




MACKENZIE COUNTY

REGULAR COUNCIL MEETING

**JANUARY 11, 2022
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 January 11, 2022
10:00 a.m.**

Fort Vermilion Council Chambers

Fort Vermilion, Alberta

AGENDA

			Page
CALL TO ORDER:	1.	a) Call to Order	
AGENDA:	2.	a) Adoption of Agenda	
ADOPTION OF PREVIOUS MINUTES:	3.	a) Minutes of the January 7, 2022 Budget Council Meeting	7
		b) Business Arising out of the Minutes	
		c)	
CLOSED MEETING:		<i>Freedom of Information and Protection of Privacy Act Division 2, Part 1 Exceptions to Disclosure</i>	
	4.	a) Land Purchase (s. 23, 24, 25 and 27)	
TENDERS:		Tender openings are scheduled for 11:00 a.m.	
	5.	a) Fort Vermilion Airport Flood Recovery Phase 3 Bid Evaluation	9
		b)	
		c)	
PUBLIC HEARINGS:		Public Hearings are scheduled for 1:00 p.m.	
	6.	a)	
DELEGATIONS	7.	a) MLA Williams – 1:00 p.m.	
		b)	
		b)	

GENERAL REPORTS:	8.	a)	Director & CAO Reports	15
		b)		
AGRICULTURE SERVICES:	9.	a)	Managing Tuberculosis and Brucellosis in Wood Buffalo National Park Working and Stakeholder Group Member Appointment	33
		b)		
COMMUNITY SERVICES:	10.	a)		
		b)		
		c)		
FINANCE:	11.	a)	Amend Policy FIN025 – Purchasing Authority Directive and Tendering Process	35
		b)	Rebuild Eagles Nest Road – Funding Source Amendment	47
		c)	Review/Amend – Policy ADM033 Personal Vehicle Allowance	49
		d)	Financial Reports – January 1 – November 30, 2021	63
		e)	Expense Claims – Councillors	71
		f)	Expense Claims – Members at Large	73
		g)		
		h)		
OPERATIONS:	12.	a)	None	
		b)		
UTILITIES:	13.	a)	None	
		b)		
PLANNING & DEVELOPMENT:	14.	a)	Bylaw 1250-22 Land Use Bylaw Amendment to Rezone Part of Plan 182 1653; 1; 2 from Rural Industrial General “RIG” to Agricultural “A”	75

		b)	Development Statistics Report – January to December 2021	89
		c)		
		d)		
		e)		
		f)		
ADMINISTRATION:	15.	a)	Mackenzie County Guiding Documents	99
		b)	Meetings with Ministers – Rural Municipalities of Alberta (RMA) Spring Convention	101
		c)		
COUNCIL COMMITTEE REPORTS:	16.	a)	Council Committee Reports (verbal)	
		b)	Inter-Municipal Planning Commission Meeting Minutes	103
		c)	Municipal Planning Commission Meeting Minutes	111
		d)		
INFORMATION / CORRESPONDENCE:	17.	a)	Information/Correspondence	121
NOTICE OF MOTION:	18.	a)		
NEXT MEETING DATES:	19.	a)	Budget Council Meeting January 17, 2022 10:00 a.m. Fort Vermilion Council Chambers	
		b)	Committee of the Whole Meeting February 1, 2022 10:00 a.m. Fort Vermilion Council Chambers	
ADJOURNMENT:	20.	a)	Adjournment	



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 11, 2022
Presented By:	Carrie Simpson, Director of Legislative & Support Services
Title:	Minutes of the January 7, 2022 Budget Council Meeting

BACKGROUND / PROPOSAL:

Minutes of the January 7, 2022, Budget Council Meeting will be handed out at the meeting.

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 January 7, 2022 Budget Council Meeting be adopted as presented.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 11, 2022
Presented By:	Byron Peters, Interim Chief Administrative Officer
Title:	Fort Vermilion Airport Flood Recovery Phase 3 Bid Evaluation

BACKGROUND / PROPOSAL:

Associated Engineering together with Administration prepared and advertised a bid for Mackenzie County, Fort Vermilion Airport Flood Recovery Phase 3 on BuildWorks Canada and Alberta Purchasing Connection. Submissions were due at the Fort Vermilion County Office December 15, 2021 by 4:30pm.

One bid was received and opened on December 16th at the Council meeting. The bid received was over the estimated budget. Associated Engineering and Administration have reviewed the bid with the intent to either reduce the scope of work or renegotiate the contract to reduce costs.

Three areas of the contract came in considerably over the estimated budget; AWOS, PAPI Lights and the electrical building. Please see attached bid evaluation.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

The majority of the repair and restoration work will be covered through a combination of insurance and DRP (Disaster Recovery Program). Council has currently allocated \$100,000 for the mitigation and lighting upgrade portions of the work.

SUSTAINABILITY PLAN:

Goal E26 That Mackenzie County is prepared with infrastructure for a continually

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

growing population.

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

COMMUNICATION / PUBLIC PARTICIPATION:

POLICY REFERENCES:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That administration negotiate and/or verify costs and scope of work for the Fort Vermilion Airport Flood Recovery Phase 3 tender with the current bidder and bring back a recommendation to the next council meeting.

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

January 4, 2022
File: 2020-3800

Byron Peters
Director of Projects & Infrastructure
Mackenzie County
P.O. Box 640
4511 - 46 Aveune
Fort Vermilion, Alberta T0H 1N0

Re: BID EVALUATION - FORT VERMILION AIRPORT FLOOD RECOVERY - PHASE 3
RECOMMENDATION FOR AWARD OF CONTRACT

Dear Byron:

Bids for the "Fort Vermilion Airport Flood Recovery – Phase 3" project were received by Mackenzie County at 4:30 pm on December 15, 2021. One (1) bid was received and publicly opened at the Mackenzie County Council meeting on December 16, 2021.

Table 1 below summarizes the overall prices of the received bids, excluding GST. All tenders have been checked for arithmetic errors, and the following errors were corrected.

Northern Road Builders LP

- Item 2.15 Silt Fencing – The extension of the unit prices was not correct. Line item reduced to \$900.00.
 - Total bid amount reduced by \$8,100.00

The following contractors submitted bids.

Table 1 - Summary of Received Bids

No.	Contractor	Total Bid
1	Northern Road Builders LP.	\$954,058.00*

*Total bid adjusted to corrected total

The enclosed Table 2 provides the detailed cost breakdown of the received bid.



January 4, 2022
Byron Peters
Mackenzie County
- 2 -

Bidders were required to submit the following mandatory submissions as part of the tender and award criteria:

- Consent of Surety
- Bid Bond
- Substitution List
- Subcontractor List
- Force Account Rates
- Construction Schedule
- Bidder's Qualifications
- Certificate of Insurance
- Addenda
- COR Certificate
- WCB Clearance Letter
- Mackenzie County Business License

Mandatory Submission were checked, and all bidders provided these mandatory requirements with the following items noted below.

Northern Road Builders LP

- The construction schedule submitted stated the PAPI Lights will be completed by July 31, 2022. The tender schedule requires the PAPI Lights to be completed by February 28, 2022. The Contractor should provide clarification of this schedule change for the County's consideration prior to decision to award the contract.

The low bid of \$954,058.00 (excl. G.S.T) was submitted by Northern Road Builders LP. AE's pre-tender construction estimate, based on estimates provided by suppliers and historical pricing, was \$639,005.00 which was 49% lower than the low bid submitted. Our review of the higher construction costs includes:

- General unit cost increases of 10-15% due to COVID and supply issues;
- Addition of As Built Drawings and Field Engineering/Quality Control – \$65,000;
- Unit costs for sediment removal along the runway edge is double AE's estimate (\$38,000 higher than our estimate);
- Higher costs for the Pre-Fabricated Electrical FEC Building and replacing the AWOS (\$160,000 higher than recent supplier-provided estimates)
- Overall higher costs for the general electrical scope (\$66,223 over our estimate, not including the FEC building or AWOS)



January 4, 2022
 Byron Peters
 Mackenzie County
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Northern Road Builders LP has been in business for 29 years and is a general contractor with an office located in La Crete. Northern Road Builders LP has completed projects with the County including Airfield Lighting at the Mackenzie County La Crete, Fort Vermillion and Manning Airports.

Northern Road Builders LP may be awarded the project to undertake construction for the bid price of \$954,058.00, excluding GST subject to funding approval, and have the contractor adhere to the contract terms and conditions of the work. Alternatively, the County retains the right in accordance with the bid documents to negotiate any specific contractual terms and conditions or bid items to understand the rationale behind higher pricing for specific items. The County is within capability to modify items in company with the contractor, with the assistance and advisory of AE, including price and scope of the work as outlined in the tender documents.

We further recommend that the County include a 10% construction contingency. [Table 3](#) summarizes the total anticipated construction costs for this project if the County awards the project to the low bidder.

Table 3: Anticipated Project Costs

Description	Budget
Construction	
Tender (Low Bid)	\$954,058.00
10% Construction Contingency	\$95,405.80
Construction Subtotal	\$1,049,463.80
Engineering Services	
Preliminary & Detailed Design and Tender Phase Services	\$84,855.50
Disaster Recovery Administration	\$10,886.00
Construction Services (Time & Disbursements)	\$42,896.50
Engineering Subtotal	\$138,638
Estimated Project Cost (Excl. G.S.T)	\$1,188,101.80



January 4, 2022
Byron Peters
Mackenzie County

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Based on the total anticipated project budget noted, the County may require approval by council. In accordance with Article 1.11 of the Instructions to Bidders, the bid prices may be held until February 13, 2022, 60 days after the bid closing date.

In accordance with the Contract Documents, a Notice of Award should be provided to the successful bidder within sixty (60) days of the bid closing. For your convenience, we have enclosed a draft Notice of Award addressed to Northern Road Builders to be retyped on your letterhead. Please provide a copy of the issued letter to us for our records.

Should you have any questions or wish to meet to discuss the bid evaluation, please feel free to contact me at your convenience.

Yours truly,

A handwritten signature in blue ink that reads 'Ryan Krausher'.

Ryan Krausher, P.Tech (Eng.), PMP
Project Manager
RK/cp



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 11, 2022
Presented By:	Byron Peters, Interim Chief Administrative Officer
Title:	CAO & Director Reports for November, 2021

BACKGROUND / PROPOSAL:

The CAO and Director reports for December 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. Simpson **Reviewed by:** _____ **CAO:** _____

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

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

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

Monthly Report to the CAO/Council

For the month of December, 2021

From: Byron Peters,

Interim CAO & Director of Projects & Infrastructure

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 several months now.
Community Infrastructure Master Plans & Offsite Levies	IMPs complete Levies to be completed in Q3 2021	Currently tabled. Will review levy rates once various projects have been tendered/awarded.
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, which will focus on road infrastructure.

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. Met with Organic Alberta and are exploring a potential partnership for ag development in the region.
101 Ave rebuild & pave	done	Project complete
100 St & 109 Ave Intersection Improvement	done	Project complete
100 St & 94 Ave Traffic Light	done	Project complete

Gravel Crushing	Overburden removal complete	Crushing tender is being developed, planning for a February tender. May run into a time challenge between approvals and crushing at one pit.
Fort Vermilion (Wop May) Airport Recovery	Anticipate completion Q3 2022	Finalizing tender review. Tender states that PAPIs & AWOS to be operational by February 28 th , with the rest of the works to be complete by July 31 st , 2022.
Storm Pond A (LC)	Started Q4 2021 Anticipate completion Q2 2022	Tender awarded & construction started. Completed enough ditching and pond excavation so that it will function in spring. Will likely need to use a pump this spring to help move water.
LC North Sanitary	Engineering Q1 2022	Engineering design well underway. Anticipating design completion/tendering in February 2022.
LC West Storm Outlet	Complete	Installed a catch basin along 109 Street and rerouted the ditch at the outfall. Will solve drainage issues and our infrastructure is now fully located on County property.

Personnel Update:

I accepted the temporary role of Interim CAO in mid- December. Overall staff movement has been quiet in the last little while.

Other Comments:

The recent cold weather seems to have slowed down almost everything in the region. Cold snaps like this tend to make us nervous, but there have been no exceptional incidents or challenges related to the cold weather.

Have had a few conversations regarding agricultural development, municipal waste to energy and other concepts/opportunities. Hopefully we can build out on some of these conversations in the coming months.

There are opportunities to better integrate inter-department work flows and projects. This will be a priority for the management team over the next few months to identify bottlenecks and redundant processes. There will likely be some things that can easily be improved, otherwise will take more time to change processes, or perhaps software.

We learned that there is a need to invest quite a lot of energy into numerous dispositions at Atlas Landing. There are 5 or 6 separate dispositions that require amendments or

renewals, with overlap between several of the dispositions. This overlaps several departments, so a handful of us are working together on this item.

Flood mitigation work continues to proceed well, thanks to the contributions of many people. 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.

Monthly Report to the CAO

For the month of December, 2021

From: Caitlin Smith,
Manager of Planning and Development

Strategic Priorities for Planning & Development

Program/Activity/Project	Timeline	Comments
Land Use Framework	TBA	Joint project report; see Byron's report for project update
Municipal Development Plan, Land Use Bylaw, and Fort Vermilion Area Redevelopment Plan	Q2 2022	Administration meets with the consultant bi-weekly. The MDP and LUB both received first reading, I will be accepting Council comments until the second week of January to ensure integration prior to Public Hearing. Administration is reviewing the Strategic plan and other relevant documents to bring to Council. The Fort Vermilion Area Redevelopment Plan public meeting dates will start in the new year.

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
La Crete Area Structure Plan Revision	Q4 2022	Administration requests an updated ASP for 2022 as an approved development will be changing the transportation plan and the additional development outside of the hamlet.
100A Street Land Acquirement (Future Main Street Widening in La Crete)	Q4 2021	Administration has engaged Borderline Surveys regarding the subdivision and URW survey plan. The project is underway and offers to adjacent landowners will take place once the survey is returned to admin.

Personnel Update:

All positions within the department are filled.

Other Comments:

Administration has already received enquiries for two new multi-lot subdivisions for 2022. We are anticipating another busy year for the department.

The land transfers for the lagoon site are signed and sent for registration. The Storm Pond A land offer to purchase has been signed, the subdivision process will begin.

Letters have been sent to all lease holders regarding their requirement to submit fuel flowage records. We have already received some reports back and invoices will be sent to bring accounts up to date. Going forward, the Planning and Development department will be responsible for the quarterly billing/reporting as part of the airport lease management program. All lease holders have also been notified of the fuel flowage fee increase.

We are working with Finance to correct the local improvement bylaw in Zama.

The fence along the alley into Vanguard park in La Crete will be installed this month, this has been postponed due to poor weather.

Monthly Report to the CAO

For the month of December, 2021

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

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Administration	Ongoing	Budget preparations, capital project estimations, and reviewing outstanding PW Policies for annual review. Budget preparation, information requests, and quotations updated with regards to operation and capital proposed budgets.
Airport Maintenance	Ongoing	Regular maintenance as required.
Flood Mitigation Project	Ongoing	One on One Meetings continuing as required. Land transfers and legal documentation meetings with residents starting to occur.
Gravel Program (2021)	Ongoing	Completed for 2021.
Ice Bridge	Ongoing	Work started and is progressing on the ice bridge. Initial authorization was obtained for passenger traffic prior to Xmas with efforts continuing to raise weight limit to full winter weight capacity.
Winter Preparations	Ongoing	Winter operations in full swing. Hamlet snow removal cleanups completed once for FV and LC.

Meetings Attended:

Date	Description
Dec. 1/21	Managers Meeting
Dec. 2/21	Alberta Transportation Meeting – Boyer River IR Cost Sharing
Dec. 3/21	FV Mitigation Meeting – River Road Engineering Report Review (WSP)
Dec. 7/21	Budget Council Meeting
Dec. 8/21	Employee Performance Review
Dec. 8/21	Budget Council Meeting
Dec. 9/21	Employee Performance Review
Dec. 10/21	FV Mitigation Meeting – Resident
Dec. 13/21	FV Mitigation Meeting – Land Purchase Signing(s)
Dec. 14/21	Training Meeting w/HR
Dec. 14/21	Regular Council Meeting
Dec. 16/21	Budget Council Meeting
Dec. 20/21	PW Operations Team Meeting

Submitted by:
Jeff SIMPSON, B. Comm, GDM
Director of Operations

REPORT TO CAO

December, 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	Frontier Seed Cleaning Plant was inspected on December 6 th . Efficiency was 93%. The High Level Plant was not inspected.
Shelterbelt Program	June, 2021	Trees were picked up in Fairview on June 4 th . Approximately 2500 seedlings were received and distributed to County Ratepayers. Application deadline is December 31 st .
VSI Program & Veterinary Subsidy	2021	Mackenzie County is still participating in the program. Council agreed to continue at the current 50% rate. Council extended the Vet Subsidy for a period of one year.
Water Pumping Program	October 31, 2021	The water pumping program commenced on April 1 st . Fall is the busy rental season. The program ends on October 31 st . The rental rates double on November 1 st .
Roadside Mowing	2021	Overall, the Roadside Mowing program was satisfactory. There was some minor culvert

		damage in the Beaver ranch area. Mowing contracts have expired and will be extended with the option year in 2022.
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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MONTHLY REPORT TO THE CAO

For the Month Ending December, 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. Distribute 2021 reports to CAO & Directors for reporting. 2021 Tax collection and review, and reporting to council.
MSI Reporting	Ongoing	2020 SFE submitted, and approved.
Taxation Auction	Ongoing	Advertising submitted – Feb 23, 2022 Auction date.
2022 Budget	Ongoing	Meet with CAO & various Directors re: 2022 budgets. Compile 2022 Budget information for presentation to Council. Update Budget package as per Council motions
Disaster Recovery Program	Ongoing	
<i>2018 Peace River Ice Jam</i>		Review ongoing projects.
<i>2019 Chuckegg Wildfire</i>		2 Projects submitted under review. 1 project confirmed 80% funding to be released. Administration submitted requested information on road project, awaiting review and followup.
<i>2020 Peace River Ice Jam / Overland Flood</i>		Work w various GOA agencies on the flood recovery plan and funding streams available. Attend one on one meetings, sign agreements.

<p><i>2021 Overland Flood</i></p> <p>2021 Sever Storm Overland Flooding</p>		<p>Work with Mitigation Team, Project manager, and site supervisor on sites development.</p> <p>Submit 4 projects completed to DRP.</p> <p>DRP Part 1 & 2 application submission completed in July. Continue to gather reporting data once approved for submission,</p> <p>Application denied – Council request to appeal letter sent.</p>
<p>Attend Various meeting</p>		<p>Regular Council meetings December 14</p> <p>Budget Council Meeting – December 7,8,16</p> <p>Managers Meeting – December 1,16</p> <p>Town of High Level Year End Meeting – December 20</p> <p>Administration December 15,17</p> <p>Mitigation Meetings – December 3, 10,13</p> <p>Mitigation GOA Meetings – December 6, 9</p>
<p>Days off December 29,30,31</p> <p>Happy New Year</p>		

MONTHLY REPORT TO THE CAO

For the Month of December 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	Done for season.

Capital Projects

Projects	Timeline	Comments
FV-Frozen Water Service Repairs	Dec/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	Dec/21	Awaiting grant funding opportunities.
Waterline Blue Hills	Dec/21	Awaiting grant funding opportunities.
Diversion License Review	Dec/21	Met with AE on Nov 16, possible meeting with AEP regarding licenses. Response from AEP is positive.
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	Had weekly meetings with AE on project. Applications have been made to AEP regarding project. Design complete will tender in Jan/22.
LC – North Sanitary Trunk Sewer	Dec/21	Have been in meetings with HELIX and Byron on project. Mostly involved on the lift station design part.
ZA – Sewage Forcemain	Dec/21	AMWWP project has been cancelled. Funding reallocated to Fort Vermilion mitigation project. Council Motion 21-12-865 on Dec 16 meeting.

ZA- Distribution Pump House Upgrades	Nov/21	Startup meeting is done. Met electrician onsite for initial review. AGS to start in spring of 2022.
ZA- Lift Station Upgrades	Nov/21	Will apply for grant funding in a future year as per council motion.
Fort Water Model	Apr/22	Have started project with AE. Provided information to them for this project.
LC – WTP Tower	Oct/21	Project was done from Oct 29-30. Considered complete. Communication is better now.
FV – Rural Truckfill Pump Install	Dec/21	Project is awarded and waiting on delivery of pumps. Holes have been cored for pumps. Start install when equipment arrives. Project carried forward to 2022.

Personnel Update:

Working at getting more comfortable with engineers and project decision making. Going through project contracts in detail has been challenging.

Attended several Budget and Regular Council meetings. Couple of project meetings to finish the year just before the Christmas break.

Enjoyed an extended vacation over Christmas break.

