




MACKENZIE COUNTY

REGULAR COUNCIL MEETING

**MARCH 24, 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
REGULAR COUNCIL MEETING**

**Wednesday, March 24, 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 March 9, 2021 Regular Council Meeting	7
		b) Business Arising out of the Minutes	
		c)	
DELEGATIONS:	4.	a) Old Bay House – 11:45 a.m. -12:00 p.m.	
		b)	
TENDERS:		Tender openings are scheduled for 11:00 a.m.	
	5.	a) County Waste Bin Pick-up	19
		b) Caretaking – Fort Vermilion Waste Transfer Station	21
		c) Hutch Lake Campground Caretaker	23
		d)	
PUBLIC HEARINGS:		Public hearings are scheduled for 1:00 p.m.	
	6.	a)	
GENERAL REPORTS:	7.	a) None	
		b)	
AGRICULTURE	8.	a) Awarding of Roadside Spraying Contract	27

SERVICES:

b)

COMMUNITY SERVICES:

- 9. a) Machesis Lake Capital Funds Request 29
- b) Buffalo Head Prairie Waste Transfer Station Days of Operations 33

c)

FINANCE:

- 10. a) Telus Communications Inc. – Second Food Bank Donation 35
- b) Rescind Motion 21-01-054 37
- c) 2020 Uncollectible Utility and Accounts Receivable Accounts 41
- d) 2020 Uncollectible Taxes 45
- e) 2020 Budget Allocations - Handout H/O
- f) Expense Claims – Councillors 53
- g) Expense Claims – Members at Large 55
- h) Cheque Registers February 8, 2021 – February 19, 2021 57

i)

OPERATIONS:

- 11. a) None

b)

UTILITIES:

- 12. a) Storm Pond “A” Hamlet of La Crete - Handout H/O

b)

c)

PLANNING & DEVELOPMENT:

- 13. a) Bylaw 12xx-21 Land Use Bylaw Amendment to Rezone Part of SE 35-105-15-W5M from Agricultural “A” to Rural Industrial Light “RIL” 59
- b) Bylaw 1210-21 Road Closure within Plan 082 6817 67

		c)	Bylaw 12xx-21 Land Use Bylaw Amendment to Amend the Definitions of Flood Fringe and Floodway and Add Definition of Overland Flow Area to Section 2.3 and Add Restrictions to Section 8	79
		d)	Subdivision Refund & Revision Policy DEV002	85
		e)	Multi-Lot/Urban Subdivision Construction & Registration Policy DEV003	93
		f)	Policy DEV004, Minimum Construction Project Value for Building Permits	101
		g)	Subdivision Affidavits Policy DEV009	109
		h)		
ADMINISTRATION:	14.	a)	Fuel Flowage at Mackenzie County Airports Policy FIN033	113
		b)	Mackenzie County Flood Mitigation – Engineering Services Procurement	117
		c)	Spring 2021 Municipal Leaders’ Caucus – Virtual	125
		d)	Caribou Update (standing item)	
		e)		
COUNCIL COMMITTEE REPORTS:	15.	a)	Council Committee Reports (verbal)	
		b)	Community Services Committee Meeting Minutes	129
		c)		
INFORMATION / CORRESPONDENCE:	16.	a)	Information/Correspondence	135
CLOSED MEETING:			<i>Freedom of Information and Protection of Privacy Act Division 2, Part 1 Exceptions to Disclosure</i>	
	17.	a)	Insurance Summary 2020 & Current (s. 27)	
		b)	Regional Service Sharing Agreement (s. 21, 24, 25)	

NOTICE OF MOTION: 18. a)

NEXT MEETING DATES: 19. a) Regular Council Meeting
April 13, 2021
10:00 a.m.
Fort Vermilion Council Chambers

b) Committee of the Whole
April 23, 2021
10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT: 20. a) Adjournment



Mackenzie County

REQUEST FOR DECISION

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

BACKGROUND / PROPOSAL:

Minutes of the March 9, 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 March 9, 2021 Regular Council Meeting be adopted as presented.

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

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

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

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

PRESENT:

Josh Knelsen	Reeve
Walter Sarapuk	Deputy Reeve
Jacque Bateman	Councillor – (Virtual)
Peter F. Braun	Councillor – Left at 4:16 p.m.
Cameron Cardinal	Councillor – (Virtual - arrived in person at 10:53 a.m.)
David Driedger	Councillor – (Virtual at 11:15 a.m. – arrived in person at 11:48 a.m.)
Eric Jorgensen	Councillor – (Virtual)
Anthony Peters	Councillor
Ernest Peters	Councillor
Lisa Wardley	Councillor – (Virtual)

REGRETS:

ADMINISTRATION:

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

ALSO PRESENT:

Minutes of the Regular Council meeting for Mackenzie County held on March 9, 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 21-03-174 **MOVED** by Councillor Braun

That the agenda be approved with the following additions:
17.c) Agricultural Appeal Board

CARRIED

ADOPTION OF PREVIOUS MINUTES: **3. a) Minutes of the February 24, 2021 Regular Council Meeting**

MOTION 21-03-175 **MOVED** by Councillor E. Peters

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

CARRIED

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

DELEGATIONS: **4. a) CARES Project – Mackenzie Regional Agriculture Investment Attraction Plan Progress – (10:15 a.m.)**

MOTION 21-03-176 **MOVED** by Deputy Reeve Sarapuk

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

CARRIED

Reeve Knelsen recessed the meeting at 11:12 a.m. and reconvened the meeting at 11:23 a.m.

TENDERS: **5. a) Caretaking - Blumenort Waste Transfer Station**

MOTION 21-03-177 **MOVED** by Deputy Reeve Sarapuk

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

CARRIED

MOTION 21-03-178 **MOVED** by Councillor Braun

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

CARRIED

Bidder	Amount
Susan Doerksen	\$1800/month (\$64,800/36 month)

MOTION 21-03-179 **MOVED** by Councillor E. Peters

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

CARRIED

TENDERS: **5. b) Caretaking – Rocky Lane Waste Transfer Station**

MOTION 21-03-180 **MOVED** by Councillor A. Peters

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

CARRIED

MOTION 21-03-181 **MOVED** by Deputy Reeve Sarapuk

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

CARRIED

Bidder	Cost
Dustin Rose	\$1,450/month (\$52,200/ 36 months)

MOTION 21-03-182 **MOVED** by Councillor Braun

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

CARRIED

PUBLIC HEARINGS **6.) None**

GENERAL REPORTS **7. a) CAO & Director Reports**

MOTION 21-03-183 **MOVED** by Deputy Reeve Sarapuk

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

CARRIED

Reeve Knelsen recessed the meeting at 11:59 a.m. and reconvened the meeting at 12:34 p.m.

**GENERAL
REPORTS:**

7.b) Disaster Recovery and Mitigation Update

MOTION 21-03-184 **MOVED** by Deputy Reeve Sarapuk

That the Disaster Recovery and Mitigation update be received for information.

CARRIED

**GENERAL
REPORTS:**

7. c) Fort Vermilion Airport Mitigation

MOTION 21-03-185 **MOVED** by Councillor Wardley

That administration include Option 4 - being place a new building on higher ground (new location) 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.

CARRIED

**GENERAL
REPORTS:**

7.d) Mackenzie County Flood Mitigation – Engineering Services Procurement

MOTION 21-03-186 **MOVED** by Councillor Braun

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.

CARRIED

AGRICULTURE

8. a) NONE

SERVICES:

**COMMUNITY
SERVICES**

9. a) NONE

FINANCE:

10. a) Policy FIN005 Petty Cash

MOTION 21-03-187

MOVED by Councillor Wardley

That Policy FIN005 Petty Cash be amended as presented.

CARRIED

Reeve Knelsen recessed the meeting at 1:43 p.m. and reconvened the meeting at 1:52 p.m.

FINANCE:

10. b) STARS – COW Motion 21-02-014

MOTION 21-03-188

MOVED by Councillor Driedger

That the STARS discussion be TABLED until later in the meeting.

CARRIED

CLOSED MEETING

*Freedom of Information and Protection of Privacy Act Division 2,
Part 1 Exceptions to Disclosure*

MOTION 23-03-189

MOVED by Councillor Driedger

That Council move into a closed meeting at 2:05 p.m. to discuss the following:

- 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) Agricultural Weed Appeal (s. 21, 24, 25)

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

- All Councillors Present (Councilor Braun left meeting at (4 :16 p.m.)
- Len Racher, Chief Administrative Officer
- Byron Peters, Deputy Chief Administrative Officer
- Fred Wiebe, Director of Utilities

- Don Roberts, Director of Community Services
- Jennifer Batt, Director of Finance
- Jeff Simpson, Director of Operations
- Caitlin Smith, Manager of Planning & Development
- Colleen Sarapuk, Recording Secretary
- Michael Solowan, Brownlee LLP
- Willie Schmidt, Fleet Manager
- Grant Smith, Agricultural Fieldman

MOTION 21-03-190 **MOVED** by Councillor E. Peters

That Council move out of a closed meeting at 4:42 p.m.

CARRIED

Reeve Knelsen recessed the meeting at 4:42 p.m. and reconvened the meeting at 4:52 p.m.

CLOSING MEETING: **17. a) Alberta Health Services Ambulance Building-Rental Renewal (s. 21, 24, 25)**

MOTION 21-03-191 **MOVED** by Councillor A. Peters

That administration enter in at new lease agreement with Alberta Health Services for the leased buildings in La Crete, Fort Vermilion, and High Level at a rate of \$1000/month plus utilities.

CARRIED

CLOSED MEETING: **17. b) Town of High Level Regional Service Sharing Agreement (s. 21, 24, 25)**

MOTION 21-03-192 **MOVED** by Councillor E. Peters

That Mackenzie County move forward with arbitration as discussed.

CARRIED

CLOSED MEETING: **17. c) Agricultural Weed Appeal**

MOTION 21-03-193 **MOVED** by Councillor Driedger

That the Agricultural Weed Appeal be received for information.

CARRIED

FINANCE: 10. b) STARS – COW Motion 21-02-014

MOTION 21-03-194 **MOVED** by Deputy Reeve Sarapuk

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

CARRIED

FINANCE: 10. c) Cheque Registers – February 22, 2021 – March 5, 2021

MOTION 21-03-195 **MOVED** by Councillor Driedger

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

CARRIED

OPERATIONS 11. a) Public Works Policies

MOTION 21-03-196 **MOVED** by Councillor Wardley

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

CARRIED

MOTION 21-03-197 **MOVED** by Deputy Reeve Sarapuk

That Policy PW016 information Signs, be rescinded.

CARRIED

MOTION 21-03-198 **MOVED** by Councillor E. Peters
That PW035 Crop Damage Compensation be amended as presented.

CARRIED

OPERATIONS: 11. b) Vehicle Disposal

MOTION 21-03-199 **MOVED** by Councillor Driedger

That the four pickup trucks be sent to La Crete Auction Mart for the April 24, 2021 consignment sale with the funds be returned to the Vehicle and Equipment reserve.

CARRIED

UTILITIES:

12. a) Zama Water Treatment Project Re-Tender

MOTION 21-03-200

MOVED by Councillor Wardley

That administration proceed with re-tender of the 2013 Zama Water Treatment project while remaining within budget and the 2021 budget be amended with funding coming from the AMWWP grant increasing the budget by \$7,431.

CARRIED

**PLANNING &
DEVELOPMENT:**

13. a) General Municipal Improvements Standards

MOTION 21-03-201

MOVED by Councillor Wardley

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

CARRIED

ADMINISTRATION:

14. a) La Crete Farmer's Market Committee – Request for Letter of Support

MOTION 21-03-202

MOVED by Councillor Cardinal

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

CARRIED

ADMINISTRATION:

14. b) Peace River Levels and Temperature Information

MOTION 21-03- 203

MOVED by Deputy Reeve Sarapuk

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

CARRIED

**COUNCIL
COMMITTEE
REPORTS:**

15. a) Council Committee Reports (verbal)

MOTION 21-03-204

MOVED by Councillor Jorgensen

That the Council Committee Reports (verbal) be received for information.

CARRIED

**INFORMATION /
CORRESPONDENCE**

16. a) Information/Correspondence

MOTION 21-03-205

MOVED by Councillor Wardley

That the County explore options to honour former Reeve Neufeld.

CARRIED

MOTION 21-03-206

MOVED by Councillor Jorgensen

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

CARRIED

NOTICE OF MOTION: 18. a) NONE

**NEXT MEETING
DATE:**

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

19. b) Regular Council Meeting
March 24, 2021
10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT:

20. a) Adjournment

MOTION 21-03-207

MOVED by Deputy Reeve Sarapuk

That the Council meeting be adjourned at 5:53 p.m.

CARRIED

These minutes will be presented to Council for approval on March 24, 2021.

Joshua Knelsen
Reeve

Lenard Racher
Chief Administrative Officer

UNAPPROVED



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 24, 2021
Presented By:	Don Roberts, Director of Community Services
Title:	TENDERS County Waste Bin Pick-up

BACKGROUND / PROPOSAL:

The Mackenzie County Waste Bin Pick-up has been advertised and tender submissions were due at Fort Vermilion County office, March 23, 2021 at 4:30 p.m.

OPTIONS & BENEFITS:

Proposals will be evaluated on the following criteria:

Evaluation Criteria	Weight	Score
Proposal Cost	100%	

COSTS & SOURCE OF FUNDING:

Operational Budget- May require budget amendment
 Current budget - \$13,738.06 per year

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 Mackenzie County Waste Bin Pick-up Tenders – Envelope 1 be opened.

Motion 2 (if required):

Simple Majority Requires 2/3 Requires Unanimous

That the unqualified Mackenzie County Waste Bin Pick-up Tenders be returned to the senders without opening Envelope 2.

Motion 3:

Simple Majority Requires 2/3 Requires Unanimous

That the Mackenzie County Waste Bin Pick-up tender – Envelope 2 be opened for qualified bidders.

Motion 4:

Simple Majority Requires 2/3 Requires Unanimous

That administration reviews the Mackenzie County Waste Bin Pick-up Tenders and bring back to Council later in the meeting for awarding.

Motion 5:

Simple Majority Requires 2/3 Requires Unanimous

That the Mackenzie County Waste Bin Pick-up contract be awarded to the lowest qualified bidder, while staying within budget.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 24, 2021
Presented By:	Don Roberts, Director of Community Services
Title:	TENDERS Caretaking – Fort Vermilion Waste Transfer Station

BACKGROUND / PROPOSAL:

The Caretaking – Fort Vermilion 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:

2021 Operational Budget of \$1,400/month or \$16,800/year

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 – Fort Vermilion Waste Transfer Station Tenders – Envelope 1 be opened.

Motion 2 (if required):

- Simple Majority Requires 2/3 Requires Unanimous

That the unqualified Caretaking – Fort Vermilion 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 – Fort Vermilion 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 – Fort Vermilion 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 – Fort Vermilion 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

Meeting:	Regular Council Meeting
Meeting Date:	March 23, 2021
Presented By:	Don Roberts, Director of Community Services
Title:	TENDERS Hutch Lake Campground Caretaker

BACKGROUND / PROPOSAL:

Hutch Lake Campground Caretaker has been advertised and tender submissions were originally due at Fort Vermilion County office, March 8, 2021 at 4:30 p.m.

March 4th the Community Services Committee recommended the Hutch Lake Request for Proposal tender closing date be extended to March 23 at 4:30pm.

March 5th public notification went out extending the closing date.

OPTIONS & BENEFITS:

Proposals will be evaluated on the following criteria:

Evaluation Criteria	Weight	Score
Equipment	15%	
Experience	20%	
Additional services offered to the public	15%	
Proposal Cost	50%	
TOTAL	100%	

COSTS & SOURCE OF FUNDING:

Operational Budget – May require Budget Amendment

2021 Budget set using 2020 rate - \$5,500/month x 4.5 months = \$24,750 + bonus

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

SUSTAINABILITY PLAN:

Strategy C1.2

Undertake a financial and operational review of County recreational facilities and equipment to: • ensure adequacy of capital, operating funding and reserves, • identify opportunities for increased usage, increased revenues and decreased costs, • ensure optimal use of funds, • identify other efficiencies that could mitigate the size of the annual grant required from the County to operate the facilities.

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 Hutch Lake Campground Caretaker Tenders – Envelope 1 be opened.

Motion 2 (if required):

- Simple Majority Requires 2/3 Requires Unanimous

That Hutch Lake Campground Caretaker Tenders be returned to the senders without opening Envelope 2.

Motion 3:

- Simple Majority Requires 2/3 Requires Unanimous

That Hutch Lake Campground Caretaker Tenders – Envelope 2 be opened for qualified bidders.

Motion 4:

- Simple Majority Requires 2/3 Requires Unanimous

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

That administration reviews the Hutch Lake Campground Caretaker Tenders and bring back to Council later in the meeting for awarding.

Motion 5:

- Simple Majority Requires 2/3 Requires Unanimous

That Hutch Lake Campground Caretaker contract be awarded to the lowest qualified bidder, while staying within budget.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 24, 2021
Presented By:	Grant Smith, Agricultural Fieldman
Title:	Awarding of Roadside Spraying Tender

BACKGROUND / PROPOSAL:

Request for Proposals for the Roadside Spraying contract closed March 19th, 2021. The Proposals were opened at the March, 2021 Agricultural Service Board Meeting in Fort Vermilion. The required 2 envelope system was utilized.

These RFP's consisted of a numbered matrix system to assist with final contract awarding recommendation. This is a three year contract, 2021, 2022, 2023. All RFP matrix scores will be presented.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

2021 Operating Budget - \$50,000

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

POLICY REFERENCES:

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

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That Council award the Roadside Spraying Contract to the successful bidder for the years 2021, 2022 & 2023 as per the recommendation from the Agricultural Service Board.

Author: _____ Reviewed by: _____ CAO: _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 24, 2021
Presented By:	Don Roberts – Director of Community Services
Title:	Machesis Lake Capital Funds Request

BACKGROUND / PROPOSAL:

Mackenzie County has acquired wooden tent like structures. Community Services Committee has indicated 3 of these structures be placed at Machesis Lake campground and rented out to the public as a type of “Glamping” service and an extra way of generating revenue.

