BE SUBDIVIDED

DESCRIBE TOPOGRAPHY OF THE LAND (flat, rolling, steep, mixed): Flat

DESCRIBE VEGETATION AND WATER ON LAND (brush, shrubs, tree stands, woodlots, etc. - sloughs, creeks, etc.): Cleared

DESCRIBE SOIL TYPE (sandy, loam, clay, etc.): _____

EXISTING BUILDINGS ON THE LAND TO BE SUBDIVIDED

DESCRIBE ANY BUILDINGS AND STRUCTURES ON THE LAND: None

LIST BUILDINGS AND STRUCTURES TO BE DEMOLISHED OR MOVED: None

WATER AND SEWER SERVICES

TYPE OF WATER SUPPLY	EXISTING	PROPOSED
DUGOUT		
WELL		
CISTERN & HAULING		
MUNICIPAL SERVICE		✓
OTHER (PLEASE SPECIFY)		

TYPE OF SEWER DISPOSAL	EXISTING	PROPOSED
OPEN DISCHARGE/SEPTIC TANK		
SUB-SURFACE /SEPTIC TANK		
ABOVE GROUND/SEPTIC TANK		
SEWAGE LAGOON		
OUTDOOR PRIVY		
MUNICIPAL SERVICE		✓
OTHER (PLEASE SPECIFY)		

OVERSIZING REQUIREMENTS

Will any oversizing be required? Yes _____, No X

If yes, clearly identify where and to what size will be required. Water: _____, Sewer: _____

Roads: _____

CONSULTATION: Yes _____ Date: _____ Planner: _____

**REGISTERED OWNER AND/OR
PERSON ACTING ON THE REGISTERED OWNER'S BEHALF**

Signing of this application, by the applicant and/or the applicant or agent, authorizes Mackenzie County to circulate the application to other parties as necessary to comply with the requirements of the Municipal Government Act. Other parties may include, but is not limited to, adjacent landowners, utilities companies, government agencies and surveyors.

Signing of this application also grants permission for Mackenzie County personnel to conduct site inspections of the property. Site inspections include, but are not limited to, land elevation and access review and taking photos of the property.

I/we, _____ hereby certify that

I/we are the registered landowner, **OR**

I/we are the agent authorized to act on behalf of the registered landowner

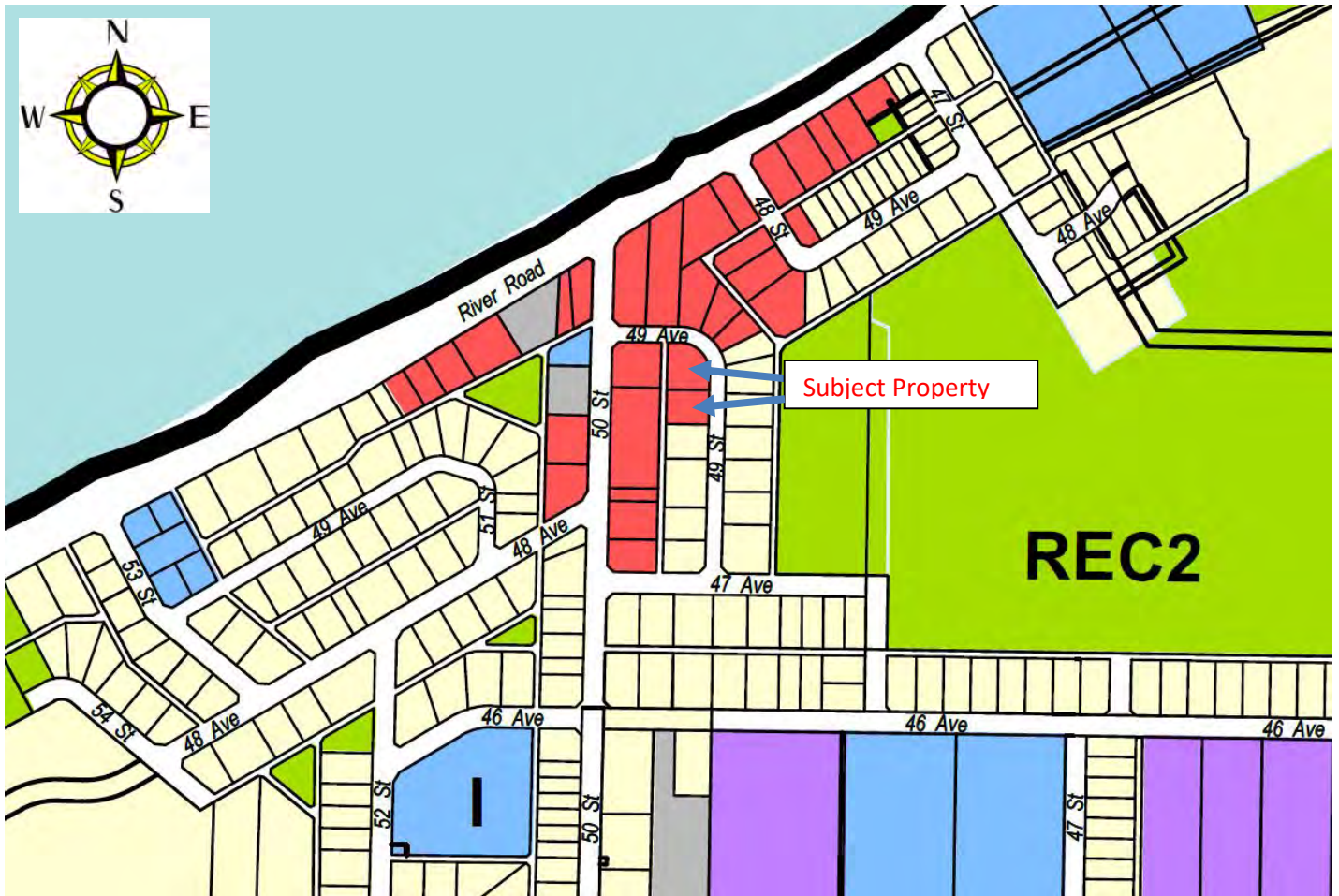
And verify that the information contained within this application is full and true to the best of my/our knowledge and it is a true statement of the facts pertaining to this application for subdivision.

(The registered landowner must sign the application. If an agent is processing the application, both the agent and the landowner must sign the application.)

_____ Signature of Agent	_____ Print Agents Name	_____ Date Signed
	<u>RAY TOIVONEN</u>	<u>8 SEPT 20</u>
_____ Signature of Registered Landowner	_____ Print Registered Landowners Name	_____ Date Signed
_____ Signature of Registered Landowner	_____ Print Registered Landowners Name	_____ Date Signed

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 managing and administration of the subdivision application process. If you have any questions regarding the collection, use or disclosure of this information, please contact the FOIP Coordinator or (780) 927-3718.

CONSOLIDATION APPLICATION



File No. Bylaw 1200-20

Disclaimer

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Mackenzie County

NOT TO SCALE

CONSOLIDATION APPLICATION



File No. Bylaw 1200-20

NOT TO SCALE

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Mackenzie County



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	October 13, 2020
Presented By:	Caitlin Smith, Manager of Planning & Development
Title:	Bylaw 1201-20 Plan Cancellation of Plan 082 6817

BACKGROUND / PROPOSAL:

Mackenzie County has received a request to cancel Plan 082 6817. The plan is a registered, rural, multi-lot subdivision, located along Highway 697 in Blumenort, which was never fully constructed.

In 2008, the ten (10) lot subdivision was registered due to a clerical error despite the internal road only being partially built by the developer. In 2013, all of the lots, including the remainder of the quarter section, were sold to an adjacent landowner. The current landowner has no intention of completing the subdivision road or selling the individual lots.

The land is currently being used as farmland but is being taxed as residential lots. Because of the actual use, the landowner would like to consolidate all of the lots and re-zone the properties. The lots are currently zoned Rural Country Residential 1 “RCR1” which cannot be changed until they are all consolidated with the remainder of the quarter section.

OPTIONS & BENEFITS:

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

COSTS & SOURCE OF FUNDING:

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

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

BYLAW NO. 1201-20
BEING A BYLAW OF
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA

FOR THE PURPOSE OF A
PLAN CANCELLATION AND CONSOLIDATION
IN ACCORDANCE WITH SECTION 658 OF THE
MUNICIPAL GOVERNMENT ACT, CHAPTER M-26,
REVISED STATUTES OF ALBERTA 2000

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

WHEREAS, Council of Mackenzie County has determined that the entire subdivision, as outlined in Schedule "A" hereto attached, be subject to cancellation, and

WHEREAS, Abe A & Katharine Dyck, being the registered owner of Plan 082 6817, Block 3, Lots 1-10 inclusive and SW 12-107-14-W5M, have requested that the lands be consolidated; and

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

1. That Subdivision Plan 082 6817 as outlined in Schedule "A" hereto attached, is hereby cancelled in full.

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

PUBLIC HEARING held this _____ day of _____, 2020.

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

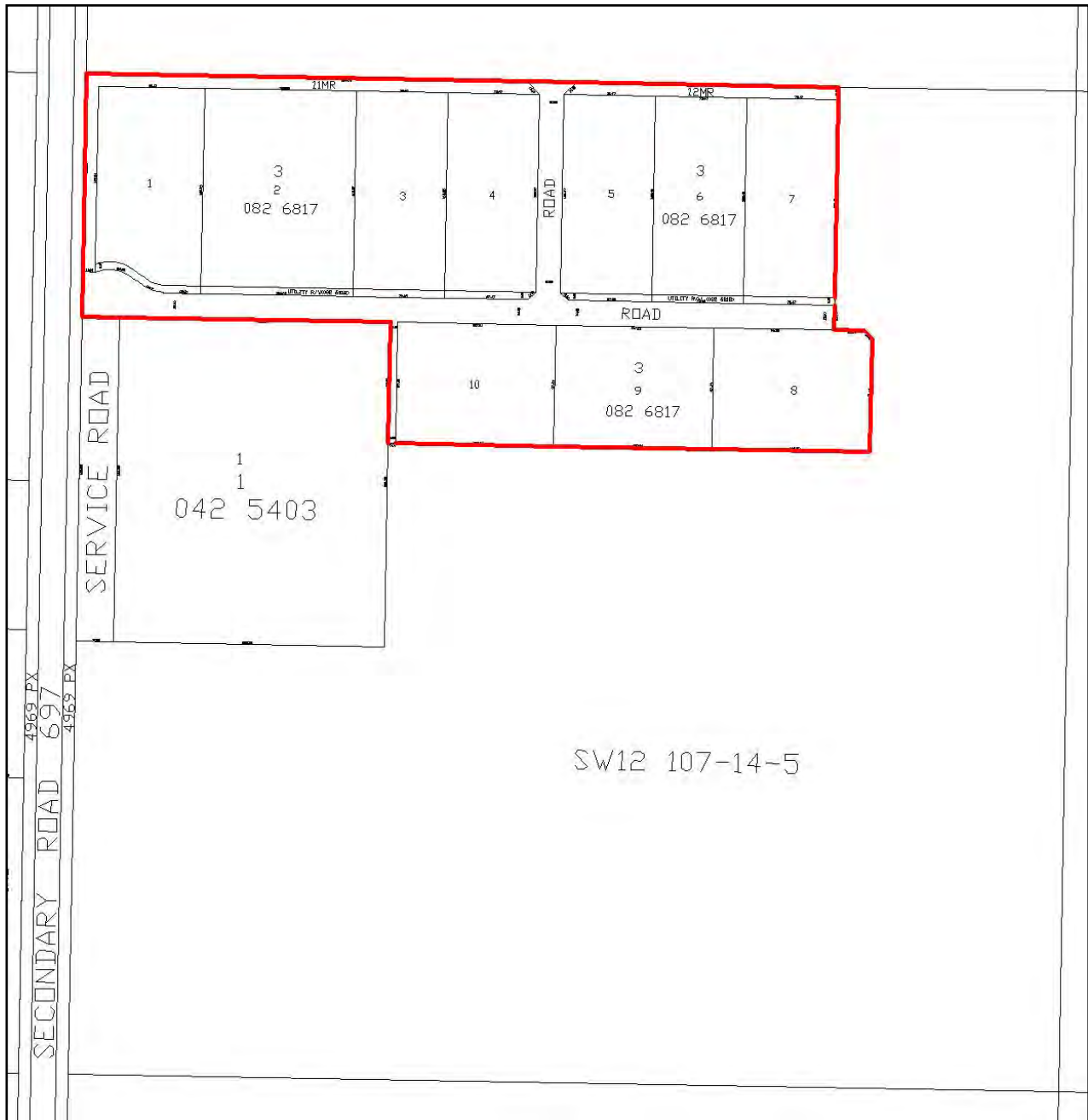
READ a third time and finally passed this _____ day of _____, 2020.

Joshua Knelsen
Reeve

Lenard Racher
Chief Administrative Officer

BYLAW No. 1201-20

SCHEDULE "A"





Mackenzie County

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

Phone: (780) 928-3983 Fax: (780) 928-3636

CONSOLIDATION APPLICATION

FOR OFFICIAL USE ONLY

Date of Acceptance of Application: ___ / ___ / ___ File No.: _____ Fee Submitted: _____

THIS FORM IS TO BE COMPLETED IN FULL WHEREVER APPLICABLE BY THE REGISTERED OWNER OF THE LAND THAT IS THE SUBJECT OF THE APPLICATION OR BY A PERSON AUTHORIZED TO ACT ON THE REGISTERED OWNER'S BEHALF.

