

MACKENZIE COUNTY

REGULAR COUNCIL MEETING

MARCH 25, 2020
10:00 AM

FORT VERMILION COUNCIL
CHAMBERS

 780.927.3718

 www.mackenziecounty.com

 4511-46 Avenue, Fort Vermilion

 office@mackenziecounty.com



Mackenzie County

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**Wednesday, March 25, 2020
10:00 a.m.**

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

AGENDA

			Page
CALL TO ORDER:	1.	a) Call to Order	
AGENDA:	2.	a) Adoption of Agenda	
ADOPTION OF PREVIOUS MINUTES:	3.	a) Minutes of the March 10, 2020 Regular Council Meeting	7
		b) Business Arising out of the Minutes	
DELEGATIONS:	4.	a)	
		b)	
TENDERS:		Tender openings are scheduled for 11:00 a.m.	
	5.	a) La Crete Parks Maintenance	25
		b) Zama Waste Transfer Station Caretaker	27
PUBLIC HEARINGS:		Public hearing has been postponed.	
	6.	a) Bylaw 1172-20 Road Closure Bylaw for Plan 032 1316, Block 25, all of the lane lying north of Lots 20-23 and Plan 992 5549, Block 25 and all of the lane lying north of Lots 15-19 (La Crete) – POSTPONED TO A LATER DATE	
GENERAL REPORTS:	7.	a) COVID-19 Pandemic Update (verbal)	
		b)	
AGRICULTURE SERVICES:	8.	a) Agricultural Fair Committee – Terms of Reference	29
		b)	

COMMUNITY SERVICES:	9.	a)		
		b)		
		c)		
FINANCE:	10.	a)	2019 Budget Reserve Allocations from Surplus	33
		b)	2019 Budget Update - Reserve Allocations	37
		c)	2019 Budget – Carry Forward One Time Project Funding Allocations	41
		d)	2020 Budget – Deficit	43
		e)	Utility Levy (90 day Deferral)	47
		f)		
		g)		
OPERATIONS:	11.	a)	Calcium Chloride Dust Control	55
		b)		
UTILITIES:	12.	a)		
		b)		
PLANNING & DEVELOPMENT:	13.	a)		
		b)		
ADMINISTRATION:	14.	a)	Bylaw 1175-20 Inter-municipal Collaborative Framework with the Town of High Level	67
		b)	Bylaw 1176-20 Inter-municipal Collaborative Framework with the Town of Rainbow Lake	85
		c)	Beaver First Nation – Investing in Canada Infrastructure Program	101
		d)	Mackenzie Regional Community Society, Victim Services Unit – Letter of Support Request	103
		e)	Caribou Update (standing item)	
		f)		

- g)
- COUNCIL COMMITTEE REPORTS:** 15. a) Council Committee Reports (verbal)
- b) Community Services Committee Meeting Minutes 107
- c)
- INFORMATION / CORRESPONDENCE:** 16. a) Information/Correspondence 113
- CLOSED MEETING:** *Freedom of Information and Protection of Privacy Act Division 2, Part 1 Exceptions to Disclosure*
17. a)
- b)
- NOTICE OF MOTION:** 18. a)
- NEXT MEETING DATES:** 19. a) Regular Council Meeting
April 7, 2020
10:00 a.m.
Fort Vermilion Council Chambers
- b) Committee of the Whole Meeting
April 21, 2020
10:00 a.m.
Fort Vermilion Council Chambers
- ADJOURNMENT:** 20. a) Adjournment



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 25, 2020
Presented By:	Carol Gabriel, Deputy Chief Administrative Officer (Legislative & Support Services)
Title:	Minutes of the March 10, 2020 Regular Council Meeting

BACKGROUND / PROPOSAL:

Minutes of the March 10, 2020, 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 March 10, 2020 Regular Council Meeting be adopted as presented.

Author: J. Emmerson Reviewed by: CG CAO: _____

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**March 10, 2020
10:00 a.m.**

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

PRESENT: Josh Knelsen Reeve
Walter Sarapuk Deputy Reeve
Jacquie Bateman Councillor
Peter F. Braun Councillor (left the meeting at 3:51 p.m.)
Cameron Cardinal Councillor
David Driedger Councillor (left the meeting at 4:24 p.m.)
Eric Jorgensen Councillor
Anthony Peters Councillor (left the meeting at 3:43 p.m.)
Ernest Peters Councillor

REGRETS: Lisa Wardley Councillor

ADMINISTRATION: 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
Don Roberts Director of Community Services
Jennifer Batt Director of Finance
Dave Fehr Director of Operations
Grant Smith Agricultural Fieldman

ALSO PRESENT: Members of the public
Grade 6 Students, Ridgeview Central School

Minutes of the Regular Council meeting for Mackenzie County held on March 10, 2020 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.

Reeve Knelsen welcomed Mrs. Shannon Peters' grade six class from Ridgeview Central School in La Crete to the Council meeting.

The students held an election for the position of Junior Reeve.

Miss Jolene Peters was elected the Junior Reeve and took a seat beside the Reeve.

AGENDA:

2. a) Adoption of Agenda

MOTION 20-03-143

MOVED by Councillor Braun

That the agenda be approved as presented.

CARRIED

**MINUTES FROM
PREVIOUS
MEETING:**

3. a) Minutes of the February 26, 2020 Regular Council Meeting

MOTION 20-03-144

MOVED by Councillor Bateman

That the minutes of the February 26, 2020 Regular Council Meeting be adopted as presented.

CARRIED

3. b) Business Arising out of the Minutes

None.

DELEGATIONS:

4. a) Terry Jessiman, Forestry Manager, High Level Forest Area

Mr. Terry Jessiman, Forestry Manager for the High Level Forest Area, along with two colleagues, provided an update on the Chuckegg Creek Wildfire.

MOTION 20-03-145

MOVED by Councillor Bateman

That the forestry update be received for information.

CARRIED

DELEGATIONS:

4. b) Grade 6 Class, Ridgeview Central School

The grade six students were given an opportunity to present questions to Council, these included:

- What is the majority of your budget spent on?
- Are you tendering any construction jobs?
- Are you making a multi-plex in La Crete?

- Do you think that Highway 697 will get widened?
- What do you find challenging about being an elected official?
- What do you like about being an elected official?
- Is it difficult to balance your regular job and being a Councillor?
- When is the ski hill going to be finished?
- How much is your budget?
- Is there anything you can do to publicize figure skating?

Reeve Knelsen recessed the meeting at 11:02 a.m. and reconvened the meeting at 11:12 a.m.

TENDERS:

5. a) Crack Filling

MOTION 20-03-146

MOVED by Councillor Bateman

That the Crack Filling Tenders - Envelope #1 be opened.

CARRIED

Tenders Received

Cross Lane Asphalt Maintenance	All qualifying documents enclosed
Triple A Striping	All qualifying documents enclosed
Federal Joint Sealing Company of Canada Ltd.	All qualifying documents enclosed
Marshall Lines	All qualifying documents enclosed
APLS	All qualifying documents enclosed
Read on Roads Inc.	All qualifying documents enclosed

MOTION 20-03-147

MOVED by Councillor Braun

That the Crack Filling Tenders - Envelope #2 be opened for the qualified bidders.

CARRIED

Cross Lane Asphalt Maintenance	\$73,430.00
Triple A	\$138,514.50

Federal Joint Sealing Company of Canada Ltd.	\$124,790.10
Marshall Lines	\$84,305.00
APLS	\$86,318.00
Read on Roads Inc.	\$88,894.22

MOTION 20-03-148 **MOVED** by Deputy Reeve Sarapuk

That administration review the Crack Filling tenders and bring back to Council later in the meeting for awarding.

CARRIED

TENDERS: **5. a) Line Painting**

MOTION 20-03-149 **MOVED** by Councillor Driedger

That the Line Painting Tenders - Envelope #1 be opened.

CARRIED

Marshall Lines	All qualifying documents enclosed
624091 AB. Ltd. o/a RanN Maintenance Western Division	All qualifying documents enclosed
Lafrentz Road Marking	All qualifying documents enclosed
Triple A Striping	All qualifying documents enclosed
Checkmark Services	All qualifying documents enclosed

MOTION 20-03-150 **MOVED** by Deputy Reeve Sarapuk

That the Line Painting Tenders - Envelope #2 be opened for the qualified bidders.

CARRIED

Marshall Lines	\$102,406.85
624091 AB. Ltd. o/a RanN Maintenance Western Division	\$132,095.00
Lafrentz Road Marking	\$131,438.00
Triple A Striping	\$93,933.20
Checkmark Services	\$92,215.25

MOTION 20-03-151 **MOVED** by Councillor Driedger

That administration review the Line Painting tenders and bring back to Council later in the meeting for awarding.

CARRIED

DELEGATIONS: **4. c) Agriculture Fair Committee**

MOTION 20-03-152 **MOVED** by Councillor Cardinal

That a Mackenzie County Agricultural Fair Committee be established and that a Terms for Reference be brought back to the next meeting for review and approval.

CARRIED

Reeve Knelsen recessed the meeting at 11:58 a.m. and reconvened the meeting at 12:48 p.m.

MOTION 20-03-153 **MOVED** by Councillor Braun

That the Crack Filling contract be awarded to the lowest bidder while staying within budget.

CARRIED

MOTION 20-03-154 **MOVED** by Councillor E. Peters

That the Line Painting contract be awarded to the lowest bidder while staying within budget.

CARRIED

GENERAL REPORTS: **7. a) CAO and Director Reports**

MOTION 20-03-155 **MOVED** by Councillor Jorgensen

That the CAO & Director reports for February 2020 be received for information.

CARRIED

PUBLIC HEARINGS: 6. a) Bylaw 1171-20 Land Use Bylaw Amendment to Rezone Plan 982 5937, Block 23, Lot 28 from Manufactured Home Subdivision “MHS” to Hamlet Residential 1 “H-R1” (La Crete)

Reeve Knelsen called the public hearing for Bylaw 1171-20 to order at 1:09 p.m.

Reeve Knelsen asked if the public hearing for proposed Bylaw 1171-20 was properly advertised. Byron Peters, Director of Planning and Development, answered that the bylaw was advertised in accordance with the Municipal Government Act.

Reeve Knelsen asked the Development Authority to outline the proposed Land Use Bylaw Amendment. Byron Peters, Director of Planning and Development, presented the following:

Mackenzie County received a request to rezone the following; Plan 982 5937, Block 23, Lot 28 from Manufactured Home Subdivision “MHS” zoning district to Hamlet Residential 1 “H-R1” zoning district to allow for a Dwelling-Duplex. Currently, this lot in MHS allows Manufactured Homes as permitted uses with the option of a Dwelling-Single Family as a discretionary use.

The intention of the Manufactured Home Subdivision is to permit the development of larger, newer manufactured homes on subdivided lots in urban areas. This lot is surrounded solely by manufactured homes.

The applicant would like to rezone this lot, because he feels that this area needs to have better rental options. A Dwelling-Duplex is a discretionary use in the Hamlet Residential 1 “H-R1” zoning, which is believed to be a better zoning district.

The intention of the H-R1 district is to provide for single family dwellings, within all Hamlets through a variety of building forms while considering medium density residential forms permitted context compatibility.

Initially the developer was wanting to rezone this lot to Hamlet Residential 2, but second reading (Bylaw 1164-20) was defeated on February 10, 2020. An adjacent landowner believed that the proposed zoning was inappropriate for the proposed development.

First reading was given on February 10, 2020.

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

Reeve Knelsen asked if any submissions were received in regards to proposed Bylaw 1171-20. No submissions were received.

Reeve Knelsen asked if there was anyone present who would like to speak in regards to the proposed Bylaw 1171-20. There was no one was present to speak to the proposed bylaw.

Reeve Knelsen closed the public hearing for Bylaw 1171-20 at 1:10 p.m.

MOTION 20-03-156

MOVED by Councillor Braun

That second reading be given to Bylaw 1171-20 being a Land Use Bylaw Amendment to rezone Plan 982 5937, Block 23, Lot 28 from Manufactured Home Subdivision "MHS" to Hamlet Residential 1 "HR-1" to accommodate a Dwelling-Duplex.

CARRIED

MOTION 20-03-157

MOVED by Deputy Reeve Sarapuk

That third reading be given to Bylaw 1171-20 being a Land Use Bylaw Amendment to rezone Plan 982 5937, Block 23, Lot 28 from Manufactured Home Subdivision "MHS" to Hamlet Residential 1 "HR-1" to accommodate a Dwelling-Duplex.

CARRIED

**AGRICULTURE
SERVICES:**

8. a) **None**

**COMMUNITY
SERVICES:**

9. a) **Fort Vermilion Recreation Society – Emergent Funds Request**

MOTION 20-03-158
Requires 2/3

MOVED by Councillor Bateman

That the 2020 Budget be amended to include \$5,961.22 for the following projects with funding coming from the Grants to Other

Organizations Reserve:

1. Fort Vermilion Heat Tape for Main Entrance - \$1,900.44
2. Fort Vermilion CO2 Detector Zamboni Room - \$1,816.96
3. Fort Vermilion Replace Lights at Outdoor Rink - \$2,243.82

CARRIED

MOTION 20-03-159
Requires 2/3

MOVED by Councillor Bateman

That the 2020 Budget be amended to include \$5,981.95 for the Fort Vermilion Boiler Pumps Project with funding coming from the General Capital Reserve.

CARRIED

COMMUNITY SERVICES:

9. b) Scoping Audit – Recreation Centers

MOTION 20-03-160

MOVED by Councillor Braun

That the application process for a scoping audit for the La Crete and Fort Vermilion Recreation Complexes through the Recreation Energy Conservation (REC) Program cease and that Motion 19-04-232 be rescinded.

CARRIED

COMMUNITY SERVICES:

9. c) Optimizing Alberta Parks – Letter Request

MOTION 20-03-161

MOVED by Councillor Driedger

That a letter be sent to the Minister of Environment and Parks requesting clarification on the recent announcement with regards to “Partnership” of the Fort Vermilion Provincial Recreation area, the Buffalo Tower Provincial Recreation area, and the Rainbow Lake Provincial Recreation Area.

CARRIED

FINANCE:

10. a) Bylaw 1174-20 Fee Schedule Amendment

MOTION 20-03-162
Requires 2/3

MOVED by Deputy Reeve Sarapuk

That first reading be given to Bylaw 1174-20 being the Fee Schedule Bylaw amendment for Mackenzie County.

CARRIED

MOTION 20-03-163
Requires 2/3

MOVED by Councillor A. Peters

That second reading be given to Bylaw 1174-20 being the Fee Schedule Bylaw amendment for Mackenzie County.

CARRIED

MOTION 20-03-164
Requires Unanimous

MOVED by Councillor Braun

That consideration be given to go to third reading of Bylaw 1174-20 being the Fee Schedule Bylaw amendment for Mackenzie County at this meeting.

CARRIED UNANIMOUSLY

MOTION 20-03-165
Requires 2/3

MOVED by Deputy Reeve Sarapuk

That third reading be given to Bylaw 1174-20 being the Fee Schedule Bylaw amendment for Mackenzie County.

CARRIED

FINANCE:

10. b) 2020 Provincial Budget Release

MOTION 20-03-166

MOVED by Councillor Bateman

That the 2020 Provincial Budget Report be received for information.

CARRIED

OPERATIONS:

11. a) None

UTILITIES:

12. a) None

**PLANNING AND
DEVELOPMENT:**

13. a) Bylaw 1173-20 Land Use Bylaw Amendment to Rezone Part of Plan 192 3085, Block 24, Lot 3 from La Crete Highway Commercial "LC-HC" to Hamlet Residential 1B "H-R1B" (La Crete)

MOTION 20-03-167

MOVED by Councillor Bateman

That first reading be given to Bylaw 1173-20 being a Land Use

Bylaw Amendment to Rezone Part of Plan 192 3085, Block 24, Lot 3 from La Crete Highway Commercial "LC-HC" to Hamlet Residential 1B, subject to public hearing input.

CARRIED

**PLANNING AND
DEVELOPMENT:**

13. b) Policy PW042 Road Allowance Use

MOTION 20-03-168

MOVED by Councillor Bateman

That Policy PW042 Road Allowance Use be amended as presented.

CARRIED

**PLANNING AND
DEVELOPMENT:**

**13. c) Inter-municipal Development Plan Exemption with the
Town of Rainbow Lake**

MOTION 20-03-169

MOVED by Councillor Cardinal

That Council direct Administration, based on Ministerial Order No. MSL: 047/18, to request an exemption from the Minister of Municipal Affairs from the requirements in Sections 605 and 631 of the *Municipal Government Act* (MGA) for the municipalities of Town of Rainbow Lake and Mackenzie County to create an Inter-municipal Development Plan (IDP) between the two parties, as the common boundaries between the two is composed entirely of provincial Crown Land.

CARRIED

ADMINISTRATION:

14. a) 2020 Open Houses

MOTION 20-03-170

MOVED by Councillor E. Peters

That the 2020 Annual Open Houses be suspended for one year.

CARRIED

ADMINISTRATION:

**14. b) Beaver First Nation – Investing in Canada
Infrastructure Program**

MOTION 20-03-171

MOVED by Councillor Cardinal

That a letter of support be provided to the Beaver First Nation for

their Investing in Canada Infrastructure Program grant.

CARRIED

Reeve Knelsen recessed the meeting at 2:06 p.m. and reconvened the meeting at 2:18 p.m.

ADMINISTRATION: 14. c) La Crete Agricultural Society – Request for Letter of Support (Peavey Industries Community Agricultural Grant)

MOTION 20-03-172 MOVED by Councillor Braun

That a letter of support be provided to the La Crete Agricultural Society for their Community Agricultural Grant application through Peavey Industries for the development of an orchard.

CARRIED

ADMINISTRATION: 14. d) Appointment of Members at Large

MOTION 20-03-173 MOVED by Councillor Cardinal

That Carson Flett and Wally Schroeder be appointed as a Member at Large to the Subdivision & Development Appeal Board for a three year term ending October 2023, subject to eligibility.

CARRIED

MOTION 20-03-174 MOVED by Deputy Reeve Sarapuk

That Krishanthi Vithanage be appointed as a Member at Large to the La Crete Community Streetscape Implementation Committee for a two year term ending October 2022.

CARRIED

MOTION 20-03-175 MOVED by Councillor Jorgensen

That John W. Driedger be appointed as a Member at Large to the Boreal Housing Foundation for the remaining of a one year term ending October 2020.

CARRIED

ADMINISTRATION: 14. e) Caribou Update (Standing Item)

MOTION 20-03-176 **MOVED** by Councillor A. Peters

That the Caribou Update be received for information.

CARRIED

**COUNCIL
COMMITTEE
REPORTS:**

15. a) Council Committee Reports (verbal)

MOTION 20-03-177 **MOVED** by Councillor Cardinal

That the Council Committee reports be received for information.

CARRIED

**COUNCIL
COMMITTEE
REPORTS:**

15. b) Municipal Planning Commission Meeting Minutes

MOTION 20-03-178 **MOVED** by Councillor Driedger

That the Municipal Planning Commission meeting minutes of February 27, 2020 be received for information.