The fees for this service are not set and will require to be brought back to Council.

In order to utilized these structures in this capacity they require a roof and some extra repairs. This issue was present to the Community Services Committee.

The following motion was made by the committee:

CS-21-03-023

That a recommendation be made to council that the capital cost to relocate the tent shelters to Machesis.

OPTIONS & BENEFITS:

Option 1

Approve the budget amendment of \$4500

Option 2

Decline the budget amendment

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

COSTS & SOURCE OF FUNDING:

Administration has researched the cost of materials \$1200 - \$1500

\$1500 x 3 Total Funds required - \$4500

SUSTAINABILITY PLAN:

Goal C1 Community parks, recreational facilities and community halls are available to each community consistent with local, cultural needs.

COMMUNICATION / PUBLIC PARTICIPATION:

POLICY REFERENCES:

ADM040 – Recreational Area Policy

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That Council amend the 2021 budget by \$4500 for the Machesis Lake Glamping project with funds coming from the Parks and Recreation reserve.

Author: _____ Reviewed by: _____ CAO: _____





Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 24, 2021
Presented By:	Don Roberts, Director of Community Services
Title:	Buffalo Head Prairie Waste Transfer Station Days of Operations

BACKGROUND / PROPOSAL:

Administration and the Waste Transfer Station (WTS) attendant have held discussions regarding the hours of operation at the Buffalo Head Prairie Waste Transfer Stations. The discussions have focused on optimizing the hours of operation at this site.

Currently the Buffalo Head Prairie WTS is the only rural WTS that operates 3 times a week.

Buffalo Head Prairie WTS	Tuesday	4 - 8 pm
	Thursday	4 – 8 pm
	Saturday	12 – 6 pm

Both Fort Vermilion and La Crete WTS operate 3 times a week with Zama operating twice weekly. All other rural WTS operate twice weekly.

With Mackenzie County initiating a user pay system, Administration feels that statistics collected from all transfer station sites are crucial for future discussions regarding WTS sites. Administration feels that it is important that all rural WTS have the same amount of days of operation for a justifiable comparison in the future.

OPTIONS & BENEFITS:

Option 1

Change the days of operating of the Buffalo Head Prairie WTS from 3 times weekly to two times weekly.

Tuesdays and Saturdays. This falls in line with all other rural transfer stations.

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

Option 2

Leave the Waste Transfer Station days of operation as is.

COSTS & SOURCE OF FUNDING:

The changing of hours would not affect the operational budget.

SUSTAINABILITY PLAN:

J3: Transfer Stations

COMMUNICATION / PUBLIC PARTICIPATION:

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

POLICY REFERENCES:

RECOMMENDED ACTION:

Motion 1

Simple Majority Requires 2/3 Requires Unanimous

That the Buffalo Head Prairie Waste transfer station change its days of operations from three times weekly to two times weekly Tuesdays and Saturdays.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 24, 2021
Presented By:	Jennifer Batt, Director of Finance
Title:	Telus Communications Inc. – Second Food Bank Donation

BACKGROUND / PROPOSAL:

Administration received a donation from Telus Communications Inc., in May 2020 in cheque form, and an electronic funds transfer in the same amount after receiving the cheque from Telus. Administration has recently confirmed that this amount was not an error on their part, and Telus has confirmed that they intended to donate another \$5,000 to the County’s local food banks due to the overland flood. This donation is to provide additional relief support the food banks in assisting residents that may require their services at this time.

The request was for the funds to be distributed in the same manner as the original between the local foods banks, and Indigenous Friendship Center in the area.

Residents that were affected have been able to access the High Level Friendship Center, La Crete Food Bank delivered through FCSS, and the newly developed Food Bank delivered through the Metis Association #74 in Fort Vermilion. Administration is recommending that the amount be distributed in the proportionate share of demand as follows:

- High Level Friendship Center - \$1,250 (25%)
- La Crete FCSS - \$1,250 (25%)
- Metis Association #74* - \$2,500 (50%)

*Funds to the Metis Association would have to be delivered to the High Level Friendship Center as they currently are accepting cash donations on behalf of the Metis Association #74 food bank.

OPTIONS & BENEFITS:

N/A

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

COSTS & SOURCE OF FUNDING:

No cost to the County.

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

Administration to communicate the County’s appreciation of Telus Communications Inc. ongoing support to the community, and the region.

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Motion 1

- Simple Majority
- Requires 2/3
- Requires Unanimous

That the 2021 operating budget be amended by \$5,000 for the donation from Telus Communications Inc., and be distributed as follows:

High Level Friendship Center	- \$1,250 (25%)
La Crete FCSS	- \$1,250 (25%)
Metis Association #74	- \$2,500 (50%)

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 24, 2021
Presented By:	Jennifer Batt, Director of Finance
Title:	Rescind Motion 21-01-054

BACKGROUND / PROPOSAL:

At the January 27, 2021 Council meeting, the following motion was passed:

MOTION 21-01-054 *That the Tax Roll accounts as detailed be deemed as uncollectable, Requires 2/3* *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

CARRIED

The amounts recommended above were incorrectly stated and should be as stated below, and the application processed.

Tax Roll #410831 outstanding balance \$	823.64
Tax Roll #410986 outstanding balance \$	1,615.56
Tax Roll #422125 outstanding balance	<u>\$ 67,190.96</u>
TOTAL	\$ 69,630.16

The above motion is required to be rescinded, and a new motion passed with the corrected balances.

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

OPTIONS & BENEFITS:

That the Tax Roll accounts as detailed above be deemed as uncollectable, reflected as bad debt, and written off, and that administration to make application under the Provincial Education Requisition Credit for education taxes from 2015-2019.

COSTS & SOURCE OF FUNDING:

Included in the 2019 year end bad debt calculation, and reflected in the financial statements. There is no impact on the 2020 operating expenditures.

If the recommended action is approved, administration will make application under the Provincial Education Requisition Credit program for \$4,527.47.

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

The County has fully exhausted all potential collection means related to the tax rolls detailed and external legal counsel has recommended the write-off of accounts. Although the PERC program will only reimburse the County for the education taxes being written-off, approximately \$4,527.47 would be able to be recouped through the program.

POLICY REFERENCES:

Tax Penalty Bylaw

RECOMMENDED ACTION:

Motion 1:

- Simple Majority
- Requires 2/3
- Requires Unanimous

That Council motion 201-01-054 be rescinded.

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

Motion 2:

Simple Majority Requires 2/3 Requires Unanimous

That the Tax Roll accounts as detailed be deemed as uncollectable, reflected as bad debt, and written off.

Tax Roll #410831 outstanding balance \$ 823.64
Tax Roll #410986 outstanding balance \$ 1,615.56
Tax Roll #422125 outstanding balance \$ 67,190.96

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Council Meeting
Meeting Date:	May 24, 2021
Presented By:	Jennifer Batt, Finance Controller
Title:	2020 Uncollectible Utility and Accounts Receivable Accounts

BACKGROUND / PROPOSAL:

As part of the yearend reconciliation, administration reviews and identifies accounts that are deemed uncollectable. A majority of this list is from previous years, and no write offs were undertaken in 2020. Administration has exhausted all reasonable collection efforts, with outstanding amounts no longer collectable.

Attached is Appendix #1 which lists utility amounts of \$2,931.87 that administration is requesting to be written off.

Attached is Appendix #2 which lists accounts receivable amounts of \$89,164.27 that administration is requesting to be written off.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

2020 Budget.

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

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

POLICY REFERENCES:

FIN011 – Accounts Receivable/Utility Collections

RECOMMENDED ACTION:

MOTION 1

Simple Majority Requires 2/3 Requires Unanimous

That the outstanding amount of \$2,931.87 in Appendix #1 for utility accounts be written off.

MOTION 2

Simple Majority Requires 2/3 Requires Unanimous

That the outstanding amount of \$89,676.60 in Appendix #2 for accounts receivable accounts be written off.

Author: J Batt Reviewed by: _____ CAO: _____

Appendix #1

Total 6 Utilities Accounts from 2016-2019

2016	\$ 647.70
2017	\$ 2,010.47
2019	\$ 273.70

Total \$2,931.87

Appendix #2

Total 31 Accounts Receivable Accounts from 2014-2019

Fire Fighting Services	\$ 5,592.50
Bursary – Return to Service	\$ 2,000.00
ASB Pump Rental	\$ 1,145.88
Airport Parking	\$ 1,190.83
Business Licenses	\$ 380.00
Leases	\$12,553.63
Relocation – staffing	\$ 2,002.23
Snowplow fees	\$ 694.08
Trailer Rent	\$ 8,388.34
Damage Repair	\$,2,249.62
Road Use Agreement	\$49,461.88
Utility Cost recovery	\$ 2,593.96
Material	\$ 1,123.65
Total 3 Accounts Receivable Accounts –	
Sent to collections (uncollectable) 2008-2010	\$ 1,478.67

Total \$ 89,164.27



Mackenzie County

REQUEST FOR DECISION

Meeting:	Council Meeting
Meeting Date:	March 24, 2021
Presented By:	Jennifer Batt, Finance Controller
Title:	2020 Uncollectible Taxes

BACKGROUND / PROPOSAL:

As part of the yearend reconciliation, administration reviews and identifies tax rolls that are deemed uncollectable. With the recent organizational chart changes, administration requested a full tax roll review, which has identified the attached document as primarily accounts that were assessed/penalized incorrectly, and penalties should be written off.

Administration has amended tax rolls to the correct owners, and will ensure past levies that should apply are collected.

Attached is Appendix #1 which lists tax roll balances that administration is requesting to be written off for the 2020 year totally \$2,187.78.

In addition, in 2020 the County was provided grant funding under the Municipal Operating Support Transfer (MOST), which can be used for lost revenues, including property tax collection.

As expenses are currently still eligible until March 31, 2021 and final expenses are not available for this report, administration is recommending that all available grant funding remaining be used to offset the loss in collection of property taxes, to be identified by administration.

MOST Fax sheet attached

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

2020 Budget.

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

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

FIN009 – Payment, Refund and Cancellation of Taxes

RECOMMENDED ACTION:

MOTION 1

Simple Majority Requires 2/3 Requires Unanimous

That the levies & penalties in the amount of \$2,187.78 in Tax Roll Appendix #1 be written off.

MOTION 2

Simple Majority Requires 2/3 Requires Unanimous

That administration allocate all remaining grant funds from the Municipal Operating Support Transfer grant toward the decrease in property taxes collected in 2020.

Author: J Batt Reviewed by: _____ CAO: _____

Ratepayer Tax Rolls

Tax Roll #	Levies	Penalties	Total	Comment
313841	\$950.08	\$789.25	\$1,739.33	Trailer demolished 2017
313851	\$226.74	\$221.71	\$448.45	Land Transfer error
TOTAL	\$1,176.82	\$1,010.96	\$2,187.78	To be written off

Total Request \$ 2,187.78

Municipal Operating Support Transfer (MOST)

Frequently Asked Questions

Introduction

On September 25, 2020, the Government of Alberta announced the Municipal Operating Support Transfer (MOST) program, which is intended to distribute federal and provincial operating funding support to Alberta municipalities to help offset increased operating costs or lost revenues incurred due to the COVID-19 pandemic. Funding is provided as part of the Safe Restart Agreement between Alberta and Canada.

The Government of Alberta has released MOST [program guidelines](#) and [funding allocations](#) that provide information on the program. This document is intended to provide municipalities with answers to common questions not addressed in the guidelines or allocations document.

Frequently Asked Questions

Application Process

1. *How can my municipality apply for MOST funding? Is it a competitive process?*

All municipalities in Alberta will receive MOST funding and there is no application required. Municipalities received a memorandum of agreement (MOA) by email on September 25. The MOA must be signed by the chief elected official and chief administrative officer of the municipality and returned to the Government of Alberta at ma.municipalstimulus@gov.ab.ca before October 30. Submitting the signed MOA to the Government of Alberta will trigger payment.

Reporting Requirements

2. *Although we know we incurred increased operating costs and/or lost revenue due to the pandemic, we did not specifically document pandemic-related revenue and expense impacts. How do we accurately report on the use of our MOST allocation?*

The Government of Alberta's goal is to ensure municipalities are able to use MOST funding to offset fiscal challenges caused by the COVID-19 pandemic, without any unnecessary red tape. The pandemic was an unexpected event, and we recognize that not all municipalities had the resources and capacity available to accurately track pandemic-related fiscal impacts as they were occurring.

We recommend that municipalities make use of invoices, timesheets, etc. that are part of typical municipal business practices to identify increased expenses and use year-to-year comparisons for reduced revenues. The Government of Alberta will not require detailed proof of expenses incurred or revenue lost.

Each municipality that receives MOST funding will receive a statement of funding and expenditure (SFE) form at a later date and will be required to submit this form to the Government of Alberta by July 2, 2021. More details on reporting will be available when the SFE is released, but we anticipate that requirements will be minimal, with

municipalities' use of the grant reported in broad categories such as the examples provided in the guidelines, similar to the MSI operating SFEs.

3. *How do we accurately determine lost revenue in a certain area?*

We recommend a comparison of revenue in areas such as, but not limited to, user fees, building permits, or property tax collection rates decreased during the pandemic period compared to the same period in the previous year. Alternatively, the comparison could be between a 2020 budget passed prior to the pandemic and a budget amended in response to the pandemic.

Municipalities will not be required to provide comparative data in the SFE process, but are encouraged to use these approaches to develop an estimate of COVID-19-related revenue impacts.

4. *How do we prove that increased internal staffing costs are linked to COVID-19?*

Municipalities will not be required to provide proof that costs are linked to COVID-19. To determine whether a staffing cost is associated with COVID-19, we encourage municipalities to consider the decision that led to the costs (management approval for overtime, hiring decisions, etc.) and determine whether that decision would have been made differently in the absence of COVID-19.

Eligibility Requirements

5. *Can MOST funding be shared with other municipalities, or with regional entities such as Regional Services Commissions?*

Yes. If a municipality decides to contribute funding to another municipality or to a regional municipal entity, and this decision can be reasonably linked to COVID-19, the expenditure is eligible for MOST funding.

6. *Can MOST funding be used to contribute to Agricultural Societies, or other non-profit societies active in our municipality?*

Yes. If a municipality decides to contribute funding to an external entity for a purpose related to COVID-19, this constitutes an incremental operating cost for the municipality and MOST funding can be used for this expense.

7. *Can some or all of our MOST funding be used to support our housing management body (HMB)?*

Yes. As municipalities are required to pay a requisition to support HMB operating costs, additional requisitions to support COVID-19 expenses or operating losses in the HMB are considered a municipal operating expense for the purposes of MOST, and may be shared with HMBs.

8. *Can some or all of our MOST funding be used to off-set unpaid property taxes?*

Yes. Any property taxes from the 2020 property tax year that remain uncollected as of March 31, 2021, are eligible as lost revenue and MOST funding can be used to compensate. There is no need to write off these unpaid taxes and municipalities should continue with all available tax collection methods. Later collection of the taxes will not retroactively impact MOST funding.

9. *If a municipality chooses to forgive taxes for some property owners due to COVID-19 related challenges, can some or all of our MOST funding be used to off-set forgiven property taxes?*

Yes, this would be eligible under the MOST.

10. *Can MOST funding be used for capital expenses associated with COVID? For example, a small renovation to add a barrier to a customer-facing reception area or the purchase of camera equipment to broadcast council meetings.*

Yes. While the funding is described as operating funding, it can be used for a very broad range of expenses associated with the pandemic response, including expenses that may be considered capital in some smaller municipalities.

11. *Can MOST funding be used for partnerships with local economic development agencies such as Chambers of Commerce?*

Yes. If the municipality decides that such expenditures are a priority to help the municipality safely restart its local economy the province would consider these costs eligible under the MOST program provided they are incurred before March 31, 2021.

12. *Due to COVID-19, several staff in our municipality have taken on new or different duties. For example, some have been seconded to an emergency operations centre, and others have additional cleaning tasks that reduce their capacity for their normal work. Are these labour costs eligible for MOST funding?*

Not directly. Since the municipality intended to pay these employees prior to COVID-19, their compensation is not related to COVID-19 so is not eligible for MOST funding. However, if there are incremental expenditures associated with these situations, then these incremental costs are eligible. For example, if an employee is seconded to an emergency operations centre and a temporary employee is hired to backfill them, then the temporary employee's salary is eligible. If an employee has additional COVID-19-related cleaning duties and then requires overtime to fulfill their normal duties, then the overtime costs would be eligible under MOST.

For any additional questions regarding the MOST program, please contact a Municipal Affairs grant advisor at 780-422-7125, toll-free in Alberta by first dialing 310-0000, or ma.municipalstimulus@gov.ab.ca.



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 24, 2021
Presented By:	Jennifer Batt, Director of Finance
Title:	Expense Claims – Councillors

BACKGROUND / PROPOSAL:

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

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

- February – All Councillors

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

2021 Operating Budget

SUSTAINABILITY PLAN:

N/A

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

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

Honorariums and Expense Reimbursement Bylaw

RECOMMENDED ACTION:

Motion 1

Simple Majority Requires 2/3 Requires Unanimous

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

Author: J Batt Reviewed by: _____ CAO: _____

February



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 24, 2021
Presented By:	Jennifer Batt, Director of Finance
Title:	Expense Claims – Members at Large

BACKGROUND / PROPOSAL:

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

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

Name	Board/Committee	Month
Terry Batt	Agricultural Service Board	February 2021
Beth Kappelar	Municipal Planning Commission	February 2021

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

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

2021 Operating Budget.

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

Honorariums and Expense Reimbursement Bylaw

RECOMMENDED ACTION:

Motion 1

Simple Majority Requires 2/3 Requires Unanimous

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

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 24, 2021
Presented By:	Jennifer Batt, Director of Finance
Title:	Cheque Registers – March 8, 2021 – March 19, 2021

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 March 8 – March 19, 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 March 8, 2021 – March 19, 2021 be received for information.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 24, 2021
Presented By:	Caitlin Smith, Manager of Planning and Development
Title:	Bylaw 12xx-21 Land Use Bylaw Amendment to Rezone Part of SE 35-105-15-W5M from Agricultural “A” to Rural Industrial Light “RIL”

BACKGROUND / PROPOSAL:

Mackenzie County has received a request to rezone Part of SE 35-105-15-WM from Agricultural “A” to Rural Industrial Light “RIL” to accommodate a new industrial subdivision.

