




MACKENZIE COUNTY

# REGULAR COUNCIL MEETING

**DECEMBER 8, 2020  
10:00 AM**

FORT VERMILION COUNCIL  
CHAMBERS

 780.927.3718

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

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**Mackenzie County**



**MACKENZIE COUNTY  
REGULAR COUNCIL MEETING**

**Tuesday, December 8, 2020  
10:00 a.m.**

**Fort Vermilion Council Chambers**

**Fort Vermilion, Alberta**

**AGENDA**

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<b>CALL TO ORDER:</b>	1.	a) Call to Order	
<b>AGENDA:</b>	2.	a) Adoption of Agenda	
<b>ADOPTION OF PREVIOUS MINUTES:</b>	3.	a) Minutes of the November 25, 2020 Regular Council Meeting	7
		b) Minutes of the December 2, Budget Council Meeting	21
		c) Business Arising out of the Minutes	
<b>DELEGATIONS:</b>	4.	a) Long Service Award Presentations (10:00 a.m.)	
		b) BC Hydro – Site C Clean Energy Project (11:00 a.m.)	29
		c)	
<b>TENDERS:</b>		Tender openings are scheduled for 11:00 a.m.	
	5.	a) Agricultural Land Development & Lease Proposal for NW 6 & SW 7-109-19-W5	53
<b>PUBLIC HEARINGS:</b>		Public hearings are scheduled for 1:00 p.m.	
	6.	a) None	
<b>GENERAL REPORTS:</b>	7.	a) CAO & Director Reports for November 2020	55
		b)	
<b>AGRICULTURE SERVICES:</b>	8.	a)	
		b)	

<b>COMMUNITY SERVICES:</b>	9.	a)	Waste Transfer Station Caretaker Insurance	75
		b)	River Search & Rescue Access Plan - Atlas & Tompkins Landing Boat Launch– Request for Additional Funds	79
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<b>FINANCE:</b>	10.	a)	Municipal Stimulus Program (MSP) Grant Approval	85
		b)	Alberta Municipal Water/Wastewater Partnership (AMWWP) Grant Approval – La Crete Well No 4	87
		c)	Cheque Registers – November 20 – December 4, 2020	91
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<b>OPERATIONS:</b>	11.	a)		
		b)		
<b>UTILITIES:</b>	12.	a)		
		b)		
<b>PLANNING &amp; DEVELOPMENT:</b>	13.	a)	Universal Broadband Fund	93
		b)		
		c)		
<b>ADMINISTRATION:</b>	14.	a)	Bylaw 1206-20 Election Bylaw	97
		b)	La Crete Agricultural Society – Request for Letter of Support	105

- c) Caribou Update (standing item)
- d)
- e)
- COUNCIL COMMITTEE REPORTS:** 15. a) Council Committee Reports (verbal)
- b) Municipal Planning Commission Meeting Minutes 109
- c)
- INFORMATION / CORRESPONDENCE:** 16. a) Information/Correspondence 133
- CLOSED MEETING:** *Freedom of Information and Protection of Privacy Act Division 2, Part 1 Exceptions to Disclosure*
- 17. a) Best Buy Homes Proposal (s. 24)
- b) Fort Vermilion Community Library Society (s. 17, 21)
- c) Town of High Level Regional Service Sharing Agreement (s. 21, 24, 25)
- NOTICE OF MOTION:** 18. a)
- NEXT MEETING DATES:** 19. a) Regular Council Meeting  
January 12, 2021  
10:00 a.m.  
Fort Vermilion Council Chambers
- ADJOURNMENT:** 20. a) Adjournment





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>December 8, 2020</b>
<b>Presented By:</b>	<b>Carol Gabriel, Deputy Chief Administrative Officer (Legislative &amp; Support Services)</b>
<b>Title:</b>	<b>Minutes of the November 25, 2020 Regular Council Meeting</b>

## **BACKGROUND / PROPOSAL:**

Minutes of the November 25, 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: C. Gabriel Reviewed by: CG CAO: \_\_\_\_\_

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the minutes of the November 25, 2020 Regular Council Meeting be adopted as presented.

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



**MACKENZIE COUNTY  
REGULAR COUNCIL MEETING**

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

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

**PRESENT:**

Josh Knelsen	Reeve
Walter Sarapuk	Deputy Reeve
Jacque Bateman	Councillor
Peter F. Braun	Councillor
Cameron Cardinal	Councillor
David Driedger	Councillor
Eric Jorgensen	Councillor (joined the meeting via teleconference at 11:00 a.m. and in-person at 12:15 p.m.)
Anthony Peters	Councillor
Ernest Peters	Councillor
Lisa Wardley	Councillor (teleconference, left the meeting at 3:20 p.m.)

**REGRETS:**

**ADMINISTRATION:**

Len Racher	Chief Administrative Officer
Carol Gabriel	Deputy Chief Administrative Officer/ Recording Secretary
Fred Wiebe	Director of Utilities
Don Roberts	Director of Community Services
Jennifer Batt	Director of Finance
Byron Peters	Director of Planning and Development
Caitlin Smith	Manager of Planning and Development

**ALSO PRESENT:** Members of the public

Minutes of the Regular Council meeting for Mackenzie County held on November 25, 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 recessed the meeting at 10:00 a.m. due to technical difficulties and reconvened the meeting at 10:15 a.m.

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

**MOTION 20-11-738 MOVED** by Councillor Cardinal

That the agenda be approved with the following additions:  
17. a) Council Self-Evaluation

**CARRIED**

**ADOPTION OF PREVIOUS MINUTES: 3. a) Minutes of the November 10, 2020 Regular Council Meeting**

**MOTION 20-11-739 MOVED** by Councillor Braun

That the minutes of the November 10, 2020 Regular Council Meeting be adopted as presented.

**CARRIED**

**ADOPTION OF PREVIOUS MINUTES: 3. b) Minutes of the November 18, 2020 Budget Council Meeting**

**MOTION 20-11-740 MOVED** by Councillor Bateman

That the minutes of the November 18, 2020 Budget Council Meeting be adopted as presented.

**CARRIED**

**ADOPTION OF PREVIOUS MINUTES: 3. c) Business Arising out of the Minutes**

None.

**DELEGATIONS: 4. a) Helix Engineering Ltd.**

Presentation by Helix Engineering Ltd. on the La Crete North Sanitary Trunk Sewer, La Crete North Storm, and the La Crete South Sanitary Trunk Sewer design reports.

Councillor Jorgensen joined the meeting at 11:00 a.m.

**UTILITIES: 12. a) La Crete North Sanitary Trunk Sewer – Design Report**

**MOTION 20-11-741 MOVED** by Councillor Bateman

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That the La Crete North Sanitary Trunk Sewer - Design Report prepared by Helix Engineering Inc., dated November 16, 2020 be approved.

**CARRIED**

**MOTION 20-11-742** **MOVED** by Councillor Wardley

That Administration be authorized to proceed in developing an Offsite Levy Bylaw for the benefitting area of the La Crete North Sanitary Trunk Sewer, for the purpose of recovering all costs associated with the improvements.

**CARRIED**

**MOTION 20-11-743** **MOVED** by Councillor Braun

That Administration proceed with exploring opportunities in seeking financial assistance from senior level governments for the La Crete North Sanitary Trunk Sewer.

**CARRIED**

**MOTION 20-11-744** **MOVED** by Councillor E. Peters

That Administration be authorized to proceed with an application for funding under the Alberta Municipal Water/Wastewater Partnership Program for the "La Crete North Sanitary Trunk Sewer Project".

**CARRIED**

**UTILITIES:** **12. b) La Crete North Storm – Design Report**

**MOTION 20-11-745** **MOVED** by Councillor Braun

That the La Crete North Storm Design Report prepared by Helix Engineering Inc., dated November 18, 2020 be approved.

**CARRIED**

**MOTION 20-11-746** **MOVED** by Councillor Driedger

That administration seek grant funding opportunities to offset the costs for the La Crete North Storm Design Report prepared by Helix Engineering Inc., dated November 17, 2020.

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**CARRIED**

**UTILITIES:** 12. c) **La Crete South Sanitary Trunk Sewer – Design Report**

**MOTION 20-11-747** **MOVED** by Councillor A. Peters

That the La Crete South Sanitary Trunk Sewer Design Report prepared by Helix Engineering Inc. be approved as amended.

**CARRIED**

**MOTION 20-11-748** **MOVED** by Councillor Wardley

That Administration proceed in developing an offsite levy bylaw for the benefitting area of the La Crete South Sanitary Trunk Sewer for the purpose in recovering all costs associated with the sanitary sewer trunk improvements.

**CARRIED**

Reeve Knelsen recessed the meeting at 11:42 a.m. and reconvened the meeting at 11:53 a.m.

**DELEGATIONS:** 4. b) **Fort Vermilion RCMP – Crime Statistics**

**MOTION 20-11-749** **MOVED** by Councillor Cardinal

That the RCMP crime statistics reports be received for information.

**CARRIED**

Reeve Knelsen recessed the meeting at 12:07 p.m. and reconvened the meeting at 12:39 p.m.

Councillor Jorgensen joined the meeting in person at 12:15 p.m.

**TENDERS:** 5. a) **None**

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

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

**AGRICULTURE** 8. a) **None**

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**SERVICES:**

**COMMUNITY  
SERVICES:**

**9. a) Waste Transfer Station Caretaker Insurance**

**MOTION 20-11-750**

**MOVED** by Councillor Jorgensen

That the waste transfer station caretaker insurance be TABLED to the next meeting.

**CARRIED**

**FINANCE:**

**10. a) La Crete Community Equine Centre – Richardson International Ltd. Grant**

**MOTION 20-11-751**  
Requires 2/3

**MOVED** by Councillor Driedger

That the 2020 operating budget be amended to include \$15,000 for the La Crete Community Equine Centre towards their skid steer project, with funding coming from Richardson International Ltd.

**CARRIED**

**FINANCE:**

**10. b) Expense Claims – Councillors**

**MOTION 20-11-752**

**MOVED** by Deputy Reeve Sarapuk

That the Councillor expense claims for October 2020 be received for information.

**CARRIED**

**FINANCE:**

**10. c) Expense Claims – Members at Large**

**MOTION 20-11-753**

**MOVED** by Deputy Reeve Sarapuk

That the Member at Large Expense Claims for October 2020 be received for information.

**CARRIED**

**FINANCE:**

**10. d) Financial Reports – January 1, 2020 to October 31, 2020**

**MOTION 20-11-754**

**MOVED** by Councillor Braun

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That the financial reports for January to October 2020 be received for information.

**CARRIED**

**FINANCE: 10. e) Cheque Registers – November 9 – November 19, 2020**

**MOTION 20-11-755 MOVED** by Deputy Reeve Sarapuk

That the cheque registers from November 9 – November 6, 2020 be received for information.

**CARRIED**

**OPERATIONS: 11. a) None**

**PLANNING AND DEVELOPMENT: 13. a) Bylaw 1205-20 Land Use Bylaw Amendment to Create a Zoning Overlay to Regulate Development in the Area Surrounding Mackenzie County Airports**

**MOTION 20-11-756 MOVED** by Councillor Driedger

That first reading be given to Bylaw 1205-20 being a Land Use Bylaw Amendment to Create a Zoning Overlay to Regulate Development in the Area Surrounding Mackenzie County Airports, subject to public hearing input.

**CARRIED**

**PLANNING AND DEVELOPMENT: 13. b) Policy DEV006 Antenna System Siting Protocol**

**MOTION 20-11-757 MOVED** by Councillor Braun

That Policy DEV006 Antenna System Siting Protocol be amended as presented.

**CARRIED**

**PLANNING AND DEVELOPMENT: 13. c) 106 Street Extension (La Crete)**

**MOTION 20-11-758 MOVED** by Councillor Bateman

That the Developer be required to pay the cost of construction for

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the 106 Street extension in the Hamlet of La Crete.

**CARRIED**

**PLANNING AND  
DEVELOPMENT:**

**13. d) Offsite Levy Fees – Infrastructure Improvements**

**MOTION 20-11-759**

**MOVED** by Councillor Braun

That administration proceed with developing consolidated offsite levy bylaws on a per improvement basis.

**CARRIED**

**ADMINISTRATION:**

**14. a) Bylaw 1204-20 Procedural Bylaw**

**MOTION 20-11-760**

**MOVED** by Councillor Jorgensen

That Mackenzie County consider further options for sharing proceedings with the public including electronic means.

Councillor Jorgensen requested a recorded vote.

In Favour

Councillor Jorgensen  
Councillor Cardinal  
Councillor Wardley  
Councillor Bateman

Opposed

Councillor E. Peters  
Councillor Driedger  
Reeve Knelsen  
Councillor A. Peters  
Deputy Reeve Sarapuk  
Councillor Braun

**DEFEATED**

**MOTION 20-11-761**

Requires 2/3

**MOVED** by Deputy Reeve Sarapuk

That first reading be given to Bylaw 1204-20 being the procedural bylaw for Mackenzie County.

**CARRIED**

**MOTION 20-11-762**

Requires 2/3

**MOVED** by Councillor Braun

That second reading be given to Bylaw 1204-20 being the procedural bylaw for Mackenzie County.

**CARRIED**

**MOTION 20-11-763**  
Requires Unanimous

**MOVED** by Councillor Wardley

That consideration be given to go to third reading of Bylaw 1204-20 being the procedural bylaw for Mackenzie County, at this meeting.

**CARRIED UNANIMOUSLY**

**MOTION 20-11-764**  
Requires 2/3

**MOVED** by Councillor Bateman

That third and final reading be given to Bylaw 1204-20 being the procedural bylaw for Mackenzie County.

**CARRIED**

**ADMINISTRATION:**

**14. b) La Crete Agricultural Society – Request for Letter of Support**

**MOTION 20-11-765**

**MOVED** by Councillor E. Peters

That a letter of support be provided to the La Crete Agricultural Society for their Heritage Preservation Partnership Program grant application to assist with the publication costs of the La Crete *Then & Now, the History of La Crete* books.

**CARRIED**

**ADMINISTRATION:**

**14. c) Caribou Update**

**MOTION 20-11-766**

**MOVED** by Deputy Reeve Sarapuk

That the caribou update be received for information.

**CARRIED**

**COUNCIL  
COMMITTEE  
REPORTS:**

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

**MOTION 20-11-767**

**MOVED** by Councillor Driedger

That the Council Committee Reports be received for information.

**CARRIED**

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**COUNCIL  
COMMITTEE  
REPORTS:**

**15. b) Municipal Planning Commission Meeting Minutes**

**MOTION 20-11-768**

**MOVED** by Deputy Reeve Sarapuk

That the unapproved Municipal Planning Commission meeting minutes of November 12, 2020 be received for information.

**CARRIED**

**INFORMATION /  
CORRESPONDENCE:**

**16. a) Information/Correspondence**

**MOTION 20-11-769**

**MOVED** by Councillor Cardinal

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

**CARRIED**

**MOTION 20-11-770**  
Requires Unanimously

**MOVED** by Councillor Cardinal

That Councillors be authorized to attend the A2A Rail Introductory Conversation in the REDI Region on November 25, 2020.

**CARRIED UNANIMOUSLY**

Reeve Knelsen recessed the meeting at 2:40 p.m. and reconvened the meeting at 2:48 p.m.

**CLOSED MEETING:**

**17. Closed Meeting**

**MOTION 20-11-771**

**MOVED** by Deputy Reeve Sarapuk

That Council move into a closed meeting at 2:48 p.m. to discuss the following:

17. a) Council Self-Evaluation

**CARRIED**

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

- All Councillors Present

Councillor Wardley left the meeting at 3:20 p.m.

**MOTION 20-11-772**      **MOVED** by Deputy Reeve Sarapuk

That Council move out of a closed meeting at 3:25 p.m.

**CARRIED**

Carol Gabriel, Deputy Chief Administrative Officer/Recording Secretary, rejoined the meeting at 3:25 p.m.

**CLOSED MEETING:**      **17. a) Council Self-Evaluation**

**MOTION 20-11-773**      **MOVED** by Councillor Bateman

That the Council Self-Evaluation discussion be received for information.

**CARRIED**

**MOTION 20-11-774**      **MOVED** by Councillor Bateman

That a letter be sent to Alberta Health Services regarding critical staff shortages in Northwest Alberta.

**CARRIED**

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

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

Regular Council Meeting  
December 8, 2020  
10:00 a.m.  
Fort Vermilion Council Chambers

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

**MOTION 20-11-775**      **MOVED** by Councillor Jorgensen

That the Council meeting be adjourned at 3:33 p.m.

**CARRIED**

These minutes will be presented to Council for approval on December 8, 2020.

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Joshua Knelsen  
Reeve

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Lenard Racher  
Chief Administrative Officer

UNAPPROVED

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Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>December 8, 2020</b>
<b>Presented By:</b>	<b>Carol Gabriel, Deputy Chief Administrative Officer (Legislative &amp; Support Services)</b>
<b>Title:</b>	<b>Minutes of the December 2, 2020 Budget Council Meeting</b>

## **BACKGROUND / PROPOSAL:**

Minutes of the December 2, 2020, Budget Council Meeting are attached.

## **OPTIONS & BENEFITS:**

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

## **SUSTAINABILITY PLAN:**

## **COMMUNICATION / PUBLIC PARTICIPATION:**

Approved Council Meeting minutes are posted on the County website.

## **POLICY REFERENCES:**

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

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the minutes of the December 2, 2020 Budget Council Meeting be adopted as presented.

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

**MACKENZIE COUNTY  
BUDGET COUNCIL MEETING**

**December 2, 2020  
10:00 a.m.**

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

**PRESENT:**

Josh Knelsen	Reeve
Walter Sarapuk	Deputy Reeve (arrived at 10:01 a.m.)
Jacque Bateman	Councillor
Peter F. Braun	Councillor
Cameron Cardinal	Councillor (arrived at 10:02 a.m. and left the meeting at 4:15 p.m.)
David Driedger	Councillor (left the meeting at 3:36 p.m.)
Eric Jorgensen	Councillor (teleconference and joined in-person at 10:38 a.m.)
Anthony Peters	Councillor
Ernest Peters	Councillor
Lisa Wardley	Councillor

**REGRETS:**

**ADMINISTRATION:**

Lenard Racher	Chief Administrative Officer
Carol Gabriel	Deputy Chief Administrative Officer/Recording Secretary
Jennifer Batt	Director of Finance
Don Roberts	Director of Community Services
Byron Peters	Director of Planning & Development
Fred Wiebe	Director of Utilities
Grant Smith	Agricultural Fieldman
Willie Schmidt	Fleet Maintenance Manager
Caitlin Smith	Manager of Planning & Development

**ALSO PRESENT:** Members of the public.

Minutes of the Budget Council meeting for Mackenzie County held on December 2, 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.

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

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**MOTION 20-12-738**

**MOVED** by Councillor Braun

That the agenda be approved as presented.

**CARRIED**

Deputy Reeve Sarapuk arrived at 10:01 a.m.

**MINUTES FROM  
PREVIOUS MEETING:**

**3. a) None**

**DELEGATIONS:**

**4. a) None**

**TENDERS:**

**5. a) None**

**PUBLIC HEARINGS:**

**6. a) None**

**GENERAL REPORTS:**

**7. a) None**

**AGRICULTURAL  
SERVICES:**

**8. a) None**

**COMMUNITY  
SERVICES:**

**9. a) None**

**FINANCE:**

**10. a) Draft 2021 Operating Budget**

Review of draft 2020 operating budget.

Councillor Cardinal arrived at 10:02 a.m.

Councillor Jorgensen joined the meeting in person at 10:48 a.m.

Reeve Knelsen recessed the meeting at 11:04 a.m. and reconvened the meeting at 11:16 a.m.

Continuation of the review of the draft 2020 operating budget.

Reeve Knelsen recessed the meeting at 12:02 p.m. and reconvened the meeting at 12:37 p.m.

Continuation of the review of the draft 2020 operating budget.

**MOTION 20-12-739**

**MOVED** by Councillor Wardley

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Requires Unanimous

That a flight fuel assessment invoice in the amount of \$200,000 be sent to Alberta Forestry for the fuel flowage fee for the period May – August 2019 as per the Fee Schedule Bylaw.

**CARRIED UNANIMOUSLY**

Reeve Knelsen recessed the meeting at 1:47 p.m. and reconvened the meeting at 2:05 p.m.

Continuation of the review of the draft 2020 operating budget.

Reeve Knelsen recessed the meeting at 3:05 p.m. and reconvened the meeting at 3:13 p.m.

**CLOSED MEETING:**

**17. a) Closed Meeting**

**MOTION 20-12-740**

**MOVED** by Councillor Jorgensen

That Council move into a closed meeting to discuss the Town of High Level Regional Service Sharing Agreement at 3:13 p.m. (*FOIP, Div. 2, Part 1, s. 21, 24, 25*)

**CARRIED**

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

- All Councillors Present
- Len Racher, Chief Administrative Officer
- Carol Gabriel, Deputy Chief Administrative Officer
- Jennifer Batt, Director of Finance
- Don Roberts, Director of Community Services
- Byron Peters, Director of Planning & Development
- Caitlin Smith, Manager of Planning & Development
- Fred Wiebe, Director of Utilities
- Grant Smith, Agricultural Fieldman
- Willie Schmidt, Fleet Maintenance Manager

Councillor Driedger left the meeting at 3:36 p.m.

**MOTION 20-12-741**

**MOVED** by Councillor Jorgensen

That Council move out of a closed meeting at 4:13 p.m.

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**CARRIED**

Councillor Cardinal left the meeting at 4:15 p.m.

**MOTION 20-12-742**  
Requires 2/3

**MOVED** by Councillor Braun

That administration bring back additional options for the 2021 operating budget as discussed.

**CARRIED**

**FINANCE:**

**10. b) Review 2021 One Time Projects**

**MOTION 20-12-743**  
Requires 2/3

**MOVED** by Councillor Wardley

That the 2021 One Time Projects be TABLED to the next meeting.

**CARRIED**

**FINANCE:**

**10. c) Review 2020 Capital Projects – Carry Forwards**

**MOTION 20-12-744**  
Requires 2/3

**MOVED** by Deputy Reeve Sarapuk

That the 2020 capital projects – carry forwards be TABLED to the next meeting.

**CARRIED**

**FINANCE:**

**10. d) Review 2021 Capital Projects**

**MOTION 20-12-745**  
Requires 2/3

**MOVED** by Councillor A. Peters

That the 2021 capital projects be TABLED to the next meeting.

**CARRIED**

**FINANCE:**

**10. e) Bylaw 1194-20 Fee Schedule**

**MOTION 20-12-746**  
Requires 2/3

**MOVED** by Councillor E. Peters

That the Fee Schedule Bylaw be TABLED to the next meeting.

**CARRIED**

**OPERATIONS:**

**11. a) None**

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**UTILITIES:** 12. a) None

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

**ADMINISTRATION:** 14. a) None

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

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

**CLOSED MEETING:** 17. a) **Town of High Level Regional Service Sharing Agreement**

**MOTION 20-12-747** **MOVED** by Deputy Reeve Sarapuk

That the Town of High Level Regional Service Sharing Agreement negotiations be TABLED to the December 8, 2020 regular council meeting.

**CARRIED**

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

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

Budget Council Meeting  
December 9, 2020  
10:00 a.m.  
Fort Vermilion Council Chambers

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

**MOTION 20-12-748** **MOVED** by Councillor Jorgensen

That the Budget Council meeting be adjourned at 4:29 p.m.

**CARRIED**

These minutes will be presented to Council for approval on December 8, 2020.

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Joshua Knelsen  
Reeve

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Lenard Racher  
Chief Administrative Officer

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Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>December 8, 2020</b>
<b>Presented By:</b>	<b>Len Racher, Chief Administrative Officer</b>
<b>Title:</b>	<b>DELEGATION BC Hydro – Site C Clean Energy Project</b>

**BACKGROUND / PROPOSAL:**

A copy of the presentation is attached.

**OPTIONS & BENEFITS:**

**COSTS & SOURCE OF FUNDING:**

**SUSTAINABILITY PLAN:**

**COMMUNICATION / PUBLIC PARTICIPATION:**

**POLICY REFERENCES:**

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

**RECOMMENDED ACTION:**

Simple Majority

Requires 2/3

Requires Unanimous

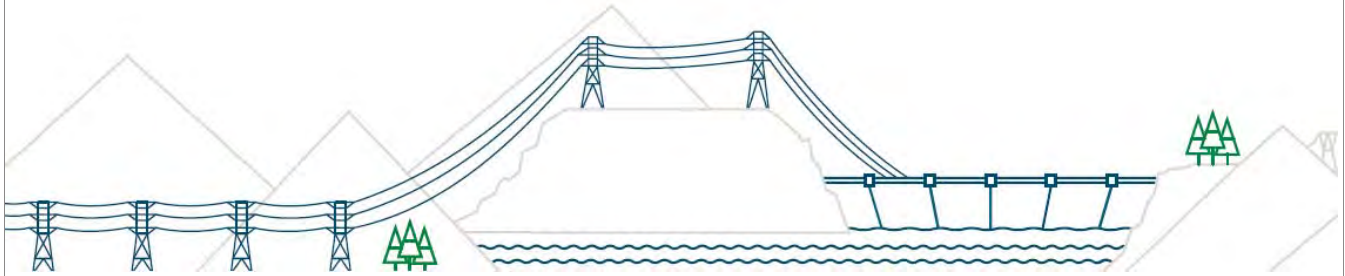
For discussion.

