




MACKENZIE COUNTY

COMMITTEE OF THE WHOLE MEETING

**FEBRUARY 23, 2021
10:00 AM**

**FORT VERMILION COUNCIL
CHAMBERS**

 780.927.3718

 www.mackenziecounty.com

 4511-46 Avenue, Fort Vermilion

 office@mackenziecounty.com



Mackenzie County

**MACKENZIE COUNTY
COMMITTEE OF THE WHOLE MEETING**

**Tuesday, February 23, 2021
10:00 a.m.**

Fort Vermilion Council Chambers

Fort Vermilion, Alberta

AGENDA

			Page
CALL TO ORDER:	1.	a) Call to Order	
AGENDA:	2.	a) Adoption of Agenda	
ADOPTION OF PREVIOUS MINUTES:	3.	a) Minutes of the January 26, 2021 Committee of the Whole Meeting	3
		b)	
DELEGATIONS:	4.	a) Glenda Farnden, STARS Sr. Municipal Relations Liaison (10:45 a.m.)	
		b) O2 Planning & Design – Land Use Bylaw Update (1:00 p.m.)	11
		c)	
BUSINESS:	5.	a) Action List Review	25
		b)	
		c)	
		d)	
		e)	
POLICY REVIEW:	6.	a) Review/Approve Five Public Works Policies	37
		b)	
		c)	
CLOSED MEETING:		<i>Freedom of Information and Protection of Privacy Act Division 2, Part 1 Exceptions to Disclosure</i>	

- 7. a)
- b)

**NEXT MEETING
DATE:**

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

ADJOURNMENT:

- 9. a) Adjournment



Mackenzie County

REQUEST FOR DECISION

Meeting:	Committee of the Whole Meeting
Meeting Date:	February 23, 2021
Presented By:	Colleen Sarapuk, Administrative Officer
Title:	Minutes of the January 26, 2021 Committee of the Whole Meeting

BACKGROUND / PROPOSAL:

Minutes of the January 26, 2021 Committee of the Whole 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 January 26, 2021 Committee of the Whole Meeting be adopted as presented.

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

**MACKENZIE COUNTY
COMMITTEE OF THE WHOLE MEETING**

**January 26, 2021
10:00 a.m.**

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

PRESENT: Josh Knelsen Reeve
Walter Sarapuk Deputy Reeve
Jacquie Bateman Councillor (virtual)
Peter F. Braun Councillor
Cameron Cardinal Councillor
David Driedger Councillor
Eric Jorgensen Councillor (virtual)
Ernest Peters Councillor (arrived at 10:18 a.m.)
Lisa Wardley Councillor (virtual)

REGRETS: Anthony Peters Councillor

ADMINISTRATION: Len Racher Chief Administrative Officer
Carol Gabriel Deputy Chief Administrative Officer/
Recording Secretary
Byron Peters Director of Projects & Infrastructure
Caitlin Smith Manager of Planning & Development
(virtual)
Fred Wiebe Director of Utilities (virtual)
Jennifer Batt Director of Finance
Don Roberts Director of Community Services
Willie Schmidt Fleet Maintenance Manager (virtual)
Dave Schellenberg Assistant Agricultural Fieldman

ALSO PRESENT: Ryan Konowalyk, Executive Director, Peace River – Alberta
Transportation (virtual)
Member of the Public

Minutes of the Committee of the Whole Meeting for Mackenzie County held on January 26, 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 COW-21-01-001 MOVED by Councillor Driedger

That the agenda be approved with the following additions:

- 5. d) Regional Economic Development Initiative (REDI) Agenda for January 27, 2021
- 5. e) Ice Rentals

CARRIED

**MINUTES FROM
PREVIOUS MEETING:**

- 3. a) **Minutes of the November 24, 2020 Committee of the Whole Meeting**

MOTION COW-21-01-002 MOVED by Councillor Braun

That the minutes of the November 24, 2020 Committee of the Whole Meeting be adopted as presented.

CARRIED

BUSINESS:

- 5. a) **Policy ADM059 Asset Management**

Councillor E. Peters joined the meeting at 10:18 a.m.

MOTION COW-21-01-003 MOVED by Deputy Reeve Sarapuk

That a recommendation be made to Council to approve Policy ADM059 Asset Management as amended.

CARRIED

BUSINESS:

- 5. d) **Regional Economic Development Initiative (REDI) Agenda for January 27, 2021 (ADDITION)**

MOTION COW-21-01-004 MOVED by Councillor Driedger
Requires Unanimous

That the Regional Economic Development Initiative agenda for January 27, 2021 be received for information.

CARRIED

DELEGATIONS:

- 4. a) **Ryan Konowalyk, Executive Director, Peace Region, Alberta Transportation**

Ryan Konowalyk provided an update on transportation projects within Mackenzie County.

Reeve Knelsen recessed the meeting at 11:10 a.m. and reconvened the meeting at 11:22 a.m.

MOTION COW-21-01-005 **MOVED** by Councillor E. Peters

That the Alberta Transportation update be received for information.