The applicant intends to subdivide the 12-acre parcel and sell to Frontier Seed Cleaning to relocate their existing seed cleaning facility. A survey plan will be required at the time of subdivision, which will include a service road on the west side of the new property.

The applicant asked to have the application rushed to Council but will be viewed by the Municipal Planning Commission later this week and their recommendation will be brought forward prior to second reading.

OPTIONS & BENEFITS:

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

COSTS & SOURCE OF FUNDING:

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

SUSTAINABILITY PLAN:

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

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

COMMUNICATION/PUBLIC PARTICIPATION:

The bylaw amendment will be advertised as per MGA requirements, this includes all adjacent landowners. A rezoning notification sign will also be required to be displayed on the property as per Mackenzie County Land Use Bylaw regulation.

POLICY REFERENCES:

Not applicable at this time.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That first reading be given to Bylaw 12xx-21 being a Land Use Bylaw Amendment to rezone Part of SE 35-105-15-W5M from Agricultural “A” to Rural Industrial Light “RIL” to accommodate an industrial use – general, subject to public hearing input.

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

BYLAW NO. 12xx-21
BEING A BYLAW OF
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA

TO AMEND THE
MACKENZIE COUNTY LAND USE BYLAW

WHEREAS, Mackenzie County has a Municipal Development Plan adopted in 2009, and

WHEREAS, Mackenzie County has adopted the Mackenzie County Land Use Bylaw in 2017, and

WHEREAS, the Council of Mackenzie County, in the Province of Alberta, has deemed it desirable to amend the Mackenzie County Land Use Bylaw to accommodate Industrial Use – General.

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

1. That the land use designation of the subject parcels known as:

Part of SE 35-105-15-W5M

Within Mackenzie County, be rezoned from Agricultural “A” to Rural Industrial Light “RIL” as outlined in Schedule “A” hereto attached.

READ a first time this ____ day of _____, 2021.

PUBLIC HEARING held this ____ day of _____, 2021

READ a second time this ____ day of _____, 2021.

READ a third time and finally passed this ____ day of _____, 2021.

Josh Knelsen
Reeve

Len Racher
Chief Administrative Officer

BYLAW No. 12xx-21

SCHEDULE "A"

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

Part of SE 35-105-15-W5M within Mackenzie County, be rezoned from Agricultural "A" to Rural Industrial Light "RIL"



FROM: Agricultural "A"

TO: Rural Industrial Light "RIL"

LAND USE BYLAW AMENDMENT APPLICATION

APPLICATION NO. _____

NAME OF APPLICANT		
ADDRESS		
CITY/TOWN		
POSTAL CODE (RES.)	PHONE	BUS.

COMPLETE ONLY IF DIFFERENT FROM APPLICANT

NAME OF REGISTERED OWNER <i>MIRON INVESTMENTS CORP</i>		
ADDRESS <i>6-714022 RR 72</i>		
CITY/TOWN <i>COUNTY OF GRANDE PRAIRIE.</i>		
POSTAL CODE <i>T8W 5R6</i>	PHONE (RES.) <i>780 876-8312</i>	BUS. <i>SAME.</i>

LEGAL DESCRIPTION OF THE LAND AFFECTED BY THE PROPOSED AMENDMENT

QTR./LS.	SEC.	TWP.	RANGE	M.	OR	PLAN	BLK	LOT
<i>SE</i>	<i>35</i>	<i>105</i>	<i>15</i>	<i>5</i>				

LAND USE CLASSIFICATION AMENDMENT PROPOSED:

FROM: *Agricultural "A"*

TO: *Rural Industrial Light "RIL"*

REASONS SUPPORTING PROPOSED AMENDMENT:

FUTURE SITE OF FRONTIER SEED PLANT.

The personal information on this form is collected in accordance with section 33 of the Freedom of Information and Protection of Privacy (FOIP) Act for the purpose of processing this application, issuing development permits and land use bylaw enforcement. The name of the permit holder and nature of the permit are available to the public upon request. If you have any questions regarding the collection, use or disclosure of this information, please contact the FOIP Coordinator or (780) 927-3718.

I/WE HAVE ENCLOSED THE REQUIRED APPLICATION FEE OF \$ *4160.00*

RECEIPT NO. *26625*

[Signature]
APPLICANT SIGNATURE

MARCH 15, 2021
DATE

NOTE: REGISTERED OWNER'S SIGNATURE REQUIRED IF DIFFERENT FROM APPLICANT.

REGISTERED OWNER SIGNATURE _____

DATE _____

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



Mackenzie County

Phone: (780) 927-3718
Fax: (780) 927-4266
Email: office@mackenziecounty.com
www.mackenziecounty.com

REZONING APPLICATION



File No. Bylaw 12xx-21

NOT TO SCALE

Disclaimer

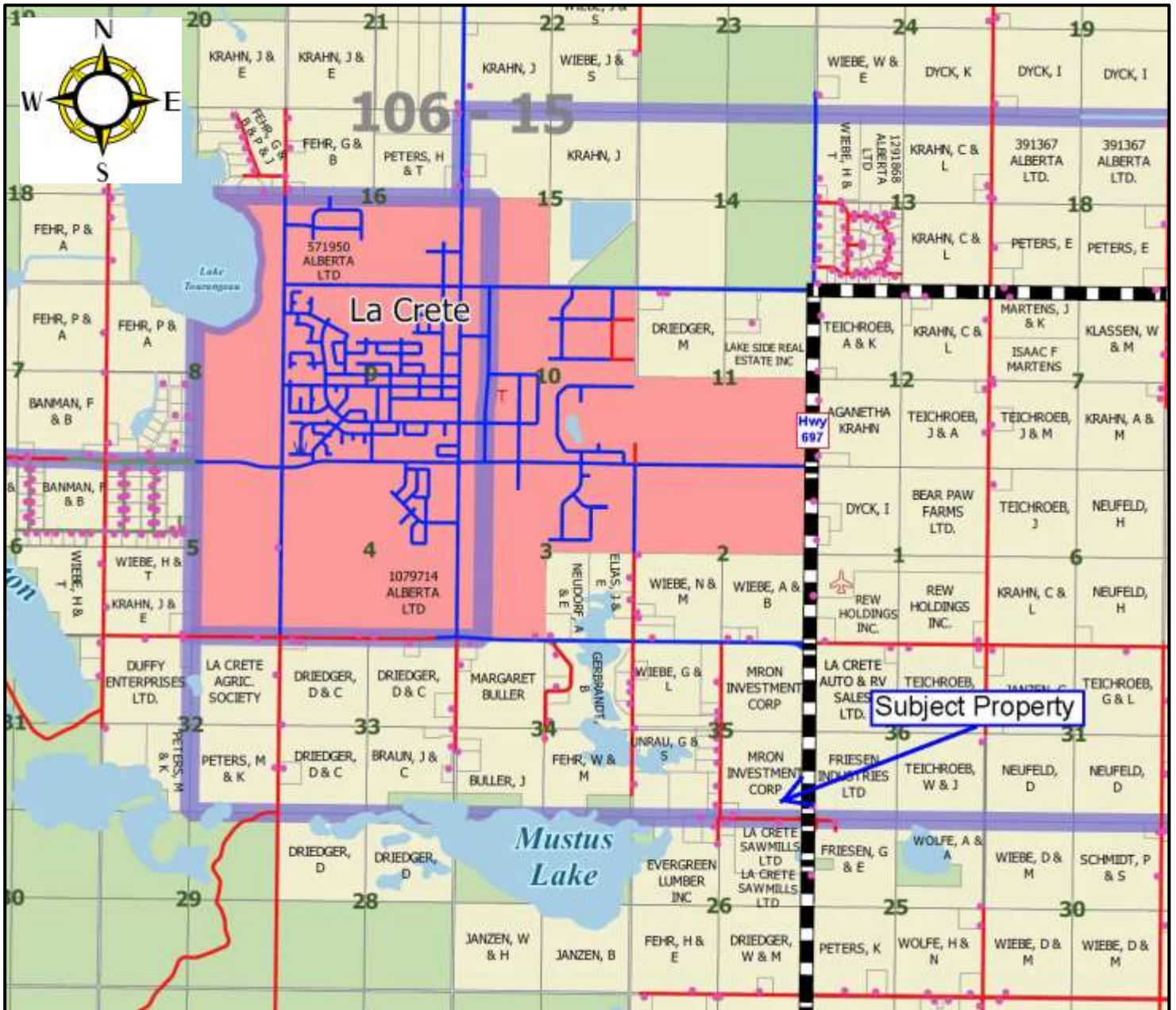
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Mackenzie County

REZONING APPLICATION



File No. Bylaw 12xx-21

NOT TO SCALE

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Mackenzie County



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 24, 2021
Presented By:	Caitlin Smith, Manager of Planning & Development
Title:	Bylaw 1210-21 Road Closure within Plan 082 6817

BACKGROUND / PROPOSAL:

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

In 2008, the ten (10) lot subdivision was registered due to a clerical error despite the internal road only being partially built by the developer. In 2009, all of the lots, including the remainder of the quarter section, were sold to an adjacent landowner. The current landowner has no intention of completing the subdivision road or selling the individual lots.

The land is currently being used as farmland but is being taxed as residential lots, the current landowner has paid \$34,154 to date in taxes on the ten (10) lots. Because of the actual use, the landowner would like to consolidate all of the lots and re-zone the properties to Agricultural "A". The lots are currently zoned Rural Country Residential 1 "RCR1" which cannot be changed until they are all consolidated with the remainder of the quarter section.

On October 28, 2020 Plan Cancellation Bylaw 1201-20 was approved by Council. Administration consulted a surveyor and Alberta Land Titles prior to submitting the Plan Cancellation for registration and submitted according to their recommendation. However, due to the presence of Municipal Reserve lots and roads within Plan 082 6817, the Plan Cancellation was rejected by Alberta Land Titles.

Alberta Land Titles requires separate Municipal Reserve Disposal Bylaw and Road Closure Bylaw to accompany the Plan Cancellation Bylaw 1201-20 for the subdivision to be effectively cancelled.

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

The applicant is typically required to purchase the municipal reserve lots and road at market value, however, Council has the option to waive these costs. The approximate value as assigned by Municipal Reserve Policy DEV005 is \$7,000 per acre. The area of the road is approximately 4.08 acres which is a value of \$28,560.

On December 17, 2020, Bylaw 12xx-21 was presented to the Municipal Planning Commission where the following motion was made:

MPC 20-12-173 **MOVED** by David Driedger

That the Municipal Planning Commission recommend to Council to approve Bylaw 12xx-21 being a Road Closure Bylaw to close the road within Plan 082 6817 (SW 12-107-14-W5M), subject to public hearing input.

CARRIED

On January 12, 2021, proposed Bylaw 1210-21 was presented to Council where the following motion was made:

MOTION 21-01-028 **MOVED** by Councillor Driedger

That first reading be given to Bylaw 1210-21 being a Road Closure Bylaw to close the road within Plan 082 6817 (SW 12-107-14-W5M), subject to public hearing input.

CARRIED

On January 27, 2021, proposed Bylaw 1210-21 was presented for Public Hearing where no concerns were brought forward and the following motion was made:

MOTION 21-01-076 **MOVED** by Councillor Driedger

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.

CARRIED

Bylaw 1210-21 was forwarded to the Minister of Transportation for approval on February 5, 2021 and was signed by the Minister on February 23, 2021.

OPTIONS & BENEFITS:

Options are to pass, defeat, or table second & third reading.

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

BYLAW NO. 1210-21
BEING A BYLAW OF
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA

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

WHEREAS, Council of Mackenzie County has determined the road as outlined on Plan 212 _____ attached hereto, be subject to a road closure, and


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

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

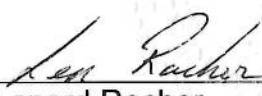
Area 'A' Plan 212 _____

As outlined on Plan 212 _____

READ a first time held this 12th day of January, 2021.



Joshua Knelsen
Reeve

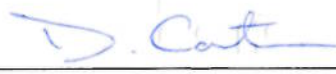


Lenard Racher
Chief Administrative Officer

PUBLIC HEARING held this 27th day of January, 2021.

APPROVED this 23rd day of February, 2021.

Approval valid for 24 months.



for Minister of Transportation

READ a second time this ____ day of _____, 2021.

READ a third time and finally passed this ____ day of _____, 2021.

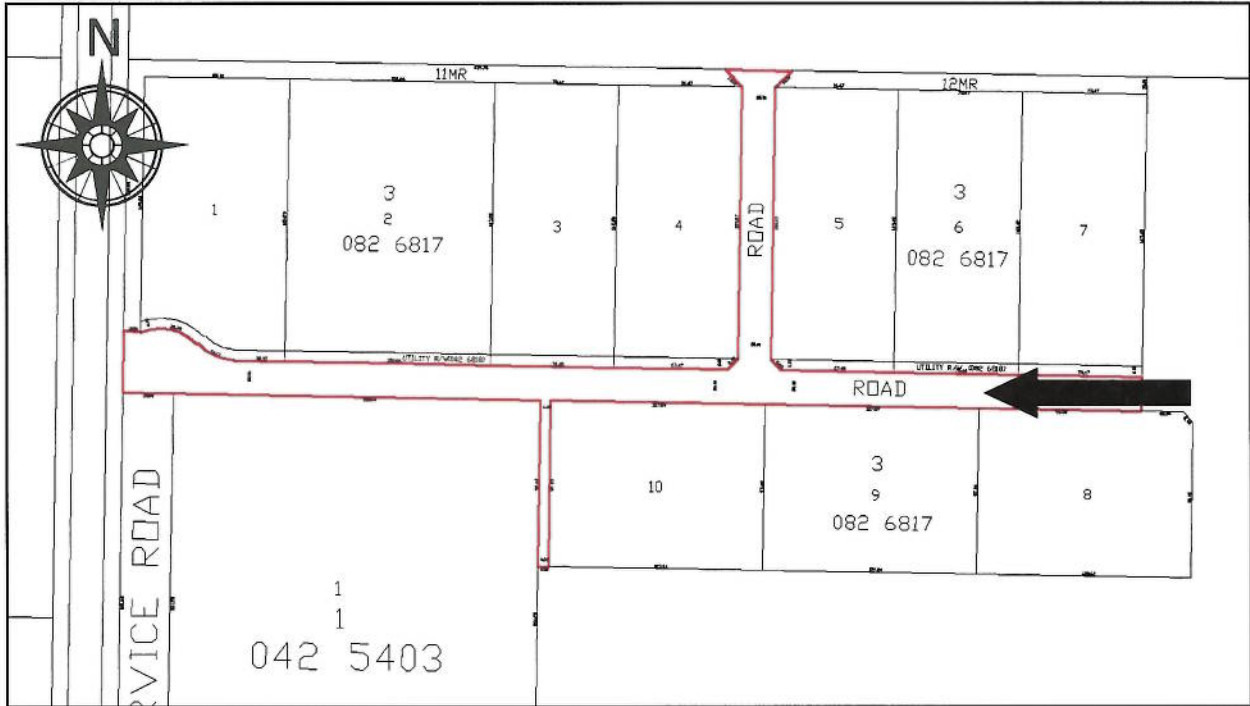
Joshua Knelsen
Reeve

Lenard Racher
Chief Administrative Officer

BYLAW No. 1210-21

Area 'A'

Plan 212 _____



Application No: _____

Mackenzie County LAND USE BYLAW AMENDMENT APPLICATION

Name Of Applicant Abe A & Katharine Dyck		
Address: P.O. Box 1093		
City/Town La Crete, AB		
Postal Code T0H 2H0	Phone (780) 821-9527	Cell

Complete only if different from Applicant

Name of Registered Owner		
Address:		
City/Town		
Postal Code	Phone	Cell

Legal Description of the Land Affected by the Proposed Amendment:

QTR./LS.	SEC.	TWP.	RANGE	M.	or	PLAN	BLK	LOT
SW	12	107	14	5		0826817		

Civic Address: _____

Amendment Proposed:

Closure of road and municipal reserve lots

Reasons Supporting Proposed Amendment:

Subdivision was started but never completed, road and municipal reserve need to be closed before the subdivision can be completely cancelled.

I have enclosed the required application fee of: \$ 1,120.00

Receipt No.: 264185
Dec 8/2020

Applicant Signature

Date

Registered Owner Signature

Date

NOTE: Registered Owner's signature required only if different from applicant

The personal information on this form is collected in accordance with Section 33 of the Freedom of Information and Protection of Privacy (FOIP) Act for the purpose of processing this application, issuing development permits and Land Use Bylaw Enforcement. The name of the permit holder and nature of the permit are available to the public upon request. If you have any questions regarding the collection, use or disclosure of this information, please contact the FOIP Coordinator or (780) 927-3718.

