




MACKENZIE COUNTY

REGULAR COUNCIL MEETING

JULY 12, 2023
10:00 AM

FORT VERMILION COUNCIL
CHAMBERS

 780.927.3718

 www.mackenziecounty.com

 4511-46 Avenue, Fort Vermilion

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Mackenzie County

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**Wednesday, July 12, 2023
10:00 a.m.**

Fort Vermilion Council Chambers

Fort Vermilion, Alberta

AGENDA

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CALL TO ORDER:	1.	a) Call to Order	
AGENDA:	2.	a) Adoption of Agenda	
ADOPTION OF PREVIOUS MINUTES:	3.	a) Minutes of the June 28, 2023 Regular Council Meeting	7
		b) Business Arising out of the Minutes	
		c)	
CLOSED MEETING:		<i>Freedom of Information and Protection of Privacy Act Division 2, Part 1 Exceptions to Disclosure</i>	
	4.	a) 2023 Bursary Applications (Second Deadline) <i>(FOIP Section 17)</i>	
		b)	
TENDERS:		Tender openings are scheduled for 11:00 a.m.	
	5.	a) Culvert Replacement and Other Work – Bridge File 81124	29
		b) Fort Vermilion Waste Transfer Station Caretaker Contract	33
		c) River Road Subdivision Phase 4	35
		d) MIT23-004, MIT23-005 Mitigation Foundation Construction, Electrical & Plumbing	39
PUBLIC HEARINGS:		Public Hearings are scheduled for 1:00 p.m.	
	6.	a) Bylaw 1301-23 Land Use Bylaw Amendment to	41

Rezone Plan 212 0513, Block 4, Lots 3-5 and
 Plan 212 0513, Block 3, Lots 1-5 from Hamlet
 Residential 1 “H-R1” to Hamlet Residential 2A “H-
 R2A”

		b)		
		c)		
DELEGATIONS	7.	a)	None	
		b)		
GENERAL REPORTS:	8.	a)	CAO & Director Reports for June 2023	51
		b)		
		c)		
AGRICULTURE SERVICES:	9.	a)	None	
		b)		
COMMUNITY SERVICES:	10.	a)	None	
		b)		
FINANCE:	11.	a)	High Level Agricultural Society – Multiuse Arena Funding Request	67
		b)	High Level Agricultural Society – Project Funds Reallocation Request	73
		c)	Bylaw 1295-23 – Local Improvement Tax – 105 Ave Asphalt	79
		d)	Borrowing Bylaw 1299-23 – PLS 140031 – South of High Level Lands	85
		e)	Councillor Expense Claims	91
PROJECTS & INFRASTRUCTURE:	12.	a)	Special Council Meeting Request for Tender Awarding	93
		b)		
		c)		

- | | | | | |
|---|-----|----|--|-----|
| OPERATIONS: | 13. | a) | None | |
| | | b) | | |
| UTILITIES: | 14. | a) | None | |
| | | b) | | |
| PLANNING &
DEVELOPMENT: | 15. | a) | Development Statistics Report – January to June 2023 | 95 |
| | | b) | | |
| | | c) | | |
| ADMINISTRATION | 16. | a) | None | |
| | | b) | | |
| COMMITTEE OF THE
WHOLE ITEMS: | 17. | a) | Business Arising out of Committee of the Whole | |
| | | b) | | |
| COUNCIL
COMMITTEE
REPORTS: | 18. | a) | Council Committee Reports (verbal) | |
| | | b) | Agricultural Service Board Meeting Minutes | 103 |
| | | c) | | |
| | | d) | | |
| INFORMATION /
CORRESPONDENCE: | 19. | a) | Information/Correspondence | 111 |
| NOTICE OF MOTION: | 20. | a) | | |
| NEXT MEETING
DATES: | 21. | a) | | |
| | | b) | | |
| ADJOURNMENT: | 22. | a) | Adjournment | |



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	July 12, 2023
Presented By:	Byron Peters, Interim Chief Administrative Officer
Title:	Minutes of the June 28, 2023 Regular Council Meeting

BACKGROUND / PROPOSAL:

Minutes of the June 28, 2023 Regular Council Meeting are attached.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

COMMUNICATION / PUBLIC PARTICIPATION:

Approved Council Meeting minutes are posted on the County website.

POLICY REFERENCES:

Author: T. Thompson **Reviewed by:** L. Flooren **CAO:** _____

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the minutes of the June 28, 2023 Regular Council Meeting be adopted as presented.

Author: T. Thompson **Reviewed by:** L. Flooren **CAO:** _____

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**Wednesday, June 28, 2023
10:00 a.m.**

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

PRESENT:

Josh Knelsen	Reeve
Walter Sarapuk	Deputy Reeve
Jacque Bateman	Councillor
Peter F. Braun	Councillor
Cameron Cardinal	Councillor
Darrell Derksen	Councillor
David Driedger	Councillor
Garrell Smith	Councillor
Lisa Wardley	Councillor
Ernest Peters	Councillor

REGRETS:

ADMINISTRATION: Byron Peters	Interim Chief Administrative Officer/ Director of Projects and Infrastructure
Don Roberts	Director of Community Services
Jennifer Batt	Director of Finance
Caitlin Smith	Director of Planning and Agriculture
Louise Flooren	Manager of Legislative & Support Services/ Recording Secretary

ALSO PRESENT: Members of the Public

Minutes of the Regular Council Meeting for Mackenzie County held on June 28, 2023 in the Council Chambers at the Fort Vermilion County Office.

CALL TO ORDER: 1. a) Call to Order

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

AGENDA: 2. a) Adoption of Agenda

MOTION 23-06-514 MOVED by Councillor Wardley

That the agenda be adopted with the following additions:

- 4.b) Northwest Species at Risk (*FOIP Sections 21 and 23*)
- 4.c) Policy Matter (*FOIP Sections 23 and 24*)
- 4.d) Personnel (*FOIP Sections 23, 24 and 27*)

CARRIED

ADOPTION OF PREVIOUS MINUTES:

3. a) Minutes of the June 6, 2023 Regular Council Meeting

MOTION 23-06-515

MOVED by Councillor Braun

That the minutes of the June 6, 2023 Regular Council Meeting be adopted as presented.

CARRIED

ADOPTION OF PREVIOUS MINUTES:

3. b) Business Arising out of the Minutes

None.

CLOSED MEETING:

4. Closed Meeting

MOTION 23-06-516

MOVED by Councillor Braun

That Council move into a closed meeting at 10:01 a.m. to discuss the following:

- 4.a) Organizational Chart (*FOIP Sections 23, 24 and 27*)
- 4.b) Northwest Species at Risk (*FOIP Sections 21 and 23*) (*ADDITION*)
- 4. c) Procurement Policy (*FOIP Sections 23 and 24*) (*ADDITION*)

CARRIED

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

- All Councillors Present
- Byron Peters, Interim Chief Administrative Officer/Director of Projects and Infrastructure
- Don Roberts, Director of Community Services
- Jennifer Batt, Director of Finance

- Caitlin Smith, Director of Planning and Agriculture
- Louise Flooren, Manager of Legislative & Support Services/ Recording Secretary

Administration excluding Byron Peters, Interim Chief Administrative Officer left the meeting at 11:34 a.m.

MOTION 23-06-517

MOVED by Councillor Braun

That Council move out of a closed meeting at 12:00 p.m.

CARRIED

Reeve Knelsen recessed the meeting at 12:00 p.m. and reconvened the meeting at 12:38 p.m.

COMMUNITY SERVICES:

10. a) La Crete Recreation Society – Emergent Funds Request

MOTION 23-06-518
Requires 2/3

MOVED by Councillor Bateman

That the 2023 Budget be amended to include \$10,300 for the Hot Water Tank replacement at the Northern Lights Recreation Center with funding coming from the La Crete Recreation Reserve.

CARRIED

COMMUNITY SERVICES:

10. b) Zama Recreation Society – Emergent Funds Request

MOTION 23-06-519
Requires 2/3

MOVED by Councillor Bateman

That the 2023 Budget be amended to include \$10,350 for the Zama Community Hall Kitchen connection to the Emergency Generator with funding coming from the Grants to Other Organizations Reserve.

CARRIED

COMMUNITY SERVICES:

10. c) Fort Vermilion Waste Transfer Station Caretaker – Request for Proposal

MOTION 23-06-520

MOVED by Councillor Driedger

That Administration work with current Waste Transfer Station Caretakers and/or advertise a Request for Proposal for the Fort Vermilion Waste Transfer Station.

CARRIED

FINANCE:

11. a) Bylaw 1300-23 Fee Schedule Bylaw Amendment

MOTION 23-06-521
Requires 2/3

MOVED by Councillor Braun

That first reading be given to Bylaw 1300-23 being the Fee Schedule Bylaw as amended for Mackenzie County.

CARRIED

MOTION 23-06-522
Requires 2/3

MOVED by Deputy Reeve Sarapuk

That second reading be given to Bylaw 1300-23 being the Fee Schedule Bylaw as amended for Mackenzie County.

CARRIED

MOTION 23-06-523
Requires Unanimous

MOVED by Councillor Wardley

That consideration be given to go to third and final reading of Bylaw 1300-23 being the Fee Schedule Bylaw as amended for Mackenzie County.

CARRIED

MOTION 23-06-524
Requires 2/3

MOVED by Councillor Derksen

That third and final reading be given to Bylaw 1300-23 being the Fee Schedule Bylaw as amended for Mackenzie County.

CARRIED

PUBLIC HEARINGS:

6. a) Bylaw 1296-23 to Repeal Bylaw 1280-23 Land Use Bylaw Amendment to Rezone Part of NW 24-107-14-W5M (Blumenort)

Reeve Knelsen called the public hearing for 1296-23 to order at 1:00 p.m.

Reeve Knelsen asked if the public hearing for proposed Bylaw 1296-23 was properly advertised. Caitlin Smith, Director of Planning & Agriculture answered that the Bylaw was advertised in accordance with the Municipal Government Act.

Reeve Knelsen asked the Development Authority to outline the proposed Bylaw 1296-23 to Repeal Bylaw 1280-23 Land Use Bylaw Amendment to Rezone Part of NW 24-107-14-W5M (Blumenort).

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

Administration has been requested to repeal the previously approved Land Use Bylaw Amendment to rezone Part of NW 24-107-14-W5M from Agricultural "A" to Rural Industrial General "RIG" for the purpose of a Salvage Yard in Blumenort, back to Agricultural "A".

Adjacent landowners have been quite upset about the potential negative effects on their property which is located south of the proposed development. Since the property has been rezoned, the landowner has submitted a subdivision application for the purpose of sale. The Municipal Planning Commission has tabled their decision due to Council reconsidering the Bylaw.

On May 31, 2023 Bylaw 1296-23 was presented to Council for first reading where the following motion was made:

MOTION 23-05-471 MOVED By Councillor Peters

That first reading be given to Bylaw 1296-23 to repeal Bylaw 1280-23 LUB Amendment to Rezone Agricultural "A" to Rural Industrial General "RIG".

CARRIED

Reeve Knelsen asked if Council has any questions of the proposed Bylaw 1296-23 to Repeal Bylaw 1280-23 Land Use Bylaw Amendment to Rezone Part of NW 24-107-14-W5M (Blumenort). There were no questions.

Reeve Knelsen asked if any submissions were received in regards to proposed Bylaw 1296-23. There were two submissions received, one from Edward and Helena Froese and one from the Fort Vermilion School Division #52.

Reeve Knelsen asked if there was anyone present who would like to speak in regards to the proposed Bylaw 1296-23. Yes, members of public were present to speak to the proposed bylaw:

Member of Public – presented attached letter.

Member of Public – I have a neutral position on this item but I never thought of the noise level as I already live off of the highway. I have no concerns either way.

Member of Public – I have an objection on the table, I do not agree to living near industrial areas. I have previously submitted letters. The auction mart is 150 meters from my house and this proposed development will be within 100 meters. I object to having the noise in my backyard. The road for the auction mart does divide the existing property. The landowner should be able to sell that as farm land. Abe Wiens does not want this existing business on his yard.

Member of Public– No concerns, I would promote more industrial/commercial opportunities to be in the central county. The Auction Yard is a central site, I purchased the property with that in mind. More business in central county.

Member of Public – Abe Wiens was mentioned that he didn't want this development on his place, to clarify he wants to retire on his yard site and is not part of the business anymore. If the business remains on his yard he feels obligated to work.

Councillor Wardley – Clarification is needed, the current parcel can't be sold as farmland?

Director of Planning and Agriculture - It was an 80 acre split; a portion was rezoned to rural industrial general in order to further subdivide.

Councillor Wardley – When the Auction site was split off was it non-conforming then?

Director of Planning and Agriculture – It was conforming.

Councillor Wardley – So, it negated future farming on that land and you can't sell it?

Director of Planning and Agriculture – You can still farm the portion not used.

Councillor Wardley – What document identified growth nodes for future industrial development, was Blumenort in there?

Director of Planning and Agriculture – It is not in any of the current documents, it's in the proposed Municipal Development Plan.

Councillor Wardley – What is the future plan for Blumenort, does this development fit in?

Director of Planning and Agriculture – Yes, in the unapproved document.

Councillor Driedger – So you can't use it for industrial or farm? Mr. Schmidt (landowner) called me and he feels like it can't be sold one way or another.

Director of Planning and Agriculture – Showed the property map and explained why it is unable to be sold as a separate parcel zoned as agricultural land; according to the Land Use Bylaw.

Reeve Knelsen closed the public hearing for Bylaw 1296-23 at 1:16 p.m.

MOTION 23-06-525

MOVED by Councillor Wardley

That second reading be given to Bylaw 1296-23 being a Land Use Bylaw Amendment to Repeal Bylaw 1280-23 Land Use Bylaw Amendment to Rezone Part of NW 24-107-14-W5M due to the negative infringement of neighbouring properties.

CARRIED

MOTION 23-06-526

MOVED by Councillor Smith

That third reading be given to Bylaw 1296-23 being a Land Use Bylaw Amendment to Repeal Bylaw 1280-23 Land Use Bylaw

Amendment to Rezone Part of NW 24-107-14-W5M due to the negative infringement of neighbouring properties.

CARRIED

MOTION 23-06-527
Requires 2/3

MOVED by Councillor Derksen

That the developers be reimbursed for all associated municipal fees and the surveyor costs incurred to date for Bylaw 1280-23 during this process.

CARRIED

PUBLIC HEARINGS:

6. b) Bylaw 1297-23 Land Use Bylaw Amendment to Rezone Part of Plan 032 5939, Block 1, Lot 4 from Hamlet Country Residential “H-CR” to Recreation 1 “REC 1”

Reeve Knelsen called the public hearing for 1297-23 to order at 1:20 p.m.

Reeve Knelsen asked if the public hearing for proposed Bylaw 1297-23 was properly advertised. Caitlin Smith, Director of Planning & Agriculture answered that the Bylaw was advertised in accordance with the Municipal Government Act.

Reeve Knelsen asked the Development Authority to outline the proposed Bylaw 1297-23 Land Use Bylaw Amendment to Rezone Part of Plan 032 5939, Block 1, Lot 4 from Hamlet Country Residential “H-CR” to Recreation 1 “REC 1”.

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

Administration has received a request to rezone Part of Plan 032 5939, Block 1, Lot 4 from Hamlet Country Residential “H-CR” to Recreation 1 “REC 1.”

Mackenzie County notified the developer that his unauthorized cabins on his property needed to either be moved off or be brought into compliance. In order to bring the development into compliance, he was required to submit a rezoning application.

The landowner has brought forth a plan to rezone approximately 1.2 acres of his 2.13 acre lot from “H-CR” to “REC 1”. The other portion of the lot will remain Hamlet Country Residential “HCR.”

If the rezoning is passed, the applicant will then be required to submit a development permit for a Campground –Minor which is a discretionary use in the Recreation 1 “REC 1” land district.

This item was taken to the Municipal Planning Commission on May 25, 2023 where the following motion was made:

MPC 23-05-085 MOVED by Andrew O’Rourke

That the Municipal Planning Commission recommend to Council to approve Bylaw 12xx-23 being a Land Use Bylaw Amendment to Part of Plan 032 5939, Block 1, Lot 4 from Hamlet Country Residential “H-CR” to Recreation 1 “REC 1” subject to public hearing input.

CARRIED

This item was taken to Council on June 6, 2023 for first reading where it was passed with the following motion:

MOTION 23-06-501 MOVED by Councillor Wardley

That first reading be given to Bylaw 1297-23 being a Land Use Bylaw Amendment to rezone Part of Plan 032 5939, Block 1, Lot 4 from Hamlet Country Residential “H-CR” to Recreation 1 “REC 1” to accommodate a campground – minor use with a maximum of 10 sites, subject to public hearing input.

CARRIED

Reeve Knelsen asked if Council has any questions of the proposed Bylaw 1297-23 Land Use Bylaw Amendment to Rezone Part of Plan 032 5939, Block 1, Lot 4 from Hamlet Country Residential “H-CR” to Recreation 1 “REC 1”.

Councillor Wardley – What’s the minimum lot size of H-CR?

Director of Planning and Agriculture – Minimum 1 acre, .93 remaining on the HCR portion.

Councillor Wardley – The lot would be in compliance?

Director of Planning and Agriculture – No, it would be under the minimum lot size.

Councillor Cardinal – What is this being used for?

Councillor Driedger – Tourism and recreation.

Councillor Bateman – All landowners received a letter?

Director of Planning and Agriculture – Yes, administration went door to door and had them sign that they received a letter.

Reeve Knelsen asked if any submissions were received in regards to proposed Bylaw 1297-23. There were no submissions.

Reeve Knelsen asked if there was anyone present who would like to speak in regards to the proposed Bylaw 1297-23. There was no one present to speak to the proposed bylaw.

