



MACKENZIE COUNTY

REGULAR COUNCIL MEETING

**NOVEMBER 30, 2021
10:00 AM**

FORT VERMILION COUNCIL
CHAMBERS

 780.927.3718

 www.mackenziecounty.com

 4511-46 Avenue, Fort Vermilion

 office@mackenziecounty.com



Mackenzie County

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**Tuesday November 30, 2021
10:00 a.m.**

Fort Vermilion Council Chambers

Fort Vermilion, Alberta

AGENDA

			Page
CALL TO ORDER:	1.	a) Call to Order	
AGENDA:	2.	a) Adoption of Agenda	
ADOPTION OF PREVIOUS MINUTES:	3.	a) Minutes of November 9, 2021 Regular Council Meeting	7
		b) Minutes of the November 19, 2021 Budget Council Meeting	17
		c) Business Arising out of the Minutes	
CLOSED MEETING:		<i>Freedom of Information and Protection of Privacy Act Division 2, Part 1 Exceptions to Disclosure</i>	
	4.	a) Land – La Crete Airport Lease Agreement – 1649808 AB Ltd. (s.17)	
		b)	
TENDERS:		Tender openings are scheduled for 11:00 a.m.	
	5.	a)	
		b)	
PUBLIC HEARINGS:		Public Hearings are scheduled for 1:00 p.m.	
		a)	
		b)	
DELEGATIONS	7.	a)	
		b)	

GENERAL REPORTS:	8.	a)	CAO & Director Reports	25
		b)		
AGRICULTURE SERVICES:	9.	a)	None	
		b)		
COMMUNITY SERVICES:	10.	a)	Fort Vermilion Ice Plant Repairs – 2021 Budget Amendment	33
		b)	Hutch Dock Pilings – 2021 Budget Amendment	35
		c)		
FINANCE:	11.	a)	Amend Policy FIN025 – Purchasing Authority Directive and Tendering Process	37
		b)	Financial Reports – January 1 – October 31, 2021	49
		c)	Flood Mitigation for Land Development Project Budget Amendment	57
		d)	Expense Claims – Councillors	59
		e)	Expense Claims – Member at Large	61
		f)		
		g)		
OPERATIONS:	12.	a)	None	
		b)		
UTILITIES:	13.	a)	None	
		b)		
PLANNING & DEVELOPMENT:	14.	a)	Bylaw 1243-21 Land Use Bylaw Amendment to Rezone Plan 102 4542; 1; 39 & 40 from Rural Country Residential 3 “RCR3” to Country Recreational “CREC”	63
		b)	Bylaw 1244-21 Land Use Bylaw	79
		c)	Bylaw 1245-21 Municipal Development Plan	85

		d)	Fort Vermilion School Division Bus Shelters	91
		e)		
		f)		
ADMINISTRATION:	15.	a)	Member at Large Application - Streetscape	101
		b)		
		c)		
COUNCIL COMMITTEE REPORTS:	16.	a)	Council Committee Reports (verbal)	
		b)	Municipal Planning Commission Meeting Minutes	103
		c)		
		d)		
INFORMATION / CORRESPONDENCE:	17.	a)	Information/Correspondence	133
NOTICE OF MOTION:	18.	a)		
NEXT MEETING DATES:	19.	a)	Budget Council Meeting December 6, 2021 10:00 a.m. Fort Vermilion Council Chambers	
		b)	Budget Council Meeting December 7, 2021 10:00 a.m. Fort Vermilion Council Chambers	
ADJOURNMENT:	20.	a)	Adjournment	



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	November 30, 2021
Presented By:	Carrie Simpson, Director of Legislative & Support Services
Title:	Minutes of the November 9, 2021 Regular Council Meeting

BACKGROUND / PROPOSAL:

Minutes of the November 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 November 9, 2021 Regular Council Meeting be adopted as presented.

Author: C. Sarapuk Reviewed by: _____ CAO: _____

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**Tuesday, November 9, 2021
10:00 a.m.**

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

PRESENT:

Josh Knelsen	Reeve
Walter Sarapuk	Deputy Reeve – left at 1:30 p.m.
Jacque Bateman	Councillor
Peter F. Braun	Councillor
Cameron Cardinal	Councillor
Darrell Derksen	Councillor –virtual
David Driedger	Councillor
Garrell Smith	Councillor
Lisa Wardley	Councillor
Ernest Peters	Councillor - arrived at 10:04 a.m.

REGRETS:

ADMINISTRATION:

Len Racher	Chief Administrative Officer
Byron Peters	Director of Projects and Infrastructure
Carrie Simpson	Director of Legislative Services
Jennifer Batt	Director of Finance
Jeff Simpson	Director of Operations
John Zacharias	Director of Utilities
Don Roberts	Director of Community Services
Caitlin Smith	Manager of Planning and Development
Grant Smith	Agricultural Fieldman
Sylvia Wheeler	Communications Coordinator
	Administrative Officer /Recording Secretary

ALSO PRESENT: Members of the public

Minutes of the Regular Council meeting for Mackenzie County held on November 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.

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

MOTION 21-11-758 **MOVED** by Deputy Reeve Sarapuk

That the agenda be adopted with the additions;

- 10.c) Metis Flag
- 13.a) Zama Water Quality
- 15.a) RMA Lobby Packages Information

CARRIED

**ADOPTION OF
 PREVIOUS MINUTES:**

3. a) Minutes of the October 26, 2021 Organizational Council Meeting

MOTION 21-11-759

MOVED by Councillor Braun

That the minutes of the October 26, 2021 Organizational Council Meeting be adopted as presented.

CARRIED

**ADOPTION OF
 PREVIOUS MINUTES:**

3. b) Minutes of the October 27, 2021 Regular Council Meeting

MOTION 21-11-760

MOVED by Councillor Wardley

That the minutes of the October 27, 2021 Regular Council Meeting be adopted as presented.

CARRIED

**ADOPTION OF
 PREVIOUS MINUTES:**

3. c) Business Arising out of the Minutes

CLOSED MEETING:

4. Closed Meeting

MOTION 21-11-761

MOVED by Deputy Reeve Sarapuk

That Council move into a closed meeting at 10:03 a.m. to discuss the following:

- 4.a) RSSA (s 21,24,25)

CARRIED

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

- All Members of Council
- Len Racher, Chief Administrative Officer
- Byron Peters, Director of Projects & Infrastructure
- Jennifer Batt, Director of Finance

- Jeff Simpson, Director of Operations
- Carrie Simpson, Director of Legislative Services
- Don Roberts, Director of Community Services
- Caitlin Smith, Manager of Planning & Development
- Colleen Sarapuk, Administrative Officer
- Sylvia Wheeler, Communication Coordinator
- John Zacharias, Director of Utilities
- Grant Smith, Agricultural Fieldman

MOTION 21-11-762 **MOVED** by Councillor Cardinal

That Council move out of the closed meeting at 11:02 a.m.

CARRIED

Reeve Knelsen Recessed the meeting at 11:02 am and reconvened the meeting at 11:14 a.m.

TENDERS: 5.a) **None**

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

GENERAL REPORTS: 8. a) **Mitigation Update (Standing Item)**

MOTION 21-11-763 **MOVED** by Councillor Driedger

That the Mitigation update be received for information.

CARRIED

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

COMMUNITY SERVICES: 10. a) **Waste Transfer Station Waste Haul Contract**

MOTION 21-11-764 **MOVED** by Councillor Braun

That Council Motion 21-10-768 be rescinded.

CARRIED

MOTION 21-11-765 **MOVED** by Deputy Reeve Sarapuk

That the current Waste Transfer Station Waste Haul Contract be extended

by 6 months while Mackenzie County completes a full cost review of waste requirements and service levels.

CARRIED

COMMUNITY SERVICES:

10. b) Campground Partnership Open House

MOTION 21-11-766

MOVED by Councillor Driedger

That the Campground Partnership Open House update be received for information.

CARRIED

DELEGATIONS

7.a) Frontier Seed Cleaning Plant – 11:45 a.m.

Reeve Knelsen recessed the meeting at 12:19 a.m. and reconvened the meeting at 1:00 p.m.

PLANNING & DEVELOPMENT:

14. a) Bylaw 1242-21 Caribou Mountain Area Structure Plan

MOTION 21-11-767

MOVED by Deputy Reeve Sarapuk

That first reading be given to Bylaw 1242-21 being an Area Structure Plan for SW 5-110-13-W5M subject to concerns with solid waste, snow removal and overland flooding.

CARRIED

COMMUNITY SERVICES:

10. c) Metis Flag – Addition

MOTION 21-11-768

Requires unanimous

MOVED by Councillor Wardley

That the Metis flag replace the Mackenzie County flag at the Mackenzie County Office in Fort Vermilion from November 14 – 20, 2021.

DEFEATED

FINANCE:

11. a) None

OPERATIONS:

12. a) None

UTILITIES:

13. a) Zama Water Quality - Addition

MOTION 21-11-769
Requires unanimous

MOVED by Councillor Wardley

That the Zama Water Quality discussion be received for information.

CARRIED

**PLANNING &
DEVELOPMENT:**

14. b) Bylaw 605/06 Area Structure Plan for NW & SW 12-107-14-W5M

MOTION 21-11-770

MOVED by Councillor Bateman

That Bylaw 605/06 Area Structure Plan for NW & SW 12-107-14-W5M be repealed.

CARRIED

**PLANNING &
DEVELOPMENT:**

**14. c) Request for Application Fee Refund
Bylaw 1181-20 Land Use Bylaw Amendment**

MOTION 21-11-771
Requires Unanimous

MOVED by Councillor Wardley

That the Land Use Bylaw Amendment application fee of \$460 be refunded to the applicant for proposed Bylaw 1181-20, due to cancellation of the application.

CARRIED

**PLANNING &
DEVELOPMENT:**

14. d) Commercial Business Incentive Options

MOTION 21-11-772

MOVED by Councillor Driedger

That the Commercial Business Incentive Options be brought a Committee of the Whole meeting for further discussion.

CARRIED

Reeve Knelsen recessed the meeting at 2:37 p.m. and reconvened the meeting at 2:56 p.m.

**PLANNING &
DEVELOPMENT:**

14. e) RFD - Timber Damage Assessment (TDA)

MOTION 21-11-773

MOVED by Councillor Wardley

That a document regarding public recreation on crown land and Timber Damage Assessment be created for lobbying purposes.

CARRIED

ADMINISTRATION: 15. a) RMA Lobby Packages Information - Addition

MOTION 21-11-774 **MOVED** by Councillor Driedger
Requires unanimous

That the RMA Lobby Packages discussion be received for information.

CARRIED

COUNCIL COMMITTEE REPORTS: 16. a) Council Committee Reports (verbal)

MOTION 21-11-775 **MOVED** by Councillor Cardinal

That the Council Committee Reports be received for information.

CARRIED

INFORMATION / CORRESPONDENCE: 17. a) Information/Correspondence

MOTION 21-11-776 **MOVED** by Councillor Wardley

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

CARRIED

NOTICE OF MOTION: 18. a) None

NEXT MEETING DATE: 19. a) Next Meeting Dates

Budget Council Meeting
November 19, 2021
1:00 p.m.
Fort Vermilion Council Chambers

Regular Council Meeting
November 30, 2021
10:00 a.m.

Fort Vermilion Council Chambers

Budget Council Meeting
December 7, 2021
10:00 p.m.
Fort Vermilion Council Chambers

Regular Council Meeting
December 14, 2021
10:00 a.m.
Fort Vermilion Council Chambers

Budget Council Meeting
December 14, 2021
10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT: 20. a) Adjournment

MOTION 21-11-778 MOVED by Councillor Peters

That the council meeting be adjourned at 4:01 p.m.

CARRIED

These minutes will be presented to Council for approval on November 30, 2021.

Joshua Knelsen
Reeve

Lenard Racher
Chief Administrative Officer



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	November 30, 2021
Presented By:	Carrie Simpson, Director of Legislative & Support Services
Title:	Minutes of the November 19, 2021 Budget Council Meeting

BACKGROUND / PROPOSAL:

Minutes of the November 19, 2021, Budget Council Meeting are attached.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

Approved Council Meeting minutes are posted on the County website.

POLICY REFERENCES:

Author: C. Sarapuk Reviewed by: _____ CAO: _____

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the minutes of the November 19, 2021 Budget Council Meeting be adopted as presented.

Author: C. Sarapuk Reviewed by: _____ CAO: _____

**MACKENZIE COUNTY
BUDGET COUNCIL MEETING**

**Friday November 19, 2021
1:00 p.m.**

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

PRESENT:	Josh Knelsen	Reeve
	Walter Sarapuk	Deputy Reeve
	Jacque Bateman	Councillor
	Peter F. Braun	Councillor
	Cameron Cardinal	Councillor
	David Driedger	Councillor
	Darrell Derksen	Councillor
	Garrell Smith	Councillor
	Lisa Wardley	Councilor
REGRETS:	Ernie Peters	Councillor
ADMINISTRATION:	Len Racher	Chief Administrative Officer
	Carrie Simpson	Director of Legislative Services
	Jennifer Batt	Director of Finance
	Jeff Simpson	Director of Operations
	John Zacharias	Director of Utilities
	Don Roberts	Director of Community Services
	Caitlin Smith	Manager of Planning and Development
	Grant Smith	Agricultural Fieldman
	Willie Schmidt	Manager of Fleet Maintenance
	Colleen Sarapuk	

ALSO PRESENT:

Minutes of the Budget Council meeting for Mackenzie County held on November 19, 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 1:00 p.m.

AGENDA: 2. a) Adoption of Agenda

MOTION 21-11-779 MOVED by Councillor Cardinal

That the agenda be adopted as presented.

CARRIED

ADOPTION OF PREVIOUS MINUTES 3. a) None

DELEGATIONS: 4. None

TENDERS: 5.a) None

PUBLIC HEARINGS 6.a) None

GENERAL REPORT: 7.a) None

AGRICULTURE SERVICES: 8. a) None

COMMUNITY SERVICES: 9. a) None

FINANCE: 10. a) 5 Year Capital Plan Review

MOTION 21-11-780 **MOVED** by Councillor Cardinal

That the 5 Year Capital Plan be received for information as amended.

CARRIED

FINANCE 10.b) Budget Workshop Information Follow Up

MOTION 21-11-781 **MOVED** by Councillor Wardley

That an amendment to the fee schedule bylaw be brought to the next Budget Council meeting to increase the rural snow plow services to \$100/flag for rural residents, and \$40/flag for seniors effective January 1, 2022.

CARRIED

MOTION 21-11-782 **MOVED** by Councillor Braun

That an amendment to the fee schedule bylaw be brought to the next Budget Council meeting to include a \$5 monthly fee for hamlet residence for sidewalk snow removal/sweeping effective January 1, 2022.

CARRIED

MOTION 21-11-783 **MOVED** by Councillor Wardley

That the Budget Workshop Information follow up be received for information.

CARRIED

FINANCE

10.c) Draft 2022 Operating Budget

MOTION 21-11-784

MOVED by Councillor Bateman

That administration engage with AUPE to begin negotiation discussions.

CARRIED

Reeve Knelsen recessed the meeting at 2:24 p.m. and reconvened the meeting at 2:38 p.m.

Reeve Knelsen recessed the meeting at 3:57 p.m. and reconvened the meeting at 4:09 p.m.

MOTION 21-11-785

MOVED by Councillor Bateman

That the Track Sheet Change #1 be approved as presented and incorporated into the Draft 2022 Operating Budget.

CARRIED

FINANCE:

10. d) Organizational Chart Amendment Request

MOTION 21-11-786

MOVED by Councillor Wardley

That the 2 summer staff positions under Community Services be moved to Operations and the Summer Staff Waste Transfer Station position be deleted.

CARRIED

MOTION 21-11-787

MOVED by Councillor Wardley

That the Community Services Administrative Assistant positions discussion be TABLED until future Council meeting.

CARRIED

FINANCE:

10. e) Non-Profit Organizations

MOTION 21-11-789 **MOVED** by Councillor Braun

That agenda items 10.e) through 10.i) be TABLED until next budget council meeting.

CARRIED

OPERATIONS: 11. a) None

UTILITIES 12.a) None

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

ADMINISTRATION: 14. a) None

**INFORMATION /
CORRESPONDENCE:** 15. a) None

NOTICE OF MOTION: 16. a) None

**NEXT MEETING
DATE:** 17. a) **Next Meeting Dates**

Organizational Meeting
November 30, 2021
10:00 a.m.
Fort Vermilion Council Chambers

Budget Council Meeting
December 7, 2021
10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT: 18. a) **Adjournment**

MOTION 21-11-790 **MOVED** by Councillor Braun

That the council meeting be adjourned at 6:05 p.m.

CARRIED

These minutes will be presented for approval at the November 30, 2021 Regular Council Meeting.

Joshua Knelsen
Reeve

Lenard Racher
Chief Administrative Officer



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	November 30, 2021
Presented By:	Len Racher, Chief Administrative Officer
Title:	CAO & Director Reports for October, 2021

BACKGROUND / PROPOSAL:

The CAO and Director reports for October 2021 are attached for information.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

N/A

Author: C. Sarapuk **Reviewed by:** _____ **CAO:** _____

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

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

Author: C. Sarapuk Reviewed by: _____ CAO: _____

MONTHLY REPORT TO THE CAO

For the Month Ending October, 2021

From: Jennifer Batt
Director of Finance

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
2021 Operating & Capital	Ongoing	Review Operating Budget to Actual. Review Capital Budget to Actual. Compile 2022 Budget information. Meet with various Directors re: 2022 budgets. Distribute reports to CAO & Directors for reporting. 2021 Tax collection and review, and reporting to council.
MSI Reporting	Ongoing	2020 SFE submitted, awaiting for approval
Disaster Recovery Program <i>2018 Peace River Ice Jam</i> <i>2019 Chuckegg Wildfire</i> <i>2020 Peace River Ice Jam / Overland Flood</i>	Ongoing	Review ongoing projects. 2 Projects submitted under review. 1 project confirmed 80% funding to be released. Administration is still gathering requested information on road project. Work w various GOA agencies on the flood recovery plan and funding streams available. Attend one on one meetings. Work with Project manager, site supervisor on sites development, and quote packages required. 1 mobile home moved to site. 5 additional homes scheduled for October. Meet with Boreal Housing regarding their properties.

<p>2021 Overland Flood</p> <p>2021 Sever Storm Overland Flooding</p>		<p>DRP Part 1 & 2 application submission completed in July. Continue to gather reporting data once approved for submission,</p> <p>Application denied – Council request to appeal.</p>
<p>Annual Report</p>	<p>Ongoing</p>	<p>Submit past years information for Annual report, including major events of 2019 & 2020 Disasters.</p>
<p>Elections</p>	<p>Completed</p>	<p>Support Election Poles with staffing – 3 days various locations October 13,16,18</p>
<p>Attend Various meeting</p>		<p>Regular Council meetings October 12,27</p> <p>Council Organizational Meeting – October 26</p> <p>Meet & Greet – New Council Members – October 28</p> <p>Managers Meeting – October 4</p> <p>CAO Recruitment – October 13</p> <p>Administration October 1,22,</p> <p>Mitigation & One on one Meetings – October 4,13,19,20,22,29</p> <p>Mitigation Team Meeting October 5,8,22</p> <p>Mitigation GOA Meetings – October 28</p>
<p>Interviews for Administrative Assistant October 29th – Position filled.</p>		

Monthly Report to the CAO

For the month of October, 2021

From: Caitlin Smith,
Manager of Planning and Development

Strategic Priorities for Planning & Development

Program/Activity/Project	Timeline	Comments
Land Use Framework	TBA	Joint project report; see Byron's report for project update
Municipal Development Plan, Land Use Bylaw, and Fort Vermilion Area Redevelopment Plan	Q4 2021	Administration meets with the consultant bi-weekly. O2 has completed a draft of the Municipal Development Plan and the Land Use Bylaw for presentation today. The Fort Vermilion Area Redevelopment Plan public meeting dates will start in the new year.

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
La Crete Area Structure Plan Revision	Q4 2022	Administration will request an updated ASP for 2022 as an approved development will be changing the transportation plan and the additional development outside of the hamlet.
100A Street Land Acquirement (Future Main Street Widening in La Crete)	Q4 2021	Administration has engaged Borderline Surveys regarding the subdivision and URW survey plan. The project is underway and offers to adjacent landowners will take place once the land is surveyed.

Personnel Update:

All positions within the department are filled.

Other Comments:

This year has been the busiest year for development; to date there are over 300 development permits processed and a record 69 subdivision applications with more enquiries daily.

Much of October was spent assisting with the 2021 Municipal Elections; training, preparation, scheduling, facilitating, etc.

Administration received one request for inspection for a rural residential multi-lot north of La Crete. There is currently one outstanding multi-lot rural residential subdivision that is up for final inspection; there has not been a request but due to snow there will be no site inspection until Spring if they so choose. To date, there are two urban multi-lot subdivisions that are still under construction. Administration reached out to the developers to notify that the municipal engineer was in the area at the beginning of November and the site manager determined that the projects were not substantially complete for inspection.

Administration is working on land transfers for the lagoon site, and the Storm Pond A land purchase. Both items are awaiting signature from the respective parties.

The drainage ditch located west of the Northridge subdivision which will tie into the storm water drainage plan for Northwest La Crete has been sent for registration and will be owned by the municipality.

The fence along the alley into Vanguard park in La Crete will be installed on December 13, 2021 as per Council request.

Administration has sent the concerns of Council to the LRRCN Group of Companies and these will be addressed in a revised version of the ASP as confirmed by the applicant. The ASP will return to Council for public hearing on December 14, 2021.

Budget is in full swing, staff time has been spent planning the 2022 department operating budget and one-time requests.

I am also supporting the Mitigation team with lease agreements and subdivision planning.

Monthly Report to the CAO

For the month of October, 2021

From: Jeff SIMPSON, B. Comm, GDM
 Director of Operations

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Administration	Ongoing	Capital Projects – All completed for 2021.
Airport Maintenance	Ongoing	Regular maintenance as required.
Flood Mitigation Project	Ongoing	One on One Meetings continuing as required. Secondary and subsequent meetings are starting to incur as houses are prepped and relocated to Phase 1. Planning continues for Phase 2 and Bestbuy developments.
Gravel Program (2021)	Ongoing	Completed for 2021.
Road Maintenance	Ongoing	Spot gravelling program continues as required. Fall pothole program completed. Traffic signs damaged/broken replaced throughout the County. Tree trimming and transfer stations cleanup completed. New Roads program continues with the supply of gravel as required.
Spring Preparations / Overland Flooding	Ongoing	All culvert projects for the North and South completed as identified.
Winter Preparations	Ongoing	Manufactured fines ordered and mixing started with salt for stockpile. Docks pulled out from all County manager lakes. Water pumps removed from Jubilee Park.

Meetings Attended:

Date	Description
Oct. 4/21	FV Mitigation Meeting – One on One
Oct. 4/21	Managers Meeting
Oct. 5/21	FV Mitigation Meeting = Team Meeting
Oct. 5/21	Public Consultation Meeting – 100 Ave Traffic
Oct. 6/21	AEMA Meeting – Program Review
Oct. 7/21	Staffing Interview
Oct. 8/21	DRP Commercial Business Meeting
Oct. 12/21	Budget Council Meeting
Oct. 14/21	Staffing Meeting with HR
Oct. 15/21	Staffing Interview
Oct. 19/21	Staffing Interview
Oct. 19/21	Project Meeting with Engineer
Oct. 20/21	FV Mitigation Meeting – Interim Accommodations
Oct. 20/21	Bridge Repair – Contractor Meeting
Oct. 22/21	FV Mitigation Meeting – Team Meeting
Oct. 22/21	FV Mitigation Meeting – Subdivision Meeting (BestBuy)
Oct. 26/21	Council Meeting – Organizational
Oct. 27/21	Regular Council Meeting
Oct. 28/21	Council Orientation / Department Briefing
Oct. 28/21	Mitigation Meeting – Boreal Housing
Oct. 29/21	Mitigation Meeting – Bestbuy Subdivision

Submitted by:

**Jeff SIMPSON, B. Comm, GDM
Director of Operations**



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	November 30, 2021
Presented By:	Don Roberts, Director of Community Services
Title:	Fort Vermilion Ice Plant Repairs – 2021 Budget Amendment

BACKGROUND / PROPOSAL:

On September 14th Administration informed Council of the issue concerning Ice Plant repairs at the Fort Vermilion Recreation Complex. At the time it was undetermined whether RMA insurance would cover the cost of the repair or not. Council was also made aware that repairs were moving forward.

The Insurance Company has requested additional information from the contractor that conducted repairs in order to determine coverage.

All repairs are completed and Mackenzie County has received the repair invoices. The insurance company is still undecided.

OPTIONS & BENEFITS:

Option 1

Delay payment of the repair invoice and continue to work with RMA Insurance to determine if the repair cost of the Fort Vermilion Ice Plant will be covered. This may require an amendment of the 2022 budget.

Option 2

Amend the 2021 operational budget - Grants to Other Organizations to include \$55,000 for the Fort Vermilion Ice Plant repair and for administration to continue to work with the insurance company to determine coverage.

Author: D. Roberts **Reviewed by:** _____ **CAO:** _____

COSTS & SOURCE OF FUNDING:

Total repair Invoice
\$54,980.00

Source Funding – Operations - Grants to Other Organizations.

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

POLICY REFERENCES:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That administration amend the 2021 budget to include \$55,000 for the Fort Vermilion Ice Plant repair with funds coming from the Operations - Grants to Other Organizations and for administration to continue to work with the insurance company to determine coverage.

Author: _____ Reviewed by: _____ CAO: _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	November 30, 2021
Presented By:	Don Roberts, Director of Community Services
Title:	Hutch Dock Pilings – 2021 Budget Amendment

BACKGROUND / PROPOSAL:

In 2019 Council approved the capital project of installing dock pilings in Hutch Lake. Dock pilings were installed in Wadlin Lake the year prior and the concept was to duplicate the same type of stabilization for the Hutch Lake docks.

Early 2020 the pilings were installed but didn't receive a concrete fill within the pipe and resulted in the pilings being bent due to ice flow during spring thaw.

During 2021 budget deliberations administration requested a budget amendment to remove the bent pilings and install new ones. This was approved.

Early 2021 administration had two pilings installed and ensured concrete was added to strengthen the piles.

In the spring the pilings bent again due to ice flow during spring thaw. Further investigation revealed that the thickness of the pilings and the depth of the waters between Wadlin Lake and Hutch Lake may have contributed to the failure.

OPTIONS & BENEFITS:

Option 1

Amend the 2021 Capital Budget – Hutch Dock pilings to include the extra removal of pilings.

Author: D. Roberts **Reviewed by:** _____ **CAO:** _____

COSTS & SOURCE OF FUNDING:

2021 Budget - \$22,000

Additional Cost - \$3,580

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

POLICY REFERENCES:

ADM041 Recreational Capital Projects
ADM040 – Recreational Area Policy

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That administration amend the 2021 Capital Budget – Hutch Dock piles by an additional \$3580.00 with funding coming out of the Operational Reserves

Author: _____ Reviewed by: _____ CAO: _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	November 30, 2021
Presented By:	Jennifer Batt, Director of Finance
Title:	

BACKGROUND / PROPOSAL:

At the April 13, 2021 Regular Council meeting, administration was asked to bring the tendering process to the April 27, 2021 Committee of the Whole Meeting where the following motion was passed;

MOTION COW-21-04-045 **MOVED** by Councillor Bateman

That a recommendation be made to Council that FIN025 Purchasing Policy be amended as discussed.

CARRIED

The amendments discussed at the Committee of the Whole meeting April 27th, 2021 were never brought to Council for final approval.

Attached is the draft amended FIN025 Purchasing Policy.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

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

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That Policy FIN025 Purchasing Authority Directive and Tendering Process be amended as presented/discussed.

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

Mackenzie County

Title	Purchasing Authority Directive and Tendering Process	Policy No:	FIN025
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**Municipal Government Act, Section 209 and 248 (1) and Part 5
PW018 Hiring of Private Equipment**

Purpose

- To provide Council and municipal employees with a clear understanding of purchasing authority, what that purchasing authority is, and the process in which the municipality is committed to an expenditure, and approval for payment of such an expenditure.
- To establish a policy for the tendering for the supply of goods and services and the subsequent opening and award of contracts.
- Transparency of purchasing policy for all.

Policy Statement, Definitions and General Guidelines

1. Policy Statement

Policy will provide guidelines for the purchase of goods and services and for the tendering process.

2. Definitions

Bidder:

- For the purpose of this policy, “bidder” means a person, groups of persons, corporation or agency that submits a tender for the supply of goods and/or services to the municipality.

COR:

- The Certificate of Recognition (COR) in safety is issued to employers who develop and implement health and safety programs that meet established standards. COR is an essential component of WCB's Partners in Injury (PIR) program. Certificates for the Alberta construction industry are issued by the Alberta Construction Safety Association and are co-signed by Alberta Human Resources and Employment.

Council:

- For the purpose of this policy, “Council” means Council as whole.

Designated Officer:

- For the purpose of this policy, “Designated Officer” means an individual or individuals as described in the MGA.

Local Supplier:

- For the purpose of this policy, “local supplier” means a business located within the Mackenzie County including Towns of High Level and Rainbow Lake.

Recurring expenditure:

- For the purpose of this policy, “Recurring” expenditures shall include items such as utilities, telephone, lease payments, contract payments, payroll or items as identified by the Chief Administrative Officer (examples of non-recurring expenditure: traveling, training & education).

SECOR:

- Small employer COR. Specifically designated for organizations with 10 employees or less.

Security:

- For the purpose of this policy, “security” means a surety or collateral that is secured by the issuers that in the event of a default, the security becomes forfeited to the County which could include one or more of the following:
 - A Certified Cheque
 - Performance and/or Labour Bond
 - Letter of Guarantee

Tender:

- For the purpose of this policy, “tender” means an invitation to tender, bid, quotations and requests for proposals.

3. Responsibilities

Chief Administrative Officer (CAO) and/or Designated Officer will:

- a) Provide requisition forms and procedures to support the implementation of this policy.
- b) Reserve the right to remove or amend the purchasing authority for any staff position of the municipality.

Chief Administrative Officer (CAO) and/or Designated Officer and the Reeve and/or Deputy Reeve will:

- c) Be the signatories required on all contract and agreement documents for purchases approved by Council.

Director of Finance will:

- d) Provide procedures for the processing of invoices and statements.
- e) Provide procedures for the recording of purchases into inventory.
- f) Provide procedures for the recording of capital assets additions.
- g) Provide the capital budget projects codes annually and as required.
- h) Provide capital and operating income statements at no less than monthly frequency and reasonably upon request to the department heads for their review to supplement spending monitoring.

CAO, Directors and Managers will:

- i) Ensure that all tendering and purchasing complies with this policy.
- j) Ensure the proper coding of their departmental invoices to operating and capital codes.
- k) Review the monthly capital and operating income statements and provide comments for the monthly variance report prepared for Council by the Finance Department.

5. Purchasing from Local Suppliers

Council recognizes that it is in the best interest of the region to encourage local supply of required goods and services and is therefore committed to purchasing, where permitted, from the local suppliers where costs and quality are competitive and comparable, considering travel time, specifications and investment in local communities.

When using the Request for Proposal format, a point system shall be utilized and the local supplier shall be awarded a minimum 10 points or 10 % of the scoring.

Purchasing Authority

6. List of positions authorized to commit expenditures on behalf of the municipality with the maximum amounts those positions are authorized to commit:

	As approved by Budget
a) Chief Administrative Officer	
Deputy Chief Administrative Officer	\$10,000
Director of Community Services	\$10,000
Director of Finance	\$10,000
Director of Legislative and Support Services	\$10,000
Director of Operations	\$10,000
Director of Projects and Infrastructure	\$10,000
Director of Utilities	\$10,000
Zama Site Manager	\$10,000
Agricultural Field Man	\$10,000

Manager of Planning & Development	\$10,000
Fleet Maintenance Manager	\$5,000
	\$10,000

b) Delegated Expenditure Authority:

Other municipal employees may make purchases under a written authorization of their respective directors, providing these expenditures have been approved in the current budget and they are not exceeding the maximum allowable commitment amounts for the respective department head positions. All written authorizations are to be approved (prior) by the CAO or by the Designated Officer. The Finance Department will receive the original approved written authorizations, and will maintain an up to date list of delegated expenditure authorities.

7. Spending Authority in a Disaster Situation

- a) In a disaster situation, defined by the Chief Administrative Officer or the Director of Disaster Services, authority is granted to spend up to \$50,000 without the need to tender on the sole authority of the Chief Administrative Officer or the Director of Disaster Services. During the disaster, spending in excess of \$50,000 is to be approved by Reeve or Deputy Reeve, or in absence of both, any Councillor, and the Chief Administrative Officer or the Director of Disaster Services without the need to tender.

8. Regulations

Notwithstanding the above authorizations, the following regulations shall apply:

- a) No project expenditure or total of such expenditures shall exceed the approved budget amount without prior authorization by the CAO to a maximum of 10% over the approved budget. Such expenditures shall be brought to Council for approval and budget amendment.
- b) Where a required purchase exceeds the authority noted above, approval of such purchase shall be obtained from Council prior to the commitment of the purchase.
- c) It shall be the responsibility of each individual not to exceed his/her limit or budget; the individual must identify available funds for the required expenditure.
- d) It shall be the responsibility of each department head to assure that an invoice is coded to the correct general ledger code. At no time is an expenditure to be coded to another department/function to which it does not belong.

- e) Where expenditures are recurring the CAO shall review and approve such expenditures for payment. Should a department head request that recurring expenditures are required and approved by him/her prior to payment, that department head shall advise the CAO in writing of such requests identifying what recurring expenditures he/she wishes to review.

