



MACKENZIE COUNTY

REGULAR COUNCIL MEETING

**SEPTEMBER 14, 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**

**Tuesday, September 14 2021
10:00 a.m.**

Fort Vermilion Council Chambers

Fort Vermilion, Alberta

AGENDA

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CALL TO ORDER:	1.	a) Call to Order	
AGENDA:	2.	a) Adoption of Agenda	
ADOPTION OF PREVIOUS MINUTES:	3.	a) Minutes of the August 18, 2021 Regular Council Meeting	7
		b) Business Arising out of the Minutes	
CLOSED MEETING:		<i>Freedom of Information and Protection of Privacy Act Division 2, Part 1 Exceptions to Disclosure</i>	
	4.	a) Labour (s 17)	
		b) Labour – CAO Recruitment Process (s 17)	
		c) Bursary Applicant – Forgiveness Request (s 17)	
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		e) Review of Boss Services Grader Service (s.16 s 25 s 27)	
		f)	
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NEXT MEETING DATES:	19.	a)	Budget Council Meeting October 12, 2021 10:00 a.m. Fort Vermilion Council Chambers	
		b)	Organizational Meeting October 26, 2021 10:00 a.m. Fort Vermilion Council Chambers	
ADJOURNMENT:	20.	a)	Adjournment	



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 14, 2021
Presented By:	Carrie Simpson, Director of Legislative & Support Services
Title:	Minutes of the August 18, 2021 Regular Council Meeting

BACKGROUND / PROPOSAL:

Minutes of the August 18, 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. Simpson Reviewed by: _____ CAO: _____

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the minutes of the August 18, 2021 Regular Council Meeting be adopted as presented.

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

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**Wednesday, August 18, 2021
10:00 a.m.**

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

PRESENT:

Josh Knelsen	Reeve
Walter Sarapuk	Deputy Reeve - joined at 10:06 a.m.
Jacque Bateman	Councillor
Peter F. Braun	Councillor
Cameron Cardinal	Councillor
David Driedger	Councillor
Eric Jorgensen	Councillor - virtual
Anthony Peters	Councillor - left at 4:41 p.m.
Ernest Peters	Councillor
Lisa Wardley	Councillor

REGRETS:

ADMINISTRATION:

Byron Peters	Deputy Chief Administrative Officer
Carrie Simpson	Director of Legislative Services - virtual
Jennifer Batt	Director of Finance
Jeff Simpson	Director of Operations
Don Roberts	Director of Community Services
Caitlin Smith	Manager of Planning and Development
Willie Schmidt	Fleet Maintenance Manager - virtual
John Zacharias	Director of Utilities
Grant Smith	Agricultural Fieldman
Nicole Friesen	Development Officer/Recording Secretary

ALSO PRESENT: Members of the Public

Minutes of the Regular Council meeting for Mackenzie County held on August 18, 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 21-08-549 MOVED by Councillor Braun

That the agenda be adopted with the additions:

- 9.a) Drainage
- 10.c) Waste Transfer Station – Grass Clippings, and Branches
- 10.d) Request to Waive a Fire Invoice
- 11.d) Rental Properties – Trailer Furnishing Request
- 12.b) 109 Avenue/100 Street Intersection Improvements
- 15.e) Council Meeting Date

CARRIED

**ADOPTION OF
PREVIOUS MINUTES:**

3. a) Minutes of the July 14, 2021 Regular Council Meeting

MOTION 21-08-550

MOVED by Councillor Wardley

That the minutes of the July 14, 2021 Regular Council Meeting be adopted as presented.

CARRIED

**ADOPTION OF
PREVIOUS MINUTES:**

3. b) Business Arising out of the Minutes

CLOSED MEETING:

4. Closed Meeting

MOTION 21-08-551

MOVED by Councillor Driedger

That Council move into a closed meeting at 10:03 a.m. to discuss the following:

- 4.a) Update on Disaster Recovery Mitigation (s. 23, 24, 25)
- 4.b) Conditional Grant Agreement (s. 25, 27, 29)

CARRIED

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

- All Members of Council (Deputy Reeve Sarapuk arrived @ 10:06 a.m.)
- Byron Peters, Deputy Chief Administrative Officer
- Jennifer Batt, Director of Finance
- Jeff Simpson, Director of Operations
- Carrie Simpson, Director of Legislative Services (virtual)

- Don Roberts, Director of Community Services
- John Zacharias, Director of Utilities
- Caitlin Smith, Manager of Planning & Development
- Grant Smith, Agricultural Fieldman
- Willie Schmidt, Fleet Maintenance Manager
- Nicole Friesen, Development Officer/Recording Secretary

MOTION 21-08-552 **MOVED** by Councillor E. Peters

That Council move out of a closed meeting at 10:30 a.m.

CARRIED

DELEGATIONS: **7. a) Consideration to Amend Bylaw 726-09**

Reeve Knelsen recessed the meeting at 11:02 a.m. and reconvened at 11:14 a.m.

DELEGATIONS: **7. b) Mackenzie Wellness Centre Update Presentation**

MOTION 21-08-553 **MOVED** by Councillor Braun

That the Mackenzie Wellness Centre Update be received for information.

CARRIED

DELEGATIONS: **7. c) Fort Vermilion RCMP – Crime Statistics**

Reeve Knelsen recessed the meeting at 12:16 p.m. and reconvened at 12:46 p.m. without Councillor Jorgensen.

MOTION 21-08-554 **MOVED** by Councillor Braun

That the RCMP crime statistics reports be received for information.

CARRIED

MOTION 21-08-555 **MOVED** by Councillor Driedger

That the Bylaw 726-09 presentation be received for information.

CARRIED

TENDERS: **5. a) Request For Proposals – Culvert Upgrades**

MOTION 21-08-556 **MOVED** by Councillor E. Peters

That the 'Culvert Upgrades' Tenders - Envelope #1 be opened.

CARRIED

North & South

Bidder	Required Documents
883492 AB Ltd o/a Pinnacle Services	All required documents

MOTION 21-08-557 **MOVED** by Councillor Wardley

That the 'Culvert Upgrades' Tenders - Envelope #2 be opened for the qualified bidders.

CARRIED

MOTION 21-08-558 **MOVED** by Councillor Wardley

That Administration review the tenders and return for awarding later in the meeting.

CARRIED

TENDERS: **5. b) Request For Proposals – Tompkins Crossing – Ice Bridge Construction**

MOTION 21-08-559 **MOVED** by Councillor Braun

That the 'Tompkins Crossing – Ice Bridge Construction' Tenders - Envelope #1 be opened.

CARRIED

Bidder	Required Documents
Abe and George Driedger	All required documents

MOTION 21-08-560 **MOVED** by Deputy Reeve Sarapuk

That the 'Tompkins Crossing – Ice Bridge Construction' Tenders - Envelope #2 be opened for the qualified bidders.

CARRIED

Bidder	Bid
Abe and George Driedger	\$351,000.00 over 3 years

MOTION 21-08-561 MOVED by Councillor Braun

That Administration review the tenders and return for awarding later in the meeting.

CARRIED

Councillor Jorgensen rejoined virtually at 12:56 p.m.

PUBLIC HEARINGS: 6. a) None

GENERAL 8. a) CAO & Director Reports for July 2021
 REPORTS:

MOTION 21-08-562 MOVED by Councillor Cardinal

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

CARRIED

PLANNING & 14. h) La Crete Off-Site Levy Fees Subsidy
 DEVELOPMENT:

MOTION 21-08-563 MOVED by Councillor Wardley

That Administration advertise Bylaw 1231-21 to include an amendment to the deferral option to include a four (4) year deferral program as discussed.

CARRIED

Reeve Knelsen recessed the meeting at 2:34 p.m. and reconvened at 2:48 p.m.

TENDERS: 5. b) Request For Proposals – Tompkins Crossing – Ice
Bridge Construction

MOTION 21-08-564 MOVED by Councillor Wardley

That the 'Tompkins Crossing – Ice Bridge Construction' contracts be awarded to the lowest qualified bidder while staying within budget, contingent on Alberta Transportation contract renewal.

CARRIED

Bidder	Bid	Score
Abe and George Driedger	\$351,000.00 over 3 years	100

TENDERS:

5. a) Request For Proposals – Culvert Upgrades

MOTION 21-08-565

MOVED by Councillor Braun

That the ‘Culvert Upgrades’ Request for Proposals be denied and administration move forward with day labour as established by Policy PW018.

CARRIED

AGRICULTURE SERVICES:

9. a) Drainage (Verbal)

MOTION 21-08-566
 Requires Unanimous

MOVED by Councillor A. Peters

That administration bring the Buffalo Head Drainage Ditch to the next meeting with cost estimates as discussed.

CARRIED UNANIMOUSLY

COMMUNITY SERVICES:

10. a) Hamlet Clean-up – Fall Proposals

MOTION 21-08-567

MOVED by Councillor Bateman

That the County accept the Zama Fire Department offer of \$500 and the La Crete Minor Hockey’s offer for \$3,500 to conduct community hamlet clean up.

CARRIED

COMMUNITY SERVICES:

10. b) Firewood – La Crete Lagoon

MOTION 21-08-568
 Requires 2/3

MOVED by Councillor Bateman

That the budget be amended by \$7,500 to hire a nonprofit group to split and stack the fire wood at the La Crete Lagoon with funding coming from the General Operating Reserve.

CARRIED

COMMUNITY SERVICES:

10. c) Waste Transfer Station – Grass Clippings, and Branches

MOTION 21-08-569
 Requires Unanimous

MOVED by Councillor Wardley

That grass clippings and tree branches be disposed of at no charge at all Waste Transfer Stations with “Burn Pile” capabilities for a trial period ending on October 31st, 2021.

CARRIED UNANIMOUSLY

10. d) Request to Waive a Fire Invoice

MOTION 21-08-570
 Requires Unanimous

MOVED by Councillor Wardley

That the request to waive fire invoices [#IVC033310 (Fire Services) & #IVC033401 (Fire Investigation)] be approved.

DEFEATED

FINANCE:

11. a) Financial Reports – January 1 – July 31, 2021

MOTION 21-08-571

MOVED by Councillor Bateman

That the financial reports for January to July 31, 2021 be received for information.

CARRIED

FINANCE:

11. b) Expense Claims – Councillors

MOTION 21-08-572

MOVED by Councillor Driedger

That the Councillor expense claims for June & July 2021 be received for information.

CARRIED

FINANCE:

11. c) Expense Claims – Members at Large

MOTION 21-08-573

MOVED by Councillor E. Peters

That the Member at Large Expense Claims for June & July 2021 be received for information.

CARRIED

FINANCE:

11. d) Rental Properties – Trailer Furnishing Request

MOTION 21-08-574
Requires Unanimous

MOVED by Councillor Wardley

That the County supply furnishings for the Zama rental properties and that Policy ADM051 the Facility Rental Policy and the Fee Schedule Bylaw 1194-20 be brought back to the next Council Meeting for amendment.

CARRIED UNANIMOUSLY

MOTION 21-08-575
Requires Unanimous

MOVED by Councillor Wardley

That the 2021 One Time Project Budget be amended to include \$12,000 for the Zama Trailer Furnishing Project with funds coming from the General Operating Reserve.

CARRIED UNANIMOUSLY

OPERATIONS:

12. a) 2021 Capital Budget Amendment - Lawnmower Replacement Purchase

MOTION 21-08-576
Requires 2/3

MOVED by Councillor Bateman

That the 2021 Capital Budget be amended to include the purchase of a lawnmower in the amount of \$20,000 with funding coming from the sale of the unrepairable unit, and the Vehicle & Equipment Reserve.

CARRIED

OPERATIONS:

12. b) 109 Avenue/100 Street Intersection Improvements

MOTION 21-08-577
Requires Unanimous

MOVED by Councillor Braun

That 109 Avenue/100 Street Intersection Improvement options be brought to the next meeting for discussion.

CARRIED UNANIMOUSLY

UTILITIES:

13. a) None

PLANNING &

14. a) Bylaw 1234-21 Land Use Bylaw Amendment to Rezone

DEVELOPMENT: **NE 9-106-15-W5M from La Crete Highway Commercial “LC-HC” to Institutional “I”, and from Hamlet Residential 1 “H-R1”, Hamlet Residential 2 “H-R2”, & Manufactured Home Subdivision “MHS” to Hamlet Residential 1A “H-R1A”, La Crete Town Centre “LC-TC”, & Hamlet Residential 1B “H-R1B”**

MOTION 21-08-578 **MOVED** by Councillor Bateman

That first reading be given to Bylaw 1234-21 being a Land Use Bylaw Amendment to Rezone NE 9-106-15-W5M from La Crete Highway Commercial “LC-HC” to Institutional “I” and from Hamlet Residential 1 “H-R1”, Hamlet Residential 2 “H-R2”, & Manufactured Home Subdivision “MHS” to Hamlet Residential 1A “H-R1A”, La Crete Town Centre “LC-TC”, & Hamlet Residential 1B “H-R1B”, subject to public hearing input.

CARRIED

PLANNING & DEVELOPMENT: **14. b) Bylaw 1235-21 Land Use Bylaw Amendment to Rezone NW 15-106-15-W5M from Agricultural “A” to Rural Industrial General “RIG”**

MOTION 21-08-579 **MOVED** by Councillor Braun

That first reading be given to Bylaw 1235-21 being a Land Use Bylaw Amendment to Rezone NW 15-106-15-W5M from Agricultural “A” to Rural Industrial General “RIG”, subject to public hearing input.

CARRIED

PLANNING & DEVELOPMENT: **14. c) Bylaw 1236-21 Land Use Bylaw Amendment to Rezone Part of NW 33-105-15-W5M from Agricultural “A” to Direct Control 1 “DC1”**

MOTION 21-08-580 **MOVED** by Councillor Bateman

That first reading be given to Bylaw 1236-21 being a Land Use Bylaw Amendment to Rezone Part of NW 33-105-15-W5M from Agricultural “A” to Direct Control 1 “DC1” to accommodate retail – liquor, subject to public hearing input.

DEFEATED

PLANNING & **14. d) Bylaw 1237-21 to Amend Bylaw 1116-18 Lane Closure**

DEVELOPMENT: Within Plan 052 2360

MOTION 21-08-581 MOVED by Councillor Bateman

That first reading be given to Bylaw 1237-21 to amend the land description of Bylaw 1116-18 as required by Alberta Land titles.

CARRIED

MOTION 21-08-582 MOVED by Councillor Braun

That second reading be given to Bylaw 1237-21 to amend the land description of Bylaw 1116-18 as required by Alberta Land titles.

CARRIED

MOTION 21-08-583 MOVED by Councillor Wardley
 Requires Unanimous

That consideration be given to go to third reading of Bylaw 1237-21 to amend the land description of Bylaw 1116-18 as required by Alberta Land titles.

CARRIED UNANIMOUSLY

MOTION 21-08-584 MOVED by Deputy Reeve Sarapuk

That third reading be given to Bylaw 1237-21 to amend the land description of Bylaw 1116-18 as required by Alberta Land titles.

CARRIED

PLANNING & DEVELOPMENT: 14. e) 100A Street Plan (La Crete)

MOTION 21-08-585 MOVED by Councillor Braun

That the 100A Street discussion be TABLED until the next meeting.

CARRIED

PLANNING & DEVELOPMENT: 14. f) Request to Waive Fees for Subdivision 44-SUB-21

MOTION 21-08-586 MOVED by Councillor E. Peters

That Mackenzie County waive the Off-Site Levy and Municipal Reserve fees for the donated portion (11.89 acres) of NE 9-106-15-W5M to facilitate the development of a new Medical Facility in the Hamlet of La Crete.

CARRIED

**PLANNING &
 DEVELOPMENT:**

14. g) IMPC Quorum Waiver

MOTION 21-08-587

MOVED by Councillor Braun

That the Inter-Municipal Planning Commission Agreement, Schedule A1 "Inter-Municipal Planning Commission Policies and Procedures" be amended as presented.

CARRIED

Reeve Knelsen recessed the meeting at 3:55 p.m. and reconvened at 4:06 p.m.

ADMINISTRATION:

15. a) Appointment of Assessment Review Board Clerk

MOTION-21-08-588

MOVED by Councillor Bateman

That Carrie Simpson & Colleen Sarapuk be appointed as a designated officers for the purpose of acting as Clerk of the Assessment Review Board for Mackenzie County.

CARRIED

ADMINISTRATION:

15. b) Alberta Recreation & Parks Association Conference

MOTION-21-08-589

MOVED by Councillor Bateman

That three Councilors be authorized to attend the Alberta Recreation & Parks Association Conference virtually.

CARRIED

ADMINISTRATION:

15. c) High Level Agricultural Society Sponsorship Request

MOTION-21-08-590

MOVED by Councillor Driedger

That Mackenzie County sponsor High Level Agricultural Society in the amount of \$5,000 for the 2021 Extreme Indian Relay Racing

Finals.

CARRIED

ADMINISTRATION: 15. d) Alberta Metis Association General Assembly

MOTION-21-08-591 MOVED by Councillor Wardley

That Councillor Cardinal be authorized to attend the Alberta Metis Association 93rd Annual General Assembly August 19-22, 2021 in Smoky Lake.

CARRIED

ADMINISTRATION: 15. e) Council Meeting Date

MOTION-21-08-592 MOVED by Councillor Bateman
 Requires Unanimous

That a Budget Council Meeting be scheduled for October 12, 2021 and Budget/Orientation Workshops be scheduled for November 4 and 5, 2021.

CARRIED UNANIMOUSLY

**COUNCIL
 COMMITTEE
 REPORTS:**

16. a) Council Committee Reports (verbal)

MOTION 21-08-593 MOVED by Councillor Cardinal

That the Council Committee Reports be received for information.

CARRIED

**COUNCIL
 COMMITTEE
 REPORTS:**

16. b) Inter-municipal Planning Commission Meeting Minutes

MOTION 21-08-594 MOVED by Councillor Bateman

That the unapproved Inter-municipal Planning Commission meeting minutes of July 7, 2021 be received for information.

CARRIED

COUNCIL

16. c) Municipal Planning Commission Meeting Minutes

**COMMITTEE
 REPORTS:**

MOTION 21-08-595 MOVED by Councillor Cardinal

That the unapproved Municipal Planning Commission meeting minutes of July 29, 2021 be received for information.

CARRIED

**INFORMATION /
 CORRESPONDENCE:**

17. a) Information/Correspondence

Councillor A. Peters left the meeting at 4:41 p.m.

MOTION 21-08-596 MOVED by Councillor Wardley

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

CARRIED

Reeve Knelsen recessed the meeting at 4:50 p.m. and reconvened at 5:01 p.m.

MOTION 21-08-597 MOVED by Councillor Wardley

That Council move into a closed meeting at 5:01 p.m. to discuss the following:

- 4.a) Update on Disaster Recovery Mitigation (s. 23, 24, 25)
- 4.b) Conditional Grant Agreement (s. 25, 27, 29)

CARRIED

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

- All Members of Council excluding Councillor A. Peters
- Byron Peters, Deputy Chief Administrative Officer
- Jennifer Batt, Director of Finance
- Jeff Simpson, Director of Operations
- Don Roberts, Director of Community Services
- Caitlin Smith, Manager of Planning & Development/Recording Secretary

Administration left the Closed Meeting at 5:23 p.m.

MOTION 21-08-598 **MOVED** by Councillor E. Peters

That Council move out of a closed meeting at 5:40 p.m.

CARRIED

CLOSED MEETING: **4. a) Update on Disaster Recovery Mitigation**

MOTION 21-08-599 **MOVED** by Councillor Bateman

That the Disaster Recovery Mitigation be received for information.

CARRIED

CLOSED MEETING: **4. b) Conditional Grant Agreement**

MOTION 21-08-600 **MOVED** by Councillor Bateman

That the Mitigation Conditional Grant Agreement Schedule "A" be amended as discussed.

CARRIED

NOTICE OF MOTION: **18. a)**

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

DATE:

Regular Council Meeting
September 14, 2021
10:00 a.m.
Fort Vermilion Council Chambers

Budget Council Meeting
October 12, 2021
10:00 a.m.
Fort Vermilion Council Chambers

Organizational Meeting
October 26, 2021
10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT: 20. a) Adjournment

MOTION 21-08-601 MOVED by Councillor Jorgensen

That the council meeting be adjourned at 5:45 p.m.

CARRIED

These minutes will be presented to Council for approval on September 14, 2021.

Joshua Knelsen
Reeve

Lenard Racher
Chief Administrative Officer

UNAPPROVED



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 14, 2021
Presented By:	Don Roberts, Director of Community Services
Title:	Fort Vermilion Waste Transfer Station Caretaker Contract

BACKGROUND / PROPOSAL:

Administration advertised for the Caretaking Contract at the Fort Vermilion Waste Transfer Station. This is a 36 month contract expiring on September 16, 2024.

Closing date for the proposal is September 13, 2021 at 4:30 p.m.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

2022 Operating budget

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

POLICY REFERENCES:

RECOMMENDED ACTION:

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

Motion 1

Simple Majority Requires 2/3 Requires Unanimous

That the Fort Vermilion Waste Transfer Station Caretaker Contract Envelope #1 be opened.

Motion 2

Simple Majority Requires 2/3 Requires Unanimous

That the unqualified Fort Vermilion Waste Transfer Station Caretaker Contract proposals be returned to the senders without opening Envelope #2.

Motion 3

Simple Majority Requires 2/3 Requires Unanimous

That the Fort Vermilion Waste Transfer Station Caretaker contract be awarded to the lowest qualified bidder while staying within budget.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 14, 2021
Presented By:	Byron Peters, Deputy Chief Administrative Officer
Title:	Tenders - Gravel Pit Clearing & Overburden Removal

BACKGROUND / PROPOSAL:

Administration advertised the Clearing, Topsoil, Subsoil, Overburden Removal, Bailing and Stockpiling Aggregate – Invitation to Tender on Alberta Purchasing Connection (APC) and Mackenzie County Facebook. Submissions were due at Fort Vermilion County Office by Monday September 13, 2021 at 4:00 pm.

The scope of work for this tender includes but is not limited to Clearing, Topsoil, Subsoil, Overburden Removal, Bailing and Stockpiling Aggregate at three locations:

1. Schedule A: Fidler Pit SE 8-110-15-5
2. Schedule B: Tompkins Pit NW 3- & N1/2 4-105-18-5
3. Schedule C: Ramsey/Lizotte Pit E1/2 27-108-13-5

OPTIONS & BENEFITS:

Mackenzie County typically crushes gravel every three years in order to ensure an adequate supply of gravel for municipal purposes. 2021 should have been a crushing year, but due to several circumstances the decision was made during the 2021 budget deliberations to delay crushing for one year. Council also provided direction to ensure the pits are ready for crushing in 2022.

COSTS & SOURCE OF FUNDING:

2021 Operating budget \$300,000

SUSTAINABILITY PLAN:

Author: S Gibson **Reviewed by:** B Peters **CAO:** _____

COMMUNICATION / PUBLIC PARTICIPATION:

Successful candidates will be notified by WSP.

POLICY REFERENCES:

Policy FIN025 Purchasing Authority Directive and Tendering Process

RECOMMENDED ACTION:

Motion 1:

Simple Majority Requires 2/3 Requires Unanimous

That the 'Gravel Pit Clearing & Overburden Removal' Tenders - Envelope #1 be opened.

Motion 2: (if required)

Simple Majority Requires 2/3 Requires Unanimous

That the unqualified 'Gravel Pit Clearing & Overburden Removal' Tenders be returned to the senders without opening Envelope #2.

Motion 3:

Simple Majority Requires 2/3 Requires Unanimous

That the 'Gravel Pit Clearing & Overburden Removal' Tenders - Envelope #2 be opened for the qualified bidders.

Motion 4:

Simple Majority Requires 2/3 Requires Unanimous

That Administration review the tenders and return for awarding later in the meeting.

Motion 5:

Simple Majority Requires 2/3 Requires Unanimous

That the 'Gravel Pit Clearing & Overburden Removal' contracts be awarded to the lowest qualified bidders while staying within budget.

Author: S Gibson Reviewed by: B Peters CAO: _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 14, 2021
Presented By:	John Zacharias, Director of Utilities
Title:	TENDER Hamlet of Zama City – Water Treatment Plant Upgrading

BACKGROUND / PROPOSAL:

Administration engaged MPE Engineering to prepare and advertise the retender for 'Hamlet of Zama City – Water Treatment Plant Upgrading'. Submissions were due at Fort Vermilion County office September 13, 2021 at 4:30 p.m.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

Zama Water Treatment Plant Upgrading TCA
Remaining Budget - **\$749,716**

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

Successful bidders will be notified.

POLICY REFERENCES:

Policy FIN025 Purchasing Authority Directive and Tendering Process

Author: S Martens **Reviewed by:** _____ **CAO:** _____

RECOMMENDED ACTION:

Motion 1:

- Simple Majority Requires 2/3 Requires Unanimous

That the 'Water Treatment Plant Upgrading' Tender - Envelope #1 be opened.

Motion 2: (if required)

- Simple Majority Requires 2/3 Requires Unanimous

That the unqualified 'Water Treatment Plant Upgrading' Tender be returned to the senders without opening Envelope #2.

Motion 3:

- Simple Majority Requires 2/3 Requires Unanimous

That the 'Water Treatment Plant Upgrading' Tender - Envelope #2 be opened for the qualified bidders.

Motion 4:

- Simple Majority Requires 2/3 Requires Unanimous

That Administration review the tenders and return for awarding later in the meeting.

Motion 5:

- Simple Majority Requires 2/3 Requires Unanimous

That the 'Water Treatment Plant Upgrading' contract be awarded to the lowest qualified bidder while staying within budget.

Author: S Martens **Reviewed by:** _____ **CAO:** _____

This bylaw would consolidate most of the existing offsite levy bylaws for La Crete, including the ones adopted earlier this year for the La Crete north storm and sanitary. Administration recommends keeping a few of the offsite levy bylaws separate, as some service additional communities and the other is a fee per lot for water and sewer treatment that applies to each of the hamlets.

Once this bylaw has been adopted, the following bylaws will be repealed:

Bylaw 223/00 (La Crete Main Sewage Lift Station)

Bylaw 338/02 (La Crete northwest sanitary main [horseshoe road])

Bylaw 440/04 (La Crete east water & sanitary)

Bylaw 474/04 (La Crete lift station 5 [Jubilee Park])

Bylaw 651/07 (La Crete sanitary main for commercial/industrial area)

Bylaw 739/09 (La Crete sanitary main for Foothills/Knelsen subdivisions)

Bylaw 763/10 (La Crete Northpoint Lift Station)

Bylaw 780/10 (RV Park Road)

Bylaw 1222-21 (La Crete North Storm)

Bylaw 1225-21 (La Crete North Sanitary)

OPTIONS & BENEFITS:

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

COSTS & SOURCE OF FUNDING:

The Offsite Levy Bylaw is attached, along with the detailed calculations which will form an appendix to the bylaw.

SUSTAINABILITY PLAN:

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

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

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

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

COMMUNICATION / PUBLIC PARTICIPATION:

Public engagement sessions were held in La Crete on April 22nd and July 20th.

Author: N Friesen Reviewed by: B Peters CAO: _____

BYLAW NO. 1231-21
BEING A BYLAW OF THE
MACKENZIE COUNTY
FOR THE IMPOSITION OF AN OFFSITE LEVY

WHEREAS, pursuant to the Municipal Government Act, R.S.A. 2000 c. M-26, as amended, enables Council by Bylaw to provide for the imposition and payment of an off-site levy in respect of land to be developed or subdivided and to authorize agreements to be entered into in respect of the payment of the levy;

WHEREAS, an off-site levy may be used to pay for all or part of the capital cost of new or expanded facilities or land required for or in connection with any new or expanded facilities for:

- (a) the storage, transmission, treatment or supplying of water;
- (b) the treatment, movement or disposal of sanitary sewage;
- (c) storm sewer drainage; or
- (d) roads required for or impacted by a subdivision or development.

WHEREAS, the County, landowners and developers have agreed to share the cost of infrastructure to support continued growth;

AND WHEREAS, Mackenzie County has created the off-site levies based on the principles and criteria set out in the Off-Site Levies Regulation, Alberta Reg 187/2017, as amended;

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

1. This Bylaw may be referred to as the “La Crete Off-Site Levy Bylaw”.

Definitions

In this bylaw, the following definitions apply:

- a) **Act** means the Municipal Government Act, RSA 2000, Chapter M-26, and amendments thereto;
- b) **Benefiting Lands** means those areas located within Mackenzie County which will benefit from the Off-Site Infrastructure or Improvements subject of this Bylaw;
- c) **CAO** means the Chief Administrative Officer of Mackenzie County, a person duly appointed pursuant to the Municipal Government Act and the Municipality’s Chief Administrative Officer Bylaw.

- d) **Council** means the Municipal Council of Mackenzie County in the Province of Alberta, as duly elected and defined in the Municipal Government Act, RSA 2000, Chapter M-26 and amendments thereto;
- e) **County** means the municipal district of Mackenzie County in the Province of Alberta;
- f) **Final Acceptance** means when the municipal improvements have been completed, including those items arising from the warranty provisions of the Developer's Agreement, and is so declared in writing by the CAO or delegate;
- g) **Land Owner/Developer** means a person or entity who submits a Subdivision or Development Permit Application, pursuant to this Bylaw;
- h) **Off-Site Infrastructure or Off-Site Improvements** means the projects specified in Schedule "B" of this Bylaw in and around the Hamlet of La Crete.

Off-Site Levies

- 2. The off-site levy rates are set out in Schedule A.
- 3. The off-site levies have been calculated as described in Schedule B.
- 4. Any proposed development on lands outside of the defined areas identified in Schedule B that desires to connect to municipal infrastructure that is subject to a levy as set out in Schedule A and Schedule B shall be required to contribute to the applicable levies. In these circumstances, the levy rate shall be negotiated by the Development Authority and approved by Council. All other provisions of this bylaw shall remain applicable.

Subsidies

- 5. The Council may by resolution direct that the County subsidize the payment of any levy imposed under this Bylaw, from one or more funding sources identified in the resolution, in any amount up to and including the whole amount of the levy.
- 6. If the Council has passed a resolution under Section 5, then the amount of the subsidy must be reviewed by the CAO every year in conjunction with the annual levy report set out under Section 13, and the Council may at that time pass a resolution to rescind the previous resolution and impose a different level of subsidy, if any, which resolution may be passed by simple majority despite any provision of the Procedure Bylaw.

Payment of Levies

- 7. The Administration of Mackenzie County may enter into an agreement in respect to payment of the off-site levy with all affected landowners.

8. A levy imposed on a subdivision shall form a part of the developer's agreement. The off-site levy payment shall be made prior to registration of the subdivision, **unless an agreement is made in accordance with Sections 10 and 11.**
9. A levy imposed on a development shall be paid prior to release of the development permit.
10. Notwithstanding Sections 8 and 9 above, if an application results in levies greater than ~~\$200,000~~ **\$150,000** the following payment deferment option is made available to developers in accordance with the following:
 - ~~a) 1/3 of the calculated levy amount shall be paid in accordance with Sections 8 and 9 above;~~
 - ~~b) 1/3 of the calculated levy amount shall be paid within one year from the payment date made in accordance with Sections 8 and 9 above;~~
 - ~~c) the remaining calculated levy amount shall be paid within two years from the payment date made in accordance with Sections 8 and 9 above;~~
 - d) Adequate security as determined by the CAO shall be provided by the developer for the deferred payment of Off-site Levies;
 - e) 0% of the calculated levy amount may be paid prior to the signing of the developer's agreement;**
 - f) 1/3 of the calculated levy amount shall be paid annually, beginning one (1) year following the date of subdivision approval;**
 - g) The remaining calculated levy amount shall be paid, in full, prior to release of security at the time of Final Acceptance of the subdivision.**
11. Interest on any outstanding levy shall be calculated from the time of payment at the rate of 1.5% per month.
12. Any Off-site Levies pursuant to this bylaw that are not paid when due will prevent a deferred payment option in the future. The County may use any remedy available to the County for the collection of late or non-payment of levies.

Annual Report

13. The County shall report annually to Council regarding the levies in a format acceptable to the CAO.

Annual Inflation

14. The amount of levies outlined in Schedule 'A' for the sanitary sewer and water levies will be automatically adjusted every year on January 1 by Mackenzie County by 2%.

Enactment

15. The following bylaws are hereby repealed: Bylaw 223/00; Bylaw 338/02; Bylaw 440/04; Bylaw 474/04; Bylaw 651/07; Bylaw 739/09; Bylaw 763/10; Bylaw 780/10; Bylaw 1222-21; and Bylaw 1225-21.

16. Bylaw 319/02 shall be amended by removing all references to the Hamlet of La Crete.

17. This bylaw comes into force at the beginning of the day of third and final reading thereof.

READ a first time this 23rd day of June, 2021.

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

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

Reeve

Chief Administrative Officer

BYLAW NO. 1231-21

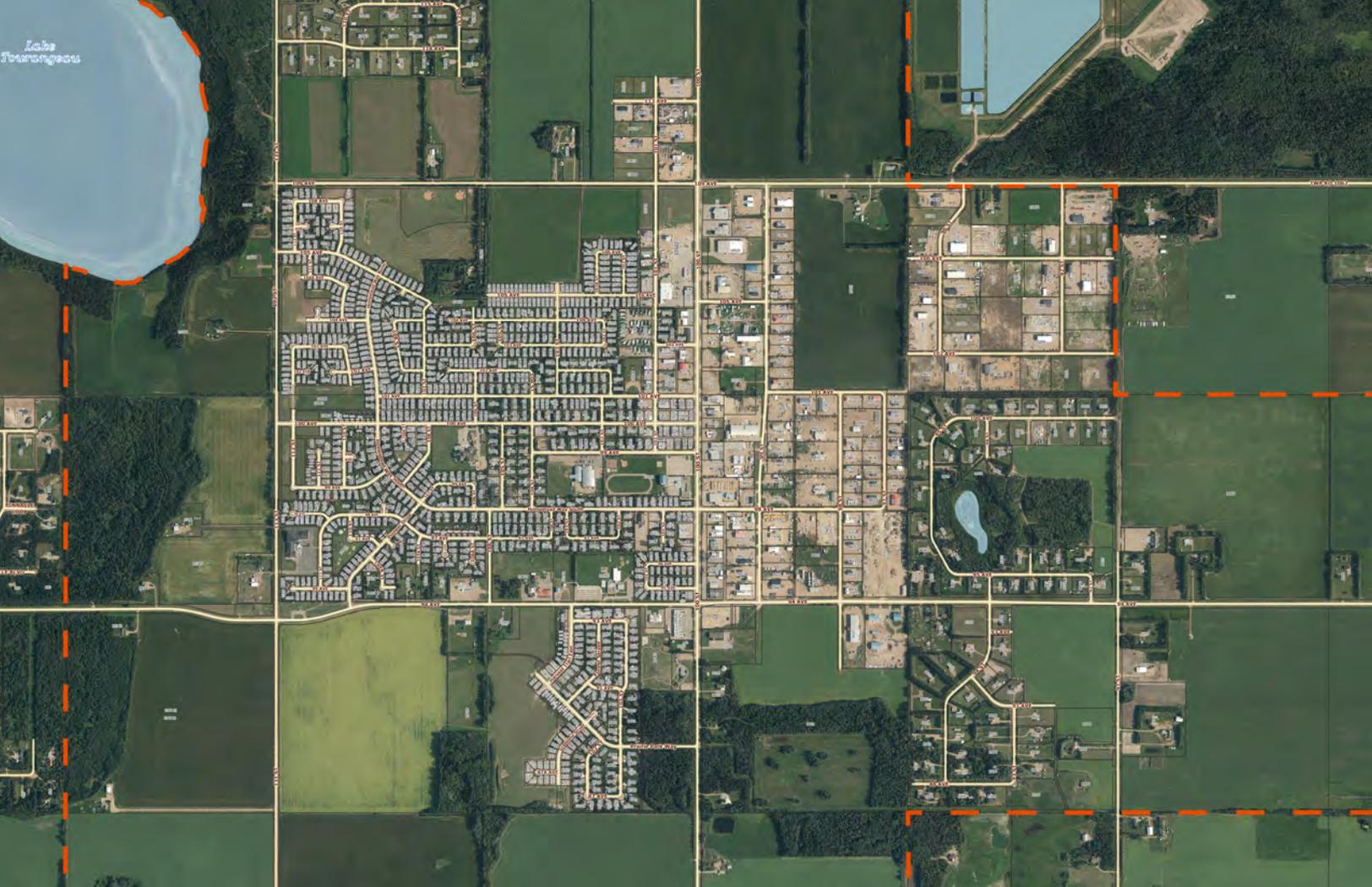
SCHEDULE "A"

1. The off-site levy rates are set out in the table below and apply to the areas outlined in Schedule B:

Levy	Catchment Area	Rate(\$ per hectare)
Transportation	1	\$933
	2	\$0
Water	Not applicable	\$5,862
Sanitary Sewer	1	\$12,167
	2	\$19,920
	3	\$23,992
Storm Sewer	1	\$10,795
	2	\$0
LPS Connection	Not applicable	\$2,706

BYLAW NO. 1231-21

SCHEDULE "B"



Mackenzie County (La Crete) Off-Site Levy Background

2021



Mackenzie County

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Executive Summary

This background report forms part of the Off-site Levy Bylaw. The report provides background information and transparency on the growth assumptions, infrastructure projects and costs, and the rationale for the methods used.

Mackenzie County, land owners and developers have shared in the costs of infrastructure to support growth. Over the last twenty years, the County has contributed a much larger share of the costs of infrastructure as a method to help spur economic activity. Moving forward over the next twenty years the County is currently prepared to continue to contribute towards a greater share of the costs of infrastructure to support growth.

This Off-site Levy Bylaw includes the following types of infrastructure:

- (a) the storage, transmission, treatment or supplying of water;
- (b) the treatment, movement or disposal of sanitary sewage;
- (c) storm sewer drainage; or
- (d) roads required for or impacted by a subdivision or development.

The County at this time has determined no community services as listed in s.648(2.1) of the Municipal Government Act will be included in the Off-site Levy Bylaw.

This Off-site Levy Bylaw was created following the principles and criteria as set out in the Off-Site Levies Regulation AR 187/2017.