Abe A & Katharine Dyck

NAME OF REGISTERED LANDOWNER

P.O. Box 1093 La Crete, AB T0H 2H0

ADDRESS

780-821-9527

PHONE NUMBER (S)

NAME OF AGENT *(authorized to act on behalf of the registered landowner, if any)*

ADDRESS

PHONE NUMBER (S)

LAND DESCRIPTION AND AREA OF LAND TO BE CONSOLIDATED

LEGAL LAND DESCRIPTION: All of SW 1/4 Sec 12 Twp 107 Range 14 West of 5 Meridian

And Lot ___ Block ___ Plan 082 6817

CURRENT PARCEL SIZE: 103.41 acres NO. OF LOTS: 11

AREA TO CONSOLIDATE: _____ Hectares 40.55 Acres 2nd Lot: _____ Hectares _____ Acres

HAS A MUNICIPAL ADDRESS BEEN ASSIGNED? Y or N MUNICIPAL ADDRESS (CIVIC): _____

LOCATION OF LAND TO BE SUBDIVIDED

IS THE LAND SITUATED IMMEDIATELY ADJACENT TO THE MUNICIPAL BOUNDARY? YES ___ NO X

IF YES, THE ADJOINING MUNICIPALITY IS _____

IS THE LAND SITUATED WITHIN 1.6 KILOMETERS (0.99 MILES) OF A RIGHT-OF-WAY OF A PROVINCIAL HIGHWAY? YES x NO ___ IF YES, THE HIGHWAY NUMBER IS Hwy 697

DOES THE PROPOSED PARCEL CONTAIN OR IS IT BOUNDED BY A RIVER, STREAM, LAKE, OR OTHER BODY OF WATER OR BY A DRAINAGE DITCH OR CANAL? YES ___ NO x

IF YES, STATE ITS' NAME: _____

IS THE PROPOSED PARCEL WITHIN 1.5 KMS (0.932 MILES) OF A SOUR GAS FACILITY? YES ___ NO X

EXISTING AND PROPOSED USE OF LAND TO BE SUBDIVIDED

EXISTING USE OF THE LAND: Agricultural/Residential

PROPOSED USE OF THE LAND: Agricultural

LAND USE DESIGNATION AS CLASSIFIED IN THE LAND USE BYLAW: Rural Country Residential

PHYSICAL CHARACTERISTICS OF LAND TO BE SUBDIVIDED

DESCRIBE TOPOGRAPHY OF THE LAND (flat, rolling, steep, mixed): _____

DESCRIBE VEGETATION AND WATER ON LAND (brush, shrubs, tree stands, woodlots, etc. - sloughs, creeks, etc.): cleared

DESCRIBE SOIL TYPE (sandy, loam, clay, etc.): _____

EXISTING BUILDINGS ON THE LAND TO BE SUBDIVIDED

DESCRIBE ANY BUILDINGS AND STRUCTURES ON THE LAND: None

LIST BUILDINGS AND STRUCTURES TO BE DEMOLISHED OR MOVED: None

WATER AND SEWER SERVICES

TYPE OF WATER SUPPLY	EXISTING	PROPOSED
DUGOUT	x	
WELL		
CISTERN & HAULING		
MUNICIPAL SERVICE		
OTHER (PLEASE SPECIFY)		

TYPE OF SEWER DISPOSAL	EXISTING	PROPOSED
OPEN DISCHARGE/SEPTIC TANK		
SUB-SURFACE /SEPTIC TANK		
ABOVE GROUND/SEPTIC TANK		
SEWAGE LAGOON		
OUTDOOR PRIVY		
MUNICIPAL SERVICE		
OTHER (PLEASE SPECIFY)		

OVERSIZING REQUIREMENTS

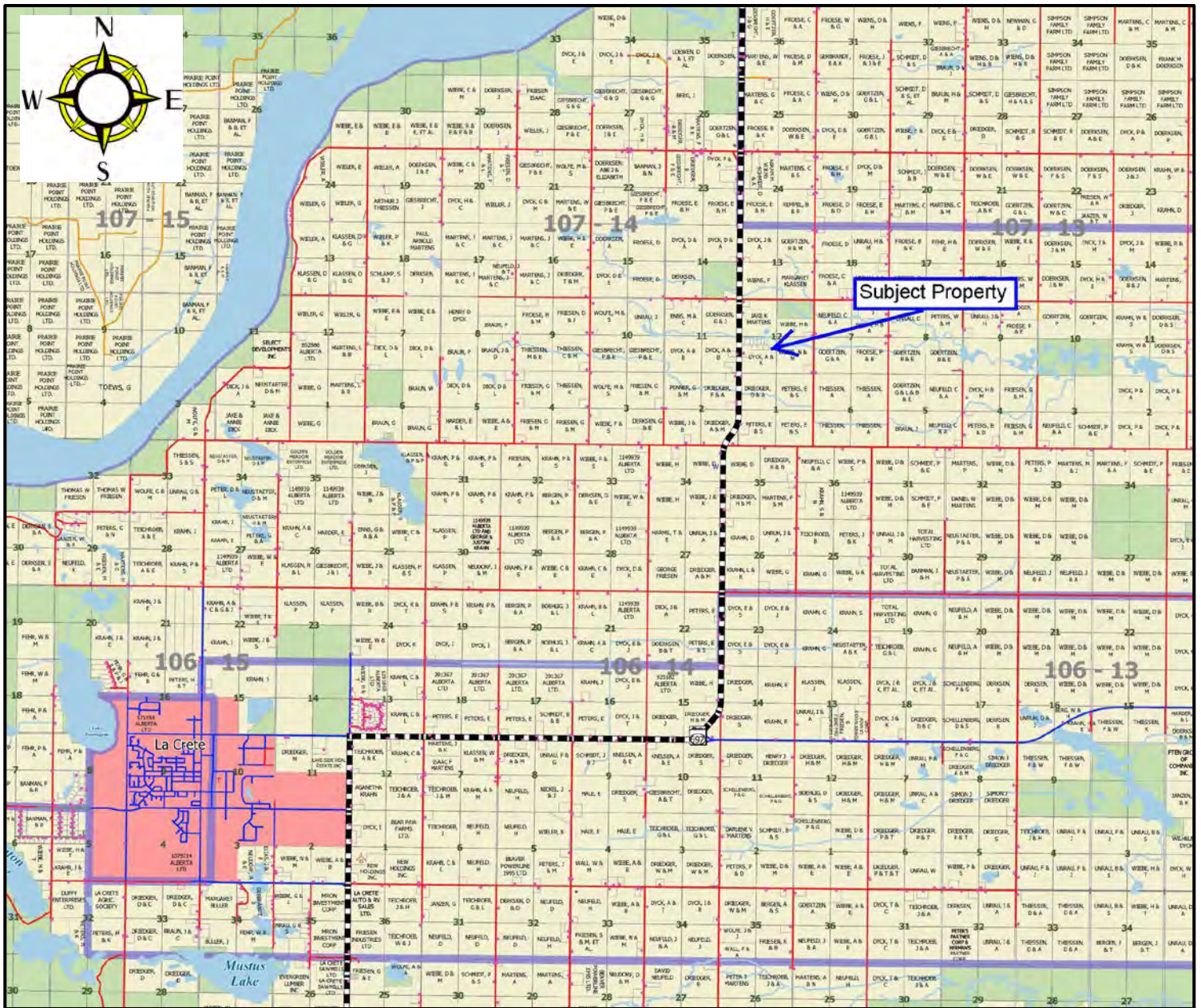
Will any oversizing be required? Yes _____, No _____

If yes, clearly identify where and to what size will be required. Water: _____, Sewer: _____

Roads: _____

CONSULTATION: Yes Date: _____ Planner: _____

CONSOLIDATION APPLICATION



File No. Bylaw 1201-20

NOT TO SCALE

Disclaimer

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Mackenzie County

CONSOLIDATION APPLICATION



File No. Bylaw 1201-20

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Mackenzie County

NOT TO SCALE



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	October 13, 2020
Presented By:	Caitlin Smith, Manager of Planning and Development
Title:	Land Acquisition – Plan 192 3085, Block 24, Lot 02

BACKGROUND / PROPOSAL:

A proposed drainage ditch is required to be constructed as part of the storm water management improvements needed in the north end of La Crete; south of 109 Avenue and west of 101 Street. The north south ditch alignment is to be built within the lane immediately west of 102A Street.

The County has ran into the problem of a gas main located within the lane right of way along the entire length of the east side of the existing subdivision. The current location of the gas line restricts the proper construction of the proposed drainage ditch.

Administration’s review of the situation recognized the existence of a 1.5 meter wide sliver of land abutting the west side of the lane. Administration had discussions with the landowner and he has agreed to sell the parcel to accommodate the drainage system.

The subject land is approximately 1.5 meters wide, 487 meters long with a measured area of 0.146 acres. Acquiring the property will provide the construction room needed to ensure the drainage ditch meets the County’s minimum standards.

OPTIONS & BENEFITS:

Administration requests that Council authorize Administration to proceed with acquiring the subject lands at market value and that the lands to be registered to the County as a Public Works – Drainage Right of Way plan.

If Council directs Administration to request Northern Lights Gas Co-op to relocate the gas main will be extremely expensive and disruptive to the residents therefore, this option is considered impractical.

Author: M Savard **Reviewed by:** C Smith **CAO:**

Administration looked into a different route for the drainage ditch but it is deemed impractical. The subject drainage ditch is an integral part of the area's drainage plan. The proposed alignment is the least disruptive and will maximize in managing the benefitting area's surface flows. This improvement will also improve the existing drainage problems within the developed areas identified within the drainage basin.

COSTS & SOURCE OF FUNDING:

The cost on acquiring the subject lands will be based on 0.146 acres at \$15,000/acre (DEV005 Planning Reserve Policy value) = \$2,190

There will also be surveying and registration fees associated which would be expected to cost approximately \$6,000.00 in total.

The costs would need to be funded through the Surface Water Management Reserve. The total amount to be included as a recoverable cost through the North La Crete Storm Water Management Off-Site Levy currently under development.

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

None required at this time.

POLICY REFERENCES:

Reserve Policy DEV005

RECOMMENDED ACTION:

Motion 1

Simple Majority Requires 2/3 Requires Unanimous

That the budget be amended to include the La Crete Southeast Drainage Ditch (Plan 192 3085, Block 24, Lot 02) project in the amount of \$6,000, with funding coming from the Surface Water Management Reserve.

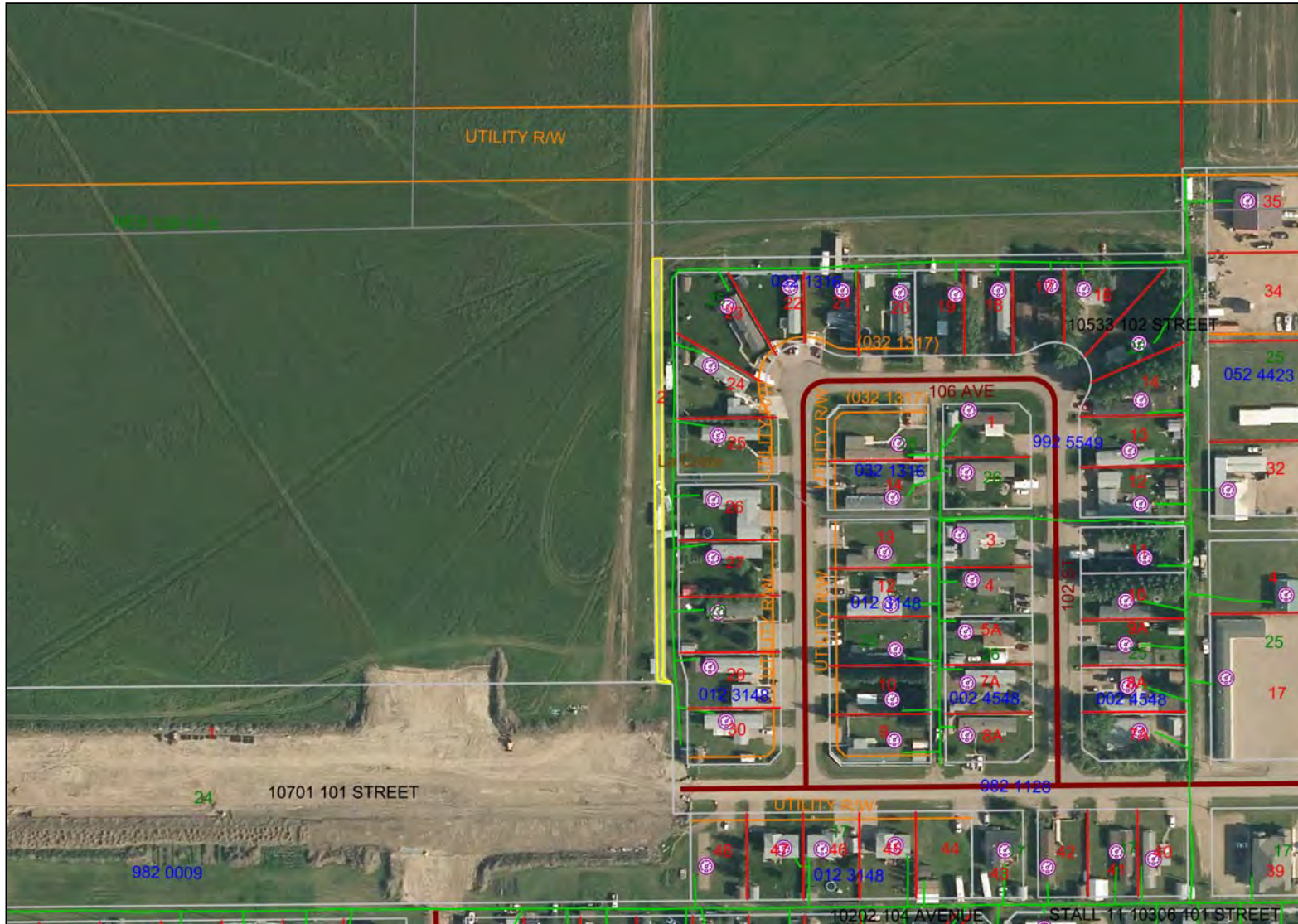
Author: M Savard Reviewed by: C Smith CAO: _____

Motion 2

Simple Majority Requires 2/3 Requires Unanimous


That Administration be authorized to purchase Plan 192 3085, Block 24, Lot 02 and to proceed with the Survey to register lands as a Public Works – Drainage Right of Way plan for the La Crete Southeast Drainage Ditch Project.