9. Tendering Process and Proposal Call Process

- a. Tenders shall be requested from not less than the number of sources listed below, all tender documents to be retained for a period of not less than two years and originals to be submitted to the Finance Department. In addition, the following criteria shall be used for determining if Council decision is required in awarding a tender:

Purchase Scale*	Minimum Approval Level on Invoice for Budgeted Expenditures	Tender Requirement	Council Approval Requirement
Up to \$500	Leadhand or Controller via written authorization from an appropriate Director	Phone quotes or catalog pricing are encouraged to compare prices	No
>\$500 to \$5,000	Leadhand or Controller via written authorization from an appropriate Director and Directors	Phone quotes or catalog pricing for price comparison is required	No
>\$5,000 to \$10,000	Directors	Three written quotations	No
>\$10,000 to \$74,999 for goods and materials and construction projects	Directors and CAO	Three written quotations	No
\$75,000 and up for goods and materials and construction projects	Directors and CAO	Open advertised tenders or proposal as approved by Council and as per New West Partnership Trade Agreement (NWPTA)**	Yes (tender contract to be signed by CAO and Reeve)

***Private equipment may be used as per the Hiring Private Equipment Policy (PW018)**

****All tenders procured through public advertising must be opened at a duly called Council meeting.**

- b. Where tenders are received that do not comply with Section 89(a), or where three (3) tenders cannot be obtained, the tenders received will be accepted provided that:
 - i. Tenders or quotes have been requested from local suppliers of the goods or services required for goods and materials under \$74,999 and

- for construction projects under \$199,999,
- ii. Tenders received which are believed to reflect a fair market price based on the conditions of the request for quotes, and
 - iii. The successful bidder is capable of providing the goods or services as per the conditions of the request for tender or quote.
- c. Where the nature of the services required does not provide for public the competition necessary for the tendering process, Council may by resolution, or the CAO in writing, provide for special tendering and award processes. Examples of these are invitational tenders, legal, architectural and engineering services, accommodations.
 - d. No tenders are required when group-purchasing programs are utilized (AAMD&C and AUMA group purchases), but periodic price check must be conducted.
 - e. Standing quotations may be obtained and used to satisfy the requirements in Section 8(a) for the time period the vendor agrees to honour the quotation.

10. Request for Tender Process (excludes quotes)

- a) Sealed tenders shall be processed in the following manner:
 - i. Sealed tenders to be received marked in the specified manner prior to the designated tender closing. Each tender must be time and date stamped upon receipt and must be kept confidential in a secure place.
 - ii. The sealed tender will be considered invalid if opened prior to the public opening, or if the contents are disclosed to any municipal staff member prior to the public opening.
 - iii. All tenders procured through public advertising must be opened at a duly called Council meeting, and be recorded using a Tender Document Form.
 - iv. Multi-year projects are required to go to tender regardless of the purchase scale.
 - v. Two envelopes will be included in the tender package:
 - The first envelope will contain the required documents in an unsealed envelope for the tender:
 - Performance Deposit (Certified Cheque, Bank Draft, Bid Bond, Consent of Surety)
 - WCB Clearance Letter/Number
 - Certificate of Insurance
 - Valid SECOR/COR Certificate
 - Mackenzie County Business License
 - Additional documents as required for specialty contracts, for example:
 - Bidders Schedule for Work

- Tender for Provision for Services
- Addendum (if required – information only).

~~such as a valid WCB, COR/SECOR, and insurance.~~

- The second envelope will contain the:
 - Signed and sealed bid for the tender
 - Pricing Form
 - Addendum (if required – price affected).
 - vi. Should the first envelope not contain all the required documentation requested within the tender package, the second envelope containing the bid amount will not be opened or considered and will be returned to the proponent as per Policy ADM105 – Tendering Documentation Process.
 - vii. If the proponent has had documented unsuccessful performance in the past with the Municipality, the second envelope may not be opened, and will be returned to the proponent within 5 business days.
 - viii. A summary of the tender opening shall be included in the council meeting minutes.
- b) Withdrawal of a sealed or written tender will only be accepted prior to deadline for receipt of tenders. The request to withdraw the tender must be received in writing.

10. Information to Bidder

- a) Each request for a sealed tender shall provide a clearly defined description of the goods or services required by the municipality, and shall include a statement that the terms of this policy shall apply to each tender.
- b) If additional information is developed during the request for sealed or written tenders, due to meetings, questions raised, or changes in specifications, this information shall be forwarded in writing to all bidders.
- c) Where telephone quotations or written quotes are requested, staff shall ensure that the same information and deadline is given to each person quoting.

11. Security, Bonding and Other Requirements

- a) Prior to tender, bidder is required to have:
 - A current Mackenzie County business license and a copy is to be included in the tender submission documents.

- COR/SECOR (subject to Subsection f))
 - WCB
 - Insurance
- b) Prior to execution of the contract, all security, insurance, naming the Municipality as an additional insured, and Workers Compensation Board requirements as required at the closing time of the tender, shall be in place.
- c) A bid deposit will be forfeited to the municipality if the successful bidder fails to accept the award of tender. Execution of the contract must be complete within 15 days after awarding of the tender.
- d) Equitable security is required at time of tender. The municipality shall retain the Security until the terms of the contract are complete. The Security will be forfeited to the municipality if the successful bidder fails to comply with the terms and conditions of the contract.

Security must be obtained for all projects per the following threshold:

- Road Infrastructure Projects - \$100,000 and up
 - Water/Sewer Infrastructure (underground Construction) - \$75,000 and up
 - Buildings - \$100,000 and up
- e) All security and bonding documents shall be held in a safe at the Fort Vermilion Corporate Office.
- f) A contractor shall be required to have a valid COR/SECOR certification for all municipal works whereby the contractor is considered “the prime contractor” as per the Occupational Health and Safety Act.

For the municipal works whereby a contractor is not considered “the prime contractor” as per the Occupational Health and Safety Act, preference may be given to the contractors that hold COR/SECOR and consideration may be given to contractors that are not certified. When engaging a non-certified contractor, the County will follow the applicable safety orientation procedures as required under the Occupational Health and Safety Act for the respective projects/works and/or internal safety policies and procedures.

The following guidelines shall apply:

COR/SECOR required:

- When the County can transfer prime responsibility for a project to a Contractor as defined in OH&S Act;
- When the project is considered high hazard (i.e. blasting) and no internal expertise exists (no task specific procedure/safe work practice to guide

and/or a hazards assessment cannot be adequately achieved due to lack of internal expertise relative to the task)

COR/SECOR may not be required:

- Consulting services;
- Services received from contractors/suppliers on their premises;
- Equipment paid hourly from the County hired equipment list (companies with COR/SECOR receive 80% per for road builders rate, non-certified contractors received 70% road builders rate, see PW018 Hiring of Private Equipment Policy);
- Certified trades services.

The COR/SECOR exemption may be granted to a contractor under the following conditions:

- The County is the sole employer of the contractor for the duration of the contract's term.
- There are no employees working for the holder of the contract with the County (although an occasional substitute is permitted but must be granted by the County on a case by case basis).
- The individual's services under a contract are limited to labour services, and no or limited specialized equipment provided under the contract.
 - Municipal Campground Caretakers
 - Waste Transfer Station Operator

All current contracts (prior to December 21, 2015) are grandfathered until their expiry.

- g) Administration will maintain an approved list of contractors.

12. Analysis of Tenders

- a) The following factors, presented without any priority, may be used to evaluate all bids received and may include, but are not limited to the following:
 - i. **Ability** of the bidder to meet the requirements of the tender regarding quality, specifications, delivery and service.
 - ii. **Bulk Purchasing**, through larger quantities, cumulative quantities or bulk packaging.
 - iii. **Life Cycle Costs** of goods or services.

- iv. **Local Supplier** is a business located within Mackenzie County including the Towns of High Level and Rainbow Lake.
 - v. **Price**, based on the same FOB location, same currency including goods and services tax, and with discounts applied.
 - vi. **Record** of a bidder's previous performance on quality, experience, service, delivery and safety.
 - vii. **Standardization** of goods to reduce inventory and future costs.
- b) The municipality reserves the right to reject any and all tenders for any cause, to award tenders based on conditions other than price, or to reject all tenders without cause.
- c) The municipality shall not accept tenders, quotations or the supply of services from contractors or suppliers of services who have initiated litigation against the municipality, for a period of one year after the litigation is resolved.

13. Contingency Allowances

- a) Contingency allowances may only be spent to meet the costs of unexpected site conditions, which prevent the contractor from meeting the project specifications as approved by Council. Project contingency will be established at or before time of tender awarding.
- b) Contingency allowances and unspent project funds may only be applied to changes in project specifications and approved by CAO or Council.

	Date	Resolution Number
Approved	2007-12-11	07-12-1120
Amended	2008-12-09	08-12-979
Amended	2011-03-30	11-03-278
Amended	2011-12-12	11-12-970
Amended	2012-10-09	12-10-650
Amended	2015-01-30	15-01-058
Amended	2015-06-22	15-06-463
Amended	2015-12-21	15-12-970
Amended	2016-04-27	16-04-301
Amended	2018-02-13	18-02-121
Amended		



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	November 30, 2021
Presented By:	Jennifer Batt, Director of Finance
Title:	Financial Reports – January 1 – October 31, 2021

BACKGROUND / PROPOSAL:

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

OPTIONS & BENEFITS:

Financial Reports to Council

Council shall receive the following reports monthly:

- Statement comparing actual operating revenues and expenditures to budget for the year-to-date (January – October 31, 2021)
- A report of funds invested in term deposits and other securities
 - (January – October 31, 2021)
- Project progress reports including expenditures to budget until October 31, 2021.

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

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

N/A

POLICY REFERENCES:

Policy FIN010 – Financial Reports

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the Financial Reports for January - October 31, 2021 be received for information.

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

Mackenzie County
Summary of All Units January - October 31, 2021

	2021 Budget	2021 Actual Total	\$ Variance (Remaining)
OPERATING REVENUES			
100-Municipal Taxes	\$23,702,505	\$23,680,360	(\$22,145)
101-Lodge Requisition	\$896,658	\$878,871	(\$17,787)
102-School Requisition	\$6,302,401	\$6,106,910	(\$195,491)
103-Designated Ind. Property	\$76,169	\$73,430	(\$2,739)
124-Frontage	\$99,450	\$37,385	(\$62,065)
261-Ice Bridge	\$140,000	\$120,000	(\$20,000)
420-Sales of goods and services	\$1,036,581	\$892,472	(\$144,109)
421-Sale of water - metered	\$3,457,395	\$2,900,631	(\$556,764)
422-Sale of water - bulk	\$915,229	\$867,700	(\$47,529)
424-Sale of land	\$10,000	\$32,978	\$22,978
510-Penalties on taxes	\$500,000	\$611,800	\$111,800
511-Penalties of AR and utilities	\$29,000	\$20,693	(\$8,307)
520-Licenses and permits	\$45,000	\$52,022	\$7,022
521-Offsite levy	\$20,000	\$362,702	\$342,702
522-Municipal reserve revenue	\$80,000	\$256,050	\$176,050
526-Safety code permits	\$200,000	\$327,668	\$127,668
525-Subdivision fees	\$60,000	\$97,222	\$37,222
530-Fines	\$5,000	\$8,368	\$3,368
531-Safety code fees	\$8,000	\$15,185	\$7,185
550-Interest revenue	\$500,000	\$136,449	(\$363,552)
551-Market value changes			\$0
560-Rental and lease revenue	\$153,702	\$133,184	(\$20,518)
570-Insurance proceeds			\$0
597-Other revenue	\$65,000	\$34,318	(\$30,682)
598-Community aggregate levy	\$50,000		(\$50,000)
630-Sale of non-TCA equipment		\$28,881	\$28,881
840-Provincial grants	\$1,841,095	\$419,817	(\$1,421,278)
890-Gain (Loss) Penny Rounding		(\$0)	(\$0)
909-Other Sources -Grants	\$15,000		(\$15,000)
930-Contribution from Operating Reserves	\$1,410,539		(\$1,410,539)
940-Contribution from Capital Reserves	\$4,500		(\$4,500)
TOTAL REVENUE	\$41,623,224	\$38,095,098	(\$3,528,126)
<i>Excluding Requisitions</i>	\$34,347,996	\$31,035,886	

Mackenzie County
Summary of All Units January - October 31, 2021

	2021 Budget	2021 Actual Total	\$ Variance (Remaining)
OPERATING EXPENSES			
110-Wages and salaries	\$6,526,443	\$4,606,559	(\$1,919,884)
132-Benefits	\$1,410,406	\$1,012,809	(\$397,597)
136-WCB contributions	\$89,478	\$54,542	(\$34,936)
142-Recruiting	\$15,000	\$11,164	(\$3,836)
150-Isolation cost	\$43,200	\$31,957	(\$11,243)
151-Honoraria	\$630,360	\$441,249	(\$189,111)
211-Travel and subsistence	\$390,314	\$112,160	(\$278,154)
212-Promotional expense	\$39,500	\$8,762	(\$30,738)
214-Memberships & conference fees	\$129,212	\$45,107	(\$84,105)
215-Freight	\$99,850	\$58,383	(\$41,467)
216-Postage	\$69,550	\$44,988	(\$24,562)
217-Telephone	\$124,920	\$94,868	(\$30,052)
221-Advertising	\$76,900	\$63,400	(\$13,500)
223-Subscriptions and publications	\$15,250	\$8,392	(\$6,858)
231-Audit fee	\$90,000	\$123,000	\$33,000
232-Legal fee	\$80,000	\$117,986	\$37,986
233-Engineering consulting	\$194,500	\$145,034	(\$49,466)
235-Professional fee	\$348,200	\$159,726	(\$188,474)
236-Enhanced policing fee	\$398,236	\$277,512	(\$120,724)
239-Training and education	\$95,185	\$33,096	(\$62,089)
242-Computer programming	\$220,137	\$65,021	(\$155,116)
243-Waste Management	\$554,800	\$318,654	(\$236,146)
251-Repair & maintenance - bridges	\$44,500	\$26,438	(\$18,062)
252-Repair & maintenance - buildings	\$168,140	\$76,801	(\$91,339)
253-Repair & maintenance - equipment	\$361,450	\$228,510	(\$132,940)
255-Repair & maintenance - vehicles	\$91,000	\$88,307	(\$2,693)
258-Contract graders	\$1,081,554	\$632,306	(\$449,248)
259-Repair & maintenance - structural	\$1,301,200	\$750,244	(\$550,956)
260-Roadside Mowing & Spraying	\$396,000	\$296,729	(\$99,271)
261-Ice bridge construction	\$120,000	\$111,224	(\$8,776)
262-Rental - building and land	\$65,850	\$48,469	(\$17,381)
263-Rental - vehicle and equipment	\$139,734	\$37,177	(\$102,557)
266-Communications	\$155,272	\$115,930	(\$39,342)
271-Licenses and permits	\$25,545	\$7,814	(\$17,731)
272-Damage claims	\$5,000		(\$5,000)
274-Insurance	\$462,735	\$464,266	\$1,531
342-Assessor fees	\$279,000	\$148,639	(\$130,361)
290-Election cost	\$15,000	\$13,872	(\$1,128)
511-Goods and supplies	\$937,534	\$674,357	(\$263,177)
515-Lab Testing	\$43,500	\$26,106	(\$17,394)
521-Fuel and oil	\$647,680	\$537,531	(\$110,149)
531-Chemicals and salt	\$424,800	\$261,391	(\$163,409)
532-Dust control	\$575,000	\$675,998	\$100,998
533-Grader blades	\$143,000	\$149,989	\$6,989
534-Gravel (apply; supply and apply)	\$2,191,967	\$1,774,862	(\$417,105)
994-Change in Inventory	(\$385,333)		\$385,333
543-Natural gas	\$122,247	\$97,030	(\$25,217)
544-Electrical power	\$717,093	\$559,088	(\$158,005)
550-Carbon Tax	\$72,000	\$78,974	\$6,974
710-Grants to local governments	\$2,227,017	\$1,521,650	(\$705,367)
735-Grants to other organizations	\$2,302,092	\$1,809,267	(\$492,825)
747-School requisition	\$6,302,401	\$4,884,621	(\$1,417,780)
750-Lodge requisition	\$896,658	\$896,112	(\$546)
760-Designated Ind. Property	\$76,169	\$76,169	\$0
764-Contributed to Capital Reserve	\$2,578,424		(\$2,578,424)
810-Interest and service charges	\$21,000	\$19,285	(\$1,715)
831-Interest - long term debt	\$389,989	\$233,632	(\$156,357)
832-Principle - Long term debt	\$1,361,746	\$950,908	(\$410,838)
921-Bad Debt/922-Tax Cancellation-Writeoff	\$1,500,000	\$78,071	(\$1,421,929)
Non-TCA projects	\$2,124,820	\$2,542,252	\$417,432
TOTAL EXPENSES	\$41,623,225	\$28,728,387	(\$12,894,838)
Excluding Requisitions	\$34,347,997	\$22,871,484	
995-Amortization of TCA	\$10,146,271		(\$10,146,271)

MACKENZIE COUNTY

ONE TIME Projects 2021 INCLUDING CARRY FORWARDS

Project Description	TOTAL PROJECT BUDGET	2021 BUDGET	TOTAL COSTS	2021 COSTS	2021 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	
(12) - Administration Department													
Cumulative Effects Assessment Study (CF 2017)	270,000	9,363	269,554	8,917	446						9,363	GOR	
FV - Asset Management (2018)	45,000	9,500	35,500	-	9,500						9,500	GOR	
Mackenzie County 25 Year Anniversary	2,525	2,525	-	-	2,525						2,525	GOR	
Emergency Flood Response Supplies (2021)	80,000	80,000	68,973	68,973	11027						80,000	GOR	CM 21-01-035
MOST Project - COVID 19 Asst	1,271,952	1,145,035	1,272,035	1,145,118	-83		1,145,035						CM 20-10-605
FireSmart Home Assessments - FRIAA (2021)	34,000	34,000	-	-	34000			34,000				FRIAA	CM 21-06-525
Zama Trailer Furnishing Project (2021)	20,500	20,500	20,432	20,432	68						20,500	GOR	CM 21-08-575, CM 21-12-30-52
FV - Asset Management (2021)	125,000	125,000	-	-	125000			50,000			75,000	GOR	CM 21-09-660
Total department 12	1,848,977	1,425,923	1,666,495	1,243,441	182,482		1,145,035	84,000			196,888		1,425,923
(23) - Fire Department													
FV - Fire Dept Training Props (2018)	30,000	30,000	-	-	30,000				15,000		15,000	GOR	5a/50 FVFD
Total department 23	30,000	30,000			30,000				15,000		15,000		30,000
(32) - Public Works													
FV - Repair Shop Operations Fence	6,600	6,600	-	-	6,600						6,600	GOR	
Total department 32	6,600	6,600			6,600						6,600		6,600
(33) - Airport													
Airport Master Plan (CF 2016)	75,000	33,005	41,995	-	33,005						33,005	GOR	
Airport Operations/Safety Manuals	30,000	30,000	-	-	30,000						30,000	GOR	Required by Nav Canada and Transport Canada
Total department 33	105,000	63,005	41,995		63,005						63,005		63,005
(41) - Water													
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	11,121	25,830	1,951	9,170						11,121	GOR	
Total department 41	235,000	202,031	34,920	1,951	200,080						202,031		202,031
(42) - Sewer													
LC - Future Utility Servicing Plan (2018)	102,000	32,413	86,587	17,000	15,413						32,413	GOR	CM 21-01-025
Total department 42	102,000	32,413	86,587	17,000	15,413						32,413		32,413
(61) - Planning & Development Department													
Economic Development Investment Attraction Marketing Packages	114,000	24,500	114,000	24,500	0			12,250			12,250	GOR	CARES Grant CM 20-03-203
Municipal Development Plan	305,000	273,448	226,093	194,540	78,907						273,448	GOR	20-08-494
Total department 61	419,000	297,948	340,093	219,040	78,907			12,250			285,698		297,948
(63) - Agricultural Services Department													
Irrigation District Feasibility Study	30,000	30,000	-	-	30,000						30,000	GOR	Motion 18-08-589
Total department 63	30,000	30,000			30,000						30,000		30,000
(72) - Parks													
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	GOR	This may require potential expenditures in 2020
Wadlin lake Phase 2 Campground Expansion Development Plan	3,000	3,000	-	-	3,000						3,000	GOR	This may require potential expenditures in 2020+
LC - Tree Removal 99 Ave	6,000	6,000	5,375	5,375	625						6,000	GOR	
Machesis Lake Glamping (2021)	4,500	4,500	4,380	4,380	120						4,500	RP	CM 21-03-219
Wadlin Lake Fire wood (2021)	7,500	7,500	7,500	7,500	-						7,500	GOR	CM 21-06-528
La Crete Laqoon Fire Wood (2021)	7,500	7,500	7,500	7,500	-						7,500	GOR	CM 21-08-568
Total department 72	36,900	36,900	24,755	24,755	12,145						36,900		36,900
TOTAL 2021 ONE TIME Projects	2,813,477	2,124,819	2,194,845	1,506,187	618,632		1,145,035	96,250	15,000		868,535		2,124,820
2021 Contingent on Grant Funding													
Bridge Maintenance (7 bridges)	250,000							250,000					
2021 Contingent on Grant Funding- Total	250,000							250,000					

Funding Sources for the 2021 Approved Non TCA projects is as follows:

FGTF / MSI	\$	1,145,035
Other Grants/Sources	\$	111,250
General Operating Reserve	\$	864,035
PR	\$	4,500
Total	\$	2,124,820

MACKENZIE COUNTY

TCA Projects 2021 INCLUDING CARRY FORWARDS

Project Description	TOTAL PROJECT BUDGET	2021 BUDGET	TOTAL COSTS	2021 COSTS	2021 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)	Debtenture		
(12) - Administration Department															
LC - 100 Street Plan	65,000	65,000	22	22	64,978							GCR	65,000		CM 20-04-242
FV - Flood Mitigation for Land Development	2,387,290	1,178,394	3,426,122	2,217,225	(1,038,832)	568,470						GCR/GOR	609,924		CM 20-06-378, 20-07-485, 20-12-761, 20-12-762, 21-04-484
Council Chambers Windows (2021)	8,700	8,700	-	-	8,700							GCR	8,700		CM 21-10-691
Total department 12	2,460,990	1,252,094	3,426,144	2,217,248	(965,154)	568,470	-	-	-	-	-	-	683,624	-	1,252,094
(23) - Fire Department															
FV - Training Facility (CF 2017)	20,000	11,350	8,650	-	11,350				10,000			GCR	1,350		Other Sources - FVFD 50%
Total department 23	20,000	11,350	8,650	-	11,350	-	-	-	10,000	-	-	-	1,350	-	11,350
(32) - Transportation Department															
FV - Rebuild Eagles Nest Road (2 miles) (2018)	800,000	784,164	789,226	773,390	10,774	600,290	183,874								
Gravel Reserve (CF 2014)	150,000	92,357	60,537	2,894	89,463							RDR	92,357		
11 mile Culvert Replacement	150,000	150,000	89,576	89,576	60,424										
FV - Rebuild Lambert Point Road (1 1/4 miles)	318,698	50,000	313,207	44,509	5,491										
Rebuild Blumenort Road East	440,000	385,610	461,081	406,690	(21,081)										
Rebuild Machesis Lake Road	440,000	437,876	440,000	437,876	(0)										
LC - 9 Street Lights - 94 Ave 106 St to Pioneer Drive (See Note 1)	75,000	75,000	-	-	75,000										
FS01 Mill Razor	405,000	405,000	402,213	402,873	2,127										
O901 New Road Infrastructure Endeavour to Assist	920,000	468,796	653,218	172,016	296,782							GCR	468,796		20-05-294
LC Crosswalk 94 Ave 103 St	12,000	2,647	12,000	2,647	-							GCR	2,647		
LC - Intersection upgrade of 100 St & 109 Ave (2021)	255,000	255,000	298,260	298,260	(43,260)										
LC - Intersection upgrade Traffic Lights 100 St & 94 Ave (2021)	290,000	290,000	67,318	67,318	222,682										
LC - 101 Ave Asphalt (300 m) (2021)	625,000	625,000	622,778	622,778	2,222										
30 m Right of way for road widening - various locations (2021)	200,000	200,000	856	856	199,144							RDR	200,000		CM 21-06-489
Rebuild TWP Rd 1044 (1 mile) (2021)	300,000	300,000	26,338	26,338	273,663										
Road Repair & Culvert TWP Rd 1042 Rgn Rd 144-145 (2021)	60,000	60,000	44,080	44,080	15,920							RDR	60,000		CM 21-07-515
Rebuild 6 mile N road (2 miles) (2021)	517,000	517,000	516,426	516,426	574										
Plow truck (2021)	325,000	325,000	-	-	325,000										
Ground Penetrating Radar Unit (2021)	36,000	36,000	34,970	34,970	1,030							GCR	36,000		CM 21-06-487
LC - Assorted Road and Sidewalk Repairs (2021)	110,000	110,000	19,400	19,400	90,600										CM 21-06-489
LC - Washout & Culvert Upgrades (2021)	500,000	500,000	171,340	171,340	328,660										
Lawnmower Purchase (2021)	20,000	20,000	18,527	18,527	1,473				1,610			V&R	18,390		
LC - 109 Avenue Widening (2021)	45,000	45,000	-	-	45,000							GCR	45,000		CM 21-09-658
Total department 32	6,978,698	6,089,448	5,042,010	4,152,760	1,936,688	600,290	4,609,360	-	-	-	-	-	878,190	-	6,089,450
(41) - Water Treatment & Distribution Department															
LC - Well Number 4 (CF 2016)	1,348,966	1,175,000	312,719	138,752	1,036,248			689,137				GCR	485,863		20-12-763
ZA - Water Treatment Plant Upgrading (CF 2017)	1,153,569	1,001,944	191,639	40,014	961,930			609,457				RWIR/WSIR	392,487		CM 21-09-634
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			690,722							
FV - Rural Water Supply North of the Peace River (2018)	420,000	174,854	253,749	8,603	166,251							GOR	174,854		\$20,000 from 2017 Non TCA Project - HL Rural Comprehensive Water Study \$400,000
Water line to Hill Crest Community School (2020)	487,720	13,940	474,783	1,003	12,937				13,940						CM 20-05-302, 20-08-500, 21-03-230
FV - Rural Truck Fill Pump Install (2021)	314,500	314,500	16,343	16,343	298,157				314,500						CM 21-05-398
LC - Water Treatment Plant Lower Replacement (2021)	100,000	100,000	7,095	7,095	92,905							GCR	100,000		
LC-North Waterline Oversizing (2021)	200,000	200,000	-	-	200,000							WSIR	200,000		CM 21-05-453
LC-North Sanitary Trunk Sewer (2021)	280,000	280,000	15,646	15,646	264,354							GOR	280,000		CM 21-05-461 CM 21-07-517
Total department 41	5,418,705	3,971,401	1,674,760	227,456	3,743,945	13,940	1,005,222	1,298,594	-	-	-	-	1,653,647	-	3,971,403
(42) - Sewer Disposal Department															
ZA - Lift Station Upgrade (CF 2013-2017)	1,972,037	1,698,066	273,971	-	1,698,066			1,040,707				WIRSWR/SWMR	657,359		CM 21-03-200
LC - Sanitary Sewer Expansion (CF 2016)	161,000	13,390	160,610	13,000	390							GCR	13,390		CM 21-01-024
LC - North Storm-Pond A (2021)	1,190,000	1,190,000	18,200	18,200	1,171,800							WIRSWR	90,000	1,100,000	CM 21-03-240, CM 21-04-312, CM 21-07-533, CM 21-10-677
Total department 42	3,323,037	2,901,456	452,781	31,200	2,870,256	-	-	1,040,707	-	-	-	-	760,749	1,100,000	2,901,456
(43) - Waste															
Waste Bins Replacement (2021)	20,000	20,000	-	-	20,000							GCR	18,000		
Total department 43	20,000	20,000	-	-	20,000	-	-	-	-	-	-	-	18,000	-	20,000
(61) - Planning & Development															
LC Drainage Ditch Plan 192-3085, Block 24, Lot 2	6,000	6,000	3,440	3,440	2,560							SWMR	6,000		CM 20-10-615
LC Drainage Ditch Plan 992-0894, Block 2, Lot 1	8,000	2,225	5,775	-	2,225							SWMR	2,225		CM 20-10-617
LC Drainage Ditch NE 8-106-15-WSM (2021)	15,000	15,000	10,525	10,525	4,475							GCR	15,000		CM 21-02-100
Total department 61	29,000	23,225	19,740	13,965	9,260	-	-	-	-	-	-	-	23,225	-	23,225

MACKENZIE COUNTY

TCA Projects 2021 INCLUDING CARRY FORWARDS

Project Description	TOTAL PROJECT BUDGET	2021 BUDGET	TOTAL COSTS	2021 COSTS	2021 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)	Debtenture	
(63) - Agriculture														
HL - Rural Drainage - Phase II & Phase III (CF 2014/2015)	1,181,000	38,019	1,142,981	-	38,019						SWMR	38,019		
Total department 63	1,181,000	38,019	1,142,981	-	38,019							38,019		38,019
(71) - Recreation														
ZA - Water Repair in Furnace Room (CF 2017)	10,000	8,338	1,662	-	8,338						GOO	8,338		
ZA - Re-shingling Hall (CF 2017)	23,601	17,849	5,752	-	17,849						GOO	17,849		CM 20-02-084.20-11-758
FV - Overhead Door Replacement/Completion of Hockey Netting	16,000	3,100	12,900	-	3,100						RB-FV	3,100		
FV - Outdoor Rink Repairs	14,000	14,000	-	-	14,000						RB-FV	14,000		
FV - Purchase Outhouses for Rodeo Grounds	10,000	10,000	-	-	10,000						RB-FV/GOR/GCR	10,000		
LC - Tennis Court, Basketball Pickle Ball Court (2021)	299,106	299,106	162,865	162,865	136,241		149,553		149,553					CM 21-05-400
Total department 71	372,707	352,394	183,178	162,865	189,529		149,553		149,553			53,287		352,393
(72) - Parks & Playgrounds Department														
Hutch Lake Campground Improvements (CF 2017)	112,000	63,933	109,772	61,705	2,228						IC-REC/MR	63,933		
River Search & Rescue Access Plan - Atlas & Tompkins Landing Boat Launch & FV Bridge Campground	92,000	32,430	68,569	8,999	23,431						GOR	32,430		CM 21-01-051
Vanguard Subdivision Playground Equipment	30,000	6,265	26,315	2,580	3,685						MR	6,265		
Wadlin Lake Dock Piling Improvements - Firewood Compound	13,000	10,045	2,955	-	10,045						GCR	10,045		
Hutch Dock Piling	22,000	15,038	25,580	18,618	(3,580)						GOR	15,038		
Jubilee Park Walkway	10,000	10,000	-	-	10,000						GOR	10,000		
FV - Streetscape (CF 2017)	100,000	61,641	38,359	-	61,641						IC-DV /GCR/GOR	87,035		CM 19-04-274 Moved to 72 in 2020 Budget (25,000GOR) cm21-07-518
Streetscape - La Crete	25,000	24,602	19,809	19,411	5,191						GOR	24,602		
New Hamlet Park (2021)	38,000	38,000	19,715	19,715	18,285						MR	38,000		
Water Well at Jubilee Park (2021)	17,955	17,955	-	-	17,955		17,955							
FV - Streetscape Second dock project (2021)	25,394	25,394	-	-	25,394									CM21-07-518
Total department 72	485,349	305,302	311,075	131,027	174,274		17,955					287,348		305,303
TOTAL 2021 Capital Projects	20,269,486	14,964,688	12,261,319	6,936,521	8,028,167	1,200,655	5,764,135	2,339,301	163,163	-	-	4,397,439	1,100,000	14,964,693

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							-
Carry Forward Contingent on Grant Funding- Total	7,085,000	7,085,000	-	-	7,085,000	-	4,085,000	-	-	-	-	-	-	3,000,000

2021 Contingent on Grant Funding

FV - New Hockey Boards and Glass with Protective Netting	199,500						99,750				GCR	99,750		Contingent on Grant Funding 50/50
FV - Fitness Centre Expansion	99,000						49,500				GCR	49,500		Contingent on Grant Funding 50/50
FV - Baseball Netting	75,000						37,500				GCR	37,500		Contingent on Grant Funding 50/50
LC - Wheel Chair Lift	50,000						25,000				GCR	25,000		Contingent on Grant Funding 50/50

2021 Contingent on Grant Funding- Total

Total of Contingent Funding	423,500	-	-	-	-	-	211,750	-	-	-	-	211,750	3,000,000	
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Administration to seek grant funding for below projects prior to proceeding

Note 1 - LC - 9 Street Lights - 94 Ave 106 St to Pioneer Drive Note 1

Note 2 - FV - Rebuild Butter town Road

Funding Sources for the 2021 Approved Capital projects is as follows:

FGIF & MSI	\$	6,964,790
Other Grants/Sources	\$	2,502,464
MUNICIPAL LEVY	\$	-
General Operating Reserve	\$	988,449
General Capital Reserve	\$	1,466,257
Municipal Reserve	\$	107,265
Road Reserve	\$	352,357
Vehicle & Equipment Reserve	\$	18,390
Rural Water Reserve	\$	192,930
Waste/Sewer Infrastructure Reserve	\$	581,753
Surface Water Management Reserve	\$	631,850
Incomp. Cap - Develop. Reserve	\$	12,035
Incomp. Cap - Recreation	\$	933
Recreation Board Fort Vermillion	\$	19,033
Recreation Board La Crete	\$	-
Grants to Other Organizations	\$	26,187
Debtenture	\$	1,100,000
TOTAL		14,964,693

Investment Report for Period Ending October 31, 2021

Reconciled Bank Balance on October 31, 2021

Reconciled Bank Balance 31-Oct-21 \$ 20,842,209

Investment Values on October 31, 2021

Short term T-Bill (1044265-26)	\$	251,166.51
Long term investments (EM0-0374-A)	\$	9,016,362.35
Short term notice on amount 31 days	\$	6,138,409.64
Short term notice on amount 60 days	\$	3,989,811.22
Short term notice on amount 90 days	\$	2,031,564.26
Vision Credit Union - 2 year	\$	2,180,252.05

Total Investments **\$ 23,607,566.03**

Total Bank Balance and Investments **\$ 44,449,774.58**

These balances include 'market value changes'.

