



MACKENZIE COUNTY

# REGULAR COUNCIL MEETING

**JUNE 08, 2022**  
**10:00 AM**

FORT VERMILION COUNCIL  
CHAMBERS

 780.927.3718

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

 4511-46 Avenue, Fort Vermilion

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



**Mackenzie County**



**MACKENZIE COUNTY  
REGULAR COUNCIL MEETING**

**Wednesday, June 8, 2022  
10:00 a.m.**

**Fort Vermilion Council Chambers**

**Fort Vermilion, Alberta**

**AGENDA**

			Page
<b>CALL TO ORDER:</b>	1.	a) Call to Order	
<b>AGENDA:</b>	2.	a) Adoption of Agenda	
<b>ADOPTION OF PREVIOUS MINUTES:</b>	3.	a) Minutes of the May 25, 2022 Regular Council Meeting	7
		b) Business Arising out of the Minutes	
		c)	
<b>CLOSED MEETING:</b>		<i>Freedom of Information and Protection of Privacy Act Division 2, Part 1 Exceptions to Disclosure</i>	
	4.	a) Inter-municipal Agreements (s. 21, 22, 23, 24)	
		b) Organizational Chart (s.17)	
		c) Personnel (s.17)	
		d)	
<b>TENDERS:</b>		Tender openings are scheduled for 11:00 a.m.	
	5.	a) Assessment Services	25
		b)	
<b>PUBLIC HEARINGS:</b>		Public Hearings are scheduled for 1:00 p.m.	
	6.	a)	
		b)	
<b>DELEGATIONS</b>	7.	a) Fort Vermilion Seniors Club – 11:40 a.m.	29

		b)	George Friesen – Land – 11:50 a.m.	
		c)		
<b>GENERAL REPORTS:</b>	8.	a)	CAO & Director Reports for May 2022	35
		b)		
<b>AGRICULTURE SERVICES:</b>	9.	a)	None	
		b)		
<b>COMMUNITY SERVICES:</b>	10.	a)	La Crete Recreation Society – Reallocate Funds Request	49
		b)		
		c)		
<b>FINANCE:</b>	11.	a)	Grazing Lease Minimum (Handout)	
		b)		
		c)		
<b>OPERATIONS:</b>	12.	a)	Grader Information	53
		b)		
		c)		
<b>UTILITIES:</b>	13.	a)	None	
		b)		
<b>PLANNING &amp; DEVELOPMENT:</b>	14.	a)	None	
		b)		
<b>ADMINISTRATION</b>	15.	a)	Policy ADM053 Flags and Flag Protocol	59
		b)	Mackenzie Report – Advertising Memorandum of Agreement	65
		c)		
		d)		

<b>COMMITTEE OF THE WHOLE ITEMS:</b>	16	a)	Business Arising out of Committee of the Whole	
		b)		
<b>COUNCIL COMMITTEE REPORTS:</b>	17.	a)	Council Committee Reports (verbal)	
		b)	Municipal Planning Commission Minutes	73
		c)		
		d)		
<b>INFORMATION / CORRESPONDENCE:</b>	18.	a)	Information/Correspondence	89
<b>NOTICE OF MOTION:</b>	19.	a)		
<b>NEXT MEETING DATES:</b>	20.	a)	Regular Council Meeting June 22, 2022 10:00 a.m. Fort Vermilion Council Chambers	
		b)	Committee of the Whole June 23, 2022 10:00 a.m. Fort Vermilion Council Chambers	
<b>ADJOURNMENT:</b>	21.	a)	Adjournment	





**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>June 8, 2022</b>
<b>Presented By:</b>	<b>Caitlin Smith, Director of Planning and Agriculture</b>
<b>Title:</b>	<b>Minutes of the May 25, 2022 Regular Council Meeting</b>

**BACKGROUND / PROPOSAL:**

Minutes of the May 25, 2022 Regular Council Meeting are attached.

**OPTIONS & BENEFITS:**

**COSTS & SOURCE OF FUNDING:**

**SUSTAINABILITY PLAN:**

**COMMUNICATION / PUBLIC PARTICIPATION:**

Approved Council Meeting minutes are posted on the County website.

**POLICY REFERENCES:**

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

**RECOMMENDED ACTION:**

- Simple Majority       Requires 2/3       Requires Unanimous

That the minutes of the May 25, 2022 Regular Council Meeting be adopted as presented.

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



**MACKENZIE COUNTY  
REGULAR COUNCIL MEETING**

**Wednesday, May 25, 2022  
10:00 a.m.**

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

**PRESENT:** Josh Knelsen Reeve - virtual  
Jacquie Bateman Councillor  
Peter F. Braun Councillor - Chair  
Cameron Cardinal Councillor  
Darrell Derksen Councillor  
David Driedger Councillor (arrives at 10:01 a.m.)  
Garrell Smith Councillor

**REGRETS:** Walter Sarapuk Deputy Reeve  
Lisa Wardley Councillor  
Ernest Peters Councillor

**ADMINISTRATION:** Byron Peters Interim Chief Administrative Officer/  
Director of Projects and Infrastructure  
Carrie Simpson Director of Legislative Services/ Recording  
Secretary  
Jennifer Batt Director of Finance  
Jeff Simpson Director of Operations - virtual  
John Zacharias Director of Utilities  
Don Roberts Director of Community Services  
Caitlin Smith Director of Planning and Agriculture  
Grant Smith Agricultural Fieldman

**ALSO PRESENT:** Mrs. Peters – Ridgeview Central School Grade 6 Class

Minutes of the Regular Council meeting for Mackenzie County held on May 25, 2022 in the Council Chambers at the Fort Vermilion County Office.

Reeve Josh Knelsen appointed Councillor Braun to reside as Chair due to his virtual participation.

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

Chair Braun called the meeting to order at 10:00 a.m.

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

**MOTION 22-05-368 MOVED** by Councillor Derksen

That the agenda for the May 25, 2022 Council meeting be approved with the following additions:

- 7. b) Ridgeview Central School Grade 6 Q & A
- 15. b) Council Meeting Dates

**CARRIED**

**ADOPTION OF  
PREVIOUS MINUTES:**

**3. a) Minutes of the May 10, 2022 Regular Council Meeting**

**MOTION 22-05-369**

**MOVED** by Councillor Driedger

That the minutes of the May 10, 2022 Regular Council Meeting be adopted as presented.

**CARRIED**

**ADOPTION OF  
PREVIOUS MINUTES:**

**3. b) Business Arising out of the Minutes**

**CLOSED MEETING**

**4. a) CLOSED MEETING**

**MOTION 22-05-370**

**MOVED** by Councillor Bateman

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

- 4.a) 2022 Bursary Applications (*FOIP s. 17*)
- 4.b) Organizational Chart (*FOIP s. 23, 24, 27*)

**CARRIED**

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

- Reeve Knelsen – virtual
- Councillor Braun - Chair
- Councillor Bateman
- Councillor Smith
- Councillor Derksen
- Councillor Driedger
- Councillor Cardinal
- Byron Peters, Interim Chief Administrative Officer
- Carrie Simpson, Director of Legislative Services/ Recording Secretary
- Jennifer Batt, Director of Finance
- Jeff Simpson, Director of Operations - virtual

- John Zacharias, Director of Utilities
- Don Roberts, Director of Community Services
- Caitlin Smith, Director of Planning and Agriculture

**MOTION 22-05-371**      **MOVED** by Councillor Cardinal

That Council move out of a closed meeting at 10:25 a.m.

**CARRIED**

**MOTION 22-05-372**      **MOVED** by Councillor Derksen

That Council awards 16 bursary recipients as discussed for the total amount of \$19,500, and that administration re-advertise the bursary program with an extension date, and present any new applicants to Council for review and consideration.

**CARRIED**

**MOTION 22-05-373**      **MOVED** by Councillor Smith

That the Organizational Chart be amended as discussed.

**CARRIED**

**DELEGATIONS**

**7. a) Mrs. Peters – Ridgeview Central School Grade 6 Class – 10:00 a.m.**

The Ridgeview Grade 6 class elected Keagan Krahn as their Junior Reeve.

**COMMUNITY SERVICES:**

**10.a) Grass Clippings and Brush at Waste Transfer Stations**

**MOTION 22-05-374**      **MOVED** by Councillor Cardinal

That grass clippings/brush only be disposed of at no charge at all Waste Transfer Stations.

**CARRIED**

**COMMUNITY SERVICES:**

**10. b) Hamlet Clean-up – Fall Proposals**

**MOTION 22-05-375**      **MOVED** by Councillor Cardinal

That the County accept the Zama Fire Department offer of \$700 to conduct

Zama hamlet clean-up and the La Crete Minor Hockey's offer for \$3,500 to conduct the La Crete hamlet clean-up and the La Crete Minor Hockey offer of \$3000 to conduct the Fort Vermilion hamlet clean up.

**CARRIED**

**MOTION 22-05-376**      **MOVED** by Councillor Cardinal

That the spring hamlet clean up for Mackenzie County residents be scheduled from June 16 – 18, 2022 and that on June 16, 2022 at all Mackenzie County Waste Transfer Stations and the High Level landfill there be no charges applied for all non-commercial waste from County residents.

**CARRIED**

**DELEGATIONS:**      **Mrs. Peters – Ridgeview Central School Grade 6 Class – Questions and Answers (ADDITION)**

Junior Reeve Keagan Krahn asked the Ridgeview Grade 6 class if there were any questions:

Q: How much do you use on road maintenance in your budget?

A: Right now, it is \$13 000,000, that includes all staff and equipment.

Q: What is your total budget per year?

A: \$35,000,000.

Q: Have you ever used all the money in your Budget?

A: Most of it. What is left goes back into a reserve.

Q: What are some of the County's top priorities?

A: Our roads is one of the main ones and the movement of Fort Vermilion out of the flood zone.

Q: Are there any people in Fort Vermilion that still live in the flood zone?

A: There are a few. There were 147 homes that were flooded. We have until the end of 2024 to have the remaining moved out of the flood plain.

Q: Is there going to be a bridge where the ferry is?

A: There is a bridge in the budget, it may take 5 years to complete but that is through the provincial government.

The class left the meeting at 11:07 a.m.

Chair Braun recessed the meeting at 11:07 a.m. and reconvened the meeting at 11:21 a.m.

**GENERAL  
REPORTS:**

**8. a) None**

**TENDERS:**

**5.a) Agricultural Land Lease Request for Proposals – Hay Land**

**Rental**

**MOTION 22-05-377**      **MOVED** by Councillor Bateman

That the Agricultural Land Lease Request for Proposals – Hay Land Rental be opened.

**CARRIED**

<b>Bidder</b>	<b>Amount</b>
Abe F. Derksen	\$875 per year
Craig Toews	\$800 per year

**MOTION 22-05-378**      **MOVED** by Councillor Derksen

That the Agricultural Land Lease Request for Proposals – Hay Land Rental be awarded to the highest bidder.

**CARRIED**

**AGRICULTURE  
SERVICES:**

**9. a) Policy ASB013 Beaver Control**

**MOTION 22-05-379**      **MOVED** by Councillor Bateman

That Policy ASB013 – Beaver Control be referred to the Agriculture Services Board (ASB) to investigate the beaver problems in the Rocky Lane and High Level area.

**CARRIED**

**COMMUNITY  
SERVICES:**

**10. c) Waste Transfer Station Hauling Contract – Request for Proposals**

**MOTION 22-05-380**      **MOVED** by Councillor Derksen

That administration proceed with issuing the Waste Transfer Station Hauling Contract Request for Proposals as presented.

**CARRIED**

**FINANCE:**

**11. a) Bursary Applicant – Forgiveness request**

**MOTION 22-05-381**      **MOVED** by Councillor Driedger

That administration request that the recipient repay the full amount awarded, as per Section 4 of the Policy.

**CARRIED**

**FINANCE: 11. b) Financial Reports – January 1 – April 30, 2022**

**MOTION 22-05-382 MOVED** by Councillor Cardinal

That the financial reports for January to April 30, 2022 be received for information.

**CARRIED**

**FINANCE: 11. c) Request to Write-off Taxes & Penalties Tax Roll 084425 – Non Profit Organization**

**MOTION 22-05-383 MOVED** by Councillor Driedger  
Requires 2/3

That taxes and penalties for the Rainbow Lake Campground Association, Tax Roll 084425, be written off for 2019, 2020, 2021 and 2022 in the amount of \$1,811.33.

**CARRIED**

**MOTION 22-05-384 MOVED** by Councillor Derksen

That council move into closed meeting at 11:42 a.m. to discuss legal (*FOIP s. 23, 24, 25, 27*)

**CARRIED**

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

- Reeve Knelsen – virtual
- Councillor Braun - Chair
- Councillor Bateman
- Councillor Smith
- Councillor Derksen
- Councillor Driedger
- Councillor Cardinal
- Byron Peters, Interim Chief Administrative Officer
- Carrie Simpson, Director of Legislative Services/ Recording Secretary
- Jennifer Batt, Director of Finance

- Jeff Simpson, Director of Operations - virtual
- John Zacharias, Director of Utilities
- Don Roberts, Director of Community Services
- Caitlin Smith, Director of Planning and Agriculture

Administrative staff excluding Byron Peters, Interim CAO were asked to leave at 11:48 a.m.

**MOTION 22-05-385**      **MOVED** by Councillor Smith

That Council move out of closed meeting at 12:15 p.m.

**CARRIED**

Chair Braun recessed the meeting at 12:15 p.m. and reconvened the meeting at 12:47 p.m.

**FINANCE:**                      **11. d) Expense Claims – Councillors**

**MOTION 22-05-386**      **MOVED** by Councillor Driedger

That the Councillor expense claims for April 2022 be received for information.

**CARRIED**

**MOTION 22-05-387**      **MOVED** by Councillor Smith

That the Councillor expenses incurred for overland flooding visits be reimbursed for the month of April.

**CARRIED**

**FINANCE:**                      **11. e) Expense Claims – Members at Large**

**MOTION 22-05-388**      **MOVED** by Councillor Cardinal

That the Member at Large Expense Claims for March/April 2022 be received for information.

**CARRIED**

**OPERATIONS:**                      **12. a) Theft of Gravel from County Pits**

**MOTION 22-05-389**      **MOVED** by Councillor Bateman

That Council move into a closed meeting at 1:03 p.m. to discuss legal (FOIP s. 23, 24, 25, 27)

**CARRIED**

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

- Reeve Knelsen – virtual
- Councillor Braun - Chair
- Councillor Bateman
- Councillor Smith
- Councillor Derksen
- Councillor Driedger
- Councillor Cardinal
- Byron Peters, Interim Chief Administrative Officer
- Carrie Simpson, Director of Legislative Services/ Recording Secretary
- Jennifer Batt, Director of Finance
- Jeff Simpson, Director of Operations - virtual
- John Zacharias, Director of Utilities
- Don Roberts, Director of Community Services
- Caitlin Smith, Director of Planning and Agriculture

**MOTION 22-05-390**      **MOVED** by Councillor Cardinal

That Council move out of the closed meeting at 1:18 p.m.

**CARRIED**

**MOTION 22-05-391**      **MOVED** by Councillor Smith

That administration proceed with charging those that removed gravel from the Mackenzie County gravel stockpiles at market price, plus 20% including a penalty.

**CARRIED**

**MOTION 22-05-392**      **MOVED** by Councillor Bateman

That administration advertise in the local paper that removing gravel from Mackenzie County stockpiles is considered theft and violators will be charged and that any person that self reports and pays in full by June 30, 2022 will not be prosecuted.

**CARRIED**



**UTILITIES:** 13. a) None

**PUBLIC HEARINGS:** 6.a) **Bylaw 1258-22 Land Use Bylaw Amendment to Rezone NW 26-105-15-W5M from Agricultural "A" to Rural Industrial General "RIG" (La Crete Rural)**

Chair Braun called the public hearing for Bylaw 1258-22 to order at 1:20 p.m.

Chair Braun asked if the public hearing for proposed bylaw 1258-22 was properly advertised. Caitlin Smith, Director of Planning & Agriculture answered that the bylaw was advertised in accordance with the Municipal Government Act.

Chair Braun asked the Development Authority to outline the proposed Bylaw 1258-22 Land Use Bylaw Amendment to Rezone NW 26-105-15-W5M from Agricultural "A" to Rural Industrial General "RIG" (La Crete Rural)

Caitlin Smith, Director of Planning & Agriculture presented the following:

*Administration has received a request to rezone NW 26-105-15-W5M from Agricultural "A" to Rural Industrial General "RIG" otherwise known as the Evergreen Sawmills. Currently, this property is not zoned to accommodate the sawmill.*

*This rezoning will bring everything into compliance. The applicant applied for a permit to construct an addition to their existing building. The development permit was approved, contingent that this rezoning be approved.*

*The intention of the RIG district is to provide for heavy industrial uses on large land parcels, distant from residential uses.*

The proposed bylaw was presented for first reading by Council on April 27, 2022

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

Chair Braun asked if any submissions were received in regards to proposed Bylaw 1258-22. There were no submissions.

Chair Braun asked if there was anyone present who would like to speak in regards to the proposed Bylaw 1258-22. There was no one present to speak to the proposed bylaw.

Chair Braun closed the public hearing for Bylaw 1258-22 at 1:22 p.m.

**MOTION 22-05-393**      **MOVED** by Councillor Bateman

That second reading be given to Bylaw 1258-22 being a Land Use Bylaw Amendment to Rezone NW 26-105-15-W5M from Agricultural "A" to Rural Industrial General "RIG" to accommodate Natural Resource Processing.

**CARRIED**

**MOTION 22-05-394**      **MOVED** by Councillor Driedger

That third reading be given to Bylaw 1258-22 being a Land Use Bylaw Amendment to Rezone NW 26-105-15-W5M from Agricultural "A" to Rural Industrial General "RIG" to accommodate Natural Resource Processing.

**CARRIED**

**PLANNING & DEVELOPMENT:**      **14. a) Asphalt Upgrade – 91<sup>st</sup> Street in the hamlet of La Crete (SE 10-106-15-W5M)**

**MOTION 22-05-395**      **MOVED** by Councillor Driedger  
Requires 2/3

That the 2022 Capital Budget be amended by \$130,000 including the supply of 2100 tonnes of aggregate for the asphalt upgrade for 288 meters along 91<sup>st</sup> Street in the hamlet of La Crete, with funding coming from the Road Reserve.

**CARRIED UNANIMOUSLY**

**MOTION 22-05-396**      **MOVED** by Councillor Bateman

That the Municipal Reserve for 06-SUB-22 be waived subject to the developer constructing asphalt along 91<sup>st</sup> Street for 288 meters from 94<sup>th</sup> Avenue to 06-SUB-22.

**CARRIED**

**PLANNING & DEVELOPMENT:**      **14. b) Bylaw 1259-22 Partial Plan Cancellation and Consolidation of Plan 1160NY, Block 3, Lots 1 & 2**

**MOTION 22-05-397**      **MOVED** by Councillor Bateman

That first reading be given to Bylaw 1259-22 being a Partial Plan Cancellation and Consolidation Bylaw for Plan 1160NY, Block 3, Lots 1 & 2, subject to public hearing input.

**CARRIED**

**PLANNING &  
DEVELOPMENT:**

**14. c) Bylaw 1260-22 Partial Plan Cancellation and Consolidation of Plan 012 4176, Block 01, Lots 5 & 6**

**MOTION 22-05-398**

**MOVED** by Councillor Bateman

That first reading be given to Bylaw 1260-22 being a Partial Plan Cancellation and Consolidation Bylaw for Plan 012 4176, Block 01, Lots 5 & 6, subject to public hearing input.

**CARRIED**

**PLANNING &  
DEVELOPMENT:**

**14. d) Bylaw 12XX-22 Off-Site Levy Bylaw – Fort Vermilion Industrial Sanitary Sewer Main and Waterline**

**MOTION 22-05-399**

**MOVED** by Councillor Smith

That the draft Bylaw 12XX-22 Off-Site Levy Bylaw – Fort Vermilion Industrial Sanitary Sewer Main and Waterline be received for information.

**CARRIED**

**PLANNING &  
DEVELOPMENT:**

**14. e) Development Ad Hoc Committee-Terms of Reference (TOR)**

**MOTION 22-05-400**

**MOVED** by Councillor Bateman

That Council accept the Development Ad Hoc Committee Terms of Reference as presented.

**CARRIED**

**MOTION 22-05-401**

**MOVED** by Councillor Bateman

That the following members of Council be appointed to the Development Ad Hoc Committee:

1. Councillor Cardinal
2. Councillor Driedger
3. Councillor Bateman

**CARRIED**

Chair Braun recessed the meeting at 2:01 p.m. and reconvened the meeting at 2:16 p.m.

**ADMINISTRATION: 15. a) 2022 Community Meeting Dates (formerly named Ratepayer Meetings)**

**MOTION 22-05-402 MOVED** by Councillor Smith

That Mackenzie County host the 2022 Community Meeting's at the following locations:

1. Fort Vermilion Community Complex
2. Rocky Lane Ag Society
3. Blue Hills Community Centre
4. La Crete Heritage Centre
5. Zama Community Centre

**CARRIED**

**MOTION 22-05-403 MOVED** by Councillor Smith

That Mackenzie County host local Community Meetings on the following dates and times:

- September 14 –Blue Hills – 6:00 – 9:00 p.m.  
September 15 –Fort Vermilion – 6:00 – 8:00 p.m.  
September 16 –Zama – 6:00 -9:00 p.m.  
September 19 –Rocky Lane – 6:00 - 8:00 p.m.  
September 20 –La Crete -6:00 – 9:00 p.m.

**CARRIED**

**ADMINISTRATION: 15. b) Council Meeting Dates – June 7 – Regular Council Meeting - ADDITION**

**MOTION 22-05-404 MOVED** by Councillor Cardinal  
Requires Unanimous

That the June 7, 2022 Regular Council Meeting be changed to June 8, 2022.

**CARRIED UNANIMOUSLY**

**COMMITTEE OF THE 16. a) Business Arising out of Committee of the Whole**

**WHOLE ITEMS:**

**MOTION 22-05-405**      **MOVED** by Councillor Driedger

That administration bring back information regarding Graders beats to a future Council Meeting.

**CARRIED**

**MOTION 22-05-406**      **MOVED** by Councillor Smith

That administration advertise the 140M AWD Grader publicly for sale with a reserve bid of \$ 225,000.