Principles

The following principles guided the development of the Off-Site Levy Bylaw:

Financial Sustainability

Mackenzie County has historically contributed a larger proportion of funding for infrastructure improvements that benefit growth than developers and land owners. Over time this has created a greater burden on the municipality. This bylaw helps Mackenzie County become financially more sustainable.

Clear and Transparent

The method used to calculate the levies should be transparent and easy to understand. This applies to the financial reporting and periodic review of the off-site levy.

Fairness and Equity

The equitable allocation of benefit and cost is a key principle this levy has been developed under. Current and future development considerations have been considered that allocate the benefit of new infrastructure to the current hamlet population and to future residents of La Crete.

Efficiency

A bylaw that is easily administered and can be easily updated through an off-site levy review is beneficial to both Mackenzie County and land owners/developers.

Allocation of Benefit

The allocation of benefit for each infrastructure type has been determined by assessing the benefit that the new or upgraded infrastructure will provide to existing development, to new urban growth and in the case of sanitary sewer infrastructure, the benefit provided to rural residential development that connects through a low pressure sanitary connection into the urban sanitary sewer system.

The allocation of benefit has been further determined by assessing the geographical area the new or upgraded infrastructure provides a benefit to in the case of new growth areas. For the Transportation and Storm Sewer infrastructure included in this bylaw, determining the exact area of benefit has been relatively simple with only one infrastructure project identified under each type. For the water and sanitary sewer infrastructure, the allocation of benefit among growth areas is partly dependent on timing of growth in different geographic areas.

Hamlet-wide Versus Catchment Based Levies

There are two main methods of setting up a new bylaw. The first method is to develop a catchment system where particular areas are defined and the infrastructure necessary to service those areas is determined. Levies are then charged based on the benefit that catchment is receiving from the infrastructure.

A second method is to charge one levy rate for each piece of infrastructure across La Crete. The

benefit of this method is it can provide a more sustainable system to the County and to developers by allowing funds for a particular infrastructure type to be used across many projects of the same type. This allows the County to put funds toward infrastructure where it is needed. An off-site levy constructed in this manner creates efficiencies to County Administration.

In this bylaw, the water levy is calculated hamlet-wide and the sanitary, transportation and storm water levies have been calculated using a catchment method. Details about the levy calculation for each infrastructure type is described under the applicable sections.

Unit of Calculation

For the water, sanitary sewer, storm water and transportation infrastructure types, the levies have been calculated on a per hectare amount. This creates an efficient method of calculation and is the most representative of the cost to benefit. Should a water and wastewater treatment levy be incorporated in the future, it should be calculated on a capacity basis.

Growth Analysis

The purpose of an off-site levy is to have new growth help pay for the infrastructure that is required to service new development. If new growth is not occurring or not desired in a particular area, then an off-site levy may not be required at that time.

The La Crete Area Structure Plan and the Mackenzie County Municipal Development Plan were reviewed to understand identified growth patterns in the statutory plans. In addition, work that had been completed in the creation of a new Municipal Development Plan was also considered. Due to the age of the La Crete Area Structure Plan, population trends and future population projections of La Crete were determined from the 2018 Municipal Census. The 2018 Municipal Census is used as the base for the last known population of La Crete and is 3,643 people. Since the 2006 Federal Census, the population of La Crete has grown an average of 3.4 per cent per year from the 2006 census. Comparing the 2018 population to the municipal census results from 2010 and 2015 demonstrate that the population growth rate has declined to an average annual growth rate of approximately 2.9 per cent.

To determine the population projections an annual growth rate of 3 per cent, 3.5 per cent and 4 per cent was projected out to a 20-year time horizon. These growth rates can be categorized as a low, medium and high growth scenario respectively.

Table 1 – Projected population growth for La Crete

Year	3%	3.5%	4%
2018	3643	3643	3643
2021	3981	4039	4098
2026	4615	4797	4986
2031	5350	5697	6066
2036	6202	6767	7380
2041	7190	8037	8979

A second view of growth is taken from analyzing the hectares of development that occur every year. To determine how many hectares of growth are likely to occur over the course of the off-site levy, a review of the last 10 years subdivision absorption was completed. Over the last 10 years approximately 131 hectares of development occurred and over the last 5 years, there was approximately 47 hectares of development. The hectares of development significantly vary year to year. A review of the hectares of development over the course of the last 10 years coincides with the population information whereby there is a modest decline in the rate of growth in La Crete.

Looking out to 2041, this bylaw has used an assumption of 300 hectares of land being absorbed over the next twenty years.

A review of lot absorption was also conducted because some of the existing off-site levy bylaws are charged on a per lot basis and this may be a desirable option moving forward to charge in this manner for certain infrastructure types. Over the last 10 years 302 lots were created, 120 of those lots being created in the last 5 years.

Balance Carried Forward

In Mackenzie County eight off-site levy bylaws currently exist and are still collecting levies for infrastructure constructed by the County in the 2000's. The outstanding balance will carry forward to the sanitary sewer and water levies.

Time Frame

This off-site levy uses a revolving timeframe to calculate the levies. The levies have been calculated using a 20 year build out horizon. A 20-year time horizon was chosen in large part to coincide with the existing engineering reports and in part as a reasonable time period to plan for growth. Uncertainty increases as projections go beyond this period and a shorter time period increases the difficulty of long-term planning and implementing of large-scale infrastructure upgrades.

Exempted Lands

In accordance with the legislation, lands that have previously contributed to off-site levies for specific infrastructure shall be exempt from levies for the same infrastructure.

The Off-site Levies shall be applied to the Gross Developable Area of a parcel excluding Environmental Reserve.

Transportation

The transportation levy was calculated using a catchment method. This method is best suited for this infrastructure type to maintain the principle that the benefiting lands contribute to the infrastructure costs that are providing the benefit. At this time the off-site levy bylaw does not include future transportation infrastructure to support growth. There is an existing transportation off-site levy bylaw for the Range Road 15-2 project that has a well-defined benefiting area. To maintain the principle that those land owners/developers who pay the levy are the land owners/developers who receive the benefit of the infrastructure, the transportation levy has been divided into two catchment areas, illustrated in Map 1. If transportation infrastructure is identified in the future for catchment 2, it can be added into the levy at that time.

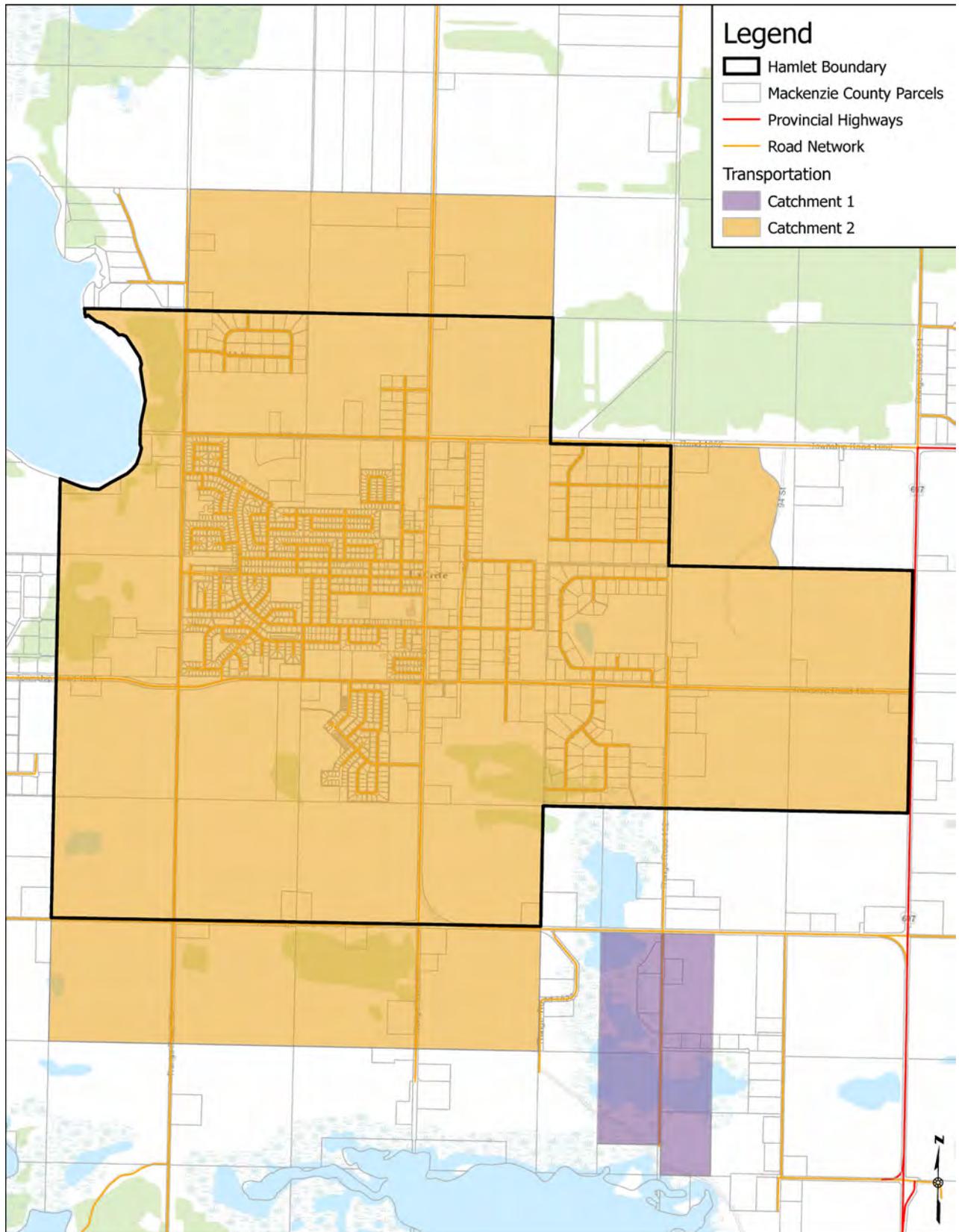
Table 2 – Transportation Infrastructure

Category	Project	Pre-paid Contribution	Growth Contribution	Total
Transportation Infrastructure	Range Road 15-2	\$50,000	\$70,000	\$120,000

$$\text{Levy Calculation} = \frac{\text{Infrastructure Cost} - \text{Pre-paid contribution}}{\text{Remaining Benefitting Area in Hectares}} = \$ \text{ per hectare}$$

$$\text{Levy Calculation} = \frac{\$70,000}{75 \text{ ha}} = \$933 \text{ per hectare}$$

Map 1 - Transportation Levy Catchments



Water

The water levy includes linear distribution infrastructure upgrades and extensions as well as the balance carried forward of \$327,735 from the existing off-site levy bylaws. The allocation of benefit has been determined through the modeling work performed by MPE Engineering Ltd. as outlined in the 2016 Infrastructure Master Plan for La Crete. The allocation of benefit has been assigned to existing development if applicable and new growth. The costs included in the levy calculation for new construction includes only the costs attributed to new growth. The water levy has been developed using a revolving timeframe of 20 years and is implemented hamlet-wide as illustrated in Map 2. It is anticipated that 300 hectares of development will be absorbed over the next 20 years. This method was chosen to calculate the water levy for the reason that upgrades to water flow in the looped system will be required to support continued growth. Population growth beyond 20 years will require additional infrastructure as growth continues.

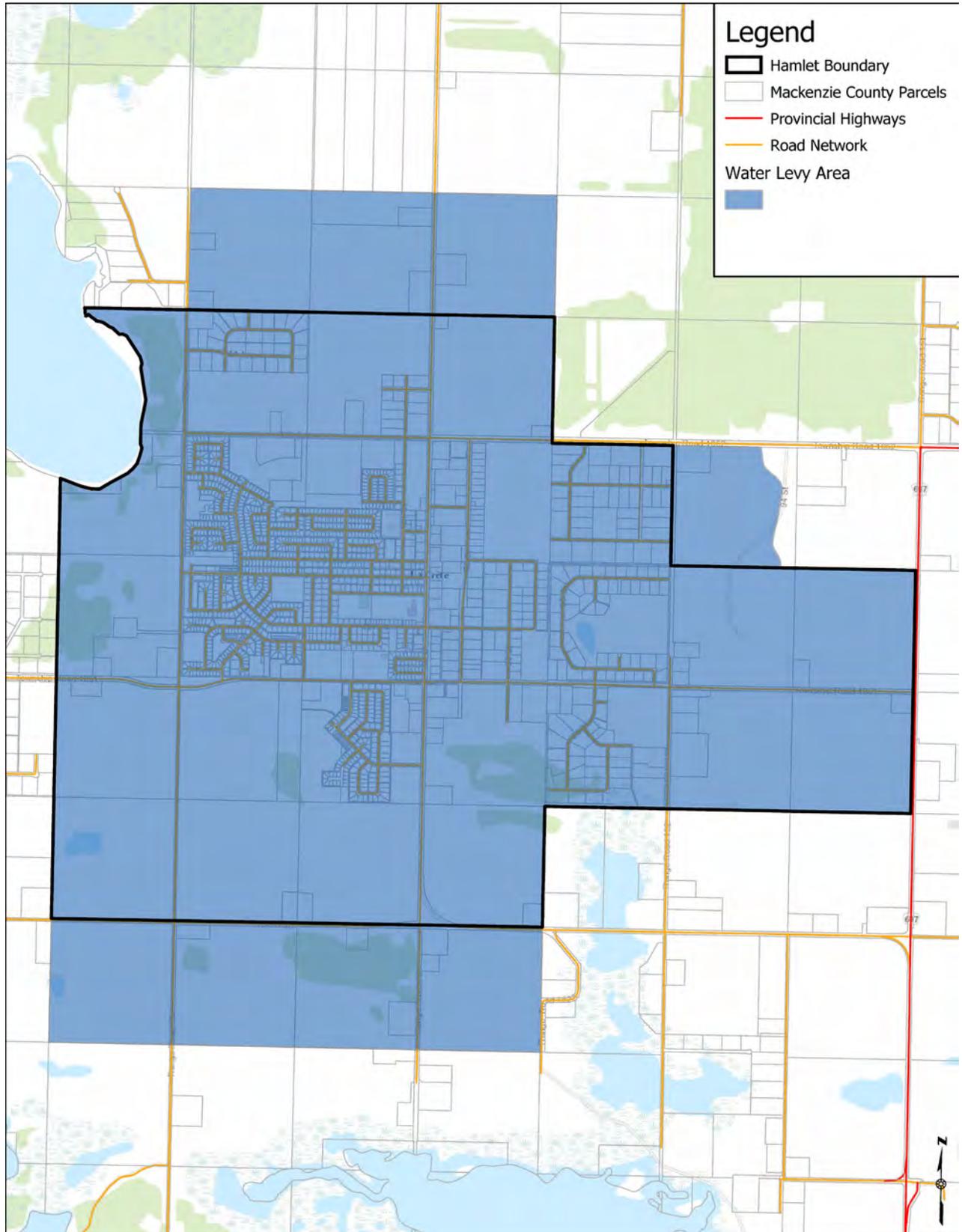
Table 3 – Water Infrastructure

Category	Project	Existing Contribution	Growth Contribution	Total
Water Linear Infrastructure	W5 200/300mm – 750/240m	\$0	\$1,431,000	\$1,431,000

$$\text{Levy Calculation} = \frac{\text{Outstanding Balance} + \text{New Infrastructure}}{\text{Anticipated Hectares of Development}} = \$ \text{ per hectare}$$

$$\text{Levy Calculation} = \frac{\$1,758,735}{300 \text{ ha}} = \$5,862 \text{ per hectare}$$

Map 2 - Water Levy Area



Sanitary Sewer

The sanitary sewer levy includes the linear sewer collection infrastructure upgrades and extensions, new and upgraded lift stations and the balance carried forward of \$1,405,138 from the existing off-site levies. The infrastructure requirements used to determine the sanitary sewer levy were determined through the 2016 Infrastructure Master Plan for La Crete report by MPE Engineering Ltd and by the 2020 North Sanitary Trunk Sewer Design report by Helix Engineering Ltd and infrastructure identified in the 2020 South Sanitary Trunk Sewer Design Report by Helix Engineering Ltd. The allocation of benefit has been assigned to existing development and new growth. The costs included in the levy calculation for new construction includes only the costs attributed to new growth. The sanitary sewer levy has been developed using a catchment method with three catchments identified that represent the areas of benefit that new infrastructure has been allocated to. The three catchments are identified in Map 3. The balance carried forward has been allocated to catchment 1, as this is the area that has received the benefit of the previously constructed infrastructure.

A portion of the North Sanitary Trunk and South Sanitary Trunk has been designed to accommodate Low Pressure Sewer (LPS) flows from rural country residential development that may tie into La Crete's sanitary system. The north and south sanitary LPS levy has been combined for efficiency and is not geographically identified due to the unknown certainty of which specific parcels may subdivide and have rural development occur on. The LPS levy calculations would be similar for each sanitary trunk. The LPS levy has been developed through a cost allocation of \$2,858,000 spread over 1,056 hectares resulting in a levy rate of \$2706 per hectare.

The growth contribution less the Low Pressure Sewer portion of costs has been used to calculate the levy rates for the three catchments.

Table 4 – Sanitary Sewer Infrastructure

Category	Project	Existing Contribution	Growth Contribution	Total
Sanitary Linear Infrastructure - Catchment 1	S4 300mm - 580m	\$542,762	\$65,238	\$608,000
	S5 525mm - 730m	\$1,058,549	\$933,451	\$1,992,000
	S6 600mm - 350m	\$898,178	\$105,822	\$1,004,000
	S7 250mm - 130m	\$198,033	\$85,967	\$284,000
	S9 375mm, 300mm, 250mm - 210m, 70m, 40m	\$506,099	\$155,901	\$662,000
	S10 450mm - 70m	\$748,073	\$156,927	\$905,000
	S11 675mm - 40m	\$21,753	\$91,248	\$113,000
	Main Lift Station Capacity Upgrade	\$116,000	\$134,000	\$250,000
	Main Lift Station Forcemain Upgrade	\$1,925,000	\$2,235,000	\$4,160,000

Category	Project	Existing Contribution	Growth Contribution	Total
Sanitary Linear Infrastructure - Catchment 1	Lift Station #5 Capacity Upgrade	\$64,000	\$186,000	\$250,000
	Lift Station #5 Forcemain Upgrade	\$183,000	\$537,000	\$720,000
Sanitary Linear Infrastructure - Catchment 2	North Sanitary Ph 1	\$0	\$6,389,000 See Note 1	\$6,389,000
	North Sanitary Ph 2	\$0	\$5,601,000 See Note 2	\$5,601,000
Sanitary Linear Infrastructure - Catchment 3	South Sanitary	\$0	\$13,391,000 See Note 3	\$13,391,000

Note 1: \$580,244 is allocated to country residential development outside of the levy catchment map.

Note 2: \$1,170,756 is allocated to country residential development outside of the levy catchment map.

Note 3: \$1,107,000 is allocated to country residential development outside of the levy catchment map.

Catchment 1 Levy Calculation

$$\text{Levy Calculation} = \frac{\text{Outstanding Balance} + \text{New Infrastructure}}{\text{Remaining Hectares of Development}} = \$ \text{ per hectare}$$

$$\text{Levy Calculation} = \frac{\$6,569,942}{540 \text{ ha}} = \$12,167 \text{ per hectare}$$

Catchment 2 Levy Calculation

$$\text{Levy Calculation} = \frac{\text{New Infrastructure}}{\text{Remaining Hectares of Development}} = \$ \text{ per hectare}$$

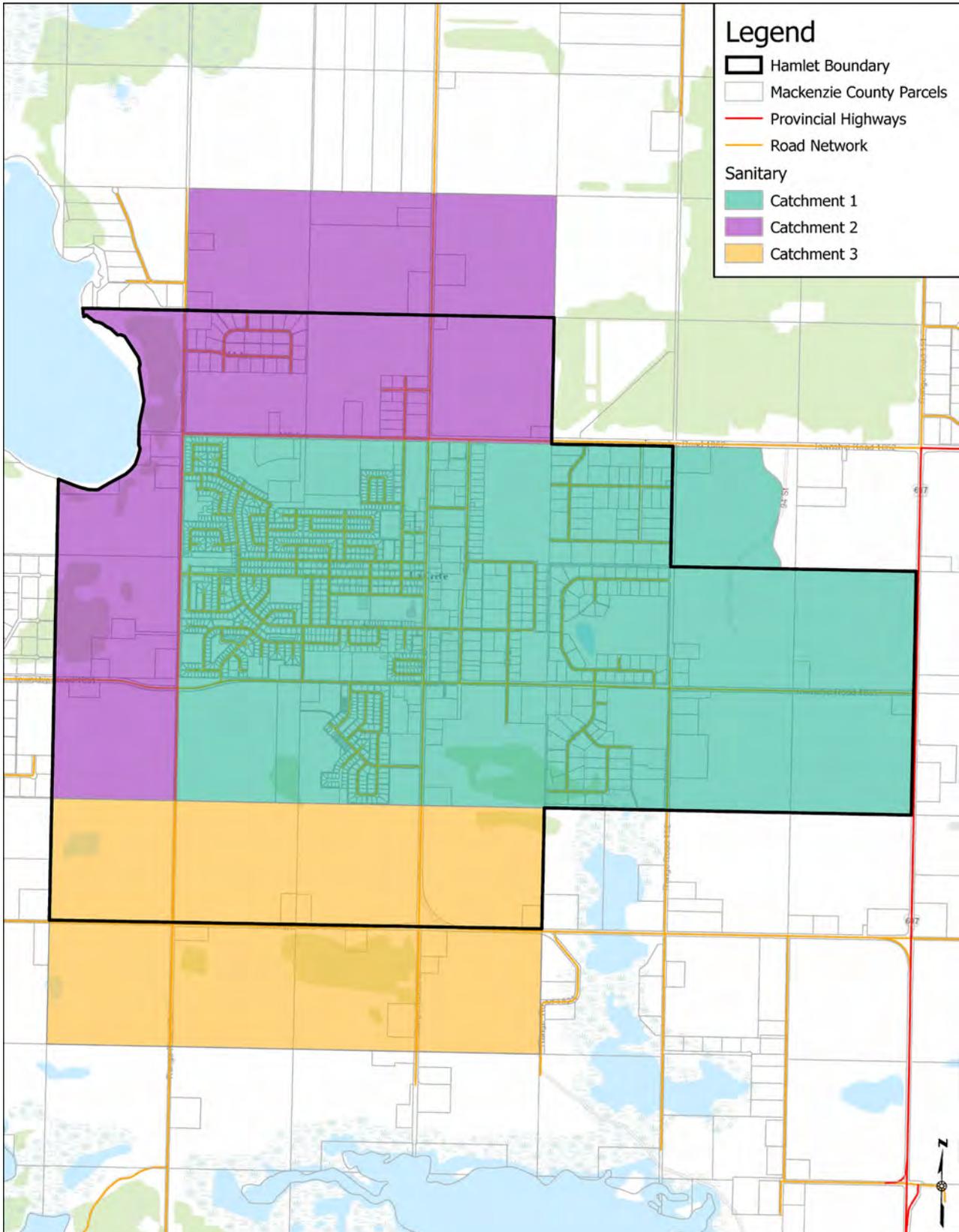
$$\text{Levy Calculation} = \frac{\$10,239,000}{514 \text{ ha}} = \$19,920 \text{ per hectare}$$

Catchment 3 Levy Calculation

$$\text{Levy Calculation} = \frac{\text{New Infrastructure}}{\text{Remaining Hectares of Development}} = \$ \text{ per hectare}$$

$$\text{Levy Calculation} = \frac{\$12,284,000}{512 \text{ ha}} = \$23,992 \text{ per hectare}$$

Map 3 - Sanitary Sewer Levy Catchments



Storm Water

A catchment based method, illustrated in Map 4, is used for the storm water levy to capture the lone storm water project, the North Storm project. There were no previous storm water levies and thus no levy deficit as part of the current levy calculation. As storm sewer infrastructure is identified in the future for growth, catchment 2 may be divided into smaller catchments.

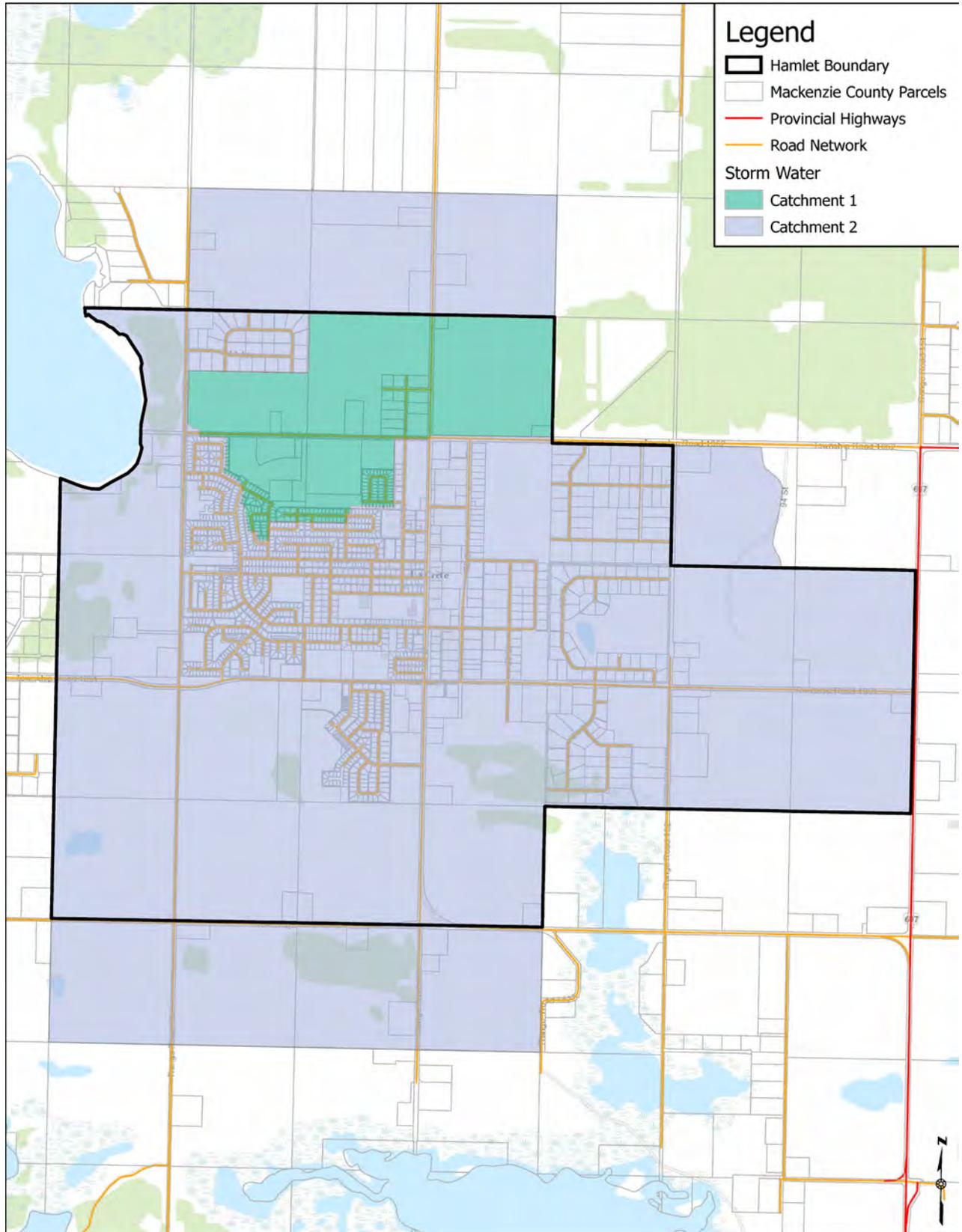
Table 5 – Storm Water Infrastructure

Category	Project	County Contribution	Growth Contribution	Total
Storm Water Infrastructure	North Storm Ponds	\$311,453	\$2,041,747	\$2,353,200

$$\text{Levy Calculation} = \frac{\text{Total Infrastructure Cost}}{\text{Benefitting Area in Hectares}} = \$ \text{ per hectare}$$

$$\text{Levy Calculation} = \frac{\$2,353,200}{217 \text{ ha}} = \$10,795 \text{ per hectare}$$

Map 4 - Storm Water Levy Catchments



Mackenzie County

PUBLIC HEARING FOR OFF-SITE LEVY BYLAW

BYLAW 1231-21

Order of Presentation

_____ This Public Hearing will now come to order at _____.

_____ Was the Public Hearing properly advertised?

_____ Will the Development Authority _____, please outline the proposed Off-Site Levy Bylaw and present his submission.

_____ Does the Council have any questions of the proposed Off-Site Levy Bylaw?

_____ Were any submissions received in regards to the proposed Off-Site Levy Bylaw? *If yes, please read them.*

_____ Is there anyone present who would like to speak in regards of the proposed Off-Site Levy Bylaw?

_____ If YES: Does the Council have any questions of the person(s) making their presentation?

_____ This Hearing is now closed at _____.

REMARKS/COMMENTS:

Proposed Bylaw 1232-21 was presented to the Municipal Planning Commission of July 15, 2021 where the following motion was made:

MPC 21-07-106 **MOVED** by Beth Kappelar

That the Municipal Planning Commission recommend to Council to APPROVE Bylaw 1232-21 being a Land Use Bylaw Amendment to rezone Plan 2938RS, Block 2, Lots 2-9 and Plan 2938RS, Block 3, Lot 11 from Hamlet Residential 1 "H-R1" to Fort Vermilion Commercial Centre "FV-CC" to accommodate commercial development, subject to public hearing input.

CARRIED

OPTIONS & BENEFITS:

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

COSTS & SOURCE OF FUNDING:

Costs consisted of advertising the public hearing and adjacent landowner letters which were borne by the flood mitigation budget.

SUSTAINABILITY PLAN:

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

COMMUNICATION/PUBLIC PARTICIPATION:

Public Hearing is required prior to second & third reading.

POLICY REFERENCES:

Not applicable at this time.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

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

That second reading be given to Bylaw 1232-21 being a Land Use Bylaw Amendment to rezone Plan 2938RS, Block 2, Lots 2-9 (inclusive) and Plan 2938RS, Block 3, Lot 11 from Hamlet Residential 1 “H-R1” to Fort Vermilion Commercial Centre “FV-CC” to accommodate commercial development.

Simple Majority Requires 2/3 Requires Unanimous

That third reading be given to Bylaw 1232-21 being a Land Use Bylaw Amendment to rezone Plan 2938RS, Block 2, Lots 2-9 (inclusive) and Plan 2938RS, Block 3, Lot 11 from Hamlet Residential 1 “H-R1” to Fort Vermilion Commercial Centre “FV-CC” to accommodate commercial development.

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

BYLAW NO. 1232-21
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 commercial development.

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:

Plan 2938RS
Block 2
Lots 2 through 9 (inclusive)

&

Plan 2938RS
Block 3
Lot 11

Within the Hamlet of Fort Vermilion, be rezoned from Hamlet Residential 1 “H-R1” to Fort Vermilion Commercial Centre “FV-CC” as outlined in Schedule “A” hereto attached.

READ a first time this 14th day of July, 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

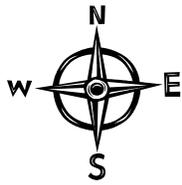
Len Racher
Chief Administrative Officer

BYLAW No. 1232-21

SCHEDULE "A"

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

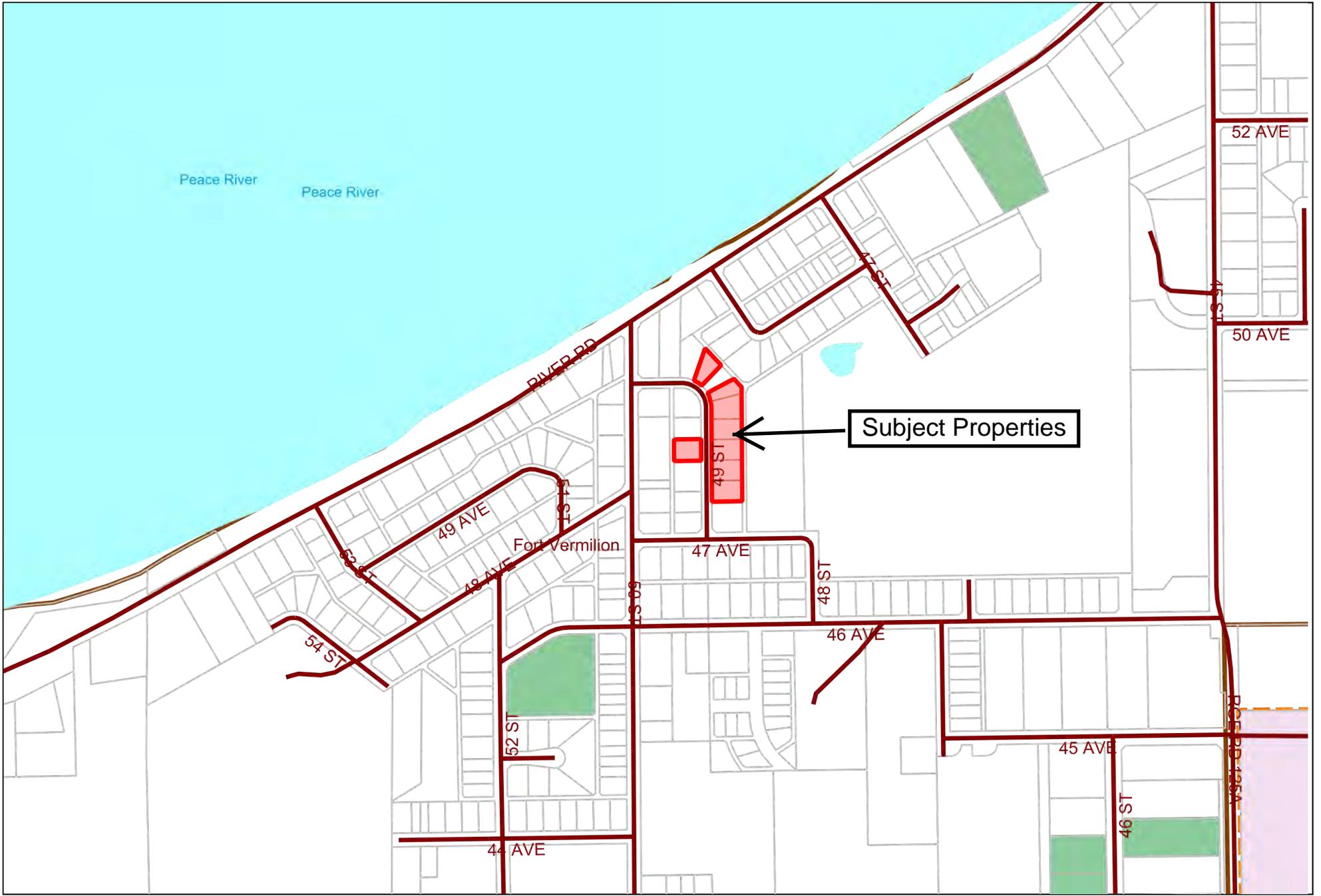
Plan 2938RS, Block 2, Lots 2 through 9 (inclusive) & Plan 2938RS, Block 3, Lot 11
within the Hamlet of Fort Vermilion be rezoned:



FROM: Hamlet Residential 1 "H-R1"

TO: Fort Vermilion Commercial Centre "FV-CC"





Mackenzie County

**PUBLIC HEARING FOR LAND USE BYLAW AMENDMENT –
REZONING**

BYLAW 1232-21

Order of Presentation

_____ This Public Hearing will now come to order at _____.

_____ Was the Public Hearing properly advertised?

_____ Will the Development Authority _____, please outline the proposed Land Use Bylaw Amendment - Rezoning and present his submission.

_____ Does the Council have any questions of the proposed Land Use Bylaw Amendment – Rezoning?

_____ Were any submissions received in regards to the proposed Land Use Bylaw Amendment - Rezoning? *If yes, please read them.*

_____ Is there anyone present who would like to speak in regards of the proposed Land Use Bylaw Amendment - Rezoning?

_____ If YES: Does the Council have any questions of the person(s) making their presentation?

_____ This Hearing is now closed at _____.

REMARKS/COMMENTS:

That the Municipal Planning Commission recommend to Council to APPROVE Bylaw 1233-21 being a Partial Plan Cancellation and Consolidation Bylaw for Plan 2938RS, Block 2, Lots 5 & 6, subject to public hearing input.

CARRIED

OPTIONS & BENEFITS:

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

COSTS & SOURCE OF FUNDING:

Costs consisted of advertising the public hearing and adjacent landowner letters, which were borne by the flood mitigation budget.

SUSTAINABILITY PLAN:

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

COMMUNICATION/PUBLIC PARTICIPATION:

Public Hearing is required prior to second & third reading.

POLICY REFERENCES:

Not applicable at this time.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That second reading be given to Bylaw 1233-21 being a Partial Plan Cancellation and Consolidation Bylaw for Plan 2938RS, Block 2, Lots 5 & 6.

Simple Majority Requires 2/3 Requires Unanimous

That third reading be given to Bylaw 1233-21 being a Partial Plan Cancellation and Consolidation Bylaw for Plan 2938RS, Block 2, Lots 5 & 6.

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

BYLAW NO. 1233-21
BEING A BYLAW OF
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA

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

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

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

WHEREAS, Mackenzie County, being the registered owner of Plan 2938RS, Block 2, Lots 5 and 6, have requested that the lands be consolidated; and

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

1. That Subdivision Plan 2938RS, Block 2, Lots 5 and 6 as outlined in Schedule “A” hereto attached, are hereby cancelled in full and shall be consolidated as Lot 25.

READ a first time this 14th day of July, 2021.

PUBLIC HEARING held this _____ day of _____, 2021.