CARRIED

**COUNCIL
COMMITTEE
REPORTS:**

15. c) Inter-Municipal Planning Commission Meeting Minutes

MOTION 20-03-179 **MOVED** by Councillor Braun

That the Inter-Municipal Planning Commission meeting minutes of December 11, 2019 and February 20, 2020 be received for information.

CARRIED

**INFORMATION /
CORRESPONDENCE:**

16. a) Information/Correspondence

MOTION 20-03-180 **MOVED** by Councillor Braun

That the information/correspondence items be accepted for

information purposes.

CARRIED

MOTION 20-03-181 **MOVED** by Councillor Jorgensen

That a response letter be sent to Sturgeon County in support of their Alberta-focused reception at the Federation of Canadian Municipalities Conference.

Councillor Jorgensen stepped out of the meeting at 3:12 p.m.

CARRIED

CLOSED MEETING: 17. **Closed Meeting**

MOTION 20-03-182 **MOVED** by Councillor Driedger

That Council move into a closed meeting at 3:12 p.m. to discuss the following:

17. a) Outstanding Tax Repayment Request (*FOIP, Div. 2, Part 1, s.27*)

CARRIED

Councillor Jorgensen rejoined the meeting at 3:13 p.m.

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/
Recording Secretary
- Jennifer Batt, Director of Finance

Councillor A. Peters left the meeting at 3:43 p.m.

Councillor Braun left the meeting at 3:51 p.m.

Councillor Driedger left the meeting at 4:24 p.m.

MOTION 20-03-183 **MOVED** by Councillor Jorgensen

That Council move out of a closed meeting at 4:25 p.m.

CARRIED

17. a) Outstanding Tax Repayment Request

MOTION 20-03-184
Requires 2/3

MOVED by Councillor Bateman

That the outstanding tax repayment request be received for information.

CARRIED

**INFORMATION /
CORRESPONDENCE:**

16. a) Information/Correspondence

MOTION 20-03-185

MOVED by Councillor E. Peters

That Mackenzie County sponsor a full-page advertisement for the La Crete Challenge Cup in the amount of \$1,000.00 with funding coming from the operating budget.

CARRIED

NOTICE OF MOTION:

18. a) None

**NEXT MEETING
DATE:**

19. a) Next Meeting Dates

Committee of the Whole Meeting
March 24, 2020
10:00 a.m.
Fort Vermilion Council Chambers

Regular Council Meeting
March 25, 2020
10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT:

20. a) Adjournment

MOTION 20-03-186

MOVED by Councillor Jorgensen

That the Council meeting be adjourned at 4:36 p.m.

CARRIED

These minutes will be presented to Council for approval on March 25, 2020.

Joshua Knelsen
Reeve

Lenard Racher
Chief Administrative Officer

UNAPPROVED



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 25, 2020
Presented By:	Don Roberts, Director of Community Services
Title:	TENDERS La Crete Parks Maintenance

BACKGROUND / PROPOSAL:

Administration advertised the ‘La Crete Parks Maintenance Tender’ in the Echo/Pioneer for two weeks. Submissions were due at the Fort Vermilion County office March 24, 2020 at 4:30 p.m.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

2020 Operating Budget, total of \$35,000

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

Successful bidder will be notified.

POLICY REFERENCES:

Author: L.L. Reviewed by: _____ CAO: _____

RECOMMENDED ACTION:

Motion 1:

- Simple Majority Requires 2/3 Requires Unanimous

That the La Crete Parks Maintenance Tenders - Envelope #1 be opened.

Motion 2: (if required)

- Simple Majority Requires 2/3 Requires Unanimous

That the unqualified La Crete Parks Maintenance Tenders be returned to the senders without opening Envelope #2.

Motion 3:

- Simple Majority Requires 2/3 Requires Unanimous

That the La Crete Parks Maintenance Tenders - Envelope #2 be opened for the qualified bidders.

Motion 4:

- Simple Majority Requires 2/3 Requires Unanimous

That the La Crete Parks Maintenance contract be awarded to the lowest bidder while staying within budget.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 25, 2020
Presented By:	Don Roberts, Director of Community Services
Title:	TENDERS Zama Waste Transfer Station Caretaker

BACKGROUND / PROPOSAL:

Administration advertised the 'Zama Waste Transfer Station Caretaker Tender' in the Echo/Pioneer for two weeks. Submissions were due at the Fort Vermilion County office March 24, 2020 at 4:30 p.m.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

2020 Operating Budget, total of \$23,664

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

Successful bidder will be notified.

POLICY REFERENCES:

Author: L.L. **Reviewed by:** _____ **CAO:** _____

RECOMMENDED ACTION:

Motion 1:

- Simple Majority Requires 2/3 Requires Unanimous

That the Zama Waste Transfer Station Caretaker Tender - Envelope #1 be opened.

Motion 2: (if required)

- Simple Majority Requires 2/3 Requires Unanimous

That the unqualified Zama Waste Transfer Station Caretaker Tender be returned to the senders without opening Envelope #2.

Motion 3:

- Simple Majority Requires 2/3 Requires Unanimous

That the Zama Waste Transfer Station Caretaker Tender - Envelope #2 be opened for the qualified bidders.

Motion 4:

- Simple Majority Requires 2/3 Requires Unanimous

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

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 25, 2020
Presented By:	Grant Smith, Agricultural Fieldman
Title:	Agricultural Fair Committee – Terms of Reference

BACKGROUND / PROPOSAL:

At the March 10, 2020 Council meeting, Council re-established the Agricultural Fair Committee. The Committee would be comprised of volunteer community members to organize and host the Fair with minimal County assistance.

A copy of the revised Terms of Reference are attached.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

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

POLICY REFERENCES:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the Agricultural Fair Committee Terms of Reference be amended as presented.

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

AGRICULTURAL FAIR COMMITTEE TERMS OF REFERENCE

Purpose:

To ~~provide advice and recommendations regarding~~ **organize and host** the Annual Agricultural Fair and Tradeshow.

Committee Structure:

The membership of the Committee will be comprised of the following:

- ~~• All ASB Members (voting members)~~
- ~~• Chief Administrative Officer or designate (non-voting member)~~
- ~~• Agricultural Fieldman (non-voting member)~~
- ~~• Two Representatives from MARA (voting members)~~
- ~~• Two Members from each local Agricultural Society. (High Level, La Crete, Fort Vermilion, & Rocky Lane) (voting members)~~
- ~~• Support Staff (non-voting members)~~
- **Volunteer Community Public Members**

The committee shall appoint its own Chair and Vice-Chair and **Treasurer** at the first Committee meeting, **on an annual basis**.

Committee members shall not **be eligible to** receive remuneration ~~for their appointment to the committee~~.

Quorum:

Five members present shall constitute quorum. ~~CAO or designate must be in attendance~~. **The Chair or designate must be in attendance**.

Term:

Members shall sit on the Committee for a one year term.

Authority:

~~Mackenzie County Council~~.

Meeting Schedule:

The committee shall meet as required in order to adequately address its responsibilities in a timely manner.

Agricultural Fair Committee General Responsibilities:

The Committee shall:

- Organize and host the Annual Agricultural Fair & Tradeshow
- Set and manage budget and assume fiscal responsibilities
- Set meeting dates and maintain meeting records

Mackenzie County General Responsibilities:

Mackenzie County shall:

- Advertise for Volunteer Committee Members annually
- Manage funds accrued through sponsorship
- Issue payments upon request with proof of receipt, within budget
- Provide liability coverage for committee members
- Assist with the Agricultural Fair site setup and tear down

Purchasing Authority:

The appointed Treasurer shall:

- Have the authority to purchase and sign-off on invoices for payment
- Complete a purchase request for all purchases which must be completed on a *Mackenzie County Field Requisition Form* and a copy submitted to the County Finance Department on a regular basis.

Approved External Activities:

- N/A

	Date	Resolution Number
Approved	2016-02-09	
Amended	2017-10-23	17-10-726
Amended	2020-03-25	



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 25, 2020
Presented By:	Jennifer Batt, Director of Finance
Title:	2019 Budget Reserve Allocations from Surplus

BACKGROUND / PROPOSAL:

The annual audit for 2019 was scheduled for the week of March 16th, however due to the recent health concerns with COVID 19 the audit is currently being stated by remote access.

Administration has completed numerous reconciliations and analysis of the financial transactions, liabilities and commitments of Council to ensure that Generally Accepted Accounting Principles and Practices have been utilized. Based on this work we are recommending the Council approve the recommendations and actions as detailed in this report in preparation to the rescheduled Audit.

Council has various policies related to the disposition of surplus. Although these items are detailed in the various policies to fully compile with the Municipal Government Act (MGA) specific approvals should be provided by Council. These reserve policies provide the overall roadmap however specific issues may require deviation from the policies.

1. Bursary Reserve

In the 2019 Operating budget, Council approved \$25,000 in funding towards awarding Bursaries to applicants as per Policy. \$17,000 was awarded to bursary recipients in 2019 leaving \$8,000 unallocated. As per Policy RESV017 – Bursaries Reserve all funds not awarded are to be retained in the Bursaries Reserve.

The required Council motion to move these funds to the specific reserves are in this report's recommendations.

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

2. Agricultural Fair Revenue

An Agricultural Fair group volunteered to raise funds by donation to offset the costs of operating the 2019 Agricultural Fair. Council approved the County's involvement to assist in the collection of funds, and payment of invoices. Costs and revenues are as follows:

Operational costs – \$32,079
Revenue generated – \$44,734
Surplus - \$12,655

Administration is recommending that the surplus be allocated to the General Operating Reserve to assist in start-up and operational costs to the committee for the 2020 Agricultural Fair, when requested.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

2019 Budget

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

RESV01 - General Operating Reserve
RESV017 – Bursaries Reserve

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 25, 2020
Presented By:	Jennifer Batt, Director of Finance
Title:	2019 Budget Update - Reserve Allocations

BACKGROUND / PROPOSAL:

Administration has completed numerous reconciliations and analysis of the financial transactions, liabilities and commitments of Council to ensure that Generally Accepted Accounting Principles and Practices have been utilized. Based on this work we are recommending that Council approve the recommendations and actions as detailed in this report in preparation for the rescheduled Audit.

Council has various policies related to the disposition of surplus. Although these items are detailed in the various policies to fully compile with the Municipal Government Act (MGA) specific approvals should be provided by Council. These reserve policies provide the overall roadmap however specific issues may require deviation from the policies.

1. Revenues Collected Earmarked to Reserves

Council made the following Motion while approving the 2019 Budget:

MOTION 19-04-240 **MOVED** by Councillor Driedger
Requires 2/3

That the 2019 Operating Budget Contributions to Reserves in the amount of \$1,918,127 be as follows:

- Municipal Reserve \$70,000
- Gravel Reclamation Reserve \$50,000
- Gravel Crushing Reserve \$500,000
- Road Reserve \$500,000
- Water Infrastructure Reserve \$392,846
- General Capital Reserve \$81,100
- Vehicle & Equipment Reserve \$324,181

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

CARRIED

Revenues were collected and budgeted for under three classifications. The stated intent per Policy is that these revenues be contributed to the related reserves, however anticipated contributions collected were either above or below what was provided for in the budget.

The revenues collected are:

- Offsite Levies / Frontage \$62,584;
- Gravel Reclamation \$45,182;
- Municipal Reserve \$138,985.

Off site Levy/Frontage revenue was \$62,584, an increase revenue of \$24,236 to the portion included in the Water Infrastructure Reserve allocation above. Council may choose by motion to increase the allocation by \$24,236 or let the motion stand at \$392,846, understanding that the \$24,236 would become part of the surplus.

Gravel Aggregate revenue was \$45,182 not the anticipated revenue of \$50,000 as mentioned above to the Gravel Reclamation Reserve. Council may choose to reduce the allocation by \$4,818 or let the motion stand at \$50,000 understanding that the \$4,818 shortfall would be funded by the 2019 surplus.

Municipal Reserve Revenue was \$138,985, an increase of \$68,985 and as per policy, these amounts are to be allocated to the Municipal Reserve by way of Council Motion.

Local Improvement revenue was \$51,473 not the anticipated revenue of \$81,100 as motioned above to the General Capital Reserve. Council may choose to reduce the allocation by \$29,627 or let the motion stand at \$81,100 understanding that the \$29,627 shortfall would be funded by the 2019 surplus.

Allocations to the Gravel Crushing Reserve, Road Reserve, and Vehicle & Equipment Reserve are as per Policy and were not contingent on anticipated revenue, and require no further action.

The required Council motions to move these funds to the specific reserves are in this report's recommendations.

Once the audit has been completed, administration will bring forward any motions required outside of these Policies.

OPTIONS & BENEFITS:

N/A

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

COSTS & SOURCE OF FUNDING:

2019 Budget

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

- RESV01 - General Capital Reserve
- RESV03 - Off-Site Levy Reserve
- RESV05 – Gravel Reclamation Reserve
- RESV10 – Municipal Reserve
- RESV13 – Water/Sewer Infrastructure Reserve

RECOMMENDED ACTION:

Motion 1

- Simple Majority Requires 2/3 Requires Unanimous

That an additional \$24,236 from 2019 revenue be contributed to the Water Infrastructure Reserve.

Motion 2

- Simple Majority Requires 2/3 Requires Unanimous

That an additional \$68,985 from 2019 revenue be contributed to the Municipal Reserve.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 25, 2020
Presented By:	Jennifer Batt, Director of Finance
Title:	2019 Budget – Carry Forward One Time Project Funding Allocations

BACKGROUND / PROPOSAL:

As part of year-end reconciliations, administration identified funding that was provided by current years levies, that is required to fund carry forward projects.

The 2019 budget has provided for specific projects or initiatives that have not been expensed to-date. These fall under One Time Projects where these expenditures have been approved and budgeted in 2019 but need to be carry-forward since payments or expenditures will not be incurred until 2020.

The outstanding One Time projects (levy funded portion) total \$62,400. These funds need to be allocated by Council motion from the 2019 surplus to the 2020 funding reserve, which has been identified funding source in the approved 2020 operating budget.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

2019 Budget

SUSTAINABILITY PLAN:

N/A

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 24, 2020
Presented By:	Jennifer Batt, Director of Finance
Title:	2020 Budget – Deficit

BACKGROUND / PROPOSAL:

Within the 2020 Budget approved by Council on December 18, 2019, an anticipated reduction of tax levies of \$1,723,945 was incorporated into the taxation revenue. With the current situation in the oil & gas industry, administration has since received the assessments for the 2020 tax year, which came in lower than anticipated. The actual reduction in taxation levy based on the 2019 Tax Rate Bylaw Mill rates is - \$2,027,185, a further reduction of \$303,240.

As the Rural Municipalities of Alberta spring conference was cancelled, administration can reduce the expenses allocated to the budget for this attendance by \$48,490, leaving a new shortfall of \$254,750.

To address this shortfall, Council may choose to adopt any one or combination of the below to fund the deficit in the 2020 Budget.

Council has numerous options in which to fund this shortfall:

- Adjust the Mill Rates (some or all);
- Change Levels of Service;
- User pay increase to services;
 - o Waste collection
 - o Campground fees
 - o General services
- Reduce current allocations to various Reserves, or;
 - o There are currently \$3,544,945 included in the 2020 budget
- Allocated funding coming from the General Operating Reserve.

With the release of the 2020/2021 Provincial Budget, Council has been advised that the School rate to all ratepayers will be increasing which will also negatively impact ratepayers. Implementing fees increases, Mill rate increases, reduction in levels of

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

service to balance the 2020 budget is good practice for Council to review and possibly adopt, but may not be good practice with recent events that may negatively impact ratepayers along with these changes.

If Council chooses to increase user fees, change levels of service, adjust the Mill rate(s), administration would present recommended increases as directed by Council at the next Council meeting for approval, and Budget amendment approval.

If Council chose to either reduce current allocations to reserves, or fund from the General Operating Reserve, Council can pass a motion, and administration will proceed with bringing forward the 2020 Tax Rate Bylaw to the next Council meeting.

With the recent emergency measures taken by the Federal and Provincial Governments in response to the COVID19 Pandemic, administration has taken into account how this may affect the ratepayers within Mackenzie County. As part of this report administration is making recommendations that it would not normally recommend, such as reduction in allocating, or making draws from reserve to fund this shortfall.

OPTIONS & BENEFITS:

Council has numerous options in which to fund this shortfall:

- Adjust the Mill Rates (some or all);
- Change Levels of Service;
- User pay increase to services;
 - o Waste collection
 - o Campground fees
 - o General services
- Reduce current allocations to various Reserves, or;
- Funds allocated from the General Operating Reserve.

COSTS & SOURCE OF FUNDING:

Shortfall in Tax levy of \$254,750

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

For discussion.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 25, 2020
Presented By:	Jennifer Batt, Director of Finance
Title:	Utility Levy (90 day Deferral)

BACKGROUND / PROPOSAL:

Administration has been developing a Business Continuity Plan and Risk Assessment for staffing around the COVID 19 Pandemic. It was identified that near the end of the month, ratepayers tend to visit the offices to pay Utility bills, Invoices, and Tax payments to avoid paying late charges.

As part of Premier Kenney’s announcement on Wednesday March 18th, the Provincial Government has confirmed with the Alberta Utilities Commission, that Electricity, and Gas providers will defer all payments to Albertans for 90 days. Along with this announcement, Premier Kenney is requesting that Municipalities look at deferring Municipal Utility (Water & Sewer) payments by residents by these same 90 days.

Administration supports the request as it addresses some of the risks identified within the Business Continuity Plan and Risk Assessment for staff recommendations. Along with the 90 day deferral, administration is recommending that Finance Charges not be imposed for the outstanding balance to Utility accounts after April 1st, for 90 days.

The Finance charges are calculated on the outstanding balance as per Policy FIN011 Accounts Receivable / Utilities Collection:

All accounts with a balance outstanding after 30 days will be subject to a penalty of 2% per month.

Administration has started advertising other recommended options ratepayers can use to process payments, such as Electronic Funds Transfer, payments at banking institutions, call in credit card payments, and Paysimply. If the above request is approved, administration would ensure that the 90 day deferral is highlighted in the advertising.

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

The request to defer still makes the ratepayer liable for all levies incurred, but allows for some time for ratepayers that may be financially burdened to make payments.

This decision will have a financial impact on the Municipality in various ways which Council should consider:

- Increased possibility of reduced Utility payments negatively effecting the Municipalities revenue for 90 + days;
- Possibility of some Utility levies remaining unpaid at the end of the 90 days;

The assistance these options offer to ratepayers that require temporary financial relief during this Pandemic may outweigh the Municipalitys risk.

OPTIONS & BENEFITS:

Option 1

That Council approve deferring Utility payments for March, April, and May 2020 levies, and Finance charges for April, May, and June 2020 for all Utility accounts to assist ratepayers during this Pandemic.

Benefit

Mackenzie County ratepayers that can continue to make payments on their accounts are likely to do so, but those that may be financially effected by either self-isolating, or job loss will benefit from this deferral.

