




MACKENZIE COUNTY

# REGULAR COUNCIL MEETING

February 16, 2022  
10:00 AM

FORT VERMILION  
COUNCIL CHAMBERS

 780.927.3718

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

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**Mackenzie County**



**MACKENZIE COUNTY  
REGULAR COUNCIL MEETING**

**Wednesday February 16, 2022  
10:00 a.m.**

**Fort Vermilion Council Chambers**

**Fort Vermilion, Alberta**

**AGENDA**

			Page
<b>CALL TO ORDER:</b>	1.	a) Call to Order	
<b>AGENDA:</b>	2.	a) Adoption of Agenda	
<b>ADOPTION OF PREVIOUS MINUTES:</b>	3.	a) Minutes of the February 2, 2022 Regular Council Meeting	7
		b) Business Arising out of the Minutes	
		c)	
<b>CLOSED MEETING:</b>		<i>Freedom of Information and Protection of Privacy Act Division 2, Part 1 Exceptions to Disclosure</i>	
	4.	a) Outstanding Tax Arrears (s.24, s 25, s 27)	
		b) Land Sale – Tower Road (s. 23, s 24, s 25, s 27)	
<b>TENDERS:</b>		Tender openings are scheduled for 11:00 a.m.	
	5.	a) Hamlet of La Crete – Well #4 Connection	21
		b)	
<b>PUBLIC HEARINGS:</b>		Public Hearings are scheduled for 1:00 p.m.	
	6.	a)	
		b)	
<b>DELEGATIONS</b>	7.	a)	
		b)	
<b>GENERAL REPORTS:</b>	8.	a) CAO & Director Reports for January 2022	27

		b)		
<b>AGRICULTURE SERVICES:</b>	9.	a)	None	
		b)		
<b>COMMUNITY SERVICES:</b>	10.	a)	2022 Budget Amendment La Crete Walking Trail LOC Timber Salvage	47
		b)	2022 Capital Budget Amendment - Electric Vehicles for Municipalities - Municipal Climate Change Action Centre Grant – Electric Zamboni – La Crete Recreation Society	51
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		d)		
		e)		
<b>FINANCE:</b>	11.	a)	2022 Budget Amendment – Regional Service Sharing Agreement Town of High Level	59
		b)	La Crete Recreation Society – Indoor Ice Arena Capital Projects	63
		c)	Tax Recovery Auction – Reschedule Auction Date to April 12, 2022	67
		d)	2021 Uncollectible Taxes	75
		e)	2021 Uncollectible Utility and Accounts Receivable Accounts	83
		f)	Mighty Peace Watershed Alliance – Request for Information	101
		g)	Municipal Sustainability Initiative (MSI) – Grant Agreement Extension	103
		h)	Insurance Deductible - Additionally Named Insured	105
		i)		
		j)		

<b>OPERATIONS:</b>	12.	a)	2021 Capital Budget Amendment	107
		b)	LC 101 Avenue Asphalt (300 m) Project – 2021 Capital Project Budget Amendment	109
		c)	Electric Vehicle Charging – Grant Opportunity	111
		d)	Organizational Chart Update	151
		e)	Fort Vermilion Airport Flood Recovery	163
		f)		
		g)		
<b>UTILITIES:</b>	13.	a)	None	
		b)		
<b>PLANNING &amp; DEVELOPMENT:</b>	14.	a)	Bylaw 1253-22 Land Use Bylaw Amendment to Rezone Part of NE 17-105-14-W5M from Agricultural “A” to Rural Industrial Light “RIL	165
		b)		
		c)		
<b>ADMINISTRATION</b>	15.	a)	Federation of Canadian Municipalities (FCM Conference- June 2 – June 5- Regina Saskatchewan	173
		b)		
		c)		
<b>COMMITTEE OF THE WHOLE ITEMS:</b>	16	a)	Business Arising out of Committee of the Whole	
		b)		
<b>COUNCIL COMMITTEE REPORTS:</b>	17.	a)	Council Committee Reports (verbal)	
		b)		
		c)		
		d)		
<b>INFORMATION /</b>	18.	a)	Information/Correspondence	175

**CORRESPONDENCE:**

**NOTICE OF MOTION:** 19. a)

**NEXT MEETING DATES:** 20. a) Regular Council Meeting  
March 8, 2022  
10:00 a.m.  
Fort Vermilion Council Chambers

b) Committee of the Whole Meeting  
March 22, 2022  
10:00 a.m.  
Fort Vermilion Council Chambers

**ADJOURNMENT:** 21. a) Adjournment



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 16, 2022</b>
<b>Presented By:</b>	<b>Carrie Simpson, Director of Legislative &amp; Support Services</b>
<b>Title:</b>	<b>Minutes of the February 2, 2022 Regular Council Meeting</b>

**BACKGROUND / PROPOSAL:**

Minutes of the February 2, 2022 Regular Council Meeting are attached.

**OPTIONS & BENEFITS:**

**COSTS & SOURCE OF FUNDING:**

**SUSTAINABILITY PLAN:**

**COMMUNICATION / PUBLIC PARTICIPATION:**

Approved Council Meeting minutes are posted on the County website.

**POLICY REFERENCES:**

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

**RECOMMENDED ACTION:**

- Simple Majority       Requires 2/3       Requires Unanimous

That the minutes of the February 2, 2022 Regular Council Meeting be adopted as presented.

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



**MACKENZIE COUNTY  
REGULAR COUNCIL MEETING**

**Wednesday February 2, 2022  
10:00 a.m.**

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

**PRESENT:**

Josh Knelsen	Reeve
Walter Sarapuk	Deputy Reeve
Jacque Bateman	Councillor
Peter F. Braun	Councillor – virtual
Cameron Cardinal	Councillor
Darrell Derksen	Councillor
David Driedger	Councillor
Garrell Smith	Councillor
Lisa Wardley	Councillor
Ernest Peters	Councillor

**REGRETS:**

**ADMINISTRATION:**

Byron Peters	Interim Chief Administrative Officer
	Director of Projects and Infrastructure
Carrie Simpson	Director of Legislative Services
Jennifer Batt	Director of Finance
Jeff Simpson	Director of Operations
John Zacharias	Director of Utilities
Don Roberts	Director of Community Services
Caitlin Smith	Manager of Planning and Development
Colleen Sarapuk	Administrative Officer /Recording Secretary

**ALSO PRESENT:** Members of the Public

Minutes of the Regular Council meeting for Mackenzie County held on February 2, 2022 in the Council Chambers at the Fort Vermilion County Office.

**CALL TO ORDER: 1. a) Call to Order**

Reeve Knelsen called the meeting to order at 10:00 a.m.

**AGENDA: 2. a) Adoption of Agenda**

**MOTION 22-02-055 MOVED** by Councillor Driedger

That the agenda be adopted with the following additions;

- 4.b) CAO Recruitment
- 10.a) COVID 19 Mandates

- 10.b) La Crete Agriculture Society
- 11.c) Disaster Recovery Program –Update
- 13.a) Water Rates
- 17.b) Committee of the Whole Agenda items

**CARRIED**

**ADOPTION OF  
PREVIOUS MINUTES:**

**3. a) Minutes of the January 17, 2022 Budget Council Meeting**

**MOTION 22-02-056**

**MOVED** by Councillor Wardley

That the minutes of the January 17, 2022 Budget Council Meeting be adopted as presented.

**CARRIED**

**ADOPTION OF  
PREVIOUS MINUTES:**

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

None.

**CLOSED MEETING:**

**4. a) Closed Meeting**

**MOTION 22-02-057**

**MOVED** by Councillor Cardinal

That Council move into a closed meeting at 10:05 a.m. to discuss the following:

- 4.a) Industrial Assessment (s 21 , s 24 , s 25)
- 4.b) CAO Recruitment

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

- All Members of Council
- Byron Peters, Interim Chief Administrative Officer
- Jennifer Batt, Director of Finance
- Jeff Simpson, Director of Operations
- Carrie Simpson, Director of Legislative Services
- Caitlin Smith, Manager of Planning & Development
- Don Roberts, Director of Community Services
- Colleen Sarapuk, Administrative Officer
- John Zacharias, Director of Utilities

Administration left the closed meeting at 10:19 a.m.

**MOTION 22-02-058**

**MOVED** by Councillor Wardley

That Council move out of the closed meeting at 10:55 a.m.

**CARRIED**

**MOTION 22-02-059**      **MOVED** by Councillor Wardley

That the Industrial Assessment be added to the Rural Municipalities Association (RMA) Zone meeting agenda.

**CARRIED**

**MOTION 22-02-060**      **MOVED** by Councillor Cardinal

That the CAO recruitment be received for information.

**CARRIED**

**TENDERS:**                      5.a)    None

**DELEGATIONS**                      7. a)    None

**GENERAL  
REPORTS:**                      8. a)    None

**AGRICULTURE  
SERVICES:**                      9. a)    None

**COMMUNITY  
SERVICES:**                      10. a) **COVID-19 Mandate (addition)**

**MOTION 22-02-061**      **MOVED** by Councillor Derksen  
Requires unanimous

That a letter be sent to the Premier, all MLAs and Members of Parliament, Rural Municipalities of Alberta and Alberta Municipalities, strongly requesting all COVID 19 restrictions be lifted.

**CARRIED UNANIMOUSLY**

**10.b) La Crete Agricultural Society (addition)**

**MOTION 22-02-062**      **MOVED** by Councillor Driedger  
Requires unanimous

That the La Crete Agricultural Society discussion be received for information.

**CARRIED UNANIMOUSLY**

**FINANCE:**

**11. a) Short Term Borrowing of Funds Bylaw 1251-22**

**MOTION 22-02-063**  
Requires 2/3

**MOVED** by Councillor Bateman

That first reading be given to Bylaw 1251-22, being the short term borrowing of funds bylaw authorizing the short-term borrowing of funds with ATB Financial.

**CARRIED**

**MOTION 22-02-064**  
Requires 2/3

**MOVED** by Councillor Wardley

That second reading be given to Bylaw 1251-22, being the short term borrowing of funds bylaw authorizing the short-term borrowing of funds with ATB Financial.

**CARRIED**

**MOTION 22-02-065**  
Requires Unanimous

**MOVED** by Councillor Bateman

That consideration be given to go to third reading of Bylaw 1251-22, being the short term borrowing of funds bylaw authorizing the short-term borrowing of funds with ATB Financial.

**CARRIED UNANIMOUSLY**

**MOTION 22-02-066**  
Requires 2/3

**MOVED** by Councillor Braun

That third and final reading be given to Bylaw 1251-22, being the short term of borrowing funds bylaw authorizing the short-term borrowing of funds with ATB Financial.

**CARRIED**

**FINANCE:**

**11. b) Provincial Education Requisition Credit Program 2021  
(Schedule "A" & "B" HANDOUT)**

**MOTION 22-02-067**  
Requires 2/3

**MOVED** by Councillor Bateman

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

**CARRIED**

**MOTION 22-02-068**      **MOVED** by Councillor Wardley

That administration apply for reimbursement under the Provincial Education Requisition Credit / Designated Industrial Requisition Credit Program for educational taxes as per Schedule "A" & Schedule "B"

**CARRIED**

**OPERATIONS:**      **12. b) Snowplowing for Seniors**

**MOTION 22-02-069**      **MOVED** by Deputy Reeve Sarapuk

That the fee for senior snowplowing be lifted for 2022.

**DEFEATED**

Reeve Knelsen recessed the meeting at 12:03 p.m. and reconvened the meeting at 12:43 p.m.

**FINANCE:**      **11. c) Disaster Recovery Program – Update (addition)**

**MOTION 22-02-070**      **MOVED** by Councillor Wardley  
Requires unanimous

That a letter be sent to the Town of High Level requesting support for the 2019 Chuckegg Wildfire Disaster Recovery Program Claim.

**CARRIED UNANIMOUSLY**

**MOTION 22-02-071**      **MOVED** by Councillor Peters  
Requires unanimous

That the Disaster Recovery Program 2018 - 2021 cost to date update be received for information.

**CARRIED UNANIMOUSLY**

**PUBLIC HEARINGS:**      **6.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"**

Reeve Knelsen called the public hearing for Bylaw 1250-22 to order at 1:30 p.m.

Reeve Knelsen asked if the public hearing for proposed bylaw 1250-22 was properly advertised. Caitlin Smith, Manager or Planning & Development, answered that the bylaw was advertised in accordance with the Municipal Government Act.

Reeve Knelsen asked the Development Authority to outline the proposed Land Use Bylaw Amendment to Rezone Part of Plan 182 1653; 1; 2 from Rural Industrial General "RIG" to Agricultural "A"  
Caitlin Smith, Manager of Planning & Development presented the following:

*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.*

Reeve Knelsen asked if Council has any questions of the proposed Land Use Bylaw Amendment. There were no questions.

Reeve Knelsen asked if any submissions were received in regards to proposed Bylaw 1250-22. No submissions were received.

Reeve Knelsen asked if there was anyone present who would like to speak

in regards to the proposed Bylaw 1250-22.  
There was no one present to speak to the proposed bylaw.

Reeve Knelsen closed the public hearing for Bylaw 1250-22 at 1:32 p.m.

**MOTION 22-02-072**      **MOVED** by Deputy Reeve Sarapuk

That second 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".

**CARRIED**

**MOTION 22-02-073**      **MOVED** by Councillor Bateman

That third 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".

**CARRIED**

**OPERATIONS:**      **12. a) Zama Public Works Supervisor / Grader**

**MOTION 22-02-074**      **MOVED** by Councillor Cardinal

That Council move into a Closed meeting at 1:41 p.m. to discuss the following:

12.a) Zama Public Works Supervisor (s. 16)

**CARRIED**

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

- All Members of Council
- Byron Peters, Interim Chief Administrative Officer
- Jennifer Batt, Director of Finance
- Jeff Simpson, Director of Operations
- Carrie Simpson, Director of Legislative Services
- Caitlin Smith, Manager of Planning & Development
- Don Roberts, Director of Community Services
- Colleen Sarapuk, Administrative Officer
- John Zacharias, Director of Utilities

**MOTION 22-02-075**      **MOVED** by Councillor Wardley

That Council move out of a closed meeting at 1:45 p.m.

**CARRIED**

**MOTION 22-02-076**  
Requires 2/3

**MOVED** by Councillor Wardley

That the Organizational Chart be amended to include a Zama Public Works Supervisor.

**CARRIED**

**MOTION 22-02-077**  
Requires 2/3

**MOVED** by Councillor Cardinal

That the 2022 operating budget be amended by \$90,000 with the funding coming from the General Operating Reserve.

**CARRIED**

**UTILITIES:**

**13. a) Water Rates (addition)**

**MOTION 22-02-078**  
Requires unanimous

**MOVED** by Councillor Braun

That the Water Rates discussion be received for information.

**CARRIED UNANIMOUSLY**

**PLANNING &  
DEVELOPMENT:**

**14. a) Bylaw 1252-22 Airport Vicinity Protection Area**

**MOTION 22-02-079**

**MOVED** by Councillor Bateman

That first reading be given to Bylaw 1252-22 Airport Vicinity Protection Area, subject to public hearing input.

**CARRIED**

**ADMINISTRATION:**

**15. a) Northern Alberta Elected Leaders Communities (NAEL) –  
Approval of Hiring Executive Director**

**MOTION 22-02-080**

**MOVED** by Councillor Cardinal

That Mackenzie County does not support the request for Northern Alberta Elected Leader's (NAEL) Communities to hire Mr. Jim Rennie for a one year term and for Mackenzie County to reply with recommending the position be publicly advertised within Municipalities in the Northern Region.



**CARRIED**

**ADMINISTRATION: 15. b) Rural Municipalities of Alberta (RMA) Spring Convention –  
March 14 -16, 2022**

**MOTION 22-02-081 MOVED** by Councillor Wardley

That administration proceed with booking accommodations at the Marriott for the 2022 Spring Rural Municipalities of Alberta (RMA) Convention from March 14 -17, 2022.

**CARRIED**

**MOTION 22-02-082 MOVED** by Councillor Braun

That all Councillors be authorized to attend the 2022 Rural Municipalities of Alberta (RMA) Spring Convention March 14 -16, 2022.

**CARRIED**

**ADMINISTRATION: 15. c) North West Species at Risk Update Session**

**MOTION 22-02-083 MOVED** by Deputy Reeve Sarapuk

That all Councillors be authorized to attend the February 17, 2022 North West Species at Risk Update Session.

**CARRIED**

**ADMINISTRATION 15. d) Mackenzie Region Aboriginal Interagency Committee**

**MOTION 22-02-084 MOVED** by Councillor Wardley

That a letter be sent to Mackenzie Region Aboriginal Interagency Committee inviting them to a Council meeting.

**CARRIED**

**ADMINISTRATION: 15. e) Dates to Meet with Municipal Affairs**

None.

**17.b) Committee of the Whole Agenda Items (addition)**

**MOTION 22-02-085 MOVED** by Councillor Wardley  
Requires unanimous

That administration move forward with the application process to purchase the following and bring back to Council any future costs related to the purchase such as First Nation Consultation, survey and assessed value for deliberation and approval.

- PLS140031
- PLS170002
- PLS180022
- PLS180027
- PLS190005
- La Crete Ferry Campground
- Atlas Landing Area
- Bridge Campsite
- Machesis Lake Campground
- Wadlin Lake Campground

**CARRIED UNANIMOUSLY**

**MOTION 22-02-086**  
Requires unanimous

**MOVED** by Councillor Bateman

That the Buttertown Road –RFP be advertised with the changes as discussed.

**CARRIED UNANIMOUSLY**

**MOTION 22-02-087**  
Requires unanimous

**MOVED** by Councillor Driedger

That the 2022 Crack Filling – RFP be advertised with the changes as discussed.

**CARRIED UNANIMOUSLY**

**MOTION 22-02-088**  
Requires unanimous

**MOVED** by Councillor Smith

That the 2022 Line Painting RFP be advertised with the changes as discussed.

**CARRIED UNANIMOUSLY**

**MOTION 22-02-089**  
Requires unanimous

**MOVED** by Councillor Bateman

That an 80% year round road ban be implemented on Heliport Road.

**CARRIED UNANIMOUSLY**

**COUNCIL**

**16. a) Council Committee Reports (verbal)**

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

**COMMITTEE  
REPORTS:**

**MOTION 22-02-090**      **MOVED** by Councillor Derksen

That the Council Committee Reports be received for information.

**CARRIED**

Reeve Knelsen recessed the meeting 3:30 p.m. and reconvened the meeting at 3:47 p.m.

**COUNCIL  
COMMITTEE  
REPORTS:**

**16. b) Inter-Municipal Planning Commission Meeting Minutes**

**MOTION 22-02-091**      **MOVED** by Councillor Wardley

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

**CARRIED**

**COUNCIL  
COMMITTEE  
REPORTS:**

**16. c) Municipal Planning Commission Meeting Minutes**

**MOTION 22-02-092**      **MOVED** by Councillor Wardley

That the approved Municipal Planning Commission meeting minutes of January 13, 2022 be received for information.

**CARRIED**

**COUNCIL  
COMMITTEE  
REPORTS:**

**16. d) Municipal Planning Commission Meeting Minutes**

**MOTION 22-02-093**      **MOVED** by Councillor Bateman

That the unapproved Municipal Planning Commission meeting minutes of January 27, 2022 be received for information.

**CARRIED**

**INFORMATION /**      **17. a) Information/Correspondence**

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

**CORRESPONDENCE:**

**MOTION 22-02-094**      **MOVED** by Councillor Peters

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

**CARRIED**

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

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

Committee of the Whole Meeting  
February 15, 2022  
10:00 a.m.  
Fort Vermilion Council Chambers

Regular Council Meeting  
February 16, 2022  
10:00 a.m.  
Fort Vermilion Council Chambers

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

**MOTION 22-02-095**    **MOVED** by Deputy Reeve Sarapuk

That the council meeting be adjourned at 3:55 p.m.

**CARRIED**

These minutes will be presented for approval at the February 16, 2022 Regular Council Meeting.

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Joshua Knelsen  
Reeve

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Byron Peters  
Interim Chief Administrative Officer



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 16, 2022</b>
<b>Presented By:</b>	<b>John Zacharias, Director of Utilities</b>
<b>Title:</b>	<b>TENDER Hamlet of La Crete – Well #4 Connection</b>

## **BACKGROUND / PROPOSAL:**

Administration engaged Associated Engineering to prepare and advertise the tender for 'Hamlet of La Crete – Well #4 Connection'. Submissions were due at Fort Vermilion County office February 15, 2022 at 4:30 p.m.

## **OPTIONS & BENEFITS:**

<b>Evaluation Criteria</b>	<b>Mark (%)</b>	<b>Points Available</b>	<b>Subtotal</b>
Project Bid Price	85%	85	
Local	10%	10	
Experience	5%	5	
<b>Total Points Available</b>	<b>100%</b>	<b>100</b>	

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

La Crete Well #4 Connection TCA

Remaining Budget - \$974,933.

- Additional Engineering \$40,000 - \$70,000

## **SUSTAINABILITY PLAN:**

**Author:** S Martens      **Reviewed by:** J. Zacharias      **CAO:** B Peters

**COMMUNICATION / PUBLIC PARTICIPATION:**

Successful bidders will be notified.

**POLICY REFERENCES:**

Policy FIN025 Purchasing Authority Directive and Tendering Process

**RECOMMENDED ACTION:**

Motion 1:

Simple Majority       Requires 2/3       Requires Unanimous

That the 'Well #4 Connection' Tender - Envelope #1 be opened.

Motion 2: (if required)

Simple Majority       Requires 2/3       Requires Unanimous

That the unqualified 'Well #4 Connection' Tender be returned to the senders without opening Envelope #2.

Motion 3:

Simple Majority       Requires 2/3       Requires Unanimous

That the 'Well #4 Connection' Tender - Envelope #2 be opened for the qualified bidders.

Motion 4:

Simple Majority       Requires 2/3       Requires Unanimous

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

**Author:** S Martens      **Reviewed by:** \_\_\_\_\_      **CAO:** \_\_\_\_\_

Motion 5:

- Simple Majority       Requires 2/3       Requires Unanimous

That the 'Well #4 Connection' contract be awarded to the highest scoring bidder while staying within budget.

**Author:** S Martens      **Reviewed by:** \_\_\_\_\_      **CAO:** \_\_\_\_\_





# 2022 LC - WELL #4 CONNECTION

CONTRACTOR	BID FORM	LUMP SUM PRICE BREAKDOWN	SUBCONTRACT LIST	FORCE ACCOUNT RATES	CONSTRUCTION SCHEDULE	BIDDERS QUALIFICATIONS

2022-02-16 Opened By:            John Zacharias, Director of Utilities

\_\_\_\_\_

2021-09-14 Witnessed By:

\_\_\_\_\_





**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 16, 2022</b>
<b>Presented By:</b>	<b>Byron Peters, Interim Chief Administrative Officer</b>
<b>Title:</b>	<b>CAO &amp; Director Reports for January 2022</b>

**BACKGROUND / PROPOSAL:**

The CAO and Director reports for January 2022 are attached for information.

**OPTIONS & BENEFITS:**

N/A

**COSTS & SOURCE OF FUNDING:**

N/A

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

**POLICY REFERENCES:**

N/A

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

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the CAO & Director reports for January 2022 be received for information.

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

## Monthly Report to Council

For the month of January, 2022

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.
Community Infrastructure Master Plans & Offsite Levies	IMPs complete Levies to be completed in Q2 2022	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		Primarily relying on REDI at this time for most ec dev items. Exploring opportunities for an additional partnership or two in order to maximize resources.
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 <sup>th</sup> , with the rest of the works to be complete by July 31 <sup>st</sup> , 2022.
Storm Pond A (LC)	Started Q4 2021	Tender awarded & construction started. Completed enough ditching and pond excavation so that it will function in spring.

	Anticipate completion Q2 2022	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 in March 2022.

**Personnel Update:**

No changes to report.
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**Other Comments:**

It was a busy but good January. Council completed the 2022 budget deliberations, which is always a big and important task for staff and council.

I attended the provincial ASB conference in Edmonton, and while there, I took the opportunity to meet with AEP regarding the Bistcho sub-regional plan, and with an engineering firm regarding some ongoing projects. Had a follow-up call with AEP and they confirmed a few details: municipal infrastructure does not count towards the overall disturbance thresholds within a planning unit, and development within urban areas (including hamlets) does not contribute towards disturbance thresholds. This means that there should be no conflicts/challenges of maintaining or expanding municipal water wells, fire guards, etc. AEP staff also confirmed that it is the Minister of Energy that has the authority to lift moratoriums. I have not managed to get any idea of when the plan may be approved, or confirmation that moratoriums will be lifted in conjunction with the plan approval

Had several phone calls and virtual meetings with a handful of AEP staff to discuss many different items. Had technical conversations about dispositions, land purchases (PLS), Wood Bison management. I am confident that the disposition and PLS process is now something that we can navigate within a defined time frame, so I expect to see good results within the next couple of years (dispositions now take several months, PLS is two years).

I joined Donny at a Community Services committee meeting, and a good conversation started on waste to heat opportunities to explore.

Attended a virtual meeting with AHS, Diseased Bison working group, REDI, MNA, and various conversations with consultants working on a variety of projects.

There are opportunities to better integrate inter-department work flows and projects. This will be a priority for the management team and we have identified an area to focus on for this year.

I'm working closely with Caitlin and Donny on the dispositions and Public Land Sale applications. There is a lot of work involved with these and some aspects can be politically sensitive.

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.





## **REPORT TO THE CAO**

For the Month of January, 2022

From: Carrie Simpson, Director Legislative & Support Services

### **Meetings Attended**

- **2022-01-07 - Budget Meeting**
- **2022-01-11 – Regular Council Meeting**
- **2022-01-14 -Manager Meeting**
- **2022-01-21 - Site Safety Meeting**
- **2022-01-24 – Docushare Meeting – Xerox (Larissa, Julius)**

### **Council**

- Preparing for various meetings of Council, correspondence, etc.
- Research and responding to inquiries.
- Register Councillors for Growing the North Conference

### **Appeal Boards**

- No Current appeals before the Board
- Registering of Members at Large for upcoming ASB/SDAB Training

### **Bylaws/Policies/Reports/Publications:**

- Beginning of Policy Review

### **Enhanced Policing**

- Regular updates to Council are scheduled for the second council meeting of each month.
- RCMP services are available at the La Crete office on Wednesdays.
- Various conversations with RCMP with regards to staff shortage at the La Crete Office in December and January.

### **Emergency Management**

- None

### **Communications:**

- Maintain and respond to County emails.
- Maintained all Social Media platforms while Communications Coordinator was on vacation.
- Work with Sylvia with regards to social media and website material, advertising for utilities, etc.

### **Human Resources/Records/IT**

- Met with each department to discuss monthly progress/any issues.

**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 (ongoing)
- Begin work with Records department to implement changes to flow and maintenance of the electronic management of files

## MONTHLY REPORT TO THE CAO

For the Month Ending January 2022

**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.
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. Review and update funding sources for projects.
Provincial Grant Reporting	Ongoing	Prepare 2021 SFEs for submission
Taxation	Ongoing	Review Auction Properties, prepare RFD for Council mtg Feb 16, 2022 Compile, review PERC/DIRC taxrolls for application/Council approval Review, update Doubtful accounts Pre-authorized payment agreements Title changes completed
Utilities	Completed	Enter Sidewalk Maintenance on all Hamlet Utility accounts. (support from Admin Asst. Leg Services)
Year End	Ongoing	Review revenues, expenditures. Recommendations for collections or write-offs for delinquent accounts. Reconcile Gravel usage Ensure departments have submitted all costs for 2021 Prepare funding application reports LAPP Yearend submission completed Reconcile T4s

<p>Disaster Recovery Program</p> <p><i>2018 Peace River Ice Jam</i></p> <p><i>2019 Chuckegg Wildfire</i></p> <p><i>2020 Peace River Ice Jam / Overland Flood</i></p> <p><i>2021 Overland Flood</i></p> <p>2021 Sever Storm Overland Flooding</p>	<p>Ongoing</p>	<p>Submit engineers report to GOA.</p> <p>2 Projects submitted under review. 1 project confirmed 80% funding to be released.</p> <p>Additional information on roads project requested by GOA. Administration is compiling for submission.</p> <p>Work w various GOA agencies on the flood recovery plan and funding streams available.</p> <p>Request updates on Phase developments, request RFP preparation on final designs once approved.</p> <p>Submit 6 projects completed to DRP.</p> <p>Submit first report to GOA for Conditional Grant Agreement. Quarterly report going forward.</p> <p>DRP Part 1 &amp; 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>Letter from GOA received, and under further review.</p>
<p>Attend Various meeting</p>		<p>Regular Council meetings January 11</p> <p>Budget Council Meeting – January 7,17</p> <p>Managers Meeting – January 14</p> <p>Administration January 4,6,12,14,19,20,21,26,27,28</p> <p>Mitigation Meetings – January 19x2,21,26x2</p> <p>Mitigation GOA Meetings – January 13,26,28</p>
<p>Finance Clerk Position filled January 24<sup>th</sup> Supply staff to High Level Office every Tuesday</p>		

## Monthly Report to the CAO

For the month of January, 2022

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

### Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Administration	Ongoing	Budget preparations continued.
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. Meetings concerning subdivision developments continue.
Gravel Program (2022)	Ongoing	Re-Gravelling Maps completed by each Grader Operator (20 miles each). Maps reviewed by Public Works Supervisors, added to GIS mapping system.
Ice Bridge	Ongoing	Work continued throughout the month to increase capacity for commercial travel across ice bridge.
Winter Preparations	Ongoing	Winter operations in full swing.

### Meetings Attended:

Date	Description
Jan. 7/22	Budget Council Meeting
Jan. 11/22	Regular Council Meeting
Jan. 14/22	Managers Meeting
Jan. 17/22	Budget Council Meeting
Jan. 18/22	Staffing Interview - Zama
Jan. 19/22	FV Mitigation Meeting – Document Review
Jan. 25/22	Meeting with McElhanney Engineering
Jan. 26/22	FV Mitigation Meeting – Resident File Review
Jan. 26/22	FV Mitigation Meeting – Boreal Housing

Submitted by:

Jeff SIMPSON, B. Comm, GDM  
Director of Operations



## MONTHLY REPORT TO THE CAO

For the Month of January 2022

**From:** John Zacharias  
Director of Utilities

### Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Water Distribution and Wastewater Collection Maintenance	Oct/22	Will be starting in spring.

### Capital Projects

Projects	Timeline	Comments
FV-Frozen Water Service Repairs	Dec/22	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/22	Awaiting grant funding opportunities.
Waterline Blue Hills	Dec/22	Awaiting grant funding opportunities.
Diversion License Review	Dec/22	Met with AE on Nov 16, possible meeting with AEP regarding licenses. Response from AEP is positive. Will follow up with AEP in Feb and get this moving again.
La Crete Future Water Supply Concept	Dec/22	Well 4 project went to tender. Report from AE to AEP will have some information in it for this study.
LC – Well #4	Dec/22	Had weekly meetings with AE on project. Final design was finished and sent out to tender on Jan 21. Opening tenders on Feb 16.
LC – North Sanitary Trunk Sewer	Dec/22	Have been in meetings with HELIX and Byron on project. Project on hold as per Council motion.
ZA – Sewage Forcemain	Dec/22	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	Dec/22	Startup meeting is done. AGS has done some startup work and are fabricating what they can in their shop. Spring construction onsite still the plan.
ZA- Lift Station Upgrades	Nov/22	Will apply for grant funding in a future year as per council motion.
Fort Water Model	Apr/22	Have started project with AE. Had meeting with AE on Jan 27 on project. Is moving ahead as planned.
FV – Rural Truckfill Pump Install	Dec/22	Have follow up contact with contractors on project. Pumps arrived and are installed. Motors and electrical components possibly installed end of Feb.
Zama Water Quality	Sept/22	Have hired ATAP to look into the water quality in Zama. Waiting for their recommendations.

**Personnel Update:**

Helping out with Annual Reports for the Zama WTP for AEP.

Attended several Budget and Regular Council meetings. Couple of project meetings to finalize Well 4 documents for tender.

**Other Comments:**

We are looking into our options for Zama WTP Operator as current employee has given notice of leaving.

Respectfully submitted,

John Zacharias  
 Director of Utilities  
 Mackenzie County



## Monthly Report to the CAO

For the month of January, 2022

From: Don Roberts,

Director of Community Services

Program/Activity/Project	Timeline	Comments
<b>Fire Departments</b>		<p>Activity Summary Report for the Year Ending 2021</p> <ul style="list-style-type: none"> <li>20 - Alarms</li> <li>68 - Fire</li> <li>112 - Medical Co-response</li> <li>51- Motor Vehicle Incident</li> <li>12 – Hazmat/Hazard</li> </ul> <p>The Alberta First Responders Radio Communications System (AFRRCS) will send representation from the provincial controlling body to provide Council with a briefing on the system at a future COW meeting.</p>
<b>Parks and Recreation</b>	Spring 2022	<p>Administration have developed a DRP plan for DA Thomas park to replace components that were lost during the flood. All components are expected to be in place spring 2022. Plan will be presented at a Community Services meeting prior to final implementation.</p> <p>Administration communicated with Knelsen Sand and Gravel. Knelsen CEO stated he would let Mackenzie County utilize grounds across the road from DA Thomas park to be used for Boat Trailer parking. Administration is moving forward with this development.</p>
<b>Waste Management</b>		<p>Insurance premiums for the waste transfer station caretaker have increased. &lt;\$100/year per contractor.</p>
<b>Occupational Health &amp; Safety</b>		<p>The HSC now meet on a quarterly basis with the individual department/site safety meetings being held monthly.</p> <p>Employees reported 31 incidents last year.</p>

<b>AEMA</b>	March	Administration is planning a table top Emergency Management exercise presented by field officers from AEMA March 31
<b>Zama Trailer Rental</b>		Mackenzie County owns 5 mobile home trailers in Zama. 1 trailer is being held for County employee temporary usage. The current tenants of 2 trailers will not be able to renew their leases due to employee housing requirements.

### Capital Projects

Program/Activity/Project	Timeline	Comments
Search & Rescue River Access	Spring 2022	Delay in receiving concrete pads for the Fort Vermilion site have occurred. Site prep was conducted in October and expect completion of this site in spring of 2022. Knelsen did confirm they would have the pads ready for spring.

### Attended Update:

<p>Attended the following:</p> <ul style="list-style-type: none"> <li>• Council</li> <li>• Community Services</li> <li>• Waste Transfer Station Caretakers</li> <li>• Managers</li> <li>• FRIAA/Forestry</li> <li>• Fort Vermilion Rec. Manager</li> <li>• Joint Work Site Health and Safety Committee</li> <li>• Alberta Environment &amp; Parks</li> </ul>
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<b>Personnel Update: Nil</b>
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## Monthly Report to the CAO

For the month of January, 2022

From: Caitlin Smith,  
Manager of Planning and Development

### Strategic Priorities for Planning & Development

Program/Activity/Project	Timeline	Comments
Land Use Framework	TBA	Joint project report; see Byron's report for project update
Municipal Development Plan, Land Use Bylaw, and Fort Vermilion Area Redevelopment Plan	Q3 2022	Administration meets with the consultant bi-weekly. The MDP and LUB both received first reading. Administration is reviewing the Strategic plan and other relevant documents to bring to Council for direction. Administration will start planning for an open house in March. 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	ASP for 2022 has been informally approved. Administration will start on a scope of work for the RFP.
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. Administration is going ahead with the subdivision of the lots on the south side.

### Personnel Update:

All positions within the department are filled.

### Other Comments:

Administration is receiving enquiries steady in regards to the upcoming development season, this includes commercial buildings and new multi-lot subdivisions in La Crete. We are at 15 development permits and 5 subdivision applications to date.

The land transfers for the lagoon site are signed and sent for registration. The subdivision for the Storm Pond A has been approved and we are waiting on signatures for registration and land transfer at land titles.

Airport leaseholders have all responded and sent in their reporting as requested. Invoices have been sent to recover the outstanding fuel flowage fees. Quarterly reporting will be required going forward.

We are working with Finance to correct the local improvement bylaw in Zama. This item will be brought to the upcoming meeting for an update.

The fence along the alley into Vanguard park in La Crete has officially been postponed due to the amount of snow and the contractor is unable to locate the pins. They will install in the Spring.

The department has spent a great deal of time supporting Community Services with disposition applications, renewals, and ensuring that all our lease agreements are up to date.