Author: M Savard **Reviewed by:** C Smith **CAO:** _____




Legend


- Right of Ways
- Lot/Block/Plan Labels
- Lot Lines
- Indian Reserves
- Roads
- Section Grid
- Section Label
- Cadastre
- Hamlet Boundaries
- Gas Co-op Services
- Gas Co-op Low Pressure Pipeline



Mackenzie County

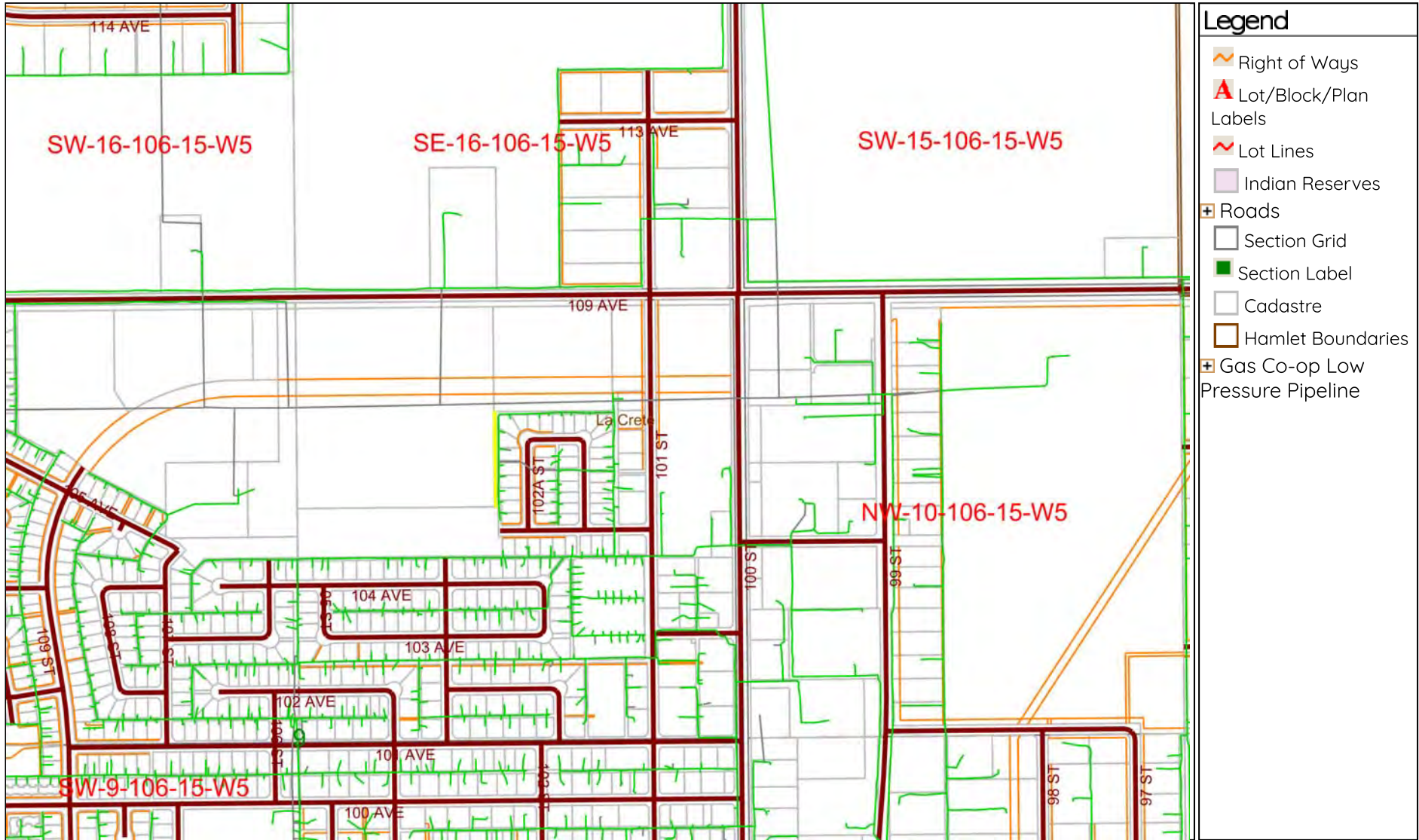


Scale 1: 2,500



100 yd
100 m

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Scale 1: 10,157

100 yd 
 100 m 

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Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	October 13, 2020
Presented By:	Caitlin Smith, Manager of Planning & Development
Title:	Land Acquisition – Plan 992 0894, Block 02, Lot 01

BACKGROUND / PROPOSAL:

Mackenzie County is in the process of acquiring and registering the drainage ditch that crosses on the south side of the subdivision located on NE 3-106-15-W5M.

The subject land forms part of the County’s storm water drainage ditch system located in the hamlet of La Crete.

The County had purchased the remainder of the parcel earlier this year in order to register the drainage ditch.

This parcel has an area of 0.385 acres and is an extension east of the previously titled Drainage Right of Way plan No. 082 171.

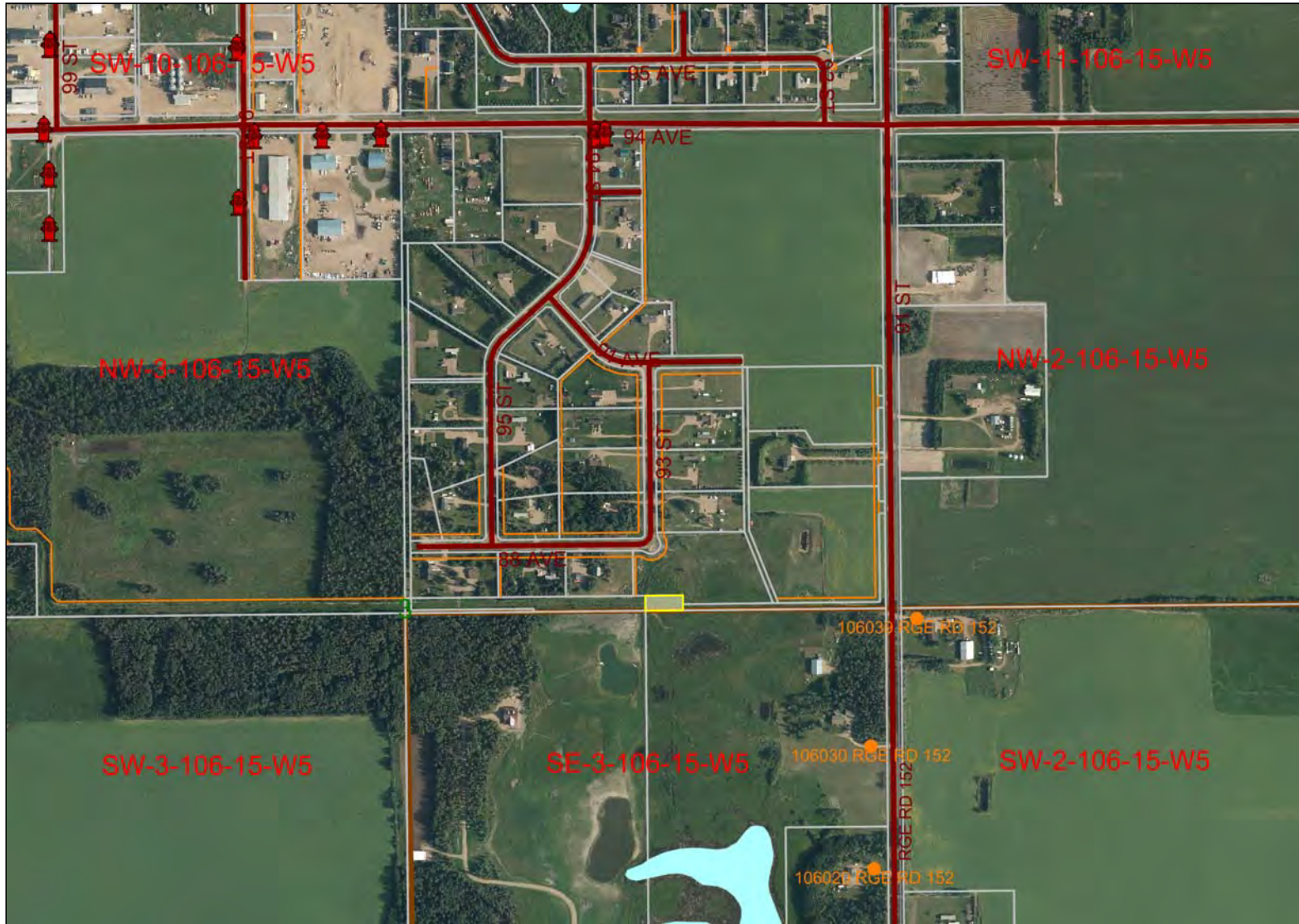
Administration recently met with this landowner and have received his consent to purchase and transfer the subject property to the County for registration as a drainage ditch. Once this land is acquired, administration can have it formally registered as a Drainage Ditch.

OPTIONS & BENEFITS:

Administration requests that Council authorize Administration to proceed with acquiring the subject lands at market value and that the lands to be registered to the County as a Public Works – Drainage Right of Way plan.



Not proceeding with the land acquirement would jeopardize the overall purpose of the County’s drainage ditch not allowing the County’s operational crews with legal and physical access to the drainage system within the subject area.

Author: M Savard **Reviewed by:** C Smith **CAO:**





Legend

- Requests
- Work Orders
- Right of Ways
- Block Boundaries
- Lot/Block/Plan Labels
- Plan Boundaries
- Lot Lines
- Hydro Features
- Railway
- Indian Reserves
- Roads Names
- Roads
- Rural Addresses
- Crown/Leased Land
- Section Grid
- Section Label
- Cadastre
- Industrial Accounts
- Hamlet Boundaries
- Fire Hydrants

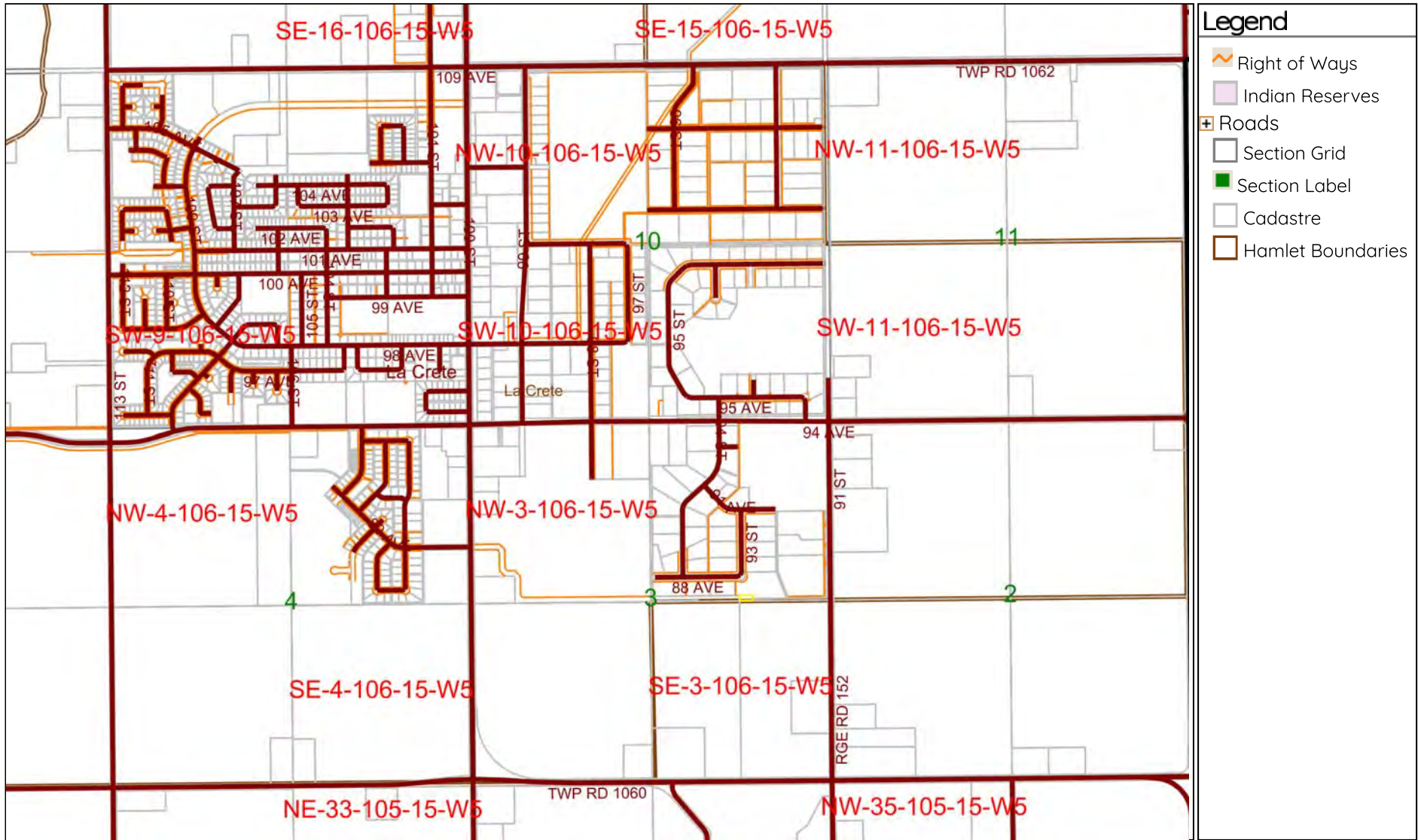



Scale 1: 10,157

100 yd 



100 m 

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Legend

- Right of Ways
- Indian Reserves
- Roads
- Section Grid
- Section Label
- Cadastre
- Hamlet Boundaries

Scale 1: 25,000



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OPTIONS & BENEFITS:

Option 1:

That administration creates a Tax Deferral Bylaw for lot improvements in Mackenzie County.

Should administration pursue this avenue of tax deferral, developers would only receive tax exemptions on new construction not on the property. The County would forfeit tax revenue on the improvement for the first year and partially on the second year.

Option 2:

For information.

COSTS & SOURCE OF FUNDING:

No costs at this time. Tax exemptions can affect operating revenue or the reimbursement of offsite levy fees that the County has used.

SUSTAINABILITY PLAN:

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

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

Strategy E26.2 Provide exceptional services that enhance the quality of life in County hamlets and existing rural areas as a means to dissuade residents and newcomers from moving to undeveloped areas to establish small lots or acreages.

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

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

COMMUNICATION / PUBLIC PARTICIPATION:

None at this time.

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

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

For discussion.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	October 13, 2020
Presented By:	Byron Peters, Director of Planning & Development
Title:	Rail to Alaska

BACKGROUND / PROPOSAL:

A rail link between Alaska and Alberta has been explored and studied for several years, beginning in the early 2000s. G7G was the first commercial enterprise to take the preliminary data and try to move from concept to construction. The current understanding is that G7G has not made progress on securing financing or obtaining approvals in the last couple of years. In the meantime, another organization, A2A, has made considerable progress. This progress has resulted in US President Trump issuing a Presidential Permit on September 28, 2020 for the cross-border railway.

A2A has started survey work within Alberta, but still needs to obtain a variety of approvals and permits before construction can begin.

The railway is proposed to run from Fort McMurray through to Delta Junction (see attached map). A portion of the proposed route is through Mackenzie County, although maps are not detailed enough at this time to indicate the actual alignment.

OPTIONS & BENEFITS:

Assuming that the project continues to proceed and is constructed, this railway will significantly increase the economic potential of the region. Ensuring that the railway passes through the developed area of our County will further increase the potential economic benefit for Mackenzie County.

Administration recommends that Mackenzie County actively engages with A2A to influence the rail alignment through our County in order to provide maximum benefit to our communities. Administration has discussed the potential framework and resource allocations, and recommends that Byron Peters lead this initiative from the County's

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

administration side, and that the Reeve and one additional Councillor be appointed by Council to lead this initiative politically.