This would also assist in the Business Continuity Plan and Risk Assessment for staffing, as it would greatly reduce the interactions at the front desk.

Option 2

That Council approve not imposing Finance charges for Utility accounts that may incur for 90 days (April, May, June 2020) to assist ratepayers during this Pandemic.

Benefit

Mackenzie County ratepayers that can continue to make payments on their accounts are likely to do so thus not incurring the penalty, but those that may be financially effected by either self-isolating, or job loss will benefit from this.

Option 3

That the Utility Levy (90 day Deferral) report be received for information.

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

COSTS & SOURCE OF FUNDING:

2020 Operating Budget

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

Administration to advertise Council decision by social media, newspaper articles, and all other regularly practiced forms of advertising.

POLICY REFERENCES:

FIN011 – Accounts Receivable / Utility Collection

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the Utility payments for March, April, and May 2020 levies be deferred, and that Finance Charges for April, May, and June 2020 for all Utility accounts not be applied to assist ratepayers during this Pandemic.

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

Mackenzie County

Title	ACCOUNTS RECEIVABLE / UTILITY COLLECTION	Policy No.	FIN011
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Legislation Reference	Municipal Government Act, Section 208 1 (g)
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Purpose

To promote and encourage the timely payment of all receivable accounts, and to pursue delinquent accounts in a prudent and diligent manner.

POLICY STATEMENT AND GUIDELINES

OBJECTIVES

To provide policy guidance for the collection of payments for all receivable accounts including water, sewer, waste collection services, fire services, and any other fees as per the Fee Schedule Bylaw.

To impose a consistent and effective method of collection action for ratepayers who fail to pay their utility and receivable accounts.

All accounts with a balance outstanding after 30 days will be subject to a penalty of 2% per month.

PROCEDURE

Accounts Receivable

On a weekly basis, receivable invoices shall be generated. The Accounts Receivable clerk shall take every step to ensure that these billings are accurate.

The Accounts Receivable clerk shall ensure that the invoice is as per the Fee Schedule Bylaw, and approved by designated signing officers.

All invoices generated that have 3rd party charges shall include the back up for the charges stated.

Uncollectable balances may be transferred to an applicable tax roll if allowable under the MGA or may be referred to a collection agency for collection of the outstanding balance.

After administration has exhausted all reasonable collection efforts, administration may at the approval of the CAO write off unrecoverable amounts outstanding on accounts of less than \$250.00

- i) in excess of 365 days,
- ii) for those accounts that cannot be transferred to taxes.

A list of all accounts written off shall be presented to the Finance Committee at the first meeting following such write-offs.

Utility Accounts

On a monthly basis, utility invoices shall be generated. The Utilities clerk shall take every step to ensure that these billings are accurate.

All connection and disconnection notices, as provided by the field staff and/or requests from the customers, shall be reflected in the billings. Upon receipt of a disconnection notice and/or a new connection from a customer, the Utilities/Accounts Receivable clerk shall make adjustments to reflect the change in status, then prepare a statement of account for the user advising of the account balance and requesting a payment in conjunction with the monthly billing.

At the close of each month and with the reconciliation of the utility subledger, as directed by the Finance Controller (FC), the Utilities clerk shall review the aged analysis report and identify those accounts that have a balance owing from the statement date of the invoice and proceed as follows:

Metered Users

Arrears period	Action
Over 30 days outstanding from invoice date	Send a past due first notice advising customer of his/hers outstanding balance.
Over 45 days outstanding from invoice date	Send a past due second notice within the first week of a month advising that if the account is not paid in full by the last date of the month (by 60 th day outstanding), all utilities may be disconnected or discontinued.
Over 60 days outstanding from invoice date	<p>Advise FC of the balance outstanding of over 60 days. Prepare and send a registered past due final notice within the first week of a month signed by FC allowing 14 calendar days to pay.</p> <p>Send a Door Tag request to the applicable Water Treatment Plant to the attention of the Utilities Officers for distribution to the affected properties.</p>

	<p>After 60 days outstanding, the account deposit shall be applied against the utility account for payment. A new deposit as per the Fee Schedule Bylaw shall be required prior to reconnecting once account is paid in full.</p>
<p>Over 74 days outstanding from invoice date</p>	<p>A list outlining all accounts with a balance outstanding over 74 days shall, along with completed Disconnection Authorization Forms for each account, be submitted to Chief Administrative Officer (CAO) and/or Designated Officer within fourth week of a month for approval to disconnect.</p> <p>Utilities clerk shall submit the Disconnection Authorization Forms signed by CAO and/or Designated Officer to the Utilities Officer. Outstanding amounts for accounts in arrears over 104 days may be transferred to taxes at the approval of the CAO.</p> <p>Utilities Officer must disconnect the utility within 24 hours of receiving the Disconnection Authorization.*</p>
<p>Over 365 days outstanding from invoice date</p>	<p>After administration has exhausted all reasonable collection efforts, administration may at the approval of the CAO write off unrecoverable amounts outstanding on accounts of less than \$250.00</p> <ul style="list-style-type: none"> iii) in excess of 365 days, iv) for those accounts that cannot be transferred to taxes. <p>A list of all accounts written off shall be presented to the Finance Committee at the first meeting following such write-offs.</p>

*Disconnections during winter – if Utilities Officer has reasons to believe that the disconnection may create technical difficulties, the Utilities Officer shall notify CAO and/or Designated Officer in writing within 24 hours of receiving the Disconnection Authorization.

Utility deposits may be transferable.

Utility deposits received, shall be returned to renters that have been in good standing for a period of one year, or the balance remaining upon cancellation of utilities by the customer.

Cardlock Users

All water cards accounts with the outstanding balance past 60 (sixty) days shall be deactivated.

After 60 days outstanding, the deposit will be applied against the water card account for payment, and will require a new deposit as per the Fee Schedule Bylaw, prior to reconnecting once account is paid in full.

No card shall be reconnected until a payment in full is received and a deposit amount paid.

Reconnections

No reconnection or resumption of service shall be made until a payment for the full outstanding amount is made plus deposit and the applicable reconnection fee as established by the County's Water & Sewer Services Bylaw and/or Fee Schedule Bylaw.

Utilities clerk shall complete and submit a Reconnect Authorization to the applicable Water Treatment Plant to the attention of a Utilities Officer.

Administrative Responsibilities

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

	Date	Resolution Number
Approved	1998-10-14	98-312
Amended	2011-11-08	11-11-908
Amended	2013-01-15	13-01-032
Amended	2014-10-14	14-10-676
Amended	2015-08-11	15-08-546
Amended	2018-01-09	18-01-030
Amended	2019-05-07	19-05-304



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 25, 2020
Presented By:	Dave Fehr, Director of Operations
Title:	Calcium Chloride Dust Control

BACKGROUND / PROPOSAL:

At the December 11, 2019 Budget Council Meeting, the following motion was made:

MOTION 19-12-796 **MOVED** by Councillor A. Peters
Requires 2/3

That the dust control program be suspended and that administration develop a plan for the resale of the calcium chloride dust control product for consumer purchase at cost, and that the \$472,000 budget be reduced to \$100,000, as per Tracking Change #21.

Deputy Reeve Sarapuk requested a recorded vote.

In Favor

Councillor Driedger
Councillor A. Peters
Reeve Knelsen
Councillor Jorgensen
Councillor Braun
Councillor Bateman
Councillor Wardley

Opposed

Councillor E. Peters
Deputy Reeve Sarapuk

CARRIED

Administration requested a four-year proposal from Tiger Calcium and Kortech for the purchase and storage/containment of calcium chloride based on motion 19-12-796.

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

Breakdown of cost is as follows:

Company	Supply/Apply Year 1 & 2	Supply/Apply Year 3 & 4	Tank & Set Up	Supply for Tank Year 1 & 2	Supply for Tank Year 3 & 4
Tiger Calcium	0.304	0.317	No Charge	0.26	0.27
Kortech	0.399	0.399	N/A	0.37	0.37

Proposals from Tiger Calcium and Kortech are attached.

The addition of a tank with measurable use will allow the County to sell calcium chloride to applicants and/or correct missed areas. As well, when one or two additional applicants apply it is not feasible to order a truckload, the stored product would be available.

At the December 18, 2019 Budget Council Meeting, the following motion was made:

MOTION 19-12-810 **MOVED** by Councillor Bateman
Requires 2/3

That Motion 19-12-796 be rescinded and that the dust control program/fees be changed/increased as follows, as per Tracking Change #23:

- Seniors \$200.00 per application
- Regular \$935.00 per application (includes Residential, In-Hamlet Residential, Rural & Hamlet Commercial/Industrial and Schools)
- County Applied (Rural Intersections) – reduce by fifty percent (50%)
- Deadline for applications – April 1st

CARRIED

In the past, the practice had been that the County applied dust control In-Hamlet Residential, Rural & Hamlet Commercial/Industrial and Schools. In light of the above motion, Administration would like clarification on whether Council would like the change advertised on social media and in the newspaper.

As of March 17, 2020, we have received thirty-two applications for dust control. We have not received any applications from schools, churches, commercial or industrial owners.

Author: S Wheeler Reviewed by: D Fehr CAO: _____

OPTIONS & BENEFITS:

Option 1:

Accept four-year term proposal from Tiger Calcium.

Option 2:

Continue with this last year of the current three-year contract with Tiger Calcium and retender in fall.

COSTS & SOURCE OF FUNDING:

2020 operating budget and some cost recovery from applicant purchase.

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

POLICY REFERENCES:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the four-year term proposal from Tiger Calcium for dust control be accepted.

Author: S Wheeler Reviewed by: D Fehr CAO: _____



March 2, 2020

David Fehr
Mackenzie County
9205 100 St
La Crete, AB T0H 2H0

Re: Mackenzie County - Dust Control: 4 Year Term 2020-2023

Dear David,

Tiger Calcium Services is pleased to have the opportunity to present this proposal for a continuation of long-term agreement for the dust control program for Mackenzie County. In addition to the opportunity to secure price certainty for the County, Tiger Calcium is also proposing to unify pricing across all regions of the County, offering a single price for the La Crete, Fort Vermilion and Zama Lake dust control areas.

Tiger Calcium has unequaled knowledge, experience and expertise with dust control in the Province of Alberta and, specifically, with the Mackenzie County region. We are well-positioned to undertake this project and to continue to provide unparalleled value for Mackenzie County as will be demonstrated in this proposal.

Thank you for the opportunity to present our proposal for your consideration. We are available to answer any questions you might have regarding our recommendation as you review the proposal. We look forward to continuing as the provider of dust control services for Mackenzie County.

Sincerely,

Chris Yankee
Account Manager
Tiger Calcium Services Inc.



Experience

Tiger Calcium has unequalled knowledge, experience and expertise managing dust control projects in Western Canada:

- 200+ dust control projects in 2019 spraying over 100 million liters of calcium chloride
- 40 projects each totaling more than 1 million liters
- More than 9,500 KMs of roads through 4 western provinces
- 96% customer satisfaction rating among Tiger's Top 100 Customers.

Tiger Calcium Services brings over 35 years of experience in the production and application of premium calcium chloride encompassing thousands of dust suppression projects of varying sizes and complexity during that period with an exceptionally high customer satisfaction and retention rate.

Supply Certainty

Tiger Calcium has the production capacity, capability and experience to meet the annual supply and application demands for liquid calcium chloride for dust control, based on historic volumes for Mackenzie County.

- Alberta-based product supply at our plant in Slave Lake, Alberta
- Largest calcium chloride production capacity in Western Canada
- Guarantee of local, reliable Alberta-produced supply to support B.C. region

In addition to available supply of calcium chloride, Tiger Calcium also has an in-house fleet of spray trucks, supported by a 24/7 dispatch team.





Capabilities/Performance

Transportation and Distribution Infrastructure

Tiger Calcium provides customers a highly effective transportation and distribution network including:

- Fully integrated, company-owned, transportation department
- In-house dispatch team with 24/7/365 customer service commitment.
- Storage facilities across Western Canada,
- Rail fleet of 140+ rail cars
- Company-owned fleet of 50 spray trucks and an additional fleet of support transfer trucks.
- La Crete based storage tanks of 120,000 litres to be provided at Mackenzie County maintenance yard.

Equipment Commitment

- Tiger Calcium will provide manned, tri-axle or Super-B spray units.
- 29,000 Liter capacity.
- Adjustable spray bar for application.
- Flow meter for measuring the amount of calcium applied.

Metered Spray System

- Tiger Calcium application and distribution equipment equipped with state-of-the-art computer and radar controlled Raven spray system.
- Controller has the ability to change the application rates, raise, lower and engage the spray bar extensions from the cab of the truck.
- Spray bars are adjustable for 2.5, 3.0, and 3.5 metre sprays.
- Precision spray technology optimizes effectiveness and accuracy and guarantees a high quality dust suppression application.

Safety Record

- Tiger Calcium has extensive Safety Policy and Procedure.
- Dedicated team of Safety professionals
- In-house Safety, Health and Environment department.
- Certificate of Recognition (COR) from the Alberta Government.





Quality Control

Only production facility of its kind in Canada with a unique, closed-system process to ensure specifications and quality delivery.

Quality Control

Tiger Calcium Services maintains an industry-leading, best-in-class quality control process that ensures every litre of Formula 35 Premium Dust Control meets a high standard of excellence.

Stringent Product Processing

Our calcium chloride brine is moved through a series of filter presses to remove impurities and produce a contaminant free clear brine.

- Processed to remove excess contaminants including iron, salt and other heavy metals.
- Five separate quality control check points during the production cycle in addition to retained samples taken during delivery.

Product Testing

Tiger Calcium products are sampled weekly and sent to a 3rd party lab for testing to verify product specifications and quality consistency. This ensures our Formula 35 Premium Dust Control consistently meets all required specifications including environmentally acceptable concentrations of heavy metals.





Summary of Proposed Offer

Tiger Calcium Services will offer Mackenzie County a comprehensive, full-value program providing a reliable, single-source supply and application for Mackenzie County's liquid calcium chloride requirements. We will recommend Tiger Calcium's Formula 35 Premium Dust Control providing a solution with a superior 35% active chlorides for Mackenzie County's dust control program.

The value proposition offered to Mackenzie County by Tiger Calcium is built on a foundation of stringent and dedicated product quality control, state-of-the-art Alberta-based refining facilities, supply certainty and reliability. This foundation is strengthened by our integrated, industry-leading transportation and distribution network that sets our company apart from all other calcium chloride suppliers.

Term

The proposed agreement will be for a term of four (4) years. Tiger Calcium is open to negotiate alternative terms and pricing with Mackenzie County.

Service Commitment

Delivery:

Tiger Calcium will commit to delivery requirements consistent with those from our past year's work with Mackenzie County. Specifically, we will have the capability of supplying to a daily schedule that best fits the needs of Mackenzie County to ensure cost efficiencies are achieved.

Application:

Tiger Calcium is committing to the supply and application of an estimated 1.3M litres of Formula 35 Premium Dust Control, on roads as designated by Mackenzie County, at an estimated application rate of 1.5-2.0 liters per square meter. The final application rate will be determined with further consultation with Mackenzie County.

Equipment:

Tiger Calcium will commit to making fully available the necessary equipment to effectively manage the requirements of the dust control project for Mackenzie County.

Tank Storage:

Tiger calcium will provide tank storage of 120,000 litres at the Mackenzie County maintenance yard in La Crete, AB.





Pricing Proposal

This pricing offer will be in effect until the end of the initial four (4) year term. Upon receipt of signed confirmation of acceptance by Mackenzie County pricing will be locked in for the stated term. Pricing is offered based on the understanding that Mackenzie County is interested in a long-term agreement with projected volumes of an estimated 1.3M litres per year for the four year term of Mackenzie County's dust control program. The volume stated is an estimate based on previous years' requirements and it is understood that actual volumes will fluctuate dependent on project requirements and other external factors including weather-related occurrences.

Price Quote – Mackenzie County – Dust Control: 4 Year Term 2020-2023						
Product	UOM	Minimum Quantity (per UOM)	Price Year 1 2020	Price Year 2 2021	Price Year 3 2022	Price Year 4 2023
Delivered and applied to La Crete, AB						
Formula 35 Premium Dust Control	Liters	28,000 (full truckload)	0.304	0.304	0.317	0.317
Delivered and applied to Fort Vermillion, AB						
Formula 35 Premium Dust Control	Liters	28,000 (full truckload)	0.304	0.304	0.317	0.317
Delivered and applied to Zama City, AB						
Formula 35 Premium Dust Control	Liters	28,000 (full truckload)	0.304	0.304	0.317	0.317
Delivered to La Crete, AB						
Formula 35 Premium Dust Control	Liters	28,000 (full truckload)	0.26	0.26	0.27	0.27
Pricing is offered based on the understanding that your organization is projected to use an estimated 1.3M liters annually for your 2020, 2021, 2022, & 2023 Dust Control Programs.						
Terms & Conditions: 1) Pricing is conditional upon Mackenzie County receiving approval of credit from Tiger Calcium Services Inc. 2) Pricing does not include GST, PST or other applicable taxes. 3) Prices have been quoted delivered to destination and applied, or delivered to destination. 4) Price quote is valid for 30 days. 5) Minimum purchase quantities must be met for pricing to be valid. 6) Applied price includes either 2 hours of spray time or 2 hours of unloading time per truckload. 7) For applied price an additional \$190/hour will be charged for standby time over and above the allotted time.						





Tiger Calcium Services Inc. Representative

Print Name

Customer Representative

Print Name



From: [Mike](#)
To: [Sylvia Wheeler](#)
Cc: [David Fehr](#); [Evelyn](#); [AB Invoicing](#)
Subject: Calcium Chloride Proposal 2020 - 2023 - Mackenzie County - Kortech Calcium Services Ltd.
Date: March 5, 2020 8:05:01 PM
Attachments: [w 1.32 product specs.doc](#)

Hi Sylvia,

Thank you for your request for dust control pricing for 2020 – 2023.

Product and application specifications

Our recommended application rate is 2 litres per m2.

Product Specifications are attached Calcium Chloride w 1.32

Experience

-

We have been producing Calcium Chloride from our well at Calling Lake for over 35 years. We have long term agreements in place with several Municipalities throughout Alberta. We currently serve the needs of up to 75% of the Counties in Alberta for their Dust Control needs.

Certainty of Product Supply

-

As a follow up to the completion of the 2018 season Kortech Calcium Services Ltd. with Ward Chemical Inc. and Kansas Ridge Trucking have completed the following:

- Drilled a second well at our Calling Lake, Alberta facility to increase production to up to 2 million litres per day;
- Installed an additional 12 million litres of storage which has brought our storage capacity at Calling Lake to 24 million litres;
- Increased our external storage capacity to 8 million litres.
- Increased our trucking capacity to meet the needs of the busy season.
- Increased our hours of operation at both our Villeneuve facility and Calling Lake facility (24 hours).

-

Overall Performance of Your Company

-

We believe our performance and service is second to none in the industry and if references are requested they will be made available.

Quality Control

-

Every load is tested and samples are retained for 6 months to ensure our products meet the specifications as provided.

