



MACKENZIE COUNTY


# REGULAR COUNCIL MEETING

**NOVEMBER 27, 2019  
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, November 27, 2019  
10:00 a.m.**

**Fort Vermilion Council Chambers  
Fort Vermilion, Alberta**

**AGENDA**

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<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 November 5, 2019 Regular Council Meeting	7
		b)	Minutes of the November 5, 2019 Budget Council Meeting	19
		c)	Business Arising out of the Minutes	
<b>DELEGATIONS:</b>	4.	a)	Fort Vermilion RCMP – Statistics and Enhanced Policing Report (11:45 a.m.)	25
		b)		
<b>TENDERS:</b>			Tender openings are scheduled for 11:00 a.m.	
	5.	a)	Agricultural Land Lease	27
<b>PUBLIC HEARINGS:</b>			Public hearings are scheduled for 1:00 p.m.	
	6.	a)	Bylaw 1158-19 Land Use Bylaw Amendment to add the definition of Dwelling-Multi-Family to Section 2.3.1, to add regulations for Dwelling-Multi-Family to Section 8.19 and to add Dwelling-Multi-Family as a Discretionary Use to the Hamlet Residential 1 “HR1” and Hamlet Residential 2 “HR2” districts	29
		b)	Bylaw 1159-19 Land Use Bylaw Amendment to amend the regulations of the Home Based Business, Minor Use	39

<b>GENERAL REPORTS:</b>	7.	a)	Disaster Recovery Program (DRP) Updates (Standing Item)	
		b)		
<b>AGRICULTURE SERVICES:</b>	8.	a)	Stray Animals Act	45
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<b>COMMUNITY SERVICES:</b>	9.	a)	2019 Campground Caretakers Bonus	51
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<b>FINANCE:</b>	10.	a)	Financial Reports – January 1, 2019 to October 31, 2019	61
		b)	Expense Claim – Chief Administrative Officer	73
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<b>OPERATIONS:</b>	11.	a)	Tompkins Crossing Ice Bridge Contract Extension	123
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<b>UTILITIES:</b>	12.	a)		
		b)		
<b>PLANNING &amp; DEVELOPMENT:</b>	13.	a)	Bylaw 1160-19 Land Use Bylaw Amendment to add Hamlet Residential 2A to Section 9	125
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Support

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<b>ADMINISTRATION:</b>	14.	a)	Bylaw 1161-19 Honorariums & Expense Reimbursement	175
		b)	Memorandum of Understanding – Fort Vermilion School Division (Zama School Equipment & Properties)	183
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		d)	Caribou Update (standing item)	
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<b>COUNCIL COMMITTEE REPORTS:</b>	15.	a)	Council Committee Reports (verbal)	
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		d)		
<b>INFORMATION / CORRESPONDENCE:</b>	16.	a)	Information/Correspondence	219
<b>CLOSED MEETING:</b>			<i>Freedom of Information and Protection of Privacy Act Division 2, Part 1 Exceptions to Disclosure</i>	
	17.	a)	Union Negotiations (s. 23, 24)	
		b)	Zama Fire Services (s. 24)	
		c)		
<b>NOTICE OF MOTION:</b>	18.	a)		
<b>NEXT MEETING DATES:</b>	19.	a)	Regular Council Meeting December 10, 2019 10:00 a.m. Fort Vermilion Council Chambers	
		b)	Budget Council Meeting December 11, 2019 10:00 a.m. Fort Vermilion Council Chambers	

**ADJOURNMENT:**      20.   a)    Adjournment



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>November 27, 2019</b>
<b>Presented By:</b>	<b>Carol Gabriel, Deputy Chief Administrative Officer (Legislative &amp; Support Services)</b>
<b>Title:</b>	<b>Minutes of the November 5, 2019 Regular Council Meeting</b>

## **BACKGROUND / PROPOSAL:**

Minutes of the November 5, 2019, 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: J. Emmerson Reviewed by: CG CAO: \_\_\_\_\_

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the minutes of the November 5, 2019 Regular Council Meeting be adopted as presented.

Author: J. Emmerson      Reviewed by: \_\_\_\_\_      CAO: \_\_\_\_\_

**MACKENZIE COUNTY  
REGULAR COUNCIL MEETING**

**November 5, 2019  
10:00 a.m.**

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

<b>PRESENT:</b>	Josh Knelsen	Reeve
	Walter Sarapuk	Deputy Reeve
	Jacque Bateman	Councillor
	Peter F. Braun	Councillor
	Cameron Cardinal	Councillor
	David Driedger	Councillor
	Eric Jorgensen	Councillor (arrived at 10:50 a.m.)
	Anthony Peters	Councillor
	Ernest Peters	Councillor
<b>REGRETS:</b>	Lisa Wardley	Councillor
<b>ADMINISTRATION:</b>	Len Racher	Chief Administrative Officer
	Carol Gabriel	Deputy Chief Administrative Officer /Recording Secretary
	Byron Peters	Director of Planning and Development
	Fred Wiebe	Director of Utilities
	Doug Munn	Director of Community Services
	Jennifer Batt	Interim Director of Finance
	Dave Fehr	Director of Operations
	Grant Smith	Agricultural Fieldman

**ALSO PRESENT:** Nicholas Kuhl, O2 Planning

Minutes of the Regular Council meeting for Mackenzie County held on November 5, 2019 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 19-11-659 MOVED** by Councillor Braun

That the agenda be approved with the following additions:

8. a) VSI Funding Level

- 17. c) Organizational Chart
- 17. d) Paramount Road Infrastructure

**CARRIED**

**MINUTES FROM  
PREVIOUS  
MEETING:**

- 3. a) **Minutes of the October 23, 2019 Regular Council Meeting**

**MOTION 19-11-660**

**MOVED** by Councillor A. Peters

That the minutes of the October 23, 2019 Regular Council Meeting be adopted as presented.

**CARRIED**

**MINUTES FROM  
PREVIOUS  
MEETING:**

- 3. b) **Minutes of the October 30, 2019 Budget Council Meeting**

**MOTION 19-11-661**

**MOVED** by Councillor E. Peters

That the minutes of the October 30, 2019 Budget Council Meeting be adopted as presented.

**CARRIED**

- 3. c) **Business Arising out of the Minutes**

None.

**DELEGATIONS:**

- 4. a) **Nicholas Kuhl, O2 Planning (La Crete Industrial Growth Strategy)**

**MOTION 19-11-662**

**MOVED** by Councillor Driedger

That the briefing provided by O2 Planning in regards to the La Crete Industrial Growth Strategy be received for information.

**CARRIED**

**TENDERS:**

- 5. a) **None**

**PUBLIC HEARINGS:**

- 6. a) **None**

**GENERAL**

- 7. a) **CAO & Director Reports for October 2019**

**REPORTS:**

**MOTION 19-11-663**      **MOVED** by Councillor E. Peters

That the CAO & Director reports for October 2019 be received for information.

**CARRIED**

**GENERAL REPORTS:**      **7. b) Disaster Recovery Program (DRP) Updates (Standing Item)**

**MOTION 19-11-664**      **MOVED** by Councillor Braun

That the disaster recovery program update be received for information.

**CARRIED**

**AGRICULTURE SERVICES:**      **8. a) VSI Funding Level (ADDITION)**

**MOTION 19-11-665**      **MOVED** by Councillor Bateman

Requires Unanimous

That the VSI funding level remain at fifty (50%) percent for 2020.

**CARRIED UNANIMOUSLY**

**COMMUNITY SERVICES:**      **9. a) Policy ADM042 General Safety Policy**

**MOTION 19-11-666**      **MOVED** by Councillor Braun

That Policy ADM042 General Safety Policy be approved as AMENDED.

**CARRIED**

**COMMUNITY SERVICES:**      **9. b) Waste Transfer Station Service Agreement Extension Request**

**MOTION 19-11-667**      **MOVED** by Councillor Braun

Requires 2/3

That the Waste Transfer Station Service Agreement with L & P Disposals Inc. be extended for a one year term ending December 31, 2020, subject to an increase to cover the cost of landfill tipping

fees.

**CARRIED**

**COMMUNITY SERVICES:**

**9. c) Fort Vermilion Rear Office Gate Project – Additional Funding Request**

**MOTION 19-11-668**  
Requires 2/3

**MOVED** by Councillor E. Peters

That the budget be amended to include an additional \$4,262 for the Fort Vermilion Rear Gate Project with funding coming from the General Capital Reserve.

**CARRIED**

**FINANCE:**

**10. a) None**

**OPERATIONS**

**11. a) Oil Rocky Lane Road – Additional Funding Request**

**MOTION 19-11-669**  
Requires 2/3

**MOVED** by Deputy Reeve Sarapuk

That the budget be amended to include an additional \$86,941 for the Oil Rocky Lane Road project with funding coming from the General Capital Reserve.

**CARRIED**

**OPERATIONS**

**11. b) Teachers Loop Asphalt & Sidewalk – Additional Funding Request**

**MOTION 19-11-670**  
Requires 2/3

**MOVED** by Councillor Braun

That the budget be amended to include an additional \$243,024 for the Teachers Loop Asphalt & Sidewalk project with funding coming from the General Capital Reserve.

**CARRIED**

**UTILITIES**

**12. a) None**

Reeve Knelsen recessed the meeting at 10:45 a.m. and reconvened the meeting at 10:59 a.m.

Councillor Jorgensen arrived at 10:50 a.m.

**PLANNING AND**

**13. a) Sale of County Land**



**DEVELOPMENT:**

**MOTION 19-11-671**      **MOVED** by Councillor Bateman

That the three County owned quarter sections immediately east of the Norbord plant south of High Level be offered for farmland lease in exchange for clearing.

**CARRIED**

**ADMINISTRATION:**      **14. a) Smoke Management**

**MOTION 19-11-672**      **MOVED** by Councillor Cardinal

That residents be issued a letter when found creating a highway safety hazard due to fires.

**CARRIED**

**MOTION 19-11-673**      **MOVED** by Councillor Bateman

That Mackenzie County continue to lobby the Provincial Government to extend the fire season year-round for the High Level Forest Area.

**CARRIED**

**ADMINISTRATION:**      **14. b) Economic Disaster Resilience & Recovery Workshop**

**MOTION 19-11-674**      **MOVED** by Councillor Jorgensen

That Councillors be authorized to attend the Economic Disaster Resilience & Recovery Workshop in High Level or La Crete in November 2019.

**CARRIED**

**ADMINISTRATION:**      **14. c) Child Advocacy Centre for High Level Region – Request for Letter of Support**

**MOTION 19-11-675**      **MOVED** by Councillor Bateman

That a letter of support be provided for PACE (Providing Assistance, Counseling, & Education) and the High Level Community Policing Society to obtain office space for the Child

Advocacy Centre at the High Level Provincial Building.

**CARRIED**

Reeve Knelsen recessed the meeting at 11:54 a.m. and reconvened the meeting at 12:46 p.m.

**ADMINISTRATION: 14. d) Caribou Update (Standing Item)**

**MOTION 19-11-676 MOVED** by Councillor E. Peters

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.

**CARRIED**

Councillor Jorgensen left the meeting at 12:56 p.m.

**MOTION 19-11-677 MOVED** by Councillor Bateman

That Motion 19-08-435 be clarified in that the funds supporting the three year research data project for the Northwest Species at Risk (NWSAR) includes the annual voting membership fees for 2020 – 2022.

**CARRIED**

**COUNCIL COMMITTEE REPORTS: 15. a) Council Committee Reports (verbal)**

**MOTION 19-11-678 MOVED** by Councillor Braun

That the Council Committee reports be received for information.

**CARRIED**

**INFORMATION / CORRESPONDENCE: 16. a) Information/Correspondence**

**MOTION 19-11-679 MOVED** by Councillor Braun

That the information/correspondence items be accepted for

information purposes.

**CARRIED**

Reeve Knelsen recessed the meeting at 1:29 p.m. and reconvened the meeting at 1:47 p.m.

**CLOSED MEETING: 17. Closed Meeting**

**MOTION 19-11-680 MOVED** by Councillor Cardinal

That Council move into a closed meeting at 1:57 p.m. to discuss the following:

- 17. a) Diversion Licenses (s. 21, 24)
- 17. b) Town of Rainbow Lake Revenue Sharing Agreement (s. 21, 24)
- 17. c) Organizational Chart (s. 24)
- 17. d) Paramount Road Infrastructure (s. 24)

**CARRIED**

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

- All Councillors
- Len Racher, Chief Administrative Officer
- Carol Gabriel, Deputy Chief Administrative Officer
- Jennifer Batt, Interim Director of Finance
- Fred Wiebe, Director of Utilities
- Byron Peters, Director of Planning & Development

All administration left the meeting with the exception of the Chief Administrative Officer at 3:00 p.m.

Councillor Jorgensen rejoined the meeting at 3:45 p.m.

Carol Gabriel rejoined the meeting at 4:04 p.m.

**MOTION 19-11-681 MOVED** by Deputy Reeve Sarapuk

That Council move out of a closed meeting at 4:04 p.m.

**CARRIED**

**17. a) Diversion Licenses**

**MOTION 19-11-682 MOVED** by Councillor E. Peters

Requires 2/3

That administration follow-up with the Minister and Deputy Minister of Environment & Parks and our local MLA regarding the water diversion licenses as discussed.

**CARRIED**

**17. b) Town of Rainbow Lake Revenue Sharing Agreement**

**MOTION 19-11-683**

Requires 2/3

**MOVED** by Deputy Reeve Sarapuk

That a letter be sent to the Town of Rainbow Lake accepting their proposal for the Revenue Sharing Agreement and that administration prepare the amending agreements as discussed.

**CARRIED**

**17. c) Organizational Chart (ADDITION)**

**MOTION 19-11-684**

Requires Unanimous

**MOVED** by Councillor Braun

That the organizational chart discussion be received for information.

**CARRIED**

**17. d) Paramount Road Infrastructure (ADDITION)**

**MOTION 19-11-685**

Requires Unanimous

**MOVED** by Councillor Bateman

That administration work with Paramount Resources Ltd. and lobby the government to leave the road infrastructure intact.

**CARRIED**

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

**NEXT MEETING  
DATE:**

**19. a) Next Meeting Dates**

Budget Council Meeting  
November 26, 2019  
10:00 a.m.  
Fort Vermilion Council Chambers

Regular Council Meeting  
November 27, 2019  
10:00 a.m.  
Fort Vermilion Council Chambers

**ADJOURNMENT: 20. a) Adjournment**

**MOTION 19-11-686 MOVED** by Councillor Jorgensen

That the Council meeting be adjourned at 4:11 p.m.

**CARRIED**

These minutes will be presented to Council for approval on November 27, 2019.

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Joshua Knelsen  
Reeve

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Lenard Racher  
Chief Administrative Officer

UNAPPROVED





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>November 27, 2019</b>
<b>Presented By:</b>	<b>Carol Gabriel, Deputy Chief Administrative Officer (Legislative &amp; Support Services)</b>
<b>Title:</b>	<b>Minutes of the November 5, 2019 Budget Council Meeting</b>

## **BACKGROUND / PROPOSAL:**

Minutes of the November 5, 2019, Budget 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. Gabriel Reviewed by: \_\_\_\_\_ CAO: \_\_\_\_\_

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the minutes of the November 5, 2019 Budget Council Meeting be adopted as presented.

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



**MACKENZIE COUNTY  
BUDGET COUNCIL MEETING**

**November 5, 2019  
5:00 p.m.**

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

**PRESENT:** Josh Knelsen Reeve  
Walter Sarapuk Deputy Reeve  
Jacquie Bateman Councillor  
Peter F. Braun Councillor  
Cameron Cardinal Councillor  
David Driedger Councillor  
Eric Jorgensen Councillor  
Anthony Peters Councillor  
Ernest Peters Councillor

**REGRETS:** Lisa Wardley Councillor

**ADMINISTRATION:** Len Racher Chief Administrative Officer  
Carol Gabriel Deputy Chief Administrative  
Officer/Recording Secretary  
Doug Munn Director of Community Services  
Jennifer Batt Interim Director of Finance  
Jannelle Veenstra Interim Finance Controller

**ALSO PRESENT:** Representatives from Not for Profit Organizations

Minutes of the Budget Council meeting for Mackenzie County held on November 5, 2019 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 5:00 p.m.

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

**MOTION 19-11-687 MOVED** by Councillor Driedger

That the agenda be approved as presented.

**CARRIED**

**MINUTES FROM 3. a) None**

**PREVIOUS  
MEETING:**

**DELEGATIONS:** 4. a) None

**TENDERS:** 5. a) None

**PUBLIC HEARINGS:** 6. a) None

**GENERAL  
REPORTS:** 7. a) None

**AGRICULTURE  
SERVICES:** 8. a) None

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

**FINANCE:** 10. a) **2020 Grants to Non Profit Organizations**

The following Not for Profit Organizations made presentations to Council regarding their 2020 Grant Applications:

- La Crete Recreation Society
- Fort Vermilion Recreation Society
- La Crete Agricultural Society
- Fort Vermilion Agricultural Society
- Zama Recreation Society
- Fort Vermilion Seniors Club
- Rocky Lane Agricultural Society
- High Level Agricultural Society

Reeve Knelsen recessed the meeting at 6:43 p.m. and reconvened the meeting at 6:50 p.m.

The following Not for Profit Organizations made presentations to Council regarding their 2020 Grant Applications:

- Fort Vermilion & Area Board of Trade
- River of Death and Discovery Dinosaur Museum Society
- Rainbow Lake Youth Centre
- Assumption Region Community Policing Society

**OPERATIONS** 11. a) None

**UTILITIES** 12. a) None

**PLANNING AND DEVELOPMENT:** 13. a) None

**ADMINISTRATION:** 14. a) None

**COUNCIL COMMITTEE REPORTS:** 15. a) None

**INFORMATION / CORRESPONDENCE:** 16. a) None

**CLOSED MEETING:** 17. None

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

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

Budget Council Meeting  
November 26, 2019  
10:00 a.m.  
Fort Vermilion Council Chambers

Regular Council Meeting  
November 27, 2019  
10:00 a.m.  
Fort Vermilion Council Chambers

**ADJOURNMENT:** 20. a) Adjournment

**MOTION 19-11-688** **MOVED** by Councillor Braun

That the Council meeting be adjourned at 7:58 p.m.

**CARRIED**

These minutes will be presented to Council for approval on November 27, 2019.

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Joshua Knelsen  
Reeve

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Lenard Racher  
Chief Administrative Officer





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>November 27, 2019</b>
<b>Presented By:</b>	<b>Len Racher, Chief Administrative Officer</b>
<b>Title:</b>	<b>DELEGATION Fort Vermilion RCMP – Statistics and Enhanced Policing Report</b>

## **BACKGROUND / PROPOSAL:**

Members of the Fort Vermilion RCMP will be present to discuss crime statistics and the enhanced policing report.

## **OPTIONS & BENEFITS:**

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

## **SUSTAINABILITY PLAN:**

## **COMMUNICATION / PUBLIC PARTICIPATION:**

## **POLICY REFERENCES:**

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

**RECOMMENDED ACTION:**

- Simple Majority       Requires 2/3       Requires Unanimous

That the RCMP crime statistics and enhanced policing report be received for information.

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



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>November 27, 2019</b>
<b>Presented By:</b>	<b>Grant Smith, Agricultural Fieldman</b>
<b>Title:</b>	<b>TENDERS Agricultural Land Lease</b>

## **BACKGROUND / PROPOSAL:**

The Agricultural Service Board advertised for proposals for Agricultural Land Lease for Hay Land Rental at the Buffalo Head Truck Fill Station on Plan 1020707; Block 2; Lot 1. This lease will include approximately 6.5 acres with a three year term.

This proposal closed on November 26, 2019 at 4:30 PM.

## **OPTIONS & BENEFITS:**

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

## **SUSTAINABILITY PLAN:**

## **COMMUNICATION / PUBLIC PARTICIPATION:**

The Proposals for the Agricultural Land Lease were advertised in the local newspaper, and the Big Deal Bulletin.

## **POLICY REFERENCES:**

Policy FIN025 Purchasing Authority Directive and Tendering Process

Author: G. Smith Reviewed by: \_\_\_\_\_ CAO: \_\_\_\_\_

**RECOMMENDED ACTION:**

Motion 1:

Simple Majority       Requires 2/3       Requires Unanimous

That the proposals for the Agricultural Land Lease (Hay Land Rental at the Buffalo Head Truck Fill Station) be opened.

Motion 2:

Simple Majority       Requires 2/3       Requires Unanimous

That the proposal for the Agricultural Land Lease (Hay Land Rental at the Buffalo Head Truck Fill Station) be awarded to the highest bidder, subject to budget.

Author: G. Smith      Reviewed by: \_\_\_\_\_      CAO: \_\_\_\_\_





At this same council meeting the following motion was made:

**MOTION 19-08-466**      **MOVED** by Councillor Jorgensen

That administration investigate options to add or revise a definition and use for multi-family dwellings under Section 2 of the Land Use Bylaw.

**CARRIED**

Administration proposes another definition under the heading of Multi-Family dwellings to be put into Section 2.3.1 of the Land Use Bylaw 1066-17.

Dwelling-Multi-Family:      means a residential building containing three (3) or more dwelling units separated by common walls and located on a single site, each dwelling unit having at least one (1) separate at-grade entrance.

Administration also proposes to add regulations for Dwelling-Multi-Family to Section 8 of the Land Use Bylaw 1066-17:

8.19 Dwelling-Multi Family

8.19.1 Multi Family dwellings must provide an appropriate balance of developed, parking and green space on each lot and/or within each multi-family site.

8.19.2 Multi-Family dwellings must have the proper setbacks in relation to their zoning districts, as well as exterior finishes, whether permanent or temporary, orientation and massing that is compatible with those commonly found in Residential Zones and that is appropriate to the neighbourhood.

8.19.3 The Development Authority may decide on such other requirements as necessary having due regard to the nature of the proposed DEVELOPMENT and the purpose of the LAND USE DISTRICT.

Administration would like to add Dwelling-Multi-Family as a discretionary use to the Hamlet Residential 1 "HR1" and Hamlet Residential 2 "HR2" zoning districts.

This item was taken to Council on October 23, 2019 for first reading where it was passed with the following motion:

**MOTION 19-10-633**      **MOVED** by Councillor Wardley

That first reading be given to Bylaw 1158-19 being a Land Use Bylaw Amendment to add the definition of Dwelling-Multi-Family

Author: L Washkevich      Reviewed by: C Smith      CAO: \_\_\_\_\_

to Section 2.3.1, adding permitting regulations for Dwelling-Multi-Family to Section 8.19 of the Land Use Bylaw and to Add Dwelling-Multi-Family as a Discretionary Use to the Hamlet Residential 1 “HR1” and Hamlet Residential 2 “HR2” Districts of the Land Use Bylaw, subject to public hearing input.

**CARRIED**

**OPTIONS & BENEFITS:**

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

**COSTS & SOURCE OF FUNDING:**

All costs will be borne by the Planning & Development Department.

**SUSTAINABILITY PLAN:**

The sustainability plan does not address any topics that affect this bylaw amendment.

**COMMUNICATION / PUBLIC PARTICIPATION:**

The bylaw amendment has been advertised as per MGA requirements.

**POLICY REFERENCES:**

N/A

**RECOMMENDED ACTION:**

Motion 1:

Simple Majority       Requires 2/3       Requires Unanimous

That second reading be given to Bylaw 1158-19 being a Land Use Bylaw Amendment to add the definition of Dwelling-Multi-Family to Section 2.3.1, to add regulations for Dwelling-Multi-Family to Section 8.19, and to add Dwelling-Multi-Family as a Discretionary Use to the Hamlet Residential 1 “HR1” and Hamlet Residential 2 “HR2” districts.

Author: L Washkevich      Reviewed by: C Smith      CAO: \_\_\_\_\_

Motion 2:

Simple Majority       Requires 2/3       Requires Unanimous

That third reading be given to Bylaw 1158-19 being a Land Use Bylaw Amendment to add the definition of Dwelling-Multi-Family to Section 2.3.1, to add regulations for Dwelling-Multi-Family to Section 8.19, and to add Dwelling-Multi-Family as a Discretionary Use to the Hamlet Residential 1 "HR1" and Hamlet Residential 2 "HR2" districts.

**Author:** L Washkevich      **Reviewed by:** C Smith      **CAO:** \_\_\_\_\_

**BYLAW NO. 1158-19**  
**BEING A BYLAW OF**  
**MACKENZIE COUNTY**  
**IN THE PROVINCE OF ALBERTA**

**TO AMEND THE**  
**MACKENZIE COUNTY LAND USE BYLAW**  
**TO ADD THE DEFINITION OF DWELLING-MULTI-FAMILY TO SECTION 2.3.1, TO**  
**ADD REGULATIONS FOR DWELLING-MULTI-FAMILY TO SECTION 8.19, AND TO**  
**ADD DWELLING-MULTI-FAMILY AS A DISCRETIONARY USE TO THE HAMLET**  
**RESIDENTIAL 1 “HR1” AND HAMLET RESIDENTIAL 2 “HR2” DISTRICTS**

**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 by adding the definition of Dwelling-Multi-Family to Section 2.3.1, adding regulations for Dwelling-Multi-Family to Section 8.19, and to add Dwelling-Multi-Family as a discretionary use to the Hamlet Residential 1 “HR1” and Hamlet Residential 2 “HR2” districts.

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

1. That the Mackenzie County Land Use Bylaw 1066-17, Section 2.3.1 Interpretation be amended with the following definition addition:

Dwelling-Multi-Family: means a residential building containing three (3) or more dwelling units separated by common walls and located on a separate individual lot, each dwelling unit having at least one (1) separate at-grade entrance.

2. That the Mackenzie County Land Use Bylaw 1066-17, Section 8.19 Land Use District Regulations be amended with the following regulation additions:

8.19 Dwelling-Multi Family

8.19.1 Multi Family dwellings must provide an appropriate balance of developed, parking and green space on each lot and/or within each multi-family site.

8.19.2 Multi-Family dwellings must have the proper setbacks in relation to their zoning districts, as well as exterior finishes, whether permanent or

temporary, orientation and massing that is compatible with those commonly found in Residential Zones and that is appropriate to the neighbourhood.

8.19.3 The Development Authority may decide on such other requirements as are necessary having due regard to the nature of the proposed DEVELOPMENT and the purpose of the LAND USE DISTRICT.

3. That the Mackenzie County Land Use Bylaw Section 9.17.2 be amended to include the Dwelling-Multi-Family as a Discretionary Use within the Hamlet Residential 1 (H-R1) District:

Hamlet Residential 1 (H-R1)

Permitted	Discretionary
ACCESSORY BUILDING	BED AND BREAKFAST BUSINESS
BUILDING DEMOLITION OF REMOVAL	DAY CARE FACILITY
DWELLING - SINGLE FAMILY	DAY CARE HOME
GARAGE - ATTACHED	DWELLING – DUPLEX
GARAGE - DETACHED	DWELLING – GROUP HOME
MANUFACTURED HOME - MOBILE	<b>DWELLING-MULTI-FAMILY</b>
MANUFACTURED HOME - MODULAR	DWELLING – ROW
SECONDARY SUITE	DWELLING – STACKED ROW HOUSING
	HOME BASED BUSINESS MEDIUM
	HOME BASED BUSINESS MINOR
	RESIDENTIAL SALES CENTRE
	TOURIST HOME

4. That the Mackenzie County Land Use Bylaw Section 9.20.2 be amended to include Dwelling-Multi-Family as a Discretionary Use within the Hamlet Residential 2 (H-R2) District:

Hamlet Residential 2 (H-R2)

Permitted	Discretionary
ACCESSORY BUILDING	ASSISTED LIVING FACILITY
DWELLING – APARTMENT	DAY CARE HOME
DWELLING - DUPLEX	DWELLING - GROUP HOME
DWELLING – ROW	<b>DWELLING-MULTI-FAMILY</b>
DWELLING – STACKED ROW HOUSING	DWELLING - SINGLE FAMILY
	GARAGE – ATTACHED
	GARAGE – DETACHED
	HOME BASED BUSINESS MINOR
	RESIDENTIAL SALES CENTRE
	SECONDARY SUITE
	TOURIST HOME

5. This bylaw shall take effect on the date of the third and final reading thereof.

READ a first time this 23<sup>rd</sup> day of October, 2019.

PUBLIC HEARING held this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

READ a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

READ a third time and finally passed this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

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Joshua Knelsen  
Reeve

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Lenard Racher  
Chief Administrative Officer



**Mackenzie County**

**PUBLIC HEARING FOR LAND USE BYLAW AMENDMENT**

**BYLAW 1158-19**

**Order of Presentation**

\_\_\_\_\_ This Public Hearing will now come to order at \_\_\_\_\_.

\_\_\_\_\_ Was the Public Hearing properly advertised?

\_\_\_\_\_ Will the Development Authority \_\_\_\_\_, please outline the proposed Land Use Bylaw Amendment and present his submission.

\_\_\_\_\_ Does the Council have any questions of the proposed Land Use Bylaw Amendment?

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

\_\_\_\_\_ Is there anyone present who would like to speak in regards of the proposed Land Use Bylaw Amendment?

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

\_\_\_\_\_ This Hearing is now closed at \_\_\_\_\_.

**REMARKS/COMMENTS:**





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>November 27, 2019</b>
<b>Presented By:</b>	<b>Byron Peters, Director of Planning and Development</b>
<b>Title:</b>	<b>PUBLIC HEARING Bylaw 1159-19 Land Use Bylaw Amendment to amend the regulations of the Home Based Business, Minor Use</b>

## **BACKGROUND / PROPOSAL:**

On August 22, 2019, the Municipal Planning Commission discussed the Home Based Business, Minor Use. Concerns were raised about having to renew the development permit every two (2) years due to expiry. A development permit costs \$60.00 per application and an annual business license fee of \$60.00. The Municipal Planning Commission made the following motion:

**MPC-19-08-114**                      **MOVED** by Jacquie Bateman

That administration review the Home Based Business permitting regulations and look into streamlining the process.

**CARRIED**

These are the current regulations for a Home Based Business Minor in general regulations, section 8.29 of the Land Use Bylaw 1066-17:

### **Permits**

8.29.5 Permits for a HOME BASED BUSINESS MINOR shall be issued for a duration not exceeding two years from the date of issuance.

8.29.6 Permits for a HOME BASED BUSINESS MINOR may be renewed upon the issued permit expiration date if, in the opinion of the Development Authority, the use remains to not be detrimental or incompatible with the surrounding neighbourhood.

**Author:** L Washkevich                      **Reviewed by:** C Smith                      **CAO:** \_\_\_\_\_

Administration has reviewed the conditions in the Land Use Bylaw 1066-17 and proposes the following changes:

Amend section 8.29.5 and section 8.29.6 by replacing this current regulation with these new conditions:

8.29.5 Only one (1) initial development permit is required for a Home Based Business, Minor. The development permit will remain valid as long as all development conditions are met and a business license with the County is maintained in good standing.

8.29.6 Permits for a HOME BASED BUSINESS MINOR will expire upon the expiration, cancellation or revocation of a business license. The development permit shall become null and void if a County business license is not maintained in good standing.

The Municipal Planning Commission met on October 3, 2019 where these proposed changes were discussed and the following motion was made:

**MPC 19-10-139      MOVED** by Beth Kappelar

That the Municipal Planning Commission recommend to Council to approve Bylaw 1159-19 being a Land Use Bylaw Revision to change the permitting regulations of the Home Based Business, Minor Use, subject to public hearing input.

**CARRIED**

This item was taken to Council on October 23, 2019 for first reading where it was passed with the following motion:

**MOTION 19-10-634      MOVED** by Councillor Jorgensen

That first reading be given to Bylaw 1159-19 being a Land Use Bylaw Amendment to change the permitting regulations of the Home Based Business, Minor Use, subject to public hearing input.

**CARRIED**

**OPTIONS & BENEFITS:**

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

**Author:** L Washkevich      **Reviewed by:** C Smith      **CAO:** \_\_\_\_\_

**COSTS & SOURCE OF FUNDING:**

All costs will be borne by the Planning & Development Department.

**SUSTAINABILITY PLAN:**

The sustainability plan does not address any topics that affect this bylaw amendment.

**COMMUNICATION / PUBLIC PARTICIPATION:**

The bylaw amendment has been advertised as per MGA requirements.

**POLICY REFERENCE:**

N/A

**RECOMMENDED ACTION:**

Motion 1:

Simple Majority       Requires 2/3       Requires Unanimous

That second reading be given to Bylaw 1159-19 being a Land Use Bylaw Amendment to amend the regulations in section 8.29.5 and section 8.29.6 of Home Based Business, Minor Use.

Motion 2:

Simple Majority       Requires 2/3       Requires Unanimous

That third reading be given to Bylaw 1159-19 being a Land Use Bylaw Amendment to amend the regulations in section 8.29.5 and section 8.29.6 of Home Based Business, Minor Use.

Author: L Washkevich      Reviewed by: C Smith      CAO: \_\_\_\_\_

**BYLAW NO. 1159-19**  
**BEING A BYLAW OF**  
**MACKENZIE COUNTY**  
**IN THE PROVINCE OF ALBERTA**

**TO AMEND THE**  
**MACKENZIE COUNTY LAND USE BYLAW**  
**TO AMEND THE REGULATIONS IN SECTION 8.29.5 AND SECTION 8.29.6 OF**  
**HOME BASED BUSINESS, MINOR USE**

**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 by amending the regulations of the Home Based Business, Minor Use.

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

1. That the Mackenzie County Land Use Bylaw Section 8.29.5 be amended with the following changes:

From:

Permits for a HOME BASED BUSINESS MINOR shall be issued for a duration not exceeding two years from the date of issuance.