Other Comments:

We had several house fires which lead to some hydrant problems for our operators with hydrants freezing up.

Respectfully submitted,

John Zacharias
 Director of Utilities
 Mackenzie County

REPORT TO THE CAO

For the Month of December, 2021

From: Carrie Simpson, Director Legislative & Support Services

Meetings Attended

- **2021-12-01 - Manager Meeting**
- **2021-12-06 – Meeting with Municipal Affairs – Grant Funding Information Meeting**
- **2021-12-07 - Budget Worksop**
- **2021-12-08 - Budget Workshop**
- **2021-12-14 - Regular Council Meeting**
- **2021-12-16 - Budget Council Meeting**
- **2021-12-16 – Manager Meeting**
- **2021-12-17 - Site Safety Meeting**

Council

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

Appeal Boards

- Mackenzie County currently does not have any appeals before the Board.

Bylaws/Policies/Reports/Publications:

- Update Bylaw/Policies and update on Docushare.

Enhanced Policing

- Regular updates to Council will now be scheduled for the COW monthly meetings.
- RCMP services are available at the La Crete office on Wednesdays.

Emergency Management

- N/A

Communications:

- Maintain and respond to County emails.
- Work with Sylvia with regards to social media and website material, advertising for utilities, etc.
- Update Social media with Ice Bridge Status updates.
- Maintain Social Media sites while Communications is away.

Human Resources:

- Annual Assessment for one custodian.

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.
- Mackenzie County Wearing Apparel order

Happy New Year 😊



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 11, 2022
Presented By:	Grant Smith, Agricultural Fieldman
Title:	Managing Tuberculosis and Brucellosis in Wood Buffalo National Park Working and Stakeholder Group Member Appointment

BACKGROUND / PROPOSAL:

In 2011, this industry-government group was formed to address the issue of the tuberculosis (TB) and brucellosis disease transmission risk from wild bison in and around Wood Buffalo National Park (WBNP) to disease-free wildlife and livestock in the interim of a long-term bison disease management strategy.

The purpose of this group:

- Advise government agencies on its potential priorities for monitoring bison herds from the agricultural perspective.
- Support and facilitate government agencies with monitoring the population and disease status of bison herds in and around WBNP and wild bison in proximity to agricultural areas.
- Discuss and support activities that mitigate the risk of disease transfer from bison in and around WBNP to livestock and healthy bison herds in the area.
- Identify and facilitate the filling of knowledge gaps in relation to disease and disease management in herds around WBNP.

Membership of this group includes representatives from the following government officials and industry stakeholders:

- Alberta Ag and Forestry
- Alberta Environment and Parks
- Canadian Food Inspection Agency (CFIA)
- Alberta Beef Producers
- Bison Producers of Alberta
- Canadian Bison Association
- Canadian Cattlemen’s Association
- Local communities impacted by these issues

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

- Mackenzie County (Agricultural Fieldman)

This group meets on a quarterly basis, but can meet more frequently if needed. Mackenzie County does not have Council representation for this group.

The next scheduled meeting is January 21, 2022 @ 10:30 am.

For most of his duration as a Councillor, Eric Jorgensen was an active participant in the stakeholder group. Administration cannot find a record of a councillor being formally appointed to the working group.

OPTIONS & BENEFITS:

Council can either appoint a council member to participate in the quarterly meetings, or assign this task to administration.

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

POLICY REFERENCES:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That Councillor _____ be appointed as a member to Wood Buffalo National Park (WBNP) Diseased Bison Stakeholder Group.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 11, 2022
Presented By:	Jennifer Batt, Director of Finance
Title:	Amend Policy FIN025 – Purchasing Authority Directive and Tendering Process

BACKGROUND / PROPOSAL:

At the November 30, 2021 Regular Council meeting, administration was asked to make amendment to FIN025 Purchasing Authority Directive and bring it back to the next Council meeting. Amendments have been made as discussed.

MOTION 21-11-802

MOVED by Councillor Wardley

That Policy FIN025 Purchasing Authority Directive and Tendering Process be amended as discussed and brought to the next council meeting for approval.

CARRIED

Attached is the amended FIN025 Purchasing Policy.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

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

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That Policy FIN025 Purchasing Authority Directive and Tendering Process be amended as presented/discussed.

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

Mackenzie County

Title	Purchasing Authority Directive and Tendering Process	Policy No:	FIN025
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Legislation Reference	Municipal Government Act, Section 209 and 248 (1) and Part 5
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<p>Purpose</p> <ul style="list-style-type: none">• To provide Council and municipal employees with a clear understanding of purchasing authority, what that purchasing authority is, and the process in which the municipality is committed to an expenditure, and approval for payment of such an expenditure.• To establish a policy for the tendering for the supply of goods and services and the subsequent opening and award of contracts.• Transparency of purchasing policy for all.

Policy Statement, Definitions and General Guidelines

1. Policy Statement

Policy will provide guidelines for the purchase of goods and services and for the tendering process.

2. Definitions

Bidder:

- For the purpose of this policy, “bidder” means a person, groups of persons, corporation or agency that submits a tender for the supply of goods and/or services to the municipality.

COR:

- The Certificate of Recognition (COR) in safety is issued to employers who develop and implement health and safety programs that meet established standards. COR is an essential component of WCB's Partners in Injury (PIR) program. Certificates for the Alberta construction industry are issued by the Alberta Construction Safety Association and are co-signed by Alberta Human Resources and Employment.

Council:

- For the purpose of this policy, “Council” means Council as whole.

Designated Officer:

- For the purpose of this policy, “Designated Officer” means an individual or individuals as described in the MGA.

Local Supplier:

- For the purpose of this policy, “local supplier” means a business located within ~~the~~ Mackenzie County ~~including Towns of High Level and Rainbow Lake~~-boundary, including Paddle Prairie.

Recurring expenditure:

- For the purpose of this policy, “Recurring” expenditures shall include items such as utilities, telephone, lease payments, contract payments, payroll or items as identified by the Chief Administrative Officer (examples of non-recurring expenditure: traveling, training & education).

SECOR:

- Small employer COR. Specifically designated for organizations with 10 employees or less.

Security:

- For the purpose of this policy, “security” means a surety or collateral that is secured by the issuers that in the event of a default, the security becomes forfeited to the County which could include one or more of the following:
 - A Certified Cheque
 - Performance and/or Labour Bond
 - Letter of Guarantee

Tender:

- For the purpose of this policy, “tender” means an invitation to tender, bid, quotations and requests for proposals.

3. Responsibilities

Chief Administrative Officer (CAO) and/or Designated Officer will:

- a) Provide requisition forms and procedures to support the implementation of this policy.
- b) Reserve the right to remove or amend the purchasing authority for any staff position of the municipality.

Chief Administrative Officer (CAO) and/or Designated Officer and the Reeve and/or Deputy Reeve will:

- c) Be the signatories required on all contract and agreement documents for purchases approved by Council.

Director of Finance will:

- d) Provide procedures for the processing of invoices and statements.
- e) Provide procedures for the recording of purchases into inventory.
- f) Provide procedures for the recording of capital assets additions.
- g) Provide the capital budget projects codes annually and as required.
- h) Provide capital and operating income statements at no less than monthly frequency and reasonably upon request to the department heads for their review to supplement spending monitoring.

CAO, Directors and Managers will:

- i) Ensure that all tendering and purchasing complies with this policy.
- j) Ensure the proper coding of their departmental invoices to operating and capital codes.
- k) Review the monthly capital and operating income statements and provide comments for the monthly variance report prepared for Council by the Finance Department.

4. Purchasing from Local Suppliers

Council recognizes that it is in the best interest of the region to encourage local supply of required goods and services and is therefore committed to purchasing, where permitted, from the local suppliers where costs and quality are competitive and comparable, considering travel time, specifications and investment in local communities.

Purchasing Authority

5. List of positions authorized to commit expenditures on behalf of the municipality with the maximum amounts those positions are authorized to commit:

a) Chief Administrative Officer	As approved by Budget
Deputy Chief Administrative Officer	\$10,000
Director of Finance	\$10,000
Director of Community Services	\$10,000
Director of Operations	\$10,000
Director of Legislative and Support Services	\$10,000
Director of Utilities	\$10,000
Zama Site Manager	\$10,000
Agricultural Field Man	\$10,000
Fleet Manager	\$5,000

b) Delegated Expenditure Authority:

Other municipal employees may make purchases under a written authorization of their respective directors, providing these expenditures have been approved in the current budget and they are not exceeding the maximum allowable commitment amounts for the respective department head positions. All written authorizations are to be approved (prior) by the CAO or by the Designated Officer. The Finance Department will receive the original approved written authorizations, and will maintain an up to date list of delegated expenditure authorities.

6. Spending Authority in a Disaster Situation

- a) In a disaster situation, defined by the Chief Administrative Officer or the Director of Disaster Services, authority is granted to spend up to \$50,000 without the need to tender on the sole authority of the Chief Administrative Officer or the Director of Disaster Services. During the disaster, spending in excess of \$50,000 is to be approved by Reeve or Deputy Reeve, or in absence of both, any Councillor, and the Chief Administrative Officer or the Director of Disaster Services without the need to tender.

7. Regulations

Notwithstanding the above authorizations, the following regulations shall apply:

- a) No project expenditure or total of such expenditures shall exceed the approved budget amount without prior authorization by the CAO to a maximum of 10% over the approved budget. Such expenditures shall be brought to Council for approval and budget amendment.
- b) Where a required purchase exceeds the authority noted above, approval of such purchase shall be obtained from Council prior to the commitment of the purchase.
- c) It shall be the responsibility of each individual not to exceed his/her limit or budget; the individual must identify available funds for the required expenditure.
- d) It shall be the responsibility of each department head to assure that an invoice is coded to the correct general ledger code. At no time is an expenditure to be coded to another department/function to which it does not belong.
- e) Where expenditures are recurring the CAO shall review and approve such expenditures for payment. Should a department head request that recurring expenditures are required and approved by him/her prior to payment, that

department head shall advise the CAO in writing of such requests identifying what recurring expenditures he/she wishes to review.

8. Tendering Process and Proposal Call Process

- a) Tenders shall be requested from not less than the number of sources listed below, all tender documents to be retained for a period of not less than two years and originals to be submitted to the Finance Department. In addition, the following criteria shall be used for determining if Council decision is required in awarding a tender:

Purchase Scale*	Minimum Approval Level on Invoice for Budgeted Expenditures	Tender Requirement	Council Approval Requirement
Up to \$500	Leadhand or Controller via written authorization from an appropriate Director	Phone quotes or catalog pricing are encouraged to compare prices	No
>\$500 to \$5,000	Leadhand or Controller via written authorization from an appropriate Director and Directors	Phone quotes or catalog pricing for price comparison is required	No
>\$5,000 to \$10,000	Directors	Three written quotations	No
>\$10,000 to \$74,999 for goods and materials and construction projects	Directors and CAO	Three written quotations	No
\$75,000 and up for goods and materials and construction projects	Directors and CAO	Open advertised tenders or proposal as approved by Council and as per New West Partnership Trade Agreement (NWPTA)**	Yes (tender contract to be signed by CAO and Reeve)

***Private equipment may be used as per the Hiring Private Equipment Policy (PW018)**

****All tenders procured through public advertising must be opened at a duly called Council meeting.**

- b) Where tenders are received that do not comply with Section 8(a), or where three (3) tenders cannot be obtained, the tenders received will be accepted provided that:
 - i. Tenders or quotes have been requested from local suppliers of the goods or services required for goods and materials under \$74,999 and for construction projects under \$199,999,
 - ii. Tenders received which are believed to reflect a fair market price based on the conditions of the request for quotes, and

- iii. The successful bidder is capable of providing the goods or services as per the conditions of the request for tender or quote.
- c) Where the nature of the services required does not provide for public the competition necessary for the tendering process, Council may by resolution, or the CAO in writing, provide for special tendering and award processes. Examples of these are invitational tenders, legal, architectural and engineering services, accommodations.
- d) No tenders are required when group-purchasing programs are utilized (AAMD&C and AUMA group purchases), but periodic price check must be conducted.
- e) Standing quotations may be obtained and used to satisfy the requirements in Section 8(a) for the time period the vendor agrees to honour the quotation.

9. Request for Tender Process (excludes quotes)

- a) Sealed tenders shall be processed in the following manner:
 - i. Sealed tenders to be received marked in the specified manner prior to the designated tender closing. Each tender must be time and date stamped upon receipt and must be kept confidential in a secure place.
 - ii. The sealed tender will be considered invalid if opened prior to the public opening, or if the contents are disclosed to any municipal staff member prior to the public opening.
 - iii. All tenders procured through public advertising must be opened at a duly called Council meeting, and be recorded using a Tender Document Form.
 - iv. Multi-year projects are required to go to tender regardless of the purchase scale.
 - v. Two envelopes will be included in the tender package. The first envelope will contain the required documents in an unsealed envelope for the tender such as a valid WCB, COR/SECOR, and insurance. The second envelope will contain the signed and sealed bid for the tender. Should the first envelope not contain all the required documentation requested within the tender package, the second envelope containing the bid amount will not be considered.
 - vi. A summary of the tender opening shall be included in the council meeting minutes.
- b) Withdrawal of a sealed or written tender will only be accepted prior to deadline for receipt of tenders. The request to withdraw the tender must be received in writing.

10. Information to Bidder

- a) Each request for a sealed tender shall provide a clearly defined description of the goods or services required by the municipality, and shall include a statement that the terms of this policy shall apply to each tender.
- b) If additional information is developed during the request for sealed or written tenders, due to meetings, questions raised, or changes in specifications, this information shall be forwarded in writing to all bidders.
- c) Where telephone quotations or written quotes are requested, staff shall ensure that the same information and deadline is given to each person quoting.
- d) No information regarding tenders or bidders will be released until a tender has been closed. Details of a specific tender are not to be disclosed in accordance with the Freedom of Information and Protection of Privacy Act. The name of a bidder, the date of a tender, the unit or lump sum price may be disclosed.

11. Security, Bonding and Other Requirements

- a) Prior to tender, bidder is required to have:
 - A current Mackenzie County business license and a copy is to be included in the tender submission documents.
 - COR/SECOR (subject to Subsection f))
 - WCB
 - Insurance
- b) Prior to execution of the contract, all security, insurance, naming the Municipality as an additional insured, and Workers Compensation Board requirements as required at the closing time of the tender, shall be in place.
- c) A bid deposit will be forfeited to the municipality if the successful bidder fails to accept the award of tender. Execution of the contract must be complete within 15 days after awarding of the tender.
- d) Equitable security is required at time of tender. The municipality shall retain the Security until the terms of the contract are complete. The Security will be forfeited to the municipality if the successful bidder fails to comply with the terms and conditions of the contract.

Security must be obtained for all projects per the following threshold:

- Road Infrastructure Projects - \$100,000 and up
- Water/Sewer Infrastructure (underground Construction) - \$75,000 and up
- Buildings - \$100,000 and up

- e) All security and bonding documents shall be held in a safe at the Fort Vermilion Corporate Office.
- f) A contractor shall be required to have a valid COR/SECOR certification for all municipal works whereby the contractor is considered “the prime contractor” as per the Occupational Health and Safety Act.

For the municipal works whereby a contractor is not considered “the prime contractor” as per the Occupational Health and Safety Act, preference may be given to the contractors that hold COR/SECOR and consideration may be given to contractors that are not certified. When engaging a non-certified contractor, the County will follow the applicable safety orientation procedures as required under the Occupational Health and Safety Act for the respective projects/works and/or internal safety policies and procedures.

The following guidelines shall apply:

COR/SECOR required:

- When the County can transfer prime responsibility for a project to a Contractor as defined in OH&S Act;
- When the project is considered high hazard (i.e. blasting) and no internal expertise exists (no task specific procedure/safe work practice to guide and/or a hazards assessment cannot be adequately achieved due to lack of internal expertise relative to the task)

COR/SECOR may not be required:

- Consulting services;
- Services received from contractors/suppliers on their premises;
- Equipment paid hourly from the County hired equipment list (companies with COR/SECOR receive 80% per for road builders rate, non-certified contractors received 70% road builders rate, see PW018 Hiring of Private Equipment Policy);
- Certified trades services.

The COR/SECOR exemption may be granted to a contractor under the following conditions:

- The County is the sole employer of the contractor for the duration of the contract’s term.
- There are no employees working for the holder of the contract with the County (although an occasional substitute is permitted but must be granted by the County on a case by case basis).

- The individual's services under a contract are limited to labour services, and no or limited specialized equipment provided under the contract.
 - Municipal Campground Caretakers
 - Waste Transfer Station Operator

All current contracts (prior to December 21, 2015) are grandfathered until their expiry.

g) Administration will maintain an approved list of contractors.

12. Analysis of Tenders

- a) The following factors, presented without any priority, may be used to evaluate all bids received and may include, but are not limited to the following:
 - i. **Ability** of the bidder to meet the requirements of the tender regarding quality, specifications, delivery and service.
 - ii. **Bulk Purchasing**, through larger quantities, cumulative quantities or bulk packaging.
 - iii. **Life Cycle Costs** of goods or services.
 - iv. **Local Supplier** is a business located within Mackenzie County including the Towns of High Level and Rainbow Lake.
 - v. **Price**, based on the same FOB location, same currency including goods and services tax, and with discounts applied.
 - vi. **Record** of a bidder's previous performance on quality, experience, service, delivery and safety.
 - vii. **Standardization** of goods to reduce inventory and future costs.
- b) The municipality reserves the right to reject any and all tenders for any cause, to award tenders based on conditions other than price, or to reject all tenders without cause.
- c) The municipality shall not accept tenders, quotations or the supply of services from contractors or suppliers of services who have initiated litigation against the municipality, for a period of one year after the litigation is resolved.

13. Contingency Allowances

- a) Contingency allowances may only be spent to meet the costs of unexpected site conditions, which prevent the contractor from meeting the project specifications as approved by Council. Project contingency will be established at or before time

of tender awarding.

- b) Contingency allowances and unspent project funds may only be applied to changes in project specifications and approved by CAO or Council.

	Date	Resolution Number
Approved	2007-12-11	07-12-1120
Amended	2008-12-09	08-12-979
Amended	2011-03-30	11-03-278
Amended	2011-12-12	11-12-970
Amended	2012-10-09	12-10-650
Amended	2015-01-30	15-01-058
Amended	2015-06-22	15-06-463
Amended	2015-12-21	15-12-970
Amended	2016-04-27	16-04-301
Amended	2018-02-13	18-02-121
Amended		



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 11, 2022
Presented By:	Jennifer Batt, Director of Finance
Title:	Rebuild Eagles Nest Road – Funding Source Amendment

BACKGROUND / PROPOSAL:

Included in the 2021 Capital Projects, the Eagles Nest Road project was approved with funding from the Canada Community – Building Fund (CCBF) - \$600,290, and Municipal Sustainability Initiative (MSI) - \$183,874 grants.

The \$183,874 allocated from MSI does not meet the 5% threshold required of \$194,494, and administration is requesting that the funding be amended as follows:

Canada Community – Building Fund (CCBF) - \$589,164
 Municipal Sustainability Initiative (MSI) - \$195,000.

The project is projected to be underspent, requiring no additional funding, only a funding allocation amendment.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

Canada Community – Building Fund (CCBF)
 Municipal Sustainability Initiative (MSI)

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

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

POLICY REFERENCES:

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the 2021 Capital Project - Rebuild Eagles Nest Road funding sources be amended to \$589,164 from the Canada Community – Building Fund, and \$195,000 from Municipal Sustainability Initiative.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 11, 2021
Presented By:	Jennifer Batt, Director of Finance
Title:	Review/Amend - Policy ADM033 Personal Vehicle Allowance

BACKGROUND / PROPOSAL:

At the November 19th Council Budget meeting, Council requested that Policy ADM033 Personal Vehicle Allowance be brought forward for review.

Currently there are 2 employees that have signed agreements under this Policy.

Administration is also requesting a Policy amendment to the reporting body noted within the Policy, and has attached recommended changed Policy for review.

All Policies referenced are attached.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

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

COMMUNICATION:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That Policy ADM033 Personal Vehicle Allowance be amended as presented/discussed.

Author: J. Batt **Review Date:** _____ **CAO** _____

Mackenzie County

Title	PERSONAL VEHICLE ALLOWANCE	Policy No.	ADM033
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Legislature Reference	Municipal Government Act, Section 5
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PURPOSE

To reimburse employees for the use of their personal vehicle for municipal use.

POLICY STATEMENT

Based upon the completion of a Vehicle Costing Analysis, it was determined that it would benefit the municipality to allow Managers, Directors, and the Chief Administrative Officer (CAO) with a minimum of one-year employment with Mackenzie County the option of using their personal vehicles for municipal business.

