



MACKENZIE COUNTY

# REGULAR COUNCIL MEETING

**FEBRUARY 24, 2021  
10:00 AM**

FORT VERMILION COUNCIL  
CHAMBERS

 780.927.3718

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

 4511-46 Avenue, Fort Vermilion

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**Mackenzie County**



**MACKENZIE COUNTY  
REGULAR COUNCIL MEETING**

**Tuesday, February 24, 2021  
10:00 a.m.**

**Fort Vermilion Council Chambers**

**Fort Vermilion, Alberta**

**AGENDA**

			Page
<b>CALL TO ORDER:</b>	1.	a) Call to Order	
<b>AGENDA:</b>	2.	a) Adoption of Agenda	
<b>ADOPTION OF PREVIOUS MINUTES:</b>	3.	a) Minutes of the February 9, 2021 Regular Council Meeting	5
		b) Business Arising out of the Minutes	
		c)	
<b>DELEGATIONS:</b>	4.	a) Grade 6 Class, Ridgeview Central School (virtual 10:15 a.m.)	
		b)	
<b>TENDERS:</b>		Tender openings are scheduled for 11:00 a.m.	
	5.	a) Agricultural Land Development & Lease Proposals for NW 6 & SW 7-109-19-W5	21
<b>PUBLIC HEARINGS:</b>		Public hearings are scheduled for 1:00 p.m.	
	6.	a) Bylaw 1211-21 Partial Plan Cancellation and Consolidation of Plan 2938RS, Block 3, Lots 12 & 13	23
<b>GENERAL REPORTS:</b>	7.	a) Disaster Recovery Update	
		b)	
<b>AGRICULTURE SERVICES:</b>	8.	a) None	
		b)	

<b>COMMUNITY SERVICES:</b>	9.	a)	Zama Recreation Society – Request	33
		b)	Wadlin Lake – Archaeology Study	59
		c)		
<b>FINANCE:</b>	10.	a)	Financial Reports – January 1, 2020 to December 31, 2020	63
		b)	Expense Claims – Councillors	69
		c)	Expense Claims – Members at Large	71
		d)	Cheque Registers February 8, 2021 – February 19, 2021	73
		e)		
<b>OPERATIONS:</b>	11.	a)	None	
		b)		
<b>UTILITIES:</b>	12.	a)	None	
		b)		
<b>PLANNING &amp; DEVELOPMENT:</b>	13.	a)	None	
		b)		
<b>ADMINISTRATION:</b>	14.	a)	Member at Large Appointments	75
		b)	Mackenzie Regional Restructuring	
		c)	Caribou Update (standing item)	
		d)		
<b>COUNCIL COMMITTEE REPORTS:</b>	15.	a)	Council Committee Reports (verbal)	
		b)	Community Services Committee Meeting Minutes	79
		c)		
<b>INFORMATION / CORRESPONDENCE:</b>	16.	a)	Information/Correspondence	85







Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 24, 2021</b>
<b>Presented By:</b>	<b>Colleen Sarapuk, Administrative Officer</b>
<b>Title:</b>	<b>Minutes of the February 9, 2021 Regular Council Meeting</b>

**BACKGROUND / PROPOSAL:**

Minutes of the February 9, 2021, 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. Sarapuk Reviewed by: \_\_\_\_\_ CAO: \_\_\_\_\_

**RECOMMENDED ACTION:**

- Simple Majority       Requires 2/3       Requires Unanimous

That the minutes of the February 9, 2021 Regular Council Meeting be adopted as presented.

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



**MACKENZIE COUNTY  
REGULAR COUNCIL MEETING**

**Tuesday, February 9, 2021  
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
Cameron Cardinal	Councillor (in person, joined virtually at 1:58 p.m.)
David Driedger	Councillor
Eric Jorgensen	Councillor (virtual)
Anthony Peters	Councillor
Ernest Peters	Councillor
Lisa Wardley	Councillor (virtual)

**REGRETS:**

**ADMINISTRATION:**

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 Projects and Infrastructure
Jeff Simpson	Director of Operations
Caitlin Smith	Manager of Planning and Development (virtual)
Grant Smith	Agricultural Fieldman
Willie Schmidt	Fleet Manager
Colleen Smith	Recording Secretary

**ALSO PRESENT:**

Minutes of the Regular Council meeting for Mackenzie County held on February 9, 2021 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.

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

**MOTION 21-02-094 MOVED** by Councillor Braun

That the agenda be approved with the following additions:  
9.b) Waste Fees

**CARRIED**

**ADOPTION OF PREVIOUS MINUTES: 3. a) Minutes of the January 27, 2021 Regular Council Meeting**

**MOTION 21-02-095 MOVED** by Councillor Cardinal

That the minutes of the January 27, 2021 Regular Council Meeting be adopted as amended.

**CARRIED**

**ADOPTION OF PREVIOUS MINUTES: 3. b) Minutes of the February 2, 2021 Special Council Meeting**

**MOTION 21-02-096 MOVED** by Councillor Sarapuk

That the minutes of the February 2, 2021 Special Council Meeting be adopted as presented.

**CARRIED**

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

**MOTION 21-02-097 MOVED** by Councillor Jorgensen

That the update on the Little Red River Cree Nation letter of support be received for information and that a copy of the letter be included in the next council package.

**CARRIED**

**DELEGATIONS: 4. a) None**

**TENDERS: 5. a) None**

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

**GENERAL  
REPORTS:**

**7. a) CAO & Director Reports for January 2021**

**MOTION 21-02-098**

**MOVED** by Councillor Jorgensen

That the Northern Restructuring Project be added to the agenda as a standing item on a monthly basis.

**CARRIED**

**MOTION 21-02-099**

**MOVED** by Councillor A. Peters

That the CAO & Director reports for January 2021 be received for information.

**CARRIED**

**AGRICULTURE  
SERVICES:**

**8. a) West La Crete Drainage Project**

**MOTION 21-02-100**  
Requires 2/3

**MOVED** by Councillor Braun

That the budget be amended to include \$15,000 for the surveying and purchase of a portion of land (NE 8-106-15-W5M) for registration with Alberta Land Titles as a drainage ditch with funding coming from the General Capital Reserve.

**CARRIED**

**COMMUNITY  
SERVICES:**

**9. a) Alberta Health Services Ambulance Building Rental –  
Renewal**

**MOTION 21-02-101**

**MOVED** by Councillor E. Peters

That administration research building rental rates and that the Alberta Health Services ambulance buildings lease renewals be brought back to the next Council Meeting.

**CARRIED**

Reeve Knelsen recessed the meeting at 10:44 a.m. and reconvened the meeting at 10:55 a.m.

**COMMUNITY  
SERVICES:**

**9. b) Waste Fees (ADDITION)**

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

**MOTION 21-02-102**  
Requires unanimous

**MOVED** by Councillor Jorgensen

That the discussion on waste fees be received for information.

**CARRIED**

**FINANCE:**

**10. a) Bylaw 1213-21 Fee Schedule Amendment (Water & Sewer Fees)**

**MOTION 21-02-103**  
Requires 2/3

**MOVED** by Councillor Wardley

That first reading be given to Bylaw 1213-21 being a Fee Schedule Bylaw amendment for Mackenzie County.

**CARRIED**

**MOTION 21-02-104**  
Requires 2/3

**MOVED** by Councillor Braun

That second reading be given to Bylaw 1213-21 being a Fee Schedule Bylaw amendment for Mackenzie County.

**CARRIED**

**MOTION 21-02-105**  
Requires Unanimous

**MOVED** by Councillor Braun

That consideration be given to go to third reading of Bylaw 1213-21 being a Fee Schedule Bylaw amendment for Mackenzie County at this meeting.

**CARRIED UNANIMOUSLY**

**MOTION 21-02-106**  
Requires 2/3

**MOVED** by Councillor E. Peters

That third and final reading be given to Bylaw 1213-21 being a Fee Schedule Bylaw amendment for Mackenzie County.

**CARRIED**

**FINANCE:**

**10. b) Notice of Motion – Minimum Tax for Agricultural Leases**

**MOTION 21-02-107**

**MOVED** by Councillor Jorgensen

That Motion 20-12-798 be rescinded as multiple minimums cannot be applied to one tax class.

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\_\_\_\_\_

**CARRIED**

**MOTION 21-02-108**      **MOVED** by Deputy Reeve Sarapuk

That administration bring back all grazing lease Tax Rolls over \$50 for Council review, prior to mailing notices in 2021.

**CARRIED**

**FINANCE:**                      **10. c) Cheque Registers – January 25 – February 5, 2021**

**MOTION 21-02-109**      **MOVED** by Councillor Braun

That the Cheque Registers from January 25 – February 9, 2021 be received for information.

**CARRIED**

**ADMINISTRATION:**      **14. f) Fort Vermilion School Division – Land Transaction**

**MOTION 21-02-110**      **MOVED** by Councillor Bateman

That the Fort Vermilion School Division – Land Transaction be TABLED until provincial mitigation funding is announced.

**DEFEATED**

**MOTION 21-02-111**      **MOVED** by Councillor E. Peters

That administration work with the Fort Vermilion School Division to complete a trade and land transfer for properties adjacent to the Blue Hills Community School, La Crete Public School and Fort Vermilion Public School.

**CARRIED**

Reeve Knelsen recessed the meeting at 12:15 p.m. and reconvened the meeting at 12:48 p.m.

Councillor Cardinal left meeting at 12:15 p.m.

**OPERATIONS:**                      **11. a) Policy ADM036 Municipal Shop Use**

**MOTION 21-02-112**      **MOVED** by Councillor Braun

That Policy ADM036 Municipal Shop Use be amended as

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

presented.

**CARRIED**

**OPERATIONS:** 11. b) Policy PW009 Dust Control

**MOTION 21-02-113** **MOVED** by Councillor Driedger

That Policy PW009 Dust Control be amended as presented.

**CARRIED**

**UTILITIES:** 12. a) None

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

**MOTION 21-02-114** **MOVED** by Councillor Driedger

That third and final 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.

**CARRIED**

**MOTION 21-02-115** **MOVED** by Councillor Braun

That administration prepare a new Land Use Bylaw Amendment to further restrict non-compatible uses near Mackenzie County airports.

**CARRIED**

**PLANNING AND DEVELOPMENT:** 13. b) Bylaw 1207-21 Residential Developer Incentive

**MOTION 21-02-116** **MOVED** by Councillor Braun

That third and final reading be given to Bylaw 1207-21 being the Mackenzie County Residential Developer Incentive Bylaw.

**CARRIED**

**PLANNING AND** 13. c) Bylaw 1214-21 Land Use Bylaw Amendment to Rezone

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**DEVELOPMENT:** **Plan 202 0335, Block 6, Lots 27 to 31 from Hamlet Residential 1A “H-R1A” to Hamlet Residential 1B “H-R1B”**

**MOTION 21-02-117** **MOVED** by Deputy Reeve Sarapuk

That first reading be given to Bylaw 1214-21 being a Land Use Bylaw Amendment to rezone Plan 202 0335, Block 6, Lots 27-31 from Hamlet Residential 1A “H-R1A” to Hamlet Residential 1B “H-R1B” to accommodate single family dwellings without attached garages, subject to public hearing input.

**DEFEATED**

**ADMINISTRATION:** **14. a) Bylaw 1212-21 Subdivision & Development Appeal Board**

**MOTION 21-02-118** **MOVED** by Deputy Reeve Sarapuk

That first reading be given to Bylaw 1212-21 being the Subdivision and Development Appeal Board Bylaw for Mackenzie County.

**CARRIED**

**MOTION 21-02-119** **MOVED** by Councillor Braun

That second reading be given to Bylaw 1212-21 being the Subdivision and Development Appeal Board Bylaw for Mackenzie County.

**CARRIED**

**MOTION 21-02-120** **MOVED** by Councillor E. Peters

Requires Unanimous

That consideration be given to go to third reading of Bylaw 1212-21 being the Subdivision and Development Appeal Board Bylaw for Mackenzie County at this meeting.

**CARRIED**

**MOTION 21-02-121** **MOVED** by Councillor A. Peters

That third and final reading be given to Bylaw 1212-21 being the Subdivision and Development Appeal Board Bylaw for Mackenzie County.

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**CARRIED**

**MOTION 21-02-122**      **MOVED** by Councillor Braun

That Colleen Sarapuk be appointed as a Clerk of the Subdivision & Development Appeal Board for Mackenzie County, subject to successfully completing the training program in accordance with the Municipal Government Act.

**CARRIED**

**ADMINISTRATION:**      **14. b) Policy ADM030 Isolation Allowance  
Policy EMR003 Ambulance Service  
Policy MRES001 Mackenzie Regional Emergency  
Services, Shift Hours and Rotations  
Policy MRES002 Mackenzie Regional Emergency  
Services, Standard Operating Guidelines**

**MOTION 21-02-123**      **MOVED** by Deputy Reeve Sarapuk

That following policies be rescinded:

- Policy ADM030 Isolation Allowance
- Policy EMR003 Ambulance Service
- Policy MRES001 Mackenzie Regional Emergency Services, Shift Hours and Rotations
- Policy MRES002 Mackenzie Regional Emergency Services, Standard Operating Guidelines

**CARRIED**

**ADMINISTRATION:**      **14. c) Policy ADM059 Asset Management**

**MOTION 21-02-124**      **MOVED** by Councillor Jorgensen

That Policy ADM059 Asset Management be approved as presented.

**CARRIED**

**ADMINISTRATION:**      **14. d) Alberta Energy Regulator – Directive 067: Eligibility  
Requires for Acquiring and Holding Energy Licences  
and Approvals**

**MOTION 21-02-125**      **MOVED** by Councillor Wardley

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That administration submit feedback to the Alberta Energy Regulator regarding Directive 067: Eligibility Requires for Acquiring and Holding Energy Licences and Approvals as follows:

- Include municipalities in regards to tax collection
- Orphan Well Association to hire local

**CARRIED**

**ADMINISTRATION: 14. e) Plant Protein Alliance of Alberta – Letter of Support**

**MOTION 21-02-126 MOVED** by Councillor E. Peters

That a letter of support be provided to the Plant Protein Alliance of Alberta, requesting that the province continue to provide funding for their initiative to attract business investment to Alberta.

**CARRIED**

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

**MOTION 21-02-127 MOVED** by Councillor Braun

That a letter of support be provided to the La Crete Agricultural Society for their Co-op Community Spaces grant application for the development of an orchard in the La Crete Mennonite Heritage Village.

**CARRIED**

**ADMINISTRATION: 14. h) Tompkins Improvement Board – Request for Letter of Support**

**MOTION 21-02-128 MOVED** by Councillor Jorgensen

That a letter of support be provided to the Tompkins Improvement Board for their grant application to construct a shell over the outdoor rink.

**CARRIED**

Reeve Knelsen recessed the meeting at 1:45 p.m. and reconvened the meeting at 1:59 p.m.

Councillor Cardinal rejoined the meeting virtually at 1:58 p.m.

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

**MOTION 21-02-129 MOVED** by Councillor Driedger

That the caribou update be received for information.

**CARRIED**

**COUNCIL  
COMMITTEE  
REPORTS:**

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

**MOTION 21-02-130 MOVED** by Councillor A. Peters

That the Council committee reports be received for information.

**CARRIED**

**COUNCIL  
COMMITTEE  
REPORTS:**

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

**MOTION 21-02-131 MOVED** by Councillor Wardley

That the approved revised Municipal Planning Commission meeting minutes of December 17, 2020 and the unapproved meeting minutes of January 28, 2021 be received for information and that it be acknowledged that Motion MPC 20-12-167 was John W. Driedger's last motion.

**CARRIED**

**COUNCIL  
COMMITTEE  
REPORTS:**

**15. c) Community Services Committee Meeting Minutes**

**MOTION 21-02-132 MOVED** by Councillor Braun

That the approved minutes of the January 7, 2021 Community Services Committee Meeting be received for information.

**CARRIED**

**INFORMATION /  
CORRESPONDENCE:**

**16. a) Information/Correspondence**

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**MOTION 21-02-133**      **MOVED** by Councillor Wardley

That a letter of support be sent to the Minister of Advanced Education for Northern Lakes College regarding Alberta 2030: Building Skills for jobs.

**CARRIED**

**MOTION 21-02-134**      **MOVED** by Councillor Jorgensen

That a thank you note be sent to Maarten Braat for his letter dated January 25, 2021.

**CARRIED**

**MOTION 21-02-135**      **MOVED** by Deputy Reeve Sarapuk

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

**CARRIED**

Reeve Knelsen recessed the meeting at 2:51 p.m. and reconvened the meeting at 2:58 p.m.

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

**MOTION 21-02-136**      **MOVED** by Deputy Reeve Sarapuk

That Council move into a closed meeting at 2:58 p.m. to discuss the following:

17. a) Town of High Level Regional Service Sharing Agreement (*FOIP, Div. 2, Part 1, s. 21, 24, 25*)
- b) Council/Administration Communication Protocol (*FOIP, Div. 2, Part 1, s. 17, 24*)
- c) Rocky Lane Area Road (*FOIP, Div. 2, Part, s. 21*)
- d) Long Run Exploration Outstanding Tax Arrears (*FOIP, Div. 2, Part, s. 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 Projects & Infrastructure
- Jeff Simpson, Director of Operations
- Caitlin Smith, Manager of Planning & Development
- Colleen Sarapuk, Recording Secretary

**MOTION 21-02-137**      **MOVED** by Councillor Driedger

That Council move out of a closed meeting at 3:35 p.m.

**CARRIED**

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

**MOTION 21-02-138**      **MOVED** by Councillor Braun

That the Town of High Level Regional Service Sharing Agreement be received for information.

**CARRIED**

**CLOSED MEETING:**      **17. b) Council/Administration Communication Protocol**

**MOTION 21-02-139**      **MOVED** by Councillor E. Peters

That Council/Administration Communications Protocol be received for information.

**CARRIED**

**CLOSED MEETING:**      **17. c) Rocky Lane Area Road**

**MOTION 21-02-140**      **MOVED** by Deputy Reeve Sarapuk

That the Rocky Lane Area Road be received for information.

**CARRIED**

**CLOSED MEETING:**      **17. d) Long Run Exploration Outstanding Tax Arrears**

**MOTION 21-02-141**      **MOVED** by Councillor Wardley

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That Mackenzie County enter into an agreement for the payment of outstanding taxes with Long Run Exploration as discussed.

**CARRIED**

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

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

Committee of the Whole Meeting  
February 23, 2021  
10:00 a.m.  
Fort Vermilion Council Chambers

Regular Council Meeting  
February 24, 2021  
10:00 a.m.  
Fort Vermilion Council Chambers

**ADJOURNMENT:** 20. a) Adjournment

**MOTION 21-02-142** **MOVED** by Councillor Jorgensen

That the Council meeting be adjourned at 3:38 p.m.

**CARRIED**

These minutes will be presented to Council for approval on February 24, 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>February 24, 2021</b>
<b>Presented By:</b>	<b>Grant Smith, Agricultural Fieldman</b>
<b>Title:</b>	<b>TENDERS Agricultural Land Development &amp; Lease Proposals for NW 6 &amp; SW 7-109-19-W5</b>

## **BACKGROUND / PROPOSAL:**

Request for proposals were publicly advertised for an Agricultural Land Development and Lease Agreement for the NW 6 & SW & 109-19-W5.

The proponent will develop raw bush land into farm land in exchange for a long term lease.

Closing date for the Request for Proposal was February 23, 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 Development & Lease Proposals for NW 6 & SW 7-109-19-W5 be opened.

Motion 2

- Simple Majority       Requires 2/3       Requires Unanimous

That the Agricultural Land Development & Lease Proposals for NW 6 & SW 7-109-19-W5 be awarded to the most suitable proponent.

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





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 24, 2021</b>
<b>Presented By:</b>	<b>Caitlin Smith, Manager of Planning &amp; Development</b>
<b>Title:</b>	<b>PUBLIC HEARING Bylaw 1211-21 Partial Plan Cancellation and Consolidation of Plan 2938RS, Block 3, Lots 12 &amp; 13</b>

## **BACKGROUND / PROPOSAL:**

Mackenzie County has received a request to consolidate Plan 2938RS, Block 3, Lots 12 & 13 in the Hamlet of Fort Vermilion, to accommodate a new retail store (Hardware).

The lots are currently zoned Fort Vermilion Commercial Centre “FV-CC” which is appropriate for the proposed use. However, the applicant has constructed a new hardware store, which is larger than could be accommodated on only one of the lots.

This item is being brought back to Council due to a typographical error in the original bylaw, as well as an additional landowner being added to the titles of the two lots, which would result in the Bylaw being rejected by Alberta Land Titles. The new Bylaw will replace the original Bylaw 1200-20.

Bylaw 1211-21 was presented to Council on January 27, 2021 where the following motion was made:

**MOTION 21-01-063**      **MOVED** by Deputy Reeve Sarapuk

*That first reading be given to Bylaw 1211-21 being a Partial Plan Cancellation and Consolidation Bylaw for Plan 2938RS, Block 3, Lots 12 & 13, subject to public hearing input.*

**CARRIED**

## **OPTIONS & BENEFITS:**

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

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

**COSTS & SOURCE OF FUNDING:**

N/A

**SUSTAINABILITY PLAN:**

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

**COMMUNICATION/PUBLIC PARTICIPATION:**

Public Hearing is required prior to second and third reading. The bylaw amendment was advertised as per MGA requirements, this includes all adjacent landowners.

**POLICY REFERENCES:**

Not applicable at this time.

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That second reading be given to Bylaw 1211-21 being a Partial Plan Cancellation and Consolidation Bylaw for Plan 2938RS, Block 3, Lots 12 & 13.

Simple Majority       Requires 2/3       Requires Unanimous

That second reading be given to Bylaw 1211-21 being a Partial Plan Cancellation and Consolidation Bylaw for Plan 2938RS, Block 3, Lots 12 & 13.

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

**BYLAW NO. 1211-21**  
**BEING A BYLAW OF**  
**MACKENZIE COUNTY**  
**IN THE PROVINCE OF ALBERTA**

**FOR THE PURPOSE OF A PLAN CANCELLATION AND CONSOLIDATION**  
**IN ACCORDANCE WITH SECTION 658 OF THE**  
**MUNICIPAL GOVERNMENT ACT, CHAPTER M-26,**  
**REVISED STATUTES OF ALBERTA 2000**

**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

**WHEREAS**, Council of Mackenzie County has determined that a portion of a subdivision, as outlined in Schedule “A” hereto attached, be subject to cancellation, and

**WHEREAS**, Robin Currie & Ray Toews, being the registered owners of Plan 2983RS, Block 3, Lots 12 and 13, have requested that the lands be consolidated; and

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

1. That Subdivision Plan 2938RS, Block 3, Lots 12 and 13 as outlined in Schedule “A” hereto attached, are hereby cancelled in full and shall be consolidated as Lot 16.
2. This Bylaw repeals and replaces Bylaw 1200-20.