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

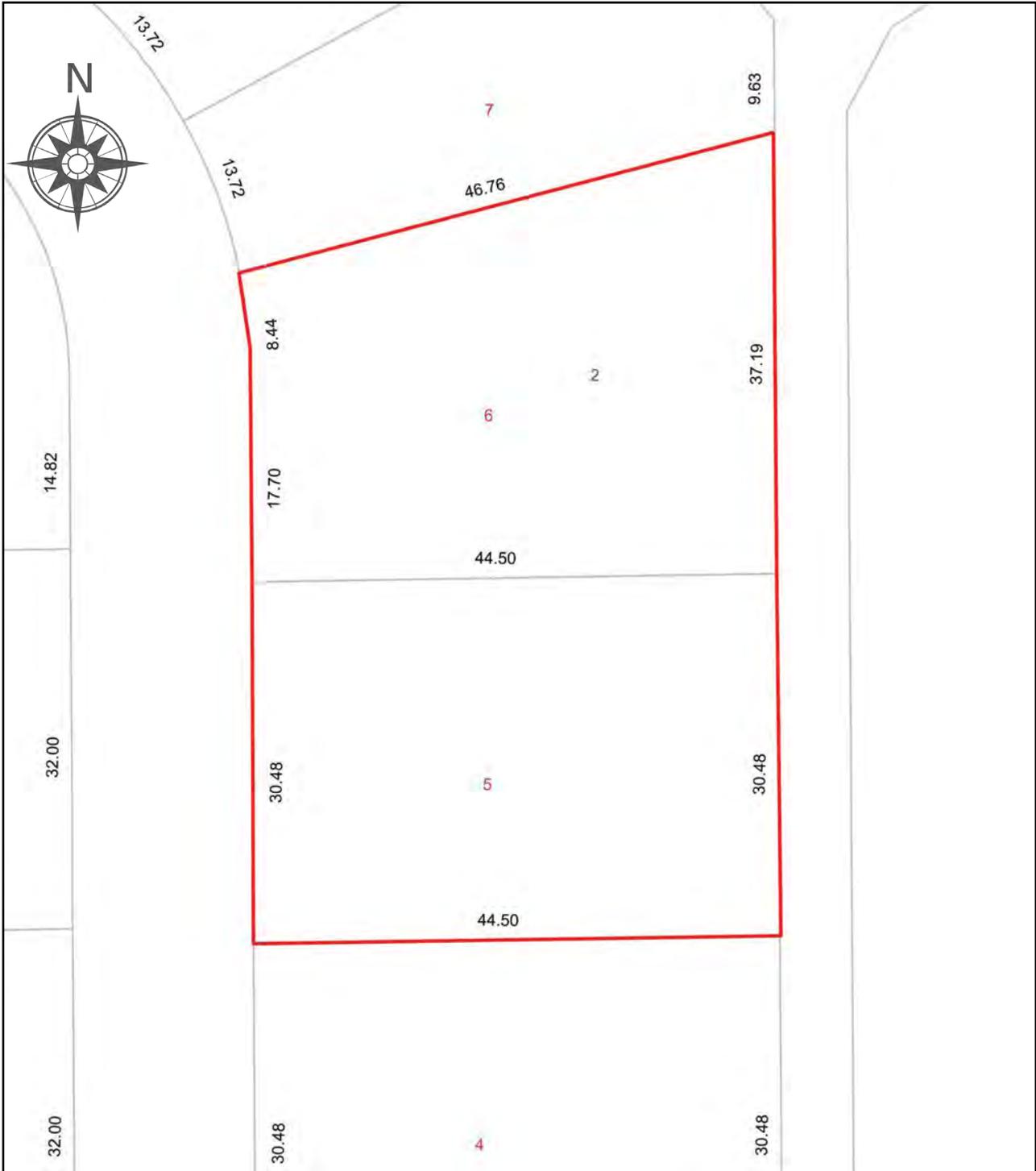
READ a third time and finally passed this _____ day of _____, 2021.

Josh Knelsen
Reeve

Len Racher
Chief Administrative Officer

BYLAW No. 1233-21

SCHEDULE "A"

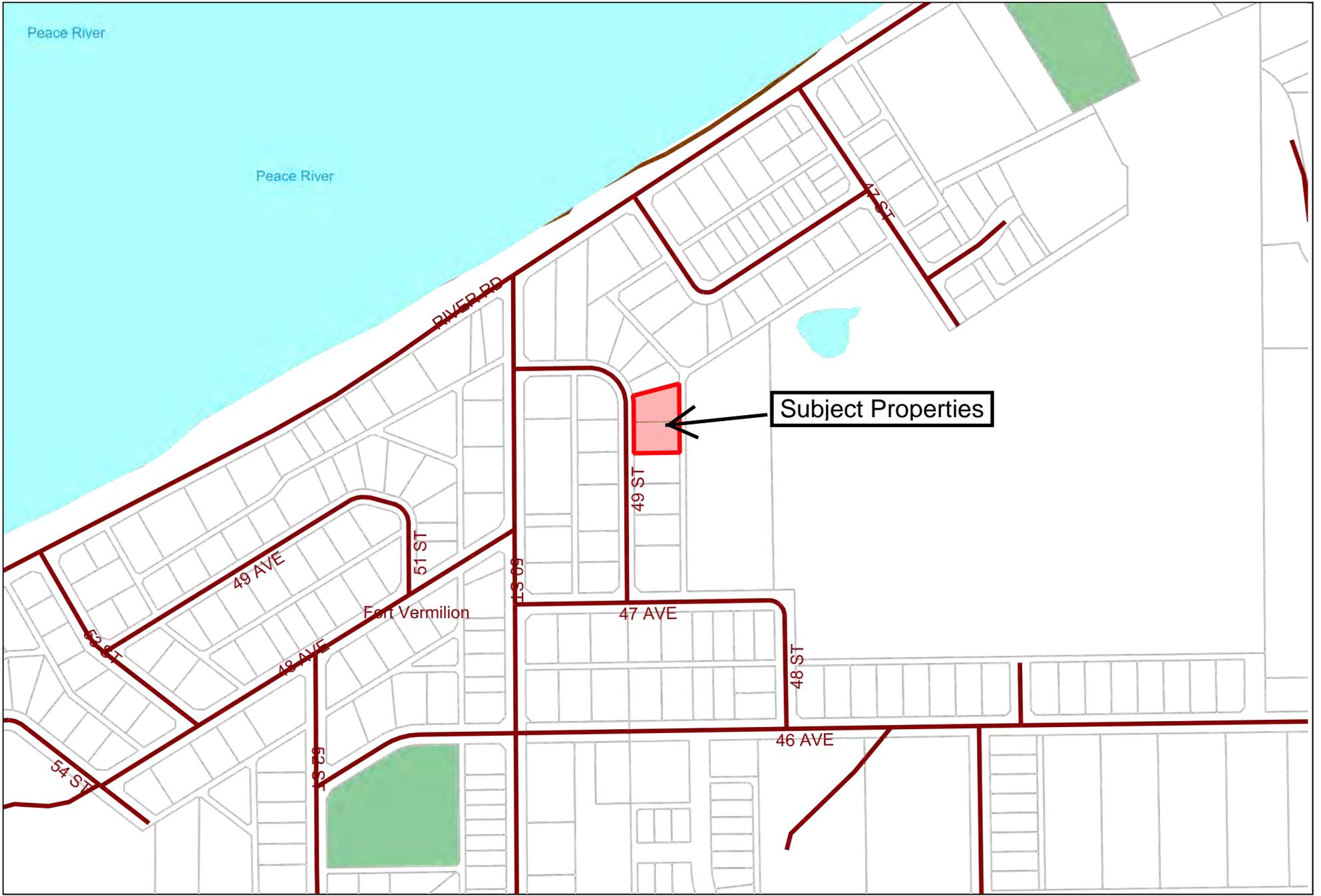




Mackenzie County

Mackenzie County

Date Created: 7/6/2021



Mackenzie County

**PUBLIC HEARING FOR PARTIAL PLAN CANCELLATION &
CONSOLIDATION**

BYLAW 1233-21

Order of Presentation

_____ This Public Hearing will now come to order at _____.

_____ Was the Public Hearing properly advertised?

_____ Will the Development Authority _____, please outline the proposed Partial Plan Cancellation & Consolidation and present his submission.

_____ Does the Council have any questions of the proposed Partial Plan Cancellation & Consolidation?

_____ Were any submissions received in regards to the proposed Partial Plan Cancellation & Consolidation? *If yes, please read them.*

_____ Is there anyone present who would like to speak in regards of the proposed Partial Plan Cancellation & Consolidation?

_____ If YES: Does the Council have any questions of the person(s) making their presentation?

_____ This Hearing is now closed at _____.

REMARKS/COMMENTS:



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 14, 2021
Presented By:	Caitlin Smith, Manager of Planning & Development
Title:	<p>PUBLIC HEARING Bylaw 1234-21 Land Use Bylaw Amendment to Rezone NE 9-106-15-W5M from La Crete Highway Commercial “LC-HC” to Institutional “I”, and from Hamlet Residential 1 “H-R1”, Hamlet Residential 2 “H-R2”, & Manufactured Home Subdivision “MHS” to Hamlet Residential 1A “H-R1A”, La Crete Town Centre “LC-TC”, & Hamlet Residential 1B “H-R1B”</p>

BACKGROUND / PROPOSAL:

Administration has received a Land Use Bylaw Amendment application to rezone NE 9-106-15-W5M from La Crete Highway Commercial “LC-HC” to Institutional “I” and from Hamlet Residential 1 “H-R1”, Hamlet Residential 2 “H-R2”, & Manufactured Home Subdivision “MHS” to Hamlet Residential 1A “H-R1A”, La Crete Town Centre “LC-TC”, & Hamlet Residential 1B “H-R1B”.

The developer has submitted a forty-eight (48) lot subdivision lot layout plan which is proposed to be residential lots with a small pocket of commercial or high-density residential development.

The developer plans to donate the north portion of the existing parcel for a Medical Facility, and would like to rezone this portion in preparation for the future development.

The La Crete Area Structure Plan identifies the north portion of the lot as commercial development and the south portion as residential development. The proposed subdivision fits within these definitions.

The proposed bylaw was presented to the Municipal Planning Commission on July 29, 2021 where the following motion was made:

MPC 21-07-121 MOVED by David Driedger

That the Municipal Planning Commission recommend to Council to

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

BYLAW NO. 1234-21
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 a new residential subdivision.

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 parcel known as:

NE 9-106-15-W5M

Within the Mackenzie County, be rezoned from La Crete Highway Commercial "LC-HC" to Institutional "I" and from Hamlet Residential 1 "H-R1", Hamlet Residential 2 "H-R2", & Manufactured Home Subdivision "MHS" to Hamlet Residential 1A "H-R1A", La Crete Town Centre "LC-TC", & Hamlet Residential 1B "H-R1B" as outlined in Schedule "A" hereto attached.

READ a first time this 18th day of August, 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

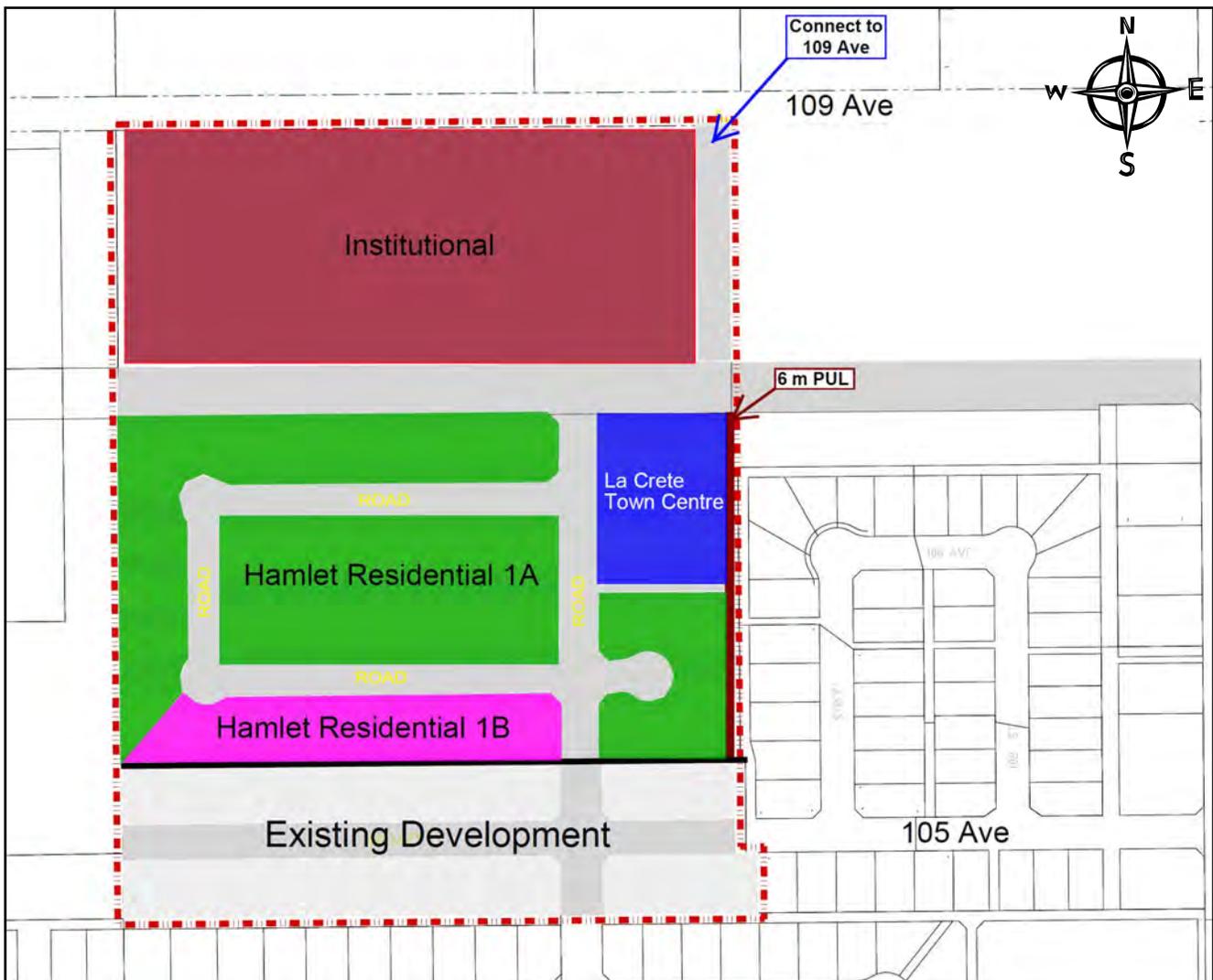
Len Racher
Chief Administrative Officer

BYLAW No. 1234-21

SCHEDULE "A"

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

NE 9-106-15-W5M within Mackenzie County, be rezoned from La Crete Highway Commercial "LC-HC" to Institutional "I" and from Hamlet Residential 1 "H-R1", Hamlet Residential 2 "H-R2", & Manufactured Home Subdivision "MHS" to Hamlet Residential 1A "H-R1A", La Crete Town Centre "LC-TC", & Hamlet Residential 1B "H-R1B":



Mackenzie County LAND USE BYLAW AMENDMENT APPLICATION

Name Of Applicant		
Address:		
City/Town		
Postal Code	Phone	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

Civic Address: _____

Land Use Classification Amendment Proposed:

From: _____ To: _____

Reasons Supporting Proposed Amendment:

I have enclosed the required application fee of: _____ Receipt No.: _____

Applicant Signature

Date

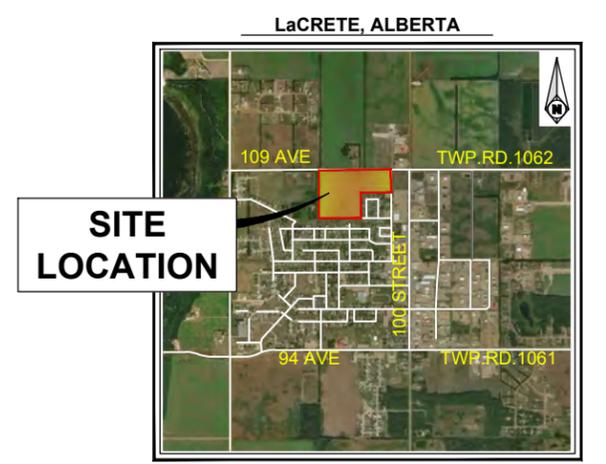
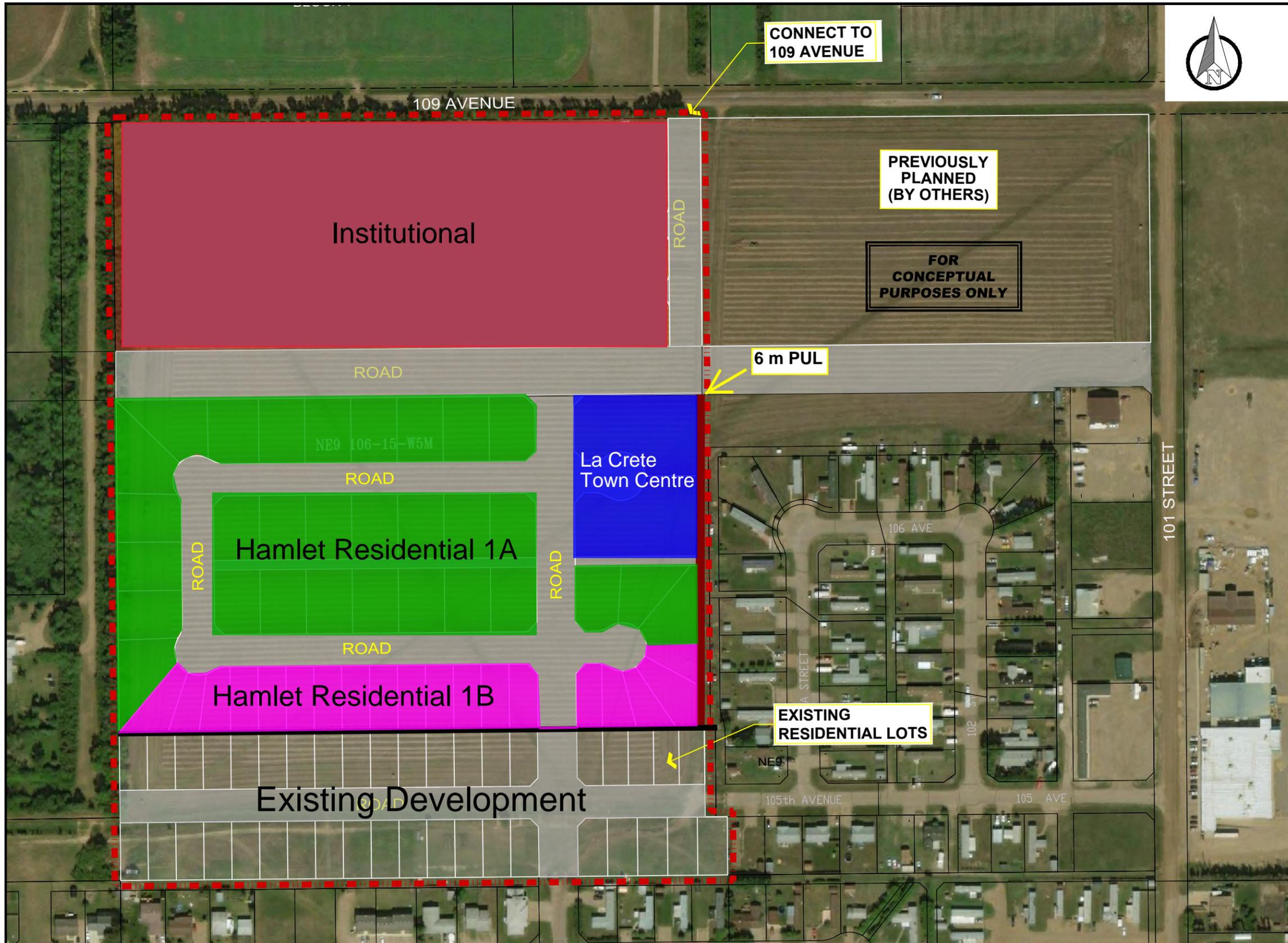
Registered Owner Signature

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.





KEY PLAN
N.T.S.

LEGEND

PROJECT BOUNDARY ■■■■■■■■■■

EXISTING ROAD —————

EXISTING PARCELS

PROPOSED RESIDENTIAL LOTS (51)

PROPOSED COMMERCIAL LOTS (4)

PROPOSED MEDICAL FACILITY

PROPOSED ROAD ROW AREA

EXISTING RESIDENTIAL LOTS

ROAD R/W AREA = 0.90ha. (2.23Ac.)

RESIDENTIAL LOT AREA = 2.46ha. (6.07Ac.)

TOTAL AREA = 3.36ha. (8.30Ac.)

PROPOSED MEDICAL FACILITY / HOSPITAL

PAVED PARKING AREA = 1.27ha. (3.14Ac.)

BUILDING & GROUNDS = 3.54ha. (8.75Ac.)

TOTAL AREA = 4.81ha. (11.89Ac.)

PROPOSED RESIDENTIAL LOTS

LOT AREA = 5.45ha. (13.47Ac.)

ROAD R/W AREA = 1.79ha. (4.43c.)

ALLEY AREA = 0.17ha. (0.41Ac.)

TOTAL AREA = 7.41ha. (18.31Ac.)

PROPOSED TOTAL ROAD AREA

NORTH ROAD = 0.28ha. (0.69Ac.)

WEST ROAD R/W = 1.33ha. (3.28Ac.)

RESIDENTIAL RD ROW = 1.79ha. (4.43Ac.)

RESIDENTIAL ALLEY = 0.17ha. (0.41Ac.)

EX. RES.RD ROW = 0.90ha. (2.23Ac.)

TOTAL LAND USE AREA = 18.29ha. (45.19Ac.)

REVISION	DESCRIPTION	BY	APPD.	YR-MM-DD
0	DESCRIPTION	TB	GP	YR-MM-DD

TECKERA
civil engineering consultants

#100 - 18130 105 AVE
EDMONTON, AB.
CANADA, T5S 2T4

PHONE:
780-250-0899
EMAIL:
info@Teckera.ca

LAND DEVELOPEMENT

CONCEPT PLAN

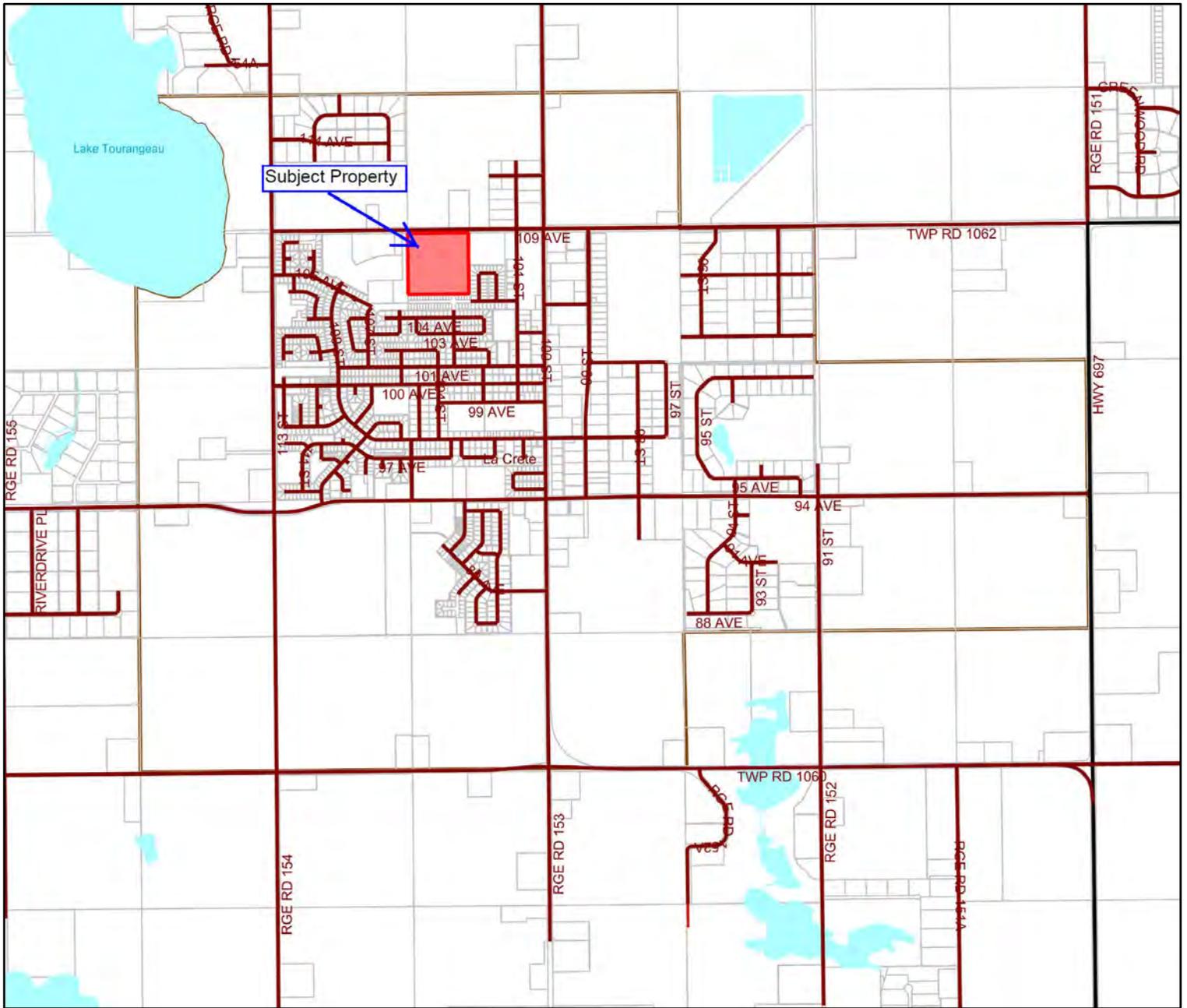
NE9 106-15-W5M

LaCRETE, ALBERTA

CONCEPT SITE DEVELOPMENT			
DESIGNED GP	SCALE A1 = 1:1250 *11 X 17 = 1:2500	DATE JUNE 2021	CHECKED GP
DRAWN TB	PROFILE N/A	PROJECT NO: 21-40	APPROVED GP
			C01

DATE: June 30, 2021
PATH: S:\WP #2021\21-40 SITE DEVELOPMENT (W HARDY)\2. CAD\21-40 SITE DEVELOPMENT (W HARDY) (PROJ) RD-14.DWG

REZONING APPLICATION



File No. Bylaw 1234-21

Disclaimer

Information on this map is provided solely for the user's information and, While thought to be accurate, is provided strictly "as is" and without Warranty of any kind, either express or implied.
 The County, its agents, employees or contractors will not be liable for any Damages, direct or indirect, or lost profits or data arising out of the use of information provided on this map.



Mackenzie County

NOT TO SCALE



Mackenzie County

**PUBLIC HEARING FOR LAND USE BYLAW AMENDMENT –
REZONING**

BYLAW 1234-21

Order of Presentation

_____ This Public Hearing will now come to order at _____.

_____ Was the Public Hearing properly advertised?

_____ Will the Development Authority _____, please outline the proposed Land Use Bylaw Amendment – Rezoning and present his submission.

_____ Does the Council have any questions of the proposed Land Use Bylaw Amendment – Rezoning?

_____ Were any submissions received in regards to the proposed Land Use Bylaw Amendment – Rezoning? *If yes, please read them.*

_____ Is there anyone present who would like to speak in regards of the proposed Land Use Bylaw Amendment – Rezoning?

_____ If YES: Does the Council have any questions of the person(s) making their presentation?

_____ This Hearing is now closed at _____.

REMARKS/COMMENTS:



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 14, 2021
Presented By:	Caitlin Smith, Manager of Planning & Development
Title:	PUBLIC HEARING Bylaw 1235-21 Land Use Bylaw Amendment to Rezone NW 15-106-15-W5M from Agricultural “A” to Rural Industrial General “RIG”

BACKGROUND / PROPOSAL:

Administration has received a Land Use Bylaw Amendment application to rezone NW 15-106-15-W5M from Agricultural “A” to Rural Industrial General “RIG”. The subject lot is adjacent to the north boundary of the Hamlet of La Crete.

The developer has submitted a single lot subdivision application and plans to develop additional industrial lots in the future.

Currently, there are no Area Structure Plan reference to this specific location other than the 2020 La Crete Industrial Lands strategy. This entire parcel has been identified as a proposed light industrial pocket as La Crete expands.

The proposed bylaw amendment was presented to the Municipal Planning Commission on July 29, 2021, where the following motion was made:

MPC 21-07-120 *MOVED* by *Jacquie Bateman*

That the Municipal Planning Commission recommend to Council to APPROVE Bylaw 1235-21 being a Land Use Bylaw Amendment to Rezone NW 15-106-15-W5M from Agricultural “A” to Rural Industrial General “RIG”, subject to public hearing input.

CARRIED

The proposed bylaw amendment was presented to Council on August 18, 2021 where the following motion was made:

MOTION 21-08-579 *MOVED* by *Councillor Braun*

Author: N Friesen Reviewed by: C Smith CAO:

BYLAW NO. 1235-21
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 future industrial development.

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:

NW 15-106-15-W5M

Within the Mackenzie County, be rezoned from Agricultural "A" to Rural Industrial General "RIG" to as outlined in Schedule "A" hereto attached.

READ a first time this 18th day of August, 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

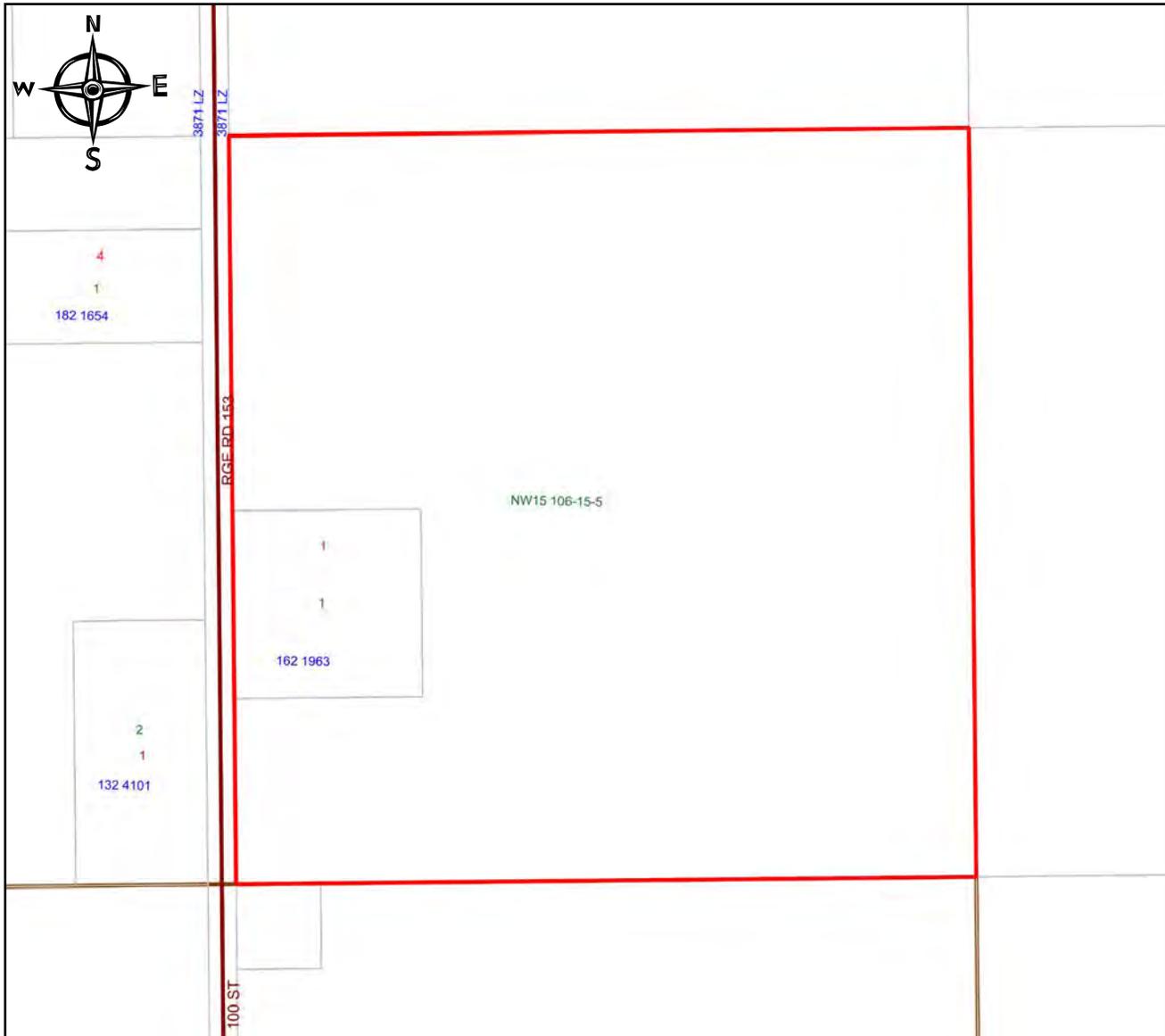
Len Racher
Chief Administrative Officer

BYLAW No. 1235-21

SCHEDULE "A"

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

NW 15-106-15-W5M within Mackenzie County, be rezoned:



FROM: Agricultural "A"

TO: Rural Industrial General "RIG"

BYLAW NO. 1235-21
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 future industrial development.

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:

NW 15-106-15-W5M

Within the Mackenzie County, be rezoned from Agricultural "A" to Rural Industrial General "RIG" to as outlined in Schedule "A" hereto attached.

READ a first time this 18th day of August, 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

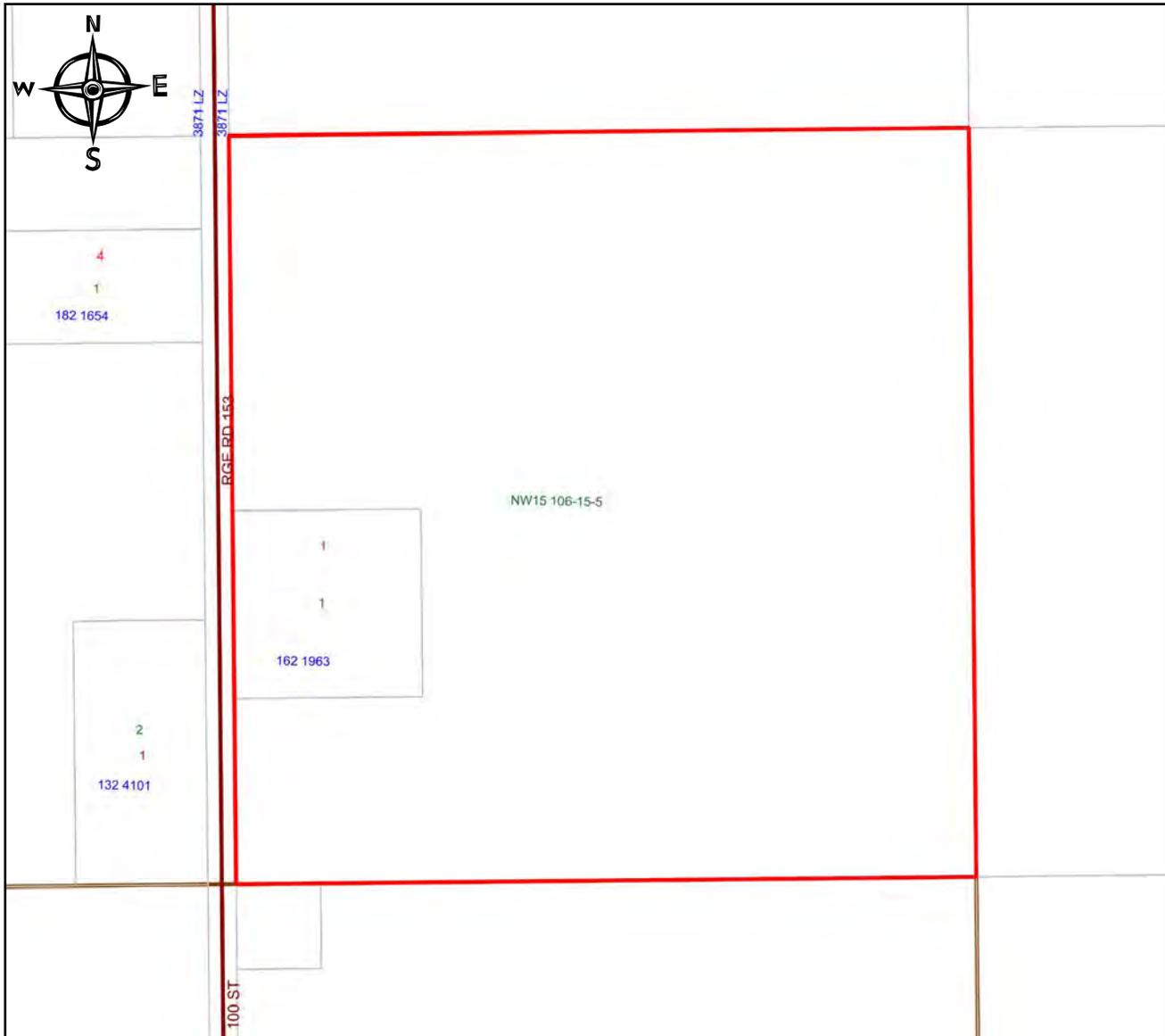
Len Racher
Chief Administrative Officer

BYLAW No. 1235-21

SCHEDULE "A"

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

NW 15-106-15-W5M within Mackenzie County, be rezoned:



FROM: Agricultural "A"

TO: Rural Industrial General "RIG"

LAND USE BYLAW AMENDMENT APPLICATION

APPLICATION NO. _____

NAME OF APPLICANT <i>George Fehr</i>		
ADDRESS <i>Box 330</i>		
CITY/TOWN <i>La Crete</i>		
POSTAL CODE (RES.) <i>T0H2H0</i>	PHONE <i>780-926-0973</i>	BUS.