Related Policies: ADM001, ADM002, ADM032

GUIDELINES

1. Employees shall submit their written request to use their personal vehicle for municipal use, to the Chief Administrative Officer (CAO). The request should include proposed vehicle type, year, and condition along with estimated annual kilometers.
2. Only when a vehicle has been budgeted to be replaced can the employee request to use their personal vehicle for municipal use.
3. The ~~Finance Committee~~ **Committee of the Whole** shall review requests and authorize the CAO to enter into agreements with employees to use their personal vehicle for municipal use by using the following guidelines:
 - a) vehicle is legally insured and registered, deemed safe to operate and maintained as such;
 - b) vehicle type required;
 - c) reimburse the employee in accordance with Canada Revenue Agency (CRA) reasonable per kilometer allowance.
 - d) bi-weekly rates paid to authorized employees shall be determined using the employee's previous year's estimated annual kilometers.
 - e) If the employee exceeds the annual pre-determined estimated kilometres range the employee shall be reimbursed the difference to the appropriate actual kilometres used.

- f) If the employee incurs less kilometres than the pre-determined estimated kilometres the employee shall be dropped to the actual kilometres and the difference shall be taken off of the determined following years estimated kilometres to reconcile what the employee actually should have been paid or reimburse Mackenzie County in full for the difference.
 - g) A recalculation of the actual kilometers driven shall be done at a minimum frequency of every six-months with an adjustment to the pre-approved bi-weekly rate according to 2 e) or f).
4. The employee shall provide the municipality with a business use insurance policy with the following minimum requirements:
 - a) \$2,000,000 Public Liability and Disability
5. The municipality shall ensure the Mackenzie County insurance policy includes “non-owned automobile insurance” for employees using another employee’s personal vehicle for municipal use.
6. The employee will be responsible for documenting kilometers daily and submitting them monthly to the finance department.
7. Personal vehicles may be reimbursed for travel between work and home and shall be a taxable benefit as per CRA guidelines.
8. The CAO shall review the rate structure and the pre-determined employee ranges prior to January of each year.
9. The CAO shall enter into agreements with the designated employees for the use of their personal vehicle for municipal use as approved by the ~~Finance Committee~~ **Committee of the Whole**.
10. The agreement shall be deemed continuous until such time as one or both parties agree to terminate said agreement. If both parties agree to terminate, then a termination date shall be established with which both parties agree to. A minimum of three (3) year’s notice shall be given when only one of either party should decide to terminate the agreement.
11. The agreement shall be terminated immediately should the employee’s employment end with Mackenzie County or if the employee takes a leave of absence.
12. Any employee who is found to be in violation of this policy will be subject to corrective action, including immediate termination of this agreement, possible termination of employment, legal action, and criminal liability.

	Date	Resolution Number
Approved	05-Dec-01	01-657
Amended	09-Mar-04	04-144
Amended	08-Mar-11	11-03-224
Amended	13-May-14	14-05-351
Reinstated	2018-04-10	18-04-279
Amended	2018-06-12	18-06-426

Schedule "A"

Personal Vehicle Allowance Agreement

I certify that I have read, understand, and agree to the terms set forth in the Vehicle Usage Policy in its entirety.

I further certify that I have receive a copy of this Policy.

Name

Position

Signature

Date

Municipal District of Mackenzie No. 23

ADM001 Vehicle Maintenance and Operation

Legislation Reference Municipal Government Act, Section 5 (b)

PURPOSE

To ensure that M.D. vehicles are maintained and operated to adhere to M.D. policy.

Cross reference: Policy No. ADM002

Policy Statement and Guidelines

1. Vehicle operators shall hold a valid Alberta Operators License and other operating certificates required for the class of vehicle they are operating.
2. Employees required to use a vehicle shall give authorization to the M.D. to obtain a drivers abstract.
3. Operators shall at all times consider safety first when operating in and around a vehicle.
4. Operators shall adhere to all traffic laws and regulations and shall drive in accordance with the condition of the road.
5. No alcohol or drugs shall be allowed in M.D. vehicles or equipment at any time.
6. Vehicle and/or equipment operators shall not be under the influence of drugs and/or alcohol.
7. Operators shall perform a vehicle inspection prior to operating the vehicle to ensure that the vehicle is in a safe operating condition, and that there are no hazards in the immediate vicinity of the vehicle.
8. Only authorized personnel shall operate M.D. owned or leased vehicles.
9. Vehicles used to tow trailers and/or equipment shall be adequately equipped to perform the function and shall adhere to all government regulations and M.D. policies.
10. Vehicles shall be equipped with sufficient devices to ensure that any loads that may be carried are adequately signed, and the operator shall ensure they are adequately secured.
11. Vehicles shall be equipped with proper communication, first aid kit, survival equipment, fire extinguisher, and approved warning devices.

12. Operators shall ensure that equipment is fully stocked and in good operating condition.
13. The operator shall be responsible for the cleanliness and timely maintenance of the vehicle at all times.
14. Maintenance inspections shall be carried out as determined by the Shop Foreman.
15. Records of repairs and maintenance shall be filed with the M.D. office.

	Date	Resolution Number
Approved	Oct 14/98	98-312
Amended		
Amended		

"J. Maine" (Signed) _____
Chief Administrative Officer

"B. Bateman" (Signed) _____
Chief Elected Official

Mackenzie County

Title	Vehicle Usage	Policy No:	ADM002
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Legislation Reference	MGA
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PURPOSE

To ensure procedures are established and adhered to for use of Mackenzie County owned and leased vehicles.

POLICY STATEMENT

1. Statement:

Mackenzie County shall provide vehicles to municipal staff who require a vehicle for work purposes.

Related Policies: ADM001, ADM032

GUIDELINES

2. Procedure & Responsibility

- a) All full time employees of Mackenzie County shall have access to a County owned or leased vehicle if required to perform their duties.
- b) Wage or temporary employees may have access to a County owned or leased vehicle if available at the discretion of management for the performance of municipal duties.
- c) If a full time employee is unable to be provided with a County owned or leased vehicle and one is required to perform their duties, the municipality shall reimburse the employee in accordance with the Employee Expense Reimbursement Policy No. ADM032, upon approval by the CAO.
- d) With prior approval of the CAO, employees may rent a vehicle directly from the private sector only if a County owned or leased vehicle is not available.
- e) Employees may be authorized to use a County vehicle for travel between their residence and their place of work when:
 - It is advantageous that an employee leave directly from his/her place of residence on County business, or
 - On a continuous basis if it can be shown to be in the County's interest

to allow an employee to provide secure parking or care during a period of inclement weather and there is no charge to the County.

NOTE: Vacationing employees may be required to leave their County vehicles and keys at one of the Municipal Offices at the discretion of the CAO.

- f) Employees traveling outside the municipality with a County vehicle on municipal business may be allowed to carry spouses and/or family members, provided there is no additional expense to the County, and with prior approval of the CAO. Spouses will not be allowed to operate a County vehicle.
- g) Non-adherence with any of the clauses in this policy may result in the removal of County vehicle use and/or disciplinary action by the appropriate authority.
- h) County vehicles shall not be used for personal use except for travelling between work and home.
- i) If Sirius Satellite Radio is available in County owned vehicles, it is at the employee's discretion to purchase a subscription. The County will not be responsible for purchasing Sirius Satellite Radio subscriptions in County owned vehicles. It is the employee's responsibility to cancel the service upon termination of employment.
- j) The CAO, Directors, Managers, Area Lead Hands, Agricultural Fieldman, and other persons on call, shall be allowed to use a County vehicle to travel from their home to their place of work.
- k) CRA defines personal use as the following:

- Personal driving (personal use):

Personal driving is any driving by an employee, or a person related to the employee, for purposes not related to his or her employment. An employee may use one a county owned or leased vehicles for purposes other than business or, an employee may use his or her personal vehicle to carry out employment duties and get an allowance for the business use of that vehicle. Whatever the situation, if an employee drives a county vehicle for personal reasons or reimburses an employee for the personal driving of his or her own vehicle, there is a taxable benefit that has to be calculated and included in his or her income.

- Personal driving includes:

- vacation trips;
- driving to conduct personal activities;

- travel between home and a regular place of employment, other than a point of call. (Include any refunded expenses such as taxi fares); and
 - travel between home and a regular place of employment even if you insist the employee drive the vehicle home, such as when he or she is on call.
- I.) If a County vehicle is used for personal use employees will incur a taxable benefit as prescribed by the CRA. CRA requires employees to keep track of personal use kilometers. Employees will need to submit log sheets to the Human Resources department on a monthly basis.

3. Agreement

All Employees will be required to sign a copy of the “Vehicle Use Agreement” (Schedule “A” attached) to acknowledge their receipt of the policy and understanding of its content.

	Date	Resolution Number
Approved	1998-10-14	98-312
Amended	2003-05-13	03-291
Amended	2015-02-25	15-02-140
Amended	2017-03-14	17-03-181

Schedule "A"

Vehicle Use Agreement

I certify that I have read, understand, and agree to the terms set forth in the Vehicle Usage Policy in its entirety.

I further certify that I have received a copy of this Policy.

Signature

Date

Name (Please Print)

Municipal District of Mackenzie No. 23

Title	Employee Expense Reimbursement	Policy No:	ADM032
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Legislation Reference	Municipal Government Act, Section 5
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Purpose

To provide for remuneration of employee expense claims.

Policy Statement and Guidelines

1. The MD of Mackenzie provides equal remuneration for Councillor and employee expense claims.
2. Employees shall receive expense remunerations in accordance with the current bylaw for Honorariums and Related Expense Reimbursement for Councillors and Approved Committee Members.
3. Employees may be requested to drive an M.D. vehicle on M.D. Of Mackenzie business trips or job related training, outside the M.D. Of Mackenzie. Where the employee drives an M.D. vehicle, the employee shall be provided with an M.D. gas card.
4. With prior notification and supervisor approval, employees' family members are permitted to be passengers in an M.D. vehicle, but are not allowed to drive the vehicle.
5. When an M.D. vehicle is not available for business trips or job related training, or when it is otherwise not convenient to take an M.D. vehicle, the employee shall be reimbursed for mileage in accordance with the current bylaw for Honorariums and Related Expense Reimbursement for Councillors and Approved Committee Members. If an employee chooses to use their own personal vehicle when an M.D. vehicle is available, they shall be reimbursed for actual fuel usage based on receipts.
6. Employees required to work three or more hours beyond their full time regular hours of work or on unscheduled weekends shall be compensated for a meal expenses in accordance with the current bylaw for Honorariums and Related Expense Reimbursement for Councillors and Approved Committee Members based on actual meal costs up to the amounts in the bylaw.
7. At the discretion of the supervisor, employees required to work away from their regular place of work shall be compensated for meal allowances in accordance

with the current bylaw for Honorariums and Related Expense Reimbursement for Councillors and Approved Committee Members. (For example, an employee whose regular place of work is Fort Vermilion would be compensated for meals when required to work in Zama).

8. Employees approved under the Vehicle Allowance Policy shall use their own vehicles whenever possible.

	Date	Resolution Number
Approved	June 6, 2001	01-319
Amended		
Amended		



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 11, 2022
Presented By:	Jennifer Batt, Director of Finance
Title:	Financial Reports – January 1 – November 30, 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 – November 30, 2021)
- A report of funds invested in term deposits and other securities
 - (January – November 30, 2021)
- Project progress reports including expenditures to budget until December 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 - November 30, 2021 be received for information.

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

Mackenzie County
Summary of All Units January - November 30, 2021

	2021 Budget	2021 Actual Total	\$ Variance (Remaining)
OPERATING EXPENSES			
110-Wages and salaries	\$6,526,443	\$5,239,010	(\$1,287,433)
132-Benefits	\$1,410,406	\$1,119,674	(\$290,732)
136-WCB contributions	\$89,478	\$54,542	(\$34,936)
142-Recruiting	\$15,000	\$15,274	\$274
150-Isolation cost	\$43,200	\$37,680	(\$5,520)
151-Honoraria	\$630,360	\$550,265	(\$80,095)
211-Travel and subsistence	\$390,314	\$139,987	(\$250,327)
212-Promotional expense	\$39,500	\$14,806	(\$24,694)
214-Memberships & conference fees	\$129,212	\$47,112	(\$82,100)
215-Freight	\$99,850	\$79,482	(\$20,368)
216-Postage	\$69,550	\$49,072	(\$20,478)
217-Telephone	\$124,920	\$102,603	(\$22,317)
221-Advertising	\$76,900	\$64,472	(\$12,428)
223-Subscriptions and publications	\$15,250	\$8,392	(\$6,858)
231-Audit fee	\$90,000	\$123,000	\$33,000
232-Legal fee	\$80,000	\$131,201	\$51,201
233-Engineering consulting	\$194,500	\$207,934	\$13,434
235-Professional fee	\$348,200	\$175,443	(\$172,757)
236-Enhanced policing fee	\$398,236	\$277,512	(\$120,724)
239-Training and education	\$95,185	\$37,106	(\$58,079)
242-Computer programming	\$220,137	\$129,772	(\$90,365)
243-Waste Management	\$554,800	\$385,759	(\$169,041)
251-Repair & maintenance - bridges	\$44,500	\$26,438	(\$18,062)
252-Repair & maintenance - buildings	\$168,140	\$95,432	(\$72,708)
253-Repair & maintenance - equipment	\$361,450	\$337,366	(\$24,084)
255-Repair & maintenance - vehicles	\$91,000	\$90,752	(\$248)
258-Contract graders	\$1,081,554	\$815,353	(\$266,201)
259-Repair & maintenance - structural	\$1,301,200	\$845,375	(\$455,825)
260-Roadside Mowing & Spraying	\$396,000	\$296,729	(\$99,271)
261-Ice bridge construction	\$120,000	\$111,224	(\$8,776)
262-Rental - building and land	\$65,850	\$63,919	(\$1,931)
263-Rental - vehicle and equipment	\$139,734	\$60,699	(\$79,035)
266-Communications	\$155,272	\$126,927	(\$28,345)
271-Licenses and permits	\$25,545	\$9,245	(\$16,300)
272-Damage claims	\$5,000		(\$5,000)
274-Insurance	\$462,735	\$464,266	\$1,531
342-Assessor fees	\$279,000	\$148,639	(\$130,361)
290-Election cost	\$15,000	\$15,610	\$610
511-Goods and supplies	\$937,534	\$856,281	(\$81,253)
515-Lab Testing	\$43,500	\$40,400	(\$3,100)
521-Fuel and oil	\$647,680	\$605,498	(\$42,182)
531-Chemicals and salt	\$424,800	\$358,863	(\$65,937)
532-Dust control	\$575,000	\$675,998	\$100,998
533-Grader blades	\$143,000	\$149,989	\$6,989
534-Gravel (apply; supply and apply)	\$2,191,967	\$2,109,806	(\$82,161)
994-Change in Inventory	(\$385,333)		\$385,333
543-Natural gas	\$122,247	\$106,176	(\$16,071)
544-Electrical power	\$717,093	\$610,887	(\$106,206)
550-Carbon Tax	\$72,000	\$88,032	\$16,032
710-Grants to local governments	\$2,227,017	\$1,521,650	(\$705,367)
735-Grants to other organizations	\$2,302,092	\$1,842,559	(\$459,533)
747-School requisition	\$6,302,401	\$4,889,364	(\$1,413,037)
750-Lodge requisition	\$896,658	\$896,112	(\$546)
760-Designated Ind. Property	\$76,169	\$76,169	\$0
763/764-Contributed to Capital Reserve	\$2,578,424		(\$2,578,424)
810-Interest and service charges	\$21,000	\$19,406	(\$1,594)
831-Interest - long term debt	\$389,989	\$233,632	(\$156,357)
832-Principle - Long term debt	\$1,361,746	\$950,908	(\$410,838)
921-Bad Debt/922-Tax Cancellation-Writeoff	\$1,500,000	119952	(\$1,380,048)
Non-TCA projects	\$2,124,820	\$2,612,617	\$487,797
TOTAL	\$41,623,225	\$31,262,371	(\$10,360,854)
Excluding Requisitions	\$34,347,997	\$25,400,726	
995-Amortization of TCA		\$10,146,271	

Mackenzie County
Summary of All Units January - November 30, 2021

	2021 Budget	2021 Actual Total	\$ Variance (Remaining)
OPERATING REVENUES			
100-Municipal Taxes	\$23,702,505	\$23,679,138	(\$23,367)
101-Lodge Requisition	\$896,658	\$878,871	(\$17,787)
102-School Requisition	\$6,302,401	\$6,106,910	(\$195,491)
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	\$954,369	(\$82,212)
421-Sale of water - metered	\$3,457,395	\$3,196,881	(\$260,514)
422-Sale of water - bulk	\$915,229	\$956,999	\$41,770
424-Sale of land	\$10,000	\$33,328	\$23,328
510-Penalties on taxes	\$500,000	\$730,896	\$230,896
511-Penalties of AR and utilities	\$29,000	\$23,248	(\$5,752)
520-Licenses and permits	\$45,000	\$54,990	\$9,990
521-Offsite levy	\$20,000	\$362,702	\$342,702
522-Municipal reserve revenue	\$80,000	\$271,084	\$191,084
526-Safety code permits	\$200,000	\$390,487	\$190,487
525-Subdivision fees	\$60,000	\$103,777	\$43,777
530-Fines	\$5,000	\$9,469	\$4,469
531-Safety code fees	\$8,000	\$17,581	\$9,581
550-Interest revenue	\$500,000	\$182,428	(\$317,572)
551-Market value changes			\$0
560-Rental and lease revenue	\$153,702	\$201,848	\$48,146
570-Insurance proceeds			\$0
592-Well drilling revenue			\$0
597-Other revenue	\$65,000	\$24,892	(\$40,108)
598-Community aggregate levy	\$50,000		(\$50,000)
630-Sale of non-TCA equipment		\$28,881	\$28,881
790-Tradeshaw Revenues			\$0
830-Federal grants			\$0
840-Provincial grants	\$1,841,095	\$455,527	(\$1,385,568)
890-Gain (Loss) Penny Rounding		\$1	\$1
909-Other Sources -Grants	\$15,000		(\$15,000)
930-Contribution from Operating Reserves	\$1,410,539		(\$1,410,539)
940-Contribution from Capital Reserves	\$4,500		(\$4,500)
TOTAL REVENUE	\$41,623,224	\$38,895,123	(\$2,728,101)
Excluding Requisitions	\$34,347,996	\$31,835,912	

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		Debtenture
(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	11027						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	-	-	34000			34,000				FRIAA	CM 21-04-525	
Zama Trailer Furnishing Project (2021)	20,500	20,500	20,432	20,432	68						20,500	GOR	CM 21-08-575, CM 7-12-30-52	
FV - Asset Management (2021)	125,000	125,000	-	-	125000			50,000			75,000	GOR	CM 21-09-660	
Total department 12	1,848,977	1,425,923	1,666,495	1,243,441	182,482	-	-	1,229,035	-	-	196,888	-	-	1,425,923
(23) - Fire Department														
FV - Fire Dept Training Props (2018)	30,000	30,000	-	-	30,000				15,000	-	15,000	GOR	50/50 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)	100,000	100,000	-	-	100,000						100,000	GOR	CM 21-05-465	
Total department 33	205,000	163,005	41,995	-	163,005	-	-	-	-	-	163,005	-	-	163,005
(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	45,000	21,121	25,830	1,951	19,170						21,121	GOR	CM 21-12-837	
Total department 41	245,000	212,031	34,920	1,951	210,080	-	-	-	-	-	212,031	-	-	212,031
(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	266,260	234,707	38,740						273,448	GOR	20-08-494	
Total department 61	419,000	297,948	380,260	259,207	38,740	-	-	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	5,375	5,375	625						6,000	GOR		
Machesis Lake Glamping (2021)	4,500	4,500	4,380	4,380	120						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	-						7,500	GOR	CM 21-08-568	
Total department 72	36,900	36,900	24,755	24,755	12,145	-	-	-	-	-	36,900	-	-	36,900
TOTAL 2021 ONE TIME Projects	2,923,477	2,234,819	2,235,012	1,546,354	688,465	-	-	1,241,285	15,000	-	978,535	-	-	2,234,820
2021 Contingent on Grant Funding														
Bridge Maintenance (7 bridges)	250,000	-	-	-	-			250,000						
2021 Contingent on Grant Funding - Total	250,000	-	-	-	-	-	-	250,000	-	-	-	-	-	-

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

FGTF / MSI	\$	-
Other Grants/Sources	\$	1,256,285
General Operating Reserve	\$	974,035
PR	\$	4,500
Total	\$	2,234,820