COSTS & SOURCE OF FUNDING:

Costs will be minimal in 2020, and will be covered within the current operating budget. A lobbying framework will be created in the next couple of months, and any required funding to support the lobbying will be presented to Council during the 2021 budget deliberations.

SUSTAINABILITY PLAN:

Goal E1 That the Region’s transportation system:

- Reduces travel time and increase safe, comfortable and efficient travel between its communities and between the County and major destinations beyond its borders.
- Provides an economically efficient access to business and industrial markets outside of County boundaries.

Strategy E1.1 Maintain a strong and consistent approach with Provincial and Federal governments and other parties (i.e. NADC, NTAC) to request the completion and upgrade of northern transportation corridors:

- To facilitate the safe and efficient movement of goods to, from and within the County.
- To strengthen economically, socially, and environmentally sustainable opportunities for the movement of people, as well as agricultural and resource sector goods.

Strategy E10.2 Work with partners to lobby industry and government to create changes that will allow for a higher level of service.

COMMUNICATION / PUBLIC PARTICIPATION:

No public participation is required or anticipated at this time.

POLICY REFERENCES:

N/A

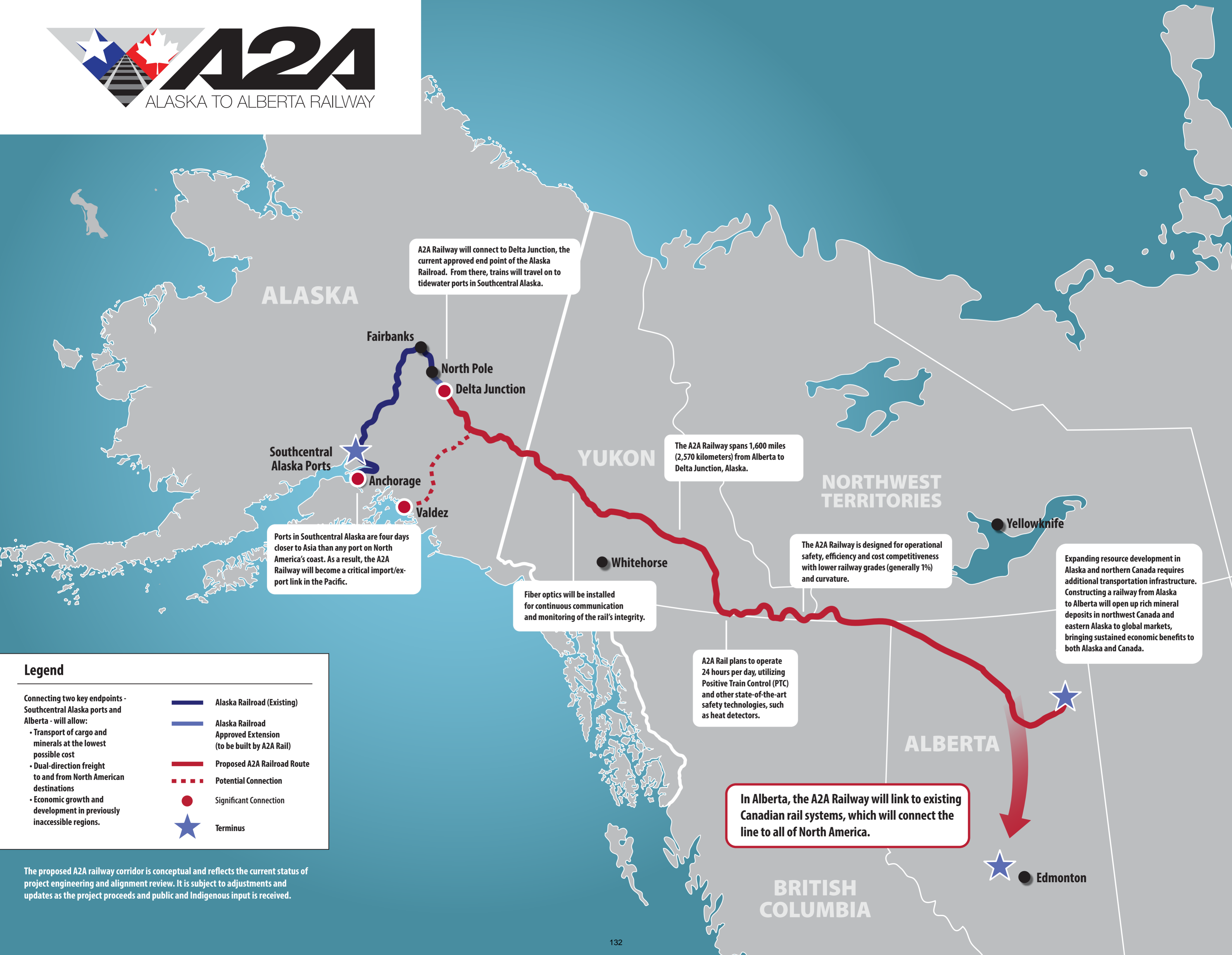
Author: B. Peters **Reviewed by:** C. Gabriel **CAO:** _____

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the Reeve and Councillor _____ be designated for the Rail to Alaska lobbying efforts, along with Byron Peters from County Administration, with a mandate to optimize the economic benefit of the rail alignment within the County.

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



A2A Railway will connect to Delta Junction, the current approved end point of the Alaska Railroad. From there, trains will travel on to tidewater ports in Southcentral Alaska.

The A2A Railway spans 1,600 miles (2,570 kilometers) from Alberta to Delta Junction, Alaska.

The A2A Railway is designed for operational safety, efficiency and cost competitiveness with lower railway grades (generally 1%) and curvature.

Expanding resource development in Alaska and northern Canada requires additional transportation infrastructure. Constructing a railway from Alaska to Alberta will open up rich mineral deposits in northwest Canada and eastern Alaska to global markets, bringing sustained economic benefits to both Alaska and Canada.

Ports in Southcentral Alaska are four days closer to Asia than any port on North America's coast. As a result, the A2A Railway will become a critical import/export link in the Pacific.

Fiber optics will be installed for continuous communication and monitoring of the rail's integrity.

A2A Rail plans to operate 24 hours per day, utilizing Positive Train Control (PTC) and other state-of-the-art safety technologies, such as heat detectors.

In Alberta, the A2A Railway will link to existing Canadian rail systems, which will connect the line to all of North America.

Legend

Connecting two key endpoints - Southcentral Alaska ports and Alberta - will allow:

- Transport of cargo and minerals at the lowest possible cost
- Dual-direction freight to and from North American destinations
- Economic growth and development in previously inaccessible regions.

	Alaska Railroad (Existing)
	Alaska Railroad Approved Extension (to be built by A2A Rail)
	Proposed A2A Railroad Route
	Potential Connection
	Significant Connection
	Terminus

The proposed A2A railway corridor is conceptual and reflects the current status of project engineering and alignment review. It is subject to adjustments and updates as the project proceeds and public and Indigenous input is received.



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	October 13, 2020
Presented By:	Byron Peters, Director of Planning and Development
Title:	Letter of Support for Regional Economic Development Alliances (REDA) Funding

BACKGROUND / PROPOSAL:

The Government of Alberta (GoA) provides funding to each of the Regional Economic Development Alliances (REDA) within Alberta. A five-year contract that provided \$100,000 annually for operational funding recently expired.

The GoA has now proposed a three-year contract with a \$50,000 operating grant per year. This is a significant reduction in funding, which will limit the effectiveness of REDAs across the province. REDAs and municipalities from across the province are lobbying for an increase to the annual operating grant that REDAs receive from the province.

REDI has agreed to work within its means to remain sustainable and does not intend to approach our municipal partners to supplement the funding shortfall. But REDI is requesting that our partners assist in one last lobby effort to the provincial government.

A template letter of support is attached for information.

OPTIONS & BENEFITS:

Increased operational funding for REDAs, specifically REDI (Regional Economic Development Initiative for Northwest Alberta) increases the capacity for local economic development in rural Alberta. A reduction in the base funding will need to be offset by reducing costs (likely some operational efficiencies can be identified, primary loss will be fewer projects can be funded), or asking members to increase their contributions.

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

COSTS & SOURCE OF FUNDING:

No additional costs at this time. The County currently contributes \$28,000 annually to REDI.

SUSTAINABILITY PLAN:

The County's Sustainability Plan has large section focused on economic development. A healthy REDI supports many of the goals and strategies within the plan.

COMMUNICATION / PUBLIC PARTICIPATION:

No local communication is anticipated; a letter to be sent to Ministers/MLAs.

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That a letter be sent to the Minister of Jobs, Economy and Innovation and MLA Dan Williams requesting that the Government of Alberta restore funding for Regional Economic Development Alliances to the full \$100,000 annually, with a five-year commitment.

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

[DATE}

The Honourable Doug Schweitzer
Minister of Jobs, Economy and Innovation
425 Legislature Building
10800 - 97 Avenue
Edmonton, AB T5K 2B6

Dear Minister:

RE: [CHOOSE YOUR OWN SUBJECT LINE]

Alberta's Regional Economic Development Alliances (REDAs) were created to stimulate long-term economic development and growth strategies in Alberta's rural and urban communities. Now, after 20-years of collaboration and team work the nine Alberta REDA's celebrate 250-community members and industry partners.

In conjunction with membership fees and strategic partnerships, the Alberta REDA's have survived and progressed by leveraging the provinces annual investment. REDAs provide customized service to communities and industry, they have a proven track-record of attracting investment into key-markets, and consistently bring new technologies and innovation into the strategic plans of municipalities. The coordination of REDA's provides strength, increases capacity, and attracts investment that was previously considered out of reach.

[Insert a paragraph identifying with your REDA and the value that it brings to your organization. Consider using the new Provincial Investment and Growth Strategy to find language that will be recognized.]

<https://open.alberta.ca/publications/selling-alberta-to-the-world>

Reducing the REDA investment by 50%, and limiting the agreement to 3-years will diminish returns at even greater proportions. The Town of Claresholm Council and the Claresholm Economic Development Committee urge the Honourable Doug Schweitzer, Minister of Jobs Economic and Innovation, to work with our governments and industries to carry out the investment and growth strategy and restore the full \$100,000 annual investment to the nine Regional Economic Development Alliances' of Alberta, and extend the contract to a full 5-years.

If you have any further questions or concerns regarding this matter, please contact the undersigned office at your convenience.

Yours Sincerely,

[elected official]
[position/title]
[contact information]

c: [MLA for riding]
[MP for riding]
*Honourable title for Ministers



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	October 13, 2020
Presented By:	Len Racher, Chief Administrative Officer
Title:	Interim Alberta Police Advisory Board – Municipal Survey on RCMP Police Services in Alberta

BACKGROUND / PROPOSAL:

The Interim Alberta Police Advisory Board is asking Alberta municipalities to complete a survey to help inform the Board’s recommendations on 2021/22 provincial policing priorities and the buildup of the provincial police service.

They are requesting that one survey be completed per municipality. A copy of the survey is attached for review and discussion by Council.

The deadline to complete the survey is October 19, 2020.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

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

POLICY REFERENCES:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That administration submit the Municipal Survey on RCMP Police Services in Alberta as discussed.

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

From: [Wyatt Skovron](#)
To: blair.painter@crownsnestpass.com; omer.moghrabi@laclabicherecounty.com; [Josh Knelsen](mailto:Josh.Knelsen@rod.frank@strathcona.ca); rod.frank@strathcona.ca; mayer@rmwb.ca; councillor.rafa@mdacadia.ab.ca; larmfelt@athabascacounty.com; info@countybarrhead.ab.ca; jkallal@beaver.ab.ca; ward6@biglakescounty.ca; dene.cooper@mdbighorn.ca; geraldm@birchhillscounty.com; gsawchuk@md.bonnyville.ab.ca; bguyon@brazeau.ab.ca; ctrautman@county.camrose.ab.ca; randy.bullock@cardstoncounty.com; mironcroyc@gmail.com; divisionsix@clearwatercounty.ca; Dan.Hamilton@cypress.ab.ca; peggyward4@mdfairview.ab.ca; dkroetch@flagstaff.ab.ca; Suzanne.Oel@FoothillsCountyAB.ca; sswinks@shockware.com; lbeaupre@countypg.ab.ca; dale.smith@mdgreenview.ab.ca; jerry.wittstock@kneehillcounty.com; jblakeman@lsac.ca; plaw@lacombecounty.com; david.d@lamontcounty.ca; tanni@leduc-county.com; murray.kerik@mdlsr.ca; hickey@lethcounty.ca; info@minburncounty.ab.ca; bbeattie@mvcounty.com; douglasm@newellmail.ca; UngarianT@countyofnorthernlights.com; ckolebaba@northernsunrise.net; marcel.auger@mdopportunity.ab.ca; sschulmeister@countypaintearth.ca; Rod.Shaigec@parklandcounty.com; rwilling@mdpeace.com; CouncilDiv4@mdpincercreek.ab.ca; paulmclauchlin@ponokacounty.com; mdprovost@mdprovost.ca; cao@ranchland66.com; mayer@rdcounty.ca; gboehke@rockyview.ca; ahubert@saddlehills.ab.ca; clukinuk@smokylakecounty.ab.ca; rbrochu@mdsmokyriver.com; tvannootselaar@mdspiritrivier.ab.ca; supham@county.stpaul.ab.ca; swannstrom@starlandcounty.com; lclarke@stettlercounty.ca; ahnatiw@sturgeoncounty.ca; mharris@mdtaber.ab.ca; Kevin.Grumetza@thorhildcounty.com; dgulayec@thcounty.ab.ca; div2@county24.com; jason.schneider@vulcan.ca; bbarss@mdwainwright.ca; rtaylor@warnercounty.ca; lhall@westlockcounty.com; vandeakraats@county.wetaskiwin.ab.ca; amber.link@wheatlandcounty.ca; maryanne.sandberg@mdwillowcreek.com; john.burrows@woodlands.ab.ca; jeglinski@yellowheadcounty.ab.ca; Jordan.christianson@specialareas.ab.ca; patrick.thomas@crownsnestpass.com; Ken.vanbuul@laclabicherecounty.com; CAO; darrell.reid@strathcona.ca; jamie.doyle@rmwb.ca; margo.firman@rmwb.ca; j.wallsmith@mdacadia.ab.ca; cao@athabascacounty.com; doyarzun@countybarrhead.ab.ca; bbeck@beaver.ab.ca; jpanasiuk@biglakescounty.ca; robert.ellis@mdbighorn.ca; cao@birchhillscounty.com; lmercier@md.bonnyville.ab.ca; jwhaley@brazeau.ab.ca; pking@county.camrose.ab.ca; murray@cardstoncounty.com; allan@clearhillscounty.ab.ca; remmons@clearwatercounty.ca; Tarolyn.Aaserud@cypress.ab.ca; sandra.fox@mdfairview.ab.ca; sarmstrong@flagstaff.ab.ca; HarryRiva.Cambrin@FoothillsCountyAB.ca; keith.bodin@fortymile.ab.ca; jwhittleton@countypg.ab.ca; Denise.Thompson@mdgreenview.ab.ca; mike.haugen@kneehillcounty.com; mprimeau@lsac.ca; timmmons@lacombecounty.com; stephen.h@lamontcounty.ca; duanec@leduc-county.com; allan_winarski@mdlsr.ca; amitchell@lethcounty.ca; Bwilliams@minburncounty.ab.ca; jholmes@mvcounty.com; stephensonk@newellmail.ca; cao@countyofnorthernlights.com; cmillar@northernsunrise.net; cao@mdopportunity.ab.ca; msimpson@countypaintearth.ca; Mike.Heck@parklandcounty.com; bjohnson@mdpeace.com; CAO@mdpincercreek.ab.ca; charliecutforth@ponokacounty.com; tlawrason@mdprovost.ca; cao@ranchland66.com; cao@rdcounty.ca; ahoggan@rockyview.ca; cmerritt@saddlehills.ab.ca; lcielin@smokylakecounty.ab.ca; rtherriault@mdsmokyriver.com; ddibbelt@mdspiritrivier.ab.ca; skitz@county.stpaul.ab.ca; Shirley@starlandcounty.com; ycassidy@stettlercounty.ca; rmccullough@sturgeoncounty.ca; acrafts@mdtaber.ab.ca; cao@thorhildcounty.com; sdary@thcounty.ab.ca; hnorthcott@county24.com; cao@vulcancounty.ab.ca; admin@mdwainwright.ca; shathaway@warnercounty.ca; cao@westlockcounty.com; rhawken@county.wetaskiwin.ab.ca; brian.henderson@wheatlandcounty.ca; derrick@mdwillowcreek.com; gordon.frank@woodlands.ab.ca; jramme@yellowheadcounty.ab.ca; Darcy.Ferguson@specialareas.ab.ca
Cc: [Tasha Blumenthal](#); [Brian Brewin](#); [Kara Westerlund](#); [Tom Burton](#); [Kathy Rooyackers](#); [Al Kemmere](#)
Date: September 25, 2020 11:13:15 AM
Attachments: [image001.png](#)