**Meetings Attended:**

Date	Description
01-07-22	Budget Council Meeting
01-10-22	P&D Department Meeting
01-11-22	Regular Council Meeting
01-12-22	Meet with Munisight – Integration from P&D to Planner module
01-14-22	Managers Meeting
01-17-22	Budget Council Meeting
01-18-22	Meet with AEP – PLS application update
01-19-22	Staff Performance Evaluation
01-19-22	Meet with developer
01-21-22	Meet with developer
01-24-22	P&D Department Meeting
01-25-22	Attended Roundtable Event for the CNCRP – Zoom
01-27-22	Meet with Jenn – Local improvement bylaw
01-27-22	MPC Meeting
01-31-22	Meet with developer

## REPORT TO CAO

January, 2022

From: Grant Smith, Agricultural Fieldman

### Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Roadside Spraying	2022	Roadside Spraying commenced June 10 <sup>th</sup> , completion date was July 10 <sup>th</sup> . 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 <sup>rd</sup> . 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 <sup>th</sup> . 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 <sup>th</sup> . Efficiency was 93%. The High Level Plant was not inspected. Sunrise Mobile plant was also inspected in December, with an efficiency rating of 93%.
Shelterbelt Program	June, 2022	Application deadline is December 31 <sup>st</sup> , order was placed on January 5 <sup>th</sup> . Approximately 23,000 seedlings were ordered.
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 <sup>st</sup> . Fall is the busy rental season. The program ends on October 31 <sup>st</sup> . The rental rates double on November 1 <sup>st</sup> . Total rentals were six.

Roadside Mowing	2022	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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**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 16, 2022</b>
<b>Presented By:</b>	<b>Don Roberts, Director of Community Services</b>
<b>Title:</b>	<b>2022 Budget Amendment La Crete Walking Trail LOC Timber Salvage</b>

## **BACKGROUND / PROPOSAL:**

At the end of May 2021, Mackenzie County received an Invoice for the rental fee and for “Timber Damage” (TDA). Administration submitted a request to Alberta Environment and Parks (AEP) to waive or reduce the Timer Damage Assessment (TDA) and received the following reply:

“Mackenzie County does not qualify for waived or reduced TDA charges. Since REC100008 was submitted and issued under the Public Lands Act, all fees/rental (including timber damage) associated to the issuance of the disposition are applicable. The Alberta Government bills only for its share of the coniferous and deciduous TDA values and the appropriate associated coniferous or deciduous salvage timber dues. Any portion of the TDA value that belongs to a FMA is addressed separately by the FMA holder”

Council made the following motion:

“That a letter requesting that the Municipality and or nonprofit for recreational usage that the Timber Salvage fees be waived.”

A letter was sent on July 19, 2021. Little movement has occurred since then.

On the 4<sup>th</sup> of February Administration held a meeting with AEP and discussed the Timber Salvage Assessment. It was again stated that the fees associated with Timber Salvage could not be waived.

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

**OPTIONS & BENEFITS:**

Option 1

Amend the 2022 Operating budget to include the cost of Timber Damage.

Option 2

Receive for information.

**COSTS & SOURCE OF FUNDING:**

Current Budget	\$2,400.00
Current cost	\$15,385.87

**SUSTAINABILITY PLAN:**

Strategy C1.2

Undertake a financial and operational review of County recreational facilities and equipment to:

- ensure adequacy of capital, operating funding and reserves,
- identify opportunities for increased usage, increased revenues and decreased costs,
- ensure optimal use of funds,
- identify other efficiencies that could mitigate the size of the annual grant required from the County to operate the facilities.

**COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

**POLICY REFERENCES:**

**RECOMMENDED ACTION:**

Simple Majority
  Requires 2/3
  Requires Unanimous

That the 2022 budget be amended by \$13,000 for the rental and timber salvage fee associated with Recreation Lease REC-100008, one time project, La Crete Walking Trail LOC with funding coming from the General Operating Reserve.

Author: D. Roberts
 Reviewed by: J. Batt
 CAO: B Peters





## Mackenzie County

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

July 19, 2021

Mr. Dan Williams  
MLA Peace River  
10013-101 Avenue  
La Crete, AB  
T0H 2H0

Dear Dan:

**RE: TIMBER SALVAGE – PUBLIC RECREATION AREAS**

In the past, Mackenzie County has received timber salvage fee invoices when applying to expand the recreational areas or entering into new recreational lease agreements.

This letter is a request that the Provincial Government revisits its policy regarding charging the timber salvage to municipalities when new or expanded public recreation areas are being established.

Thank you for your consideration and we look forward to working with you on this project. If you require further information I can be contacted at (780) 841-926-7405 or Len Racher, Chief Administrative Officer at 780-927-3718 or by email.

Yours Sincerely,

Joshua Knelsen  
Reeve

c: Mackenzie County Council

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Legislature Office  
 420 Legislature Building  
 10800 – 97 Avenue  
 Edmonton, Alberta T5K 2B6  
 Phone (780) 415-8700  
 Fax (780) 415-8738

LEGISLATIVE ASSEMBLY  
 ALBERTA

Constituency Office  
 9907 101 Avenue  
 P.O. Box 6299  
 Peace River, Alberta T8S 1S2  
 Phone (780) 624 - 5400  
 Fax (780) 624 - 5464

**Frank Oberle, MLA**  
 Peace River Constituency  
 Associate Minister of Services  
 For Persons with Disabilities  
 Human Services

November 15, 2013

Our Reference: AR 55727

Reeve Bill Neufeld  
 Mackenzie County  
 PO Box 640  
 4511 – 46 Avenue  
 Fort Vermilion, AB T0H 1N0



**MACKENZIE COUNTY  
 FORT VERMILION OFFICE**

Dear Reeve Neufeld:

Thank you for your letter dated October 8, 2013, regarding the timber damage assessment fees collected after the Government of Alberta issues a recreational lease. I have consulted with my colleague the Honourable Diana McQueen, Minister of Environment and Sustainable Resource Development, and I am pleased to provide you with the following information.

Under the *Public Lands Act* all dispositions are required to pay timber damage assessment fees. These fees represent compensation for the loss of standing timber and, if the land in question is within a forest management agreement area, the loss of annual allowable cut. It also includes a discounted payment to cover future costs that may be incurred to maintain the productive forest area through reforestation of these or other sites.

I understand that Mackenzie County is seeking to take over the operation of Provincial Recreation areas within its boundaries and apply to the Government of Alberta for recreational leases for these areas. There is no requirement for the county to pay timber damage assessment fees for existing provincial recreation areas. However, if the county plans to expand the current size of these recreation sites, Environment and Sustainable Resource Development would assess the requirement for fees.

Timber damage assessment fees are based on the area impacted and the volume of timber removed. Any proposed future expansion of the recreation areas by Mackenzie County is



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 16, 2022</b>
<b>Presented By:</b>	<b>Don Roberts, Director of Community Services</b>
<b>Title:</b>	<b>2022 Capital Budget Amendment - Electric Vehicles for Municipalities - Municipal Climate Change Action Centre Grant – Electric Zamboni – La Crete Recreation Society</b>

**BACKGROUND / PROPOSAL:**

On December 16, 2021 administration received a letter from the La Crete Recreation Society, requesting the County apply for the Municipal Climate Change Action Centre Grant. The Society anticipated some funding from the grant, and committed to fund the balance (letter attached).

During the December Budget deliberations the following motion was made.

**MOTION 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.”

Application was submitted, and on February 9<sup>th</sup> administration received grant funding approval of 30% up to \$50,000.

Administration reviewed the contract and would like to bring the following clause to the attention of Council:

“AUMA shall take prudent steps to hold in reserve adequate funds to meet the funding obligations contained herein. However, there may arise unanticipated events or conditions beyond the reasonable control of the AUMA that prevents the AUMA from meeting these funding obligations. If, at the time monies are to be distributed, there are no further amounts of the Grant available for distribution, then the AUMA shall not be required to make its payment obligations stated herein.”

On February 4<sup>th</sup>, the La Crete Recreation Society contacted administration regarding donation receipts specifically towards the Zamboni purchase. The Society referred to the

**Author:**  D. Roberts  **Reviewed by:**  J. Batt  **CAO:**  B Peters

“Ice rink development project” and that the Zamboni was included in the proposal. To administrations recollection, and back up information obtained, the request was for the structure, and administration has no direction from Council to provide public donation receipts for a Zamboni.

**MOTION 21-06-485**

***MOVED*** by Councillor Jorgensen

*That Council approve the ice rink development project for the Northern Lights Recreation Center with funding coming by way of public donations to the Northern Lights Recreation Center.*

**CARRIED**

As the Zamboni will become a County asset, public donations can be accepted. However, administration requested clarity from our auditors to ensure that continued issuance of receipts would not put the County at risk, and they caution the level of public funding, with issuance of receipts going forward.

As the La Crete Recreation Society did state in their letter that the Society would fund the remaining balance, administration is requesting Councils direction on this, along with a motion if approved.

**OPTIONS & BENEFITS:**

**Option 1**

That the 2022 Capital budget be amended to include an Electric Olympia (Zamboni) project with funding coming from Municipal Climate Change Action Centre Grant in the amount of \$50,000, and Other Sources/La Crete Recreation Society in the amount of \$126,500.

**Option 2**

That the 2022 Capital Budget Amendment - Electric Vehicles for Municipalities - Municipal Climate Change Action Centre Grant report be received for information.

**COSTS & SOURCE OF FUNDING:**

Total cost \$176,500.00

AUMA (Municipal Climate Change Action Centre)  
Grant fund - 30% of pre-GST purchase cost up to \$50,000 per vehicle

**Author:** D. Roberts      **Reviewed by:** J. Batt      **CAO:** B Peters

Remaining funds covered by donations if approved, and the La Crete Recreation Society  
- \$126,500

**SUSTAINABILITY PLAN:**

**Strategy C1.2**

Undertake a financial and operational review of County recreational facilities and equipment to:

- ensure adequacy of capital, operating funding and reserves,
- identify opportunities for increased usage, increased revenues and decreased costs,
- ensure optimal use of funds,

**COMMUNICATION / PUBLIC PARTICIPATION:**

Council Meeting

Information will be provided to the La Crete Recreation Society.

**POLICY REFERENCES:**

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the 2022 Capital budget be amended to include an Electric Olympia (Zamboni) project with funding coming from Municipal Climate Change Action Centre Grant in the amount of \$50,000, and Other Sources/La Crete Recreation Society in the amount of \$126,500.

**Author:** D. Roberts      **Reviewed by:** J. Batt      **CAO:** B Peters



Dec 16, 2021

To Jennifer and Don

The La Crete Recreation Society would like to request that Mackenzie County apply for a grant for partial funding for the new Olympia Zamboni and charging system to be used in the new rink with any remaining funds to be paid by the LCRS in the event of a successful grant.

LCRS also asks if Mackenzie County would consider supporting this purchase with \$25000.

Sincerely,



Shawn Wieler

LCRS President







**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 16, 2022</b>
<b>Presented By:</b>	<b>Don Roberts, Director of Community Services</b>
<b>Title:</b>	<b>Campground Caretakers</b>

## **BACKGROUND / PROPOSAL:**

On February 3 the community Services Committee made the following motion:

That a recommendation be made to Council to approve the renewal of the Campground Caretakers contract to operate the Campgrounds at Hutch Lake, Machesis Lake and Wadlin Lake for the 2022 season.

The committee, together with administration, had explored more creative partnership opportunities for each of the campgrounds. It is apparent that effective partnerships will not be developed in time for the 2022 camping season, so it is recommended that the existing contracts be extended for one year.

## **OPTIONS & BENEFITS:**

### **Option 1**

Renew all three Contracts.

### **Option 2**

Retender all three Contracts

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

Current Contracts:

Hutch Lake Contract           -\$6000/month plus bonus

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

Machesis Lake Contract   -\$5500/month plus bonus  
Wadlin Lake Contract     -\$6500/month plus bonus

The 2022 Operational Budget has sufficient funds allocated for the caretaker contracts.

**SUSTAINABILITY PLAN:**

**Strategy C1.2**

Undertake a financial and operational review of County recreational facilities and equipment to:

- ensure adequacy of capital, operating funding and reserves,
- identify opportunities for increased usage, increased revenues and decreased costs,
- ensure optimal use of funds,

**COMMUNICATION / PUBLIC PARTICIPATION:**

None at this time

**POLICY REFERENCES:**

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That Administration move forward to renew the Campground Caretakers contract to operate the Campgrounds at Hutch Lake, Machesis Lake and Wadlin Lake for the 2022 season.

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



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 16, 2022</b>
<b>Presented By:</b>	<b>Jennifer Batt, Director of Finance</b>
<b>Title:</b>	<b>2022 Budget Amendment – Regional Service Sharing Agreement Town of High Level</b>

**BACKGROUND / PROPOSAL:**

The County had a Regional Service Sharing Agreement (RSSA) with the Town of High Level, where 25% of the taxation revenue within a 40 km radius was paid to the Town, and Capital projects proposed would be funded at an agreed upon percentage by the County. This agreement expired December 31, 2020.

Included in the 2021 Operating Budget was 25% of the anticipated revenue of the identified area, \$543,918 funded by tax levy and \$433,100 from the General Operating Reserve for Capital projects approved in previous years, but not expended by the Town of High Level. There were no additional projects approved or budgeted for in 2021. Administration has received the final 2021 invoices for previously approved projects from the Town and amounts are noted below.

Project Year	Department	Project	Budget	RSSA %	County Budget	Actual
2020	Airport	Plow Truck/Sander	\$325,000	30	\$23,100	CANCELLED
	Airport	Airport Truck	\$50,000	30	\$15,000	\$14,336
	Fire	Engine 2 Replacement	\$480,000	50	\$240,000	\$177,100
	Fire	Washer/Extractor Replacement	\$20,000	50	\$10,000	\$9,539
	Community Services	Multiuse Facility - Design & Concept	\$650,000	20	\$130,000	\$122,011
	Community Services	Community Park Upgrade - Design & Concept	\$60,000	20	\$12,000	\$11,185
	Community Services	Aquatic Hot Tub Boiler Replacement	\$15,000	20	\$3,000	\$1,680
					\$433,100	\$335,852

*\*Fire truck was sold for \$125,800, and 50% funds of \$62,900 were allocated towards County portion of costs.*

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

The 2021 Operating Budget included a total of \$977,018 in anticipated costs for the Town of High Level where the Town only expended \$335,852 for Capital projects, and \$567,734 for the 25% revenue sharing portion totalling \$903,586. The Town of High Level is requesting that the two projects listed below have the remaining balance of \$8,803 carried into the 2022 Operating Budget.

Projects requested to be carried into 2022 are:

Project Year	Department	Project	Budget	RSSA %	County Cost Remaining
2020	Community Services	Multiuse Facility - Design & Concept	\$650,000	20	\$7,989
	Community Services	Community Park Upgrade - Design & Concept	\$60,000	20	\$815
				<b>Total</b>	<b>\$8,803</b>

Administration was anticipating that all projects would be completed, and the RSSA would be signed prior to the 2021 year end and a budget amendment could be included for the total \$1,000,000 operating amount negotiated, however there have been delays due to various reasons, and multiple contracts being required.

Administration will require a budget amendment in 2022 of \$432,266 for the 2021 operating shortfall to be paid once signed, and \$8,803 for the Capital amount remaining to be paid.

Administration has included the anticipated \$1,000,000 agreement for 2022 with the Town of High Level in the 2022 Operating Budget.

**OPTIONS & BENEFITS:**

**Option 1:**

Amend the 2022 Operating Budget by \$441,069 anticipating the agreement will be signed and payment made.

**Option 2:**

Amend the 2022 Operating Budget by \$441,069 once the RSSA is signed by both parties.

**Option 3:**

Amend the 2022 Operating Budget by \$441,069 once the RSSA, and other agreements are signed by both parties.

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

**COSTS & SOURCE OF FUNDING:**

Funding to come from the General Operating Reserve.

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

**POLICY REFERENCES:**

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

For discussion.

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





**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 16, 2022</b>
<b>Presented By:</b>	<b>Jennifer Batt, Director of Finance</b>
<b>Title:</b>	<b>La Crete Recreation Society – Indoor Ice Arena Capital Projects</b>

**BACKGROUND / PROPOSAL:**

On June 8, 2021 Council was presented with the following:

Administration received a letter from the Northern Lights Recreation Manager informing us of two Capital Projects that the La Crete Recreation Society and the Business Community have initiated.

One project was to build a new facility on the south west side of the arena yard to include Tennis, Basketball and Pickle Ball Courts. This is also intended to be utilized as an outdoor Ice Rink in the winter. This project was contingent on 50/50 grant funding and Council has approved funding. *The attached letter shows a \$50,000 increase in this project since last approved but no extra funding has been requested.*

The second project is a new indoor ice rink on the east side of the existing recreation complex. As indicated in the attached letter this is a \$4,500,000 project with funding coming from the Business Community.

Council passed the following motion:

**MOTION 21-06-485**

***MOVED*** by Councillor Jorgensen

*That Council approve the ice rink development project for the Northern Lights Recreation Center with funding coming by way of public donations to the Northern Lights Recreation Center.*

**CARRIED**

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

As the Indoor Ice Arena is essentially a County asset, and as part of the reporting requirements for funds release, the La Crete Recreation Society has provided receipts, and payment proof for \$3,923,215 and will be submitting contracts, engineering, and all documentation for the project. There is currently \$270,000 in 2021 outstanding to be paid by the Society, and \$482,234 with more anticipated in 2022.

The community has raised \$4,483,000 by donation, and administration has released \$4,483,000 to date to the La Crete Recreation Society. Some small donations are anticipated in 2022 and will be released once information required is received.

The Society anticipates that to complete the project will require an additional \$1M. Administration has been advised that the additional funds will be funded by a private individual, and not involve the County.

Administration will continue to work with the Society, to ensure all costs are included in the asset.

Administration is requesting a budget amendment of \$4,483,000 to record all current and final realized funds received and distributed.

**OPTIONS & BENEFITS:**

N/A

**COSTS & SOURCE OF FUNDING:**

All Capital funding was raised by way of 24 individual community donations.

Operational costs realized in the future Operational Budgets.

**SUSTAINABILITY PLAN:**

**SUSTAINABILITY OF COMMUNITY INFRASTRUCTURE**

Municipally-owned facilities and structures:

- operate at optimal usage levels given the size of the population
- have the capacity to absorb growth
- are well-maintained on a schedule that maximizes life expectancy

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



**COMMUNICATION / PUBLIC PARTICIPATION:**

Recommend posting Grand Opening on social media, website, and newspaper

**POLICY REFERENCES:**

N/A

**RECOMMENDED ACTION:**

- Simple Majority       Requires 2/3       Requires Unanimous

That the 2021 Capital Budget be amended by \$4,483,000 to include the La Crete Recreation Society Indoor Ice Rink project with all funding coming from public donations.

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





**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 16, 2022</b>
<b>Presented By:</b>	<b>Jennifer Batt, Director of Finance</b>
<b>Title:</b>	<b>Tax Recovery Auction – Reschedule Auction Date to April 12, 2022</b>

**BACKGROUND / PROPOSAL:**

During the September 14<sup>th</sup>, 2021 Council meeting, Council reviewed the list of parcels of land that were in tax arrears, setting the auction date as follows:

**MOTION 21-09-657**    **MOVED** by Councillor Braun  
 Requires 2/3

*That the Tax Recovery Auction for properties under tax arrears be set for February 23, 2022.*

**CARRIED**

*Per MGA “Section 418(1) Each municipality must offer for sale at a public auction any parcel of land shown on its tax arrears list if the tax arrears are not paid.”*

*The following properties were being considered for public auction due to tax arrears:*

Roll #	Land Location	Tax Notification Registration	Assessment Total	Balance Sept 9/21	Comments
071020	9520362;1;1	172097690	338,500	\$ 24,270.01	Last Payment Jan 2020
076073	NW 1-110-18-W5	192091604	222,540	\$ 19,814.35	Last Payment Nov 2018
076097	SE 11-110-18-W5	192091604	221,020	\$ 14,717.44	Last Payment Feb 2020
076722	FORTVER;4;12	162095162	144,180	\$ 14,051.52	Last Payment Oct 2018
076930	4357MC;4;1	192091604	28,460	\$ 2,435.10	Unpaid since 2017
077071	8821687;5;2	162095162	8,450	\$ 49,792.94	Last Payment June 2017
080015	1121380;20;10	212082147	2,870	\$ 3,484.34	Unpaid since 2016
080017	1121380;19;3	182106754	2,760	\$ 2,427.73	Unpaid since 2016
083085	1423396;3;7	212082147	264,960	\$ 29,080.48	Last Payment Mar 2020
084005	1423396;3;6	212082147	134,110	\$ 16,830.55	Last Payment Mar 2020

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

105996	2938RS;4;11	152123226	39,120	\$	4,027.26	Last Payment Mar 2020
106062	2938RS;8;3	132112067	53,680	\$	8,479.65	Last Payment Feb 2016
148080	8921752;5;51	172097690	4,750	\$	3,955.05	Last Payment April 2017
179157	7521763;;A	182106754	3,450	\$	4,486.95	Unpaid since 2016
181069	7521580;8;7	182106754	240,520	\$	18,706.42	Last Payment Sept 2019
188218	SE 7-106-14-W5	192091604	449,720	\$	37,788.59	Unpaid since 2017
296347	8921752;5;52	92122819	5,600	\$	18,777.75	Last Payment April 2017
296410	NW 23-106-11-W5	182106754	66,040	\$	6,823.16	Unpaid since 2016
296434	8922794;14;1	192091604	38,600	\$	8,433.90	Unpaid since 2017
296455	8923048;6;5	192091604	2,680	\$	1,777.90	Last Payment Mar 2017
300574	9022917;2A;24	62168689	2,950	\$	26,774.73	Unpaid since 2004
313882	1121380;20;4	N/A	2,610	\$	2,417.34	Unpaid since 2016
313883	1121380;20;3	212082147	2,580	\$	2,415.55	Unpaid since 2016
313890	1121380;19;1	182106754	2,760	\$	2,427.73	Unpaid since 2016

Since that meeting, the following tax rolls were either paid in full, or entered into an agreement prior to advertising under the Alberta Gazette:

- Tax Roll 076722
- Tax Roll 080015
- Tax Roll 080017
- Tax Roll 106062
- Tax Roll 296410
- Tax Roll 313882
- Tax Roll 313883
- Tax Roll 313890

During the last Council meeting, due to the Growing the North Conference schedule, Council passed the following motion rescheduling the Council meeting identified for the auction:

**MOTION 22-01-011** **MOVED** by Councillor Bateman  
Requires Unanimous

*That the following Committee of the Whole Meetings be rescheduled due to the Growing the North Conference*

- *Change the February 22, 2022 Committee of the Whole Meeting to February 15, 2022.*
- *Change the February 23, 2022 Regular Council Meeting to February 16, 2022.*

**CARRIED**

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

Per MGA, **Section 422:**

*(1) The municipality may adjourn the holding of a public auction to any date within 2 months after the advertised date.*

*(2) If a public auction is adjourned, the municipality must post a notice in a place that is accessible to the public during regular business hours, showing the new date on which the public auction is to be held.*

*(3) If a public auction is cancelled as a result of the tax arrears being paid, the municipality must post a notice in a place that is accessible to the public during regular business hours stating that the auction is cancelled.*

If a Tax Arrear Agreement is in place and/or outstanding taxes are paid in full before the auction commences the property will not be auctioned.

1. Administration will be at the auction date set, recommending that the following properties be removed from the 2022 Tax Recovery Auction List due to the owners entering into an Outstanding Tax Payment Agreement.

- Tax Roll 071020
- Tax Roll 076097
- Tax Roll 076073
- Tax Roll 083085
- Tax Roll 084005

Due to various disasters and Provincial Health restrictions, no auctions were held in 2020 & 2021. While trying to ensure outstanding taxes were collected, administration created the tax recovery auction list based on the 2020 doubtful accounts list that had outstanding taxes due at end of 2021. It was identified when updating the auction list for rescheduling the auction, that some of the properties listed had notices placed in 2018 & 2019 which would require a Ministerial Order to allow for auction in 2022. Upon inquiry, Ministerial Orders have been granted for extensions, due to Public Health Restrictions in place for COVID 19, and administration has submitted a request to allow the auction by December 2022 for these properties.

2. Due to a tax notification being placed prior to 2018, administration is recommending that the following properties be removed from the Tax Recovery Auction List and a new notice applied.

- Tax Roll 077071
- Tax Roll 105996
- Tax Roll 300574

3. Two properties were advertised and posted in the 2018 tax recovery auction, however no bids were received. Administration has been advised that the county can make notice that they are recovering these properties due to non-payment of taxes and do not need to include in a future Tax Recovery Auction. Both properties are in the flood plain, and would be purchased at assessment value, or outstanding taxes, whichever is greatest.

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

- Tax Roll 148080
- Tax Roll 296347

4. Administration is recommending that the following properties remain on the current Tax Recovery Auction List as per legal advice. Administration applied for a Ministerial Order to extend the tax notification period as per the Municipal Government Act Section 417(2)(a) and 418(2). Administration received the Ministerial Order (attached) on February 8<sup>th</sup>. As it has been approved, these properties can be included in the auction list.

- Tax Roll 076930
- Tax Roll 179157
- Tax Roll 181069
- Tax Roll 296434
- Tax Roll 296455
- Tax Roll 188218

**417(2)(a)** *That if the tax arrears in respect of the parcel of land are not paid before March 31 in the next year, the municipality will offer the parcel for sale at a public auction*

**418(2)** *Unless subsection (4) applies, the public auction must be held in the period beginning on the date referred to in section 417(2)(a) and ending on march 31 of the year immediately following that date.*

As per MGA, **Section 422** noted above, Council can reschedule the auction for up to 2 months post advertised date, which should allow for such Order to be granted.

If Council reschedules the Tax Recovery Auction date, administration will advertise the rescheduled Tax Recovery Auction date, and list.

Roll #	Land Location	Tax Notification Registration	Assessment Total	Balance January 25/22	Comments
076930	4357MC;4;1	192091604	28,460	\$ 2,435.10	Unpaid since 2017
179157	7521763;;A	182106754	3,450	\$ 4,486.95	Unpaid since 2016
181069	7521580;8;7	182106754	240,520	\$ 18,706.42	Last Payment Sept 2019
296434	8922794;14;1	192091604	38,600	\$ 8,433.90	Unpaid since 2017
296455	8923048;6;5	192091604	2,680	\$ 1,777.90	Last Payment Mar 2017
188218	SE 7-106-14-W5	192091604	449,720	37,788.59	Unpaid since 2017

Based on the foregoing, no Reserve Bids were motioned during the September 14<sup>th</sup> meeting, where administration recommended that the reserve bid be set at assessment value or outstanding balance if exceeds assessment value. Administration is requesting a motion to set Reserve Bids for each property.

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

*“Section 419 The council must set*

- (a) for each parcel of land to be offered for sale at a public auction, a reserve bid that is as close as reasonable possible to the market value of the parcel, and*
- (b) any conditions that apply to the sale.”*

Administration continues to work with ratepayers on collections, and will provide any updates at the meeting if received.

**OPTIONS & BENEFITS:**

**Option #1:**

Reschedule the Tax Recovery Auction for April 12, 2022 in anticipation of Ministerial Order being received.

**Benefit:**

If properties are sold, be able to collect outstanding taxes sooner.

**COSTS & SOURCE OF FUNDING:**

Any fees will be charged to the respective Tax Rolls.

*Per MGA, Section 427:*

*The money paid for a parcel of land at a public auction must be deposited in a separate account for sale proceeds.*

*“The following must be paid first and in the following order:*

- a) any remedial costs relating to the parcel;*
- a.1) the tax arrears in respect of the parcel;*
- b) any lawful expenses of the municipality in respect of the parcel;*
- c) any expenses owing to the Crown that have been charged against the parcel of land under section 553 (Adding amounts owing to a tax roll);*
- d) an administration fee of 5% of the amount paid for the parcel, payable to the municipality.”*

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION:**

Registered letters will be sent to those registered as having an interest on the title as well as the property owners advising of the updated date for the Tax Recovery Auction. Advertisement of the change in date will be posted on Facebook, print media, and in County offices.

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

**RECOMMENDED ACTION:**

**Motion 1:**

Simple Majority       Requires 2/3       Requires Unanimous

That the Tax Recovery Auction for properties under tax arrears be rescheduled for **April 12, 2022**.

**Motion 2:**

Simple Majority       Requires 2/3       Requires Unanimous

That the reserve bid for the properties being sold by public auction April 12<sup>th</sup> be set as follows:

Roll #	Ward	Zoning	Legal Location	Civic / Rural Address	Assessment Value	Reserve Bid
076930	07	HR-1	4357MC;4;1	5211 45 ST	28,460	28,460
179157	09	HC1	7521763;;A		3,450	4,486.95
181069	03	HR-1	7521580;8;7	10202 99 AVE	240,520	240,520
296434	10	HG1	8922794;14;1	1079 ASPEN DR	38,600	38,600
296455	10	HM1	8923048;6;5	1019 INDUSTRIAL DR	2,680	2,680
188218	4	A	SE 7-106-14-W5	106134 RGE RD 145	449,720	449,720

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



AR107933

February 3, 2022

Mr. Gregory G. Plester  
Brownlee LLP  
Suite 2200, Commerce Place  
10155 - 102 Street  
Edmonton, AB T5J 4G8

Dear Mr. Plester:

Thank you for the letter of January 27, 2022 requesting approval for a time extension to hold a public auction for seven properties in Mackenzie County.

I am pleased to attach Ministerial Order No. MSD:014/22 granting an extension to hold a public auction for the properties listed on the ministerial order to no later than December 31, 2022.

Yours truly,



Gary Sandberg  
Assistant Deputy Minister

Attachment: Ministerial Order No. MSD:014/22

cc: Jennifer Batt, Director of Finance, Mackenzie County (*via email*)  
Byron Peters, Interim CAO, Mackenzie County (*via email*)



ALBERTA  
MUNICIPAL AFFAIRS

Office of the Minister  
MLA, Calgary-Hays

MINISTERIAL ORDER NO. MSD:014/22

I, Ric McIver, Minister of Municipal Affairs, pursuant to Section 605(2) of the *Municipal Government Act (MGA)*, make the following order:

That the date for Mackenzie County to conduct a public auction for tax recovery purposes, pursuant to Sections 418(1) and 418(2) of the *MGA*, be extended to no later than December 31, 2022, for the following properties:

LINC Number	Legal Description	Title Number
0014 993 984	Plan 7521580, Block 8, Lot 7	072 267 976
0014 944 094	Plan 7521763, Lot A	752 183 638
0017 902 248	Plan 4357MC, Block 4, Lot 1	50G235
0018 976 704	Meridian 5, Range 18, Township 110, Section 1, Quarter NW, Excepting Thereout: Plan 9122104	132 056 545
0020 817 409	Meridian 5, Range 14, Township 106, Section 7, Quarter SE, Excepting Thereout: Plan 8922068 and Plan 9123594	972 114 046
0011 774 106	Plan 8922794, Block 14, Lot 1	172 011 930
0011 939 733	Plan 8923048 Block 6, Lot 5	972 016 206

Dated at Edmonton, Alberta, this 3 day of February, 2022.

  
Ric McIver  
Minister of Municipal Affairs



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>March 24, 2021</b>
<b>Presented By:</b>	<b>Jennifer Batt, Director of Finance</b>
<b>Title:</b>	<b>2021 Uncollectible Taxes</b>

**BACKGROUND / PROPOSAL:**

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

The Provincial Government released at the end of 2019 that Grants in Place of Taxes (GIPOT) funding would be reduced to 75% in 2020, and 50% in 2021. Administration has been working with the ratepayer to collect on uncollected notices which had penalties applied. This ratepayer does not include penalties in their payments, which requires a Council motion to write off outstanding balances. Administration has since removed the penalty from all GIPOT accounts.

Attached is Appendix #1 which lists tax roll balances that administration is requesting to be written off for the 2021 year totally \$422,388.67.

A large portion of the balance is in regards to Tax Roll # 083645, which had the incorrect title holder on file, and has since been corrected.

**OPTIONS & BENEFITS:**

**COSTS & SOURCE OF FUNDING:**

2021 Budget.

**SUSTAINABILITY PLAN:**

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

N/A

**COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

**POLICY REFERENCES:**

FIN009 – Payment, Refund and Cancellation of Taxes

**RECOMMENDED ACTION:**

**MOTION 1**

Simple Majority       Requires 2/3       Requires Unanimous

That the levies & penalties in the amount of \$422,388.67 in Schedule A be written off.