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	
(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	15,187,290	13,978,394	3,868,737	2,659,841	11,318,553	568,470		12,800,000			GCR/GOR	609,924		CM 20-06-376; 20-07-455; 20-12-761; 20-12-762; 21-04-325; 21-11-804
Council Chambers Windows (2021)	8,700	8,700	-	-	8,700						GCR	8,700		CM 21-10-691
Total department 12	15,260,990	14,052,094	3,868,759	2,659,863	11,392,231	568,470	-	12,800,000	-	-	-	683,624	-	14,052,094
(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	789,226	773,390	10,774	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	313,207	44,509	5,491									
Rebuild Blumenort Road East	440,000	385,610	461,081	406,690	(21,081)							385,610		
Rebuild Machesis Lake Road	440,000	437,876	440,175	438,050	(175)							437,876		
LC - 9 Street Lights - 94 Ave 106 St to Pioneer Drive (See Note 1)	75,000	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	665,986	184,782	284,014						GCR	468,796		
LC Crosswalk 94 Ave 103 St	12,000	2,647	12,000	2,647	-						GCR	2,647		
LC - Intersection upgrade of 100 St & 109 Ave (2021)	255,000	255,000	214,955	214,955	40,046							255,000		
LC - Intersection upgrade Traffic Lights 100 St & 94 Ave (2021)	290,000	290,000	247,931	247,931	42,069							290,000		CM 21-06-489
LC - 101 Ave Asphalt (300 m) (2021)	625,000	625,000	622,778	622,778	2,222							625,000		
30 m Right of way for road widening - various locations (2021)	200,000	200,000	5,281	5,281	194,719						RDR	200,000		
Rebuild TWP Rd 1044 (1 mile) (2021)	300,000	300,000	26,338	26,338	273,663							300,000		
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	516,426	516,426	574							517,000		
Plow Truck (2021)	325,000	325,000	324,952	324,952	48							325,000		
Ground Penetrating Radar Unit (2021)	36,000	36,000	34,970	34,970	1,030						GCR	36,000		CM 21-06-487
LC - Assorted Road and Sidewalk Repairs (2021)	110,000	110,000	102,706	102,706	7,294							110,000		CM 21-06-489
LC - Washout & Culvert Upgrades (2021)	500,000	500,000	205,171	205,171	294,829							500,000		
Lawnmower Purchase (2021)	20,000	20,000	18,527	18,527	1,473						V&ER	18,390		CM 21-08-576
LC - 109 Avenue Widening (2021)	45,000	45,000	24,416	24,416	20,584				1,610		GCR	45,000		CM 21-09-658
AWD 160M Graders X3	1,714,101	1,714,101	-	-	1,714,101				1,039,101			675,000		CM 21-12-895
Total department 32	8,737,799	7,848,549	5,623,191	4,733,941	3,114,608	600,290	5,648,461	-	676,610	-	-	923,190	-	7,848,551
(41) - Water Treatment & Distribution Department														
LC - Well Number 4 (CF 2016)	1,348,966	1,175,000	371,269	197,302	977,697			689,137			GCR	485,863		20-12-763
ZA - Water Treatment Plant Upgrading (CF 2017)	1,153,569	1,001,944	202,309	50,684	951,260			609,457			RWTR/WTRSWR	392,487		CM 21-09-634
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)	324,500	324,500	18,938	18,938	305,562				314,500			10,000		CM 21-05-398, CM Pending
LC - Water Treatment Plant Tower Replacement (2021)	100,000	100,000	89,601	89,601	10,399						WTRSWR	100,000		
LC-North Waterline Oversizing (2021)	200,000	200,000	-	-	200,000						WTRSWR	200,000		CM 21-05-453
LC-North Sanitary Trunk Sewer (2021)	280,000	280,000	46,346	46,346	233,654						GOR	280,000		CM 21-05-461 CM 21-07-517
Total department 41	5,428,705	3,981,401	1,859,781	412,477	3,568,924	13,940	1,005,222	1,298,594	-	-	-	1,663,647	-	3,981,403
(42) - Sewer Disposal Department														
LC - Sanitary Sewer Expansion (CF 2016)	161,000	13,390	160,610	13,000	390						GCR	13,390		CM 21-01-624
LC - North Storm-Pond A (2021)	1,190,000	1,190,000	42,761	42,761	1,147,239						WTRSWR	90,000	1,100,000	CM 21-03-240, CM 21-04-312, CM 21-07-533, CM 21-10-677
Total department 42	1,351,000	1,203,390	203,371	55,761	1,147,629	-	-	-	-	-	-	103,390	1,100,000	1,203,390

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	10,525	10,525	4,475						GCR	15,000		CM 21-02-100
Total department 61	29,000	23,225	19,740	13,965	9,260	-	-	-	-	-	-	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		
FV - Overhead Door Replacement/Completion of Hockey Netting	16,000	3,100	12,900	-	3,100						RB-FV	3,100		CM 20-02-084.20-11-758
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/GCR	10,000		
LC - Tennis Court, Basketball Pickle Ball Court (2021)	299,106	299,106	162,865	162,865	136,241		149,553		149,553					CM 21-05-400
Total department 71	372,707	352,394	183,178	162,865	189,529	-	149,553	-	149,553	-	-	53,287	-	352,393
(72) - Parks & Playgrounds Department														
Hutch Lake Campground Improvements (CF 2017)	112,000	63,933	109,772	61,705	2,228						IC-REC/MR	63,933		
River Search & Rescue Access Plan - Atlas & Tompkins Landing Boat Launch & FV Bridge Campground	92,000	32,430	68,569	8,999	23,431						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	25,580	18,618	25,580	18,618	0						GOR	18,618		CM 21-11-801
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	20,709	20,311	4,291						GOR	24,602		
New Hamlet Park (2021)	38,000	38,000	29,315	29,315	8,685						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	488,929	308,882	321,575	141,527	167,354	17,955	-	-	-	-	-	290,928	-	308,883
TOTAL 2021 Capital Projects	32,870,130	27,839,303	13,231,227	8,180,400	19,658,903	1,200,655	6,803,236	14,098,594	838,163	-	-	3,798,660	1,100,000	27,839,308
Contingent on Grant Funding														
ZC - Access Pave (PH V) (CF 2014)	6,000,000	6,000,000	-	-	6,000,000									3,000,000
ZA - Sewage Forcemain (2018)	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	-



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 11, 2022
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:

- December – All Councillors

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

2021 Operating Budget

SUSTAINABILITY PLAN:

N/A

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

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

Honorariums and Expense Reimbursement Bylaw

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

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

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 11, 2022
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
Erick Carter	Municipal Planning Commission	December
Anthony Peters	ASB	November/December
Joe Peters	ASB	December
George Fehr	Ag Services Board	November/December

Author: C. Simpson **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 November & December 2021 be received for information.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 11, 2022
Presented By:	Caitlin Smith, Manager of Planning & Development
Title:	Bylaw 1250-22 Land Use Bylaw Amendment to Rezone Part of Plan 182 1653; 1; 2 from Rural Industrial General “RIG” to Agricultural “A”

BACKGROUND / PROPOSAL:

Administration has received a Land Use Bylaw Amendment application to rezone Part of Plan 182 1653, Block 1, Lot 2 from Rural Industrial General “RIG” to Agricultural “A” to accommodate a 14-acre residential yard site. The applicant has also submitted a subdivision application which is currently being circulated and will be presented at the next MPC meeting.

The subject area was rezoned from Agricultural “A” to Rural Industrial General “RIG” in the Fall of 2019 to accommodate industrial development of the parcel. The residence existed at that time but it appears it was rezoned for the purpose of sale to an industrial business. The current landowner has stated that the residence has been rented out since they purchased the land and the renter would now like to purchase 14 acres of the 37 acres currently on title.

The adjacent south parcel currently has two approved subdivisions, a 47-lot Rural Country Residential 4 “RCR4” subdivision and a 34-lot Rural Industrial General “RIG” subdivision. The applicants’ intention is for the subject parcel to align with the zonings of these approved subdivisions, however, the allowed lot size range in the RCR4 zoning is 0.8 to 1.5 acres, which is not appropriate for a 14-acre subdivision. The only zoning within the Land Use Bylaw which allows for a residential parcel of this size is Agricultural “A”.

The reason for the odd shape of the area proposed to be rezoned is to accommodate the proposed residential subdivision and to not allow additional subdivisions of this type on this quarter section. The quarter section is adjacent to the Hamlet of La Crete north boundary and has been identified for hamlet-type development in the near future.

If the rezoning bylaw is not passed, the applicant may still subdivide the yard site, but no residential type development would be allowed on the parcel in the future.

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

The proposed Bylaw was presented to the Municipal Planning Commission on December 15th, 2021 where the following motion was made:

MPC 21-12-202 **MOVED** by *Jacquie Bateman*

That the Municipal Planning Commission recommend to Council to APPROVE Bylaw 12xx-22 being a Land Use Bylaw Amendment to Rezone Part of Plan 182 1653; 1; 2 from Rural Industrial General "RIG" to Agricultural "A", subject to public hearing input.

CARRIED

OPTIONS & BENEFITS:

Option 1:

That first reading be given to Bylaw 1250-22 being a Land Use Bylaw Amendment to Rezone Part of Plan 182 1653; 1; 2 from Rural Industrial General "RIG" to Agricultural "A", subject to public hearing input.

Option 2:

That first reading be REFUSED for Bylaw 1250-22 being a Land Use Bylaw Amendment to Rezone Part of Plan 182 1653; 1; 2 from Rural Industrial General "RIG" to Agricultural "A", subject to public hearing input.

COSTS & SOURCE OF FUNDING:

Costs will consist of advertising the Public Hearing and adjacent landowner letters which will be borne by the applicant.

SUSTAINABILITY PLAN:

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

COMMUNICATION / PUBLIC PARTICIPATION:

The bylaw amendment will be advertised as per MGA requirements, this includes all adjacent landowners. The applicant will also be required to display a sign on the subject property as per MGA requirements.

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

POLICY REFERENCES:

DEV007 Rural Development Standards

RECOMMENDED ACTION:

Simple Majority

Requires 2/3

Requires Unanimous

For discussion.

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

BYLAW NO. 1250-22
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 large 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 parcels known as:

Part of Plan 182 1653, Block 1, Lot 2

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

READ a first time this ____ day of _____, 2022.

PUBLIC HEARING held this ____ day of _____, 2022

READ a second time this ____ day of _____, 2022.

READ a third time and finally passed this ____ day of _____, 2022.

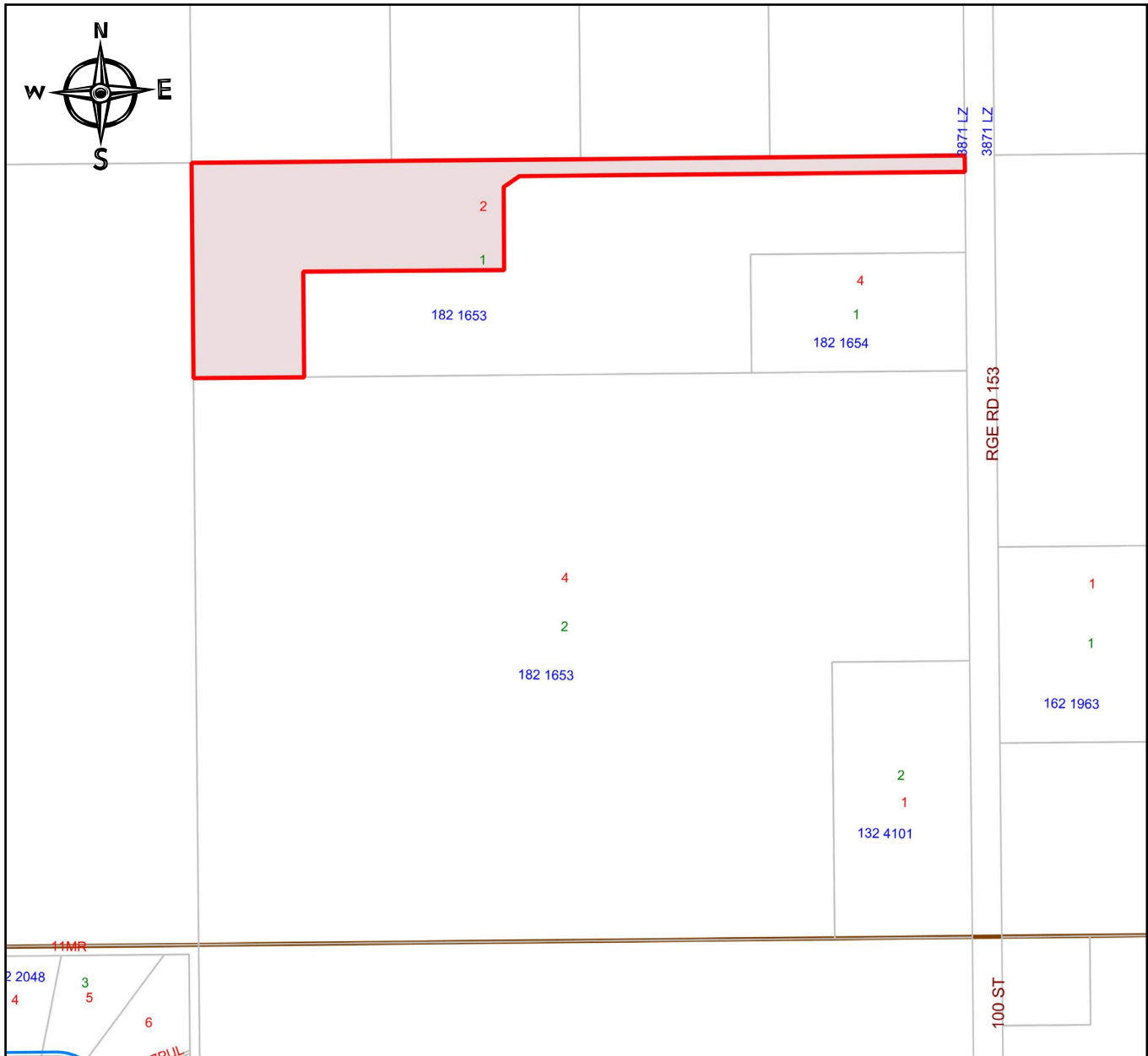
Josh Knelsen
Reeve

Byron Peters
Interim Chief Administrative Officer

BYLAW No. 1250-22

SCHEDULE "A"

1. That the land use designation of the following properties known as Part of Plan 182 1653, Block 1, Lot 2 within Mackenzie County, be rezoned:



FROM: Rural Industrial General "RIG"

TO: Agricultural "A"

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 Treetech Contracting Ltd. (John Wiebe)
Address:

Legal Description of the Land Affected by the Proposed Amendment:

QTR./LS.	SEC.	TWP.	RANGE	M.	or	PLAN	BLK	LOT
NE	16	106	15	5		182 1653	1	2

Civic Address: 106280 Rge Rd 153

Land Use Classification Amendment Proposed:

From: Rural Industrial General "RIG" To: Agricultural "A"

Reasons Supporting Proposed Amendment:

To subdivide out an existing, residential yard site

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

November 25, 2021
Date

Registered Owner Signature

Date

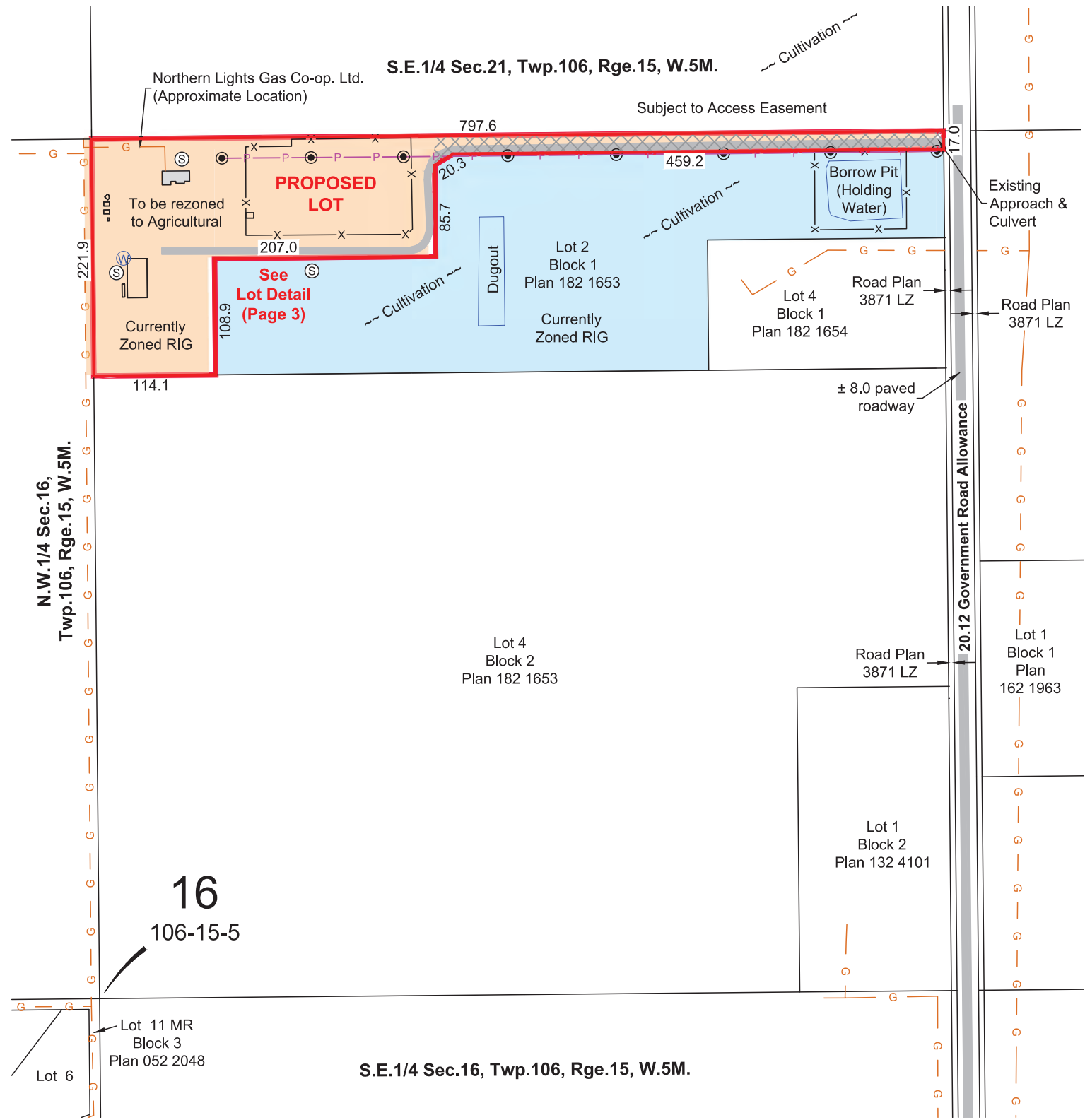
NOTE: Registered Owner's signature required only if different from applicant

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

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



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



TENTATIVE PLAN SHOWING

PROPOSED SUBDIVISION OF
Lot 2, Block 1, Plan 182 1653
 (For Farmyard Separation)
 Within
 N.E.1/4 Sec.16, Twp.106, Rge.15, W.5M.
 Mackenzie County, Alberta

Schedule of Area(s)

Contains 1 Lot,
 Containing 5.67 ha (14.06 Ac.)

Registered Title Encumbrances (Affecting Extend of Title)

132 252 350 - Utility Right of Way - Northern Lights Gas Co-op Ltd.

Notes

- Distances are in Metres and Decimals Thereof.
- Field inspection conducted on November 17th, 2021.
- Rezoning to be applied for prior to subdivision.
- Septic discharge to be replaced with field system.

Legend

Area Affected by This Plan is Outlined Thus.		Zoning - Industrial.	
Road Shown Thus.		Zoning - Agricultural.	
Overhead Power Shown Thus.		Access Easement	
Gas Co-op Show Thus.		Power Pole Shown Thus.	
Fence Show Thus.		Septic Tank/Discharge Shown Thus.	
Zoning Boundary Shown Thus.		Cistern/Water Well Shown Thus.	

Land Owner(s)

Treotech Contracting Holdings Ltd.
 C. of T. 212 127 560

Site Information

#102276 Range Road 153

#103 8301 99 Street
 Clairmont, Alberta T0H 0W0
 Phone: (780) 330-9939
 E-mail: jwc.surveyor@gmail.com



PREPARED BY
 Jason Coates, A.L.S.