Hello mayors/reeves and CAOs,

The Interim Alberta Police Advisory Board is asking Alberta municipalities to complete a [survey](#) to help inform the Board's recommendations on 2021/22 provincial policing priorities and the buildup of the provincial police service. The survey will take approximately 30 minutes to complete and is open until **October 19, 2020. Please complete one survey per municipality.**

RMA has strongly advocated for Alberta municipalities policed by the RCMP to have meaningful input into setting policing priorities and determining how new police resources are distributed, especially with the implementation of the new police costing model. In response, the Minister of Justice and Solicitor General has established the Alberta Police Advisory Board to give municipalities a stronger voice in RCMP policing oversight and resource deployment.

As you may recall, the Alberta Police Advisory Board is being implemented in two phases. In its first year, an Interim Board (currently in place) will focus on establishing the operational

Board's structure and scope. As per the Terms of Reference developed by Justice and Solicitor General, the Interim Board is made up of four representatives from the RMA Board, four representatives from the AUMA Board, and one representative from the Alberta Association of Police Governance Executive. Interim Board members were appointed to ensure broad municipal perspectives and to align with each of the four RCMP districts (Central, Eastern, Southern, and Western). It is important to note that once the Interim Board has completed its mandate, it will reach out to municipalities looking for nominations to serve on the operational Police Advisory Board.

The Interim Board will be engaging with municipalities again to solicit feedback on the operational Board's scope and governance, including how to recruit and select operational Board members.

The survey can be accessed here: <https://www.surveymonkey.com/r/HLVHK6K>

If you have any questions regarding this survey, please email the Alberta Police Advisory Board at Board@ABPoliceAdvisoryBoard.com.

Thanks

Wyatt Skovron

Senior Policy Advisor



Office: 780.955.4096
RMAAlberta.com

2510 Sparrow Drive, Nisku, Alberta T9E 8N5 780.955.3639



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Interim Alberta Police Advisory Board – Municipal Survey on RCMP Police Services in Alberta

Background

With the implementation of the new police costing model, Alberta's municipalities that are policed by the RCMP deserve a voice in setting policing priorities and determining how new police resources are distributed. The Government of Alberta has established the Alberta Police Advisory Board to give municipalities a stronger voice in RCMP policing oversight and resource deployment.

The Alberta Police Advisory Board is being implemented in two phases. In its first year, an Interim Board will focus on establishing the operational Board's structure and scope. As per the Terms of Reference developed by Justice and Solicitor General, the Interim Board is made up of four representatives from the RMA Board, four representatives from the AUMA Board, and one representative from the Alberta Association of Police Governance Executive. Interim Board members were appointed to ensure broad municipal perspectives and to align with each of the four RCMP districts (Central, Eastern, Southern, and Western). It is important to note that once the Interim Board has completed its mandate, it will reach out to municipalities looking for nominations to serve on the operational Police Advisory Board.

The Interim Board has specifically been tasked with:

- Developing the scope and terms of reference for the operational Board;
- Developing a recruitment and selection process for operational Board members;
- Developing governance documents for the operational Board, including at minimum, a Competency Matrix for Board member appointments and review, a Code of Conduct, and a Mandate and Roles document;
- Providing input, advice, and recommendations to the government and RCMP on the buildup of the provincial police service related to funds raised by the new police costing model; and
- Providing input into discussions respecting the provincial policing priorities for the 2021/22 fiscal year to facilitate engagement during transition to the operational Board.

The purpose of this survey is to help inform Interim Board's recommendations and input on 2021/22 provincial policing priorities and the buildup of the provincial police service. Please provide only one response per municipality. Completing the survey as a council is suggested where possible. Individual survey responses will not be shared and only aggregated results will be reported.

The Interim Board will be engaging with municipalities again to solicit feedback on the operational Board's scope and governance, including how to recruit and select operational Board members.

If you have any questions regarding this survey, please email the Alberta Police Advisory Board at Board@ABPoliceAdvisoryBoard.com.

The deadline for completing the survey is October 19, 2020.

Survey

1. Name of Municipality
2. Our municipality is a:
City

Town
Village
Summer Village
Specialized Municipality
County/Municipal District
Other (please specify)

3. We represent a population:
Under 2,000
2,000 - 5,000
5,001 - 10,000
Over 10,000
4. Our municipality receives RCMP services from the following detachment(s): (fill in)
5. Please provide a contact name, in case there is a need to follow up with your municipality to clarify feedback or get more detailed information regarding interesting ideas or collaborations (optional).

Engagement with RCMP

6. Does your municipality have a police oversight body?
Yes
No
7. How often does your municipality or municipal/community police oversight body meet with your RCMP detachment commander(s)?
Four times a year or more
2-3 times a year
Once a year
Less than once a year
We've never met formally
8. Do you consider your current meeting frequency with the RCMP detachment commander(s) to be sufficient?
Yes
No
9. Does your RCMP detachment(s) provide you with a copy of their annual performance plan(s)?
Yes
No
10. Is your municipality or municipal police oversight body involved in developing the detachment's annual performance plan (APP)?
Yes
No
11. Does your municipality or municipal police oversight body receive regular reporting (such as information on statistics, trends, and detailed crime rates) from your local detachment(s)?

Yes
No

If yes, what type of information *do you receive*?

Is there any other type of information you would like to receive that is not currently provided?

If no, what type of information *would you like to receive*?

12. Please share any examples of effective collaboration between your detachment(s) and your municipality/community members.
13. How could your detachment(s) improve engagement with your municipality/community members?
14. Do you think that processes for providing input on local policing priorities should be formalized and standardized? For example, independent municipal, community police oversight bodies, which are currently optional, could be mandated in legislation.
Yes
No

If yes, what is your preferred mechanism for doing so?

Policing Priorities

15. Rank the policing priorities below in the order of importance for your municipality in 2021/22.
Traffic enforcement (i.e. aggressive driving, distracted driving)
Family violence (i.e. domestic abuse and threats)
Illegal drug-related offenses (i.e. possession, trafficking)
Impaired driving (drugs, alcohol)
Crimes against persons (i.e. assaults, threats)
Minor property crime (i.e. vandalism, theft from motor vehicles, theft under \$5,000)
Major property crime (i.e. break and enters, theft of motor vehicles, theft over \$5,000)
Proactive/community policing (i.e. school resource officers, patrols)
Increased focus on prolific offenders
Other (fill in)
16. Rank the RCMP service issues below in the order of importance for your local RCMP detachment to resolve in 2021/22.
911 response times
Community visibility
Filling vacancies and providing full coverage service
Engaging with the municipality (reporting, setting priorities, communication on service changes, etc.)
Communication with community members and other stakeholders
Other (fill in)

Rollout of New Police Resources

The RCMP currently determines how to allocate additional and/or new policing resources by analyzing each detachment's workload. This analysis takes the following factors into account:

- Travel time
- Call volume
- Type of crimes occurring in the area
- Amount of time required for investigations
- Size of detachment
- Time available for proactive policing (patrols, community engagement, visiting schools, and attending community events).

17. Rank the order of importance of these factors to your municipality.

18. Are there any other factors that should be considered?

Revenue collected through the new costing model will be reinvested into policing, leading to an increase in the number of RCMP officers and civilian positions throughout the province. This investment prioritizes adding uniformed patrol officers in rural RCMP detachments, but will also add police officers to centralized RCMP units that work to address province-wide issues such as organized crime, drug trafficking, and auto and scrap metal theft. A portion of the revenue will also be used to fund new civilian positions to assist with administrative tasks and provide investigative support. These administrative roles are intended to improve response times and help ensure officers have the support they need to protect Albertans by spending more time in their communities.

19. Do you agree that RCMP resource allocation should balance frontline officers with centralized, specialized, and/or civilian positions? (Strongly agree to strongly disagree)

Police Costing Model

20. Have you engaged in conversations with your local detachment around whether any new police resources arising from the new costing model may affect policing in your municipality?

- Yes
- No

If yes, what information did you receive from your detachment on new police resources?

21. Has the information provided by the Government of Alberta on the new police costing model been sufficient to ensure your council and staff understand the new model, including how costs are determined and how the additional funding could be used?

- Yes
- No

If no, what additional information do you require on the new police costing model?

Thank you for taking the time to complete this survey!

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the unapproved Municipal Planning Commission meeting minutes of September 24, 2020 be received for information.

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

**MACKENZIE COUNTY
Municipal Planning Commission Meeting**

**Mackenzie County Office
Fort Vermilion, AB**

Thursday, September 24, 2020 @ 10:00 a.m.

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

ADMINISTRATION: Caitlin Smith Manager of Planning and Development
Lynda Washkevich Development Officer
Nicole Friesen Administrative Assistant, Planning/Recording Secretary

MOTION 1. CALL TO ORDER

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

2. ADOPTION OF AGENDA

MPC 20-09-124 MOVED by John W. Driedger

That the agenda be adopted as presented.

CARRIED

3. MINUTES

a) Adoption of Minutes

MPC 20-09-125 MOVED by Beth Kappelar

That the minutes of the September 10, 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) 197-DP-19 Dwayne Neufeld (Time Extension)
Dwelling – Single Family Addition & Garage
- Attached in “H-CR”
Plan 042 4700, Block 02, Lot 06 (La Crete)**

MPC 20-09-126 MOVED by Beth Kappelar

That a time extension for 197-DP-19 on Plan 042 4700, Block 02, Lot 06 in the name of Dwayne Neufeld be granted to expire on September 30, 2021.

CARRIED

6. SUBDIVISIONS

- a) 29-SUB-20 Elizabeth Wieler & Helen Wiebe
10.00 Acre Subdivision (2 lots)
NW 19-107-14-W5M**

MPC 20-09-127 MOVED by Jacquie Bateman

That Subdivision Application 29-SUB-20 in the name of Elizabeth Wieler & Helen Wiebe on NW 19-107-14-W5M be APPROVED with the following conditions:

1. This approval is for two (2) **TYPE B** subdivisions, 10.00 acres (4.04 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 of the subdivisions 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 municipal reserve in the form of money in lieu of land for the second subdivided parcel. Specific amount is based on 10% of the subject land and on the current market value. The current market value for this property is \$7,000 per acre. Municipal reserve is charged at 10%, which is \$700 per subdivided acre. **10.00 acres times \$700 equals \$7,000.**
- h) **The Developer has the option to provide a market value appraisal of the existing parcel of land as of a specified date occurring within the 35-day period following the date on which the application for subdivision approval is made in accordance to the *Municipal Government Act* Section 667(1)(a).**
- i) 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.
- j) **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) 30-SUB-20 Fort Vermilion School Division
31.20 Acre Boundary Adjustment
Pt of NE 23-107-14-W5M & Plan 842 2079, Block A**

MPC 20-09-128 **MOVED** by David Driedger

That Subdivision Application 30-SUB-20 on Part of NE 23-107-14-W5M & Plan 842 2079, Lot A in the name of Fort Vermilion School Division be APPROVED with the following conditions:

1. This approval is for a **BOUNDARY ADJUSTMENT**, 31.20 acres (12.627 hectares) in size.
2. Applicant/developer shall enter into and abide by a Development Agreement with the Mackenzie County which shall contain, but is not limited to:
 - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality.
 - b) Provision of a road and access to both the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developer's expense.
 - c) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2015.
 - d) **Provision of a storm water management plan. Contact Planning and Development staff at 780-928-3983 to discuss the requirements for your subdivision.**
 - e) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.
 - f) Provision of utility rights-of-way as required by ATCO Electric, TELUS, Northern Lights Gas Co-op, and others.
 - g) Provision of and negotiations for utility rights-of-way and/or easements as required by utility companies. The Developer shall be responsible for any line relocation or correction costs that occur as a result of this development. Responses from utilities companies are shown in Schedule "C" hereto attached.
 - h) **Mackenzie County shall not be held liable for any**

concerns, issues or damages related to and/or resulting from the water tables and any other water problems as a result of any low land levels of the proposed development. It is the responsibility of the developer to ensure that adequate drainage and other precautions are taken to avoid water seepage into the dwellings/basement and/or flooding of the basement, and/or any ancillary buildings.

CARRIED

7. MISCELLANEOUS ITEMS

a) None

8. IN CAMERA

a) None.