To:

Only one (1) initial development permit is required for a Home Based Business, Minor. The development permit will remain valid as long as all development conditions are met and a business license with the County is maintained in good standing.

2. That the Mackenzie County Land Use Bylaw Section 8.29.6 be amended with the following changes:

From:

Permits for a HOME BASED BUSINESS MINOR may be renewed upon the issued permit expiration date if, in the opinion of the Development Authority, the use remains to not be detrimental or incompatible with the surrounding neighbourhood.

To:

Permits for a HOME BASED BUSINESS MINOR will expire upon the expiration, cancellation or revocation of a business license. The development permit shall become null and void if a County business license is not maintained in good standing.

3. This bylaw shall take effect on the date of the third and final reading thereof.

READ a first time this 23<sup>rd</sup> day of October, 2019.

PUBLIC HEARING held this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

READ a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

READ a third time and finally passed this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

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Joshua Knelsen  
Reeve

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Lenard Racher  
Chief Administrative Officer

**Mackenzie County**

**PUBLIC HEARING FOR LAND USE BYLAW AMENDMENT**

**BYLAW 1159-19**

**Order of Presentation**

\_\_\_\_\_ This Public Hearing will now come to order at \_\_\_\_\_.

\_\_\_\_\_ Was the Public Hearing properly advertised?

\_\_\_\_\_ Will the Development Authority \_\_\_\_\_, please outline the proposed Land Use Bylaw Amendment and present his submission.

\_\_\_\_\_ Does the Council have any questions of the proposed Land Use Bylaw Amendment?

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

\_\_\_\_\_ Is there anyone present who would like to speak in regards of the proposed Land Use Bylaw Amendment?

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

\_\_\_\_\_ This Hearing is now closed at \_\_\_\_\_.

**REMARKS/COMMENTS:**





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>November 27, 2019</b>
<b>Presented By:</b>	<b>Grant Smith, Agricultural Fieldman</b>
<b>Title:</b>	<b>Stray Animals Act</b>

## BACKGROUND / PROPOSAL:

The *Stray Animals Act* was reviewed by the Agricultural Service Board as a result of Motion 19-11-883:

**AGRICULTURE SERVICES:** 8. b) **Stray Livestock (ADDITION)**

**MOTION 18-11-883**  
Requires Unanimous

**MOVED** by Deputy Reeve Sarapuk

That the stray livestock discussion be referred to the Agricultural Service Board for review and recommendation to Council.

**CARRIED**

The Agricultural Service Board discussed the matter at their October 31, 2019 meeting and administration subsequently developed a summary highlighting key points of the Stray Animals Act. (See attached)

## OPTIONS & BENEFITS:

N/A

## COSTS & SOURCE OF FUNDING:

N/A

**Author:** G. Smith **Reviewed by:** \_\_\_\_\_ **CAO:** \_\_\_\_\_

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

**POLICY REFERENCES:**

N/A

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the Stray Animals Act summary be received for information.

Author: G. Smith      Reviewed by: \_\_\_\_\_      CAO: \_\_\_\_\_

# **Stray Animals Act**

## **Definitions**

- “Inspector” means a person appointed or designated as an inspector or a member of the RCMP.
- “Livestock” means livestock as defined in the regulations: Horses, Cattle, Sheep, Hogs.

## **Liability for Trespassing Livestock**

- When livestock trespass, the owner of the livestock is severally liable for damage done to real or personal property caused by trespass of the livestock or by any person in capturing the livestock.

## **Capture of Stray Livestock**

- If livestock trespass on land, the owner or occupier of the land may capture and confine them.
- When an owner or occupier captures livestock trespassing on the owner’s or occupier’s land, the owner or occupier shall within 48 hours of the time that the livestock is confined, complete a statement of capture and claim any expenses incurred and send it to the inspector.

## **Powers of Inspector**

- An inspector may at any time, if the inspector is satisfied that livestock are trespassing, capture and impound the livestock or authorize a person to capture and impound them.

## **Destruction of Dangerous Livestock**

- An inspector who is satisfied that livestock are trespassing on land may destroy and arrange for the disposal of the livestock or authorize another person to destroy and arrange for disposal of the livestock.

## **Impoundment**

- An inspector may impound livestock captured or confined by issuing a notice of impoundment.
- No person shall transport, move or dispose of livestock impounded without the prior consent of the inspector.

## **Entry on Land**

- An inspector may enter on any land or premises without the consent of the owner or occupier for the purpose of capturing trespassing livestock and removing it from the land or premises.

## **Confinement of Livestock**

- When an inspector receives a statement of capture of livestock, the inspector shall impound the livestock and leave the livestock with the person who has the livestock confined or transport or arrange for transport of the livestock to a livestock market, a stockyard or other place that is suitable to keep the livestock.

## **Duties of the Inspector**

- When an inspector impounds livestock, the inspector shall: if the inspector knows or is able to determine the owner or the last person in possession of the livestock, notify them of the impoundment of the livestock.
- By notice in writing warn the owner of the livestock that unless the expenses described are paid to the inspector within 14 days after the date of the notice, the livestock will be sold by public auction without further reference to them.
- If the inspector does not know and after reasonable inquiry is unable to determine who is the owner of the livestock, sell the livestock by public auction.

## **Release of Impounded Livestock**

- If, before the livestock impounded is sold by public auction, the owner of the livestock claims it and pays the expenses, the inspector shall release or authorize the person confining the livestock to release the livestock to the owner of the livestock.
- The inspector shall distribute the money received from the owner of the livestock to pay the expenses incurred by the owner of the livestock.
- When livestock is impounded and the owner of the livestock refuses to pay the expenses the inspector shall on expiry of the notice sell the livestock by public auction.

## **Protection of Property from Dogs and Designated Animals**

### **Right to kill a dog**

- The owner or the person in possession of livestock or domestic fowl may kill a dog in the act of pursuing, worrying or destroying livestock or domestic fowl on land owned or occupied by the owner or person in possession of that livestock or domestic fowl.

### **Livestock Straying on Highway**

- No person shall permit or allow any livestock owned by the person to trespass on land owned by another person.
- No person shall permit or allow any livestock owned by the person or in the person's possession to be on a highway unless it is in the person's direct and continuous charge and the person or that other person is competent to control the livestock.
- A person who contravenes this section is guilty of an offence and liable to a fine of not more than \$2000.

### **Offence and Penalty**

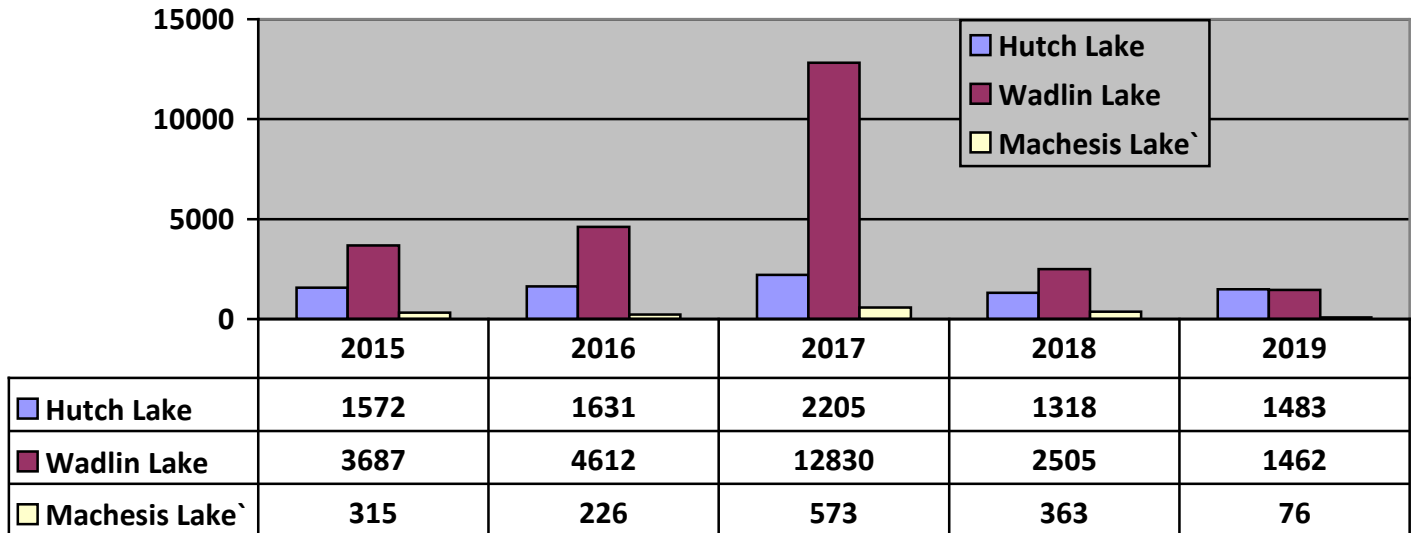
- A person who opens and fails to close a gate, or tampers with, damages or destroys a gate or fence as a result of which livestock escape, is guilty of an offence and liable to a fine of not more than \$5000.
- A person who contravenes this Act or the regulations is guilty of an offence and liable to a fine of not more than \$2000.



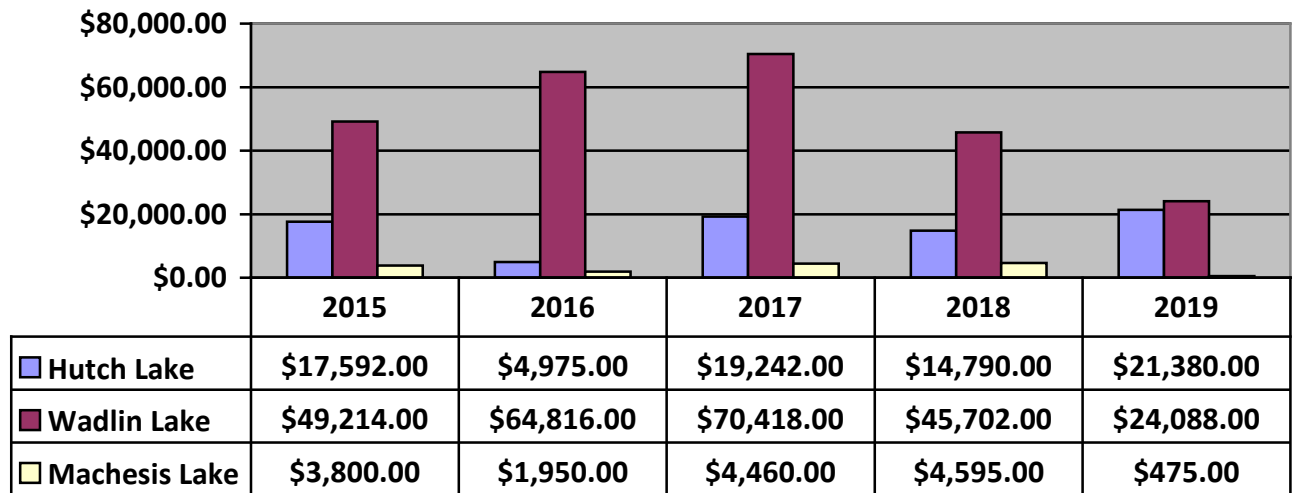


The following charts shows revenue and the attendance of both campers and day users at all campgrounds from 2015 to 2019:

**Total Registered Overnight Campers**



**Total Revenue Per Campground**

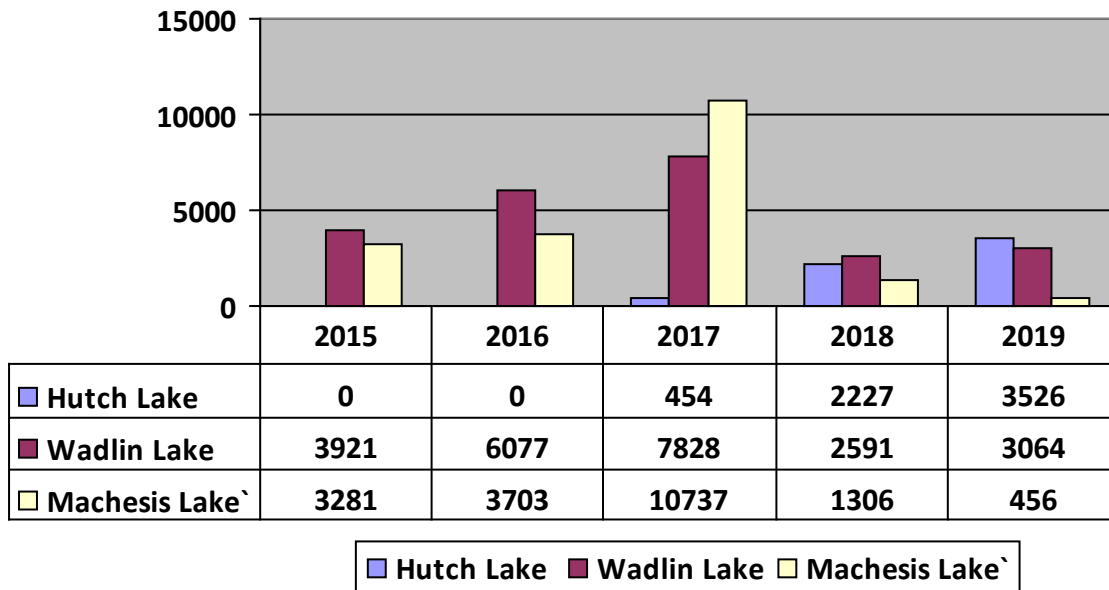


*Note: Zama's Campground had a revenue of \$1,015.00 for the 2019 season. Machesis was closed for 2.5 months in 2019*

Author:  L.L Reviewed by:  D. Munn CAO:



### Total Day Users



**Notes:**

- Between 2015-2017 the day users were not recorded at Hutch Lake.
- The spike in day users at Machesis Lake is due to the attendance of the Schools groups.
- 2017 saw a considerable increase at the campgrounds, and this may have been due to the hot, dry & virtually bug-free summer. Hutch Lake didn't show as large of an overall increase as the other two campgrounds; this was most likely due to inaccurate number counts.
- Machesis Lake's numbers were down considerably this year due to being shut down from June to mid-August because of the wildfire.

**OPTIONS & BENEFITS:**

Approve campground caretaker bonuses as recommended by the Community Services Committee

**COSTS & SOURCE OF FUNDING:**

<u>Caretaker Evaluation %</u>	<u>Year End Revenue</u>		<u>Total Bonus Amount</u>
Hutch Lake 92%	\$21,380.00	@ 25%	\$5,345.00
Machesis Lake 49%	\$475.00	@ 25%	\$118.75
Wadlin Lake 94%	\$24,088.00	@ 25%	\$6,022.00

**Sources of Funding:**

2019 Operating budget

Author: L.L. Reviewed by: D. Munn CAO: \_\_\_\_\_

**COMMUNICATIONS / PUBLIC PARTICIPATION**

**POLICY REFERENCE:**

Policy COM001 Parks Caretaker Bonus

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the 2019 Campground Caretaker bonuses be approved as follows:

Wadlin Lake	\$6,022.00
Hutch Lake	\$5,345.00
Machesis Lake	\$118.75

Author: L.L      Reviewed by: D. Munn      CAO: \_\_\_\_\_

# Mackenzie County

<b>Title</b>	<b>Parks Caretaker Bonus Policy</b>	<b>Policy No:</b>	<b>COM001</b>
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<b>Legislation Reference</b>	<b>Municipal Government Act, Section 18</b>
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**Purpose**

To establish procedures for applying a bonus to the County's park caretakers for exceptional work completed throughout a season.

## POLICY STATEMENT AND GUIDELINES

### 1. Definitions:

For the purpose of this Policy terms shall be defined as follows:

- a) A **Caretaker** is a contract operator at a Mackenzie County park.
- b) **Caretaker Evaluation Form** is a form created by the County to evaluate the performance of a parks caretaker. The form will be completed by a County representative. The form is attached in Appendix "A".
- c) **County Park** refers to a campground facility within Mackenzie County boundaries. The County presently has three campgrounds with caretakers which are: Wadlin Lake, Hutch Lake and Machesis Lake.
- d) **Bonus** – a full bonus will be 25% of all the fees collected at the County Park up to a maximum of \$8,000 (maximum applies to all contracts entered into after January 1, 2015).
- e) **Community Services Committee** is a group of Councillors selected to represent Council as per their terms of reference.

### 2. Bonus Structure:

- a) The County administration will complete the caretaker's evaluation form regularly throughout the operating months to determine the quality of the caretaker's performance in relation to their duties.
- b) At the end of the season the County's administration will compile all the results from the evaluation forms and generate a summary sheet with an overall grading mark.

- c) Administration will recommend to the Community Services Committee the proposed bonus based on the grading mark as follows:
  - 90% or above will receive full bonus
  - Each percentage below 90% receives 1% less of the bonus
  
- d) The Community Services Committee will receive administration recommendations on caretaker's bonus and review any additional information to determine the amount of bonus each park caretaker will receive.

**3. Administrative Responsibility :**

Chief Administrative Officer or designate is responsible for compliance with this policy.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	24-Apr-13	13-04-259
<b>Amended</b>	13-Jan-15	15-01-021
<b>Amended</b>		

## Hutch Lake Campground Evaluation

DATE OF INSPECTION	May		24-Jun-19		July		August		Sept	
<b>AREAS EVALUATED</b>	Maintenance Done by County before caretaker's first evaluation.									
Ground Up Keep		40	36	40	40	40	35	40	40	40
Garbage		10	9	10	10	10	10	10	10	10
Toilets		10	10	10	10	10	10	10	10	10
Fish Cleaning Station		10	10	10	10	10	9	10	10	10
Shelters		10	10	10	10	10	9	10	10	10
Firewood/Bins		10	9	10	10	10	10	10	9	10
Dock/Marina		10	10	10	10	10	10	10	10	10
Volleyball Court		10	8	10	10	10	9	10	9	10
Playground		10	9	10	9	10	10	10	9	10
Vacant Campsites		20	19	20	20	20	9	20	10	20
Beaches		10	9	10	10	10	9	10	10	10
Administration		10	10	10	10	10	9	10	9	10
Evaluation Rate			149	160	159	160	139	160	146	160
Total rate per evaluation			93.13%		99.38%		86.88%		91.25%	
<b>TOTAL GRADE</b>	593	640	92.66%							

## Machesis Lake Campground Evaluation

DATE OF INSPECTION	May		June		July		August		Sept	
<b>AREAS EVALUATED</b>	Maintenance Done by County before caretaker's first evaluation.		Closed		closed					
Ground Up Keep		40		40		40	39	40	39	40
Garbage		10		10		10	10	10	10	10
Toilets		10		10		10	10	10	10	10
Fish Cleaning Station		10		10		10	9	10	9	10
Shelters		10		10		10	10	10	10	10
Firewood/Bins		10		10		10	10	10	10	10
Dock/Marina		10		10		10	10	10	10	10
Volleyball Court										
Playground		10		10		10	10	10	10	10
Vacant Campsites		20		20		20	20	20	20	20
Beaches										
Administration		10		10		10	10	10	10	10
Evalaution Rate			0	140	0	140	138	140	138	140
Total rate per evaluation			0.00%		0.00%		98.57%		98.57%	
<b>TOTAL GRADE</b>	276	560	49.29%							

## Wadlin Lake Campground Evaluation

DATE OF INSPECTION	May		19-Jun-19		01-Jul-19		01-Aug-19		Sep-19	
<b>AREAS EVALUATED</b>	Maintenance Done by County before caretaker's first evaluation.									
Ground Up Keep		40	37	40	37	40	38	40	39	40
Garbage		10	9	10	9	10	10	10	9	10
Toilets		10	10	10	10	10	9	10	10	10
Fish Cleaning Station		10	9	10	9	10	9	10	9	10
Shelters		10	10	10	10	10	10	10	10	10
Firewood/Bins		10	9	10	9	10	10	10	9	10
Dock/Marina		10	9	10	9	10	9	10	9	10
Volleyball Court		10	9	10	9	10	10	10	9	10
Playground		10	10	10	10	10	10	10	10	10
Vacant Campsites		10	19	20	19	20	18	20	19	20
Beaches		10	10	10	10	10	10	10	10	10
Administration		10	9	10	9	10	9	10	9	10
Evaluation Rate	160	160	150	160	150	160	152	160	152	160
Total rate per evaluation			93.75%		93.75%		95.00%		95.00%	
<b>TOTAL GRADE</b>	604	640	94.38%							







Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>November 27, 2019</b>
<b>Presented By:</b>	<b>Jennifer Batt, Interim Director of Finance</b>
<b>Title:</b>	<b>Financial Reports – January 1, 2019 to October 31, 2019</b>

## BACKGROUND / PROPOSAL:

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

The Chuckegg fire response costs to date are included in the financial reports:

Invoices to date (November 19, 2019) total \$8,846,794, and payroll and honorariums in the approximate amount of \$938,114.

Invoices to the Town of High Level total \$190,112.50 for the Fort Vermilion fire department, and administration is reconciling the La Crete fire departments invoice to the Town.

On August 31, 2019 Administration submitted an estimated cost to the Disaster Recovery Program lead, to ensure reimbursement of costs are timely. To date, we have received advances of \$1,962,495, and anticipate more with the increased estimated costs reported.

Administration will continue to update Council on the Chuckegg fire response costs, along with the monthly financial reports.

## OPTIONS & BENEFITS:

Financial Reports to Council

Council shall receive the following reports monthly:

- Statement comparing actual operating revenues and expenditures to budget for the year-to-date (January – October 31, 2019)

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

- A report of funds invested in term deposits and other securities
  - (January – October 31, 2019)
- Project progress reports including expenditures to budget for the year-to-date

**COSTS & SOURCE OF FUNDING:**

N/A

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

**POLICY REFERENCES:**

Policy FIN010 Financial Reports

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the financial reports for January to October 2019 be received for information.

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

# Mackenzie County Statement of All Units - January 1 - October 31, 2019

	2017 Actual	2018 Actual	2019	2019 Actual	\$ Variance
	Total	Total	Budget	Total	(Remaining)
<b>OPERATING REVENUES</b>					
100-Municipal Taxes	\$23,443,283	\$24,427,435	\$25,673,767	\$25,707,313	\$33,546
101-Lodge Requisition	\$455,825	\$576,522	\$608,794	\$607,431	(\$1,363)
102-School Requisition	\$6,521,520	\$6,149,949	\$6,193,455	\$6,072,871	(\$120,584)
103-Designated Ind. Property		\$42,379	\$96,741	\$97,627	\$886
124-Frontage	\$103,557	\$113,316	\$99,450	\$73,576	(\$25,874)
261-Ice Bridge	\$130,000	\$145,780	\$140,000	\$120,000	(\$20,000)
420-Sales of goods and services	\$577,825	\$878,533	\$490,916	\$718,258	\$227,342
421-Sale of water - metered	\$3,075,611	\$3,093,507	\$3,076,120	\$2,759,079	(\$317,041)
422-Sale of water - bulk	\$998,789	\$1,007,988	\$980,682	\$874,569	(\$106,113)
424-Sale of land	\$8,000	\$12,520	\$10,000		(\$10,000)
510-Penalties on taxes	\$1,030,335	\$1,208,666	\$700,000	\$755,691	\$55,691
511-Penalties of AR and utilities	\$59,519	\$28,716	\$29,000	\$23,725	(\$5,275)
520-Licenses and permits	\$46,704	\$46,573	\$41,000	\$43,808	\$2,808
521-Offsite levy	\$21,851	\$25,866	\$20,000	\$9,826	(\$10,174)
522-Municipal reserve revenue	\$70,980	\$86,410	\$60,000	\$115,112	\$55,112
526-Safety code permits	\$241,453	\$207,845	\$225,000	\$166,785	(\$58,215)
525-Subdivision fees	\$30,350	\$44,399	\$35,000	\$65,425	\$30,425
530-Fines	\$22,685	\$18,386	\$30,000	\$6,687	(\$23,313)
531-Safety code fees	\$9,764	\$8,559	\$9,000	\$6,750	(\$2,250)
550-Interest revenue	\$452,659	\$722,659	\$500,000	\$647,254	\$147,254
551-Market value changes	(\$2,319)	(\$117,184)			\$0
560-Rental and lease revenue	\$127,969	\$216,336	\$136,455	\$105,636	(\$30,819)
570-Insurance proceeds	\$3,234				\$0
592-Well drilling revenue		\$134,134	\$25,000		(\$25,000)
597-Other revenue	\$124,614	\$215,940	\$56,000	\$32,230	(\$23,770)
598-Community aggregate levy	\$118,216	\$44,089	\$50,000		(\$50,000)
630-Sale of non-TCA equipment	\$16,146	\$358,333			\$0
790-Tradeshaw Revenues	\$23,248	\$24,263		\$10	\$10
840-Provincial grants	\$788,122	\$1,419,511		\$21,640	\$21,640
909-Other Sources -Grants			\$42,000	\$53,015	\$11,015
911-MSI Grant			\$112,630		(\$112,630)
912-FRIAA Grant			\$301,520		(\$301,520)
913-ACP Grant			\$108,306		(\$108,306)
915-FCSS Grant			\$298,682	\$234,147	(\$64,535)
919-Other Grants			\$267,414	\$57,000	(\$210,414)
920-ML	\$2,500				\$0
930-Sale of Asset	\$552,560			\$7,255	\$7,255
949-RB-ZA Reserve			\$3,482		(\$3,482)
951-RB-LC Reserve			\$2,393		(\$2,393)
957-GCR Reserve			\$15,000		(\$15,000)
972-GOR Reserve			\$2,083,820		(\$2,083,820)
976-GOO Reserve			\$7,417		(\$7,417)
DRP Advance Received				\$2,462,495	N/A
<b>TOTAL REVENUE</b>	<b>\$39,055,001</b>	<b>\$41,141,433</b>	<b>\$42,529,044</b>	<b>\$41,845,214</b>	<b>(\$3,146,325)</b>
<b>Excluding Requisitions</b>	<b>\$32,077,656</b>	<b>\$34,372,583</b>	<b>\$35,630,054</b>	<b>\$35,067,285</b>	

**MACKENZIE COUNTY**

**TCA Projects 2019 INCLUDING CARRY FORWARDS**

Project Description	TOTAL PROJECT BUDGET	2019 BUDGET	TOTAL COSTS	2019 COSTS	2019 REMAINING BUDGET
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**(12) - Administration Department**

ZC - Admin Building Tree Planting (CF 2017)	15,000	10,489	4,511	-	10,489
Land Purchase (South of High Level) (CF 2015)	13,000	12,895	105	-	12,895
FV Office HVAC Photocopy Room/Meeting Room 1/Council Chambers (2018)	30,000	30,000	10,614	10,614	19,386
Information Technology Budget	45,000	45,000	14,555	14,555	30,445
FV Office Rear Gate	12,762	12,762	12,762	12,762	0
LC- Emergency Generator	45,000	45,000	39,500	39,500	5,500

<i>Total department 12</i>	<b>160,762</b>	<b>156,146</b>	<b>82,047</b>	<b>77,431</b>	<b>78,715</b>
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**(23) - Fire Department**

FV - Training Facility (CF 2017)	20,000	11,350	8,650	-	11,350
LC - Deck Gun (Tompkins) (2018)	15,000	15,000	-	-	15,000
LC - Pison Intake Valve and Booster Reel (Tompkins) (2018)	18,500	18,500	-	-	18,500
LC - Fire Truck (2018)	500,000	450,006	210,628	160,634	289,372
Fire Truck 2011 Peterbuilt	86,355	86,355	86,355	86,355	-
<i>Total department 23</i>	<b>639,855</b>	<b>581,211</b>	<b>305,633</b>	<b>246,989</b>	<b>334,222</b>

## MACKENZIE COUNTY

### TCA Projects 2019 INCLUDING CARRY FORWARDS

Project Description	TOTAL PROJECT BUDGET	2019 BUDGET	TOTAL COSTS	2019 COSTS	2019 REMAINING BUDGET
<b>(32) - Transportation Department</b>					
FV - Rebuild Eagles Nest Road (2 miles) (2018)	800,000	785,985	15,836	1,821	784,164
LC - Chipseal North & South Access (2018)	275,000	275,000	800	800	274,200
LC - Rebuild Airport Road (2 miles) (2018)	800,000	776,011	576,517	552,529	223,483
LC - Rebuild Blue Hills Road (2 miles) (2018)	800,000	774,252	570,820	545,071	229,181
LC - Rebuild Range Road 180 N (2 miles) (2018)					
LC - Engineering & Design for 113 Street and 109 Ave (CF 2015)	100,000	40,687	59,313	-	40,687
LC - Overlay River Road (2018)	880,000	843,125	728,006	691,131	151,994
Gravel Reserve (CF 2014)	150,000	92,357	57,643	-	92,357
LC - Teachers Loop Asphalt & Sidewalk (CF 2017)	659,452	647,927	659,452	647,927	(0)
LC - Bridges to New Lands - Township Rd1020 (CF 2017)	1,000,000	585,612	862,715	448,328	137,285
11 mile Culvert Replacement	150,000	150,000	-	-	150,000
88 Connector Overlay	3,530,670	3,530,670	2,847,124	2,847,124	683,546
AWD Graders x 3	1,684,668	1,684,668	1,450,946	1,450,946	233,722
FV - Loader	350,000	350,000	316,864	316,864	33,136
FV - Rebuild Lambert Point Road (1 1/4 miles)	385,000	385,000	268,698	268,698	116,302
LC - Overhead Shop Crane	100,000	100,000	100,656	100,656	(656)
LC - Sidewalk Sweeper	160,000	160,000	-	-	160,000
LC - Truck Replacement	45,000	45,000	43,196	43,196	1,804
LC- 98 Ave Micro Surfacing (1200 meters)	220,000	220,000	800	800	219,200
Overlays	350,000	350,000	283,569	283,569	66,431
Rebuild Blumenort Road East	440,000	440,000	54,390	54,390	385,610
Rebuild Machesis Lake Road	440,000	440,000	2,124	2,124	437,876
Rebuild Range Rd 175 (2 miles)	650,000	650,000	433,753	433,753	216,247
Oil Rocky Lane Road (5.5 km) - School to Store Road	302,191	302,191	302,191	302,191	0
ZA - Truck Replacement	45,000	45,000	42,410	42,410	2,590
LC - 9 Street Lights - 94 Ave 106 St to Pioneer Drive (See Note 1)	75,000	75,000	-	-	75,000
FV - Rebuild Butter town Road (See Note 2)	300,000	300,000	-	-	300,000
FV - 49 Ave-54 St Asphalt	51,000	51,000	45,375	45,375	5,625
FV - 49 Street Asphalt	81,500	81,500	62,300	62,300	19,200
<b>Total department 32</b>	<b>14,824,481</b>	<b>14,180,984</b>	<b>9,785,499</b>	<b>9,142,002</b>	<b>5,038,982</b>

## MACKENZIE COUNTY

### TCA Projects 2019 INCLUDING CARRY FORWARDS

Project Description	TOTAL PROJECT BUDGET	2019 BUDGET	TOTAL COSTS	2019 COSTS	2019 REMAINING BUDGET
<b>(33) - Airport</b>					
FV - Parking Lot Drainage Improvements (CF 2017)	20,000	20,000	-	-	20,000
<i>Total department 33</i>	<b>20,000</b>	<b>20,000</b>	<b>-</b>	<b>-</b>	<b>20,000</b>
<b>(41) - Water Treatment &amp; Distribution Department</b>					
LC - Well Number 4 (CF 2016)	1,072,500	900,095	173,182	777	899,318
ZA - Water Treatment Plant Upgrading (CF 2017)	933,569	784,047	149,522	-	784,047
FV - Frozen Water Services Repairs (River Road) (CF 2015)	280,700	98,238	255,254	72,792	25,446
LC - Waterline Bluehills (CF 2015)	833,250	691,042	142,528	320	690,722
LC - Rural Potable Water Infrastructure (CF 2015)	6,322,882	101,024	6,319,071	97,213	3,811
FV - Rural Water Supply North of the Peace River (2018)	420,000	179,763	245,147	4,909	174,854
La Crete Well #3 Mechanical Cleaning	55,000	55,000	-	-	55,000
<i>Total department 41</i>	<b>9,917,901</b>	<b>2,809,207</b>	<b>7,284,705</b>	<b>176,011</b>	<b>2,633,196</b>
<b>(42) - Sewer Disposal Department</b>					
ZA - Lift Station Upgrade (CF 2013-2017)	1,964,606	1,691,609	273,971	975	1,690,635
LC - Sanitary Sewer Expansion (CF 2016)	148,000	10,289	137,711	-	10,289
<i>Total department 42</i>	<b>2,112,606</b>	<b>1,701,899</b>	<b>411,682</b>	<b>975</b>	<b>1,700,924</b>
<b>(43) - Waste</b>					
Build Up Berm - Blumenort WTS (CF 2017)	9,000	9,000	-	-	9,000
Waste Bin Replacement Program	20,000	20,000	19,620	19,620	380
<i>Total department 43</i>	<b>29,000</b>	<b>29,000</b>	<b>19,620</b>	<b>19,620</b>	<b>9,380</b>
<b>(61) - Planning &amp; Development</b>					
FV - Streetscape (CF 2017)	100,394	79,416	28,809	7,830	71,585
LC - Streetscape (CF 2017)	93,227	34,368	93,192	34,332	35
<i>Total department 61</i>	<b>193,621</b>	<b>113,783</b>	<b>122,000</b>	<b>42,162</b>	<b>71,621</b>

