




MACKENZIE COUNTY

# REGULAR COUNCIL MEETING

**MARCH 09, 2021  
10:00 AM**

**FORT VERMILION COUNCIL  
CHAMBERS**

 780.927.3718

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

 4511-46 Avenue, Fort Vermilion

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**Mackenzie County**



**MACKENZIE COUNTY  
REGULAR COUNCIL MEETING**

**Tuesday, March 9, 2021  
10:00 a.m.**

**Fort Vermilion Council Chambers**

**Fort Vermilion, Alberta**

**AGENDA**

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<b>CALL TO ORDER:</b>	1.	a) Call to Order	
<b>AGENDA:</b>	2.	a) Adoption of Agenda	
<b>ADOPTION OF PREVIOUS MINUTES:</b>	3.	a) Minutes of the February 24, 2021 Regular Council Meeting	7
		b) Business Arising out of the Minutes	
		c)	
<b>DELEGATIONS:</b>	4.	a) CARES Project – Mackenzie Regional Agricultural Investment Attraction Plan Progress – (10:15 a.m.)	21
		b)	
<b>TENDERS:</b>		Tender openings are scheduled for 11:00 a.m.	
	5.	a) Caretaking –Blumenort Waste Transfer Station	49
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		c)	
		d)	
<b>PUBLIC HEARINGS:</b>		Public hearings are scheduled for 1:00 p.m.	
	6.	a) None	
<b>GENERAL REPORTS:</b>	7.	a) CAO & Director Reports	53

		b)	Disaster Recovery and Mitigation Update	75
		c)	Fort Vermilion Airport Mitigation	101
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<b>AGRICULTURE SERVICES:</b>	8.	a)		
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		b)		
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<b>FINANCE:</b>	10.	a)	Policy FIN005 Petty Cash	109
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<b>OPERATIONS:</b>	11.	a)	Public Works Policies	117
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<b>UTILITIES:</b>	12.	a)	Zama Water Treatment Project Re-Tender	125
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<b>PLANNING &amp; DEVELOPMENT:</b>	13.	a)	General Municipal Improvement Standards	129
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		c)		

- d)
- e)
- ADMINISTRATION:** 14. a) La Crete Farmers' Market Committee– Request for Letter of Support 133
- b) Peace River Levels and Temperature Information 137
- c)
- d)
- COUNCIL COMMITTEE REPORTS:** 15. a) Council Committee Reports (verbal)
- b)
- c)
- INFORMATION / CORRESPONDENCE:** 16. a) Information/Correspondence 141
- CLOSED MEETING:** *Freedom of Information and Protection of Privacy Act*  
Division 2, Part 1 Exceptions to Disclosure
- 17. a) Alberta Health Services Ambulance Building- Rental Renewal (s. 21, 24, 25)
- b) Town of High Level Regional Service Sharing Agreement (s. 21, 24, 25)
- c)
- NOTICE OF MOTION:** 18. a)
- NEXT MEETING DATES:** 19. a) Committee of the Whole Meeting  
March 23, 2021  
10:00 a.m.  
Fort Vermilion Council Chambers
- b) Regular Council Meeting  
March 24, 2021  
10:00 a.m.  
Fort Vermilion Council Chambers
- ADJOURNMENT:** 20. a) Adjournment





**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>March 9, 2021</b>
<b>Presented By:</b>	<b>Colleen Sarapuk, Administrative Officer</b>
<b>Title:</b>	<b>Minutes of the February 24, 2021 Regular Council Meeting</b>

**BACKGROUND / PROPOSAL:**

Minutes of the February 24, 2021, 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. Sarapuk Reviewed by: \_\_\_\_\_ CAO: \_\_\_\_\_

**RECOMMENDED ACTION:**

- Simple Majority       Requires 2/3       Requires Unanimous

That the minutes of the February 24, 2021 Regular Council Meeting be adopted as presented.

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



**MACKENZIE COUNTY  
REGULAR COUNCIL MEETING**

**Wednesday, February 24, 2021  
10:00 a.m.**

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

**PRESENT:**

Josh Knelsen	Reeve - left at 4:53 p.m.
Walter Sarapuk	Deputy Reeve
Jacque Bateman	Councillor
Peter F. Braun	Councillor - left at 5:22 p.m.
Cameron Cardinal	Councillor
David Driedger	Councillor
Eric Jorgensen	Councillor – virtual
Anthony Peters	Councillor
Ernest Peters	Councillor
Lisa Wardley	Councillor – virtual –left at 5:42 p.m.

**REGRETS:**

**ADMINISTRATION:**

Len Racher	Chief Administrative Officer
Fred Wiebe	Director of Utilities
Don Roberts	Director of Community Services
Jennifer Batt	Director of Finance
Byron Peters	Deputy CAO
Jeff Simpson	Director of Operations
Caitlin Smith	Manager of Planning and Development – virtual
Grant Smith	Agricultural Fieldman
Colleen Sarapuk	Recording Secretary

**ALSO PRESENT:**

Minutes of the Regular Council meeting for Mackenzie County held on February 24, 2021 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 21-02-143 MOVED** by Councillor E. Peters

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That the agenda be approved with the following additions:

- 14d) Council Long Service Award

**CARRIED**

**ADOPTION OF  
PREVIOUS MINUTES:**

**3. a) Minutes of the February 9, 2021 Regular Council Meeting**

**MOTION 21-02-144**

**MOVED** by Councillor Cardinal

That the minutes of the February 9, 2021 Regular Council Meeting be adopted as presented.

**CARRIED**

**ADOPTION OF  
PREVIOUS MINUTES:**

**3. c) Business Arising out of the Minutes**

**DELEGATIONS:**

**4. a) Grade 6 Class, Ridgeview Central School (Virtual)**

The grade 6 class elected Kade Peters as Junior Reeve for the February 24, 2014 Council meeting.

Junior Reeve Kade Peters called the meeting to order to 10:32 a.m.

The grade 6 class set their agenda as follows and were given an opportunity to present questions to Council.

**1.a) Recreation Center in La Crete**

- Will our taxes go up if La Crete gets a Recreation Center?
- Are we going to get one?
- How much will the Recreation Center cost?
- If we do get a Recreation Center, what will all be in it?
- Why does High Level get a Recreation Center?
- Will there be a swimming pool in the rec center?

**1.b) Free Recreation in February**

- Why can't recreation be free in February?

**2. a) Hospital in La Crete**

- How much would a hospital cost?
- Would the hospital cost come from the County? Or Provincial or Federal?
- Is there any opposition to getting a Hospital?
- How would we attract professionals?

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## **2.b) Bridge at Tompkins**

- How much will it cost to cross the bridge?
- If the bridge is build, will there still be a ferry?
- How much would the bridge cost?
- Will our taxes go up?
- How long will it take to build the bridge?
- How much does the county have to contribute to the bridge?

## **3.a) Ski Hill**

- What's the progression on the ski hill?
- Are there going to be jumps on the ski hill?
- How much will a ski hill cost?
- How long until the entire ski hill is built?

## **4. Police Officers in La Crete**

- Will there be police officers in La Crete every day?
- How do we get a more visible police presence in La Crete?
- What is the strangest bylaw that affects us?

## **General Questions:**

- With less tax money, how do you decided where to spend money?
- What are the main priority's for Mackenzie County for 2021?
- With the new rink opening, will there still be the old rink?
- How do Councillors make sure they are accountable to the people that elect you?
- Does Mackenzie County have a plan to attract new jobs to the area?
- Does Zama have the same vote as La Crete?
- Do the current Councillors plan on running in the next election?
- Will there be a rink in the new rec center if we build one.
- Would the ice be all year round ice?

Reeve Knelsen recessed the meeting at 11:21 a.m. and reconvened the meeting at 11: 31 a.m.

## **TENDERS:**

### **5. a) Agricultural Land Development & Lease Proposals for NW 6 & SW 7-109-19-W5**

## **MOTION 21-02-145**

**MOVED** by Councillor Driedger

That the Agricultural Land Development & Lease Proposals for

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

NW 6 & SW 7-109-19-W5 be opened.

**CARRIED**

<b>Proposals Received</b>	
Thomas Braun	15 Year Lease

**MOTION 21-02-146**

**MOVED** by Councillor E. Peters

That the Agricultural Land Development & Lease Proposals for NW 6 & SW 7-109-19-W5 be TABLED until further discussion with bidder.

**CARRIED**

**DELEGATIONS:**

**4. b) RCMP Delegation**

Reeve Knelsen Recessed the meeting at 12:08 p.m. and reconvened the meeting at 12:38 p.m.

**MOTION 21-02-147**

**MOVED** by Councillor Braun

That the RCMP delegation be received for information.

**CARRIED**

**PUBLIC HEARING**

**6.a) Bylaw 1211-21 Partial Plan Cancellation and Consolidation of Plan 2938RS, Block 3, Lots 12 & 13**

*Reeve Knelsen called the public hearing for Bylaw 1211-21 to order at 1:00 p.m.*

*Reeve Knelsen asked if the public hearing for proposed Bylaw 1211-21 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 Partial Plan Cancellation and Consolidation of Plan 2938RS, Block 3, Lots 12 & 13.*

*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*

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*applicant has constructed a new hardware store, which is larger than could be accommodated on only one of the lots.*

*This item is being brought back to Council due to a typographical error in the original bylaw, as well as an additional landowner being added to the titles of the two lots, which would result in the Bylaw being rejected by Alberta Land Titles. The new Bylaw will replace the original Bylaw 1200-20.*

*Reeve Knelsen asked if Council has any questions of the proposed Land Use Bylaw Amendment. No questions or comments were made.*

*Reeve Knelsen asked if any submissions were received in regards to proposed 1211-21. There were no submissions.*

*Reeve Knelsen asked if there was anyone present who would like to speak in regards to the proposed Bylaw 1211-21. There was no one present to speak to the proposed bylaw.*

*Reeve Knelsen closed the public hearing for Bylaw 1211-21 at 1:06 p.m.*

**MOTION 21-02-148**

**MOVED** by Councillor Braun

That second reading be given to Bylaw 1211-21 being a Partial Plan Cancellation and Consolidation Bylaw for Plan 2938RS, Block 3, Lots 12 & 13.

**CARRIED**

**MOTION 21-02-149**

**MOVED** by Councillor Driedger

That third reading be given to Bylaw 1211-21 being a Partial Plan Cancellation and Consolidation Bylaw for Plan 2938RS, Block 3, Lots 12 & 13.

**CARRIED**

**GENERAL  
REPORTS:**

7. a) **NONE**

**AGRICULTURE  
SERVICES:**

8. a) **NONE**

**COMMUNITY**

9. a) **Zama Recreation Society – Request**

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**SERVICES:**

**MOTION 21-02-150**      **MOVED** by Councillor Driedger

That the Parks and Maintenance Partnership Proposal from the Zama Recreation Society be accepted for the 2021 season as amended to include 2 of the 8 sites for the purpose of raising funds for the Society.

**CARRIED**

**MOTION 21-02-151**      **MOVED** by Councillor Braun

That the Zama Recreation society utilize Camp Reservations Canada and allow them to take on the primary role of booking free collection and the repayment of the fees back to Mackenzie County.

**CARRIED**

**COMMUNITY  
SERVICES:**

**9. b) Wadlin Lake – Archaeology Study.**

**MOTION 21-02-152**      **MOVED** by Deputy Reeve Sarapuk

That Council receive the Wadlin Lake – Archaeology Study update for information.

**CARRIED**

**FINANCE:**      **10. a) Financial Reports – January 1, 2020 to December 31, 2020**

**MOTION 21-02-153**      **MOVED** by Deputy Reeve Sarapuk

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

**CARRIED**

**FINANCE:**      **10. b) Expense Claims – Councillors**

**MOTION 21-02-154**      **MOVED** by Councillor Braun

That the Councillor expense claims for January 2021 be received for information.

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**CARRIED**

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

**MOTION 21-02-155 MOVED** by Deputy Reeve Sarapuk

That the Member at Large Expense Claims January 2021 be received for information.

**CARRIED**

**FINANCE: 10. d) Cheque Registers – February 8, 2021 – February 19, 2021**

**MOTION 21-02-156 MOVED** by Councillor Driedger

That the cheque registers from February 8, 2021 – February 19, 2021 be received for information.

**CARRIED**

**OPERATIONS: 11. a) NONE**

**UTILITIES: 12. a) NONE**

**PLANNING &  
DEVELOPMENT: 13. a) NONE**

**ADMINISTRATION: 14. a) Appointment of Members at Large**

**MOTION 21-02-157 MOVED** by Councillor Bateman

That Tim Driedger be appointed as a Member at Large to the Municipal Planning Commission for the remainder of a one year term ending October 2021.

**CARRIED**

**MOTION 21-02-158 MOVED** by Councillor A. Peters

That William (Bill) Philip Driedger be appointed as a Member at Large to the Inter-Municipal Planning Commission for the remainder of a one year term ending October 2021.

**CARRIED**

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No applications for the La Crete Street Scape Committee were received.

**MOTION 21-02-159**      **MOVED** by Councillor Bateman

That the ballots be destroyed.

**CARRIED**

**ADMINISTRATION**      **14. b) Mackenzie Regional Restructuring**

**MOTION 21-02-160**      **MOVED** by Councillor Cardinal

That Council move into a closed meeting at 1:59 p.m. to discuss following; 14.b) Mackenzie Regional Restructuring

**CARRIED**

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

- All Councillors Present

**MOTION 21-02-161**      **MOVED** by Councillor Bateman

That Council move out of a closed meeting at 2:40 p.m.

**CARRIED**

**MOTION 21-02-162**      **MOVED** by Councillor Bateman

That a letter be sent to Municipal Affairs requesting that the CAO, Deputy CAO and all members of Council be appointed to sit on the Mackenzie Region Restructuring Advisory Board

**CARRIED**

**ADMINISTRATION:**      **14. c) Caribou Update**

**MOTION 21-02-163**      **MOVED** by Councillor Cardinal

That the Caribou Update be received for information.

**CARRIED**

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**ADMINISTRATION 14.d) Council Long Term Service Award**

**MOTION 21-02-164 Moved** by Councillor Driedger

That the Council Long Term Service Award discussion be received for information.

**CARRIED**

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

**MOTION 21-02-165 MOVED** by Deputy Reeve Sarapuk

That the Council committee reports be received for information.

**CARRIED**

**COUNCIL 15. b) Community Services Committee Meeting Minutes**  
**COMMITTEE**  
**REPORTS:**

**MOTION 21-02-166 MOVED** by Councillor Braun

That the unapproved minutes of the February 4, 2021 Community Services Committee Meeting be received for information.

**CARRIED**

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

**MOTION 21-02-167 MOVED** by Councillor Bateman

That a letter be sent to the Minister of Transportation, and cc the MLA Dan Williams, and RMA regarding the Class 1 Mandatory Entry – Level Training Program.

**CARRIED**

**MOTION 21-02-168 MOVED** by Councillor Bateman

That a letter be sent to the Provincial and Federal Transportation Minister, and cc RMA regarding the Electronic Logging Device.

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**CARRIED**

**MOTION 21-02-169**      **MOVED** by Deputy Reeve Sarapuk

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

**CARRIED**

Reeve Knelsen recessed the meeting at 3:54 p.m. and reconvened the meeting at 4:05 p.m.

**CLOSED MEETING:**      **17. a) Disaster Recovery – Land Purchases (s.23, 24, 25)**

**MOTION 21-02-170**      **MOVED** by Councillor Driedger

That Council move into a closed meeting at 4:06 p.m. to discuss the following:

17. a) Disaster Recovery – Land Purchases (S. 23, 24, 25)

**CARRIED**

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

- All Councillors Present
- Len Racher, Chief Administrative Officer
- Byron Peters, Deputy CAO
- Jennifer Batt, Director of Finance
- Fred Wiebe, Director of Utilities
- Don Roberts, Director of Community Services
- Jeff Simpson, Director of Operations
- Caitlin Smith, Manager of Planning and Development
- Colleen Sarapuk, Recording Secretary
- 

Reeve Knelsen left the meeting at 4:53 p.m. and turned the Chair over to Deputy Reeve Sarapuk.

Administration left the Closed Meeting at 4:53 p.m. and returned at 5:22 p.m.

Councillor Braun left at 5:22 p.m.  
Councillor Wardley left at 5:42 p.m.

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**MOTION 21-02-171**      **MOVED** by Councillor Bateman

That Council move out of a closed meeting at 5:50 p.m.

**CARRIED**

**MOTION 21-02-172**      **MOVED** by Councillor Bateman

That the Disaster Recovery – Land Purchases discussion be received for information.

**CARRIED**

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

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

Regular Council Meeting  
March 9, 2021  
10:00 a.m.  
Fort Vermilion Council Chambers

Committee of the Whole Meeting  
March 23, 2021  
10:00 a.m.  
Fort Vermilion Council Chambers

**ADJOURNMENT:**      **20. a) Adjournment**

**MOTION 21-02-173**      **MOVED** by Councillor Jorgensen

That the Council meeting be adjourned at 5:52 p.m.

**CARRIED**

These minutes will be presented to Council for approval on March 9, 2021.

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Joshua Knelsen  
Reeve

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Lenard Racher  
Chief Administrative Officer





**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>March 9, 2021</b>
<b>Presented By:</b>	<b>Byron Peters, Deputy CAO</b>
<b>Title:</b>	<b>DELEGATION CARES Project – Mackenzie Regional Agricultural Investment Attraction Plan Progress</b>

## **BACKGROUND / PROPOSAL:**

At the December 15<sup>th</sup>, 2020 Budget Council Meeting a delegation presented an update on the status of the Mackenzie Agriculture project, funded through the provincial CARES grant.

Andrew with A&W Ventures has completed the final phases of the project, and a final presentation to council to wrap up the project is an important part of the communication piece.

## **OPTIONS & BENEFITS:**

The project goal is to identify areas where the region has a competitive agricultural advantage, and to grow a local knowledge of these assets, and advertise this advantage internationally. This project complements work also completed by the Regional Economic Development Initiative (REDI).

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

Funded through the current budget. No additional funding is requested.

## **SUSTAINABILITY PLAN:**

Agricultural economic development is a prominent piece of the sustainability plan.

## **COMMUNICATION / PUBLIC PARTICIPATION:**

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

N/A

**POLICY REFERENCES:**

N/A

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the CARES project (Mackenzie Regional Agricultural Investment Attraction Plan) update be received for information.

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



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







# Mackenzie Agriculture

# Community and Regional Economic Support (CARES) program

Get financial support for Alberta's communities, regions and municipalities for initiatives that promote long-term economic growth.

The Community and Regional Economic Support (CARES) program funds initiatives led by Alberta municipalities, communities and regions that enhance local economic conditions and leverage regional resources to build capacity for sustainable economic development.

Municipalities, communities and organizations interested in getting grants through the CARES program are encouraged to apply through an online application process.



## CARES 2019 CROP TESTING SITES



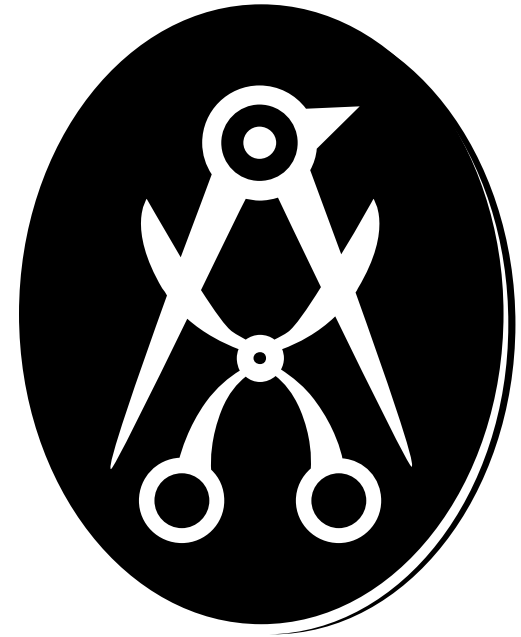
- Fort Vermilion
- Manning
- Smoky River (SARDA)
- Big Lake (SARDA)
- Bonnyville
- Forestburg



## GRAIN QUALITY PROJECT 2019 AAC COMFORT PEAS

Crop	Variety	Rep	Location	Research Group	Test weight (Kg/ha)	TKW (g)	Protein (%)
GREEN PEAS	AAC COMFORT	1	Fort Vermillion	MARA	75.69	278	23.61
GREEN PEAS	AAC COMFORT	2	Fort Vermillion	MARA	76.44	288	24.32
GREEN PEAS	AAC COMFORT	3	Fort Vermillion	MARA	78.06	274.1	22.90
GREEN PEAS	AAC COMFORT	4	Fort Vermillion	MARA	77.31	264.2	23.92
					<b>76.875</b>	<b>276.08</b>	<b>23.688</b>
GREEN PEAS	AAC COMFORT	1	Bonnyville	LARA	78.08	213.2	23.16
GREEN PEAS	AAC COMFORT	2	Bonnyville	LARA	78.29	223.1	23.27
GREEN PEAS	AAC COMFORT	3	Bonnyville	LARA	78.19	203.1	23.07
GREEN PEAS	AAC COMFORT	4	Bonnyville	LARA	78.27	203.1	22.97
GREEN PEAS	AAC COMFORT	1	Smoky River	SARDA	77.51	223.6	20.35
GREEN PEAS	AAC COMFORT	2	Smoky River	SARDA	77.57	223.5	20.15
GREEN PEAS	AAC COMFORT	3	Smoky River	SARDA	77.76	223.1	20.45
GREEN PEAS	AAC COMFORT	4	Smoky River	SARDA	77.36	222.9	20.30
GREEN PEAS	AAC COMFORT	1	Big Lake	SARDA	77.69	188.3	23.93
GREEN PEAS	AAC COMFORT	2	Big Lake	SARDA	77.67	188.1	23.90
GREEN PEAS	AAC COMFORT	3	Big Lake	SARDA	77.69	188.5	23.96
GREEN PEAS	AAC COMFORT	4	Big Lake	SARDA	77.7	188.4	23.97
GREEN PEAS	AAC COMFORT	1	Forestburg	BBRG	78.69	175.1	23.98
GREEN PEAS	AAC COMFORT	2	Forestburg	BBRG	78.62	175.7	23.93
GREEN PEAS	AAC COMFORT	3	Forestburg	BBRG	78.71	175.3	23.98
GREEN PEAS	AAC COMFORT	4	Forestburg	BBRG	78.67	175.5	23.97
GREEN PEAS	AAC COMFORT	1	Oyen	CARA	78.56	252.6	21.73
GREEN PEAS	AAC COMFORT	2	Oyen	CARA	78.51	252.4	21.50
GREEN PEAS	AAC COMFORT	3	Oyen	CARA	78.53	252.1	21.72
GREEN PEAS	AAC COMFORT	4	Oyen	CARA	78.45	251.6	21.70







# MARKETING MACKENZIE COUNTY'S AGRICULTURE INDUSTRY

Prepared for:



**Mackenzie County**

September 2nd, 2020



# Agriculture Investment Project - Stakeholder Meeting



Mackenzie  
Agriculture

Wednesday, August 19th - 10:30 a.m.

Mackenzie County is seeking input from local stakeholders via Zoom video conference.

Mackenzie County's Economic Development Initiative has been working with consultant Keith and Associates to identify distinct agricultural opportunities for the region. The preliminary research identifies opportunities in organic oats and seed production, with consultants now seeking input from local stakeholders.

Zoom video conference details can be accessed by registering with Mackenzie County at 780.928.3983 or emailing [business@mackenziecounty.com](mailto:business@mackenziecounty.com).

Alternatively, two venues with limited seating are available due to COVID-19 restrictions in place:

- La Crete Mackenzie County Office - 9205-100 Street (seating capacity of 15 people)
- Mackenzie Applied Research Association Building - 5901 River Road (Fort Vermilion) (seating capacity of 10 people)



## Organic Sourcing and Processing (particularly oats and peas):

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

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

As Mackenzie County is such a major source of organic oats, the milling industry must have that volume each year in order to meet market demand. This fact gives Mackenzie some leverage



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# Mackenzie Agriculture SEED

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



Seed has a higher value than bulk commodity grain, but the cost of transport remains the same. Despite the far north geography of Mackenzie County, freight costs for seed products remain competitive.

Due to the geographic location of Mackenzie County, local temperatures during production season, wind direction, "newer" land, and the forest break to the south, the region has lower crop disease pressure than regions to the south.



## Seed Production and Cleaning:

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

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

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

Please refer to the Overview section beginning on Page 92 for additional comments regarding this opportunity.



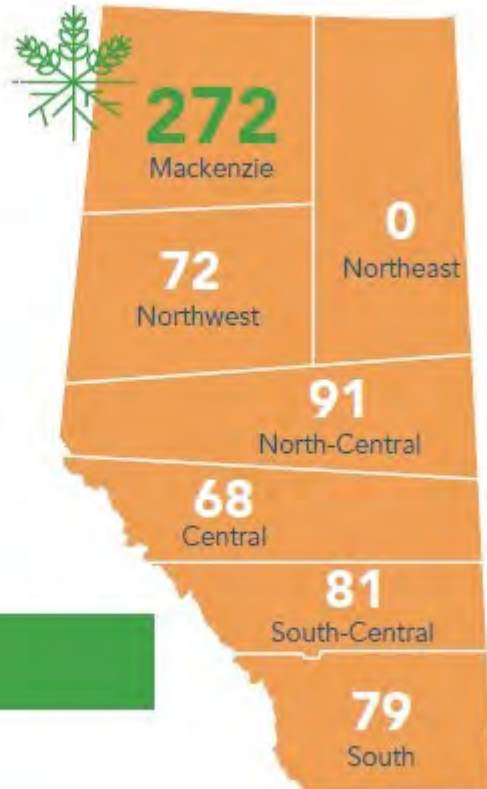
**Mackenzie**  
**Agriculture**  
**SEED**

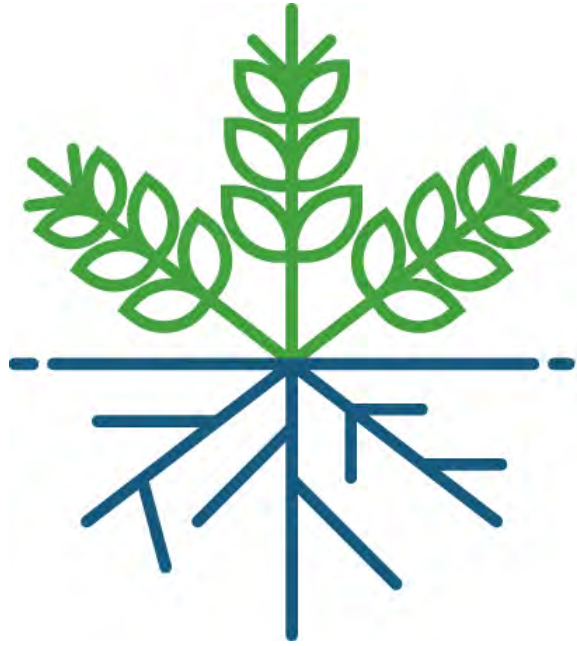




# Mackenzie Agriculture ORGANIC

ORGANIC  
AGRICULTURE IN  
ALBERTA *2018 Statistics*





# Mackenzie Agriculture



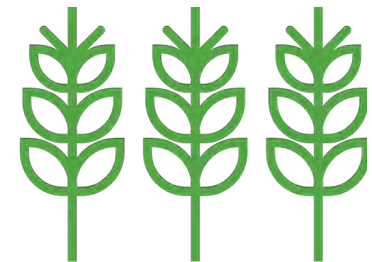
Mackenzie  
Agriculture  
ORGANIC



Mackenzie  
Agriculture  
SEED

# Brochure

- 16-page booklet
- Storytelling approach to copy
- Infographic themed center spread to engage audience in quick bite information
- Introduction to various crops, setting stage for more specific inserts
- Testimonials



# Inserts

- 10 different inserts
- Deeper dive into crops and various topics (seed production, organics, etc.) through copy, image and infographics
- Digital template supplied for further custom marketing work

**Mackenzie Agriculture**

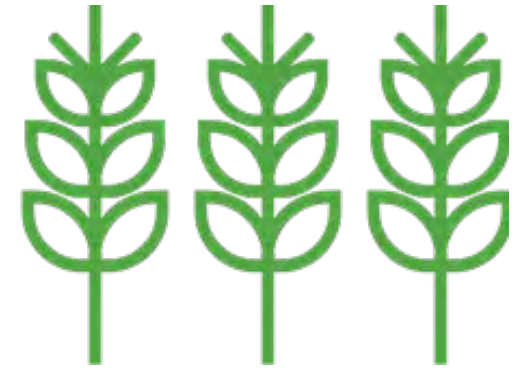
## Oats

Oats are enjoying their recently-conferred status of "superfood." They are a natural, gluten-free whole grain, packed with healthy carbohydrates and fibre, as well as a number of important vitamins, minerals, and antioxidant plant compounds.

Canadian farmers in 2019 planted 3.6 million acres of oats (the highest area in a decade), and our federal government recently allocated \$2 million to oat breeding (a testament to their faith in this crop's future).

Closer to home, Alberta has 40 per cent of all the organic oat production in western Canada. Mackenzie County is one of the most concentrated regions for organic oats in all of North America.

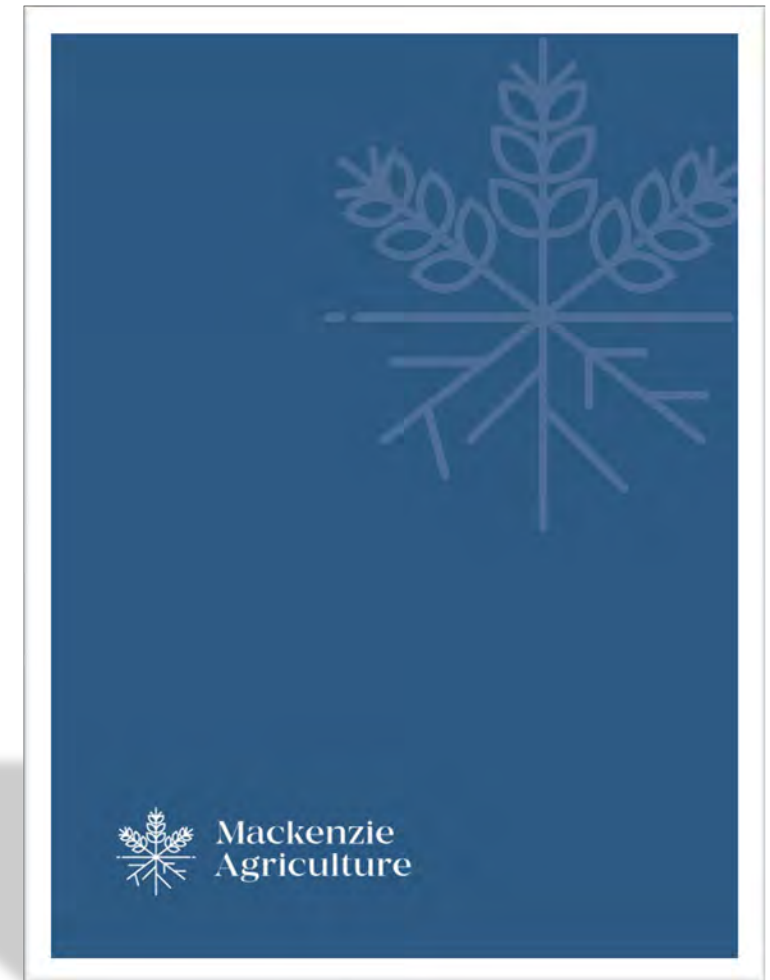
The world has taken notice: The U.S. devours 40 per cent of all Canadian oats, with export demand growing heavily. The Chinese breakfast cereal market, which accounts for \$1.3 billion U.S., is seeing consumption of ready-to-eat oatmeal increasing among all age demographics.



