





MACKENZIE COUNTY

REGULAR COUNCIL MEETING

APRIL 8, 2024
10:00 AM

FORT VERMILION
COUNCIL CHAMBERS

 780.927.3718

 www.mackenziecounty.com

 4511-46 Avenue, Fort Vermilion

 office@mackenziecounty.com



Mackenzie County

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**Monday, April 8, 2024
10:00 a.m.**

Fort Vermilion Council Chambers

Fort Vermilion, Alberta

AGENDA

			Page
CALL TO ORDER:	1.	a) Call to Order	
AGENDA:	2.	a) Adoption of Agenda	
ADOPTION OF PREVIOUS MINUTES:	3.	a) Minutes of the March 27, 2024 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) La Crete North Sanitary – Request for Proposal (<i>FOIP Section 25</i>)	
		b) Legal Update (<i>FOIP Sections 23, 24, 25 and 27</i>)	
		c) CAO Report (<i>FOIP Sections 16, 17, 23 and 24</i>)	
		d)	
TENDERS:	5.	a) None	
PUBLIC HEARINGS:	6.	a) None	
DELEGATIONS:	7.	a) Compass Assessment Consultants Inc. (Aaron Steblyk) 2023 Assessments for 2024 Taxation (Zoom – 11:30 a.m.)	19
		b)	
		c)	

GENERAL REPORTS:	8.	a)	Director & Manager Reports for March 2024	35
		b)		
		c)		
AGRICULTURE SERVICES:	9.	a)	None	
		b)		
COMMUNITY SERVICES:	10.	a)	Fort Vermilion Waste Transfer Station Caretaker – Request for Proposal	53
		b)	Campground Partnerships – Request for Proposal	55
		c)		
FINANCE:	11.	a)	2024 Operating Budget Amendment	57
		b)	Bylaw 1332-24 2024 Tax Rate	61
		c)	2024 Mackenzie Agricultural Fair & Tradeshow	67
		d)		
		e)		
PROJECTS & INFRASTRUCTURE:	12.	a)	2024 Census Budget Amendment	69
		b)		
		c)		
OPERATIONS:	13.	a)	None	
		b)		
UTILITIES:	14.	a)	None	
		b)		
PLANNING & DEVELOPMENT:	15.	a)	Land Use Bylaw Update	71
		b)		
		c)		
ADMINISTRATION:	16.	a)	Mackenzie County – Sponsorship Application for	

Physicians (verbal)

- b)
- c)
- COMMITTEE OF THE WHOLE ITEMS:** 17. a) None
- COUNCIL COMMITTEE REPORTS:** 18. a) Council Committee Reports (verbal)
- b) Community Services Committee Meeting Minutes 73
- c) Municipal Planning Commission Meeting Minutes 79
- d)
- INFORMATION / CORRESPONDENCE:** 19. a) Information/Correspondence 111
- NOTICE OF MOTION:** 20. a)
- NEXT MEETING DATES:** 21. a) Committee of the Whole Meeting
April 23, 2024
10:00 a.m.
Fort Vermilion Council Chambers
- b) Regular Council Meeting
April 24, 2024
10:00 a.m.
Fort Vermilion Council Chambers
- ADJOURNMENT:** 22. a) Adjournment



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 8, 2024
Presented By:	Darrell Derksen, Chief Administrative Officer
Title:	Minutes of the March 27, 2024 Regular Council Meeting

BACKGROUND / PROPOSAL:

Minutes of the March 27, 2024 Regular Council Meeting are attached.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

Approved Council Meeting minutes are posted on the County website.

POLICY REFERENCES:

N/A

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

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the minutes of the March 27, 2024 Regular Council Meeting be adopted as presented.

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

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**Wednesday, March 27, 2024
10:00 a.m.**

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

PRESENT: Joshua Knelsen Reeve
Walter Sarapuk Deputy Reeve (joined the meeting at 10:29 a.m.)
Peter F. Braun Councillor
Cameron Cardinal Councillor
David Driedger Councillor (joined the meeting virtually at 10:59 a.m.)
Eileen Morris Councillor (teleconference, left the meeting at 11:22 a.m. and rejoined via teleconference at 11:32 a.m.)
Ernest Peters Councillor (joined the meeting at 10:39 a.m.)
Garrell Smith Councillor
Lisa Wardley Councillor (virtual)
Dale Wiebe Councillor

REGRETS:

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

ALSO PRESENT: Member of the Public

Minutes of the Regular Council Meeting for Mackenzie County held on March 27, 2024 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 24-03-233 MOVED by Councillor Braun

That the agenda be adopted with the following additions:

- 4. a) Legal Update (*FOIP Sections 23, 24, 25 and 27*)
- 9. a) Calgary Stampede

CARRIED

ADOPTION OF PREVIOUS MINUTES: 3. a) Minutes of the March 12, 2024 Regular Council Meeting

MOTION 24-03-234 MOVED by Councillor Wiebe

That the minutes of the March 12, 2024 Regular Council Meeting be adopted as presented.

CARRIED

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

None.

PUBLIC HEARINGS: 6. a) None

DELEGATIONS: 7. a) None

GENERAL REPORTS: 8. a) None

PLANNING & DEVELOPMENT: 15. c) Bylaw 1333-24 Land Use Bylaw Amendment to Add Country Recreational 2 (CREC2) to Section 9 of the Land Use Bylaw 1066-17

MOTION 23-03-235 MOVED by Councillor Wiebe

That first reading be given to Bylaw 1333-24 being a Land Use Bylaw Amendment to add Country Recreational 2 (CREC2) to Section 9 of the Land Use Bylaw 1066-17.

CARRIED

**AGRICULTURE
SERVICES:**

9. a) Calgary Stampede (ADDITION)

MOTION 24-03-236
Requires Unanimous

MOVED by Councillor Cardinal

That two members of Council be authorized to attend the Calgary Stampede on July 5-14, 2024.

CARRIED UNANIMOUSLY

**COMMUNITY
SERVICES:**

10. a) Forest Resource Improvement Association of Alberta (FRIAA) Grant - Community Fireguard Program (CFP)

MOTION 24-03-237

MOVED by Councillor Smith

That Council supports the submission of the Forest Resource Improvement Association of Alberta (FRIAA) grant funding proposal for the March 2024 Community Fireguard Program.

CARRIED

FINANCE:

11. a) Uncollectible Taxes – GIPOT

MOTION 24-03-238

MOVED by Councillor Wiebe

That the outstanding levies in the amount of \$93,952.07 for Grants in Place of Taxes identified in Schedule A be written off.

CARRIED

FINANCE:

11. b) La Crete Agricultural Society – Additional Building Insurance Funding Request

MOTION 24-03-239

MOVED by Councillor Braun

That the La Crete Agricultural Society request to fund the insurance expense for the new museum shop be approved, and considered in future years Non Profit Grant allocations during future years budget development.

CARRIED

FINANCE:

11. c) Financial Reports – January – February 2024

Deputy Reeve Sarapuk joined the meeting at 10:29 a.m.

MOTION 24-03-240 **MOVED** by Councillor Cardinal

That the financial reports for January to February 2024 be received for information.

CARRIED

FINANCE: **11. d) Request to Waive Vehicle Collision Invoice # 38321**

MOTION 24-03-241 **MOVED** by Councillor Wardley

That the request to waive fees charged for Fire Fighter response to a vehicle collision on Invoice # 38321 be denied.

CARRIED

Councillor Peters joined the meeting at 10:39 a.m.

MOTION 24-03-242 **MOVED** by Councillor Braun

The administration coordinate discussions with the Royal Canadian Mounted Police (RCMP) on advertising the proper use of 911 and the correct protocol for making emergency calls.

CARRIED

Reeve Knelsen recessed the meeting at 10:44 a.m. and reconvened the meeting 10:59 a.m.

Councillor Driedger joined the meeting virtually at 10:59 a.m.

TENDERS: **5. a) Agricultural Crop Land Lease – NORTHVER 09 (Anderson Pit)**

MOTION 24-03-243 **MOVED** by Councillor Peters

That the Agricultural Crop Land Lease for NORTHVER 09 (Anderson Pit) Request for Proposals be opened.

CARRIED

MOTION 24-03-244 **MOVED** by Deputy Reeve Sarapuk

That the Agricultural Crop Land Lease for NORTHVER 09 (Anderson Pit) be awarded to the highest bidder.

CARRIED

Bidder	Amount
Frank Neustaeter	\$76/acre
Greg Toews	\$85/acre
Scott Krahn	\$60/acre

TENDERS:

5. b) Agricultural Hay Land Lease – SW 6-109-19-W5 (South of High Level)

MOTION 24-03-245

MOVED by Councillor Braun

That the Agricultural Hay Land Lease for SW 6-109-19-W5 (South of High Level) Request for Proposals be opened.

CARRIED

MOTION 24-03-246

MOVED by Councillor Cardinal

That the Agricultural Hay Land Lease for SW 6-109-19-W5 (South of High Level) be awarded to the highest bidder.

CARRIED

Bidder	Amount
Frank Neustaeter	\$425/year
Willie Braun	\$1,500/year
Scott Krahn	\$2,000/year
Tracy Peacock	\$3,500/year

PROJECTS & INFRASTRUCTURE:

12. a) None

OPERATIONS:

13. a) None

UTILITIES:

14. a) None

PLANNING & DEVELOPMENT:

15. a) Bylaw 1334-24 Land Use Bylaw Amendment to Rezone Plan 052 0560, Block 05, Lot 04 from Recreation 1 “REC1” to Hamlet Country Residential “H-CR”.

MOTION 24-03-247 **MOVED** by Councillor Wardley

That first reading be given to Bylaw 1334-24 being a Land Use Bylaw Amendment to rezone Plan 052 0560, Block 05, Lot 04 from Recreation 1 "REC1" to Hamlet Country Residential "H-CR", subject to public hearing input.

CARRIED

**PLANNING &
DEVELOPMENT:**

15. b) Bylaw 1331-24 Land Use Bylaw Amendment to Rezone Part of NE-10-104-17-W5M from Agricultural "A" to Rural Industrial Light "RIL"

MOTION 24-03-248 **MOVED** by Councillor Peters

That first reading be given to Bylaw 1331-24 being a Land Use Bylaw Amendment to rezone Part of NE-10-104-17-W5M from Agricultural "A" to Rural Industrial Light "RIL", subject to public hearing input.

CARRIED

ADMINISTRATION: **16. a) Senior Housing (Verbal)**

MOTION 24-03-249 **MOVED** by Councillor Wiebe

That a letter be written to the Minister of Seniors, Community & Social Services regarding concerns with the housing in the region.

CARRIED

COMMITTEE OF THE WHOLE ITEMS: **17. a) Solid Waste Management Review**

MOTION 24-03-250 **MOVED** by Councillor Braun

That administration continue to research different options for solid waste management.