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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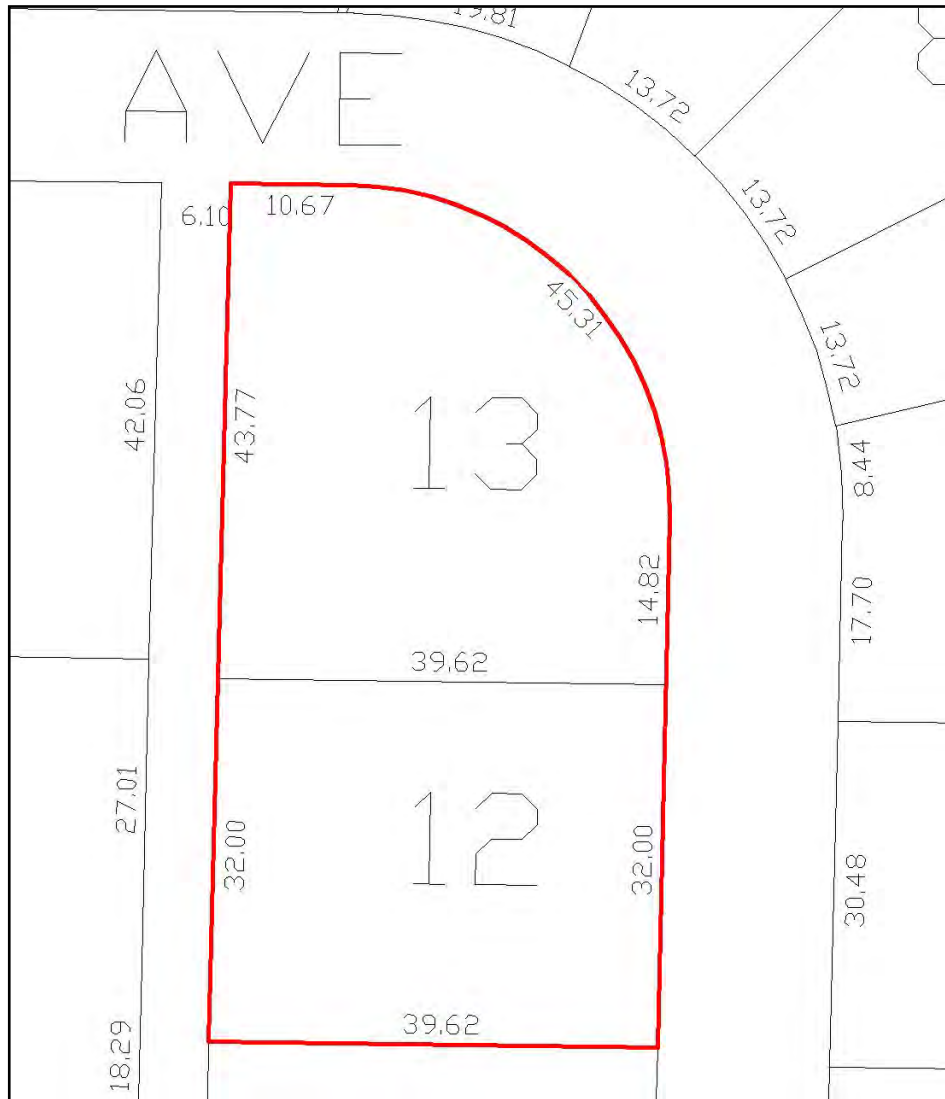
Joshua Knelsen  
Reeve

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Lenard Racher  
Chief Administrative Officer

**BYLAW No. 1211-21**

**SCHEDULE "A"**





# Mackenzie County

P.O. Box 640, Fort Vermilion, AB T0H 1N0  
Phone: (780) 928-3983 Fax: (780) 928-3636

## ~~SUBDIVISION APPLICATION~~

CONSOLIDATION

FOR OFFICIAL USE ONLY

Date of Acceptance of Application: \_\_\_ / \_\_\_ / \_\_\_ File No.: 31-SUB-20 Fee Submitted: 400.00

THIS FORM IS TO BE COMPLETED IN FULL WHEREVER APPLICABLE BY THE REGISTERED OWNER OF THE LAND THAT IS THE SUBJECT OF THE APPLICATION OR BY A PERSON AUTHORIZED TO ACT ON THE REGISTERED OWNER'S BEHALF.

RAY TOEWS / ROBYN CURRIE  
**NAME OF REGISTERED LANDOWNER**

Box 549 FV  
**ADDRESS**

780-926-7298  
**PHONE NUMBER (S)**

\_\_\_\_\_  
**NAME OF AGENT** (authorized to act on behalf of the registered landowner, if any)

\_\_\_\_\_  
**ADDRESS**

\_\_\_\_\_  
**PHONE NUMBER (S)**

### LAND DESCRIPTION AND AREA OF LAND TO BE SUBDIVIDED

LEGAL LAND DESCRIPTION: All/Part of \_\_\_ 1/4 Sec \_\_\_ Twp \_\_\_ Range \_\_\_ West of \_\_\_ Meridian

Being all/part of Lot 12613 Block 3 Plan 8938 R/S

CURRENT PARCEL SIZE: 0.35 + 0.31 acres NO. OF LOTS: 2

AREA TO BE SUBDIVIDED: \_\_\_\_\_ Hectares 0.66 Acres 2nd Lot: \_\_\_\_\_ Hectares \_\_\_\_\_ Acres

HAS A MUNICIPAL ADDRESS BEEN ASSIGNED? Y or N MUNICIPAL ADDRESS (CIVIC): 4901 - 4902 49 Ave

### LOCATION OF LAND TO BE SUBDIVIDED

IS THE LAND SITUATED IMMEDIATELY ADJACENT TO THE MUNICIPAL BOUNDARY? YES \_\_\_ NO X

IF YES, THE ADJOINING MUNICIPALITY IS \_\_\_\_\_

IS THE LAND SITUATED WITHIN 1.6 KILOMETERS (0.99 MILES) OF A RIGHT-OF-WAY OF A PROVINCIAL HIGHWAY? YES \_\_\_ NO X IF YES, THE HIGHWAY NUMBER IS \_\_\_\_\_

DOES THE PROPOSED PARCEL CONTAIN OR IS IT BOUNDED BY A RIVER, STREAM, LAKE, OR OTHER BODY OF WATER OR BY A DRAINAGE DITCH OR CANAL? YES \_\_\_ NO X

IF YES, STATE ITS' NAME: \_\_\_\_\_

IS THE PROPOSED PARCEL WITHIN 1.5 KMS (0.932 MILES) OF A SOUR GAS FACILITY? YES \_\_\_ NO X



**EXISTING AND PROPOSED USE OF LAND TO BE SUBDIVIDED**

EXISTING USE OF THE LAND: Commercial

PROPOSED USE OF THE LAND: Commercial

LAND USE DESIGNATION AS CLASSIFIED IN THE LAND USE BYLAW: FV-CC

**PHYSICAL CHARACTERISTICS OF LAND TO BE SUBDIVIDED**

DESCRIBE TOPOGRAPHY OF THE LAND (flat, rolling, steep, mixed): Flat

DESCRIBE VEGETATION AND WATER ON LAND (brush, shrubs, tree stands, woodlots, etc. - sloughs, creeks, etc.): Cleared

DESCRIBE SOIL TYPE (sandy, loam, clay, etc.): \_\_\_\_\_

**EXISTING BUILDINGS ON THE LAND TO BE SUBDIVIDED**

DESCRIBE ANY BUILDINGS AND STRUCTURES ON THE LAND: None

LIST BUILDINGS AND STRUCTURES TO BE DEMOLISHED OR MOVED: None

**WATER AND SEWER SERVICES**

TYPE OF WATER SUPPLY	EXISTING	PROPOSED
DUGOUT		
WELL		
CISTERN & HAULING		
MUNICIPAL SERVICE		✓
OTHER (PLEASE SPECIFY)		

TYPE OF SEWER DISPOSAL	EXISTING	PROPOSED
OPEN DISCHARGE/SEPTIC TANK		
SUB-SURFACE /SEPTIC TANK		
ABOVE GROUND/SEPTIC TANK		
SEWAGE LAGOON		
OUTDOOR PRIVY		
MUNICIPAL SERVICE		✓
OTHER (PLEASE SPECIFY)		

**OVERSIZING REQUIREMENTS**

Will any oversizing be required? Yes \_\_\_\_\_, No X

If yes, clearly identify where and to what size will be required. Water: \_\_\_\_\_, Sewer: \_\_\_\_\_

Roads: \_\_\_\_\_

CONSULTATION: Yes \_\_\_\_\_ Date: \_\_\_\_\_ Planner: \_\_\_\_\_

**REGISTERED OWNER AND/OR  
PERSON ACTING ON THE REGISTERED OWNER'S BEHALF**

Signing of this application, by the applicant and/or the applicant or agent, authorizes Mackenzie County to circulate the application to other parties as necessary to comply with the requirements of the Municipal Government Act. Other parties may include, but is not limited to, adjacent landowners, utilities companies, government agencies and surveyors.

Signing of this application also grants permission for Mackenzie County personnel to conduct site inspections of the property. Site inspections include, but are not limited to, land elevation and access review and taking photos of the property.

I/we, \_\_\_\_\_ hereby certify that

I/we are the registered landowner, **OR**

I/we are the agent authorized to act on behalf of the registered landowner

And verify that the information contained within this application is full and true to the best of my/our knowledge and it is a true statement of the facts pertaining to this application for subdivision.

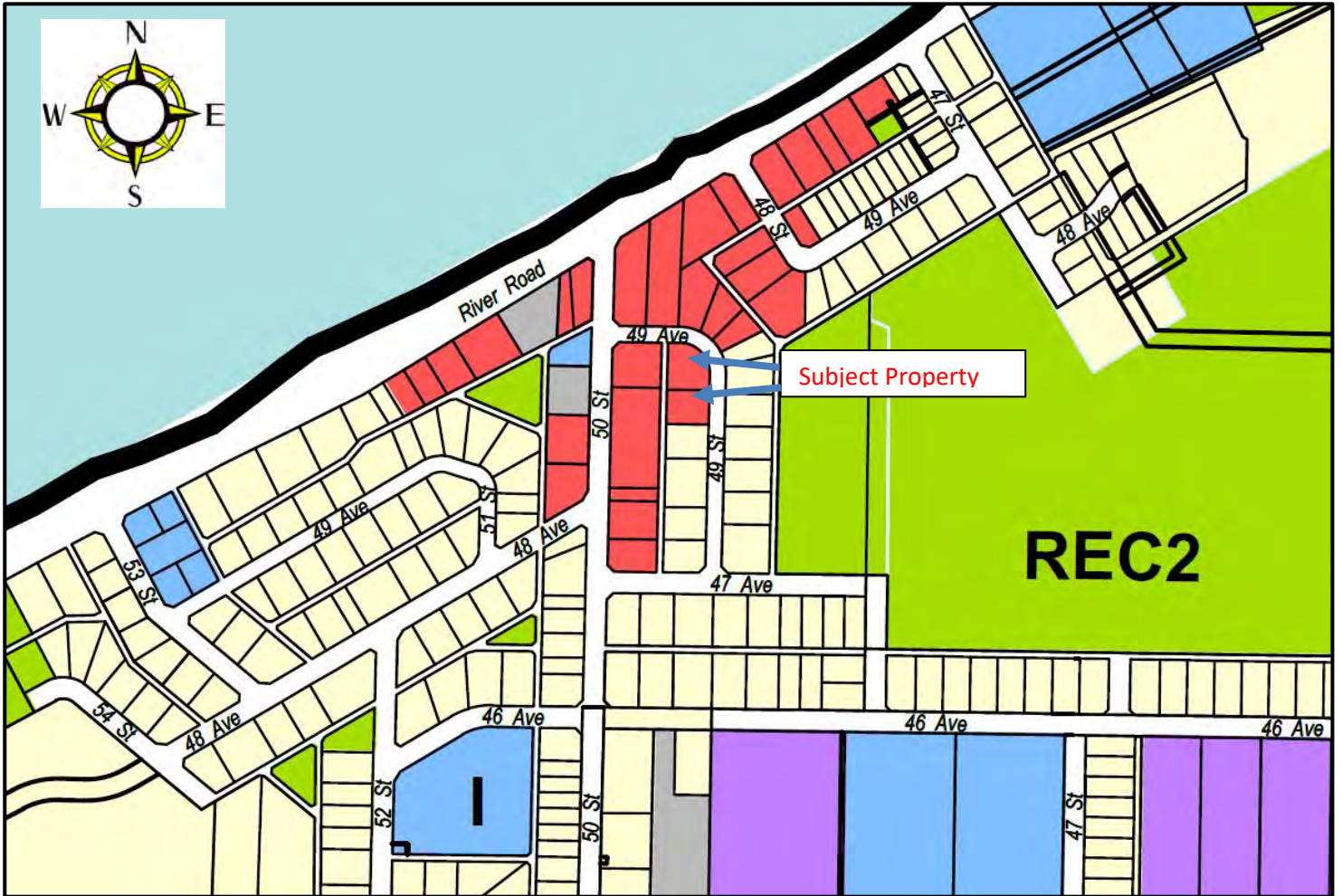
**(The registered landowner must sign the application. If an agent is processing the application, both the agent and the landowner must sign the application.)**

_____ Signature of Agent	_____ Print Agents Name	_____ Date Signed
	RAY TOIVUS	8 SEPT 20
_____ Signature of Registered Landowner	_____ Print Registered Landowners Name	_____ Date Signed
_____ Signature of Registered Landowner	_____ Print Registered Landowners Name	_____ Date Signed

*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 managing and administration of the subdivision application process. If you have any questions regarding the collection, use or disclosure of this information, please contact the FOIP Coordinator or (780) 927-3718.*



# CONSOLIDATION APPLICATION



File No. Bylaw 1211-21

**Disclaimer**

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

**NOT TO SCALE**



**Mackenzie County**



# CONSOLIDATION APPLICATION



File No. Bylaw 1211-21

**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>February 24, 2021</b>
<b>Presented By:</b>	<b>Don Roberts – Director of Community Services</b>
<b>Title:</b>	<b>Zama Recreation Society – Request</b>

**BACKGROUND / PROPOSAL:**

Zama Park/Campground Maintenance Zama Recreation Society (ZRS) 2020 Trade Proposal – Extension

In May 2020 The Zama Recreation Society proposed a partnership where the ZRS would maintain the Zama Park and Campground utilizing local residents in exchange for the use of 8 campsites.

**MOTION 20-05-288**

That the Parks and Maintenance Partnership Proposal from the Zama Recreation Society be accepted for the 2020 season.

**CARRIED**

The ZRS would like to extend and expand upon the 2020 agreement into the 2021 season. (see attached)

Campsites utilized for ZRS Fundraising

The following motion was made at a Community Services Meeting

**MOTION 21-02-013**

That 2 of tent frame structures from the forestry base be relocated to Zama Campground and 3 be relocated to Machesis Lake.

**CARRIED**

The ZRS has proposed they would complete all construction and set up of these units within the Zama Campground in exchange the ZRS would collect all revenue generated from these units. This would alter the initial partnership slightly where the maintenance

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

for the park would be for 6 campsites and two campsites would be utilized to raise funds for the ZRS. It also brings the question of ownership of the 2 tent units.

This partnership-agreement would be similar to the arrangement Mackenzie County has with the ZRS in regards to the Shower unit where the ZRS purchased a shower unit that is located within the campground and the ZRS collects funds generated from the shower.

### On Line Campground Bookings

*Camp Reservations Canada, a commercial company, made a proposal to the Zama Recreation Society to provide online booking services for the Zama Campground. The ZRS is proposing the following;*

*“The ZRS is requesting to take on the primary role of campground booking for the Zama Campground. The fees collected for regular camping fees, minus the credit card fees, will still be the Counties but will flow through the ZRS. In order to facilitate the set up prior to May 1, we must have approval or notification on declining request by end of February at the latest.”*

Although this is a free service to Mackenzie County, there is a non refundable \$5 booking fee charged to the customer.

Note: Mackenzie County staff will still be required to oversee bookings and people entering into the campsite that do not utilize the online service.

### **OPTIONS & BENEFITS:**

#### Option1a

That the ZRS maintain maintenance (grass cutting, minor repairs) of the Zama park/campground in exchange for the use of 6 campsites for 2021 and that the ZRS be allowed to complete construction and fix 2 tent like buildings and collect the revenue generated from the rental of those sites.

Due to the reduction in staffing in Zama, the maintenance of the Campground/park would take place helping staff maintain all other properties to an achievable level of service.

The opportunity for the ZRS to raise funds may reduce the amounts of funds the ZRS would request from Mackenzie County to assist in operating.

#### Option 1b

That council decline the ZRS offer to maintain the Zama park and campground in exchange of 8 campsites and the usage of 2 tent like structures to generate funds.

This would add an additional workload on the Zama staff and may require contractors to be utilized to maintain the level of service currently provided in Zama.

#### Option 2

That the ZRS utilize Camp Reservations Canada and take on the primary role of booking and collecting all campground fee's and pay these fees back to Mackenzie County.

The service provided by Camp Reservations Canada is more than a booking agent but also promotes the area and campground.

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

Although this is an attractive proposal and on-line campground booking does raise questions and concerns.

- Requirement for policy change. Presently Mackenzie County does not accept bookings or reservations.
- The concept of third party collection of funds and the accountability of said funds has raised verification concerns.

### Option 3

For Mackenzie County to implement the service presented by Camp Reservation Canada. Administration would be required to explore all aspects of on-line camping and how it would affect our present operations of all Campgrounds.

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

### Option 1a

No operational cost but may be a loss of revenue. It would assist the NPO in revenue generation and led to a reduction in grant requests.

### Option 1b

Operational costs may increase in order to maintain service levels

### Option 2

Nil

### Option 3

Unknown at this time.

## **SUSTAINABILITY PLAN:**

Goal C1 Community parks, recreational facilities and community halls are available to each community consistent with local, cultural needs.

## **COMMUNICATION / PUBLIC PARTICIPATION:**

## **POLICY REFERENCES:**

ADM040 – Recreational Area Policy

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

**RECOMMENDED ACTION:**

- Simple Majority       Requires 2/3       Requires Unanimous

**Motion 1**

That the Parks and Maintenance Partnership Proposal from the Zama Recreation Society be accepted for the 2021 season as amended to include 2 of the 8 sites for the purpose of raising funds for the Society.

**Motion 2**

That Mackenzie County decline the Zama Receptions proposal for on-line campground bookings and for administration to investigate future applications within all campgrounds of Mackenzie County.

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

Zama Recreation Society

Box 73

Zama City, AB T0H 4E0

May 12, 2020

**RE: Park and Grass Maintenance – Lack of Summer Staff – Trade Proposal**

The Zama Recreation Society acknowledges that Mackenzie County as laid off multiple staff and is not hiring summer staff this year. We wish to do our part and help keep our community beautiful and maintained. We are willing to take over the grass and minor campground maintenance at the Zama Park /Campground and Community Hall Park on a trade system for the 2020 season. There is some damages that need to be address due to Bison herds being in town all winter as well.

We do not have the equipment to complete the jobs so we are asking for the use of the zero-turn mower and the weed-eaters and other small tools if required, and for Mackenzie County to supply the fuel and repairs (if required) for the equipment used and to trade eight (8) campsites for zero cost to the ZRS for the 2020 season (residents are going to trade maintenance services for local camping).

This would allow the one remaining staff in Zama to maintain the rest of the community and complete all the other necessary job duties without having to worry about the Park and the Hall.

We hope that this is a satisfactory arrangement and that us partnering will take additional stress off the local staff and administration.

Zama Recreation Society

**From:** [Lisa Wardley](#)  
**To:** [Don Roberts](#)  
**Cc:** ["Greg Mclvor - Outlook"; "Roxy T"; Josh Knelsen](#)  
**Subject:** Zama Campground Partnership Renewal County / ZRS  
**Date:** February-12-21 6:43:42 PM

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Extension request for the partnership between the ZRS and Mackenzie County on Campground / Park Maintenance

The ZRS is requesting the partnership that was initiated last year continue throughout 2021

We are requesting again this year the trade of 8 campsites for full maintenance of the Zama Park & Campground, same arrangement as last year. We believe that this partnership went extremely well and wish to continue and possibly look at other ways to expand. This year we are going to set up the complete construction and set up of the two tent frames on 2 of these 8 sites for glamping options for fundraising back to the ZRS.

We also have a proposal in for piloting an online booking system for the Campground. Pond maintenance is a need for this year with pond treatment... if the County supplies we will ensure that it gets done.

Sent On behalf of Greg Mclvor  
Zama Recreation Society  
780-841-8256



**From:** [Lisa Wardley](#)  
**To:** [Don Roberts](#); [Jennifer Batt](#); [Len Racher](#)  
**Cc:** [Josh Knelsen](#); ["Greg Mclvor - Outlook"](#); ["Roxy T"](#); [krista \(kmp0511@hotmail.com\)](#)  
**Subject:** Camp Reservations Canada - ZRS Request for online camping bookings  
**Date:** February-12-21 3:45:23 PM  
**Attachments:** [Zama City Campground Proposal.pdf](#)  
[CRCA FAQ.pdf](#)  
[CRCA Brochure 2020.pdf](#)  
**Importance:** High

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Good afternoon

The Zama Recreation Society is happy to once again partner with the County on the Zama Campground, and are looking forward to the glamping unit addition. Thank you it will be exciting to have that stay option available!

There is a long history about this little gem! The Zama Park was built and funded for the most part by the community and partnerships between industry, provincial, federal, municipality and community. The original campground was built by Cardusty and the other members of the community, the fish pond was built by the Province as they created the borrow pit when building the residential roads, the shelter was a partnership between the county and the ZRS using the insurance money from our pool, the new campground and pond under the Build Canada fund... communities in bloom has been looking after flower and beautification for years... so many successes and so many more to come!

The ZRS representatives attended a zoom demo with Camp Reservations, which is a wholly Alberta company made up of young entrepreneurs. The program is clean and an easy to use portal for both campers and managers. With no cost to the facility (with the exception of credit card fees). Some of the information is attached.

We are gearing up for a busier year than last year for camping season... and we also plan to roll out a strong promotional program to increase local tourists. One of the areas that has been long thought about is an online booking system... the ZRS would like to pilot this program for the upcoming 2021 camping season for the Zama Campground. The only cost for the project is the credit card fees which we have now. So in reality no cost to the County.

The reservation fee is charged per site/reservation over and above the set camping fee. The ZRS would complete all set up and monitor. Krista is on the ZRS but also the individual that has collected camping fees to date... this would eliminate some of her workload the system would also then collect the statistics and tracking information report. There are so many benefits by having an online option for booking and a platform that is secure and can provide the tracking that is required. The ZRS would then run the report and pay the County either monthly, or end of season, whatever the wish would be for regular camping sites for the facility. If this pilot works well then the County could adopt the online booking system for some or all of the remaining County campgrounds for future years.