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

**Schedule A - GIPOT Adjustment - 2021 & Prior**

<b>Roll</b>	<b>2021 Levy</b>	<b>2021 GOA Levy Paid</b>	<b>2021 Unpaid Levy</b>	<b>2021 Penalties</b>	<b>2021 Lodge &amp; School</b>	<b>Prior to 2021 Adjustment</b>	<b>Total Adjustment</b>
071025	-	-	-	-	-	1,623.39	1,623.39
074670	1,413.80	706.90	706.90	-	-	-	706.90
076658	463.15	231.58	231.57	-	-	380.70	612.27
076890	9,221.13	4,610.57	4,610.56	-	-	8,982.51	13,593.07
076973	3,732.76	1,866.38	1,866.38	-	-	2,665.03	4,531.41
076984	8,672.59	4,336.30	4,336.29	-	-	6,719.67	11,055.96
076985	213.87	106.94	106.93	-	-	157.84	264.77
076986	906.18	453.09	453.09	-	-	674.82	1,127.91
076987	906.18	453.09	453.09	-	-	674.82	1,127.91
076988	215.46	107.73	107.73	-	-	159.00	266.73
076994	738.12	369.06	369.06	-	-	548.99	918.05
076995	766.90	383.45	383.45	-	-	570.50	953.95
076996	738.12	369.06	369.06	-	-	548.99	918.05
076997	765.79	382.90	382.89	-	-	569.70	952.59
077119	1,255.59	627.80	627.79	-	-	1,723.64	2,351.43
077120	1,255.59	627.80	627.79	-	-	936.31	1,564.10
077121	1,255.59	627.80	627.79	-	-	936.31	1,564.10
077122	387.95	193.98	193.97	-	-	23.81	217.78
077123	1,043.11	521.56	521.55	-	-	777.58	1,299.13
077125	1,524.12	533.84	533.83	-	456.45	12,905.10	13,895.38
077126	200.00	86.32	113.68	-	-	214.09	327.77
083645	21,475.83	10,737.92	10,737.91	-	-	222,891.05	233,628.96
086959	6,789.39	3,394.70	3,394.69	-	-	5,416.90	8,811.59
098336	6,348.20	3,174.10	3,174.10	-	-	5,031.40	8,205.50
101014	920.71	460.36	460.35	-	-	641.59	1,101.94
105937	1,157.87	578.94	578.93	-	-	919.62	1,498.55
106079	1,166.82	583.41	583.41	-	-	813.98	1,397.39
106081	1,096.66	548.33	548.33	-	-	769.75	1,318.08
106082	920.71	460.36	460.35	-	-	641.59	1,101.94
106086	3,864.59	1,932.30	1,932.29	-	-	2,847.65	4,779.94
106131	433.97	216.99	216.98	-	-	1,477.82	1,694.80
117451	1,014.66	507.33	507.33	-	-	776.65	1,283.98
117457	1,318.22	659.11	659.11	-	-	1,038.96	1,698.07
117459	734.14	367.07	367.07	-	-	600.67	967.74
117463	1,250.87	625.44	625.43	-	-	22,871.26	23,496.69

119334	1,934.99	967.50	967.49	-	-	1,438.48	2,405.97
148103	627.83	313.92	313.91	-	-	1,659.70	1,973.61
159446	1,206.95	603.48	603.47	-	-	843.87	1,447.34
159449	1,150.63	575.32	575.31	-	-	810.34	1,385.65
181414	1,892.15	946.08	946.07	-	-	4,462.95	5,409.02
192075	4,138.43	2,069.22	2,069.21	-	-	3,152.44	5,221.65
192083	782.54	391.28	248.07	143.19	-	875.39	1,266.65
197559	462.39	231.20	231.19	-	-	342.77	573.96
197560	462.39	231.20	231.19	-	-	82.48	313.67
197561	462.39	231.20	231.19	-	-	884.24	1,115.43
197564	4,198.46	2,099.23	2,099.23	-	-	3,122.11	5,221.34
208327	4,232.49	2,116.25	2,116.24	-	-	2,415.84	4,532.08
208328	793.38	396.69	396.69	-	-	552.97	949.66
208329	5,267.50	2,633.75	2,633.75	-	-	3,813.92	6,447.67
214885	1,364.84	682.42	682.42	-	-	963.05	1,645.47
234231	1,293.31	646.66	646.65	-	-	1,017.15	1,663.80
191735	203.31	50.00	150.00	-	3.31	65.85	219.16
191736	203.42	50.00	150.00	-	3.42	68.00	221.42
191737	203.05	50.00	150.00	-	3.05	60.82	213.87
191738	203.19	50.00	150.00	-	3.19	63.61	216.80
191739	200.71	50.00	150.00	-	0.71	184.20	334.91
191740	200.72	50.00	150.00	-	0.72	184.24	334.96
191741	200.68	50.00	150.00	-	0.68	184.15	334.83
191742	200.65	50.00	150.00	-	0.65	184.03	334.68
191743	200.74	50.00	150.00	-	0.74	184.30	335.04
191744	200.66	50.00	150.00	-	0.66	184.04	334.70
191745	200.47	50.00	150.00	-	0.47	183.49	333.96
191746	200.74	50.00	150.00	-	0.74	184.30	335.04
191747	200.71	50.00	150.00	-	0.71	184.20	334.91
191748	200.73	50.00	150.00	-	0.73	184.29	335.02
191749	200.73	50.00	150.00	-	0.73	184.29	335.02
191750	200.73	50.00	150.00	-	0.73	184.29	335.02
191751	200.65	50.00	150.00	-	0.65	184.03	334.68
191752	200.70	50.00	150.00	-	0.70	184.18	334.88
191753	200.73	50.00	150.00	-	0.73	184.29	335.02
191754	200.73	50.00	150.00	-	0.73	184.29	335.02
191755	200.77	50.00	150.00	-	0.77	184.35	335.12
191756	200.73	50.00	150.00	-	0.73	184.29	335.02

191757	200.73	50.00	150.00	-	0.73	184.29	335.02
191758	200.73	50.00	150.00	-	0.73	184.29	335.02
191759	200.73	50.00	150.00	-	0.73	184.29	335.02
191760	200.73	50.00	150.00	-	0.73	184.29	335.02
191761	200.73	50.00	150.00	-	0.73	184.29	335.02
191762	200.71	50.00	150.00	-	0.71	184.20	334.91
191763	200.73	50.00	150.00	-	0.73	184.28	335.01
191764	202.62	50.00	150.00	-	2.62	52.22	204.84
191765	203.14	50.00	150.00	-	3.14	62.59	215.73
191766	200.73	50.00	150.00	-	0.73	111.37	262.10
191767	200.88	50.00	150.00	-	0.88	111.65	262.53
191768	202.82	50.00	150.00	-	2.82	56.16	208.98
191769	203.11	50.00	150.00	-	3.11	61.90	215.01
191770	202.67	50.00	150.00	-	2.67	53.22	205.89
191771	202.11	50.00	150.00	-	2.11	42.06	194.17
191772	202.51	50.00	150.00	-	2.51	50.04	202.55
191773	202.80	50.00	150.00	-	2.80	55.86	208.66
191775	202.58	50.00	150.00	-	2.58	51.35	203.93
191776	200.73	50.00	150.00	-	0.73	111.37	262.10
191777	200.73	50.00	150.00	-	0.73	184.29	335.02
191778	200.73	50.00	150.00	-	0.73	184.29	335.02
191779	200.73	50.00	150.00	-	0.73	184.29	335.02
191780	200.73	50.00	150.00	-	0.73	184.29	335.02
191781	200.73	50.00	150.00	-	0.73	184.29	335.02
191782	200.73	50.00	150.00	-	0.73	184.29	335.02
191783	200.73	50.00	150.00	-	0.73	184.29	335.02
191784	200.64	50.00	150.00	-	0.64	183.98	334.62
191785	200.70	50.00	150.00	-	0.70	184.18	334.88
191786	203.17	50.00	150.00	-	3.17	63.15	216.32
191787	200.45	50.00	150.00	-	0.45	110.84	261.29
191788	202.75	50.00	150.00	-	2.75	54.76	207.51
191789	201.04	50.00	150.00	-	1.04	111.95	262.99
191790	203.03	50.00	150.00	-	3.03	60.44	213.47
191791	202.60	50.00	150.00	-	2.60	51.83	204.43
191792	202.30	50.00	150.00	-	2.30	45.87	198.17
191793	202.98	50.00	150.00	-	2.98	59.41	212.39
191794	203.26	50.00	150.00	-	3.26	65.00	218.26
191795	202.24	50.00	150.00	-	2.24	44.54	196.78

191796	202.98	50.00	150.00	-	2.98	59.41	<b>212.39</b>
191797	201.68	50.00	150.00	-	1.68	40.64	<b>192.32</b>
191798	205.48	72.58	127.42	-	5.48	109.24	<b>242.14</b>
191799	205.48	72.58	127.42	-	5.48	109.24	<b>242.14</b>
191800	205.48	72.58	127.42	-	5.48	109.24	<b>242.14</b>
191801	205.48	72.58	127.42	-	5.48	109.24	<b>242.14</b>
191802	202.86	50.00	150.00	-	2.86	57.02	<b>209.88</b>
191803	203.33	50.00	150.00	-	3.33	66.31	<b>219.64</b>
191804	202.78	50.00	150.00	-	2.78	55.39	<b>208.17</b>
191805	203.27	50.00	150.00	-	3.27	65.08	<b>218.35</b>
191806	203.20	50.00	150.00	-	3.20	63.67	<b>216.87</b>
191807	202.61	50.00	150.00	-	2.61	52.05	<b>204.66</b>
191808	202.65	50.00	150.00	-	2.65	52.84	<b>205.49</b>
191809	203.21	50.00	150.00	-	3.21	63.90	<b>217.11</b>
191811	202.75	50.00	150.00	-	2.75	54.76	<b>207.51</b>
191812	202.53	50.00	150.00	-	2.53	50.35	<b>202.88</b>
191813	202.88	50.00	150.00	-	2.88	57.40	<b>210.28</b>
191814	202.21	50.00	150.00	-	2.21	44.07	<b>196.28</b>
191815	203.25	50.00	150.00	-	3.25	64.69	<b>217.94</b>
191816	203.23	50.00	150.00	-	3.23	64.37	<b>217.60</b>
191817	203.03	50.00	150.00	-	3.03	60.44	<b>213.47</b>
191818	202.37	50.00	150.00	-	2.37	47.10	<b>199.47</b>
191819	202.44	50.00	150.00	-	2.44	48.65	<b>201.09</b>
191820	203.07	50.00	150.00	-	3.07	61.04	<b>214.11</b>
191821	202.23	50.00	150.00	-	2.23	44.39	<b>196.62</b>
191822	202.81	50.00	150.00	-	2.81	55.92	<b>208.73</b>
191823	202.95	50.00	150.00	-	2.95	58.71	<b>211.66</b>
191824	203.12	50.00	150.00	-	3.12	62.05	<b>215.17</b>
191825	202.85	50.00	150.00	-	2.85	56.79	<b>209.64</b>
191826	202.54	50.00	150.00	-	2.54	50.51	<b>203.05</b>
191827	203.33	50.00	150.00	-	3.33	66.31	<b>219.64</b>
191828	203.00	50.00	150.00	-	3.00	59.73	<b>212.73</b>
191829	203.23	50.00	150.00	-	3.23	64.37	<b>217.60</b>
191830	203.20	50.00	150.00	-	3.20	63.67	<b>216.87</b>
191831	200.86	50.00	150.00	-	0.86	111.62	<b>262.48</b>
191832	201.11	50.00	150.00	-	1.11	112.08	<b>263.19</b>
191833	201.20	50.00	150.00	-	1.20	40.36	<b>191.56</b>
191834	201.92	50.00	150.00	-	1.92	41.10	<b>193.02</b>



191835	201.64	50.00	150.00	-	1.64	40.57	192.21
191836	200.65	50.00	150.00	-	0.65	38.72	189.37
191837	202.13	50.00	150.00	-	2.13	42.37	194.50
191838	201.84	50.00	150.00	-	1.84	40.93	192.77
191839	202.28	50.00	150.00	-	2.28	45.32	197.60
191840	201.63	50.00	150.00	-	1.63	40.55	192.18
191841	203.05	50.00	150.00	-	3.05	60.82	213.87
191842	203.36	50.00	150.00	-	3.36	67.01	220.37
191843	202.45	50.00	150.00	-	2.45	48.80	201.25
191844	201.65	50.00	150.00	-	1.65	40.59	192.24
191845	201.52	50.00	150.00	-	1.52	40.34	191.86
191846	202.70	50.00	150.00	-	2.70	53.84	206.54
191847	201.93	50.00	150.00	-	1.93	41.10	193.03
191848	202.45	50.00	150.00	-	2.45	48.80	201.25
191849	202.65	50.00	150.00	-	2.65	52.68	205.33
191850	203.03	50.00	150.00	-	3.03	60.44	213.47
191851	201.91	50.00	150.00	-	1.91	41.07	192.98
191852	203.25	50.00	150.00	-	3.25	64.69	217.94
191853	202.16	50.00	150.00	-	2.16	42.99	195.15
191854	202.88	50.00	150.00	-	2.88	57.33	210.21
192006	200.95	50.00	150.00	-	0.95	184.92	335.87
192035	200.73	50.00	150.00	-	0.73	184.29	335.02
<b>Totals</b>	<b>\$138,686.36</b>	<b>\$63,068.23</b>	<b>\$74,771.44</b>	<b>\$143.19</b>	<b>\$703.50</b>	<b>\$346,770.54</b>	<b>\$422,388.67</b>





**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 16, 2022</b>
<b>Presented By:</b>	<b>Jennifer Batt, Director of Finance</b>
<b>Title:</b>	<b>2021 Uncollectible Utility and Accounts Receivable Accounts</b>

**BACKGROUND / PROPOSAL:**

As part of the yearend reconciliation, administration reviews and identifies accounts that are deemed uncollectable. A majority of this list is from previous years, and no write offs were undertaken to date in 2021. Administration has exhausted all reasonable collection efforts, with outstanding amounts no longer collectable.

Attached is Appendix #1 which lists utility amounts of \$258.92 that administration is requesting to be written off.

Attached is Appendix #2 which lists accounts receivable amounts of \$4,049.93 that administration is requesting to be written off.

As per the Municipal Government Act Section:

**553(1)** A council may add the following amounts to the tax roll of a parcel of land:

- (g) if the municipality has passed a bylaw making the owner of a parcel liable for expenses and costs related to the municipality extinguishing fires on the parcel, unpaid costs and expenses for extinguishing fires on the parcel;

Attached is Appendix #3 which lists an accounts receivable amount of \$6,600.16 which administration is requesting be transferred to tax roll #076940.

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

**OPTIONS & BENEFITS:**

**COSTS & SOURCE OF FUNDING:**

2021 Budget.

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

**POLICY REFERENCES:**

FIN011 – Accounts Receivable/Utility Collections

**RECOMMENDED ACTION:**

**MOTION 1**

Simple Majority       Requires 2/3       Requires Unanimous

That the outstanding amount of \$258.92 in Appendix #1 for utility accounts be written off.

**MOTION 2**

Simple Majority       Requires 2/3       Requires Unanimous

That the outstanding amount of \$4,049.93 in Appendix #2 for accounts receivable accounts be written off.

**MOTION 2**

Simple Majority       Requires 2/3       Requires Unanimous

That the outstanding amount of \$6,600.16 in Appendix #3 for accounts receivable accounts be transferred to tax roll # 076940.

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

**APPENDIX #1**

Customer ID	Amount	Penalties	TOTAL	INVOICE YEAR	EXPLANATION
102602.06	229.44	29.48	\$258.92	2020-2021	Utilities - no agreement
TOTAL			\$258.92		

**APPENDIX #2**

Customer ID	Amount	Penalties	TOTAL	INVOICE YEAR	EXPLANATION
006707	1,662.25	1,196.85	\$ 2,859.10	2016	FIRE INVOICE - NO TAXROLL
006463	551.25	174.91	\$ 726.16	2018	2018 & 2019 LC AIRPORT PARKING
006907	393.75	70.92	\$ 464.67	2019	AIRPORT PARKING
TOTAL			\$ 4,049.93		

**APPENDIX #3**

Customer ID	Invoice	Finance Charges	Paid/Credits		Notes
002919	4,648.00	1,952.16	\$ 6,600.16	2018	FIRE INVOICE
TOTAL			\$ 6,600.16		



**BYLAW NO. 985-15**

**BEING A BYLAW OF  
MACKENZIE COUNTY,  
IN THE PROVINCE OF ALBERTA,  
FOR THE PURPOSE OF CONTINUING TO PROVIDE  
FIRE SERVICES WITHIN MACKENZIE COUNTY**

**WHEREAS** the Municipal Government Act, RSA 2000, Chapter M-26, provides that a Council of a municipality may pass bylaws for municipal purposes respecting the safety, health and welfare of people and the protection of people and property; and for services provided by or on behalf of the municipality; and

**WHEREAS** the municipal Council of Mackenzie County has been accredited by the Safety Codes Council in its respective municipality; and

**WHEREAS**, the Council of Mackenzie County, wishes to continue providing fire services within Mackenzie County and to provide for efficient operation of such fire services;

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

**SECTION 1      NAME OF BYLAW**

1.1.    This Bylaw may be cited as the "Fire Services Bylaw".

**SECTION 2      INTERPRETATION**

2.1    Where there is a conflict between this bylaw and any other bylaw pertaining to Fire Services in the Municipality, the provisions of this bylaw shall apply.

**SECTION 3      DEFINITIONS**

3.1    In this Bylaw:

- (a)    "Acceptable Fire Pit" means an outside receptacle that meets the following specifications:
  - i.     a minimum of 3 metre clearance, measured from the nearest fire pit edge, is maintained from buildings, property lines, or other combustible material;
  - ii.    the fire pit height does not exceed 0.6 metre when measured from the surrounding grade to the top of the pit opening;

- iii. the fire pit opening does not exceed 1 metre in width or diameter when measured between the widest points or outside edges;
  - iv. the fire pit installation has enclosed sides made from bricks, concrete blocks, heavy gauge metal, or other non-combustible materials acceptable to the Fire Chief;
  - v. which fire is set for the purpose of cooking, obtaining warmth or recreation; and
  - vi. such fire may not be fueled with Prohibited Debris.
- (b) "Accepted" means acceptable to the Fire Chief.
- (c) "Accredited" means accredited by the Safety Codes Council in the fire discipline under the authority of the Safety Codes Act.
- (d) "Apparatus" means any vehicle provided with machinery, devices, Equipment or materials for firefighting as well as vehicles used to transport firefighters or supplies.
- (e) "Basic Response" means the provision of Fire Apparatus with firefighters in response to fires as outlined in the current Standard Operating Guidelines (SOG).
- (f) "Bylaw Officer" means a Bylaw Enforcement Officer appointed under section 555(1) of the Municipal Government Act, R.S.A. 2000, c. M-26 and in the execution of enforcement duties, responsible for the preservation and maintenance of the public peace.
- (g) "Council" means the Council of Mackenzie County.
- (h) "CAO" means that person appointed to the position and title of Chief Administrative Officer by the municipal Council of Mackenzie County and includes any person appointed by the Chief Administrative Officer to act as his/her appointee.
- (i) "Dangerous Goods" means any material or substance that may constitute an immediate or long term adverse effect to life, health, property or the environment when burned, spilled, leaked or otherwise released from its normal use, handling, storage or transportation environment and includes those products, substances and organisms covered by the Transportation of Dangerous Goods regulations.
- (j) "Deputy Chief" means the person appointed by Council as second in command of either Fort Vermilion, La Crete, or Zama fire districts.
- (k) "Emergency Unit" means any vehicle operated for emergency purposes by the Fire Service whether on land, water or by air.



- (l) "Equipment" means any tools, devices or material used by the Fire Service to combat an incident or other emergency.
- (m) "False Alarm" means any fire alarm that is set out needlessly, through willful or accidental, human or mechanical error, and to which the Fire Service responds.
- (n) "Fire Chief" means the person appointed by Council as head of either Zama, Fort Vermilion or La Crete fire districts.
- (o) "Fire Ground Commander" means the highest ranking member on the scene of a fire, rescue, Incident, or emergency.
- (p) "Fire Permit" is the written authority for burning in the Hamlets of the Municipality issued pursuant to this bylaw.
- (q) "Fire Permit Application" is the application form for burning in the Hamlets of the Municipality pursuant to this bylaw.
- (r) "Fire Protection" means all aspects of fire safety including but not limited to fire prevention, fire fighting or suppression, pre-fire planning, fire investigation, public education and information, training or other staff development and advising, and any other response to an Incident authorized by Council to respond to from time to time.
- (s) "Fire Service" means Fire Services as established and organized for the Municipality pursuant to the provisions of this Bylaw consisting of, among other things, all persons appointed or recruited to the various positions prescribed herein, all equipment, apparatus, materials and supplies used in the operation, training, maintenance and administration of the Fire Service, including all fire stations.
- (t) "Fire Works" means the fireworks listed in Class 7, Division 1, and Class 7, Division 2, Subsection 1 and 2 in Section 14 of the Explosives Regulations (Canada) and Section 5.8 of the Alberta Fire Code;
- (u) "Hamlet" shall mean the area within the Hamlet boundaries of Fort Vermilion, La Crete or Zama as declared by bylaw.
- (v) "He" shall mean either person of the male or female gender.
- (w) "Highway" has the same meaning as defined in the *Highway Traffic Act* of Alberta.

- (x) "Incident" means a fire or a situation where an explosion is imminent or any other situation where there is a danger or a possible danger to life or property to which the Fire Service may respond.
- (y) "Incinerator Fire" means a fire that is confined within a non-combustible structure or container that has the draft and smoke vents thereof covered with a heavy gauge metal screen having a mesh size not larger than 7 millimeters and which is ventilated in such a manner as to preclude the escape of combustible materials including ash, which fire is set for the purpose of burning refuse, excepting plastic products.
- (z) "Member" means any person who is a duly appointed Member of the Fire Service including persons whom the Fire Ground Commander or his designate appoints as Members at the scene of an Incident.
- (aa) "MGA" means Municipal Government Act, R.S.A. 2000, c. M-26 and amendments thereto.
- (bb) "Municipality" means Mackenzie County.
- (cc) "Open Fire" shall mean any Fire which is not an Incinerator Fire, Pit Fire, Public Park Site Fire and which, without limiting the generality of the foregoing shall include grass fires, forest and brush fires, running fires, structure fires, building fires, wood scrap fires, ground thawing fires and chattel fires.
- (dd) "Peace Officer" means a Bylaw Enforcement Officer, a Special constable, a Municipal Police Officer, a member of the Royal Canadian Mounted Police, or any other person appointed by Council to enforce the provisions of this Bylaw.
- (ee) "Portable Appliance" means any appliance sold or constructed for the purpose of cooking food in the out-of-doors.
- (ff) "Prohibited Debris" means any material that when burned, will result in the release to atmosphere dense smoke or toxic air contaminants in accordance with statutes and bylaws written to protect and enhance the environment, and shall include but not be limited to materials described as:
  - i. animal cadavers;
  - ii. animal manure;
  - iii. chemicals and chemical containers;
  - iv. combustible material in automobile bodies;
  - v. combustible material in automobiles;
  - vi. household refuse;

- vii. non-wooden material;
  - viii. paints and painting materials;
  - ix. pathological waste;
  - x. rubber or plastic, or anything containing or coated with rubber or plastic or similar substances;
  - xi. tires;
  - xii. toxic substances;
  - xiii. used oil; or
  - xiv. wood or wood products containing substances for the purpose of preserving wood.
- (gg) "Public Park Site Fire" means a fire on land owned or leased by the Municipality or its agents for recreational purposes and is confined to a non-combustible container supplied by the Municipality, as approved by a Fire Member, or a portable appliance, which is set for the purpose of cooking food, obtaining warmth or viewing for pleasure. Such fire may only be fueled with seasoned wood, charcoal, coal, natural gas or propane.
- (hh) "Running Fire" means a fire burning without being under the proper control of any person.
- (ii) "Safety Codes Officer" means any member certified by the Safety Codes Council of Alberta as a Safety Codes Officer for the Fire Discipline and given a Designation of Powers pursuant to the Safety Codes Act.
- (jj) "SOG" means Standard Operating Guidelines.
- (kk) "Structure Fire" means a fire confined to and within any building, structure, machine, vehicle, or contents thereof and which will or may cause the destruction of or damage to the said building, structure, machine, vehicle, or the contents thereof or surrounding area, but excluding an incinerator fire.
- (ll) "Support Activities" means those tasks that are conducted in support of Members and which are not carried out in a hazardous area and do not require specialized training or protective clothing.
- (mm) "Violation Ticket" means a ticket or similar document issued by the Municipality pursuant to the Municipal Government Act, Municipal Government Act, R.S.A. 2000, c. M-26.

#### **SECTION 4      JURISDICTION**

- 4.1      The Municipality may be divided into Fire Service areas with fire departments so located as deemed necessary by Council for the proper control and prevention of fires and other emergencies.
- 4.2      The Council may enter into a contract for the provision of Fire Services from another municipality.
- 4.3      The limits of the jurisdiction of the Fire Chief, and the officers and Members of the Fire Service will extend to the area and boundaries of the Municipality, and no part of the Apparatus shall be used beyond the limits of the Municipality without the express authorization of a written contract or agreement providing for the supply of Fire Services outside the municipal boundaries, unless permission has been granted by the CAO or designate.

#### **SECTION 5      ORGANIZATION AND ADMINISTRATION**

- 5.1      For purposes of administering this Bylaw, the Chief Administrative Officer (CAO) of the County may delegate the powers under this Bylaw to an employee(s) of the County.
- 5.2      The Fire Service for the Municipality shall consist of the CAO, Fire Chiefs, Members, Buildings, Apparatus, and Equipment as deemed necessary by Council to safeguard the safety, health and welfare of people and protect people and property.
- 5.3      The Fire Chief and Deputy Chief shall be appointed by Council for each Fire Service upon recommendation of the CAO, and from the Members of the Fire Service for a two year term.
- 5.4      The Fire Chief shall be responsible to and report on a regular basis to the CAO.
- 5.5      The Fire Service shall comply with any and all policies established by Council pertaining to the Fire Service.
- 5.6      The Fire Service shall be equipped with apparatus and equipment as approved within the annual operating and capital budgets as approved by Council.

#### **SECTION 6      FIRE SERVICE**

- 6.1      The Council does hereby establish a Fire Service, for the purpose of:

- (a) preventing and extinguishing fires;
- (b) investigating the cause of fires in accordance with the Quality Management Plan approved by the Safety Codes Council;
- (c) preserving life and property and protecting persons and property from injury or destruction by fire;
- (d) providing rescue services and medical emergency response;
- (e) preventing, combating and controlling incidents;
- (f) carrying out fire inspections and investigations in accordance with the Quality Management Plan approved by the Safety Codes Council;
- (g) entering into agreements with other municipalities or persons for the joint use, control and management of fire extinguishing apparatus and equipment;
- (h) purchasing and operating apparatus and equipment for extinguishing fires or preserving life and property;
- (i) enforcing the provisions of the Safety Codes Act and its regulations; and
- (j) other services as directed by Council.

6.2 The priority of goals in the suppression of fire shall be as follows:

- (a) Preservation of human life shall be the primary responsibility during fires and other emergencies.
- (b) Limit the spread of the fire,
- (c) Extinguish the fire,
- (d) Minimize property damage from fire-related hazards.

## **SECTION 9      THE FIRE CHIEF**

9.1 The Fire Chief has responsibility over the Fire Service subject to the direction of and collaboration with the CAO.

9.2 The Fire Chief shall prescribe rules, regulations and policies for the ongoing organization and administration of the Fire Service including but not limited to:

- (a) the use, care and protection of Fire Service property;
  - (b) the appointment, recruitment, conduct, discipline, duties, and responsibilities of the Members;
  - (c) the efficient operation of the Fire Service;
  - (d) ongoing training requirements
  - (e) ensuring only trained persons are engaged in applicable fire suppression duties.
- 9.3 Regulations, rules or policies, made pursuant to subsection 9.2 of this Bylaw shall not be inconsistent with the legislation and regulations of the Province of Alberta.
- 9.4 The Fire Chief shall develop and propose changes to existing Standard Operating Guidelines as required.
- 9.5 The Standard Operating Guidelines do not come into force until the CAO has accepted them.

## **SECTION 10 STANDARDS APPLYING TO ALL MEMBERS**

- 10.1 All members of the Fire Services located throughout the Municipality, by way of Standard Operating Guidelines, shall be kept informed of, and comply with, expectations for attendance, punctuality; duty performance; compliance with laws, rule, regulations, and procedures; and professional behavior that contribute to the maintenance of a positive work environment.
- 10.2 Any changes to the Standard Operating Guidelines must be relayed to all members of the fire service.

## **SECTION 11 PROHIBITIONS**

- 11.1 No person shall:
- (a) enter the boundaries or limits of an area prescribed unless he/she has been authorized to enter by the Fire Ground Commander.
  - (b) impede, obstruct or hinder a member of the Fire Service or other person assisting or acting under the direction of the Fire Ground Commander.

- (c) falsely represent himself as a Fire Service member, or wear or display any Fire Service badge, cap, button, insignia or other paraphernalia for the purpose of false representation.
- (d) obstruct or otherwise interfere with access roads or streets or other approaches to any incident, fire alarm, fire hydrant, cistern or body of water designated for firefighting purpose or any connections provided to a fire main, stand pipe, sprinkler system, cistern or other body of water designated for firefighting purposes.
- (e) light a Pit Fire without first taking sufficient precaution to ensure that the fire can be kept under control at all times;
- (f) light a Pit Fire when the weather conditions are conducive to creating a Running Fire;
- (g) fail to take reasonable steps to control a fire for the purpose of preventing it from becoming a Running Fire or from spreading onto land other than his own;
- (h) deposit, discard or leave any burning matter of substance where it might ignite other material and cause a fire;
- (i) conduct any activity that involves the use of fire that might reasonably be expected to cause a fire, unless he exercises reasonable care to prevent the fire from occurring;
- (j) interfere with the efforts of persons authorized in this Bylaw to extinguish fires or preserve life or property;
- (k) interfere with the operation of any of the Fire Service equipment or apparatus required to extinguish fires or preserve life or property;
- (l) damage or destroy the Fire Service property;
- (m) engage in Open Fire burning in the Hamlets of the Municipality.

## **SECTION 12 FIRE PERMIT**

- 12.1 This section is only applicable within the Hamlet boundaries located within the Municipality.
- 12.2 No person shall ignite, fuel, supervise, maintain or permit any type of fire upon land owned or occupied by him or under his control within the Hamlets of the Municipality, unless:

- (a) the fire has been set by the Fire Service for the purpose of training its members,
  - (b) the fire is a Public Park Site fire, which has an approved permit for all fire pits, or
  - (c) the fire has otherwise been authorized by the Fire Service and the Province.
- 12.3 When a fire is lit under the circumstances described in subsection 12.2 when such fire is not permitted pursuant to this Bylaw the owner or occupier of the land or the person having control of the land upon which such fire is lit shall:
- (a) extinguish the fire immediately; or
  - (b) where he is unable to extinguish the fire immediately, report the fire to the Fire Service.
- 12.5 Any person wishing to obtain a Fire Permit for a Fire Pit must complete a Fire Permit Application with the Municipality
- 12.6 Upon receipt of a proper completed Fire Permit Application with the Municipality the Fire Chief or Deputy Fire Chief will inspect the site, and may, in his discretion:
- (a) grant a Fire Permit upon such terms and conditions as the Fire Service deems appropriate, or
  - (b) refuse to grant a Fire Permit.
- 12.7 A Fire Permit shall not be transferable.
- 12.10 The Fire Chief may, terminate, suspend or cancel a Fire Permit if the conditions surrounding the original issuance change.
- 12.11 Each application for a Fire Permit must contain the following information:
- (a) the name and address of the applicant;
  - (b) the legal and civic description of the land on which the applicant proposes to set a fire;
  - (c) the type and description of Fire Pit construction proposed to be used;
  - (d) the signature of the applicant;



(e) the signature of the property owner or authorized agent of the owner.

12.12 No person shall provide false, incomplete or misleading information to the Municipality or to the Fire Service on or with respect to the Fire Permit Application.

### **SECTION 13 CONTROL OF FIRE HAZARDS**

13.1 This section is only applicable within Hamlet boundaries of the Municipality.

13.2 If Council finds within the Hamlet boundaries on privately owned land or occupied public land conditions that in its opinion constitutes a fire hazard, it may order the owner or the person in control of the land on which the fire hazard exists to reduce or remove the hazard within a fixed time and in a manner prescribed by the Council.

13.3 When Council finds that the order it made pursuant to subsection 13.2 has not been carried out, it may enter on the land with any equipment and any persons it considers necessary and may perform the work required to eliminate or reduce the fire hazard.

13.4 The Owner or the person in control of the land on which work was performed pursuant to subsection 13.2 shall on demand reimburse the Municipality for the cost of the work performed. In default of payment the Municipality may place a lien for the amount against the land and improvements on it.

### **SECTION 14 REQUIREMENT TO REPORT**

14.1 The Owner or his authorized agent of any property damaged by fire shall immediately report to the Fire Service particulars of the fires which are satisfactory to the Fire Chief and the CAO.

14.2 The owner or his authorized agent of any property containing a dangerous good(s) product which sustains an accidental or unplanned release of the dangerous good(s) product shall immediately report to the Fire Service particulars of the release which are satisfactory to the Fire Chief and the CAO.

**SECTION 15 RECOVERY OF COSTS**

15.1 Where the Fire Service has taken any action whatsoever for the purpose of extinguishing a fire or responding to a fire call or Incident within or outside the Municipality for the purpose of preserving life or property from injury, destruction by fire or other Incident within or outside the Municipality, including any such action taken by the Fire Service on a False Alarm, the Municipality shall, in respect of any costs incurred by the Municipality in taking such action, charge any costs incurred by the Municipality:

- (a) to the vehicle owners involved in the incident;
- (b) the owner of the land or in possession where the Incident occurred; or
- (c) the owner of property where the person in possession and control of property which is the situate of the Incident if not located on privately owned land.
- (d) Emergency response units responding to an incident but not utilized to rectify the emergency shall not be charged, subject to the minimum charge as identified in agreements in place with Alberta Transportation, and Environment and Sustainable Resource Development (ESRD).

15.2 Where the Fire Services has provided services for the purpose of, but not be limited to:

- (a) occupant load determination,
- (b) fire inspections,
- (c) fire investigations, and
- (d) fire permits,

the Municipality shall, in respect of costs incurred by providing the service, charge such fees as set out in the Fee Schedule Bylaw.

15.3 The schedule of costs and fees to be charged by the Municipality for services rendered pursuant to this Bylaw shall be set out in the Fee Schedule Bylaw.

- (a) The fees and charges set out in the Fee Schedule Bylaw may be amended by Council as determined from time to time when deemed necessary.

15.4 In respect of the costs or fees described in subsections 15.1, 15.2 and 15.3.

- (a) the Municipality shall recover such cost or fee as a debt due and owing to the Municipality; or
- (b) in the case of action taken by the Fire Service in respect to land within the Municipality, where the cost or fee is not paid upon demand by the Municipality, then in default of payment, such cost or fee shall be charged against the land as taxes due and owing in respect of that land, or
- (c) in the case of action taken by the Fire Service in respect to Incidents involving motor vehicles the municipality shall take any collection action it deems necessary if the amount levied by the municipality is not paid within sixty (60) days.

**SECTION 16      FEE RATES FOR FIRE SERVICES**

16.1 Fees pursuant to this Bylaw shall be paid in accordance with the Mackenzie County Fee Schedule Bylaw.

**SECTION 17      OFFENCES AND PENALTIES**

17.1 Penalties shall be applicable as per the Mackenzie County Fee Schedule Bylaw in place at the time of the offence.

17.2 A Peace Officer who finds a person violating or who has reasonable and probable grounds to believe that a person has violated any provisions of this Bylaw may give a written notice of intention to prosecute, in the form of a Part Two Provincial Violation Ticket, setting forth the date, time, and place of the offence, briefly indicating the nature of the offence.

17.3 The Court convicting a person of a violation of this Bylaw may order that in default of payment of a fine imposed on such conviction, the defendant shall be imprisoned for a period of not more than six months.

**SECTION 18      VIOLATION TICKET**

18.1 A Peace Officer may issue a Violation Ticket as specified in the Mackenzie County Fee Schedule Bylaw.

**SECTION 19    SEVERABILITY**

19.1    Should any section or part of this bylaw be found to have been improperly enacted, for any reason, then such section or part shall be regarded severable from the rest of the bylaw and the bylaw remaining after such severance shall be effective and enforceable as if the section found to be improperly enacted had not been enacted as part of this bylaw.

**SECTION 20    REPEAL**

20.1    This bylaw shall repeal Bylaw 811-11.

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

First Reading given on the 25<sup>th</sup> day of February, 2015.

Second Reading given on the 25<sup>th</sup> day of February, 2015.

Third Reading and Assent given on the 25<sup>th</sup> day of February, 2015.

(original signed)

\_\_\_\_\_  
Bill Neufeld  
Reeve

(original signed)

\_\_\_\_\_  
Joulia Whittleton  
Chief Administrative Officer



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 16, 2022</b>
<b>Presented By:</b>	<b>Jennifer Batt, Director of Finance</b>
<b>Title:</b>	<b>Mighty Peace Watershed Alliance – Request for Information</b>

**BACKGROUND / PROPOSAL:**

On February 8<sup>th</sup>, administration received a request from the Mighty Peace Watershed Alliance to provide financial information regarding costs that Municipalities had to assume for various repairs after a flooding event. Costs requested are ones that have been approved under the Disaster Recovery Program, along with municipal costs not covered. This information would be shared during a workshop on Surface Water Management.

Administration understands that there are financial implications for the municipalities, but have also identified during the multiple disasters the County has endured, that there are also residents psycho-social affects, municipal operations, short term and longer lasting impacts that should also be noted.

Not included within the request is the Provincial financial costs outside of the Disaster Recovery program. Costs such as the possible relief payments that were made to residents, Mitigation grant funding, and any other costs that may have been incurred provincially.

As this request was received on February 8<sup>th</sup>, 2022, administration will be providing a handout during the meeting of what it has identified as the impacts noted above including costs.

As this workshop is not implemented by the County, administration has some reservations as to the information that will be provided, and collected from the report if approved to submit. The interpretation of the information may be misleading if not fully reported.

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

**OPTIONS & BENEFITS:**

**Option 1:**

Provide the financial information to the Mighty Peace Watershed Alliance as requested.

**Option 2:**

Provide the financial and all impact information to the Mighty Peace Watershed Alliance.

**Option 3:**

Deny the request, and receive for information.

**COSTS & SOURCE OF FUNDING:**

N/A

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

**POLICY REFERENCES:**

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That administration provide all impacts of the effects of a flooding event to the Mighty Peace Watershed Alliance, and request that all information be shared, not just the financial impacts.

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



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 16, 2022</b>
<b>Presented By:</b>	<b>Jennifer Batt, Director of Finance</b>
<b>Title:</b>	<b>Municipal Sustainability Initiative (MSI) – Grant Agreement Extension</b>

**BACKGROUND / PROPOSAL:**

On February 9<sup>th</sup>, administration received notice that the Municipal Sustainability Initiative (MSI) program has been extended for two years until March 31, 2024, when it will be replaced by the Local Government Fiscal Framework (LGFF) program.

In order to provide the funding, the long-term MSI agreement must be amended.

Administration requires a Council motion to extend this agreement.

The amending agreement was provided within the notice.

**OPTIONS & BENEFITS:**

N/A

**COSTS & SOURCE OF FUNDING:**

N/A

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

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

**POLICY REFERENCES:**

N/A

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the long-term Municipal Sustainability Initiative request to extend the agreement be approved.

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





**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 16, 2022</b>
<b>Presented By:</b>	<b>Jennifer Batt, Director of Finance</b>
<b>Title:</b>	<b>Insurance Deductible - Additionally Named Insured</b>

**BACKGROUND / PROPOSAL:**

As per Policy ADM018, Insurance Coverage for Not-for-Profit Organizations, Mackenzie County offers the following insurance to not-for-profit organizations upon written request:

- Bond & Crime
- Comprehensive General Liability
- General Property Insurance

When administration inquired with our insurance provider regarding the deductible increase to reduce costs, administration was told all Policy holders would have the same deductible applied.