CARRIED

COMMITTEE OF THE WHOLE ITEMS: **17. b) Spring Clean-Up Campaign**

MOTION 24-03-251 **MOVED** by Councillor Smith

That Administration reach out to Non Profit Organizations requesting proposals for a Spring Hamlet Cleanup Campaign and offer a “One Day” Free disposal at all transfer stations including the Mackenzie Regional Landfill.

CARRIED

COMMITTEE OF THE WHOLE ITEMS: **17. c) 2024 Municipal Census**

Councillor Morris left the meeting at 11:22 a.m.

MOTION 24-03-252 **MOVED** by Councillor Peters

That administration requests an extension on the provincial census deadline to facilitate a Municipal Census in 2024.

CARRIED

COMMITTEE OF THE WHOLE ITEMS: **17. d) Rural Municipalities of Alberta (RMA) Debrief**

MOTION 24-03-253 **MOVED** by Councillor Braun

That Rural Municipalities of Alberta (RMA) Minister Meeting follow up letters be sent.

CARRIED

COMMITTEE OF THE WHOLE ITEMS: **17. e) Christmas Decorations**

MOTION 24-03-254 **MOVED** by Councillor Braun

That administration purchase Option 2 Nativity Scene in the amount of \$11,000.

CARRIED

COMMITTEE OF THE WHOLE ITEMS: **17. f) Council Self Evaluation**

MOTION 24-03-255 **MOVED** by Councillor Wardley

That the Council Self Evaluation be TABLED to a future Council meeting.

CARRIED

COMMITTEE OF THE WHOLE ITEMS: **17. g) Policy ADM021 Purchase Wearing Apparel for Full Time Staff & Council**

MOTION 24-03-256 **MOVED** by Councillor Braun

That Policy ADM021 Purchase Wearing Apparel for Full Time Staff & Council be approved as presented.

CARRIED

Councillor Morris rejoined the meeting via teleconference at 11:32 a.m.

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

MOTION 24-03-257 **MOVED** by Councillor Smith

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

CARRIED

INFORMATION/ CORRESPONDENCE: **19. a) Information/Correspondence**

MOTION 24-03-258 **MOVED** by Councillor Driedger

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

CARRIED

NOTICE OF MOTION: **20. a) None**

CLOSED MEETING: **4. a) Closed Meeting**

MOTION 24-03-259 **MOVED** by Councillor Cardinal

That Council move into a closed meeting at 11:59 a.m. to discuss the following:

4.a) Legal Update (*FOIP Sections 23, 24 25 and 27*)

CARRIED

The following individuals were present during the closed meeting discussion. (*MGA Section 197*)

- All Councillors Present
- Darrell Derksen, Chief Administrative Officer
- Byron Peters, Deputy Chief Administrative Officer / Director of Projects & Infrastructure
- Jennifer Batt, Director of Finance
- Caitlin Smith, Director of Planning and Agriculture
- Louise Flooren, Manager of Legislative & Support Services/ Recording Secretary

Administration left the meeting at 12:09 p.m. excluding Darrell Derksen, Chief Administrative Officer

MOTION 24-03-260 **MOVED** by Deputy Reeve Sarapuk

That Council move out of a closed meeting at 12:16 p.m.

CARRIED

CLOSED MEETING: **4. a) Legal Update (ADDITION)**

MOTION 24-03-261 **MOVED** by Councillor Smith

That the Legal Update be received for information.

CARRIED

NEXT MEETING DATES: **21. a) Next Meeting Dates**

Regular Council Meeting
April 8, 2024
10:00 a.m.
Fort Vermilion Council Chambers

Committee of the Whole Meeting
April 23, 2024
10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT: 22. a) Adjournment

MOTION 24-03-262 **MOVED** by Deputy Reeve Sarapuk

That the Council meeting be adjourned at 12:34 p.m.

CARRIED

These minutes will be presented for approval at the April 8, 2024 Regular Council Meeting.

Joshua Knelsen
Reeve

Darrell Derksen
Chief Administrative Officer

UNAPPROVED



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 8, 2024
Presented By:	Jennifer Batt, Director of Finance
Title:	DELEGATION 11:30 a.m. (Zoom) Compass Assessment Consultants Inc. (Aaron Steblyk) 2023 Assessments for 2024 Taxation

BACKGROUND / PROPOSAL:

Aaron Steblyk from Compass Assessment Consultants Inc. will provide Council information on this year’s market value assessments and other issues of concern.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

2024 Budget

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

N/A

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

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the 2023 Assessment for the 2024 Taxation presentation report be received for information.

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



Mackenzie County

2023 ASSESSMENT FOR 2024 TAXATION

Annual Review and Report



Contents of Report

01.

Assessment Review
Board Results

02.

Inspections

03.

2023 Assessment for
2024 Taxation

04.

Growth vs. Inflation

05.

Assessment Highlights

06.

Assessment by Ward

07.

Re-Inspection Cycle

08.

Looking Forward



Assessment Review Board Results

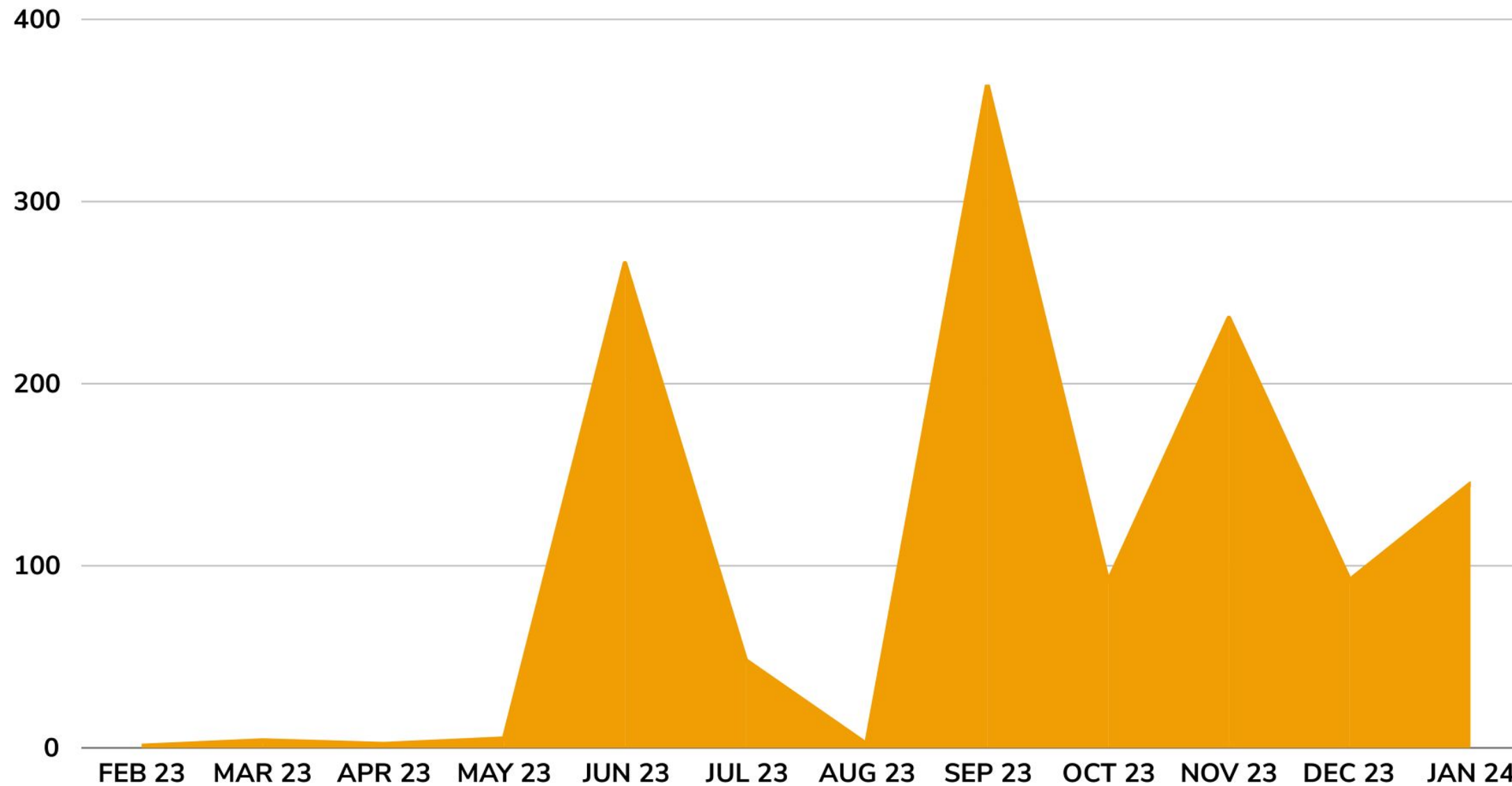
- 2 complaints filed
 - 1 complaints were residential, heard by the LARB
 - 1 complaints was non-residential, heard by the CARB
- CARB Complaint confirmed, Revision made to LARB complaint
- Constructive dialogue between rate payers continues to address any discrepancies in the assessment before reaching the Review Board level.

0.09 %

Percentage change in total assessment due to error, complaint or inquiry

INSPECTIONS

1279 TOTAL INSPECTIONS COMPLETED



100% OF PERMITS PHYSICALLY INSPECTED



100% OF SUBDIVISIONS REVIEWED



100% OF LEASE UPDATES REVIEWED



- **INSPECTIONS FOCUSED IN TWP 106-15**
- **INSPECTIONS STARTED OVER IN AREAS FIRST LOOKED AT IN 2018**
- **NEW PHOTOS ON EVERY PROPERTY INSPECTED**

2023 Assessment for 2024 Taxation

**Mackenzie County Code: 0505 Assessment Year: 2023
Annual Audit Ratio Study Report**

Residential Assessment Level	Non-Residential Assessment Level
0.98	0.993

Assessment Year 2023 Loads

Load Type	Load Date	Declared By	Declaration Date
Annual	February 23, 2024	Aaron Steblyk	February 23, 2024
Indicators of Value	February 23, 2024	N/A	

Growth vs Inflation

Assessment Base

TOTAL - \$2,338,004,070
TAXABLE - \$2,029,902,830

Taxable Change

\$116,064,190

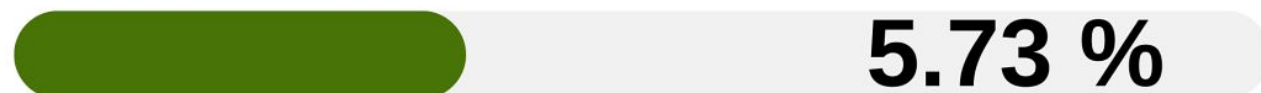
Growth

3.19% Growth in the Residential Class
6.10% Growth in the Non-Residential Classes

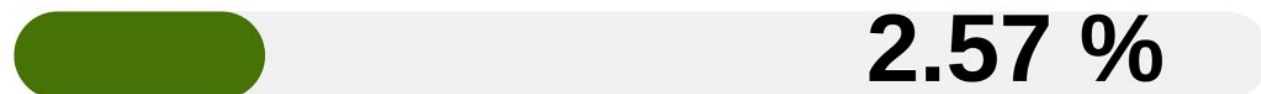
Inflation

4.10% Inflation in the Residential Class
2.74 % inflation in the Non-Residential Classes