**The ZRS is requesting to take on the primary role of campground booking for the Zama Campground. The fees collected for regular camping fees, minus the credit card fees, will still be the Counties but will flow through the ZRS. In order to facilitate the set up prior to May 1, we must have approval or notification on declining request by end of February at the latest the**

**sooner the better would be great.**

*Lisa Wardley*

Lisa Wardley

Councilor, Ward 10/Zama, Mackenzie County

Chairperson, Northwest Species at Risk Committee (NWSAR)

Chairperson, Regional Economic Development Initiative of Northwest (REDI)

Director, Mackenzie Frontier Tourist Association (MFTA)

Director, Mackenzie County Library Board (MCLB)

Cell: 780-841-5799

[lisa@mackenziecounty.com](mailto:lisa@mackenziecounty.com)

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

[www.albertanwsar.ca](http://www.albertanwsar.ca)

[www.rediregion.ca](http://www.rediregion.ca)

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

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

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**From:** Stephanie C <stephanie@campreservations.ca>

**Sent:** February 11, 2021 4:24 PM

**To:** Lisa Wardley <lwardley@sis.net>

**Cc:** Keith Leong <keith.leong@campreservations.ca>

**Subject:** Camp Reservations Canada Follow Up

Hi Lisa,

Thank you for taking the time to meet with us today! I've attached our brochure, FAQ and a proposal for your review.

As a refresher on what we talked about, our system can help you streamline and organize bookings, keep track of payments, and free up time for managers. We can also do a social media profile on your campground, or the region, to help increase awareness and drive business.

Please let me know if you have any questions!

Stephanie

--

*Stephanie Caines*

**Camp Reservations Canada**

<https://managers.campreservations.ca/>

403-796-3526

Camp Reservations  
Canada  
111 5 Ave SW #100  
Calgary, AB T2P 3Y6

*info@campreservations.ca*  
*www.campreservations.ca*  
Company Representative  
Keith Leong  
*keith.leong@campreservations.ca*  
403-909-9888

# Campground Online Reservation Proposal for Zama City Campground

# Executive Summary

***Camp Reservations Canada wants to connect your campgrounds to the nearly 10 million Canadians that enjoy camping. These campers are researching on the web to find campgrounds and we want them to be able to reserve at your campground online.***

*Online booking is popular with travelers today, and over 70% of campers use the internet to plan their camping trip. We at Camp Reservations Canada want to offer your campground a comprehensive service that will allow you to start taking reservations online.*

*CR.CA provides a value-added service to campgrounds and our mission is to provide a **free, easy to use** portal that allows managers to better manage their campgrounds.*

*As avid campers ourselves, we understand the issues campgrounds are experiencing today and have developed a completely secure online product customized specifically to campground management and addresses current campground booking issues. Our goal is to automate your campground reservation process and provide you full control over your booking process.*

*Our system does not require you to download any software and we don't charge any setup or recurring fees. We only charge the campers \$5 for their reservations. You simply create a campground profile on campreservations.ca where you can customize information such as rates, features, and length of stay.*

## **Issues we will address**

- » *Efficient online reservations for municipal facilities (eg. Campgrounds and Day Use areas)*
- » *Protection of customer information and secure transactions for online bookings*
- » *Customized campground profile page and reports for Municipal facilities*

*Enabling online bookings simple by adding one link to your existing webpage. Campers will have to agree to your listed terms and conditions before they can complete reservations and our reservation system appeals to both Millennials and Baby Boomers!*

*Your digital reservation book is accessible wherever you have basic internet access and gives you the ability to create and take manual bookings. All payments and camper information are stored on our secure server that meets all of today's latest security requirements so you don't have to worry about upgrading your system and compatibility issues with your current software.*

*Receiving your campground payments is easy and we automatically send reservation payments to an account of your choosing. We also send daily reports that overviews your campground along with an arrivals list, bookings by camper and site, and contact information of everyone who's booked at your campground.*

***Getting started is simple.*** *One of our integration specialists will spend a half a day to train your managers and getting your profile complete only takes 8 hours. Once we have confirmed that your profile is complete you can start taking online reservations!*

## **Key Milestones**

- » *Week 1: Information spreadsheet complete*
- » *Week 2: Training*
- » *Week 3: Website Integration and Testing*
- » *Week 4 & 5: Start Taking Reservations!*

# Corporate Profile

*Camp Reservations Canada started after the founders realized how difficult it was to get information on campgrounds and reserve a campsite online. In 2016 we developed our web application which includes our free campground management system. Our core business is to connect campers to campgrounds through an online portal that provides detailed information on campgrounds and their availabilities.*

*We've interviewed and collected input from campgrounds in Canada to understand how they manage their campgrounds and developed a product that will meet their needs.*

*We are committed to campgrounds and our clients!*

- *Reservation system successfully launched in 2016*
- *50 municipalities & campgrounds are ready to get their online reservation system live for the 2020 camping season*

# Marketing Opportunities

*In 2020, Camp Reservations Canada attracted over 100,000 campers to our website. Our advertising meant tens of thousands of new campers became customers at Camp Reservations campgrounds because of our efforts. Next year, we're projected to reach even more campers, and with access to such a massive number of customers, we want to help campgrounds around Canada get in front of them.*

*We are providing free advertising opportunities to campgrounds that sign up with Camp Reservations Canada that will ensure campsites are being booked.*

*1) We are **actively advertising campgrounds** that have signed up on Camp Reservations through our social media accounts. Through Facebook, Instagram, and other medias, we reach 10 of thousands of campers per month and can let them know about your campground.*

*2) Our homepage features all the campgrounds that have signed up for Camp Reservations on a digital map. This map **connects campers' campgrounds** in their area and plan out trips easily. Having your campground listed puts you on the map (literally) for tens of thousands of online campers per month.*

*3) We provide campgrounds that have signed up with Camp Reservations Canada with **top listings** in multiple campground directories. We actively promote our city and provincial campground directories to campers, and provide campgrounds that have signed up with Camp Reservations with priority listings, so they get top billing when campers are looking to book.*



## Carbon Main & Carbon East Campgrounds

# References

*The Village of Carbon's two campgrounds contribute \$68,000 to the Village's economy but the Council's budget is cost sensitive and they were not wanting to spend money on an online system.*

*The Village of Carbon's CAO had a 30-minute demo of our system during the fall of 2017 and was set to head to council to propose using our system. Council quickly approved implementing our system for their two campgrounds:*

**Carbon Main** – 22 campsites

**Carbon East** – 23 campsites.

*Both campgrounds started taking reservations February 1, 2018 and made 730 bookings online. In 2020, they are on track for over 1,110 bookings online!*

*The Village of Carbon is extremely happy with the results and our service! We have provided them:*

- » *Initial consultation for setup and training*
- » *Customized webpage and reports*
- » *Weekly payments for online reservations*

### **Reference Contact Information**

**Dennel Barnes** – Village of Carbon Administrative Lead  
[admin@villageofcarbon.com](mailto:admin@villageofcarbon.com)  
403.572.3244

# Our Services

*We want you to feel informed about our online booking platform and below we have outlined in detail how we can customize it to fit your needs.*

## **Project Understanding**

*You operate camping facilities and currently takes phone in reservations but can benefit by transitioning to an online reservation system. Our platform will give you a customized online campground management system which includes the ability to provide individual campsite details, set customized rates and length of stays, provide information security to meet customers standards.*

## **Approach and Methodology**

*To help provide a better understanding of our product, Camp Reservations Canada will provide a demo to campground staff. If selected as the online campground reservation service provider for your Campground, Camp Reservations Canada will meet with campground managers to provide a demonstration of the following existing features of our web application:*

- *Creating Campground Manager Profile*
- *Adding Campgrounds and Day Use visitation areas*
- *Adding Campground and Campsite Photos*
- *Adding detailed listings for campsites, group camping areas, and cabins*
- *Creating customized rates based on stay duration*
- *Creating Terms and Conditions*
- *Restricting campsite length stays for specific campsites*
- *How to manually add campground reservations*
- *Tracking Camper license plates*
- *Manual reservations*
- *Modifying Reservation length and site*
- *Reservation quick view dashboard*

*Camp Reservations Canada services for your Campground will include:*

- *Managing online reservations and cancellations*
- *Managing payments through a PCI level 1 encrypted secure payment provider such as Stripe*
- *Manage user account information securely through our website (2048 bit SSL security with 256 bit encryption) and screening bookings to restrict any users that may have been banned from Campground sites*
- *A customized service level agreement created for your Campground, if required*
- *A roadmap on how to take reservations for campground facilities using our campground management system*
- *Automatic deposits of campground reservation payments*
- *Customized reports such as: weekly reservation snapshot, campground arrivals list, bookings by Campers, bookings by Site, contact list of all Travelers which includes their email, phone number and license plate*



## Our Services Continued

Weeks	Week 1	Week 2	Week 3	Week 4
<b>Set-up</b>				
<b>Integration</b>				
<b>Launch</b>				

### Project Schedule

#### Set-up

#### **Week 1: Information Spreadsheet Complete**

*The more details of your campground provided to us, the more success you will have with our management system. We want to ensure your campground is thoroughly set up on the backend in order to go online!*

#### **Week 2: Training**

*Once a contract has been signed, we will provide training to your campground managers. This will be facilitated online through video conferencing. Within a few hours your managers will be able to start inputting details for your campground and we will be available to help answer questions and provide ongoing support.*

#### Integration & Launch

#### **Week 3: Website Integration and Testing**

*Once your profile on Camp Reservations Canada is complete, your unique profile link can be integrated onto your website. At this stage we will also do test bookings for your facilities. We will also be working with you to customize your reports and define the payment processes.*

#### **Week 4: Start Taking Reservations!**

*Your online system is live for your chosen date to start taking reservations. We will provide support of a dedicated individual to help you through the process on your opening day. Your campers will be able to find and reserve facilities through our website.*



# Pricing

## **Initial setup, Support, and Implementation**

**\$0**

Includes online training per campground

## **Cost per reservation (credit card transaction fees - CAD)**

**2.9% + \$0.30**

**Camp Reservations Canada is a free service for campgrounds! We charge the camper \$5 for each reservation and below is an example of our payment process.**

**We currently accept payments online using Stripe which is a secure online payment system that comply to PCI level 1 compliance.**

### **Example**

**Campsite charge is \$40/night and a traveler books a long weekend for 3 consecutive nights for a total of \$120.00**

**GST is 5% for a total of \$6.00**

**Camp Reservations charges \$5 for the reservation.**

**Total charged to traveler's VISA/MC is 120+6+5=\$131.00**

**Stripe charges Camp Reservations 2.9% on this amount for a total of \$3.80**

**Stripe also charges Camp Reservations \$0.30 for the transaction**

**Camp Reservations deposits \$121.90 into your bank account \*\*.**

### **\*\*\$120 for the campsite**

+ \$6 for the GST

+ \$5 for Camp Reservations Fee

- \$5 for Camp Reservations Fee that we keep

- \$3.80 for Stripe fee

- \$0.30 for Stripe transaction fee

=====

\$ 121.90 Deposited to your Account

- \$ 6.00 For the GST that you have to pay

=====

\$ 115.90 Dollars of Revenue which is an average of \$38.63/night

# Join our Community of Campgrounds!

## AB

- Archie and Janet Hogg Park (63)*
- Beaverlodge Pioneer Campground (36)*
- Black Nugget (78)*
- Camp Lake (74)*
- Carbon Main Campground (24)*
- Carbon East Campground (23)*
- Consort Village Campground (10)*
- Cotillion (15)*
- Crane Lake East (29)*
- Crane Lake West (24)*
- Muriel Lake MD Park (95)*
- Lakeview Campground and Marina (63)*
- Westcove Municipal Rec Area (77)*
- Grande Cache Municipal Campground (81)*
- Hilah Ayers (34)*
- Hythe Municipal Campground (24)*
- Plamondon Whitesands (187)*
- Penhold RV Park (67)*
- Minnie Lake East & West (18)*
- Chicken Hill MD Park (26)*
- Pelican Point MD Park (37)*
- Ethel Lake MD Park (11)*
- Cold Lake MD Campground (78)*
- Vezeau Beach MD Park (27)*
- Wolf Lake M.D. Park (67)*
- Delia Diamond Anniversary Campground (37)*
- Floating Stone Lake Recreation Area (71)*
- Lac Bellevue Municipal Rec Area (50)*
- Stoney Lake Municipal Rec Area (55)*
- Rendez-Vous RV Park (108)*
- Sedgewick (67)*
- Sexsmith Heritage Park Campground (26)*
- Spring Lake Campground (35)*
- St Paul Iron Horse Trail Campground (82)*
- St Paul Overnight Campground (34)*
- Spring Glen Park (50)*

## BC

- Arrow Mountain RV Park (34)*
- Elevated Escapes Glamping (5)*
- Rainey Creek (79)*

## MB

- Happyland (64)*
- Hartney (18)*
- Whitewater (27)*
- Reston Lake & Campground (22)*
- Three Creeks Campground (180)*

## SK

- Carrot River RV Park (7)*
- Delfrari Park (27)*
- Leader Lions Campground (12)*
- McNab Regional Park (18)*
- Mossbank RV Park (26)*
- Val Marie Campground (13)*
- Valley Regional Park (37)*

## NL

- Elephant's Head RV Park (16)*



*Camp Reservations Canada | [www.campreservations.ca](http://www.campreservations.ca) | [info@campreservations.ca](mailto:info@campreservations.ca)*



# Campground **Management System** and **Online Reservations**



**Increase Efficiency**



**Increase Revenue**



**Happy Campers**



# Success Story



## Carbon Main & Carbon East Campgrounds

There might still be two feet of snow on the ground outside but that doesn't deter experienced campers from thinking about their summer plans in February.

As a result, Glenda knows that February 1 – also known as opening day for camp reservations at the Village of Carbon's campground just outside of Drumheller, Alta. – is going to be her busiest day of the year in the office.

With 15 years under her belt as the office administrator for the campground, she's no stranger to being glued to the phone once opening day for reservations arrives.

Until 2018, the 40-year-old campground has been taking reservations like most other campgrounds in the province – entirely over the phone.

The campground takes in around 700 reservations every year. That meant Glenda spent a vast amount of time answering phone calls to deal with questions, reservations, payment, cancellations and more.

**Last year, Glenda promised herself that the new year would be different.**

After contacting Camp Reservations Canada for a demonstration, the town council unanimously approved the use of the free campground management and online reservations system.

Camp Reservations Canada worked to set-up the Carbon campground online and prepare for opening day of reservations. Soon,

Glenda had a system in place to enter manual reservations and generate reports – and most importantly, an easy-to-use site for campers to book campsites online.

On opening day Feb. 1, 2018, Glenda says the results were astonishing.

In the first 10 minutes, campers made 50 online reservations for 204 nights. In the first hour, campers made 94 online reservations for 303 nights! This would have taken Glenda two-days' worth of phone calls to accomplish the same feat.

**By the end of the season, Carbon campground had a total 852 bookings with 580 being online bookings.**

Glenda says, "I've found that people are enjoying the convenience of online campsite reservations and have found the system easy to use – even people who we thought would still want to book over the phone. There's been a significant reduction in the number of phone reservations and messages I need to return."

With the 2018 camping season almost over, Glenda says she's been extremely happy with how well the new system has worked.

Contact us at [info@campreservations.ca](mailto:info@campreservations.ca) for more information on Camp Reservations Canada's free campground management and online reservations system.



## Who is booking Online...

Our customers book camping from all across Canada and the US



Promote your campground online and start connecting with campers

Attract tourist to increase revenue for your Municipality.

“My life is honestly so much better since setting up my campground online and I am very impressed with Camp Reservation Canada’s level of customer service”

[Glenda Youngberg](#) – Carbon, AB

“The year-over-year revenue at the campground has increased 160% since setting up Online Reservations”

[Beth Endresen](#) – Sexsmith, AB

## Summary

Studies show that over 60% of all campers are using the web to plan their trips and would prefer to book online if given the option.

Increase your revenue and efficiency in managing your campground.

Our FREE Campground Management System is proven to deliver

- ↑ Revenue
- ↑ Efficiency
- ↑ Happy Campers!

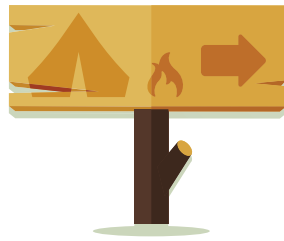
Start connecting with campers online and streamline the management of your campground.



**Our system offers:**

- Easy booking and reporting – integrated all in one place
- Secure online transactions
- Online management with no software required
- Increased capacity to take reservations – great for opening day
- Less phone calls and messages to return
- Reduced errors

# Our Services



## Getting started is simple.

One of our integration specialists will spend a half a day to train your managers and then they can generally have your campground's customized web-presence completed by the end of the next day. We simply then add one link to your existing web page and you can start accepting online reservations!

## How can we offer all of this for free?

Campers pay a flat \$5 fee when they make a reservation. The fee structure is based on the same system used by national and provincial parks, but we have the lowest fee.

## Travel plans (hotels, flights, etc) have been predominantly booked online for years. What about campgrounds?

No company has offered an affordable, efficient management system for campgrounds to take online reservations. That's why we created Camp Reservations Canada to provide a website connecting campgrounds with campers.

Campers plan their trips online and want to book a reservation at any time, day or night. We offer the ability for campgrounds of any size to modernize and streamline their management, while offering online reservations to satisfy the 60-90% who want to book online.

## What if someone still wants to make a phone reservation?

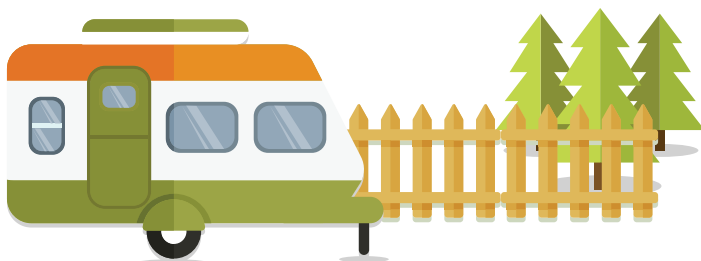
Our system seamlessly incorporates manual reservations with the online reservations but in our experience over 75% of campers prefer to book online.

## Online Booking to increase revenue

Connect with more campers online through your free custom online campground profile. Showcase your campground's scenic setting, amenities or town attractions and events. If you already have a website or online information you can simply add a link to your profile on the Camp Reservations Canada webpage and let scampers know that online booking is available.

We already have thousands of customers across Canada and the United States. Through increased exposure to your target customers and the ease of booking online we will help you increase your occupancy rates. We have a proven track record of success in Alberta and are continually expanding our customer base to help increase the revenue of your campground.

Our \$5 reservation fee to campers allows us to offer you this service for free.



## Efficient Operations through the Campground Management System

Our web-based management system is easy to use and can be accessed from anywhere by tablet or computer. Getting started is easy with our integration specialists guiding you through the initial set-up. Once your campground specifics are in your profile the system integrates online and manual bookings. Phone calls/messages and data entry are dramatically reduced, while reports and campground information are right at your fingertips!








## Happy Campers – customer satisfaction with Online Booking

Campers love the convenience and ease of finding and reserving their campsite online. They can select the site that meets all their requirements and quickly book through our secure online payment system. Opening day for campsite reservations is no longer means sitting on the phone on hold or waiting for a message to be returned in hopes of securing a spot for the annual long weekend trip.

Over 88% of Canadians want to book their travel plans online for the convenience and instant access of information and campers want to book their campsites online like they do with their other trips.

## Key Features of the CRC Management System include:

-  Unique campground profile page
-  Secure online payment system
-  Cloud based real-time reservation data
-  Customized reporting
-  Simple, easy to use web based interface

Call or email now to schedule a demo

587-331-6320

[operations@campreservations.ca](mailto:operations@campreservations.ca)



# Common Questions



General Information



Our Services



Getting Started





Contact us for more information!

[info@campreservations.ca](mailto:info@campreservations.ca)

## Is Camp Reservations Canada really a free service to campgrounds?

Yes, absolutely. This is a web-based management system so there is no software to install therefore no software fees nor maintenance fees. There are no signup nor setup fees, and we provide free training for the personnel who will administer the campground. We do expect that someone in your organization invest some time in order to be sure your campground is marketed in a professional manner and that all precautions are taken ahead of time to avoid any issues through the season.

## What does my staff have to do?

Specifically, someone in your organization will have to:

- ➔ Measure the dimensions of each campsite
- ➔ Take photographs of the campground amenities
- ➔ Take photographs of each campsite
- ➔ Create several paragraphs describing your community, campground, and local attractions
- ➔ Create a description of each campsite
- ➔ Carefully examine all of your campground policies and by-laws so that they can be placed on the website

## How does Camp Reservation Canada make money?

It is very simple, we charge the camper \$5 for each reservation that is made on our system. This is a non-refundable payment.

## How and when do I get paid?

We make payments to a bank account of your choosing every second Wednesday. There is a 10-day lag in the reservations that are paid. For example, a payment on Wednesday, October 17th, would include all reservations made on or before Oct 7th. Below is a breakdown of charges to campers and what would get deposited into your bank account.

Campsite charge is \$40/night and a traveler books a long weekend for 3 consecutive nights for a total of \$120.00

GST is 5% for a total of \$6.00

Camp Reservations charges \$5 for the reservation.

Total charged to traveler's VISA/MC is  $120+6+5=\$131.00$

Stripe charges Camp Reservations 2.9% on this amount for a total of \$3.80

Stripe also charges Camp Reservations \$0.30 for the transaction

Camp Reservations deposits \$121.90 into your bank account  
 \*\*\*\*\$120 for the campsite

- + \$6 for the GST
- + \$5 for Camp Reservations Fee
- \$5 for Camp Reservations Fee that we keep
- \$3.80 for Stripe fee
- \$0.30 for Stripe transaction fee

- \$ 121.90 Deposited to your Account
- \$ 006.00 For the GST that you must pay

\$ 115.90 Dollars of Revenue which is an average of  
 \$ 38.63/night

## Do I need Wi-Fi at the campground?

Your campground does not have to provide campers with Wi-Fi

in order for this system to work, only the campground attendant requires an internet connection. Any location that has cell phone reception will be able to have an internet connection that will be adequate.

## What have other campgrounds experienced?

Campgrounds moving to our online system have:

- ➔ Increased occupancy rates / revenue
- ➔ Dramatically reduced the number of phone calls
- ➔ Reduced the number of refunds given because they simply say the computer system will not allow a refund outside of the stipulated policy
- ➔ Reduced the staffing requirements of operating the campground

## Do we need to sign a contract with you and how long are we "locked in" for?

One of Camp Reservations Canada's core values is Service Quality. We aim to go above and beyond expectations in everything we do and provide. We do have a Service Agreement which stipulates exactly what we provide to you and what we expect you to provide us. We do NOT require you to sign this agreement, and we do NOT require that you sign up to utilize our system for any period of time. If you are not happy, we will resolve the issue to your satisfaction or you can cancel our services at any time.