Service Commitment

-

Similar to our response with respect to Certainty of Product Supply; we can assure our clients that service with respect to product and trucking will be provided as requested by the client.

Pricing Proposal

-

Price supplied and applied to the roads in Mackenzie County is:

0.399 per litre plus gst

Storage

We do not set up storage facilities on clients properties. However; we do have clients that set up their own storage and we supply calcium chloride to their storage facilities as requested. If a storage facility is provided by Mackenzie County we will offer to provided product to that storage facility at the following rate:

0.37 per litre supplied to storage in Public Works yard in La Crete

***If the County requires assistance in procuring proper storage, we would be pleased to provide our professional expertise.

If you have any questions with respect to the above please contact me directly at:

Mike Holliday

Kortech Calcium Services Ltd.

780-499-6633

mike@kortech.ca

From: Sylvia Wheeler [mailto:swheeler@mackenziecounty.com]

Sent: Wednesday, March 04, 2020 9:21 AM

To: Mike <mike@kortech.ca>

Cc: David Fehr <dfehr@mackenziecounty.com>

Subject: Calcium Chloride Proposal - Mackenzie County

Good morning Mike,

Please be so kind as to quote Mackenzie County for Supply & Apply of Calcium Chloride for 2020 to 2023, a four-year term. We **estimate** requiring 750,000 liters.

As well, we are requesting Supply Only of the Calcium Chloride (same term), which would require supply and set up of 120,000 liter holding tank(s) with containment, to be located at the Public Works yard in La Crete. We want to be invoiced on use and not on storage of the Calcium Chloride. This tank must have the capability of use measurement. Tracking our internal use will be important and public use if we decide to sell the product.

Please include:

- ? Product and application specifications
- ? Experience
- ? Certainty of product supply
- ? Overall performance of your company
- ? Quality control
- ? Service commitment
- ? Pricing proposal

Please send your Proposal to this email (reply all) by March 11, 2020.

Thanks for your time,

Sylvia Wheeler | Administrative Officer - Public Works

Mackenzie County | La Crete Office

Box 1690, 9205 - 100 St. | La Crete | AB | T0H 2H0

780.928.3983 EXT: 7120 | Fax: 780.928.3636

www.mackenziecounty.com



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 25, 2020
Presented By:	Len Racher, Chief Administrative Officer
Title:	Bylaw 1175-20 Inter-municipal Collaborative Framework with the Town of High Level

BACKGROUND / PROPOSAL:

Administration met with the Town of High Level at their office to discuss the minimum requirements and options available for the Inter-municipal Collaborative Framework (ICF).

Both municipalities agreed that a basic ICF would be sufficient provided that all existing agreements would be listed and indexed within the document.

The proposed Bylaw addresses all the items needed in order to meet the minimum requirements set forth by the Province of Alberta:

- Inter-municipal servicing agreements including delivery and by whom;
- An inventory of municipal services for each municipality such as transportation, water and wastewater, solid waste, emergency services, and recreation;
- Dispute Resolution Process;
- Inter-municipal Development Plan (existing);
- Any shared funding or revenue (existing);
- Term of Review;
- Implementation date; and
- Transition Plan if considered.

The ICF must be adopted through a bylaw with matching content. ICF's are to be completed and adopted by April 1, 2020 and be submitted to Alberta Municipal Affairs within 90 days of their adoption.

All additional agreements can be an appendix to the ICF agreement.

This bylaw will also be taken to the Council of the Town of High Level for approval at their regular Council meeting on March 23, 2020.

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

OPTIONS & BENEFITS:

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

COSTS & SOURCE OF FUNDING:

There are no costs associated with this Inter-municipal Collaborative Framework (ICF).

SUSTAINABILITY PLAN:

The Sustainability Plan insinuates that regional partnerships be built and maintained to advocate for northern Alberta.

COMMUNICATION / PUBLIC PARTICIPATION:

According to the Municipal Government Act, public engagement is not required for this bylaw.

The Mackenzie County Public Participation Policy ADM056, advises that Council has the option to either inform or consult the public on this topic.

Considering that this bylaw will not directly impact the public, informing the public should be sufficient.

In order to inform the public, the bylaw can be advertised in the paper and Facebook either before or after adoption.

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Motion 1

- Simple Majority
- Requires 2/3
- Requires Unanimous

That first reading be given to Bylaw 1175-20, being a bylaw of Mackenzie County to establish the Inter-municipal Collaboration Framework (ICF) with the Town of High Level.

Author: C Smith Reviewed by: B Peters CAO: _____

Motion 2

Simple Majority Requires 2/3 Requires Unanimous

That second reading be given to Bylaw 1175-20, being a bylaw of Mackenzie County to establish the Inter-municipal Collaboration Framework (ICF) with the Town of High Level.

Motion 3

Simple Majority Requires 2/3 Requires Unanimous

That consideration be given to go to third reading of Bylaw 1175-20, being a bylaw of Mackenzie County to establish the Inter-municipal Collaboration Framework (ICF) with the Town of High Level at this meeting.

Motion 4

Simple Majority Requires 2/3 Requires Unanimous

That third reading be given to Bylaw 1175-20, being a bylaw of Mackenzie County to establish the Inter-municipal Collaboration Framework (ICF) with the Town of High Level.

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

BYLAW NO 1175-20
BEING A BYLAW OF
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA

FOR THE PURPOSE OF ADOPTING MACKENZIE COUNTY AND THE TOWN OF HIGH LEVEL INTERMUNICIPAL COLLABORATION FRAMEWORK (ICF), PURSUANT TO THE MUNICIPAL GOVERNMENT ACT, BEING CHAPTER M-26 OF THE REVISED STATUTES OF ALBERTA 2000, AND AMENDMENTS THERETO

WHEREAS section 708.28(1) of the *Municipal Government Act*, R.S.A. 2000, c.M-26, as amended, (the Act”) mandates that municipalities that have common boundaries must create an Intermunicipal Collaborative Framework with each other that describes the services provided under the ICF that benefits the residents in more than one of the municipalities that are party to the framework, which municipality is responsible for providing the services and outlines how the services will be delivered and funded;

WHEREAS Mackenzie County and the Town of High Level share a common border;

AND WHEREAS Mackenzie County and the Town of High Level share common interest and are desirous of working together to provide services to their residents;

NOW THEREFORE the Council of Mackenzie County, duly assembled, hereby adopts the Mackenzie County and the Town of High Level Intermunicipal Agreement, being the document attached hereto and forming Schedule A of this Bylaw.

This bylaw comes into force and effect upon third reading by Council.

READ a first time this ____ day of _____, 2020.

READ a second time this ____ day of _____, 2020.

READ a third time and finally passed this ____ day of _____, 2020.

Joshua Knelsen
Reeve

Lenard Racher
Chief Administrative Officer

Intermunicipal Collaboration Framework
Between
Mackenzie County
and
the Town of High Level

March 2020

WHEREAS, Mackenzie County and the Town of High Level share a common border; and

WHEREAS, Mackenzie County and the Town of High Level share common interests and are desirous of working together to provide services to their residents; and

WHEREAS, the Municipal Government Act stipulates that municipalities that have a common boundary must create an Intermunicipal Collaboration Framework with each other that identifies the services provided by each municipality, which services are best provided on an intermunicipal basis, and how services to be provided on an intermunicipal basis will be delivered and funded.

NOW THEREFORE, by mutual covenant of the Municipalities it is agreed as follows:

A. DEFINITIONS

The following are the definition of terms used in this document:

1. “Chief Administrative Officer” means the person appointed by Council to the position of chief administrative officer or their delegate.
2. “County” means Mackenzie County.
3. “Initiating party” means the municipality that gives notice in the event of any dispute.
4. “Intermunicipal Collaboration Framework” or “ICF” means a document that two or more municipalities are required to develop under the *Municipal Government Act*, which facilitates cooperation and ensures that services are provided to residents efficiently.
5. “Intermunicipal Development Plan” or “IDP” means a statutory plan developed jointly by two or more neighboring municipalities to coordinate land use planning decisions for an area of land in proximity to the boundaries of the municipalities, and which meets the requirements of the *Municipal Government Act*.
6. “Framework” means this ICF.
7. “Mediation” means a process involving a neutral party as the mediator who assists the municipalities and any other persons brought in by them to reach mutually acceptable settlement on the matter.
8. “Mediator” means a person or persons appointed to facilitate resolution of a dispute between the municipalities.

9. "Town" means the Town of High Level.
10. "Municipalities" means Mackenzie County and the Town of High Level.

B. TERM AND REVIEW

- 1) In accordance with the *Municipal Government Act*, this Intermunicipal Collaboration Framework shall come into force on final passing of matching bylaws that contain the Framework by both Municipalities.
- 2) This Framework may be amended by mutual consent of both Municipalities unless specified otherwise in this Framework.
- 3) It is agreed by the Municipalities that the Councils shall review this Framework and the terms and conditions of the agreement at least once every five years, commencing no later than 2025.

C. INTERMUNICIPAL COOPERATION

- 1) Both the County and the Town are committed to fostering intermunicipal cooperation in a non-adversarial, informal, and cost-effective manner.
- 2) The Councils of each Municipality shall be the forum for reviewing the Intermunicipal Collaboration Framework.

D. GENERAL TERMS

- 1) Both Municipalities agree that in consideration of the shared services outlined in Section E, any costs in the future that require Intermunicipal agreements shall be dealt with on a case-by-case basis.

E. MUNICIPAL SERVICES

- 1) Both Municipalities have reviewed the services offered to residents. Based on the review, it has been determined that each Municipality will continue to provide the following services to their residents independently (either in-house or by a third-party):
 - a. Agricultural Services
 - b. Animal Control
 - c. Assessment Services
 - d. Emergency Services
 - e. Geographical Information Systems (GIS)
 - f. Information Technology
 - g. Library Services
 - h. Maintenance & Transportation
 - i. Municipal Administration
 - j. Pest Control

- k. Planning & Development Services
 - l. Police Services
 - m. Purchasing/Procurement Services
 - n. Recreation
 - o. Solid Waste Services
 - p. Water and Wastewater
- 2) The Municipalities have a history of working together to provide municipal services to the residents on an intermunicipal basis, with the following services being provided directly or indirectly to their residents:
- a. Affordable Housing/Seniors Lodging
 - o The Municipalities jointly, along with the Town of Rainbow Lake, La Crete Municipal Nursing Association, Dene Tha' First Nation, Beaver First Nation, Tall Cree First Nation, and the Little Red River Cree Nation are members of a management body known as the **Boreal Housing Foundation** as per Province of Alberta Ministerial Order H:042/16. A board comprised of representation from all members governs this management body. The Foundation may requisition Mackenzie County, the Town of High Level, and the Town of Rainbow Lake.
 - b. Airport Services
 - o The Municipalities entered into a **Regional Service Sharing Agreement** effective on July 1, 2008, along with an Amending Agreement effective February 6, 2014. Provision 8.8 of the Regional Service Sharing Agreement (RRSA) provides that County Residents:
 - a. shall pay the same user fees, charges or levies which the Town charges Town Residents for access to the Airport; and
 - b. are subject to the same rules and regulations governing use of the Airport as apply to Town Residents.
 - o The Airport is owned and operated by the Town. There is no managing partner. The Inter-municipal Planning Commission is the Subdivision and Development Authority for the IDP Area, which includes the land around the Airport. The Agreement includes cost sharing of capital expenditures required for the Airport.
 - c. Appeal Boards
 - o The Municipalities entered into a **Memorandum of Understanding** effective December 4, 2019, involving Mackenzie County, the Town of High Level, and the Town of

Rainbow Lake. The Agreement ensures that all Participants will maintain an inventory of qualified and appointed appeal board members and clerks that may be utilized and appointed by any Participant. There is no managing partner. Each Participant is responsible for the costs of training for their appointed members. Costs incurred from the formation of a panel is the responsibility of the initiating municipality.

d. Community Services

- The Municipalities entered into a **Regional Service Sharing Agreement** effective on July 1, 2008, along with an Amending Agreement effective February 6, 2014. The Agreement includes the provision of access to County and Town recreational services and facilities to all residents at the same rates charged to their own residents. There is no managing partner. The Agreement includes cost sharing of capital expenditures.
- The Mackenzie County Library Board has a Partnership Agreement with the High Level Municipal Library for the collaboration and provision of services to County residents. There is no revenue component included in this Agreement.

e. Emergency Services

- The Municipalities have the following agreements in place to aid in the event of emergencies:
 - i. The Municipalities entered into a **Regional Service Sharing Agreement** effective on July 1, 2008, along with an Amending Agreement effective February 6, 2014. The Agreement includes the provision of fire services by the Town to the County within the Fire Service Area. There is no managing partner. The Town shall invoice the County for responding to fire calls in accordance with the rates set in the Agreement. The Agreement includes cost sharing for the purchase of fire capital equipment.
 - ii. The **Mackenzie Region Mutual Aid Agreement**, dated March 2020, involving Mackenzie County, the Town of High Level, and the Town of Rainbow Lake. As a mutual aid agreement, there is no managing partner. The Calling Municipality agrees to pay the Responding Municipality for aid in accordance with the terms of the Northwest Alberta Emergency Resource Agreement.

- iii. The **Mackenzie Region Hazardous Materials Agreement** between Mackenzie County, the Town of High Level, and the Town of Rainbow Lake, effective January 1, 2014. All partners proportionally split cost sharing for the replacement of the Regional Hazardous Materials Unit, and contributions are made annually for mutually agreed-upon specialized equipment. As a mutual aid agreement, there is no managing partner. The Calling Municipality agrees to pay the Responding Municipality for aid in accordance with the terms of the Agreement.
 - iv. The **Northwest Alberta Emergency Resource Agreement** between the Town of High Level, Mackenzie County, and various other Municipalities throughout Northwest Alberta. The Agreement provides the ability for signatories to access needed resources to mitigate or support emergency response initiatives from sources outside predetermined mutual aid agreement. The managing partner is the Town of High Level. The Responding Party providing assistance pursuant to the Agreement shall be entitled to bill or charge the Requesting Party for equipment or services, or for the assistance being provided.
- f. Governance
- o The Municipalities made a commitment for meaningful collaboration and some form of collective decision-making through the Tri-Council and CAO Secretariat Governance Protocol dated June 7, 2013. Mackenzie County, the Town of High Level, and the Town of Rainbow Lake form the Tri-Council. The intention is to strike a fair balance between economic prosperity and social and environmental responsibility, to acquire optimum value from the resources entrusted to the Region and, ultimately, to achieve a quality of life for the region that will benefit all its citizens. The Tri-Council and the CAO Secretariat derive their authority from their respective Councils. The Tri-Council meets once every calendar quarter. Costs associated with the Tri-Council meetings are the responsibility of the hosting municipality on a rotational basis.
- g. Solid Waste Services
- o The Municipalities jointly, along with the Town of Rainbow Lake, agreed to establish and become members of a regional landfill commission known as the **Mackenzie Regional Waste**

Management Commission as per Province of Alberta Order in Council 380/2003 and Alberta Regulation No. 264/2003. The costs associated with operating the Commission are charged to each of the members based on usage.

- h. Water and Wastewater
 - o The Municipalities entered into a **Regional Service Sharing Agreement** effective on July 1, 2008, along with an Amending Agreement effective February 6, 2014. The Agreement includes the provision of potable water being supplied by the Town to County residents in the Service Area and the Norbord Mill (referred to as the Footner Potable Water Line and the High Level Rural (South) Water Line). There is no managing partner. The agreement period is for 12 years. The fees associated with the agreement are charged to the County on a monthly basis.
 - i. Economic Development
 - o The Municipalities, along with the Town of Rainbow Lake, the Paddle Prairie Metis Settlement, Northern Lakes College and the regional chambers of commerce, formed the Regional Economic Development Initiative for Northwest Alberta, a regional economic development alliance (REDA), providing economic development research, advocacy and services to the larger Mackenzie Region.
 - j. Tourism
 - o The Municipalities, along with the Town of Rainbow Lake, formed the Mackenzie Frontier Tourism Association (MFTA), a destination marketing organization, to promote attractions, accommodations and activities in the larger Mackenzie Region.
- 3) The Municipalities acknowledge that in addition to the shared service agreements in place between the Municipalities, they each have independent agreements with other regional partners.
- 4) The Municipalities have reviewed the aforementioned existing agreements and have determined that these are the most appropriate municipal services to be conducted in a shared manner.

F. FUTURE PROJECTS & AGREEMENTS

- 1) In the event that either Municipality initiates the development of a new project and/or service that may require a new cost-sharing agreement, the initiating

Municipality's Chief Administrative Officer will notify the other Municipality's Chief Administrative Officer in writing.

- 2) The initial notification will include a general description of the project, estimated costs and timing of expenditures. The other Municipality will advise if they there are any objections to cost-sharing for the project and the reasons.
- 3) The following criteria will be used when assessing the desirability of funding of new projects:
 - a. Relationship of the proposed capital project to Intermunicipal Development Plan or any other regional long term planning document prepared by the Municipalities;
 - b. The level of community support;
 - c. The nature of the project;
 - d. The demonstrated effort by volunteers to raise funds and obtain grants (if applicable);
 - e. The projected operating costs for new capital projects;
 - f. Municipal debt limit; and,
 - g. Projected utilization by residents of both Municipalities.
- 4) The Councils of each Municipality will be the forum used to discuss and review future mutual aid agreements and/or cost sharing agreements. Upon receiving written notice of a new project, the receiving Municipality shall provide a response to the initiating Municipality within sixty (60) calendar days. In the event they are unable to reach an agreement, the dispute shall be dealt with through the procedure outlined within Section H of this document.
- 5) Both Municipalities recognize that the decision to participate in or not participate in a project ultimately lies with the respective municipal councils, who, in turn, must rely on the support of their electorate to support the project and any borrowing that could be required.

G. INTERMUNICIPAL DEVELOPMENT PLAN

- 1) The Municipalities adopted an Intermunicipal Development Plan in 2009 (Mackenzie County Bylaw 712/09 & Town of High Level Bylaw 881-2009), in accordance with the *Municipal Government Act*. The Intermunicipal Development Plan will be reviewed by both Municipalities once every three years, with the first review to take place in November 2011.

H. DISPUTE RESOLUTION

- 1) The Municipalities are committed to resolving any disputes in a non-adversarial, informal, and cost-efficient manner.