Reeve Knelsen closed the public hearing for Bylaw 1297-23 at 1:25 p.m.

MOTION 23-06-528 **MOVED** by Councillor Braun

That second reading be given to Bylaw 1297-23 being a Land Use Bylaw Amendment to Rezone Part of Plan 032 5939, Block 1, Lot 4 from Hamlet Country Residential “H-CR” to Recreation 1 “REC 1” to accommodate a Campground Minor with a maximum of ten (10) sites.

CARRIED

MOTION 23-06-529 **MOVED** by Councillor Wardley

That third reading be given to Bylaw 1297-23 being a Land Use Bylaw Amendment to Rezone Part of Plan 032 5939, Block 1, Lot 4 from Hamlet Country Residential “H-CR” to Recreation 1 “REC 1” to accommodate a Campground Minor with a maximum of ten (10) sites.

CARRIED

PUBLIC HEARINGS: 6. c) Bylaw 1298-23 Land Use Bylaw Amendment to Rezone Plan 922 0928, Block 6, Lot 39 from Fort Vermilion Commercial Centre “FV-CC” to Hamlet Residential 1 “H-R1”

Reeve Knelsen called the public hearing for Bylaw 1298-23 to order at 1:26 p.m.

Reeve Knelsen asked if the public hearing for proposed Bylaw 1298-23 was properly advertised. Caitlin Smith, Director of Planning & Agriculture answered that the Bylaw was advertised in accordance with the Municipal Government Act.

Reeve Knelsen asked the Development Authority to outline the proposed Bylaw 1298-23 Land Use Bylaw Amendment to Rezone Plan 922 0928, Block 6, Lot 39 from Fort Vermilion Commercial Centre “FV-CC” to Hamlet Residential 1 “H-R1”.

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

Administration has received a request to rezone Plan 922 0928, Block 6, Lot 39 from Fort Vermilion Commercial Centre “FV-CC” to Hamlet Residential 1 “H-R1”.

The reason for the rezoning is the developer feels that the lot is too small for a commercial use and therefore would like to designate the lot to a residential use as the building is being used as a residence.

Currently, the “Trappers Shack” is on the property. This lot was designated as a provincial historic resource. However in 2022, the order under the Historic Resources Act was lifted.

This item was taken to the Municipal Planning Commission on May 25, 2023 where the following motion was made:

MPC 23-05-084 MOVED by Jacquie Bateman

That the Municipal Planning Commission recommend to Council to refuse Bylaw 12xx-23 being a Land Use Bylaw Amendment to Plan 922 0928, Block 6, Lot 39 from Fort Vermilion Commercial Centre “FV-CC” to Hamlet Residential 1 “H-R1”, subject to public hearing input.

CARRIED

The Municipal Planning Committee recommended refusal because they felt that this lot should remain commercial, since that is the intention of the downtown area of Fort Vermilion.

According to the Land Use Bylaw 1066-17:

The purpose of the Fort Vermilion Commercial Centre “FV-CC” district is to cluster complementary community commercial developments along the HAMLET of Fort Vermilion’s Main Street (50th Street) in order to create an engaging pedestrian friendly public realm.

According to the Area Structure Plan for Fort Vermilion:

3.4.1 Hamlet Commercial Area.

The commercial core area is at the intersection of 50 Street and River Road. Commercial uses extend south along 50 Street and both east and west along River Road. The Hamlet Commercial Area reflects the existing disposition of commercial uses and encourages infill development that reflects the community’s history and opportunities to further develop a tourism industry.

Concentrating new commercial uses in this area can support the further strengthening of this area as Fort Vermilion’s commercial and cultural centre.

The map of the Fort Vermilion Area Structure plan is included.

This item was taken to Council on June 6, 2023 for first reading where it was passed with the following motion:

MOTION 23-06-502 MOVED by Councillor Wardley

That first reading be given to Bylaw 1298-23 being a Land Use Bylaw Amendment to rezone Plan 922 0928, Block 6, Lot 39 from Fort Vermilion Commercial Centre “FV-CC” to Hamlet Residential 1 “H-R1”, subject to public hearing input.

CARRIED

Reeve Knelsen asked if Council has any questions of the proposed Bylaw 1298-23 Land Use Bylaw Amendment to Rezone Plan 922 0928, Block 6, Lot 39 from Fort Vermilion Commercial Centre “FV-CC” to Hamlet Residential 1 “H-R1”..

Councillor Wardley – How was the historical site removed without County’s approval?

Director of Planning and Agriculture – Unknown.

Councillor Wardley – Can we look into that? How did they get approval to turn that into a residence?

Director of Planning and Agriculture – There was no approval.

Reeve Knelsen asked if any submissions were received in regards to proposed Bylaw 1298-23. There was a submission received from Gilbert Lambert.

Reeve Knelsen asked if there was anyone present who would like to speak in regards to the proposed Bylaw 1298-23.

Member of Public – What does he want to change it for?

Reeve Knelsen – We get requests for change to zoning all the time. According to the lot owner, it is too small for a commercial use.

Director of Planning and Agriculture – In order to remove any kind of caveat, all parties need to sign off to remove from title.

Councillor Bateman – It is still registered online as a historical site.

Reeve Knelsen closed the public hearing for Bylaw 1298-23 at 1:35 p.m.

MOTION 23-06-530

MOVED by Councillor Wardley

That second reading be given to Bylaw 1298-23 being a Land Use Bylaw Amendment to Rezone Plan 922 0928, Block 6, Lot 39 from Fort Vermilion Commercial Centre “FV-CC” to Hamlet Residential 1 “H-R1.

DEFEATED

Reeve Knelsen recessed the meeting at 1:37 p.m. and reconvened the meeting at 2:02 p.m.

DELEGATIONS: 7. a) None

GENERAL REPORTS: 8. a) None

AGRICULTURE SERVICES: 9. a) None

FINANCE: 11. b) Financial Reports – January 1 – May 31, 2023

MOTION 23-06-531 **MOVED** by Councillor Braun

That the financial reports for January to May 31, 2023 be received for information.

CARRIED

CLOSED MEETING: 4. **Closed Meeting**

MOTION 23-06-532 **MOVED** by Councillor Braun

That Council move into a closed meeting at 2:12 p.m. to discuss the following:

- 4.d) Personnel (*FOIP Sections 23, 24 and 27*)

CARRIED

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

- All Councillors Present

MOTION 23-06-533 **MOVED** by Councillor Derksen

That Council move out of a closed meeting at 3:27 p.m.

CARRIED

Reeve Knelsen recessed the meeting at 3:27 p.m. and reconvened the meeting at 3:40 p.m.

FINANCE: 11. c) 2023 Operating Budget Amendment – FCSS

MOTION 23-06-534 **MOVED** by Councillor Wardley

Requires 2/3

That the 2023 Operating Budget be amended by \$12,601 to include the additional grant funding from Family and Community Support Services in the amount of \$10,081, and funding of \$2,520 from the General Operating Reserve.

CARRIED

FINANCE: 11. d) Councillor Expense Claims

MOTION 23-06-535 **MOVED** by Councillor Braun

That the Councillor Expense Claims excluding Councillor Driedger for May 2023 be received for information.

CARRIED

FINANCE: 11. e) Members at Large Expense Claims

MOTION 23-06-536 **MOVED** by Councillor Peters

That the Member at Large Expense Claims for April 2023 be received for information.

CARRIED

PROJECTS & INFRASTRUCTURE: 12. a) Strategic Transportation Infrastructure Program (STIP) Funding Applications

MOTION 23-06-537 **MOVED** by Councillor Driedger

That a meeting be requested with the Minister of Transportation and Economic Corridors to discuss the denial of Mackenzie County's Strategic Transportation Infrastructure Program (STIP) Funding Application and other County interests.

CARRIED

OPERATIONS: 13. a) None

UTILITIES: 14. a) None

**PLANNING &
DEVELOPMENT:**

15. a) Land Use Bylaw Amendment to Rezone Plan 212 0513, Block 4, Lots 3-5 and Plan 212 0513, Block 3, Lots 1-5 from Hamlet Residential 1 “H-R1” to Hamlet Residential 2A “H-R2A”

MOTION 23-06-538

MOVED by Councillor Braun

That first reading be given to Bylaw 1301-23 being a Land Use Bylaw Amendment to rezone Plan 212 0513, Block 4, Lots 3-5 and Plan 212 0513, Block 3, Lots 1-5 from Hamlet Residential 1 “H-R1” to Hamlet Residential 2A “H-R2A” subject to public hearing.

CARRIED

ADMINISTRATION:

16. a) None

**COMMITTEE OF THE
WHOLE ITEMS:**

17. a) Alberta Municipalities (ABmunis) Convention

MOTION 23-06-539

MOVED by Councillor Bateman

That the Council operating funds from the ABmunis Conference be reallocated to the Alberta Forest Products Association AGM Conference on September 27 – 29, 2023 in Jasper, Alberta and the following Councillors be authorized to attend:

- Reeve Knelsen
- Councillor Braun
- Councillor Cardinal
- Councillor Derksen
- Councillor Smith
- Councillor Wardley

CARRIED

**COMMITTEE OF THE
WHOLE ITEMS:**

17. b) Radar Speed Sign

MOTION 23-06-540

MOVED by Councillor Braun

That administration be authorized to purchase a Radar Speed Sign not to exceed \$6,500.00 with funding coming from the 2023

Operating Budget and to bring radar reports back to Council for review.

CARRIED

COMMITTEE OF THE WHOLE ITEMS: 17. c) La Crete West Irrigation

MOTION 23-06-541 **MOVED** by Councillor Bateman

That administration research the La Crete West Irrigation request.

CARRIED

COUNCIL COMMITTEE REPORTS: 18. a) Council Committee Reports (verbal)

MOTION 23-06-542 **MOVED** by Councillor Derksen

That the Council Committee Reports (verbal) be received for information.

CARRIED

COUNCIL COMMITTEE REPORTS: 18. b) Inter-municipal Planning Commission Meeting Minutes

MOTION 23-06-543 **MOVED** by Deputy Reeve Sarapuk

That the Council Committee Reports (verbal) be received for information.

CARRIED

COUNCIL COMMITTEE REPORTS: 18. c) Municipal Planning Commission Meeting Minutes

MOTION 23-06-544 **MOVED** by Councillor Peters

That the unapproved Municipal Planning Commission meeting minutes of June 8, 2023 be received for information.

CARRIED

**COUNCIL
COMMITTEE
REPORTS:**

18. d) Flood Recovery Steering Committee Meeting Minutes

MOTION 23-06-545

MOVED by Councillor Smith

That the minutes of April 6, May 12, May 18, and June 16, 2023 Flood Recovery Steering Committee meetings be received for information.

CARRIED

**INFORMATION/
CORRESPONDENCE:**

19. a) Information/Correspondence

MOTION 23-06-546

MOVED by Councillor Derksen

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

CARRIED

CLOSED MEETING:

4. a) Organizational Chart

MOTION 23-06-547

MOVED by Deputy Reeve Sarapuk

That the Organizational Chart be approved as amended.

CARRIED

CLOSED MEETING:

4. b) Northwest Species at Risk (ADDITION)

MOTION 23-06-548
Requires Unanimous

MOVED by Councillor Driedger

That the Northwest Species at Risk discussion be received for information.

CARRIED UNANIMOUSLY

CLOSED MEETING:

4. c) Procurement Policy (ADDITION)

MOTION 23-06-549

MOVED by Councillor Peters

Requires Unanimous

That the Procurement Policy discussion be received for information.

CARRIED UNANIMOUSLY

TENDERS:

5. a) River Road Subdivision Phase 4 – Tender Opening

MOTION 23-06-550

MOVED by Councillor Peters

That the River Road Subdivision Phase 4 be re-advertised and retendered with new completion dates and other amendments.

CARRIED

MOTION 23-06-551

MOVED by Councillor Bateman

That the Flood Recovery Steering Committee be authorized to open and review the Flood Mitigation MIT-23-004 And MIT-23-005 Request for Proposals and make recommendations to Council at Regular Council Meeting on July 12, 2023.

CARRIED

NOTICE OF MOTION:

20. a) None

NEXT MEETING DATES:

21. a) Next Meeting Dates

Committee of the Whole Meeting
June 27, 2023
10:00 a.m.
Fort Vermilion Council Chambers

Regular Council Meeting
June 28, 2023
10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT:

22. a) Adjournment

MOTION 23-06-552

MOVED by Councillor Derksen

That the Council meeting be adjourned at 4:59 p.m.

CARRIED

These minutes will be presented for approval at the July 12, 2023 Regular Council Meeting.

Josh Knelsen
Reeve

Byron Peters
Interim Chief Administrative Officer

UNAPPROVED



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	July 12, 2023
Presented By:	Byron Peters, Interim Chief Administrative Officer
Title:	TENDERS Culvert Replacement and Other Work - Bridge File 81124

BACKGROUND / PROPOSAL:

MPA Engineering Ltd oversees Mackenzie County’s Bridge Files (BF). Administration worked with MPA on writing a tender for Culvert Replacement and Other Work for BF 81124.

MPA posted the tender on Alberta Purchasing Connection (APC) on June 26, 2023. Submissions were due at the Fort Vermilion County Office by July 11, 2023 by 4:30 p.m.

Work at this site includes the removal and disposal of the existing 2700 mm CSP culvert with a 26.1 m invert length and the installation of a new 1800 mm CSP culvert with a 28.0 m invert length. The crossing is located on a Township Road 1052 over an unnamed tributary to the Bear River, 14 km northeast of Buffalo Head Prairie.

Without limiting the provisions of these Specifications and Contract, the scope of work at this site shall include the following:

- Traffic Accommodation
- Demolition and Disposal of Bridge Structure
- Excavation
- CSP with couplers – Supply - Thermoplastic Polymer Coated
- CSP Assembly
- Backfill
- Roadway Work
- Supply and Placement of Class 1 Heavy Rock Riprap
- Supply and Installation of Rock Lined Ditch Drains (Class 1M)
- Supply and Installation of Erosion Control Barrier (Straw Fibre Roll)
- Supply and Installation of Erosion Control Soil Covering (Type C)

The end date of construction is on or before October 31, 2023.

Author: S Gibson **Reviewed by:** _____ **CAO:** B Peters

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

Estimated Project Costs:

Contract & Materials	\$262,250.00
Contingency	\$ 26,225.00
Engineering	<u>\$ 96,184.00</u>
Total	\$357,709.00

Cost per metre $\$262,250 + \$96,184 \div 28\text{m}$ (length of culvert) = \$12,801

Surveying was required to purchase land needed to install the bridge culvert and to apply for a TFA on the Crown Land portion. Land purchase cost was \$890.00. Surveying invoices have not been received yet.

STIP funding was approved for \$375,000 and MSI funding of \$125,000 for the project.

COMMUNICATION / PUBLIC PARTICIPATION:

Successful candidates will be notified.

POLICY REFERENCES:

FIN025 Purchasing Authority Directive and Tendering Process

RECOMMENDED ACTION:

Motion 1:

Simple Majority Requires 2/3 Requires Unanimous

That the Culvert Replacement and Other Road Work Tenders- Envelope #1 be opened.

Motion 2:

Simple Majority Requires 2/3 Requires Unanimous

That the unqualified Culvert Replacement and Other Road Work Tenders be returned to the senders without opening Envelope #2.

Motion 3:

Simple Majority Requires 2/3 Requires Unanimous

Author: S Gibson Reviewed by: _____ CAO: B Peters

That the Culvert Replacement and Other Road Work Tenders - Envelope #2 be opened for the qualified bidders.

Motion 4:

Simple Majority Requires 2/3 Requires Unanimous

That administration reviews the tenders and return for awarding later in the meeting.

Motion 5:

Simple Majority Requires 2/3 Requires Unanimous

That the Culvert Replacement and Other Road Work contract be awarded to the lowest bidder(s) while staying within budget.

Author: S Gibson **Reviewed by:** _____ **CAO:** B Peters



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	July 12, 2023
Presented By:	Don Roberts, Director of Community Services
Title:	Fort Vermilion Waste Transfer Station Caretaker Contract

BACKGROUND / PROPOSAL:

Administration advertised for the Caretaking Contract at the Fort Vermilion Waste Transfer Station. This is a 36 month contract expiring on July 15th, 2026.

Closing date for the proposal is July 11th, 2023 at 4:30 p.m.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

2022 Operating budget

COMMUNICATION / PUBLIC PARTICIPATION:

POLICY REFERENCES:

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

RECOMMENDED ACTION:

Motion 1

Simple Majority Requires 2/3 Requires Unanimous

That the Fort Vermilion Waste Transfer Station Caretaker Contract Envelope #1 be opened.

Motion 2

Simple Majority Requires 2/3 Requires Unanimous

That the Fort Vermilion Waste Transfer Station Caretaker contract be awarded to the lowest qualified bidder while staying within budget.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	July 12, 2023
Presented By:	Byron Peters, Interim Chief Administrative Officer
Title:	TENDERS River Road Subdivision Phase 4 – Tender Opening

BACKGROUND / PROPOSAL:

Administration acquired Beairsto & Associates Engineering & Survey Ltd. to create a tender for River Road Subdivision Development Phase 4. The tender was reposted on Alberta Purchasing Connection (APC) on June 30, 2023. Submissions were due at the Fort Vermilion County Office by July 11, 2023 by 4:30 p.m.

The scope of work for this 16-lot subdivision development project includes:

- Clearing and site grading
- Removals
- Earthworks
- Road construction
- Drainage construction including ditching and culverts
- Sanitary sewer construction including gravity main and manholes
- Watermain construction
- Lot Servicing
- Traffic accommodation
- Landscaping
- Geotextiles and Erosion Control
- Coordination with shallow utilities

The project is to be complete by November 15, 2023 (minus the shallow utilities, which are expected to be completed in spring 2024).