**CARRIED**

**MOTION 22-05-407**      **MOVED** by Councillor Cardinal

That administration advertise the 160M AWD Grader publicly for sale with a reserve bid of \$ 270,000.

**CARRIED**

**MOTION 22-05-408**      **MOVED** by Councillor Driedger

That the County enter into a ten-year lease for the trailer being used by the Fort Vermilion Royal Canadian Mounted Police (RCMP) as discussed.

**CARRIED**

**MOTION 22-05-409**      **MOVED** by Councillor Bateman

That administration submit the Local Government Fiscal Framework Engagement survey as discussed.

**CARRIED**

**MOTION 22-05-410**      **MOVED** by Councillor Bateman

That administration submit the Rural Municipalities of Alberta (RMA) Intermunicipal Collaboration Framework (ICF) survey as discussed.

**CARRIED**

**MOTION 22-05-411**      **MOVED** by Councillor Smith

That administration work with the Royal Canadian Mounted Police (RCMP) in renewing the Memorandum of Understanding Agreement for the Enhanced Policing Agreement between Mackenzie County and the RCMP and bring back the draft agreement with changes as discussed.

**CARRIED**

**MOTION 22-05-412**      **MOVED** by Councillor Bateman

That administration invite the Boreal Housing Foundation Board members as a delegation for the Committee of the Whole meeting on June 23, 2022 at 11:00 a.m.

**CARRIED**

**COUNCIL  
COMMITTEE  
REPORTS:**

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

**MOTION 22-05-413**      **MOVED** by Councillor Derksen

That the Council Committee verbal reports be received for information.

**CARRIED**

**COUNCIL  
COMMITTEE  
REPORTS:**

**17. b) Agricultural Service Board Meeting Minutes**

**MOTION 22-05-414**      **MOVED** by Councillor Bateman

That the unapproved Agricultural Service Board meeting minutes of May 9, 2022 be received as amended.

**CARRIED**

**COUNCIL  
COMMITTEE  
REPORTS:**

**17. c) Municipal Planning Commission Meeting Minutes**

**MOTION 22-05-415**      **MOVED** by Councillor Bateman

That the unapproved Municipal Planning Commission meeting minutes of May 12, 2022 be received for information.

**CARRIED**

**INFORMATION /  
CORRESPONDENCE:**

**18. a) Information/Correspondence**

**MOTION 22-05-416**

**MOVED** by Councillor Driedger

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

**CARRIED**

**NOTICE OF MOTION:**

**19. a) None**

**NEXT MEETING  
DATES:**

**20. a) Next Meeting Dates**

Regular Council Meeting  
June 8, 2022  
10:00 a.m.  
Fort Vermilion Chambers

Regular Council Meeting  
June 22, 2022  
10:00 a.m.  
Fort Vermilion Council Chambers

**ADJOURNMENT:**

**21. a) Adjournment**

**MOTION 22-05-417**

**MOVED** by Councillor Bateman

That the council meeting be adjourned at 2:55 p.m.

**CARRIED**

These minutes will be presented for approval at the June 8, 2022 Regular Council Meeting.

---

Joshua Knelsen  
Reeve

---

Byron Peters  
Interim Chief Administrative Officer







**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>June 8, 2022</b>
<b>Presented By:</b>	<b>Jennifer Batt, Director of Finance</b>
<b>Title:</b>	<b>TENDER Assessment Services</b>

## **BACKGROUND / PROPOSAL:**

At the April 26, 2022 Committee of the Whole meeting, administration presented the draft Assessment Service Request for Proposal for review. Council requested some additional items be included in the proposal, and advertised as per Policy.

Administration advertised on the Alberta Purchasing Connection site, with a closing date of June 6<sup>th</sup> at 4:30 pm. Opening was originally scheduled for June 7<sup>th</sup>, however due to a scheduling conflict of the Council meeting, an addendum was provided for a new opening and awarding date of June 8<sup>th</sup> with no set time.

Term of the contract start July 1:

- 2022 assessment for 2023 tax year
- 2023 assessment for 2024 tax year
- 2024 assessment for 2025 tax year

The *term* may be extended to a maximum of 2 times, each being for a 2 (two) year period if the parties sign a written agreement at least one month before the end of the term.

As Council has stated in the past, providing assessment services to Council, and its ratepayers are of the utmost importance, the matrix for awarding is based on multiple aspects of the services to be provided, with budget/costs not weighing as heavily as in most tenders.

## **OPTIONS & BENEFITS:**

Proposals will be evaluated on the following criteria:

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

Evaluation Criteria	Weight	Points %	Score
<b>Communication</b>	20%		
<b>Methodology</b>	20%		
<b>Experience and Past Performance</b>	35%		
<b>Budget</b>	25%		
<b>TOTAL</b>	<b>100%</b>		

**COSTS & SOURCE OF FUNDING:**

2022 Operational Budget

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION/PUBLIC PARTICIPATION:**

Successful bidder will be notified.

**POLICY REFERENCES:**

Policy FIN025 Purchasing Authority Directive and Tendering Process

**RECOMMENDED ACTION:**

Motion 1:

- Simple Majority
  Requires 2/3
  Requires Unanimous

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

That Assessment Services Request for Proposals be opened.

Motion 2:

Simple Majority       Requires 2/3       Requires Unanimous

That administration review the Assessment Services Request for Proposals and bring back to Council later in the meeting for awarding.

Motion 3:

Simple Majority       Requires 2/3       Requires Unanimous

That the Assessment Services contract be awarded to the most qualified bidder, while staying within budget.

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





**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>June 8, 2022</b>
<b>Presented By:</b>	<b>Jennifer Batt, Director of Finance</b>
<b>Title:</b>	<b>Delegation Fort Vermilion Seniors Club – Funding Request</b>

**BACKGROUND / PROPOSAL:**

As per Policy FIN013, administration advertised the 2022 Grant to Non Profit Organizations with a closing date of October 15, 2022. Applications were made available online on the County website, at each County office, or by email request.

Administration reviewed and compiled all applications received, and presented them to Council during the November 4 & 5 Budget workshop and the 2022 Budget deliberations on November 19<sup>th</sup>, and December 7-8. Council reviewed applications received, and approved allocation of funding.

On May 26, 2022, administration received an email from the Fort Vermilion Seniors Club requesting assistance in funding.

No applications were received from the Fort Vermilions Seniors Club for 2018 & 2019, however Council approved a \$4,000 operating grant in both 2018 and 2019. Additional funding was also provided by Council motion:

**MOTION 19-05-306**      *That additional grant funds in the amount of \$2,000 be provided to the Fort Vermilion Seniors Club from the Grants to Other Organizations Reserve.*  
*Require 2/3*

**CARRIED**

No application was submitted for 2020, 2021, 2022 budget years as per policy.

The Fort Vermilion Seniors Club Chair has requested to meet with Council to discuss their oversight on submitting a 2022 grant application, along with funding to assist with cost overages to projects they completed.

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

**OPTIONS & BENEFITS:**

N/A

**COSTS & SOURCE OF FUNDING:**

Grants to Other Organizations Reserve

**COMMUNICATION / PUBLIC PARTICIPATION:**

Administration to communicate Council's decision to the Fort Vermilion Seniors Club Chair.

**POLICY REFERENCES:**

FIN013 Community Organization Funding

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

For discussion.

Author: \_\_\_\_\_ Reviewed by: \_\_\_\_\_ CAO: B Peters

**From:** Al and Marilee Toews <[toews\\_cranna@hotmail.com](mailto:toews_cranna@hotmail.com)>  
**Date:** May 26, 2022 at 11:31:13 AM MDT  
**To:** Noreen McAteer <[nmcateer@teus.net](mailto:nmcateer@teus.net)>  
**Subject:** Seniors' group 2022 grant letter

Dear Janelle:

Due to an oversight, the Fort Vermilion Seniors Club did not submit an Application for an Operational Grant for 2022.

With cost overruns on the new flooring installation project, sealed window replacement, main door repairs, and other renovations needed to accommodate post flood use of the Centre, we find ourselves short of funds.

In addition, we would appreciate and also request grant assistance for sewer and water for 2022.

We would be willing to meet with the Council in order to provide an update and report on goals and activities, past and future.

Thank you for your ongoing support.

Sincerely,  
Noreen MacAteer  
President  
Fort Vermilion Seniors Club

Sent from my iPhone





# MACKENZIE COUNTY

<b>Title</b>	<b>COMMUNITY ORGANIZATION FUNDING</b>	<b>Policy No:</b>	<b>FIN013</b>
--------------	---------------------------------------	-------------------	---------------

<b>Legislation Reference</b>	<b>Municipal Government Act, Section 248</b>
------------------------------	--

## **Purpose**

To provide guidelines for interim and/or seek funding of community services.

## **Policy Statement and Guidelines**

Mackenzie County Council recognize that certain services should be supported by the community both in principal and also financially (cash or in-kind services) or the services may cease to exist.

### **Guidelines**

The following common guidelines will apply:

1. Deadline for applications and/or the following years' budget projection is October 15<sup>th</sup> annually. Late applications will not be accepted.
2. Groups must be non profit societies officially incorporated for a minimum of one year under provincial or federal statute. In special circumstances, Mackenzie County may sponsor an unincorporated group as determined by Council.

Groups must be able to demonstrate the following: membership commitment; management capacity; planning capabilities; self-generated matching resources; good level of financial stability; commitment to the groups' self-reliance.

3. Information to be submitted with the completed application:
  - a) Last years' financial statements, audited if available;
  - b) Operating budget for the year of financial request;
  - c) Current year to date financial information
  - d) Societies act registration number;
  - e) Insurance coverage documentation;
  - f) Detail of matching resources, including volunteer hours, any provincial/federal grants, and fundraising information;
  - g) Purchasing policy/procedure;
  - h) Honorariums and expenses paid to Executive or Board members.

4. Funds issued on a grant basis will be accounted for through the budget process.
5. Whereas an organization receives grant funding from Mackenzie County, the organization will submit to Council a written report outlining a scope of work completed or in progress, the overall success of the project or program, and an accounting report, upon completion of the project or program, or upon completion of the following years' financial statements, whichever comes first.
6. Mackenzie County retains the right to deny funds.

	Date	Resolution Number
Approved	Nov 10/98	98-341
Amended	June 14/05	05-331
Amended	Sept 12/06	06-629

(signature on file)  
**Chief Administrative Officer**

(signature on file)  
**Chief Elected Official**



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>June 8, 2022</b>
<b>Presented By:</b>	<b>Byron Peters, Interim Chief Administrative Officer</b>
<b>Title:</b>	<b>CAO &amp; Director Reports for May 2022</b>

**BACKGROUND / PROPOSAL:**

The CAO and Director reports for May 2022 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:** J. Schmidt      **Reviewed by:** \_\_\_\_\_      **CAO:** \_\_\_\_\_

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the CAO & Director reports for May 2022 be received for information.

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

## Monthly Report to the CAO

For the month of May, 2022

From: Caitlin Smith,  
Director of Planning and Agriculture

### 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	Q3 2022	Administration meets with the consultant bi-weekly. O2 has been given direction to make changes as discussed with Council. The online survey has been made public for additional consultation. The Fort Vermilion draft ARP has been received and is undergoing review by administration,

### Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
La Crete Area Structure Plan	Q4 2022	Administration is creating a scope of work for the RFP.
100A Street Land Acquirement (Future Main Street Widening in La Crete)	Q2 2022	The subdivision of the South lots has been approved and sent for registration. This process will take 2 months until we receive separate titles and an additional 3 months until land transfers can be registered. All adjacent landowners have been notified.

### Personnel Update:

A Development Officer position has been filled. The Agricultural Fieldman position is now publicly advertised.

### Other Comments:

The development season has not slowed down yet, we currently have 95 development permit applications which is similar to last year's numbers. There are also 33 subdivision applications to date which is on par with last year.

Staff are doing regular site inspections for new subdivisions and new developments.

Multi-lot construction inspections were conducted on May 24, 2022. We have now closed 3 outstanding files and did 2 Construction Completion inspections for underground infrastructure in new subdivisions. The engineer will return in the fall for surface inspection.

The subdivision for the Storm Pond A is still awaiting registration.

The department is now using the Planner module in the Munisight program.

The fence by Vanguard park has been constructed and the land purchaser will be billed.

Invitations for the new Development Ad Hoc Committee have been sent and we are awaiting reply from the committee members selected.

GIS has been working on creating flood maps for DRP and for administration. This includes a map for new proposed culverts and ditching works to be done.

Administration is working on several disposition applications, renewals, and ensuring that all our lease agreements are up to date. This includes starting First Nation Consultation for certain sites.

**Meetings Attended:**

<b>Date</b>	<b>Description</b>
05-02-22	P&D department meeting
05-09-22	ASB meeting
05-10-22	Council meeting
05-11-22	Meet with legislative services department – records management
05-12-22	AER Mineral Information Forum
05-12-22	MPC meeting
05-12-22	Overland flood review
05-13-22	Manager’s meeting – Overland Flood
05-17-22	Staff evaluation
05-17-22	Meet with developer
05-18-22	Meet with surveyor
05-24-22	Multi-lot site inspections
05-25-22	Council meeting
05-26-22	MPC meeting
05-26-22	Meet with AEP
05-26-22	P&D meeting
05-27-22	Meet with ratepayer

## Monthly Report to the CAO

For the month of May, 2022

From: Don Roberts,

Director of Community Services

Program/Activity/Project	Timeline	Comments
<b>Fire Departments</b>	June	<p>Activity Summary Report for the First Quarter 2022</p> <ul style="list-style-type: none"> <li>13 - Alarms</li> <li>7 - Fire</li> <li>38 - Medical Co-response</li> <li>16- Motor Vehicle Incident</li> <li>1 – Hazmat/Hazard</li> </ul> <p>The Alberta First Responders Radio Communications System (AFRRCS) will send representation from the provincial controlling body to provide Council with a briefing on the system at a future COW meeting.</p>
<b>Parks and Recreation</b>	Spring 2022	<p>Campgrounds opened 20<sup>th</sup> May and will remain open until September.</p> <p>New Caretaker for Machesis Lake was hired. A site visit was conducted and the old caretakers were in attendance.</p>
<b>Waste Management</b>		<p>Insurance premiums for the waste transfer station caretaker have increased. \$100/year per contractor.</p> <p>Caretaker meeting was held on May 6<sup>th</sup>. Topics of discussion; complete overview of entire safety program.</p> <p>Caretakers requested WTS pamphlets showing acceptable /non-acceptable waste and WTS hours of operations. They want to distribute to the public.</p>
<b>Occupational Health &amp; Safety</b>		<p>The HSC now meet on a quarterly basis with the individual department/site safety meetings being held monthly. Next meeting will be scheduled for June.</p> <p>The County COR audit was conducted in May. We are awaiting the results. This audit was considered an “External Audit”. This meant we</p>

		contracted our audit out. Mackenzie County will be losing their internal auditor and will be comparing the cost of training another. It may be beneficial to continue contracting our audit.
--	--	--

### Capital Projects

Program/Activity/Project	Timeline	Comments
Search & Rescue River Access	Spring 2022	Delay in receiving concrete pads for the Fort Vermilion site have occurred. Site prep was conducted in October and expect completion of this site in spring of 2022. Knelsen have stated they will not be able to supply pads. This will increase the cost dramatically. First estimate is from \$1500/pad to \$3000/pad. Administration is seeking other options.

### Attended Update:

<p>Attended the following:</p> <ul style="list-style-type: none"> <li>• Council</li> <li>• Community Services</li> <li>• Waste Transfer Station Caretakers</li> <li>• FRIAA/Forestry</li> <li>• Fort Vermilion Rec. Manager</li> <li>• Joint Work Site Health and Safety Committee</li> <li>• Alberta Environment &amp; Parks</li> </ul>
--

<b>Personnel Update: 2022 Summer Holidays – August 14<sup>th</sup> - 28th</b>
---



## REPORT TO CAO

May, 2022

From: Grant Smith, Agricultural Fieldman

### Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Roadside Spraying	2022	Roadside Spraying will commence June 10 <sup>th</sup> . All roads north of the Peace River will be sprayed. The ASB still maintains a “Do Not Spray” program.
Weed Inspection	2022	One Seasonal Weed Inspector has been hired. Commencement date is May 9 <sup>th</sup> . Duties include Field Inspections, Roadside Grass Seeding, Beaver Dam removal, Clubroot Inspections, Shelter belt tree distribution, Water Pump rentals, etc.
Ag Land Development Proposals	2021	A land lease agreement was signed with Tom Braun of High Level on June 8 <sup>th</sup> . Length of lease is 15 years. Expiry date is 2035.
Emergency Livestock Response Plan	2021	The Draft has been completed, and will be forwarded to AEMA for ratification.
Seed Cleaning Plant Inspections	2022	Frontier Seed Cleaning Plant was inspected on December 6 <sup>th</sup> . Efficiency was 93%. The High Level Plant was not inspected. Sunrise Mobile plant was also inspected in December, with an efficiency rating of 93%.
Shelterbelt Program	June, 2022	Application deadline is December 31 <sup>st</sup> , order was placed on January 5 <sup>th</sup> . Approximately 23,000 seedlings were ordered. There are approximately 300,000 White Spruce seedlings available this year from the local reforestation company. Pickup dates will be the first week of June.
VSI Program & Veterinary Subsidy	2022	Mackenzie County is still participating in the program. Council agreed to continue at the current 50% rate. Council extended the Vet Subsidy for a period of one year.
Water Pumping Program	October 31, 2022	The water pumping program commenced on April 1 <sup>st</sup> . Fall is the busy rental season. The program ends on October 31 <sup>st</sup> . The rental

		rates double on November 1 <sup>st</sup> . Total rentals were six.
Roadside Mowing	2022	Roadside Mowing will commence on July 11 <sup>th</sup> , completion is August 15 <sup>th</sup> . All roads north of the Peace River will receive a full width cut, roads south of the Peace River will receive a single pass (15 ft.) cut.
Spring Flood Control Channel Maintenance	2022	Local contractors have been hired to open flood control ditches with excavators to assist with spring runoff in all areas of the County. Local water pumps have been rented to help combat water problems.

**Capital Projects**

Projects	Timeline	Comments

**Personnel Update:**

--

**Other Comments:**

--

## MONTHLY REPORT TO THE CAO

For the Month of May 2022

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

### Annual Operating Programs, Projects and Activities

Program/Activity	Timeline	Comments
Zama plow truck	100% completed	Update: the mechanical problems on the plow truck have been resolved, after the engine emission issues were dealt with late Dec 2021 the truck went back in service and has not missed a beat! We had the unit in our LaCrete Shop for Annual maintenance and CVIP in April 2022 it passed and good for another year.
Regular maintenance	ongoing	Services and repairs/ annual maintenance and CVIPS on fleet during off-season throughout all of our departments and areas.
Oil truck	100% complete	Rig up 800Gal. oil tank on a dump truck for the dust control oil program.

Projects		Timeline	Comments
Water pumps		100% complete	Purchased two used 10" portable pumps capable of up to 7000 Gal of water per minute complete with one mile of 10" hose, reels and a Deplorer for a skid steer.
Dual smooth drum roller		100% complete	Purchased used Volvo roller 66" smooth drum.
mower		80% complete	Purchased new 60" rear discharge Kubota zero turn ride-on mower model ZG327. The replacement will be disposed at the next local public auction.

Vehicles	80% complete	-Purchased two new F150 Ford pickups to replace two aging units The replaced units will be disposed in the fall after the busy season at a local public auction. -buyout a Vehicle lease previously for the CAO.
----------	--------------	--

Respectfully,

Willie Schmidt  
Manager of Fleet Maintenance

## MONTHLY REPORT TO THE CAO

For the Month Ending May 2022

**From:** Jennifer Batt  
Director of Finance

### Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
2022 Budget	Ongoing	Update Budget as per Council motions. Review and update funding sources for projects. Budget delivered to Directors.
Provincial Grant Reporting	Ongoing	Submit 2022 projects for various GOA funding
Taxation	Ongoing	Pre-authorized payment agreements Title changes completed Advertisement Updates Tax notices sent May 12-13
Utilities	Ongoing	Update move in/out Pre-authorized payment agreements, and draws Monthly billing and collections
Disaster Recovery Program	Ongoing	
<i>2018 Peace River Ice Jam</i>		Submit engineers report to GOA.- Scope of work requested for 3 repairs on River Road. Working w Director of PW to obtain.
<i>2020 Peace River Ice Jam / Overland Flood</i>		Work w various GOA agencies on the flood recovery plan and funding streams available.  Resident meetings for relocation. Host 2 lotteries for properties in Phase 2 & 3.
<i>2021 Overland Flood</i>		Project approved, and submitted to DRP. Submitted all documents, awaiting final approval letter.
2021 Sever Storm Overland Flooding		Application denied – Council request to appeal letter sent. Letter from GOA received, and under further review.
2022 Rapid Snowmelt – Overland flooding		Application Part 1 submitted. Map w pictures submitted. Awaiting review by DRP.

FOIP Request		Compile information requested.
Attend Various meeting		<p>Regular Council meeting – May 10, 25</p> <p>Committee of the Whole Meeting – May 24</p> <p>Managers Meeting – N/A</p> <p>Administration May 9, 10, 12, 20, 26</p> <p>Mitigation Meetings – May 4, 5, 9, 11, 13x3, 16x2, 17x4, 18x2, 20, 26x3, 27x3, 30</p> <p>Mitigation Team Meeting – May 27</p> <p>GOA Agencies DRP May 31 Infrastructure May 31</p>
<p>Supply staff to High Level Office every Tuesday.</p> <p>2 Vacant positions – Finance Officer, Admin assistant (Term)</p>		

## MONTHLY REPORT TO THE CAO

For the Month of May 2022

**From:** John Zacharias  
Director of Utilities

### Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Water Distribution and Wastewater Collection Maintenance	Oct/22	Sewer flushing and valve exercising has started in some locations.