CARRIED

BUSINESS:

5. e) Ice Rentals (ADDITION)

MOTION COW-21-01-006 **MOVED** by Councillor Cardinal
Requires Unanimous

That a recommendation be made to Council to write a letter to the Government of Alberta to reopen recreational facilities and business services.

CARRIED UNANIMOUSLY

Reeve Knelsen recessed the meeting at 11:58 a.m. and reconvened the meeting at 12:31 p.m.

BUSINESS:

5. b) Farmland Access

MOTION COW-21-01-007 **MOVED** by Councillor Jorgensen

That administration work with the landowner for farmland access options and bring a recommendation to Council.

CARRIED

BUSINESS:

5. c) Roadside Spraying Request for Proposals

Reeve Knelsen stepped out of the meeting at 12:52 p.m. and turned over the Chair to Deputy Reeve Sarapuk.

Reeve Knelsen resumed the Chair at 12:59 p.m.

MOTION COW-21-01-008 **MOVED** by Councillor Wardley

That a recommendation be made to Council to authorize the Agricultural Service Board 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.

CARRIED

POLICY REVIEW: 6. a) **Policy Overview and Policies to be Rescinded**

MOTION COW-21-01-009 **MOVED** by Councillor Braun

That a recommendation be made to Council to rescind the following policies:

- Policy ADM030 Isolation Allowance
- Policy EMR003 Ambulance Service
- Policy MRES001 Mackenzie Regional Emergency Services, Shift Hours and Rotations
- Policy MRES002 Mackenzie Regional Emergency Services, Standard Operating Guidelines

CARRIED

POLICY REVIEW: 6. b) **Policy ADM036 Municipal Shop Use**

MOTION COW-21-01-010 **MOVED** by Councillor Braun

That a recommendation be made to Council to amend Policy ADM036 Municipal Shop Use as presented.

CARRIED

CLOSED MEETING: 7. a) **None**

NEXT MEETING DATE: 8. a) Committee of the Whole Meeting
February 23, 2021
10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT: 9. a) **Adjournment**

MOTION COW-21-01-011 **MOVED** by Councillor Jorgensen

That the Committee of the Whole meeting be adjourned at 1:24 p.m.

CARRIED

These minutes will be presented for approval on February 23, 2021.

Joshua Knelsen
Reeve

Lenard Racher
Chief Administrative Officer

UNAPPROVED



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 23, 2021
Presented By:	Caitlin Smith, Manager of Planning & Development
Title:	DELEGATION O2 Planning and Design – Land Use Bylaw Project Update

BACKGROUND / PROPOSAL:

O2 Planning and Design's Adam Harrison will be presenting an update and proposed changes for the Mackenzie County Land Use Bylaw.

A copy of their presentation is attached.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

POLICY REFERENCES:

Author: C Smith Reviewed by: _____ CAO: _____

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the Mackenzie County Land Use Bylaw project update be received for information.