When the Council motion was carried, administration made the request where it was identified by our new representative that, Additionally Named Insured policy holders could remain at a lower deductible, but no reduction would apply.

As some of the policy holders fund their own insurance, administration is requesting Council direction on including this option to these organizations.

**OPTIONS & BENEFITS:**

The additional named insured program is established through Jubilee Insurance to provide reasonably priced insurance to not-for-profit organizations.

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

**COSTS & SOURCE OF FUNDING:**

Currently the amount of the reduction is allocated to the Grants to Other Organizations Reserve, in the event of a claim. A budget amendment would be required for those that choose the lower deductible option.

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION:**

Administration will communicate options to Not-for-Profit Organizations, if approved by Council.

**RECOMMENDED ACTION:**

- Simple Majority       Requires 2/3       Requires Unanimous

For discussion.

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



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Committee of the Whole Meeting</b>
<b>Meeting Date:</b>	<b>February 15, 2022</b>
<b>Presented By:</b>	<b>Jeff Simpson, Director of Operations</b>
<b>Title:</b>	<b>2021 Capital Budget Amendments</b>

**BACKGROUND / PROPOSAL:**

The following Capital Budget Projects were approved in 2021:

<b>Project Description</b>	<b>Approved Budget</b>	<b>Actual Cost</b>	<b>Amendment Required</b>
Rebuild Blumenort Road East (3 miles)	\$440,000.00	\$520,899.91	\$80,899.91
Rebuild 6 Mile N Road (2 miles)	\$532,552.24	\$548,104.48	\$15,552.24
La Crete Sidewalk and Road Repairs	\$110,000.00	\$138,306.00	\$28,306.00

The projects were completed in 2021. With unforeseen issues the projects went over budget and require a budget amendment to reflect the actual costs incurred.

**OPTIONS & BENEFITS:**

N/A

**COSTS & SOURCE OF FUNDING:**

N/A

**BAuthor:**  M Wiebe      **Reviewed by:**  J Simpson/J Batt      **CAO:**  B. Peters

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION/PUBLIC PARTICIPATION:**

N/A

**POLICY REFERENCES:**

N/A

**RECOMMENDED ACTION:**

**Motion 1:**

- Simple Majority       Requires 2/3       Requires Unanimous

That the 2021 Capital Budget be amended by \$80,900, for the Rebuild Blumenort Road East project, with funding coming from the Road Reserve.

**Motion 2:**

- Simple Majority       Requires 2/3       Requires Unanimous

That the 2021 Capital Budget be amended by \$15,552, for the Rebuild 6 Mile Road N (2 Miles) project, with funding coming from the Road Reserve.

**Motion 3:**

- Simple Majority       Requires 2/3       Requires Unanimous

That the 2021 Capital Budget be amended by \$28,306, for the La Crete Sidewalks and Road Repairs project, with funding coming from the Road Reserve.

**Author:**  M Wiebe      **Reviewed by:**  J Simpson/J Batt      **CAO:**  B. Peters



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 16, 2022</b>
<b>Presented By:</b>	<b>Byron Peters, Interim Chief Administrative Officer</b>
<b>Title:</b>	<b>LC 101 Avenue Asphalt (300 m) Project – 2021 Capital Project Budget Amendment</b>

**BACKGROUND / PROPOSAL:**

2021 Capital Budget Project LC - 101 Ave Asphalt (300m) project was completed in 2021 with a budget of \$625,000. The project, once all invoices were received and paid put the cost at \$625,302.97. With an over budget total of \$302.97.

**OPTIONS & BENEFITS:**

Option 1: To approve the budget amendment with funds coming from the Roads Reserve.

**COSTS & SOURCE OF FUNDING:**

Municipal Sustainability Initiative (MSI) funding \$625,000

**SUSTAINABILITY PLAN:**

**Goal S4** - The capacity of infrastructure in County hamlets and rural communities keeps pace with their growth and is planned in a way that ensures their sustainability.

**COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

**POLICY REFERENCES:**

**Author:** S Gibson      **Reviewed by:** B Peters/J Batt      **CAO:** B Peters

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the 2021 Capital Budget for the LC 101 Avenue Asphalt (300 m) project, be amended by \$303, with funding from the Roads Reserve.

**Author:** S Gibson      **Reviewed by:** B Peters/J Batt      **CAO:** B Peters



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 16<sup>th</sup>, 2022</b>
<b>Presented By:</b>	<b>Jeff Simpson, Director of Operations</b>
<b>Title:</b>	<b>Electric Vehicle Charging – Grant Opportunity</b>

## **BACKGROUND / PROPOSAL:**

The Electric Vehicle Charging Program (EVCP) provides funding to municipalities for the installation of electric vehicle (EV) charging infrastructure on municipally-owned land to support and accelerate the adoption of EVs in Alberta. Municipalities can receive rebates for the installation of EV charging stations for use by the public and municipal vehicle fleets on municipally owned land and community gathering places such as recreation centres, libraries, town halls, curbside locations, and more.

Eligible expenses must be directly related to the installation of EV charging stations.  
Eligible expenses include:

1. Capital expenses for the purchase of the EV charging station equipment;
2. Installation and construction costs by a licensed electrical contractor, including labour, equipment rentals and required materials;
3. Engineering and design costs related to the install;
4. Expenses for obtaining the required electrical permit, and any other required building or development permits;
5. Expenses for completing the required electrical inspections and other inspections, as required; and
6. Expenses for protective physical barriers and site signage such as pole mounted signs or parking space painting.

The County would have the ability to determine if the service provided by these EV Charging Stations is provided free of charge or at a cost-recovery pricing level.

**Level 2 Charging Stations – 5 to 8 Hours Avg Charging Time**

**Level 3 Fast Charging Stations – 30 mins to 1 hour Avg Charging Time**

**Author:** J. SIMPSON      **Reviewed by:** J. SIMPSON      **CAO:** B. PETERS

**OPTIONS & BENEFITS:**

**Option #1**

That Council direct Administration to apply for the grant and if approved, proceed with the installation of EV Charging Stations as approved.

Administration would apply for funding to support the installation of (2) EV Level 3 Fast Charging Stations to be installed at the Administration buildings in Fort Vermilion and La Crete.

**Option #2**

That Council direct Administration **not** to proceed.

**COSTS & SOURCE OF FUNDING:**

N/A – 100% funding to come from MCCAC Grant.

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

**POLICY REFERENCES:**

N/A

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That Mackenzie County apply for the Electric Vehicle Charging Program grant, one Level 3 fast charging station in each Fort Vermilion and La Crete.

Author: J. SIMPSON      Reviewed by: J. SIMPSON      CAO: B. PETERS





Shown with optional cable management system.

## SmartDC™

### Multi-Standard DC Fast Charging Station

Equipped with both CHAdeMO and SAE Combo connectors, the SmartDC™ charging station is designed to offer a fast, reliable charging experience for every electric vehicle capable of DC fast-charging.

#### Benefits

- Reduce Mean Time To Repair (MTTR) and enhance customer experience with the remote management tool (based on ONP-Intranetworking open protocol)
- Avoid peak energy demand and save on operational expenditures with adjustable output power control option

#### Smart Charging Solution

- **Enhanced charging station owner experience** – Complete remote management capabilities including software and firmware update when using FLO's™ global management services
- **Enhanced user experience** – Deliver real-time updates and notifications to drivers
- **Revenue generation** – Implement payment services to generate revenue
- **Access Control** – Configure stations to authorize access using the FLO™ mobile app or RFID card authentication, or allow unrestricted access to the station

#### Key features

- Robust NEMA type 3R casing, reliable and designed to withstand harsh weather and corrosion
- Modular design to facilitate servicing and maintenance
- Available in two versions: 50kW and 100kW maximum output
- Compatible with the CHAdeMO and SAE J1772 Combo protocols (Tesla compatible, w/ adapter)
- RFID card and/or mobile app authentication and payment
- Optional cable management system in the 50 kW version

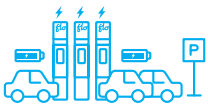
# Overview

The SmartDC™ is a robust, reliable, 50kW or 100kW multi-standard charging station for commercial and industrial applications designed for indoor and outdoor use. Its sturdy construction ensures longer service life and greater operational reliability, even in hard environmental conditions.

Operating with FLO's™ Global Management Services, the SmartDC™ is equipped with adjustable power capability (PowerLimiting™), which enables limiting peak power demand from the grid, helping reduce the associated “demand charges.” It also comes with a remote management tool that connects with FLO's™ cloud-based servers, allowing for remote updates and monitoring.



# Applications



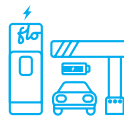
## Commercial

For parking lot owners interested in offering their customers a first-class experience by providing EV DC fast-charging service.



## Fleet

For EV fleet managers who want to minimize charging time and maximize the usage rate of their fleet.



## Gas stations

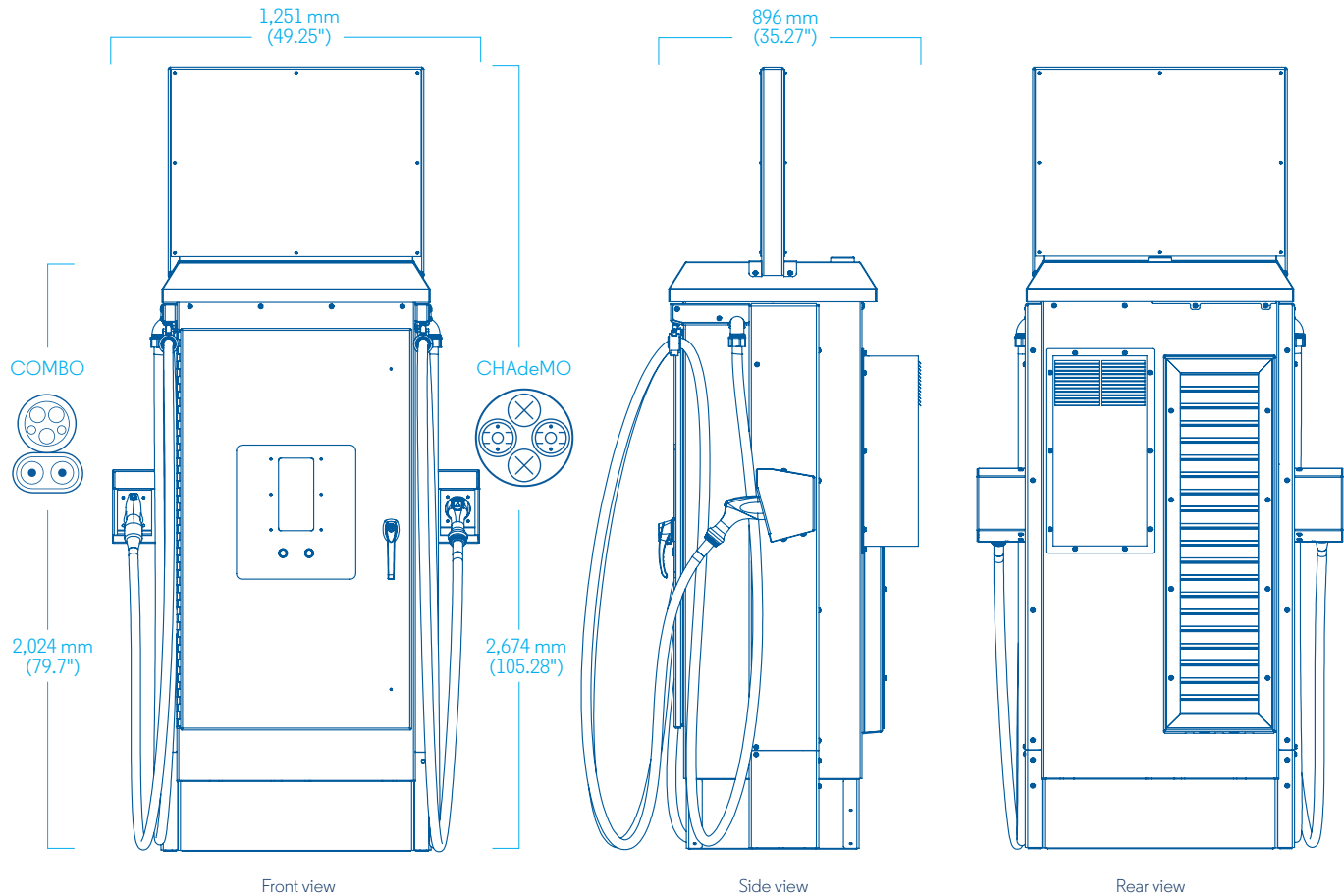
For gas station owners who wish to offer a complementary service that will help retain customers migrating to EVs.



## Rest areas

For public administrators responsible for highways that wish to encourage electromobility between cities.

# Dimensions and customization

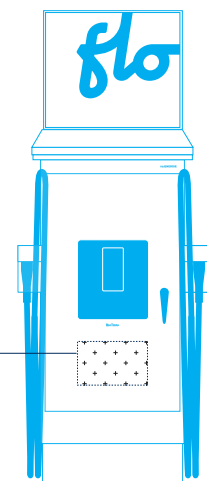


Every charging station includes a customizable branding area. This area allows the display of partner logos or other publicity.

**Customizable partner panel area**

Dimensions (H x W): 262 mm (10.31") x 415 mm (16.14")

Contact FLO™ for artwork templates and material specifications.



# Technical specifications

	50 kW	100 kW
<b>Casing</b>	Aluminum NEMA Type 3R – Resistant to harsh weather and vandalism	
<b>Charging connectors</b>	SAE J1772 Combo Type 1 and CHAdeMO	
<b>Cable length</b>	6.1m (20')	3.7m (12')
<b>Supply voltage</b>	Nominal three-phase 480 Y/277 VAC, 60 Hz nominal (408 to 528 VAC, 55 to 65 Hz)	
<b>Maximum input current</b>	65A @ 480 VAC	130 A @ 480 VAC
<b>Maximum input power</b>	54 kW	108 kW
<b>Power factor</b>	98% or better	
<b>Efficiency</b> (at max. output power)	93% or better	
<b>Output voltage range</b>	50 to 500 VDC	
<b>Output current range</b>	0.5 to 125 ADC	0.5 to 200 ADC
<b>Operating temperature</b>	-40 °C to 50 °C (-40 °F to 122 °F)	
<b>Dimensions</b> (H x W x D)	2,024 mm x 1,251 mm x 833 mm (79.7" x 49.25" x 32.8") <b>Height with top sign installed</b> 2,674 mm (105.28")	
<b>Weight</b>	255 kg / 560 lbs <b>With cable management system</b> 300 kg / 675 lbs	300 kg / 675 lbs
<b>Humidity</b>	Up to 95% (non-condensing)	
<b>Card reader</b>	ISO 14443 A/B, ISO 15693, NFC	
<b>Networking</b>	Cellular – 4G (LTE), HSPA+	
<b>Certifications</b>	cULus: UL 2202, UL 2131-1, UL 2131-2, CSA C22.2 NO. 107.1-16 CSA C22.2 NO. 281.1-12, CSA C22.2 NO. 281.2-12 FCC part 15 Class A ICES-3(A) / NMB-3(A)	
<b>Part #</b>	DCCH501AN1-FL-P03	DCCH501AO1-FL-P03



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AddÉnergie Technologies Inc.

# ELECTRIC VEHICLE KNOWLEDGE GUIDE

**February 2022**

This knowledge guide provides an overview of the benefits of electric vehicles, an introduction to the different types of charging stations, electric vehicle policies, best practices, available vehicles, and funding for municipalities in Alberta.



**Municipal  
Climate Change  
Action Centre**

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## 1.0 OVERVIEW

Current trends predict that as the world shifts to a lower carbon economy, electric vehicle adoption will grow. Electric vehicles (EVs) are relatively new technologies to Alberta with less than 1% of vehicle owners driving one<sup>1</sup>. Like the adoption of any new technology, there are many benefits and challenges to consider. This document explains the benefits of fleet vehicle electrification, answers frequently asked questions about EVs, and shares information about vehicle types, funding, and policies.

## 2.0 GLOSSARY OF TERMS

- **AC (Alternating Current):** A charge of electricity that regularly changes direction. This is the most common type of power supplied to homes and businesses.
- **DC (Direct Current):** A charge of electricity that flows in one direction. This is the type of power supplied by a battery.
- **EV (Electric Vehicle) or “Battery Electric Vehicle” (BEV):** These vehicles are solely powered by the electricity stored in batteries – no fossil fuels are released during operation! These vehicles are highly efficient as the electric motors convert 85-90% of the energy into turning the wheels.
- **GHG (Greenhouse Gas):** Greenhouse gases trap heat in the atmosphere by absorbing and re-radiating the longwave thermal radiation emitted by the sun. This process, referred to as the greenhouse effect, causes the atmosphere’s temperature to increase, consequently increasing the temperature of the Earth. Common GHGs include carbon dioxide (CO<sub>2</sub>), methane (CH<sub>4</sub>), nitrous oxide (N<sub>2</sub>O), water vapor (H<sub>2</sub>O), ozone (O<sub>3</sub>), and fluorinated gases.
- **HEV (Hybrid Electric Vehicle) or “Hybrid”:** Hybrids are powered by an internal combustion engine and an electric motor. Each power source can take turns powering the vehicle as needed leading to improved efficiency. The electric motor is powered by a small battery charged by both the engine and the regenerative braking system. Hybrid vehicle batteries cannot be plugged in and charged by the electricity grid.
- **ICE (Internal Combustion Engine):** A fossil fuel-powered engine that ignites hydrocarbon fuel to release energy. ICE vehicles are only about 25% efficient at utilizing the stored energy in the fuel to move the vehicle, meaning that roughly 75% of the energy is lost in the form of heat and noise.
- **kW (Kilowatt):** A unit of electric power.
- **kWh (Kilowatt-hour):** A unit of electric energy. The amount of electric energy stored in an EV battery is typically measured in kilowatt-hours.
- **Level 1 Charging:** Charging an EV using a common household outlet up to 120 volts. This is the slowest method of charging and can take up to 9-12 hours or more to fully charge an EV.
- **Level 2 Charging:** Charging your EV using an installed charging station at 240 volts. Level 2 charging stations are what most EV manufacturers recommend to EV owners when charging the vehicle. Depending on the vehicle and charger, Level 2 charging can fully charge an EV within 5-10 hours for BEVs, and 2-4 hours for PHEVs, which works great for overnight charging.
- **Level 3 Charging:** Also known as “DC fast charging” or “DCFC”, this is the fastest method of charging for all EVs as it uses more power and a higher voltage than Level 2. Level 3 charging can fully charge an EV

battery in about 30 minutes or less. Level 3 charging currently only works with specific types of EVs and are uncommon considering that they're more expensive and require more power than Level 2 charging. Level 3 charging helps charge EVs quickly during road trips that exceed an EV's total range.

- **Networked Charging Stations:** EV charging stations with the ability to communicate to other stations and/or to a server or the cloud through a cellular or wireless signal to report or usage, display real-time charging status, allow for remote troubleshooting, facilitate pay-for-use charging, and more.
- **PHEV (Plug-in Hybrid Electric Vehicle):** PHEVs are like HEVs but have larger batteries that can be plugged in for recharging. Most PHEVs can function as a BEV for short commutes between 25-75 kilometres before the ICE turns on to provide additional range. Some PHEVs have a large enough battery to complete most trips on electricity only.
- **Regenerative Braking:** Regenerative braking is a method that slows a moving EV by capturing and storing kinetic energy as electrical energy. As a result, regenerative braking extends the EV driving range and reduces brake wear leading to less frequent and less costly maintenance repairs. In typical ICE vehicles, this energy is wasted in the form of friction and heat.

## 3.0 BENEFITS

### 3.1 Vehicle of the future

The demand for EVs is growing. In Canada, more EVs were sold in 2018 than the previous three years combined and over 8% of new vehicle sales are electric<sup>2</sup>. EV adoption also plays an important role in addressing climate change on a measurable scale. Governments around the world are implementing more EV incentives to encourage drivers to make the switch to electric, some even banning the sale of internal combustion engines by 2040<sup>3</sup>. To prepare for the growth of the EVs, charging infrastructure should be factored into any new building.

### 3.2 Funding available

In Alberta, municipalities can receive rebates for both Battery Electric Vehicles (BEVs) and Plug-in Hybrid Electric Vehicles (PHEVs) through the Electric Vehicles for Municipalities (EVM) program. Municipalities can also stack the EVM rebate with electric vehicle rebates offered by the Government of Canada. Through the [incentives for Zero-Emission Vehicles \(iZEV\)](#) program applied at the point of sale, an additional incentive of \$2,500 to \$5,000 per vehicle is available. When combined, municipalities can receive EV rebates of up to \$19,000 toward applicable passenger vehicles. See Section 7.0 for more information about the EV incentive programs available.

### 3.3 Eligible vehicle types

A wide variety of vehicle types can receive rebates through the EVM program, including passenger vehicles, heavy-duty vehicles like garbage trucks, non-road vehicles like ice resurfacers, ATVs, UTVs, golf carts, and more. See Section 6 for more examples of eligible vehicles. Vehicles purchased through the EVM program must either replace a fossil fuel-powered vehicle or be a new addition to the existing fleet.

### 3.4 Operational and environmental benefits

#### *Lower operating costs*

Operating costs for electricity and maintenance are significantly lower in EVs compared to their ICE vehicle counterparts. In Alberta, operating a BEV over an ICE vehicle<sup>4</sup> will reduce their annual fuel costs by approximately 83%. To learn more about the savings associated with electric passenger vehicles, see the [EV Savings Calculator](#).



### Lower maintenance costs

Typical BEV drivetrains have 90% fewer moving parts, which reduces the amount of regular maintenance required. These drivetrains use regenerative braking, which saves energy and extends the useful life of the vehicle's brake pads<sup>5</sup>. Over time the reduced costs for maintenance can offset an EV's higher purchase price (EVM program funding also helps to reduce the upfront costs for EV purchases). In Alberta, annual maintenance costs are reduced by approximately 48% on with a BEV over an ICE vehicle<sup>4</sup>.

### Environmentally friendly

EVs are more environmentally friendly than ICE vehicles. BEVs do not produce emissions when in operation, and PHEVs only produce emissions when operating in fuel mode. Despite the prevalence of fossil fuels in Alberta's electricity grid, studies demonstrate that EVs are still less greenhouse gas (GHG) intensive. As the Alberta electricity grid adds more renewable energy<sup>6</sup>, fewer GHGs will be produced as a result of driving an EV.

Over the lifetime of their use, EVs produce less overall GHG emissions (roughly half) than their ICE counterparts, despite the carbon-intensive manufacturing of EVs<sup>19</sup>. In fact, BEVs typically offset their excess manufacturing emissions within the first 6-16 months of operation due to the absence of tailpipe emissions<sup>20</sup>. Figures 1 and 2 below compare the lifetime tonnes of CO<sub>2</sub>-equivalent of a new and existing conventional ICE vehicle to a 2019 Nissan Leaf, demonstrating an EV's relatively short carbon debt payback period<sup>19</sup>.

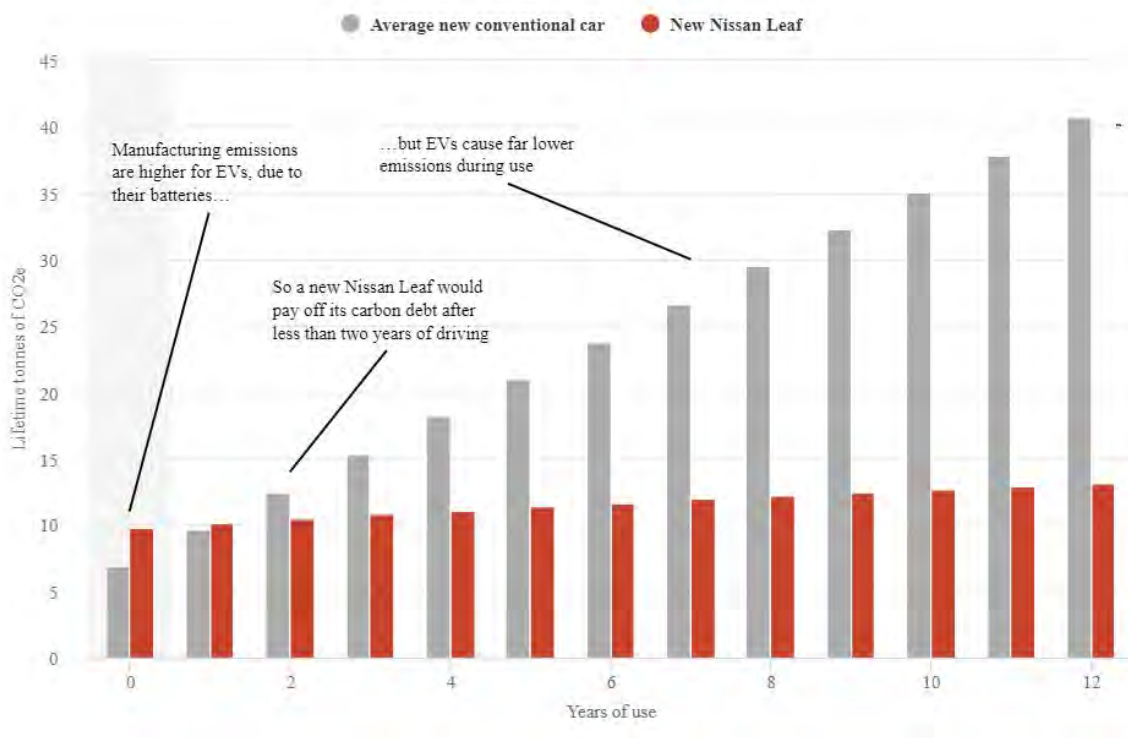


Figure 1- Cumulative greenhouse gas emissions for an average new conventional car versus a 2019 Nissan Leaf. Figures are in lifetime tonnes of CO<sub>2</sub>-equivalent, assuming 150,000 kilometers driven over a 12-year lifetime. By year 12, a 2019 Nissan Leaf EV will pay back manufacturing emissions after less than 2 years and will emit three times less CO<sub>2</sub> in its lifetime than a conventional ICE vehicle in the UK. (Source: Carbon Brief)

EV batteries are another typical point of concern when it comes to their end-of-life disposal procedure. However, manufacturers recognize the need for an environmentally friendly solution to the expanding supply of used batteries. If the battery were to be replaced, they are not dumped into landfills (it is illegal to do so). Instead, they are

repurposed in second-life applications such as renewable energy storage (solar and wind energy) and battery backup systems for approximately another 10 years<sup>21</sup>. At the end of their life, the batteries are recycled, and their reusable raw materials are harvested<sup>22</sup>. The recyclability of EV batteries prolongs their useable lifespan and offsets the need to mine more rare earth metals that make up the batteries.

## 4.0 FREQUENTLY ASKED QUESTIONS

### 4.1 Can EVs travel far distances?

EVs have enough battery life to meet the average distance daily Albertan commuter’s needs<sup>9</sup>. New BEVs can travel up to 400+ km on a single charge<sup>7</sup>. Driving range continues to improve on newer EV models, making “range anxiety”, a fear of the past.

### 4.2 How long do EV batteries last?

Typically, EV batteries will last longer than the life expectancy of the vehicle before needing to be replaced. A recent study on EV use in the United States found that the average battery cycling capacity loss over a 10-year timeframe was about 1% per year<sup>10</sup>. However, battery degradation is contingent upon several factors such as driving behaviour and frequency of use, meaning that the timeframe for battery replacement can vary between users.

Studies show that the retirement of an EV battery should occur when the battery no longer satisfies the daily travel needs of a driver (ie. the battery would be depleted before completing a driver's daily travel activity), rather than a specific or pre-determined timeframe. As shown in Figure 3, as battery capacity declines over time, the existing capacity still satisfies the majority of driving needs<sup>23</sup>. For example, at 80% battery storage capacity, less than 5% of daily driver needs are no longer met, indicating that less than 5% of batteries may need to be replaced at that level.

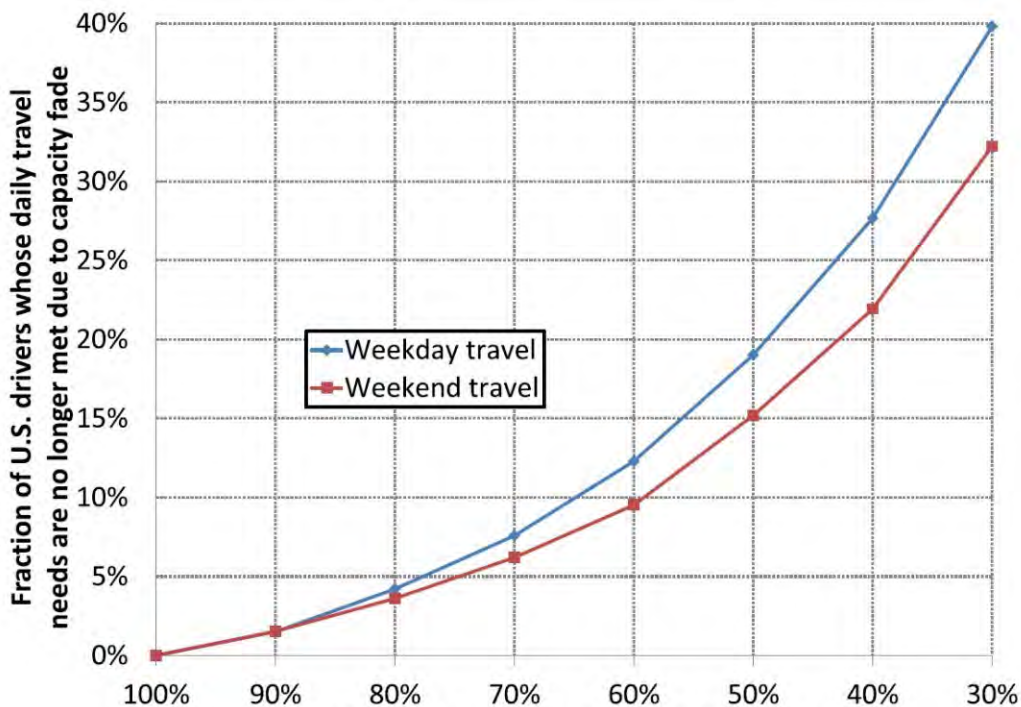


Figure 2- The fraction of drivers in the United States whose daily commuting needs are no longer satisfied as a result of battery capacity depletion to 30%. The vehicle simulated in this study was designed with specifications resembling a Nissan Leaf. (Source: Science Direct: Journal of Power Sources)

EV drivers can take the following actions to care for their battery and prevent premature battery degradation <sup>11</sup>:

- Limit the amount of vehicle use during very high ambient temperatures and avoid parking an EV in direct sun for long periods during hot summer days
- Limit the frequency of deep battery discharges where most of the battery capacity is drained
- Limit aggressive driving behaviours
- Only use Level 3 charging when necessary

#### 4.3 What kind of maintenance is required?

For a traditional ICE vehicle, maintenance is required on parts such as the brakes, electric motor, tires, brake fluid, and coolant levels. But with an EV, there is very little maintenance involved. This is because there are very few moving parts in an EV. There are no oil changes or spark plugs replacements needed. This low amount of maintenance means more financial savings with an EV, compared to an ICE vehicle.

#### 4.4 Do they work in the winter?

EVs perform very well in the winter in two ways:

1. On Alberta's coldest days, an ICE vehicle may not start because the oil becomes too cold and thick to run in a combustion engine. With an EV, there is no oil or combustion engine, meaning that the battery will always be able to start the vehicle because it does not have an ignition source hindered by cold temperatures.
2. EVs warm up fast by using resistance heating, generating heat nearly instantly without the need to idle. While this does consume some battery life (in some cases, upwards of 30 to 40%), EVs can still easily handle the Canadian average daily commute<sup>9</sup>.

To get a sense of how cold weather can affect EV driving, Geotab has created a [Temperature Tool for EV Range](#) to map out the impact temperature has on day-to-day EV range following an analysis of 4,200 connected EVs and 5.2 million trips. Cold weather impacts on range reduction becomes even less of an issue as new EV models have increased battery capacity meaning there will be little impact on most daily trip needs, and charging infrastructure continues to expand for that occasional road trip. The larger batteries in the next generation of EVs will provide an increased range, making the impact of winter range loss minimal (even for drivers that greatly exceed daily driving averages). Winter commuting countries are also adopting EVs. For example, in March 2019, almost 60% of all new cars sold in Norway, a country with winter climate conditions comparable to Alberta, 14 were fully electric, according to the Norwegian Road Federation<sup>15</sup>.

There are many ways to maximize an EV's cold-weather operating range. Here are a few examples<sup>27</sup>:

- Keep your EV stored in a garage (ideally heated)
- Plug in the EV when not in use
- Limit the use of the heater while driving
- Use "eco-mode" to adjust performance parameters (and thereby preserving battery usage)

#### 4.5 How does driving an EV in Alberta reduce greenhouse gas emissions?

Alberta's electricity is derived from a [variety of sources](#) including: coal, natural gas, solar, wind, and hydroelectric. Even with an electricity grid powered primarily by fossil fuels, switching to an EV is still less GHG intensive. [A study completed by the Simon Fraser University](#) found that charging an EV on Alberta's electricity grid can reduce fleet average GHG emissions intensity by 41%<sup>13</sup>. As the electricity grid continues to incorporate more renewable energy, this reduction in GHGs due to driving an EV will only increase over time.

## 5.0 CHARGING 101

### 5.1 Types of charging connectors

There are several different charging connector types available depending on the level of charger required. Here is a short list of connector types for Level 2 or 3 charging stations provided by ChargeHub<sup>12</sup>:

#### Connector types

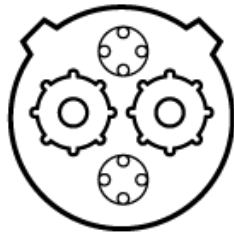


**Connector:** Port J1772

**Level:** 1 and 2

**Compatibility:** 100% of electric cars

**Tesla:** With adapter



**Connector:** CHAdeMO

**Level:** 3

**Compatibility:** Check specifications of your EV

**Tesla:** With adapter



**Connector:** SAE Combo CCS

**Level:** 3

**Compatibility:** Check specifications of your EV

**Tesla:** No



**Connector:** Tesla supercharger

**Level:** 3

**Compatibility:** Only Tesla

**Tesla:** Yes

### 5.2 Types of chargers

EVs require a charging station to replenish their batteries. Different EVs will require different types of charging stations and connector types. Depending on the type of charger, EVs can recharge their battery within a timeframe that meets the needs of the average driver. Here are the different types of charging stations currently available and most commonly used with passenger EVs:

#### *Level 1 chargers*

A Level 1 charger is a regular 120-volt household plug that utilizes an adapter to charge an electric vehicle. Most PHEVs can be recharged overnight using a Level 1 charger<sup>8</sup>. However, this is the slowest type of charger and can take upwards of 9-12 hours (or 5-8km/hour) to fully charge a battery. In the absence of a Level 2 charger or for short daily commutes, this type of charger may be enough to replenish the battery. Level 1 chargers typically come with the purchase of a passenger EV.

#### *Level 2 chargers*

A Level 2 charger uses a 240 volt plug to quickly charge an EV. These charging stations can fully charge an EV in 5-10 hours (or 30-90km/hour). This style of charger utilizes a standard connector (SAE J1772 plug) adopted by Canadian and American electric vehicle manufacturers for cross-compatibility. Public charging stations in Canada and the US will typically use this common plug-type and can they be installed for use at work and home<sup>8</sup>. Level 2 charging stations plug into the same 240V outlet that a clothes dryer or oven would use and deliver more power than a Level 1 charger, charging an EV battery much quicker. When using a charging station at home or at work, it is recommended that a Level 2 charging station is used in place of a Level 1 adapter to maximize the EV's full potential<sup>12</sup>.

### Level 3 chargers

Level 3 chargers are the fastest charging option for EVs, making long-distance commutes easier. Using high voltages to charge the batteries, EVs can be topped up to 80% battery life in as little as half an hour (or 1,600 km/hour)<sup>8</sup>. This type of charger utilizes the CHAdeMO and SAE Combo CCS (combined charging system) plugs. Older EVs may not be designed to handle fast charging but fast charging capabilities are becoming more common with newer models.