- 2) The Municipalities shall make all reasonable efforts to resolve all disputes by negotiation and agree to provide, without prejudice, open and timely disclosure of relevant facts, information, and documents to facilitate negotiations.
- 3) The Municipalities will provide notice to each other of any news release related to the dispute.
- 4) In the event of a dispute, the Municipalities agree that they shall undertake a process to promote the resolution of the dispute in the following order:
 - a. negotiation, followed by;
 - b. mediation, followed by;
 - c. binding arbitration.
- 5) If any dispute arises between the Municipalities regarding the interpretation, implementation, or application of this Framework or any contravention or alleged contravention of this Framework, the dispute will be resolved through the binding Dispute Resolution Process outlined herein.
- 6) If the Dispute Resolution Process is invoked, the Municipalities shall continue to perform their obligations described in this Framework until such time as the Dispute Resolution Process is complete.
- 7) Despite H(5), where an existing intermunicipal agreement has a binding dispute resolution process included in the agreement, the existing intermunicipal agreement shall be used instead of the dispute resolution outlined in this Framework.
- 8) A party shall give written notice (“Dispute Notice”) to the other party of a dispute and outline in reasonable detail the relevant information concerning the dispute. Within 30 (thirty) days following receipt of the Dispute Notice, the Intermunicipal Committee shall meet and attempt to resolve the dispute through discussion and negotiation unless a time extension is mutually agreed by the CAOs. If the dispute is not resolved within 60 (sixty) days of the Dispute Notice being issued, the negotiation shall be deemed to have failed.
- 9) If the Municipalities cannot resolve the dispute through negotiation within the prescribed time period, then the dispute shall be referred to mediation.
- 10) Either party shall be entitled to provide the other party with a written notice (“Mediation Notice”) specifying:
 - a. The subject matters remaining in dispute, and the details of the matters in dispute that are to be mediated; and
 - b. The nomination of an individual to act as the mediator.

- 11) The Municipalities shall, within 30 (thirty) days of the Mediation Notice, jointly nominate or agree upon a mediator.
- 12) Where a mediator is appointed, the Municipalities shall submit in writing their dispute to the mediator and afford the mediator access to all records, documents, and information the mediators may reasonably request. The Municipalities shall meet with the mediator at such reasonable times as may be required and shall, through the intervention of the mediator, negotiate in good faith to resolve their dispute. All proceedings involving a mediator are agreed to be without prejudice and the fees and expenses of the mediator and the cost of the facilities required for mediation shall be shared equally between the Municipalities.
- 13) In the event that:
 - a. The Municipalities do not agree on the appointment of a mediator within 30 (thirty) days of the Mediation Notice; or
 - b. The mediation is not completed within 60 (sixty) days after the appointment of the mediator; or
 - c. The dispute has not been resolved within 90 (ninety) days from the date of receipt of the Mediation Notice; either party may by notice to the other withdraw from the mediation process and in such event the dispute shall be deemed to have failed to be resolved by mediation.
- 14) If mediation fails to resolve the dispute, the dispute shall be submitted to binding arbitration. Either of the Municipalities may provide the other party with written notice ("Arbitration Notice") specifying:
 - a. the subject matters remaining in dispute and the details of the matters in dispute that are to be arbitrated; and
 - b. the nomination of an individual to act as the arbitrator.
- 15) Within 30 (thirty) days following receipt of the Arbitration Notice, the other party shall, by written notice, advise as to which matters stated in the Arbitration Notice it accepts and disagrees with, advise whether it agrees with the resolution of the disputed items by arbitration, and advise whether it agrees with the arbitrator selected by the initiating party or provide the name of one arbitrator nominated by that other party.
- 16) The Municipalities shall, within 30 (thirty) days of the Arbitration Notice, jointly nominate or agree upon an arbitrator.
- 17) Should the Municipalities fail to agree on a single arbitrator within the prescribed time period, then either party may apply to a Justice of the Court of Queen's Bench of Alberta to have the arbitrator appointed.
- 18) The terms of reference for arbitration shall be those areas of dispute referred to in the Arbitration Notice and the receiving party's response thereto.

- 19) The *Arbitration Act* (Alberta) in force from time to time shall apply to arbitration proceedings commenced pursuant to this Framework.
- 20) The arbitrator shall proceed to hear the dispute within 60 (sixty) days of being appointed and proceed to render a written decision concerning the dispute forthwith.
- 21) The arbitrator's decision is final and binding upon the Municipalities subject only to a party's right to seek judicial review by the Court of Queen's Bench on a question of jurisdiction.
- 22) If the Municipalities do not mutually agree on the procedure to be followed, the arbitrator may proceed to conduct the arbitration on the basis of documents or may hold hearings for the presentation of evidence and for oral argument.
- 23) Subject to the arbitrator's discretion, hearings held for the presentation of evidence and for argument are open to the public.
- 24) If the arbitrator establishes that hearings are open to the public in Section 22, the arbitrator, as their sole discretion, may solicit written submissions. If the arbitrator requests written submissions, they must be considered in the decision.
- 25) The fees and expenses of the arbitrator and the cost of the facilities required for arbitration shall be shared equally between the Municipalities.
- 26) On conclusion of the arbitration and issuance of an order, the arbitrator must proceed to compile a record of the arbitration and give a copy of the record to each of the Municipalities.

I. CORRESPONDENCE

- 1) Written notice under this Agreement shall be addressed as follows:
 - a. In the case of Mackenzie County to:

Mackenzie County
c/o Chief Administrative Officer
4511-46 Avenue
Box 640
Fort Vermilion, AB T0H 1N0

b. In the case of the Town of High Level to:

Town of High Level
c/o Chief Administrative Officer
Town Office
10511-103 Street
High Level, AB T0H 1Z0

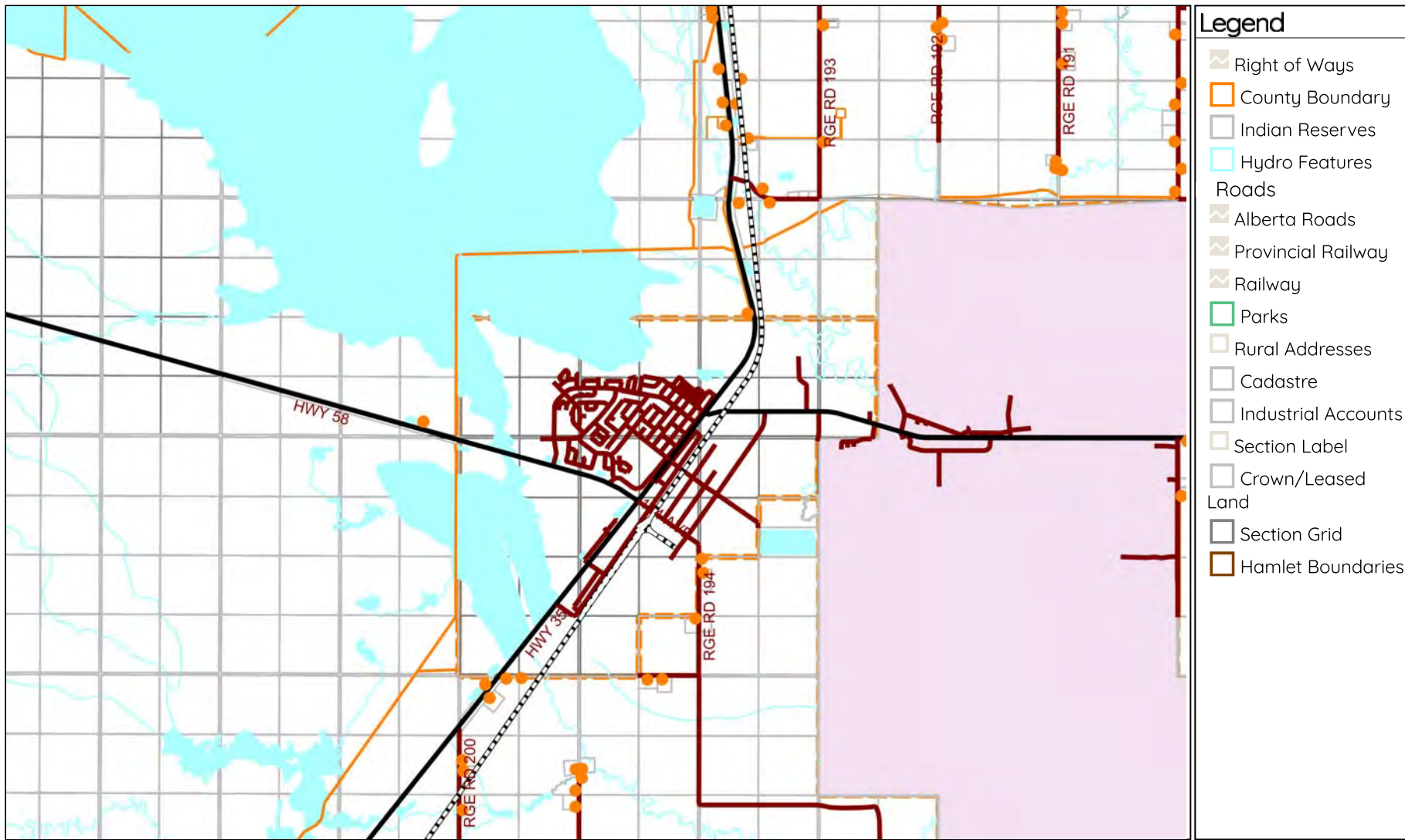

2) In addition to I. 1), notices may be sent by electronic mail to the Chief Administrative Officer.

a. In the case of Mackenzie County to:


cao@mackenziecounty.com

b. In the case of the Town of High Level to:


cao@highlevel.ca

Mackenzie County



Scale 1: 75,000



1 Mi
1 Km

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Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 25, 2020
Presented By:	Len Racher, Chief Administrative Officer
Title:	Bylaw 1176-20 Inter-municipal Collaborative Framework with the Town of Rainbow Lake

BACKGROUND / PROPOSAL:

Administration met with the Town of Rainbow Lake to discuss the minimum requirements and options available for the Inter-municipal Development Plan (IDP) and the Inter-municipal Collaborative Framework (ICF).

Both municipalities agreed that a basic ICF would be sufficient, as well as to apply for the IDP Exemption. Both were approved by the Town of Rainbow Lake at their March 16, 2020 Council meeting.

The proposed Bylaw addresses all the items needed in order to meet the minimum requirements set forth by the Province of Alberta:

- Inter-municipal servicing agreements including delivery and by whom;
- An inventory of municipal services for each municipality such as transportation, water and wastewater, solid waste, emergency services, and recreation;
- Dispute Resolution Process;
- Inter-municipal Development Plan (Exemption);
- Any shared funding or revenue;
- Term of Review;
- Implementation date; and
- Transition Plan if considered.

The ICF must be adopted through a bylaw with matching content. ICF's are to be completed and adopted by April 1, 2020 and be submitted to Alberta Municipal Affairs within 90 days of their adoption.

Any additional agreements can be an appendix to the ICF agreement.

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

OPTIONS & BENEFITS:

Administration has no concerns with this request.

Options are to pass, defeat, or table the motions.

COSTS & SOURCE OF FUNDING:

There are no costs associated with this Inter-municipal Collaborative Framework (ICF).

SUSTAINABILITY PLAN:

The Sustainability Plan insinuates that regional partnerships be built and maintained to advocate for northern Alberta.

COMMUNICATION / PUBLIC PARTICIPATION:

According to the Municipal Government Act, public engagement is not required for this bylaw.

The Mackenzie County Public Participation Policy ADM056, advises that Council has the option to either inform or consult the public on this topic.

Considering that this bylaw will not directly impact the public, informing the public should be sufficient.

In order to inform the public, the bylaw can be advertised in the paper and Facebook either before or after adoption.

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Motion 1

Simple Majority Requires 2/3 Requires Unanimous

That first reading be given to Bylaw 1176-20, being a bylaw of Mackenzie County to establish the Inter-municipal Collaboration Framework (ICF) with the Town of Rainbow Lake.

Author: C Smith Reviewed by: B Peters CAO: _____

Motion 2

Simple Majority Requires 2/3 Requires Unanimous

That second reading be given to Bylaw 1176-20, being a bylaw of Mackenzie County to establish the Inter-municipal Collaboration Framework (ICF) with the Town of Rainbow Lake.

Motion 3

Simple Majority Requires 2/3 Requires Unanimous

That consideration be given to go to third reading of Bylaw 1176-20, being a bylaw of Mackenzie County to establish the Inter-municipal Collaboration Framework (ICF) with the Town of Rainbow Lake at this meeting.

Motion 4

Simple Majority Requires 2/3 Requires Unanimous

That third reading be given to Bylaw 1176-20, being a bylaw of Mackenzie County to establish the Inter-municipal Collaboration Framework (ICF) with the Town of Rainbow Lake.

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

BYLAW NO 1176-20
BEING A BYLAW OF
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA

FOR THE PURPOSE OF ADOPTING MACKENZIE COUNTY AND THE TOWN OF RAINBOW LAKE INTERMUNICIPAL COLLABORATION FRAMEWORK (ICF), PURSUANT TO THE MUNICIPAL GOVERNMENT ACT, BEING CHAPTER M-26 OF THE REVISED STATUTES OF ALBERTA 2000, AND AMENDMENTS THERETO

WHEREAS section 708.28(1) of the *Municipal Government Act*, R.S.A. 2000, c.M-26, as amended, (the Act”) mandates that municipalities that have common boundaries must create an Intermunicipal Collaborative Framework with each other that describes the services provided under the ICF that benefits the residents in more than one of the municipalities that are party to the framework, which municipality is responsible for providing the services and outlines how the services will be delivered and funded;

WHEREAS Mackenzie County and the Town of Rainbow Lake share a common border;

AND WHEREAS Mackenzie County and the Town of Rainbow Lake share common interest and are desirous of working together to provide services to their residents;

NOW THEREFORE the Council of Mackenzie County, duly assembled, hereby adopts the Mackenzie County and the Town of Rainbow Lake Intermunicipal Agreement, being the document attached hereto and forming Schedule A of this Bylaw.

This bylaw comes into force and effect upon third reading by Council.

READ a first time this ____ day of _____, 2020.

READ a second time this ____ day of _____, 2020.

READ a third time and finally passed this ____ day of _____, 2020.

Joshua Knelsen
Reeve

Lenard Racher
Chief Administrative Officer

Intermunicipal Collaboration Framework
Between
Mackenzie County
and
the Town of Rainbow Lake

March 2020

WHEREAS, Mackenzie County and the Town of Rainbow Lake share a common border; and

WHEREAS, Mackenzie County and the Town of Rainbow Lake have reviewed their common interests and are desirous of working together when appropriate to provide services to their residents; and

WHEREAS, the *Municipal Government Act* stipulates that municipalities that have a common boundary must create an Intermunicipal Collaboration Framework with each other that identifies the services provided by each municipality, which services are best provided on an intermunicipal basis, and how services to be provided on an intermunicipal basis will be delivered and funded.

NOW THEREFORE, by mutual covenant of the Municipalities it is agreed as follows:

A. DEFINITIONS

The following are the definition of terms used in this document:

1. “Chief Administrative Officer” means the person appointed by Council to the position of chief administrative officer or their delegate.
2. “County” means Mackenzie County.
3. “Initiating party” means the municipality who gives notice in the event of any dispute.
4. “Intermunicipal Collaboration Framework” or “ICF” means a document that 2 or more municipalities are required to develop under the *Municipal Government Act*, that facilitates cooperation and ensures that services are provided to residents efficiently.
5. “Intermunicipal Development Plan” or “IDP” means a statutory plan developed jointly by 2 or more neighboring municipalities to coordinate land use planning decisions for an area of land in proximity to the boundaries of the municipalities, and which meets the requirements of the *Municipal Government Act*.
6. “Framework” means this ICF.
7. “Mediation” means a process involving a neutral party as the mediator who assists the municipalities and any other persons brought in by them to reach mutually acceptable settlement on the matter.
8. “Mediator” means a person or persons appointed to facilitate resolution of a dispute between the municipalities.

9. "Town" means the Town of Rainbow Lake.
10. "Municipalities" means Mackenzie County and the Town of Rainbow Lake.

B. TERM AND REVIEW

- 1) In accordance with the *Municipal Government Act*, this Intermunicipal Collaboration Framework shall come into force on final passing of matching bylaws that contain the Framework by both Municipalities.
- 2) This Framework may be amended by mutual consent of both Municipalities unless specified otherwise in this Framework.
- 3) It is agreed by the Municipalities that the Councils shall review this Framework at least once every five years, commencing no later than 2025, the terms and conditions of the agreement.

C. INTERMUNICIPAL COOPERATION

- 1) Both the County and the Town are committed to fostering intermunicipal cooperation in a non-adversarial, informal and cost-effective manner.
- 2) The Councils of each Municipality shall be the forum for reviewing the Intermunicipal Collaboration Framework.

D. GENERAL TERMS

- 1) Both Municipalities agree that in consideration of the shared services outlined in Section E, any costs in the future that require Intermunicipal agreements shall be dealt with on a case by case basis.

E. MUNICIPAL SERVICES

- 1) Both Municipalities have reviewed the services offered to residents. Based on the review it has been determined that each Municipality will continue to provide the following services to their residents independently (either in-house or by a third-party):
 - a. Agricultural Services
 - b. Animal Control
 - c. Assessment Services
 - d. Emergency Services
 - e. Geographical Information Systems (GIS)
 - f. Information Technology
 - g. Library Services
 - h. Maintenance & Transportation
 - i. Municipal Administration
 - j. Pest Control

- k. Planning & Development Services
 - l. Police Services
 - m. Purchasing/Procurement Services
 - n. Recreation
 - o. Solid Waste Services
 - p. Water and Wastewater
 - q. Enforcement Services
 - r. Airport
 - s. Natural Gas
 - t. Cable and Internet
 - u. Economic Development
 - v. Tourism
- 2) The Municipalities have a history of working together to provide municipal services to the residents on an intermunicipal basis, with the following services being provided directly or indirectly to their residents:
- a. Affordable Housing/Seniors Lodging
 - o The Municipalities jointly, along with the Town of High Level, La Crete Municipal Nursing Association, Dene Tha' First Nation, Beaver First Nation, Tall Cree First Nation, and the Little Red River Cree Nation are members of a management body known as the **Boreal Housing Foundation** as per Province of Alberta Ministerial Order H:042/16. The management body is governed by a board comprised of representation from all members. The Foundation may requisition Mackenzie County, the Town of High Level and the Town of Rainbow Lake.
 - b. Appeal Boards
 - o The Municipalities entered into a **Memorandum of Understanding** effective December 4, 2019 involving Mackenzie County, the Town of High Level, and the Town of Rainbow Lake. The Agreement ensures that all Participants will maintain an inventory of qualified and appointed appeal board members and clerks that may be utilized and appointed by any Participant. There is no managing partner. Each Participant is responsible for the costs of training for their appointed members. Costs incurred from the formation of a panel is the responsibility of the initiating municipality.
 - c. Community Services
 - o The Municipalities entered into a **Revenue Sharing Agreement** effective September 29, 2010 along with Amending Agreements dated August 1, 2014 and December 10, 2019. The Agreement was made in recognition of the fact

that the Town has provided and will continue to provide certain municipal services to temporary or permanent residents of the County and the County has agreed to share certain revenues with the Town. There is no managing partner.

d. Emergency Services

- o The Municipalities have the following agreements in place to aid in the event of emergencies:

- i. The **Mackenzie Region Mutual Aid Agreement** dated March 2020 involving Mackenzie County, the Town of High Level, and the Town of Rainbow Lake. As a mutual aid agreement, there is no managing partner. The Calling Municipality agrees to pay the Responding Municipality for aid in accordance with the terms of the Northwest Alberta Emergency Resource Agreement.