Author: S Gibson **Reviewed by:** _____ **CAO:** B Peters

The following matrix is to be used for evaluating the qualifying tenders:

Evaluation Criteria	Points	Subtotal
Related Project Experience	Max. 10 Pts.	
Local Vendors Max.	Max. 10 Pts.	
Project Completion Date	Max. 10 Pts.	
Bid Price	Max. 70 Pts.	
Total	100Pts.	

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

The estimated construction costs, determined by a third party, are provided below.

Schedule "A" – Sanitary Sewer System	\$194,000.00
Schedule "B" – Water Distribution System	\$194,575.00
Schedule "C" – Service Connection System	\$167,705.50
Schedule "D" – Site Works	\$48,520.00
Schedule "E" – Road Works	<u>\$384,900.00</u>
Total	<u>\$989,700.50</u>

Other Estimated Costs:

Additional costs for engineering and shallow utilities need to be accounted for in the overall project budget.

COMMUNICATION / PUBLIC PARTICIPATION:

Successful candidates will be notified.

POLICY REFERENCES:

FIN025 Purchasing Authority Directive and Tendering Process

Author: S Gibson Reviewed by: _____ CAO: B Peters

RECOMMENDED ACTION:

Motion 1:

- Simple Majority Requires 2/3 Requires Unanimous

That the River Road Subdivision Phase 4 Tenders- Envelope #1 be opened.

Motion 2:

- Simple Majority Requires 2/3 Requires Unanimous

That the unqualified River Road Subdivision Phase 4 Tenders be returned to the senders without opening Envelope #2.

Motion 3:

- Simple Majority Requires 2/3 Requires Unanimous

That the River Road Subdivision Phase 4 Tenders- Envelope #2 be opened for the qualified bidders.

Motion 4:

- Simple Majority Requires 2/3 Requires Unanimous

That administration review and score the tenders and return for awarding later in the meeting.

Motion 5:

- Simple Majority Requires 2/3 Requires Unanimous

That the River Road Subdivision Phase 4 contract be awarded to highest scoring, qualified bidder while staying within budget.

Author: S Gibson Reviewed by: _____ CAO: B Peters



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	July 12, 2023
Presented By:	Jennifer Batt, Director of Finance
Title:	TENDERS – MIT23-004, MIT23-005 Mitigation Foundation Construction, Electrical & Plumbing

BACKGROUND / PROPOSAL:

June 28, 2023 Council made the following motion

MOTION 23-06-551 **MOVED** by Councillor Bateman

That the Flood Recovery Steering Committee be authorized to open and review the Flood Mitigation MIT-23-004 And MIT-23-005 Request for Proposals and make recommendations to Council at Regular Council Meeting on July 12, 2023.

CARRIED

Two Mitigation Request for Proposals were advertised and tender submissions were due at the Fort Vermilion County office, July 10th, 2023 at 4:30 p.m.

Tenders were opened at the July 11th Flood Recovery Steering committee meeting, reviewed, and the committee are making the following recommendations to Council. Evaluation of request for proposals received will be a handout at the meeting.

OPTIONS & BENEFITS:

Proposals were be evaluated on the following criteria:

Evaluation Criteria	Weight	Score
Project Bid Price	80%	
Local	10%	
Expeience	10%	
TOTAL	100%	

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

COSTS & SOURCE OF FUNDING:

2023 Capital Budget – Mitigation funding

COMMUNICATION/PUBLIC PARTICIPATION:

Request for Proposals were advertised on the Alberta Purchasing Connection, Social Media, and County website.

All bidders will be notified of Council decision.

POLICY REFERENCES:

Policy FIN025 Purchasing Authority Directive and Tendering Process

RECOMMENDED ACTION:

Motion 1 – if required

- Simple Majority Requires 2/3 Requires Unanimous

That all Request for Proposal MIT23-004 tender packages that did not submit required information be returned to the proponents:

-
-

Motion 2

- Simple Majority Requires 2/3 Requires Unanimous

That Request for Proposal MIT23-004 - Crawlspace or basement construction, Electrical and Plumbing services be awarded to the highest scoring bidder.

Motion 3

- Simple Majority Requires 2/3 Requires Unanimous

That Request for Proposal MIT23-005 - Crawlspace or basement construction, Electrical and Plumbing services be awarded to the highest scoring bidder.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	July 12, 2023
Presented By:	Caitlin Smith, Director of Planning & Agriculture
	PUBLIC HEARING
	Bylaw 1301-23
Title:	Land Use Bylaw Amendment to Rezone Plan 212 0513, Block 4, Lots 3-5 and Plan 212 0513, Block 3, Lots 1-5 from Hamlet Residential 1 “H-R1” to Hamlet Residential 2A “H-R2A”

BACKGROUND / PROPOSAL:

Administration has received a request to rezone Plan 212 0513, Block 4, Lots 3-5 and Plan 212 0513, Block 3, Lots 1-5 from Hamlet Residential 1 “H-R1” to Hamlet Residential 2A “H-R2A”

The landowner would like to rezone these properties to provide for, bare-land duplexes. He has also submitted an application for subdivision for these eight (8) lots.

The purpose of the Residential 2A (H-R2A) district is to provide for entry-level dwellings to accommodate small lots within Hamlets. The lots proposed for rezoning are currently regular sized, if subdivision is passed, the lots would be split in half with a half of a duplex on each lot.

Currently these lots are empty.

According to the Land Use Bylaw 1066-17, Section 9.21 states:

Regulations

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

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

Regulation	Standard
DWELLING - DUPLEX	
Width	20.0 m (65.62ft)
Depth	30.5m (100.0ft)

Proposed Bylaw 1301-23 was presented to the Municipal Planning Commission on June 22, 2023, where the following motion was made:

MPC 23-06-102 *MOVED by Erick Carter*

That the Municipal Planning Commission recommend to Council to approve Bylaw 1301-23 being a Land Use Bylaw Amendment to rezone Plan 212 0513, Block 4, Lots 3-5 and Plan 212 0513 Block 3, Lots 1-5 from Hamlet Residential 1 “H-R1” to Hamlet Residential 2A “H-R2A”, subject to public hearing input.

CARRIED

The proposed Bylaw was presented for first reading by Council on June 28, 2023 where the following motion was made:

MOTION 23-06-538 *MOVED by Councillor Braun*

That first reading be given to Bylaw 1301-23 being a Land Use Bylaw Amendment to rezone Plan 212 0513, Block 4, Lots 3-5 and Plan 212 0513, Block 3, Lots 1-5 from Hamlet Residential 1 “H-R1” to Hamlet Residential 2A “H-R2A”, subject to public hearing.

CARRIED

OPTIONS & BENEFITS:

Options are to pass, defeat or table second and third reading

COSTS & SOURCE OF FUNDING:

Costs consisted of advertising the Public Hearing and adjacent landowner letters which were borne by the applicant.

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

COMMUNICATION / PUBLIC PARTICIPATION:

The Bylaw Amendment was advertised as per MGA requirements, this includes all adjacent landowners. The applicant was also required to display a sign on the subject property as per MGA requirements.

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That second reading be given to Bylaw 1301-23 being a Land Use Bylaw Amendment to rezone Plan 212 0513, Block 4, Lots 3-5 and Plan 212 0513, Block 3, Lots 1-5 from Hamlet Residential 1 “H-R1” to Hamlet Residential 2A “H-R2A” subject to public hearing input.

Simple Majority Requires 2/3 Requires Unanimous

That third reading be given to Bylaw 1301-23 being a Land Use Bylaw Amendment to rezone Plan 212 0513, Block 4, Lots 3-5 and Plan 212 0513, Block 3, Lots 1-5 from Hamlet Residential 1 “H-R1” to Hamlet Residential 2A “H-R2A” subject to public hearing input.

Author: J Kramer Reviewed by: C Smith CAO: _____

BYLAW NO. 1301-23
BEING A BYLAW OF MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA
TO AMEND THE
MACKENZIE COUNTY LAND USE BYLAW

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

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

WHEREAS, the Council of Mackenzie County, in the Province of Alberta, has deemed it desirable to amend the Mackenzie County Land Use Bylaw to Plan 212 0513, Block 4, Lots 3-5 and Plan 212 0513, Block 3, Lots 1-5 from Hamlet Residential 1 “H-R1” to Hamlet Residential 2A “H-R2A” to accommodate duplexes.

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

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

Plan 212 0513, Block 4, Lots 3-5 and Plan 212 0513, Block 3, Lots 1-5

Within Mackenzie County, be from Hamlet Residential 1 “H-R1” to Hamlet Residential 2A “H-R2A” as outlined in Schedule “A” hereto attached.

READ a first time this ____ day of _____, 2023.

PUBLIC HEARING held this ____ day of _____, 2023.

READ a second time this ____ day of _____, 2023.

READ a third time and finally passed this ____ day of _____, 2023.

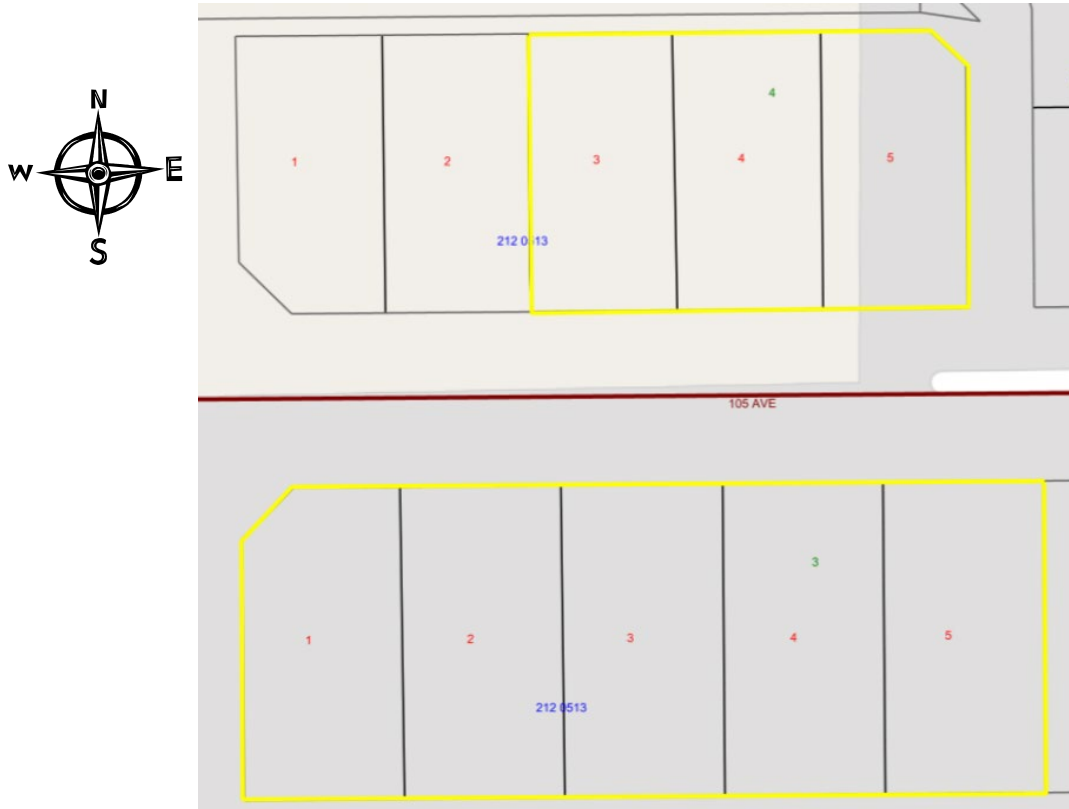
Josh Knelsen
Reeve

Byron Peters
Interim Chief Administrative Officer

BYLAW No. 1301-23

SCHEDULE "A"

1. That the land use designation of the following property known as Plan 212 0513, Block 4, Lots 3-5 and Plan 212 0513, Block 3, Lots 1-5 within Mackenzie County, be rezoned:



FROM: Hamlet Residential 1 "H-R1"

TO: Hamlet Residential 2A "H-R2A"

Mackenzie County LAND USE BYLAW AMENDMENT – REZONING APPLICATION

Name Of Applicant		
Address:		
City/Town		
Postal Code	Phone	Cell
Applicant Email		

Complete only if different from Applicant

Name of Registered Owner 511950 Alberta Limited		
Address: Box 1017		
City/Town LaCrete		
Postal Code T0H-2H0	Phone 780-928-	Cell Section 17 (1)
Owner Email 3750		

Legal Description of the Land Affected by the Proposed Amendment: All or Part of:

QTR./LS.	SEC.	TWP.	RANGE	M.	PLAN	BLK	LOT
					2120513	04	03
					2120513	04	04
					2120513	04	05
					2120513	03	01
					2120513	03	02
						2120513	03 03
						2120513	03 04
						2120513	03 05

Civic Address: _____

Land Use Classification Amendment Proposed:
From: HR1 To: HR2A

Reasons Supporting Proposed Amendment:

I want to provide duplexes on these lots.
In addition to sub-division for these lots.

I have enclosed the required application fee of: 1880.84 Receipt No.: 296953

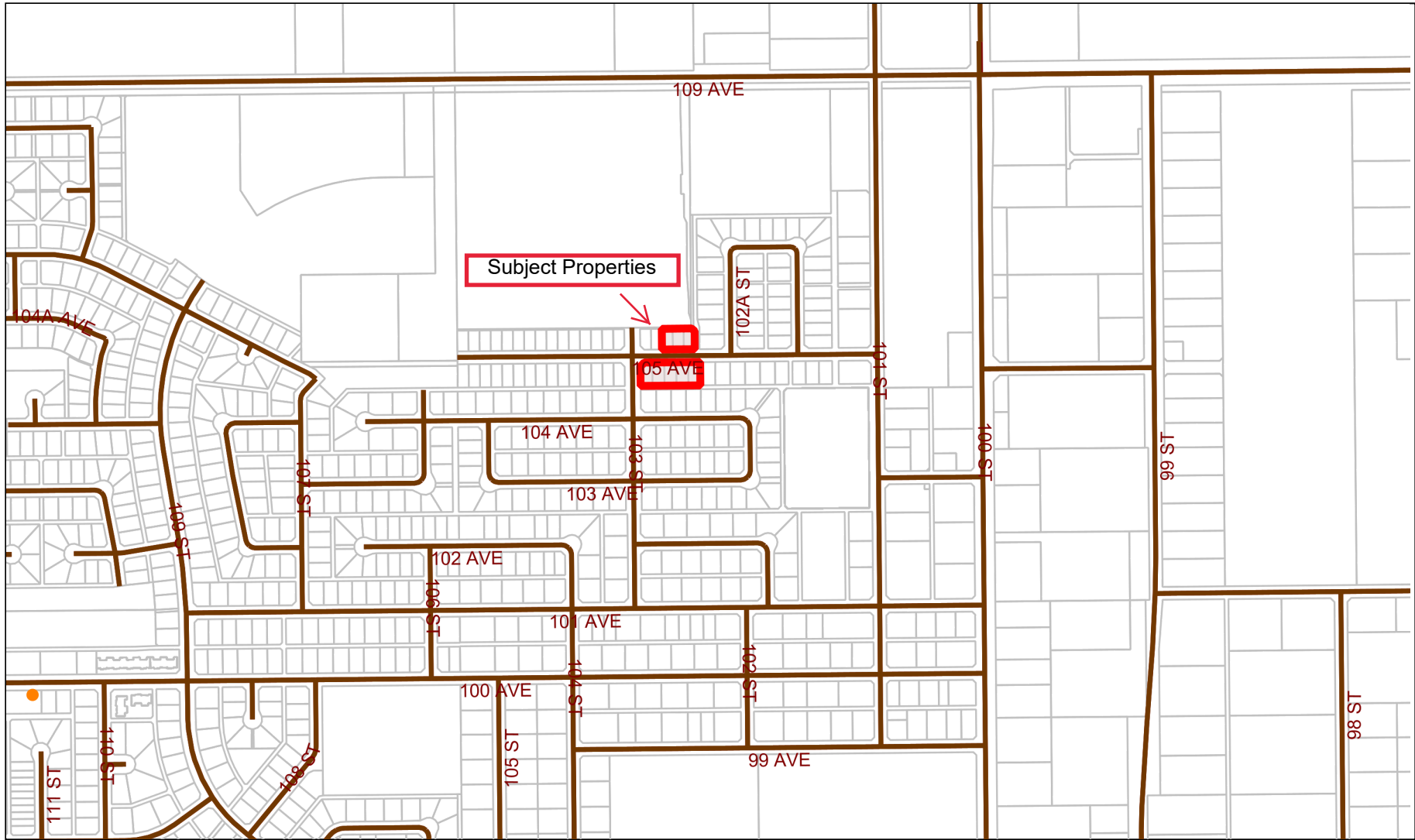
Applicant Signature _____
Section 17 (1)