COMPLETE ONLY IF DIFFERENT FROM APPLICANT

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

LEGAL DESCRIPTION OF THE LAND AFFECTED BY THE PROPOSED AMENDMENT

QTR./LS.	SEC.	TWP.	RANGE	M.	OR	PLAN	BLK	LOT
<i>NW</i>	<i>15</i>	<i>106</i>	<i>15</i>	<i>S</i>				

LAND USE CLASSIFICATION AMENDMENT PROPOSED:

FROM: *Agricultural "A"* TO: *Rural Industrial General "RIG"*

REASONS SUPPORTING PROPOSED AMENDMENT:

- have a sale agreement to sell 10 acre of land for industrial use

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 \$ *460 + Assessment + S&S* RECEIPT NO. *Invoice*

APPLICANT SIGNATURE

July 23, 2021
DATE

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

REGISTERED OWNER SIGNATURE

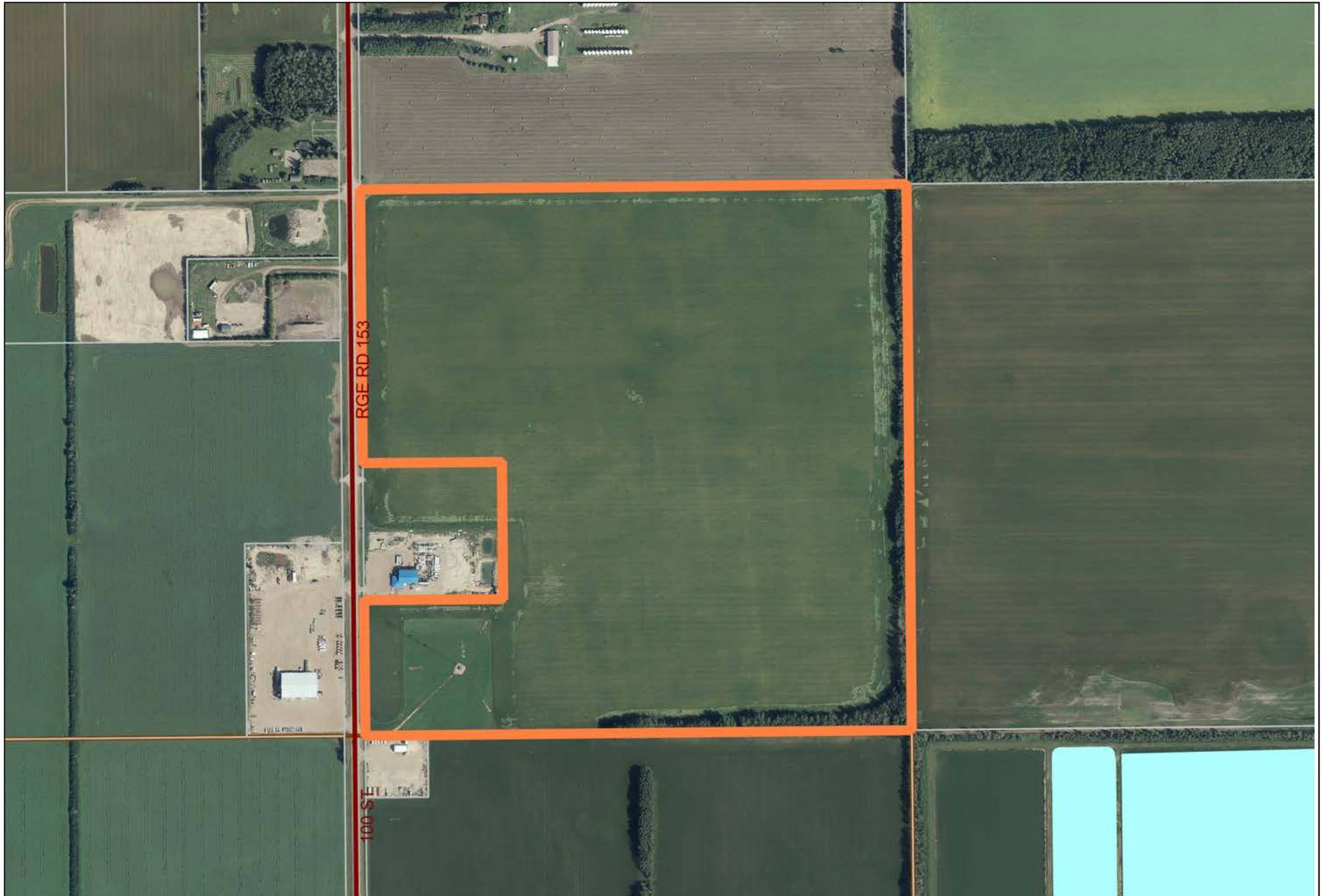
DATE

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



Mackenzie County

Mackenzie County Bylaw 12xx-21

Date Created: 7/28/2021

Mackenzie County

**PUBLIC HEARING FOR LAND USE BYLAW AMENDMENT –
REZONING**

BYLAW 1235-21

Order of Presentation

_____ This Public Hearing will now come to order at _____.

_____ Was the Public Hearing properly advertised?

_____ Will the Development Authority _____, please outline the proposed Land Use Bylaw Amendment – Rezoning and present his submission.

_____ Does the Council have any questions of the proposed Land Use Bylaw Amendment – Rezoning?

_____ Were any submissions received in regards to the proposed Land Use Bylaw Amendment – Rezoning? *If yes, please read them.*

_____ Is there anyone present who would like to speak in regards of the proposed Land Use Bylaw Amendment – Rezoning?

_____ If YES: Does the Council have any questions of the person(s) making their presentation?

_____ This Hearing is now closed at _____.

REMARKS/COMMENTS:



Mackenzie County

REQUEST FOR DIRECTION

Meeting:	Regular Council Meeting
Meeting Date:	September 14, 2021
Presented By:	Caitlin Smith, Manager of Planning & Development
Title:	DELEGATION 100A Street Plan (La Crete)

BACKGROUND / PROPOSAL:

Property owners along the east side of 100 Street (Main Street) in La Crete have been invited to speak with Council regarding the 100A Street Right-Of-Way.

100A Street is located parallel to 100 Street, otherwise known as Main Street (arterial road) in the Hamlet of La Crete. 100A is a registered service road along the east side and separate from the 100 Street Right-of-Way.

On January 27, 2021 Council held a Public Hearing for Bylaw 1203-20 to change the minimum setback along the east side of 100 Street in order to prevent development within the proposed future 100 Street corridor.

A stakeholder engagement was held on June 3, 2021 to discuss Council's direction to move forward with aligning the 10 meter right-of-way. Due to some opposition brought forward, another stakeholder meeting was held on July 8, 2021. A new proposal to purchase only 3 meters of land was presented, where additional opposition was brought forward.

Some landowners feel that the entire lane should be disposed of and rather than widening La Crete Main Street, additional traffic lights and improvements to other roads to divert traffic from Main Street should be the priority.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 14, 2021
Presented By:	Len Racher, Chief Administrative Officer
Title:	CAO & Director Reports for August, 2021

BACKGROUND / PROPOSAL:

The CAO and Director reports for August 2021 are attached for information.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

N/A

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

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

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

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

Monthly Report to the CAO

For the month of August, 2021

From: Byron Peters,

Director of Projects & Infrastructure/Deputy CAO

PLANNING, PROJECTS & INFRASTRUCTURE

Strategic Priorities

Program/Activity/Project	Timeline	Comments
Land Use Framework	TBA	The Access Management Plan (AMP) for Bistcho is in the early stages. Provided feedback to AEP for Bistcho Lake sub-regional plan. Has been quiet for a couple months now.
Community Infrastructure Master Plans & Offsite Levies	IMPs complete Levies to be completed in Q3 2021	Presented to Council in August for additional direction. PH at this meeting.
Municipal Development Plan	Started Q3 2020	Joint project. See Caitlin's report for project update.
Asset Management	Ongoing	Working our way through priorities and steadily adding more assets and data into a common database. Received a \$50k grant from FCM to further advance our AM progress.

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Economic Development		Have not had the time/resources to focus on formal ec dev. Relying on REDI at this time for most overarching items. Do meet with some business & share info
101 Ave rebuild & pave		Construction complete.
100 St & 109 Ave Intersection Improvement		Construction complete.
100 St & 94 Ave Traffic Light		Some materials are still delayed, but do expect construction soon. Contract deadline is October 31 st .
Gravel Crushing		Overburden removal tender currently advertised, closes September 13 th .

Fort Vermilion (Wop May) Airport Recovery		Expecting to tender the repairs within the next month. There will be a long lead time on some electrical components, so expect project completion in 2022.
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Personnel Update:

No changes in the department.

Other Comments:

<p>Filled in for Len for a few weeks in August & early September. Assisted various departments with their projects & questions, completed health & safety inspections in Zama, CGA is finalized on our end, working through some other legal matters.</p> <p>Some projects that were expected to be completed in 2021 will roll over into 2022, due to an assortment of delays on our end, engineers, suppliers, insurance/DRP approvals, etc. All departments are planning for carry forward projects and are identifying key infrastructure items for the 2022 capital plan.</p> <p>From an infrastructure planning perspective, we have identified a detailed storm water management plan for La Crete as the next plan to complete, and will be proposing this to council for consideration in the 2022 budget.</p> <p>Municipal elections can often bring significant change to the overall leadership and direction of the county. Administration is prepared to conduct the election itself, and operations continue, and will continue, to proceed as normal.</p> <p>Flood mitigation work continues to proceed well. Lots of work remains, but a lot of work has been completed as well. A large portion of design and engineering work has been completed, tenders drafted, and other legal work in the background. One person has been moved, and actively working on moving several more.</p>

REPORT TO THE CAO

For the Month of August 2021

From: Carrie Simpson, Director Legislative & Support Services

Meetings Attended

- 2021-08-17 Committee of the Whole Meeting (virtual)
- 2021-08-18 Regular Council Meeting (virtual)

Council

- Preparing for various meetings of Council, correspondence, etc.
- Research and responding to inquiries.
- Preparation for Organizational Meeting October.

Appeal Boards

- Arranging for 3 ARB Appeals.
- Arranging for 1 CARB Appeal.

Bylaws/Policies/Reports/Publications:

Enhanced Policing

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

Emergency Management

- Nothing to report for this timeframe.

Communications:

- Performance Evaluation – Chad Roberts – Communication
- Maintain and respond to County emails.

Human Resources:

- Process started to hire for Administrative Assistant – Jenna Schmidt resigned.
- Preparation for Performance Evaluation for other staff.
- Meeting preparation for Admin Meeting to be held in September 2021.

Municipal Elections:

- Establishment of stations for Advance Election/Election Voting.
- Input information into MACONNECT for ballots
- Assisting as needed with Federal Election.



- Ordering of supplies for Election.
- Arranging for training for Election workers/meals, etc.

Events/Community Engagement:

- Nothing to report for this timeframe.

Other:

- Assisting legislative and support services department staff (ie. Human Resources, Records Management, Information Technology, etc.)
- Ongoing form review and updating.
- Preparing for various meetings.
- Meeting coordination.
- Assisting other departments as required.
- Preparation of Online Wearing Apparel Store.

MONTHLY REPORT TO THE CAO

For the Month of August 2021

From: John Zacharias
Director of Utilities

Annual Operating Programs, Projects and Activities

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

Capital Projects

Projects	Timeline	Comments
FV-Frozen Water Service Repairs	Nov/21	Two trickle systems remain to be repaired but administration will complete a review of aqua-flo box services to be repaired as well.
Potable Water Supply North of the Peace River	Nov/21	No further information after Provincial Administration requested information for a briefing note to the DM in late summer 2020. Awaiting grant funding.
Waterline Blue Hills	Nov/21	No further information after Provincial Administration requested information for a briefing note to the DM in late summer 2020. Awaiting grant funding.
Diversion License Review	Dec/21	I received a call from minister Nixon's office regarding this in November so it sounds like there is follow up happening. This item is also included in red tape reduction presentation.
La Crete Future Water Supply Concept	Dec/21	Project will somewhat align with Well #4 project. Report from AE to AEP will have some information in it for this study.
LC – Well #4	Dec/21	72 hr aquifer test completed. AE finishing report to AEP. Initial design discussion has taken place.
LC – North Sanitary Trunk Sewer	May/21	Project is mostly in Byron's department. Will be more involved once design phase begins.
ZA – Sewage Forcemain	Nov/21	AMWWP project has been cancelled and administration is finalizing the funding agreement to allocate the funds to mitigation.

ZA- Distribution Pump House Upgrades	Nov/21	Worked with engineers to lower scope of work and put project out to tender on Aug 25. Open bids at Sept Council Mtg.
ZA- Lift Station Upgrades	Nov/21	Will apply for grant funding in a future year as per council motion.
LC/FV – Hill Crest School Waterline Extension	Jun/21	Project is complete with warranty running to Nov 12, 2022.
LC – WTP Tower	Sept/21	Project in progress. Starting in September. Awaiting Transport Canada approval.
FV – Rural Truckfill Pump Install	Dec/21	Project is awarded and waiting on delivery of pumps. Starting when equipment arrives.

Personnel Update:

Busy times for me learning a lot of new things in this position. Have so much to learn.

Other Comments:

Respectfully submitted,

John Zacharias
 Director of Utilities
 Mackenzie County

Monthly Report to the CAO

For the month of August, 2021

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

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Administration	Ongoing	Capital Projects (Current and Carry Forward) continue to proceed.
Airport Maintenance	Ongoing	Regular maintenance as required.
Flood Mitigation Project	Ongoing	One on One Meetings continuing as required.
Gravel Program (2021)	Ongoing	Re-gravelling program completed for County, with Chateh Road delayed due to overland flooding. To commence in Sept.
Road Maintenance	Ongoing	Spot gravelling program continues as required. DRP Projects relating to 2020 Flood completed. Dust control (Oil) program commenced with utilization of new milling equipment; to continue into September.
Spring Preparations / Overland Flooding	Ongoing	DRP claim being prepared relating to spring overland flooding issues. Tender closed and decision to proceed via day labour.

Meetings Attended:

Date	Description
Aug. 10/21	Meeting with Minister Transportation
Aug. 11/21	Chamber Breakfast Meeting w/Provincial Ministers
Aug. 11/21	Meeting with Minister Municipal Affairs – FV Mitigation Tour
Aug. 13/21	FV Mitigation Meeting
Aug. 16/21	Staffing Interviews
Aug. 17/21	COW Council Meeting
Aug. 18/21	Council Meeting
Aug. 19/21	Ag Dept Planning Meeting
Aug. 20/21	Site Meeting w/Contractor (Capital Project)
Aug. 23/21	Engineer Contractor Meeting
Aug. 24/21	PW Team Meeting
Aug. 26/21	Ward Tour
Aug. 26/21	FV Mitigation Meeting
Aug. 27/21	Staffing Interviews
Aug. 31/21	Site Meeting w/Potential Contractors – Culvert / Drainage Upgrade
Aug. 31/21	FV Mitigation Meeting

Submitted by:

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

Monthly Report to the CAO

For the Month of August, 2021

From: Don Roberts
Director of Community Services

Meetings Attended in August 2021

Council
Community Services
Waste Transfer Station Caretakers
Managers
Alberta Agriculture and Forestry
Disaster Recovery
FRIAA
Joint Work Site Health and Safety Committee

Fort Vermilion, La Crete and Zama Fire Departments

Activity Summary Report for August 2021

01- Alarms
06 - Fire
10 - Medical Co-response
04 - Motor Vehicle Incident
0 1– Hazmat/Hazard

Parks and Recreation

The camping season is coming to a close. Machesis Lake is scheduled to be closed on the 19th of September. Hutch and Wadlin Lake will be scheduled to close 3 October. There has been no interest brought forward to Administration on the partnership concept for operating County Campgrounds. Hutch Lake marina style dock were installed. There is an issue with the water level at the current location. Issue will be presented at a Community Services meeting. Tompkins Landing Campground boat launch was installed. Administration has started with the installation of the Fort Vermilion bridge campground. There has been some delay with ordering the concrete pads. Delivery date of mid-October is expected. Second Park in La Crete is expected to start with construction. Equipment has arrived and we are waiting on some ditching issues to be rectified.

Waste Transfer Stations.

There has been vandalism on a weekly basis at the Blumenort Transfer station. Administration is seeking solutions with RCMP. Summer staff have operated the Fort Vermilion Waste Transfer Station since last spring. Tender was publicly advertised with an opening date of September 14th. There is positive feedback from the public concerning the grass clippings and tree branches being disposed of at no cost.

Forestry/FRIAA

Fire departments are having difficulty achieving 400 FireSmart Home Assessments within the County. We have received a \$34,000 grant to be utilized for the Fire department members to receive training and conduct the assessments. To date there have only been 54 completed.

MONTHLY REPORT TO THE CAO

For the Month Ending August, 2021

From: Jennifer Batt
Director of Finance

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
2021 Operating & Capital	Ongoing	Review Operating Budget to Actual. Review Capital Budget to Actual. Developing 2021 Budget book. Distribute reports to CAO & Directors for reporting. 5 year capital plan requirements brought to Committee of the Whole meeting for discussion. 2021 Tax collection and review.
MSI Reporting	Ongoing	2020 SFE submitted, awaiting for approval
Disaster Recovery Program <i>2018 Peace River Ice Jam</i> <i>2019 Chuckegg Wildfire</i> <i>2020 Peace River Ice Jam / Overland Flood</i> <i>2021 Overland Flood</i>	Ongoing	Review ongoing projects. 2 Projects submitted under review. Administration is still gathering requested information on road project. Work w various GOA agencies on the flood recovery plan and funding streams available. Attend one on one meetings. Work with Project manager, site supervisor on sites development, and quote packages required. DRP Part 1 & 2 application submission completed in July. Continue to gather reporting data once approved for submission,

2021 Sever Storm Overland Flooding		Provide additional date – location to DRP
Annual Report	Ongoing	Compile past years information for Annual report, including major events of 2019 & 2020 Disasters.
Attend Various meeting		Regular Council meetings August 18 Committee of the Whole August 17 Mitigation & One on one Meetings – August 3 x2,13,16 Municipal Affairs – Mitigation Tour - August 11 Petition - August 12 Administration August 5,6,11,12, 16 x 2
Vacation August 19-27th		

Monthly Report to the CAO

For the month of August, 2021

From: Caitlin Smith,
 Manager of Planning and Development

Strategic Priorities for Planning & Development

Program/Activity/Project	Timeline	Comments
Land Use Framework	TBA	Joint project report; see Byron's report for project update
Municipal Development Plan, Land Use Bylaw, and Fort Vermilion Area Redevelopment Plan	Q3 2021	<p>Administration meets with the consultant bi-weekly. O2 is actively updating the Land Use Bylaw and Municipal Development Plan. Open Houses are completed, the draft LUB has been made available to the public for comment and will remain open until after elections.</p> <p>The Fort Vermilion Area Redevelopment Plan public meeting dates should occur once one on one meetings are complete.</p>

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Airport Planning	Q3 2021	<p>WSP has been engaged to update the AVPA for LC and FV airports, and to revise the airport development plans. Comments had been sent to WSP for final revision of the AVPA, plan to bring the final version forward at a Council meeting when completed.</p> <p>FV airport development plan needs to be revised to account for the flooding. LC airport development plan will need to be revised again as the plan is outdated and doesn't reflect the proposed changes from Council.</p>
La Crete Area Structure Plan Revision	Q2 2021	Administration will re-evaluate at budget time as an approved development will be changing the transportation plan.

100A Street Land Acquirement (Future Main Street Widening in La Crete)	Q3 2021	Administration held a second stakeholder meeting on July 8, 2021 to discuss Council's new direction and we were met with more opposition. Landowners have been invited as a delegation to this Council meeting.
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Personnel Update:

All positions within the department are filled.

Other Comments:

Development has not slowed at all, we are expecting a record amount of development permits and subdivisions by year end.

We are currently at 246 development permits with 67 approved new residential builds, and 57 subdivisions.

The department is supporting the La Crete offsite levy project in conjunction with the Projects and Infrastructure department.

I have been taking the online training as the substitute returning officer and supporting Legislative Services with elections planning.

I am also supporting the Mitigation team with land acquirement, and legal review.

REPORT TO CAO

August, 2021

From: Grant Smith, Agricultural Fieldman

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Roadside Spraying	2021	Roadside Spraying commenced June 10 th , completion date was July 10 th . Quality of work was very satisfactory. Herbicides were Clearview, Navius & Roundup. Some roadsides were sprayed with Roundup to control grass. This aids in road maintenance.
Weed Inspection	2021	One Seasonal Weed Inspector has been hired. Commencement date is May 3 rd . Duties include Field Inspections, Roadside Grass Seeding, Beaver Dam removal, Clubroot Inspections, Shelter belt tree distribution, Water Pump rentals, etc.
Ag Land Development Proposals	2021	A land lease agreement was signed with Tom Braun of High Level on June 8 th . Length of lease is 15 years. Expiry date is 2035.
Emergency Livestock Response Plan	2021	The Draft has been completed, and will be forwarded to AEMA for ratification.
Seed Cleaning Plant Inspections	2021	Seed Cleaning Plants were inspected on January 7 th . Frontier Seed Plant: 93% Sunrise Mobile Plant: 92% Both plants are maintained well and run efficiently. The High Level Plant was not inspected due to renovations.
Shelterbelt Program	June, 2021	Trees were picked up in Fairview on June 4 th . Approximately 2500 seedlings were received and distributed to County Ratepayers.
VSI Program	2021	Mackenzie County is still participating in the program. Council agreed to continue at the current 50% rate.
Water Pumping Program	2021	The water pumping program commenced on April 1 st . To date there are two rentals.

Roadside Mowing	2021	Commencement date is July 11 th . Administration will be meeting with Contractors prior to commencement date to update on requirements, culvert damage, etc. All County roads are mowed. All roads south of the Peace River will receive a single pass cut, all roads north of the Peace River will receive a full width cut in 2021.
Fall Channel Maintenance	2021	Flood control channels are being inspected and contractors will be hired to mulch/mow overgrown channels. This is regular channel maintenance done in late summer/fall. Administration also inspects for soil erosion.

Capital Projects

Projects	Timeline	Comments

Personnel Update:

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Other Comments:

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Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 14, 2021
Presented By:	Grant Smith, Agricultural Fieldman
Title:	Buffalo Head/Steephill Flood Control Alternate Route

BACKGROUND / PROPOSAL:

At the August 18, 2021 Council passed the following motion:

MOTION 21-08-566
Requires Unanimous

MOVED by Councillor A. Peters

That administration bring the Buffalo Head Drainage Ditch to the next meeting with cost estimates as discussed.

CARRIED UNANIMOUSLY

Administration obtained cost estimates on constructing an alternate route to assist with overflows along TWP Rd 104-4. This proposed alternate route would commence at the intersection of Rge Rd 15-5 and flow northward following county road allowances for approximately 9.7 kms.

Map attached.

OPTIONS & BENEFITS:

Option 1

9.7km length (majority cut in 9.0 km)
 1.5m ditch bottom
 3:1 sideslopes
 23,675 m³
 Install 900mm x 24m CSP with Sluice Gate in Twp Rd 104-4
 18 days to complete
 Cost Estimate: \$183,500

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

Option 2

9.7km length (majority cut in 9.0 km)
1.5m ditch bottom
2:1 sideslopes
16,385 m3
Install 900mm x 24m CSP with Sluice Gate in Twp Rd 104-4
Estimated 13 days to complete
Cost Estimate: \$138,000

The proposed alternate route assists with mitigating high unmanageable water flows during spring runoff. The existing channel is insufficient and requires pumping and the utilization of outlets upstream that causes undue flooding situations to ratepayers east of Highway 697.

COSTS & SOURCE OF FUNDING:

Surface Water Management Reserve.

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

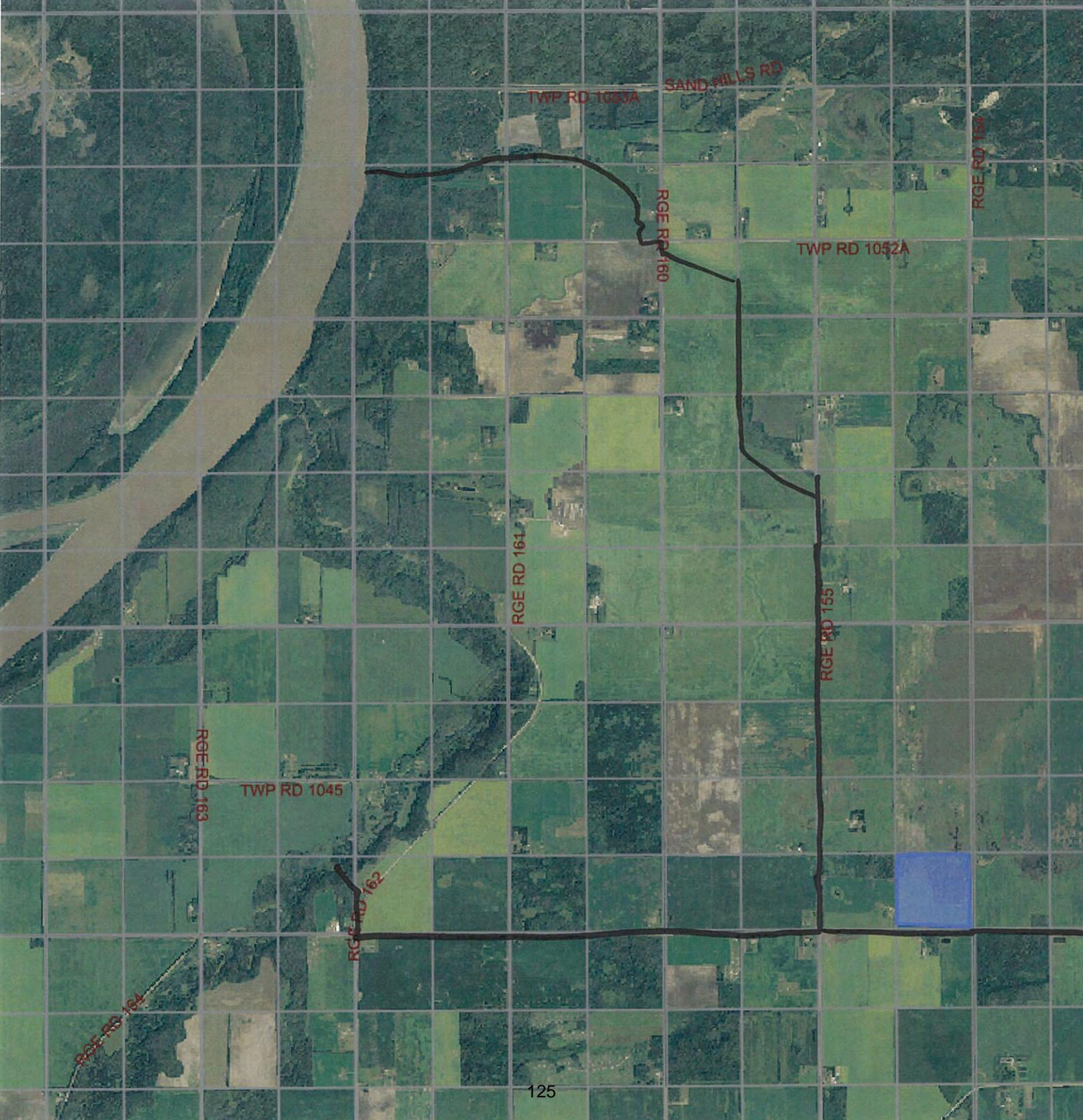
POLICY REFERENCES:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

For discussion

Author: _____ Reviewed by: _____ CAO: _____



TWP RD 1053A

SAND HILLS RD

RGE RD 164

RGE RD 160

TWP RD 1052A

RGE RD 161

RGE RD 155

RGE RD 163

TWP RD 1045

RGE RD 162

RGE RD 164



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 14, 2021
Presented By:	Byron Peters, Deputy Chief Administrative Officer
Title:	Zama Trailer Furnishing Project Budget Amendment

BACKGROUND / PROPOSAL:

At the August 18th Regular Council Meeting there was an addition to the agenda to furnish trailers in Zama in order to rent them out as furnished units, including utilities.

On August 18, 2021 Council made the following motions in regards to the Zama Trailer Furnishing Project.

FINANCE: **11. d) Rental Properties – Trailer Furnishing Request**

MOTION 21-08-574
Requires Unanimous

MOVED by Councillor Wardley

That the County supply furnishings for the Zama rental properties and that Policy ADM051 the Facility Rental Policy and the Fee Schedule Bylaw 1194-20 be brought back to the next Council Meeting for amendment.

CARRIED UNANIMOUSLY

MOTION 21-08-575
Requires Unanimous

MOVED by Councillor Wardley

That the 2021 One Time Project Budget be amended to include \$12,000 for the Zama Trailer Furnishing Project with funds coming from the General Operating Reserve.

CARRIED UNANIMOUSLY

After the council meeting, it was confirmed that there is sufficient interest in the community to rent each of the trailers. As administration finalized costs to furnish trailers

Author: S Gibson **Reviewed by:** B Peters **CAO:** _____

we managed to reduce the cost to furnish each trailer. We are now requesting some additional funds in order to finish furnishing all four trailers in Zama.

OPTIONS & BENEFITS:

The Hamlet of Zama has seen an increase in the need for rental opportunities over the last few months. Seasonal workers and companies working within the area require furnished lodging. Administration expects that the rental need will rapidly recuperate the cost of furnishing four trailers.

COSTS & SOURCE OF FUNDING:

The cost to furnish each trailer is just over \$5000 and with four trailers to furnish, the total budget requirement is \$20,500.

Additional funding would come from the General Operating Reserve.

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

POLICY REFERENCES:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the 2021 Zama Trailer Furnishings One Time Project Budget be amended to include an additional \$8,500 with funding coming from the General Operating Reserve.

Author: S Gibson Reviewed by: B Peters CAO: _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 14, 2021
Presented By:	Don Roberts, Director of Community Services
Title:	ADM051 Facility Rental Policy Amendment

BACKGROUND / PROPOSAL:

Council made the following motion;

MOTION 21-08-574
Requires Unanimous

MOVED by Councillor Wardley

That the County supply furnishings for the Zama rental properties and that Policy ADM051 the Facility Rental Policy and the Fee Schedule Bylaw 1194-20 be brought back to the next Council Meeting for amendment.

CARRIED UNANIMOUSLY

OPTIONS & BENEFITS:

To approve the amendments made to Policy ADM051 the Facility Rental Policy as presented.

To suggest further policy amendments

COSTS & SOURCE OF FUNDING:

Nil

SUSTAINABILITY PLAN:

Author: _____ Reviewed by: _____ CAO: _____

COMMUNICATION / PUBLIC PARTICIPATION:

POLICY REFERENCES:

PolicyADM051

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That Policy ADM051 the Facility Rental Policy Refuse be amended as presented

Author: _____ Reviewed by: _____ CAO: _____

Mackenzie County

Title	Facility Rental Policy	Policy No:	ADM051
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Legislation Reference	Municipal Government Act
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<p>Purpose</p> <p>To establish a guideline for the County's facilities rental.</p>

Policy Statement:

The County owns various facilities in the Hamlets. In order to provide space options when no other private alternative exist, whenever possible the County may rent or lease a facility to government organizations, non-profit groups, individuals, or entrepreneurs on a day-use or long term basis.

Guidelines/Procedures:

1. The following facilities may be made available for rent:

Facility	Day Use	Long Term Rent
Fort Vermilion Corporate Office Boardroom/Meeting Rooms	<input checked="" type="checkbox"/>	N/A
La Crete Municipal Office Boardroom/Meeting Room	<input checked="" type="checkbox"/>	N/A
La Crete Municipal Office – RCMP Office	N/A	<input checked="" type="checkbox"/>
Zama Cornerstone Building - Boardroom 102	<input checked="" type="checkbox"/>	N/A
Zama Cornerstone Building - Rooms 112, 113, 115, 116, 117, 119, 120 <i>Note: day use will be based on availability and on first come first serve basis.</i>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Zama Trailers	N/A	<input checked="" type="checkbox"/>

2. Rental Priority

- a. Rental priority shall be given to a government agency and/or a non-profit group.

3. Day Use – Office Space

- a. A fee shall be charged as established by Council in the Fee Schedule Bylaw under Boardroom Rental. The Fee does not include the use of any office equipment, office resources, or supplies.
- b. The users shall be responsible for obtaining and producing to the County any permits or insurance as may be required based on the nature of a function.

4. Long Term Rentals - Residential

- ~~a. Trailer rent shall be established at the market value for similar facilities. The fee shall be charged on a monthly basis. All utilities shall be put in the renter's name.~~
- a. A fee shall be charged as established by Council in the Fee Schedule Bylaw under Zama Mobile Home Rentals. The Fee will include all utilities (Water, Gas, Power)
- b. A renter shall be required to enter into a formal rental agreement with the County.
- c. Rental of trailers shall be extended to individuals and families only. Exemptions will be provided for organizations providing municipal services i.e. government services.
- d. Subletting will not be permitted.
- e. A damage deposit equivalent to one month rental fee and the first month's rent shall be required upon entering into the rental agreement.
- f. The County will carry insurance for the buildings and the renters shall be required to carry and provide proof of insurance for their contents or liability (if applicable).
- g. The County shall be responsible for all regular repair and maintenance costs of the facilities. Any other damage created by the renter shall be the responsibility of the renter.
- h. Trailer renters shall be responsible for the grounds maintenance.
- ~~i. The renters shall be responsible for all furnishings.~~
- i. Mackenzie County will be responsible for basic furnishings.

- j. The renters shall be responsible for notifying the County of any malfunction (leaky toilets, leaky taps, etc.)
 - k. Failure to pay any fees and charges within 30 (thirty) days of date of invoice shall be considered breach of the lease agreement and a renter shall be requested to vacate the County's premises immediately.
5. Long Term Rentals – Non-Residential
- a. Office Space rental fees shall be charged at the market value for similar facilities. The fee shall be charged on a monthly basis. The fee shall be inclusive of utilities and janitorial services.
 - b. Individual agreements shall be implemented on an as needed basis.
6. Administrative Responsibilities
- a. The Chief Administrative Officer or Designate shall be responsible for monitoring compliance with this policy.

	Date	Resolution Number
Approved	12-Jun-12	12-06-407
Amended	25-Feb-15	15-02-141
Amended		



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 14, 2021
Presented By:	Don Roberts, Director of Community Services
Title:	Bylaw 1239-21 Fee Schedule Amendment (Mobile Home Rentals)

BACKGROUND / PROPOSAL:

MOTION 21-08-574
Requires Unanimous

MOVED by Councillor Wardley

That the County supply furnishings for the Zama rental properties and that Policy ADM051 the Facility Rental Policy and the Fee Schedule Bylaw 1194-20 be brought back to the next Council Meeting for amendment.

CARRIED UNANIMOUSLY

As per motion administration is presenting Amending Bylaw 1239-21

ADMINISTRATION CONT'D

Item	Amount	GST
Aerial Photos & Customized Prints Size 8.5" x 11" to 11" x 17"	\$5.00 – Black & White \$10.00 – Color	Applicable
Aerial Photos & Customized Prints Size over 11" x 17" up to 30" x 41.5"	\$45.00 – Black & White \$95.00 – Color	Applicable
Boardroom Rental (no charge to non-profit community groups)	\$300.00/day \$150.00/half-day	Applicable
<u>Mobile Home Rentals - Zama</u>	<u>\$1,500.00/month</u>	N/A
Council or other Board Minutes	\$5.00/set	Applicable

Author: _____ **Reviewed by:** _____ **CAO:** _____

OPTIONS & BENEFITS:

Approve as presented or amended.

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

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

Bylaws are available on the Mackenzie County website.

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Motion 1

Simple Majority Requires 2/3 Requires Unanimous

That first reading be given to Bylaw 1239-21 being a Fee Schedule Bylaw amendment for Mackenzie County.

Motion 2

Simple Majority Requires 2/3 Requires Unanimous

That second reading be given to Bylaw 1239-21 being a Fee Schedule Bylaw amendment for Mackenzie County.

Motion 3

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

Simple Majority Requires 2/3 Requires Unanimous

That consideration be given to go to third and final reading of Bylaw 1239-21 being a Fee Schedule Bylaw amendment for Mackenzie County at this meeting.

Motion 4

Simple Majority Requires 2/3 Requires Unanimous

That third and final reading be given to Bylaw 1139-21 being a Fee Schedule Bylaw amendment for Mackenzie County.

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

BYLAW NO. 1239-21
BEING A BYLAW OF
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA

TO AMEND THE
MACKENZIE COUNTY FEE SCHEDULE BYLAW

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

WHEREAS, Mackenzie County has adopted a Fee Schedule Bylaw 1194-20, and

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

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

1. That the Mackenzie County Fee Schedule Bylaw; ADMINISTRATION - AMENDED as follows:

ADMINISTRATION

Item	Amount	GST
Photocopying	\$0.30/sheet	Applicable
Laminating (up to 11 x 17")	\$10.00 per page	Applicable
Laminating (larger than 11 x 17")	\$30.00 per page	
Tax Certificates	\$30.00	N/A
Email, fax or written confirmation of assessment by legal description (legal description to be provided by a requestor in writing)	\$30.00/per request	Applicable
Compliance Certificates	\$60.00	N/A
Land Titles	As per Alberta Government rates in force at the time of	Applicable

	the request plus 25% for administration	
County Ownership Maps		
42" bond paper	\$30.00	Applicable
50"-60" photo paper	\$105.00	
County Ownership Map		
Booklet –Laminated	\$75.00	Applicable
Individual Pages - Laminated	\$10.00	
Hamlet Maps		
Civic Address/LUB	\$20.00	Applicable
Aerial	\$45.00	

ADMINISTRATION CONT'D

Item	Amount	GST
Aerial Photos & Customized Prints	\$5.00 – Black & White	Applicable
Size 8.5" x 11" to 11" x 17"	\$10.00 – Color	
Aerial Photos & Customized Prints	\$45.00 – Black & White	Applicable
Size over 11" x 17" up to 30" x 41.5"	\$95.00 – Color	
Mobile Home Rentals - Zama	\$1,500.00/month	N/A
Boardroom Rental	\$300.00/day	Applicable
(no charge to non-profit community groups)	\$150.00/half-day	
Council or other Board Minutes	\$5.00/set	Applicable

2. This Bylaw shall come into force and effect upon receiving third reading.
3. This Bylaw amends Bylaw 1194-20 Fee Schedule Bylaw.

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

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

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 14, 2021
Presented By:	Len Racher, Chief Administrative Officer
Title:	Bill Neufeld Commemoration Road Sign - 88 Connector

BACKGROUND / PROPOSAL:

The La Crete Chamber of Commerce approached administration with a concept of erecting some type of signage on the 88 connector commemorating Bill Neufeld on his involvement and contribution to the establishment of highway 88 and the 88 connector.

This project is still in the development stage. Some of the objectives/guidelines of the project are:

1. The verbiage should focus mainly on Mr. Neufeld’s contribution to highway 88 and the 88 connector.
2. The sign should be located in a small highway turnout along the 88 connector.
3. Letters on the sign should be at least 1 inch to allow for easy reading from a vehicle.
4. The full context should be held under 200 words.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

Author: _____ Reviewed by: _____ CAO: _____

POLICY REFERENCES:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the Bill Neufeld Commemoration Road Sign - 88 Connector be received for information.