## Our Services

### For some of my staff, I want to limit their ability to administer the system. Can that be done?

Yes. There will be at least one (1) Administrator for your campground who will be able to perform any task related to the management of your campground. We can also set up other individuals to have only a subset of abilities for the interaction with the system. In this way, you can determine who may be able to only read the information as well as who may be able to change pricing or cancel reservations.

### Can we limit how far in advance a camper can book a campsite?

Yes. You can open reservations for the entire season on opening day, or you can set it up so that the camper can only reserve campsites a certain number of weeks/months in advance.

In addition, you can set up your campground so that campers cannot make reservations less than a certain amount of time before the intended stay. For example, you could arrange your system so that after Thursday at 12 pm a camper is unable to book online for a campsite on the weekend.

### Should I put all my campsites in the campground available for online booking?

You do not have to and the decision as to what to do will depend on your management philosophy.

### Can the camper book multiple sites at the same time, or do they have to do it one at a time?

You have the ability to choose if/when campers can add multiple campsites to their shopping cart before checking out. You can change these settings at any point in time.

#### Examples:

1. At all times, campers can add multiple campsites to their cart
2. On opening day, campers CANNOT add multiple sites, but afterwards they can
3. Campers can never add multiple campsites to their cart

We have campgrounds with us that are employing each of these options. What you do for your campground depends on your management philosophy.



## Getting Started

### What do I need to do first?

The first step, and likely the most important, is to get the dimensions of each of your campsites so that campers will know if their unit will fit into the space. If there are sharp corners in the road, even if the campsite can accommodate a large unit, the unit may not actually be able to navigate to the site in order to park there. This has to be taken into consideration when setting the dimensions of the campsite.

Because well over 60% of your campers will be reserving online, and not speaking to a representative on the telephone, you have to pay extra attention to the Policies that you post on your online profile. This is one item that catches some campgrounds off guard, so please spend an adequate amount of time reviewing what you require campers to know and accept.

If the time of the year allows, please take as many photos of your campground, amenities, and campsites as you can. The most frequent complaint Camp Reservations Canada receives is that there are not enough photos on the site.

### How long will it take to get my campground online?

The majority of campgrounds can be up online within 2 days if they are highly motivated. Most campgrounds cannot, however, dedicate someone for 2 complete work days in order to accomplish this and the average time is 5 working days to have everything complete in a professional manner.

### How do I arrange for the training of my staff?

Email : [Cameron.Sandboe@campreservations.ca](mailto:Cameron.Sandboe@campreservations.ca) or [Keith.Leong@campreservations.ca](mailto:Keith.Leong@campreservations.ca) to book the training sessions. We recommend three (3) sessions of 40 minutes each and depending on the computer skills of your staff, more sessions can be arranged. There is no charge for training.

Training sessions will be via GoToMeeting and the only requirement is that your staff member have a computer with a good internet connection.

### When should we “go live” and start taking reservations?

This depends upon your management philosophy. Some campgrounds want to start taking online reservations in January or February in order to get the revenue as early as possible in order to have the funds available for repairs/improvement well before opening day. Another consideration is that Parks Canada open reservations in this time period and it is good to compete with those campsites.

One thing to consider is that if this is going to be your first year accepting online reservations, how are you going to let your regular campers know that you are implementing this system?







Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 24, 2021</b>
<b>Presented By:</b>	<b>Don Roberts – Director of Community Services</b>
<b>Title:</b>	<b>Wadlin Lake – Archaeology Study.</b>

## **BACKGROUND / PROPOSAL:**

Administration has developed a 10-year plan for Wadlin Lake. This was a requirement from Alberta Environment and Parks. This plan required a First Nation Consultation to be conducted.

During the FNC, Little Red First Nations required an archaeology study to be conducted at Wadlin.

Administration approached Emily Haines Masters Student of Anthropology at the Institute of Prairie and Indigenous Archaeology with the University of Alberta and requested they conduct the study.

Recently administration received an e-mail from Emily turning down the project stating the work is more in line to that of a consulting company and provided a list of contractors.

## **OPTIONS & BENEFITS:**

For administration to seek proposals from consulting firms to conduct an Archaeology study at Wadlin Lake Campground and bring back to Council for approval and budget amendment.

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

Unknown at this time

## **SUSTAINABILITY PLAN:**

### **Goal S3**

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

The County and the four First Nations located within its geographical boundaries share a common vision for the region, one that maintains cultural autonomy and that harmonizes economic pursuits.

**COMMUNICATION / PUBLIC PARTICIPATION:**

Council Meeting

**POLICY REFERENCES:**

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That Council receive the Wadlin Lake – Archeology Study update for information.

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

**From:** Emily Haines [mailto:ehaines@ualberta.ca]  
**Sent:** February-11-21 11:08 AM  
**To:** Don Roberts <droberts@mackenziecounty.com>  
**Cc:** Kisha Supernant <kisha.supernant@ualberta.ca>  
**Subject:** RE: Wadlin Lake 10year Plan

Hi Don,

After some discussion, we think that your needs would be better served by a consulting company that does community-based, Indigenous-centered work. Our institute is research-focused and this project is more in line with the work consulting companies carry out. We can highly recommend three companies that have experience working with Indigenous communities and nations in northern Alberta. These are: Moccasin Flower Inc., Turtle Island Consulting Services Inc., and Taiga Archaeology Ltd.

Thank you for reaching out to us, and we hope the work goes well!

Best,

Emily Haines  
Masters Student, Anthropology  
Institute of Prairie and Indigenous Archaeology  
University of Alberta  
8915 HUB Mall  
[ehaines@ualberta.ca](mailto:ehaines@ualberta.ca)

*The University of Alberta is located in ᑭᓴᑦᓴᑦᓴᑦᓴᑦᓴᑦ (Amiskwacîwâskahikan) on Treaty 6 territory, the territory of the Papaschase, and the homeland of the Métis Nation.*







Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 24, 2021</b>
<b>Presented By:</b>	<b>Jennifer Batt, Director of Finance</b>
<b>Title:</b>	<b>Financial Reports – January 1, 2020 to December 31, 2020</b>

**BACKGROUND / PROPOSAL:**

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

Overland flood advance received, and costs to date are included in the financial reports:

In April 2020 Administration received an advance of \$5,000,000 to offset some of the anticipated costs for the overland flood response, and recovery.

Invoices to date (February 12, 2021) total \$5,414,510 including any insurance deductible that was paid for the non-profits, and an estimated \$486,243 in expenses towards insurance for payment. To date, administration has received \$276,517 from our insurance provider, understanding that additional costs are forthcoming.

Administration will continue to update Council on the Overland Flood response and recovery costs, along with the monthly financial reports.

Administration continues to provide backup information requested to the Disaster Recovery Program for the 2018 Overland Flood, Fires and 2019 Chuckegg Fire, while they review the claims for final reconciliation and payment.

The attached 2020 reports are pre-year end entries

**OPTIONS & BENEFITS:**

Financial Reports to Council

Council shall receive the following reports monthly:

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

- Statement comparing actual operating revenues and expenditures to budget for the year-to-date (January – December 31, 2020)
- A report of funds invested in term deposits and other securities
  - (January – December 30, 2020)
- Project progress reports including expenditures to budget for the year-to-date

**COSTS & SOURCE OF FUNDING:**

N/A

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

**POLICY REFERENCES:**

Policy FIN010 – Financial Reports

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

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

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

Mackenzie County  
Summary of All Units Jan - Dec 2020

	2020 Budget	2020 Actual Total	\$ Variance (Remaining)
<b>OPERATING REVENUES</b>			
100-Municipal Taxes	\$23,646,552	\$23,617,379	(\$29,173)
101-Lodge Requisition	\$534,907	\$532,589	(\$2,318)
102-School Requisition	\$6,847,171	\$6,821,773	(\$25,398)
103-Designated Ind. Property	\$79,542	\$79,534	(\$8)
124-Frontage	\$99,450	(\$2,226)	(\$101,676)
261-Ice Bridge	\$140,000	\$130,000	(\$10,000)
420-Sales of goods and services	\$538,485	\$630,091	\$91,606
420-Canada Post		\$20,377	\$20,377
421-Sale of water - metered	\$3,135,614	\$3,396,054	\$260,440
422-Sale of water - bulk	\$999,718	\$862,607	(\$137,111)
424-Sale of land	\$10,000	\$556	(\$9,444)
510-Penalties on taxes	\$700,000	\$1,075,432	\$375,432
511-Penalties of AR and utilities	\$29,000	\$23,920	(\$5,080)
520-Licenses and permits	\$45,000	\$59,045	\$14,045
521-Offsite levy	\$20,000	\$84,250	\$64,250
522-Municipal reserve revenue	\$80,000	\$245,377	\$165,377
526-Safety code permits	\$200,000	\$332,055	\$132,055
525-Subdivision fees	\$50,000	\$52,249	\$2,249
530-Fines	\$20,000	\$6,825	(\$13,175)
531-Safety code fees	\$8,000	\$17,765	\$9,765
550-Interest revenue	\$500,000	\$259,772	(\$240,228)
551-Market value changes			\$0
560-Rental and lease revenue	\$145,793	\$166,597	\$20,804
570-Insurance proceeds	\$0	\$58,050	\$58,050
591-Gravel Inventory	\$490,000	\$0	(\$490,000)
592-Well drilling revenue	\$15,000		(\$15,000)
597-Other revenue	\$71,000	\$24,411	(\$46,589)
598-Community aggregate levy	\$50,000	\$109,834	\$59,834
630-Sale of non-TCA equipment		\$8,005	\$8,005
790-Tradeshaw Revenues			\$0
830-Federal grants		\$12,600	\$12,600
840-Provincial grants	\$2,397,502	\$761,136	(\$1,636,366)
909-Other Sources -Grants	\$15,000	\$15,000	\$0
630-Sale of Asset		\$8,005	\$8,005
930-Contribution from Operating Reserves	\$2,585,493	\$1,100	(\$2,584,393)
940-Contribution from Capital Reserves	\$5,982	\$0	(\$5,982)
DRP Advance Received		\$5,000,000	\$5,000,000
<b>TOTAL REVENUE</b>	<b>\$43,459,209</b>	<b>\$44,410,163</b>	<b>\$950,954</b>
<b>Excluding Requisitions</b>	<b>\$35,997,589</b>	<b>\$36,976,267</b>	

Mackenzie County  
Summary of All Units Jan - Dec 2020

	2020 Budget	2020 Actual Total	\$ Variance (Remaining)
<b>OPERATING EXPENSES</b>			
110-Wages and salaries	\$7,383,606	\$6,300,109	(\$1,083,497)
132-Benefits	\$1,488,185	\$1,305,043	(\$183,142)
136-WCB contributions	\$140,351		(\$140,351)
142-Recruiting	\$15,000	\$4,588	(\$10,412)
150-Isolation cost	\$57,600	\$51,313	(\$6,287)
151-Honoraria	\$650,560	\$548,084	(\$102,477)
211-Travel and subsistence	\$466,067	\$228,819	(\$237,248)
212-Promotional expense	\$48,000	\$21,024	(\$26,976)
214-Memberships & conference fees	\$138,025	\$62,661	(\$75,364)
215-Freight	\$100,450	\$76,428	(\$24,022)
216-Postage	\$46,050	\$49,743	\$3,693
217-Telephone	\$129,690	\$119,882	(\$9,808)
221-Advertising	\$83,100	\$65,990	(\$17,110)
223-Subscriptions and publications	\$10,450	\$10,682	\$232
231-Audit fee	\$90,000	\$87,800	(\$2,200)
232-Legal fee	\$85,000	\$60,262	(\$24,738)
233-Engineering consulting	\$262,000	\$90,400	(\$171,600)
235-Professional fee	\$439,600	\$412,520	(\$27,080)
236-Enhanced policing fee	\$295,252	\$79,500	(\$215,752)
239-Training and education	\$113,010	\$26,831	(\$86,179)
242-Computer programming	\$216,175	\$203,611	(\$12,564)
243-Waste Management	\$554,620	\$537,997	(\$16,623)
251-Repair & maintenance - bridges	\$44,500	\$18,202	(\$26,298)
252-Repair & maintenance - buildings	\$138,290	\$145,182	\$6,892
253-Repair & maintenance - equipment	\$379,410	\$396,350	\$16,940
255-Repair & maintenance - vehicles	\$94,500	\$80,080	(\$14,420)
258-Contract graders	\$610,903	\$1,156,619	\$545,716
259-Repair & maintenance - structural	\$1,600,670	\$1,198,784	(\$401,886)
260-Roadside Mowing & Spraying	\$382,433	\$310,769	(\$71,664)
261-Ice bridge construction	\$130,000	\$82,194	(\$47,806)
262-Rental - building and land	\$65,650	\$60,500	(\$5,150)
263-Rental - vehicle and equipment	\$163,634	\$75,172	(\$88,462)
266-Communications	\$148,443	\$143,470	(\$4,973)
271-Licenses and permits	\$25,895	\$6,050	(\$19,845)
272-Damage claims	\$5,000		(\$5,000)
274-Insurance	\$397,800	\$485,524	\$87,724
342-Assessor fees	\$279,000	\$221,328	(\$57,673)
290-Election cost	\$3,000		(\$3,000)
511-Goods and supplies	\$949,661	\$843,122	(\$106,539)
515-Lab Testing	\$45,250	\$41,816	(\$3,434)
521-Fuel and oil	\$1,015,769	\$602,278	(\$413,491)
531-Chemicals and salt	\$419,800	\$436,241	\$16,441
532-Dust control	\$612,979	\$480,558	(\$132,421)
533-Grader blades	\$148,000	\$142,047	(\$5,953)
534-Gravel (apply; supply and apply)	\$750,000	\$790,668	\$40,668
994-Change in Inventory	\$490,000		(\$490,000)
543-Natural gas	\$124,618	\$111,261	(\$13,357)
544-Electrical power	\$720,677	\$662,522	(\$58,155)
550-Carbon Tax	\$122,000	\$71,966	(\$50,034)
710-Grants to local governments	\$2,143,586	\$1,793,917	(\$349,669)
735-Grants to other organizations	\$2,496,290	\$2,023,904	(\$472,386)
747-School requisition	\$6,847,171	\$6,611,700	(\$235,471)
750-Lodge requisition	\$534,907	\$533,715	(\$1,192)
760-Designated Ind. Property	\$79,542	\$79,549	\$7
763-Contributed to Capital Reserve	\$769,450		(\$769,450)
764-Contributed to Capital Reserve	\$2,775,495		(\$2,775,495)
810-Interest and service charges	\$21,000	\$24,827	\$3,827
831-Interest - long term debt	\$432,994	\$432,994	\$0
832-Principle - Long term debt	\$1,538,281	\$1,538,281	\$0
921-Bad Debt/Writeoff	\$350,000	\$6,861	(\$343,139)
Non-TCA projects	\$2,789,820	\$814,089	(\$1,975,731)
DRP EXPENSE CLAIMS		\$5,267,966	\$5,267,966
<b>TOTAL EXPENSES</b>	<b>\$43,459,209</b>	<b>\$38,033,793</b>	<b>(\$5,425,416)</b>
<b>Excluding Requisitions</b>	<b>\$35,997,589</b>	<b>\$30,808,829</b>	

## Investment Report at the period ending December 31, 2020

<b>Reconciled Bank Balance on December 31, 2020</b>	
Reconciled Bank Balance	\$ 12,417,725
<b>Investment Values on December 31, 2020</b>	
Short term T-Bill (1044265-26)	\$ 250,018.85
Long term investments (EM0-0374-A)	\$ 9,174,691.98
Short term notice on amount 31 days	\$ 1,118,346.87
Short term notice on amount 60 days	\$ 1,969,861.90
Short term notice on amount 90 days	\$ 25,939.28
Vision Credit Union - 2 year	\$ 2,148,142.08
<b>Total Investments</b>	<b>\$ 14,687,000.96</b>
<b>Total Bank Balance and Investments</b>	<b>\$ 27,104,725.96</b>
Amount committed to fund 2020 Capital Projects	\$ 4,476,591
Amount committed to fund 2020 Non TCA Projects	\$ 1,130,795
<b>Total Unrestricted Bank Balance and Investments</b>	<b>\$ 21,497,340</b>

These balances include 'market value changes'.

### Revenues

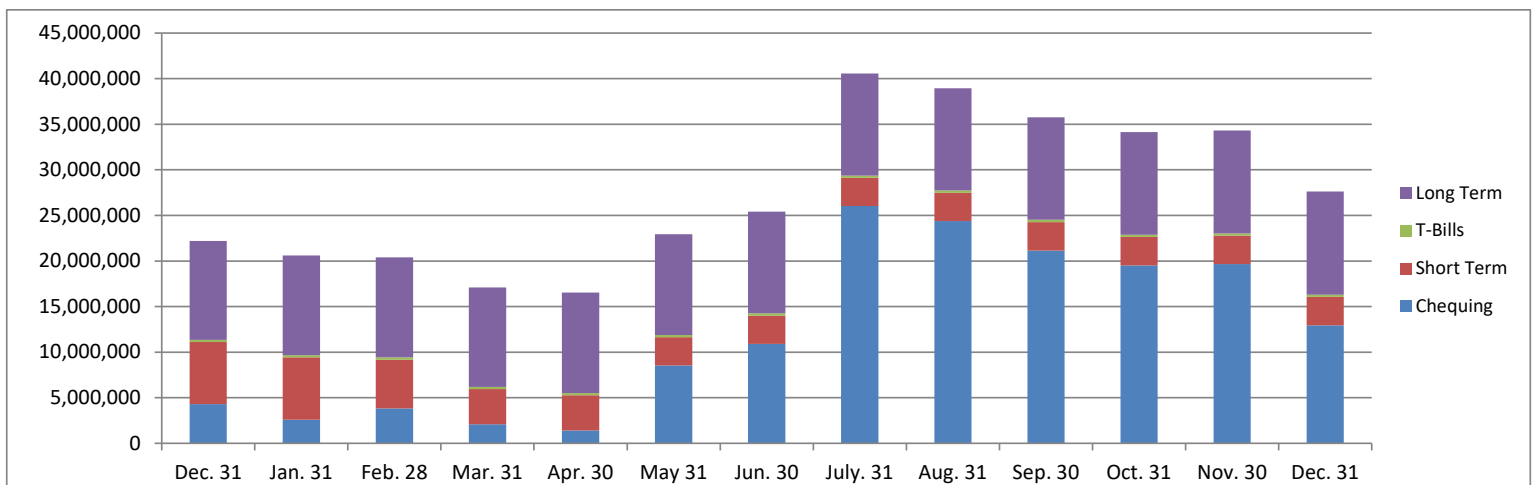
Interest received from investments  
Interest accrued from investments but not received.

	Total YTD	Short Term YTD	Long Term YTD
Interest received from investments	\$ 282,672.80	\$ 24,465.85	\$ 258,206.95
Interest accrued from investments but not received.	\$ 58,925.08		\$ 58,925.08
	<b>\$ 341,597.88</b>	<b>\$ 24,465.85</b>	<b>\$ 317,132.03</b>

Interest received, chequing account  
**Total interest revenues before investment manager fees**  
Deduct: investment manager fees for investments  
**Total interest revenues after investment manager fees**

Interest received, chequing account	\$ 116,461.83	\$ 116,461.83	
<b>Total interest revenues before investment manager fees</b>	<b>\$ 458,059.71</b>	<b>\$ 140,927.68</b>	<b>\$ 317,132.03</b>
Deduct: investment manager fees for investments	\$ (23,455.28)		\$ (23,455.28)
<b>Total interest revenues after investment manager fees</b>	<b>\$ 434,604.43</b>	<b>\$ 140,927.68</b>	<b>\$ 293,676.75</b>

