



MACKENZIE COUNTY

# REGULAR COUNCIL MEETING

**JANUARY 12, 2021  
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, January 12, 2021  
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 December 8, 2020 Regular Council Meeting	7
		b) Minutes of the December 16, 2020 Budget Council Meeting	19
		c) Business Arising out of the Minutes	
<b>DELEGATIONS:</b>	4.	a) O2 Planning and Design – Municipal Development Plan, Land Use Bylaw, and Fort Vermilion Area Redevelopment Plan Project Update (11:15 a.m.)	29
		b)	
		c)	
<b>TENDERS:</b>		Tender openings are scheduled for 11:00 a.m.	
	5.	a) Agricultural Land Lease Proposal for SW 6-109- 19-W5	43
<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 December 2020	45
		b) Disaster Recovery Update – 2020 Overland Flood	65
<b>AGRICULTURE</b>	8.	a)	

**SERVICES:**

b)

**COMMUNITY  
SERVICES:**

- |    |    |  |    |
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| 9. | a) | Policy EMR004 Level of Fire Service  | 69 |
|    | b) | Policy UT003 Solid Waste Transfer Station<br>Collection of Refuse                | 77 |
|    | c) | Appointment of La Crete Fire Chief and Deputy<br>Fire Chief                      | 85 |
|    | d) | Alberta Recreation & Parks Association – Alberta<br>Regional Recreation Meetings | 91 |

e)

f)

**FINANCE:**

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| 10. | a) | Bistcho Lake Cabin Tax Assessments                       | 95  |
|     | b) | Land Purchase Outstanding Taxes - Tax Roll #<br>075317   | 99  |
|     | c) | Expense Claims – Councillors                             | 101 |
|     | d) | Expense Claims – Members at Large                        | 103 |
|     | e) | Cheque Registers – December 7, 2020 – January<br>8, 2021 | 105 |

f)

g)

**OPERATIONS:**

11.

a)

b)

**UTILITIES:**

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| 12. | a) | La Crete Utility Servicing Plan & La Crete<br>Sanitary Sewer Expansion – Request for<br>Additional Funds | 107 |
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b)

**PLANNING &  
DEVELOPMENT:**

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| 13. | a) | Bylaw 1208-21 Land Use Bylaw Amendment to<br>Rezone Part of SE 33-105-15-W5M from<br>Agricultural “A” to Direct Control 2 “DC2” | 111 |
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	b)	Bylaw 1209-21 Municipal Reserve Closure of Plan 082 6817, Block 3, Lots 11MR & 12MR	123
	c)	Bylaw 1210-21 Road Closure within Plan 082 6817	133
	d)	Land Sale of Closed Road Allowance to Fort Vermilion School Division	143
	e)	Partial Utility Right of Way Closure (La Crete)	151
	f)	Development Statistics Report – January to December 2020	155
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<b>ADMINISTRATION:</b>	14.	a) Rural Municipalities of Alberta – Board Governance Review Member Survey	163
		b) Meeting with Minister of Municipal Affairs – Rural Municipalities of Alberta (RMA) Spring 2021	171
		c) Growing the North Conference – Sponsorship Opportunities	175
		d) Emergency Flood Protection	179
		e) Caribou Update (standing item)	
		f)	
		g)	
<b>COUNCIL COMMITTEE REPORTS:</b>	15.	a) Council Committee Reports (verbal)	
		b)	
<b>INFORMATION / CORRESPONDENCE:</b>	16.	a) Information/Correspondence	183
<b>CLOSED MEETING:</b>		<i>Freedom of Information and Protection of Privacy Act Division 2, Part 1 Exceptions to Disclosure</i>	
	17.	a) Town of High Level Regional Service Sharing Agreement (s. 21, 24, 25)	

b) Sanling Energy Ltd. – Tax Agreement (s. 24, 25, 27)

c)

**NOTICE OF MOTION:** 18. a)

**NEXT MEETING DATES:** 19. a)

Committee of the Whole Meeting  
January 26, 2021  
10:00 a.m.  
Fort Vermilion Council Chambers

b) Regular Council Meeting  
January 27, 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>January 12, 2021</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 8, 2020 Regular Council Meeting</b>

**BACKGROUND / PROPOSAL:**

Minutes of the December 8, 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 December 8, 2020 Regular Council Meeting be adopted as presented.

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



**MACKENZIE COUNTY  
REGULAR COUNCIL MEETING**

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

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

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

**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 (virtual)  
Jennifer Batt Director of Finance  
Byron Peters Director of Planning and Development  
Caitlin Smith Manager of Planning and Development  
Willie Schmidt Fleet Maintenance Manager (virtual)

**ALSO PRESENT:** Members of the public  
Dave Conway, BC Hydro, Site C – Community Relations  
Micheal McArthur, BC Hydro, Site C – Sr. Environmental Coordinator  
Kelvin Ketchum, BC Hydro, Site C – Operations Planning

Minutes of the Regular Council meeting for Mackenzie County held on December 8, 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 20-12-749**      **MOVED** by Councillor Braun

That the agenda be approved with the following additions:

- 14. d) Legal
- 14. e) Insurance

**CARRIED**

**ADOPTION OF PREVIOUS MINUTES:**      **3. a) Minutes of the November 25, 2020 Regular Council Meeting**

**MOTION 20-12-750**      **MOVED** by Councillor Wardley

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

**CARRIED**

**ADOPTION OF PREVIOUS MINUTES:**      **3. b) Minutes of the December 2, 2020 Budget Council Meeting**

**MOTION 20-12-751**      **MOVED** by Councillor Cardinal

That the minutes of the December 2, 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) Long Service Award Presentations**

Presentation of 2020 employee long service awards.

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

**GENERAL REPORTS:**      **7. a) CAO & Director Reports for November 2020**

**MOTION 20-12-752**      **MOVED** by Councillor A. Peters

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

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**CARRIED**

**AGRICULTURE  
SERVICES:**

**8. a) None**

**COMMUNITY  
SERVICES:**

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

**MOTION 20-12-753**

**MOVED** by Councillor Braun

That the waste transfer station caretaker insurance be TABLED for more information.

**CARRIED**

Reeve Knelsen recessed the meeting at 10:56 a.m. and reconvened the meeting at 11:04 a.m.

**DELEGATIONS:**

**4. b) BC Hydro – Site C Clean Energy Project**

Presentation by BC Hydro on the Site C Clean Energy Project.

Reeve Knelsen recessed the meeting at 12:01 p.m. and reconvened the meeting at 12:31 p.m. with all members present with the exception of Councillor Driedger.

**MOTION 20-12-754**

**MOVED** by Councillor Wardley

That administration gather information regarding the river flows and water temperature on the Peace River within the Mackenzie County boundary.

**CARRIED**

**TENDERS:**

**5. a) Agricultural Land Development & Lease Proposal for  
NW 6 & SW 7-109-19-W5**

**MOTION 20-12-755**

**MOVED** by Councillor Bateman

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

**CARRIED**

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Proposals Received:

Dave Fehr	\$0.00
Willie Dyck	\$0.00
Frank Penner & David Fehr	\$0.00

Councillor Driedger rejoined the meeting at 12:59 p.m.

**MOTION 20-12-756**      **MOVED** by Councillor Bateman

That the Agricultural Land Development & Lease be re-advertised with additional requirements.

**CARRIED**

**COMMUNITY SERVICES:**

**9. b) River Search & Rescue Access Plan – Atlas & Tompkins Landing Boat Launch– Request for Additional Funds**

**MOTION 20-12-757**  
Requires 2/3

**MOVED** by Councillor Cardinal

That the River Search & Rescue Access Plan - Atlas & Tompkins Landing Boat Launch be TABLED.

**CARRIED**

**COMMUNITY SERVICES:**

**9. c) Zama Recreation Society – Funding Transfer Request**

**MOTION 20-12-758**

**MOVED** by Councillor Braun

That funds in the amount of \$4,203 from the Re-shingle Hall Project Grants to Other Organization funding be re-allocated to a new project, Zama Ice Machine, as requested by the Zama Recreation Society.

**CARRIED**

**COMMUNITY SERVICES:**

**9. d) Appointment of Fort Vermilion Fire Chief and Deputy Fire Chief**

**MOTION 20-12-759**

**MOVED** by Councillor Wardley

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

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**CARRIED**

**MOTION 20-12-760**      **MOVED** by Councillor Jorgensen

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

**CARRIED**

**FINANCE:**                      **10. a) Municipal Stimulus Program (MSP) Grant Approval**

**MOTION 20-12-761**      **MOVED** by Deputy Reeve Sarapuk  
Requires 2/3

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.

**CARRIED**

**MOTION 20-12-762**      **MOVED** by Councillor Bateman  
Requires 2/3

That the 2020 Flood Mitigation – Phase 1 & 2 project be reduced by \$900,000 with funding being returned to the General Capital Reserve.

**CARRIED**

**FINANCE:**                      **10. b) Alberta Municipal Water/Wastewater Partnership (AMWWP) Grant Approval – La Crete Well No 4**

**MOTION 20-12-763**      **MOVED** by Councillor Bateman  
Requires 2/3

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.

**CARRIED**

**FINANCE:**                      **10. c) Cheque Registers – November 20 – December 4, 2020**

**MOTION 20-12-764**      **MOVED** by Councillor Jorgensen

That the cheque registers from November 20 – December 4, 2020

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be received for information.

**CARRIED**

Reeve Knelsen recessed the meeting at 1:36 p.m. and reconvened the meeting at 1:50 p.m.

**OPERATIONS: 11. a) None**

**UTILITIES: 12. a) None**

**PLANNING AND DEVELOPMENT: 13. a) Universal Broadband Fund**

**MOTION 20-12-765 MOVED** by Councillor Wardley

That Mackenzie County provides letters of support for local telecommunication providers to apply for funding through the Universal Broadband Fund.

**CARRIED**

**ADMINISTRATION: 14. a) Bylaw 1206-20 Election Bylaw**

**MOTION 20-12-766 MOVED** by Councillor Wardley

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

**CARRIED**

**MOTION 20-12-767 MOVED** by Councillor Cardinal

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

**CARRIED**

**MOTION 20-12-768 MOVED** by Deputy Reeve Sarapuk  
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.

**CARRIED UNANIMOUSLY**

**MOTION 20-12-769 MOVED** by Councillor Braun

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

**CARRIED**

**MOTION 20-12-770** **MOVED** by Deputy Reeve Sarapuk

That Caitlin Smith be appointed as the Substitute Returning Officer for the 2021 general election.

**CARRIED**

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

**MOTION 20-12-771** **MOVED** by Councillor E. Peters

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.

**CARRIED**

**ADMINISTRATION:** **14. c) Caribou Update**

**MOTION 20-12-772** **MOVED** by Deputy Reeve Sarapuk

That the caribou update be received for information.

**CARRIED**

**ADMINISTRATION:** **14. d) Legal (ADDITION)**

**MOTION 20-12-773** **MOVED** by Councillor Wardley  
Requires Unanimous

That administration request a legal summary and bring it back to Council.

**CARRIED UNANIMOUSLY**

**ADMINISTRATION:** **14. e) Insurance (ADDITION)**

**MOTION 20-12-774** **MOVED** by Councillor Wardley  
Requires Unanimous

That administration request an insurance summary and bring it

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back to Council.

**CARRIED UNANIMOUSLY**

**COUNCIL  
COMMITTEE  
REPORTS:**

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

**MOTION 20-12-775**

**MOVED** by Deputy Reeve Sarapuk

That the Council committee reports be received for information.

**CARRIED**

**COUNCIL  
COMMITTEE  
REPORTS:**

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

**MOTION 20-12-776**

**MOVED** by Councillor Cardinal

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.

**CARRIED**

**INFORMATION /  
CORRESPONDENCE:**

**16. a) Information/Correspondence**

**MOTION 20-12-777**

**MOVED** by Deputy Reeve Sarapuk

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

**CARRIED**

Reeve Knelsen recessed the meeting at 2:35 p.m. and reconvened the meeting at 2:46 p.m.

**CLOSED MEETING:**

**17. Closed Meeting**

**MOTION 20-12-778**

**MOVED** by Deputy Reeve Sarapuk

That Council move into a closed meeting at 2:47 p.m. to discuss the following:

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17. a) Best Buy Homes Proposal (*FOIP, Div. 2, Part 1, s. 24*)
- b) Fort Vermilion Community Library Society (*FOIP, Div. 2, Part 1, s. 17, 21*)
- c) Town of High Level Regional Service Sharing Agreement (*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
- Fred Wiebe, Director of Utilities
- Don Roberts, Director of Community Services
- Jennifer Batt, Director of Finance
- Byron Peters, Director of Planning & Development
- Caitlin Smith, Manager of Planning & Development
- Willie Schmidt, Fleet Maintenance Manager

**MOTION 20-12-779**      **MOVED** by Councillor A. Peters

That Council move out of a closed meeting at 3:56 p.m.

**CARRIED**

**CLOSED MEETING:**      **17. a) Best Buy Homes Proposal**

**MOTION 20-12-780**      **MOVED** by Councillor Cardinal

That the Best Buy Homes proposal be received for information.

**CARRIED**

**CLOSED MEETING:**      **17. b) Fort Vermilion Community Library Society**

**MOTION 20-12-781**      **MOVED** by Councillor Wardley

That the Fort Vermilion Community Library Society discussion be received for information.

**CARRIED**

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

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### Agreement

**MOTION 20-12-782**      **MOVED** by Councillor Driedger

That the negotiating committee proceed with the Town of High Level Regional Service Sharing Agreement negotiations as discussed.

**CARRIED**

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

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

Regular Council Meeting  
January 12, 2021  
10:00 a.m.  
Fort Vermilion Council Chambers

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

**MOTION 20-12-783**      **MOVED** by Councillor Braun

That the Council meeting be adjourned at 3:59 p.m.

**CARRIED**

These minutes will be presented to Council for approval on January 12, 2021.

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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>January 12, 2021</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 16, 2020 Budget Council Meeting</b>

## **BACKGROUND / PROPOSAL:**

Minutes of the December 16, 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 16, 2020 Budget Council Meeting be adopted as presented.

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

**MACKENZIE COUNTY  
BUDGET COUNCIL MEETING**

**December 16, 2020  
10:00 a.m.**

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

**PRESENT:**

Josh Knelsen	Reeve
Walter Sarapuk	Deputy Reeve
Jacque Bateman	Councillor (virtual)
Peter F. Braun	Councillor (virtual)
Cameron Cardinal	Councillor (virtual, joined the meeting in person at 12:40 p.m.)
David Driedger	Councillor
Eric Jorgensen	Councillor (virtual)
Anthony Peters	Councillor
Ernest Peters	Councillor
Lisa Wardley	Councillor (virtual)

**REGRETS:**

**ADMINISTRATION:**

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 (virtual)
Fred Wiebe	Director of Utilities (virtual)
Grant Smith	Agricultural Fieldman
Willie Schmidt	Fleet Maintenance Manager (virtual)
Caitlin Smith	Manager of Planning & Development (virtual)

**ALSO PRESENT:**

Corey Keith, Keith and Associates (virtual)  
Trevor Pizzey, President, anCeres Processing Solutions (virtual)  
Amanda Schutz, Creative Director, Curio Studios (virtual)  
Andrew O'Rourke, General Manager, Regional Economic Development Initiative (REDI) (virtual)

Minutes of the Budget Council meeting for Mackenzie County held on December 16, 2020 in the Council Chambers at the Fort Vermilion County Office.

**CALL TO ORDER:**

**1. a) Call to Order**

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

**AGENDA:**

**2. a) Adoption of Agenda**

**MOTION 20-12-794**

**MOVED** by Councillor Braun

That the agenda be approved with the following additions:  
10.e) Minimum Tax Bylaw

**CARRIED**

**MINUTES FROM  
PREVIOUS MEETING:**

**3. a) Minutes of the December 9, 2020 Budget Council Meeting**

**MOTION 20-12-795**

**MOVED** by Councillor Driedger

That the minutes of the December 9, 2020 Budget Council Meeting be adopted as presented.

**CARRIED**

**DELEGATIONS:**

**4. a) CARES Project – Mackenzie Regional Agricultural Investment Attraction Plan Progress**

**MOTION 20-12-796**

**MOVED** by Councillor Jorgensen

That the CARES project (Mackenzie Regional Agricultural Investment Attraction Plan) update be received for information.

**CARRIED**

**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. e) Minimum Tax Bylaw (ADDITION)**

**MOTION 20-12-797**

**MOVED** by Deputy Reeve Sarapuk

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Requires Unanimous

That administration bring back the agricultural lease tax rolls annually for Council review.

**DEFEATED**

Reeve Knelsen recessed the meeting at 11:24 a.m. and reconvened the meeting at 11:48 a.m.

Reeve Knelsen recessed the meeting at 12:17 p.m. and reconvened the meeting at 12:45 p.m.

Councillor Cardinal joined the meeting in person at 12:40 p.m.

**MOTION 20-12-798**  
Requires 2/3

**MOVED** by Councillor Jorgensen

That a minimum farm tax be set at \$50.00 for grazing leases.

**CARRIED**

**MOTION 20-12-799**  
Requires Unanimous

**MOVED** by Councillor Cardinal

That the County lobby the provincial government (Red Tape Reduction) to consolidate grazing leases into a single tax roll to assist the province and the municipality to reduce red tape.

**CARRIED UNANIMOUSLY**

**FINANCE:**

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

**MOTION 20-12-800**  
Requires 2/3

**MOVED** by Councillor A. Peters

That second reading be given to Bylaw 1194-20 being the Fee Schedule for Mackenzie County as AMENDED.

**CARRIED**

**MOTION 20-12-801**  
Requires 2/3

**MOVED** by Councillor Cardinal

That third and final reading be given to Bylaw 1194-20 being the Fee Schedule for Mackenzie County.

**CARRIED**

**MOTION 20-12-802**

**MOVED** by Councillor Cardinal

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That administration develop a Policy for the reporting of fuel flowage charges at airports.

**CARRIED**

**FINANCE:**

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

**MOTION 20-12-803**  
 Requires 2/3

**MOVED** by Councillor Bateman

That the Beaver First Nation – Investing in Canada Infrastructure Program be received for information.

**CARRIED**

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

**FINANCE:**

**10. c) Review 2020 Carry Forward and 2021 Capital Projects**

**MOTION 20-12-804**  
 Requires 2/3

**MOVED** by Deputy Reeve Sarapuk

That the 2021 Capital Budget be approved with the following funding sources:

<b>Funding Source</b>	<b>Funding</b>
<i>Gas Tax Fund</i>	\$705,000
<i>Municipal Sustainability Initiative (MSI)</i>	\$2,329,500
<i>Other Sources</i>	\$52,000
<i>General Capital Reserve</i>	\$76,700
<i>Road Reserve</i>	\$260,000
<i>Municipal Reserve</i>	\$55,955
<i>Recreation Reserve</i>	\$0
	<b>\$3,479,155</b>

**CARRIED**

**MOTION 20-12-805**

**MOVED** by Councillor Wardley

That administration request that the province waive/reimburse fees associated with the River Search & Rescue Access Plan approvals.

**CARRIED**

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**MOTION 20-12-806**  
Requires 2/3

**MOVED** by Deputy Reeve Sarapuk

That administration investigate implementing a Local Improvement on the 101 Avenue Asphalt project in the Hamlet of La Crete.

**CARRIED**

**MOTION 20-12-807**  
Requires 2/3

**MOVED** by Councillor Wardley

That the 2020 carry forward capital projects be incorporated into the 2021 Capital Budget.

**CARRIED**

**FINANCE:**

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

**MOTION 20-12-808**  
Requires 2/3

**MOVED** by Councillor Braun

That the 2021 Operating Budget be approved, including Tracking Sheet changes #5, and that the deficit in the amount of \$326,465, be funded from General Operating Reserve Surplus and that administration bring forward a policy review at each Committee of the Whole Meeting.

**CARRIED**

**OPERATIONS:**

**11. a) None**

**UTILITIES:**

**12. a) None**

**PLANNING &  
DEVELOPMENT:**

**13. a) None**

**ADMINISTRATION:**

**14. a) None**

**COUNCIL COMMITTEE  
REPORTS:**

**15. a) None**

**INFORMATION/  
CORRESPONDENCE:**

**16. a) None**

Reeve Knelsen recessed the meeting at 4:08 p.m. and reconvened the meeting at 4:28 p.m.

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

**CLOSED MEETING: 17. a) Closed Meeting**

**MOTION 20-12-809 MOVED** by Councillor Driedger

That Council move into a closed meeting to discuss the Town of High Level Regional Service Sharing Agreement at 4:28 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
- 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
- Willie Schmidt, Fleet Maintenance Manager

**MOTION 20-12-810 MOVED** by Councillor Jorgensen

That Council move out of a closed meeting at 5:34 p.m.

**CARRIED**

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

**MOTION 20-12-811 MOVED** by Councillor Driedger

That Mackenzie County proceed with the Town of High Level Regional Service Sharing Agreement negotiations as discussed.

**CARRIED**

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

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

Regular Council Meeting  
January 12, 2021  
10:00 a.m.

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

Fort Vermilion Council Chambers

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

**MOTION 20-12-812**        **MOVED** by Councillor Jorgensen

That the Budget Council meeting be adjourned at 5:37 p.m.

**CARRIED**

These minutes will be presented to Council for approval on January 12, 2021.

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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>January 12, 2021</b>
<b>Presented By:</b>	<b>Caitlin Smith, Manager of Planning &amp; Development</b>
<b>Title:</b>	<b>DELEGATION O2 Planning and Design – Municipal Development Plan, Land Use Bylaw, and Fort Vermilion Area Redevelopment Plan Project Update</b>

## **BACKGROUND / PROPOSAL:**

O2 Planning and Design's Adam Harrison will be presenting an update and proposed project timeline for the Municipal Development Plan, Land Use Bylaw, and Fort Vermilion Area Redevelopment Plan project.

A copy of their presentation is attached.

## **OPTIONS & BENEFITS:**

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

## **SUSTAINABILITY PLAN:**

## **COMMUNICATION / PUBLIC PARTICIPATION:**

## **POLICY REFERENCES:**

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

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the Municipal Development Plan, Land Use Bylaw, and Fort Vermilion Area Redevelopment Plan project update be received for information.

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



## Municipal Development Plan, Land Use Bylaw, & Fort Vermilion ARP Project Update

January 12, 2021

## Agenda

O2

### Here today to provide an update:

1. Ongoing Work
2. Updated Schedule
3. Background Work
4. Public Engagement #1
5. MDP and LUB Directions
6. Next Steps

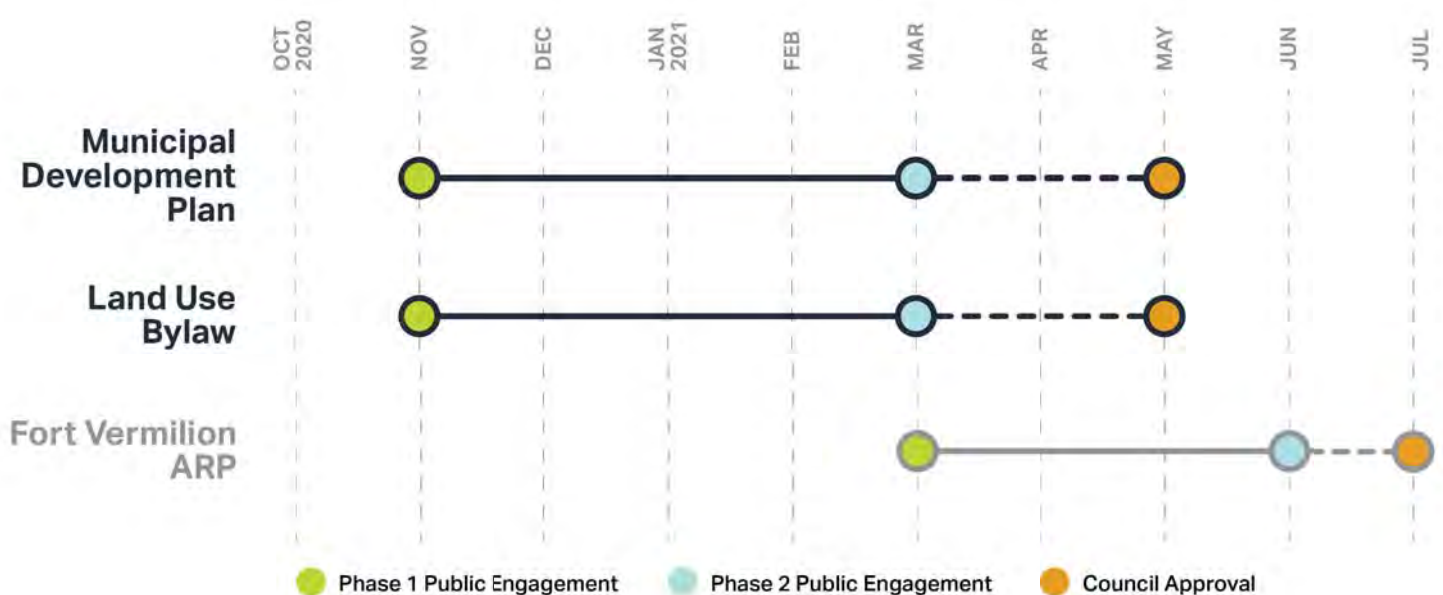
# What We've Been Up To

O2

- Reviewed existing MDP, LUB, ASPs, and other relevant policies and strategies
- Preliminary directions and 'pillars' for the MDP and LUB
- Public Engagement #1
  - Website
  - Survey
  - Stakeholder discussions
  - County Staff
  - MPC
- Commenced drafting MDP

# Schedule Update

O2

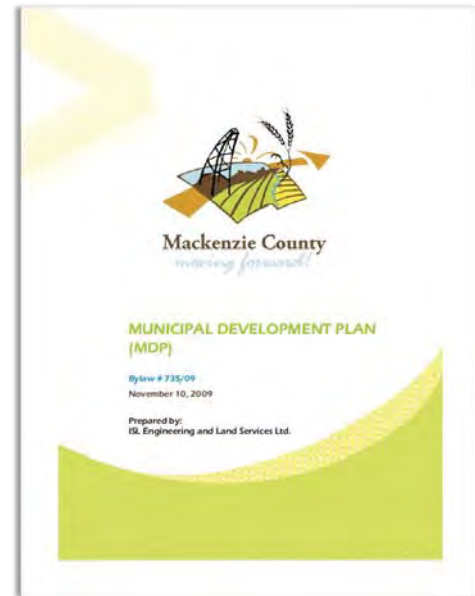




# Background Review

O2

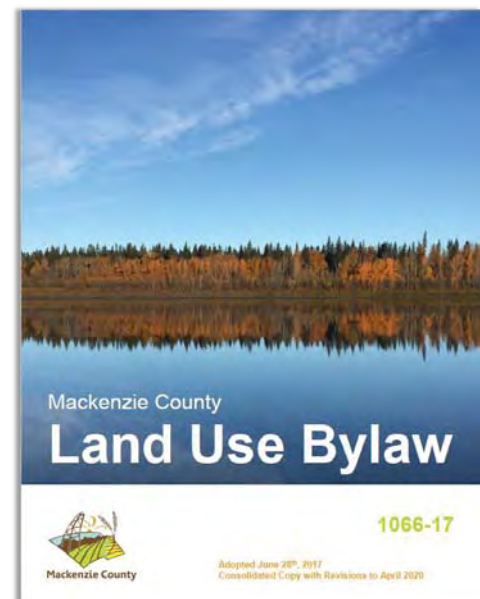
- The County has changed since 2009.
- The Economy has changed since 2009.
- Land Use Management and Growth Management Planning have changed.
- The current MDP is primarily a land use tool
  - We suspect that it can (and should) do more
- The current LUB consists of 35 distinct land use districts
  - We suspect that it can be more streamlined and user-friendly (for all)



# Background Review

O2

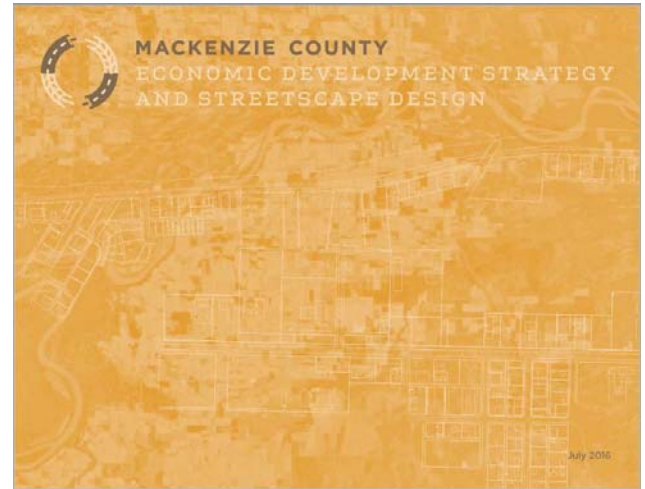
- Since 2009, a number of statutory plans have been adopted, which will be considered in the development of the new MDP and LUB
- Some of these plans will need to be amended to meet current needs and conform to updates
  - High Level IDP (2009)
  - Footner Lake Industrial ASP (2013)
  - Mackenzie Highway ASP (2013)
  - Fort Vermilion ASP (2013)
  - Fort Vermilion Industrial ASP (2013)
  - La Crete ASP (2013)
  - Zama City ASP (2013)



# Background Review

O2

- A number of other strategies and plans will also be considered and incorporated into the new MDP and LUB
  - Community Sustainability Plan (2010)
  - Rural Development Standards (2015)
  - Economic Development Strategy (2016)
  - Streetscape Design Plans for La Crete and Fort Vermilion (2016)
  - La Crete Industrial Growth Strategy (2020)
  - Floodplain Building Restrictions (2020)
  - Urban Development Standards (2020)



# Background Review

O2

- Key Gaps and Opportunities:
  - Distinct vision for the future of Mackenzie County that is consistent across MDP, LUB, and ASPs/ARPs
  - Stronger guidance on where and how to grow
  - Guidance outside of traditional land use management
    - Tourism
    - Economic Development
    - Community Development
  - Response to natural disasters
  - Updated mapping that also includes agricultural land management and flood hazard
  - Streamlining Land Use Bylaw

# Background Review

O2

## Key Themes for the MDP and LUB:

1. Supporting Agriculture
2. Growing our Communities
3. Responding to a Changing Environment
4. Expanding the Economy and Industry

# Public Engagement #1: Process

O2

## Purpose:

- Project Introduction and Visioning
- Raise awareness among residents and stakeholder groups
- Share the key themes/foundational pillars
- Listen and learn

## Actions:

- Project Website
- On-line and print surveys
- Stakeholder calls
- County Staff Workshop
- Municipal Planning Committee Workshop

# Public Engagement #1: Survey

O2

- Survey open for 14 days
- **66** total respondents
- Covered a range of questions:
  - Resident perceptions of the County
  - Opinion of current MDP vision
  - Thoughts on new priorities
  - Hopes for the future
- 44% of total respondents from La Crete
- 24% of total respondents from Fort Vermilion
- No respondents from Zama City



# Public Engagement #1: Survey

O2

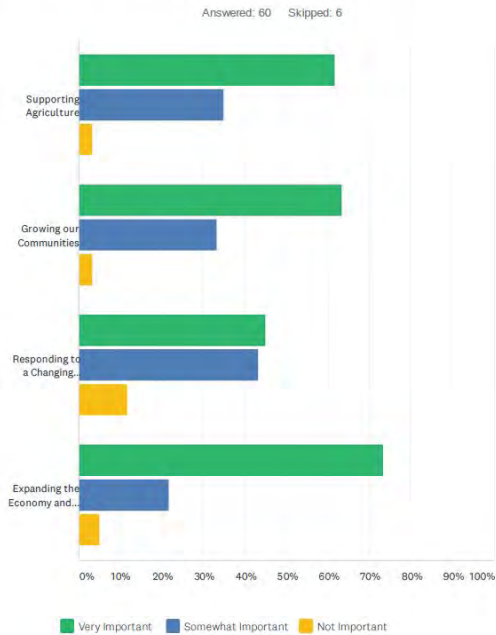
## Key Takeaways:

- People love living in Mackenzie County and want to stay.
- A lack of housing supply (particularly affordable accommodation), as well as community amenities were identified as needs.
- Jobs, housing, and amenities are essential to keep young people in the County (or to bring them back).
- Tensions between the communities/ regions of the County was also noted.

# Public Engagement #1: Survey



Q3 How important are these pillars to you in guiding the growth of Mackenzie County?



## We're on the Right Track

Residents also love the County's Nature and Landscapes.

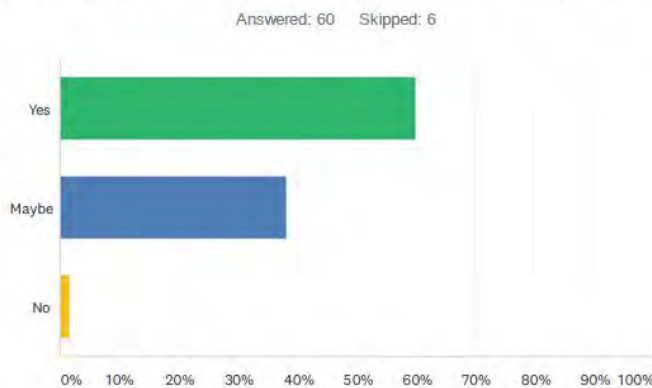
People love their close-knit communities and way of life.