Revenues

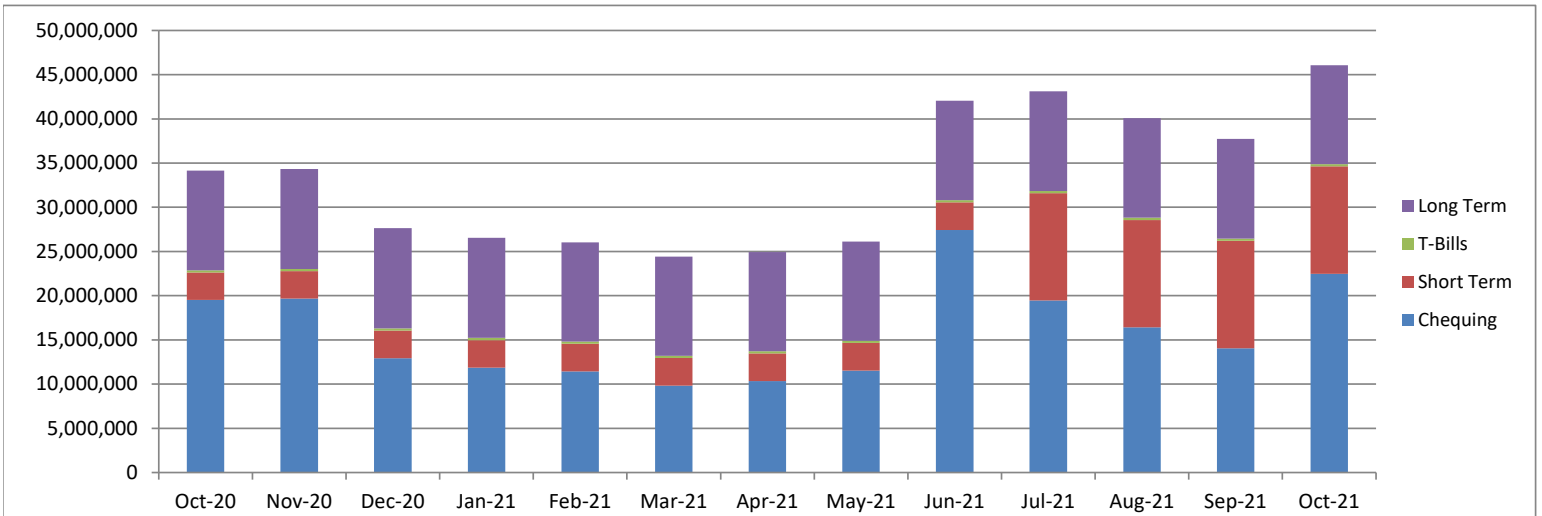
Interest received from investments
Interest accrued from investments but not received.

	YTD	Short Term YTD	Long Term YTD
Interest received from investments	\$ 151,278.01	\$ 32,090.04	\$ 119,187.97
Interest accrued from investments but not received.	\$ 112,938.23	\$ -	\$ 112,938.23
	\$ 264,216.24	\$ 32,090.04	\$ 232,126.20

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

	\$ 108,060.11	\$ 108,060.11	
Total interest revenues before investment manager fees	\$ 372,276.35	\$ 140,150.15	\$ 232,126.20
Deduct: investment manager fees for investments	\$ (23,793.07)		\$ (23,793.07)
Total interest revenues after investment manager fees	\$ 348,483.28	\$ 140,150.15	\$ 208,333.13

Balances in the Various Accounts - Last 13 Months





Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	November 30, 2021
Presented By:	Jennifer Batt, Director of Finance
Title:	Flood Mitigation for Land Development Project Budget Amendment

BACKGROUND / PROPOSAL:

As reported at a recent Council meeting, Mackenzie County has received the signed Conditional Grant Agreement from Municipal Affairs for the relocation of residents from the flood plain.

Administration continues to work on a budget by classification to present to Council at a future meeting.

As administration has received a signed Conditional Grant Agreement from Municipal Affairs for this project, a budget amendment is required .

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

Alberta Municipal Affairs - \$12,800,000

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

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

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the Flood Mitigation for Land Development Project be renamed Flood Mitigation and that the budget be amended to include \$12,800,000, with funding coming from the Conditional Grant Agreement with Alberta Municipal Affairs for the relocation of residents from the flood plain.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	November 30, 2021
Presented By:	Jennifer Batt, Director of Finance
Title:	Expense Claims – Councillors

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 – All Councillors
- October – Previous Councillors

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

2021 Operating Budget

SUSTAINABILITY PLAN:

N/A

Author: C. Sarapuk **Reviewed by:** _____ **CAO:** _____

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

Honorariums and Expense Reimbursement Bylaw

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the Councillor expense claims for October 2021 be received for information.

Author: C. Sarapuk Reviewed by: _____ CAO: _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	November 30, 2021
Presented By:	Jennifer Batt, Director of Finance
Title:	Expense Claims – Members at Large

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:

Name	Board/Committee	Month
Beth Kappelar	Municipal Planning Commission	September
Tim Driedger	Municipal Planning Commission	September
Erick Carter	Municipal Planning Commission	September

Author: C.Sarapuk **Reviewed by:** _____ **CAO:** _____

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

2021 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 September 2021 be received for information.

Author: C. Sarapuk Reviewed by: _____ CAO: _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	November 30, 2021
Presented By:	Caitlin Smith, Manager of Planning & Development
Title:	Bylaw 1243-21 Land Use Bylaw Amendment to Rezone Plan 102 4542; 1; 39 & 40 from Rural Country Residential 3 “RCR3” to Country Recreational “CREC”

BACKGROUND / PROPOSAL:

Administration has received a Land Use Bylaw Amendment application to rezone Plan 102 4542, Block 1, Lots 39 & 40 from Rural Country Residential 3 “RCR3” to Country Recreational “CREC”. The subject lots are located within Greenwood Estates, northeast of the Hamlet of La Crete and are currently vacant.

The purpose of the Rural Country Residential 3 “RCR3” zoning district is to provide low density, multi-lot residential development in rural areas, these developments are typically just outside of hamlet boundaries. The RCR3 zoning is restricted to 3-5 acre lots and does not allow Manufactured Homes. Greenwood Estates and Pinnacle Estates are zoned RCR3.

The purpose of the Country Recreational “CREC” zoning district is to provide for seasonal or permanent residential areas in close proximity to significant natural features or recreational developments. The minimum lot dimensions in CREC are 30.5m x 45.7m (100ft x 150ft), there is no maximum lot size. Permitted uses in this zoning include Cabins and Park Models with a maximum of two (2) dwelling units allowed; a recreational vehicle is considered a dwelling unit in CREC. These areas shall conform to a relevant Area Structure Plan (ASP).

The applicant is proposing to further subdivide the two (2) existing 3-acre lots into six (6) lots, approximately 1 acre each, to be used as a small cabin community for people using the nearby golf course. The development would include an internal road with access from the north (golf course) side and the existing accesses from the south (Greenwood Bend) would be removed. The applicant is proposing private water servicing, consisting of cistern and hauling for each lot individual but is discussing utilizing the lagoon to the north to provide for sewer services. This lagoon is privately owned and maintained and provides service for another CREC development to the north.

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

The proposed recreational use does not conform to the Area Structure Plan for SW 13-106-15-W5M (Greenwood Estates). The existing ASP is for Country Residential development and includes traffic projections based on only those uses. Due to the proximity to Secondary Highway 697, Alberta Transportation may require additional information from the developer, including a new or amended ASP.

North of the subject parcels, a 25-lot Country Recreational development already exists with a strip of land to the west also zoned to allow for a mirrored development. Mackenzie County has not received development permits for any of these lots to date and all but one (1) is still vacant.

The proposed bylaw amendment was presented to the Municipal Planning Commission on November 18, 2021, where the following motion was made:

MPC 21-11-187 **MOVED** by *Tim Driedger*

That the Municipal Planning Commission recommend to Council to APPROVE Bylaw 12xx-21 being a Land Use Bylaw Amendment to Rezone Plan 102 4542; 1; 39 & 40 from Rural Country Residential 3 "RCR3" to Country Recreational "CREC", subject to public hearing input.

CARRIED

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

Costs will consist of advertising the Public Hearing and adjacent landowner letters which will be borne by the applicant.

SUSTAINABILITY PLAN:

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

COMMUNICATION / PUBLIC PARTICIPATION:

The bylaw amendment will be advertised as per MGA requirements, this includes all adjacent landowners. The applicant will also be required to display a sign on the subject property as per MGA requirements.

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

POLICY REFERENCES:

DEV007 Rural Development Standards

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That first reading be given to Bylaw 1243-21 being a Land Use Bylaw Amendment to Rezone Plan 102 4542; 1; 39 & 40 from Rural Country Residential 3 "RCR3" to Country Recreational "CREC", subject to public hearing input.

BYLAW NO. 1243-21
BEING A BYLAW OF MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA
TO AMEND THE
MACKENZIE COUNTY LAND USE BYLAW

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

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

WHEREAS, the Council of Mackenzie County, in the Province of Alberta, has deemed it desirable to amend the Mackenzie County Land Use Bylaw to accommodate a cabin development.

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

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

Plan 102 4542, Block 1, Lots 39 & 40

Within the Mackenzie County, be rezoned from Rural Country Residential 3 “RCR3” to Country Recreational “CREC” as outlined in Schedule “A” hereto attached.

READ a first time this ____ day of _____, 2021.

PUBLIC HEARING held this ____ day of _____, 2021

READ a second time this ____ day of _____, 2021.

READ a third time and finally passed this ____ day of _____, 2021.

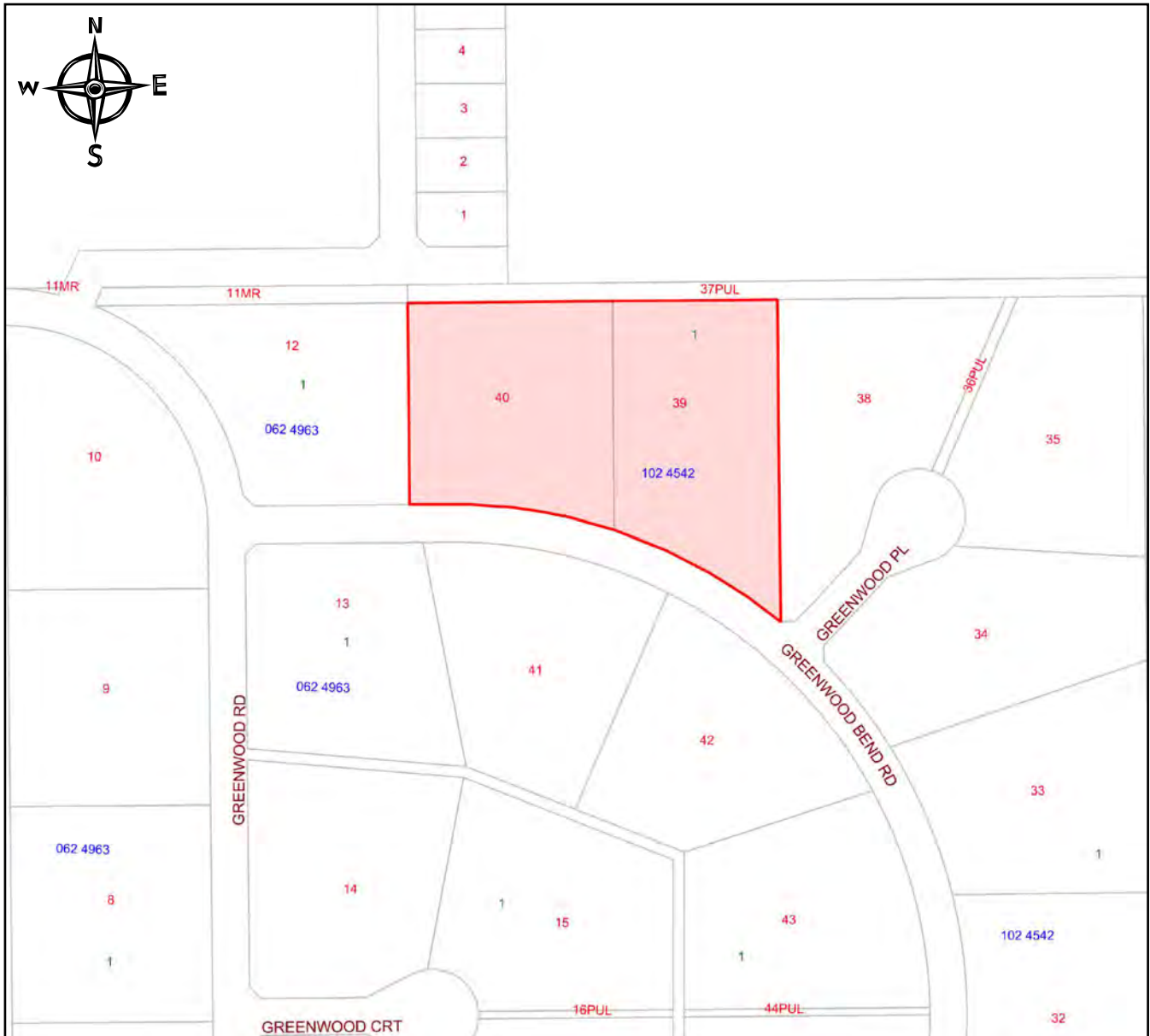
Josh Knelsen
Reeve

Len Racher
Chief Administrative Officer

BYLAW No. 1243-21

SCHEDULE “A”

1. That the land use designation of the following properties known as Plan 102 4542, Block 1, Lots 39 & 40 within Mackenzie County, be rezoned:



FROM: Rural Country Residential 3 “RCR3”

TO: Country Recreational “CREC”

Section 9 | Land Use District Regulations

9.4 Rural Country Residential 3 (RCR3)

Purpose

- 9.4.1 The purpose of the Rural Country Residential 3 (RCR3) district is to provide for low density MULTI-LOT, single family estate dwellings within a rural setting.



Permitted and Discretionary Land Use Classes

- 9.4.2 Land use classes within the following table shall be permitted or discretionary within the Rural Country Residential 3 (RCR3) district of this BYLAW.

Permitted	Discretionary
ACCESSORY BUILDING	BED AND BREAKFAST BUSINESS
DWELLING - SINGLE FAMILY	COTTAGE
GARAGE - ATTACHED	DAY CARE FACILITY
GARAGE - DETACHED	DAY CARE HOME
HOME BASED BUSINESS MINOR	GARDEN SUITE
SHOP – PERSONAL	HOME BASED BUSINESS MEDIUM
TOURIST HOME	LIVESTOCK
YARD SITE DEVELOPMENT	RESIDENTIAL SALES CENTRE
	SECONDARY SUITE
	SHOP – COMMERCIAL

Section 9 | Land Use District Regulations

Regulations

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

Regulation	Standard
Lot Area	
Min.	1.2 ha (3.0 acres)
Max.	2.0 ha (5 acres)
Min. Setback from Highway, Road or Undeveloped Road Allowance	
Right-of-way	41.2m (135.2ft)
Centre Line	64.0m (210.0ft)
Internal Subdivision Road	15.2 m (50 feet)
Or a greater distance as specified by Alberta Transportation	
Min. Setback	
Yard – Exterior Side	15.2m (50.0ft) on a CORNER LOT
Yard – Interior Side	7.6m (25.0ft)
Yard – Rear	7.6m (25.0ft) 15.2m (50.0ft) for a site abutting an Agricultural (A) or Forestry (F) district

Additional Regulations

- 9.4.4 Within the Rural Country Residential 3 (RCR3) district a SHOP – PERSONAL and SHOP – COMMERCIAL shall have a maximum building:
- Area of 223.0m² (2400.0ft²); and
 - Height of 6.1m (20.0ft).
- 9.4.5 In addition to Section 8.33 of this BYLAW, the Development Authority may require any DISCRETIONARY USE to be screened from view with a vegetated buffer strip and / or other SCREENING of a visually pleasing nature, satisfactory to the Development Authority.

Section 9 | Land Use District Regulations

- 9.4.6 The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards and shall complement the natural features and character of the site to the satisfaction of the Development Authority.
- 9.4.7 The Development Authority may decide on such other requirements as are necessary having due regard to the nature of the proposed DEVELOPMENT and the purpose of this DISTRICT.
- 9.4.8 Rezoning applications involving the _____ district shall provide requirements as outlined in Subsection 3.1.6.

Section 9 | Land Use District Regulations

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Section 9 | Land Use District Regulations

9.5 Country Recreational (CREC)

Purpose

- 9.5.1 The general purpose of the Country Recreational (CREC) district is to permit the DEVELOPMENT of seasonal or permanent residential areas in Mackenzie County. All DEVELOPMENTS shall conform to a relevant AREA STRUCTURE PLAN. This zoning is specific to developments on lands within close proximity to significant natural features, lakes, and recreational developments.



Permitted and Discretionary Land Use Classes

- 9.5.2 Land use classes within the following table shall be permitted or discretionary within the Country Recreational (CREC) district of this BYLAW.

Permitted	Discretionary
ACCESSORY BUILDING	GARAGE – DETACHED
CABIN	
COTTAGE	
PARK MODEL	
TOURIST HOME	
YARD SITE DEVELOPMENT	

Regulations

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

Regulation	Standard
	1 RECREATIONAL VEHICLE and 1 COTTAGE/PARK MODEL; or 2 RECREATIONAL VEHICLES per LOT
Max. Lot Coverage	25%

Section 9 | Land Use District Regulations

Regulation	Standard
Min. Lot Dimensions	
Width	30.5m (100.0ft)
Depth	45.7m (150.0ft)
Min. Setback	
Yard – Front	9.1m (30.0ft)
Yard – Side	3.1m (10.0ft)
Yard – Rear	3.1m (10.0ft)

Additional Regulations

- 9.5.4 The density of DEVELOPMENT (number of LOTS per hectare/acre) shall be in accordance with the provisions of the relevant AREA STRUCTURE PLAN.
- 9.5.5 The provision of access to each LOT shall be as required by the Development Authority and developed in accordance with COUNTY standards.
- 9.5.6 A minimum of two (2) parking stalls.
- 9.5.7 There shall be no allowance for on-street parking.
- 9.5.8 Each LOT shall be landscaped as required by the Development Authority to ensure proper vegetation and tree coverage for appearance and drainage purposes. Approval shall be required by the Development Authority prior to the removal of trees and/or vegetation from any LOT.
- 9.5.9 All DEVELOPMENT on a LOT shall be of a style and appearance which is compatible with the natural qualities of the recreation area. The character and appearance of all DEVELOPMENT on each recreation LOT shall be maintained to minimize any adverse impacts which may occur on adjacent recreation LOTS or the recreation area in general.
- 9.5.10 All water and sewage disposal must conform to the requirements of the relevant AREA STRUCTURE PLAN and Alberta Private Sewage Systems Standard of Practice 2015.
- 9.5.11 The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards and shall complement adjoining DEVELOPMENT and character of the site to the satisfaction of the Development Authority.
- 9.5.12 The Development Authority may decide on such other requirements as are necessary having due regard to the nature of the proposed DEVELOPMENT and the purpose of this LAND USE DISTRICT.
- 9.5.13 Rezoning applications involving the Country Recreational (CREC) district shall provide requirements as outlined in Subsection 3.1.6.

LAND USE BYLAW AMENDMENT APPLICATION

APPLICATION NO. Bylaw 12--21

NAME OF APPLICANT <u>Martin Harder</u>		
ADDRESS		
CITY/TOWN		
POSTAL CODE (RES.)	PHONE	BUS.

COMPLETE ONLY IF DIFFERENT FROM APPLICANT

NAME OF REGISTERED OWNER <u>852886 Ltd + Jake Friesse + Peter Poters</u>		
ADDRESS		
CITY/TOWN		
POSTAL CODE	PHONE (RES.)	BUS.

LEGAL DESCRIPTION OF THE LAND AFFECTED BY THE PROPOSED AMENDMENT

QTR./LS.	SEC.	TWP.	RANGE	M.	OR	PLAN	BLK	LOT
						<u>102 4542</u>	<u>1</u>	<u>39+40</u>

LAND USE CLASSIFICATION AMENDMENT PROPOSED:

FROM: RCR3 TO: CR6C

REASONS SUPPORTING PROPOSED AMENDMENT:

- Proposing to build a small cabin community for people wishing to use the golf course.
- Water service to include cistern and hauling - individual
- Sewer to be connected to golf course subdivision lagoon

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

I/WE HAVE ENCLOSED THE REQUIRED APPLICATION FEE OF \$ 697⁰⁰

RECEIPT NO. 275942

[Signature]
APPLICANT SIGNATURE

October 20, 2021
DATE

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

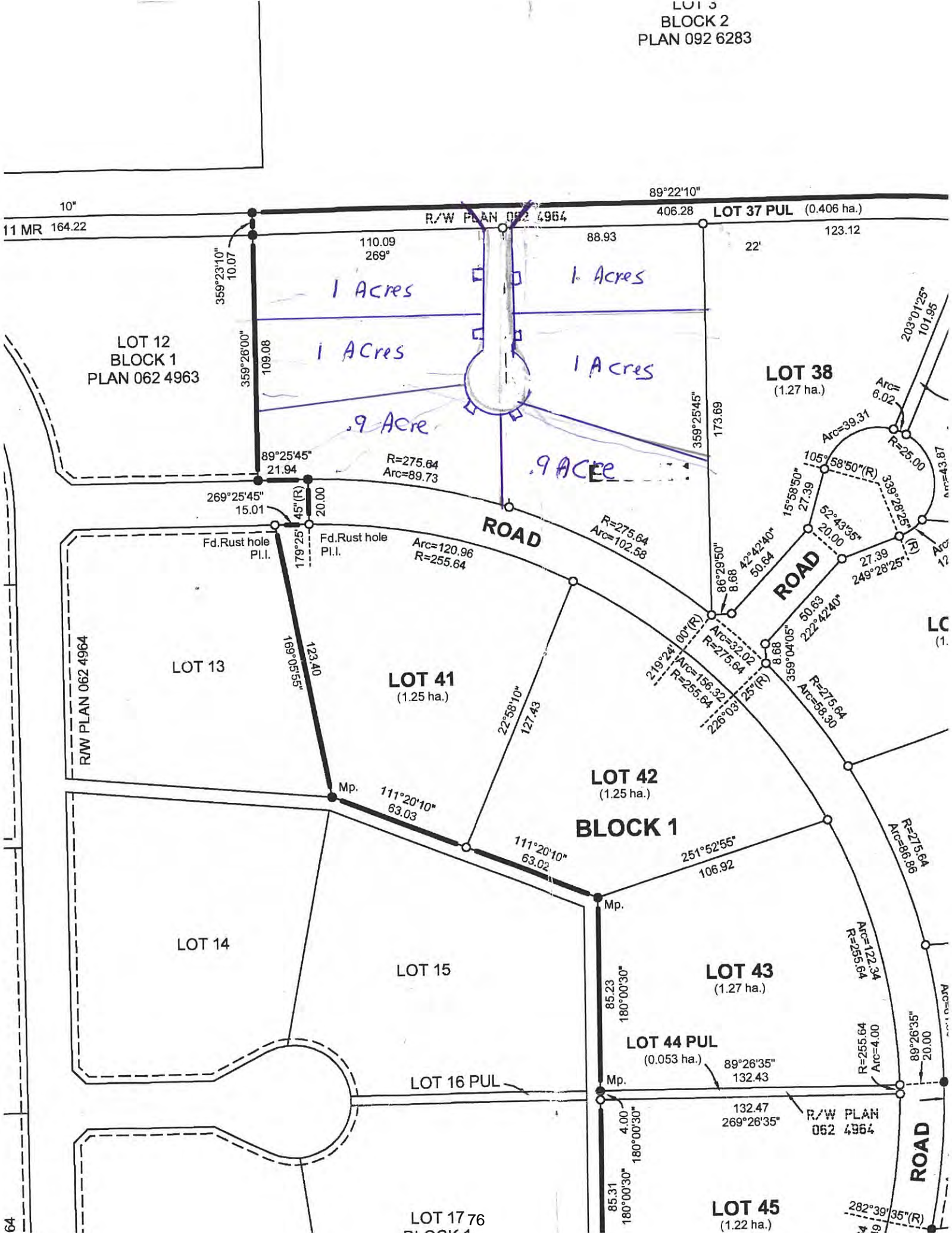
REGISTERED OWNER SIGNATURE

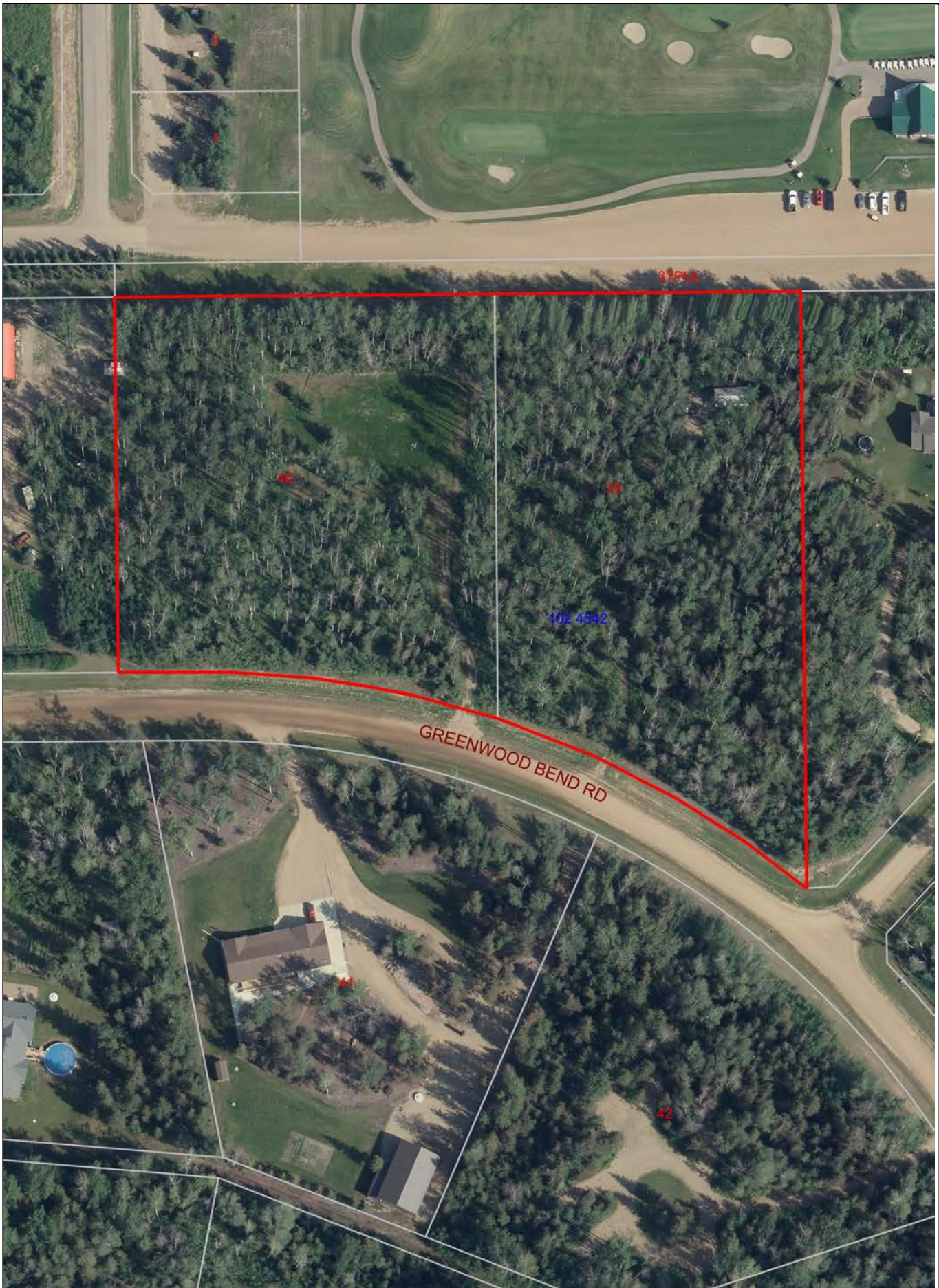
DATE

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



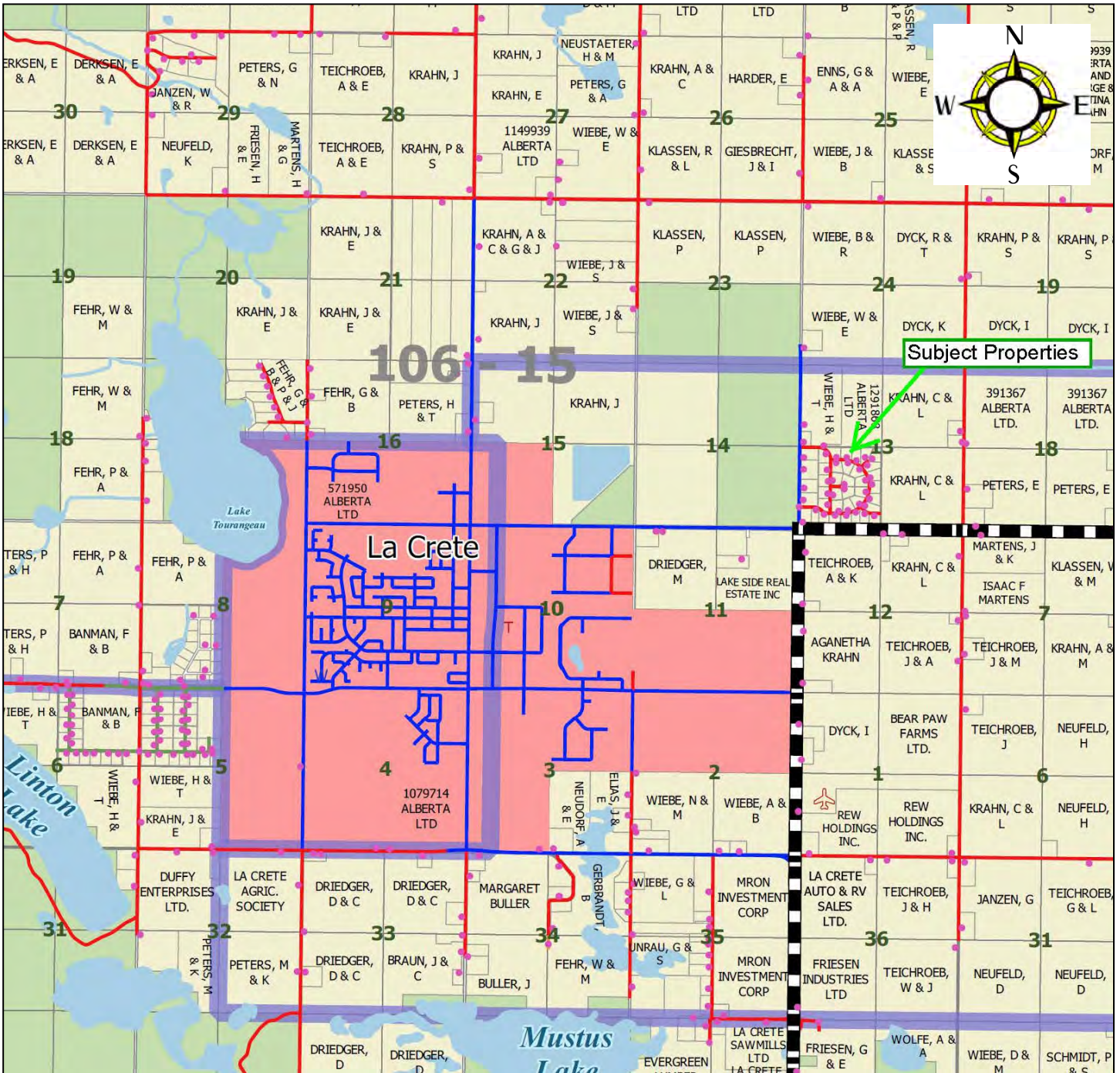
Phone: (780) 927-3718
Fax: (780) 927-4266
Email: office@mackenziecounty.com
www.mackenziecounty.com





Land Use Bylaw Amendment Application

Location Map



Bylaw 12xx-21

NOT TO SCALE

Disclaimer

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Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	November 30, 2021
Presented By:	Caitlin Smith, Manager of Planning and Development
Title:	Bylaw 1244-21 Land Use Bylaw

BACKGROUND / PROPOSAL:

Administration has procured O2 Planning and Design to review and update the 2017 Land Use Bylaw. This item has had two public consultation events and several online forums to allow for public input.

The following is a summary of the changes to the Land Use Bylaw.

The new Land Use Bylaw has been streamlined overall by reducing repetition and by structuring the new Bylaw in a manner that existing districts and definitions can be combined.

Changes to Definitions

In some cases, the definitions of multiple uses were collapsed into a more general use definition. An example is creating new light and heavy industrial definitions that include manufacturing and warehousing within to simplify the development permitting process by eliminating the need for some change of use development permits. Some of the agricultural use definitions were also combined into a common agriculture definition. Other definitions were either modified to add clarity or removed or adjusted to reflect additional rules.

Land Use District Changes

Country Residential land use districts have been combined into two districts with a modifier used to indicate if Manufactured Homes are a permitted use on a parcel. The La Crete and Fort Vermilion land use districts are combined using an overlay method to differentiate AGLC uses between Fort Vermilion and La Crete. In Zama City, the four existing land use districts have been combined into two land use districts reflecting the existing situation.