Author: _____ Reviewed by: _____ CAO: _____

PROOF

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Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 14, 2021
Presented By:	Don Roberts, Director of Community Services
Title:	Fort Vermilion Ice Plant Repairs

BACKGROUND / PROPOSAL:

The following is a report provided by the Fort Vermilion Recreation Center manager on July 7th.

“Below is an account of the events that took place June 14th, 2021 during the ammonia leak in the ice plant.

12:00pm

-I get an alarm notification on my phone that the ammonia sensor in the plants room was reading a range from 200ppm to 250ppm. Our alarm sensor is set at 25ppm.

-I continue to monitor the ppm on my phone and by the time I arrived at the ice plant it was ready 0ppm.

-I opening the door and was met by a strong smell of ammonia and the ppm was again climbing. I closed and locked both doors so no one would be able to access the building.

12:32pm

-I contacted Cimco as they are our service provider for the Ice Plant. They walked me through some questions to diagnose the problem and develop a plan of attack. They got one of their employees ready to come from Edmonton to resolve the immediate issue. We also checked inside the main building for smells and leaks to see if any further action had to be taken.

12:55pm

-Next I contacted Don Roberts at Mackenzie County to provide any assistance expertise pertaining to the situation. We discussed things such as limited access 100ft around the Ice Plant so no one could get close, testing of air quality in the main building and close to the Ice Plant. We both contacted the fire department to come and do the air testing.

-We arranged a water tank to purge the ammonia once Cimco was on site.

9:30pm

-Once the area was secure we provided staff to watch the area until Cimco arrived at 9:30pm. The technician then purged the ammonia and isolated the rest of the ammonia in the chiller.

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

June 15th, 2021

-Cimco finished up there work and I started cleaning up the Ice Plant room."

Mackenzie County Administration and the Recreation Center Manager did reach out to the insurance company (RMA) in order to determine whether or not this would be a claimable incident. To date there has been no response.

The Ice plant needs to be operational as soon as possible in order to have ice in the rink by October 1. Due to time restrictions Administration approved the manager to move forward on the repair.

Although the funding source has not yet been determined. Administration felt that this issue should be presented to Council.

OPTIONS & BENEFITS:

Option 1

That administration continue to work with RMA Insurance to determine if the repair cost of the Fort Vermilion Ice Plant will be covered.

Option 2

To bring back to Council a request for funding.

COSTS & SOURCE OF FUNDING:

The following quotes were obtained:

Cimco Repair Quote- \$54,425.00 Plus GST
Ultimate Fabrication Quote- \$63,945.00 Plus GST

Source Funding – Undetermined

- 1 – Insurance Claim
- 2 – Grants to Other Organizations.

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

POLICY REFERENCES:

Author: _____ Reviewed by: _____ CAO: _____

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the Fort Vermilion ice plant repairs be received for information.

Author: _____ Reviewed by: _____ CAO: _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 14, 2021
Presented By:	Byron Peters, Deputy Chief Administrative Officer
Title:	Forest Protection Area

BACKGROUND / PROPOSAL:

Mackenzie County sponsored a resolution at the Rural Municipalities of Alberta (RMA) fall convention in 2020 regarding fire bans in hamlets within the Forest Protection Area.

Administration and Reeve Josh Knelsen recently participated in an engagement session co-hosted by RMA and the provincial government.

Here is the background information provided within the RMA resolution:

Mackenzie County falls entirely within the Forest Protection Area (FPA) and as such is banned from any fires, including campfires, during a provincial ban.

The wildfire risk in Mackenzie County hamlets is extremely low based on the topography of the land. Each community has a volunteer fire department and inspections are completed by the Fire Chief prior to any fire pit approval. Mackenzie County has been accredited pursuant to Section 26 of the Safety Codes Act in the fire discipline since 1995. Additionally, members are also involved in the Wildland Urban Interface planning, training, and support.

Two other municipalities lie within our boundaries and are exempt based on their urban municipality status. This causes great dissention when similar communities in the same geographical area fall under different rules.

Mackenzie County’s official status, as established by Order in Council (OC), was changed from a municipal district to a specialized municipality on June 23, 1999. No urban service area has been established or defined in the OC.

Author: S Gibson **Reviewed by:** B Peters **CAO:** _____

The province has moved forward and developed a draft policy directive based on the resolution. The Community Services committee also discussed this item on September 2, 2021.

The Community Services committee discussed hosting a session with other applicable municipalities during the upcoming RMA convention. There was also a discussion about meeting with Alberta Agriculture & Forestry.

OPTIONS & BENEFITS:

The current draft policy framework that the province released has some significant liability and/or cost consequences. The draft framework goes far beyond what council originally requested from the province.

COSTS & SOURCE OF FUNDING:

Hamlets removed from the FPA will be required to cover additional responsibilities and costs associated with these changes as listed below.

- The transfer of authorities will require all municipalities in the FPA to have fire ban-related bylaws, permits, enforcement and wildfire suppression programs within their hamlets.
- Voluntary programs such as FireSmart will be the responsibility of municipalities in their hamlets.
- Municipalities will have to provide updated geo-spatial information on hamlet boundaries.
- Municipalities will be required to maintain active accounts and information with AlbertaFireBans.ca.

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

POLICY REFERENCES:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

For discussion.

Author: S Gibson Reviewed by: B Peters CAO: _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 14, 2021
Presented By:	Jennifer Batt, Interim Director of Finance
Title:	Short Term Borrowing Bylaw 1238-21

BACKGROUND / PROPOSAL:

The County maintains a line of credit with ATB Financial. The main purpose of this line of credit is to ensure cash is available to meet the County’s financial obligations. The County has not in recent years utilized its line of credit and it is not anticipated that it will be utilized during 2021, however it is good financial planning to have it in place if required.

The Finance Department prepares monthly investment reports to monitor levels of cash, near-cash (T-bills), and short and long-term investments. In turn, this report assists our projection of cash flows in the near and intermediate term. Cash flow projections are prepared in order to determine the estimated levels of funds required on a monthly basis to meet the County’s financial obligations and invest the estimated available funds in order to maximize the County’s investment income.

The bank allocates the Mastercard limits against this line of credit, and draws on this line of credit will only occur if required and are automatically repaid as deposits are made on our account.

In 2019 Council approved Short Term Borrowing Bylaw 1162-19, which was a term of 3 years, and was acceptable to ATB Financial for 2020. However since the passing of this Bylaw, their requirements have changed, and they are requiring a yearly Bylaw be approved.

Administration is requesting that Council approve the attached Bylaw, as it repeals the existing 3 year Short Term Bylaw, reducing to the 2021 year only, which will meet ATBs requirements.

OPTIONS & BENEFITS:

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

Review of the internally prepared projected cash flow reports indicates that the County has adequate cash flow. It is recommended that Council approve a short-term borrowing bylaw for \$2,000,000 should additional funds be needed in the future.

The proposed bylaw is attached for review.

COSTS & SOURCE OF FUNDING:

2021 Operating

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

Under the Municipal Government Act, Section 256(3) A borrowing bylaw that authorizes the borrowing does not have to be advertised if the term of the borrowing does not exceed 3 years.

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Motion 1

Simple Majority Requires 2/3 Requires Unanimous

That first reading be given to Bylaw 1238-21, being a bylaw authorizing the short-term borrowing of funds with ATB Financial.

Motion 2

Simple Majority Requires 2/3 Requires Unanimous

That second reading be given to Bylaw 1238-21, being a bylaw authorizing the short-term borrowing of funds with ATB Financial.

Motion 3

Simple Majority Requires 2/3 Requires Unanimous

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

That consideration be given to go to third reading of Bylaw 1238-21, being a bylaw authorizing the short-term borrowing of funds with ATB Financial, at this meeting.

Motion 4

Simple Majority Requires 2/3 Requires Unanimous

That third reading be given to Bylaw 1238-21, being a bylaw authorizing the short-term borrowing of funds with ATB Financial.

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

BYLAW NO. 1238-21

**BEING A BYLAW OF THE
MACKENZIE COUNTY IN THE PROVINCE OF ALBERTA,
TO AUTHORIZE THE SHORT-TERM BORROWING OF FUNDS,
FROM TIME TO TIME, AS MAY BE NECESSARY TO MEET THE
OPERATING AND CAPITAL OBLIGATIONS OF
MACKENZIE COUNTY**

WHEREAS, under the authority and pursuant to the provisions of Section 246, and 251 of the Municipal Government Act, Revised Statutes of Alberta, 2000, Chapter M-26, the Council may pass a bylaw to borrow money on a short-term basis for the financing of an operating expenditure and/or capital property expenditure; and

WHEREAS, it is deemed proper and expedient for the Council of Mackenzie County to authorize the Reeve and Chief Administrative Officer or designate to borrow sums considered necessary to meet the current operating expenditures and capital obligations of the Corporation as per the approved annual budgets.

NOW THEREFORE, the Council of Mackenzie County, hereinafter called the "Corporation", in the Province of Alberta, duly assembled, enacts as follows:

1. That the Council of the Corporation does authorize borrowing from ATB Financial a sum or sums not exceeding Two Million (\$2,000,000.00) Dollars, which the Council deems necessary to expend to meet the current operating expenditures and capital obligations of the Corporation, until such time taxes levied or to be levied therefore can be collected, or as grants can be received from the Province of Alberta or Government of Canada, and as the Corporation applies for and receives funds by way of issuance of long-term debenture, and to pay or agree to pay interest not exceeding Ten Percent (10%) on the sum or sums so borrowed either in advance or at maturity, and in either case after maturity, at such rate as may be agreed upon from time to time between Council and ATB Financial.
2. That the sum or sums so borrowed be evidenced and secured by the promissory note or notes of the Reeve and Chief Administrative Officer or designate of the Corporation given on its behalf, and the said Reeve and Chief Administrative Officer or designate are hereby authorized and empowered to execute and give such promissory note or notes as may be required by ATB Financial and to determine and agree upon from time to time the rate of interest applicable to the amount of same borrowed hereunder, remaining from time to time outstanding.
3. That the Council of the Corporation does hereby pledge to ATB Financial security for the money borrowed hereunder, unpaid taxes and penalties on taxes assessed and/or levied by the Corporation in previous years together with penalties thereon and taxes assessed or to be assessed and/or to be levied for the current year and the following year, equal only to the amount of used

promissory note or notes including interest but not to exceed the sum of Two Million (\$2,000,000.00) Dollars.

4. The Corporation shall deposit in an account with the said ATB Financial the amount of said taxes, penalties and other designated revenues as collateral security for the money to be borrowed hereunder and interest thereon, and the sum shall be applied as necessary in payment of monies borrowed hereunder and interest thereon.
5. That the said ATB Financial shall not be restricted to the said taxes, penalties and other designated revenues for the payment of the monies borrowed as aforesaid, or to be bound to wait until such taxes, penalties and other designated revenues can be collected, or be required to see that the said taxes, penalties and other designated revenues are deposited as aforesaid.
6. That nothing herein contained shall waive, prejudicially affect or exclude any right, power, benefit or security by statute, common law or otherwise given to or implied in favour of the said ATB Financial.
7. This Bylaw repeals Bylaw 1162-19.
8. This Bylaw shall come in effect upon third reading and expire on December 31, 2021.

READ a first time this _____ day of _____ 2021.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 14, 2021
Presented By:	Jennifer Batt, Director of Finance
Title:	New Policy PW043 – Hiring Private Equipment during a State of Local Emergency

BACKGROUND / PROPOSAL:

During the Chuckegg Fire & 2020 Overland Flood, administration identified the need for a Policy for Hiring Private Equipment during a State of Local Emergency (SOLE).

Currently Policy ADM018 Hiring of Private Equipment list of equipment and rates are being utilized, however from time to time during a SOLE, the equipment required are from outside of the equipment list, and the rates to be paid are not an incentive to contractors based on the demand of the emergency.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

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

POLICY REFERENCES:

Policy PW018 – Hiring Private Equipment

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That Policy PW043 – Hiring Private Equipment during a State of Local Emergency be approved as presented/amended.

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

Mackenzie County

Title	Hiring of Private Equipment during a State of Local Emergency	Policy No:	PW043
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Legislation Reference	MGA Section 18
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Purpose

To establish a procedure and standards for the hiring of private equipment to complete municipal work during a State of Local Emergency (SOLE), or Council declared emergency by motion.

Policy Statement and Guidelines

During an emergency the municipality requires equipment, to assist with municipal work, and response. The municipality will hire private equipment off of the equipment list, or as required during a response.

Definitions:

Private equipment shall be defined as any equipment which is owned and operated by an individual, partnership, or corporation.

The hired equipment list is an ongoing list of privately owned equipment that the County may hire from time to time.

Guidelines:

1. The private equipment on the Mackenzie County equipment list shall be the first source of equipment to be hired when privately owned equipment is required for work within the Mackenzie County.
2. Contractors must have a current WCB account, Certificate of Insurance with a minimum of two million dollars liability, to remain on the list. Vehicles and equipment must have a current Alberta CVIP, and commercial license plates.
3. Contractors may have a valid Mackenzie County Business License.
4. Mackenzie County may apply the following considerations when hiring equipment:
 - The response time of available equipment;

- Past work history with the County along with the cooperative record of the contractor making equipment available to the County in times of need or difficult situations;
 - the experience of the operator, the suitability, productivity and condition of the equipment.
5. Equipment must be in good working condition. Supervisors may dismiss equipment that is in poor condition.
 6. Contractors must supply experienced operators with proper PPE, and training certificates to complete the required task, in a safe and efficient manner.
 7. Private equipment from contractors shall be hired only if they have no outstanding accounts (including taxes) with the municipality and are not involved in any legal action against Mackenzie County.
 8. During an emergency response, contractors without a valid COR/SECOR shall be paid 80% of the current years Alberta Road Builders Rates. The Purchasing Authority Directive and Tendering Process Policy applies.
 9. Contractors with a valid COR/SECOR shall be paid 100% of the current years Alberta Road Builders Rates.
 10. All Contractors must follow Mackenzie County's Policies and procedures.

	Date	Resolution Number



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 14, 2021
Presented By:	Jennifer Batt, Director of Finance
Title:	Amend Policy ADM049 - Bursaries

BACKGROUND / PROPOSAL:

Administration is in the process of reviewing Policies, and presenting to Council any Policies identified that may require ammendment.

Policy ADM049 – Bursaries was identified as one policy that requires review and ammendment as there is no Finance Committee to review and award applications. The Finance Committee reference has been ammended to Council.

OPTIONS & BENEFITS:

Updating Policy aligns with current committees and oranizational chart.

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

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

POLICY REFERENCES:

Policy ADM049 - Bursaries

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That Policy ADM049 - Bursaries be approved as presented/amended.

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

Mackenzie County

Title	Bursaries	Policy No:	ADM049
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Legislation Reference	MGA, Section 1 b)
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Purpose

To encourage and to afford an opportunity to Mackenzie County residents to pursue studying in priority fields which are critically appealing to the Mackenzie Region, and thereby enhance the residents' abilities to make a meaningful contribution to their communities.

Policy Statement and Guidelines

Statement:

Mackenzie County Council recognizes the need for a skilled and knowledgeable workforce in the Mackenzie Region and therefore encourages further learning. In order to provide financial assistance to qualified applicants/students, a bursary fund is established during an annual budgeting process.

Guidelines:

1. Student Eligibility

- 1.1 First time university/college students may receive a bursary within two years from their public school graduation date and either student or immediate family must be living in the County.
- 1.2 Students returning to their second to fourth year of studies may apply to receive a bursary. Student's immediate family must be living within Mackenzie County.
- 1.3 Mature students are eligible to receive a bursary at the discretion of ~~the Finance Committee~~ Council. The student must be living within Mackenzie County. These students will be given third priority.
- 1.4 Students enrolled in part time studies will be eligible for a bursary prorated to the number of months studied compared to a full time program.
- 1.5 Must be enrolled in a post-secondary education or certified trade institution.
- 1.6 Must commit to live and work in the Mackenzie region upon graduation from a post-secondary institution. Work experience must be obtained in the field of study for which the bursary was received. The length of return service will be based on the amount awarded as follows:

- \$500 – 3 months
- \$1,000 – 6 months
- \$1,500 – 9 months
- \$2,000 – 12 months

1.7 Must be able to demonstrate commitment to community and education.

2. Return Service Agreement

Every student selected to receive a Mackenzie County Bursary must sign an agreement. The Agreement commits the student to live and work in the field of study the bursary was received for within the Mackenzie region. The length of return services is based on the total value of bursary support with three months of return service for each \$500 of total bursary support or any portion thereof. For example: a bursary of \$1000 has a return service agreement of six months.

Students not returning to work within the Mackenzie region may be expected to reimburse bursary grants received.

3. Bursary Amount

The amount of the bursary will be dependent on the length and field of study; the number and value of bursaries available each year may vary.

4. Bursary Cancellation

If a bursary is excluded or expelled from the institution or discontinues his/her studies on his/her own accord, the bursary shall be cancelled and the bursar shall have to repay the County the full bursary amount within one month of cancellation/discontinuation of studies. The bursar shall be responsible for notifying the County.

5. Bursary Awarding

~~The Finance Committee~~ Council shall be responsible to review the applications and award the annual bursaries.

6. Administrative Process

6.1 The bursary applications (Schedule A) shall be advertised during the first two weeks of March with the closing date for applications being 4:30 p.m. on the last day of April.

6.2 Successful bursary recipients will receive notification within two weeks of the awards; however, the funds will not be provided until the Return Service Agreement (Schedule B) has been signed and confirmations of acceptance

from the post-secondary institution have been received. The deadline to receive required documentation for bursary payment will be September 30th of the year the bursary is awarded.

- 6.3 If not all annually allocated funds have been distributed, ~~the Finance Committee~~ **Council** may re-advertise the bursary applications.
- 6.4 Any unused funds in any given year shall be allocated to the Bursary Reserve established by Council.
- 6.5 County administration will follow up with bursary recipients, current and previous, at least once a year to update the recipient's status.
- 6.6 Upon extenuating circumstances, recipients unable to meet their commitments may request in writing to ~~the Finance Committee~~ **Council** for relief of their obligation because of the individual case.

7. Administrative Responsibilities

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

	Date	Resolution Number
Approved	2011-04-12	11-04-347
Amended	2014-03-26	14-03-197
Amended	2015-08-11	15-08-547
Amended	2016-08-09	16-08-580
Amended	2016-09-28	16-09-689
Amended	2017-01-09	17-01-015
Amended	2017-08-08	17-08-562
Amended	2019-08-28	19-08-462

MACKENZIE COUNTY BURSARY APPLICATION (SCHEDULE A)

General Guidelines

Student Eligibility

- First time university/college students may receive a bursary within two years from their public school graduation date and either student or immediate family must be living in the County.
- Students returning to their second to fourth year of studies may apply to receive a bursary. Student's immediate family must be living within Mackenzie County.
- Mature students are eligible to receive a bursary at the discretion of ~~the Finance Committee~~ **Council**. The student must be living within Mackenzie County. These students will be given third priority.
- Students enrolled in part time studies will be eligible for a bursary prorated to the number of months studied compared to a full time program.
- Must be enrolled in a post-secondary education or certified trade institution.
- Must commit to live and work in the Mackenzie region for a six-month period upon graduation of post-secondary education for each bursary received.
- Must be able to demonstrate commitment to community and education.

Note: Bursary applications received after initial deadline will be awarded on a first come first served basis

Return Service Agreement

Every student selected to receive a Mackenzie County Bursary must sign an agreement. The Agreement commits the student to live and work within the Mackenzie region for a six-month period upon graduation of post-secondary studies for each bursary received. The length of return services is based on the total value of bursary support with three months of return service for each \$500 of total bursary support or any portion thereof. For example: a bursary of \$1000 has a return service agreement of six months.

Students not returning to work within the Mackenzie region may be expected to reimburse bursary grants received.

Bursary Amount

The usual amount of the bursary is \$1,000.00; however both the number and value of bursaries available each year may vary.

Successful Bursary recipients will receive notification in May; however, the funds will not be provided until the Return Service Agreement has been signed and you have provided us with confirmations of acceptance from the post-secondary institution of your choice and of tuition paid.

Application Must Include:

First time applicants

- A cover letter including reason for application, the field of study, career goal and date of graduation.
- 3 reference letters: 1 public school or college or university related, and 2 personal references.

Returning applicants

- A cover letter including reason for application, the field of study, career goal and date of graduation.
- Proof of course completion (academic transcript) (To be submitted as soon as available)
- Proof of course registration or Receipt of tuition paid (To be submitted as soon as available)

Application deadline

The deadline for **receipt** of application is _____ at **4:30 p.m.** at the following address:

Finance **Committee**, Mackenzie County
Box 640, Fort Vermilion, Alberta T0H 1N0
Fax: (780) 927-4266
Email: office@mackenziecounty.com

MACKENZIE COUNTY BURSARY APPLICATION FORM (SCHEDULE A)

CONTACT INFORMATION (please print)

Full Name: _____ Phone Number: _____

Mailing Address: _____

City/Town: _____ Postal Code: _____

Street Address or Land Location: _____

Number of Years Lived in Region: _____

EDUCATIONAL INFORMATION

Name of Public School: _____ Graduation Date: _____

Provide a list of the grade twelve subjects, with final grade, that you are using as entry level for post-secondary or trade education. (Please provide a copy of your transcripts if available.)

Returning Students: Please provide a copy of your most recent transcripts.

Post-Secondary Institution: _____

Program of Study: _____

Length of Program Studies you plan to attend: 1yr. 2 yr. 3 yr. 4yr. more

Date you expect to graduate: _____ 20____

PERSONAL INFORMATION

Please explain how your choice of post-secondary education will benefit the Mackenzie County area?

Please list any community involvement and past work experiences.

Please list any extracurricular activities, hobbies and interests.

**Your application may not be considered if information is missing.
Have you answered all the questions?**

APPLICANT DECLARATION

I declare that:

to the best of my knowledge, the information given on this application is true.

I agree to:

provide any information needed to verify any statement made on this application.

I understand that:

I may have to repay my bursary if I do not fulfil my return service agreement.

I may be denied a bursary if I have made any false or misleading statements on this application.

I consent to:

The use of my name and/or photograph by Mackenzie County for the purposes of publicizing the Mackenzie County Bursary Program.

X _____
Signature of Applicant

Date Signed

RETURN SERVICE AGREEMENT

THIS AGREEMENT made this _____ day of _____, 20_____.

BETWEEN

Mackenzie County
(referred to as the "Sponsor")

and

(referred to as the "Student")

of the _____ of _____, in the Province of Alberta

WHEREAS the Sponsor has established a bursary to provide assistance to eligible students and to promote the development of vocational or professional expertise within the Mackenzie region; and

WHEREAS the Student has applied to the Sponsor for a Bursary to assist him in his course of studies: and

WHEREAS a Bursary consists of a financial assistance award from the Sponsor; and

WHEREAS the Student has undertaken to work and provide services in the Sponsor region; now

THEREFORE the parties agree as follows:

1. For the purposes of this agreement, "sponsor region" means the area within the boundaries of the Mackenzie County.
2. Upon approval of the Student's application by the Sponsor and upon receipt of confirmations of the Student's registration in the course of studies and of tuition paid, the Sponsor will pay to the Student the sum of \$ _____ as an award in order for the Student to commence the course of studies as outlined in the Student's bursary application.
3. The Student
 - a) agrees and undertakes to obtain, within six (6) months from the last day of his/her studies, employment in the Mackenzie region for a continuous period of _____ months.

- b) agrees and acknowledges that his employment under (a) is to be in an occupation or field of endeavor which relates to his course of studies and is to be otherwise satisfactory to the Sponsor;
 - c) Must annually provide written information to the Sponsor regarding the status and location of employment; commencing on the date on which employment is obtained in accordance with this Agreement and until the completion of work commitments under this Agreement;
 - d) Must in writing notify the Sponsor within seven (7) days of the following events:
 - i) a withdrawal from the course of studies; or
 - ii) a failure to maintain a passing grade in his course of studies in any academic year; or
 - iii) a change of address.
4. The Sponsor may, in its absolute discretion, require repayment in full by the Student of the Bursary to the Sponsor for failure to comply with clause 3 of this Agreement or upon the occurrence of one or more of the events in clause 3(d). Repayment will occur according to the following schedule based on total value of awards received:
- ≤ \$500 repayment due within 3 months of invoice date
 - \$500-\$1000 repayment due within 6 months of invoice date
 - > \$1000 repayment due within 1 year of invoice date
5. If the Sponsor requires repayment of the financial assistance for failure to maintain employment in accordance with clause 3(a), the Sponsor may, in its absolute discretion, consider the employment commitment under clause 3(a), to be partially fulfilled and accordingly reduce the repayment obligations of the Student under this Agreement on a pro rata basis.
6. The Sponsor may waive a default of this Agreement only by written notice to the Student.
7. The Student agrees and acknowledges that he has the sole obligation to seek employment and lodging to fulfill his commitment under this Agreement and that there is no obligation upon the Sponsor to provide any employment position or lodging place to help fulfill this commitment.
8. The Student allows the Sponsor to release his name as a bursary recipient for advertising and recognition of the bursary.
9. All notices and other written communications required or permitted under this Agreement can be delivered by hand, or sent by registered mail or faxed to the addressee as follows:

To the Sponsor: c/o Mackenzie County
P.O. Box 640
Fort Vermilion, AB
T0H 1N0
Phone: (780) 927-3718
Fax: (780) 927-4266

To The Student _____

Phone: () _____
Fax: () _____

IN WITNESS WHEREOF the parties hereto have executed this Agreement on the date first written above.

SIGNED IN THE PRESENCE OF

_____ Signature of Witness	_____ Signature of Student or Parent/Guardian if Student is under 18
Printed name of Witness:	_____
Address of Witness:	_____
Postal Code of Witness:	_____
Phone Number of Witness	_____

TO BE COMPLETED BY THE SPONSOR

_____ Witness	_____ Signature of Sponsor
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Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 14, 2021
Presented By:	Jennifer Batt, Director of Finance
Title:	Financial Reports – January 1 – August 31, 2021

BACKGROUND / PROPOSAL:

The Finance Department provides financial reports to Council as per policy.

OPTIONS & BENEFITS:

Financial Reports to Council

Council shall receive the following reports monthly:

- Statement comparing actual operating revenues and expenditures to budget for the year-to-date (January – August 31, 2021)
- A report of funds invested in term deposits and other securities
 - (January – July 31, 2021)
- Project progress reports including expenditures to budget until August 31, 2021.

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

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

POLICY REFERENCES:

Policy FIN010 – Financial Reports

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the financial reports for January to August 31, 2021 be received for information.

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

Mackenzie County Summary of All Units January - August 31, 2021

	2021	2021 Actual	\$ Variance
	Budget	Total	(Remaining)
OPERATING REVENUES			
100-Municipal Taxes	\$23,702,505	\$23,681,152	(\$21,353)
101-Lodge Requisition	\$896,658	\$878,895	(\$17,763)
102-School Requisition	\$6,302,401	\$6,107,145	(\$195,256)
103-Designated Ind. Property	\$76,169	\$73,430	(\$2,739)
124-Frontage	\$99,450	\$37,385	(\$62,065)
261-Ice Bridge	\$140,000	\$120,000	(\$20,000)
420-Sales of goods and services	\$1,036,581	\$702,258	(\$334,323)
421-Sale of water - metered	\$3,457,395	\$2,349,980	(\$1,107,415)
422-Sale of water - bulk	\$915,229	\$690,580	(\$224,649)
424-Sale of land	\$10,000	\$1,575	(\$8,425)
510-Penalties on taxes	\$500,000	\$517,658	\$17,658
511-Penalties of AR and utilities	\$29,000	\$16,120	(\$12,880)
520-Licenses and permits	\$45,000	\$48,115	\$3,115
521-Offsite levy	\$20,000	\$282,307	\$262,307
522-Municipal reserve revenue	\$80,000	\$192,011	\$112,011
526-Safety code permits	\$200,000	\$219,550	\$19,550
525-Subdivision fees	\$60,000	\$92,180	\$32,180
530-Fines	\$5,000	\$6,884	\$1,884
531-Safety code fees	\$8,000	\$11,001	\$3,001
550-Interest revenue	\$500,000	\$101,963	(\$398,037)
551-Market value changes			\$0
560-Rental and lease revenue	\$153,702	\$86,359	(\$67,343)
570-Insurance proceeds			\$0
597-Other revenue	\$65,000	\$24,570	(\$40,430)
598-Community aggregate levy	\$50,000		(\$50,000)
630-Sale of non-TCA equipment		\$28,881	\$28,881
840-Provincial grants	\$1,791,095	\$345,013	(\$1,446,082)
890-Gain (Loss) Penny Rounding		(\$0)	(\$0)
909-Other Sources -Grants	\$15,000		(\$15,000)
630-Sale of Asset		\$28,881	\$28,881
930-Contribution from Operating Reserves	\$1,212,572		(\$1,212,572)
940-Contribution from Capital Reserves	\$4,500		(\$4,500)
TOTAL REVENUE	\$41,375,257	\$36,643,896	(\$4,731,361)
Excluding Requisitions	\$34,100,029	\$29,584,426	

Mackenzie County Summary of All Units January - August 31, 2021

	2021 Budget	2021 Actual Total	\$ Variance (Remaining)
OPERATING EXPENSES			
110-Wages and salaries	\$6,526,443	\$3,595,577	(\$2,930,866)
132-Benefits	\$1,410,406	\$848,128	(\$562,278)
136-WCB contributions	\$89,478	\$16,656	(\$72,822)
142-Recruiting	\$15,000	\$8,530	(\$6,470)
150-Isolation cost	\$43,200	\$26,326	(\$16,874)
151-Honoraria	\$630,360	\$379,789	(\$250,571)
211-Travel and subsistence	\$390,314	\$89,668	(\$300,646)
212-Promotional expense	\$39,500	\$8,095	(\$31,405)
214-Memberships & conference fees	\$129,212	\$41,419	(\$87,793)
215-Freight	\$99,850	\$46,125	(\$53,725)
216-Postage	\$69,550	\$38,744	(\$30,806)
217-Telephone	\$124,920	\$72,582	(\$52,338)
221-Advertising	\$76,900	\$63,616	(\$13,284)
223-Subscriptions and publications	\$15,250	\$6,065	(\$9,185)
231-Audit fee	\$90,000	\$123,000	\$33,000
232-Legal fee	\$80,000	\$108,190	\$28,190
233-Engineering consulting	\$194,500	\$120,651	(\$73,849)
235-Professional fee	\$348,200	\$153,108	(\$195,092)
236-Enhanced policing fee	\$398,236	\$277,512	(\$120,724)
239-Training and education	\$95,185	\$24,380	(\$70,805)
242-Computer programming	\$220,137	\$37,430	(\$182,707)
243-Waste Management	\$554,800	\$237,102	(\$317,698)
251-Repair & maintenance - bridges	\$44,500	\$53	(\$44,447)
252-Repair & maintenance - buildings	\$168,140	\$62,196	(\$105,944)
253-Repair & maintenance - equipment	\$361,450	\$155,301	(\$206,149)
255-Repair & maintenance - vehicles	\$91,000	\$47,866	(\$43,134)
258-Contract graders	\$1,081,554	\$433,085	(\$648,469)
259-Repair & maintenance - structural	\$1,301,200	\$482,112	(\$819,088)
260-Roadside Mowing & Spraying	\$396,000	\$130,576	(\$265,424)
261-Ice bridge construction	\$120,000	\$111,224	(\$8,776)
262-Rental - building and land	\$65,850	\$47,894	(\$17,956)
263-Rental - vehicle and equipment	\$139,734	\$27,979	(\$111,755)
266-Communications	\$155,272	\$103,122	(\$52,150)
271-Licenses and permits	\$25,545	\$7,439	(\$18,106)
272-Damage claims	\$5,000		(\$5,000)
274-Insurance	\$462,735	\$463,276	\$541
342-Assessor fees	\$279,000	\$98,689	(\$180,311)
290-Election cost	\$15,000		(\$15,000)
511-Goods and supplies	\$937,534	\$586,719	(\$350,815)
515-Lab Testing	\$43,500	\$16,256	(\$27,244)
521-Fuel and oil	\$647,680	\$444,880	(\$202,800)
531-Chemicals and salt	\$424,800	\$199,905	(\$224,895)
532-Dust control	\$575,000	\$480,751	(\$94,249)
533-Grader blades	\$143,000	\$46,926	(\$96,074)
534-Gravel (apply; supply and apply)	\$2,097,000	\$1,356,391	(\$740,609)
994-Change in Inventory	(\$385,333)		\$385,333
543-Natural gas	\$122,247	\$89,933	(\$32,314)
544-Electrical power	\$717,093	\$456,156	(\$260,937)
550-Carbon Tax	\$72,000	\$65,616	(\$6,384)
710-Grants to local governments	\$2,227,017	\$1,379,954	(\$847,063)
735-Grants to other organizations	\$2,302,092	\$1,747,605	(\$554,487)
747-School requisition	\$6,302,401	\$3,254,905	(\$3,047,496)
750-Lodge requisition	\$896,658	\$896,112	(\$546)
760-Designated Ind. Property	\$76,169		(\$76,169)
764-Contributed to Capital Reserve	\$2,578,424		(\$2,578,424)
810-Interest and service charges	\$21,000	\$14,031	(\$6,969)
831-Interest - long term debt	\$389,989	\$200,173	(\$189,816)
832-Principle - Long term debt	\$1,361,746	\$740,965	(\$620,781)
921-Bad Debt	\$1,500,000	\$76,343	(\$1,423,657)
Non-TCA projects	\$1,971,820	\$1,767,360	(\$204,460)
TOTAL	\$41,375,258	\$22,314,485	(\$19,060,773)
Excluding Requisitions	\$34,100,030	\$18,163,468	\$16,012,905
995-Amortization of TCA	\$10,146,271		\$10,146,271

MACKENZIE COUNTY

ONE TIME Projects 2021 INCLUDING CARRY FORWARDS

Project Description	TOTAL PROJECT BUDGET	2021 BUDGET	TOTAL COSTS	2021 COSTS	2021 REMAINING BUDGET	External Funding				Internal Funding			Notes
						FGTF Grant	MSI Grant	Other Grant	Other Sources (non-grant)	Municipal levy	Restricted Surplus (previous years)	RS-type	
(12) - Administration Department													
Cumulative Effects Assessment Study (CF 2017)	270,000	9,363	269,554	8,917	446						9,363	GOR	
FV - Asset Management (2018)	45,000	9,500	35,500	-	9,500						9,500	GOR	
Mackenzie County 25 Year Anniversary	2,525	2,525	-	-	2,525						2,525	GOR	
Emergency Flood Response Supplies (2021)	80,000	80,000	68,973	68,973	11,027						80,000	GOR	CM 21-01-035
MOST Project - COVID 19 Asst	1,271,952	1,145,035	1,272,035	1,145,118	-83		1,145,035						CM 20-10-605
FireSmart Home Assessments - FRIAA (2021)	34,000	34,000	-	-	34,000			34,000				FRIAA	CM 21-06-525
Zama Trailer Furnishing Project (2021)	12,000	12,000	-	-	12,000						12,000	GOR	cm 21-08-575
Total department 12	1,715,477	1,292,423	1,646,062	1,223,008	69,415	-	1,145,035	34,000	-	-	113,388	-	1,292,423
(23) - Fire Department													
FV - Fire Dept Training Props (2018)	30,000	30,000	-	-	30,000				15,000		15,000	GOR	58r50 FVFD
Total department 23	30,000	30,000	-	-	30,000	-	-	-	15,000	-	15,000	-	30,000
(32) - Public Works													
FV - Repair Shop Operations Fence	6,600	6,600	-	-	6,600						6,600	GOR	
Total department 32	6,600	6,600	-	-	6,600	-	-	-	-	-	6,600	-	6,600
(33) - Airport													
Airport Master Plan (CF 2016)	75,000	33,005	41,995	-	33,005						33,005	GOR	
Airport Operations/Safety Manuals	30,000	30,000	-	-	30,000						30,000	GOR	Required by Nav Canada and Transport Canada
FV Airport - Lighting Upgrade (2021)					0							GOR	CM 21-05-465
Total department 33	105,000	63,005	41,995	-	63,005	-	-	-	-	-	63,005	-	63,005
(41) - Water													
LC -La Crete Future Water Supply Concept (2018)	200,000	190,910	9,090	-	190,910						190,910	GOR	
Water Diversion License Review	35,000	11,121	25,830	1,951	9,170						11,121	GOR	
Total department 41	235,000	202,031	34,920	1,951	200,080	-	-	-	-	-	202,031	-	202,031
(42) - Sewer													
LC - Future Utility Servicing Plan (2018)	102,000	32,413	86,587	17,000	15,413						32,413	GOR	CM 21-01-025
Total department 42	102,000	32,413	86,587	17,000	15,413	-	-	-	-	-	32,413	-	32,413
(61) - Planning & Development Department													
Economic Development Investment Attraction Marketing Packages	114,000	24,500	114,000	24,500	0			12,250			12,250	GOR	CARES Grant CM 20-03-203
Municipal Development Plan	305,000	273,448	148,712	117,159	156,288						273,448	GOR	20-08-494
Total department 61	419,000	297,948	262,712	141,659	156,288	-	-	12,250	-	-	285,698	-	297,948
(63) - Agricultural Services Department													
Irrigation District Feasibility Study	30,000	30,000	-	-	30,000						30,000	GOR	Motion 18-08-589
Total department 63	30,000	30,000	-	-	30,000	-	-	-	-	-	30,000	-	30,000
(72) - Parks													
LC Walking Trail	6,000	6,000	-	-	6,000						6,000	GOR	
La Crete Walking Trail LOC	2,400	2,400	-	-	2,400						2,400	GOR	This may require potential expenditures in 2020
Wadlin lake Phase 2 Campground Expansion Development Plan	3,000	3,000	-	-	3,000						3,000	GOR	This may require potential expenditures in 2020+
LC - Tree Removal 99 Ave	6,000	6,000	2,000	2,000	4,000						6,000	GOR	
Machesis Lake Glamping (2021)	4,500	4,500	5,856	5,856	(1,356)						4,500	RP	CM 21-03-219
Wadlin Lake Fire wood (2021)	7,500	7,500	7,500	7,500	-						7,500	GOR	CM 21-06-528
La Crete Lagoon Fire Wood (2021)	7,500	7,500	-	-	7,500						7,500	GOR	CM 21-08-568
Total department 72	36,900	36,900	15,356	15,356	21,544	-	-	-	-	-	36,900	-	36,900
TOTAL 2021 ONE TIME Projects	2,679,977	1,991,319	2,087,632	1,398,975	592,345	-	1,145,035	46,250	15,000	-	785,035	-	1,991,320
2021 Contingent on Grant Funding													
FV - Asset Management	125,000							50,000			75,000	GOR	
Bridge Maintenance (7 bridges)	250,000							250,000					
2021 Contingent on Grant Funding - Total	375,000	-	-	-	-	-	-	300,000	-	-	75,000	-	-