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





**MACKENZIE COUNTY**

**TCA Projects 2020 INCLUDING CARRY FORWARDS**

Project Description	TOTAL PROJECT BUDGET	2020 BUDGET	TOTAL COSTS	2020 COSTS	2020 REMAINING BUDGET	External Funding				Internal Funding				Notes
						FGTF Grant	MSI Grant	Other Grant	Other Sources (non-grant)	Municipal levy	RS-type	Restricted Surplus (previous years)	Debenture	
<b>(12) - Administration Department</b>														
ZC - Admin Building Tree Planting (CF 2017)	15,000	10,489	14,511	10,000	489						GCR	10,489		
Information Technology Budget	45,000	30,445	44,008	29,452	992						GOR	30,445		
LC - 100 Street Plan	65,000	65,000	-	-	65,000						GCR	65,000		CM 20-04-242
FV - Flood Mitigation for Land Development	1,987,290	1,987,290	1,211,091	1,211,091	776,199	1,487,290					GCR	500,000		CM 20-06-378, 20-07-455, 20-12-761, 20-12-762
<b>Total department 12</b>	<b>2,112,290</b>	<b>2,093,224</b>	<b>1,269,609</b>	<b>1,250,543</b>	<b>842,681</b>	<b>1,487,290</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>605,934</b>	<b>-</b>	<b>2,093,224</b>
<b>(23) - Fire Department</b>														
FV - Training Facility (CF 2017)	20,000	11,350	8,650	-	11,350				10,000		GCR	1,350		Other Sources - FVFD 50%
LC - Fire Truck (2018)	501,000	290,372	500,329	289,701	671		289,372				V&E	1,000		Motion #18-02-146 - Switched to MSI June 27 18-06-483, CM 20-02-085
Ladder Truck	60,000	60,000	-	-	60,000						V&E	60,000		CM 19-12-815
<b>Total department 23</b>	<b>581,000</b>	<b>361,722</b>	<b>508,979</b>	<b>289,701</b>	<b>72,021</b>	<b>-</b>	<b>289,372</b>	<b>-</b>	<b>10,000</b>	<b>-</b>	<b>-</b>	<b>62,350</b>	<b>-</b>	<b>361,722</b>
<b>(32) - Transportation Department</b>														
FV - Rebuild Eagles Nest Road (2 miles) (2018)	800,000	784,164	15,836	-	784,164	600,290					RDR	183,874		
LC - Chipseal North & South Access (2018)	275,000	274,200	1,920	1,120	273,080		274,200							
LC - Rebuild Airport Road (2 miles) (2018)	800,000	223,483	813,473	236,956	(13,473)						GCR	223,483		
LC - Rebuild Blue Hills Road (2 miles) (2018)											GCR	229,181		
LC - Rebuild Range Road 180 N (2 miles) (2018)	800,000	229,181	739,803	168,984	60,197									
LC - Engineering & Design for 113 Street and 109 Ave (CF 2015)	100,000	40,687	59,313	-	40,687						RDR	40,687		
Gravel Reserve (CF 2014)	150,000	92,357	57,643	-	92,357						RDR	92,357		
11 mile Culvert Replacement	150,000	150,000	-	-	150,000		150,000							
FV - Rebuild Lambert Point Road (1 1/4 miles)	318,698	50,000	268,698	-	50,000		50,000							
LC - 98 Ave Micro Surfacing (1200 meters)	220,000	219,200	160,800	160,000	59,200		219,200							
Rebuild Blumenort Road East	440,000	385,610	54,390	-	385,610		385,610							
Rebuild Machesis Lake Road	440,000	437,876	2,124	-	437,876		437,876							
LC - 9 Street Lights - 94 Ave 106 St to Pioneer Drive (See Note 1)	75,000	75,000	-	-	75,000						GCR	75,000		
FV - Rebuild Butter town Road (See Note 2)	300,000	300,000	-	-	300,000		300,000							
FS01 Mill Razor	405,000	405,000	-	-	405,000		405,000							20-05-294
FS02 AWD Graders x3	1,695,000	1,695,000	1,141,084	1,141,084	553,916		1,265,000		430,000					20-05-294
OR01 New Road Infrastructure Endeavour to Assist	500,000	500,000	481,204	481,204	18,796	500,000								
OR05 Overlay Heliport Road	450,000	450,000	453,190	453,190	(3,190)	450,000								
LC Crosswalk 94 Ave 103 St	12,000	12,000	9,353	9,353	2,647						GCR	12,000		
FV Cement Wash Pad for Shop	15,000	15,000	14,280	14,280	720						GCR	15,000		CM 20-06-343
<b>Total department 32</b>	<b>7,945,698</b>	<b>6,338,756</b>	<b>4,273,113</b>	<b>2,666,170</b>	<b>3,672,585</b>	<b>1,550,290</b>	<b>3,486,886</b>	<b>-</b>	<b>430,000</b>	<b>-</b>	<b>-</b>	<b>871,582</b>	<b>-</b>	<b>6,338,758</b>
<b>(41) - Water Treatment &amp; Distribution Department</b>														
LC - Well Number 4 (CF 2016)	1,348,966	1,175,000	173,966	-	1,175,000			689,137			GCR	485,863		20-12-763
ZA - Water Treatment Plant Upgrading (CF 2017)	933,569	781,944	151,625	-	781,944			609,457			RWTR	172,487		
FV - Frozen Water Services Repairs (River Road) (CF 2015)	280,700	20,443	260,257	-	20,443						RWTR	20,443		
LC - Waterline Bluehills (CF 2015)	833,250	690,722	142,528	-	690,722						RWTR	690,722		
FV - Rural Water Supply North of the Peace River (2018)	420,000	174,854	245,147	-	174,854						GOR	174,854		\$20,000 from 2017 Non TCA Project - HL Rural Comprehensive Water Study, \$400,000
La Crete Well #3 Mechanical Cleaning	55,000	2,459	52,542	-	2,459						WTRSWR	2,459		CM 19-10-632
Water line to Hill Crest Community School	465,000	465,000	473,780	473,780	(8,780)		65,000		400,000					CM 20-05-302, 20-08-500
Insulation FV Water Treatment Plant	75,000	75,000	69,181	69,181	5,819						GCR	75,000		CM 20-05-316
<b>Total department 41</b>	<b>4,411,485</b>	<b>3,385,420</b>	<b>1,569,026</b>	<b>542,961</b>	<b>2,842,459</b>	<b>-</b>	<b>65,000</b>	<b>1,298,594</b>	<b>400,000</b>	<b>-</b>	<b>-</b>	<b>1,621,828</b>	<b>-</b>	<b>3,385,422</b>
<b>(42) - Sewer Disposal Department</b>														
ZA - Lift Station Upgrade (CF 2013-2017)	1,964,606	1,690,635	273,971	-	1,690,635			1,033,275			WTRSWR/DR	657,359		
LC - Sanitary Sewer Expansion (CF 2016)	148,000	10,289	147,610	9,899	390						GCR	10,289		
<b>Total department 42</b>	<b>2,112,606</b>	<b>1,700,924</b>	<b>421,581</b>	<b>9,899</b>	<b>1,691,025</b>	<b>-</b>	<b>-</b>	<b>1,033,275</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>667,648</b>	<b>-</b>	<b>1,700,923</b>
<b>(43) - Waste</b>														
Waste Bins Replacement	20,000	20,000	19,990	19,990	10						GCR	20,000		
<b>Total department 43</b>	<b>20,000</b>	<b>20,000</b>	<b>19,990</b>	<b>19,990</b>	<b>10</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>20,000</b>	<b>-</b>	<b>20,000</b>

**MACKENZIE COUNTY**

**TCA Projects 2020 INCLUDING CARRY FORWARDS**

Project Description	TOTAL PROJECT BUDGET	2020 BUDGET	TOTAL COSTS	2020 COSTS	2020 REMAINING BUDGET	External Funding				Internal Funding				Notes
						FGTF Grant	MSI Grant	Other Grant	Other Sources (non-grant)	Municipal levy	RS-type	Restricted Surplus (previous years)	Debenture	
<b>(61) - Planning &amp; Development</b>														
La Crete Southeast Drainage Ditch	20,000	20,000	20,000	20,000	-								20,000	CM 20-02-122
LC Drainage Ditch Plan 192 3085, Block 24, Lot 2	6,000	6,000	-	-	6,000								6,000	CM 20-10-615
LC Drainage Ditch Plan 992 0894, Block 2, Lot 1	8,000	8,000	5,775	5,775	2,225								8,000	CM 20-10-617
<b>Total department 61</b>	<b>34,000</b>	<b>34,000</b>	<b>25,775</b>	<b>25,775</b>	<b>8,225</b>	-	-	-	-	-	-	-	<b>34,000</b>	<b>34,000</b>
<b>(63) - Agriculture</b>														
HL - Rural Drainage - Phase II & Phase III (CF 2014/2015)	1,181,000	77,808	1,142,981	39,790	38,019								77,808	
LC - Buffalo Head/Steep Hill Water Management (Phase I) (CF 2014/2015)	7,458,569	2,057	7,456,512	-	2,057								2,057	Motion 18-11-885
LC- Blue Hills Erosion Repair Twp Rd 103-2	275,000	275,000	273,600	273,600	1,400	275,000								
FV - MARA Agronomy Building	560,000	560,000	569,012	569,012	(9,012)			300,000	235,000				25,000	CM 20-06-380,07-427
<b>Total department 63</b>	<b>9,474,569</b>	<b>914,865</b>	<b>9,442,106</b>	<b>882,402</b>	<b>32,463</b>	<b>275,000</b>	<b>-</b>	<b>300,000</b>	<b>235,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>104,865</b>	<b>914,865</b>
<b>(71) - Recreation</b>														
ZA - Water Repair in Furnace Room (CF 2017)	10,000	8,338	1,662	-	8,338								8,338	
ZA - Re-shingling Hall (CF 2017)	23,601	17,849	5,752	-	17,849								17,849	CM 20-02-084,20-11-758
LC - Rebuild One Compressor	2,169	2,169	2,169	2,169	(0)								2,169	CM 20-11-739
LC - VRA Gas Filler	8,000	8,000	8,000	8,000	-								8,000	CM 19-11-696
FV - Overhead Door Replacement/Completion of Hockey Netting	16,000	16,000	12,900	12,900	3,100								16,000	
FV - Paint Exterior of Fort Vermillion Community & Cultural Complex	16,000	16,000	15,500	15,500	500								16,000	
FV- Outdoor Rink Repairs	14,000	14,000	-	-	14,000								14,000	
FV - Purchase Outhouses for Rodeo Grounds	10,000	10,000	-	-	10,000								10,000	
LC - Synthetic Bowling Lanes	40,000	40,000	40,000	40,000	-								40,000	
<b>Total department 71</b>	<b>139,770</b>	<b>132,357</b>	<b>85,983</b>	<b>78,569</b>	<b>53,787</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>132,356</b>	<b>132,356</b>
<b>(72) - Parks &amp; Playgrounds Department</b>														
Hutch Lake Campground Improvements (CF 2017)	112,000	68,933	48,067	5,000	63,933								68,933	
River Search & Rescue Access Plan - Atlas & Tompkins Landing Boat Launch & FV Bridge Campground	92,000	92,000	59,570	59,570	32,430								92,000	CM 21-01-051
Vanguard Subdivision Playground Equipment	30,000	27,600	23,735	21,335	6,265								27,600	
DA Thomas Stairs	20,000	16,425	3,575	-	16,425								16,425	
Wadlin Lake Dock Piling Improvements - Firewood Compound	13,000	10,045	2,955	-	10,045								10,045	
FVAS- Museum Roof Retrofitting Project	8,600	8,600	8,600	8,600	-								8,600	CM 19-10-623
Hutch Dock Pplings	7,000	7,000	6,962	6,962	38								7,000	
Jubilee Park Walkway	10,000	10,000	-	-	10,000								10,000	
FV - Streetscape (CF 2017)	125,394	90,425	38,359	3,390	87,035								90,425	CM 19-04-274 Moved to 72 in 2020 Budget (25,000GOR)
Streetscape - La Crete	25,000	25,000	398	398	24,602								25,000	
<b>Total department 72</b>	<b>442,994</b>	<b>356,027</b>	<b>192,222</b>	<b>105,255</b>	<b>250,772</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>356,028</b>	<b>356,028</b>
<b>TOTAL 2020 Capital Projects</b>	<b>27,274,412</b>	<b>15,337,294</b>	<b>17,808,384</b>	<b>5,871,267</b>	<b>9,466,028</b>	<b>3,312,580</b>	<b>3,841,258</b>	<b>2,631,869</b>	<b>1,075,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,476,591</b>	<b>15,337,298</b>

**Contingent on Grant Funding**

ZC - Access Pave (PH V) (CF 2014)	6,000,000	6,000,000	-	-	6,000,000			3,000,000						3,000,000
ZA - Sewage Forcemain (2018)	1,085,000	1,085,000	-	-	1,085,000			1,085,000						-
<b>Carry Forward Contingent on Grant Funding- Total</b>	<b>7,085,000</b>	<b>7,085,000</b>	<b>-</b>	<b>-</b>	<b>7,085,000</b>	<b>-</b>	<b>-</b>	<b>4,085,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,000,000</b>

**2020 Contingent on Grant Funding**

FV - New Hockey Boards and Glass with Protective Netting	199,500							99,750					99,750	Contingent on Grant Funding 50/50
FV - Fitness Centre Expansion	99,000							49,500					49,500	Contingent on Grant Funding 50/50
FV - Baseball Netting	75,000							37,500					37,500	Contingent on Grant Funding 50/50
LC - Wheel Chair Lift	50,000							25,000					25,000	Contingent on Grant Funding 50/50
LC - Tennis Court, Basketball Pickle Ball Court	299,106							149,553					149,553	Contingent on Grant Funding 50/50
<b>2020 Contingent on Grant Funding- Total</b>	<b>722,606</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>361,303</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>361,303</b>	<b>-</b>
<b>Total of Contingent Funding</b>	<b>7,807,606</b>	<b>7,085,000</b>	<b>-</b>	<b>-</b>	<b>7,085,000</b>	<b>-</b>	<b>-</b>	<b>4,085,000</b>	<b>361,303</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>361,303</b>	<b>3,000,000</b>

Funding Sources for the 2020 Approved Capital projects is as follows:







MACKENZIE COUNTY

ONE TIME Projects 2020 INCLUDING CARRY FORWARDS

Project Description	TOTAL PROJECT BUDGET	2020 BUDGET	TOTAL COSTS	2020 COSTS	2020 REMAINING BUDGET	External Funding				Internal Funding			Notes
						FGTF Grant	MSI Grant	Other Grant	Other Sources (non-grant)	Municipal levy	Restricted Surplus (previous years)	RS-type	
<b>(12) - Administration Department</b>													
Wolf bounty (CF 2016)	125,132	12,400	125,132	12,400	0						12,400	GOR	CM 20-02-109
Cumulative Effects Assessment Study (CF 2017)	270,000	173,921	260,637	164,558	9,363			103,921			70,000	GOR	
FV - Asset Management (2018)	45,000	45,000	35,500	35,500	9,500						45,000	GOR	
Mackenzie County 25 Year Anniversary	2,525	2,525	-	-	2,525					2,525			
FRIAA Mitigation Study - Machesis Lake & West La Crete	60,000	60,000	59,500	59,500	500			60,000					
FRIAA Vegetation Management - Zama	142,170	142,170	142,048	142,048	122			142,170					
Right of Way 26-108-14-W5	50,000	50,000	-	-	50,000						50,000	GOR	CM 20-04-267
MOST Project - COVID 19 Asst	1,271,952	1,271,952	126,917	126,917	1145035		1,271,952						CM 20-10-605
<b>Total department 12</b>	<b>1,966,779</b>	<b>1,757,967</b>	<b>749,734</b>	<b>540,923</b>	<b>1,217,045</b>	-	1,271,952	306,091	-	2,525	177,400	-	1,757,968
<b>(23) - Fire Department</b>													
FV - Fire Dept Training Props (2018)	30,000	30,000	-	-	30,000						15,000	GOR	50/50 FVID
<b>Total department 23</b>	<b>30,000</b>	<b>30,000</b>	-	-	<b>30,000</b>	-	-	-	15,000	-	15,000	-	30,000
<b>(32) - Public Works</b>													
LC & FV - Road Disposition - Survey Work (CF 2014)	50,000	40,679	9,321	-	40,679						40,679	GOR	
FV - Repair Shop Operations Fence	6,600	6,600	-	-	6,600					6,600			
<b>Total department 32</b>	<b>56,600</b>	<b>47,279</b>	<b>9,321</b>	-	<b>47,279</b>	-	-	-	-	6,600	40,679	-	47,279
<b>(33) - Airport</b>													
Airport Master Plan (CF 2016)	75,000	55,274	41,995	22,269	33,005						55,274	GOR	
Airport Operations/Safety Manuals	30,000	30,000	-	-	30,000						30,000	GOR	Required by Nav Canada and Transport Canada
<b>Total department 33</b>	<b>105,000</b>	<b>85,274</b>	<b>41,995</b>	<b>22,269</b>	<b>63,005</b>	-	-	-	-	-	85,274	-	85,274
<b>(41) - Water</b>													
LC -La Crete Future Water Supply Concept (2018)	200,000	190,910	9,090	-	190,910						190,910	GOR	
Water Diversion License Review	35,000	12,466	23,879	1,345	11,121						12,466	GOR	
<b>Total department 41</b>	<b>235,000</b>	<b>203,376</b>	<b>32,969</b>	<b>1,345</b>	<b>202,031</b>	-	-	-	-	-	203,376	-	203,376
<b>(42) - Sewer</b>													
LC - Future Utility Servicing Plan (2018)	85,000	23,771	69,587	8,358	15,413						23,771	GOR	
<b>Total department 42</b>	<b>85,000</b>	<b>23,771</b>	<b>69,587</b>	<b>8,358</b>	<b>15,413</b>	-	-	-	-	-	23,771	-	23,771

MACKENZIE COUNTY

ONE TIME Projects 2020 INCLUDING CARRY FORWARDS

Project Description	TOTAL PROJECT BUDGET	2020 BUDGET	TOTAL COSTS	2020 COSTS	2020 REMAINING BUDGET	External Funding				Internal Funding			Notes	
						FGTF Grant	MSI Grant	Other Grant	Other Sources (non-grant)	Municipal levy	Restricted Surplus (previous years)	RS-type		Debenture
<b>(61) - Planning &amp; Development Department</b>														
Infrastructure Master Plans (CF 2016)	240,800	12,558	233,167	4,926	7,632						12,558	GOR		
Community Initiatives Project	103,000	8,981	94,019	-	8,981				8,981					CM 19-12-755
Seven (7) Intermunicipal Development Plan and Intermunicipal Collaborative Framework (2018)	20,000	13,266	6,734	-	13,266						13,266	GOR		Alberta Partnership grant 20-08-494
Economic Development Investment Attraction Marketing Packages	114,000	114,000	81,000	81,000	33,000			57,000		57,000				CARES Grant
Aerial Imagery	100,000	100,000	92,700	92,700	7,300					100,000				
Municipal Development Plan	305,000	305,000	31,553	31,553	273,448					175,000	130,000	GOR		20-08-494
<b>Total department 61</b>	<b>882,800</b>	<b>553,805</b>	<b>539,173</b>	<b>210,179</b>	<b>343,627</b>	-	-	<b>57,000</b>	<b>8,981</b>	<b>332,000</b>	<b>155,824</b>	-	-	<b>553,805</b>
<b>(63) - Agricultural Services Department</b>														
Irrigation District Feasibility Study	30,000	30,000	-	-	30,000						30,000	GOR		Motion 18-08-589
<b>Total department 63</b>	<b>30,000</b>	<b>30,000</b>	<b>-</b>	<b>-</b>	<b>30,000</b>	-	-	-	-	-	<b>30,000</b>	-	-	<b>30,000</b>
<b>(71) - Recreation</b>														
FV - Emergent Replacement of Deep Fryer	1,400	1,400	1,398	1,398	2						1,400	GOR		CM 19-12-784
LC - 3 Hash Mark LOGOS	1,500	1,500	1,347	1,347	153					1,500				
LC - Shelving for Trophies	1,500	1,500	1,500	1,500	-					1,500				
LC - Court Line Taper	1,000	1,000	1,000	1,000	-					1,000				
LC - Replace 10 Old Exit Signs	1,600	1,600	1,600	1,600	-					1,600				
LC - Air Conditioner for Hall	800	800	649	649	151					800				
LC - Carpet Runner	1,500	1,500	1,403	1,403	97					1,500				
FV - Review Engagement - Additional Cost	5,000	5,000	-	-	5,000					5,000				
LC - Review Engagement - Additional Cost	5,000	5,000	4,960	4,960	40					5,000				
FV - Heat Tape for Main Entrance	1,900	1,900	1,900	1,900	-						1,900	GOO		CM 20-03-158
FV - CO2 Detector Zamboni Room	1,817	1,817	1,817	1,817	-						1,817	GOO		CM 20-03-158
FV - Replace Lights at Outdoor Rink	2,244	2,244	2,244	2,244	-						2,244	GOO		CM 20-03-158
FV - Boiler Pumps Project	5,982	5,982	5,697	5,697	285						5,982	GCR		CM 20-03-159
FV - Condenser Repairs	5,500	5,500	5,500	5,500	-						5,500	GOR		CM 20-07-411
ZC - New Ice Machine	4,203	4,203	-	-	4,203						4,203	GOO		CM 20-12-758
<b>Total department 71</b>	<b>40,946</b>	<b>40,946</b>	<b>31,015</b>	<b>31,015</b>	<b>9,931</b>	-	-	-	-	<b>17,900</b>	<b>23,046</b>	-	-	<b>40,946</b>
<b>(72) - Parks</b>														
LC Walking Trail	6,000	6,000	-	-	6,000						6,000	GOR		
La Crete Walking Trail LOC	2,400	2,400	-	-	2,400					2,400				This may require potential expenditures in 2020
Wadlin Lake Phase 2 Campground Expansion Development Plan	3,000	3,000	-	-	3,000					3,000				This may require potential expenditures in 2020+
LC - Tree Removal 99 Ave	6,000	6,000	-	-	6,000					6,000				
<b>Total department 72</b>	<b>17,400</b>	<b>17,400</b>	<b>-</b>	<b>-</b>	<b>17,400</b>	-	-	-	-	<b>11,400</b>	<b>6,000</b>	-	-	<b>17,400</b>
<b>TOTAL 2020 ONE TIME Projects</b>	<b>3,449,525</b>	<b>2,789,819</b>	<b>1,473,795</b>	<b>814,089</b>	<b>1,975,730</b>	-	-	<b>1,271,952</b>	<b>363,091</b>	<b>23,981</b>	<b>370,425</b>	<b>760,370</b>	-	<b>2,789,819</b>
<b>2020 Contingent on Grant Funding</b>														
FV - Asset Management	125,000							50,000					GOR	99,750
Bridge Maintenance (7 bridges)	250,000							250,000						49,500
<b>2020 Contingent on Grant Funding- Total</b>	<b>375,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>300,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>75,000</b>	<b>-</b>	<b>149,250</b>

Funding Sources for the 2020 Approved Non TCA projects is as follows:

FGTF / MSI	\$ 1,271,952
Other Grants/Sources	\$ 387,072
Other Grants/Sources	\$ 370,425
General Operating Reserve	\$ 744,224
General Capital Reserve	\$ 5,982
Recreation Board Zama	\$ -
Recreation Board La Crete	\$ -
Grants to Other Organizations	\$ 10,164
<b>Total</b>	<b>\$ 2,789,819</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>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: J. Batt Reviewed by: \_\_\_\_\_ 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: J. Batt      Reviewed by: \_\_\_\_\_      CAO: \_\_\_\_\_





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 24, 2021</b>
<b>Presented By:</b>	<b>Jennifer Batt, Director of Finance</b>
<b>Title:</b>	<b>Cheque Registers – February 8, 2021 – February 19, 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 February 8 – February 19, 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

**COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

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

**POLICY REFERENCES:**

Policy FIN025 Purchasing Authority Directive and Tendering Process

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the cheque registers from February 8, 2021 – February 19, 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>February 24, 2021</b>
<b>Presented By:</b>	<b>Len Racher, Chief Administrative Officer</b>
<b>Title:</b>	<b>Appointment of Members at Large</b>

**BACKGROUND / PROPOSAL:**

Mackenzie County Council appoints Members at Large annually at their Organizational Meeting. We currently have vacancies on the Municipal Planning Commission, the Inter-municipal Planning Commission, and the La Crete Community Streetscape Committee.

Vacancies have been advertised with a closing date of Wednesday, February 17, 2021.

A copy of all of applications will be distributed at the meeting for consideration.

**OPTIONS & BENEFITS:**

Appointment is required to fulfill the membership on all Mackenzie County committees.

**COSTS & SOURCE OF FUNDING:**

Honorarium and travel costs to attend hearings and committee meetings, unless otherwise stated.

**SUSTAINABILITY PLAN:**

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

## **COMMUNICATION / PUBLIC PARTICIPATION:**

The Member At Large Committee vacancies were advertised in The Echo/Pioneer and on the Mackenzie County Facebook Page.

*interested in serving your community...*

# BOARD/COMMITTEE PUBLIC MEMBER POSITIONS AVAILABLE

apply by February 17, 2021

### LA CRETE COMMUNITY STREETScape (9 POSITIONS)

Mackenzie County is seeking applications for La Crete Community Streetscape Committee members representing a variety of groups and interests. The primary role of the Committee is to make recommendations to Council regarding implementation of streetscape improvements for the area encompassing the 100 Street Corridor and the downtown area.

The Committee meets twice a year. Appointments to the Board are for a two-year term. Members appointed to this Committee are not eligible for remuneration or expense reimbursement.

### MUNICIPAL PLANNING COMMISSION (1 POSITION)

Mackenzie County is seeking applications to fill one (1) position from the public at large on the Municipal Planning Commission. This position is to fill a vacancy for the La Crete area. This appointment will be for the remainder of a one-year term ending October 2021. Appointments are made on an annual basis.

It is the responsibility of the Municipal Planning Commission to assist with all information relating to subdivision applications and development permits within the County. The Commission meets bi-monthly, or as necessary, to assist with decisions for all subdivision applications and discretionary development permits within the County.