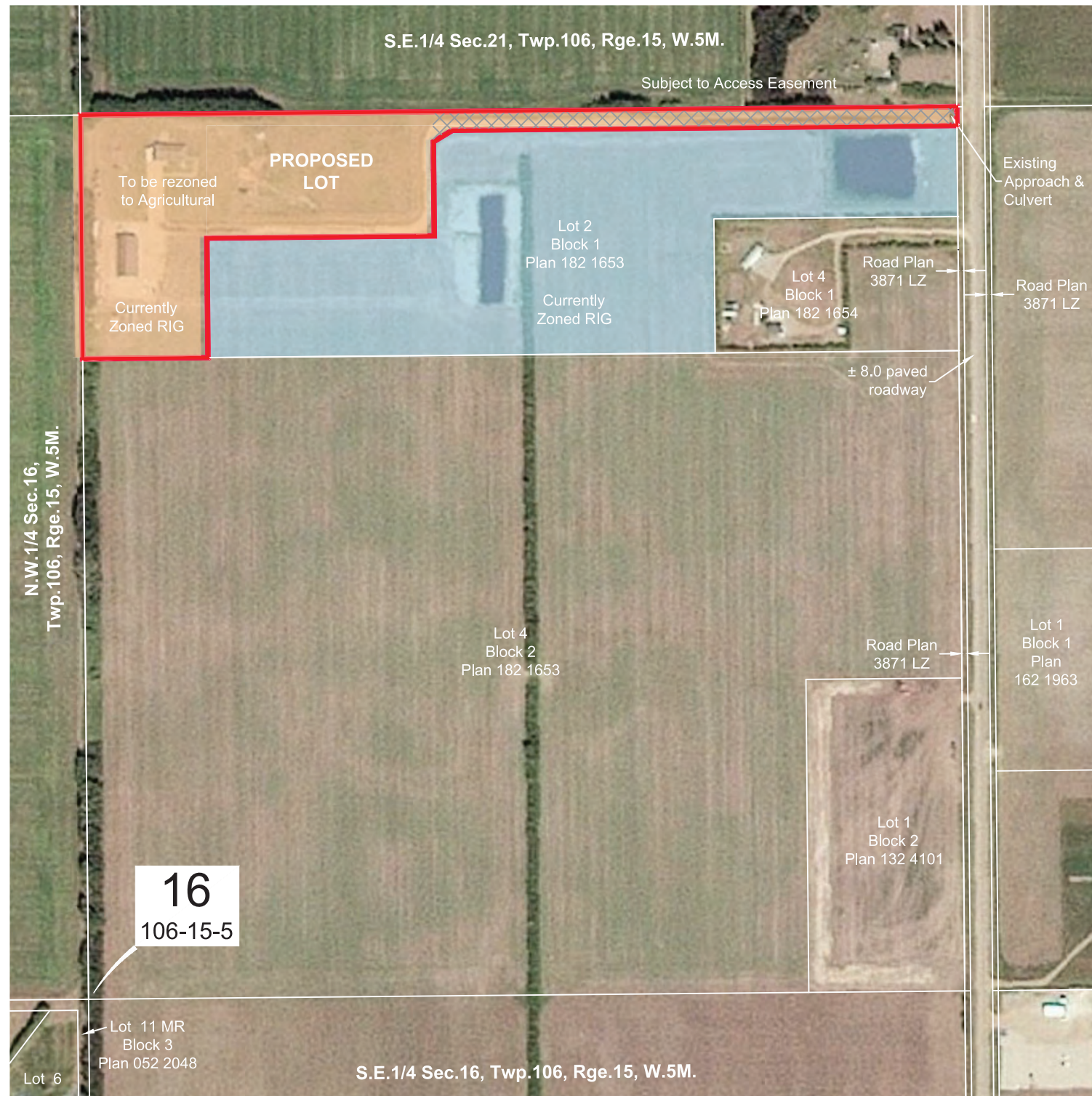
Revision Table

No.	Revision Type	Drafted	Chk'd	Surveyed	Date
0	Original	JH	JC	AC	Nov. 26, 2021
Client File No: N/A					
File No: 210240T		Job No: 210240		Sheet: 1 of 4	



TENTATIVE PLAN SHOWING

PROPOSED SUBDIVISION OF
Lot 2, Block 1, Plan 182 1653
 (For Farmyard Separation)
 Within
 N.E.1/4 Sec.16, Twp.106, Rge.15, W.5M.
 Mackenzie County, Alberta

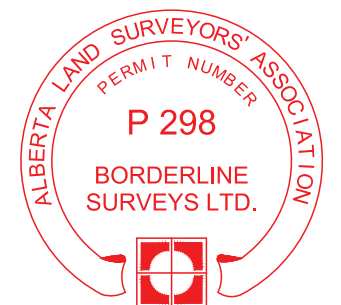


Notes

- The house is served by septic discharge and tank system.
- Some buildings may have been erected and others moved since the date of photo.
- Water source is a cistern
- Air Photo Date: August 2010 - September 2016.



#103 8301 99 Street
 Clairmont, Alberta T0H 0W0
 Phone: (780) 330-9939
 E-mail: jwc.surveyor@gmail.com

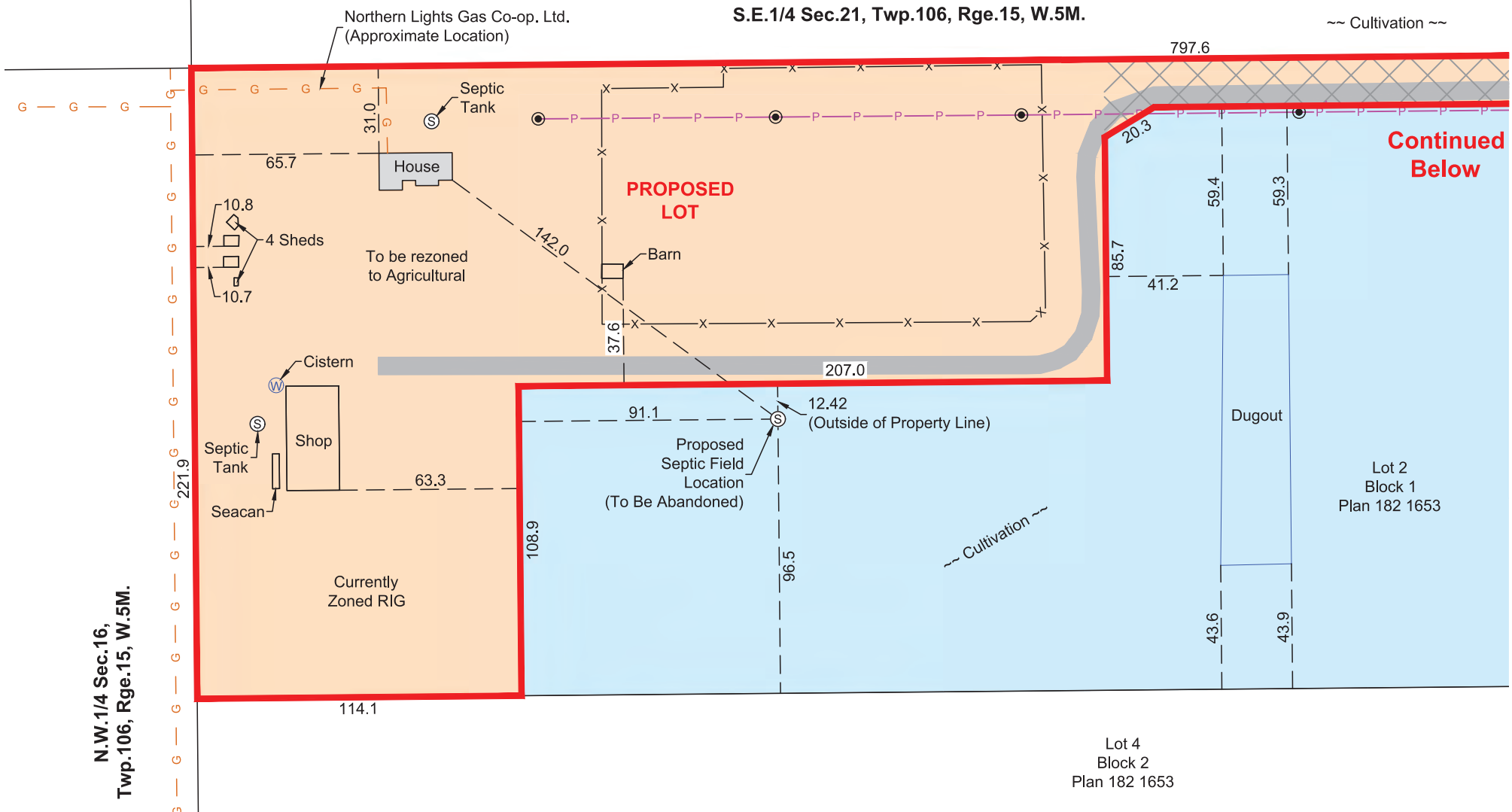


PREPARED BY
 Jason Coates, A.L.S.

Revision Table

No.	Revision Type	Drafted	Chk'd	Surveyed	Date
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Client File No: N/A					 0 Revision
File No: 210240T		Job No: 210240		Sheet: 2 of 4	





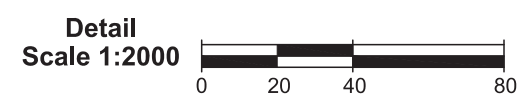
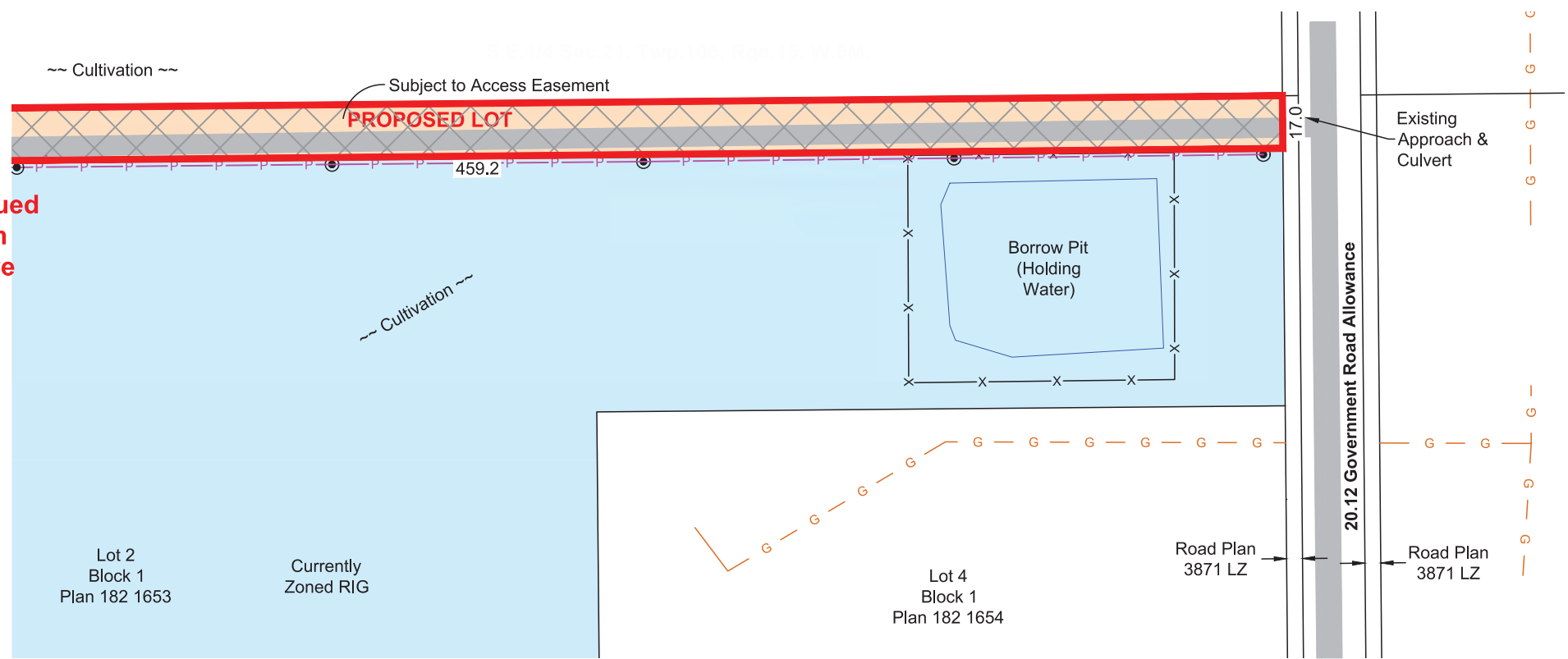
TENTATIVE PLAN SHOWING

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Lot 2, Block 1, Plan 182 1653
 (For Farmyard Separation)
 Within
 N.E. 1/4 Sec. 16, Twp. 106, Rge. 15, W. 5M.
 Mackenzie County, Alberta



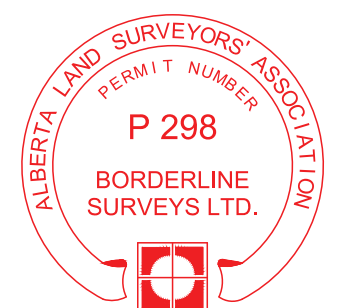
N.W. 1/4 Sec. 16,
 Twp. 106, Rge. 15, W. 5M.

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 From
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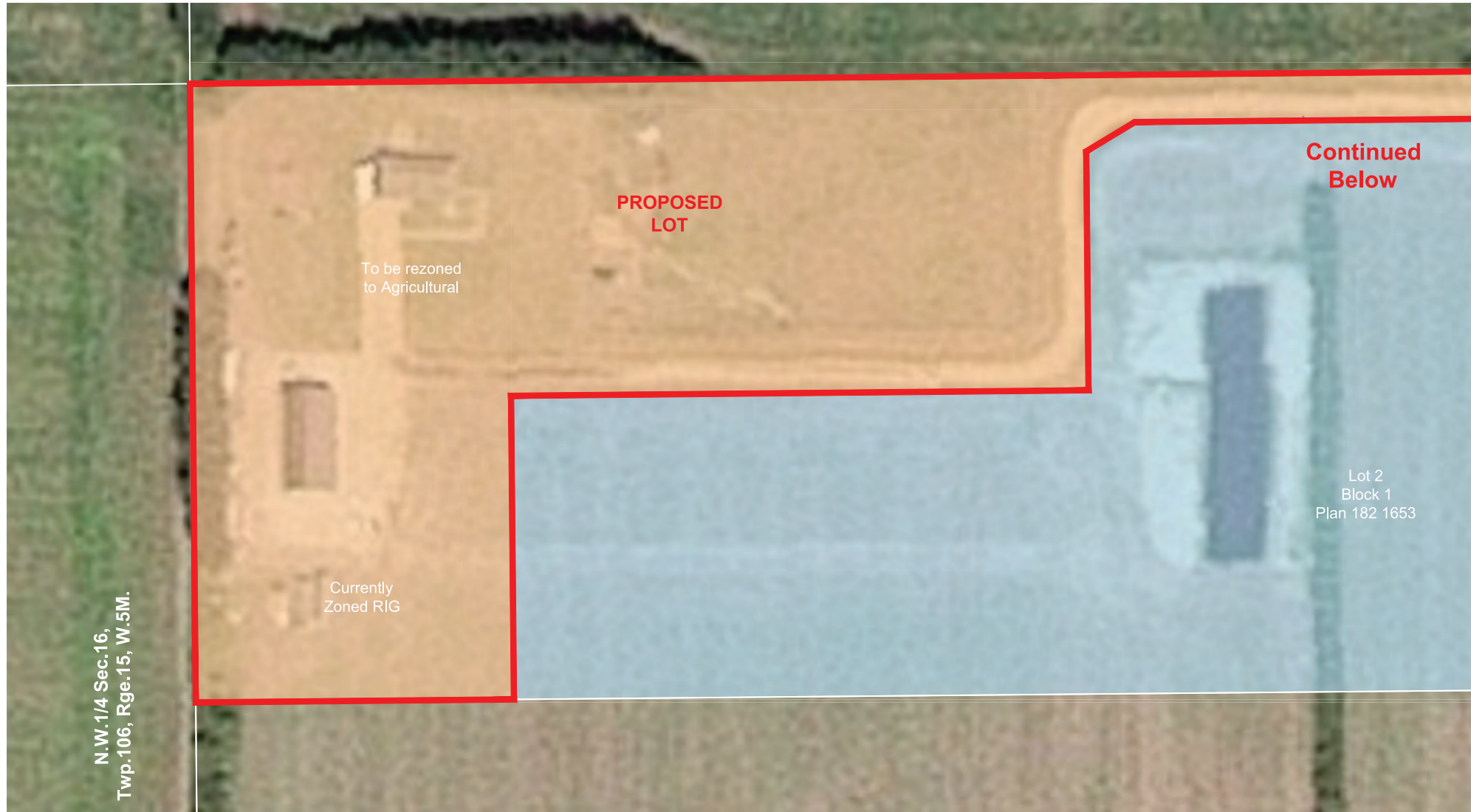
BORDERLINE SURVEYS

#103 8301 99 Street
 Clairmont, Alberta T0H 0W0
 Phone: (780) 330-9939
 E-mail: jwc.surveyor@gmail.com



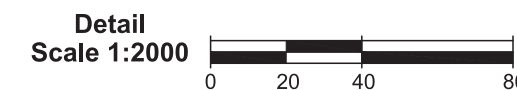
PREPARED BY
 Jason Coates, A.L.S.

Revision Table					
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0	Original	JH	JC	AC	Nov. 26, 2021
Client File No: N/A					 Revision
File No: 210240T		Job No: 210240		Sheet: 3 of 4	



TENTATIVE PLAN SHOWING

PROPOSED SUBDIVISION OF
Lot 2, Block 1, Plan 182 1653
 (For Farmyard Separation)
 Within
 N.E. 1/4 Sec. 16, Twp. 106, Rge. 15, W. 5M.
 Mackenzie County, Alberta



BORDERLINE SURVEYS

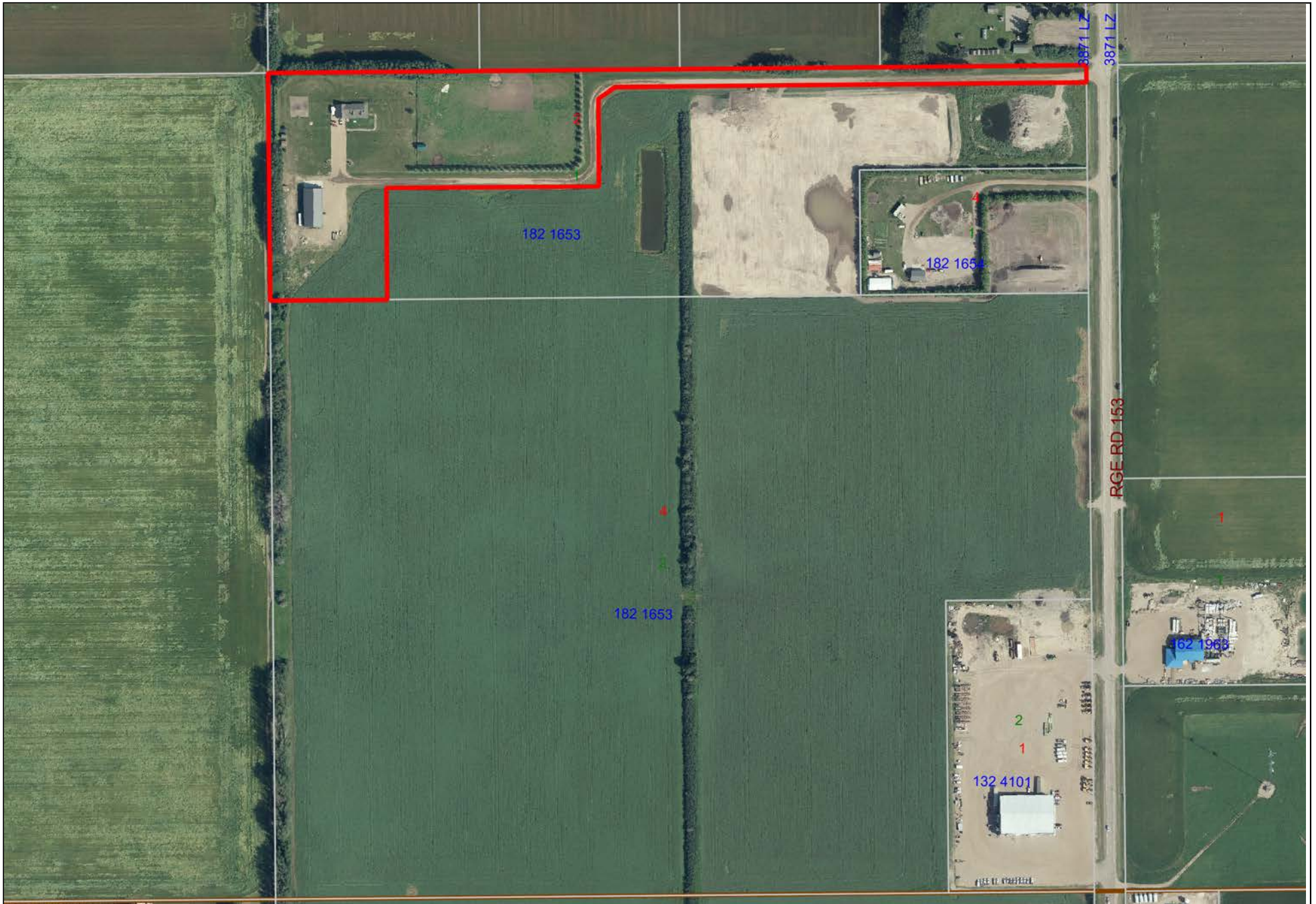
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PREPARED BY
 Jason Coates, A.L.S.