Figure 4- Typical 120 volt plug with an electric vehicle charging adapter. This is considered a Level 1 charger.



Figure 5 - A 240-volt Level 2 charging station can be installed at home or at work to charge an electric vehicle.



Figure 6 – Level 3 charging station is the fastest method of charging an electric vehicle.

## 5.3 Locating charging stations

Before driving to a charging station or planning a trip, it is important to check your vehicle's compatibility with the charging station connector available. Some vehicles, like the Chevrolet Volt (a PHEV), are not compatible with Level 3 stations. View [PlugShare's charging station map](#) to see available charging station networks in Alberta and across North America.

## 5.4 Networked charging stations

Networked charging stations (occasionally referred to as "connected" charging stations) can communicate with other stations and the internet via cellular or wireless signals. Networked charging stations offer multiple benefits when compared with non-networked stations.

Firstly, it allows for increased visibility when EV drivers are searching for a charging station. They can do so via a provider's mobile app, third-party websites, or through GPS navigation apps. This is key as not being connected to any network means that a charger will be essentially invisible to drivers. Secondly, it provides an improved driver experience as networked stations can let EV drivers know when a station becomes available. Some services, such as Chargepoint's "waitlist" feature even allow EV drivers to get in a virtual queue so they can charge their vehicle once the vehicle ahead of them has finished<sup>24</sup>. Networked charging stations also allow the owner of the station to monitor usage and set up pay-per-use options. Lastly, there are several cost-saving benefits and flexibility options for networked chargers as well as numerous reporting features that some municipalities and businesses can benefit from. Station owners can receive the latest firmware updates, anticipate problems before they arise, and can control access to ensure turnover between users. The energy and greenhouse gas data collected and reported by networked stations also means that it can be justified as a sustainable investment when applying for grants or engaging with stakeholders.

## 5.5 Open Source Charging Stations

Of the many factors to consider when purchasing a networked EV charging station, it is important to ensure that charging stations are OCPP compliant. Open Charge Point Protocol or OCPP is a syntax language that is used to communicate with other networked charging stations and a network management system such as ChargePoint<sup>25</sup>. As a free, open source, and easy to use protocol, OCPP ensures that all stations within the EV charging station network are speaking the same language and has thus become a global benchmark for interoperability throughout the EV charging industry<sup>26</sup>. A major advantage to OCPP-compliant charging stations is that it allows the freedom for station owners to choose any network they would like and allow access to more competitive pricing options. This provides additional flexibility and removes fears of a stranded asset should a manufacturer go out of business or being forced to use only the network that the station is compatible with (and all the fees that come along with it). Some restrictions may apply when it comes to OCPP. Contact your distributor for full details around OCPP compatibility.

## 5.6 Site Selection

There are many considerations to be made when it comes to a charging station's purchase and installation. Site location is one of the most important considerations as it will influence how often the station is used and how easily the station can be accessed. Another consideration is the type of location that the unit will be servicing. This will impact the level of charging station capacity required. If the location will be a site where drivers can spend several hours charging their vehicle, a level 2 charging station may work best (ex. locations near a shopping mall, gym, movie theatre, beach, or park). Fast chargers, on the other hand, may work in locations where the vehicle will only be charging for about 30 minutes (ex. locations near highway rest stops, downtown cafes, etc.). Visibility of the charging station will also need to be a top consideration including the addition of appropriate signage and reserved spaces to park the EV.

## 5.7 Installation

Once a specific location has been selected, there are a few other on-site considerations to be made regarding the existing electrical infrastructure. Some questions to consider include:

- Where in the parking lot will the charger be mounted?
- Will the charging station be wall-mounted or mounted to a pedestal?
- Is there space to include a charging station within the electrical breaker panel?
- How could EV charging impact demand charges at the desired location?
- Is the site's existing electrical infrastructure capable of support the desired level of charging?
- What will the overall installation costs be considering all of the above factors? Are there grants available to help offset these costs?

The answers to the above questions are important to consider. It is always best to speak with a licensed professional, such as an electrical contractor, when considering a charging station install as there may be other factors that could be overlooked. Luckily, there is charging station funding available through the [Electric Vehicle Charging Program \(EVCP\)](#) to aid municipalities in offsetting both equipment and installation costs.

## 5.8 Charging Station Provider List

The following is a short list of local charging station equipment providers. **Please note that this is not an exhaustive list of every provider on the market, nor is this an EVCP eligible contractor list.** It is recommended to review multiple quotes from various EV charging station equipment and installation providers to properly inform your recruitment process and ensure the station type is eligible for the program.

Provider	Phone Number	Email Address	Website
Chargepoint	408-370-3802	info@chargepoint.com	<a href="https://www.chargepoint.com/en-ca/products/sales/">https://www.chargepoint.com/en-ca/products/sales/</a>
Flo	1-855-543-8356	info@flo.com	<a href="https://www.flo.com/en-CA/">https://www.flo.com/en-CA/</a>
Hypercharge	1-888-320-2633	info@hypercharge.com	<a href="https://hypercharge.com/">https://hypercharge.com/</a>
ABB	1-800-435-7365	contact.center@ca.abb.com	<a href="https://new.abb.com/ev-charging">https://new.abb.com/ev-charging</a>
Bosch	1-844-317-9525	infoevcharger@ca.bosch.com	<a href="https://www.boschevsolutions.com/en-ca">https://www.boschevsolutions.com/en-ca</a>
Siemens	905-465-8000	contactus.ca@siemens.com	<a href="https://new.siemens.com/global/en/products/">https://new.siemens.com/global/en/products/</a>
Sun Country	1-866-467-6920	info@suncountryhighway.ca	<a href="https://suncountryhighway.ca/">https://suncountryhighway.ca/</a>

## 6.0 AVAILABLE ELECTRIC VEHICLES

The following table details the different types of EVs currently available for purchase. Please note that this is not an exhaustive list of every EV on the market as most luxury models are not included, nor is this an eligible vehicle list for the EVM program. More EVs will become available for purchase in the near future that may qualify for EVM program funding, and other EVs that may not be listed could be eligible.

### 6.1 Passenger Electric Vehicles

#### *Battery Electric Vehicles (BEVs)*

Year	Make	Model	kWh/100 km (City/Hwy/Combined)	Battery Size (kWh)	Range (km)	LVL 2 Charge Time from Empty (hrs)	Typical MSRP (\$CAD)
2020	Volkswagen	e-Golf	17.4 / 19.9 / 18.6	36	198	5.3	\$37,900
2021	Hyundai	Ioniq	14.5 / 17.4 / 15.8	38	274	4	\$41,599
2021	Hyundai	Kona	16.2 / 19.3 / 17.4	64	415	9	\$44,999
2021	Kia	Soul Limited	16.9 / 21.0 / 18.7	64	383	9	\$51,995
2021	Kia	Soul	15.5 / 20.5 / 18.0	39	248	5	\$42,995
2021	Kia	Niro EV	17.0 / 20.6 / 18.6	64	385	9	\$44,995
2021	Nissan	Leaf	17.0 / 21.2 / 18.9	40	240	8	\$44,298
2021	Nissan	Leaf S Plus	17.8 / 21.5 / 19.5	62	363	11	\$46,898
2021	Nissan	SV/SL Plus	18.3 / 22.1 / 20.0	62	349	11	\$52,898
2021	Chevrolet	Bolt	16.5 / 19.5 / 17.8	65	417	8.5	\$38,198
2021	Chevrolet	Bolt EUV	16.5 / 19.5 / 17.8	65	397	8.5	\$40,198
2021	Volkswagen	ID.4	20.2 / 23.4 / 21.7	82	400	7.5	\$44,995
2021	Volkswagen	ID.4 AWD Pro	18.5 / 22.3 / 20.5	82	386	7.5	\$49,995
2021	Mini Cooper	SE 3 Door	18.2 / 20.9 / 19.4	32	183	4.5	\$40,990

#### *Plug-in Hybrid Electric Vehicles (PHEVs)*

Year	Make	Model	Combined kWh/100 km	L/100 km (City/Hwy/Combined)	Battery Size (kWh)	Electric Range (km)	LVL 2 Charge Time from Empty (hrs)	Typical MSRP (\$CAD)
2021	Hyundai	Ioniq PHEV	17.4	4.5 / 4.6 / 4.5	8	47	2.3	\$32,649

2021	Ford	Escape PHEV	20.2	5.5 / 6.2 / 5.8	14	60	4	\$36,799
2020	Kia	Optima	20.7	6.0 / 5.3 / 5.7	10	45	2.7	\$43,995
2021	Kia	Niro PHEV	19.7	4.9 / 5.3 / 5.1	8	42	2.25	\$34,495
2021	Honda	Clarity	19.0	5.3 / 5.9 / 5.6	17	77	2.5	\$44,505
2021	Jeep	Wrangler 4xe	42.2	11.6 / 11.9 / 11.7	17	35	2.4	\$54,995
2021	Lincoln	Corsair GT	26.9	6.9 / 7.3 / 7.1	14.4	45	7	\$58,100
2021	Mini Cooper	SE Countryman	28.2	8.1 / 7.9 / 8.0	10	29	3	\$44,990
2021	Chrysler	Pacifica	25.8	8.0 / 7.9 / 8.0	16	51	2	\$48,234
2021	Mitsubishi	Outlander	27.7	9.4 / 9.0 / 9.2	14	35	3.5	\$44,198
2021	Subaru	Crosstrek PHEV	23.5	6.6 / 6.8 / 6.7	9	27	2	\$42,595
2021	Toyota	Prius Prime	15.8	4.3 / 4.4 / 4.3	8.8	40	2	\$32,990
2021	Toyota	RAV4 Prime	22.3	5.7 / 6.4 / 6.0	18	68	4.5	\$44,990

Source: <https://www.plugndrive.ca/electric-cars-available-in-canada/>

## 6.2 Medium/Heavy Duty Electric Vehicles

Vehicle Type	Make	Model	Battery Size (kWh)	Range (km)	Typical MSRP (\$CAD)
Cargo Truck	Lion Electric Co.	Lion 8	336	270	Contact Provider
Cargo Truck	Mitsubishi Fuso	eCanter	82.8	100-125	Contact Provider
Cargo Truck	Motiv Power Systems	EPIC E-450 Box	106/127	161	Contact Provider
Cargo/Refuse	DAF	CF Electric	170	100	Contact Provider
Cargo/Refuse	DAF	LF Electric	220	220	Contact Provider
Refuse Truck	BYD	6R (Class 6)	N/A	N/A	Contact Provider
Refuse Truck	BYD	8R (Class 8)	295	90	Contact Provider
Refuse Truck	Lion Electric Co.	Lion 8 Garbage Side Loader (with Boivin Evolution electric Hopper and Arm)	480	400	Contact Provider
Refuse Truck	Lion Electric Co.	Lion 8 Garbage Rear Loader	480	400	Contact Provider
Refuse Truck	Mack Trucks	LR Electric	N/A	N/A	Contact Provider
Work Truck	Motiv Power Systems	EPIC E-450 Work	106/127	161	Contact Provider

## 6.3 Low Speed/Non-Road Electric Vehicles

### Ice Resurfacers

Make	Model	Battery Size (kWh)	Typical MSRP (\$CAD)
Engo	170SX	N/A	Contact Provider
Engo	Ice Tiger	64	Contact Provider



Engo	Wolf Electric	64	Contact Provider
Olympia	Ice Bear Electric	53	Contact Provider
Olympia	Millennium E	62	Contact Provider
Olympia	Mini E	14	Contact Provider
Phaneuf International	Phaneuf 4.0	N/A	Contact Provider
WM	Compact Electric	26	Contact Provider
WM	EVO2 E	50	Contact Provider
WM	Mammoth Electric	36	Contact Provider
WM	Shira Electric	36	Contact Provider
Zamboni	650 Electric	62	Contact Provider
Zamboni	Model 450	22	Contact Provider
Zamboni	Model 552 AC	41	Contact Provider
Zamboni	Model 552 AC Li	25	Contact Provider
Zamboni	Model 650	N/A	Contact Provider
Zamboni	IZO Model 612	50+	Contact Provider
Zamboni	IZO Model 712	31	Contact Provider

*Various Non-Road Vehicle Types*

Vehicle Type	Make	Model	Battery Size (kWh)	Range (km)	Typical MSRP (\$CAD)
Electric Tractor	Soletrac	eUtility	26	N/A	Contact Provider
Golf Cart	Club Car	Onward Electric	N/A	N/A	\$12,900
Off Road Work Vehicle	Canadian EV Ltd.	Might-E Truck	16	80	Contact Provider
Parkade Sweeper	Proterra	5130 Battery	19	N/A	\$53,000
Passenger/UTV	Polaris	GEM e2	N/A	Up to 157	\$13,400
Riding Mower	Greenworks	Lithium Z GZ 60R	N/A	N/A	Contact Provider
Riding Mower	Mean Green Mowers	CXR-60"	N/A	N/A	Contact Provider
Skidsteers/Loaders	Sherpa	100 ECO Mini-Loader	8.6	N/A	Contact Provider
Skidsteers/Loaders	Wacker Neuson	WL20e	11	N/A	Contact Provider
Skidsteers/Loaders	MultiOne	8 Series	N/A	N/A	Contact Provider
Skidsteers/Loaders	Bobcat	E10e Compact Excavator	12.7	N/A	Contact Provider
Street Sweeper	Dulevo International	D.zero2	N/A	N/A	Contact Provider
Street Sweeper	Tennant	500ze	N/A	N/A	Contact Provider
Utility Task Vehicle	Alke'	ATX320E	9	75	Contact Provider
Utility Task Vehicle	Club Car	Carryall 500	N/A	N/A	\$14,279

Utility Task Vehicle	Hisun	Sector E1	N/A	60	\$13,400
Utility Task Vehicle	John Deere	TE 4x2 Electric	N/A	N/A	\$15,000
Utility Task Vehicle	KarGo	KarGo	N/A	N/A	Contact Provider
Utility Task Vehicle	Polaris	Ranger EV	11.7	80	\$14,000
Utility Task Vehicle	Taylor-Dunn	Bigfoot 3000	12.4	64	Contact Provider
Utility Task Vehicle	Textron	Prowler EV iS	N/A	N/A	\$17,500

## 7.0 OTHER AVAILABLE EV INCENTIVE PROGRAMS

There are several other funding programs currently available for EVs and charging infrastructure:

### 7.1 [iZEV \(Zero-Emission Vehicle\) Program](#)

Effective May 1st, 2019, the federal government launched a point-of-sale incentive for consumers, businesses, and provincial/municipal governments who purchase or lease a new [eligible electric vehicle](#) (i.e., vehicles that have not been plated before). Rebates for BEVs, and longer-range plug-in hybrid vehicles are eligible for a \$5,000 incentive. Shorter-range PHEVs are eligible for an incentive of \$2,500. This incentive is applied in addition to any provincial zero-emission vehicles incentive offered and municipalities can stack this rebate with the EVM program rebate. Municipal governments can receive up to 10 incentives under the iZEV program per calendar year.

### 7.2 [Green Municipal Fund: Green Fleets Pilot Projects](#)

The Federation of Canadian Municipalities (FCM) offers a pilot project for reducing fossil fuel usage in municipal fleets through the Green Municipal Fund. Pilot projects can include a variety of EVs, EV infrastructure, autonomous vehicles, and more. Municipalities can receive up to 50% of eligible costs to a maximum of \$500,000. Smaller municipalities below a population of 20,000 receive even more support and may qualify for up to 80% of eligible costs. Funding from this pilot project is stackable with EVM program funding.

### 7.3 [Zero-Emission Vehicle Infrastructure Program \(ZEVIP\)](#)

The Federal Government has introduced a program to build reliable EV infrastructure with Level 2 or higher charging stations to coincide with future transportation goals. Cost-sharing contribution agreements may be implemented through this program to install charging stations in multi-unit residential buildings, workplaces, public spaces, on-street locations, and dedicated fleet vehicles. This program is limited to funding 50% of total project costs up to a maximum of \$5 million. Depending on the type of charging station, municipalities may access between \$5,000 and \$50,000 in funding.

## 8.0 POLICIES

To reduce the environmental impacts of the transportation sector, municipal, provincial, and federal governments across Canada have incorporated plans for vehicle electrification in their policy decisions. The following are examples of how government policies can influence vehicle electrification.

### 8.1 Municipal Policies

*City of Edmonton*

The [City of Edmonton's Electric Vehicle Strategy](#) includes the following goals that will be tracked and measured through the creation of an environment for EVs to thrive:

- the advancement of Edmonton's knowledge of EVs,

- an increase in the number of charging stations available for public use,
- an introduction of PHEVs into the municipal fleet and,
- an increase in the number of EVs registered in Edmonton.

Opportunities such as education and marketing, installing electric charging infrastructure, and creating EV incentives, regulations, and financial tools are some of the strategic actions they are taking to demonstrate effective leadership in EV advocacy.

#### *City of Calgary*

The City of Calgary compiled a [Climate Resilience Strategy](#) that includes an [Electric Vehicle Strategy](#) designed to:

- respond to the need for the development of EV infrastructure,
- encourage faster adoption of EVs aiding in the reduction of GHGs,
- and increase awareness about EVs amongst the public and industry.

Projects such as the [Peaks to Prairies EV Charging Network](#) demonstrate the establishment of an EV-friendly environment, through a collaborative approach between municipalities.

#### *City of Leduc*

The City of Leduc developed a 10 year [Greenhouse Gas Reduction Action Plan](#), laying the groundwork for projects that produce cost and GHG savings. This plan includes transportation actions for EVs, ensuring that the charging infrastructure is established throughout the municipality. A noteworthy action item is the bylaws that require EV charging stations in new developments like multi-family dwellings, mixed-use buildings, and parking facilities following a certain ratio of level 2 charging stations.

## **8.2 Provincial Policies**

While the Province of Alberta has yet to implement an EV strategy of its own, other Canadian provinces are implementing the following policies to encourage EV adoption.

#### *British Columbia*

Numerous EV policies and rebate incentives have been introduced to encourage and accelerate the adoption of EVs in British Columbia. The [Go Electric Incentive program](#) includes funding for point-of-sale BEV and PHEV incentives, investments into EV charging infrastructure, support for municipal fleet vehicle electrification, and investments in research, training, outreach, and economic development. The BC government has also implemented a [SCRAP-IT program](#) that offers electric vehicle-specific incentives and qualifying vehicle owners incentives to scrap their older ICE vehicles.

[Other noteworthy policy decisions](#) include:

- Allowing electric vehicle users to access high-occupancy vehicle (HOV) lanes regardless of the number of passengers,
- revising the Provincial Building Act to provide local governments greater flexibility when considering EV charging in new developments and,
- a [Zero-Emission Vehicles Act](#) requiring automakers to meet an escalating annual percentage of new light-duty ZEV sales and leases; 10% of light-duty vehicle sales by 2025, 30% by 2030, and 100% by 2040 (the first jurisdiction to legislate a 100% zero-emissions vehicle target<sup>16</sup>).

## Quebec

By implementing the [2015-2020 Transportation Electrification Action Plan](#), Quebec plans to increase the number of BEVs and PHEVs purchased in the province. By providing a [rebate program](#) (offering up to \$8,000 in EV incentives), [discounts](#) of up to \$4,000 on used BEVs, and [refunds](#) for installing EV charging stations at businesses, municipalities, and organizations, Quebec has set a goal of 100,000 zero-emission vehicles to be registered by the end of 2020.

Other provincial government measures include:

- The expansion of the [Electric Circuit](#), the largest public charging network in Quebec and eastern Ontario,
- allowing EV owners free access to toll bridges, highways, and ferry rides as well as dedicated lanes reserved only for EVs and,
- making electric vehicle acquisition compulsory for fleet vehicles of departments and public institutions including health and education networks.

Quebec has also legislated a [Zero-Emission Vehicles Standard](#), requiring manufacturers to acquire credits by procuring a specific number of EVs for the Quebec market. This will allow Quebec consumers access to a larger number and wider range of EVs for purchase.

### 8.3 Federal Policies

The Government of Canada has recognized the need for EV adoption to combat climate change and reduce GHGs. As a result, the federal government set ambitious sales targets to encourage EV adoption, including a goal for 10% of all light-duty vehicle sales by 2025, 30% by 2030, and 100% by 2040<sup>17</sup>. Other than the EV incentives mentioned already in Section 7.0, the federal government has considered other strategies to incentivize EV adoption, including:

- Support for provincial and local governments requiring that 100% of residential parking spaces be “EV Ready” (having an energized electrical outlet available to provide Level 2 charging),
- Mechanisms to require that EV charging infrastructure be included in national building codes and zoning law requirements and,
- A [Zero-Emission Vehicle Awareness Initiative](#) designed to increase awareness of EVs through education and outreach.

## 9.0 IMPLEMENTATION

The following section details a 4-step action plan that municipalities can follow to electrify their vehicle fleets:

### Step 1. Assess transportation needs

The first step in any effective fleet strategy is to understand the transportation needs of your municipality and implement a long-term approach that leads to a more efficient fleet. A fleet inventory study helps build an understanding of fleet requirements as a baseline and should capture the following detail:

- The types of vehicles included in the fleet inventory study scope, which may include passenger vehicles, non-road vehicles, transit, waste collection, or other fuel consuming vehicles and equipment.
- Frequency of vehicle use, the average distance traveled, amounts of fuel used, fuel costs, maintenance costs, and operational considerations.
- Record mileage and/or installing data loggers can provide valuable information to advise fleet managers.

As a component of the [EVM program](#), municipalities can receive financial support to conduct a feasibility study of incorporating EVs into their fleets based on their existing fleet portfolio. A feasibility study will quantify the potential for cost savings and emission reduction as a result of adding electric vehicles to a municipality’s fleet. This study will

help inform decisions on determining a long-term path forward to decarbonize fleet vehicles and save operating costs.

### **Step 2. Build support**

Engaging the appropriate stakeholders as early as possible in the process is crucial to gain support for important fleet decisions. Informing key stakeholders and decision-makers of the potential benefits associated with the electrification of the municipal vehicle fleet will help build commitment and support. MCCAC's [EV Savings Calculator](#) will help compare savings and present a feasible business case for switching from an ICE vehicle to an EV.

### **Step 3. Create a plan**

Creating a strategic plan of action is crucial to the success of any project. The following components should be considered:

- Establish a vehicle replacement schedule targeting specific groups of vehicles.
- Target areas of the fleet with the most potential for cost savings and emission reduction.
- Investigate and select EV options that meet operational needs while achieving cost savings and emission reduction. Compare the plan to any set targets to ensure the plan will achieve the desired outcomes.
- Identify the funding supports available for vehicles and charging stations.
- Plan for the installation of EV charging infrastructure.
  - Incentives are currently available to reduce capital costs.

### **Step 4. Implement your plan**

After implementing your plan, it's important to manage the transition, communicate the benefits, and highlight the results throughout the organization. The following actions may be considered:

- Continuously monitor the performance of the new fleet vehicles to verify the cost savings and emission reductions align with the expected outcomes.
- Communicate results throughout the municipality to explain the journey and the benefits of the change.
- Provide on-site training to promote fuel-efficient driving behaviour and to inform operators of new operational considerations of driving EVs.

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# ELECTRIC VEHICLE CHARGING PROGRAM GUIDEBOOK

January 2022

This Guidebook provides an overview of the eligibility requirements, available funding, and process for municipalities to participate in the Electric Vehicle Charging Program.



**Municipal  
Climate Change  
Action Centre**



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## 1.0 PROGRAM OVERVIEW

The Electric Vehicle Charging Program (EVCP) provides funding to municipalities for the installation of electric vehicle (EV) charging infrastructure on municipally-owned land to support and accelerate the adoption of EVs in Alberta. This EVCP Guidebook provides detailed information on eligibility requirements, available funding, and how to apply.

## 2.0 ELIGIBILITY

### 2.1 Eligible Participants

The following organizations are eligible to participate in the EVCP:

- a. Municipalities: all designated municipalities within the province of Alberta are eligible to participate in the EVCP program. As per Section 1(1)(s) of the *Municipal Government Act*, a "municipality" is defined as:
  - i. a city, town, village, summer village, municipal district or specialized municipality,
  - ii. a town under the *Parks Towns Act*, or
  - iii. a municipality formed by a special Act; or,
  - iv. if the context requires, the geographical area within the boundaries of a municipality described in sub-clauses (i) to (iii).
- b. Non-profit community-related organizations (CROs), located on municipally owned land or operating within municipally owned facilities. While CROs are eligible to participate, the municipality must be the signatory to the EVCP Funding Agreement and all rebates made under the program will be directed to the municipality. Such projects will be evaluated for eligibility on a case-by-case basis.

### 2.2 Ineligible Participants

The following individuals and organizations are ineligible for EVCP:

- a. Individual residents;
- b. Electricity or gas utilities;
- c. Companies;
- d. Industry and research associations;
- e. Academic institutions; and
- f. Provincial or federal governments including any crown corporations or agencies.

### 2.3 Eligible Project Types and Requirements

The EVCP provides funding support for municipalities in Alberta to install EV charging infrastructure that will support and accelerate the adoption of EVs in their communities. Municipalities can receive rebates for the installation of EV charging stations for use by the public and municipal vehicle fleets on municipally owned land and community gathering places such as recreation centres, libraries, town halls, curbside locations, and more. Projects funded through the EVCP must meet the following requirements:

- a. Be installed in Alberta on municipally owned land or at a municipally owned facility;
- b. Be a permanent installation (mounted or fixed);
- c. Be new and purchased equipment (not leased);
- d. Be for a new install or an expansion of an existing installation (not for the replacement of an existing installation);
- e. Be an eligible technology used to charge passenger EVs, including charging stations equipped with SAE J1772 standard plug connectors, Combined Charging System (CCS) plug connectors (otherwise known as SAE Combo), CHAdeMO plug connectors, or other proprietary charging connector types;
- f. Be a networked charger with the ability to communicate to other stations and/or to a server or the cloud through a cellular or wireless signal or connected vehicle communications using software to report on usage and/or other capabilities such as real-time charging station status;

- g. Be approved for sale and use in Canada by a third-party evaluator such as Canadian Standards Association (CSA), Underwriters' Laboratories of Canada (ULC), Underwriters' Laboratories (UL), Interlink, or equivalent;
- h. Be installed in accordance with the Alberta Safety Codes Act and in compliance with all applicable local building, electrical, zoning, parking codes and bylaws;
- i. Hold a valid electrical permit and have completed and passed all required inspections;
- j. Be installed by a fully licensed electrical contractor; and
- k. Be installed with a dedicated parking space clearly identified for the purpose of charging EVs, if meant for general public use.

## 2.4 Ineligible Project Types

The following project types are ineligible for funding under the EVCP:

- a. EV charging infrastructure installed prior to receiving approval from program staff (retroactive participation);
- b. Replacements of existing EV charging infrastructure;
- c. Installations of non-networked EV charging infrastructure;
- d. Installations of non-passenger vehicle charging, such as charging infrastructure for transit buses, or other vehicle types; and
- e. Installations of non-electric vehicle fuelling systems.

## 3.0 FINANCIAL REBATE

### 3.1 EVCP Rebate Rates

The EVCP will provide rebates in accordance with the rebate rates in Table 1. The MCCAC, at its sole discretion, reserves the right to adjust EVCP rebate levels over time in accordance with changing market conditions (labour rates, equipment costs, etc). Such changes will be announced publicly, highlighting a clear cut-off date for EVCP application approval under existing rebate levels.

Table 1: EVCP Rebate Structure

Charger Type	Technology Conditions	Maximum Rebate
Networked Level 2 connectors 3.3 kW to 19.2 kW	Any commercially available and network-capable EV charging station certified for use in Canada. The charger must have a SAE J1772 standard plug head or be a proprietary** connector type rated for a minimum of 3.3 kW power output.	Up to 100% of total costs, to a maximum of \$10,000 per connector*
Networked Fast Charger 20 kW to 49 kW	Any commercially available and network-capable EV charging station certified for use in Canada. The fast charger must have at least one (1) CHAdeMO charger connector and one (1) CCS charger connector or be a proprietary** connector type rated for a minimum of 20 kW power output.	Up to 100% of total costs, to a maximum of \$30,000 per fast charger
Networked Fast Charger 50 kW to 99 kW	Any commercially available and network-capable EV charging station certified for use in Canada. The fast charger must have at least one (1) CHAdeMO charger connector and one (1) CCS charger connector or be a proprietary** connector type rated for a minimum of 50 kW power output.	Up to 100% of total costs, to a maximum of \$100,000 per fast charger
Networked Fast Charger 100 kW and above	Any commercially available and network-capable EV charging station certified for use in Canada. The fast charger must have at least one (1) CHAdeMO charger connector and one (1) CCS charger connector or be a proprietary** connector type rated for a minimum of 100 kW power output.	Up to 100% of total costs to a maximum of \$150,000 per fast charger

\* To qualify for Level 2 rebate funding per connector, each connector must be able to charge a vehicle and support a parking space simultaneously. Fast charging station funding is based on the number of chargers.

\*\*Proprietary connector types can represent a maximum of 75% of all charging connectors installed at the same project

site. The remaining balance (25% or more) must be universal charging connectors (J1772, CCS and CHAdeMO) of the same category (i.e. level 2 or fast charger).

### 3.2 Maximum Funding Limits

To ensure equitable and geographic distribution of EVCP funds, total EVCP funding distributed to a single municipality is capped at \$200,000. Municipalities may submit multiple applications and receive funding for multiple projects at various locations prior to reaching the EVCP funding maximum. The MCCAC, at its sole unfettered discretion, reserves the right to adjust the maximum funding cap per municipality in response to program demand and changing market conditions.

### 3.3 Eligible Expenses

Eligible expenses must be directly related to the installation of EV charging stations. Costs must be clearly invoiced, dated, and itemized for each applicable eligible expense. To be eligible for a rebate, municipalities must include the costs in their application at the pre-approval stage and provide a final invoice and proof of payment for each eligible expense at the completion stage. Eligible expenses include:

- a. Capital expenses for the purchase of the EV charging station equipment;
- b. Installation and construction costs by a licensed electrical contractor, including labour, equipment rentals and required materials;
- c. Engineering and design costs related to the install;
- d. Expenses for obtaining the required electrical permit, and any other required building or development permits;
- e. Expenses for completing the required electrical inspections and other inspections, as required; and
- f. Expenses for protective physical barriers and site signage such as pole mounted signs or parking space painting.

### 3.4 Ineligible Expenses

Ineligible expenses include:

- a. Goods and Services Tax (GST) or any other taxes;
- b. Land costs;
- c. Legal costs;
- d. Costs relating to ongoing operations and maintenance (electricity consumption, electrical demand charges, networking fees, subscription fees, etc);
- e. Costs incurred by the municipality to submit program documents, process invoices, or any other administrative cost relating to participating in the program;
- f. Costs incurred prior to receiving written approval via a signed EVCP Funding Agreement;
- g. Preliminary site assessment and electrical demand assessments;
- h. Electrical service upgrades or any upgrades upstream from the electrical service, if required; and
- i. Any other expense deemed by the MCCAC to be ineligible.

### 3.5 Disbursement of Funding

The approval and allocation of funds will occur on a first-come, first-served basis based on the date in which the MCCAC and the municipality duly sign an EVCP Funding Agreement. Municipalities must submit a complete EVCP application and receive approval from the MCCAC prior to receiving an EVCP Funding Agreement. The municipality and the MCCAC must execute the EVCP Funding Agreement prior to initiating any work on the project.

After signing an EVCP Funding Agreement, municipalities must complete their project and submit all relevant completion documents within twelve (12) months. Municipalities that do not complete the installation of their EV charging station and submit completion documentation within twelve (12) months of signing the EVCP Funding Agreement are subject to

removal from the payment queue and must contact the MCCAC if they still wish to participate in the program and receive a rebate. Any extensions to the completion deadline require the municipality to submit a written request to the MCCAC detailing the nature of the request. All extension requests are evaluated on a case-by-case basis and MCCAC, at its sole discretion, reserves the right to approve or deny any extension request.

Please note, rebates will be based on the actual final purchased and installed project components and eligible expenses. If project costs changed during construction, rebates will be adjusted accordingly and may differ from the rebate outlined in the Funding Agreement. Rebate payments will be distributed by cheque or electronic fund transfer (EFT) after the MCCAC has verified that the project is complete. Payments will be sent approximately six weeks following the end of the current fiscal quarter. For example, municipalities with a project completed in August should expect their rebate in mid-November or earlier. MCCAC will strive to distribute rebates within 150 days of projects being verified as complete. The project verification process is described in Step 5 of Section 4.0.

### 3.6 Grant Stacking

Municipalities are not permitted to access funding through both Natural Resources Canada's Zero Emission Vehicle Infrastructure Program (ZEVIP) and the EVCP for the same project. However, municipalities are permitted to access ZEVIP funding and EVCP funding for different projects at different locations as long as there is no overlap between the projects. The maximum amount of combined funding from all sources cannot exceed the total eligible costs of the project. Municipalities may leverage additional non-NRCan funding if their project through EVCP does not cover 100% of eligible costs. Such instances will be evaluated on a case-by-case basis. The municipality agrees to disclose any participation in other funding programs through which funding towards the cost of the project is being pursued.

## 4.0 HOW TO PARTICIPATE

### Step 1: Submit an EVCP Expression of Interest (EOI)

Municipalities must submit an EOI to notify the MCCAC of their intent to participate and for eligibility screening purposes. The MCCAC will review all information provided in the EOI and will contact the municipality to provide information regarding subsequent stages of the application process.

Note: Completion of the EOI does not secure funding or a place in the first-come, first-served queue. For details on how this queue is established, see Section 3.5.

### Step 2: Submit the EVCP Application

Municipalities must submit an EVCP application and all required attachments to [contact@mccac.ca](mailto:contact@mccac.ca) or directly to their designated MCCAC representative. The EVCP application form is available on the EVCP [webpage](#). A single EVCP application may include multiple EV charging stations at various locations, but rebates will not be issued until all stations included in the project are complete. The MCCAC will review the EVCP application to verify participant and project eligibility and confirm approval. **Please note, no retroactive funding will be available. Participants are not to incur any costs or start construction prior to receiving a duly signed Funding Agreement from the MCCAC.**

For each project, the municipality must provide the following information within the EVCP application:

1. Project details:
  - a. A brief written project description including details regarding the municipality's intent for pursuing this project.
  - b. The municipality's approach to ensuring stations are accessible 24/7, visible, have appropriate lighting (if available to the public) and a confirmation that each connector includes a dedicated EV-only parking spot with appropriate signage.
  - c. Any pay-for-use configurations and intended rate.

- d. Confirmation that the preferred install site will not be impacted by, or is free of subsurface utilities such as water, gas, irrigation, or telecommunication lines.
  - e. Expected project start and completion dates.
  - f. Confirmation of equipment operation commitments and data sharing with MCCAC.
  - g. Any other pertinent information regarding the project.
2. EV charging station details including:
    - a. Installation facility or location name, address, and intent for the install to be for public or private use.
    - b. Brand and model.
    - c. Power output (kW) and charging voltage.
    - d. Charging plug type.
    - e. Charge level and the number of connectors per station.
3. Application attachments:
    - a. Detailed and itemized cost quotes for all eligible expenses as outlined in Section 3.3 (as applicable to the project). Detailed scope of work descriptions are required for engineering and design costs.
    - b. A copy of all specification sheets (or brochures with technical information) for all EV charging stations.
    - c. Proof of land ownership for all install locations.
    - d. Any other supplementary documentation applicable to the project and as requested by MCCAC.

### **Step 3: EVCP Funding Agreement**

Eligible projects will be issued an EVCP Funding Agreement. The municipality and the MCCAC must execute the EVCP Funding Agreement prior to initiating any work on the project. A signed copy of the EVCP Funding Agreement must be scanned and sent to [contact@mccac.ca](mailto:contact@mccac.ca) or the designated MCCAC representative. The MCCAC will return a final copy of the executed Agreement to the municipality and the project may begin. The MCCAC must be notified of any deviation from Schedule "B" immediately, and an amendment must be duly executed should the project scope, completion date or other details change.

### **Step 4: Project Completion**

Once the EVCP Funding Agreement is fully executed, project funding is formally held, and the project may begin. The project must be completed within twelve (12) months of signing the EVCP Funding Agreement. Municipalities are responsible for ensuring that the project is completed, and all relevant project completion documents are submitted by the deadline. Should an extension of the completion deadline be required, the municipality must submit a request to the MCCAC in writing detailing the nature of the request as detailed in Section 3.5.