Date _____
June 19/23
Date _____

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

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





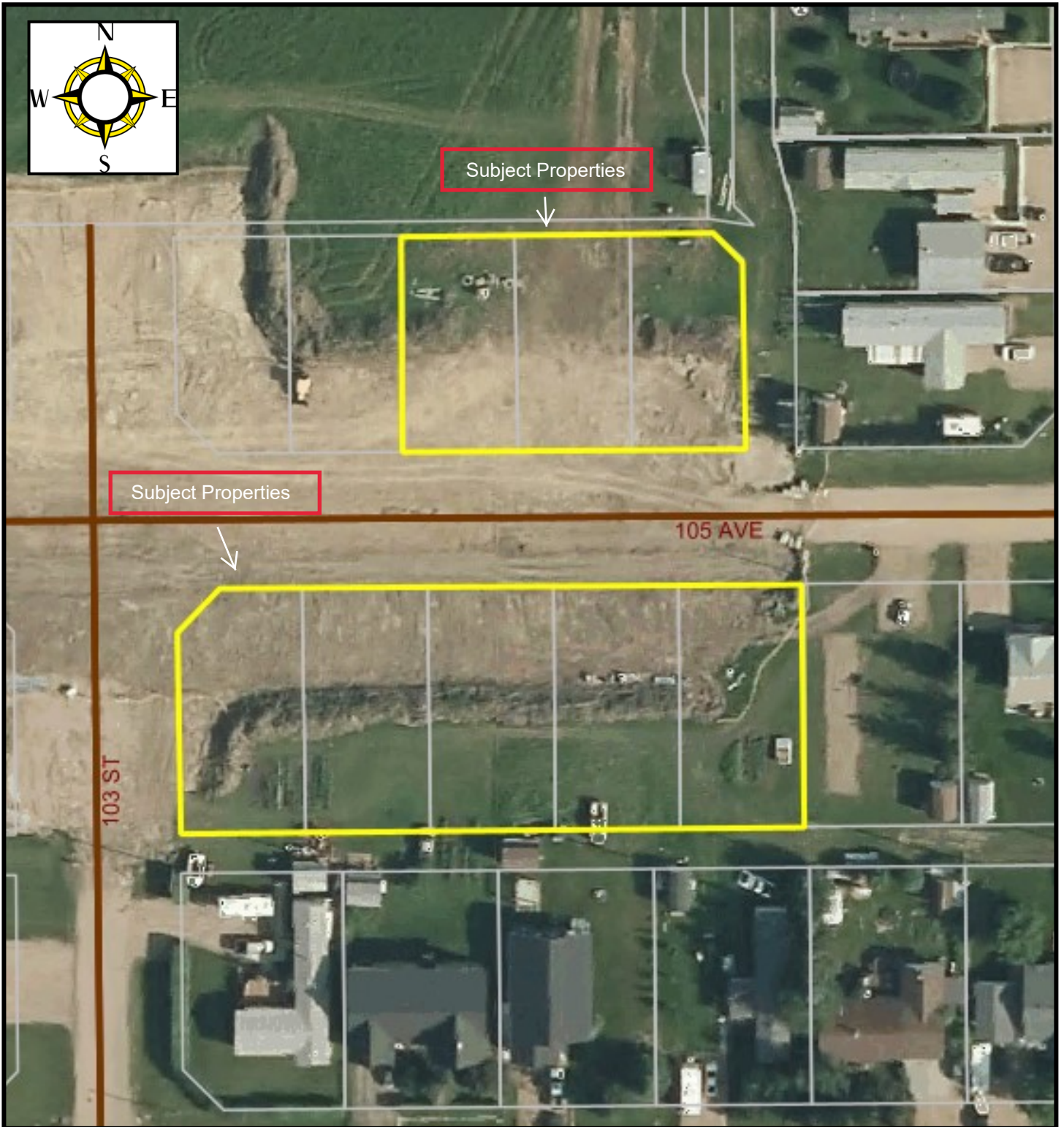
Scale 1: 8,554



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Mackenzie County - Mackenzie County-Bylaw 12xx-23 (Plan 212 0513, Block 4, Lots 3-5 and Plan 212 0513, Block 3, Lots 1-5) Date Issued: 6/20/2023

SUBDIVISION APPLICATION: DRAWING



File Bylaw 12xx-23

NOT TO SCALE

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Mackenzie County

**PUBLIC HEARING FOR LAND USE BYLAW AMENDMENT –
REZONING**

BYLAW 1301-23

Order of Presentation

_____ This Public Hearing will now come to order at _____.

_____ Was the Public Hearing properly advertised?

_____ Will the Development Authority _____, please outline the proposed Land Use Bylaw Amendment – Rezoning and present their submission.

_____ Does the Council have any questions of the proposed Land Use Bylaw Amendment – Rezoning?

_____ Were any submissions received in regards to the proposed Land Use Bylaw Amendment – Rezoning? *If yes, please read them.*

_____ Is there anyone present who would like to speak in regards of the proposed Land Use Bylaw Amendment – Rezoning?

_____ If YES: Does the Council have any questions of the person(s) making their presentation?

_____ This Hearing is now closed at _____.

REMARKS/COMMENTS:



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	July 12, 2023
Presented By:	Byron Peters, Interim Chief Administrative Officer
Title:	CAO & Director Reports for June, 2023

BACKGROUND / PROPOSAL:

The CAO and Director reports for June 2023 are attached for information.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

N/A

Author: L. Flooren **Reviewed by:** _____ **CAO:** _____

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the CAO & Director reports for June, 2023 be received for information.

Author: L. Flooren **Reviewed by:** _____ **CAO:** _____

Monthly Report to Council

For the month of June 2023

From: Byron Peters,

Interim CAO & Director of Projects & Infrastructure

Council Priorities

Program/Activity/Project	Timeline	Comments
Recreation Dispositions	2023	Most survey and applications complete. FNC ongoing for multiple projects. Lots of questions, follow up and coordination. Have received several TCL approvals, two more on the way. We are making steady progress. Development of these sites will be another project and needs to be budgeted for in upcoming years.
Offsite Levies/Municipal Infrastructure	2023	Consolidated offsite levy bylaw currently tabled. Ad-hoc committee currently exploring options on how to proceed Will explore options for grant funding for portions of the project.
Reclamation Projects (gravel and other old dispositions)		Advertised an Expression of Interest (EOI) for partnerships/rec opportunities for the Atlas pit. Crews will be starting with some general cleanup on a couple sites, getting them ready for dirtwork reclamation
Asset Management	Ongoing	Continue to slowly add and define assets. Exploring new ways of prioritizing data collection, and exploring opportunities for contractors to assist with data collection (like make it a condition of approvals for various things to collect and submit the data)
La Crete Airport Renaming	May 22	Renaming ceremony was held on May 22 nd , to Jake Fehr Memorial Airport

Projects, Programs & Activities

Program/Activity/Project	Timeline	Comments
Economic Development	2023/24	1. Looking at ways in which our processes inhibit business and how to allow business to proceed in a way that benefits both them and the community.

		2. Received NRED grant to develop Outdoor Tourism & Rec Strategy. Ph. 1 of this project is well underway, working on defining scope for phase 2.
La Crete Stormwater Master Plan		Developing RFP, plan to advertise and award by September. This project is to evaluate the existing storm system and identify the new basins in La Crete and develop a plan for how that stormwater will be managed.
Gravel – Crushing, prospecting, approvals		Gravel is a complex asset to manage. Environmental regulations have become fairly restrictive, and archaeological and paleontological restrictions are ever increasing. Water act approvals are frequently needed, along with wetland assessments. Full depth of deposits need to be known before AEP will approve the CRP. Reclamation must be staged and completed in sync with crushing before being allowed to continue operations. We are working our way through these requirements on every pit and making good progress, but it is a time-consuming and relatively expensive process. Because of this, we're looking at different ways to increase our efficiency in various aspects of gravel.
Fort Vermilion (Wop May) Airport Recovery	June 2023	Commissioning completed on June 28 th . Some minor deficiencies were notes, but project is effectively complete.
Storm Pond A (LC)	Completion Q4 2022	Project complete. Will construct a game fence on the west side of the pond
LC North Sanitary	Engineering Q2 2023	Design effectively complete. Construction postponed to 2024. Looking at AMWWP funding for a portion of the project.

Personnel Update:

We have a good crew. There are a lot of new staff which means that teaching/learning/mentoring is an ongoing item. Some processes and efficiencies slow down, but there are also new ideas and capabilities added with the new employees.

Other Comments:

It's busy across the organization with construction projects and subdivisions and permits and summer maintenance. Seeing progress on many projects and initiatives gets everyone excited about what we're accomplishing and also what is to come.

Town of High Level has submitted the Annexation Application. We continue to complete a detailed review of the documents and will submit this to the Town and the review board.

We have done some internal training/education sessions for all supervisory staff. It's important that our practices and procedures are consistent across the organization, and that all supervisors understand processes and expectations.

It's been quiet on the inter-governmental front, but we continue to work with the Ministries on priority projects. I believe both Administration and Council have productive working relationships with many of the provincial ministries, and while progress may not be as quick as we would like, that there is a willingness to solve problems and make things happen. We don't seem to be making much headway with Transportation and obtaining their support for bridge funding or other projects, but I'm optimistic that we'll see some investment in our regions infrastructure.

Considering the conditions and scale and size of wildfires across the region, we've been fortunate on the wildfire front. It does take a considerable amount of time to stay current on the conditions and threats and to prepare emergency responses in case things get out of hand. Most of that work falls on Donny, but myself and a few others are regularly involved as well.

Crop and hay conditions across the County have been poor this year. It may be worth looking at the criteria and pros/cons for declaring an agricultural disaster.

Telus is working on the fiber rollout in La Crete. This project has led to a lot of questions, and the Utilities staff have spent a considerable amount of time reviewing drawings and completing locates. We just received the design package for Fort Vermilion as well, and we expect construction to start soon.

Monthly Report to the CAO

For the month of June, 2023

From: Don Roberts,
Director of Community Services

Program/Activity /Project	Comments
Facilities	<p>Early Spring, Council requested Administration co-ordinate an inspection of the Fort Vermilion Recreation Complex roof in order to determine repairs and ongoing yearly maintenance. As per Councils direction, Administration contacted the La Crete recreation Manager to assist in identifying required repairs. It is understood that the la Crete Recreation Board also supported this initiative. The La Crete Manager did the inspection, took pictures and provided recommendations for the repairs and ongoing maintenance. This was passed on to the Fort Vermilion Manager. Repairs consist of ventilation stack repairs, the installation of flashing, and general caulking.</p>
Fish Ponds	<p>Completed for 2023 Budget \$30,000 Remaining \$12,000 Due to the requirement to have fish from southern Alberta inspected for disease, and the order being made in the spring of the year, (orders should be made no later than the Fall of the previous year), Administration could only use a fish supplier from Northern Alberta to provide stock. This supplier didn't have the required number or desired size of fish. If the fish pond initiative is still desired by Council, Administration recommends utilizing remaining funds and order the desired amounts and sizes this Fall to continue with the program.</p>
Janelle's Park	<p>Summer 2023 A first draft of the "Janelle's Park" sign was produced. Once finalized, Grand opening and sign unveiling ceremony will take place. Scheduled for end of end of July. Administration is exploring grant funding opportunities and will be working with the nonprofit.</p>
La Crete Airport Shop	<p>Summer 2023 Ground work is completed. All contractors have been engaged. Contractors have informed Administration that completion will not occur until end of September.</p>

AFRRCS	The Fire Department new Radio communication system was expected to be in place by the end of June have now been delayed until end of July.
Fire	The wildfire that threatened Zama is diminished in level. All structure protection is removed from residents on July 5 th . Structure protection units were called in on June 12 th and received assistance from Kananaskis, Penhold, Flagstaff, Diamond Valley, and Cypress County Fire Services. Fire in the Wadlin Lake area still threatens the campground.

MONTHLY REPORT TO THE CAO

For the Month Ending June 2023

From: Jennifer Batt
Director of Finance

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
2023 Budget Development	Ongoing	2023 Budget development complete. In the process of completing budget book for presentation to Council & ratepayers Continue to investigate funding sources, and opportunities for the County
Provincial Grant Reporting CCBF/MSI...	Complete	Statement of Funding Expenditures for 2022 accepted MSI.
Accounts Payable	Ongoing	Electronic Funds Transfer tested and set up for monthly vendors. Ongoing updates, and additions as required. Payments for all authorized invoices received by June 30th completed.
Accounts Receivable	Ongoing	Invoices sent for all services up to and including June. Collection calls for outstanding accounts ongoing.
Taxation	Ongoing	Tax deadline was June 30 th . Pre-authorized payment agreements continue to be advertised and entered into. Title changes, and updates completed Land titles turn around is 8 weeks
Utilities	Ongoing	Update move in/out Pre-authorized payment agreements Monthly billing and collections Ebiling module update complete Advertised ebilling via social media and website Update Fort Vermilion Hamlet residents utility account for waste bin fee
Mitigation	Ongoing	Meet with multiple residents, admin. re plot plans etc.. Enter into agreements for relocation Communicate with various GOA agencies Review contracts Communicate with legal for resident agreements

<p>Disaster Recovery Program</p> <p><i>2020 Peace River Ice Jam / Overland Flood</i></p> <p>2021 Severe Storm Overland Flooding</p> <p>2022 Rapid Snowmelt – Overland flooding</p>	<p>Ongoing</p>	<p>Continue to complete projects, and gather documentation in preparation of submission to DRP once project complete. All projects to be completed by December 18, 2023</p> <p>Reviewing Chateh road flooding damages and requirements for repair</p> <p>Application approved Provide list of effected areas by project Submit locations repaired and complete On going documentation gathering for projects yet to be completed.</p>
<p>Supply staff to High Level Office every Tuesdays, and 5 additional days in June. Assist departments with budget reporting, and questions. Continue to investigate franchise fee collection, and 2023 grant funding sources and opportunities for the County.</p>		

Monthly Report to the CAO

For the month of June, 2023

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	Q4 2023	O2 has been given direction to make changes as discussed with Council. Administration is actively working towards a Public Hearing in August. Council input is appreciated and is necessary in order to finalize this document. The newest revised version is available for Council.

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
La Crete Area Structure Plan	Q2 2023	Administration is creating a scope of work for the RFP.
100A Street Land Acquirement (Future Main Street Widening in La Crete)	Q2 2023	All adjacent landowners are in the process of signing their offers to purchase.

Personnel Update:

The Environmental Planner has left for parental leave and this position is advertised. The Temporary Planning Assistant position is vacant and advertised.

With the current vacancies, duties have been split throughout the department and myself while positions are being filled. All staff are cross trained to take on additional tasks. Once filled there will be a training period and I will be the lead for all multi-lot subdivisions this summer.

Other Comments:

There is no slow-down in sight in terms of development; we are over 150 development permits and 35 subdivision applications. This is an increase from last year this time. Administration constantly relay calls and inquiries regarding all forms of development including rezoning applications.

Administration is working on several disposition applications, renewals, and ensuring that all our lease agreements are up to date.

We have received the offer to purchase for the South of High Level lands and we are negotiating with AT as directed. At this time, there are 6 TCL applications submitted and we have received 4 back; the Fort Vermilion Bridge campground, Hutch Lake campground, Wadlin Lake campground, and the La Crete Ferry campground.

All other outstanding disposition requests are waiting for FNC numbers.

The North of Zama lands FNC has received adequacy; we are awaiting next steps to proceed.

We have successfully received a TFA for the Talbot Lake site and we are hoping to have the disposition in place once FNC is complete.

Administration is supporting REDI with their site readiness project.

I have had several meetings with developers this past month regarding multi-lot subdivisions. Most developers are interested in doing small phases of work in La Crete to keep costs at a minimum. We are hoping to conduct some inspections next month for CCC/FAC for urban subdivisions.

I spoke with the Chair of the Developer Ad Hoc committee and he feels that the members are too busy with projects for a meeting prior to September.

We are supporting a third-party utility provider with their planned infrastructure upgrades.

The Ag department has been dealing with beaver concerns, weed inspecting and doing pump deliveries. Initial calls and notifications are going out to landowners with weeds. The weed inspector is done with the first round of inspections and will be starting again, revisiting properties. We are working towards updating the ASB Business Plan.

REPORT TO CAO

July 4th, 2022

From: Landon Driedger, Agricultural Fieldman

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Roadside Spraying	June-July 2023	Roadside Spraying will commence June 12 th . Ditches south of the river to Airport road will be sprayed this year. The do not spray registration deadline is May 31 st . The main miscommunication from Organic farmers is that if they register a field once and have signs up that they should be exempt from spraying yearly. I attended the Organic conference this April to reiterate that we refresh our spray maps yearly and only the fields registered that spring will be exempt. I also reminded producers that this is a optional program for the county, not mandatory.
Weed Inspection	2023	Revised Weed Policy approved by Council including new weed inspection matrix chart. Atlas gravel pit was sprayed on June 5 th to control the outbreak of scentless chamomile. 2021-2022 spot sprays of chamomile, toadflax and white cockle were inspected this month and no plants were detected. I also met with Paul Catt and discussed highway weed control and am pleased with the game plan. The safety concerns of sweet clover growth on road shoulders inhibiting vision is a high priority for both parties.
Ag Land Development Proposals	2023	Four land parcels were tendered for bid this spring: Fittler pit SW 239 acres awarded to Ernie Driedger. Eek land 22 acres awarded to Cole Smith. La Crete Lagoon 12 acres awarded to Jake Reimer Buffalo Head fill station received no bids and Peace Country Gleaners did not accept offer.

Alberta Irrigation Districts Conference and Mackenzie County Watershed Seminar	February and March, 2023	Myself and ASB members at large attended A.I.D Conference in Calgary on February 8 th . The goal was to find information and contacts to enhance the prospect of an irrigation district in Mackenzie County. On March 17 th Mackenzie County hosted an Watershed information session. The speakers were Ryleigh-Raye Wolfe and Myself who talked about Mackenzie County's role in spring runoff, Adam Norris on riparian zone protection, Mike Head on Dugout irrigation, Matt Casselman introduced the thought of tile drainage, Scott Boorman on the irrigation application process and Peter Fehr did a presentation about setting up Irrigation on their farm. The session was very well received with a lot of great discussion and ideas. The intent with this day was to turn the thoughts away from drainage to water retention for farmers.
Seed Cleaning Plant Inspections	Winter 2022	Frontier Seed Cleaning Plant was inspected on December 6 th . Efficiency was 93%. The High Level Plant was inspected on March 16 and got 82%. Sunrise Mobile plant was inspected in December, with an efficiency rating of 93%.
Shelterbelt Program	June, 2023	Shelterbelt seedlings were picked up on June 8 th and most of them have been distributed to area ratepayers. About 90% of the seedling order was filled. Supplier was Woodmere Nursery in Fairview.
VSI Program & Veterinary Subsidy	2023	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	June, 2023	The water pumping program commenced on April 1 st . Fall is the busy rental season. The program ends on October 31 st . The rental rates double on November 1 st . So far this year there have been 5 rentals.
Roadside Mowing	2023	Roadside Mowing will start on July 11 th , completion is August 15 th . All roads south of the Peace River will receive a full width cut, roads north of the Peace River will receive a single pass (15 ft.) cut.