Changes to Regulations

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

Common regulations found in every land use district were removed and grouped in the general regulations. Other regulations were adjusted to reflect new policies and address issues that have arisen through the land use and development permit process. In addition, some regulations were removed from the Bylaw if they were regulated by other legislation or already within the power of the Development Authority. This will prevent the need to amend the Bylaw if internal processes or legislation changes. An example of this is referring to the *Subdivision and Development Regulation* for sour gas and waste management setbacks.

New livestock rules have also been created for Zama residents providing an option for residents create more food sustainability nearby.

The hamlet of Fort Vermilion has had no significant changes due to the ongoing flood recovery discussion. Any changes can be addressed by Council at a later date.

OPTIONS & BENEFITS:

The revisions made to the Land Use Bylaw are intended to make the document and regulations more readable and easier to interpret. This document has been streamlined and reviewed from a common-sense perspective and to align with the new Municipal Development Plan.

Administration is requesting first reading of the document subject to amendments made by Council.

The existing Land Use Bylaw will be rescinded and replaced at final reading

COSTS & SOURCE OF FUNDING:

This is a one time project including the Municipal Development Plan, Land Use Bylaw update, and the Fort Vermilion Redevelopment Plan. (\$305,000)

SUSTAINABILITY PLAN:

Goal E24 Mackenzie County is an attractive destination for non-residents to visit or to decide to relocate, and remains an attractive home for County residents at all stages of their lives.

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

Strategy N3.1 Ensure that the County's Land-Use Bylaw and Municipal Development Plan limit urban or non-agricultural development in unused lands that are best-suited

Author: C Smith Reviewed by: CAO:

for agriculture.

Strategy S1.3 Implement policies that place stronger emphasis on commercial development in each hamlet, in conjunction with the County's hamlet development plans.

Strategy C6.2 Integrate FireSmart principles into all levels of the County's planning documents to ensure that all reasonable measures are taken to reduce the risk of forest fires devastating a community.

COMMUNICATION / PUBLIC PARTICIPATION:

This document requires public consultation within the development of the plan and requires advertising and a Public Hearing prior to second reading as per MGA requirements.

POLICY REFERENCES:

All municipal development documents should align.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That first reading be given to Bylaw 1244-21 being to rescind Bylaw 1066-17 and to adopt Bylaw 1244-21 being the Land Use Bylaw as presented, subject to public hearing input.

BYLAW NO. 1244-21

**BEING A BYLAW OF MACKENZIE COUNTY
TO RESCIND BYLAW 1066-17 AND ADOPT BYLAW 12XX-21**

WHEREAS: Section 640 of the *Municipal Government Act*, R.S.A. 2000, C. M-26, as amended, states that every municipality must pass a Land Use Bylaw; and

The Mackenzie County Land Use Bylaw was prepared, public consultations were held, and the bylaw was advertised; and

A public hearing shall be held on January 26, 2022 at 1:00 p.m. at the Fort Vermilion Council Chambers, Fort Vermilion, Alberta.

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

1. This Bylaw may be cited as the Mackenzie County Land Use Bylaw.
2. The document entitled “Mackenzie County Land Use Bylaw”, attached to and forming part of this bylaw as Schedule “A”, is adopted as the Mackenzie County Land Use Bylaw.
3. This bylaw shall come into force and take effect upon the date of third reading by Mackenzie County Council.
4. The adoption of this bylaw repeals and replaces Bylaw 1066-17, and any amendments thereto, in its entirety.

READ a first time this ____ day of November, 2021.

PUBLIC HEARING held this ____ day of January, 2022.

READ a second time this ____ day of January, 2022.

READ a third time and finally passed on this ____ day of _____, 2022.

Josh Knelsen
Reeve

Len Racher

Chief Administrative Officer



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	November 30, 2021
Presented By:	Caitlin Smith, Manager of Planning and Development
Title:	

BACKGROUND / PROPOSAL:

Administration has procured O2 Planning and Design to update the 2009 Municipal Development Plan. This item has had two public consultation events and several online forums to allow for public input.

The following provides a summary of the changes incorporated into the new 2021 Municipal Development Plan (MDP) that were either not included or highlighted in the 2009 MDP.

The Introduction section of the new MDP highlights some of the recent events and policy influences that have occurred in Mackenzie County, such as 2018 and 2020 ice jams, the 2019 Chuckegg Creek wildfire, the Woodland Caribou Range Plan, and the changes in the oil and gas economy of Mackenzie County and Alberta. The recent events highlight opportunities for the County moving forward such as agricultural expansion, industrial development and diversification, continuing population growth and the flood recovery. The introduction sets the stage for the remainder of the policy document.

The vision for the 2021 MDP is very similar to the vision of the 2009 MDP. The messaging received through public engagement at the beginning of this project, was to keep the current vision while applying further emphasis on the County working together as a whole and being able to adapt to change. As a result of stakeholder engagement the main goals of the plan include:

- Protection, diversification and expansion of agriculture;
- Responsible urban expansion, allocating growth in appropriate locations;
- Building new partnerships within the County and external to the County;
- Responding to a changing environment of weather events and economic opportunities; and

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

- Economic expansion.

In addition to updated policies of the general land use categories, the 2021 MDP includes a new Expanding the Economy and Industry section focusing on economic diversification, providing employment lands for new and expanding businesses, and building the tourism industry. These policies strive to build a robust economy that both attracts and keeps investment in Mackenzie County which in turn will help retain population within the County.

Another new section is about Supporting Agriculture through agricultural expansion, protecting existing agricultural land, and diversifying the agricultural sector to provide greater economic value. The policies included in this section focus on potential expansion lands and their location, the need to balance agricultural expansion with the protection of natural areas, limiting the fragmentation of agricultural parcels, and developing new strategies to encourage value-added agricultural industries. The 2021 also includes updated and strategic growth policies indicating priority growth areas in the County.

Lastly, the new MDP includes a section and policies on responding to a changing environment and the need to be resilient. The policies in this section focus on flood hazard mitigation, wildfire hazard mitigation, and increasing the overall resilience of the people of Mackenzie County.

OPTIONS & BENEFITS:

The policies should align with the changing needs within the County and to help support diversification of industry and focus on the future development of the municipality while identifying barriers and opportunities.

Administration is requesting first reading of the document subject to amendments made by Council.

The existing Municipal Development Plan will be rescinded and replaced at final reading.

COSTS & SOURCE OF FUNDING:

This is a one time project including the Municipal Development Plan, Land Use Bylaw update, and the Fort Vermilion Redevelopment Plan. (\$305,000)

SUSTAINABILITY PLAN:

The County's Community Sustainability Plan is a strategic plan that outlines goals and strategies to build a strong economy, to protect environmental integrity and promote social cohesion.

Author: C Smith Reviewed by: _____ CAO: _____

The updated Municipal Development Plan aligns with the themes within the sustainability plan. Residents and community leaders alike recognize the need for sustainable growth, and want to take the steps needed in order to ensure a vibrant future for everyone. It is important to recognize the diversity of the County, whether that is heritage, culture, faith, education or occupation. It is equally important to recognize our common needs and work together to build our communities based on merging common interests and efforts and recognizing the strengths of others.

The Community Sustainability Plan was broken down into four primary areas for achieving sustainability, those being: Economic, Environmental, Social and Infrastructure.

COMMUNICATION / PUBLIC PARTICIPATION:

This document requires public consultation within the development of the plan and requires advertising and a Public Hearing prior to second reading as per MGA requirements.

POLICY REFERENCES:

All municipal development documents should align with the Municipal Development Plan.

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That first reading be given to Bylaw 1245-21 being to rescind Bylaw 735/09 and to adopt Bylaw 1245-21 being the Municipal Development Plan as presented, subject to public hearing input.

BYLAW NO. 1245-21

**BEING A BYLAW OF MACKENZIE COUNTY
TO RESCIND BYLAW 735/09 AND ADOPT BYLAW 1245-21
MUNICIPAL DEVELOPMENT PLAN FOR MACKENZIE COUNTY IN ACCORDANCE
WITH THE MUNICIPAL GOVERNMENT ACT**

WHEREAS: Section 632 of the *Municipal Government Act*, R.S.A. 2000, C. M-26, amendments thereto, states that every council of a municipality must by bylaw adopt a Municipal Development Plan; and

The Mackenzie County Municipal Development Plan was prepared, public consultations were held, and the bylaw was advertised; and

A public hearing shall be held on January 26, 2022 at 1:00 p.m. at the Fort Vermilion Council Chambers, Fort Vermilion, Alberta.

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

1. This Bylaw may be cited as the Mackenzie County Municipal Development Plan.
2. The document entitled "Mackenzie County Municipal Development Plan", attached to and forming part of this bylaw as Schedule "A", is adopted as the Mackenzie County Municipal Development Plan.
3. This bylaw shall come into force and take effect upon the date of third reading by Mackenzie County Council.
4. The adoption of this bylaw rescinds any previous Municipal Development Plan (s) and any amendments thereto.

READ a first time this ____ day of November, 2021.

PUBLIC HEARING held this _____ day of January, 2022.

READ a second time this ____ day of January, 2022.

READ a third time and finally passed this ___ day of _____, 2022.

Josh Knelsen
Reeve

Len Racher
Chief Administrative Officer



Mackenzie County

REQUEST FOR DECISION

Meeting: Regular Council Meeting

Meeting Date: November 30, 2021

Presented By: Caitlin Smith, Manager of Planning and Development

Title: Fort Vermilion School Division Bus Shelters

BACKGROUND / PROPOSAL:

The Fort Vermilion School Division (FVSD) has previously enquired about adding bus shelters in the hamlets of Fort Vermilion and La Crete at the new bus stops.

This item was presented at the October 12, 2021 Budget meeting where Council made the following motion:

MOTION 21-10-698 **MOVED** by Councillor Wardley

That Mackenzie County supports the Fort Vermilion School Division bus stop signage in the hamlets.

CARRIED

The discussion at the time was concerns of maintenance, location, public consultation, and necessity.

FVSD has since drafted the following Memorandum of Understanding to further explain their request and to define responsibilities of maintenance in the hope for Council approval.

OPTIONS & BENEFITS:

Administration has reservations about allowing the installation of these structures throughout the residential areas of the communities without an opportunity for public engagement.

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

COSTS & SOURCE OF FUNDING:

Costs of any permits and the building of these structures would be borne by FVSD. Ongoing maintenance costs (especially for snow removal, cleaning, garbage removal) need to be negotiated with FVSD.

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

Administration recommends that FVSD be required to initiate and lead a Public Engagement initiative in both La Crete and Fort Vermilion, with support from Mackenzie County.

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the Fort Vermilion School Division lead and facilitate public consultation with each community prior to signing of the Memorandum of Understanding with Mackenzie County to ensure community support.

Author: C Smith Reviewed by: _____ CAO: _____

Memorandum of Understanding Agreement

Agreement between Mackenzie County and the Fort Vermilion School Division

The goal of this agreement is to allow the Fort Vermilion School Division to replace the bus stop signs in Fort Vermilion and La Crete with bus shelters.

The School Division is seeking permission to install 8-10 bus shelters in La Crete, and 4-6 bus shelters in Fort Vermilion.

It is understood that the school division would be responsible for the construction and maintenance of the shelters.

The shelters are designed as 6' by 12' structures attached to concrete pads. The shelter is approximately 84" tall. It is a 3-sided structure that has a 12' opening facing the street. It is a metal structure with corrugated steel siding and roofing. The concrete pads would be designed in such a way, that the structure could be moved if required.

The school division would like the opportunity to place logos or advertising on the end walls of the structure that would make the bus stops easily identifiable.

Any costs incurred with the construction and placement of the shelters would be borne by the school division

Maintenance would include:

- Removal of graffiti in a timely fashion
- Snow removal as required (after any accumulation of more than 2" of snow within the shelter)
- Leaf removal (once per year)
- Garbage removal (either by division staff or in an agreement with the county contractor)

Mackenzie County would be responsible for

- Snow removal in front of the shelters (work done as part of the regular road maintenance)
- Mowing around shelters where they would regularly mow. (Wherever adjacent landowners do not mow regularly)
- Assist in the placement location design (working with the school division transportation department for proper catchment design)

Although every effort has been made to ensure accuracy and sufficient data on this set of plans it is up to the contractor to check and verify all dimensions and details. It is also the contractors responsibility to ensure all aspects meet National Building code guidelines. The draftee shall not be held liable should there be an oversight on drafted plans. Contractor is also responsible that all load bearing points, window egress sizes and setbacks are done in accordance with all applicable building codes.



Specializing in Custom Blueprints
 Joe Doerksen (780) 926-1813
 Encrypted2019@hotmail.com
 Box 3029 LaCrete AB T0H 2H0

Rona Building Centre
 Andrew Zacharias
 780-841-1994

La Crete
 Alberta
 T0H 2H0

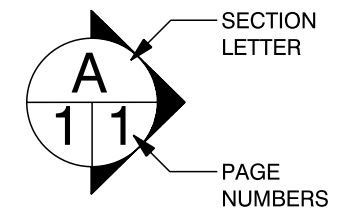
Square Footages

Main Floor
 Basement:
 2nd Floor:
 Garage:
 Covered:



SCALE:As Noted

DATE:September 13, 2021



PAGE:

1 / 4

Cover Page

Although every effort has been made to ensure accuracy and sufficient data on this set of plans it is up to the contractor to check and verify all dimensions and details. It is also the contractors responsibility to ensure all aspects meet National Building code guidelines. The draftee shall not be held liable should there be an oversight on drafted plans. Contractor is also responsible that all load bearing points, window egress sizes and setbacks are done in accordance with all applicable building codes.



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 Alberta
 T0H 2H0

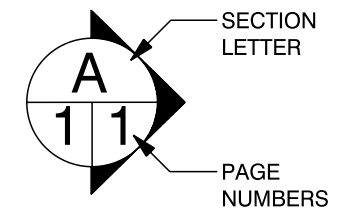
Square Footages

Main Floor
 Basement:
 2nd Floor:
 Garage:
 Covered:



SCALE: 3/8" = 1'-0"

DATE: September 13, 2021

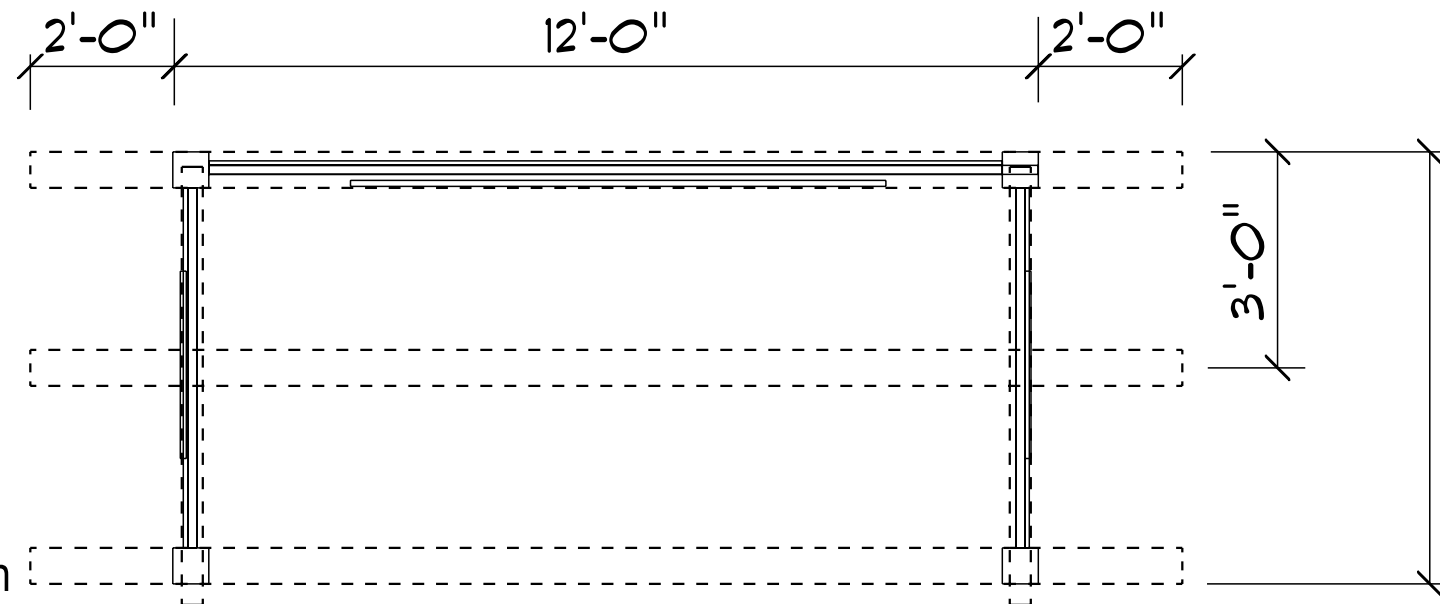


PAGE:

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Main Floor

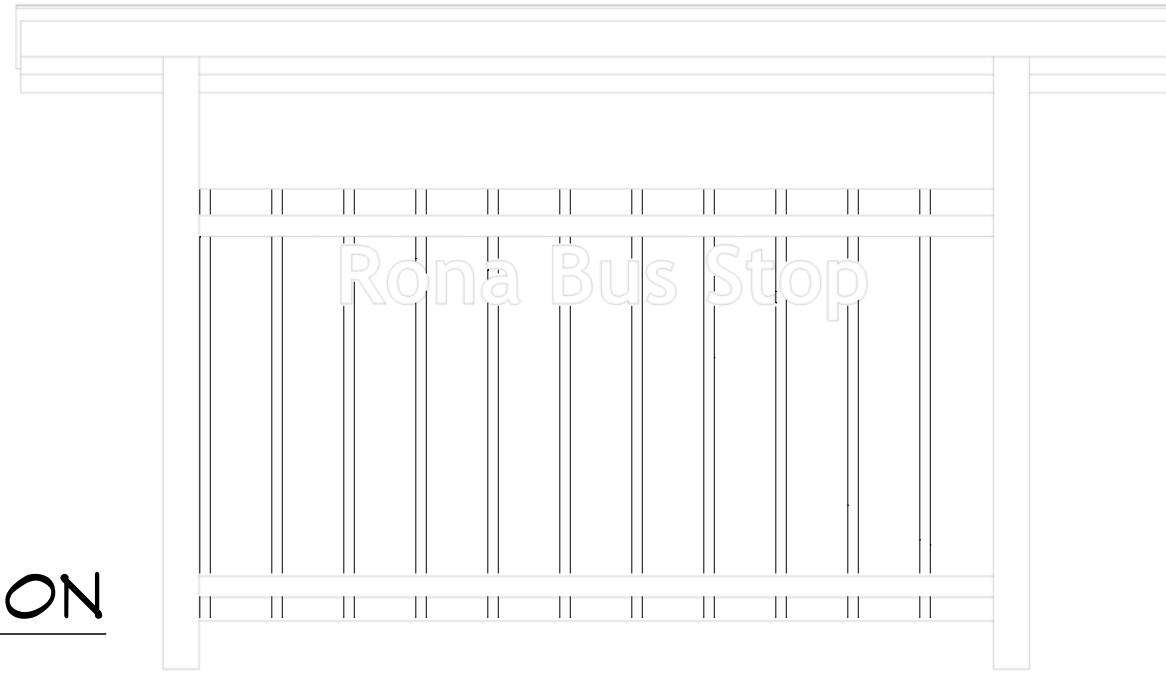
- 6x6 Metal Post
- 6x6 Metal Purlins
- 4x6 Metal Beam
- 2x4 Metal Wall Strapping
- 24 Gauge Metal Roofing
- 24 Gauge Metal Wall Finish



MAIN FLOOR

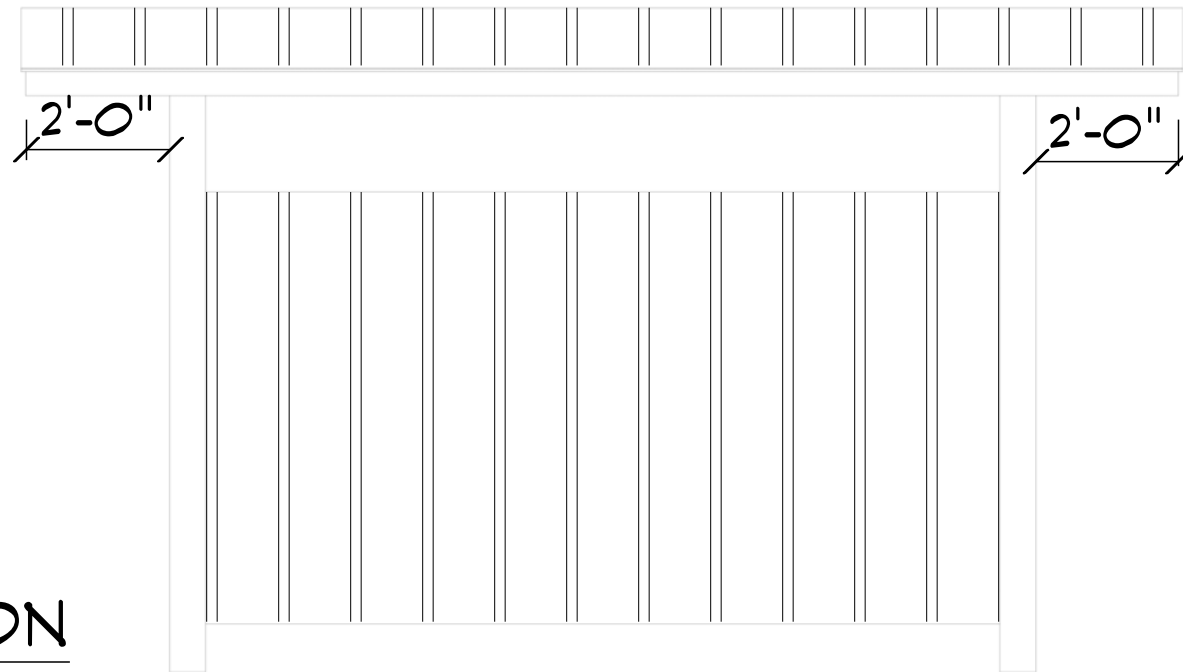
SCALE: 3/8" = 1'-0"

Although every effort has been made to ensure accuracy and sufficient data on this set of plans it is up to the contractor to check and verify all dimensions and details. It is also the contractors responsibility to ensure all aspects meet National Building code guidelines. The draftee shall not be held liable should there be an oversight on drafted plans. Contractor is also responsible that all load bearing points, window egress sizes and setbacks are done in accordance with all applicable building codes.



SOUTH ELEVATION

SCALE: 3/8" = 1'-0"



NORTH ELEVATION

SCALE: 3/8" = 1'-0"



Specializing in Custom Blueprints

Joe Doerksen (780) 926-1813

Encrypted2019@hotmail.com

Box 3029 LaCrete AB T0H 2H0

Rona Building Centre
 Andrew Zacharias
 780-841-1994

La Crete
 Alberta
 T0H 2H0

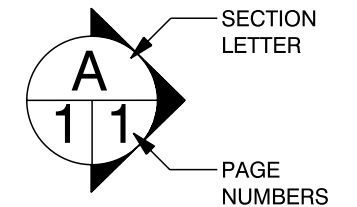
Square Footages

Main Floor
 Basement:
 2nd Floor:
 Garage:
 Covered:



SCALE: 3/8" = 1'-0"

DATE: September 13, 2021

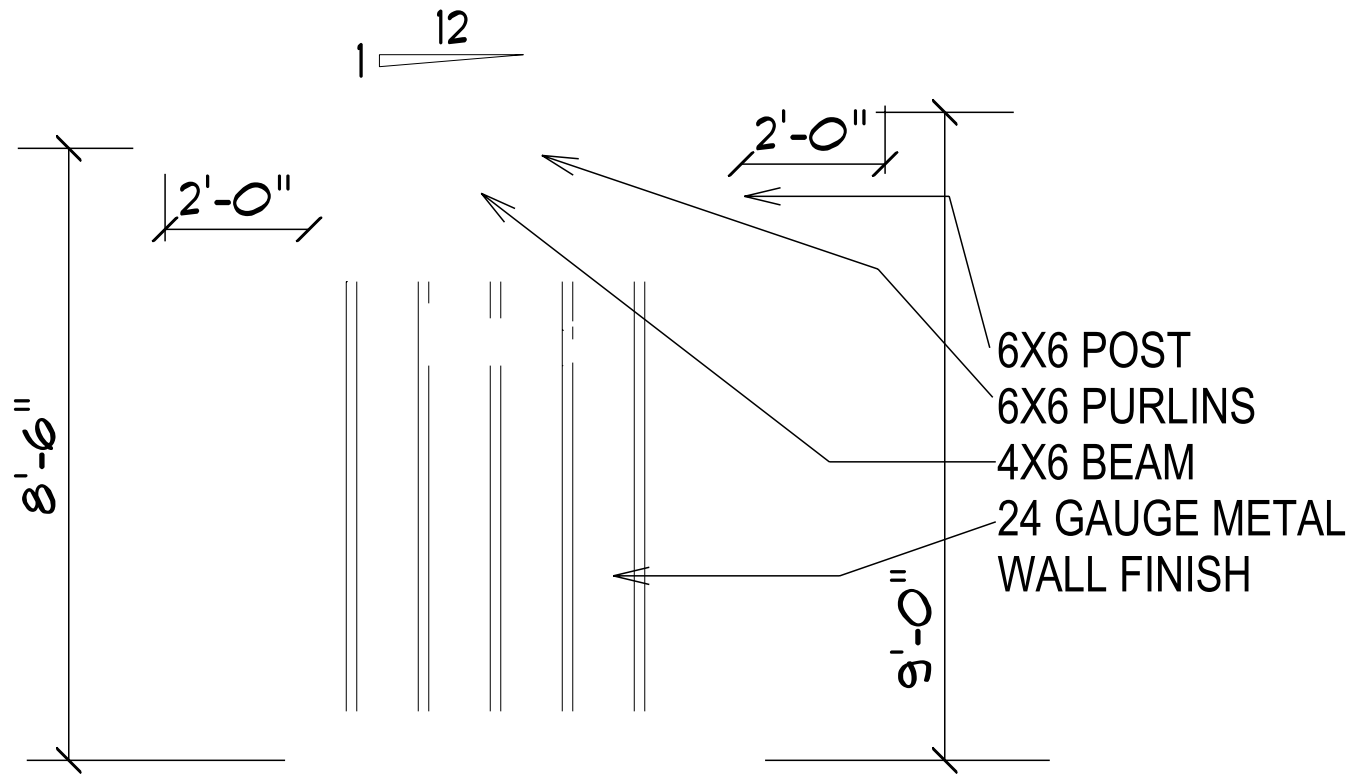


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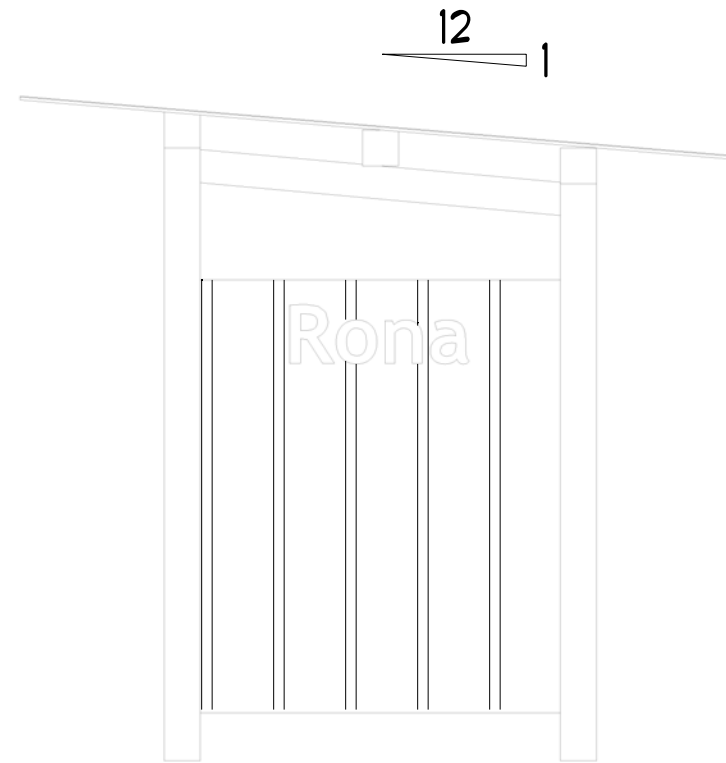
Front Elevation

Although every effort has been made to ensure accuracy and sufficient data on this set of plans it is up to the contractor to check and verify all dimensions and details. It is also the contractors responsibility to ensure all aspects meet National Building code guidelines. The draftee shall not be held liable should there be an oversight on drafted plans. Contractor is also responsible that all load bearing points, window egress sizes and setbacks are done in accordance with all applicable building codes.



WEST ELEVATION

SCALE: 3/8" = 1'-0"



EAST ELEVATION

SCALE: 3/8" = 1'-0"



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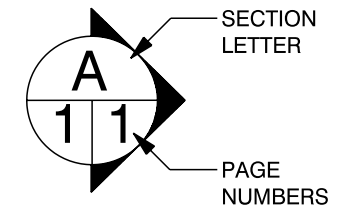
Square Footages

Main Floor
 Basement:
 2nd Floor:
 Garage:
 Covered:



SCALE: 3/8" = 1'-0"

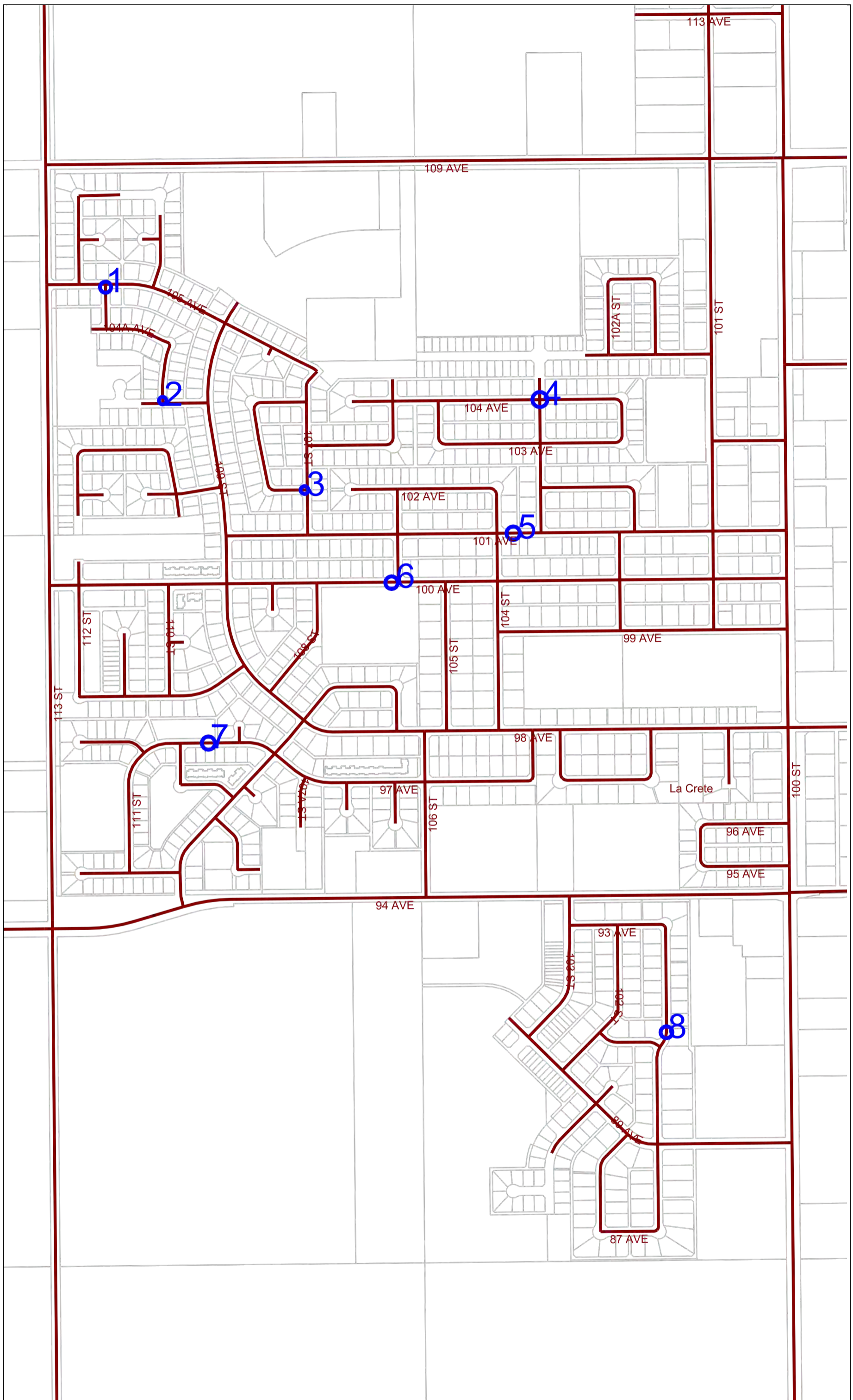
DATE: September 13, 2021

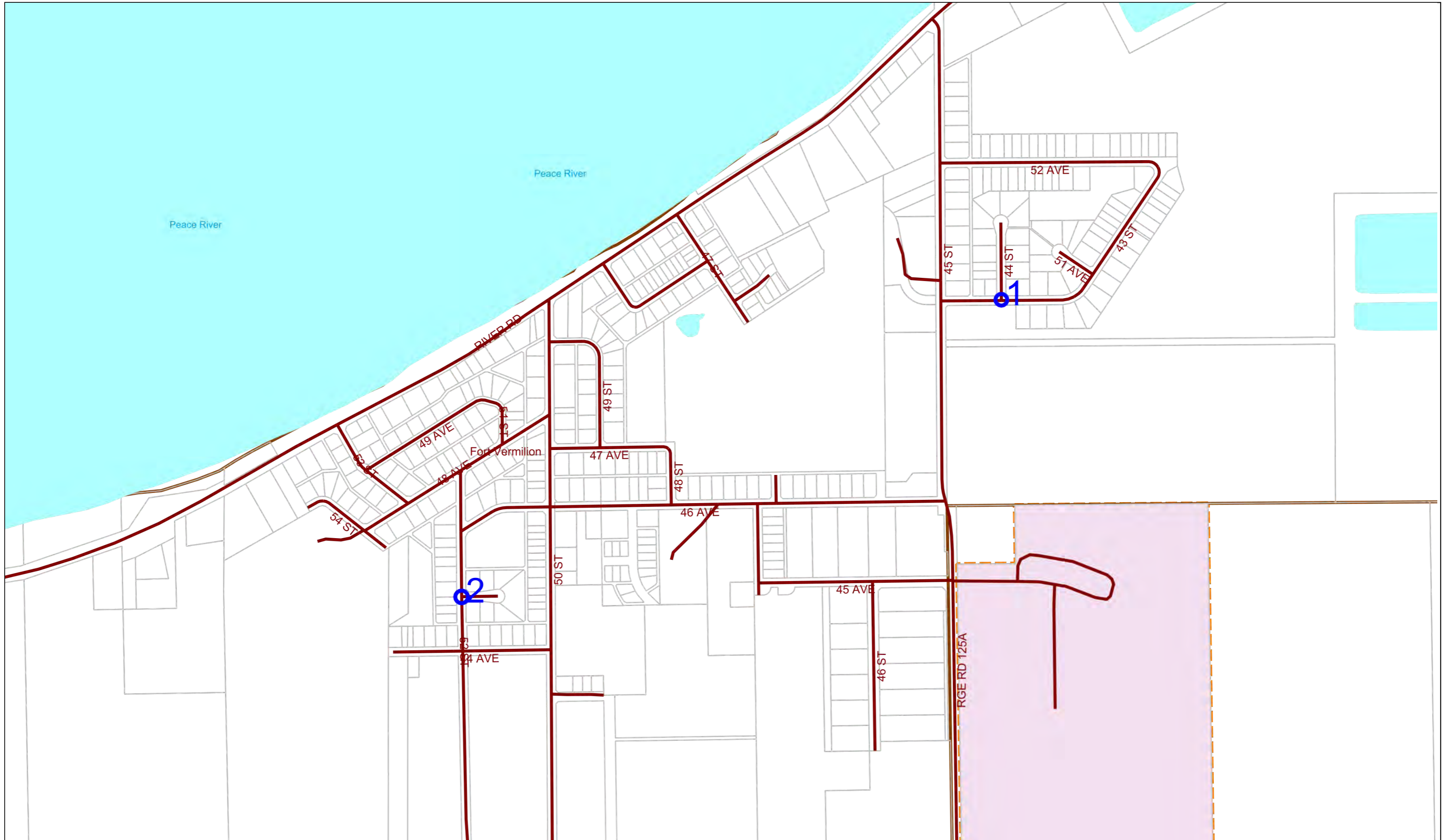


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Left Elevation







Mackenzie County

REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	November 30, 2021
Presented By:	Carrie Simpson, Director of Legislative Services
Title:	Community Streetscape Implementation Committee

BACKGROUND / PROPOSAL:

At the October 26, 2021 Organizational Meeting, Council made a motion to re advertise for Member at Large Positions for the Community Streetscape implementation Committee.