Municipalities are responsible for exercising due diligence in selecting quality products, consultants and contractors and ensuring that the project is completed in accordance with all applicable municipal bylaws (e.g. permitting and inspections) and the laws of the Province of Alberta.

### **Step 5: Project Completion Documents and Verification**

Once the project is complete, municipalities must notify the MCCAC and provide the applicable project completion documents indicating that the project was completed in accordance with the EVCP Funding Agreement. The project completion document package must be received by the MCCAC within twelve (12) months of signing the EVCP Funding Agreement. All projects must also complete the program evaluation form as provided by MCCAC and outlined in Section 5.1. The required completion items for each project includes:

1. A signed EVCP project completion statement, to be provided by MCCAC;
2. Final invoices and proof of payment for all expenses outlined in the application;
3. Photos of the completed install including photos that show the station is operational. Additional photos of the Canadian certification approval labels such as CSA, ULC or equivalent may also be required; and

4. Proof of public engagement activities which requires satisfaction of the following:
  - a. A media release for the project or any other public engagement activity deemed acceptable by the MCCAC that clearly identifies the full Municipal Climate Change Action Centre name. Examples include municipal news releases via the municipality's website, a project profile in the local newspaper, or event which includes news releases resulting from the project completion;
  - b. Sharing of project details and photographs on municipal social media networks such as Facebook, Twitter, or LinkedIn, as applicable;
  - c. A set of 3 or more high resolution photographs of the EV charging station(s) suitable for use in program marketing and promotion. These photos will be shared publicly via MCCAC's project showcase. Photos with municipal staff are encouraged.
  - d. A brief abstract describing the project and its benefits including one or more quotes from municipal leaders or other municipal representatives, to be used for MCCAC program marketing.
  - e. Completion of the EVCP evaluation survey as outlined in Section 5.1.

### **Step 6: Disbursement of Funding**

After the EVCP Project Completion Statement is executed with all supporting documentation as listed in Step 4, the MCCAC will issue the EVCP rebate payment to the municipality via EFT or cheque within 150 days of projects being verified as complete. The rebate will be based on the actual final purchased and installed project components and eligible expenses listed in the EVCP Project Completion Statement and may differ from the value outlined in the Funding Agreement depending on eligibility and any cost changes throughout the project.

## **5.0 EVALUATION AND VERIFICATION**

### **5.1 Evaluation Survey**

Municipalities will be required to provide feedback on the program implementation processes and operations to help inform the MCCAC's efforts to improve program efficiency and cost-effectiveness, strengthen marketing, sharpen outreach, and increase the satisfaction of program participants. Municipalities will also be asked to help the MCCAC determine the extent to which the program's intended outcomes and objectives are being met.

### **5.2 Verification**

The municipality must submit documentation to establish, to the satisfaction of the MCCAC, that the municipality incurred and paid all eligible expenses reported. All items on an invoice submitted by the municipality must be listed separately, and the cost for each eligible expense must be clearly identified. The municipality must also provide any other documentation requested by the MCCAC. If the municipality fails to provide information within a reasonable time on reasonable notice, as determined by MCCAC, for the audit and evaluation of the project, the municipality may be required to refund all, or a portion of the payments received under the program, as well as forfeit any future payments under the program.

Any municipality receiving grant money under the program may be contacted by the MCCAC or a third-party evaluator retained on behalf of the MCCAC to verify projects or be asked to complete a written, oral, or electronic participant survey.

### **5.3 Inspection**

If an EVCP application is approved, for up to three years following the execution of the EVCP Funding Agreement, the MCCAC or its designees are entitled, at any reasonable time and upon reasonable notice to the municipality, to attend the project site for the purpose of examining items pertinent to the project in order to assess whether the municipality is

in compliance with the EVCP Funding Agreement and program conditions, and to conduct other measurement and verification activities if necessary.

## 6.0 REMEDIES AND WARRANTIES

### 6.1 Refunds

The municipality should understand that it must immediately refund to MCCAC any payment received under the program not in accordance with the EVCP Guidebook and the EVCP Funding Agreement upon notice being provided to the municipality by the MCCAC. Failure to make repayment as required by the MCCAC creates a debt owing to the Government of Alberta that can be set-off against any money the Government of Alberta owes to the municipality.

### 6.2 Right of Set-Off

The municipality should understand that the MCCAC and Alberta Municipalities may set-off against any other grant or amount payable to the municipality under any programs administered by the MCCAC or the Alberta Municipalities any amounts that become repayable by the municipality to the MCCAC or the Alberta Municipalities under the program.

### 6.3 False or Misleading Information

If the municipality provides any false, misleading, or incomplete information under the program, the municipality should understand it will be required to forgo all rights to benefit from the program.

### 6.4 Environmental Attributes or Products

“Environmental attributes” means emission offsets, renewable energy certificates, renewable energy credits, and any and all other current or future credits, benefits, emissions reductions, offsets or allowances, however entitled, named, registered, created, measured, allocated or validated:

1. that are at any time recognized or deemed of value, or both, by any buyer, applicable law, or any voluntary or mandatory program of any government or other person and
2. that are attributable to
  - a. generation by the Project and
  - b. the emissions or other environmental characteristics of such generation or its displacement of conventional or other types of energy generation through the avoidance of environmental impacts on air, soil or water, including but not limited to the emission of greenhouse gases.

The municipality or applicant will not register or claim any environmental attributes generated by the project. The municipality or applicant will not transfer or assign any rights, title and interests, if any, in all environmental attributes generated by the project to any person. The municipality or applicant warrants that no environmental attributes generated by the project have been claimed, sold or otherwise transferred to a third party and that no other person has any claim to or ownership of the environmental attributes generated by the project.

### 6.5 Limitation of Liability

The MCCAC’s sole liability is limited to paying the properly qualified rebates specified herein. The municipality acknowledges that any Third-Party Provider or other provider selected by the municipality is not an agent, contractor, or subcontractor of MCCAC. The MCCAC shall have no obligation to maintain, remove, add to or perform any work whatsoever on the EV charging stations or any equipment installed as a part of the program. Neither the Alberta Municipalities, the MCCAC, nor any of their affiliates are or will be liable to the municipality or to any other party for a Third-Party Provider’s failure to perform, for failure of the EV charging station to function, for any damage to the municipality’s premises caused by the Third-Party Provider, or for any and all damages to property or injuries to persons caused by or arising from any activities associated with the program.



## 7.0 APPLICATION CHECKLIST

### Step 1: Submit the Electric Vehicle Charging Program (EVCP) Expression of Interest

- Complete and submit an Expression of Interest (EOI).
- Receive approval to proceed to Step 2 from the MCCAC.

### Step 2: Submit the EVCP Application

- Complete and submit the EVCP application and all required attachments, available for download on the EVCP [webpage](#).

### Step 3: Sign the EVCP Funding Agreement

- Review, sign, and submit the EVCP Funding Agreement issued by the MCCAC upon approval of the EVCP application.

### Step 4: Project Completion

- Start and complete the installation of the EV charging stations.

### Step 5: Project Verification

- Submit all applicable project verification documentation to [contact@mccac.ca](mailto:contact@mccac.ca) or your designated MCCAC representative within twelve (12) months of signing the EVCP Funding Agreement.
- Complete public engagement activities.
- Review, sign, and submit the EVCP Project Completion Statement issued by the MCCAC.
- Complete the program evaluation survey issued by the MCCAC.

### Step 6: Disbursement of Funding

- Receive the EVCP rebate cheque from the MCCAC.

## CONTACT US

Questions about the EVCP may be directed to:

Municipal Climate Change Action Centre  
300-8616 51 Avenue  
Edmonton, AB T6E 6E6  
780.433.4431  
[contact@mccac.ca](mailto:contact@mccac.ca)

Founding partners of the Municipal Climate Change Action Centre



**Municipal  
Climate Change  
Action Centre**

780.433.4431  
300-8616 51 Ave. NW  
Edmonton, AB T6E 6E6

[mccac.ca](http://mccac.ca)



# Express 250

Smart DC Fast Charging



The ChargePoint® Express family is designed to meet the fast charging needs of today's and tomorrow's electric vehicles.

## High Power in a Small Footprint

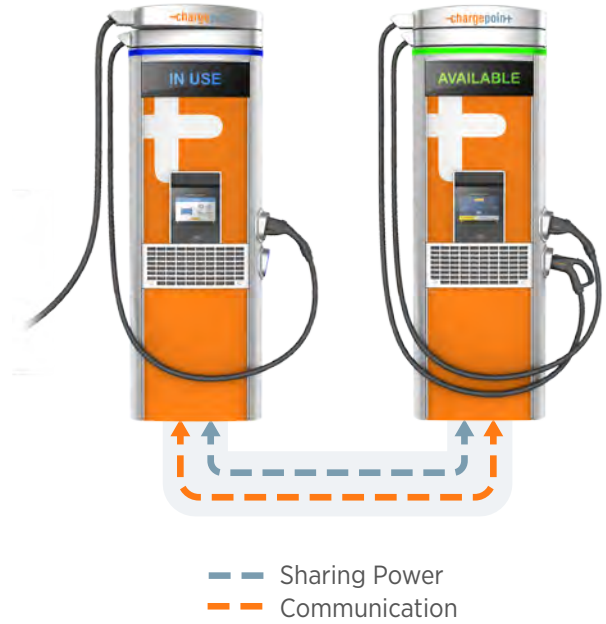
ChargePoint® Express 250 is based on industry-leading DC fast charging technology, engineered to fast charge current and next-generation electric cars, buses and trucks. At the heart of each Express 250 are 2 self-contained, easily swappable AC to DC Power Modules. This innovative design ensures that in the rare instance one module goes down, the station remains operational. It can be installed as a stand-alone station or in a paired configuration providing up to 25% more power than a 50kW station and 40% more with a paired configuration. When paired, smart power sharing and power allocation policies determine how much energy is allotted to each station in order to deliver flexible fast charging to two vehicles at a time.

## Thoughtfully Designed

The Express 250's interactive LCD screen lets drivers easily interact with instructions, information or promotions. A wide-format LED display makes availability and status easy to see, even at a distance. Up to two connector types allow charging of any electric vehicle and an advanced cable management system provides extra reach, while keeping cables off the ground. Fault-tolerant design, remote monitoring and intelligent diagnostics provide proactive alerts to prevent station outages, eliminating driver frustration.

## Smart & Fully Supported

Built-in cellular networking makes remote management of the Express 250 easy. ChargePoint Cloud Services lets station owners customize the stations to meet their specific requirements, including setting pricing policies for public charging or making stations available to certain driver groups such as employees only. Automatic software upgrades ensure the latest features are always available. The ChargePoint mobile app and in-dash systems tie everything together: drivers can locate stations, instantly begin charging, check their charging status, track their charging activity over time and, depending on the configuration, get in line to charge at busy stations.



Connectivity and more power in paired configuration

## High Availability and Serviceability

The Express 250 has minimal moving parts, increasing reliability and minimizing ongoing maintenance. Modular components can be installed in the field without any specialized tools or expertise.

- + Instrumentation for remote monitoring, intelligent diagnostics and machine learning
- + Configurable levels of Power Module redundancy and duty cycle management

## Universal Compatibility

The Express 250 supports battery packs from 200V to 1000V, ensuring both legacy and future electric vehicles can always be charged.

- + Compatible with international electrical grid standards and vehicles
- + Supports current and future global standards, including: CCS1, CCS2 and CHAdeMO

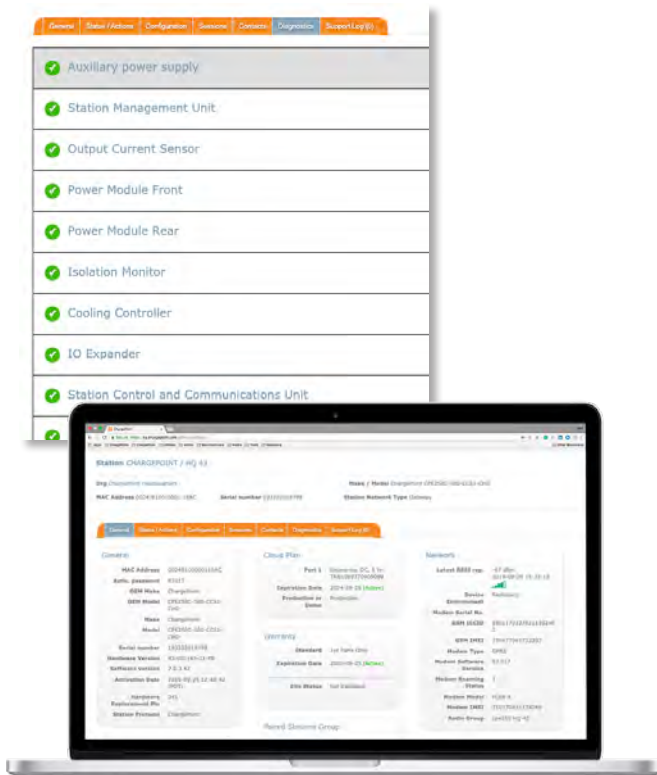


Connectors supported

## Cloud-Based Station Management

The Express 250 lets station owners easily monitor the stations remotely, tailor pricing to different driver groups and configure power to manage electrical costs or meet site-specific power requirements. Automatic software updates instantly provide the latest features and enhancements to both drivers and station owners.

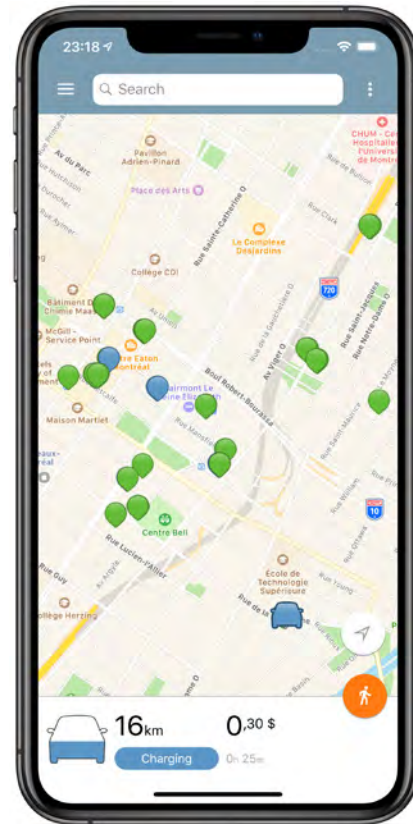
- + 24/7 station monitoring
- + Multiple authentication and/or payment methods



Cloud management and monitoring

## Mobile App and In-Dash Integration

The Express 250 is integrated with the ChargePoint mobile app and vehicle in-dash systems to provide drivers with real-time availability of stations on the network, which also lets them “get in line” to use busy charging spots. To find out how ChargePoint benefits drivers, visit [chargepoint.com/drivers](http://chargepoint.com/drivers)



Mobile app view

## When Charging is Mission Critical, Protect Your Investment with ChargePoint® Assure™

ChargePoint® Assure™ provides the most comprehensive EV station maintenance and management in the industry. The cost for parts and on-site labour to install is covered for all Assure eligible repairs, eliminating unexpected future expenses. Please visit [chargepoint.com/products/service](http://chargepoint.com/products/service) for more details.

## Subscription Pricing Makes Ownership Easy

ChargePoint as a Service® gives you access to smart solutions with subscription pricing, allowing you to retain full control of your EV charging solutions while we manage everything else. To find out how to preserve your CapEx funds, visit [chargepoint.com/products/cpaas](http://chargepoint.com/products/cpaas)

## Express 250 Station Benefits

Cable management keeps cables off the ground and makes it easy to reach charging port in any location



Touch sensitive LCD display shows charging information and can be used in any season



LED ring and large LED display allows drivers to easily see availability of the station at a distance

Multiple different connectors ensure any car can be charged



Capacity to store two power modules (see Power Module Benefits below)

## Power Module Benefits

Self-contained AC to DC power conversion system allows for smaller installation footprint



Sealed units are easily field installed in Express 250 stations

High-efficiency power conversion (> 95%) reduces electricity costs and wasted energy

## Contact Us:

- Visit [chargepoint.com](http://chargepoint.com)
- Call +1.408.705.1992
- Email [sales@chargepoint.com](mailto:sales@chargepoint.com)



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**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 16<sup>TH</sup>, 2022</b>
<b>Presented By:</b>	<b>Jeff Simpson, Director of Operations</b>
<b>Title:</b>	<b>Organizational Chart Update</b>

**BACKGROUND / PROPOSAL:**

At Regular Council on 2022-02-02, Council approved the creation of a Public Works Supervisor position in Zama. As a result, the Organizational Chart was updated to reflect the newly created position with its supervision and 4 other modifications/updates as follows:

- Movement of the “Director of Emergency Management” function from the Director of Utilities to the Director of Operations to reflect the current function assignment (No Budgetary Impact)
- Removal of “dotted line” relationship from the Deputy CAO to the Director of Legislative & Support Services position (No Budgetary Impact)
- Updating of Custodian in La Crete (under Operations) to 2 @ 0.4 FTE (same as Fort Vermilion) to reflect the current structure (No Budgetary Impact)
- Summer Staff position under Director of Legislative & Support Services moved to directly report to La Crete Front Desk position and to reflect the current structure (No Budgetary Impact)

**OPTIONS & BENEFITS:**

N/A

**Author:** J. SIMPSON      **Reviewed by:** J. SIMPSON      **CAO:** B. PETERS

**COSTS & SOURCE OF FUNDING:**

N/A

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

**POLICY REFERENCES:**

N/A

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That Council approve the Organizational Chart as presented.

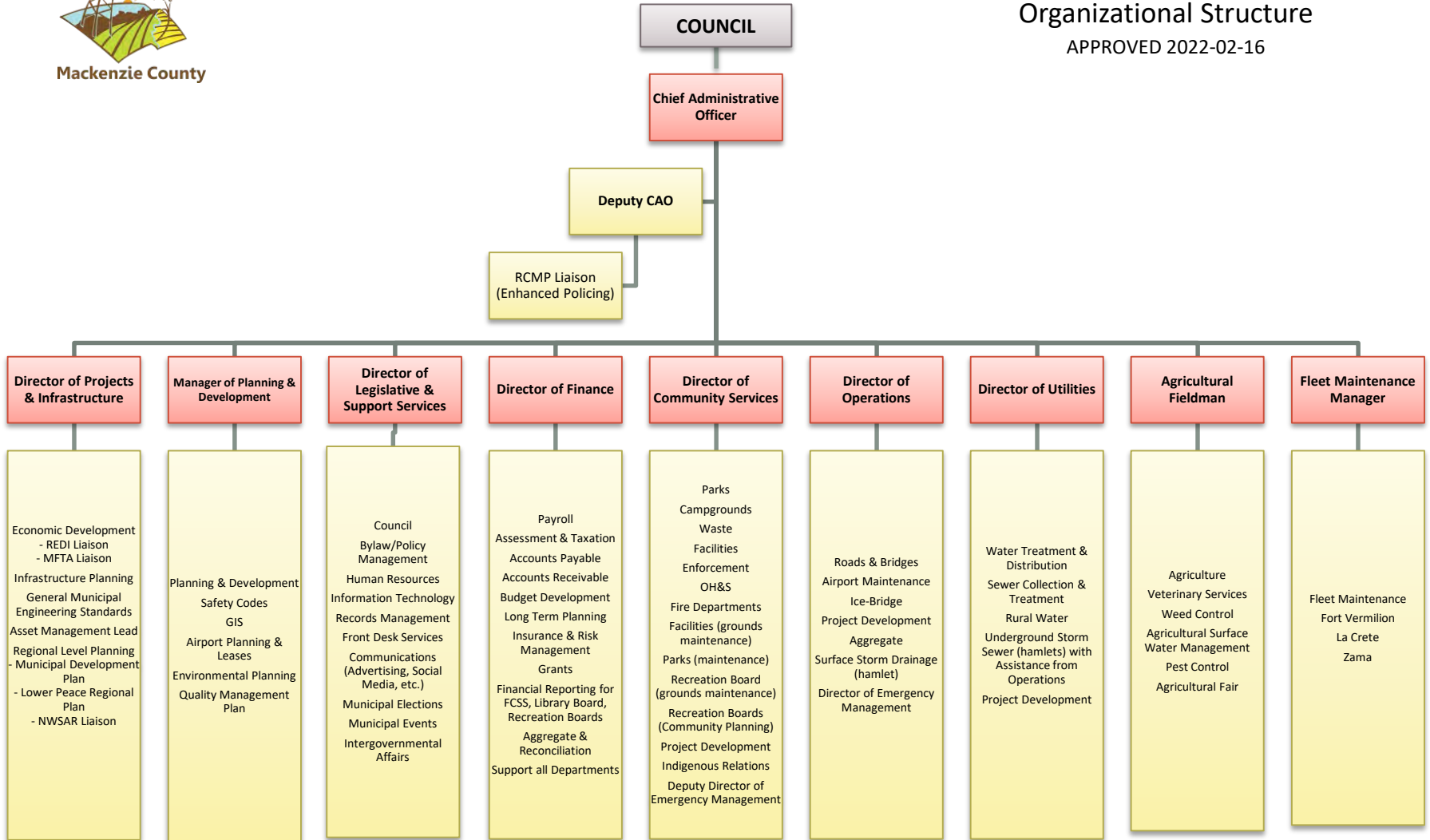
Author: J. SIMPSON      Reviewed by: J. SIMPSON      CAO: B. PETERS





# Organizational Structure

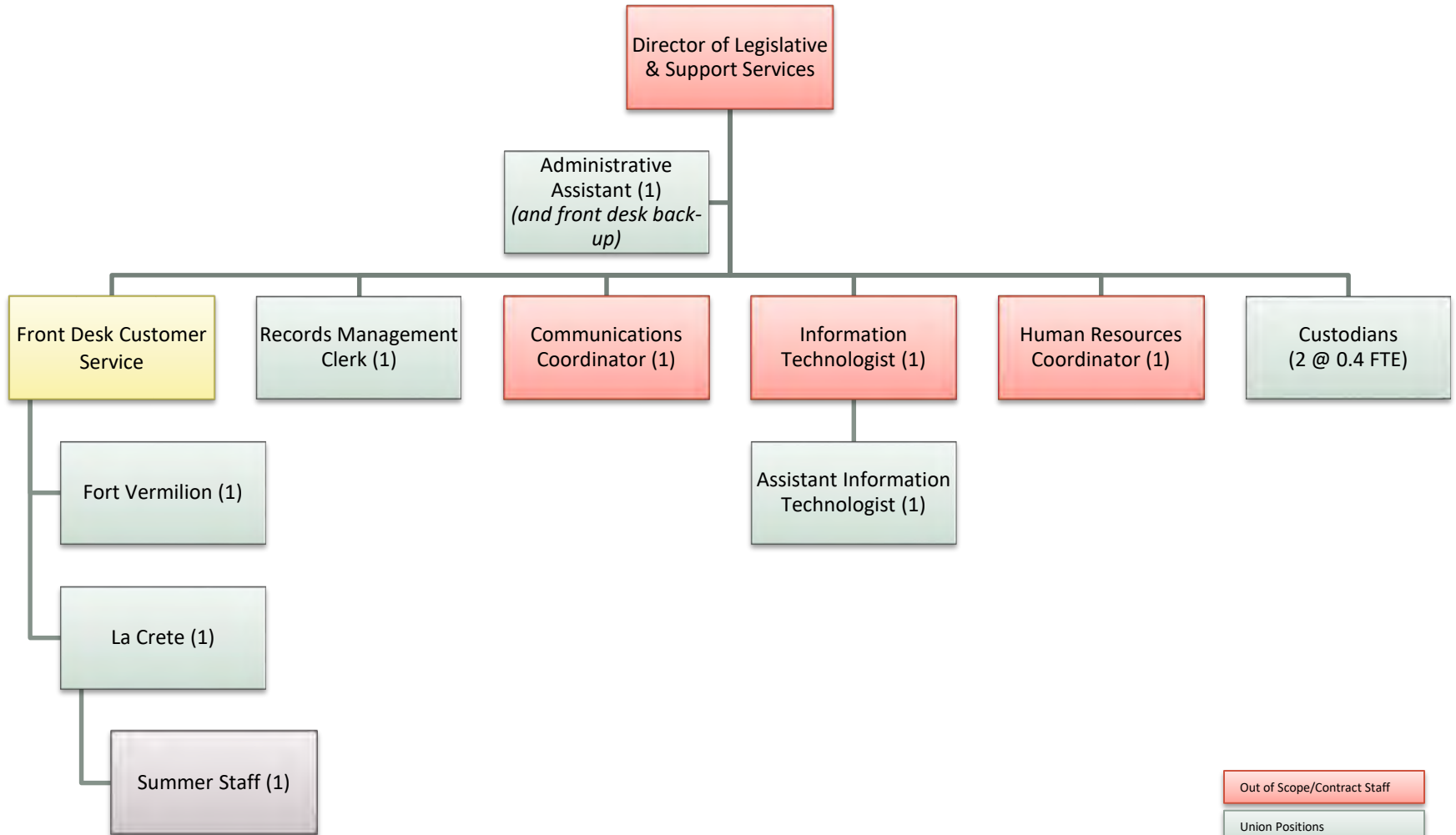
APPROVED 2022-02-16



Out of Scope/Contract Staff

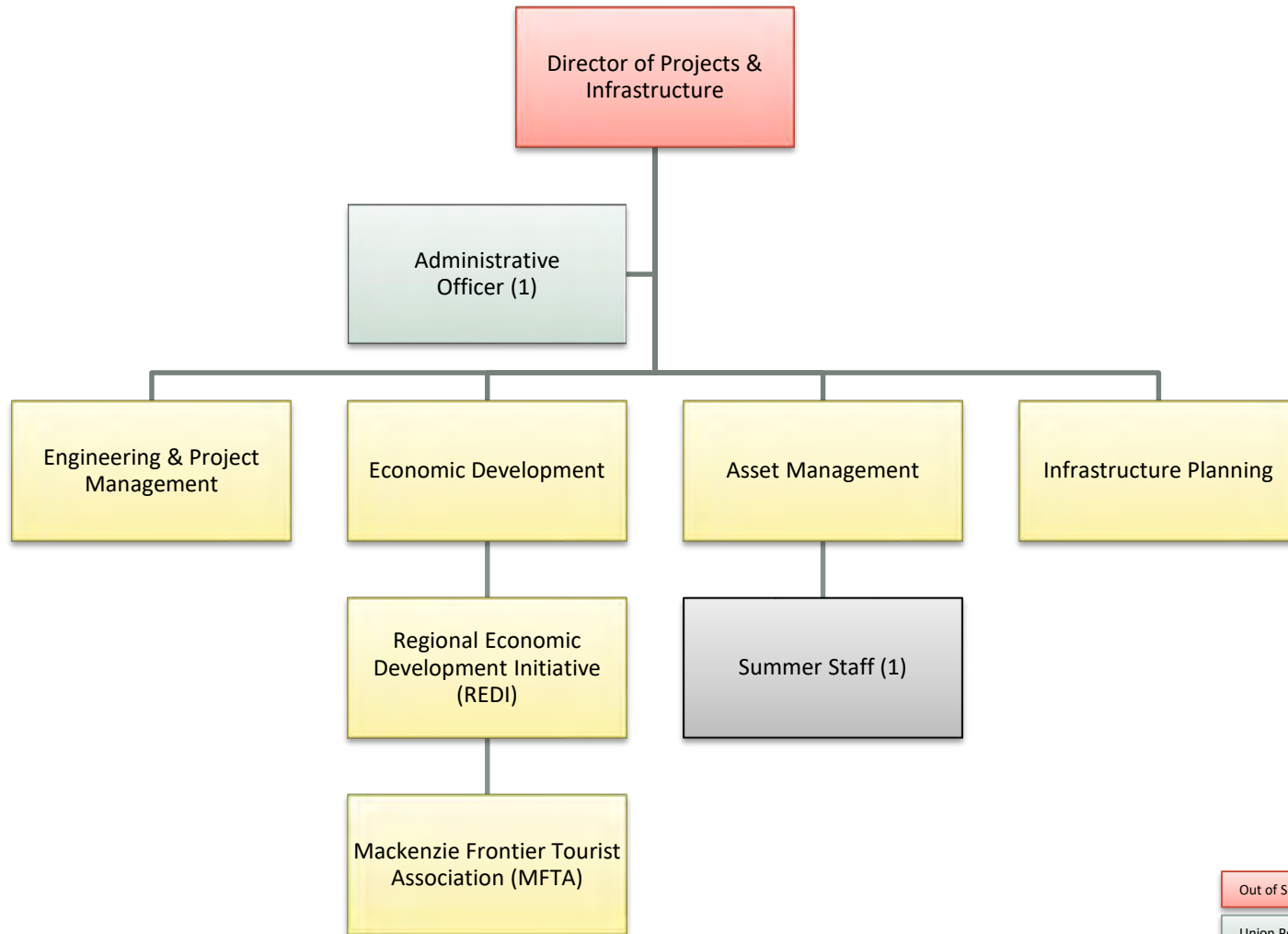
Function

# Legislative & Support Services



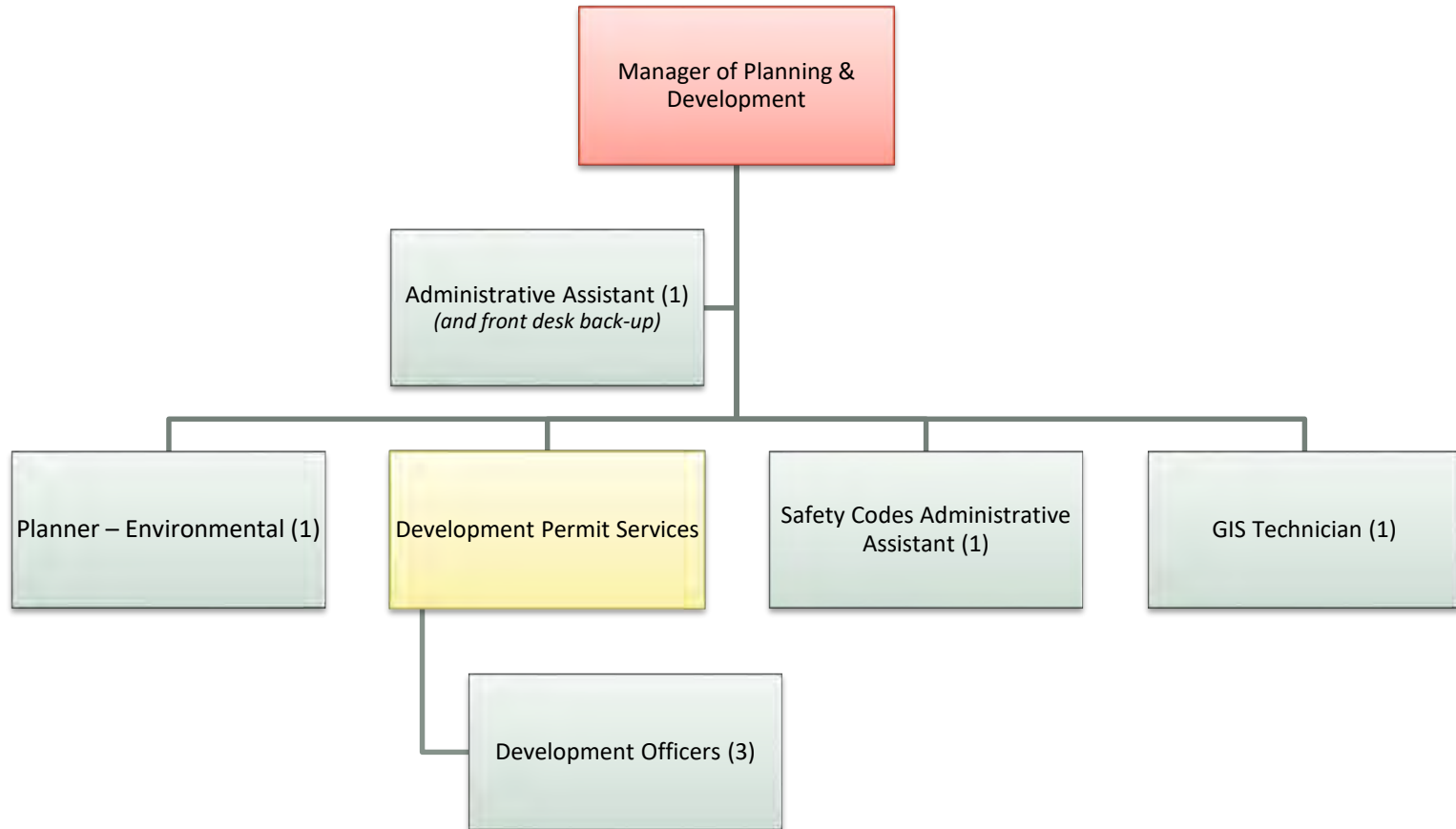
Out of Scope/Contract Staff
Union Positions
Function
Summer/Seasonal