Author: C Smith Reviewed by: _____ CAO: _____

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Land Use Bylaw Workshop

February 23, 2021

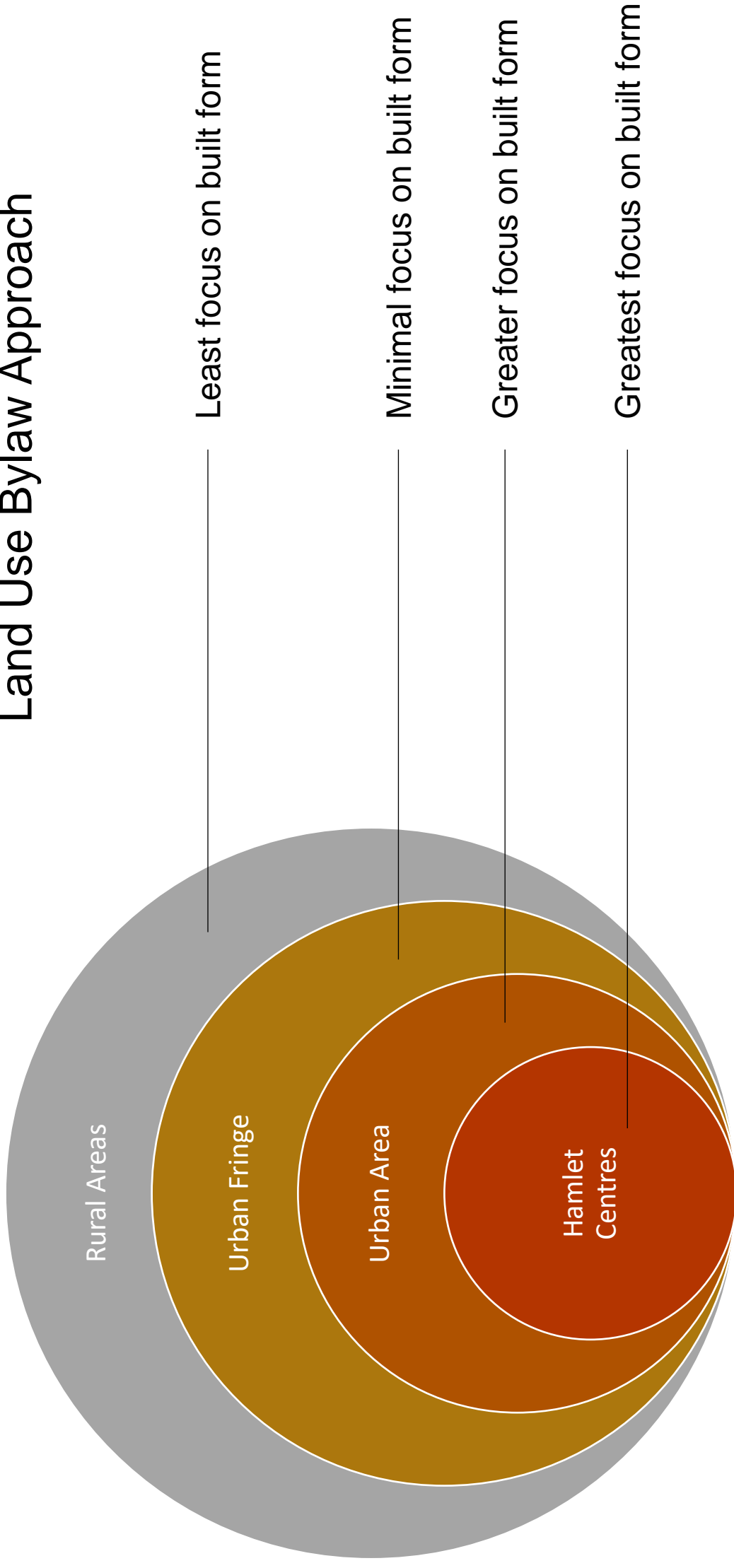


Land Use Bylaw Directions

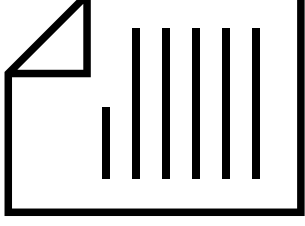
02

1. Streamline and modernize
2. Strict development policies for flood and fire hazards
3. Consistent with MDP to promote growth in the right places
4. Provide for more housing choice and support affordability
5. Improved mapping that provides consistency

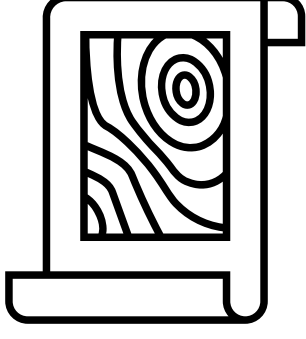
Land Use Bylaw Approach



Streamline the general regulations.



Create new County land use maps for ease of use.