Overall Growth



Overall Inflation



Assessment Highlights



Permits

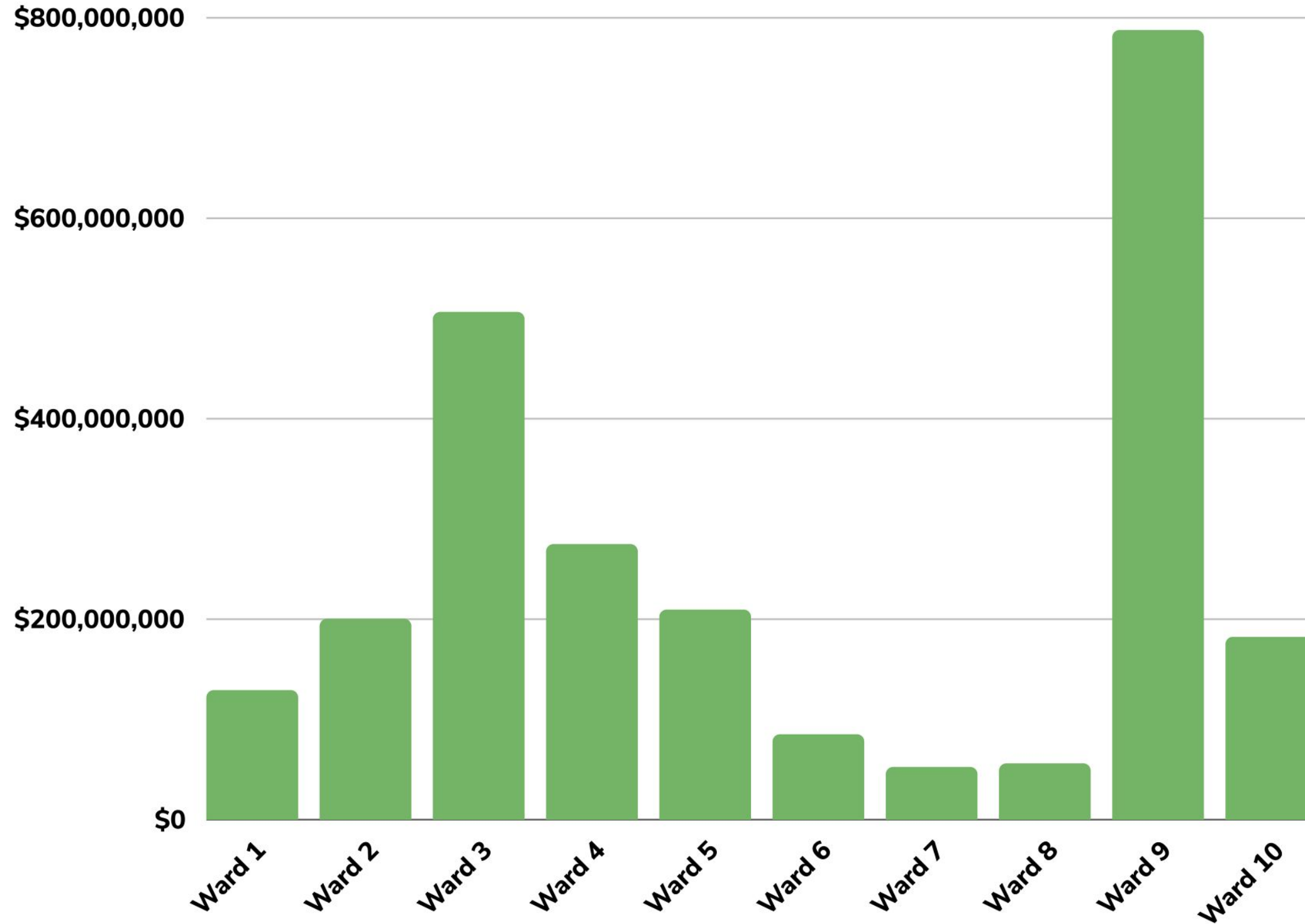
- 268 TOTAL PERMITS
- 50 Accessory Buildings or Shops
- 133 Dwelling Permits

Sales

- 926 Sales Used
- 379 New Sales in analysis



Assessment by Ward*

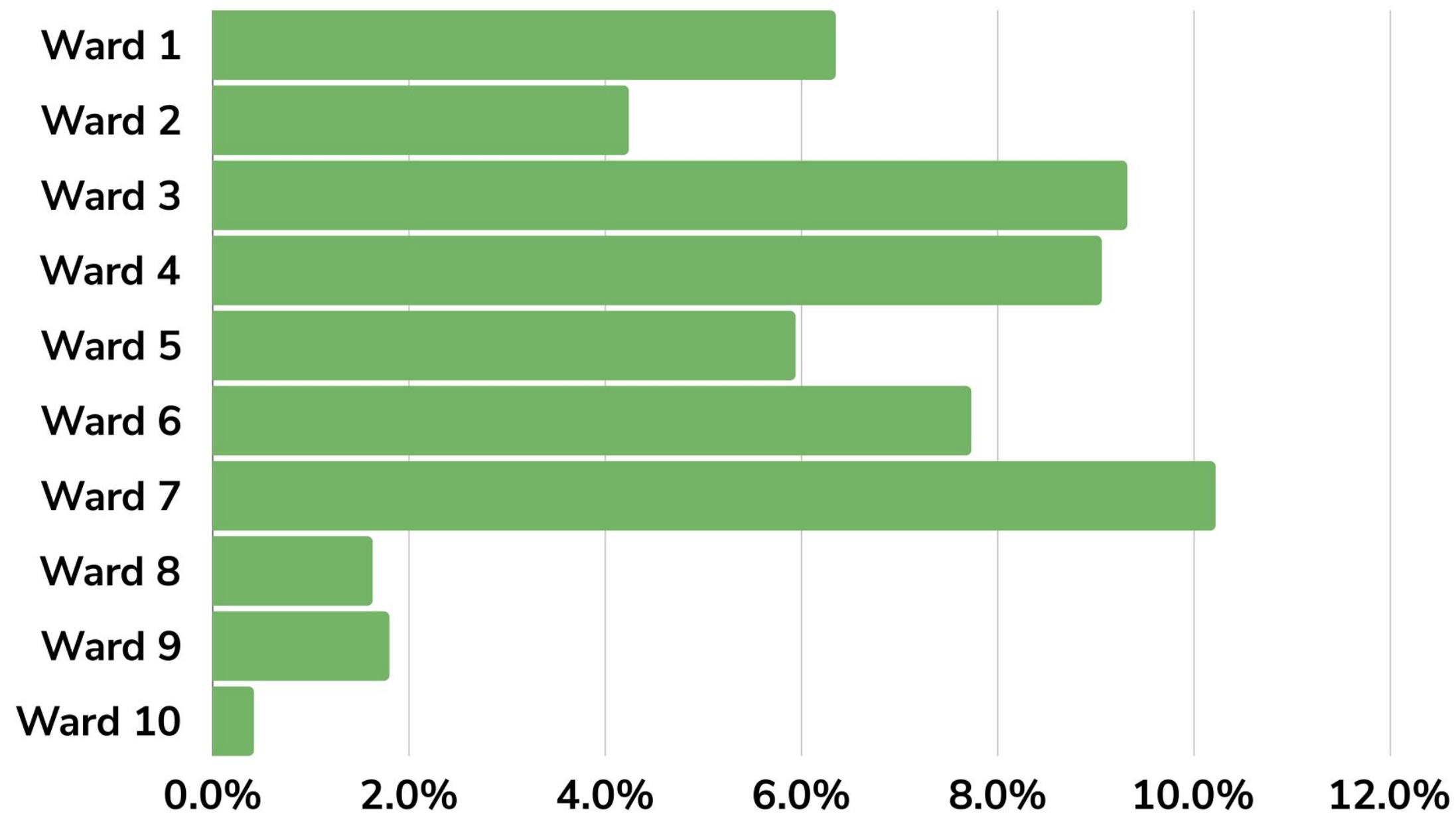


- **TOTAL TAXABLE ASSESSMENT BASE BY WARD**

*DIP Linear Assessment for pipeline and wells included in Ward totals. \$153,496,010 of rail, electric generation and transmission could not be broken out by Ward.



Changes by Ward*



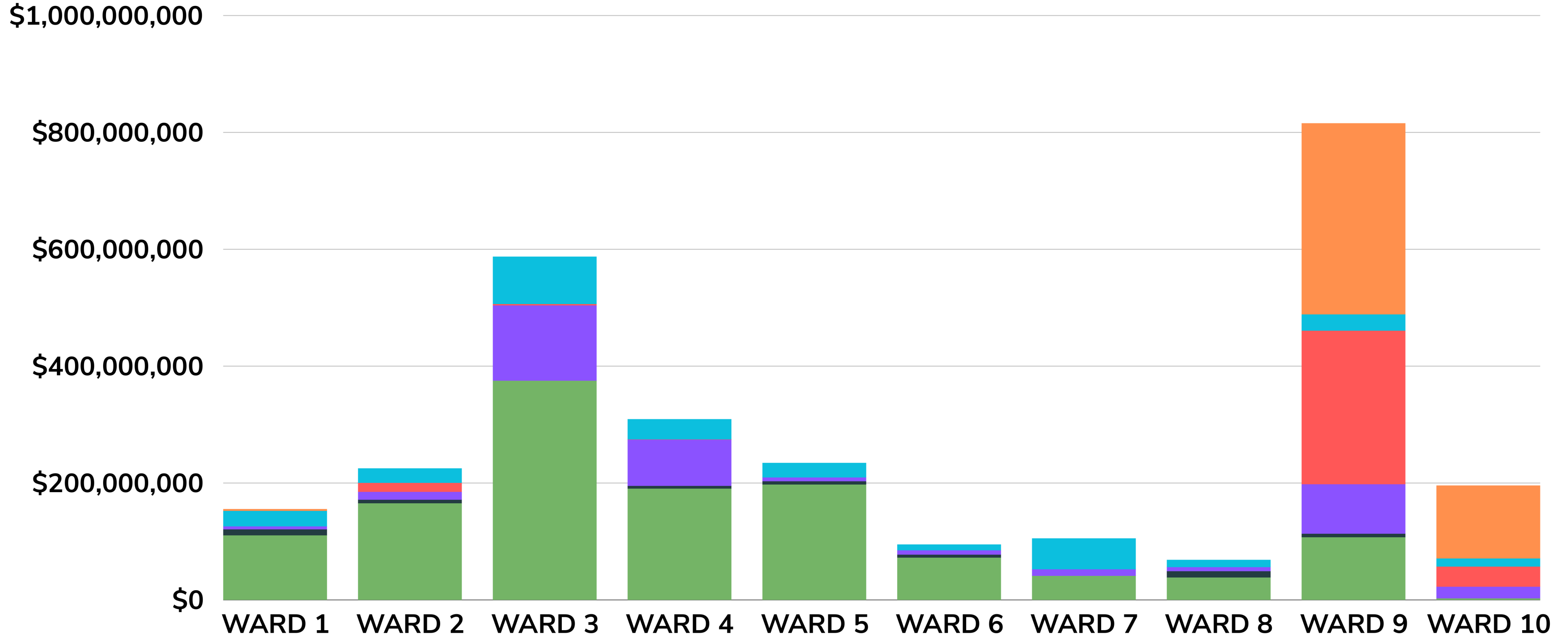
- **WARD 3 & 4**
 - Increase of 9.32% and 9.06% respectively
- **ABOVE 5% FOR MOST WARDS**
- **POSITIVE CHANGE THROUGH ALL WARDS**
- **WARD 7 - BOUNDARIES ADJUSTED**



*Municipal Assessment and DIP non-linear. Does not include DIP linear assessment

Asmt Class Ward*

RES FARM NON-RES M&E EXEMPT LINEAR



*DIP Linear Assessment for pipeline and wells included in Ward totals. \$153,496,010 of rail, electric generation and transmission could not be broken out by Ward.