Funding Sources for the 2021 Approved Non TCA projects is as follows:

FGTF / MSI	\$	1,145,035
Other Grants/Sources	\$	61,250
General Operating Reserve	\$	780,535
PR	\$	4,500
Total	\$	1,991,320

MACKENZIE COUNTY
TCA Projects 2021 INCLUDING CARRY FORWARDS

Project Description	TOTAL PROJECT BUDGET	2021 BUDGET	TOTAL COSTS	2021 COSTS	2021 REMAINING BUDGET	External Funding				Internal Funding				Notes
						FGTF Grant	MSI Grant	Other Grant	Other Sources (non-grant)	Municipal levy	RS-type	Restricted Surplus (previous years)	Debtore	
(12) - Administration Department														
LC - 100 Street Plan	65,000	65,000	22	22	64,978						GCR	65,000		CM 20-04-242
FV - Flood Mitigation for Land Development	2,387,290	1,178,394	2,946,970	1,738,074	(559,680)	568,470					GCR/GOR	609,924		CM 20-06-378, 20-07-455, 20-12-761, 20-12-762, 21-04-325
Office Shower (2021)	8,700	8,700	-	-	8,700						GCR	8,700		
Total department 12	2,460,990	1,252,094	2,946,993	1,738,097	(486,003)	568,470	-	-	-	-	-	683,624	-	1,252,094
(23) - Fire Department														
FV - Training Facility (CF 2017)	20,000	11,350	8,650	-	11,350				10,000		GCR	1,350		Other Sources - FVFD 50%
Total department 23	20,000	11,350	8,650	-	11,350	-	-	-	10,000	-	-	1,350	-	11,350
(32) - Transportation Department														
FV - Rebuild Eagles Nest Road (2 miles) (2018)	800,000	784,164	15,836	-	784,164	600,290	183,874							
Gravel Reserve (CF 2014)	150,000	92,357	60,537	2,894	89,463						RDR	92,357		
11 mile Culvert Replacement	150,000	150,000	89,576	89,576	60,424									
FV - Rebuild Lambert Point Road (1 1/4 miles)	318,698	50,000	269,798	1,100	48,900									
Rebuild Blumenort Road East	440,000	385,610	235,601	181,211	204,399									
Rebuild Machesis Lake Road	440,000	437,876	2,124	-	437,876									
LC - 9 Street Lights - 94 Ave 106 St to Pioneer Drive (See Note 1)	75,000	75,000	-	-	75,000									
FS01 Mill Razor	405,000	405,000	402,873	402,873	2,127				405,000					20-05-294
OR01 New Road Infrastructure Endeavour to Assist	950,000	468,796	585,455	104,251	364,545						GCR	468,796		
LC Crosswalk 94 Ave 103 St	12,000	2,647	10,203	850	1,797						GCR	2,647		
LC - Intersection upgrade of 100 St & 109 Ave (2021)	255,000	255,000	109,017	109,017	145,983									
LC - Intersection upgrade Traffic Lights 100 St & 94 Ave (2021)	290,000	290,000	28,647	28,647	261,353									
LC - 101 Ave Asphalt (300 m) (2021)	625,000	625,000	263,058	263,058	361,942									CM 21-06-489
30 m Right of way for road widening - various locations (2021)	646,000	646,000	856	856	645,144						RDR/GCR	646,000		CM 21-05-409
Rebuild TWP Rd 1044 (1 mile) (2021)	300,000	300,000	22,038	22,038	277,963									
Road Repair & Culvert TWP Rd 1042 Rge Rd 144-145 (2021)	60,000	60,000	44,080	44,080	15,920						RDR	60,000		CM 21-07-515
Rebuild 6 mile N road (2 miles) (2021)	517,000	517,000	329,499	329,499	187,502									
Plow truck (2021)	325,000	325,000	-	-	325,000									
Ground Penetrating Radar Unit (2021)	36,000	36,000	54,370	54,370	(18,370)						GCR	36,000		CM 21-06-487
LC - Assorted Road and Sidewalk Repairs (2021)	110,000	110,000	-	-	110,000									CM 21-06-489
LC - Washout & Culvert Upgrades (2021)	500,000	500,000	-	-	500,000									
LC - Washout & Culvert Upgrades (2021)	20,000	20,000	18,527	18,527	1,473				1,610		V&E	18,390		CM 21-08-576
Total department 32	7,424,698	6,535,448	2,542,094	1,652,845	4,882,604	600,290	4,609,360	-	1,610	-	-	1,324,190	-	6,535,450
(41) - Water Treatment & Distribution Department														
LC - Well Number 4 (CF 2016)	1,348,966	1,175,000	268,024	94,058	1,080,942			689,137			GCR	485,863		20-12-763
ZA - Water Treatment Plant Upgrading (CF 2017)	933,569	781,944	177,923	26,298	755,646			609,457			RWTR	172,487		
FV - Frozen Water Services Repairs (River Road) (CF 2015)	280,700	20,443	260,257	-	20,443						RWTR	20,443		
LC - Waterline Bluehills (CF 2015)	833,250	690,722	142,528	-	690,722			690,722						
FV - Rural Water Supply North of the Peace River (2018)	420,000	174,854	253,749	8,603	166,251						GOR	174,854		\$20,000 from 2017 Non TCA Project - HL Rural Comprehensive Water Study, \$400,000
Water line to Hill Crest Community School (2020)	487,720	13,940	474,783	1,003	12,937	13,940								CM 20-05-302, 20-08-500, 21-03-230
FV - Rural Truck Fill Pump Install (2021)	314,500	314,500	14,667	14,667	299,833		314,500							CM 21-05-398
LC - Water Treatment Plant Tower Replacement (2021)	100,000	100,000	5,896	5,896	94,104						GCR	100,000		
LC - North Storm-Pond A (2021)	1,150,000	1,150,000	4,700	4,700	1,145,300						WTRSWR	50,000	1,100,000	CM 21-03-240, CM 21-04-312, CM 21-07-533
LC-North Waterline Oversizing (2021)	200,000	200,000	-	-	200,000						WSIR	200,000		CM 21-05-453
LC-North Sanitary Trunk Sewer (2021)	280,000	280,000	-	-	280,000						GOR	280,000		CM 21-05-461 CM 21-07-517
Total department 41	6,348,705	4,901,401	1,602,527	155,223	4,746,178	13,940	1,005,222	1,298,594	-	-	-	1,483,647	1,100,000	4,901,403
(42) - Sewer Disposal Department														
ZA - Lift Station Upgrade (CF 2013-2017)	1,972,037	1,698,066	273,971	-	1,698,066			1,040,707			WTRSWR/SWMR	657,359		CM 21-03-200
LC - Sanitary Sewer Expansion (CF 2016)	161,000	13,390	160,610	13,000	390						GCR	13,390		CM 21-01-024
Total department 42	2,133,037	1,711,456	434,581	13,000	1,698,456	-	-	1,040,707	-	-	-	670,749	-	1,711,456
(43) - Waste														
Waste Bins Replacement (2021)	20,000	20,000	-	-	20,000				2,000		GCR	18,000		
Total department 43	20,000	20,000	-	-	20,000	-	-	-	2,000	-	-	18,000	-	20,000

MACKENZIE COUNTY
TCA Projects 2021 INCLUDING CARRY FORWARDS

Project Description	TOTAL PROJECT BUDGET	2021 BUDGET	TOTAL COSTS	2021 COSTS	2021 REMAINING BUDGET	External Funding				Internal Funding				Notes
						FGTF Grant	MSI Grant	Other Grant	Other Sources (non-grant)	Municipal levy	RS-type	Restricted Surplus (previous years)	Debtenture	
(43) - Waste														
Waste Bins Replacement (2021)	20,000	20,000	-	-	20,000				2,000		GCR	18,000		
Total department 43	20,000	20,000	-	-	20,000	-	-	-	2,000	-	-	18,000	-	20,000
(61) - Planning & Development														
LC Drainage Ditch Plan 192 3085, Block 24, Lot 2	6,000	6,000	3,440	3,440	2,560						SWMR	6,000		CM 20-10-615.
LC Drainage Ditch Plan 992 0894, Block 2, Lot 1	8,000	2,225	5,775	-	2,225						SWMR	2,225		CM 20-10-617
LC Drainage Ditch NE 8-106-15-W5M (2021)	15,000	15,000	9,425	9,425	5,575						GCR	15,000		CM 21-02-100
Total department 61	29,000	23,225	18,640	12,865	10,360	-	-	-	-	-	-	23,225	-	23,225
(63) - Agriculture														
HL - Rural Drainage - Phase II & Phase III (CF 2014/2015)	1,181,000	38,019	1,142,981	-	38,019						SWMR	38,019		
Total department 63	1,181,000	38,019	1,142,981	-	38,019	-	-	-	-	-	-	38,019	-	38,019
(71) - Recreation														
ZA - Water Repair in Furnace Room (CF 2017)	10,000	8,338	1,662	-	8,338						GOO	8,338		
ZA - Re-shingling Hall (CF 2017)	23,601	17,849	5,752	-	17,849						GOO	17,849		CM 20-02-084.20-11-758
FV - Overhead Door Replacement/Completion of Hockey Netting	16,000	3,100	12,900	-	3,100						RB-FV	3,100		
FV - Outdoor Rink Repairs	14,000	14,000	-	-	14,000						RB-FV	14,000		
FV - Purchase Outhouses for Rodeo Grounds	10,000	10,000	-	-	10,000						RB-FV/GOR/GCR	10,000		
LC - Tennis Court, Basketball Pickle Ball Court (2021)	299,106	299,106	-	-	299,106		149,553		149,553					CM 21-05-400
Total department 71	372,707	352,394	20,313	-	352,394	-	149,553	-	149,553	-	-	53,287	-	352,393
(72) - Parks & Playgrounds Department														
Hutch Lake Campground Improvements (CF 2017)	112,000	63,933	87,233	39,166	24,767						IC-REC/MR	63,933		
River Search & Rescue Access Plan - Atlas & Tompkins Landing Boat Launch & FV Bridge Campground	92,000	32,430	67,334	7,764	24,666						GOR	32,430		CM 21-01-051
Vanguard Subdivision Playground Equipment	30,000	6,265	26,315	2,580	3,685						MR	6,265		
Wadlin Lake Dock Piling Improvements - Firewood Compound	13,000	10,045	2,955	-	10,045						GCR	10,045		
Hutch Dock Piling	22,000	15,038	14,852	7,890	7,148						GOR	15,038		
Jubilee Park Walkway	10,000	10,000	-	-	10,000						GOR	10,000		
FV - Streetscape (CF 2017)	100,000	61,641	38,359	-	61,641						IC-DV /GCR/GOR	87,035		CM 19-04-274 Moved to 72 in 2020 Budget (25,000GOR) cm21-07-518
Streetscape - La Crete	25,000	24,602	12,684	12,286	12,316						GOR	24,602		
New Hamlet Park (2021)	38,000	38,000	9,179	9,179	28,821						MR	38,000		
Water Well at Jubilee Park (2021)	17,955	17,955	-	-	17,955		17,955							
FV - Streetscape Second dock project (2021)	25,394	25,394	-	-	25,394									CM21-07-518
Total department 72	485,349	305,302	258,912	78,865	226,437	17,955	-	-	-	-	-	287,348	-	305,303
TOTAL 2021 Capital Projects	20,455,486	15,150,688	8,975,692	3,650,894	11,499,794	1,200,655	5,764,135	2,339,301	163,163	-	-	4,583,439	1,100,000	15,150,693

MACKENZIE COUNTY
TCA Projects 2021 INCLUDING CARRY FORWARDS

Project Description	TOTAL PROJECT BUDGET	2021 BUDGET	TOTAL COSTS	2021 COSTS	2021 REMAINING BUDGET	External Funding				Internal Funding				Notes
						FGTF Grant	MSI Grant	Other Grant	Other Sources (non-grant)	Municipal levy	RS-type	Restricted Surplus (previous years)	Debtenture	
Contingent on Grant Funding														
ZC - Access Pave (PH V) (CF 2014)	6,000,000	6,000,000	-	-	6,000,000			3,000,000						3,000,000
ZA - Sewage Forcemain (2018)	1,085,000	1,085,000	-	-	1,085,000			1,085,000						-
Carry Forward Contingent on Grant Funding- Total	7,085,000	7,085,000	-	-	7,085,000	-	-	4,085,000	-	-	-	-	-	3,000,000
2021 Contingent on Grant Funding														
FV - New Hockey Boards and Glass with Protective Netting	199,500							99,750		GCR	99,750			Contingent on Grant Funding 50/50
FV - Fitness Centre Expansion	99,000							49,500		GCR	49,500			Contingent on Grant Funding 50/50
FV - Baseball Netting	75,000							37,500		GCR	37,500			Contingent on Grant Funding 50/50
LC - Wheel Chair Lift	50,000							25,000		GCR	25,000			Contingent on Grant Funding 50/50
2021 Contingent on Grant Funding- Total	423,500	-	-	-	-	-	-	211,750	-	-	211,750	-	-	
Total of Contingent Funding	7,508,500	7,085,000	-	-	7,085,000	-	-	4,085,000	211,750	-	211,750	-	-	3,000,000

Administration to seek grant funding for below projects prior to proceeding
 Note 1 - LC - 9 Street Lights - 94 Ave 106 St to Pioneer Drive Note 1
 Note 2 - FV - Rebuild Butter town Road

Funding Sources for the 2021 Approved Capital projects is as follows:

FGTF & MSI	\$	6,964,790
Other Grants/Sources	\$	2,502,464
MUNICIPAL LEVY	\$	-
General Operating Reserve	\$	988,449
General Capital Reserve	\$	1,912,257
Municipal Reserve	\$	107,265
Road Reserve	\$	352,357
Vehicle & Equipment Reserve	\$	18,390
Rural Water Reserve	\$	192,930
Waste/Sewer Infrastructure Reserve	\$	321,753
Surface Water Management Reserve	\$	631,850
Incomp. Cap - Develop. Reserve	\$	12,035
Incomp. Cap - Recreation	\$	933
Recreation Board Fort Vermilion	\$	19,033
Recreation Board La Crete	\$	-
Grants to Other Organizations	\$	26,187
Debtenture	\$	1,100,000
TOTAL		15,150,693

Investment Report for Period Ending July 31, 2021

Reconciled Bank Balance on July 31, 2021

Reconciled Bank Balance 31-Jul-21 \$ 16,593,465

Investment Values on July 31, 2021

Short term T-Bill (1044265-26)	\$	250,818.64
Long term investments (EM0-0374-A)	\$	9,124,019.11
Short term notice on amount 31 days	\$	6,125,277.07
Short term notice on amount 60 days	\$	3,980,774.03
Short term notice on amount 90 days	\$	2,026,707.40
Vision Credit Union - 2 year	\$	2,148,142.08

Total Investments **\$ 23,655,738.33**

Total Bank Balance and Investments **\$ 40,249,202.93**

These balances include 'market value changes'.

Revenues

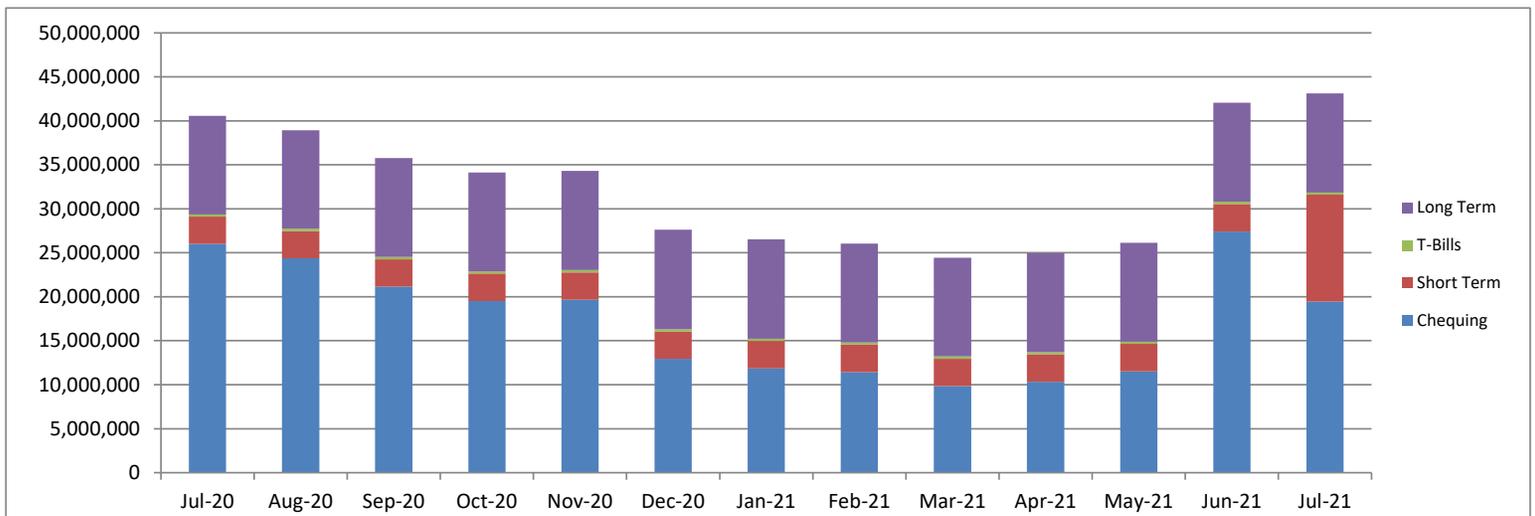
Interest received from investments
Interest accrued from investments but not received.

Total	YTD	Short Term	YTD	Long Term	YTD
\$	77,563.87	\$	9,174.24	\$	68,389.63
\$	113,084.34			\$	113,084.34
\$	190,648.21	\$	9,174.24	\$	181,473.97

Interest received, chequing account
Total interest revenues before investment manager fees
Deduct: investment manager fees for investments
Total interest revenues after investment manager fees

\$	73,570.29	\$	73,570.29		
\$	264,218.50	\$	82,744.53	\$	181,473.97
\$	(17,790.25)			\$	(17,790.25)
\$	246,428.25	\$	82,744.53	\$	163,683.72

Balances in the Various Accounts - Last 13 Months





Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 14, 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:

- August – 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 August 2021 be received for information.

Author: J Batt Reviewed by: _____ CAO: _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 14, 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
Beth Kappelar	Municipal Planning Commission	July/August
Tim Driedger	Municipal Planning Commission	July
Erick Carter	Municipal Planning Commission	July/August

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 July/August 2021 be received for information.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 14, 2021
Presented By:	Jennifer Batt, Director of Finance
Title:	15 Year History – Lodge Requisition CM 21-08-084

BACKGROUND / PROPOSAL:

During the August 17th, 2021 Committee of the Whole meeting, the following motion was passed:

MOTION COW-21-08-084 **MOVED** by Councillor Wardley

That administration bring back a 10-15 year history for lodge payments.

CARRIED

Provided below is the list of 15 years of payments as requested:

Year	Payment	Year	Payment
2007	\$ 612,104.50	2015	\$ 788,108.00
2008	\$ 628,424.00	2016	\$ 852,083.00
2009	\$ 568,212.00	2017	\$ 461,788.00
2010	\$ 720,470.04	2018	\$ 581,533.83
2011	\$ 719,088.00	2019	\$ 608,793.48
2012	\$ 291,715.00	2020	\$ 533,714.83
2013	\$ 392,261.67	2021	\$ 896,112.22
2014	\$ 490,719.00	TOTAL	\$ 9,145,127.57

OPTIONS & BENEFITS:

N/A

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

COSTS & SOURCE OF FUNDING:

Operating Budget – Ratepayer tax notices

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the 15 year history of Lodge requisitions be received for information.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 14, 2021
Presented By:	Jeff Simpson, Director of Operations
Title:	Engineering for 109 Avenue Widening - Request for Capital Funds

BACKGROUND / PROPOSAL:

Administration is aware of development along 109 Avenue in the Hamlet of La Crete. The development will bring increased traffic to the area. To alleviate the congestion, widening the avenue is proposed. As upgrades to 109 Ave. will be an item for 2022 Budget consideration, administration would like to begin with some pre-planning. We have received a proposal for the engineering portion of 109 Avenue widening and are expecting another proposal.

Administration would like Council to consider a Capital Project for engineering cost for “109 Avenue Widening” with a budget of \$45,000.

OPTIONS & BENEFITS:

Option 1:

Allowing the addition of \$45,000 in the 2021 Capital Budget for pre-planning for the widening of 109 Avenue.

Benefit:

To assist with 2022 Capital Budget presentation concerning the development along 109 Avenue.

Option 2:

No addition 2021 Capital funds.

Benefit:

COSTS & SOURCE OF FUNDING:

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

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

POLICY REFERENCES:

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That \$45,000 from Capital Reserve added to the 2021 Capital Budget for engineering 109 Avenue Widening.

Author: S Wheeler Reviewed by: _____ CAO: _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 14, 2021
Presented By:	Byron Peters, Deputy Chief Administrative Officer
Title:	Fort Vermilion School Division- Land Transaction

BACKGROUND / PROPOSAL:

Mackenzie County and the Fort Vermilion School Division (FVSD) have had informal conversations around land availability in Fort Vermilion for some time as a result of the 2020 flood. This conversation has included the potential of swapping lands in other communities in exchange for land in Fort Vermilion. Mackenzie County has approached the school division in regards to two acres of land required for housing in Fort Vermilion. The school division is agreeable to giving these two acres in exchange for approximately the same size parcel in La Crete.

The land the school division would acquire is the back portion of 7820147 13R (10302 94 Avenue), where the old Water Treatment Plant (now the Distribution Pumphouse) is located. Mackenzie County is asking the school division for a south east portion of 7621591 A 04 (4401 50 Street) where the Fort Vermilion Public School is currently located.

Administration for the Fort Vermilion School Division has informed the County that it is very difficult for them (or any school board) to sell land outright, and that a transaction is much more likely to be approved if it is part of a land trade. FVSD requires ministerial approval to complete land transactions.

The attached maps show the location of the two parcels being considered for the trade.

OPTIONS & BENEFITS:

Both Mackenzie County and the Fort Vermilion School Division benefit from swapping the lands. Exact dimensions/areas still need to be finalized, but the transaction will help meet setback requirements and provide buffers around existing developments (Fort Vermilion Public School and the Distribution Pumphouse) and provide additional lands for potential mitigation purposes in Fort Vermilion.

Author: S Gibson **Reviewed by:** B Peters **CAO:** _____

Purchasing the land outright from FVSD is not a viable option based on their restrictions.

COSTS & SOURCE OF FUNDING:

Survey and legal fees would be borne by the acquiring party.

SUSTAINABILITY PLAN:

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

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

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

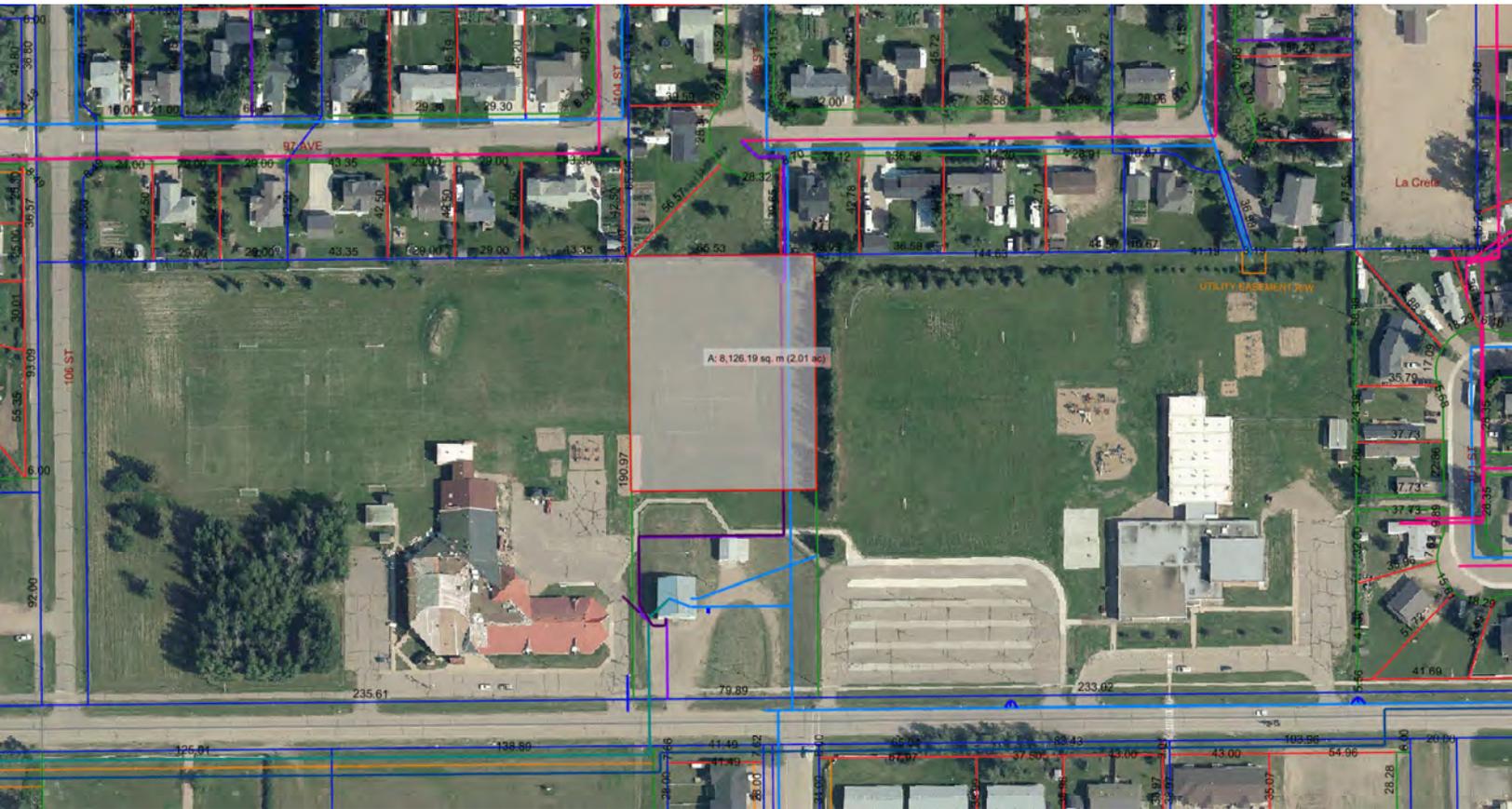
N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That administration work with the Fort Vermilion School Division to complete a trade and land transfer for properties adjacent to the La Crete Distribution Pumphouse and Fort Vermilion Public School.

Author: S Gibson **Reviewed by:** B Peters **CAO:** _____





Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 14, 2021
Presented By:	Byron Peters, Director of Projects & Infrastructure, Deputy CAO
Title:	Asset Management Grant Funding

BACKGROUND / PROPOSAL:

During the 2021 Budget development, Council approved an Asset Management project contingent on grant funding. Administration submitted an application with the Federation of Canadian Municipalities, and were successful in receiving a Municipal Asset Management Program (MAMP) grant for \$50,000. (Letter attached)

Administration requires an amendment to the 2021 One Time Projects budget identifying the project with funding coming from the grant.

OPTIONS & BENEFITS:

The grant assists in funding an Asset Management program.

COSTS & SOURCE OF FUNDING:

General Operating Reserve - \$75,000

Municipal Asset Management Program (MAMP) - \$50,000

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

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

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the 2021 One Time Project Budget be amended to include \$125,000, for the Asset Management project with \$75,000 in funding coming from the General Operating Budget, and \$50,000 from Municipal Asset Management Program (MAMP) grant.

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



**President
Présidente**

Joanne Vanderheyden
Mayor
Municipality of
Strathroy-Caradoc, ON

31 August 2021

**First Vice-President
Première vice-présidente**

Taneen Rudyk
Councillor
Town of Vegreville, AB

His Worship Reeve Josh Knelsen
and Members of Council
Mackenzie County
4511-46 Avenue, P.O. Box 640
Fort Vermilion, Alberta
T0H 1N0

**Second Vice-President
Deuxième vice-président**

Scott Pearce
Maire
Municipalité de
Canton de Gore, QC

Title of initiative: Asset Management Plan and Data Collection
Application number: **MAMP-17473**

**Third Vice-President
Troisième vice-président**

Geoff Stewart
Deputy Mayor
Municipality of the
County of Colchester, NS

Dear Reeve Knelsen and Members of Council:

On behalf of the Municipal Asset Management Program (MAMP) it is my pleasure to confirm that the Mackenzie County has been approved for a grant in the amount of up to **\$50,000**.

In the near future, Brett Phillips will contact Byron Peters, Director of Planning & Development of the Mackenzie County to finalize the agreement for the grant. FCM's obligation to fund the above-noted initiative will only become binding once the agreement is fully executed. During this time, eligible expenditures may be incurred as of your project's eligibility date: 5 Auguts 2021.

**Past President
Président sortant**

Garth Frizzell
Councillor
City of Prince George, BC

Public announcements regarding MAMP-funded initiatives are overseen by FCM in partnership with the Government of Canada. Your municipality is welcome to participate in that process, but until authorised by FCM and Infrastructure Canada, any public statements related to the status of the application for MAMP funding are not permitted. This communication protocol is contained in the grant agreement. If you require further information prior to receiving the contract, please contact Brett Phillips at 343-925-6403 or by e-mail at bphillips@fcm.ca.

Thank you for your interest in MAMP. We look forward to working with you to improve asset management practices in your community, and to sharing the results of your initiative with communities across Canada.

Sincerely,

Aymone Agossou
Manager, Funding

cc: Byron Peters, Director of Planning & Development

24, rue Clarence Street,
Ottawa, Ontario, K1N 5P3

T. 613-241-5221
F. 613-241-7440

www.fcm.ca





Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 14, 2021
Presented By:	Len Racher, Chief Administrative Officer
Title:	Appointment of Interim CAO

BACKGROUND / PROPOSAL:

Lenard Racher, current CAO, will be retiring from Mackenzie County effective December 1, 2021, however he will also be taking vacation from October 20 – December 1, 2021.

A motion needs to be in place to designate an Acting CAO until a permanent CAO has been recruited.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

POLICY REFERENCES:

Author: _____ Reviewed by: _____ CAO: _____

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That _____ be appointed as Acting CAO until a permanent CAO has been recruited.

Author: _____ Reviewed by: _____ CAO: _____

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the Municipal Planning Commission meeting minutes of August 19, 2021 be received for information.

Author: K Unrau Reviewed by: _____ CAO: _____

**MACKENZIE COUNTY
Municipal Planning Commission Meeting**

**Mackenzie County Office
La Crete, AB**

Thursday, August 19, 2021 @ 10:00 a.m.

PRESENT: Erick Carter Chair, MPC Member
Beth Kappelar Vice Chair, MPC Member
David Driedger Councillor, MPC Member
Jacquie Bateman Councillor, MPC Member (virtual)
Tim Driedger MPC Member

ADMINISTRATION: Caitlin Smith Manager of Planning and Development
Lynda Washkevich Development Officer
Nicole Friesen Development Officer
Madison Dyck Development Officer
Ryleigh-Raye Wolfe Environmental Planner
Morgan Friesen Casual Admin
Kristyn Unrau Administrative Assistant/Recording Secretary

MOTION 1. CALL TO ORDER

Erick Carter called the meeting to order at 9:59 a.m.

2. ADOPTION OF AGENDA

MPC 21-08-124 MOVED by Beth Kappelar

That the agenda be adopted as presented.

CARRIED

3. MINUTES

a) Adoption of Minutes

MPC 21-08-125 MOVED by Tim Driedger

That the minutes of the August 19, 2021 Municipal Planning Commission meeting be adopted as presented.

CARRIED

4. **TERMS OF REFERENCE**

For Information.

5. **DEVELOPMENT**

- a) **205-DP-21 Simon Driedger
Manufactured Home – Mobile Addition in “RCR3”
Plan 042 3012, Block 1, Lot 19 (La Crete Rural)
(417 River Drive Avenue East)**

MPC 21-08-126 MOVED by David Driedger

That Development Permit 205-DP-21 on Plan 042 3012, Block 01, Lot 19 in the name of Simon Driedger be APPROVED with the following conditions:

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

1. Minimum building setbacks:
 - a. 15.2 meters (50 feet) front yard;
 - b. 7.6 meters (25 feet) side yards; and
 - c. 7.6 meters (25 feet) rear yard; from the property lines.
2. **The Manufactured Home Addition shall meet all National Building Code 2019 Alberta Edition requirements for Buildings and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit Null and Void.**
3. The Addition shall be constructed and finished with similar construction materials as the existing Building to accepted standards and shall compliment the natural features and character of the site to the satisfaction of the Development Authority. The exterior of the existing Building and Addition shall be similar in appearance and color.
4. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards and shall compliment the natural features and character of the site and the aesthetics of the neighbouring residences to the satisfaction of the Development Authority.
5. All basement or below grade developments shall have an operational sump pump

6. All sewage disposals shall conform to the Alberta Private Sewage Systems Stand of Practice 2015.
7. Any doors, windows and other openings to any DEVELOPMENT shall be at the same or greater elevation as the downstream ROAD centerline elevation to avoid overland flood damage, water seepage and other water related damage.
8. Any permanent buildings on the property must be constructed 2 % greater than the grade of the road.
9. **This permit approval is subject to the access to the property being constructed to County standards.** PRIOR to installation of a new access or changing location of existing access, complete a Request to Construct an Access form by contacting the Operations Department for Mackenzie County at (780) 9283983. Access to be constructed at the developers' expense.
10. No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
11. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
12. **The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.**

CARRIED

- b) **213-DP-21 Ace Shin
Three (3) Unit – Dwelling – Stacked Row Housing
in “H-R1” Plan 072 1050, Block 12, Lot 1
(4300 52 Street) (Fort Vermilion)**

MPC 21-08-127 **MOVED** by Beth Kappelar

That Development Permit 213-DP-21 on Plan 072 1050, Block 12, Lot 01 in the name of Ace Shin be APPROVED with the following conditions:

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

1. Minimum building setbacks are:
 - a) 7.6 meters (25.0 feet) front yard
 - b) 1.5 meters (5 feet) interior side yard;
 - c) 64 meters (210 feet) exterior yard from the center line of Hwy 88; and
 - d) 1.5 meters (5 feet) rear yard; from the property lines, or setbacks required by Safety Codes, whichever is greater. It is the responsibility of the developer to find out the Safety Codes setbacks.
2. The developer shall enter into a Development Agreement with Mackenzie County.
3. An approved roadside development permit is required from Alberta Transportation. All conditions and requirements by Alberta Transportation shall be met to their specifications and standards prior to commencement of development. (Contact Alberta Transportation at 1-780-624-6280). Failure to do so will render this permit null and void.
4. The Dwelling – Stacked Row Housing shall meet all Alberta Building Code 2019 requirements for Buildings and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit Null and Void.
5. The developer must provide design drawings prior to construction. The architecture, construction materials and appearance of the Dwelling – Stacked Row Housing shall be to accepted standards and shall compliment the natural features and character of the site to the satisfaction of the Development Authority.
6. Building to be connected to the municipal water and sewer system once it becomes available and the cost of connection fees will be borne by the owner.
7. The Municipality has assigned the following address to the noted building 4300 52 Street. You are required to display the address (4300) to be clearly legible from the street and be on a contrasting background. The minimum size of the characters shall be four inches in height.

Each unit must be numbered individually from 1-3 which will be assigned by the municipality.

8. The siting and development of the Dwelling – Stacked Row Housing shall be in compliance with the regulations of the Land Use Zone intended to be applied to the site to accommodate future residential

development; provided that the development officer may attach additional conditions to minimize adverse impacts on adjacent development, including the construction of roadways or temporary turnarounds, in accordance with Mackenzie County's Design Standards.

9. Provide adequate off street parking as follows: 2 stalls per dwelling unit plus 1 stall per 3 dwelling units for visitor parking. This would be a total of 7 parking stalls for the 3 units.
10. The colours and materials employed for the exterior finishes, whether permanent or temporary, shall be compatible with those commonly found in Residential Zones.
11. Any exterior lighting shall be designed and located such that no light is directed at adjoining properties and such that the effectiveness of any traffic control devices is not impaired.
12. All DEVELOPMENT shall provide:
 - a. Lighting between DWELLING UNITS;
 - b. Orientation of buildings and general site appearance;
 - c. Safe pedestrian access to and from the public sidewalk fronting the building; and
 - d. Parking areas adjacent to streets must be paved.
13. No construction or development is allowed on a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
14. Where the lowest opening of the dwelling is 25 feet from the front property line it is required to be at a minimum 4% grade above the curb level. Where the lowest opening of the dwelling is 50 feet from the front property line it is required to be at a minimum 2% grade above the curb level.
15. This permit approval is subject to the access to the property being constructed to County standards. PRIOR to installation of a new access or changing location of existing access, complete a Request to Construct an Access form by contacting the Operations Department for Mackenzie County at (780) 928-3983. Access to be constructed at the developers' expense.
16. The total site area (lot) shall have a positive surface drainage without

adversely affecting the neighbouring properties.

17. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

CARRIED

**c) 215-DP-21 Crop Maxx
Bulk Fertilizer Storage and/or sales in “FV-HI”
Plan 072 5380; 3; 1 (4200 45 Street) (Fort Vermilion)**

MPC 21-08-128 MOVED by Beth Kappelar

That Development Permit 215-DP-21 on Plan 072 5380, Block 03, Lot 01 in the name of Crop Maxx be APPROVED with the following conditions:

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

1. The proposed use must be a minimum of 210 feet from the center of Highway 88.
2. Remaining minimum building setbacks: 9.1 meters (30 feet) and 3.1 meters (10 feet) from the rear property line.
3. **AN APPROVED ROADSIDE DEVELOPMENT PERMIT IS REQUIRED FROM ALBERTA TRANSPORTATION. ALL CONDITIONS AND REQUIREMENTS BY ALBERTA TRANSPORTATION SHALL BE MET TO THEIR SPECIFICATIONS AND STANDARDS PRIOR TO COMMENCEMENT OF DEVELOPMENT. (CONTACT ALBERTA TRANSPORTATION AT 1-780-624-6280). FAILURE TO DO SO WILL RENDER THIS PERMIT NULL AND VOID**
4. **The developer must enter into and abide by a development agreement with Mackenzie County.**
5. The Bulk Fertilizer Storage shall meet all Alberta Building Code 2019 Alberta Edition requirements for Buildings and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit Null and Void.
6. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards.
7. The building is to be connected to the municipal water and sewer system and the cost of connection fees will be borne by the owner.

8. If a sign is placed on the property the sign shall be located a minimum of:
 - a. 200 meters from regulatory signs, and
 - b. 3 meters (9 feet) from the outer edge of the road or not less than 1.5 meters from the property line if on private property.
9. The sign shall be a minimum of 1.5 meters to a maximum of 2.5 meters in height above the shoulder of the road.
10. The site and sign shall be kept in a safe, clean, and tidy condition, or may be required to be renovated or removed.
11. Wiring and conduits of the sign must be concealed from view.
12. Illumination of the sign must not negatively affect, nor pose a safety hazard to, an adjacent site or street.
13. The sign shall be placed on site and is not permitted to be placed on any County lands and/or road rights-of-way
14. The sign shall:
 - a. Not obstruct the orderly and safe flow of vehicular and pedestrian traffic,
 - b. Not unduly interfere with the amenities of the district,
 - c. Not materially interfere with or affect the use, enjoyment or value of neighbouring properties, and
 - d. Not create visual or aesthetic blight.
15. **This permit approval is subject to the access to the property being constructed to County standards. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Operational Services Department for Mackenzie County at 780-928-3983. Access to be constructed at the developers' expense.**
16. No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
17. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
18. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

CARRIED

**d) 216-DP-21 Terry Peters
Sign in “H-R1” Plan 042 4214; 1; 1
(10902 100 Street) (La Crete)**

MPC 21-08-129 MOVED by David Driedger

That Development Permit 216-DP-21 on Plan 042, Block 01, Lot 01 in the name of Terry Peters be APPROVED with the following conditions:

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

1. This permit may be revoked at any time if, in the opinion of the Development Authority, the proposed development has become detrimental or otherwise incompatible with the amenities of the neighbourhood.
2. The sign shall be placed on site and is not permitted to be placed on any County lands and/or road rights-of-way.
3. The sign shall:
 - a. Be located a minimum of 20 meters from regulatory signs, and
 - b. Not be in the sight triangle of the lot.
4. The sign shall be a minimum of 2 meters in height from the bottom of the sign above the curb/sidewalk or road.
5. The site and sign shall be kept in a safe, clean, and tidy condition, or may be required to be renovated or removed.
6. The sign shall:
 - a. Not obstruct the orderly and safe flow of vehicular and pedestrian traffic,
 - b. Not unduly interfere with the amenities of the district,
 - c. Not materially interfere with or affect the use, enjoyment or value of neighbouring properties, and
 - d. Not create visual or aesthetic blight.
7. Wiring and conduits of the sign must be concealed from view.
8. Illumination of the sign must not negatively affect, nor pose a safety hazard to, an adjacent site or street. The brightness of illumination is at the discretion of the Development Authority.
9. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the

Operational Services Department for Mackenzie County at 780-928-3983. Access to be constructed to Mackenzie County standards and at the developers' expense.

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

CARRIED

**e) 217-DP-21 Alpine Builders
Residential Sales Centre (Phase 1) (4 Units)
(Dwelling Row) in "HR2"
Plan 162 0364; 35; 20 (La Crete)**

MPC 21-08-130 **MOVED** by Tim Driedger

That Development Permit 217-DP-21 on Plan 162 0364, Block 35, Lot 20 in the name of Alpine Builders be APPROVED with the following conditions:

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

1. Minimum building setbacks for the Residential Sales Centre are:
 - a) 4.5 meters (14.8 feet) front yard (West); and
 - b) 3.1 meters (10 feet) exterior side (North & South) yards
 - c) 1.5 meters (5 feet) rear (East) yard; from the property lines, or setbacks required by Safety Codes, whichever is greater. It is the responsibility of the developer to find out the Safety Codes setbacks.
2. The developer shall enter into a Development Agreement with Mackenzie County.
3. The Residential Sales Centre shall meet all National Building Code 2019 Alberta Edition requirements for Buildings and any other requirements specified by Superior Safety Codes. Failure to do so

shall render this permit Null and Void.

4. The developer must provide design drawings prior to construction. The architecture, construction materials and appearance of the Residential Sales Centre shall be to accepted standards and shall compliment the natural features and character of the site to the satisfaction of the Development Authority.
5. The Residential Sales Centre is to be connected to the municipal water and sewer system and the cost of connection fees will be borne by the owner.
6. The Municipality has assigned the following address to the noted building 9905 – 112 Street. You are required to display the address (9905) to be clearly legible from the street and be on a contrasting background. The minimum size of the characters shall be four inches in height.

Each unit must be numbered individually from 1-4 which will be assigned by the municipality.

7. The siting and development of the Residential Sales Centre shall be in compliance with the regulations of the Land Use Zone intended to be applied to the site to accommodate future residential development; provided that the development officer may attach additional conditions to minimize adverse impacts on adjacent development, including the construction of roadways or temporary turnarounds, in accordance with Mackenzie County's Design Standards.
8. Where the lowest opening of the dwelling-row is 25 feet from the front property line it is required to be at a minimum 4% grade above the curb level. Where the lowest opening of the dwelling-row is 50 feet from the front property line it is required to be at a minimum 2% grade above the curb level.
9. On-site parking shall be provided at a rate of parking spaces per 100.0m² (1076.9ft²) of FLOOR AREA of the RESIDENTIAL SALES CENTRE, and all curb crossings and access points shall be designed and located so as to minimize on-site and off-site traffic impacts, to the satisfaction of the DEVELOPMENT AUTHORITY.
10. The colours and materials employed for the exterior finishes, whether permanent or temporary, shall be compatible with those commonly found in Residential Zones.
11. Any exterior lighting shall be designed and located such that no light is directed at adjoining properties and such that the effectiveness of any traffic control devices is not impaired.
12. A development permit for occupancy must be obtained by the developer after the subdivision conditions have been met and the lots have been registered.

13. A RESIDENTIAL SALES CENTRE may not be used for occasional or permanent residential accommodation purposes.
14. Where full services are not available to the site, a RESIDENTIAL SALES CENTRE shall be provided with a sanitary privy which meets the standards of all applicable health and safety legislation.
15. The owner of the site on which a RESIDENTIAL SALES CENTRE is located shall, within two (2) weeks or otherwise determined by the DEVELOPMENT AUTHORITY following the placement of BASEMENT or foundation walls, provide to the Planning & Development Department a Real Property Report confirming the location of the same on the site.
16. Prior to the commencement of any clearing, excavation or other work in respect of the construction of the RESIDENTIAL SALES CENTRE, the permit holder shall:
 - Contact an Alberta Land Surveyor to survey the proposed LOTS in accordance with the Plan of Subdivision;
 - Provide access to the RESIDENTIAL SALES CENTRE such that the total unobstructed distance from a fire hydrant / fire pond to the principal entrance of each RESIDENTIAL SALES CENTRE is not more than 90.0m (295.3ft) or such distance as approved by Fire Rescue Operations. An access ROAD(S) shall be constructed to Mackenzie County's General Municipal Improvement Standards suitable for fire truck use; and
 - Have erected on the site a SIGN bearing the words:

"This RESIDENTIAL SALES CENTRE has been approved for the sole purpose of marketing homes in this area. Be advised that this RESIDENTIAL SALES CENTRE cannot be sold or occupied as a residential dwellings until such time that it has been approved for occupancy by Mackenzie County. For more information call – Insert Developer Name and Phone Number".
17. All DEVELOPMENT shall provide:
 - a. Lighting between DWELLING UNITS;
 - b. Orientation of buildings and general site appearance;
 - c. Safe pedestrian access to and from the public sidewalk fronting the building; and
 - d. Parking areas adjacent to streets must be paved.
18. No construction or development is allowed on a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.

19. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
20. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

CARRIED

6. SUBDIVISIONS

- a) **21-SUB-21 Abraham Peters REVISION
10.00 acre Subdivision (2 lots)
SW 24-104-16-W5M (Buffalo Head Prairie)**

MPC 21-08-131 **MOVED** by Beth Kappelar

That Subdivision Application 21-SUB-21 in the name of Abraham Peters on SW 24-104-16-W5M be APPROVED with the following conditions:

1. This approval is for two subdivisions 10.00 acres (4.05 hectares) each in size.
2. Applicant/developer shall enter into and abide by a Development Agreement with Mackenzie County which shall contain, but is not limited to:
 - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality,
 - I. Any permanent buildings on the property must be constructed 2% above the grade of the road.
 - b) Mitigation measure must be in place in order to avoid water damage from potential pluvial flooding,
 - I. A caveat will be registered on the title of the property;
 - c) Provision of a road and access to both the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developer's expense,
 - d) All sewage disposals shall conform to the Alberta Private

Sewage Systems Standard of Practice 2015,

- e) **Provision of a storm water management plan. Contact Planning and Development staff at (780) 928-3983 to discuss the requirements for your subdivision,**
- f) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration,
- g) Provision of utility rights-of-way as required by ATCO Electric, TELUS, Northern Lights Gas Co-op, and others,
- h) Provision of municipal reserve in the form of money in lieu of land. Specific amount is based on 10% of the subject land and on the current market value in accordance with Policy DEV006. The current market value for this property is \$7,000 per acre. Municipal reserve is charged at 10%, which is \$ 700 per subdivided acre. **10.00 acres times \$ 700 equals \$7,000.00.**
- i) **The Developer has the option to provide a market value appraisal of the existing parcel of land as of a specified date occurring within the 35-day period following the date on which the application for subdivision approval is made in accordance to the *Municipal Government Act* Section 667(1)(a).**
- j) Provision of and negotiations for utility rights-of-way and/or easements as required by utility companies. The Developer shall be responsible for any line relocation or correction costs that occur as a result of this development. Responses from utilities companies are shown in Schedule "C" hereto attached,
- k) **Mackenzie County shall not be held liable for any concerns, issues or damages related to and/or resulting from the water tables and any other water problems as a result of any low land levels of the proposed development. It is the responsibility of the developer to ensure that adequate drainage and other precautions are taken to avoid water seepage into the dwellings/basement and/or flooding of the basement, and/or any ancillary buildings.**

CARRIED

**b) 45-SUB-21 Alpine Builders Ltd.
1.58 acre Subdivision (16 lots)
Plan 162 0364; 35; 20 (La Crete)**

MPC 21-08-132 **MOVED** by David Driedger

That Subdivision Application **45-SUB-21** in the name of **Alpine Builders Ltd.** on **Plan 162 0364, Block 35, Lot 20** be **APPROVED** with the following conditions:

1. This approval is for a sixteen (16) lot subdivision totalling 1.58 acres (0.641 hectares) in size.
2. Applicant/developer shall enter into and abide by a Development Agreement with the Mackenzie County which shall contain, but is not limited to:
 - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality,
 - b) Provision of all sanitary systems including service lines, main and appurtenances as required by the Municipality,
 - c) Provision of all water lines, including all fittings and valves as required by the County,
 - d) Provision of municipal servicing (water and sanitary sewer) to each lot,
 - e) All drainage systems, provisions for weeping tile flow where a high water table or other subsurface conditions cause continuous flow in the weeping tile, and associated works, all as and where required by the County. Where trunk storm sewer mains are required, the County shall reimburse the Developer for the cost of the trunk storm sewer mains in accordance with current County policy;

The developer shall provide the municipality with a site drainage and surface water management plan that outlines the following:

- (1) Drainage of internal road system,
- (2) Erosion prevention systems, if required,
- (3) Direction of site drainage, and
- (4) Elevation plans for each lot

- f) Provision of paved internal roads, sidewalks and other infrastructure as required by the County in accordance to Mackenzie County Engineering Guidelines and at Developers expense, such construction of roads to serve the lots to be created by the subdivision;
- g) Provision of utilities (power, gas, telephone, etc.) to each lot. Such utilities to be provided in a location and to a standard to be approved by the appropriate utility company and the County. Responses from utilities companies are shown in Schedule "C" hereto attached. Written confirmation of the completed utility installation is required to be submitted to the County by each utility company prior to registration of the subdivision,
- h) Provision of and/or negotiation for utilities rights-of-way and/or easements as required by utilities companies. Any costs incurred for line relocation will be the responsibility of the developer. All utility lanes/lots must be accessible. All public utility lanes/lots shall be cleared to ground level with all tree stumps and debris removed and then landscaped. Where necessary, utility lanes/lots shall be excavated or landscaped to provide drainage for the subdivision. Any excavation or landscaping of the public utility lanes/lots shall be to engineered plans and completed prior to the installation of utilities,
- i) The developer is responsible for site grading and landscaping to design elevation and seeding with grass or other approved landscaping, in a manner that does not negatively impact adjacent properties or infrastructure.
- j) Provision of an agreement with the adjacent landowners for utility lanes/lots if required,
- k) Any outstanding property taxes shall be paid in full prior to registration of title,
- l) Provision of off-site levies as required by the County as follows:
 - i) Hamlet Off-Site Levies (Bylaw 319/02) are imposed for the construction and maintenance of off-site municipal services, including:
 - a) new or expanded facilities for the storage, transmission, treatment or supplying of water;
 - b) new or expanded facilities for the treatment,

- c) movement or disposal of sanitary sewage; new or expanded storm sewage drainage facilities;
- d) new or expanded facilities for the storage, transfer, or disposal of waste;
- e) land required for or in connection with any facilities described in clauses (a) to (d); and
- f) ongoing maintenance of the facilities described in clauses (a) to (d).

The levy is calculated at \$1,000.00 per lot. Sixteen (16) lots at \$1,000 equals **\$16,000.00**,

Total Levies = \$16,000.00

- m) Security, in the form of an irrevocable letter of credit or certified cheque, in the amount of 25% of subsurface and surface infrastructure construction cost must be submitted to the County prior to installation and construction of any permanent infrastructure. Security amounts required in accordance with Mackenzie County's Multi-Lot/Urban Subdivision Construction and Registration Policy No, DEV003.

CARRIED

- c) **46-SUB-21 Reuben Derksen
65.00 acre Subdivision (1 lot)
SE 8-106-15-W5M (La Crete)**

MPC 21-08-133 **MOVED** by Beth Kappelar

That Subdivision Application 46-SUB-21 in the name of Reuben Derksen on SE 8-106-15-W5M be APPROVED with the following conditions:

1. This approval is for a subdivision, 65 acres (26 hectares) in size.
2. Applicant/developer shall enter into and abide by a Development Agreement with Mackenzie County which shall contain, but is not limited to:
 - a) The Developer shall enter into a Memorandum of Understanding with the Municipality to address any deferral of fees and/or improvements, prior to registration of the proposed lot(s);

- b) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality;
- c) Provision of all sanitary systems including service lines, main and appurtenances as required by the Municipality;
- d) Provision of all water lines, including all fittings and valves as required by the County;
- e) Provision of municipal servicing (water and sanitary sewer) to each lot;
- f) All drainage systems, provisions for weeping tile flow where a high water table or other subsurface conditions cause continuous flow in the weeping tile, and associated works, all as and where required by the County. Where trunk storm sewer mains are required, the County shall reimburse the Developer for the cost of the trunk storm sewer mains in accordance with current County policy;

The developer shall provide the municipality with a site drainage and surface water management plan that outlines the following:

- (1) Drainage of internal road system,
 - (2) Erosion prevention systems, if required,
 - (3) Direction of site drainage, and
 - (4) Elevation plans for each lot
- g) Provision of paved internal roads, sidewalks and other infrastructure as required by the County in accordance to Mackenzie County Engineering Guidelines and at Developers expense, such construction of roads to serve the lots to be created by the subdivision;
 - h) Provision of paved access to lot being created by the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developers' expense. This requirement is in accordance with Urban Development Standards DEV001;
 - i) Provision of street lighting with underground wiring, design and location as required by the County;

- j) Engineered signage package;
- k) Provision of utilities (power, gas, telephone, etc.) to each lot. Such utilities to be provided in a location and to a standard to be approved by the appropriate utility company and the County. Responses from utilities companies are shown in Schedule "C" hereto attached. Written confirmation of the completed utility installation is required to be submitted to the County by each utility company prior to registration of the subdivision;
- l) Provision of and/or negotiation for utilities rights-of-way and/or easements as required by utilities companies. Any costs incurred for line relocation will be the responsibility of the developer. All utility lanes/lots must be accessible. All public utility lanes/lots shall be cleared to ground level with all tree stumps and debris removed and then landscaped. Where necessary, utility lanes/lots shall be excavated or landscaped to provide drainage for the subdivision. Any excavation or landscaping of the public utility lanes/lots shall be to engineered plans and completed prior to the installation of utilities;
- m) The developer is responsible for site grading and landscaping to design elevation and seeding with grass or other approved landscaping, in a manner that does not negatively impact adjacent properties or infrastructure;
- n) Provision of an agreement with the adjacent landowners for utility lanes/lots if required;
- o) Any outstanding property taxes shall be paid in full prior to registration of title;
- p) Provision of off-site levies as required by the County as follows:
 - i) Hamlet Off-Site Levies (Bylaw 319/02) are imposed for the construction and maintenance of off-site municipal services, including:
 - a) new or expanded facilities for the storage, transmission, treatment or supplying of water;
 - b) new or expanded facilities for the treatment, movement or disposal of sanitary sewage;
 - c) new or expanded storm sewage drainage

- facilities;
- d) new or expanded facilities for the storage, transfer, or disposal of waste;
 - e) land required for or in connection with any facilities described in clauses (a) to (d); and
 - f) ongoing maintenance of the facilities described in clauses (a) to (d).

The levy is calculated at \$1,000.00 per lot. One (1) lots at \$1,000 equals **\$1,000**,

- ii) La Crete North Sanitary Trunk Sewer (Bylaw 1225-21) shall be imposed for the purpose of paying for the capital costs of new sanitary trunk sewer facilities in the Hamlet of La Crete and surrounding lands.

The levy is calculated at \$15,900 per hectare from gravity sewer. 26.00 hectares at \$15,900 per hectare equals **\$413,400**.

Total Levies = \$414,400

- q) Provision of municipal reserve in the form of land and/or money in lieu of land. Specific amount is based on 10% of the subject land or of the current market value as assigned by Municipal Reserve Policy DEV005. Total Municipal Reserve owed for the subject subdivision is **6.50 acres**;
 - I. Provision of Municipal Reserve lot in the form of a 10 m (**2.00 acre**) treed buffer along the west boundary of the proposed lot prior to registration.
 - II. The current market value for this property is \$15,000 per acre (residential). Municipal reserve in the form of money in lieu of land equals **4.50 acres** times **\$15,000** equals **\$67,500**;
- r) Security, in the form of an irrevocable letter of credit or certified cheque, in the amount of 25% of subsurface and surface infrastructure construction cost must be submitted to the County prior to installation and construction of any permanent infrastructure. Security amounts required in accordance with Mackenzie County's Multi-Lot/Urban Subdivision Construction and Registration Policy No, DEV003.

CARRIED

- d) 47-SUB-21 Ernest Wiebe
10.00 acre Subdivision (1 lot)
SW 30-107-14-W5M (Blumenort)**

MPC 21-08-134 **MOVED** by Tim Driedger

That Subdivision Application 47-SUB-21 in the name of Ernest & Elizabeth Wiebe on SW 30-107-14-W5M be APPROVED with the following conditions:

1. This approval is for a subdivision totalling 10.00 acres (4.05 hectares) in size.
2. Applicant/developer shall enter into and abide by a Development Agreement with Mackenzie County which shall contain, but is not limited to:
 - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality;
 - i. Any permanent buildings on the property must be constructed 2% above the grade of the road.**
 - b) **Mitigation measure must be in place in order to avoid water damage from potential pluvial flooding;**
 - c) Provision of a road and access to both the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developer's expense;
 - d) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2015;
 - e) **Provision of a storm water management plan. Contact Planning and Development staff at (780)928-3983 to discuss the requirements for your subdivision;**
 - f) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration;
 - g) Provision of utility rights-of-way as required by ATCO Electric, TELUS, Northern Lights Gas Co-op, and others;

- h) Provision of and negotiations for utility rights-of-way and/or easements as required by utility companies. The Developer shall be responsible for any line relocation or correction costs that occur as a result of this development. Responses from utility companies are shown in Schedule "C" hereto attached;
- i) **Mackenzie County shall not be held liable for any concerns, issues or damages related to and/or resulting from the water tables and any other water problems as a result of any low land levels of the proposed development. It is the responsibility of the developer to ensure that adequate drainage and other precautions are taken to avoid water seepage into the dwellings/basement and/or flooding of the basement, and/or any ancillary buildings.**

CARRIED

- e) **48-SUB-21 George Fehr
10.00 acre Subdivision (1 lot)
NE 15-106-15-W5M (North La Crete)**

MPC 21-08-135 **MOVED** by Jacquie Bateman

That Subdivision Application 48-SUB-21 in the name of George Fehr on NW 15-106-15-W5M be APPROVED with the following conditions:

1. This approval is for one (1) **TYPE B** subdivision, 10.00 acres (4.05 hectares) in size.
2. Applicant/developer shall enter into and abide by a Development Agreement with Mackenzie County which shall contain, but is not limited to:
 - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality;
 - i. **Any permanent buildings on the property must be constructed 2% above the grade of the road.**
 - b) **Mitigation measure must be in place in order to avoid water damage from potential pluvial flooding;**

- c) Provision of a road and access to both the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developer's expense;
- d) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2015;
- e) **Provision of a storm water management plan. Contact Planning and Development staff at (780)928-3983 to discuss the requirements for your subdivision;**
- f) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration;
- g) Provision of off-site levies as required by the County as follows (subject to Council approval):
 - i) La Crete North Sanitary Trunk Sewer (Bylaw 1225-21) shall be imposed for the purpose of pay for the capital costs of new sanitary trunk sewer facilities in the Hamlet of La Crete and surrounding lands;

The levy is calculated at \$15,900.00 per hectare for gravity sewer. 4.05 hectares at \$15,900.00 equals **\$64,395.00**,

Total Levies = \$64,395.00

- h) Provision of municipal reserve in the form of money in lieu of land. Specific amount is based on 10% of the subject land and on the current market value. The current market value for this property is \$11,000.00 per acre. Municipal reserve is charged at 10%, which is \$1,100.00 per subdivided acre. **10.00 acres times \$1,100.00 equals \$11,000.00.**
- i) Security, in the form of an irrevocable letter of credit or certified cheque, in the amount of 25% of subsurface and surface infrastructure construction cost must be submitted to the County prior to installation and construction of any permanent infrastructure. Security amounts required in accordance with Mackenzie County's Multi-Lot/Urban Subdivision Construction and Registration Policy No, DEV003.

CARRIED

**f) 49-SUB-21 Sheldon Krahn
13.5 acre Subdivision (1 lot)
NE 24-106-14-W5M (La Crete Rural)**

MPC 21-08-136 MOVED by Tim Driedger

That Subdivision Application 49-SUB-21 in the name of Sheldon Krahn on NE 24-106-14-W5M be APPROVED with the following conditions:

1. This approval is for one (1) **TYPE B** subdivision, 13.5 acres (5.4 hectares) in size.
2. Applicant/developer shall enter into and abide by a Development Agreement with Mackenzie County which shall contain, but is not limited to:
 - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality,
 - I. Any permanent buildings on the property must be constructed 2% above the grade of the road.
 - b) Mitigation measure must be in place in order to avoid water damage from potential pluvial flooding,
 - c) Provision of a road and access to both the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developer's expense;
 - d) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2015;
 - e) **Provision of a storm water management plan. Contact Planning and Development staff at 780-928-3983 to discuss the requirements for your subdivision;**
 - f) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration;
 - g) Provision of utility rights-of-way as required by ATCO Electric, TELUS, Northern Lights Gas Co-op, and others;
 - h) Provision of and negotiations for utility rights-of-way

and/or easements as required by utility companies. The Developer shall be responsible for any line relocation or correction costs that occur as a result of this development. Responses from utility companies are shown in Schedule "C" hereto attached;

- i) **Mackenzie County shall not be held liable for any concerns, issues or damages related to and/or resulting from the water tables and any other water problems as a result of any low land levels of the proposed development. It is the responsibility of the developer to ensure that adequate drainage and other precautions are taken to avoid water seepage into the dwellings/basement and/or flooding of the basement, and/or any ancillary buildings.**

CARRIED

- g) **50-SUB-21 Nabil Layoun
10.00 acre Urban Subdivision (2 lots)
SE 26-110-18-W5M (High Level Rural)**

MPC 21-08-137 **MOVED** by Jacquie Bateman

That Subdivision Application 50-SUB-21 in the name of Nabil Layoun on SE 26-110-18-W5M be APPROVED with the following conditions:

1. This approval is for two (2) **TYPE B** subdivisions, each 10.00 acres (4.05 hectares) in size.
2. Applicant/developer shall enter into and abide by a Development Agreement with Mackenzie County which shall contain, but is not limited to:
 - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality;
 - I. **Any permanent buildings on the property must be constructed 2% above the grade of the road.**
 - b) **Mitigation measure must be in place in order to avoid water damage from potential pluvial flooding;**
 - c) Provision of a road and access to both the subdivision and the balance of the lands in accordance with

Mackenzie County standards at the developer's expense;

- d) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2015;
- e) **Provision of a storm water management plan. Contact Planning and Development staff at (780)928-3983 to discuss the requirements for your subdivision;**
- f) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration;
- g) Provision of utility rights-of-way as required by ATCO Electric, TELUS, Northern Lights Gas Co-op, and others;
- h) Provision of municipal reserve in the form of money in lieu of land. Specific amount is based on 10% of the subject land and on the current market value in accordance with Policy DEV005. The current market value for this property is \$7,000 per acre. Municipal reserve is charged at 10%, which is \$ 700 per subdivided acre. **10.00 acres times \$700 equals \$7,000.00;**
- i) **The Developer has the option to provide a market value appraisal of the existing parcel of land as of a specified date occurring within the 35-day period following the date on which the application for subdivision approval is made in accordance to the *Municipal Government Act* Section 667(1)(a);**
- j) Provision of and negotiations for utility rights-of-way and/or easements as required by utility companies. The Developer shall be responsible for any line relocation or correction costs that occur as a result of this development. Responses from utility companies are shown in Schedule "C" hereto attached;
- k) **Mackenzie County shall not be held liable for any concerns, issues or damages related to and/or resulting from the water tables and any other water problems as a result of any low land levels of the proposed development. It is the responsibility of the developer to ensure that adequate drainage and other precautions are taken to avoid water seepage into the dwellings/basement and/or flooding of the basement,**

and/or any ancillary buildings.

CARRIED

**h) 51-SUB-21 Mackenzie County
61.4 acre Subdivision (1 lot)
Plan FORTVER; 3; 10 (Fort Vermilion)**

MPC 21-08-138 MOVED by Beth Kappelar

That Subdivision Application 51-SUB-21 in the name of Mackenzie County on Plan FORTVER; 3; 10 be APPROVED with the following conditions:

1. This approval is for a subdivision, 61.4 acres (24.84 hectares) in size.
2. Applicant/developer shall enter into and abide by a Development Agreement with the Mackenzie County which shall contain, but is not limited to:
 - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality.
 - b) Provision of a road and access to both the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developer's expense.
 - I. The direct access to Highway 88 shall be removed at the developer's expense.
 - c) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2015.
 - d) **Provision of a storm water management plan. Contact Planning and Development staff at 780-928-3983 to discuss the requirements for your subdivision.**
 - e) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.
 - f) Provision of utility right-of-way as required by ATCO Electric, Telus and Northern Lights Gas and others.
 - g) Provision of and negotiations for utility rights-of-way and/or easements as required by utility companies. The Developer shall be responsible for any line relocation or correction costs that occur as a result of this

development. Responses from utilities companies are shown in Schedule "C" hereto attached.

- h) **Mackenzie County shall not be held liable for any concerns, issues or damages related to and/or resulting from the water tables and any other water problems as a result of any low land levels of the proposed development. It is the responsibility of the developer to ensure that adequate drainage and other precautions are taken to avoid water seepage into the dwellings/basement and/or flooding of the basement, and/or any ancillary buildings.**

CARRIED

- i) **52-SUB-21 Outback Ventures Inc.
1.93 acre Boundary Adjustment
Plan 062 6286; 23; 8 & Plan 212 1586; 22; 2 (La Crete)**

MPC 21-08-139 MOVED by Beth Kappelar

That Subdivision Application 52-SUB-21 in the name of Outback Ventures Inc. on Lot 8, Block 23, Plan 062 6286 & Lot 2, Block 22, Plan 212 1586 be APPROVED with the following conditions:

1. This approval is for a BOUNDARY ADJUSTMENT 1.93 acres (0.783 hectares) in size.
2. Applicant/developer shall enter into and abide by a Development Agreement with Mackenzie County which shall contain, but is not limited to:
 - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality;
 - I. **Any permanent buildings on the property must be constructed 2% above the grade of the road.**
 - b) **Mitigation measure must be in place in order to avoid water damage from potential pluvial flooding;**
 - c) Provision of a road and access to both the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developer's expense;

- d) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2015;
- e) **Provision of a storm water management plan. Contact Planning and Development staff at (780)928-3983 to discuss the requirements for your subdivision;**
- f) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration;
- g) Provision of utility rights-of-way as required by ATCO Electric, TELUS, Northern Lights Gas Co-op, and others;
- h) Provision of and negotiations for utility rights-of-way and/or easements as required by utility companies. The Developer shall be responsible for any line relocation or correction costs that occur as a result of this development. Responses from utility companies are shown in Schedule "C" hereto attached;
- i) **Mackenzie County shall not be held liable for any concerns, issues or damages related to and/or resulting from the water tables and any other water problems as a result of any low land levels of the proposed development. It is the responsibility of the developer to ensure that adequate drainage and other precautions are taken to avoid water seepage into the dwellings/basement and/or flooding of the basement, and/or any ancillary buildings.**

CARRIED

MISCELLANEOUS ITEMS

- a. None

IN CAMERA

- a) None

MEETING DATES

- ❖ Thursday, September 9th, 2021 @ 10:00 a.m. in La Crete
- ❖ Thursday, September 23rd, 2121 @ 10:00 a.m. in Fort

Vermilion
❖ Thursday, October 14th, 2021 @ 10:00 a.m. in La Crete

ADJOURNMENT

MPC 21-08-140 **MOVED** by Tim Driedger

That the Municipal Planning Commission Meeting be adjourned at 10:54
a.m.

CARRIED

These minutes were adopted this 9th day of September, 2021.

Erick Carter, Chair, MPC Member



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 14, 2021
Presented By:	Don Roberts, Director of Community Services
Title:	Community Services Committee Meeting Minutes

BACKGROUND / PROPOSAL:

The minutes of the August 19, 2021 and September 2, 2021 Community Services Committee meeting are attached.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

N/A

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

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the Community Services Committee meeting minutes of August 19, 2021 and September 2, 2021 be received for information.

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

OLD BUSINESS

5. a) Bridge Campsite Site Visit / 10 Year Plan Discussion

MOTION CS-21-08-71

MOVED by Councillor Cardinal

That the Bridge Campsite Visit / 10 Year Plan Discussion be received for information.

CARRIED

5. b) Campground Partnership Campaign

MOTION CS-21-08-71

MOVED by Reeve Knelsen

For the Campground Partnership Campaign to be tabled

CARRIED

5. c) Street Scape Review

MOTION CS-21-08-72

MOVED by Councillor Braun

That the Street Scape review for Fort Vermilion and La Crete be accepted for information.

CARRIED

5. d) Campground Updates

MOTION CS-21-08-73

MOVED by Councillor Cardinal

That the Campground updates be received for information.

CARRIED

5. e) Compensation Agreement for Wadlin Lake Expansion.

MOTION CS-21-08-74

MOVED by Councillor Jorgensen

That the Compensation Agreement for Wadlin Lake expansion be received for information.

CARRIED

NEW BUSINESS:

6. a) NIL

**INFORMATION/
CORRESPONDENCE**

7. a) Action List

MOTION CS-21-08-75

MOVED by Councillor Braun

That the Action List be received for information.

CARRIED

NEXT MEETING DATE:

8. a) The next Community Services Committee meeting be held on Sept 2 at 10:00 a.m. in Fort Vermilion.

ADJOURNMENT:

9. a) Adjournment

MOTION CS-21-08-76

MOVED by Councillor Wardley

That the Community Services Committee meeting be adjourned at 1:14 p.m.

CARRIED

These minutes were approved at the September 2, 2021 Community Services Committee Meeting.

Lisa Wardley
Chair

**MACKENZIE COUNTY
Community Services Committee Meeting**

**September 2, 2021
10:00 a.m.**

**Council Chambers
Fort Vermilion, Alberta**

PRESENT:

Lisa Wardley	Chair
Josh Knelsen	Reeve
Peter F. Braun	Councillor –left at 1:00 p.m.
Cameron Cardinal	Councillor – arrived at 10:13 a.m. Left at 12:45 p.m.
Eric Jorgensen	Councillor – virtual

REGRETS:

ADMINISTRATION:

Byron Peters	Deputy Chief Administrative Officer
Don Roberts	Director of Community Services
Colleen Sarapuk	Admin Officer/Recording Secretary

Minutes of the Community Services Committee meeting for Mackenzie County held on September 2, 2021 in Fort Vermilion.

CALL TO ORDER: 1. a) Call to Order

Councillor Wardley called the meeting to order at 10:05 a.m.

AGENDA: 2. a) Adoption of Agenda

MOTION CS-21-09-77 MOVED by Reeve Knelsen

That the agenda be approved as presented.

CARRIED

ADOPTION OF PREVIOUS MINUTES: 3. a) Minutes of the August 19, 2021 Community Service Committee Meeting

MOTION CS-21-09-78 MOVED by Councillor Braun

That the minutes of the August 19, 2021 Community Services Committee Meeting be approved as presented.

CARRIED

DELEGATION 4. a) None

OLD BUSINESS 5. a) None

NEW BUSINESS: 6. a) **Municipal Decision making on Fire Bans in Hamlets Within Forest Protection Area- Survey**

MOTION CS-21-09-79 **MOVED** by Councillor Jorgensen

That a recommendation be made to council to meet with the 17 affected municipalities at the Fall RMA conference to discuss the Fire Bans in Hamlets within Forest Protection Areas.

CARRIED

6. b) **Community Services Terms of Reference Revision**

MOTION CS-21-09-80 **MOVED** by Councillor Braun

That administration bring back a draft Community Service Committee Terms of Reference to the next Community Services Meeting.

CARRIED

The chair recessed the meeting at 10:20 a.m. and reconvened the meeting at 10:29 a.m.

6. c) **2022 Capital Plan & 5 Year Capital Plan**

MOTION CS-21-09-81 **MOVED** by Councillor Jorgensen

That at a future Community Services Committee meeting the Fort Vermilion Fire Hall land, building and design options be discussed.

CARRIED

MOTION CS-21-09-82 **MOVED** by Councillor Braun

That administration bring back a review of the emergency vehicle replacement to the next Community Services meeting.

CARRIED

MOTION CS-21-09-83 **MOVED** by Reeve Knelsen

That a recommendation be made to Council to apply for the Travel Alberta Grant & Federal Tourism investment grant

CARRIED

6. d) Operational Budget Review

MOTION CS-21-09-84

MOVED by Reeve Knelsen

That additional information regarding operational budget for Parks and Recreation be brought to a future Community Services Meeting.

CARRIED

ACTION LIST

8.a) Action List

ADJOURNMENT:

9. a) Adjournment

MOTION CS-21-09-86

MOVED by Councillor Jorgensen

That the Community Services Committee meeting be adjourned at 1:34 p.m.