## MACKENZIE COUNTY

### TCA Projects 2019 INCLUDING CARRY FORWARDS

Project Description	TOTAL PROJECT BUDGET	2019 BUDGET	TOTAL COSTS	2019 COSTS	2019 REMAINING BUDGET
<b>(63) - Agriculture</b>					
HL - Rural Drainage - Phase II & Phase III (CF 2014/2015)	1,181,000	77,808	1,103,192	-	77,808
LC - Buffalo Head/Steep Hill Water Management (Phase I) (CF 2014/2015)	7,458,569	122,484	7,339,927	3,843	118,642
Ag Fieldman Truck	45,000	45,000	42,410	42,410	2,590
<i>Total department 63</i>	<b>8,684,569</b>	<b>245,293</b>	<b>8,485,529</b>	<b>46,253</b>	<b>199,040</b>

<b>(71) - Recreation</b>					
FV - Rodeo Grounds (CF 2016)	30,000	17,933	12,067	-	17,933
FV - Skate Shack (CF 2015)	30,000	30,000	-	-	30,000
LC - Dressing Room Expansion including Gym/Weight Room (CF 2017)	482,500	1,653	480,847	-	1,653
ZA - Water Repair in Furnace Room (CF 2017)	10,000	8,338	1,662	-	8,338
ZA - Re-shingling Hall (CF 2017)	35,000	35,000	5,752	5,752	29,248
FV - Facility Door Upgrades (2018)	30,000	1,525	28,475	-	1,525
LC - Renovate Old Dressing Rooms (2018)	-	-	-	-	-
FV - Arena Header Replacement	80,000	80,000	67,302	67,302	12,698
FV - Volleyball Court Equipment	9,000	9,000	8,961	8,961	39
FV - Facility Downspout Replacement/Landings	8,000	8,000	7,600	7,600	400
LC - Rebuild One Compressor	22,000	22,000	17,330	17,330	4,670
LC - Olympia Conditioner Maintenance	17,963	17,963	17,108	17,108	855
LC - Upgrade VFD Electrical Panel	4,000	4,000	2,853	2,853	1,147
LC - Blumenort Skate Shack	115,000	115,000	115,000	115,000	-
LC - Two Portable Washrooms	3,000	3,000	2,700	2,700	300
LC - One Window for the Board Room	5,000	5,000	5,000	5,000	-
ZA - Paint Exterior of Hall	30,000	30,000	25,230	25,230	4,770
<i>Total department 71</i>	<b>911,463</b>	<b>388,412</b>	<b>797,886</b>	<b>274,836</b>	<b>113,577</b>

<b>(72) - Parks &amp; Playgrounds Department</b>					
Hutch Lake Campground Improvements (CF 2017)	112,000	68,933	43,067	-	68,933
LC - Slide & Swings Big Back Yard (CF 2017)	32,866	2,987	31,163	1,285	1,703
FV - Processor / Splitter (2018)	-	-	-	-	-

**MACKENZIE COUNTY**

**TCA Projects 2019 INCLUDING CARRY FORWARDS**

Project Description	TOTAL PROJECT BUDGET	2019 BUDGET	TOTAL COSTS	2019 COSTS	2019 REMAINING BUDGET
River Search & Rescue Access Plan - Atlas & Tompkins Landing Boat Launch	30,000	30,000	-	-	30,000
Vanguard Subdivision Playground Equipment	30,000	30,000	2,400	2,400	27,600
DA Thomas Stairs	20,000	20,000	3,575	3,575	16,425
Wadlin Lake Dock Piling Improvements - Firewood Compound	13,000	13,000	2,955	2,955	10,045
FVAS- Museum Roof Retrofitting Project	8,600	8,600	-	-	8,600
<i>Total department 72</i>	<b>246,466</b>	<b>173,520</b>	<b>83,161</b>	<b>10,215</b>	<b>163,305</b>

<b>TOTAL 2019 Capital Projects</b>	<b>37,740,724</b>	<b>20,399,455</b>	<b>27,377,763</b>	<b>10,036,494</b>	<b>10,362,961</b>
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**Contigent on Grant Funding**

FV - Rebuild Rocky Lane Road (2018)	1,000,000	1,000,000	-	-	1,000,000
ZC - Access Pave (PH V) (CF 2014)	6,000,000	6,000,000	-	-	6,000,000
ZA - Sewage Forcemain (2018)	1,085,000	1,085,000	-	-	1,085,000
	<b>8,085,000</b>	<b>8,085,000</b>	<b>-</b>	<b>-</b>	<b>8,085,000</b>



## MACKENZIE COUNTY

## Non-TCA Projects 2019 INCLUDING CARRY FORWARDS

Project Description	TOTAL PROJECT BUDGET	2019 BUDGET	TOTAL COSTS	2019 COSTS	2019 REMAINING BUDGET
<b>(12) - Administration Department</b>					
Wolf bounty (CF 2016)	125,000	40,817	\$104,095	19,912.49	\$20,905
Caribou/Industry Protection Strategy (CF 2016)	405,356	50,000	\$405,378	50,022.56	-22
Cumulative Effects Assessment Study (CF 2017)	270,000	178,306	91,694.17	-	\$178,306
FV - Asset Management (2018)	45,000	45,000	-	-	\$45,000
FRIAA Firesmart Program(Hutch Lake & Zama)	301,520	301,520	249,012	249,012	\$52,508
Northwest Species at Risk Committee (3 yr)	150,000	150,000	-	-	\$150,000
<i>Total department 12</i>	<b>1,296,876</b>	<b>765,643</b>	<b>850,180</b>	<b>318,947</b>	<b>446,696</b>
<b>(23) - Fire Department</b>					
FV - Fire Dept Training Props (2018)	30,000	30,000	-	-	30,000
LC - Fire Dept Training Props	20,000	20,000	12,862	12,862	7,138
<i>Total department 23</i>	<b>50,000</b>	<b>50,000</b>	<b>12,862</b>	<b>12,862</b>	<b>37,138</b>
<b>(32) - Public Works</b>					
ZA - Aspen Drive Ditch Repair (CF 2016)	60,000	54,600	5,400	-	54,600
LC & FV - Road Disposition - Survey Work (CF 2014)	50,000	40,679	9,321	-	40,679
Assumption Hill Improvement (ditching) (CF 2014)	20,000	17,290	13,630	10,920	6,370
Zama Road Frost Heaves	150,000	150,000	150,000	150,000	0
<i>Total department 32</i>	<b>280,000</b>	<b>262,569</b>	<b>178,351</b>	<b>160,920</b>	<b>101,649</b>
<b>(33) - Airport</b>					
Airport Master Plan (CF 2016)	75,000	66,496	8,504	-	66,496
FV Airport Development (CF 2016)	16,382	9,169	7,213	-	9,169
Airport Operations/Safety Manuals	30,000	30,000	-	-	30,000
<i>Total department 33</i>	<b>121,382</b>	<b>105,666</b>	<b>15,716</b>	<b>-</b>	<b>105,666</b>
<b>(41) - Water</b>					
LC -La Crete Future Water Supply Concept (2018)	200,000	190,910	9,090	-	190,910
Water Diversion License Review	35,000	18,342	18,114	1,457	16,886
<i>Total department 41</i>	<b>235,000</b>	<b>209,252</b>	<b>27,204</b>	<b>1,457</b>	<b>207,796</b>

## MACKENZIE COUNTY

## Non-TCA Projects 2019 INCLUDING CARRY FORWARDS

Project Description	TOTAL PROJECT BUDGET	2019 BUDGET	TOTAL COSTS	2019 COSTS	2019 REMAINING BUDGET
<b>(42) - Sewer</b>					
LC - Future Utility Servicing Plan (2018)	85,000	23,771	61,229	-	23,771
<i>Total department 42</i>	<b>85,000</b>	<b>23,771</b>	<b>61,229</b>	<b>-</b>	<b>23,771</b>
<b>(61) - Planning &amp; Development Department</b>					
Infrastructure Master Plans (CF 2016)	240,800	12,559	228,241	-	12,559
Natural Disaster Mitigation Program (CF 2017)	105,000	42,064	90,655	27,719	14,345
Seven (7) Intermunicipal Development Plan and Intermunicipal Collaborative Framework (2018)	150,000	143,266	6,734	-	143,266
Economic Development Investment Attraction Marketing Packages	114,000	114,000	-	-	114,000
<i>Total department 61</i>	<b>609,800</b>	<b>311,889</b>	<b>325,630</b>	<b>27,719</b>	<b>284,170</b>
<b>(63) - Agricultural Services Department</b>					
Dell Tough Book and software (2018)	20,500	8,075	21,425	9,000	(925)
Irrigation District Feasibility Study	30,000	30,000	-	-	30,000
<i>Total department 63</i>	<b>50,500</b>	<b>38,075</b>	<b>21,425</b>	<b>9,000</b>	<b>29,075</b>
<b>(71) - Recreation</b>					
ZA - Hall Electrical Upgrades (CF 2015/2016)	31,887	3,482	28,405	-	3,482
LC - 2 Sets of Mini Nets & Portable Boards (2018)	8,500	8,500	7,745	7,745	755
LC - Operational Over Spends	13,895	13,895	11,797	11,797	2,098
<i>Total department 71</i>	<b>54,282</b>	<b>25,877</b>	<b>47,947</b>	<b>19,542</b>	<b>6,335</b>
<b>(72) - Parks</b>					
LC Walking Trail	6,000	6,000	-	-	6,000
La Crete Walking Trail LOC	2,400	2,400	-	-	2,400
Wadlin lake Phase 2 Campground Expansion Development Plan	3,000	3,000	-	-	3,000
<i>Total department 72</i>	<b>11,400</b>	<b>11,400</b>	<b>-</b>	<b>-</b>	<b>11,400</b>
<b>TOTAL 2019 Non-Capital Projects</b>	<b>2,794,240</b>	<b>1,804,143</b>	<b>1,540,543</b>	<b>550,446</b>	<b>1,253,697</b>

## Investment Report at the period ending October 31, 2019

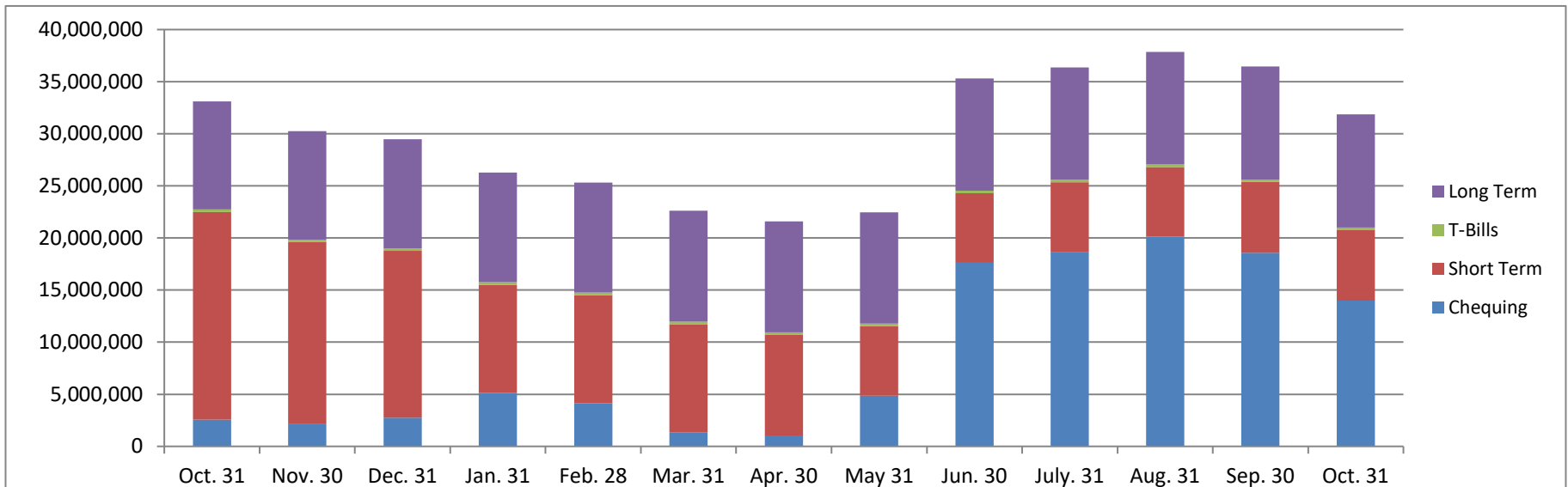
<b>Reconciled Bank Balance on October 31, 2019</b>	
Reconciled Bank Balance	\$ 13,590,715
<b>Investment Values on October 31, 2019</b>	
Short term investments (EM0-0377-A)	\$ (0.00)
Short term T-Bill (1044265-26)	\$ 246,997.74
Long term investments (EM0-0374-A)	\$ 8,735,664.18
Short term notice on amount 31 days	\$ 3,333,206.93
Short term notice on amount 60 days	\$ 3,424,248.23
Short term notice on amount 90 days	\$ 25,492.73
Vision Credit Union - 2 year	\$ 2,116,287.28
<b>Total Investments</b>	<b>\$ 17,881,897.09</b>
<b>Total Bank Balance and Investments</b>	<b>\$ 31,472,612.20</b>
Amount committed to fund 2019 Capital Projects	\$ 7,964,254
Amount committed to fund 2019 Non TCA Projects	\$ 1,212,851
<b>Total Unrestricted Bank Balance and Investments</b>	<b>\$ 22,295,507</b>

These balances include 'market value changes'.

### Revenues

	<i>Total YTD</i>	<i>Short Term YTD</i>	<i>Long Term YTD</i>
Interest received from investments	\$ 478,731.06	\$ 232,233.98	\$ 246,497.08
Interest accrued from investments but not received.	\$ 25,341.39	\$ -	\$ 25,341.39
	<b>\$ 504,072.45</b>	<b>\$ 232,233.98</b>	<b>\$ 271,838.47</b>
Interest received, chequing account	\$ 194,905.49	\$ 194,905.49	
<b>Total interest revenues before investment manager fees</b>	<b>\$ 698,977.94</b>	<b>\$ 427,139.47</b>	<b>\$ 271,838.47</b>
Deduct: investment manager fees for investments	\$ (25,832.05)	\$ (2,936.50)	\$ (22,895.55)
<b>Total interest revenues after investment manager fees</b>	<b>\$ 673,145.89</b>	<b>\$ 424,202.97</b>	<b>\$ 248,942.92</b>

### Balances in the Various Accounts - Last 13 Months







Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>November 27, 2019</b>
<b>Presented By:</b>	<b>Jennifer Batt, Interim Director of Finance</b>
<b>Title:</b>	<b>Expense Claim – Chief Administrative Officer</b>

## **BACKGROUND / PROPOSAL:**

As a result of the Finance Committee being abolished at the October 22, 2019 Organizational Council meeting, Council will now be responsible for reviewing the Chief Administrative Officer expense claims on a monthly basis.

A copy of the Chief Administrative Officer October 2019 expense claim is attached.

## **OPTIONS & BENEFITS:**

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

2019 Operating Budget.

## **SUSTAINABILITY PLAN:**

## **COMMUNICATION / PUBLIC PARTICIPATION:**

## **POLICY REFERENCES:**

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

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the Chief Administrative Officer expense claim for October 2019 be received for information.

Author: J.VBatt      Reviewed by: \_\_\_\_\_      CAO: \_\_\_\_\_

## Mackenzie County EMPLOYEE EXPENSE CLAIM (2019)

Name: Len Racher Vendor ID: \_\_\_\_\_  
 Address: [REDACTED] Province: Alberta  
 City: [REDACTED] Postal Code: T0H 1N0  
 Position: Chief Administrative Officer Date: 2019-11-18

Date 2019	Depart Arrive Times	Description of Trip & Other Expenses	County Vehicle Please Select	Fuel Card Select	Meals				Other Expenses
					B	L	D	\$	
10/31		Return trip to Grande Prairie (1064 km x .55)		✓				\$ 0	\$ 585.20
11/6		Return trip to Calgary (1912 km x .55)		✓				\$ 0	\$ 1,051.60
								\$ 0	
								\$ 0	
								\$ 0	
								\$ 0	
								\$ 0	
								\$ 0	
								\$ 0	
								\$ 0	
								\$ 0	
<b>Totals:</b>					0	0	0	\$ 0	\$ 1,636.80

**Total Claim:** \$ 1,636.80

**Meal Allowances:** Breakfast - \$25.00 Lunch - \$30.00 Dinner - \$45.00

As per the Honorariums and Expense Claim Reimbursement Bylaw:

\* You may claim \$17.50 personal expenses for each 24 hour period on travel status.

\*\* You may also claim either: reimbursement of cost of hotel accommodations or an allowance of \$100.00 per night.

Detailed Receipts must be attached for all claims other than allowances.

Accounting Code	GST	Total
2-12-30-211		
<b>Comments:</b>		

Signature of Claimant: [REDACTED] Date: \_\_\_\_\_

Approved by: [REDACTED] Date: \_\_\_\_\_

Mackenzie County  
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Mackenzie County

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Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>November 27, 2019</b>
<b>Presented By:</b>	<b>Jennifer Batt, Interim Director of Finance</b>
<b>Title:</b>	<b>Expense Claims – Councillors</b>

## **BACKGROUND / PROPOSAL:**

As a result of the Finance Committee being abolished at the October 22, 2019 Organizational Council meeting, Council will now be responsible for reviewing the Councillor Honorarium and expense claims on a monthly basis.

The Councillor Honorarium and Expense Claims for October 2019 are attached with the exception of Councillor Jorgensen.

## **OPTIONS & BENEFITS:**

N/A

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

2019 Operating Budget

## **SUSTAINABILITY PLAN:**

N/A

## **COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

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

**POLICY REFERENCES:**

Honorarium and Related Expense Reimbursement for Councillors and Approved Committee Members Bylaw.

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the Councillor expense claims for October 2019 be received for information.

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

## Mackenzie County COUNCILLOR EXPENSE CLAIM (2019)

Name: Josh Knelsen Vendor ID: Knel\_5  
 Address: [REDACTED]  
 Occupation: Reeve/Councillor - Ward 1 Month: Oct 2019

Date 2019	Description & Related Committee	Vehicle KM	Rate*	Mileage	Meals				Other Expenses	Per Diem
					B	L	D	\$		
10/8	Council	150	\$0.58	\$ 87.00				\$ 0		\$ 340.00
10/9	Community services	150	\$0.58	\$ 87.00				\$ 0		\$ 240.00
10/16	Union negotiations	150	\$0.58	\$ 87.00				\$ 0		\$ 240.00
10/17	Union negotiations	150	\$0.58	\$ 87.00				\$ 0		\$ 240.00
10/18	Council budget meeting	150	\$0.58	\$ 87.00				\$ 0		\$ 340.00
10/21	Biomass expression of interest mtg FN power authority	50	\$0.58	\$ 29.00				\$ 0		\$ 240.00
10/22	Org Meeting	150	\$0.58	\$ 87.00				\$ 0		\$ 340.00
10/23	Council meeting	150	\$0.58	\$ 87.00				\$ 0		\$ 340.00
10/23	Open house regarding smoke concerns	50	\$0.58	\$ 29.00				\$ 0		\$ 240.00
10/25	Teleconference with municipal affairs (Budget)			\$ 0.00				\$ 0		\$ 240.00
10/25	Teleconference with RMA (Budget)			\$ 0.00				\$ 0		\$ 240.00
10/28	Teleconference with Paramount ( Roads)	150	\$0.58	\$ 87.00				\$ 0		\$ 240.00
10/28	Travel to peace River	25	\$0.58	\$ 14.50			1	\$ 45		\$ 240.00
10/29	Regional ASB meeting - Conference		\$0.58	\$ 0.00	1		1	\$ 70	17.50	340.00
	Travel back home			\$ 0.00				\$ 0		\$ 240.00
10/30	Budget Council Meeting	150		\$ 0.00				\$ 0		340.00
				\$ 0.00				\$ 0		
				\$ 0.00				\$ 0		
				\$ 0.00				\$ 0		
				\$ 0.00				\$ 0		
				\$ 0.00				\$ 0		
				\$ 0.00				\$ 0		
	Telephone Allowance								\$ 100.00	
	Internet Allowance (if applicable)								\$ 75.00	
	Personal Computer Allowance (if applicable)								\$ 50.00	
	Monthly Honourarium	1475		855.50				242.50		\$ 1,500.00
Totals:		1,325		768.50	1	0	2	\$ 115	225.00	\$ 5,500.00

**Please Note:**

Breakfast - \$25.00 Lunch - \$30.00 Dinner - \$45.00  
 \$340.00 Per Diem – Council Meeting/Special Council Meeting\*\*  
 \$240.00 Per Diem – Committee Meetings\*\*  
 \$340.00 Per Diem – Seminars/Conventions/Workshops\*\*\*  
 \$17.50 Per Diem (per 24hr travel periods) – Personal Expense  
 You may also claim either: reimbursement of cost of hotel accommodations or an allowance of \$100.00 per night.  
 \*\$0.58 per km – first 5,000 km and \$0.52 km after that  
 \*\*A maximum of 2 meetings may be claimed per day (combined)  
 \*\*\*all inclusive. Only 1 per diem may be claimed per day

Total Per Diems: \$ 5,500.00  
 Total Expenses: 5940.00  
 Total Claim: 1213.00  
7153.00

Accounting Code	Work Code	GST	Total
2.11.211	WARD01		988.00
2.11.217	WARD01		100.00
2.11.266	WARD01		125.00

Signature of Claimant: [REDACTED] Date: \_\_\_\_\_  
 Reviewed by: [REDACTED] Date: 2019.11.08  
 Approved by: [REDACTED] Date: 19.11.08



























# Mackenzie County

Name of Claimant Lisa Wardley Month October, 2019  
 Address [REDACTED]  
 Occupation Ward 10 Councillor

Date	Depart Arrive Times	Description and Related Committee	Vehicle KM	Rate	Mileage Expense	Meals				Other Expenses	Per Diem
						B	L	D	\$		
01-Oct		Red Tape Round table	165	0.580	\$ 95.70				\$ -		\$ 240.00
01-Oct		PAC	165	0.580	\$ 95.70				\$ -		\$ 240.00
05-Oct		HL Fireman's Ball	0	0.580	\$ -				\$ -	no charges	\$ -
08-Oct		Council	340	0.580	\$ 197.20	1			\$ 25.00		\$ 340.00
08-Oct		MCLB	180	0.580	\$ 104.40			1	\$ 45.00	\$ 100.00	\$ 240.00
09-Oct		Community Services	345	0.580	\$ 200.10				\$ -		\$ 240.00
17-Oct		MFTA	330	0.580	\$ 191.40				\$ -		\$ 240.00
18-Oct		Budget	500	0.580	\$ 290.00	1		1	\$ 70.00		\$ 340.00
22-Oct		Organizational Mtg	500	0.580	\$ 290.00	1		1	\$ 70.00		\$ 340.00
23-Oct		Council Mtg	500	0.580	\$ 290.00	1		1	\$ 70.00		\$ 340.00
23-Oct		MCLB - HL Library Mtg	0	0.580	\$ -				\$ -	did not attend	
25-Oct		MC Forestry Open House	330	0.580	\$ 191.40				\$ -		\$ 240.00
26-Oct		Salmon Grill - LC	0	0.580	\$ -				\$ -	no charges / volunteered	
28-Oct		Paramount Teleconference	0	0.580	\$ -				\$ -		\$ 240.00
29-Oct		REDI	330	0.580	\$ 191.40				\$ -		\$ 240.00
30-Oct		Budget	500	0.580	\$ 290.00	1		1	\$ 70.00		\$ 340.00
30-Oct		CRBU Prep TF Supper	0	0.580	\$ -				\$ -	no charges	
				0.580	\$ -				\$ -		
				0.580	\$ -				\$ -		
				0.580	\$ -				\$ -		
				0.580	\$ -				\$ -		
		Internet Connection								\$75.00	
		Computer								\$50.00	
		Telephone allowance								\$60.00	
		Honourarium									\$1,200.00
<b>TOTALS</b>			4185		\$ 2,427.30				\$ 350.00	\$ 285.00	\$4,820.00

**Please note:** Over 5,000 Feb 13  
 \$25.00 - Breakfast | \$30.00 - Lunch | \$45.00 Dinner  
 \$340.00 Per Diem - Council Meeting/Special Council Meeting\*\*  
 \$240.00 Per Diem - Committee Meetings\*\*  
 \$340.00 Per Diem - Seminars/Conventions/Workshops\*\*\*  
 \$17.50 (per 24 hr travel period) - Personal Expenses  
 \$100 / night accomodation Expense (10+hours)  
 \* \$0.58 per km - first 5,000 km and \$0.52 per km after that

<b>TOTAL PER DIEMS:</b>	<b>\$ 4,820.00</b>
-------------------------	--------------------

<b>TOTAL EXPENSES:</b>	<b>\$ 3,062.30</b>
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<b>TOTAL CLAIM:</b>	<b>\$ 7,882.30</b>
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**Personal Donation on Km reimbursement vs Vehicle Cost:**  
 personal donation for kilometers incurred for County business  
 based on caa calculator .66/km cost. Not including KM not charged for  
 \$ 334.80 Minimum Personal Donation for Vehicle Expense

[http://caa.ca/car\\_costs/](http://caa.ca/car_costs/) based on .95 fuel

0.66	4185		2762.1
2762.1	2427.30	\$	334.80

\*\*\*All inclusive. Only 1 per diem may be claimed per day.

DATE 31-Oct-19

Signature of Claimant Lisa Wardley - via Email

Approved By [REDACTED]

2019.11.08





Mackenzie County

## REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>November 27, 2019</b>
<b>Presented By:</b>	<b>Jennifer Batt, Interim Director of Finance</b>
<b>Title:</b>	<b>Expense Claims - Members at Large</b>

### **BACKGROUND / PROPOSAL:**

As a result of the Finance Committee being abolished at the October 22, 2019 Organizational Council meeting, Council will now be responsible for reviewing the Members at Large expense claims on a monthly basis.

The following Members at Large Expense Claims are attached:

- Erick Carter (Municipal Planning Commission – October 2019)

### **OPTIONS & BENEFITS:**

N/A

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

2019 Operating Budget.

### **SUSTAINABILITY PLAN:**

N/A

### **COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

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

**POLICY REFERENCES:**

Honorariums and Related Expense Reimbursement for Councillors and Approved Committee Members Bylaw.

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the October 2019 Member at Large Expense Claims be received for information.

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











Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>November 27, 2019</b>
<b>Presented By:</b>	<b>Jennifer Batt, Interim Director of Finance</b>
<b>Title:</b>	<b>MasterCard Statements</b>

## **BACKGROUND / PROPOSAL:**

As a result of the Finance Committee being abolished at the October 22, 2019 Organizational Council meeting, Council will now be responsible for reviewing the Mastercard statements on a monthly basis.

The August & September 2019 MasterCard statements are attached.

## **OPTIONS & BENEFITS:**

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

2019 Operating Budget.

## **SUSTAINABILITY PLAN:**

N/A

## **COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

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

**POLICY REFERENCES:**

Policy FIN028 Credit Card Use

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the MasterCard statements for August and September 2019 be received for information.

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















## Mackenzie County CREDIT CARD RECONCILIATION

**Cardholder Information:**

Cardholder Name: [REDACTED] Position: [REDACTED]  
 Department: [REDACTED]  
 Statement Date: 2019-08-27 Card # (last 4 digits): [REDACTED]

Post Date	Vendor Name	Description & Business Purpose	Accounting Code	Work Code	GST	Total	Receipt
7/30	ONSTAR	ONSTAR Data Plan	2-12-30-223		0.75	\$ 15.75	<input checked="" type="radio"/> Y <input type="radio"/> N
8/7	Espresso House	Business Meeting Len & Carol	2-12-30- <sup>311</sup> 544		0.92	\$ 21.22	<input checked="" type="radio"/> Y <input type="radio"/> N
8/8	Mr. Mikes Peace River	Business Expense - <sup>Len &amp; Carol</sup> RMA Meeting	2-12-30-211		3.21	\$ 77.45	<input checked="" type="radio"/> Y <input type="radio"/> N
8/9	Fast Gas	Return Travel Gas from RMA Meeting	2-12-30- <sup>521</sup> 241		3.90	\$ 81.80	<input checked="" type="radio"/> Y <input type="radio"/> N
8/11	ONSTAR	ONSTAR Monthly Bill	2-12-30-223		2.00	\$ 41.99	<input checked="" type="radio"/> Y <input type="radio"/> N
8/21	LimeBlu Cafe	Business Lunch - Len, Jen, Bill, Carol	2-12-30- <sup>311</sup> 544			\$ 74.75	<input checked="" type="radio"/> Y <input type="radio"/> N
							<input checked="" type="radio"/> Y <input type="radio"/> N
							<input checked="" type="radio"/> Y <input type="radio"/> N
							<input checked="" type="radio"/> Y <input type="radio"/> N
							<input checked="" type="radio"/> Y <input type="radio"/> N
							<input checked="" type="radio"/> Y <input type="radio"/> N
							<input checked="" type="radio"/> Y <input type="radio"/> N
							<input checked="" type="radio"/> Y <input type="radio"/> N
							<input checked="" type="radio"/> Y <input type="radio"/> N
					\$ 10.78	\$ 312.96	



*Please attach all credit card receipts and submit to the Finance Department.*

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## Mackenzie County CREDIT CARD RECONCILIATION

**Cardholder Information:**

Cardholder Name: [REDACTED] Position: [REDACTED]

Department: [REDACTED]

Statement Date: 2019-09-26 Card # (last 4 digits): [REDACTED]

Post Date	Vendor Name	Description & Business Purpose	Accounting Code	Work Code	GST	Total	Receipt
8/30	Zama Cardlock	Gift for employee - Policy ADM011	2-32-50-511			\$ 105.95	<input checked="" type="radio"/> Y <input type="radio"/> N
							<input type="radio"/> Y <input type="radio"/> N
							<input type="radio"/> Y <input type="radio"/> N
							<input type="radio"/> Y <input type="radio"/> N
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							<input type="radio"/> Y <input type="radio"/> N
							<input type="radio"/> Y <input type="radio"/> N
							<input type="radio"/> Y <input type="radio"/> N
					\$ 0.00	\$ 105.95	



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## Mackenzie County CREDIT CARD RECONCILIATION

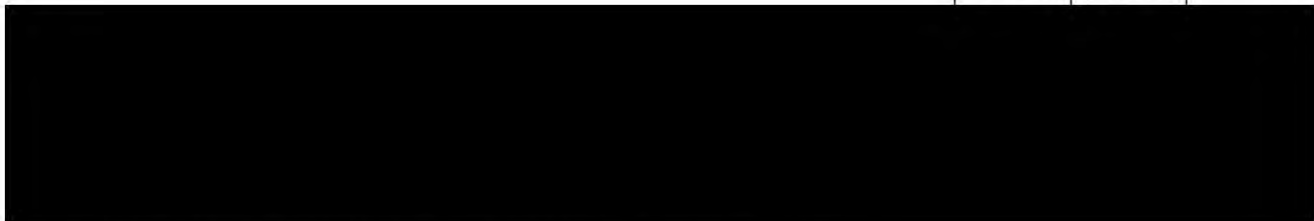
**Cardholder Information:**

Cardholder Name: [REDACTED] Position: [REDACTED]

Department: [REDACTED]

Statement Date: 2019-09-26 Card # (last 4 digits): [REDACTED]

Post Date	Vendor Name	Description & Business Purpose	Accounting Code	Work Code	GST	Total	Receipt
8/29	Lime Blue Cafe	lunch mtg w/ Laura	2-61-00-211		1.45	\$33.41	<input checked="" type="radio"/> Y <input type="radio"/> N
9/4	Boston Pizza	multiple mtgs in HL, there all day	2-61-00-152	211	7.24	\$ 174.92	<input checked="" type="radio"/> Y <input type="radio"/> N
9/11	Tim Hortons	Zama day w/ Ryleigh-Raye and Julie	3-285			\$ 11.20	<input checked="" type="radio"/> Y <input checked="" type="radio"/> N <span style="float: right;">PKA</span>
9/18	Coop Taxi Line Edm.	taxi to ABMI meeting	2-61-00-211			\$ 14.60	<input checked="" type="radio"/> Y <input type="radio"/> N
9/18	Holiday Inn Express	ABMI mtg in Edmonton hotel stay	2-61-00-211		7.82	\$ 169.81	<input checked="" type="radio"/> Y <input type="radio"/> N
9/18	Rocky Mount. Ice House	NWSAR supper after mtg.	2-61-00-211		5.40	\$ 123.40	<input checked="" type="radio"/> Y <input type="radio"/> N
9/18	ECC West Parkade	parking fee - EDAC investment course	2-61-00-211		0.90	\$ 19.00	<input checked="" type="radio"/> Y <input type="radio"/> N
9/23	UofA Facility	ALUP Program extension	2-61-40-239			\$ 645.00	<input checked="" type="radio"/> Y <input type="radio"/> N
9/23	Starbucks	coffee mtg in Edmonton	2-61-00-211		0.57	\$ 13.97	<input checked="" type="radio"/> Y <input type="radio"/> N
9/24	ECC West Parkade	parking fee - EDAC conference	2-61-00-211		3.48	\$ 73.00	<input checked="" type="radio"/> Y <input type="radio"/> N
9/24	JW Marriott	EDAC course & conference hotel stay	2-61-00-211		73.86	\$ 1,609.98	<input checked="" type="radio"/> Y <input type="radio"/> N
							<input checked="" type="radio"/> Y <input type="radio"/> N
							<input checked="" type="radio"/> Y <input type="radio"/> N
							<input checked="" type="radio"/> Y <input type="radio"/> N
					\$ 100.72	\$ 2,885.29	



Please attach all credit card receipts and submit to the Finance Department.