2024 Re-Inspection Cycle



MISSED or OVERLOOKED

- One-off inspections that were missed during the first round of full re-inspection



Starting Over

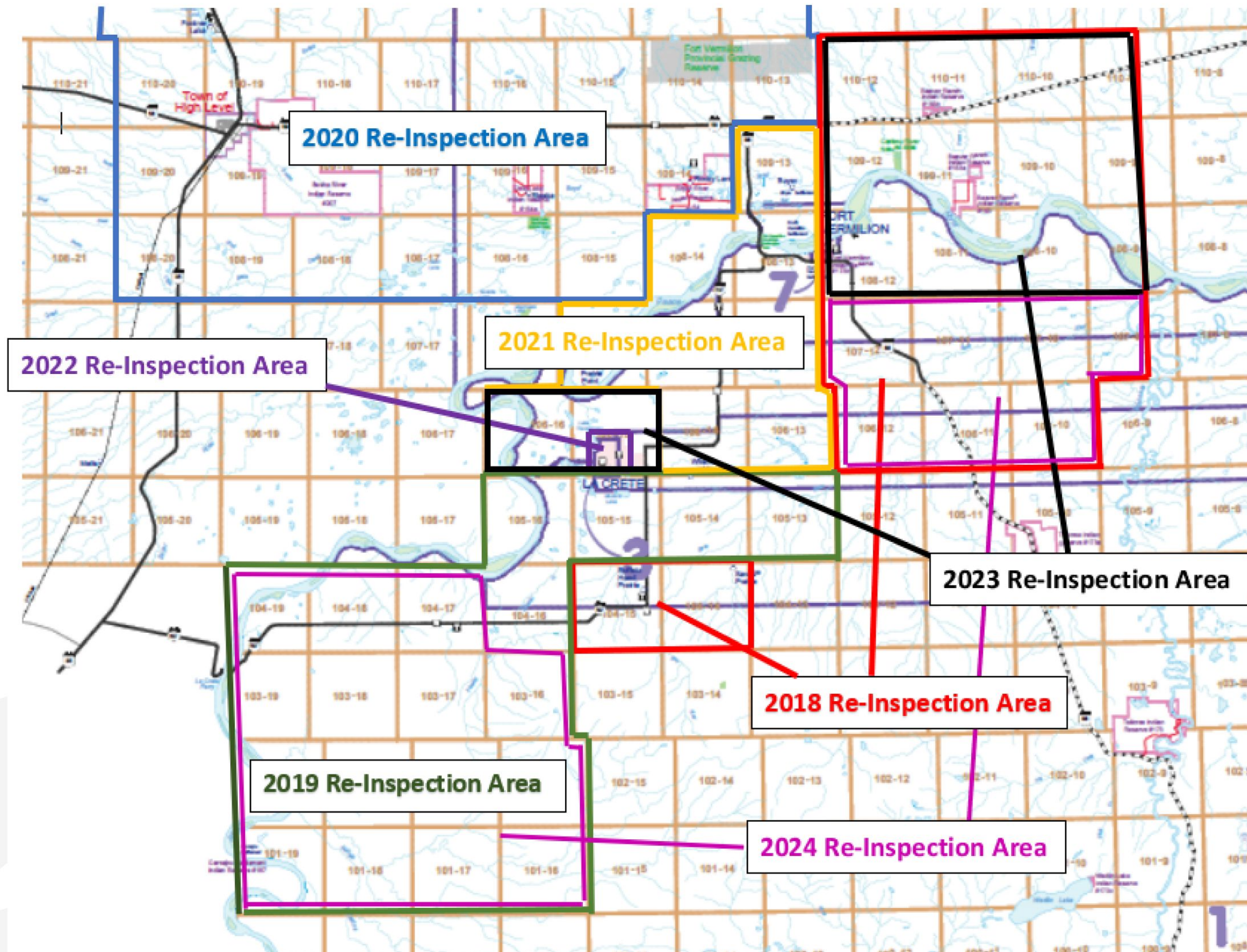
- Once outstanding properties are reviewed, the re-inspection areas will re-set to those looked at in 2018. This has already begun in the NE corner of the municipality



Specialty Properties

- Review and inspect specialty properties
- Properties with M&E
- Properties with multiple uses

Re-Inspection Areas



LOOKING FORWARD

- Remaining focused on good client relations
- Revisiting properties initially reviewed at the beginning of our re-inspection program
- Continuing to foster our relationship between ratepayers, administration and council.



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 8, 2024
Presented By:	Darrell Derksen, Chief Administrative Officer
Title:	Director and Manager Reports for March 2024

BACKGROUND / PROPOSAL:

The Director and Manager reports for March 2024 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 Director and Manager reports for March 2024 be received for information.

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

Monthly Report to Council

For the month of March, 2024

From: Byron Peters,
Deputy CAO & Director of Projects & Infrastructure

Council Priorities

Program/Activity/Project	Timeline	Comments
Recreation Dispositions	2024	Survey and applications originally completed, need to amend a couple applications based on AFP feedback. Bistcho area consultation is moving slowly. Have regrouped and re-engaged on this application.
Reclamation Projects (gravel and other old dispositions)		Crews have started cleanup at Atlas, with plan to complete reclamation in the next year or two. Developing more comprehensive plan for other locations.
Asset Management	Ongoing	Continue to slowly add and define assets. Revised concern form process is going well, and continually being expanded. This is helping to drive awareness of our AM plan and infrastructure (our program and the data in it). Plan to focus on gravel for this summer. Capture good 2024 graveling data and see what we can find from previous years and upload it into the database.

Projects, Programs & Activities

Program/Activity/Project	Timeline	Comments
Economic Development	Ongoing	Applied for SCOP & NRED grants, hopefully we receive answers soon.
Outdoor Rec & Tourism Strategy	Q4 2024	NRED grant funded. Contract awarded, public engagement to begin in April at the LC Tradeshow. Anticipate completion in November.
La Crete Stormwater Master Plan	Q2 2024	MPE Engineering is design engineer. Project was paused until spring, will resume soon. Project management being passed along to John & the utilities team.
Gravel – Crushing, prospecting, approvals		Gravel is a complex asset to manage. Continue to make headway on lease extensions and mining approvals. Slowly

		passing more gravel responsibility over to operations.
LC North Sanitary	Tendering Q2 2024	Trunk main tender issued on April 3 rd , lift station to be tendered by end of April once design & tender package is finalized.
LC Intersection Improvements	Q1 2024	Traffic light base installation complete, anticipate installation of the rest of the components any day.
LC East Waterline	Q2 2024	Levies complete & currently being advertised. ROW agreements complete. Anticipate tendering any day.
2024 Municipal Census		Working with Caitlin & Donny to get project started. An outline of a plan is in place, along with several key resources to execute the plan. Looking at a June 1 census date, with enumeration in June & July.

Personnel Update:

Looking forward to a summer employee who can help make additional progress on Asset Management data collection & organization.

I was recently appointed as the RMA rep for the Safety Codes Council (SCC) Building Sub-Council. I believe this is a great opportunity to help push the rural perspective of building codes at the provincial level.

Other Comments:

I enjoyed a busy RMA convention a few weeks ago, where we had the opportunity to continue to advance council’s priorities with various provincial officials.

Over the past year I participated in a series of interviews and questions regarding air ambulance landing sites, their importance, cost, challenges, etc. That project is now wrapped up, and we have received what is essentially a report card on the status of the Fort Vermilion (Wop May Memorial) Airport. Essentially, there is nothing that requires major attention, but it is high risk and should be prioritized for future support and upgrades. Additional access, wider taxiways and longer runway are the areas identified for future upgrades.

I’m scheduled to attend the EDA conference later this week. It has been several years since I attended, and I look forward to reconnecting with some old contacts and learning from the panelists & presenters. There are a lot of relevant topics on the agenda and I look forward to integrating new ideas into our ec dev strategy.

Still waiting on a response from the LPRT regarding the High Level annexation. I anticipate a response by the end of April. Once we receive the response we'll know what our next steps are.

Monthly Report to the CAO

For the month of March, 2024

From: Don Roberts,
Director of Community Services

Program/Activity/Project	Comments
Emergency Management	The Emergency Management Team is gearing up for the upcoming season. Training, the development of an Emergency Coordination Center and improved communications with our Fire Departments is to be completed by mid-April.
Fish Ponds	Fish Pond development is ongoing. Public interest is active. Administration received information that 12' and 13' fish were caught at the Twin Ponds. There was an issue with the aeration system at both locations. Administration is diligently working on solutions and will be adjusting this summer.
COR Audit	Mackenzie County COR audit is scheduled for April 8 th – 11 th . Administration and the Health & Safety committee have reviewed all aspects of the safety program, making amendments and recommendations to the CAO as per the OH&S Act. A reminder that 2 Councilors, 1 new and 1 longer serving, will be selected for an interview with the auditor.
Doctor Housing CAO House	Administration presented an offer to assist with the doctor housing as request per Council motion. Administration delivered a Facility Rental application and Agreement to the Fort Vermilion clinic for review. Two Doctors inspected the house and informed administration that the facility would suit their needs but would need to consult other parties. They would contact us when a decision was made. No answer to date.
Communication Tower Rental Agreement Termination	Currently Mackenzie County rent tower space on three different Communication towers. Fort Vermilion, Buffalo Head and Watt Mountain. Administration is in the process of terminating these agreements due to the move to AFRRCS. Communication towers are now the responsibility of the Province.
Recreation Complexes Generator - Wiring	Administration will be contacting Recreation Managers and discussing the installation of Emergency Generator Wiring. This was approved in the 2024 budget for this year.