People want more unity within the County, and measured growth that brings more opportunities and amenities

# Public Engagement #1: Survey



Q6 Do you see yourself living in Mackenzie County in 10 years?



ANSWER CHOICES	RESPONSES	
Yes	60.00%	36
Maybe	38.33%	23
No	1.67%	1
TOTAL		60



# Public Engagement #1: Stakeholders

O2

## Over 20 Groups or Individuals

- Contact with 8 of 20 successful
- 1<sup>st</sup> of multiple conversations
- In general:
  - Groups were interested to see themselves/their interests reflected in the MDP
  - Community growth is important (businesses, amenities, main streets)
  - Diverse economic opportunities are needed
  - Need to keep/bring young people back to the County

# Public Engagement #1: Staff Workshop

O2

## Key Themes and Takeaways:

- MDP should include direction and guidance for more than just land use.
- Need to responsibly manage and direct County utilities and resources to support growth.
- Better define and map agricultural expansion areas.
- Plan for rural residential development (increasing friction b/w agricultural uses).
- Need for strict development policies around flood and fire hazard
- Better regulations for higher-density residential development

# Public Engagement #1: MPC Workshop

O2

## Key Themes and Takeaways:

- Need better education and employment opportunities, as well as amenities to keep young people in the County.
- Need to promote tourism - both for County residents as well as visitors.
- Manufacturing and processing of resources should occur in the County
  - Consider incentives for business/industry
- Support for 4 key themes/pillars.
- Support for identifying areas for intensive farming/livestock use and areas where there is no limit on acreage ¼ sections (balance).

# Municipal Development Plan Directions

O2

1. Use the 4 Key Themes to Guide the work
2. Use County resources wisely - grow in the right places
3. Expand the scope of the MDP
4. Protect important natural resources and spaces
5. Recognize unique communities, while planning collectively

# Land Use Bylaw Directions

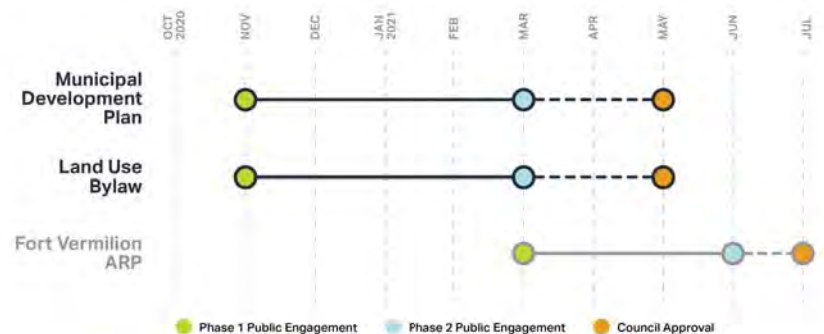
O2

1. Streamline and modernize
2. Strict development policies for flood and fire hazards
3. Consistent with MDP to promote growth in the right places
4. Provide for more housing choice and support affordability
5. Improved mapping that provides consistency

## Next Steps

O2

- Continue to translate what we heard into the MDP and LUB work
- MDP and LUB writing
- Engagement #2 in late winter/early spring
  - Draft documents
  - Follow-up discussions and workshops
- Commence Fort Vermilion ARP







**Questions?**

**Discussion?**





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>January 21, 2021</b>
<b>Presented By:</b>	<b>Grant Smith, Agricultural Fieldman</b>
<b>Title:</b>	<b>TENDERS Agricultural Land Lease Proposal for SW 6-109-19-W5</b>

## **BACKGROUND / PROPOSAL:**

Request for proposals were put out for a Agricultural Land Lease for SW 6-109-19-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 January 11, 2021 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.

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

**POLICY REFERENCES:**

N/A

**RECOMMENDED ACTION:**

Motion 1

Simple Majority       Requires 2/3       Requires Unanimous

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

Motion 2

Simple Majority       Requires 2/3       Requires Unanimous

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

Motion 3

Simple Majority       Requires 2/3       Requires Unanimous

That the Agricultural Land Lease for & SW 6-109-19-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>January 12, 2021</b>
<b>Presented By:</b>	<b>Len Racher, Chief Administrative Officer</b>
<b>Title:</b>	<b>CAO &amp; Director Reports for December 2020</b>

**BACKGROUND / PROPOSAL:**

The CAO and Director reports for December 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 December 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
Dec.1/20	RSSA High Level 5:30pm
Dec.2	8:30am meet with William Martens, 10am Council Budget meeting
Dec.3	Budget staff meeting
Dec.4	Edo/cao round table session
Dec.8	Council meeting
Dec.9	Council Budget meeting
Dec.10	ASB meeting
Dec.11	Vacation to Jan 1/21

Respectfully,

Len Racher  
Chief Administrative Officer

## **REPORT TO THE CAO**

For the Month of December, 2020

From: Carol Gabriel, Deputy Chief Administrative Officer  
(Legislative & Support Services)  
Acting CAO – December 14, 2020 – January 1, 2021

### **Meetings Attended**

- 2020-12-01 Town of High Level Regional Service Sharing Agreement negotiating committee meeting.
- 2020-12-02 Budget Council meeting
- 2020-12-08 Regular Council Meeting
- 2020-12-09 Meeting with the RCMP regarding enhanced positions.
- 2020-12-09 Budget Council meeting
- 2020-12-10 Town of High Level Regional Service Sharing Agreement negotiating committee meeting
- 2020-12-16 Budget Council Meeting
- 2020-12-17 Teleconference with Minister Allard regarding the disaster recovery mitigation plan.
- 2020-12-22 Meeting with Deputy Minister Wynnk regarding disaster recovery mitigation follow-up.
- 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.
- Regional service sharing agreement meetings and amendments.

### **Appeal Boards**

- No active appeals.
- Ongoing legal matter related to the Agricultural Appeal Board.
- Scheduling training for recertification of Assessment Review Board members.

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

- The Fee Schedule Bylaw was presented for second and third reading at the December 16, 2020 Budget Council meeting.
- The Elections Bylaw was presented for all three readings at the December 8, 2020 Regular Council meeting.
- Developing a policy review schedule.

### **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.



- Met with S/Sgt. Gilbert and Cpl. Brown to discuss Will White's replacement as the School Resource Officer.

### **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.
- An Emergency Advisory Committee meeting has been scheduled for February 22, 2021.

### **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:**

- Some updates have been made to the website to provide information to potential candidates.
- Nomination period opened on January 1, 2021 and closes at noon on Monday, September 20, 2021
- Amendments to the Elections Bylaw were approved by Council on December 8, 2020.



### **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.

## MONTHLY REPORT TO THE CAO

For the Month of December 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	Completed regular maintenance of water distribution and wastewater collection systems.

### Capital Projects

Projects	Timeline	Comments
FV-Frozen Water Service Repairs	Nov/21	Unfortunately we did not get opportunity to repair these remaining services in 2020 and plan to complete in 2021 depending on outcome of mitigation for Fort Vermilion.
Potable Water Supply North of the Peace River	May/21	Provincial Administration 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	May/21	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 in November 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	Jan/21	Report is complete. Currently working on creating off-site levy bylaw.
LC – Well #4	Nov/21	Approved for funding under AMWWP. Will engage consultant to design and tender project.
LC – North Sanitary Trunk Sewer	Jan/21	Report is complete. Currently working on creating off-site levy bylaw.

ZA – Sewage Forcemain	Nov/21	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	Nov/21	Working on change of project scope to get project closer to budgeted estimate.
ZA- Lift Station Upgrades	Nov/21	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 in spring.

**Personnel Update:**

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**Other Comments:**

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Respectfully submitted,

Fred Wiebe  
 Director of Utilities  
 Mackenzie County

## Monthly Report to the CAO

For the month of December, 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 & Offsite Levies	IMPs complete Levies to be completed by Q2 2021	Review complete. Initial discussion was held with council on November 25 <sup>th</sup> . Offsite levy bylaw and public engagement planned for early 2021.
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	To be completed end of January 2021	CARES grant project is well underway. Keith & Associates completing most work on our behalf. A&W Consulting to complete the rest of the project. Developing strategy to complete the next steps of the ec. dev strategy.
Streetscape	Ongoing	Have not had any meetings regarding 2021 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 revised to include additional feedback from council and some new traffic count information.

**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. Plan to take the policy back to council for review in order to better align policy with operating practice.
Culvert replacement	Ongoing	On hold until spring.
Gravel	Ongoing	Assess gravel quantities at various pits and develop a sustainable plan for county gravel assets. WSP has been involved with this in prior years and we are working with them to create a detailed plan.

Projects		Timeline	Comments
Ski Hill Road		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.
Will include 2021 capital projects on future reports			Several road rebuilds and repairs planned in rural areas, and some intersection and signalization improvements at two intersections in La Crete.

**Personnel Update:**

All vacant positions in operations are currently filled, with the exception of one maternity leave. A new Director of Operations has been hired and I look forward to working with him and supporting him and the department as needed until he is up to speed.

**Other Comments:**

It's been an interesting challenge to better understand the operations department. I believe that there is a strong team in place and that the new director will provide good overall leadership to the department. I look forward to continue to support the department and projects.

There are many projects to coordinate in the next few months in order to be well prepared for the summer construction season. I believe a focus on organizing and coordinating the project requirements now will lead to more effective project execution.

## Monthly Report to the CAO

For the month of December, 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
Municipal Development Plan, Land Use Bylaw, and Fort Vermilion Area Redevelopment Plan	Q2 2021	Administration meets with the consultant bi-weekly. O2 is working on summarizing the feedback received during the first public consultation (online survey and stakeholder calls) and they will be presenting their findings at this meeting.

### 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 sent to WSP for final revision of the AVPA, plan to bring the final version forward at next Council meeting. FV airport development plan needs to be revised to account for the flooding.
La Crete Area Structure Plan Revision	Q3 2021	Developer will be applying for the revision. Need to recreate future transportation plan/network for the area west of 100 <sup>th</sup> Street and south of 109 <sup>th</sup> Avenue.
La Crete SE Drainage Ditch	Q2 2021	Land transfer to take place and then Drainage Ditch registration.
La Crete NW Drainage Pond		Land sale negotiations to be presented at this meeting.

### Personnel Update:

--

**Other Comments:**

Developers are still applying for permits into the new year. I have received several enquiries regarding development process such as industrial and residential uses in and around La Crete and new residential in Fort Vermilion.

Northridge multi-lot subdivision went for registration and the developer agreed to the storm water fee and has paid their levies in full. Other developers in the area been notified of this change and they will be expected to pay the new fee prior to construction completion.

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

The department is also looking at opportunities to conduct public consultation for the multiple ongoing projects together such as offsite levy bylaw, MDP, and La Crete ASP revision.



## MONTHLY REPORT TO THE CAO

For the Month Ending December, 2020

**From:** Jennifer Batt  
Director of Finance

### Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
2020 Operating & Capital Budget	Ongoing	Remote Interim Audit started. Review and amend Budgets as per Council motions.
MSI Reporting	Ongoing	2019 Statement of Funding Expenditures submitted. Projects submitted for MSI funding in the 2020 budget approved.
GAS Tax	Ongoing	Awaiting approval on 2020 projects submitted. Financial Statement Audit review by Municipal Affairs ongoing. Awaiting approval of 2014 project to submit 2014-2019 SFEs
Disaster Recovery Program  2018 Peace River Ice Jam  2020 Peace River Ice Jam / Overland Flood	Ongoing	Requested confirmation of funding allocated to the County for the flood response. Letter of commitment received.  DRP w/ administration reviewing if projects associated with 2018 Overland Flood alongside 2020 overland Flood projects.  Work w various GOA agencies on the flood recovery plan and funding streams available.  Attend various conference calls re: housing and mitigation funding.  Assist residents / businesses via phone calls and in person meetings.  Continue final review of completed projects for submission to DRP.  DRP reviewed additional projects, requesting

Chuckegg Wildfire		<p>back up information- submitted by Admin. Submitted invoices received post submission - under review by DRP.</p> <p>Commitment to have Chuckegg Fire DRP submissions reviewed and audited complete by 1<sup>st</sup> quarter of 2021.</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</p> <ul style="list-style-type: none"> <li>1 – file awaiting agreement approval</li> <li>1 – awaiting response from ratepayer</li> </ul>
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> <p>Letters sent to Non Profit Organizations for COVID 19 costs in 2020 reimbursement through the MOST grant.</p>
COVID 19 Administration	Ongoing	<p>Staffing in the office was minimal due to some staff taking holidays, and as per Provincial Restrictions other staff working from home, or High Level office.</p>

## **Monthly Report to the CAO**

For the Month of December, 2020

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

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### **Meetings Attended in December 2020**

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

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

Activity Summary Report for December 2020

03- Alarms  
06 - Fire  
14 - Medical Co-response  
08 - Motor Vehicle Incident  
02 – Hazmat/Hazard

Administration is continuing to work with the Fire Departments in order to create inventory lists for all department. This list will help create the “Established Equipment” requirement for each department. It will also assist with future capital planning.

Fire Departments were not pleased with the Christmas dinner celebrations being cancelled.

### **Health and Safety**

In the Month of December due to Alberta wide COVID restrictions, Administration postponed all site safety meetings until restrictions are lifted. It is difficult to have meetings when 20 or more participants are involved and computers are not available.

### **Parks and Recreation**

Administration has been in contact with Calvin McLeod from Alberta Parks. He has stated that he can have a meeting with us at any time to discuss the Alberta Parks “Partnership”. He further stated that there have been many municipalities inquiring about the partnership definition.

### **Transfer Stations.**

Administration has talked to insurance companies with regards to our transfer attendants obtaining insurance. Administration has provided a letter to the insurance companies outlining the duties and responsibilities of this position.

After talking to an Insurance broker, she stated that the letter did help and she has been successful in obtaining insurance for 3 attendants so far and foresees no issues with obtaining the others.

Administration will be bringing a full RFD to Council on 27<sup>th</sup> to include a completed update to our Waste Transfer Station tender package.

Management is formulating an official Roll Out Plan to deal with the new Fee Schedule By-law effecting the charging at the WTS. Major factors are the customer payment system, prepaid cards, cash, online ordering of cards, debit are a few options. Our second concern is communications to the public. Social media, mail out letters, signage at each transfer station are some options being considered.

### **Forestry**

Administration has set a meeting with Wildfire Technologists and Mackenzie County Fire Chiefs to discuss further options of Fire Smart needs in and around La Crete and other areas of concern that remain after the Chuckegg fire. This preplanning is required to have something in place when future FRIAA grant funding becomes available.

## REPORT TO CAO

December, 2020

From: Grant Smith, Agricultural Fieldman

### Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Roadside Spraying	March, 2021	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.
Ag Land Development Proposals	February, 2021	Proposals were opened at the December 8 <sup>th</sup> Council meeting. Council was of the opinion that information provided from bidders was insufficient to the requirements of the proposal and rejected all proposals. Administration will re-advertise with concise guidelines and will present proposals to Council on February 24 <sup>th</sup> , 2021.
Emergency Livestock Response Plan	2021	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	2021	Mackenzie County is still participating in the program. Council agreed to continue at the current 50% rate.

Water Pumping Program	2021	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	2021	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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## MONTHLY REPORT TO THE CAO

For the Month of December 2020

**From:** Willie Schmidt  
Manager of Fleet Maintenance

### Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Year-end inventory for all of our public works facilities	100% complete	All parts/fluids/blades/etc.
Relocate fuel tank and supplies to new location in Blue Hills  George Zacharias (Junior)	100% complete	Blue hills grader operator change, we had the fuel tank moved to current operator George Zacharias's (junior) yard. Also changes were registered with Alberta fuel safety. Location SE-22-104-18-W5
Transfer Station Bin upgrades	95% Completed.	2 new 40 yard bins have been delivered and are in service the replaced units will be disposed of at first 2021 spring Auction at LaCrete Auction Mart. Also: 95% of our 40 yard bins have been modified for an easier, safer and somewhat less maintenance operation.
2 Motor Graders  Cat 160 AWD from Finning	100% complete	New 2020 motor graders were delivered and replaced 2016 units.1-LC, 1-RockyLane. Note: the 3 <sup>rd</sup> grader for Zama was cancelled.

Projects	Timeline	Comments
Fire truck annual pump inspection	100% complete	All Fire truck pump test were done at our Shop in LaCrete this year, our Mechanics had more involvement and we also completed services jobs, annual inspection, CVIPS and repairs on the same shop visit.
2021 budget	100%	Prepare for the 2021 operating and Capital budget for our Fleet and Shop operations

Mill Razor	0%	Hoping our agreement with the supplier from the US for this asphalt grinder will work out if not. Option 2; is a possible in-house build. Option 3; hire local contractor to perform the work
2020 white goods (fridges, freezers, etc) Freon recovery program	100% complete	All Transfer stations are complete.

Respectfully,

Willie Schmidt  
 Manager of Fleet Maintenance





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>January 12, 2021</b>
<b>Presented By:</b>	<b>Jennifer Batt, Director of Finance/Disaster Recovery Coordinator</b>
<b>Title:</b>	<b>Disaster Recovery Update – 2020 Overland Flood</b>

**BACKGROUND / PROPOSAL:**

Mackenzie County administration continues to work towards a flood recovery plan that is supported by residents, Council, and multiple Government Agencies.

In April 2020, Administration received an advance of \$5,000,000 to offset some of the anticipated costs from the Disaster Recovery Program (DRP). This funding is intended to cover the overland flood response, including evacuation, hotel & lodging, and recovery costs to municipal infrastructure, and post event assistance that was provided to the residents. The amount allocated to the County does not include any mitigation or non-mandatory enhancements to municipal infrastructure.

Invoices to date (December 31, 2020) total \$5,290,545 including any deductible that was paid for the non-profits, and an estimated \$425,644 in expenses that will be reimbursed by insurance. To date, \$155,629 has been received by insurance for some of the expenses noted above. Insurance is currently reviewing the balance of the invoices for reimbursement or submission to DRP for payment.

Administration along with AEMA continue to investigate, review possible grants both provincially, and federally that may be available, for which the County can make application in addition to any mitigation funding received.

In the past few weeks, as identified projects under the Disaster Recovery Program finalized, administration submitted costs for review and approval to offset the advance received. As more projects are identified as completed, administration will continue submitting claims.

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

## **Resident Recovery**

Case managers from DRP continue to assist with residents on their individual claim, including DRP funding to assist with repairs. Samaritan's Purse case managers remain in the area to assist residents with their cases. Administration was just notified that Alberta Health has hired and trained a recovery worker that will also work with Samaritan's Purse and administration is assisting residents.

## **Temporary Housing**

All wellsite trailers were returned by November 11<sup>th</sup>, and there are no residents in temporary housing, or hotels under Mackenzie County housing for this event.

As of December 31, 2020 there are 6 residents identified as not being returned home, and staying with friends and families.

## **Interim Housing site**

Funded by AEMA under Alberta Seniors and Housing structure, and managed by the Boreal Housing Foundation, evacuees identified by administration have occupied 14 of the 15 mobile homes on site. Currently AEMA is trying to coordinate to get the 1 empty trailer occupied.

Two additional sites were developed and had been identified for housing options to homeowners, as there is a current lack of available properties in Fort Vermilion.

## **Mackenzie County Phase 1 Housing site development**

Phase 1 development west of the St. Theresa Hospital has been progressing well. There are areas that have not been graded to final design as we are awaiting the existing shallow utilities to be moved. The water and sewer utilities installation is complete and services have been installed onto 10 of the 15 sites so that they are ready for a mobile home. Natural gas is serviced to 6 sites that were also serviced with water/sewer. In order to service remaining sites, the gas co-op needs to relocate the main line first which will be done this upcoming summer. Installation of underground power is currently underway on the development and is expected to be completed in mid-January at which point we should be ready to receive mobile homes.

## **OPTIONS & BENEFITS:**

N/A

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

**COSTS & SOURCE OF FUNDING:**

Capital Budget \$1,987,290

Disaster Recovery Program Funding - \$9,935,650

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

**POLICY REFERENCES:**

N/A

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the disaster recovery update 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>January 12, 2021</b>
<b>Presented By:</b>	<b>Don Roberts, Director of Community Services</b>
<b>Title:</b>	<b>Policy EMR004 Level of Fire Service</b>

## **BACKGROUND / PROPOSAL:**

At the November 13, 2020 Fire Chiefs meeting, the fire chiefs and administration reviewed Policy EMR004 Level of Fire Services.

Schedule A, Fire Department Apparatus List of the policy lists the equipment that Mackenzie County owns. This policy has not been updated since 2015 and there have been some equipment changes.

Please see attached Schedule A.

## **OPTIONS & BENEFITS:**

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

N/A

## **SUSTAINABILITY PLAN:**

## **COMMUNICATION / PUBLIC PARTICIPATION:**

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

**POLICY REFERENCES:**

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That Policy EMR004 Level of Fire Service be amended as presented.

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

## Mackenzie County

Title	Level of Fire Service	Policy No.	EMR004
<p><b>Purpose</b></p> <p>To establish the minimum level of service for individual fire services provided in the municipality and to establish the process for approving the establishment or increase of fire services.</p>			
<p><b>General Policy Statement and Guidelines</b></p> <p>Mackenzie County recognizes that it is responsible for fighting and controlling fires within the County pursuant to the <i>Forest and Prairie Protection Act</i>, and that it may pass bylaws under the Municipal Government Act respecting safety, health, and welfare of people and the protection of people and property. The County is also aware that it cannot provide fire suppression services to its citizens and their property at a level similar or equal to larger urban municipalities, and that any structure or vehicle fire that occurs may result in total loss of that structure or vehicle. Mackenzie County has based this policy statement on the following criteria. Mackenzie County covers a vast geographical region and fire suppression services are staffed only by volunteer fire fighters with limited training and equipment and whose availability cannot be guaranteed.</p> <p><b><u>Part 1 – Service Standards</u></b></p> <p>1.1 The County cannot guarantee a specific response time because distances vary across our large County. And as in the case of volunteer fire departments, the availability of the volunteers to operate the equipment cannot be guaranteed on a daily basis.</p> <p>1.2 The County will provide basic exterior fire suppression only, except by departments or individuals who are properly trained for interior attack.</p> <p>1.3 Volunteer Fire Departments may assist:</p> <ul style="list-style-type: none"><li>• with vehicle rescue efforts using vehicle extrication tools when properly trained individuals are present.</li><li>• with traffic accidents by providing traffic control and debris cleanup on the surface of the road.</li><li>• with medical responses when properly trained individuals are present, and as per current Mutual Aid agreements.</li><li>• with search and rescues using department equipment when properly trained individuals are present</li></ul>			

- with wildfire control when properly trained individuals are present.
- with hazmat response when properly trained individuals are present.
- with neighboring Town's and County's and First Nations.
- with neighboring Town's and County's that have a current Mutual Aid agreements with Mackenzie County.

### **Part 2 – Volunteer Fire Departments**

- 2.1 Mackenzie County encourages and supports the formation of volunteer fire departments in the hamlets of Fort Vermilion, Zama, La Crete and the rural community surrounding the Blue Hills area.
- 2.2 Mackenzie County recognizes it will have Mutual Aid agreements with neighboring Towns and County's and First Nations to provide services to other areas within Mackenzie County.
- 2.3 May hire additional fire suppression equipment as per Mackenzie County rates and Policies. Any other equipment requested must have prior approval by the CAO or designate.
- 2.4 These departments will operate through their Fire Chiefs under the direction and collaboration with Mackenzie County via the Chief Administrative Officer (CAO) or designate who may set guidelines on operations from time to time as per the Standard Operating Procedures.
- 2.5 Council, by resolution shall appoint all Fire Chiefs and Deputies for the Volunteer Fire Departments operating within the County in accordance with the policies and procedures established by Bylaw.
- 2.6 The appointment of a Volunteer Fire Chief shall not constitute an appointment as a Designated Officer pursuant to the Municipal Government Act.
- 2.7 Otherwise departments can structure as per the Standard Operating Procedures.

### **Part 3 – Training Standards**

- 3.1 Mackenzie County will provide funding for the Fire department to facilitate training courses or send volunteers to courses that are related to fire and or rescue training.
- 3.2 The Fire Chief shall present the training needs of their department to the CAO or designate. The training budget will then be developed and allocated as per the training needs for each volunteer department.



3.3 Subject to budget constraints, the County may fund additional courses if needs become present throughout the year that were not anticipated.

**Part 4 – Equipment Standards**

4.1 While the County will strive, where practical, to keep equipment up to National Fire Protection Association standards, the standard shall not be adopted as a minimum within this policy, because it may limit the use of equipment that could be useful in fire suppression that does not meet the standard.

4.2 Notwithstanding section 4.1, Mackenzie County will service each piece of equipment and test it to ensure that it can be operated in a safe manner before placing the equipment into service.

4.3 The County will set up schedules for the testing of equipment, either by the departments, or County staff.

4.4 Fire Service Apparatus owned and approved for operations by the County are listed on Schedule “A”.(Attached)

4.5 Any specialized, or other major equipment, either acquired by donation or purchased from department funds, must be approved by the County, whether there is, or is not, a budgetary implication to the County, and such approval must be obtained prior to the donation or purchase being made.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	2003-05-14	03-317
<b>Amended</b>	2003-06-23	03-419
<b>Amended</b>	2004-08-24	04-638
<b>Amended</b>	2005-12-13	05-677
<b>Amended</b>	2005-12-13	05-679
<b>Amended</b>	2008-10-29	08-10-836
<b>Amended</b>	2015-02-25	15-02-124

**SCHEDULE “A”**

Fire Department Apparatus List

<b>Unit #</b>	<b>Year/Make/Model</b>	<b>Type of Vehicle</b>	<b>Fire Service</b>
9129	2007 Peterbuilt	Pumper Truck	FVFR
<a href="#">9108</a>	<a href="#">1991 GMC</a>	<a href="#">Water Tanker</a>	<a href="#">FVFR</a>
		Rescue Boggan	FVFR
	New	Rescue Alive for 2003	FVFR
9121	2003 Freightliner	Rescue Vehicle	FVFR
<a href="#">9135</a>	<a href="#">2016 Freighliner</a>	<a href="#">Tanker Truck</a>	<a href="#">FVFR</a>
<a href="#">9137</a>	<a href="#">2006 Ford</a>	<a href="#">Van</a>	<a href="#">FVFR</a>
<a href="#">9301</a>		<a href="#">Power Pack (Jaws of Life)</a>	<a href="#">FVFR</a>
<a href="#">9302</a>		<a href="#">Power Pack (Jaws of Life)</a>	<a href="#">FVFR</a>
<a href="#">9303</a>		<a href="#">Power Pack (Jaws of Life)</a>	<a href="#">FVFR</a>
<a href="#">9320</a>		<a href="#">Power Pack (Jaws of Life)</a>	<a href="#">FVFR</a>
<a href="#">2546</a>	<a href="#">2014</a>	<a href="#">Technical Rescue Trailer</a>	<a href="#">FVFR</a>
<a href="#">2549</a>	<a href="#">2017</a>	<a href="#">Utility Trailer</a>	<a href="#">FVFR</a>
<b>Unit #</b>	<b>Year/Make/Model</b>	<b>Type of Vehicle</b>	<b>Fire Service</b>
<a href="#">9105</a>	<a href="#">1988 Ford</a>	<a href="#">Pumper Truck</a>	<a href="#">LCFR-Tompkins</a>
<a href="#">9106</a>	<a href="#">1991 GMC</a>	<a href="#">Pumper Truck</a>	<a href="#">LCFR</a>
9122	2004 Peterbuilt	Pumper Truck	LCFR
<a href="#">9107</a>	<a href="#">1991 GMC</a>	<a href="#">Water Tanker</a>	<a href="#">LCFR-Tompkins</a>
9133	2012 Freightliner	Water Tanker	LCFR
9128	2006 Peterbuilt	Rescue Vehicle	LCFR
<a href="#">9134</a>	<a href="#">2016 Freightliner</a>	<a href="#">Fire Truck</a>	<a href="#">LCFR</a>
<a href="#">9139</a>	<a href="#">2019 Freightliner</a>	<a href="#">Water Tender – Engine</a>	<a href="#">LCFR</a>
<a href="#">2517</a>	<a href="#">2003 Royal</a>	<a href="#">Fire Truck</a>	<a href="#">LCFR</a>
<a href="#">2532</a>	<a href="#">2014</a>	<a href="#">Sprinkler Trailer</a>	<a href="#">LCFR</a>
<a href="#">2550</a>	<a href="#">2019</a>	<a href="#">Utility Trailer</a>	<a href="#">LCFR</a>
		6 x 6 Polaris	LCFR

		Rescue Boggan	LCFR
		Rescue Alive	LCFR
		Fire Caddy	LCFR
		Sprinkler Trailer	LCFR
<b>Unit #</b>	<b>Year/Make/Model</b>	<b>Type of Vehicle</b>	<b>Fire Service</b>
9131	2012 Freightliner M2	Pumper Truck	ZFR
9118	2001 Ford F350	Rescue Vehicle	ZFR





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>January 12, 2021</b>
<b>Presented By:</b>	<b>Don Roberts, Director of Community Services</b>
<b>Title:</b>	<b>Policy UT003 Solid Waste Transfer Station Collection of Refuse</b>

**BACKGROUND / PROPOSAL:**

Fee Schedule Bylaw 1194-20 was passed on December 16, 2020 and replaces all previous versions. Significant changes were made to Solid Waste Fees. The Bylaw also refers to Policy UT 003.

Policy UT 003 is outdated and has not been amended since 2002 and does not fall in line with the new changes and terms used in the Fee Schedule Bylaw.

**OPTIONS & BENEFITS:**

To approve the amendments made to Policy UT003 Solid Waste Transfer Station Collection of Refuse as presented.

To suggest further policy amendments.

**COSTS & SOURCE OF FUNDING:**

N/A

**SUSTAINABILITY PLAN:**

**COMMUNICATION / PUBLIC PARTICIPATION:**

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

**POLICY REFERENCES:**

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That Policy UT003 Solid Waste Transfer Station Collection of Refuse be amended as presented.

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

## Municipal District of Mackenzie No. 23 **Mackenzie County**

<b>Title</b>	<b>SOLID WASTE TRANSFER STATION COLLECTION OF REFUSE</b>	<b>Policy No.</b>	<b>UT003</b>
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<b>Legislation Reference</b>	<b>Municipal Government Act, Sections 5</b>
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### **Purpose**

To establish criteria regarding the collection of refuse at the transfer stations.

### **Policy Statement and Guidelines**

Council recognizes the need for clear direction to what type of garbage is accepted and not accepted at the Solid Waste Transfer Stations.

#### **1 Collection of Refuse at Transfer Stations**

##### **1.1 Current Provisions are made at the Transfer Stations for: Materials accepted at Waste Transfer Stations**

- Domestic/Household waste – daily generated waste such as food scraps, tissue, kitchen waste, and bathroom waste.

- Commercial waste – waste generated from businesses

- Used tires (all sizes rubber only. Tires with rims are not accepted)

- Scrap metal

- White metals (freezers, fridges, ranges, etc.)

- Pesticide containers (must be triple jet rinsed and punctured)

- Demolition/Construction/~~debris~~Renovation debris (must be deposited and fit into the 40 cubic yard bin) this includes any material that comes from or goes into erecting, demolishing or repairing a structure. This includes but is not limited to tubes, toilets, insulation, lumber, drywall, windows, doors, flooring, carpeting, sinks and such.

- Institutional Waste - waste generated from institutions such as hospitals, schools, long-term care facilities and lodges.

- ~~- Construction debris (must be deposited and fit into the 40 cubic yard bin)~~
- ~~- Burnable wood Burnable Material such as branches and untreated wood product. (not accepted at the Buffalo Head Prairie Transfer Station)~~
- ~~- Hot Ashes (accepted at Blumenort, Fort Vermilion, Rocky Lane & Zama Waste Transfer Stations.~~
- ~~- Chaff, all forms~~
- Derelict auto bodies (accepted at Fort Vermilion, Blumenort, Bluehills Fort Vermilion, Rocky Lane and Zama)
- Miscellaneous Waste – such as loose or boxed waste generated from ship yard, basement, house or garage cleanup. May contain items such as bedding/pillows, small furniture lawn furniture, plastic toys/pools etc.

1.2 ~~Transfer Stations are to be available for all domestic refuse except:~~ Materials not accepted at Waste Transfer Stations

- ~~- Waste delivered by compactor trucks from multi residential garbage collection and or multi commercial garbage collection and haul operations including compactor trucks~~
- ~~- Burning refuse or hot ashes~~
- Hazardous waste
- Antifreeze
- Liquid waste
- Any sludge
- Untreated biomedical or pathological waste
- Radioactive waste
- Explosives
- Dead animals
- Dangerous goods (as identified in CANUTEC Guide), and in accordance with the Transportation of Dangerous Goods Act.



- Animal manure
- 
- Chaff, all forms
  
- Any other waste that may be designated by ~~the Municipal District~~ Mackenzie County or Local Health Authorities.

1.3 Transfer Stations accept the following recyclable material

- Paint
  
- Television Sets and Computer Screen Monitors
  
- Household Electronics
  
- Used tires (all sizes rubber only. Tires with rims are not accepted)
  
- Scrap metal
- 

Refuse accepted at the Transfer Stations and shall be deposited in the designated storage areas or as directed by the waste transfer station attendant.