# Folder & Business Card

Presentation folder to contain marketing materials for usage in client presentations, tradeshows and any other application

Folder would include flaps inside and a business card slot



# MACKENZIE AGRICULTURE FACTS & FIGURES



The Mackenzie Region is approximately **700 km** northwest of Edmonton and **7,761,580** hectares (**80,478** square kms), making it the the largest and most northern Agriculture zone in Canada.

The Mackenzie Region holds **36%** of the Peace Region's natural gas reserves and **80%** of its light-medium crude oil

In 2016, **581** Mackenzie County farms covered a total **595,648** Acres of land.

The Makenzie Region has **19 hours** of daytime sunlight in the summer, making for longer

Makenzie Agriculture Land Inventory (in acres) is as follows:

Crop	<b>371,972</b>
Fallow	<b>21,751</b>
Pastureland	<b>87,654</b>
Other	<b>114,271</b>



Total population of the Mackenzie Region (2018): **23,869**



Mackenzie Region's five main communities include **High Level, Zama City, Rainbow Lake, Fort Vermilion** and **La Crete**.



There were **272** reported organic operations in Mackenzie Region in 2018. Cereals dominate the organic field sector in Alberta, accounting for nearly **80%** of production.

Mackenzie Agriculture generally produces much higher **1000 seed weights**. Among producers that are purchasing pedigreed seed to sow, there is a perceived advantage in seed vigour from larger seeds.



The Mackenzie Region grows many acres of organic peas each year. India is the largest buyer of Alberta's dry field peas at **\$118** million annually.



**40%**

Alberta accounts for nearly **40%** of all organic oat production in North America. The Mackenzie Region is one of the most concentrated sourcing regions for organic oats in all of North America.

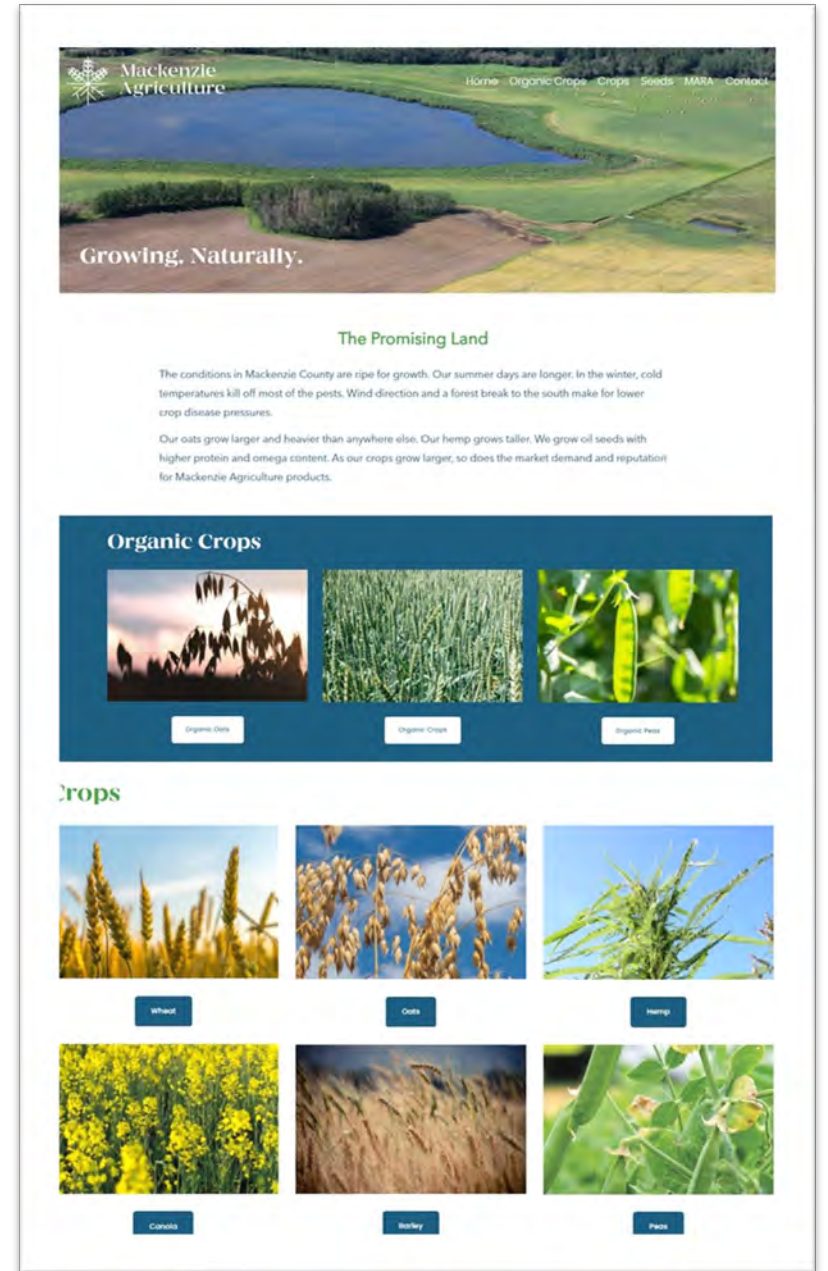


Winters in the Mackenzie Region are colder, killing off most of the pests. As a result, fewer pesticide treatments are required for crops.



# Website

www.mackenzieagriculture.com



# Website [www.mackenzieagriculture.com](http://www.mackenzieagriculture.com)

## Mackenzie Applied Research Association

MARA is a not-for-profit, producer managed and driven applied research association that conducts unbiased and independent agricultural and environmental research from its base in Vermilion, Alberta.

The central aims of MARA are to conduct relevant crop and livestock research and to enhance soil health to bolster production while protecting the environment. Deliver new and improved management practices, dissemination of research data and information are at the heart of our mission.

MARA recognizes the unique climate, soils and seasonality of this region and our producers with best management practices based on sound, verified science.

MARA is funded by local producers who, together with government and sponsor fulfill their mandate. MARA is the northernmost research institute in Alberta, providing growers and businesses that use their crops a strategic advantage.

The collaboration between MARA and producers means local farmers are well positioned to change market needs. MARA is eager to work with processors to develop and grow characteristics that meet their needs.

### OUR MISSION

To serve producers within the Mackenzie region by addressing their special needs that result from our unique growing region in Canada, and to create markets through delivering best management practices to increase the cost of production through sustainable

### VISION

Establish sustainable and environment friendly production systems within the County of Vermilion while reducing greenhouse gas emissions.

### OUR SERVICES

In addition to the research trials and analysis, we offer:

- Environmental farm plans
- High water potential analysis
- Soil health assessment
- Greenhouse gas audits
- Irrigation system analysis and design

### OUR SERVICES

Independent, high quality research and analysis. Our research is conducted in a transparent and unbiased manner. We are a not-for-profit organization and our research is funded by local producers.

### ABOUT

MARA is a not-for-profit, producer managed and driven applied research association that conducts unbiased and independent agricultural and environmental research from its base in Vermilion, Alberta.



Click photos below to view PDF:

- Organic Crops
- Organic Hays
- Organic Peas
- Flax
- Flax
- Barley, Wheat and Canola
- Mackenzie Applied Research Association
- Barley
- Seed Production
- Seed Processing

## Barley, Wheat & Canola

Barley acres in Mackenzie Region increased 84.6% between 2011 and 2016. Canola has become the most important field crop in Alberta, accounting for 40% to 50% of all cash receipts.



Barley

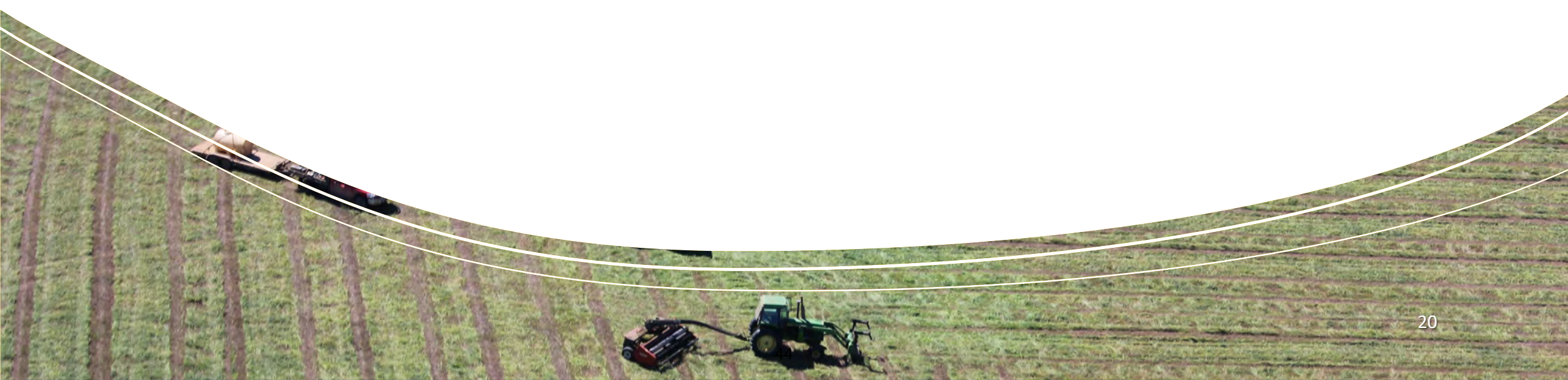
Wheat

Canola

## Food Manufacturers



## Ingredient Companies



*"This has been home all my life. I love the clean air, the peace of mind the serenity, the people. I would never live anywhere else."*

- J. Siemens, resident since 1988

*"Albertans are pioneers. We seek opportunity, we accept challenge, and we work hard for what we want. Moving to Mackenzie County is the most Albertan thing we've ever done."*

- J. Thiessen



## TOP CROPS IN MACKENZIE AGRICULTURE



### OATS

Mackenzie County has a significant percentage of the total organic oats acreage in Canada. We are one of the largest producing regions for organic oats in all of North America.

### PEAS

Thanks to our long summer days, our peas yield consistently high protein levels. India is the largest buyer of Alberta's dry field peas at \$118 million per year.

### BARLEY, WHEAT & CANOLA

Barley acres in Mackenzie Region increased 84.6% between 2011 and 2016. Canola has become the most important field crop in Alberta, accounting for 40% to 50% of all cash receipts.

### ORGANICS

Between 2014 and 2017, the number of organic farms in Alberta nearly doubled. In 2018, more than half of Alberta's organic farmers worked in Mackenzie Agriculture.

### SEED PRODUCTION

Due to our unique geography and climate, the Mackenzie Region has lower crop disease pressure than regions farther south. Our seeds are larger, safer, and harder than those grown elsewhere.



Mackenzie  
Agriculture

VISIT US ONLINE AT [WWW.MACKENZIEAGRICULTURE.COM](http://WWW.MACKENZIEAGRICULTURE.COM) TO LEARN MORE.



Thank You







**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>March 9, 2021</b>
<b>Presented By:</b>	<b>Don Roberts, Director of Community Services</b>
<b>Title:</b>	<b>TENDERS Caretaking – Blumenort Waste Transfer Station</b>

## **BACKGROUND / PROPOSAL:**

The Caretaking – Blumenort Waste Transfer Station has been advertised and tender submissions were due at Fort Vermilion County office, March 8, 2021 at 4:30 p.m.

## **OPTIONS & BENEFITS:**

Proposals will be evaluated on the following criteria:

Evaluation Criteria	Weight	Score
Experience	30%	
Proposal Cost	70%	
Total	100%	

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

Operational Budget

## **SUSTAINABILITY PLAN:**

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

**COMMUNICATION/PUBLIC PARTICIPATION:**

Successful bidder will be notified.

**POLICY REFERENCES:**

Policy FIN025 Purchasing Authority Directive and Tendering Process

**RECOMMENDED ACTION:**

Motion 1:

Simple Majority       Requires 2/3       Requires Unanimous

That the Caretaking – Blumenort Waste Transfer Station Tenders – Envelope 1 be opened.

Motion 2 (if required):

Simple Majority       Requires 2/3       Requires Unanimous

That the unqualified Caretaking –Blumenort Waste Transfer Station Tenders be returned to the senders without opening Envelope 2.

Motion 3:

Simple Majority       Requires 2/3       Requires Unanimous

That the Caretaking – Blumenort Waste Transfer Station Tenders – Envelope 2 be opened for qualified bidders.

Motion 4:

Simple Majority       Requires 2/3       Requires Unanimous

That administration reviews the Caretaking –Blumenort Waste Transfer Station Tenders and bring back to Council later in the meeting for awarding.

Motion 5:

Simple Majority       Requires 2/3       Requires Unanimous

That the Caretaking – Blumenort Waste Transfer Station contract be awarded to the lowest qualified bidder, while staying within budget.

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



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>March 9, 2021</b>
<b>Presented By:</b>	<b>Don Roberts, Director of Community Services</b>
<b>Title:</b>	<b>TENDERS Caretaking – Rock Lane Waste Transfer Station</b>

## **BACKGROUND / PROPOSAL:**

The Caretaking – Rock Lane Waste Transfer Station has been advertised and tender submissions were due at Fort Vermilion County office, March 8, 2021 at 4:30 p.m.

## **OPTIONS & BENEFITS:**

Proposals will be evaluated on the following criteria:

Evaluation Criteria	Weight	Score
Experience	30%	
Proposal Cost	70%	
Total	100%	

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

Operational Budget

## **SUSTAINABILITY PLAN:**

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

**COMMUNICATION/PUBLIC PARTICIPATION:**

Successful bidder will be notified.

**POLICY REFERENCES:**

Policy FIN025 Purchasing Authority Directive and Tendering Process

**RECOMMENDED ACTION:**

Motion 1:

- Simple Majority       Requires 2/3       Requires Unanimous

That the Caretaking – Rock Lane Waste Transfer Station Tenders – Envelope 1 be opened.

Motion 2 (if required):

- Simple Majority       Requires 2/3       Requires Unanimous

That the unqualified Caretaking –Rocky Lane Waste Transfer Station Tenders be returned to the senders without opening Envelope 2.

Motion 3:

- Simple Majority       Requires 2/3       Requires Unanimous

That the Caretaking – Rocky Lane Waste Transfer Station Tenders – Envelope 2 be opened for qualified bidders.

Motion 4:

- Simple Majority       Requires 2/3       Requires Unanimous

That administration reviews the Caretaking –Rocky Lane Waste Transfer Station Tenders and bring back to Council later in the meeting for awarding.

Motion 5:

- Simple Majority       Requires 2/3       Requires Unanimous

That the Caretaking – Rocky Lane Waste Transfer Station contract be awarded to the lowest qualified bidder, while staying within budget.

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



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>March 9, 2021</b>
<b>Presented By:</b>	<b>Len Racher, Chief Administrative Officer</b>
<b>Title:</b>	<b>CAO &amp; Director Reports for February 2021</b>

**BACKGROUND / PROPOSAL:**

The CAO and Director reports for February 2021 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. Sarapuk      **Reviewed by:** \_\_\_\_\_      **CAO:** \_\_\_\_\_

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the CAO & Director reports for February 2021 be received for information.

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

# MONTHLY REPORT OF THE CHIEF ADMINISTRATIVE OFFICER

Len Racher, CAO

## Daily Activities Log for February, 2021

<b>Date</b>	<b>Comments DRT meeting</b>
<b>Feb.1/21</b>	
<b>Feb. 2</b>	Special Council meeting
<b>Feb.3</b>	ASB meeting LA
<b>Feb.4</b>	Community Services Meeting
<b>Feb.5</b>	JHSC meeting
<b>Feb.8</b>	Meeting with Lawyer
<b>Feb9</b>	Council meeting
<b>Feb.10</b>	Phone conference, Meet with Custodians and HR
<b>Feb.11</b>	Emerging trends
<b>Feb.12</b>	RMA district meeting
<b>Feb.16</b>	Growing the north
<b>Feb.17</b>	Growing the north
<b>Feb.18</b>	Growing the north/ Conference call

# MONTHLY REPORT OF THE CHIEF ADMINISTRATIVE OFFICER

Len Racher, CAO

<b>Feb.19</b>	DRT meeting
<b>Feb.22</b>	EMA Advisory meeting
<b>Feb.23</b>	COW
<b>Feb.24</b>	Council
<b>Feb.25</b>	Statement of Claim
<b>Feb.26</b>	DRT meeting
<b>Feb.27</b>	Meeting FT

Respectfully,

Len Racher  
Chief Administrative Officer



## Monthly Report to the CAO

For the month of February, 2021

From: Byron Peters,

Director of Projects & Infrastructure/Deputy CAO

### PLANNING & DEVELOPMENT

#### Strategic Priorities for Planning & Development

Program/Activity/Project	Timeline	Comments
Land Use Framework	TBA Bistcho sub- regional plan Q1	Province has formally started pre-planning for the LPRP. The Access Management Plan (AMP) for Bistcho is in the early stages.
Community Infrastructure Master Plans & Offsite Levies	IMPs complete Levies to be completed in Q2 2021	Initial OLB discussion with council on November 25 <sup>th</sup> . Public engagement planned for early later in March.
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	To be completed end of January 2021	CARES grant project is essentially complete. Developing strategy to complete the next steps of the ec. dev strategy.
Streetscape	Ongoing	Working with Donny to determine plan for 2021. Informal conversations with some business owners to gauge some ideas in La Crete.
La Crete Area Transportation Network Analysis	Q1 2021	Associated Engineering has completed the project. Final report will be presented to council in March.
101 Ave rebuild & pave		Engaged WSP for engineering. Survey & design underway. Need to begin Local Improvement Bylaw.
100 St & 109 Ave Intersection Improvement		Engaged WSP for engineering. Survey & design underway. Will be tendered with 101 Ave project.
100 St & 94 Ave Traffic Light		Engaged WSP for engineering. Survey & design underway
Gravel Crushing		Making progress on the plan for 2021 and 2022.

**Personnel Update:**

I have filled the one vacant position in the Projects & Infrastructure department, but need to backfill the position before she can focus on assisting the department.

**Other Comments:**

I have been primarily focused on doing early coordination for the construction projects this summer. Once the expertise, engineering and teams are in place, I expect to move forward with tenders and procurement soon after that.

Trying to figure out the best way to replace our AWOS at the Fort Vermilion Airport. There were challenges with the vendor prior to the unit flooding, so this may be an opportunity to solve the vendor challenge. Fox Lake is also looking at creating GPS approaches for their airstrip, and the status of our AWOS affects the approach limits at Fox Lake.

Listened in to a couple of webinars on agriculture processing/plant protein, and met with a local businessman looking at a potential investment.

Disaster recovery and mitigation, the RSSA and Northern Restructuring Project are three large tasks for administration to coordinate, along with kick starting our annual capital projects.

## MONTHLY REPORT TO THE CAO

For the Month of February 2021

**From:** Fred Wiebe  
Director of Utilities

### Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Water Distribution and Wastewater Collection Maintenance	Oct/21	

### Capital Projects

Projects	Timeline	Comments
FV-Frozen Water Service Repairs	Nov/21	Two trickle systems remain to be repaired but administration will complete a review of aqua-flo box services to be repaired as well.
Potable Water Supply North of the Peace River	Nov/21	No further information after Provincial Administration requested information for a briefing note to the DM in late summer 2020. Awaiting grant funding.
Waterline Blue Hills	Nov/21	No further information after Provincial Administration requested information for a briefing note to the DM in late summer 2020. Awaiting grant funding.
Diversion Licence Review	Dec/21	I received a call from minister Nixon's office regarding this in November so it sounds like there is follow up happening. This item is also included in red tape reduction presentation.
La Crete Future Water Supply Concept	Dec/21	Requested scope from consultant. Expect to receive this in the next few weeks.
LC Future Utility Servicing Plan	May/21	Report is complete. Byron is currently working on creating off-site levy bylaw.
LC – Well #4	Nov/21	Awaiting proposal from consultant which we expect to receive in next few weeks.
LC – North Sanitary Trunk Sewer	May/21	Report is complete. Byron is currently working on creating off-site levy bylaw & Helix is providing a scope change proposal for the project.

ZA – Sewage Forcemain	Nov/21	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	Nov/21	Working on change of project scope to get project closer to budgeted estimate.
ZA- Lift Station Upgrades	Nov/21	Will apply for grant funding in a future year as per council motion.
LC/FV – Hill Crest School Waterline Extension	Jun/21	Project is complete with the exception of final landscaping and grass seeding which will occur in spring.
LC – WTP Tower	Sept/21	Administration has had ongoing discussions w/ Telus but due to protocols that would be required to use their tower, we are further investigating our own tower and requesting quotes.

**Personnel Update:**

--

**Other Comments:**

--

Respectfully submitted,

Fred Wiebe  
 Director of Utilities  
 Mackenzie County

## Monthly Report to the CAO

For the month of February, 2021

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
Municipal Development Plan, Land Use Bylaw, and Fort Vermilion Area Redevelopment Plan	Q2 2021	Administration meets with the consultant bi-weekly. O2 is currently summarizing the findings of the most recent survey. O2 is actively updating the Land Use Bylaw and Municipal Development Plan for presentation. The Fort Vermilion Area Redevelopment Plan portion will be underway shortly and should be aligning with the mitigation planning.

### Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Airport Planning	Q1 2021	<p>WSP has been engaged to update the AVPA for LC and FV airports, and to revise the airport development plans. Comments sent to WSP for final revision of the AVPA, plan to bring the final version forward at a Council meeting when completed. FV airport development plan needs to be revised to account for the flooding.</p> <p>As per Council direction, administration is working towards creating a bylaw that is more restrictive on development surrounding airport lands. Research is being conducted and an appropriate communication strategy is being developed.</p>
La Crete Area Structure Plan Revision	Q3 2021	Developer has applied for the revision. Need to recreate future transportation plan/network for the area west of 100 <sup>th</sup> Street and south of 109 <sup>th</sup> Avenue. Working on new mapping.

La Crete SE Drainage Ditch	Q2 2021	Registered. Completed.
La Crete NW Drainage Pond	Q2 2021	Registered. Completed.

**Personnel Update:**

The GIS Technician position is advertised. In the interim, admin has procured ISL Engineering and Land Services to support the mapping function until the position is filled. The Planning and Development team will continue with providing aerial imagery prints, land ownership maps/map book printing, and rural addressing services in house.

The Planning and Development Administrative Assistant is advertised.

An internal candidate has filled the vacant Development Officer position.

**Other Comments:**

We are currently at 41 development permit applications, 6 subdivisions, and 7 bylaw revisions. I have received several enquiries regarding development process for industrial and residential uses in and around La Crete and new residential uses in Fort Vermilion.

The department is supporting the La Crete offsite levy project in conjunction with the Projects and Infrastructure department. We are working on a communications plan and a projected timeline for completion.

The department is also looking at opportunities to conduct public consultation for the multiple ongoing projects together such as offsite levy bylaw, MDP/LUB, and La Crete ASP revision.

## MONTHLY REPORT TO THE CAO

For the Month Ending February, 2021

**From:** Jennifer Batt  
Director of Finance

### Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
2020 Operating & Capital Budget	Ongoing	Remote Interim Audit ongoing. Year End review and updates in progress.
MSI Reporting	Ongoing	2019 Statement of Funding Expenditures Certified. Projects submitted for MSI funding in 2020 budget approved.
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, 2020 SFEs
Disaster Recovery Program  <i>2018 Peace River Ice Jam</i>  <i>2019 Chuckegg Wildfire</i>        <i>2020 Peace River Ice Jam / Overland Flood</i>	Ongoing	DRP reviewing projects for approval for payment. Some projects ongoing.  Projects submitted under review.  Administration is still gathering requested information on road project.  Commitment to have Chuckegg Fire DRP submissions reviewed and audited complete by 1 <sup>st</sup> quarter of 2021 if all information is submitted.  Work w various GOA agencies on the flood recovery plan and funding streams available.  Attend conference call re: DRP applications and resident information updates  Assist residents / businesses via phone calls and in person meetings.

		<p>Meet with community support agencies to discuss assistance available to residence post flood and with Provincial restrictions in place.</p> <p>Administration developing a plan on updating communication needs with residents regarding this event.</p> <p>Continue final review of completed projects for submission to DRP.</p> <p>Attend numerous Disaster Recovery Team meetings.</p>
2021 Operating & Capital Budget	Ongoing	<p>Working towards updating computer systems with approved 2021 Operating and Capital Budget to current Council motions.</p> <p>5 year capital plan requirements to be brought to upcoming Committee of the Whole for discussion.</p>
Tax Collection – Lawyer	Ongoing	<p>tax collection files currently</p> <ul style="list-style-type: none"> <li>1 – agreement signed</li> <li>1 – filed in the courts</li> <li>1 – direct with rate payer at this time.</li> </ul> <p>withdrawn from file until March 15th</p>
Emergency Management Team – COVID 19 response	Ongoing	<p>Track costs incurred for submission with MOST funding grant.</p> <p>Review documentation received from Non Profit Organizations in their grant applications for COVID 19 expenditures – release payments.</p> <p>Letters sent to Non Profit Organizations for lost revenue due to COVID 19 restrictions. – due March 1st</p>
COVID 19 Administration	Ongoing	<p>All Finance staff working from Fort Vermilion office.</p>



Diamond Update – T4s		Work with IT on T4 updates with new releases and formatting change requirements
Policy Review		Review and recommend amendments to various Policies. To be presented in March Council & Committee of the Whole meetings
Attend Various meeting		Special Council meeting Feb 2 Regular Council meetings Feb 9,24 Northern Restructuring project Group Feb 18 Municipal Emergency Advisory Committee meeting Feb 22 Committee of the Whole meetings Feb 23 DRP related meetings Feb 1,5,12,16,17,19,25,26
Workshop		Emerging trends in Municipal Law



## **Monthly Report to the CAO**

For the Month of February, 2021

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

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### **Meetings Attended in February 2021**

Council  
Community Services  
Waste Transfer Station Caretakers  
Managers  
Alberta Agriculture and Forestry  
Fire Department  
Disaster Recovery  
FRIAA

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

Activity Summary Report for February 2021

02- Alarms  
03 - Fire  
07 - Medical Co-response  
05 - Motor Vehicle Incident  
0 – Hazmat/Hazard

### **Parks and Recreation**

This e-mail referring to Machesis Lake Water levels between Doug Munn and Kayedon Wilcox was found in a file.

From: KayeDon Wilcox Sent: December-19-19 1:10 PM  
Subject: RE: Machesis Lake Water Levels

Machesis Lake has a surface area of 26 hectares and a maximum depth of 7.5 meters. It would require a very substantial decrease in water level for there to be an impact on the survival of stocked fish for a single season. It is reasonable to assume that some water level reduction would have taken place at the time of the wildfires, but no concerns were brought forward by provincial fish culture staff when the lake was stocked this past year. Machesis Lake water levels are currently not recorded, therefore we are unable to provide and review historical data on the water levels of the lake. That said, the department is looking for opportunities to visit Machesis Lake in 2020 to confirm the last record of maximum depth of the lake.

The stocking reports from the past three years have had no indication of water levels being a concern at Machesis Lake. Fish stocking in 2019 was delayed due to wildfire activity but did eventually take place on June 10, 2019. The department will continue with stocking Machesis Lake in 2020/2021.

Administration is seeking an update.

### **Transfer Stations.**

As of March 1<sup>st</sup> all transfer stations are utilizing the “User Pay” system.

There have been numerous calls inquiring on different rates for Senior citizens. These callers have stated seniors don’t produce enough garbage in a set amount of time to justify a \$10 charge for the small amount of garbage they produce.

There have also been inquiries on Residential (Hamlet) waste pick-up. Areas that currently are not receiving this service are asking how Mackenzie County could change or expand the service area. What would be required to move that initiative forward?

### **Forestry/FRIAA**

Administration has submitted a grant application for FRIAA funding. (\$34,000) The following summarizes the application to perform 400 FireSmart Home Assessments within the County. This would include both rural and urban residents.

The area of focus will primarily be to residents that were affected by the Chuckegg fire. Residents from Tompkins Landing (La Crete Ferry) moving north to the area and hamlet of La Crete to residents on the north side of the Peace River towards Macheisis Lake.

Although this area has been identified, other areas to the north and south of the agriculture properties that were not affected by the fire are also included in the scope.

Fire department members would be assisting in this project.

## Monthly Report to the CAO

For the month of February, 2021

From: Jeff SIMPSON, B. Comm, GDM  
Director of Operations

### Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Administration	Ongoing	Completed initial inventory and framework for 5 Year Capital Plan. Completed multiple County Policy Reviews, forwarded to COW and/or Council for approval.
Airport Maintenance	Ongoing	Ongoing efforts to maintain airport operations throughout winter including snow removal and ice reduction (when applicable). Checking lights and replacing as necessary.
Facilities	Completed	Completed set up of Sign Building (La Crete PW Yard).
Fleet	Completed	Assisted with the delivery of donated fire trucks to Paddle Prairie. Also assisted Fleet with misc, equipment repairs to fleet assets.
Gravel Program (2021)	Ongoing	Initial meetings held to review upcoming plan for 2021 Re-Gravelling Program, tender process, and identifying potential roads for completion.
Ice Bridge	Ongoing	Efforts continued to raise ice bridge capacity to full operating limit of 63,500 tonnes (as of February 19). Daily Inspections continue, GPR reports were conducted every 7 days up until max capacity reached, will continue with 2 per week at max capacity.
Road Maintenance	Ongoing	Minor pothole repairs completed. Regular maintenance and snow removal completed throughout County.
Rural Signs	Ongoing	Efforts undertaken to replace/repair signs within the County requiring attention.