Two applications were received.

The Committee reports directly to the Community Services Committee, in an advisory capacity to provide recommendations on priorities and objectives for the year along with additional local context.

Term – two-year term.

Meeting Frequency – 2 meetings per year.

OPTIONS & BENEFITS:

Member at Large appointments are made by secret ballot.

COSTS & SOURCE OF FUNDING:

Operating Budget

SUSTAINABILITY PLAN:

Author: C. Sarapuk **Reviewed by:** _____ **CAO:** _____

COMMUNICATION/PUBLIC PARTICIPATION:

POLICY REFERENCES:

Terms of Reference

RECOMMENDED ACTION:

Motion 1

Simple Majority Requires 2/3 Requires Unanimous

That the following Members at Large be appointed to the **Community Streetscape Implementation Committee** for a two-year term – November 30, 2021 to October 2023.

Author: C. Sarapuk Reviewed by: _____ CAO: _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	November 30, 2021
Presented By:	Caitlin Smith, Manager of Planning & Development
Title:	Municipal Planning Commission Meeting Minutes

BACKGROUND / PROPOSAL:

The approved minutes of the November 3, 2021 and unapproved minutes of the November 18, 2021 Municipal Planning Commission meeting are attached.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

N/A

Author: K Unrau **Reviewed by:** _____ **CAO:** _____

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the Municipal Planning Commission meeting minutes of November 3 and 18, 2021 be received for information.

Author: K Unrau Reviewed by: _____ CAO: _____

**MACKENZIE COUNTY
Municipal Planning Commission Meeting**

**Mackenzie County Office
Fort Vermilion, AB**

Wednesday, November 3, 2021 @ 1:30 p.m.

PRESENT: Erick Carter Chair, MPC Member
Willie Wieler Vice Chair, MPC Member
David Driedger Councillor, MPC Member
Jacquie Bateman Councillor, MPC Member (virtual)
Tim Driedger MPC Member

ADMINISTRATION: Caitlin Smith Manager of Planning and Development
Lynda Washkevich Development Officer
Madison Dyck Development Officer
Nicole Friesen Development Officer
Ryleigh-Raye Wolfe Environmental Planner
Kristyn Unrau Administrative Assistant/Recording Secretary

MEMBERS OF THE PUBLIC: Simon Driedger

MOTION

1. **CALL TO ORDER**

Caitlin Smith called the meeting to order at 1:29 p.m.

2. **ADOPTION OF AGENDA**

MPC 21-11-164 MOVED by David Driedger

That the agenda be adopted as presented.

CARRIED

3. **ELECTIONS**

a) **Chair**

Caitlin Smith called for nominations for the position of Chairperson.

First Call: Tim Driedger nominated Erick Carter. Accepted.

Second Call: No further nominations.

Third Call: No further nominations.

MPC 21-11-165 MOVED by Jacquie Bateman

That the nominations cease for the position of Chairperson.

CARRIED

Caitlin Smith declared Erick Carter Chairperson by acclamation.

b) Vice-Chair

Caitlin Smith called for nomination for the Vice Chairperson.

First Call: David Driedger nominated Willie Wieler. Accepted.

Second Call: No further nominations.

MPC 21-11-166 MOVED by Tim Driedger

That the nominations cease for the position of Vice Chairperson by acclamation.

CARRIED

Caitlin Smith declared Willie Wieler Vice Chairperson by acclamation.

Caitlin Smith turned the meeting over to Erick Carter at 1:31 p.m.

4. TERMS OF REFERENCE

For Information.

5. REVIEW MPC'S MANDATE, ROLE & RESPONSIBILITIES

For information.

6. REVIEW OF PROCEDURAL BYLAW 1204-20

For information.

7. MINUTES

a) **Adoption of Minutes**

MPC 21-11-167 **MOVED** by Tim Driedger

That the minutes of the October 14th, 2021 Municipal Planning Commission meeting be adopted as presented.

CARRIED

b) **Business Arising from Previous Minutes**

i) None.

9. SUBDIVISIONS

a) **37-SUB-21 Simon Driedger – Revision**

Plan 192 3085; 27; 10 (La Crete, in Hamlet)

MPC 21-11-168 **MOVED** by Jacquie Bateman

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

1. This approval is for **one lot, 1.00 acre** (0.407 hectares) in size. This is phase one (1) of a two (2) phase development.
2. Applicant/developer shall enter into and abide by a Development Agreement with Mackenzie County which shall contain, but is not limited to:
 - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality;
 - b) Provision of all sanitary systems including service lines, main and appurtenances as required by the Municipality;
 - c) Provision of all water lines, including all fittings and valves as required by the County;
 - d) Provision of municipal servicing (water and sanitary sewer) to each lot;

- e) All drainage systems, provisions for weeping tile flow where a high water table or other subsurface conditions cause continuous flow in the weeping tile, and associated works, all as and where required by the County. Where trunk storm sewer mains are required, the County shall reimburse the developer for the cost of the trunk storm sewer mains in accordance with current County policy;

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

- (1) Drainage of internal road system,
 - (2) Erosion prevention systems, if required,
 - (3) Direction of site drainage, and
 - (4) Elevation plans for each lot
- f) Provision of paved internal roads, sidewalks and other infrastructure as required by the County in accordance to Mackenzie County Engineering Guidelines and at developer's expense, such construction of roads to serve the lots to be created by the subdivision;
 - g) Provision of paved access to lot being created by the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developers' expense. This requirement is in accordance with Urban Development Standards DEV001;
 - h) Provision of street lighting with underground wiring, design and location as required by the County;
 - i) Engineered signage package;
 - j) Provision of utilities (power, gas, telephone, etc.) to each lot. Such utilities to be provided in a location and to a standard to be approved by the appropriate utility company and the County. Responses from utilities companies are shown in Schedule "C" hereto attached. Written confirmation of the completed utility installation is required to be submitted to the County by each utility company prior to registration of the subdivision;
 - k) Provision of and/or negotiation for utilities rights-of-way and/or easements as required by utilities companies. Any costs incurred for line relocation will be the responsibility of

the developer. All utility lanes/lots must be accessible. All public utility lanes/lots shall be cleared to ground level with all tree stumps and debris removed and then landscaped. Where necessary, utility lanes/lots shall be excavated or landscaped to provide drainage for the subdivision. Any excavation or landscaping of the public utility lanes/lots shall be to engineered plans and completed prior to the installation of utilities;

- l) The developer is responsible for site grading and landscaping to design elevation and seeding with grass or other approved landscaping, in a manner that does not negatively impact adjacent properties or infrastructure;
- m) Provision of an agreement with the adjacent landowners for utility lanes/lots if required;
- n) Any outstanding property taxes shall be paid in full prior to registration of title;
- o) Provision of off-site levies as required by the County as follows:
 - I. Main Sewage Lift Station Offsite Levy (Bylaw 223/00) are imposed for the main sewage lift station;
 - i. Replacement of the existing main lift station in La Crete, Alberta with a new main sewage lift station, located at the intersection of 105 Ave and 99 Street,
 - ii. 300 mm trunk sewer diverting all off the community sewage flows to the new lift station,
 - iii. A prefabricated fibreglass sewage lift station with duplex pumps each sized to pump 800 USGPM at 78 feet total dynamic head,
 - iv. 250 mm force main connecting the sewage lift station to the existing sewage for main.

The levy is calculated at \$1,342.00 per hectare.
0.407 hectares at \$1,342.00 equals **\$546.19**

- II. Hamlet Off-Site Levies (Bylaw 319/02) are imposed for the construction and maintenance of off-site municipal services, including:
- i. New or expanded facilities for the storage, transmission, treatment or supplying of water;
 - ii. New or expanded facilities for the treatment, movement or disposal of sanitary sewage;
 - iii. New or expanded storm sewage drainage facilities;
 - iv. New or expanded facilities for the storage, transfer, or disposal of waste;
 - v. Land required for or in connection with any facilities described.

The levy is calculated at \$1,000.00 per lot. One (1) lot at \$1,000.00 equals **\$1,000.00**.

- III. Off-Site Levy Bylaw (Bylaw 1225/21) for the La Crete North Sanitary Trunk Sewer: Mackenzie County and developers co-development of a storm management plan for the La Crete north catchment area;

The gravity levy is calculated at \$15,900.00 per hectare. 0.407 ha at \$15,900.00 equals **\$6,471.30**.

Total Levies = \$8,017.49

- p) Provision of municipal reserve in the form of money in lieu of land. Specific amount is based on 10% of the subject land and on the current market value. The current market value for this property as assigned by MR policy DEV005 is \$15,000 per acre (residential). Municipal reserve is charged at 10%, which is 0.100 acres. 0.100 acres (residential) times \$15,000.00 equals **\$1,500.00**;
- q) Security, in the form of an irrevocable letter of credit or certified cheque, in the amount of 25% of subsurface and surface infrastructure construction cost must be submitted

to the County prior to installation and construction of any permanent infrastructure. Security amounts required in accordance with Mackenzie County's Multi-Lot/Urban Subdivision Construction and Registration Policy No, DEV003;

- r) **A caveat is to be placed on the title of the remainder (proposed Lot 12) indicating that no construction will be permitted until time of lot development. All associated fees shall be paid, and infrastructure including road shall be completed at such time.**

CARRIED

Simon Driedger left at 2:18 p.m.

8. DEVELOPMENT

- a) **155-DP-19 Raymond Scoular – Time Extension Temporary/Portable Unit in “Z-MU” Plan 882 1687; 8; 12 (983 Pine Avenue) (Zama)**

MPC 21-11-169 MOVED by Jacquie Bateman

That a time extension for 155-DP-19 on Plan 882 1687, Block 8, Lot 12 in the name of Raymond Scoular be granted to expire on November 10, 2023.

CARRIED

- b) **281-DP-21 Willy Peters Live Stock (3 horses) in “RCR1” Plan 202 2748; 1; 19 (La Crete Rural)**

MPC 21-11-170 MOVED by Jacquie Bateman

That Development Permit 281-DP-21 on Plan 202 2748, Block 1, Lot 19 in the name of Willy Peters be APPROVED with the following conditions:

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

- 1. **PRIOR TO ANY NEW CONSTRUCTION TAKING PLACE OR MOVING ANY BUILDING ON THE SUBJECT PROPERTY CONTACT THE DEVELOPMENT DEPARTMENT FOR A DEVELOPMENT PERMIT.**

2. **Prior to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Operational Services Department for Mackenzie County at 780-928-3983. Access to be constructed at the developers' expense.**
3. Adequate fencing and/or buffering shall be constructed to the satisfaction of the Development Authority to ensure the on-site confinement of LIVESTOCK and to reduce the impact of noise, odour or visual presence on surrounding properties.
4. **LIVESTOCK shall be limited to no more than one (1) animal unit per 0.4 ha (1 acre) or part thereof, to a maximum of three (3) animal units.**
5. Adequate measures, if required by Alberta Agriculture, Food and Rural Development and/or the local Health Authority, for the disposal of animal wastes shall be provided to the satisfaction of the Development Authority.
6. No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
7. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
8. **The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.**

CARRIED

- c) **286-DP-21 Emily Wiebe
Home Based Business, Minor in "H-R1A"
Plan 032 3177; 2; 11 (La Crete)**

MPC 21-11-171 MOVED by Tim Driedger

That Development Permit 286-DP-21 on Plan 032 3177, Block 2, Lot 11 in the name of Emily Wiebe be APPROVED with the following conditions:

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

- opinion of the Development Authority, the Home Based Business, Minor has become detrimental or otherwise incompatible with the amenities of the neighborhood.**
2. **Comply with applicable legislation under the Public Health Act and obtain the appropriate approvals prior to commencement of development. Contact the Health Inspector at 780-841-3252.**
 3. **This development permit will expire upon the expiration, cancellation or revocation of your business license. This development permit shall become null and void if a county business license is not maintained in good standing.**
 4. **At all times, the privacy of the adjacent dwellings shall be preserved and the Home Based Business shall not unduly offend the surrounding residents by way of excessive lighting, noise, traffic, congestion, late visitations by clients.**
 5. **The business shall be operated by the resident of the principal dwelling and may include one (1) non-resident employee.**
 6. The Home Based Business shall not involve client and customer visits outside of the hours of **8:00 a.m. – 6:00 p.m.**
 7. The Municipality has assigned the following address to the noted property (**9210 – 101st Street**). You are required to display the address (**9210**) to be clearly legible from the street and be on a contrasting background. The minimum size of the characters shall be four inches in height.
 8. Home Based Business Minor requires 1 space per 37.2m² (400.0ft²) of gross FLOOR AREA. This work area is 400 square feet, so that would constitute one (1) off street parking spot.
 9. No construction or development is allowed on a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
 10. Home Based Businesses are limited to one sign not exceeding 1.1 square meters (12 square feet) in area.
 11. The sign shall not be placed within the Road Right of Way.
 12. The site and sign shall be kept in a safe, clean, and tidy condition, or may be required to be renovated or removed.
 13. The sign shall:

- a. Not obstruct the orderly and safe flow of vehicular and pedestrian traffic,
 - b. Not unduly interfere with the amenities of the district,
 - c. Not materially interfere with or affect the use, enjoyment or value of neighbouring properties, and
 - d. Not create visual or aesthetic blight.
14. Illumination of any signs must not negatively affect, nor pose a safety hazard to, an adjacent site or street.
15. Wiring and conduits of any signs must be concealed from view.
16. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
17. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

CARRIED

9. SUBDIVISIONS

- b) 56-SUB-21 Anthony Derksen
11.7 acre Subdivision (1 lot) in "A"
NW 10-107-13-W5M (La Crete Rural)**

MPC 21-11-172 **MOVED** by David Driedger

That Subdivision Application 56-SUB-21 in the name of Anthony Derksen on NW 10-107-13-W5M be APPROVED with the following conditions:

1. This approval is for one (1) **TYPE B** subdivision, 11.7 acres (4.72 hectares) in size.
2. Applicant/developer shall enter into and abide by a Development Agreement with Mackenzie County which shall contain, but is not limited to:
 - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality;
 - I. Any permanent buildings on the property must be constructed 2% above the grade of**

the road.

- b) **Mitigation measure must be in place in order to avoid water damage from potential pluvial flooding;**
- c) Provision of a road and access to both the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developer's expense;
- d) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2015;
- e) **Provision of a storm water management plan. Contact Planning and Development staff at (780)928-3983 to discuss the requirements for your subdivision;**
- f) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration;
- g) Provision of utility rights-of-way as required by ATCO Electric, TELUS, Northern Lights Gas Co-op, and others;
- h) Provision of and negotiations for utility rights-of-way and/or easements as required by utility companies. The Developer shall be responsible for any line relocation or correction costs that occur as a result of this development. Responses from utility companies are shown in Schedule "C" hereto attached;
- i) **Mackenzie County shall not be held liable for any concerns, issues or damages related to and/or resulting from the water tables and any other water problems as a result of any low land levels of the proposed development. It is the responsibility of the developer to ensure that adequate drainage and other precautions are taken to avoid water seepage into the dwellings/basement and/or flooding of the basement, and/or any ancillary buildings.**

CARRIED

c) 61-SUB-21 Willie Krahn

NW 11-107-13-W5M

MPC 21-11-173 MOVED by Tim Driedger

That Subdivision Application 61-SUB-21 in the name of Willie Krahn on NW-11-107-13-W5M be APPROVED with the following conditions:

1. This approval is for a **TYPE B** subdivision totalling 10.00 acres (4.05 hectares) in size.
2. Applicant/developer shall enter into and abide by a Development Agreement with Mackenzie County which shall contain, but is not limited to:
 - a) Prior to any development on the proposed boundary adjustment, the developer shall obtain a development permit from the Municipality,
 - I. Any permanent buildings on the property must be constructed 2% above the grade of the road.**
 - b) Mitigation measure must be in place in order to avoid water damage from potential pluvial flooding,**
 - c) Provision of a road and access to both the boundary adjustment and the balance of the lands in accordance with Mackenzie County standards at the developer's expense,
 - d) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2015,
 - e) **Provision of a storm water management plan. Contact Planning and Development staff at (780) 928-3983 to discuss the requirements for your subdivision,**
 - f) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration,
 - g) Provision of utility rights-of-way as required by ATCO Electric, TELUS, Northern Lights Gas Co-op, and others,
 - h) Provision of municipal reserve in the form of money in lieu of land. Specific amount is based on 10% of the subject land and on the current market value in accordance with Policy DEV006. The current market value for this property is \$7,000 per acre. Municipal reserve is charged at 10%, which is 1 acre. **1 acre**

times **\$7000** equals **\$7,000.00**.

- i) **The Developer has the option to provide a market value appraisal of the existing parcel of land as of a specified date occurring within the 35-day period following the date on which the application for subdivision approval is made in accordance to the *Municipal Government Act* Section 667(1)(a).**
- j) Provision of and negotiations for utility rights-of-way and/or easements as required by utility companies. The Developer shall be responsible for any line relocation or correction costs that occur as a result of this development. Responses from utilities companies are shown in Schedule "C" hereto attached,
- k) **Mackenzie County shall not be held liable for any concerns, issues or damages related to and/or resulting from the water tables and any other water problems as a result of any low land levels of the proposed development. It is the responsibility of the developer to ensure that adequate drainage and other precautions are taken to avoid water seepage into the dwellings/basement and/or flooding of the basement, and/or any ancillary buildings.**

CARRIED

- d) **62-SUB-21 Mackenzie County
Fort Vermilion Flood Recovery, Phase 2
27.58 acre Subdivision (56 lots) in "H-R1"
Plan 202 2482 & 212 1216**

MPC 21-11-174 **MOVED** by Willie Wieler

That Subdivision Application 62-SUB-21 in the name of Mackenzie County on Plan 202 2482, Block 1, Lot 1; Plan 212 1216, Block 4, Lot 1; & Plan 762 1591, Block A, Lot 4 be APPROVED with the following conditions:

1. This approval is for a 56-lot subdivision totalling 27.58 acres (11.16 hectares)
2. Applicant/developer shall enter into and abide by a Development Agreement with Mackenzie County which shall contain, but is not limited to:

- a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality;
- b) Plan 212 1216, Block 4, Lot 1 shall be rezoned to Hamlet Residential 1 "H-R1" to accommodate the proposed use;
- c) Provision of all sanitary systems including service lines, main and appurtenances as required by the Municipality;
- d) Provision of all water lines, including all fittings and valves as required by the County;
- e) Provision of municipal servicing (water and sanitary sewer) to each lot;
- f) All drainage systems, provisions for weeping tile flow where a high water table or other subsurface conditions cause continuous flow in the weeping tile, and associated works, all as and where required by the County;

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

- (1) Drainage of internal road system,
- (2) Erosion prevention systems, if required,
- (3) Direction of site drainage, and
- (4) Elevation plans for each lot

Post-development storm water flow rates from the developed area shall not exceed pre-development flow rates.

- g) Provision of internal roads, sidewalks and other infrastructure as required by the County in accordance to Mackenzie County Engineering Guidelines and at Developers expense, such construction of roads to serve the lots to be created by the subdivision;
- h) Provision of access to lot being created by the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developers' expense. This requirement is in accordance with Urban Development Standards DEV001;
- i) Provision of street lighting with underground wiring, design

- and location as required by the County;
- j) Engineered signage package;
 - k) Provision of utilities (power, gas, telephone, etc.) to each lot. Such utilities to be provided in a location and to a standard to be approved by the appropriate utility company and the County. Written confirmation of the completed utility installation is required to be submitted to the County by each utility company prior to registration of the subdivision;
 - l) Provision of and/or negotiation for utilities rights-of-way and/or easements as required by utilities companies. Any costs incurred for line relocation will be the responsibility of the developer. All utility lanes/lots must be accessible. All public utility lanes/lots shall be cleared to ground level with all tree stumps and debris removed and then landscaped. Where necessary, utility lanes/lots shall be excavated or landscaped to provide drainage for the subdivision. Any excavation or landscaping of the public utility lanes/lots shall be to engineered plans and completed prior to the installation of utilities;
 - m) The developer is responsible for site grading and landscaping to design elevation and seeding with grass or other approved landscaping, in a manner that does not negatively impact adjacent properties or infrastructure;
 - n) Provision of an agreement with the adjacent landowners for utility lanes/lots if required;
 - o) Provision of municipal reserve in the form of, at minimum, 10% of the subject land. **27.58 acres** times 10% equals **2.758 acres**.

CARRIED

10. MISCELLANEOUS ITEMS

a) Bylaw 12xx-21 Caribou Mountain Area Structure Plan

MPC 21-11-175 **MOVED** by Jacquie Bateman

That the Municipal Planning Commission recommend to Council to DEFEAT Bylaw 12xx-21 being an Area Structure Plan for SW 5-110-13-

W5M.

CARRIED

Jacquie left at 2:32 p.m. Returned at 2:35 p.m.

b) Development Statistics Report – January to September 2021

MPC 21-11-176 MOVED by Jacquie Bateman

That the development statistics report for January to September, 2021 be received for information.

CARRIED

11. IN CAMERA

a) None

12. MEETING DATES

- ❖ Thursday, November 18th, 2021 @ 10:00 a.m. in Fort Vermilion
- ❖ Thursday, December 2nd, 2021 @ 10:00 a.m. in La Crete
- ❖ Wednesday, December 15th, 2021 @ 10:00 a.m. in Fort Vermilion

13. ADJOURNMENT

MPC 21-11-177 MOVED by David Driedger

That the Municipal Planning Commission Meeting be adjourned at 2:41 p.m.

CARRIED

These minutes were adopted this 18th day of November, 2021.

Erick Carter, Chair

**MACKENZIE COUNTY
Municipal Planning Commission Meeting**

**Mackenzie County Office
Fort Vermilion, AB**

Thursday, November 18, 2021 @ 10:00 a.m.

PRESENT: Erick Carter Chair, MPC Member
David Driedger Councillor, MPC Member
Jacquie Bateman Councillor, MPC Member (virtual)
Tim Driedger MPC Member

REGRETS: Willie Wieler Vice Chair, MPC Member

ADMINISTRATION: Caitlin Smith Manager of Planning and Development
Lynda Washkevich Development Officer
Madison Dyck Development Officer
Nicole Friesen Development Officer
Kristyn Unrau

MOTION

1. CALL TO ORDER

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

2. ADOPTION OF AGENDA

MPC 21-11-178 MOVED by Tim Driedger

That the agenda be adopted as presented.

CARRIED

3. MINUTES

a) Adoption of Minutes

MPC 21-11-179 MOVED by Tim Driedger

That the minutes of the November 3rd, 2021 Municipal Planning Commission meeting be adopted as presented.

CARRIED

b) Business Arising from Previous Minutes

i) None.

4. TERMS OF REFERENCE

For Information.

5. DEVELOPMENT

**a) 293-DP-21 Blackstone Homes
Professional, Financial Office and Business Service in
“LC-HC” Plan 062 7695; 24; 4 (Office #105) (La Crete)**

MPC 21-11-180 MOVED by Tim Driedger

That Development Permit 293-DP-21 on Plan 062 7695, Block 24, Lot 4 (Office 105) in the name of Blackstone Homes be APPROVED with the following conditions:

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

1. This permit is for the APPROVAL of a Professional, Financial, Office & Business Service in the existing building.
2. The Professional, Financial, Office & Business Service shall meet all National Building Code 2019 Alberta Edition requirements for Buildings and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit Null and Void.
3. There is a limit of one (1) show home on the property. It must be located out of the line of sight from the road.
4. The minimum setbacks for the show home from the rear property line shall be 3.1 meters (10 feet) and 1.5 meters (5 feet) from the side property lines.
5. Building to be connected to the municipal water and sewer system and the cost of connection fees will be borne by the owner.
6. **The Municipality has assigned the following address to the noted property: 10604 99 Street (Office 105).**
7. This permit may be revoked at any time if, in the opinion of the Development Authority, the proposed development has become detrimental or otherwise incompatible with the amenities of the neighbourhood.

8. The sign shall be a minimum of
 - a. 20 meters from regulatory signs, and
 - b. 1.5m (5 ft) from the curb/sidewalk
9. The sign shall be placed on site and is not permitted to be placed on any County lands and/or within the Road Right of Way.
10. The sign shall be a minimum of 2 meters in height from the bottom of the sign above the curb/sidewalk.
11. The site and sign shall be kept in a safe, clean, and tidy condition, or may be required to be renovated or removed.
12. The sign shall:
 - a. Not obstruct the orderly and safe flow of vehicular and pedestrian traffic,
 - b. Not unduly interfere with the amenities of the district,
 - c. Not materially interfere with or affect the use, enjoyment or value of neighbouring properties, and
 - d. Not create visual or aesthetic blight.
13. Illumination of any signs must not negatively affect, nor pose a safety hazard to, an adjacent site or street.
14. Wiring and conduits of any signs must be concealed from view.
15. No construction or development is allowed on a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
17. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
18. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

CARRIED

- b) 298-DP-21 Joash Siemens
Garage – Detached in “LC-TC”
Plan 2504TR; 7; 5 (La Crete)**

MPC 21-11-181 MOVED by Tim Driedger

That Development Permit 298-DP-21 on Plan 2504TR, Block 7, Lot 5 in the name of Joash Siemens be APPROVED with the following conditions:

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

1. **Minimum building setbacks for the side and rear yards are:**
 - a) **1.52 meters (5 feet) rear yard;**
 - b) **1.52 meters (5 feet) side yards; from the property lines.**
2. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards and shall compliment the natural features and character of the site and the aesthetics of the neighbouring residences to the satisfaction of the Development Authority.
3. The Garage-Detached shall meet all National Building Code 2019 Alberta Edition requirements for Buildings and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit Null and Void.
4. **The Garage-Detached shall be located no closer to the front property line than the associated dwelling.**
5. **The Garage-Detached shall not exceed 100 meters squared (1076.4 square feet).**
6. **The Garage-Detached will have a maximum vehicle entrance door height of 4.6 meters (15 feet).**
7. **The Garage-Detached shall not be assessed from the back alley.**
8. **The Garage – Detached is approved for residential purposes only and no commercial activity is permitted in this building. If the developer/landowner/occupant or other person or persons intend to use the Garage - Detached for commercial or industrial uses, a new development permit is required prior to the commencement of the commercial or industrial use.**

9. Where the lowest opening of the garage is 25 feet from the front property line it is required to be at a minimum 4% grade above the curb level. Where the lowest opening of the garage is 50 feet from the front property line it is required to be at a minimum 2% grade above the curb level.
10. Building to be connected to the Municipal water and sewer system and the cost of connection fees will be borne by the owner.
11. The Municipality has assigned the following address to the noted property (**10118 – 99 Avenue**). You are required to display the address (**10118**) to be clearly legible from the street and be on a contrasting background. The minimum size of the characters shall be four inches in height.
12. Provide adequate off street parking as follows: The minimum parking shall be 300 square feet per vehicle owned plus an additional 500 square feet for off street parking. *“One parking space, including the driveway area, shall occupy 300 square feet.”*
13. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Road/Maintenance Department for Mackenzie County at 780-928-3983. Access to be constructed to Mackenzie County standards and at the developers’ expense.
14. No construction or development is allowed on a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
15. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
16. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

**c) 299-DP-21 Empire Construction
Fence in “H-R1” (25% Height Variance)
Plan 1425TR; 6; 15 (10206 97th Avenue) (La Crete)**

MPC 21-11-182 **MOVED** by Tim Driedger

That Development Permit 299-DP-21 on Plan 1425TR, Block 6, Lot 15 in

the name of Empire Construction be APPROVED with the following conditions:

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

1. **Approval of a fence with height variance as noted in condition 2a).**
2. **Maximum height of fence:**
 - a. **1.52 meters (5 feet) for the FRONT YARD facing 97th Avenue,**
 - b. **and up to 6 feet for the remaining yards.**
3. **The fence shall not comprise of and/or support barbed wire.**
4. The fence shall not adversely affect the view of vehicular and pedestrian traffic.
5. The fence shall not encroach onto adjacent properties.
6. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards.
7. This permit may be revoked at any time if, in the opinion of the Development Officer, the proposed development has become detrimental, unsightly or otherwise incompatible with the amenities of the neighbourhood.
8. This permit approval is subject to an access to the property being constructed to County standards. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Operational Services Department for Mackenzie County at 780-928-3983. Access to be constructed at the developers' expense.
9. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards and shall compliment the natural features and character of the site and the aesthetics of the neighbouring residences to the satisfaction of the Development Authority.
10. No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
11. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County

Bylaws and resolutions relating to the development of the lands.