**2** Public scavenging of waste materials shall not be permitted.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	<b>February 5, 2002</b>	<b>02-093</b>
<b>Amended</b>		
<b>Amended</b>		

**SOLID WASTE**

**Section 1: Solid Waste Fees**

Refer to Policy UT003 Solid Waste Transfer Station Collection of Refuse for guidelines on acceptable waste collection.

***Rates in effect until February 28, 2021.***

<b>At Regional Landfill</b>	
Current rate as set by the Mackenzie Regional Waste Management Commission	
<b>At Transfer Station</b>	
Household & Miscellaneous Waste – Hamlet Residential	No Charge
Household & Miscellaneous Waste – Rural Residential	No Charge
<b>Commercial, Construction/Demolition/Renovation, Industrial &amp; Institutional Solid Waste</b>	
Fees for Non-Dumping Loads (hand bomb only)	
Pickup truck (partial load)	\$10.00
Pickup truck (full load)	\$20.00
Single axle larger than 1 ton	\$60.00
Trailers shorter than 8'	\$20.00
Trailers 8' - 20'	\$60.00
Trailers over 20'	\$100.00
Fees for Dumping Loads into 40 Yard Bins	
Dump Trailers (all sizes) using the dump able bins	\$120.00
Untarped loads <u>penalty</u> for commercial, construction, industrial and/or institutional material	\$100.00
Tandem or tridem axle trucks are to be directed to the regional landfill.	

**Rates effective March 1, 2021.**

<b>At Regional Landfill</b>	
Current rate as set by the Mackenzie Regional Waste Management Commission	
<b>At Transfer Station</b>	
<b>Household, Miscellaneous, Burnable Material &amp; Construction/Renovation Waste</b>	
Hamlet & Rural Residential Waste (up to six (6) bags)	\$10.00
Pickup Truck (partial or full load)	\$50.00
Pickup Truck with Trailer	\$200.00
<b>Fees for Dumping Loads into 40 Yard Bins</b>	
Dump Trailers (all sizes) using the dump able bins	\$275.00
Untarped loads <u>penalty</u> for commercial, construction, industrial and/or institutional material	\$100.00
Tandem or tridem axle trucks are to be directed to the regional landfill.	

Definitions:

- a) **“Burnable Material”** means branches and untreated wood product.
- b) **“Commercial waste”** means any waste generated from businesses such as, but not limited to, stores, garages, hotels, motels and restaurants.
- b) **“Construction/Demolition/Renovation waste”** means any material that comes from or goes into erecting, demolishing or repairing a structure (commercial builders, residential and farms). This includes, but is not limited to: tubs, toilets, insulation, lumber, drywall, windows, doors, flooring, carpeting, sinks, and such.
- c) **“Household waste”** means daily-generated waste such as, food scraps, tissues, kitchen waste, bathroom waste.
- d) **“Industrial waste”** means any waste generated from an industry such as forestry and energy.
- e) **“Institutional waste”** means waste generated from institutions such as hospitals, schools, long-term care facilities and lodges.
- f) **“Miscellaneous waste”** means loose or boxed waste generated from shop, yard, basement, house or garage cleanup. May contain items such as clothing, bedding/pillows, small furniture, lawn furniture and ornaments, car seats, plastic toys/pools, etc.

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

Note: Mackenzie County reserves the right to control the type and nature of refuse which may be deposited at the transfer station and no refuse may be deposited at the transfer station except in accordance with the transfer station operations manual.

**Section 2: Residential Waste Collection – Hamlet of La Crete**

***Rates in effect until December 31, 2020.***

Residential Waste	Fees
Monthly Collection Waste	\$5.95 per month per residence
One-Time Use Refuse Bin Tags	\$1.50 per tag

***Rates effective January 1, 2021.***

Residential Waste	Fees
Monthly Collection Waste	\$10.00 per month per residence
One-Time Use Refuse Bin Tags	\$2.50 per tag

The fees are applicable to all residential properties identified in the County’s Hamlet Residential Waste Collection Bylaw.

**Section 3: Penalties**

Offence	Fine
Littering of waste to be disposed at the Waste Transfer Station or Landfill	\$1,000.00



Mackenzie County

## REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>January 12, 2021</b>
<b>Presented By:</b>	<b>Don Roberts, Director of Community Services</b>
<b>Title:</b>	<b>Appointment of La Crete Fire Chief and Deputy Fire Chief</b>

### **BACKGROUND / PROPOSAL:**

On January 16, 2018 Council appointed Peter Wiebe and Ed Froese to the position of La Crete Fire Chief and Deputy Fire Chief for a two-year term.

The La Crete Fire department held elections on the 4<sup>th</sup> of January, 2021 for the position of Fire Chief and Deputy Fire Chief.

Members of the La Crete Fire Department make the following recommendations:

1. That Peter Wiebe be appointed as the La Crete Fire Chief for a further 2-year term.
2. That Philip Krahn be appointed as the La Crete Deputy Fire Chief for a 2-year term.

A copy of the meeting minutes are attached.

### **OPTIONS & BENEFITS:**

That Council supports the La Crete 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 Peter Wiebe be appointed as the La Crete Fire Chief for a two-year term effective January 12, 2021.

Motion 2

Simple Majority       Requires 2/3       Requires Unanimous

That Philip Krahn be appointed as the La Crete Deputy Fire Chief for a two-year term effective January 12, 2021.

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

**MACKENZIE COUNTY  
La Crete Fire Department Election Meeting**

**January 4, 2021  
07:30 PM**

**La Crete Fire Hall  
La Crete, Alberta**

**MINUTES**

**PRESENT:**

PETER WIEBE  
ED FROESE  
DAVE FEHR  
FRANK FRIESEN  
FRANK TEICHROEB  
PHILIP KRAHN  
MARTHA NEUFELD  
CHARLA UNRUH  
TENA THIESSEN  
CORN Y KLASSEN  
TONY WOLFE  
ERNEST SCHELLENBERG  
ED ZACHARIAS  
SHANE KROEKER  
SAM PETERS  
PHILIP FRIESEN  
STEPHEN BRAUN  
PETER WIEBE  
FRANK MARTENS  
JAKE TEICHROEB (VIRTUAL)  
TREVOR PETERS (VIRTUAL)  
SAM SCHELLENBERG (VIRTUAL)  
PETER TEICHROEB (VIRTUAL)  
JERRY GRANT (VIRTUAL)

**ADMINISTRATION:**

Don Roberts

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

Don Roberts called the meeting to order at 7:30 P.M.

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

**MOTION MOVED by Frank Friesen**

That the agenda be approved as presented:

**CARRIED**

**VOTING PROCEDURE 3. a) Voting Procedure**

**MOTION MOVED by David Fehr**

**ELECTION OF FIRE CHIEF & DEPUTY FIRE CHIEF 4. a) Election of Fire Chief**

Don Roberts called for nominations for the position of Fire Chief for the La Crete Fire Department for the period January 12, 2021 to January 12, 2023

First call: Philip Krahn  
Nominated Peter Wiebe  
Accepted or Declined: Accepted

Second call:  
Nominated  
Accepted or Declined

Third call:  
Nominated  
Accepted or Declined

**MOTION MOVED by Ed Zacharias**

That nominations cease for the position of Fire Chief

**CARRIED**

**Peter Wiebe** was Acclaimed as Fire Chief for the La Crete Fire Department for the period January 12, 2021 to January 12, 2023

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



**4.b.i) Election of Deputy Fire Chief**

Peter Wiebe called for nominations for the position of Deputy Fire Chief for the La Crete Fire Department for the period January 12, 2021 to January 12, 2023.

First call: Ernest Schellenberg  
Accepted or declined: Accepted  
Nominated: Philip Krahn

Second call: Tony Wolfe  
Accepted or Declined: Accepted  
Nominated: Sam Peters

Third Call: Ed Zacharias  
Accepted or Declined: Accepted  
Nominated: Trevor Peters

**MOTION**

**MOVED** by Martha Neufeld

That nominations cease for the position of Deputy Fire Chief

**CARRIED**

**4.b.ii) Nominee Question Period**

Question 1 – What is your vision for your role in the next 2 years as deputy chief as well as the vision for the department for the next 2 years?

Question 2 – How do foresee your working relationship with the chief and the other officer pertaining to the delegation of responsibilities up and down the chain of command?

Question 3 – What can the membership expect for time commitment in this new position?

**MOTION**

**Moved** by Ernest Schellenberg  
To cease nominee question period  
**CARRIED**

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

**Philip Krahn** was Voted as Deputy Fire Chief for the period  
January 12, 2021 to January 12, 2023

Meeting adjourned at 20:39 PM

These minutes will be presented to Council for approval on

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Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>January 12, 2021</b>
<b>Presented By:</b>	<b>Don Roberts, Director of Community Services</b>
<b>Title:</b>	<b>Alberta Recreation &amp; Parks Association – Alberta Regional Recreation Meetings</b>

## **BACKGROUND / PROPOSAL:**

During the Community Services Meeting on the 7<sup>th</sup> of January, it was brought forward that Alberta Recreation and Parks will be hosting four two-hour online regional recreation engagement meetings from January 21<sup>st</sup> to the 28<sup>th</sup>.

The Northern Region is scheduled for January 21, 09:00am – 11:00am

## **OPTIONS & BENEFITS:**

To approve one Councillor to attend the online meeting.

To receive for information.

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

Honorariums – Council Operating Budget

## **SUSTAINABILITY PLAN:**

## **COMMUNICATION / PUBLIC PARTICIPATION:**

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

**POLICY REFERENCES:**

**RECOMMENDED ACTION:**

- Simple Majority       Requires 2/3       Requires Unanimous

For discussion

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

**From:** [Lisa Wardley](#)  
**To:** [Don Roberts](#)  
**Subject:** Fwd: Regional Recreation Meetings  
**Date:** January-07-21 12:59:33 PM

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Lisa Wardley  
Sent from my iPad

Begin forwarded message:

**From:** Alberta Recreation and Parks Association <[news@arpaonline.ca](mailto:news@arpaonline.ca)>  
**Date:** January 6, 2021 at 3:15:31 PM MST  
**To:** Lisa Wardley <[lisa@mackenziecounty.com](mailto:lisa@mackenziecounty.com)>  
**Subject:** **Regional Recreation Meetings**  
**Reply-To:** [news@arpaonline.ca](mailto:news@arpaonline.ca)



## Alberta Regional Recreation Meetings

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The Alberta Recreation and Parks Association (ARPA) and the Sport, Physical Activity and Recreation (SPAR) of Alberta Culture, Multiculturalism and Status of Women are continuing with a multi-year partnership to facilitate a series of regional meetings throughout the province to bring stakeholders together for an opportunity to network, discuss and explore topics related to community recreation. In the past several months all forms and aspects of recreation and parks have had to adapt and change. Ultimately these conversations aim to identify our sector needs, create/reaffirm partnerships, and help advance shared policy outcomes of the recreation, sport, and physical activity sector.

We originally planned and started to host these regional meetings face to face but will have to adapt to hosting these virtually in 2021. These meetings intend to virtually bring together municipal recreation staff (which may also include staff from other organizations such as agricultural societies, and FCSS) to explore and discuss policy, issues, trends, and opportunities that are impacting or will impact municipal recreation and parks services in the near future.

**We will be hosting four online regional recreation engagement meetings in late January (January 21st and 28th). The meetings will be scheduled for two hours over Zoom.**

You and members of your organization are invited to attend and participate for a time of networking and discussion in which timely topics will be the focus of the day.

The first hour will be dedicated to exploring topics and resource sharing presented by ARPA and SPAR of Alberta Culture, Multiculturalism, and Status of Women. We will be looking to get your input into what topics are most relevant for us to focus on.

The second hour will focus on you and your colleagues:

- How are you doing?
- What challenges are you facing?
- What are you working on?
- What are you excited about?
- Do you have any questions for your colleagues, ARPA, or the SPAR of Alberta Culture, Multiculturalism, and Status of Women?

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To RSVP for the meeting and to assist with the identification of topics in your region please complete this short RSVP survey. Please feel free to forward this on to other colleagues in your organization. When it comes time for roundtable sharing we will ask that only one individual from each organization provides updates and questions and if time permits we can open the floor for others.

If you have any questions in regards to this meeting please contact Benjamin Jonah, [bjonah@arpaonline.ca](mailto:bjonah@arpaonline.ca)

[RSVP Survey](#)

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Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>January 12, 2021</b>
<b>Presented By:</b>	<b>Jennifer Batt, Director of Finance</b>
<b>Title:</b>	<b>Bistcho Lake Cabin Tax Assessments</b>

## BACKGROUND / PROPOSAL:

During the October 13, 2020 Council meeting, the following motion was passed:

**MOTION 20-10-607**  
*Requires Unanimous*

**MOVED** by Councillor Bateman

*That administration bring back options for Bistcho Lake cabins tax assessments to the next meeting.*

**CARRIED**

Administration reviewed the tax notices for the Bistcho Lake cabin tax rolls, and confirmed that as the land leases were cancelled, only the cabin on the properties were assessed.

Administration reviewed the assessments with the County's assessor and confirmed that as the cabins remain on location, the assessor must assess a value to the cabin, and the residential mill rate is calculated.

During the November 10, 2020 Council meeting, the following motion was passed:

**MOTION 20-11-735**

**MOVED** by Councillor Wardley

*That administration bring back additional information on the Bistcho Lake Cabin Tax Assessments.*

**CARRIED**

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

There are 4 taxrolls that require further Council direction on collection/reduction or waiving levy and penalties/refunding payment. Only 1 taxroll has an outstanding amount, and 3 tax rolls would need to be refunded their payment if Council chooses to reduce or waive levies. To date, no ratepayer has made a written request to reduce or waive taxes on the cabins.

ROLL #	2018 ASSESSMENT	2019 LEVY	2019 ASSESSMENT	2020 LEVY	TAX COMMENTS
082172	\$26,050	\$246.04	\$24,730	\$242.14	Only building(s) assessed
410952	\$13,560	\$128.07	\$12,620	\$123.56	Only building(s) assessed
410953	\$13,560	\$128.07	\$12,620	\$123.56	Only building(s) assessed
410955	\$14,840	\$140.16	\$13,920	\$136.29	Only building(s) assessed
		\$642.34		\$625.55	
	2019 Penalties	\$62.97	2020 Penalties	\$109.10	

**OPTIONS & BENEFITS:**

Section 347(1) of the MGA reads as follows:

*347(1) If a council considers it equitable to do so, it may, generally or with respect to a particular taxable property or business or a class of taxable property or business, do one or more of the following, with or without conditions:*

- (a) *Cancel or reduce tax arrears;*
- (b) *Cancel or refund all or part of a tax;*
- (c) *Defer the collection of a tax.*

*Only tax arrears or current taxes may be the subject of relief under section 347. Section 347 does not empower municipalities to grant the specified relief on future taxes as this would fetter the discretion of future councils.*

**Option 1**

Rate payers remove the cabins from location closing the tax roll;

**Option 2**

Every year, prior to the due date, administration or the ratepayer may request that the taxes be reduced to the minimum tax “Limited Access Seasonal Residential” rate of \$50 by way of Council Motion;

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



**Option 3**

Every year, prior to the due date, the ratepayer may request that the taxes be reduced or waived by way of Council Motion.

**COSTS & SOURCE OF FUNDING:**

Operating Budgets

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

**POLICY REFERENCES:**

Tax Rate Bylaw

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

For discussion.

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





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>January 12, 2021</b>
<b>Presented By:</b>	<b>Jennifer Batt, Director of Finance</b>
<b>Title:</b>	<b>Land Purchase Outstanding Taxes - Tax Roll # 075317</b>

**BACKGROUND / PROPOSAL:**

A portion of the La Crete Southeast Drainage Ditch was designated as Municipal Reserve (MR) and the other portion was still in the landowner’s name. In order to move forward and register the entire ditch as a single parcel, the MR designation has been removed. The municipality acquired the remaining portion from the landowner in order to consolidate and register the drainage ditch.

During the February 26, 2020 Council meeting the following motion was made:

**MOTION 20-02-122**      **MOVED** by Councillor Braun  
Requires 2/3

That the budget be amended to include the La Crete Southeast Drainage Ditch (Part of NE 3-106-15-W5M) project in the amount of \$20,000, with funding coming from the Surface Water Management Reserve.

**CARRIED**

A budget was set for this acquisition at the time of the motion, however, land taxes due by the property owner as part of the purchase agreement were not accounted for within the budget. Administration requires a motion in order to account for the transaction, or to write off the 2019 outstanding taxes and penalties assessed.

**OPTIONS & BENEFITS:**

Option

- 1) That Council pass a motion to write off the property taxes as part of the land purchase agreement.

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

- 2) That Council amend the budget to include the tax payment for outstanding taxes by the previous owner.

**COSTS & SOURCE OF FUNDING:**

Operating Budgets

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

**POLICY REFERENCES:**

Tax Rate Bylaw

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the 2019 levies and penalties for Tax Roll # 075317 in the total amount of \$293.85 be written off in 2020, as part of the La Crete Southeast Drainage Ditch (Part of NE 3-106-15-W5M) project land purchase.

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



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>January 12, 2021</b>
<b>Presented By:</b>	<b>Jennifer Batt, Director of Finance</b>
<b>Title:</b>	<b>Expense Claims – Councillors</b>

## **BACKGROUND / PROPOSAL:**

Councillor Honorarium and Expense Claims are reviewed by Council on a monthly basis.

A copy of the following Councillor Honorarium and Expense Claims will be presented at the meeting:

- October – Councillor Jorgensen
- November – All Councillors
- December – All Councillors

## **OPTIONS & BENEFITS:**

N/A

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

2020 Operating Budget

## **SUSTAINABILITY PLAN:**

N/A

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

**COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

**POLICY REFERENCES:**

Honorariums and Expense Reimbursement Bylaw

**RECOMMENDED ACTION:**

Motion 1

Simple Majority       Requires 2/3       Requires Unanimous

That the Councillor Jorgensen's expense claim for October 2020 be received for information.

Motion 2

Simple Majority       Requires 2/3       Requires Unanimous

That the Councillor expense claims for November and December 2020 be received for information.

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



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>January 12, 2021</b>
<b>Presented By:</b>	<b>Jennifer Batt, Director of Finance</b>
<b>Title:</b>	<b>Expense Claims – Members at Large</b>

**BACKGROUND / PROPOSAL:**

Members at Large expense claims are reviewed by Council on a monthly basis.

A copy of the following Members at Large Expense Claims will be presented at the meeting:

<b>Name</b>	<b>Board/Committee</b>	<b>Month</b>
Terry Batt	Agricultural Service Board	December 2020
Diedrich Driedger	Agricultural Service Board	December 2020
Joseph Peters	Agricultural Service Board	December 2020
Erick Carter	Municipal Planning Commission	November 2020 December 2020
Beth Kappelar	Municipal Planning Commission	November 2020 December 2020
John W. Driedger	Municipal Planning Commission Inter-Municipal Planning Commission	November 2020 December 2020
Carson Flett	Assessment Review Board	November 2020
Wally Schroeder	Assessment Review Board	November 2020

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

**OPTIONS & BENEFITS:**

N/A

**COSTS & SOURCE OF FUNDING:**

2020 Operating Budget.

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

**POLICY REFERENCES:**

Honorariums and Expense Reimbursement Bylaw

**RECOMMENDED ACTION:**

Motion 1

Simple Majority       Requires 2/3       Requires Unanimous

That the Member at Large Expense Claims for November and December 2020 be received for information.

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





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>January 12, 2021</b>
<b>Presented By:</b>	<b>Jennifer Batt, Director of Finance</b>
<b>Title:</b>	<b>Cheque Registers – December 7, 2020 – January 8, 2021</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 December 7 – January 8, 2021 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 & 2021 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 December 7, 2020 – January 8, 2021 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>January 12, 2021</b>
<b>Presented By:</b>	<b>Fred Wiebe, Director of Utilities</b>
<b>Title:</b>	<b>La Crete Utility Servicing Plan &amp; La Crete Sanitary Sewer Expansion – Request for Additional Funds</b>

## **BACKGROUND / PROPOSAL:**

Due to the growth of the Hamlet of La Crete, administration recognized a need for completion of future sanitary and storm sewer designs whereby we could levy costs to future developers who would develop in the service areas.

Helix Engineering completed 3 different reports which included South Sanitary Trunk Sewer Design, North Sanitary Trunk Sewer Design, and La Crete North Storm Design in December 2020. Through the process of completing these reports, administration and Helix discovered that increasing the service area would be beneficial for the County and its future developers. Due to the location and the required depth, we found that a realignment of the infrastructure could capture a much larger area and thus sharing the costs of the infrastructure with more developers in a much more feasible manner.

In 2019 Council approved to proceed with a commercial/light industrial growth strategy to identify areas around La Crete best suited for these types of developments which included the area for our North Sanitary Trunk and La Crete North Storm. Once this strategy was completed, it provided opportunity to incorporate sewer servicing for this area prior to completing our reports.

North Sanitary Trunk Sewer service area increased from 980 ha to 1428 ha after moving the sewer trunk alignment further north as well as accommodating additional lands as a result of the commercial / light industrial strategy area being serviced as well.

South Sanitary Trunk Sewer service area increased from 256 ha to 512 ha as a result of moving the alignment further south to accommodate the additional lands.

La Crete North Storm design presented many challenges. Due to existing drainage issues the placement of storm water ponds had to change a few times due to the complexity of multiple land owners owning such small parcels. An option that included

**Author:** F. Wiebe      **Reviewed by:** \_\_\_\_\_      **CAO:** L. Racher

one large pond near the lagoon was investigated but ultimately it wasn't feasible due to the ditching or storm sewer design to accommodate.

Mackenzie County has been provided excellent reports which can now be used for creating offsite levy bylaws and allow for development.

**OPTIONS & BENEFITS:**

To approve \$13,000 in additional funding for the La Crete Sanitary Sewer Expansion(North Sanitary) and \$17,000 in additional funding for the La Crete Utility Servicing Plan (North Storm and South Sanitary) with funds coming from General Operating Reserve.

**COSTS & SOURCE OF FUNDING:**

South Sanitary Trunk Sewer Design: \$5,000  
LC Utility Servicing Plan (includes North Sanitary and North Storm designs): \$25,000

Source of funding: General Operating Reserve

**SUSTAINABILITY PLAN:**

**Goal C1** The capacity of infrastructure in County hamlets and rural communities keeps pace with their growth and is planned in a way that ensures their sustainability.

**COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

**POLICY REFERENCES:**

N/A

**RECOMMENDED ACTION:**

Motion 1

Simple Majority       Requires 2/3       Requires Unanimous

That the budget be amended to include an additional \$13,000 for the La Crete Sanitary Sewer Expansion project with funds coming from the General Operating Reserve.

Author: F. Wiebe      Reviewed by: \_\_\_\_\_      CAO: L. Racher

Motion 2

Simple Majority       Requires 2/3       Requires Unanimous

That the budget be amended to include an additional \$17,000 for the La Crete Utility Servicing Plan project with funds coming from General Operating Reserve.

**Author:** F. Wiebe      **Reviewed by:** \_\_\_\_\_      **CAO:** L. Racher





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>January 12, 2021</b>
<b>Presented By:</b>	<b>Caitlin Smith, Manager of Planning &amp; Development</b>
<b>Title:</b>	<b>Bylaw 1208-21 Land Use Bylaw Amendment to Rezone Part of SE 33-105-15-W5M from Agricultural “A” to Direct Control 2 “DC2”</b>

## BACKGROUND / PROPOSAL:

Mackenzie County has received a request to rezone Part of SE 33-105-15-W5M from Agricultural “A” to Direct Control 2 “DC2”, in order to accommodate a Retail-General Use. The land area requested to be rezoned is approximately 1.17 acres.

The applicant wants to move their existing Home Based Business, Minor (Cee-Jays Health Products) from their garage into their existing Shop-Farm. They want to expand their business and there is not adequate room in their garage. The owners realize that they would have to upgrade their Shop to commercial standards, if approved.

Currently the Agricultural “A” zoning district does not allow retail uses. The Land Use Bylaw 1066-17 no longer allows for commercial uses in rural districts in order to encourage retail uses to remain in hamlet. Due to this change, a retail store in Agricultural zoning is not permitted.

The Municipal Development Plan has the following regulations in regards to commercial development on Agricultural lands:

4.2.4 Lands in the Agricultural Policy Area, as shown on Map 3 may be developed for agricultural industries, highway commercial uses, home-based businesses, public uses and utilities, recreational uses, resource extraction industries, and rural industrial land provided that:

- a) the proposal is in conformance with statutory plans and the Land Use Bylaw;
- b) they cannot logically be used for agricultural purposes;
- c) they do not disrupt existing agricultural operations (i.e., creation of weed problems);
- d) the proposal is not within proximity to Hamlets, High Level, or

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

- Rainbow Lake;
- e) they are suitable in terms of soil stability, groundwater level, and drainage;
  - f) they are accessible, serviced, or in serviceable locations; and
  - g) they are not within identified natural areas.

8.2.3 With the exception of agricultural industries, highway commercial uses, home-based businesses, public uses and utilities, recreational uses, resource extraction industries, and rural industrial land uses, commercial uses shall not be permitted to locate on Better Agricultural Land, unless no suitable alternative location is available.

8.2.4 All commercial developments proposed in the Agricultural Policy Area shall be evaluated according to the following:

- a) conformity with relevant statutory plans and the Land Use Bylaw;
- b) quality of agricultural land;
- c) proximity to Hamlets, the Town of High Level, or the Town of Rainbow Lake;
- d) the location of the proposed development in relationship to other commercial uses;
- e) the servicing requirements of the proposal;
- f) suitability of the site in terms of soil stability, groundwater level, and drainage; and
- g) provisions for access and impacts on the transportation network.

The Municipal Development Plan (MDP) has maps in reference to development strategies in and around La Crete. These maps have been included for your consideration.

The applicants have also submitted a letter (attached), stating their reasons as to why they believe this rezoning should take place.

This is the second rezoning request for commercial retail use in a rural area this past year.

**The Planning and Development administration recommend refusal of this rezoning request as it doesn't align with our existing plans and goes against the intention to keep retail uses in hamlet.**

Bylaw 12xx-21 was presented to the Municipal Planning Commission on December 17, 2020 where the following motion was made:

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





**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That first reading be given to Bylaw 1208-21 being a Land Use Bylaw Amendment to rezone Part of SE 11-105-15-W5M from Agricultural "A" to Direct Control 2 "DC2", subject to public hearing input.

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

**BYLAW NO. 1208-21**  
**BEING A BYLAW OF**  
**MACKENZIE COUNTY**  
**IN THE PROVINCE OF ALBERTA**

**TO AMEND THE**  
**MACKENZIE COUNTY LAND USE BYLAW**

**WHEREAS**, Mackenzie County has a Municipal Development Plan adopted in 2009, and

**WHEREAS**, Mackenzie County has adopted the Mackenzie County Land Use Bylaw in 2017, and

**WHEREAS**, the Council of Mackenzie County, in the Province of Alberta, has deemed it desirable to amend the Mackenzie County Land Use Bylaw to accommodate a Retail-General Use.

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

1. That the land use designation of the subject parcel known as:

Part of SE 33-105-15-W5M

in the La Crete rural area, be rezoned from Agricultural "A" to Direct Control 2 "DC2" as outlined in Schedule "A" hereto attached.

READ a first time this \_\_\_ day of \_\_\_\_\_, 2021.

PUBLIC HEARING held this \_\_\_ day of \_\_\_\_\_, 2021

READ a second time this \_\_\_ day of \_\_\_\_\_, 2021.

READ a third time and finally passed this \_\_\_ day of \_\_\_\_\_, 2021.

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Joshua Knelsen  
Reeve

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Lenard Racher  
Chief Administrative Officer

**BYLAW No. 1208-21**

**SCHEDULE "A"**

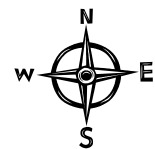
1. That the land use designation of the following property known as:

Part of SE 33-105-15-W5M within La Crete Rural, be rezoned from Agricultural "A" to Direct Control 2 "DC2"



FROM: Agricultural "A"

TO: Direct Control 2 "DC2"



# LAND USE BYLAW AMENDMENT APPLICATION

APPLICATION NO. \_\_\_\_\_

NAME OF APPLICANT		
ADDRESS		
CITY/TOWN		
POSTAL CODE (RES.)	PHONE	BUS.

**COMPLETE ONLY IF DIFFERENT FROM APPLICANT**

NAME OF REGISTERED OWNER <i>Jake &amp; Carol Braun</i>		
ADDRESS <i>Box 832</i>		
CITY/TOWN <i>La Crete</i>		
POSTAL CODE	PHONE (RES.)	BUS.
<i>T0H2H0</i>	<i>780-841-8802</i>	<i>780-841-6924</i>

**LEGAL DESCRIPTION OF THE LAND AFFECTED BY THE PROPOSED AMENDMENT**

Part of

QTR./LS.	SEC.	TWP.	RANGE	M.	OR	PLAN	BLK	LOT
<i>SE</i>	<i>33</i>	<i>105</i>	<i>15</i>	<i>5</i>				

**LAND USE CLASSIFICATION AMENDMENT PROPOSED:**

FROM: *Agricultural "A"* TO: *Direct Control 2 "DC2"*

**REASONS SUPPORTING PROPOSED AMENDMENT:**

(Cee-Jay's Health Products)  
 We have our store (existing) in our car garage, we'd like to move it into our "existing shop" (cold shed) which is right next door to Jim & Susie's Winkes "Barn". We need more room for the business, we no longer farm, aren't using the shop, would like to make use of it.

We are preframing the large shop door on both ends, for future resale. Only 2 walls need to be removed if "we" ~~the~~ "who ever" owns it, can return it into a shop.