Salt / Sand Operations	Ongoing	Some Salt/Sand stockpiles were relocated from La Crete to Fort Vermilion to assist with poor quality sand in FV (freezing).
Snow Removal	Ongoing	Snow piles removed from La Crete and Fort Vermilion hamlets to snow dumping area. Also completed snow removal from all County facilities including offices, waste transfer stations, emergency services, etc.

**Meetings Attended:**

Date	Description
Feb. 2/21	TEAM Meeting
Feb. 3/21	Project Management / Mass Notification meeting with Julius Peters (IT)
Feb. 4/21	Community Services Committee Meeting (FV)
Feb. 5/21	Health & Safety Committee Meeting (FV)
Feb. 9/21	Regular Council Meeting (FV)
Feb. 10/21	Voyent Presentation (LC)
Feb. 11/21	Emerging Trends in Municipal Law Training (FV)
Feb. 12/21	TEAM Meeting
Feb. 12/21	Meeting with T & L Engineering, Future Project Discussion (LC)
Feb. 17/21	Zama Road Trip – Meeting with Zama Staff (PW), and Boss Services
Feb. 18/21	Project Management Meeting (w/S. Wheeler) (LC)
Feb. 19/21	Emergency Management Meeting (FV)
Feb. 19/21	Voyent Presentation to Directors (FV)
Feb. 23/21	Community of the Whole Meeting (FV)
Feb. 24/21	Regular Council Meeting (FV)
Feb. 25/21	TEAM Meeting
Feb. 25/21	DRP Planning Meeting
Feb. 25/21	Gravel Pit Program Planning Meeting

**Personnel Update:**

The month of February has provided me with the opportunity to meet all of my public works and County staff. My primary focus has been to get a firm grasp on the various operational and administrative aspects of the department and subsequently my position.

**Submitted by:**

**Jeff SIMPSON, B. Comm, GDM  
Director of Operations**

## MONTHLY REPORT TO THE CAO

For the Month of February 2021

**From:** Willie Schmidt  
Manager of Fleet Maintenance

### Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Fire truck donation	100% completed	Delivered 2 fire truck (pumpers) to Paddle Prairie Metis Settlement Feb.19/21
Regular maintenance	ongoing	Services and repairs/ annual maintenance and CVIPS on fleet during off season throughout all of our departments and areas.
Fuel Tank Storage Permits	80% complete	Update and complete applications for all of our stationary fuel tanks at our PW Facilities and Grader Sites.

Projects		Timeline	Comments
Plow truck replacement		Ordered ETA. Aug 2021	Chassis and equipment/attachments have been ordered 2021 T-800 with Viking attachments getting Rigged in Edmonton

Respectfully,

Willie Schmidt  
Manager of Fleet Maintenance





## REPORT TO CAO

February, 2021

From: Grant Smith, Agricultural Fieldman

### Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Roadside Spraying	March, 2021	The Roadside Spraying contract has expired and will be publicly tendered in 2021. RFP's will close March 19 <sup>th</sup> , will be opened at the March 22 <sup>nd</sup> ASB mtg with a recommendation to Council to award at the March 24 <sup>th</sup> Council mtg.
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 overabundance of moisture as fields looked good in June.
Ag Land Development Proposals	March, 2021	Proposals closed Feb. 23 <sup>rd</sup> and were opened at the Feb. 24 <sup>th</sup> Council mtg. Only one proposal was received. Administration will negotiate with proponent on compensation and bring back to Council.
Emergency Livestock Response Plan	2021	The Draft has been completed, and will be forwarded to AEMA for ratification.
Seed Cleaning Plant Inspections	2020	Seed Cleaning Plants were inspected on January 7 <sup>th</sup> . Frontier Seed Plant: 93% Sunrise Mobile Plant: 92% Both plants are maintained well and run efficiently. The High Level Plant was not inspected due to renovations.
Shelterbelt Program	Spring 2021	Trees were picked up in Fairview on June 10 <sup>th</sup> . A total of 9940 seedlings were received. The only species not received was Golden Willow. Species received: White Spruce, Blue Spruce, Lilac, Siberian Larch, Green Ash & Lodgepole Pine. Order deadline is Dec. 31 <sup>st</sup> .

VSI Program	2021	Mackenzie County is still participating in the program. Council agreed to continue at the current 50% rate.
Water Pumping Program	2021	The water pumping program will continue until October 31 <sup>st</sup> , the rental rates will double in November. There has been six rentals this year.
Roadside Mowing	2021	Commencement date was July 11 <sup>th</sup> , completion date is August 15 <sup>th</sup> . 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 <sup>th</sup> . 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 <sup>st</sup> . 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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**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>March 9, 2021</b>
<b>Presented By:</b>	<b>Jennifer Batt, Director of Finance/Disaster Recovery Coordinator</b>
<b>Title:</b>	<b>Disaster Recovery &amp; Mitigation Update</b>

## **BACKGROUND / PROPOSAL:**

Administration continues to work closely with Alberta Emergency Management Agency, Disaster Recovery management towards supporting the Municipality and residents through recovery and mitigation.

### **Recovery:**

#### **Resident Recovery**

Case managers from DRP continue to assist with residents on their individual claim, including DRP funding to assist with repairs. The Metis Association, and Samaritan's Purse case managers are available to assist residents with their cases. Alberta Health under the Disaster Recovery header supported by DRP, has hired and are providing mentorship and training to a recovery worker that will also work with these agencies and administration is assisting residents with mental health needs as they are identified

#### **Interim Housing site**

There are currently 11 evacuee families occupying Interim housing trailers, with the remaining 4 being rented to other community members.

#### **Mackenzie County Phase 1 Housing site development**

There is 1 homeowner, and 1 business owner (2 units) that have considering the option of placing housing on the available sites. As construction progresses into the spring, and meetings are held with residents, more sites will be identified for occupancy.

The remaining 9 sites will be further developed and occupied, as the plan progresses.

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

## **Municipality**

In April 2020, Administration received an advance of \$5,000,000 to offset some of the anticipated costs from the Disaster Recovery Program (DRP). This funding is intended to cover the overland flood response, including evacuation, hotel & lodging, and recovery costs to municipal infrastructure, and post event assistance that was provided to the residents. The amount allocated to the County does not include any mitigation or non-mandatory enhancements to municipal infrastructure.

Invoices to date (March 3, 2020) total \$5,686,148 including any deductible that was paid for the non-profits, including an estimated \$512,111 in expenses that will be reviewed for reimbursed by insurance, or DRP. To date, \$155,629 has been received by insurance for some of the expenses noted above. Insurance is currently reviewing the balance of the invoices for reimbursement or submission to DRP for payment.

Administration continues to review projects as they are identified as completed, for submission to DRP to offset costs for Recovery.

### **Mitigation Approval:**

Peace River MLA, Dan Williams, and Mackenzie County Reeve Josh Knelsen made an announcement County administration continues to work towards a flood recovery plan that is supported by residents, and Council. To co-inside with the announcement, administration released the Reeves message, and Flood Mitigation Update, and updated the County's website with information (Attached).

Administration anticipates one to one discussions with home owners, and businesses to assist in the process of land requirements, but will continue to investigate land development to ensure mitigation is successful while remaining within budget.

As previously discussed with Council, administration has sent letters to Mackenzie Applied Research Association, and the Fort Vermilion Recreation Board (attached). Both organizations currently have an operational agreement with the County for this land, however as the County has a cost share in this mitigation, Council identified and has approved County land to be used towards this cost share.

Along with the land discussion, and options identified by administration, as part of the grant agreement with AEMA to ensure that no future Council can decide to develop housing within the floodway, administration is in the beginning stages with Agencies to create a Bylaw similar to a Restrictive or an Environmental Reserve for the lands. Administration is still investigating the best available option for the County to ensure that it does not limit options in the overall mitigation outcomes.

Administration is aware of the Old Bay House Societies tender for a B&B Operation within the floodway, and are speaking with various agencies, and have meetings scheduled with the board regarding this matter.

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

As part of the 2021 Budget announcement, there were changes made to the Disaster Recovery Program funding. Highlights are as follows:

Municipality;

- 90/10 split – municipalities 10% of costs

Homeowner;

- 1 time payment for any disaster (land attached)
- Limit of \$500,000 per application
- 90/10 split – residents 10% of costs

Emergency Evacuation payments;

- Mandatory evacuation is issued
- Exceeds 7 days
- The emergency is uninsurable
- Changes to the payment amount

Administration has confirmed that if overland flooding takes place in 2021, that the mitigation approval does not eliminate an application through the DRP program.

**OPTIONS & BENEFITS:**

N/A

**COSTS & SOURCE OF FUNDING:**

Capital Budget \$1,987,290

Disaster Recovery Program Funding - \$9,935,650

Alberta Emergency Management Mitigation funding – Administration is working to enter into an agreement.

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

**POLICY REFERENCES:**

N/A

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

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the disaster recovery & mitigation update be received for information.

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



ALBERTA

MUNICIPAL AFFAIRS

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

AR104041

FEB 17 2021

Reeve Joshua Knelsen  
Mackenzie County  
4511 - 46 Avenue  
PO Box 640  
Fort Vermilion AB T0H 1N0  
[josh@mackenziecounty.com](mailto:josh@mackenziecounty.com)

Dear Reeve Knelsen:

I was pleased to review Mackenzie County's recent proposals for mitigating flood risk in Fort Vermilion and area. As part of the Government of Alberta's ongoing commitment to flood mitigation, I am pleased to inform you the province will offer up to \$12.8 million in support of Mackenzie County's relocation initiatives. This offer is in addition to the recently granted \$1.48 million under the Municipal Sustainability program and the \$2.62 million granted under the Municipal Sustainability Initiative, for a total provincial contribution of \$16.9 million towards future flood prevention.

The Government of Alberta and Mackenzie County will need to draft and sign a conditional grant agreement in order to specify the mutual responsibilities of each party in relation to this funding before this offer is finalized. Aspects of this grant agreement should include the prioritization for the use of funds, future limits on development for the lands purchased by the municipality, project timelines, and reporting requirements.

My staff will continue to engage with Mackenzie County's administration on this initiative and the county's flood recovery. I look forward to working with you on this important project to improve the safety and resilience of Albertans.

Sincerely,

Ric McIver  
Minister

cc: Dan Williams, MLA, Peace River

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# MESSAGE FROM THE REEVE

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This past year has been a challenging one for the residents of Mackenzie County, especially for those displaced by the flooding of the Peace River last spring. We would like to extend a sincere thank-you to the residents of Fort Vermilion and surrounding area for their continued patience, resilience, and community spirit. We would also like to extend our gratitude to fellow families, friends, and communities for their unwavering support.

Mackenzie County has been hard at work assisting residents with disaster recovery efforts and preparing for the impact of any future flooding. As part of these preparations, we have been working closely with Municipal Affairs to grant funding to support the Mackenzie County Flood Mitigation Plan. We are happy to announce that we have been approved for funding.

Mackenzie County would like to extend a special thanks to the Honourable Jason Kenney, Premier of Alberta; former Minister of Municipal Affairs, Kaycee Madu; former Minister of Municipal Affairs, Tracy Allard; current Minister of Municipal Affairs, Ric McIver; and MLA Dan Williams for their support in Mackenzie County's disaster recovery and flood preparation efforts.

With these funds, Mackenzie County aims to promote long-term community resiliency, implement measures to help protect against flooding, and stimulate economic recovery efforts.

As things progress in the coming months, we will continue to take the necessary steps to further develop and implement the Mackenzie County Flood Mitigation Plan. Updates will be provided to the public as more information becomes available. We ask for your continued patience during this process.

It is our objective to ensure that each community member feels safe, secure, and prepared. Through careful planning and by working together, it is my belief that our communities will continue to grow and prosper. May God bless.



**Mackenzie County**

Josh Knelsen  
Reeve







# Flood Recovery Update

## FOR MACKENZIE COUNTY

March 1 | ISSUE 07

Disaster Services

### Mackenzie County Flood Mitigation Plan Approval

In May 2020, the Honourable Jason Kenney, Premier of Alberta announced the Government of Alberta's \$147 million in financial assistance through the Disaster Recovery Program (DRP) to those affected by the Northern Alberta Overland Flood.

This funding was approved to assist in the emergency response, safe evacuation, and housing for flood-affected residents; clean up efforts; damage repairs to existing infrastructure, homes, and businesses; and any additional efforts required.

The following communities were eligible to make an application for financial assistance under the DRP:

- Regional Municipality of Wood Buffalo
- Mackenzie County
- Northeast quadrant of the City of Calgary, City of Airdrie and Rocky View County
- Big Lakes County
- Birch Hills County
- County of Grande Prairie No. 1
- County of Northern Lights
- County of Two Hills No. 21
- Municipal District of Greenview No. 16
- Municipal District of Smoky River No. 130
- Municipal District of Spirit River No. 133
- Sturgeon County
- Thorhild County
- Town of Peace River
- Town of Sexsmith
- Village of Donnelly
- Village of Hythe
- Village of Rycroft
- Town of High Prairie

<https://www.alberta.ca/disaster-recovery-programs.aspx>

Mackenzie County was identified as one of the Municipalities that were approved for a portion of this funding. DRP applications closed January 31, 2021.

Due to COVID-19 restrictions, and to ensure all affected residents had a voice, Councillors and the **Disaster Recovery Team (DRT)** met with residents in July in community-based meetings.

Through these meetings, it was identified that residents wanted a solution, however relocation would not be financially obtainable by some/most residents. As part of the updated mitigation plan supported by Mackenzie County residents, administration provided a request for relocation funding that ensures most if not all costs of relocation efforts would be included, reducing the financial concerns for residents.

During the winter months, Mackenzie County's DRT continued to work towards a flood recovery plan for developing a long-term strategy to address the impacts of April 2020 flood and develop mitigation plans to prevent the need to evacuate residents in the future. Through multiple agency meetings to gather information, and thorough flood mapping reviews, the DRT continues to identify safe areas for the relocation of residents.

DRT staff met with flood-affected residents and businesses to provide support with questions regarding the DRP application process and future planning. In addition, the DRT coordinated with multiple agencies to make support resources for individuals and businesses accessible, some of which included a Psychological First Aid workshop, Budgeting & Finance webinar, and Stress Management webinar. The DRT continues to work with community agencies to identify further supports.

Alberta Emergency Management Agency (AEMA) personnel reviewed flood-affected business cases and assisted in determining funding options available through Government of Alberta grants. DRT and AEMA staff ensured that all avenues were addressed that would ensure residents were protected against flooding and the cultural and historical heritage of the area was considered.

With today's announcement that mitigation funding has been approved, the Mackenzie County Reeve and Council are thankful for the support provided by the Honourable Jason Kenney, Premier of Alberta; former Minister of Municipal Affairs, Kaycee Madu; former Minister of Municipal Affairs, Tracy Allard; current Minister of Municipal Affairs, Ric McIver; and MLA Dan Williams, Peace River in supporting the mitigation plan put forward, and in ensuring the safety of the residents of the Fort Vermilion, Buttertown, and the Beaver Ranch areas.



# Flood Recovery Update

## FOR MACKENZIE COUNTY

March 1 | ISSUE 07

Disaster Services

Living in a floodway with constant risk and uncertainty threatens not only people, and property, but also the very culture of the Hamlet. The goal is ultimately to protect this community, as flooding affects the Hamlet economically, socially, and mentally.

### Interim Housing

The DRT and its counterpart agencies in the Alberta Government worked very hard to identify and provide longer-term interim housing options, at market rental rates. Fifteen homes were secured and moved on site in mid October, ensuring occupancy for residents that could not return to their homes due to flood damage.

### Land Development

It was identified that there are limited serviced lands available within the Hamlet of Fort Vermilion. In response, Mackenzie County has acquired, and is the process of developing land for the residents affected by the flood. As Mitigation has now been approved, additional land options will continue to be investigated and identified for further development outside of the floodway.

### Public Meetings

With this announcement, the DRT is developing a plan to meet with all residents in the floodway, and will be contacting those affected by the flood in the coming weeks to schedule one-on-one meetings. Affected residents and businesses will have questions, which will be part of meeting discussions. Our social media channels and the Mackenzie County website will also be updated as soon as new information becomes available.

### Development Permit Services

Development Permit fees are an eligible expense under the Government of Alberta's Disaster Recovery Program. Any home mitigation measures initiated by property owners without prior approval through the Disaster Recovery Program will likely jeopardize future eligibility or may not be reimbursed through DRP. The moratorium remains in place restricting development on all properties within the areas impacted by the flood in Mackenzie County. No Development Permits will be issued on vacant properties or for rebuilds until further notice. Additional development restrictions may be imposed as the mitigation strategy is developed.

### Agency Supports

Mackenzie County continues to work with community partners to make a variety of workshops, webinars, and supports available to residents. Visit the *Mackenzie County Disaster Recovery Page* for more details: <http://mackenziecounty.com/disaster-recovery/resources-and-supports>.

#### Samaritan's Purse:

*Janet Voth, Case Manager*

Email: [jvoth@samaritan.ca](mailto:jvoth@samaritan.ca)

Phone: 780-880-0097

Hours: Monday - Friday, 10:00 a.m. - 6:00 p.m.

*Mike Voth, Case Manager*

Email: [mvoth@samaritan.ca](mailto:mvoth@samaritan.ca)

Phone: 780-880-0097

Hours: Monday - Friday, 10:00 a.m. - 6:00 p.m.

#### Metis Nation of Alberta Local 74:

*Bobbi Paul, Case Manager*

Email: [bfpaul\\_80@live.com](mailto:bfpaul_80@live.com)

Phone: 780-927-3788

Hours: Monday - Friday, 9:00 a.m. - 5:00 p.m.

*Shaye Paul, Metis Community Outreach Worker*

Email: [metislocal74outreachworker@gmail.com](mailto:metislocal74outreachworker@gmail.com)

Phone: 780-502-6556

Hours: Monday - Friday, 9:00 a.m. - 5:00 p.m.

#### Alberta Health Services:

*Alexa Lizotte, Flood Recovery Worker*

Email: [alexa.lizotte@albertahealthservices.ca](mailto:alexa.lizotte@albertahealthservices.ca)

Phone: 780-926-1176

Hours: Monday - Friday, 8:00 a.m. - 4:30 p.m.

#### Food Banks:

Fort Vermilion: 780-927-3788

La Crete: 780-928-3967

This Update is provided by the Disaster Recovery Team for Mackenzie County. For more information and discussion, visit Facebook [www.facebook.com/MackenzieCounty](https://www.facebook.com/MackenzieCounty) or our website [www.mackenziecounty.com/disaster-recovery](http://www.mackenziecounty.com/disaster-recovery)



## Mackenzie County

P.O. Box 640, Fort Vermilion, AB T0H 1N0  
Phone (780) 927-3718 Fax (780) 927-4266  
www.mackenziecounty.com

March 1, 2021

Fort Vermilion Recreation Board  
Box 115  
Fort Vermilion AB T0H 1N0

Dear Board Members:

**RE: FORT VERMILION LAND (Section of Running Track)**

I would like to thank you for your support, and agreeing to use a portion of the running track area for Temporary housing for displaced residents after the flood. With your approval to use the land, we were able to return residents back to the community, which otherwise would not have been possible.

Announced today, Mackenzie County was approved for funding to assist residents in these relocation efforts. As part of planning for moving forward and "Building back better", Mackenzie County identified this site as part of a mitigation plan in the relocation of residents from the floodway.

Mackenzie County administration would like to schedule a meeting, and work together with the Fort Vermilion Recreation Board to support residents regarding numerous potential upcoming projects. The necessary supports provided by community-based organizations such as yours, enhance the ability to understand, grow and thrive, which benefits the local community. Mackenzie County believes that these things are imperative to life in these remote northern towns.

Should you have any questions regarding this, please feel free to contact me at (780) 927-3718.

Sincerely,

Len Racher

Chief Administrative Officer

c. Mackenzie County Council



## Mackenzie County

P.O. Box 640, Fort Vermilion, AB T0H 1N0  
Phone (780) 927-3718 Fax (780) 927-4266  
www.mackenziecounty.com

March 1, 2021

Mr. Greg Newman, Board Chair  
Mackenzie Applied Research Association  
Box 649  
Fort Vermilion, AB  
T0H 1N0

Dear Mr. Newman:

**RE: LEASE AGREEMENT – LAND - Section 11.01 b).**

As discussed with you in the fall of 2020, Mackenzie County identified some land at the Mackenzie Applied Research Association (MARA) site that may become as part of a mitigation plan in the relocation of residents from the floodway. Mackenzie County is aware of the vital research MARA is part of, and in that respect, the lands you had identified as Organic were removed from our lands of interest.

Announced today, Mackenzie County was approved for funding to assist residents in these relocation efforts. As funding has now been approved, Mackenzie County is hereby giving official notice to Mackenzie Applied Research Association as per Section 11.01 b). of the agreement, its wishes to rezone, and subdivide, for the use of said lands as per the map attached.

As verbal notice was given in late 2020 of the possibility of such action, please ensure to adjust your 2021 operational plan so that your actions do not interfere with the development of these properties.

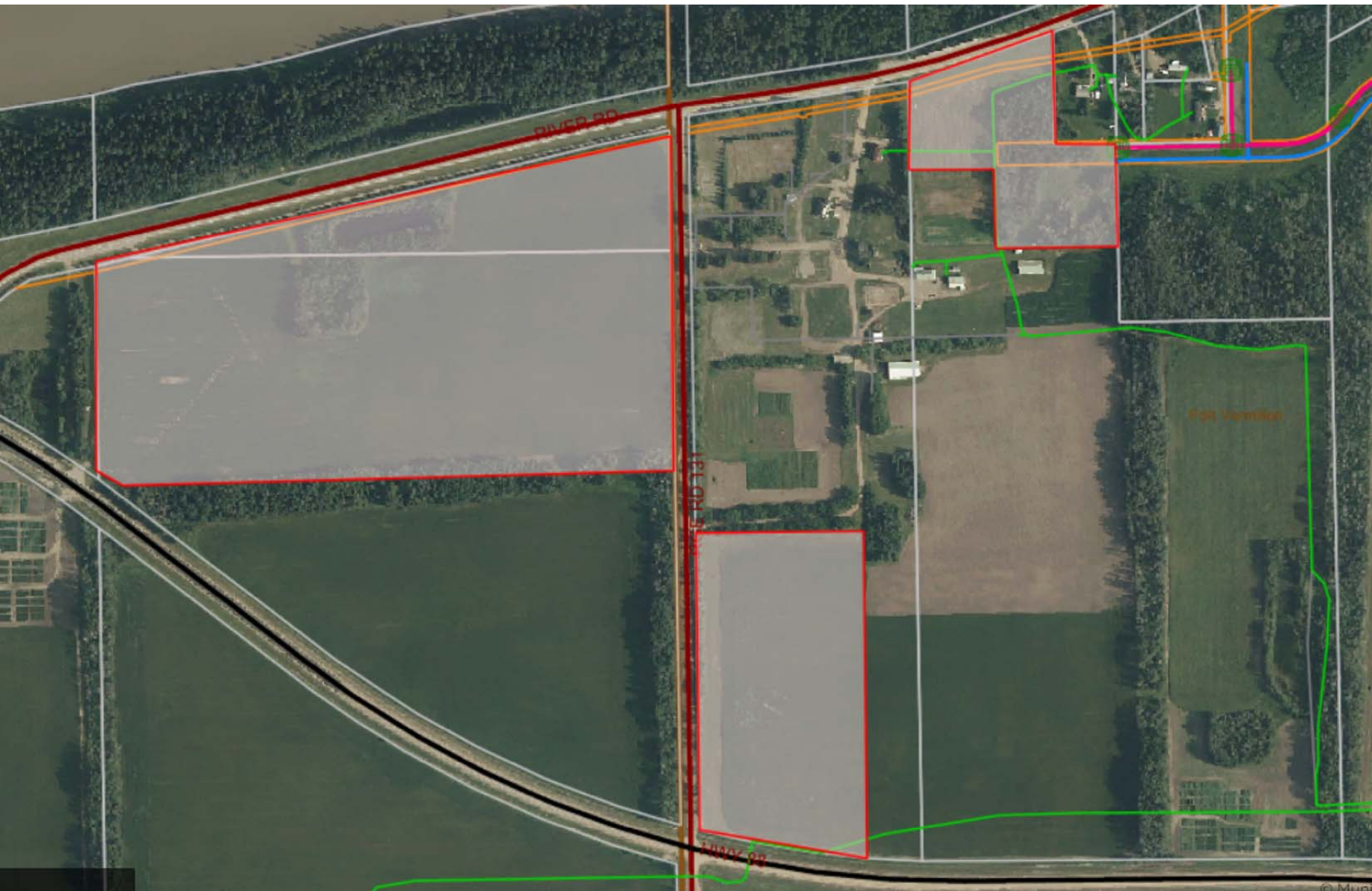
MARA plays an important role in meeting the needs of our agricultural producers, and Mackenzie County remains committed to supporting MARA and their initiatives.

If you require any further information, please feel free to contact me at (780) 927-3718 or by email [lracher@mackenziecounty.com](mailto:lracher@mackenziecounty.com)

Len Racher

Chief Administrative Officer  
Mackenzie County  
Encl.

C Mackenzie County Council





# Disaster Recovery Program Changes

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## Overview

The Disaster Recovery Program (DRP) provides financial assistance to qualifying applicants to help restore uninsurable property lost or damaged by a disaster to its basic, pre-disaster functional condition.

DRPs provide financial assistance as a last resort to assist those affected by a disaster.

## Program changes

For DRPs that occur in 2021, the Government of Alberta has set homeowner funding limits and implemented cost-sharing mechanisms between the government and program applicants.

## Why changes were made

The cost and frequency of disasters in Alberta are increasing, and the province needs a more sustainable approach to disaster recovery. By implementing a stronger framework to deal with emergencies and disasters, these changes help ensure the DRP can continue to be available for Albertans when they need it most.

## Homeowner-funding limits

The province is implementing a homeowner funding limit of up to \$500,000 per application for eligible costs and a limit of one-time assistance per property, regardless of the transfer of ownership. The one-time funding limit is not cumulative, so if an applicant has received any amount of assistance under the new policy, they would not qualify for funding in the future.

Establishing a homeowner funding limit helps government reinforce the intent of the DRP, which is to contribute to a ready and resilient Alberta and be the payer of last resort. Homeowners may choose to opt out of receiving DRP assistance if they are able to cover damages on their own. This would allow their property to qualify for future assistance if a DRP is approved in their community and they meet the program qualification criteria at that time.

### Limits to properties

- Limits to assistance are applied to the property address only, not the applicant.
- A new property owner will not qualify for DRP assistance if the previous owner already accessed the one-time funding limit.

### Posting addresses online

- If a homeowner applicant accessed funding through a DRP for a disaster that occurred in 2021 and onward, the property address and legal land description will be posted on the Government of Alberta website. The post will indicate that the address (legal land description) is not eligible for future DRP funding.
- This will help prospective buyers and developers become aware of funding limits that apply to specific addresses.

## 90:10 cost-sharing

Cost-sharing mechanisms for municipalities and private-sector applicants are based on a 90:10 formula, where the province covers 90 per cent of eligible disaster costs and the applicant covers the remaining 10 per cent.

## What you can do as a community

The AEMA encourages all Albertans and communities to:

- Purchase adequate insurance.
- Have reserve funds.
- Invest in mitigation and infrastructure maintenance.
- Restrict future property development in high-risk areas.

## Living in high-risk areas

Albertans living in high-risk areas may experience a natural disaster of one kind or another. The Government of Alberta continues to provide DRP assistance to all qualifying applicants; however, homeowners living in high-risk areas are encouraged to consider relocating or mitigating risks to their properties.

Flood maps are available at <https://floods.alberta.ca/>.

## Purchasing insurance

It is important for Albertans to become educated about their disaster risks and ensure they are adequately insured. There are more insurance options on the market now than ever before.

### High-risk areas

Homeowners living in high-risk areas who are not able to access overland flood insurance are also subject to the cost-sharing and one-time funding limit.

### Flood insurance

Financial assistance for disaster recovery continues to be available to eligible applicants to help cover costs related to uninsurable loss and damages. Albertans are advised to check with several insurance companies to compare policy coverage limits, exclusionary language (e.g. concurrent causation clauses), and premiums when purchasing any flood insurance.

## Federal government disaster assistance

Since 2015, the federal government has significantly reduced federal support through the Disaster Financial Assistance Arrangements. This has increased the provincial liability for DRP costs. In addition to this, the federal government does not typically reimburse for repeat assistance in flood-prone areas.

## Indigenous communities

The federal government continues to fund all eligible disaster-related costs on First Nations reserve land.

First Nations applicants living off reserve, as well as other members of Indigenous communities are eligible for the same benefits and limits as other Albertans applying to the DRP.

The 90:10 cost-sharing arrangements will also apply to Métis Settlement communities as it would for all other communities.