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## Mackenzie County CREDIT CARD RECONCILIATION

**Cardholder Information:**

Cardholder Name: [REDACTED] Position: [REDACTED]  
 Department: [REDACTED]  
 Statement Date: 2018-10-26 Card # (last 4 digits): [REDACTED]

Post Date	Vendor Name	Description & Business Purpose	Accounting Code	Work Code	GST	Total	Receipt
9/9	Limeblu Cafe	Parks & Playground	2.72.30.211			\$ 51.22	<input checked="" type="radio"/> Y <input type="radio"/> N
							<input checked="" type="radio"/> Y <input type="radio"/> N
							<input checked="" type="radio"/> Y <input type="radio"/> N
							<input checked="" type="radio"/> Y <input type="radio"/> N
							<input checked="" type="radio"/> Y <input type="radio"/> N
							<input checked="" type="radio"/> Y <input type="radio"/> N
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							<input checked="" type="radio"/> Y <input type="radio"/> N
							<input checked="" type="radio"/> Y <input type="radio"/> N
							<input checked="" type="radio"/> Y <input type="radio"/> N
							<input checked="" type="radio"/> Y <input type="radio"/> N
						\$ 0.00	\$ 51.22



*Please attach all credit card receipts and submit to the Finance Department.*

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## Mackenzie County CREDIT CARD RECONCILIATION

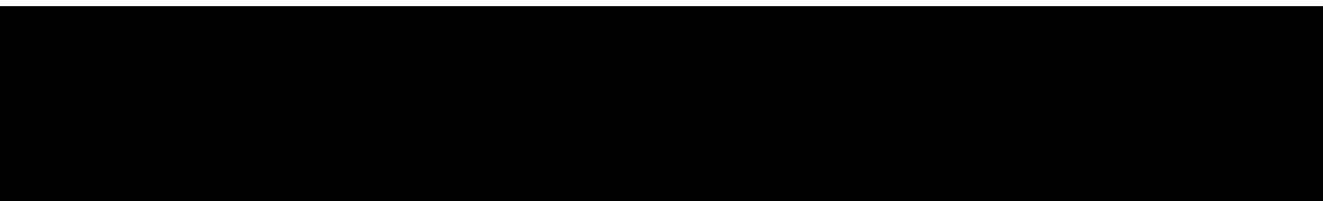
**Cardholder Information:**

Cardholder Name: [REDACTED] Position: [REDACTED]

Department: [REDACTED]

Statement Date: 2019-09-26 Card # (last 4 digits): [REDACTED]

Post Date	Vendor Name	Description & Business Purpose	Accounting Code	Work Code	GST	Total	Receipt
8/27	Discount Truck Parts	Willie Schmidt - Parts ordered	2.32.40.511		74.35	\$ 1,561.25	<input checked="" type="radio"/> Y <input type="radio"/> N
8/28	The Gathering Place	Coffee Filters	2.12.30.511		0.50	\$ 10.50	<input checked="" type="radio"/> Y <input type="radio"/> N
8/29	Delta Edmonton South	Julie Emmerson - Parking	2.12.30.211			\$ 67.20	<input checked="" type="radio"/> Y <input type="radio"/> N
8/29	Delta Edmonton South	Julie Emmerson - SDAB Training	2.12.30.211		33.37	\$ 727.51	<input checked="" type="radio"/> Y <input type="radio"/> N
8/30	UofA Faculty	Jeri Phillips - Training	2.12.30.239			\$ 795.00	<input checked="" type="radio"/> Y <input type="radio"/> N
9/3	The Espresso House	Larissa & Julie - Lunch, apparel pick up	2.12.30.211		2.06	\$ 43.16	<input checked="" type="radio"/> Y <input type="radio"/> N
9/4	Canada Post	Mailing - Mackenzie Strong Clothing	2.12.30.511		3.30	\$ 69.34	<input checked="" type="radio"/> Y <input type="radio"/> N
9/5	Big Hill Service	Willie Schmidt - Parts ordered	2.32.30.511		7.21	\$ 151.26	<input checked="" type="radio"/> Y <input type="radio"/> N
9/5	Air Canada	Jannelle Veenstra - Seat selection	2.12.30.211		2.10	\$ 44.10	<input checked="" type="radio"/> Y <input type="radio"/> N
9/5	Air Canada	Jeri Phillips - Seat selection	2.12.30.211		2.20	\$ 46.20	<input checked="" type="radio"/> Y <input type="radio"/> N
9/5	Air Canada	Jeri Phillips - Central Square flight	2.12.30.211		25.51	\$ 535.76	<input checked="" type="radio"/> Y <input type="radio"/> N
9/5	Air Canada	Jannelle Veenstra - Central Square flight	2.12.30.211		25.51	\$ 535.76	<input checked="" type="radio"/> Y <input type="radio"/> N
9/10	Eventbrite, Refund	Lisa Wardley - AFPA Registration	2.11.214	WARD10	-55.00	-\$ 1,155.00	<input checked="" type="radio"/> Y <input type="radio"/> N
9/10	Eventbrite, Refund	Cameron Cardinal - AFPA Registration	2.11.214	WARD07	-55.00	-\$ 1,155.00	<input checked="" type="radio"/> Y <input type="radio"/> N
09/10	Eventbrite, Refund	David Driedger - AFPA Registration	2.11.214	WARD04	-55.00	-\$ 1,155.00	<input checked="" type="radio"/> Y <input type="radio"/> N
09/11	Fairmont Jasper Park	Lisa Wardley - AFPA Conference	2.11.211	WARD10	-57.88	-\$ 1,260.04	<input checked="" type="radio"/> Y <input type="radio"/> N
09/11	Fairmont Jasper Park	Cameron Cardinal - AFPA Conference	2.11.211	WARD07	-57.88	-\$ 1,260.04	<input checked="" type="radio"/> Y <input type="radio"/> N
09/11	Fairmont Jasper Park	David Driedger - AFPA Conference	2.11.211	WARD04	-57.88	-\$ 1,260.04	<input checked="" type="radio"/> Y <input type="radio"/> N
09/17	Matrix Hotel, Edmonton	Lisa Wardley - NWSAR	2.11.211	WARD10	18.02	\$ 392.94	<input checked="" type="radio"/> Y <input type="radio"/> N
09/18	Eventbrite, Refund	Ernie Peters - AFPA Registration	2.11.214	WARD05	-55.00	-\$ 1,155.00	<input checked="" type="radio"/> Y <input type="radio"/> N
09/18	Eventbrite, Refund	Anthony Peters - AFPA Registration	2.11.214	WARD02	-55.00	-\$ 1,155.00	<input checked="" type="radio"/> Y <input type="radio"/> N
09/18	Eventbrite, Refund	Byron Peters - AFPA Registration	2.61.214		-55.00	-\$ 1,155.00	<input checked="" type="radio"/> Y <input type="radio"/> N
09/18	Fairmont Jasper Park	Josh Knelsen - AFPA Conference	2.11.214	WARD01	-14.47	-\$ 315.01	<input checked="" type="radio"/> Y <input type="radio"/> N
09/18	Fairmont Jasper Park	Ernie Peters - AFPA Conference	2.11.214	WARD05	-57.88	-\$ 1,260.04	<input checked="" type="radio"/> Y <input type="radio"/> N
					-\$ 357.79	-\$ 7,305.19	



Please attach all credit card receipts and submit to the Finance Department.

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



Mackenzie County

Phone: (780) 927-3718  
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Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>November 27, 2019</b>
<b>Presented By:</b>	<b>Jennifer Batt, Interim Director of Finance</b>
<b>Title:</b>	<b>Quarterly Fuel Report (Q3)</b>

**BACKGROUND / PROPOSAL:**

As the Finance Committee was abolished during the October 22, 2019 Organizational Council meeting, Council will now be reviewing the Quarterly fuel reports.

Council made a decision that administration allocates fuel purchases equally amongst the five local vendors: Bluewave, UFA, La Crete Co-op, Max Fuel, and Bateman Petroleum. Council is now tasked with reviewing the quarterly fuel purchases reports.

**OPTIONS & BENEFITS:**

Attached is the report for Quarter 3 of 2019.

**COSTS & SOURCE OF FUNDING:**

2019 Budget.

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

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

**POLICY REFERENCES:**

N/A

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the quarterly fuel usage report for Quarter 3 of 2019 be received for information.

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

## Quarter 3 of 2019: GAS and DIESEL

Price and Volume Analysis

<b>YTD 2019</b>	
Average Price	<b>0.977</b>

<b>TOTAL</b>	
46,470	<b>47%</b>
4,720	<b>5%</b>
16,625	<b>17%</b>
30,372	<b>31%</b>
1,125	<b>1%</b>
99,311	<b>100%</b>

<b>YTD 2019</b>	
Average Price	<b>0.883</b>

<b>TOTAL</b>	
34,075	<b>11%</b>
16,500	<b>5%</b>
41,576	<b>14%</b>
209,297	<b>69%</b>
0	<b>0%</b>
301,448	<b>100%</b>

<b>YTD 2019</b>	
Average Price	<b>1.011</b>

<b>TOTAL</b>	
56,246	<b>51%</b>
12,437	<b>11%</b>
2,740	<b>3%</b>
25,644	<b>23%</b>
12,469	<b>11%</b>
109,537	<b>100%</b>

### CLEAR DIESEL

<b>PRICE per litre excl. GST</b>				<b>2019 Quarter 3</b>	
	July	August	September	Average Price	
Average price	\$1.007	\$0.933	\$0.896	<b>\$0.910</b>	
A	\$0.978	\$0.863	\$0.809		
B	\$1.087	\$1.065	\$0.000		
C	\$0.000	\$0.846	\$0.845		
D	\$0.961	\$0.959	\$1.035		
E	\$1.003	\$0.000	\$0.000		

<b>VOLUME (litres)</b>				<b>TOTAL</b>	
	July	August	September		
A	9,566	7,682	6,041	23,289	<b>54%</b>
B	111	127	0	239	<b>1%</b>
C	0	3,500	4,000	7,500	<b>17%</b>
D	7,761	2,989	1,545	12,296	<b>28%</b>
E	109	0	0	109	<b>0%</b>
	17,547	14,298	11,586	43,432	<b>100%</b>

### DYED DIESEL

<b>PRICE per litre excl. GST</b>				<b>2019 Quarter 3</b>	
	July	August	September	Average Price	
Average price	\$0.910	\$0.915	\$0.862	<b>\$0.876</b>	
A	\$0.909	0.861	\$0.827		
B	\$0.991	1.016	\$0.000		
C	\$0.866	0.000	\$0.000		
D	\$0.874	0.867	\$0.898		
E	\$0.000	0.000	\$0.000		

<b>VOLUME (litres)</b>				<b>TOTAL</b>	
	July	August	September		
A	920	6,653	4,401	11,974	<b>14%</b>
B	1,165	2,160	0	3,325	<b>4%</b>
C	9,100	0	0	9,100	<b>11%</b>
D	28,566	21,608	9,654	59,828	<b>71%</b>
E	0	0	0	0	<b>0%</b>
	39,751	30,421	14,055	84,227	<b>100%</b>

### GAS

<b>PRICE per litre excl. GST</b>				<b>2019 Quarter 3</b>	
	July	August	September	Average Price	
Average price	\$1.06	\$0.995	\$0.918	<b>\$0.958</b>	
A	\$1.049	\$0.889	\$0.796		
B	\$1.123	\$1.102	\$0.000		
C	\$0.968	\$0.938	\$0.938		
D	\$0.000	\$0.000	\$0.000		
E	\$1.089	\$1.052	\$1.020		

<b>VOLUME (litres)</b>				<b>TOTAL</b>	
	July	August	September		
A	5,977	5,977	6,007	17,961	<b>69%</b>
B	1,378	2,002	0	3,380	<b>13%</b>
C	76	224	448	748	<b>3%</b>
D	0	0	0	0	<b>0%</b>
E	759	1,361	1,907	4,026	<b>15%</b>
	8,191	9,563	8,361	26,116	<b>100%</b>

### HISTORY

Numbers amended to record late invoices received and not reported previously.

<b>2019 Quarter 2</b>	<b>2019 Quarter 1</b>	<b>2018 Quarter 4</b>
Average Price	Average Price	Average Price
<b>\$1.035</b>	<b>\$0.985</b>	<b>\$1.066</b>

<b>TOTAL</b>	<b>TOTAL</b>	<b>TOTAL</b>
10,432 <b>34%</b>	12,749 <b>34%</b>	11,825 <b>25%</b>
2,129 <b>6%</b>	2,352 <b>6%</b>	2,081 <b>4%</b>
0 <b>24%</b>	9,125 <b>24%</b>	16,725 <b>35%</b>
4,977 <b>35%</b>	13,099 <b>35%</b>	15,905 <b>34%</b>
766 <b>1%</b>	250 <b>1%</b>	671 <b>1%</b>
18,304 <b>100%</b>	37,575 <b>100%</b>	47,207 <b>100%</b>

<b>2019 Quarter 2</b>	<b>2019 Quarter 1</b>	<b>2018 Quarter 4</b>
Average Price	Average Price	Average Price
<b>\$0.853</b>	<b>\$0.920</b>	<b>\$0.978</b>

<b>TOTAL</b>	<b>TOTAL</b>	<b>TOTAL</b>
8,510 <b>10%</b>	13,591 <b>10%</b>	12,824 <b>14%</b>
5,221 <b>6%</b>	7,954 <b>6%</b>	4,268 <b>5%</b>
17,214 <b>11%</b>	15,262 <b>11%</b>	0 <b>0%</b>
49,063 <b>73%</b>	100,406 <b>73%</b>	75,143 <b>81%</b>
0 <b>0%</b>	0 <b>0%</b>	0 <b>0%</b>
80,008 <b>100%</b>	137,213 <b>100%</b>	92,235 <b>100%</b>

<b>2019 Quarter 2</b>	<b>2019 Quarter 1</b>	<b>2018 Quarter 4</b>
Average Price	Average Price	Average Price
<b>\$1.097</b>	<b>\$0.978</b>	<b>\$1.055</b>

<b>TOTAL</b>	<b>TOTAL</b>	<b>TOTAL</b>
19,175 <b>38%</b>	19,110 <b>38%</b>	15,001 <b>36%</b>
4,154 <b>10%</b>	4,903 <b>10%</b>	4,109 <b>10%</b>
617 <b>3%</b>	1,375 <b>3%</b>	319 <b>1%</b>
6,054 <b>39%</b>	19,590 <b>39%</b>	15,469 <b>37%</b>
3,238 <b>10%</b>	5,205 <b>10%</b>	6,800 <b>16%</b>
33,238 <b>100%</b>	50,183 <b>100%</b>	41,698 <b>100%</b>

As of January 2017 Prices per Litre INCLUDE Carbon Tax

**CARBON TAX YTD (September 31, 2019) \$ 45,107.45**

Note: Carbon tax is charged on natural gas utilities, fuel, and fuel surcharge





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>November 27, 2019</b>
<b>Presented By:</b>	<b>Jennifer Batt, Interim Director of Finance</b>
<b>Title:</b>	<b>Town of High Level 2019 Capital Funding Project Cancellations</b>

**BACKGROUND / PROPOSAL:**

Mackenzie County has a Regional Service Sharing Agreement with the Town of High Level, and within this agreement, the County may approve the Town of High Level's proposed Capital projects for the next year's budget.

During the 2019 Budget deliberations, Council approved two 2019 projects that have since been cancelled by the Town of High Level for a total of \$65,000 from the 2019 levy. A 2017 project that was previously approved was also cancelled by the Town of High Level in the amount of \$630,470 with funding from the General Operating Reserve.

This item was reviewed at the October 30, 2019 Budget Council meeting, and a motion is required to amend the 2019 Operating Budget.

**OPTIONS & BENEFITS:**

Review attached letters.

**COSTS & SOURCE OF FUNDING:**

2019 Operating Budget

**SUSTAINABILITY PLAN:**

N/A

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

**COMMUNICATION/PUBLIC PARTICIPATION:**

N/A

**POLICY REFERENCES:**

N/A

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the 2019 Budget be amended by returning \$695,470 back into the General Operating Reserve for the cancellation of the following projects by the Town of High Level.

- |    |                                  |           |
|----|----------------------------------|-----------|
| 1. | Arena Boards                     | \$50,000  |
| 2. | Washroom and Change Room Upgrade | \$15,000  |
| 3. | Sports Complex Expansion         | \$630,470 |

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





**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>November 27, 2019</b>
<b>Presented By:</b>	<b>David Fehr, Director of Operations</b>
<b>Title:</b>	<b>Tompkins Crossing Ice Bridge Contract Extension</b>

## **BACKGROUND / PROPOSAL:**

The agreement for Construction and Maintenance of Tompkins Crossing Ice Bridge between Alberta Transportation and Mackenzie County was signed on April 26, 2016 for a total value of \$420,000. The agreement was for three winters and expired April 30, 2019.

Administration contacted Alberta Transportation for an extension of the agreement for the winter of 2019/20. We have received email confirmation from Alberta Transportation confirming that the agreement will be extended. We are currently waiting on the formal extension paperwork.

Subsequent to the agreement with Alberta Transportation the County has a subcontractor for the construction and maintenance of the ice bridge.

The three year proposal for Construction and Maintenance of Tompkins Crossing Ice Bridge was advertised and opened in Council on August 24, 2016. The contract was awarded to George & Abe Driedger for the total amount of \$327,000.

The agreement expired in April of 2019. The agreement does allow for extensions:

**19. Extension of Agreement**

- a. *The County and the Contractor may mutually agree to extend the expiry date of the Agreement*
- b. *One year increments at the same bid price may be considered up to a max of 2 extensions, at a 2% increase per extension.*

Administration has contacted George & Abe Driedger, who are in favour of extending the expiry date of the agreement at the previous annual rate.

**Author:** S Wheeler      **Reviewed by:** D Fehr      **CAO:** \_\_\_\_\_

**OPTIONS & BENEFITS:**

Option 1:

Extend the expiry date of the agreement with George & Abe Driedger.

Option 2:

Advertise proposals for Construction and Maintenance of Tompkins Crossing Ice Bridge.

**COSTS & SOURCE OF FUNDING:**

Operating Budget \$120,000.

**SUSTAINABILITY PLAN:**

**COMMUNICATION / PUBLIC PARTICIPATION:**

**POLICY REFERENCES:**

**RECOMMENDED ACTION:**

- Simple Majority       Requires 2/3       Requires Unanimous

That the Construction and Maintenance of Tompkins Crossing Ice Bridge agreement with George and Abe Driedger be extended for a one year period, expiring in April 2020.

Author: S Wheeler      Reviewed by: D Fehr      CAO: \_\_\_\_\_



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>November 27, 2019</b>
<b>Presented By:</b>	<b>Byron Peters, Director of Planning and Development</b>
<b>Title:</b>	<b>Bylaw 1160-19 Land Use Bylaw Amendment to add Hamlet Residential 2A to Section 9</b>

## **BACKGROUND / PROPOSAL:**

Administration has been approached by different developers in Mackenzie County to look into options for a zoning that would accommodate smaller, more affordable starter homes. Currently within the land use bylaw there is no zoning district that allows for smaller lots or setbacks that would accommodate such development.

The intention of Hamlet Residential 2A zoning district is to provide for a mix of medium and high-density residential forms to accommodate small lots within Hamlets.

Bylaw 1xxx-19 was presented to the Municipal Planning Commission on October 31, 2019 where the following motion was made:

**MPC 19-10-151** *MOVED* by Beth Kappelar

*That the Municipal Planning Commission recommend to Council to approve Bylaw 1xxx-19 being a Land Use Bylaw Amendment to add Hamlet Residential 2A to Section 9, subject to public hearing input.*

**CARRIED**

## **OPTIONS & BENEFITS:**

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

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

All costs will be borne by the Planning & Development Department.

**Author:** K Racine **Reviewed by:** C Smith **CAO:** \_\_\_\_\_



**BYLAW NO. 1160-19**  
**BEING A BYLAW OF**  
**MACKENZIE COUNTY**  
**IN THE PROVINCE OF ALBERTA**

**TO AMEND THE**  
**MACKENZIE COUNTY LAND USE BYLAW**  
**TO ADD HAMLET RESIDENTIAL 2A (H-R2A)**  
**TO SECTION 9 OF THE 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 add Hamlet Residential 2A (H-R2A) to Section 9 of the Land Use Bylaw.

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

1. That the Mackenzie County Land Use Bylaw 1066-17, Section 9 be revised with the following addition:

**1.1 Hamlet Residential 2A (H-R2A)**

**Purpose**

- 1.1.1. The purpose of the Residential 2A (H-R2A) district is to provide for entry-level dwellings to accommodate small lots within HAMLETS.



**Permitted and Discretionary Land Use Classes**

9.21.2. Land use classes within the following table shall be permitted or discretionary within the Hamlet Residential 2A (H-R2A) district of this BYLAW.

Permitted	Discretionary
ACCESSORY BUILDING	ASSISTED LIVING FACILITY
DWELLING - DUPLEX	DAY CARE HOME
DWELLING - SINGLE FAMILY	GARAGE – ATTACHED
	GARAGE – DETACHED
	HOME BASED BUSINESS MINOR

**Regulations**

9.21.3. In addition to the regulations contained in Section 8, the following standards shall apply to every DEVELOPMENT in this LAND USE DISTRICT.

Regulation	Standard
<b>Max. Lot Dimensions</b>	
<b>DWELLING – SINGLE FAMILY</b>	
Width	12m (39.4ft)
Depth	30.5m (100.0ft)
<b>DWELLING - DUPLEX</b>	
Width	20.00m (65.62ft)
Depth	30.5m (100.0ft)
<b>Min. Setback</b>	
Yard – Front	7.6m (25ft) or 4.5m (14.8ft)
Yard – Exterior Side	3.1m (10.0ft)
Yard – Interior Side	1.5m (5.0ft)
Yard – Rear	2.4m (8.0ft) with overhead utility servicing 1.5m (5.0ft) with underground utility servicing

Regulation	Standard
	Yard – Front setback reduction if entire street is Hamlet Residential 2A (H-R2A)

**Additional Regulations**

9.21.4. All DEVELOPMENT shall provide:

- a. Provision and access to garbage storage;
- b. Lighting between DWELLING UNITS;
- c. Orientation of buildings and general site appearance;
- d. Safe pedestrian access to and from the public sidewalk fronting the building; and
- e. Parking areas adjacent to streets must be paved.

9.21.5. In addition to Section 8.32 of this BYLAW, the Development Authority may require any DISCRETIONARY USE to be screened from view with a vegetated buffer strip and/or other SCREENING of a visually pleasing nature, satisfactory to the Development Authority.

9.21.6. Buildings must be of new construction. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards and shall complement the natural features and character of the site to the satisfaction of the Development Authority.

9.21.7. The Development Authority may decide on such other requirements as are necessary having due regard to the nature of the proposed DEVELOPMENT and the purpose of this LAND USE DISTRICT.

2. This bylaw shall take effect on the date of the third and final reading thereof.

READ a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

PUBLIC HEARING held this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

READ a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

READ a third time and finally passed this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

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Joshua Knelsen  
Reeve

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Lenard Racher  
Chief Administrative Officer



# Section 9 | Land Use District Regulations

## Hamlet Residential 2A (H-R2A)

### Purpose

- 1.1.1. The purpose of the Residential 2A (H-R2A) district is to provide for entry-level dwellings to accommodate small lots within HAMLETS.



### Permitted and Discretionary Land Use Classes

- 9.21.2. Land use classes within the following table shall be permitted or discretionary within the Hamlet Residential 2A (H-R2A) district of this BYLAW.

Permitted	Discretionary
ACCESSORY BUILDING	ASSISTED LIVING FACILITY
DWELLING - DUPLEX	DAY CARE HOME
DWELLING - SINGLE FAMILY	GARAGE – ATTACHED
	GARAGE – DETACHED
	HOME BASED BUSINESS MINOR

### Regulations

- 9.21.3. In addition to the regulations contained in Section 8, the following standards shall apply to every DEVELOPMENT in this LAND USE DISTRICT.

Regulation	Standard
<b>Max. Lot Dimensions</b>	
<b>DWELLING – SINGLE FAMILY</b>	
Width	12m (39.4ft)
Depth	30.5m (100.0ft)
<b>DWELLING - DUPLEX</b>	

## Section 9 | Land Use District Regulations

Regulation	Standard
Width	20.00m (65.62ft)
Depth	30.5m (100.0ft)
<b>Min. Setback</b>	
Yard – Front	7.6m (25ft) or 4.5m (14.8ft)
Yard – Exterior Side	3.1m (10.0ft)
Yard – Interior Side	1.5m (5.0ft)
Yard – Rear	2.4m (8.0ft) with overhead utility servicing 1.5m (5.0ft) with underground utility servicing
Yard – Front setback reduction if entire street is Hamlet Residential 2A (H-R2A)	

### Additional Regulations

9.21.4. All DEVELOPMENT shall provide:

- a. Provision and access to garbage storage;
- b. Lighting between DWELLING UNITS;
- c. Orientation of buildings and general site appearance;
- d. Safe pedestrian access to and from the public sidewalk fronting the building; and
- e. Parking areas adjacent to streets must be paved.

9.21.5. In addition to Section 8.32 of this BYLAW, the Development Authority may require any DISCRETIONARY USE to be screened from view with a vegetated buffer strip and/or other SCREENING of a visually pleasing nature, satisfactory to the Development Authority.

9.21.6. Buildings must be of new construction. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards and shall complement the natural features and character of the site to the satisfaction of the Development Authority.

9.21.7. The Development Authority may decide on such other requirements as are necessary having due regard to the nature of the proposed DEVELOPMENT and the purpose of this LAND USE DISTRICT.





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>November 27, 2019</b>
<b>Presented By:</b>	<b>Byron Peters, Director of Planning and Development</b>
<b>Title:</b>	<b>Policy DEV001 Urban Development Standards</b>

## **BACKGROUND / PROPOSAL:**

The Planning and Development Department has been approached for permission to build a new rural standard development within Hamlet boundaries in a residential area. This request does not fit within the current Urban Development Standards policy.

Council also requested that this policy be amended to give Council the authority to approve variances for the requirement for pavement within Industrial zoned lands. The following motion was made by Council on April 8, 2019:

**MOTION 19-04-246**                      **MOVED** by Councillor Wardley

*That Policy DEV001 Urban Development Standards for Industrial Use zoned land be brought back to include an option for a Council approved variance.*

**CARRIED**

The developer request to have rural standard road has merit in regards to the drainage in the area. However, if this request is to be met it will require an overhaul of the urban development standards. There are economic considerations for allowing rural standard within a hamlet as it makes the construction cost significantly cheaper thus creating lots that can be sold at a much lower price. A consideration for changing the policy is that this may place undue hardship on the other urban developers who were required to abide by the urban development standards and thus have to price their lots higher.

The area that the developer is proposing to have rural standard roads due to drainage concerns is appropriate, though this would be inappropriate in other areas where drainage is not a major concern. The Urban Development Standards policy is applicable in all three (3) Hamlets and if this standard would be altered, it would affect all urban

**Author:**     K Racine                          **Reviewed by:**     B Peters                          **CAO:**

development. There is the ability to locate areas within the Hamlet that, due to specific conditions, alterations to the standard would be appropriate.

**OPTIONS & BENEFITS:**

For discussion.

**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

For discussion.

Author:     K Racine     Reviewed by:     B Peters     CAO:

# MACKENZIE COUNTY

<b>TITLE</b>	<b>Urban Development Standards</b>	<b>POLICY NO.</b>	<b>DEV001</b>
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<b>LEGISLATION REFERENCE</b>	<b>Municipal Government Act, Section 5</b>
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## **PURPOSE**

Establish urban development standards to ensure consistent development is maintained within the hamlets of Mackenzie County.

## **POLICY STATEMENT**

Mackenzie County and developers have a shared responsibility for defining and addressing the existing and future needs of the community by creating development policies consistent with community objectives. Mackenzie County will provide guidance for development objectives. These policies will be applied equitably and fairly to all within that community.

All beneficiaries of development should participate in the cost of providing and installing infrastructure in the community on an equitable basis that relates to the degree of benefit, through the use of off-site levies, local improvement bylaws and endeavor to assist clauses.

## **GUIDELINES**

1. Mackenzie County will:
  - a) adopt development standard requirements for individual urban zoning as indicated in this policy and detailed within the GMIS,
  - b) determine who is responsible for installation of the infrastructure as indicated in this policy,
  - c) determine who is responsible for the cost of installing the infrastructure as indicated in this policy,
  - d) establish the mechanism of any cost sharing, endeavor to assist, or other financial considerations,
2. The developer will be responsible for all costs except where otherwise indicated in this policy.

## **DEFINITIONS**

**Development Agreement:** A contract entered into between the municipality and the developer in regards to the installation of municipal improvements, including all conditions that need to be adhered to.

**GMIS:** refers to the General Municipal Improvement Standards (engineering guidelines) for Mackenzie County

**Off-site Levy:** As defined in the Alberta Municipal Government Act

**Rural Standard:** Built up asphalt surfaced roads with ditches/swales, power, street lighting

**Development Approval:** Refers to a subdivision/development approval where the application process has been followed and an approval subsequently issued by the development authority.

**Urban Standard:** curb & gutter, sidewalk, underground power, metal light standards with underground servicing, asphalt road surfacing and storm sewer

**Zoning:** As per the Land Use Bylaw

## **FUNDING**

Funding for municipal infrastructure improvements required to support a developer's approved Development will be provided by the developer. The County, within the Development Agreement, will provide assistance to the developer when oversizing is required to collect appropriate funds from benefitting lands when the benefitting lands are further developed.

When the County constructs municipal improvements in advance of developments the County will, through the use of an Off-site Levy bylaw(s) collect apportioned costs as assigned to benefitting lands.

Where a development requires that an arterial road be constructed, the County shall only consider covering the costs of upgrading the road from collector to arterial standard, and shall, whenever possible, utilize the mechanisms provided for by Off-site Levy or local improvement bylaw(s) to recover those costs.

All oversizing requirements shall be clearly identified by the developer on their tentative plan along with a written request for cost sharing, prior to final approval by the subdivision authority.



The County may consider providing a portion of the funding when oversizing, offsite levy, endeavor to assist or other mechanism are required, however this will be subject to negotiation and Council approval prior to the commencement of construction. Funding in these situations may also be recouped by way of a local improvement bylaw.

Any cost sharing or other funding commitment by the County must be included in the Development Agreement and form part of the contractual commitment of each party. The County will not retroactively consider requests from a developer for funding or cost sharing where a Development Agreement has already been entered into for the project.

### **URBAN DEVELOPMENT STANDARDS**

The following chart indicates the minimum standards on new development:

#### **Zoning Standards Chart**

Road Classification	Zoning					
	Residential		Commercial		Industrial	
	HR, MHC, MHS	HCR	HCC1, HC2, TC1	HC1, GC1	HI1, LG1	HI2
Arterial Hamlet 40 m min ROW width	urban or rural standard* sidewalk u/g power	urban or rural standard* sidewalk u/g power	urban or rural standard* sidewalk u/g power	urban or rural standard* sidewalk u/g power	urban or rural standard* sidewalk u/g power	urban or rural standard* sidewalk u/g power
Collector Hamlet 26 m min ROW width	urban standard	rural standard sidewalk u/g power	urban standard	urban or rural standard* sidewalk u/g power	rural standard sidewalk o/h power	rural standard o/h power
Local Hamlet 20 m min ROW width	urban standard	rural standard u/g power	urban standard	urban or rural standard* sidewalk u/g power	rural standard o/h power	rural standard o/h power
Core Hamlet 22 m min ROW width	urban standard	N/A	urban standard	N/A	N/A	N/A

\* Denotes that the standard will be decided by evaluating anticipated traffic volumes, design speed, continuity with existing infrastructure and future proposed upgrades, and other criteria as deemed necessary.

## **UTILITIES**

### **Power**

New power installations shall ideally be underground. Industrial areas may be serviced by overhead power, but commercial and residential areas shall have underground servicing. Where infill development occurs, the development shall utilize the existing standard that services the area.

In residential and commercial areas, overhead servicing will only be considered where the developer has provided verification that underground installation is not viable, considering continuity with existing power supply, lot sizes and anticipated use, and other criteria as deemed necessary.

All overhead power servicing shall utilize the utility rights-of-way and be located behind the lots. Road crossings, especially in industrial areas, shall be designed to permit over size loads to safely traverse.

### **Lighting**

Street lighting shall be installed in all new developments as per the Illuminating Engineering Society and Road and Transportation Association of Canada criteria. Street lighting shall ideally utilize steel light standards, but in areas developed to a rural standard, wood standards may be allowed.

Overall continuity, esthetic, maintenance costs, and likelihood of redevelopment requiring relocation of light standards shall all be considered when determining if wood or steel standards are required.

### **Natural Gas**

Gas servicing shall be provided to new developments. Installation shall be in keeping with the utility providers current standard practice.

Depending on the location within the County, the developer may be required to install gas servicing as part of the improvements, in other areas the utility provider will independently install gas servicing as building development occurs.

### **Phone/Data**

Phone and/or data infrastructure shall be provided for all developments, to the specifications of the local telecommunications provider.

Installation of higher grade infrastructure is encouraged in order to provide telecommunications providers with better options for providing digital data to the community.

### **Storm Sewer**

Design criteria shall be in keeping with the County's GMIS.

Storm drainage shall be provided for all developments. The general level of service required by the County in regard to storm water management shall be in keeping with the dual drainage concept utilizing major and minor collection systems.

All urban standard development shall include an integrated surface and underground (major and minor) storm sewer system. All rural standard developments are anticipated to primarily use a surface drainage (major) system to manage storm water, however integration with an underground (minor) system may be required by the County.

Storm water retention ponds shall be constructed in accordance with design criteria established in the GMIS to reduce the downstream effects of the development. Ponds shall be constructed to service large areas, and be thoughtfully integrated with the subdivision design. All new developments shall create zero net change to the existing storm sewer peak flows. The County retains the ability to alter storm pond placement.

### **Sanitary Sewer**

Design criteria will be in keeping with Mackenzie County's GMIS.