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Client File No: N/A					
File No: 210240T Job No: 210240 Sheet: 4 of 4					

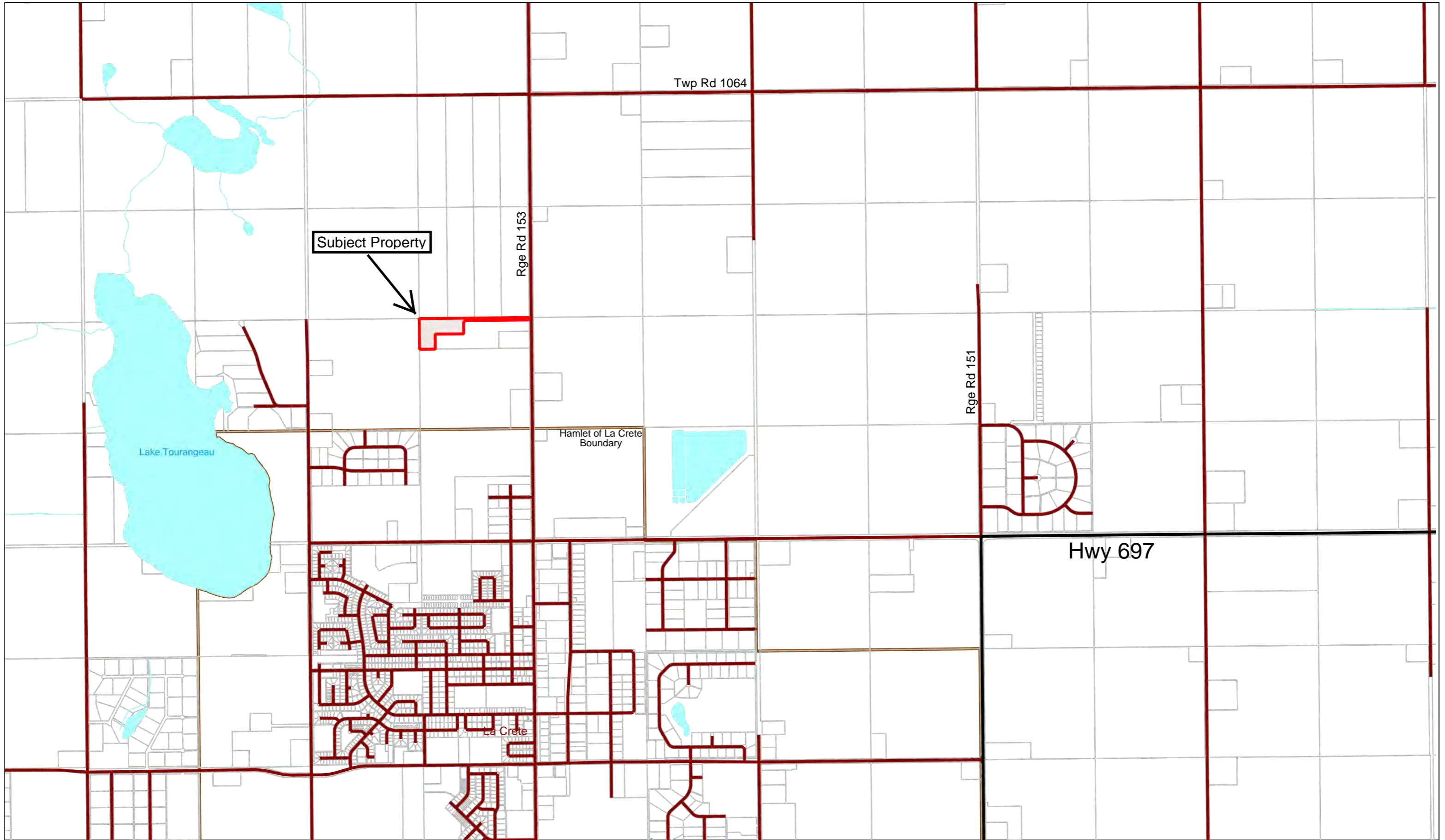
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Revision



Mackenzie County

Mackenzie County

Date Created: 12/14/2021





Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 11, 2022
Presented By:	Caitlin Smith, Manager of Planning & Development
Title:	Development Statistics Report – January to December 2021

BACKGROUND / PROPOSAL:

The following are the total number of issued permits for the past five (5) years from January 1st to December 31st.

Approved Development Permit Applications (Annual)

- 2017 Development Permits 254 permits (construction value \$33,545,994.00)
- 2018 Development Permits 218 permits (construction value \$29,711,491.00)
- 2019 Development Permits 232 permits (construction value \$34,538,496.00)
- 2020 Development Permits *392 permits (construction value \$70,574,441.00)
- 2021 Development Permits * 301 permits (construction value \$70,886,683.08)

**107 permits due to the FV Flood Recovery in 2020*

** 18 permits due to the FV Flood Recovery in 2021*

Issued Building Permits (Annual)

- 2017 Building Permits 157 permits (value \$27,162,800.00)
- 2018 Building Permits 153 permits (value \$22,394,765.00)
- 2019 Building Permits 160 permits (value \$18,663,160.00)
- 2020 Building Permits 288 permits (value \$22,865,960.89)

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

- 2021 Building Permits 215 permits (value \$61,411,419.48)
**These numbers include all development that required a building permit.*

New Subdivision Applications (Annual)

- 2017 subdivisions 24 applications
- 2018 subdivisions 38 applications
- 2019 subdivisions 55 applications
- 2020 subdivisions 40 applications
- 2021 subdivisions 73 applications

Total amount of **acres** subdivided in 2021 is **1,723.64 acres**

- **Rural:** 1,376.3 acres
 - *Vacant land: 453.14 acres*
 - *Existing yard sites: 933.16 acres*
- **Urban:** 347.34 acres
 - *Fort Vermilion: 112.93 acres*
 - *La Crete: 234.01 acres*

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

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

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the development statistics report for January to December 2021 be received for information.

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

Total Approved Development Permits by Year

Type of Development	2017	2018	2019	*2020	*2021
Residential	181	169	180	319	231
Industrial & Commercial	39	40	34	45	40
Other	35	9	18	28	30
Total	255	218	232	392	301

**107 permits due to the FV Flood Recovery in 2020*

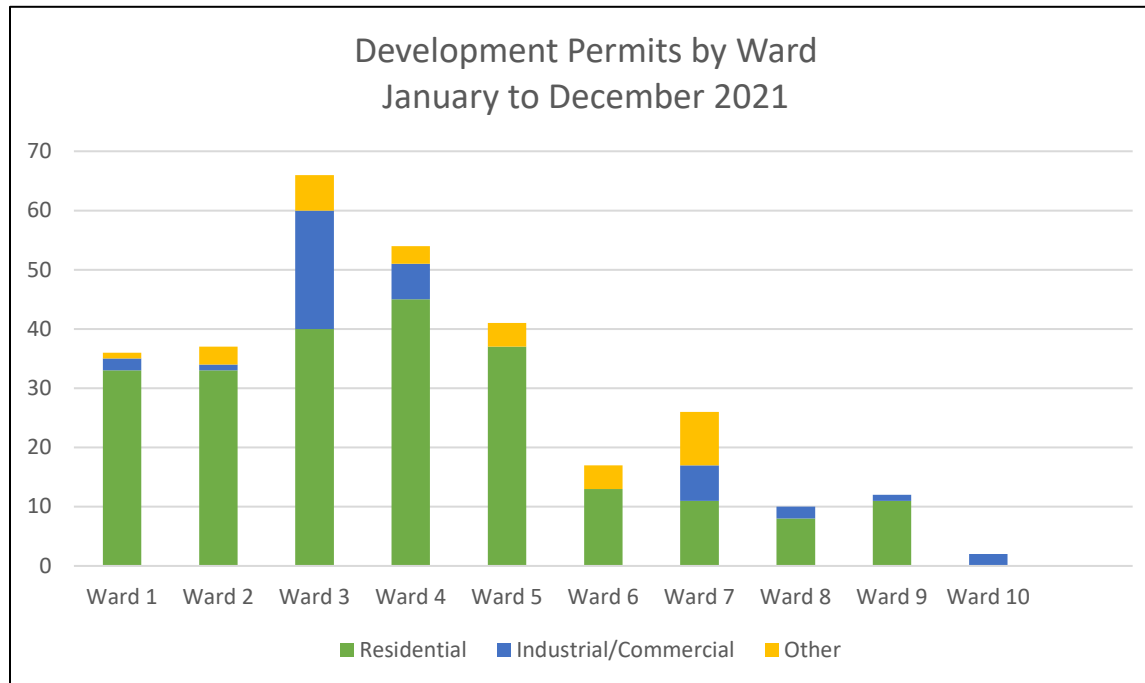
** 18 permits due to the FV Flood Recovery in 2021*



Approved Development Permits by Ward
January to December 2021.

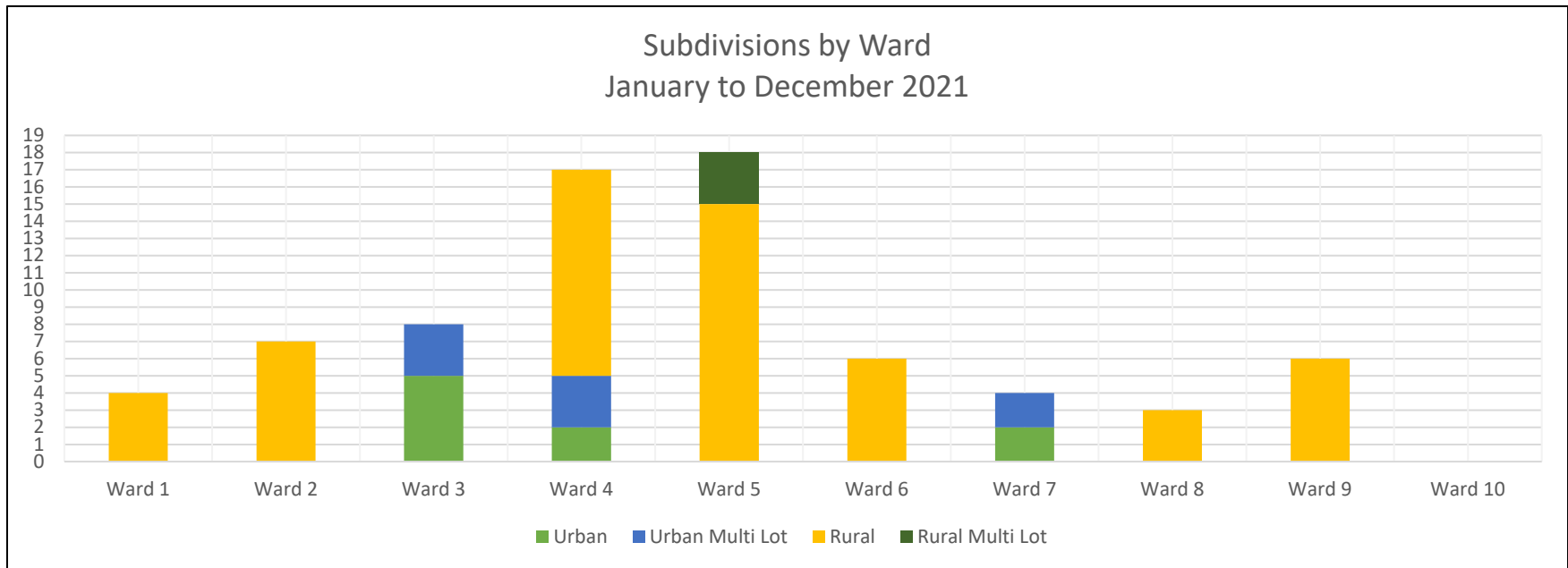
Type of Development	Ward 1	Ward 2	Ward 3	Ward 4	Ward 5	Ward 6	*Ward 7	Ward 8	Ward 9	Ward 10	Total
Residential	33	33	40	45	37	13	11	8	11	0	231
Industrial & Commercial	2	1	20	6	0	0	6	2	1	2	40
Other	1	3	6	3	4	4	9	0	0	0	30
Total	36	37	66	54	41	17	26	10	12	2	301

** 18 due to the FV Flood Recovery*



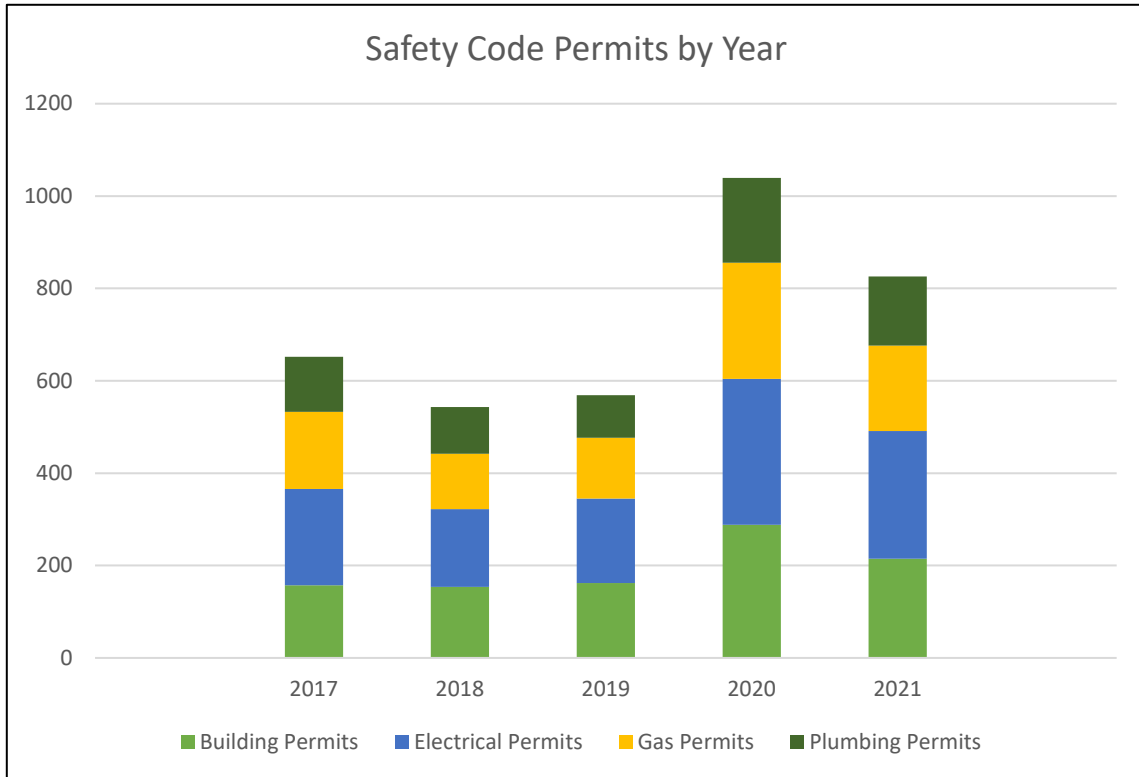
Subdivision Applications by Ward
January to December 2021

Type of Subdivision	Ward 1	Ward 2	Ward 3	Ward 4	Ward 5	Ward 6	Ward 7	Ward 8	Ward 9	Ward 10	Total
Urban	0	0	5	2	0	0	2	0	0	0	9
Urban Multi Lot	0	0	3	3	0	0	2	0	0	0	8
Rural	4	7	0	12	15	6	0	3	6	0	53
Rural Multi Lot	0	0	0	0	3	0	0	0	0	0	3
Total	4	7	8	17	18	6	4	3	6	0	73



Total Issued Safety Code Permits by Year

Type of Safety Codes	2017	2018	2019	2020	2021
Building	157	154	162	288	215
Electrical	209	168	183	316	276
Gas	167	120	132	252	185
Plumbing	119	101	92	183	150
Total	652	543	569	1039	826



Safety Codes

Residential Building Permits						
	2021	2020	2019	2018	2017	2016
Single Family (1)	61	54	31	40	55	50
Multi Family (2)	17	23	23	8	4	14
Manufactured Homes(3)	61	60	45	41	37	49
Total Housing Units	139	137	99	89	96	113
Other(4)	39					
Building Permit Project Values						
Residential	\$30,866,623.51	\$24,955,000	\$17,063,260	\$16,473,000	\$19,240,500	\$22,139,000
Commercial/Industrial	\$17,176,395.97	\$5,960,890	\$3,155,600	\$5,656,765	\$7,002,300	\$10,116,700
Institutional	\$11,190,000.00	\$1,065,000	\$584,000	\$765,000	\$920,000	\$25,000
Other	\$2,178,400.00					
Total Permit Project Value	\$61,411,419.48	\$22,865,960.89	\$18,663,160	\$22,394,765	\$27,162,800	\$32,280,700
	(1) Includes detached homes and semi-detached homes (duplex)					
	(2) Includes secondary suits, apartments, and other multi family.					
	(3) Manufactured Homes (mobile homes)					
	(4) Additions, garages, personal shops etc.					



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 11, 2022
Presented By:	Byron Peters, Interim Chief Administrative Officer
Title:	Mackenzie County Guiding Documents

BACKGROUND / PROPOSAL:

Mackenzie County has a variety of mid and long term plans and documents that guide the overall direction of the municipality. Several of these documents have not been reviewed or revised in several years, and are no longer fully relevant. Many objectives have been completed, while some others are no longer relevant.

The Municipal Development Plan is currently being updated to reflect the changes in the region and provide a long-term vision of the physical land use planning objectives for the County. Other documents that need updating include the following:

Mackenzie County Business Plan (focused on 2016-18)

Mackenzie County Strategic Plan (focused on 2018-21)

Mackenzie County Sustainability Plan (no specific timeline, approved in January 2016)

Mackenzie County Economic Development Strategy (no specific timeline, approved in 2015)

OPTIONS & BENEFITS:

Administration recommends that these documents be updated to reflect the current priorities and needs of Council and our citizens. Administration recommends that the four separate documents be consolidated into two documents, a Strategic Plan and a Business Plan. The existing/revised content of the Sustainability Plan and Economic Development Strategy would be integrated into the Strategic Plan and Business Plan, as appropriate.

Having well-informed and current guiding documents for the county keeps council and administration focused on the priorities. This also provides direction for multi-year capital plan development, which also ties into the annual budget process.

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

We can go about updating the documents several different ways. For example, the last Economic Development Strategy included an external consultant that completed robust engagement on the County's behalf. The Sustainability Plan update was completed by a council committee with administration (no consultant) completing the writing and updates. The most recent Strategic Plan was facilitated by administration, while a consultant facilitated previous versions.

COSTS & SOURCE OF FUNDING:

Costs to update the guidance documents will vary significantly depending on Council's preferred approach to updating the plans.

There is not currently a specific budget to hire external resources to facilitate sessions or write new plans. The operating budget has room to accommodate bringing in some external resources.

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

Policy ADM056, Public Participation Policy provides the following direction:
Strategic Plan – Inform
Sustainability Plan – Consult or Collaborate

The Business Plan and Economic Development Strategy both fall under the general policy classification that requires the County to Inform residents.

The degree to which the public is involved throughout the process depends on Council's preferred direction.

There may be an opportunity to acquire some community feedback if engagement is completed in step with the Municipal Development Plan.

POLICY REFERENCES:

The above referenced plans, strategies and policies.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

For discussion.

Author: B Peters Reviewed by: _____ CAO: _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 11, 2022
Presented By:	Byron Peters, Interim Chief Administrative Officer
Title:	Meetings with Ministers – Rural Municipalities of Alberta (RMA) Spring Convention

BACKGROUND / PROPOSAL:

The Rural Municipalities of Alberta (RMA) spring convention is scheduled for March 14 – 16, 2022. Discussion is required by Council to determine the necessary meeting requests and priority topics for discussion.

Administration has received emails with regards to upcoming meetings.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

POLICY REFERENCES:

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

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That administration arrange meetings with the following Ministries to discuss priority topics during the Rural Municipalities of Alberta (RMA) spring convention in March 2022 in Edmonton.

Ministry:	Priority Topics:

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 11, 2022
Presented By:	Caitlin Smith, Manager of Planning & Development
Title:	Inter-Municipal Planning Commission Meeting Minutes

BACKGROUND / PROPOSAL:

The unapproved minutes of the December 9, 2021 Inter-Municipal Planning Commission meeting are attached.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

N/A

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

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the Inter-Municipal Planning Commission meeting minutes of December 9, 2021 be received for information.