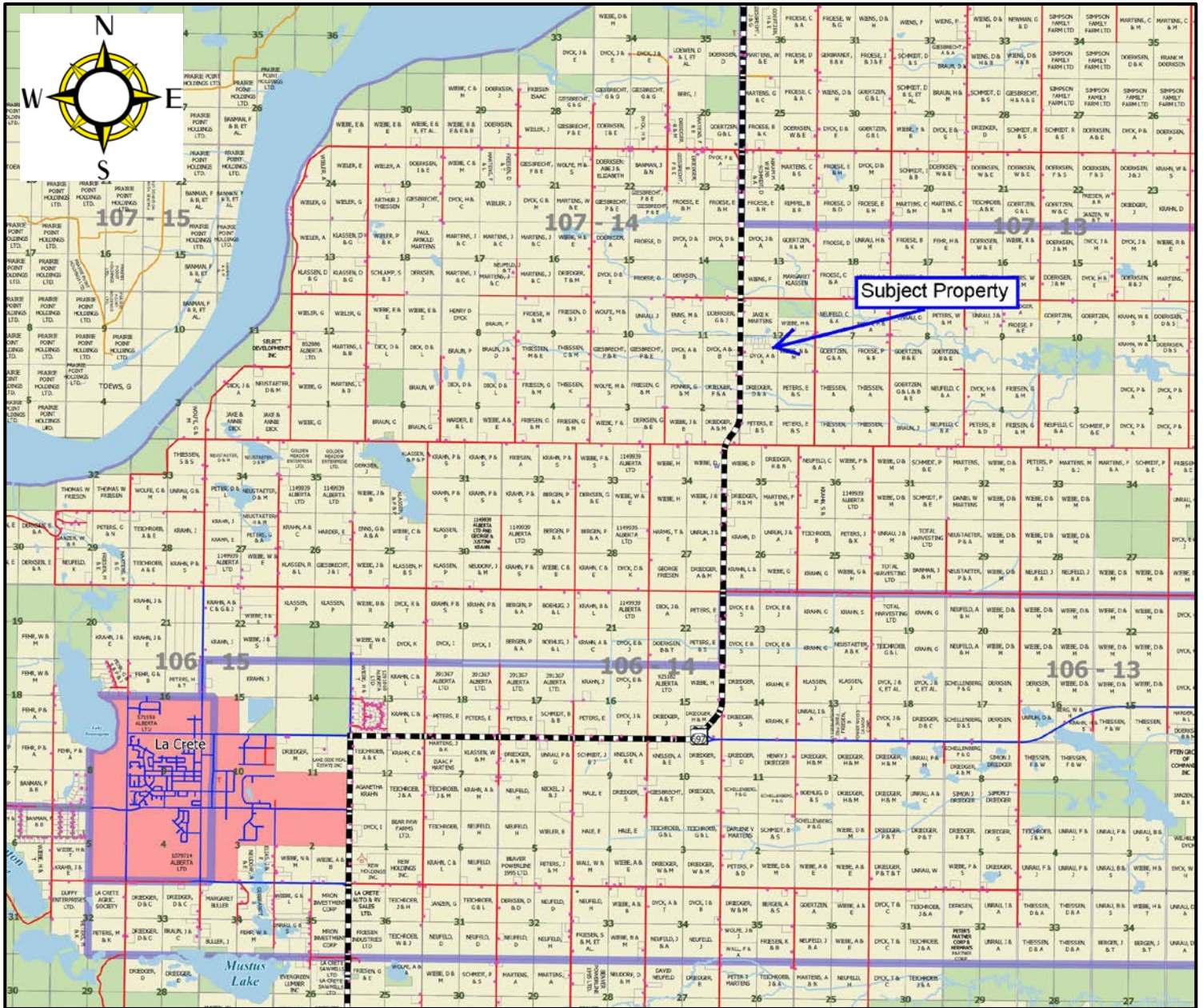
Mackenzie County
Box 640, 4511-46 Avenue
Fort Vermilion, AB T0H 1N0



Mackenzie County

Phone: (780) 927-3718
Fax: (780) 927-4266
Email: office@mackenziecounty.com
www.mackenziecounty.com

CONSOLIDATION APPLICATION



File No. Bylaw 1210-21

NOT TO SCALE

Disclaimer

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Mackenzie County

CONSOLIDATION APPLICATION



File No. Bylaw 1210-21

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NOT TO SCALE



Mackenzie County



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 24, 2021
Presented By:	Caitlin Smith, Manager of Planning & Development
Title:	Bylaw 12xx-21 Land Use Bylaw Amendment to Amend the Definitions of Flood Fringe and Floodway and Add Definition of Overland Flow Area to Section 2.3 and Add Restrictions to Section 8

BACKGROUND / PROPOSAL:

Now that provincial support has been announced for the mitigation, Mackenzie County will need to determine how best to regulate the lands affected in the flood plain.

Proposed Land Use Bylaw Amendment 12xx-21 serves to reinforce the development restrictions that were put in place with Policy DEV011 Floodplain Development Restrictions. The Bylaw states that no development will be allowed in the area affected by the 2020 Peace River Ice Jam Flood other than repairs to bring damaged homes to a minimum livable standard. The proposed Bylaw is consistent with the approved policy and does not propose any changes, but it incorporates the restrictions into a statutory planning document, where the regulations can be applied consistently and fairly in conjunction with other planning regulations.

Existing Flood Plain restrictions in the Land Use Bylaw use the 1:100 year flood levels to determine which areas should not be developed, however the 2020 Peace River Ice Jam Flood exceeded those levels. Therefore, the proposed Bylaw includes a map showing the initial high-water mark of the 2020 Peace River Ice Jam Flood to determine which properties are affected by the regulations.

OPTIONS & BENEFITS:

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

COSTS & SOURCE OF FUNDING:

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

Costs will consist of advertising the public hearing, which will be borne by the Planning Department operating budget.

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

Public Hearing is required prior to second & third reading.

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That first reading be given to Bylaw 12xx-21 being a Land Use Bylaw Amendment to Amend Definitions of Flood Fringe and Floodway and Add Definition of Overland Flow Area to Section 2.3 and Add Restrictions to Section 8, subject to public hearing input.

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

BYLAW NO. 12xx-21
BEING A BYLAW OF
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA

TO AMEND THE
MACKENZIE COUNTY LAND USE BYLAW

WHEREAS, Mackenzie County has a Municipal Development Plan adopted in 2009, and

WHEREAS, Mackenzie County has adopted the Mackenzie County Land Use Bylaw in 2017, and

WHEREAS, the Council of Mackenzie County, in the Province of Alberta, has deemed it desirable to amend the Mackenzie County Land Use Bylaw to Amend the Definitions of Flood Fringe and Flood Hazard Area and Add Definition of Overland Flow Area to Section 2.3 and Add Restrictions to Section 8.

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

1. That the Mackenzie County Land Use Bylaw 1066-17, Section 2.3 be amended as follows:

~~**FLOOD FRINGE** means that portion of the FLOOD HAZARD AREA outside of the FLOODWAY where water during a flooding event is generally shallower and flows more slowly than in the FLOODWAY.~~

FLOOD FRINGE means those lands abutting the FLOODWAY and that would be inundated by floodwaters in a 100-YEAR FLOOD event.

FLOOD HAZARD AREA means the area ~~affected by a 100-YEAR FLOOD under encroachment conditions.~~ that would be inundated by floodwaters in a 100-YEAR FLOOD event. The FLOOD HAZARD AREA is typically divided into FLOODWAY and FLOOD FRINGE zones, and may also include area of overland flow.

OVERLAND FLOW AREA means those lands abutting the FLOODWAY or the FLOOD FRINGE, the boundaries of which are indicated by shallow overland floodwater in a 100-YEAR FLOOD event.

2. That the Mackenzie County Land Use Bylaw 1066-17, Section 8 be amended as follows:

8.26 Flood Prone Lands

8.26.1 DEVELOPMENT on land which may be subject to flooding or within an identified FLOOD HAZARD AREA, other than those lands affected by the 2020 Peace River Ice Jam Flood, is prohibited unless a site specific assessment (to identify 1:100 Year Flood plain level) is conducted to determine the exact flood mitigation measures ~~are determined~~ acceptable to the DEVELOPMENT AUTHORITY. For lands affected by the 2020 Peace River Ice Jam Flood, the restrictions listed under Section 8.26.6 shall apply.

8.26.6 The following restrictions will apply to those lands affect by the 2020 Peace River Ice Jam Flood as identified in Figure 19;

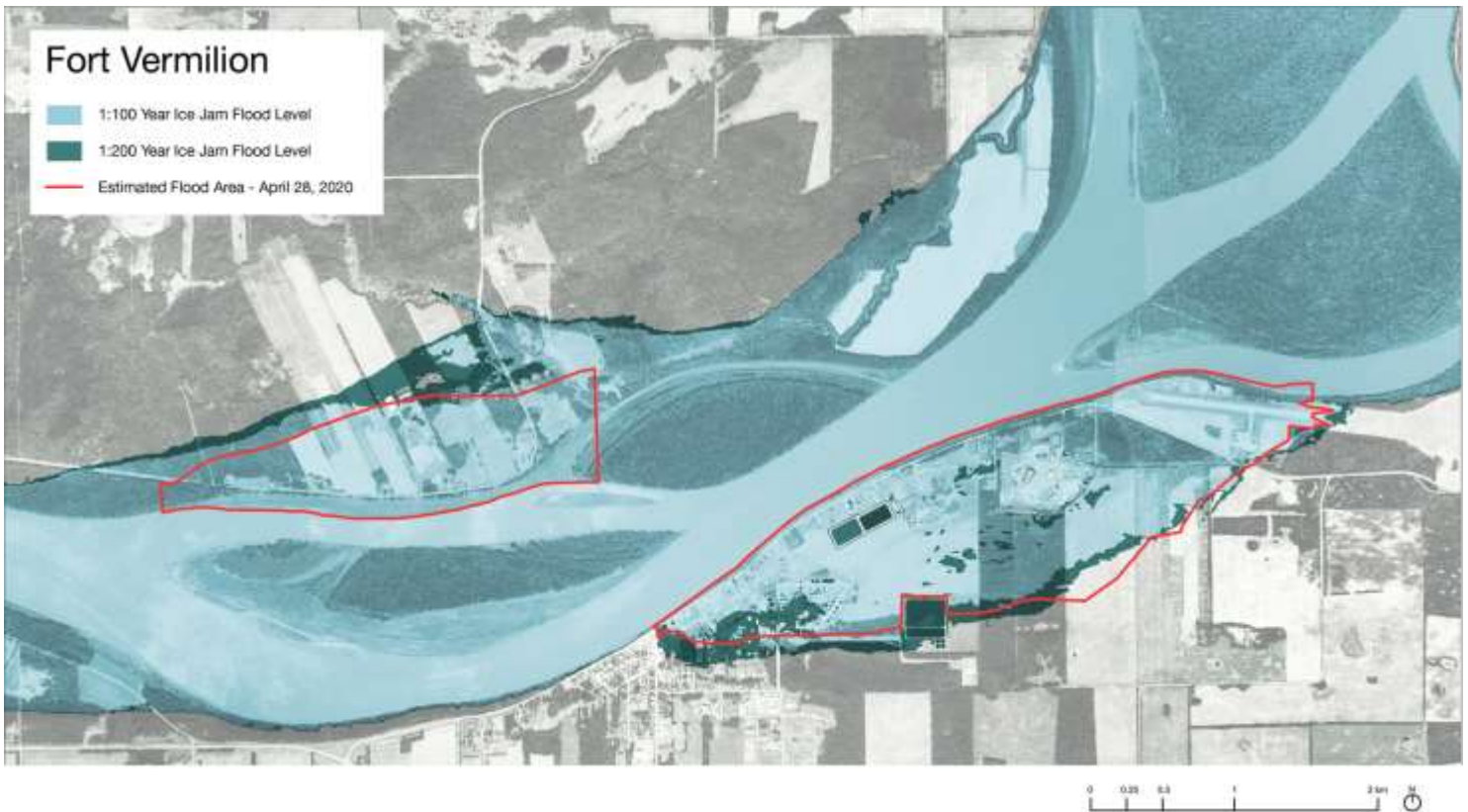


Figure 19. 2020 Peace River Ice Jam Flood Level

- a. Development is prohibited in the area affected by the 2020 Peace River Ice Jam Flood. A development constitutes any or all of the following:
 - i. The construction, alteration, placing, or replacing of a building within the prohibited area; or
 - ii. A change in the intensity and/or the use of land or a building within the prohibited area.

- b. DEVELOPMENT of an unimproved property is prohibited;
- c. Repairs following a flood event, to return an existing development to minimum building requirements as stated in Policy DEV011 Floodplain Development Restrictions and under the National Building Code 2019 – Alberta Edition are considered temporary and require an approved DEVELOPMENT PERMIT and applicable permits as required by the *Safety Codes Act*.

READ a first time this ___ day of _____, 2021.

Public Hearing held this ___ day of _____, 2021.

READ a second time this ___ day of _____, 2021.

READ a third time and finally passed this ___ day of _____, 2021.

Josh Knelsen
Reeve

Len Racher
Chief Administrative Officer



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 24, 2021
Presented By:	Caitlin Smith, Manager of Planning and Development
Title:	Subdivision Refund & Revision Policy DEV002

BACKGROUND / PROPOSAL:

Administration is in the process of reviewing several policies to remove outdated information and update as required.

The Subdivision Refund & Revision Policy DEV002 has been revised with the following proposed changes:

- A definition section was added for clarity;
- An application for Subdivision Refund or Revision was created;
- Reference to Development Agreements has been removed as they are a requirement for all subdivisions and boundary adjustments;
- The meaning of Subdivision Revision was expanded to include changes to the number of lots, orientation, or location (within the same parcel) or a subdivision rather than simply the size of the proposed parcel;
- The \$250 fee for revisions was removed as this fee is fluid to amendments in the Fee Schedule Bylaw.

OPTIONS & BENEFITS:

Option 1: To approve the revisions to the Subdivision Refund & Revision Policy DEV002 as presented.

Option 2: Table Subdivision Refund & Revision Policy DEV002 for more information or additions.

COSTS & SOURCE OF FUNDING:

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

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the Subdivision Refund & Revision Policy DEV002 be approved as amended.

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

Mackenzie County

Title	Subdivision Refund & Revisions	Policy No:	DEV002
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Purpose

The purpose of the Subdivision Refund & Revision Policy is to establish guidelines for granting refunds for cancelled or withdrawn subdivision applications and/or a revisions to an existing applications.

Policy Statement:

Mackenzie County sometimes does receives requests from developers to refund an application fee and from time to time requests or to revise their existing application after an approval has been made issued or their application has already been circulated. This policy will ensure consistency in addressing these requests.

Definitions:

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

Administration – means Mackenzie County Planning & Development staff;

Development Authority – means the person or body assigned by Council under section 624 of the MGA to exercise development powers;

General Provisions:

~~For the purpose of this policy, Mackenzie County Administration means "Mackenzie County administrative staff".~~

All subdivision refund and revision requests shall be provided to Mackenzie County Administration Planning & Development staff in writing using the prescribed form (Schedule A). A subdivision refund or revision request is deemed received accepted when a written and signed request is received by Mackenzie County Administration.

Guidelines:

1. **Subdivision Refunds**, by Mackenzie County Administration, will be granted in the following amounts if the subdivision application is withdrawn or cancelled at the following stages:

- a) 75% ~~of the application fee if the refund request is made before the Municipal Planning Commission Development Authority makes a decision, less the cost of postage and/or advertising if the application has already been circulated. or if the request is made within 14 days after the date by which the Municipal Planning Commission is required to render a subdivision decision pursuant to the Subdivision and Development Regulation, A.R. 43/2002, whichever occurs first.~~

~~Notwithstanding, if an agreement is made pursuant to section 681 of the Municipal Government Act, R.S.A. 2000, c. M-26, to extend the time for the Municipal Planning Commission to render a decision on the subdivision application, then the 75% refund of the fee, if the refund request is made before the Municipal Planning Commission issues a written decision or if the request is made within 14 days after the extended date by which the Municipal Planning Commission is required to render a subdivision decision, whichever occurs first.~~

- b) ~~If the entering into a Development Agreement with the County constitutes a condition of subdivision approval, then 50% of the application fee if the refund request is made after the Municipal Planning Commission Development Authority has issued a subdivision application decision, but before a Development Agreement has been prepared, the latter of which will occur when the terms of the Development Agreement have been finalized, and the Development Agreement is ready for execution.~~
- c) ~~If the entering into a Development Agreement with the County constitutes a condition of subdivision approval, then 25% of the application fee if the refund request is made after the Development Agreement has been prepared, but before the Development Agreement has been executed by the parties.~~
- d) ~~If the entering into a Development Agreement with the County does not constitute a condition of subdivision approval, then 50% of the fee if the refund request is made after the Municipal Planning Commission has issued a subdivision application decision, but before the plan of subdivision or other instrument that effects the subdivision has been submitted to the Municipal Planning Commission.~~
- e) ~~If the entering into a Development Agreement with the County does not constitute a condition of subdivision approval, then 25% of the fee if the refund request is made after the plan of subdivision or other instrument that effects subdivision has been submitted to the Municipal Planning Commission, but before the Municipal Planning Commission has endorsed the plan of subdivision or other instrument that effects~~

~~subdivision pursuant to section 657 of the Municipal Government Act, R.S.A. 2000, c. M-26.~~

- f) Subject to section 2, no refund will be given at any time after the Development Agreement has been executed, or the plan of subdivision or other instrument that effects subdivision has been endorsed by the ~~Municipal Planning Commission~~ **Development Authority**, whichever occurs first.
2. No refund will be given at any time after the Development Agreement has been executed, or the plan of subdivision or other instrument that effects subdivision has been endorsed by the ~~Municipal Planning Commission~~ **Development Authority**, ~~whichever occurs first~~, unless the subdivision cannot continue due to policies and requirements implemented by other government agencies and in which case the refund shall be 25% of the **application** fee.
 3. Only the original applicant or agent may withdraw or cancel a subdivision application. In the situation where the applicant and/or agent are not the registered landowner, the signature of the registered landowner is required to be included on the withdrawal/cancellation request.
 4. Only the original applicant or agent may seek to be granted a subdivision refund. If at any time during the subdivision process, the original applicant or agent withdraws the subdivision application, the application shall subsequently be considered cancelled regardless of any land sale that may have occurred.
 5. **Subdivision Refusals**, no refund will be given if an application is REFUSED **by the Development Authority**, in accordance to the Land Use Bylaw.
 6. **Subdivision Revisions**, if an applicant requests that a revision be made to the size, **number of lots, orientation, or location (within the same parcel)** of an application the following fees **s** will be required:

~~\$250.00 (To cover the cost of any additional advertising fees)~~

~~Recirculation Fee~~ **Subdivision Revision/Re-Advertising Fee** – to be applied when **an applicant changes** ~~acreage sizes~~ **subdivision characteristics** after circulation and/or approval. **The recirculation fee is charged in accordance with the Mackenzie County Fee Schedule Bylaw.**

Subdivision Application Fee – to be applied or refunded when the number of lots being created by the subdivision has increased or decreased. The

subdivision application fee is charged in accordance with the Mackenzie County Fee Schedule Bylaw.