CARRIED

6. SUBDIVISIONS

- a) 57-SUB-21 Mackenzie Oat Millers
7.00 acre Subdivision (1 lot) in "A"
NE 31-105-14-W5M (La Crete Rural)**

MPC 21-11-183 **MOVED** by David Driedger

That Subdivision Application 57-SUB-21 in the name of Mackenzie Oat Millers NE-31-105-14-W5M be APPROVED with the following conditions:

1. This approval is for a **TYPE B** subdivision totalling 7.00 acres (2.83 hectares) in size.
2. Applicant/developer shall enter into and abide by a Development Agreement with Mackenzie County which shall contain, but is not limited to:
 - a) Prior to any development on the subdivision, the developer shall obtain a development permit from the Municipality,
 - I. Any permanent buildings on the property must be constructed 2% above the grade of the road.
 - b) Mitigation measure must be in place in order to avoid water damage from potential pluvial flooding,
 - c) Provision of a road and access to both the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developer's expense,
 - d) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2015,

Provision of a storm water management plan. Contact Planning and Development staff at (780) 928-3983 to discuss the requirements for your subdivision,
 - f) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration,

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

CARRIED

- b) **59-SUB-21 Philip Unrau
14.00 acre Subdivision (1 lot) in "A"
NE 11-106-13-W5M (la Crete Rural)**

MPC 21-11-184 **MOVED** by David Driedger

That Subdivision Application 59-SUB-21 in the name of Philip & Gertrude Unrau NE-11-106-13-W5M be APPROVED with the following conditions:

1. This approval is for the subdivision application totalling 14.00 acres (5.66 hectares) in size.
2. Applicant/developer shall enter into and abide by a Development Agreement with Mackenzie County which shall contain, but is not limited to:
 - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality,
 - I. Any permanent buildings on the property must be constructed 2% above the grade of the road.
 - b) Mitigation measure must be in place in order to avoid

- water damage from potential pluvial flooding,
- c) Provision of a road and access to both the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developer's expense,
 - d) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2015,
 - e) **Provision of a storm water management plan. Contact Planning and Development staff at (780) 928-3983 to discuss the requirements for your subdivision,**
 - f) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration,
 - g) Provision of utility rights-of-way as required by ATCO Electric, TELUS, Northern Lights Gas Co-op, and others,
 - h) Provision of and negotiations for utility rights-of-way and/or easements as required by utility companies. The Developer shall be responsible for any line relocation or correction costs that occur as a result of this development. Responses from utilities companies are shown in Schedule "C" hereto attached,
 - i) **Mackenzie County shall not be held liable for any concerns, issues or damages related to and/or resulting from the water tables and any other water problems as a result of any low land levels of the proposed development. It is the responsibility of the developer to ensure that adequate drainage and other precautions are taken to avoid water seepage into the dwellings/basement and/or flooding of the basement, and/or any ancillary buildings.**

CARRIED

- c) **63-SUB-21 Trevor Dyck
10.00 acre Subdivision (1 lot) in "A"
NE 14-107-13-W5M (Blumenort)**

MPC 21-11-185 **MOVED** by Jacquie Bateman

That Subdivision Application 63-SUB-21 in the name of Trevor Peters on NE 14-107-13-W5M be APPROVED with the following conditions:

1. This approval is for a **TYPE B** subdivision, 10.00 acres (4.05 hectares) in size.
2. Applicant/developer shall enter into and abide by a Development Agreement with the Mackenzie County which shall contain, but is not limited to:
 - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality;
 - II. **Any permanent buildings on the property must be constructed 2% above the grade of the road.**
 - b) **Mitigation measures must be in place in order to avoid water damage from potential pluvial flooding;**
 - c) Provision of a road and access to both the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developer's expense;
 - d) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2015;
 - e) Provision of a storm water management plan. Contact Planning and Development staff at 780-928-3983 to discuss the requirements for your subdivision;
 - f) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration;
 - g) Provision of utility right-of-way as required by ATCO Electric, Telus and Northern Lights Gas and others;
 - h) Provision of and negotiations for utility rights-of-way and/or easements as required by utility companies. The Developer shall be responsible for any line relocation or correction costs that occur as a result of this development. Responses from utilities companies are shown in Schedule "C" hereto attached;
 - i) **Mackenzie County shall not be held liable for any concerns, issues or damages related to and/or resulting from the water tables and any other water problems as a result of any low land levels of the proposed development. It is the responsibility of the developer to ensure that adequate drainage and other precautions are taken to avoid water seepage into the**

**dwelling/basement and/or flooding of the basement,
and/or any ancillary buildings.**

CARRIED

- d) 64-SUB-21 Mackenzie County
5.00 acre Lot Consolidation & 10.00 acre Subdivision in
“A” Plan NORTHVER; ; 11 & Plan 192 0252; 1; 1
(North Vermilion Settlement)**

MPC 21-11-186 MOVED by David Driedger

That Subdivision Application 64-SUB-21 in the name of Mackenzie County on Plan NORTHVER; ; 11 & Plan 192 0252; 1; 1 be APPROVED with the following conditions:

1. This approval is for a **TYPE B** subdivision, 10.00 acres (4.08 hectares) in size.
2. Applicant/developer shall enter into and abide by a Development Agreement with the Mackenzie County which shall contain, but is not limited to:
 - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality;
 - b) Provision of a road and access to both the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developer’s expense;
 - c) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2015;
 - d) **Provision of a storm water management plan. Contact Planning and Development staff at (780) 928-3983 to discuss the requirements for your subdivision;**
 - e) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration;
 - j) Provision of utility rights-of-way as required by ATCO Electric, TELUS Northern Lights Gas Co-op, and others;
 - k) Provision of and negotiations for utility rights-of-way and/or easements as required by utility companies. The Developer shall be responsible for any line relocation or correction costs that occur as a result of this development. Responses from utilities companies are

shown in Schedule "C" hereto attached;

- l) **Mackenzie County shall not be held liable for any concerns, issues or damages related to and/or resulting from the water tables and any other water problems as a result of any low land levels of the proposed development. It is the responsibility of the developer to ensure that adequate drainage and other precautions are taken to avoid water seepage into the dwellings/basement and/or flooding of the basement, and/or any ancillary buildings.**

CARRIED

7. MISCELLANEOUS ITEMS

- a) **Bylaw 12xx-21 Land Use Bylaw Amendment to Rezone Plan 102 4542; 1; 39 & 40 from Rural Country Residential 3 "RCR3" TO Country Recreational "CREC"**

MPC 21-11-187 **MOVED** by Tim Driedger

That the Municipal Planning Commission recommend to Council to APPROVE Bylaw 12xx-21 being a Land Use Bylaw Amendment to Rezone Plan 102 4542; 1; 39 & 40 from Rural Country Residential 3 "RCR3" to Country Recreational "CREC", subject to public hearing input.

CARRIED

8. IN CAMERA

- a) **None**

9. MEETING DATES

- ❖ Thursday, December 2nd, 2021 @ 10:00 a.m. in La Crete
- ❖ Wednesday, December 15th, 2021 @ 10:00 a.m. in Fort Vermilion

MPC 21-11-188 **10. ADJOURNMENT**

These minutes were adopted this 2nd day of December, 2021.

Erick Carter, Chair



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	November 30, 2021
Presented By:	Len Racher, Chief Administrative Officer
Title:	Information/Correspondence

BACKGROUND / PROPOSAL:

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

- Council Action List
- Alberta Provincial Police Service Transition Study
- Alberta Environment & Parks Ministerial Order – Bison
- Application Guidelines – 2022 Platinum Jubilee of Her Majesty Queen Elizabeth II Community Projects
- Library Association of Alberta
- Town of Rocky Mountain House – Procurement & Purchasing Policy
- 2021-10-04 & 2021-11-1 FV Rec Board Meeting Minutes

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

Author: C. Sarapuk **Reviewed by:** C. Sarapuk **CAO:** _____

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: _____ CAO: _____

Mackenzie County Action List as of November 19, 2021

Council and Committee of the Whole Meeting Motions Requiring Action

Motion	Action Required	Action By	Status
February 22, 2016 Council Meeting			
16-02-135	That the County covers the additional cost of the survey on Plan 5999CL, Lot E to date and have administration release a copy of the report to the landowner informing them that the initial investigation survey has been completed.	Byron	Refer to Motion 18-06-411 In progress. Meeting with landowners. Impacted by 2020 flood.
May 10, 2016 Regular Council Meeting			
16-05-354	That administration be authorized to proceed as follows in regards to the Zama Crown Land Procurement: <ul style="list-style-type: none"> • cancel PLS 080023; • pursue acquisition of land parcels as identified on the map presented in red; • identify a parcel of land to be subdivided from Title Number 102 145 574 +1 (Short Legal 0923884; 21; 1) and offered for trade or sale to Alberta Environment and Parks due to its unsuitability for a hamlet development , specifically the land use restrictions per Alberta Energy Regulator. 	Don	PLS Cancelled. Asset list with all leases, caveats, dispositions, easements, etc. Response Received from AEP 2017-11-27. Application submitted. RFD to Council once response is received to our application.
July 12, 2016 Regular Council Meeting			
16-07-526	That the County pursue purchasing the leased lands at the Hutch Lake campground.	Don Len	Application for purchase of Hutch Lake has been filed.
April 25, 2018 Council Meeting			
18-04-314	That administration be authorized to proceed with a Department License of Occupation (DLO) for existing and future walking trail expansion on SE 14-106-15-W5 once the title transfer has been completed for SE 15-106-15-W5.	Don	Application submitted. FNC process
18-04-315	That administration move forward in purchasing more land north of the existing Hutch Lake Cabins and that final costs be brought back to Council for decision.	Don	Sketch plan completed. Application to purchase is in submitted
June 12, 2018 Council Meeting			
18-06-432	That the County apply to Alberta Environment & Parks for a bank stabilization and clean-up along the Peace River in the Hamlet of Fort Vermilion as a result of the ice jam flooding event.	Byron	In progress. Engineering report received. (WSP) Working on application. 2020 Flood Mitigation

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.	John	Met with EP Reps. Got update on Licenses. Meeting in DEC.
November 13, 2018 Regular Council Meeting			
18-11-885	That the Zama Water Treatment Improvements Project be retendered with a project scope change.	John	In progress Construction in spring
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	Discussed at COW
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.	Byron	In progress CC:RMA & AUMA
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.
July 15, 2020 Regular Council Meeting			
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
November 25, 2020 Regular Council Meeting			

Motion	Action Required	Action By	Status
20-11-748	That Administration proceed in developing an offsite levy bylaw for the benefitting area of the La Crete South Sanitary Trunk Sewer for the purpose in recovering all costs associated with the sanitary sewer trunk improvements.	Byron	Working on draft offsite levy bylaw. No Change
20-11-759	That administration proceed with developing consolidated offsite levy bylaws on a per improvement basis.	Byron	CM 21-09-623
20-11-774	That a letter be sent to Alberta Health Services regarding critical staff shortages in Northwest Alberta.	Len	In progress
December 16, 2020 Budget Council Meeting			
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	In progress
20-12-805	That administration request that the province waive/reimburse fees associated with the River Search & Rescue Access Plan approvals.	Don	Drafting a letter to AEP
20-12-808	Administration bring forward a policy review at each Committee of the Whole Meeting.	Len	Ongoing
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			
21-01-075	That administration proceed with the land sale of Plan 082 6817, Block 3, Lots 11MR & 12MR for the purpose of consolidation.	Caitlin	Designation removed, waiting on land transfer
February 9, 2021 Regular Council Meeting			
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	In progress
21-02-115	That administration prepare a new Land Use Bylaw Amendment to further restrict non-compatible uses near Mackenzie County airports	Caitlin	In Progress
March 9, 2021 Regular Council Meeting			
21-03-185	That administration include Option 4 - being place a new building on higher ground (new location) in the flood recovery work for the Fort Vermilion Airport, and that a detailed budget amendment to fund the works be presented to council prior to issuing a tender for the recovery/mitigation works.	Byron	Working with engineers

Motion	Action Required	Action By	Status
March 24, 2021 Regular Council Meeting			
21-03-246	That administration be authorized to proceed with the sale of the land and transfer of title for amalgamation back into the quarter.	Caitlin	Waiting on land transfer
April 13, 2021 Regular Council Meeting			
21-04-313	That administration proceed with further developing the Offsite levy bylaw taking into consideration the average Canadian offsite levy is 2.5% –5 %.	Byron	Motion 21-09-623
April 28, 2021 Regular Council Meeting			
21-04-337	That Mackenzie County support and submit the 2021 FRIAA grant funding proposal for Mackenzie County FireSmart Home Assessments (EOI-21-13) project.	Don	
May 11, 2018 Regular Council Meeting			
21-05-391	That administration reach out to non-profit organizations for proposals to proceed with a “Fall Community Clean-up” and bring back findings to Council.	Don	In progress
21-05-419	That administration develop a Charitable Donations Policy.	Jen	In Progress
21-05-429	That administration proceed with submitting an offer to purchase for the land required for Storm Pond “A” as per policy and discussion.	Byron	Waiting on title transfer
May 26, 2021 Regular Council Meeting			
21-05-462	That Administration proceed with issuing a Request for Proposals for the detail design and construction engineering for the La Crete North Sanitary Trunk Sewer.	Byron	In progress
21-05-464	That administration proceed with upgrading the airport lighting at the Fort Vermilion (Wop May) Airport from halogen to LED.	Byron	
June 8, 2021 Regular Council Meeting			
21-06-498	That Mackenzie County attempt to gain representation in the next policy framework replacing Canadian Agriculture Partnership.	Len	
June 23, 2021 Regular Council Meeting			
21-06-546	That the Minister of Agricultural and Forestry be invited to a Council meeting.	Len	
July 14, 2021 Regular Council Meeting			
21-06-226	That administration work with the Ferry Campground to formulate a plan to obtain the lease for the creation of a new campground.	Don	In progress

Motion	Action Required	Action By	Status
21-07-531	That the property at 1030 Tower Road in Zama be publicly advertised and put up for sale with a closing date of August 14, 2021.	Jen	Ongoing
21-07-540	That Councillor Jorgensen works with administration on submitting comments regarding the Draft Conservation Agreement for Wood Bison.	Byron	
21-07-541	That Mackenzie County apply for the Canada Community Revitalization Fund in the amount of \$500,000 to fund downtown improvements for Fort Vermilion.	Byron	
August 18, 2021 Regular Council Meeting			
21-08-563	That Administration advertise Bylaw 1231-21 to include an amendment to the deferral option to include a four (4) year deferral program as discussed.	Caitlin	Advertised. Public hearing at 2021-09-14 CM
21-08-586	That Mackenzie County waive the Off-Site Levy and Municipal Reserve fees for the donated portion (11.89 acres) of NE 9-106-15-W5M to facilitate the development of a new Medical Facility in the Hamlet of La Crete.	Caitlin	At time of development
September 14, 2021 Regular Council Meeting			
21-09-607	That Leaders International be engaged for CAO Recruitment.		
21-09-623	That second reading be given to Bylaw 1231-21 being the La Crete Offsite Levy Bylaw be tabled until further date.	Byron	
21-09-637	That administration obtain required approvals and agreements with affected landowners for the West La Crete Road ditch cleanout.	Grant	In Progress
21-09-644	That a commemorative sign be placed at the Heritage Centre in La Crete and the Fort Vermilion lean-to museum highlighting the contribution that Bill Neufeld had in the paving of the Hwy 88 Connector.	Don/Len	
21-09-646	That council organize meetings with the 17 municipalities at the 2021 Fall RMA conference to discuss the Fire Bans in Hamlets within the Forest protection Areas and followed with a meeting with the Minister of Agriculture & Forestry.	Carrie/Len	
21-09-657	That the Tax Recovery Auction for properties under tax arrears be set for February 23, 2022.	Jen	In Progress
21-09-658	That administration work with the Fort Vermilion School Division to complete a trade and land transfer for properties adjacent to the La Crete Distribution Pumphouse and Fort Vermilion Public School.	Byron	Transfers signed

Motion	Action Required	Action By	Status	
21-09-667	That information regarding action item 16-05-354 be put together and a meeting requested with AEP at fall RMA convention.	Carrie		
October 12, 2021 Budget Council Meeting				
21-10-673	That the Frontier Veterinary Services Contract be extended for one year ending December 31, 2022.	Grant	In Progress	
21-10-693	That administration incorporate the 2021 One Time Carry Forward projects in the Draft 2022 Operating budget as discussed.	Jen	In Progress	
21-10-694	That the review of 2022 On Time Projects discussion be TABLED for future discussion.	Jen		
21-10-696	That Administration proceed with the sale of the closed portions of 100A Street to adjacent landowners at assessed value with all associated costs being borne by the buyer with the exception of those costs associated with registration of a waterline URW where required.	Caitlin	In progress- Surveyed	
21-10-697	That the north portions of 100A Street (adjacent landowners) be sold back for the same price it was originally purchased to the adjacent landowners with all associated costs being borne by the applicant.	Caitlin	In Progress	
21-10-699	Minister of Infrastructure	Birthing Centre	Carrie	Complete
	Minister of Environment	Bridge Campsite Crown Land Recreation Tree Salvage Hay Zama Bison		
	Minister of Municipal Affairs	Municipal Downloading Petition Taxation Lease Lands (non energy) Disaster Services Funding Agreement		
	Minister of Ag & Forestry	Tree Salvage Fire Ban		
	K-Division	Enhanced Police		
October 27, 2021 Regular Council Meeting				
21-10-763	That administration work with legal to create a non-disclosure agreement for Councillors and that the Information Technologist Department investigate electronic options for secure sharing of Closed Meeting information.	Len/Carrie	In progress	
21-10-769	That the Community Services Committee analyze Mackenzie County's Solid Waste requirements at the Waste Transfer Stations and bring back its findings and recommendations no later than August 2022, prior to future budget deliberations	Don	In progress	

Motion	Action Required	Action By	Status
21-10-771	That Mackenzie County appeal the Disaster Recovery Program claim for the Chateh Road and include pictures and supporting information to facilitate the successful appeal.	Len/Carrie	
21-10-774	That a letter be sent to Alberta Transportation requesting confirmation on lighting package at the Highway 58 & 88 intersection.	Carrie	
November 9, 2021 Regular Council Meeting			
21-11-765	That the current Waste Transfer Station Waste Haul Contract be extended by 6 months while Mackenzie County completes a full cost review of waste requirements and service levels.	Don	
21-11-771	That the Land Use Bylaw Amendment application fee of \$460 be refunded to the applicant for proposed Bylaw 1181-20, due to cancellation of the application.	Caitlin	Completed
21-11-772	That the Commercial Business Incentive Options be brought a Committee of the Whole meeting for further discussion.	Byron	
21-11-773	That a document regarding public recreation on crown land and Timber Damage Assessment be created for lobbying purposes.	Carrie	
November 19, 2021 Budget Council Meeting			
21-11-781	That an amendment to the fee schedule bylaw be brought to the next Budget Council meeting to increase the rural snow plow services to \$100/flag for rural residents, and \$40/flag for seniors effective January 1, 2022.		
21-11-782	That an amendment to the fee schedule bylaw be brought to the next Budget Council meeting to include a \$5 monthly fee for hamlet residence for sidewalk snow removal/sweeping effective January 1, 2022.		
21-11-784	That administration engage with AUPE to begin negotiation discussions.		
21-11-785	That the Track Sheet Change #1 be approved as presented and incorporated into the Draft 2022 Operating Budget.		
21-11-786	That the 2 summer staff positions under Community Services be moved to Operations and the Summer Staff Waste Transfer Station position be deleted.		



ALBERTA
JUSTICE AND SOLICITOR GENERAL

*Office of the Minister
MLA, Edmonton - South West*

AR 43835

Dear Mayor/Reeve and Council:

I am pleased to announce the release of the *Alberta Provincial Police Service Transition Study* completed by PricewaterhouseCoopers (PwC) Canada, and to invite your municipality to participate in further engagement on the findings of this report.

The Department of Justice and Solicitor General will be hosting virtual and in-person municipal engagement sessions between January 2022 and March 2022. Municipal engagement sessions will be open to municipal elected representatives, municipal employees, and organizations representing municipalities. Please see the attachment for instructions on how to register for a session near your community.

The engagement sessions will explore the concepts and information outlined in PwC's work, gather feedback on these ideas as well as local policing perspectives that will be used to refine PwC's proposed model and inform provincial government decision making. Discussions during the engagement sessions will draw on material from all three PwC reports:

- PwC's Final report: <https://open.alberta.ca/publications/apps-transition-study-final-report>
- PwC's Current state report: <https://open.alberta.ca/publications/apps-current-state-report>
- PwC's Future state report: <https://open.alberta.ca/publications/apps-future-state-report>

It is important to emphasize that no decisions have been made with regard to Alberta establishing its own provincial police. The Royal Canadian Mounted Police (RCMP) is an important Canadian institution consisting of exceptional women and men who perform great work, risking their lives every day to keep our communities safe. While Alberta's government has the utmost respect and appreciation for the work of the RCMP's front-line members, we also have a responsibility to examine our model of provincial policing to see if there are other innovative alternatives that would increase policing services for Albertans, involve Albertans in key decision-making processes, is cost-effective, and places community policing at the forefront.

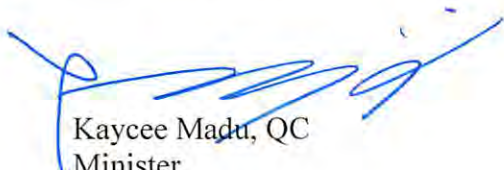
In 2020, the Fair Deal Panel consulted with tens of thousands of Albertans and heard many people's frustrations with the challenges of relying on a contracted provincial police force that is ultimately managed by Ottawa. The panel recommended that the province create an Alberta Provincial Police Service to replace the RCMP. The Alberta government supported this recommendation in principle, but committed to additional analysis. In October 2020, Justice and Solicitor General contracted with PwC to develop this analysis, and on April 30, 2021 PwC delivered their report. PwC's *Alberta Provincial Police Service Transition Study* details the operational requirements, process steps, and costs of a potential transition to an Alberta provincial police service.

The *Alberta Provincial Police Service Transition Study* presents an innovative provincial policing model that would:

- Increase the number of front-line police officers and civilian specialists serving our communities;
- Have dedicated mental health nurses and social workers to assist front-line police response;
- Prioritize community policing that would see Albertans recruited and serving in their local communities;
- See less transfer of officers in and out of communities (and the province) which would increase police knowledge of local public safety issues and improve detachment staffing levels;
- Reduce federal/provincial jurisdictional barriers that limit the integration of police services across Alberta;
- Have a governance model to increase the provincial police's accountability to local priorities and policing needs;
- Introduce new approaches to detachment deployment models to reduce police response times; and
- Leverage efficient back-office functions by utilizing existing provincial government resources to make the provincial police more cost effective.

I encourage you to attend a virtual or in-person engagement session to discuss the proposed model for an Alberta provincial police service, and to discuss what this model could mean for your community. If you have questions about the engagement sessions, please contact my department by emailing jsg.appstransitionstudy@gov.ab.ca.

Yours very truly,



Kaycee Madu, QC
Minister

Attachment

cc: Honourable Rick McIver, Minister of Municipal Affairs

Registration Instructions

Justice and Solicitor General: Alberta Provincial Police Service Transition Study Secretariat

Event overview

The Government of Alberta is engaging with municipalities on concepts presented in the *Alberta Provincial Police Service Transition Study* prepared by PricewaterhouseCoopers (PwC).

The department of Justice and Solicitor General will be facilitating in-person and virtual engagement sessions with municipalities between January and March 2022. In-person sessions will be held at many locations across Alberta. These sessions are open to municipal elected representatives, municipal employees and organizations representing municipalities.

Engagement sessions will focus on key concepts presented in the transition study with the intent to refine the model presented by PwC and inform future decisions on an Alberta Provincial Police Service.

Space is limited and the content is the same for all sessions. For this reason, we ask that individuals only sign-up for one session in this series.

Sessions are open to participants from multiple municipalities. Participants are encouraged to sign-up for a session near their community. Specific event locations will be added as soon they are available. Registrants will receive an email when the event address is available.

Discussions during the engagement sessions will draw on material from all three PwC reports. For more information about the transition study and associated engagement activities, please visit the following webpages:

- PwC's Final Report: <https://open.alberta.ca/publications/apps-transition-study-final-report>
- PwC's Current State Report: <https://open.alberta.ca/publications/apps-current-state-report>
- PwC's Future State Report <https://open.alberta.ca/publications/apps-future-state-report>
- Government of Alberta engagement webpage: <https://www.alberta.ca/provincial-police-service-engagement.aspx>

Registration Instructions

To register for a session, follow the Eventbrite link to the session that works best for your location and schedule.

Engagement Registration

Dates (2022)	Time	Location ¹	Registration Link
January 10	8:30am to 11:00am	Sherwood Park	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-tickets-205687315297

¹ Addresses will be provided when available.

January 10	2:00pm to 4:30pm	Fort Saskatchewan	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205689582077
January 11	8:30am to 11:00am	St. Albert	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205692831797
January 11	2:00pm to 4:30pm	Stony Plain	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205694827767
January 12	9:00am to 11:30am	Westlock	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205696663257
January 12	2:00pm to 4:30pm	Athabasca	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205697716407
January 13	8:30am to 11:00am	Ft. McMurray	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205698619107
January 24	8:30am to 11:00am	Okotoks	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205699200847
January 25	8:30am to 11:00am	Claresholm	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205700173757
January 25	2:00pm to 4:30pm	Pincher Creek	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205701507747
January 26	2:00pm to 4:30pm	Lethbridge	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205704877827
January 27	8:30am to 11:00am	Medicine Hat	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205706542807
January 27	2:00pm to 4:30pm	Brooks	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205707876797
January 28	8:30am to 11:00am	Strathmore	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205708769467
February 7	8:30am to 11:00am	Red Deer	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205710614987
February 7	2:00pm to 4:30pm	Red Deer	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205711828617

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February 8	8:30am to 11:00am	Rocky Mountain House	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205713252877
February 9	8:30am to 11:00am	Stettler	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205714797497
February 9	2:00pm to 4:30pm	Hanna	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205715950947
February 10	8:30am to 11:00am	Airdrie	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205717756347
February 10	2:00pm to 4:30pm	Olds	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205719732257
February 28	8:30am to 11:00am	Leduc	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205721036157
February 28	2:00pm to 4:30pm	Ponoka	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205721838557
March 1	8:30am to 11:00am	Camrose	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205736321877
March 1	2:00pm to 4:30pm	Wainwright	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205740564567
March 2	8:30am to 11:00am	Vermillion	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205741958737
March 3	8:30am to 11:00am	Bonnyville	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205742700957
March 4	2:00pm to 4:30pm	Smoky Lake	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205746843347
March 7	8:30am to 11:00am	Slave Lake	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205887935357
March 8	2:00pm to 4:30pm	Peace River	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205749681837
March 9	2:00pm to 4:30pm	High Level	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205750975707

Last Updated: November 5, 2021

March 14	8:30am to 11:00am	Virtual	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205752119127
March 15	8:30am to 11:00am	Virtual	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205752861347
March 16	8:30am to 11:00am	Virtual	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205774887227
March 17	8:30am to 11:00am	Virtual	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205777184097
March 18	8:30am to 11:00am	Virtual	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205778157007
March 28	8:30am to 11:00am	Whitcourt	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205781055677
March 28	2:00pm to 4:30pm	Valleyview	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205782520057
March 29	2:00pm to 4:30pm	Grande Prairie	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205783091767
March 30	8:30am to 11:00am	Grande Prairie	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205784004497
March 31	8:30am to 11:00am	Edson	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205784766777
March 31	2:00pm to 4:30pm	Drayton Valley	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205785338487
April 1	2:00pm to 4:30pm	Edmonton	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205785950317



ALBERTA
ENVIRONMENT AND PARKS

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

FILED UNDER
THE REGULATIONS ACT

as ALBERTA REGULATION 202/2021

ON November 16 2021

REGISTRAR OF REGULATIONS

ENVIRONMENT AND PARKS

Wildlife Act
RSA 2000, c. W-10

MINISTERIAL ORDER

55/2021

WILDLIFE (BISON – MINISTERIAL) AMENDMENT REGULATION

I, Jason Nixon, Minister of Environment and Parks pursuant to section 103 of the *Wildlife Act*, make the Regulation in the Appendix being the Wildlife (Bison – Ministerial) Amendment Regulation.

DATED at the City of Edmonton, in the Province of Alberta, this 12 day of NOV, 2021.

Jason Nixon
Minister

APPENDIX

Wildlife Act

WILDLIFE (BISON - MINISTERIAL) AMENDMENT REGULATION

1 The *Wildlife Regulation* (AR 143/97) is amended by this Regulation.

2 Section 3 is amended

(a) by adding the following after clause (f):

(f.1) “bison sanctuary” means a sanctuary described in Part 2.1 of Schedule 11;

(b) by adding the following after clause (j.1):

(j.2) “constitutionally recognized right” means a right that is recognized under Part II of the *Constitution Act, 1982* or a right of Indians under the agreement in the Schedule to *The Alberta Natural Resources Act, SA 1930 c21*, and all amendments to that agreement;

(c) by adding the following after clause (o):

(o.01) “domestic bison” means a bison (*Bison bison*) that is owned by a person or an organization other than the Crown and that is held in captivity;

3 Section 7 is amended by adding the following after subsection (3):

(4) Subsection (1) does not prohibit a person who is or may be the beneficiary of a constitutionally recognized right from hunting a bison in connection with that right where that bison is not located in a bison sanctuary.

4 Section 11(b) is amended by striking out “bison (*Bos bison*)” and substituting “domestic bison (*Bison bison*)”.

5 Section 99 is amended by adding the following after subsection (2.05):

(2.06) Subject to section 30(3.1), no individual shall hunt bison (*Bison bison*) in a bison sanctuary.

6 Section 130(2.02) is amended by striking out "A person who kills a bison in any part of the area within which bison are classified as endangered animals by footnote 1 to Schedule 6" and substituting "A holder of a bison special licence who kills a bison".

7 Section 141.3 is amended by adding "or a domestic bison" after "domestic cervid".

8 Schedule 6 is amended

(a) in Part 1

(i) in Sub-Part 1 by striking out the following:

*Bison bison*¹ (Bison)

(ii) in Sub-Part 2 by adding

*Bison bison athabascae*¹ (Wood Bison)

after

Falco peregrinus (Peregrine Falcon)

(b) by repealing footnote 1 at the end of Schedule 6 and substituting the following:

¹Only *Bison bison athabascae* (Wood Bison) that are not domestic bison and that are found or killed on or captured from the lands within the following wildlife management units or portions of wildlife management units are endangered animals:

WMUs 511, 516, 518, 519, 520, 524, 528, 529, 530, 531, 532, 536, 539, 541, 542;

the portion of WMU 537 lying west of the west boundary of the Paddle Prairie Metis Settlement (the sixth meridian) and north of the Chinchaga River;

the portion of WMU 540 prescribed as item 2, the Wabasca Bison Protection Area, in Part 2.1 of Schedule 11.

9 Schedule 7 is repealed and the following is substituted:

Schedule 7

(Section 4(1)(m) of this Regulation)

**Subject Animals
(Other than Wildlife and Controlled Animals)**

*Bison bison bison*¹ (Plains Bison)

Footnote to the Schedule

¹Only *Bison bison bison* (Plains Bison) that are found or killed on or captured from the land within the following boundaries are subject animals:

Upper Red Deer River Special Bison Area

Commencing at 588,381E; 5,729,036N; on the Banff National Park boundary, being on the cliffs of Mount Wapiti and also being in the northwest quarter of section thirty-six (36), in township thirty-one (31), range thirteen (13), west of the fifth (5) meridian; thence generally north northeasterly in a straight line, to a point on an unnamed height of land, at coordinate 589,243E; 5,733,549N; thence generally northeasterly in a straight line, to a point on a height of land known locally as Well Site Peak, at coordinate 591,513E; 5,735,390N; thence generally easterly in a straight line, to a point on an unnamed height of land, at coordinate 604,531E; 5,735,581N; thence generally southerly in a straight line, to a point on the height of land on the northern ridge line of Labyrinth Mountain, at coordinate 604,927E; 5,728,850N; thence generally southeasterly in a straight line, to the summit of a mountain known locally as Mount Minos, at coordinate 607,917E; 5,723,799N; thence generally southwesterly in a straight line, to an unnamed summit, at coordinate 606,960E; 5,721,104N; thence generally south southwesterly, to a nearby secondary summit along the same ridge, at coordinate 606,864E; 5,720,463N; thence generally southwesterly, to a point on the ridgeline of an unnamed mountain, at coordinate 606,352E; 5,718,628N; thence generally south westerly along the height of land separating the Sheep Creek drainage from the Dormer River drainage, to a point on the Banff National Park boundary, at coordinate 604,239E; 5,713,887N; thence generally north westerly along the Banff National Park boundary to the point of commencement; all coordinates defined in this (Upper Red Deer River Special Bison Area) land description are UTM Zone 11 NAD 83.

10 Schedule 8 is amended in Part 1 by repealing item 36.1 and substituting the following:

36.1	Resident bison special licence	
	- if issued to a person who satisfies the Minister that they are or may be the beneficiary of a constitutionally recognized right to hunt bison	FREE
	- if issued to any other person	42.00

11 Schedule 11 is amended by adding the following after Part 2:

**Part 2.1
Bison Sanctuaries**

1 Northwest Bison Protection Area

Commencing at the intersection of the Alberta-Northwest Territories boundary and primary highway 35; thence southerly along primary highway 35 to the north boundary of the Paddle Prairie Metis Settlement; thence westerly along the north boundary of the Paddle Prairie Metis Settlement to the sixth (6) meridian; thence southerly along the west boundary of the Paddle Prairie Metis Settlement (the sixth meridian) to the left bank of the Chinchaga River in township one hundred and two (102); thence in a southwesterly direction following the left bank of the Chinchaga River to the Alberta-British Columbia boundary; thence northerly along the Alberta-British Columbia boundary to its intersection with the Northwest Territories boundary; thence easterly along Northwest Territories Boundary to the point of commencement.

2 Wabasca Bison Protection Area

Commencing at the intersection of the right bank of the Peace River and the right bank of the Wabasca River and also being in section six (6), in township one hundred and eight (108), range eight (8), west of the fifth (5) meridian; thence in an easterly direction following the right bank of the Peace River to its intersection with the western boundary of the Fox Lake Indian Reserve No. 162 in the southwest quarter of section four (4), in township one hundred and nine (109), range four (4), west of the fifth (5) meridian; thence in a southerly direction following the western boundary of the Fox Lake Indian Reserve No. 162 to the southwest corner of the Fox Lake Indian Reserve No. 162; thence in an easterly direction following the southern boundary of Fox

Lake Indian Reserve No. 162 to its intersection with an unimproved road located on the southern boundary of legal subdivision four (4), section twenty-five (25), in township one hundred and eight (108), range four (4), west of the fifth (5) meridian; thence in a south southeasterly direction following an unimproved road, to the termination of said unimproved road in legal subdivision eleven (11), section eight (8), in township one hundred and six (106), range two (2), west of the fifth (5) meridian; thence in an easterly direction, to its intersection with the right bank of Harper Creek in legal subdivision ten (10), section eight (8), in township one hundred and six (106), range two (2), west of the fifth (5) meridian; thence in an easterly direction following the right bank of Harper Creek to its intersection with the fifth (5) meridian; thence in a southerly direction following the fifth (5) meridian to the twenty-fifth (25) baseline; thence in a westerly direction following the twenty-fifth (25) baseline to the right bank of the Wabasca River; thence in a northerly direction following the right bank of the Wabasca River to highway eighty-eight (88); thence in a northerly direction following highway eighty-eight (88) to its intersection with the right bank of the Wabasca River in section twenty-two (22), township one hundred and two (102), range nine (9), west of the fifth (5) meridian; thence in a northerly direction following the right bank of the Wabasca River to its intersection with the Tall Cree Indian Reserve No. 173 on the southern boundary of the northeast quarter of section thirty-five (35), township one hundred and two (102), range nine (9), west of the fifth (5) meridian; thence in an easterly direction following the southern boundary of said northeast quarter of section thirty-five (35) to its intersection with the eastern boundary of said section thirty-five (35); thence in a northerly direction following the eastern boundary of said section thirty-five (35) to its intersection with the right bank of the Wabasca River in the south half of section one (1), township one hundred and three (103), range nine (9), west of the fifth (5) meridian; thence following the right bank of the Wabasca River to its intersection with Tall Cree Indian Reserve No. 173 in the northeast quarter of section two (2), township one hundred and three (103), range nine (9), west of the fifth (5) meridian; thence in a northerly direction following the eastern boundary of Tall Cree Indian Reserve No. 173 to the northeast corner of section eleven (11), township one hundred and three (103), range nine (9), west of the fifth (5) meridian; thence in a westerly direction following the northern boundary of Tall Cree Indian Reserve No. 173 to its intersection with the right bank of the Wabasca River; thence in a northerly direction following the right bank of the Wabasca River to point of commencement.