Sanitary sewer shall be provided for all developments.

In areas that are to be developed as row housing or condominiums, each proposed unit shall receive a separate service from the main line.

In areas that are zoned for either low or medium density development, but at time of land development the future build out is undetermined, sewer servicing shall be upsized to ensure adequate capacity (eg. 5" service to be installed to propertyline).

Sanitary sewer installations shall be gravity based. Where for multiple reasons a gravity system is not economical in an area, a detailed engineering report shall be provided to the County explaining the challenges, and how a low pressure system will help to alleviate the challenges. The report shall include details regarding site density, soil types, water tables, existing development, terrain, economics and any other factors that are perceived as a hindrance to installing a gravity system.

### **Water**

Design criteria will be in keeping with Mackenzie County's GMIS.

All new developments shall include the installation of municipal water which shall provide adequate fire flow volumes.

In areas that are to be developed as row housing or condominiums, each proposed unit shall receive a separate service from the main line.

In areas that are zoned for either low or medium density development, but at time of land development the future build out is undetermined, water servicing shall be upsized to ensure adequate capacity (eg. 1 ½” service to be installed to property line).

### **Private Servicing**

For all high density or large lot development with multiple buildings serviced from an internal network, an isolation valve shall be provided at the property line. All internal underground servicing shall be engineered to meet AESRD, “Standards and Guidelines for Municipal Waterworks, Wastewater and Storm Drainage Systems”, and a copy of the engineered drawings shall be provided to the County for review before installation.

All private hydrants and valves shall be properly maintained to municipal standards. Preventative maintenance shall be performed annually, with records provided to the County Utilities department. Alternately, the Utilities department may be contracted to perform the preventative maintenance.

## **ROADS AND ROAD EDGE**

Design criteria will be in keeping with Mackenzie County’s GMIS.

All new roads constructed within hamlets shall be asphalt surfaced. Paving may be delayed until such time as there are additional paving projects in the area in order to save on cost and increase the project viability. In such cases of pavement delay the road base may require additional work prior to pavement application.

### **Arterial**

Arterial roads shall be located as required to facilitate the efficient movement of vehicles and goods into and around a community. They shall typically be placed a minimum of 800 m apart, and shall primarily only be intersected every 300 m to 400 m by collector roads.

Where existing private properties already access directly onto an arterial road, sufficient traffic lanes must be provided to ensure a consistent traffic flow. Where possible, shared driveways and/or service roads shall be utilized in order to concentrate the turning movements of traffic.

Approach locations shall be well defined in order to help delineate where to expect traffic turning. Developments along arterial roads shall have parking areas of sufficient size so as to eliminate the need for traffic backing onto the roadway when leaving a property.

Driveways onto private properties shall be minimized, as moving traffic and goods are the primary priorities. Turning lanes shall be utilized to help maintain the flow of traffic with minimal disturbances.

It is anticipated that traffic signalization will be required where arterial roads intersect, and potentially where collector roads intersect with arterial. Traffic studies and signalization warrant reports shall be conducted for all such intersections, as deemed necessary by the County.

Conventional grass swales (ditches) may be utilized along arterial roads, but ditch slopes shall be a minimum of 4:1 to facilitate maintenance and esthetics. Where drainage swales may become too deep, grass swales shall be paired with a perforated pipe system under the swale. This reduces the width of ROW needed to facilitate the drainage, and improves esthetics, traffic safety and pedestrian walkability.

Arterial roads should not allow for any on street parking

Drought and salt tolerant deciduous trees shall be planted between the curb and sidewalk, to provide shade, provide protection, and help define the pedestrian space. It is strongly encouraged to plant additional trees behind the sidewalk, on private property, in order to avoid conflicts with underground utilities.

### **Collector**

Collector roads shall typically be spaced about 300 m to 400 m apart, with intersections onto arterial roads at the same intervals in order to facilitate efficient traffic movement. When deciding on collector road location, adjacent land uses and existing and proposed arterial and collector road locations shall be considered.

Hamlet collector roads constructed to a rural standard shall utilize grassy swales integrated with a perforated pipe system (bioswales). Conventional ditches shall be discouraged as part of any new hamlet development, unless appropriate rationale is provided. Appropriate rationale shall include a brief engineering report detailing why conventional ditches are the best choice for the community, and shall include items such as esthetics, maintenance and lifespan.

When possible, locate buildings which are likely to draw high amounts of traffic to property that has direct access to an arterial road.

In residential and commercial areas, buildings shall be located near the minimum setbacks from the street in order to provide a consistent frontage and improved esthetics. Parking shall ideally be located at the side or rear of commercial buildings.

Drought and salt tolerant deciduous trees shall be planted between the curb and sidewalk (if not monolithic), to provide shade, provide protection, and help define the pedestrian space. It is strongly encouraged to plant additional trees behind the sidewalk, on private property. Trees shall be located as to avoid conflicts with underground utilities.

Use curb bump-outs to help delineate parking lanes, and to prevent them from being used for through traffic.

Roundabouts are encouraged at intersections that are anticipated to see high traffic volumes but where signalization is not warranted. These are also effective at calming traffic and limiting speed while maintaining a consistent traffic flow. Consideration shall be given to ensure that sight lines are not negatively impacted at other intersections or onto private driveways.

### **Local**

Local roads shall constitute the majority of roads within the communities. Their objective is to provide access to each individual property, and the primary purpose is to facilitate slow moving traffic frequently interrupted by vehicle turning movements and pedestrians.

On street parking is a staple feature of local roads in residential and commercial areas. Local roads constructed to a rural standard shall utilize bioswales for storm water catchment.

In commercial and residential areas buildings shall be located at the minimum setbacks from the street in order to provide a consistent frontage and improved esthetics. Parking shall ideally be located at the side or rear of commercial buildings.

Drought and salt tolerant deciduous trees shall be planted to provide shade and help define the pedestrian space. Trees shall be located as to avoid conflicts with underground utilities.

### **Core Hamlet**

Roadways shall be designed to allow adequate movement of vehicular traffic with access to both on street parking and private parking. Pedestrian movement is a key consideration when considering streets within the Core district.

Crosswalks shall be clearly marked, and may be located mid-block to help facilitate safe and efficient pedestrian movement.

Sidewalks shall be located on both sides of all streets, and be a minimum of 3 m in width in the Core area to help facilitate higher pedestrian volumes and encourage pedestrian traffic.

Deciduous trees shall be planted within or behind the sidewalks to provide shade, provide safety and to help delineate the pedestrian space. Property owners shall be strongly encouraged to plant trees on their properties to help create the sense of place and to ensure the Core is visually appealing and attracts pedestrian traffic.

Whenever possible, buildings, streets and sidewalks shall be oriented in a manner that capitalizes on sun exposure and slows winds from prevailing directions.

### **Sidewalks**

Sidewalk grades shall be minimally impacted by driveways. The sidewalk surfacing material shall be continuous across the crossing.

In locations of high pedestrian traffic, create visually distinct markings (eg. colored pavement, zebra stripes) on the driving surface to delineate the pedestrian crossing locations.

Utilize curb bump-outs to reduce the length of crosswalks, prevent parking near intersections, and increase safety by eliminating the parking lanes as through traffic lanes.

Sidewalks shall be located in all areas where even moderate levels of pedestrian traffic are anticipated.

Sidewalks shall be located along both sides of arterial roads, both sides of collector roads where high traffic volumes are anticipated, and on one side along low volume collectors and local roads. Refer to the Zoning Standards Chart for additional information regarding the requirements for sidewalks.

Greenlink corridors shall have a sidewalk and an asphalt path, on opposite sides of the road ROW. This same standard shall be applied to arterial and high volume collector roads.

Where sidewalks are required along roads constructed to Rural Standard, the sidewalk shall be either 1.5 m wide concrete or 2.4 m wide asphalt.

### **Private Roads**

Private streets shall be constructed to an appropriate comparable municipal standard as if it were a public road. This applies to developments such as Manufactured Home Parks and commercial developments with multiple tenants on a common property.

## **HAMLET REDEVELOPMENT**

Design criteria will be in keeping with Mackenzie County's GMIS.

### **Redevelopment Standards**

For all areas being redeveloped, the goal is to improve the infrastructure to match the criteria for new development of the same zoning. This will not always be possible because of the existing right-of-way widths and adjoining development.

Whenever a redevelopment is proposed and there are existing restrictions (eg. ROW widths), a brief engineering report shall be prepared outlining the long term benefits of



working around the obstacles, or removing the obstacles and meeting the criteria of a new build.

This report shall include but shall not be limited to:

- short and long term cost analysis
- future traffic (vehicular and pedestrian) flow implications
- potential safety compromises (lane widths and sight distances)
- esthetic impact
- all other relevant information.

Consideration shall always be provided to account for continuity and additional future plans. If the esthetic of a neighborhood is to be maintained, careful consideration shall be given when upgrading a street to maintain the current esthetic. Careful transitioning from curb and gutter roads to roads with a detached sidewalk and bioswales may be necessary to match the esthetic of a neighborhood without negatively impacting the overall esthetic along the roadway, or the pedestrian and vehicular traffic capabilities along the street.

### **Upgrading Priorities**

When considering road upgrades with Hamlets, the County shall prioritize roads in the following order:

1. Arterial
2. Core
3. Collector
4. Local

See Appendix A for a map depicting road upgrades identified on a priority basis utilizing the above priority ranking.

Appendix A shall be reviewed annually by administration and further reviewed and approved by Council. This shall be utilized for budgeting purposes and growth considerations.

### **Funding**

When upgrades to heavy commercial/industrial areas are warranted, the costs of asphalt and street lighting shall be split evenly between the County and property owners adjacent to the improvement area. The County will create local improvement bylaws to recoup the landowner costs.

### **LEAP FROG DEVELOPMENT**

When a developer chooses to develop in an area that is not easily serviced by existing municipal infrastructure and where significant amounts of the newly installed infrastructure will remain underutilized at full build out of the proposed development, the

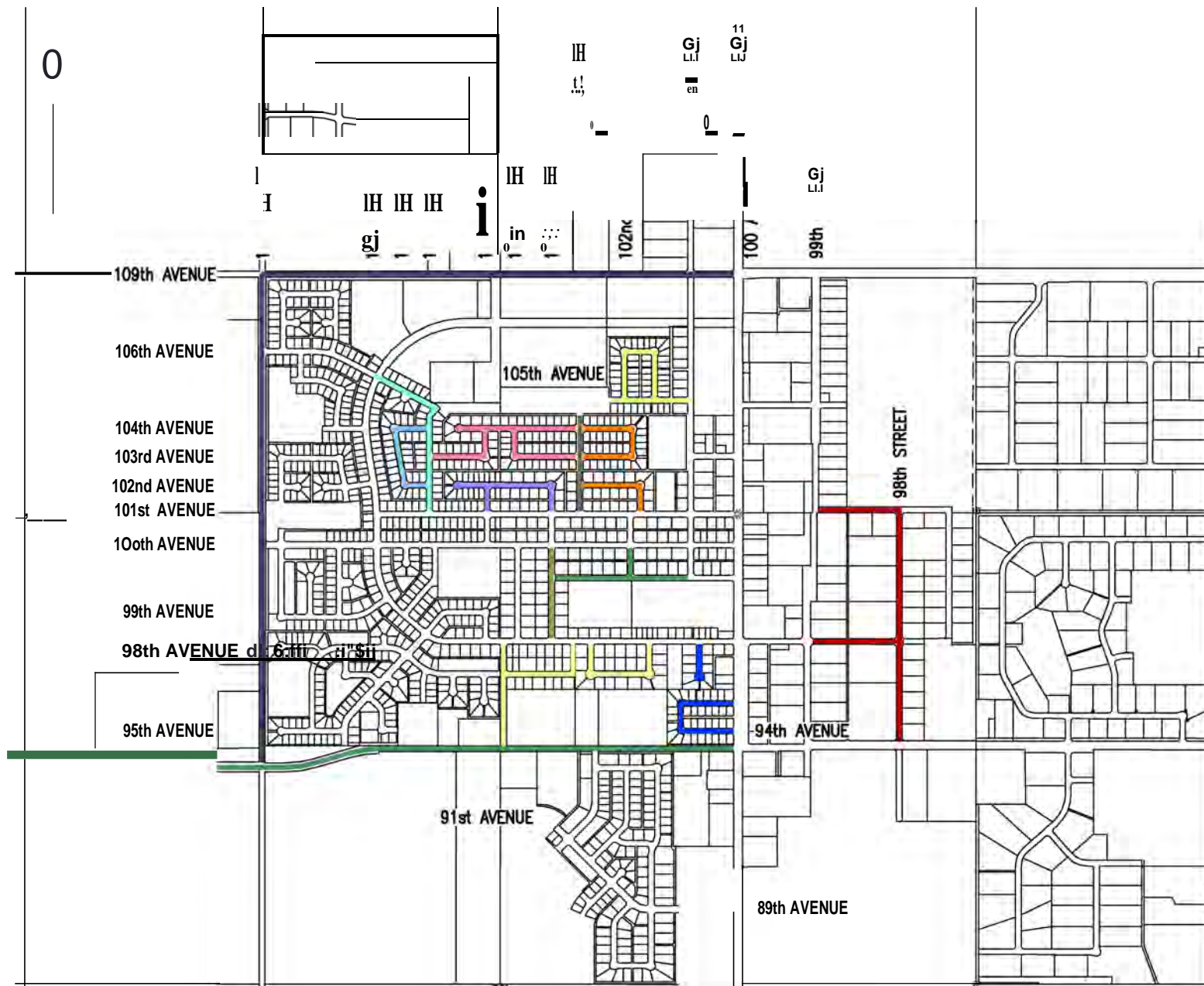
developer shall upfront all costs of the installation of municipal infrastructure, including oversizing to provide future servicing of adjacent undeveloped lands.

The County will endeavor to assist in the recovery of these costs from other benefitting lands at the time of the future developments primarily by way of issuing and collecting offsite levies but may also utilize different available tools.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	18-Jun-02	02-460
<b>Amended</b>	13-Jan-04	04-009
<b>Amended</b>	23-Jun-04	04-510
<b>Amended</b>	10-May-05	05-255
<b>Amended</b>	13-Dec-05	05-674
<b>Amended</b>	26-Mar-09	09-03-227
<b>Amended</b>	13-Oct-10	10-10-855
<b>Amended</b>	23-Feb-11	11-02-199
<b>Amended</b>	11-Feb-14	14-02-072
<b>Amended</b>	30-Jan-15	15-01-053
<b>Amended</b>	2017-02-28	17-02-146

## **Appendix A**

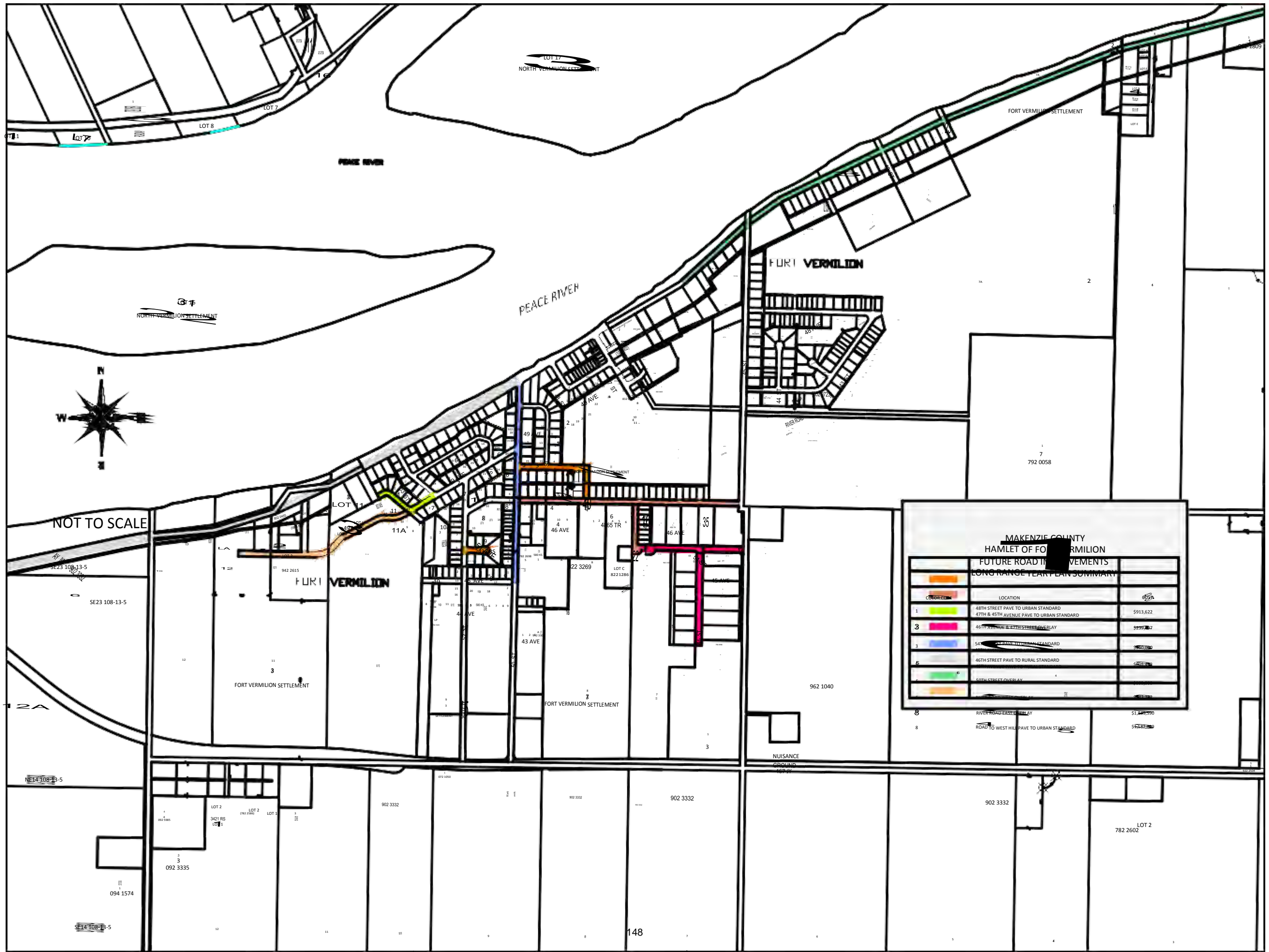
Hamlet road improvement maps



**MACKENZIE COUNTY  
HAMLET OF LA CRETE**  
**FUTURE ROAD IMPROVEMENTS**  
**LONG RANGE PLAN SUMMARY**

COLOUR CODE	LOCATION	COST
1	94th Avenue Recap	\$645,000
	94th Avenue West of 113th Street Base & Paving	\$945,000
	99th Avenue Paving to Urban Standard	\$1,480,000
	Traffic Lights	\$200,000
2	104th Street Pave to Rural Standard	\$360,000
3	95th & 96th Avenue Pave to Urban Standard	\$1,260,000
	101st Street Pave to Urban Standard	\$320,000
4	106th Street Pave to Urban Standard	\$920,000
	97th Avenue Pave to Urban Standard	\$2,060,000
5	109th Avenue Base & Paving to Rural Standard	\$1,900,000
	113th Street Base & Paving to Rural Standard	\$1,900,000
6	103rd Street Pave to Urban Standard	\$890,000
7	107th Street & 106th Avenue Pave to Urban Standard	\$1,600,000
8	102nd, 103rd, & 104th Avenue Pave to Rural Standard	\$850,000
9	102nd Avenue Pave to Rural Standard	\$600,000
10	103rd & 104th Avenue Pave to Rural Standard	\$1,160,000
11	108th Street Pave to Rural Standard	\$450,000
12	105th & 106th Avenue Pave to Rural Standard	\$840,000
13	98th Street Base & Paving to Rural Standard	\$1,740,000
	<b>TOTAL=</b>	<b>\$20,120,000</b>

SCALE 1:20,000  
NOVEMBER 25, 2014

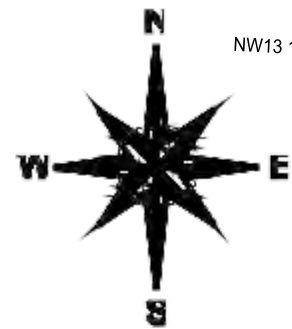


NOT TO SCALE

**MAKENZIE COUNTY  
HAMLET OF FORT VERMILION  
FUTURE ROAD IMPROVEMENTS  
LONG RANGE YEAR PLAN SUMMARY**

IMPROVEMENT	LOCATION	EST. COST
1	48TH STREET PAVE TO URBAN STANDARD 47TH & 45TH AVENUE PAVE TO URBAN STANDARD	\$913,622
3	46TH AVENUE & 47TH STREET OVERLAY	\$255,000
3	54TH AVENUE PAVE TO RURAL STANDARD	\$255,000
6	46TH STREET PAVE TO RURAL STANDARD	\$255,000
7	50TH STREET OVERLAY	\$255,000
8	RIVER ROAD OVERLAY	\$1,250,000
8	ROAD TO WEST HILL PAVE TO URBAN STANDARD	\$255,000



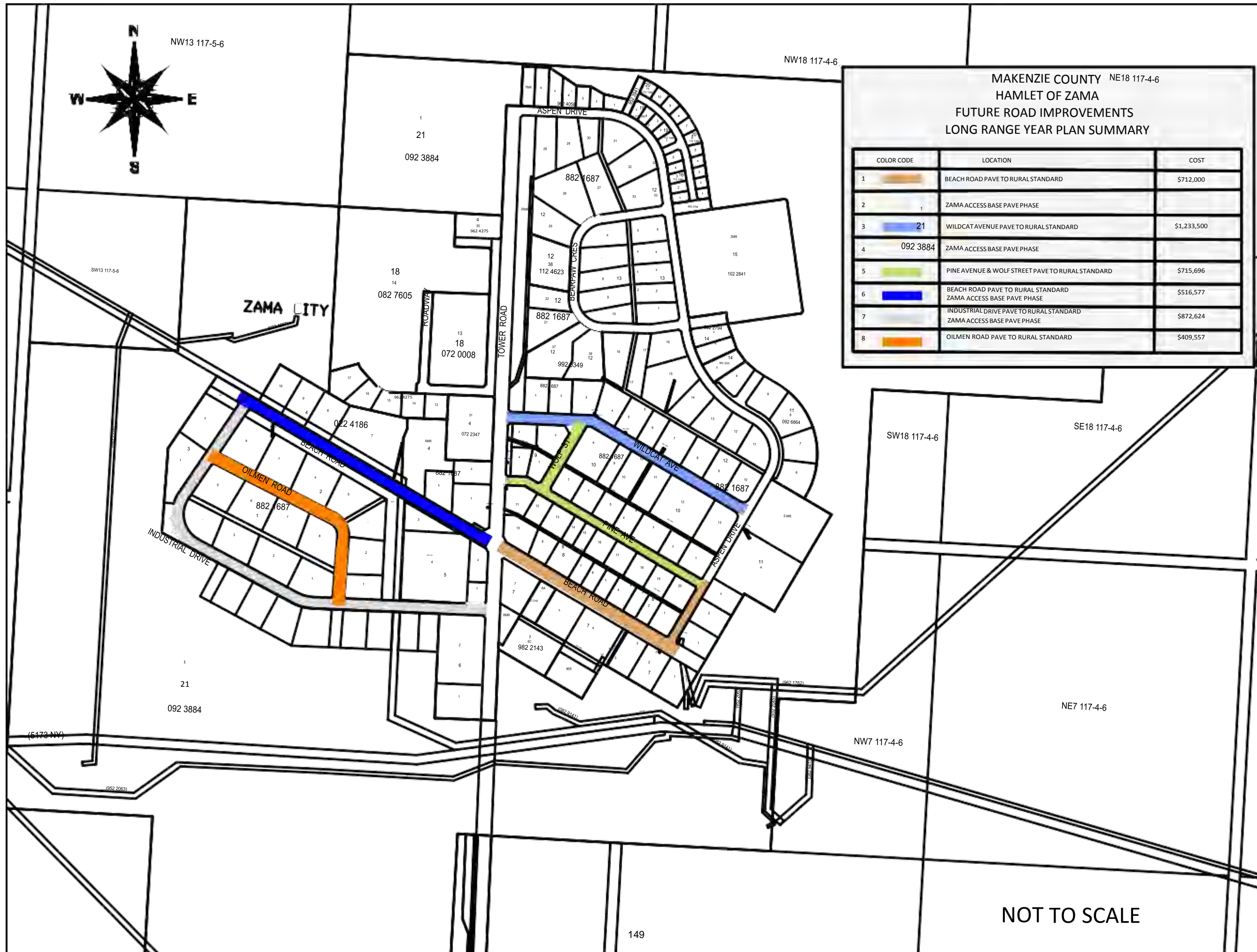


NW13 117-5-6

NW18 117-4-6

MAKENZIE COUNTY NE18 117-4-6  
 HAMLET OF ZAMA  
 FUTURE ROAD IMPROVEMENTS  
 LONG RANGE YEAR PLAN SUMMARY

COLOR CODE	LOCATION	COST
1	BEACH ROAD PAVE TO RURAL STANDARD	\$712,000
2	ZAMA ACCESS BASE PAVE PHASE	
3	21 WILDCAT AVENUE PAVE TO RURAL STANDARD	\$1,233,500
4	092 3884 ZAMA ACCESS BASE PAVE PHASE	
5	PINE AVENUE & WOLF STREET PAVE TO RURAL STANDARD	\$715,696
6	BEACH ROAD PAVE TO RURAL STANDARD ZAMA ACCESS BASE PAVE PHASE	\$516,577
7	INDUSTRIAL DRIVE PAVE TO RURAL STANDARD ZAMA ACCESS BASE PAVE PHASE	\$872,624
8	OILMEN ROAD PAVE TO RURAL STANDARD	\$409,557



NOT TO SCALE







In addition to the amended Reserve Policy draft document, administration created two supplementary items in an Appendix: a Municipal Reserve Valuation Map that includes pre-determined values for lands across Mackenzie County, and a Quick Reference Chart that summarizes and compares the three different types of reserve.

The current value determination process is carried out by the County. For each subdivision, the planning and development department will request a market value for the parcel of land to be subdivided from an external assessor. The Municipal Planning Commission has found inconsistencies in many of the values received by the assessor. In an effort to simplify the value determination process for both residential and non-residential subdivisions within Mackenzie County, administration has developed a map with six (6) Municipal Valuation Areas. It is intended that, moving forward, this map be the default for MR value determination in the subdivision process. It is expected that the use of this map for MR will minimize future disputes and create overall consistency across the different areas of Mackenzie County. The applicant will still have the option to get a third-party assessment done at their own expense if they do not agree with the value determined on the map.

The current Municipal Reserve Policy, along with the amended Reserve Policy draft document and Appendices are attached for your information.

**OPTIONS & BENEFITS:**

Options are to pass, defeat, or table this motion.

**COSTS & SOURCE OF FUNDING:**

N/A

**SUSTAINABILITY PLAN:**

**Strategy E16.7** Promote a balanced and factual approach to protecting environmentally sensitive areas.

**Goal E18** Create a sustainable Industry and Land Use Policy.

**Goal N1** Mackenzie County's river valleys are maintained in their natural state and are legislated to remain such in perpetuity.

**Strategy N1.1** Protect the natural state of Mackenzie County's river valleys with strongly worded municipal bylaws that control development.

**Strategy N1.2** Develop municipal bylaws and policies to support continuing public access to the County's river valleys.

Author: R Wolfe Reviewed by: B Peters CAO: \_\_\_\_\_

**Strategy N1.3** Develop municipal policy to ensure that sound environmental protection, maintenance and utilization practices serve to preserve the health and safety of the valleys (especially sound practices to guide the development of any future roadways that must be built over a river).

**Goal N2** Mackenzie County's environmentally sensitive areas are well preserved.

**Strategy N2.1** Identify and maintain an up-to-date inventory of Mackenzie County's environmentally sensitive land areas or ones that are at risk of becoming environmentally sensitive.

**Strategy N2.2** If applicable, select lands area(s) that the County wishes to protect from development and develop rationales and string municipal policies/standards for their protection to ensure that sounds environmental protection, maintenance and ongoing utilization practices serve to preserve environmentally sensitive lands.

**Strategy Z1.3** Schedule a dedicated item at each annual Council planning session to:

- Review the sustainability plan's key performance indicators,
- Update or amend any goals, strategies, key performance indicators and/or timelines as required.

**COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

**POLICY REFERENCES:**

DEV005 Municipal Reserve Policy

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That Policy DEV005 Municipal Reserve Policy be amended as presented.

**Author:** R Wolfe      **Reviewed by:** B Peters      **CAO:** \_\_\_\_\_

## Mackenzie County

<b>TITLE</b>	Municipal Reserve Policy	<b>Policy No:</b>	DEV005
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<b>LEGISLATION REFERENCE</b>	Municipal Government Act – Division 8
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### **PURPOSE**

Establish clarity on the dedication of Municipal Reserve lands.

### **POLICY STATEMENT**

Mackenzie County receives various requests for subdivisions, both within the hamlets and in the rural areas. As per the Municipal Government Act (MGA), the County may receive municipal reserve (MR), in the form of land or money, or a combination there of, for the provision of future services. This policy will ensure consistency and clarity on how municipal reserve is collected and managed.

### **DEFINITIONS**

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

**Quarter Section** - means 160 acres (64.75 Ha), more or less, as described in Sections 18 to 28 of the Alberta Surveys Act, RSA 2000.

### **GENERAL PROVISIONS**

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

This policy addresses how the County will collect Municipal Reserve from urban and rural subdivisions, and how Municipal Reserve will be managed and the considerations required for the disposal of Municipal Reserve land.

The MGA states that reserve dedication is based on the original quarter section, with a land size of 160 acres more or less, as described within the Surveys Act of Alberta.

The MGA states that the maximum amount of land to be designated as municipal or school reserve cannot exceed 10% of the original parcel area, less any lands designated for environmental reserve.

For all municipal reserve, environmental reserve or school reserve designations, the County shall consider the viability of the project and the developer's economic case. The deciding factor for amount of designation, location of designation, or money in lieu of land shall always be made in the interest of bettering the community at large.

As per the MGA, there are several situations where an applicant is exempt from providing municipal reserve for a subdivision:

- Where only one lot is to be created from a quarter section of land;
- Where land is to be subdivided into parcels of 16.0 Ha (39.5 acres) or more and is to be used only for agricultural purposes;
- The land to be subdivided is 0.8 Ha (2.0 acres) in size or less; and
- Where reserves have already been provided for the subject parcel.

## **RURAL SUBDIVISIONS**

For all subdivisions that require an MR dedication, the County's preference for type of dedication received shall be:

- Commercial/Industrial subdivisions – Land dedication only as required to provide adequate buffer strips between potentially conflicting land uses, to protect environmentally sensitive areas, or to provide linear trail and drainage areas. The remainder of the dedication shall be as cash in lieu of land.
- Single lot residential subdivisions (excluding the first subdivision from a quarter section) – cash in lieu of land
- Multi-lot residential subdivisions – a combination of land and cash in lieu of land. Land dedication shall be sufficient to allow for a future park and/or municipal service, linear trail or drainage areas, as buffer strips between potentially conflicting land uses, and to protect environmentally sensitive areas.
- Environmentally sensitive areas shall be dedicated as either municipal reserve or environmental reserve, whichever is deemed more beneficial to the County.

For parcels of land that are less than a quarter section, but where the remainder of the quarter section remains crown land, municipal reserve calculations shall be performed according to the entire quarter section.

For the purpose of this bylaw, all river lots shall be overlaid with the ATS grid, and municipal reserve calculations shall be calculated based on the theoretical quarter section.

## **URBAN SUBDIVISIONS**

For all urban subdivisions, municipal reserve dedication shall be:

- Commercial/Industrial subdivisions – Land dedication only as required to provide adequate buffer strips between potentially conflicting land uses, to protect environmentally sensitive areas, or to provide linear trail and drainage areas. The remainder of the dedication shall be as cash in lieu of land.
- Residential subdivisions – land, or a combination of land and cash in lieu of land. Land dedication shall be sufficient to allow for a future park and/or municipal service, linear trail or drainage areas, as buffer strips between potentially conflicting land uses, and to protect environmentally sensitive areas.
- Environmentally sensitive areas shall be dedicated as either municipal reserve or environmental reserve, whichever is deemed more beneficial to the County, when considering the long term impact and growth of the surrounding community.

## **VALUE DETERMINATION**

Where cash is required in lieu of land, Municipal Reserve value shall be determined based on the market value for proposed use and the existing servicing of the land in question. Proposed improvements shall not be considered when determining the land value for the purpose of calculating the Municipal Reserve levy.

The MGA states that the applicant shall provide the market value appraisal, and that it must be provided within 35 days of applying for the subdivision approval.

The County will get their assessor to determine the Municipal Reserve levy, and the County will provide this value to the applicant. Should the applicant be satisfied with the value determined by the County assessor, the County will consider this as the applicants market value appraisal. Should the applicant not be satisfied with the value determined by the County assessor, they may get an independent third party market value appraisal completed and provide it to the County. The County and applicant will then meet to discuss the variation in the assessed values, and jointly agree on the final value.

The total amount of Municipal Reserve money that shall be paid to the County will be included with the subdivision approval.

**CALCULATIONS**

To provide clarity on the calculations for reserve dedication:

**Environmental Reserve needed:**

Area of parcel to be subdivided:	40.00 ha
Lands to be designated environmental reserve:	<u>3.50 ha</u>
Area of parcel to be considered for municipal or school reserve:	36.50 ha
Total maximum municipal and/or school reserve dedication (10%):	3.65 ha

**No Environmental Reserve needed:**

Area of parcel to be subdivided:	40.00 ha
Lands to be designated environmental reserve:	<u>0.00 ha</u>
Area of parcel to be considered for municipal or school reserve:	40.00 ha
Total maximum municipal and/or school reserve dedication (10%):	4.00 ha

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	11-Mar-14	14-03-140



## Mackenzie County

<b>TITLE</b>	Reserve Policy	<b>Policy No:</b>	DEV005
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<b>LEGISLATION REFERENCE</b>	Municipal Government Act – Part 17, Division 8
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### PURPOSE

Establish a framework for the dedication of Reserve lands.