### Capital Projects

Projects	Timeline	Comments
FV-Frozen Water Service Repairs	Dec/22	Two trickle systems remain to be repaired but administration will complete a review of aqua-flo box services to be repaired as well.
Potable Water Supply North of the Peace River	Dec/22	Awaiting grant funding opportunities.
Waterline Blue Hills	Dec/22	Awaiting grant funding opportunities.
Diversion License Review	Jul/22	Have had a follow up meeting April 8 with AE and AEP. Working on the license amendments with AE and Derek Alexander from AEP.
La Crete Future Water Supply Concept	Dec/22	Well 4 project has been awarded. Report from AE to AEP will have some information in it for this study. Will follow up with getting this study going.
LC – Well #4	Dec/22	Project has been awarded to Hotflash Electric. Construction to start June 20 <sup>th</sup> week. Has been slowed due to VFD procurement.
LC – North Sanitary Trunk Sewer	Dec/22	Have been in meetings with HELIX and Byron on project. Project on hold as per Council motion.
ZA – Sewage Forcemain	Dec/22	AMWWP project has been cancelled. Funding reallocated to Fort Vermilion mitigation project. Council Motion 21-12-865 on Dec 16 meeting.

ZA- Distribution Pump House Upgrades	Dec/22	Project has been started. AGS has done the underground work, waiting on the leak test of the tank penetrations. Hoping to finish towards end of June. VFD's on order.
ZA- Lift Station Upgrades	Nov/22	Will apply for grant funding in a future year as per council motion.
Fort Water Model	June/22	Waiting for the final report from AE on this item.
FV – Rural Truckfill Pump Install	May/22	Motors were finally installed and commissioning was done on this project May 26 <sup>th</sup> . Will await final approval of project before bringing pumps online.
Zama Water Quality	Sept/22	ATAP to look into the water quality in Zama. Looking into their recommendations (possible blending of water). Getting a pigging proposal done also.

**Personnel Update:**

Went to Zama to help with the water shutdown in town and the upgrade project bypass pumping on the 16<sup>th</sup>. Project is moving along well. Rest of it to finish in June.

Attended the commissioning of the Fort Rural Truckfill pump project.

Projects are moving slowly with the supply chain issues contractors are having. Next few months we should get going on these hopefully.

**Other Comments:**

Summer staff were hired for the season. Maintenance programs in full swing.

Respectfully submitted,

John Zacharias  
 Director of Utilities  
 Mackenzie County





**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>June 8, 2022</b>
<b>Presented By:</b>	<b>Don Roberts, Director of Community Services</b>
<b>Title:</b>	<b>La Crete Recreation Society – Reallocate Funds Request</b>

## **BACKGROUND / PROPOSAL:**

The La Crete Recreation Board received \$18,000 in grant funding from Mackenzie County for the purchase of 3 new industrial snow blowers in 2022.

The 3 snow blowers were purchased for \$12,329, leaving \$5,671 remaining.

Administration has received a request from the La Crete Recreation Board for the reallocation of remaining funds from the snow blower purchase project to the purchase of a Walk-behind Floor Scrubber (see attached letter).

The reallocation of remaining funds would require a new project to be developed and approved by Council for the LC - Walk-behind Floor Scrubber; with partial funds coming from the 2022 TCA capital fund for the snow blowers.

## **OPTIONS & BENEFITS:**

### Option 1

Approve a new project for the purchase of a Walk-behind Floor Scrubber with partial funds coming from the surplus 2022 snow blower project.

### Option 2

Have a new project developed diverting remaining funds until 2023 budget deliberations.

### Option 3

Receive for information.

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

**COSTS & SOURCE OF FUNDING:**

Remaining funds from snow blower project - \$5,671  
La Crete Recreation Society portion - \$8,329  
Estimated cost of Walk-behind Floor Scrubber - \$14,000

**SUSTAINABILITY PLAN:**

**COMMUNICATION / PUBLIC PARTICIPATION:**

**POLICY REFERENCES:**

ADM041 Recreational Capital Projects

**RECOMMENDED ACTION:**

Motion 1

Simple Majority       Requires 2/3       Requires Unanimous

That the 2022 Budget be amended to include the purchase of a Walk behind Floor Scrubber for the Northern Lights Recreation Centre for \$14,000 with \$8,329 coming from the La Crete Recreation Society and \$5,671 coming from the surplus 2022 Snow Blower project.

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

Northern Lights Recreation Centre  
Box 29  
La Crete AB  
T0H 2H0

To Reeve and council:

The La Crete Rec Board made a decision at the May 12<sup>th</sup> board meeting to write a letter to Council asking for permission to reallocate left over funds from the snowblower project to a walk behind washer.

There is a \$18,000 budget approved by Council for 3-new industrial snow blowers for 3- of the outdoor ice rinks run by the Society.

I did some shopping around for the best deals on the snowblowers we were looking for and was able to get 3-snowblowers for \$12,329.00.

With the new arena our floor space had increased dramatically and we are now in need of a walk behind floor scrubber.

I have shopped around for the best price on a scrubber that we need and its around \$14,000.00.

We are asking to reallocate the left-over funds from the snowblower project to the scrubber and the Rec Board would fund raise the short fall that is needed to make the purchase.

Sincerely



Philip Doerksen  
Arena Manager





**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>June 8, 2022</b>
<b>Presented By:</b>	<b>Byron Peters, Interim Chief Administrative Officer</b>
<b>Title:</b>	<b>Grader Information</b>

**BACKGROUND / PROPOSAL:**

Mackenzie County is a large expansive county, that is constantly expanding and growing. Below is a table detailing grader beat distances. This is the distance the grader is expected to maintain. It does not reflect the distance the grader has to cover with multiple passes that may be required to maintain that road.

GRADER BEAT	KMS PER BEAT
1	263
2	224.12
3	205.43
4	225.41
5	204
6	251.4
7	233.2
8	245.5
TOTAL KM	1852.06

Grader beats 1-5 encompass roads on the south side of the river for a total of 1,121.96 km and beats 6-8 are north of the river for a total of 730.1 km. The Zama and Chateh roads are not included within beats 1-8.

Beat 3 is a complex beat that covers roads east of La Crete, some of West La Crete Road, Sand Hills Road, range roads north of 697 and Highway 88 Connector. Beat 3 then maintains roads east of Highway 88 and travels down to Wadlin Lake Road. The distance to travel there is not included in the kilometres for the beat. In the winter this beat does snow removal (winging) in subdivisions, in La Crete and along 88 Connector. With assistance from a second grader (Beat 4) they both clear snow on Wadlin Lake Road

**Author:** S Gibson      **Reviewed by:** \_\_\_\_\_      **CAO:** B Peters

For driveway snow clearing, grader operators must complete all essential road snow clearing before going back and clearing driveways that have purchased snow flags which increase hours and kilometers on graders.

Unit 2144 140M AWD was reassigned to La Crete and Fort Vermillion area on April 6, 2020 and returned to Zama in March of 2022. During this time the grader was used to help with work projects with 1578 hours being accrued since its reassignment. Even with unit 2144 in service Mackenzie County was still required to hire equipment to complete work on a timely basis.

Grader services were contracted for road maintenance on the Zama access during this time frame, the 2021 expenses for this service were approximately \$228,405. Expenses not only include grader hours but travel time and service trucks costs.

Graders were hired from two local companies to assist the County in areas where extra help was warranted. There was a total of 177 grader hours accumulated with an approximate cost of \$31, 294.

Administration is currently gathering traffic count information from roads throughout the County, and several rural roads now see 400 to 500 vehicles per day. This is comparable to Highway 88, and Highway 697 sees about 1500 vehicles per day.

**OPTIONS & BENEFITS:**

At the May 25<sup>th</sup> Council Meeting, council decided to advertise two of our graders for sale (for an overall increase of one grader to our fleet). This would keep the Zama grader beat in-house, and increase the capacity of our grader fleet in the agricultural area of the County.

With wetter conditions the last couple of years, our grader fleet is barely adequate to complete the required maintenance and maintain the expected level of service. We see that through increased amount of rental grader hours and expenses, and slowly deteriorating road conditions.

**COSTS & SOURCE OF FUNDING:**

N/A

**SUSTAINABILITY PLAN:**

N/A

Author: S Gibson Reviewed by: \_\_\_\_\_ CAO: B Peters

**COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

**POLICY REFERENCES:**

N/A

**RECOMMENDED ACTION:**

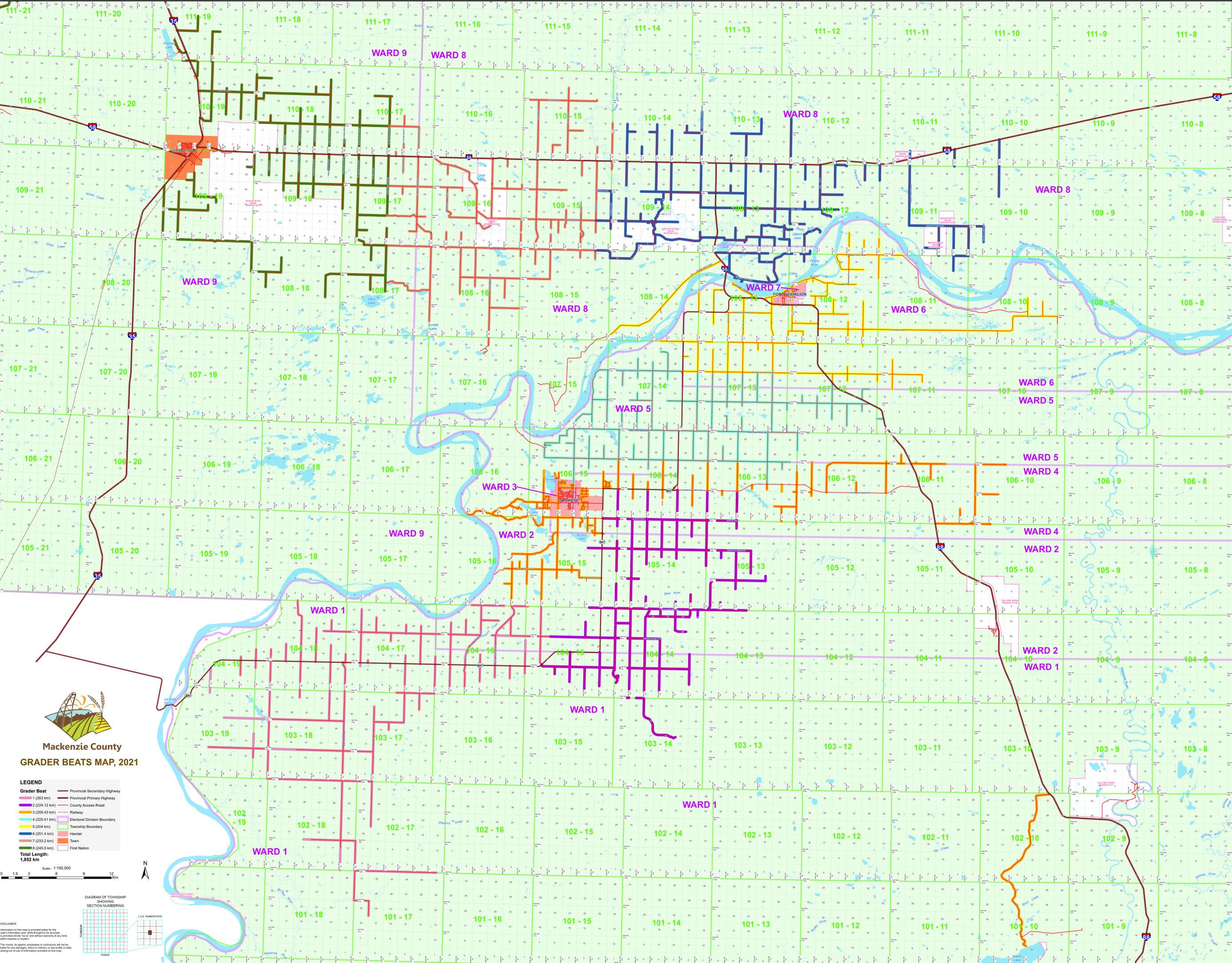
Simple Majority       Requires 2/3       Requires Unanimous

That the grader information report be received for information.

Author: S Gibson      Reviewed by: \_\_\_\_\_      CAO: B Peters



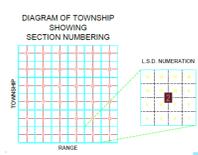




**Mackenzie County**  
**GRADER BEATS MAP, 2021**

- LEGEND**
- Grader Beat
    - 1 (263 km)
    - 2 (224.12 km)
    - 3 (205.43 km)
    - 4 (225.41 km)
    - 5 (204 km)
    - 6 (251.4 km)
    - 7 (233.2 km)
    - 8 (245.5 km)
  - Provincial Secondary Highway
  - Provincial Primary Highway
  - County Access Road
  - Railway
  - Electoral Division Boundary
  - Township Boundary
  - Hamlet
  - Town
  - First Nation
- Total Length:  
**1,852 km**

Scale - 1:100,000



**DISCLAIMER**  
Information on this map is provided solely for the user's information and, while thought to be accurate, is provided "as is" and without warranty of any kind, either express or implied.  
The county, its agents, employees or contractors will not be liable for any damages, direct or indirect, or lost profits or data arising out of use of information provided on this map.





**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>June 8, 2022</b>
<b>Presented By:</b>	<b>Caitlin Smith, Director of Planning and Agriculture</b>
<b>Title:</b>	<b>Policy ADM053 Flags and Flag Protocol</b>

## **BACKGROUND / PROPOSAL:**

Policy ADM053 provides direction and standards for all flags displayed at Mackenzie County facilities.

This policy applies to federal, provincial, municipal, and fire department flags at all County-operated facilities.

Policy ADM053 is attached.

## **OPTIONS & BENEFITS:**

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

## **SUSTAINABILITY PLAN:**

## **COMMUNICATION / PUBLIC PARTICIPATION:**

## **POLICY REFERENCES:**

Policy ADM053 Flags and Flag Protocol

**Author:** C. Sarapuk      **Reviewed by:** \_\_\_\_\_      **CAO:** B Peters

**RECOMMENDED ACTION:**

Simple Majority

Requires 2/3

Requires Unanimous

For discussion.

**Author:** C. Sarapuk **Reviewed by:** \_\_\_\_\_ **CAO:** B Peters

## Mackenzie County

<b>Title</b>	<b>Flags and Flag Protocol</b>	<b>Policy No:</b>	<b>ADM053</b>
--------------	--------------------------------	-------------------	---------------

<b>Legislation Reference</b>	Canadian Heritage – Rules for Half-Masting the National Flag of Canada Canadian Heritage – Rules for Flying the Flag Government of Alberta Protocol Office
------------------------------	--

### **Purpose**

The purpose of this policy is to provide direction and standards for all flags displayed at Mackenzie County facilities, when flags are to be flown at half-mast as a sign of mourning and to provide some rules of etiquette.

### **Scope:**

The policy applies to federal, provincial, municipal, and fire department flags at all County-operated facilities. All flags located at Municipally Operated Buildings will be lowered to half-mast when required to do so, unless otherwise directed.

### **Definitions:**

“Municipally Operated Buildings” – means the following buildings:

- a. Administration Buildings in Fort Vermilion, La Crete, and Zama
- b. Public Works Shops in Fort Vermilion and La Crete
- c. Fire Halls in Fort Vermilion, La Crete, and Zama

### **Guidelines/Procedures:**

#### **General Guidelines**

1. All flags, including federal, provincial, and municipal flags are symbols of honour and pride and should be treated with respect.
2. Flags must be in excellent condition, with no holes or tears.
3. Mackenzie County will follow the protocols regarding flag order or precedence as directed by the Government of Canada and the Government of Alberta.
4. Mackenzie County will not fly the flags/banners of community groups, charitable organizations, or any other group.
5. The lowering of flags to half-mast is at the directive of:

- a. The Prime Minister's Office acting through the Canadian Heritage;
- b. The Premier's Office acting through Alberta Protocol;
- c. Alberta Fire Commissioner's Office; or
- d. The Reeve's Office acting through the Chief Administrative Officer's Office.

### Half-Masting Guidelines

Mackenzie County recognizes that it is proper etiquette to fly the national, provincial and municipal flags at half-mast as a sign of mourning.

### Mandatory Half-Masting

1. Flags will be flown at half-mast **from the time of notification of death until sunset on the day of the funeral or the memorial service** for the following:
  - a. The Sovereign and the Sovereign's family
  - b. The Governor General
  - c. The Prime Minister
  - d. Premier of Alberta or former Premier
  - e. A Member of the Legislative Assembly or Member of Parliament representing Mackenzie County.
  - f. Reeve or Member of Council (current or former)
  - g. Municipal Employee (current)
  - h. Municipal Volunteer Firefighter (current)
  - i. A serving local RCMP officer or ambulance service personnel in the line of duty.
2. Flags will be flown at half-mast **from the time of notification of death until sunset the following day AND from sunrise to sunset on the day of the memorial service** for the following:
  - a. Former Governor General
  - b. Former Prime Minister
  - c. Current Chief Justice
  - d. Current Member of the Canadian Ministry
  - e. Current Lieutenant Governor
  - f. Accredited Heads of Mission to Canada while in Canada

### Discretionary Half-Masting

1. Discretionary half-masting can be approved by the CAO or Council for the following:
  - a. On the death of a former Municipal Employee or former Volunteer Fire Fighter.

2. Half-masting initiated by the Province – upon notification to the CAO, information dictating the reason, geographical extend and duration will be identified. It may be a discretionary decision of the CAO to decide if the dignitary identified is from the local area and if the half-mast procedure will/will not be appropriate for our municipality.
3. Flags may be flown at half-mast as a result of a significant event or circumstance. Requests for half-masting flags will come to Council for approval. If there is insufficient time between the request and a Council meeting, the Reeve will determine whether or not the flags will be flown at half-mast.

### Special Days of Half-Masting

Flags will be half-masted from sunrise to sunset on the following days:

- a. **April 28** – National Day of Mourning (for those who have suffered and died in the workplace)
- b. **June 23** – National Day of Remembrance for Victims of Terrorism
- c. **Last Sunday in September** – Police and Peace Officers National Memorial Day
- d. **November 11** – Remembrance Day
- e. **December 6** – National Day of Remembrance and Action on Violence Against Women

### Notifications

1. The CAO, or designate, is to be notified of the death and will advise on the appropriateness of the half-masting of the flag.
2. A message will be distributed from the CAO's office to advise why the flags have been half-masted for confirmation and awareness.

### Inventory and Maintenance

1. All Municipal Administration Buildings shall maintain a supply of federal, provincial, and municipal flags.
2. Any flag that is deemed damaged should be replaced with a new flag. Damaged flags should be destroyed in a dignified manner.
3. Flags will be provided free of cost to Municipally owned or operated buildings for display at their buildings.

**Responsibilities:**

1. The Chief Administrative Officer (CAO) or designate will notify each Department when flags are to be flown at half-mast.
2. The Chief Administrative Officer or designate is responsible for ensuring that this policy is enforced.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	2014-10-14	14-10-678
<b>Amended</b>		
<b>Amended</b>		





**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>June 8, 2022</b>
<b>Presented By:</b>	<b>Caitlin Smith, Director of Planning and Agriculture</b>
<b>Title:</b>	<b>Mackenzie Report – Advertising Memorandum of Agreement</b>

**BACKGROUND / PROPOSAL:**

At the Regular Council Meeting on May 7, 2019 the following motion was made:

**ADMINISTRATION: 14. b) Mackenzie County Subscriptions and Advertising Memorandum of Agreement**

**MOTION 19-05-308** **MOVED** by Councillor E. Peters  
Requires 2/3

That administration be authorized to enter into a new Subscriptions and Advertising Memorandum of Agreement with Mackenzie Report Inc. for a three-year term ending in July, 2023 at a rate of \$54,000 per year.

**CARRIED**

On August 27, 2019, Mackenzie County and Mackenzie Report Inc. signed a Memorandum of Agreement for a three-year term. The Agreement term is from July 16, 2020 to July 15, 2023. If the County’s intention is not to enter into a new Agreement after the termination date, notice is due on or before July 15, 2022.

Memorandum of Agreement attached.

The cost of the current Agreement is outlined as follows:

- Year 2020 (July 16, 2020 – July 15, 2021) - \$54,000 plus GST
- Year 2021 (July 16, 2021 – July 15, 2022) - \$54,000 plus GST
- Year 2022 (July 16, 2022 – July 15, 2023) - \$54,000 plus GST

The Agreement allows for 3000 recipient households. Just a little more than a third of this service is being utilized:

**Author:** S Wheeler **Reviewed by:** \_\_\_\_\_ **CAO:** B Peters

Year	Subscribing Households
2020	1048
2021	1133
2022	1126

Considering the 2018 Municipal Census recorded 3,775 dwelling units, less than one third of ratepayers are availing of this free service.

We are anticipating a cost increase for a new Agreement after July 15, 2023, potentially \$58,000 as that was the proposed rate for year three of the current Agreement (not confirmed).

### **OPTIONS & BENEFITS:**

#### Option 1:

If the intention is to continue with the Memorandum of Agreement with Mackenzie Report for the foreseeable future, no action is required. A new Agreement will be forthcoming close to the expiration date of the current.

#### Option 2:

If the intention is to discontinue services with Mackenzie Report, the County must supply a letter of intention on or before July 15, 2022.

If Option 2 is agreed, the County must look into other avenues for advertising. This will include amending policies that state advertising in local newspaper.

Notable: The County used to publish The County Image, which was mailed out to ratepayers. This newsletter was last published in March/April 2017.

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

The cost to distribute a similar type of publication as The County Image is as follows:

Location	Number of Boxes	Cost per Item Approx..\$	Total \$
FV	600	0.18	108.00
LC	2500	0.18	450.00
BHP	139	0.18	25.02
*Rural (HL)	900	0.18	162.00

\* This number would not be strictly rural, it would be those without curb mailboxes.

To distribute a weekly publication of approximately ten (10) pages, the annual cost would be approximately \$38,741.

Author: S Wheeler Reviewed by: \_\_\_\_\_ CAO: B Peters

Cost for advertising with Mackenzie Report from 2017 to 2021:

Year	Cost
2017	\$52,399.68
2018	\$53,230.12
2019	\$55,488.01
2020	\$57,496.11
2021	\$58,583.10

Please note that although the yearly Agreement portion of the budget is \$54,000, additional funds are included for costs associated with other advertising methods (ie. Big Deal Bulletin, supplemental features or additional space required in the newspaper, external recruitment advertising, mail outs, radio advertisements, etc.). A notable additional service is, through the Agreement, each time the County adds a second page of advertising a 25% discount is applied.