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

INTER – MUNICIPAL PLANNING COMMISSION MEETING

Thursday, December 9, 2021

7:00 p.m.

via Zoom

PRESENT: Brent Anderson Chair, Councillor – Town of High Level
David Driedger Vice Chair, Councillor – Mackenzie County
Jacquie Bateman Councillor – Mackenzie County
Josh Lambert Councillor – Town of High Level
Andrew O'Rourke Member at Large – Mackenzie County

ADMINISTRATION: Caitlin Smith Manager of Planning & Development
(Mackenzie County) Lynda Washkevich Development Officer/Recording Secretary
Ryleigh Raye Wolfe Environmental Planner
(Town of High Level) Hayley Gavin Land Use & Planning Manager
Zachary Mezzatesta Land Use & Planning Officer

MOTION

1. CALL TO ORDER

Caitlin Smith called the meeting to order at 7:02 p.m.

2. ADOPTION OF AGENDA

IMPC 21-12-009 **MOVED** by Andrew O'Rourke

That the agenda be adopted as presented.

CARRIED

3. MINUTES

a) Inter-Municipal Planning Commission Meeting Minutes

IMPC 21-12-010 **MOVED** by Jacquie Bateman

That the minutes of the September 28, 2021 Inter-Municipal Planning Commission meeting be adopted as presented.

CARRIED

4. VOTING PROCEDURES & REVIEW OF IMPC AGREEMENT

a) Election of Chair and Vice Chair

I. Chair

Caitlin Smith called for nominations for the position of Chairperson.

First Call: Jacquie Bateman nominated Duffy Driedger. Declined.

Second Call: IMPC as a body nominated Brent Anderson. Accepted.

Third Call: No further nominations.

IMPC 21-12-011 **MOVED** by Jacquie Bateman

That the nominations cease for the position of Chairperson.

CARRIED

Caitlin Smith declared Brent Anderson Chairperson by acclamation.

II. Vice Chair

Brent Anderson, Chair called for nominations for the position of Vice Chairperson.

First Call: Jacquie Bateman nominated David Driedger. Accepted.

Second Call: No further nominations

Third Call: No further nominations.

IMPC 21-12-012 **MOVED** by Brent Anderson

That nominations cease for the position of Vice Chairperson.

CARRIED

Caitlin Smith declared David Driedger Vice Chairperson by acclamation. Caitlin turned Chair over to Brent Anderson at 7:10 p.m.

b) Terms of Reference

IMPC 21-12-013 **MOVED** by Andrew O'Rourke

That the terms of reference be amended as presented.

CARRIED

c) Inter-municipal Development Plan

For information.

5. DELEGATIONS

None.

5. BUSINESS ARISING FROM PREVIOUS MINUTES

The development permit 251-DP-21 HLDQ Restaurant Sign that was approved by the IMPC on September 28, 2021 was rejected by Alberta Transportation. Therefore this permit is now considered null and void.

6. BUSINESS

- a) **Development Permit Application**
302-DP-21 George Braun
SW 19-109-19-W5M (High Level Rural)

IMPC 21-12-014

MOVED by Jacquie Bateman

That Development Permit 302-DP-21 on SW 19-109-19-W5M in the name of George Braun 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. **41.2 meters (135 feet) from Rge Rd 200;**
 - b. **30 meters (98 feet) from the railway;**
 - c. **64 meters (210 feet) from the center line of Hwy 35; and**
 - d. **15.2 meters (50 feet) rear yard; from any other property lines.**
2. **Permit expires December 15, 2023, should the Dwelling Unit (Temporary) need to remain on location, please contact Mackenzie County Planning and Development Department at (780) 928-3983.**
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 shall respect the existing restrictive covenant and the easement caveat on the property.**
5. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards.
6. **The Dwelling Unit 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.

7. The undercarriage of the Dwelling Unit shall be screened from view by skirting or such other means satisfactory to the Development Authority.
8. No accessory building erected/or moved onto the site shall be used as a dwelling
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

- b) **Subdivision Application
60-SUB-21 Timberbound Construction
Plan 042 1283, Block 1, Lot 1 (High Level Rural)**

IMPC 21-12-015

MOVED by David Driedger

That Boundary Adjustment Application 60-SUB-21 in the name of Timberbound Construction on Plan 042 1283, Block 1, Lot 1 be APPROVED with the following conditions:

1. This approval is for a **TYPE A** subdivision and boundary adjustment totalling 9.98 acres (4.04 hectares) in size.
2. Applicant/developer shall enter into and abide by a Development Agreement with Mackenzie County which shall contain, but is not limited to:

- a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality;
 - 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 right-of-way as required by ATCO Electric, Telus and Northern Lights Gas 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 utilities 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

7. MEETING DATE DATES

To be decided.

8. ADJOURNMENT

IMPC 21-12-016 **MOVED** by David Driedger

That the Inter – Municipal Planning Commission Meeting be
adjourned at 7:20 p.m.

CARRIED

These minutes were adopted this _____.

Chair



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 11, 2022
Presented By:	Caitlin Smith, Manager of Planning & Development
Title:	Municipal Planning Commission Meeting Minutes

BACKGROUND / PROPOSAL:

The unapproved minutes of the December 15, 2021 Municipal Planning Commission meeting are attached.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

N/A

Author: K Unrau **Reviewed by:** _____ **CAO:** _____

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the unapproved Municipal Planning Commission meeting minutes of December 15, 2021 be received for information.

Author: K Unrau Reviewed by: _____ CAO: _____

**MACKENZIE COUNTY
Municipal Planning Commission Meeting**

**Mackenzie County Office
Fort Vermilion, AB**

Wednesday, December 15, 2021 @ 10:00 a.m.

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

REGRETS: Willie Wieler Vice Chair, MPC Member

ADMINISTRATION: Caitlin Smith Manager of Planning and Development
Lynda Washkevich Development Officer
Madison Dyck Development Officer
Nicole Friesen Development Officer
Kristyn Unrau Administrative Assistant/Recording Secretary

MOTION

1. **CALL TO ORDER**

Erick Carter called the meeting to order at 10:03 a.m.

2. **ADOPTION OF AGENDA**

MPC 21-12-204 MOVED by Jacquie Bateman

That the agenda be adopted with the following addition:

- 6.b)** 68-SUB-21 Mackenzie County
13.95 acre Subdivision (14 lots)
Fort Vermilion Flood Recovery, Phase 3
Plan FORTVER; 3; 11

CARRIED

3. **MINUTES**

a) **Adoption of Minutes**

MPC 21-12-205 MOVED by David Driedger

That the minutes of the December 2nd, 2021 Municipal Planning

Commission meeting be adopted as presented.

CARRIED

b) **Business Arising from Previous Minutes**

i) None.

4. **TERMS OF REFERENCE**

For Information.

5. **DEVELOPMENT**

- a) **310-DP-21 MNP LLP
Professional, Financial Office and Business Service
in "LC-HC" Plan 062 7695; 24; 4 (Office #102) (La Crete)**

MPC 21-12-206 MOVED by Tim Driedger

That Development Permit 310-DP-21 on Plan 062 7695, Block 24, Lot 4 (Office 102) in the name of MNP LLP 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 is for the APPROVAL of a Professional, Financial, Office & Business Service in the existing building.
2. The Professional, Financial, Office & Business Service 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. Building to be connected to the municipal water and sewer system and the cost of connection fees will be borne by the owner.
4. **The Municipality has assigned the following address to the noted property: 10604 99 Street (Office 102).**
5. 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.

6. The sign shall be a minimum of
 - a. 20 meters from regulatory signs, and
 - b. 1.5m (5 ft) from the curb/sidewalk
7. The sign shall be placed on site and is not permitted to be placed on any County lands and/or within the Road Right of Way.
8. The sign shall be a minimum of 2 meters in height from the bottom of the sign above the curb/sidewalk.
9. The site and sign shall be kept in a safe, clean, and tidy condition, or may be required to be renovated or removed.
10. 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.
11. Illumination of any signs must not negatively affect, nor pose a safety hazard to, an adjacent site or street.
12. Wiring and conduits of any signs must be concealed from view.
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. **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.
15. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
16. 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

**b) 68-SUB-21 Mackenzie County ADDITION
13.95 acre Subdivision (14 lots)
Fort Vermilion Flood Recovery, Phase 3
Plan FORTVER; 3; 11**

MPC 21-12-207 MOVED by Jacquie Bateman

That Subdivision Application 68-SUB-21 in the name of Mackenzie County on Plan FORTVER, Block 3, Lot 11 be APPROVED with the following conditions:

1. This approval is for a 14-lot subdivision totalling 13.95 acres (5.647 hectares) in size.
2. Applicant/developer shall enter into and abide by a Development Agreement with Mackenzie County which shall contain, but is not limited to:
 - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality;
 - b) Provision of 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;

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

Post-development storm water flow rates from the developed area shall not exceed pre-development flow rates.

- f) Provision of 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 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;
- h) Provision of street lighting with underground wiring, design and location as required by the County;
- i) Engineered signage package;
- j) 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. 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;
- k) 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;

- l) 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;
- m) Provision of an agreement with the adjacent landowners for utility lanes/lots if required;
- n) Provision of municipal reserve in the form of 10% of the subject land. **13.95 acres** times 10% equals **1.395 acres**.

CARRIED

- a) **70-SUB-21 Steven & Beth Kappelar
75.2 acre Subdivision (1 lot) in "A"
NW 5-109-17-W5M (High Level Rural)**

MPC 21-12-208 MOVED by Jacquie Bateman

That Subdivision Application 70-SUB-21 in the name of Steven & Elizabeth Kappelar NW 5-109-17-W5M be APPROVED with the following conditions:

1. This approval is for a **TYPE A** subdivision totalling 75.2 acres (30.4 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 utilities 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

7. MISCELLANEOUS ITEMS

- a) **Bylaw 12xx-21 Land Use Bylaw Amendment to Rezone Part of Plan 182 1653; 1; 2 from Rural Industrial General "RIG" to Agricultural "A"**

MPC 21-12-209 **MOVED** by Jacquie Bateman

That the Municipal Planning Commission recommend to Council to APPROVE Bylaw 12xx-21 being a Land Use Bylaw Amendment to Rezone Part of Plan 182 1653; 1; 2 from Rural Industrial General "RIG" to Agricultural "A", subject to public hearing input.

CARRIED

8. IN CAMERA

a) **None.**

9. **MEETING DATES**

- ❖ Thursday, January 13th, 2022 @ 10:00 a.m. in La Crete
- ❖ Thursday, January 27th, 2022 @ 10:00 a.m. in Fort Vermilion

10. **ADJOURNMENT**

MPC 21-12-210 MOVED by Tim Driedger

That the Municipal Planning Commission Meeting be adjourned at 10:21 a.m.

CARRIED

These minutes were adopted this 13th day of January, 2022.

Erick Carter, Chair



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 11, 2022
Presented By:	Byron Peters, Interim Chief Administrative Officer
Title:	Information/Correspondence

BACKGROUND / PROPOSAL:

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

- Council Action List
- 2021-0927 CN in your Community
- 2021-12-08 National Police Federation
- 2021-12-15 Minister of Health – Physician Shortages in Fort Vermilion Hospital
- 2021-12-15 Corporate Registries to AUMA to AM
- 2021-12-16 Letter of Support AHS
- REDI Meeting Minutes

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

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

POLICY REFERENCES:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

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

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

Mackenzie County Action List as of December 16, 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 Byron	Application for purchase of Hutch Lake has been filed.
April 25, 2018 Council Meeting			
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.	Jen & Jeff	In progress. Engineering report. (WSP) To be sent to DRP for review 2020 Flood Mitigation
October 9, 2018 Regular Council Meeting			
18-10-763	That administration proceeds with the water diversion license's as discussed.	John	Met with AE Reps. Got update on Licenses.

Motion	Action Required	Action By	Status
			Meeting will take place early this year to finalize.
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	Written Report Needed.
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 Carrie	In progress CC:RMA & AUMA
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
July 15, 2020 Regular Council Meeting			
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 Request
November 25, 2020 Regular Council Meeting			
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. No Change
20-11-774	That a letter be sent to Alberta Health Services regarding critical staff shortages in Northwest Alberta.	Carrie	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.	Byron	In progress
January 27, 2021 Regular Council Meeting			
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	Designation removed, waiting on land transfer

Motion	Action Required	Action By	Status
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	RFP – Opened at Dec. 16th Meeting. Mtg. admin reviewing Motion: 21-12-887
March 24, 2021 Regular Council Meeting			
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	Waiting on land transfer
May 11, 2018 Regular Council Meeting			
21-05-419	That administration develop a Charitable Donations Policy.	Jen	In Progress
May 26, 2021 Regular Council Meeting			
21-05-464	That administration proceed with upgrading the airport lighting at the Fort Vermilion (Wop May) Airport from halogen to LED.	Byron	In Progress
June 8, 2021 Regular Council Meeting			
21-06-498	That Mackenzie County attempt to gain representation in the next policy framework replacing Canadian Agriculture Partnership.	Grant	In Progress
July 14, 2021 Regular Council Meeting			
21-06-226	That administration work with the Ferry Campground to formulate a plan to obtain the lease for the creation of a new campground.	Don/Byron	In progress
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/Caitlin	In Progress
September 14, 2021 Regular Council Meeting			
21-09-623	That second reading be given to Bylaw 1231-21 being the La Crete Offsite Levy Bylaw be tabled until further date.	Byron	TABLED
21-09-637	That administration obtain required approvals and agreements with affected landowners for the West La Crete Road ditch cleanout.	Grant	In Progress
21-09-644	That a commemorative sign be placed at the Heritage Centre in La Crete and the Fort Vermilion lean-to museum highlighting the contribution that Bill Neufeld had in the paving of the Hwy 88 Connector.	Don/Byron	Ongoing. Jan 1 st Draft
21-09-657	That the Tax Recovery Auction for properties under tax arrears be set for February 23, 2022.	Jen	Advertised

Motion	Action Required	Action By	Status
21-09-658	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.	Byron	Transfers signed
October 12, 2021 Budget Council Meeting			
21-10-693	That administration incorporate the 2021 One Time Carry Forward projects in the Draft 2022 Operating budget as discussed.	Jen	COMPLETE at end of year
21-10-694	That the review of 2022 On Time Projects discussion be TABLED for future discussion.	Jen	COMPLETE
21-10-696	That Administration proceed with the sale of the closed portions of 100A Street to adjacent landowners at assessed value with all associated costs being borne by the buyer with the exception of those costs associated with registration of a waterline URW where required.	Caitlin	In progress- Surveyed
21-10-697	That the north portions of 100A Street (adjacent landowners) be sold back for the same price it was originally purchased to the adjacent landowners with all associated costs being borne by the applicant.	Caitlin	In Progress
October 27, 2021 Regular Council Meeting			
21-10-769	That the Community Services Committee analyze Mackenzie County's Solid Waste requirements at the Waste Transfer Stations and bring back its findings and recommendations no later than August 2022, prior to future budget deliberations	Don	In progress
November 9, 2021 Regular Council Meeting			
21-11-772	That the Commercial Business Incentive Options be brought a Committee of the Whole meeting for further discussion.	Byron	In Progress
November 19, 2021 Budget Council Meeting			
21-11-781	That an amendment to the fee schedule bylaw be brought to the next Budget Council meeting to increase the rural snow plow services to \$100/flag for rural residents, and \$40/flag for seniors effective January 1, 2022.	Jen/Carrie	Passed at 2021-12-14 Budget Meeting COMPLETE
21-11-782	That an amendment to the fee schedule bylaw be brought to the next Budget Council meeting to include a \$5 monthly fee for hamlet residence for sidewalk snow removal/sweeping effective January 1, 2022.	Jen	Passed at 2021-12-14 Budget Meeting COMPLETE
21-11-784	That administration engage with AUPE to begin negotiation discussions.	Carrie	Letter sent 2021-12-15 COMPLETE
21-11-786	That the 2 summer staff positions under Community Services be moved to Operations and the Summer Staff Waste Transfer Station position be deleted.	Carrie	Budget Meeting 2022-01-17

Motion	Action Required	Action By	Status
November 30, 2021 Regular Council Meeting			
21-11-794	That administration bring budget options to a future council meeting for a plow truck for Zama.	Willie	
21-11-800	That the Fort Vermilion Ice Plant Repairs – 2021 Amendment be TABLED until the December 14, 2021 Council Meeting.	Don/Jen	COMPLETE
21-11-802	That Policy FIN025 Purchasing Authority Directive and Tendering Process be amended as discussed and brought to the next council meeting for approval.	Carrie	2022-01-11 Regular Council Meeting
21-11-813	That a letter be sent to the Minister of Justice and Solicitor General outlining the successes with RCMP and the oversight of the real problem which is justice.	Carrie/Len	Assistance from Councillor Wardley
December 14, 2021 Regular Council Meeting			
21-12-852	That Mackenzie County request that negotiations begin with Alberta Union Provincial Employees.	Carrie	Letter sent 2021-12-16 COMPLETE
21-12-853	That the subdivision application be amended to include pavement, underground power and walkways.	Jen/Caitlin	COMPLETE
21-12-854	That Policy DEV001 & DEV007 be brought back to Council for review.	Caitlin	January 25 COW Meeting
21-12-855	That the full cost of pavement and walkways be reserved for all future development from the Mitigation funding.	Jen	COMPLETE
21-12-859	That the Fort Vermilion Ice Plant insurance deductible of \$10,000 be funded from emergent funding.	Jen	COMPLETE
21-12-866	That ZA - Lift Station Upgrade Project be removed from the 2021 Capital budget, with the current realized costs funded by the Alberta Municipal Water & Wastewater Partnership grant in the amount of \$185,293 to be funded from the Water Sewer Infrastructure Reserve, and that an application under Alberta Community Partnership grant be submitted for the Fort Vermilion Sewer Infrastructure project to assist with mitigation.	Jen	COMPLETE Dec 16 Meeting
21-12-873	That a letter be written to Alberta Health Services voicing Mackenzie County's concern of the Psychiatrist for Zone 1 being eliminated.	Carrie	2021-12-21 Letter sent COMPLETE
21-12-874	That Reeve Knelsen send an email to the Minister of Health regarding the Fort Vermilion Hospital.	Carrie	2021-12-16 Letter sent COMPLETE
21-12-875	That Mackenzie County support the Mighty Peace Watershed Alliance application for the EcoAction Community Funding Program, and that the County contributes to the project with in-kind support through a program partnership.	Byron	

Motion	Action Required	Action By	Status
December 16, 2021 Budget Council Meeting			
21-12-888	That Administration review the Fort Vermilion Airport Flood Recovery Phase 3 tender and bring a recommendation to the next Council meeting.	Byron	
21-12-890	That Council reduce the meals to 36 meals per year for Council meetings and Committee of the Whole meetings with the cost of \$400 per meeting.	Jen	COMPLETE Presented January 7/2022 Meeting
21-12-891	That the Community Services Administrative Assistant be TABLED until the next Council meeting.	Don	
21-12-893	That fifty percent (50%) of the 2021 Operating Grants for Non-Profit Organizations for 2022 be released.	Jen	COMPLETE
21-12-894	That 11.e) 2022 Capital Projects be TABLED until the next Budget Council meeting.	Jen	COMPLETE – Jan 7 Budget Meeting
21-12-895	That administration be authorized to apply for the Electric Vehicles for Municipalities Program Grant to purchase an Electric Zamboni and the La Crete Recreation Society will cover the remaining funds required.	Don	In Progress
21-12-896	That the 2021 Capital budget be amended to include 3 AWD 160M graders with funding coming from Municipal Sustainability Initiative.	Jen/Willie	COMPLETE Graders Ordered



Corporate Services

Sean Finn
Executive Vice-President
Corporate Services
and Chief Legal Officer

935 de La Gauchetière Street West
16th Floor
Montreal, Quebec H3B 2M9
Canada
T 514-399-8100
F 514-399-4854

Services corporatifs

Vice-président exécutif
Services corporatifs et chef de la
direction des Affaires juridiques

935 rue de La Gauchetière Ouest
16^e étage
Montréal (Québec) H3B 2M9
Canada
T 514-399-8100
Tc 514-399-4854

September 24, 2021

His Worship Josh Knelsen
Reeve, Ward 1
Mackenzie County
PO Box 640
4511 - 46 Avenue
Fort Vermillion, Alberta T0H 1N0

Dear ~~Reeve~~ Knelsen:

I hope this letter finds you and your family safe and healthy.

I am pleased to enclose a copy of the CN in Your Community 2021 report. This annual report is one of the most important publications issued by CN and is sent to our stakeholders, community leaders and elected officials across North America.