### POLICY STATEMENT

Mackenzie County receives various applications for subdivisions, within both urban and rural areas. As per the Municipal Government Act (MGA), the County may require the dedication of Municipal Reserve (MR), Environmental Reserve (ER) or Conservation Reserve (CR). This policy will and clarify the different types of reserve lands, and provide criteria to guide and manage MR, ER, and CR in Mackenzie County.

### DEFINITIONS

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

**Conservation Reserve (CR)** – land dedication collected during the subdivision application process for lands that do not meet the requirements of Environmental Reserve and that the County deems environmentally significant and wishes to conserve, as designated under Division 8 of the Municipal Government Act (MGA).

Examples of CR:

- Wildlife corridors
- Significant tree stands

**Environmental Reserve (ER)** – land dedication collected during the subdivision application process for lands that are considered undevelopable, unstable, or present a significant risk of personal injury or property damage during development or use of the land, as per Division 8 of the Municipal Government Act (MGA).

Examples of ER:

- Swamp, gully, ravine, or natural drainage course
- Lands that are subject to flooding
- A strip of land, not less than 6 metres in width, abutting the bed and shore of any body of water

**Municipal Reserve (MR)** – land dedication collected during the subdivision application process for lands that the subdivision authority wishes to set aside for the provision of future services, as per Division 8 of the Municipal Government Act (MGA).

Examples of MR:

- Public parks
- Groomed parkland of all sizes
- Sports field, including athletic parks
- Land for arenas, pools, leisure, community or cultural centres
- Open space areas around schools or other facilities
- Pathways
- Golf courses
- Redeveloped landfill sites for recreational parks
- Fire Hall
- Municipal infrastructure

## GENERAL PROVISIONS

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

This policy will provide direction for the acquisition of reserve lands in new subdivisions, the ongoing management of reserve lands, and the considerations required for the disposal of existing reserve lands.

The Municipal Government Act states the required purposes for each type of reserve land as follows:

**Municipal Reserve:** to allocate lands for use as a public park, a public recreation area, school board purposes, or to separate areas of land that are used for different purposes, as set out in the MGS s.671.1(1,2).

**Environmental Reserve:** to avoid development of unstable lands, to ensure safe public access to lands, to preserve the natural features of the land and to prevent pollution of land adjacent to water bodies, as set out in MGA s.664(1.1).

**Conservation Reserve:** to enable the municipality to protect and conserve land that the subdivision authority deems environmentally significant, as set out in the MGA s.664.2(1)(c,d).

For all municipal, environmental or conservation reserve designations, the County shall consider the viability of the project and the developer's economic case. The deciding

factor for amount of designation, location of designation, or money in lieu of land shall always be made in the interest of bettering the community at large.

Stormwater ponds that are considered a “natural drainage course” may be designated as ER. If the stormwater pond has a recreational function, it may be designated as MR. A stormwater pond will be designated as a Public Utility Lot (PUL) if the pond is used to reduce peak flow rates to downstream sewer systems and/or watercourses. Another use that would be acceptable is to provide a temporary receiving area for major drainage flows.

As per Section 663 of the MGA, there are several situations where reserves are not required for a subdivision:

- one lot is to be created from a quarter section of land,
- land is to be subdivided into lots of 16.0 hectares or more
- land is to be used only for agricultural purposes,
- the land to be subdivided is 0.8 hectares or less, or
- reserve land, environmental reserve easement or money in place of it was provided in respect to the land that is the subject of the proposed subdivision under this Part or the former Act.

## **RURAL SUBDIVISIONS**

### **Conservation Reserve (CR):**

Lands that the County deems environmentally significant but do not meet the requirements of ER shall be dedicated as CR.

### **Environmental Reserve (ER):**

Environmentally sensitive areas shall be dedicated as either MR or ER, whichever is deemed more beneficial to the County.

### **Municipal Reserve (MR):**

For all subdivisions that require an MR dedication, the County’s preference for type of dedication received shall be:

- Commercial/Industrial subdivisions – Land dedication only as required to provide adequate buffer strips between potentially conflicting land uses, to protect environmentally sensitive areas, to provide linear trail and drainage areas or for future municipal infrastructure. The remainder of the dedication shall be as cash in lieu of land.
- Single lot residential subdivisions (excluding the first subdivision from a quarter section) – Cash in lieu of land

- Rural country residential subdivisions – A combination of land and cash in lieu of land. Land dedication shall be sufficient to allow for a future park and/or municipal service, linear trail or drainage areas, as buffer strips between potentially conflicting land uses, and to protect environmentally sensitive areas.
- For parcels of land that are designated for community recreational purposes, the allotted 10% MR dedication may be waived by the County.
- It is the discretion of the County to determine the percentage of MR dedication regarding recreational uses, whereby the County will evaluate the size of the proposed recreational area.

## **URBAN SUBDIVISIONS**

### **Conservation Reserve (CR):**

Lands that the County deems environmentally significant but do not meet the requirements of ER shall be dedicated as CR.

### **Environmental Reserve (ER):**

Environmentally sensitive areas shall be dedicated as either MR or ER, whichever is deemed more beneficial to the County, when considering the long term impact and growth of the surrounding community.

### **Municipal Reserve (MR):**

For all urban subdivisions, MR dedication shall be:

- Commercial/Industrial subdivisions – Land dedication only as required to provide adequate buffer strips between potentially conflicting land uses, to protect environmentally sensitive areas, to provide linear trail and drainage areas or for future municipal infrastructure. The remainder of the dedication shall be as cash in lieu of land.
- Residential subdivisions – Land, or a combination of land and cash in lieu of land. Land dedication shall be sufficient to allow for a future park and/or municipal service, linear trail or drainage areas, as buffer strips between potentially conflicting land uses, and to protect environmentally sensitive areas.

## **VALUE DETERMINATION**

### **Conservation Reserve:**

The Municipality is required to compensate the developer, as the land is set aside and therefore unable to be sold or developed. The value determination process for CR shall be the same as that of MR.

### **Environmental Reserve:**

Municipalities are not required to compensate the developer.

### **Municipal Reserve:**

Where cash is required in lieu of land, MR value shall be determined based on the market value for proposed use and the existing servicing of the land in question. Proposed improvements shall not be considered when determining the land value for the purpose of calculating the Municipal Reserve levy.

The MGA states that the applicant shall provide the market value appraisal, and that it must be provided to the County within 35 days of applying for the subdivision approval. As the County has authority over Municipal Reserve lands, Mackenzie County has established a process that will simplify this process for the applicant. Six (6) Municipal Reserve Valuation Areas have been determined within the boundaries of Mackenzie County (see *Appendix A for map*). Each area includes a pre-determined dollar value per acre for both residential and non-residential use. For the purposes of this map, residential refers to any subdivision of a new or existing yard site, and non-residential refers to any other uses such as commercial or industrial. The map in Appendix A includes the majority of the developed areas within Mackenzie County and does not display the entirety of County's boundaries; therefore, it is noted that the pre-determined values for Areas 2 and 6 do apply to lands that extend beyond what is shown on the map.

Should the applicant not be satisfied with the value determined by the County, they may refer back to the MGA and get an independent third party market value appraisal completed and provide it to the County. The County and applicant will then meet to discuss the variation in the assessed values, and jointly agree on the final value.

The total amount of Municipal Reserve money that shall be paid to the County will be included with the subdivision approval.

The MGA states that the maximum amount of land to be designated as municipal or school reserve cannot exceed 10% of the original parcel area, less any lands designated for environmental reserve.

There are a few instances where an exemption from Municipal Reserve is permitted, as per Section 663 of the Municipal Government Act (MGA).

Lands dedicated for the provision of roads or utilities, including storm-water management systems, shall be considered developable lands and will be included in the calculation of MR.

## CALCULATIONS

To provide clarity on the calculations for ER dedication:

### Environmental Reserve needed:

Area of parcel to be subdivided:	40.00 ha
Lands to be designated environmental reserve:	<u>3.50 ha</u>
Area of parcel to be considered for municipal or school reserve:	36.50 ha
Total maximum municipal and/or school reserve dedication (10%):	3.65 ha

### No Environmental Reserve needed:

Area of parcel to be subdivided:	40.00 ha
Lands to be designated environmental reserve:	<u>0.00 ha</u>
Area of parcel to be considered for municipal or school reserve:	40.00 ha
Total maximum municipal and/or school reserve dedication (10%):	4.00 ha

## DEFERRAL

### Municipal Reserve (MR):

The subdivision authority may, in some cases, direct that municipal reserve requirements be deferred against. Deferral is only permitted for the remainder of the parcel that is the subject of the proposed subdivision, or for other lands within the municipality that are owned by the person who is applying for subdivision approval. The subdivision authority must file a caveat in a land titles offices against the title of the land to which the deferral relates, as per Section 669 of the MGA.

## DISPOSAL

### Conservation Reserve:

As per s.674 of the MGA, a CR designation may only be removed if the parcel of land is wholly or substantially destroyed by fire, flood or other event that is beyond a municipalities control and therefore, in Council's opinion, no longer has a purpose to be protected or conserved. Removal of designation may only be permitted through a public process. A public hearing must be held and notices must be posted on or near the CR that is subject of the hearing. Council must direct a designated officer to notify the Registrar and the CR will be removed upon approval. The Municipality then has the authority to sell, lease or otherwise dispose of the land. The proceeds must be used only for the purposes of protecting and conserving other lands that have environmental significance.

**Environmental Reserve:**

Change of boundaries or use, lease or disposal is permitted. A public hearing must be held and notices must be posted on or near the ER that is subject of the hearing. Proceeds may only be used to provide land for the purposes of a public park, public recreation area, school board purposes, or to separate areas of land that are used for different purposes

**Municipal Reserve:**

If Council wishes to sell, lease or otherwise dispose of MR, a public hearing must be held and notices must be posted on or near the MR that is subject of the hearing.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	11-Mar-14	14-03-140
<b>Amended</b>		

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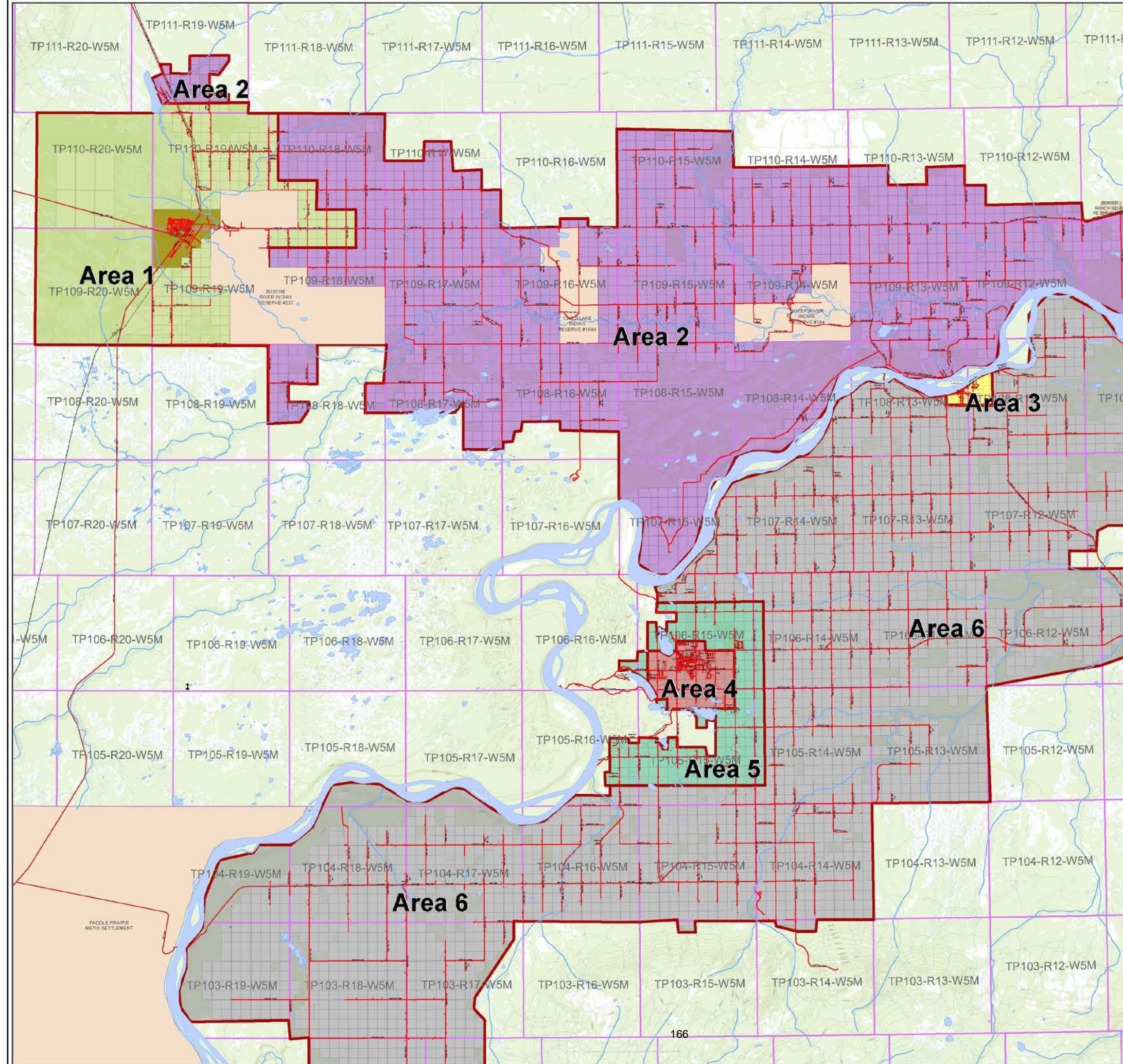
**APPENDIX A**

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**Municipal Reserve  
Valuation Map**

DRAFT





- Area 1**  
Residential - \$ 8,000/Acre  
Non-Residential - \$ 11,000/Acre
  - Area 2 \***  
Residential - \$ 6,000/Acre  
Non-Residential - \$ 7,500/Acre
  - Area 3**  
Residential - \$ 8,000/Acre  
Non-Residential - \$ 9,500/Acre
  - Area 4**  
Residential - \$ 15,000/Acre  
Non-Residential - \$ 17,500/Acre
  - Area 5**  
Residential - \$ 9,000/Acre  
Non-Residential - \$ 11,000/Acre
  - Area 6 \***  
Residential - \$ 7,000/Acre  
Non-Residential - \$ 8,500/Acre
- \* Note:  
\* Area 2 and Area 6 extend beyond what is shown in this Map.

- Town of HighLevel
- Cadastral Layer
- TWP Range Linework
- First Nation Reserves
- Road Network
- Highways
- Address Locations

Information on this map is provided solely for the user's information and, while thought to be accurate, is provided strictly "as is" and without warranty of any kind, either expressed or implied.

The Mackenzie County, its agents, employees or contractors will not be liable for any damages, direct or indirect, or lost profits or data arising out of use of information provided on this map.





**APPENDIX B**

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**Reserve Policy  
Quick Reference Chart**

DRAFT

**Table 1.** Comparison of conservation reserves, environmental reserves and municipal reserves with reference to the Municipal Government Act (MGA)

	<b>Conservation Reserve (CR)</b>	<b>Environmental Reserve (ER)</b>	<b>Municipal Reserve (MR)</b>
<b>Purpose/Use</b>	<ul style="list-style-type: none"> <li>&gt;To enable the municipality to protect and conserve environmentally significant areas s.664.2(1)</li> <li>&gt;Land must remain in its natural state s.674.1(1)</li> </ul>	<ul style="list-style-type: none"> <li>&gt;To avoid development of unstable lands, to preserve the natural features of the land and to prevent pollution of land adjacent to water bodies as set out in the MGA s.664(1)</li> <li>&gt; Land must be left in its natural state or be used as a public park s.671(1)</li> </ul>	<ul style="list-style-type: none"> <li>To allocate lands for use as a public park, a public recreation area, school board purposes, or to separate areas of land that are used for different purposes, as set out in the MGS s.671.1(1,2).</li> </ul>
<b>Timing</b>	At subdivision	At subdivision	At subdivision
<b>Compensation</b>	Municipalities are <u>required</u> to compensate the developer as the land is set aside and therefore unable to be sold or developed s.664.2(2)	Municipalities are <u>not required</u> to compensate the developer	Municipalities are <u>not required</u> to compensate the developer
<b>Requirements</b>	<ul style="list-style-type: none"> <li>&gt;Fair market value required</li> <li>&gt;Must be deemed environmentally significant by the subdivision authority and lands must be identified in the Municipal Development Plan</li> <li>&gt;Lands that could not be required as Environmental Reserve s.664.2(1)</li> </ul>	<ul style="list-style-type: none"> <li>&gt;Scientifically defensible setbacks to prevent pollution</li> <li>&gt;Engineering report including unstable/hazardous lands</li> <li>&gt;Determine lands are a natural drainage course</li> <li>&gt;Determine lands are subject to flooding s.664(1)</li> </ul>	<ul style="list-style-type: none"> <li>&gt;The second subdivision out of a quarter section requires MR</li> </ul>

<p><b>Disposal</b></p>	<p>&gt;Disposal through public process only if lands have been significantly destroyed by unforeseen events &gt;Removal of CR designation is permitted through a public process (public hearing and notices posted on or near CR) &gt;A request is sent to the Registrar &gt;Proceeds from lease/removal must be use only for the purposes of protecting and conserving land that has environmental significance s.674.1 s.674.2</p>	<p>&gt;Change of boundaries or use, lease or disposal through public process (public hearing and notices posted on or near ER) &gt;Proceeds may be used only to provide land for the purposes of a public park, public recreation area, school board purposes, or to separate areas of land that are used for different purposes s.676(1)</p>	<p>&gt; MR is permitted to be sold, leased, or otherwise disposed of through a public process (public hearing and notices posted on or near MR)</p>
<p><b>Examples</b></p>	<p>&gt;Wildlife corridors, tree stands &gt;Any feature deemed environmentally significant by the subdivision authority</p>	<p>&gt;A swamp, gully, ravine, coulee or natural drainage course &gt;Land that is unstable, adjacent to a water body or subject to flooding</p>	<p>&gt;Public parks, groomed parkland of all sizes, sports field, including athletic parks, land for arenas, pools, leisure, community or cultural centres &gt;Open space areas around schools or other facilities &gt;Pathways &gt;Golf courses &gt;Redeveloped landfill sites for recreational parks</p>





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>November 27, 2019</b>
<b>Presented By:</b>	<b>Byron Peters, Director of Planning and Development</b>
<b>Title:</b>	<b>Organic Alberta CARES Application – Request for Support</b>

## **BACKGROUND / PROPOSAL:**

Organic Alberta successfully obtained a Community and Regional Economic Support (CARES) grant from the provincial government a few years ago, with which they created the Mackenzie Organic Success Program. The original funding and time frame end in 2020, and Organic Alberta would like to see the program continue. In order to continue the program, which will be used to try and further grow and diversify organic production and processing, Organic Alberta is applying for the CARES grant again.

Organic Alberta has asked for a letter of support from the County, and also for a financial contribution. The financial contribution can be cash and/or in-kind contributions.

See attached page for a program overview.

The application deadline for the CARES grant is December 2<sup>nd</sup>.

## **OPTIONS & BENEFITS:**

The project aims to further diversify the agriculture sector within the County, with a focus on more sustainable methods of organic production. The CARES program provides 50% of the funding, and Organic Alberta along with other partners would provide the remainder of the funding.

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

Administration recommends a \$10,000 cash contribution to the project, along with an additional in-kind component to be funded from the General Operating Reserve.

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

**SUSTAINABILITY PLAN:**

**Strategy E14.2** Establish a research fund that would use accrued interest to grant funds for northern research projects.

**Strategy E14.3** Encourage the County’s Agricultural Services Board to work with the local agricultural societies and Mackenzie Applied Research Association to identify and implement sustainable agricultural practices.

**Strategy E14.4** Explore and pursue opportunities to secure research funds for MARA/County.

**Goal E15** That value added agricultural opportunities be pursued to ensure that sustainable employment opportunities are created and maintained within the County.

**Strategy E15.1** Work with partners to identify external sources of strategic expertise/assistance necessary to advocate for the establishment of agri-businesses.

**Strategy E15.2** Identify and promote establishment of local organizations that will be eligible to participate fully in provincial marketing boards as a means to distribute their products.

**Goal E23** The County’s business communities can provide local products and services to meet consumer demand.

**Goal E28** Mackenzie County’s economy has the capacity to moderate the local impacts of dramatic economic up and downturns in resource sector activities

**Strategy E28.2** The County will support efforts to diversify its economic base.

**Goal N3** Optimal use is made of County farm land.

**COMMUNICATION/PUBLIC PARTICIPATION:**

N/A

**POLICY REFERENCES:**

N/A

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



**RECOMMENDED ACTION:**

- Simple Majority       Requires 2/3       Requires Unanimous

That Mackenzie County provide a letter of support to Organic Alberta for their CARES program application including a contribution of \$10,000, subject to grant funding approval, with funding coming from the General Operating Reserve.

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

## CARES Application November 2019

### **Project Overview**

Growth of organic production in Mackenzie County continues to grow substantially. The area now has 272 certified growers, an increase of 44 producers from 2017 to 2018. Mackenzie County has 41 per cent of total organic operations in Alberta. This substantial and rapid growth provides both opportunities and challenges. Based on the findings from the Needs Assessment conducted during the Mackenzie Organic Success Program and the continuous work being done in Mackenzie County, Organic Alberta has identified crop and market diversification as priority areas that will contribute to the growth and resiliency of the organic sector as a whole in the Mackenzie County.

Organic Alberta proposes to address these priority areas with a new 18 month funding application through the Community and Regional Economic Support Program (CARES). The goal of the program is to improve crop quality and diversification, provide marketing and agronomy support, to help growers be successful. As farmers begin to better understand how to improve crop quality and understand buyer requirements, this could lead to new markets.

Crop rotation diversification provides agronomic benefits, reduces production risks and provides resiliency to the organic system. It could also prevent a potential loss of farmers from the organic sector due to a dependency on oat and pea, by providing alternatives. Adding diverse crops to the rotation will ensure that oat and peas can continue to be produced in current quantities, and not collapse from disease, weed, or market pressures. New crops could potentially lead to the creation of a value-added industry in the Region. Production of heritage wheat varieties, for example, could allow the local flour mill (Early Dawn Mill) to expand its production and sales to an increasingly demanding niche baking industry in Alberta looking for product traceability. Furthermore, the seed cleaning requirements associated with new crop could lead to new business development for local entrepreneur like Sunrise Mobil seed cleaning.

Diversification options for organic growers in the region could be crops such as flax, hemp, lentil, faba bean, quinoa, heritage cereal varieties, and their food by-products. We will work to develop relationships and organize fact finding visits in the region throughout the year to connect companies with local businesses and organic farmers interested in growing and supplying these commodities.

The program will also include on-farm participatory demonstration plots to show the organic farming community the feasibility of producing those crops in the region and agronomy services to insure successful crop production. There will also be some commodity specific workshops organized to disseminate information and knowledge.



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>November 27, 2019</b>
<b>Presented By:</b>	<b>Carol Gabriel, Deputy Chief Administrative Officer (Legislative &amp; Support Services)</b>
<b>Title:</b>	<b>Bylaw 1161-19 Honorariums &amp; Expense Reimbursement</b>

**BACKGROUND / PROPOSAL:**

A municipal council establishes a bylaw that outlines types of meetings and activities for which the honorariums and reimbursable expenses, and at what levels, can be claimed.

The honorariums and expense reimbursement bylaw is reviewed annually at the Organizational Meeting.

Due to the Finance Committee being abolished at the Organizational Meeting, the bylaw is being brought forward with removal of all reference to the Finance Committee and some other minor clarification.

**OPTIONS & BENEFITS:**

**COSTS & SOURCE OF FUNDING:**

N/A

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

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

**POLICY REFERENCES:**

**RECOMMENDED ACTION:**

Motion 1

Simple Majority       Requires 2/3       Requires Unanimous

That first reading be given to Bylaw 1161-19 being the Honorariums and Related Expense Reimbursement Bylaw for Councillors and Approved Committee Members.

Motion 2

Simple Majority       Requires 2/3       Requires Unanimous

That second reading be given to Bylaw 1161-19 being the Honorariums and Related Expense Reimbursement Bylaw for Councillors and Approved Committee Members.

Motion 3

Simple Majority       Requires 2/3       Requires Unanimous

That consideration be given to go to third reading of Bylaw 1161-19 being the Honorariums and Related Expense Reimbursement Bylaw for Councillors and Approved Committee Members, at this meeting.

Motion 4

Simple Majority       Requires 2/3       Requires Unanimous

That third reading be given to Bylaw 1161-19 being the Honorariums and Related Expense Reimbursement Bylaw for Councillors and Approved Committee Members.

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

**BYLAW NO. ~~1135-19~~ 1161-19**

**BEING A BY-LAW OF  
MACKENZIE COUNTY  
IN THE PROVINCE OF ALBERTA**

**TO PROVIDE FOR HONORARIUMS AND RELATED EXPENSE  
REIMBURSEMENT FOR COUNCILLORS  
AND APPROVED COMMITTEE MEMBERS**

**WHEREAS**, the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta, 2000, hereinafter referred to as the “M.G.A.” provides for decisions of council to be made by resolution or bylaw, and

**WHEREAS**, the council is desirous of establishing compensation of Councillors and approved committee members for their meeting time and their out of pocket expenses while on official municipal business,

**NOW THEREFORE**, the Council of Mackenzie County, duly assembled, enacts as follows:

**DEFINITIONS:**

“Council Meeting/Special Council Meeting” – refers to a duly called meeting according to the Municipal Government Act.

“Committee Meetings” – refers to meetings related to Council Committee Meetings, Committee of the Whole Meetings, Rural Municipalities of Alberta Zone Meetings, Tri-Council Meetings, Ratepayer Meetings, Mackenzie County Open Houses, and meeting invitations issued by the Chief Administrative Officer.

“Committee Members” – means a public member-at-large appointed by Council to a Council Board or Committee.

**HONORARIUMS**

1. Monthly honorariums shall be paid to each Councillor for their time spent conducting the daily local business of the municipality as follows:

- |                  |                      |
|------------------|----------------------|
| (a) Reeve        | \$1,500.00 per month |
| (b) Deputy Reeve | \$1,350.00 per month |
| (c) Councillor   | \$1,200.00 per month |

2. Councillors in attendance at council meetings, approved council committee meetings, seminars and conventions shall be paid according to the following rates plus mileage and meal allowance, where applicable.
  - (a) Council Meeting/Special Council Meetings \$340.00
  - (b) Committee Meetings \$240.00
  - (c) Seminars/Conventions/Workshops \$340.00
  - 2.1 Councillors attending less than half of a Council Meeting may claim only half the honorarium.
  - 2.2 A combined maximum of two meetings may be claimed per day under Section 2 (a) and 2 (b).
  - 2.3 Honorariums claimed under Section 2. (c) are all inclusive. Only one (1) per diem may be claimed per day.
3. The Reeve or designate is eligible to claim honorariums and expenses when representing the municipality at community or other functions.
4. **Committee Members** ~~Members-at-large~~ appointed to approved council committees shall be paid \$240.00 per meeting when in attendance at approved council committee meetings, seminars and conventions, plus mileage and meal allowance, where applicable.
5. Travel time to and from any council meeting, approved council committee meeting, seminar and/or convention shall be paid mileage and meal allowance, where applicable.
  - (a) Councillors or Committee Members driving to a seminar/convention shall be paid \$240.00 for one travel day there and one travel day back.
  - (b) An additional travel day may be allowed when travel is out of province and in excess of 1,000 kilometers from the individual's home and their destination via the shortest route.

### **COMMUNICATION ALLOWANCES**

6. **Councillors are eligible for** a monthly communication allowance ~~shall be paid as follows:~~
  - (a) an internet access allowance of \$75, and
  - (b) a personal computer allowance of \$50, if applicable, and

- (c) a telephone allowance of \$60 for Councillors, and
- (d) a telephone allowance of \$100 for the Reeve.

### **TRANSPORTATION EXPENSES**

- 7. Mileage shall be paid at a flat rate of \$0.58 for each kilometer travelled by each Councillor or Committee Member who is travelling with their personal vehicle on business of the municipality or its committees. Such mileage shall be calculated from the place of residence of the Councillor or Committee Member to the place of the meeting and return. In addition, such mileage allowance shall apply to any approved convention or seminar.
- 8. Taxi fares, automobile rental, parking charges and public transportation fares will be reimbursed upon presentation of a receipt.

### **REIMBURSEMENT FOR ACCOMMODATIONS AND MEALS**

- 9. Where a Councillor or Committee Member is required to travel on municipal business and overnight accommodation away from his/her regular place of residence is necessary, he/she may claim in respect of the time spent on travel status
  - (a) Either
    - (i) reimbursement of the cost of accommodation in a hotel, motel, guest-house, inn or other similar establishment, on a receipt submitted with the municipal expense account form, or
    - (ii) an allowance of \$100.00 per night
  - (b) in respect of each breakfast, lunch, or dinner,
    - (i) a meal allowance may be claimed as follows:

Breakfast	\$25.00 including GST (if time of departure is prior to 7:30 a.m.)
Lunch	\$30.00 including GST (if time of return is after 1:00 p.m.)
Dinner	\$45.00 including GST (if time of return is after 6:30 p.m.)
- 10. Meal claims will be calculated based on reasonable travel times to get to and return from meeting commencement and conclusion times.



11. When the combined travel and session time exceeds 10 hours, overnight accommodation may be claimed.
12. A Councillor may claim reasonable government networking expenses while representing the County without prior approval. Reimbursement of these expenses will require approval by ~~the Finance Committee~~ a resolution of Council based on the submission of actual receipts.
13. A Councillor or Committee Member may claim
  - (a) an allowance for personal expenses for each full 24-hour period on travel status (as per the Canada Revenue Agency Appendix C – Meals and Allowances 1.2 Incidental Expense Allowance).

### **ATTENDANCE AT COMMUNITY EVENTS**

14. Councillors are eligible to claim expenses when representing the municipality at a County supplied ticketed event.

### **ATTENDANCE AT POLITICAL EVENTS**

In accordance with the Election Finances and Contributions Disclosure Act:

15. Should a member of Council be approved to attend a political event, on behalf of Mackenzie County, for which proceeds support a political party or candidate, Mackenzie County will reimburse the value of the meal or event upon submission of receipt. Mackenzie County will not reimburse any portion of a meal or event expense that constitutes proceeds to a political party or candidate. *(For example: If the individual charge is more than \$50, \$25 shall be allowed for expenses and the balance shall be considered as a contribution to the registered party, registered constituency association or registered candidate, as the case may be.)*
16. The individual purchasing the ticket may retain the tax receipt for his or her own purposes. The tax receipt issued by the party or candidate should be in the name of the individual purchasing the ticket.
17. Councillors are eligible to claim honorariums and mileage expenses to attend political functions.

### **BENEFITS**

18. A group benefits package shall be made available to each Councillor at 50% of the cost of the benefit premiums.

**SIGNING AUTHORITY**

19. Administration shall have the authority to verify and sign the Reeve and Councillor expense claims and honorariums under the following conditions:
  - (a) Councillors have attended Council meetings in person or by teleconference.
  - (b) Workshops, conferences, conventions that have been approved by Council prior to submission of expense claim.
  - (c) Attendance at Committee meetings or Task Force meetings will be in accordance with the bylaws or Terms of Reference of that committee or task force.
20. In the event that a discrepancy is noted on an expense or honorarium claim, Administration shall ~~forward the claim to the Finance Committee for final decision~~ recommend a resolution of Council for approval of the expense in question. If the expense in question is not approved, the amount will be deducted from their next expense claim. ~~A Councillor shall have the option to appeal a decision of the Finance Committee to Council as a Whole.~~
21. Councillors and Committee Members must submit their expense claims by the 5<sup>th</sup> of each month in order to be paid in that month.
22. Expense claims submitted 60 days after the due date will not be paid, unless there are special circumstances. ~~The Finance Committee shall review and make the final decision.~~ A resolution of Council shall be required prior to payment of the claim.
23. Councillors and Committee Members will submit their December expense claim and honorarium by December 15<sup>th</sup> in order to expedite the closing of the year-end accounts. Meetings held after the 15<sup>th</sup> shall be added to the January claim.
24. No expenses other than those listed in this bylaw may be claimed.
25. This bylaw shall come into effect the day that it is passed and rescinds Bylaw ~~1125-18~~ 1135-19 and all amendments made thereto.

First Reading given on the \_\_\_\_\_ day of \_\_\_\_\_, 2019.

Second Reading given on the \_\_\_\_\_ day of \_\_\_\_\_, 2019.

Third Reading and Assent given on the \_\_\_\_\_ day of \_\_\_\_\_, 2019.

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

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Joshua Knelsen  
Reeve

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Lenard Racher  
Chief Administrative Officer



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>November 27, 2019</b>
<b>Presented By:</b>	<b>Don Roberts, Zama Site Manager</b>
<b>Title:</b>	<b>Memorandum of Understanding – Fort Vermilion School Division (Zama School Equipment/Properties)</b>

## **BACKGROUND / PROPOSAL:**

On September 10, 2019 Council directed administration to meet with the Fort Vermilion School Division to enter into a Memorandum of Understanding (MOU) for the use of the school yard property and equipment for community use in the Hamlet of Zama.