### For more information

Online: [alberta.ca/drp](https://alberta.ca/drp)

Call us: 1-888-671-1111

Email: [DRP.info@gov.ab.ca](mailto:DRP.info@gov.ab.ca)



# Disaster Funding Changes

Disaster Recovery Program (DRP) and  
Emergency Evacuation Payments (EEPs)

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Municipal Affairs &  
Community and Social Services

March 2, 2021



Alberta

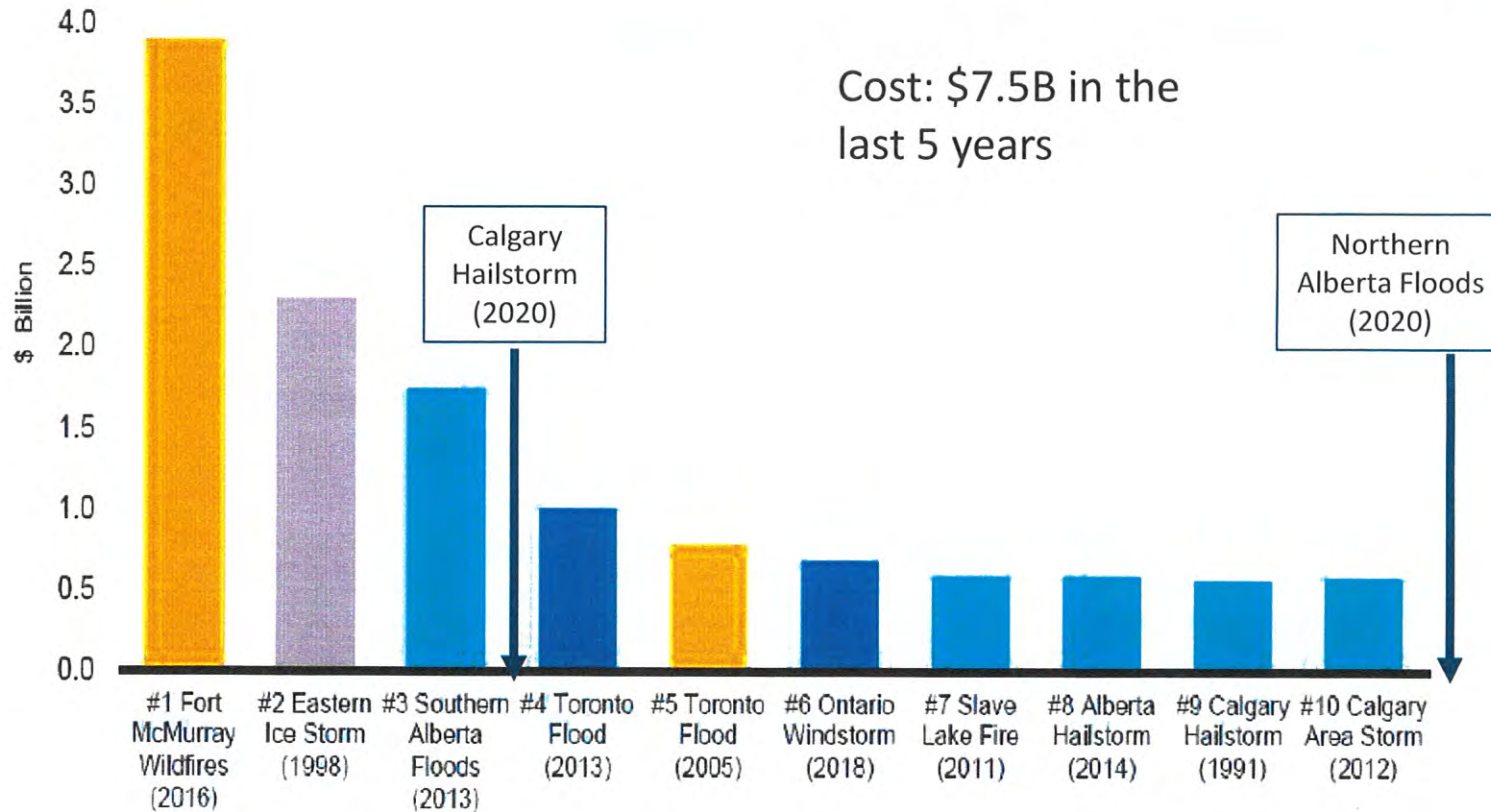
# Overview

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- Disasters are becoming more expensive, creating increased liability for the Government of Alberta.
  - Six of the top 10 costliest Canadian natural disasters for insurance payouts have occurred in Alberta.
- Changes to disaster funding programs will bring Alberta in line with most other provinces and encourage provincial-municipal cooperation to reduce costs.



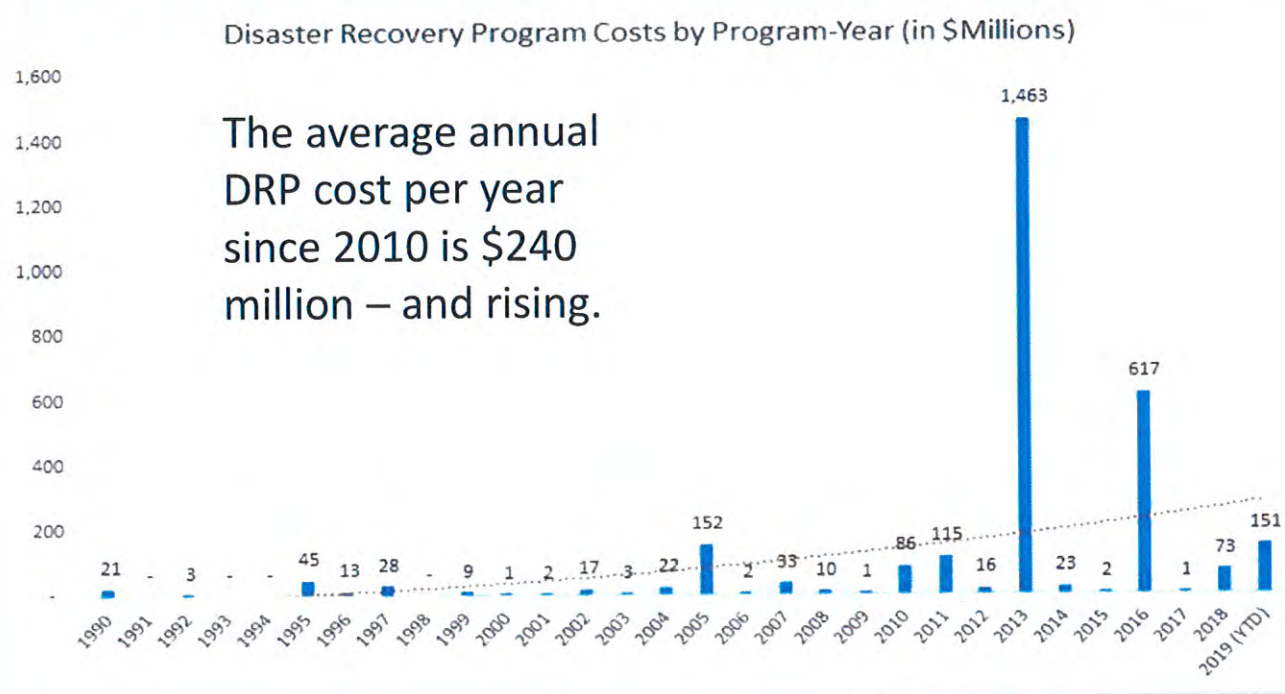
# Canada- Top 10 Natural Disasters for Insurance Payouts



Loss & Loss Adjustment Expenses  
 Source: IBC Facts Book, PCS, CatIQ, Swiss Re, Munich Re & Deloitte  
 Values in 2018 \$ CAN

# DRP Costs by Program Year

## Alberta Uninsured Natural Catastrophic Losses



# Disaster Recovery Program Changes

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## Beginning in the 2021 Disaster Season (FY2021-22):

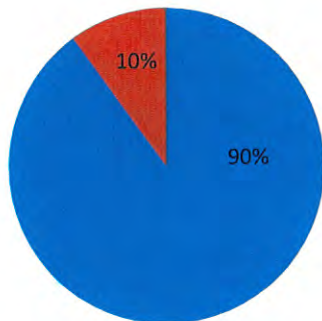
### DRP changes

1. Introducing a 90:10 cost-sharing arrangement between the GoA, municipalities, and Metis Settlements for all DRP eligible costs;
2. Introducing a 90:10 cost-sharing arrangement between the GoA and all private sector applicants for all DRP eligible costs; and
3. For homeowners, a funding cap of \$500,000 and a one-time assistance limit per property. The one time limit begins in 2021 and will not be applied retroactively.

# Jurisdictional Scan: Municipal Cost-share

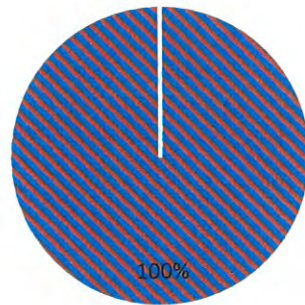
## Alberta

- Provincial Contribution
- Local Authority Contribution



## Manitoba\*

- Provincial Contribution
- Local Authority Contribution
- Provincial or Municipal (depending on circumstances)

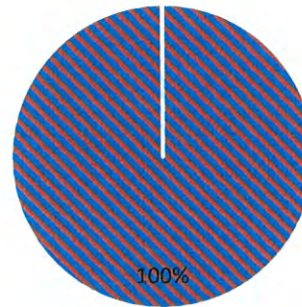


\*Slide Scale

- Municipal contribution based on per capita expense thresholds. First \$3.25 is the responsibility of the local authority, next \$6.51 is split 50:50.
- Provincial share increases to 75:25 with next \$6.51 per capita and 100% for remainder

## Quebec\*

- Provincial Contribution
- Local Authority Contribution
- Provincial or Municipal (depending on circumstances)

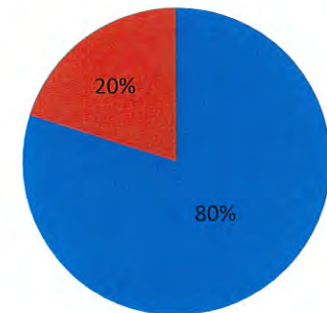


\*Sliding Scale

- Municipal contribution based on per capita expense thresholds.
- Contribution reaches 50% for the fourth and fifth dollars of per capita eligible expenditures.

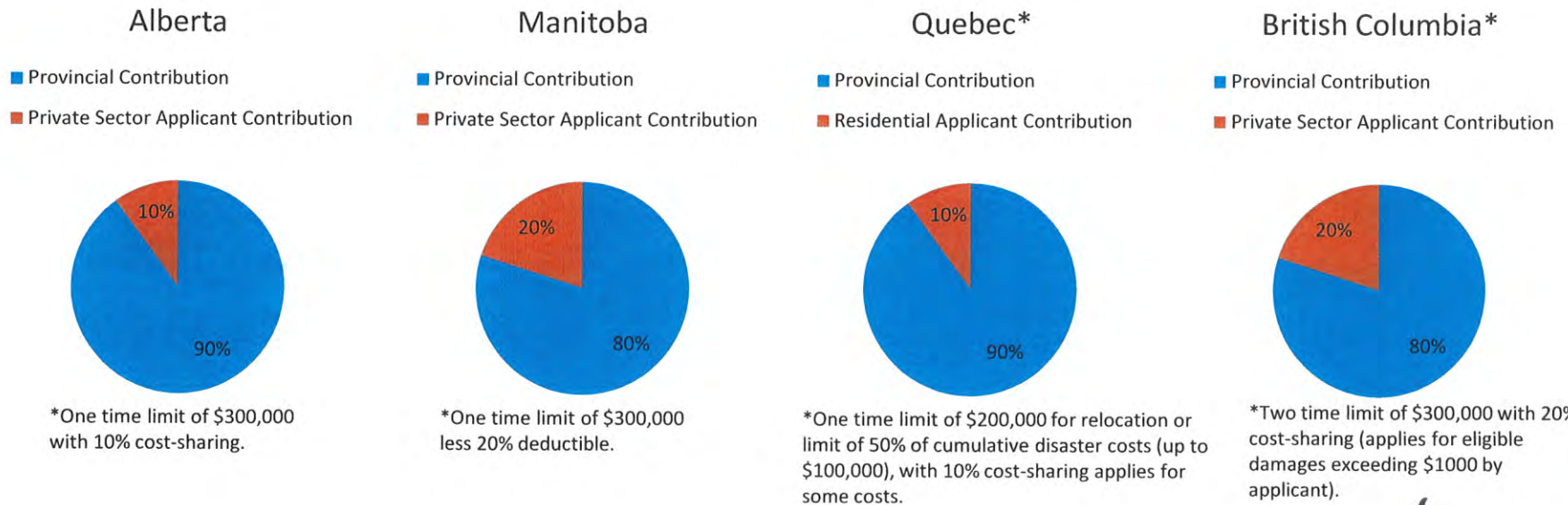
## British Columbia

- Provincial Contribution
- Local Authority Contribution



# Jurisdictional Scan: Private Sector Cost-sharing

Comparable disaster funding between provinces for a \$200,000 household loss that is uninsurable



# Jurisdictional Scan: Limits to Repeat Assistance

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Limits to repeat assistance exist in other provinces, for example:

## 1. **British Columbia**

- Two time limit of \$300,000 for homeowners (exceptions may apply if adequate mitigation measures were in place).
- 20% cost-sharing applies for eligible damages exceeding \$1,000 by applicant.

## 2. **Manitoba**

- One time limit of \$300,000 for private property, less the standard 20% deductible (maximum payable assistance of \$240,000).

## 3. **Quebec**

- 50% of cumulative disaster costs up to \$100,000 for homeowners or a one time limit of \$200,000 to relocate, with 10% cost-sharing for certain costs.



# Emergency Evacuation Payments Changes

---

## Beginning in the 2021 Disaster Season (FY2021-22):

### Emergency Evacuation Payments (EEPs)

- Payments will be issued only when a mandatory evacuation is issued and the emergency is uninsurable:
  - Payment amounts would be \$625 per adult.
  - Dependents under the age of 18 would be eligible for \$300.

## Jurisdictional Scan: Emergency Evacuation Payments (EEPs)

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- Alberta is the only jurisdiction to provide EEPs with no conditions on how the money is spent and in the quantity that has been provided:
  - Manitoba issues cheques to evacuees: up to \$100/day/evacuee to a maximum of 28 days.
  - Other provinces and territories reimburse evacuees with receipt support or issue vouchers/authorization forms.

# Emergency Evacuation Payments Criteria

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- Previously, Alberta did not have a formalized, consistent approach to EEPs for disaster events, and past decisions to implement EEPs were made on a case-by-case basis.
- New criteria:
  - Mandatory evacuation order has been issued
  - Mandatory evacuation exceeds 7 days
  - Event is uninsurable, such as overland flooding
    - Insurable events include sewer backup, fire, wind, earthquakes, and snow, hail and ice storms.
- Notwithstanding criteria above, consideration on a case-by-case basis when:
  - Environmental circumstances create a greater urgency and public safety risks, and/or
  - Affected community is unable to provide necessities of life for evacuees.







**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>March 9, 2021</b>
<b>Presented By:</b>	<b>Byron Peters, Deputy CAO</b>
<b>Title:</b>	<b>Fort Vermilion Airport Mitigation</b>

## BACKGROUND / PROPOSAL:

At the Committee of the Whole meeting on November 24<sup>th</sup>, 2020 an initial discussion was held with council regarding mitigation options for the Fort Vermilion Airport.

Administration has followed up on three options, obtaining more detailed cost estimates for the potential work.

## OPTIONS & BENEFITS:

The attached map shows the location of each of the options.

Option 1: Place a new building, same location, add quick connect plugs

Cost effective, plugs will fail and need more maintenance, building will need more maintenance, requires heavy equipment and trained operator to move, moving building proactively before a flood means that airport lighting will be shut down for extended periods when there is a flood risk.

Option 2: Lift a new building in the current location (lift 14 feet above current ground level)

Moderate cost, building subject to ice/debris during flood event, building still meets height (OLS) restrictions, building becomes an island during flood event.

Option 3: Build a 2<sup>nd</sup> floor addition to the existing cold storage shop (addition would be 13 feet above current ground level)

Higher cost, building somewhat subject to ice/debris during flood event, building becomes an island during flood event.

Option 4: Place a new building on higher ground (new location)

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

Higher cost, building protected from ice, no increased maintenance costs. No concerns about building becoming an island during flood event (maximizes time that lights can remain on).

**COSTS & SOURCE OF FUNDING:**

The recovery costs will be covered through a combination of insurance and Disaster Recovery (DRP) funding. Any mitigation measures that go beyond restoring to a pre-flood condition are not covered by insurance or DRP. Mitigation funding may be available, but funding for municipal infrastructure mitigation is deemed a lower priority than for residents.

The estimates below only include the costs that would be incurred for the mitigation measures. Estimates include the cost of electrical work and lifting a building. No costs are included for any dirt works (although expected to be minimal).

Option 1: \$20,000

Option 2: \$60,000

Option 3: \$115,000

Option 4: \$85,000

Should council wish to proceed with a mitigation measure for the airport electrical building, a budget amendment would be required.

**SUSTAINABILITY PLAN:**

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

**Goal E26.1** Infrastructure is adequate and there are plans to manage additional growth.

**COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

**POLICY REFERENCES:**

N/A

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

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

That administration include Option \_\_\_\_, being \_\_\_\_\_ in the flood recovery work for the Fort Vermilion Airport, and that a detailed budget amendment to fund the works be presented to council prior to issuing a tender for the recovery/mitigation works.

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



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





**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>March 9, 2021</b>
<b>Presented By:</b>	<b>Byron Peters, Deputy CAO</b>
<b>Title:</b>	<b>Mackenzie County Flood Mitigation – Engineering Services Procurement</b>

## **BACKGROUND / PROPOSAL:**

As council is well aware, the provincial government recently announced that there is a commitment to fund a mitigation program for flood affected areas within the county.

Administration has an idea of the work that needs to be undertaken, but most details still need to be confirmed. In order to proceed with accurate concept plans and to effectively engage the community, some engineering work needs to be procured as soon as possible.

As the mitigation planning continues there will be an ongoing need for engineering involvement. Administration has discussed options for procuring the required engineering services, which is particularly difficult considering that the scope of work cannot be well defined, and will evolve based on preliminary engineering assessments, site constraints and other potential factors.

Administration recommends that an Expression of Interest for Engineering Services for Mackenzie County Flood Mitigation be issued, utilizing a matrix to short list a handful of engineering firms. After this short list is finalized, administration would create a scope of work and a basic Request for Proposals (RFP) for tasks as they come up, and would distribute the RFP to the short listed firms.

The RFP process would be primarily to confirm which firm has the resources available to complete the required task within the required timelines, and which personnel would be assigned to the project. This would allow for a timely procurement process throughout the mitigation planning and implementation, ensuring that procurement processes do not cause undue delays while maintaining a transparent and competitive procurement process.

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

**OPTIONS & BENEFITS:**

Current policy FIN025, Purchasing Authority Directive and Tendering Process, allows for a special tendering and awarding process:

*Section 8.c*

*Where the nature of the services required does not provide for public the competition necessary for the tendering process, Council may by resolution, or the CAO in writing, provide for special tendering and award processes. Examples of these are invitational tenders, legal, architectural and engineering services, accommodations.*

There are several benefits of procuring engineering services for the mitigation project through this amended process: timely procurement of engineering services, ability to procure work at a preliminary stage in project assessment, ability to easily create and/or amend the scope of work, ability to require firms work together for the provision of some services (eg. geotechnical, survey, site supervision), while maintaining an open, transparent and competitive process.

**COSTS & SOURCE OF FUNDING:**

The special tendering process should result in cost savings through increased efficiency. Engineering costs will be covered by the mitigation funding.

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION / PUBLIC PARTICIPATION:**

The special tendering process will be publicly advertised and communicated to engineering firms that have experience in the region.

**POLICY REFERENCES:**

FIN025 Purchasing Authority Directive and Tendering Process

**RECOMMENDED ACTION:**

- Simple Majority
- Requires 2/3
- Requires Unanimous

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

That council authorizes a special tendering and award process and that administration be directed to issue an Expression of Interest for Engineering Services for Mackenzie County Flood Mitigation.

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





**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>March 9, 2021</b>
<b>Presented By:</b>	<b>Jennifer, Director of Finance</b>
<b>Title:</b>	<b>Policy FIN005 Petty Cash</b>

**BACKGROUND / PROPOSAL:**

As part of the 2021 Budget Development, Council adopted a user pay system for some of the service levels in Mackenzie County. Waste transfer station fees were amended, and attendants are now required to collect fees at the transfer stations. In order to allow for cash transactions, attendants require a float or Petty Cash at each transfer station to allow for sale of punch cards, and change given to residents.

Administration reviewed FIN005 Petty Cash Policy, and recommend making that attached changes to the Policy to provide attendants with a float (Petty Cash) at the Waste Transfer Stations.

Attendants will have to sign for the Petty Cash float, and be responsible for maintaining a record of the float for each operational day.

The Policy will be reviewed with each attendant by the Director of Community Services as the lead, and internally by the Director of Finance to ensure documentation requirements are met.

**OPTIONS & BENEFITS:**

N/A

**COSTS & SOURCE OF FUNDING:**

N/A

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

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

**POLICY REFERENCES:**

FIN005 Petty Cash

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That Policy PW005 Petty Cash be amended as presented.

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

## Mackenzie County

<b>Title</b>	PETTY CASH	<b>Policy No:</b>	FIN005
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<b>Legislation Reference</b>	Municipal Government Act, Section 6
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**Purpose**

To provide for controlled access to cash funds for minor expenditures by staff and for approved purchases, **or for revenues received by waste transfer station attendant.**

**Policy Statement and Guidelines**

The Director of Finance shall establish such petty cash funds, on an imprest basis, as may be required for efficient operation of the municipality.

No individual petty cash fund shall exceed \$200.

Individual employee(s) **and waste transfer station attendants** shall be assigned responsibility for each petty cash fund.

The assigned employee shall accept petty cash vouchers for reimbursement of minor expenditures, not exceeding \$25 per expenditure, when approved by the appropriate supervisor.

**The assigned waste transfer station attendant shall use the petty cash funds to accept cash for services rendered at the waste transfer stations.**

Each **employees** petty cash fund shall be reconciled regularly but not less than once per month. All petty cash vouchers shall be submitted to Accounts Payable for reimbursement by cheque made payable to the assigned employee.

**Each waste transfer station attendants petty cash fund, and revenues shall be reconciled at the end of each day. The petty cash recording form, along with all back up funds and documents shall be submitted to Mackenzie County when amounts surpass \$500, or on a minimum monthly basis.**

In the event of a discrepancy, the Director of Finance may require the assigned employee/**waste transfer station attendant** ~~to~~ make restitution for any missing funds.

	Date	Resolution Number
<b>Approved</b>	1998-10-14	98-312
<b>Amended</b>	2018-03-13	18-03-210

<b>Amended</b>		
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**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>March 9, 2021</b>
<b>Presented By:</b>	<b>Jennifer, Director of Finance</b>
<b>Title:</b>	<b>STARS – COW Motion 21-02-014</b>

## **BACKGROUND / PROPOSAL:**

At the February 23, 2021 Committee of the Whole meeting, a delegation from STARS made a presentation to Council identifying areas of service, along with services provided. As some industries have identified, due to COVID 19 they have reduced staffing to offset some of the reductions in revenues, and donations to support their services. To assist in the operations of their foundation, a donation of \$5,000 was requested to offset some of the losses and support STARS.

The following motion was passed:

**MOTION COW-21-02-014**      **MOVED** by Deputy Reeve Sarapuk

*That the STARS request be forwarded to the February 24, 2021 Council meeting for consideration.*

**CARRIED**

Administration reviewed funding available to support the request, and as the County received funding under the Municipal Operating Support Transfer grant that can be allocated to support non-profit organizations if revenues were reduced due to COVID 19, the donation is eligible under this grant; if Council chooses to support this request.

*“...or a non-profit organization will be eligible for MOST funding if the decision can be reasonably linked to COVID-19.”*

if Council chooses to support this request.

## **OPTIONS & BENEFITS:**

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

N/A

**COSTS & SOURCE OF FUNDING:**

One Time Project - Municipal Operating Support Transfer grant for \$5,000

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

**POLICY REFERENCES:**

N/A

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That a donation of \$5,000 to the STARS Foundation be approved, with funding coming from the Municipal Operating Support Transfer grant project.

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



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>March 9, 2021</b>
<b>Presented By:</b>	<b>Jennifer Batt, Director of Finance</b>
<b>Title:</b>	<b>Cheque Registers – February 22, 2021 – March 5, 2021</b>

**BACKGROUND / PROPOSAL:**

At the request of Council cheque registers are to 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 February 22 – March 5, 2021 cheque registers will be available on meeting day.

**OPTIONS & BENEFITS:**

Administration will continue to present all new cheque registers at each Council meeting.

**COSTS & SOURCE OF FUNDING:**

2020 & 2021 Budget.

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

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

**POLICY REFERENCES:**

Policy FIN025 Purchasing Authority Directive and Tendering Process

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the cheque registers from February 22, 2021 – March 5, 2021 be received for information.

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



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>March 9, 2021</b>
<b>Presented By:</b>	<b>Jeff Simpson, Director of Operations</b>
<b>Title:</b>	<b>Public Works Policies</b>

## **BACKGROUND / PROPOSAL:**

Administration presented some policies at the Committee of the Whole meeting on February 23, 2021.

The recommendation was to bring the following policies to Council for rescinding:

- PW006 Land Acquisition for Municipal Works
- PW016 Information Signs

The recommendation was to bring the following policy to Council for amending:

- PW035 Crop Damage Compensation

## **OPTIONS & BENEFITS:**

A copy of the policies are attached.

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

## **SUSTAINABILITY PLAN:**

## **COMMUNICATION / PUBLIC PARTICIPATION:**

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

**POLICY REFERENCES:**

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That Policy PW006 Land Acquisition for Municipal Works, be rescinded.

Simple Majority       Requires 2/3       Requires Unanimous

That Policy PW016 Information Signs, be rescinded.

Simple Majority       Requires 2/3       Requires Unanimous

That Policy PW035 Crop Damage Compensation, be amended as presented.

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

## Mackenzie County

<b>Title</b>	<b>LAND ACQUISITION FOR MUNICIPAL WORKS</b>	<b>Policy No:</b>	<b>PW006</b>
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<b>Legislation Reference</b>	<b>Municipal Government Act, Section 62</b>
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<p><b>Purpose</b></p> <p>To establish a procedure for purchasing land for a road, ditch or drainage.</p>
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<p><b>Policy Statement and Guidelines</b></p> <p>If land must be purchased to accommodate planned construction, the Chief Administrative Officer or designate shall obtain from the landowner a written agreement for the municipality to purchase the required land and shall ensure that the requirements of Section 62 are met.</p> <p>The purchase price shall be at a professionally appraised fair market value or less plus losses as below:</p> <ul style="list-style-type: none"> <li>(a) for <b>right-of-way</b></li> <li>(b) for <b>borrow pits</b></li> <li>(c) for crop and surface damage for <b>backsloping</b>.</li> </ul> <p>Payment shall only be made when the acquired interest is registered on the title.</p>
---

	Date	Resolution Number
<b>Approved</b>	<b>Oct 14/98</b>	<b>98-312</b>
<b>Amended</b>	<b>August 12, 2008</b>	<b>08-08-566</b>
<b>Amended</b>		

## Municipal District of Mackenzie No. 23

<b>Title</b>	<b>Information Signs</b>	<b>Policy No.</b>	<b>PW016</b>
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<b>Legislation Reference</b>	<b>Municipal Government Act, Section 18</b>
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<p><b>Purpose</b></p> <p>To provide direction on the installation of informational signs.</p>
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<b>Policy Statement and Guidelines</b>		
<p>1. Requests for installation of informational signs shall require either the approval of the Public Works Department or Council as outlined on the following chart. Responsibility for installation costs are as outlined:</p>		
<b><u>Type</u></b>	<b><u>Installation Cost</u></b>	<b><u>Approval Required</u></b>
Children Playing	Applicant	Council
Deaf/Blind Children	Municipal District	Public Works
Hidden Approach	Municipal District	Public Works
Deer Crossing	Municipal District	Council
Stock Crossing	Applicant	Council
Stock at Large	Municipal District	Council
<p>2. If a sign is considered to be to the benefit of the entire community (such as a "Children Playing" sign at a ball diamond), no costs shall be borne by the applicant.</p>		
<p>3. Requests for signs shall only be considered on municipal public roads.</p>		
<p>4. The municipality shall encourage the use of portable signs for any new requests for stock crossing signs.</p>		
<p>5. All maintenance costs for public signs shall be paid by the Municipality.</p>		
<p>6. Council approval shall be acquired prior to the removal of existing signs.</p>		

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	<b>Apr 20/99</b>	<b>99-141</b>
<b>Amended</b>		
<b>Amended</b>		

"J. Maine" (Signed) \_\_\_\_\_  
**Chief Administrative Officer**

"B. Bateman" (Signed) \_\_\_\_\_  
**Chief Elected Official**



# Mackenzie County

<b>Title</b>	<b>Crop Damage Compensation</b>	<b>Policy No:</b>	<b>PW035</b>
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## **Purpose**

To establish crop damage rates for landowners adjacent to municipal construction projects.

## **Policy Statement**

It is necessary to compensate landowners for crop damage if it is as a result of a municipal project construction.

## **Guidelines**

Where municipal road construction extends beyond the right-of-way in a rural area there is usually crop damage to the existing land. Landowners shall be compensated as follows:

1. \$400.00 per acre for damage to cereal, pulse or seed crop
2. \$475.00 per acre for damage to canola crop
3. ~~\$400.00~~ \$800.00 per acre for damage to seeded hay or pasture
4. ~~\$50.00 per acre for damage to native land~~

Prior to working outside of the right-of-way the municipality shall enter into an agreement with the landowner.

There shall be no compensation for easements or right-of-way agreements within hamlet limits.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	<b>September 8, 2004</b>	<b>04-679</b>
<b>Amended</b>	<b>August 12, 2008</b>	<b>08-08-567</b>
<b>Amended</b>		





**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>March 9, 2021</b>
<b>Presented By:</b>	<b>Willie Schmidt, Manager of Fleet Services</b>
<b>Title:</b>	<b>Vehicle Disposal</b>

## **BACKGROUND / PROPOSAL:**

Administration is seeking direction as to the disposal of four aging pickup trucks. These units are not being utilized as a result of staff layoffs.

## **OPTIONS & BENEFITS:**

### Option 1:

Dispose of units at local public auction in spring of this year.

### Benefit:

Funds for selling units will go into equipment & vehicle reserve.

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

## **SUSTAINABILITY PLAN:**

## **COMMUNICATION / PUBLIC PARTICIPATION:**

## **POLICY REFERENCES:**

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

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the four pickup trucks be sent to La Crete Auction Mart for the April 24, 2021 consignment sale.

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



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>March 9, 2021</b>
<b>Presented By:</b>	<b>Fred Wiebe, Director of Utilities</b>
<b>Title:</b>	<b>Zama Water Treatment Project Re-tender</b>

## **BACKGROUND / PROPOSAL:**

Tenders for the Hamlet of Zama Lift Station Upgrade and Hamlet of Zama Water Treatment Plant Upgrade were received and opened at the September 11, 2018 council meeting. Tenders for both projects came in over budget and Council instructed administration to contact grant organizers to request additional funding and also research other cost saving options for the projects and bring the recommendations back to council.

Administration along with our consultant met with the lowest bidding contractor to provide updated prices if we left the electrical and process piping mostly as existing, upgraded only a few of the distribution pumps and motors and removed the HVAC upgrades from the new WTP. The electrical savings reflected well on what was removed but the mechanical savings seem disproportionately low in comparison. Based on these results, administration did not feel this was an option worth pursuing, as it would be better value to re-tender.

At the November 13, 2018 council meeting, 3 options were presented to council with the third option being moved by Councillor Wardley:

**MOTION 18-11-885**  
Requires 2/3

**MOVED** by Councillor Wardley

That the Zama Water Treatment Improvements Project be retendered with a project scope change.