		New four-year contracts were tendered out this spring. The High Level, Rocky Lane and Buffalo Head/Blue Hills contracts were awarded to Northwest Mowing and the 88 connector/Fort Vermillion contract awarded to Cross Country Mowing.
Spring Flood Control Channel Maintenance	2023	Local contractors were hired to open flood control ditches with excavators to assist with spring runoff in some areas of the County.
Erosion Control/Repair	2023	Andy Banman fixed the 15-5 erosion in house and gabion rock is being screened to be placed as erosion prevention. All new roads and drainage ditches that could be seeded with truck have been due to ATV ban. The rest will get seeded in the next few weeks with a quad.

Capital Projects

Projects	Timeline	Comments

Personnel Update:

The Assistant Agricultural Fieldman position has been abolished.

Clairese Friesen has returned in her role as Seasonal Weed Inspector.

Other Comments:

REPORT TO THE CAO

For June 2023

From: Louise Flooren, Manager of Legislative & Support Services

Council

- Preparing for various meetings of Council, correspondence, conferences, etc.

Appeal Boards

- Received 1 appeal and ratepayer withdrew after discussing with assessor, the deadline for Assessment Appeals is July 24, 2023.

Bylaws/Policies/Reports/Publications:

- Update of recent Policies, Bylaws as approved by Council.
- Reviewing Bylaws for accuracy and updating DocuShare and internal drives, working with departments to confirm status of Bylaws and policies.
- Reviewing Policies to ensure accuracy, including working documents.

Communications:

- Departments have been creating their own ads and we are still working on few adjustments for the process.
- Wearing apparel program ordered on June 5 and awaiting completion.
- Annual Report draft given to Council at the end of June to review.
- Administrative Assistant is working on updating the website to current forms, links and information. She is also working with Canva and the social media posts alongside departments requests, assisting the HR department with safety orientations, training records, orientation preparations etc.

Human Resources/Records/IT

- Human Resources (HR) – Responding to employee inquiries, advertising for various positions, interviews and orientation.
- There are currently 8 employment advertisements, 2 permanent positions and 6 term, seasonal and casual.
- 5 orientations have been completed.
- HR is working on updating HR003 – Workplace Violence and Harassment Policy
- 1026 Land Files have been uploaded to DocuShare to date (Term positions)
- 13 boxes of backlog and 10 current boxes have been digitally scanned and filed. Records received 19 boxes from 2022 in June.
- IT has been very busy with maintenance and connections. Facilitated the installation, configuration, and staff orientation of the La Crete Xerox Units.
- Working with Canoe Procurement for better public sector pricing.
- IT Long Term Items – Security – Updating our security profiles at all locations, Supernet/Internet/Communications – Investigating other options and in contact with multiple vendors for transition in the future, Servers – End of support services due to end of life and working to bring versions up to a new standard, working on larger files and storage.
- IT has replaced the La Crete Xerox D125 and HP775 replacement in June.

Other:

- Welcome to Sydney McMann to the permanent Administrative Assistant position for Legislative & Support Services.
- There were two term positions for the Records Management Administrative Assistant position, one of whom transferred to a different role and we have extended the remaining employee's term date to the end of 2023 as the budget allowed room for the extension.
- Training and Assisting the Human Resources Coordinator.
- Working with the Health and Safety Committee in multiple areas for improvement which include incident reporting, form updates, Directives, Job Hazard & Communication, CAO Recommendations and follow-ups.
- Implementing Administrative Training as there are 4 administrative Assistants that have started in the last 6 months.



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	July 12, 2023
Presented By:	Jennifer Batt, Director of Finance
Title:	High Level Agricultural Society – Multiuse Arena Funding Request

BACKGROUND / PROPOSAL:

Administration has received a grant request from the High Level Agricultural Society to approve funds to assist in the construction of a new 120’ x 200’ multiuse arena.

“The addition of an indoor arena of this size will allow for a multitude of events to be held in the area, throughout the year, bringing tourism opportunities from both within the region and outside”

As the Agricultural Society has the capacity to complete this project a year ahead of schedule, and the County’s Not for Profit grant request deadline for 2024 funding may delay the construction, the High Level Agricultural Society is requesting that Council consider funding their request of \$100,000 in 2023, and they will forgo any request for the 2024 year.

The anticipated expense for construction, including the first year of operation is \$1,001,421 which the High Level Agricultural Society has received funding to date of \$478,366 :

- \$132,291 by other grants,
- \$313,575 fundraising, and
- \$32,500 in donations.

The High Level Agricultural Society anticipates an additional \$423,055 from other sources, leaving a shortfall of \$100,000 funding to complete this project. If Council approved the funding request the High Level Agricultural Society will be able to have the project fully funded, and complete the project in 2024.

Attached is the request letter dated June 29, 2023.

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

OPTIONS & BENEFITS:

Option #1:

That Council approve the High Level Agricultural Societies request of \$100,000 for the Indoor arena/Multiuse facility, with funding coming from the General Operating Reserve.

Benefit:

That the Indoor arena/Multiuse facility will be completed in 2024, making it available a year sooner than anticipated for community events throughout the year, bringing tourism opportunities from both within the region and outside.

Option #2

That Council request the High Level Agricultural Society submit a grant request for the 2024 budget year for consideration, to assist in funding the Indoor arena/Multiuse facility.

COSTS & SOURCE OF FUNDING:

General Operating Reserve.

COMMUNICATION / PUBLIC PARTICIPATION:

Administration to communicate Councils decision with the High Level Agricultural Society.

POLICY REFERENCES:

FIN013 – Community Organization Funding

RECOMMENDED ACTION:

- Simple Majority
- Requires 2/3
- Requires Unanimous

That in lieu of consideration for 2024 grant funding, that the 2023 Operating Budget be amended to include \$100,000 for the High Level Agricultural Societies Indoor arena/Multiuse facility, with funding coming from the General Operating Reserve.

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

High Level Agricultural Society

Box 1530

High Level, Alberta T0H 1Z0

June 29, 2023

Mackenzie County

The High Level Agricultural Society would like to request a grant of \$100,000 towards our new indoor arena at the High Level Rodeo Grounds. This project was planned to be completed in 2 phases, and not complete until 2025/2026, however due to some unforeseen large donations and extra fundraising efforts, the project could be substantially completed in the spring of 2024. The building package cost of \$451,500 has already been paid for in full and is due to arrive in late July of 2023. We are now fundraising for the remaining cost associated with the construction of the building. The addition of an indoor arena of this size will allow for a multitude of events to be held in the area, throughout the year, bringing tourism opportunities from both within the region and outside. Due to the timing of the project and the Mackenzie Counties grant timelines, we would like to request that this grant be considered for the 2023 year, and we will not apply for a grant in the 2024 upcoming grant intake. A full budget of the complete project is attached for your information. Thank you for your consideration in this matter



Jacquie Bateman

Treasurer

120' X 200' Steel Structure	Currently	To be Completed	
	Fundraising For	As Allowed By Funding	
<u>EXPENSES</u>			
Building	\$ 451,500.00		
Construction		\$ 185,000.00	
Insulation		\$ 86,921.00	
Doors		\$ 30,000.00	
Footings & Base Ground Work	\$ 50,000.00		
Sand for Top Layer of Arena		\$ 20,000.00	
Electrical		\$ 70,000.00	
Heating & Plumbing		\$ 60,000.00	
1st Operational Expenses		\$ 48,000.00	
TOTAL PROJECTED EXPENSES	\$ 501,500.00	\$ 499,921.00	\$ 1,001,421.00
	Secured	Fundraising Or	
		Applied For	
<u>INCOME</u>			
2021 Heifer Raffle	\$ 4,115.16		
2022 Heifer Raffle	\$ 78,241.00		
2023 Heifer Raffle		\$ 84,050.00	
2022 Casino	\$ 33,000.00		
2022 Raffles	\$ 18,839.00		
2023 Raffles	\$ 13,240.00		
2021 Fundraising	\$ 62,650.84		
2022 Fundraising	\$ 35,914.00		
2023 Fundraising	\$ 47,574.94	\$ 94,934.04	
Richardson Foundation	\$ 100,000.00		
Town of High Level Tourism Levy	\$ 30,000.00		
Northern Steel Donation	\$ 30,000.00		
Sign Sales fundraising	\$ 20,000.00	\$ 100,000.00	
Other Donations & Sponsors	\$ 2,500.00	\$ 12,135.00	
Interest	\$ 2,291.33		
CFEP Alberta		\$ 125,000.00	
Mackenzie County		\$ 106,935.69	
	\$ 478,366.27	\$ 523,054.73	\$ 1,001,421.00
Shortfall of current portion	\$ 23,133.73		\$ -

MACKENZIE COUNTY

Title	COMMUNITY ORGANIZATION FUNDING	Policy No:	FIN013
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Legislation Reference	Municipal Government Act, Section 248
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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 15th 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

Meeting:	Regular Council Meeting
Meeting Date:	July 12, 2023
Presented By:	Jennifer Batt, Director of Finance
Title:	High Level Agricultural Society – Project Funds Reallocation Request

BACKGROUND / PROPOSAL:

Administration has received a request from the High Level Agricultural Society to approve the reallocation of previously approved project funds toward the new multiuse arena. The Agricultural Society has been able to obtain either volunteer equipment, or donations towards the current projects, and request that the funds be used towards the development of the arena. (attached)

Request:

Project Name	Approved Budget
Mower	\$ 2,035.69
Cooler	\$1,500.00
Roping Dummy	\$3,400.00
TOTAL	\$6,935.69

OPTIONS & BENEFITS:

Option #1:

That Council approve the High Level Agricultural Societies request to reallocate \$6,935.69 from the noted projects, to the New Multiuse Arena project.

Benefit:

The High Level Agricultural Society has received donated items to use, and reallocating funds will assist in the New Multiuse Arena being completed.

Option #2

Deny the request to reallocate funds.

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

COSTS & SOURCE OF FUNDING:

Currently funded from 2023 and previous year budget.

COMMUNICATION / PUBLIC PARTICIPATION:

Administration to communicate Councils decision with the High Level Agricultural Society.

POLICY REFERENCES:

FIN013 – Community Organization Funding

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the High Level Agricultural Societies request to reallocate \$6,935.69 from the Mower, Cooler, and Roping Dummy projects, to the New Multiuse Arena project be approved.

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

High Level agricultural Society

Box 1530

High Level, AB T0H 1Z0

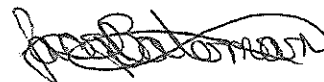
June 27, 2023

Mackenzie County

Attention: Jenn Batt

The High Level Agricultural Society would like to request that the remaining grant monies that we currently hold be transferred to the new arena costs. We are currently holding \$6935.69 which consists of \$2035.69 for the purchase of a mower, \$1500.00 for the purchase of a cooler, and \$3400.00 for the purchase of a roping dummy. These are the only items that have not been purchased by the society to date, as we have found means or have received donated items to use for the time being. Our building package is already purchased in full (\$451500.00) which will arrive in late July 2023. We are currently working on raising the \$50,000 for the ground/base work for the building, and are currently \$23133.73 short of having that completed in July 2023. Moving the \$6935.69 to the Ground/Base work and the proceeds from of annual Heifer Raffle will allow us to have that completed this year, and we will continue fundraising for the building construction (\$185000.00 throughout the remainder of 2023 and early 2024, with a projected start of construction in the early spring of 2024.

Thank You



Jacquie Bateman

Treasurer

MACKENZIE COUNTY

Title	COMMUNITY ORGANIZATION FUNDING	Policy No:	FIN013
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Legislation Reference	Municipal Government Act, Section 248
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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;
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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

Meeting:	Regular Council Meeting
Meeting Date:	July 12, 2023
Presented By:	Jennifer Batt, Director of Finance
Title:	Bylaw 1295-23-Local Improvement Tax- 105 Ave Asphalt

BACKGROUND / PROPOSAL:

At the May 31, 2023 Regular Council Meeting the following motion was made:

MOTION 23-05-479 **MOVED** by Councillor Driedger
Requires 2/3

That the 2023 Capital Project Budget be amended to include the Asphalt Paving 105 Avenue Project in the amount of \$52,944, with \$9,763 coming from Local Improvement Tax, and \$43,181 from Road Reserve.

CARRIED

Administration has reached out to the benefitting owners and both landowners have requested to pay the Local Improvement Tax in a single payment.

Administration has prepared a bylaw for first reading (attached). Subsequent to receiving first reading, the bylaw will be advertised and appropriate documentation will be sent to the benefitting land owners.

OPTIONS & BENEFITS:

Approximately a 95 metre portion of 105 Avenue within the hamlet has been without pavement. As this is an upgrade, a local improvement tax is proposed.

COSTS & SOURCE OF FUNDING:

Road Reserve \$43,181
 Local Improvement Tax \$9,763

Author: S Gibson **Reviewed by:** _____ **CAO:** _____

COMMUNICATION / PUBLIC PARTICIPATION:

Advertise bylaw in local newspaper and on County Facebook page.
Appropriate documentation to be sent to benefitting owners.

POLICY REFERENCES:

Policy FIN018- Local improvement Tax Application

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the first Reading be given to Bylaw 1295-23, being a bylaw authorizing imposition of a local improvement to the benefitting properties for construction of an Asphalt Overlay on 105 Ave from 99 Street east for 95 metres for: Plan 0524622, Block 21, Lot 2, Plan 0524622, Block 23, Lot 1, Plan 0124347, Block 21, Lot 1, in the hamlet of La Crete.

Author: S Gibson Reviewed by: _____ CAO: _____

BYLAW NO. 1295-23

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

**TO IMPOSE A LOCAL IMPROVEMENT TAX
FOR THE CONSTRUCTION OF ASPHALT OVERLAY ON
105th AVENUE FROM 99TH Street East
IN THE HAMLET OF LA CRETE**

This bylaw authorizes the Council of MACKENZIE COUNTY to impose a local improvement tax in respect of all the lands that directly benefit from the construction of Asphalt Overlay on 105th Avenue from 99th Street east for 95 metres. The benefiting properties are being described as Plan 0524622, Block 21, Lot 2, Plan 0524622, Block 23, Lot 1, Plan 0124347, Block 21, Lot 1 in the Hamlet of La Crete.

WHEREAS, the Council of Mackenzie County in the Province of Alberta has deemed it advisable to charge a local improvement charge for construction of Asphalt Overlay on 105th Avenue from 99th Street East for 95 metres for Plan 0524622, Block 21, Lot 2, Plan 0524622, Block 23, Lot 1, Plan 0124347, Block 21, Lot 1 in the Hamlet of La Crete; and

WHEREAS, the Council of Mackenzie County in the Province of Alberta, duly assembled, has decided to issue a Bylaw pursuant to Section 397 of the Municipal Government Act to authorize a local improvement tax levy to pay for the Asphalt Overlay on 105th Avenue from 99th Street east for 95 metres for Plan 0524622, Block 21, Lot 2, Plan 0524622, Block 23, Lot 1, Plan 0124347, Block 21, Lot 1 in the Hamlet of La Crete; and

WHEREAS, the Local Improvement Plan has been prepared and the required notice of the project given to benefiting owners in accordance with the attached Schedule "A", and no sufficient objection to the construction of Asphalt Overlay on 105th Avenue from 99th Street east for 95 metres for; Plan 0524622, Block 21, Lot 2, Plan 0524622, Block 23, Lot 1, Plan 0124347, Block 21, Lot 1 in the Hamlet of La Crete has been filed with the Chief Administrative Officer of Mackenzie County; and

WHEREAS, plans and specifications have been prepared and the sum of Forty Three Thousand Sixty Four Dollars and Ten Cents is required to construct an Asphalt Overlay on 105th Avenue from 99th Street east for 95 metres for; Plan 0524622, Block 21, Lot 2, Plan 0524622, Block 23, Lot 1, Plan 0124347, Block 21, Lot 1 in the Hamlet of La Crete. The said project is subject to the local improvement charge of which 70% will be paid by Mackenzie County and 30% will be collected by way of local improvement assessment as follows:

Mackenzie County	\$30,144.87	70%
Benefiting Owners	\$12,919.23	30%
Total Cost	\$43,064.10	100%

WHEREAS, all required approvals for the project have been obtained and the project is in compliance with all Acts and Regulations of the Province of Alberta.

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

1. That for the purpose of completing Asphalt Overlay on 105th Avenue from 99th Street east for 95 metres for; Plan 0524622, Block 21, Lot 2, Plan 0524622, Block 23, Lot 1, Plan 0124347, Block 21, Lot 1 in the Hamlet of La Crete, the sum of Twelve Thousand Nine Hundred Nineteen Dollars and Twenty Three Cents (\$12,919.23); be collected by way of a single payment, uniform local improvement tax rate assessed against the benefiting owners as provided in **Schedule A** attached.
2. The local improvement tax will be collected as a single payment against the benefiting owners in the amount of Twelve Thousand Nine Hundred Nineteen Dollars and Twenty Three Cents (12,919.23).
3. The net amount levied under the bylaw shall be applied only to the local improvement project specified by this bylaw.
4. This bylaw shall come into force and take effect upon receiving third and final reading thereof.

READ a first time this ____ day of _____, 2023.

READ a second time this ____ day of _____, 2023.

READ a third time and finally passed this ____ day of _____, 2023.