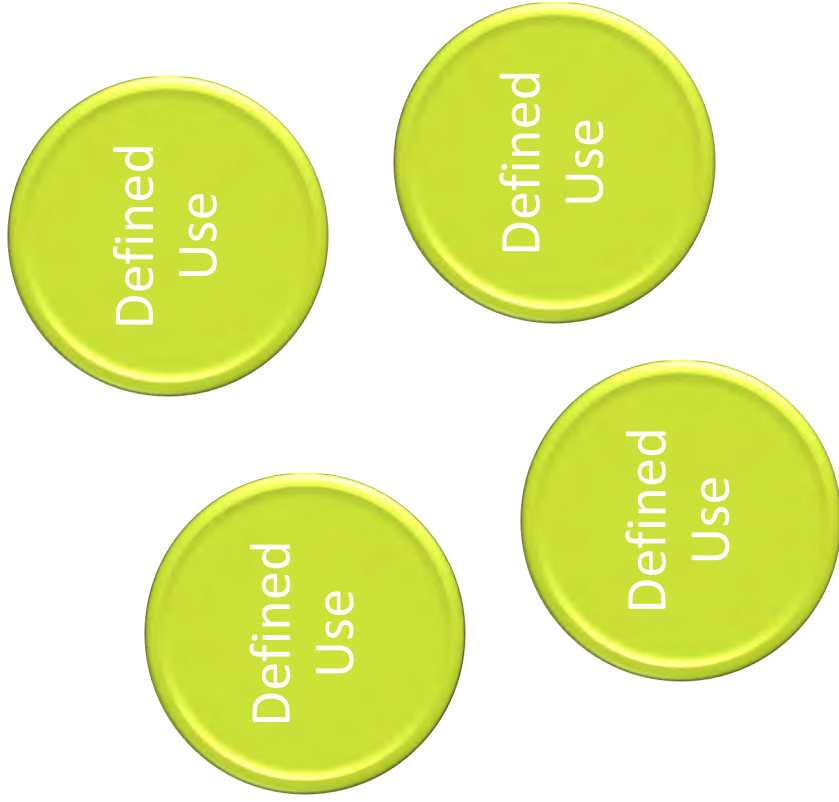


Land Use Bylaw Update

02

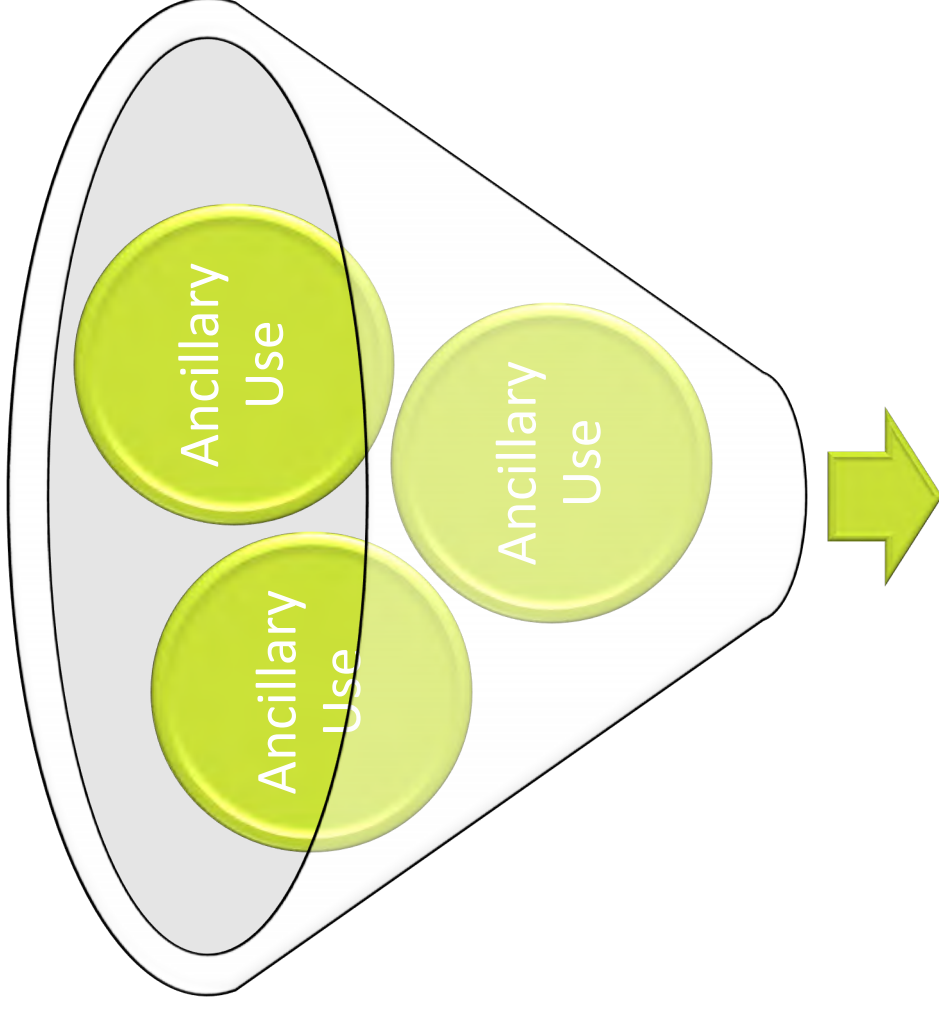
Consolidate, where possible, uses into fewer broader use definitions.

Current Bylaw



17

New Bylaw

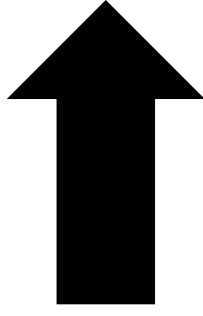
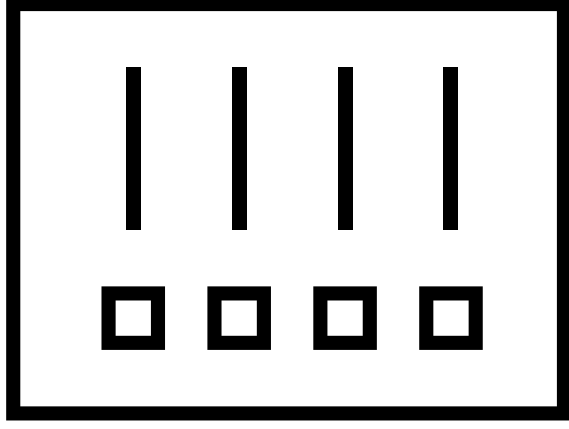


Related Uses

Main Use

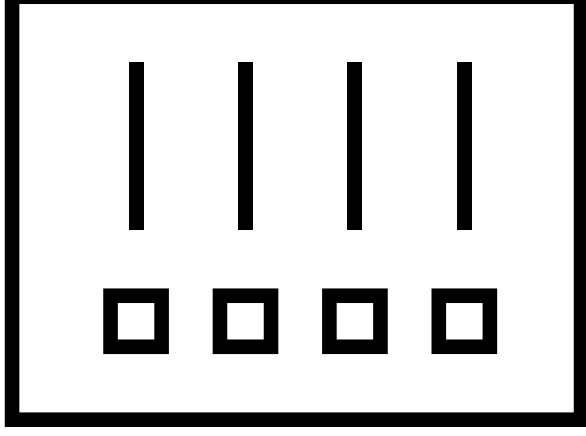
Current

36 Land Use Districts



New

Potentially Fewer Land Use Districts

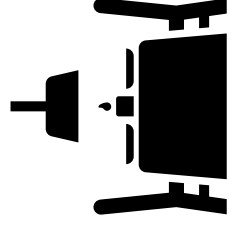
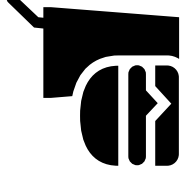
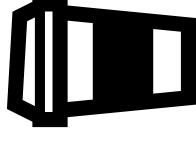
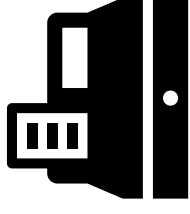
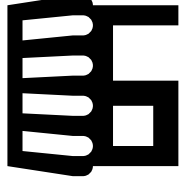
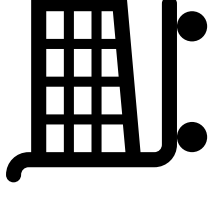