<p>FRIAA Grant Applications</p>	<p>Currently Mackenzie County did receive grant funding to update and produce FireSmart Mitigation plans for Zama, Hutch Lake and south High Level. Administration has engaged a Contractor that discussed FireSmart concerns with the local Councilor. This project should not be confused with the current FRIAA grant application that is specifically for the development of a Fire Guard / Grazing Plan.</p>
<p>Fire Chiefs Meeting</p>	<p>In April the Fire Chiefs and Administration held a meeting. Main points of conversation was Fire Department Safety Program review, Capital Projects, and Radio Paging. Again it was mentioned of the importance of getting incident reports handed in to Administration in a timely manner.</p>

MONTHLY REPORT TO THE CAO

For the Month Ending March 2024

From: Jennifer Batt
Director of Finance

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
2023 Year end	Complete	Year End reconciliations reviewed, and complete Audit scheduled in office March 4-8 Awaiting final report, statement. Financial Statements to be presented to Council at the April 24 th Council Meeting
2024 Budget	Ongoing	Incorporate 2024 Mill Rate/Minimum amendments into 2024 Budget. Update Budget with any amending funding notices once final assessments received for 2024 Tax Rate Bylaw. Update funding sources for Capital projects with release of the LGFF grant. Present updates to Council at the April 24 th Council meeting Continue to investigate funding sources, and opportunities for the County.
Provincial Grant Reporting CCBF/MSI/LGFF	Complete In process	MSI & CCBF 2023 Statement of Funding Expenditures – complete - submitted MSI/CCBF/LGFF 2024 projects submission updating – awaiting final approval by Council April 24 th ACP/AMWWP/STIP – 2023 complete – submitted
Accounts Payable	Ongoing	Electronic Funds Transfer set up for monthly vendors. Ongoing updates, and additions as required. Payments for all authorized invoices received by March 31 st completed. Processed final 2023 invoices received in 2024 for year end
Accounts Receivable	Ongoing	Invoices sent for all invoice requests received for services up to and including March 31 st . Processed all 2023 invoices received for year end.
Taxation	Ongoing	Pre-authorized payment agreements continue to be advertised and entered into. Title changes, and updates completed Total 892 Tax Rolls have entered into

		preauthorized payment agreements. Review 2023 tax assessments Municipal and Linear for 2024 tax year. Present to Council April 8th
Utilities	Ongoing	Update move in/out Monthly billing and collections Continue Advertising e-billing via social media and website Total 329 Utility Accounts have entered into preauthorized payment agreements.
Mitigation	Ongoing	Communicate with various GOA agencies Communicate with legal for resident agreements Phase 3 subdivision complete. - Communicate with legal for updated resident agreements Awaiting subdivision of Phase 2, amending agreements required
Disaster Recovery Program	Ongoing	
<i>2020 Peace River Ice Jam / Overland Flood</i>		Extension granted. All projects to be completed by December 18, 2024. 2 project remains open.
2021 Sever Storm Overland Flooding		Submitted expenses to date to DRP in December along w map etc. Outstanding 1 bridge for DRP approval
2022 Rapid Snowmelt – Overland flooding		Approved. Awaiting review
2023 Wildfires claim		Submission requirements received. Awaiting review.
2023 NWT Wildfire claim		Submission requirements received. Awaiting review
Supply staff to High Level Office every Tuesday. Assist departments with invoicing and budget reporting, Request for Decisions, and inquiries.		

MONTHLY REPORT TO THE CAO
For the month of March, 2024

From: Andy Banman
Director of Operations

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Administration	Ongoing	<ul style="list-style-type: none"> - Rural driveway clearing program wrap up - Site Safety/Team meeting - Policy Review
Airport Maintenance/Operations	Ongoing	<ul style="list-style-type: none"> - Regular maintenance as required - Airport Parking Fees - Regular deicing - Lights and other hardware replaced - Alberta Airport Management Association Conference Registration submitted
Bridges	Ongoing	<ul style="list-style-type: none"> - Regular Maintenance
Road Repair/Gravel/Spot Gravel	Ongoing	<ul style="list-style-type: none"> - Regular road maintenance - Regravel Tender preparation well underway - Hauling for stockpile at Blumenort Dump - Crack Sealing Tender – to be on Alberta Purchasing Connection website and open for bids on April 3, 2024 - Line Painting Tender – to be on Alberta Purchasing Connection website and open for bids on April 3, 2024
Training/Education	Ongoing	<ul style="list-style-type: none"> - Workplace Incident Investigations Training - Air Brakes - Class One's - First Aid - Boom Truck Awareness - Chainsaw Safety - Electrical Awareness - Flagging - Ground Disturbance

Capital Projects

Projects	Timeline	Comments
Endeavor to Assist – New Road Infrastructure	Ongoing	
30m ROW – Various Locations	Ongoing	
Washout & Culvert Upgrades (2021)	Ongoing	
Bridge Maintenance	Ongoing	
RR 154 IN 108-15 (2022)	Complete	- Preliminary Forestry Inspection done...final inspection to be done in Spring
Rebuild RR 20-0 S of HWY 35 (.5 mile) – Angle Road	Ongoing	- Preliminary Forestry Inspection done...final inspection to be done in Spring
91 Street intersection upgrades	Ongoing	
Rebuild TWP RD 110-4 from RR19-3 to 19-0 (3 miles) Heliport	Ongoing	
94 Ave. W of 113 Street Pavement	Ongoing	
109 ave & 113 street Pavement	Ongoing	
RR 150 Road (HWY 697- TWP 106-4)	Ongoing	
Rebuild TWP RD 108-1 E of HWY 88 (2 miles) - (600m in 2024, balance in future years)	Ongoing	

Personnel Update:

<p>Vacant Positions:</p> <ul style="list-style-type: none"> - Seasonal Summer Staff
--

Other Comments:

<ul style="list-style-type: none"> - Atlas Pit reclamation – Hiring of a contractor approved - Winter 2023/2024 Snow Flag Sales: 98

Monthly Report to the CAO

For the month of March, 2024

From: Caitlin Smith,
Director of Planning and Agriculture

Strategic Priorities for Planning and Agriculture:

Program/Activity/Project	Timeline	Comments
Land Use Framework	TBA	Joint project report; see Byron's report for project update
Land Use Bylaw and Fort Vermilion Area Redevelopment Plan	Q4 2024	Administration has sent comments to revise the proposed LUB and FVARP. We are expecting a revised version for viewing in April. Administration would like to conduct a round of public consultation in May.
La Crete Area Structure Plan	Q4 2024	Administration is creating a scope of work for the RFP.

Annual Operating Programs, Projects and Activities:

Program/Activity/Project	Timeline	Comments
Roadside Spraying	June-July 2024	Roadside Spraying will commence June 10. Ditches south of La Crete Airport to Blue Hills. Outback Ventures has agreed to continue with the current contract for the 2024 option year. This will be retendered in 2025 without a Do Not Spray option.
Ag Land Hay Tenders	2024	Tenders were awarded for 2024.
Seed Cleaning Plant Inspections	Spring 2024	Mobile plants to be completed.
Shelterbelt Program	June 2024	1000 bundles (about 10,000 trees) ordered. Expected to arrive end of May or beginning of June. Supplier is Woodmere Nursery in Fairview.
VSI Program & Veterinary Subsidy	2024	Council agreed to continue the VSI program at the current 50% rate. Council extended the Vet Subsidy for a period of two years (expiry end of 2024).
Water Pumping Program	April 2024	Rentals will begin again in Spring.
Roadside Mowing	2024	Roadside mowing starts July 10.

La Crete Organic Farming Conference and Tradeshow	April 11, 2024	Mackenzie County will have a booth at the tradeshow at the La Crete Heritage Centre. Landon will be speaking at the event on April 11 th and the AGM on April 3 rd .
ASB Regional Conference	October 24, 2024	Mackenzie County is hosting the ASB Regional Conference in La Crete at the Heritage Centre. We are working on an agenda in conjunction with the Regional AAAF director and ASB provincial committee rep. Facility is booked and the motel has rooms blocked off for the event.

Personnel Update:

Ad has gone out for seasonal weed inspectors. The temporary Administrative Assistant position has been vacated and will be re-advertised for the remaining 4 month term.

Other Comments:

For the South of High Level lands, we are awaiting the final survey plan before land transfer. Expected timeline for land transfer is June 2024. Administration is planning for the next phase once land transfer is successful.

The North of Zama lands project is ongoing, we are drafting a response to the letter from AFP.

The 25 year DLO and DML for the Caribou Mountain snowmobile trail and staging area has been approved.

There have been several enquiries regarding multi-lots, we have approved one application so far and have received another.

Administration has started the works for the Land Use Bylaw update and the Fort Vermilion Area Redevelopment Plan. Administration plans to conduct public engagement for the LUB and FVARP. The department will be present at the La Crete Spring Trade Show in April and plan to hold open houses in each hamlet during the week of May 6th in conjunction with the Expedition (tourism) open houses. The website will be updated to allow for online commenting.

The department is updating the General Municipal Improvement Standards in conjunction with Projects and Infrastructure, Operations, and Utilities. The department is updating the Airport Development Plans for La Crete and Fort Vermilion.

We are continuing to support TELUS with their fibre installation and getting project updates to address any outstanding/ongoing concerns.

The Agricultural department is monitoring spring run off as the temperatures rise. The provincial ASB will be conducting their audit of the ASB program in Mackenzie County, they will be in the region in June, 2024. Landon will be presenting at the local organic conference, we anticipate more feedback regarding the Do Not Spray program ending.

The Ag team is also supporting Community Services with the FRIAA grant application for the grazing lease portion by determining future costs and pasture design.

MONTHLY REPORT TO THE CAO

For the Month of March 2024

From: John Zacharias
Director of Utilities

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Water Distribution and Wastewater Collection Maintenance	Oct/24	Will start up in April after summer staff is hired.

Capital Projects

Projects	Timeline	Comments
FV-Frozen Water Service Repairs	Dec/24	We will be looking at two more sites for possible insulation of water service.
Potable Water Supply North of the Peace River	Dec/24	Will keep this project in the back waiting on High Level raw water strategy results.
Waterline Blue Hills	Dec/24	Will be looking into a possible stand alone Truckfill in BlueHills.
Diversion License Review	May/24	TDL is valid to May 2024. TOHL is starting process into raw water source options. Will wait on that study first.
La Crete Future Water Supply Concept	Dec/24	Phase 1 has been completed and have received the report. Started a Water Model of La Crete area for phase 2 of the project which is nearing completion.
LC – Well #4	Apr/24	Project was commissioned in December and the well is currently online. Got grant extension to April 2024. Received spare pumps and motors.
LC – North Sanitary Trunk Sewer	Dec/24	Working with Byron on this for a possible tender going out this spring. Been busy finalizing the tender for posting in early April.

Personal Update:

March has been a good month. I was able to attend the Water Operators Seminar in Banff this year. Had great roads for traveling that distance and meet up with some contacts I had not seen for a while. Many good sessions during the conference on all things water and sewer.

We have also been working on the Waterline East project and have the tender almost ready for review. The Levy By-law is advertised. The ROW agreements are all signed which is good.