Author: \_\_\_\_\_ Reviewed by: \_\_\_\_\_ CAO: \_\_\_\_\_

# Site C Clean Energy Project

Mackenzie County Council Presentation

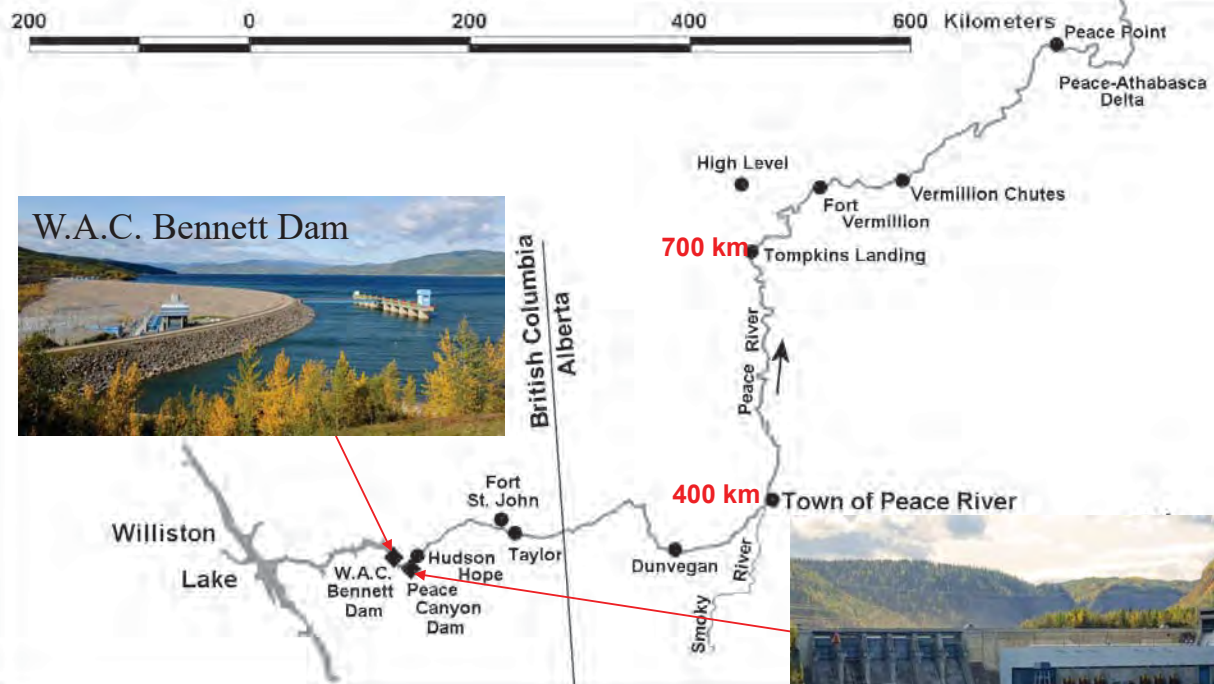
**Dave Conway, Site C – Community Relations**  
**Michael McArthur, Site C – Sr. Environmental Coordinator**  
**Kelvin Ketchum, Operations Planning**



December 8, 2020



## Peace River: Williston Reservoir, W.A.C. Bennett and Peace Canyon Dams

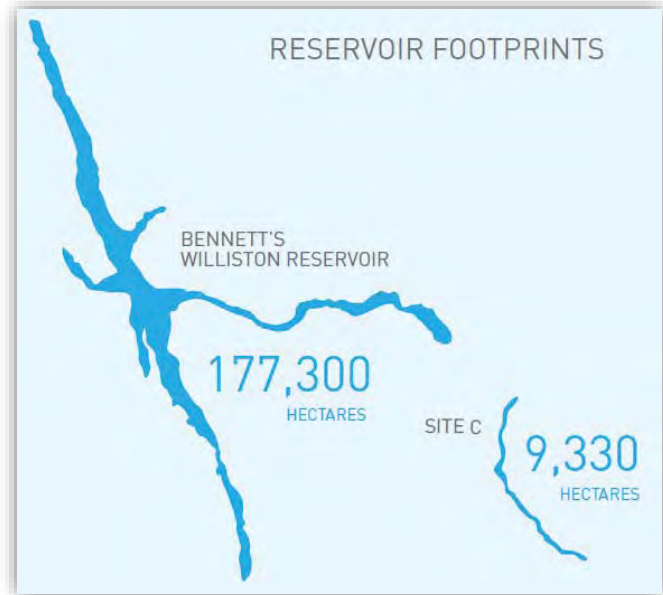


W.A.C. Bennett Dam

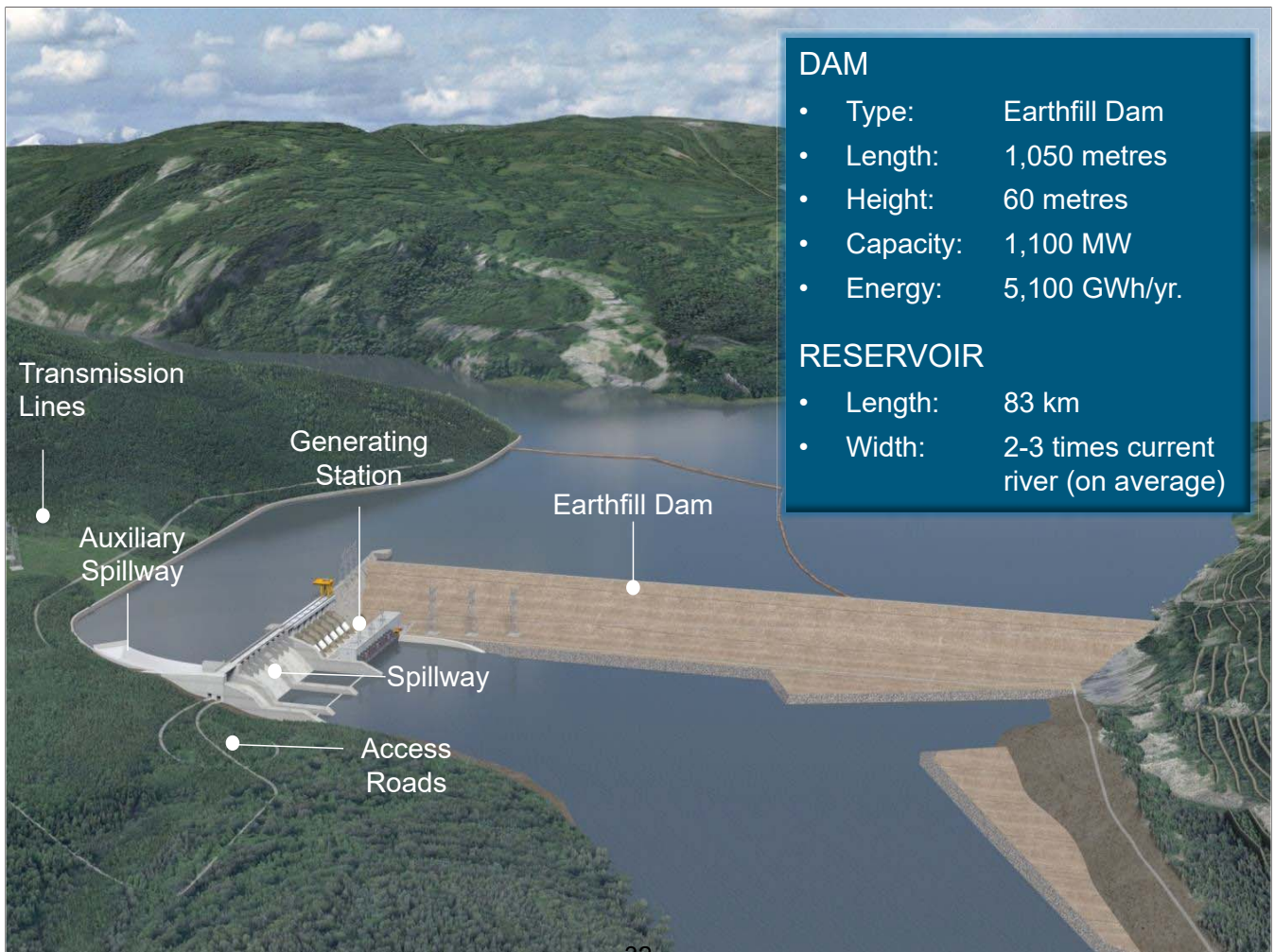
Peace Canyon Dam

# Builds on existing resources

- As third project on Peace River, Site C will rely on Williston Reservoir for most of its water storage
- Enables Site C to produce 35% of energy of W.A.C. Bennett Dam with 5% of the reservoir area



3





# Building the Site C Clean Energy Project



## Site C Progress

### Summary

- 5+ years into construction
- Peace River diversion occurred on October 3.
- Transmission line 5L5 and the Site C substation were energized on October 9.
- While river diversion was completed on schedule, there is uncertainty with the project's schedule and in-service date due to the COVID-19 pandemic.

# Construction Update



7



# Tunnel openings



8



## Water flowing through the diversion tunnels



9

## Rockfill Berm closure and Upstream Cofferdam



10

## Upstream and Downstream Cofferdams



11

 **BC Hydro**  
Power smart

## Outlet Portals and Temporary Fishway



12

 **BC Hydro**  
Power smart

## Powerhouse, Penstocks and Intakes



13

 **BC Hydro**  
Power smart

## Spillways, Penstocks and Powerhouse



14

 **BC Hydro**  
Power smart

## Peace River Boom (June 28, 2020)



15

 **BC Hydro**  
Power smart

## Peace River debris boom (July 5, 2020)



16

 **BC Hydro**  
Power smart

## Temporary Fishway



17

 **BC Hydro**  
Power smart

## Inside the Temporary Fishway



18

 **BC Hydro**  
Power smart

## Weighing a fish inside the Temporary Fishway



19

 **BC Hydro**  
Power smart

## Loading fish for transportation upstream



20

 **BC Hydro**  
Power smart



# Portage Program



21



## Keeping the community informed

### Bi-weekly bulletins

**BC Hydro**  
Power smart

**CONSTRUCTION BULLETIN** March 4, 2016

**Site C Construction Schedule: March 7 - March 20**

The following construction activities are scheduled to occur March 7 - March 20:

- Construction of the worker accommodation lodge and other buildings will continue. The first phase of the lodge (300 beds) will be open and in use.
- Clearing, excavation and road construction will continue on the north bank of the dam site area.
- Excavation and in-river roadwork will continue in and around the Peace River at the dam site.
- Construction of the temporary Peace River construction bridge will continue. Pile driving is being used to construct the bridge.
- Vegetation and tree clearing will occur in the area in and around the confluence of the Moberly River and along the Peace River.
- Clearing and other work will continue on the south bank. Road maintenance activities will continue on the south bank petroleum development roads.
- Security gates, guard buildings and mobile trailers will be installed.
- The main civil works contractor is expected to begin mobilization of crews and equipment to the dam site area. Survey work and site investigation will occur on the north and south bank.
- Operations will continue in Wulhich Quarry.
- Vegetation and tree clearing will occur to accommodate future work in Potage Mountain Quarry.
- The Ministry of Transportation and Infrastructure's contractor may mobilize and begin work on public roads. Clearing will occur along 271 Road and Old Fort Road.
- Geotechnical investigations will occur along the right-of-way for the 500 kV transmission line.
- Geotechnical investigations may occur along Highway 29 at Cache Creek/Bear Flat.

Please note that all activities listed in this construction bulletin are based on the latest information in our construction plan and are subject to change.

**What to Expect**

While this work takes place, local residents can expect the following:

- There will be truck traffic in the area as construction crews mobilize, the hauling of rock and timber can

**BC Hydro**  
Power smart

January 22, 2016

February 5, 2016

February 15, 2016

February 21

March 6

March 6:

All continue.

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River at the dam site.

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January 21:

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22

# Information and notification program

## Multiple ways to get information about construction



Website info and email sign ups at: [sitecproject.com](http://sitecproject.com)



Twitter handle: [@sitecproject](https://twitter.com/sitecproject)



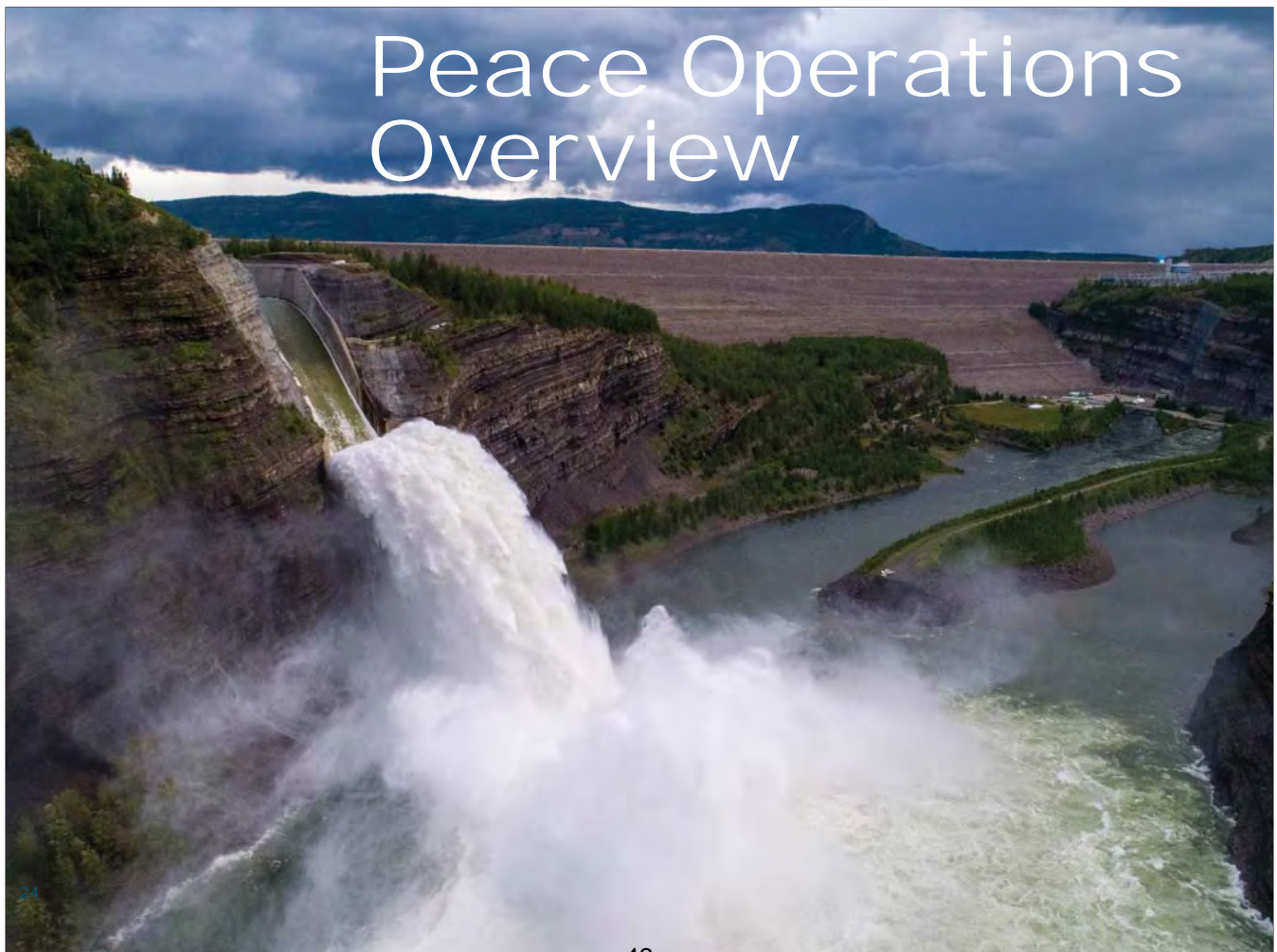
Construction info: [1-877-217-0777](tel:1-877-217-0777)



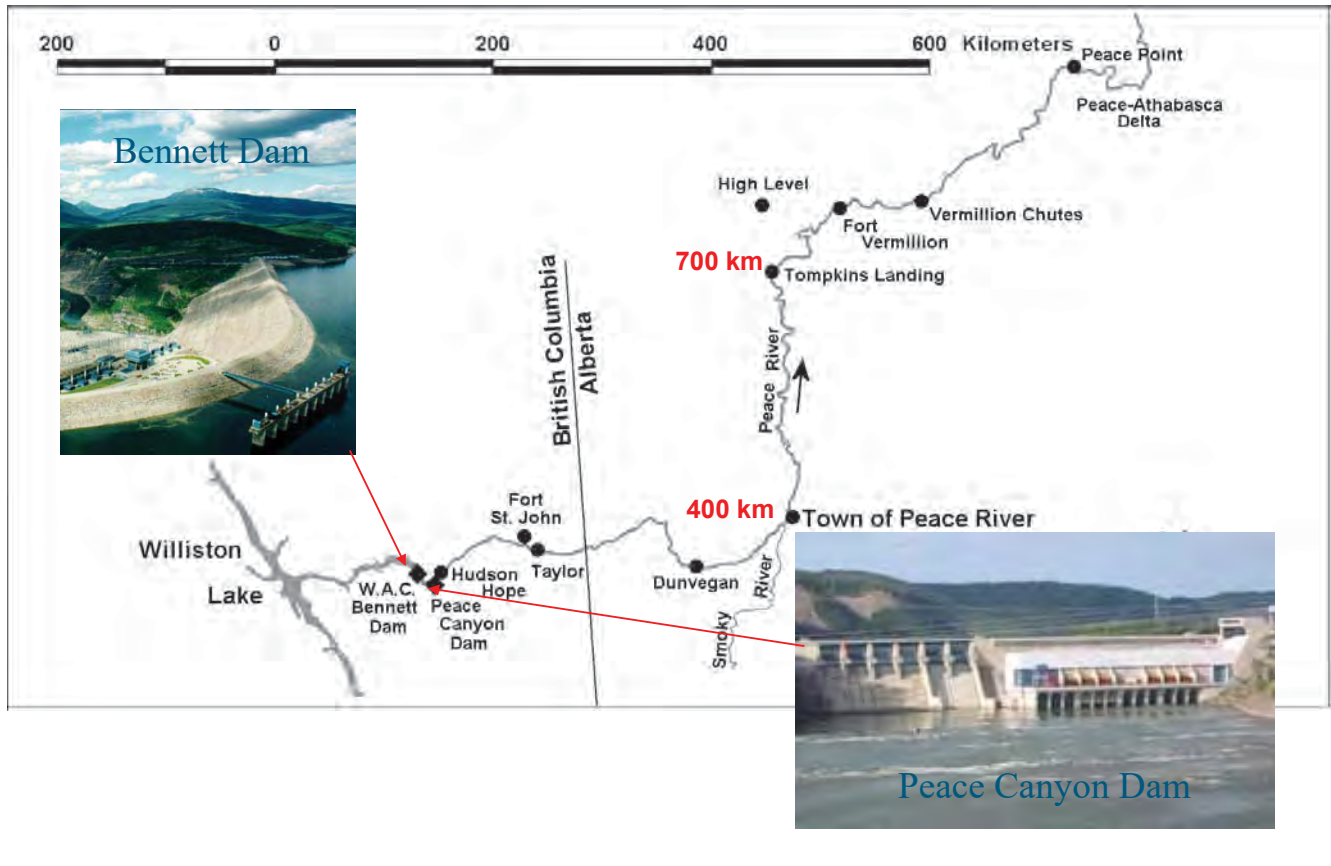
Email inquiries: [sitec@bchydro.com](mailto:sitec@bchydro.com)



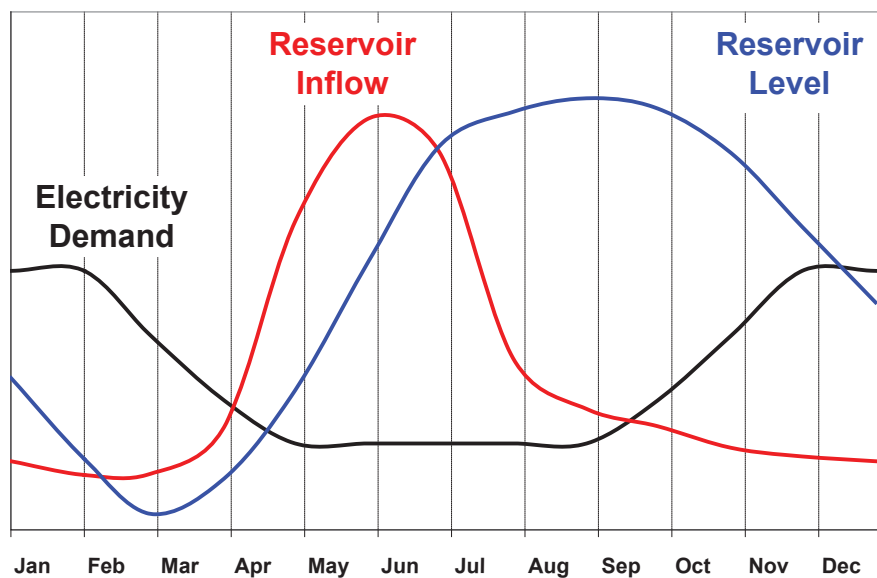
Sign up online for Site C Business Directory; Attend business information meetings/business-to-business networking sessions; Get to know BC Bid: [www.bcbid.gov.bc.ca](http://www.bcbid.gov.bc.ca)



# Peace River: Williston Reservoir, W.A.C. Bennett and Peace Canyon Dams



## The role of reservoir storage



# BC Hydro System - Peace River



- Williston Reservoir – 60% of BC Hydro energy storage
- GM Shrum & Peace Canyon generating stations – 30% of BC Hydro capacity
- Williston basin runoff: 50% snowmelt, 50% rainfall
- Multi-year reservoir operation
- Discharge is constrained by downstream ice formation/break-up in the winter



## BC Hydro's Peace River Operations

### Bennett Dam/G.M. Shrum Generating Station:

- 10 units generating units (2,800 MW capacity)
- Max turbine release:  $\sim 1,960 \text{ m}^3/\text{s}$
- Multi-year reservoir

### Peace Canyon Dam:

- 4 units generating units (700 MW capacity)
- Max turbine release:  $\sim 1,980 \text{ m}^3/\text{s}$
- Min release:  $\sim 283 \text{ m}^3/\text{s}$
- Smaller reservoir that is used as within-in day storage

# Peace River Ice Management

- W.A.C. Bennett Dam - constructed in the late 1960's
- Williston Reservoir – first filled in 1972
- Since that time, reservoir operations have:
  - reduced the downstream Peace River flows & river levels during the spring/summer runoff
  - increased the river flows & levels during the fall and winter period
  - resulted in very little change to flows during spring break-up period
- Highest annual river levels in Alberta now typically occur under ice-covered conditions during the winter
- BC Hydro works closely with Alberta Environment to manage the risk of winter floods at population centres along the river

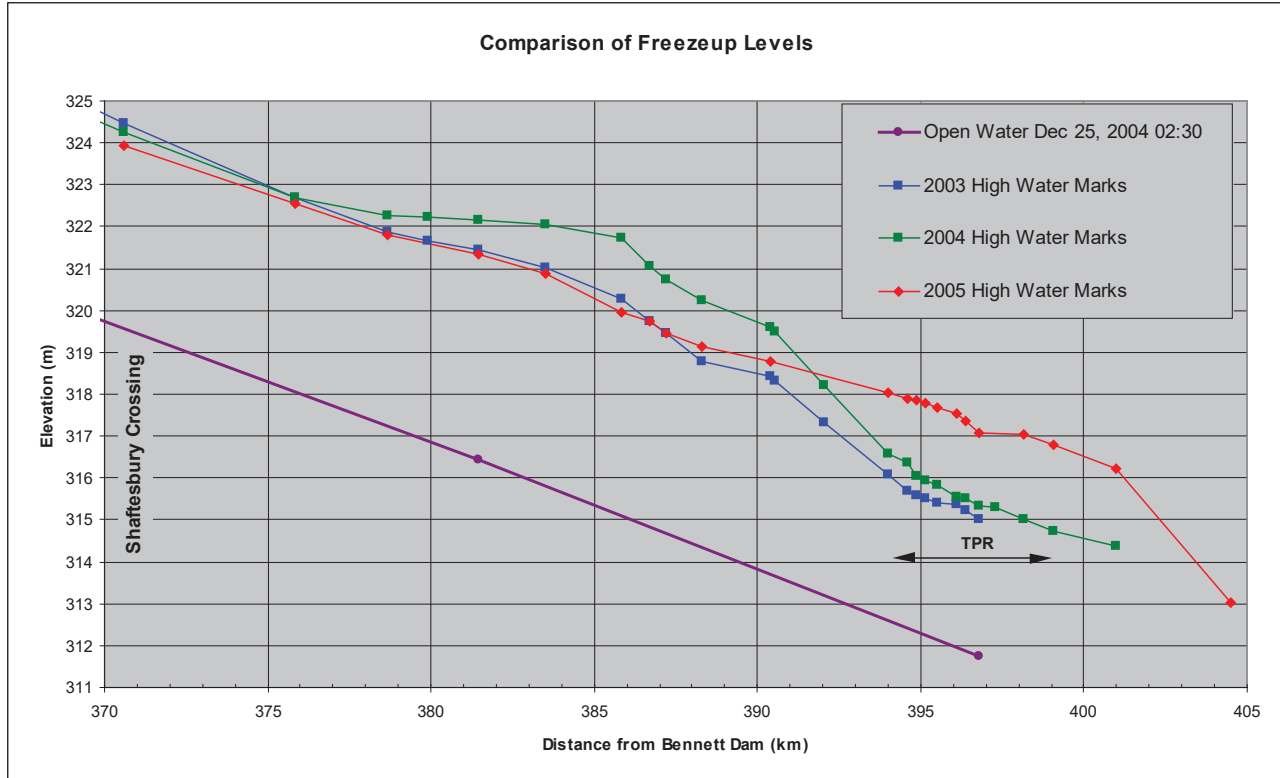
29



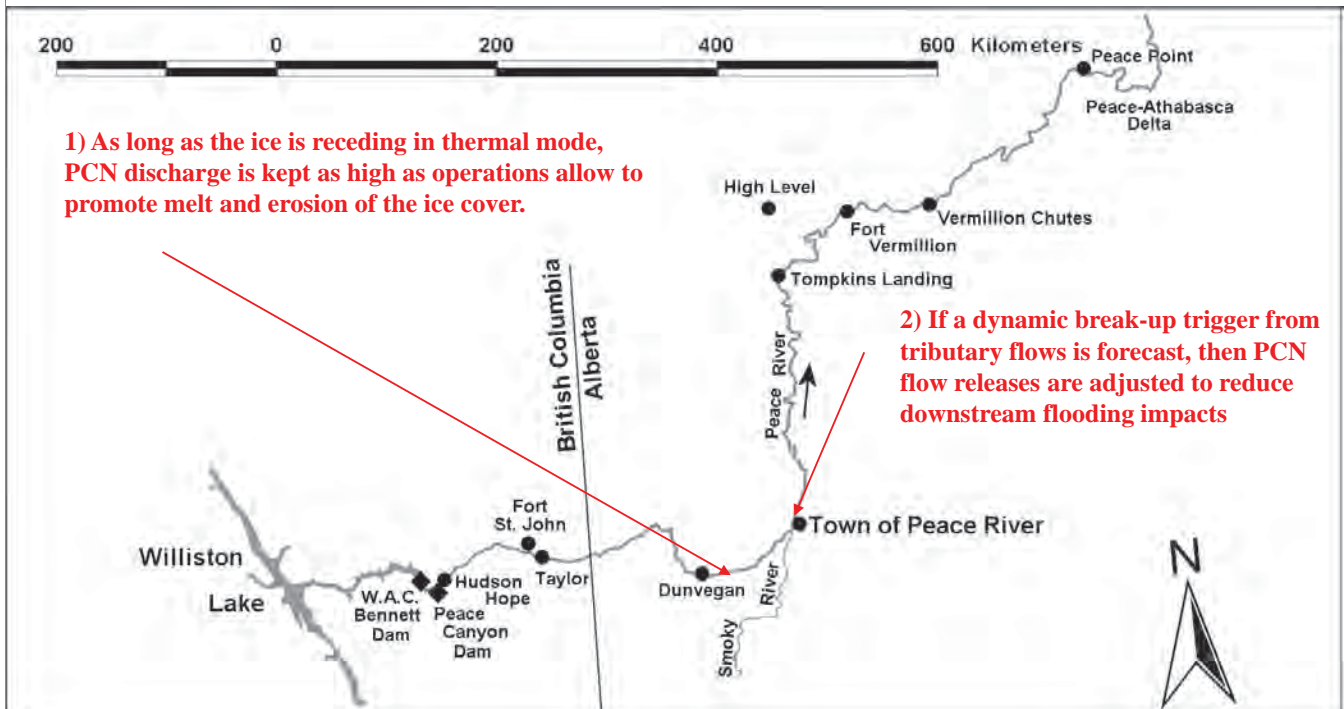
## Ice Cover Progression

- Depends on:
  - air temperature
  - water discharge
  - ice discharge
  - local channel geometry
  - juxtaposed or consolidated ice cover
  - river slope

# Comparison of ice consolidation levels in 3 different years (2003, 04, 05)



## Peace River Flow Control during Break-up (as ice recedes downstream)



# Summary of Peace River

## Ice Management principles

- Water levels on the river can fluctuate even when discharges from the upstream dam (PCN) are kept constant – due to the effects of the ice cover
- Control flow at PCN is implemented to provide enough freeboard for ice consolidations ... but smaller consolidations can still happen
- Control flow at PCN is relaxed ... typically after several weeks ... when thermal ice is deemed to be strong enough
- PCN discharges are adjusted if needed to reduce the risk of flooding due to a dynamic break-up triggered by tributary flows

## Williston Reservoir Operations in 2020

- The normal reservoir level range for Williston is 2150 to 2205 ft.
- The minimum level for 2020 was 2152.6 ft (20 April).  
The maximum level for 2020 was 2199.6 ft (27 July).
- The current (1 Dec) Williston Res. level is 2196.8 ft.
- Early-season forecasts (1 June) had predicted near-normal runoff for Feb-Sept 2020.
- With well-above-normal rainfall events in June, July, & August, the actual Feb-Sept 2020 runoff was 28% above normal (second-highest in 51-year record).
- BC Hydro spilled water at both Peace R. plants during the summer in order to manage the Williston Reservoir level, but the reservoir continued to store water (discharges < inflows) until late July.