# Projects & Infrastructure



Out of Scope/Contract Staff
Union Positions
Function
Summer/Seasonal

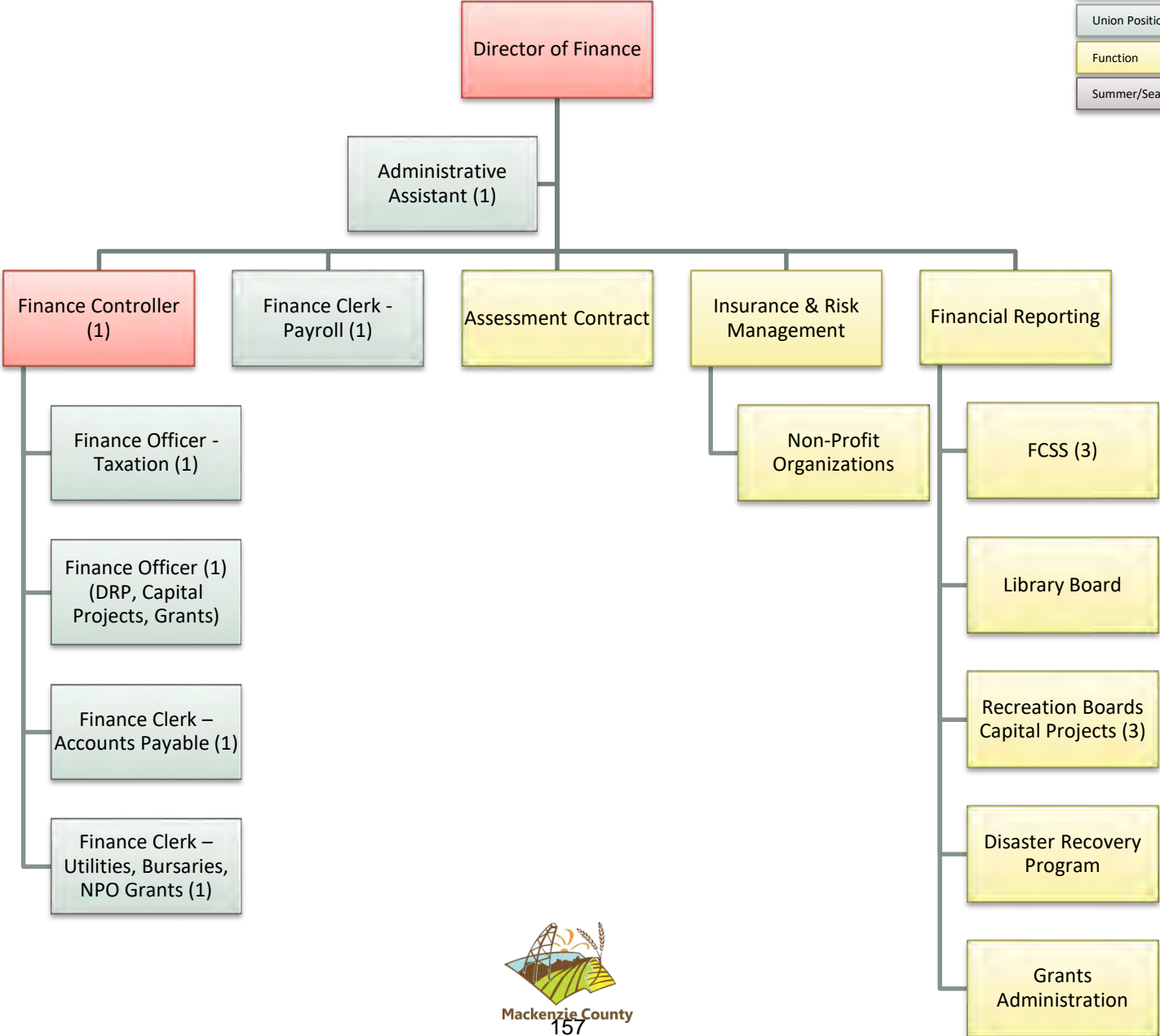
# Planning & Development Services



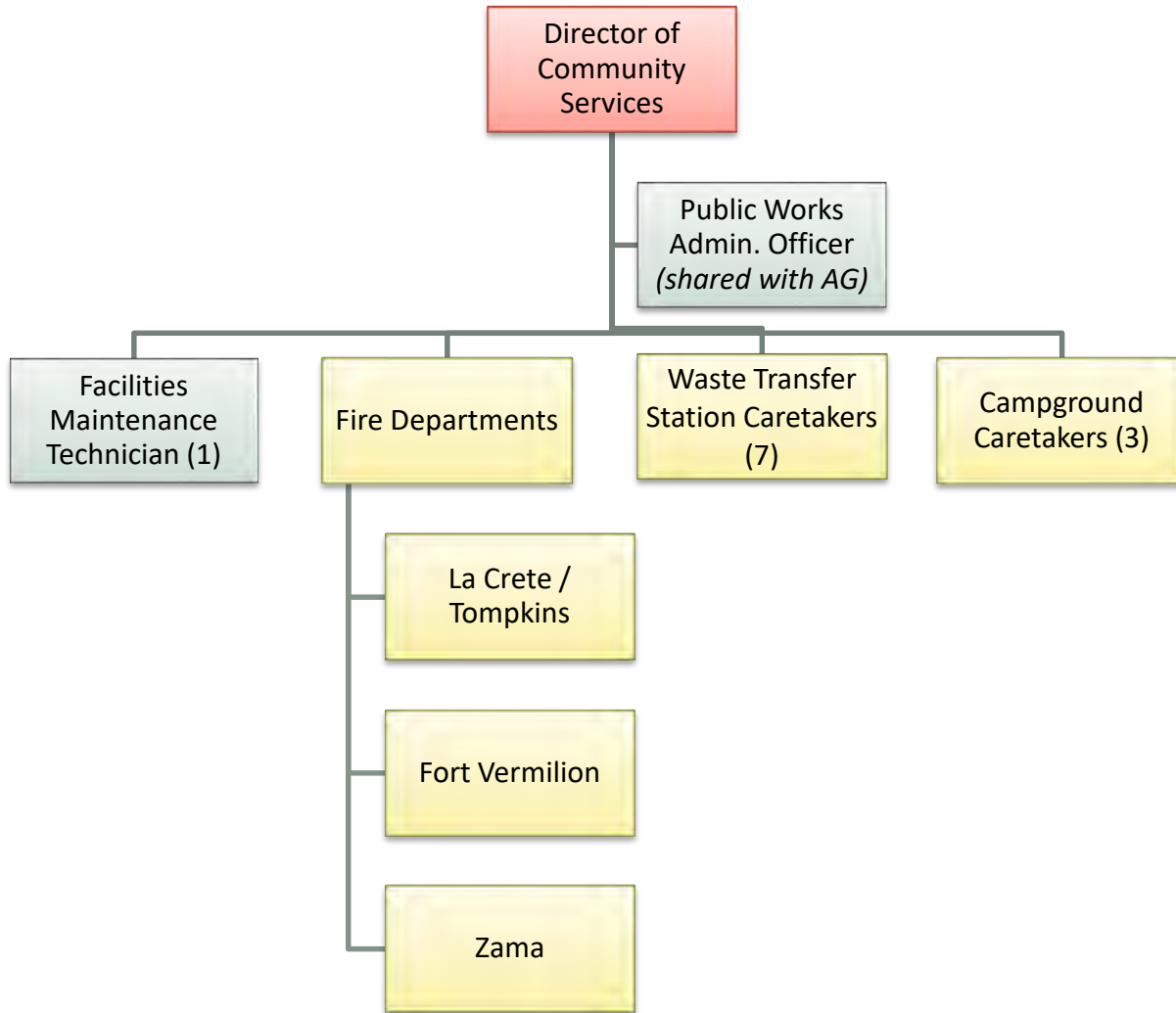
Out of Scope/Contract Staff
Union Positions
Function
Summer/Seasonal

# Finance Services

Out of Scope/Contract Staff
Union Positions
Function
Summer/Seasonal

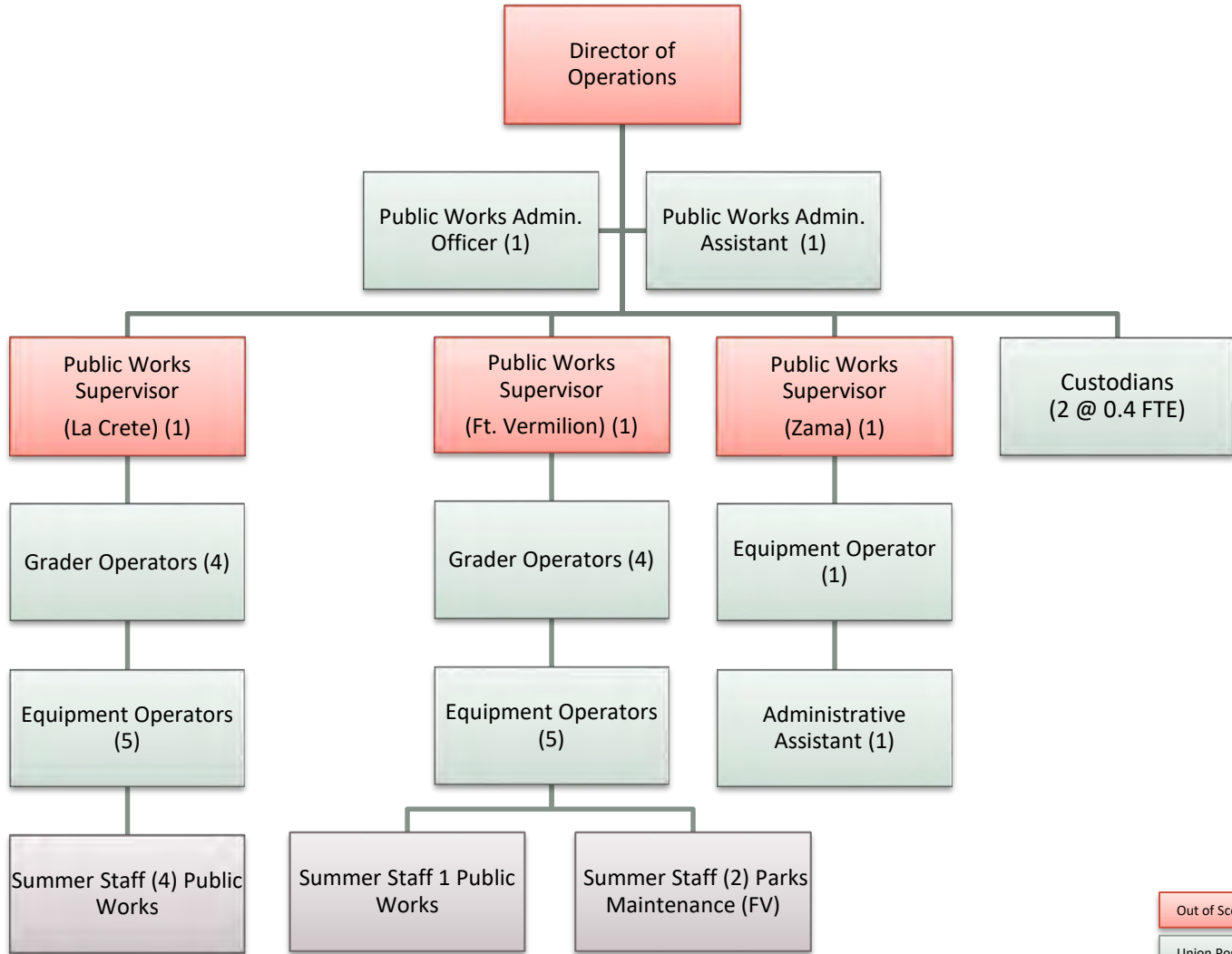


# Community Services



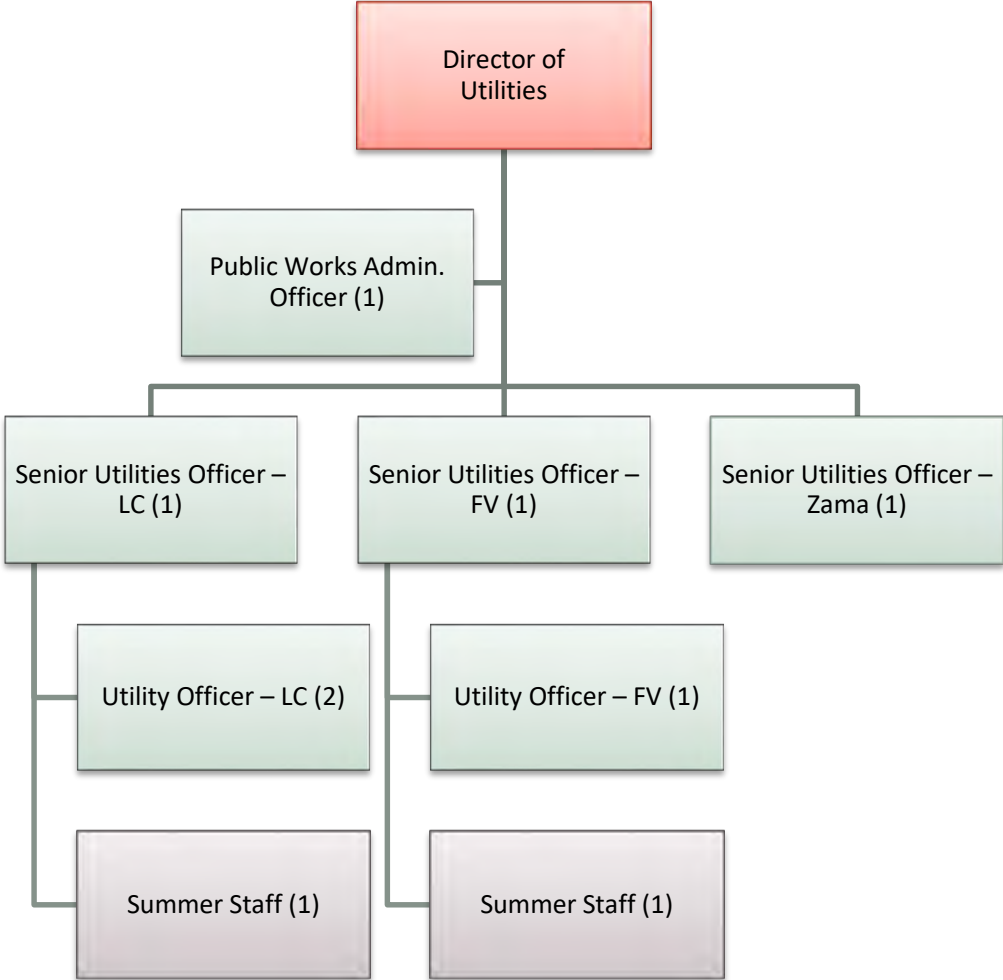
Out of Scope/Contract Staff
Union Positions
Function
Summer/Seasonal

# Operations Services



Out of Scope/Contract Staff
Union Positions
Function
Summer/Seasonal

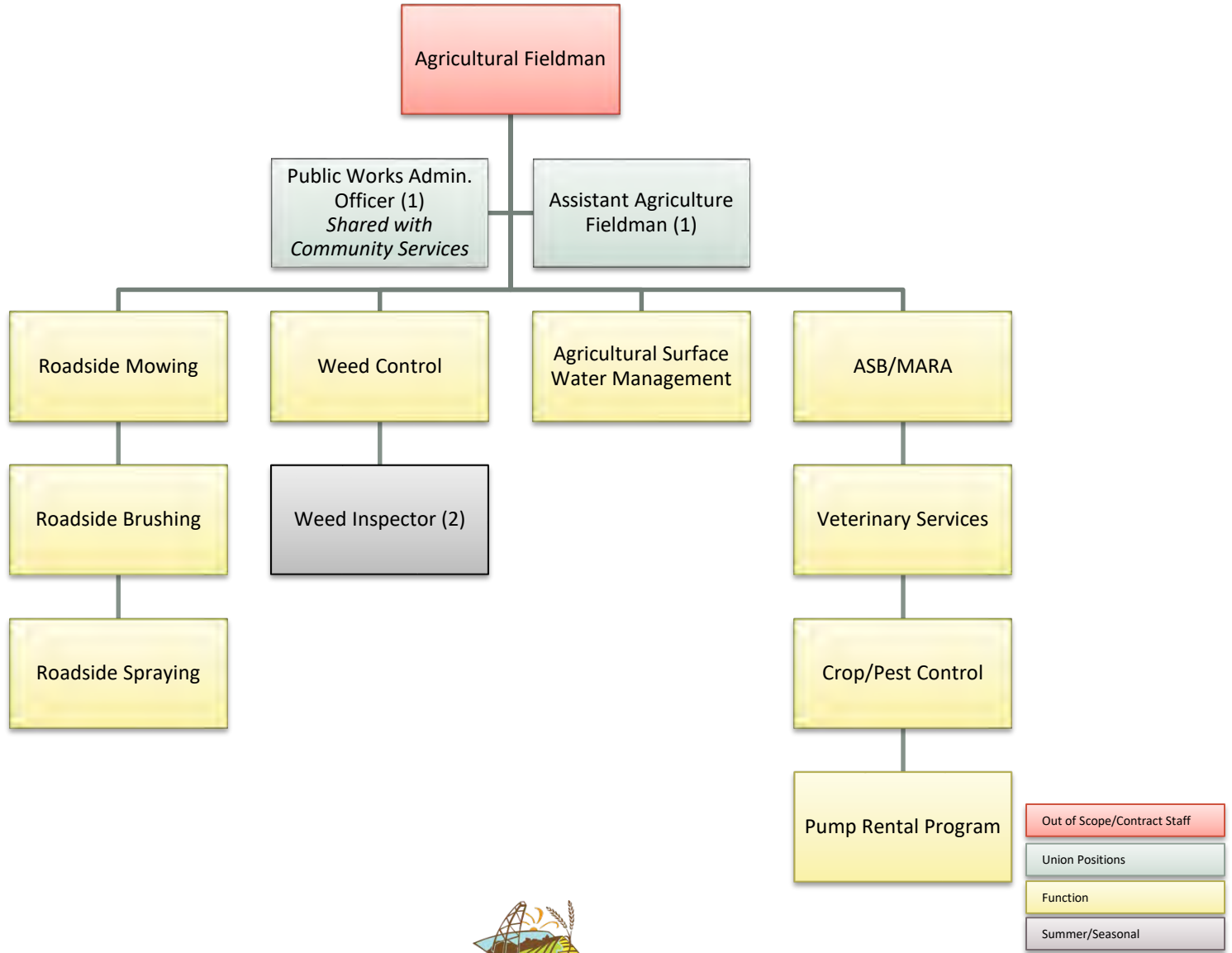
# Utilities Services



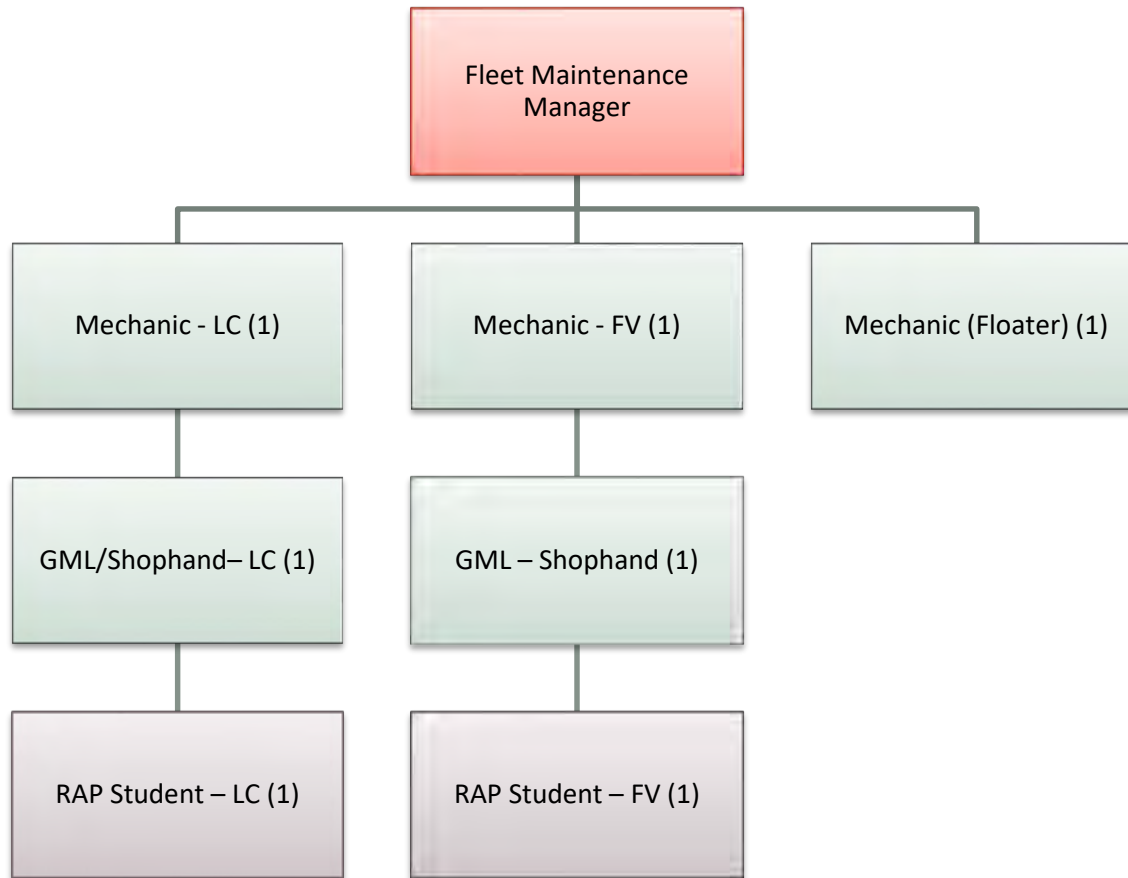
Out of Scope/Contract Staff
Union Positions
Function
Summer/Seasonal



# Agricultural Services



# Fleet Services



Out of Scope/Contract Staff
Union Positions
Function
Summer/Seasonal



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 16, 2022</b>
<b>Presented By:</b>	<b>Byron Peters, Interim Chief Administrative Officer</b>
<b>Title:</b>	<b>Fort Vermilion Airport Flood Recovery Phase 3 Bid Evaluation</b>

## **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 16<sup>th</sup> 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. Associated Engineering has had multiple meetings with the bidder and the proposed electrical subcontractor, and in response to further clarification on some items the bidder has offered a \$40,000 reduction to their bid.

Associated Engineering and administration have created a draft breakdown of the costs for which each of Mackenzie County, Disaster Recovery Funding (DRP), and Insurance would be responsible. This document, along with additional supporting information, is currently being reviewed by DRP. A breakdown of the anticipated cost allocation will be provided as a handout.

February 13, 2022 is 60 days since the bid was opened. The bid documents state that the County has 60 days to award the bid. If a bid is not accepted within 60 days, the bidder can agree to hold their price for another set period, renegotiate their price, or withdraw their bid. Due to the limited number of bidders (there were not many that expressed interest during the bid period either) and the limited number of airport component suppliers, administration does not anticipate better pricing if the project is re-

**Author:** S Gibson      **Reviewed by:** B Peters      **CAO:** \_\_\_\_\_

tendered, even if the components are split out differently. Changing the scope or scale of the project would also involve additional engineering costs.

**OPTIONS & BENEFITS:**

**COSTS & SOURCE OF FUNDING:**

It is anticipated that 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.

The bid breakdown indicates a minimum cost of roughly \$160,000 for which Mackenzie County would be solely responsible. If DRP identifies additional components that are not eligible for DRP funding, the municipal portion will increase.

**SUSTAINABILITY PLAN:**

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

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

**COMMUNICATION / PUBLIC PARTICIPATION:**

**POLICY REFERENCES:**

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

(A recommendation will be provided in the handout once additional information is received from DRP)

**Author:** S Gibson      **Reviewed by:** B Peters      **CAO:** \_\_\_\_\_



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 16, 2022</b>
<b>Presented By:</b>	<b>Caitlin Smith, Manager of Planning &amp; Development</b>
<b>Title:</b>	<b>Bylaw 1253-22 Land Use Bylaw Amendment to Rezone Part of NE 17-105-14-W5M from Agricultural “A” to Rural Industrial Light “RIL”</b>

## **BACKGROUND / PROPOSAL:**

Administration has received a request to rezone a portion of NE 17-105-14-W5M to accommodate a Grain Bin Hopper Bottom Manufacturer. The business began in 2020 but they have recently moved to the subject property. They have already submitted a development permit to change the existing farm shop to a commercial shop which is appropriate for the business.

Grain bin hopper bottom manufacturing fits into the definition of Manufacturing, Minor as most activities will take place within the shop and there are not significant nuisance factors to consider. Manufacturing, Minor is not a use in the Agricultural “A” zoning district, but is a permitted use within the Rural Industrial Light “RIL” zoning district.

Proposed Bylaw 1253-22 was presented to the Municipal Planning Commission on January 27, 2022 where the following motion was made:

**MPC 22-01-016** ***MOVED** by David Driedger*

*That the Municipal Planning Commission recommend to Council to APPROVE Bylaw 1253-22 being a Land Use Bylaw Amendment to Rezone Part of NE 17-105-14-W5M from Agricultural “A” to Rural Industrial Light “RIL” to accommodate the Manufacturing, Minor use, subject to public hearing input.*

**CARRIED**

## **OPTIONS & BENEFITS:**

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

Options are to give first reading, defeat first reading or table the application for more information.

**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.

**POLICY REFERENCES:**

DEV007 Rural Development Standards

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That first reading be given to Bylaw 1253-22 being a Land Use Bylaw Amendment to Rezone Part of NE 17-105-14-W5M from Agricultural "A" to Rural Industrial Light "RIL" to accommodate the Manufacturing, Minor use, subject to public hearing input.

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

**BYLAW NO. 1253-22**  
**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 the Manufacturing, Minor use.

**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 NE 17-105-14-W5M

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

READ a first time this \_\_\_\_ day of \_\_\_\_\_, 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.

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Josh Knelsen  
Reeve

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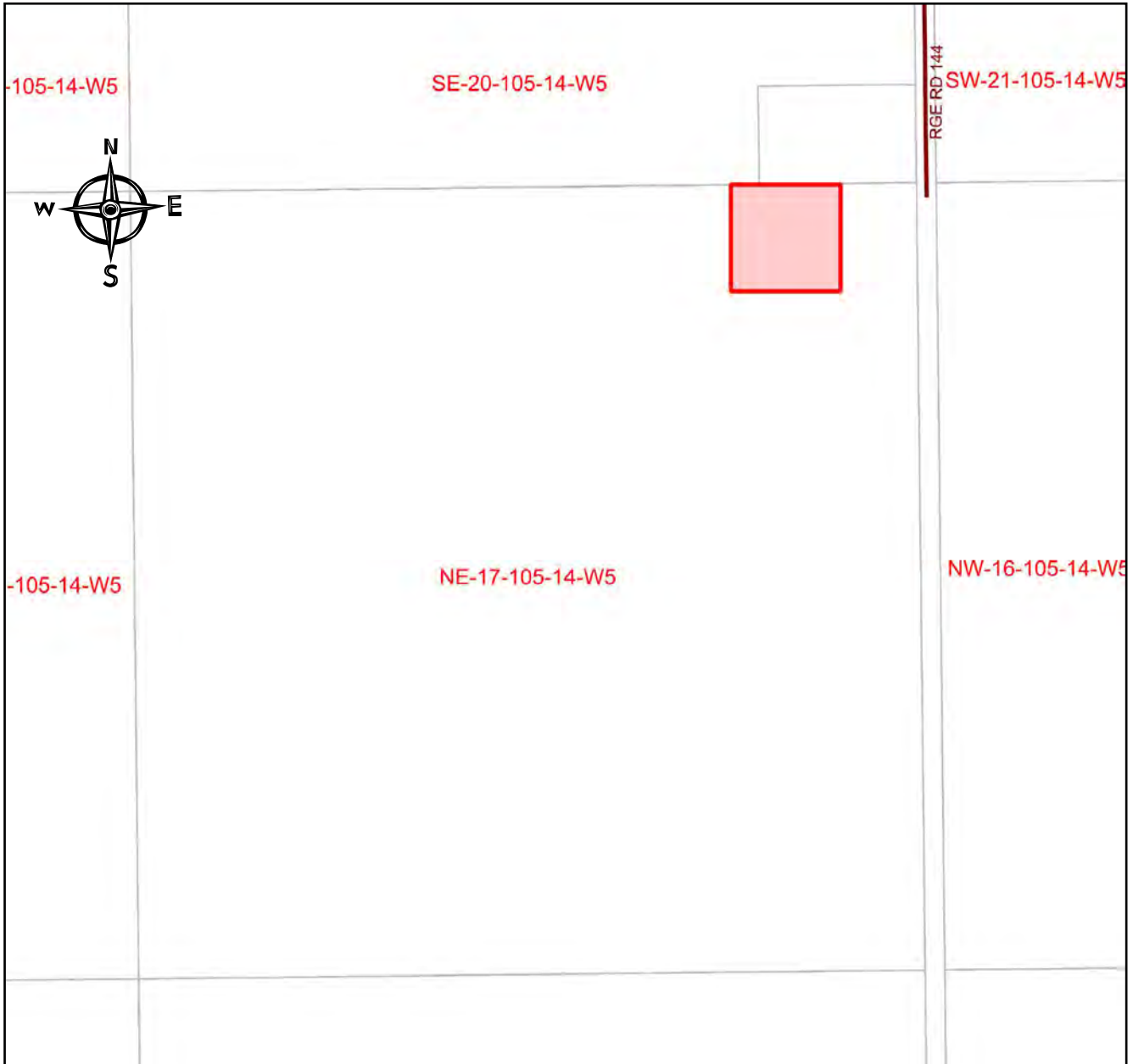
Byron Peters  
Interim Chief Administrative Officer

**BYLAW No. 1253-22**

**SCHEDULE "A"**

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

Part of NE 17-105-14-W5M within Mackenzie County, be rezoned:



FROM: Agricultural "A"

TO: Rural Industrial Light "RIL"



### 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 Philip Loewen & Ernie Tiechroeb
Address:

Legal Description of the Land Affected by the Proposed Amendment:

QTR./LS.	SEC.	TWP.	RANGE	M.	or	PLAN	BLK	LOT
NE	17	105	14	5				

Civic Address: 105278 Rge Rd 144

Land Use Classification Amendment Proposed:

From: Agricultural "A" To: Rural Industrial Light "RIL"

Reasons Supporting Proposed Amendment:

We have recently moved our business Nor-Weld Steel Ltd to the property.

I have enclosed the required application fee of: \$ \_\_\_\_\_ Receipt No.: \_\_\_\_\_

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

2022-01-25

Date \_\_\_\_\_

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

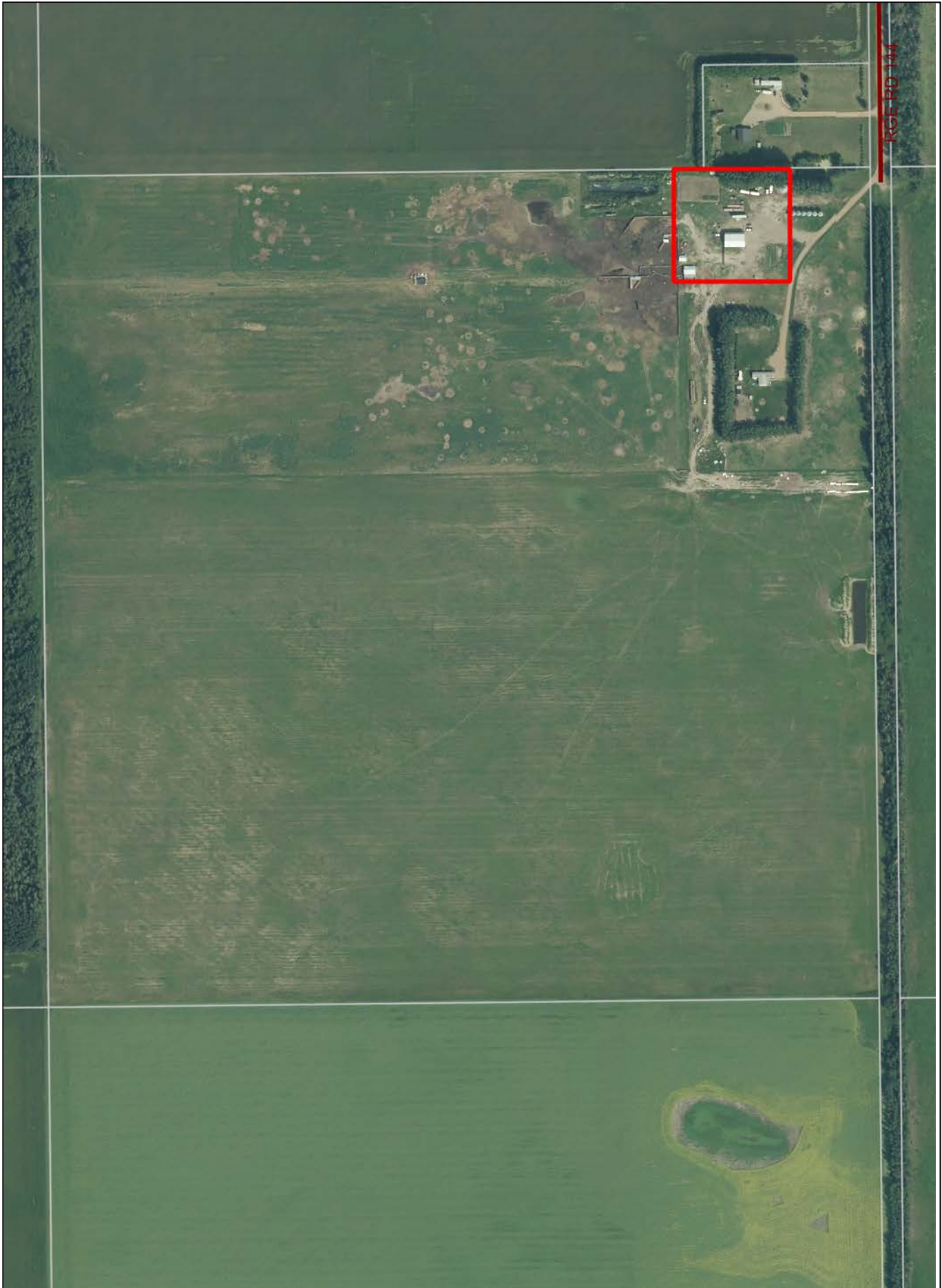
*The personal information on this form is collected in accordance with Section 33 of the Freedom of Information and Protection of Privacy (FOIP) Act for the purpose of processing this application, issuing development permits and Land Use Bylaw Enforcement. The name of the permit holder and nature of 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.*

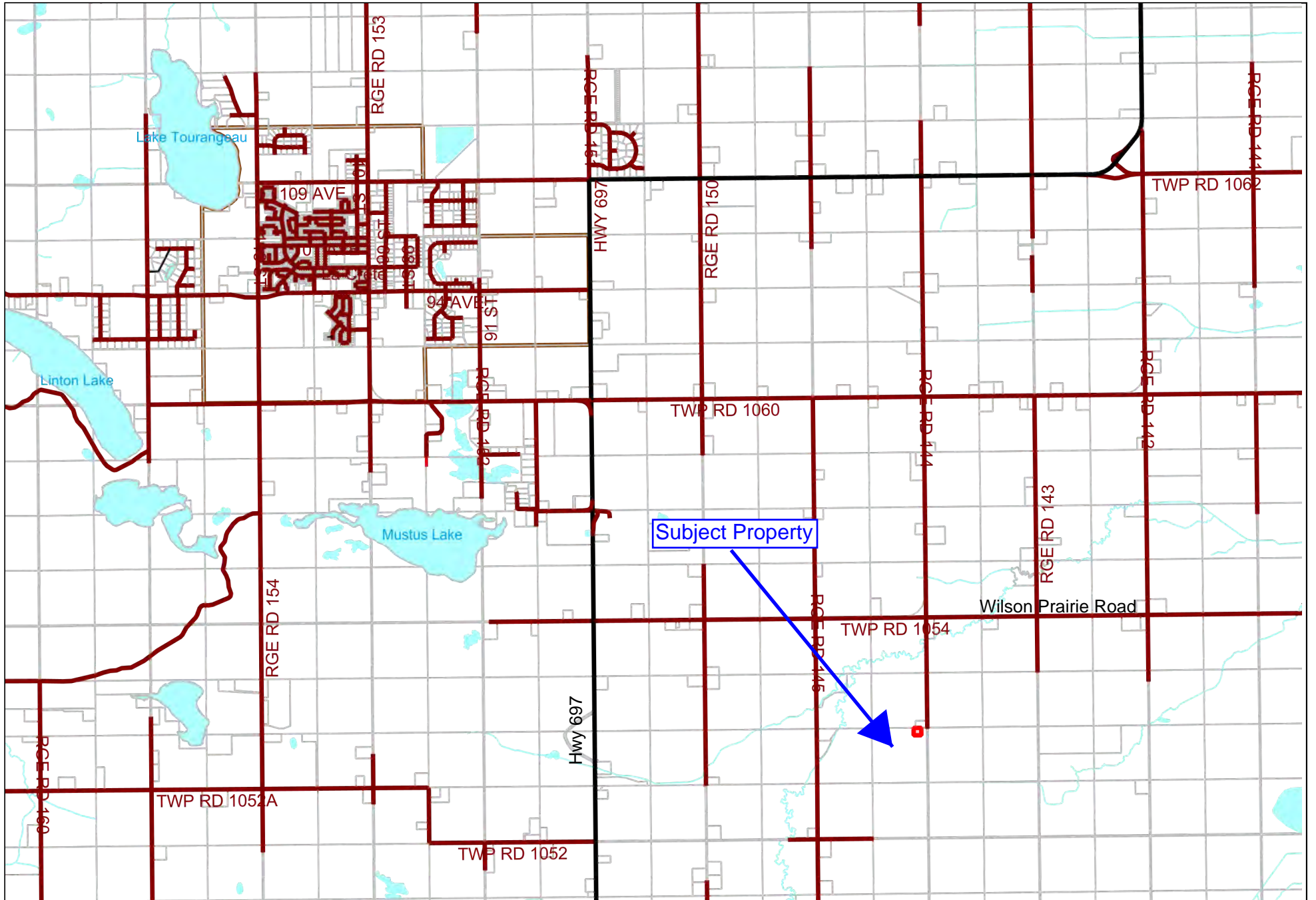
Mackenzie County  
Box 640, 4511-46 Avenue  
Fort Vermilion, AB T0H 1N0



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









**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 16, 2022</b>
<b>Presented By:</b>	<b>Carrie Simpson, Director Legislative &amp; Support Services</b>
<b>Title:</b>	<b>Federation of Canadian Municipalities (FCM) Conference – June 2 -5, 2022 - Regina, Saskatchewan</b>

## **BACKGROUND / PROPOSAL:**

The Federation of Canadian Municipalities (FCM) Conference is being held from June 2 – 5, 2022 in Regina, Saskatchewan.

Registration for FCM’s Annual Conference and Trade Show will launch next week. Spots fill quickly and are available on a first come first serve basis. Administration recommends that Council determine which five councillors will be attending the conference in order to complete the hotel reservations.

## **OPTIONS & BENEFITS:**

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

2022 Budget includes attendance for five (5) Councillors.

## **SUSTAINABILITY PLAN:**

## **COMMUNICATION / PUBLIC PARTICIPATION:**

**Author:** C. Simpson      **Reviewed by:** \_\_\_\_\_      **CAO:** B Peters

**POLICY REFERENCES:**

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the following Councillors be authorized to attend the Federation of Canadian Municipalities (FCM) Conference on June 2 – 5, 2022 in Regina, Saskatchewan:

- 1.
- 2.
- 3.
- 4.
- 5.