Without the Agreement, the current cost (as of May 2020) for a full page advertisement is \$976.50. Annually, that cost would be \$46,872.00, which is 48 editions, we would not receive the 25% discount on a second page.

The current cost of an annual subscription is \$72.00

**SUSTAINABILITY PLAN:**

**COMMUNICATION / PUBLIC PARTICIPATION:**

**POLICY REFERENCES:**

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

For discussion.

Author: S Wheeler      Reviewed by: \_\_\_\_\_      CAO: B Peters



# Mackenzie County Subscriptions & Advertising

Memorandum of Agreement

Contracting

Between:

Mackenzie County  
(called the "County" in this Agreement)

AND

Mackenzie Report Inc.  
(called the "Contractor" in this agreement)

THE COUNTY AND THE CONTRACTOR AGREE AS FOLLOWS:

1. The Contractor undertakes to provide COUNTY resident ratepayer households with a weekly newspaper in print or digital form (The Echo-Pioneer); and the COUNTY with one full page of advertising space for 48 editions per year.
2. The COUNTY will pay to the Contractor for the provision of services under this Agreement a sum not to exceed:
  - Year 2020 (July 16, 2020-July 15, 2021) @ \$54,000 + GST per year.
  - Year 2021 (July 16, 2021-July 15, 2022) @ \$54,000 + GST per year.
  - Year 2022 (July 16, 2022-July 15, 2023) @ \$54,000 + GST per year.Inclusive of all expenses and disbursements.
3. Payment will be calculated at beginning of July each year according to a maximum number of 3000 recipient households. The COUNTY may issue revisions to the list of newspaper recipients from time to time as resident ratepaying households come and go.
4. This Agreement will come into effect July 16, 2020 and will terminate July 15, 2023. Notice that the COUNTY's intent is to not enter into a new agreement will be given in writing to the Contractor one year in advance on or before July 15, 2022.
5. The representatives of the parties for this Agreement are:

(a) for the COUNTY

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

(b) for the Contractor

Tom Mihaly, Publisher  
Mackenzie Report Inc.,  
PO Box 1018  
High Level, AB T0H 1Z0

Any notice required to be given by one party to the other can be given to the parties' representatives at the addresses set out above.

6. This Agreement incorporates the following terms and conditions:
- (a) The services of the Contractor shall be performed and completed to the specifications and satisfaction of the COUNTY.
  - (b) This Agreement shall come into effect when signed by both parties
  - (c) The parties by mutual agreement in writing may terminate this Agreement in full or in part at any time.
  - (d) The Contractor is an independent contractor and shall not for any purpose be a servant, employee or agent of the COUNTY.
  - (e) This Agreement may be amended by mutual agreement in writing of the parties.
  - (f) This Agreement shall not be assigned without first obtaining the written consent of the COUNTY.
  - (g) The Contractor shall indemnify and hold harmless the COUNTY, its employees and agents from any and all claims, demands, action, and costs that may arise, directly or indirectly out of any act or omission of the Contractor, his employees or agents, in the performance by the Contractor of this Agreement.

Such indemnification shall survive termination of this Agreement.

The COUNTY shall not be liable nor responsible for any bodily or personal injury or property damage of any nature whatsoever that may be suffered or sustained by the Contractor, his employees or agents in the performance of this Agreement.

- (h) It is agreed that this written document contains the entire agreement of the parties in regard to the matters dealt with, and that no understanding or Agreements, verbal or otherwise, exist between the parties except as expressly set out.
- (i) The validity and interpretation of this Agreement and of each clause or part is to be governed by the laws of the Province of Alberta.

7. The Contractor shall not either directly or indirectly use personal information contained in the attached "Schedule A" except for the purpose of issuing and addressing newspapers to the COUNTY's resident ratepayers, necessary for the performance of the services provided by the Contractor under this Agreement. Any other uses for any purpose other than those set out in the Agreement must be expressly authorized by the COUNTY in writing in advance of the use. At the termination of this Agreement the Contractor, its employees and agents shall not use any personal information obtained, collected or compiled as a result of this Agreement for any purpose.
  
8. In the event of a sale of the Mackenzie Report Inc. to a third party during the life of this agreement, the new owner(s), if they so desire, will have the right to terminate this agreement, with written notice, effective at the end of the year in which the newspapers were sold. Any portion of the agreement which has been pre-paid for the upcoming year will be proportionately refunded to the COUNTY based upon the effective termination date.

The parties have signed this Agreement of this 27 day of August, A.D. 2020. <sup>19<sup>th</sup> Me.</sup> *gm* *hr*

Signed in the presence of:

Mackenzie County

SEAL

  
 \_\_\_\_\_  
 Len Racher, CAO

Signed in the presence of:

Mackenzie Report Inc.

  
 \_\_\_\_\_  
 Witness

  
 \_\_\_\_\_  
 Tom Mihaly, Publisher

  
 \_\_\_\_\_  
 Print Name









**MACKENZIE COUNTY  
Municipal Planning Commission Meeting**

**Mackenzie County Office  
Fort Vermilion, AB**

**Thursday, May 26, 2022 @ 10:00 a.m.**

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

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

**MOTION 1. CALL TO ORDER**

William Wieler called the meeting to order at 10:00 a.m.

**2. ADOPTION OF AGENDA**

**MPC 22-05-076 MOVED** by Jacquie Bateman

That the agenda be approved with the following deletion: 6. a)

**CARRIED**

**3. MINUTES**

**a) Adoption of Minutes**

**MPC 22-05-077 MOVED** by Tim Driedger

That the minutes of the May 12, 2022 Municipal Planning Commission meeting be adopted as presented.

**CARRIED**

**4. TERMS OF REFERENCE**

For Information.

**5. DEVELOPMENT**

- a) 184-DP-22 Abram & Katharina Neufeld  
Manufactured Home – Mobile Addition in “RCR3”  
Plan 042 3012, Block 1 , Lot 24 (208 River Drive Estates)**

**MPC 22-05-078** **MOVED** by Jacquie Bateman

That Development Permit 084-DP-22 on Plan 042 3012, Block 1, Lot 24 in the name of Abram & Katharina Neufeld be APPROVED with the following conditions:

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

1. Minimum building setbacks:
  - a) 15.2 meters (50 feet) front yard from any road allowances;
  - b) 7.6 meters (25 feet) side yards;
  - c) 7.6 meters (25 feet) rear yard; from the property lines.
2. The Manufactured Home – Mobile Addition 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. **The Addition and Manufactured Home shall be constructed and finished with new exterior siding that meet accepted standards and shall compliment the natural features and character of the site to the satisfaction of the Development Authority.**
4. 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.
5. Any doors, windows and other openings to any DEVELOPMENT shall be at the same or greater elevation as the downstream ROAD centerline elevation to avoid overland flood damage, water seepage and other water related damage.
6. All basement or below grade developments shall have an operational sump pump.

7. Any permanent buildings on the property must be constructed 2% greater than the grade of the road.
8. All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2015.
9. **This permit approval is subject to the access to the property being constructed to County standards.** PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Operational Services Department for Mackenzie County at 780-928-3983. Access to be constructed at the developers' expense.
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 total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
12. 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) **087-DP-22 La Crete Co-op Ltd.  
Bulk Fuel Storage & Distribution (Propane Filling Station)  
In "LC-MS" Plan 902 2145, Block 21 (La Crete)**

### **MPC 22-05-079 MOVED** by Erick Carter

That Development Permit 087-DP-22 on Plan 902 2145, Block 21 in the name of La Crete Co-op Ltd 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. **Upon receipt of an application for a DEVELOPMENT PERMIT which includes a pressure vessel with a liquid volume/capacity in excess of 4,546 L (1,000 gallons), the DEVELOPMENT OFFICER shall refer the DEVELOPMENT proposal to the applicable fire department Fire Chief for**

comments and recommendations.

2. Upon receipt of a DEVELOPMENT PERMIT application for a DEVELOPMENT which includes a pressure vessel container with a liquid volume/capacity exceeding 4,546 L (1,000 gallons), the DEVELOPMENT OFFICER may require the applicant to include:
  - a.) A site plan detailing the location of each pressure vessel;
  - b.) An approved emergency response plan detailing procedures in the event of a pressure vessel rupture or explosion; and
  - c.) Where applicable, a contact person and the location of the nearest emergency response team provided by the product vendor.
3. **The developer must enter into a development agreement with Mackenzie County.**
4. **All conditions and regulation set out by the Safety Codes Council of Alberta are to be met to their specifications and standards. Copy of the approval from Safety Codes Council of Alberta must be submitted to Mackenzie County prior to operation. Failure to do so will render this permit Null and Void.**
5. All PRESSURE VESSEL STORAGE containers shall be constructed, located, and inspected in accordance with the provisions of the *Alberta Safety Codes Act and/or Petroleum Tank Management Association of Alberta (PTMAA)*, and its regulations.
6. An Environmental Containment Plan shall be completed and a copy submitted to Mackenzie County prior to any construction. **Failure to do so will render this permit Null and Void.**
7. The landowner/developer shall provide a remediation certificate from the province of Alberta to Mackenzie County within three (3) years of vacating the site.
8. Minimum building and Bulk Fuel station setbacks;
  - a. 9.1 meters (30 feet) from the front yard facing 100<sup>th</sup> Street,

- and
- b. 3.1 meters (10 feet), from the rear yard.
9. **This permit approval is subject to the access to the property being constructed to County standards.** PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Operational Services Department for Mackenzie County at 780-928-3983. **Access to be constructed to Mackenzie County standards and paved at the developers' expense.**
10. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards.
11. **The exterior yards shall be landscaped to the satisfaction of the Development Authority. Landscaped strips are required between the fuel pumps or tanks and the right of way (100 Street & 101 Street). The landscaped strips shall be a minimum of 3.1 m in width and consist of a combination of grass, shrubs and trees.**
12. The property must at all times be kept in a neat and orderly fashion.
13. Provide adequate clear signage locating exits, entrance and parking, as required by the Development Authority.
14. The municipality has assigned the following address to the noted property **10502-100<sup>th</sup> Street**. You are required to display the address (**10502**) 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.
15. 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.
16. The developer shall provide the municipality with a site drainage and surface water management plan that outlines the following:
- a. Erosion prevention systems, as required
  - b. Direction of site drainage
  - c. Petroleum spill containment and or separation system
17. The Development is to be connected to the municipal water and sewer system and the cost of connection fees will be borne by the owner.

18. 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.
19. The sign shall be located a minimum of:
  - a. 20 meters from regulatory signs, and
  - b. Not less than 7 meters and not more than 10 meters from the curb/sidewalk.
20. The sign shall be a minimum of 2 meters in height from the bottom of the sign above the curb/sidewalk.
21. The sign and sign shall be kept in a safe, clean, and tidy condition, or may be required to be renovated or removed.
22. 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.
23. The total site area shall have a positive surface drainage without adversely affecting the neighbouring properties.
24. **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**

- b) 19-SUB-22 Joseph & Daphne Peters  
Two 10.00 acre Subdivision (2 lots) in "A"  
SW 10-105-14-W5M (Wilson Prairie)**

**MPC 22-05-080** **MOVED** by David Driedger

That Subdivision Application 19-SUB-22 in the name of Joseph &



Daphne Peters on SW-10-105-14-W5M be APPROVED with the following conditions:

- 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 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 DEV005. The current market value for this property is \$7,000 per acre. Municipal reserve is charged at 10%, which is \$ 700 per subdivided acre. **10.00 acres times \$700 equals \$7,000.00;**
- 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.**
- l) **A caveat shall be registered on the title of the property; a minimum fill of two (2) feet above the grade of the road is required prior to any development as a preventative measure to mitigate any potential pluvial flooding.**
- m) **The Developer shall provide lands to accommodate the forced road allowance providing access to all proposed lots. The Developer shall construct the road to meet all Mackenzie County required specifications for Rural Roads.**

**CARRIED**

- c) **19-SUB-22 Joseph & Daphne Peters  
Two 10.00 acre Subdivision (2 lots) in "A"  
SE 10-105-14-W5M (Wilson Prairie)**

**MPC 22-05-081** **MOVED** by Jacquie Bateman

That Subdivision Application 20-SUB-22 in the name of Joseph & Daphne Peters on SE-10-105-14-W5M be APPROVED with the following conditions:

- 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 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 DEV005. The current market value for this property is \$7,000 per acre. Municipal reserve is charged at 10%, which is \$ 700 per subdivided acre. **10.00 acres times \$700 equals \$7,000.00;**
- 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.**

- l) A caveat shall be registered on the title of the property; a minimum fill of two (2) feet above the grade of the road is required prior to any development as a preventative measure to mitigate any potential pluvial flooding.**
- m) The Developer shall provide lands to accommodate the forced road allowance providing access to all proposed lots. The Developer shall construct the road to meet all Mackenzie County required specifications for Rural Roads.**

**CARRIED**

- d) 21-SUB-22 George & Margaret Martens  
10.00 acre Subdivision (1 lot) in "A"  
Plan 802 2372, Block 1, Lot 1 (La Crete Rural)**

**MPC 22-05-082 MOVED** by David Driedger

That Subdivision Application 21-SUB-22 in the name of George & Margaret Martens Plan 802 2372, Block 1, Lot 1 be APPROVED with the following conditions:

- 1. This approval is for a **TYPE B** subdivision totalling 10 acres (4.04 hectares) in size.
- 2. Applicant/developer shall enter into and abide by a Development Agreement with Mackenzie County which shall contain, but is not limited to:
  - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality,
    - I. Any permanent buildings on the property must be constructed 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**

- e) **27-SUB-22 Daniel Krahn  
10.00 acre Subdivision (1 lot) in "A"  
SE 6-107-12-W5M (Blumenort)**

**MPC 22-05-083    MOVED** by David Driedger

That Subdivision Application 27-SUB-22 in the name of Daniel Krahn SE 6-107-12-W5M be APPROVED with the following conditions:

1. This approval is for a **TYPE B** subdivision totalling 10 acres (4.04 hectares) in size.
2. Applicant/developer shall enter into and abide by a Development Agreement with Mackenzie County which shall contain, but is not limited to:
  - a. Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality,
    - I. Any permanent buildings on the property must be constructed 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.**

- j) **A caveat shall be registered on the title of the property; a minimum fill of two (2) feet above the grade of the road is required prior to any development as a preventative measure to mitigate any potential pluvial flooding.**

**CARRIED**

**7. MISCELLANEOUS ITEMS**

- a) **Development Ad Hoc Committee (Handout)**

(For Information.)

**8. IN CAMERA**

- a) **None**

**9. MEETING DATES**

- ❖ **Thursday, June 9<sup>th</sup>, 2022 @ 10:00 a.m. in La Crete**
- ❖ **Friday, June 24<sup>th</sup>, 2022 @ 10:00 a.m. in Fort Vermilion**

**10. ADJOURNMENT**

**MPC 22-05-084 MOVED** by Erick Carter

That the Municipal Planning Commission Meeting be adjourned at 10:37 a.m.

**CARRIED**

These minutes were adopted this 9<sup>th</sup> day of June, 2022.

---

Erick Carter, Chair







**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>June 8, 2022</b>
<b>Presented By:</b>	<b>Byron Peters, Interim Chief Administrative Officer</b>
<b>Title:</b>	<b>Information/Correspondence</b>

## **BACKGROUND / PROPOSAL:**

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

- Council Action List
- 2022-05-13 Correspondence – Municipal Affairs PERC Application Response
- 2022-05-16 Correspondence – Municipal Affairs MSI and CCBF Allocations
- 2022-05-26 Correspondence – Municipal Affairs Regional Restructuring
- 2022-04-13 Town of Fox Creek Further Support for the RCMP Letter
- 2022-05-17 Town of Bon Accord Letter of Support Regarding Concern of Increasing Utility Fees
- 2022-05-25 Town of Tofield Opposition to Alberta Provincial Police Force
- 2022-05-26 Town of Tofield Concerns of Rising Alberta Utility Fees Letter
- 2022 Mackenzie Family Resource Network Open House Invitation
- La Crete Recreation Society Meeting Minutes April 2021 – May 2022
- 2022-06-02 Home Care Contract Extension & Request for Expression of Interest and Qualification (RFEIOIQ) Email
- 2022 Stars of Alberta Volunteer Awards

## **OPTIONS & BENEFITS:**

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

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

**SUSTAINABILITY PLAN:**

**COMMUNICATION / PUBLIC PARTICIPATION:**

**POLICY REFERENCES:**

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

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

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

## Mackenzie County Action List as of May 25, 2022

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

Motion	Action Required	Action By	Status
<b>February 22, 2016 Council Meeting</b>			
16-02-135	That the County covers the additional cost of the survey on Plan 5999CL, Lot E to date and have administration release a copy of the report to the landowner informing them that the initial investigation survey has been completed.	Byron	Refer to Motion 18-06-411  In progress. Meeting with landowners.  Impacted by 2020 flood.
<b>June 12, 2018 Council Meeting</b>			
18-06-432	That the County apply to Alberta Environment & Parks for a bank stabilization and clean-up along the Peace River in the Hamlet of Fort Vermilion as a result of the ice jam flooding event.	Jen	Engineers report submitted to DRP. Awaiting final review and approvals prior to proceeding Submitted updated report 2022-03-28  2022-05-04 (update) DRP reviewing coverage for "road repairs" only not bank stabilization
<b>October 9, 2018 Regular Council Meeting</b>			
18-10-763	That administration proceeds with the water diversion license's as discussed.	John	2022-05-02 Update Have given AE direction to proceed with license <b>amendments</b>
<b>January 29, 2020 Regular Council Meeting</b>			
20-01-055	That Administration move forward with applying for Recreational Leases for the Bistcho Lake cabin areas and consideration be given to the work being done by the Caribou Sub-regional Task Force.	Don	On hold. Pursuing reinstatement of commercial fishing.
<b>June 5, 2020 Special Council Meeting</b>			
20-06-334	That administration continues to support a community recovery plan that includes a community engagement component.	DRT	Ongoing
<b>July 15, 2020 Regular Council Meeting</b>			
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 Drafting ASP RFP
<b>November 25, 2020 Regular Council Meeting</b>			
20-11-748	That Administration proceed in developing an offsite levy bylaw for the benefitting area of the La Crete	Byron	Working on draft offsite levy bylaw.

Motion	Action Required	Action By	Status
	South Sanitary Trunk Sewer for the purpose in recovering all costs associated with the sanitary sewer trunk improvements.		Ad Hoc Development Committee
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.	Byron	In progress 2022-05-20 (update) Ongoing dialogue with MA
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	RFP – Opened at Dec. 16 <sup>th</sup> Meeting. Mtg. admin reviewing Motion: 21-12-887  Contract Awarded
May 26, 2021 Regular Council Meeting			
21-05-464	That administration proceed with upgrading the airport lighting at the Fort Vermilion (Wop May) Airport from halogen to LED.	Byron	In Progress  Contract Awarded
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.	Grant	Presented at 2022-03-19 ASB Meeting – TABLED until next ASB meeting
September 14, 2021 Regular Council Meeting			
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	TABLED
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/Byron	Ongoing. May Draft
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
October 12, 2021 Budget Council Meeting			
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	<b>All adjacent landowners have been notified</b>

Motion	Action Required	Action By	Status
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 2022-05-12 (update – no change)
October 27, 2021 Regular Council Meeting			
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	Ongoing – WTS Haul Tender Due June 1, 2022
November 9, 2021 Regular Council Meeting			
21-11-772	That the Commercial Business Incentive Options be brought a Committee of the Whole meeting for further discussion.	Byron	In Progress
November 30, 2021 Regular Council Meeting			
21-11-794	That administration bring budget options to a future council meeting for a plow truck for Zama.	Willie	
21-11-813	That a letter be sent to the Minister of Justice and Solicitor General outlining the successes with RCMP and the oversight of the real problem which is justice.	Carrie/Byron	Assistance from Councillor Wardley
December 14, 2021 Regular Council Meeting			
21-12-854	That Policy DEV001 & DEV007 be brought back to Council for review.	Caitlin	Administration to research options for ROW urban standard development 2022-05-12 (update – no change)
January 11, 2022 Regular Council Meeting			
22-01-017	That administration proceed with land purchase as discussed, with funding coming from the Gravel Reserve Project.	Jeff	In Progress
22-01-020	That administration negotiate and/or verify costs and scope of work for the Fort Vermilion Airport Flood Recovery Phase 3 tender with the current bidder and bring back a recommendation to the next council meeting.	Byron	Contract Awarded
February 2, 2022 Regular Council Meeting			
22-02-085	That administration move forward with the application process to purchase the following and bring back to Council any future costs related to the purchase such as FNC, survey and assessed value for deliberation and approval.  PLS140031 PLS170002 PLS180022 PLS180027	Don/Caitlin	In Progress 2022-05-12 (update – no change)

Motion	Action Required	Action By	Status
	PLS190005 La Crete Ferry Campground Atlas Landing Area Bridge Campsite Machesis Lake Campground Wadlin Lake Campground		
February 16, 2022 Regular Council Meeting			
22-02-103	That administration enter into a tax payment agreement with Tallahassee Exploration Inc. as discussed.	Jen	1 <sup>st</sup> payment received <b>Agreement received awaiting signature</b>
22-02-120	That administration bring back options regarding insurance	Jen	
22-02-137	That Mackenzie County prepare to put in a regional bid to host the 2026 Alberta Winter or Summer Games.	Byron	
March 8, 2022 Regular Council Meeting			
22-03-146	That administration proceed with land purchases as discussed.	Jeff	In Progress
22-03-155	That administration bring back the Gravel Reclamation Reserve Policy for amendment as discussed.	Jen	In progress
22-03-174	That Mackenzie County create an educational campaign to raise awareness and to promote care of County infrastructure to fund maintenance cost with potential input from ratepayer meetings.		Spring 2023
22-03-175	That administration proceed with amending the PW010 Road Protection Agreement Policy as discussed and bring back to the next Council meeting.	Jeff	
March 22, 2022 Committee of the Whole Meeting			
COW-22-03-019	That the Committee of the Whole receive the Municipal Development Plan Overview as discussed and a recommendation be made to bring back an updated draft for review to a future Council meeting.	Byron/Caitlin	In progress 2022-05-12 (update – no change)
COW-22-03-022	That Policy ASB021 – Weed Control Policy be TABLED for further information.	Grant	
March 23, 2022 Committee of the Whole Meeting			
22-03-212	That Mackenzie County develop and enter into an Operating Agreement with the Zama Recreation Society for the Zama City Park/Campground for a term no more than five (5) years as per the March 13, 2022 proposal submitted.	Don	
22-03-213	That once the Operating Agreement with the Zama Recreation Society for the Zama City Park/Campground is signed the 2022 operating budget be amended with \$10,000 for the Zama	Jen	Awaiting signed agreement