# Site C local basin

- Site C local basin (downstream of Peace Canyon) is not regulated
- Halfway River is the biggest tributary in this basin. Moberly River is also a significant tributary.
- Remaining local inflow (15%) originates from smaller ungauged tributaries
- Most severe local inflow events are associated with rainfall systems that travel NW from the Gulf of Mexico into the Peace River basin ... very infrequent, and hard to predict the location & amount of rainfall



35

# Water license flows

- Current Peace River water license flows:
  - Minimum flow 283 m<sup>3</sup>/s
  - Maximum 1,982 m<sup>3</sup>/s
- Site C water license application flows:
  - Minimum 390 m<sup>3</sup>/s
  - Maximum 2,700 m<sup>3</sup>/s
- Minimum and Maximum flows do not include unregulated downstream tributary contributions



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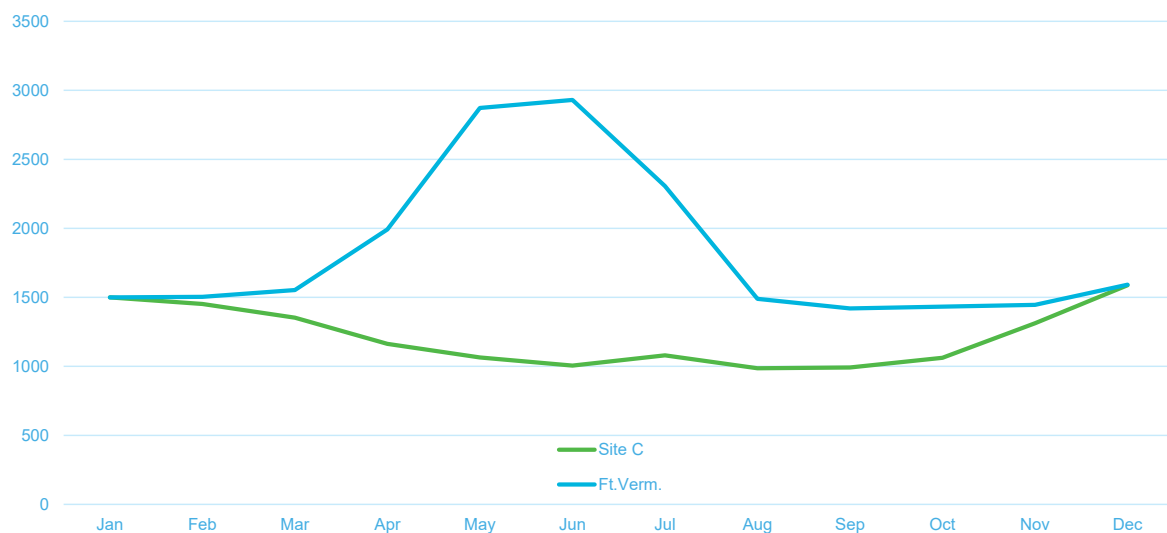
## Site C downstream effects

- Normal downstream flows are expected to change very little with the addition of Site C. At the B.C.-Alberta border, flows would be within today's normal range
- Far downstream from Site C, at the Peace-Athabasca Delta — approximately 1,100 kilometres away — no notable changes are expected
- The independent Joint Review Panel stated that “the Panel concludes there would be no effects from the Project on any aspect of the environment in the Peace Athabasca Delta”

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Peace River flows (m<sup>3</sup>/s)  
at Site C & Fort Vermilion  
(common record: 2006-16 excl.2014)



Peace River tributary flows between Site C and Ft Vermilion are very significant, especially outside of the winter months.

38

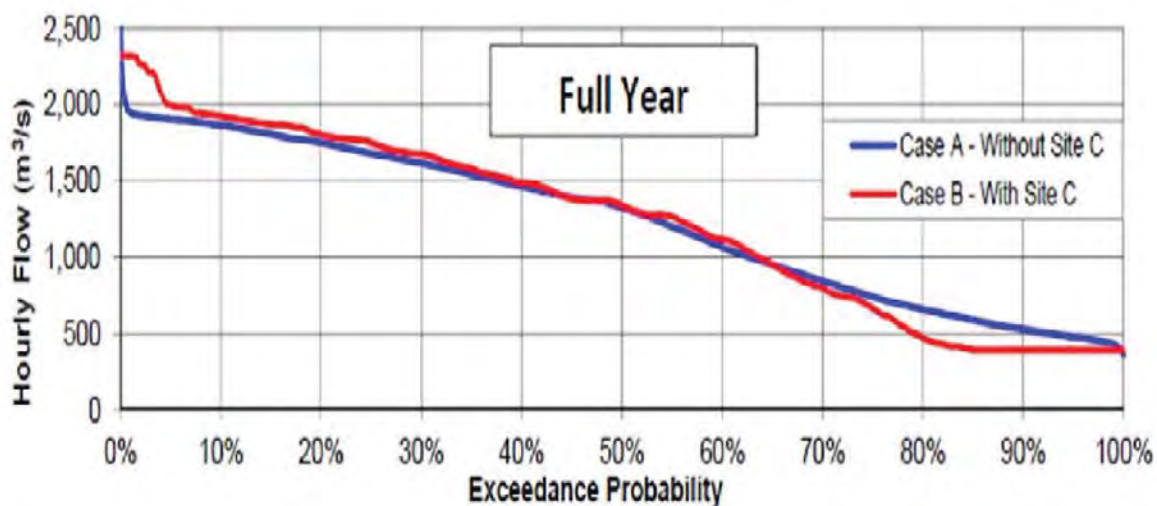


# Site C Water Level Studies

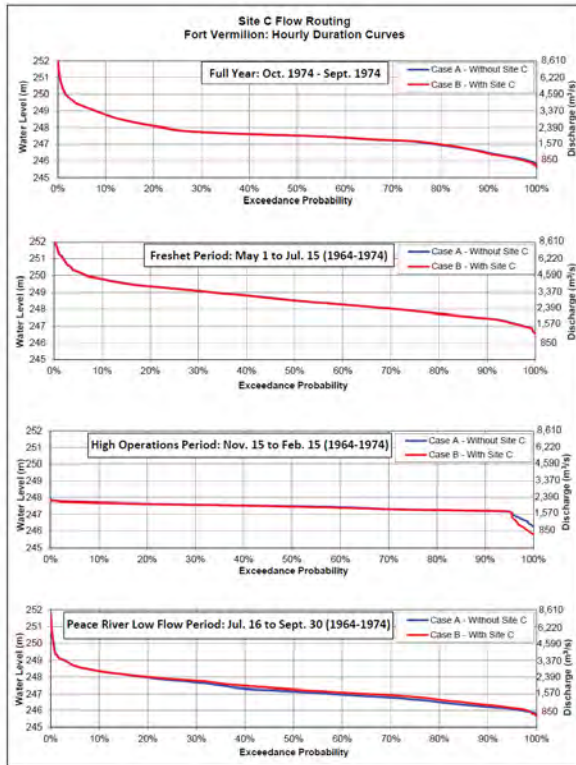
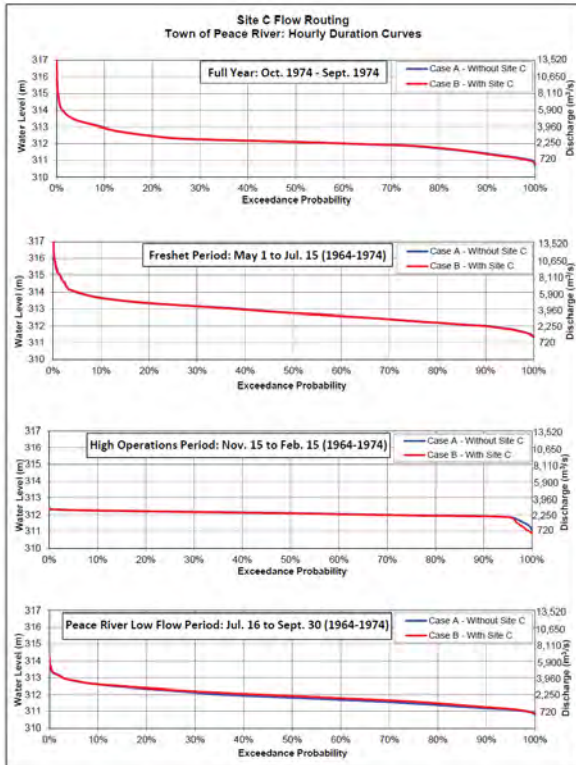
Source: BC Hydro Site C Environmental Impact Statement

39

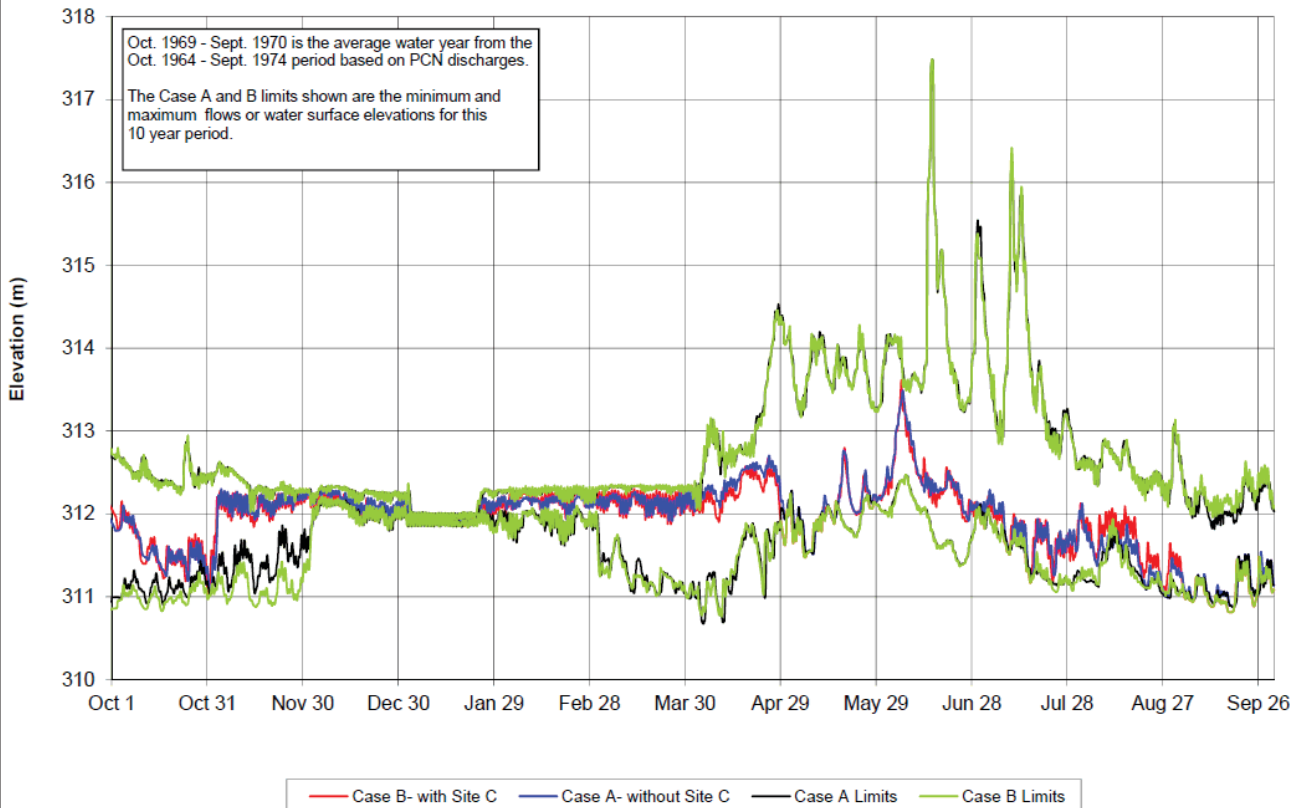
## Flow duration curves at Site C ... with and without the Site C dam



# River flow comparisons with and without Site C



## Site C Flow Routing Town of Peace River: Hourly Water Surface Elevations for Oct. 1969 - Sept. 1970



# Questions





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>December 8, 2020</b>
<b>Presented By:</b>	<b>Grant Smith, Agricultural Fieldman</b>
<b>Title:</b>	<b>TENDERS Agricultural Land Development &amp; Lease Proposal for NW 6 &amp; SW 7-109-19-W5</b>

## **BACKGROUND / PROPOSAL:**

Request for proposals were put out for Agricultural Land Development & Lease Proposals for the NW 6 & SW 7-109-19-W5M. This land is located south of the Town of High Level, adjacent to the Norbord Mill.

Closing date for the Request for Proposal was December 7, 2020 at 4:30 p.m.

## **OPTIONS & BENEFITS:**

N/A

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

N/A

## **SUSTAINABILITY PLAN:**

N/A

## **COMMUNICATION / PUBLIC PARTICIPATION:**

Request for proposals were advertised in the Echo Pioneer and also the Big Deal Bulletin

Author: \_\_\_\_\_ Reviewed by: \_\_\_\_\_ CAO: \_\_\_\_\_

**POLICY REFERENCES:**

N/A

**RECOMMENDED ACTION:**

Motion 1

Simple Majority       Requires 2/3       Requires Unanimous

That the Agricultural Land Development & Lease Proposals for NW 6 & SW 7-109-19-W5M be opened.

Motion 2

Simple Majority       Requires 2/3       Requires Unanimous

That administration review the Agricultural Land Development & Lease Proposals and bring back a recommendation to Council.

Motion 3

Simple Majority       Requires 2/3       Requires Unanimous

That the Agricultural Land Development & Lease Proposals for NW 6 & SW 7-109-19-W5M be awarded to the highest bidder.

Author: \_\_\_\_\_ Reviewed by: \_\_\_\_\_ CAO: \_\_\_\_\_



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>December 8, 2020</b>
<b>Presented By:</b>	<b>Len Racher, Chief Administrative Officer</b>
<b>Title:</b>	<b>CAO &amp; Director Reports for November 2020</b>

## **BACKGROUND / PROPOSAL:**

The CAO and Director reports for November 2020 are attached for information.

## **OPTIONS & BENEFITS:**

N/A

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

N/A

## **SUSTAINABILITY PLAN:**

N/A

## **COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

## **POLICY REFERENCES:**

N/A

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

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

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

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



# MONTHLY REPORT OF THE CHIEF ADMINISTRATIVE OFFICER

Len Racher, CAO

## Daily Activities Log for

Date	Comments
Nov.2/20	Mayor's and Reeve's tele-conference
Nov.3	RMA virtual conference
Nov.4	RMA
Nov.5	Virtual meeting MPE
Nov.6	Noon Covid update
Nov.9	Council review of RSSA H/L
Nov.10	10am Council, 5pm RSSA H/L
Nov.13	Noon Terry Krahn meeting, 5pm fire chief meeting
Nov.16	Meet with Jenn and Carol budget
Nov.17	Audit close out meeting
Nov.18	Council/Budget
Nov.20	Meeting with Dan Fletcher
Nov.23	10am Disaster Recovery/ 1pm managers meeting
Nov.24	COW
Nov.25	10am Council/ 6pm REDI
Nov.26	Call in to DM Wynnyk
Nov.27	Meeting with Donny 10:30am / NAEL 1pm
Nov.30	Meet with Carol discuss legal

Respectfully,

Len Racher  
Chief Administrative Officer

## **REPORT TO THE CAO**

For the Month of November, 2020

From: Carol Gabriel, Deputy Chief Administrative Officer  
(Legislative & Support Services)

### **Meetings Attended**

- 2020-11-02 Teleconference with the Province and Beaver First Nations regarding their ICIP grant.
- 2020-11-03 Virtual Rural Municipalities of Alberta (RMA) Conference.
- 2020-11-04 Virtual RMA Conference.
- 2020-11-04 Teleconference with Minister McIver regarding request to transfer grant funding to flood mitigation project.
- 2020-11-05 Meeting with MPE Engineering
- 2020-11-05 CAMA Teleconference Meeting
- 2020-11-06 COVID-19 update for Alberta Municipalities (teleconference)
- 2020-11-09 Meeting with the Premier
- 2020-11-10 Regular Council meeting
- 2020-11-10 Meeting with MLA Dan Williams and Council
- 2020-11-17 Meeting with RCMP District and Council
- 2020-11-17 Meeting with Town of High Level regarding the regional service sharing agreement.
- 2020-11-18 Budget Council meeting
- 2020-11-20 Meeting with CAO and Dan Fletcher, Town of Rainbow Lake
- 2020-11-23 Meeting with Disaster Recovery Team
- 2020-11-23 Managers meeting to discuss 2021 capital budget.
- 2020-11-24 Committee of the Whole Meeting
- 2020-11-25 Regular Council Meeting
- 2020-11-25 COVID-19 update for Alberta Municipalities (teleconference)
- 2020-11-26 Internal meeting to discuss waste transfer station caretakers.
- Meetings with Department heads regarding organizational requirements.
- Various other individual or departmental meetings.

### **Council**

- Preparing for various meetings of Council, correspondence, etc.
- Research and responding to inquiries.
- Preparations for budget meetings.
- Prepared survey results for Council self-evaluation discussed at the November 24, 2020 Committee of the Whole meeting.
- Review regional service sharing agreement and prepare meeting drafts.

### **Appeal Boards**

- No active appeals.
- Two new members of the Subdivision and Development Appeal Board completed their training on November 23 – 26, 2020. Both members successfully completed the program and are eligible members.
- Ongoing legal matter related to the Agricultural Appeal Board.

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

- The Fee Schedule Bylaw is being presented for second and third reading at the December 2, 2020 Budget Council meeting.
- The Elections Bylaw is being presented for all three readings at the December 8, 2020 Regular Council meeting.

**Enhanced Policing**

- Regular updates to Council are scheduled for the second council meeting of each month.
- RCMP services are available at the La Crete office on Wednesdays.
- Council held a meeting with RCMP District Officer Rhonda Blackmore and S/Sgt. Brad Giles and members from the Town of High Level on November 17<sup>th</sup> to discuss regional services.

**Emergency Management**

- Updating the Emergency Directory and Agency contacts as well as other components of the emergency plan has been put on hold due to the COVID-19 pandemic and the 2020 flood event.
- Next meeting of the Northwest Alberta Regional Emergency Advisory Committee will be held once Tri-Council meetings resume.
- Continue to act as the Communications Coordinator for the Disaster Recovery Team.
- Coordinating meetings with the Minister of Municipal Affairs for disaster recovery discussions and follow-up.

**Communications:**

- Prepare and submit weekly advertisements to the newspaper.
- Design and post updates to the County's Social Media including the website, Facebook, Twitter, and Instagram.
- Website content needs updating and will be completed as time permits.

**Human Resources:**

- Dealing with several HR matters.
- Employee screening for return to work from sick leave as required.

**Municipal Elections:**

- Updates to the website will be happening soon providing information to potential candidates.
- Nomination period opens on January 1, 2021.
- The Elections Bylaw is being presented to Council on December 8, 2020 for amendment.

**Events/Community Engagement:**

- Spreading internal Christmas cheer.

**Other:**

- Assisting legislative and support services department staff (ie. Human Resources, Records Management, Information Technology, etc.)

- Ongoing form review and updating.
- Preparing for various meetings.
- Meeting coordination.
- Assisting other departments as required.
- Xerox account review.
- Submitted five Local Road Bridge funding requests prior to the November 30<sup>th</sup> deadline.

## MONTHLY REPORT TO THE CAO

For the Month of November 2020

**From:** Fred Wiebe  
Director of Utilities

### Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Water Distribution and Wastewater Collection Maintenance	Oct/20	This year will include a comprehensive condition assessment of valves in FV.

### Capital Projects

Projects	Timeline	Comments
FV-Frozen Water Service Repairs	Nov/21	Unfortunately we did not get opportunity to repair these remaining services this year and plan to complete in 2021.
Potable Water Supply North of the Peace River	Oct/20	Provincial Administration recently requested information for a briefing note to the DM. I included information as per our study in 2018 and included both this waterline as well as Bluehills.
Waterline Blue Hills	Oct/20	Provincial Administration recently requested information for a briefing note to the DM. I included information as per our study in 2018 and included both waterline projects.
Diversion Licence Review	Dec/20	I received a call from minister Nixon's office regarding this last week so it sounds like there is follow up happening.
La Crete Future Water Supply Concept	Dec/20	Working on RFP scope details.
LC Future Utility Servicing Plan	Dec/20	Council approved the report from Helix. Will move into offsite levy bylaw creation and approval.
LC – Well #4	Nov/21	Approved for funding under AMWWP. Will engage consultant to design and tender project.
LC – North Sanitary Trunk Sewer	Dec/20	Council approved report in November 2020. Reviewing funding options and will bring back to Council on how to stage the project based

		on funding and growth demands. Will be part of budget deliberations.
ZA – Sewage Forcemain	Dec/20	Approved for funding under AMWWP but requesting to move funds to urgent needs in Fort Vermilion as per council motion.
ZA- Distribution Pump House Upgrades	Dec/20	Working on change of project scope to get project closer to budgeted estimate.
ZA- Lift Station Upgrades	Dec/20	Will apply for grant funding in a future year as per council motion.
LC/FV – Hill Crest School Waterline Extension	Jun/21	Project is complete with the exception of final landscaping and grass seeding which will occur next spring.

**Personnel Update:**

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**Other Comments:**

<p>I continue to work on the collecting costs for emergency flood response options to protect our assets from future flood threats. Will be bringing this back to Council with budget amendment recommendation.</p>
---

Respectfully submitted,

Fred Wiebe  
 Director of Utilities  
 Mackenzie County

## Monthly Report to the CAO

For the month of November, 2020

From: Byron Peters,  
Acting Director of Operations  
Director of Planning & Development

### PLANNING & DEVELOPMENT

#### Strategic Priorities for Planning & Development

Program/Activity/Project	Timeline	Comments
Land Use Framework	TBA	Province has formally started pre-planning for the LPRP. Regional Access Management Plan (RAMP) for Bistcho is in the early stages. Expect Bistcho sub-regional plan to be released for public engagement in early 2021.
Community Infrastructure Master Plans	Q4 2020	Review complete. Initial discussion was held with council on November 25 <sup>th</sup> . Offsite levy bylaw and public engagement planned for early 2021.
Industrial Growth Strategy – La Crete	Q4 2020	Complete.
Municipal Development Plan	Started Q3 2020	Joint project. See Caitlin's report for project update.

#### Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Economic Development Strategy	Ongoing	CARES grant project is well underway. Keith & Associates completing most work on our behalf. A&W Consulting to complete the rest of the project by end 2020. Developing strategy to complete the next steps of the ec. dev strategy.
Streetscape	Ongoing	Have not had any meetings regarding 2020 priorities. Informal conversations with some business owners to gauge some ideas.
La Crete Area Transportation Network Analysis	Q4 2020	Have engaged Associated Engineering for the project – will evaluate growth projections and traffic patterns for the community and develop a plan for adequate access to the provincial

		network. Draft report being presented at this meeting.
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**OPERATIONS:**

Program/Activity/Project	Timeline	Comments
Parks	Ongoing	Clearing walking trails, and emptying garbage and cleaning bathrooms on occasion
Airport Maintenance	Ongoing	Snow clearing at airports is top operational priority. Light checks are ongoing – parts ordered for LC.
Inspecting new accesses	Ongoing	Access inspections on hold until spring.
Spot graveling	Ongoing	Was completed in late fall.
Snow removal	Ongoing	Responding to precipitation events. Typically takes 3 long days for graders to complete a pass of all rural roads.
Culvert replacement	Ongoing	On hold until spring.
Gravel	Ongoing	Assess gravel quantities at various pits and develop a sustainable plan for county gravel assets.

Projects		Timeline	Comments
Interim Housing		Complete	Work with the disaster recovery team to get the interim housing area ready for trailers.
Ski Hill		Ongoing	Bridge has been installed and road construction has commenced.
New Roads		Ongoing	A couple of new roads are still under construction by farmers. We will monitor and assist as required.

**Personnel Update:**

Recently filled a vacant equipment operator position in La Crete, and hopeful that two vacant positions in Fort Vermilion will be filled soon. The vacancies have placed quite a strain on existing staff and service levels.
---



**Other Comments:**

I am beginning to understand some of the details of the Operations Department, and have some plans on how to proceed with various activities. Budget development and understanding our gravel status has been the most challenging aspect so far. The support from the existing Operations team has been great, along with the support from senior management and council.

## Monthly Report to the CAO

For the month of November, 2020

From: Caitlin Smith,  
 Manager of Planning and Development

### Strategic Priorities for Planning & Development

Program/Activity/Project	Timeline	Comments
Land Use Framework	TBA	Joint project report; see Byron's report for project update
New Aerial Imagery	COMPLETE	New Aerial Imagery has been added to Munisight and the project is complete.
Municipal Development Plan	Q2 2021	Administration meets with the consultant bi-weekly. O2 has closed the online survey (65 responses received) and is still conducting stakeholder calls for Phase 1 consultation. O2 will be a delegate at the January 12, 2021 Council meeting to present their findings.

### Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Airport Planning	Q1 2021	WSP has been engaged to update the AVPA for LC and FV airports, and to revise the airport development plans. Comments to be sent to WSP. FV development plan needs to be revised to account for flooding.
Inter-municipal Collaboration Frameworks and Inter-municipal Development Plans	COMPLETE	ICF's will be accepted by the MoMA but MoMA will not respond. <b>Rainbow Lake:</b> ICF agreement submitted to MoMA. <b>High Level:</b> ICF agreement submitted to MoMA. <b>Northern Lights:</b> ICF agreement submitted to MoMA. <b>MD Opportunity:</b> ICF agreement submitted to MoMA. <b>Northern Sunrise:</b> ICF agreement submitted to MoMA. <b>RM Wood Buffalo:</b> ICF agreement submitted to MoMA.  Project is complete.

**Personnel Update:**

The Planning & Development department has contracted services from MS Municipal Solutions, ISL Engineering, and O2 Planning & Design in order to keep up with the demand that the department is experiencing.

Two days a week development staff are in the Fort Vermilion office to offer support to the public.

**Other Comments:**

Permitting continues to be busy is expected to continue into the new year. There are close to 400 development permits to date.

Two multi-lot subdivisions have been sent for registration. Another urban inspection was carried out on November 3, and the subdivision is awaiting registration.

Administration sent the Enforcement Order for the sewer encroachment in rural High Level. The landowner has since complied and the order is no longer in effect.

La Crete Co-op URW requires surveying before partial closure is brought back to Council.

The Developer Incentive bylaw is drafted but will need to be reviewed by the assessor and finance to ensure legality and appropriate application process.

The department will be supporting the offsite levy bylaw research for potential project approval and the department staff are starting the annual review of offsite levies.

## REPORT TO CAO

November, 2020

From: Grant Smith, Agricultural Fieldman

### Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Roadside Spraying	2020	The Roadside Spraying contract has expired and will be publicly tendered in 2021.
Weed Inspection	2020	Weed assessments are being reviewed and the Assistant Fieldman will be interviewing landowners with noxious weed problems to plan control strategies in 2020. A contract Weed Inspector has been hired. There is a significant increase in Noxious weed infestations in organic fields. This is likely due to an over abundance of moisture as fields looked good in June.
Buffalo Head Truck Fill Hay Lease	2020	Bids were opened at the November 27 <sup>th</sup> council meeting. A total of six bids were received on 6.5 acres of brome/alfalfa hay ground. The highest bid was \$375 for a three year term.
Emergency Livestock Response Plan	December 2020	The Draft has been completed, and will be forwarded to AEMA for ratification.
Fusarium Head Blight Survey	2020	Samples from five fields were collected for Ab Ag.
Shelterbelt Program	Spring 2021	Trees were picked up in Fairview on June 10 <sup>th</sup> . A total of 9940 seedlings were received. The only species not received was Golden Willow. Species received: White Spruce, Blue Spruce, Lilac, Siberian Larch, Green Ash & Lodgepole Pine. Order deadline is Dec. 31 <sup>st</sup> .
VSI Program	2020	Mackenzie County is still participating in the program. Council agreed to continue at the current 50% rate.
Water Pumping Program	November 2020	The water pumping program will continue until October 31 <sup>st</sup> , the rental rates will double in November. There has been six rentals this year.

Roadside Mowing	2020	Commencement date was July 11 <sup>th</sup> , completion date is August 15 <sup>th</sup> . This year there is appears to be a lot of culvert damage. Contractors have been notified. There is a standard 10% holdback on all contracts to cover damages to county infrastructure, etc.
Crop Pests	2020	Clubroot of Canola testing has begun. Around 75-100 fields will be tested. Suspicious samples were sent to a lab in Sherwood Park, the results were negative.

**Capital Projects**

Projects	Timeline	Comments
Blue Hills erosion repair Twp Rd 103-2		Requests for proposals were opened in Council on July 15 <sup>th</sup> . Two proposals were received. Northern Road Builders: \$282,600. Outback Ventures: \$273,600. The contract was awarded to Outback Ventures. Completion date is August 31 <sup>st</sup> . Budgeted amount is \$275,000. This project has been completed with satisfactory results.

**Personnel Update:**

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**Other Comments:**

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May wildfires		<p>under review.</p> <p>Requested that Chuckegg file and all outstanding be reviewed in the near future. Commitment to have completed by end of 2020.</p> <p>Additional advance funding commitment of \$2m received.</p> <p>Funding received – File closed</p>
2021 Operating & Capital Budget development	Ongoing	<p>Updated approved 2020 Operating and Capital Budget to current Council motions. 3 year operating plan, and 5 year capital plan requirements to be reviewed during 2021 Budget development.</p>
Tax Collection – Lawyer	Ongoing	<p>tax collection files currently 1 – awaiting response from ratepayer</p>
Emergency Management Team – COVID 19 response	Ongoing	<p>Track costs incurred for submission with MOST funding grant.</p> <p>Review documentation received from Non Profit Organizations in their grant applications for COVID assistance funding eligibility and allocation</p>

## **Monthly Report to the CAO**

For the Month of November, 2020

**From:** Don Roberts  
Director of Community Services

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### **Meetings Attended in October 2020**

Council  
Joint Health & Safety  
Site safety meetings,  
Managers  
Alberta Agriculture and Forestry  
Disaster Recovery  
Budget  
Fire Department Budget  
WTS Caretakers

### **Fort Vermilion, La Crete and Zama Fire Departments**

Activity Summary Report for A 2020

01- Alarms  
06 - Fire  
12 - Medical Co-response  
00 - Motor Vehicle Incident  
00 – Hazmat/Hazard

Administration had a meeting with all Fire Chiefs on November 13<sup>th</sup>. Agenda items included

- Review of EMR004 Level of Service Policy
- Communications – Radio/Cell Towers
- Budget
- Training
- Sprinkler Trailers
- Election of Fire Chief and Deputy Fire Chief

Communications between Dispatch and Fort Vermilion Fire Department has been an issue for some time and administration is dealing with it. All departments have indicated the benefits of moving to the Alberta First Responders Radio Communications System (AFRRCS). Policy was reviewed and Departments have asked for an update on their Equipment list. Policy will come to Council in the new year.