**CARRIED**

Administration reviewed Council's action items at the February 23, 2021 Committee of the Whole meeting where it was discussed to bring this item back to a council meeting for discussion.

**Author:** F. Wiebe **Reviewed by:** \_\_\_\_\_ **CAO:** L. Racher

**OPTIONS & BENEFITS:**

Option #1

That administration proceed with re-tender of the Zama Water Treatment project while remaining within budget.

Option #2

That the Zama Water Treatment project be cancelled and the county portion of be allocated back to the funding reserve.

**COSTS & SOURCE OF FUNDING:**

CURRENT BUDGET	
Scope change project estimated total project cost	\$ 933,569
AMWWP grant portion 75%	\$ 705,750
Gas Tax Funding	\$ 12,842
Additional County Funding by reserve	\$ 214,977
2021 Budget Requirement	
Scope change project estimated total project cost	\$ 941,000
Remaining Budget	\$ 789,375
AMWWP grant portion 75%	\$ 639,010
Additional County Funding Required (estimated)	\$ 150,365

As costs since 2013 have been allocated from various funding sources, the amount carried forward in 2021 is \$781,944. The budget would need to be increased by \$7,431 and funding sources amended.

The scope of work for the project would be adjusted to be in line with the project budget. This could include some optional items to get the project as close to project budget as possible when tenders are received.

**SUSTAINABILITY PLAN:**

The sustainability plan has several references to the matter at hand, some specifically and some more ambiguously:

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

Goal C1: That 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.

Author: F.Wiebe Reviewed by: \_\_\_\_\_ CAO: L. Racher

Goal C5: That the County continues to provide high quality utility services (water distribution and treatment as well as waste water collection and treatment) and ensures that they:

- Are available in each hamlet,
- Meet quality standards consistent with current national standards and demand,
- Are stable and reliable,
- Are each financially self-sustaining at both operational and capital levels.

**COMMUNICATION:**

If re-tendering is the continued direction for this project, we would advertise for tendering of the project.

**RECOMMENDED ACTION:**

- Simple Majority       Requires 2/3       Requires Unanimous

For discussion.

Author: F.Wiebe      Reviewed by: \_\_\_\_\_      CAO: L. Racher







**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>March 9, 2021</b>
<b>Presented By:</b>	<b>Byron Peters, Deputy Chief Administrative Officer</b>
<b>Title:</b>	<b>General Municipal Improvement Standards</b>

## **BACKGROUND / PROPOSAL:**

Revisions to the General Municipal Improvement Standards (GMIS) have recently been completed by Infrastructure Services Ltd. (ISL) and now require Council approval to be fully implemented.

The goal of the revisions was to simplify and update the GMIS as they had not been revised since adopted in May 2014. The following issues were also addressed with the revisions:

- removal of redundant information throughout the document;
- removal of information stated under provincial and federal standards and guidelines;
- updating standards that have been changed within the industry;
- included comparisons to other municipalities under Section 1;
- additional changes and additions based on actual operational practices as observed by Administration.

The following is a list of the major revisions made to the GMIS:

- Section D-17 regarding Rural Water Distribution Systems including well systems was removed and replaced with Section D-17 addressing Trickle Feed Water Distribution to align with the County’s engineering and operational requirements;
- Section E-22 was added to address the damages and premature failures occurring to sewer mainlines and manholes due to hydrogen sulphide gases created downstream of low pressure sewer systems connections;
- Section E-10 guidelines for Private (Rural) Sewer Systems was removed as it is addressed at the provincial level;
- Section H-6 Street Lighting and Section G Transportation were combined into Section G-11 Street Lighting.
- Section G.11.3 Operations was added to clarify at what stage of subdivision development the street lighting system will be energized.

**Author:**  M Savard  **Reviewed by:**  B Peters  **CAO:**

- Section H.1.3 Landscape Design Requirements was deleted and replaced with the following statement: “Landscape design to adhere to the latest edition of the Canadian Landscape Standard”.

**OPTIONS & BENEFITS:**

Council adoption of the revised GMIS will provide Administration with much needed political support to implement the new GMIS through various aspects of the County’s infrastructure improvements including managing all phases of Development Agreements and Capital Works.

**COSTS & SOURCE OF FUNDING:**

Costs of the GMIS revisions project were borne by the Planning & Development Operating budget. The project was completed within the allocated budget as approved by Council.

**SUSTAINABILITY PLAN:**

**Goal C1** Capacity of infrastructure keeps pace with growth.

**Goal C5** Mackenzie County continues to provide high quality utility services and ensures that standards are consistent with current standards and demand.

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

**Goal E26.1** Infrastructure is adequate and there are plans to manage additional growth.

**COMMUNICATION / PUBLIC PARTICIPATION:**

If approved by Council the GMIS will be made available to the public online and at all County offices.

**POLICY REFERENCES:**

General Municipal Improvements Standards Policy DEV008  
 “Engineering Guidelines & Minimum Servicing Standards” adopted May 4, 2004  
 Mackenzie County Business Plan 2016-2018  
 Municipal Development plan adopted November 2009  
 Mackenzie County Sustainability Plan adopted January 2016  
 La Crete Industrial Growth Strategy prepared by O2 and adopted in 2020

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

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the General Municipal Improvement Standards revisions dated February 2021 be approved and implemented.

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





**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>March 9, 2021</b>
<b>Presented By:</b>	<b>Len Racher, Chief Administrative Officer</b>
<b>Title:</b>	<b>La Crete Farmers' Market Committee– Request for Letter of Support</b>

## **BACKGROUND / PROPOSAL:**

The La Crete Farmers' Market Committee is requesting a letter of support from Mackenzie County in order to become an Alberta Regulated Market.

The request letter is attached for information.

## **OPTIONS & BENEFITS:**

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

## **SUSTAINABILITY PLAN:**

## **COMMUNICATION / PUBLIC PARTICIPATION:**

## **POLICY REFERENCES:**

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

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That a letter of support be provided to the La Crete Farmers' Market Committee supporting the startup of the La Crete Farmers Market.

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

La Crete Farmers' Market Committee (La Crete Agricultural Society)  
P.O. Box 791  
La Crete, AB, T0H 2H0

March 3, 2021

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

Dear Reeve Knelsen,

We are writing to you as the La Crete Farmers' Market Committee. We are asking for your support in starting a market in the town of La Crete and helping us obtain Alberta regulated status.

In the small community of La Crete, there is a large number of home based businesses including everything from crafts to produce. It is our hope that a market would provide a central location for all vendors to bring their products together for the convenience of the shopper. In the last two weeks, we have asked the community through various social media platforms if there would be interest in a market; the support has been overwhelming.

To become an Alberta regulated market, we must complete an application that includes three letters of support from town leaders and other influential community members. We have obtained the support of the La Crete Chamber of Commerce. It is our hope that you will consider being the second supporting member.

As a committee, we believe that becoming a regulated market will bring a sense of reassurance to our customers and give them confidence in buying handcrafted and

homegrown products. It is our hope that this will be a drawing factor and bring people in from the surrounding communities as well.

We hope that you see as much potential in this idea as we do and that you will consider giving us your support. We look forward to hearing from you and thank you for your time.

Sincerely,

La Crete Farmers' Market Committee

Chair, Daniel Wall

Manager, Stacy Siemens

Vendor Liaison, Curtis and Myranda Rempel

Secretary/Treasurer, Susan Siemens

Committee Member, Ashley Friesen

Committee Member, Nettie Krahn





**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>March 9, 2021</b>
<b>Presented By:</b>	<b>Fred Wiebe, Director of Utilities</b>
<b>Title:</b>	<b>Peace River Levels and Temperature Information</b>

## **BACKGROUND / PROPOSAL:**

At the December 8, 2020 council meeting the following motion was carried:

**MOTION 20-12-754      MOVED** by Councillor Wardley

That administration gather information regarding the river flows and water temperature on the Peace River within the Mackenzie County boundary.

**CARRIED**

Administration has followed up with Alberta Environment and Parks who have provided us the raw data for the levels of the Peace River at Carcajou and Fort Vermilion. There was no temperature data available from AEP within the County boundaries but they did supply temperature data for 2 locations including Town of Peace River and Dunvegan Bridge.

The water level data for these locations are broken down as follows:

Carcajou – 2008 to present. Level measurement every 5 minutes totaling over 732,000 data entries.

Fort Vermilion – 2006 to present. Level measurements taken every 5 minutes for a total of over 899,000 data entries.

Temperature data for Town of Peace River and Dunvegan Bridge are as follows:

Town of Peace River – 2000 to present. Hourly data points over this course of time means there are over 145,000 data entries.

**Author:** F. Wiebe      **Reviewed by:** \_\_\_\_\_      **CAO:** L. Racher

Dunvegan Bridge – 2005 to present. Hourly data points over the course of this timeframe equates to over 116,000 entries.

AEP also directed administration to Water Survey Canada website where you can view live (every 5 minutes) as well as historical data for levels of different water bodies. Here is a link to the site: [https://wateroffice.ec.gc.ca/mainmenu/real\\_time\\_data\\_index\\_e.html](https://wateroffice.ec.gc.ca/mainmenu/real_time_data_index_e.html)

AEP also had a disclaimer Note: The Near Real-Time data provided are provisional and preliminary in nature. They are automatically generated by remote equipment that may not be under Alberta Government control and have not been reviewed or edited for accuracy. These data may be subject to significant change when manually reviewed and corrected. Please exercise caution and carefully consider the provisional nature of the information provided. The Government of Alberta assumes no responsibility for the accuracy or completeness of this data and any use of it is therefore, entirely at your own risk.

Enclosed are some examples of how this data is presented.

**OPTIONS & BENEFITS:**

Administration is seeking for further direction on how to proceed with the data that has been received. Depending on the goal for the use of this data, it could be very time consuming to extrapolate and provide trends or outliers.

**COSTS & SOURCE OF FUNDING:**

Internal resources could account for most of the requirements of researching or providing further data. The costs of this would depend on the expected outcomes.

**SUSTAINABILITY PLAN:**

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

**COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

**POLICY REFERENCES:**

N/A

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the levels and temperature information gathered for the Peace River be received for information.

Author: F. Wiebe      Reviewed by: \_\_\_\_\_      CAO: L. Racher

Station Site:

Station Name:Peace River at Peace River

Station Number:07HA001

LocalX:---

LocalY:---

Datum:304.8

Parameter Name:TW

Parameter Type:WT

Parameter Type Name:Water Temperature

Time series Name:AB/07HA001/TW/Cmd.Merged.C

Time series Unit:°C

GlobalX:---

GlobalY:---

Longitude:-117.314330

Latitude:56.244940

Date	Time	Value [°C]
2000-12-31	12:30:00	0.81
2000-12-31	13:00:00	1.01
2000-12-31	13:30:00	0.85
2000-12-31	14:00:00	1.16
2000-12-31	14:30:00	1.01
2000-12-31	15:00:00	0.81
2000-12-31	15:30:00	0.97
2000-12-31	16:00:00	0.93
2000-12-31	16:30:00	1.08
2000-12-31	17:00:00	0.93
2000-12-31	17:30:00	1.01
2000-12-31	18:00:00	---
2001-09-12	0:00:00	11.7
2001-09-12	0:30:00	11.74
2001-09-12	1:00:00	11.66
2001-09-12	1:30:00	11.58
2001-09-12	2:00:00	11.5
2001-09-12	2:30:00	11.54
2001-09-12	3:00:00	11.42
2001-09-12	3:30:00	11.38
2001-09-12	4:00:00	11.38
2001-09-12	4:30:00	11.34
2001-09-12	5:00:00	11.26
2001-09-12	5:30:00	11.19
2001-09-12	6:00:00	11.15
2001-09-12	6:30:00	11.15
2001-09-12	7:00:00	11.03
2001-09-12	7:30:00	10.95
2001-09-12	8:00:00	10.99
2001-09-12	8:30:00	10.87
2001-09-12	9:00:00	11.07

Station Site:  
 Station Name:Peace River at Fort Vermilion  
 Station Number:07HF001  
 LocalX:---  
 LocalY:---  
 Datum:---  
 Parameter Name:HG  
 Parameter Type:S  
 Parameter Type Name:Water Level  
 Time series Name:AB/07HF001/HG/Cmd.RelAbs.Merged.C  
 Time series Unit:m  
 GlobalX:---  
 GlobalY:---  
 Longitude:-116.028650  
 Latitude:58.387780

Date	Time	Value [m]	Absolute [m]
2006-02-06	23:45:00	248.753	248.753
2006-02-07	0:00:00	248.754	248.754
2006-02-07	0:15:00	248.754	248.754
2006-02-07	0:30:00	248.754	248.754
2006-02-07	0:45:00	248.753	248.753
2006-02-07	1:00:00	248.754	248.754
2006-02-07	1:15:00	248.754	248.754
2006-02-07	1:30:00	248.754	248.754
2006-02-07	2:30:00	---	---
2006-02-07	20:45:00	---	---
2006-02-07	21:45:00	248.754	248.754
2006-02-07	22:00:00	248.754	248.754
2006-02-07	22:15:00	248.753	248.753
2006-02-07	22:30:00	248.754	248.754
2006-02-07	22:45:00	248.754	248.754
2006-02-07	23:00:00	248.754	248.754
2006-02-07	23:15:00	248.766	248.766
2006-02-07	23:30:00	248.766	248.766
2006-02-07	23:45:00	248.766	248.766
2006-02-08	0:00:00	248.767	248.767
2006-02-08	0:15:00	248.766	248.766
2006-02-08	0:30:00	248.766	248.766
2006-02-08	0:45:00	248.768	248.768
2006-02-08	1:00:00	248.769	248.769
2006-02-08	1:15:00	248.769	248.769
2006-02-08	1:30:00	248.77	248.77
2006-02-08	1:45:00	248.772	248.772
2006-02-08	2:00:00	248.771	248.771
2006-02-08	2:15:00	248.772	248.772
2006-02-08	2:30:00	248.77	248.77
2006-02-08	2:45:00	248.769	248.769



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>March 9, 2021</b>
<b>Presented By:</b>	<b>Len Racher, Chief Administrative Officer</b>
<b>Title:</b>	<b>Information/Correspondence</b>

## **BACKGROUND / PROPOSAL:**

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

- Council Action List
- Correspondence – Minister of Advance Education
- Correspondence – Minister of Environment
- Correspondence – Minister of Municipal Affairs
- Correspondence – ADM of Municipal Affairs
- Correspondence – Minister of Environment
- Correspondence – Orphan Well Association
- Correspondence – Tompkins Improvement Board
- Correspondence – La Crete Chamber – 88 Connector Renaming Request
- Alberta Police Interim Advisory Board Quarterly Report
- RMA Unpaid Oil and Gas Tax Survey Member Briefing
- Update on Alberta Coal Policy
- Fort Vermilion Bridge Campground

## **OPTIONS & BENEFITS:**

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

## **SUSTAINABILITY PLAN:**

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

**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. Sarapuk      Reviewed by: \_\_\_\_\_      CAO: \_\_\_\_\_

## Mackenzie County Action List as of February 24, 2021

### *Council and Committee of the Whole Meeting Motions Requiring Action*

Motion	Action Required	Action By	Status
<b>February 22, 2016 Council Meeting</b>			
16-02-135	That the County covers the additional cost of the survey on Plan 5999CL, Lot E to date and have administration release a copy of the report to the landowner informing them that the initial investigation survey has been completed.	Byron	Refer to Motion 18-06-411  In progress. Meeting with landowners.  Impacted by 2020 flood.
<b>May 10, 2016 Regular Council Meeting</b>			
16-05-354	That administration be authorized to proceed as follows in regards to the Zama Crown Land Procurement: <ul style="list-style-type: none"> <li>• cancel PLS 080023;</li> <li>• <b>pursue acquisition of land parcels as identified on the map presented in red;</b></li> <li>• identify a parcel of land to be subdivided from Title Number 102 145 574 +1 (Short Legal 0923884; 21; 1) and offered for trade or sale to Alberta Environment and Parks due to its unsuitability for a hamlet development , specifically the land use restrictions per Alberta Energy Regulator.</li> </ul>	Don	PLS Cancelled.  Asset list with all leases, caveats, dispositions, easements, etc.  Response Received from AEP 2017-11-27.  Application submitted.  RFD to Council once response is received to our application.
<b>July 12, 2016 Regular Council Meeting</b>			
16-07-526	That the County pursue purchasing the leased lands at the Hutch Lake campground.	Don Len	Application for purchase of Hutch Lake has been filed.
<b>April 25, 2018 Council Meeting</b>			
18-04-314	That administration be authorized to proceed with a Department License of Occupation (DLO) for existing and future walking trail expansion on SE 14-106-15-W5 once the title transfer has been completed for SE 15-106-15-W5.	Don	Application submitted. FNC process
18-04-315	That administration move forward in purchasing more land north of the existing Hutch Lake Cabins and that final costs be brought back to Council for decision.	Don	Sketch plan completed. Application to purchase is in progress.
<b>June 12, 2018 Council Meeting</b>			
18-06-432	That the County apply to Alberta Environment & Parks for a bank stabilization and clean-up along the Peace River in the Hamlet of Fort Vermilion as a result of the ice jam flooding event.	Byron	In progress. Engineering report received. (WSP) Working on application.  2020 Flood Mitigation

Motion	Action Required	Action By	Status
<b>October 9, 2018 Regular Council Meeting</b>			
18-10-763	That administration proceeds with the water diversion license's as discussed.	Fred	Received some follow-up from Ministers Office. Continue to follow-up.
<b>November 13, 2018 Regular Council Meeting</b>			
18-11-885	That the Zama Water Treatment Improvements Project be retendered with a project scope change.	Fred	In progress 2021-03-09 Council
<b>February 27, 2019 Regular Council Meeting</b>			
19-01-117	That administration proceed with Plan 5999CL in Fort Vermilion as discussed.	Byron	Impacted by 2020 flood In conjunction with motion 16-02-135
<b>October 8, 2019 Regular Council Meeting</b>			
19-10-559	That administration enter into an agreement with the owners of Tax Roll 155377 as discussed.	Jennifer	Ongoing Awaiting response from ratepayer With lawyers to file
<b>November 5, 2019 Regular Council Meeting</b>			
19-11-676	That Mackenzie County representatives appointed to a provincial task force must provide regular written reports to council, shall immediately forward all task force material and information to council and CAO, and shall receive specific, prior approval from council to represent views or negotiate on behalf of the County.	Council	
<b>January 29, 2020 Regular Council Meeting</b>			
20-01-055	That Administration move forward with applying for Recreational Leases for the Bistcho Lake cabin areas and consideration be given to the work being done by the Caribou Sub-regional Task Force.	Don	On hold. Pursuing reinstatement of commercial fishing. Will be brought to CS Meeting
20-01-067	That a letter be sent to the Minister of Municipal Affairs in regards to the Section 627(3) of the Municipal Government Act that relates to the number of councillor's on a Subdivision and Development Appeal Board.	Byron	In progress CC:RMA & AUMA
<b>April 22, 2020 Regular Council Meeting</b>			
20-04-265	That the County and applicable developers co-develop a storm water management plan for the La Crete North Storm Catchment area (as delineated in red on the attached map), and that a storm water management fee of \$4,000/ha be applied effective immediately to subdivision applications within the defined catchment area, with a fee adjustment to be completed once detailed construction costs are finalized.	Byron	In progress
20-04-266	That an offsite levy bylaw be established for the La Crete North Storm Catchment area as soon as detailed construction costs are finalized.	Byron Fred Jennifer	Costs finalized. Working on draft offsite levy bylaw.



Motion	Action Required	Action By	Status
20-04-267	That administration proceed with obtaining the right-of-way on 26-108-14-W5M and that the budget be amended to include \$50,000 for surveying, etc. with funding coming from the General Operating Reserve.	Jeff	Budget amendment completed. Following up with Borderline Eng.
20-04-268	That a letter be sent to the Minister of Energy and the Alberta Orphan Well Association in support of our industry ratepayers and to request that a portion of the Federal energy stimulus funding be channeled to assist the energy communities, service businesses and families in northwestern Alberta.	Len	Complete Make a motion in Council to write a letter to orphan well to hire local contractors
May 22, 2020 Special Council Meeting			
20-05-279	That charges be laid by Mackenzie County to the non-eligible individuals that fraudulently registered as an evacuee during the Fort Vermilion flood, and to evacuees that have incurred significant costs related to hotel room damages.	Jennifer	In progress.
June 5, 2020 Special Council Meeting			
20-06-334	That administration continues to support a community recovery plan that includes a community engagement component.	DRT	Ongoing
June 15, 2020 Special Council Meeting			
20-06-373	That the Fort Vermilion future development continue to be investigated.	DRT	Ongoing
June 24, 2020 Regular Council Meeting			
20-06-383	That applications be submitted for the three boat launch locations and that the Mackenzie County Search and Rescue River Access Plan be amended to include the additional access sites as identified in the 1991 Recreation Sites in the Lower Peace River Valley Report and be brought back to Council for approval.	Don	Application submitted for three boat launches.  River Access Plan in progress.
20-06-396	That second reading of Bylaw 1181-20 being a Land Use Bylaw Amendment to rezone Plan 2938RS, Block 02, Lots 15 & 16 from Fort Vermilion Commercial Centre "FV-CC" to Hamlet Residential 1 "H-R1" to accommodate a Manufactured Home-Mobile be TABLED.	Caitlin	Tabled due to flood recovery process.
July 15, 2020 Regular Council Meeting			
20-07-438	That Administration proceed with the one-year extension and creating a two-year sub-contract request for proposals for the Construction and Maintenance of the Tompkins Crossing Ice Bridge.	Jeff	RFP – August 2021
August 19, 2020 Regular Council Meeting			
20-08-497	That administration proceed with the sale of the 0.09 acres on Part of Plan 182 2539, Block 01, Lot K in the Hamlet of La Crete, subject to developer agreeing to create a treed buffer on the west and south property line and paying all fees.	Caitlin	Landowner has to apply for subdivision and consolidation

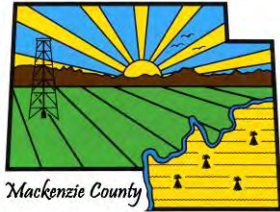
<b>Motion</b>	<b>Action Required</b>	<b>Action By</b>	<b>Status</b>
<b>September 22, 2020 Regular Council Meeting</b>			
20-09-585	That administration send a link to the local community La Crete Ferry camera service to Alberta Transportation.	Carol	Not completed
20-09-586	That administration investigate the initial capital cost to participate in the Mackenzie Regional Waste Management including inflationary rates.	Jennifer	In progress
<b>October 13, 2020 Regular Council Meeting</b>			
20-10-616	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.	Caitlin	Offer to purchase sent to the landowner
20-10-618	That Administration be authorized to purchase Plan 992 0894, Block 02, Lot 01 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.	Caitlin	Offer to purchase signed. To be registered at Land Titles.
20-10-620	That Byron Peters, as Administrative Lead, work with the Regional Economic Development Initiative's (REDI) Rail to Alaska lobbying efforts and other groups and individuals as required.	Byron	In progress
<b>October 28, 2020 Regular Council Meeting</b>			
20-10-719	That the County suspend all land purchases until the provincial funding is received and the mitigation plan is supported.	DRT	
<b>November 10, 2020 Regular Council Meeting</b>			
20-11-726	That administration gather information from flood affected residents and draft a letter to the Minister of Municipal Affairs and the Insurance Bureau of Canada regarding coverage concerns.	DRT	Action not required. Files reviewed
20-11-731	That all Campground Caretaker Contracts be referred back to the Community Services Committee for review of tender documents and that it be brought back to Council in January 2021.	Don	In progress
20-11-744	That the concepts and guidance provided within the La Crete Industrial Growth Strategy be incorporated into County planning documents.	Byron	Incorporated into the MDP 2022 Budget
<b>November 25, 2020 Regular Council Meeting</b>			
20-11-742	That Administration be authorized to proceed in developing an Offsite Levy Bylaw for the benefitting area of the La Crete North Sanitary Trunk Sewer, for the purpose of recovering all costs associated with the improvements.	Caitlin	Working on draft offsite levy bylaw.

<b>Motion</b>	<b>Action Required</b>	<b>Action By</b>	<b>Status</b>
20-11-748	That Administration proceed in developing an offsite levy bylaw for the benefitting area of the La Crete South Sanitary Trunk Sewer for the purpose in recovering all costs associated with the sanitary sewer trunk improvements.	Caitlin	Working on draft offsite levy bylaw.
20-11-759	That administration proceed with developing consolidated offsite levy bylaws on a per improvement basis.	Byron	May 2021
20-11-774	That a letter be sent to Alberta Health Services regarding critical staff shortages in Northwest Alberta.	Len	In progress
<b>December 2, 2020 Budget Council Meeting</b>			
20-12-739	That a flight fuel assessment invoice in the amount of \$200,000 be sent to Alberta Forestry for the fuel flowage fee for the period May – August 2019 as per the Fee Schedule Bylaw.	Jennifer	In progress
<b>December 8, 2020 Regular Council Meeting</b>			
20-12-754	That administration gather information regarding the river flows and water temperature on the Peace River within the Mackenzie County boundary.	Fred	In progress
20-12-774	That administration request an insurance summary and bring it back to Council.	Jennifer	Information requested.
<b>December 16, 2020 Budget Council Meeting</b>			
20-12-799	That the County lobby the provincial government (Red Tape Reduction) to consolidate grazing leases into a single tax roll to assist the province and the municipality to reduce red tape.	Len	In progress
20-12-802	That administration develop a Policy for the reporting of fuel flowage charges at airports.	Byron	In progress.
20-12-805	That administration request that the province waive/reimburse fees associated with the River Search & Rescue Access Plan approvals.	Don	Drafting a letter to AEP
20-12-806	That administration investigate implementing a Local Improvement on the 101 Avenue Asphalt project in the Hamlet of La Crete.	Byron	Policy amendment required.
20-12-808	... administration bring forward a policy review at each Committee of the Whole Meeting.	Carol	Ongoing
<b>January 12, 2021 Regular Council Meeting</b>			
21-01-008	That administration continue to work with provincial government departments and agencies for the disaster recovery process.	DRT	Ongoing
21-01-030	That administration proceed with the partial closure of Utility Right-of-Way Plan 032 4681.	Caitlin	In progress

Motion	Action Required	Action By	Status																
21-01-033	<p>That administration request meetings with the following Ministries during the 2021 Rural Municipalities of Alberta (RMA) Spring Convention to discuss the following policy items or issues:</p> <table border="1"> <thead> <tr> <th>Ministry:</th> <th>Priority Topics:</th> </tr> </thead> <tbody> <tr> <td>Municipal Affairs</td> <td>Disaster Recovery Petition to Form a New Municipality</td> </tr> <tr> <td>Transportation</td> <td>Bridge at Tompkins Landing High Wide Load Corridor</td> </tr> <tr> <td>Agriculture &amp; Forestry</td> <td>Farmland Expansion Fire Ban Exemption Request Agricultural Land Sales Natural Gas Line Update</td> </tr> <tr> <td>Health</td> <td>La Crete Birthing Centre</td> </tr> <tr> <td>Environment &amp; Parks</td> <td>Agricultural Land Sales Recreation Leases – First Nation Consultation Water Diversion Licenses Northwest Bison</td> </tr> <tr> <td>Energy</td> <td>Transportation Corridor</td> </tr> <tr> <td>Solicitor General</td> <td>Fort Vermilion Courthouse</td> </tr> </tbody> </table>	Ministry:	Priority Topics:	Municipal Affairs	Disaster Recovery Petition to Form a New Municipality	Transportation	Bridge at Tompkins Landing High Wide Load Corridor	Agriculture & Forestry	Farmland Expansion Fire Ban Exemption Request Agricultural Land Sales Natural Gas Line Update	Health	La Crete Birthing Centre	Environment & Parks	Agricultural Land Sales Recreation Leases – First Nation Consultation Water Diversion Licenses Northwest Bison	Energy	Transportation Corridor	Solicitor General	Fort Vermilion Courthouse	Carol Len	In progress
Ministry:	Priority Topics:																		
Municipal Affairs	Disaster Recovery Petition to Form a New Municipality																		
Transportation	Bridge at Tompkins Landing High Wide Load Corridor																		
Agriculture & Forestry	Farmland Expansion Fire Ban Exemption Request Agricultural Land Sales Natural Gas Line Update																		
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Environment & Parks	Agricultural Land Sales Recreation Leases – First Nation Consultation Water Diversion Licenses Northwest Bison																		
Energy	Transportation Corridor																		
Solicitor General	Fort Vermilion Courthouse																		
January 26, 2021 Committee of the Whole Meeting																			
COW-21-01-007	That administration work with the landowner for farmland access options and bring a recommendation to Council.	Byron																	
January 27, 2021 Regular Council Meeting																			
21-01-047	That the Agricultural Service Board be authorized to open the Roadside Spraying Request for Proposals at the March 2021 Agricultural Service Board meeting and that a recommendation be made to Council for the awarding of the contract.	Grant	2021-02-24																
21-01-050	That administration re-tender the Rocky Lane and Blumenort Waste Transfer Stations.	Don	March 8, 2021																
21-01-052	That administration investigate all costs associated with the ownership of the Fire Truck unit #9132, purchased under Section 10.11 of the Regional Service Sharing Agreement and that the transfer of ownership be TABLED.	Jennifer	Ongoing																
21-01-054	<p>That the Tax Roll accounts as detailed be deemed as uncollectable, reflected as bad debt, and written off.</p> <p>Tax Roll #410831 outstanding balance \$ 3,815.11  Tax Roll #410986 outstanding balance \$ 5,970.68  Tax Roll #422125 outstanding balance \$46,378.62</p>	Jennifer	PERC Submitted																

Motion	Action Required	Action By	Status
21-01-055	That administration apply for reimbursement under the Provincial Education Requisition Credit Program for educational taxes being written off.	Jennifer	PERC Submitted
21-01-058	That administration proceed with negotiations to purchase the required land for the La Crete North Storm project and report back to Council prior to submitting an offer to purchase.	Byron Fred	In progress
21-01-062	That first reading be given to Bylaw 1211-21 being a Partial Plan Cancellation and Consolidation Bylaw for Plan 2938RS, Block 3, Lots 12 & 13, subject to public hearing input.	Caitlin	PH 2021-02-24
21-01-064	That Member at Large vacancies on the Municipal Planning Commission and the Inter-Municipal Planning Commission be advertised.	Carol	In progress Deadline 2021-02-17
21-01-075	That administration proceed with the land sale of Plan 082 6817, Block 3, Lots 11MR & 12MR for the purpose of consolidation.	Caitlin	
21-01-076	That administration submit Bylaw 1210-21 being a Road Closure Bylaw to close the road within Plan 082 6817 (SW 12-107-14-W5M) to the Minister of Transportation for approval.	Caitlin	Forwarded to the Minister of Transportation
<b>February 9, 2021 Regular Council Meeting</b>			
21-02-101	That administration research building rental rates and that the Alberta Health Services ambulance buildings lease renewals be brought back to the next Council Meeting.	Don	2021-03-09 Council meeting
21-02-108	That administration bring back all grazing lease Tax Rolls over \$50 for Council review, prior to mailing notices in 2021.	Jennifer	Ongoing
21-02-111	That administration work with the Fort Vermilion School Division to complete a trade and land transfer for properties adjacent to the Blue Hills Community School, La Crete Public School and Fort Vermilion Public School.	Byron	In progress
21-02-115	That administration prepare a new Land Use Bylaw Amendment to further restrict non-compatible uses near Mackenzie County airports	Caitlin	In progress
21-02-125	That administration submit feedback to the Alberta Energy Regulator regarding Directive 067: Eligibility Requires for Acquiring and Holding Energy Licences and Approvals as follows: <ul style="list-style-type: none"> <li>• Include municipalities in regards to tax collection</li> <li>• Orphan Well Association to hire local</li> </ul>	Len	2021-02-14

<b>Motion</b>	<b>Action Required</b>	<b>Action By</b>	<b>Status</b>
21-02-141	That Mackenzie County enter into an agreement for the payment of outstanding taxes with Long Run Exploration as discussed.	Jennifer	Agreement being drafted
<b>February 24, Regular Council Meeting</b>			
21-02-146	That the Agricultural Land Development & Lease Proposals for NW 6 & SW 7-109-19-W5 be TABLED until further discussion with bidder.	Grant	
21-02-150	That the Parks and Maintenance Partnership Proposal from the Zama Recreation Society be accepted for the 2021 season as amended to include 2 of the 8 sites for the purpose of raising funds for the Society.	Don	
21-02-151	That the Zama Recreation society utilize Camp Reservations Canada and allow them to take on the primary role of booking free collection and the repayment of the fees back to Mackenzie County.	Don	
21-02-162	That a letter be sent to Municipal Affairs requesting that the CAO, Deputy CAO and all members of Council be appointed to sit on the Mackenzie Region Restructuring Advisory Board	Len	Complete
21-02-167	That a letter be sent to the Minister of Transportation, and cc the MLA Dan Williams, and RMA regarding the Class 1 Mandatory Entry – Level Training Program.	Len	
21-02-168	That a letter be sent to the Provincial and Federal Transportation Minister, and cc RMA regarding the Electronic Logging Device.	Len	Complete



## Mackenzie County

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

February 17, 2021

The Honourable Demetrios Nicolaides  
Minister of Advanced Education  
403 Legislature Building  
10800 - 97 Avenue  
Edmonton, AB T5K 2B6

Dear Minister:

**RE: ALBERTA 2031: BUILDING SKILLS FOR JOBS**

Mackenzie County is a remote northern community and it reply's on institutions like Northern Lakes College to provide post-secondary education.