Administration presented the Superintendent of Schools with a draft MOU outlining “...the terms and understanding between Mackenzie County and the Fort Vermilion School Division in regards to the properties, recreational structures and equipment at the Zama City School located at 1019 Aspen Drive...”

The School Division was given an opportunity to edit the document as long as the intent was not lost, however no response was received regarding the draft MOU.

The MOU identified the following equipment/properties and the use of;

- Little Tots Playground
- Baseball Backstop and Field
- 2 Bleachers
- Basketball Nets and Court
- 2 Concrete Picnic Tables

A copy of the draft MOU is attached for reference.

On November 18, 2019 administration received a response from the Superintendent stating that the Fort Vermilion School Division will not be entering into an MOU with the County at this time.

**Author:**  D Roberts      **Reviewed by:** \_\_\_\_\_      **CAO:** \_\_\_\_\_

**OPTIONS & BENEFITS:**

**COSTS & SOURCE OF FUNDING:**

**SUSTAINABILITY PLAN:**

**COMMUNICATION / PUBLIC PARTICIPATION:**

**POLICY REFERENCES:**

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the Memorandum of Understanding between Mackenzie County and the Fort Vermilion School Division regarding the Zama School equipment and properties be received for information.

Author: D Roberts      Reviewed by: \_\_\_\_\_      CAO: \_\_\_\_\_

# Memorandum of Understanding

Between

Mackenzie County

and

The Fort Vermilion School Division

This Memorandum of Understanding (MOU) sets forth the terms and understanding between Mackenzie County and the Fort Vermilion School Division in regards to the properties, recreational structures and equipment at the Zama City School located at 1019 Aspen Drive, Zama City Alberta, a Hamlet within Mackenzie County

## Background

On March 20<sup>th</sup> 2018 the Fort Vermilion School Division Board of Trustees closed the Zama City School for a term of three years and right sized the school building.

In August 2019 the Fort Vermilion School Division removed modular buildings, structures, playgrounds, and other equipment.

It was brought to the school divisions' attention that the Zama City community would like equipment to remain on school division property with establishing ownership of equipment and outlining the public liabilities of using this equipment.

## Purpose

The purpose of this MOU is to establish ownership and liabilities related to the community use of recreational structures and equipment located on Zama City School property.

## List of Structures' and Equipment

1. Little Tots Playground
  - a. Purchase was made possible by funds raised by local community members and installed by volunteers.
2. Baseball Backstop and Field
  - a. Fort Vermilion School Division.
3. 2 Bleachers
  - a. Purchased by the Zama Recreation Society
4. Basketball Nets and Court
  - a. Fort Vermilion School Division.
5. 2 Concrete Picnic Tables
  - a. Purchased by Zama Recreation Society

**Liabilities**

The Fort Vermilion School division agrees to the public use of the listed equipment and further agrees to be responsible for public liabilities related to the use of lands and equipment listed that are located at the Zama City School.

**Duration**

This MOU is at-will and may be modified by mutual consent of authorized officials from Mackenzie County and the Fort Vermilion School Division. This MOU shall become effective upon signature by the authorized officials and will remain in effect until the Fort Vermilion School Division decides to permanently close the Zama City School.

Upon closure of the school the Fort Vermilion School Division agrees to notify Mackenzie County and shall be given first opportunity to acquire properties and equipment in part or in whole.

Acquisition of any properties or equipment must be approved by resolution of Mackenzie County Council and the Fort Vermilion School Division Board of Trustees.

\_\_\_\_\_  
Date:  
Len Racher – CAO Mackenzie County

\_\_\_\_\_  
Date:  
Michael McMann, Superintendent FVSD



1. Little Tots Playground



2. Baseball Backstop and Field and 3. 2 Bleachers



4. Basketball Nets and Court



6. 2 Concrete Picnic Tables





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>November 27, 2019</b>
<b>Presented By:</b>	<b>Len Racher, Chief Administrative Officer</b>
<b>Title:</b>	<b>Tri-Council Meeting – December 4, 2019</b>

**BACKGROUND / PROPOSAL:**

The next Tri-Council meeting is scheduled for Wednesday, December 4, 2019. Mackenzie County is scheduled to be the host for this meeting. A copy of the previous meeting minutes are attached for information.

The CAO Secretariat will be meeting to discuss the agenda. Therefore, administration is seeking Council’s input on any additional agenda topics for the meeting.

**OPTIONS & BENEFITS:**

**COSTS & SOURCE OF FUNDING:**

**SUSTAINABILITY PLAN:**

**COMMUNICATION / PUBLIC PARTICIPATION:**

**POLICY REFERENCES:**

Tri-Council and CAO Secretariat Governance Protocol

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

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the following items be added to the December 4, 2019 Tri-Council meeting for discussion:

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



## TRI COUNCIL MEETING MINUTES

Wednesday, September 4, 2019  
6:00 p.m.

### Town of High Level Council Chambers High Level, Alberta

**Town of Rainbow Lake:**

Michelle Farris	Mayor
Paul Smith	Councillor
Christopher Mitchel	Councillor
Jessica Juneau	Councillor
Dan Fletcher	Chief Administrative Officer

**Mackenzie County:**

Josh Knelsen	Reeve
Walter Sarapuk	Deputy Reeve
David Driedger	Councillor
Peter Braun	Councillor
Ernest Peters	Councillor
Lisa Wardley	Councillor
Eric Jorgensen	Councillor
Jacque Bateman	Councillor
Byron Peters	Deputy Chief Administrative Officer
Carol Gabriel	Director of Legislative & Support Services

**Town of High Level:**

Crystal McAteer	Mayor
Boyd Langford	Deputy Mayor
Ellis Forest	Councillor
Terry Jessiman	Councillor
Mike Morgan	Councillor
Brent Anderson	Councillor
Clark McAskile	Chief Administrative Officer

**Guests:**

**CALL TO ORDER: 1.1 Call to Order**

Mayor McAteer (HL) called the meeting to order at 17:55 p.m.

**DECLARATION OF QUORUM:**

(Meeting began before I was seated, I did not catch whether quorum was acknowledged) S.B.



**AGENDA: 2.1 Adoption of Agenda**

**MOTION 11-19 MOVED** by Councillor Wardley (MC)

THAT the agenda be approved with the following additions:  
6.3 Northwest Caribou Task Force; and  
7.9 FireSmart

**CARRIED BY CONSENSUS**

**ADOPTION OF PREVIOUS MINUTES: 3.1 Minutes of the March 6, 2019 Tri-Council Meeting**

**MOTION 12-19 MOVED** by Councillor Wardley (MC)

THAT the minutes of the March 6, 2019 Tri-Council meeting be adopted as circulated.

**CARRIED BY CONSENSUS**

**BUSINESS ARISING: 4.1 None**

**DELEGATIONS: 5.1 None**

**OLD BUSINESS: 6.1 Regional Subdivision and Development Appeal Board (SDAB) Board and Assessment Review Board (ARB) (RL)**

Items 6.1 and 6.2 (Regional SDAB / ARB) became one discussion topic. Dan Fletcher (RL) provided an update to the Tri-Council. Dan asked about a common form of processing and if more members were needed to be trained in the region. A general discussion ensued re a common pool of members.

**MOTION 13-19 MOVED** by Councillor Morgan (HL)  
Motion to defer the SDAB & ARB item to the Wednesday, December 4<sup>th</sup>, 2019 meeting.

**CARRIED BY CONSENSUS**

**6.3 Northwest Caribou Task Force**

Mayor McAteer (HL) shared the news of her appointment by AUMA to sit on the provinces Northwest Caribou Task Force. Councillor Wardley (MC) is currently an appointed member.





**NEW BUSINESS: 7.1 Lobby Government Effectively Seminar (MC)**

Councillor Wardley (MC) provided details for the seminar, including cost breakdown.

**MOTION 14-19** **MOVED** by Deputy Mayor Langford (HL)  
Motion for the Tri-Council to book/schedule the Lobby Government Effectively Seminar on Monday, December 2, 2019.

**CARRIED BY CONSENSUS**

**7.2 Regional Economic Discussions (MC)**

**MOTION 15-19** **MOVED** by Councillor Bateman (MC)  
Motion to accept the Regional Economic Discussions for information.

**CARRIED BY CONSENSUS**

**7.3 2022 Alberta Summer Games (MC)**

**MOTION 16-19** **MOVED** by Councillor Juneau (MC)  
Motion for the Tri Council secretariat to research the application to the 2022 Alberta Summer Games and provide an update at the December 2019 Tri Council meeting.

**CARRIED BY CONSENSUS**

**7.4 Regional Emergency Management Bylaw (RL & MC)**

Councillor Jorgensen (ML) asked Dan Fletcher (RL) to explain a regional risk assessment analysis.

Discussion re the importance of including the First Nations and Paddle Prairie in the regional emergency management discussions.

**MOTION 17-19** **MOVED** by Reeve Knelsen (MC)  
Motion to invite the First Nations and Paddle Prairie Metis Settlement to the next Northwest Alberta Regional Emergency Advisory Committee (NAREAC) meeting in December 2019.

**CARRIED BY CONSENSUS**



In preparations for the next NWAREA meeting, December 4, 2019, invitations will be sent

### **7.5 Farm Land Expansion (MC)**

Discussion began with reference to the letter Mayor McAteer (HL) sent to the provincial government regarding farmland expansion. Discussion / questions ensued related to previous plan for land (MC) and newly opened up land.

CAO McAskile will forward the GOA/Minister Dreesen response to the Tri Council.

### **7.6 Highway 58 W to Fort Nelson (RL)**

Councillor Wardley (MC) opened the discussion re the importance of pushing the issue at this time.

#### **MOTION 18-19**

**MOVED** by Councillor Jorgensen (MC)

Motion to send a letter to the Northern Rockies Regional Municipalities to discuss a Rainbow Lake and Fort Nelson connector; and send a copy to the Minister of Transportation.

**CARRIED BY CONSENSUS**

### **7.7 GST Status of Intermunicipal Cost Sharing Agreements (RL)**

General discussion regarding the Peace River / CRA-GST decision. The decision will affect all municipalities.

#### **MOTION 19-19**

**MOVED** by Councillor Forest (HL)

Motion to accept the GST Status of Intermunicipal Cost Sharing Agreements item for information.

**CARRIED BY CONSENSUS**

### **7.8 Bandwidth Challenges (HL)**

Discussion re options for internet speed and wireless street lights/ATCO. CAO Fletcher (RL) spoke of the Towns of Milk River, Pincher Creek and Olds as examples re towers. Byron Peters (MC) provided information on CCI Net. In the conversation was a company from Hay River (KatloTech Communications was added post meeting) re fibre optic infrastructure to the NT.





## 7.9 FireSmart

Councillor Wardley (MC) discussed regional opportunities re Wildland Urban Interface (WUI).

The Town of High Level will bring the WUI Team back to the December 2019 Tri Council meeting.

**CORRESPONDENCE: 8.1 None**

**NEXT MEETING: 9.1 Next Meeting Date & Host**

9.1 Wednesday, December 4, 2019  
Host – Mackenzie County

9.2 Wednesday, March 4, 2020  
Host – Rainbow Lake

**ADJOURNMENT 10.0 Adjournment**

**MOTION 20-19 MOVED** by Councillor Jorgensen (MC)

That the Tri-Council meeting be adjourned at 7:53 pm

**CARRIED BY CONSENSUS**

These minutes will be presented to the Tri-Council for approval on December 4, 2019.

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Town of Rainbow Lake

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Town of High Level

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Mackenzie County







Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>November 27, 2019</b>
<b>Presented By:</b>	<b>Grant Smith, Agricultural Fieldman</b>
<b>Title:</b>	<b>Agricultural Service Board Meeting Minutes</b>

**BACKGROUND / PROPOSAL:**

The minutes of the October 31, 2019 Agricultural Service Board meetings are attached.

**OPTIONS & BENEFITS:**

N/A

**COSTS & SOURCE OF FUNDING:**

N/A

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

**POLICY REFERENCES:**

Author: \_\_\_\_\_ Reviewed by: \_\_\_\_\_ CAO: \_\_\_\_\_

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the Agricultural Service Board meeting minutes of October 31, 2019 be received for information.

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

**MACKENZIE COUNTY  
AGRICULTURAL SERVICE BOARD MEETING**

**Friday November 2, 2018**

**9:00 A.M.**

**Fort Vermilion Office**

<b>PRESENT:</b>	Ernie Peters	ASB Chair
	Anthony Peters	Councillor
	Terry Batt	Member at Large
	Dicky Driedger	Member at Large
	Joe Peters	Member at Large

**REGRETS:**

<b>ALSO PRESENT:</b>	Grant Smith	Agricultural Fieldman
	Len Racher	Chief Administrative Officer
	Colleen Sarapuk	Public Works Administrative Officer (Recording Secretary)
	Dave Schellenberg	Assistant Agricultural Fieldman

Minutes of the Mackenzie County Agricultural Service Board meeting held on October 31, 2019.

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

Len Racher called meeting to order at 9:04 a.m.

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

**MOTION ASB 19-10-059            MOVED BY Ernie Peters**

That the agenda be adopted with the additions;

- 6.k) MARA Report
- 6.l) Wolf Bounty

**CARRIED**

**PREVIOUS MINUTES                3.a) Minutes of the August 22, 2019 ASB Minutes**

**MOTION ASB 19-10-060            MOVED BY Joe Peters**

That the minutes of the August 22, 2019 ASB meeting be approved as presented.

**CARRIED**

**ELECTION OF CHAIR**

**4.a) Election of Chair**

Mr. Racher called for nominations for the position of Chair for the Agricultural Service Board for the period October 31, 2019 to November 2020.

First Call: Dicky Driedger nominated Councillor Ernie Peters

Second Call: No further nominations.

Third Call: No further nominations.

Ernie Peters was **acclaimed** as Chair for the Agricultural Service Board for the period October 31, 2019 to November 2020.

**ELECTION OF VICE CHAIR**

**4.a) Election of Vice Chair**

Chair Ernie Peters called for nominations for the position of Vice Chair for the Agricultural Service Board for the period October 31, 2019 to November 2020.

First Call: Joe Peters nominated Terry Batt

Second Call: No further nominations.

Third Call: No further nominations.

Terry Batt was **acclaimed** as Vice Chair for the Agricultural Service Board for the period October 31, 2019 to November 2020.

**ACTION LIST**

**5.a) Action List**

**MOTION ASB 19-10-061**

**MOVED BY** Joe Peters

That Motion ASB 19-07-049 be rescinded.

**CARRIED**

**MOTION ASB 19-10-062**

**MOVED BY** Anthony Peters

That the action list be received for information.

**CARRIED**

**6.a) Weed Report**

**MOTION ASB 19-10-063**

**MOVED BY** Terry Batt

That Weed Report be received for information.

**CARRIED**

**6.b) Classroom Ag Program**

**MOTION ASB 19-10-064**

**MOVED BY** Anthony Peters

That the Classroom Ag Program be received for information.

**CARRIED**

**6.c) Draft 2020 Operating and Capital Budget**

**MOTION ASB 19-10-065**

**MOVED BY** Terry Batt

That the Draft 2020 Operating and Capital Budget be received for information.

**CARRIED**

**6.d) Shelterbelt Program**

**MOTION ASB 19-10-066**

**MOVED BY** Dicky Driedger

That the Shelterbelt Program be received for information.

**CARRIED**

**6.e) ASB021 Weed Control Policy**

**MOTION ASB 19-10-067**

**MOVED BY** Joe Peters

That the revised ASB021 Weed Control Policy be brought to Council for approval.

**CARRIED**

**6.f) Stray Animal Act**

**MOTION ASB 19-10-068**

**MOVED BY** Anthony Peters

That the Stray Animal Act be received for information.

**CARRIED**

**6.g) Emergency Livestock Response Plan**

**MOTION ASB 19-10-069**

**MOVE BY** Terry Batt

That administration drafts an Emergency Livestock Response Plan by April 2020.

**CARRIED**

**Anthony Peters left meeting at 11:50 am.**

**6.h) Fusarium Testing**

**MOTION ASB 19-10-070**

**MOVED BY** Dicky Driedger

That Sunrise Mobile Seed Cleaning plant be reimburse for Fusarium testing done in 2020.

**CARRIED**

**6.i) Clubroot Letter**

**MOTION ASB 19-10-071**

**MOVED BY** Terry Batt

That the letter be sent to the Minister of Agriculture & Forestry regarding Clubroot Pathotype Surveillance.

**CARRIED**

**6.j) Seed Royalties**

**MOTION ASB 19-10-072**

**MOVED BY** Dicky Driedger

That the Seed Royalties discussion be received for information.

**CARRIED**

**6.k) MARA Update**

**MOTION ASB 19-10-073**

**MOVED BY** Terry Batt

That the MARA update be received for information.

**CARRIED**

**6.l) Wolf Depredation Program**

**MOTION ASB 19-10-074**

**MOVED BY** Dicky Driedger

That the Wolf Depredation Program discussion be received for Information.



**CARRIED**

**SET NEXT MEETING DATE      8.a) Next Meeting Date**

The next ASB meeting will be held on December 17 at 9:00 am in La Crete.

**ADJOURNMENT                      9.a) Adjournment**

**MOTION ASB 19-10-75            MOVED BY Dicky Driedger**

That the ASB meeting be adjourned at 12:08 Pm.

**CARRIED**

These minutes will be presented for approval at the December 17, 2019 ASB Meeting.

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Ernie Peters Chair

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Grant Smith, Agricultural Fieldman





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>November 27, 2019</b>
<b>Presented By:</b>	<b>Byron Peters, Deputy Chief Administrative Officer</b>
<b>Title:</b>	<b>Municipal Planning Commission Meeting Minutes</b>

**BACKGROUND / PROPOSAL:**

The minutes of the October 31, 2019 Municipal Planning Commission meetings are attached.

**OPTIONS & BENEFITS:**

N/A

**COSTS & SOURCE OF FUNDING:**

N/A

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

**POLICY REFERENCES:**

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

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the Municipal Planning Commission meeting minutes of October 31, 2019 be received for information.

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

**MACKENZIE COUNTY  
Municipal Planning Commission Meeting**

**Mackenzie County Office  
La Crete, AB**

**Thursday, October 31, 2019 @ 10:00 a.m.**

- PRESENT:** Erick Carter Chair, MPC Member  
Beth Kappelar Vice Chair, MPC Member  
John W Driedger MPC Member  
David Driedger Councillor, MPC Member
- REGRETS:** Jacquie Bateman Councillor, MPC Member
- ADMINISTRATION:** Caitlin Smith Planning Supervisor  
Kristin Racine Planner  
Lynda Washkevich Development Officer  
Ryleigh-Raye Wolfe Environmental Planner  
Nicole Friesen Administrative Assistant/Recording Secretary
- MEMBERS OF THE PUBLIC:** Trisha O'Neill

**MOTION 1. CALL TO ORDER**

Caitlin Smith called the meeting to order at 10:01 a.m.

**2. ADOPTION OF AGENDA**

**MPC 19-10-141 MOVED** by John W Driedger

That the agenda be adopted with the following addition:

11. ELECTIONS

- a) Chair
- b) Vice Chair

**CARRIED**

11. ELECTIONS

- a) Chair

Caitlin Smith called for nominations for the position of Chairperson.

First Call: Beth Kappelar nominated Erick Carter. Accepted.

Second Call: No further nominations.

Third Call: no further nominations.

**MPC-19-10-142 MOVED** by John W Driedger

That the nominations cease for the position of Chairperson.

**CARRIED**

Caitlin Smith declared Erick Carter Chairperson by acclamation.

Caitlin Smith turned the meeting over to Chair Erick Carter at 10:02 a.m.

**b) Vice Chair**

Erick Carter called for nomination for the position of Vice Chairperson.

First Call: David Driedger nominated Beth Kappelar. Accepted.

Second Call: No further nominations.

Third Call: No further nominations.

**MPC-19-10-143 MOVED** by John W Driedger

That the nomination cease for the position of Vice Chairperson.

**CARRIED**

Erick Carter declared Beth Kappelar Vice Chairperson by acclamation.

**3. MINUTES**

**a) Adoption of Minutes**

**MPC 19-10-144 MOVED** by John W Driedger

That the minutes of the October 3<sup>rd</sup>, 2019 Municipal Planning Commission meeting be adopted as presented.

**CARRIED**

**b) Business Arising from Previous Minutes**

None.

**4. TERMS OF REFERENCE**

For Information.

**5. DEVELOPMENT**

- a) 195-DP-19 Trisha & Daniel O'Neill  
Retail – Enviro-Tank (Temporary) in “FV-CC”  
Plan 2938RS, Block 1, Lot 1 (4717 River Road)**

**MPC 19-10-145 MOVED** by Beth Kappelar

That Development Permit 195-DP-19 on Plan 2938RS, Block 1, Lot 1 in the name of Trisha O'Neill be APPROVED with the following conditions:

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

- 1. The Developer shall enter into a Development Agreement with Mackenzie County.**
- 2. All conditions and regulations set out by Petroleum Tank Management of Alberta Association (PTMAA) are to be met to their specifications and standards. Copy of the approval from PTMAA must be submitted to Mackenzie County prior to operation. Failure to do so will render this permit Null and Void.**
- 3. An Environmental Containment Plan shall be completed and a copy submitted to Mackenzie County prior to any construction. Failure to do so will render this permit Null and Void.**
- 4. The landowner/developer shall provide a remediation certificate from the province of Alberta to Mackenzie County within three (3) years of vacating the site.**
- 5. Permit expires November 6, 2021, should the Enviro-Tank (Temporary) need to remain on location, please contact Mackenzie County Planning and Development Department at (780) 928-3983 for a time extension.**

6. Minimum enviro-tank setbacks are:
  - a. 12.2 meters (40 feet) front yard;
  - b. 9.1 meters (30 feet) from the West side;
  - c. 3.1 meters (10 feet) rear yard
7. **This permit approval is subject to access to the property being constructed to County standards.** PRIOR to installation of new access or changing location of existing access, complete a Request for Access form by contacting Operational Services Department for Mackenzie County at 780-928-3983. Access to be constructed at the developers' expense.
8. The municipality has assigned the following address to the noted property: 4717 River Road. You are required to display the house address (4717) so as to be clearly legible from the street and be on a contrasting background. The minimum size of the characters shall be four inches in height.
9. No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any right-of-way.
10. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
11. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

**CARRIED**

**b) 210-DP-19 Marilyn J Wiebe  
Home Based Business Minor (Book Sales/Publishing)  
In "H-R1"  
Plan 792 1881, Block 15, Lot 9 (La Crete)**

**MPC 19-10-146** **MOVED** by David Driedger

That Development Permit 210-DP-19 on Plan 792 1881, Block 15, Lot 09 in the name of Marilyn J Wiebe be APPROVED with the following conditions:

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



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

1. **This development permit may be revoked at any time, if, in the opinion of the Development Authority, the Home Based Business, Minor has become detrimental or otherwise incompatible with the amenities of the neighborhood.**
2. **This development permit expires November 6, 2021. Should the Home Based Business, Minor still be in operation, a development permit time extension will be required.**
3. **At all times, the privacy of the adjacent dwellings shall be preserved and the Home Based Business shall not unduly offend the surrounding residents by way of excessive lighting, noise, traffic, congestion, late visitations by clients.**
4. **The business shall be operated by the resident of the principal dwelling and may include one (1) non-resident employee.**
5. The Home Based Business shall not involve client and customer visits outside of the hours of **8:00 a.m. – 6:00 p.m.**
6. The Municipality has assigned the following address to the noted property (**10205 – 100<sup>th</sup> Avenue**). You are required to display the address (**10205**) to be clearly legible from the street and be on a contrasting background. The minimum size of the characters shall be four inches in height.
7. No construction or development is allowed on a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
8. Home Based Businesses are limited to one sign not exceeding 1.1 square meters (12 square feet) in area.
9. The sign shall not be placed within the Road Right of Way.
10. The site and sign shall be kept in a safe, clean, and tidy condition, or may be required to be renovated or removed.
11. The sign shall:

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

- a. Not obstruct the orderly and safe flow of vehicular and pedestrian traffic,
  - b. Not unduly interfere with the amenities of the district,
  - c. Not materially interfere with or affect the use, enjoyment or value of neighbouring properties, and
  - d. Not create visual or aesthetic blight.
12. Illumination of any signs must not negatively affect, nor pose a safety hazard to, an adjacent site or street.
13. Wiring and conduits of any signs must be concealed from view.
14. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
15. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

**CARRIED**

**6. SUBDIVISIONS**

- a) **32-SUB-19 Vanguard Realty Ltd.  
8.25 Acre Subdivision (39 Lot)  
Part of Plan 982 0009, Block 24, Lot 1 (La Crete)**

**MPC 19-10-147** **MOVED** by Beth Kappelar

That Subdivision Application 32-SUB-19 in the name of Vanguard Realty Ltd. on Part of Plan 982 0009, Block 24, Lot 1 be TABLED until the surface water study for the area is completed.

**CARRIED**

- b) **44-SUB-19 Jim Unrau  
10 Acre Subdivision  
NW 8-105-15-W5M (Buffalo Head Prairie)**

**MPC 19-10-148** **MOVED** by Beth Kappelar

That Subdivision Application 44-SUB-19 in the name of Kevin Giesbrecht on NW 8-105-15-W5M be APPROVED with the following conditions:

1. This approval is for a **TYPE B** subdivision, 10.00 acres (4.05

hectares) in size.

2. Applicant/developer shall enter into and abide by a Development Agreement with the Mackenzie County which shall contain, but is not limited to:
  - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality.
  - b) Provision of a road and access to both the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developer's expense.
  - c) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2015.
  - d) **Provision of a storm water management plan. Contact Planning and Development staff at 780-928-3983 to discuss the requirements for your subdivision.**
  - e) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.
  - f) Provision of utility right-of-way as required by ATCO Electric, Telus and Northern Lights Gas and others.
  - g) Provision of and negotiations for utility rights-of-way and/or easements as required by utility companies. The Developer shall be responsible for any line relocation or correction costs that occur as a result of this development. Responses from utilities companies are shown in Schedule "C" hereto attached.
  - h) **Mackenzie County shall not be held liable for any concerns, issues or damages related to and/or resulting from the water tables and any other water problems as a result of any low land levels of the proposed development. It is the responsibility of the developer to ensure that adequate drainage and other precautions are taken to avoid water seepage into the dwellings/basement and/or flooding of the basement, and/or any ancillary buildings.**

**CARRIED**

- c) **45-SUB-19 Frank Wiebe  
10 Acre Subdivision**

### SW 3-107-14-W5M (Blumenort)

#### MPC-19-10-149 **MOVED** by David Driedger

That Subdivision Application 45-SUB-19 in the name of Jim Wiebe on SW 03-107-14-W5M be APPROVED with the following conditions:

1. This approval is for a **TYPE B** subdivision, 10.00 acres (4.05 hectares) in size.
2. Applicant/developer shall enter into and abide by a Development Agreement with the Mackenzie County which shall contain, but is not limited to:
  - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality.
  - b) Provision of a road and access to both the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developer's expense.
  - c) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2015.
  - d) **Provision of a storm water management plan. Contact Planning and Development staff at 780-928-3983 to discuss the requirements for your subdivision.**
  - e) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.
  - f) Provision of municipal reserve in the form of money in lieu of land. Specific amount is based on 10% of the subject land and on the current market value. The current market value for this property is \$8,128.00 per acre. Municipal reserve is charged at 10%, which is \$812.80 per subdivided acre. **10 acres times \$ 812.80 equals \$8,128.00.**
  - g) **The Developer has the option to provide a market value appraisal of the existing parcel of land as of a specified date occurring within the 35-day period following the date on which the application for subdivision approval is made in accordance to the *Municipal Government Act* Section 667(1)(a).**

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

**CARRIED**

- d) **46-SUB-19 Wayne Wolfe  
14.99 Acre Boundary Adjustment  
SE 13-105-16-W5M (West La Crete)**

**MPC-19-10-150 MOVED** by John W Driedger

That Subdivision Application 46-SUB-19 in the name of Wayne Wolfe on SE 13-105-16-W5M be APPROVED with the following conditions:

1. This approval is for a **BOUNDARY ADJUSTMENT**, 14.99 acres (6.07 hectares) in size.
2. Applicant/developer shall enter into and abide by a Development Agreement with the Mackenzie County which shall contain, but is not limited to:
  - a) Prior to any development on the proposed boundary adjustment, the developer shall obtain a development permit from the Municipality.
  - b) Provision of a road and access to both the boundary adjustment and the balance of the lands in accordance with Mackenzie County standards at the developer's expense.
  - c) All sewage disposals shall conform to the Alberta Private

Sewage Systems Standard of Practice 2015.

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

**CARRIED**

**7. MISCELLANEOUS ITEMS**

- a) **Bylaw 1xxx-19 Land Use Bylaw Amendment  
Add Hamlet Residential 2A "H-R2A" to Section 9**

**MPC 19-10-151** **MOVED** by Beth Kappelar

That the Municipal Planning Commission recommend to Council to approve Bylaw 1xxx-19 being a Land Use Bylaw Amendment to add Hamlet Residential 2A to Section 9, subject to public hearing input.

**CARRIED**

**8. IN CAMERA**

- a) None.

**9. MEETING DATES**

- ❖ Thursday, November 21<sup>st</sup>, 2019 @10 a.m. in La Crete
- ❖ Thursday, December 12<sup>th</sup>, 2019 @ 10 a.m. in Fort Vermilion

**10. ADJOURNMENT**

**MPC 19-10-152 MOVED** by John W Driedger

That the Municipal Planning Commission Meeting be adjourned at 11:06 a.m.

**CARRIED**

These minutes were adopted this 21<sup>st</sup> day of November, 2019.

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Erick Carter, Chair







Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>November 27, 2019</b>
<b>Presented By:</b>	<b>Len Racher, 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.

- Action List
- Correspondence – CN (Transport Canada’s Grade Crossings Regulations)
- Correspondence – Rick Wouters (Fire Services Exemplary Service Medal Award)
- Correspondence – Chris Warkentin, MP Grande Prairie (Election Congratulations)
- Correspondence – Arnold Viersen, MP Peace River (Election Congratulations)
- Correspondence – Service Alberta (Broadband Internet)
- Correspondence – VSI Services (1980) Ltd. (Third Quarter Report)
- Correspondence – Alberta Municipal Affairs (Municipal Census Data)
- Correspondence – Alberta Government News Release (Bill 6)
- Correspondence – Alberta Municipal Affairs (Disaster Recovery Program)
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**OPTIONS & BENEFITS:**

Author: J. Emmerson Reviewed by: CG CAO: \_\_\_\_\_

**COSTS & SOURCE OF FUNDING:**

**SUSTAINABILITY PLAN:**

**COMMUNICATION / PUBLIC PARTICIPATION:**

**POLICY REFERENCES:**

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

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

Author: J. Emmerson      Reviewed by: CG      CAO: \_\_\_\_\_

## Mackenzie County Action List as of November 5, 2019

### *Council Meeting Motions Requiring Action*

Motion	Action Required	Action By	Status
<b>May 28, 2013 Council Meeting</b>			
13-05-375	That the Zama Access paving be the first capital priority for paving a road outside a hamlet boundary and that administration continue reviewing options and applying for provincial and/or federal grants as these may become available with intent to complete the paving of this road.	Len	Expression of Interest Submitted
<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.
<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>July 12, 2016 Regular Council Meeting</b>			
16-07-526	That the County pursue purchasing the leased lands at the Hutch Lake campground.	Doug Len	Application for purchase of Hutch Lake has been filed.
<b>August 9, 2016 Regular Council Meeting</b>			
16-08-599	That administration proceed with registering the utility right of way on NE 3-106-15-W5M and NW 3-106-15-W5M. (La Crete SE Drainage Ditch)	Byron	Re-negotiating with landowners. Re-survey completed.
<b>April 11, 2017 Regular Council Meeting</b>			
17-04-254	That administration bring back options for an additional sub-class under residential for lots too small to legally develop.	Byron	In progress. LUB Amendment

Motion	Action Required	Action By	Status
August 23, 2017 Council Meeting			
17-08-593	That administration proceed with meeting with the developers and draft an off-site levy bylaw for the La Crete Sanitary Sewer Expansion project.	Fred Byron	Finalizing report then draft offsite levy bylaw.
September 25, 2017 Council Meeting			
17-09-650	That administration work with the Mackenzie Ski Hill Society to obtain a Registered Road Disposition (RRD) disposition for the road, and that the County commits to an endeavor to assist, as per current policy, to cover a portion of road construction costs to the proposed ski hill in the Buffalo Head Hills.	Dave	Paperwork complete. Waiting for approvals. Disposition (RDS) is in place. Right of Way – cleared. Survey underway.
February 27, 2018 Council Budget Meeting			
18-02-146	That the replacement of the 1995 GMC Fire Truck be approved with an initial down payment of \$50,000 coming from the Vehicle & Equipment and Emergency Services Reserve and that the balance be paid, up to a maximum of \$500,000, upon receipt with funding coming from the Vehicle & Equipment and Emergency Services Reserve <b>and that the 1995 GMC Fire Truck be disposed upon arrival of the replacement.</b>	Doug	Funding transfer complete.  MSI Funding as per Motion 18-06-483  Disposal expected in Spring 2019
April 25, 2018 Council Meeting			
18-04-314	That administration be authorized to proceed with a Department License of Occupation (DLO) for existing and future walking trail expansion on SE 14-106-15-W5 once the title transfer has been completed for SE 15-106-15-W5.	Doug	Application submitted. FNC process
18-04-315	That administration move forward in purchasing more land north of the existing Hutch Lake Cabins and that final costs be brought back to Council for decision.	Doug	Sketch plan completed. Application to purchase is in progress.
May 23, 2018 Council Meeting			
18-05-399	That the County apply for funding under the Green Infrastructure Projects Grant and the Alberta Municipal Water and Wastewater Partnership Grant for the Zama Sewage Forcemain project.	Fred	Application submitted for GIPG.
June 12, 2018 Council Meeting			
18-06-432	That the County apply to Alberta Environment & Parks for a bank stabilization and clean-up along the Peace River in the Hamlet of Fort Vermilion as a result of the ice jam flooding event.	Dave	In progress. Need engineering report (WSP)
August 14, 2018 Council Meeting			
18-08-564	That the Agricultural Service Board create a follow-up procedure for weed notices and Agricultural Appeal Board decisions.	Grant	
October 9, 2018 Council Meeting			
18-10-763	That administration proceeds with the water diversion license's as discussed.	Fred	In progress

Motion	Action Required	Action By	Status
<b>November 13, 2018 Regular Council Meeting</b>			
18-11-883	That the stray livestock discussion be referred to the Agricultural Service Board for review and recommendation to Council.	Grant	RFD to Council 2019-11-27
18-11-885	That the Zama Water Treatment Improvements Project be retendered with a project scope change.	Fred	In progress
18-11-910	That a three (3) year moratorium be placed on the development of road allowances for non-municipal use until new policies and procedures are in place to determine priority, and future use.	Byron Dave	Moratorium expires November 2021
<b>February 27, 2019 Regular Council Meeting</b>			
19-01-117	That administration proceed with Plan 5999CL in Fort Vermilion as discussed.	Byron	In progress
<b>March 12, 2019 Regular Council Meeting</b>			
19-03-169	That Mackenzie County proceed with stakeholder and community engagement to identify rural industrial lands neighbouring the hamlet of La Crete.	Byron	2019-11-04 Open House
19-03-171	That the draft smoke management bylaw be redrafted with the following: <ul style="list-style-type: none"> <li>No burning within the white zone (agricultural land) without a permit. No burning between November 1<sup>st</sup> and February 28<sup>th</sup>.</li> <li>No burning within the green zone within 10 miles of a major roadway without a permit.</li> </ul>	Carol Len	In progress Under the MGA the municipality does not have jurisdiction to pass a bylaw respecting fires in a forest protection area. Minister has the authority to extend or shorten the fire season for any area.
<b>March 27, 2019 Regular Council Meeting</b>			
19-03-203	That Mackenzie County attempt to become part of the new monitoring committee for Wood Buffalo National Park.	Byron	
19-03-210	That Mackenzie County continue to fund the RCMP Enhanced Policing Position – School Resource Officer, subject to financial contribution by the Fort Vermilion School Division; and that Mackenzie County continue to fund the second RCMP Enhanced Policing Position (½ time School Resource Officer and ½ time La Crete Community Policing).	Len Carol Doug	FVSD has deferred decision on funding contribution until Spring 2020
19-03-211	That administration work with the Fort Vermilion School Division and the RCMP to review and bring back a revised Memorandum of Understanding for Enhanced Policing services.	Len Carol Doug	MOU drafted. Waiting for FVSD's response to confirm funding.
19-03-214	That Municipal Affairs be invited to meet with Council to discuss ongoing concerns within the County.	Len Carol	Minister has committed to visiting the region. Waiting on date confirmation.