Motion	Action Required	Action By	Status
	Recreation Society coming from the Parks and Receptions 2022 Operating budget.		
22-03-215	That the La Crete North Access – Capital Project review be TABLED until a future Committee of the Whole meeting agenda with maps and design options.		Potential Fall Capital Project Fall of 2023
22-03-218	That a lobbying package be created for the Minister of Agriculture requesting that the Grazing Association be able to keep revenue from the logging and farming on the Fort Vermilion Grazing Reserve for grazing lease improvements.	Byron	
22-03-222	That administration communicate with the Recreation Boards regarding backup generators and bring back recommendations to council.	Don	
<b>April 12, 2022 Regular Council Meeting</b>			
22-04-275	That the Fort Vermilion Airport Flood Recovery Phase 3 tender for the Fort Vermilion Airport Lighting Upgrade Project & Disaster Recovery Program Flood Recovery be awarded to Northern Road Builders as originally tendered and including previously negotiated price reductions, while staying in budget.	Byron	Contracts Signed
22-04-288	That Mackenzie County requests the Register to cancel the existing Certificate of Title for the following parcels of land and now issue new certificate of Title in the name of Mackenzie County:  Tax Roll 076930 Tax Roll 296434	Jen	In Progress
<b>April 27, 2022 Regular Council Meeting</b>			
22-04-307	That administration reach out to non-profit organizations for proposals to proceed with a “Spring Hamlet Clean-up Campaign” and bring back findings to Council.	Don	
22-04-308	That administration reach out to the Mighty Peace Fish & Game Association regarding fish stocking local ponds.	Byron	
22-04-317	That administration develop a culvert maintenance program.	Byron	
22-04-320	That Mackenzie County apply for the Disaster Mitigation and Adaptation Fund to address the overland flooding throughout Mackenzie County.	Byron	In Progress
22-04-322	That administration bring back potential dates for Community Meeting’s, formally known as Ratepayer Meeting’s to the next Council meeting.	Carrie	<b>COMPLETE</b>

Motion	Action Required	Action By	Status
22-04-325	That Council direct administration to bring back Bylaw 908-13 – Unsightly Premises Bylaw for review to a future Council meeting.	Don	
22-04-329	That Council directs the Agricultural Services Board (ASB) to develop an Agricultural Education Program.	Caitlin	Will be developed by admin and taken to next ASB meeting for review and comment
22-04-336	That the Organizational Chart be amended to include the Director of Planning and Agriculture.		<b>COMPLETE</b>
<b>May 10, 2022 Regular Council Meeting</b>			
22-05-344	That the 2022 Gravel Crushing contract be awarded to the lowest qualified bidder while staying within budget.	Byron	Contract Signed
22-05-347	That the River Road Subdivision contract be awarded to the highest scoring, qualified bidder while staying within budget.	Byron	Contract Signed
22-05-349	That the LA on Wheels Society Agreement for the Handi-Bus be amended to include the cost for the Director Liability insurance.	Don	
22-05-351	That Administration conduct a 2022 Fort Vermilion Residential Garbage Pick Up Survey and bring the results back to Council.	Don	
22-05-354	That administration proceed with the creation of the Mackenzie County Development Ad-Hoc Committee.	Caitlin	<b>COMPLETED</b>
22-05-357	That the following agenda items be added to the June 8th meeting date for discussion: <ol style="list-style-type: none"> <li>1. Importance of the backroad (secondary access)</li> <li>2. Community Updates</li> </ol>	Byron	
22-05-360	That Council requests that the Agriculture Services Board (ASB) Committee review and recommend what percentage of wood buffers should remain on all Crown Lands sold.	Caitlin	Will be taken to next ASB meeting
<b>May 25, 2022 Regular Council Meeting</b>			
22-05-372	That Council awards 16 bursary recipients as discussed for the total amount of \$19,500, and that administration re-advertise the bursary program with an extension date, and present any new applicants to Council for review and consideration.	Jen	<b>COMPLETE – letters sent</b>
22-05-373	That the Organizational Chart be amended as discussed.	Caitlin	<b>COMPLETED</b>
22-05-379	That Policy ASB013 – Beaver Control be referred to the Agriculture Services Board (ASB) to investigate the beaver problems in the Rocky Lane and High Level area.	Grant/Caitlin	<b>To be taken to next ASB meeting</b>



Motion	Action Required	Action By	Status
22-05-380	That administration proceed with issuing the Waste Transfer Station Hauling Contract Request for Proposals as presented.	Don	
22-05-381	That administration request that the recipient repay the full amount awarded, as per Section 4 of the Policy.	Jen	<b>Letters sent</b>
22-05-383	That taxes and penalties for the Rainbow Lake Campground Association, Tax Roll 084425, be written off for 2019, 2020, 2021 and 2022 in the amount of \$1,811.33.	Jen	<b>COMPLETE</b>
22-05-387	That the Councillor expenses incurred for overland flooding visits be reimbursed for the month of April.	Caitlin	
22-05-391	That administration proceed with charging those that removed gravel from the Mackenzie County gravel stockpiles at market price, plus 20% including a penalty.	Byron	
22-05-392	That administration advertise in the local paper that removing gravel from Mackenzie County stockpiles is considered theft and violators will be charged and that any person that self reports and pays in full by June 30, 2022 will not be prosecuted.	Caitlin	<b>In Progress</b>
22-05-395	That the 2022 Capital Budget be amended by \$130,000 including the supply of 2100 tonnes of aggregate for the asphalt upgrade for 288 meters along 91st Street in the hamlet of La Crete, with funding coming from the Road Reserve.	Jen	<b>Contingent COMPLETE</b>
22-05-402	That Mackenzie County host the 2022 Community Meeting's at the following locations:  1.Fort Vermilion Community Complex 2.Rocky Lane Ag Society 3.Blue Hills Community Centre 4.La Crete Heritage Centre 5.Zama Community Centre	Caitlin	
22-05-405	That administration bring back information regarding Graders beats to a future Council Meeting.	Byron/Don	
22-05-406	That administration advertise the 140M AWD Grader publicly for sale with a reserve bid of \$ 225,000.	Willie	
22-05-407	That administration advertise the 160M AWD Grader publicly for sale with a reserve bid of \$ 270,000.	Willie	
22-05-408	That the County enter into a ten-year lease for the trailer being used by the Fort Vermilion Royal Canadian Mounted Police (RCMP) as discussed.	Don	

<b>Motion</b>	<b>Action Required</b>	<b>Action By</b>	<b>Status</b>
22-05-409	That administration submit the Local Government Fiscal Framework Engagement survey as discussed.	Byron/Jen	<b>COMPLETE</b>
22-05-410	That administration submit the Rural Municipalities of Alberta (RMA) Intermunicipal Collaboration Framework (ICF) survey as discussed.	Byron	<b>COMPLETE</b>
22-05-411	That administration work with the Royal Canadian Mounted Police (RCMP) in renewing the Memorandum of Understanding Agreement for the Enhanced Policing Agreement between Mackenzie County and the RCMP and bring back the draft agreement with changes as discussed.	Caitlin	
22-05-412	That administration invite the Boreal Housing Foundation Board members as a delegation for the Committee of the Whole meeting on June 23, 2022 at 11:00 a.m.	Caitlin	<b>Invitation Sent</b>



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Hays*

AR108308

May 13, 2022

Reeve Joshua Knelsen  
Mackenzie County  
PO Box 640  
Fort Vermilion AB T0H 1N0

Dear Reeve Knelsen:

Thank you for your recent application to the Provincial Education Requisition Credit (PERC) program. The Government of Alberta is committed to supporting municipalities by providing a tax credit to offset uncollectable education taxes on delinquent oil and gas properties through the PERC program.

I have worked together with my colleague, the Honourable Adriana LaGrange, Minister of Education, to process your PERC application and I am pleased to inform you that your application has been approved. A credit adjustment of \$812,990 will be applied to your June 2022 Alberta School Foundation Fund requisition invoice.

Our government will continue working in collaboration with stakeholders to ensure oil and gas companies pay their fair share of taxes that municipalities rely on for effective and efficient local service delivery to Albertans. I appreciate your continued partnership with the province on this issue.

Sincerely,

Ric McIver  
Minister

cc: Honourable Adriana LaGrange, Minister of Education  
Dan Williams, MLA, Peace River  
Byron Peters, Interim Chief Administrative Officer, Mackenzie County



Office of the Minister  
MLA, Calgary-Hays

AR108536

May 16, 2022

Reeve Joshua Knelsen  
Mackenzie County  
PO Box 640  
Fort Vermilion AB T0H 1N0

Dear Reeve Knelsen:

The Government of Alberta continues to build on its commitment to invest responsibly and sustainably in Alberta's communities and support local infrastructure needs. As part of this commitment, I am pleased to confirm that \$485 million will be allocated to local governments in Municipal Sustainability Initiative (MSI) capital funding and \$30 million in MSI operating funding in 2022. Combined with \$1.196 billion in funding front-loaded in 2021, MSI capital funding over the last three years of the program, from 2021 to 2023, will average \$722 million per year.

In addition, in 2022, Alberta will receive \$255 million in federal funding under the Canada Community-Building Fund (CCBF).

For Mackenzie County:

- The **2022 MSI capital allocation is \$1,577,420.**  
This amount is equivalent to 40.6 per cent of your 2021 allocation, a reduction based on year-over-year change in overall program funding from \$1.196 billion to \$485 million.
- The **2022 MSI operating allocation is \$121,262.**  
Your 2022 operating allocation will be the same as in 2021.
- The **2022 CCBF allocation is \$749,793.**  
This amount was calculated using the 2019 Municipal Affairs Population List, the most current municipal-level population data available for the purpose of calculating CCBF funding.

MSI and CCBF funding amounts for all municipalities and Metis Settlements are posted on the Government of Alberta website at [open.alberta.ca/publications](https://open.alberta.ca/publications). MSI allocation estimates for 2023, the last year of the MSI, are available on the program website at [www.alberta.ca/municipal-sustainability-initiative.aspx](https://www.alberta.ca/municipal-sustainability-initiative.aspx).

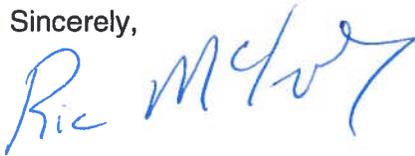
.../2

The new Local Government Fiscal Framework (LGFF) program is scheduled for implementation in 2024. The new funding arrangement will ensure predictable long-term infrastructure funding at sustainable levels tied to growth in provincial revenues. I recognize how important it is for you to have the opportunity to provide input on the design of the LGFF, and value your expertise in the development of the new program.

I am pleased to announce that engagement with our local government stakeholders on the LGFF program has already begun. I had the privilege to initiate the LGFF engagement process by meeting with representatives from Alberta Municipalities, Rural Municipalities of Alberta, the Metis Settlements General Council, and the cities of Calgary and Edmonton. This engagement will include a survey on the LGFF program design, which is being sent out to all local governments. The results of these consultations are anticipated to be shared with you by early 2023.

We have a busy year ahead, and I am looking forward to working with you to develop the LGFF to ensure the program reflects local priorities, while aligning with provincial objectives and respecting our taxpayers.

Sincerely,



Ric McIver  
Minister

cc: Byron Peters, Interim Chief Administrative Officer, Mackenzie County



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Hays*

May 26, 2022

AR108873

Reeve Josh Knelsen  
Mackenzie County  
PO Box 640  
Fort Vermilion AB T0H 1N0

Dear Reeve Knelsen and Council:

Thank you for your letter of May 9, 2022, confirming Mackenzie County Council's agreement that Municipal Affairs should not proceed with the petition proposal to amalgamate the Town of Rainbow Lake and wards 9 and 10 of the county. I am pleased that we, along with the Town of Rainbow Lake, have consensus on this issue, and I will be corresponding with the petition representative shortly to conclude this matter.

I appreciate the invitation to meet to discuss an alternative restructuring option within Mackenzie County. As you are aware, the Government of Alberta strongly supports municipalities exploring restructuring as a proactive option to address local needs and ensure viability for the future, and I look forward to an upcoming conversation as my schedule allows.

My Scheduling Coordinator, Camille Hauck, will be in touch to confirm meeting arrangements. She can be contacted at [camille.hauck@gov.ab.ca](mailto:camille.hauck@gov.ab.ca).

Thank you again for writing.

Sincerely,

Ric McIver  
Minister

cc: Byron Peters, Interim Chief Administrative Officer, Mackenzie County  
Camille Hauck, Scheduling Coordinator to the Minister of Municipal Affairs



April 13, 2022

Shandro, Tyler, Honourable  
Minister of Justice and Solicitor General, Deputy House Leader  
Office of the Minister  
204 Legislature Building  
10800 - 97 Avenue  
Edmonton, AB T5K 2B6  
[ministryofjustice@gov.ab.ca](mailto:ministryofjustice@gov.ab.ca)

**RE: FURTHER SUPPORT FOR THE RCMP**

Dear Minister Shandro,

In the early parts of 2020, the Town of Fox Creek learned of the province's proposal to replace the RCMP with a Provincial Police Force. At that time, we had also received an abundance of letters from fellow municipalities voicing their support for the RCMP and their concerns over the proposal. We followed suit and shared our opposition to the plan with your predecessor as well.

As such, we at the Town of Fox Creek are having a hard time understanding why this proposal is still moving forward given the amount of opposition that the province has received.

We know that all municipalities who spoke up provided sound arguments against the proposal; arguments that aligned with our own. Arguments that should have been enough for the province to reconsider their position on this matter.

For your reference, we will reiterate just some of what the negative implications of a Provincial Police Force are.

**1. Increase in operating costs, ultimately at the expense of taxpayers.**

As we are just starting to come out of the pandemic, where many people and businesses struggled financially under the strain of closures and loss of employment, now is not the time to be increasing taxes to compensate for the operating costs of a Police Force that that majority of the province is not in favour of.

**2. Policing services are already strained in many rural communities.**

Services, including that of policing, are already strained in rural communities and with the provincial cuts to funding and changes to policies, it would not be conjectured to say that the installation of a Provincial Police Force would not be an improvement for these communities. If anything, it would act as an additional cause of attrition.

**3. Now is not the time to distance ourselves from the rest of Canada.**

We strongly believed, and continue to believe, that now is not the time to further distance ourselves from the nation. Now is the time to work towards building better relationships for the betterment of the province. As stated in the previous letter, alienation is a great way to further reduce Alberta's voice on the larger national and international stage.

We sincerely hope that the province stops to listen to their constituents, and reconsiders continuing with their proposed Alberta Provincial Police Force. We also hope that the province sees that, instead of replacing them, there is an opportunity to bolster and support the betterment of the existing RCMP.

Sincerely,



Sheila Gilmour  
Mayor  
[sheila@foxcreek.ca](mailto:sheila@foxcreek.ca)

cc: The Honourable Jason Kenney, Premier  
Arnold Viersen, MP, Peace River – Westlock  
Todd Loewen, MLA, Central Peace – Notley  
Alberta Municipalities Members



May 17, 2022

Via email: [info@auc.ab.ca](mailto:info@auc.ab.ca)

Alberta Utilities Commission  
106 Street Building  
10<sup>th</sup> Floor, 10055 106 Street  
Edmonton, AB T5J 2Y2

**RE: Increasing Utility Fees**

Dear Alberta Utilities Commission,

Please accept this correspondence as a letter of support in addition to that of the Town of Fox Creek, dated March 23, 2022.

As you are aware, there have been many challenges in the last two years. A pandemic, which is still in effect, continues to burden our health care system and overall social, emotional, and financial wellbeing. These effects are evident with our province's unemployment rates, which reached a staggering 11.4% in 2020 and remained higher than it has been in 40 years for the better part of 2021. Now is not the time to increase utility fees, especially when many families, businesses, industries, and not-for-profits have yet to fully recover from these hardships.

We, as a municipality, have also been impacted by the financial strain of these decisions, with lower MSI funding allocations and an inflation rate of 6.7% - an all time high in 31 years. Nevertheless, we remain dedicated in assisting our residents to alleviate financial stressors, including reductions in waste collection fees and franchise fees in 2021, and no tax rate increases since 2020.

The Town of Bon Accord stands united with the Town of Fox Creek in support of a thorough review of the Commission's fees and corporate profits gained from proposed increases.

As a "trusted leader that delivers innovative and efficient regulatory solutions for Alberta", we ask, what will the Alberta Utility Commission do to help its fellow Albertans? When the light at the end of the tunnel finally appears within reach, will you help close the gap or will you turn off the light?

Our residents, businesses and non-profits appreciate your time and consideration in this important matter.

Sincerely,



Brian Holden  
Mayor  
Town of Bon Accord

Cc: Town of Fox Creek  
Honourable Dale Nally, MLA, Morinville – St. Albert  
Mr. Dane Lloyd, MP, Sturgeon River – Parkland  
Alberta Municipalities

Sources:

<https://economicdashboard.alberta.ca/unemployment>  
<https://tradingeconomics.com/canada/inflation-cpi>  
<https://www.auc.ab.ca/our-mission/>



PO Box 30 5407 50th Street  
Tofield, Alberta T0B 4J0  
P 780 662 3269  
F 780 662 3929  
E [tofiedadmin@tofiedalberta.ca](mailto:tofiedadmin@tofiedalberta.ca)  
W [www.tofiedalberta.ca](http://www.tofiedalberta.ca)

May 25, 2022

The Honorable Tyler Shandro  
Minister of Justice and Solicitor General  
204, 10800-97 Avenue  
Edmonton, AB  
T5K 2B6

Dear Minister,

Re: Alberta Provincial Police Force

---

Minister Shandro, Town of Tofield Council have attended the Presidents Summit, read, and reviewed the Price Waterhouse Cooper report, and have attended municipal engagement sessions on the proposed Provincial Police Force, all of which have discussed and debated the merits of Provincial Policing.

Minister, please note: Town of Tofield Council in no way supports this initiative to replace the RCMP with an Alberta Provincial Police Force.

The rationale behind this seems poorly timed and ill researched. The Fair Deal panel provided, in our opinion, solid evidence for this potential project to be halted and not further investigated. For review, at the time of results 65% of respondents were not in support of this initiative. Once again, in our opinion, this should have been a large enough response to have negated taking this process any further.

In a time of already uncertain economic forecasts, this seems to be short sighted. The costs to have a transfer to a Provincial Policing Force would be astronomical. Considering these potential costs as well as the current Police Funding Model which we must now shoulder does not sit well with Council and does not sit favorably with the community. Respectfully, this initiative seems to be somewhat tone deaf.

The RCMP have proven to be a pillar of strength, guidance, and protection not only for our community but the Province as a whole. It is without question that Tofield Council support our local detachment of exceptionally skilled and hard-working individuals, but also the members across our fine Province of Alberta.

Honorable Tyler Shandro  
Minister of Justice and Solicitor General  
Page 2

Minister Shandro, Tofield Council respectfully implore you reconsider the movement to a Provincial Policing Force. Tofield stands in solidarity with our friends at the Town of Mundare, as well as the other numerous Alberta Municipalities who have voiced similar concerns. We ask that you instead look to strengthen and improve your work with the RCMP for the true betterment of our Province.

Sincerely,



Debora Dueck  
Mayor

C.C    AUMA Membership  
       RMA Membership  
       Jackie Lovely, MLA



PO Box 30 5407 50th Street  
Tofield, Alberta T0B 4J0  
P 780 662 3269  
F 780 662 3929  
E tofieldadmin@tofieldalberta.ca  
W www.tofieldalberta.ca

May 26, 2022

Alberta Utilities Commission  
106 Street Building  
10<sup>th</sup> Floor, 10055 106 ST  
Edmonton, AB  
T5J 2Y2

Re: Alberta Utility Fees

The following correspondence is being sent in a movement of solidarity. There have been multiple municipalities across Alberta who have reached out with grave concern, regarding the rising fees for both electricity and natural gas.

In a time of extreme economic downturn, supply shortages and employment volatility, the fee increases appear to be exceptionally short sighted. The province of Alberta and its hardworking people have been wrought with challenges over the past two years, and this is simply providing further stress and instability to the people of this province.

Mayor and Council for the Town of Tofield implore the Commission to truly review the fees and the charges being unfairly downloaded to the Alberta residents. In what has proven to be the most challenging time of many people's lives, these life essential utilities should not be viewed as an opportunity for profit.

Sincerely,

  
Debora Dueck  
Mayor

C.C    AUMA Membership  
      RMA Membership  
      Jackie Lovely, MLA

## Colleen Sarapuk

---

**Subject:** FW: INVITED: Agency Open House  
**Attachments:** Agency Open House.png

**From:** Mackenzie Family Resource Network <[info@thevillagefrn.ca](mailto:info@thevillagefrn.ca)>

**Sent:** May 31, 2022 3:56 PM

**Subject:** INVITED: Agency Open House

Good morning!

We would like to invite you to our Open House for agencies on **June 16th from 12:00 - 3:00 pm**. We are excited to share information about the Mackenzie Family Resource Network and the services that we offer for families in our region.

Drop in for refreshments, a BBQ lunch and giveaways.

Please RSVP through the following link with an approximate number of attendees from your organization/office. This assists us with BBQ planning.  
<https://forms.gle/JMTgwAvdFxKipFaC8>

If you have any questions or concerns, please do not hesitate to contact us by phone or email.