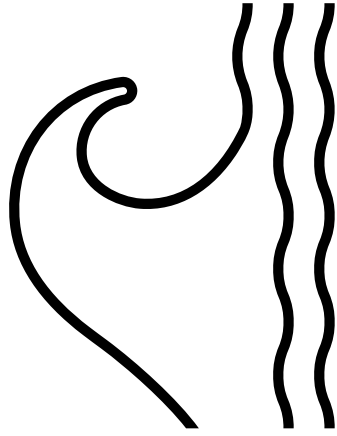
Consolidate, where possible, some of the 36 land use districts while recognizing the differences between the different hamlets and previous County feedback.

Land Use Bylaw Update

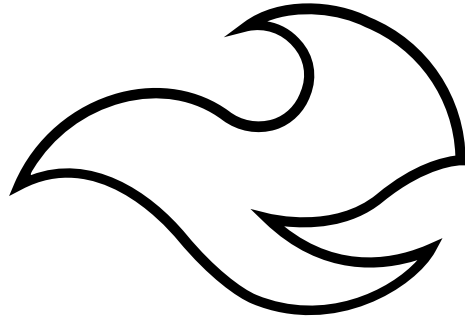
02

Add more limited commercial and food service into some districts to service employees and residents





Updated flood restrictions



Updated fire hazard restrictions

Land Use Bylaw Update

02



Photo by [Evan Dvorkin](#) on [Unsplash](#)

Is a district with mandatory attached garages necessary?



Photo by [Ralph Kelly](#) on [Unsplash](#)



Photo by [Evan Dvorkin](#) on [Unsplash](#)

Land Use Bylaw Directions

02

Is there one issue/item you would change in the existing Land Use Bylaw?

Thank You

02



Questions?

Discussion?



Mackenzie County

REQUEST FOR DECISION

Meeting:	Committee of the Whole Meeting
Meeting Date:	February 23, 2021
Presented By:	Len Racher, Chief Administrative Officer
Title:	Action List Review

BACKGROUND / PROPOSAL:

The Action List is attached for review.

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 the Council Action List Review be received for information.

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

Mackenzie County Action List as of February 9, 2021

Council and Committee of the Whole Meeting Motions Requiring Action

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

Motion	Action Required	Action By	Status
October 9, 2018 Regular Council Meeting			
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.
November 13, 2018 Regular Council Meeting			
18-11-885	That the Zama Water Treatment Improvements Project be retendered with a project scope change.	Fred	In progress
February 27, 2019 Regular Council Meeting			
19-01-117	That administration proceed with Plan 5999CL in Fort Vermilion as discussed.	Byron	Impacted by 2020 flood
October 8, 2019 Regular Council Meeting			
19-10-559	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
November 5, 2019 Regular Council Meeting			
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	
December 10, 2019 Regular Council Meeting			
19-12-781	That a letter be sent to the Minister of Energy regarding industry lease renewals.	Len	In progress
December 18, 2019 Budget Council Meeting			
19-12-820	That Mackenzie County lobby the government for incentives to complete the Paramount abandonments within the next five years.	Council	
January 29, 2020 Regular Council Meeting			
20-01-055	That Administration move forward with applying for Recreational Leases for the Bistcho Lake cabin areas and consideration be given to the work being done by the Caribou Sub-regional Task Force.	Don	On hold. Pursuing reinstatement of commercial fishing.
20-01-067	That a letter be sent to the Minister of Municipal Affairs in regards to the Section 627(3) of the Municipal Government Act that relates to the number of councillor's on a Subdivision and Development Appeal Board.	Carol	In progress
April 22, 2020 Regular Council Meeting			
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	Byron	In progress

Motion	Action Required	Action By	Status
	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.		
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.
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	In progress
May 22, 2020 Special Council Meeting			
20-05-279	That charges be laid by Mackenzie County to the non-eligible individuals that fraudulently registered as an evacuee during the Fort Vermilion flood, and to evacuees that have incurred significant costs related to hotel room damages.	Jennifer	In progress of finalizing the list.
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	Jeff	RFP – August 2021