Motion	Action Required	Action By	Status
<b>April 8, 2019 Regular Council Meeting</b>			
19-04-232	That administration be directed to apply for funding to complete a scoping audit for the La Crete and Fort Vermilion Recreation Complexes through the Recreation Energy Conservation (REC) Program and, if successful, bring these audits back to Council for further direction.	Doug	Application approved. Next application phase.
19-04-245	That Bylaw 1134-19 being a Road Closure Bylaw to close the land between Plan 142 0594, Block 34, Lot 8 and Lot 9 for the purpose of consolidation be forwarded to the Minister of Transportation for approval, and that purchaser of the laneway be required to install a chainlink fence on both sides of the walkway, with the walkway being ten feet wide within 30 days of the signing of the agreement.	Byron	Submitted to Alberta Transportation for approval.
19-04-246	That Policy DEV001 Urban Development Standards for Industrial Use zoned land be brought back to include an option for a Council approved variance.	Byron	2019-11-27
19-04-247	That the County secure a 40 meter right of way on 100 <sup>th</sup> Street in La Crete for future main street widening and that administration move forward to close 100A Street.	Byron	
<b>June 12, 2019 Regular Council Meeting</b>			
19-06-334	That the road construction supervisor/quality control be re-advertised and received for information.	Dave	2020
19-06-350	That Mackenzie County requests that the Minister of Municipal Affairs grant a time extension for the completion of Inter-municipal Collaboration Frameworks and Inter-municipal Development Plans between Mackenzie County and the Town of High Level and the Town of Rainbow Lake until one (1) year after the conclusion of the process/review to consider a new municipality within Mackenzie County.	Byron	Letter sent to the Minister.
19-06-358	That Mackenzie County waive the municipal tax charges on power bills for customers affected by the evacuation up to a total maximum cost of \$500.00.	Jennifer	In Progress
<b>August 13, 2019 Regular Council Meeting</b>			
19-08-413	That administration investigate with the Disaster Recovery Program regarding the loss of access to grazing leases.	Jennifer	In progress
19-08-414	That the Fort Vermilion Streetscape be authorized to replace and reinstall the Fort Vermilion River Sign and that administration apply for funding through the Disaster Recovery Program for the ice jam event.	Doug Jennifer	In progress

<b>Motion</b>	<b>Action Required</b>	<b>Action By</b>	<b>Status</b>
19-08-423	That administration bring back options for the chip seal project.	Dave	In progress
19-08-430	That Bylaw 1116-18 being a Road Closure Bylaw to close a portion of lane between Lots 1 & 3MR, Block 2, Plan 052 2360 for the purpose of consolidation be forwarded to the Minister for approval.	Byron	Forward to Minister for Approval
19-08-432	That the lookout deck drawing as shown in the Fort Vermilion Streetscape Design Plan be approved and that administration be authorized to move forward with obtaining cost estimates for the project and pursue the Community Facility Enhancement Program (CFEP) grant application.	Byron	Meeting scheduled for 2019-09-16 Disposition takes 18 months.
19-08-442	That a letter be sent to the provincial government requesting the roll-back of moratoriums within caribou ranges in Mackenzie County.	Byron	In progress
19-08-444	That a letter be sent to regional and territorial stakeholders, and the First Nations, in support of the extension of Highway 58 east through Wood Buffalo National Park as a critical northern connector.	Len	In progress.
<b>August 28, 2019 Regular Council Meeting</b>			
19-08-467	That a moratorium for road building and road closures be placed on the road allowance on Township Road 1042 for potential utility development.	Byron	In progress
19-08-475	That Mackenzie County send a letter to the Minister of Agriculture and Forestry in regards to funding for the eradication of brucellosis and tuberculosis in and around the Wood Buffalo National Park.	Byron	
19-08-480	That administration research the GST audit concerns expressed by the Town of Peace River, as it applies to Mackenzie County.	Jennifer	In progress
<b>September 10, 2019 Regular Council Meeting</b>			
19-09-491	That administration monitor auction sites for a replacement vehicle for the 1995 Freightliner Ladder Truck and the 2003 Freightliner Rescue Truck and bring back a recommendation as opportunities arise.	Doug	Ongoing
19-09-492	That administration bring back planning policies and the Fee Schedule Bylaw relating to subdivision completion and deficiencies.	Byron	In progress
19-09-493	That administration meet with the Fort Vermilion School Division regarding developing a Memorandum of Understanding for use of the school yard property and equipment for community use in the Hamlet of Zama.	Don	RFD 2019-11-27 FVSD not interested at this time.

Motion	Action Required	Action By	Status
19-09-498	That administration review the current dog control bylaw and bring back options regarding implementing a limit on the number of adult dogs allowed and that the bylaw be applied municipal wide.	Fred	In progress
<b>October 8, 2019 Regular Council Meeting</b>			
19-10-545	That the La Crete Area Structure Plan be brought back to the next meeting for review.	Byron	
19-10-548	That the Proposed Fire Salvage Plan and Community Management Zone from Tolko, Norbord, and La Crete Sawmills be received for information and that a letter be sent to Alberta Agriculture & Forestry regarding stumpage fees for forest fire salvage.	Len	
19-10-559	That administration enter into an agreement with the owners of Tax Roll 155377 as discussed.	Jennifer	Ongoing
19-10-538	That the Reeve and Councillor Wardley be authorized to meet with Paramount Resources Ltd. regarding the potential transfer of road infrastructure in Zama.	Len	Teleconference 2019-10-28 Meeting held 2019-11-14
<b>October 22, 2019 Organizational Council Meeting</b>			
19-10-615	That the Honorariums & Expense Reimbursement Bylaw be brought back with the following changes: <ul style="list-style-type: none"> <li>Remove all references to the Finance Committee.</li> </ul>	Carol	2019-11-27
<b>October 23, 2019 Regular Council Meeting</b>			
19-10-623	That the County purchase the tin and insulation for the Museum Roof Retrofitting Project at a cost of \$8,600.00 with funds coming from the General Capital Reserve.	Jennifer	Funding Complete
19-10-633	That first reading be given to Bylaw 1158-19 being a Land Use Bylaw Amendment to add the definition of Dwelling-Multi-Family to Section 2.3.1, adding permitting regulations for Dwelling-Multi-Family to Section 8.19 of the Land Use Bylaw and to Add Dwelling-Multi-Family as a Discretionary Use to the Hamlet Residential 1 "HR1" and Hamlet Residential 2 "HR2" Districts of the Land Use Bylaw, subject to public hearing input.	Byron	Public Hearing scheduled for 2019-11-27
19-10-634	That first reading be given to Bylaw 1159-19 being a Land Use Bylaw Amendment to change the permitting regulations of the Home Based Business, Minor Use, subject to public hearing input.	Byron	Public Hearing scheduled for 2019-11-27
19-10-635	That a letter be sent to the Alberta Ministers of Environment & Parks and Agriculture & Forestry and the Solicitor General requesting a full status update and involvement in future discussions regarding the state of diseased bison in Alberta, specifically	Byron	In progress



<b>Motion</b>	<b>Action Required</b>	<b>Action By</b>	<b>Status</b>
	regarding the proposed change to reclassify diseased bison from objects to protected species.		
19-10-636	That administration submit the existing signed right-of-way agreement on SE 8-106-15-W5M to Alberta Registries for registration on the property.	Byron	In progress
<b>November 5, 2019 Regular Council Meeting</b>			
19-11-667	That the Waste Transfer Station Service Agreement with L & P Disposals Inc. be extended for a one year term ending December 31, 2020, subject to an increase to cover the cost of landfill tipping fees.	Doug	
19-11-668	That the budget be amended to include an additional \$4,262 for the Fort Vermilion Rear Gate Project with funding coming from the General Capital Reserve.	Jennifer	Complete
19-11-669	That the budget be amended to include an additional \$86,941 for the Oil Rocky Lane Road project with funding coming from the General Capital Reserve.	Jennifer	Complete
19-11-670	That the budget be amended to include an additional \$243,024 for the Teachers Loop Asphalt & Sidewalk project with funding coming from the General Capital Reserve.	Jennifer	Complete
19-11-671	That the three County owned quarter sections immediately east of the Norbord plant south of High Level be offered for farmland lease in exchange for clearing.	Byron	
19-11-672	That residents be issued a letter when found creating a highway safety hazard due to fires.	Len	In progress
19-11-673	That Mackenzie County continue to lobby the Provincial Government to extend the fire season year-round for the High Level Forest Area.	Len	Ongoing
19-11-675	That a letter of support be provided for PACE (Providing Assistance, Counseling, & Education) and the High Level Community Policing Society to obtain office space for the Child Advocacy Centre at the High Level Provincial Building.	Carol	Completed
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.	All	
19-11-682	That administration follow-up with the Minister and Deputy Minister of Environment & Parks and our local	Fred	

Motion	Action Required	Action By	Status
	MLA regarding the water diversion licenses as discussed.		
19-11-683	That a letter be sent to the Town of Rainbow Lake accepting their proposal for the Revenue Sharing Agreement and that administration prepare the amending agreements as discussed.	Len	In progress
19-11-685	That administration work with Paramount Resources Ltd. and lobby the government to leave the road infrastructure intact.	Len	In progress

**Corporate Services****Sean Finn**

Executive Vice-President  
Corporate Services  
and Chief Legal Officer

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

**Services corporatifs**

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

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

October 25, 2019

His Worship Peter F. Braun  
Reeve  
Mackenzie County  
PO Box 640  
4511 - 46 Avenue  
Fort Vermillion AB T0H 1N0

Dear Reeve Braun:

Following the entering into force of Transport Canada's *Grade Crossings Regulations* in November 2014, CN has been collaborating with Road Authorities and communities across our network as we all work to comply with the new requirements aimed at improving grade crossing safety by the November 28, 2021 deadline.

Safety is a shared responsibility and grade crossings present a very good illustration of this reality. By enabling the coexistence of road and rail traffic, grade crossings facilitate the flow of persons and goods, supporting the lives of Canadians and the economy. The Regulations recognize this shared responsibility by directing Road Authorities and Railway Companies to share information and take measures aimed at improving safety.

You may recall that the Regulations require Railway Companies and Road Authorities to share with each other specific information about public crossings in order to determine the work needed to bring grade crossings in compliance with the standards set by the Regulations. In that respect, by the end of November 2016, CN shared with your community a detailed list of crossings and a spreadsheet to facilitate the crossing information sharing.

CN has received the crossing information from the Mackenzie County and we want to thank you for sharing this information with us.

His Worship Peter F. Braun  
October 25, 2019  
Page 2



Although the crossing information has been received, some values appear to be inconsistent with the existing situation or are missing. In order for both parties to be in a position to conduct a thorough review and identify potential required work, CN is requesting that the Mackenzie County review and re-send the crossing information within 30 days of the date of this letter with a view to coordinating a future discussion and next steps. This information is critical to meet the 2021 deadline. Please send the completed information to RAINFOSHARING@CN.CA.

CN is committed to continue working with your community on crossing safety. To that end, our Public Works Officers are preparing to meet with the Mackenzie County and will be contacting your public works department in order to discuss the results of your own evaluations and to coordinate any required work so as to ensure that the crossings are compliant with the Regulations by November 28, 2021.

**Costs:**

Should any work at the crossings in your territory be required to ensure compliance with the Regulations, the costs will be shared in accordance with the existing orders from the Canadian Transportation Agency or its predecessors or Agreements in place governing each party's responsibility at those crossings.

**Contacts:**

If you have any questions or concerns respecting CN's activities in your community, please do not hesitate to contact Lyndsay Brumwell at 306-945-6567 or by email at [lyndsay.brumwell@cn.ca](mailto:lyndsay.brumwell@cn.ca)

Yours sincerely,

A handwritten signature in blue ink that reads 'Sean Finn'.

Sean Finn

Encl.

cc: Mr. Lenard Racher, Chief Administrative Officer





## A Shared Responsibility

### Transport Canada's New Grade Crossings Regulations and Standards

- CN's obligations
- Communities' obligations

CN is working with road authorities and communities to meet Transport Canada's new Crossing Regulations and Standards, and advance our shared responsibility.

### Goals of the new Grade Crossings Regulations

- Provide consistent grade crossing safety standards for both new and existing crossings in Canada
- Clearly define roles and responsibilities of railway companies and road authorities
- Promote collaboration between communities and railway companies.
- Ensure the sharing of key safety information

### Grade Crossing Standards

The Grade Crossing Standards are mandatory engineering standards for crossing surfaces, road geometry, sightlines, warning systems and other elements that improve safety at crossings.

Any new crossings and existing crossings undergoing upgrades or modifications must meet Transport Canada's new Regulations immediately. All crossings that currently do not meet the engineering standards must be upgraded to meet the Regulations and Standards by 2021.

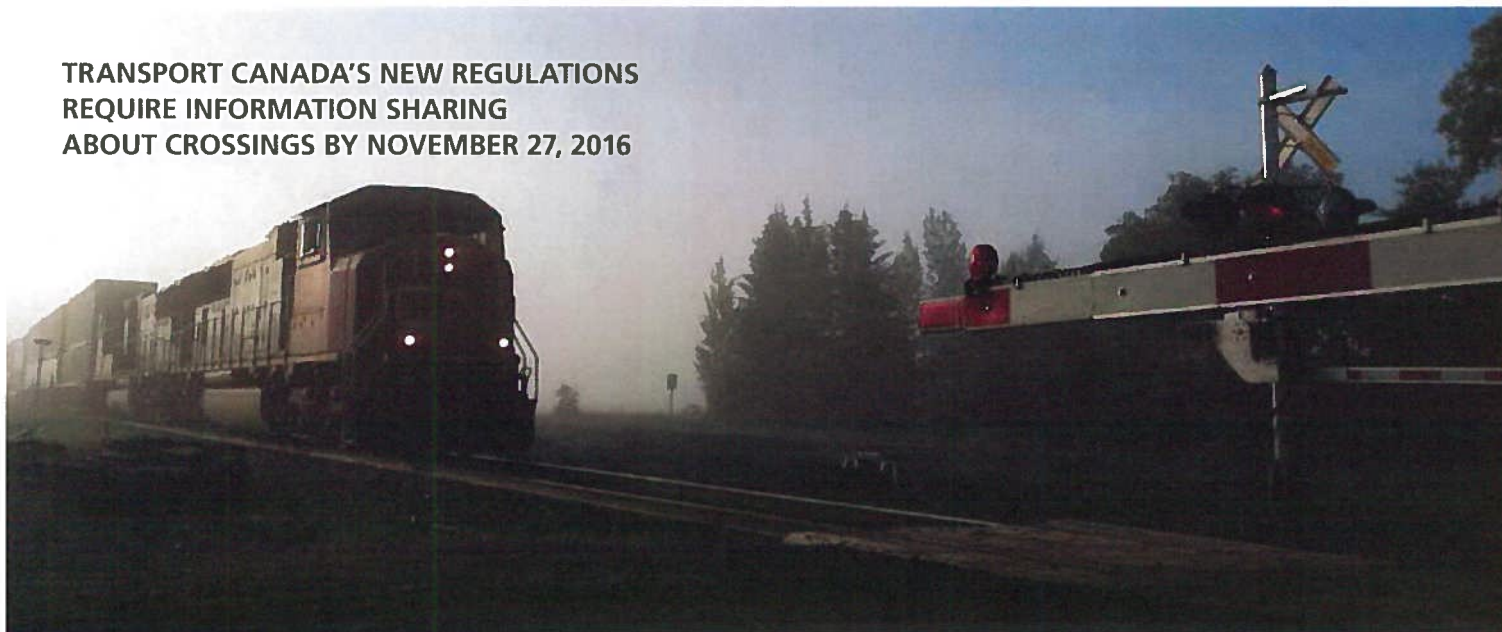


HAVEN'T RECEIVED YOUR  
CROSSING INFORMATION OR  
FOR MORE INFORMATION  
Contact CN Public Inquiry Line  
(888) 888-5909  
Contact@cn.ca

FOR MORE INFORMATION  
FROM TRANSPORT CANADA  
Visit [www.tc.gc.ca/eng/all/safety/](http://www.tc.gc.ca/eng/all/safety/)



## TRANSPORT CANADA'S NEW REGULATIONS REQUIRE INFORMATION SHARING ABOUT CROSSINGS BY NOVEMBER 27, 2016



### CN's obligations

CN is providing road authorities information about existing public grade crossings:

- Location of the grade crossing
- Number of tracks that cross the grade crossing
- The average daily railway movements
- The railway design speed (maximum train speed)
- Type of warning system in place at the crossing
- Whether a stop sign is installed on the same post as the railway crossing sign
- Whether or not whistling is required when trains approach the crossing

### Communities' obligations

Road authorities have been asked to provide CN with public grade crossings information:

- Location of the grade crossing
- Number of traffic lanes that cross the crossing surface
- Average annual daily traffic
- Road design speed at the crossing
- Roadway design specifications for road approaches, (Tables 10-2, 10-3 and 10-4 of the Grade Crossing Standards)
- Width of each traffic lane and shoulder on the road approach
- Design vehicle
- Stopping sight distance
- Average gradient of the road approach
- Crossing angle (Article 6.5 of Grade Crossing Standards)
- Applicable departure time (Article 10.3 of Grade Crossing Standards)
- Advanced activation time of the Prepare to Stop Sign (Article 18.2 of Grade Crossing Standards)
- Interconnection of Traffic Signals with Railway Warning Systems Time (Article 19.3(a) of Grade Crossing Standards)
- Whether the crossing includes a sidewalk, path or trail, and if so, whether the sidewalk, path or trail has been designated for persons using assistive devices

### ROAD AUTHORITIES: HOW WE ARE SHARING INFORMATION WITH YOU

CN Engineering officers have been working to identify all the public road crossings and will share with you an electronic list of CN crossings in your community. Those lists will include the information CN is required to share with you and will also include a description of the information Transport Canada has asked you to share with us.

CN is also asking road authority representatives to fill in the required information in the electronic list provided and submit it to CN.

### WHAT HAPPENS THEN?

Once the crossing information is exchanged, CN and road authorities can make an evaluation to determine if the crossings are in compliance with the Grade Crossing Regulations.

Any required upgrades to existing crossings must be completed by November 27, 2021.



## 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)

October 30, 2019

Rick Wouters  
Box 1015  
High Level, AB  
T0H 1Z0

Dear Mr. Wouters:

**RE: FIRE SERVICES EXEMPLARY SERVICE MEDAL AWARD**

It is my pleasure, on behalf of Mackenzie County Council, to congratulate you on your recent 2019 Fire Services Exemplary Service Medal Award.

Your selfless dedication and commitment to the betterment of our residents and our community has been recognized. We take this opportunity to express our sincere gratitude for your hard work, your years of service and to all that you have accomplished through your fire services as part of the High Level Fire Service.

Thank you for your time served and once again, congratulations on your well-deserved 2019 Fire Services Exemplary Service Medal Award.

Sincerely,

Josh Knelsen  
Reeve



## Mackenzie County

P.O. Box 640, 4511-46 Avenue, Fort Vermilion, AB T0H 1N0  
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[www.mackenziecounty.com](http://www.mackenziecounty.com)  
[office@mackenziecounty.com](mailto:office@mackenziecounty.com)

October 30, 2019

Mr. Chris Warkentin  
MP – Grande Prairie  
#201, 10625 West Side Drive  
Grande Prairie, AB  
T8V 8E6

Dear Mr. Warkentin:

### **RE: ELECTION CONGRATULATIONS**

Mackenzie County expresses our sincere gratitude for your hard work and dedication as it does not go unnoticed in Northern Alberta. We take this opportunity to congratulate you on your recent election success as the Member of Parliament for Grande Prairie.

We look forward to continue working with you in advocating for the residents in our area and request your continued support in our various projects and initiatives.

Sincerely,

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

Josh Knelsen  
Reeve





## 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)

October 30, 2019

Mr. Arnold Viersen  
MP Peace River  
Box 4458  
Barrhead, AB  
T7N 1A3

Dear Mr. Viersen:

### **RE: ELECTION CONGRATULATIONS**

Mackenzie County expresses our sincere gratitude for your hard work and dedication as it does not go unnoticed in Northern Alberta. We take this opportunity to congratulate you on your recent election success as the Member of Parliament for Peace River.

We look forward to continue working with you in advocating for the residents in our area and request your continued support in our various projects and initiatives.

Sincerely,

Josh Knelsen  
Reeve



ALBERTA  
SERVICE ALBERTA

*Office of the Minister  
MLA, Strathcona-Sherwood Park*

AR36637

October 31, 2019

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

Dear Reeve Knelsen:

I am reaching out to you with regard to the important issue of broadband internet. On my recent tour of Alberta, I met with hundreds of Albertans including elected officials, community representatives, small business leaders, and concerned citizens across 36 communities.

It quickly became clear the pressing need for improved access to high-speed broadband and the challenges that rural and remote communities are facing in its absence. I also heard inspiring examples of communities working together to overcome the connectivity challenges head-on with innovative local solutions, often in partnership with regional neighbours.

As Minister of Service Alberta, I am committed to continue working with municipalities, telecommunications providers, and infrastructure owners to find ways to expand high-speed broadband services across the province. During my tour I was able to strengthen relationships with key stakeholders, and I want my department to foster this dialogue with elected representatives, municipal officials, and business leaders across the province. To help nurture this ongoing collaboration and dialogue, I am requesting the following information:

- The name of a designated contact within your organization for broadband.
- Contact information for that individual, including an email address and telephone number.
- If applicable, a short summary of current plans or initiatives your municipality is involved in for expanding access to high-speed broadband to your community.

.../2

My department's contact person is Richard Bates, Provincial Broadband Business Analyst, and he can be reached at [richard.bates@gov.ab.ca](mailto:richard.bates@gov.ab.ca). Please use the subject line, "Designated broadband contact". If you have any questions, you may contact Richard by telephone at 780-422-0198. To call toll-free, dial 310-0000 and then the number.

Thank you for your cooperation. I look forward to working with you on these issues.

Sincerely,

A handwritten signature in black ink that reads "Nate Glubish". The signature is written in a cursive, slightly slanted style.

Honourable Nate Glubish  
Minister of Service Alberta

cc: Honourable Kaycee Madu  
Minister of Municipal Affairs

**V.S.I. SERVICES (1980) LTD**

A nonprofit organization providing veterinary care in Alberta

**BOX 137**

FAIRVIEW AB T0H 1L0

PH 780 835 5440

[vsiservices16@gmail.com](mailto:vsiservices16@gmail.com)

October 31, 2019

Mr. Len Racher, CAO  
Mackenzie County  
Box 640  
Fort Vermilion, AB T0H 1N0

Dear Len,

I am sending this letter as a follow up to the third quarter report of VSI expenditures, for your jurisdiction, that was e-mailed to [gsmith@mackenziecounty.com](mailto:gsmith@mackenziecounty.com) and [csarapuk@mackenziecounty.com](mailto:csarapuk@mackenziecounty.com)

Following is an estimate of your current VSI account status:

	Claims	Payments		Balance
Jan. 1, 2019			\$	(5,312)
Payments in 2019		\$ 54,800	\$	49,488
First Quarter	\$ 12,035		\$	37,453
Second Quarter	\$ 17,498		\$	19,955
Third Quarter	\$ 2,809		\$	17,146

Administrative fees and investment income have not been calculated or included for the first nine months of 2019.

Overall there is a 6.15% increase in total claims for the third quarter of 2019 compared to 2018. Total costs have increased \$3,334 over the same period. For the year we are above last year, with a difference of 3.57% or increase of \$16,161. (Including the amount of \$7,789 waiting appeal decision, the final increase will be 5.40% or \$23,951)

Four (4) of the sixteen (16) VSI jurisdictions had a decrease in their third quarter costs. Decreases ranged from 3.8% to 60.9% of 2018 third quarter costs. Increases, in the other eight (8) jurisdictions ranged from 1.2% to 105.4% of 2018 third quarter costs.

For the year six (6) jurisdictions saw a decrease in cost ranging from 1.1% to 28.9%. Ten (10) saw an increase ranging from 2.4% to 68.2%

Your 2019 third quarter claims are \$ 1,097 (64.1%) higher than they were in 2018. For the year you are \$4,964 (18.1%) over last year's pace.

If you have any questions or if you detect any errors in the report or in my calculations in this letter please let me know.

Yours sincerely

\_\_\_\_\_  
Rik Vandekerkhove, Manager

cc Grant Smith  
Colleen Sarapuk



**From:** [municipalservicesandlegislation@gov.ab.ca](mailto:municipalservicesandlegislation@gov.ab.ca)  
**To:** [CAO](#)  
**Subject:** Municipal Census Data  
**Date:** November 12, 2019 2:34:03 PM

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Attention: Chief Administrative Officers, Municipal Clerks and Census Coordinators, Metis Settlements

CC: Associations (incl. Municipal Clerks)

Re: Municipal Census Data

As you may have heard or read with respect to the 2019 Alberta Budget, one of the changes the province is making to streamline decisions and ensure greater consistency province-wide is to move away from municipal census numbers to a system of provincially developed population estimates.

Municipal authority to conduct a census will remain in the *Municipal Government Act*, however in future these censuses will only be used at the local level for municipal purposes. Municipal Affairs will be reviewing the existing census manual, and looking to convert it into a best practice guide to assist municipalities who may wish to use it.

Treasury Board and Finance (TBF) will lead in the development of municipal population estimates, for provincial purposes, going forward. Municipal Affairs is supporting TBF in this transition, which will come into effect in 2021 and be based on a widely accepted methodology used in other provinces. The methodology will be produced by the Government of Alberta in collaboration with Statistics Canada.

You can expect further details regarding the methodology shortly, as the Government of Alberta intends to solicit feedback from municipalities about the methodology in the coming weeks. TBF will also put appropriate feedback mechanisms in place to ensure the estimates are reflective of Alberta's growing population.

Thank you,

Gary Sandberg, Assistant Deputy Minister  
Municipal Services and Legislation  
Municipal Affairs

Mark Parsons, Assistant Deputy Minister  
Economics and Fiscal Policy Division  
Treasury Board and Finance

**From:** [alberta.news@gov.ab.ca](mailto:alberta.news@gov.ab.ca)  
**To:** [Carol Gabriel](#)  
**Subject:** News Release: Promise made, promise kept: Repeal Bill 6  
**Date:** November 20, 2019 2:56:48 PM

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# Promise made, promise kept: Repeal Bill 6

November 20, 2019 [Media inquiries](#)

The *Farm Freedom and Safety Act* has been introduced to bring forward changes to support the unique nature of the farm and ranch business.



*Minister Dreeshen with family members and workers at Tri M Farms.*

The proposed legislation fulfils the government's commitment to consult with farmers and ranchers to build farm workplace legislation that works for them. The government is committed to restoring balance, fairness and common sense to the regulation of Alberta's agriculture sector by repealing and replacing the previous government's failed Bill 6 legislation.

"We promised Albertans we would consult first and legislate second – and that's exactly what we did. We've taken this feedback and built common-sense farm workplace legislation that works for people, not against them."

*Devin Dreeshen, Minister of Agriculture and Forestry*

"Farmers asked for these changes to give us the flexibility to run our businesses and build a program collectively that works for everybody. This government has really listened to and responded to our concerns. Modern farms are highly safety-conscious operations and we take care of our farm workers like they are family."

*Rhonda Mulligan, Tri M Farms*

“In terms of the overall shape of the industry, consultation has been a critical feature of the new government for Bill 6 and the *Farm Freedom and Safety Act*. We didn’t have that under the previous government in 2015 when those changes were rolled out. We are very encouraged and optimistic about the future shape of farm safety legislation in Alberta.”

*Tom Steve, Alberta Wheat and Barley Commission/general manager of Alberta Barley*

“The greenhouse industry is very thankful to the Government of Alberta and, in particular, to Minister Dreeshen for his support in recognizing greenhouses as farms. Being excluded from the definition of farms under the Employment Standards Code was a huge challenge for our industry and we are grateful that this has been rectified in the *Farm Freedom and Safety Act*.”

*Albert Cramer, president, Alberta Greenhouse Growers Association*

Grassroots conversations, industry meetings, engagement sessions and an online survey were just some of the ways Alberta’s farmers and ranchers gave their input on practical farm workplace rules.

## **Consultations**

- From July 25 to Aug. 30, 25 engagement sessions on farm workplace legislation were held across the province.
- The public survey ran from July 12 to Aug. 31, with more than 1,200 completed submissions.

The new legislation addresses employment standards, workers’ compensation, occupational health and safety, labour relations laws and how they apply on farms and ranches.

## **Farm Freedom and Safety Act highlights**

- Allows employers to have choice when it comes to workplace insurance.
- Protects family farms from legislated and regulatory cost increases.



- Ensures basic safety standards on all farms.
- Recognizes that a farm is unlike other businesses, and that farmers and ranchers require flexibility in meeting labour and employment standards.
- Delivers on government's commitment to repeal the damaging policies of the previous government to ensure sustainable farms and help get Albertans back to work. Reinstates the farm and ranch sector exemption from the Labour Relations Code.
- Includes nursery, greenhouse, mushroom and sod operations in the farm and ranch employment standards exemptions.
- Minimizes red tape and reduces the regulatory burden on farmers and ranchers.

## Related information

- [Farm Freedom and Safety Act](#)

## Media inquiries

### [Adrienne South](#)

780-293-4684

Press Secretary, Agriculture and Forestry

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MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Edmonton - South West*

AR98874

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



Dear Reeve Knelsen,

Thank you for submitting two Mackenzie County applications for wildfires starting on May 6 and May 12, 2019 for financial assistance under the Disaster Recovery Program for wildfire response activities. Based on the initial cost estimates provided by the municipality, I am pleased to approve financial assistance to support the emergency operations incurred by your community during the response and recovery from the two wildfire events.


This financial assistance will facilitate repairs and restoration of damaged infrastructure, improving the lives of Albertans and contributing to the economic revitalization of the province.

The Disaster Recovery Program is intended to assist municipalities in reducing risk and losses associated with disaster events, as well as supporting local emergency preparedness for disasters. Under Section 5 of the Disaster Recovery Regulations, your community has been approved for a localized Disaster Recovery Program.

An Alberta Emergency Management Agency Disaster Recovery Program case manager will be contacting representatives from Mackenzie County and assist with the delivery of the program.

If you require further information regarding the program, please contact Jennifer Dolecki, Director of Community Recovery Services, at 780-289-3368 or [Jennifer.Dolecki@gov.ab.ca](mailto:Jennifer.Dolecki@gov.ab.ca).

Yours very truly,

  
Kaycee Madu  
Minister