**Health and Safety**

COR audit has been completed and submitted to our Certifying Partner for final review. All indications show a positive result.

**FRIAA Funding**

The second FRIAA grant application was submitted. On the 24<sup>th</sup> of November Administration received a notice... “At this time, funding has been fully allocated and no further funding is expected to be available under the Program”. FRIAA has indicated the regular Fire Smart grant funding may continue in late January. Administration is working with Forestry and identifying requirements and set priorities.

**Parks and Recreation**

Administration will be looking into producing a type of Park Development Standards in order to identify areas for proposed parks and how to the standards or how those parks should look. This will assist in the budgeting process and allow administration time to properly design and explore cost effective ways of instillation.

**Transfer Stations.**

Administration is looking at different options on how to give equal services at the same cost for all rate payers no matter of what part of the county the rate payer resides. Administration is also looking at different options of “user pay”. Equal services cannot be dealt with until rates have been decided.





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>December 8, 2020</b>
<b>Presented By:</b>	<b>Don Roberts, Director of Community Services</b>
<b>Title:</b>	<b>Waste Transfer Station Caretaker Insurance</b>

**BACKGROUND / PROPOSAL:**

Mackenzie County operates seven (7) Waste Transfer Stations (WTS). Administration has identified that our waste transfer station caretakers have no Comprehensive and Commercial General Liability insurance and are not covered under RMA Insurance. This is a requirement and Mackenzie County must be able to provide proof that insurance coverage is in place.

This issue came to light when Administration distributed Tender Packages for the Rocky Lane and Blumenort Waste Transfer Stations and prospective bidders were not able to qualify for the required insurance due to “lack of experience”. This may have had to do with the prospective bidders not explaining to insurance companies the scope of the position.

Council has tabled this item and asked Administration to provide options.

Administration has met and discussed different approaches to this situation.

**OPTIONS & BENEFITS:**

**Option 1**

Have non-profit or other types of organizations provide caretakers.  
*This option would not alleviate the requirement for caretakers to obtain the insurance.*

**Option 2**

Have a single contractor provide caretakers for all the transfer stations.

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

This option was explored with the intent that insurance requirements would be covered by a contractor that was in the business of waste disposal.

Administration contacted a waste hauling company to see if there would be any interest. The company was not interested. One reason for their aversion to the idea was the management of manpower.

### **Option 3**

Create a phased-in approach.

- Existing contractors would be required to obtain the liability insurance with the costs being reimbursed by Mackenzie County. Existing contractors would have the experience required by insurers to obtain the insurance.
- Vacant caretaker positions be transitioned to term contract employees.

This option provides for current contractors to remain in place and allows administration to implement the transitional method and process. Cross coverage could be addressed through the job scope which would eliminate the need for additional relief workers. If required, current operational staff could be tasked with relief coverage.

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

The cost of the current WTS contracts range from \$1,200 - \$1,600/month with the exception of the La Crete WTS due to the extra hours of operation.

An increase of \$500 - \$750 per year per current contract would be required for insurance coverage. Approximately \$3,000 for the four remaining contracts to be included in the 2021 budget.

A reallocation of funds would be required from contracted services to salaries/wages for the transition of three waste transfer station caretakers to contract employees. The wages will be calculated based on the current average costs.

### **SUSTAINABILITY PLAN:**

N/A

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

Waste Transfer Station Caretaker positions will be advertised.

### **POLICY REFERENCES:**

Author: \_\_\_\_\_ Reviewed by: \_\_\_\_\_ CAO: \_\_\_\_\_

**RECOMMENDED ACTION:**

Motion 1

Simple Majority       Requires 2/3       Requires Unanimous

That the Blumenort Waste Transfer Station and the Rocky Lane Waste Transfer Station tendering process be cancelled.

Motion 2

Simple Majority       Requires 2/3       Requires Unanimous

That the Blue Hills, Buffalo Head Prairie, La Crete, and Zama Waste Transfer Station contractors be requested to obtain liability insurance coverage and that Mackenzie County reimburse the contractor for insurance costs.

Motion 3

Simple Majority       Requires 2/3       Requires Unanimous

That administration be authorized to proceed with transitioning vacant Waste Transfer Station caretaker positions to contract employees.

Author: \_\_\_\_\_ Reviewed by: \_\_\_\_\_ CAO: \_\_\_\_\_





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>December 8, 2020</b>
<b>Presented By:</b>	<b>Don Roberts, Director of Community Services</b>
<b>Title:</b>	<b>River Search &amp; Rescue Access Plan – Atlas &amp; Tompkins Landing Boat Launch– Request for Additional Funds</b>

## **BACKGROUND / PROPOSAL:**

In 2019 Council approved a budget of \$30,000 for the River Search & Rescue Access Plan Boat Launch at Atlas & Tompkins Landing. The River Search & Rescue Access Plan also included a boat launch east of the Bridge Campsite.

Administration developed the plan in 2019 and in 2020 moved forward with the approvals that were required prior to construction and installation. These included the following;

- Water Act Approvals
- Alberta Environment & Parks Applications
- Oceans & Fisheries Approvals
- First Nation Consultations
- Surveys

Administration has received all the necessary approvals for the boat launches, however the cost of obtaining these approvals have exceeded the budget.

Administration is asking for an additional \$50,000 to cover the costs of the approvals and complete the installations of the boat launch at Tompkins Landing.

## **OPTIONS & BENEFITS:**

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

An additional \$50,000 is required to complete this project. Funding would come from the General Capital Reserve.

**Author:** D. Roberts      **Reviewed by:** J. Batt      **CAO:** \_\_\_\_\_

**SUSTAINABILITY PLAN:**

**COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

**POLICY REFERENCES:**

N/A

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the budget be amended to include an additional \$50,000 for the River Search & Rescue Access Plan - Atlas & Tompkins Landing Boat Launch with funding coming from the General Capital Reserve.

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





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>December 8, 2020</b>
<b>Presented By:</b>	<b>Don Roberts, Director of Community Services</b>
<b>Title:</b>	<b>Zama Recreation Society – Funding Transfer Request</b>

**BACKGROUND / PROPOSAL:**

Zama Recreation Society submitted an invoice to Mackenzie County in the amount of \$4,202.50 to replace their Ice Machine. This amount includes the cost of the machine, and an invoice from NX1 for troubleshooting the existing machine.

The existing ice machine is 16 years old, and upon NX1 Mechanicals troubleshooting, it was determined that it was beyond repair.

The replacement is half the size/capacity from the existing and will be more energy and water efficient.

The Zama Recreation Society would cover the cost of the freight to have the ice machine shipped from Edmonton to Zama (approximately \$300).

As the Water Repair in the Furnace Room project has funds remaining, the Zama Recreation Society would like to move \$4,203 from this project to an Ice Machine project to cover these costs instead of requesting funds as a funding request.

If approved the budget for the Water Repair in the Furnace Room budget would be reduced by \$4,203 (\$8,336-\$4,203) to \$4,133, and the Ice Machine project budget would be \$4,203 from the same funding source.

**OPTIONS & BENEFITS:**

N/A

**Author:**  D. Roberts  **Reviewed by:**  J. Batt  **CAO:** \_\_\_\_\_





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>December 8, 2020</b>
<b>Presented By:</b>	<b>Don Roberts, Director of Community Services</b>
<b>Title:</b>	<b>Appointment of Fort Vermilion Fire Chief and Deputy Fire Chief</b>

**BACKGROUND / PROPOSAL:**

On December 11, 2018 Council appointed Neil Simpson and Frank Fehr to the position of Fort Vermilion Fire Chief and Deputy Fire Chief for a two-year term.

The Fort Vermilion Fire department will be holding elections on the 7<sup>th</sup> of December, 2020 for the position of Fire Chief and Deputy Fire Chief.

A copy of the minutes of the Fort Vermilion Fire Department meeting indicating their recommendations will be presented at the meeting.

**OPTIONS & BENEFITS:**

That Council supports the Fort Vermilion Fire Departments recommendation.

**COSTS & SOURCE OF FUNDING:**

Operational budget. No impact.

**SUSTAINABILITY PLAN:**

N/A

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

**COMMUNICATION / PUBLIC PARTICIPATION:**

Letter to nominated candidates.

**POLICY REFERENCES:**

Bylaw 985-15 Fire Services

5.3 The Fire Chief and Deputy Chief shall be appointed by Council for each Fire Service upon recommendation of the CAO, and from the Members of the Fire Service for a two-year term.

**RECOMMENDED ACTION:**

Motion 1

- Simple Majority
- Requires 2/3
- Requires Unanimous

That \_\_\_\_\_ be appointed as the Fort Vermilion Fire Chief for a two-year term effective December 11, 2020.

Motion 2

- Simple Majority
- Requires 2/3
- Requires Unanimous

That \_\_\_\_\_ be appointed as Fort Vermilion Deputy Fire Chief for a two-year term effective December 11, 2020.

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



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>December 8, 2020</b>
<b>Presented By:</b>	<b>Jennifer Batt, Director of Finance</b>
<b>Title:</b>	<b>Municipal Stimulus Program (MSP) Grant Approval</b>

## **BACKGROUND / PROPOSAL:**

The Province released a \$500M Municipal Stimulus Program grant that allocated funds to each Municipality based on population. Mackenzie County was allocated \$1,487,290 under the Gas Tax Funding (GTF) program stream.

The program guidelines include that the project must create jobs, position communities to participate in future economic growth. Eligible project categories include roads, bridges, water and wastewater systems, and recreation. The construction of the project must begin in 2020 or 2021, and funding allocation must be spent by December 31, 2021.

Municipalities must commit to submitting a Red Tape Reduction report for each of 2020 and 2021 indicating progress being made with:

- Steps that have been taken to make it easier to start up a new business in the municipality
- Steps that have been taken to streamline processes and shorten timeline for development and permit approvals
- Steps have been taken to make the municipality a more attractive destination for new investment and/or tourism

The only shovel ready project that the County had that met these criteria was the Flood Mitigation project to assist in the relocation of residents within Fort Vermilion as part of the Mitigation proposal to the Province.

During the October 22, 2020 Council meeting, the following motion was made:

**MOTION 20-09-571      MOVED** by Councillor Wardley

That administration make application under the Municipal

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

Stimulus Program (MSP) for the development of Phase 1 and 2 for the relocation of residents from the 2020 flood, as part of the mitigation funding.

**CARRIED**

On November 27<sup>th</sup>, administration received notice that the application submitted for the funding request was approved to assist with Phase 1 & 2 development.

Administration requires a Council motion to amend the 2020 Capital Budget, to include the MSP grant allocation to the Flood Mitigation/ Land Development Project, renaming it to Flood Mitigation – Phase 1 & 2 to align with the MSP grant.

**OPTIONS & BENEFITS:**

That the 2020 Flood Mitigation – Phase 1 & 2 Capital Budget be amended to include an additional \$1,487,290 from the Municipal Stimulus Program Grant.

**COSTS & SOURCE OF FUNDING:**

Municipal Stimulus Program (MSP) Grant in the amount of \$1,487,290

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

**POLICY REFERENCES:**

**RECOMMENDED ACTION:**

- Simple Majority       Requires 2/3       Requires Unanimous

That the budget be amended to include an additional \$1,487,290 for the 2020 Flood Mitigation – Phase 1 & 2 with funding coming from the Municipal Stimulus Program Grant.

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



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>December 8, 2020</b>
<b>Presented By:</b>	<b>Jennifer Batt, Director of Finance</b>
<b>Title:</b>	<b>Alberta Municipal Water/Wastewater Partnership (AMWWP) Grant Approval – La Crete Well No 4</b>

## BACKGROUND / PROPOSAL:

Administration applied to the Alberta Municipal Water/Wastewater Partnership (AMWWP) Grant program, to assist in funding the Hamlet of La Crete Water Supply Production Well No. 4. The letter of approval was included in the August 19, 2020 Council package, however no budget amendment was made to allocate the funding to the project.

The grant submission to complete this project had a budget estimate of \$1,175,000 which was grant approved up to 58.65% of the submission to a maximum of \$689,137. As portions of this project began prior to the approval, only 58.65% of any future costs may be allocated towards this grant.

The current budget to complete this project is \$898,534 funded from the General Capital Reserve. Administration is recommending that the budget be amended to include an additional \$276,466 in funding as well as changing the funding sources as follows:

Funding Source	Current	Requested Budget	Amendment
<b>General Capital Reserve</b>	\$898,534	\$485,863	<b>-\$412,671</b>
<b>AMWWP Grant</b>		\$689,137	\$689,137
<b>Budget</b>	<b>\$898,534</b>	<b>\$1,175,000</b>	

Administration requires a Council motion to amend the 2020 Capital Budget funding sources for this project.

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

**OPTIONS & BENEFITS:**

**Option 1**

That the La Crete Well No. 4 2020 Capital Budget be amended to \$1,175,000 with funding sources of \$689,137 from the Alberta Municipal Water/Wastewater Partnership Grant program, and \$485,863 from the General Capital Reserve.

**Benefit**

That Council take full advantage of the grant approval, increasing the budget and allocate \$689,137 from the Alberta Municipal Water/Wastewater Partnership Grant program, and \$485,863 from the General Capital Reserve, while \$412,671 be returned to the General Capital Reserve for future projects.

**Option 2**

That the La Crete Well No. 4 2020 Capital Budget funding source be amended to allocate \$526,990 from the Alberta Municipal Water/Wastewater Partnership Grant program, and \$371,544 from the General Capital Reserve.

**Benefit**

That administration proceeds with the project partially funded by AMWWP and the General Capital Reserve, while \$526,990 be returned to the General Capital Reserve for future projects.

**COSTS & SOURCE OF FUNDING:**

Alberta Municipal Water/Wastewater Partnership Grant program

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

**POLICY REFERENCES:**

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



**RECOMMENDED ACTION:**

- Simple Majority       Requires 2/3       Requires Unanimous

That the budget be amended to include an additional \$276,466 for the La Crete Well No. 4 project, for a total cost of \$1,175,000 with funding coming from the Alberta Municipal Water/Wastewater Partnership Grant program in the amount of \$689,137 and the General Capital Reserve in the amount of \$485,863.

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





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>December 8, 2020</b>
<b>Presented By:</b>	<b>Jennifer Batt, Director of Finance</b>
<b>Title:</b>	<b>Cheque Registers – November 20 – December 4, 2020</b>

**BACKGROUND / PROPOSAL:**

At the request of Council cheque registers are to be viewed by Council during Council meetings.

All invoices are authorized by Managers, Directors, and or the CAO in accordance with the Purchasing Policy. Cheques are released on a weekly basis unless otherwise required for operational needs. Copies of the November 20 – December 4, 2020 cheque registers will be available on meeting day.

**OPTIONS & BENEFITS:**

Administration will continue to present all new cheque registers at each Council meeting.

**COSTS & SOURCE OF FUNDING:**

2020 Budget.

**SUSTAINABILITY PLAN:**

N/A

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

**COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

**POLICY REFERENCES:**

Policy FIN025 Purchasing Authority Directive and Tendering Process

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the cheque registers from November 20 – December 4, 2020 be received for information.

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



Mackenzie County

## REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>December 8, 2020</b>
<b>Presented By:</b>	<b>Byron Peters, Director of Planning &amp; Development</b>
<b>Title:</b>	<b>Universal Broadband Fund</b>

### **BACKGROUND / PROPOSAL:**

In early November, the federal government announced an increase to the Universal Broadband Fund for the expansion of broadband internet connectivity in Canada. The increase in support is particularly aimed toward northern, rural, and remote regions where current internet speeds are sub-optimal. Mackenzie County currently falls into this classification and would see a great benefit to expanded internet services throughout the region.

The timeline to apply for funding is short, with the deadlines being January 15, 2021 for projects that are ready to deploy and February 15, 2021 for all other projects.

### **OPTIONS & BENEFITS:**

Option 1: Mackenzie County applies for funding through the Universal Broadband Fund.

Option 2: Mackenzie County partners with a local telecommunications provider to apply for funding through the Universal Broadband Fund.

Option 3: Mackenzie County reaches out to, and provides letters of support for local telecommunications providers to apply for funding through the Universal Broadband Fund.

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

The Universal Broadband Fund provides funding for up to 75% of eligible project expenses. Council approval would be required for the remaining 25% of project costs.

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



November 10, 2020

## Universal Broadband Fund Open for Applications

*Government of Canada opens applications for funding to connect all Canadians to 50/10 Mbps speeds.*

The Government of Canada has announced that applications for the [Universal Broadband Fund](#) (UBF) intake is now open. The UBF will provide \$1.75 billion in funding to support high-speed internet projects across Canada. The UBF has been designed to connect Canadians living in rural and remote communities to high-speed internet at speeds of at least 50/10 Mbps. The program will be funding Canadian entities to extend broadband infrastructure in areas that do not currently have access this level of high-speed internet.

Municipalities may be eligible to apply for the UBF. To look at the opportunities and to learn more about applying, visit the [application section](#).

While the UBF is accepting applications, help is available to understand every aspect of this program, from forms to maps. To ask technical questions about the UBF, please contact the Government of Canada by telephone at 1.800.328.6189 or via email at [get-connected@canada.ca](mailto:get-connected@canada.ca).

**Warren Noga**

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Mackenzie County

## REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>December 8, 2020</b>
<b>Presented By:</b>	<b>Carol Gabriel, Deputy Chief Administrative Officer</b> (Legislative & Support Services)
<b>Title:</b>	<b>Bylaw 1206-20 Election Bylaw</b>

### **BACKGROUND / PROPOSAL:**

The *Local Authorities Election Act* (LAEA) provides municipalities with the option of establishing certain election procedures they deem appropriate. As a result of recent changes to the LAEA, administration is bringing forward recommended changes to the Election Bylaw. A copy of the Bylaw is attached.

Under the LAEA, a municipality may pass bylaws as follows:

	<b>Deadline</b>	<b>Administrative Comments</b>
Section 11 (2) – <b>Election Day</b> Provide that the election day in the local jurisdiction be held on the Saturday immediately preceding the 3 <sup>rd</sup> Monday in October.	Prior to June 30 <sup>th</sup>	Not included or recommended. <i>With the potential senate election and referendum questions, a Saturday election is not allowed under Federal legislation.</i>
Section 27 (2) – <b>Form of Nomination</b> Specify the minimum number of electors required to sign the nomination of a candidate for an office. The number must be at least 5 and not more than 100.	Prior to December 31 <sup>st</sup>	Not included or recommended. <i>Additional signatures spaces are available and nominees are encouraged to collect more than the minimum in the event of a challenge.</i>
Section 28 (1.1) – <b>Nominations</b> Provide that the returning officer may establish one or more locations, in addition to the local jurisdiction office, where a deputy may receive nominations.	Prior to December 31 <sup>st</sup> (previously June 30 <sup>th</sup> )	This section is being recommended to be removed as the nomination period is from January 1 to the close of nominations at noon on September 20, 2020.

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

Section 29 (1) – <b>Deposit</b> Requiring a deposit with nomination papers.	Not fewer than 30 days before nomination day	Not included or recommended.
Section 33 (1) – <b>Death of a Candidate</b> Provide for the discontinuation of an election for an office for which a candidate has died.	Prior to Nomination Day	Included in Bylaw 1206-20
Section 37 (3) – <b>Voting Stations</b> To allow the returning officer to designate more than one voting station for each subdivision and the location of those voting stations for the election.	Prior to June 30 <sup>th</sup>	Included in Bylaw 1206-20 <i>This replaces the previous requirement for apply for a Modified Voting Procedure.</i>
Section 43 (3) – <b>Contents of Ballot</b> Provide for ballots to be printed in lots.	2 months before election	Not included or recommended.
Section 46 (2) – <b>Voting Hours</b> Allowing voting stations to open prior to 10 am.	Prior to June 30 <sup>th</sup>	Not included or recommended.
Section 50 (1) & 49 (1) – <b>List of Electors</b> Authorize the compiling of a voters list.	No timeline established	Not included or recommended. Not being used by majority of municipalities.
Section 53 (3) and 53.01(1) – <b>Proof of Elector Eligibility</b> Provide for additional types of identification required to be produced in the general election.	No later than 6 months prior to nomination day.  Deadline to pass Bylaw is March 20, 2021.	Not included or recommended.  In addition to the current identification requirements voters still need to complete the Voting Register declaring their eligibility to vote.  Bylaw must be advertised before being passed.
Section 78(4.1) – <b>Elector Assistance</b> If an elector requests a blind elector template by June 30 <sup>th</sup> in a year in which a general election is to be held, a municipality must pass a bylaw setting out the blind elector template.	At the request of the Elector.	No requests received in previous elections.
Section 84 (1) – <b>Alternative Voting Equipment</b> Provide for the taking of votes by means of voting machines, vote recorders, or automated voting systems.	No timeline established	Not included or recommended.
Section 85.1(4) – <b>Counting Centres</b> To allow the returning officer to count the special ballot box, advance vote ballot box and institutional vote ballot box no earlier than 7:30 pm on election day.	Prior to June 30 <sup>th</sup>	Not included or recommended.

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

Appointment of Returning Officer and Substitute Returning Officer

Section 13 of the LAEA states that an elected authority may, by resolution, appoint a returning officer for the purposes of conducting elections by June 30<sup>th</sup> of the year in which the election occurs. A resolution was made on February 14, 2017 to appoint Carol Gabriel as the Returning Officer for Mackenzie County.

A recent amendment to the Act makes it mandatory for an elected authority to appoint a **substitute returning officer**, by resolution, by June 30<sup>th</sup> of the year in which the election occurs. The substitute returning officer may exercise all the duties, functions and powers of a returning officer if the returning officer is incapable of performing the duties due to illness, absence or other incapacity.

Caitlin Smith, Manager of Planning & Development, has offered to assume this role and a resolution of Council will be required.

**OPTIONS & BENEFITS:**

Pass the Bylaw as presented or recommend additional changes.

**COSTS & SOURCE OF FUNDING:**

**SUSTAINABILITY PLAN:**

**COMMUNICATION / PUBLIC PARTICIPATION:**

**POLICY REFERENCES:**

Local Authorities Election Act

**RECOMMENDED ACTION:**

Motion 1

Simple Majority       Requires 2/3       Requires Unanimous

That first reading be given to Bylaw 1206-20 being the Election Bylaw for Mackenzie County.

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

Motion 2

Simple Majority       Requires 2/3       Requires Unanimous

That second reading be given to Bylaw 1206-20 being the Election Bylaw for Mackenzie County.

Motion 3

Simple Majority       Requires 2/3       Requires Unanimous

That consideration be given to go to third reading of Bylaw 1206-20 being the Election Bylaw for Mackenzie County at this meeting.

Motion 4

Simple Majority       Requires 2/3       Requires Unanimous

That third and final reading be given to Bylaw 1206-20 being the Election Bylaw for Mackenzie County.

Motion 5

Simple Majority       Requires 2/3       Requires Unanimous

That Caitlin Smith be appointed as the Substitute Returning Officer for the 2020 general election.

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

**BYLAW NO. 891-13 1206-20**

**BEING A BYLAW OF  
MACKENZIE COUNTY  
IN THE PROVINCE OF ALBERTA**

**TO ESTABLISH THE RULES TO FOLLOW  
IN CONDUCTING MUNICIPAL ELECTIONS**

**WHEREAS**, the *Local Authorities Election Act*, RSA 2000 Chapter L-21, hereinafter referred to as the “Act” provides for the conduct of general elections by local authorities; and

**WHEREAS**, the Act permits the local authority to pass bylaws for the conduct of such elections;

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

**TITLE**

1. This bylaw shall be cited as the “Election Bylaw”.

**~~NOMINATION DAY AND TIME~~**

- ~~2. — Nomination Day must be held four weeks before the Election Day and the Returning Officer or Deputy may only receive nominations between the hours of 8:30 a.m. and 12:00 noon on Nomination Day.~~

**LOCATIONS TO RECEIVE NOMINATION PAPERS**

2. Nomination papers may be received at the following locations:

Fort Vermilion County Office (local jurisdiction office)  
4511-46 Avenue  
Fort Vermilion, Alberta

~~Zama County Office  
1025 Aspen Drive  
Zama City, Alberta~~

**DEATH OF A CANDIDATE**

3. If a candidate for any position dies after nomination day but before 9:00 a.m. on Election Day, the election for that position will be discontinued.

4. The appropriate elected authority will arrange a new election for the position as soon as possible.

### **JOINT ELECTIONS**

5. The returning officer is authorized to enter into agreements, on behalf of the Municipality, to conduct elections on behalf of other elected authorities in Mackenzie County whose boundaries may or may not be contiguous with the Municipality but do have areas in common.

### **MODIFIED VOTING PROCEDURE**

- ~~6. In accordance with Ministerial Order, Mackenzie County hereby adopts the modified system of conducting an Election pursuant to the Modified Voting Procedure Regulation 5/2007, as amended, to provide for the location of more than one voting station for a voting subdivision.~~
- ~~7. The modified voting procedure shall be used for the purpose of conducting elections pursuant to the provision of the Act.~~

### **VOTING STATIONS**

6. The returning officer is authorized to designate more than one voting station for each subdivision and the location of those voting stations.

### **REPEAL**

7. Bylaw ~~635/07 and 274/04~~ 891-13 and any amendments thereto are hereby rescinded.

### **ENACTMENT**

8. This Bylaw shall come into force and effect upon the date of the passing of the third and final reading.

First reading given on the \_\_\_\_ day of \_\_\_\_\_, 2020.

Second Reading given on the \_\_\_\_ day of \_\_\_\_\_, 2020.

Third Reading and Assent given on the \_\_\_\_ day of \_\_\_\_\_, 2020.

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Joshua Knelsen  
Reeve

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Lenard Racher  
Chief Administrative Officer







Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>December 8, 2020</b>
<b>Presented By:</b>	<b>Carol Gabriel, Deputy Chief Administrative Officer</b> (Legislative & Support Services)
<b>Title:</b>	<b>La Crete Agricultural Society – Request for Letter of Support</b>

## **BACKGROUND / PROPOSAL:**

The La Crete Agricultural Society is requesting a letter of support for their Community Facility Enhancement Program grant application to assist with La Crete Heritage Centre upgrades.

A draft letter of support is attached for Council consideration.

## **OPTIONS & BENEFITS:**

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

## **SUSTAINABILITY PLAN:**

## **COMMUNICATION / PUBLIC PARTICIPATION:**

## **POLICY REFERENCES:**

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

**RECOMMENDED ACTION:**

- Simple Majority       Requires 2/3       Requires Unanimous

That a letter of support be provided to the La Crete Agricultural Society for their Community Facility Enhancement Program grant application to assist with La Crete Heritage Centre upgrades.

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



## La Crete Agricultural Society

Box 791, La Crete AB, T0H 2H0

(780)928-4447

lcheritagecentre@gmail.com

lacreteheritagecentre.weebly.com

Mackenzie County  
Box 640  
Fort Vermilion, AB  
T0H 1N0

November 30, 2020

Dear CEO and council:

We will be applying to Community Facility Enhancement Program for a matching grant to do some necessary upgrades to the La Crete Heritage Centre. This includes completing the sound system upgrade, a new surveillance camera DVR, and some upgrades in both the Main Kitchen and Small Hall.

We would like to request a Support Letter from the Mackenzie County to include in our application. Suggested wording has been supplied.

If you have any questions please feel free to contact me at (780)928-4447.

Sincerely:

Susan Siemens  
Secretary/Program Coordinator  
La Crete Agricultural Society



## Mackenzie County

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

December 8, 2020

Community Facility Enhancement Program  
Alberta Culture, Multiculturalism and Status of Women  
212, 17205 106A Avenue  
Edmonton, AB  
T5S 1M7

Attention: Small Funding Stream

**RE: LA CRETE AGRICULTURAL SOCIETY – GRANT APPLICATION**

It is my pleasure, on behalf of the Mackenzie County Council, to write a letter of support for the planned upgrades to the local community hall, the La Crete Heritage Centre, to better serve the needs in La Crete community. The sound system, surveillance system, kitchen and small hall upgrades are all necessary components to make the hall more user friendly. There's no doubt, but that it will benefit the organization and every community user.

The La Crete Agricultural Society was organized in 1980 and they celebrated their 40th year in 2020. Their services and programs are of great value to the community.