### INTER-MUNICIPAL PLANNING COMMISSION (1 POSITION)

The Inter-Municipal Planning Commission is seeking one (1) public member to sit on the Commission. This position is to fill a vacancy and the appointment will be for the remainder of a one-year term ending October 2021. Appointments are made on an annual basis.

The Commission's duties are to determine all subdivision applications and development permit applications which relate to lands in the inter-municipal Development Plan area (40 km radius around the Town of High Level) and determine applications for water savings for lands in the Service Area. Members appointed to the Commission are eligible for remuneration and expense reimbursement.

### FOR MORE INFORMATION...

Contact Carol Gabriel, Deputy CAO at 780.927.3718  
Visit [www.MackenzieCounty.com/municipal-government/boards-and-committees](http://www.MackenzieCounty.com/municipal-government/boards-and-committees) for a full copy of the advertisement (including eligibility and application process) and the application form.

Mackenzie County

## **POLICY REFERENCES:**

Honorarium and Expense Reimbursement Bylaw (if applicable)

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

**RECOMMENDED ACTION:**

Motion 1:

Simple Majority       Requires 2/3       Requires Unanimous

That \_\_\_\_\_ be appointed as a Member at Large to the Municipal Planning Commission for the remainder of a one year term ending October 2021.

Motion 2:

Simple Majority       Requires 2/3       Requires Unanimous

That \_\_\_\_\_ be appointed as a Member at Large to the Inter-Municipal Planning Commission for the remainder of a one year term ending October 2021.

Motion 3:

Simple Majority       Requires 2/3       Requires Unanimous

That the following Members at Large be appointed to the La Crete Community Streetscape Committee for a two year term ending October 2022.

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

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





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 24, 2021</b>
<b>Presented By:</b>	<b>Len Racher, Chief Administrative Officer</b>
<b>Title:</b>	<b>Mackenzie Region Restructuring</b>

**BACKGROUND / PROPOSAL:**

Municipal Affairs has requested that an advisory board be formed for the Mackenzie Region Restructuring, consisting of the Chief Administrative Officer and 1 member of Council from Mackenzie County. This advisory board will also include the Chief Administrative Officer and one member of Council from the Town of Rainbow Lake.

Administration requires a Council Motion appointing 1 member of council to this board.

**OPTIONS & BENEFITS:**

**COSTS & SOURCE OF FUNDING:**

**SUSTAINABILITY PLAN:**

**COMMUNICATION / PUBLIC PARTICIPATION:**

**POLICY REFERENCES:**

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

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That \_\_\_\_\_ be appointed to sit on the Mackenzie Region Restructuring Advisory Board.

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





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 24, 2021</b>
<b>Presented By:</b>	<b>Don Roberts, Director of Community Services</b>
<b>Title:</b>	<b>Community Services Committee Meeting Minutes</b>

**BACKGROUND / PROPOSAL:**

The unapproved minutes of the February 4, 2021 Community Services Committee meeting are attached.

**OPTIONS & BENEFITS:**

N/A

**COSTS & SOURCE OF FUNDING:**

N/A

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

**POLICY REFERENCES:**

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

**RECOMMENDED ACTION:**

- Simple Majority       Requires 2/3       Requires Unanimous

That the unapproved minutes of the February 4, 2021 Community Services Committee Meeting be received for information.

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

**MACKENZIE COUNTY  
Community Services Committee Meeting**

**February 4, 2021  
10:00 a.m.**

**Council Chambers  
Fort Vermilion, Alberta**

**PRESENT:** Lisa Wardley Chair (teleconference)  
Josh Knelsen Reeve  
Peter F. Braun Councillor  
Cameron Cardinal Councillor  
Eric Jorgensen Councillor (teleconference)

**REGRETS:**

**ADMINISTRATION:** Don Roberts Director of Community Services  
Colleen Sarapuk Admin Officer/Recording Secretary  
Len Racher CAO  
Jeff Simpson Director of Operations

Minutes of the Community Services Committee meeting for Mackenzie County held on February 4, 2021 in Fort Vermilion.

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

Councillor Wardley called the meeting to order at 10:02 a.m.

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

**MOTION CS-21-02-009 MOVED BY** Reeve Knelsen

That the agenda be approved as presented.

**CARRIED**

**MINUTES FROM PREVIOUS MEETING: 3. a) Minutes of the January 7, 2021 Community Services Committee Meeting**

**MOTION CS-21-02-010 MOVED BY** Councillor Braun

That the minutes of the January 7, 2021 Community Services Committee meeting be approved as presented.

**CARRIED**

**Business 6.a) Forestry Building Locations**

**MOTION 21-02-011      MOVED BY Councillor Jorgensen**

That the Office Building from the forestry base be moved to the Hutch Lake Campground and renovated to be used as a Caretakers Shack.

**CARRIED**

**MOTION 21-02-012      MOVED BY Reeve Knelsen**

That the Rec Hall from the Forestry base be moved to Wadlin Lake campground, and administration obtain cost estimates to move and renovate the Rec Hall.

**CARRIED**

**MOTION 21-02-013      MOVED BY Councillor Cardinal**

That 2 of tent frame structures from the forestry base be relocated to Zama Campground and 3 be relocated to Machesis Lake.

**CARRIED**

**OLD BUSINESS:**

**4. a) Calvin McLeod**

Calvin McLeod joined the Community Services Committee meeting at 11:00 am to discuss;

- Partnerships
- Machesis Lake
- Bridge Campground
- Travel Alberta- Tourism Development.

**5.b) Capital Project Lists**

**MOTION CS-21-02-014      MOVED BY Councillor Cardinal**

That the Capital Project list be received for information.

**CARRIED**

**6.b) Hutch Lake Dock Improvements**

**MOTION CS-21-02-015      Moved by Councillor Braun**

That administration obtain quotes for a smaller dock in order to bring the cost down to \$50, 000.

**CARRIED**

**NEW BUSINESS: 6.c) Emily Haines – Archeology Dig at Wadlin Lake**

**MOTION CS-21-02-016 MOVED BY** Councillor Cardinal

That the Emily Haines – Archeology Dig at Wadlin Lake be received for information.

**CARRIED**

**6.d) Hutch Lake Campground Caretaker**

**MOTION CS-21-02-017 MOVED BY** Councillor Jorgensen

That the Hutch Lake Campground Caretaker be received for information.

**CARRIED**

**NEXT MEETING DATE: 7. a) March 4, 2021 10:00 a.m. Fort Vermilion Council Chambers.**

**ADJOURNMENT: 8. a) Adjournment**

**MOTION CS-21-02-018 MOVED BY** Councillor Cardinal

That the Community Services meeting be adjourned at 12:52 p.m.

**CARRIED**

These minutes will be presented for approval at the March 4, 2021 at the Community Services Committee Meeting.

---

Lisa Wardley  
Chair





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>February 24, 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.

- Council Action List
- Correspondence – Cardston County – Class 1 Mandatory Entry-Level Training Program Concerns
- Correspondence – Cypress County – Reopening the Economy
- Correspondence – Little Red River Cree Nation- Canadian Mortgage and Housing Commission Grant Application.
- Municipal Governance During the Covid 19 Pandemic
- RMA Unpaid Oil & Gas Tax Survey
- Mackenzie County Library Board 2021-01-12 Meeting Minutes
- Water North Coalition 2021-01-27 Meeting Minutes
- 2021-01-27 WNC Coalition Meeting Minutes
- 
- 

## **OPTIONS & BENEFITS:**

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

## **SUSTAINABILITY PLAN:**

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

**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. Sarapuk      Reviewed by: CG      CAO: \_\_\_\_\_



## Mackenzie County Action List as of February 9, 2021

### *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>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
18-04-315	That administration move forward in purchasing more land north of the existing Hutch Lake Cabins and that final costs be brought back to Council for decision.	Don	Sketch plan completed. Application to purchase is in progress.
<b>June 12, 2018 Council Meeting</b>			
18-06-432	That the County apply to Alberta Environment & Parks for a bank stabilization and clean-up along the Peace River in the Hamlet of Fort Vermilion as a result of the ice jam flooding event.	Byron	In progress. Engineering report received. (WSP) Working on application.  2020 Flood Mitigation

Motion	Action Required	Action By	Status
October 9, 2018 Regular 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	In progress
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			
19-10-559	That administration enter into an agreement with the owners of Tax Roll 155377 as discussed.	Jennifer	Ongoing Awaiting response from ratepayer With lawyers to file
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	
December 10, 2019 Regular Council Meeting			
19-12-781	That a letter be sent to the Minister of Energy regarding industry lease renewals.	Len	In progress
December 18, 2019 Budget Council Meeting			
19-12-820	That Mackenzie County lobby the government for incentives to complete the Paramount abandonments within the next five years.	Council	
January 29, 2020 Regular Council Meeting			
20-01-055	That Administration move forward with applying for Recreational Leases for the Bistcho Lake cabin areas and consideration be given to the work being done by the Caribou Sub-regional Task Force.	Don	On hold. Pursuing reinstatement of commercial fishing.
20-01-067	That a letter be sent to the Minister of Municipal Affairs in regards to the Section 627(3) of the Municipal Government Act that relates to the number of councillor's on a Subdivision and Development Appeal Board.	Carol	In progress
April 22, 2020 Regular Council Meeting			
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	Byron	In progress

Motion	Action Required	Action By	Status
	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.		
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.	Jeff	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
May 22, 2020 Special Council Meeting			
20-05-279	That charges be laid by Mackenzie County to the non-eligible individuals that fraudulently registered as an evacuee during the Fort Vermilion flood, and to evacuees that have incurred significant costs related to hotel room damages.	Jennifer	In progress of finalizing the list.
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			
20-07-438	That Administration proceed with the one-year extension and creating a two-year sub-contract request	Jeff	RFP – August 2021

Motion	Action Required	Action By	Status
	for proposals for the Construction and Maintenance of the Tompkins Crossing Ice Bridge.		
<b>August 19, 2020 Regular Council Meeting</b>			
20-08-488	That a letter of concern be placed on file for the engineering error on the Heliport Road Asphalt Overlay project tender.	Jeff	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
20-08-513	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 22, 2020 Regular Council Meeting</b>			
20-09-585	That administration send a link to the local community La Crete Ferry camera service to Alberta Transportation.	Carol	Not completed
20-09-586	That administration investigate the initial capital cost to participate in the Mackenzie Regional Waste Management including inflationary rates.	Jennifer	In progress Still required?
<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.		
20-10-616	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
20-10-618	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.
20-10-620	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
<b>October 28, 2020 Regular Council Meeting</b>			

Motion	Action Required	Action By	Status
20-10-695	That the 2020 Campground Caretaker bonuses be approved as follows: <ul style="list-style-type: none"> <li>Hutch Lake - \$7,225</li> <li>Machesis Lake - \$1,517</li> <li>Wadlin Lake - \$8,000</li> </ul>	Don	In progress
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	Action not required. Files renewed
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	In progress
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.	Don	Completed
20-11-744	That the concepts and guidance provided within the La Crete Industrial Growth Strategy be incorporated into County planning documents.	Byron	Incorporated into the MDP 2022 Budget
<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.	Caitlin	Working on draft offsite levy bylaw.
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.	Caitlin	Working on draft offsite levy bylaw.
20-11-759	That administration proceed with developing consolidated offsite levy bylaws on a per improvement basis.	Byron	May 2021
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	Jennifer	In progress

Motion	Action Required	Action By	Status
	flowage fee for the period May – August 2019 as per the Fee Schedule Bylaw.		
<b>December 8, 2020 Regular Council Meeting</b>			
20-12-754	That administration gather information regarding the river flows and water temperature on the Peace River within the Mackenzie County boundary.	Fred	
20-12-756	That the Agricultural Land Development & Lease be re-advertised with additional requirements.	Grant	Closing 2021-02-24
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.	Len	
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.	Caitlin	Policy amendment required.
20-12-808	... administration bring forward a policy review at each Committee of the Whole Meeting.	Carol	Ongoing
<b>January 12, 2021 Regular Council Meeting</b>			
21-01-008	That administration continue to work with provincial government departments and agencies for the disaster recovery process.	DRT	Ongoing
21-01-024	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.	Jennifer	Completed
21-01-025	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.	Jennifer	Completed
21-01-030	That administration proceed with the partial closure of Utility Right-of-Way Plan 032 4681.	Caitlin	In progress
21-01-033	That administration request meetings with the following Ministries during the 2021 Rural Municipalities of Alberta (RMA) Spring Convention to discuss the following policy items or issues:	Carol Len	In progress

Motion	Action Required	Action By	Status																
	<table border="1"> <thead> <tr> <th>Ministry:</th> <th>Priority Topics:</th> </tr> </thead> <tbody> <tr> <td>Municipal Affairs</td> <td>Disaster Recovery Petition to Form a New Municipality</td> </tr> <tr> <td>Transportation</td> <td>Bridge at Tompkins Landing High Wide Load Corridor</td> </tr> <tr> <td>Agriculture &amp; Forestry</td> <td>Farmland Expansion Fire Ban Exemption Request Agricultural Land Sales Natural Gas Line Update</td> </tr> <tr> <td>Health</td> <td>La Crete Birthing Centre</td> </tr> <tr> <td>Environment &amp; Parks</td> <td>Agricultural Land Sales Recreation Leases – First Nation Consultation Water Diversion Licenses Northwest Bison</td> </tr> <tr> <td>Energy</td> <td>Transportation Corridor</td> </tr> <tr> <td>Solicitor General</td> <td>Fort Vermilion Courthouse</td> </tr> </tbody> </table>	Ministry:	Priority Topics:	Municipal Affairs	Disaster Recovery Petition to Form a New Municipality	Transportation	Bridge at Tompkins Landing High Wide Load Corridor	Agriculture & Forestry	Farmland Expansion Fire Ban Exemption Request Agricultural Land Sales Natural Gas Line Update	Health	La Crete Birthing Centre	Environment & Parks	Agricultural Land Sales Recreation Leases – First Nation Consultation Water Diversion Licenses Northwest Bison	Energy	Transportation Corridor	Solicitor General	Fort Vermilion Courthouse		
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Energy	Transportation Corridor																		
Solicitor General	Fort Vermilion Courthouse																		
21-01-042	That Mackenzie County enter into an agreement for the payment of outstanding taxes with Sanling Energy Ltd. as discussed.	Jennifer	Completed																
January 26, 2021 Committee of the Whole Meeting																			
COW-21-01-007	That administration work with the landowner for farmland access options and bring a recommendation to Council.	Byron																	
January 27, 2021 Regular Council Meeting																			
21-01-047	That the Agricultural Service Board be authorized to open the Roadside Spraying Request for Proposals at the March 2021 Agricultural Service Board meeting and that a recommendation be made to Council for the awarding of the contract.	Grant																	
21-01-049	That the budget be amended to include \$5,250.00 to cover the insurance required by Waste Transfer Station attendants, with funds coming from the General Operating Reserve.	Jennifer	Completed																
21-01-050	That administration re-tender the Rocky Lane and Blumenort Waste Transfer Stations.	Don	March 8, 2021																
21-01-051	That the 2020 budget be amended to include an additional \$62,000 for the River Search and Rescue Plan Project, including the installation of the Bridge Campground River Search and Rescue Access, with funds coming from the General Operating Reserve.	Jennifer	Completed																
21-01-052	That administration investigate all costs associated with the ownership of the Fire Truck unit #9132, purchased under Section 10.11 of the Regional Service Sharing	Jennifer	Ongoing																

Motion	Action Required	Action By	Status
	Agreement and that the transfer of ownership be TABLED.		
21-01-053	That the total 2020 penalties in the amount of \$22,663.16 for Tax Rolls #410831, #422074, and #422125 be reversed.	Jennifer	Completed
21-01-054	That the Tax Roll accounts as detailed be deemed as uncollectable, reflected as bad debt, and written off.  Tax Roll #410831 outstanding balance \$ 3,815.11 Tax Roll #410986 outstanding balance \$ 5,970.68 Tax Roll #422125 outstanding balance \$46,378.62	Jennifer	PERC Submitted
21-01-055	That administration apply for reimbursement under the Provincial Education Requisition Credit Program for educational taxes being written off.	Jennifer	PERC Submitted
21-01-058	That administration proceed with negotiations to purchase the required land for the La Crete North Storm project and report back to Council prior to submitting an offer to purchase.	Byron Fred	
21-01-062	That first reading be given to Bylaw 1211-21 being a Partial Plan Cancellation and Consolidation Bylaw for Plan 2938RS, Block 3, Lots 12 & 13, subject to public hearing input.	Caitlin	PH 2021-02-24
21-01-064	That Member at Large vacancies on the Municipal Planning Commission and the Inter-Municipal Planning Commission be advertised.	Carol	In progress Deadline 2021-02-17
21-01-075	That administration proceed with the land sale of Plan 082 6817, Block 3, Lots 11MR & 12MR for the purpose of consolidation.	Caitlin	
21-01-076	That administration submit Bylaw 1210-21 being a Road Closure Bylaw to close the road within Plan 082 6817 (SW 12-107-14-W5M) to the Minister of Transportation for approval.	Caitlin	Forwarded to the Minister of Transportation
<b>February 9, 2021 Regular Council Meeting</b>			
21-02-100	That the budget be amended to include \$15,000 for the surveying and purchase of a portion of land (NE 8-106-15-W5M) for registration with Alberta Land Titles as a drainage ditch with funding coming from the General Capital Reserve.	Jennifer	Completed
21-02-101	That administration research building rental rates and that the Alberta Health Services ambulance buildings lease renewals be brought back to the next Council Meeting.	Don	



Motion	Action Required	Action By	Status
21-02-108	That administration bring back all grazing lease Tax Rolls over \$50 for Council review, prior to mailing notices in 2021.	Jennifer	Ongoing
21-02-111	That administration work with the Fort Vermilion School Division to complete a trade and land transfer for properties adjacent to the Blue Hills Community School, La Crete Public School and Fort Vermilion Public School.	Byron	
21-02-115	That administration prepare a new Land Use Bylaw Amendment to further restrict non-compatible uses near Mackenzie County airports	Caitlin	
21-02-125	That administration submit feedback to the Alberta Energy Regulator regarding Directive 067: Eligibility Requires for Acquiring and Holding Energy Licences and Approvals as follows: <ul style="list-style-type: none"> <li>• Include municipalities in regards to tax collection</li> <li>• Orphan Well Association to hire local</li> </ul>	Len	2021-02-14
21-02-126	That a letter of support be provided to the Plant Protein Alliance of Alberta, requesting that the province continue to provide funding for their initiative to attract business investment to Alberta.	Byron	Completed
21-02-127	That a letter of support be provided to the La Crete Agricultural Society for their Co-op Community Spaces grant application for the development of an orchard in the La Crete Mennonite Heritage Village.	Len	Completed
21-02-128	That a letter of support be provided to the Tompkins Improvement Board for their grant application to construct a shell over the outdoor rink.	Len	Completed
21-02-133	That a letter of support be sent to the Minister of Advanced Education for Northern Lakes College regarding Alberta 2030: Building Skills for jobs.	Len	Completed
21-02-134	That a thank you note be sent to Maarten Braat for his letter dated January 25, 2021.	Len	Completed
21-02-141	That Mackenzie County enter into an agreement for the payment of outstanding taxes with Long Run Exploration as discussed.	Jennifer	Agreement being drafted





# Cardston County

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February 9, 2021

The Honourable Jason Kenney, M.L.A., Premier of Alberta  
Office of the Premier  
307 Legislature Building  
10800 – 97 Avenue NW  
Edmonton, AB T5K 2B6

**RE: Class 1 Mandatory Entry-Level Training (MELT) Program Concerns**

Dear Premier:

As a rural municipality that is highly dependent on the agricultural sector, we have become increasingly concerned with the deadlines, costs, and training opportunities related to the Class 1 MELT program. While we understand and appreciate the rationale behind MELT, we believe that the unintended results of the program require consideration and hope to work together to develop practical solutions.

The effect of the COVID-19 pandemic on Albertans is unprecedented, and agricultural sector workers are no exception. An extension of the March 1, 2021 deadline for the MELT Knowledge and Road Test would greatly assist in providing relief for the agricultural sector workers who have been disrupted by the pandemic. To accomplish this, we ask that you consider extending the March 1, 2021 deadline for the MELT Knowledge and Road Test by a minimum of six months.

In addition, we have heard from many of our residents that access to training is a serious issue, particularly in rural areas. Offering the Class 1 MELT Knowledge and Road Tests throughout the year in various locations across the province would improve the ability for our rural residents to access the required training.

We applaud the Province for establishing the “Driving Back to Work” program, aimed at subsidizing 90% of MELT expenses for 300 unemployed Albertans. Despite these efforts, the financial burden required to acquire MELT certification remains as a significant barrier to employed Albertans in rural communities. We ask that the Province consider solutions to minimize the financial burden. Potential solutions include but are not limited to: reducing minimum instructional hours, supporting and developing cost-saving technologies to reduce instructional hours such as online training, and expanding the Canada-Alberta Job Grant (CAJG) criteria to enable more agricultural sector employers to qualify for grant funding.

Working together to develop solutions for these concerns will be of significant benefit to agricultural sector workers, rural communities, and the province as a whole. On behalf of

P.O. Box 580, Cardston, Alberta TOK OKO  
Phone: (403) 653-4977 Fax: (403) 653-1126 Email: [office@cardstoncounty.com](mailto:office@cardstoncounty.com)

Cardston County Council, we thank you for the consideration of our request.

Yours sincerely,

Handwritten signature of Randall M. Bullock in black ink.

Randall M. Bullock, B.Mgt. (Finance)  
Reeve

Cc:

The Honourable Devin Dreeshen, M.L.A., Minister of Agriculture and Forestry  
The Honourable Ric McIver, M.L.A., Minister of Transportation  
Mr. Joseph Schow, M.L.A.  
Alberta's Municipal Districts  
Town of Cardston



## CYPRESS COUNTY

816 - 2<sup>nd</sup> Avenue, Dunmore, Alberta T1B 0K3

Phone: (403) 526-2888

Fax: (403) 526-8958

[www.cypress.ab.ca](http://www.cypress.ab.ca)

February 5, 2021

Office of the Premier  
307 Legislature Building  
10800 - 97 Avenue NW  
Edmonton, AB T5K 2B6

### RE: Reopening the Economy

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Dear Honourable Premier Jason Kenney:

Our Council appreciates the delicate balance you are trying to achieve in your decisions regarding the approach to reopening Alberta's economy. Preserving life must be your priority in these decisions, however we acknowledge that deaths from COVID-19 are not the only lives being lost due to this pandemic. This has been especially true in southeast Alberta.

We are asking the Government to take a regional approach when making decisions regarding the reopening of the economy, as mentioned in a recent press conference – those abiding by the rules are almost being penalized due to the actions of those who continue to disregard the rules and drive the restrictions. Those regions with lower case counts/hospitalizations would set an example for other regions and encourage them to follow the rules as proof that it can be done and will make a difference.