Josh Knelsen
Reeve

Byron Peters
Intern Chief Administrative Officer

Schedule A
Bylaw No. 1261-22

Asphalt Overlay on 105th Avenue from 99th Street east for 95 metres, Hamlet of La Crete at 100% of the 30% imposed on benefiting owners.

Lot	Block	Plan	Front	Rear	Average
2	21	0524622	63.14	91.14	77.14
1	21	0124347	31.88	29.96	30.92*
					<u>108.06</u>

Lot	Block	Plan	Front	Rear	Average
1	23	0524622	95.01	91.85	93.43
					<u>201.49</u>

*Owned by Mackenzie County

Total Assessable Frontage (meters)	201.49m
Total Assessment per Front Meter of Frontage	\$64.12
Annual Unit Rate Per Front Meter of Frontage to be payable for a period of 1 year payment	\$19.54
Total Yearly Assessment Against All Above Properties	\$12,919.23



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	July 12, 2023
Presented By:	Jennifer Batt, Director of Finance
Title:	Borrowing Bylaw 1299-23 – PLS 140031 – South of High Level Lands

BACKGROUND / PROPOSAL:

At the May 31, 2023 Regular Council Meeting the following motion was made:

MOTION 23-05-466
Requires 2/3

MOVED by Councillor Wardley

That the 2023 Capital Budget be amended to Include PLS 140031 – South of High Level Lands Project with \$1,313,858 with funding coming from debenture borrowing.

CARRIED

At the June 6, 2023 Regular Council Meeting the following motion was made:

MOTION 23-06-499
Requires 2/3

MOVED by Councillor Braun

That first reading be given to Bylaw 1299-23 being the borrowing bylaw for PLS 140031 – South of High Level Lands.

CARRIED

As required under Section 231, and 251 of the Municipal Government Act, the borrowing bylaw was advertised from June 22 – July 10th, and no petitions have been received to date.

The next application deadline is July 29, 2023, this report is seeking the second and third reading reading of the required borrowing bylaw.

A request to approve the amended bylaw in the second reading is being proposed, as interest rates have changed since first reading, and an error in naming the project within the bylaw has been identified.

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

OPTIONS & BENEFITS:

In accordance with the *Municipal Government Act* (MGA) and the requirements of the Alberta Capital Finance Authority, specific processes must be undertaken to ensure that the municipality has obtained all approvals required for the project and has complied with all applicable legislation, statutes and regulations. This report summarizes the general requirements that must be met.

The municipality must comply with Section 251, and 258 of the MGA since the proposed borrowing exceeds five (5) years. The proposed bylaw is attached to this report. At this time administration is seeking second and third reading of the bylaw as public notification has taken place.

The attached bylaw details all requirements under the MGA. Generally, the rate details in the bylaw are presented at higher than expected borrowing rates to account for potential rate up turns prior to actual borrowing dates. The Alberta Capital Finance Authorities current 10-year rate is 4.96%, Administration will seek out the best market rate available at the time the funds are needed.

COSTS & SOURCE OF FUNDING:

The 2023 and future years Operating Budgets will provide for the interest and repayment of the borrowed amount. The estimated costs for borrowing would be approximately \$168,242.16 in 2024.

Although this will require new borrowing, overall, the total financing costs of the municipality has declined due to other borrowings being fully repaid in 2021 and 2022. The municipality will also continue to be significantly below the borrowing limits established by Alberta Municipal Affairs.

COMMUNICATION / PUBLIC PARTICIPATION:

POLICY REFERENCES:

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

RECOMMENDED ACTION:

Motion #1

Simple Majority Requires 2/3 Requires Unanimous

That second reading, with amendments be given to Bylaw 1299-23 being the borrowing bylaw for PLS 140031 – South of High Level Lands as presented.

Motion #2

Simple Majority Requires 2/3 Requires Unanimous

That third reading, with amendments be given to Bylaw 1299-23 being the borrowing bylaw for PLS 140031 – South of High Level Lands as presented.

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

BYLAW NO. 1299-23
BEING A BYLAW OF THE
MACKENZIE COUNTY
(hereinafter referred to as “the County”)
IN THE PROVINCE OF ALBERTA

This bylaw authorizes the Council of the County to incur indebtedness by the issuance of debenture(s) up to a maximum of \$1,313,858, for the purpose of financing the purchasing of land south of High Level for future industrial development along the rail line known as “PLS 140031-South of High Level Lands Project”

WHEREAS, the Council of the County has decided to issue a bylaw pursuant to the Municipal Government Act, R.S.A. 2000 c.M-26, Section 258 to authorize the financing of the purchase of land south of High Level along the rail line as approved by Council in capital expenditures; and

WHEREAS, plans and specifications have been prepared and the total cost of the project is estimated to be \$1,313,858; and

WHEREAS, in order to complete the project, it will be necessary for the County to borrow the sum of \$1,313,858 for a period not to exceed TEN (10) years, from the Alberta Capital Finance Authority or another authorized financial institution, by the issuance of debentures and on the terms and conditions referred to in this bylaw; and

WHEREAS, the estimated lifetime of the project financed under this bylaw is equal to, or in excess of FIFTEEN (15) years; and

WHEREAS, the principal amount of the outstanding debt of the County at December 31, 2022 is \$11,363,671 and no part of the principal or interest is in arrears; and

WHEREAS, all required approvals for the project have been obtained and the project is in compliance with all *Acts* and *Regulations* of the Province of Alberta.

NOW, THEREFORE, THE COUNCIL OF THE COUNTY DULY ASSEMBLED, ENACTS AS FOLLOWS:

1. That for the purpose of purchasing land south of High Level for future industrial development along the rail line for the sum of **One Million and Three Hundred Thirteen Thousand and Eight Hundred Fifty Eight Dollars (\$1,313,858)** be borrowed from the Alberta Capital Finance Authority or another authorized financial institution by way of debenture on the credit and security of the County at large.

2. The proper officers of the County are hereby authorized to issue debenture(s) on behalf of the County for the amount and purpose as authorized by this bylaw, namely the purchase of land south of High Level for future industrial development along the rail line.
3. The County shall repay the indebtedness according to the repayment structure in effect, namely annual or semi-annual equal payments of combined principal and interest instalments not to exceed TEN (10) years calculated at a rate not exceeding the interest rate fixed by the Alberta Capital Finance Authority or another authorized financial institution on the date of the borrowing, and not to exceed ~~FIVE (5%)~~ TEN (10%) percent.
4. The County shall levy and raise in each year municipal taxes sufficient to pay the indebtedness.
5. The indebtedness shall be contracted on the credit and security of the County.
6. The net amount borrowed under the bylaw shall be applied only to the project specified by this bylaw.
7. This bylaw comes into force on the date it is passed.

READ a first time this ____ day of _____, 2023.

PUBLICLY ADVERTISED on the ____ day of _____, 2023

READ a second time this ____ day of _____, 2023.

READ a third time and finally passed this ____ day of _____, 2023.

Joshua Knelsen
Reeve

Byron Peters
Interim Chief Administrative Officer



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	July 12, 2023
Presented By:	Louise Flooren, Manager of Legislative & Support Services
Title:	Councillor Expense Claims

BACKGROUND / PROPOSAL:

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

A copy of the following councillor Honorariums and Expense Claims will be presented at the meeting:

- June – All Councillors excluding Councillor Derksen, Councillor Driedger, Deputy Reeve Sarapuk.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

2023 Operating Budget

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

1272-22 Honorariums and Expense Reimbursement Bylaw

Author: T. Thompson **Reviewed by:** L. Flooren **CAO:** _____

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the Councillor Expense Claims for June 2023 be received for information.

Author: T. Thompson **Reviewed by:** L. Flooren **CAO:** _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	July 12, 2023
Presented By:	Byron Peters, Interim Chief Administrative Officer
Title:	Special Council Meeting Request for Tender Awarding

BACKGROUND / PROPOSAL:

Administration is requesting a Special Council Meeting for tender awarding on August 2nd, 2023.

Helix Engineering Ltd. has prepared a tender for 101 St/109 Ave Intersection Upgrade and the 109 Ave Traffic Lights. The tender is expected to be posted on Alberta Purchasing Connection (APC) no later than July 14, 2023. Submission would be due by July 28th at 2:00 p.m. for a public opening of the bids.

The 101 St/109 Ave intersection will have the sidewalk realigned for the crosswalks to correspond with the proper crossing paths and signal traffic lights.

Helix Engineering has included plans in the tender for completing the crosswalks at 94 Avenue and 100 Street. Currently there are only two crosswalk sections, on the west side of the intersection and the north side. On the west side of the intersection, the crosswalk on the south end does not line up with the concrete pad. This project is included in the tender as a deletable and depending on bid pricing may be a feasible project to fund.

OPTIONS & BENEFITS:

Opening the tender envelopes on July 28th, 2023 will give Administration time to review the bids thoroughly with the budgets that have been created. As there are two separate projects with intricate funding, a detailed analysis of the bids would be prudent to a successful awarding.

Author: S Gibson **Reviewed by:** _____ **CAO:** B Peters

COSTS & SOURCE OF FUNDING:

109 Ave Traffic Lights project is budget is \$404,000, this project will be funded from the 100A Street land sales. Mackenzie County expects to receive, over a 3-7 year term, approximately \$618,365.93 (not including interest) from the land sales.

Currently Mackenzie County has received payment in the amount of \$214,188, with an additional \$22,826 expected later this year.

The 101 St/109 Ave Intersection Upgrade is budgeted for \$257,000. The La Crete Co-op Board is in support of a project cost sharing up to a maximum contribution of \$135,000.

COMMUNICATION / PUBLIC PARTICIPATION:

The Special Council Meeting would be advertised and all bidders will be notified of the public opening of the tender envelopes on July 28th.

POLICY REFERENCES:

FIN025 Purchasing Authority Directive and Tendering Process

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That Administration be authorized to proceed with a public tender opening for the La Crete 101 Street/100 Avenue Intersection Upgrade and 109 Avenue Traffic Lights project and that a detailed summary be provided to Council.

Simple Majority Requires 2/3 Requires Unanimous

That a Special Council Meeting be held on the tentative date of August 2nd for the purpose of tender awarding.

Author: S Gibson Reviewed by: _____ CAO: B Peters

- 2021 Development Permits 159 permits
- 2022 Development Permits 133 permits
- 2023 Development Permits 145 permits

Issued Building Permits (Annual)

- 2019 Building Permits 160 permits (value \$18,663,160.00)
- 2020 Building Permits 288 permits (value \$22,865,960.89)
- 2021 Building Permits 215 permits (value \$61,411,419.48)
- 2022 Building Permits 172 (value \$37,923,806.00)
- 2023 Building Permits 79 permits (value \$28,787,994.00)

(January to June 2023)

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

New Subdivision Applications (Annual)

- 2019 subdivisions 55 applications
- 2020 subdivisions 40 applications
- 2021 subdivisions 73 applications
- 2022 subdivisions 62 applications
- 2023 subdivisions 35 applications

(January to June 2023)

Total amount of **acres** subdivided in 2023 is **413.63**

- **Total Rural:** 380.49
 - *Vacant land: 368.54*
 - *Existing yard sites: 11.95 acres*
- **Total Urban:** 33.14 acres
 - *Fort Vermilion: 24.84 acres*
 - *La Crete: 8.3 acres*

Author: L Washkevich Reviewed by: C Smith CAO: _____

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the development statistics report for January to June 2023 be received for information.

Author: L Washkevich Reviewed by: C Smith CAO: _____

Total Approved Development Permits by Year

Type of Development	2019	*2020	*2021	2022	*2023 Jan- June
Residential	180	319	231	187	107
Industrial & Commercial	34	45	40	55	30
Other	18	28	30	21	8
Total	232	392	301	263	145

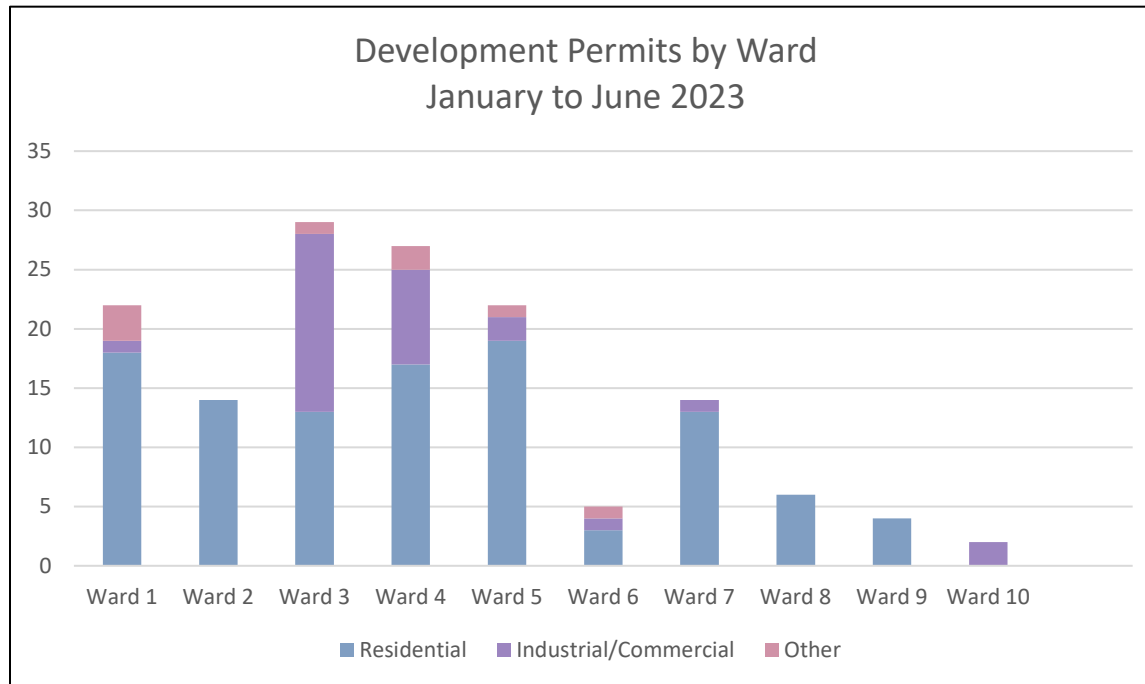
**107 permits due to the FV Flood Recovery in 2020*

** 18 permits due to the FV Flood Recovery in 2021*



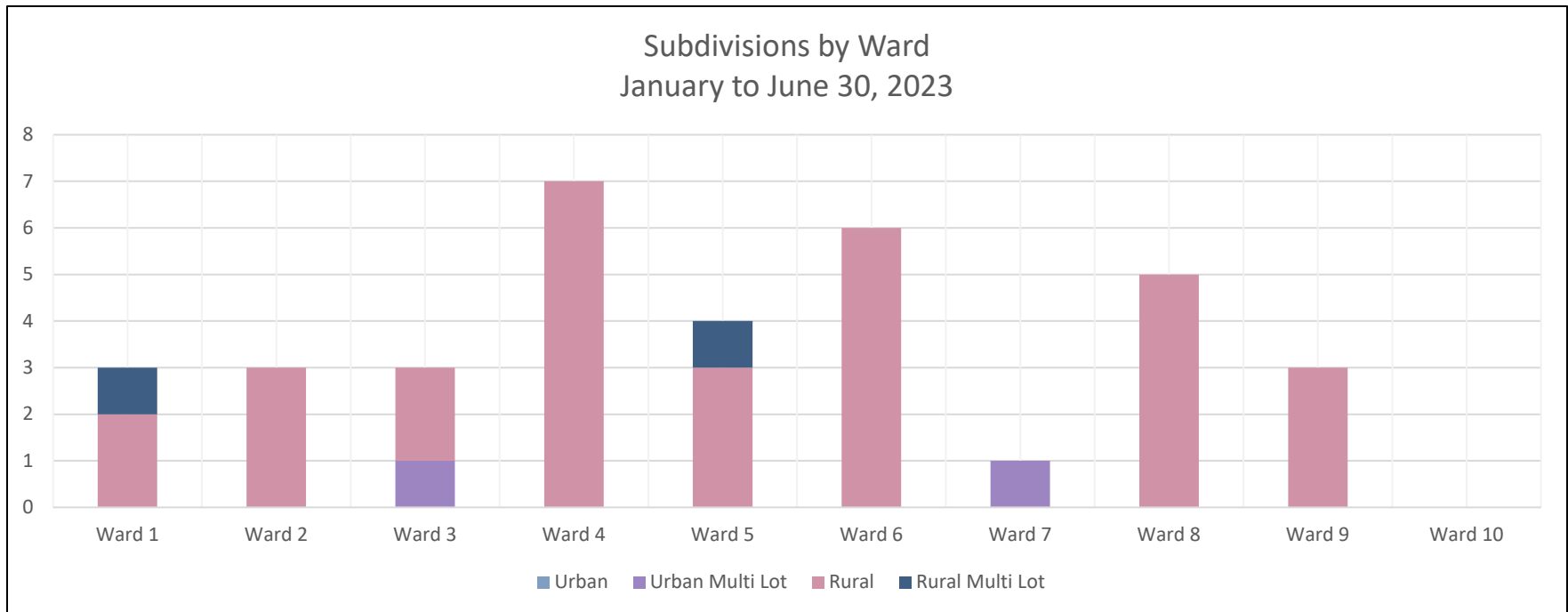
Approved Development Permits by Ward
January to June 2023

Type of Development	Ward 1	Ward 2	Ward 3	Ward 4	Ward 5	Ward 6	Ward 7	Ward 8	Ward 9	Ward 10	Total
Residential	18	14	13	17	19	3	13	6	4	0	107
Industrial & Commercial	1	0	15	8	2	1	1	0	0	2	30
Other	3	0	1	2	1	1	0	0	0	0	8
Total	22	14	29	27	22	5	14	6	4	2	145