--

**Mackenzie Family Resource Network**

**Hub**

**780-926-4668**

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

*We acknowledge that our office stands on ancestral lands, on Treaty Eight Territory. These are the traditional lands of the Cree, Dene, and Beaver Nations, and on the homeland of the Métis Nation. We are grateful to our host nations.*

# Come Join Us *for an* **OPEN HOUSE**

**June 16th, 2022**

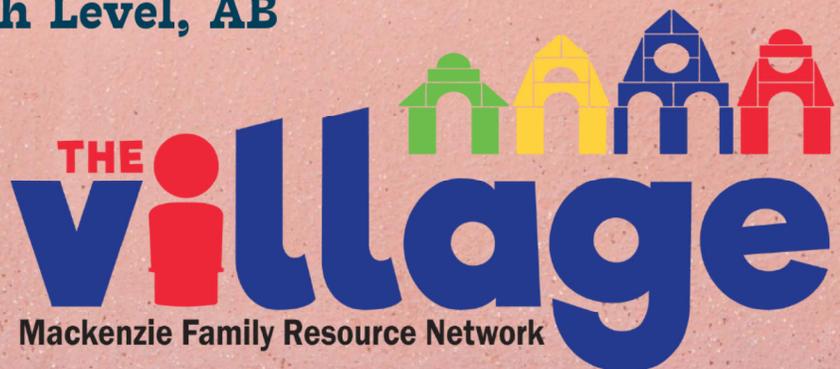
**12:00 - 3:00 pm**

**10905 100th Ave,  
High Level, AB**

**Refreshments &  
fun provided!**

**RSVP to**

**[info@thevillagefrn.ca](mailto:info@thevillagefrn.ca)**



*Alberta*   
Provincial Family  
Resource Networks



**LA CRETE RECREATION SOCIETY  
REGULAR MEETING  
April 15, 2021**

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

**Present:** Shawn Wieler, President/BHP Rep  
Dave Schellenberg, Vice President/Shinny Rep  
Simon Wiebe, Senior Hockey Rep  
Henry Goertzen, Blumenort Rep  
Holly Neudorf, Figure Skating Rep  
Philip Krahn, Director  
Joe Driedger, Director  
Duffy Driedger, Minor Hockey Rep  
Peter F Braun, Mackenzie County Rep  
Philip Doerksen, Arena Manager  
Corrina Doerksen, Secretary/Treasurer  
John Acreman, Rec Coordinator

**Missing:** George Fehr

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

**Approval of Agenda**

Add 9.3 Mackenzie County Loss Revenue Report

Peter Braun moves to accept the agenda as amended.

CARRIED

**Rec Coordinator Report – John Acreman**

- 1: Should hear from Canada Student Jobs by the end of the month.
- 2: Tim Hortons jerseys have been ordered.
- 3: Recreation programs will be advertised in the La Crete Chamber Business Directory.

John Acreman left the meeting at 6:03 p.m.

**Financials:**

- 1: Financials were presented by Philip Doerksen.

Duffy Driedger moves to accept the Financial Report.

CARRIED

**Approval of Previous Meeting's Minutes**

Simon Wiebe moves to accept the Mar 11, 2021 regular meeting minutes as presented.

CARRIED

**Business from Previous Minutes**

Ice will be taken out April 30, 2021

**Review of Action Sheet**

1. Add Blue Hills Snow Removal to the Action Sheet.

**Managers Report – Philip Doerksen**

1. Philip Doerksen presented the Managers Report.

John Zacharias moves to accept the Manager’s Report as presented.

CARRIED

**New Business:**

9.1 Blumenort Boards Tender Opening

Peter F Braun made a motion to open Blumenort Boards Tenders.

Silver Star Carpentry \$56482.00 + GST

Double M Carpentry \$55889.39 + GST

Philip Krahn made a motion to award Blumenort Boards to Double M Carpentry.

CARRIED

9.2 Rec Board Information on Website

LCRS Board members names and emails will be added to the website.

9.3 Mackenzie County Loss Revenue Report

Mackenzie County awarded Covid 19 loss revenue grant funds.

Joe Driedger made a motion to use \$150000 out of the fundraising account as a matching resource for the Mackenzie County portion for the new outdoor rink/tennis/pickle ball/ basketball courts project.

CARRIED

Philip Krahn moves to go in camera at 6:57 p.m.

Dave Schellenberg moves to go out of camera at 7:12 p.m.

Henry Goertzen moves for the meeting to be adjourned at 7:13 p.m.

Next Meeting will be **May 12 at 6:00 p.m.**



## ACTION SHEET

Following April 15, 2021 Meeting

<b>Action:</b>		<b>Assigned:</b>	<b>Date to be Completed:</b>	<b>Status:</b>
<b>1.</b>	Blumenort Boards	LCRS	January 2021	In Progress
<b>2.</b>	Blue Hills Snow Removal	Philip Doerksen		In Progress
<b>3.</b>				
<b>Ongoing &amp; Annual Items</b>				
<b>Action:</b>		<b>Assigned:</b>	<b>Date to be Completed:</b>	
<b>1.</b>	Send Meeting minutes to Mackenzie County	Secretary	Monthly	
<b>2.</b>	Annual Manager's Performance Review	Subcommittee	Annually by April 30 <sup>th</sup>	
<b>3.</b>	Advertise or Caretakers for Outdoor Rinks	Arena Manager	Annually in September	
<b>4.</b>	Send out meeting requests electronically to all board members.	Secretary	Monthly	
<b>5.</b>	Review arena rates	LCRS	Annually in January	

**LA CRETE RECREATION SOCIETY  
REGULAR MEETING  
May 12, 2021**

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

**Present:** Shawn Wieler, President/BHP Rep  
Dave Schellenberg, Vice President/Shinny Rep  
Simon Wiebe, Senior Hockey Rep  
Henry Goertzen, Blumenort Rep  
Holly Neudorf, Figure Skating Rep  
Philip Krahn, Director  
Joe Driedger, Director  
Duffy Driedger, Minor Hockey Rep  
John Zacharias, Blue Hills Rep  
George Fehr, Director  
Peter F Braun, Mackenzie County Rep  
Philip Doerksen, Arena Manager  
Corrina Doerksen, Secretary/Treasurer  
John Acreman, Rec Coordinator

**Call to Order:** President Shawn Wieler called the meeting to order at 5:53 p.m.

**Approval of Agenda**

Peter Braun moves to accept the agenda as presented.

CARRIED

**Rec Coordinator Report – John Acreman**

- 1: Received the Canada Student Grant for 8 positions, will run for 8 weeks from the end of June until the end of August.
- 2: Hope restrictions lift to go ahead with Tim Hortons Soccer.

John Acreman left the meeting at 6:01 p.m.

**Financials:**

- 1: Financials were presented by Philip Doerksen.

Henry Goertzen moves to accept the Financial Report.

CARRIED

**Approval of Previous Meeting's Minutes**

Philip Krahn moves to accept the April 15, 2021 regular meeting minutes as presented.

CARRIED

**Business from Previous Minutes**

Duffy Driedger discussed with Mackenzie County about Covid 19 relief funding for Loggers and Truckers Tournament cancelation and La Crete Minor Hockey Kitchen loss Revenues, Corrina wrote an application letter and they should receive partial Reimbursement for losses.

**Review of Action Sheet**

1. Remove Blue Hills Snow Removal from the Action Sheet.

**Managers Report – Philip Doerksen**

1. Philip Doerksen presented the Managers Report.

Duffy Driedger moves to accept the Manager’s Report as presented.

CARRIED

**New Business:**

9.1 New Arena

Construction of the new arena is underway, Mackenzie County will issue non taxable receipts for all donations to the new arena project.

9.2 New Outdoor Rink/Tennis Court Project

Philip Doerksen presented the project package and budget for the new outdoor rink/tennis Court.

Dave Schellenberg makes a motion to build a new outdoor rink/tennis court in location 1 with an Asphalt base and proposed dressing room attached to the existing bowling ally building.

CARRIED

Philip Krahn makes a motion to use a synthetic board system by Omni Sports for the new outdoor rink.

CARRIED

Henry Goertzen moves to go in camera at 7:04 p.m.

Holly Neudorf moves to go out of camera at 8:04 p.m.

Dave Schellenberg moves for the meeting to be adjourned at 8:05 p.m.

Next Meeting will be **June 10 at 6:00 p.m.**

## ACTION SHEET

Following May 12, 2021 Meeting

<b>Action:</b>		<b>Assigned:</b>	<b>Date to be Completed:</b>	<b>Status:</b>
<b>1.</b>	Blumenort Boards	LCRS	January 2021	In Progress
<b>2.</b>				
<b>3.</b>				
<b>Ongoing &amp; Annual Items</b>				
<b>Action:</b>		<b>Assigned:</b>	<b>Date to be Completed:</b>	
<b>1.</b>	Send Meeting minutes to Mackenzie County	Secretary	Monthly	
<b>2.</b>	Annual Manager's Performance Review	Subcommittee	Annually by April 30 <sup>th</sup>	
<b>3.</b>	Advertise or Caretakers for Outdoor Rinks	Arena Manager	Annually in September	
<b>4.</b>	Send out meeting requests electronically to all board members.	Secretary	Monthly	
<b>5.</b>	Review arena rates	LCRS	Annually in January	

**LA CRETE RECREATION SOCIETY  
REGULAR MEETING  
June 10, 2021**

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

**Present:** Shawn Wieler, President/BHP Rep  
Dave Schellenberg, Vice President/Shinny Rep  
Simon Wiebe, Senior Hockey Rep  
Henry Goertzen, Blumenort Rep  
Philip Krahn, Director  
Joe Driedger, Director  
George Fehr, Director  
Peter F Braun, Mackenzie County Rep  
Philip Doerksen, Arena Manager  
Corrina Doerksen, Secretary/Treasurer  
John Acreman, Rec Coordinator  
Sharon Wurtz, Recreation Coalition

**Absent:** Holly Neudorf  
Duffy Driedger  
John Zacharias

**Call to Order:** President Shawn Wieler called the meeting to order at 5:57 p.m.

**Approval of Agenda**

Add 9.4 New Outdoor Rink Shack Tender Opening  
Add 9.5 County Cheque  
Peter Braun moves to accept the agenda as amended.

CARRIED

**Rec Coordinator Report – John Acreman**

- 1: Programs can open on June 10, 2021 with stage 2 opening.
- 2: Nine applications for the Canada Student positions.

John Acreman left the meeting at 6:10 p.m.

**Financials:**

- 1: Financials were presented by Philip Doerksen.

Simon Wiebe moves to accept the Financial Report.

CARRIED

**Approval of Previous Meeting's Minutes**

Henry Goertzen moves to accept the May 12, 2021 regular meeting minutes as presented.

CARRIED

**Business from Previous Minutes**

**Review of Action Sheet**

**Managers Report – Philip Doerksen**

1. Philip Doerksen presented the Managers Report.

Joe Driedger moves to accept the Manager’s Report as presented.

CARRIED

**New Business:**

- 9.1 Canada Day  
No discussion, removed from the agenda.

- 9.2 Skate Sharpener  
Philip Doerksen requested sending out an old skate sharpener to have a spinner system added, estimated cost is \$800.00.

Philip Krahn makes a motion to spend up to \$2000.00 in skate sharpener repairs.

CARRIED

- 9.3 Job Descriptions and Rec Coordinates Coalition  
Sharon Wurtz for the Recreation Coalition reported on the Recreation Coordinator Position and job description. LCRS proposes consideration to expand the position.

Sharon Wurtz left the meeting at 6:35 p.m.

- 9.4 New Outdoor Rink Shack Tender Opening  
One tender was received from Double M Construction for \$43870.00.

Peter F Braun makes a motion to accept Double M Constructions submitted tender and award the New Outdoor Rink Skate Shack to Double M Construction for \$43870.00.

CARRIED

- 9.5 County Cheque  
LCRS received a cheque from Mackenzie County Covid Relief Funding for Loggers and Trucker’s tournaments losses.

Dave Schellenberg makes a motion to transfer the Mackenzie County Covid Relief Funds to the Loggers and Truckers Committee.

CARRIED

Joe Driedger moves to go in camera at 7:30 p.m.

Henry Goertzen moves to go out of camera at 7:57 p.m.

Philip Krahn moves for the meeting to be adjourned at 7:58 p.m.

Next Meeting will be **August 12 at 6:00 p.m.**

## ACTION SHEET

Following June 10, 2021 Meeting

<b>Action:</b>		<b>Assigned:</b>	<b>Date to be Completed:</b>	<b>Status:</b>
<b>1.</b>	Blumenort Boards	LCRS	January 2021	In Progress
<b>2.</b>				
<b>3.</b>				
<b>Ongoing &amp; Annual Items</b>				
<b>Action:</b>		<b>Assigned:</b>	<b>Date to be Completed:</b>	
<b>1.</b>	Send Meeting minutes to Mackenzie County	Secretary	Monthly	
<b>2.</b>	Annual Manager's Performance Review	Subcommittee	Annually by April 30 <sup>th</sup>	
<b>3.</b>	Advertise or Caretakers for Outdoor Rinks	Arena Manager	Annually in September	
<b>4.</b>	Send out meeting requests electronically to all board members.	Secretary	Monthly	
<b>5.</b>	Review arena rates	LCRS	Annually in January	



**LA CRETE RECREATION SOCIETY  
REGULAR MEETING  
August 12, 2021**

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

**Present:** Shawn Wieler, President/BHP Rep  
Dave Schellenberg. Vice President/Shinny Rep  
Simon Wiebe, Senior Hockey Rep  
Philip Krahn, Director  
Holly Neudorf, Figure Skating Rep  
Peter F Braun, Mackenzie County Rep  
Philip Doerksen, Arena Manager  
Corrina Doerksen, Secretary/Bookkeeper

**Absent:** Henry Goertzen  
Duffy Driedger  
John Zacharias  
George Fehr  
Joe Driedger

**Call to Order:** President Shawn Wieler called the meeting to order at 6:02 p.m.

**Approval of Agenda**

Add 9.4 Outdoor Rink Lights  
Dave Schellenberg moves to accept the agenda as amended.

CARRIED

**Rec Coordinator Report – Philip Doerksen**

**Financials:**

1: Financials were presented by Philip Doerksen.

Peter F Braun moves to accept the June 2021 Financial Report.

CARRIED

Simon Wiebe moves to accept the July 2021 Financial Report.

CARRIED

**Approval of Previous Meeting's Minutes**

Dave Schellenberg moves to accept the June 10, 2021 regular meeting minutes as presented.

CARRIED

**Business from Previous Minutes**

**Review of Action Sheet**

Blumenort Boards are completed and can be removed from the Action Sheet.

**Managers Report – Philip Doerksen**

1. Philip Doerksen presented the Managers Report.
  - Have been inquires about hosting a Junior B game September 17<sup>th</sup>.
  - Splash park potential shut down at the end of August.
  - Plan on the ice being ready September 13<sup>th</sup>.

Holly Neudorf moves to accept the Manager’s Report as presented.

CARRIED

**New Business:**

- 9.1 Communication  
Discussion on communication between LCRS and the Arena Manager.
  
- 9.2 New Arena Build  
New Arena is making progress, optimistic for a Jan 1, 2021 opening.

Dave Schellenberg makes a motion to return the donated funds to Pineridge Logging.

CARRIED

Peter F Braun makes a motion to pay the Atco Electric invoice for powerline removal 2021 and new power supply hookup 2022 out of the operating account.

CARRIED

- 9.3 Rec Coordinator Job Description  
Dave Schellenberg created a job description for the position of Recreation Coordinator.

Holly Neudorf makes a motion to accept the new job description of Recreation Coordinator as presented.

CARRIED

- 9.4 Outdoor Rink Lights  
Philip Doerksen received a quote for \$26700 for new lighting for the outdoor rink.

Dave Schellenberg makes a motion to spend up to \$27000 for new lighting for the outdoor rink.

CARRIED

Philip Krahn moves to go in camera at 7:23 p.m.

Simon Wiebe moves to go out of camera at 7:54 p.m.

Holly Neudorf moves for the meeting to be adjourned at 7:55 p.m.

Next Meeting will be **September 16 at 6:00 p.m.**

## ACTION SHEET

Following August 12, 2021 Meeting

Action:		Assigned:	Date to be Completed:	Status:
<b>1.</b>				
<b>2.</b>				
<b>3.</b>				
<b>Ongoing &amp; Annual Items</b>				
Action:		Assigned:	Date to be Completed:	
<b>1.</b>	Send Meeting minutes to Mackenzie County	Secretary	Monthly	
<b>2.</b>	Annual Manager's Performance Review	Subcommittee	Annually by April 30 <sup>th</sup>	
<b>3.</b>	Advertise or Caretakers for Outdoor Rinks	Arena Manager	Annually in September	
<b>4.</b>	Send out meeting requests electronically to all board members.	Secretary	Monthly	
<b>5.</b>	Review arena rates	LCRS	Annually in January	

**LA CRETE RECREATION SOCIETY  
ORGANIZATIONAL MEETING  
SEPTEMBER 10, 2020**

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

Present: Shawn Wieler  
Joe Driedger  
Simon Wiebe  
Philip Doerksen, Arena Manager  
Dave Schellenberg  
Duffy Driedger  
Henry Goertzen  
Philip Krahn  
John Zacharias  
Corrina Doerksen

Absent: George Fehr  
Holly Neudorf

Call to Order: Corrina Doerksen called the meeting to order at 8:20 p.m.

Corrina Doerksen called for nominations for the position of Chair:

Dave Schellenberg nominated Shawn Wieler who accepted.

Joe Driedger moved for nominations to cease.

Shawn Wieler was appointed by acclamation.

Corrina Doerksen turned the meeting over to Chair Wieler.

Chair Wieler called for nominations for the position of Vice-Chair:

Duffy Driedger nominated Dave Schellenberg who accepted.

Duffy Driedger moved for nominations to cease.

Dave Schellenberg was appointed by acclamation.

Secretary duties will be continued by Corrina Doerksen.

Honorariums will remain the same.

Meetings will be held on the first Thursday of the month after the 10<sup>th</sup> or as decided at previous meeting.

Henry Goertzen moved to adjourn at 8:30 p.m.

**LA CRETE RECREATION SOCIETY  
ANNUAL GENERAL MEETING  
SEPTEMBER 16, 2021**

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

Present: Shawn Wieler, President, BHP Rep  
Dave Schellenberg, Vice-President, Shiny Rep  
Simon Wiebe, Senior Hockey Rep  
Duffy Driedger, Minor Hockey Rep  
Philip Krahn, Director  
John Zacharias, Blue Hills Rep  
Joe Driedger, Director  
Henry Goertzen, Blumenort Rep  
Peter Braun, County Rep  
Philip Doerksen, Arena Manager  
Corrina Doerksen, Secretary/Bookkeeper  
John Acreman, Recreation Coordinator  
Michael Epp, Metrix Group  
Colin Derksen, Metrix Group

Larry Neufeld, Shane Krahn, Ernie Peters, Karen Wiebe

Absent: Holly Neudorf  
George Fehr

1: Call to Order: Chair Shawn Wieler called the meeting to order at 7:43 p.m. Everyone was welcomed and Board of Directors was introduced.

2: Approval of Agenda:

Larry Neufeld moved to accept the Agenda as presented.

**CARRIED**

3: Financial Report

Review Engagement Report was presented by Metrix Group.

Ernie Peters moved to accept the draft Review Engagement Report as presented.

**CARRIED**

4: Approval of 2020 Annual General Meeting Minutes

2020 Annual General Meeting Minutes were presented by Secretary Corrina Doerksen. Replace Colin Derksen with Metrix Group.

Shane Krahn moved to accept the 2020 Annual General Meeting Minutes as amended.

CARRIED

5: Business from the Minutes

1. No Business from the Minutes

6: Managers Report-Philip Doerksen

Larry Neufeld moved to accept the Managers Report as presented.

CARRIED

7: County Report-Peter Braun

Peter Braun thanked the La Crete Rec Board and Arena staff for their hard work in running the Arena this year.

8: Recreation Coordinator Report-John Acreman

Very successful summer. 8 summer employees with 40 hours a week of programming, 300 kids registered for Tim Hortons Soccer.

John Acreman will continue part time with the help of Corrina Doerksen.

9: Committee Reports

Verbal Committee reports were given

- i. Minor Hockey (Duffy Driedger)
  - 115 players are registered
  - Early registration started slow but caught up in the end
  - Minor Hockey appreciates the use of the Kitchen for fundraising along with Figure Skating
  - Minor Hockey is hosting 3 Junior B games this weekend
- ii. Shiny Hockey (Dave Schellenberg)
  - 151 kids registered this season with more on the waiting list
  - Ages 7-8 have two groups, 9-10 have two groups. 11-12 one group and 13-14 one group
  - Coaches are all in place
- iii. Senior Hockey (Simon Wiebe)
  - 144 Players are signed up with more on the waiting list
  - 8 teams running Monday, Tuesday and Saturday Nights
- iv. Figure Skating (Submitted by Holly Neudorf reported by Shawn Wieler)
  - 70+ Skaters were registered last year
  - 64 skaters so far this year with registrations still open
  - Was difficult to accommodate Skate Canada's Covid 19 regulations
  - Figure Skating took advantage of all the extra ice available

10: Elections

One Director position is vacant

The elections for the position are as follows

1. Philip Krahn nominates Joe Driedger.
2. Shane Krahn nominates Larry Neufeld.

Peter F Braun moved that all nominations cease.

Voting for the position took place by all attending.

Ernie Peters and Dave Schellenberg counted the ballots.

Joe Driedger was elected to a 3 year term (2024)

Ernie Peters made a motion to destroy the ballots.

CARRIED

11: Business from the Floor

Larry Neufeld asked what will happen with the Covid restrictions. As of now youth activities can go ahead.

An organizational meeting of the board will be held immediately following the AGM.

Karen Wiebe moved for the meeting to be adjourned at 8:13 p.m.



**LA CRETE RECREATION SOCIETY  
REGULAR MEETING  
October 14, 2021**

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

**Present:** Shawn Wieler, President/BHP Rep  
Simon Wiebe, Senior Hockey Rep  
Henry Goertzen, Blumenort Rep  
Duffy Driedger, Minor Hockey Rep  
John Zacharias, Blue Hills Rep  
Holly Neudorf, Figure Skating Rep  
Joe Driedger, Director  
Peter F Braun, Mackenzie County Rep  
Philip Doerksen, Arena Manager  
Corrina Doerksen, Secretary/Bookkeeper  
John Acreman, Recreation Coordinator

**Absent:** Dave Schellenberg  
George Fehr  
Philip Krahn

**Call to Order:** President Shawn Wieler called the meeting to order at 6:00 p.m.

**Approval of Agenda**

Henry Goertzen moves to accept the agenda as presented.