In this report you will find information describing our ongoing investments in the diversity, strength and safety of communities all along our 19,500-mile tri-coastal network. It describes our various national, regional and local initiatives and partnerships, and contains practical information on how we can collaborate with you and live up to our commitment of being a good neighbour to the communities along our network.

This year's theme — Thankful to be your neighbour — is a tribute to how CN and the communities across our network are essential to each other, especially as we have faced the challenges of the last year and a half together. Thank you for the trust you have placed in us as a true partner of your community.

His Worship Josh Knelsen
September 24, 2021
Page 2

Should you have any questions or concerns, please do not hesitate to contact me or the CN Public Affairs manager for your region. Our contact information appears on page 9 of the report.

We look forward to collaborating and building stronger communities with you throughout the year.

Sincerely,



Sean Finn

Encl.

CN in Your Community 2021: Thankful To Be Your Neighbour



**NATIONAL
POLICE
FEDERATION**

**FÉDÉRATION
DE LA POLICE
NATIONALE**

150 METCALFE STREET, SUITE 2201
OTTAWA ON K2P 1P1

www.npf-fpn.com

December 8, 2021

Reeve Joshua Knelsen
Reeve of Mackenzie County
PO Box 640
Fort Vermilion, AB
T0H 1N0
Email: josh@mackenziecounty.com

Dear Reeve Knelsen,

On behalf of the National Police Federation (NPF) I write to you today to share a recent [Pollara Strategic Insights survey](#) completed on the eve of the Government of Alberta's (GoA) release of the Alberta Provincial Police Service (APPS) Transition Study and released last week by the NPF.

Support for the Alberta RCMP has held strong in ongoing surveys over the past year despite the heavy politicization on the issue. Establishing a provincial police force remains a very low priority for Albertans with almost 2/3 saying it "does not help at all" and 70% opposing replacing the RCMP.

The NPF welcomed the long-awaited PricewaterhouseCooper (PwC) Transitional Study as it reconfirmed that not only would Albertans be receiving fewer trained police officers versus the RCMP, but the APPS would cost taxpayers more than \$550 million, representing \$188.3 million a year in lost federal contributions on top of the transition costs of over \$366 million. Albertans would be paying more and getting less, as the proposed APPS policing model would see only 1,613 fully trained officers versus the Alberta RCMP's current 3,097. We all know rural policing is complex and situations can evolve quickly. Alberta needs more fully trained officers, not fewer.

Beyond the numbers, we have heard repeatedly from Albertans and municipalities that they are happy with the services the Alberta RCMP provides and would like to continue having them be a part of their communities. In November, we had the privilege of meeting with municipal elected officials at both the Alberta Municipalities as well as the Rural Municipalities of Alberta tradeshows where we heard firsthand the positive impact RCMP Members have had in your communities and how we can continue to work to improve public safety in the province. We also recently attended the United Conservative Party convention where it was clear that the proposed APPS does not have broad support.

Support for the Alberta RCMP doesn't just come from local politicians, it also comes from Albertans. The Pollara Strategic Insights survey showed that 80% of Albertans in RCMP-served communities remain satisfied with RCMP policing. The GoA should focus on the priorities that matter to Albertans: decreasing rural response times, increasing resources for police, finding solutions to the revolving jailhouse door, and tackling crime in our communities.

We hope you will join us in calling on the GoA to listen to Albertans and invest in the existing Alberta RCMP rather than wasting hundreds of millions of dollars on a transition no-one is asking for. From

January 10th to April 1st, the GoA will be hosting "engagement sessions" throughout the province and we would encourage all elected officials to attend these meetings and speak up for their constituents and communities. We encourage all municipal governments to speak out publicly against this expensive and politized police transition and keep the pressure on the GoA to walk away from this costly proposal.

If you require any additional details on the APPS and what the NPF is doing to support your communities, please visit KeepAlbertaRCMP.ca. If you have any questions or comments or would like to schedule a meeting, please feel free to contact Colin Buschman, Western Government Relations Advisor, at CBuschman@NPF-FPN.com.

The working relationship we have developed with you and city councillors is extremely important to us and we are always happy to meet with you and all communities across Alberta to better understand what Albertans really want and need.

Thank you again for your attention and ongoing support.

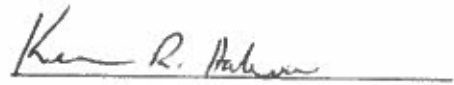
Regards,



Brian Sauvé
President



Michelle Boutin
Vice-President



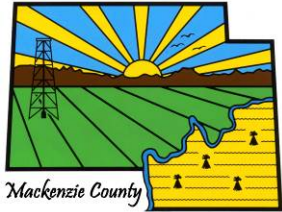
Kevin R. Halwa
Director, Prairie/North Region



Jeff McGowan
Director, Prairie/North Region

It was great to speak with you at the RMA convention last month.

Have a happy Holiday Season.



Mackenzie County

P.O. Box 640, 4511-46 Avenue, Fort Vermilion, AB T0H 1N0
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www.mackenziecounty.com
office@mackenziecounty.com

December 15, 2021

Alberta Union of Provincial Employees
10025 – 182 Street NW
Edmonton, AB
T5S 0P7

Attention Mr. Guy Smith:

RE: AUPE CONTRACT NEGOTIATIONS

Mackenzie County is requesting to begin negotiations for our Alberta Union of Provincial Employees contract. The current contract is set to expire on December 31, 2022 and Mackenzie County would like to be proactive in starting contract negotiations.

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

Yours Sincerely,

A handwritten signature in black ink, appearing to read "Josh Knelsen".

Joshua Knelsen
Reeve



Mackenzie County

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

December 15, 2021

Honourable Jason Copping
Minister of Health
423 Legislature Building
10800 - 97 Avenue
Edmonton, AB T5K 2B6

Dear Minister Copping:

**RE: CRITICAL PHYSICIAN SHORTAGE – ST. THERESA HOSPITAL -
FORT VERMILION**

Mackenzie County has received correspondence that due to an unexpected travel delay and the inability to secure locum coverage, the St. Theresa General Hospital in Fort Vermilion will not have a physician on site overnight from December 14 – 20, 2021. Further to this, we have been notified the hospital is facing another potential physician shortage for January 2022.

Having our hospital open for emergency services is of critical importance, especially during a pandemic. Mackenzie County is asking that this shortage be addressed immediately.

This is the second time in recent months we have had our emergency department left with no physician requiring residents to travel to High Level to receive medical emergency care. For some residents this can be over an hour of travel time, one way.

The problem with rural healthcare is not a new concept, although we have been advised continually that Alberta Health Services has identified this as an issue and they have been working aggressively to recruit new physicians and nursing locums for our northern communities. Yet, we continue to receive notifications that our hospital will not be able to provide emergency services to our residents.

I respectfully ask for follow up as soon as possible with regards to the present state of our emergency services at the St. Theresa Hospital in Fort Vermilion. The people of our community deserve an answer as to why this continually is happening.

Minister of Health
Page 2
December 15, 2021

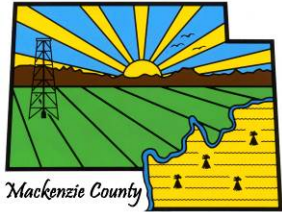
If you have any further questions please feel free to contact me at (780) 926-7405 or our Interim Chief Administrative Officer, Byron Peters, at (780) 927-3718 or by email to bpeters@mackenziecounty.com.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Josh Knelsen".

Joshua Knelsen
Reeve
Mackenzie County

c: Dan Williams, MLA Peace River
Arnold Viersen, MP for Peace River
Mackenzie County Council



Mackenzie County

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office@mackenziecounty.com

December 15, 2021

Corporate Registry
Service Alberta
Box 1007 Station Main
Edmonton, AB
T5J 4W6

To Whom it May Concern:

RE: – CONCERN OVER RECENT NAME CHANGE FROM ALBERTA URBAN MUNICIPALITIES ASSOCIATION (AUMA) TO ALBERTA MUNICIPALITIES (AM)

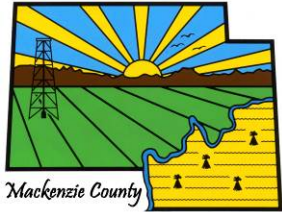
Mackenzie County would like to voice a concern we feel arises with the recent decision from the Alberta Urban Municipalities Association (AUMA) intent to re-brand their name to Alberta Municipalities (AM).

The concern being that the name may be perceived as confusing or misleading to the Public. Alberta Municipalities does not represent all municipalities, which it would clearly allude to with the name change.

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

Yours Sincerely,

Joshua Knelsen
Reeve



Mackenzie County

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office@mackenziecounty.com

December 21, 2021

Alberta Health Services
Seventh Street Plaza
14th Floor, North Tower
10030 – 107 Street NW
Edmonton, Alberta
T5J 3E4

Dear Dr. Verna YIU, President & CEO

**RE: CONTRACT DR. PAUL SOPER, PSYCHIATRIST FORT VERMILION
SCHOOL DIVISION**

As you are aware Mackenzie County advocates for various services within our region. This includes services related to the provision of health care in our community.

Mackenzie County wishes to express our concern with the recent decision made by Alberta Health Services to not extend the contract for Dr. Paul Soper, the psychiatrist for the Fort Vermilion School Division.

In a recent publication found on Alberta.ca, *Child and Youth Well Being Review (2021)*, an expert advisory panel explored the best ways to support the well-being of children and youth impacted by COVID-19. The review was established to better understand the full scope of the psychological, social, educational and physical effects of the pandemic, further to this, recommendation #1, states to advance existing and create new interventions and supports where necessary to help children and youth. The review clearly spells out notable impacts our children have faced and continue to face. This clearly is a time where more, not less, resources should be made to support our children and their mental health. The recent pandemic is not by any means the only issue surrounding our northern communities, drug and alcohol abuse in our area continue to escalate

with incidents being seen at local hospitals 3 – 4.5 times higher than the provincial rate.

Therefore, Mackenzie County would like to request being present for any meetings that may be scheduled or any decisions that are made with regards to the mental health crisis in our northern communities.

We look forward to hearing back from you with regards to this situation. Should you have any questions, please feel free to contact myself at (780) 926-7405 or Byron Peters, Interim Chief Administrative Officer, at (780) 927-3718.

Yours Sincerely,

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

Joshua Knelsen
Reeve

c: Town of High Level
Mike McMann, Superintendent, Fort Vermilion School Division
Mackenzie County Council



Board Meeting
REDI Northwest Alberta
APPROVED MINUTES
Video Conference Call - Zoom
November 02, 2021
6:00 REDI Meeting

MEETING MINUTES

REDI Board Members Present

Lisa Wardley, Chair, Mackenzie County
Boyd Langford, Vice-Chair, Town of High Level
Michelle Farris, Secretary / Treasurer
Don Werner, Town of Rainbow Lake
Peter Braun, Mackenzie County
Crystal McAteer, Town of High Level
Greg McIvor, Zama Chamber Committee
Jonathan Parenteau, CAO, Paddle Prairie
Jasmine Light, Northern Lakes College
Cheryll Welke, High Level Chamber of Commerce
Larry Neufeld, La Crete Chamber of Commerce

Staff & Guests

Andrew O'Rourke, REDI Manager
Hayley Gavin, Land Use & Planning Manager, Town of High Level.
Byron Peters, Director of Projects and Infrastructure, Mackenzie County.

1. CALL TO ORDER

Vice Chair Boyd Langford called the meeting to order and declared quorum at 6:04 pm.

2. REVIEW & ADOPTION OF THE AGENDA

Motion:

That REDI accept the agenda as presented.

Carried

Moved by Peter Braun

3. MINUTES OF SEPTEMBER 22, 2021, MEETING

Motion:

That the minutes of September 22, 2021, REDI Meeting be accepted as presented.

Carried

Moved by Crystal McAteer

4. YTD FINANCIAL REPORT SEPTEMBER 30, 2021

Motion:

That the Year-to-Date September 30, 2021, Financial report be accepted.

Carried

Moved by Boyd Langford

5. ORGANIZATIONAL MEETING

i. Confirmation of REDI Executive

- a. Chair Lisa Wardley
- b. Vice-Chair Boyd Langford
- c. Secretary / Treasurer Michelle Farris

Motion:

Moved by: Crystal McAteer

That REDI Executive be reaffirmed until the next reorganization meeting in November 2022.

CARRIED

Signing Authority

ii. REDI Signing Officers

Motion:

Moved by: Michelle Farris

That REDI signing officers be two of the following four people

- 1. Secretary/Treasurer Michelle Farris
- 2. Chair Lisa Wardley
- 3. Vice-Chair Boyd Langford
- 4. REDI Manager: Andrew O'Rourke

CARRIED

iii. Meeting Dates 2022

REDI will continue to have nine meetings a year, which will fall on the third Wednesday of each month.

- December 15, 2021
- January 19, 2022
- February 16, 2022
- March 16, 2022
- April 20, 2022 (A.G.M.)
- May 18, 2022
- June 15, 2022
- September 21, 2022
- October 19, 2022
- November 16, 2022 (Organizational Meeting)

Motion:

Moved by: Peter Braun

To accept the following REDI meeting dates. All meetings will start at 6:00 pm and are located at the Town of High Level or via Zoom Video Conference.

Carried

Chairing of the meeting is taken over by Chair Lisa Wardley @ 6:11 pm

6. NEW BUSINESS

i. Economic Corridor Taskforce Expenses

Chair Wardley declared a conflict of interest and left the meeting @ 6:23 pm

Motion: **Moved by Peter Braun**
That REDI pays the expense claims for provincial task force representation and works within the budget assigned to the economic corridor task force.

Carried

Chair Wardley rejoined the meeting @ 6:54 pm

ii. Digital Service Squad

The digital service squad will provide services and technical support to eligible small businesses in the REDI geographic region at no cost to the business. In partnership with CFNWA, REDI applied for a grant from ‘The Business Link’ in September 2021.

Motion: **Moved by Crystal McAteer**
That REDI accepts The Business Link – Digital Service Squad grant for \$36,000 in project funding and authorizes Chair Lisa Wardley to sign on behalf of REDI.

Carried

Motion: **Moved by Peter Braun**
That REDI allocates a total budget of \$40,000 to create a Digital Service Squad with a \$2,000 contribution from REDI.

Carried

Motion: **Moved by Michelle Farris**
That REDI creates a short-term working committee of three board members; Larry Neufeld, Cheryl Welke and Mike Osborn, to assist with recruitment and making quick DSS decisions; the committee will report to the REDI board monthly.

Carried

Motion: **Moved by Larry Neufeld**
That the REDI manager and working committee recruit two temporary employees with a total budget of \$20,000.

Carried

iii. REDA Collaboration RMA & AUMA

Motion: **Moved by Boyd Langford**
That REDI budget \$1,000 for REDA collaboration to include the expense of RMA and AUMA tradeshow booths.

Carried

iv. Define a Decade Letter – REDA’s

The REDA Chairs sign one letter introducing Alberta's Regional Economic Development Alliances (REDAs) to the Business Council of Alberta. The REDA's are suggesting that it may be valuable, early in their process, to have the Business Council of Alberta meet with all the REDAs from across the province, their executive directors and the governing boards, to first determine 1) what already exists, in terms of partnerships and research; 2) what common issues and challenges are already identified, and 3) what ideas and resources we have that can help set a path forward and address the most relevant and powerful themes.

Motion:

Moved by Crystal McAteer

That the Chair is authorized to sign REDA's letter requesting engagement in the 'Define the Decade' Initiative from the Business Council of Alberta.

Carried

v. Rural Economic Development Engagement Session

Associate Minister for Rural Economic Development, the Honourable Nate Horner, invited the REDI chair and manager to participate in an engagement session on November 3. The virtual session is an opportunity for the Government of Alberta to listen to rural communities and business leaders to gather information on steps the government can take to foster, promote, and reduce barriers to economic development across the province.

Challenges REDI will bring up are transportation, utilities and broadband. The issue of the Alberta Government assisting with the attraction of industry to the northern region. The continuing rise of electricity transmission and distribution costs.

7. OLD BUSINESS

i. Draft Tourism Survey

A review of the tourism portion of the REDI / CFNWA / MFTA survey.

31% of the businesses surveyed view themselves as a tourism business. 55% of the businesses surveyed employ under six employees. 90% of respondents stated that tourism helps to develop the local economy. 38% of respondents said they thought about starting a tourism business or initiative. 86% of respondents stated that they are 'local tourists.' Summer is the preferred season in Northwest Alberta for tourists at 75%. Local tourists use facilities for (75% rest/relaxation) and (64% family time. 57% of people surveyed own/use an RV to utilize local campsites.

Motion:

Moved by Michelle Farris

That REDI receives the tourism survey for information.

Carried

ii. Energy Futures Labs

Rainbow Lake undertook its first meeting on November 01, where REDI board members attended and are working collaboratively with Energy Future Labs (EFL) to forge a pathway for Rainbow Lakes resilience and energy innovation. The purpose of a roadshow is to support a community in sparking a collaborative forum for the "radical-middle" while exploring the unique opportunities and challenges of a community's energy future. The invitation is open to

any REDI board members who would like to attend. The following meeting dates are November 12 and December 15.

iii. CanExport Update:

The REDI board reviewed a draft of the first Alberta to Alaska video. When the second video is ready next week, it will be forwarded to the board for review. It would be essential to send videos to local First Nations. The videos intend to highlight the economic potential of a rail line route through Northwest Alberta.

Draft 2 of the transload facilities document was reviewed by the REDI board. Direction to include short rail possibilities and agriculture statistics in the final version.

iv. TV & Movie – Attraction

The document created is to attract TV & Movie production to the REDI region. REDI will provide a concierge service to producers. With a short two-page application, REDI can put a producer in contact with the different municipal departments. The attraction document and application will be uploaded on the REDI web page.

Motion:

Moved by Cheryll Welke

That REDI receives the TV & Movie attraction document for information.

Carried

v. Rainbow Lake Investment Attraction

A draft document was presented to the REDI board that highlights areas for investment in Rainbow Lake. A community profile that is still a work in progress. New investment attraction information will be made available from the Energy Futures Labs in December.

8. Chairs Report

MFTA will be ten years old next year. MFTA is working with Travel Alberta and the REDA Growth to develop an independent DMO. The DMO will be called ‘Wild,’ and there was a meeting last week with James Lappan from Travel Alberta. It’s been noticed at Travel Alberta how the REDA’s have been promoting, working together and pushing DMO’s.

Motion:

Moved by Greg McIvor

That the Chair's verbal reports be accepted as presented.

Carried

9. ROUNDTABLE

Greg McIvor- It's been busy since the beginning of August in Zama; Paramount says they want to have four rigs working year-round for the next two years. This could change very quickly also. Allot of interest in the Zama campground this summer.

Cheryll Welke- High Level Chamber has set the date of Midnight Madness for November 26. The Ag Society will be facilitating the Santa parade. Other movie directors are interested in coming to Northern Alberta to shoot movies.

Byron Peters – Couple of new councillors at the table since elections last month. The weather has been good, so the municipality and land developers are still going hard into early November.

Mackenzie county set the record for the number of subdivisions. Talking with land developers, we expect to see the same in 2022.

Boyd Langford – High Level also has two new councillors. Gateway boulevard is now complete and connects highway 35 south with 58 west. The waterfill and Sani dump will be completed next year.

Peter Braun – Arena project is coming along well. They are coming into some supply issues. They were targeting opening for January, but we will wait and see. They started to move some dirt on the northern lights gas line; they started on the north end and crossed the farmland before the frost arrived.

Jasmine Light – The college is offering a free life skills course online starting November 02. The Energy Futures Labs information has been forwarded to Ken McKen, the college's Chair of Trades. The indigenous administration certificate is a new program we are interested in starting; we have begun initial conversations with local communities.

Larry Neufeld – The chamber was happy to play our part in hosting a forum for candidates in and around the La Crete area. Moonlight Madness preparation is underway, with 30 businesses signed up. The chamber has done several ribbon cuttings in the past few weeks. The Curt+Myr Co retail store was one business, with KFC and Platinum fuels still in the next month.

Hayley Gavin – It's budget season with the Town. I resigned from NWSAR, so busy handing things over. It will be a busy couple of months leading up to Christmas.

Don Werner – A steep learning curve with all the REDI projects has on the go, getting up to speed and willing to assist where necessary.

Lisa Wardley – Zama City website, took a backseat but looking forward to pulling that together. The Community is pushing fish and wildlife to have a conversation about bison management. MFTA and Mighty Peace tourism are partnering on the larger circle tour. Fibre optic cable is being installed in Zama, recently drilling under the road.

10. ADJOURNMENT & NEXT MEETING

The next REDI meeting will take place on December 15, 2021, at 6:00 pm via Zoom video communications.

Motion:

That the REDI meeting be adjourned at 8:34 pm.

Carried

Moved by Peter Braun

Lisa Wardley Chair

REDI Manager