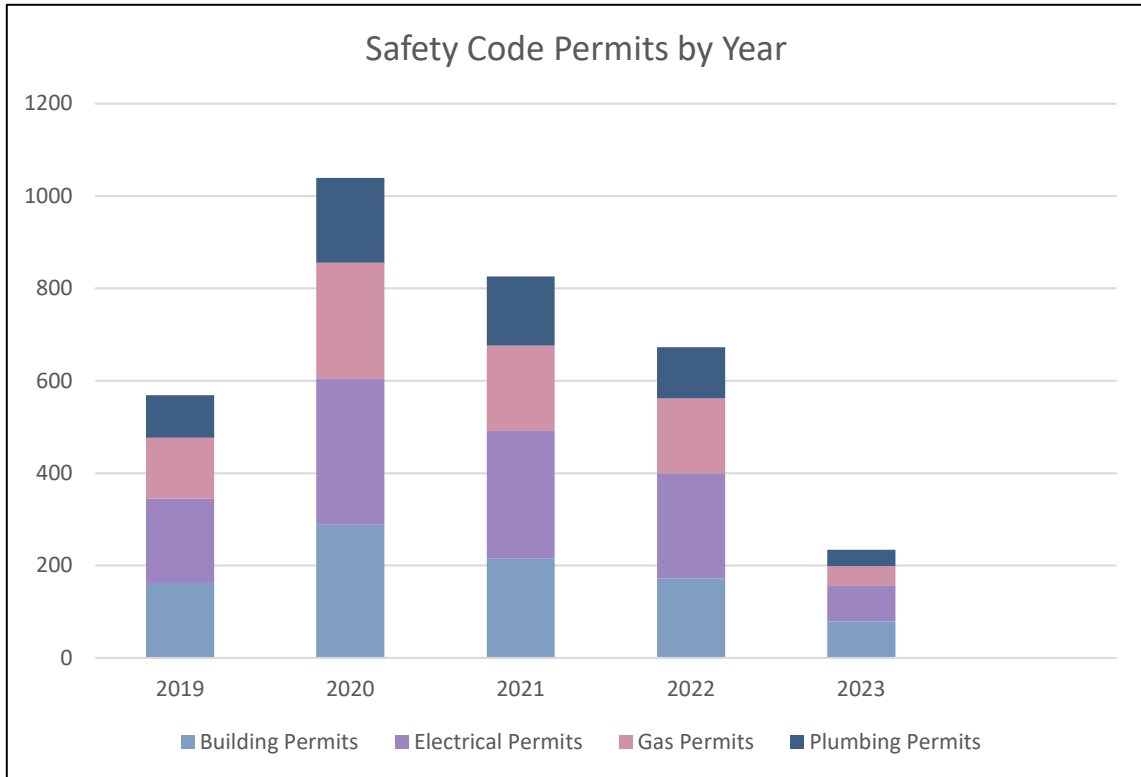
Subdivision Applications by Ward
January to June 30, 2023

Type of Subdivision	Ward 1	Ward 2	Ward 3	Ward 4	Ward 5	Ward 6	Ward 7	Ward 8	Ward 9	Ward 10	Total
Urban	0	0	0	0	0	0	0	0	0	0	0
Urban Multi Lot	0	0	1	0	0	0	1	0	0	0	2
Rural	2	3	2	7	3	6	0	5	3	0	31
Rural Multi Lot	1	0	0	0	1	0	0	0	0	0	2
Total	3	3	3	7	4	6	1	5	3	0	35



Total Issued Safety Code Permits by Year

Type of Safety Codes	2019	2020	2021	2022	*2023 Jan- June
Building	162	288	215	172	79
Electrical	183	316	276	228	78
Gas	132	252	185	162	42
Plumbing	92	183	150	111	35
Total	569	1039	826	673	234





Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	July 12, 2023
Presented By:	Caitlin Smith, Director of Planning & Agriculture
Title:	Agricultural Service Board Meeting Minutes

BACKGROUND / PROPOSAL:

The unapproved minutes of the June 14, 2023 Agricultural Service Board meeting are attached.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

N/A

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

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the unapproved Agricultural Service Board meeting minutes of June 14, 2023 be received for information.

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

**MACKENZIE COUNTY
AGRICULTURAL SERVICE BOARD MEETING**

**June 14, 2023
9:00 a.m.
La Crete**

PRESENT:	Ernie Peters	ASB Chair
	Josh Knelsen	Reeve
	Joe Peters	Member at Large
	Anthony Peters	Member at Large
	George Fehr	Member at Large
REGRETS:	David Driedger	Councillor
ADMINISTRATION	Landon Driedger	Agricultural Fieldman
	Colleen Sarapuk	Administrative Officer (Recording Secretary)
	Clairese Friesen	Seasonal Weed Inspector

Minutes of the Mackenzie County Agricultural Service Board meeting held on June 14, 2023.

CALL TO ORDER: 1. a) Call to Order

Chair Peters called the meeting to order at 9:07 a.m.

AGENDA: 2. a) Adoption of Agenda

MOTION ASB 23-06-011 MOVED by Reeve Knelsen

That the agenda be adopted with the following additions:

7.a) Personnel
6.i) Erosion Repairs

CARRIED

PREVIOUS MINUTES 3.a) Minutes of the January 27, 2023 ASB Minutes

MOTION ASB 23-06-012 MOVED by Anthony Peters

That the minutes of the January 27, 2023 ASB meeting be approved as amended.

CARRIED

ACTION LIST

4.a) Action List

MOTION ASB 23-06-013

MOVED by Joe Peters

That the Action List be received for information.

CARRIED

6.a) Ag Fieldman Report

MOTION ASB 23-06-014

MOVED by Reeve Knelsen

That the Agricultural Fieldman Report be received for information.

CARRIED

6.b) Appointment of Weed Inspectors

MOTION ASB 23-06-015

MOVED by Reeve Knelsen

That the Agricultural Service Board appoint Claïresse Friesen as Weed Inspector under the *Alberta Weed Control Act* for the 2023 season.

CARRIED

Chair Peters recessed the meeting at 9:54 a.m. and reconvened the meeting at 10:05 a.m.

6.c) Agricultural Service Board Business Plan

MOTION ASB 23-06-016

MOVED by Anthony Peters

That the Agricultural Service Board Business Plan be TABLED until a future meeting.

CARRIED

6.d) Farming Road Allowances

MOTION ASB 23-06-017

MOVED by Joe Peters

That the Farming Road Allowance discussion be received for information.

CARRIED

6.e) 2023-2025 Roadside Mowing Contracts

MOTION ASB 23-06-018 **MOVED** by Joe Peters

That the 2023-2025 Roadside Mowing Contracts be received for information.

CARRIED

6.f) Policy ASB017 Rubber Mat Rental – Rescind

MOTION ASB 23-06-019 **MOVED** by Anthony Peters

That a recommendation be made to Council that Policy ASB017 Rubber Mat Rental be rescinded.

CARRIED

7.a) Personnel (ADDITION)

MOTION ASB 23-06-020 **MOVED** by Joe Peters

That the Agricultural Service Board Meeting move into closed meeting at 10:26 a.m. to discuss the following:

7.a) Personnel (*FOIP Sections 16 & 17*)

CARRIED

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

- Ernie Peters, ASB Chair
- Josh Knelsen, Reeve
- Anthony Peters, Member at Large
- Joe Peters, Member at Large
- Caitlin Smith, Director of Planning & Agriculture
- Byron Peters, Interim Chief Administrative Officer
- Landon Driedger, Agricultural Fieldman

George Fehr joined the meeting at 10:41 a.m.

MOTION ASB 23-06-021

MOVED by Anthony Peters

That the Agricultural Service Board move out of closed meeting at 10:46 a.m.

CARRIED

6.g) Ag Fair Pancake Breakfast

MOTION ASB 23-06-022

MOVED by George Fehr

That the Ag Fair Pancake Breakfast be received for information.

CARRIED

6.g) 2023 Spring Runoff Update - verbal

MOTION ASB 23-06-023

MOVED by Reeve Knelsen

That the 2023 Spring Runoff Update be received for information.

CARRIED

MOTION ASB 23-06-024
Requires Unanimous

6.i) Erosion Repair (ADDITION)

MOVED by Anthony Peters

That the Erosion Repair discussion be received for information.

CARRIED UNANIMOUSLY

SET MEETING DATE

8.a) Set Next Meeting Date

ADJOURNMENT

9.a) Adjournment

MOTION ASB 23-06-025

MOVED by Joe Peters

That the Agricultural Service Board meeting be adjourned at 11:44 a.m.

CARRIED

These minutes will be presented for approval at the next Agricultural Service Board Meeting.

Ernie Peters, Chair

Landon Driedger, Agricultural Fieldman

Unapproved



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	July 12, 2023
Presented By:	Byron Peters, Interim Chief Administrative Officer
Title:	Information/Correspondence

BACKGROUND / PROPOSAL:

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

- Council Action List
- 2023-06-29 - Premier Danielle Smith - Congratulations on Reelection as Premier
- 2023-06-27 - Municipal District of Fairview - Imminent Demolition Transfer of Ownership of Buildings at NW Polytechnic Fairview Campus
- 2023-06-23 - RCMP - Thank you Response
- 2023-06-28 - AHS - Fort Vermilion Stakeholder Memo
- 2023-06-28 - AHS - High Level Stakeholder Memo - Bed closures Extended
- 2023-06-28 - Stakeholder Memo - La Crete Service Change APL

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

Author: T. Thompson **Reviewed by:** L. Flooren **CAO:** _____

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

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

Author: T. Thompson **Reviewed by:** L. Flooren **CAO:** _____

Mackenzie County Action List as of June 28, 2023

Council and Committee of the Whole Meeting Motions Requiring Action

Motion	Action Required	Action By	Status
February 22, 2016 Council Meeting			
16-02-135	That the County covers the additional cost of the survey on Plan 5999CL, Lot E to date and have administration release a copy of the report to the landowner informing them that the initial investigation survey has been completed.	Byron	Refer to Motion 18-06-411 In progress. Meeting with landowners. Impacted by 2020 flood.
May 10, 2016 Regular Council Meeting			
16-05-354	That administration be authorized to proceed as follows in regards to the Zama Crown Land Procurement: <ul style="list-style-type: none"> • cancel PLS 080023; • pursue acquisition of land parcels as identified on the map presented in red; • identify a parcel of land to be subdivided from Title Number 102 145 574 +1 (Short Legal 0923884; 21; 1) and offered for trade or sale to Alberta Environment and Parks due to its unsuitability for a hamlet development , specifically the land use restrictions per Alberta Energy Regulator. 	Caitlin	Asset list with all leases, caveats, dispositions, easements, etc. Response Received from AEP 2017-11-27. Application submitted. PLS180027 FNC received adequacy Next steps
October 9, 2018 Regular Council Meeting			
18-10-763	That administration proceeds with the water diversion license's as discussed.	John	Have received TDL for the Norbord line. Permanent License in progress.
June 5, 2020 Special Council Meeting			
20-06-334	That administration continues to support a community recovery plan that includes a community engagement component.	DRT	Ongoing
July 15, 2020 Regular Council Meeting			
20-11-744	That the concepts and guidance provided within the La Crete Industrial Growth Strategy be incorporated into County planning documents.	Byron	Incorporated into the MDP Drafting ASP RFP
November 25, 2020 Regular Council Meeting			
20-11-748	That Administration proceed in developing an offsite levy bylaw for the benefitting area of the La Crete South Sanitary Trunk Sewer for the purpose in recovering all costs associated with the sanitary sewer trunk improvements.	Byron	Working on draft offsite levy bylaw. Ad Hoc Development Committee

Motion	Action Required	Action By	Status
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 AD Hoc Committee
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	Ongoing Awaiting Land Titles
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	All landowners have committed to offer to purchase, waiting on down payment.
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
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 Bring to Developers AD-HOC for discussion. In Progress
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 PLS190005 La Crete Ferry Campground Atlas Landing Area Bridge Campsite Machesis Lake Campground Wadlin Lake Campground	Don/Caitlin	COW 22-06-073 The TCL Leases that are in the process are as follows: DML170039 FV Bridge campground REC2621 FV Rodeo grounds REC030012 LA Ferry campground REC090007 & 100003 Hutch Lake campground REC880027 Wadlin Lake campground PLS140031 Appraisal received to be discussed at 2023-05-31 Council meeting Received Offer to Purchase, negotiations with AT

Motion	Action Required	Action By	Status
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	COMPLETE
March 23, 2022 Committee of the Whole Meeting			
22-03-222	That administration communicate with the Recreation Boards regarding backup generators and bring back recommendations to council.	Don	Looking for grant funding. 2024 Budget deliberations
April 27, 2022 Regular Council Meeting			
22-04-325	That Council direct administration to bring back Bylaw 908-13 – Unsightly Premises Bylaw for review to a future Council meeting.	Don	Community Services Review 2023-05-04
May 25, 2022 Regular Council Meeting			
22-05-406	That administration advertise the 140M AWD Grader publicly for sale with a reserve bid of \$ 225,000.	Willie	COMPLETE
22-05-407	That administration advertise the 160M AWD Grader publicly for sale with a reserve bid of \$ 270,000.	Willie	COMPLETE
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	Awaiting signed agreement
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.	Don	Awaiting signed agreement
June 22, 2022 Regular Council Meeting			
22-06-465	That administration draft a policy combining PW018 Hiring of Private Equipment, ADM015 Hiring Contract Suppliers and FIN 025 Purchasing Policy and bring back to future Council Meeting.	Byron	In Progress
June 23, 2022 Committee of the Whole Meeting			
22-06-073	That administration proceed with Public Land Sales as discussed.	Don	Refer to Motion 22-02-085 In Progress
22-09-641	That administration request a culvert be installed under Highway 35 North to allow the water to flow under it, before spring thaw 2023.	Byron/Landon	Scheduling meeting with CN & AT this summer
October 26, 2022 Budget Council Meeting			
22-10-755	That administration continue to investigate options for a Special Tax Bylaw for any identified projects incorporated into the 2023 Operating and Capital Budget as approved by Council.	Jen	In Progress

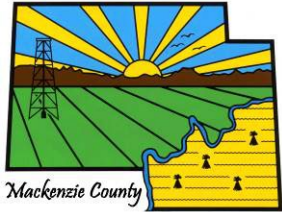
Motion	Action Required	Action By	Status
November 1, 2022 Budget Council Meeting			
22-11-762	That administration review all rental agreements upon renewal and ensure that there is a cost of living clause included.	All Admin	
November 2, 2022 Budget Council Meeting			
22-11-774	That the Policy PW039 Rural Road, Access Construction and Surface Water Management - Cost Implications be brought back to a future Council meeting for amendments.	Byron/Don	In Progress
November 15, 2022 Regular Council Meeting			
22-11-785	That Mackenzie County sell the lots for value established by assessment combined with all associated costs excluding the land transfer fees and lot consolidation.	Caitlin	Refer to Motion 21-10-969
November 29, 2022 Regular Council Meeting			
22-11-840	That the Name That Neighbourhood Contest be TABLED.	Jen	In Progress
December 13, 2022 Regular Council Meeting			
22-12-908	That Council approve the Fort Vermilion Bridge Campground and Recreational Area Plan as amended and to submit the Plan to Forestry, Parks and Tourism for their approval.	Don	In Progress Plan is submitted Waiting for Approval
January 25, 2023 Regular Council Meeting			
23-01-051	That administration research options for charging user fees for municipal road allowances that are already cleared and farmed for profit.	Caitlin	Administration to bring a policy to ASB
23-01-074	That the Municipal Planning Commission look at obtaining land in lieu of cash on rural subdivisions.	Caitlin	In Progress
February 7, 2023 Regular Council Meeting			
23-02-106	That Mackenzie County commit to \$5M in municipal funding by means of Borrowing Bylaw towards local funding required to complete this project as per motion 18-06-472 to complete the Mackenzie Community Recreation Center project.	Byron/Don/Jen	Awaiting grant approval and funding allocation
23-02-133	That administration create a new zoning district to alleviate concerns regarding agricultural use on residential acreages.	Caitlin	In Progress
April 4, 2023 Regular Council Meeting			
23-04-326	That the 27 th Baseline Road Reconstruction be negotiated as discussed.	Andy	Contract signed. Construction to begin end of July to beginning of August.
23-04-336	That administration work with Tallahassee Exploration Inc. on agreements.	Jen	In Progress