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

I/WE HAVE ENCLOSED THE REQUIRED APPLICATION FEE OF \$ *560<sup>00</sup>*

RECEIPT NO. *264161*

*Jacob Bean + Caroline Braun*  
 APPLICANT SIGNATURE

*Dec 8 / 2020*  
 DATE

**NOTE: REGISTERED OWNER'S SIGNATURE REQUIRED IF DIFFERENT FROM APPLICANT.**

*Jacob Bean + Caroline Braun*  
 REGISTERED OWNER SIGNATURE

*Dec 8 / 2020*  
 DATE

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

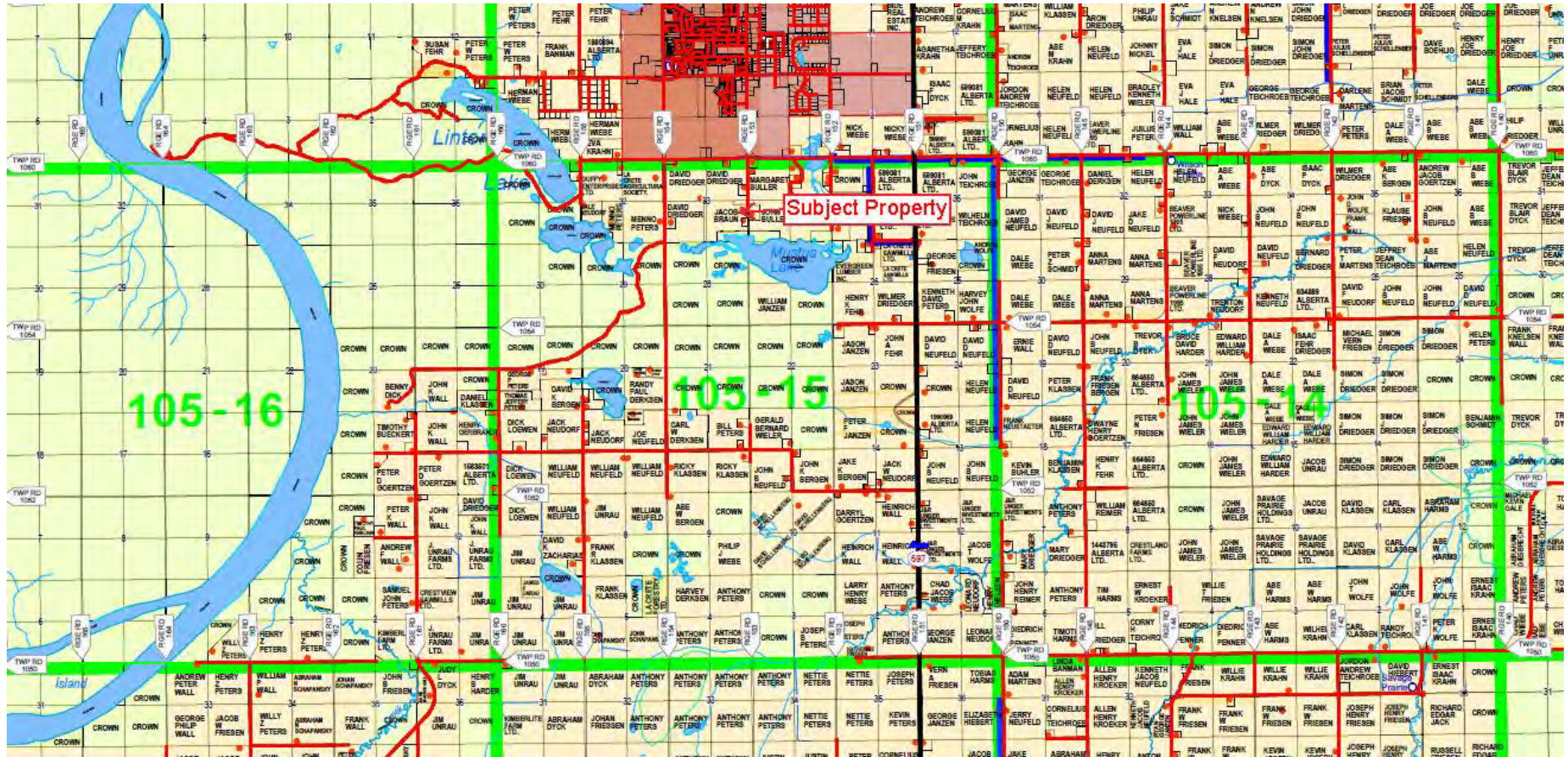


Mackenzie County

Phone: (780) 927-3718  
 Fax: (780) 927-4266  
 Email: [office@mackenziecounty.com](mailto:office@mackenziecounty.com)  
[www.mackenziecounty.com](http://www.mackenziecounty.com)



# BYLAW APPLICATION



File No. Bylaw 1208-21

**NOT TO SCALE**

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**Mackenzie County**





# BYLAW APPLICATION



File No. Bylaw 1208-21  
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**Mackenzie County**





Take + Carol Braun  
For Cee-Jay's Health Products Dec 10/20

Kindly Request:

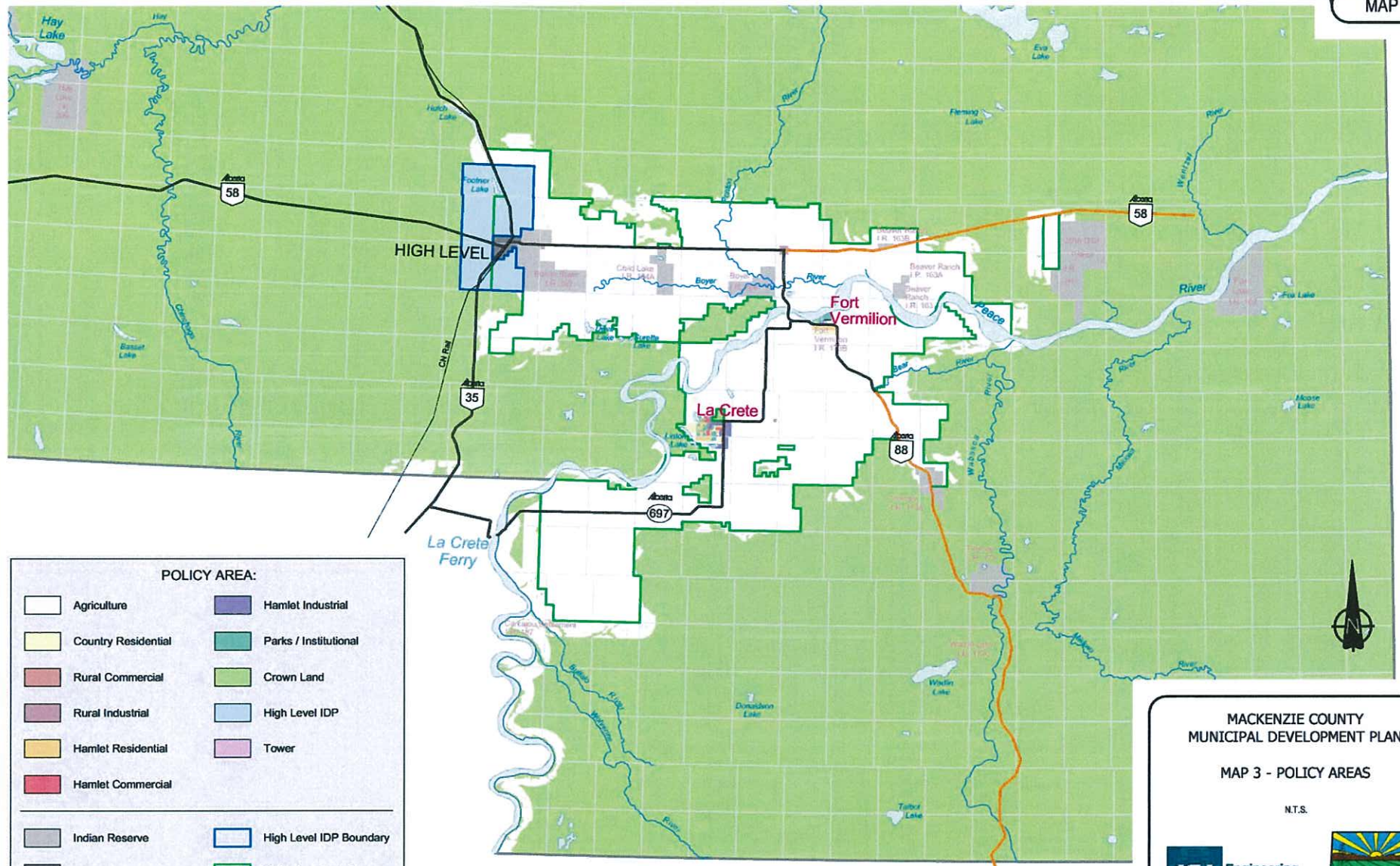
Our reason for wanting to keep our business "here" on our property is:

1. We already have an existing building
2. People already know our business is here, there will be no readjusting to a new location.
3. We are located right next door to Jim + Jessie Wiebe's Barn.
4. We have paved right till our yard, not that we request it, ever!!
5. When "NEW" people call to ask for directions, "we are on Main Street, South out of town, the last business on the right." Easy 😊
6. Town is growing, and will finally reach our yard. LOL (it's coming).
7. We (Take + I) are both bus drivers, and have to think about parking our bus, if it wouldn't be kept on our yard. Part-time work, can be inconvenient but fits well with our business. We really don't want to give it up.
8. We have designed the shop in such a way, that if / when the time comes to return it back into a shop, only 2 walls need to be removed, and a shop door at each end will be installed. Joe Derksen (our Architect) suggested to ask Sam Peters (Carpenter) to finish the ceiling first, then put up the interior walls.



Signed: Carolin Braun  
Carol Braun





**POLICY AREA:**

Agriculture	Hamlet Industrial
Country Residential	Parks / Institutional
Rural Commercial	Crown Land
Rural Industrial	High Level IDP
Hamlet Residential	Tower
Hamlet Commercial	High Level IDP Boundary
Indian Reserve	White Area Boundary
Town	












MACKENZIE COUNTY  
MUNICIPAL DEVELOPMENT PLAN

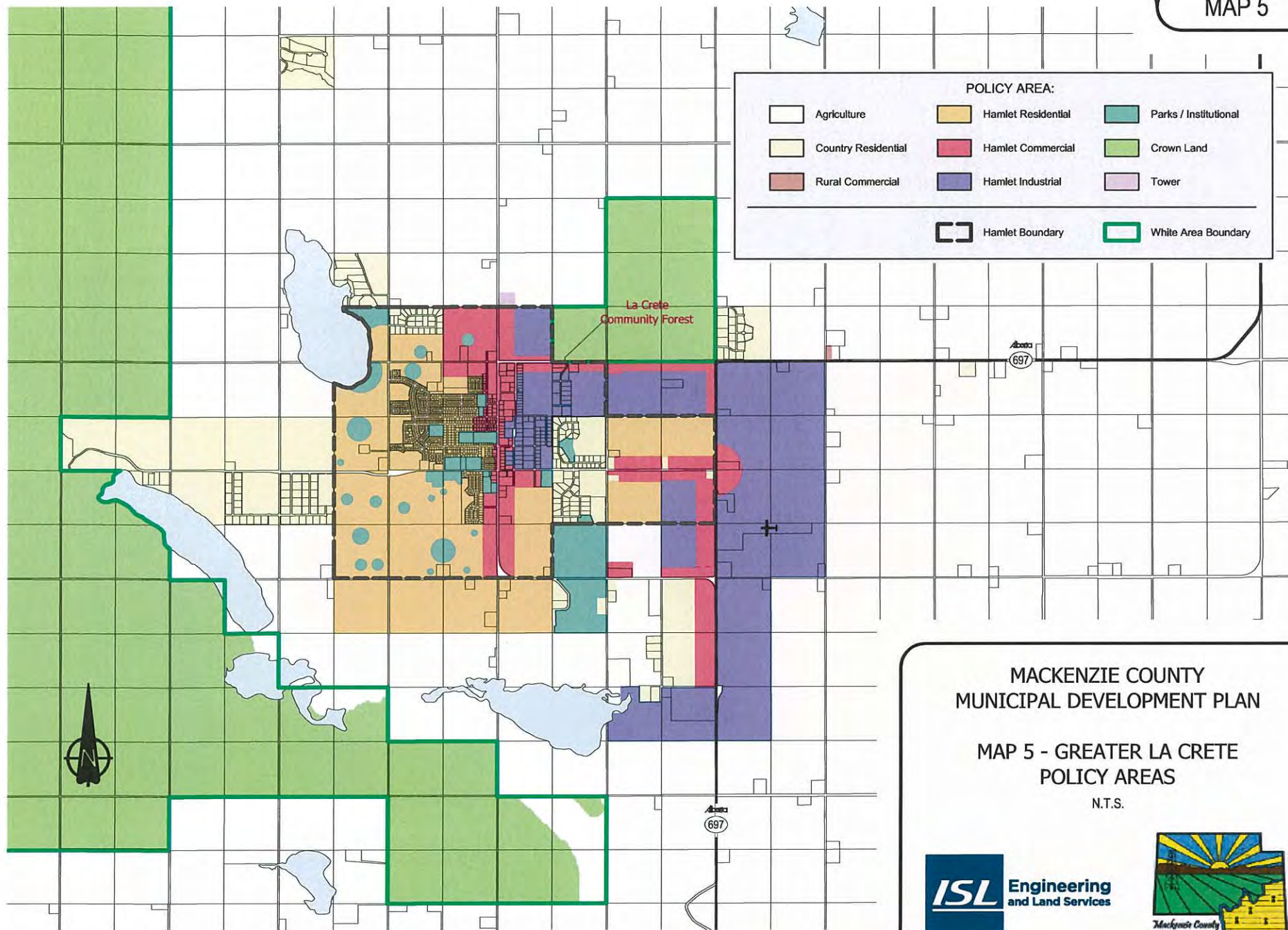
MAP 3 - POLICY AREAS

N.T.S.






POLICY AREA:			
	Agriculture		Parks / Institutional
	Country Residential		Hamlet Commercial
	Rural Commercial		Hamlet Industrial
	Hamlet Residential		Crown Land
	Hamlet Boundary		Tower
	White Area Boundary		



MACKENZIE COUNTY  
MUNICIPAL DEVELOPMENT PLAN

MAP 5 - GREATER LA CRETE  
POLICY AREAS

N.T.S.









**BYLAW NO. 1209-21**  
**BEING A BYLAW OF**  
**MACKENZIE COUNTY**  
**IN THE PROVINCE OF ALBERTA**

**FOR THE PURPOSE OF CLOSING MUNICIPAL RESERVE LOTS BEING**  
**PLAN 082 6817, BLOCK 3, LOTS 11MR & 12MR**  
**IN ACCORDANCE WITH SECTIONS 671, 674, AND 675 OF THE**  
**MUNICIPAL GOVERNMENT ACT, CHAPTER M-26**  
**REVISED STATUTES OF ALBERTA 2000**

**WHEREAS**, Council of Mackenzie County has determined that the Municipal Reserve property, as outlined on Schedule "A" attached hereto, be subject to closure and consolidation, and

**WHEREAS**, notice of intention of Council to pass a bylaw will be published in a locally circulated newspaper and notify adjacent landowners in accordance with the Municipal Government Act, and

**NOW THEREFORE**, BE IT RESOLVED THAT THE COUNCIL OF MACKENZIE COUNTY DOES HEREBY CLOSE, FOR THE PURPOSE OF CONSOLIDATION THE MUNICIPAL RESERVE PROPERTY DESCRIBED AS FOLLOWS, SUBJECT TO THE RIGHTS OF ACCESS GRANTED BY OTHER LEGISLATION OR REGULATIONS:

Plan 082 6817  
Block 3  
Lot 11MR (Municipal Reserve)  
Excepting thereout all mines and minerals

&

Plan 082 6817  
Block 3  
Lot 12MR (Municipal Reserve)  
Excepting thereout all mines and minerals

READ a first time this \_\_\_\_ day of \_\_\_\_\_, 2021.

PUBLIC HEARING held this \_\_\_\_ day of \_\_\_\_\_, 2021.

READ a second time this \_\_\_\_ day of \_\_\_\_\_, 2021.

READ a third time and finally passed this \_\_\_\_ day of \_\_\_\_\_, 2021.

---

Joshua Knelsen  
Reeve

---

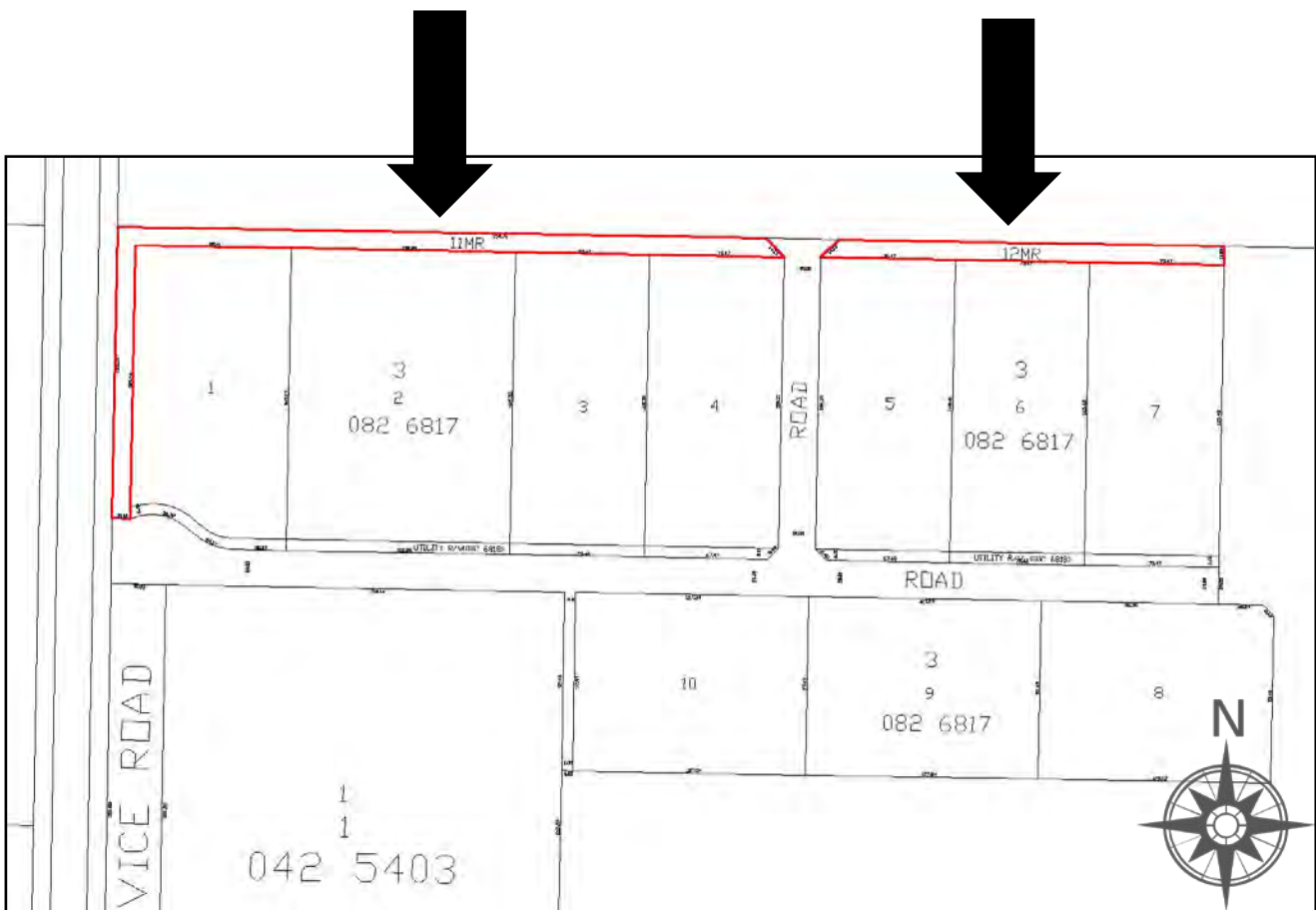
Lenard Racher  
Chief Administrative Officer

**BYLAW NO. 1209-21**

**SCHEDULE "A"**

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

Part of Plan 082 6817, Block 3, Lots 11MR & 12MR be closed and consolidated into  
Plan 212 \_\_\_\_\_.





Application No: \_\_\_\_\_

## Mackenzie County LAND USE BYLAW AMENDMENT APPLICATION

Name Of Applicant Abe A & Katharine Dyck		
Address: P.O. Box 1093		
City/Town La Crete, AB		
Postal Code T0H 2H0	Phone (780) 821-9527	Cell

Complete only if different from Applicant

Name of Registered Owner		
Address:		
City/Town		
Postal Code	Phone	Cell

Legal Description of the Land Affected by the Proposed Amendment:

QTR./LS.	SEC.	TWP.	RANGE	M.	or	PLAN	BLK	LOT
SW	12	107	14	5		0826817		

Civic Address: \_\_\_\_\_

Amendment Proposed:

Closure of road and municipal reserve lots

Reasons Supporting Proposed Amendment:

Subdivision was started but never completed, road and municipal reserve need to be closed before the subdivision can be completely cancelled.
---

I have enclosed the required application fee of: \$ 1,120.00

Receipt No.: 264185  
Dec 8/2020

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Registered Owner Signature

\_\_\_\_\_  
Date

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

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

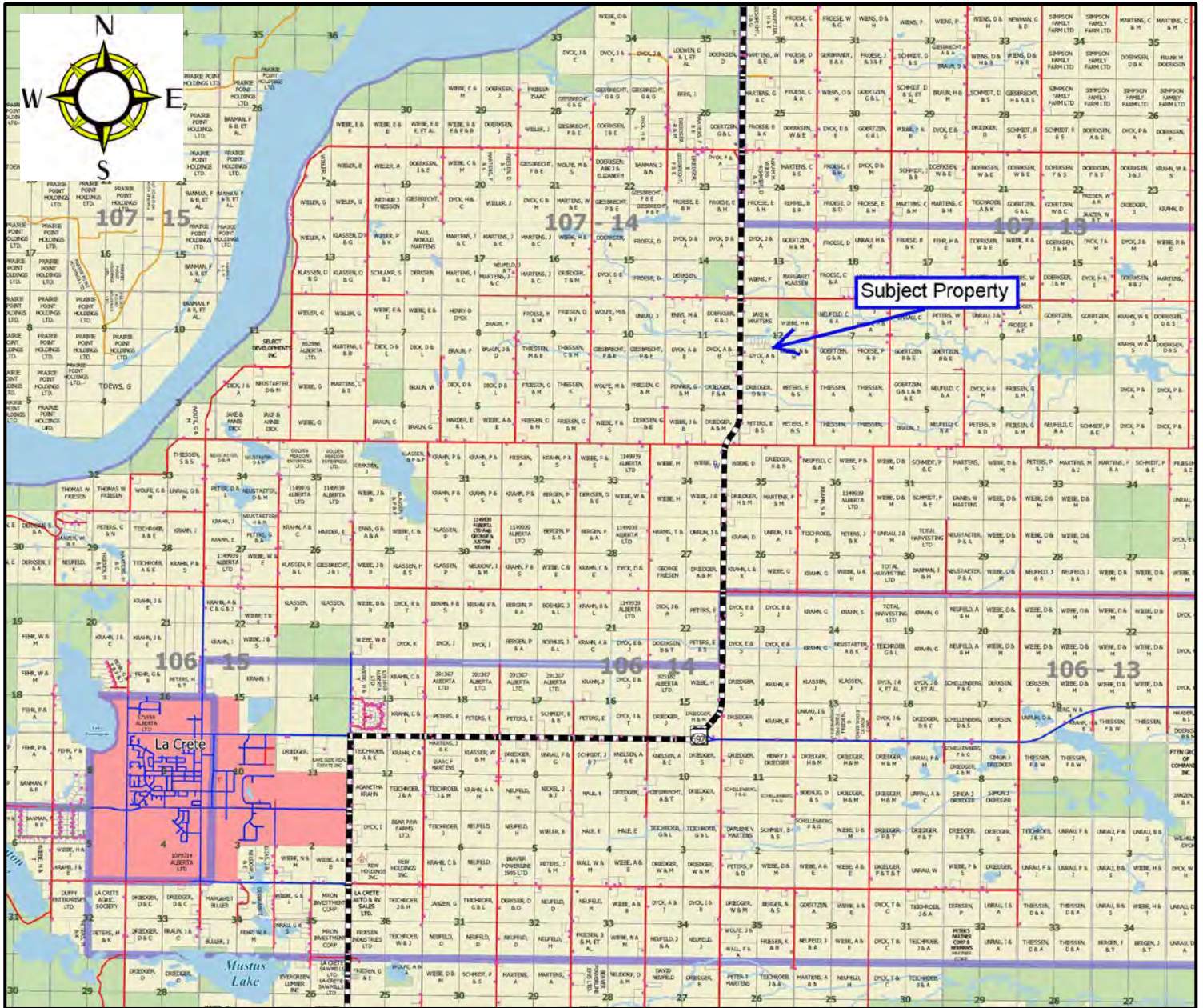


Mackenzie County

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# CONSOLIDATION APPLICATION



File No. Bylaw 1209-21

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**Mackenzie County**



# CONSOLIDATION APPLICATION



File No. Bylaw 1209-21

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**Mackenzie County**

**NOT TO SCALE**





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>January 12, 2021</b>
<b>Presented By:</b>	<b>Caitlin Smith, Manager of Planning &amp; Development</b>
<b>Title:</b>	<b>Bylaw 1210-21 Road Closure within Plan 082 6817</b>

## **BACKGROUND / PROPOSAL:**

Mackenzie County has received a request to cancel Plan 082 6817. The plan is a registered, rural, multi-lot subdivision, located along Highway 697 in Blumenort, which was never fully constructed.

In 2008, the ten (10) lot subdivision was registered due to a clerical error despite the internal road only being partially built by the developer. In 2009, all of the lots, including the remainder of the quarter section, were sold to an adjacent landowner. The current landowner has no intention of completing the subdivision road or selling the individual lots.

The land is currently being used as farmland but is being taxed as residential lots, the current landowner has paid \$34,154 to date in taxes on the ten (10) lots. Because of the actual use, the landowner would like to consolidate all of the lots and re-zone the properties. The lots are currently zoned Rural Country Residential 1 “RCR1” which cannot be changed until they are all consolidated with the remainder of the quarter section.

On October 28, 2020 Plan Cancellation Bylaw 1201-20 was approved by Council. Administration consulted a surveyor and Alberta Land Titles prior to submitting the Plan Cancellation for registration and submitted according to their recommendation. However, due to the presence of Municipal Reserve Lots and Roads within Plan 082 6817, the Plan Cancellation was rejected by Alberta Land Titles.

Alberta Land Titles requires that a Municipal Reserve Disposal Bylaw and Road Closure Bylaw accompany Plan Cancellation Bylaw 1201-20 for the subdivision to be effectively cancelled.

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

The applicant is typically required to purchase the municipal reserve lots and road at market value, however, Council has the option to waive these costs. The approximate value as assigned by Municipal Reserve Policy DEV005 is \$7,000 per acre. The area of the road is approximately 4.08 acres which is a value of \$28,560.

On December 17, 2020, Bylaw 12xx-21 was presented to the Municipal Planning Commission where the following motion was made:

**MPC 20-12-173** **MOVED** by David Driedger

*That the Municipal Planning Commission recommend to Council to approve Bylaw 12xx-21 being a Road Closure Bylaw to close the road within Plan 082 6817 (SW 12-107-14-W5M), subject to public hearing input.*

**CARRIED**

**OPTIONS & BENEFITS:**

Options are to pass, defeat, or table first reading of Bylaw 1210-21.

**COSTS & SOURCE OF FUNDING:**

Current costs will consist of advertising the public hearing and adjacent landowner letters, which will be borne by the applicant.

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION/PUBLIC PARTICIPATION:**

The bylaw amendment will be advertised as per MGA requirements, this includes all adjacent landowners.

**POLICY REFERENCES:**

Not applicable at this time.

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

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That first reading be given to Bylaw 1210-21 being a Road Closure Bylaw to close the road within Plan 082 6817 (SW 12-107-14-W5M), subject to public hearing input.

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

**BYLAW NO. 1210-21**  
**BEING A BYLAW OF**  
**MACKENZIE COUNTY**  
**IN THE PROVINCE OF ALBERTA**

**FOR THE PURPOSE OF CLOSING A ROAD PLAN IN ACCORDANCE**  
**WITH SECTIONS 22, 24 AND 606 OF THE MUNICIPAL GOVERNMENT ACT,**  
**CHAPTER M-26, REVISED STATUTES OF ALBERTA 2000**

**WHEREAS**, Council of Mackenzie County has determined the road as outlined on Plan 212 \_\_\_\_\_ attached hereto, be subject to a road closure, and

**WHEREAS**, notice of intention of the Council to pass a bylaw will be published in a locally circulated newspaper in accordance with the Municipal Government Act, and

**NOW THEREFORE**, be it resolved that the Council of Mackenzie County does hereby close, for the purpose of consolidation, that portion of road described as follows, subject to the rights of access granted by other legislation or regulations:

Area 'A' Plan 212 \_\_\_\_\_

As outlined on Plan 212 \_\_\_\_\_

READ a first time held this \_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Joshua Knelsen  
Reeve

\_\_\_\_\_  
Lenard Racher  
Chief Administrative Officer

PUBLIC HEARING held this \_\_\_\_ day of \_\_\_\_\_, 2021.

APPROVED this \_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Minister of Transportation

Approval valid for \_\_\_\_\_ months.



READ a second time this \_\_\_\_ day of \_\_\_\_\_, 2021.

READ a third time and finally passed this \_\_\_\_ day of \_\_\_\_\_, 2021.

---

Joshua Knelsen  
Reeve

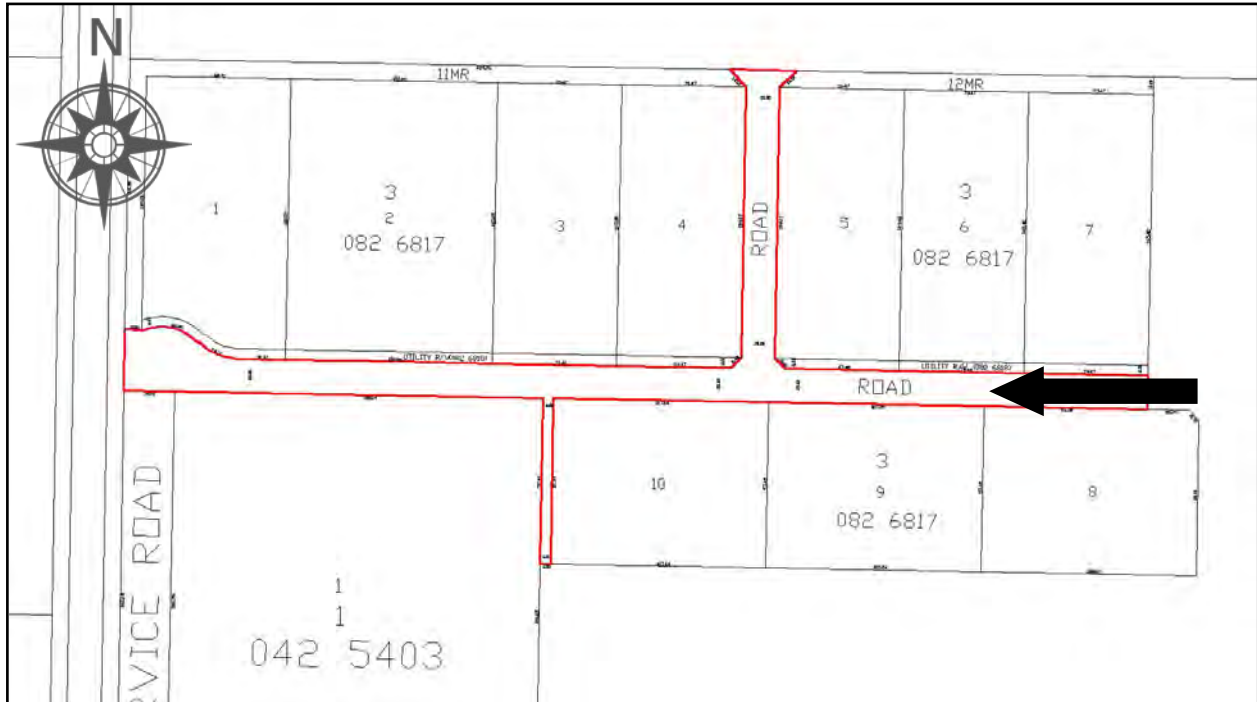
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Lenard Racher  
Chief Administrative Officer

**BYLAW No. 1210-21**

**Area 'A'**

**Plan 212 \_\_\_\_\_**



Application No: \_\_\_\_\_

## Mackenzie County LAND USE BYLAW AMENDMENT APPLICATION

Name Of Applicant Abe A & Katharine Dyck		
Address: P.O. Box 1093		
City/Town La Crete, AB		
Postal Code T0H 2H0	Phone (780) 821-9527	Cell

Complete only if different from Applicant

Name of Registered Owner		
Address:		
City/Town		
Postal Code	Phone	Cell

Legal Description of the Land Affected by the Proposed Amendment:

QTR./LS.	SEC.	TWP.	RANGE	M.	or	PLAN	BLK	LOT
SW	12	107	14	5		0826817		

Civic Address: \_\_\_\_\_

Amendment Proposed:

Closure of road and municipal reserve lots

Reasons Supporting Proposed Amendment:

Subdivision was started but never completed, road and municipal reserve need to be closed before the subdivision can be completely cancelled.

I have enclosed the required application fee of: \$ 1,120.00

Receipt No.: 264185  
Dec 8/2020

Applicant Signature

Date

Registered Owner Signature

Date

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

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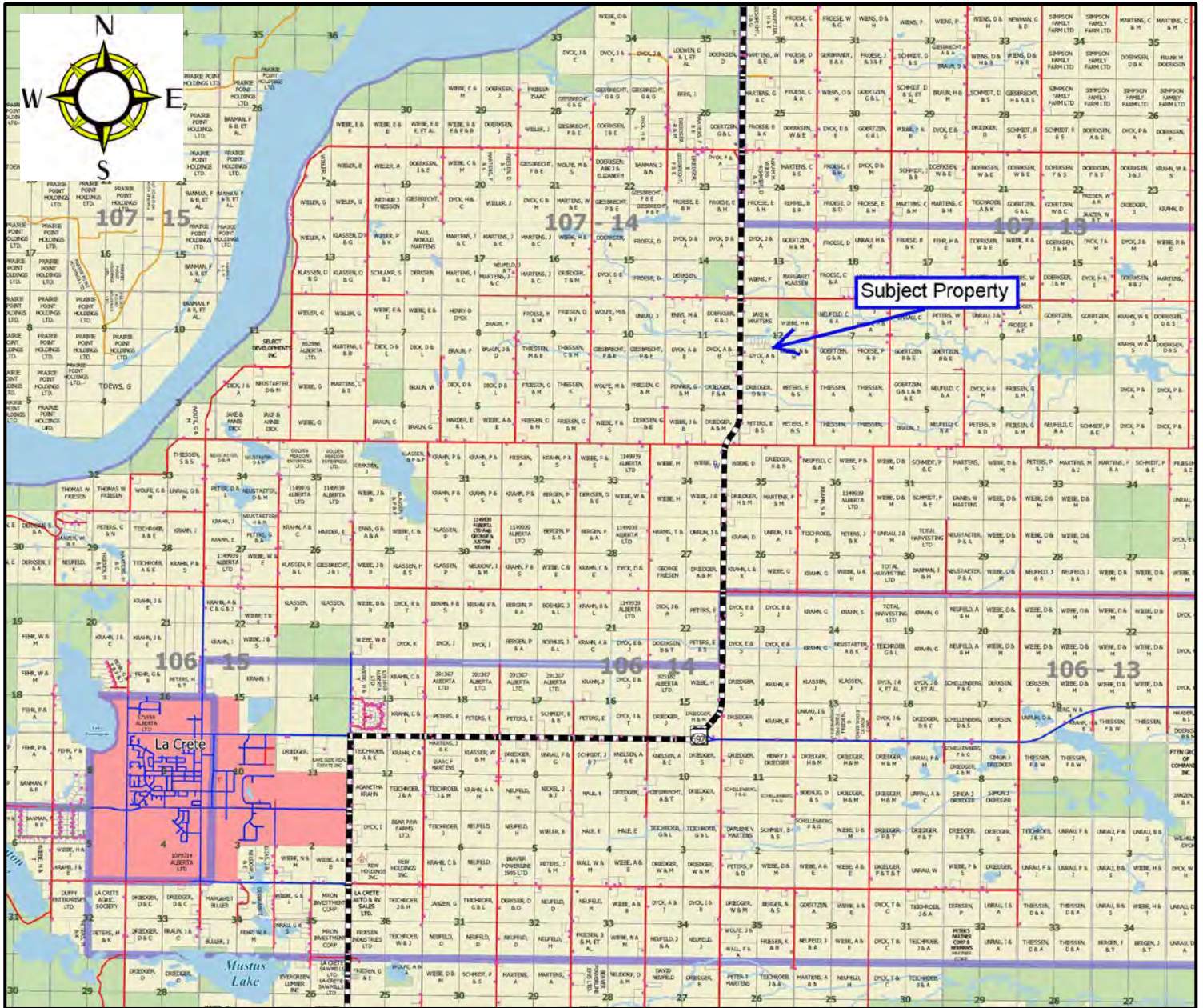
Mackenzie County  
Box 640, 4511-46 Avenue  
Fort Vermilion, AB T0H 1N0



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



# CONSOLIDATION APPLICATION



File No. Bylaw 1210-21

**NOT TO SCALE**

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**Mackenzie County**



# CONSOLIDATION APPLICATION



File No. Bylaw 1210-21

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**Mackenzie County**

**NOT TO SCALE**





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>January 12, 2021</b>
<b>Presented By:</b>	<b>Caitlin Smith, Manager of Planning &amp; Development</b>
<b>Title:</b>	<b>Land Sale of Closed Road Allowance to Fort Vermilion School Division</b>

## **BACKGROUND / PROPOSAL:**

On June 11, 2013, Mackenzie County Council passed Bylaw 880-12 being a road closure bylaw to close a portion of undeveloped road allowance between SE 1-104-18-W5M and NE 36-103-18-W5M. The portion of road allowance was closed due to the adjacent landowner (Blue Hills Community School) encroaching on the road allowance. The portion of closed road allowance was to be sold and consolidated with the adjacent property however, the landowners had not wished to complete the process at that time. The landowners have now approached administration to complete this transaction.