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

Yours sincerely,

Joshua Knelsen  
Reeve



**RECOMMENDED ACTION:**

- Simple Majority       Requires 2/3       Requires Unanimous

That the approved Municipal Planning Commission meeting minutes of November 12, 2020 and the unapproved meeting minutes of November 26, 2020 be received for information.

**Author:**     K. Racine          **Reviewed by:** \_\_\_\_\_      **CAO:** \_\_\_\_\_

**MACKENZIE COUNTY  
Municipal Planning Commission Meeting**

**Mackenzie County Office  
La Crete, AB**

**Thursday, November 12, 2020 @ 10:00 a.m.**

**PRESENT:**

Erick Carter	Chair, MPC Member
Beth Kappelar	Vice Chair, MPC Member
John W Driedger	MPC Member
David Driedger	Councillor, MPC Member
Jacque Bateman	Councillor, MPC Member via Teleconference

**ADMINISTRATION:**

Caitlin Smith	Manager of Planning and Development
Nicole Friesen	Administrative Assistant, Planning/Recording Secretary
Lynda Washkevich	Development Officer

**MOTION**      1.      **CALL TO ORDER**

Caitlin Smith called the meeting to order at 10:01 a.m.

2.      **ADOPTION OF AGENDA**

**MPC 20-11-145**    **MOVED** by John W. Driedger

That the agenda be adopted as presented.

**CARRIED**

3.      **ELECTIONS**

a)    **Chair**

Caitlin Smith called for nominations for the position of Chairperson.

First Call: Beth Kappelar nominated Erick Carter. Accepted.

Second Call: No further nominations.

Third Call: No further nominations.

**MPC 20-11-146**    **MOVED** by David Driedger

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That the nominations cease for the position of Chairperson.

**CARRIED**

Caitlin Smith declared Erick Carter Chairperson by acclamation.

Caitlin Smith turned the meeting over to Chair Erick Carter at 10:03 am

**b) Vice-Chair**

Erick Carter called for nomination for the position of Vice Chairperson.

First Call: David Driedger nominated Beth Kappelar. Accepted.

Second Call: No further nominations.

Third Call: No further nominations.

**MPC 20-11-147 MOVED** by John W. Driedger

That the nominations cease for the position of Vice Chairperson.

**CARRIED**

Erick Carter declared Beth Kappelar Vice Chairperson by acclamation.

**4. Terms of Reference**

For information.

**5. Review MPC's mandate, role & responsibilities**

For information.

**6. Review of Procedural Bylaw 1977-14**

For information.

**7. Minutes**

**a) Adoption of Minutes**

**MPC 20-11-148 MOVED** by Jacquie Bateman

That the minutes of the October 22<sup>nd</sup>, 2020 Municipal Planning Commission meeting be adopted as presented.

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**CARRIED**

**8. DEVELOPMENT**

- a) 011-DP-20 Jacob & Anna Penner (Time Extension)  
Dwelling – Single Family Addition (Sunroom) & Deck  
In “H-R1A” (La Crete)  
Plan 992 5746, Block 25, Lot 10**

**MPC 20-11-149 MOVED** by John W. Driedger

That a time extension for the building commencement for 011-DP-20 on Plan 992 5746, Block 25, Lot 10 in the name of Jacob L & Anna Penner be granted to expire on November 12, 2021.

**CARRIED**

**9. SUBDIVISIONS**

- a) 35-SUB-20 Joseph & Angela Friesen  
10.00 Acre Subdivision  
NW 7-105-15-W5M (West La Crete)**

**MPC 20-11-150 MOVED** by David Driedger

That Subdivision Application 35-SUB-20 in the name of Joseph & Angela Friesen on NW 26-104-14-W5M be APPROVED with the following conditions:

1. This approval is for a **TYPE B** subdivision, 10.00 acres (4.04 hectares) in size.
2. Applicant/developer shall enter into and abide by a Development Agreement with Mackenzie County which shall contain, but is not limited to:
  - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality.
    - i. Any permanent buildings on the property must be constructed equal to or greater than the grade of the road.
  - b) Mitigation measures must be in place in order to avoid water

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damage from potential seasonal flooding.

- i. A drainage plan will be required prior to subdivision registration.
- c) A caveat will be registered on the title of this property.
- d) Provision of a road and access to both the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developer's expense.
- e) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2015.
- f) **Provision of a storm water management plan. Contact Planning and Development staff at 780-928-3983 to discuss the requirements for your subdivision.**
- g) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.
- h) Provision of utility rights-of-way as required by ATCO Electric, TELUS, Northern Lights Gas Co-op, and others.
- i) Provision of municipal reserve in the form of money in lieu of land. Specific amount is based on 10% of the subject land and on the current market value. The current market value for this property is \$7,000 per acre. Municipal reserve is charged at 10%, which is \$ 700 per subdivided acre. **10.00 acres times \$ 700 equals \$7,000.**
- j) **The Developer has the option to provide a market value appraisal of the existing parcel of land as of a specified date occurring within the 35-day period following the date on which the application for subdivision approval is made in accordance to the *Municipal Government Act* Section 667(1)(a).**
- k) Provision of and negotiations for utility rights-of-way and/or easements as required by utility companies. The Developer shall be responsible for any line relocation or correction costs that occur as a result of this development. Responses from utilities companies are shown in Schedule "C" hereto attached.
- l) **Mackenzie County shall not be held liable for any**

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**concerns, issues or damages related to and/or resulting from the water tables and any other water problems as a result of any low land levels of the proposed development. It is the responsibility of the developer to ensure that adequate drainage and other precautions are taken to avoid water seepage into the dwellings/basement and/or flooding of the basement, and/or any ancillary buildings.**

**CARRIED**

**b) 36-SUB-20 Frank & Margaret Klassen  
10.00 Acre Subdivision  
NW 5-105-15-W5M (West La Crete)**

**MPC 20-11-151** **MOVED** by Beth Kappelar

That Subdivision Application 36-SUB-20 in the name of Frank & Margaret Klassen located on NW 5-105-15-W5M be APPROVED with the following conditions:

1. This approval is for a **TYPE B** subdivision, 10.00 acres (4.04 hectares) in size.
2. Applicant/developer shall enter into and abide by a Development Agreement with Mackenzie County which shall contain, but is not limited to:
  - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality.
    - i. Any permanent buildings on the property must be constructed equal to or greater than the grade of the road.
  - b) Mitigation measures must be in place in order to avoid water damage from potential pluvial flooding.
  - c) A caveat will be registered on the title of this property.
  - d) Provision of a road and access to both the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developer's expense.
  - e) All sewage disposals shall conform to the Alberta Private

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Sewage Systems Standard of Practice 2015.

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

**CARRIED**

- c) **37-SUB-20 Simon Driedger  
2.08 Acre (3 Lots) Subdivision  
Plan 192 3085, Block 27, Lot 10 (La Crete)**

**MPC 20-11-152** **MOVED** by Jacquie Bateman

That Subdivision Application 37-SUB-20 in the name of Simon & Katharina Driedger on Plan 192 3085, Block 27, Lot 10 be APPROVED with the following conditions:

1. This approval is for a three (3) lot subdivision totalling 2.08 acres (0.840 hectares) in size.
2. Applicant/developer shall enter into and abide by a Development Agreement with the Mackenzie County which shall contain, but is not

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limited to:

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

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

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

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- i) Engineered signage package,
- j) Provision of utilities (power, gas, telephone, etc.) to each lot. Such utilities to be provided in a location and to a standard to be approved by the appropriate utility company and the County. Responses from utilities companies are shown in Schedule "C" hereto attached. Written confirmation of the completed utility installation is required to be submitted to the County by each utility company prior to registration of the subdivision,
- k) Provision of and/or negotiation for utilities rights-of-way and/or easements as required by utilities companies. Any costs incurred for line relocation will be the responsibility of the developer. All utility lanes/lots must be accessible. All public utility lanes/lots shall be cleared to ground level with all tree stumps and debris removed and then landscaped. Where necessary, utility lanes/lots shall be excavated or landscaped to provide drainage for the subdivision. Any excavation or landscaping of the public utility lanes/lots shall be to engineered plans and completed prior to the installation of utilities,
- l) The developer is responsible for site grading and landscaping to design elevation and seeding with grass or other approved landscaping, in a manner that does not negatively impact adjacent properties or infrastructure.
- m) Provision of an agreement with the adjacent landowners for utility lanes/lots if required,
- n) Any outstanding property taxes shall be paid in full prior to registration of title,
- o) Provision of off-site levies as required by the County as follows:
  - i) Main Sewage Lift Station Offsite Levy (Bylaw 223/00) are imposed for the main sewage lift station
    - a) Replacement of the existing main lift station in La Crete, Alberta with a new main sewage lift station, located at the intersection of 105 Ave and 99 Street

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- b) 300mm trunk sewer diverting all of the community sewage flows to the new sewage lift station
- c) A prefabricated fibreglass sewage lift station with duplex pumps each sized to pump 800 USGPM at 78 feet total dynamic head.
- d) 250 mm force main connecting the sewage lift station to the existing sewage force main.

The levy is calculated at 1,342.00 per hectare. 0.840 hectares at 1,342.00 equals **\$1,127.28**,

ii) Hamlet Off-Site Levies (Bylaw 319/02) are imposed for the construction and maintenance of off-site municipal services, including:

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

The levy is calculated at \$1,000.00 per lot. Three (3) lots at \$1,000 equals **\$3,000.00**,

**Total Levies = \$4,127.28**

p) Provision of the sharing of servicing fee:

- i) La Crete North Storm Catchment Area: Mackenzie County and developers co-development of a storm water management plan for the La Crete North

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Catchment area.

- a) The fee is calculated at \$4000 per ha. 0.840 ha at \$4000 equals **\$3,360.00**.
- q) Provision of municipal reserve in the form of money in lieu of land. Specific amount is based on 10% of the subject land and on the current market value. The current market value for this property is \$15,000 per acre (residential). Municipal reserve is charged at 10%, which is \$1,500 per subdivided acre (residential). **2.08 acres (residential) times \$1,500 equals \$3,120.00.**
- r) Security, in the form of an irrevocable letter of credit or certified cheque, in the amount of 25% of subsurface and surface infrastructure construction cost must be submitted to the County prior to installation and construction of any permanent infrastructure. Security amounts required in accordance with Mackenzie County's Multi-Lot/Urban Subdivision Construction and Registration Policy No, DEV003.

**CARRIED**

**MPC 20-11-153** **MOVED** by David Driedger

That the 106 Street extension be brought to Council.

**CARRIED**

**d) 38-SUB-20 Paul & Margaret Unrau  
10.00 Acre Subdivision  
NE 7-106-13-W5M (88 Connector)**

**MPC 20-11-154** **MOVED** by Jacquie Bateman

That Subdivision Application 38-SUB-20 in the name of Paul & Margaret Unrau on NE 7-106-13-W5M be APPROVED with the following conditions:

1. This approval is for a **TYPE B** subdivision, 10.00 acres (4.04 hectares) in size.
2. Applicant/developer shall enter into and abide by a Development Agreement with Mackenzie County which shall contain, but is not

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limited to:

- a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality.
  - i) Any permanent buildings on the property must be constructed equal to or greater than the grade of the road.
- b) Mitigation measures must be in place in order to avoid water damage from potential seasonal flooding.
- c) A caveat will be registered on the title of this property.
- d) Provision of a road and access to both the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developer's expense.
- e) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2015.
- f) **Provision of a storm water management plan. Contact Planning and Development staff at 780-928-3983 to discuss the requirements for your subdivision.**
- g) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.
- h) Provision of utility rights-of-way as required by ATCO Electric, TELUS, Northern Lights Gas Co-op, and others.
- i) Provision of municipal reserve in the form of money in lieu of land. Specific amount is based on 10% of the subject land and on the current market value as assigned by Municipal Reserve Policy DEV005. The current market value for this property is \$7,000 per acre. Municipal reserve is charged at 10%, which is \$700 per subdivided acre. **10.00 acres times \$700 equals \$7,000.**
- j) **The Developer has the option to provide a market value appraisal of the existing parcel of land as of a specified date occurring within the 35-day period following the date on which the application for subdivision approval is made in accordance to the**

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***Municipal Government Act Section 667(1)(a).***

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

**10. MISCELLANEOUS ITEMS**

**a) Development Statistics (January to September 2020)**

For information.

**11. IN CAMERA**

**a) None.**

**12. MEETING DATES**

- ❖ Thursday, November 26<sup>th</sup>, 2020 @ 10:00 a.m. in Fort Vermilion
- ❖ Thursday, December 17<sup>th</sup>, 2020 @ 10:00 a.m. in La Crete
- ❖ Thursday, January 14<sup>th</sup>, 2021 @ 10:00 a.m. in La Crete
- ❖ Thursday, January 28<sup>th</sup>, 2021 @ 10:00 a.m. in Fort Vermilion

**13. ADJOURNMENT**

**MPC 20-11-155 MOVED** by John W. Driedger

That the Municipal Planning Commission Meeting be adjourned at 10:42 a.m.

**CARRIED**

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These minutes were adopted this 26<sup>th</sup> day of November, 2020.

Original Signed  
\_\_\_\_\_  
Erick Carter, Chair

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**MACKENZIE COUNTY  
Municipal Planning Commission Meeting**

**Mackenzie County Office  
Fort Vermilion, AB**

**Thursday, November 26, 2020 @ 10:00 a.m.**

**PRESENT:** Erick Carter Chair, MPC Member  
Beth Kappelar Vice Chair, MPC Member  
John W Driedger MPC Member  
David Driedger Councillor, MPC Member

**ADMINISTRATION:** Caitlin Smith Manager of Planning and Development  
Nicole Friesen Administrative Assistant, Planning/Recording  
Secretary  
Lynda Washkevich Development Officer

**REGRETS:** Jacquie Bateman Councillor, MPC Member

**MOTION 1. CALL TO ORDER**

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

**2. ADOPTION OF AGENDA**

**MPC 20-11-156 MOVED** by John W. Driedger

That the agenda be adopted as presented.

**CARRIED**

**3. Minutes**

**a) Adoption of Minutes**

**MPC 20-11-157 MOVED** by David Driedger

That the minutes of the November 12<sup>th</sup>, 2020 Municipal Planning Commission meeting be adopted as presented.

**CARRIED**

**4. Terms of Reference**

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For Information

5. **DEVELOPMENT**

- a) **374-DP-20 Peter & Margareta Falk  
Garden Suite in “RCR3” (La Crete)  
Plan 062 7138, Block 03, Lot 15**

**MPC 20-11-158** **MOVED** by Beth Kappelar

That Development Permit 374-DP-20 on Part of Plan 062 7138, Block 03, Lot 15 in the name of Peter & Margareta Falk be APPROVED with the following conditions:

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

1. Minimum building setbacks:
  - a. 15.2 meters (50 feet) front yard;
  - b. 7.6 meters (25 feet) side yards; and
  - c. 7.6 meters (25 feet) rear yard; from the property lines.
2. **This is a temporary development permit which expires on June 30, 2021. The Garden Suite shall be removed from the property at expiry.**
3. The maximum floor area shall not exceed 120 square meters (1291.7 square feet).
4. **The maximum distance between the garden suite and the primary dwelling shall be 100 m (328 feet).**
5. The Garden Suite must share the same driveway as the principle Dwelling Unit.
6. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards.
7. All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2015.
8. **This permit approval is subject to the access to the property being constructed to County standards. PRIOR to installation**

of a new access or changing location of existing access, complete a Request for Access form by contacting the Operational Services Department for Mackenzie County at 780-928-3983. Access to be constructed at the developers' expense.

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

#### **CARRIED**

- b) 375-DP-20 Shingo Carpentry  
Residential Sales Centre in "H-R1B"  
Plan 982 0009, Block 24, Lot 01 (La Crete)**

**MPC 20-11-159** **MOVED** by John W. Driedger

That Development Permit 375-DP-20 on Part of Plan 982 0009, Block 24, Lot 01 (Proposed Lot 2) in the name of Shingo Carpentry be APPROVED with the following conditions:

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

1. Required front yard (South) building setback for the Residential Sales Centre is 7.6 meters (25 feet).
2. Remaining minimum building setbacks for the Residential Sales Centre are:
  - a) 1.5 meters (5 feet) interior side yards
  - b) 1.5 meters (5 feet) rear yard (North); from the property lines, or setbacks required by Safety Codes, whichever is greater. It is the responsibility of the developer to find out the Safety

Codes setbacks.

3. The developer shall enter into a Development Agreement with Mackenzie County.
4. The Residential Sales Centre shall meet all National Building Code 2019 Alberta Edition requirements for Buildings and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit Null and Void.
5. The developer must provide design drawings prior to construction. The architecture, construction materials and appearance of the Residential Sales Centre shall be to accepted standards and shall compliment the natural features and character of the site to the satisfaction of the Development Authority.
6. The Residential Sales Centre is to be connected to the municipal water and sewer system and the cost of connection fees will be borne by the owner.
7. **The Municipality has assigned the following address to the noted building 10506-105 Avenue. You are required to display the address (10506) to be clearly legible from the street and be on a contrasting background. The minimum size of the characters shall be four inches in height.**
8. The siting and development of the Residential Sales Centre shall be in compliance with the regulations of the Land Use Zone intended to be applied to the site to accommodate future residential development; provided that the development officer may attach additional conditions to minimize adverse impacts on adjacent development, including the construction of roadways or temporary turnarounds, in accordance with Mackenzie County's Design Standards.
9. On-site parking shall be provided at a rate of parking spaces per 100.0m<sup>2</sup> (1076.9ft<sup>2</sup>) of FLOOR AREA of the RESIDENTIAL SALES CENTRE, and all curb crossings and access points shall be designed and located so as to minimize on-site and off-site traffic impacts, to the satisfaction of the DEVELOPMENT AUTHORITY.
10. The colours and materials employed for the exterior finishes, whether permanent or temporary, shall be compatible with those commonly found in Residential Zones.
11. Any exterior lighting shall be designed and located such that no light is directed at adjoining properties and such that the effectiveness of any traffic control devices is not impaired.
12. **A development permit for occupancy must be obtained by the developer after the subdivision conditions have been met and the lots have been registered.**

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

*"This RESIDENTIAL SALES CENTRE has been approved for the sole purpose of marketing homes in this area. Be advised that this RESIDENTIAL SALES CENTRE cannot be sold or occupied as a residential dwellings until such time that it has been approved for occupancy by Mackenzie County. For more information call – Insert Developer Name and Phone Number".*
17. No construction or development is allowed on a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
18. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
19. The Developer shall at all times comply with all applicable Federal,

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Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

**CARRIED**

**6. SUBDIVISIONS**

- a) 34-SUB-20 Diedrich & Margaret Loewen  
10.00 Acre Subdivision  
NW 7-105-15-W5M (West La Crete)**

**MPC 20-11-160 MOVED** by Beth Kappelar

That Subdivision Application 34-SUB-20 in the name of Diedrich & Margaretha Loewen located on NW 7-105-15-W5M be APPROVED with the following conditions:

1. This approval is for a **TYPE B** subdivision, 10.00 acres (4.04 hectares) in size.
2. Applicant/developer shall enter into and abide by a Development Agreement with Mackenzie County which shall contain, but is not limited to:
  - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality.
    - i. Any permanent buildings on the property must be constructed equal to or greater than the grade of the road.
  - b) Mitigation measures must be in place in order to avoid water damage from potential pluvial flooding.
  - c) Provision of a road and access to both the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developer's expense.
  - d) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2015.
  - e) **Provision of a storm water management plan. Contact Planning and Development staff at 780-928-3983 to discuss the requirements for your subdivision.**

- f) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.
- g) Provision of utility rights-of-way as required by ATCO Electric, TELUS, Northern Lights Gas Co-op, and others.
- h) Provision of and negotiations for utility rights-of-way and/or easements as required by utility companies. The Developer shall be responsible for any line relocation or correction costs that occur as a result of this development. Responses from utilities companies are shown in Schedule "C" hereto attached.
- i) **Mackenzie County shall not be held liable for any concerns, issues or damages related to and/or resulting from the water tables and any other water problems as a result of any low land levels of the proposed development. It is the responsibility of the developer to ensure that adequate drainage and other precautions are taken to avoid water seepage into the dwellings/basement and/or flooding of the basement, and/or any ancillary buildings.**

**CARRIED**

**7. MISCELLANEOUS ITEMS**

- a) None.

**8. IN CAMERA**

- a) None.

**12. MEETING DATES**

- ❖ Thursday, December 17<sup>th</sup>, 2020 @ 10:00 a.m. in La Crete
- ❖ Thursday, January 14<sup>th</sup>, 2021 @ 10:00 a.m. in La Crete
- ❖ Thursday, January 28<sup>th</sup>, 2021 @ 10:00 a.m. in Fort Vermilion

**13. ADJOURNMENT**

**MPC 20-11-161 MOVED** by John W. Driedger

That the Municipal Planning Commission Meeting be adjourned at 10:19 a.m.

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**CARRIED**

These minutes were adopted this    day of                    ,2020.

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Erick Carter, Chair

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Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>December 8, 2020</b>
<b>Presented By:</b>	<b>Len Racher, Chief Administrative Officer</b>
<b>Title:</b>	<b>Information/Correspondence</b>

## **BACKGROUND / PROPOSAL:**

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

- Action List
- Correspondence – Alberta Jobs, Economy and Innovation (Re-Establishing Funding for REDA’s)
- Correspondence – Northern Transportation Advocacy Bureau (Membership)
- Boreal Housing Foundation Meeting Minutes
- Mackenzie County Library Board Meeting Minutes
- Government of Alberta – Municipal Governance during the COVID-19 Pandemic (FAQ’s – November 27, 2020)
- Government of Alberta – Municipal Governance during the COVID-19 Pandemic (FAQ’s – December 4, 2020)
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Author: C. Gabriel Reviewed by: CG CAO: \_\_\_\_\_

**OPTIONS & BENEFITS:**

**COSTS & SOURCE OF FUNDING:**

**SUSTAINABILITY PLAN:**

**COMMUNICATION / PUBLIC PARTICIPATION:**

**POLICY REFERENCES:**

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

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

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

## Mackenzie County Action List as of November 25, 2020

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

Motion	Action Required	Action By	Status
<b>February 22, 2016 Council Meeting</b>			
16-02-135	That the County covers the additional cost of the survey on Plan 5999CL, Lot E to date and have administration release a copy of the report to the landowner informing them that the initial investigation survey has been completed.	Byron	Refer to Motion 18-06-411  In progress. Meeting with landowners.  Impacted by 2020 flood.
<b>May 10, 2016 Regular Council Meeting</b>			
16-05-354	That administration be authorized to proceed as follows in regards to the Zama Crown Land Procurement: <ul style="list-style-type: none"> <li>• cancel PLS 080023;</li> <li>• <b>pursue acquisition of land parcels as identified on the map presented in red;</b></li> <li>• identify a parcel of land to be subdivided from Title Number 102 145 574 +1 (Short Legal 0923884; 21; 1) and offered for trade or sale to Alberta Environment and Parks due to its unsuitability for a hamlet development , specifically the land use restrictions per Alberta Energy Regulator.</li> </ul>	Don	PLS Cancelled.  Asset list with all leases, caveats, dispositions, easements, etc.  Response Received from AEP 2017-11-27.  Application submitted.  RFD to Council once response is received to our application.
<b>July 12, 2016 Regular Council Meeting</b>			
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.
<b>August 9, 2016 Regular Council Meeting</b>			
16-08-599	That administration proceed with registering the utility right of way on NE 3-106-15-W5M and NW 3-106-15-W5M. (La Crete SE Drainage Ditch)	Caitlin	Re-survey completed. <i>NE 3-106-15-W5M Complete</i> Offer to purchase sent to landowner for 992 0894, Block 2, Lot 1
<b>August 23, 2017 Council Meeting</b>			
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	Finalizing report then draft offsite levy bylaw. Working with engineer on draft design. (Helix Engineering)
<b>April 25, 2018 Council Meeting</b>			
18-04-314	That administration be authorized to proceed with a Department License of Occupation (DLO) for existing	Don	Application submitted. FNC process

Motion	Action Required	Action By	Status
	and future walking trail expansion on SE 14-106-15-W5 once the title transfer has been completed for SE 15-106-15-W5.		
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.
<b>June 12, 2018 Council Meeting</b>			
18-06-432	That the County apply to Alberta Environment & Parks for a bank stabilization and clean-up along the Peace River in the Hamlet of Fort Vermilion as a result of the ice jam flooding event.	Byron	In progress. Engineering report received. (WSP) Working on application.  2020 Flood Mitigation
<b>October 9, 2018 Council Meeting</b>			
18-10-763	That administration proceeds with the water diversion license's as discussed.	Fred	No response from Bev Yee, Deputy Minister
<b>November 13, 2018 Regular Council Meeting</b>			
18-11-885	That the Zama Water Treatment Improvements Project be retendered with a project scope change.	Fred	2021 Budget Discussion
<b>February 27, 2019 Regular Council Meeting</b>			
19-01-117	That administration proceed with Plan 5999CL in Fort Vermilion as discussed.	Byron	Impacted by 2020 flood
<b>October 8, 2019 Regular Council Meeting</b>			
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	Letter drafted
19-10-559	That administration enter into an agreement with the owners of Tax Roll 155377 as discussed.	Jennifer	Ongoing Awaiting response from ratepayer
<b>November 5, 2019 Regular Council Meeting</b>			
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	
19-11-685	That administration work with Paramount Resources Ltd. and lobby the government to leave the road infrastructure intact.	Len	In progress
<b>December 10, 2019 Regular Council Meeting</b>			
19-12-757	That Alberta Transportation be invited to attend a Council meeting to discuss highway accesses.	Len	2021-01-26



<b>Motion</b>	<b>Action Required</b>	<b>Action By</b>	<b>Status</b>
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	2021-01-26
19-12-781	That a letter be sent to the Minister of Energy regarding industry lease renewals.	Len	In progress
<b>December 18, 2019 Budget Council Meeting</b>			
19-12-820	That Mackenzie County lobby the government for incentives to complete the Paramount abandonments within the next five years.	Council	
<b>January 29, 2020 Regular Council Meeting</b>			
20-01-055	That Administration move forward with applying for Recreational Leases for the Bistcho Lake cabin areas and consideration be given to the work being done by the Caribou Sub-regional Task Force.	Don	On hold. Pursuing reinstatement of commercial fishing.
20-01-067	That a letter be sent to the Minister of Municipal Affairs in regards to the Section 627(3) of the Municipal Government Act that relates to the number of councillor's on a Subdivision and Development Appeal Board.	Carol	In progress
<b>March 25, 2020 Regular Council Meeting</b>			
20-03-219	That administration be authorized to allow burn salvage harvesting within municipal road allowances on a case by case basis.	Operations Director	Policy amendment required.
<b>April 22, 2020 Regular Council Meeting</b>			
20-04-265	That the County and applicable developers co-develop a storm water management plan for the La Crete North Storm Catchment area (as delineated in red on the attached map), and that a storm water management fee of \$4,000/ha be applied effective immediately to subdivision applications within the defined catchment area, with a fee adjustment to be completed once detailed construction costs are finalized.	Byron	In progress
20-04-266	That an offsite levy bylaw be established for the La Crete North Storm Catchment area as soon as detailed construction costs are finalized.	Byron Fred Jennifer	Storm Water Management and costs associated are almost finalized. Costs will be brought to Council for review prior to offsite levy bylaw process.
20-04-267	That administration proceed with obtaining the right-of-way on 26-108-14-W5M and that the budget be amended to include \$50,000 for surveying, etc. with funding coming from the General Operating Reserve.	Operations Director	Budget amendment completed. Following up with Borderline Eng.
20-04-268	That a letter be sent to the Minister of Energy and the Alberta Orphan Well Association in support of our	Len	In progress

Motion	Action Required	Action By	Status
	industry ratepayers and to request that a portion of the Federal energy stimulus funding be channeled to assist the energy communities, service businesses and families in northwestern Alberta.		
<b>May 22, 2020 Special Council Meeting</b>			
20-05-279	That charges be laid by Mackenzie County to the non-eligible individuals that fraudulently registered as an evacuee during the Fort Vermilion flood, and to evacuees that have incurred significant costs related to hotel room damages.	Jennifer	In progress of finalizing the list.
<b>May 27, 2020 Regular Council Meeting</b>			
20-05-299	That rural cemeteries be added to the annual dust control map.	Operations Director	Tabled to 2021 Budget Workshop
20-05-300	That the dust control deadline remain as April 1, 2020 and that the remaining calcium storage, following municipal application, be sold at cost for ratepayers to self-apply.	Operations Director	Tabled to 2021 Budget Workshop
<b>June 5, 2020 Special Council Meeting</b>			
20-06-334	That administration continues to support a community recovery plan that includes a community engagement component.	DRT	Ongoing
<b>June 15, 2020 Special Council Meeting</b>			
20-06-373	That the Fort Vermilion future development continue to be investigated.	DRT	Ongoing
<b>June 24, 2020 Regular Council Meeting</b>			
20-06-383	That applications be submitted for the three boat launch locations and that the Mackenzie County Search and Rescue River Access Plan be amended to include the additional access sites as identified in the 1991 Recreation Sites in the Lower Peace River Valley Report and be brought back to Council for approval.	Don	Application submitted for three boat launches.  River Access Plan in progress.
20-06-396	That second reading of Bylaw 1181-20 being a Land Use Bylaw Amendment to rezone Plan 2938RS, Block 02, Lots 15 & 16 from Fort Vermilion Commercial Centre "FV-CC" to Hamlet Residential 1 "H-R1" to accommodate a Manufactured Home-Mobile be TABLED.	Caitlin	Tabled due to flood recovery process.
<b>July 15, 2020 Regular Council Meeting</b>			
20-07-422	That administration contact the bidders of the Heliport Road Asphalt Overlay project to obtain an overlay quote for the La Crete North and South Accesses.	Operations Director	Quotes were over budget. 2021 budget discussions.
20-07-427	That the Mackenzie Applied Research Association (MARA) Agronomy Building project be awarded to the most qualified bidder and that the budget be amended to include \$60,000.00 for the project overage, with the County's portion of \$25,000 funding coming from the	Byron Jennifer	In progress. Awaiting down payments from all parties.