Motion	Action Required	Action By	Status
	for proposals for the Construction and Maintenance of the Tompkins Crossing Ice Bridge.		
August 19, 2020 Regular Council Meeting			
20-08-488	That a letter of concern be placed on file for the engineering error on the Heliport Road Asphalt Overlay project tender.	Jeff	In progress
20-08-497	That administration proceed with the sale of the 0.09 acres on Part of Plan 182 2539, Block 01, Lot K in the Hamlet of La Crete, subject to developer agreeing to create a treed buffer on the west and south property line and paying all fees.	Caitlin	Landowner has to apply for subdivision and consolidation
20-08-513	That three (3) recipients be awarded a Mackenzie County Bursary, as presented, for a total amount of \$3,500, with the understanding that the bursary amount be extended for an additional year due to any COVID-19 restrictions prohibiting attendance this fall, and that the remaining budget amount of \$3,500 be transferred to the Bursaries Reserve.	Jennifer	Completed. Year End Transfer to Reserves.
September 22, 2020 Regular Council Meeting			
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 Still required?
October 13, 2020 Regular Council Meeting			
20-10-599	That a letter be sent to the Government of Alberta regarding potential funding due to the impact of the Site C Clean Energy Project downstream effects.		
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
October 28, 2020 Regular Council Meeting			

Motion	Action Required	Action By	Status
20-10-695	That the 2020 Campground Caretaker bonuses be approved as follows: <ul style="list-style-type: none"> Hutch Lake - \$7,225 Machesis Lake - \$1,517 Wadlin Lake - \$8,000 	Don	In progress
20-10-719	That the County suspend all land purchases until the provincial funding is received and the mitigation plan is supported.	DRT	
November 10, 2020 Regular Council Meeting			
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 renewed
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
20-77-737	That a letter be sent to the Recreation Boards and all non-profits operating in County owned buildings, stating that they have care, custody and control of the buildings in order for them to be eligible for Alberta Gaming and Liquor raffle and gaming licenses.	Don	Completed
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
November 25, 2020 Regular Council Meeting			
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.
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.	Carol	
December 2, 2020 Budget Council Meeting			
20-12-739	That a flight fuel assessment invoice in the amount of \$200,000 be sent to Alberta Forestry for the fuel	Jennifer	In progress

Motion	Action Required	Action By	Status
	flowage fee for the period May – August 2019 as per the Fee Schedule Bylaw.		
December 8, 2020 Regular Council Meeting			
20-12-754	That administration gather information regarding the river flows and water temperature on the Peace River within the Mackenzie County boundary.	Fred	
20-12-756	That the Agricultural Land Development & Lease be re-advertised with additional requirements.	Grant	Closing 2021-02-24
20-12-774	That administration request an insurance summary and bring it back to Council.	Jennifer	Information requested.
December 16, 2020 Budget Council Meeting			
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	
20-12-802	That administration develop a Policy for the reporting of fuel flowage charges at airports.	Caitlin	In progress.
20-12-805	That administration request that the province waive/reimburse fees associated with the River Search & Rescue Access Plan approvals.	Don	
20-12-806	That administration investigate implementing a Local Improvement on the 101 Avenue Asphalt project in the Hamlet of La Crete.	Caitlin	Policy amendment required.
20-12-808	... administration bring forward a policy review at each Committee of the Whole Meeting.	Carol	Ongoing
January 12, 2021 Regular Council Meeting			
21-01-008	That administration continue to work with provincial government departments and agencies for the disaster recovery process.	DRT	Ongoing
21-01-024	That the budget be amended to include an additional \$13,000 for the La Crete Sanitary Sewer Expansion project with funds coming from the General Operating Reserve.	Jennifer	Completed
21-01-025	That the budget be amended to include an additional \$17,000 for the La Crete Utility Servicing Plan project with funds coming from General Operating Reserve.	Jennifer	Completed
21-01-030	That administration proceed with the partial closure of Utility Right-of-Way Plan 032 4681.	Caitlin	In progress
21-01-033	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:	Carol Len	In progress

Motion	Action Required	Action By	Status																
	<table border="1"> <tr> <td>Ministry:</td> <td>Priority Topics:</td> </tr> <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 & 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 & 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> </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		
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Energy	Transportation Corridor																		
Solicitor General	Fort Vermilion Courthouse																		
21-01-042	That Mackenzie County enter into an agreement for the payment of outstanding taxes with Sanling Energy Ltd. as discussed.	Jennifer	Completed																
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																	
21-01-049	That the budget be amended to include \$5,250.00 to cover the insurance required by Waste Transfer Station attendants, with funds coming from the General Operating Reserve.	Jennifer	Completed																
21-01-050	That administration re-tender the Rocky Lane and Blumenort Waste Transfer Stations.	Don	March 8, 2021																
21-01-051	That the 2020 budget be amended to include an additional \$62,000 for the River Search and Rescue Plan Project, including the installation of the Bridge Campground River Search and Rescue Access, with funds coming from the General Operating Reserve.	Jennifer	Completed																
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	Jennifer	Ongoing																