**CARRIED**

**New Arena Walk Through**

**Rec Coordinator Report** – John Acreman.

**Financials:**

1: Financials were presented by Philip Doerksen.

Peter F Braun moves to accept the September 2021 Financial Report.

**CARRIED**

**Approval of Previous Meeting's Minutes**

Duffy Driedger moves to accept the September 16, 2021 regular meeting minutes as presented.

**CARRIED**

Joe Driedger moves to accept the September 16, 2021 AGM meeting minutes as presented.

**CARRIED**

Simon Wiebe moves to accept the September 16, 2021 Organizational meeting minutes as presented.

CARRIED

**Business from Previous Minutes**

**Review of Action Sheet**

**Managers Report – Philip Doerksen**

1. Philip Doerksen presented the Managers Report.

John Zacharias moves to accept the Manager’s Report as presented.

CARRIED

**New Business:**

9.1 2022 Budget

LCRS reviewed the 2022 proposed budget.

Simon Wiebe makes a motion for Philip Doerksen to submit the proposed 2022 budget as amended.

CARRIED

9.2 Blue Hills Outdoor Rink Caretaker

John Neustaeter resigned as the Blue Hills outdoor rink caretaker, John Zacharias will advertise in the Blue Hills area.

9.3 Arena Staffing

Philip Doerksen would like to hire a casual employee to help during the winter and a part time student employee for cleaning and sanitizing.

Peter F Braun makes a motion for Philip Doerksen to hire extra employees for cleaning and sanitizing.

CARRIED

Joe Driedger moves to go in camera at 7:35 p.m.

Holly Neudorf moves to go out of camera at 7:56 p.m.

Henry Goertzen moves for the meeting to be adjourned at 7:57 p.m.

Next Meeting will be **November 11 at 6:00 p.m.**

## ACTION SHEET

Following October 14, 2021 Meeting

<b>Action:</b>		<b>Assigned:</b>	<b>Date to be Completed:</b>	<b>Status:</b>
<b>1.</b>	Beach Volleyball Court/ move playground	Philip Doerksen	March 2022	In Progress
<b>2.</b>				
<b>3.</b>				
<b>Ongoing &amp; Annual Items</b>				
<b>Action:</b>		<b>Assigned:</b>	<b>Date to be Completed:</b>	
<b>1.</b>	Send Meeting minutes to Mackenzie County	Secretary	Monthly	
<b>2.</b>	Annual Manager's Performance Review	Subcommittee	Annually by April 30 <sup>th</sup>	
<b>3.</b>	Advertise or Caretakers for Outdoor Rinks	Arena Manager	Annually in September	
<b>4.</b>	Send out meeting requests electronically to all board members.	Secretary	Monthly	
<b>5.</b>	Review arena rates	LCRS	Annually in January	

**LA CRETE RECREATION SOCIETY  
REGULAR MEETING  
November 11, 2021**

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

**Present:** Shawn Wieler, President/BHP Rep  
Simon Wiebe, Senior Hockey Rep  
Henry Goertzen, Blumenort Rep  
Duffy Driedger, Minor Hockey Rep  
John Zacharias, Blue Hills Rep  
Holly Neudorf, Figure Skating Rep  
Philip Krahn, Director  
Peter F Braun, Mackenzie County Rep  
Philip Doerksen, Arena Manager  
Corrina Doerksen, Secretary/Bookkeeper

**Absent:** Dave Schellenberg  
George Fehr  
Joe Driedger

**Call to Order:** President Shawn Wieler called the meeting to order at 6:02 p.m.

**Approval of Agenda**

Remove New Arena Walk Through  
Peter F Braun moves to accept the agenda as amended.

CARRIED

**Rec Coordinator Report – Philip Doerksen.**

Philip Krahn and Dave Schellenberg met with an applicant interested in the Rec Coordinator position.

**Financials:**

1: Financials were presented by Philip Doerksen.

Philip Krahn moves to accept the October 2021 Financial Report.

CARRIED

**Approval of Previous Meeting's Minutes**

Henry Goertzen moves to accept the October 14, 2021 regular meeting minutes as presented.

CARRIED

**Business from Previous Minutes**

## **Review of Action Sheet**

### **Managers Report – Philip Doerksen**

1. Philip Doerksen presented the Managers Report.

John Zacharias moves to accept the Manager's Report as presented.

CARRIED

### **New Business:**

- 9.1 Minor Hockey Ice  
Some minor hockey parents questioned minor hockey playing games on Sunday morning.
- 9.2 Arena Safety Netting  
Philip Krahn noticed some pucks going over the safety netting during the Junior B games. Philip Doerksen will look into the netting and make sure it is safe.
- 9.3 Youth Drop In Center  
Discussion on how to better utilize the youth drop in center space.

Holly Neudorf moves to go in camera at 6:46 p.m.

Simon Wiebe moves to go out of camera at 6:56 p.m.

Peter F Braun moves for the meeting to be adjourned at 6:57 p.m.

Next Meeting will be **December 9 at 6:00 p.m.**

## ACTION SHEET

Following November 11, 2021 Meeting

<b>Action:</b>		<b>Assigned:</b>	<b>Date to be Completed:</b>	<b>Status:</b>
<b>1.</b>	Beach Volleyball Court/ move playground	Philip Doerksen	March 2022	In Progress
<b>2.</b>				
<b>3.</b>				
<b>Ongoing &amp; Annual Items</b>				
<b>Action:</b>		<b>Assigned:</b>	<b>Date to be Completed:</b>	
<b>1.</b>	Send Meeting minutes to Mackenzie County	Secretary	Monthly	
<b>2.</b>	Annual Manager's Performance Review	Subcommittee	Annually by April 30 <sup>th</sup>	
<b>3.</b>	Advertise or Caretakers for Outdoor Rinks	Arena Manager	Annually in September	
<b>4.</b>	Send out meeting requests electronically to all board members.	Secretary	Monthly	
<b>5.</b>	Review arena rates	LCRS	Annually in January	

**LA CRETE RECREATION SOCIETY  
REGULAR MEETING  
December 9, 2021**

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

**Present:** Shawn Wieler, President/BHP Rep  
Simon Wiebe, Senior Hockey Rep  
Duffy Driedger, Minor Hockey Rep  
Philip Krahn, Director  
Joe Driedger, Director  
Peter F Braun, Mackenzie County Rep  
Philip Doerksen, Arena Manager  
Corrina Doerksen, Secretary/Bookkeeper  
John Acreman, Rec Coordinator

**Absent:** Dave Schellenberg  
George Fehr  
Holly Neudorf  
Henry Goertzen  
John Zacharias

**Call to Order:** President Shawn Wieler called the meeting to order at 6:00 p.m.

**Approval of Agenda**

Add 9.6 Olympia Purchase  
Peter F Braun moves to accept the agenda as amended.

CARRIED

**New Arena Walk Through**

**Rec Coordinator Report** – John Acreman.

**Financials:**

1: Financials were presented by Philip Doerksen.

Duffy Driedger moves to accept the November 2021 Financial Report.

CARRIED

**Approval of Previous Meeting's Minutes**

Peter F Braun moves to accept the November 11, 2021 regular meeting minutes as presented.

CARRIED

**Business from Previous Minutes**

## Review of Action Sheet

### Managers Report – Philip Doerksen

1. Philip Doerksen presented the Managers Report.

Simon Wiebe moves to accept the Manager's Report as presented.

CARRIED

### New Business:

#### 9.1 Treasurer

President Shawn Wieler called for nominations for Treasurer.

Philip Krahn nominates Joe Driedger who accepted.

Joe Driedger was appointed by acclamation.

Simon Wiebe made a motion for Treasurer honorarium to be \$100 per meeting.

CARRIED

#### 9.2 Christmas Holidays

There have been some inquiries into arena rentals over the Christmas holidays.

Philip Doerksen will discuss with arena employees.

#### 9.3 Auto Entrance Doors

Automatic doors create issues during the winter months, LCRS will need to look into other options for next winter.

#### 9.4 New Arena Staff

LCRS will need to look into hiring employees for the new arena once it is complete.

#### 9.5 Outdoor Rinks

Philip Doerksen asked LCRS to consider the outdoor rinks running under their own local committees.

#### 9.6 Olympia Purchase

Joe Driedger made a motion for LCRS to write a letter to Mackenzie County requesting for them to apply for a grant for the new Olympia with LCRS responsible for any remaining funds in the event of a success grant.

CARRIED

Duffy Driedger moves to go in camera at 7:25 p.m.

Philip Krahn moves to go out of camera at 7:46 p.m.

Simon Wiebe moves for the meeting to be adjourned at 7:47 p.m.

Next Meeting will be **January 13 at 6:00 p.m.**



## ACTION SHEET

Following December 9, 2021 Meeting

<b>Action:</b>		<b>Assigned:</b>	<b>Date to be Completed:</b>	<b>Status:</b>
<b>1.</b>	Beach Volleyball Court/ move playground	Philip Doerksen	March 2022	In Progress
<b>2.</b>				
<b>3.</b>				
<b>Ongoing &amp; Annual Items</b>				
<b>Action:</b>		<b>Assigned:</b>	<b>Date to be Completed:</b>	
<b>1.</b>	Send Meeting minutes to Mackenzie County	Secretary	Monthly	
<b>2.</b>	Annual Manager's Performance Review	Subcommittee	Annually by April 30 <sup>th</sup>	
<b>3.</b>	Advertise or Caretakers for Outdoor Rinks	Arena Manager	Annually in September	
<b>4.</b>	Send out meeting requests electronically to all board members.	Secretary	Monthly	
<b>5.</b>	Review arena rates	LCRS	Annually in January	

**LA CRETE RECREATION SOCIETY  
REGULAR MEETING  
January 13, 2022**

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

**Present:** Shawn Wieler, President/BHP Rep  
Dave Schellenberg, Vice-President/Shinny Rep  
Simon Wiebe, Senior Hockey Rep  
Duffy Driedger, Minor Hockey Rep  
Philip Krahn, Director  
Holly Neudorf, Figure Skating Rep  
Henry Goertzen, Blumenort Rep  
George Fehr, Director  
Peter F Braun, Mackenzie County Rep  
Philip Doerksen, Arena Manager  
Corrina Doerksen, Secretary/Bookkeeper  
John Acreman, Rec Coordinator

**Absent:** Joe Driedger  
John Zacharias

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

**Approval of Agenda**

Add 9.2 Tables and Chairs  
Add 9.3 Light Lenses  
Add 9.4 New Arena  
George Fehr moves to accept the agenda as amended.

CARRIED

**Rec Coordinator Report** – John Acreman.

**Financials:**

1: Financials were presented by Philip Doerksen.

Peter F Braun moves to accept the December 2021 Financial Report.

CARRIED

**Approval of Previous Meeting's Minutes**

Dave Schellenberg moves to accept the December 9, 2021 regular meeting minutes as presented.

CARRIED

**Business from Previous Minutes**

1. LCRS recommended Philip Doerksen talk to other businesses with automatic doors.
2. Duffy Driedger suggested having bowling gift cards available for purchase.
3. New arena staff have not yet been hired, Philip Doerksen has advertised in the school.

### **Review of Action Sheet**

### **Managers Report – Philip Doerksen**

1. Philip Doerksen presented the Managers Report.

Henry Goertzen moves to accept the Manager's Report as presented.

CARRIED

### **New Business:**

#### 9.1 Hockey Tournaments

Discussion on spring 2022 hockey tournaments.

#### 9.2 Tables and Chairs

Mackenzie Ski Hill requested to borrow some tables and chairs until they could get some of their own.

All NLRC tables and chairs get used on a regular basis.

#### 9.3 Light Lenses

One light lens is broken and needs to be replaced with a carbon fiber lens, order minimum is 9 lenses for \$1530.

Duffy Driedger made a motion for Philip Doerksen to spend up to \$1550 to purchase carbon fiber lenses for the arena lights.

CARRIED

#### 9.4 New Arena

Discussion on the progression of the new arena project.

Simon Wiebe moves to go in camera at 7:04 p.m.

Dave Schellenberg moves to go out of camera at 7:16 p.m.

Duffy Driedger moves for the meeting to be adjourned at 7:17 p.m.

Next Meeting will be **February 17 at 6:00 p.m.**

## ACTION SHEET

Following January 13, 2022 Meeting

<b>Action:</b>		<b>Assigned:</b>	<b>Date to be Completed:</b>	<b>Status:</b>
<b>1.</b>	Beach Volleyball Court/ move playground	Philip Doerksen	March 2022	In Progress
<b>2.</b>				
<b>3.</b>				
<b>Ongoing &amp; Annual Items</b>				
<b>Action:</b>		<b>Assigned:</b>	<b>Date to be Completed:</b>	
<b>1.</b>	Send Meeting minutes to Mackenzie County	Secretary	Monthly	
<b>2.</b>	Annual Manager's Performance Review	Subcommittee	Annually by April 30 <sup>th</sup>	
<b>3.</b>	Advertise or Caretakers for Outdoor Rinks	Arena Manager	Annually in September	
<b>4.</b>	Send out meeting requests electronically to all board members.	Secretary	Monthly	
<b>5.</b>	Review arena rates	LCRS	Annually in January	

**LA CRETE RECREATION SOCIETY  
REGULAR MEETING  
February 17, 2022**

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

**Present:** Shawn Wieler, President/BHP Rep  
Dave Schellenberg, Vice-President/Shinny Rep  
Simon Wiebe, Senior Hockey Rep  
Philip Krahn, Director  
Holly Neudorf, Figure Skating Rep  
Henry Goertzen, Blumenort Rep  
George Fehr, Director  
John Zacharias, Blue Hills Rep  
Joe Driedger, Treasurer  
Philip Doerksen, Arena Manager  
Corrina Doerksen, Secretary/Bookkeeper  
John Acreman, Rec Coordinator

**Absent:** Peter F Braun  
Duffy Driedger

**Call to Order:** President Shawn Wieler called the meeting to order at 5:54 p.m.

**Approval of Agenda**

Add 9.6 Hot Water Heaters  
Henry Goertzen moves to accept the agenda as amended.

CARRIED

**Rec Coordinator Report** – John Acreman.

**Financials:**

1: Financials were presented by Philip Doerksen.

Dave Schellenberg moves to accept the January 2022 Financial Report.

CARRIED

**Approval of Previous Meeting's Minutes**

Simon Wiebe moves to accept the January 13, 2022 regular meeting minutes as presented.

CARRIED

**Business from Previous Minutes**

## Review of Action Sheet

### Managers Report – Philip Doerksen

1. Philip Doerksen presented the Managers Report.

Philip Krahn moves to accept the Manager’s Report as presented.

CARRIED

### New Business:

- 9.1 New Arena  
Update on the progression of the new arena.

- 9.2 Facility Management Plan  
Philip Doerksen is preparing a facility management plan as to the running of all NLRC facilities.

Dave Schellenberg made a motion to have the President of the LCRS meet with the Arena Manager to discuss facility and ice issues.

CARRIED

- 9.3 Loggers and Truckers Tournament  
Loggers and Truckers tournament is scheduled for April 4-9 2022.

Dave Schellenberg made a motion to waive ice rental fees for the 2022 Loggers and Truckers tournament.

CARRIED

- 9.4 Spring Trade Show Dates  
La Crete Chamber of Commerce wants to hold the spring trade show on April 22/23, 2022 and would prefer to use both arena ice areas if possible.  
LCRS plan to have ice in the new arena until the end of April.

- 9.5 Capital Projects  
Philip Doerksen is preparing a list of potential summer capital projects to present to the board.

- 9.6 Hot Water Heater  
Blue Hills outdoor rink would like to purchase an on demand hot water heater.  
LCRS will wait until next season to decide on upgrades.

Holly Neudorf moves to go in camera at 6:50 p.m.

Henry Goertzen moves to go out of camera at 7:17 p.m.

Joe Driedger moves for the meeting to be adjourned at 7:19 p.m.

Next Meeting will be **March 17 at 6:00 p.m.**

## ACTION SHEET

Following February 17, 2022 Meeting

<b>Action:</b>		<b>Assigned:</b>	<b>Date to be Completed:</b>	<b>Status:</b>
<b>1.</b>	Beach Volleyball Court/ move playground	Philip Doerksen	March 2022	In Progress
<b>2.</b>				
<b>3.</b>				
<b>Ongoing &amp; Annual Items</b>				
<b>Action:</b>		<b>Assigned:</b>	<b>Date to be Completed:</b>	
<b>1.</b>	Send Meeting minutes to Mackenzie County	Secretary	Monthly	
<b>2.</b>	Annual Manager's Performance Review	Subcommittee	Annually by April 30 <sup>th</sup>	
<b>3.</b>	Advertise or Caretakers for Outdoor Rinks	Arena Manager	Annually in September	
<b>4.</b>	Send out meeting requests electronically to all board members.	Secretary	Monthly	
<b>5.</b>	Review arena rates	LCRS	Annually in January	

**LA CRETE RECREATION SOCIETY  
REGULAR MEETING  
March 17, 2022**

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

**Present:** Shawn Wieler, President/BHP Rep  
Philip Krahn, Director  
Holly Neudorf, Figure Skating Rep  
Henry Goertzen, Blumenort Rep  
George Fehr, Director  
John Zacharias, Blue Hills Rep  
Joe Driedger, Treasurer  
Corrina Doerksen, Secretary/Bookkeeper  
John Acreman, Rec Coordinator

**Absent:** Dave Schellenberg  
Peter F Braun  
Duffy Driedger  
Simon Wiebe  
Philip Doerksen

**Call to Order:** President Shawn Wieler called the meeting to order at 6:00 p.m.

**Approval of Agenda**

George Fehr moves to accept the agenda as presented.

CARRIED

**Rec Coordinator Report** – John Acreman.

**Financials:**

1: Financials were presented by Corrina Doerksen.

George Fehr moves to accept the February 2022 Financial Report.

CARRIED

**Approval of Previous Meeting's Minutes**

Simon Wiebe moves to accept the February 17, 2022 regular meeting minutes as presented.

CARRIED

**Business from Previous Minutes**

**Review of Action Sheet**



## **Managers Report – Philip Doerksen**

1. Corrina Doerksen presented the Managers Report.

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

CARRIED

## **New Business:**

- 9.1 **New Arena**  
Update on the progression of the new arena.
- 9.2 **Live Barn Live Streaming**  
Discussion on live streaming options for next winter season. Add to the action sheet.
- 9.3 **Outdoor Rink Maintenance**  
Buffalo Head Prairie and Blue Hills rinks rim boards need to be replaced with either plastic/puck board or wood. Table until next meeting. Discussion on options for La Crete outdoor rink maintenance.
- 9.4 **Facility Rates 2022/2023 Season**  
All facility rates will remain the same.
- 9.5 **Regular Meeting Dates**  
LCRS regular meetings will be held on the first Thursday on or after the 10<sup>th</sup> of the month.
- 9.6 **La Crete Refing Situation**  
Philip Krahn is having trouble finding referees, looking for suggestions or ideas. George Fehr will bring to LCMHA.
- 9.7 **ULC Fire Monitoring**  
A mandatory fire monitoring system is required for the NLRC buildings.

Philip Krahn made a motion to purchase the fire monitoring subscription from CCSI for \$70+gst per month.

CARRIED

Holly Neudorf moves to go in camera at 7:17 p.m.

Joe Driedger moves to go out of camera at 8:06 p.m.

John Zacharias moves for the meeting to be adjourned at 8:07 p.m.

Next Meeting will be **April 14 at 6:00 p.m.**

## ACTION SHEET

Following March 17, 2022 Meeting

<b>Action:</b>		<b>Assigned:</b>	<b>Date to be Completed:</b>	<b>Status:</b>
<b>1.</b>	Beach Volleyball Court/ move playground	Philip Doerksen	March 2022	In Progress
<b>2.</b>	Live Streaming	LCRS	October 2022	In Progress
<b>3.</b>				
<b>Ongoing &amp; Annual Items</b>				
<b>Action:</b>		<b>Assigned:</b>	<b>Date to be Completed:</b>	
<b>1.</b>	Send Meeting minutes to Mackenzie County	Secretary	Monthly	
<b>2.</b>	Annual Manager's Performance Review	Subcommittee	Annually by April 30 <sup>th</sup>	
<b>3.</b>	Advertise or Caretakers for Outdoor Rinks	Arena Manager	Annually in September	
<b>4.</b>	Send out meeting requests electronically to all board members.	Secretary	Monthly	
<b>5.</b>	Review arena rates	LCRS	Annually in January	

**LA CRETE RECREATION SOCIETY  
REGULAR MEETING  
April 14, 2022**

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

**Present:** Shawn Wieler, President/BHP Rep  
Dave Schellenberg, Vice-President/Shinny Rep  
Holly Neudorf, Figure Skating Rep  
Simon Wiebe, Senior Hockey Rep  
George Fehr, Director  
John Zacharias, Blue Hills Rep  
Joe Driedger, Treasurer  
Duffy Driedger, Minor Hockey Rep  
Philip Doerksen, Arena Manager  
Corrina Doerksen, Secretary/Bookkeeper  
John Acreman, Rec Coordinator

**Absent:** Henry Goertzen  
Peter F Braun  
Philip Krahn

**Call to Order:** President Shawn Wieler called the meeting to order at 6:00 p.m.

**Approval of Agenda**

Add 9.2 Field House  
Add 9.3 Curling Rink  
Dave Schellenberg moves to accept the agenda as amended.

CARRIED

**Rec Coordinator Report** – John Acreman.

**Financials:**

1: Financials were presented by Philip Doerksen.

Joe Driedger moves to accept the March 2022 Financial Report.

CARRIED

**Approval of Previous Meeting's Minutes**

Duffy Driedger moves to accept the March 17, 2022 regular meeting minutes as presented.

CARRIED

**Business from Previous Minutes**

Add Outdoor Rink Maintenance to the Action Sheet for next meeting.

**Review of Action Sheet**

Add Beach Volleyball Court to May agenda.  
In camera Managers review special meeting May 5, 2022.

**Managers Report – Philip Doerksen**

1. Philip Doerksen presented the Managers Report.

Joe Driedger made a motion to replace the minor hockey kitchen door knob with a non lockable door knob.

CARRIED

Add Generator to the Action Sheet.

Dave Schellenberg moves to accept the Manager’s Report as presented.