Our local boards are in tune to the needs of our communities. While in favor of change to make post-secondary systems more efficient and affective our community must still be able to maintain and further develop our relationship with Northern Lakes College. Allowing Northern Lakes College the agility to respond to community needs is crucial.

Local governance plays a critical role in knowing the needs of the area. Mackenzie County Council supports local governing boards in our area to respond to the needs of our area.

We appreciate that you understand the concern we have regarding this matter Please feel free to contact me at (780) 926-7405 or [josh@mackenziecounty.com](mailto:josh@mackenziecounty.com), or Len Racher, Chief Administrative Officer, at (780) 927-3718 or [lracher@mackenziecounty.com](mailto:lracher@mackenziecounty.com).

Sincerely,

Josh Knelsen

Alberta 2031 Building Skills for Jobs  
Page 2  
February 17, 2021

Reeve  
Mackenzie County

c: Dan Williams, MLA Peace River  
Mackenzie County Council





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February 17, 2021

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

Dear Minister:

**RE: BENNET DAM AND SITE C**

This letter is to address the influence that the Bennet Dam and Site C has on the Peace River.

We in Mackenzie County rely on this river to provide an ice bridge in the winter to maintain traffic accommodations on highway 697 and run a ferry in the summer. Water levels as well as the temperature of the water greatly affects these crucial transportation networks.

Mackenzie County Council believes that these Hydro Electric projects should establish a fund available to downstream communities that are affected negatively because of these activities. These interruptions add huge costs to our commercial businesses because of low water levels being seen more frequently in the last few years.

Should a catastrophic event happen to these dams, the costs will be in the multi millions and a fund set up by them will not break our Alberta Government.

Council believes that by addressing these concerns now is the responsible thing to protect Alberta ratepayers in the future.

Please feel free to contact me at (780) 926-7405 or [josh@mackenziecounty.com](mailto:josh@mackenziecounty.com), or Len Racher, Chief Administrative Officer, at (780) 927-3718 or [lracher@mackenziecounty.com](mailto:lracher@mackenziecounty.com).

Sincerely,

Josh Knelsen  
Reeve  
Mackenzie County

Bennet Dam and Site C  
Page 2  
February 17, 2021

c: Dan Williams, MLA Peace River  
Mackenzie County Council



## Mackenzie County

P.O. Box 640, Fort Vermilion, AB T0H 1N0  
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[www.mackenziecounty.com](http://www.mackenziecounty.com)

February 18, 2021

Honourable Ric McIver  
Minister of Municipal Affairs, Minister of Transportation,  
Deputy House Leader  
Office of the Minister  
Transportation  
320 Legislature Building  
10800 - 97 Avenue  
Edmonton, AB T5K 2B6

Dear Minister McIver:

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

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

It is our understanding that this funding was approved under AMWWP after Mackenzie County applied for funding under the Investing in Canada Infrastructure Program (ICIP).

Due to the recent event of flooding in the Hamlet of Fort Vermilion in the spring of 2020 and the unfortunate decline in population and oilfield activity in the Hamlet of Zama City, we are requesting your consideration to re-allocate the funds to assist in the much-needed Fort Vermilion Flood Mitigation Plan. The request is to move the \$1,226,000 granted for the Zama Sewage Force Main Upgrade project under AMWWP, to the Fort Vermilion Flood Mitigation Plan under another stream such as Municipal Sustainability Initiative (MSI) grant.

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

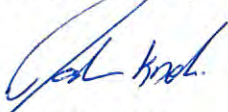
Minister of Municipal Affairs

Page 2

February 18, 2021

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

Yours Sincerely,



Josh Knelsen

Reeve

Mackenzie County

c: Dan Williams, MLA Peace River  
Mr. Paul Wynnyk, Deputy Minister, Municipal Affairs  
Ms. Rae-Ann Lajeunesse, Deputy Minister, Transportation  
Mackenzie County Council



## Mackenzie County

P.O. Box 640, Fort Vermilion, AB T0H 1N0  
Phone (780) 927-3718 Fax (780) 927-4266  
www.mackenziecounty.com

February 25, 2021

Mr. Gary Sandberg  
Assistant Deputy Minister  
Municipal Affairs  
17<sup>th</sup> Floor Commerce Place  
10155-102 Street  
Edmonton, AB  
T5J 4L4

Dear Mr. Sanberg:

### **RE: Mackenzie Region Restructuring Advisory Board**

The Mackenzie County Council met on February 24, 2021 and was asked to appoint 1 member of Council along with the Chief Administrative Officer to sit on the Mackenzie Region Restructuring Advisory Board.

Council passed a motion to appoint all ten members of Council, the Chief Administrative Officer, and the Deputy Chief Administrative Officer to sit on the board. This motion also included for administration to send a letter to yourself advising you of their appointments.

Should you have any further questions or discussion, please feel free to contact me at (780) 927-3718 or by email lracher@mackenziecounty.com.

Yours sincerely,

Len Racher  
Chief Administrative Officer  
Mackenzie County

c: Roy Bedford, Municipal Viability Advisor  
Mackenzie County Council





## *Mackenzie County*

P.O. Box 640, Fort Vermilion, AB T0H 1N0  
Phone (780) 927-3718 Fax (780) 927-4266  
www.mackenziecounty.com

February 26, 2021

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

Dear Minister:

**RE: FORT VERMILION BRIDGE CAMPGROUND**

Since 1996 Mackenzie County has operated the Fort Vermilion Bridge Campground under a Parks Division Miscellaneous lease (file number PML 960001).

On February 23, 2011 a letter from Minister Cindy Ady was sent to Mackenzie County's Reeve, Bill Neufeld. The Minister indicated that if Public Lands issued a new lease near the river (which the County now has) Parks would look to divest the site for inclusion in the new lease.

In 2018 Mackenzie County was issued a new lease/disposition (DML 170039) for the purpose of recreational development on lands immediately south of the Campground. This lease expires February 2022.

On April 1, 2019 the Province agreed to renew the Parks Division Miscellaneous lease until such time as the site was divested through an Order in Council. This would allow for the inclusion of the Public Lands lease held by the County and the Park Lands. Essentially this meant an amalgamation of both leases. In the fall of 2018 Parks Division NW Director and the former Operations Division Regional Director (Darcy Beach) signed off on a proposal to transfer the Administration of the lands from Parks Division to Public Lands Division. This step should have streamlined the advance for divestiture via Order in Council. Collectively, little has moved since this time.

Minister of Environment & Parks

Page 2

February 26, 2021

We have been working closely with Calvin McLeod, Regional Director –Parks Northwest Region and he can no longer assist us with this file, as it needs an Order in Council. We are seeking help from the Minister to help move this along.

With the Covid-19 restrictions beginning to lift, perhaps if people can't leave the country, they could at least have the opportunity to enjoy our parks and campgrounds.

We look forward to hearing from you. If you have any further questions please feel free to contact me at (780) 926-7405 or our Chief Administrative Officer, Len Racher, at (780) 927-3718 or by email to [lracher@mackenziecounty.com](mailto:lracher@mackenziecounty.com).

Yours sincerely,

A handwritten signature in black ink, appearing to read "Josh Knelsen". The signature is fluid and cursive, with a large initial "J" and "K".

Joshua Knelsen  
Reeve  
Mackenzie County

c: Dan Williams, MLA Peace River  
Mackenzie County Council





## Mackenzie County

P.O. Box 640, Fort Vermilion, AB T0H 1N0  
Phone (780) 927-3718 Fax (780) 927-4266  
[www.mackenziecounty.com](http://www.mackenziecounty.com)

February 26, 2021

Mr. Brad Herald  
Chair, Orphan Well Association  
1005, 850 – 2nd Street SW,  
Calgary, Alberta  
T2P 0R8

Dear Mr. Herald,

We have many oil and gas wells being abandoned in Mackenzie County and our local contractors are becoming very frustrated that contractors are being brought in from southern Alberta to reclaim wells and other oilfield work in this area associated with the Orphan Well Association.

As you know the economy has been hit hard with the Covid-19 Pandemic lockdown and our local workforce are in need of these valuable jobs. Our local contractors are just as competitive as the contractors in southern Alberta. We are not looking for favors, just a fair distribution of work.

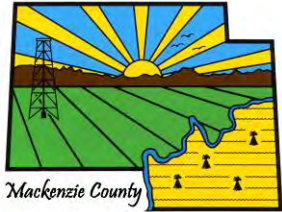
Recent announcement in the provincial budget stating that job creations will be a priority, this is great news and we are hoping that we are also in the running for this money and subsequent jobs.

I would like to thank you for your consideration of this matter, and if you would like to discuss this further you may contact me at (780) 927-3718 or by email [lracher@mackenziecounty.com](mailto:lracher@mackenziecounty.com).

Sincerely

Len Racher, Chief Administrative Officer  
Mackenzie County

c: Mackenzie County Council



## Mackenzie County

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www.mackenziecounty.com  
office@mackenziecounty.com

February 16, 2021

Tompkins Improvement Board  
Box 139  
Buffalo Head Prairie, AB  
T0H 4A0

To whom it may concern:

**RE: TOMPKINS IMPROVEMENT BOARD LETTER OF SUPPORT FOR SHELL OVER OUTDOOR RINK.**

It is my pleasure, on behalf of the Mackenzie County Council, to write a letter of support for the grant application to construct a shell over the outdoor rink.

Mackenzie County feels that this addition to the Bluehills Community Complex would be beneficial to the residents in the community and youth attending the Bluehills School.

Should you have any further questions, please feel free to contact myself at (780) 926-7405 or Len Racher, Chief Administrative Officer, at (780) 927-3718.

Yours Sincerely,

Joshua Knelsen  
Reeve, Mackenzie County

c: Mackenzie County Council



10500-100 Street  
P.O. Box 1088  
La Crete, AB T0H 2H0  
Office: 780.928.2278  
Mobile: 780.285.4409  
[Admin@LaCreteChamber.com](mailto:Admin@LaCreteChamber.com)  
[www.LaCreteChamber.com](http://www.LaCreteChamber.com)

February 26, 2021

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

To Len Racher, Mackenzie County CAO

Re: Request for renaming of the 88 Connector

La Crete & Area Chamber of Commerce Board is requesting that the County consider renaming the 88 Connector in honor of the late former Reeve of Mackenzie County Bill Neufeld. Bill was an integral part of the lobbying and planning of this road that we currently enjoy. We are asking that the county add this item to the agenda for their next meeting.

Thank you for considering our request.

Should you have any further questions, please feel free to contact our office at 780.928.2278.

Sincerely,

Andrew Friesen  
Chair, La Crete & Area Chamber of Commerce



February 15, 2021

Dear Mayors, Reeves, and CAOs:

The Alberta Police Interim Advisory Board (APIAB) wants to ensure that municipalities continue to have an understanding of the work the Board is doing. This quarterly update outlines the work that the Interim Board has undertaken since we last reported October 20<sup>th</sup>.

### *Interim Board's Mandate*

The APIAB was established by the Minister of Justice and Solicitor General (JSG). Our work is two-fold: to share the municipal perspective on policing priorities with the RCMP and Government of Alberta, while developing the governance structure for the permanent Board. As determined by JSG, the Interim Board is comprised of representatives from the RMA Board, the AUMA Board and the Alberta Association of Police Governance Executive, with specific representation identified by each association. The Interim Board's mandate concludes at the end of November 2021. Based upon the Minister of JSG accepting the recommendations for the governance structure of the permanent Board, the recruitment and selection process for the permanent Board will commence in the Fall 2021.

### *Interim Board's Focus*

Since the last report, the Interim Board has held six meetings. All of our meetings have been held virtually due to COVID-19. JSG staff and the RCMP continue to be active participants in these meetings.

The Interim Board has been making progress on both aspects of its mandate. During this quarter, our primary focus has been on reviewing the results of the policing priorities survey sent to you in October. Your input has been integral in developing the priorities for the RCMP moving forward in 2021/2022. Attached to this update is the letter and report sent to the Minister on January 29, 2021, outlining the Interim Board's recommendations for the 2021-22 policing priorities.

### *Interim Board's Engagement with Municipalities*

The APIAB has now shifted its focus to the governance of the permanent Board, with the next steps being to finalize the following related to the Board structure and scope:

- Size

- Representation
  - Public versus elected officials
  - Members at large
  - Voting and non-voting status of various members
- Member criteria/qualifications/competencies to ensure necessary skill sets, experience and diversity
- Recruitment strategy
- Selection process
- Appointment terms
- Knowledge transfer and membership shifts
- Board responsibilities and duties (including process for alternates, termination of member, etc.)
- Terms of Reference
- Code of Conduct
- Code of Ethics

In the coming weeks a survey will be circulated for input from municipalities on some of these issues in order to ensure that the permanent Board represents municipal needs and preferences.

#### *RCMP Update on Resourcing*

As of February 8, 2021 the RCMP advised that 66 of 76 new regular member positions had been filled. The remaining 10 positions are pending within the staffing process. As well, of the 57 public service employee positions, a total of 28 positions have been filled to date, and the remaining 29 positions are pending within the staffing process. See the attachment titled "PPSA Police Funding Model Positions February 2021" for further details.

The Interim Board has reviewed many different resourcing options with RCMP "K" Division over this last quarter. There are many different options, other than front-line policing, as to how new resources can be allocated. Attached is a brief outline of some of those options to help provide clarity on what these other programs provide to overall community safety. The Interim Board will continue to work with JSG and the RCMP to ensure our provincial policing resources continue to grow in ways that improve community safety throughout Alberta. We have recommended that the RCMP continue to balance front-line policing, support programs and civilian resourcing to meet the priority recommendations of the Interim Board.

We have also provided recommendations on the report templates that Detachment Commanders should provide to municipalities. We expect that councils and administration will begin seeing reports in this format on a quarterly basis moving forward.

In conclusion, I and my fellow Interim Board members are pleased with the engagement of the RCMP and JSG in our discussion and our progress to date. We continue to see the potential of this Board to increase the municipal voice in policing across the province. Please contact me or my Board colleagues with any questions or concerns, and I look forward to providing you with the next quarterly update in a few months.

Sincerely,

A handwritten signature in black ink, appearing to read 'T. Thorn', with a long horizontal flourish extending to the right.

Tanya Thorn  
Board Chair, Alberta Police Interim Police Advisory Board  
403-860-7342  
[Board@ABPoliceAdvisoryBoard.com](mailto:Board@ABPoliceAdvisoryBoard.com)



587.892.7874 | aapg.ca



310.AUMA | auma.ca



780.955.3639 | RMAAlberta.com

January 29, 2021

Honourable Kaycee Madu  
Minister of Justice and Solicitor General  
424 Legislature Building  
10800 - 97 Avenue NW  
Edmonton, AB T5K 2B6

Dear Minister Madu:

On behalf of the Alberta Police Interim Advisory Board, please find attached the Board's report on recommendations for 2021-22 policing priorities. This report fulfills the following two mandate items from the Board's Terms of Reference:

- *Provide a report detailing the Interim Board's recommendations and advice on the JSJ/RCMP "K" Division Multi-year Financial Plan by January 31, 2021; and*
- *Provide a report detailing the Interim Board's recommendations and advice on provincial policing priorities by January 31, 2021.*

Please note that we have combined our recommendations on the multi-year financial plan and provincial policing priorities into the same document.

Thank you again for the opportunity to provide these recommendations. We would be happy to meet with you if you would like to discuss our recommendations in greater detail. The Board is now working on creating the governance recommendations for the operational Board to complete our final mandate items.

If you have any questions or suggestions at this time, please feel free to contact me at [tthorn@okotoks.ca](mailto:tthorn@okotoks.ca).

We look forward to engaging with you soon!



Sincerely,

A handwritten signature in black ink, appearing to read 'Tanya Thorn', with a long horizontal flourish extending to the right.

Tanya Thorn  
Chair  
Alberta Police Interim Advisory Board

cc: Paul McLaughlin, President, Rural Municipalities of Alberta  
Barry Morishita, President, Alberta Urban Municipalities Association  
Terry Coleman, Chair, Alberta Association of Police Governance  
Deputy Commissioner Curtis Zablocki, "K" Division RCMP  
Marlin Degrand, Justice & Solicitor General

Encl: (2)



# ALBERTA POLICE INTERIM ADVISORY BOARD

Report on Municipal Policing Priorities

January 2021

# Contents

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## Executive Summary

The Alberta Police Advisory Board was created by the Minister of Alberta Justice and Solicitor General in spring 2020 to give municipalities served by the Provincial Police Service Agreement (PPSA) a strong voice in setting policing priorities. One of the Board’s mandated deliverables was to provide input into discussions on provincial policing priorities for the 2021/22 fiscal year. This report fulfills that mandate and is also intended to be used to inform the Government of Alberta/RCMP multi-year financial plan.

The Board has developed eight municipal policing priorities and related recommendations. These priorities and recommendations are of equal importance to municipalities.

Priority	Recommendations
Develop a coordinated, long-term strategy to ensure that all vacant frontline detachment positions are filled.	<ul style="list-style-type: none"> <li>• Work with the Alberta Police Advisory Board to identify and prioritize vacancies and gaps in service in both Provincial Police Service Agreement (PPSA) and Municipal Police Service Agreement (MPSA) municipalities. This would include determining what factors should be considered in making resourcing decisions, as well as the relative importance of each factor.</li> <li>• Develop clear and consistent communication processes with municipalities around vacancies, including information on when and how they will be filled.</li> </ul>
Update the detachment resourcing methodology to ensure that resourcing decisions reflect community needs.	<ul style="list-style-type: none"> <li>• Work with the Alberta Police Advisory Board to review resourcing methodology to ensure it reflects community need, particularly at the local level. This may include both enhancing direct RCMP engagement with local communities, and working with the Alberta Police Advisory Board to refine resourcing methodology based on the local input gathered.</li> <li>• Work with the Alberta Police Advisory Board to improve communication with municipalities so that they understand how resources are allocated, as well as the value of centralized, specialized, and civilian positions.</li> </ul>
Increase efforts to target repeat offenders committing crimes in rural and small urban municipalities.	<ul style="list-style-type: none"> <li>• Collaborate with the Alberta Police Advisory Board to develop ways in which repeat offender-related strategies and information can be consistently and effectively communicated between detachments and municipalities or police advisory bodies, and how such discussions can then be further communicated to CRUs.</li> <li>• Improve reporting to municipalities and the public on what constitutes a “repeat offender” and the strategies being undertaken by the RCMP to address repeat offenders, especially in rural and small urban municipalities.</li> </ul>
Work with municipal and community leaders to identify	<ul style="list-style-type: none"> <li>• Collaborate with the Alberta Police Advisory Board to develop best practices and standards for detachments to follow to</li> </ul>

<p>local priority enforcement areas and use this information to determine detachment and regional crime reduction strategies.</p>	<p>improve collaboration and engagement with small municipalities.</p> <ul style="list-style-type: none"> <li>Recognize different rural and urban crime priority areas and use this information to inform local, regional, and provincewide policing priorities and strategies.</li> </ul>
<p>Continue to support detachments in conducting proactive policing and community engagement through the increased use of Crime Reduction Units, Call Back Units, and other resources that will allow frontline officers to increase their presence in the community.</p>	<ul style="list-style-type: none"> <li>Collaborate with the Alberta Police Advisory Board to develop meaningful definitions and measures of proactive policing and community visibility that are relevant in both urban and rural municipalities.</li> <li>Determine how the continued growth of specialized units will directly support improved frontline policing (including proactive policing and community visibility) in rural and small urban municipalities.</li> <li>Collaborate with the Alberta Police Advisory Board to develop messaging on how to better communicate the proactive policing initiatives already underway to support improved rural police services.</li> </ul>
<p>Provide the Alberta Police Advisory Board with adequate and consistent financial and administrative support.</p>	<ul style="list-style-type: none"> <li>That Alberta Justice and Solicitor General allocate a portion of revenues collected annually through the police costing model to provide required administrative funding for the Alberta Police Advisory Board before transferring funding to the RCMP.</li> <li>Collaborate with the Interim Board to determine long-term board costs and administrative requirements in order to inform the funding allocation.</li> </ul>
<p>Work with the Alberta Police Advisory Board to develop best practices to enhance the quality and consistency of communication and collaboration between detachments and the municipalities that they serve.</p>	<ul style="list-style-type: none"> <li>Collaborate with the Alberta Police Advisory Board (possibly through the formation of a sub-committee involving RCMP, Government of Alberta, and Board members) to develop communication and collaboration best practices and approaches in the following areas: <ul style="list-style-type: none"> <li>How to form relationships with municipal leaders</li> <li>How to effectively report to and update municipalities about policing in the community</li> <li>How to work with municipalities to identify and engage community leaders, including those from racialized and/or under-represented communities</li> <li>How to maintain collaboration following changes in detachment and/or municipal leadership</li> </ul> </li> </ul>
<p>Work with community and municipal leaders to address racism and other forms of discrimination in policing.</p>	<ul style="list-style-type: none"> <li>Develop measurable detachment-level requirements for engaging with local racialized and/or under-represented communities.</li> <li>Collaborate with municipalities and other leading community organizations to raise awareness of and respond to local social justice issues.</li> </ul>

	<ul style="list-style-type: none"><li>• Collaborate with the Alberta Police Advisory Board to develop initiatives that will support detachments in undertaking this action.</li></ul>
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As the role of the Alberta Police Advisory Board is to provide recommendations to the RCMP and Alberta Justice and Solicitor General, it is ultimately the responsibility of the provincial government and “K” Division leadership to decide whether to accept the Board’s recommendations, and if so, how to integrate them into existing planning processes and strategic initiatives.

The Board would be pleased to meet with RCMP and Alberta Justice and Solicitor General leadership to discuss the priorities identified in this report, and how all three groups can work together towards effective implementation.

## Introduction

The Minister of Justice and Solicitor General established the Alberta Police Advisory Board in spring 2020 to give municipalities served by the Provincial Police Service Agreement (PPSA)<sup>1</sup> a strong voice in setting policing priorities. As the order of government closest to its citizens, municipalities are well-positioned to help the RCMP identify and address community policing<sup>2</sup> and public safety issues. The Board can therefore play an important role in ensuring that policing reflects the needs and concerns of Albertans across the province.

The Alberta Police Advisory Board is being implemented in two phases: in the first year, an interim Board is developing the Board's structure and scope. On the completion of the interim Board's mandate, the work of the operational Board will begin for a four-year term. As per the Terms of Reference developed by Alberta Justice and Solicitor General (Appendix 1), the Interim Board is made up of four representatives from the Rural Municipalities of Alberta (RMA) Board, four representatives from the Alberta Urban Municipalities Association (AUMA) Board, and one representative from the Alberta Association of Police Governance Executive. A list of the current interim Board members is provided in Appendix 2.

The Interim Board has been mandated to:

1. Develop the scope and terms of reference for the operational Board.
2. Develop a recruitment and selection process for operational Board members.
3. Develop 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.
4. Provide input, advice, and recommendations to the provincial government and RCMP "K" Division on the buildup of the provincial police service.
5. Provide input into discussions on provincial policing priorities for the 2021/22 fiscal year to facilitate engagement during transition to the operational Board.

This report contains the Interim Board's recommendations and advice on provincial policing priorities for the 2021/22 fiscal year (Mandate Item 5). The report is also intended to be used to inform the Government of Alberta/RCMP Multi-Year Financial Plan.

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<sup>1</sup> Under the *Police Act*, the Government of Alberta is responsible for providing police services to urban municipalities with populations of 5,000 or less and all municipal districts and counties. The provincial government meets this obligation by contracting the RCMP to deliver police services to these municipalities through the Provincial Police Service Agreement (PPSA). This agreement is negotiated and signed by the provincial and federal governments.

<sup>2</sup> Community policing is a philosophy that promotes organizational strategies that support the systematic use of partnerships and problem-solving techniques to proactively address the immediate conditions that give rise to public safety issues such as crime, social disorder, and fear of crime.

## Stakeholder Engagement

Since its establishment, the Alberta Police Interim Advisory Board has been engaging with key stakeholders to gather information and develop recommendations on policing priorities.

The Board distributed a survey to municipalities in fall 2020 to learn more about municipal perspectives on policing (see survey questions in Appendix 3). This survey received 209 responses from 160 different municipalities. The Board also solicited input from municipalities through email and in person at RMA and AUMA events. Municipal feedback provided the foundation for the recommendations in this report.

Additionally, the Board met multiple times with RCMP “K” Division and Alberta Justice and Solicitor General to learn about current policies and processes related to planning, budgeting, and resource allocation for the provincial police service. This included reviewing the policing priorities and performance measures identified by the RCMP and Alberta Justice and Solicitor General in their 2018-2021 Joint Business Plan.

## Engagement Themes: What We Heard

The Alberta Police Interim Advisory Board received a wide range of feedback from municipalities on how to enhance policing in Alberta. While quantitative analysis of survey results has been invaluable in helping the Board determine policing priorities for municipalities, several broader themes also emerged through qualitative analysis. Some of these themes highlight broad, societal issues that the RCMP cannot resolve alone, but should consider in both their strategic planning and day-to-day operations. Other themes focus on specific policing areas that the RCMP can address directly. The Board was pleased to note that these themes are generally aligned with some of the priorities outlined in the existing Alberta Justice and Solicitor General/RCMP 2018-2021 Joint Business Plan, indicating a degree of agreement between municipalities, the provincial government, and the RCMP on future goals and directions for policing in Alberta.

### Systemic Resource Constraints

Municipalities have consistently highlighted resource constraints in the provincial health, policing, and justice systems as a key barrier to effective policing. Municipalities do not expect to have a hospital, police detachment, and courthouse in every community in Alberta; however, all Albertans must have equitable access to health, police, and justice services and these services must be appropriately resourced in order to be effective. While the RCMP is now in a position to increase its resources as a result of additional funding raised through the new police costing model, their effectiveness will continue to be limited as long as there are vacancies and gaps in the health and justice systems. It is important to note that both the justice and healthcare systems fall under provincial jurisdiction, and municipal governments have a limited role in provincial policy, planning, and decision-making for these systems. Additionally, given fiscal constraints and limited mechanisms for raising revenue, municipalities are not able to fill in gaps in provincial funding.



## Crime Reduction and Prevention

As crime and the costs of policing continue to be a key issue in both rural and urban communities, municipalities have identified the need to focus on crime prevention and reduction by resolving the root causes of crime. There is considerable research showing that early intervention and prevention with youth, families, and schools reduces violent crime in a cost-effective way: crime can be prevented by responding as soon as possible when people have risk factors such as addiction, loss of employment, or mental illness. While most early intervention and prevention programs fall under provincial jurisdiction, there is a role for the RCMP to play in cross-agency collaboration with various stakeholders and levels of government to identify the root causes of crime at a community level, pool resources, and coordinate responses. Municipalities do play a role in delivering preventative social supports through the Family and Community Support Services (FCSS) program; in fact, more than half of the municipalities participating in this program pay more than the required municipal cost share for the program. However, municipalities are limited by legislation that prevents FCSS programs from duplicating any provincial services.

## Outcome Accountability

Municipalities expect the RCMP to operate according to prescribed accountability and governance frameworks. Many municipalities identified the need for a more transparent, collaborative approach to assessing RCMP performance that is based on the identification of policing and public safety goals through a closer working relationship between the RCMP and their primary stakeholders, particularly municipalities, which are well-positioned to identify community safety issues. Once such goals are identified, appropriate indicators should be created for assessing whether progress is being made towards achieving these goals, and regular reporting processes should be established. Municipalities are cognizant of the additional resources required to support organizational effectiveness and outcome accountability, and they acknowledge the tension inherent in balancing corporate support and centralized positions with “boots on the ground”. However, a collaborative and transparent approach to RCMP performance assessment that engages stakeholders more directly in goal identification and outcome measurement can lead to more successful, responsive, and accountable policing.