Motion	Action Required	Action By	Status
	Agreement and that the transfer of ownership be TABLED.		
21-01-053	That the total 2020 penalties in the amount of \$22,663.16 for Tax Rolls #410831, #422074, and #422125 be reversed.	Jennifer	Completed
21-01-054	That the Tax Roll accounts as detailed be deemed as uncollectable, reflected as bad debt, and written off. Tax Roll #410831 outstanding balance \$ 3,815.11 Tax Roll #410986 outstanding balance \$ 5,970.68 Tax Roll #422125 outstanding balance \$46,378.62	Jennifer	PERC Submitted
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	
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
February 9, 2021 Regular Council Meeting			
21-02-100	That the budget be amended to include \$15,000 for the surveying and purchase of a portion of land (NE 8-106-15-W5M) for registration with Alberta Land Titles as a drainage ditch with funding coming from the General Capital Reserve.	Jennifer	Completed
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	

Motion	Action Required	Action By	Status
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	
21-02-115	That administration prepare a new Land Use Bylaw Amendment to further restrict non-compatible uses near Mackenzie County airports	Caitlin	
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"> • Include municipalities in regards to tax collection • Orphan Well Association to hire local 	Len	2021-02-14
21-02-126	That a letter of support be provided to the Plant Protein Alliance of Alberta, requesting that the province continue to provide funding for their initiative to attract business investment to Alberta.	Byron	Completed
21-02-127	That a letter of support be provided to the La Crete Agricultural Society for their Co-op Community Spaces grant application for the development of an orchard in the La Crete Mennonite Heritage Village.	Len	Completed
21-02-128	That a letter of support be provided to the Tompkins Improvement Board for their grant application to construct a shell over the outdoor rink.	Len	Completed
21-02-133	That a letter of support be sent to the Minister of Advanced Education for Northern Lakes College regarding Alberta 2030: Building Skills for jobs.	Len	Completed
21-02-134	That a thank you note be sent to Maarten Braat for his letter dated January 25, 2021.	Len	Completed
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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Committee of the Whole Meeting
Meeting Date:	February 23, 2021
Presented By:	Jeff Simpson, Director of Operations
Title:	Review/Approve Five Public Works Policies

BACKGROUND / PROPOSAL:

Administration has reviewed five policies and proposed amendments. Policies for review at this time are:

- PW006 Land Acquisition for Municipal Works
- PW010 Road Protection
- PW012 Gravel Supply
- PW016 Information Signs
- PW035 Crop Damage Compensation

OPTIONS & BENEFITS:

A copy of the proposed amended policies are attached for review/approval.

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 a recommendation be made to council that Policy PW006 Land Acquisition for Municipal Works be amended as discussed.

Simple Majority Requires 2/3 Requires Unanimous

That a recommendation be made to council that Policy PW010 Road Protection be amended as discussed.

Simple Majority Requires 2/3 Requires Unanimous

That a recommendation be made to council that Policy PW012 Gravel Supply be amended as discussed.

Simple Majority Requires 2/3 Requires Unanimous

That a recommendation be made to council that Policy PW016 Information Signs be amended as discussed.

Simple Majority Requires 2/3 Requires Unanimous

That a recommendation be made to council that Policy PW035 Crop Damage Compensation be amended as discussed.

Author: S Wheeler **Reviewed by:** J Simpson **CAO:** _____

Mackenzie County

Title	LAND ACQUISITION FOR MUNICIPAL WORKS	Policy No:	PW006
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Legislation Reference	Municipal Government Act, Section 62
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<p>Purpose</p> <p>To establish a procedure for purchasing land for a road, ditch or drainage.</p>
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<p>Policy Statement and Guidelines</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"> (a) for right-of-way (b) for borrow pits (c) for crop and surface damage for backsloping (d) for crop damage (refer to PW035 Crop Damage Compensation). <p>Payment shall only be made when the acquired interest is registered on the title.</p>

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

Mackenzie County

Title	Road Protection Agreement Policy	Policy No:	PW010
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Legislation Reference	Municipal Government Act Section 5
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Purpose

To establish a Policy where firms and vehicle owners of large trucks/vehicles who wish to use Mackenzie County roads for an Intensive haul(s) may do so while ensuring that the user is responsible for road repairs and additional maintenance costs.

Policy Statement

1. Road Protection Agreements will be created to allow firms and vehicle owners of large trucks/vehicles, with the exemption of agriculture equipment to use Mackenzie County roads for Intensive hauls.
2. Haulers are required to complete and submit a Road Protection Application for the County's review.
3. Administration shall review the request and prepare a Road Protection Agreement with conditions for the haulers acceptance.

Definitions:

- a) Intensive haul(s) means the movement of products or equipment that may potentially cause excessive wear and tear on County roads.
- b) Road Use Application is an application which includes designated haul route, duration of haul, the amount of loads per day, axle weight maximum, and items being hauled. ~~Schedule "A"~~.
- c) Road Protection Agreement is the agreement made by Mackenzie County with the Hauler. It defines the terms and conditions to enable the hauler to use haul route. ~~Schedule "B"~~.
- d) Hauler, for the purposes of this agreement, is the agreement holder and shall be either the primary company or the hauling company.
- e) Memorandum of Understanding (MOU) is an agreement signed annually with Mills for the hauling of timber to their respective companies.