Was able to get our Well 4 grant extended to 2024 to allow a few loose ends to be cleared up on that project. We had a flow issue on the new pump but were able to get it resolved by extending the piping on the casing. Learned a few things about water hydraulics through this project.

Had meeting with AE on the water model for La Crete, model is almost complete and it looks like besides a few piping concerns our infrastructure in La Crete looks sufficient for the future. The third phase of this project will be tipping points for future upgrades and what those upgrades look like along with estimated costs.

Had our monthly Utility meeting on the 20th to discuss safety and our project updates in our department.

Personnel Update:

We are fully staffed at the moment and look forward to summer staff coming onboard in the next few months to help us through the busy season. Continuing of the TELUS project will keep us busy this summer again.

As some maybe aware Shawn Peters at our Water Plant in La Crete became a first time DAD this month so congratulations to him and his wife on the birth of their daughter.

Respectfully submitted,

John Zacharias
Director of Utilities
Mackenzie County

REPORT TO THE CAO

For March 2024

From: Louise Flooren, Manager of Legislative & Support Services

Council

- Preparing for various meetings of Council, correspondence, conferences, etc.
- RMA – meetings with Ministers were attended and administration will be working on follow up letters.

Appeal Boards

- No current appeals.

Bylaws/Policies/Reports/Publications:

- Update of recent Policies, Bylaws as approved by Council.
- Reviewing Policies to ensure accuracy, including working documents, will be scheduling meetings with departments for review.

Communications:

- Communication Plan in progress, reviewing items from multiple departments and annual scheduling.
- Administrative Assistant worked on WhatsApp Business during March and we are in a testing phase.
- Administrative Assistant working on schedules for advertisements (ie annual advertisements, magazines, seasonal items)
- The website review has been finalized. However, further details are required for specific information that the school was unable to locate. Administration will need to acquire these details.

Human Resources/Records

- Human Resources (HR) – Responding to employee inquiries, advertising for various positions, interviews and orientation.
- Multiple positions were advertised, Administrative Assistant, Equipment Operator I, Term Administrative Assistant and Seasonal Positions, .
- 1 Employee and 2 Firefighter Orientations completed. 3 performance evaluations completed.
- Records Management is working with departments in regards to DocuShare filing for departments.
- Administrative Assistant from La Crete assisting Records Management with land files.

IT

- IT has been making good progress on moving ports and services from last gen Cisco routers to new next gen Sophos firewall routers.
- The La Crete shop and treatment plant are close to complete for segregating the SCADA network and Shop/WTP computer network. This will further secure the SCADA (treatment plant control network) as a best practice to protect against potential malicious actors.

- Implemented WhatsApp for business. This can be used to make groups, such as fanning out information to the public to those that opt in, without letting people reply.
- Staff session on organizing the server mapped drive (G: drive) for departments. In the background there's significant IT work to clean up server permissions to eliminate individual staff permissions on folders, moving to a group based permission structure.
- Troubleshooting and correspondence with LRT on our B9136 black and white Xerox; after a significant LRT tech session things appear to be better.
- Spent time with GIS to shore up a way to print mapbooks without congesting the printer during office hours.
- Weekend server maintenance to keep servers patched with security updates.
- Various IT support for staff, webinars, etc.

Other

- Administrative Assistant position in Fort Vermilion has been filled.
- Health & Safety Audit Preparations during the month of March.
- Contractor and Employee Safety Handbook revisions and updates completed in March for April printing.
- Review of Job Hazard & Communication Assessments for administration were under review in March. Updated versions should be completed in April.
- Health & Safety training scheduled and completed for supervisors, managers and directors.



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 8, 2024
Presented By:	Don Roberts, Director of Community Services
Title:	Fort Vermilion Waste Transfer Station Caretaker – Request for Proposal

BACKGROUND / PROPOSAL:

The current Contractor for the Fort Vermilion Waste Transfer Station has submitted her resignation effective April 30th, 2024

Due to the short time period to fill the position before there is a vacancy, administration developed and is currently advertising the request for proposal (RFP). Administration is also providing the RFP for Council’s review. Should Council determine that changes are needed to the RFP, there is sufficient time to make amendments to the RFP prior to the closing date.

In July of 2023 this position was tendered with the following returns.

Bidder	Cost
Gertrude Derksen	\$1,850 per month
Norma Croy	\$1,200 per month
Susan Doerksen	\$2,200 per month

OPTIONS & BENEFITS:

Option 1

Continue with the RFP process for the Fort Vermilion Waste Transfer Station, review proposals at next Regular Council meeting, and explore alternative solutions if required.

Option 2

Cancel the RFP process and explore alternative solutions, such as closing the transfer station or revising hours/service effective April 30th, 2024.

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

COSTS & SOURCE OF FUNDING:

Current Contract; 2024 Operating Budget

COMMUNICATION / PUBLIC PARTICIPATION:

Social Media
News Paper

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That Administration continue advertising a Request for Proposal for the Fort Vermilion Waste Transfer Station Caretaker and bring proposals to the April 24th Regular Council meeting for opening and review.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 8, 2024
Presented By:	Don Roberts, Director of Community Services
Title:	Campground Partnerships – Request for Proposal

BACKGROUND / PROPOSAL:

Council Motion 24-02-120

That Administration move forward with Request for Proposals for Campground Partnership as amended to operate one or more Campgrounds for the 2024 season.

The RFP had a closing date of March 6th, 2024.

On March 7th at a Community Services meeting, all RFPs were opened and evaluated.

Council Motion 24-03-210

That the Campground Caretakers Partnership be re-advertised for Hutch and Wadlin Lake.

The RFP had a closing date of April 3rd, 2024.

On April 4th at a Community Services meeting, all RFPs were opened and evaluated.

Community Services Committee recommends that the Campground Caretakers Partnership for Wadlin Lake be awarded to William Peters for a period of 1 year and that Administration continue to look for Campground Partner for Hutch Lake.

OPTIONS & BENEFITS:

Option 1

Accept recommendations as presented.

Option 2

Have Administration bring back different options.

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

COSTS & SOURCE OF FUNDING:

Operational Budget

COMMUNICATION / PUBLIC PARTICIPATION:

Social Media
Newspaper
Big Deal Bulletin

POLICY REFERENCES:

Bylaw 1317-24 Municipal Parks Bylaw

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

Motion 1

That Mackenzie County accepts the one (1) year term for the Wadlin Lake Campground Caretaker Partnership with William Peters.

Motion 2

That Administration continue to look for Campground Partner for Hutch Lake.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 8, 2024
Presented By:	Jennifer Batt, Director of Finance
Title:	2024 Operating Budget Amendment

BACKGROUND / PROPOSAL:

As Council is aware, a great deal of effort, and debate was undertaken to review many options in reducing expenses, and increasing revenue, while ensuring allocations to reserves are maintained for the integrity of infrastructure. While reviewing service level demands and realizing an increase in wages, carbon tax, police funding, and organizational chart amendments, Council approved a balanced budget on December 12, 2023.

As part of the 2024 Operating Budget development, anticipated increases and decreases were calculated with an anticipated taxation revenue of \$27,915,295. Administration has since received notice of 2 additional operating grants, or funding supports, since the 2024 Operating budget was approved:

- Local Government Fiscal Framework – increased by \$121,262
- Medical First Responders - \$13,030

The final December 31, 2023 assessments for the 2024 taxation year have also been received, and are calculated at the mill rates as approved by Council, with a revenue of \$28,655,317, an increase of \$740,022 from the previously approved budget. With the additional funding received, and assessment increase, the 2024 operating budget has a surplus of \$874,314.

During the budget deliberations, and included in the 5 year and Future years capital plans, Council and administration had identified anticipated infrastructure projects. Administration is recommending that with no mill rate amendment approved, the surplus be allocated to the following reserves to assist in future anticipated costs, and to reduce ratepayer impacts in the future:

- Road Reserve \$224,314
- Bridge Reserve \$200,000
- Gravel Crushing Reserve \$450,000

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

These allocations, and amendments to the 2024 Operating budget, are calculated in the 2024 Tax Rate Bylaw included in this Council meeting package. If approved, the final budget report will be provided for review at the next Committee of the Whole meeting prior to public release.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

2024 Operating Budget

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the 2024 Operating Budget be amended to include Tracking Sheet changes #13-14.

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

13	LGFF Operating grant increase <i>(allocate operating to reserve)</i>	\$121,262		\$121,262	08-Apr-24
	Medical First Responders Oper.support <i>(allocate operating to res)</i>	\$13,030		\$134,292	
	Actual Assessment to Mill rate	\$740,022		\$874,314	
14	Gravel Crushing Reserve	-\$450,000		\$424,314	
	Road Reserve	-\$224,314		\$200,000	
	Bridge Reserve	-\$200,000		\$0	



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 8, 2024
Presented By:	Jennifer Batt, Director of Finance
Title:	Bylaw 1332-24 2024 Tax Rate

BACKGROUND / PROPOSAL:

Pursuant to section 353 of the *Municipal Government Act*, each council must pass a Property Tax Bylaw annually. The bylaw authorizes the council to impose a tax in respect of property in the municipality to raise revenue to be used towards the payment of the expenditures and transfers set out in the budget and the requisitions.

The Tax Rate Bylaw must set out and show separately all of the tax rates that must be imposed to raise the revenue required. Other levies, collected through the municipal tax notices, include the Alberta School Foundation Fund and the Boreal Housing Foundation.

Alberta School Requisitions

There is an increase in the Education Property Tax that is required to be collected during the 2024 tax year and is reflected in this Bylaw. Administration will continue to advertise this requirement to collect on the Provinces behalf.

Boreal Housing Foundation

As identified to Council in 2023, with the removal of the Seniors Lodge in La Crete, and the Province agreeing to pay the shortfall in revenue from the High Level Seniors Lodge delay in opening to full capacity, the 2023 Lodge Requisition was \$561 which is an amount too minimal to calculate without over collecting. The \$1,289 under levied in 2022, and the 2023 requisition amount of \$561 will be collected as an under collected amount along with the 2024 requisition.

The detailed calculations for school tax & mill rates are presented in the attached Bylaw.

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

County Tax Burden

Council adopted the 2024 Operating Budget at its meeting held on December 12, 2023, with the latest amendment at this meeting, April 8, 2024. As noted during budget deliberation, Mackenzie County realized an increased need for infrastructure repairs and improvements, allocating funding to reserves to assist in funding these projects.

The 2024 budget was developed on an anticipated reduction in assessments for the Oil & Gas Sector, along with a realized growth and inflationary increase in Industrial, and Residential. Relative to these changes in assessments, Council continued to investigate options, and amend some service levels, adjust some user fees, all while continuing to make infrastructure investments, while limiting the impact on the mill rates.

Due to the increased expense of utilitarian soft services outside of municipal control, along with the need to fund infrastructure investments, Council deliberated the tax burden on residential, non-residential, and farmland along with minimum for the 2024 tax year.