	Date	Resolution Number
Approved	2010-12-14	10-12-1135
Amended	2014-08-27	14-08-558
Amended		

Schedule "A"
Request for Subdivision Refund or Revision Form

Mackenzie County REQUEST FOR SUBDIVISION FEE REFUND OR REVISION

Name of Applicant/Agent		
Mailing Address		
City/Town		
Postal Code	Phone	Cell
Email Address		

Name of Registered Owner (if different from applicant)		
Mailing Address		
City/Town		
Postal Code	Phone	Cell
Email Address		

Subdivision Number: _____ Subdivision Decision Date: _____

Legal Land Description:

QTR./LS.	SEC.	TWP.	RANGE	M.	or	PLAN	BLK	LOT

Amount of refund requested: _____ Has a Developer's Agreement been signed? yes no

Reasons for refund or revision request (include a copy of the revised subdivision plan):

Applicant Signature Date

Registered Owner Signature Date

NOTE: Registered Owner's signature required only if different from applicant

The personal information on this form is collected in accordance with Section 33 of the Freedom of Information and Protection of Privacy (FOIP) Act for the purpose of processing this application, issuing development permits and Land Use Bylaw Enforcement. The name of the permit holder and nature of the permit are available to the public upon request. If you have any questions regarding the collection, use or disclosure of this information, please contact the FOIP Coordinator or (780) 927-3718.



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 24, 2021
Presented By:	Caitlin Smith, Manager of Planning and Development
Title:	Multi-Lot/Urban Subdivision Construction & Registration Policy DEV003

BACKGROUND / PROPOSAL:

Administration is in the process of reviewing several policies to remove outdated information and update as required.

The Multi-Lot/Urban Subdivision Construction & Registration Policy DEV003 has been revised with the following proposed changes:

- Definitions of Construction Completion Certificate and Final Acceptance Certificate were added for clarity;
- Reference to a Guarantee Period was removed and replaced with Warranty Period and the definition has been clarified to indicate that the developer is responsible for all Municipal Improvements during this time;
- Reference to a Show Home/Building policy was removed as none exists in Mackenzie County;
- Redundant language was removed throughout the policy.

OPTIONS & BENEFITS:

Option 1: To approve the amendments to the Multi-Lot/Urban Subdivision Construction & Registration Policy DEV003 as presented.

Option 2: Table Multi-Lot/Urban Subdivision Construction & Registration Policy DEV003 for more information or additions.

COSTS & SOURCE OF FUNDING:

N/A

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

Mackenzie County

Title	Multi-Lot/Urban Subdivision Construction & Registration Policy	Policy No:	DEV003
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Legislation Reference	Municipal Government Act, Division 7, Sections 83 652, 655, 657
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Purpose

The purpose of the Multi-Lot/Urban Subdivision Construction & Registration Policy is to establish steps for the construction and registration of multi-lot and/or urban subdivisions.

Policy Statement

Mackenzie County receives various requests for the construction and registration of urban and multi-lot subdivisions ~~in~~ within the County. This policy will ensure consistency and clarity in how both urban and multi-lot subdivisions will be constructed and registered.

Definitions

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

~~**Guarantee Period** – means a period of two (2) years for all Municipal Improvements.~~

Construction Completion Certificate – means a certificate issued by the County following satisfactory construction of Municipal Improvements for a development and marking the commencement of the Warranty Period;

Development Agreement – means an agreement between a developer and Mackenzie County which defines the requirements of the developer and the County for a particular development;

Development Authority – means the person or body assigned by Council under section 624 of the MGA to exercise development powers;

Final Acceptance Certificate – means a certificate issued to a developer following a Final Acceptance Inspection, marking the end of the Warranty Period and indicating the County will assume responsibility of the Municipal Improvements for the particular development;

Mackenzie County Administration – means Mackenzie County **administrative Planning & Development Department** staff;

Multi-lot Subdivision – means the creation of more than two lots out of a rural parcel of land;

Municipal Improvements - means those municipal services and facilities identified and/or referenced in the Development Agreement;

Subsurface – means improvements being constructed or placed below the surface of the ground and intended to be and remain below the surface of the ground;

Surface – means improvements being constructed or placed above or on top of the surface of the ground and intended to be and remain above the surface of the ground;

Urban Subdivision – means the creation of a lot ~~(s)~~ **or lots** within Hamlet boundaries;

Warranty Period – means a period of two (2) years following Construction Completion Certificate issuance, where the developer is responsible for all maintenance and repairs to the subject Municipal Improvements, prior to Final Acceptance Certificate issuance.

General Provision

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

This policy addresses how the construction of Municipal Improvements is required to be completed and the steps that are required in order for **Mackenzie the** County to endorse the registration of the subdivision.

Subdivision Phases

When subdivisions are designed and not all of the lots within the design are being subdivided at the same time, the Development Authority decision will address only the lots within the proposed subdivision. Any future lots will be considered and decided upon in future subdivision applications. Municipal

Improvements for each phase of subdivision shall be constructed and completed in conjunction with the approved subdivision application. No deferral of Municipal Improvements shall be permitted and the construction of Municipal Improvements outside the approved subdivision phase shall not be permitted.

Subdivision Construction and Registration Steps

The steps outlined in this policy commence only after the subdivision application has been approved by the **Subdivision Development** Authority.

1. Provision **and submission** of subdivision engineered plans by the developer or agent (if agent **is** listed in application) **and for** review ~~of the same~~ by **Mackenzie the** County's engineer, **that meet the GMIS minimum requirements.**
2. Engineered drawings **shall be** revised as required by **Mackenzie the** County's engineer and/or Mackenzie County Administration **before acceptance.**
3. Development Agreement is drafted by Mackenzie County Administration and signed by the developer and agent (~~if agent named in application~~).
4. Provision of separate security for subsurface and surface Municipal Improvements as outlined in the following chart:

Municipal Infrastructure requiring Security	Form of Security	Amount of Security Required
Subsurface Municipal Improvements	Irrevocable Letter of Guarantee in a form acceptable to Mackenzie County or a certified cheque.	25% of total engineered construction costs for subsurface Municipal Improvements
Surface Municipal Improvements	Irrevocable Letter of Guarantee in a form acceptable to Mackenzie County or a certified cheque.	25% of total engineered construction costs for surface Municipal Improvements

The provision of separate security for subsurface and surface Municipal Improvements will result in separate guarantee periods and separate Final Acceptance Certificates for the same.

5. Payment of all fees **in full** as outlined in the Development Agreement.

6. Letter provided to the developer from Mackenzie the County's engineer authorizing the construction of Municipal Improvements as outlined in the Development Agreement.
7. Upon completion of all Municipal Improvements as required in the Development Agreement, the developer or agent ~~(if agent listed in application)~~ shall provide written notice to Mackenzie the County advising of construction completion and requesting inspection. This written notice shall be prepared by the developers engineer and shall include the total costs of the Municipal Improvements.
8. Inspection of the completed Municipal Improvements by Mackenzie County Administration, Mackenzie County's engineer, the developer and developer's engineer within sixty days (60) of receipt of the written notice outlined in number 7 ~~above~~.
9. If, in the opinion of Mackenzie County Administration and Mackenzie County's engineer, the Municipal Improvements meets the minimum standards as referenced in the Development Agreement and/or the County's Engineering Standards, a Construction Completion Certificate (CCC) shall be issued by Mackenzie County's engineer.
10. If, in the opinion of Mackenzie County Administration and Mackenzie County's engineer, the Municipal Improvements do not meet the minimum standards as referenced in the Development Agreement and/or the County's Engineering Standards, a letter shall be provided to the developer advising of the same and the ~~guarantee warranty~~ period will not commence. Steps 7 and 8 shall be completed again until such time as the Construction Completion Certificate is issued. The costs of the second or subsequent construction completion inspection shall be at the cost of the developer, ~~as stated in the Fee Schedule Bylaw and any amendments thereto.~~
11. The issuance of the Construction Completion Certificate (CCC) shall commence the two (2) year ~~guarantee warranty~~ period and further result in Mackenzie County Administration endorsing and submitting to the developer's surveyor the subdivision registration documents.
- ~~12. During the two (2) year guarantee period, Mackenzie County shall assume normal operation and maintenance (excluding repairs and matters arising from inadequate or deficient design or construction) of the Municipal Improvements. If deficiencies arise during the course of the guarantee period, Mackenzie County Administration or Engineer will provide the developer notice in writing and such deficiencies shall be rectified within 60 days unless otherwise agreed to by Mackenzie County as a result of seasonal conflicts.~~

13. During the two (2) year warranty period, the developer is responsible for maintenance and repairs to all subject Municipal Improvements until such time that the improvements receive a Final Acceptance Certificate from Mackenzie County and Mackenzie County's Engineer. Mackenzie County may, at their discretion, enter into an agreement with the developer or agent to maintain the subject Municipal Improvements during the warranty period at the cost of the developer.
14. Construction of any buildings within the subdivision shall not be permitted to commence until the registration of the subdivision by Alberta Land Titles unless otherwise provided for and processed in accordance with ~~a Show Home/Building policy adopted by Council.~~ the Land Use Bylaw.
15. Prior to the expiry date of the ~~guarantee warranty~~ warranty period, the developer or agent ~~(if agent listed in application)~~ shall request, in writing, an inspection by ~~Mackenzie~~ the County, of the Municipal Improvements.
16. The final inspection shall involve Mackenzie County Administration, Mackenzie County's engineer, the developer or agent ~~(if agent listed in application)~~ and the developer's engineer.
17. If the final inspection reveals no deficiencies, Mackenzie County's engineer shall issue a Final Acceptance Certificate (FAC). If the final inspection reveals deficiencies, the developer will be required to rectify the deficiencies and repeat steps 14 and 15 above until such time as the Final Acceptance Certificate is issued by Mackenzie County's engineer. The costs of the second or subsequent final inspections shall be at the cost of the developer as stated in the Fee Schedule Bylaw and any amendments thereto.
18. In the event that Mackenzie County Administration or Mackenzie County's engineer are of the opinion that any repair or replacement required during the ~~guarantee warranty~~ warranty period is of a major nature, Mackenzie County shall be entitled, in its discretion, to require a further full ~~guarantee warranty~~ warranty period for the specific Municipal Improvement or portion thereof and such further ~~guarantee warranty~~ warranty period shall commence upon Mackenzie County issuing written notice to the developer of its acceptance of the repair or replacement work.
19. Upon the issuance of a Final Acceptance Certificate by Mackenzie County for the Municipal Improvements, the developer hereby acknowledges that all right, title, and interest in the Municipal Improvements (excluding facilities owned by private utility companies) located on or under public properties (including utility rights-of-way and easement areas) vests in Mackenzie County without any cost

or expense to Mackenzie County, and the Municipal Improvements shall become the property of Mackenzie County.

	Date	Resolution Number
Approved	2011-09-13	11-09-737
Amended	2014-08-06	14-08-533
Amended		



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 24, 2021
Presented By:	Caitlin Smith, Manager of Planning and Development
Title:	Policy DEV004, Minimum Construction Project Value for Building Permits

BACKGROUND / PROPOSAL:

Administration is in the process of reviewing several policies to remove outdated information and update as required.

Minimum Construction Project Value for Building Permits Policy DEV004 has been revised with the following proposed changes:

- The use of the Alberta Safety Codes Authority (ASCA) Building Value Calculator instead of the set fees. The Calculator was developed by ASCA in collaboration with permitting agencies across the province. The use of this calculator will ensure a consistent approach to building values within Mackenzie County and be comparable to values across the province.

OPTIONS & BENEFITS:

Option 1: To approve the revisions to the Minimum Construction Project Value for Building Permits Policy DEV004 as presented.

Option 2: Table Minimum Construction Project Value for Building Permits Policy DEV004 for more information or revisions.

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

Author: T Weller **Reviewed by:** C Smith **CAO:** _____

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the Policy Minimum Construction Value for Building Permits DEV004 be approved as amended.

Author: T Weller Reviewed by: C Smith CAO: _____

Mackenzie County

Title	Minimum Construction Project Value for Building Safety Codes Permits	Policy No:	DEV004
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Legislation Reference	Municipal Government Act Safety Codes Act, Permit Regulation, S20
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Purpose

The purpose of the Minimum Construction Project Value for Building Permits is to establish guidelines for calculating the minimum construction value of commercial, industrial, institutional, and residential building projects.

Guidelines/Responsibilities:

Mackenzie County is an accredited municipality under the Alberta Safety Codes Act and as such is responsible for the administration of the Safety Codes Act in its jurisdiction.

Mackenzie County supports a consistent approach for the purpose of a building permit project value calculation.

Mackenzie County shall use Schedule A, the Alberta Safety Codes Authority (ASCA) Building Value Calculator (BVC) to determine the project value of a Safety Codes Permit building permit.

$$(\text{Total square ft/m of project}) \times (\$ \text{ square ft/m in Schedule A}) = \text{Project Value}$$

Note: The calculated building permit fee does not include the Safety Codes Levy Fee. The Safety Codes Levy Fee must be added to the calculated Permit Fee which will then result in the Total Permit Fee.

The Chief Administrative Officer or Designate shall be responsible for monitoring compliance with this policy.

This Policy shall be reviewed annually as required by Council to verify the relevance of the established minimum values.

	Date	Resolution Number
Approved	2012-06-12	12-06-394
Amended		

Amended		
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Schedule "A"

Minimum Construction Value Factors	Per Square foot	Per Square Meter
Residential Housing		
Single Family	\$125.00	\$1,343.75
Basement Development	\$40.00	\$430.00
Multi-Family (3 storeys or less)	\$125.00	\$1,343.75
Multi-Family (more than 3 storeys)	\$100.00	\$1,075.00
Townhouses or Rows	\$125.00	\$1,343.75
Garages (attached or detached)	\$70.00	\$752.50
Carport/Cold Storage	\$15.00	\$161.25
Renovations	\$60.00	\$645.00
Apartments		
Concrete Construction	\$125.00	\$1,343.75
Masonry and Wood Construction	\$125.00	\$1,343.75
Basement Parkade	\$60.00	\$645.00
Above-Ground Parkade	\$60.00	\$645.00
Commercial (Offices, Restaurants, Service Stations, Strip Malls, Warehouses)		
Concrete Construction	\$150.00	\$1,612.50
Masonry Construction	\$150.00	\$1,612.50
Masonry and Wood or Steel Construction	\$125.00	\$1,343.75
Steel Construction	\$125.00	\$1,343.75
Wood Construction	\$135.00	\$1,451.25
Renovations	\$60.00	\$645.00
Churches, Hotels, Schools		
Concrete Construction	\$150.00	\$1,612.50
Masonry and Wood or Steel Construction	\$150.00	\$1,612.50
Wood Construction	\$135.00	\$1,451.25
Hospitals		
Concrete Construction	\$200.00	\$2,150.00
Masonry and Wood or Steel Construction	\$175.00	\$1,881.25

Wood Construction	\$175.00	\$1,881.25
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Schedule "A"

ASCA Building Value Calculator

Building Value Calculator - ASCA

File #: _____

New Home: ****ONLY FILL IN THE RED BOXES ... THE REST WILL CALCULATE AUTOMATICALLY****

<u>Area</u>	<u>\$ / Sq. Foot</u>	<u>Project Sq. Footage</u>	<u>Value</u>
SFD - Main Floor	\$ 150.00		\$ -
SFD - 2nd Floor and lofts	\$ 90.00		\$ -
Seasonal Cabin (3 season)	\$ 90.00		\$ -
Multi - Family dwelling	\$ 120.00		\$ -
Deck or balcony	\$ 25.00		\$ -
Porch, covered balcony or carport	\$ 32.00		\$ -
Garage - attached or detached	\$ 45.00		\$ -
Basement Developments	\$ 34.00		\$ -
Fireplaces - all	\$ 4,500.00		\$ -

Total New Home Value \$ -

Other:

<u>Area</u>	<u>\$ / Sq. Foot</u>	<u>Project Sq. Footage</u>	<u>Value</u>
Alterations, Additions, renovations - All	\$ 80.00		\$ -
Commercial Buildings (offices, restaurants, strip malls, warehouses)	\$ 135.00		\$ -
Institutional Buildings (churches, hotels, schools, high rise apartments)	\$ 185.00		\$ -
Hospitals	\$ 220.00		\$ -
Parkades - above or below ground	\$ 125.00		\$ -
Shops (Insulated/engineered) / industrial storage units	\$ 55.00		\$ -
Pole sheds, Shops (Insulated, not engineered)	\$ 28.00		\$ -
Shops (Not insulated)	\$ 18.00		\$ -

Total Other Value \$ -

Total Const. Value \$ -



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 24, 2021
Presented By:	Caitlin Smith, Manager of Planning and Development
Title:	Subdivision Affidavits Policy DEV009

BACKGROUND / PROPOSAL:

Administration is in the process of reviewing several policies to remove outdated information and update as required.

The Subdivision Affidavits Policy DEV009 has been revised with the following proposed changes:

- A money order was added as an acceptable method of deposit rather than only a certified cheque;
- Clarification was made to show that the certified cheque or money order would only be released to the applicant;
- Section 5 was added to secure the ability of Mackenzie County to complete the work if not completed by the applicant in an acceptable timeframe.

OPTIONS & BENEFITS:

Option 1: To approve the amendments to the Subdivision Affidavits Policy DEV009 as presented.

Option 2: Table Subdivision Affidavits Policy DEV009 for more information or additions.

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

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

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the Subdivision Affidavits Policy DEV009 be approved as amended.

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

Mackenzie County

Title	Subdivision Affidavits	Policy No:	DEV009
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Legislation Reference	Municipal Government Act, Section 655
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Purpose

The purpose of the Subdivision Affidavits policy is to define a formal process for allowing the registration of a rural subdivision prior to the completion of required conditions.

Policy Statement and Guidelines:

Mackenzie County recognizes that during the winter month's road/access construction and other certain conditions cannot proceed. The County offers an alternative option that will allow the subdivision to be registered prior to certain conditions being completed.