9. MEETING DATES

- ❖ 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 20-09-129 MOVED by Beth Kappelar

That the Municipal Planning Commission Meeting be adjourned at 10:08 a.m.

CARRIED

These minutes were adopted this day of , 2020.

Erick Carter, Chair



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	October 13, 2020
Presented By:	Caitlin Smith, Manager of Planning & Development
Title:	Inter-Municipal Planning Commission Meeting Minutes

BACKGROUND / PROPOSAL:

The minutes of the September 30, 2020 Inter-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: L Washkevich **Reviewed by:** C Smith **CAO:** _____

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

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

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

INTER – MUNICIPAL PLANNING COMMISSION MEETING

Wednesday, September 30, 2020

7:00 p.m.

Via Teleconference

PRESENT: Mike Morgan Chair, Councillor – Town of High Level
David Driedger Vice – Chair, Councillor – Mackenzie County
Brent Anderson Councillor – Town of High Level
John W Driedger Member at Large – Mackenzie County
Jacquie Bateman Councillor-Mackenzie County

ADMINISTRATION: Caitlin Smith Manager of Planning & Development
(Mackenzie County) Lynda Washkevich Development Officer/Recording Secretary

MOTION

1. CALL TO ORDER

Mike Morgan called the meeting to order at 6:59 p.m.

2. ADOPTION OF AGENDA

IMPC 20-09-005 **MOVED** by John W Driedger

That the agenda be adopted as presented.

CARRIED

3. MINUTES

a) Inter-Municipal Planning Commission Meeting Minutes

IMPC 20-09-006 **MOVED** by David Driedger

That the minutes of February 20, 2020 Inter-Municipal Planning Commission meeting be adopted as presented.

CARRIED

5. DELEGATIONS

None.

6. BUSINESS

**a) Development Permit Application
291-DP-20 Bryan Hinson – Accessory Building (Shop –**

Personal) with a 50% Setback Variance
Lot 01; Block 01; Plan 052 0892 (109367 Hwy 35)
(High Level Rural)

IMPC 20-09-007

MOVED by Jacquie Bateman

That Development Permit 012-DP-20 on Lot 01, , Plan 992 4750 in the name of Dave Wilson be APPROVED with the following conditions:

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

1. **A 50% Setback Variance** for the Accessory Building (Shop-Personal) is hereby granted. The Accessory Building (Shop-Personal) shall be 25 feet from the rear and SE side property lines.
2. **The remaining minimum building setback is 210 feet from the centre line of Hwy 35 and 50 feet from the North side property line.**
3. The Accessory Building (Shop-Personal) shall meet all National Building Code 2019 Alberta Edition requirements for Buildings and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit Null and Void.
4. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards and shall compliment the natural features and character of the site to the satisfaction of the Development Authority.
5. The Accessory Building (Shop-Personal) is approved for personal purposes only and no commercial activity is permitted in this building.
6. The Accessory Building (Shop-Personal) shall not be used as a dwelling.
7. The Municipality has assigned the following address to the noted property (**109367 Hwy 35**). You are required to display the address (**109367**) to be clearly legible from the street and be on a contrasting background. The minimum size of the characters shall be four inches in height.
8. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Road/Maintenance Department for Mackenzie County at 780-928-3983. Access to be constructed to Mackenzie County standards and at the developers' expense.

9. No construction or development is allowed on a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
10. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
11. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

CARRIED

7. MEETING DATE DATES

To be decided.

8. ADJOURNMENT

IMPC 20-09-008

MOVED by John W Driedger

That the Inter – Municipal Planning Commission Meeting be adjourned at 7:02 p.m.

CARRIED

These minutes were adopted this _____.

Chair



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	October 13, 2020
Presented By:	Grant Smith, Agricultural Fieldman
Title:	Agricultural Service Board Meeting Minutes

BACKGROUND / PROPOSAL:

The unapproved minutes of the September 24, 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:

N/A

Author: _____ Reviewed by: _____ CAO: _____

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the unapproved Agricultural Service Board meeting minutes of September 24, 2020 be received for information.

Author: _____ Reviewed by: _____ CAO: _____

**MACKENZIE COUNTY
AGRICULTURAL SERVICE BOARD MEETING**

**September 24, 2020
9:00 a.m.
La Crete**

PRESENT:	Ernie Peters	ASB Chair
	Josh Knelsen	Reeve
	Anthony Peters	Councillor
	Dicky Driedger	Member at Large
	Joe Peters	Member at Large – via teleconference
REGRETS:	Terry Batt	Member at Large
ALSO PRESENT:	Grant Smith	Agricultural Fieldman
	Len Racher	Chief Administrative Officer
	Colleen Sarapuk	Public Works Administrative Officer (Recording Secretary)
	Dave Schellenberg	Assistant Agricultural Fieldman
	Byron Peters	Director of Planning & Development

Minutes of the Mackenzie County Agricultural Service Board meeting held on September 24, 2020.

CALL TO ORDER: 1. a) Call to Order

Councillor E. Peters called the meeting to order at 9:00 a.m.

AGENDA: 2. a) Adoption of Agenda

MOTION ASB 20-09-050 MOVED BY Reeve Knelsen

That the agenda be adopted with the additions;

5.f) Resolutions Report Card

CARRIED

PREVIOUS MINUTES 3.a) Minutes of the August 27, 2020 ASB Minutes

MOTION ASB 20-09-051 MOVED BY Councillor A. Peters

That the minutes of the August 27, 2020 ASB meeting be approved as presented.

CARRIED

ACTION LIST

4.a) Action List

MOTION ASB 20-09-052

MOVED BY Dicky Driedger

That the Action list be received for information.

CARRIED

5.a) Ag Fieldman Report

MOTION ASB 20-09-053

MOVED BY Reeve Knelsen

That the Ag Fieldman Report be received for information.

CARRIED

The meeting was recessed at 9:35 a.m. and reconvened at 9:45 a.m.

5.b) 2021 ASB Operating Budget -DRAFT

MOTION ASB 20-09-053

MOVED BY Reeve Knelsen

That the 2021 ASB Operating Budget be approved with changes as discussed. .

CARRIED

5.c) Roadside Spraying Contract

MOTION ASB 20-09-054

MOVED BY Reeve Knelsen

That Request for Proposals be advertised for the 2021-2023 Roadside Spraying Contract.

CARRIED

5.d) County Land –South of High Level

MOTION ASB 20-09-055

MOVED BY Dicky Driedger

That a recommendation be sent to council that the SW 6-109-19-W5 be rented out for Agricultural Use, and the NW 6 & SW of 7 -109-19-W5 be left as is.

CARRIED

5.e) Fort Vermilion Lagoon Hay Land Rental

MOTION ASB 20-09-056

MOVED BY Reeve Knelsen

That the current lease for the Fort Vermilion Lagoon Hay land be extended for 1 year.

CARRIED

5.f) Resolution Report Card

MOTION ASB 20-09-057

MOVED BY Reeve Knelsen

That the Resolution Report Card be received for information.

CARRIED

CLOSED MEETING

6. a) Closed Meeting

MOTION ASB 20-09-058

MOVED BY Reeve Knelsen

That ASB move into a closed meeting at 11:30 a.m. to discuss the following:

- 6. a) Frontier Vet Services Request (*FOIP, Div. 2, Part 1, s.27*)

CARRIED

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

- All Agricultural Service Board Members
- Len Racher, CAO
- Grant Smith, Agricultural Fieldman
- Colleen Sarapuk Administrative Officer/ Recording Secretary
- Dave Schellenberg, Assistant Agricultural Fieldman

MOTION ASB 20-09-059

MOVED BY Dicky Driedger

That the ASB meeting move out of camera at 11:49 a.m.

CARRIED

MOTION ASB 20-09-060

MOVED BY Dicky Driedger

That the ASB make a recommendation to Council to extend the Agreement between Mackenzie County and Frontier Vet Services until 2021-12-31.

CARRIED

SET NEXT MEETING DATE 8.a) Next Meeting Date

The next ASB meeting will be held on August 27, 2020 at 9:00 in the Fort Vermilion Office, with the ASB Field Visit to follow.

ADJOURNMENT 9.a) Adjournment

MOTION ASB 20-09-061 MOVED BY Joe Peters

That the ASB meeting be adjourned at 11:53 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:	October 13, 2020
Presented By:	Carol Gabriel, Deputy Chief Administrative Officer (Legislative & Support Services)
Title:	Assessment Review Board

BACKGROUND / PROPOSAL:

The Assessment Review Board is a quasi-judicial board established in accordance with the Municipal Government Act and the Mackenzie County Assessment Review Board Bylaw. It is an impartial tribunal that hears formal complaints filed against the assessment of properties, businesses, local improvements, etc.

The Assessment Review Board heard two hearings on September 29, 2020. A copy of their decisions are attached for your information.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

POLICY REFERENCES:

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

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the Assessment Review Board Decisions for 2020-LARB-01 and 2020-LARB-02 be received for information.

Author: _____ Reviewed by: _____ CAO: _____

LOCAL ASSESSMENT REVIEW BOARD ORDER

IN THE MATTER OF A COMPLAINT filed with the Mackenzie County Local Assessment Review Board (LARB) pursuant to Part 11 of the Municipal Government Act being Chapter M-26 of the Revised Statutes of Alberta 2000 (Act).

BETWEEN:

Rodney Friesen – COMPLAINANT

- and -

Mackenzie County – RESPONDENT

BEFORE:

L. Wardley, Presiding Officer
J. Froese, Member
J. Chomiak, Member

A hearing was held at 9:30 a.m. on September 29, 2020 in Fort Vermilion in the Province of Alberta to hear a complaint on Property Tax Roll 208103 located at NE 34-107-12-W5M.

PROCEDURAL MATTERS:

Upon questioning by the Presiding Officer the parties indicated they did not object to the Board's composition. The Complainant was not present at the start of the Hearing nor at the time of the questioning.

PRELIMINARY MATTERS:

The Respondent informed the Board that no disclosure of evidence had been provided by the Complainant by the deadline as required by Section 5 of the *Matters Relating to Assessment Complaints Regulation*.

The Respondent requested that the complaint be dismissed.

The Board decided to continue with the hearing and the information provided on the Assessment Review Board Complaint form and the Respondents disclosure information.

BACKGROUND

Assessment Review Board complaint form was submitted and received by Mackenzie County on July 17, 2020 on Tax Roll 208103.

The assessment on Tax Roll 208103 as listed in the 2020 Combined Assessment and Tax Notice is as follows:

Description	Land	Buildings	Other	Exempt	Total Taxable
Farm Res/Site	\$62,100	\$583,770			\$645,870
Farmland	\$10,610				\$10,610
Rural Residential Exempt				\$88,480	
Total	\$72,710	\$583,770	\$0.00	\$88,480	\$656,480

Matters Identified on the Complaint Form: (the matters are checked)

- 1. The description of the property or business
- 2. The name or mailing address of an assessed person or taxpayer
- 3. An assessment amount
- 4. An assessment class
- 5. An assessment sub-class
- 6. The type of property
- 7. The type of improvement
- 8. School support
- 9. Whether the property or business is assessable
- 10. Whether the property or business is exempt from taxation

Reason for Complaint as Identified on the Complaint Form:

House is assessed much too high. House is not finished yet. Taxes need to be reduced as per County statement regarding taxes.

ISSUES:

Complainant's Position

Despite the Respondent's request to disallow any new evidence, the Board allowed the Complainant to speak as per Section 6 of the *Matters Relating to Assessment Complaints Regulation*.

The position of the Complainant, Mr. Friesen, is that:

1. The assessment of the house is too high and that he could not sell the property for that price. Based on the County's Property Tax Brochure, market value means the amount that a property might be expected to realize if it is sold on the open market.
2. The subject property is located along a dead end gravel road.
3. The subject property is not along the Blumenort a bus route which detracts value from other local acreages.
4. The subject property is located 6 miles outside of Fort Vermilion.
5. Obtaining fire insurance is higher due to distance of the fire hall.
6. A comparable property he found in the Hamlet of Fort Vermilion recently sold for \$350,000. He stated that this property was built in 2013, smaller square footage, triple garage and bonus room, exterior decks well landscaped and access to town services and fire hydrants.

Respondent's Position

The position of the Respondent, Mr. Steblyk, is that:

1. The subject property is located South East of Fort Vermilion in Mackenzie County. The property has a partially completed 1 storey home with attached garage. There is also a smaller residence on site. Outbuildings are exempt as per the *Municipal Government Act* (MGA) and the *Matters Relating to Assessment and Taxation Regulation* (MRAT) as they are used in conjunction with a farming operation.
2. Assessment was prepared in accordance with the *Municipal Government Act* (MGA) and the *Matters Relating to Assessment and Taxation Regulation* (MRAT).

3. Subject property was assessed based on market value (MGA s.1(1)(n), 284(1)(r)) as it existed on December 31, 2019. Comparable properties support the assessment on the subject property.
4. A site visit was conducted on December 3, 2019 to inspect the 2019 Development Permit 036-DP-19. The permit was for a single-family dwelling with attached garage, with an approximate project cost of \$600,000. The home was determined to be 80% complete for the 2019 assessment which was reflected in the 2020 Combined Assessment and Taxation Notice.
5. Final inspection report from Superior Safety Codes found the home to be occupied as of January 21, 2020.
6. The comparable brought forward by the Complainant is a post-facto sale. The house is a fraction of the size of the subject property. However, the sale price supports the assessment on both comparable and the subject property.
7. The onus of proving the incorrectness of an assessment is on the individual alleging it. No evidence has been presented by the Complainant to support this.
8. No disclosure of evidence was submitted by the Complainant as per the Notification of Hearing.
9. An assessment review board must not alter any assessment that is fair and equitable, taking into consideration (c) the assessments of similar property or businesses in the same municipality. (MGA s.467(3))
10. Based on the information provided, Mackenzie County requests that the 2019 assessment for the subject property be confirmed.

DECISION

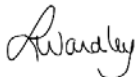
Based on the evidence provided the Board hereby CONFIRMS the assessment as shown on the 2020 Combined Assessment and Tax Notice for Tax Roll 208103 as follows.