Farmland is defined in the *Municipal Government Act* and the *Matters Relating to Assessment and Taxation Regulation* as “land used for farming operations” “and is assessed based on its productivity level based on regulated rates developed by *Alberta Municipal Affairs*.”

Farmland is currently assessed based on its ability to produce income from the growing of crops and/or the raising of livestock. The productive value of farmland is determined using a process that sets a value for the best soils, and then makes adjustments for less than optimum conditions such as stones, the presence of sloughs, or topography not conducive to farming practices.

Council and administration worked hard to limit the financial impacts of a mill rate increase, the identified need for infrastructure repairs and improvements, along with service levels and funding of shared expenses left no alternative. A minimum tax increase, for all property codes, along with a mill rate change to farmland property codes is included in the proposed 2024 Tax Rate Bylaw.

OPTIONS & BENEFITS:

Option #1

Pass all three readings of the Tax Rate Bylaw at this meeting.

Tax notices anticipated to be released on May 13th, 2024.

Option #2

Pass first reading of the Tax Rate Bylaw at this meeting, with administration bringing forward during April 24th Council meeting for second and third reading.

Tax notices anticipated to be released on May 13th, 2024.

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

COSTS & SOURCE OF FUNDING:

Funding will be collected via the tax billing process and relative of the approved 2024 operating and capital budget approvals.

COMMUNICATION / PUBLIC PARTICIPATION:

Advertising as required by the Municipal Government Act. Tax notices will be mailed/mailed by May 13th, 2024.

POLICY REFERENCES:

FIN031 - Methods of Payment Policy

RECOMMENDED ACTION:

Motion 1

Simple Majority Requires 2/3 Requires Unanimous

That first reading be given to Bylaw 1332-24 being the 2024 Tax Rate Bylaw for Mackenzie County.

Motion 2

Simple Majority Requires 2/3 Requires Unanimous

That second reading be given to Bylaw 1332-24 being the 2024 Tax Rate Bylaw for Mackenzie County.

Motion 3

Simple Majority Requires 2/3 Requires Unanimous

That consideration be given to go to third reading of Bylaw 1332-24 being the 2024 Tax Rate Bylaw for Mackenzie County, at this meeting.

Motion 4

Simple Majority Requires 2/3 Requires Unanimous

That third reading be given to Bylaw 1332-24 being the 2024 Tax Rate Bylaw for Mackenzie County.

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

BYLAW NO. 1332-24

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

**TO AUTHORIZE THE RATES OF TAXATION TO BE LEVIED AGAINST
ASSESSABLE PROPERTY WITHIN MACKENZIE COUNTY
FOR THE 2024 TAXATION YEAR**

WHEREAS, Mackenzie County in the province of Alberta, has prepared and adopted detailed estimates of the municipal revenue, expenses and expenditures as required, at the Council meeting held on April 8th, 2024; and

WHEREAS, the estimated municipal operating revenues from all sources other than property taxation total \$11,769,323; and

WHEREAS, the estimated municipal expenses (excluding non-cash items and requisitions) set out in the annual budget for the Mackenzie County for 2024 total \$40,424,640 (total expenses); and the balance of \$21,989,497 is to be raised by general municipal property taxation; and

WHEREAS, the estimated amount required to repay principal debt to be raised by general municipal taxation is \$1,318,015; and

WHEREAS, the estimated amount required for future financial plans to be raised by general municipal taxation is \$5,347,805; and

THEREFORE, the total amount to be raised by general municipal taxation is \$28,655,317; and

WHEREAS, the requisitions are:

Alberta School Foundation Fund Requisition (including Opted Out School Board):

	Base	(Over)/Under	Total
Residential and Farmland	\$ 3,268,046	\$ 3,222	\$ 3,271,268
Non-Residential	\$ 3,460,652	\$ 4,741	\$ 3,465,393
Total	\$ 6,728,698	\$ 15,481	\$ 6,736,661

Lodge Requisition:

	Base	(Over)/Under	Total
Total Lodge Requisitions	\$ 486,502	\$ 1,850	\$ 488,352

Designated Industrial Property (DIP):

	Base	(Over)/Under Levy	Total
Total DIP Requisitions	\$75,095	(\$144)	\$74,951

WHEREAS, the Council of Mackenzie County is required each year to levy on the assessed value of all property tax rates sufficient to meet the estimated municipal expenses and the requisitions: and

WHEREAS, the Council is authorized to classify assessed property, and to establish different rates of taxation in respect to each class of property, subject to the *Municipal Government Act (MGA)*, Revised Statutes of Alberta, 2000; Chapter M-26, as amended, and

WHEREAS, the assessed value of all property in Mackenzie County as shown on the assessment roll is:

Taxable Assessment:

Residential	\$ 1,302,634,050
Farmland	\$ 47,996,170
Non-Residential	\$ 292,049,450
Machinery & Equipment	\$ 18,484,530
Designated Industrial Properties/Linear	\$ 977,149,730
Total	\$ 2,638,313,930

NOW THEREFORE, under the authority of the Municipal Government Act, the Council of the Mackenzie County in the Province of Alberta enacts as follows:

1. That the Chief Administrative Officer is hereby authorized and directed to levy the following rates of taxation of the assessed value of all property as shown on the assessment roll of Mackenzie County:

General Municipal	Tax Levy	Assessment	Tax Rate
Residential	\$ 9,303,412	\$ 1,302,634,050	0.007142
Farmland	\$ 592,943	\$ 47,996,170	0.035710
Non-Residential	\$ 16,580,818	\$ 1,269,199,180	0.013064
Machinery & Equipment	\$ 241,482	\$ 18,484,530	0.013064
Sub-Total	\$ 27,839,656	\$ 2,638,313,930	
Revenue estimated due to the established minimum	\$ 815,662		
Total	\$ 28,655,317		

Notwithstanding the foregoing, the minimum tax for:

- Residential shall be **\$500** (five hundred dollars)
- Limited Access Seasonal Residential **\$100** (one hundred dollars)
- Non-Residential shall be **\$600** (six hundred dollars)
- Farmland shall be **\$300** (three hundred dollars)

Alberta School Foundation Fund (including Opted Out School Board):

	Tax Levy	Taxable Assessment	Tax Rate
Residential and Farmland	\$ 3,271,268	\$ 1,345,299,990	0.002432
Non-Residential	\$ 3,465,393	\$ 938,082,090	0.003694
Total ASFF	\$ 6,736,661	\$ 2,283,382,080	

	Tax Levy	Taxable Assessment	Tax Rate
--	-----------------	---------------------------	-----------------

Total Lodge Requisition	\$ 488,352	\$ 2,624,376,260	0.000186
--------------------------------	-------------------	-------------------------	-----------------

Designated Industrial Properties/Linear	\$74,951	\$ 981,721,420	0.000076
Total DIP Requisitions	\$74,951	\$ 981,721,420	0.000076

Grand Total	\$35,955,281
--------------------	---------------------

(including requisitions)

2. That this bylaw shall take effect on the date of the third and final reading.

READ a first time this 8th day of April, 2024.

READ a second time this _____ day of April, 2024.

READ a third time and finally passed this ____ day of April, 2024.

Joshua Knelsen
Reeve

Darrell Derksen
Chief Administrative Officer



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 8, 2024
Presented by	Jennifer Batt – Director of Finance
Title:	2024 Mackenzie Agricultural Fair & Tradeshow

BACKGROUND / PROPOSAL:

The 2024 Mackenzie Agricultural Fair & Tradeshow is hosted by the Mackenzie Agricultural Research Association, and a local group of committee volunteers which fundraise by sponsorship for the event.

Past years events have had surplus of funds which Council had allocated to the General Operating Reserve to assist with future years funding.

The committee has requested that the County allocate the surplus from previous years, and continue to assist with accepting donations, and ensuring invoices are paid as they are unable to open a bank account as the committee.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

General Operating Reserve - previous years surplus
 Sponsorship - Donations

COMMUNICATION / PUBLIC PARTICIPATION:

Promote event by sharing advertisements on social media, and County website.

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

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the 2024 One Time project budget be amended by \$6,514 for the 2024 Mackenzie Agricultural Fair & Tradeshow, with funding in the amount of \$6,514 coming from the General Operating Reserve – (previous years Agricultural Fair surplus).

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 24, 2024
Presented By:	Byron Peters, Director of Projects & Infrastructure
Title:	2024 Municipal Census Budget Amendment

BACKGROUND / PROPOSAL:

Administration reached out to Municipal Affairs to request an extension on the provincial deadline to facilitate a Municipal Census in 2024.

Even though the County was very late with the request, Municipal Affairs and the Deputy Minister were supportive of the County conducting a municipal census in 2024.

Administration has been in touch with previous contacts for direction and assistance with the census. This will be a fairly involved process and will need to be carefully planned out.

OPTIONS & BENEFITS:

A Municipal Census will provide a current, up to date account of residents living within Mackenzie County. This data will assist with other projects such as the Housing Needs Assessment and grant revenue.

COSTS & SOURCE OF FUNDING:

\$220,000 will be funded as a One Time Project from the General Operating Reserve.

COMMUNICATION / PUBLIC PARTICIPATION:

None at this time. Once the census is ready to proceed, robust advertising shall begin to encourage public participation.

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

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the 2024 budget be amended by adding the 2024 Municipal Census as a One Time project, with total funding of \$220,000 allocated from the General Operating Reserve.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 8, 2024
Presented By:	Caitlin Smith, Director of Planning and Agriculture
Title:	Land Use Bylaw Update (HAND OUT)

BACKGROUND / PROPOSAL:

Administration has received the most recent version of the proposed Land Use Bylaw. Comments from Council and the public have been addressed and included in this version. (Summary to be attached).

This draft will be presented to the public over the coming weeks. Administration will be attending the La Crete Trade Show in April and we will be hosting open houses during the week of May 6th. We will start advertising this week.

Dates are proposed as follows:

- Tuesday, May 7, 2024 - 2:30 p.m. – 7:00 p.m. – La Crete
- Wednesday, May 8, 2024 - 2:30 p.m. – 7:00 p.m. – Fort Vermilion
- Thursday, May 9, 2024 - 4:00 p.m. – 7:00 p.m. – Zama

The website will be updated to allow for online commenting, administration would like for this project to be complete by the Fall.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

Part of the capital budget.

COMMUNICATION / PUBLIC PARTICIPATION:

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

Conducting public consultation as per MGA requirements.

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the Land Use Bylaw update be received for information.

Author: C Smith Reviewed by: BP CAO: _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 8, 2024
Presented By:	Don Roberts, Director of Community Services
Title:	Community Services Committee Meeting Minutes

BACKGROUND / PROPOSAL:

The approved minutes of January 16, 2024 Community Services Committee meeting is attached.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

COMMUNICATION:

N/A

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

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the approved Community Services Committee meeting minutes of January 16, 2024 be received for information.

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

MACKENZIE COUNTY
Community Services Committee Meeting

Tuesday, January 16th, 2024
11:00 a.m.