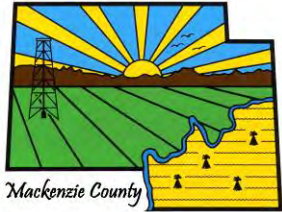
Motion	Action Required	Action By	Status
	General Capital Reserve and the remainder being funded by MARA.		
20-07-435	That the 1990 Ford Superior Fire Truck and the 1991 GMC C7H042 Superior Fire Truck be offered to the Paddle Prairie Metis Settlement and that the book value of the vehicles in the total amount of \$10,000 be written off if the offer is accepted.	Don Willie	In progress. Waiting for transfer documents and Paddle Prairie to pick up units.
20-07-438	That Administration proceed with the one-year extension and creating a two-year sub-contract request for proposals for the Construction and Maintenance of the Tompkins Crossing Ice Bridge.	Operations Director	RFP – August 2021
<b>August 19, 2020 Regular Council Meeting</b>			
20-08-465	That administration bring forward a review of the line-painting program during the 2021 budget deliberations.	Operations Director	2021 Budget Deliberations Workshop
20-08-488	That a letter of concern be placed on file for the engineering error on the Heliport Road Asphalt Overlay project tender.	Operations Director	In progress
20-08-497	That administration proceed with the sale of the 0.09 acres on Part of Plan 182 2539, Block 01, Lot K in the Hamlet of La Crete, subject to developer agreeing to create a treed buffer on the west and south property line and paying all fees.	Caitlin	Landowner has to apply for subdivision and consolidation
20-08-503	That administration prepare a press release and information material regarding the impacts of the assessment model review.	Jennifer	Under review based on new direction from Municipal Affairs
20-08-513	That three (3) recipients be awarded a Mackenzie County Bursary, as presented, for a total amount of \$3,500, with the understanding that the bursary amount be extended for an additional year due to any COVID-19 restrictions prohibiting attendance this fall, and that the remaining budget amount of \$3,500 be transferred to the Bursaries Reserve.	Jennifer	Completed. Year End Transfer to Reserves.
<b>September 8, 2020 Regular Council Meeting</b>			
20-09-534	That Policy PW009 Dust Control be TABLED to the 2021 budget workshop.	Operations Director	2020-10-20
<b>September 22, 2020 Regular Council Meeting</b>			
20-09-567	That Mackenzie County, as the Primary Policy Holder, and the Old Bay House Society, as the Additionally Named Insured, jointly sign the settlement of loss offer presented in the letter sent September 1, 2020 in the amount of \$258,914.38.	Jennifer	Awaiting confirmation from insurance and Old Bay House
20-09-568	That a letter be sent to the Old Bay House Society supporting repairs of the Old Bay House and requesting a meeting to discuss an anticipated opening date.	Jennifer	In progress

Motion	Action Required	Action By	Status
20-09-585	That administration send a link to the local community La Crete Ferry camera service to Alberta Transportation.	Carol	
20-09-586	That administration investigate the initial capital cost to participate in the Mackenzie Regional Waste Management including inflationary rates.	Jennifer	
<b>October 13, 2020 Regular Council Meeting</b>			
20-10-599	That a letter be sent to the Government of Alberta regarding potential funding due to the impact of the Site C Clean Energy Project downstream effects.		
20-10-601	That the Agricultural Service Board be authorized to issue a Request for Proposals to rent out the SW 6-109-19-W5 and NW 6 & SW of 7-109-19-W5M for agricultural use.	Grant	Deadline 2020-12-07
20-10-604	That the request to remove the late payment penalty on Tax Roll #082263 and Tax Roll #082269 be denied.	Jennifer	In progress
20-10-616	That Administration be authorized to purchase Plan 192 3085, Block 24, Lot 02 and to proceed with the Survey to register lands as a Public Works – Drainage Right of Way plan for the La Crete Southeast Drainage Ditch Project.	Caitlin	Offer to purchase sent to the landowner
20-10-617	That the budget be amended to include the La Crete Southeast Drainage Ditch (Plan 992 0894, Block 02, Lot 01) project in the amount of \$8,000, with funding coming from the Surface Water Management Reserve.	Jennifer	
20-10-618	That Administration be authorized to purchase Plan 992 0894, Block 02, Lot 01 and to proceed with the Survey to register lands as a Public Works – Drainage Right of Way plan for the La Crete Southeast Drainage Ditch Project.	Caitlin	Offer to purchase sent to landowner for 992 0894, Block 2, Lot 1
20-10-619	That administration develop a Tax Deferral Bylaw for lot improvements in Mackenzie County.	Jennifer Caitlin	2021-01-12
20-10-620	That Byron Peters, as Administrative Lead, work with the Regional Economic Development Initiative's (REDI) Rail to Alaska lobbying efforts and other groups and individuals as required.	Byron	In progress
20-10-632	That the Agricultural Service Board be authorized to extend the current agreement between Frontier Veterinary Services Ltd. and Mackenzie County for a period of one (1) year.	Grant	In progress
<b>October 27, 2020 Organizational Council Meeting</b>			
20-10-642	That the Community Services Committee Terms of Reference be approved as amended.	Carol	

Motion	Action Required	Action By	Status
20-10-643	That the following Members at Large be appointed to the Community Streetscape Implementation Committee for a two year term – October 27, 2020 to October 2022 and that the remaining positions be re-advertised.	Carol	
October 28, 2020 Regular Council Meeting			
20-10-695	That the 2020 Campground Caretaker bonuses be approved as follows: <ul style="list-style-type: none"> <li>Hutch Lake - \$7,225</li> <li>Machesis Lake - \$1,517</li> <li>Wadlin Lake - \$8,000</li> </ul>	Don	
20-10-719	That the County suspend all land purchases until the provincial funding is received and the mitigation plan is supported.	DRT	
November 10, 2020 Regular Council Meeting			
20-11-726	That administration gather information from flood affected residents and draft a letter to the Minister of Municipal Affairs and the Insurance Bureau of Canada regarding coverage concerns.	DRT	
20-11-728	That the Blumenort Waste Transfer Station and Rocky Lane Waste Transfer Tenders be TABLED for more information.	Don	In progress
20-11-731	That all Campground Caretaker Contracts be referred back to the Community Services Committee for review of tender documents and that it be brought back to Council in January 2021.	Don	
20-11-734	That the Hutch Lake 10 Year Management Plan be approved as amended and be submitted to Alberta Environment and Parks.	Don	
20-11-735	That administration bring back additional information on the Bistcho Lake Cabin Tax Assessments.	Jennifer	
20-77-737	That a letter be sent to the Recreation Boards and all non-profits operating in County owned buildings, stating that they have care, custody and control of the buildings in order for them to be eligible for Alberta Gaming and Liquor raffle and gaming licenses.	Jennifer	
20-11-738	That the 2020 operating budget be amended to include \$62,050 for local Family and Community Support Services (FCSS) COVID-19 funding support, with funding coming from the Family and Community Support Services of Alberta COVID 19 Grant in the amount of \$42,050 and the Emergency Community Foundations of Alberta Grant in the amount of \$20,000.	Jennifer	
20-11-739	That the 2020 budget be amended in the amount of \$2,169 for the 2019 La Crete Recreation Board Project	Jennifer	

Motion	Action Required	Action By	Status
	– Rebuild One Compressor, with funding coming from the Recreation Board Reserve.		
20-11-744	That the concepts and guidance provided within the La Crete Industrial Growth Strategy be incorporated into County planning documents.	Byron	
November 18, 2020 Budget Council Meeting			
20-11-723	That first reading be given to Bylaw 1194-20 being the Fee Schedule for Mackenzie County as AMENDED.	Carol	
20-11-727	That the Organizational Chart be approved as presented.	Carol	Release following adoption of the budget
20-11-729	That a letter be sent to the Town of High Level requesting an extension on the decision on the 2021 capital projects requests due to the current ongoing negotiations of a revised Regional Service Sharing Agreement.	Carol	Completed
20-11-733	That the 2020 budget be amended to include \$50,000 for the purchase of a water pump assembly at the auction, with funding coming from the Surface Water Management Reserve.	Jennifer	
20-11-736	That the negotiating committee proceed with the Town of High Level Regional Service Sharing Agreement negotiations as discussed.	Len	Completed
November 24, 2020 Committee of the Whole Council Meeting			
COW-20-10-028	That a recommendation be made to Council to proceed with the Partial Utility Right of Way Closure application.	Caitlin	2020-12-08
COW-20-10-030	That administration investigate options to equalize fees for County residents for waste disposal and bring it back to Council.	Don	
COW-20-10-031	That administration investigate costs for the options discussed relating to emergency flood protection and bring back a recommendation to the December 8, 2020 Regular Council meeting.	Fred	2020-12-08
November 25, 2020 Regular Council Meeting			
20-11-742	That Administration be authorized to proceed in developing an Offsite Levy Bylaw for the benefitting area of the La Crete North Sanitary Trunk Sewer, for the purpose of recovering all costs associated with the improvements.	Fred	
20-11-743	That Administration proceed with exploring opportunities in seeking financial assistance from senior level governments for the La Crete North Sanitary Trunk Sewer.	Fred	

<b>Motion</b>	<b>Action Required</b>	<b>Action By</b>	<b>Status</b>
20-11-744	That Administration be authorized to proceed with an application for funding under the Alberta Municipal Water/Wastewater Partnership Program for the "La Crete North Sanitary Trunk Sewer Project".	Fred	Completed
20-11-746	That administration seek grant funding opportunities to offset the costs for the La Crete North Storm Design Report prepared by Helix Engineering Inc., dated November 17, 2020.	Fred	
20-11-748	That Administration proceed in developing an offsite levy bylaw for the benefitting area of the La Crete South Sanitary Trunk Sewer for the purpose in recovering all costs associated with the sanitary sewer trunk improvements.	Fred	
20-11-750	That the waste transfer station caretaker insurance be TABLED to the next meeting.	Don	2020-12-08
20-11-751	That the 2020 operating budget be amended to include \$15,000 for the La Crete Community Equine Centre towards their skid steer project, with funding coming from Richardson International Ltd.	Jennifer	
20-11-756	That first reading be given to Bylaw 1205-20 being a Land Use Bylaw Amendment to Create a Zoning Overlay to Regulate Development in the Area Surrounding Mackenzie County Airports, subject to public hearing input.	Caitlin	PH 2021-01-27
20-11-759	That administration proceed with developing consolidated offsite levy bylaws on a per improvement basis.	Byron	
20-11-765	That a letter of support be provided to the La Crete Agricultural Society for their Heritage Preservation Partnership Program grant application to assist with the publication costs of the La Crete Then & Now, the History of La Crete books.	Carol	Completed
20-11-774	That a letter be sent to Alberta Health Services regarding critical staff shortages in Northwest Alberta.	Carol	



*Mackenzie County*

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

November 19, 2020

The Honourable Doug Schweitzer  
Minister of Jobs, Economy and Innovation  
425 Legislature Building  
10800 - 97 Avenue  
Edmonton, AB T5K 2B6

Dear Minister:

**RE: RE-ESTABLISHING FUNDING FOR REDA'S**

Alberta's Regional Economic Development Alliances (REDAs) were created to stimulate long-term economic development and growth strategies in Alberta's rural and urban communities. Now, after 20-years of collaboration and team work the nine Alberta REDA's celebrate 250-community members and industry partners.

In conjunction with membership fees and strategic partnerships, the Alberta REDA's have survived and progressed by leveraging the provinces annual investment. REDAs provide customized service to communities and industry, they have a proven track-record of attracting investment into key-markets, and consistently bring new technologies and innovation into the strategic plans of municipalities. The coordination of REDA's provides strength, increases capacity, and attracts investment that was previously considered out of reach.

Mackenzie County has been an active member of the Regional Economic Development Initiative for Northwest Alberta (REDI) since its inception. The County's partnership with REDI provides value to municipalities, residents and businesses throughout the region. REDI has completed a variety of projects over the years, showing investors that the region continues to be open for business. Their initiatives in providing proof of concept, feasibility studies, networking and advertising, have strived to provide the region with economic certainty in a continuously changing, global economy.

Reducing the REDA investment by 50%, and limiting the agreement to 3-years will diminish returns at even greater proportions. Mackenzie County Council



Minister of Jobs, Economy and Innovation

Page 2

November 19, 2020

urges you as the Minister of Jobs, Economy and Innovation, to work with our governments and industries to carry out the investment and growth strategy and restore the full \$100,000 annual investment to the nine Regional Economic Development Alliances' of Alberta, and extend the contract to a full 5-years.

If you have any further questions or concerns regarding this matter, please contact the undersigned at your convenience at [josh@mackenziecounty.com](mailto:josh@mackenziecounty.com) or (780) 927-3718.

Yours Sincerely,



Josh Knelsen  
Reeve  
Mackenzie County

c: Dan Williams, MLA Peace River  
Arnold Viersen, MP, Peace River – Westlock  
Chris Warkentin, MP, Grande Prairie – Mackenzie  
Mackenzie County Council

**From:** [admin@peacecountrycanada.com](mailto:admin@peacecountrycanada.com)  
**To:** [Josh Knelsen](mailto:Josh.Knelsen); [Eric Jorgensen](mailto:Eric.Jorgensen); [blangford@highlevel.ca](mailto:blangford@highlevel.ca); [cmcateer@highlevel.ca](mailto:cmcateer@highlevel.ca); [cmitchell@rainbowlake.ca](mailto:cmitchell@rainbowlake.ca); [mfarris@rainbowlake.ca](mailto:mfarris@rainbowlake.ca)  
**Cc:** [dfletcher@rainbowlake.ca](mailto:dfletcher@rainbowlake.ca); [cmcaskile@highlevel.ca](mailto:cmcaskile@highlevel.ca); [CAO](mailto:CAO); [ckolebaba@northernsunrise.net](mailto:ckolebaba@northernsunrise.net); "Elaine Garrow"; [preda@peacecountrycanada.com](mailto:preda@peacecountrycanada.com); [info@northerntab.com](mailto:info@northerntab.com)  
**Subject:** Information on Northern Transportation Advocacy Bureau Membership  
**Date:** November 30, 2020 9:48:07 PM  
**Attachments:** [image002.png](#)  
[NWTAC Letter to members.pdf](#)  
[Strategic Priorities July 2019 - Recap Master .pdf](#)  
[NTAB Membership Fee - Draft - Sept 2017 .pdf](#)  
[NTAB Agenda Samples.pdf](#)  
**Importance:** High

---

Good Day Mackenzie County, Town of High Level, and Town of Rainbow Lake,

As requested during the NTAB meeting on Nov13, attached you will find the current information available on being a member of NTAB.

1. The original letter sent to previous Northwest Corridor Development Corporation (NCDC) members.
2. The most recent Strategic Planning session held by NTAB in July 2019 highlighting the topics discussed at NTAB meetings and identified priorities for NTAB. Note the current Terms of Reference are in this document.
3. A few of NTAB's most recent agendas.
4. The draft membership fee structure for NTAB.

NTAB's next meeting will be in February; which will be a membership operational / clarification meeting. This meeting may result in changes to any / all of the above.

If your municipality is interested in joining NTAB, a letter from Council requesting consideration can be sent to the address below or emailed to [admin@peacecountrycanada.com](mailto:admin@peacecountrycanada.com) to the Attention of the NTAB Membership c/o Carolyn Kolebaba – NTAB Chair.

If you have any questions please do not hesitate to contact myself or Carolyn (cc'd).

Warmest Regards,  
Mary Joan

Mary Joan Aylward – Research and Operations

Peace Region Economic Development Alliance



Northern Transportation Advocacy Bureau



780-527-6232 (Voice)

10128 95th Avenue

Grande Prairie, Alberta T8V 0L4

[Request a Video Meeting](#)



November 30, 2015

Dear Former Northwest Corridor Development Corporation Member:

On behalf of the Northwest Transportation Advisory Council (NWTAC), we are pleased to inform you that the Regional Economic Development Initiative (REDI) and the Peace Region Economic Development Alliance (PREDA) have partnered to ensure the transportation needs of the northwest region are at the forefront of government and industry decision makers.

Background: In November 2014 the Board of Directors for PREDA and REDI discussed continuing the efforts of the Northwest Corridor Development Corporation (NCDC)\* that were focused on northwest Alberta’s transportation priorities. The membership of both PREDA and REDI were asked for input on next steps and commitment to continue under a new moniker – the Northwest Transportation Advisory Council (NWTAC). The purpose of NWTAC would mirror that of the previous NCDC but focus solely on the needs of northwest Alberta. In 2015 the leadership team for NWTAC consisted of Alberta based Board of Director members from the previous NCDC; the Chairpersons of PREDA and REDI, and selected representatives from both PREDA and REDI memberships. NWTAC’s current leadership team is listed below.

Elaine Garrow – MD of Spirit River #133 (PREDA)	Leanne Beaupre – County of Grande Prairie
Lisa Wardley – Mackenzie County (REDI)	Eric Jorgensen – Mackenzie County
Carolyn Kolebaba – Northern Sunrise County	Keven O’Toole – City of Grande Prairie
Veronica Bliska – MD of Peace #135	Crystal McAteer – Town of High Level
Charlie Johnson – Clear Hills County	Ernie Newman – MD of Fairview #136

\* NCDC initiated being dissolved in September 2014.



In 2015, NWTAC's leadership team discussed transitional steps and transportation priorities for the northwest. Key decisions emerging from the transitional discussions are:

- 1) The Northwest Transportation Advisory Council (NWTAC) will be a joint-committee overseen by PREDA and REDI.
- 2) PREDA and REDI will each contribute a value of \$12,000 to off-set the administrative costs of the joint-committee.
- 3) The Northwest Transportation Advisory Council (NWTAC) will be Alberta based and focused on the transportation needs of the northwest region;
- 4) Previous Alberta based members of the Northwest Corridor Development Corporation (NCDC) will be grandfathered under the Northwest Transportation Advisory Council (NWTAC); membership fees for grandfathered members will remain the same as that charged by the Northwest Corridor Development Corporation (NCDC);
- 5) In 2016 the Northwest Transportation Advisory Council (NWTAC) leadership team will create a Terms of Reference and identify strategic priorities.

Attached you will find an invoice for your municipality's 2016 Membership in the Northwest Transportation Advisory Council. If you have any questions please do not hesitate to contact us. Thank-you for your support of our collective regional efforts.

Regards,

Lisa Wardley – Chairperson, Regional Economic Development Initiative (REDI)  
[lisa@mackenziecounty.com](mailto:lisa@mackenziecounty.com) Phone: (780) 683-2378 (Zama City Office)

Elaine Garrow – Chairperson, Peace Region Economic Development Alliance (PREDA)  
[egarrow@mdspiritrivier.ab.ca](mailto:egarrow@mdspiritrivier.ab.ca) Phone: (780) 864-3500



**Date:** Friday November 13<sup>th</sup> 10:30AM to 2:30PM  
**Location:** Chambers - MD of Spirit River 4202 50<sup>th</sup> St. Spirit River, AB  
**Video Link** <https://global.gotomeeting.com/join/579297557>  
**Telephone** CA +1 (647) 497-9373 US +1 (571) 317-3116 Code: 579-297-557

**10:30 AM Welcomes / Purpose of Meeting – Carolyn Kolebaba (Chair), Northern Sunrise County**

**Roundtable – Open Discussion**

**10:30 – 1:30**

**On September 25, 2020 the President of the United States announced he will be issuing a Presidential Permit approving A2A Rail.**

The US Presidential Permit however stops at the Yukon border. Without Canadian leaders at the table a northern Canada railway / trade corridor will not happen. NTAB (background attached) has been championing the building of the northern trade corridor for decades. Both G7G and A2A have provided information to NTAB and both requested support from the municipalities in Northwest Alberta. Though far from confirmed, the announcement by the US President notes the route proposed by A2A. The route proposed by G7G is different. Ultimately the route chosen will impact the economic development opportunities in northwest Alberta and where new communities along the trade corridor will emerge.

- 1) Current rail services in Northwest Alberta; linking to CN Railway in NWT; at Fort McMurray?
- 2) A review of the Proposed Routes for G7G and A2A Northern Trade / Utility Corridor
- 3) Other Options: AB / BC East-West Connectors? Yukon and NWT export terminals?
- 4) What can the municipalities in Northwest Alberta do to help? Next Steps?

Note: Related maps attached 1A- CN, 1B- G7G, 1C-A2A, 1D-InterBering

[Alberta to Alaska Railway Pre-Feasibility Study \(2015\) - Van Horne Institute](#)  
[Peace River / Fort McMurray Transportation Corridor \(2014\) – Northern Alberta Development Council](#)  
[Alaska -Canada Rail Link - Feasibility Study Phase 1 \(2007\) and Phase 2 \(2012\) Murkowski Report](#)

**Invited Roundtable Guests**

Matt Vickers, President – G7G	Tracy Allard - MLA for Grande Prairie, AB (Municipal Affairs)
Sean McCoshen, Chairman – A2A	Todd Loewen - MLA for Central Peace-Notley, AB
Allen Foster, VP of Bulk, Canadian National Rail	Travis Toews - MLA for Grande Prairie-Wapiti, AB (Finance)
Jeremy Talbot, Ports & Harbor Director, Port of Valdez, Alaska	Dan Williams - MLA for Peace River, AB
Stephen Ribuffo, Port Director, Port of Alaska (Anchorage)	Shane Getson - MLA for Lac Ste. Anne-Parkland, AB (UTCC)
Breanne Boettcher, Corporate Development, Stewart Port, BC	Ric McIver - MLA for Calgary-Hays, AB (Transportation)
Maynard Angus, Indigenous Relations, Port Prince Rupert, BC	Doug Schweitzer – MLA Calgary-Elbow (JEI)
Jeff Stromdahl – Trade Development, Port Prince Rupert, BC	Glenn Mitchell, President – Northern Lakes College
Phil Germuth – Mayor District of Kitimat, BC	Roger Kramers – ED – Northern Alberta Development



**Date:** Friday November 13<sup>th</sup> 10:30AM to 2:30PM  
**Location:** Chambers - MD of Spirit River 4202 50<sup>th</sup> St. Spirit River, AB  
**Video Link** <https://global.gotomeeting.com/join/579297557>  
**Telephone** CA +1 (647) 497-9373 US +1 (571) 317-3116 **Code:** 579-297-557

**Administrative – NTAB Membership Only**

**1:30 – 2:30**

- 1) Review & Approval of Administrative Agenda /Additions
- 2) Review & Approval of NTAB Previous Meeting – Minutes (Attached)
- 3) Review & Approval of YTD Finances – October 2020 (Attached)
- 4) NTAB 2021 Membership / Letter of Correspondence from REDI (Attached)



Northern Transportation Advocacy Bureau	
PREDA	Elaine Garrow - Chair
REDI	Lisa Wardley - Chair
Big Lakes County	Ken Mathews - Councillor
Birch Hills County	Deanne Wendland - Councillor
Clear Hills County	Ray Whitmore - Councillor
County of Grande Prairie	Leanne Beaupreu - Reeve
County of Northern Lights #22	Cheryl Anderson - Councillor
Mackenzie County	Josh Knelsen- Reeve
Mackenzie County	Eric Jorgensen - Councillor
MD of Fairview #136	James Adams - Councillor
MD of Greenview #16	Roxie Rutt - Councillor
MD of Opportunity #17	Brendan Powell - Councillor
MD of Peace #135	Robert Willing - Reeve
MD of Smoky River #130	Luc Leveque - Councillor
MD of Spirit River #133	Tony VanRoostellar - Reeve
Northern Sunrise County	Carolyn Kolebaba - Reeve
Saddle Hills County	Lawrence Andruchiw - Councillor
Town of High Level	Chrystal McAteer – Mayor
Town of High Level	Boyd Langford – Deputy Mayor
Town of Rainbow Lake	Michelle Farris – Mayor
Town of Rainbow Lake	Tanya Lindley - Councillor
Town of Sexsmith	Kate Potter – Mayor



Northern Transportation Advocacy Bureau

Date:	Friday December 13 <sup>th</sup> 9:30AM to 3:00PM
Location:	Brownlee Building - MD of Spirit River 4202-50th Street Spirit River, Alberta <a href="#">FIND IT MAP</a>
Video / Teleconference Link	<a href="https://zoom.us/j/6403570251">https://zoom.us/j/6403570251</a>
Teleconference Only	1-647-558-0588 Call PREDA for HELP 780-527-6232

## AGENDA

- 9:30 AM Coffee / Networking / Teleconference Set-up
- 10:00AM Welcome – Carolyn Kolebaba (Chair), Northern Sunrise County

### A. NTAB Administration:

- Review & Approval of Agenda /Additions
- Review & Approval of YTD Finances – November 2019 (Attachment 1)

### B. NTAB Leadership

- 10:30AM **B.1** Review of Strategic Direction & Membership Priorities – July 2019 (Attachment 2)
- 11:30 AM **B.2a** Rail from Alberta to Alaska Update – A Nation Building Vision That Opens Canada’s North to International Trade - Mead Treadwell, Vice Chairman for A2A Rail will provide an update on the vision and progress to date. Video Teleconference
- 12:00PM **Lunch / Local Producer Showcase**
- 12:30 **B.2b** Rail from Alberta to Alaska Update – A Nation Building Vision That Opens Canada’s North to International Trade - Matt Vickers from G7G will provide an update on the vision and progress to date. Video Teleconference
- 1:00 **B.3** Grande Prairie Regional Airport – William Stewart will provide an update on usage, local passenger profiles, and upcoming plans for the GPRA.
- 2:00 **B.4** Northern Alberta Transportation - Open Topics

#### B.4a Re-opening of Port Churchill (Attachment 3a / 3b & [Video Link](#) )

It took 18 months for Churchill to have its rail service re-instated following a spring thaw in 2017 that collapsed 19 sections along the route. The residents and businesses of Churchill were caught between an international owner and Canada’s federal government both reluctant to take ownership of the repairs needed. Food and cost of living skyrocketed, while tourism and businesses collapsed. In the Peace country we have numerous sections of our road and rail that are susceptible to freeze/thaw collapses. This topic is researched for NTAB from a larger oversight issue – Canada’s North and access - to food, to health services, and resident mobility .





Northern Transportation Advocacy Bureau

B.4b Bitumen Exported from Prince Rupert (Attachment 4 & [Video Link 1](#) [Video Link 2](#) )

This topic was first presented to NTAB by Member Canadian National Railways, who were then researching the shipment of Alberta's Bitumen in hard form (Canapux). A month ago, another company (Melius Energy) was successful in creating a similar product and getting it shipped to China out of the Port of Prince Rupert. Because it is hard form and uses of containers (Vs Tankers) it bypasses Bill C48 restrictions. The innovation can transform Alberta's energy export opportunities.

B.4c Beaverlodge/Hythe rail loop up to Rycroft grain terminals

The posting is shown on the interactive CN map but can't print. Perhaps the County of Grande Prairie member could shed light on the topic? When did it become operational, who built the loop, what is being shipped, how much ?

B.4d Familiarization Tour / Dignitary Hosting – Valdez, Prince Rupert, Churchill

Depending on which location NTAB chooses and whether it is by commercial available or charter (which NTAB would have to also pay accommodation costs of pilots overnights and landing fees). Also, NTAB would cover the costs of NTAB members transport from airport and local event hosting at a ~ cost of \$5000 to \$10,000. NTAB could sponsor 1 person per member at \$1000 (\$14,000 max + 1 staff person for full costs ~ 17,000 in total). The remaining total of the costs per member would have to be approved by the NTAB Member municipality .