CARRIED

**New Business:**

9.1 Parking

Henry Goertzen suggested to extend parking to the west and south west of the existing parking area. Discussion on parking solutions. Shawn Wieler to gather pricing information for next meeting.

9.2 Field House

George Fehr brought that there is no air exchange in the field house. A quote from TD Mechanical was \$1500 to bring it in from the bowling alley, also a quote from Hotflash for \$3948 for new lights. Philip Doerksen will replace the lenses in the field house lights and gather more quotes for next meeting.

9.3 Curling Rink

Dave Schellenberg was approached about the option of bringing back the curling rink for next season. Add to Action Sheet Criteria and Deadline for Curling Groups.

Simon Wiebe moves to go in camera at 7:11 p.m.

John Zacharias moves to go out of camera at 7:40 p.m.

George Fehr moves for the meeting to be adjourned at 7:45 p.m.

Next Meeting will be **May 12 at 6:00 p.m.**

## ACTION SHEET

Following April 14, 2022 Meeting

<b>Action:</b>		<b>Assigned:</b>	<b>Date to be Completed:</b>	<b>Status:</b>
1.	Beach Volleyball Court/ move playground	Philip Doerksen	March 2022	In Progress
2.	Live Streaming	LCRS	October 2022	In Progress
3.	Outdoor Rink Maintenance	LCRS	May 2022	In Progress
4.	Generator	LCRS	September 2022	In Progress
5.	Criteria & Deadline for Curling Groups	LCRS	August 2022	In Progress
<b>Ongoing &amp; Annual Items</b>				
<b>Action:</b>		<b>Assigned:</b>	<b>Date to be Completed:</b>	
1.	Send Meeting minutes to Mackenzie County	Secretary	Monthly	
2.	Annual Manager's Performance Review	Subcommittee	Annually by April 30 <sup>th</sup>	
3.	Advertise or Caretakers for Outdoor Rinks	Arena Manager	Annually in September	
4.	Send out meeting requests electronically to all board members.	Secretary	Monthly	
5.	Review arena rates	LCRS	Annually in January	

**LA CRETE RECREATION SOCIETY  
SPECIAL MEETING  
May 5, 2022**

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

**Present:** Shawn Wieler, President/BHP Rep  
Dave Schellenberg, Vice-President/Shinny Rep (via Teams)  
Holly Neudorf, Figure Skating Rep  
Simon Wiebe, Senior Hockey Rep  
George Fehr, Director  
Joe Driedger, Treasurer  
Duffy Driedger, Minor Hockey Rep  
Philip Krahn, Director (via Teams)

**Absent:** John Zacharias, BHC Rep

Peter Braun moves to go in camera at 6:03 p.m.

Henry Goertzen moves to go out of camera at 6:47 p.m.

George Fehr moves for the meeting to be adjourned at 6:48 p.m.

Next Meeting will be **May 12 at 6:00 p.m.**

**LA CRETE RECREATION SOCIETY  
REGULAR MEETING  
May 12, 2022**

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

**Present:** Shawn Wieler, President/BHP Rep  
Holly Neudorf, Figure Skating Rep  
Simon Wiebe, Senior Hockey Rep  
Peter F Braun, County Rep  
Henry Goertzen, Blumenort Rep  
John Zacharias, Blue Hills Rep  
Joe Driedger, Treasurer  
Philip Krahn, Director  
Philip Doerksen, Arena Manager  
Corrina Doerksen, Secretary/Bookkeeper  
John Acreman, Rec Coordinator  
Mike Schellenberg, Junior B Rep  
Dennis Paul, Junior B Rep

**Absent:** Dave Schellenberg  
Duffy Driedger  
George Fehr

**Call to Order:** President Shawn Wieler called the meeting to order at 5:55 p.m.

**Approval of Agenda**

Add 9.6 Networking System  
Add 9.7 Capital Fund Allocation  
Add 9.8 Employee Overtime  
Peter F Braun moves to accept the agenda as amended.

CARRIED

**Rec Coordinator Report – John Acreman.**

1: LCRS received a grant for 8 summer students.

**Financials:**

1: Financials were presented by Corrina Doerksen.

Henry Goertzen moves to accept the April 2022 Financial Report.

CARRIED

**Approval of Previous Meeting's Minutes**

1: Amend April 14, 2022 Meeting Minutes Peter F Braun as present.

Holly Neudorf moves to accept the April 14, 2022 regular meeting minutes as amended.  
CARRIED

**Business from Previous Minutes**

Need a designated fire lane for emergencies.

**Review of Action Sheet**

**Managers Report – Philip Doerksen**

1. Philip Doerksen presented the Managers Report.

Simon Wiebe moves to accept the Manager’s Report as presented.

CARRIED

**New Business:**

9.1 Junior B Presentation

Mike Schellenberg and Dennis Paul presented the needs and requirements from the LCRS for the La Crete Junior B team approved by the NWJHL hockey league.

9.2 Capital Items

For the new outdoor rink/tennis court project to be completed the following items need to be ordered.

Basket ball hoops \$4743

Two tennis nets \$7779

Cross netting \$3700

Anders \$3265

Joe Driedger made a motion for Philip Doerksen to spend up to \$21000 from Capital to complete the new outdoor rink/tennis court project.

CARRIED

9.3 Ice Scheduling

Discussion on 2022/23 Ice Scheduling.

Philip Krahn made a motion to have ice complete in the Raymond Knelsen Arena by August 26, 2022 at the latest.

CARRIED

9.4 Outdoor Rink Maintenance

Philip Doerksen will look into new dasher boards for the outdoor rinks.

9.5 Beach Volleyball Courts

Received a quote from DBM, \$8500 to move playground

\$19800 for two volleyball courts

Deadline for tender is May 20, 2022.



Philip Krahn made a motion to spend up to \$20000 from Capital toward Beach Volleyball Courts/Move Playground project.

CARRIED

Simon Wiebe made a motion for the LCRS Executive to make the final decision between contractors.

CARRIED

9.6 Networking System

A networking system is needed for both rinks to be on the same network. Blue Tree Industries provide two options, a one-time fee or a three-year monthly contract.

Peter F Braun made a motion to go with the three-year monthly contract from Blue Tree Industries.

CARRIED

9.7 Capital Fund Allocation

Philip Doerksen asked to submit a letter to Mackenzie County asking to reallocate funds left after purchasing outdoor rink snowblowers.

Henry Goertzen made a motion for Philip Doerksen to write a letter to Mackenzie County asking to reallocate the remaining \$6000 towards a new floor washer.

CARRIED

Joe Driedger made a motion for Philip Doerksen to spend up to \$2000 for a power grader to use at the baseball diamonds.

CARRIED

9.8 Employee Overtime

LCRS will follow Alberta overtime standards.

Simon Wiebe moves to go in camera at 7:42 p.m.

John Zacharias moves to go out of camera at 8:07 p.m.

Holly Neudorf moves for the meeting to be adjourned at 8:15 p.m.

Next Meeting will be **June 16 at 6:00 p.m.**

## ACTION SHEET

Following May 12, 2022 Meeting

<b>Action:</b>		<b>Assigned:</b>	<b>Date to be Completed:</b>	<b>Status:</b>
1.	Beach Volleyball Court/ move playground	Philip Doerksen	March 2022	In Progress
2.	Live Streaming	LCRS	October 2022	In Progress
3.	Outdoor Rink Maintenance	LCRS	May 2022	In Progress
4.	Generator	LCRS	September 2022	In Progress
5.	Criteria & Deadline for Curling Groups	LCRS	August 2022	In Progress
6.	Potential Renovations to Dressing Room 6 & 7	Philip Doerksen	August 2022	In Progress
<b>Ongoing &amp; Annual Items</b>				
<b>Action:</b>		<b>Assigned:</b>	<b>Date to be Completed:</b>	
1.	Send Meeting minutes to Mackenzie County	Secretary	Monthly	
2.	Annual Manager's Performance Review	Subcommittee	Annually by April 30 <sup>th</sup>	
3.	Advertise or Caretakers for Outdoor Rinks	Arena Manager	Annually in September	

<b>4.</b>	Send out meeting requests electronically to all board members.	Secretary	Monthly
<b>5.</b>	Review arena rates	LCRS	Annually in January

## Colleen Sarapuk

---

**Subject:** FW: Home Care Contract Extension & Request for Expression of Interest and Qualification (RFEIOQ)  
**Attachments:** 06 02 22 HC RFEIOQ QA\_EXTERNAL.pdf

**From:** Community Engagement <[Community.Engagement@albertahealthservices.ca](mailto:Community.Engagement@albertahealthservices.ca)>  
**Sent:** June 2, 2022 3:59 PM  
**To:** Community Engagement <[Community.Engagement@albertahealthservices.ca](mailto:Community.Engagement@albertahealthservices.ca)>  
**Subject:** Home Care Contract Extension & Request for Expression of Interest and Qualification (RFEIOQ)

Good afternoon,

Please find below a memo related to Home Care Contract Extension & Request for Expression of Interest and Qualification.

*Janine Sakatch*  
*Pronouns: she/her/hers*  
**Community Engagement & External Relations**  
**Alberta Health Services**



**Date:** June 2, 2022  
**To:** MLAs  
Municipal elected officials  
Municipal Associations  
**From:** Niall MacDonald, Interim Senior Program Officer, Provincial Seniors and Continuing Care  
**RE:** Home Care Contract Extension & Request for Expression of Interest and Qualification (RFEIOQ)

AHS has today issued a [Request for Expression of Interest and Qualification \(RFEIOQ\)](#) for Home Care in Alberta. AHS and Alberta Health (AH) are taking this action to ensure innovative and sustainable Home Care across Alberta.

This work will seek new areas for innovation for Albertans needing care at home and allow AHS to identify a pre-qualified list of operators. AHS will also be exploring new contract opportunities for Congregate Private Supportive Living Service Providers who are interested in directly delivering care to residents in these types of settings.

While this work progresses, Albertans will continue to receive the same level of home care they are now. All current contracts for Home Care will be extended for six months, with the option to extend for an additional six months, while the RFEIOQ process moves forward. Care will not change, and Home Care will remain publicly funded.

Home Care is critical to the health of Albertans and the sustainability of our health system. It allows clients to remain or recover in their homes, closer to their loved ones and support networks. It also helps keep facility-based care accessible for those who require it.

The RFEIOQ is available on the Alberta Purchasing Connection website here: <http://www.purchasingconnection.ca/>. AHS will also continue to provide updates as this process proceeds, including to the AHS website at [ahs.ca/futurehomecare](http://ahs.ca/futurehomecare).

We understand that you may hear questions about this in your community. Should you or your communities have any questions, please do not hesitate to reach out to me at [niall.macdonald@ahs.ca](mailto:niall.macdonald@ahs.ca). We have also attached a Frequently Asked Questions document to help with these conversations.

We look forward to what the future holds, and are here to work with you and all Albertans.

Thank you –

**Niall MacDonald**  
**Interim Senior Program Officer, Provincial Seniors and Continuing Care**

---

This message and any attached documents are only for the use of the intended recipient(s), are confidential and may contain privileged information. Any unauthorized review, use, retransmission, or other disclosure is strictly prohibited. If you have received this message in error, please notify the sender immediately, and then delete the original message. Thank you.

---

## Home Care Request for Expression of Interest and Qualification (RFEIOQ)

### **What does it mean that AHS is issuing a RFEIOQ for Home Care?**

Alberta Health Services (AHS) and Alberta Health (AH) are taking action to ensure that there is an innovative and sustainable continuing care system in place for all Albertans. In addition to adding new continuing care beds, AHS and AH are expanding and improving home care supports available to all Albertans.

Interested service providers are being requested to submit proposals which will be evaluated to determine their qualification for potentially receiving a future contract to provide home care services. This RFEIOQ will seek to continue or to enhance the current home care service level provisions and will identify opportunities for innovations in service delivery.

### **How long will the RFEIOQ process take?**

The RFEIOQ process will take approximately 14 weeks to complete. Proponents have eight weeks to submit proposals followed by a six-week evaluation period. The RFEIOQ responses will then be evaluated. We plan that by the end of 2022, we will have a list of pre-qualified Home Care vendors to consider for contract opportunities in the future.

### **What about existing contracts for Home Care?**

AHS has advised all current Home Care contracted providers that their current contracts – originally due to expire in September 2022- will be extended by six months, with the option to extend for another six months. This will ensure there are no service disruptions for clients while the RFEIOQ process moves forward. Current Home Care contracted providers are invited to submit proposals.

### **Will this mean that clients and families will see a change in who provides their home care?**

No changes are being made at this time and clients and families will continue to receive the best possible care no matter where they are in the province and if they are receiving care from AHS or a contracted service provider.

### **Will future contracts ensure caregiver consistency?**

Contracted providers are and will continue to be required to report on caregiver consistency. This will remain a performance metric within their contracts. As part of the RFEIOQ process, operators are being asked to show innovative ways that they will provide care, including staffing for consistent care. Both AHS and AH have responsibilities to ensure that care is being provided in a safe, and high-quality manner.

### **How does AHS address standards of care and service delivery?**

Quality of care and standards for care delivery are addressed in existing contracts, and AHS ensures that operators are always delivering to these standards. Any new contracts will continue to include provisions that identify the contractual accountabilities that operators must meet. We will continue to ensure enhanced quality and performance standards are met, including client outcomes, staffing requirements, and processes for missed visits, in operator accountabilities.

### **Will Home Care still be publicly funded?**

Home Care will remain publicly funded in Alberta and available to anyone who has been assessed.

**Why is this RFEIOQ being issued?**

The RFEIOQ is being issued as part of this process to renew the Home Care service contracts and explore innovative home care options for future Home Care service delivery in Alberta. We are working to enhance home care options for all Albertans.

**Is there a wait time to get Home Care in Alberta right now?**

There is no wait time to enroll in Home Care programs. Once care needs are assessed, and special services needed by each client identified, operators and/or AHS will work with clients to schedule when they will be able to start receiving each individual service.

**What about private assisted living congregate buildings?**

AHS is also considering new contract opportunities for Congregate Private Supportive Living Service Providers who are also interested in directly delivering home care services to their residents. There will be a separate process for these types of contracts. That process will be shared directly with these operators once it is finalized.

**Who should I contact if I have questions or a client or family member has questions?**

Questions should be directed to [continuingcare@ahs.ca](mailto:continuingcare@ahs.ca).

# 2022

STARS OF ALBERTA  
VOLUNTEER

# Awards



## Have you heard about...

- The volunteer who shifted his efforts during COVID to run a free outdoor community food bank, while also delivering food hampers to those in self-isolation.
- The passionate volunteer advocate for LGBTQ2S+ rights who established a prominent LGBTQ2S+ refugee-serving organization to provide outreach, mentoring, and group activities to support newcomers.
- The local vet who helped to raise funds for playgrounds, organized field trips for local seniors, and during COVID, used her social media skills to promote local businesses.
- The community volunteer who organized the local community music festival and also performed in her free time at the seniors' centre and community hospital.

Tell us about a remarkable volunteer by nominating them for a Stars of Alberta Volunteer Award in the Youth, Adult, Senior, or Breaking Barriers category! **Share their stories...inspire others!**

Deadline for nominations  
**June 30, 2022**

**alberta.ca/stars-awards**  
**780-910-8902** (toll-free first by dialing 310-0000)  
**ABVolunteerAwards@gov.ab.ca**

Alberta





2022  
STARS OF ALBERTA  
VOLUNTEER  
*Awards*

## Share their stories... inspire others!

Tell us about a remarkable volunteer by nominating them for a Stars of Alberta Volunteer Award in the Youth, Adult, Senior, or Breaking Barriers category!

Deadline for nominations **June 30, 2022**

**[alberta.ca/stars-awards](https://alberta.ca/stars-awards)**

**780-910-8902** (toll-free first by dialing 310-0000)

**[ABVolunteerAwards@gov.ab.ca](mailto:ABVolunteerAwards@gov.ab.ca)**

*Alberta* 

The Stars of Alberta Volunteer Awards honour extraordinary Albertans whose volunteer achievements have contributed to the well-being of their community and fellow community members. There are nine awards, two in each category of youth, adult and senior and three for the Breaking Barriers award. The awards are presented annually on or around International Volunteer Day, December 5.

### Award Criteria

A nomination can only be under one category.

Albertans who meet the following criteria in the youth, adult or senior category are eligible for the Award:

- Exemplifies the spirit of community service;
- Demonstrates exemplary initiative, leadership and creativity in their service to others;
- Serves as a role model for others in their community;
- Inspires others to engage in volunteer service; and
- Improves the overall quality of life of fellow Albertans and the community as a whole.

In the Breaking Barriers category, Albertans who demonstrate achievements, contributions or leadership in one or more of the following areas are eligible for the Award:

- Fighting gender discrimination and reducing barriers for women, girls and gender diverse people.
- Addressing racism and/or reducing barriers for racialized communities.
- Increasing and promoting intercultural understanding and trust between communities.
- Reducing barriers for LGBTQ2S+ people and/or promoting LGBTQ2S+ inclusion.

### Nomination Checklist

Submissions for the 2022 Stars of Alberta Volunteer Awards must include the following:

- Letter of Nomination submitted by the nominator (provided in a separate attachment);
- Completed Nomination Form signed by the nominee;
- Completed Critical Information (detailed responses to the requested points one through nine in a separate attachment); and
- 1 or 2 Reference Letters (recommended)

#### *Freedom of Information and Protection of Privacy Act (FOIP)*

The personal information that is provided in the nomination submission about the nominator and the nominee is collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act* and is protected by the privacy provisions of that Act. The information will be used for the purpose of administering the Stars of Alberta Volunteer Awards program and to select and publicize the achievements of the award recipients.

**DEADLINE FOR NOMINATIONS:  
THURSDAY, June 30, 2022**

Award nominees and their nominators will be notified in writing of the selection committee's decision in November 2022.

Protected A (when completed)

**Category:**

Youth (up to 24 years of age)  Adult (age 25-64)  Senior (age 65 and over)

**Breaking Barriers:**

Anti-racism  LGBTQ2S+ Inclusion  Fighting Gender Discrimination

**Nominee:**

First Name  Last Name

**Mailing Address and Contact Information:**

Street Address  City or Town  Province  Postal Code   
Daytime Telephone Number  Cell Phone Number  Email

**Nominee or Nominee's Parent / Guardian (for nominees under 18 years of age) must sign and agree to the following:**

I have read the complete nomination submission and certify that it accurately describes my and/or my child's volunteer and community work. I agree that it may be provided by the nominator to Alberta Culture and Status of Women, and that Alberta Culture and Status of Women may collect the information on that basis, so that I/my child may be considered for the Stars of Alberta Volunteer Awards. I also agree that Alberta Culture and Status of Women may contact the references who are identified in this submission to verify the information provided or to seek additional related information from them. Should I/my child be selected for the Award, I consent to the use and disclosure of my and/or my child's personal information (including photographs, video, name and quotation) as necessary, without compensation, for awards-related publicity and promotion of volunteerism.

\_\_\_\_\_  
Signature

**Nominator:**

Organization

First Name  Last Name

**Mailing Address and Contact Information:**

Street Address  City or Town  Province  Postal Code   
Daytime Telephone Number  Cell Phone Number  Email

\_\_\_\_\_  
Signature

**CRITICAL INFORMATION:**

***This information should be provided in a separate attachment.***

1. Describe the nominee's current volunteer activities.
2. Describe the nominee's last five years of volunteer activities.
3. Indicate the nominee's current paid occupation (if applicable).
4. Indicate an approximate amount of volunteer hours the nominee has contributed in the past year.
5. Describe how the nominee exemplifies the spirit of community service.
6. Describe how the nominee demonstrates initiative, leadership and creativity in their volunteer activities.
7. Describe how the nominee serves as a role model for others in their community and/or inspires others to engage in volunteerism.
8. Describe how the nominee's volunteer efforts improved/benefited the overall quality of life of fellow Albertans and the community as a whole.

Note: \*"Community" includes location of volunteer work, e.g. town, neighborhood or municipality, OR an area of volunteer focus, e.g LGBTQ2S+, Youth, etc.

**REFERENCE LETTER**

In order to strengthen the nomination, please provide 1 or 2 detailed reference letters (provided in a separate attachment). The letters must include the following:

- Full name and contact information (email, phone number, organization and location) of the individual providing the reference.

A detailed description of:

- How you know the nominee and how long you have known them,
- The length of time you have been acquainted with their volunteer efforts,
- Details of their volunteerism (where they have volunteered, length of service, details around the role they are performing),
- What characteristics make them a good candidate for this award,
- How their volunteerism has benefited the community, and
- Why you believe this individual should be a recipient of this award.

For additional information visit:  
[www.alberta.ca/stars-alberta-volunteer-awards.aspx](http://www.alberta.ca/stars-alberta-volunteer-awards.aspx)

Or contact Alberta Culture and Status of Women at  
780-910-8902 (toll-free by first dialing 310-0000)  
or [ABVolunteerAwards@gov.ab.ca](mailto:ABVolunteerAwards@gov.ab.ca)

## **GUIDELINES\***

The Stars of Alberta Volunteer Awards program is run in accordance with the following guidelines:

1. The nominee must meet the eligibility criteria outlined in the nomination form.
2. Please select only one category for which the nominee is being nominated for.
3. Group nominations will not be accepted.
4. The nominee must be a resident of Alberta at the time of the nomination.
5. The individuals providing references must include their personal contact information in their reference letter.
6. Nominations made by immediate family members will not be accepted.
7. Nominations cannot be submitted without permission of the nominee.
8. If more than one nomination is submitted for the same nominee, only the first nomination received will be considered.
9. By signing the nomination form, each nominator and nominee agrees to:
  - Abide by the guidelines that govern the Stars of Alberta Volunteer Awards.
  - Participate in the awards program and in the nomination process.
10. In the event the nominee is chosen to receive an award, the nominee agrees to participate in all awards-related activities and functions, including the awards ceremony in December 2022.
11. The decisions of the selection committee are final.
12. Nominations become the property of the Government of Alberta and will not be returned.
13. Nominations that are incomplete or do not comply with these guidelines may be disqualified. Alberta Culture and Status of Women will not accept responsibility for incomplete, inaccurate, lost or late nominations.

*\*Guidelines are subject to amendment by Alberta Culture and Status of Women.*