- ii. The **Mackenzie Region Hazardous Materials Agreement** between Mackenzie County, the Town of High Level and the Town of Rainbow Lake effective January 1, 2014. Cost sharing is proportionally split by all partners for the replacement of the Regional Hazardous Materials Unit and contributions are made annually for mutually agreed upon specialized equipment. As a mutual aid agreement, there is no managing partner. The Calling Municipality agrees to pay the Responding Municipality for aid in accordance with the terms of the Agreement.

- iii. The **Northwest Alberta Emergency Resource Agreement** between the Town of High Level, Town of Rainbow Lake, Mackenzie County and various other Municipalities throughout Northwest Alberta. The Agreement provides the ability for signatories to access needed resources to mitigate or support emergency response initiatives from sources outside predetermined mutual aid agreement. The managing partner is the Town of High Level. The Responding Party providing assistance pursuant to the Agreement shall be entitled to bill or charge the Requesting Party for equipment or services, or for the assistance being provided.

e. Governance

- o The Municipalities made a commitment for meaningful collaboration and some form of collective decision-making through the Tri-Council and CAO Secretariat Governance

Protocol dated June 7, 2013. Mackenzie County, the Town of High Level, and the Town of Rainbow Lake form the Tri-Council. The intention is to strike a balance between economic prosperity and social and environmental responsibility, to get optimum value from the resources entrusted to the Region and ultimately, to achieve a quality of life for the region that will benefit all of its citizens. The Tri-Council and the CAO Secretariat derive their authority from their respective Councils. The Tri-Council meets once every calendar quarter. Costs associated with the Tri-Council meetings are the responsibility of the hosting municipality on a rotational basis.

f. Solid Waste Services

- o The Municipalities jointly, along with the Town of High Level, agreed to establish and become members of a regional landfill commission known as the **Mackenzie Regional Waste Management Commission** as per Province of Alberta Order in Council 380/2003 and Alberta Regulation No. 264/2003. The costs associated with operating the Commission are charged to each of the members based on usage.

g. Enforcement Services

- o The Municipalities entered into an Inter-municipal services agreement dated March 30th, 2009 allowing the Rainbow Lake Peace Officer to provide enforcement services on resource roads in the County within a designated area. The Town Peace Officer program is currently non-operational but may be reinstated at some point in the future. There is no responsibility on the County for any funding or cost sharing of the enforcement service.

h. Economic Development

- o The Municipalities jointly, along with the Town of High Level, Paddle Prairie Metis Settlement, Northern Lakes College, Community Futures of Northwest Alberta and the regional Chambers of Commerce formed the Regional Economic Development Initiative for Northwest Alberta (REDI), a Regional Economic Development Alliance (REDA) providing economic development research, advocacy and services to the larger Mackenzie Region.

i. Tourism

- o The Municipalities jointly, along with the Town of High Level formed a Destination Marketing Organization the Mackenzie Frontier Tourist Association (MFTA). The MFTA develops

advertisements and packages to promote regional attractions, accommodation options and tourist activities in the larger Mackenzie Region.

- 3) The Municipalities acknowledge that in addition to the shared service agreements in place between the Municipalities, they each have independent agreements with other regional partners.
- 4) The Municipalities have reviewed the aforementioned existing agreements and have determined that these are the most appropriate municipal services to be conducted in a shared manner.

F. FUTURE PROJECTS & AGREEMENTS

- 1) In the event that either Municipality initiates the development of a new project and/or service that may require a new cost-sharing agreement, the initiating Municipality's Chief Administrative Officer will notify the other Municipality's Chief Administrative Officer in writing.
- 2) The initial notification will include a general description of the project, estimated costs and timing of expenditures. The other Municipality will advise if there are any objections to cost-sharing for the project and the reasons.
- 3) The following criteria will be used when assessing the desirability of funding of new projects:
 - a. Relationship of the proposed capital project to Intermunicipal Development Plan or any other regional long term planning document prepared by the Municipalities;
 - b. The level of community support;
 - c. The nature of the project;
 - d. The demonstrated effort by volunteers to raise funds and obtain grants (if applicable);
 - e. The projected operating costs for new capital projects;
 - f. Municipal debt limit; and,
 - g. Projected utilization by residents of both Municipalities.
- 4) The Councils of each Municipality will be the forum used to discuss and review future mutual aid agreements and/or cost sharing agreements. Upon receiving written notice of a new project, the receiving Municipality shall provide a response to the initiating Municipality within sixty (60) calendar days. In the event they are unable to reach an agreement, the dispute shall be dealt with through the procedure outlined within Section H of this document.

- 5) Both Municipalities recognize that the decision to participate in or not participate in a project ultimately lies with the respective municipal councils, who in turn must rely on the support of their electorate to support the project and any borrowing that could be required.

G. INTERMUNICIPAL DEVELOPMENT PLAN

- 1) The County and the Town have applied for an exemption from creating an Intermunicipal Development Plan by the Minister of Municipal Affairs in accordance with:
 - a) Ministerial Order 047/18 dated July 19, 2018;
 - b) Resolution of the County dated March 10, 2020;
 - c) Resolution of the Town dated March 16, 2020;
 - d) Ministerial letter dated _____.

H. DISPUTE RESOLUTION

- 1) The Municipalities are committed to resolving any disputes in a non-adversarial, informal and cost-efficient manner.
- 2) The Municipalities shall make all reasonable efforts to resolve all disputes by negotiation and agree to provide, without prejudice, open and timely disclosure of relevant facts, information and documents to facilitate negotiations.
- 3) The Municipalities will provide notice to each other of any news release related to the dispute.
- 4) In the event of a dispute, the Municipalities agree that they shall undertake a process to promote the resolution of the dispute in the following order:
 - a. negotiation; followed by;
 - b. mediation; followed by;
 - c. binding arbitration.
- 5) If any dispute arises between the Municipalities regarding the interpretation, implementation or application of this Framework or any contravention or alleged contravention of this Framework, the dispute will be resolved through the binding Dispute Resolution Process outlined herein.
- 6) If the Dispute Resolution Process is invoked, the Municipalities shall continue to perform their obligations described in this Framework until such time as the Dispute Resolution Process is complete.
- 7) Despite H(5), where an existing intermunicipal agreement has a binding dispute resolution process included in the agreement, the existing

intermunicipal agreement shall be used instead of the dispute resolution outlined in this Framework.

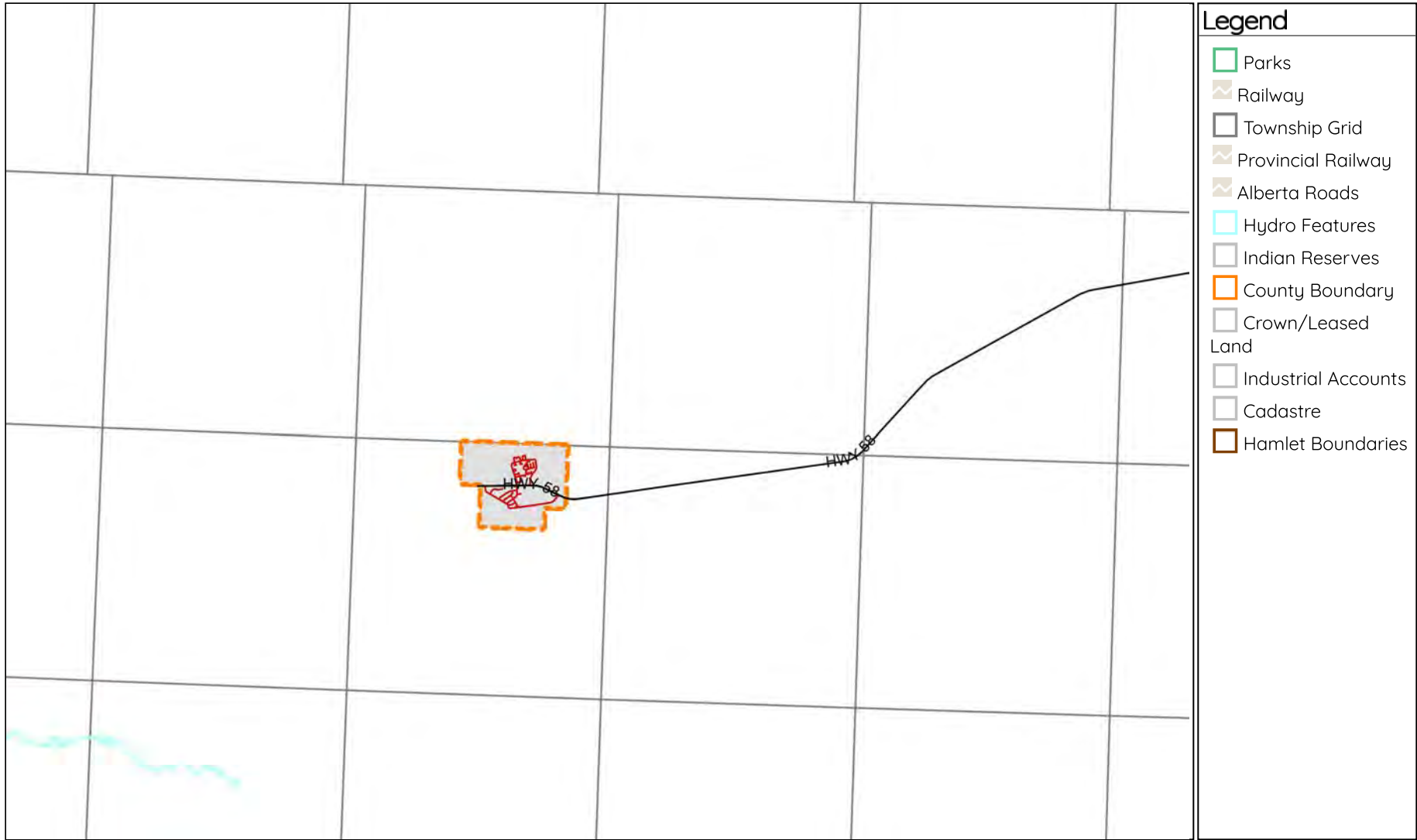
- 8) A party shall give written notice (“Dispute Notice”) to the other party of a dispute and outline in reasonable detail the relevant information concerning the dispute. Within thirty (30) days following receipt of the Dispute Notice, the Intermunicipal Committee shall meet and attempt to resolve the dispute through discussion and negotiation, unless a time extension is mutually agreed by the CAOs. If the dispute is not resolved within sixty (60) days of the Dispute Notice being issued, the negotiation shall be deemed to have failed.
- 9) If the Municipalities cannot resolve the dispute through negotiation within the prescribed time period, then the dispute shall be referred to mediation.
- 10) Either party shall be entitled to provide the other party with a written notice (“Mediation Notice”) specifying:
 - a. The subject matters remaining in dispute, and the details of the matters in dispute that are to be mediated; and
 - b. The nomination of an individual to act as the mediator.
- 11) The Municipalities shall, within thirty (30) days of the Mediation Notice, jointly nominate or agree upon a mediator.
- 12) Where a mediator is appointed, the Municipalities shall submit in writing their dispute to the mediator and afford the mediator access to all records, documents and information the mediators may reasonably request. The Municipalities shall meet with the mediator at such reasonable times as may be required and shall, through the intervention of the mediator, negotiate in good faith to resolve their dispute. All proceedings involving a mediator are agreed to be without prejudice and the fees and expenses of the mediator and the cost of the facilities required for mediation shall be shared equally between the Municipalities.
- 13) In the event that:
 - a. The Municipalities do not agree on the appointment of a mediator within thirty (30) days of the Mediation Notice; or
 - b. The mediation is not completed within sixty (60) after the appointment of the mediator; or
 - c. The dispute has not been resolved within ninety (90) from the date of receipt of the Mediation Notice; either party may by notice to the other withdraw from the mediation process and in such event the dispute shall be deemed to have failed to be resolved by mediation.
- 14) If mediation fails to resolve the dispute, the dispute shall be submitted to binding arbitration. Either of the Municipalities may provide the other party with written notice (“Arbitration Notice”) specifying:

- a. the subject matters remaining in dispute and the details of the matters in dispute that are to be arbitrated; and
 - b. the nomination of an individual to act as the arbitrator.
- 15) Within thirty (30) days following receipt of the Arbitration Notice, the other party shall, by written notice, advise as to which matters stated in the Arbitration Notice it accepts and disagrees with, advise whether it agrees with the resolution of the disputed items by arbitration, and advise whether it agrees with the arbitrator selected by the initiating party or provide the name of one arbitrator nominated by that other party.
 - 16) The Municipalities shall, within thirty (30) days of the Arbitration Notice, jointly nominate or agree upon an arbitrator.
 - 17) Should the Municipalities fail to agree on a single arbitrator within the prescribed time period, then either party may apply to a Justice of the Court of Queen's Bench of Alberta to have the arbitrator appointed.
 - 18) The terms of reference for arbitration shall be those areas of dispute referred to in the Arbitration Notice and the receiving party's response thereto.
 - 19) The *Arbitration Act* (Alberta) in force from time to time shall apply to arbitration proceedings commenced pursuant to this Framework.
 - 20) The arbitrator shall proceed to hear the dispute within sixty (60) days of being appointed and proceed to render a written decision concerning the dispute forthwith.
 - 21) The arbitrator's decision is final and binding upon the Municipalities subject only to a party's right to seek judicial review by the Court of Queen's Bench on a question of jurisdiction.
 - 22) If the Municipalities do not mutually agree on the procedure to be followed, the arbitrator may proceed to conduct the arbitration on the basis of documents or may hold hearings for the presentation of evidence and for oral argument.
 - 23) Subject to the arbitrator's discretion, hearings held for the presentation of evidence and for argument are open to the public.
 - 24) If the arbitrator establishes that hearings are open to the public in Section 22, the arbitrator, as their sole discretion, may solicit written submissions. If the arbitrator requests written submissions they must be considered in the decision.

- 25) The fees and expenses of the arbitrator and the cost of the facilities required for arbitration shall be shared equally between the Municipalities.
- 26) On conclusion of the arbitration and issuance of an order, the arbitrator must proceed to compile a record of the arbitration and give a copy of the record to each of the Municipalities.

I. CORRESPONDENCE

- 1) Written notice under this Agreement shall be addressed as follows:
- a. In the case of Mackenzie County to:
Mackenzie County
c/o Chief Administrative Officer
4511-46 Avenue, Box 640,
Fort Vermilion, AB T0H 1N0
 - b. In the case of the Town of Rainbow Lake to:
Town of Rainbow Lake
c/o Chief Administrative Officer
Box 149,
Rainbow Lake, AB T0H 2Y0
- 2) In addition to I(1), notices may be sent by electronic mail to the Chief Administrative Officer.
- a. In the case of Mackenzie County to:
cao@mackenziecounty.com
 - b. In the case of the Town of Rainbow Lake to:
dfletcher@rainbowlake.ca







Scale 1: 212,755

5 Mi 

5 Km 

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Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 25, 2020
Presented By:	Len Racher, Chief Administrative Officer
Title:	Beaver First Nation – Investing in Canada Infrastructure Program

BACKGROUND / PROPOSAL:

Beaver First Nation submitted an Expression of Interest proposal to the Federal Government’s Investing in Canada Infrastructure Program (ICIP) in the fall of 2018. The Asphalt Paving Project has recently been endorsed by the Government of Alberta for submission to Infrastructure Canada (INFC) for funding consideration under the Rural and Northern Communities stream. The endorsement is conditional on submitting a federal application to the province including evidence of sufficient project funding in place by March 31, 2020.

Beaver First Nation has had a discussion with Indigenous Affairs Alberta and is understanding that 27 million has been identified to come from the ICIP funds. The remaining funds will come through partnerships formed within the coming weeks. Beaver First Nation has requested a meeting with Mackenzie County as well as Alberta Transportation to discuss funding possibilities and next steps.

The project would include paving approximately thirty-two (32) kilometres of gravel road between Boyer 164 and Child Lake 164A (Rocky Lane Road). Please note that the County has approximately 13 kilometers of road connected to this road.

A meeting was held with Beaver First Nation on Friday, March 13, 2020. Discussion was held at this meeting regarding the next steps. Chief Mercredi felt that there was a need to hire a consultant to complete the application. Since that meeting Administration has been in conversation with Rod Chalifoux, Band Manager, and we understand that the Beaver First Nation has hired a consultant.

Author: J. Emmerson/C. Gabriel **Reviewed by:** CG **CAO:** _____

OPTIONS & BENEFITS:

See attached Expression of Interest for full detailed list of economic, environmental, and social benefits.

This is an excellent opportunity to assist the Beaver First Nation to be successful with this project. There may be an opportunity to hire a consultant to assist in maximizing this success to have the approximately 13 kilometers of County road paved at a reasonable cost.

This project will also bring employment which will benefit both parties.

COSTS & SOURCE OF FUNDING:

Estimated project costs are \$1.5 million per kilometer of paving. A total of 32 kilometers at \$48,000,000.00.

Beaver First Nation has received a verbal commitment that ISC (INAC) will contribute 25% towards this project.

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

RECOMMENDED ACTION:

- Simple Majority
- Requires 2/3
- Requires Unanimous

For discussion.

Author: J. Emmerson/C. Gabriel Reviewed by: CG CAO: _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 25, 2020
Presented By:	Len Racher, Chief Administrative Officer
Title:	Mackenzie Regional Community Society, Victim Services Unit – Letter of Support Request

BACKGROUND / PROPOSAL:

Mackenzie Regional Community Society, Victim Services Unit, provides direct services to victims of crime and trauma through support, information and referrals. Their role is to lessen the impact of a crime or tragedy while providing services in a respectful and compassionate manner.

The Mackenzie Regional Community Society, Victim Services Unit will be submitting a grant application to the Victims of Crime Fund and are requesting a letter of support.

See attached request.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

Author: J. Emmerson Reviewed by: CG CAO: _____

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That a letter of support be provided to the Mackenzie Regional Community Society Victim Services Unit for their grant application to the Victims of Crime Fund.

Author: _____ Reviewed by: CG _____ CAO: _____

Mackenzie Regional Community Society
VICTIM SERVICES UNIT



March, 19 2020

To Whom It May Concern:

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

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

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

Thank you for your consideration,

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 25, 2020
Presented By:	Don Roberts, Director of Community Services
Title:	Community Services Committee Meeting Minutes

BACKGROUND / PROPOSAL:

The minutes of the March 4, 2020 Community Services Committee meeting are attached.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

Author: L.L Reviewed by: CAO:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the Community Services Committee meeting minutes of March 4, 2020 be received for information.

Author: L. Lambert Reviewed by: _____ CAO: _____

**MACKENZIE COUNTY
Community Services Committee Meeting**

**March 4, 2020
10:00 A.M**

**Council Room, Mackenzie County Office
Fort Vermilion, Alberta**

PRESENT:

Josh Knelsen	Reeve
Lisa Wardley	Councillor
Peter Braun	Councillor
Cameron Cardinal	Councillor
Eric Jorgensen	Councillor (Arrived 10:05)

ADMINISTRATION:

Len Racher	Chief Administration Officer
Don Roberts	Director of Community Services
Dave Fehr	Director of Operations
Liane Lambert	Public Works Officer/Recording Secretary

REGRETS

Minutes of the Community Services Committee meeting for Mackenzie County held on March 4, 2020 in the Council Chambers at the Mackenzie County Office.