Council motion is required prior to selling of County owned lands. The area of closed road allowance is 0.939 acres (0.38 ha). According to Municipal Reserve Policy DEV005 the assigned market value of the property is \$8,500 per non-residential acre. The value of the closed road allowance is \$7,981.50.

## **OPTIONS & BENEFITS:**

Option 1: Sell the portion of closed road allowance at current market value as assigned by Municipal Reserve Policy DEV005.

Option 2: Sell the portion of closed road allowance while waiving the cost of the land.

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

All costs are to be borne by the purchaser.

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







December 16, 2020

Mackenzie County  
P.O. Box 640  
Fort Vermilion, AB  
T0H 1N0

Attn: Council and Planning Department

Dear Mackenzie County Council and Planning Department:

**RE: Intent to Purchase Portion of Closed Road Allowance**

This letter is to state the intention of the Fort Vermilion School Division to purchase that portion of Closed Road Allowance between SE 1-104-18-W5M (Blue Hills Community School) and NE 36-103-18-W5M.

The Fort Vermilion School Division has been in use of that portion of land for a number of years and wishes to consolidate the land with the remainder of the Blue Hills Community School yard.

Please accept this letter as a formal request to the Council of Mackenzie County to consider our offer to purchase the above-mentioned land.

Yours truly,

Norman Buhler  
Secretary Treasurer

**FORT VERMILION SCHOOL DIVISION**  
**"Our Children, Our Students, Our Future"**

P.O. BAG NO. 1, 5213 RIVER ROAD, FORT VERMILION, ALBERTA T0H 1N0 . TELEPHONE 780-927-3766 . FAX 780-927-4625



CAROL GABRIEL  
Manager of Legislative Services

BYLAW NO. 880-12  
BEING A BYLAW OF  
MACKENZIE COUNTY  
IN THE PROVINCE OF ALBERTA

FOR THE PURPOSE OF CLOSING A PORTION OF  
STATUTORY ROAD ALLOWANCE IN ACCORDANCE  
WITH SECTIONS 22, 24 AND 606 OF THE MUNICIPAL GOVERNMENT ACT,  
CHAPTER M-26, REVISED STATUTES OF ALBERTA 2000

**WHEREAS**, Council of Mackenzie County has determined that a portion of statutory road allowance, as outlined on Schedule "A" attached hereto, be subject to a road closure, and

**WHEREAS**, notice of intention of the Council to pass a bylaw will be published in a locally circulated newspaper in accordance with the Municipal Government Act, and

**NOW THEREFORE**, be it resolved that the Council of Mackenzie County does hereby close, for the purpose of sale, a portion of the government road allowance described as follows, subject to the rights of access granted by other legislation or regulations:

The most northerly 10 meters of Government Road Allowance lying south of  
Part of SE 1-104-18-W5M  
Excepting thereout all mines and minerals and the right to work the same.

READ a first time this 28<sup>th</sup> day of November, 2012.

  
\_\_\_\_\_  
Bill Neufeld  
Reeve  
\_\_\_\_\_  
Joulia Whittleton  
Chief Administrative Officer

APPROVED this 27 day of May, 2013.

  
\_\_\_\_\_  
Minister of Transportation

Approval valid for 18 months.

Bylaw 880-12  
Road Closure Lying Between SE 1-104-18-W5  
And NE 36-103-18-W5

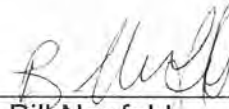


Page 2 of 3

**CAROL GABRIEL**  
Manager of Legislative Services

READ a second time this 11<sup>th</sup> day of June, 2013.

READ a third time and finally passed this 11<sup>th</sup> day of June, 2013.



Bill Neufeld  
Reeve



Joulia Whittleton  
Chief Administrative Officer



**CAROL GABRIEL**  
Manager of Legislative Services

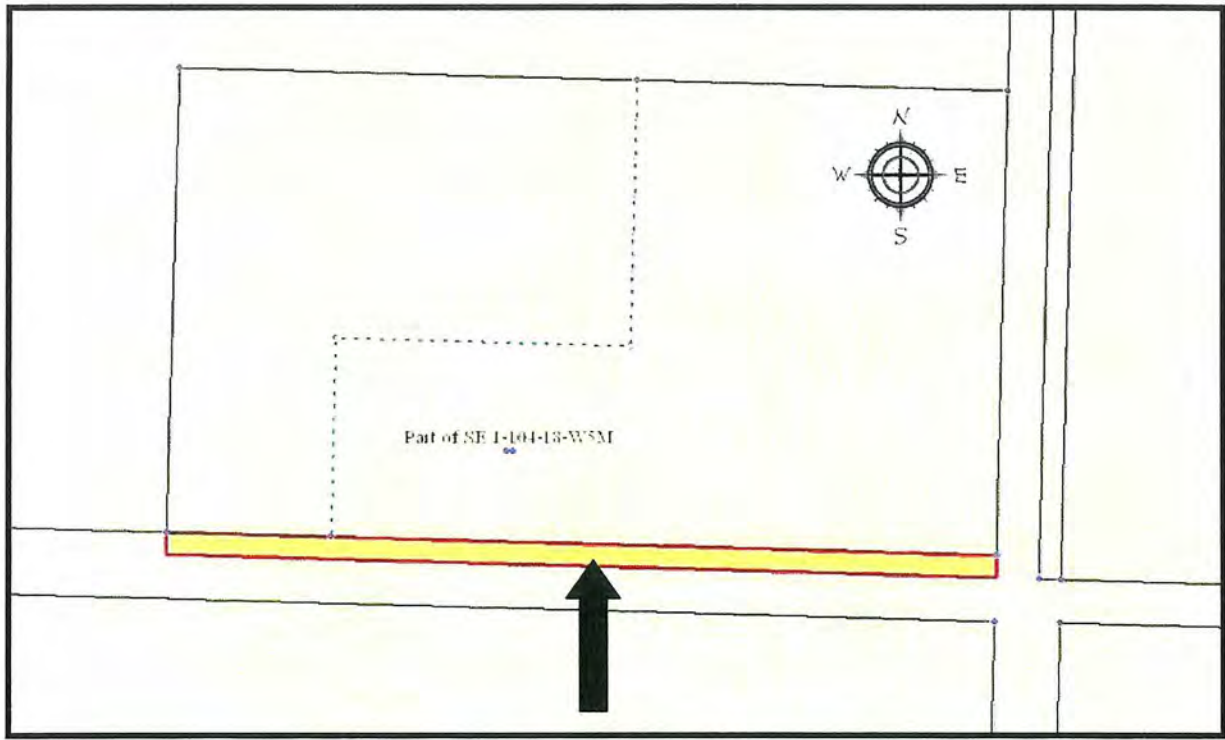
Bylaw 880-12  
Road Closure Lying Between SE 1-104-18-W5  
And NE 36-103-18-W5

**BYLAW No. 880-12**

**SCHEDULE "A"**

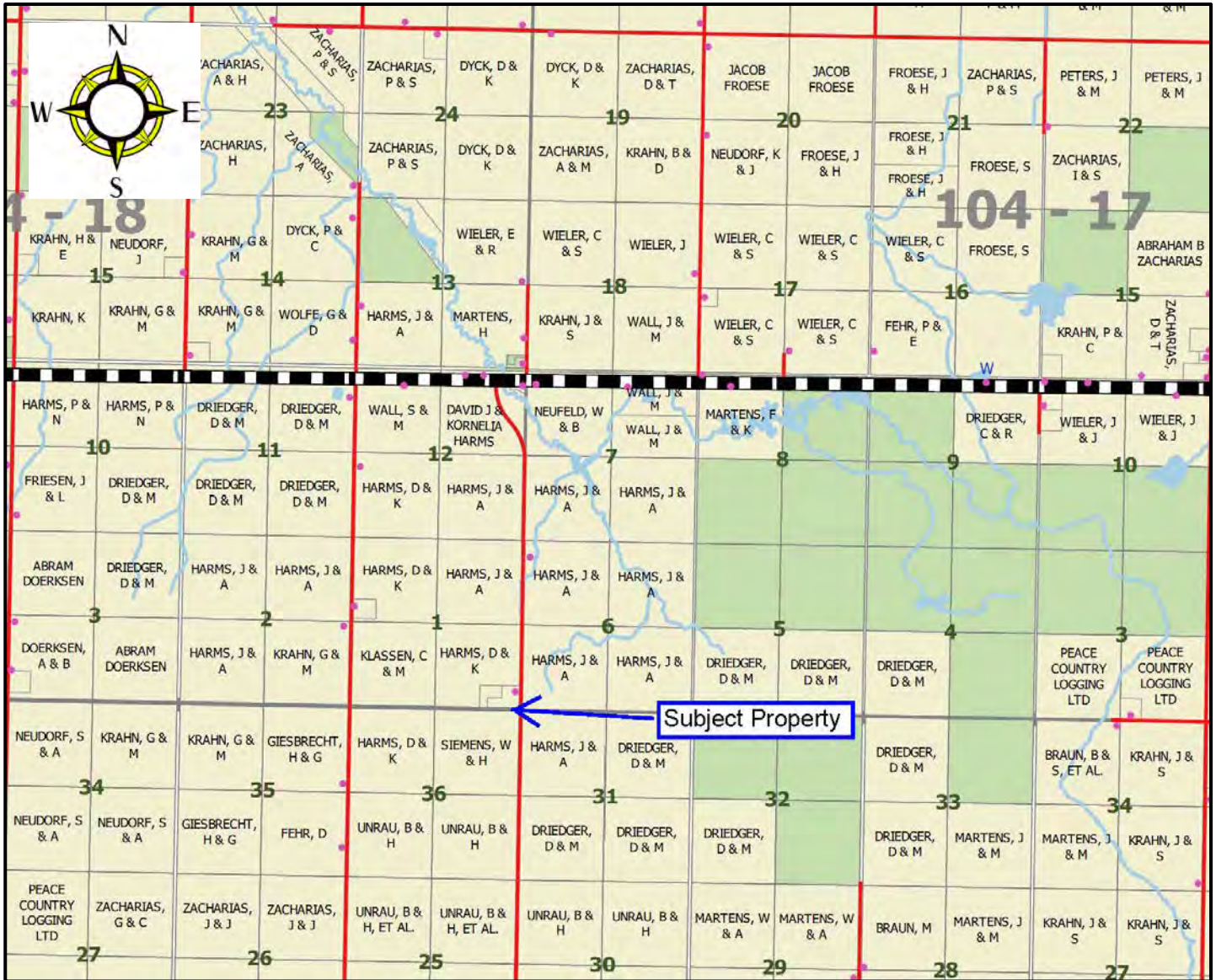
1. That the land use designation of the following property known as:

The most northerly 10 meters of Government Road Allowance lying south of  
Part of SE 1-104-18-W5M





# SUBDIVISION APPLICATION



**NOT TO SCALE**

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**Mackenzie County**





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>January 12, 2021</b>
<b>Presented By:</b>	<b>Caitlin Smith, Manager of Planning and Development</b>
<b>Title:</b>	<b>Partial Utility Right of Way Closure (La Crete)</b>

## **BACKGROUND / PROPOSAL:**

Administration has received a request from a developer to partially close the Utility Right of Way located on Plan 902 2145, Lot 21 (La Crete Co-op site).

The landowner would like to extend their existing cardlock to the north to allow for better access for big trucks from 100 Street and to direct trucks to exit on 101 Street rather than 100 Street. The developer would need to partially close the URW to accommodate the additional pumps.

Currently, the URW has a sewer line located on the north side and we would require a minimum of 6m URW to remain in order to allow the utility department access to the line.

The URW was registered in 2003 in preparation for the ring road in the hamlet of La Crete. A partial discharge or construction of additional pumps on the URW will affect alignment and future road construction.

The developer will be proceeding with the partial Utility Right-of-Way closure and submitting it to Alberta Land Titles. The developer will also be required to apply for an Area Structure Plan Revision and pay the appropriate fees as listed in the Mackenzie County Fee Schedule Bylaw, no sale or transfer of land will take place.

## **OPTIONS & BENEFITS:**

Administration has no concerns with taking on the task of changing the La Crete ASP but this will change our transportation plan which will require discussions with neighbouring property owners.

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

**COSTS & SOURCE OF FUNDING:**

Developer will be required to pay the \$2,300.00 fee to change the Area Structure Plan as per the fee schedule and the cost of a surveyor.

The County may need to pay for additional services to amend the plan and for public consultation.

**SUSTAINABILITY PLAN:**

N/R

**COMMUNICATION / PUBLIC PARTICIPATION:**

Public Consultation will be required with an Area Structure Plan revision.

**POLICY REFERENCES:**

Policy ADM056 Public Participation

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That administration proceed with the partial closure of Utility Right-of-Way Plan 032 4681.

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



# La Crete CO-OP

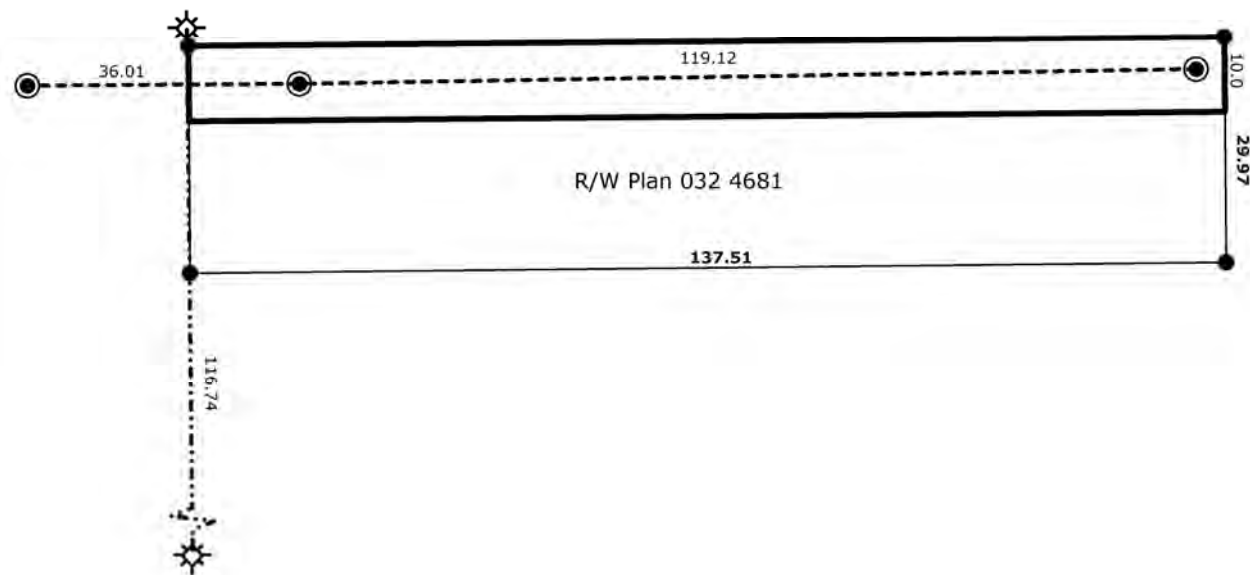
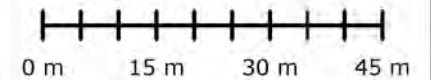
Showing portion of  
R/W Plan 032 4681

## Legend

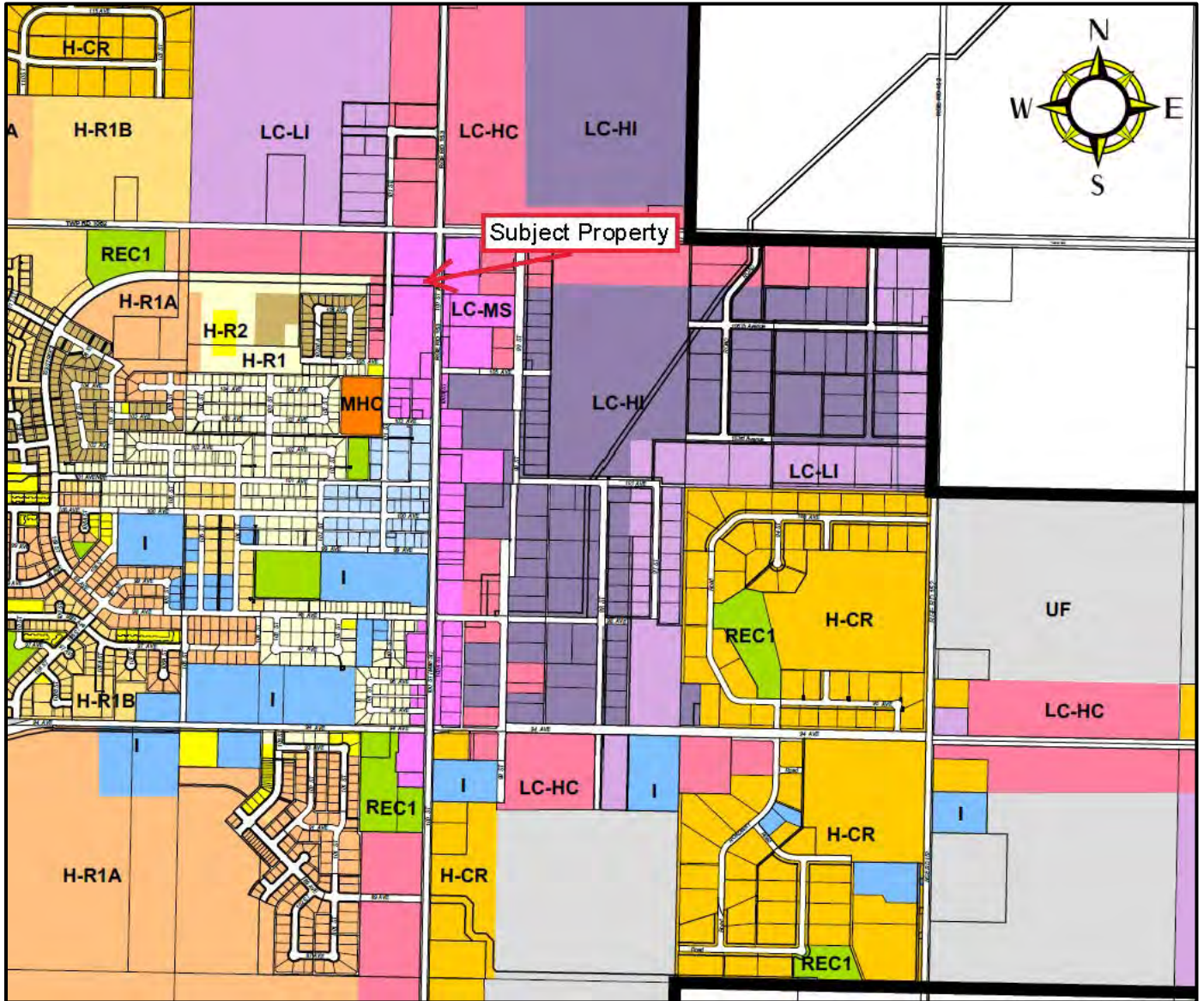
- Existing 30m Right-of-Way
- Proposed 10m Right-of-Way
- - - Sewerline
- · - · Waterline
- ☼ Fire Hydrant
- Manhole
- Property Corner

Distances are in meters and  
decimals thereof

1:1000



# SUBDIVISION APPLICATION



**NOT TO SCALE**

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**Mackenzie County**



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>January 12, 2021</b>
<b>Presented By:</b>	<b>Caitlin Smith, Manager of Planning &amp; Development</b>
<b>Title:</b>	<b>Development Statistics Report – January to December 2020</b>

## **BACKGROUND / PROPOSAL:**

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

### **Approved Development Permit Applications**

- 2016 Development Permits                      241 permits (construction value \$47,442,852.00)
- 2017 Development Permits                      254 permits (construction value \$33,545,994.00)
- 2018 Development Permits                      218 permits (construction value \$29,711,491.00)
- 2019 Development Permits                      232 permits (construction value \$34,538,496.00)
- 2020 Development Permits                      392 permits (construction value \$70,574,441.00)

### **Issued Building Permits**

- 2016 Building Permits                              166 permits (value \$28,261,767.00)
- 2017 Building Permits                              157 permits (value \$29,051,400.00)
- 2018 Building Permits                              153 permits (value \$24,706,496.03)
- 2019 Building Permits                              160 permits (value \$22,648,860.00)

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

- 2020 Building Permits 288 permits (value \$40,716,510.35)

*\*These numbers include all development that required a building permit.*

**New Subdivision Applications**

- 2016 subdivisions 33 applications
- 2017 subdivisions 24 applications
- 2018 applications 38 applications
- 2019 subdivisions 55 applications
- 2020 subdivisions 40 applications

**OPTIONS & BENEFITS:**

N/A

**COSTS & SOURCE OF FUNDING:**

N/A

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

**POLICY REFERENCES:**

N/A

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

**RECOMMENDED ACTION:**

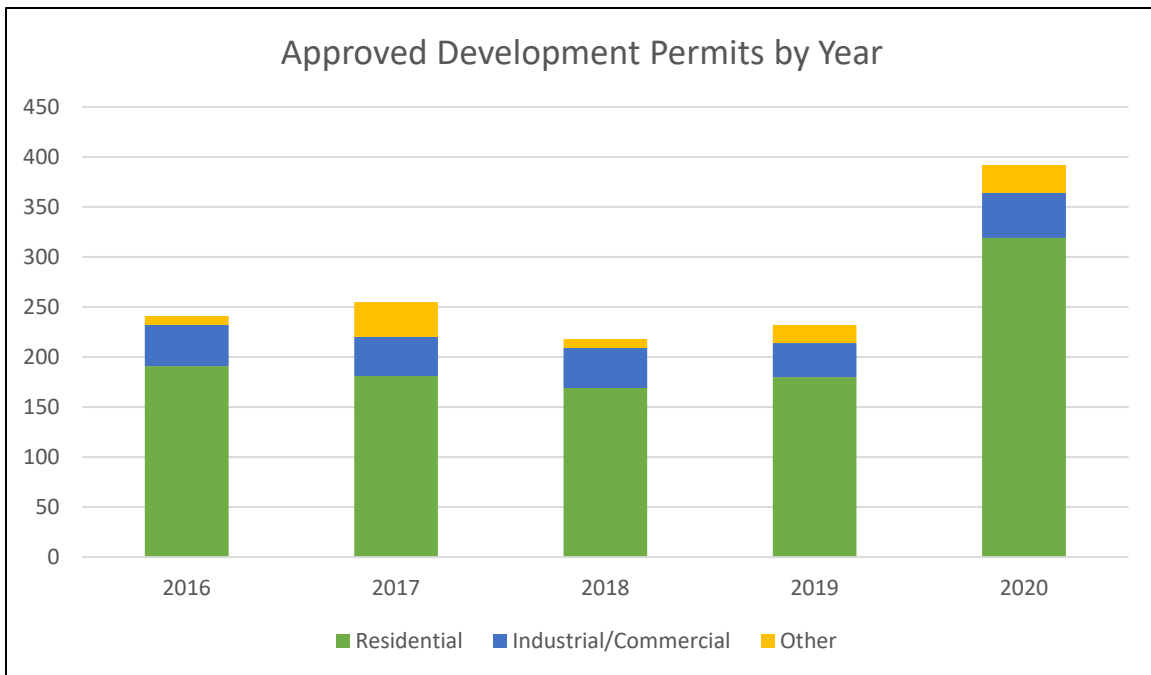
- Simple Majority       Requires 2/3       Requires Unanimous

That the development statistics report for January to December 2020 be received for information.

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

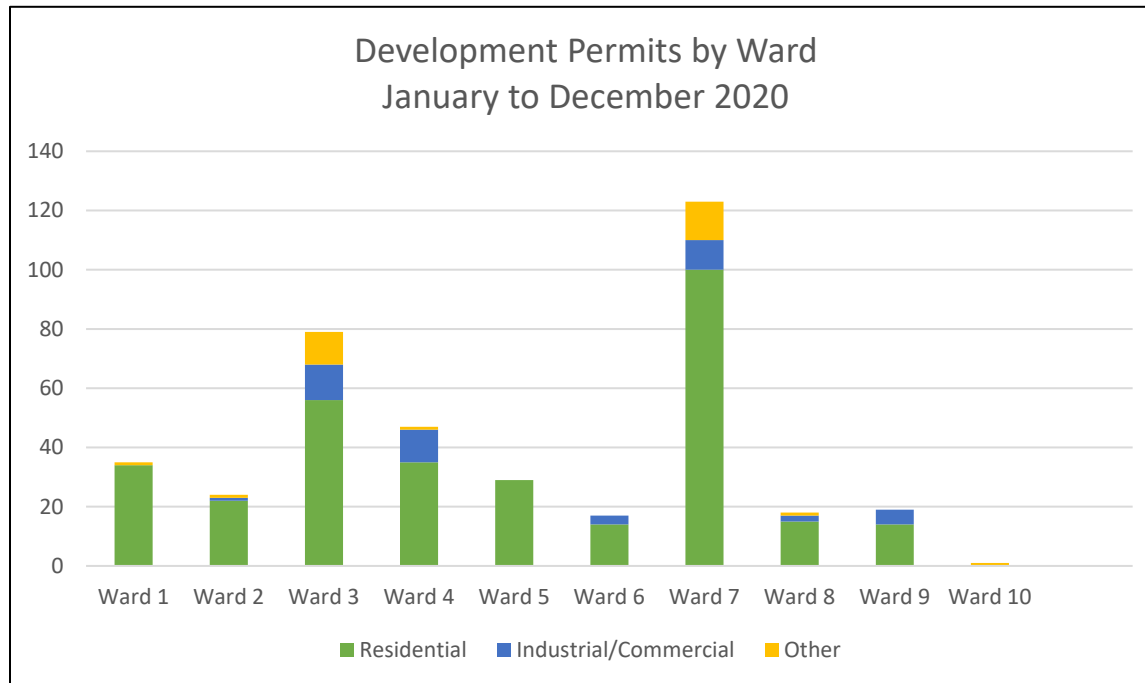
## Total Approved Development Permits by Year

Type of Development	<i>2016</i>	<i>2017</i>	<i>2018</i>	<i>2019</i>	<i>2020</i>
Residential	191	181	169	180	319
Industrial & Commercial	41	39	40	34	45
Other	9	35	9	18	28
<b>Total</b>	<b>241</b>	<b>255</b>	<b>218</b>	<b>232</b>	<b>392</b>



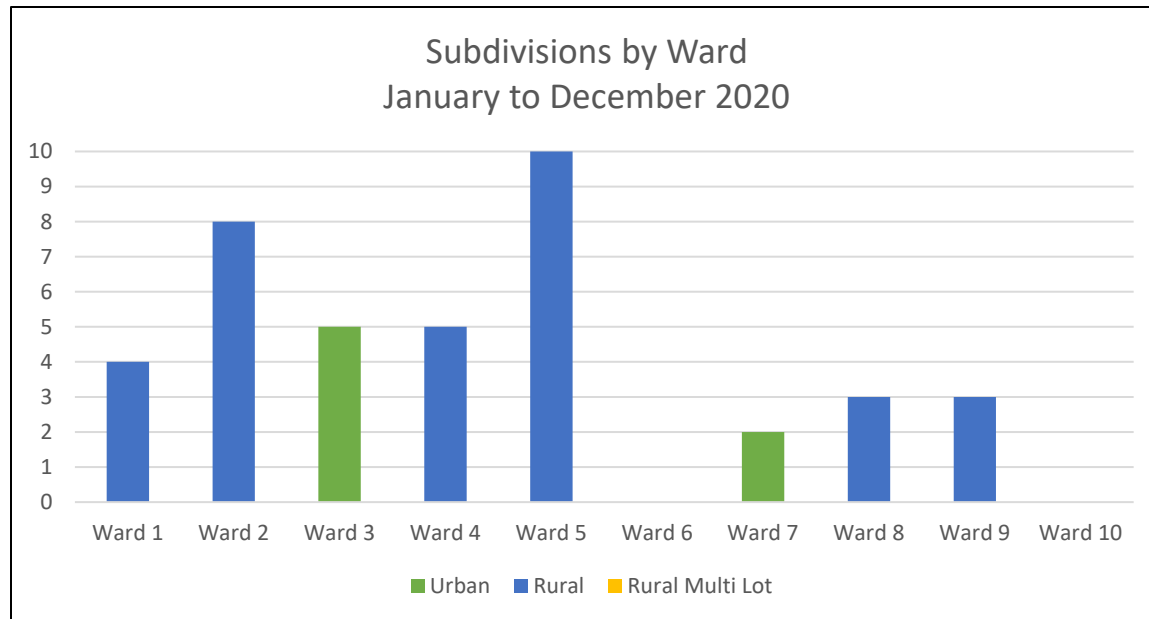
**Approved Development Permits by Ward**  
**January to December 2020**

<b>Type of Development</b>	<b>Ward 1</b>	<b>Ward 2</b>	<b>Ward 3</b>	<b>Ward 4</b>	<b>Ward 5</b>	<b>Ward 6</b>	<b>Ward 7</b>	<b>Ward 8</b>	<b>Ward 9</b>	<b>Ward 10</b>	<b>Total</b>
Residential	34	22	56	35	29	14	100	15	14	0	<b>319</b>
Industrial & Commercial	0	1	12	11	0	3	10	2	5	0	<b>44</b>
Other	1	1	11	1	0	0	13	1	0	1	<b>29</b>
<b>Total</b>	<b>35</b>	<b>24</b>	<b>79</b>	<b>47</b>	<b>29</b>	<b>17</b>	<b>123</b>	<b>18</b>	<b>19</b>	<b>1</b>	<b>392</b>



**Subdivision Applications by Ward**  
**January to December 2020**

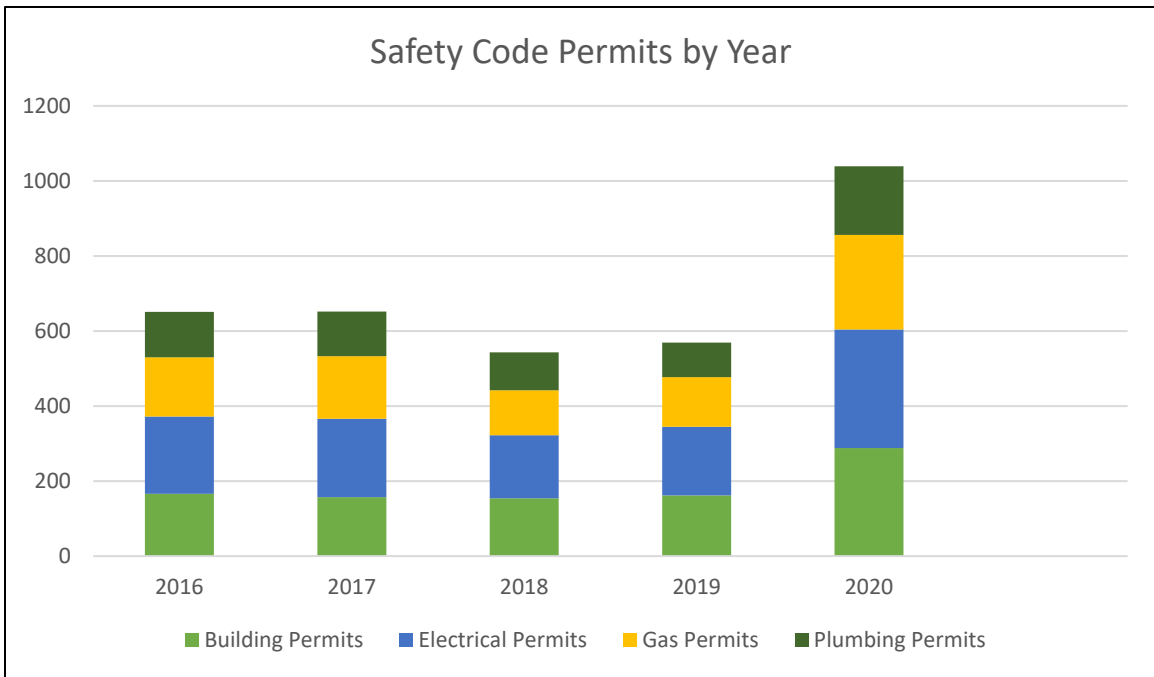
Type of Subdivision	Ward 1	Ward 2	Ward 3	Ward 4	Ward 5	Ward 6	Ward 7	Ward 8	Ward 9	Ward 10	Total
Urban	0	0	5	0	0	0	2	0	0	0	7
Rural	4	8	0	5	10	0	0	3	3	0	33
Rural Multi Lot	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>4</b>	<b>8</b>	<b>5</b>	<b>5</b>	<b>10</b>	<b>0</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>40</b>





**Total Issued Safety Code Permits by Year**

<b>Type of Safety Codes</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
Building	166	157	154	162	288
Electrical	206	209	168	183	316
Gas	158	167	120	132	252
Plumbing	121	119	101	92	183
<b>Total</b>	<b>651</b>	<b>652</b>	<b>543</b>	<b>569</b>	<b>1039</b>







Mackenzie County

## REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>January 12, 2021</b>
<b>Presented By:</b>	<b>Len Racher, Chief Administrative Officer</b>
<b>Title:</b>	<b>Rural Municipalities of Alberta – Board Governance Review Member Survey</b>

### **BACKGROUND / PROPOSAL:**

The Rural Municipalities of Alberta (RMA) Board Governance Review Committee has released a survey and is requesting that survey responses be completed by municipal councils as a whole.