Motion	Action Required	Action By	Status												
23-04-338	That the Water Well at Jubilee Park Project be renamed the Water Line Extension – Jubilee Park.	Don	Project to be completed Summer 2023 Finance - COMPLETE												
April 26, 2023 Regular Council Meeting															
23-04-380	That administration look at an alternative solution for the installation system of an enclosed heating system at the Fort Vermilion Recreation Center.	Don	In Progress												
23-04-396	That administration be authorized to enter into a contract with Northern Road Builders Ltd. as discussed for the TWP RD 1050 (27 baseline) capital project.	Andy	Contracts waiting for Signature.												
23-04-407	That the 2023 One Time Projects budget be amended to include the Outdoor Recreation and Tourism Plan Project, in the amount of \$114,100 with funding of \$55,800 coming from the Northern and Regional Economic Development (NRED) Program, \$58,300 from Mackenzie County, and an in-kind donation of \$2,500 noted from each of the following: <ul style="list-style-type: none"> - Mackenzie Frontier Tourism Association, - La Crete Polar Cats Snowmobile Club, - Regional Economic Development Agency of Northwest Alberta. 	Byron/Jen	Finance – COMPLETE												
23-04-416	That funds of \$30,000 from the 2023 Capital Project Machesis Lake Campground be reallocated to a new 2023 One Time Project creating recreational fishing opportunities at the Mackenzie Applied Research Association and the Tompkins Twin ponds.	Jen/Don	Finance – COMPLETE COMPLETE for 2023 Season												
May 9, 2023 Regular Council Meeting															
23-05-424	That administration advertise the following lots for sale at reserve bid for public auction: <ul style="list-style-type: none"> • Plan 222 1510, Block 15, Lot 15 • Plan 222 1510, Block 15, Lot 19 • Plan 222 1510, Block 15, Lot 20 	Caitlin													
23-05-425	That all maps and non relevant information be removed from the Annexation Application and be brought back to a future council meeting.	Byron	In Progress ToHL submitted application												
23-05-426	That administration be authorized to negotiate with the lot purchase as discussed.	Byron	Lot purchase proceeding												
23-05-430	That the County accepts the following submissions for the Spring Hamlet Clean-up Campaign: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Non-Profit Organization</th> <th>Amount</th> <th>Area</th> </tr> </thead> <tbody> <tr> <td>Zama Fire Department</td> <td>\$700.00</td> <td>Zama Hamlet</td> </tr> <tr> <td>La Crete Minor Hockey Association</td> <td>\$4,500.00</td> <td>La Crete Hamlet</td> </tr> <tr> <td>Fort Vermilion Rodeo Committee</td> <td>\$4,000.00</td> <td>Fort Vermilion Hamlet</td> </tr> </tbody> </table>	Non-Profit Organization	Amount	Area	Zama Fire Department	\$700.00	Zama Hamlet	La Crete Minor Hockey Association	\$4,500.00	La Crete Hamlet	Fort Vermilion Rodeo Committee	\$4,000.00	Fort Vermilion Hamlet	Don	COMPLETE
Non-Profit Organization	Amount	Area													
Zama Fire Department	\$700.00	Zama Hamlet													
La Crete Minor Hockey Association	\$4,500.00	La Crete Hamlet													
Fort Vermilion Rodeo Committee	\$4,000.00	Fort Vermilion Hamlet													

Motion	Action Required	Action By	Status
23-05-452	That administration proceed as directed with the Municipal Development Plan Updates.	Caitlin	In Progress
May 31, 2023 Regular Council Meeting			
23-05-465	That the Capital Budget be amended by \$310,000 for the 10165-100 Avenue for purchase project, with \$50,000 in funding coming from the Emergency Services Reserve, and \$260,000 in funding coming from the General Capital Reserve.	Jen	COMPLETE
23-05-466	That the 2023 Capital Budget be amended to Include PLS 140031 – South of High Level Lands Project with \$1,313,858 with funding coming from debenture borrowing.	Caitlin/Jen	Awaiting Final reading of the Borrowing Bylaw
23-05-467	That administration sign an offer to purchase and start negotiations with Alberta Transportation for PLS 140031 – South of High Level Lands.	Caitlin	In Progress
23-05-469	That administration research the possibility of partnering with Northern Alberta Development Council (NADC) in regards to a matching bursary program.	Jen	NADC Contacted. New Bursary with criteria required. Request partnership by nove 2023 for 2024. Reviewed
23-05-479	That the 2023 Capital Project Budget be amended to include the Asphalt Paving 105 Avenue Project in the amount of \$52,944, with \$9,763 coming from Local Improvement Tax, and \$43,181 from Road Reserve.	Byron/Jen	Paving Complete Finance – Complete Awaiting Local Improvement Bylaw First Reading of Bylaw in 2023-07-12 Meeting
23-05-480	That administration proceed with the auction on June 6, 2023 as discussed and include an online bidding option.	Willie	COMPLETE
June 6, 2023 Regular Council Meeting			
23-06-491	That the Out of Scope Contracts be TABLED to a future Council meeting.	Byron	
23-06-493	That Council supports continuing to work collaboratively with the Town of High Level to address the remaining issues with the proposed Annexation Application and to move forward with the proposed annexation once Council is comfortable that the issues have been fully considered or addressed.	Byron	In Progress
23-06-494	That the 2016 140M AWD Motor Grader asset disposal be reevaluated and options brought back to Council in the fall of 2023.	Willie	

Motion	Action Required	Action By	Status
23-06-496	That administration bring back security options for all Mackenzie County gravel pits.	Andy/Byron	In Progress
23-06-498	That administration look into utilizing Municipal Reserve funds for the fish pond development.	Don/Jen	
23-06-506	That administration sign a contract/agreement with Mackenzie Report in the amount of \$58,000/year, beginning July of 2023 for a 24 month term.	Byron/Louise	Conversation ongoing COW Meeting discussion 2023-07-11
June 27, 2023 Committee of the Whole Meeting			
COW 23-06-080	That the Tourism Opportunity Assessment Draft Report from Maxwell Harrison, Expedition Management Consulting be reviewed at a future Community Services Committee meeting.	Byron	In Progress
June 28, 2023 Regular Council Meeting			
23-06-518	That the 2023 Budget be amended to include \$10,300 for the Hot Water Tank replacement at the Northern Lights Recreation Center with funding coming from the La Crete Recreation Reserve.	Jen	COMPLETE
23-06-519	That the 2023 Budget be amended to include \$10,350 for the Zama Community Hall Kitchen connection to the Emergency Generator with funding coming from the Grants to Other Organizations Reserve.	Jen	COMPLETE
23-06-520	That Administration work with current Waste Transfer Station Caretakers and/or advertise a Request for Proposal for the Fort Vermilion Waste Transfer Station.	Don	COMPLETE
23-06-524	That third and final reading be given to Bylaw 1300-23 being the Fee Schedule Bylaw as amended for Mackenzie County.	Louise	COMPLETE
23-06-526	That third reading be given to Bylaw 1296-23 being a Land Use Bylaw Amendment to Repeal Bylaw 1280-23 Land Use Bylaw Amendment to Rezone Part of NW 24-107-14-W5M due to the negative infringement of neighbouring properties.	Louise	COMPLETE
23-06-527	That the developers be reimbursed for all associated municipal fees and the surveyor costs incurred to date for Bylaw 1280-23 during this process.	Caitlin	In Progress
23-06-529	That third reading be given to Bylaw 1297-23 being a Land Use Bylaw Amendment to Rezone Part of Plan 032 5939, Block 1, Lot 4 from Hamlet Country Residential "H-CR" to Recreation 1 "REC 1" to accommodate a Campground Minor with a maximum of ten (10) sites.	Louise	COMPLETE

Motion	Action Required	Action By	Status
23-06-534	That the 2023 Operating Budget be amended by \$12,601 to include the additional grant funding from Family and Community Support Services in the amount of \$10,081, and funding of \$2,520 from the General Operating Reserve.	Jen	COMPLETE
23-06-537	That a meeting be requested with the Minister of Transportation and Economic Corridors to discuss the denial of Mackenzie County's Strategic Transportation Infrastructure Program (STIP) Funding Application and other County interests.	Louise	Drafting
23-06-539	<p>That the Council operating funds from the ABmunis Conference be reallocated to the Alberta Forest Products Association Conference on September 27 – 29, 2023 in Jasper, Alberta and the following Councillors be authorized to attend:</p> <p style="text-align: center;">Reeve Knelsen Councillor Braun Councillor Cardinal Councillor Derksen Councillor Smith Councillor Wardley</p>	Louise	COMPLETE
23-06-540	That administration be authorized to purchase a Radar Speed Sign not to exceed \$6,500.00 with funding coming from the 2023 Operating Budget and to bring radar reports back to Council for review.	Don	Sign is ordered
23-06-547	That the Organizational Chart be approved as amended.	Louise	COMPLETE
23-06-550	That the River Road Subdivision Phase 4 be re-advertised and retendered with new completion dates and other amendments.	Byron/Jen	Tender Opening 2023-07-12 Regular Council Meeting
23-06-551	That the Flood Recovery Steering Committee be authorized to open and review the Flood Mitigation MIT-23-004 And MIT-23-005 Request for Proposals and make recommendations to Council at Regular Council Meeting on July 12, 2023.	Jen	COMPLETE



Mackenzie County

P.O. Box 640, 4511-46 Avenue, Fort Vermilion, AB T0H 1N0
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www.mackenziecounty.com
office@mackenziecounty.com

June 29, 2023

The Honourable Danielle Smith
Premier of Alberta
307 Legislature Building
10800-97 Avenue
Edmonton, AB
T5K 2B6

Dear Premier:

RE: CONGRATULATIONS ON YOUR REELECTION AS PREMIER

On behalf of Mackenzie County, we would like to extend our heartfelt congratulations on your recent reelection as Premier of Alberta. Your dedication and hard work have been evident throughout your tenure, and we commend you for your unwavering commitment to public service.

Our municipal government is deeply invested in the growth and development of the Mackenzie County region, we would be honoured to have you visit us and participate in the upcoming events we have planned.

To showcase the uniqueness and diversity of our region, we have a series of events and activities that would provide you with an opportunity to interact with resident, gain valuable insights, and foster meaningful connections.

The Mackenzie Region encompasses 7,761,580 hectares (80,478 square kms), making it the largest and most northern Agriculture zone in Canada. We extend a warm invitation to join us on August 11-12, 2023 at the Mackenzie County Agricultural Fair for an unforgettable experience.

If you are unable to attend the Mackenzie County Agricultural Fair, there are a few other events in our area that might be more convenient for you:

- La Crete Professional Rodeo – August 8 & 9, 2023
- Pioneer Days – September 9, 2023

Your presence at these events would not only serve as an honour but also offer a platform for constructive dialogue, exchange of ideas, and collaboration. It would

...2

The Honourable Danielle Smith

Page 2

June 29, 2023

allow us to showcase the incredible work being done in our community, as well as enable us to learn from your experiences and expertise.

We understand the demands of your position and the commitments that come with it. Thus, we assure you that we will make every effort to accommodate your schedule and provide the necessary support for your visit to be both productive and enjoyable.

Once again, congratulations on your reelection. We believe that your continued leadership will guide our municipality towards a brighter future. We eagerly look forward to your visit to the Mackenzie County region and the opportunity to work together for the betterment of our ratepayers.

I can be contacted at (780) 926-7405 or by email to josh@mackenziecounty.com. Alternatively you can contact our Interim Chief Administrative Officer, Byron Peters, at (780) 927-3718 or by email to bpeters@mackenziecounty.com.

Yours sincerely,



Josh Knelsen
Reeve
Mackenzie County

c: Mackenzie County Council
Byron Peters, Interim Chief Administrative Officer



Box 189
FAIRVIEW, ALBERTA
T0H1L0

Email: mdinfo@mdfairview.ab.ca

PHONE: 780-835-4903
FAX: 780-835-3131

June 27, 2023

Honourable Rajan Sawhney
Minister of Advanced Education
Members of Executive Council, Executive Branch
107 Legislature Building
10800 – 97 Avenue
Edmonton, AB T5K 2B6

Via Email at: ae.minister@gov.ab.ca

RE: Imminent Demolition/Transfer of Ownership of Buildings at Northwestern Polytechnic, Fairview Campus

It has come to the attention of the Council of the M.D. of Fairview No. 136 that Northwestern Polytechnic is planning to proceed with the imminent demolition/transfer of ownership of a significant number of buildings at its campus in the Town of Fairview.

The viability of the NWP Fairview Campus is vital to the economic stability and health of the region, including the M.D. of Fairview No. 136. These concerns have been expressed to NWP President, Justin Kohlman and the previous Minister of Advanced Education, Demetrios Nicolaides. Further, at the December 13, 2022 Council Meeting, NWP President, Justin Kohlman agreed to be transparent with and inclusive of the M.D. of Fairview No. 136 in relation to any plans of NWP to downsize its Fairview Campus – he has failed to do so. In fact, public engagement regarding significant changes to a key local economic driver has been sorely lacking. The NWP Fairview Community Advisory Committee, of which two municipal councillors are members, has been largely inactive for quite some time and has not been informed by NWP of its plans.

M.D. of Fairview No. 136 Council is firm in its commitment to continue to advocate for increased utilization of the NWP Fairview Campus. Intentional reduction of facilities to increase learning environment utilization percentages is worrying and allegedly, is the key to obtaining additional provincial grant funding. Council is concerned that NWP's plans are not indicative of an intention to ensure long-term success of the Fairview Campus. Rather, it appears to be a slow death by a thousand cuts, of a vibrant and regionally important educational institution.

The planned demolition/transfer of ownership of buildings is slated to occur imminently – potentially within the next month. Council is requesting your support in urging NWP to:

- Be transparent and communicative with neighbouring municipalities of its true intentions relating to its Fairview campus;
- Exercise restraint and be conscientious of the impact its decisions have on neighbouring municipalities; and,
- Be open to seeking alternative solutions to demolition/transfer of ownership.

Additionally, Council is requesting clarification from the Provincial Government whether learning environment utilization percentages is a key determinant of provincial grant funding.

Lastly, Council is requesting a meeting with you, as Minister of Advanced Education, and with the Honourable Todd Loewen, MLA for Central Peace-Notley, to discuss the future of NWP, Fairview Campus.

Yours truly,



Phil Kolodychuk
Reeve, Municipal District of Fairview No. 136

Cc: Minister Todd Loewen via email at: centralpeace.notley@assembly.ab.ca



Insp. Peter King
Acting Assistant District Officer
Western Alberta District
10605 Westside Drive, Suite 101
Grande Prairie, AB T8V 8E6

Your File

Reeve Joshua Knelsen
Mackenzie County
4511-46 Ave, PO Box 640
Fort Vermilion, AB
T0H 1N0

Our File

2023-06-23

Good day

Letter of Appreciation

Thank You for your letter dated June 16th, 2023, it was indeed appreciated.

As you can attest, the Western Alberta wildfires of 2023 have affected numerous communities and organizations beyond expectations. While these wildfires have tested our strategic responses and community resolve on various issues, the RCMP's primary focus has always been the health and safety of the citizens.

Western Alberta District RCMP could not have achieved this level of service delivery without the extraordinary and collective support from K Division Headquarters, districts, and the many support units throughout Alberta. It was truly a team effort.

Western Alberta District RCMP will continue to be an engaged and active partner within your community and strive to meet service delivery expectations.

Please do not hesitate to contact your Detachment Commander if you have any questions or concerns.

Respectful yours,

Insp. Peter King

Insp. Peter King
Acting Assistant District Officer
Western Alberta District

cc: D/Commr Curtis Zablocki, Commanding Officer K Division

Date: June 28, 2023

To: Community Stakeholders

From: [REDACTED]

RE: Temporary Bed Closure at St. Theresa General Hospital extended

The St. Theresa General Hospital in Fort Vermilion is experiencing a temporary nursing staff shortage and Alberta Health Services has made the decision to extend the temporary closure of 10 of the 22 acute care inpatient beds to July 31, 2023.

All existing services, including the emergency department, will remain open. This will allow us to reduce staffing needs and focus on providing quality care to our patients.

Beds may re-open earlier if staffing levels permit.

This is a temporary measure to ensure safe and high-quality care for patients, and a quality work environment for staff. AHS continues to look for solutions to address staffing needs.

Temporarily reducing the number of inpatient beds at a health care facility when staffing levels are low is common practice and ensures that we can continue to provide safe, quality care, for those requiring health services.

AHS is always working to address staffing needs and ensure appropriate access to health services. Recruitment efforts continue as AHS works to ensure access to local health care services.

AHS continues to recruit to vacant positions and ensure an effective orientation process. This temporary measure will assist the team to successfully orientate any new staff members to their positions.

We will continue to update the community about recruitment efforts and thank the community for their understanding during this time.

Date: June 28, 2023

To: Community Stakeholders

From: [REDACTED]

RE: Temporary Bed Closure at Northwest Health Centre extended

The Northwest Health Centre in High Level continues to experience a temporary nursing staff shortage and Alberta Health Services has made the decision to extend the temporary closure of 6 of the 21 acute care inpatient beds to July 31, 2023.

All existing services, including the emergency department and obstetrical services, will remain open. This will allow us to reduce staffing needs and focus on providing quality care to our patients.

Beds may re-open earlier if staffing levels permit.

This is a temporary measure to ensure safe and high-quality care for patients, and a quality work environment for staff. AHS continues to look for solutions to address staffing needs.

Temporarily reducing the number of inpatient beds at a health care facility when staffing levels are low is common practice and ensures that we can continue to provide safe, quality care, for those requiring health services.

AHS is always working to address staffing needs and ensure appropriate access to health services. Recruitment efforts continue as AHS works to ensure access to local health care services.

AHS continues to recruit to vacant positions and ensure an effective orientation process. This temporary measure will assist the team to successfully orientate any new staff members to their positions.

We will continue to update the community about recruitment efforts and thank the community for their understanding during this time.

DATE:	June 28, 2023
TO:	Community Stakeholders
FROM:	[REDACTED]
RE:	Lab Services interruption – La Crete Community Health Centre

Due to severe staffing shortages and the inability to find coverage, the La Crete Community Health Centre Diagnostic Imaging department will be closed July 1, 2023, until Sept. 4, 2023, and the Laboratory will be open for collections only.

Laboratory hours will be as follows:

- Community Collection hours Monday to Friday (except STAT holidays) 8:15 a.m. – 3:45 p.m.

All laboratory specimens will be sent to the St. Theresa General Hospital in Fort Vermilion, the Northwest Health Centre in High Level or Edmonton for processing.

Any patient requiring x-rays will need to be directed to the nearest diagnostic imaging department at the St. Theresa General Hospital in Fort Vermilion.

Recruitment efforts are ongoing and service offerings at this site will be re-evaluated as vacancies are filled.

Patient safety and care remain the highest priorities. This is a temporary measure and AHS is working hard to ensure residents continue to have access to the care they need during this time.

AHS is thankful for the support of EMS, surrounding healthcare centres and medical staff that will ensure those who need care have access to it, even if it requires receiving that care in a neighbouring community.

We thank the community for their patience and understanding during this time.