Wood Bison Status Changes in Alberta

Wildlife Regulation was amended to designate wood bison.

In November 2021, the Wildlife Regulation was amended to designate wood bison as Threatened in specified Wildlife Management Units (WMUs) in northern Alberta (Figure 1). This designation protects wood bison from hunting in the specified WMUs by people other than those with Indigenous-specific hunting rights such as Treaty rights. That is, unless a licence is issued under the regulation to specifically enable hunting.

The Threatened designation replaces previous designations of Endangered and Subject Animal for some wood bison. These amendments aim to protect populations of wild wood bison and enable their conservation and recovery for the benefit of all Albertans. The amendments are based on an assessment of Alberta's wood bison risk of extinction, using International Union for Conservation of Nature (IUCN) species risk assessment criteria.

The Wildlife Regulation amendments maintain the existing Northwest Bison Protection Area and establish a new Wabasca Bison Protection Area (Figure 1). For those with Indigenous-specific hunting rights such as Treaty rights, bison hunting regulations in the Northwest Bison Protection Area remain the same – Indigenous persons require a license to hunt bison in this Protection Area. All hunting of bison in the Wabasca Bison Protection Area is now prohibited.

Additional details on these Regulation changes are provided below:

Northwest Bison Protection Area (Hay-Zama and Eththithun Lake wood bison populations)

The amendments maintain regulated hunting in specified portions of the Northwest Bison Protection Area based on issuing a bison special licence and allocation processes for both Indigenous and non-Indigenous persons. This hunt has been suspended for several years in response to bison population declines, but will be re-instituted when the population recovers (see <https://mywildalberta.ca/hunting/game-species/wood-bison-hunt-hay-zama.aspx>).

During seasons with an active hunt, hunters are asked for voluntary submission of tissue or blood samples from harvested bison to enable disease testing.

Map of Northwest Bison Protection Area (<https://open.alberta.ca/publications/northwest-bison-protection-area-map>)



Wabasca Bison Protection Area (Wabasca wood bison population)

Enactment of the Wabasca Bison Protection Area (Figure 1) is to provide additional protection for a small and declining bison population from all Indigenous and non-Indigenous hunting.

This protection will be in place until the population recovers. Conservation is the immediate priority to ensure the survival of this small, disease-free population. Hunting can resume for individuals holding a bison special licence. Licensed hunting, and hunting by those with Indigenous-specific hunting rights such as Treaty rights, is allowed for wildlife other than bison within the Wabasca Bison Protection Area.

Map of Wabasca Bison Protection Area (<https://open.alberta.ca/publications/wabasca-bison-protection-area-map>)

Wildlife Management Unit 531 (Ronald Lake wood bison population)

Amendments to the Wildlife Regulation maintain the existing protection from harvest of the wood bison population in this WMU, except by those with Indigenous-specific hunting rights such as Treaty rights.

Wildlife Management Unit 534 (Wentzel Lake wood bison population)

This WMU is known to contain bison infected with bovine tuberculosis and brucellosis. The status of bison in this WMU is not changing at this time. The population has not been designated as Threatened and will not receive protection under Alberta's Wildlife Regulation. Indigenous and non-Indigenous harvesting remains unregulated except for any provisions under Alberta's Provincial Parks Act within the Caribou Mountains Wildland Provincial Park.

Frequently Asked Questions

Can I hunt bison in Wood Buffalo National Park?

Wood bison in Wood Buffalo National Park are protected under federal legislation. Please contact Parks Canada Agency or Wood Buffalo National Park for more information.

Are wood bison protected if they move into WMUs that are not specified in the Threatened designation under the Wildlife Regulation?

No, if a wild wood bison moves into a WMU that is not specified as part of the Threatened designation under the Wildlife Regulation, it can be harvested by anyone at anytime of the year without a licence, as long as the hunter has legal access to the land for hunting.

Visit the Indigenous hunting and fishing in Alberta webpage (<https://www.alberta.ca/indigenous-hunting-and-fishing-in-alberta.aspx>) for those with Indigenous-specific hunting rights such as Treaty rights, and the Alberta Hunting Guide (<https://albertaregulations.ca/huntingregs/genregs.html>) for general prohibitions.

What were the considerations for deciding which WMUs were included in the area that wild wood bison are designated Threatened?

The designated WMUs and Bison Protection Areas were identified to support conservation and recovery of existing disease-free wild bison populations and provide a basis for future wood bison recovery, while considering Indigenous peoples and stakeholder interests and concerns.

How will the wood bison populations within the designated areas be managed in the future?

Now that wild wood bison are listed as Threatened in designated areas of northern Alberta, Environment and Parks will initiate the development of a recovery plan that will guide wood bison management and recovery. Further information on this planning exercise and opportunities for engagement will be provided in 2022.

How will the Government of Alberta ensure that these changes do not increase the risk of disease transmission to domestic livestock or risk to public safety?

Environment and Parks will continue to work with the federal government, Alberta Agriculture and Forestry, agricultural stakeholders, and local communities to mitigate the risk of disease transmission to livestock as well as any public safety concerns. Additional management actions will be considered as part of future recovery and management planning, or in response to any emerging issues.

How does the status of Threatened affect the domestic bison industry?

Only wild wood bison in specified areas of northern Alberta are listed as Threatened. Domestic bison are specifically excluded from the designation of wood bison as Threatened under the Wildlife Regulation.

How does the status of Threatened affect resource development?

Listing a species as Threatened under Alberta's Wildlife Regulation does not trigger any automatic habitat protections or affect land use. As part of regular department business, public land use planning and approval processes are routinely reviewed and adjustments made, if needed, in relation to wildlife considerations.

What is the vision for hunting of wild bison?

The Government of Alberta wants sustainable wild wood bison populations that provide ecological benefits, support food security for Indigenous communities, and increased hunting, guiding and outfitting opportunities for Albertans.

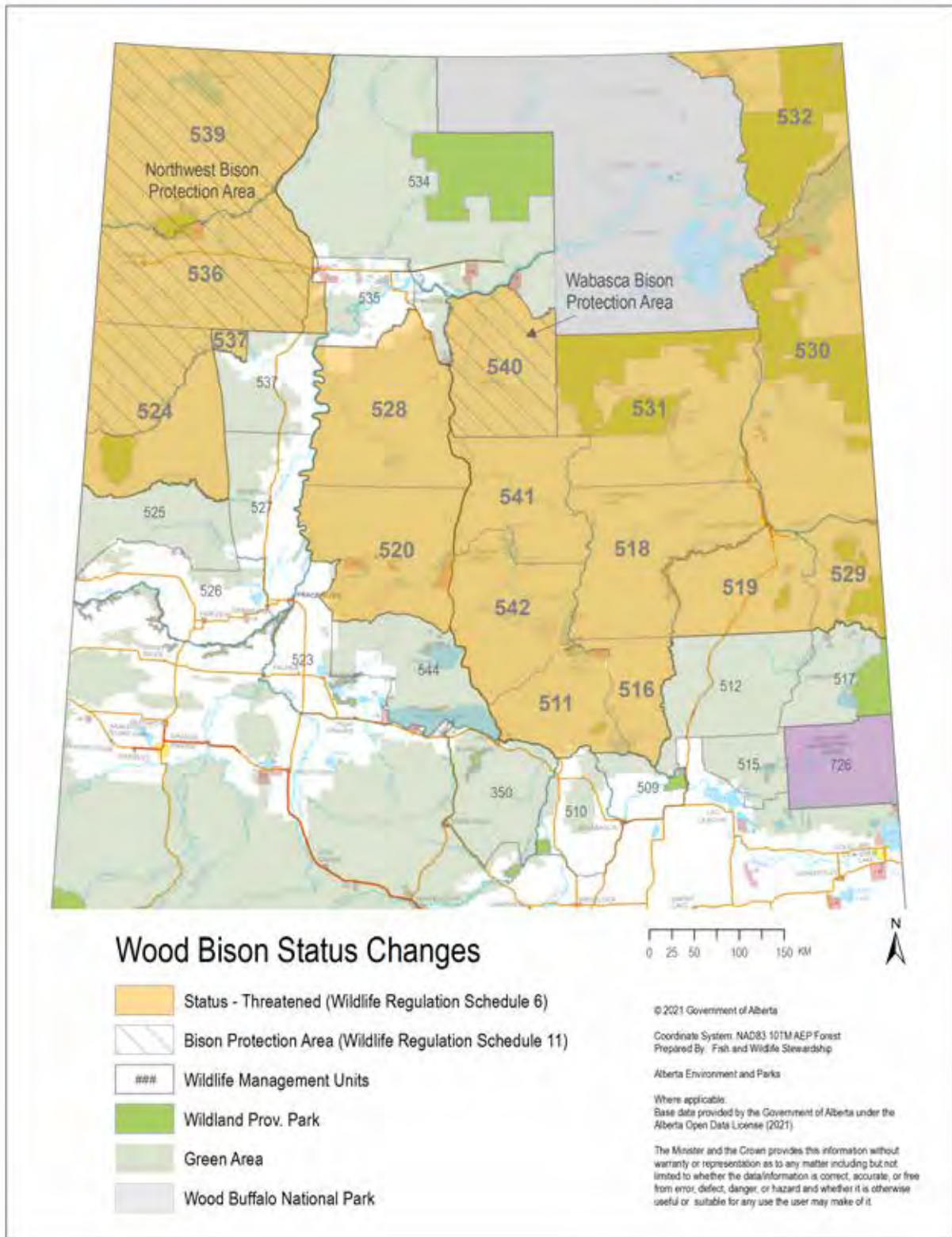


Figure 1 – Wild wood bison are now designated as Threatened in specified Wildlife Management Units in northern Alberta and two Bison Protection Areas have been established under the Wildlife Regulation.

Application Guidelines – 2022 Platinum Jubilee of Her Majesty Queen Elizabeth II – Community Projects

Celebration and Commemoration Program – Commemorate Canada Component

On this page

- [Objectives and expected results for Celebration and Commemoration Program](#)
- [Objectives and expected results for the component 2022 Platinum Jubilee of her Majesty Queen Elizabeth II - Community Projects](#)
- [Application deadline](#)
- [Who can apply](#)
- [Eligibility](#)
- [Eligible projects](#)
- [Eligible expenses](#)

- [Applying for more than 12 months](#)
- [How to apply](#)
- [Application process](#)
- [Email submissions](#)
- [How applications are evaluated](#)
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- [Application processing time](#)
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- [Access to information requests](#)
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Objectives and expected results for Celebration and Commemoration Program

The Celebration and Commemoration Program is comprised of two components: Celebrate Canada and Commemorate Canada. The Program aims to:

- provide access to celebrations across Canada to enable all Canadians to appreciate Canada's cultural, ethnic, linguistic and geographic diversity;
- provide access to commemorations and celebrations of national significance to all Canadians to recognize Canada's notable people, places, symbols, anniversaries and accomplishments; and
- create opportunities for all Canadians to participate in national celebrations and commemorations that contribute to building a sense of pride and belonging to Canada.

Objectives and expected results for the component 2022 Platinum Jubilee of Her Majesty Queen Elizabeth II - Community Projects

The 2022 Platinum Jubilee of Her Majesty Queen Elizabeth II – Community Projects provides funding for community-based projects and celebrations in honour of the 70-year reign of Her Majesty Queen Elizabeth II. Through these initiatives Canadians will learn about the role of the Crown in Canada, celebrate Her Majesty's 70 years of steadfast service to Canada, and highlight Canadian achievements over the last seven decades.

The 2022 Platinum Jubilee of Her Majesty Queen Elizabeth II – Community Projects will support community-based projects that:

- mark the 70th anniversary of the reign of Her Majesty The Queen as Queen of Canada;
- offer Canadians an opportunity to learn about our history and symbols, particularly in relation to the role of the Crown in Canada;
- highlight how Canada has evolved over the past 70 years under Her Majesty's reign and look to the future of our nation; and
- recognize the long-standing relationship between the Crown and Indigenous Peoples.

Application deadline

December 6, 2021 by 11:59 PM (local time).

Who can apply

To be eligible for funding, your organization must be a:

- Canadian not-for-profit organization, such as a corporation, trust, cooperative, unincorporated association, etc.;
- Canadian business corporation where projects are non-commercial in nature;
- Canadian educational institution; or
- Canadian provincial or territorial governments, municipal governments, a local band council, local tribal council or other local Indigenous government or organization (First Nations, Inuit or Métis) and other municipal, provincial or territorial institutions of Canada.

The following are not eligible:

- private individuals, and political parties; and
- federal departments, their institutions and portfolio agencies

Eligibility

We are responsible for determining the eligibility of each applicant, its project and project-related expenses.

Meeting the eligibility criteria does not guarantee funding.

Eligible projects

To be eligible for funding from the Celebrate and Commemorate Canada - 2022 Platinum Jubilee of Her Majesty Queen Elizabeth II – Community Projects component, your project must:

- contribute to increase awareness of Canadian history in relationship with the Crown;
- be held in Canada;
- be free of charge (no admission fees or donation required for entry); and
- be open to the general public.

Eligible expenses

Only project-related expenses, are eligible; these may include:

- professional fees associated with the delivery of the project;
- promotional expenses, communication and translation costs;
- travel directly related to the Platinum Jubilee within Canada, which must not exceed the rates permitted in the Government of Canada's Travel Directive;
- supplies and equipment (including plaques);
- ceremonial and traditional foods;
- administrative costs such as salaries and benefits, bank charges (not exceeding 15% of the total contribution).

Costs related to monuments, major infrastructures, lobbying activities, advocacy, activities or services that take place outside Canada, prizes, fairs and festivals, liquor permits, Celebrate Canada funded activities are not eligible for funding.

Expenses incurred before December 6, 2021 are not eligible for funding. If you incur expenses for your project before receiving written confirmation of your funding approval, you will be doing so at your own risk.

Limits of government assistance

To ensure the success of your project, we encourage you to have other funding sources. This may include contributions from your organization, the private sector or other levels of government.

The total financial assistance received from the Celebrate and Commemorate Program - 2022 Platinum Jubilee of Her Majesty Queen Elizabeth II – Community Projects component and other levels of government (federal, provincial, territorial and municipal) cannot exceed 100 % of your total eligible project-related costs.

This program can fund up to \$5,000 of eligible expenses.

Applying for more than 12 months

Project duration cannot exceed 12 months and must be completed by December 31, 2022.

How to apply

Please read these Application Guidelines in their entirety before completing your application.

You must meet all eligibility requirements and submit a complete application package to be considered for funding. A complete application package includes the application form and the following supporting documents:

- the Application Form, completed and signed (Part I – Attestation);
- the Sub-components of the Application Form:
 - the Direct Deposit Form (if you have not yet completed one, or if your information has changed);
 - proof of legal status, which can include letters patent and incorporation documents; and
 - proof of authorized representative (by-laws, board resolution or other).

Application process

- Complete, sign and date the Application Form (electronic signatures are accepted).
- Attach all the required supporting documents; and
- Submit your application by email.

Please contact us if you wish to submit your application by other means.

Email submissions

We encourage you to submit your application package electronically to the following email address: jubile70-jubilee70@pch.gc.ca

The email must be sent no later than 11:59 p.m. local time on December 6, 2021 - the date of the application deadline for your application to be considered.

How applications are evaluated

We fund projects that have clear objectives and measurable results. Your application will be evaluated based on the evaluation criteria below.

In the event we have received a greater number of request than available budget, applications may be evaluated by a review committee who will compare it with other applications and prioritize it in relation to the funds available. If your application is successful, the funding you receive may be less than the amount requested.

When prioritizing eligible applications, we will take into consideration:

- number of participants;
- projects that obtained financial support from other sources;
- community projects that involve youth and Indigenous communities;
- other projects within the same proximity; and
- diversity of projects.

Failure to comply with any conditions of a previously funded project will be considered in the evaluation of your new application and could result in a rejection of your new application.

Evaluation criteria

- realistic and balanced budget;
- link to the Program objectives; and
- number of participants.

Application processing time

Please refer to the [Service standards for Canadian Heritage funding programs or](#)

We will acknowledge receipt of your application within two weeks of receiving your application in our office.

Funding decisions

Please note that decisions regarding eligibility and funding amounts are final.

How funding is provided

We provide funding in the form of a grant.

A grant is a payment issued to a recipient for a project. The conditions you agreed to at the time of application will apply. At the end of your project, you will be required to submit a report and/or participate in the evaluation of results.

Funding conditions

Your application, the funding approval letter, and any additional conditions agreed upon in a separate agreement acts as the agreement between both parties. At the end of the project, you will be required to submit a report. You may also have to participate in the evaluation of results.

Workplace well-being

The Government of Canada is strongly committed to promoting healthy workplaces where harassment, abuse and discrimination are not tolerated. Organizations that receive funding from Canadian Heritage must take measures to create a workplace free from harassment, abuse and discrimination.

Official languages requirements

We are committed to taking positive measures to enhance the vitality of official-language minority communities and to promote the use of English and French in Canadian society. If you receive funding, you agree to comply with the official languages requirements set out in your application.

Acknowledgement of financial assistance

If you receive funding, you must publicly acknowledge – in English and in French – the financial support received from the Government of Canada in all communications materials and promotional activities. Additional requirements may be included in your funding agreement.

For additional information, please refer to our [Guide on the public acknowledgement of financial support](#).

Impact Assessment Act

If you receive funding, your project may be subject to the provisions of the [Impact Assessment Act](#). If your activities are to be carried out on federal lands, we will contact you for additional information prior to the start of your project.

Access to information requests

We are subject to the [Access to Information Act](#) and the [Privacy Act](#). The information you submit in your application may be disclosed in accordance with these acts.

Disclosure of information

By submitting your funding application, you authorize us to disclose any information submitted with this application within the Government of Canada or to outside entities for the following purposes:

- to reach a decision;
- to evaluate the results of the project; and
- to support transparency, accountability and citizen engagement.

Audits of recipients and evaluation of the Program

We reserve the right to audit your accounts and records to ensure compliance with the terms and conditions of your funding agreement. We also conduct periodic Program evaluations, during which you may be required to present documentation.

You must keep any records, documents, or other information that may be required to perform the audit or the evaluation for five years. Demonstrated failure to maintain such records may result in the repayment of amounts previously received.

Contact us

For further information, please contact us:

Mail

Department of Canadian Heritage
Commemorate Canada
25 Eddy Street, Suite 100
Gatineau, Quebec
K1A 0M5

Email

jubile70-jubilee70@pch.gc.ca

Telephone

819-997-0055
1-866-811-0055 (toll-free)

TTY

1-888-997-3123 (for people who are deaf, hard of hearing or speech impaired)

Agents are available to answer your questions Monday to Friday, 8:30 a.m. to 5:00 p.m. (local time).

[Regional offices of the Department of Canadian Heritage](#)

Glossary

Audited financial report

An audited financial report includes a statement of operations for the given period with regard to the Project and is prepared by a certified accountant who is not part of your organization.

ET

Eastern Time

Final report

A final report is submitted at the end of your project based on the requirements in the funding agreement. Your final report needs to provide the results of the activities you have undertaken for the duration of your project.

Indigenous communities

Indigenous communities are First Nations, Inuit and Métis communities.

Official-Language Minority Communities

The official-language minority communities are the Anglophone communities residing in Quebec and the Francophone communities residing outside of Quebec.

Library Association of Alberta

November 15, 2021

Dear Mayor and elected Councillors,

On behalf of the Library Association of Alberta, I would like to extend my congratulations on your recent election to your municipal council! I'm sure you are eager to begin your work serving constituents.

The purpose of this letter is to introduce the Library Association of Alberta (LAA) as a valuable partner in advocating for your library. The LAA is a non-profit, volunteer run organization whose mission is to strengthen the library community in Alberta by effectively advocating for libraries and library workers from all sectors.

Like you, the LAA believes that libraries are a thriving and vital aspect of Alberta's communities. They are places that serve all members of the community with the programs, resources and technology necessary to build thriving communities and informed citizens. Local entrepreneurs, students, families, newcomers, seniors and educators are just a few examples of the types of people that use your local library to build skills, gain employment, make connections and most importantly, build community.

I am also writing today to highlight the important relationship between municipalities and public libraries. As a member of council, you have the ability to make a significant impact on your community through your support of your local library. If you would like to learn more about the relationship between municipal council and library boards, we recommend [this short document](#) from the Alberta Government. We also encourage you to reach out to your local library if you haven't already, to see firsthand the great work being done for community members.

Once again, my congratulations on your appointment to council. We value the work you are doing to build your community, and we encourage you to reach out at any time with questions or simply to connect.

Warmest regards,



Kirk MacLeod

Library Association of Alberta, President



TOWN POLICY NAME:
Procurement and Purchasing Policy

POLICY NO:
004/2020

RESOLUTION:	ADOPTED BY:	SUPERSEDES & RESCINDS:
2020-110	Town Council	009/2010 Purchasing/Tendering Policy

PREPARED BY:	EFFECTIVE DATE:
Administration	February 18, 2020

Procurement and Purchasing Policy 004/2020
(Rescinds 009/2010 Purchasing/Tendering Policy)

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1.0 POLICY PURPOSE, STATEMENT AND SCOPE

1.1. Policy Purpose

- a. Town Council deems it desirable to provide a framework for procurement and purchasing activities by the Municipality, that complies with applicable legislation.
- b. The Town endeavours to conduct its financial operations in an ethical and responsible manner.
- c. The Town recognizes the need to control expenditures, thereby maintaining fiscal responsibility. Purchasing policies and procedures represent the single most important step toward obtaining this goal.

1.2. Policy Statement

- a. The Policy is guided by the following principles to ensure a minimum standard of performance for purchasing:
 - i. Promote and encourage the most open and fair procurement process practicable, for the acquisition and disposal of goods and services, acting with fairness in applying these guidelines equally to all bidders or suppliers.
 - ii. The procurement of goods and services shall be conducted objectively, in an unbiased way.
 - iii. Ensure purchasing is conducted subject to all applicable Town policies and bylaws, any specific provisions of the *Municipal Government Act*, and all other applicable, relevant legislation.

1.3. Policy Scope

- a. The Policy applies to the purchase of goods and services by any Town employee or Council member on behalf of the Town.
- b. The Policy governs the acquisition of goods, by purchase or lease, and services with municipal funds from all sources, including operating and capital funds as well as all other funds held in trust or at its disposal.
- c. Values referred to in this Policy do not include GST unless specifically noted.

1.4. General

- a. The Town recognizes the need to procure the necessary quality and quantity of goods and services in an efficient, timely and cost-effective manner. To effectively maximize the value received for each dollar spent, one should purchase or contract in as large a volume as required and solicit prices from as many vendors as possible.
- b. This Policy allows for routine, approved budgetary purchases less than \$1000 in value, with designated signing authority from Management.

- c. In order to protect the overall Town interests and minimize long term financial losses, the Town will not consider award of any contracts to a party that is engaged in litigation or arbitration with the Town of Rocky Mountain House or has a history of litigation with the Town.
- d. No expenditure or total of such expenditures shall exceed the approved line item budget, or adversely affect other budgetary items without CAO or Council approval.
- e. All expenditures must be coded to the budget line item to which they belong.

2.0 DEFINITIONS

- a. **Agreement on Internal Trade (AIT)** - means the intergovernmental agreement signed by Canadian First Ministers that came into force in 1995. *As of July 1, 2017, the AIT has been replaced by the CFTA and is no longer in effect. However, for trade disputes initiated before July 1, 2017 and for procurements commenced prior to July 1, 2017, the AIT rules will continue to apply until these processes are concluded.*
- b. **Authorized Invoice** - means an invoice with a copy of a purchase order, packing slips, inspection report and comparison chart, where available or applicable, which has been duly checked, verified, signed and approved for payment to be processed by Accounts Payable. For small dollar value purchases, the invoice need not include all backup documents.
- c. **Best Practices** - includes promoting competition, avoiding Direct Award Purchases where possible, abiding by the legal obligations of competitive bidding and contract law, mitigating risk to the Town, strategic use of methods to engage the marketplace, treating all vendors fairly and equally and conducting fair, open and transparent processes.
- d. **Best Value** - means the most advantageous balance between performance, price and quality achieved through competitive procurement methods, in accordance with stated selection criteria. Best Value should include the useful life of an asset and the track record of the vendor.
- e. **Bid** - means an offering received from a Bidder committing to provide goods or services or both for monetary consideration.
- f. **Bidder** - means a person that submits a Bid, meeting the requirements of the Town's advertisement.
- g. **Canadian Free Trade Agreement (CFTA)** - The CFTA is an agreement between the federal, provincial and territorial governments that seeks to eliminate trade barriers to the free movement of persons, goods, services and investments within Canada and to establish an open efficient, and stable domestic market.
- h. **Chief Administrative Officer or CAO** - means the person occupying the position of Chief Administrative Officer for the Town or his or her delegate.
- i. **Construction Contracts** - means contracts for the construction or renovation of municipal infrastructure including buildings or structures, utilities, roadways and bridges.

- j. **Consulting Services** - means engaging an expert in a particular field to assist with a project, acquisition or services.
- k. **Delegated Employee** – means an employee that has been delegated to sign off on expenditures approved under the budget, as per the Town’s Signing Authority Policy.
- l. **Direct Award Purchase** - means awarding a contract to purchase goods or services or both without a competitive bidding or quoting process. There are two types, Direct Award Purchase - Single Source and Direct Award Purchase - Sole Source.
- m. **Direct Award Purchase - Single Source** - means awarding a contract where there is at least one alternative source of supply that will largely satisfy the requirement and there is strong justification for a particular product, service or contractor.
- n. **Direct Award Purchase - Sole Source** - means awarding a contract where there is only one supplier for a product or service in the marketplace that will satisfy the requirement and where the product or service is substantially unique with no other like, or similar product or services available that will satisfy the requirement.
- o. **Direct Negotiation** - means directly engaging vendors to negotiate pricing for goods or services or both.
- p. **Director** - means the individual occupying the position of Director for the Town or his or her delegate.
- q. **Discretionary Purchase** - means a process by which authorized personnel have discretion to forego competitive bidding or quoting processes when procuring low dollar value goods and/or services.
- r. **Emergency** - means a situation which adversely affects the life or health of Town residents or their property, or where Town property, services or the environment are in jeopardy.
- s. **Financial Plan** - means the Town’s budget as required by the *Municipal Government Act, RSA 2000, c.M-26(MGA)*.
- t. **Formal Competitive Processes (FCP)** - is characterized by the solicitation of sealed bids or proposals, including:
 - i. **RFEI (Request for Expressions of Interest)** - means an invitation for suppliers to express interest in a particular project, commodity or service, providing in general terms, ideas that will meet the requirements, where respondents are then sent a formal RFP.
 - ii. **RFP (Request for Proposals)** - means an invitation for suppliers to submit a proposal on a specific commodity or service, or alternate ways to meet a specific need where the supplier is invited to propose what it considers the best way of meeting the Town’s need and submissions are rated on the principle of value.
 - iii. **RFQ (Request for Qualification)** - means the pre-qualification stage of the procurement process where the proponents who successfully respond

to the RFQ and meet the qualification criteria are included in the subsequent RFP solicitation process.

- iv. **IFQ (Invitation for Quotations)** - means an invitation for suppliers to bid on specific products or services, which include scope of works, information regarding payment terms, and quality expectations.
- v. **Tender** - means an invitation that solicits competitive bids which are evaluated against clearly stated criteria and specifications.
- vi. **Design/Build** - means a process wherein the Town contracts for design and construction aspects of a project with a single entity.
- u. **General Purchases** - means any purchases that do not fall under the categories of Construction Contracts, Consulting Services, Long Term Agreements or Direct Award Purchases etc., where competitive bids have been solicited.
- v. **Informal purchase method** - means a purchase method where requirements are communicated to vendors or written quotes or proposals received via email. Verbal quotes are only to be used if a quote summary sheet is produced.
- w. **Long Term Agreements** - means agreements lasting longer than one year, but not more than five years and includes service contracts, operating contract, revenue sharing or cost sharing agreement, rental and lease agreements, but does not include employment agreements.
- x. **Management** – means the CAO, or Department Director.
- y. **Negligible Market Value** - means when costs associated with the sale or disposal of surplus or obsolete goods, including environmental considerations, are reasonably expected to exceed or outweigh the value obtained through the sale of those goods.
- z. **Net Taxes** - means the sales tax cost to the Town, net of any rebate.
- aa. **New West Partnership Trade Agreement (NWPTA)** – British Columbia, Alberta, Saskatchewan and Manitoba are Parties to the NWPTA and CFTA and must meet the obligations of both agreements. However, the NWPTA has lower procurement thresholds and allows fewer procurement exceptions than the CFTA. Municipalities, school boards, health regions and publicly-funded post-secondary institutions (the MASH sector) as well as corporations or entities owned or controlled by one of the preceding:
 - \$75,000 or greater for goods
 - \$75,000 or greater for services
 - \$200,000 or greater for construction
- bb. **Non-Compliant Bid** - means a Bid that has been disqualified from a competitive bidding process for failing to comply with the rules, terms or conditions of a competitive bidding process.

- cc. **Non-Compliant Bidder** - means a Bidder that has been disqualified from a competitive bidding process for failing to comply with the rules, terms or conditions of a competitive bidding process.
- dd. **Policy** - means this Procurement and Purchasing Policy as amended from time to time.
- ee. **Purchase** - means every time the Town acquires goods or services, including acquisition by purchase, rental, lease or conditional sale of goods, services or construction.
- ff. **Purchase Order** - means a written document containing terms and conditions that is either the Town offering to purchase goods and services for stated prices or the Town accepting an offer received.
- gg. **Purchasing Credit Card** - means a Town credit card typically used for routine, small dollar, travel expenses or foreign currency purchases.
- hh. **Town** - means the Town of Rocky Mountain House.

2.1. Expenditure Types

- a. **Operating Expenditure** - means funds for the acquisition of goods, supplies, or services consumed in either the operations of the Town or provision of programs or services approved by Council during the normal annual business cycle.
- b. **Capital Expenditure** - means funds for the investment in projects to acquire, develop, improve, and/or maintain a capital asset, that exceeds \$5000 in value.
- c. Final determination of operational and capital expenditures rests in the professional judgment of the CAO or designate. Should there be any question, please contact the CAO, or designate for an interpretation.

3.0 ROLES AND RESPONSIBILITIES

3.1. All employees are responsible for:

- a. Maintaining high legal, ethical, managerial, and professional standards in the management of the resources entrusted to them as employees of a publicly funded institution.
- b. Obtaining the best value for money by achieving fulfillment of specified needs including quality, health and safety standards, productivity and service life.
- c. Using a fair and transparent process when calling for, receiving, and evaluating quotations and proposals.
- d. Meeting the legal and ethical obligations in the acquisition of goods and services by purchase or lease.
- e. Using appropriate purchasing techniques including negotiating contractual terms and conditions, cost reduction techniques, and cooperative buying processes.

- f. Considering the environment in all purchasing decisions and selecting environmentally beneficial goods and services where the additional cost is not prohibitive.
- g. Securing purchase authorization prior to any purchase except emergency purchases.
- h. Retaining all related documentation for review and auditing.
- i. Using MOU or contracts when dealing with any intermunicipal organization.
- j. Identifying and investigating a full range of potential goods or service providers before selecting one for an exclusive contract.
- k. Obtaining appropriate authorization for all purchasing of goods and services.
- l. Obtaining legal assistance or advice if necessary, for any non-standard clauses in purchasing contract or purchase transaction.

3.2. All Directors are responsible for:

- a. Ensuring all purchases are performed in accordance with this Policy.
- b. Delegating purchase and expense authorization in writing to the appropriate levels.
- c. Ensuring that standards for purchases as set out in this Policy are adhered to.
- d. Entering into purchasing contracts on behalf of the Town.
- e. Coordinating administration and the continuous review of the department's use of goods or services or both to ensure the Town is receiving the best quality, quantity, service and price.
- f. Coordinating purchasing record keeping (RFP documentation, quotes, etc.) and retention of records in accordance with the Town's Records Retention Bylaw.
- g. Selling or disposing of surplus or obsolete goods and for all costs incurred to dispose of surplus or obsolete goods by proper means, as per the Town's Surplus Disposal Policy.
- h. Using the Tender Process set out in the Policy.
- i. In conjunction with the Director of Corporate Services, determining the type and degree of bid security and work performance assurances for the Town purchasing transactions in accordance with bonding requirements.
- j. Preparing Tender instructions, conditions and pricing formula.
- k. Prepare RFPs in accordance with this Policy.

3.3. The Director of Corporate Services is responsible for:

- a. Ensuring that no payments are made without the appropriate authorization.