- 1) Commercial Fly Cost per Grande Prairie to Valdez . Alaska \$1200 + Travel to GP & Hotel & Daily
- 2) Commercial Fly Cost per Grande Prairie to Prince Rupert, BC \$500 + Travel to GP & Hotel & Daily
- 3) Commercial Fly Cost per Grande Prairie to Churchill = \$2000 + Travel to GP & Hotel & Daily  
Cost from GP to Winnipeg - \$500 + Travel to GP & Hotel & Daily Stipends  
Winnipeg to Churchill - \$1500 Travel to GP & Hotel & Daily Stipends

B.4e WESTAC Membership (Attachment 5)

For over forty years, WESTAC members representing the private sector, government and labour have demonstrated their leadership by working collectively to resolve the constraints and inefficiencies that undermine the performance of Western Canada's supply chain and transportation sector. WESTAC operates as a not-for-profit, non-partisan forum. Previously NCDC was actively engaged as a reciprocal member of WESTAC. Their credibility and influence can be of great assistance to a small group like NTAB. A list of WESTAC membership is attached. Membership is very expensive (~25K) and exclusively determined by review / approval process. The next scheduled event is in April 2020 (Edmonton) – Members Only

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3:00PM – Next Meeting / Adjournment



Northern Transportation Advocacy Bureau

# Northern Transportation Advocacy Bureau 2019 Membership

PREDA (Co-Chair)
REDI (Co-Chair)
MD of Spirit River #133
Mackenzie County
Town of High Level
Town of Rainbow Lake
Birch Hills County
MD of Greenview #16
MD of Smoky River #130
Town of Sexsmith
MD of Fairview #136
Clear Hills County
Big Lakes County
Northern Sunrise County (Chair)
Saddle Hills County
MD of Peace #135
County of Grande Prairie
County of Northern Lights #22
MD of Opportunity
Canadian National Railway

THANK-YOU TO OUR MEETING SPONSOR





Friday July 12<sup>th</sup>, 2019

9:30AM – 3:00 PM

Lunch Provided

Location: Old Timer's Cabin  
Evergreen Park, County of Grande Prairie, AB  
(Find it – Map) (780) 527-6232(PREDA Cell)

## AGENDA

9:30 AM Coffee / Networking

10:00AM Welcome – Carolyn Kolebaba (Chair), Northern Sunrise County

### NTAB Administration:

Review & Approval of Agenda

Review & Approval of Minutes – February 2019 (Attachment 1)

Review & Approval of YTD Finances – June 2019 (Attachment 2)

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11:00AM – 3:00PM Getting Focused – Facilitator Dan Percy

Following the dissolution of the Northwest Corridor Development Corporation (NCDC) in 2014, the Alberta members of NCDC identified a continued need for the leaders of northwest Alberta to advocate for the maintenance and development of transportation infrastructure that benefited economic development of the region. Spearheaded through a partnership between REDI and PREDA, the Northern Transportation Advocacy Bureau (NTAB) was created in 2015 to meet this identified need.

Since its inception NTAB has organized itself under a Terms of Reference (Attachment 3) which built on a consensus model of governance. The group completed a priority survey in May 2017 which identified the G7G and east-west connections as its priorities (Attachment 4). The purpose of this strategic session is to either re-affirm the group's focus or identify new directions.

Our facilitator – With more than a decade of working directly with businesses and all levels of government as the CEO of the Grande Prairie & Area Chamber of Commerce, Dan is very aware of the transportation issues that impact our Region's ability to compete on the national and international markets. Recently retired, Dan is now available to dedicate his time to consulting and assisting non-profit groups like NTAB.

3:00PM Next Meeting / Adjournment



Tuesday February 19th, 2019

5:00 PM – 9:00 PM Supper Provided

Location: Stonebridge Hotel
12102 100th Street Grande Prairie, AB
Phone: 780-539-5561 (Find it – Map)

(780) 527-6232(PREDA Cell)

AGENDA

- 5:00PM – 6:00PM Welcomes – Carolyn Kolebaba (Chair), Northern Sunrise County
Supper
6:00PM Call to Order – Carolyn Kolebaba (Chair), Northern Sunrise County
Dr. Kent Fellows - University of Calgary (Teleconference)
Opening Canada’s North - Running from Labrador to British Columbia and connecting with the Arctic Ocean through the Northwest Territories, the hypothetical northern trade corridor would, “potentially bundle roads, rail lines, pipelines, and transmission lines into a relatively narrow right-of-way.” (Attachment 1)
7:00PM Jeremy Talbot, Manager Port of Valdez (Teleconference)
Update on the Port of Valdez and the September 23, 2019 Conference in Valdez
7:30 Matt Vickers / Len Wilson – Generating for Seven Generations (G7G)
Update on G7G’s proposed multi-purpose rail- line AB to Alaska (Attachment 2)
8:00 -FYI’s RD 717 – Clear Hills County (Attachment 3)
CN’s Oil Pucks – An Alternative to Pipelines (Attachment 4)
Eagle Spirit Pipeline – Fort McMurray to Prince Rupert (Attachment 5)
8:30PM – 9:00PM NTAB – Administrative Meeting
Notes – September 20, 2018 (Attachment 6)
NTAB Membership - Revenues (Attachment 7) and Expenses (Attachment 8 )
Review of NTAB Terms of Reference (Attachment 9)

Next Meeting / Adjournment

Thanks to the Economic Development Offices of
County of Grande Prairie (aka ...Hetti Huls) and Mackenzie County (aka...Andrew O’Rourke)

A USB will be available at the door with the related attachments.



NTAB. Northern Partnerships in Action!



**Northern Transportation Advocacy Bureau**

Council Chambers  
County of Northern Lights  
#600, 7th Avenue, Manning ([Click for Map](#))  
Phone Tel: 780.836.3348 OR (780) 527-6232(Joni Cell)

Friday November 9, 2018

Lunch Provided

10:00pm to 2:00pm

**AGENDA**

**10:00 AM – 2:00 PM**

- 10:00 AM Call to Order – Carolyn Kolebaba (Chair), Northern Sunrise County
- Introductions and Welcome
- Review of notes from September 2018 (Attachment 1)
- Membership / Budget Update (Attachment 2)
- G7G – Matt Vickers (Teleconference)
- Update on Foreign Investments (Attachment 3)
- Update on NATIONAL TRADE CORRIDORS FUND (NTCF) SUBMISSION
- CN Rail – Thomas Smith
- 2018-2019 Grain Plan – Update (Attachment 4)
- University of Calgary – School of Public Policy (Teleconference)
- Research Report - A 7,000-kilometer long “Northern Corridor”** across Canada. Running from Labrador to British Columbia and connecting with the Arctic Ocean through the Northwest Territories, the hypothetical corridor would, in the report’s words, “potentially bundle roads, rail lines, pipelines, and transmission lines into a relatively narrow right-of-way.” (Attachment 5A and Attachment 5B)
- 2:00 PM Next Meeting / Adjournment

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**DRAFT**

New member classification: All new member applications will be reviewed by the Board of Directors as to classification and acceptance. Board decisions will be relayed to potential new members by the Executive Director upon a decision. There will be no individual memberships.

<b>Membership Categories</b>	<b>FEE</b>
<b>1. Federal, Provincial and Territorial Governments and Federal Provincial and Territorial Funded Ministries, Authorities, Councils or Boards</b> (Note: This includes membership of organizations such as Western Economic Diversification, Northern British Columbia Caucus, Northern Alberta Development Council, Transport Canada. The fee is per organization or ministry.)	<b>\$7,500</b>
<b>2. Local and Regional Governments including – Incorporated Municipalities, Regional Districts*, Counties, Regional Municipalities</b> (* Membership is exclusive to unincorporated communities and their aggregate population in the respective Regional Districts.)	<b>.50 per capita.</b> Min. \$1000 Max. \$5000
<b>3. Port Authority</b>	<b>\$2,500</b>
<b>4. Airports</b> (Includes regional, and municipal airports and is in addition to any municipal membership.)	<b>\$1,000</b>
<b>5. Business and/or Economic Development Corporations, Authorities or Organizations, Boards of Trade, Chambers of Commerce, Community Futures and other Associations</b> (Note: If a community economic development association/society/organization joins instead of, or on behalf of the municipality (ies) they will be assessed according to the municipal classification and pay based on per capita basis. If the economic development organization joins in addition to the municipal membership the fee is \$1,000.)	<b>\$1,000</b>
<b>6. Corporations</b> (Revenue over one million dollars.)	<b>\$5,000</b>
<b>7. Small Business</b> •Businesses with less than 50 employees •Businesses with less than 100 employees •Businesses with 100 or more employees	<b>\$1,000</b> <b>\$2,000</b> <b>\$3,000</b>
<b>8. Non-Government, Volunteer based citizen based groups and or coalitions</b> (Note: This would include Agricultural Societies, Community Associations, ie: Think Local Market, Branding the Peace, etc ...)	<b>\$1,000</b>
<b>9. Educational Institutions</b>	<b>\$500</b>
<b>10. Reciprocal Membership</b> (Note: Offered to organizations involved in complimentary endeavors advancing northern transportation and/or economic development. I.e.: WESTAC, Port Alberta.	<b>No Fee</b>
<b>11. Honorary Life Membership</b> (Note: Criteria is based on past service to the organization and offered to a member after approval by the Board. This is a non- voting membership.)	<b>No Fee</b>

Note Draft: The above model is replicated from the former Northwest Corridor Development Corporation. Presented to NTAB membership for discussion Sept 2017, along with a draft terms of reference.



Northern Transportation Advocacy Bureau

## Strategic Priorities Session RECAP

July 2019

## Terms of Reference

NTAB was created in 2016 through a partnership between the municipal leaders of the *Regional Economic Development Initiative – Northwest Alberta (REDI)* and the *Peace Region Economic Development NTAB (PREDA)*. In the initial set-up the NTAB committee created an operational *Terms of Reference* – key points are below:

**1. Background** The Northern Transportation Advocacy Bureau (NTAB) pursues transportation initiatives that support the movement of northern goods, commodities, and services – including but not limited to: intellectual property, broadband, people, commodities and natural resources to markets to the benefit of the northern region. The northern region is defined as north of the 55th parallel in North America. Additionally, the NTAB supports the development of transportation corridors that link to other markets that would benefit the northern region.

### 2. Purpose

- a. ‘NTAB’ will identify and monitor developments in transportation initiatives and corridors that will potentially impact the northern region.
- b. ‘NTAB’ will conduct and facilitate research regarding transportation initiatives and corridors that may impact the northern region. This may include working with other research entities to ensure the interests of the northern region are taken into consideration.
- c. The ‘NTAB’ will inform/educate its membership of transportation issues and opportunities that may benefit or threaten the northern region. This may include workshops or forums featuring leaders in transportation or industry, elected government officials to advocate for northern transportation priorities and tours to facilities such as the Port of Churchill or other locations that may benefit the northern region.
- d. The ‘NTAB’ will advocate for northern transportation routes with all levels of government, prepare appropriate resolutions to move forward to government and facilitate meetings with government elected officials to advocate for measurable outcomes and deliverables.

**3. Membership** Open to all levels of government, non-government organizations, economic development organizations, First Nations and Metis, industry and industry organizations. Membership is based on the attached fee structure. Associate (non- voting) members are welcome to participate and may be pursued to provide technical or expert advice. All payments for research, grants, and events will be reviewed on a case by case basis and conducted based on a cost recovery model.





**4. Governance** The NTAB is a subcommittee of the Regional Economic Development Initiative for Northwest Alberta (REDI) and the Peace Region Economic Development NTAB (PREDA). PREDA manages the administration, financial, and day-to-day operations of the NTAB. The NTAB’s invoicing and bookkeeping is maintained by PREDA.

The NTAB will ensure fair and equal representation from its members. The NTAB will consist of an appointed representative from each member in good standing. The Chair of REDI and the chair of PREDA automatically hold a position on the Board of Directors. Additionally, there are five positions available for members of transportation industries including but not limited to: Road, Rail, Ports, Marine, Air, Telecommunications, and Rail. In the event of more than one industry member from a specific industry (i.e.: two rail industries), an election will be held to appoint one.

In the event of a vacancy in another industry position, more than one representative from that industry may be appointed. At each year’s Annual General Meeting appointed representatives will elect a Chair, Vice-chair, Treasurer, and Secretary. Quorum shall be six municipal members. NTAB members may appoint an alternative to attend in their absence.

The transportation committee will meet four times per year; The first Thursday evening of each February, June, September and December. The December meeting will be held by teleconference. Meetings may be held in conjunction with an NTAB workshop or seminar. Location of each upcoming meeting will be determined at the end of each meeting. The membership will review the governance of the NTAB each December.

**5. Funding and Budget** Membership to the NTAB are based on the Northern Transportation Advocacy Bureau funding model (Appendix A). Membership invoicing and NTAB’s operating year will be November 1 until October 31 of each year. All members will be invoiced according to Appendix A one month prior to the end of each fiscal year. The ‘NTAB’ will pursue grants and partnerships to fund its research, projects and administration.

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Note: the original *Terms of Reference* have not been “fleshed out” since its inception. There have been minor operational adjustments since 2016 but the core content of purpose and “consensus” governance remain pivotal to the Committee.



**Strategic Priorities Session:** In July (2019) the members of the *Northern Transportation Advocacy Bureau* (NTAB) took a few hours to review their purpose and prioritize the focus for the committee in the upcoming year. The session was facilitated by Dan Percy, former CEO of the Grande Prairie and Region Chamber of Commerce. The layout of the session included a review of NTAB’s background, purpose, the key modes of transportation including rail, highways, pipelines, airports, and a special opening discussion on telecommunications in the northwest. Running notes were recorded by PREDA administration, Mary Joan Aylward; who compiled this summary report on behalf of the members of NTAB.

### **Strategic Priorities Session – Layout**

Opening remarks from the Facilitator set the framework for the session:

**First:** Identify and Define Opportunities across NTAB’s five core areas of transportation:

1) Rail, 2) Roads, 3) Pipelines, 4) Airports, 5) Marine 6) Other – e.g. Telecommunications, Electricity

**Second:** Prioritize based upon the following questions:

1) Is it regional? 2) Will it provide economic growth to the region? 3) Is it attainable 4) Do we have the resources to move it forward? 5) Is it already / or can it be / championed by some other person / group?

**Third:** Reflect. What do we do with the selected priorities? We have five options:

1) Refer, 2) Monitor, 3) Research, 4) Educate, or 5) Advocate.

The following summary of the day presents all comments placed under one of the core transportation areas listed above. Overall the group discussion was free-flow and frequently crossed over and between the core areas of transportation. Perhaps most likely representing their inter-dependence. Once the group completed discussing each transportation area, they were then asked by the facilitator to select their priorities under each section. Comments / topics that received the highest number of selections were identified as the priorities for NTAB.

**Section # 1: Roads / Highways Comments**

- 1) We need a Northern Corridor
- 2) Important to have good roads and exits in case of emergencies / evacuations
- 3) Industry is lobbying GOA for a dedicated truck route around Grande Cache
- 4) NADC created road priority maps for the North about 10+ years ago. <sup>Note A</sup>
- 5) Secondary and Provincial roads need upgrades; e.g. HWY 77
- 6) We need all weather roads
- 7) We need an East-West corridor across Alberta <sup>Note B</sup>
- 8) We should maintain what we have. We can't pit communities against each other.
- 9) How does GOA afford projects like Anthony Hendy but no investment monies for the North?
- 10) NWT-Nunavut-Yukon need Federal infrastructure / investments.
- 11) CANMEX <sup>Note C</sup>
- 12) Check with Parks Canada – Highway through Wood Buffalo to the North
- 13) We need bridge funding for high / wide loads. Also need funding for roads that frequently have high/wide loads (e.g. HWY 88)
- 14) Dunvegan Bridge is always under construction. Creates traffic bottle neck.
- 15) Is there an updated northern highway/road strategy with the GOA
- 16) New municipal leaders in Northern Rockies have a new outlook on the value of a Rainbow lake – Fort nelson connector. We should reach out to new Board and open discussions. <sup>Note D</sup>

**Roads / Highways Notes**

- A) The Western Premiers approved the *Northwestern Canada Integrated Road Network Plan* in 1998. The NADC referenced this Plan in their report *Building For Tomorrow Today* (2008).
- B) The NADC released a report *Peace River – Fort McMurray Transportation and Utility Corridor* (2014)
- C) The CANAMEX corridor links Canada to Mexico through the United States. In Alberta: Highway 43, Highway 16, Highway 216, Highway 2, Highway 3, Highway 4. Highway 43 continues from Dawson Creek, British Columbia, where it links with the Alaska Highway.
- D) Reports: The Potential for Agricultural Development in the Fort Vermilion – Fort Nelson Corridor (NADC 2003). Linking Fort Nelson and Rainbow Lake (NADC 2001)

**Section # 2: Railway**

- 1) Rail is mandatory for agriculture exports. <sup>Note A</sup>
- 2) Hythe to Dawson. CN is looking at feasibility. We should ask CN to update NTAB. <sup>Note B</sup>
- 3) We need feeder lines across to Prince Rupert Port. <sup>Note C</sup>
- 4) CN owns rail access.
- 5) Can we protect railway right-of-ways for future development.
- 7) First, we need to identify what we mean by “THE” corridor. <sup>Note D</sup>
- 8) CN removal of tracks.

**Rail Notes**

- A) PREDA / REDI completed *Northern Commodities – Agriculture* report showing grain export dependence on rail.
- B) CN has been contacted requesting an update to NTAB.
- C) Overall Northwest usage of Prince Rupert Grain Terminal is low. Majority of grains are exported through Vancouver port.
- D) NTAB has been championing the building of a multi-purpose northern railway that utilizes Alaska as the export / import point. Two groups, G7G and A2A are currently lobbying for this development.
- E) The Canadian Transportation Agency, as set out in the *Canada Transportation Act*, permits the market to largely self-regulate. However, it also acknowledges that regulation may be required to meet public objectives or in cases where parties are not served by effective competition. Within the specific powers assigned to it by legislation, the Agency participates in the economic regulation of rail carriers under federal jurisdiction by:
  - licensing rail carriers;
  - **approving railway line construction;**
  - setting railway revenue caps for moving western grain;
  - establishing financial and costing frameworks for certain railways;
  - setting interswitching rates to increase competitive options available to shippers; and
  - establishing the net salvage value of railway lines to facilitate their orderly transfer.

### Section # 3: Airports

- 1) Need East-West flights from GP across Canada. Also to Yukon, NWT. <sup>Note A</sup>
- 2) Need Northern interprovincial flights directly from GP to Fort Mac, Peace River, High Level, Fort St. John, Salve Lake, etc.
- 3) Air freight & customs brokerage. Customs for air can lead to increasing demand for customs for international flights like to Alaska, USA. <sup>Note B</sup>
- 4) In-bound custom brokerage also needed.
- 5) Smaller airports in Northwest need scheduled flights.
- 6) Funding for airports need stable funding (AHS + \$ from municipalities)
- 7) Air service is essential use for medic, forest fires,
- 8) Can't we multi-purpose use airports? Why not?
- 9) Beaverlodge sold airport & now it is a racing strip.
- 10) What is the Provincial funding for municipal airports?

### Airport Notes

- A) GP Airport has been contacted to present to NTAB
- B) Canada Customs has been contacted to present to NTAB
- C) Reports: In 2017 NTAB completed a Municipal & Regional Airport Sustainability Study. In 2004 REDI completed a Regional Airport Management Study with follow-up strategy masterplans created by High Level, Rainbow Lake, Fort Vermillion, La Crete, and Zama City.



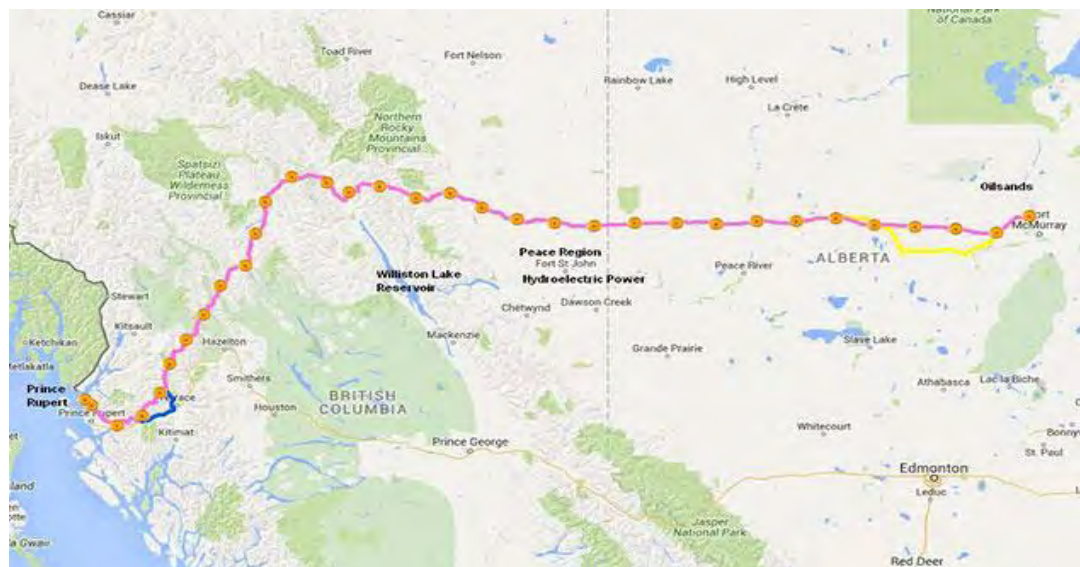
Fort Vermillion Air Strip

**Section # 4: Pipelines**

- 1) We must support Trans-Mountain!
- 3) Mackenzie Valley pipeline to NWT – change direction to the North?
- 4) Eagle Spirit to promote pipeline built to Alaska. <sup>Note A</sup>
- 5) Gas to Kitimat? <sup>Note B</sup>
- 6) Mackenzie Valley land secured
- 7) ALL liquified natural gas is trucked to Swan Hills
- 8) Municipal support for reversal?
- 9) Where does refined oil go? China does not want refined oil. <sup>Note C</sup>
- 10) Mackenzie Valley links through Edmonton
- 11) Federal and GOA drilling and tanker bans
- 12) Eagle Spirit natural gas to Kitimat
- 13) Frozen lines – no natural gas
- 14) Our natural gas is more valuable to us than exporting it
- 15) Sustainable natural gas for Alberta
- 16) Water – do not pipe it south – we need water for life

**Pipeline Notes**

A) Map showing Eagle Spirit proposed route for oil pipeline from Fort McMurray to Prince Rupert.



B) The proposed Kitimat LNG Project is a 50/50 joint venture between Chevron and Woodside Energy . The Chevron-operated project comprises upstream resource assets in the Liard and Horn River Basins in northeast B.C.; the 471-km Pacific Trail Pipeline (PTP); and a natural gas liquefaction facility at Bish Cove near Kitimat. The Kitimat LNG Plant includes up to three LNG trains totalling 18 million tonnes per annum (6.0 MTPA/train), and is an all-electric plant powered by clean, renewable hydroelectricity from BC Hydro.

C) The majority of global oil exports is crude. Countries usually refine / upgrade within their own facilities. The advantage of selling crude oil is that it can be sold to anyone, anywhere and at anytime. Once it gets refined, however, it turns into a perishable product with a much narrower group of people willing to buy it.

### Transportation Section # 5: Marine

1) Marine Regulations? Tanker Ban - Bill C48 <sup>Note A</sup>

2) Why okay for other provinces <sup>Note B</sup> / countries but not for Alberta Oil? <sup>Note C</sup>

#### Marine

A) Proposed ban on oil tankers carrying more than 12,500 tonnes (about 90,000 barrels) of crude oil or persistent oils (things such as fuel oils, partly upgraded bitumen, synthetic crude oils and No. 6 bunker fuel) from stopping, loading and unloading at any ports along B.C.'s north coast.

B) There is no similar ban on any oil tanker traffic along any of Canada's other coastlines. Even on the West Coast, more than 95 per cent of tanker traffic carrying crude and other persistent oils happens along the southern part of B.C.'s coast – not the north.

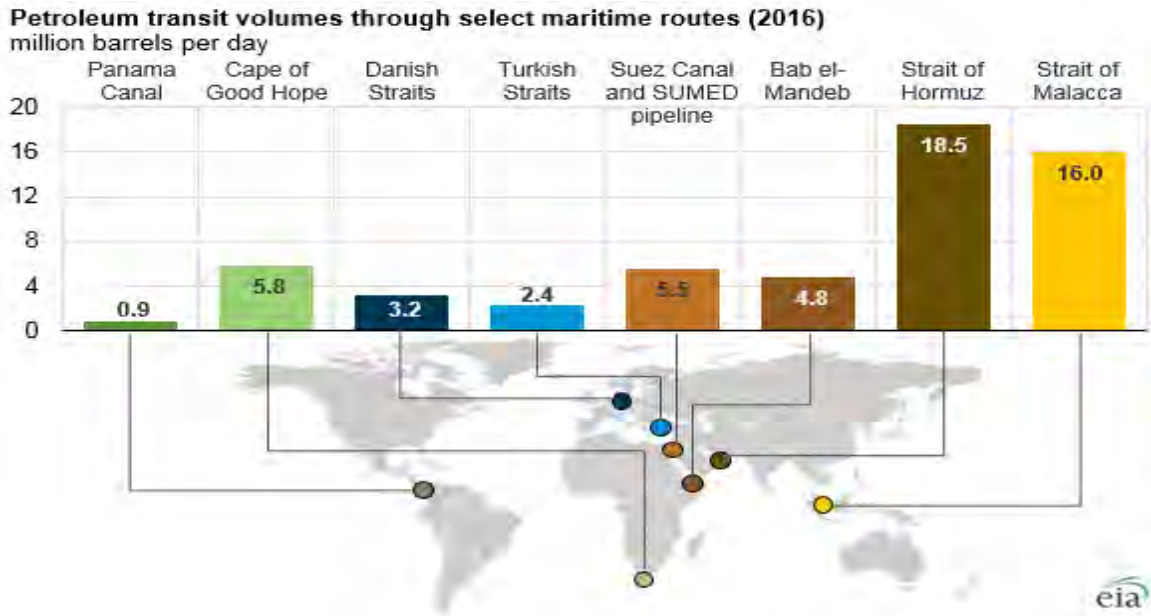
What differentiates the northern West Coast from other Canadian shores? For example, both the north and south sides of the entire St. Lawrence River, where tankers travel regularly to bring oil from Saudi Arabia, Algeria and Nigeria? Is it because that oil means important jobs for refinery workers in Montreal, Sarnia and Quebec City?

What of the coastline of New Brunswick, along which oil tankers travel regularly to deliver oil from Saudi Arabia (\$1.6-billion worth last year alone) to the Irving Oil refinery? Ah yes – much-needed jobs in New Brunswick.

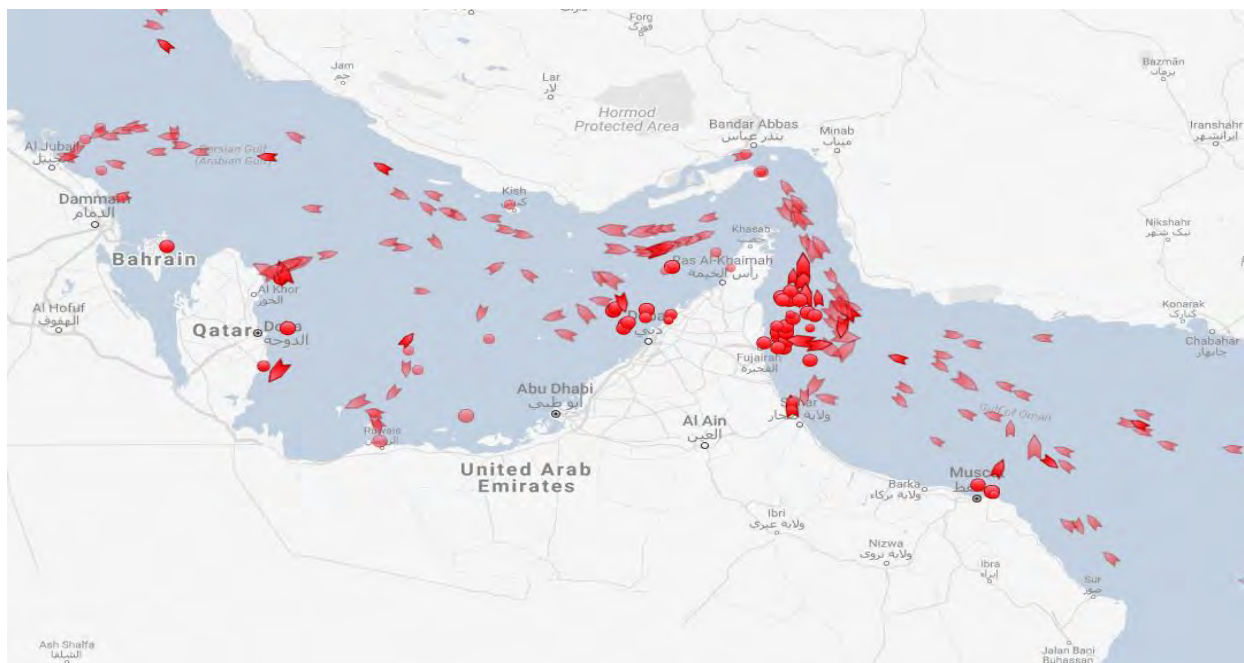
How about the ruggedly beautiful coast of Newfoundland, with significant oil rigs operating offshore? Of course – they have meant the difference between poverty and prosperity for many Newfoundlanders.