Description	Land	Buildings	Other	Exempt	Total Taxable
Farm Res/Site	\$62,100	\$583,770			\$645,870
Farmland	\$10,610				\$10,610
Rural Residential Exempt				\$88,480	
Total	\$72,710	\$583,770	\$0.00	\$88,480	\$656,480

Reasons

1. Assessment is fair and equitable based on the Comparable Sales and Assessments presented in the Respondents Disclosure.
2. The subject property falls within the range of the assessment to sale ratio.
3. The onus of proving the incorrectness of an assessment is on the individual alleging it. No evidence has been presented by the Complainant to support this.
4. No disclosure of evidence was submitted by the Complainant as per the Notification of Hearing and requirements under the *Municipal Government Act* (MGA) and the *Matters Relating to Assessment and Taxation Regulation* (MRAT).
5. The assessment was calculated at 80% of the assessed value based on the completion of the home as of December 31, 2019. Home occupancy took place on January 21, 2020 according to the Superior Safety Codes final inspection report which appears to support the assessors estimate of 80% completion.
6. A review of the comparable property provided by the Complainant reveals:
 - o Property sold February 2020 for \$350,000
 - o Post Facto Sale (July 1, 2019 Valuation Date)
 - o Constructed in 2010 which is nine years older than the subject property.
 - o Square footage of living area is 41% of the subject properties size (however, the bonus room over the garage was not calculated into the living area).
 - o Assessment per square foot is \$190/ft² and the sale price is \$226/ft²
 - o Assessment of the subject property is \$173/ft² which is a difference of \$17/ft²

Dated at the Hamlet of Fort Vermilion in the Province of Alberta, this 9th day of October 2020 and signed by the Presiding Officer on behalf of all panel members who agree with this decision.



Lisa Wardley, Presiding Officer

This decision may be appealed to the Court of Queen's Bench on a question of law or jurisdiction, pursuant to Section 470(1) of the Municipal Government Act, RSA 2000, c M-26.

PERSONS PRESENT:

Rodney Friesen, Complainant (arrived at the Hearing at 9:39 a.m.)
Aaron Steblyk, Respondent – Assessor, Compass Assessment Consultants Inc.
Carol Gabriel, Assessment Review Board Clerk

APPENDIX “A”

DOCUMENTS RECEIVED AND CONSIDERED BY THE LARB

- C1 Assessment Review Board Complaint Form submitted by Rodney Friesen
received July 17, 2020.

- R1 Respondent Disclosure

- C2 Complainant Rebuttal Email dated September 20, 2020

- R2 Respondent Surrebuttal

LOCAL ASSESSMENT REVIEW BOARD ORDER

IN THE MATTER OF A COMPLAINT filed with the Mackenzie County Local Assessment Review Board (LARB) pursuant to Part 11 of the Municipal Government Act being Chapter M-26 of the Revised Statutes of Alberta 2000 (Act).

BETWEEN:

Robert Ziegler – COMPLAINANT

- and -

Mackenzie County – RESPONDENT

BEFORE:

L. Wardley, Presiding Officer
J. Froese, Member
J. Chomiak, Member

A hearing was held at 11:00 a.m. on September 29, 2020 in Fort Vermilion in the Province of Alberta to hear a complaint on Property Tax Roll 077143 located at Lot 43, 0122639 Tugate Drive (Hutch Lake).

PROCEDURAL MATTERS:

Upon questioning by the Presiding Officer the parties indicated they did not object to the Board's composition. The Complainant was not present at the Hearing.

PRELIMINARY MATTERS:

The Respondent informed the Board that no disclosure of evidence had been provided by the Complainant by the deadline as required by Section 5 of the *Matters Relating to Assessment Complaints Regulation*.

The Respondent requested that the complaint be dismissed.

The Board decided to continue with the hearing and the information provided on the Assessment Review Board Complaint form and the Respondents disclosure information.

BACKGROUND

Assessment Review Board complaint form was submitted and received by Mackenzie County on July 14, 2020 on Tax Roll 077143.

The assessment on Tax Roll 077143 as listed in the 2020 Combined Assessment and Tax Notice is as follows:

Description	Land	Buildings	Other	Exempt	Total Taxable
Residential Imp/Site	\$24,700	\$138,100			\$162,800
Total	\$24,700	\$138,100	\$0.00	\$0.00	\$162,800

Matters Identified on the Complaint Form: (the matters are checked)

- 1. The description of the property or business
- 2. The name or mailing address of an assessed person or taxpayer
- 3. An assessment amount
- 4. An assessment class
- 5. An assessment sub-class
- 6. The type of property
- 7. The type of improvement
- 8. School support
- 9. Whether the property or business is assessable
- 10. Whether the property or business is exempt from taxation

Reason for Complaint as Identified on the Complaint Form:

Does not reflect current sales prices. Decline in price due to oil downturn, fire, COVID virus.

ISSUES:

Complainant's Position

The Complainant, Mr. Ziegler was not present at the Hearing to present his position.

Respondent's Position

The position of the Respondent, Mr. Steblyk, is that:

1. The subject property is located within the Hutch Lake subdivision in Mackenzie County. It is a 1.5 storey home with basement. The home is noted as being a cottage type structure of average quality construction and finish.
2. Before notices were sent, the Complainant and the Assessor (Respondent) had a discussion on March 26, 2020 about the valuation of the home. It was agreed that the assessment should be reduced at that point to reflect corrections to the data on the property. The assessment was reduced from \$172,940 to \$162,800. The revision was made on the assumption that the Complainant was in agreement with the revised value.
3. The Complainant also references the impact of COVID-19 on sale prices. Although this may be a valid argument, it does not have any bearing on the current assessment. COVID-19 did not exist as of July 1, 2019.
4. Comparable sales and assessments are provided to the Board which support the valuation on the subject property and show equity in the assessments of comparable properties. Lot 61 sold in 2016 for \$224,000 and Lot 39 Post Facto Sale sold for \$180,000 in June 2020.
5. Assessment was prepared in accordance with the *Municipal Government Act* (MGA) and the *Matters Relating to Assessment and Taxation Regulation* (MRAT).
6. The onus of proving the incorrectness of an assessment is on the individual alleging it. No evidence has been presented by the Complainant to support this.
7. No disclosure of evidence was submitted by the Complainant as per the Notification of Hearing.

8. An assessment review board must not alter any assessment that is fair and equitable, taking into consideration (c) the assessments of similar property or businesses in the same municipality. (MGA s.467(3))
9. Based on the information provided, Mackenzie County requests that the 2019 assessment for the subject property be confirmed.

DECISION

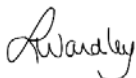
Based on the evidence provided the Board hereby CONFIRMS the assessment as shown on the 2020 Combined Assessment and Tax Notice for Tax Roll 077143 as follows.

Description	Land	Buildings	Other	Exempt	Total Taxable
Residential Imp/Site	\$24,700	\$138,100			\$162,800
Total	\$24,700	\$138,100	\$0.00	\$0.00	\$162,800

Reasons

- Assessment is fair and equitable based on the Comparable Sales and Assessments presented in the Respondents Disclosure.
- The onus of proving the incorrectness of an assessment is on the individual alleging it. No evidence has been presented by the Complainant to support this.
- No disclosure of evidence was submitted by the Complainant as per the Notification of Hearing and requirements under the *Municipal Government Act* (MGA) and the *Matters Relating to Assessment and Taxation Regulation* (MRAT).
- The Complainant and the Assessor (Respondent) agreed to a reduction in assessment from \$172,940 to \$162,800 on March 26, 2020 to reflect corrections to the data on the property.

Dated at the Hamlet of Fort Vermilion in the Province of Alberta, this 1st day of October 2020 and signed by the Presiding Officer on behalf of all panel members who agree with this decision.



Lisa Wardley, Presiding Officer

This decision may be appealed to the Court of Queen's Bench on a question of law or jurisdiction, pursuant to Section 470(1) of the Municipal Government Act, RSA 2000, c M-26.

PERSONS PRESENT:

Aaron Steblyk, Respondent – Assessor, Compass Assessment Consultants Inc.
Carol Gabriel, Assessment Review Board Clerk

APPENDIX “A”

DOCUMENTS RECEIVED AND CONSIDERED BY THE LARB

- C1 Assessment Review Board Complaint Form submitted by Robert Ziegler
received July 14, 2020.
 - R1 Respondent Disclosure
-



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	October 13, 2020
Presented By:	Len Racher, Chief Administrative Officer
Title:	Information/Correspondence

BACKGROUND / PROPOSAL:

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

- Correspondence – Alberta Transportation (Response to AMWWP funding transfer request)
- Correspondence – Alberta Environment and Parks (Emergency River Accesses)
- Correspondence – Letter from MLA Williams to Minister Allard (Assessment Review Model)
- Boreal Housing Foundation Meeting Minutes
- Mackenzie Library Board Meeting Minutes
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OPTIONS & BENEFITS:

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

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: _____



ALBERTA
TRANSPORTATION

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



September 21, 2020

AR 82216

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

Dear Reeve Knelsen:

Thank you for your August 20, 2020 letter regarding the Alberta Municipal Water/Wastewater Partnership (AMWWP) funding granted under the Economic Stimulus program for the Zama Sewage Force Main upgrade.

The AMWWP funding is project-specific and based on program eligibility criteria. Because your proposed water and sewer servicing for new development is not eligible under the program, a reallocation of funding is not possible. However, your proposed development may be eligible under the Municipal Sustainability Initiative and or the new Municipal Stimulus Program, both of which are administered by Municipal Affairs. For more information about these programs, please contact Municipal Affairs at 780-422-7125 (toll-free by first dialing 310-0000).

Alberta Transportation's understanding is that the County will continue to proceed with the Zama Sewage Force Main upgrade and will complete the project as originally planned. Please advise Ryan Konowalyk, Regional Director for the Peace Region, if there are changes to the project schedule. Mr. Konowalyk can be reached at 780-624-6280 (toll-free by first dialing 310-0000) or at ryan.konowalyk@gov.ab.ca.

Thank you for writing.

Sincerely,

Ric McIver
Minister

cc: Honourable Tracy Allard, Minister of Municipal Affairs
Dan Williams, MLA for Peace River
Ryan Konowalyk, Regional Director, Peace Region



ALBERTA
ENVIRONMENT AND PARKS

*Office of the Minister
Government House Leader
MLA, Rimbey-Rocky Mountain House-Sundre*

SEP 28 2020

Reeve Josh Knelsen
Mackenzie County
PO Box 640
Fort Vermilion AB T0H 1N0
josh@mackenziecounty.com

Dear Reeve Knelsen:

Thank you for your letter requesting support for the development of three emergency river accesses along the Peace River. I welcome the opportunity to provide the following information.

I appreciate you sharing details about the proposed boat launches to enhance emergency river access along the Peace River. I understand that Environment and Parks has received some of the required applications associated with this proposal, which are under review. I encourage you to continue to work closely with department staff to navigate through the application and approval process. Please ensure proper documentation and all application components, including First Nations consultation, are completed in a timely manner so the department can meet review timelines.

As previously discussed with the department's *Water Act* team, Environment and Parks has no concerns from a water management perspective regarding the proposed request for emergency river access at Atlas Landing, La Crete Ferry Landing and Bridge Campground. Please ensure that your staff complete an application for approval in OneStop, under the *Water Act*.

Please also note that the department's *Water Act* staff encourages the county to ensure the proposed sites are suitable for the development of boat launches and not located in areas subject to deposition of sediments that would necessitate ongoing maintenance and removal of the sediments. The department's Compliance unit has also advised that this proposed request will not affect current compliance files in the area.

Thank you again for taking the time to write. I look forward to maintaining a strong working relationship with Mackenzie County and our ongoing collaboration to provide important services to the residents of your region.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Jason Nixon', with a stylized flourish above the name.

Jason Nixon
Minister

cc: Dan Williams
MLA for Peace River

**Peace River Constituency
Office**

Box 6299
#2 10122 100st
Peace River, Alberta
T8S 1S2



LEGISLATIVE ASSEMBLY
ALBERTA

**La Crete Constituency
Office**

Box 2793
10013 101 Avenue
La Crete, Alberta
T0H 2H0

Dan Williams, MLA
Peace River

September 30th, 2020

Honourable Tracy Allard- Minister of Municipal Affairs

Last month I met with all of the rural municipalities within the Peace River constituency - MD of Peace, County of Northern Lights, Northern Sunrise County, and Mackenzie County to discuss their concerns surrounding the proposed assessment model changes.

Out of all the options proposed by the Alberta Government review panel, none were deemed viable by the municipalities. The main concerns I have heard are:

- The provincial government has downloaded policing costs and implemented Intermunicipal Collaboration Framework (ICF) onto the municipalities. These costs are already difficult to absorb, and any proposed tax reassessment is unattainable.
- There is no guarantee that any tax savings by industry would be reinvested in Alberta.
- Many municipalities are grappling with unpaid taxes by oil & gas companies. Municipalities have very little recourse for collection when this occurs.
- Due to strict confidentiality requirements, Rural Municipalities Association (RMA) was unable to provide its members with an update on the review process, therefore the municipalities were not consulted.

I have heard from many constituents who are very concerned about the proposed 512% increase in the residential mill rate was cited by Northern Sunrise County in their media release. <https://northernsunrise.net/media-release-oil-and-gas-assessment-model/> Constituents have highlighted they would like to see local municipalities cut back on wasteful spending and tighten their belts, like they themselves have had to do, instead of passing increases directly onto rate payers.

I have also consulted with industry, Husky Energy, Lynx Energy, Pine Cliff Energy and others and received valuable feedback. They are very much in favour of changing the current assessment model to one that makes them more competitive and sustainable.

Resource revenue in Alberta has dropped drastically to \$1.2 billion, a level not seen since the early 1970s and \$3.9 billion lower than budget. The global shut-down has cratered oil demand and prices, even as global producers have continued to constrain production to re-balance supply and demand. Alberta's production was already limited due to the lack of egress capacity, and the impact of COVID-19 on world energy demand has further pummeled Alberta's oil patch. Many oilsands projects are generating minimum or no positive returns this year, reducing significantly any royalty payable under the revenue minus cost royalty regime. Royalty rates also decrease with lower oil prices.

I thank the minister for her work on this file and for meeting with the municipalities in my constituency. I am eager to work with Minister Allard to find the balance Albertans are asking for between our municipalities and our most important industry.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Dan Williams', with a horizontal line underneath.

Dan Williams, MLA
Peace River

CC: County of Northern Lights
CC: Municipal District of Peace
CC: Mackenzie County
CC: Northern Sunrise County

Boreal Housing Foundation
Regular Board Meeting
June 26, 2020 at 4:00 pm
Town of High Level Chambers – High Level, Alberta

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

Missing: Daphne Lizotte

Visitor: MLA Dan Williams, Eva Schmidt via teleconference

Barry Bezuko- via teleconference 4:30 pm
Selema Saxena - via teleconference 4:30 pm

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

Call to Order: Chair Cameron Cardinal called the meeting to order at 4:06 pm.