- b. Providing training and documentation on how to utilize the Policy efficiently and effectively.
- c. Communication regarding all developments in the field of purchasing by all government agencies.
- d. In conjunction with a responsible department, determining the type and degree of bid security and work performance assurances for the Town purchasing transactions in accordance with bonding requirements.
- e. Maintaining master copies of original Invitation to Tender packages and vendor lists.

3.4. The Chief Administrative Officer is responsible for:

- a. Providing the administrative direction to carry out the Policy by stipulating the procedures and controls necessary to ensure that expenditures are made according to sound business practices with appropriate accountability and ethics.

3.5. Council is responsible for:

- a. Approving updates to this Policy.

4.0 TENDER PROCESS, HIRING EQUIPMENT AND EXTERNAL CONSULTANT

4.1. Tender Process

Procedures & Receipt of Tenders

- a. The Town may accept paper copies of Tenders enclosed in sealed, clearly marked envelopes, in accordance with Tender instructions, at the Tender address until the Tender closing time, in care of:
 - i. The issuing department or Town of Rocky Mountain House.
 - ii. The Town may accept Tenders submitted electronically provided that electronic submissions are identified as being accepted in the Tender document.
- b. The Town will record the date and time each Tender is received and will file the tender in the secure designated area at the Town administration building, located at 5116 – 50th Avenue, Rocky Mountain House, T4T 1B2.
- c. The bids and prices are provided without condition and the award is made without negotiation, notwithstanding the Town’s right to negotiate with the successful vendor after the award has been made.
- d. The Town will not accept Tenders which:
 - i. Are not submitted on the Tender form provided by the Town.

- ii. Are received after the Tender closing time. The Town will return Tenders received after tender closing time unopened, courier collect, to the vendor.
- iii. Are incomplete.
- iv. In the event that security is required under tender instructions and is not provided with the tender, the tender is subject to conditions of the tender document.

4.2. Tender Process for Capital Works Projects

- a. The process whereby tenders for construction projects are solicited by the Town by means of invitations to qualified contractors or by advertising and are opened and read as per the tender document.

4.3. Tender Documents

- a. The Town shall include the following sections in the Tender documents:
 - i. Invitation to Tender
 - ii. Instructions to Bidders
 - iii. Tender Form
 - iv. Contract Forms
 - v. General Conditions of Contract
 - vi. Construction Specifications (if applicable)
 - vii. Construction Drawings (if applicable)
 - viii. Additional Supplementary Conditions and Specifications (as necessary and as appropriate to the project).

4.4. Tendering Protocol

- a. Tender opening may be formal and shall be well documented. It is preferable that more than one tendering authority representative, one of whom may be the project manager, department head or finance representative, be in attendance.
- b. The department will be responsible for the initiation of the log and notification of administrative staff for the purpose of place and staff scheduling. A master copy of the original Invitation to Tender package and vendor list will be supplied to Corporate Services staff for safekeeping in the main vault.
- c. A Tender Log (Schedule A) has been developed that includes:
 - i. Project description and project ID number;

- ii. Official closing date and time of tender closing;
- iii. List of firms, address, telephone number and contact person, and the date the tender invitation was sent out, and;
- iv. Dates and times tenders were received.
- v. Tendering department representatives;
- vi. List of attendees and company represented;
- vii. Bidder's name and company, and;
- viii. Verification list, to include:
 - Signatures/official stamps
 - Bond documentation
 - Amendments
 - Price revisions
 - Total bid price

4.5. Tender Opening

- a. Tender openings may be public.
- b. All tenders will be received up to a specified time and date and shall be opened as specified in the tender document.
- c. No further tenders are to be received after the close has been announced and no corrections or revisions to any of the bids are to be permitted.
- d. Each tender correctly received in the form prescribed is to be opened and checked to ensure that the bidder is named, that the written amount and the amount in numbers are the same and signatures are present. If these items are not correct, the tender is to be declared invalid.
- e. The presence of the bid bond is to be checked before the price is read out. If the bid bond is not present, the tender is to be set aside and not considered. The price is not to be read out and the tender is to be declared invalid.
- f. If these items are correct, then the price is to be announced together with any revision made prior to closing and the revised price announced as "we calculate that to be \$_____."
- g. The tender amount is to be recorded on the Tender Log.
- h. Individual bids shall be read to the interested public in a professional and consistent manner. No special order exists in which to read tenders, but it is generally courteous to read first the tenders that have the most interested people waiting.

- i. Where only one tender is received, the Town reserves the right not to make public the amount of the tender at the public opening. The amount of the tender will be made public if a contract is awarded.
- j. Once all tenders have been opened and replaced in their envelopes, an announcement will be made that the tenders will be reviewed in detail and all bidders will be notified of the results and that the opening procedures are now closed.
- k. The department, or tender contact, shall secure all tenders in the vault in the Town Administration Office and copies will only be released by Corporate Services staff upon request of the Director or designate. One original copy of all tenders received shall remain in the vault. Any bonds, or other security, shall be lodged with the Corporate Services Department for safekeeping.

4.6. Tender Approval

- a. All tenders within the approved budget set by council shall be approved by the CAO or designate. All tenders exceeding the annual approved budget allotment require the approval of Council.

4.7. Request for Proposals (RFP)

- a. The process whereby the Town describes its requirements and asks proponents for their proposed solutions. This process is best suited for the following situations:
 - i. When the skills, expertise or technical capability of the respondents will be evaluated;
 - ii. When the Town may need the opportunity to ask respondents to clarify their proposals, or to revise their proposal through the issuing of questions or the best and final offer process; or
 - iii. When price is not the primary consideration or specifications of the project cannot be clarified.

Preparation

- b. The Director shall ensure that an RFP defines:
 - i. the nature of the goods or services or both to be provided;
 - ii. how they are expected to be used;
 - iii. Any problems the bidder is expected to address; and
 - iv. the criteria to be used in the evaluation of proposals.
- c. The Director may include mandatory requirements in the RFP, if the Director deems them necessary, recognizing that mandatory requirements should be kept to a minimum and carefully worded so as not to eliminate a vendor with an otherwise acceptable proposal.

Procedures

- d. The Town should:
 - i. allow vendors sufficient time to prepare a good response.
 - ii. Recognize that Vendor proposals are confidential documents.
 - iii. keep proposals secure at all times.
 - iv. evaluate Proposals based on criteria in the RFP.

5.0 PURCHASING METHODS AND PROCESSES

5.1. Unacceptable Purchases

- a. Town employees and Council are prohibited from purchasing items that are not clearly for the purposes of the Town. The following is a list of some examples of unacceptable purchases:
 - i. Splitting purchases to avoid the requirements of the Policy, including Town credit cards.
 - ii. Except for normal inventory items, no commitment will be made unless funds for purchase are contained in an approved budget.
 - iii. Purchase by any employee of any goods and services for personal use, benefit, or gain.
 - iv. Purchase by any employee of any goods and services for personal use where freight, brokerage or other costs are at the expense of the Town.
 - v. Purchase by the Town from an employee or member of Council or their immediate families or any organization in which they have controlling interest or any other source that would result in a conflict of interest.

5.2. Purchasing Authority Matrices (Appendix A)

- a. Appendix A – Purchasing Authority Matrices identifies categories for all Town purchases and contracts as follows: General Purchases, Construction Contracts, Consulting Services, Long Term Agreements and Direct Award Purchases (includes Single Source and Sole Source). Within each category, specific monetary thresholds have been identified, along with the corresponding level of authorization and documentation required, purchase method to be used and document retention guidelines. Purchase methods and process are further explained in this section of the Policy.
- b. The purpose of these matrices is to recognize unique types or categories of purchases/contracts and to create specific and appropriate rules for each.

- c. In the absence of obtaining competitive bids, e.g. directly awarding a contract to a vendor, either the Direct Award Purchase – Single Source, or Direct Award Purchase – Sole Source guidelines will apply. In this instance those guidelines will apply regardless if the purchase would logically fall under another category. Refer to Appendix A.

5.3. Purchasing Methods

- a. The Town has classified purchasing methods to be used for different purchase types and dollar levels into the following general categories:
 - Direct Award Purchase
 - Informal
 - Competitive
 - Formal Competitive
- b. These general categories are referenced in Appendix A - Purchasing Authority Matrices for all purchases and are intended to illustrate the minimum level of process and documentation required. For these general categories, listed above, there are specific processes to be used to engage vendors. Refer to section 5.4 below.

5.4. Purchasing Processes Used to Engage Vendors

- a. Further to the general categories of engaging vendors as listed above, the following list describes the specific processes to be used to engage the vendor community. Please note that some of the specific processes as listed below can be used in more than one of the general categories as stated in 5.3 above.
 - Invitation for Quotation (IFQ)
 - Invitation to Tender (ITT)
 - Request for Proposal (RFP)
 - Request for Standing Offer (RFSO)
 - Direct Negotiation
 - Co-operative Purchasing
- b. Direct Award Purchase (includes Single and Sole Source)
 - i. In the case of a Direct Award Purchase it is difficult to know if best value has been achieved as no comparisons are obtained or available. For this reason, Direct Award Purchases are not normally considered best practice and should be avoided when possible.
 - ii. A Direct Award Purchase may involve an oral agreement, direct negotiation, a written or oral quotation, or even a written contract. The dollars involved, the complexity of the purchase and known risk factors will determine the award process, including the level of documentation required. This method is easy for users in that it is quick to administer, and it requires little analysis or comparison, however, this method foregoes all of the benefits associated with competition.
 - iii. Regular contract law applies to Direct Award Purchases.

- iv. If there are funds available in the budget for the financial year, a department Director, or their designate, can authorize a Direct Award Purchase, subject to the criteria as listed under 5.4(b)(v).
- v. Single Source Guidelines (more than 1 product/service exists in the marketplace): In certain circumstances, justification to support a Direct Award Purchase – Single Source may exist. Single sourcing may be justified with one or more of the criteria listed below:
 - Compatibility with existing equipment - the product being purchased directly interfaces or attaches to equipment currently in service, and/or is a replacement or repair part for existing equipment where having identical vendor equipment or parts makes operational and fiscal sense and where the part is considered to be superior in quality.
 - Continuation of services - where a service agreement or contract requirement is in place and needs to be extended due to circumstances such as increased scope of a project and where bringing in a new service provider would be detrimental to project quality or would unduly extend the project completion date, etc. Every attempt should be made at the start of service agreements to properly identify the project scope and to include, where practical, a contingency to allow for completion of the project.
 - Specialized products or services - the product or service is specialized or unique.
 - Urgent timeline - the timeframe for the acquisition is urgent due to uncontrollable circumstances. Note: A situation where lack of planning has caused the urgent timeline is not considered justification to single source.
 - Highly sensitive or confidential expenditures - certain projects or purchases may be highly sensitive or confidential in nature.
 - Standardization – certain circumstances may warrant buying the same product(s) or service(s) as previously purchased. Justification may include ease of maintenance, minimizing replacement parts required, operator familiarization with equipment, ergonomics etc.
 - Purchases from or for:
 - testing or trial use;
 - exercising a purchase option on a lease or rental contract;
 - a non-profit organization;
 - an auction or bankruptcy situation;
 - real property; and
 - other circumstances as warranted - recognizing there may be other circumstances that warrant single source justification, the Town will consider departmental requests

for single sourcing that have strong rationale. It is likely that a more detailed, justification will be required in this case.

Sole Source Guidelines (only 1 product/service exists in the marketplace)

Sole source purchases of products or services must meet at least one of the following criteria:

- i. Unique qualifications and skills of contractor - only one contractor or service provider has the unique qualifications or skills needed for the project.
 - ii. Unique product or service - the product or service in question is unique and cannot be sourced elsewhere in the marketplace and is the only product or service that will satisfy the requirement. If there are similar products or services available that will generally satisfy the requirement, the Single Source guidelines will apply.
 - iii. Monopoly controlled market situations - the supply of products or services is controlled by a monopoly supplier and cannot be sourced elsewhere, e.g. a public utility company such as Hydro.
 - iv. Computer software renewal licenses and software development or maintenance – this occurs when the license renewal and maintenance for software can only be obtained from a single source, normally the developer of the software. This includes conversions, modifications and/or maintenance of currently owned software.
 - v. Purchases from or for:
 - subscriptions and publications;
 - travel, training, and conferences; and
 - Professional dues etc.
 - vi. Other - there may be other circumstances where there is no alternative but to sole source to a particular vendor.
- c. Invitation for Quotation (IFQ)
- i. Generally, an IFQ is utilized for repetitive/reoccurring and lower risk purchases in order to get pricing and delivery information from suppliers. A standard IFQ document may consist of one to three pages that describe the goods and/or services required and list the terms/conditions applicable to the contract. It can be described as an informal tender and may take place by facsimile or email. Generally, the award goes to the bidder with lowest price that meets specifications.
 - ii. IFQs are typically used for projects and services, up to a maximum contract value of \$50,000.
 - iii. The following should be recorded:
 - the name of the firm quoting the price;
 - the name of the person quoting the price;
 - the manufactures and model of item (or items) offered;

- the unit price;
- the payment terms (prompt payment discounts), 2%, 5%-10 days, etc.;
- the projected date of delivery;
- the time and date of the communication;
- the name of the Town Person involved in the communication;
- the length of time the bid will be in effect until;

d. Request for Qualification (RFQ)

- i. This method is used when there is potential for significant interest for specific contract opportunity. This method can be used to pre-qualify proponents who will then compete on the opportunity at the RFP stage. This can make the procurement process more efficient as there will be fewer responses and all those received will be qualified. This can also be used to create a pre-qualification list for future opportunities. For example, a pre-qualification list can be prepared for the transportation opportunity and whenever the service is required, quotations are invited from this pre-qualification list.
- ii. The purpose of this process is to officially signal the Town's intent to proceed with procurement or a project, to encourage participation and competition in the procurement process, to present the proposed scope of the project and to confirm there is sufficient interest in the procurement process.

e. Invitation to Tender (ITT)

- i. This method is used for higher dollar value purchases or contracts which are more complex in nature, may have additional risks identified with the acquisition or contract and are normally widely advertised. An ITT can be used to contract for services when one knows what needs to be done and how it should be done; or to purchase products when they can be clearly specified. Generally, the bidder meeting the specifications and offering the lowest price will be awarded the contract. As acquisitions become more complex and/or of greater dollar value, the more formal and more detailed the process and documentation needs to become.

f. Request for Proposal (RFP)

- i. RFPs are used when one knows what needs to be achieved and there may be different solutions available to achieve the desired outcome. Proponents are invited to provide solutions that are evaluated using a weighted evaluation matrix. An RFP can be verbal or written, simple or complex, depending on the nature and value of the acquisition. RFPs differ substantially from tenders, in terms of greater flexibility, and in terms of the evaluation and award criteria. An RFP seeks the creative input of the marketplace, and unlike the tendering process, the cost or monetary consideration is not usually the primary factor upon which the successful proponent is chosen. The proponent offering the best solution will achieve the highest evaluation score and will normally be awarded the contract.

- ii. The RFP process brings structure to the procurement decision and allows the risks and benefits to be identified clearly up front. The RFP purchase process is lengthier than others, so it is used only where its advantages outweigh any disadvantages and delays caused.

g. Request for Standing Offer (RFSO)

- i. RFSOs are often used when products or services are needed over a longer period of time, or repeatedly, and allows the Town to engage a contractor(s) or supplier(s) quickly when the particular need arises. Circumstances may arise where more than one contractor or supplier is simultaneously engaged or where the Town wants or needs to change from one vendor or supplier to another in a timely fashion.

In such cases, vendors and contractors would essentially be pre-qualified with the appropriate licenses and insurance in place and on file. An example of this may be for ad hoc electrical contractor requirements where it is important to engage contractors quickly when timely work or repairs are required.

h. Direct Negotiation

- i. Direct Negotiation is recognized as a method of engaging vendors under particular circumstances and may be appropriate where more than one vendor is being engaged, and

- there are a limited number of vendors to engage in the marketplace;
- a limited number of preferred vendors exist following an RFP, Request for Expression of Interest (RFEOI) or Pre-Qualification of Supplier process;
- administration costs of a formal ITT or RFP are prohibitive;
- time to engage vendor community is limited due to unforeseen, unavoidable circumstances that prohibited advance planning;
- it is a strategic approach to engage vendor(s); and/or
- may replace or complement conventional competitive bidding methods such as Invitation to Tender and Request for Proposal.

- ii. Where only one vendor is being negotiated with, and where the negotiation does not follow a selection process (i.e. Pre-Qualification of Supplier), then Direct Award Purchase guidelines will apply.

- iii. Authorization required to use Direct Negotiations to engage vendors is as follows:

Contract Value Approval Required to Directly Negotiate (within approved Budget - see Signing Authority Policy):

- ≤ \$25,000 – Director/Designated Employee
- ≤ \$25,000 – Director/Designate if not low bid or best proposal
- > \$25,000 – CAO & Director

> \$25,000 – CAO & Director if not low bid or best proposal

- iv. Purchases of up to \$25 may be made through the use of petty cash, without the issuance of a purchase order. Such expenditures shall be kept to a minimum and should represent extraordinary expenditures that are required immediately and are not otherwise available. All petty cash vouchers shall be signed by the individuals duly authorized by a department head to make the purchase.

Contract terms and conditions are often captured in a contract document or purchase order once negotiations are concluded.

i. Co-operative Purchasing

A system whereby a number of local authorities, such as hospitals, school districts and/or other municipalities, agree to invite quotes or tenders for selected commodities and services.

It is the responsibility of the Director, in cooperation with other public buying agencies, to periodically review purchases with a view to encouraging co-operative purchases.

The Director shall gather and classify the historical data necessary toward the identification of commodities and services to combine purchasing power and expertise to reduce prices.

The Director shall review each item to be tendered co-operatively and only participate when there is an advantage.

j. Hiring of Equipment

Hiring of Equipment for Town Services and Capital Works Projects. Departmental managers and supervisors are authorized to hire equipment with operators on an hourly basis, as per the Provincial Government's rate schedule rate, as required for undertaking maintenance work, which is part of the normal operations of the Town, or capital projects and is provided for in the Annual Budget.

In order to ascertain which contractors are available to undertake hourly paid work, the Town shall advertise each year for submission of contractors' names, equipment and operators and their experience in municipal services maintenance and construction.

A copy of all print advertisements placed during a call for expressions of interest will be retained on file in the Town's records management system by the initiating department.

A list of these submissions shall be made and retained on file. Each of the submissions will be reviewed and the type of work they are qualified to complete for the Town will be determined and a qualifications list will be prepared. Each contractor is required to have valid license and registration, insurance and WCB coverage. Call out of contractors to undertake hourly paid work shall be made from this qualifications list on a rotational basis.

k. Hiring External Consultant

Before a Director initiates any action to call for proposal and select the services of an external consultant, it must have the budget approval to spend such funds for this purpose.

- i. The department must include all current account consultant funding requirements in the budget estimate under the main object of expenditure "Contracted services".
- ii. The department, to the extent possible, should include in their budget submissions detailed information on projects for which proposals from external consultants will be called. The information should include a description of the work to be performed, as well as the desired budgetary funding level.
- iii. The department, during the budgetary process, may employ the block funding approach when requesting funds to cover anticipated consultant fees when detailed project information is not available during the preparation of the Estimates.

l. Policy, approval, terms of reference and other considerations

It is the intention of this Policy to employ, to the extent feasible, the practice of requesting multiple proposals when engaging the services of external consultants. The Town favors a public request/RFP/RFQ for proposals and encourages department to use this method whenever it is feasible to do so.

Circumstances may exist which mitigate against the public calling of proposals/RFQ/RFP, and, consequently, departments are permitted to deviate from this preferred method. In such cases, it is encouraged to invite proposals from any competent consultants as known to the department; three proposals being considered as a minimum number.

Furthermore, even though the Policy identifies practical exceptions and exemptions, this should only occur after serious consideration.

To approach the work in cost effective manner, terms of reference for the work to be performed by the external consultant must be prepared.

This document should assist the department in the planning and management of the work, as well as assisting prospective consultants.

It may include background, the objective, the scope, details of each party's responsibility, time schedule for completion of each stage, progress report requirements and approval and acceptance requirement of work.

Once a consultant is selected It is an important and encouraged to draft and sign the documents, which should generally include the provisions for nature and scope of the assignment, financial implications (contract price, expenses reimbursement, billing and payments etc.), time frame of the contract, termination clause (exit route), delays and penalties provision, ownership of

the work, confidentiality of information, reassignment and subcontracting, employment status (if required CRA ruling may be obtained in advance), non-performance and holdback.

5.5. Specification of Requirements

- a. Where, for reason of suitability to purpose, technical compatibility, cost effectiveness or safety and where specific technical requirements must be met, the Town shall specify those requirements in the most meaningful and broad terms possible, where practical in terms of performance criteria.
- b. Responsibility:
 - i. It shall be the responsibility of the operating departments to prepare specifications.
 - ii. It shall be the responsibility of the operating department to insist that specifications be as broad as practicable to assure an economic supply and to avoid the possibility of being "locked in" to a single supplier.
- c. Procedures:

Preparation of Specifications

Specifications:

- i. Should be clear, definite and concise to enable prospective bidders a basis on which to submit proposals;
- ii. Should identify variances to bid specifications;
- iii. Should attempt to standardize equipment where possible for long term saving in maintenance and to the cost of inventory levels and parts availability, and;
- iv. Should not call for features or for a level of quality not needed for the intended use, except in cases where such features or the level of quality are essential for some future consideration.

Other considerations must be stated in Special Terms and Conditions.

Specifications must state whether items other than cost will be considered in awarding the contract, i.e. results of product testing, delivery time, length and terms of any warranty provisions, maintenance costs, guaranteed buy-back value, parts availability, local product support, subject to reference checks, etc.

5.6. Contract Security Requirements

- a. Security instruments include Bid, Performance, Labour and Material Bonds.

- b. Bidders shall provide the contract specific security bonds, certified cheques or irrevocable letters of credit in favour of the Town of Rocky Mountain House.
- c. Bid bond is to accompany the tender submission (if applicable).
- d. Performance and/or Labour and Material Bond must be delivered to the Town within seven (7) days of the date of notice of contract award.
- e. In certain circumstances bonding requirements may be increased or decreased, at the discretion of the department Director, CAO, or their designate.

6.0 ADMINISTRATION, PROCESSES AND DOCUMENTATION

6.1. Regulated Requirements

- a. The Town must comply with the *Agreement on Internal Trade* (AIT) and the *New West Partnership Trade Agreement* (NWPTA).
- b. The Town must nationally advertise all procurements of goods or services valued at \$75,000 or greater, or construction valued at \$200,000 or greater.
- c. The Town will use the Alberta Purchasing Connection (APC) as its "posting agent" to advertise tenders and RFPs at <http://www.purchasingconnection.ca/>, and the Town website. The Town may use alternate media depending on specific requirements of the tender.
- d. Grant providers may request competitive bidding at any threshold in which case the grant provider's administrative procedures will supersede this Policy. Purchases shall be made at the lowest cost available and consistent with the criteria outlined under this policy.

6.2. Awarding of Contracts

Procurement awards or contracts for all goods and services acquired on behalf of the Town of Rocky Mountain House are to be in accordance with this Policy.

- a. **One Year or Shorter-Term Contracts** - All annual or shorter-term contracts for products and services are to be authorized according to the known or maximum dollar value budgeted (including contingency but excluding GST).
- b. **Multi-Year Contracts** - For contracts with durations of greater than one year, the approval level is calculated as the maximum financial obligation for the Town for the minimum duration of the contract (including contingency but excluding GST). If the contract has options for extending beyond the minimum duration, the dollar value of the extension timeframe will be subject to an additional, future approval process. In other words, extensions should not be entered into without obtaining the proper approvals and without following the applicable processes. No contract may exceed five years in duration.

6.3. Legal Advice or Expert Services on Procurement Issues

- a. If a Director determines that a situation requires legal advice or an expert opinion, the Director will contact the lawyer or experts for any advice or opinion.

6.4. Emergency Purchases

- b. In the event of an emergency, the CAO, or designate may:
 - i. temporarily suspend the provisions of this Policy; and
 - ii. for the period of the emergency, authorize Directors to purchase goods or services at their discretion, regardless of the amount of the expenditure.
- c. In the event of an emergency, the CAO shall provide a report to Council at the next regularly scheduled council meeting detailing the emergency and any related expenditures that exceeded established ceilings or unbudgeted expenditures.

6.5. Environmentally Sustainable Goods and/or Services

- a. The Town supports the use of products and services that are more responsible to the environment in the way that they are made, used, transported, stored, packaged and managed at the end of their useful lives, recognizing that there is a need to weight the costs associated with purchasing environmentally sustainable goods or services against the benefits they may provide.
- b. Town departments are to review their contracts and tender specifications, ensuring that wherever possible and economically feasible, specifications are amended to favour environmentally sustainable goods and services.

6.6. Ownership of Proposals and FOIP

- a. The Town is governed by FOIP, which regulates the collection, use and disclosure of information.
- b. When submitting documents under this Policy to the Town, all proponents are to include a provision that the submitted documents become the property of the Town and are governed by FOIP; and they are to identify information submitted on a confidential basis.
- c. The Town reserves the right to distribute information about any proposal to Council, Town employees, and to Town consultants and contractors where the distribution of that information is considered by the Town to be necessary to its internal consultation and evaluation process.

6.7. Disposal of Goods or Equipment

- a. In disposing of or selling surplus or obsolete goods, a Director:

- i.
- ii.
- iii.

This Policy rescinds Purchasing/Tendering Policy 009/2010.

Redacted under Sec. 17 of the FOIP Act

Tammy Burke, Mayor

Redacted under Sec. 17 of the FOIP Act

Dean Krause, CAO

"Appendix A"
Purchase Authority Matrices

Recognized Purchasing Methods

Purchase Method	Corresponding Process
Direct Award	Not applicable as one vendor directly awarded contract (Single Source and Sole Source).
Discretionary	Includes directly engaging vendors based on an electronic (e-mail) agreement or quotation. 3 email quotes are required.
Informal	Quotations solicited from vendors without necessarily issuing a written Invitation for Quotation or Request for Proposal. Direct Negotiation may also be appropriate in certain circumstances and can be preceded by a Prequalification of Supplier process.
Competitive	Written Invitation for Quotation, Invitation to Tender, Request for Proposal, are issued with written responses received. Typically, the competitive documents used are non-complex in nature and limited to a few pages with limited terms and conditions. Direct Negotiation may also be appropriate in certain circumstances and can be preceded by a Prequalification of Supplier process.
Formal Competitive	Formal written ITT or RFP is issued with written responses received. Normally advertised. Direct Negotiation ¹ may also be appropriate in certain circumstances and can be preceded by a Prequalification of Supplier process.

Notes:

1. Direct Award guidelines (either single source/sole source) as outlined herein prevail and will be applied when there is an absence of competition, regardless of the nature of the purchase/contact (i.e. general purchases, construction contracts, consulting contracts or long-term agreements).

Example: A department wants to directly engage a consultant without engaging the marketplace and obtaining competitive quotes. Guidelines for Direct Award – Single Source will apply (*NOT the Consulting Contracts guidelines*).

2. It is always recommended that any purchase order should not be approved by same person who has also created the purchase order for internal control.

****REFER TO THE SIGNING AUTHORITY POLICY FOR CONFIRMATION****

				\$,	\$,	
	<p>Purchase Order by Director or Designated signing authority within approved operating or capital budget.</p> <p>Invoice approval by Director or Designated signing authority within approved operating or capital budget.</p> <p>(these are typically lower value single purchases or services – Routine purchases)</p>	<p>Purchase order by Director or Designated signing Authority within approved operating or capital budget.</p> <p>Invoice approval by Director or Designated signing authority within approved operating or capital budget.</p>	<p>Purchase order by Director up to \$25,000 within approved operating or capital budget.</p> <p>Invoice approval by Director up to \$25,000</p>	<p>Purchase order by CAO & Director within approved operating or capital budget.</p> <p>Invoice approval by CAO & Director within approved operating or capital budget.</p>	<p>Purchase order by CAO & Director within approved operating or capital budget.</p> <p>Invoice approval by CAO & Director within approved operating or capital budget.</p>	<p>Purchase order by CAO & Director within approved operating or capital budget.</p> <p>Invoice approval by CAO & Director within approved operating or capital budget.</p> <p>Council reporting required.</p>
	Director or Designated Employee or Supervisor	Director or Designated Employee	Director approval up to \$25000 if not low bid or best proposal.	CAO/Director for approval within approved operating or capital budget or if not low bid or best proposal.	CAO/Director for approval within approved operating or capital budget or if not low bid or best proposal.	CAO/Director if not low bid or best proposal.

Documents Required	Purchase Order Required. 2-3 telephone or written quotations (include recorded notes) should be obtained where appropriate.	Purchase order is required. Supporting documentation (authorized invoice, packing slip etc.) submitted to accounts payable.	Purchase order is required. Supporting documentation (authorized invoice, quotes, packing slip etc.) submitted to accounts payable.	Purchase order is required. Formal contract document. Supporting documentation (authorized invoice, quotes, packing slip etc.) submitted to accounts payable.	Purchase order required. Formal contract document. Supporting documentation (authorized invoice, tender documents, packing slip etc.) submitted to accounts payable.	Purchase order required. Formal contract document. Supporting documentation (authorized invoice, tender documents, packing slip etc.) submitted to accounts payable.
Purchase Method	Discretionary	Discretionary	Informal or Competitive	Competitive or Formal Competitive	Competitive or Formal Competitive	Formal Competitive

Notes:

1. Awards resulting from a quotation are to the lowest compliant bidder. Awards resulting from a proposal process are to the proponent with the highest scoring proposal.
2. All awards where a bid or bidder is deemed non-compliant for any reason, and would otherwise have been awarded the contract, require the approval of Director of Corporate Services prior to contract award, regardless of the value.
3. Value is calculated inclusive of all charges and expenses, but exclusive of GST.
4. For any intermunicipal contract/agreement/supply a MOU and purchase order is required.
5. Long term projects require a financial analysis for long term impact.
6. Sole Source and Direct Award purchases require approval of department director or designate.
7. All capital purchase/POs/Invoices require the approval of the Director.

Meeting Minutes

Fort Vermilion Recreation Board – October 04th, 2021

1. Call to Order @ 7:08pm
2. In attendance: Steven Simpson, Wendy Nanooch, Darren Nanooch, Mike Smith, Karen Smith, Leah Lizotte, Cameron Cardinal, Clinton Edwards
3. Additions to Agenda: No additions.
4. Acceptance of Agenda: Leah accepts the agenda.
5. Acceptance of Previous Minutes: Tabled to next meeting.
6. Guests: No guests.
7. Financial Statements: Presented by Clinton, Leah moves acceptance of financial statements as presented.
8. General Reports:
 - a. Manager's Report – Presented by Clinton Edwards
9. Old Business:
 - a. AGM Date
 - i. Due to COVID-19, we will table until early Spring 2022.
 - ii. We will include an appreciation dinner for volunteers, pond hockey coaches, previous board members and acknowledge any projects that were completed.
 - b. Fort Flicks Update
 - i. We will cancel Octobers movie night due to low attendance and consider a horror movie show October 9th as a final show.
 - c. PA System
 - i. Clinton will look into details of who purchased the PA system that is utilized by the rodeo committee.

d. Outhouses

i. We will sell and purchase new ones as the ones originally purchased were not self contained. Cameron will watch auctions over the winter for the correct outhouses.

ii. Steven makes a motion to sell the portable outhouses and purchase new ones. Leah seconds the motion. All in favour. Motion carried.

10. New Business:

a. 2022 Budget/Capitol Projects

i. Capitol Projects include:

1. Fitness Centre expansion
2. Windows in Curling Rink lounge facing towards arena.
3. Fencing for volleyball courts
4. Playground equipment.

11. Correspondence:

12. Next Meeting: November 01st, 2021 @ 7pm

13. In Camera:

14. Adjournment @ 8:55pm

Agenda

Fort Vermilion Recreation Board – November 1, 2021

1. Call to Order @ 7:10pm
2. In attendance: Steven Simpson, Wendy Nanooch, Jaidyn McLean, Darren Nanooch, Cameron Cardinal, Mike Smith, Karen Smith, Clinton Edwards, Leah Lizotte
3. Additions to Agenda
 - a. Parking Policy
 - b. Hall Kitchen Supplies
4. Acceptance of Agenda: Steven accepts the agenda.
5. Acceptance of Previous Minutes:
 - a. October 4th, 2021 - Cameron approves the minutes as presented.
6. Guests: No guests.
7. Financial Statements:
 - a. Presented by Clinton Edwards:
 - i. Mike moves acceptance of financial statement as presented.
8. Managers Report:
 - a. Presented by Clinton Edwards:
 - i. Youth programming needs to happen. There are several kids who like to hang out at the arena every night and there needs to be some order.
 - ii. Partner with different organization each night; Metis Local, Awana, FCSS, etc.
 1. Karen will contact Metis Local and FCSS
 2. Steven will contact Awana
9. Old Business:
 - a. Sound System
 - i. Clinton looked into the financials on who purchased the sound system. The system was purchased by the FVRB.
 - b. Portable Toilets:
 - i. We purchased 3 used portable outhouses for \$3200
 - ii. The quality is good.
10. New Business:
 - a. Parking Policy
 - i. With the new access of parking, we should create a parking policy. Especially during events with 100 more people. We need to ensure that the fire lane is easily accessible in case of emergencies.
 - b. Purchase of new supplies for the Hall Kitchen
 - i. Industrial cookware that we engrave with FVRB
 - ii. New tables to serve food on. To replace the wooden tables with stainless steel.

- iii. Wendy will create a list of supplies needed and Clinton will get a quote.
- c. Rodeo Grounds Policy
 - i. We need to create a policy for use of the rodeo grounds for those that want to use any of the services at the grounds.

11. Correspondence:

12. Next Meeting: December 06th, 2021 (Christmas Supper) @ 6:00pm

13. In Camera:

14. Adjournment @ 8:06pm