The deadline to complete the survey is January 21, 2021.

A copy of the survey is attached for review and discussion.

### **OPTIONS & BENEFITS:**

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

N/A

### **SUSTAINABILITY PLAN:**

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

### **POLICY REFERENCES:**

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

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That administration submit the Rural Municipalities of Alberta – Board Governance Review Member Survey for Council as a whole as discussed.

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

**From:** [Gerald Rhodes](#)  
**Cc:** [Bob Barss \(bbarss@mdwainwright.ca\)](#); [robin.kurpjuweit\\_cypress.ab.ca](#); [Bruce Beattie](#); [Kelly Vandenberghe](#); [Leanne Beaupre](#); [Gene Hrabec](#); [Alex Mochid](#)  
**Subject:** ACTION REQUIRED - RMA Board Governance Review Member Survey  
**Date:** December 21, 2020 4:05:28 PM  
**Attachments:** [image002.png](#)  
[RMA Board Governance Review Survey Questions - Dec 21 2020.pdf](#)

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**\*\*\*Please Distribute to all members of Council \*\*\***

Dear RMA Mayors, Reeves, and Councillors,

The RMA has an established governance practice of striking a Board Governance Review Committee (BGRC) in the 4th year of municipal council terms with a mandate to undertake an association governance review. The review culminates in the committee providing a report to the membership, with recommendations to be voted on by the membership, at the Spring Convention of the election year.

To facilitate this practice the RMA has formed a Board Governance Review Committee (BGRC) comprised of one representative from each RMA district and a non-voting chairperson. The committee is as follows:

Chair	Bob Barss, Past RMA President (2010-2014), Reeve, MD of Wainwright
District 1	Robin Kurpjuweit, District 1 Chair, Councillor, Cypress County
District 2	Bruce Beattie, District 2 Chair, Reeve, Mountainview County
District 3	Kelly Vandenberghe, District 3 Chair, Councillor, Leduc County
District 4	Leanne Beaupre, District 4 Representative, Reeve, County of Grande Prairie
District 5	Gene Hrabec, District 5 Chair, Deputy Reeve, Beaver County

The committee has recently met to organize with plans to undertake their review in January & February and present a report to the membership at the RMA Spring convention, March 16-17 2021. Member feedback is an essential component to this review, and to enable input, a survey has been developed based on the following governance themes:

- Membership
- Board Structure
- Board Roles and Responsibilities
- Board Election Processes
- Member Input
- Board Compensation

**Action Required**

Please provide input to the committee by completing the survey. Attached is a PDF version of the survey for distributing to individual councillors and putting in council agendas for review and consideration. When ready to provide final survey answers, however, we ask that answers be submitted by clicking this [Online Survey Link](#) to post the input.

The committee has asked that the survey responses be completed by municipal councils as a whole although individual input will be appreciated as well. Should individual councillors wish to additionally complete the survey a section is provided at the beginning of the survey to differentiate if the response is the municipality/group response or an individual response.

Individual survey responses will be confidential, and only viewed by the committee and RMA support staff to the committee.

In conclusion please complete the survey by **January 21, 2021**. If you have any questions please contact RMA Policy Advisor Alex Mochid at [alex@rmaalberta.com](mailto:alex@rmaalberta.com).

We appreciate your engagement in this important process.

Thank you.

**Gerald Rhodes, CLGM, MBA, CAE**

*Executive Director*



Office: 780.955.4077  
Cell: 780.893.3783  
Scheduling: 780.955.4076  
[RMAAlberta.com](http://RMAAlberta.com)

# Board Governance Review Survey

The following questions have been designed to gather feedback from RMA member municipalities on governance topics that the RMA Board Governance Review Committee (BGRC) will be considering. The BGRC asks that these questions be completed by municipal councils as a whole although individual input will be appreciated as well. Should individual councilors wish to additionally complete the survey a section is provided at the beginning of the survey to differentiate if the response is the municipality/group response or an individual response. All survey responses will be confidential, and only viewed by the BGRC and RMA support staff to the committee.

Please submit the survey via the [online survey link](#) by **January 21, 2021**. This PDF version of the survey is provided for review and consideration of the questions in advance of posting responses. The questions are highlighted in **red** within this document. Please click the links highlighted & underlined in [blue](#) to access noted reference documents for additional background as required.

Please include answers to the two introductory questions below.

## Questions

1. Please indicate your municipality.
2. Is this response a council position or an individual position?

The following are the governance issues that the BGRC will be examining. Please provide input to the questions as you see fit and skip questions to which your council has no input or opinion.

### 1. MEMBERSHIP

The RMA has two types of members:

**Full Members** - consists of councils of rural municipalities in the province of Alberta. This includes municipal districts, counties, specialized municipalities, and the Special Areas. The RMA has 69 full member municipalities, who have voting authority in ability to have representation on the RMA board.

**Associate Members** – consists of non-profit organizations that participate to access the association's business services. The RMA has over 900 associate members that include villages, towns, cities, school districts, seniors housing foundations, REA's, gas co-ops, irrigation districts, community and recreation organizations, and numerous other non-profit organizations. Associate members do not have voting authority nor ability to have representation on the RMA board.

The RMA full membership is divided into five districts that represent rural municipalities from all corners of Alberta. The [RMA Members Map](#) provides a further breakdown of each district and the municipalities that are located within them.

### Questions

- 1.1 Is there a need to consider changes to RMA membership eligibility to accommodate for changes to types of municipalities/local government structures, past and upcoming, that should be addressed in the RMA's definition of full members (see membership definitions in the [RMA bylaws](#)).
- 1.2 If there is a need to consider changes to the RMA's membership base, what changes should be considered?
- 1.3 Does the current district structure and boundaries properly represent RMA's full members? If not, how could they be changed?

## **2. BOARD STRUCTURE**

The RMA operates with a board of seven. A number of provincial municipal associations with large memberships across Canada operate with large boards (i.e. fifteen and larger) with two levels of governance – an overall board and a smaller executive committee (President plus at least two VPs). As RMA is a smaller board and smaller membership, it does not operate with an executive committee.

From a cross-jurisdictional perspective, boards of provincial municipal associations across Canada have board positions based upon geography, municipality type, or a combination of both. RMA's board structure is geographically based with members of each of the five RMA districts electing a representative onto the RMA Board. The President and Vice President are elected by the entire membership.

In addition, the majority of provincial municipal associations across Canada include representation from their municipal administrators on their board for an administrative perspective, most being ex-officio (appointed) by their municipal administrator association. The RMA has no administrative representation on their board.

### Questions

- 2.1 Does the current board composition and size (one president, one vice president, five district directors) adequately represent the Full (voting) membership?
- 2.2 Is the geographic area and number of municipalities represented by board directors appropriate?
- 2.3 Is geographically based board representation the ideal structure? If not, what alternate structures should be considered?
- 2.4 Should there be a position on the board for a municipal administrator representative?

## **3. BOARD ROLES & RESPONSIBILITIES**

The RMA is governed by a Board of Directors elected by elected officials from RMA full member municipalities. The RMA Board is the governance board for three companies: RMA, RMA Insurance and RMA Fuel. In addition, they are also the advisory board for the Genesis Reciprocal Insurance Exchange.



The RMA [Board Member Responsibility policy](#) was approved by the membership at an earlier Board Governance Review. The overall role of the RMA Board of Directors is guided by the [RMA Strategic Direction](#) as approved by the membership, which is to represent and advocate the broad collective municipal and rural interests of the membership and, to oversee the delivery of services that assist members in their business operations and decision-making processes.

### Questions

3.1 In your view, should the role of the RMA board be changed/modified?

3.2 Are board members currently accountable to:

- The membership overall?
- Their districts?

3.3 If not, how could accountability be improved?

## 4. BOARD ELECTION PROCESSES

The RMA facilitates its election process entirely during its annual fall convention, including calling for nominations, the provision of time and space for campaigning, candidate speeches, the formal election, and requiring an AGM motion to accept the election results. From a cross-jurisdictional perspective, most other provincial municipal associations across Canada utilize a returning officer who accepts nominations as per deadlines in advance of their convention/AGM utilizing their convention/AGM for the campaigning and voting portion of the election process only.

For the RMA, the elected officials of the member municipalities of each district elect a representative to the RMA Board of Directors. The elected officials of the member municipalities of all member municipalities (approximately 460 elected officials) elect the President and Vice President. The term for each Director, Vice President, and President is two years, with appointments staggered. There is no limit on how many terms a board Director, Vice President, or President) can serve for. Lastly the RMA's election process does not include an advance nomination deadline for nominations and the RMA does not use a returning officer for election procedures.

### Questions

4.1 Should there be a term limit on how long a board member (Director, Vice President, President) can be on the RMA Board for?

4.2 If yes, what should be the term limit and for what board position?

4.3 Are current election processes appropriate?

4.4 Should there be a nomination deadline in advance of the fall convention/AGM requiring use of a returning officer?

4.5 Please suggest any improvement to the RMA's board election process.



## 5. MEMBER INPUT

The RMA values member input and utilizes various mechanisms to support engagement. This includes the use of resolutions, member surveys, attendance at district meetings, the utilization of conventions for information-sharing, and the use of technology such as webinars, video conferencing, and e-newsletters.

The only current committee RMA has is the Board Governance Review Committee which is formed once every four years. RMA currently does not have an active ad-hoc committee, but has had them in the past (i.e., AAMDC Climate Change Advisory Committee, AAMDC Aboriginal Consultation Committee and the AAMDC Committee on Charitable Gaming).

With respect to resolution process, the RMA has a detailed [resolution policy](#) as directed by membership. The purpose of the resolution policy is to formalize the parameters involved for the resolution process used by the RMA. Key aspects of the resolution policy include: establishing a Resolutions Committee and outlining their roles, using the districts to vet resolutions to the Resolutions Committee, the types of resolution and the required voting majorities needed for resolutions to pass.

### Questions

- 5.1 Please provide any input on the effectiveness of the resolution process used to seek “overall” membership direction.
- 5.2 Please share your views on the potential role of committees comprised of RMA members. Consider aspects such as composition, scope, time commitments, purpose, and cost.
- 5.3 What role do you believe municipal staff should play in providing the RMA with specialized advice?
- 5.4 Please share your view on the relationship between RMA and the Districts? Does this relationship need to be more clearly defined?
- 5.5 Do you believe that district meetings could be more focused on providing the RMA with member input on issues?

## 6. BOARD COMPENSATION

RMA board compensation is reviewed by the BGRC once every four years. Cross-jurisdictional municipal association comparisons are considered as well Alberta association comparisons. The current RMA board compensation was last modified as recommended by the last BGRC and approved by the RMA membership at the 2017 spring convention. Attached is the current [RMA compensation policy](#) plus the most recent [\(2019/20\) RMA board annual compensation summary](#).

### Questions

- 6.1 Please provide any comments or suggestions related to RMA board compensation

## 7. OTHER

- 7.1 Please provide any other input or comments you believe will be helpful to the RMA Board Governance Review Committee

**SURVEY END - THANK YOU**





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>January 12, 2021</b>
<b>Presented By:</b>	<b>Len Racher, Chief Administrative Officer</b>
<b>Title:</b>	<b>Meeting with Minister of Municipal Affairs – Rural Municipalities of Alberta (RMA) Spring 2021</b>

**BACKGROUND / PROPOSAL:**

Municipal Affairs is providing an opportunity for municipalities to meet with the Minister during the Rural Municipalities of Alberta (RMA) scheduled Spring Convention. All meetings are expected to be virtual.

Given that the Minister has stepped down from her role and an Interim Minister is currently in place, this opportunity to meet may not proceed. Administration will follow-up with Municipal Affairs in this regard.

**OPTIONS & BENEFITS:**

Meeting requests must include two specific policy items or issues that Council wishes to discuss with the Minister.

**COSTS & SOURCE OF FUNDING:**

**SUSTAINABILITY PLAN:**

**COMMUNICATION / PUBLIC PARTICIPATION:**

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

**POLICY REFERENCES:**

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That administration request a meeting with the Minister of Municipal Affairs during the 2021 Rural Municipalities of Alberta (RMA) Spring Convention to discuss the following policy items or issues:

- 1.
- 2.

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

**From:** [Mike Decker](#) on behalf of [MA MSL Engagement Group](#)  
**To:** [Mike Decker](#)  
**Subject:** Meeting with the Minister - RMA Spring 2021  
**Date:** December 15, 2020 9:14:14 AM

---

Dear Chief Administrative Officers:

We are writing to inform you of a potential opportunity for municipal councils to meet with the Honourable Tracy Allard, Minister of Municipal Affairs, at the 2021 RMA Spring Convention, scheduled for March 16-17, 2021. Given the ongoing COVID-19 pandemic, these meetings are expected to be virtual.

Should your elected officials wish to meet with Minister Allard during the convention, please submit a request by email to [MA.MSLEngagementGroup@gov.ab.ca](mailto:MA.MSLEngagementGroup@gov.ab.ca) no later than January 15, 2021.

In your meeting request, please be sure to include two specific policy items or issues you would like to discuss with the Minister, as well as a list of those who will be in attendance on behalf of your municipality.

We generally receive more requests to meet with the Minister than can be reasonably accommodated over the course of the convention. To ensure suitable consideration of requests, municipalities should be mindful of the following criteria:

- Policy items or issues directly relevant to the Minister of Municipal Affairs and the department will be given priority.
- Municipalities located within the Capital Region can be more easily accommodated throughout the year, so priority will be given to requests from municipalities at a distance from Edmonton and to municipalities with which Minister Allard has not yet had an opportunity to meet.
- Meeting requests received after the deadline will not be considered for the convention, but may be considered for future meeting opportunities.

Meeting times with the Minister are scheduled for approximately 30 minutes per municipality. This will allow the Minister the opportunity to engage with as many municipalities as possible. All municipalities submitting meeting requests will be notified two weeks prior to the convention as to the status of their request.

Municipal Affairs will make every effort to find alternative opportunities throughout the remainder of the year for those municipalities the Minister is unable to accommodate during the convention.

Sincerely,

Stakeholder Relations Team  
Municipal Affairs

Classification: Protected A





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>January 12, 2021</b>
<b>Presented By:</b>	<b>Carol Gabriel, Deputy Chief Administrative Officer (Legislative &amp; Support Services)</b>
<b>Title:</b>	<b>Growing the North Conference – Sponsorship Opportunities</b>

**BACKGROUND / PROPOSAL:**

Mackenzie County has previously been a sponsor of the annual Growing the North Conference in Grande Prairie at varying sponsorship levels. See attached sponsorship opportunities for the 2021 virtual conference.

Mackenzie County was a Silver Sponsor in 2017 and 2018 and a Bronze Sponsor in 2019 and 2020.

**OPTIONS & BENEFITS:**

**COSTS & SOURCE OF FUNDING:**

Bronze Sponsorship - \$1,000  
Grants to Other Organizations

**SUSTAINABILITY PLAN:**

**COMMUNICATION:**

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

**RECOMMENDED ACTION:**

- Simple Majority       Requires 2/3       Requires Unanimous

That Mackenzie County sponsor the 2021 Growing the North Virtual Conference at a Bronze sponsorship level with funding coming from the Grants to Other Organizations.

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



**From:** [Cindy Simigan](#)  
**Subject:** Growing the North Sponsorship Opportunities  
**Date:** December 14, 2020 11:01:20 AM  
**Attachments:** [image001.png](#)  
[GTN Sponsorship Virtual 2021 copy.docx](#)

---

The annual Growing the North Conference is coming up on February 16, 17, & 18, 2021 and I would like to take a moment to thank you for your past participation in our event as a sponsor. 2021 will be the first ever virtual event for the conference, spanning over 3 half days rather than 2 full days.

Last year's event was a huge success for the Growing the North conference, and continued success is partially due to the generosity of sponsors like you.

The compliments received on the last year's conference included the diverse topics of the speakers, the venue and the quality of information garnered. Your backing has helped make this event the success that it is

As an expression of our gratitude for your continued support, we would like to offer your company first right of refusal on renewing your current level of sponsorship, for the 2021 Growing the North Conference. There have been some adjustments made to the sponsorship levels and benefits so please refer to the attached sheet for an updated overview.

Sponsorships will be made available to other interested parties on January 20<sup>th</sup>, 2021. Please let us know before that date if you would like to take advantage of this offer.

Thank you for your continued support of our endeavors and we look forward to working with you and your team at future events.

Sincerely,



## Cindy Simigan

Events & Community Partnerships

**P:** 780-532-5340

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# SPONSORSHIP PACKAGE DETAILS

CONFERENCE FEBRUARY 16<sup>th</sup>, 17<sup>th</sup> & 18<sup>th</sup>, 2021

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<p><b>Silver Sponsorship: \$2,000</b></p> <ul style="list-style-type: none"> <li>• 2 complimentary registrations</li> <li>• Basic Company Profile in the Sponsor Directory</li> <li>• 1 Banner Ad-Left hand menu only</li> <li>• 2 Gamification Challenges</li> <li>• Youth Sponsorship (covers registration for 1 student to attend conference)</li> </ul>
<p><b>Bronze Sponsorship: \$1,000</b></p> <ul style="list-style-type: none"> <li>• 1 complimentary registration</li> <li>• Basic Company Profile in the Sponsor Directory</li> <li>• 1 Gamification Challenge</li> <li>• Youth Sponsorship (covers registration for 1 student to attend conference)</li> </ul>
<p><b>Add Ons</b></p> <p><b>FULL COMPANY PROFILE UPGRADES-</b> upload video to company profile and custom URL on your profile page(\$500)or the networking package that includes 1:1 messaging, Appts.with individuals (\$500)or Both for \$750</p> <p style="text-align: center;"><b>For more information, please contact Cindy Simigan by phone 780-532-5340 or email <a href="mailto:cindy@gpchamber.com">cindy@gpchamber.com</a></b></p>



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>January 12, 2021</b>
<b>Presented By:</b>	<b>Fred Wiebe, Director of Emergency Management</b>
<b>Title:</b>	<b>Emergency Flood Protection</b>

**BACKGROUND / PROPOSAL:**

Administration presented to Council on November 24, 2020, different options for emergency flood protection for County infrastructure as well as a plan for residents and businesses to be able to protect their property.

Multiple options were reviewed for different County infrastructure including the airport, water treatment plant, and old bay house. Upon reviewing costs, administration was asked to bring back further details with specific options and the costs associated thereto.

WOP May Airport:

1. Lifting the new building on pilings:
2. Move infrastructure to existing hangar:
3. Disconnecting as is (hardwired)

These options will be brought back for recommendation at a future Council meeting.

Fort Vermilion Water Treatment Plant:

Trap Bags were the option of choice as they are easily deployed with minimal man power and minimal time to deploy. They can also be stacked which is the option that will be required where a 4 ft. trap bag with a 2' trap bag (less of this one required) to be stacked on top for the total 600 ft. perimeter.

The Old Bay House:

Same as the Water Treatment Plant, trap bags will be utilized here as well. Records indicate 4 ft. of water outside of the Old Bay House and will also require the 4 ft. with 2 ft. trap bag stacked on top will be required. The total perimeter will be approximately 350 ft.

La Crete Wells:

A concrete barrier with poly will be set up around each of the two well casings with a few pumps located at each well.

Author: F. Wiebe Reviewed by: \_\_\_\_\_ CAO: L. Racher

Residents/Businesses:

A sand bag loading unit along with sandbags will be purchased that will decrease the manpower requirements but also significantly increase the speed of the sandbag filling. A combination of County employees and volunteers will be required to fill the bags for residents to pick up if they choose to sandbag their properties. An instructional guide on how to construct the sand bag dikes would also be provided. Mackenzie County will develop a plan on pumping out the inside of these dikes and will require to keep record of who is setting up sand bag dikes around their properties.

**OPTIONS & BENEFITS:**

**COSTS & SOURCE OF FUNDING:**

Airport

Recommendations to come at a future Council meeting.

Fort Vermilion Water Treatment Plant

Trap Bag 600' x 4' @ \$25/ft. = \$15,000

Trap bag 500' x 2' @ \$12.50/ft. = \$6,250 + \$1,560 for shipping

Poly, pumps, hoses = \$3,500

**Total = \$26,310**

The Old Bay House

Trap Bag 350' x 4' @ \$25/ft. = \$8,750

Trap bag 350' x 2' @ \$12.50/ft. = \$4,375 +\$1,560 for shipping

Poly, pumps, hoses = \$3,500

**Total = \$18,185**

La Crete Wells

Concrete Blocks = \$3,450

Poly, pumps, hoses = \$2,000

**Total = \$5,450**

Residents/Businesses

Sand Bagger will be provided at no cost. Shipping =\$2,000

Sand Bags

Option 1: 50,000 sand bags @ \$0.35/each = \$17,500

Option 2: 100,000 sand bags @ \$0.35/each = \$35,000

Poly, pumps, hoses = \$7,500

Total Option 1= \$27,000

Total Option 2 = \$44,500

Author: F. Wiebe Reviewed by: \_\_\_\_\_ CAO: L. Racher

Total Costs

Fort Vermilion WTP	\$26,310
The Old Bay House	\$18,185
La Crete Wells	\$5,450
Residents/Businesses	
Option 1	\$27,000
Option 2	\$44,500
Total	Option 1 \$76,945 or Option 2 \$94,445

**SUSTAINABILITY PLAN:**

**Goal C6** The risk of various types of damage to municipal infrastructure is minimized due to the availability of up-to-date risk assessments as well as up-to-date plans for managing each type of risk.

**COMMUNICATION / PUBLIC PARTICIPATION:**

Our flood response plan as it pertains to the public will be communicated in advance to ensure residents are aware and understand responsibilities ahead of an event.

**POLICY REFERENCES:**

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the budget be amended to include an additional \$80,000 for the 2021 One Time Project for Emergency Flood Response Supplies with funding coming from the General Operating Reserve.

Author: F. Wiebe      Reviewed by: \_\_\_\_\_      CAO: L. Racher





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>January 12, 2021</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 – City of Cold Lake (COVID-19 Alert)
- Correspondence – Alberta Municipal Affairs (2019 Disaster Recovery Financial Assistance)
- Assessment Bulletin – December 2020
- Government of Alberta – Municipal Governance during the COVID-19 Pandemic (FAQ’s – December 11, 2020)
- Government of Alberta – Municipal Governance during the COVID-19 Pandemic (FAQ’s – December 18, 2020)
- Government of Alberta – Municipal Governance during the COVID-19 Pandemic (FAQ’s – January 8, 2021)
- Regional Economic Development Initiative Meeting Minutes
- La Crete Recreation Society Meeting Minutes
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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 December 16, 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	Offer to purchase signed. To be registered at Land Titles.
<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	Completed Refer to 20-11-742
<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 and future walking trail expansion on SE 14-106-15-W5 once the title transfer has been completed for SE 15-106-15-W5.	Don	Application submitted. FNC process

Motion	Action Required	Action By	Status
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.
June 12, 2018 Council Meeting			
18-06-432	That the County apply to Alberta Environment & Parks for a bank stabilization and clean-up along the Peace River in the Hamlet of Fort Vermilion as a result of the ice jam flooding event.	Byron	In progress. Engineering report received. (WSP) Working on application.  2020 Flood Mitigation
October 9, 2018 Council Meeting			
18-10-763	That administration proceeds with the water diversion license's as discussed.	Fred	Received some follow-up from Ministers Office. Continue to follow-up.
November 13, 2018 Regular Council Meeting			
18-11-885	That the Zama Water Treatment Improvements Project be retendered with a project scope change.	Fred	2021 Budget Discussion
February 27, 2019 Regular Council Meeting			
19-01-117	That administration proceed with Plan 5999CL in Fort Vermilion as discussed.	Byron	Impacted by 2020 flood
October 8, 2019 Regular Council Meeting			
19-10-548	That the Proposed Fire Salvage Plan and Community Management Zone from Tolko, Norbord, and La Crete Sawmills be received for information and that a letter be sent to Alberta Agriculture & Forestry regarding stumpage fees for forest fire salvage.	Len	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
November 5, 2019 Regular Council Meeting			
19-11-676	That Mackenzie County representatives appointed to a provincial task force must provide regular written reports to council, shall immediately forward all task force material and information to council and CAO, and shall receive specific, prior approval from council to represent views or negotiate on behalf of the County.	Council	
19-11-685	That administration work with Paramount Resources Ltd. and lobby the government to leave the road infrastructure intact.	Len	In progress
December 10, 2019 Regular Council Meeting			
19-12-757	That Alberta Transportation be invited to attend a Council meeting to discuss highway accesses.	Len	2021-01-26
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

<b>Motion</b>	<b>Action Required</b>	<b>Action By</b>	<b>Status</b>
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	Costs finalized. Working on draft offsite levy bylaw.
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 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.	Len	In progress
<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	Jennifer	In progress of finalizing the list.

Motion	Action Required	Action By	Status
	evacuee during the Fort Vermilion flood, and to evacuees that have incurred significant costs related to hotel room damages.		
May 27, 2020 Regular Council Meeting			
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
June 5, 2020 Special Council Meeting			
20-06-334	That administration continues to support a community recovery plan that includes a community engagement component.	DRT	Ongoing
June 15, 2020 Special Council Meeting			
20-06-373	That the Fort Vermilion future development continue to be investigated.	DRT	Ongoing
June 24, 2020 Regular Council Meeting			
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.
July 15, 2020 Regular Council Meeting			
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 General Capital Reserve and the remainder being funded by MARA.	Byron Jennifer	Completed
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.

<b>Motion</b>	<b>Action Required</b>	<b>Action By</b>	<b>Status</b>
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	Completed
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	Completed
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	

Motion	Action Required	Action By	Status
<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	Completed
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	Completed
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 signed. To be registered at Land Titles.
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	
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	
<b>October 28, 2020 Regular Council Meeting</b>			
20-10-695	That the 2020 Campground Caretaker bonuses be approved as follows:	Don	

Motion	Action Required	Action By	Status
	<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>		
20-10-719	That the County suspend all land purchases until the provincial funding is received and the mitigation plan is supported.	DRT	
<b>November 10, 2020 Regular Council Meeting</b>			
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	In progress
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	Completed
20-11-739	That the 2020 budget be amended in the amount of \$2,169 for the 2019 La Crete Recreation Board Project – Rebuild One Compressor, with funding coming from the Recreation Board Reserve.	Jennifer	Completed
20-11-744	That the concepts and guidance provided within the La Crete Industrial Growth Strategy be incorporated into County planning documents.	Byron	
<b>November 18, 2020 Budget Council Meeting</b>			

<b>Motion</b>	<b>Action Required</b>	<b>Action By</b>	<b>Status</b>
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	Completed
20-11-736	That the negotiating committee proceed with the Town of High Level Regional Service Sharing Agreement negotiations as discussed.	Len	Completed
<b>November 24, 2020 Committee of the Whole Council Meeting</b>			
COW-20-11-028	That a recommendation be made to Council to proceed with the Partial Utility Right of Way Closure application.	Caitlin	2021-01-12
COW-20-11-030	That administration investigate options to equalize fees for County residents for waste disposal and bring it back to Council.	Don	
COW-20-11-031	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	2021-01-12
<b>November 25, 2020 Regular Council Meeting</b>			
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	Working on draft offsite levy bylaw.
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	Searched for grants, only MSI currently meets requirements.
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. Does not meet criteria.
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	Searched for grants, only MSI currently meets requirements.



Motion	Action Required	Action By	Status
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	Working on draft offsite levy bylaw.
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	Completed
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	
<b>December 2, 2020 Budget Council Meeting</b>			
20-12-739	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.	Jennifer	In progress
<b>December 8, 2020 Regular Council Meeting</b>			
20-12-753	That the waste transfer station caretaker insurance be TABLED for more information.	Don	
20-12-754	That administration gather information regarding the river flows and water temperature on the Peace River within the Mackenzie County boundary.		
20-12-756	That the Agricultural Land Development & Lease be re-advertised with additional requirements.	Grant	
20-12-757	That the River Search & Rescue Access Plan - Atlas & Tompkins Landing Boat Launch be TABLED.	Don	

Motion	Action Required	Action By	Status
20-12-758	That funds in the amount of \$4,203 from the Re-shingle Hall Project Grants to Other Organization funding be re-allocated to a new project, Zama Ice Machine, as requested by the Zama Recreation Society.	Jennifer	Completed
20-12-761	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.	Jennifer	Completed
20-12-762	That the 2020 Flood Mitigation – Phase 1 & 2 project be reduced by \$900,000 with funding being returned to the General Capital Reserve.	Jennifer	Completed
20-12-763	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.	Jennifer	Completed
20-12-765	That Mackenzie County provides letters of support for local telecommunication providers to apply for funding through the Universal Broadband Fund.	Byron	
20-12-773	That administration request a legal summary and bring it back to Council.	Carol	Information requested.
20-12-774	That administration request an insurance summary and bring it back to Council.	Jennifer	Information requested.
<b>December 16, 2020 Budget Council Meeting</b>			
20-12-799	That the County lobby the provincial government (Red Tape Reduction) to consolidate grazing leases into a single tax roll to assist the province and the municipality to reduce red tape.		
20-12-802	That administration develop a Policy for the reporting of fuel flowage charges at airports.	Caitlin	In progress.
20-12-805	That administration request that the province waive/reimburse fees associated with the River Search & Rescue Access Plan approvals.	Don	
20-12-806	That administration investigate implementing a Local Improvement on the 101 Avenue Asphalt project in the Hamlet of La Crete.		
20-12-808	That the 2021 Operating Budget be approved, including Tracking Sheet changes #5, and that the deficit in the amount of \$326,465, be funded from General Operating Reserve Surplus and that <b>administration bring forward a policy review at each Committee of the Whole Meeting.</b>	Carol	In progress



COPY

City of **Cold Lake**

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## OFFICE OF THE MAYOR

December 3, 2020

Via Email [health.minister@gov.ab.ca](mailto:health.minister@gov.ab.ca)

Government of Alberta  
Office of the Minister of Health  
423 Legislature Bldg. 10800-97<sup>th</sup> Avenue  
Edmonton, AB T5K 2B6

Attention: Honourable Tyler Shandro, Minister of Health

Dear Minister Shandro:

At the City of Cold Lake's regular Council meeting, held on November 24, 2020, City Council debated concerns being raised by our residents relating to access to the Government of Canada's "COVID-19 Alert" mobile application.

In the Cold Lake context, these concerns are exacerbated due to our proximity to the Province of Saskatchewan, the City of Cold Lake's position as an economic hub in the northeast, and the presence of CFB Cold Lake. Many Saskatchewan residents are using the federal COVID-19 contact/exposure alert application and come to our community to shop and access healthcare services. It is our hope that a solution may be found that would allow the Government of Alberta to enable the federal government's application, or to harmonize the Alberta tracing application with the federal one.

We understand that the "ABTraceTogether" was launched in May 2020 and the Government of Canada developed its "COVID-19 Alert" at a later date, and that this has caused concerns relating to provincial coordination and potential confusion between different applications.

Our Council feels that the Government of Alberta deserves much credit in its quick response, development, and deployment of its tracing application. Since inter-provincial travel and trade is critical to our economy and will be a large factor in our post COVID recovery, however, it is our hope that a Canada-wide solution can be implemented as soon as reasonably possible.

Although the federal government's application may have been late, it has the unique advantage of being able to trace contacts across the country. Our residents feel there are significant benefits a Canada-wide approach can bring to help safely strengthen interprovincial travel and trade.