Agenda:

Approval of Agenda

20-64 Moved by Cornie Teichroeb

That the agenda be amended to include:
4.4 New Lodge Policy LDG-030

Carried

Minutes from May 28, 2020 Regular Board Meeting

20-65 Moved by John W Driedger

That item 20-47 of the May 28, 2020 Minutes be amended to read “Defeated” not “Unanimously Defeated”.

Carried

New Business

MLA Dan Williams

The Board asked MLA Dan Williams to support the Heimstaed Lodge and Boreal Housing during the pandemic.

Fort Vermilion Housing Update

Joined by Barry Bezuko, Selema Saxena
Via teleconference at 4:30 pm – 4:51 pm

20-66 Moved by Crystal McAteer

That the Government is offering to set up Interim Housing for the residents of displaced from their homes due to the flood in Fort Vermilion.

That the Government negotiate with Boreal Housing Foundation to manage these units, for up to 24 months and extending the option to purchase the units after.

Carried

Chair Cameron Cardinal call for recess at 5:15 pm
Chair Cameron Cardinal reconvened the meeting at 5:23 pm

2019 Bad Debt Write off

20-67 Moved by Wally Olorenshaw

That the 2019 bad debt in the amount of \$23,042.09 be written off

Carried

SRHI Program information

20-68

Moved by Paul Driedger

That the SRHI program information be tabled at the September 2020 meeting.

Carried

Use of Power Mobility Devices Indoors Policy LDG-30

20-69

Moved by Michelle Farris

That the Use of Power Mobility Devices Indoors Policy LDG-030 be approved as presented

Carried

Reports:

Financial Reports

CAO Report

20-70

Moved by Paul Driedger

That the CAO report be received for information.

Carried

Heimstaed Lodge Financial Reports – May 31, 2020

20-71

Moved by Clark McAskile

That the May 31, 2020 Lodge financial report be received for information.

Carried

High Level Lodge – May 31, 2020

20-72

Moved by Wally Olorenshaw

That the May 31, 2020 High Level Lodge financial report be received for information.

Carried

Supportive Living Financial Reports – May 31, 2020

20-73

Moved by Paul Driedger

That the May 31, 2020 Supportive Living financial report be received for information.

Carried

Housing Financial Reports – May 31, 2020

20-74

Moved by Crystal McAteer

That the May 31, 2020 Housing financial report be received for information.

Carried

Grants & Reserves – May 31, 2020

20-75

Moved by Cornie Teichroeb

That the May 31, 2020 Grants & Reserves report be received for information.

Carried

Arrears Report – May 31, 2020

20-76

Moved by John W Driedger

That the May 31, 2020 arrears report be received for information.

Carried

Information items

20-77

Moved by Cornie Teichroeb

That the following items be accepted as information

6.1 WSP update

6.2 Thank you note

Carried

In Camera: Legal / Land / or Labor

20-78 Moved by Wally Olorenshaw

That the meeting moves to in camera at 6:03 pm

Carried

20-79 Moved by John W Driedger

That meeting moves out of in camera at 6:37 pm

Carried

20-80 Moved by Crystal McAteer

That Administration inform SRHI tenant of the Board's decision as follows:

1. You must have your arrears completely paid by no later than August 30, 2020.
2. For September 1, 2020 you and your children must move back to Fort Vermilion to live in the unit yourself, no one else can live in this unit. If you choose not to do this, you must completely pay off the remaining balance and transfer the title into your name. If you cannot do this then consider any funds you paid as rent, and as in any rental unit you do not get any funds paid to you.

Please consider this your official written notice that if you fail to meet the above 2 conditions, then effective September 1, 2020 your lease of this unit is cancelled completely.

They considered the fact that technically you broke the lease back in 2015/2016 when you moved to Edmonton and have been in arrears for 3+ years.

Our lease clearly states:

1. The Lands and trailer shall be used by the **Tenant only, for residential purposes**.
2. **The Tenant shall not sublet the unit**, assign, encumber or change the Lands in any way without the express prior written consent of the Landlord, except that the Tenant may file a caveat against the Lands indicating the Tenant's interest pursuant to this agreement. The Tenant constitutes and appoints the Landlord as his attorney for the purpose of discharging the Tenant's caveat at the termination of this Lease.

3. At any time prior to the end of the term, the Landlord may also terminate this Lease by giving the Tenant 14 days' written notice before the Lease is terminated where the Tenant has committed a Substantial Breach as defined under the Residential Tenancies Act of Alberta, which includes the Tenant:
 - a) Failing to pay the Rent or any other amounts owed under this Lease when due.
 - b) Interfering in any significant manner with the rights of either the Landlord or other tenants on the Lands.
 - c) Performing any illegal acts or carrying on an illegal trade, business, or occupation on the Lands.
 - d) Endangering persons or property on the Lands.
 - e) Causing or Permitting significant damage to the Lands; or
 - f) Failing to maintain the Lands in a reasonably clean condition.

Carried

Next Meeting Date: That the next Regular Board Meeting be TBA at a later date, and where

Adjournment:

20-81 Moved by Cornie Teichroeb

That the meeting of June 26, 2020 be adjourned at 6:45 pm

Carried

Chair Cameron Cardinal

Evelyn Peters, Executive Assistant

Boreal Housing Foundation
Special Board Meeting
July 27, 2020 at 9:00 am
Call In Meeting

In Attendance: Cameron Cardinal – Chair via teleconference
Paul Driedger – via teleconference
Michelle Farris – via teleconference
Wally Olorenshaw – via teleconference
Crystal McAteer – via teleconference
Cornie Teichroeb
John W Driedger – via teleconference
Josh Knelsen – via teleconference
Daphne Lizotte – via teleconference

Missing: Clark McAskile – Vice Chair

Visitor: Eva Klassen – Lodge Manager
Zona Peters – Health Care Manager

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

Call to Order: Chair Cameron Cardinal called the meeting to order at 9:00 am

Agenda:

Approval of Agenda

20-82 Moved by Cornie Teichroeb
That the agenda be approved as presented
Carried

New Business

Policy LDG -032 Covid-19 Safe Visiting

Moved by Cornie Teichroeb

20-83 That Policy LDG-032 Covid-19 Safe Visiting be approved as presented.

Carried

Policy H&S-020 Visitor Safe Policy

20-84 Moved by Paul Driedger

That the Policy H&S-020 Visitor Safe Policy be amended to read Service Provider Policy and approved

Carried

Policy H&S-021 Employee Safety Training Competency

20-85 Moved by Crystal McAteer

That the Policy H&S-021 Employee Safety Training Competency be approved as presented.

Carried

Next Meeting Date: That the next Regular Board Meeting be TBA at a later date, and where

Adjournment:

20-86 Moved by John W Driedger

That the meeting of July 27, 2020 be adjourned 9:40 am

Carried

Chair Cameron Cardinal

Evelyn Peters, Executive Assistant

Boreal Housing Foundation
Special Board Meeting Requested by MLA Dan Williams
August 21, 2020 at 9:30 am
Call in Meeting

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

Special Visitor: MLA Dan Williams
Eva Schmidt

Missing:

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

Meeting requested by MLA Dan Williams

MLA Dan Williams request the meeting to provide support to all Boreal Housing Foundation Board and Staff.
Discussion on how MLA Dan Williams could better support Boreal Housing Foundation during the Pandemic and outbreak in the Northern Region.
Update provided by the CAO as to the current COVID-19 conditions within the Heimstaed Lodge.
Discussion on the shortage of staff LPN's and HCA's
Discussion of temporarily hiring through an Agency

Regular Board Meeting
August 21, 2020

Next Meeting Date: That the next Regular Board Meeting be TBA at a later date, and where

Adjournment:

Moved by Cameron Cardinal

That the meeting of August 21, 2020 be adjourned at 10:45 am

Carried

Chair Cameron Cardinal

Evelyn Peters, Executive Assistant

Boreal Housing Foundation
Special Board Meeting
September 10, 2020 at 1:45 pm
Call In Meeting

In Attendance: Cameron Cardinal – Chair via teleconference
Clark McAskile – Vice Chair
Paul Driedger – via teleconference
Michelle Farris – via teleconference
Wally Olorenshaw – via teleconference
Crystal McAteer – via teleconference
John W Driedger – via teleconference
Josh Knelsen – via teleconference
Daphne Lizotte – via teleconference
Lynda Cuppens – Alberta Seniors & Housing
Mansoor Shaikh – Alberta Seniors & Housing
Dora Fitz – AB Housing Advisor

Missing: Cornie Teichroeb, Board Member

Administration: Mary Mercredi, Chief Administrative Officer

Call to Order: Lynda Cuppens called the meeting to order at 1:45 pm

Discuss Expression of Interest – AHS-2020-2606

AB Seniors & Housing provided information regarding the Expression of Interest and Qualification as per the invitation by AHS to prospective respondents for the provision of any or all designated access spaces, along with any associated care services for Supportive Living Level 4 and Supportive Living Level 4D (dementia)

Regular Board Meeting
September 10, 2020

Next Meeting Date: That the next Regular Board Meeting be TBA at a later date, and
where

Adjournment:

Moved by Cameron Cardinal

That the meeting of September 10, 2020 be adjourned at 2:15 pm

Carried

Chair Cameron Cardinal

Mary Mercredi, CAO

Boreal Housing Foundation
Special Board Meeting
September 14, 2020 at 4:30 pm
Mackenzie House, High Level

In Attendance: Clark McAskile – Vice Chair
Paul Driedger – Board Member
Michelle Farris – Board Member
Wally Olorenshaw – Board Member
Cornie Teichroeb – Board Member
Crystal McAteer – Board Member
John W Driedger – Board Member
Angie Mann – Director North Zone AHS
Steve Rideout – Homecare Manager AHS
Robyn Maddox – AHS Called In

Missing: Cameron Cardinal – Chair
Josh Knelsen – Board Member
Daphne Lizotte – Board Member

Administration: Mary Mercredi, Chief Administrative Officer

Discuss Home Care at Mackenzie House

Alberta Health Services provided information regarding home care and home care clients as it relates to Mackenzie House. AHS personnel also received a tour of Mackenzie House after the meeting.

Motion 20-87 Moved by Wally Olorenshaw

That the Board approve funding (Maximum \$20,000) to hire professionals to assist with completing documents for Expression of Interest 2020-2606.

Regular Board Meeting
September 14, 2020

Next Meeting Date: That the next Regular Board Meeting be TBA at a later date, and
where

Adjournment:

Moved by Cameron Cardinal

That the meeting of September 14, 2020 be adjourned at 5:00 pm

Carried

Chair Cameron Cardinal

Mary Mercredi, CAO

Mackenzie County Library Board (MCLB)
Aug. 4, 2020 Board Meeting Minutes
Fort Vermilion Community & Cultural Complex
Fort Vermilion, Alberta

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

Guest: Eric Jorgensen: Mackenzie County Councillor, Debbie Bueckert: Fort Vermilion Librarian, Kevin Smith: Fort Vermilion Library Bookkeeper, and 3 Fort Vermilion Library Society (FVLS) members: Odell Flett, Ena Simpson, and Heather Batt.

1.0 Beth Kappelar called the meeting to order at 7:04 pm.

2.0 Approval of the Agenda:

MOTION #2020-08-01 La Dawn Dachuk moved the approval of the agenda.

CARRIED

3.0 Approval of the Minutes:

MOTION #2020-08-02 Wally Schroeder moved the approval of the July 15/20 meeting minutes as revised **CARRIED**

4.0 Review of Action Items:

- The action items of the previous MCLB meeting were reviewed.

5.0 Financial:

5.1 MCLB Financial Report as of Aug. 4/20:

- Balance Forward	\$ 77,642.70
- Total Revenues	\$ 154,140.30
- Total Expenses	\$ 154,131.29
- Bank Balance	\$ 77,633.69

MOTION #2020-08-03 Lisa Wardley moved to accept the financial report as presented.

CARRIED

6.0 Library Reports:

6.1 La Crete:

- Library operations continue as reported at the July 15/20 meeting.

6.2 Blue Hills Satellite Library:

- They are not operating at this time.

6.3 Fort Vermilion:

- Their operations continue as reported at the July 15/20 meeting.
- MCLB sent them a letter dated July 15/20 which detailed their future operations.

6.4 Zama:

- They are operating during their normal hours.
- The forestry crews are using the library.
- They are expecting their partnership with Meander School to continue when classes resume.
- Interlibrary loans are up.

6.5 Mackenzie County Library Consortium (MCLC):

- Online Services: The News Reader is great. You can read news from all over the world.
- RB Digital was sold to Over Drive. We will continue using the free services offered by Over Drive after the transfer occurs. The cost to us will be lower and we will have the opportunity to add more content.
- Face masks have been delivered to the 3 libraries.

6.6 High Level:

- They have signed the MOU and will receive their \$9,000.00 cheque shortly.

MOTION #2020-08-04 Lisa Wardley moved the acceptance of the reports for information.

CARRIED

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7.0 Old Business:

7.1 Little Free Libraries:

- The bases and stands for the libraries have been completed and the signage for each library is also completed.
- The libraries and 6 boxes of books each are being delivered and will soon be installed.
- A Facebook page will be set up for the Little Free Libraries.
- Move Up Magazine will feature the Little Free Libraries in an article in their November issue.
- A maintenance budget will be set up for them.
- The charter plaques will be registered so the libraries can be located on the world wide map.

7.2 Fort Vermilion Library Finances:

- Three members of the Fort Vermilion Library Society, their bookkeeper and librarian joined the meeting at 8:03 pm.

MOTION #2020-08-05 Kayla Wardley moved to go In camera at 8:05 pm. **CARRIED**

- The Fort Vermilion Library delegation left the meeting at 9:00 pm

MOTION #2020-08-06 Wally Schroeder moved to come out of In camera at 9:28 pm **CARRIED**

MOTION #2020-08-07 Lorraine Peters moved that Tamie McLean open a secondary operating account for MCLB to handle the Fort Vermilion Libraries' income and expenditures. **CARRIED**

MOTION #2020-08-08 La Dawn Dachuk moved that Tammie McLean do the Fort Vermilion Libraries' financial books. **CARRIED**

MOTION #2020-08-09 Sandra Neufeld moved that Lorraine Peters, Tammy McLean and La Dawn Dachuck have signing authority on the new MCLB secondary bank account.

CARRIED

8.0 New Business:

8.1 None

9.0 Correspondence:

9.1 None received

10.0 In Camera:

Not Required

11.0 Next Meeting Dates and Location: Fort Vermilion Community Complex Sept 22, 2020 at 7:00 p.m.

12.0 Adjournment:

MOTION # 2020-08-10 La Dawn Dachuk moved to adjourn the meeting at 9:45 p.m. **CARRIED**

These minutes were adopted this 22nd day of September 2020

Beth Kappelar, Chair