## Social Justice

Recent events such as the National Inquiry into Missing and Murdered Indigenous Women and Children, the Black Lives Matter movement, and the Merlo-Davidson settlement underscore the need to address systemic discrimination in civil society, and the role of police in both perpetuating this discrimination and combatting it. All civil institutions, including municipal governments and police services, must work in partnership with marginalized populations to address discrimination both internally and in their interactions with the citizens they serve. To ensure public confidence in policing, municipalities support improved civilian oversight and transparency, particularly for complaints and disciplinary reviews, as well as recruitment and training initiatives that focus on diversity and inclusion.

## Municipal Policing Priorities

Based on stakeholder feedback, the Alberta Police Interim Advisory Board has developed eight municipal policing priorities and related recommendations to inform discussions on provincial policing priorities for the 2021/22 fiscal year. These priorities and recommendations are of equal importance to municipalities and are grouped by the themes identified in the previous section.

### Systemic Resource Constraints

**Priority 1: Develop a coordinated, long-term strategy to ensure that all vacant frontline detachment positions are filled.**

Albertans need to feel safe and protected in their communities. AUMA, RMA, and the Alberta Association of Police Governance have consistently heard from their members that RCMP vacancy rates and long response times contribute to the perception that some communities are not safe. This feedback has been validated by the responses to the Board's fall 2020 municipal survey, which identified the following three service issues as the most important for municipalities:

- Filling vacancies and providing full coverage service
- 911 response times
- Community visibility

Only cities were likely to indicate an "other" issue as most important; otherwise, all sizes, districts, and types of municipalities agreed on the above issues as their most important.

These service issues reflect an overall lack of resources; accordingly, the Board supports allocating additional police resources to improve policing services; address rising crime rates; and enable community crime prevention and diversion initiatives. The Board was therefore pleased to see the RCMP's announcement that the new police costing model will result in additional resources for the RCMP for 2020/21, specifically 76 new police officers and 57 new civilian support positions. Additionally, the RCMP has shared information with the Board on potential resourcing initiatives that include:

- 24-hour coverage in all PPSA locations
- The creation of a relief team to be deployed to detachments that are experiencing short term human resource shortages
- District general duty resources that would provide district commanders with the flexibility to deploy resources to areas of need

#### **RECOMMENDATIONS:**

- Work with the Alberta Police Advisory Board to identify and prioritize vacancies and gaps in service in both Provincial Police Service Agreement (PPSA) and Municipal Police Service Agreement (MPSA) municipalities. This would include determining what factors should be considered in making resourcing decisions, as well as the relative importance of each factor.
- Develop clear and consistent communication processes with municipalities around vacancies, including information on when and how they will be filled.

## Priority 2: Update the detachment resourcing methodology to ensure that resourcing decisions reflect community needs.

The RCMP currently determines how to allocate policing resources by analyzing each detachment's workload. This analysis takes several factors into account, including travel time, call volume, type of crimes occurring in the area, amount of time required for investigations, size of detachment, and time available for proactive policing. When asked to rank which factors were most important to their municipality, survey respondents identified travel time as by far the most significant factor (43%), followed by the types of crime in the area (29%), then time available for proactive policing (12%). Call volume, detachment size, and investigative time required were seen as less important. Rural and small urban municipalities (municipal districts, villages, and summer villages; populations under 5,000) tended to prioritize travel time over type of crime when compared to larger urban municipalities (cities and towns; populations over 5,000), although both were considered important. This likely reflects the fact that rural and small urban municipalities tend to be further away from detachments than larger municipalities.

Additionally, 70% of respondents either agreed or strongly agreed that resource allocation should be balanced between frontline officers and centralized, specialized, or civilian positions.

### RECOMMENDATIONS:

- Work with the Alberta Police Advisory Board to review resourcing methodology to ensure it reflects community need, particularly at the local level. This may include both enhancing direct RCMP engagement with local communities, and working with the Alberta Police Advisory Board to refine resourcing methodology based on the local input gathered.
- Work with the Alberta Police Advisory Board to improve communication with municipalities so that they understand how resources are allocated, as well as the value of centralized, specialized, and civilian positions.

## Crime Reduction and Prevention

### Priority 3: Increase efforts to target repeat offenders committing crimes in rural and small urban municipalities.

Repeat offenders are a major issue in rural and small urban municipalities across Alberta. Anecdotally, many municipal leaders have indicated that most of the criminal activity occurring within their communities is due to a small group of individuals that frequently re-offend. Survey results highlight the importance that municipal leaders place on addressing repeat offenders, particularly in rural municipalities and specialized municipalities. This may indicate a specific link between repeat offenders and property crimes common in rural areas with a limited police presence.

Although a complete strategy to effectively focus on and reduce the rate of prolific and repeat offenders includes reforms to social supports and the justice system that are beyond the scope of the Alberta Police Advisory Board, there are ways in which policing approaches at the detachment, regional and province-wide level could better address repeat offenders.

The Alberta Justice and Solicitor General/RCMP 2018-2021 Joint Business Plan includes a key initiative under the "crime reduction" priority to establish "specialized crime reduction units focused on targeting

repeat offenders.” It is the Board’s understanding that the first crime reduction unit (CRU) was formed in Alberta in 2017 as a pilot project, and four CRUs are currently in place in the province. The Board supports the CRU model as a key tool to address prolific offenders and appreciates that the RCMP has identified expanding the use of CRUs as a potential 2021 resourcing initiative.

According to the Civilian Review and Complaints Commission’s (CRCC) March 2020 *Review of the RCMP’s Crime Reduction-Type Units*, Alberta’s CRUs collaborate “with the provincial agencies responsible for health, housing, addictions and human services both at the working and senior levels, including the provincial deputy minister level.” While this collaboration between CRUs and provincial agencies is a positive, the report lacks any reference to CRUs attempting to work with municipalities, municipally operated social service organizations (such as Family and Community Support Services), community peace officers, or local non-profit agencies that may provide support to those at high risk of becoming repeat offenders. As many rural and small urban communities have little or no direct provincial agency presence, it is imperative that CRUs increase their collaboration with non-provincial entities that may play a role in both preventing individuals from becoming repeat offenders and helping to identify possible repeat offenders within these communities.

#### **RECOMMENDATIONS:**

- Collaborate with the Alberta Police Advisory Board to develop ways in which repeat offender-related strategies and information can be consistently and effectively communicated between detachments and municipalities or police advisory bodies, and how such discussions can then be further communicated to CRUs.
- Improve reporting to municipalities and the public on what constitutes a “repeat offender” and the strategies being undertaken by the RCMP to address repeat offenders, especially in rural and small urban municipalities.

#### **Priority 4: Work with municipal and community leaders to identify local priority enforcement areas and use this information to determine detachment and regional crime reduction strategies.**

Survey results showed that while some categories of criminal activity are priorities in municipalities of all types, sizes, and regions of Alberta, there are noticeable differences in how important other types of crime were viewed by different survey respondents. For example, although “major property crime” was clearly identified as the most important crime category for Alberta’s municipalities overall, it was ranked as relatively low among town and city respondents (larger urban municipalities) and as very high among rural municipalities, summer villages, and villages. Conversely, towns and villages ranked drug-related offences as a much higher priority than respondents representing rural and small urban municipalities. Similarly, family violence was ranked as a higher priority by larger municipalities, while property crime was less of a priority.

What these results suggest is that while both drug offences and property crimes impact communities of all types and sizes, the **direct** impacts of each likely differ. This data could be interpreted to suggest that individuals committing drug crimes in towns and villages (where they likely live) may be travelling to rural and small urban municipalities to commit property crimes linked to drug sales or use. This is a significant assumption, but it speaks to the larger issue: crime is a major concern in communities across the province, but its specific impacts differ based on municipal size and type.

While the survey results indicate broad differences in priority crime areas among municipalities of different types and sizes, it is likely that priority issues vary by individual municipality. For this reason, ongoing, quality collaboration between detachments and municipal/community leaders is essential to ensure that those policing the community understand the concerns and priorities of community residents and businesses. In larger municipalities where both police and municipal governments may have the time and capacity to regularly interact, this may be straightforward. However, in smaller municipalities, limited police and municipal capacity may mean that collaboration is more difficult. The impacts of municipal size on collaboration are supported in the survey results. The table below contrasts the overall survey responses to the responses of municipalities with a population below 2,000 on several questions related to police/municipal collaboration.

Question	Alberta overall	Municipalities with population below 2,000	Municipalities with population above 2,000
Does your municipality have a police oversight body?	27.5% said yes	19.4% said yes	36.0% said yes
How often does your municipality/police oversight body meet with your detachment commanders?	58.6% meet two times or more	39.6% meet two times or more	77.1% meet two or more times
Do you consider your current meeting frequency with RCMP detachment commanders sufficient?	65% said yes	56% said yes	73.0 said yes
Does your RCMP detachment provide you with a copy of their annual performance plan (APP)?	66% said yes	59% said yes	74.2% said yes
Is your municipality or police oversight body involved in developing the detachment's APP?	55% said yes	35% said yes	60.2% said yes
Does your municipality or police oversight body receive regular reporting from your detachment?	82% said yes	70% said yes	95.3% said yes

What the results above suggest is that collaboration between small municipalities and their detachments is consistently lower than collaboration between detachments and municipalities in general. This inconsistency likely flows upwards into the policing-related priorities of small and rural municipalities being under-considered in RCMP regional and province-wide priority-setting.

While Alberta's *Police Act* places the onus on municipalities to form police committees as a formal means to collaborate with their local detachment, it is not the only way. The results above clearly show that detachments often meet with municipal councils regardless of whether the municipality has a standalone police committee. However, the results also show that the level of engagement requires improvement, especially in small municipalities, nearly half of which consider their current meeting frequency with their detachments to be insufficient.

RCMP and Alberta Justice and Solicitor General should emphasize the development of detachment standards for engagement with the municipalities they serve. Alberta Police Interim Advisory Board members have regularly heard from municipal leaders that municipal-detachment engagement is often “personality-driven,” as it is almost entirely dependent on the willingness of a particular detachment commander to take the time to work with municipal leaders. In many cases, municipalities have formed strong relationships with a detachment, only to see them evaporate when the detachment’s leadership shifts.

The Alberta Justice and Solicitor General/RCMP 2018-2021 Joint Business Plan makes some indirect references to improving community engagement, including the need to develop strategies for “local partnerships” within detachment Annual Performance Plans, and “improve the way in which the RCMP connect with, involve, and inform communities to ensure the public is receiving a prompt response to criminal complaints and a positive service experience.” However, neither of these initiatives specifically addresses the need to better inform and engage municipalities, which is especially important in small communities in which the municipality is often most knowledgeable of local concerns and trends.

#### **RECOMMENDATIONS:**

- Collaborate with the Alberta Police Advisory Board to develop best practices and standards for detachments to follow to improve collaboration and engagement with small municipalities.
- Recognize different rural and urban crime priority areas and use this information to inform local, regional, and provincewide policing priorities and strategies.

**Priority 5: Continue to support detachments in conducting proactive policing and community engagement through the increased use of Crime Reduction Units, Call Back Units, and other resources that will allow frontline officers to increase their presence in the community.**

The Alberta Justice and Solicitor General/RCMP 2018-2021 Joint Business Plan includes a strategy to create specialized units, along with the Police Reporting and Occurrence System (PROS) data centre, to increase the amount of time available to frontline police officers for proactive policing and community engagement.

The Alberta Police Interim Advisory Board is highly supportive of this existing strategy and recommends that the RCMP continue to dedicate resources to forming and expanding the use of specialized units to address and respond to crime, which will allow local officers to increase their presence in the communities they serve more strategically.

However, both the concepts of proactive policing and community visibility, as well as their importance, are not homogeneous across Alberta, but rather differ across municipal size and type. For example, in urban municipalities, community visibility may look like police consistently appearing at and participating in community events to build relationships with residents. In isolated rural areas of the province, visibility may be as simple as having a police officer physically visit a resident who was the victim of a property crime, rather than only follow up over the phone. In other words, the threshold for what constitutes an effective level of community visibility differs significantly across the province, meaning that a single definition or measure of community visibility is unlikely to exist.

Similarly, the importance of proactive policing varies across the province. In urban communities that are typically located near a detachment and have short response times, proactive policing is more of a

priority, likely because it is seen as the “next step” in enhancing community safety beyond the core policing aspects of actually responding to calls for service. Conversely, rural municipalities rank response time as having much higher importance than community visibility, likely because current response times in rural areas are much longer than urban communities.

The survey reflects some of the differences in how urban and rural municipalities view proactive policing. The question below shows the relative importance that representatives of different municipal types assigned to travel time and time available for proactive policing in terms of how much importance each should have determining RCMP resourcing allocations (note that a higher number indicates a higher level of importance).

Municipal Type	Travel time importance	Proactive policing importance
City	1.71	4.29
Town	3.89	3.45
Village	4.80	3.75
Summer village	5.12	4.35
Rural municipality	4.97	2.89

What these results suggest is that larger urban municipalities that are likely to host a detachment are less concerned about travel time (which is likely already adequate), while villages, summer villages and rural municipalities, which are less likely to be near detachments, view travel time as a major concern. Interestingly, while all four urban municipal types shown above view proactive policing as relatively important, it is much less so in rural municipalities. This should not be viewed as an assumption that rural municipalities are not interested in having enhanced proactive policing in their area, but rather that response times (or reactive policing) is such a major concern in rural areas that rural expectations for anything beyond basic response is currently quite low.

These results also suggest that the RCMP must more effectively report on their rural proactive policing efforts, in the form of Crime Reduction Units, Call Back Units, and other initiatives, and their link to seeking to improve both police availability and community visibility in rural communities. It is likely that many rural residents (and municipalities) may be unaware of the proactive and strategic initiatives being undertaken by the RCMP with the end goal of increasing police presence and response in rural areas.

**RECOMMENDATIONS:**

- Collaborate with the Alberta Police Advisory Board to develop meaningful definitions and measures of proactive policing and community visibility that are relevant in both urban and rural municipalities.
- Determine how the continued growth of specialized units will directly support improved frontline policing (including proactive policing and community visibility) in rural and small urban municipalities.
- Collaborate with the Alberta Police Advisory Board to develop messaging on how to better communicate the proactive policing initiatives already underway to support improved rural police services.

## Outcome Accountability

### Priority 6: Provide the Alberta Police Advisory Board with adequate and consistent financial and administrative support.

The Alberta Police Advisory Board fills an important gap in the current RCMP-Alberta Justice and Solicitor General planning and priority setting process by ensuring that small and rural communities have some level of representation in the process. The current interim Board is supported by RMA and AUMA, along with additional assistance from Alberta Justice and Solicitor General and RCMP staff. Moving forward, RMA and AUMA expect to have a lesser role in the Board, as board members will no longer exclusively be RMA and AUMA representatives, but rather broader municipal and community representatives from rural and small urban municipalities.

To ensure that the Board functions effectively in the long-term, a portion of the funds currently collected through the new police costing model should be used to support the expenses and administrative requirements of the board. This includes board member costs and per diems and board administrative and capacity requirements, such as minute-taking, report writing, survey construction and analysis, and other specialized skills that the board will require but that cannot continue to be provided on RMA and AUMA on a no-cost basis. Proactively confirming that the operational Board will be adequately supported is crucial to supporting member recruitment, long-term planning, and ensuring the board can focus on policing, rather than on how to remain operational with limited provincial support.

#### **RECOMMENDATIONS:**

- That Alberta Justice and Solicitor General allocate a portion of revenues collected annually through the police costing model to provide required administrative funding for the Alberta Police Advisory Board before transferring funding to the RCMP.
- Collaborate with the Interim Board to determine long-term board costs and administrative requirements in order to inform the funding allocation.

### Priority 7: Work with the Alberta Police Advisory Board to develop best practices to enhance the quality and consistency of communication and collaboration between detachments and the municipalities that they serve.

The RCMP has been a consistent and helpful partner for the Alberta Police Interim Advisory Board since its establishment in early 2020. The interim Board will be in place until the end of November 2021. Moving forward, the operational Board will likely consist of a variety of municipal and community representatives from rural and small urban municipalities across Alberta. In addition to providing input and recommendations to the RCMP and provincial government on behalf of municipalities, it is expected that the Board will play an important role in enhancing local engagement and partnership between the RCMP and municipalities across the province.

As explained under Priority 4, the effectiveness of local detachment-municipal engagement and collaboration varies by municipal size and type. A core focus of the work undertaken by the RCMP and Board should be to improve the consistency of local communication and collaboration, particularly in small municipalities, through the creation and implementation of best practices and policies that can be



used by both detachments and municipalities to encourage engagement in cases where a lack of time and resources may prevent the use of more “official” approaches such as police committees.

Such approaches should be flexible to meet the differing needs and capacities of municipalities, and should be grounded in the idea that an ongoing relationship should exist between each detachment and all of the municipalities it serves, but that this relationship should not necessarily look the same across the province.

#### **RECOMMENDATIONS:**

- Collaborate with the Alberta Police Advisory Board (possibly through the formation of a sub-committee involving RCMP, Government of Alberta, and Board members) to develop communication and collaboration best practices and approaches in the following areas:
  - How to form relationships with municipal leaders
  - How to effectively report to and update municipalities about policing in the community
  - How to work with municipalities to identify and engage community leaders, including those from racialized and/or under-represented communities
  - How to maintain collaboration following changes in detachment and/or municipal leadership

## **Social Justice**

### **Priority 8: Work with community and municipal leaders to address racism and other forms of discrimination in policing**

Alberta’s communities are diverse, and many Albertans have had negative experiences with police that have shaped their perceptions of policing and the role of police in their communities. Incidents across Canada and the United States over the past year have brought into sharp focus the concerning relationship between police and racialized groups that has existed for decades. It is critical that the RCMP engage with racialized and Indigenous communities, and other marginalized groups across the province to understand their perspectives on systemic discrimination in policing, and to ensure that all Albertans are effectively served by police.

While the Alberta Justice and Solicitor General/RCMP 2018-2021 Joint Business Plan includes a priority related to better serving Indigenous communities, a similar priority is required for other marginalized groups. Additionally, although the business plan includes a strategy to develop cultural awareness, diversity and inclusion training for all employees, action must go beyond simply requiring employees to take a single diversity training course. This focus should extend to the detachment level and require each detachment to take concrete, measurable steps to learn about and engage with racialized and vulnerable groups within the communities they serve. The Alberta Police Advisory Board can play a role in supporting this relationship-building by working with municipalities to identify those in small and rural communities that are members of or represent racialized or vulnerable populations.

#### **RECOMMENDATIONS:**

- Develop measurable detachment-level requirements for engaging with local racialized and/or under-represented communities.
- Collaborate with municipalities and other leading community organizations to raise awareness of and respond to local social justice issues.

- Collaborate with the Alberta Police Advisory Board to develop initiatives that will support detachments in undertaking this action.

## Next Steps and Implementation

As the role of the Alberta Police Advisory Board is to provide recommendations to the RCMP and Alberta Justice and Solicitor General, it is ultimately the responsibility of the provincial government and “K” Division leadership to decide whether to accept the Board’s recommendations, and if so, how to integrate them into existing planning processes and strategic initiatives.

Many of the recommendations above build on actions already reflected in planning documents, and mainly focus on the need to accelerate implementation or collaborate with the Alberta Police Advisory Board to a greater extent around certain existing initiatives.

The Board would appreciate an opportunity to meet with the leadership of the RCMP and Alberta Justice and Solicitor General to discuss the priorities identified in this report, and how all three groups can work together towards effective implementation.

### ALBERTA POLICE INTERIM ADVISORY BOARD

#### TERMS OF REFERENCE

##### BACKGROUND

The Minister heard that Albertans wanted more of a voice into the setting of provincial policing priorities. The Minister of Justice and Solicitor General (Minister) is establishing the Alberta Police Advisory Board (Board) in support of the provincial government and Minister's mandate and responsibilities respecting the provision of adequate and effective policing in Alberta and in support of the participation and input of Albertans.

The Board will be implemented in two phases:

1. Within the first year, an Interim Board will develop the structure and scope of the Advisory Board (Phase One).
2. On completion of the Interim Board's mandate, the work of the Advisory Board will then commence for a four-year term (Phase Two).

##### MANDATE / RESPONSIBILITIES

On behalf of all provincial police service (PPS) municipalities and Albertans, the Interim Board will collaborate with the Ministry of Justice and Solicitor General (JSG) and those PPS municipalities to:

- develop the scope and terms of reference for the operational Board;
- develop a recruitment and selection process for operational Board members;
- develop 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;
- provide input, advice and recommendations to the government and Royal Canadian Mounted Police (RCMP) "K" Division on the buildup of the provincial police service related to funds raised by the Police Funding Model; and
- provide input into discussions respecting the provincial policing priorities for the 2021/22 fiscal year to facilitate engagement during transition to the operational Board.

##### SCOPE

While the Interim Board will provide input to the buildup of the PPS and to the development of provincial policing priorities during Phase One, the interim Board will be primarily development-focussed to ensure the efficient and effective, structure, participation and contribution of an Advisory Board.

In relation to the development of provincial policing priorities during Phase One of the Board, the Interim Board will conduct the necessary consultation, research, and analysis of current and anticipated policing issues as well as the priorities of significance and importance to Albertans and Alberta municipalities to support their role. Priorities and issues identified by the Board might include, but are not limited to:

- Community Safety and Well-being;
- Crime Reduction and Prevention; and
- Cross Jurisdictional Crime.

The Interim Board may also make recommendations and provide advice to the Minister with respect to the JSG/RCMP joint business plan, annual performance plans and multi-year financial plan as appropriate during the interim year, and ensuring the input is reflective of all PPS municipalities.

## **MEMBERSHIP**

The Interim Board is comprised of:

- Four representatives from the Executive or Board of the Rural Municipalities of Alberta (RMA);
- Four representative from the Executive or Board of the Alberta Urban Municipality Association members (AUMA); and
- One representative from the Executive of the Alberta Association of Police Governance (AAPG).

Non-voting members of the Interim Board include:

- Executive Director, Law Enforcement and Oversight Branch, JSG
- Director, Contract Policing and Policing Oversight, JSG
- Manager, Policing Oversight and Contract Policing, JSG
- One administrative representative from RMA
- One administrative representative from AUMA

### **Interim Board Representation**

Interim Board voting members have been selected to ensure broad representation, perspectives and diversity from all PPS municipalities and, where possible, representation aligns with each of the four RCMP districts (i.e. Central Alberta District, Eastern Alberta District, Southern Alberta District, and Western Alberta District).

Voting members of the Interim Board represent the broadest possible municipal and public interests across the PPS municipalities. A preference has been given to those who are engaged in or knowledgeable in matters related to policing. Voting members are not currently employed in law enforcement and policing. The organizations have determined voting members of the Interim Board having regard to any personal, professional or business interests or relationships that could reasonably be considered to represent an actual or perceived conflict of interest in relation to Interim Board work.

Any concerns respecting the selection and representation of an Interim Board member or of an Interim Board member's failure to conduct member duties and responsibilities in a manner consistent with this Terms of Reference will be addressed in a timely manner as appropriate, up to and including, the replacement of the Interim Board member.

It is important that all Interim Board voting members attend the meetings to ensure continuity and to maximize the efficiency and productivity of the Interim Board.

Non-voting members of the Interim Board will be in attendance at Interim Board meetings in an advisory, observational, and support capacity to the work of the Interim Board and to share information.

#### **Chair**

An Interim Board Chair (Chair) will be elected by the Interim Board using voting procedures of this Terms of Reference. The Chair is responsible for the overall leadership of the Interim Board, management of Interim Board meetings, sharing of information, and communication of Interim Board matters with the JSG. The Chair will collaborate and consult with Interim Board members to establish Agendas, Work Plans, Records of Discussions and other materials, as required.

The Interim Board will also elect an Alternate Chair from the Interim Board to act as Chair if the Chair is unable to attend Interim Board meetings.

#### **Secretary**

An Interim Board Secretary will be elected by the Interim Board using voting procedures of this Terms of Reference. The Secretary will ensure that a record of meeting agendas, meeting attendees, and any recommendations made by the Interim Board are kept. Copies of these records will be provided to JSG, and the respective organization's Chairs, Presidents and Executive Directors.

### **RESPONSIBILITIES**

#### **Conduct**

The members of the Interim Board must, at all times, observe the highest standards of integrity and objectivity in their duties. Interim Board members must declare any direct or indirect personal, professional or business interests or relationships which could reasonably be considered to represent an actual or perceived conflict of interest in relation to Interim Board work. If a conflict of interest declaration is made by a member, the Interim Board must decide, having regard to the nature of the relationship, if the member must withdraw from membership on the Board.

#### **Duties**

Members of the Interim Board are required to consult and liaise with the PPS municipalities (councils and local policing committees/advisory committees) in order to bring those perspectives to discussions by the Interim Board and to determine the most efficient and effective Advisory Board structure. Engagement and work conducted as an Interim Board will be conducted in a transparent manner with the organizations and JSG to enable accountability of the Interim Board.

The Interim Board will engage with the Minister, JSG, and the Commanding Officer of RCMP "K" Division as necessary and required to discuss matters related to the Interim Board's mandate, ongoing policing issues and concerns, to receive updates on the progress of policing initiatives, and to provide updates on the Interim Board's work.

### **Meetings**

Meetings are expected to be held monthly, at minimum, either through face-to-face meetings or teleconference to ensure the Interim Board is prepared to transition to the Advisory Board by April 1, 2021.

Meeting agendas will be distributed at least one week in advance of each meeting by the Chair. Copies will be maintained as records.

### **Reporting**

#### Municipalities

Within the context of the Terms of Reference Confidentiality provisions, the Interim Board:

- will report to their respective organizational members following any Interim Board decisions; and
- will keep their organizational members and municipalities (councils and local policing committees/advisory committees) apprised of government policing priorities and initiatives respecting policing priorities and Interim Board mandate matters.

#### Minister and JSG

The Interim Board is accountable to the Minister and is required to report in writing to the Assistant Deputy Minister, Public Security Division, as follows:

1. To provide a final, Interim Board approved, Terms of Reference for the Advisory Board by January 1, 2021;
2. To provide a report detailing the Interim Board's recommendations and advice on the buildup of PPS resources from Police Funding Model revenue by the end of Interim Board term;
3. To provide a report detailing the Interim Board's recommendations and advice on the JSG/RCMP "K" Division Multi-year Financial Plan by January 31, 2021; and
4. To provide a report detailing the Interim Board's recommendations and advice on provincial policing priorities by January 31, 2021.
5. To provide any other report or document as determined necessary and appropriate by the Minister, JSG, or in consultation with the Minister and JSG.

A record of meeting agendas, meeting attendees, and of any recommendations made by the Interim Board will be provided to JSG, and the respective organization's Chairs, Presidents and Executive Directors.

### **Quorum**

Quorum is required to conduct a meeting and for any Interim Board business. Quorum must include the Chair or Alternate Chair. Quorum is set at a minimum of 60 per cent of Interim Board members.

Interim Board business does not include the operational work necessary for Interim Board members to consult with their respective organizations or municipalities.

### **Voting**

Elections and votes taken respecting any Interim Board business requires a majority vote by those Interim Board members in attendance to pass.

### **EXPENSES**

Expenses necessarily incurred in the performance of duties as a member of the Interim Board will be reimbursed in accordance with the rates set out in the Travel, Meal and Hospitality Expenses Directive (Treasury Board Directive 1/2015) as amended from time to time, or any directive made in substitution, as if they were employees of the Government of Alberta.

### **CONFIDENTIALITY**

The members of the Interim Board must maintain as confidential any information brought before them in the conduct of their work. Any information and knowledge learned, acquired or shared with by the Interim Board from the Minister, JSG, the RCMP "K" Division, or the RCMP generally, as a result of membership on the Interim Board or in relation to Interim Board work and its mandate will not be further communicated, disseminated or shared beyond the Interim Board without express permission from the originator of the information.

Any information and knowledge shared by the Interim Board to its respective organization's Chairs, Presidents and Executive Directors will be governed by the same confidentiality provisions as noted the interim Board and its members.

Members of the Interim Board must sign a confidentiality agreement as a condition of their appointment and participation on the Interim Board.

RMA, AUMA, and AAPG Chairs, Presidents and Executive Directors must also sign a confidentiality agreement in respect of any information and knowledge learned or acquired from the Interim Board and Interim Board members.

## Appendix 2 – Alberta Police Interim Advisory Board Membership

Tanya Thorn	Board Chair	Councillor, Town of Okotoks
Kara Westerlund	Alternate Chair	Councillor, Brazeau County
Tom Burton	Board Member	Councillor, Municipal District of Greenview
Terry Coleman	Board Member	Board Chair, Alberta Association of Police Governance
Angela Duncan	Board Member	Deputy Mayor, Village of Alberta Beach
Tyler Gandam	Board Member	Mayor, City of Wetaskiwin
Trina Jones	Board Member	Councillor, Town of Legal
Kathy Rooyakkers	Board Member	Councillor, County of Wetaskiwin
Jason Schneider	Board Member	Reeve, Vulcan County



## Appendix 3 – Alberta Police Interim Advisory Board 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?



## PPSA Police Funding Model – 2020/21 Positions

*Updated: February 8, 2021*

As per the 2020/21 PPSA Call-Up of new positions, including 76 regular member and 57 public service employee positions, the Alberta RCMP has allotted the following new regular member resources:

- 46 positions in rural Alberta Detachments
  - 45 Filled
  - 1 Pending
- 10 positions in the Call Back Unit (Filled)
- 2 positions to KMOSS (Filled)
- 3 positions to Child Advocacy Centers (Filled)
- 3 positions to Emergency Response Teams (Filled)
- 4 positions to Offender Management (Pending)
- 3 positions to General Investigative Services (SAD) (2 Filled, 1 Pending)
- 2 positions to Police Dog Services (Pending)
- 3 positions to the Diversity Unit (Pending)

This accounts for all of the 76 regular member positions. A total of 66 positions have been filled to date, 10 positions are pending within the staffing process. See Annex A for further details.