In response to our residents' concerns, Council passed the following resolution:

*Moved by Councillor Vining that Council consider a letter to the Government of Alberta urging it to open access to the federal COVID-19 mobile app in Alberta.*

**WHEREAS** Canada is in the midst of a global pandemic relating to the COVID-19 virus, during which health experts have expressed the need to be able to trace people who may have been exposed to the virus in an effort to break the cycle of infection; and

.../2

5513 - 48 Avenue, Cold Lake, AB T9M 1A1  
Telephone (780) 594-4494 Fax (780) 594-3480  
[www.coldlake.com](http://www.coldlake.com)



**OFFICE OF THE MAYOR**

-2-

***WHEREAS** the Government of Canada has developed a nation-wide mobile application to assist with tracing efforts in response to the COVID-19 pandemic; and*

***WHEREAS** as on November 4, 2020, eight (8) provinces and territories have opened the app for access within their jurisdictions and over 5 million Canadians have now downloaded the application.*

***NOW THEREFORE BE IT RESOLVED** that the Council of the City of Cold Lake urges the Government of Alberta to enable the Government of Canada "COVID-19 Alert" application for Albertans.*

And that a copy of this resolution be sent to the Honourable Jason Kenny Premier of Alberta, MLA David Hansen, opposition health critic MLA David Shepherd, the Alberta Urban Municipalities Association, and all municipalities within the Province of Alberta.

The City feels that the more Albertans who voluntarily download and use a tracing application capable of operating across all provinces, the quicker Albertans can react to information and assist with curbing the spread of the COVID-19 virus, which will assist in quicker economic recovery efforts.

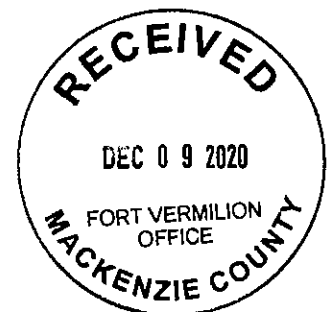
The City of Cold Lake appreciates your leadership in these uncertain times and stands ready to assist in any way called upon.

And we remain,

Respectfully yours,

Craig Copeland,  
Mayor

cc: Council  
Chief Administrative Officer K. Nagoya  
The Honourable Jason Kenny, Premier of Alberta  
The Honourable David Hanson, MLA Bonnyville-ColdLake-St. Paul Constituency  
The Honourable David Shepherd, MLA Opposition Health Critic  
Alberta Urban Municipalities Association (AUMA)  
and all Municipalities within the Province of Alberta



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www.coldlake.com

January 4, 2021

Len Racher  
Chief Administrative Officer  
Mackenzie County  
Box 640  
Fort Vermilion, AB T0H 1N0

Dear Mr. Racher:

The past few years have been very challenging for Mackenzie County which has been impacted by two flood events and one wildfire event. The Alberta Emergency Management Agency (AEMA) is committed to supporting the Mackenzie County in its recovery through the 2018 and 2020 flood Disaster Recovery Programs (DRP) and for the 2019 wildfire DRP.

AEMA made a commitment to have a final DRP financial assistance payment for the 2019 wildfire program to Mackenzie County by December 31, 2020. I regret to inform you that this commitment was not met.

To date, almost \$12 million in DRP financial advances have been provided to Mackenzie County under all three programs. Alberta Emergency Management Agency municipal case managers are working diligently in conjunction with Mackenzie County municipal staff to reconcile submissions received for emergency operations and municipal infrastructure expenditures incurred by Mackenzie County totaling just over \$22 million.

Our goal is to have all Mackenzie County submissions for 2019 reconciled, the advances covered and new DRP financial assistance released by the end of the first quarter of 2021.

If you have any questions, please feel free to contact Brenda Fioretti, Director Community Recovery Services @ 780-718-5101 or by e-mail at [Brenda.fioretti@gov.ab.ca](mailto:Brenda.fioretti@gov.ab.ca).

Sincerely,

  
Scott Long  
Acting Managing Director

# ASSESSMENT BULLETIN

/B Bulletin No. 20-03

December 2020

## 2020 MINISTER'S GUIDELINES FOR LINEAR PROPERTY, MACHINERY AND EQUIPMENT, RAILWAY PROPERTY, AND FARM LAND

The 2020 Minister's Guidelines for Linear Property, Machinery and Equipment, Railway Property, and Farm Land were approved by the Minister of Municipal Affairs on December 16, 2020. Below are the 2020 assessment year modifiers (AYMs) and cost factors for regulated properties.

Property Type	Assessment Year Modifier	Cost Factor
Wells	1.206	
Pipelines	1.027	
Electric Power Systems	1.515	0.66
Telecommunication Carriers	1.159	0.86
Cable Distribution Undertakings	1.400	0.71
Machinery and Equipment	1.418	0.71
Railway	1.471	
<b>Farm Land</b>		
Dry Arable	1.000	
Dry Pasture	1.000	
Irrigated Arable	1.030	
Woodlots	1.000	

The 2020 Minister's Guidelines with the AYM's, cost factors, and Ministerial Order are on the Municipal Affairs website at link below:

<https://www.alberta.ca/municipal-property-assessment-legislation.aspx>

If you have any questions, please contact the Assessment Services Branch at [assessmentservicesbranch@gov.ab.ca](mailto:assessmentservicesbranch@gov.ab.ca), or at 780-422-1377 (toll-free from anywhere in Alberta by first dialing 310-0000) or contact:

Sheila Young, Director, Assessment & Property Tax Policy, at 780-422-8078 or by email at [sheila.young@gov.ab.ca](mailto:sheila.young@gov.ab.ca)

Grant Lloyd, Manager, Assessment Program Delivery, at 780-427-3170 or by email at [grant.lloyd@gov.ab.ca](mailto:grant.lloyd@gov.ab.ca)

Tim Seefeldt, Director, Stakeholder Relations, at 780-422-1152 or by email at [tim.seefeldt@gov.ab.ca](mailto:tim.seefeldt@gov.ab.ca)

ISSN 2291-983X



# Municipal Governance

## During the COVID-19 Pandemic

Frequently Asked Questions – December 11, 2020

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On December 8, 2020, the Government of Alberta announced additional public health orders to protect the health system and slow the spread of COVID-19, based on recommendations from the Chief Medical Officer of Health. Active public health orders can be reviewed on [Alberta.ca](https://www.alberta.ca).

The new measures announced on December 8 apply province-wide and will be in place until at least January 12, 2021. Restrictions on businesses and facilities come into effect December 13, at 12:01 am.

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).

### Municipal Affairs Updates

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

## Mandatory Masks

**Is the use of masks mandatory province-wide now?**

**YES.** Mask use is now mandatory across the province (with some exceptions for farming or ranching operations when not interacting with the public, as well as for certain individuals and activities).

## Provincial Relaunch Status Map

The [Provincial Relaunch Status Map](#) has been updated to move every region in the province to the purple 'Enhanced Status'. Are the orders put in place on November 27 now in effect for all areas?

**NO.** Order 39 only applies to communities that previously met the case rate thresholds (active case rate of 50 cases per 100,000 people, and a minimum of 10 active cases) and were listed as "Enhanced Status".

Should your area reach the case rate threshold prior to Sunday, December 13, 2020, then the measures found in [Order 39](#) will become applicable.

Municipalities should monitor active cases and active case rates that are found on the relaunch map, which updates around 4:00 p.m. daily. Prior to Sunday, December 13, Alberta Health will provide a notification email to municipalities where cases trigger the Order 39 measures.

### Public Libraries Resources

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

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Municipal Governance during the COVID-19 Outbreak

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## Public Meetings

### **Can municipal councils still meet in person within council chambers?**

**YES.** Business meetings remain excluded from social gatherings so municipal 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 new orders prohibit the use of community centres for council meetings in all areas within Alberta. Are there alternatives available if our municipality cannot adhere to social distancing guidelines?**

**YES.** The [Public Meeting Procedures \(COVID-19 Suppression\) Regulation](#) remains in effect until it has been repealed. The regulation enables municipalities to follow the Chief Medical Officer of Health's orders 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, while ensuring the process used complies with current public health orders.

### **Can our municipality still proceed with an in-person public hearing at a community centre if the meetings was scheduled before the restrictions came into place?**

**NO.** All community halls must remain closed to the public unless the hall is being used for a permitted use including providing health care services, child care services, shelter for vulnerable persons or being used for elections purposes and related activities, to undertake jury selections, as a place of worship or indoor market.

### **Our municipality can no longer hold a property tax recovery public auction given the new province-wide restrictions on community centres. Can we adjourn the auction until these restrictions have been lifted?**

**YES.** Section 422 of the *MGA* authorizes municipalities to adjourn an advertised public auction for up to two months if it cannot be conducted in accordance with the current public health orders. If there are legitimate reasons to postpone a public auction past the two-month adjournment period, a municipality can request a Ministerial Order from the Minister of Municipal Affairs to extend the period of time in which an auction may be adjourned. This request can be made by sending an email or a letter from the CAO to [ma.lgsmail@gov.ab.ca](mailto:ma.lgsmail@gov.ab.ca) stating the request and the reason(s) and a proposed date for the extension.

## Municipal Operations

### **Is our municipality expected to follow the same four-week mandatory work at home rule?**

**YES.** The new orders include a mandatory province wide work from home requirement where operationally possible, effective December 13. Municipalities should support staff work from home arrangements unless their role requires a physical presence for operational effectiveness.

### **Are we able to have a small number of staff remain in the office to accept nomination papers, utility payments, etc.?**

**YES.** It is up to each municipality to determine what is operationally required and put in place measures that adhere to the active public health orders and protect the health and safety of the public and employees that are deemed critical to operational effectiveness.



## Elections

**Is there a contingency plan for the 2021 municipal elections if the pandemic is still ongoing?**

**YES.** Municipal Affairs has met with key municipal stakeholders to discuss potential risks relating to the 2021 municipal general election, and have identified a number of temporary modifications that could be made, if needed, to specific requirements under the Local Authorities Elections Act (LAEA). These modifications, if needed, will provide municipalities with additional flexibility and greater ability to align election operations with public health orders or recommendations.

**As the 2021 election nomination period begins January 1, 2021, are candidates able to submit their nominations while still adhering to the social distancing requirements?**

**YES.** Section 28 of the 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 to the local jurisdiction office can be met by having forms mailed or delivered by courier. However, this could pose a risk for candidates if the information is not submitted to the local jurisdiction office by the deadline on nomination day.



**We have candidates that are eager to start incurring campaign expenses and raise funds so they want to submit nomination forms as soon as possible in January. Given that candidates can mail or send by courier, and the forms must be signed by a returning officer, are there alternative options available if the returning officer is unavailable or working from home?**

**YES.** The order states employees should work from home “where operationally feasible”, so nomination forms can be accepted at specific times set by the returning officer, by appointment, or at a secure drop box. Municipalities have the authority to determine options that safely enable the submission of nomination forms.

## Travel Restrictions

**Are there any new restrictions on travel within or outside the province at this time?**

**NO.** Travel within or outside of Alberta remains unrestricted 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.

## 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>

# Municipal Governance

## During the COVID-19 Pandemic

Frequently Asked Questions – December 18, 2020

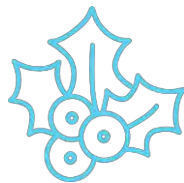
While we continue to navigate the ever-evolving COVID-19 pandemic together, Municipal Affairs remains committed to issuing regular updates to address frequently asked questions as well as provide new information or resources as they become available. For the most up-to-date information on the COVID-19 situation in Alberta, visit [alberta.ca/COVID19](http://alberta.ca/COVID19).

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).

### 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)

### Christmas Closure



**Will there be support from Municipal Affairs over the holidays should any urgent matters arise or if there are changes to the current health orders?**

**YES.** Although our office will be closed from December 25 to January 4, you can email any time sensitive inquiries to [ma.lgsmail@gov.ab.ca](mailto:ma.lgsmail@gov.ab.ca) inbox, which will continue to be monitored.

As we enter into this holiday season, take time to rest and reflect on the great work you have done in being responsive to your citizens and businesses during this challenging year.

### 2021 Municipal Elections



**The 2021 nomination period starts when municipal offices reopen in January 2021. For municipalities with nomination deposit bylaws, the *Local Authorities Election Act (LAEA)* requires nomination deposits to be in cash, certified cheques, and money orders. Are there other paperless options available to encourage the current COVID-19 pandemic?**

**YES.** On December 14, 2020, the Honourable Tracy Allard, Minister of Municipal Affairs, signed [Ministerial Order No. MSD:103/20](#) to amend specific requirements under Section 30(1) of the *LAEA* to allow deposits to be provided to the returning officer by in-person payments using a debit card or a credit card, in addition to the current cash, certified cheque, or money order options. This modification is only in effect for the 2021 general election year.

**If a nomination deposit bylaw states the form of payment, do municipalities need to amend their bylaw to include the new methods of payment?**

**YES.** The MO No. MSD:103/20 does not amend a local bylaw. If a municipality's local bylaw includes provisions that limit the way in which payments can be made, the bylaw would need to be amended to enable debit and credit card payments for 2021 only.

### Public Libraries Resources

Resources are available at:  
[www.alberta.ca/public-library-services.aspx](http://www.alberta.ca/public-library-services.aspx)

### Municipal Governance during the COVID-19 Outbreak

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## Can our municipal office remain open to accept nomination forms?

**YES.** Employers shall require employees to work from home, unless their physical presence is required to effectively operate the workplace. Municipal offices could remain open to accept nominations papers. Determining what constitutes an essential service remains a local operational decision, and individual municipalities are encouraged to choose a process for accepting nomination forms that they deem appropriate. Nomination forms can be accepted at specific times set by the returning officer, by appointment, or at a secure drop box.

## General Questions

### Can we provide an option for households to rent public facilities (pools, indoor rinks) for personal use?



**NO.** Alberta's Chief Medical Officer of Health's current recommendation is that municipal recreation facilities should not be rented out to individual households, as this is difficult to determine whether social gathering restrictions are being adhered to.

### Are there resources available to ensure municipal messages are consistent with the provincial public health guidance?

**YES.** The Government of Alberta collection of COVID-19 visual resources is updated and also includes a new mandatory masking poster that municipalities and your community partners may use. Information posters and fact sheets can be accessed and downloaded [online](#).



## In order to adhere to social distancing requirements, our municipality has moved council meetings to the community hall. Given the current orders restrict the use of community halls, is council required to change the location?

**YES.** As community halls are to remain closed except for a permitted use, councils should conduct meetings electronically per the [Public Meeting Procedures \(COVID-19 Suppression\) Regulation](#). If meetings have already been scheduled to take place in the community hall, councils must call a special meeting to change the location of the meeting. If time does not permit a special meeting to be called, municipalities should review their procedural bylaw, which may set out the process for adjourning a meeting should council not achieve quorum.

## Relaunch Status Map

Map reporting formats are updated. To review the level of risk in your community, rate of COVID-19 cases, number of active cases, and current measures in place, visit: [www.alberta.ca/maps/covid-19-status-map.htm](http://www.alberta.ca/maps/covid-19-status-map.htm)

## 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://rmaalberta.com/about/covid-19-response-hub>.

AUMA's updated guide is available at [www.auma.ca/covid19](http://www.auma.ca/covid19).

The Federation of Canadian Municipalities also has a list of links and resources for municipalities available at [www.fcm.ca/en/resources/covid-19-resources-municipalities](http://www.fcm.ca/en/resources/covid-19-resources-municipalities).

For the most up-to-date information on the COVID-19 situation in Alberta, visit: [www.alberta.ca/COVID19](http://www.alberta.ca/COVID19).

# Municipal Governance

## During the COVID-19 Pandemic

Frequently Asked Questions – January 8, 2021

While we continue to navigate the ever-evolving COVID-19 pandemic together, Municipal Affairs remains committed to issuing regular updates to address frequently asked questions and provide new information or resources as they become available. For the most up-to-date information on the COVID-19 situation in Alberta, visit [alberta.ca/COVID19](https://alberta.ca/COVID19).

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).

### Municipal Affairs Updates

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

## COVID-19 Vaccine Distribution

**Is there an update to the plan to distribute the COVID-19 vaccine in Alberta?**

**YES.** In December, Premier Kenney announced the launch of the COVID-19 vaccine task force responsible for distributing vaccines. More than 56 per cent of vaccine doses in stock have been administered as of this week.

Up-to-date information on the phased implementation plan and additional information Albertans need to know about the vaccine is available at [www.alberta.ca/covid19-vaccine.aspx](https://www.alberta.ca/covid19-vaccine.aspx).

**Has it been determined in what phase of the vaccine roll-out plan that the vaccine will be available to municipal first responders and firefighters?**

**NO.** The vaccination roll-out started on December 15, 2020. The [roll-out plan](#) involves three phases. Phase 1A includes health-care workers in home care and emergency departments.

Phase 1B will begin in February and include:

- Seniors 75 and over
- First Nations, Métis and persons 65 years of age and over living in a First Nations community or Metis Settlement
- Health-care workers in medical, surgical and COVID-19 units or operating rooms

The second phase is scheduled to start in April 2021 and will continue targeting populations in sequence. At this time, the order of vaccinating populations has not been defined.

Phase three is targeted for Fall 2021 and involves the roll-out to the general public.

### Public Libraries Resources

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

## Municipal Elections

**Due to the ongoing pandemic, are legislative changes being considered for the *Local Authorities Election Act (LAEA)* for the upcoming municipal elections?**

**YES.** Municipal Affairs has met with key municipal stakeholders to discuss potential risks relating to the 2021 municipal general election and have identified some temporary modifications that could be made, if needed, to specific requirements under the *LAEA*. An example is the approval of Ministerial Order No. MSD: 130/20, enabling nomination deposits to also be paid by debit or credit card. The need for certain modifications will continue to be monitored and reviewed to ensure municipalities will have the appropriate ability to align election operations with public health orders or recommendations.

**The nomination period began January 1, 2021. As a way to avoid in-person contact, can candidates submit nomination papers electronically?**

**NO.** Currently, nomination papers cannot be submitted electronically. In addition to being delivered in person, the specific requirement of section 28 of the *LAEA* to submit nomination forms to the local jurisdiction office can be met by having forms mailed or delivered by courier. Nomination forms can also be accepted at specific times set by the returning officer, by appointment, or at a secure drop-off box.

## Council Meetings

**Can councils still hold council meetings in-person with members of the public present?**

**YES.** Since municipal council meetings are business meetings and not social meetings, they can be held in person, including with members of the public; however, because of the elevated risk, it is strongly recommended to move to virtual meeting formats wherever possible.

**Is the Public Meeting Procedures (COVID-19 Suppression) Regulation still in effect?**

**YES.** The Public Meeting Procedures (COVID-19 Suppression) Regulation remains in effect until it has been repealed. The [regulation](#) enables municipalities to follow the Chief Medical Officer of Health's orders for physical/social distancing by conducting meetings electronically. While councils are encouraged to consider electronic meetings 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, while ensuring the process used complies with current public health orders.

## General Questions

**Has a timeline been established as to when the current public health measures will be changed?**

**NO.** On January 7, 2020, it was announced that the current public health measures that came into effect on December 13, 2020, are extended and will remain in place until at least January 21, 2021. These provisions and the situation will be evaluated closer to January 21, 2021.

**Are there different authority levels for the ongoing enforcement of current restrictions?**

**YES.** Enforcement is currently undertaken by several different authorities. Alberta Health Services Public Health Inspectors respond to business-related complaints and continuing care complaints.

Response to any time-sensitive complaints about distancing, social gatherings, and isolation breaches can be made by:

- Police Officers
- Uniformed Community Peace Officers Level 1
- Uniformed Alberta Peace Officers Level 2



**As the warm weather continues, our outdoor recreation and skating facilities continue to be popular destinations. Has there been any further clarification made to the guidelines of use for these municipal facilities and on outdoor skating?**



**YES.** On December 23, 2020, Dr. Deena Hinshaw signed [Order 44-20](#), which helps clarify the use of outdoor rinks and outdoor group physical activity, including hockey, and other concerns brought forward by municipalities.

Section 38(2) provides additional clarity, and states “...a person may participate in an outdoor group physical activity consisting of less than 10 persons if a minimum physical distance of 2 metres between all participants is maintained at all times.”

**Is there a timeline established for when municipalities may reopen arenas?**

**NO.** CMOH [Order 42-2020](#) is in effect until at least January 21, 2021.

How long arenas will remain closed will be determined at the same time the stronger health measures put in place on December 13, 2020 are re-evaluated.

**Renovations and construction continue during the pandemic. Inspections under the *Safety Codes Act* are still necessary. Are there public health measures that impact our safety codes officers?**

**YES.** Safety codes officers can continue inspections. Officers must mask while inspecting indoor public spaces, including construction sites, and can enter occupied houses for the purpose of inspection, according to CMOH Order 42-2020.

**Are Volunteer Fire Departments allowed to continue training?**

**YES.** Volunteer fire departments are permitted to undertake training activities as long as appropriate protocols are being followed. If this training can be safely delayed until mid-January when the current measures are expected to be reviewed, then delaying is recommended.



## 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://rmaalberta.com/about/covid-19-response-hub>.

AUMA’s updated guide is available at [www.auma.ca/covid19](http://www.auma.ca/covid19).

The Federation of Canadian Municipalities also has a list of links and resources for municipalities available at [www.fcm.ca/en/resources/covid-19-resources-municipalities](http://www.fcm.ca/en/resources/covid-19-resources-municipalities).

For the most up-to-date information on the COVID-19 situation in Alberta, visit: [www.alberta.ca/COVID19](http://www.alberta.ca/COVID19).

## 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](#).



**Board Meeting**  
**REDI Northwest Alberta**  
**DRAFT MINUTES**  
*Council Chambers, Town of High Level and*  
*Video Conference Call - Zoom*  
*October 28, 2020*  
*6:00 REDI Meeting*

**MEETING MINUTES**

**REDI Board Members Present**

Lisa Wardley, Chair, Mackenzie County  
Boyd Langford, Vice Chair, Town of High Level  
Michelle Farris, Secretary/Treasurer, Town of Rainbow Lake  
Peter Braun, Mackenzie County  
Crystal McAteer, Town of High Level  
Jasmine Light, Northern Lakes College  
Jessica Juneau, Town of Rainbow Lake  
Alden Armstrong, Paddle Prairie Metis Settlement  
Greg McIver, Zama Chamber Committee  
Heather Johnson, High Level Chamber of Commerce

**Staff & Guests**

Andrew O'Rourke, REDI Manager  
Josh Lambert, High Level Chamber of Commerce  
Heyley Gavin, Town of High Level  
Byron Peters, Mackenzie County  
Jordan Asels, Dene Tha First Nation  
Kamie Currie, Northwest R.E.D. Manager, Ministry of Jobs, Economy and Innovation

**1. CALL TO ORDER**

REDI Chair, Lisa Wardley called the meeting to order and declared quorum at 5:59 pm.

**2. REVIEW & ADOPTION OF THE AGENDA**

**Motion:**

That REDI accepts the agenda as presented.

**Moved by Boyd Langford**

**Carried**

**3. PRESENTATIONS**

No presentations

**4. MINUTES OF SEPTEMBER 23, 2020 MEETING**

**Motion:**

That REDI accept the minutes of the REDI September 23, 2020 meeting.

**Moved by Michelle Farris**

**Carried**

## **5. YTD FINANCIALS REPORT YTD SEPTEMBER 30, 2020**

### **Motion:**

**Moved by Peter Braun**

That REDI accepts the YTD Financial report to September 30, 2020, for information.

**Carried**

## **6. CHAIRS REPORT**

### **Verbal**

Attended the REDA Chairs meeting on October 15. Michele Evan explained that Minister Doug Schweitzer was not briefed on what REDA's do before AUMA. Also, highlighted that other ministers were not aware of REDA's role. There has yet to be a Chair announced for NADC as Tracy Allard was recently appointed Minister of Municipal Affairs. NADC is tasked with the Northern Corridor project, which is a little concerning as Northwest Alberta is not adequately represented. G.O.A. Jobs, Economy & Innovation would now like to do monthly meetings to build capacity at REDA's and staff level and pull in other ministries to see where the REDA's can partner with the Province on the recovery strategy.

## **7. MANAGERS REPORT**

### **Written and Verbal**

REDI's operational plan for 2020/2021 was submitted to the ministry of Jobs, Economy and Innovation before the September deadline. It could be another two months before REDI receives REDA operational funding. Applied for Federal Government, CanExport Grant, by developing a proposal called 'Northwest Alberta FDI Attraction Phase 2'. The project split into two parts, Investment attraction for the pea processing plant and advocacy for A2A rail. On October 20, A presentation was undertaken to introduce REDI's value-added agriculture projects to Provincial investment attraction staff. REDI Pea Processing Plant, Organic sourcing and Oat Processing were the main topics on the agenda. MoveUp magazine has agreed to reduce the cost from \$3,700 per issue to \$3,000, saving \$2800 per year. REDI will pay a total of \$12,000 for four editorials, which will be invoiced quarterly.

### **Motion:**

**Moved by Crystal McAteer**

That the Chairs and Managers reports be accepted as presented.

**Carried**

## **8. NEW BUSINESS**

### **i. Agriculture Presentatin (October 20, 2020)**

On October 20, The REDI manager did a presentation to introduce value-added agriculture projects to the Government of Alberta staff. The session was organized by Kamie Currie to promote Agriculture investment in Northwest Alberta. REDI presented on the Pea Processing Plant, Organic sourcing and Oat Processing.

In attendance were: Michelle Normand, Investment Attraction Manager at Alberta Agriculture and Forestry, Tammy Powell, Senior Director, Regional Economic Development Services at Government of Alberta, Aarij Bashir, Trade and Relations Officer at Government of Alberta, Paul Gervais, Senior Investment Attraction Officer, Capital and Equity at Government of



Alberta and Mario Orellana, Investment Development Officer at Alberta Agriculture and Forestry.

Andrew also mentioned that he had been contracted by Mackenzie County to finish off a CARES project for the next two months. Andrew initially obtained CARES funding for the project back in 2018. MARA and Corey Keith and Associates did the bulk of the project, and Andrew has been contracted to tie up all the loose ends and create the final reports to the Government of Alberta.

**ii. Northern Corridor ( University of Calgary, School of Public Policy)**

At an NTAB meeting last year, the University of Calgary, School of Public Policy, presented the idea of an east to west corridor stretching the length of northern Canada. The school was awarded Federal funding to continue exploring the concept. On the identification map presented as part of the REDI package, Northwest Alberta is a pivotal point along the route with four different corridor junctions. To highlight this project and peak interest, REDI will create a two-page document that features the project and identifies the REDI strategic location.

**Motion:**

**Moved by Crystal McAteer**

That REDI create a two-page marketing document that highlights the east to west corridor concept developed by the University of Calgary, School of Public Policy.

**Carried**

**iii. CanExport Grant Application**

The CanExport Community Investments program provides financial support to communities for their foreign direct investment (FDI) initiatives and activities. REDI applied for a project named 'Northwest Alberta FDI Attraction Phase 2'. The project proposal was split into two parts, Investment attraction for the Pea Protein Plant and advocacy for A2A rail. This project will help REDI develop the package required to highlight investment attraction for foreign markets. Aspects of the project include translated documents, updated webpages, and additional video presentations.

**iv. Letter of Support – Green Municipal Fund Rural Electric Handi-Bus**

REDI Manager apologizes to REDI board that he already wrote and submitted a letter of support to South Grow REDA. The letter was to support South Grow's application for grant funding for an electric bus with funding from F.C.M. The intent behind the project is that SouthGrow will collect the data off the bus and share it out with other municipalities. REDI will have access to the data once the project is completed.

**Motion:**

**Moved by Byod Langford**

That REDI approve of the letter of support sent to South Grow to assist in their electric handi-bus funding from F.C.M.

**Carried**

**9. OLD BUSINESS**

**i. MoveUp Magazine**

MoveUp Magazine has agreed to reduce the cost from \$3,700 per issue to \$3,000, which will be a saving of \$2800 per year. REDI will pay a total of \$12,000 for four editorials, which will be invoiced quarterly.

November issue will feature the new webpage and promoting REDI. The article will also spotlight projects recently undertaken.

## **ii. NTAB Meeting & Cancellation Letter**

NTAB is having a meeting at the M.D. of Spirit River on November 13. They will allow 20 participants in the room and also host via zoom. Participants must register beforehand; Lisa Wardley will be attending in person.

Following on from the discussion at the previous meeting, REDI will require a motion to leave NTAB.

### **Motion:**

**Moved by Jessica Juneau**

That a letter be written to NTAB stating that REDI will not be renewing its membership of the committee.

### **Carried**

## **iii. 'Shop Here' Digital Mainstreet Program**

REDI wrote a letter of support for the program to receive 100% federal funding. The manager contacted the Shop Here program, and there has been no update on funding or the program delivery schedule. REDI has postponed its promotion of the project until it is clear that Federal funding will be obtained.

## **iv. A2A Rail – Transport Committee**

With the announcement of the presidential permit for A2A by President Trump in the last month, A2A has started to pick up momentum. Can REDI reach out to A2A and get a clear understanding of their proposed route and future consultations and presentations in the region.

Lisa will be having an impromptu meeting with A2A President JP Gladu on Friday, October 30, to discuss where we left off with the meeting that was intended to take place as part of NTAB on April 1 but was postponed due to COVID.

REDI should look at its transportation sub-committee for the region and search old records for the original transportation committee T.O.R. and bring them back to the next meeting.

## **v. 2021 Meeting Dates**

For Information, that REDI will once again host its meetings on the last Wednesday of each month through 2021. The calendar highlights the nine meeting dates that REDI requires, including A.G.M. on April 28 and Organisational Meeting on November 24, 2021.

## **vi. Operational Plan**

Project Priorities: Promote projects and reports that REDI has previously done. MoveUp Magazine advertorial, Tourism Project, Website and Marketing, Townfolio, A2A Rail project, CanExport Grant, Shop Local Campaign, Retail Analysis updates, Broadband and Business Recovery.

REDI's operational plan was submitted to the Alberta Government by the deadline at the end of September. This is part of the requirements to obtain the \$50,000 in operating grant funding.

## 10. ROUNDTABLE Old round table.

**Michelle Farris** – Husky was recently sold to Cenovus, waiting to see how that impacts our community. Rainbow Lakes waterline project was not fully completed, but work will start again in the spring.

**Jessica Juneau** – The community is worried about the recent sale of Husky to Cenovus, and what it might look like going forward. Husky has been very supportive of our non-profit groups over the years. If Cenovus stops contributing, that could hurt the community.

**Jordan Asels** – New renovation to the hotel, and in the process of buying the school in Zama and potentially some property in Rainbow Lake as well.

**Heather Johnson** – I had a conversation with Community Futures about a survey of our members to figure out what they want from the High Level Chamber.

**Hayley Gavin** – Trapper training is tomorrow in High Level, working on town planning and looking at Section 11 agreements.

**Greg McIvor** – Interest in Zama by some companies coming up. Paramount said it could be a good winter. A2A needs to be a priority for REDI, to get on top of it, as it could mean so much for 50 years from now, And the future benefit it would be to have a rail line going through our area.

**Boyd Langford** – Spoke to operators at Tallahassee. They shipped their first barrels of oil last week. Richardson Pioneer is supposed to be taking a test load through their new plant in mid-November and let it settle for some time before starting to ship their first rail carts after Christmas. I was also talking to someone at the new pellet mill, and they hope to be shipping their pellets by mid-November.

**Crystal MaAteer** – As you are all aware, the Tolko burner came down last month. The Dairy Queen is under construction.

**Josh Lambert** – Still working on a plan for Midnight Madness. There is a separate merchants committee that organizes this event. The Chamber is getting ready for a business survey of our member businesses.

**Lisa Wardley** – Got the million-dollar photo of caribou and bison sharing the same landscape and occupy the same space. Diseased bison at Wood Buffalo National Park and why the caribou are not thriving there, and after being told repeatedly they do not share the same space. The community is excited about opportunities at the old school in Zama. A Brian Murphy was driving around Zama scouting thing out and talking to local people about investments.

**Alden Armstrong** – I wanted to thank Crystal and the Town of High Level for doing such a fantastic job for the veterans in the region.

## ADJOURNMENT & NEXT MEETING

The Next REDI meeting takes place on Wednesday, November 25, 2020, at 6:00 on Zoom or a combination of Zoom and board members present at High Level town office.

### Motion:

That the REDI meeting be adjourned at 7:46 pm.

Carried

Moved by Lisa Wardley

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Lisa Wardley Chair

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REDI Manager



**Board Meeting**  
**REDI Northwest Alberta**  
**DRAFT MINUTES**  
*Video Conference Call - Zoom*  
*November 16, 2020*  
*5:00 REDI Special Meeting*

**MEETING MINUTES**

**REDI Board Members Present**

Lisa Wardley, Chair, Mackenzie County  
Boyd Langford, Vice Chair, Town of High Level  
Michelle Farris, Secretary/Treasurer, Town of Rainbow Lake  
Peter Braun, Mackenzie County  
Crystal McAteer, Town of High Level  
Jasmine Light, Northern Lakes College  
Jessica Juneau, Town of Rainbow Lake  
Mike Osborn, Community Futures Northwest Alberta  
Alden Armstrong, Paddle Prairie Metis Settlement  
Greg McIver, Zama Chamber Committee  
Cheryll Welke, High Level Chamber of Commerce

**Staff & Guests**

Andrew O'Rourke, REDI Manager

**1. CALL TO ORDER**

REDI Chair, Lisa Wardley called the meeting to order and declared quorum at 5:00 pm.

**2. REVIEW & ADOPTION OF THE AGENDA**

**Motion:**

That REDI accepts the agenda as presented.

**Carried**

**Moved by Peter Braun**

**8. NEW BUSINESS**

**i. Organisational Meeting**

REDI was going to have our organizational meeting next Wednesday, November 25, 2020. But according to our By-laws, our organizational meeting must be in December, and next week's meeting, REDI is hosting A2A.