We recognize that you are allowing restaurants, pubs, bars, lounges, cafes, children's sport and performance in addition to indoor fitness to open on February 8th. However, many of the restrictions imposed in order to re-open will not provide the necessary income needed in many cases to make this viable from a revenue standpoint. You have stated that you are allowing businesses to re-open so that they can start to earn income once again. However, you stated at the announcement of the current restrictions that restaurants had requested they be closed so they could access government supports as household only dining was not providing the income they needed to be viable. Much of their income prior to the increased restrictions was a result of business meetings, limited cohort gatherings and liquor service. There are others that benefit from their pool tables, live music and VLTs. All of which can be done safely with the right protocols and restrictions in place.

As you may already be aware, some fitness facilities have gone to the length of creating semi-private spaces by putting up plexi-glass around workout stations to keep people safe while still allowing more than one person to use the gym at a time. Not all individuals who require fitness facilities require a personal trainer, just access to equipment. There is also a question as to why children's sport and performance can only be permitted in school activities and not outside of school as many of these children are part of teams that have the same cohorts in school. The same measures for school could be practiced in any team sports or performance and have been proven to work previously. Physical exercise has huge

benefits for mental health for adults and children, and needs to be accessible.

The continuation of increased restrictions has a massive cost financially and to human lives as outlined in "COVID-19: Rethinking the Lockdown Groupthink", by Ari R Joffe MD, FRCPC with the Stollery Hospital. In the paper Joffe states, " ... lockdowns are far more harmful to human health than COVID-19 can be.". This is an opinion shared by various other physicians including the Great Barrington Declaration (gbdeclaration.org), a statement written by three public health experts from Harvard, Stanford and Oxford.

Governing during a pandemic is not an easy task by any means, and we appreciate the balance you are trying to maintain to protect our health and our healthcare system. Albertans are at their breaking point; livelihoods are on the line and greater consideration needs to be given in terms of how these steps could further be implemented to allow for the safety of individuals, but also ensure a balanced approach between lives, mental health, and livelihoods.

Sincerely,



Dan Hamilton, Reeve  
Cypress County

cc. Drew Barnes, MLA Cypress-Medicine Hat  
Michaela Glasgo, MLA Brooks-Medicine Hat  
Glen Motz, MP Medicine Hat-Cardston-Warner  
Town of Redcliff  
City of Medicine Hat  
Rural Municipalities of Alberta Members



## Mackenzie County

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

January 29, 2021

Little Red River Cree Nation  
Box 30  
John D'Or Prairie, AB T0H 3X0

Attention: Theresa Shelton, Economic Development

Dear Ms. Shelton:

**RE: Canadian Mortgage and Housing Commission Grant Application**

Please accept this letter as confirmation that there is an identified need for affordable housing in the hamlet of Fort Vermilion. This is due in part to the Peace River flood event that occurred in April 2020, which has displaced many of our Fort Vermilion residents.

Successfully rebuilding and growing the community of Fort Vermilion requires support and investment from a wide range of private and public investors, and the county supports all developers in this endeavour by providing a concierge service to navigate through the process of planning and development.

Yours truly,

Byron Peters,  
Director of Projects and Infrastructure  
Recovery Planning Coordinator

cc: Caitlin Smith, Manager of Planning and Development





# Municipal Governance

## During the COVID-19 Pandemic

Frequently Asked Questions – February 5, 2021

On January 29, 2021, a [stepped approach](#) was released for easing restrictions over the coming months based on hospitalization benchmarks. Each step sets a more predictable path for easing restrictions, while protecting the health system. Step 1 starts February 8, with some health measures potentially being eased for restaurants, indoor fitness and some children’s activities.

While we walk this path together, Municipal Affairs remains committed to addressing frequently asked questions and providing new information or resources to municipalities 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)

## Restriction Changes

**When a hospitalization benchmark is reached, do changes to restrictions occur automatically?**

**NO.** For each step, the government will announce the specific measures that will be eased to ensure Albertans are clear on any changes.

## Mandatory Masking

**We are considering what to do with our municipal masking bylaws that came in effect prior to the provincial order. Does the province have a plan in place to remove the mandatory masking regulations in the near future?**

**NO.** Masks remain mandatory in all indoor public places, indoor workplaces, and places of worship. The provincial mask restriction is a helpful addition to the multiple layers of protection in place to be able to prevent further spread.

## Recreational Facilities

**Does Step 1 contemplate opening municipal facilities such as recreation centres, arenas and aquatic centres?**

**YES.** Step 1 sees the potential easing of some restrictions for school-related indoor and outdoor children’s sport and performance curriculum activities only (e.g. swimming and skating lessons). This means K-12 schools and post-secondary institutions are permitted to use off-site facilities to support curriculum-related educational activities. All other program activities remain restricted at this time.



### **In Step 1, are municipalities allowed to rent out recreational facilities to single households looking for a private booking?**

**NO.** Facilities ordered closed cannot be accessed by members of the public, including private rentals.

### **Are there any target dates identified for when restrictions related to municipal recreation facilities might be lifted that municipalities can use to plan staffing and programming?**

**NO.** Discussions related to restrictions are ongoing and take into consideration a variety of factors. The potential of community spread of the new variants is a significant factor that will influence the lifting of restrictions. Rates of hospitalization, ICU utilization and health system capacity remain the key triggers for action in Alberta. It is anticipated there will be slow incremental steps for the lifting of restrictions.

## General Questions

### **Is the province looking at options to reduce restrictions on a regional basis?**

**YES.** The Government of Alberta is cautiously examining a region-based plan to ease restrictions. The province wide restrictions are in place to support our public healthcare system; therefore, easing restrictions in some communities or regions due to a decline in case numbers is not feasible at this time.

### **Will municipalities be notified if a variant case is detected in our community?**

**NO.** While Alberta Health is committed to sharing information on variants with Albertans through the COVID-19 [website](#), due to confidentiality under the *Health Information Act* the specifics of which municipality the variant is located in will not be shared.

## Helpful Links

For the most up-to-date information on the COVID-19 situation in Alberta, visit: [www.alberta.ca/COVID19](http://www.alberta.ca/COVID19).

For up-to-date information on vaccine distribution, visit: <https://www.alberta.ca/covid19-vaccine.aspx>.

For up-to-date information on the variants within Alberta, visit: <https://www.alberta.ca/covid-19-alberta-data.aspx#toc-1>

## 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](#).

# Unpaid Oil and Gas Tax Survey – Member Briefing

In January 2021, RMA requested all members to complete a survey providing an update on their unpaid oil and gas tax burden. The survey builds on previous member input on this issue in 2020 and 2019.

This briefing is intended to provide members with an overview of the survey results, as well as advocacy options and key messages.

## Survey Response Rate

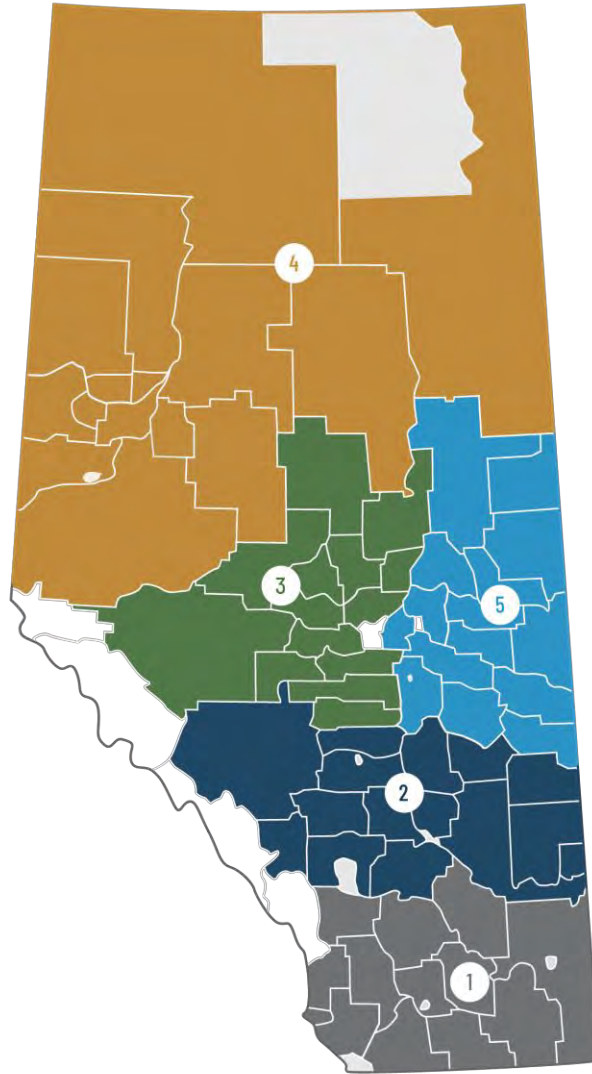
All of RMA's 69 member municipalities responded to the survey. This **unprecedented 100% response rate** speaks to the importance of this issue across the province and the accuracy of the final data collected.

## Survey Results

- Rural municipalities are currently facing an overall unpaid oil and gas property tax burden of **\$245.7 million**.
- This represents a **42% increase** from the overall amount in RMA's 2020 member survey, and a **203% increase** from RMA's 2019 member survey.
- The average RMA member is facing an unpaid tax burden of **\$3,560,331** from the oil and gas industry.
- Five municipalities have unpaid tax burdens above \$10,000,000 from the oil and gas industry.
- One municipality has no unpaid tax burden from the oil and gas industry, and an additional five municipalities have an unpaid tax burden below \$100,000.
- Municipalities have written off nearly **\$123 million in unpaid taxes for Provincial Education Requisition Credit (PERC) applications** for PERC-eligible tax years (2015-2021).
- Still-operating oil and gas companies are responsible for **57% of the unpaid taxes** from the oil and gas industry.

## Unpaid Oil and Gas Property Taxes by District

Unlike some issues, which only impact municipalities in some regions of the province, the issue of unpaid taxes from the oil and gas industry is truly provincewide, as shown below:



**District 1: Foothills-Little Bow**

\$24.6 million

**District 2: Central**

\$59.3 million

**District 3: Pembina River**

\$38.1 million

**District 4: Northern**

\$81.4 million

**District 5: Edmonton East**

\$42.3 million

## RMA Advocacy

RMA and its members have continually advocated to the Government of Alberta to address the legislative and policy loopholes that allow oil and gas companies to forego paying property taxes without consequences. RMA members have endorsed several resolutions on this issue, including the following:

- **2-20F:** Blue-Ribbon Panel to Review Unpaid Taxes Owed by Oil and Gas Companies
- **1-19F:** Priority of Unpaid Property Taxes on Linear Property
- **6-19F:** Municipal Recourse for Solvent Companies Choosing Not to Pay Taxes
- **6-18F:** Securing Municipal Property Taxes in the Event of Bankruptcy or Insolvency

These resolutions propose reasonable and meaningful actions that could be taken by the Government of Alberta to help address this issue by dedicating the necessary resources to fully study and understand the issue (2-20F), amend the *Municipal Government Act* to provide municipalities with the same tax recovery powers on linear property that they have on all other property types (1-19F and 6-18F), and require the Alberta Energy Regulator to consider unpaid property taxes when approving energy licence acquisitions and transfers (6-19F).

Combined, the resolutions above provide a reasonable, common sense approach to forming a long-term government strategy to address unpaid taxes and providing municipalities and provincial regulatory agencies with the tools they require to hold oil and gas companies accountable for payment of property taxes to the same extent as all other property owners.

RMA has continually advocated to provincial decision-makers for these changes to be made, but unfortunately no action has been taken to date. As the issue escalates and the total unpaid tax amounts approach a quarter of a billion dollars, RMA is ramping up advocacy efforts even more, starting with a request already made for a joint meeting with the ministers of Municipal Affairs, Energy and Environment and Parks in the coming weeks.



## Local Advocacy

In addition to RMA's continued efforts at the provincial level, members are encouraged to use the data that they have gathered for the purpose of completing this survey to inform their local MLAs of the seriousness of the issue. As RMA and its members have learned through our collective efforts during the assessment model review process in 2020, local advocacy works, and in many cases, MLAs may not be aware of an issue that is mainly being addressed at the provincial level until they learn of it from their constituent municipalities.

Although RMA is not providing members with any templates or specific guides on local advocacy on this issue, feel free to contact RMA board members or staff for advice, support and suggestions. Here are some advocacy approaches that members can consider on this issue:

### Write to or schedule a meeting with your local MLA

As mentioned, in some cases MLAs are not as familiar with some issues mainly dealt with at the provincial level as one would expect. As they are primarily focused on representing their constituents, hearing about the local impacts of a provincewide issue can spur action. Approaching this issue regionally with municipal neighbours may be a good option to inform multiple MLAs.

### Engage with Local Media

RMA will issue a press release on this issue in the coming days. Members are encouraged to borrow from the press release to frame their engagement with local media. Members can also use the data they provided for the survey and the key messages below to frame their position.

### Write to the Minister of Municipal Affairs

Minister McIver has been made aware by RMA that unpaid taxes are the association's priority advocacy issue, and that a solution is overdue. Hearing similar concerns, along with local data, from individual municipalities across the province will further emphasize to Minister McIver the seriousness and urgency of the situation.

### Write to the Minister of Energy and the Alberta Energy Regulator (AER)

RMA and its members have repeatedly pointed out that if unpaid taxes are included as a factor in the AER's Liability Management Framework, oil and gas companies would be much more inclined to pay municipal taxes, as payment would become linked to provincial approvals for energy licence acquisitions and transfers.

The AER recently completed a consultation process on [Directive 067: Eligibility Requirements for Acquiring and Holding Energy Licences and Approvals](#). The draft version of Directive 067 included no reference to property tax payments, and both Alberta Energy and the AER have stated in the past that the AER is not a "collection agent" for municipalities. Including municipal taxes in Directive 067 and the Liability Management Framework would not make the AER a collection agency for municipalities any more than they are currently a collection agency for private creditors because an applicant's involvement in insolvency proceedings is included in the draft version of Directive 067. In other words, including property tax payments as a factor in licence approvals will require no collection actions on the part of the AER, and if anything will likely reduce the AER's workload as non-payment of property tax payments is often a sign of possible financial or operational risks for companies that may not be otherwise identified during the licence approval process.

Although the formal consultation for Directive 067 is now closed, members are encouraged to write to the Minister of Energy and Chair of AER urging the inclusion of property taxes in the licence approval process, and including their local unpaid tax data in any correspondence.

## Key Messages

Members are encouraged to reference RMA's [Municipal Taxation and Assessment Position Statements](#) for messaging on this issue. In addition to this and RMA's press release, consider customizing some of the messages below:

- Municipalities across the province rely on property taxes to fund the services and infrastructure that the oil and gas industry utilizes daily. Our municipality manages \_\_\_\_\_ kilometres of roads and \_\_\_\_\_ bridges. Without consistent payment of property taxes, we may have no choice but to reduce service levels or close some roads and bridges.
- Municipalities have no choice but to recover every dollar not paid in property taxes by the oil and gas industry from other property taxpayers in the form of increased tax rates or reduced service levels. In our municipality, we would be forced to raise the residential property tax by \_\_\_\_\_ and the non-residential property tax rate by \_\_\_\_\_ to recover lost oil and gas tax revenues without reducing service levels.
- Municipalities are required to collect education property taxes, which they then forward to the Government of Alberta to contribute to Alberta's education system. Municipalities must forward a set amount based on property assessment regardless of whether they are able to actually collect taxes. Our municipality has forwarded \$\_\_\_\_\_ in education property taxes to the province that they were unable to collect from oil and gas companies in 2020 [or any year range for which data is available].
- In cases when oil and gas companies approach us to inform us of their challenges in paying property taxes, we are often willing to work with them on flexible payment agreements. We currently have payment agreements with \_\_\_\_\_ companies. [OPTIONAL – describe terms of agreements].
- Our municipality recognizes the challenges facing the oil and gas industry and has a long history of partnering with companies operating in the area to grow the rural economy. We are willing to work with struggling companies on solutions but cannot move forward constructively when some oil and gas companies are willing to shift their tax commitments to other property owners.





**Mackenzie County Library Board (MCLB)  
January 12, 2021 Board Meeting Minutes  
Zoom Meeting**

**Present:** Beth Kappelar, Lisa Wardley, Steven Simpson, Lorraine Peters, Cameron Cardinal,  
Wally Schroeder, Kayla Wardley, Sandra Neufeld.

**Absent:** Tamie McLean

**1.0** Beth Kappelar called the meeting to order at 7:02 pm.

**2.0 Approval of the Agenda:**

**MOTION #2021-01-01 Lorraine Peters** moved the approval of the agenda as revised. **CARRIED**

**3.0 Approval of the Minutes:**

**MOTION #2021-01-02 Lorraine Peters** moved the approval of the Dec 1/20 meeting minutes as revised **CARRIED**

**4.0 Review of Action Items:**

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

**5.0 Financial:**

**5.1 MCLB Financial Report as of Dec 31/20:**

- Balance Forward \$ 77,642.70  
- Total Revenues \$ 308,255.63  
- Total Expenses \$ 295,365.78  
- Bank Balance \$ 90,532.55

**MOTION #2021-01-03 Wally Schroeder** moved to accept the financial report as presented. **CARRIED**

**5.2 MCLB 2020 Audit:**

**MOTION #2021-01-04 Lorraine Peters** moved that Helen Tiechroeb audit the 2020 MCLB books. **CARRIED**

**5.3 MCLB Web Design:**

**MOTION #2021-01-05 Sandra Nuefeld** moved that MCLB pay the web design invoice of 1,749.94 **CARRIED**

**6.0 Library Reports:**

**6.1 La Crete:**

- The Financials to Dec 31/20 are: Income \$154K, Expenses \$149K, Bank Balance \$5K. Fund Raiser Account \$110K.  
- Circulation in November was 8,008 items and December was 6,494 items. (31 books are still in the Lodge)  
- The Security System is being upgraded and a new panel is being installed.  
- The Society is not purchasing a Square Terminal at this time.  
- A new snow shoveler was hired at \$20 per hour.  
- Fewer periodicals will be ordered this year.  
- Jake Derksen will be auditing the Society's 2020 books.  
- UFA Calgary donated \$500.00 to the La Crete library.

**6.3 Fort Vermilion:**

- They are continuing with curb side pickup of library books.

**6.4 Zama:**

- Curb side pickup is happening.  
- New books are being cataloged and old books are being weeded. Some of the weeded books will be sold.  
- A book mobile could be used to sell weeded books in various communities.  
- The library is the center for Zama City tourism.  
- They continue to partner with Meander School.

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

- MCLC is transferring their online materials to Overdrive. A training session is planned when the transfer is complete.

**6.6 High Level:**

- They are continuing with curb side pickup of books.

**MOTION #2021-01-06 Kayla Wardley** moved the acceptance of the reports for information. **CARRIED**

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**7.0 Old Business:**

**7.1 Fort Vermilion Library:**

- The responsibilities of the MCLB, the Fort Vermilion Library Society(FVLS), and Debbie Bueckert the librarian need to be finalized. Tamie McLean, Lorraine Peters, Debbie Bueckert and Kerrie Meneen met to determine responsibilities..
- On Jan 1/21 Debbie Bueckert became an employee of the MCLB. Her wage rate needs to be reviewed. She is responsible for the day to day operation of the library and reports to the MCLB.
- An occupancy agreement needs to be signed by the MCLB and the FVLS.
- MCLB needs to develop a budget for the library.
- The FVLS collects the rent from FCSS and is responsible for the building utilities, building maintenance, garbage pickup and the janitorial for the common areas.
- A list of suppliers needs to be developed and accounts set up with them.

**7.2 Little Free Libraries:**

- The little free library in Fort Vermilion still needs to be installed.
- The little free libraries have an abundance of books some of which are almost new. They are available to libraries.

**8.0 New Business:**

**8.1 Covid19 Funding Loss Applications:**

- There are three different funding streams libraries can apply for:
  - a) Covid 19 expense such as installing Plexiglas, buying hand sanitizers, buying masks etc (to be submitted in Jan)
  - b) Operational losses such as fees, fines, payroll etc (to be submitted in Feb)
  - c) Fundraising losses (to be submitted last)
- Receipts and financial statement need to be submitted with the applications.
- A letter detailing this program will be sent to the libraries by Lisa Wardley.

**8.2 LibPASS Survey:**

- The libraries need to complete these before the end of January so MCLB can approve them at their February meeting.
- They detail each library's operation for the past year and are required for MCLB to receive provincial library funding.

**8.3 Staying in the Frontier:**

- Our libraries and little free libraries need to be featured in this publication.

**9.0 Correspondence:**

- 9.1** None was received.

**10.0 In Camera:**

- 10.1** Not required.

**11.0 Next Meeting Dates and Location: Fort Vermilion Curling Rink Feb 9, 2021 at 7:00 p.m.**

**12.0 Adjournment:**

**MOTION # 2021-01-07 Steven Simpson** moved to adjourn the meeting at 8:00 p.m.

**CARRIED**

**These minutes were adopted this 9th day of February 2021.**

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**Beth Kappelar, Chair**

*Draft Minutes for Approval March 4, 2021 Meeting*

Minutes  
Water North Coalition (WNC)  
January 27, 2021  
WebEx Virtual Meeting

**Attendees**

Grant Dixon – Advanced Technology Applications (ATAP)  
Tanya Hunter – Alberta Environment and Parks (AB E&P)  
Dan Rites - Alberta Water and Wastewater Operators Association (AWWOA)  
Sarah Ball – Aquatera  
Tamara Wuttunee-Campbell – Aquatera  
Jamie Giberson – Aspen Regional Water Services  
Sarah McDonald – Athabasca Watershed Council  
Kirsten Anderson – Associated Engineering  
Terry Carbone – Birch Hills County  
Bob Buckle - City of Cold Lake and Cold Lake Regional Utility Commission  
Bob Marshall – County of Grande Prairie  
Jennifer Besinger – County of Grande Prairie  
Sterling Johnson – Lac La Biche County  
Jason Stedman – La La Biche County  
Tricia Fleming – Lakeland Industry and Community Association (LICA)  
Meghan Payne – Lesser Slave Lake Watershed  
Andy Trudeau – MD of Smoky River No. 130  
Eric Jorgensen – Mackenzie County  
Adam Norris – Mighty Peace Watershed Alliance  
Rhonda Clarke-Gauthier – Mighty Peace Watershed Alliance  
Gaylene Whitehead – Northern Sunrise County  
Carolyn Kolebaba – Northern Sunrise County  
Dan Boisvert – Northern Sunrise County  
Audrey Gall – Northern Sunrise County  
Corrina Williams – Northern Sunrise County  
Kwaku Agyare-Manu – Regional Municipality of Wood Buffalo  
Willis Fitzsimmons – Saddle Hills County  
Garry Leathem – Town of Fairview  
Colleen Sklapsky – Town of Grimshaw  
Keith Straub – Town of High Level  
Vern Lymburner – Town of Valleyview  
Rick Bastow – Birch Hills County  
**Administration (Jobs, Economy and Innovation staff)**  
Melonie Doucette, Regional Economic Development Specialist, JEI  
Kim Pinnock, Manager, Northern Development, JEI  
Lisa Williams, Administrative Assistant, JEI

**Welcome and Attendance**

Chair Bob Marshall called the meeting to order at 9:30am and confirmed attendees.