CALL TO ORDER: 1. a) Call to Order

Councillor Wardley called the meeting to order at 10:00 a.m.

AGENDA: 2. a) Adoption of Agenda

MOTION CS-20-03-014 MOVED by Councillor Braun

That the agenda be accepted as presented.

CARRIED

MINUTES FROM PREVIOUS MEETING: 3. a) Minutes of the February 5, 2020 Community Services Committee Meeting

MOTION CS-20-03-015 MOVED by Reeve Knelsen

That minutes of the February 5, 2020 Community Services Committee meeting be accepted as amended.

CARRIED

OLD BUSINESS: 4. a) Recreation Society Contract Review

MOTION CS-20-03-016 MOVED by Councillor Braun

That the Recreation Society Contract Review be TABLED until the next Community Services Meeting.

CARRIED

4. b) Kaltire Grant

MOTION CS-20-03-017 MOVED by Councillor Braun

That the Kaltire Grant application report be accepted for information.

CARRIED

NEW BUSINESS: 5. a) Status of Leases with AEP

MOTION CS-20-03-018 MOVED by Councillor Braun

That the Provincial and Alberta Environment and Parks "AEP" Lease Agreement status list be amended and presents at the RMA.

CARRIED

5. b) AEP Application Process Presentation

MOTION CS-20-03-019 MOVED by Councillor Cardinal

That AEP Application Process review be accepted for information.

CARRIED

5. c) Solid Waste Fee Amendment

MOTION CS-20-03-020 MOVED by Councillor Jorgensen

That the Solid Waste Fee Schedule be recommended to Council as amended.

CARRIED

MOTION CS-20-03-021 MOVED by Councillor Braun

That administration brings to Council recommendations for solutions to deal with the issues at the La Crete Waste Transfer

Station.

CARRIED

5. d) Treaty Eight Request

MOTION CS-20-03-022 **MOVED** by Councillor Cardinal

That the Treaty Eight Request be TABLED until more information has been received.

CARRIED

5. e) Unsightly Premises Yard Cleanup

MOTION CS-20-03-023 **MOVED** by Councillor Cardinal

That a recommendation be presented to Council outlining a Fort Vermilion specific unsightly premises yard cleanup program.

CARRIED

5. f) Optimizing Alberta Parks

MOTION CS-20-03-024 **MOVED** by Councilor Jorgensen

That the County write a letter to the Minister of Environment and Parks asking for clarification on the recent announcement to Optimize Alberta Parks, which includes parks already under County care.

CARRIED

NEW BUSINESS: **5. g) Action List**

MOTION CS-20-03-025 **MOVED** by Reeve Knelsen

That the Action List be received for information.

CARRIED

ADDITIONS: **7. a) None**

CORRISPONDANCE: **8. a) None**

NEXT MEETING DATE: **9. a) Next Meeting Date**

Next meeting is Wednesday, April 1, 2020, 10:00 a.m. at Fort Vermilion County Office

ADJOURNMENT: 10. a) Adjournment

MOTION CS-20-03-026 MOVED by Reeve Knelsen

Meeting was adjourned at 1:10 p.m.

CARRIED

These minutes will be presented to the Community Services Committee for approval on April 4, 2020 .

Lisa Wardley, Chair

UNAPPROVED

OPTIONS & BENEFITS:

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 March 10, 2020

Council Meeting Motions Requiring Action

Motion	Action Required	Action By	Status
February 22, 2016 Council Meeting			
16-02-135	That the County covers the additional cost of the survey on Plan 5999CL, Lot E to date and have administration release a copy of the report to the landowner informing them that the initial investigation survey has been completed.	Byron	Refer to Motion 18-06-411 In progress. Meeting with landowners.
May 10, 2016 Regular Council Meeting			
16-05-354	That administration be authorized to proceed as follows in regards to the Zama Crown Land Procurement: <ul style="list-style-type: none"> • cancel PLS 080023; • pursue acquisition of land parcels as identified on the map presented in red; • identify a parcel of land to be subdivided from Title Number 102 145 574 +1 (Short Legal 0923884; 21; 1) and offered for trade or sale to Alberta Environment and Parks due to its unsuitability for a hamlet development , specifically the land use restrictions per Alberta Energy Regulator. 	Don	PLS Cancelled. Asset list with all leases, caveats, dispositions, easements, etc. Response Received from AEP 2017-11-27. Application submitted. RFD to Council once response is received to our application.
July 12, 2016 Regular Council Meeting			
16-07-526	That the County pursue purchasing the leased lands at the Hutch Lake campground.	Don Len	Application for purchase of Hutch Lake has been filed.
August 9, 2016 Regular Council Meeting			
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.
April 11, 2017 Regular Council Meeting			
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
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. Working with engineer on draft design.

Motion	Action Required	Action By	Status
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 completed.
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 and that the 1995 GMC Fire Truck be disposed upon arrival of the replacement.	Don Willie	Funding transfer complete. MSI Funding as per Motion 18-06-483 Disposal expected in Spring 2020
April 25, 2018 Council Meeting			
18-04-314	That administration be authorized to proceed with a Department License of Occupation (DLO) for existing and future walking trail expansion on SE 14-106-15-W5 once the title transfer has been completed for SE 15-106-15-W5.	Don	Application submitted. FNC process
18-04-315	That administration move forward in purchasing more land north of the existing Hutch Lake Cabins and that final costs be brought back to Council for decision.	Don	Sketch plan completed. Application to purchase is in progress.
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. Engineering report received. (WSP) Working on application.
October 9, 2018 Council Meeting			
18-10-763	That administration proceeds with the water diversion license's as discussed.	Fred	In progress
November 13, 2018 Regular Council Meeting			
18-11-885	That the Zama Water Treatment Improvements Project be retendered with a project scope change.	Fred	In progress

Motion	Action Required	Action By	Status
February 27, 2019 Regular Council Meeting			
19-01-117	That administration proceed with Plan 5999CL in Fort Vermilion as discussed.	Byron	In progress
March 27, 2019 Regular Council Meeting			
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.
April 8, 2019 Regular Council Meeting			
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	RFD 2020-03-25
19-04-247	That the County secure a 40 meter right of way on 100 th Street in La Crete for future main street widening and that administration move forward to close 100A Street.	Byron	RFD 2020-03-25
June 12, 2019 Regular Council Meeting			
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	Will be applied if applicable.
August 13, 2019 Regular Council Meeting			
19-08-423	That administration bring back options for the chip seal project.	Dave	COW 2020-03-25
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	Forwarded 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. May 15, 2020 CEFP
August 28, 2019 Regular Council Meeting			
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	In progress
September 10, 2019 Regular Council Meeting			
19-09-491	That administration monitor auction sites for a replacement vehicle for the 1995 Freightliner Ladder	Don	Ongoing

Motion	Action Required	Action By	Status
	Truck and the 2003 Freightliner Rescue Truck and bring back a recommendation as opportunities arise.		
19-09-492	That administration bring back planning policies and the Fee Schedule Bylaw relating to subdivision completion and deficiencies.	Byron	Completed.
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. Will reconsider in spring 2020.
October 8, 2019 Regular Council Meeting			
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	In progress
19-10-559	That administration enter into an agreement with the owners of Tax Roll 155377 as discussed.	Jennifer	Ongoing Awaiting response from ratepayer
November 5, 2019 Regular Council Meeting			
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 Grant	
19-11-676	That Mackenzie County representatives appointed to a provincial task force must provide regular written reports to council, shall immediately forward all task force material and information to council and CAO, and shall receive specific, prior approval from council to represent views or negotiate on behalf of the County.	Council	Council to govern
19-11-685	That administration work with Paramount Resources Ltd. and lobby the government to leave the road infrastructure intact.	Len	In progress
November 27, 2019 Regular Council Meeting			
19-11-717	That administration continue with the review of Policy DEV001 Urban Development Standards.	Byron	RFD 2020-03-25
19-11-736	That the response to Service Alberta regarding broadband internet include the projects in our region and the Zama Fibre Project partnership with Arrow Technologies.	Byron	In progress
December 10, 2019 Regular Council Meeting			
19-12-757	That Alberta Transportation be invited to attend a Council meeting to discuss highway accesses.	Len	In progress

Motion	Action Required	Action By	Status
19-12-758	That the Rural Municipalities of Alberta (RMA) Resolution 15-19F Provincial Highway Access and Setback Authority be brought to the January 14, 2020 council meeting for review.	Carol	Will be presented at the meeting which Alberta Transportation attends.
19-12-781	That a letter be sent to the Minister of Energy regarding industry lease renewals.	Len	In progress
December 11, 2019			
19-12-793	That the Super B truck and trailers be disposed of in 2020.	Willie	
19-12-795	That administration prepare a bid package for the maintenance of the La Crete hamlet parks.	Don	RFP Closes 2020-03-24
19-12-797	That administration bring back Policy PW009 Dust Control to include private application of calcium.	Dave	RFD 2020-03-25
December 18, 2019 Budget Council Meeting			
19-12-812	That administration submit an Expression of Interest for the Investing in Canada Infrastructure Program for the Mackenzie Wellness Centre Project, and research funding commitments by all parties.	Don	Waiting for new application process
19-12-820	That Mackenzie County lobby the government for incentives to complete the Paramount abandonments within the next five years.	Council	
January 14, 2020 Regular Council Meeting			
20-01-037	That Bylaw 1163-19, being a Lane Closure Bylaw to close the land between Plan 142 0594, Block 34, Lot 8 and Lot 9 for the purpose of consolidation, subject to a ten foot fenced walkway, be forwarded to the Minister of Transportation for approval.	Byron	Forwarded to Minister
January 29, 2019 Regular Council Meeting			
20-01-046	That administration enter into a new lease agreement with Mackenzie Applied Research Association with a 2055 expiration date.	Grant	In progress this week
20-01-055	That Administration move forward with applying for Recreational Leases for the Bistcho Lake cabin areas and consideration be given to the work being done by the Caribou Sub-regional Task Force.	Don	In progress
20-01-067	That a letter be sent to the Minister of Municipal Affairs in regards to the Section 627(3) of the Municipal Government Act that relates to the number of councillor's on a Subdivision and Development Appeal Board.	Carol	In progress
February 10, 2020 Regular Council Meeting			
20-02-093	That administration submit the Accreditation Quality Management Plan (QMP) amendments to the Safety Codes Council for approval as discussed.	Byron	Len to sign

Motion	Action Required	Action By	Status
February 26, 2020 Regular Council Meeting			
20-02-111	That the Treaty 8 Annual General Meeting and request be referred to the Community Services Committee for review and consideration.	Don	Formal request required
20-02-119	That first reading be given to Bylaw 1172-20 being a Road Closure Bylaw to close firstly Plan 0321316, Block 25, all of the lane lying north of Lots 20 to 23 inclusive and lying north of the production westerly of the north boundary of Lot 23, and secondly Plan 9925549, Block 25, all of the lane lying north of Lots 15 to 19 inclusive and lying west of the production northerly of the east boundary of Lot 15 for the purpose of consolidation, subject to public hearing input.	Byron	PH 2020-03-25
20-02-130	That Council accept the meeting request from the Little Red River Cree Nation regarding the County land use proposal and that administration coordinate a meeting date and time.	Len	In progress
20-02-131	That condolences be sent to the Metis' Region 6 on the passing of one long time member and Elder, Ruth Kidder.	Carol	
20-02-141	That administration proceed with the disposal of fire trucks as discussed.	Don	In progress
March 10, 2020 Regular Council Meeting			
20-03-152	That a Mackenzie County Agricultural Fair Committee be established and that a Terms for Reference be brought back to the next meeting for review and approval.	Grant	2020-03-25
20-03-158	That the 2020 Budget be amended to include \$5,961.22 for the following projects with funding coming from the Grants to Other Organizations Reserve: <ol style="list-style-type: none"> 1. Fort Vermilion Heat Tape for Main Entrance - \$1,900.44 2. Fort Vermilion CO2 Detector Zamboni Room - \$1,816.96 3. Fort Vermilion Replace Lights at Outdoor Rink - \$2,243.82 	Jennifer	
20-03-159	That the 2020 Budget be amended to include \$5,981.95 for the Fort Vermilion Boiler Pumps Project with funding coming from the General Capital Reserve.	Jennifer	
20-03-161	That a letter be sent to the Minister of Environment and Parks requesting clarification on the recent announcement with regards to "Partnership" of the Fort Vermilion Provincial Recreation area, the Buffalo	Len	In progress

Motion	Action Required	Action By	Status
	Tower Provincial Recreation area, and the Rainbow Lake Provincial Recreation Area.		
20-03-167	That first reading be given to Bylaw 1173-20 being a Land Use Bylaw Amendment to Rezone Part of Plan 192 3085, Block 24, Lot 3 from La Crete Highway Commercial "LC-HC" to Hamlet Residential 1B, subject to public hearing input.	Byron	PH 2020-
20-03-169	That Council direct Administration, based on Ministerial Order No. MSL: 047/18, to request an exemption from the Minister of Municipal Affairs from the requirements in Sections 605 and 631 of the <i>Municipal Government Act</i> (MGA) for the municipalities of Town of Rainbow Lake and Mackenzie County to create an Inter-municipal Development Plan (IDP) between the two parties, as the common boundaries between the two is composed entirely of provincial Crown Land.	Byron	In progress
20-03-171	That a letter of support be provided to the Beaver First Nation for their Investing in Canada Infrastructure Program grant.	Len	
20-03-172	That a letter of support be provided to the La Crete Agricultural Society for their Community Agricultural Grant application through Peavey Industries for the development of an orchard.	Carol	
20-03-181	That a response letter be sent to Sturgeon County in support of their Alberta-focused reception at the Federation of Canadian Municipalities Conference.	Len	
20-03-185	That Mackenzie County sponsor a full-page advertisement for the La Crete Challenge Cup in the amount of \$1,000.00 with funding coming from the operating budget.	Carol	Challenge Cup Postponed



ALBERTA
ENVIRONMENT AND PARKS

*Office of the Minister
Government House Leader
MLA, Rimbey-Rocky Mountain House-Sundre*

MAR 15 2020

Reeve Josh Knelsen
Mackenzie County
PO Box 640
4511 - 46 Avenue
Fort Vermilion AB T0H 1N0
josh@mackenziecounty.com

Dear Reeve Knelsen:

Thank you for your letter regarding the management of wood bison in the Mackenzie County area. The Honourable Devin Dreeshen, Minister of Agriculture and Forestry, also received your comments and asked that I respond as Minister of Environment and Parks.

I am pleased to affirm that the bison populations in Hay Zama, Ronald Lake and Wabasca are free of bovine brucellosis and tuberculosis. In a concerted effort to keep the Hay-Zama herd disease-free, the population is managed by Indigenous and recreational hunts to keep it between 400 to 600 animals. A herd this size ensures adequate levels of genetic diversity, as well as ecological services, and prevents the expansion of the herd eastward into areas occupied by infected bison (confirmed in or near Wood Buffalo National Park and the Wentzel Lake area). In addition to managing for disease, the harvests have also effectively reduced human-bison conflicts, such as vehicle collisions.

Genetic analyses have shown that there is no connection between the Hay Zama, Ronald Lake and Wabasca bison herds and the infected bison populations in or near Wood Buffalo National Park and the Wentzel Lake area. As a result, Hay Zama, Ronald Lake and Wabasca bison herds present a low risk to infect domestic livestock in the area. Environment and Parks continues to conduct surveillance for both these pathogens, and has tested more than 350 samples since 2017. I would also like to make you aware that I have had numerous conversations about the Wood Buffalo herd with the Federal Minister of Environment and department officials will continue to discuss this situation with federal officials to seek a long term solution.

There is no evidence of bovine brucellosis and/or tuberculosis in any other wildlife species – with the exception of wild bison residing in or near Wood Buffalo National Park and the Wentzel Lake area – in the Province of Alberta. Predators, such as wolves, are considered dead-end hosts, and there is also no evidence of predators spreading bovine brucellosis and/or tuberculosis to other wildlife or domestic species. Consequently, the risk of disease transmission from wildlife to livestock remains low.

One of the ways our government sources local input to inform decisions around wood bison in northwestern Alberta is through the Bison Watch program. The program encourages public reporting of all free-range bison observed along highway 35 north of High Level, as well as adjacent farmland communities south and east of High Level. This program helps maintain a "bison free" zone to eliminate potential disease transfer to domestic livestock and other disease-free bison. It is advertised with highway signage along highways 35, 55 and 88, and area ranchers are notified annually by letter. Calls reporting the animals are directed to local fish and wildlife offices (High Level, Fort Vermilion, Manning and Peace River), and subsequently investigated by Environment and Parks staff.

I am responsible for making decisions on the status and potential listing of species at risk under the *Wildlife Act*. When doing so, I consider recommendations from the Endangered Species Conservation Committee (ESCC). The ESCC includes a broad representation of Alberta interests, including a member from the Rural Municipalities of Alberta. For more information on Environment and Parks' most recent status report on bison in Alberta, please visit open.alberta.ca/publications and search for "status of the American bison (Bison bison) in Alberta: update 2017."

For further information, please contact Sue Cotterill, Director of Species at Risk, Non-Game and Wildlife Disease Policy, in our Edmonton office, at 780-422-9535 (dial 310-0000 for a toll-free connection), or at sue.cotterill@gov.ab.ca.

Thank you again for writing to share your concerns. We value our municipal partners, and will continue to be transparent in our decisions related to wood bison in the Mackenzie County area.

Sincerely,



Jason Nixon
Minister

cc: Honourable Devin Dreeshen
Minister of Agriculture and Forestry

Honourable Doug Schweitzer
Minister of Justice and Solicitor General

Dan Williams
MLA, Peace River

Sue Cotterill
Environment and Parks



ALBERTA
JUSTICE AND SOLICITOR GENERAL

*Office of the Minister
MLA, Calgary - Elbow*

AR 35593



Sent via email: lracher@mackenziecounty.com
cgabriel@mackenziecounty.com

FEB 28 2020

Mr. Josh Knelsen
Reeve
Mackenzie County
PO Box 640, 4511-46 Avenue
Fort Vermillion AB T0H 1N0

Dear Reeve Knelson:

Thank you for your correspondence of October 31, 2019, regarding police funding. I appreciate you sharing your concerns with me. I would like to note that we included your comments in the summary of feedback we have received and have considered your comments about issues such as the funding model's impact on municipalities and the use of factors like equalized assessment in finalizing the new police funding model. Stakeholders will be able to see that many of their concerns are reflected in changes to the test model presented during engagement. With respect to the implementation of the new funding model, I would like to provide you with some additional information.