According to our By-laws we need to give the voting member 21 days' notice that a special board meeting will be called to change by-laws. The date of December 9, 2020, was chosen for the prescribed notice to take full effect.

The existing REDI By-laws were presented as part of the meeting package. Over the past couple of years, the REDI Executive rotated through a cycle of each Municipality taking the executive

positions of Chair, Vice-Chair, and Secretary / Treasurer. This was done by an understanding, as it is not written in the REDI By-Laws.

REDI's existing REDI By-laws state:

**Article III**

**Section II**

That the board of directors shall choose from amongst the representatives from Mackenzie County, the Town of High Level and the Town of Rainbow Lake, individuals to fill the following Executive positions. A. Chair B. Vice-Chair C. Secretary-Treasurer.

**Section III**

REDI shall elect the positions listed in Article III Section II at a general meeting by ballot. The date of the general meeting for the purpose of electing the said positions shall be set in the month of December in any given year. The term of office for the positions listed in Article III Section II shall be three (3) years. The term of office for the newly elected officers shall commence immediately upon the close of elections.

Proposed changes which will be brought forward at REDI Special Board meeting on December 9, 2020:

**ARTICLE III:**

**Section II:**

The Board of Director members from the founding Municipalities shall choose from amongst the representatives from Mackenzie County, the Town of High Level and the Town of Rainbow Lake, individuals to fill the following Executive positions. A. Chair B. Vice-Chair C. Secretary-Treasurer.

**Section III**

REDI REDI Board of Director members from the founding Municipalities shall choose the positions listed in Article III Section II at a general meeting. The date of the general meeting for the purpose of choosing the said positions shall be set in the month of November in any given year. The term of office for the positions listed in Article III Section II shall be three (2) years. The term of office for the newly chosen officers shall commence immediately upon selection.

Paddle Prairie Metis Settlement is classified as a municipal member but not a founding member.

**ii. A2A Rail Visit**

REDI Chair and Manager have reached out to A2A and have had multiple conversations and nailing down a visit to the region. We would like to switch around our REDI board meeting on November 25, 2020, and make it a dedicated A2A in-person meeting. The intent would be that A2A does a presentation at High Level Chambers with REDI board members who are available to in-person, and a zoom invitation be sent out to additional REDI affiliates from the region.

A2A President JP Gladu and his team will be coming to the region and are currently setting up additional meetings with First Nations to coincide with their visit. REDI has provided A2A with contact details to all regional stakeholders.

REDI Chair has offered to be a tour guide, and we are conscious of COVID and restrictions in place. A2A might fly in on Monday and leave on Friday. REDI has provided them with flight and plane charters options.

REDI has tentatively booked the Best Western Hotel to facilitate attentional meetings and will use High Level's owl communication system along with zoom. Community Futures offered that if REDI wanted to purchase their own Owl system, Community Futures would chip in part of the cost.

### **iii. NTAB Meeting & Appointment to Provincial Task Force**

NTAB meeting was held on November 13, 2020, in Spirit River. There was considerable representation from the REDI region, both in the room and online.

The letter that NTAB received from REDI was discussed. Other executives of NTAB viewed the REDI letter as we would never be working together again. At the same time, a discussion was had about REDI's municipal members having the opportunity to join NTAB separate from REDI's membership. REDI's municipal members will have to wait and see if NTAB will come back with additional options that would allow Northwest Alberta municipalities to join separately from REDI.

As part of the meeting package, a draft set of NTAB by-laws were included, and it clearly states that: That NTAB is a sub-committee of REDI and PREDA. Unfortunately, after the last meeting, it has become clear that NTAB is lobbying for the best interests of PREDA, and the REDI region does not get much input in the decision making.

As part of the original agreement, REDI would contribute \$12,000 a year towards NTAB membership, and PREDA would make an in-kind contribution. For the year 2020, there has been over \$11,000 worth of expenses incurred by NTAB, yet there have been no meetings. The question that was posed at the NTAB meeting; How can PREDA continue to be members and pay nothing, while REDI is contributing \$12,000 yearly. Is there no room for negotiation?

If NTAB came back with a 50c per capita rate, the Town of High Level would be at the \$2000, Mackenzie County would tap out at \$5,000, and the minimum is \$1000, which would cover Rainbow Lake. The offer was made that if one municipality wanted to be a member, Community Futures would pay for that membership.

If one municipality joins NTAB separately, then there is the perception that Northwest Alberta is on board with whatever decisions that are made by NTAB. At the last meeting, they were talking about the east-west corridor through Peace River and Wabasca. Who knows what letters of support are being sent?

### **Provincial Task Force.**

The REDI Chair has been in contact with MLA Shane Getson, who is leading up the Provinces Task Force on Transportation Utility Corridors. A request was put forward to have a board member from REDI sit on that provincial task force.

The Task Force would be an aggressive six months commitment, as they have been in talks with A2A and believe that they also have an aggressive timetable. The task force would include NADC, and the task force is aware that NADC has no representation from Northwest Alberta. Task force members will have to work, as of the aggressive timelines, and appointments should be in place by the end of November.

**Motion:**

**Moved by Michelle Farris**

That Chair Lisa Wardley be nominated to sit on the Provinces Task Force for Transportation Utility Corridors on behalf of REDI.

**Carried**

The Government of Alberta does not cover any expenses. This has already been observed when community leaders sat on the sub-regional task force.

A Budget should be set that would allow REDI to have representation on the Task Force. The rate should be set at four meetings per month times by six months. Since REDI is paying for it, there should be a compromise between the meeting/daily rate of all three municipalities, as REDI does not have a set rate. A suggested budget of around \$6000 for meeting time.

Community Futures Northwest Alberta will contribute \$6,000 towards REDI having representation at the provincial task force, subject to an appropriate agreed-upon budget and contribution paid before March 31, 2020.

**iv. Three Year Contract For REDA Operational Funding**

Contract received today from the Alberta Government. There is already a REDI motion from the June meeting for the Chair to sign the agreement.

**For Information**

There is now a REDA Chairs meeting every month with the Province. The intention is to bring REDA's up to speed on what different ministries are doing. The first of these meetings is with Alberta Agriculture and Forestry on November 28.

The REDA's will also be undertaking a presentation to Minister Doug Schweitzer on the role of a REDA on December 1, 2020.

**ADJOURNMENT & NEXT MEETING**

The next REDI meeting takes place on Wednesday, November 25, 2020, at 6:00 with a combination of Zoom and board members present at High Level town office.

**Motion:**

**Moved by Lisa Wardley**

That the REDI meeting be adjourned at 6:04 pm.

**Carried**

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Lisa Wardley Chair

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REDI Manager

**REGULAR MEETING**  
**August 20, 2020**

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

**Present:** Shawn Wieler, President/BHP Rep  
Dave Schellenberg, Vice President/Shinney Rep  
Simon Wiebe, Senior Hockey Rep  
Henry Goertzen, Blumenort Rep  
Peter F Braun, County Rep  
John Zacharias, Blue Hills Rep  
Philip Krahn, Director  
Joe Driedger, Director  
Shane Krahn, Arena Assistant Manager  
Corrina Doerksen, Secretary/Treasurer  
John Acreman, Rec Coordinator

**Call to Order:** President Shawn Wieler called the meeting to order at 6:01 p.m.

**Approval of Agenda**

- 1: Add 9A Office Equipment
  - 2: Add 9B Youth Center Pool Tables
  - 3: Add 9C Budget
  - 4: Add 9D Rec Proposal for Fall
  - 5: Add 9E Arena Opening
- Peter Braun moves to accept the agenda as amended.

CARRIED

**Rec Coordinator Report – John Acreman**

- 1: La Crete Recreation provided 7 weeks of activities this summer ending Aug 21, 2020
- 2: Canada Summer Jobs funding was provided for 2 employees
- 3: Fall programming is set to begin Sept 1, 2020
- 4: John presented his Rec Coordinator proposal for fall

John Acreman left the meeting at 6:10 p.m.

**Financials:**

- 1: Financials were presented by Corrina Doerksen
- Dave Schellenberg moves to accept the financials as presented.

CARRIED

**Approval of Previous Meeting's Minutes**



Simon Wiebe moves to accept the June 11, 2020 regular meeting minutes as presented.

CARRIED

**Review of Action Sheet**

1. Nothing New

**Managers Report – Shane Krahn**

1. Shane Krahn presented the Managers Report.

Henry Goertzen moves to accept the Manager's Report as presented.

CARRIED

**New Business:**

9A Office Equipment

Philip Krahn stated that the office equipment in the Arena Managers office was outdated and no longer efficient.

John Zacharias makes a motion for Philip Krahn to gather specs for computer equipment, office desk and chair. Shane to get quotes to compare pricing.

CARRIED

9B Youth Center Pool Tables

Pool tables in the Youth Center are quite worn, Philip has inquired to get the felt, pockets, and rubber edging replaced by a company out of Edmonton quoted at \$3400. LCRS recommended that it be looked into further and more information be presented at the next meeting as added to the Action Sheet.

9C Budget

Shane presented the proposed budget for the 2020/2021 year, LCRS members will review discuss at the next meeting.

9D Rec Proposal for Fall

John Acreman proposed that he continue part time as Rec Coordinator and suggested hiring additional part time staff to help run the programs.

Philip Krahn makes a motion to accept the Recreation Coordinator Fall Proposal.

CARRIED

9E Arena Opening

Dave Schellenberg presented the Guidance For Sport, Physical Activity and Recreation- Stage 2 from Alberta Health Services. It was suggested to look into hiring additional staff for the increased sanitizing/cleaning demands.

Dave Schellenberg makes a motion for the LCRS to open the Northern Lights Rec Center following all recommended Alberta Health guidelines.

CARRIED

Henry Goertzen makes a motion to increase all Facility rental rates by 10% for the 2020/2021 season.

CARRIED

Simon Wiebe moves to go in camera at 7:12 p.m.

John Zacharias moves to go out of camera at 7:29 p.m.

Peter F Braun moves for the meeting to be adjourned at 7:30 p.m.

Next Meeting will be **September 10, 2020 at 6:00 p.m.**

## ACTION SHEET

Following August 20, 2020 Meeting

<b>Action:</b>		<b>Assigned:</b>	<b>Date to be Completed:</b>	<b>Status:</b>
1.	Outdoor Rinks Skate Sharpener	LCRS	August 2020	In Progress
2.	Rec Coordinator Proposal	Philip Doerksen	August 2020	Completed
3.	Youth Center Pool Tables	Philip Doerksen	September 2020	In Progress
4.				
<b>Ongoing &amp; Annual Items</b>				
<b>Action:</b>		<b>Assigned:</b>	<b>Date to be Completed:</b>	
1.	Send Meeting minutes to Carol Gabriel at the County	Secretary	Monthly	
2.	Annual Manager's Performance Review	Subcommittee	Annually by April 30 <sup>th</sup>	
3.	Advertise or Caretakers for Outdoor Rinks	Arena Manager	Annually in September	
4.	Send out meeting requests electronically to all board members.	Secretary	Monthly	
5.	Review arena rates	LCRS	Annually in January	

**LA CRETE RECREATION SOCIETY  
REGULAR MEETING  
September 10, 2020**

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

**Present:** Shawn Wieler, President/BHP Rep  
Dave Schellenberg, Vice President/Shinney Rep  
Simon Wiebe, Senior Hockey Rep  
Henry Goertzen, Blumenort Rep  
Peter F Braun, County Rep  
John Zacharias, Blue Hills Rep  
Holly Neudorf, Figure Skating Rep  
Philip Krahn, Director  
Joe Driedger, Director  
Philip Doerksen, Arena Manager  
Corrina Doerksen, Secretary/Treasurer  
John Acreman, Rec Coordinator  
Colin Derksen, Metrix Group Accountant

**Missing:** Duffy Driedger

**Call to Order:** President Shawn Wieler called the meeting to order at 5:59 p.m.

**Approval of Agenda**

- 1: Add 9.1 Outdoor Rink Skate Sharpeners
  - 2: Add 9.2 Public Skating
  - 3: Add 9.3 Pool Course
  - 4: Add 9.4 Covid 19 Policy
- Peter Braun moves to accept the agenda as amended.

CARRIED

**Rec Coordinator Report – John Acreman**

- 1: Programming has now running the fall schedule.
- 2: Canada Summer Jobs final report has been sent in, expect the final payment within the next month.
- 3: Summer programming went well despite the extra Covid 19 guidelines.
- 4: Can not use the school gyms right now but most programs can be run in the field House.

John Acreman left the meeting at 6:04 p.m.

**Financials:**

- 1: Financials were presented by Philip Doerksen.
- 2: Colin Derksen provided a brief overview of the Review Engagement.

**Approval of Previous Meeting's Minutes**

Peter Braun moves to accept the Aug 20, 2020 regular meeting minutes as presented.

CARRIED

**Business from Previous Minutes**

- 1: Table Office Equipment until next meeting.
- 2: Jake Unruh from Blumenort Upholstery is interested in redoing the Youth Center pool Tables, approximate cost would be \$1000.
- 3: Philip Doerksen will put together a list of potential Capital Projects to discuss at the October meeting.
- 4: Recreation Coordinator Fall Proposal approved
- 5: NLRC will be reopening with extra student employees hired for sanitization as per AHS Covid 19 guidelines

**Review of Action Sheet**

1. Nothing New

**Managers Report – Philip Doerksen**

1. Philip Doerksen presented the Managers Report.

Simon Wiebe moves to accept the Manager's Report as presented.

CARRIED

**New Business:**

- 9.1 Outdoor Rink Skate Sharpeners  
BHP outdoor rink had the skate sharpener all last winter and it was well used, should LCRS consider purchasing two more skate sharpeners for Blumenort and Bluehills outdoor rinks. Approximate price for one skate sharpener is \$1500.

Dave Schellenberg makes a motion for LCRS to purchase two skate sharpeners, up to the cost of \$4000 for the outdoor rinks on the condition that the cost of maintenance and sharpening wheels be supplied by the caretaker.

CARRIED

- 9.2 Public Skating  
Philip questioned how to run public skating and other public programming according To AHS guidelines regarding Covid 19. It was suggested the new student employees Help with tracking and counting.

- 9.3 Pool Course  
Shane handed in his resignation. Another employee needs to take the pool course in order to run the splash park next season.

Philip Krahn makes a motion for Philip Doerksen to send an employee to the pool course prior to spring start up of the splash park.

CARRIED

9.4 Covid 19 Policy

Joe Driedger makes a motion to hire Chads Contracting to add a Covid 19 Policy to the NLRC existing Health & Safety Plan.

CARRIED

Henry Goertzen moves to go in camera at 7:02 p.m.

John Zacharias moves to go out of camera at 7:18 p.m.

Holly Neudorf moves for the meeting to be adjourned at 7:19 p.m.

Next Meeting will be **October 8, 2020 at 6:00 p.m.**

## ACTION SHEET

Following September 10, 2020 Meeting

<b>Action:</b>		<b>Assigned:</b>	<b>Date to be Completed:</b>	<b>Status:</b>
1.	Outdoor Rinks Skate Sharpener	LCRS	August 2020	Completed
2.	Youth Center Pool Tables	Philip Doerksen	September 2020	In Progress
3.				
<b>Ongoing &amp; Annual Items</b>				
<b>Action:</b>		<b>Assigned:</b>	<b>Date to be Completed:</b>	
1.	Send Meeting minutes to Carol Gabriel at the County	Secretary	Monthly	
2.	Annual Manager's Performance Review	Subcommittee	Annually by April 30 <sup>th</sup>	
3.	Advertise or Caretakers for Outdoor Rinks	Arena Manager	Annually in September	
4.	Send out meeting requests electronically to all board members.	Secretary	Monthly	
5.	Review arena rates	LCRS	Annually in January	

**LA CRETE RECREATION SOCIETY  
ANNUAL GENERAL MEETING  
SEPTEMBER 10, 2020**

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

Present: Shawn Wieler, President, BHP Rep, Minor Hockey Rep  
Dave Schellenberg, Vice-President, Shinny Rep  
Simon Wiebe, Senior Hockey Rep  
Holly Neudorf, Figure Skating Rep  
Philip Krahn, Director  
John Zacharias, Blue Hills Rep  
Joe Driedger, Director  
Henry Goertzen, Blumenort Rep  
Peter Braun, County Rep  
Philip Doerksen, Arena Manager  
Corrina Doerksen, Secretary/Treasurer  
Colin Derksen, Chartered Accountant, Metrix Group

Larry Neufeld, John Acreman, Rosie Harder

Absent: Duffy Driedger

1: Call to Order: Chair Shawn Wieler called the meeting to order at 7:35 p.m. Everyone was welcomed and Board of Directors was introduced.

2: Approval of Agenda:

Larry Neufeld moved to accept the Agenda as presented.

CARRIED

3: Approval of 2019 Annual General Meeting Minutes

2019 Annual General Meeting Minutes were presented by Chair Shawn Wieler.

John Acreman moved to accept the 2019 Annual General Meeting Minutes as presented.

CARRIED

4: Business from the Minutes

1. No Business from the Minutes

5: Managers Report-Philip Doerksen

Philip Krahn moved to accept the Managers Report as presented.

CARRIED

6: County Report-Peter Braun



Peter Braun thanked the La Crete Rec Board and Arena staff for their hard work in running the Arena this year.  
Mackenzie County revenue is down so there may be some challenges ahead.

7: Recreation Coordinator Report-John Acreman  
Full successful year of programming.

8: Committee Reports

Verbal Committee reports were given

- i. Minor Hockey (Shawn Wieler)  
108 players are registered  
Two teams missed out on Provincials last season which were cancelled due to Covid 19  
Tiering/Pod play tentatively scheduled to start Nov 16 with  
Regular season tentatively scheduled for Jan 4<sup>th</sup> 2021
- ii. Shinny Hockey (Dave Schellenberg)  
Registration is tomorrow Sept 11, see how many players sign up this season
- iii. Senior Hockey (Simon Wiebe)  
115 Players signed up last year, expect as much this year  
Senior Hockey runs Monday, Tuesday and Saturday Nights
- iv. Figure Skating (Holly Neudorf)  
68 Skaters were registered last year  
Had two homegrown coaches  
David Howe came up two times to work with skaters  
Clarisse Friesen qualified for Arctic Winter Games but was cancelled due to Covid 19  
Revenues were lower due to the cancelling of the ice show

9: Financial Report

Review Engagement Report was presented by Chartered Accountant Colin Derksen.

Holly Neudorf moved to accept the draft Review Engagement Report as presented.

CARRIED

10: Elections

One Director position is vacant

The elections for the position are as follows

1. Larry Neufeld nominates Duffy Driedger.
2. Philip Krahn nominates George Fehr

Dave Schellenberg moved that all nominations cease.

Voting for the position took place by all attending.

Larry Neufeld and John Acreman counted the ballots.

George Fehr was elected to a 3 year term (2023)

Henry Goertzen made a motion to destroy the ballots, Second by Dave Schellenberg.

CARRIED

11: Business from the Floor

No business from the floor

An organizational meeting of the board will be held immediately following the AGM.

Philip Krahn moved for the meeting to be adjourned at 8:06 p.m.

**LA CRETE RECREATION SOCIETY  
ORGANIZATIONAL MEETING  
SEPTEMBER 10, 2020**

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

Present: Shawn Wieler  
Joe Driedger  
Simon Wiebe  
Philip Doerksen, Arena Manager  
Dave Schellenberg  
Holly Neudorf  
Peter Braun  
Henry Goertzen  
Philip Krahn  
John Zacharias  
Corrina Doerksen

Absent: George Fehr

Call to Order: Philip Doerksen called the meeting to order at 8:12 p.m.

Philip Doerksen called for nominations for the position of Chair:

Dave Schellenberg nominated Shawn Wieler who accepted.

Philip Krahn moved for nominations to cease.

Shawn Wieler was appointed by acclamation.

Philip Doerksen turned the meeting over to Chair Wieler.

Chair Wieler called for nominations for the position of Vice-Chair:

Peter Braun nominated Dave Schellenberg who accepted.

John Zacharias moved for nominations to cease.

Dave Schellenberg was appointed by acclamation.

Secretary duties will be continued by Corrina Doerksen.

Joe Driedger made a motion to remove Ken Derksen as signing authority.

**CARRIED**

Peter Braun made a motion to add Dave Schellenberg as signing authority together with Shawn Wieler, Philip Doerksen and Simon Wiebe.

CARRIED

Honorariums will remain the same.

Meetings will be held on the first Thursday of the month after the 10<sup>th</sup> or as decided at previous meeting.

Philip Krahn moved to adjourn at 8:19 p.m.

**LA CRETE RECREATION SOCIETY  
REGULAR MEETING  
October 8, 2020**

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

**Present:** Shawn Wieler, President/BHP Rep  
Dave Schellenberg, Vice President/Shinney Rep  
Simon Wiebe, Senior Hockey Rep  
Henry Goertzen, Blumenort Rep  
Peter F Braun, County Rep  
George Fehr, Director  
Philip Krahn, Director  
Joe Driedger, Director  
Philip Doerksen, Arena Manager  
Corrina Doerksen, Secretary/Treasurer  
John Acreman, Rec Coordinator

**Missing:** Duffy Driedger  
Holly Neudorf

**Call to Order:** President Shawn Wieler called the meeting to order at 6:00 p.m.

**Approval of Agenda**

- 1: Add 9.3 Office Equipment
  - 2: Add 9.4 ATM
  - 3: Add 9.5 Outdoor Rink Grass Cutting
  - 4: Add 9.6 Arena Phones
- Peter Braun moves to accept the agenda as amended.

CARRIED

**Rec Coordinator Report – John Acreman**

- 1: Another Woman's Pickle Ball and a Ladies Craft Night had been requested and added to the schedule.
- 2: LCCF has opened their Gym to use for volleyball programming.
- 3: LCCF is offering youth volleyball since school sports are not available yet.
- 4: Philip has extended public skating time.

John Acreman left the meeting at 6:11 p.m.

**Financials:**

- 1: Financials were presented by Philip Doerksen.
  - 2: Removal of bad debt at the next LCRS regular meeting.
- Dave Schellenberg moves to accept the Financial Report.

CARRIED

**Approval of Previous Meeting's Minutes**

Simon Wiebe moves to accept the Sept 10, 2020 regular meeting minutes as presented.

CARRIED

**Business from Previous Minutes**

1: Outdoor rink skate sharpeners have been ordered.

2: Covid 19 Policy has been completed.

**Review of Action Sheet**

1. Remove Action #1 as Completed.

**Managers Report – Philip Doerksen**

1. Philip Doerksen presented the Managers Report.

Henry Goertzen moves to accept the Manager's Report as presented.

CARRIED

**New Business:**

9.1 Budget

Philip Doerksen presented the Capital Projects Budget.

Decision to move Blumenort Boards to the Action Sheet for January 2021.

Philip Krahn made a motion for Philip Doerksen to submit the Budget to Mackenzie County as discussed.

CARRIED

9.2 Go Kart Track

Philip Doerksen presented the idea of a go kart track on the field beside the baseball diamonds.

LCRS decided to not go ahead with the project at this time.

9.3 Office Equipment

Philip Doerksen received quotes for new office equipment from LRT, \$3769, and Payless Mobility, \$3808.00

George Fehr made a motion to purchase office equipment from LRT.

CARRIED

9.4 ATM

Discussion on upgrading our ATM Machine to one that does not need its own telephone line at the cost of approximately \$3800.

Dave Schellenberg made a motion to spend up to \$5000 out of the Capital account to

upgrade the ATM Machine.

CARRIED

9.5 Outdoor Rink Grass Cutting

Arena Staff has been cutting grass inside the outdoor rinks, Philip Doerksen suggested it be included in the Caretaker Contracts.

9.6 Telephones

NLRC telephone bills are quite expensive due to multiple telephone lines.

Joe Driedger made a motion to eliminate the fax machine and cancel all Telus telephone lines and switch to CCI Wireless.

CARRIED

Simon Wiebe moves to go in camera at 7:05 p.m.

Henry Goertzen moves to go out of camera at 7:13 p.m.

George Fehr moves for the meeting to be adjourned at 7:14 p.m.

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

## ACTION SHEET

Following September 10, 2020 Meeting

<b>Action:</b>		<b>Assigned:</b>	<b>Date to be Completed:</b>	<b>Status:</b>
<b>1.</b>	Youth Center Pool Tables	Philip Doerksen	September 2020	In Progress
<b>2.</b>	Blumenort Boards	LCRS	January 2021	In Progress
<b>3.</b>				
<b>Ongoing &amp; Annual Items</b>				
<b>Action:</b>		<b>Assigned:</b>	<b>Date to be Completed:</b>	
<b>1.</b>	Send Meeting minutes to Carol Gabriel at the County	Secretary	Monthly	
<b>2.</b>	Annual Manager's Performance Review	Subcommittee	Annually by April 30 <sup>th</sup>	
<b>3.</b>	Advertise or Caretakers for Outdoor Rinks	Arena Manager	Annually in September	
<b>4.</b>	Send out meeting requests electronically to all board members.	Secretary	Monthly	
<b>5.</b>	Review arena rates	LCRS	Annually in January	



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

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

**Present:** Shawn Wieler, President/BHP Rep  
Simon Wiebe, Senior Hockey Rep  
Henry Goertzen, Blumenort Rep  
Peter F Braun, County Rep  
Holly Neudorf, Figure Skating Rep  
George Fehr, Director  
Duffy Driedger, Minor Hockey Rep  
Philip Krahn, Director  
Joe Driedger, Director  
Philip Doerksen, Arena Manager  
Corrina Doerksen, Secretary/Treasurer  
John Acreman, Rec Coordinator

**Missing:** Dave Schellenberg  
John Zacharias

**Call to Order:** President Shawn Wieler called the meeting to order at 6:00 p.m.

**Approval of Agenda**

- 1: Add 9.2 Parking Lot Snow
  - 2: Add 9.3 Old ATM
  - 3: Add 9.4 Selling Snacks
  - 4: Add 9.5 Ice Schedule
  - 5: Add 9.6 Field House Lobby Entrance Heater
  - 6: Add 9.7 Arena Speakers
- Peter Braun moves to accept the agenda as amended.

CARRIED

**Rec Coordinator Report – John Acreman**

- 1: Programming is going well.
- 2: Added Mixed Pickleball and Seniors Games.

John Acreman left the meeting at 6:05 p.m.

**Financials:**

- 1: Financials were presented by Philip Doerksen.
- 2: Table Bad Debt until next meeting.

Henry Goertzen moves to accept the Financial Report.

CARRIED

### **Approval of Previous Meeting's Minutes**

Duffy Driedger moves to accept the Oct 8, 2020 regular meeting minutes as presented.

CARRIED

### **Business from Previous Minutes**

#### **Review of Action Sheet**

1. Pool Tables have not yet been done.
2. Philip talked to Darlene Bergen about applying for a grant for the Blumenort Boards.

### **Managers Report – Philip Doerksen**

1. Philip Doerksen presented the Managers Report.
2. Peter Braun mentioned interest in keeping Jakes Lake open for skating, look into possibly setting up another outdoor ice surface.

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

CARRIED

### **New Business:**

#### 9.1 Skate Sharpening

Some complaints about skate sharpening at the Arena, Philip will put up a sign to bring any complaints to the Employees so they can fix the problem.

#### 9.2 Parking Lot Snow

La Crete had a big snowfall, cars were getting stuck on the parking lot but Mackenzie County was too busy to clear it. Philip hired someone to clear it and going forward Philip may hire someone if Mackenzie County doesn't have time.

#### 9.3 Old ATM

Philip asked what to do with the old atm now that we have a new one.

Joe Driedger makes a motion for Philip Doerksen to advertise the old atm for sale for \$1000 obo.

CARRIED

#### 9.4 Selling Snacks

Snack vending machines got removed, Philip suggested selling snacks out of the skateroom but doesn't want to compete with the Kitchen. LCRS decided against selling snacks out of the skateroom.

#### 9.5 Ice Schedule

Ice use has become very busy, Schools are beginning to use more ice, might need to renegotiate agreement with the School Division since we can no longer use School gyms.

- 9.6 Field House Lobby Entrance Heater  
Field House Lobby Entrance is very cold, TD Mechanical quoted Philip \$2500 to install a heater.

Duffy Driedger makes a motion to spend up to \$2500 for a heater for the Field House Lobby Heater.

CARRIED

- 9.7 Arena Speakers  
Figure Skating Music can not be heard well on the ice, Philip will look into setup to speakers.

George Fehr moves to go in camera at 6:58 p.m.

Joe Driedger moves to go out of camera at 7:04 p.m.

Holly Neudorf moves for the meeting to be adjourned at 7:05 p.m.

Next Meeting will be **December 10, 2020 at 6:00 p.m.**

## ACTION SHEET

Following October 8, 2020 Meeting

<b>Action:</b>		<b>Assigned:</b>	<b>Date to be Completed:</b>	<b>Status:</b>
1.	Youth Center Pool Tables	Philip Doerksen	September 2020	In Progress
2.	Blumenort Boards	LCRS	January 2021	In Progress
3.				
<b>Ongoing &amp; Annual Items</b>				
<b>Action:</b>		<b>Assigned:</b>	<b>Date to be Completed:</b>	
1.	Send Meeting minutes to Carol Gabriel at the County	Secretary	Monthly	
2.	Annual Manager's Performance Review	Subcommittee	Annually by April 30 <sup>th</sup>	
3.	Advertise or Caretakers for Outdoor Rinks	Arena Manager	Annually in September	
4.	Send out meeting requests electronically to all board members.	Secretary	Monthly	
5.	Review arena rates	LCRS	Annually in January	

**LA CRETE RECREATION SOCIETY  
REGULAR MEETING  
December 10, 2020**

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

**Present:** Shawn Wieler, President/BHP Rep  
Dave Schellenberg, Vice President/Shinny Rep  
Simon Wiebe, Senior Hockey Rep  
Henry Goertzen, Blumenort Rep  
Holly Neudorf, Figure Skating Rep  
John Zacharias, Blue Hills Rep  
George Fehr, Director  
Duffy Driedger, Minor Hockey Rep  
Philip Krahn, Director  
Joe Driedger, Director  
Philip Doerksen, Arena Manager  
Corrina Doerksen, Secretary/Treasurer  
John Acreman, Rec Coordinator  
Darlene Bergen

**Missing:** Peter F Braun

**Call to Order:** President Shawn Wieler called the meeting to order at 5:53 p.m.

**Approval of Agenda**

- 1: Add 9.3 New Restrictions for Arenas and Outdoor Rinks

Dave Schellenberg moves to accept the agenda as amended.

CARRIED

**Rec Coordinator Report – John Acreman**

- 1: Programming was going well
- 2: Added Archery
- 3: All Programming is now shut down
- 4: John will look into doing other things during the shut down

John Acreman left the meeting at 5:57 p.m.

**Financials:**

- 1: Financials were presented by Philip Doerksen.

Henry Goertzen moves to accept the Financial Report.

CARRIED

**Approval of Previous Meeting's Minutes**

Simon Wiebe moves to accept the Nov 12, 2020 regular meeting minutes as presented.

CARRIED

**Business from Previous Minutes**

**Review of Action Sheet**

1. Pool Tables have been completed
2. Add Blumenort Boards to the January Agenda

**Managers Report – Philip Doerksen**

1. Philip Doerksen presented the Managers Report.

Joe Driedger makes a motion to submit the Boiler Pump Replacement invoice from Ranwal Plumbing and Heating to Mackenzie County as an Emergency Capital Project.

CARRIED

John Zacharias moves to accept the Manager's Report as presented.

CARRIED

**New Business:**

9.1 Grant Writing

Philip spoke with Darlene Bergen about grant options, a grant was written for Blumenort Boards and was denied. LCRS asked Darlene to write a grant for the Tennis Courts Capital Project, the Blumenort Boards to be paid for out of in-house capital.

Dave Schellenberg makes a motion for Darlene Bergen to write a grant for the Tennis Court Capital Project.

CARRIED

9.2 Alarm System

Phone lines have all been removed so the alarm system no longer works. Philip recommended cancelling the subscription.

George Fehr makes a motion for Philip to cancel the alarm system subscription.

CARRIED

9.3 New Restrictions for Arenas and Outdoor Rinks

The Government of Alberta released new restrictions on Dec 8, 2020. Northern Lights Rec Center has been shut down and two evening employees have been laid off. Corrina will look into available funding to keep them employed. Outdoor Rink facilities can remain open with washroom use only.

Duffy Driedger moves to go in camera at 6:32 p.m.

Philip Krahn moves to go out of camera at 6:40 p.m.

George Fehr moves for the meeting to be adjourned at 6:41 p.m.

Next Meeting will be **January 14 at 6:00 p.m.**

## ACTION SHEET

Following December 10, 2020 Meeting

<b>Action:</b>		<b>Assigned:</b>	<b>Date to be Completed:</b>	<b>Status:</b>
<b>1.</b>	Youth Center Pool Tables	Philip Doerksen	September 2020	Completed
<b>2.</b>	Blumenort Boards	LCRS	January 2021	In Progress
<b>3.</b>				
<b>Ongoing &amp; Annual Items</b>				
<b>Action:</b>		<b>Assigned:</b>	<b>Date to be Completed:</b>	
<b>1.</b>	Send Meeting minutes to Carol Gabriel at the County	Secretary	Monthly	
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<b>5.</b>	Review arena rates	LCRS	Annually in January	