The following public service employee positions have been allocated:

- 31 Detachment Services Support positions (16 Filled, 15 Pending)
- 1 Court Case Management position (Filled)
- 2 Criminal Operations Strategic Management Services positions (Filled)
- 4 Community Engagement and Outreach Specialists (Pending)
- 4 Scenes of Crime Officers (Pending)
- 6 Operational Call Center Operators (Filled)
- 2 Operational Call Center Administrative Support positions (Filled)
- 4 Rural Crime Reduction Analysts (Pending)
- 1 Rural Crime Administrative Support positions (Pending)
- 1 Forensic Identification Services Clerk – St. Paul position (Filled)
- 1 Intellex position (Pending)

This accounts for all of the 57 public service employee positions. A total of 28 positions have been filled to date, and the remaining positions are pending within the staffing process. See Annex B for further details.



## Annex A – Regular Member Position Detail

Police Funding Model - Year 1 - Regular Members - as of February 8, 2021				
District/Unit	Detachment	Position Description	Staffing Status	Start Date
Southern Alberta District	AIRDRIE	General Duty	Filled	2020-07-10
		General Duty	Filled	2020-12-10
	CANMORE	General Duty	Filled	2020-08-11
	COCHRANE	General Duty	Filled	2020-10-16
		General Duty	Filled	2020-09-30
		General Duty	Filled	2020-10-27
	DIDSBURY	General Duty	Filled	2020-09-15
	HIGH RIVER	General Duty	Filled	2020-11-03
	OKOTOKS	General Duty	Filled	2020-07-06
	STRATHMORE	General Duty	Filled	2020-09-14
	SAD GIS	General Investigative Services	Filled	2020-11-13
General Investigative Services		Pending		
General Investigative Services		Filled	2020-12-10	
Central Alberta District	BLACKFALDS	General Duty	Filled	2020-07-22
	CAMROSE	General Duty	Filled	2020-04-01
	INNISFAIL	General Duty	Filled	2020-10-12
	LEDUC	General Duty	Filled	2020-04-01
	MORINVILLE	General Duty	Filled	2020-09-03
	PARKLAND	General Duty	Filled	2020-07-27
	RIMBEY	General Duty	Filled	2020-11-30
	ROCKY MOUNTAIN HOUSE	General Duty	Filled	2020-07-22
		General Duty	Filled	2020-07-22
	STETTLER	General Duty	Filled	2021-01-25
	STRATHCONA	General Duty	Filled	2020-07-27
	SYLVAN LAKE	General Duty	Filled	2020-11-28
	THORSBY	General Duty	Filled	2020-09-14
		General Duty	Filled	2020-11-16
	WETASKIWIN	General Duty	Filled	2020-07-18
Eastern Alberta District	ATHABASCA	General Duty	Filled	2020-09-21
		General Duty	Filled	2020-12-21
	BONNYVILLE	General Duty	Filled	2020-07-28
	COLD LAKE	General Duty	Filled	2020-07-01
	ELK POINT	General Duty	Filled	2020-07-21
		General Duty	Filled	2020-09-14
	KITSCOTY	General Duty	Filled	2020-08-10
	LAC LA BICHE	General Duty	Filled	2020-10-12
	ST PAUL	General Duty	Filled	2020-10-29
	VEGREVILLE	General Duty	Filled	2020-07-22
WESTLOCK	General Duty	Filled	2020-11-13	



Police Funding Model - Year 1 - Regular Members - as of February 8, 2021				
District/Unit	Detachment	Position Description	Staffing Status	Start Date
Western Alberta District	BEAVERLODGE	General Duty	Filled	2020-07-06
	EDSON	General Duty	Filled	2020-07-02
	EVANSBURG	General Duty	Filled	2020-07-06
	GRANDE PRAIRIE	General Duty	Filled	2020-11-23
		General Duty	Filled	2020-09-25
		General Duty	Filled	2020-09-12
	HIGH LEVEL	General Duty	Filled	2020-10-08
	MAYERTHORPE	General Duty	Filled	2020-07-02
	VALLEYVIEW	General Duty	Filled	2020-07-02
WHITECOURT	General Duty	Filled	2020-07-02	
CROPS Contract Policing	Contract Policing Support Services	Call Back Unit	Filled	2020-04-01
		Call Back Unit	Filled	2020-04-01
		Call Back Unit	Filled	2020-04-01
		Call Back Unit	Filled	2020-07-01
		Call Back Unit	Filled	2020-04-01
		Call Back Unit	Filled	2020-04-01
		Call Back Unit	Filled	2020-04-01
		Call Back Unit	Filled	2020-04-01
		Call Back Unit	Filled	2020-04-01
		Call Back Unit	Filled	2020-04-01
		Call Back Unit	Filled	2020-04-02
		Call Management KMOSS	Filled	2020-04-07
			Filled	2020-04-01
		Critical Incident Program - ERT South	Filled	2020-04-01
		Critical Incident Program - ERT South	Filled	2020-04-01
		Critical Incident Program - ERT South	Filled	2020-04-01
		Diversity Engagement	Pending	
		Diversity Engagement	Pending	
		Hate Crimes	Pending	
		Offender Management	Pending	
		Offender Management	Pending	
		Offender Management	Pending	
		Offender Management	Pending	
Police Dog Services	Pending			
Police Dog Services	Pending			
Serious Crimes Branch	Operations South	Child Advocacy Center - Red Deer	Filled	2020-04-01
		Child Advocacy Center - Sheldon Kennedy Centre	Filled	2020-09-01
	Operations North	Child Advocacy Center - Zebra Centre	Filled	2020-04-01



## Annex B – Civilian Position Detail

<b>Police Funding Model - Year 1 - Civilian Support - as of February 8, 2021</b>				
<b>District/Unit</b>	<b>Detachment</b>	<b>Position Description</b>	<b>Staffing Status</b>	<b>Start Date</b>
Southern Alberta District	BEISEKER	Detachment support	Pending	
	BOW ISLAND	Detachment support	Pending	
	COCHRANE	Detachment support	Pending	
	DIDSBURY	Detachment support	Pending	
	LAKE LOUISE	Detachment support	Pending	
	OLDS	Detachment support	Filled	2021-01-11
	PICTURE BUTTE	Detachment support	Filled	2020-12-01
	TURNER VALLEY	Detachment support	Pending	
Central Alberta District	BASHAW	Detachment support	Pending	
	BRETON	Detachment support	Pending	
	INNISFAIL	Detachment support	Filled	2021-01-04
	RIMBEY	Detachment support	Pending	
	STRATHCONA	Detachment support	Pending	
	SYLVAN LAKE	Detachment support	Filled	2020-11-30
	THORSBY	Detachment support	Filled	2021-01-12
Eastern Alberta District	CORONATION	Detachment support	Filled	2020-12-21
	DESMARAIS	Detachment support	Pending	
	KITSCOTY	Detachment support	Filled	2020-09-23
	PROVOST	Detachment support	Pending	
	TWO HILLS	Detachment support	Filled	2021-01-05
	WOOD BUFFALO	Detachment support	Pending	
		Detachment support	Filled	2020-11-12
Western Alberta District	BEAVERLODGE	Detachment support	Filled	2020-12-21
	FOX CREEK	Detachment support	Filled	2020-10-28
	GRANDE PRAIRIE	Detachment support	Pending	
		Detachment support	Filled	2020-09-21
	HINTON	Detachment support	Filled	2020-10-02
	MANNING	Detachment support	Filled	2020-12-21
	PEACE RIVER	Detachment support	Filled	2021-01-06
	RED EARTH CREEK	Detachment support	Pending	
VALLEYVIEW	Detachment support	Filled	2021-01-11	





**Police Funding Model - Year 1 - Civilian Support - as of February 8, 2021**

District/Unit	Detachment	Position Description	Staffing Status	Start Date
CROPS Contract Policing	Contract Policing Support Services	OCC - Administrative Support	Filled	2020-04-01
		OCC - Telecommunications Operators	Filled	2020-10-14
			Filled	2020-11-05
			Filled	2020-11-06
			Filled	2020-11-05
			Filled	2021-02-12
			Filled	2021-01-04
			Filled	2020-10-01
		Scenes of Crime Officers	Pending	
			Pending	
	Pending			
	Pending			
	Community and Indigenous Policing	Court Case Management	Filled	2019-05-01
			Pending	
Pending				
Pending				
Pending				
CROPS Contract	Criminal Operations	CROPS Strategic Management Services	Filled	2020-04-01
			Filled	2019-03-18
		Crime Reduction Analysts	Pending	
			Pending	
			Pending	
			Pending	
		Crime Reduction - Administrative Support	Pending	
		Forensic Identification Services Clerk - St. Paul	Filled	2020-04-01
Intellex	Pending			

## **Alberta RCMP Resources supporting Community Safety**

In addition to the police officers in communities, the Alberta RCMP is made up of a number of programs that contribute to the safety of Albertan communities. Below is a description of a many of these programs:

### **Operational Communication Centers**

The Operational Communications Center is the first point of contact for the public requesting police assistance in both emergency and non-urgent matters. Operators receive calls and evaluate what services are required. Dispatchers then convey the information to officers as quickly as possible, ensuring priority is placed on public and officer safety.

### **Traffic Services**

Traffic Services focuses on enhancing safety on Alberta's roadways through targeting behaviours that negatively impact safety and lead to serious injuries and fatalities. Traffic Services also detects and interdicts criminal networks that use highways for criminal enterprise and distribution of contraband.

### **Crime Reduction Units**

Crime Reduction Units (CRUs) are specialized units with the primary mandate to support detachments by targeting priority offenders, known crime hotspots and the underlying causes of crime. CRU teams help address an identified enforcement problem, especially in the areas of property crime, auto theft and ongoing criminal activity.

### **Integrated Offender Management**

Integrated Offender Management (IOM) is a program in which constables work with the Government of Alberta Justice and Solicitor General's Office Integrated Community Safety Unit (ICSU), to bring community stakeholders/partners together to manage offenders in a collaborative way with an effort to reduce recidivism.

### **Crime Analysts**

Crime analysts use database research techniques to analytically identify, predict, and help prevent crime. They provide strategic, statistical and investigative support to police forces by developing ways of reducing criminal activities within specific areas. This enables police officers to target their efforts in addressing criminal behavior.

### **Police Dog Services**

Police Dog Services provides support to many detachments and specialized units across rural Alberta, enhancing public and police officer safety in communities. Police Dog Services often deploy with Crime Reduction Teams assisting with high-risk situations and tracking down offenders who are attempting to evade police. Police Dog Services also assist detachments in locating missing people.

### **Forensic Identification Services**

Forensic Identification Services supports front line policing in Alberta by providing a variety of specialized and expert investigative services. Forensic Identification members secure, record and document crime scenes, as well as collect and package exhibits for analysis.

### **Emergency Response Team**

Emergency Response Team (ERT) is the RCMP's tactical unit. Referred to as SWAT by many police agencies in Canada, ERT members are the tactical operators who deploy to situations that are beyond the means of the front line regular members such as hostage takings and high-risk firearms complaints and executing high-risk search warrants.

### **Special Tactical Operations**

The Special Tactical Operations Team functions as a public order team who responds to instances of civil disobedience. This team is also used to augment detachments with additional specialized support, such as conducting large scale, complex evidence searches and disaster response.

### **Explosive Disposal Unit**

Explosive Disposal Units are experts in the public awareness, disposal and investigation of all explosive devices. They will sometimes support other units such as ERT with things like explosives forced entries. The Explosive Disposal Units is also trained in the mitigation and investigation of Chemical, Biological, Radiological and Nuclear scenes.

### **Serious Crimes Branch**

Serious Crimes Branch is responsible to investigate homicides, serious persons crimes and child abuse. The Serious Crimes Branch is made up of several units with significant expertise:

Major Crimes:

Major Crimes Units are comprised of highly specialized investigators who conduct homicide investigations, along with investigations related conspiracy to commit murder, kidnapping, suspicious deaths and suspicious missing persons files. Major Crime Units also provide assistance and guidance to detachment members in serious incidents such as workplace fatalities and crime crash investigations.

#### Interview Assistance Team:

The Interview Assistance Team works with Major Crimes and other units to provide specialized interview and interrogation skills to support serious investigations.

#### Missing Persons Unit:

The Missing Persons Unit monitors, reviews and assists with Missing Persons investigations across the Province. This unit also houses the Center for Missing Persons and Unidentified Remains.

#### Child Advocacy Centers:

The Alberta RCMP has partnered with not for profit and community service groups throughout the province to support Child Advocacy Centers. Child Advocacy Centers are places where children and youth who have experienced abuse can go to tell their story and get support through the disclosure, investigation, judicial and healing journey.

#### High Risk Offender Program:

The High Risk Offender Program (HROP) works with high risk violent offenders throughout the Province. The single HROP member works closely with Correctional Service Canada, the Province and Crown to identify high-risk violent offenders being released from the Federal and Provincial Institutions at the expiry of their sentence. HROP works to place offenders on peace bonds and assist with managing them in the community.

#### Behavioural Sciences Group:

Behavioural Sciences Group was established due to increasing need to provide support services through the use of the most current behavioural science-based investigative tools. The Threat Evaluation and Management Team (TEM) prevents violence by evaluating the potential for targeted violent acts and implementing plans to reduce the risk of these acts from occurring. Another Behavioural Science tool is the Violent Crime Linkage Analysis System (VICLAS) which helps investigators identify serial criminals by focusing on the linkages that exist among crimes committed by the same offender. Other Behavioural Science tools include such things as Geographic Profiling, High Risk Offender Programs and the Sex Offender Registry.

### **General Investigative Services**

General Investigative Services support detachments by providing enhanced investigative capacity on files that are complex and often multi-jurisdiction. General Investigative Services investigate both persons and property crime, including but not limited to robberies, break and enters, thefts and assaults.

### **'K' Division Member Operational Support Section (KMOSS)**

KMOSS is located with our Operational Communication Center and is staffed with Senior police officers who provide guidance and advice to officers, when their supervisor or detachment commander is off-shift. They support the employees in the OCC in assessing the need for immediate call out to incidents and provides a point of coordination for significant police incidents.

### **Call Back Unit**

The Call Back Unit was established to create a more efficient and effective method of managing non-urgent calls from citizens for police service. Non-urgent police calls are diverted to the Call Back Unit and the members of the unit contact the complainants, investigate the occurrence and document the results accurately on the PROS records management system. When follow-up or further investigation is required, the Call Back Unit engages the Detachment of jurisdiction or specialized Unit most appropriate to the nature of the crime.

In June 2020, the Alberta RCMP's On-Line crime reporting system became operational. This system allows Albertans the convenience of inputting their non-urgent complaints via a computer, tablet or cell phone, at any time of day or night, through a secure system for investigation by the Alberta RCMP. The Call Back Unit has investigated over 600 online crime reports from Albertans. The files are primarily property-crime related, including theft under, bicycle theft, vandalism and mischief.

### **Pros Data Center**

The Pros Data Center (PDC) is an administrative unit established to improve and modernize the method in which the Alberta RCMP documents calls for police services and the subsequent investigations and intelligence learned. Front line members can also obtain support from the PDC to help them complete their obligation of documenting police investigations.

### **Community Liaison Program**

The Community Liaison Program serves as a touch point with communities, by actively sharing information and hosting educational sessions with community groups regarding the Alberta RCMP and the services we provide to help them prevent crime. This group also actively shares information to support community lead initiatives such as information about grant/funding opportunities.

### **Restorative Justice Program**

Restorative Justice is a method that resolves disputes by addressing the harm caused by crime or conflict. It promotes meaningful resolutions by addressing the victim's needs and holds the offender responsible for their actions. Each detachment in Alberta has a dedicated Restorative Justice Liaison and they support all Justice and Solicitor General Restorative Justice Initiatives and they provide referrals to established programs.

### **Relationship Violence Program**

This Unit is responsible for updating policy, providing support and subject matter expertise and guidance to frontline members. The Unit develops and delivers training for Alberta RCMP members and proactively maintains effective and collaborative relationships with external partner agencies.

### **Sexual Assault Reviewer**

The creation of the Alberta RCMP Sexual Assault Review Coordinator provides oversight and guidance to all regular members conducting sexual assault investigations in the Province. This position also assists Criminal Operations with high-risk files, reviews and the development of policies, procedures and programs for the Alberta RCMP.

### **Financial Crimes**

The Provincial Financial Crimes Unit primarily carries investigations, which are too complex and time consuming for detachments to undertake; these investigations often require a certain level of expertise that is gained through experience and time. In addition to these complex investigations, members of the unit are also fully engaged in requests to provide guidance and support to detachment personnel in conducting smaller scale fraud investigations and the unit is also tasked with priority investigations of a political nature.

### **Air Services**

Air Services utilizes fixed wing aircraft, helicopter and Remote Piloted Aircraft System (also known as drones), to provide aerial transport and airborne tactical support to the Alberta RCMP as well as other government departments and law enforcement agencies. Services include operational support, transport of resources and cargo and aerial surveillance.

### **Investigative Support**

There are a number of units that deploy operational assets and resources to support investigations in Alberta utilizing specialized techniques. Units included within this section are: Special Engineering Services, Special I, Special O, and Protective Technical Services Section. The expertise and assets within these units assist in successfully track and charge offenders advancing crime reduction efforts.

### **Digital Forensic Services**

Digital Forensic Services provides digital forensic examination and analysis of electronic exhibits in support of investigations.

### **Major Case Management Operational Service Centre**

Major Case Management Operational Service Centre's primary duties are to assist in organizing evidence (notes, seized documents, reports, multimedia etc.) for disclosure to the courts. This can involve combining information, converting to PDF and transcribing audio and video statements.

# Unpaid Oil and Gas Tax Survey – Member Briefing

In January 2021, RMA requested all members to complete a survey providing an update on their unpaid oil and gas tax burden. The survey builds on previous member input on this issue in 2020 and 2019.

This briefing is intended to provide members with an overview of the survey results, as well as advocacy options and key messages.

## Survey Response Rate

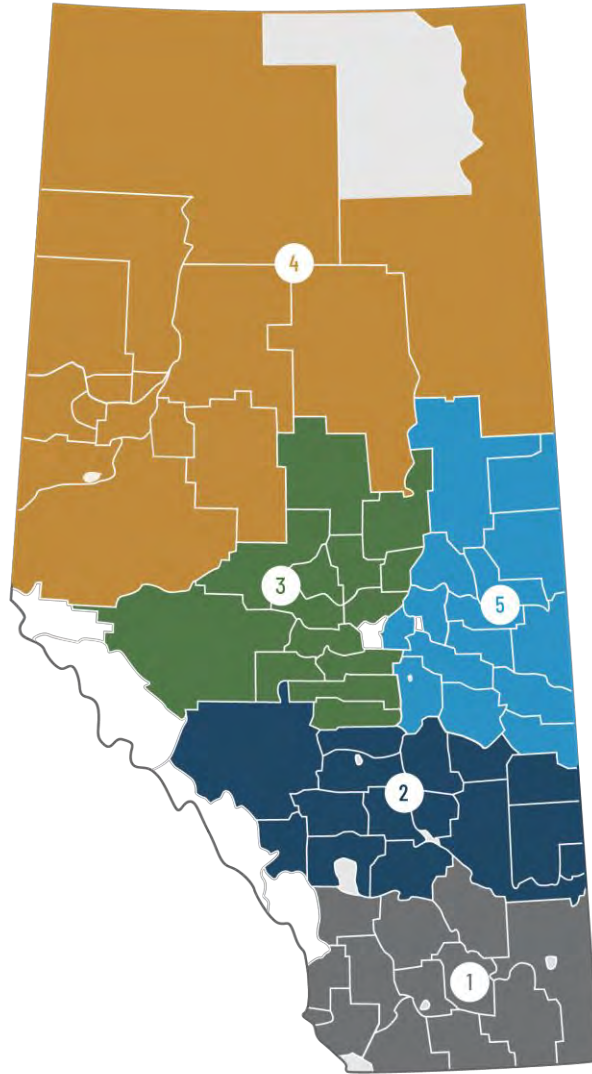
All of RMA's 69 member municipalities responded to the survey. This **unprecedented 100% response rate** speaks to the importance of this issue across the province and the accuracy of the final data collected.

## Survey Results

- Rural municipalities are currently facing an overall unpaid oil and gas property tax burden of **\$245.7 million**.
- This represents a **42% increase** from the overall amount in RMA's 2020 member survey, and a **203% increase** from RMA's 2019 member survey.
- The average RMA member is facing an unpaid tax burden of **\$3,560,331** from the oil and gas industry.
- Five municipalities have unpaid tax burdens above \$10,000,000 from the oil and gas industry.
- One municipality has no unpaid tax burden from the oil and gas industry, and an additional five municipalities have an unpaid tax burden below \$100,000.
- Municipalities have written off nearly **\$123 million in unpaid taxes for Provincial Education Requisition Credit (PERC) applications** for PERC-eligible tax years (2015-2021).
- Still-operating oil and gas companies are responsible for **57% of the unpaid taxes** from the oil and gas industry.

## Unpaid Oil and Gas Property Taxes by District

Unlike some issues, which only impact municipalities in some regions of the province, the issue of unpaid taxes from the oil and gas industry is truly provincewide, as shown below:



**District 1: Foothills-Little Bow**

\$24.6 million

**District 2: Central**

\$59.3 million

**District 3: Pembina River**

\$38.1 million

**District 4: Northern**

\$81.4 million

**District 5: Edmonton East**

\$42.3 million



## RMA Advocacy

RMA and its members have continually advocated to the Government of Alberta to address the legislative and policy loopholes that allow oil and gas companies to forego paying property taxes without consequences. RMA members have endorsed several resolutions on this issue, including the following:

- **2-20F:** Blue-Ribbon Panel to Review Unpaid Taxes Owed by Oil and Gas Companies
- **1-19F:** Priority of Unpaid Property Taxes on Linear Property
- **6-19F:** Municipal Recourse for Solvent Companies Choosing Not to Pay Taxes
- **6-18F:** Securing Municipal Property Taxes in the Event of Bankruptcy or Insolvency

These resolutions propose reasonable and meaningful actions that could be taken by the Government of Alberta to help address this issue by dedicating the necessary resources to fully study and understand the issue (2-20F), amend the *Municipal Government Act* to provide municipalities with the same tax recovery powers on linear property that they have on all other property types (1-19F and 6-18F), and require the Alberta Energy Regulator to consider unpaid property taxes when approving energy licence acquisitions and transfers (6-19F).

Combined, the resolutions above provide a reasonable, common sense approach to forming a long-term government strategy to address unpaid taxes and providing municipalities and provincial regulatory agencies with the tools they require to hold oil and gas companies accountable for payment of property taxes to the same extent as all other property owners.

RMA has continually advocated to provincial decision-makers for these changes to be made, but unfortunately no action has been taken to date. As the issue escalates and the total unpaid tax amounts approach a quarter of a billion dollars, RMA is ramping up advocacy efforts even more, starting with a request already made for a joint meeting with the ministers of Municipal Affairs, Energy and Environment and Parks in the coming weeks.

## Local Advocacy

In addition to RMA's continued efforts at the provincial level, members are encouraged to use the data that they have gathered for the purpose of completing this survey to inform their local MLAs of the seriousness of the issue. As RMA and its members have learned through our collective efforts during the assessment model review process in 2020, local advocacy works, and in many cases, MLAs may not be aware of an issue that is mainly being addressed at the provincial level until they learn of it from their constituent municipalities.

Although RMA is not providing members with any templates or specific guides on local advocacy on this issue, feel free to contact RMA board members or staff for advice, support and suggestions. Here are some advocacy approaches that members can consider on this issue:

### Write to or schedule a meeting with your local MLA

As mentioned, in some cases MLAs are not as familiar with some issues mainly dealt with at the provincial level as one would expect. As they are primarily focused on representing their constituents, hearing about the local impacts of a provincewide issue can spur action. Approaching this issue regionally with municipal neighbours may be a good option to inform multiple MLAs.

### Engage with Local Media

RMA will issue a press release on this issue in the coming days. Members are encouraged to borrow from the press release to frame their engagement with local media. Members can also use the data they provided for the survey and the key messages below to frame their position.

### Write to the Minister of Municipal Affairs

Minister McIver has been made aware by RMA that unpaid taxes are the association's priority advocacy issue, and that a solution is overdue. Hearing similar concerns, along with local data, from individual municipalities across the province will further emphasize to Minister McIver the seriousness and urgency of the situation.

### Write to the Minister of Energy and the Alberta Energy Regulator (AER)

RMA and its members have repeatedly pointed out that if unpaid taxes are included as a factor in the AER's Liability Management Framework, oil and gas companies would be much more inclined to pay municipal taxes, as payment would become linked to provincial approvals for energy licence acquisitions and transfers.

The AER recently completed a consultation process on [Directive 067: Eligibility Requirements for Acquiring and Holding Energy Licences and Approvals](#). The draft version of Directive 067 included no reference to property tax payments, and both Alberta Energy and the AER have stated in the past that the AER is not a "collection agent" for municipalities. Including municipal taxes in Directive 067 and the Liability Management Framework would not make the AER a collection agency for municipalities any more than they are currently a collection agency for private creditors because an applicant's involvement in insolvency proceedings is included in the draft version of Directive 067. In other words, including property tax payments as a factor in licence approvals will require no collection actions on the part of the AER, and if anything will likely reduce the AER's workload as non-payment of property tax payments is often a sign of possible financial or operational risks for companies that may not be otherwise identified during the licence approval process.

Although the formal consultation for Directive 067 is now closed, members are encouraged to write to the Minister of Energy and Chair of AER urging the inclusion of property taxes in the licence approval process, and including their local unpaid tax data in any correspondence.

## Key Messages

Members are encouraged to reference RMA's [Municipal Taxation and Assessment Position Statements](#) for messaging on this issue. In addition to this and RMA's press release, consider customizing some of the messages below:

- Municipalities across the province rely on property taxes to fund the services and infrastructure that the oil and gas industry utilizes daily. Our municipality manages \_\_\_\_\_ kilometres of roads and \_\_\_\_\_ bridges. Without consistent payment of property taxes, we may have no choice but to reduce service levels or close some roads and bridges.
- Municipalities have no choice but to recover every dollar not paid in property taxes by the oil and gas industry from other property taxpayers in the form of increased tax rates or reduced service levels. In our municipality, we would be forced to raise the residential property tax by \_\_\_\_\_ and the non-residential property tax rate by \_\_\_\_\_ to recover lost oil and gas tax revenues without reducing service levels.
- Municipalities are required to collect education property taxes, which they then forward to the Government of Alberta to contribute to Alberta's education system. Municipalities must forward a set amount based on property assessment regardless of whether they are able to actually collect taxes. Our municipality has forwarded \$\_\_\_\_\_ in education property taxes to the province that they were unable to collect from oil and gas companies in 2020 [or any year range for which data is available].
- In cases when oil and gas companies approach us to inform us of their challenges in paying property taxes, we are often willing to work with them on flexible payment agreements. We currently have payment agreements with \_\_\_\_\_ companies. [OPTIONAL – describe terms of agreements].
- Our municipality recognizes the challenges facing the oil and gas industry and has a long history of partnering with companies operating in the area to grow the rural economy. We are willing to work with struggling companies on solutions but cannot move forward constructively when some oil and gas companies are willing to shift their tax commitments to other property owners.



## Colleen Sarapuk

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**From:** Louise Albert <LAlbert@highriver.ca>  
**Sent:** March 2, 2021 3:36 PM  
**To:** Office  
**Subject:** Have Your Say - Update on Alberta Coal Policy

Dear Reeve Joshua Knelsen:

Further to my letter dated February 3, 2021, I confirm that the Government of Alberta reinstated the Coal Policy on February 8, 2021. While this is a positive step, we must continue to be actively involved in protecting the Eastern Slopes of the Rockies. While the Coal Policy has been reinstated, coal exploration in these areas continues, which is concerning.

The Government of Alberta has indicated that it will begin public consultation on March 29, 2021. Please continue to send letters and have your voice heard as part of these discussions. We must ensure that these lands are protected for future generations to come.

If you have any questions, please do not hesitate to contact me directly.

Thank you,  
Louise Albert on behalf of Mayor Craig Snodgrass

Craig Snodgrass  
Mayor of High River



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## Colleen Sarapuk

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**Subject:** FW: Fort Vermillion PRA (Bridge) campground

**From:** Calvin McLeod <[Calvin.McLeod@gov.ab.ca](mailto:Calvin.McLeod@gov.ab.ca)>  
**Date:** February 23, 2021 at 9:21:34 AM MST  
**To:** Lisa Wardley <[lisa@mackenziecounty.com](mailto:lisa@mackenziecounty.com)>  
**Cc:** Josh Knelsen <[josh@mackenziecounty.com](mailto:josh@mackenziecounty.com)>, Don Roberts <[droberts@mackenziecounty.com](mailto:droberts@mackenziecounty.com)>  
**Subject:** Fort Vermillion PRA (Bridge) campground

Hi Lisa:

Sorry for the delayed follow up regarding my Q&A session with council.

I had a chance to review our files and a short synopsis of relevant information is as follows:

- The PRA has been operated by the County under a Parks Division Miscellaneous lease (file number PML 960001) for over a decade now. In February of 2019 the lease term was extended to end once the lands were divested (removed from the Park system via an Order in Council) for inclusion in the Public Lands lease held by the County immediately south of the PRA.
- In the fall of 2018 Parks Division NW Director (me) and the former Operations Division Regional Director (Darcy Beach) signed off on a proposal to transfer the Administration of the lands from Parks Division to Public Lands Division. At the time this step should have paved the way for it to further advance for divestiture via Order in Council. This is where things have stalled as there are a number of Parks that need order in councils to deal with boundary related issues, inclusion of acquired lands into the system and divestitures – collectively little has moved for some time now.
- In the files I also found a February 23, 2011 letter from Minister Cindy Ady to Reeve Bill Neufeld where Minister indicated that if Public Lands issues a new lease near the river (which the County now has) Parks would look to divest the site for inclusion in the new lease. It has been 10 years now and I can appreciate the County's frustration that this is taking the amount of time that it is.
- There does not appear to be anything holding this up other than it does take considerable time and effort to deal with divestitures.

As I mentioned at the meeting, I believe that this may be something that your local MLA may be able to provide some assistance on. Your MLA could contact Minister Nixon to raise the issue.

In going through your MLA it will likely come to me for a recommendation for Department Executive to consider. My recommendation will be that this divestiture is a special circumstance in that the County has invested time, effort and money to build the campground with the expectation that the PRA lands would be divested and included in the new Lands lease.

Sincerely,

Cal

Calvin McLeod, Director  
Northwest Region / Alberta Environment and Parks / Park Operations Division  
1301, 10320 – 99 Street, Grande Prairie, AB, T8V 6T4  
Phone: 780-538-8010 / Cell: 780-518-6422 / Fax: 780-538-5617