Definition Guidelines:

In the event that the Planning & Development Department acknowledges that an access, road, or relocation/upgrade of sewer system cannot be completed due to winter conditions, the following option is offered:

1. The applicant must sign an affidavit in the presence of a Commissioner of Oaths, the affidavit shall contain the development agreement or subdivision number, legal land location, the conditions that must be complied with, the date it must be fulfilled by, and the amount submitted by a certified check cheque or money order;
2. Once a signed approval from the Operations Department, or proof that the condition has been completed is received by the Planning & Development Department, only then will the Planning Department release the certified check cheque or money order be released back to the applicant;
- ~~3. An affidavit will not be offered from May 15 through October 15;~~
4. Only ~~on~~ under special circumstances may this option be considered during between May 15 ~~to~~ and October 15, that being if the applicant is incapable of completing the required conditions due to forces outside their control, then the

decision shall be at the discretion of the ~~Municipal Planning Commission~~
Development Authority;

5. In the event that the applicant does not complete the required condition(s) within the timeline, Mackenzie County is authorized to complete the necessary work and invoice the applicant for any costs exceeding the amount provided in the submitted certified cheque or money order.

	Date	Resolution Number
Approved	2016-08-09	16-08-598
Amended		
Amended		



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 24, 2021
Presented By:	Byron Peters, Deputy Chief Administrative Officer
Title:	Fuel Flowage at Mackenzie County Airports Policy FIN033

BACKGROUND / PROPOSAL:

Council approved a fine for airport lessees who fail to report their Fuel Flow in a timely manner when the new Fee Schedule Bylaw was adopted in December 2020. However, no defined procedure for reporting Fuel Flow to the County currently exists.

The Fuel Flowage at Mackenzie County Airports Policy, FIN033, states that any person, whether they hold a lease with the County or not, is required to report their Fuel Flow on a quarterly basis.

This is to ensure that all lessees and other external organizations that may use the airports from time to time are also obligated to contribute their fair share for airport usage and fuel consumption.

OPTIONS & BENEFITS:

Option 1: To approve the Fuel Flowage at Mackenzie County Airports Policy FIN033 as presented.

Option 2: Table the Fuel Flowage at Mackenzie County Airports Policy FIN033 for more information or additions.

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

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

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

All lessees will be notified of the revised policy.

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the Fuel Flowage at Mackenzie County Airports Policy FIN033 be approved as presented.

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

Mackenzie County

Title	Fuel Flowage at Mackenzie County Airports	Policy No:	FIN033
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Legislation Reference	Municipal Government Act, Section 360(4)
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Purpose

The purpose of the Fuel Flowage at Mackenzie County Airports Policy is to establish a procedure for lessees to report fuel flowage and establish penalties for late reporting or failure to report fuel flowage.

Policy Statement:

Mackenzie County holds lease agreements with several individuals and businesses at County airports. A condition of the leases is that lessees which dispense fuel at the airports shall pay a fee to the County based on the amount of fuel dispensed. County airports are also used by persons, which do not hold a lease with the County for certain reasons from time to time. This policy will ensure consistency in reporting and billing for fuel flowage.

Definitions:

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

Administration – means Mackenzie County Administrative staff;

Airport – means an airport owned by the County;

County – means Mackenzie County;

Fuel Flow – means the amount of aviation fuel dispensed by a lessee for its own operations or sold or supplied to a third party, at an airport;

Fuel Flow Charge – means the fee, per litre of aviation fuel dispensed, charged by the County in accordance with the Fee Schedule Bylaw;

Fuel Flow Report – means a report sufficient to establish the volumes of aviation fuel used, dispensed, and sold during the reporting period;

Lessee – means a business or individual who holds a lease with the County at an airport;

Person – means any individual, company, or organization that occupies or dispenses fuel at a County airport for any length of time but does not hold a lease with the County;

Quarterly – means four (4) periods of three (3) months commencing on January 1st of each fiscal year.

Guidelines:

1. In addition to the land rent stated in their lease agreement, applicable lessees at Airports are required to report the amount of Fuel Flow on a quarterly basis.
2. Applicable lessees or persons are required to pay a fee to the County, per litre of Fuel Flow dispensed, in accordance with the Fee Schedule Bylaw.
3. GST shall be applicable to the Fuel Flow Charge.
4. The lessee or person shall submit their quarterly Fuel Flow Report, in writing to Administration, within the first month of each quarter. This includes a null report, if applicable.
 - a) In instances where a person is granted use of an airport due to an event or natural disaster, not longer than six (6) months, the Fuel Flow Report may be submitted when the airport is no longer being used by the person due to the event.
5. The lessee or person shall provide copies of fuel delivery invoices directly from the supplier, to the County upon request.
6. In the event that a lessee or person does not submit their Fuel Flow Report in the timeframe specified in section 4 above, the lessee will be subject to a fine in accordance with the Fee Schedule Bylaw.

	Date	Resolution Number
Approved		
Amended		
Amended		



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 24, 2021
Presented By:	Byron Peters, Deputy CAO
Title:	Mackenzie County Flood Mitigation – Engineering Services Procurement

BACKGROUND / PROPOSAL:

At the March 9th council meeting, council deliberated a special tendering and award process for engineering services for the flood mitigation work. The following motion was carried:

MOTION 21-03-186 MOVED by Councillor Braun

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.

CARRIED

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.

Attached is a draft Request for Proposals that administration intends to distribute to firms. The proposals will be opened and awarded at a subsequent council meeting.

The attached draft is considered nearly complete, with only some legal requirements still being required (section 1.1, and the detailed contract).

OPTIONS & BENEFITS:

There are several benefits of procuring engineering services for the mitigation project through this amended process: timely procurement of engineering services, ability to

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

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

That the draft RFP for the procurement of engineering services for Mackenzie County Flood Mitigation be received for information.

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

**MACKENZIE COUNTY
REQUEST FOR QUALIFICATIONS
PREQUALIFICATION'S OF ENGINEERING CONSULTING SERVICES**

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1 INVITATION TO SUBMIT PROPOSAL

Mackenzie County invites the submission of a Statement of Qualifications from qualified consulting firms and/or consultants for the provision of municipal engineering consulting services as set out in this Request for Qualification documentation.

1.1 INSTRUCTION TO PROPONENTS

1.1.1 Inquiries

1.1.2 Proposal Return

1.1.3 Conflict of Interest

1.1.4 Addenda

1.1.5 Expenses

1.1.6 Freedom of Information and Protection of Privacy Act

1.1.7 Cancellation

1.1.8 Notification of Successful Contractors

2 SCOPE OF WORK

The purpose of this Request for Qualification is to solicit submissions from qualified, licensed and professional consulting firms to undertake civil engineering of subdivision development and flood mitigation measures. Consultants who can deliver professional services will be recognized as final prequalified consultants. In order to save overall time for the deliverables and reduce cost to the consultants for submitting multiple engineering proposals, up to three (3) consultants may be prequalified to provide professional services for Mackenzie County.

Prequalifying Consultants will allow Mackenzie County's Administration personnel to work directly with the consultants on the prequalifying list without the need to tender to the general public. In addition, Administration and the successful consultant's organization will be able to foster a relationship where creativity and innovation will support Mackenzie County's long-term strategies and plans while maintaining balance and sustainable decision-making in the present day.

2.1 PROJECT SCOPE

The successful respondents will be expected to become familiar with Mackenzie County's policies/procedures, organizational structure and operating/software systems. In addition, the Proponent will become familiar with Mackenzie County's master plans and asset management strategies.

The scope of work generally includes, but is not limited to, the following:

1. Subdivision Development for the Relocation of Housing affected by flooding. Scope to include but not limited to the following:
 - Regulatory approvals

- Land Use Planning
 - Feasibility Studies and Servicing Analysis
 - Preliminary and Detailed design of surface grading, storm water management facilities, deep underground utilities, shallow utilities, roads, sidewalks, trails and parks
 - Water supply and wastewater disposal including treatment
 - Water distribution and wastewater collection, including low-pressure systems
 - Storm water and drainage, surface and piped systems
 - Surveying
 - Construction Management
 - Miscellaneous Studies/Projects
 - Capital planning/budgeting and life cycle analysis planning and management.
 - Engage and coordinate subconsultants to manage the below scope of work, if required:
 - Geotechnical and material testing
 - Power distribution systems, telecommunications, and gas
 - Landscape Architecture
2. Berm Development for Flood protection
 3. Assistance and Coordination with the Housing Relocation Program
 4. Technical input and review of content for public engagement and external communications
 5. Environmental Services

The prequalification will extend for a term of three years (April 2021 to April 2024).

The purpose of this Request for Qualification (RFQ) is to develop a short list of Prequalified Engineering Consultants that will work with the county to develop detailed workplans and fee estimates for infrastructure projects related to the scope of work mentioned above. As scopes of work are defined the County will engage one of the prequalified consultants to further develop a work plan and fee estimate. Selection of the consultant will be at the discretion of the County.

The intent is to have Consultants initially submit a comprehensive package of corporate and staff qualifications, together with detailed corporate information and then in subsequent invitations submit only that information that pertains to the specific project. This will reduce the time, level of effort and cost related to preparing workplans and fee estimates for both the consultant community and the County. A copy of the County's Consulting Services Agreement is provided in 'Appendix B' for information and will be used for individual projects.

Respondent should be able to provide innovative, cost effective and flexible solutions that meet the needs of the present and builds on meeting the future needs of the community.

3 FORMAT FOR STATEMENT OF QUALIFICATIONS

Submissions should be organized in the following format to facilitate evaluation and to ensure full consideration:

1. Cover Page
2. Table of Contents
3. Confirmation of Mandatory Requirements
4. Corporate Qualifications and Experience
5. Key Staff Qualifications and Experience

6. Past Performance on Similar Projects
7. Local Project Experience to Mackenzie County
8. Innovation / Value Added / Sustainable Design
9. Appendices

Note: Exclusive of the Cover Page, the Table of Contents and the Appendices, there is a page limit of twenty (20) pages for the Statement of Qualifications.

3.1 CONTENT OF STATEMENT OF QUALIFICATIONS:

3.1.1 Cover Page

The cover page must be signed by an authorized representative of the respondent and provide a contact name with address, phone, fax and email for subsequent follow up to questions or clarifications necessary during the evaluation process.

3.1.2 Confirmation of Mandatory Requirements:

Respondents need to provide both confirmation and evidence of meeting these requirements.

3.1.3 Corporate Qualifications and Experience:

- This section should provide the following minimum information:
 - Full legal name of the Respondent, with contact information for the office(s) that will provide engineering services to project(s).
 - Full legal name of any sub consultants or partners that are included as a part of the Prime / Lead Consultant's team, together with contact information.
 - General overview of the Respondent's corporate information and the relationship between the Prime and any sub consultants relative to this project (an organization chart in the Appendix is recommended) showing the management and reporting structure.
 - Communication matrix
 - The length of time that the Respondent has been providing the necessary expertise for project(s) within Alberta.
 - Provide a list of projects of a similar nature to those in this RFQ that the Respondent has provided within the past three years, including the construction value, the physical size of the projects and a brief description of the Respondent's role and responsibility (detailed project profiles can be provided in the Appendices).
 - Indicate the measures and practices employed to maintain schedule and cost control for project(s).

3.1.4 Key Staff Qualification and Experience / Assigned Project Team

Respondents are required to outline the Team Members assigned to the project and role in the scope of work. This should include Name, Title, Team Member Position, Work Experience, and any other information that is relevant or beneficial to the scope of work. Refer to each Project Team Member's resume in the Appendix. Designated key staff for each Project shall not be changed without the express written permission of the authorized County representative.

3.1.5 Past Performance on Similar Projects:

- Respondents should provide a minimum of two (2) references for projects of similar nature, size and scope completed within the past three (3) years by the identified Key Staff as those required by this RFQ.
- Title, location and brief description of projects.
- Services provided by the respondent, names of sub consultants or the partners and the services that they provided.
- Start and completion dates of project, size of project and any unique conditions.
- Name and contact information of the project owner’s representative.

The County may contact these and may require additional references at their discretion to use this information in the evaluation process.

3.1.6 Local Project Experience to Mackenzie County:

Respondents should provide in this section specific examples of past local project experience with Mackenzie County or within the County’s boundaries. As well as any qualifications that they feel are unique and provide an advantage to their firm over other Respondents.

3.1.7 Innovation / Value Added/Sustainable Design:

Respondents have an opportunity to identify additional skills, innovation, value added attributes that their firm can bring to project(s). This may include performance improvements, cost savings, use of new or improved technology, etc.

4 EVALUATION CRITERIA

Review and evaluation of the Request for Qualification submissions will encompass the Pass/Fail items for Mandatory Criteria and a points system for the Evaluated Requirements. The Respondent’s submission should be organized and include sufficient information to provide for ready evaluation of each parameter. Only complete and clear information will be evaluated, while incomplete or unclear submissions will be rated as “Fail” or scored accordingly.

Mandatory Criteria		
Section	Description	Evaluation
1	Registration with APEGA	Pass/Fail
2	Current Alberta Construction Safety Association Certificate of Recognition (COR)	Pass/Fail
3	WCB Clearance	Pass/Fail
4	Provide evidence of insurability for professional liability, comprehensive general liability and automobile coverage, each in an amount of not less than \$2,000,000.00 per occurrence.	Pass/Fail

Evaluation Requirements and Points System: Statement of Qualifications meeting the Mandatory Requirements will be evaluated based on the following for each Project:

Section	Evaluation Requirements	Points
1	Corporate Qualifications and Experience	20
2	Key Staff Qualifications and Experience / Assigned Project Team	40
3	Past Performance on Similar Projects	20
5	Local Experience	15
6	Innovation/Value Added/Sustainable Design	5
	Total	100

5 EVALUATION PROCESS

Submissions will be evaluated by a committee consisting of members of Mackenzie County's Mitigation and Recovery Team. The evaluation will encompass the submission requirements and evaluation parameters noted above in the Evaluation Criteria. A minimum score of 75 will be required for further consideration.

The Evaluation Committee may at its discretion invite a Respondent for an interview or seek further clarification without any obligation to any of the Respondents.

Prequalified List of Consultants: The Evaluation Committee will prepare a list of Prequalified consultants for the scope of work. There may be up to three (3) Prequalified consultants based on the evaluation.

Statement of Qualification and accompanying documents will be retained by the County following the evaluation selection process.

6 REQUEST FOR QUALIFICATION SCHEDULE OF EVENTS

The following is the estimated timeframe of events for the proposed RFQ, which may be subject to change by County discretion.

Posting of Prequalification	
Submission of Prequalification	
Interviews (if necessary)	
Selection of Consultant	
Award Notification	



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 24, 2018
Presented By:	Len Racher, Chief Administrative Officer
Title:	Spring 2021 Municipal Leaders' Caucus -Virtual

BACKGROUND / PROPOSAL:

The Alberta Urban Municipalities Association (AUMA) is hosting the Virtual Spring 2021 Municipal Leaders' Caucus April 14-16. Council has budgeted for two members of Council to attend the annual AUMA Conference, however the Spring 2021 Municipal Leaders' Caucus was not budgeted for.

OPTIONS & BENEFITS:

Option 1: That members of Council are authorized to attend the AUMA Spring 2021 Municipal Leader's Caucus.

If Council chooses to attend, a budget amendment would be necessary. The cost per councilor would be \$1,070.

Option 2: Receive for information.

COSTS & SOURCE OF FUNDING:

Registration fee -\$50/registration
Per diems \$340/day x 3 days.

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

Author: _____ Reviewed by: _____ CAO: _____

POLICY REFERENCES:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

For discussion

Author: _____ Reviewed by: _____ CAO: _____

Agenda for Spring 2021 Municipal Leaders' Caucus

April 14, 15, and 16, 2021

Via Zoom

Subject to Change

Wednesday, April 14	
3:00 p.m.	President's Opening Remarks
3:05 p.m.	Mental Health Session
3:15 p.m.	Education/Engagement Session I – Municipalities' Role in Red Tape Reduction
4:00 p.m.	Break
4:15 p.m.	Education/Engagement Session II – COVID Recovery
5:00 p.m.	Break
5:15 p.m.	Education/Engagement Session III – Municipal Finances and Reserves
6:00 p.m.	Closing Remarks

Thursday, April 15	
9:00 a.m.	Opening Remarks
9:05 a.m.	Mental Health Session
9:15 a.m.	Opposition Leader's Remarks
9:30 a.m.	Education/Engagement Session IV – 2021 Municipal Election
10:30 a.m.	Break
10:45 a.m.	AUMA President's Report
11:15 a.m.	AUMA Board Dialogue Session
11:30 a.m.	Requests for Decision
11:55 a.m.	Closing Remarks

Friday, April 16	
9:00 a.m.	Opening Remarks
9:05 a.m.	Mental Health Session
9:15 a.m.	Minister of Municipal Affairs' Remarks and/or Premier's Remarks
9:30 a.m.	Ministers' Dialogue Session I
10:30 a.m.	Break
10:50 a.m.	Ministers' Dialogue Session II
11:50 a.m.	Closing Remarks



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 24, 2021
Presented By:	Don Roberts, Director of Community Services
Title:	Community Services Committee Meeting Minutes

BACKGROUND / PROPOSAL:

The unapproved minutes of the March 4, 2021 Community Services Committee meeting are attached.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

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

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

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

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

**MACKENZIE COUNTY
Community Services Committee Meeting**

**March 4, 2021
10:00 a.m.**

**Council Chambers
Fort Vermilion, Alberta**

PRESENT:

Lisa Wardley	Chair (teleconference)
Josh Knelsen	Reeve (teleconference arrived in person at 10:13 a.m.)
Peter F. Braun	Councillor
Cameron Cardinal	Councillor (teleconference)
Eric Jorgensen	Councillor (teleconference)

REGRETS:

ADMINISTRATION:

Don Roberts	Director of Community Services
Caitlyn Froese	Admin Assistant/Recording Secretary
Colleen Sarapuk	Admin Officer/Recording Secretary
Len Racher	CAO

Minutes of the Community Services Committee meeting for Mackenzie County held on March 4, 2021 in Fort Vermilion.

CALL TO ORDER: 1. a) Call to Order

Councillor Wardley called the meeting to order at 10:01a.m.

AGENDA: 2. a) Adoption of Agenda

MOTION CS-21-03-019 MOVED BY Councillor Braun

That the agenda be approved as presented

CARRIED

MINUTES FROM PREVIOUS MEETING: 3. a) Minutes of the February 4, 2021 Community Services Committee Meeting

MOTION CS-21-03-020 MOVED BY Reeve Knelsen

That the minutes of the February 4, 2021 Community Services Committee meeting be approved as presented.