CARRIED

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:	September 14, 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
- 2021-08-10 Service Line Warranties
- 2021-08-25 AFGA – Cervid Harbusting Preserves
- NWSARS Density Report
- 2021-08-10 MCLB Meeting Minutes
-

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

POLICY REFERENCES:

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

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 August 18, 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	Complete
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 submitted
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
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	Discussed at COW
January 29, 2020 Regular Council Meeting			
20-01-055	That Administration move forward with applying for Recreational Leases for the Bistcho Lake cabin areas and consideration be given to the work being done by the Caribou Sub-regional Task Force.	Don	On hold. Pursuing reinstatement of commercial fishing.
20-01-067	That a letter be sent to the Minister of Municipal Affairs in regards to the Section 627(3) of the Municipal Government Act that relates to the number of councillor's on a Subdivision and Development Appeal Board.	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.
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			

Motion	Action Required	Action By	Status
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
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.	Byron	Working on draft offsite levy bylaw.
20-11-748	That Administration proceed in developing an offsite levy bylaw for the benefitting area of the La Crete South Sanitary Trunk Sewer for the purpose in recovering all costs associated with the sanitary sewer trunk improvements.	Byron	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 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
20-12-805	That administration request that the province waive/reimburse fees associated with the River Search & Rescue Access Plan approvals.	Don	Drafting a letter to AEP

Motion	Action Required	Action By	Status																
20-12-808	Administration bring forward a policy review at each Committee of the Whole Meeting.	Len	Ongoing																
January 12, 2021 Regular Council Meeting																			
21-01-033	That administration request meetings with the following Ministries during the 2021 Rural Municipalities of Alberta (RMA) Spring Convention to discuss the following policy items or issues: <table border="1" data-bbox="324 472 982 1071"> <thead> <tr> <th>Ministry:</th> <th>Priority Topics:</th> </tr> </thead> <tbody> <tr> <td>Municipal Affairs</td> <td>Disaster Recovery Petition to Form a New Municipality</td> </tr> <tr> <td>Transportation</td> <td>Bridge at Tompkins Landing High Wide Load Corridor</td> </tr> <tr> <td>Agriculture & Forestry</td> <td>Farmland Expansion Fire Ban Exemption Request Agricultural Land Sales Natural Gas Line Update</td> </tr> <tr> <td>Health</td> <td>La Crete Birthing Centre</td> </tr> <tr> <td>Environment & Parks</td> <td>Agricultural Land Sales Recreation Leases – First Nation Consultation Water Diversion Licenses Northwest Bison</td> </tr> <tr> <td>Energy</td> <td>Transportation Corridor</td> </tr> <tr> <td>Solicitor General</td> <td>Fort Vermilion Courthouse</td> </tr> </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	Collen Len	In progress
Ministry:	Priority Topics:																		
Municipal Affairs	Disaster Recovery Petition to Form a New Municipality																		
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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																			
21-01-052	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																
21-01-058	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																
21-01-075	That administration proceed with the land sale of Plan 082 6817, Block 3, Lots 11MR & 12MR for the purpose of consolidation.	Caitlin	Waiting on land transfer																
February 9, 2021 Regular Council Meeting																			
21-02-111	That administration work with the Fort Vermilion School Division to complete a trade and land transfer for	Byron	In progress																

Motion	Action Required	Action By	Status
	properties adjacent to the Blue Hills Community School, La Crete Public School and Fort Vermilion Public School.		
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
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	Drafting
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	Working with engineers
March 24, 2021 Regular Council Meeting			
21-03-212	That the Caretaking – Fort Vermilion Waste Transfer Station Tenders be retendered.	Don	Complete
21-03-213	That the hours are changed to 5:00 p.m. to 9:00 p.m. on Tuesdays and Thursdays at the Fort Vermilion Transfer Station.	Don	Complete
21-03-240	That the 2021 Capital budget be amended to include \$1,100,000 for the La Crete North Storm – Pond A, with funding coming from Debenture, and future off-site levies.	Fred Jen	Budget amended As contingent 21-07-533
21-03-241	That a borrowing bylaw, and off-site levy bylaw be developed for the purpose of funding La Crete North Storm – Pond A project.	Fred Jen Byron	1 st Reading
21-03-242	That Administration proceed with issuing a Request for Proposals for La Crete North Storm – Pond A engineering services.	Fred Byron	Tendered – Closing 2021-04-28 See Council Motion 21-05-390
21-03-246	That administration be authorized to proceed with the sale of the land and transfer of title for amalgamation back into the quarter.	Caitlin	In Progress
April 13, 2021 Regular Council Meeting			
21-04-313	That administration proceed with further developing the Offsite levy bylaw taking into consideration the average Canadian offsite levy is 2.5% –5 %.	Byron	
April 28, 2021 Regular Council Meeting			
21-04-337	That Mackenzie County support and submit the 2021 FRIAA grant funding proposal for Mackenzie County FireSmart Home Assessments (EOI-21-13) project.	Don	Complete

Motion	Action Required	Action By	Status
May 11, 2018 Regular Council Meeting			
21-05-391	That administration reach out to non-profit organizations for proposals to proceed with a "Fall Community Clean-up" and bring back findings to Council.	Don	Complete
21-05-394	That the 30 Meter Right-of-Way for Road Widening project be forwarded to a Committee of the Whole meeting for discussion.	Jeff	
21-05-419	That administration develop a Charitable Donations Policy.	Jen	In Progress
21-05-429	That administration proceed with submitting an offer to purchase for the land required for Storm Pond "A" as per policy and discussion.	Byron	
May 26, 2021 Regular Council Meeting			
21-05-447	That Council allows for a possible scope change to some or all of the Site Tour Projects by extending the meters for road repairs pertaining to the locations approved and based on need, while remaining within budget	Jeff	
21-05-462	That Administration proceed with issuing a Request for Proposals for the detail design and construction engineering for the La Crete North Sanitary Trunk Sewer.	Byron	In progress
21-05-464	That administration proceed with upgrading the airport lighting at the Fort Vermilion (Wop May) Airport from halogen to LED.	Byron	
June 8, 2021 Regular Council Meeting			
21-06-497	That administration move forward to attempt to accommodate the Senate Selection and Referenda Votes, excluding the use of Special Ballots.	Len/Carrie	
21-06-498	That Mackenzie County attempt to gain representation in the next policy framework replacing Canadian Agriculture Partnership.	Len	
21-06-502	That the Road Recovery Project RFP move forward as discussed	Jeff	
June 23, 2021 Regular Council Meeting			
21-06-519	That Administration send a letter to the Minister of Environment and Parks, administration and MLA regarding immediate attention to recreation leases.	Don	Complete
21-06-538	That the deadline for proposals be set for July 9, 2021 and Administration be authorized to open and score each proposal for presentation at the July 14, 2021 Council meeting.	John Z	

Motion	Action Required	Action By	Status
21-06-543	That Mackenzie County acquire 3m of land on the east side for the future road widening of 100 Street.	Caitlin	
21-06-545	That a letter be sent to the Minister of Agriculture and Forestry in support of the renewal of the local mills FMA 0200040.	Colleen	Complete
21-06-546	That the Minister of Agricultural and Forestry be invited to a Council meeting.	Len	
July 14, 2021 Regular Council Meeting			
21-07-531	That the property at 1030 Tower Road in Zama be publicly advertised and put up for sale with a closing date of August 14, 2021.	Jen	Ongoing
21-07-532	That Unit 1051 be sent to La Crete Auction Mart for the July 24, 2021 consignment sale.	Willie	
21-07-540	That Councillor Jorgensen works with administration on submitting comments regarding the Draft Conservation Agreement for Wood Bison.	Byron	
21-07-541	That Mackenzie County apply for the Canada Community Revitalization Fund in the amount of \$500,000 to fund downtown improvements for Fort Vermilion.	Byron	
August 17, 2021 COW Meeting			
21-08-084	That administration bring back a 10-15 year history for lodge payments.	Jen	September 14, 2021 Council Meeting
21-08-086	That administration bring back a review of Zama/Chateh road operations to a future Council meeting.	Jeff	
August 18, 2021 Regular Council Meeting			
21-08-563	That Administration advertise Bylaw 1231-21 to include an amendment to the deferral option to include a four (4) year deferral program as discussed.	Caitlin	Advertised Public Hearing 2019-09-14
21-08-568	That the budget be amended by \$7,500 to hire a nonprofit group to split and stack the fire wood at the La Crete Lagoon with funding coming from the General Operating Reserve.	Jen	Complete
21-08-574	That the County supply furnishings for the Zama rental properties and that Policy ADM051 the Facility Rental Policy and the Fee Schedule Bylaw 1194-20 be brought back to the next Council Meeting for amendment.	Don	September 14, 2021 Council Meeting
21-08-575	That the 2021 One Time Project Budget be amended to include \$12,000 for the Zama Trailer Furnishing Project with funds coming from the General Operating Reserve.	Jen	Complete

Motion	Action Required	Action By	Status
21-08-576	That the 2021 Capital Budget be amended to include the purchase of a lawnmower in the amount of \$20,000 with funding coming from the sale of the unrepairable unit, and the Vehicle & Equipment Reserve.	Jen/Willie	Complete
21-08-577	That 109 Avenue/100 Street Intersection Improvement options be brought to the next meeting for discussion.	Jeff	
21-08-586	That Mackenzie County waive the Off-Site Levy and Municipal Reserve fees for the donated portion (11.89 acres) of NE 9-106-15-W5M to facilitate the development of a new Medical Facility in the Hamlet of La Crete.	Caitlin	At time of development
21-08-590	That Mackenzie County sponsor High Level Agricultural Society in the amount of \$5,000 for the 2021 Extreme Indian Relay Racing Finals.	Jen	Complete



LENARD RACHER
 CHIEF ADMINISTRATIVE OFFICER
 MACKENZIE COUNTY-AB
 PO BOX 640
 FORT VERMILION AB T0H 1N0
 CANADA

August 10, 2021

Dear Lenard,

Thank you for your leadership during such a challenging time. The Covid pandemic has brought unprecedented challenges for local elected officials and never-before-seen obstacles for our residents and friends. And with homeowners working from home and experiencing potential income losses and tighter home budgets, it is more important than ever that we have solutions to ensure the safety and livability of our citizens' homes and help residents avoid unexpected household repair expenses.

Service Line Warranties of Canada, an approved supplier of the Rural Municipalities of Alberta, provides this protection to homeowners. Offered at no cost to municipalities, the Program educates homeowners about their service line responsibilities and provides optional, affordable protection from unanticipated service line repair costs. Homeowners in participating municipalities are eligible to purchase low-cost repair service plans for broken or leaking outside water and sewer lines, covering up to \$10,000 per occurrence.

Benefits to residents and municipalities include:

- Educates homeowners and reduces local officials' frustration
- No cost for municipalities to participate
- Optional 5% royalty paid to municipal program partners for use of logo helps drive dollars back to the city
- Affordable rates for residents
- Increases citizen satisfaction

Important features of the program:

1. Program pays for the repairs, not your residents
2. Customers are provided with a 24/7/365 repair hotline staffed with live agents
3. All repairs performed to local code by rigorously vetted, licensed and insured local-area contractors
4. Encompasses all aspects of administration – educational outreach, billing, customer service, repairs, customer satisfaction measurement and partner reporting

Currently 67 municipalities in Canada offer the program, which has saved homeowners over \$5 million in repair costs. The program is offered by HomeServe, a leading provider of home repair solutions in North America, with an outstanding reputation.

We encourage you to consider adopting this program for your citizens. For more information, please contact Jeff Olson at jolson@slwofc.ca or visit <https://servicelinewarranties.ca>.

Sincerely,

A handwritten signature in black ink that reads "Mike Van Horne".

Mike Van Horne
 General Manager, SLWC
 Vaughan, ON



The Alberta Fish & Game Association is your voice in conservation

August 25, 2021

To the Rural Municipalities of Alberta

AFGA Information Circular – Cervid Harvesting Preserves

Allow me to introduce myself. I am Victor Benz, President of The Alberta Fish and Game Association (AFGA).

I would like to bring to your attention a topic of special interest to our organization. This past January we were made aware of a provincial lobbying effort by the Alberta Elk Commission to change provincial legislation in pursuit of the legalization of Cervid Harvesting Preserves (CHPs) in Alberta. We are firmly opposed to this proposed legislation change and responded with the attached letter to the Premier and the Ministers responsible, signed by my predecessor, Mr. Brian Dingreville.

It has recently come to our attention that the Alberta Elk Commission is now approaching individual counties within Alberta, looking for a letter of support for the legalization of Cervid Harvesting Preserves in Alberta. In anticipation that your administration either has already been approached or will be approached in the near future by the Alberta Elk Commission on this topic, I am reaching out to share our position with you. If you deem it useful, we are prepared to answer any questions you may have or make a presentation to you and your Council on this topic.

Our position has not changed. We believe that game ranching is in direct conflict with the conservation of Alberta's wild cervid populations and remain in steadfast opposition of it, which includes a call for the phase-out and elimination of all existing game ranches in the province. The introduction of Chronic Wasting Disease (CWD) to Alberta was the direct result of the initiation of game ranching in the early 1990s. In addition to the risk of prion-based disease transmission like CWD, game ranching also results in the spread of other diseases, invasive species, genetic contamination, disruption of wildlife movements and habitat fragmentation.

At the heart of this issue, the Alberta Elk Commission would expect wealthy clientele to pay for access to land where trophy elk are bred and raised in a pseudo-agricultural environment. If this were to be permitted, it is but a small step to allowing paid access for hunting on all private land in this province. Opposition to such a concept informs the basis of the AFGA objects, goals and mission statement.

Please do not hesitate to contact me if you have any questions or concerns.

Yours in Conservation,

A handwritten signature in black ink, appearing to read 'Victor Benz', written in a cursive style.

Victor Benz, President
The Alberta Fish and Game Association
president@afga.org

The Alberta Fish and Game Association
13045 - 156 Street NW, Edmonton, AB, T5V 0A2
780-437-2342 office@afga.org www.afga.org



The Alberta Fish & Game Association is your voice in conservation

January 6, 2021

Honourable Jason Kenney
Premier, President of Executive Council
Office of the Premier
307 Legislature Building
10800 – 97 Avenue
Edmonton, AB, T5K 2B6
Email: premier@gov.ab.ca

Honourable Jason Nixon,
Minister of Environment and Parks
Office of the Minister
323 Legislature Building
10800 – 97 Avenue
Edmonton, AB, T5K 2B6
Email: aep.minister@gov.ab.ca

Honourable Devin Dreeshen
Minister of Agriculture and Forestry
Office of the Minister
229 Legislature Building
10800 – 97 Avenue
Edmonton, AB, T5K 2B6
Email: af.minister@gov.ab.ca

Dear Premier Kenney, Minister Nixon, and Minister Dreeshen,

The Alberta Fish and Game Association (AFGA) represents the common interests of ethical hunters, anglers, and outdoor enthusiasts. Almost 40 years ago, the AFGA had the foresight to see that critical wildlife habitat was rapidly disappearing and responded by creating the province's first land trust. The AFGA Wildlife Trust Fund Program has conserved close to 50,000 acres of vital wildlife habitat ensuring that our wildlife populations, including cervids, continue to thrive and roam free. Wildlife are a public resource. As the voice of hunters and anglers in Alberta, the AFGA has worked hard for over one hundred years to conserve healthy wildlife populations.

We believe that game ranching is in direct conflict with the conservation of Alberta's wild cervid populations and remain in steadfast opposition of it, which includes a call for the phase-out and elimination of existing game ranches in the province. The introduction of Chronic Wasting Disease (CWD) to Alberta was the direct result of the initiation of game ranching in the early 1990s. In addition to the risk of prion-transmitted diseases like CWD, game ranching also results

in the spread of other diseases, invasive species, genetic contamination, disruption of wildlife movements and habitat fragmentation.

It has now come to the attention of the AFGA, that the Alberta Elk Commission has established a sub-committee to pursue the legalization of Cervid Harvesting Preserves (CHPs) in Alberta and are lobbying the Government of Alberta to change the very legislation, *Livestock Industry Diversification Act*, and associated regulation, *Domestic Cervid Industry Regulation*, they lobbied to have applied to their game ranches in the 1990s.

The Boone and Crockett Club defines fair chase as the ethical, sportsmanlike, and lawful pursuit and taking of any free-ranging wild, native North American big game animal in a manner that does not give the hunter an improper advantage over such animals. Hunting within fenced paddocks most certainly does not represent fair chase, and completely contradicts North American hunting culture, at its very core. Although hunting for food is generally accepted by society, the commercialization of penned hunting would undoubtedly lead to a dramatic decline in public support for all hunting.

The AFGA will continue to voice its opposition to game farming and penned hunting of domestic cervids to ensure that the irreversible ecological and cultural damage resulting from these types of businesses are seriously considered on behalf of all Albertans, and we ask that our provincial government make the decision to conserve our wild cervid populations.

Yours in conservation,



Brian Dingreville, President
The Alberta Fish and Game Association

C.c.

Travis Ripley, Executive Director, Fish and Wildlife Stewardship, Resource Stewardship Division, Alberta Environment and Parks

The Alberta Fish and Game Association
13045 - 156 Street NW, Edmonton, AB, T5V 0A2
780-437-2342 office@afga.org www.afga.org

Estimating Ungulate and Predator Population Densities in Chinchaga and Caribou Mountains

NWSAR Preliminary Report



Authors: Melanie Dickie and Marcus Becker, ABMI

Written for: Northwest Species at Risk Committee

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Introduction

The Alberta Northwest Species at Risk (NWSAR) Committee was created to ensure local interests are reflected as part of woodland caribou management. Among the recommendations generated by NWSAR, data collection to support woodland caribou management is identified as a priority. To support the acquisition of new and more accurate data related to caribou, NWSAR worked with the Alberta Biodiversity Monitoring Institute (ABMI) and the Alberta Trapper's Association (ATA) to deploy remote cameras to collect data on ungulates and predators for density estimation in two woodland caribou ranges in northwestern Canada. These cameras will provide information on trends in mammal densities across time and space in an area where little data exists otherwise.

Remote cameras are currently the best approach for surveying the abundance of multiple species simultaneously. The use of cameras allows for: i) density estimation for species of interest; ii) simultaneous data collection for all medium- to large-sized mammals (i.e., monitor a large component of the biotic community); iii) standardized protocols to allow for comparison with regional/provincial datasets; and iv) involvement of local hunters, trappers, and citizens in data collection.

Methods

To align with the sampling design used by the ABMI's Caribou Monitoring Unit, cameras were deployed in three clusters of 25 sites in both the Chinchaga and Caribou Mountains caribou ranges (Figure 1); however, the northernmost cluster in Caribou Mountains was not successfully deployed due to access constraints. Clusters were placed throughout each range to capture a latitudinal gradient and to best match habitat conditions within that range (e.g., fire, upland/wetland). Cameras were deployed in locations with reasonable access for monitoring station maintenance. Cameras were programmed to collect data year-round to increase the cumulative detection probability, and are serviced once per year. Camera sites remain constant over time (Steenweg et al., 2016), and will be collected again in 2021.

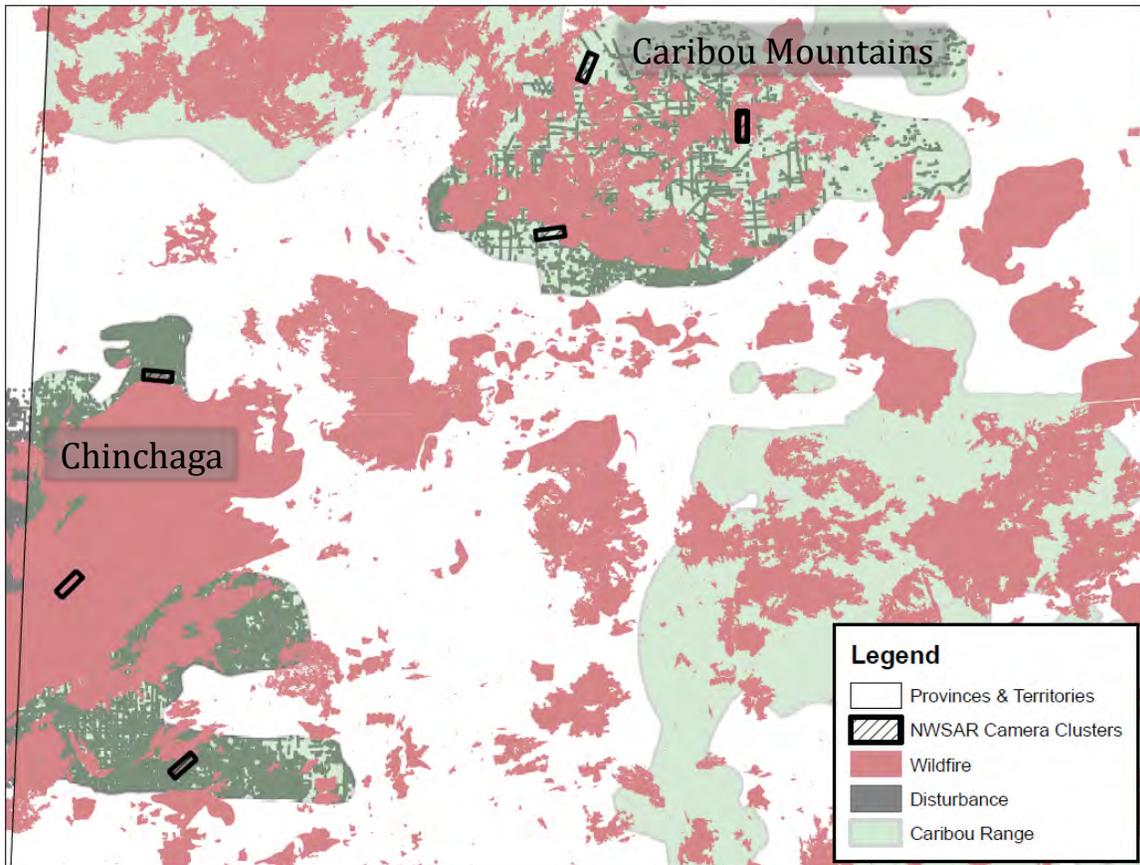


Figure 1. Study area map depicting camera clusters in the Caribou Mountains and Chinchaga caribou ranges. Wildfires from 1931 to 2020 are shown in red. Dark grey depicts disturbance from human habitat-alteration. The northernmost cluster in Caribou Mountains was not successfully deployed.

Clusters were placed within reasonable access from roads or established trails. Within each cluster, cameras were randomly placed in a 12.5 x 4 km area, with a minimum separation of 1 km between cameras. While this design biases clusters towards areas with roads, there is no a priori knowledge that this will be problematic for the metrics of interest. However, bias from other habitat factors such as land cover, linear feature density, road traffic levels, and planned industrial developments that would result in drastic changes over the monitoring period was avoided.

Remote cameras collect an index of use and abundance for a sample of each range, and knowledge is extrapolated throughout the range. We calculated the relative density using the Time in Front of Camera (TIFC) method (Laurent et al., 2020). This metric can be considered an index of relative density and can be conceptualized as an unknown, but constant, proportion of the true density. TIFC counts the number of animals observed within a defined area over time and divides by the area and time monitored, using the formula:

$$D = \frac{\sum(N \cdot T_F)}{A_F \cdot T_O}$$

Density (D) at each camera is calculated as the total number of animals observed (N) multiplied by the time in front of the camera field-of-view (T_F), divided by the area of the camera field-of-view (A_F) multiplied by the total camera operating time (T_O). The units are animal-seconds per area-seconds, which equates to the number of animals per unit area. Additional methodological details are described in Laurent et al (2020).

Results

Sampling effort, or, the number of days cameras were active, in each cluster varied from a mean of 294 camera trap days in Mid-Caribou Mountains to 358 days in North-Chinchaga. Canada lynx was the most commonly detected species at any single cluster, with 78% of cameras detecting a lynx in Mid-Chinchaga. Bison, elk, and cougars were not observed at any cameras.

Of the species that were detected, wolverine, gray wolf, white-tailed deer, and woodland caribou were the least detected species at any given cluster, with zero wolverine detected in South-Chinchaga, zero wolves detected in Mid- and North-Chinchaga, zero white-tailed deer detected in Mid-Chinchaga, and zero caribou detected in South- and Mid-Chinchaga and South-Caribou Mountains.

Black bears had the highest density of all species, with a density of 0.38 bears/km² in South-Caribou Mountains, and 0.29 bears/km² in South-Chinchaga (Figure 2). In both caribou ranges, the density of black bear was highest in the south clusters. The density of Canada lynx was high in the Mid-Chinchaga cluster, with 0.25 lynx/km², with the next closest cluster (South-Caribou Mountains) having only 0.05 lynx/km² (Figure 2). The density of gray wolf was low in all clusters; only one camera detected wolves in Chinchaga, and densities were lower than 0.01 wolves/km² in both Caribou Mountains clusters (Figure 2). Grizzly bears were only detected at one camera, with an estimated density of 0.03 bears/km² in the South-Chinchaga cluster. Wolverine densities were also consistently low, with a maximum of 0.02 wolverine/km² in the South-Caribou Mountains cluster (Figure 2).

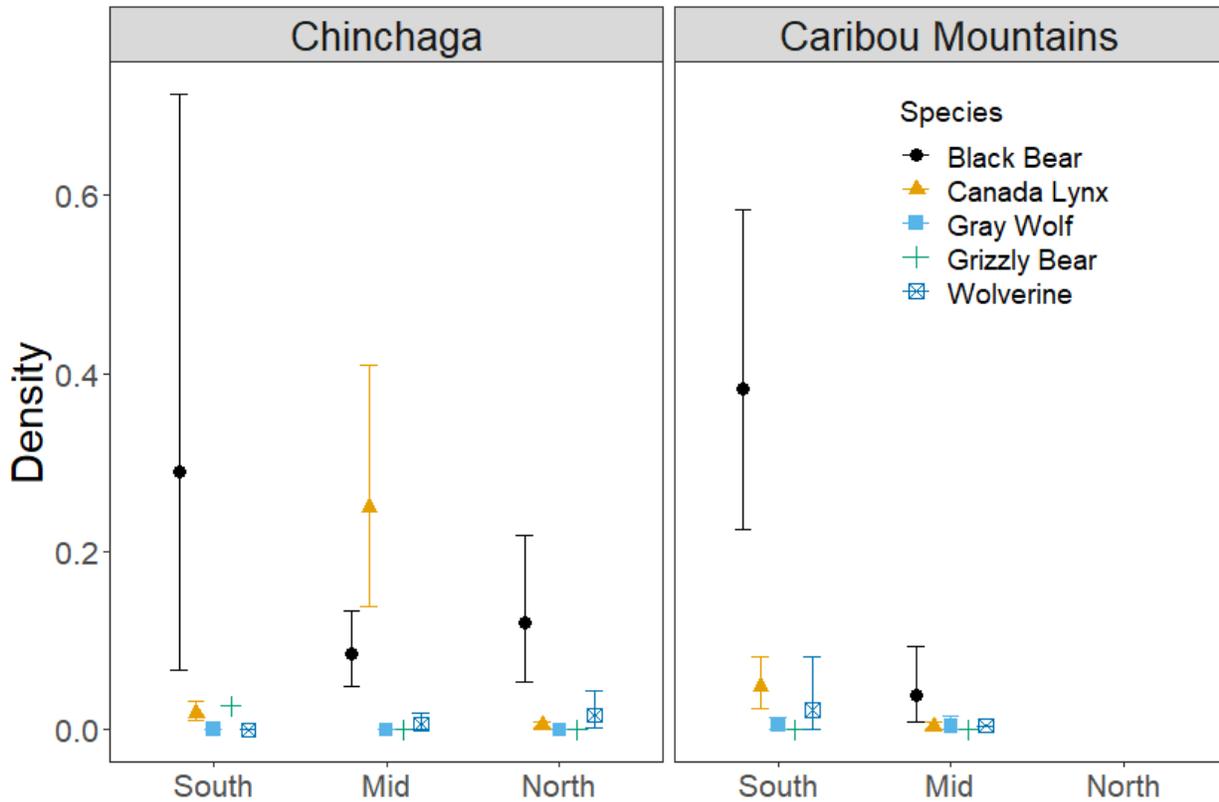


Figure 2. Density (# animals/km²) with 90% confidence intervals of black bear, Canada lynx, gray wolf, grizzly bear, and wolverine in the Chinchaga and Caribou Mountains caribou ranges. Densities are provided for each range, arranged from south to north.

Moose density tended to be higher than that of woodland caribou and white-tailed deer. Moose and deer both tended to decrease as latitude decreased in both Chinchaga and Caribou Mountains (Figure 3). The highest observed density was 0.26 moose/km² in South-Chinchaga. White-tailed deer densities tended to be highest in the southern clusters (Figure 3). White-tailed deer density was 0.21 deer/km² in South-Caribou Mountains and 0.08 deer/km² in South-Chinchaga. Woodland caribou density tended to be highest in the mid-latitude camera clusters (Figure 3), with 0.21 caribou/km² in Mid-Caribou Mountains and 0.04 caribou/km² in Mid-Chinchaga.

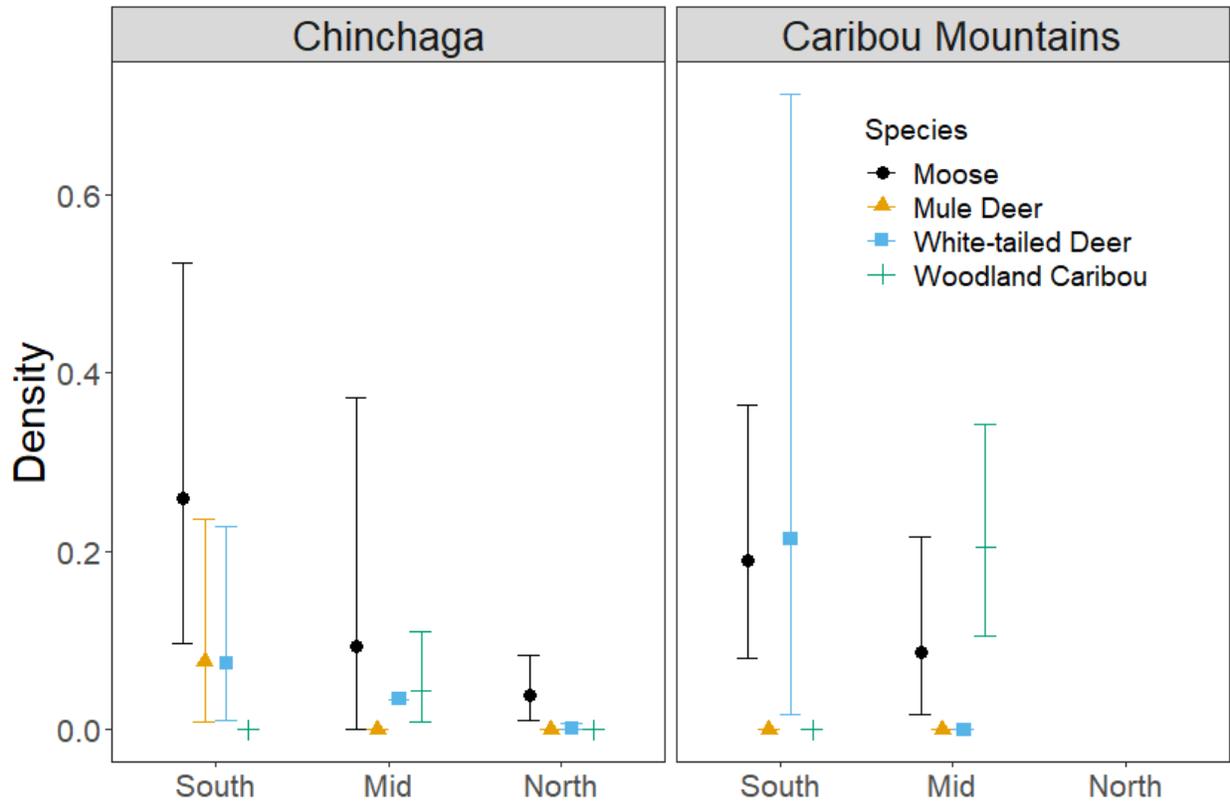


Figure 3. Density (# animals/km²) with 90% confidence intervals of moose, white-tailed deer, and woodland caribou in the Chinchaga and Caribou Mountains caribou ranges. Densities are provided for each range, arranged from south to north.

Discussion

Woodland caribou were observed at very low densities in both the Chinchaga and Caribou Mountains caribou ranges; caribou were not observed in the South-Caribou Mountains, South-Chinchaga, or North-Chinchaga camera clusters. The mid-latitude clusters were the exception, where caribou densities were within the range observed in the Richardson caribou range (0.01–1.08 caribou/km²), the northernmost monitored range in northeastern Alberta that uses the same methodology as employed here. Additional years of monitoring are needed to confirm these density estimates.

A general trend that emerged from preliminary data exploration is higher densities of moose, white-tailed deer, and black bear in southern areas relative to more northern areas. This trend has also been observed for white-tailed deer and black bear, but not moose, in the East Side Athabasca River, West Side Athabasca River, and Saskatchewan Boreal Plain caribou ranges (Dickie and Serrouya, 2020). This trend may result from areas farther south having increased

habitat productivity, which increases food availability for herbivores and omnivores, and less severe winter conditions, which increases overwinter survival for many species (Dawe et al., 2014; Laurent et al., 2020).

Many studies of the relative influence of climate and human habitat-alteration are complicated by their confounding relationship with latitude: as you move from south to north, climate becomes more severe but habitat alteration concomitantly decreases (Alberta Biodiversity Monitoring Institute, 2018; Fisher and Burton, 2018; Laurent et al., 2020). However, in Chinchaga, human habitat alteration was high across all three camera clusters—areas with low habitat alteration are uncommon in the Chinchaga caribou range. Conversely, human habitat alteration was low in both the Caribou Mountains camera clusters. The difference between Chinchaga and Caribou Mountains reflects the province-wide trend of lower habitat alteration in the northern region of the province.

The latitudinal trend in moose, white-tailed deer, and black bear density within each caribou range observed in this study, despite no variation in habitat alteration, supports that these gradients result from climate and/or habitat productivity gradients rather than human habitat alteration. The northward expansion of white-tailed deer is expected to increase predation on caribou and the spread of chronic wasting disease (Arifin et al., 2020; Latham et al., 2011). Clarifying the role of climate and human habitat alteration is necessary for effective management of deer and thus caribou populations. Comparison between caribou ranges with similar climate and habitat productivity but vastly different amounts of human habitat alteration, will help to clarify this topic. For example, portions of the Red Earth caribou range would make excellent contrasts to the Chinchaga caribou range.

Camera cluster locations were selected to capture a range of wildfire that roughly represented each caribou range (Figure 1). The Mid-Chinchaga cluster fully overlapped the 1950 Chinchaga wildfire, which covers a large portion of the Chinchaga caribou range. The majority of the Mid-Caribou Mountains cluster patchily overlapped a 2003 wildfire, reflecting the high variability in age and distribution of fires in Caribou Mountains. The remaining clusters had relatively little burned habitat. Anecdotally, the two clusters with high proportions of burned habitat also had the highest density of woodland caribou. This preliminary finding is counter to expectations based on the known avoidance of burned areas by caribou (Dalerum et al., 2007; Johnson et al., 2020; Silva et al., 2020), and will be an important finding to investigate as further camera data is collected.

The density of wolves was higher in Caribou Mountains than Chinchaga, with only 1 of 75 cameras detecting wolves in Chinchaga. These results suggest that predator reduction actions conducted by the Government of Alberta and neighboring Government of British Columbia within the Chinchaga caribou range have been effective at reducing wolf density. However, we

cannot conclude this with any degree of certainty without baseline information from pre-wolf reduction actions. Comparing trends over time in Chinchaga to other ranges without predator reductions (e.g., over a 5-year period) may indicate if predator reductions result in reduced wolf density and a corresponding increase in caribou or other ungulate populations. Provincial monitoring of caribou populations using aerial surveys and collaring will clarify if caribou populations are responding to this management action. Camera data collected by this program may help support such data in the future. The consequences of species management strategies need to be understood to inform future management decisions (Myers et al., 2007), especially when these management strategies are socially polarizing (Doherty and Ritchie, 2017). Monitoring predator and prey populations as wolves are removed from the system is imperative to measure the success, and costs, of this management action.

Future Considerations

The northern cluster of cameras in Caribou Mountains was not successfully deployed in 2020. The addition of this cluster would confirm if the trend of low moose, white-tailed deer, and black bear densities occur in the most northern portion of the caribou range. If the cluster cannot be accessed, shifting the location of the cluster is possible. However, access constraints still exist in other northern regions of the range and care must be taken to avoid Wood Buffalo National Park, which introduces additional access constraints and possible confounding ecological factors. The addition of the North-Caribou Mountains cluster would also indicate if wolves are consistently higher in Caribou Mountains than Chinchaga, even with low prey densities. These added benefits should be carefully weighed against the cost of deployment in the difficult-to-access area, as well as the possibility of increasing trail presence in this otherwise low-disturbance area.

Wildlife cameras and ARUs can provide a wealth of information, from images to sound recordings—however, information is only as useful as the questions that are asked of it. A well-designed study to answer specific questions is immensely important. The preliminary data collected by NWSAR, in conjunction with the ABMI and the ATA, are well positioned to answer questions over the long term through continued data collection such as:

- What are the relative impacts of human habitat alteration and natural habitat variability, including climate, on mammal populations?
- How does the mammal community respond to wolf reductions as a caribou recovery action?
- How does the mammal community respond to habitat restoration as a caribou recovery action?
- What drives the expansion of white-tailed deer—an invasive species to northern Canada—over space and time?

Acknowledgements

We would like to thank members from the Alberta Trapper's Association that conducted field work and helped with logistical support. This research takes place on the traditional territories of Dene Tha', Dënëndeh, and Beaver First Nations, Métis, and those currently within the Treaty Ten Agreement. Understanding the perspectives, knowledge systems, and future visions of the Indigenous Peoples whom have lived and interacted with the land is integral to the management implications that will follow.

DRAFT

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**Mackenzie County Library Board (MCLB)
August 10, 2021 Board Meeting Minutes
Fort Vermilion Library**

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

Absent: Lisa Wardley, Cameron Cardinal, Tamie McLean.

1.0 Beth Kappelar called the meeting to order at 7:10 pm.

2.0 Approval of the Agenda:

MOTION #2021-06-01 Kayla Wardley moved the approval of the agenda.

CARRIED

3.0 Approval of the Minutes:

MOTION #2021-06-02 Lorraine Peters moved the approval of the June 15/21 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 July 31/21:

- Balance Forward \$ 87,433.11
- Total Revenues \$ 165,305.33
- Total Expenses \$ 186,724.73
- Bank Balance \$ 66,013.71

MOTION #2021-06-03 Sandra Neufeld moved to accept the financial report as presented.

CARRIED

5.2 Fort Vermilion Librarian Wage Rate:

MOTION #2021-06-04 Lorraine Peters moved that effective Sept 1/21, the Fort Vermilion librarian's wage be increased to \$20/hr.

CARRIED

5.3 MCLB Funding:

- The final annual library funding from the Province (\$65,213) and the County (\$121,500) has been received.

6.0 Library Reports:

6.1 La Crete:

- The 5 year library opening celebration was a huge success.

6.2 Fort Vermilion:

- More books are being ordered.
- The financials are all up to date.

6.3 Zama:

- They are open 3 days a week 6:30 to 8:30.
- The tree planters are increasing library circulation.
- The indoor gardens are doing great.
- More shelving is being installed.

6.4 Mackenzie County Library Consortium (MCLC):

- No report.

6.5 High Level:

- No report.

MOTION #2021-06-05 Lorraine Peters moved the acceptance of the library reports for information.

CARRIED

...2

7.0 Old Business:

7.1 Fort Vermilion Library Hours:

- The Fort Vermilion Library hours will be increased in September.

7.2 Fort Vermilion Library Staffing:

- An additional part time staff will be hired for the Fort Vermilion Library effective Sept 1/21.

8.0 New Business:

8.1 Overdrive In-service:

- Tabled.

8.2 Policy review:

- Tabled.

9.0 Correspondence:

- None

10.0 In Camera:

- Not required.

11.0 Next Meeting Date and Location: Fort Vermilion Library Sept 7, 2021 at 7:00 p.m. (Steven will pick up the key)

12.0 Adjournment:

MOTION # 2021-06-06 Wally Schroeder moved to adjourn the meeting at 8:02 p.m.

CARRIED

These minutes were adopted this 7th day of September 2021.

Beth Kappelar, Chair