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



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 16, 2022</b>
<b>Presented By:</b>	<b>Byron Peters, Interim Chief Administrative Officer</b>
<b>Title:</b>	<b>Information/Correspondence</b>

## **BACKGROUND / PROPOSAL:**

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

- Council Action List
- 2022-01-22 – Municipal Affairs – Disaster Recovery Program
- 2022-01-25 Gibson – Bill 21
- 2022-02-01 Minister of Culture – 2024 Alberta Winter & Summer Games
- Spring 2022 Municipal Leaders’ Caucus Draft Agenda
- 2022-02-11 Correspondence – MRAIC – Meeting Request
- Correspondence from RMA to AER Directive 067
- Mackenzie Region Aboriginal Interagency Committee – Meeting Invitation

## **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 February 2, 2022

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

Motion	Action Required	Action By	Status
<b>February 22, 2016 Council Meeting</b>			
16-02-135	That the County covers the additional cost of the survey on Plan 5999CL, Lot E to date and have administration release a copy of the report to the landowner informing them that the initial investigation survey has been completed.	Byron	Refer to Motion 18-06-411  In progress. Meeting with landowners.  Impacted by 2020 flood.
<b>May 10, 2016 Regular Council Meeting</b>			
16-05-354	That administration be authorized to proceed as follows in regards to the Zama Crown Land Procurement: <ul style="list-style-type: none"> <li>• cancel PLS 080023;</li> <li>• <b>pursue acquisition of land parcels as identified on the map presented in red;</b></li> <li>• identify a parcel of land to be subdivided from Title Number 102 145 574 +1 (Short Legal 0923884; 21; 1) and offered for trade or sale to Alberta Environment and Parks due to its unsuitability for a hamlet development , specifically the land use restrictions per Alberta Energy Regulator.</li> </ul>	Don	PLS Cancelled.  Asset list with all leases, caveats, dispositions, easements, etc.  Response Received from AEP 2017-11-27.  Application submitted.  RFD to Council once response is received to our application. <b>Refer to Motion 22-02-085</b>
<b>July 12, 2016 Regular Council Meeting</b>			
16-07-526	That the County pursue purchasing the leased lands at the Hutch Lake campground.	Don Byron	Application for purchase of Hutch Lake has been filed. <b>Refer to Motion 22-02-085</b>
<b>April 25, 2018 Council Meeting</b>			
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 <b>Refer to Motion 22-02-085</b>
<b>June 12, 2018 Council Meeting</b>			
18-06-432	That the County apply to Alberta Environment & Parks for a bank stabilization and clean-up along the Peace River in the Hamlet of Fort Vermilion as a result of the ice jam flooding event.	Jen & Jeff	<b>Engineers report submitted to DRP. Awaiting final review and approvals prior to proceeding</b>
<b>October 9, 2018 Regular Council Meeting</b>			

Motion	Action Required	Action By	Status
18-10-763	That administration proceeds with the water diversion license's as discussed.	John	<b>Have contacted AE to restart Project. Waiting on Meeting invite</b>
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/Caitlyn	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	RESIDE Program – New Initiatives announced January 31/2022
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			

Motion	Action Required	Action By	Status
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
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	<b>RFP – Opened at Dec. 16<sup>th</sup> Meeting. Mtg. admin reviewing Motion: 21-12-887</b>
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	Refer to Motion 22-02-085
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	<b>Options at 2022/02/16 Council Meeting</b>
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 <sup>st</sup> Draft

Motion	Action Required	Action By	Status
21-09-657	That the Tax Recovery Auction for properties under tax arrears be set for February 23, 2022.	Jen	<b>Council 02-02-16– Date Change</b>
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
<b>October 12, 2021 Budget Council Meeting</b>			
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	<b>Surveyed – Subdivision application submitted</b>
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
<b>October 27, 2021 Regular Council Meeting</b>			
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	<b>First Review – 2022-02-03 Community Services Committee meeting</b>
<b>November 9, 2021 Regular Council Meeting</b>			
21-11-772	That the Commercial Business Incentive Options be brought a Committee of the Whole meeting for further discussion.	Byron	In Progress
<b>November 30, 2021 Regular Council Meeting</b>			
21-11-794	That administration bring budget options to a future council meeting for a plow truck for Zama.	Willie	
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/Byron	Assistance from Councillor Wardley
<b>December 14, 2021 Regular Council Meeting</b>			
21-12-854	That Policy DEV001 & DEV007 be brought back to Council for review.	Caitlin	<b>Administration to research options for ROW urban standard development</b>
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	<b>COMPLETE</b>
<b>December 16, 2021 Budget Council Meeting</b>			

Motion	Action Required	Action By	Status										
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	<b>COMPLETE</b>										
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	<b>Grant Approved Feb 9 COMPLETE</b>										
<b>January 7, 2022 Budget Council Meeting</b>													
22-01-004	That \$200,000 from the Road Reserve be allocated for bridges.	Jen	Policy Development required – transfer noted in Budget										
22-01-012	That the following Councillors be registered for the Growing the North Virtual Conference which takes place February 22 -24, 2022. 1. Reeve Knelsen 2. Deputy Reeve Sarapuk 3. Councillor Braun 4. Councillor Cardinal 5. Councillor Smith 6. Councillor Wardley	Carrie	<b>COMPLETE</b>										
<b>January 11, 2022 Regular Council Meeting</b>													
22-01-017	That administration proceed with land purchase as discussed, with funding coming from the Gravel Reserve Project.	Jeff & Jenn											
22-01-020	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.	Byron											
22-01-031	That administration implement a Snow Angel program for rural senior residents who may require financial assistance with snow removal.	Jeff	<b>COMPLETE</b>										
22-01-034	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. <table border="1" data-bbox="321 1549 964 1883"> <thead> <tr> <th>Ministry</th> <th>Priority Topics</th> </tr> </thead> <tbody> <tr> <td>Minister of Agriculture, Forestry &amp; Rural Development</td> <td>Land Transfer Grazing Lease &amp; Grazing Reserves- Fire Smart Rural Broadband Internet</td> </tr> <tr> <td>Minister of Municipal Affairs</td> <td>MSI Funding Mackenzie Restructuring</td> </tr> <tr> <td>Minister of Jobs Economy &amp; Innovation</td> <td>Tourism Development of Crown Land</td> </tr> <tr> <td>Minister of Health</td> <td>Emergency Medical Services</td> </tr> </tbody> </table>	Ministry	Priority Topics	Minister of Agriculture, Forestry & Rural Development	Land Transfer Grazing Lease & Grazing Reserves- Fire Smart Rural Broadband Internet	Minister of Municipal Affairs	MSI Funding Mackenzie Restructuring	Minister of Jobs Economy & Innovation	Tourism Development of Crown Land	Minister of Health	Emergency Medical Services	Byron/Carrie	In Progress
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Motion	Action Required	Action By	Status								
	<table border="1"> <tr> <td></td> <td>General Health Concerns</td> </tr> <tr> <td>Minister of Advanced Education</td> <td>Secondary Education Mandating Vaccinations</td> </tr> <tr> <td>Minister of Transportation</td> <td>MELT Program</td> </tr> <tr> <td>Minister of Environment &amp; Parks</td> <td>Tourism on Crown Campground Leases 10 year Plans Land Procurement north of Zama Proposed changes to Fisheries Regulations</td> </tr> </table>		General Health Concerns	Minister of Advanced Education	Secondary Education Mandating Vaccinations	Minister of Transportation	MELT Program	Minister of Environment & Parks	Tourism on Crown Campground Leases 10 year Plans Land Procurement north of Zama Proposed changes to Fisheries Regulations		
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<b>February 2, 2022 Regular Council Meeting</b>											
22-02-059	That the Industrial Assessment be added to the RMA Zone meeting agenda	Byron	<b>COMPLETE</b>								
22-02-061	That a letter be sent to the Premier, all MLAs and Members of Parliament, Rural Municipalities of Alberta and Alberta Municipalities, strongly requesting all COVID 19 restrictions be lifted.	Carrie	<b>COMPLETE</b>								
22-02-067	That the Tax Roll accounts as detailed in Schedule "B", be deemed as uncollectable, reflected as bad debt, and written off.	Jen	<b>COMPLETE</b>								
22-02-068	That administration apply for reimbursement under the Provincial Education Requisition Credit / Designated Industrial Requisition Credit Program for educational taxes as per Schedule "A" & Schedule "B"	Jen	<b>COMPLETE</b>								
22-02-070	That a letter be sent to the Town of High Level requesting support for the 2019 Chuckegg Wildfire Disaster Recovery Program Claim.	Byron									
22-02-076	That the Organizational Chart be amended to include a Zama Public Works Supervisor.	Carrie	<b>COMPLETE</b>								
22-02-077	That the 2022 operating budget be amended by \$90,000 with the funding coming from the General Operating Reserve.	Jen	<b>COMPLETE</b>								
22-02-080	That Mackenzie County does not support the request for Northern Alberta Elected Leader's Communities to hire Mr. Jim Rennie for a one year term and that Mackenzie County replies with the recommendation that the position be publicly advertised within Municipalities in the Northern Region.	Carrie	<b>COMPLETE</b>								
22-02-081	That administration proceed with booking accommodations at the Marriott for the 2022 Spring Rural Municipalities of Alberta (RMA) Convention from March 14 -17, 2022.	Carrie	<b>COMPLETE</b>								

Motion	Action Required	Action By	Status
22-02-084	That a letter be sent to Mackenzie Region Aboriginal Interagency Committee inviting them to a Council meeting.	Carrie	<b>COMPLETE</b>
22-02-085	<p>That administration move forward with the application process to purchase the following and bring back to Council any future costs related to the purchase such as FNC, survey and assessed value for deliberation and approval.</p> <p>PLS140031            PLS170002            PLS180022            PLS180027            PLS190005            La Crete Ferry Campground            Atlas Landing Area            Bridge Campsite            Machesis Lake Campground            Wadlin Lake Campground</p>	Don/Caitlyn	<b>In Progress</b>
22-02-086	That the Buttertown Road –RFP be advertised with the changes as discussed.	Jeff	
22-02-087	That the 2022 Crack Filling – RFP be advertised with the changes as discussed.	Jeff	
22-02-088	That the 2022 Line Painting RFP be advertised with the changes as discussed.	Jeff	
22-02-089	That an 80% year round road ban be implemented on Heliport Road.	Jeff	



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Hays*

AR105863

January 20, 2022

Reeve Josh Knelsen  
Mackenzie County  
PO Box 640  
Fort Vermilion AB T0H 1N0

Dear Reeve Knelsen:

Thank you for your application of May 17, 2021; requesting disaster recovery assistance for the overland flooding experienced on April 17, 2021. I am pleased to inform you that Mackenzie County has been approved under the Disaster Recovery Program (DRP).

Changes to the DRP that were announced this spring will be applied. This includes a 90:10 cost-share formula for municipal and private sector applicants (homeowners and small businesses), along with a cap of \$500,000 and a one-time limit for homeowner applications.

A case manager from the Recovery Branch of the Alberta Emergency Management Agency will contact representatives of Mackenzie County to assist with program delivery.

Please note that only those losses and damages for which insurance was not readily and reasonably available at the time of the event are eligible for financial assistance. This includes funding for eligible emergency operations and infrastructure expenditures. Claims for cost submissions, project lists, and other documentation, will be accepted for a period of up to three years after program approval.

Should you require further information regarding your approval for financial assistance, please contact Brenda Fioretti, Director of Community Recovery Services, at 780-718-5101 or [brenda.fioretti@gov.ab.ca](mailto:brenda.fioretti@gov.ab.ca).

Sincerely,

Ric McIver  
Minister

cc: Dan Williams, MLA, Peace River  
Lenard Racher, Chief Administrative Officer, Mackenzie County



January 25, 2022

Hon. Sonya Savage  
Minister of Justice and Solicitor General  
324 Legislature Building  
10800 – 97 Avenue  
Edmonton, AB T5K 2B6

Dear Minister:

**Re: Bill 21 - Provincial Administrative Penalties Act.**

The Town of Gibbons Council, at its January 12, 2022 meeting discussed a number of key issues that the Government of Alberta, two items that your ministry is specifically undertaking that are poised to fundamentally impact the lives of Albertans. The two key issues include the development of a Provincial Police Service (APPS) and Bill 21 - Provincial Administrative Penalties Act (Bill 21).

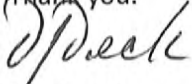
The citizens of Gibbons are proud, hardworking, dedicated, and reasonable family people who recognize that public safety is paramount, and that certain rights and freedoms may be contravened in times of disasters or pandemics for the sake of public good and done without consultation. One such example is that our citizens have for the most part, adopted the recommendations set forth by the Province during its response to the Covid-19 saga often without question.

There is however, times when citizens of Alberta must without exception, be consulted extensively in order to ensure that their voices are heard, respected, and play a significant role in creating the framework for the legislation (policy statement) being contemplated (i.e. APPS and Bill 21). Members of Council are scheduled to participate in the upcoming APPS consultations on February 1, 2022 and truly believe that should the Province be conducting these sessions without a predetermined decision in place, the concept of meaningful input from its citizenry will be realized and not just an exercise in placation.

It is the very process of inviting meaningful input from the citizens of Alberta or lack thereof of a formal consultation process in the development and adoption of the Bill 21 is why our Council is in firm opposition to its implementation without an amendment that reinstates a citizens ability to appeal traffic tickets in court versus making an application to appeal through an online submission. This erosion of due process represents one more step in the degradation of a citizens' rights and freedoms to a position where one should just "pay up" and then "shut up."

It is Council's hope that our society through the actions and policies of the Provincial Government has not become a society of where money is everything even at the expense of ones right to a sense of fairness and due process.

Thank you.



Dan Deck  
Mayor

Cc: All Alberta Municipalities  
All Alberta MLAs  
Ab Munis  
RMA  
Dale Nally, MLA for Morinville – St. Albert

# Provincial Administrative Penalties Act

## Overview

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The *Provincial Administrative Penalties Act, 2020*, will make our roads safer by introducing stronger and immediate impaired driving penalties and reducing the time it takes to enforce traffic and non-criminal impaired driving matters, to ensure impaired drivers are off the streets. It will restore critical capacity to Alberta's justice system by creating a streamlined, fast, fair and efficient method for resolving non-criminal impaired and traffic disputes to free up court time to prosecute serious criminal matters and ensure police are on the streets instead of doing paperwork or sitting in courtrooms.

### Immediate Roadside Sanctions Program

The new Immediate Roadside Sanctions (IRS) Program will be introduced on December 1, 2020 and will provide a comprehensive array of serious, immediate and escalating consequences for impaired drivers—a system that has been proven to reduce impaired driving significantly in other jurisdictions. Consequences for drivers will include driver's licence suspensions, new fines, vehicle seizures, mandatory education, and participation in the Ignition Interlock Program (IIP).

**Increased impaired driving consequences under the new IRS Program will include:**

- Driver's licence suspensions;
- Fines of up to \$2,000;
- Increasing length of vehicle seizure up to 30 days;
- New mandatory education programs for repeat offenders; and
- Participation in the IIP for repeat offenders.

### SafeRoads Alberta Branch

Most non-criminal, first-time impaired drivers will be able to deal with these penalties through SafeRoads Alberta, a new branch dedicated to providing a speedy method of resolving disputes. The new process will be significantly quicker, dealing with all matters in 30 days to ensure impaired drivers are off the roads, not the months or years it can take to go through the current administrative and court processes. Repeat offenders, impaired drivers who cause bodily harm or death, and other more serious cases will still receive criminal charges in addition to the other penalties.

In addition to saving lives and preventing needless injury, these new measures are expected to benefit Albertans in several other ways:

- Freeing up about 8 per cent of court time to ensure Alberta's prosecutors and courts can clear their multi-year backlog to prosecute serious criminal matters;
- Eliminating approximately 1,200 complex full, or multi-day trials; and
- Freeing up more than 30,000 hours of police time – ensuring police are on the streets protecting Albertans and their communities.

This new impaired driving administrative model is based on changes made in British Columbia, which has seen many positive impacts, including:

- A 36 per cent drop in impaired driving incident rates from 2011 to 2018.
- A 54 per cent drop in number of impaired driving fatalities from 2010 to 2018.
- An 8 per cent reduction in hospital admissions – even a modest decrease in emergency visits saves millions of dollars in critical capacity.
- A decrease in the median elapsed time for all types of cases (single or multiple charges), all offence types (including traffic) by 17 days from 2011-12 to 2018-19.
  - During the same time period, the median elapsed time increased by 16 days for Canada and by 7 days in Alberta.

Current	New
<p>When an officer has reasonable grounds to believe that a driver has committed an impaired offence, the driver:</p> <ul style="list-style-type: none"> <li>• is issued an administrative penalty called the Alberta Administrative Licence Suspension (AALS);</li> <li>• receives an immediate 15 month suspension;</li> <li>• receives a three-day vehicle seizure;</li> <li>• is criminally charged with an impaired offence.</li> <li>• A driver can drive again after 3 months if they install an ignition interlock device.</li> </ul> <p>Police investigation, documentation, and testimony can often consume 5-8 hours or more per file.</p>	<p>When an officer has reasonable grounds to believe that a driver has committed an impaired offence, the driver will:</p> <ul style="list-style-type: none"> <li>• be issued an administrative penalty called the IRS FAIL.</li> <li>• receive an immediate 15 month driver's licence suspension.</li> <li>• receives a 30 day vehicle seizure.</li> <li>• be issued a \$1,000 fine.</li> <li>• be required to complete mandatory impaired driving education</li> <li>• if a repeat offender, or there is bodily harm or injury, they receive an escalating administrative penalty and will be criminally charged with an impaired offence.</li> <li>• A driver can drive again after 3 months if they install an ignition interlock device.</li> <li>• If a driver chooses not to participate in IIP, they will remain suspended with no ability to drive for the full suspension term.</li> </ul> <p>Police can issue this process in an hour or less on average.</p>
<p>If a driver wishes to dispute their driver's licence suspension, they must:</p> <ul style="list-style-type: none"> <li>• appear in person at an office or registry agent location to obtain, complete and file a notice of appeal with the Alberta Traffic Safety Board within 30 days.</li> <li>• appear before a panel, which may take approximately up to five months to schedule and resolve.</li> </ul>	<p>If a driver wishes to dispute their notice, they will:</p> <ul style="list-style-type: none"> <li>• access the website and pay the fine, request time to pay, or request a review of the sanction.</li> <li>• attend an oral review (phone or video) which will be scheduled within 21 days or submit request a written review.</li> <li>• receive the written decision within 30 days of the issuance of the notice.</li> </ul>
<p>The driver will also have to proceed to the Criminal Courts to resolve the criminal charge. This can include:</p> <ul style="list-style-type: none"> <li>• A driver will also be arrested, detained for several hours to conduct further testing and be processed and then released with a requirement to return to court or face additional criminal charges.</li> <li>• The individual must attend at one or more initial docket appearances and ultimately at a trial. The trial process is complex and generally requires expert assistance to navigate.</li> <li>• Upon conviction a driver will receive a criminal punishment and a permanent criminal record.</li> </ul>	<p>If the driver is unsatisfied, they may seek Judicial review at the Court of Queens's Bench of Alberta.</p>

## Traffic Safety Violations

The *Provincial Administrative Penalties Act* also allows for other traffic contraventions to be resolved by SafeRoads Alberta. This new online system of dealing with non-criminal traffic offences will be introduced in late 2021 and will be easier and quicker for Albertans to navigate. SafeRoads Alberta will divert nearly two million traffic tickets from Alberta's courts, freeing up court time for criminal matters, ensuring law enforcement can spend more time on the streets and less in courtrooms for violations, and avoids the necessity for hundreds of thousands of Albertan's to visit courthouses merely to pay tickets or schedule hearings.

The resources currently devoted to managing these millions of tickets can then be dedicated to addressing serious justice matters and returning police to the community.



*Office of the Minister*

**FEB 01 2022**

Reeve Joshua Knelsen  
Mackenzie County  
PO Box 640  
Fort Vermilion AB T0H 1N0

Dear Reeve Knelsen:

As Minister of Culture responsible for sport in Alberta, I am pleased to invite your community to submit a bid to host either the 2024 Alberta Winter Games or the 2024 Alberta Summer Games.

I encourage your community to consider this invitation and the many benefits that can result from hosting this event. The Alberta Games are key in Alberta's Recovery Plan and provide an economic impact of approximately \$3 million to a host community. A successful host community is offered the opportunity to showcase its community and talents to approximately 3,000 participants from all regions of the province, along with numerous spectators and special guests.

Communities with populations of less than 10,000 are encouraged to collaborate with neighbouring communities to submit a joint bid or consider the smaller, modified games format. The community awarded a 2024 Alberta Games will receive a \$420,000 operating grant.

A letter of interest to host either the 2024 Alberta Winter or Summer Games, together with a letter of support from municipal or band council must be received by March 25, 2022. Completed bids must be received by April 29, 2022.

Bid guidelines and staff consultation are available by contacting Ms. Suzanne Becker at 403-297-2909, toll-free by first dialing 310-0000 or email [suzanne.becker@gov.ab.ca](mailto:suzanne.becker@gov.ab.ca).

Sincerely,

Ron Orr  
Minister

**Draft Agenda for Spring 2022 Municipal Leaders' Caucus**  
**March 9 and 10, 2022**  
**Edmonton Conference Centre**  
**\*Subject to Change\***

Wednesday, March 9	
8:00 a.m.	Registration and Breakfast
9:00 a.m.	President's Opening Remarks
9:15 a.m.	Minister of Municipal Affairs' Remarks
9:30 a.m.	Ministers' Dialogue Session I
10:10 a.m.	Break
10:30 a.m.	Ministers' Dialogue Session II
11:10 a.m.	Premier's Remarks
11:30 p.m.	Lunch
12:30 p.m.	Education/Engagement Session I – Alberta Provincial Police Service
2:30 p.m.	Break
2:45 p.m.	Requests for Decision
3:15 p.m.	Education/Engagement Session II - EMS
4:15 p.m.	Closing Remarks
4:30 to 6:30 p.m.	Networking session

Thursday, March 10	
7:00 a.m.	Registration and Breakfast
8:00 a.m.	Education/Engagement Session III – Municipal Financial Health and LGFF
9:15 a.m.	Alberta Municipalities President's Report
9:30 a.m.	Executive Committee Dialogue Session
10:00 a.m.	Break
10:15 a.m.	Education/Engagement Session IV – Future of Municipal Governance
11:30 a.m.	Opposition Leader's Remarks
11:45 a.m.	Closing Remarks
12:00 p.m.	Lunch



January 6, 2022

Laurie Pushor  
President and Chief Executive Officer  
Alberta Energy Regulator

Via email to: [laurie.pushor@aer.ca](mailto:laurie.pushor@aer.ca)

**Re: RMA concern with AER's comments regarding Bill 77**

Dear Mr. Pushor,

As you are likely aware, the RMA has strongly advocated for a provincial solution to the ongoing issue of unpaid oil and gas property taxes. This issue is provincial in scope and has caused significant fiscal and operational issues for rural municipalities across Alberta.

The RMA was disappointed to see the AER's public statement on *Directive 088*, which appears to express opposition to some of the powers recently gained by municipalities through Bill 77, *Municipal Government (Restoring Tax Accountability) Amendment Act, 2021* to potentially seize or restrict access to oil and gas properties to recover unpaid property taxes.

Firstly, it is important to note that Bill 77 provides municipalities with the power to seize any assessable property belonging to the liable party and located within the municipality where taxes are owed, so in many cases property seized may be ancillary or even unrelated to the actual production and transport of oil and gas products and would not pose a safety risk.

Secondly, rather than making public comments criticizing new municipal powers unrelated to its scope as industry regulator, RMA would appreciate a more constructive approach by the AER, perhaps in the form of an offer to work with the RMA to educate rural municipalities on how to exercise their powers safely and responsibly under Bill 77. For example, if a municipality considers seizing property directly linked to oil and gas production, how can they do so safely and responsibly? Is there a mechanism to inform the AER of this decision to receive proper support and guidance? Presumably if the legislation was passed to provide these powers to municipalities, there is a safe way for them to be implemented. It is also fair to wonder whether companies unable or unwilling to meet their regulatory requirements by paying municipal property taxes have the ability to operate assets in a safe and responsible manner.

Both the AER and Minister of Energy have repeatedly stated that the AER is not a "tax collection agency" despite the fact that RMA and its members have never asked the AER to collect taxes on behalf of municipalities, but simply that property tax payments be considered as a factor in the AER's process for regulating the industry. Based on the AER's recent comments, there is now a perception that the AER is opposed to municipalities enforcing payment of their own taxes. RMA is struggling to understand why the AER appears so uninterested in requiring the industry they regulate to operate as a responsible corporate citizen, as they appear opposed to regulating property tax payments themselves or supporting municipalities to do the same.

The RMA is pleased with the Government of Alberta introducing *Bill 77*, and the Minister of Municipal Affairs' public support for municipalities to hold oil and gas companies accountable for unpaid taxes. Bill 77 is a step in the right direction on the unpaid tax issue, but it by no means solves the problem completely as there is serious doubts about how effectively the special lien powers can be implemented, particularly without the support of the AER.

It is crucial that the positive momentum created by Bill 77 is not lost and the RMA is requesting that the AER takes a constructive and supportive approach by working together with municipalities and educating them on how they can safely and responsibly exercise their powers under Bill 77.

On behalf of RMA, I appreciate your attention to this issue and I look forward to working with you on solutions.

Sincerely,



Paul McLauchlin, President

Attachment: AER Directive 088 Public Statement

cc: The Honourable Ric McIver, Minister of Municipal Affairs





January 19, 2022

Laurie Pushor  
President and Chief Executive Officer  
Alberta Energy Regulator

Via email to: [laurie.pushor@aer.ca](mailto:laurie.pushor@aer.ca)

**Re: Implementation of changes to Directive 067**

Dear Mr. Pushor,

As you are likely aware, RMA has strongly advocated for a provincial solution to the ongoing issue of unpaid oil and gas property taxes. This issue is provincial in scope and has caused significant fiscal and operational issues for rural municipalities across the Alberta.

Given this concern, RMA was pleased with the AER's recent amendments to *Directive 067: Eligibility Requirements for Acquiring and Holding Energy Licences and Approvals*. Specifically, the addition of outstanding debts owed for municipal taxes may be used as a factor used to determine "unreasonable risk" for an energy licence applicant is appreciated. This amendment reflects recognition on the part of the AER that not only should energy property owners or operators be held accountable for property tax payments, but that non-payment of municipal taxes is an indication of risk that an energy licence holder may not fulfill other environmental or fiscal commitments.

Although the amendments to Directive 067 is positive news for rural municipalities, RMA is concerned with the lack of details on how the amendments will be used by the AER, and how such use will be reported on. RMA is requesting information on how the changes will be implemented, including the following:

- ◆ How and to what extent will unpaid taxes be considered in the licence approval process?
- ◆ How many times has the AER requested property tax payment information from companies since the implementation of Directive 067?
- ◆ Is there an internal criteria or standard that is used to determine when the AER will request unpaid property tax information from a company?
- ◆ Has the AER adopted any standards or criteria to ensure that unpaid tax information from companies is consistent, accurate, and up to date? For example, does the AER collaborate with Alberta Municipal Affairs and/or individual municipalities to confirm the information?
- ◆ How will the inclusion of unpaid taxes as a risk factor address situations in which individuals jump from company to company and repeatedly ignore municipal tax payment requirements?

RMA looks forward to receiving your response to these questions. It is crucial that the positive momentum created by the Directive 067 changes not be lost, and that rural municipalities and the oil and gas industry understand how unpaid taxes will be considered in the licence approval process and how information about unpaid taxes can be easily shared between the AER and rural municipalities.

On behalf of RMA, I appreciate your attention to this issue and I look forward to working with you on solutions.



Sincerely,

A handwritten signature in blue ink, appearing to be "P. McLauchlin", written over a light blue horizontal line.

Paul McLauchlin, President



February 9, 2022

Dear RMA Members,

The RMA has recently increased its direct advocacy efforts with the Alberta Energy Regulator (AER). This update will highlight the focus of this advocacy. Rural municipalities are often directly impacted by energy projects because rural Alberta is the home to most of Alberta's energy resources. The resource industry is foundational to the success of rural Alberta, but rural municipalities also provide crucial infrastructure and services that are heavily used by the industry. The RMA is working hard on your behalf to advocate for solutions that will continue to improve the regulation and operation of the resource industry, and maintain the "win-win" relationship between industry and rural municipalities.

The AER's ongoing lack of response to RMA concerns on municipal involvement in the energy project approval process and unpaid taxes suggests that the AER is not willing to take meaningful action to address the impacts of energy projects and unpaid taxes on municipalities through their role as industry regulator. RMA is undertaking advocacy to hold the AER and industry accountable to our members. So far, RMA has sent two letters to the AER (attached in the email) focused on the following:

- The AER's public statement opposing the new municipal powers under Bill 77. The RMA is calling for the AER take a constructive and supportive approach by educating municipalities how they can safely and responsibly exercise special lien powers returned to municipalities under Bill 77.
- Requesting clarification on how the AER is implementing *Directive 067*. More specifically, RMA is seeking data on how many times the AER has requested property tax payment information from companies and whether internal criteria exists to determine when AER will request this information and how it will be used.

In addition, RMA staff have developed a member survey that will gather input on member experiences in interacting with the AER. I have heard anecdotally from some members that the AER is often unwilling to share information or even answer questions from municipalities. Understanding your relationship with the AER will be a great way to hold the AER accountable. The survey will be distributed to mayors, Reeves, and CAOs in the coming weeks, so keep a look out.

The key AER-related advocacy topics RMA is currently working on include:

*Unpaid taxes on oil and gas sites*

At RMA's Fall 2021 Convention, Minister Savage emphasized that the AER is a regulator and not a tax collector, and there were no plans to further involve the AER in addressing unpaid municipal taxes. I believe that the Minister's comment misses the point and reflects a lack of understanding of the issue.

**RESOURCEFUL. RESPONSIVE. RESILIENT.**



The reality is that a small number of oil and gas operators are gaming the system and taking advantage of the AER not applying regulatory pressure on unpaid taxes through their holistic assessment during the approval process. Taxes can be easily collected and surface rights paid if the AER makes nonpayment a negative weighted indicator of the financial health and liability risk profile of a company.

In 2021, the AER revised *Directive 067* to state that the AER **may** consider unpaid municipal taxes when approving licence application or transfers; however, this does not go far enough. This lack of detail as to if and how property tax payments are considered contradicts the public interest role of the AER. The AER relies on industry to disclose unpaid tax information, provides no audit provisions or penalties related to unpaid taxes and surface leases as an administrative indicator of financial health, and provides no transparency as to if and how the unpaid tax information they do receive is used. Upon the backs of landowners and ratepayers, a small number of companies (and in many cases their board of directors or chief operators) have continued to use non-payment of property taxes as a form of short-term credit.

The remedy is simple: For the AER to consider unpaid municipal oil and gas taxes during the approval application process and throughout the lifecycle of resource projects, to be transparent as to how this information is used, and for the AER to engage with municipalities to understand the taxes owed rather than relying on industry for such information. This approach will not require the AER to be a tax collector; rather, it will require the AER to regulate the tax payment performance of oil and gas companies and use the enforcement mechanisms available to them. The actual collection of taxes can still be left to us!

#### Unpaid surface leases

Rural municipalities are the closest level of government to the public. The issue of unpaid surface leases impacts the residents of rural municipalities, which is who we serve. The current model to address non-payment of surface leases requires the landowner to face off with companies through the Surface Rights Board. This approach is unfair. Expecting a landowner, with likely very little exposure to boards, paperwork, or regulatory delays to have the onus of remedy contravenes the economic, social and governance (ESG) principles championed by the GOA and industry. RMA will be asking the AER to include the non-payment of surface leases as an indicator (negative impacting) of economic health of a licensed operator.

The reporting of non-payment of surface leases should become a regulatory trigger for the ability of a company to continue to hold a license to operate in Alberta. This can be driven by the need to



eliminate red tape, to honour the agreements between landowners and industry, and address the asymmetrical financial burden on the landowners.

This topic is directly related to unpaid oil and gas and should be seen as a joint indicator of the ability to operate oil and gas pipelines and facilities in Alberta.

#### Lack of clean up efficacy for contaminated sites

This topic is a key performance indicator of the environmental, social and governance (ESG) narrative that the resource industry supports. As part of well cleanup requirements, there should be increased penalties for offending companies and more strict timelines on well cleanup. The cyclical nature and financial structure of the oil and gas industry results in monies moving from profit to debt, dividends, and share buy backs instead of accelerating liability mitigation. Just as significant is AER's role and commitment to making "evidence-based and risk informed decisions in the public interest".

It has been alarming that even with significant federal and provincial dollars being made available to industry, the overall efficacy of well clean ups has been underwhelming. There seems to be no evidence of the provision of cleanup resources targeted at sites that have not been reclaimed for the longest period nor those sites that are of highest risk (environmental threat). The RMA is concerned that public money is paying for private liabilities, even though most companies likely have the financial resources to remediate, but choose not to based on the lack of consequences. This has continued to occur at a time of some of the highest recent commodity prices that has resulted in increased dividends, share buybacks, and significant increases in free cash flow to continue for the foreseeable future.

With an estimated 168,000 inactive and abandoned wells in the Alberta and the availability of \$1 billion from the Site Rehabilitation Program (SRP), RMA is seeking answers to the following questions:

- ◆ How effective has the program been at reducing these liabilities?
- ◆ Have these dollars been added to companies existing liability reduction funding?
- ◆ How many jobs were created and at what cost per job? How many new jobs were created because of this funding?
- ◆ What is the liability to Albertans, to companies, and to the landscape as it relates to well site cleanup?

#### Weeds on Orphan Wells

RMA members know the importance of invasive species control as an economic and productivity risk to agriculture. When well sites that are in receivership and have been transferred to the Orphan Well



Association (OWA), landowners, organizations and RMA have been informed that the OWA is not responsible for ongoing maintenance of weeds. The OWA has stated that it will control weeds during the reclamation stage and prior to applying for a reclamation certificate. The only case where the OWA will control weeds prior to the reclamation state is if the failure to do so will significantly impact the reclamation program.

In Fall 2021, the RMA membership passed [Resolution 10-20F: Weed Issues on Oil and Gas Sites in Rural Alberta](#) which calls for the following:

THEREFORE, BE IT RESOLVED that the Rural Municipalities of Alberta advocate to the governments of Alberta and Canada to put in place appropriate legislation and standards to protect landowners from undue hardship as a result of oil and gas company neglect of weed control on well sites.

RMA's call to action is to ensure that the AER recognize that the "custody and care" of a wellsite should be the responsibility of the OWA. Moreover, that the continued use of the Surface Rights Board as a remedy to grievances should not continue. The primary responsibility for weed management is clearly held by the OWA in these situations and having producers must pursue remedy is not fair unfair.

We look forward to having our members continue to support RMA to come up with reasonable solutions to the issue of unpaid oil and gas taxes and other industry-related challenges, and to continue to honour the partnership with industry that all rural municipalities have been a part of in the past.

Rural Alberta will continue to thrive with the resource industry and will continue to support the amazing work this hard-working industry has and will do on behalf of all Canadians. We also will not let a few bad actors paint the industry with a bad brush because that would not be fair or right.

Best Regards,

A handwritten signature in blue ink, appearing to be "P. McLauchlin", written over a light blue background.

Paul McLauchlin, President

**RESOURCEFUL. RESPONSIVE. RESILIENT.**



## Mackenzie County

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

February 11, 2022

Mackenzie Region Aboriginal Interagency Committee  
Bag 900 – 15  
9721 – 96 Avenue  
Peace River, AB T8S

To Wendy Goulet:

### **RE: MEETING INVITATION**

Mackenzie County Council would like to thank you for the recent correspondence inviting one of our Council members to attend the Mackenzie Region Aboriginal Interagency Committee meetings.

Mackenzie County wishes to extend a formal invitation asking for a representative of the Committee to attend one of our upcoming Council meetings to further their knowledge of what MRAIC is about. Attendance may be in-person or virtual.

Upcoming Committee of the Whole Meetings are scheduled for the following dates:

- March 22, 2022 – 10:00 a.m.
- April 26, 2022 – 10:00 a.m.

Please advise if either of these dates will work for you.

Should you have any further questions, please feel free to contact myself, Byron Peters, Interim Chief Administrative Officer, (780) 927-3718 or via email at [bpeters@mackenziecounty.com](mailto:bpeters@mackenziecounty.com).

Yours Sincerely,

Byron Peters  
Interim CAO