CARRIED

DELEGATION 4. a) **NONE**

OLD BUSINESS 5. a) **Hutch Lake Dock Quote**

MOTION CS-21-03-021 **MOVED BY** Councillor Braun

That administration proceeds with the amendment of the Hutch Lake ten-year plan for a marina style dock similar to Wadlin Lake.

CARRIED

MOTION CS-21-03-022 **MOVED BY** Councillor Braun

That the Hutch Lake Dock be TABLED for more information.

CARRIED

OLD BUSINESS: 5. b) **Hutch Lake Caretaker Shack/Tent Frame**

MOTION CS-21-03-023 **MOVED BY** Reeve Knelsen

That a recommendation be made to council that the capital cost to relocate the tent shelters to Machesis.

CARRIED

MOTION CS-21-03-024 **MOVED BY** Reeve Knelsen

That the Caretaker Shack at Hutch Lake be renovated up to a maximum of twelve thousand dollars with funding coming from Hutch Lake Improvement Capital Budget.

CARRIED

5. c) **Calvin McLeod Follow Up Discussion**

MOTION CS-21-03-025 **MOVED BY** Councillor Braun

That the Calvin McLeod Follow Up Discussion be received for information.

CARRIED

NEW BUSINESS: 6. a) **Street Scape Committee - Review**

MOTION CS-21-03-026 **MOVED BY** Councillor Jorgensen

That administration revise terms of reference to include the input from the La Crete Chamber and the Fort Vermilion Board of Trade and bring back to the next community services meeting as well as the Street Scape Design.

CARRIED

Chair Lisa Wardley recessed the meeting at 11:01am and reconvened at 11:12am

6. b) Campground Partnership – RFP Development

MOTION CS-21-03-027 MOVED BY Councillor Cardinal

That Administration bring back a draft Communication Proposal for the Committee to review.

CARRIED

MOTION CS-21-03-028 MOVED BY Councillor Braun

That Administration bring back detailed breakdown of the revenue versus expenses over the past five years for the Hutch Lake, Machesis Lake, and Wadlin Lake campgrounds to the next meeting.

CARRIED

**INFORMATION/
CORRESPONDENCE 7. a) Bridge Campground Letter**

MOTION CS-21-03-029 MOVED BY Councillor Jorgensen

That the Bridge Campground Letter be received for information.

CARRIED

7. b) Action List

MOTION CS-21-03-030 MOVED BY Reeve Knelsen

That the Hutch Lake RFP closing date be extended to March 23 at 4:30pm.

CARRIED

MOTION CS-21-03-031 **MOVED BY** Councillor Cardinal

That the Action List be received for information.

CARRIED

NEXT MEETING DATE: 8. a) **April 1, 2021 10:00 a.m. Fort Vermilion Council Chambers.**

ADJOURNMENT: 9. a) **Adjournment**

MOTION CS-21-03- **MOVED BY** Councillor Jorgensen

That the Community Services meeting be adjourned at 12:03 p.m.

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

Lisa Wardley
Chair



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 24, 2021
Presented By:	Len Racher, Chief Administrative Officer
Title:	Information/Correspondence

BACKGROUND / PROPOSAL:

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

- Council Action List
- Rail Service for Richardson
- Reply from CN
- CN News Release
- Westlock County – AER Directive 067
- Athabasca County -AER Directive 067
- Parks Canada Thank you letter
- Mackenzie Regional Community Society – Support letter request
- La Crete Birthing Facility – Support Letter Request
- Ministerial Order
- Key Municipal Dates
- Municipal Resource Handbook
- Changes to CBC TV Signal
- 2021-02-09 MCLB Meeting Minutes

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 March 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 2021-03-09 Council
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 In conjunction with motion 16-02-135
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	
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. 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
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 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

Motion	Action Required	Action By	Status
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
October 13, 2020 Regular Council Meeting			
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			
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 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
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.

Motion	Action Required	Action By	Status
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
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 flowage fee for the period May – August 2019 as per the Fee Schedule Bylaw.	Jennifer	In progress
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	In progress
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	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
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
21-01-030	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" data-bbox="326 348 976 940"> <thead> <tr> <th data-bbox="326 348 581 373">Ministry:</th> <th data-bbox="581 348 976 373">Priority Topics:</th> </tr> </thead> <tbody> <tr> <td data-bbox="326 373 581 447">Municipal Affairs</td> <td data-bbox="581 373 976 447">Disaster Recovery Petition to Form a New Municipality</td> </tr> <tr> <td data-bbox="326 447 581 520">Transportation</td> <td data-bbox="581 447 976 520">Bridge at Tompkins Landing High Wide Load Corridor</td> </tr> <tr> <td data-bbox="326 520 581 642">Agriculture & Forestry</td> <td data-bbox="581 520 976 642">Farmland Expansion Fire Ban Exemption Request Agricultural Land Sales Natural Gas Line Update</td> </tr> <tr> <td data-bbox="326 642 581 690">Health</td> <td data-bbox="581 642 976 690">La Crete Birthing Centre</td> </tr> <tr> <td data-bbox="326 690 581 842">Environment & Parks</td> <td data-bbox="581 690 976 842">Agricultural Land Sales Recreation Leases – First Nation Consultation Water Diversion Licenses Northwest Bison</td> </tr> <tr> <td data-bbox="326 842 581 890">Energy</td> <td data-bbox="581 842 976 890">Transportation Corridor</td> </tr> <tr> <td data-bbox="326 890 581 940">Solicitor General</td> <td data-bbox="581 890 976 940">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:																		
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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	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 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
February 9, 2021 Regular Council Meeting			
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	Complete
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"> • Include municipalities in regards to tax collection • Orphan Well Association to hire local 	Len	2021-02-14

Motion	Action Required	Action By	Status
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
February 24, Regular Council Meeting			
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	Completed – Zama Rec Society was notified
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	Completed – Zama Rec Society was notified
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
March 9, 2021 Regular Council Meeting			
21-03-185	That administration include Option 4 - being place a new building on higher ground (new location) 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.	Byron	
21-03-186	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.	Byron	
21-03-187	That Policy FIN005 Petty Cash be amended as presented.	Jen	
21-03-191	That administration enter in at new lease agreement with Alberta Health Services for the leased buildings in La Crete, Fort Vermilion, and High Level at a rate of \$1000/month plus utilities.	Don	In Progress – Contacted AHS.
21-03-192	That Mackenzie County move forward with arbitration as discussed.	Len	

Motion	Action Required	Action By	Status
21-03-194	That a donation of \$5,000 to the STARS Foundation be approved, with funding coming from the Municipal Operating Support Transfer grant project.		
21-03-196	That Policy PW006 Land Acquisition for Municipal Works, be rescinded.		Complete
21-03-197	That Policy PW016 information Signs, be rescinded.		Complete
21-03-198	That PW035 Crop Damage Compensation be amended as presented.		Complete
21-03-199	That the four pickup trucks be sent to La Crete Auction Mart for the April 24, 2021 consignment sale with the funds be returned to the Vehicle and Equipment reserve.	Willie	
21-03-202	That a letter of support be provided to the La Crete Farmers' Market Committee supporting the startup of the La Crete Farmers Market.	Len	Complete
21-03-205	That the County explore options to honour former Reeve Neufeld.		Letter sent to La Crete Chamber



Mackenzie County

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

March 12, 2021

tyler.banick@cn.ca

THIS ITEM SENT VIA EMAIL ONLY

Tyler W. Banick
Manager, Public Affairs, Western Canada, CN
10229 – 127th Avenue
Edmonton, AB T5E 0B9

Dear Mr. Banick:

RE: NORTHWESTERN ALBERTA RAIL SERVICE

Mackenzie County would like to thank you and your organization for its commitment to increase rail service within our region, particularly your dedication to provide service to Richardson Pioneer's new grain elevator. These services are essential to the growth of our communities and industries.

It is crucial for our farming community to have a reliable grain elevator and rail services are essential for these operations. Recently, Mackenzie County has heard concerns that rail cars have been unavailable and our products have not been able to move. Although we trust that there are legitimate reasons why our region may not be receiving the services we require, Mackenzie County still hopes that your organization is doing the best they can to honour their commitments to our farmers.

If you wish to discuss this matter further, please contact Byron Peters, Deputy Chief Administrative Officer, at (780) 928-3983 or by email to bpeters@mackenziecounty.com to discuss meeting opportunities.

Yours sincerely,

Josh Knelsen
Reeve
Mackenzie County

Colleen Sarapuk

From: Tyler Banick <Tyler.Banick@cn.ca>
Sent: March 12, 2021 8:21 PM
To: Josh Knelsen; Byron Peters
Cc: Colleen Sarapuk; Nicole Friesen
Subject: RE: Rail Services for Richardson Pioneer - Mackenzie County - NORTHWESTERN ALBERTA RAIL SERVICE
Attachments: 2021-03-12 Rail Service for Richardson.pdf

Evening Reeve Knelsen, thank-you for writing and expressing your gratitude for our employee's dedication to providing service to Richardson Pioneer's new grain elevator. Our success wouldn't be there if it were not for our partners in the Community, the farmers, and Elevators alike. We do continue to move grain safely and at a record pace despite recent Arctic temperatures and COVID19 safety protocols in place.

Recently CN announced that for the 12th consecutive month it has set a new record by shipping over 2.28 million metric tonnes (MMT) of Canadian grain and processed grain products via carload in February. This exceeds the previous February record set in 2019 of 2.12 MMT by over 7%. So far, during the 2020-2021 crop year, CN has moved over 19.7 MMT of Canadian Grain. This is 24% higher than the three-year average of 15.9 MMT, and 17% higher than the record of 16.9 MMT set in the 2018-2019 crop year. CN is also breaking records with over 700,000 metric tonnes of grain moving directly from western Canada via containers, in addition to volumes shipped from eastern Canada.

CN's continued ability to deliver record amounts of grain and as well as other commodities and goods is largely due to the investments in capacity made by the railroad over the past few years. Since 2018, CN has invested over \$10B in track, locomotives, and railcars, including the purchase of over 2,500 new high capacity grain hopper cars. To find out more about CN's commitment to grain please visit www.cn.ca/grain.

I have noticed that Mackenzie County does not receive regular updates on Grain from CN, and I think you and your team would benefit from these updates. I have asked my team to start including you.

As for your concerns raised in the attached regarding rail cars being unavailable, I have asked our Grain team to review and we will follow up with Byron in short order.

Please have a wonderful and safe weekend,

Tyler



Tyler W. Banick

Manager, Public Affairs | Corporate Services
10229 – 127 Ave | Edmonton AB | T5E 0B9
T: 780-643-7632 | C: **587-334-6936**

[What's New at CN](#) | [Quoi de neuf au CN](#)

From: Nicole Friesen <NFriesen@mackenziecounty.com>

Sent: Friday, March 12, 2021 3:14 PM

To: Tyler Banick <Tyler.Banick@cn.ca>

Cc: Byron Peters <bpeters@mackenziecounty.com>; Josh Knelsen <josh@mackenziecounty.com>; Colleen Sarapuk <csarapuk@mackenziecounty.com>

Subject: Rail Services for Richardson Pioneer

Good Afternoon Mr. Banick,

Please see the attached letter regarding your services in Mackenzie County.

Thank you,

Nicole Friesen, B.Sc. | Development Officer | Mackenzie County

PO Box 1690, 9205-100 Street | La Crete | AB | T0H 2H0

Main Line: 780.928.3983 | Fax: 780.928.3636

Toll Free: 1.877.927.0677

www.mackenziecounty.com





North America's Railroad

NEWS RELEASE

CN announces Cyrus Reporter as Vice-President, Government and Regulatory Affairs

Montreal, March 15, 2021 – CN (TSX: CNR) (NYSE: CNI) is pleased to announce that it has named Cyrus Reporter, a widely respected lawyer and public policy professional, as its new Vice-President, Government and Regulatory Affairs. Mr. Reporter will oversee the company's engagement with governments at all levels across North America. He will be based in Ottawa.

Mr. Reporter is well known to senior public servants, politicians, and corporate leaders. In the past 25 years, he has served as a ministerial chief of staff, a lead adviser to the Office of the Prime Minister, and, most recently, as a partner at a national law firm, where he provided counsel on regulatory affairs, public policy and corporate compliance to many of Canada's leading companies.

The remit in his new role at CN will be deep and wide. He will be responsible for ensuring CN's voice is heard clearly in Ottawa and every provincial capital, and also in Washington D.C. and the 16 U.S. states through which CN trains safely carry natural resources, manufactured and finished products as well as other essential goods. He will also assume the responsibility for stakeholder and community relations, an essential mission for CN as the company increases its focus on Environmental, Social, and Governance initiatives.

Mr. Reporter will report to Sean Finn, CN Executive Vice-President of Corporate Services and Chief Legal Officer.

"I am pleased to welcome Cyrus to the CN team. He will lead our strong bench of experienced government and regulatory affairs professionals to deliver best in class government relations."

- Sean Finn, executive vice-president, corporate services and chief legal officer at CN

About CN

CN is a world-class transportation leader and trade-enabler. Essential to the economy, to the customers, and to the communities it serves, CN safely transports more than 300 million tons of natural resources, manufactured products, and finished goods throughout North America every year. As the only railroad connecting Canada's Eastern and Western coasts with the U.S. South through a 19,500-mile rail network, CN and its affiliates have been contributing to community

prosperity and sustainable trade since 1919. CN is committed to programs supporting social responsibility and environmental stewardship.

– 30 –

Contacts:

Media

Jonathan Abecassis
Senior Manager
Media Relations
(514) 399-7956
media@cn.ca

Investment Community

Paul Butcher
Vice-President
Investor Relations
(514) 399-0052
investor.relations@cn.ca



February 23, 2021

Alberta Energy Regulator (AER) – Directive 067 Feedback
Suite 1000, 250 – 5th Street SW
Calgary, AB
T2P 0R4

Dear Regulator,

RE: Westlock County Concerns Regarding Proposed Changes to AER Directive 067

At the County Council Meeting of February 23, 2021 Westlock Council passed a resolution to forward a letter of concern to the AER. Westlock County has significant concerns regarding proposed changes to Directive 067 which fails to address non-payment of levied municipal taxes by Licence Holders of provincially regulated oil and gas properties.

Westlock County (for the tax years 2015 – 2019) has written off \$ 2,377,848 with an additional \$702,000 anticipated for 2020 for a total of \$3,079,848. The annual levy is approximately \$ 11,000,000.

These write-offs represent an average of 7% of our annual levy over the past four years.

Included in these write-offs is \$137,082 in uncollected School Tax and DIP Requisitions, which have been recovered through the PERC and DIRC Grant program. In addition, \$20,320 of uncollected Senior's Housing requisitions are included in the write offs and to date are not recoverable.

In principle Westlock County Council supports changes to this Directive which better protects the interests of all Alberta residents. The proposed changes to the AER that protect the required funding of the province's Orphan Well Fund and ensure the payment of all provincial fees and royalties is encouraging. It is disappointing though to see that the AER has elected to ignore calls (for more than three years now) from over eighty (80) rural municipalities seeking to ensure that the AER (and the Province of Alberta) act to protect municipal taxation and security powers relating to insolvent Licence Holders (or those continuing operations under bankruptcy protection).

Many operators are defaulting on municipal taxes owed (including School and Seniors Foundation levies) which are assessed by (and ultimately owed to) the Province of Alberta. It is disappointing that the AER has ignored these municipal calls and decided not to address these well documented and often communicated concerns.

Westlock County requests that the AER include the following three (3) necessary amendments in conjunction with the current update of Direction 067:

1. "Section 5 – Maintaining Eligibility" the AER should immediately revoke the licenses of continuing viable Licence Holders choosing not to pay all (or any) of their municipal tax obligations.
2. "Section 4.5) -Unreasonable Risk (Obtaining General Licence Eligibility)" the AER should not authorize or permit the purchase or transfer of any licences involving an existing oil or gas licence holder (or operator) currently in default of any municipal tax obligation anywhere in Alberta and
3. "Section 4.5) – Unreasonable Risk (Obtaining General License Eligibility)" the AER should initiate steps with the assistance of the Alberta Government (Municipal Affairs) to ensure that municipalities are recognized as secured creditors (through any bankruptcy involving Licence Holders) to secure and collect that municipality's (and the province's) taxes levied and owed.

Alberta's rural communities are the municipalities that own and are expected to safely maintain the important infrastructure necessary for the oil and gas industry to succeed. As a partner in this success the fair assessment and collection of municipal taxes (including provincial taxes levied for school and seniors) is foundational to the support and maintenance of this infrastructure by our municipality.

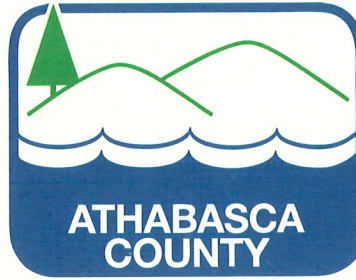
Sincerely,



Jared Stitsen
Reeve

cc: Glenn van Dijken, MLA
Shane Getson, MLA
Provincial Caucus
Member Communities – RMA
Member Communities - AUMA

PHONE: 780-675-2273
FAX: 780-675-5512
www.athabascacounty.com



3602 - 48 Avenue
ATHABASCA, ALBERTA
T9S 1M8

March 11, 2021

Alberta Energy Regulator (AER) – Directive 067 Feedback
Suite 1000, 250-5th Street SW
Calgary, AB
T2P 0R4

RE: Proposed Changes to AER Directive 067

At the February 25, 2021, regular County Council meeting, Council passed a motion to express support for Thorhild County and other municipalities, including Athabasca County, impacted by Directive 067, which fails to address non-payment of levied municipal taxes by license holders of provincially regulated oil and gas properties.

Many rural municipalities rely heavily on tax revenue from the oil and gas industry and the current problem with the orphan wells is creating a heavy financial burden for them.