I am pleased to say that the Government of Alberta's new police funding model will constitute a total increase in rural police funding of more than \$286 million over five years with every dollar of the additional funds invested in front-line policing. Under the cost-sharing terms in the Provincial Police Service Agreement (PPSA), Alberta pays 70 per cent of policing costs and the federal government covers the remaining 30 per cent. With the additional investment from municipalities, the federal share of the PPSA will increase as well. Revenue collected through the new model will be put into policing, leading to a substantial increase in RCMP officers and civilian positions throughout the province. This investment places priority on adding uniformed patrol officers in rural RCMP detachments and will also add members to specialized RCMP units that dismantle organized crime and drug trafficking and investigate auto and scrap metal theft. New civilian positions will assist with administrative tasks and investigative support to improve response times and help ensure officers have the support network they need to protect Albertans by spending more time on roads and in communities.

.../2

Stakeholders such as the Alberta Urban Municipalities Association (AUMA) and the Rural Municipalities of Alberta (RMA) had been asking the Alberta government for many years to address police funding. Under the *Police Act*, the province provides policing to some municipalities at no direct cost to those municipalities. These municipalities primarily include towns of 5,000 population or less, Métis settlements, as well as all municipal districts and counties regardless of their population. Alberta contracts the RCMP as its provincial police service.

The engagement process

We proposed a new police funding model for a variety of reasons. The funding model was not sustainable. Stakeholders had been asking the Alberta government for many years to address inequities in the funding model. Increased crime across rural Alberta is placing added pressure on the police and justice system. At the same time, nearly 20 per cent of Albertans have not directly paid for the front-line policing costs in their community. The new police funding model will not only address this inequity, but it will also help direct needed resources to policing and justice priorities in rural Alberta.

Engagement on the police funding model with stakeholders, including leaders in rural municipalities, took place between September and October of 2019. The perspectives gathered during the engagement, received via correspondence addressed to the ministry, and heard during my tour of rural municipalities this fall were included in the discussions.

Under the test model, small and rural communities (i.e., those receiving RCMP provincial policing) that have not previously paid for front-line policing would begin contributing a portion of the costs. We have taken your views on the test model to heart. On November 7, 2019, I held a webinar for municipal representatives to discuss feedback gathered on the funding model. To summarize:

- Municipalities wanted equalized assessment to have a lower weight than in the test model (where it is at 70 per cent) – now 50 per cent equalized assessment and 50 per cent population.
- Municipalities wanted the funding model to factor in detachment distance and currently funded positions (e.g., enhanced policing positions);
- Municipalities are currently completing budgets for 2020 and forecasting for future years; There was a strong desire to have phased-in implementation of changes and for the percentage of costs to be below the 15 per cent threshold presented in the test model;
- Revenue gathered from the funding model should be reinvested in the communities that are paying for front-line policing – funds will be reinvested; and
- It was critical for municipalities to have greater input into identifying policing priorities.

The new police funding model

Small and rural communities, with some exceptions, will begin contributing a portion of their front-line policing costs in 2020. This new cost-sharing partnership will bring small and rural municipalities into line with larger communities and cities. To give communities time to adjust, the new funding model is being phased in: communities will contribute 10 per cent of policing costs in 2020, followed by 15 per cent in 2021, 20 per cent in 2022, and 30 per cent in 2023. Communities will also no longer be billed for the full-time enhanced policing positions that they have previously funded, as the government will be absorbing this cost.

The establishment of a new Alberta Police Advisory Board will give small and rural communities policed by the RCMP a forum to discuss policing priorities with the RCMP. It will be made up of representatives from the Rural Municipalities of Alberta, the Alberta Urban Municipalities Association, and the Alberta Association of Police Governance. An additional benefit of the new funding model is the creation of a sustainable revenue stream for the RCMP.

The new funding model will be implemented on April 1, 2020. Municipalities can expect to receive an annual invoice for their front-line policing costs beginning in January 2021. The new funding model is sustainable and equitable while supporting public safety measures that will help protect all Albertans, no matter where they live. Policing is a “people-based” service, and I am committed to working in partnership with Albertans to create solutions that work for them.

Thank you once again for sharing your thoughts on changes to the police funding model.

Sincerely,



Doug Schweitzer
Minister of Justice and Solicitor General

cc: Dan Williams, MLA for Peace River



RMA
RURAL MUNICIPALITIES
of ALBERTA

Monthly Update for RMA Districts

March 2020

Budget 2020

The 2020-21 budget continues the Government of Alberta's theme of reducing spending in an effort to reduce the deficit. While several grants and programs utilized by municipalities have received decreased funding, overall the budget does not contain cause for alarm from the rural municipal perspective. To view RMA's budget analysis, click [here](#).

RMA looks forward to working with the province to mitigate the cumulative impacts of other recent and ongoing changes impacting rural municipalities, including the implementation of a new police costing model, the review of Alberta's assessment model for wells, pipelines and machinery and equipment property, and unpaid oil and gas property taxes that totaled approximately \$173 million as of January 2020. While the provincial budget is an extremely significant document for municipalities, RMA is most concerned with how these ongoing processes may impact the ability of rural municipalities to remain viable.

Assessment Model Review

The assessment model review is currently underway. RMA has the following four representatives participating in the review:

- Gerald Rhodes, Executive Director
- Luc Mercier, CAO, MD of Bonnyville
- Tyler Lawrason, CAO, MD of Provost,
- Karen Burnand, Manager of Assessment Services, Leduc County

In addition to RMA, AUMA is also participating in the review, along with representatives from several industry-focused stakeholder organizations. As the review is subject to strict confidentiality requirements, RMA is unable to share details of the process. However, the review is focused on considering several different scenarios for how the assessment model could change and considering how each would impact industry competitiveness and municipal sustainability. The review is expected to be completed in April 2020 with any assessment changes implemented for the 2021 tax year.

Uncollected Property Taxes

RMA continues to advocate to the Government of Alberta for the development of solutions to the ongoing province-wide unpaid oil and gas property tax crisis. A January 2020 RMA member survey indicated that rural municipalities are facing an estimated \$173 million in unpaid property taxes from a combination of insolvent and still-operating companies. RMA has identified issues in provincial legislation that prevents municipalities from applying lien provisions available for other property types to oil and gas property, as well as issues with provincial and federal legislation that treat municipalities as unsecured creditors for bankrupt companies.

Spring 2020 Resolutions

RMA received seven [resolutions](#) in advance of the Spring 2020 resolution deadline, which will form the basis of the resolution session at the upcoming RMA Spring 2020 Convention. The resolution package can be found on the [RMA website](#).

RMA is still accepting emergent resolutions, which are defined as a resolution addressing an issue that has arisen since the resolution deadline (February 21), which also requires advocacy action prior to the resolution session at the following convention. To submit an emergent resolution or for any resolution-related questions, contact RMA Senior Policy Advisor, Wyatt Skovron, at wyatt@RMAAlberta.com.

RMA Spring 2020 Convention

The [RMA 2020 Spring Convention and Trade Show](#) is taking place in Edmonton on March 16 to 18 at the Edmonton Convention Centre. This convention will be a great opportunity to engage with the provincial government and your municipal colleagues. Convention programming will include educational sessions, plenary speakers, and the resolution session. Check out the RMA website for the convention program, sponsors, and resolutions. See you there!

Asset Management Update

RMA, in collaboration with AUMA and Infrastructure Asset Management Alberta (IAMA) have received a third round of funding from the FCM's Municipal Asset Management Program (MAMP). The funding will allow for the delivery of three introductory group learning cohorts that will be delivered around the province over the next year. Each cohort will include approximately 12 municipalities in different regions of the province. The cohorts will allow participants to develop and asset management policy, strategy and team terms of reference, as well as an approach to implement asset management in their municipalities following the cohorts. The funding will also allow for the development and delivery of an advanced group learning cohort that will be offered to some municipalities that already completed the introductory cohort in 2019.

At this point, RMA, AUMA and IAMA are working on details related to timing, locations and the application process. Stay tuned to each association's newsletter in the upcoming weeks and months for information on how to apply.

Local Authority Elections Act

In February, the Government of Alberta undertook consultations on some aspects of the *Local Authorities Election Act* (LAEA). The consultation scope included the following areas:

- Campaign period
- Nomination period
- Candidate surplus
- Campaign contribution limits
- Campaign expense limits

- Third-party advertising
- Recall

The RMA participated in an in-person engagement session, in addition to providing a written submission. The written submission emphasized that it is concerning that the Government of Alberta is reviewing (and likely amending) the LAEA so soon after significant revisions took place following the last local authority elections in 2018. RMA participated in the 2018 review, and although RMA did not support all changes made to the LAEA following the review, it is premature to make further amendments before allowing even a single municipal/school board election to occur under the amended legislation.

The RMA's written submission is available at RMAAlberta.com.

Fair Deal Panel Consultation

The Fair Deal Panel is working to define and secure a fair deal for Alberta. It is exploring solutions in nine areas, which can be explored [here](#). RMA made a submission to the Fair Deal Panel highlighting the rural municipal perspective on these issues. To view RMA's submission, click [here](#).

The Fair Deal Panel is also running a survey asking for Albertan's input on the nine issues it is exploring. The survey closes March 15 and can be completed [here](#).

Federal Advocacy

RMA continues to be [actively involved on the FCM Board of Directors](#) and on various FCM committees, in addition to President Kemmere serving as co-vice Chair of Western Economic Solutions Taskforce (WEST). WEST has brought together rural and urban leaders from BC, Alberta, Saskatchewan and Manitoba – all driven to build a strong and united Canada and tackle challenging economic issues. This Taskforce is ensuring the municipal perspectives of western communities are heard at the federal level.

Recommendations coming out of this work include leveraging the federal 2020 budget to drive immediate progress in struggling communities. Recommendations include:

- Create a federal program to support faster reclamation of abandoned oil and gas wells without relieving industry of its responsibilities.
- Create a rebate or similar mechanism to compensate farmers for the cost of carbon pricing on grain drying.
- Immediately implement the Infrastructure Minister's mandate letter commitment to create a new infrastructure fund.

WEST is determined to continue the federal-municipal dialogue to help communities grow, thrive and prosper by focusing on four key areas:

- getting resources and products to market
- energy development, climate policy and regulation
- supporting communities to diversify economies
- municipal infrastructure and fiscal sustainability

In addition to work with FCM, RMA is developing an internal federal advocacy strategy to advance our efforts and bring the rural Alberta perspective forward directly.

Municipal Climate Change Action Centre (MCCAC) Program Updates

The Municipal Climate Change Action Centre (MCCAC) has exciting programs that can help municipalities take action with addressing climate change and reducing greenhouse gas emissions which result in cost savings. One program being offered is the Municipal Energy Manager Program which provides funding to municipalities to hire an energy manager to lead energy and emissions reducing projects and find cost-saving opportunities for your municipality. Visit www.mccac.ca to learn more about the Municipal Energy Manager program and make sure to check out RMA's Contact newsletter every week to learn about MCCAC program updates.

For more information about future webinars or programs offered by the MCCAC, please visit the MCCAC website or email contact@mccac.ca.

Upcoming EOEP Courses

The **Elected Officials Education Program** (EOEP) offers courses designed specifically to equip municipal elected officials with tools to help them succeed in their role. The EOEP is hosting a course on Council's Role in Land Use and Development Approvals on March 24th at the AUMA office in Edmonton. To register please visit the [EOEP website](#) or contact the EOEP registrar at registrar@eoep.ca.

RMA Business Services

RMA Business Services continues to work hard to provide you with the best value on goods and services through four business units: RMA Insurance, RMA Trade, RMA Fuel, and RMA Benefits.

RMA Business Services develops municipality-focused procurement programs that reduce expenses and cut red tape so that you can focus efforts on what's truly important. This 'made-in-Alberta' approach continues to attract a huge base of quality and brand-name suppliers to support you with the complex task of serving your communities.

RMA Trade is on pace for another record-breaking year, in large part due to the continued support of our membership. We have expanded across Canada and are now offering the same programs in Alberta to every MASH sector entity from coast to coast. This expansion continues to support our Alberta members by leveraging an ever-increasing economy of scale of our programs. For example:

- our Finning parts and service program has just been increased to 3.25%;
- our Culvert program is decreased a further 3.36% due to our national presence;
- our ground engagement Tool program has also benefited from the national RFP, securing a 25% discount off list price from Valley Blades and 26% off list price from Finning; and
- the Fabric shelters program now offers a 10% discount for our members.

RMA Trade's Capital Purchasing Program, in partnership with Sourcewell, has increased by 60 vendors covering over 19 different categories. We understand the tough economic times facing Alberta and RMA Trade promises to continue to work with each member to get more out of every dollar of your budgets.

To stay up to date on RMA Business Services programs and opportunities, please [subscribe to the Advantage newsletter](#). Stop by the RMA Trade Show booth on March 16 during the Spring 2020 Convention to learn more about these exciting opportunities

RMA Communications

Communicating with members is an essential role of the RMA, both to share information and to obtain member input. To ensure that you are receiving the most up to date information, please [subscribe to the Contact newsletter](#). Contact is distributed weekly and includes important member bulletins, announcements, and links to news articles that may be of interest to Alberta's municipalities.

RMA is also active on social media so follow us on Twitter [@RuralMA](#), check us out on [LinkedIn](#), and find us on [Facebook](#).

**LA CRETE RECREATION SOCIETY
REGULAR MEETING
February 13, 2020**

**Northern Lights Recreation Centre
La Crete, Alberta**

Present: Dave Schellenberg, Vice-President/Shinny Rep
Simon Wiebe, Senior Hockey Rep
Henry Goertzen, Blumenort Rep
Ken Derksen, Minor Hockey Rep
Duffy Driedger, Director
Holly Neudorf, Figure Skating Rep
Joe Driedger, Director
John Zacharias, Blue Hills Rep
Peter F Braun, County Rep
Shane Krahn, Assistant Arena Manager
Corrina Doerksen, Secretary
Jason Neustaeter, Rec Coordinator

Absent: Shawn Wieler
Philip Krahn
Philip Doerksen

Call to Order: Vice-President Dave Schellenberg called the meeting to order at 5:55 p.m.

Approval of Agenda

- 1: Add 9.2 Dawson's Resignation to the agenda
- Peter Braun moved to accept the agenda as amended.

CARRIED

Rec Coordinator Report – Jason Neustaeter

- 1: \$2 Pickleball drop-in fee implemented and working well
- 2: Planning for 4 on 4 and Challenge cup is ongoing with 8 teams entered so far for each tournament
- 3: Actively advertising for the Challenge Cup on social media
- 4: Jason will add the programming schedule to his Rec Coordinator report
- 5: Duffy suggested for Jason to be in contact with the RCMP for equipment donations

Jason Neustaeter left the meeting at 6:05 p.m.

Financials:

- 1: Dave Schellenberg reviewed the Financials
- Ken Derksen moved to accept the financials as presented.

CARRIED

Approval of Previous Meeting's Minutes

Duffy Driedger moved to accept the January 16, 2020 regular meeting minutes as presented

CARRIED

Review of Action Sheet

Action sheet was reviewed

Managers Report – Shane Krahn

1. Shane Krahn presented the Managers Report

John Zacharias moved to accept the Manager's Report as presented

CARRIED

New Business:

9.1 Atco Electric Proposal

Atco needs to move the 3 Phase power line underground for any future buildings/pool, Dave recommended Shawn to discuss with Henry Froese and George Fehr at Atco about options.

9.2 Dawson's Resignation

Dawson gave his resignation, Shane and Kelly will cover extra shifts with Dawson and possibly Darryl helping out when they can for the remainder of the season. Shane will discuss with Philip about any other past employees that could potentially work some shifts.

Henry Goertzen moved to go in camera at 6:30 p.m.

Holly Neudorf moved to go out of camera at 7:00 p.m.

Joe Driedger moved for the meeting to be adjourned at 7:01 p.m.

Next Meeting will be **March 12, 2020 at 6:00 p.m.**

**LA CRETE RECREATION SOCIETY
REGULAR MEETING
March 12, 2020**

**Northern Lights Recreation Centre
La Crete, Alberta**

Present: Shawn Wieler, President/BHP Rep
Simon Wiebe, Senior Hockey Rep
Henry Goertzen, Blumenort Rep
Ken Derksen, Minor Hockey Rep
Duffy Driedger, Director
Holly Neudorf, Figure Skating Rep
Joe Driedger, Director
John Zacharias, Blue Hills Rep
Peter F Braun, County Rep
Philip Krahn, Director
Philip Doerksen, Arena Manager
Corrina Doerksen, Secretary
Abe Fehr, Treasurer
Jason Neustaeter, Rec Coordinator

Absent: Dave Schellenberg

Call to Order: President Shawn Wieler called the meeting to order at 5:58 p.m.

Approval of Agenda

- 1: Add 9.2 Capital Projects
 - 2: Add 9.3 Outdoor Rinks
 - 3: Add 9.4 Arena Events
 - 4: Add 9.5 Reviews
- Peter Braun moved to accept the agenda as amended.

CARRIED

Rec Coordinator Report – Jason Neustaeter

- 1: Programs are running smoothly
- 2: 4 on 4 to start tomorrow if all goes as planned, one team might be dropping out of the Challenge Cup
- 3: Jason will be connecting with the RCMP about equipment donations

Jason Neustaeter left the meeting at 6:05 p.m.

Financials:

- 1: Financials were presented by Abe Fehr
- Ken Derksen moved to accept the financials as presented.

CARRIED

Abe Fehr left the meeting at 6:21 p.m.

Approval of Previous Meeting's Minutes

Henry Goertzen moved to accept the February 13, 2020 regular meeting minutes as presented.

CARRIED

Review of Action Sheet

Action sheet was reviewed.

Managers Report – Philip Doerksen

1. Philip Doerksen presented the Managers Report.

Philip Krahn moved to accept the Manager's Report as presented.

CARRIED

New Business:

9.1 Minor Hockey Ice Time

Minor hockey wants longer ice time which interferes with Challenge Cup and Loggers & Truckers teams wanting to practice before these tournaments. LCRS recommends LCMHA make a cut off of March 15 with the exception of provincial qualifying teams, Ken will bring to LCMHA Board.

9.2 Capital Projects

Synthetic lane and Bowling ally floor are two separate contractors, Invoices will be combined to send to Mackenzie County, Philip will submit a public tender.

Darlene Bergen wrote a grant for the wheelchair lift which was denied, Philip will request an invoice from her, Mackenzie County can rewrite the grant.

Duffy Driedger made a motion for Philip to spend up to \$1500 for a urinal and accessories for the Youth Center.

CARRIED

9.3 Outdoor Rinks

Henry Goertzen voiced concerns about variances in the outdoor rinks budgets. Henry Goertzen made a motion to adjust the water hauling budget for each rink to \$3400 to be amended in next years budget.

CARRIED

BHP and Blue Hills have requested an on-demand water heater and bottle filler.

9.4 Review

County Agreement and Review Engagement Agreement were sent out. John Zacharias made a motion to accept the County Agreement.

CARRIED

Joe Driedger made a motion to accept Matrix 3-year proposal in regards to the Review Engagement.

CARRIED

Duffy Driedger moved to go in camera at 7:23 p.m.

Simon Wiebe moved to go out of camera at 7:28 p.m.

Philip Krahn moved for the meeting to be adjourned at 7:31 p.m.

Next Meeting will be **April 16, 2020 at 6:00 p.m.**