## *Draft Minutes for Approval March 4, 2021 Meeting*

The meeting will determine the new direction of WNC moving forward. The meeting was recorded to support minute taking.

As indicated in the emails sent in the past months, WNC hosted this transition meeting to discuss the future of the WNC.

Bob Marshall hoped that the members have had time to discuss WNC with their organizations and/or Council and have come prepared to make a decision on the future of the Coalition.

Bob Marshall encouraged attendees to actively participate in the session and provide input. It is critical that everyone is engaged and shares feedback.

Chair Marshall provided a review of the current state of the WNC and the path forward.

- In July 2020, an email was sent informing the members that WNC was notified of changes within the NADC resulting in the discontinuation of the secretariat supports.
- As a result, the planned August 2020 meeting was cancelled.
- Since then, Bob Marshall has been working with the Northern Development Staff and the Assistant Deputy Minister of Jobs, Economy and Innovation (JEI), Michele Evans, to come up with a plan that will allow support from government staff to transition the WNC out of government support to a sustainable independent structure.

The purpose of the transition session is to identify the potential of internal support and resources available from within the membership, to allow the WNC to continue its important work in advocating for sustainable water and wastewater solutions for northern Alberta, or to make the decision to dissolve the Coalition.

If the decision is to continue with the WNC under a new model, then a transitional team will be required.

### **Option 1: Continue with the Coalition, under a new secretariat model.**

A WNC Member (Voting Municipality, First Nation, and Métis Settlement OR Non-Voting Organization) assumes secretariat functions.

#### Considerations:

- Members may require approval from their respective Council or Organization prior to the meeting to commit to an executive or secretariat function.
- Members need to identify the time/resources they are able to commit.
- Consider a model where multiple organizations share administrative responsibilities.
- Core and supporting tasks need to be identified to determine what functions members are able to take on given their time commitment/capacity and which functions can be stopped.

#### PROS:

- Current members are familiar with the history, processes and protocols of the coalition.
- WNC has an executive and a robust set of guidelines and approved protocol documents in place to support a new secretariat.

#### CONS:

- Potential conflicts of interest need to be identified and addressed.
- Some functions of the WNC may need to be reconsidered due to the time commitment required to execute.

### **Option 2: Collect Membership Fee and Hire a Project Manager**

## *Draft Minutes for Approval March 4, 2021 Meeting*

Members pay an annual fee to hire an external project manager to act as a project manager for the coalition.

### Considerations:

- What would be the proposed amount for membership fee?
- There are 30 voting and 15 non-voting members (45 total). Would both voting and non-voting members pay the same fee?
- Who would collect and be banker board for the funds?
- Who would supervise the RFP process, and be responsible for hiring a project manager and sign/manage the contract on behalf of WNC?

### PROS:

- WNC could potentially function as it currently does.
- With a full time manager, WNC could maintain and continue working towards their identified strategic goals.
- Guidelines and approved documents are in place to support a project manager.

### CONS:

- WNC members have previously discussed and voted against a membership fee.
- A new project manager may not have the history and knowledge of water and wastewater priorities for northern Alberta.

### **Option 3: Identify an External Organization with Capacity to take on the WNC**

WNC executive with support from JEI, identify and contact organizations to see if there is interest in taking on the WNC as a project or a subcommittee.

### PROS:

- An existing body with experience in municipal issues and project management can benefit the WNC to continue.

### CONS:

- May be difficult to find an organization with the time and funding capacity to take this on.
- Will have to fit with their mandate and operational capacity.

### **Option 4: Dissolve the Water North Coalition**

Communicate decision to WNC members and relevant stakeholders.

Execute records management as per Government of Alberta schedules.

### PROS:

- Existing relationships built throughout the past 5 years of the coalition's existence can continue through individual members.

### CONS:

- The north will lose a coordinated voice on water and wastewater priorities.
- Northern municipalities will lose a valuable forum, which has enabled them to exchange knowledge and work collaboratively with other water and wastewater operators and experts in the region.

### **Discussion**

Bob Buckle - City of Cold Lake

It has been discussed with the City of Cold Lake Council and they support WNC. Seeing the value of the coalition and would participate and collaborate as much as possible with any structure moving forward. Sharing administrative function is a capacity that the Council is not able to take on.

*Draft Minutes for Approval March 4, 2021 Meeting*

Perhaps structuring WNC like REDA or HUB having voting and non-voting members and there would be the executive board and the general members. The membership fee could be based on per capita. Having municipalities pick up different pieces would not be very consistent. Hiring a manager and fund it accordingly through membership.

Bob Marshall – County of Grande Prairie

The County of Grande Prairie offered to help with administrative support, to manage the information coming in, being the central point and making sure it's filed on the Google Docs account. The County would provide minute taking if the County was hosting a meeting.

Tamara Wuttunee-Campbell – Aquatera

Aquatera certainly wants to see WNC continue to move forward. There are great benefits for the municipalities in the north. Aquatera's discussion was if volunteers oversee the administration of WNC, it would be hard to manage. A potential tiered fee structure, smaller municipalities pay less and larger municipalities pay more, based on population. With a membership fee, a discount could be issued, i.e. if you are part of the WNC there is a discount on courses.

Sarah Ball – Aquatera

The administration of the WNC webpage and having it attached to one of our organization's site is ideal. Much like NADC hosts WNC already. The costs associated to having a standalone website can be significant.

Tricia Fleming – Lakeland Industry and Community Association (LICA)

LICA one thing that would help make a decision would be a document that outlines the accomplishments and the plans moving forward, to see if there is another organization that is already doing some or part of this work. If this coalition is about northern water, looking outside our borders to another province or territory and piggyback with them might be an option.

Question – What is a REDA? Regional Economic Development Alliance - There are nine branches across various regions in the province represented by municipalities, business and industry. The alliance is structured to provide representation on economic development on local living lifestyle issues. To stimulate long term, economic growth across the province. The fee is based per capita given the size of the communities with voting and non-voting members. The Alberta government helps fund it.

Bob Buckle – Someone mentioned something like LICA, that type of structure may not work or have as much value for the whole north as many communities already belong and/or are represented in that fashion.

Jennifer Besinger – County of Grande Prairie

WNC benefits and helps both my position and my cohorts in the water and wastewater world, the contact, having that conduit between Alberta Environment and operators and hearing of changes to the certification program. Access to Tanya Hunter and having Okey Obiajulu come to explain the changes in the legislature. Being involved as both an employee administration point of view and from the political/council side has really united us. We all know the trouble/struggles, sharing that information is crucial, and what/how communities have been overcome them is a beneficial point of view. The subcommittees work has been tangible and for smaller communities to have access to our resources, it is a one-stop shop.

*Draft Minutes for Approval March 4, 2021 Meeting*

For water-operators (or anyone) to go to our site and get the documentation needed or information on training (and on-line training) is beneficial.

Question - If WNC did not exist going forward, where would you access this information? How would you proceed on issues relating to northern water?

Every community would have to fend for themselves. Larger communities have more resources, than the smaller communities do. All communities can access this information and WNC has working relationships all across the board. There would be no formal way organizing of all the information.

Carolyn Kolebaba – The watersheds have lots of information now. There is training in the north through Northern Lakes College and Portage College. What we originally set out for, we have accomplished it.

There is the provincial database and training in the north, there are protocols, procedures, and mutual aid agreements in place. There are some issues that communities are still dealing with, for instance, bacteriological testing and lab samplings. Last year the issue of insuring that there is funding available to our organizations and municipalities when an upgrade is needed to meet the new standards.

Tanya Hunter – The WNC has definitely kept Alberta Environment and Parks on task, pushing for accessibility for exams. The WNC's voice has been loud and clear and is always considered in decisions that are made in respect to the certification program.

Keith Straub – Town of High Level

It is a huge accomplishment for WNC to be a direct participant on a certification advisor. WNC could be an advocacy group to insure funding is not cut from the operator certification program, also to ensure improvements to those programs. As well as the dashboard for Alberta Health for the sampling program, WNC can continue to work on issues that have implications on our communities.

Eric Jorgensen – Mackenzie County

The government can place pressure on our water systems and it can be hard to keep up, especially with the remote and smaller communities. The water source protection and how easily and quickly there can be a significant effect on being able to supply water. The WNC has been a voice to protect access to water, environmental pressures and testing parts for billion, makes it difficult. We need to acknowledge that WNC has benefits for northern Alberta.

Bob Marshall – County of Grande Prairie

From past discussions some of the smaller communities struggled with membership fees, it is not in their budget. With the changes that are coming in regarding royalties, more communities will be impacted.

Question – Regarding option 2: Do you feel one person, the 'Project Manager', would be sufficient to accomplish all tasks?

It is almost a full time position, if WNC continued with all the current actives. If WNC were to engage someone for administrative support, it would cost around \$50,000 – \$100,000. That would include all the social media, subcommittees and all the work between meetings. All the prep for the meetings and maintaining documents.

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Melonie Doucette – JEI Staff

It would be a full time manager's position if WNC would continue as it is now. This would be an opportunity to scale back to make it more manageable, but WNC would not be accomplishing as much.

Dan Rites - AWWOA

Has WNC asked NADC to re-consider their decision? If not, is it worth putting a request forward? If WNC was to streamline to specific things, to become a quarter of someone's job in NADC, maybe WNC could provide some funding.

Bob Marshall- County of Grande Prairie

The question was asked a number of times, but the Assistant Deputy Minister was very firm, the NADC will not be providing support after the March meeting.

Kim Pinnock – JEI Staff

In light of the current fiscal situation and resourcing that the government and NADC is looking at, it is highly unlikely that this decision would be reversed. The Council wants to continue to be connected to WNC. If the group decides to continue; NADC plans to continue attending to understand northern water and wastewater issues as they advance their mandate as an advisory agency to government on northern economic and social issues.

Carolyn Kolebaba – Northern Sunrise County

To be clear the government does not want to sponsor WNC, but wants to have the information that is collected?

Bob Marshall – County of Grande Prairie

No, WNC is an advocacy group for our water operators and our water systems to the government. WNC is the pipeline to them to try to make changes and get our water operator's voices heard. To help influence and get appropriate resourcing to help/assist with our water and wastewater issues.

Carolyn Kolebaba –Northern Sunrise County

Is there some way that the Mighty Peace watershed and WNC can be combined into one organization, then ask the municipalities for funding, so there is only one organization.

Rhonda Clarke-Gauthier – Mighty Peace Watershed Alliance

The work of the two organizations is very different with Mighty Peace Watershed being a mandated watershed planning and advisory council and try to provide support for training and other initiatives. The focus is not necessarily directed to operator training; MPW would like to support that, encourage, and educate people as to why that is essential. That does not mean that the two groups cannot work together, but funding is always an issue; MPW works with 30% of the province with two staff. There are four W packs and there is no direct way for them to work together either. While MPW do source water, protection, planning initiatives and help identify policies and/or processes that, need to be put in place to help make sure water quality and quantity are provided. The next step has not been part of or work, it does not mean that it cannot be, but again the funding is not there. That is a larger conversation that we do not have time to go into today.

Bob Marshall – County of Grande Prairie

The subcommittee groups call on the W packs for the education and the outreach component and they have been a huge resource.



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Tricia Fleming – Lakeland Industry and Community Association (LICA)

There is some crossover between WPAC's and WNC and theoretically speaking WPAC could maybe do more in this position with WNC, but that is a bigger conversation that would need to be had to see if it is a possibility. Would it be possible for the government to free up a little more money in terms of a grant? Maybe not as much as they would have had to continue being the secretariat, but something that maybe the W packs could access to help take on more roles.

Bob Marshall – That advocacy role would take time to get into place, but it is a possibility, a future outcome.

Rhonda Clarke-Gauthier – Mighty Peace Watershed Alliance

That conversation is going to take a while, especially for W Packs, because they are multi stakeholder organizations run by a board of stakeholders and to get them to agree that this is going to be one of the mandates, will take time and WNC's timeline is very tight.

Bob Marshall – WNC needs to look at the current structure and look at restructuring what WNC is going to do. Should WNC meet less, carry on with the subcommittees or only do it at the regular meeting? WNC needs to look at social media and the benefits versus work required to maintain it. If WNC is going to continue, we need to look outside the box. Funding will be a challenge and WNC might need to look at a smaller scale of work to be able to continue because municipalities will not be able to come up with funds need to continue as is.

Terry Carbone – Birch Hills County

Birch Hills County sees value in the WNC, unfortunately are unable to support by either financial or administrative means. Would the secretariat role be able to be filled by an internship from a college or university. This may reduce the amount of funding required to continue the WNC. It may also invoke investment from educational sources. It may be a way to promote water management and administrative programs.

Bob Marshall - It has potential, but trying to get that in place before the March deadline would be challenging.

Terry Carbone – Birch Hills County

A fifth option to consider could be changing the WNC to a conference or a summit.

Bob Marshall – County of Grande Prairie did discuss WNC and they can provide some administrative support and no to membership fees.

Rhonda Clarke-Gauthier – Mighty Peace Watershed Alliance

To clarify, there will be a review of the options, have a discussion and the voting members of the organization would vote. When the meeting is over, one of the four options will be picked, with a very tight timeline to get it off the ground and running. What if some members decide they do not have enough information to make a decision today? Is there an opportunity to say we cannot proceed at this time and sit idle for a moment while those individuals who might be on the upcoming board take time to reconfigure how this organization might move forward after having these discussions today.

Bob Marshall –County of Grande Prairie

*Draft Minutes for Approval March 4, 2021 Meeting*

It is the intent of this meeting is very high level, this is the direction WNC wants to go in and then get four or five individuals, voting or non-voting members, to step forward to become the transition team. They would meet several times between now and March to come up with one or two options to take to the March meeting.

Rhonda Clarke-Gauthier – Mighty Peace Watershed Alliance

The concern is not knowing how many people are online who are supportive of moving forward in whichever format. Does WNC have the committed people willing to put that work together?

Bob Marshall – WNC will have some support, but unfortunately there is an end date. If WNC does not have anything in place by March, the future of WNC is unknown.

Carolyn Kolebaba – Our council has discussed WNC and have voted for option four. The WNC was set up to get operators better and quicker training in the north and have been very successful. The costs that municipalities have been asked to pay for and with the linear assessments get crumpled, it is one more concern.

Bob Marshall – One point that was brought up was municipal dollar support and moving forward with any effort to try to keep WNC together will be extremely difficult. It does not have to fall on the municipalities alone; there are a number of non-voting members in WNC. Maybe they might be able to take a bigger stake in the coalition and allow them to vote. In the past, the concern was not to have any industry or outside members to have influence on WNC, but there for resources. To protect WNC from that if there is pecuniary interest, they are asked to step back from the vote.

Grant Dixon – ATAP

In terms of the WNC voting or non-voting role does not matter, our role is supporting and helping WNC to understand some of the issues and challenges that are being faced in the industry and providing that private sector perspective. ATAP is certainly supportive of the group and the value in having discussions and understanding where people are coming from and challenges being faced and what can be done better, to help bridge those gaps. As well as using some of our contacts in government and other areas to help hear their perspectives, that is something ATAP has advocated for. The profit centre role is not the role ATAP has in WNC, it is providing good information and allowing people to understand what is out there in terms of grants and issues, having good discussions and getting feedback. The group has huge value whether or not the private sector is involved and the WNC has an ear of the government in terms of some changes they are making and for the government to have a better understanding of the north. In terms of support, ATAP is here to support WNC, whatever is necessary in terms of transmission, administrative support and help in writing business cases.

Bob Marshall – From ATAP's perspective, voting or non-voting it does not matter; it is not an obstacle to participate at a higher level.

Grant Dixon – No, it is not.

Sarah Ball –Aquatera

I agree with Grant. The value of the coalition is something that would be a shame to walk away from. We can offer administrative support, without some form of a small fee. I do not think the position needs to be full time. What resources are available within the organizations? There are partnerships that already exist; maybe there is a way to utilize those moving forward.

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Bob Marshall – Part of the role of the transitional team is to figure out those options. WNC is looking for four to six people to step forward to help restructure WNC.

Sarah Ball – I think I can speak for Tamara in saying that we feel apprehensive to vote today without diving a little deeper into what WNC will be and the fee structure. There are people who need to be able to take something back to their groups to say this is what it is and this is the ask.

Bob Marshall – One thing WNC has been trying to do with all the documentation sent out over the last month, is trying to encourage organizations to have those discussions, so they would be prepared to make that decision today.

From the non-voting members, to have a vote or not at this point in time, with what they see their role within WNC is not an important factor to their involvement.

Kirsten Anderson – Associated Engineering

That is true for AE to, voting or non-voting does not make a difference, just to be able to contribute to the discussion is what really matters. There is tremendous value in this organization, the amount of communication and collaboration and education that happens through WNC just helps drives goals forward. I can also help support administratively.

Bob Marshall – It does not look like there will be an issue moving forward regarding WNC's terms of reference.

Vote – When your municipality is called, choose one of the four options, remember this is high level, we are not getting into the details of how it is actually going to function going forward.

Moved by Bob Buckle of City of Cold Lake that WNC proceed with a vote with the voting membership on the four various options.

**MOTION CARRIED**

Birch Hills County – Option 3

City of Cold Lake – Option 2

County of Grande Prairie – Option 1

Lac La Biche County – Option 4

MD of Smoky River No. 130 – Option 4

Mackenzie County – Option 1

Northern Sunrise County – Option 4

Regional Municipality of Wood Buffalo – Option 2

Saddle Hills County – Option 2

Town of Fairview – Option 2

Town of Grimshaw – Option 4

Town of High Level – Option 2

The results of the vote:

- Option 1: 2 Votes
- Option 2: 5 Votes
- Option 3: 1 Vote
- Option 4: 4 Votes

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Option 2 has the majority, collect a membership fee and hire a project manager. Twelve out of thirty members have voted. Some members have come forward to be on the transition team. The team can put together the information gathered at this meeting to come up with a better structure to present at the March meeting.

Keith Straub - The concern is if there are four members wanting to opt-out now, how many will want to opt-out once there is a fiscal responsibility. The first thing will be to come up with a funding format and then WNC votes again to see if that funding model will work.

Bob Marshall – Understanding that after March 4, WNC will no longer have NADC support. WNC will need people to step up in an administrative capacity to help between now and March, no matter what the decision is in March. If it is option four, then WNC is done, but if it is not, then the transition team will carry the load to move forward.

The question was - Do we have quorum requirements for meetings and votes? Our quorum is the members that attend the meeting, because WNC never has the full membership attend. WNC does not have by-laws, we use terms of reference. Documentation and the meeting invite was sent out significantly in advance to have members attend this meeting, because there were these fundamental changes to the organization.

Willis Fitzsimmons – It is such a difficult situation; Saddle Hills County has cut back on our staff and are trimming expenses, there will be no contributing from our municipality with human resources. If the support for funding is not there from enough of the members and if the financial commitment is too high, I would have trouble with that. It is a tough situation; everyone wants to know the answers before making any decisions.

Bob Buckle – Just to clarify, the transition team is to put forward a business model or proposition of what option two would look like; being contingent on the number of members that are going to contribute. Then present that back to the group and at that time WNC either moves forward under that pretense or WNC folds as per option four.

Bob Marshall – Yes

Melonie Doucette – I will provide training or support to the transition team between now and March 4<sup>th</sup> to go over all the documents and processes, to provide as much resources and information as possible. The March 4<sup>th</sup> meeting would then be the transition teams meeting to move forward.

Bob Marshall - The membership fee would depend on how WNC moves forward. Does WNC operate at the same scale or does the structure change to what makes sense to the group moving forward, that is what the transitional group would look at.

Bob Buckle – It makes more sense for the transition team to establish a scope moving forward, it will have to be tailored. WNC has a broad scope that can be narrowed down to what makes sense and most value moving forward. It is not necessary to duplicate the same work that Wpacs are doing. WNC can focus on educational and advocacy involving municipalities.

Terry Carbone - If option two is the vote of majority. Is it possible to send the question out to all members, will they continue, if a membership fee is required. Keeping in mind the sliding scale of minimum \$50,000 divided by 30 members. A week deadline for responses should suffice.

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Bob Marshall – That will be discussed with the transition team and all the underlying comments. The direction of the majority is to go forward with a fee structure and restructure the organization to make it sustainable within that fee structure and be as fiscally responsible as possible within that. WNC is looking for members to come forward to be a part of the transition committee.

Moved by Keith Straub of the Town of High Level to form a transition committee to further hash out option two and bring back to the March 4<sup>th</sup> meeting.

**MOTION CARRIED**

The transition team consists of

- Dan Rites - AWWOA
- Sarah Ball – Aquatera
- Tamara Wuttunee-Campbell – Aquatera
- Grant Dixon - ATAP
- Kristen Andersen - Associated Environmental
- Bob Marshall – County of Grande Prairie
- Jennifer Besinger - County of Grande Prairie
- Bob Buckle - City of Cold Lake
- Keith Straub - Town of High Level
- Melonie Doucette – Jobs Economy and Innovation will support the transition team.

Question – Where are our files and where will they be held, so WNC does not lose anything, like google drive.

Bob Marshall – Currently NADC is holding all the documentation, but the email address is a Gmail account and the County of Grande Prairie said they would look after the administration of it and make sure all documentation is filed accordingly; everything would funnel through them for the time being to maintain that.

Keith Straub – Regarding the meeting with Alberta Environment and Parks, there is not a lot to share at this point, but I would like to reiterate that this is great for WNC to be sitting on this committee; it is a strong advocacy position for WNC. Keep in mind that the loss of WNC would mean a loss of the seat at that provincial organization.

Melonie Doucette – The next steps will be to set up a couple of meetings between now and March 4<sup>th</sup> with the transition team to over all the documents (that are all now on google docs) and look at the structure of the coalition and putting some parameters around that to present to WNC at the March 4<sup>th</sup> meeting. Melonie will set up the first meeting of the team.

Bob Marshall thanked everyone for their input and recognized there are concerns out there on how to move forward

Willis Fitzsimmons – I am hopeful that the transition team will be looking at reducing the financial costs, almost blending option one and two.

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Moved by Willis Fitzsimmons of Saddle Hills County that WNC accept the transition team members: Dan Rites, Sarah Ball, Tamara Wuttunee-Campbell, Grant Dixon, Kristen Andersen, Bob Marshall, Jennifer Besinger, Bob Buckle, Keith Straub and Melonie Doucette.

**MOTION CARRIED**

Question – Is it possible to have some quick notes to advise our municipality members of the outcome.  
Melonie Doucette – We can work on getting a broad overview of the meeting out as soon as possible.

**Adjournment:**

Moved by Eric Jorgensen of Mackenzie County at 11:45am to adjourn the meeting.

**MOTION CARRIED**