Athabasca County supports the request that the following changes be made to Directive 067:

1. *"Section 5 - Maintaining Eligibility" the AER should immediately revoke the licenses of continuing viable Licence Holders choosing not to pay all (or any) of their municipal tax obligations.*
2. *"Section 4.5) - Unreasonable Risk (Obtaining General Licence Eligibility)" the AER should not authorize or permit the purchase or transfer of any licences involving an existing oil or gas licence holder (or operator) currently in default of any municipal tax obligation anywhere in Alberta and*
3. *"Section 4.5) - Unreasonable Risk (Obtaining General License Eligibility)" the AER should initiate steps with the assistance of the Alberta Government (Municipal Affairs) to ensure that municipalities are recognized as secured creditors (through any bankruptcy involving Licence Holders) to secure and collect that municipality's (and the province's) taxes levied and owed.*

Alberta's rural communities are the municipalities that own and safely maintain the infrastructure necessary for the oil and gas industry to succeed. As a partner in this success, the fair assessment and collection of municipal taxes (including provincial taxes levied for schools and seniors housing) is foundational to the support and maintenance of this infrastructure.

...2

Thank you for your attention to this matter and we look forward to your response. Please contact me by e-mail at larmfelt@athabascacounty.com or call 780-675-2273 should you wish to discuss this matter further.

Sincerely,



Larry Armfelt
Reeve

cc: MLA Glenn van Dijken
MLA Laila Goodridge
Provincial Caucus
Rural Municipalities of Alberta (RMA)
Alberta Urban Municipalities of Alberta (AUMA)



Mr. Josh Knelsen
Reeve, Mackenzie County
PO Box 640
Fort Vermilion, AB
T0H1N0

Dear Mr. Knelsen;

I am writing on behalf of Parks Canada to express our thanks and appreciation for the safekeeping of the Historic Sites and Monuments Board of Canada, (HSMBC) plaque commemorating Fort Vermilion National Historic Site. Formerly situated on the banks of the Peace River in the centre of town, last year's spring flooding wrought damage to your community and the concrete stand which supports the plaque. I cannot imagine how difficult this time must have been for your community, so it is with the utmost appreciation that I want to acknowledge the outstanding community stewardship shown, caring for this important piece of Canada's history at such a difficult time.

Understanding that Fort Vermilion is a highly engaged community with a proud past, we would like to offer our assistance in returning the plaque to its former location or another location in the community of your choosing. We are prepared to discuss providing some funding for the repair and relocation of the plaque if required. If your community is interested in discussing this opportunity to collaborate with us, please connect with our Cultural Resource Advisor, Patrick Carroll at Patrick.carroll@canada.ca to begin discussions at your convenience.

Thank you again to you and your team for safeguarding the plaque and we look forward to working with you in celebration of Fort Vermilion's history in the coming months.

Sincerely,

Jonah Mitchell
Field Unit Superintendent, Southwest NWT Field Unit
Parks Canada Agency



March 5, 2021

To Whom It May Concern:

Victim Services will be submitting a grant application to the Victims of Crime and Public Safety Fund. As part of our grant application, we are requesting a letter of support.

Mackenzie Regional Community Society, Victim Services Unit, provides direct services to victims of crime and trauma through support, information and referrals. Service provided at the time of a crisis may include assistance with locating shelter, information about protection orders, and referrals to other relevant agencies. During the criminal investigation, services include, but are not limited to, assistance with victim impact statements, requesting restitution, and explaining criminal court terms and procedures. We also provide court accompaniment to witnesses and victims who are subpoenaed to testify in court.

Our role is to lessen the impact of a crime or tragedy through information, support and referral while providing services in a respectful and compassionate manner.

Thank you for your consideration,

Kate Gamble-Martinaj
Mackenzie Regional Community Society
Victim Services
P: 780-927-3257
F: 780-927-4425

Colleen Sarapuk

Subject: FW: Birthing Facility

From: Peter F. Braun
Sent: March 19, 2021 9:39 AM
To: Len Racher <lracher@mackenziecounty.com>
Subject: Fwd: Birthing Facility

Hi Len. here is the e mail for the agenda item if you could get it in the pkge please. Thanks

Peter F Braun
Parkside Village
780-926-6238
New e mail pfbraun61@gmail.com

Begin forwarded message:

From: Joyce Fehr <joycefehr@me.com>
Date: March 19, 2021 at 9:02:56 AM MDT
To: "Peter F. Braun" <peter@mackenziecounty.com>
Subject: **Birthing Facility**

Good morning Peter

As you are aware I have been on the committee working towards improved health services for La Crete for the past ten years. Of particular need is the ability of the women in this region to have quicker access to birthing. It is with great satisfaction that the government announced funding in the last budget for exactly this!

The reason I am emailing you is our committee, **The La Crete Health Committee**, would like a letter of support from the county endorsing this. I'm reaching out to you as my councilor for this. I trust you will bring this to the county level and a letter of support will be forthcoming.

Best Regards
Joyce Fehr
J-Corp Management & Billing Solutions
joycefehr@me.com
PH: 780.247.3865
FAX: 780.669.7909

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ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Leduc-Beaumont*

MINISTERIAL ORDER NO. MSL:047/18

I, Shaye Anderson, Minister of Municipal Affairs, pursuant to Sections 605 and 631 of the *Municipal Government Act (MGA)*, make the following order:

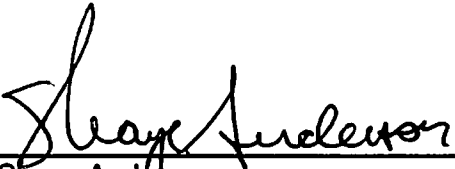
- 1) Two or more councils of municipalities that have common boundaries where the entire area along one or both sides of the common boundary is composed entirely of federal or provincial crown land are exempt from the requirements of Section 631 of the *MGA* on the condition that all parties to the framework agree to apply the exemption by resolution and file copies of the resolutions with the Minister within 90 days of the date each resolution is passed.
- 2) That the time for an intermunicipal collaboration framework to be created pursuant to Section 708.28(1) of the *MGA* or an intermunicipal development plan to be adopted pursuant to Section 631(3) of the *MGA* is April 1, 2021, where the framework or plan is between municipalities that are municipal districts or specialized municipalities referred to in Section 77 of the *MGA* (excluding the Municipality of Jasper), improvement districts referred to in Section 581 of the *MGA*, or special areas as defined in Section 1 of the *Special Areas Act*, and on the condition that all parties to the framework agree to apply the extension by resolution and file copies of the resolutions with the Minister within 90 days of the date each resolution is passed.
- 3) That the time for an intermunicipal collaboration framework to be created pursuant to Section 708.28(1) of the *MGA* or an intermunicipal development plan to be adopted pursuant to Section 631(3) of the *MGA* is April 1, 2021, where the framework or plan is between municipalities that are members of the same growth management board established pursuant to Section 708.02 of the *MGA* before April 1, 2018, and on the condition that all parties to the framework agree to apply the extension by resolution and file copies of the resolutions with the Minister within 90 days of the date each resolution is passed.

.../2

- 4) That the time for an intermunicipal collaboration framework to be created pursuant to Section 708.28(1) of the *MGA* or an intermunicipal development plan to be adopted pursuant to Section 631(3) of the *MGA* is April 1, 2021, where the framework or plan is between a municipality that is a member of a growth management board established pursuant to Section 708.02 of the *MGA* before April 1, 2018 and a municipality that is not a member of the growth management board but is located entirely within the boundaries of the member municipality, and on the condition that all parties to the framework agree to apply the extension by resolution and file copies of the resolutions with the Minister within 90 days of the date each resolution is passed.

- 5) That the time for an arbitrator to create an intermunicipal collaboration framework or an intermunicipal development plan pursuant to Section 708.36(1)(a) of the *MGA* is April 1, 2022, where the time to create the framework or adopt the plan is modified by this Order.

Dated at Edmonton, Alberta, this 19th day of July, 2018.



Shaye Anderson
Minister of Municipal Affairs

Information Bulletin 03/2021

Key Municipal Dates

April 1 – June 30, 2021

- April 1** This is the last day for Inter-municipal Collaboration Frameworks (ICFs) completion. All Municipalities that share a common boundary must adopt an ICF by April 1, 2020* unless they are members of the same growth management board. See S. 708.28(1) of the *MGA*.
- Municipalities must notify the Minister upon completion of an ICF, unless they have a Ministerial Order providing an exemption or extension. All notification must be sent to icf@gov.ab.ca.
- * Ministerial Order No. MSL: 047/18 extended the deadline to April 1, 2021.
- April 1** Municipalities that are required under the *MGA* to adopt an Inter-municipal Development Plan (IDP) or enter into an agreement that an IDP is not required, providing for all matters referred to in *MGA* must do so by April 1, 2020*.
- Municipalities that have not completed an IDP, entered into an agreement, or have a Ministerial Order provided an exemption or extension, must notify the Minister by April 1, 2020*. See S. 631 of the *MGA*.
- * Ministerial Order No. MSL: 047/18 extended the deadline to April 1, 2021.
- April 30** Last day for municipalities to pass a supplementary assessment bylaw or an amendment to it. See section 313 of the *MGA*.
- April 30** Last day for municipalities to pass a business tax bylaw or an amendment to it. See section 371 of the *MGA* and AR 93/2016 (Business Improvement Area Regulation).
- April 30** Last day for municipalities to pass a business improvement area tax bylaw or an amendment to it. See sections 50 to 53 and 381 of the *MGA* and AR 93/2016.

- April 30** Chief Administrative Officer / Returning Officer to enter referendum and senate election details (returning officer, contact information, supply orders, etc.) through the Electronic Database (EDB).
- May 1** Each municipality must make its financial statements, or a summary of them, and the auditor’s report on the financial statement, available to the public in the manner the council considers appropriate. See section 276 of the *MGA*.
- May 1** Last day for municipalities to submit the audited financial statements, audited financial information return, and the auditor’s report to the Minister. See section 278 of the *MGA*.
- May 1** Last day for a Regional Services Commission to submit the audited financial information return and audited financial statements to the Minister and each member of the commission. See section 602.34 of the *MGA*.
- May 1** Statement of Funding and Expenditures (SFE) submission due date for Municipal Sustainability Initiative (MSI) capital program, MSI operating program, and the Municipal Stimulus Program (MSP).
- May 1** Start of “election advertising period” in which local jurisdictions must maintain a register of third parties who engage in election advertising.
- June 30** Municipalities must submit the 2nd quarterly installment to a board or the Alberta School Foundation Fund. See section 168 of the *School Act*.
- June 30** Deadline to appoint a Returning Officer and Substitute Returning Officer.
- Deadline to pass a bylaw allowing a Returning Officer to designate more than one voting station for each subdivision.
- Deadline to pass a bylaw allowing voting stations to open prior to 10:00 am.
- Deadline to pass a bylaw to allow a Returning Officer to count special ballots, advance vote ballots, and institutional ballots no earlier than 7:30 pm.
- Deadline to pass a bylaw for blind elector template if requested by elector.

Attachment: Ministerial Order No. MSL: 047/18

Colleen Sarapuk

Subject: FW: Reminder: Change to CBC TV signal frequency coming this Saturday, March 20

From: Jessica Chan <jessica.chan@cbc.ca>

Sent: March 15, 2021 1:10 PM

To: JESSICA CHAN <jessica.chan@cbc.ca>

Subject: Reminder: Change to CBC TV signal frequency coming this Saturday, March 20

Hello.

Please note that this is a reminder of the upcoming change for viewers watching CBC Edmonton using over-the-air indoor or rooftop antennas.

Thank you,

Jessica.

On Fri, Mar 5, 2021 at 1:38 PM Jessica Chan <jessica.chan@cbc.ca> wrote:

Hello.

Please note that there is an upcoming change for viewers watching CBC Edmonton using over-the-air indoor or rooftop antennas.

For more information, please refer to the following announcement:

EDMONTON (March 5, 2021) – CBC/Radio-Canada announced today that as of March 20, 2021 at 12:00 a.m. (midnight MST), transmitter updates mandated by the federal government will result in signal frequency change to CBC Edmonton (CBXT-DT) Channel 25. *Note the virtual channel number (Station ID) 5.1 will remain the same.*

Those viewing CBC Edmonton using over-the-air indoor or rooftop antennas will need to re-scan their television channels in order to restore service, however, viewers accessing the above channels via satellite and cable subscriptions will not lose service. CBC/Radio-Canada is committed to ensuring we support our viewers through this change to ensure they can continue to access great local and national CBC Television content.

To complete the re-scanning process:

1. Push the “Menu” or “Settings” button on your TV remote control
2. Select “Channel”
3. Select the “Auto Channel Program”

Note: The exact language may vary depending on television make and model, and viewers should consult television manufacturer manuals for specific terms. This process will take several minutes to complete.

Background:

Following Innovation, Science and Economic Development Canada (ISED)'s joint [decision](#) with the US Federal Communications Commission (FCC) to repurpose the ultra high frequency (UHF) band for over the air (OTA) television broadcasting and mobile services, several over-the-air television broadcasting stations will be reassigned to new channels. The program requires broadcasters with over-the-air services to transition into a tighter spectrum to free up more spectrum for wireless carriers. For more information and FAQs on these upcoming transmitter changes, visit the ISED (Innovation, Science, and Economic Development) site.

Thank you and do reach out if you have any further questions.

Jessica.

--

Jessica Chan
Manager
Communications, Marketing & Brand
CBC Edmonton
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Cell: + 1 780 667 7433
Email: jessica.chan@cbc.ca
Facebook/Instagram: [cbcedmonton](#)
Twitter: [@CBCEdmonton \(news\)/@MyCBCYEG \(community\)](#)



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Twitter: [@CBCEdmonton \(news\)/@MyCBCYEG \(community\)](#)



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**Mackenzie County Library Board (MCLB)
February 9, 2021 Board Meeting Minutes
Fort Vermilion Curling Rink**

Present: Beth Kappelar, Lisa Wardley, Steven Simpson, Lorraine Peters,
Wally Schroeder, Kayla Wardley, Sandra Neufeld, Tamie McLean.

Absent: Cameron Cardinal.

1.0 Beth Kappelar called the meeting to order at 7:06 pm.

2.0 Approval of the Agenda:

MOTION #2021-02-01 Kayla Wardley moved the approval of the agenda as revised.

CARRIED

3.0 Approval of the Minutes:

MOTION #2021-02-02 Steven Simpson moved the approval of the Jan. 12/21 meeting minutes.

CARRIED

4.0 Review of Action Items:

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

5.0 Financial:

5.1 MCLB Financial Report as of Jan. 31/21:

- Balance Forward \$ 87,433.11

- Total Revenues \$ 121,504.28

- Total Expenses \$ 1,290.34

- Bank Balance \$ 207,647.05

MOTION #2021-02-03 Wally Schroeder moved to accept the financial report as presented.

CARRIED

5.2 MCLB Library Funding:

MOTION #2021-02-04 Lorraine Peters moved that the Mackenzie County libraries be sent half their annual funding and that the High Level library receive their entire annual funding.

CARRIED

5.3 Fort Vermilion Financials:

MOTION #2021-02-05 Lisa Wardley moved that MCLB pay Lorraine Peters \$200.00 per month to do the Fort Vermilion Library books.

CARRIED

6.0 Library Reports:

6.1 La Crete:

- The Financials to Dec 31/20 are: Income \$162K, Expenses \$161K, Bank Balance \$1K.

- Item circulation numbers for 2019 were 120,014, for 2020 were 84,519 and January's were 3,986 items. 2,725 items were added to their collection and 1,445 were weeded. 254 patrons were added in 2020.

- The government's LibPAS survey was completed.

- 18 periodicals were ordered..

- A new snow shoveler was hired again at \$20 per hour.

- An online auction and a Purdys chocolate fund raiser are being planned.

6.2 Fort Vermilion:

- They are continuing with curb side pickup of library books.

- MCLB has set up a cheqing account for the Fort Vermilion Library.

- MCLB has set up the librarians payroll account.

- MCLB has received a list of their vendors.

- The late fees report must be run.

- A cull committee is not required.

- Culled books should be made available to the other libraries and the Little Free Libraries

6.3 Zama:

- Curb side pickup is happening.

- They have 16 grow towers (3 in the library and 13 in the community)

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6.4 Mackenzie County Library Consortium (MCLC):

- The Mackenzie County Library statistics for 2020 for the 3 libraries are:
 Total Collection: 77,498 items.
 Total Circulation: 170,863 items. (an average of 29 items were signed out by each patron)
 Total Patrons: 5,910

6.5 High Level:

- They held their Society elections. The same individuals were elected.
- They are down 2 staff members.
- They are completing their inventory.

MOTION #2021-02-06 Tamie McLean moved the acceptance of the library reports for information. **CARRIED**

7.0 Old Business:

7.1 Fort Vermilion Library:

- The following items still need to be discussed by MCLB to run the Fort Vermilion Library:
 -Web site - Fund raising - Policies - Annual Reports - Snow removal - Credit Card
 - Photocopier -Book Buying - Postage - Landscaping - Square Machine -Budget Development
 - Internet - Petty Cash - Time sheets - Listing of Accounts - Room rentals - Accounts Payable
 - Signage - Book Keeper - Payroll - Library Access - Record Management - Spending Approval
 - Square Machine

7.2 Little Free Libraries:

- The little free library in Fort Vermilion still needs to be installed.
- The little free libraries have an abundance of books some of which are almost new. They are available to libraries.

7.3 Covid19 Funding Loss Applications:

- There are three different funding streams libraries can apply for:
 a) Covid 19 expense such as installing Plexiglas, buying hand sanitizers, buying masks etc (to be submitted in Jan)
 b) Operational losses such as fees, fines, payroll etc (to be submitted in Feb)
 c) Fundraising losses (to be submitted last)
- Receipts and financial statement need to be submitted with the applications.
- A letter detailing this program has been sent to the libraries by Lisa Wardley.
- The Fort Vermillion library still needs to send in their application.

7.4 LibPAS Survey:

- The libraries have completed their 2020 LibPAS surveys.
- They are ready for submission to Library Services.

MOTION #2021-02-07 Wally Schroeder moved the approval of the libraries' LibPAS surveys. **CARRIED**

8.0 New Business:

- None on the agenda.

9.0 Correspondence:

- 9.1** None was received.

10.0 In Camera:

- 10.1** Not required.

11.0 Next Meeting Dates and Location: Fort Vermilion Library March 9, 2021 at 7:00 p.m.

12.0 Adjournment:

MOTION # 2021-02-08 Steven Simpson moved to adjourn the meeting at 9:00 p.m. **CARRIED**

These minutes were adopted this 9th day of March 2021.

Beth Kappelar, Chair