Source : Globe & Mail Oil Tanker Ban – Bill C48 and Environmental Hypocrisy

C) The pictures say it all!



Here’s a screenshot of the Strait of Hormuz, showing only oil tankers. Dots are tankers that are not moving, while arrows represent tankers that are currently on course. The Strait of Hormuz is utilized by Saudi Arabia to export its crude oil. 18.5 million barrels transit through the Strait of Hormuz every day.





To further point out the hypocrisy of banning oil tankers on Canada’s Northwest coast ... this is a real-time GPS snapshot retrieved from *Marine Traffic* on October 4<sup>th</sup>, 2019 of the oil tanker traffic around North America and Mexico



Source: <https://www.marinetraffic.com/en/ais/home/>

**Section # 6: Other**

Relative to access to telecommunications in the Northwest, NTAB members were already in the process of organizing a question forum with Dr. Vennard of the Canadian Radio and Television Commission (CRTC). Below are the points of discussion recorded from the group which were presented at the CRTC forum.

**Points of Discussion for Upcoming CRTC Commissionaire Meeting**

**July 25 – High Level, AB**

**July 26 – Grande Prairie, AB**

1	What is CRTC's strategy for northern Alberta?
2	Does CRTC have the power to mandate for rural remote communications development?
3	What legislation does CRTC fall under. What components pertain to rural & remote advocacy for communications.
4	Who is responsible for developing an overall communications strategy in Canada? Alberta?
5	Fed Gov has 1/3 grants but who is responsible overall for coordinating development of a strategy?
6	Governments are too uncoordinated - piecemeal approach is old school with too many over-lapping decision makers. We need a regional leadership role from CRTC.
7	Rural & Remote communities should be subsidized through CRTC / Federal Gov. Need infrastructure funds to build.
8	Federal funds need to be focused on rural remote first to build infrastructure, not service upgrades to large urban centers.
9	Northwest Alberta needs a regional communications strategy. Leadership, coordination, and resources through the CRTC / Governments
10	What is the Telus / Bell mandate with CRTC
11	Disruption of Hubs during fires, emergency, evacuations - cell, internet, landlines, etc.
12	Landlines are still very important in Rural remote.
13	Are there HAM operators? How to contact?
15	Supernet / Broadband redundancy. Only 1-way communication. No good during emergencies.
16	Need to build off the "last mile" fibre optics already in place
17	Take fibre optics to all Northwest Alberta - cell, internet, landlines, hot-spots...
18	Density and Booster technical is a challenge
20	Services must be functional and cost effective
21	Economic development in rural & remote depends on communications
22	CRTC rules changing to allow other companies access to towers, fibre.
23	Ambulance, fire, industrial safety coverage needs to be ensured by CRTC
24	There is a lot of fibre to aboriginal reserves in Northwest. Not sure functioning or costs? Who paid for inputs? Can we leverage off those infrastructure investments?

25	Fibre must go all the way to rural remote residents.
26	Organized and coordinated multi-use conduits needs planning.
27	Future capacity needs (e.g. G5 Hub). Is current network capable to handle future data needs?
28	Feed vs. distribution economically feasibility?
29	Who regulates? Service providers do not need to have permission from municipality to set-up towers, residential services, etc.
30	Power outages and essential services?
31	Can we upgrade any new developments? We need best value and future upgrades considered.
32	Need a return on investment for investing in infrastructure.
33	Does CRTC have Broadband report NADC completed in partnership with REDA's. If so is CRTC looking at recommendations in that report?

**Section # 7: Priorities Identified**

Collectively, the members of NTAB have a long history of being champions for the development of transportation infrastructure in the Northwest. By the end of the day the group identified five priorities to invest their energies and resources into:

- 1) Be aware of triggers. Referring to being up-to-date on national and global events that trickle down to impact our region. Examples are the detainment of Huawei Executive in 2018 which ultimately led to China banning imports of our canola seeds.
- 2) Advocate to Governments a “One footprint” East-West Corridor between Peace River and Fort McMurray. All hands “on-deck” fibre, oil, gas, rail, electric, water.
- 3) Support Trans-Mountain Pipeline - Fight Against Bill C48
- 4) Continue to champion Railway from Alberta to Alaska
- 5) Airport – East West Flights out of Grande Prairie
- 6) Highways – Northern TransCanada

**To get started the group will follow-up on:**

- 1) Invite GOA Assistant Deputy Ministers - Infrastructure, Agriculture, Forestry, and Energy to NTAB.
- 2) Educate GOA on outdated formula for using population / traffic counts for infrastructure investments Offer alternative funding models to the GOA that work better for the Northwest.
- 3) Invite Grande Prairie Regional Airport to present to NTAB.



**Boreal Housing Foundation**  
**Regular Board Meeting**  
**September 30, 2020 at 10:00 am**  
**Mackenzie House Board Room – High Level, Alberta**

**In Attendance:** Cameron Cardinal – Chair  
Paul Driedger  
Michelle Farris  
Wally Olorenshaw  
Crystal McAteer - joined at 10:19 am  
Cornie Teichroeb  
John W Driedger  
Josh Knelsen  
Daphne Lizotte

**Missing:** Clark McAskile – Vice Chair

**Administration:** Mary Mercredi, Chief Administrative Officer  
Evelyn Peters, Executive Assistant

**Call to Order:** Chair Cameron Cardinal called the meeting to order at 10:12 am.

**Agenda:**

**Approval of Agenda**

20-88 Moved by Josh Knelsen

That the agenda be approved as presented:

Carried

**Minutes from June 26, 2020 Regular Board Meeting**

20-89 Moved by Michelle Farris

That the minutes of the June 26, 2020 Regular Board Meeting be approved as presented

Carried

**Minutes from July 27, 2020 Regular Board Meeting**

20-90 Moved by Michelle Farris

That the minutes of the July 27, 2020 Special Board Meeting item 20-83 be amended to read: Discontinue allowing resident outings and allow visiting in designated areas during any pandemic outbreak.

Carried

**Minutes from August 21, 2020 Regular Board Meeting**

20-91 Moved by Michelle Farris

That the minutes of the August 21, 2020 Special Board Meeting be approved as presented

Carried

**Minutes from September 10, 2020 Special Board Meeting**

20-92 Moved by Michelle Farris

That the minutes of the September 10, 2020 Special Board Meeting be approved as presented

Carried

**Minutes from September 14, 2020 Regular Board Meeting**

20-93 Moved by Michelle Farris

That the minutes of the September 14, 2020 Special Board Meeting be approved as presented

Carried

**New Business**

**AHS Notice of Opportunity 2020-2606**

20-94 Moved by Wally Olorenshaw

That the AHS Notice of Opportunity be received as information.

Carried

**Alberta Seniors and Housing Letter**

20-95

Moved by Josh Knelsen

That the letter from Alberta Seniors and Housing be accepted as information

Carried

**Reports:**

**Financial Reports**

**CAO Report**

20-96

Moved by Paul Driedger

That the CAO report be received for information.

Carried

**Heimstaed Lodge Financial Reports – August 31, 2020**

20-97

Moved by Josh Knelsen

That the August 31, 2020 Lodge financial report be received for information.

Carried

**High Level Lodge – August 31, 2020**

20-98

Moved by Paul Driedger

That the August 31, 2020 High Level Lodge financial report be received for information.

Carried

**Supportive Living Financial Reports – August 31, 2020**

20-99

Moved by Cornie Teichroeb

That the August 31, 2020 Supportive Living financial report be received for information.

Carried

Chair Cameron Cardinal call for recess at 11:33 am  
Chair Cameron Cardinal reconvened the meeting at 11:45 am

**Housing Financial Reports – August 31, 2020**

20-100 Moved by Michelle Farris

That the August 31, 2020 Housing financial report be received for information.

Carried

**Grants & Reserves – August 31, 2020**

20-101 Moved by Paul Driedger

That the August 31, 2020 Grants & Reserves report be received for information.

Carried

**Arrears Report – September 17, 2020**

20-102 Moved by Wally Olorenshaw

That the September 17, 2020 arrears report be received for information.

Carried

**Information items**

20-103 Moved by Paul Driedger

That the following items be accepted as information

6.1 2020-2021 BHF Business Plan

6.2 June Newsletter

Carried



**In Camera:**            **Legal / Land / or Labor**

20-104                    Moved by Paul Driedger  
  
                                 That the meeting moves to in camera at 12:06 pm  
  
                                 Carried

20-105                    Moved by Wally Olorenshaw  
  
                                 That meeting moves out of in camera at 12:22 pm  
  
                                 Carried

20-106                    Moved by Crystal McAteer  
  
                                 That the application received for the SRHI unit be approved as presented  
  
                                 Carried

**Next Meeting Date:** That the next Regular Board Meeting be set for October 29, 2020 in  
Rainbow Lake

**Adjournment:**

20-107                    Moved by Crystal McAteer  
  
                                 That the meeting of September 30, 2020 be adjourned at 12:23 pm  
  
                                 Carried

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Chair Cameron Cardinal

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Evelyn Peters, Executive Assistant

**Mackenzie County Library Board (MCLB)  
October 20, 2020 Board Meeting Minutes  
Fort Vermilion Community & Cultural Complex  
Fort Vermilion, Alberta**

**Present:** Beth Kappelar, Lisa Wardley, La Dawn Dachuk, Lorraine Peters, Cameron Cardinal,  
Wally Schroeder, Kayla Wardley, Sandra Neufeld, Tamie McLean.

**1.0** Beth Kappelar called the meeting to order at 7:05 pm.

**2.0 Approval of the Agenda:**

**MOTION #2020-10-01 Lorraine Peters** moved the approval of the agenda.

**CARRIED**

**3.0 Approval of the Minutes:**

**MOTION #2020-10-02 Wally Schroeder** moved the approval of the Sept 22/20 meeting minutes as revised

**CARRIED**

**4.0 Review of Action Items:**

- The action items of the previous MCLB meeting were reviewed.

**5.0 Financial:**

**5.1 MCLB Financial Report as of Oct 20/20:**

- Balance Forward	\$ 77,642.70
- Total Revenues	\$ 275,675.17
- Total Expenses	\$ 284,270.82
- Bank Balance	\$ 69,010.05

**MOTION #2020-10-03 Lisa Wardley** moved to accept the financial report as presented.

**CARRIED**

**5.2 Mackenzie Frontier Tourism:**

**MOTION #2020-10-04 La Dawn Dachuk** moved that MCLB pay \$250.00 to renew their 3year membership with Mackenzie Frontier Tourism.

**CARRIED**

**5.3 MCLB 2021 Budget:**

- The 2021 MCLB budget was finalized.

- The MCLB is requesting \$228,000.00 funding from the County to operate their 3 libraries (the same amount as last yr)

**MOTION #2020-10-05 Tami McLean** moved that MCLB submit their 2021 proposed budget to the County.

**CARRIED**

**6.0 Library Reports:**

**6.1 La Crete:**

- The Financials to Oct 4/20 are: Income \$136K, Expenses \$104K, Bank Balance \$32K.

- Item circulation in September was 7965 items.

- A heating and air conditioning unit were replaced in the trailer.

- Patron handouts were updated.

- A new janitor was hired.

- Christmas trees, wreaths, cheese cakes and Purdy chocolates are being sold as a fundraiser.

**6.2 Blue Hills Satellite Library:**

- A couple was hired for \$500 to pack up and move the Blue Hills Library to the La Crete Library basement by October 31/20.

**6.3 Fort Vermilion:**

- The roles of the FVLS and MCLB in operating the Fort Vermilion Library need to be determined.

**6.4 Zama:**

- They are on back on regular hours.

- They are planning a murder mystery fun night.

- They are partnering with the rec board to help with the museum development.

- They will be partnering with Meander School again.

- Their interlibrary loans to Fort Vermilion and La Crete libraries are up.

- Their windows are bison proof. A bison ran into one and it didn't break.

...2

**6.5 Mackenzie County Library Consortium (MCLC):**

- MCLC is transferring their online materials to Overdrive. The brochures need to be updated and a tutorial needs to be made.

**6.6 High Level:**

- They are closing two weeks over Christmas.

**MOTION #2020-10-06 Kayla Wardley** moved the acceptance of the reports for information.

**CARRIED**

**7.0 Old Business:**

**7.1 Rural Libraries Conference:**

- The sessions are still available online.
- The format was good.
- Some of the sessions were dry.

**8.0 New Business:**

**8.1 Library Funding Distribution:**

- The La Crete Library Society sent a letter to the MCLB asking that the MCLB review the financial allotments to each library

**MOTION #2020-10-07 Lisa Wardley** moved that the La Crete Library allotment be increased by \$10,000.00

**CARRIED**

**9.0 Correspondence:**

- 9.1 A letter from the La Crete Library Society.

**10.0 In Camera:**

- 10.1 Not required.

**11.0 Next Meeting Dates and Location: Fort Vermilion Community Complex Dec 1/20, 2020 at 7:00 p.m.**

**12.0 Adjournment:**

**MOTION # 2020-10-08 La Dawn Dachuk** moved to adjourn the meeting at 8:50 p.m.

**CARRIED**

**These minutes were adopted this 1st day of December 2020.**

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**Beth Kappelar, Chair**

# Municipal Governance

## During the COVID-19 Pandemic

Frequently Asked Questions – November 27, 2020

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On November 24, 2020, Premier Jason Kenney announced that the government has declared a State of Public Health Emergency in response to the ever-evolving COVID-19 pandemic. He announced several new mandatory public health measures in communities across Alberta to protect the health system and slow the spread of COVID-19 based on the Chief Medical Officer of Health's recommendations. I encourage you to review them on [Alberta.ca](http://Alberta.ca).

While we continue down the road to recovery together, Alberta Municipal Affairs remains committed to issuing regular updates that address frequently asked questions as well as provide information on new information or resources as they become available.

If you would like a specific question answered in an upcoming update, please email your request to [ma.lgsmail@gov.ab.ca](mailto:ma.lgsmail@gov.ab.ca).

### Municipal Affairs Updates

Previous COVID-19 updates are available at [www.alberta.ca/municipal-government-resources.aspx](http://www.alberta.ca/municipal-government-resources.aspx)

### Public Libraries Resources

Resources are available at <https://www.alberta.ca/public-library-services.aspx>

### Council Meetings

**Can municipal councils still meet in person and meet the Chief Medical Officer of Health's recommendations for physical/social distancing?**

**YES.** The [Public Meeting Procedures \(COVID-19 Suppression\) Regulation](#) enables municipalities to follow the Chief Medical Officer of Health's recommendations for physical/social distancing by conducting meetings electronically. While Municipal Affairs encourages councils to consider electronic meetings as a way to ensure compliance with the public health orders regarding public gatherings, the decision on how to conduct meetings remains at the discretion of the council, committee or commission.

**Can meetings be held entirely by electronic means?**

**YES.** During the COVID-19 health emergency, when the *MGA* requires a council, board or commission to hold a meeting, an electronic meeting (e.g., live-stream, teleconference, etc.) meets that requirement as long as:

- notice of the electronic meeting is provided and states the electronic means being used and gives the information necessary for the public to access the meeting;
- the public is able to hear the meeting as it is occurring;
- eligible parties can send submissions before and during the meeting by email or any other method that the council, board or commission considers appropriate; and

- the following people attend by electronic means:
  - CAO or designated officer;
  - For a commission, growth management board or subdivision and development appeal board, the chair or vice-chair;
  - For a composite or a local assessment review board, the presiding officer.

### **Can a member of the public be required to wear a mask in order to attend a council meeting?**

Masks are only mandatory for municipalities included in the “enhanced areas” or in any other municipalities excluded from “enhanced areas” if there is a municipal face covering bylaw that requires masks to be worn within public buildings.

## Enhanced Restrictions

### **What restrictions on activities apply for all of Alberta?**

Throughout all of Alberta, no indoor social gatherings are permitted, and outdoor social gatherings are restricted to 10 people. Wedding and funeral services are restricted to 10 people, and no receptions are permitted. Festivals and other events are prohibited, and working from home arrangements should be considered whenever possible.

### **What additional restrictions apply only to municipalities that fall within an “enhanced” status area?**

Places of worship are restricted to a maximum of 1/3 of attendance capacity, and masks must be worn while inside places of worship.

Banquet halls, conference centres, trade shows, auditoria, concert venues, non-approved/licensed markets, community centres, children’s play places or indoor playgrounds, and all levels of sport must be closed (exemptions may be considered for sport activities). This would mean that council meetings cannot be relocated into local banquet halls.

Museums, galleries, libraries, indoor entertainment centres and indoor fitness facilities are restricted to 25% of the occupancy set by the Alberta Fire Code. Further information on business restrictions can be found on [Alberta.ca](http://Alberta.ca).

### **What municipalities do the mandatory masking requirements apply to?**

Mandatory masking applies in the following communities:

- Calgary, Airdrie, Chestermere, Cochrane, Foothills County, High River, Okotoks, Rockyview County, and surrounding villages and businesses
- Edmonton, Beaumont, Devon, Evansburg, Fort Saskatchewan, Gibbons, Leduc, Leduc County, Morinville, Parkland County, St. Albert, Spruce Grove, Stony Plain, Strathcona County, Sturgeon County, Thorsby, and surrounding villages and businesses

A complete list of all municipalities falling within the enhanced areas can be found on [Alberta.ca](http://Alberta.ca).

## Enforcement of Health Orders

### **Is the province working on standardizing what is subject to penalties to ensure there is clarity and consistency between enforcement bodies for enforcement under the *Public Health Act*?**

**YES.** Alberta Justice and Solicitor General, in collaboration with Alberta Health and Alberta Health Services, have been in constant contact with Alberta’s police services through the Alberta Association of Chiefs of Police, and directly with authorized employers of community peace officers (municipalities) regarding enforcement of Alberta’s Chief Medical Officer of Health’s orders to ensure a clear and constant message around the enforcement of these orders is being provided.

**Can community peace officers enforce the recommendations of the Chief Medical Officer of Health?**

**YES.** Community Peace Officer Level 1s have been provided authority to enforce the Chief Medical Officer of Health's Orders issued under the *Public Health Act*. This authority was granted through a Ministerial Order in accordance with section 13 of the *Peace Officer Act*.

**Can municipal bylaw enforcement officers who are not designated as community peace officers enforce the recommendations of the Chief Medical Officer of Health?**

**NO.** Municipal bylaw officers can only enforce municipal bylaws.

## General Information

**Can municipalities choose to keep certain municipally controlled properties closed even if they are allowed to be open under the provincial approach?**

**YES.** The decision to open facilities remains a local council decision. Municipalities and the public must continue to put safety first while gradually reopening businesses, resuming activities and getting people back to work.

**Should municipalities be encouraging employees to work from home?**

**YES.** If there is a concern about exposure to COVID-19, staff should be encouraged and supported in remote work arrangements where possible and feasible.

### Municipal Advisory Services

If you have further questions, please call:

780-427-2225 or toll-free by first dialing 310-0000 or email [ma.lgsmail@gov.ab.ca](mailto:ma.lgsmail@gov.ab.ca)

**Can a municipality declare a pandemic State of Local Emergency (SOLE), create local enforceable restrictions and provide for the staged opening of businesses and facilities?**

**YES.** If a municipality determines that an emergency exists in the municipal boundaries that requires coordination or action to protect the safety, health and welfare of people, a pandemic SOLE can be declared and municipalities can then restrict travel into, out of, and within the municipality, and close municipal properties. They can also make plans for repurposing public and private facilities such as community centres or hotels to house people with COVID-19 symptoms to self-isolate. The *Emergency Management Act* does not include powers to close a business, or reduce the capacity of businesses operating in the municipality.

**Can a municipality maintain physical gathering restrictions by declaring a local pandemic SOLE under the recent amendments to the *Emergency Management Act (EMA)*?**

**NO.** If a municipality determines that an emergency exists in their boundaries that requires action to protect the safety, health and welfare of people, a SOLE can be declared; however, municipal powers are specifically identified in the *EMA* and restrictions on gatherings and social distancing are not included within those municipal powers

## Additional Resources

The Alberta Urban Municipalities Association and Rural Municipalities of Alberta continue to be a valuable resource for municipalities. A COVID-19 response hub is accessible via <https://rmaalberta.com/about/covid-19-response-hub/>.

The Federation of Canadian Municipalities also has a list of links and resources for municipalities. <https://fcm.ca/en/resources/covid-19-resources-municipalities>.

# Municipal Governance

## During the COVID-19 Pandemic

Frequently Asked Questions – December 4, 2020

On November 24, 2020, the Government of Alberta declared a State of Public Health Emergency and announced several new mandatory public health measures to protect the health system and slow the spread of COVID-19, based on recommendations from the Chief Medical Officer of Health. These measures can be reviewed on [Alberta.ca](http://Alberta.ca).

While all levels of government continue to navigate the ever-evolving COVID-19 pandemic together to bend the curve, Municipal Affairs remains committed to issuing regular updates to address frequently asked questions as well as provide new information or resources as they become available. If you would like a specific issue addressed in an upcoming update, please email your request to [ma.lgsmail@gov.ab.ca](mailto:ma.lgsmail@gov.ab.ca).

### Enhanced Status

**Is the Provincial Relaunch Status Map revisited so municipalities can be moved on and off the enhanced status list as cases in the area increase or decrease?**

**YES.** Communities can enter the enhanced category while the measures are in place and then must adhere to the more stringent public health measures to protect the health system and reduce the rising number of COVID-19 cases. Communities that are on the [enhanced status list](#) at any time on or after November 27 must keep all measures in effect until at least December 15. Municipalities should continue to monitor the status of their region [online](#) and can [sign up](#) to be notified if their region moves up to 'watch' or 'enhanced' status.

### Municipal Affairs Updates

Previous COVID-19 updates are available online at: [www.alberta.ca/municipal-government-resources.aspx](http://www.alberta.ca/municipal-government-resources.aspx)

### Council Meetings

**Can councils in both areas with high case counts (Enhanced Areas) and in areas with lower cases (Open Areas) continue meeting in public?**

**YES.** All councils may continue to meet in public if they can adhere to social distancing guidelines and ensure measures are in place to prevent the transmission of COVID-19. [The Public Meeting Procedures \(COVID-19 Suppression\) Regulation](#) also remains in effect and enables municipalities to conduct meetings electronically. While electronic meetings are encouraged as a way to ensure compliance with the public health orders regarding public gatherings, the decision on how to conduct meetings remains at the discretion of the council, committee or commission.

**Can councils located outside enhanced areas hold their meetings in a community centre?**

**YES.** To clarify information provided December 1, 2020 from Alberta Health Operations, councils **outside** of enhanced areas can still hold meetings in centres if they can adhere to social distancing guidelines. Holding council meetings in community centres within enhanced areas remains restricted at this time.

## Can the public be required to wear masks in order to attend a council meeting?

**YES.** Masks are only required to be worn for indoor public meetings in areas specified in Part 4 of [CMOH Order 38-2020](#) or in any other municipality that has a municipal face covering bylaw that requires masks to be worn in public buildings. For communities specified in [Order 38-2020](#), masks should be worn at all times during a council meeting. Where councils have elected to make masks mandatory in public spaces, the requirements are at the discretion of council and should be outlined in each individual municipal face covering bylaw.

## Can a face covering bylaw be passed so that it comes into effect upon a condition, instead of the date of passage?

**YES.** A bylaw comes into effect on the day it receives third and final reading and is signed by the chief elected official and a designated officer. A bylaw may specify a future date for the bylaw to come into effect, but it cannot apply retroactively. A bylaw may contain provisions that can "trigger" the bylaw's effective date, such as a specified number of COVID-19 cases within the municipality or the region being put into enhanced status. However, a bylaw cannot contain provisions allowing council to enact or repeal the bylaw by resolution, as this is contrary to section 191(2) of the *Municipal Government Act (MGA)*.

### Alberta Biz Connect

Alberta Biz Connect provides workplace guidance and support to businesses and non-profits. The online tool also provides sector-specific guidelines to ensure businesses can reopen safely during the COVID-19 pandemic. Businesses with questions regarding the relaunch can [email the Biz Connect team](#). Common questions are also posted [online](#).

## Public Libraries Resources

Resources are available at:  
<https://www.alberta.ca/public-library-services.aspx>

## Travel Restrictions

### Are there restrictions in place to prevent residents of communities in enhanced areas from travelling into other regions to use their municipal facilities?

**NO.** Travel within or outside of Alberta is not restricted at this time; however, non-essential travel is not recommended. The Chief Medical Officer of Health encourages municipalities to take measures to limit access to municipal facilities by teams and groups from outside their areas.

## Elections

### With the restrictions for areas with enhanced measures and the 2021 election nomination period beginning January 1, 2021, are candidates able to submit their nominations while still adhering to the social distancing requirements?

**YES.** Section 28 of the *Local Authorities Election Act (LAEA)* states that "nominations shall be submitted at the local jurisdiction office at any time during the nomination period". Ultimately, it is the responsibility of the candidate to ensure their nomination requirements are complete in all aspects, including the inclusion of a deposit if a municipality has a bylaw requiring deposits. In addition to being delivered in person, the specific requirement of section 28 to submit nomination forms can be met by having forms mailed or delivered by courier. This could pose a risk for delivery guarantee that the candidate should be aware of as it is the responsibility of the candidate to meet the requirements of the *LAEA* and have information submitted to the local jurisdiction office by the deadline on nomination day.



## Municipal Operations

### Can our municipal administrative offices and other public buildings where we provide public and essential services remain open?

**YES.** Unless they are explicitly listed in Appendix A of [Order 39](#), there are no restrictions in place. Municipalities must follow the [Guidance for Office Buildings](#) and [General Relaunch Guidance](#). Within the enhanced areas, workers must wear a mask unless working alone in an office or an appropriate barrier is in place. Closing municipal offices and public buildings to protect the health and welfare of employees and the public, or for staffing and financial reasons remains at the discretion of individual municipalities.

### Many municipal facilities have recreation centres, fitness centres, libraries and meeting space all under one roof. Do the stronger health measures impact capacity in these multi-use facilities?

**YES.** In buildings (e.g., rec centres) that house multiple uses, the municipality must ensure a process to limit total occupancy to 25 per cent of the fire code limit for that location and ensure the number of attendees does not exceed this number. Individual venues within the larger facility must also follow the applicable restrictions. These guidelines also apply to local businesses operating within larger buildings such as business centres and malls. In communities under an enhanced status, some businesses will be restricted to appointment only and must follow all public health guidance in place. Individual operators should review [Order 39](#), Appendix A, and the [overview](#) of enhanced restrictions to determine the operating restrictions for each venue.

### Is there guidance documentation available for municipalities and local businesses regarding reduced capacity and occupancy loads, as well as approximating restricted capacity?

**YES.** Information has been posted [online](#), including additional information on how to approximate restricted capacity if municipalities are unsure of current occupant loads, or have been unable to locate them.

### Are municipal outdoor rinks permitted to remain open at this time?

**YES.** Skating is permitted with members from individual households if physical distancing is maintained at all times. If a group of people attend a rink together to skate, this is a social gathering, therefore, groups cannot be more than ten people unless from the same household. Games like shinny or pick up hockey should not occur.



### Are there any uses for which community centres in enhanced areas can remain open?

**YES.** Community centres in enhanced areas can remain open to the public if they are being used to provide health care services or child care services, shelter vulnerable persons, for election purposes and related activities, to undertake jury selections, for indoor markets, or as a place of worship.

## Additional Resources

The Alberta Urban Municipalities Association (AUMA) and Rural Municipalities of Alberta (RMA) continue to be a valuable resource for municipalities.

RMA's COVID-19 response hub is available at: <https://rmalberta.com/about/covid-19-response-hub/>

AUMA's updated guide is available at: <https://auma.ca/covid19>

The Federation of Canadian Municipalities also has a list of links and resources for municipalities available at: <https://fcm.ca/en/resources/covid-19-resources-municipalities>