Responsibilities

THE HAULER SHALL:

1. Individual trucking companies must complete a Road Protection Application a minimum 2 working days prior to commencement. Mills must sign a Memorandum of Understanding (MOU) annually and provide the County with details concerning the hauling, such as:
 - haul route
 - start and end dates
 - number of trucks and loads per day
 - trucking companies used for hauling
2. Enter into a Road Protection Agreement with Mackenzie County prior to hauling.
3. Abide by the conditions set out in the agreement which may include, but are not limited to duration of the haul, speed, time of haul, axle loading, special signing, traffic control persons and accommodation of other road users.
4. Be responsible for any additional maintenance and ice control on the haul route which may be required over and above that normally provided by the County.
5. Repair any road damage caused by the hauler; this may include regravelling of roads.
6. Not use tire chains on any paved or oiled roadways at any time, unless authorized by Mackenzie County.
7. Not park on public roadways such that they create an unsafe situation or cause a nuisance to other road users.
8. Cease hauling during adverse weather conditions, including excessive rain, or at the request of Mackenzie County.
9. Be required to provide dust control (water truck, or chemical application) on the haul road for any effected residences along the designated haul route, and other areas on the haul route as requested.
10. Clean all debris and/or mud tracked onto the road.
11. Notify Mackenzie County immediately upon completion of the haul.
12. At the request from the Chief Administrative Officer of Mackenzie County provide a security deposit.

MACKENZIE COUNTY SHALL:

1. Complete the road use application.
2. Inspect the haul road(s) prior to use to determine the condition of the road.
3. Inspect the haul route throughout the agreement date, to ensure that road conditions are kept at an acceptable standard and to ensure the hauler is following

all other conditions in the agreement.

4. Provide regular scheduled maintenance of roads. Any additional maintenance due to the haul is to be provided by the hauler.
5. Inspect the haul road(s) within 2 working days after the haul has ceased.
6. Implement road bans to control haulers activities if necessary.

General Conditions:

1. Any Hauler in violation of the terms of the Road Protection Agreement may have their permission to utilize the road suspended until such time as they comply with the conditions of the Agreement to the satisfaction of Mackenzie County.
2. Hauler shall indemnify and save harmless Mackenzie County against any claims and/or proceedings from third parties as a result of approval being granted for the use of County roadways in Mackenzie County.

	Date	Resolution Number
Approved	2001-03-06	01-137
Amended	2007-12-11	07-12-1111
Amended	2015-07-29	15-07-507
Amended		

~~Municipal District of Mackenzie No. 23~~ Mackenzie County

Title	Gravel Supply	Policy No.	PW012
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Legislation Reference	Municipal Government Act, Section 18
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<p>Purpose</p> <p>To specify the terms of reference for gravel contracts on projects within the Municipal District of Mackenzie municipality.</p>

Policy Statement and Guidelines

1. Gravel contracts shall be tendered for both gravelling and re-gravelling on a pit by pit basis.
2. The Contractor shall be responsible for supplying gravel where the gravel is not being provided from ~~M.D. of Mackenzie~~ municipal stockpiles. Contractors shall have the option of supplying gravel from other sources where it is beneficial to the municipality.
3. The Contractor shall be responsible for loading, hauling, placing and spreading gravel; haul road maintenance and repairs; and dust control operations.
4. Gravel type shall be as specified by ~~M.D. of Mackenzie Administration for~~ within each contract.
5. Specific completion time lines shall be established for each contract.
6. Council approves the gravelling budget during the annual budgeting process.
7. Each year Council may approve the use of day labor to haul and place gravel on a pit specific basis. ~~If so approved by Council, rates paid will be the lowest rates paid on a tender for a haul and apply contract during the previous year~~ Rates will be as per PW018 Hiring of Private Equipment.

	Date	Resolution Number
Approved	Apr 18/01	01-212
Amended		
Amended		

Municipal District of Mackenzie No. 23 Mackenzie County

Title	Information Signs	Policy No.	PW016
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Legislation Reference	Municipal Government Act, Section 18
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Purpose
To provide direction on the installation of informational signs.

Policy Statement and Guidelines

- Requests for installation **or removal** of informational signs shall require **either** the approval of the **Public Works Department or Council Director of Operations or Designate** ~~as outlined on the following chart.~~
Responsibility for installation costs are as outlined:

<u>Type</u>	<u>Installation Cost</u>	<u>Approval Required</u>
Children Playing	Applicant	Council
Deaf/Blind Children	Municipal District County	Public Works
Hidden Approach	Municipal District County	Public Works
Deer Crossing	Municipal District County	Council
Stock Crossing	Applicant	Council
Stock at Large	Municipal District County	Council
- 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.
- Requests for signs shall only be considered on municipal public roads.
- The municipality shall encourage the use of portable signs for any new requests for stock crossing signs.
- All maintenance costs for public signs shall be paid by the Municipality.
- ~~6. Council approval shall be acquired prior to the removal of existing signs.~~

	Date	Resolution Number
Approved	Apr 20/99	99-141
Amended		

“J. Maine” (Signed)
Chief Administrative Officer

“B. Bateman” (Signed)
Chief Elected Official

Mackenzie County

Title	Crop Damage Compensation	Policy No:	PW035
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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. \$475.00 per acre for damage to canola crop
2. \$400.00 per acre for damage to cereal, pulse or seed crop
3. \$400.00 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.

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