Council Chambers
Fort Vermilion, Alberta

PRESENT: Lisa Wardley Councillor/Chair (Via Zoom)
Peter F. Braun Councillor (via Zoom)
Cameron Cardinal Councillor
Darrell Derksen Councillor
Josh Knelsen Reeve (via Zoom)

REGRETS:

ADMINISTRATION: Don Roberts Director of Community Services
Krista Hiltz Recording Secretary (Via Zoom)
Andy Banman Director of Public Works

Minutes of the Community Services Committee Meeting for Mackenzie County held on January 16th, 2024 in the Council Chambers at the Fort Vermilion County Office.

CALL TO ORDER: 1.a) Call to Order

Lisa Wardley called the Meeting to order at 11:03 a.m.

AGENDA: 2.a) Adoption of Agenda

MOTION CS-24-01-01 MOVED by Reeve Knelsen

That the agenda be approved as presented.

ADOPTION OF PREVIOUS MINUTES: 3.a) Minutes of the December 05th, 2023 Community Service Committee Meeting

MOTION CS-24-01-02 MOVED by Councillor Braun

That the minutes of the December 05th, 2023 Community Services Committee Meeting be accepted as presented

OLD BUSINESS

4.a) Bylaw 1037-16 Municipal Parks Bylaw-Review

MOTION CS-24-01-03

MOVED by Councillor Cardinal

That the recommendation be made to council to amend bylaw 1037-16 Municipal Parks Bylaw.

CARRIED

**4.b) Campground Caretaker
Recruitment/Retention/Contract**

MOTION CS-24-01-04

MOVED by Councillor Cardinal

That Administration develop RFP and make recommendation to Council to tender.

CARRIED

**4.c) Campground Caretaker Bonus Policy/Evaluation
Form**

MOTION CS-24-01-05

MOVED by Councillor Braun

That a recommendation be made to Council to abolish the Campground Caretaker Bonus Policy.

CARRIED

4.d) 2024 Capital Project Review/Conceptual Plans

MOTION CS-24-01-06

MOVED by Councillor Braun

That the 2024 Capital Project Review/Conceptual Plans be received for information.

CARRIED

NEW BUSINESS:

5.a) Fort Vermilion Walking Path – Collage

MOTION CS-24-01-07

MOVED by Councillor Cardinal

That Community Services Committee recommend to Administration to proceed with the Fort Vermilion Walking Path.

CARRIED

MOTION CS-24-01-08

5.b) Seasonal Campsites

MOVED by Councillor Cardinal

That Seasonal Campsites be received for information.

CARRIED

ACTION LIST:

6.a) Action List

MOTION CS-24-01-09

MOVED by Reeve Knelsen

That the Action List be approved

CARRIED

NEXT MEETING DATE:

7.a) Next Meeting Date

Community Services Committee Meeting
March 07, 2024
1:00 p.m.
Fort Vermilion Council Chambers

ADJOURNMENT:

8. a) Adjournment

MOTION CS-24-01-10

MOVED by Councillor Braun

That the Community Services Committee Meeting be adjourned at 1:07 a.m.

These Minutes will be presented for approval at the next Community Services Committee Meeting March 07, 2024.

Lisa Wardley
Chair



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 8, 2024
Presented By:	Caitlin Smith, Director of Planning and Agriculture
Title:	Municipal Planning Commission Meeting Minutes

BACKGROUND / PROPOSAL:

The approved minutes of February 21, 2024 and March 6, 2024 Municipal Planning Commission meetings are attached.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

COMMUNICATION:

N/A

Author: L Braun **Reviewed by:** C Smith **CAO:** D. Derksen

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the approved Municipal Planning Commission meeting minutes of February 21, 2024 and March 6, 2024 be received for information.

Author: L Braun **Reviewed by:** C Smith **CAO:** D. Derksen

**MACKENZIE COUNTY
Municipal Planning Commission Meeting**

**Mackenzie County Office
Fort Vermilion, AB**

Wednesday, February 21, 2024 @ 10:00 a.m.

PRESENT: Erick Carter Chair, MPC Member
Andrew O'Rourke Vice Chair, MPC Member
Stephanie Grocholski MPC Member
Peter F. Braun Councillor, MPC Member

ADMINISTRATION: Caitlin Smith Director of Planning & Agriculture (via Zoom)
Lynda Washkevich Development Officer
Jackie Roberts Development Officer
Laura Braun Administrative Assistant/Recording Secretary

REGRETS: David Driedger Councillor, MPC Member

**MEMBERS OF THE
PUBLIC:** Anne Elias

MOTION 1. **CALL TO ORDER**

Erick Carter called the meeting to order at 9:57 a.m.

2. **ADOPTION OF AGENDA**

MPC 24-02-021 MOVED by Peter F. Braun

That the agenda be adopted as presented.

CARRIED

3. **MINUTES**

a) Adoption of Minutes

MPC 24-02-022 MOVED by Peter F. Braun

That the minutes of the February 7, 2024 Municipal Planning Commission meeting be adopted as presented.

CARRIED

4. TERMS OF REFERENCE

For Information.

5. DEVELOPMENT

- c) 015-DP-24 Bill & Anne Elias
Shop – Personal with Secondary Suite in “H-CR”
Plan 992 0893, Block 1, Lot 4 (9010 94 Street)(La Crete)**

MPC 24-02-023 MOVED by Peter F. Braun

That Development Permit 015-DP-24 on Plan 992 0893, Block 1, Lot 4 in the name of Bill & Anne Elias be APPROVED with the following conditions:

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

1. Minimum building setbacks are: 15.2 meters (50 feet) front yard; 7.6 meters (25 feet) rear yard; 4.6 meters (15 feet) side yards; from the property lines.;
2. The Shop – Personal with a Secondary Suite shall meet all National Building Code 2019 Alberta Edition requirements for Buildings and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit Null and Void.;
3. The municipality has assigned the following address to the noted property: 9010 94 Street. You are required to display the house address (9010) so as to be clearly legible from the street and be on a contrasting background. The minimum size of the characters shall be four inches in height.;
4. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards and shall compliment the natural features and character of the site and the aesthetics of the neighbouring residences to the satisfaction of the Development Authority.;
5. The Secondary Suite must have a separate entrance that can be directly accessed from outside or through a common area inside or both.;
6. SECONDARY SUITES shall be limited to one per LOT/Residence.;
7. This Shop is approved for personal purposes only and no commercial activity is permitted in this building. Should the applicant

- change the intention of this building a new development permit is required.;
8. The maximum area of the shop shall be 223 square meters (2,400 square feet).;
 9. The maximum height of the shop shall be 6.1 meters (20 feet) from grade to peak.;
 10. All basement or below grade developments shall have an operational sump pump;
 11. All sewage disposals shall conform to the Alberta Private Sewage Systems Stand of Practice 2015.;
 12. Any doors, windows and other openings to any DEVELOPMENT shall be at the same or greater elevation as the downstream ROAD centerline elevation to avoid overland flood damage, water seepage and other water related damage.;
 13. Any permanent buildings on the property must be constructed 2% greater than the grade of the road.;
 14. No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.;
 15. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.;
 16. This permit approval is subject to the access to the property being constructed to County standards. PRIOR to installation of a new access or changing location of existing access, complete a Request to Construct an Access form by contacting the Operations Department for Mackenzie County at (780) 928-3983. Access to be constructed at the developers expense.;
 17. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

CARRIED

- a) **269-DP-21 Foothills Carpentry Ltd. Time Extension
Tarp Shelter x2 (two) in "LC-HI"
Plan 142 3831, Block 4, Lot 4 (9207 106 Avenue)(La Crete)**

MPC 24-02-024 **MOVED** by Stephanie Grocholski

That a time extension for 269-DP-21 on Plan 142 3831, Block 4, Lot 4 in the name of Foothills Carpentry Ltd. be granted to expire on October 20, 2025.

CARRIED

- b) 001-DP-24 REVISION Alpine Builders Ltd.
Dwelling – Stacked Row Housing in “H-R2A”
Plan 232 2146, Block 3, Lots 8-9 (10237 105 Avenue)(La Crete)**

MPC 24-02-025 MOVED by Andrew O'Rourke

That Development Permit 001-DP-24 REVISION on Plan 232 2146, Block 3, Lots 8-9 in the name of ALPINE BUILDERS LTD be TABLED for more information.

CARRIED

6. SUBDIVISION

- a) 03-SUB-24 David L. & Jocelyn Thompson
31.6 Acre Subdivision in “A”
SW-18-110-18-W5M**

MPC 24-02-026 MOVED by Stephanie Grocholski

That Subdivision Application 03-SUB-24 in the name of David L. Thompson and Jocelyn Thompson on SW-18-110-18-W5M be APPROVED with the following conditions:

1. This approval is for a **Type A** subdivision, 31.6 acres (12.79 hectares) in size.
2. Applicant/developer shall enter into and abide by a Development Agreement with Mackenzie County which shall contain, but is not limited to:
 - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality,
 - I. Any permanent buildings on the property must be constructed 2% above the grade of the road.

- b) Mitigation measure must be in place in order to avoid water damage from potential pluvial flooding,
- c) Provision of a road and access to both the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developer's expense,
- d) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2015,
- e) Provision of a storm water management plan. Contact Planning and Development staff at (780) 928-3983 to discuss the requirements for your subdivision.
- f) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration,
- g) Provision of utility rights-of-way as required by ATCO Electric, TELUS, Northern Lights Gas Co-op, and others,
- h) Provision of and negotiations for utility rights-of-way and/or easements as required by utility companies. The Developer shall be responsible for any line relocation or correction costs that occur as a result of this development. Responses from utilities companies are shown in Schedule "C" hereto attached,
- i) Mackenzie County shall not be held liable for any concerns, issues or damages related to and/or resulting from the water tables and any other water problems as a result of any low land levels of the proposed development. It is the responsibility of the developer to ensure that adequate drainage and other precautions are taken to avoid water seepage into the dwellings/basement and/or flooding of the basement, and/or any ancillary buildings.
- j) **That Plan 074 1126, Block 01, Lot 01 be consolidated with SW-18-110-18-W5M.**

CARRIED

- b) **04-SUB-24 Martin Harder
11.25 Acre Subdivision in "LC-LI"
SE-16-106-15-W5M**

MPC 24-02-027 MOVED by Peter F. Braun

That Subdivision Application 04-SUB-24 in the name of Martin Harder of SE-16-106-15-W5M be APPROVED with the following conditions:

1. This approval is for an 11.25 Acre (4.55 Hectares) subdivision.
 - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality;
 - b) Provision of all sanitary systems including service lines, main and appurtenances as required by the Municipality;
 - c) Provision of all water lines, including all fittings and valves as required by the County;
 - d) Provision of municipal servicing (water and sanitary sewer) to the lot;
 - e) All drainage systems, provisions for weeping tile flow where a high water table or other subsurface conditions cause continuous flow in the weeping tile, and associated works, all as and where required by the County;

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

- (1) Drainage of internal road system,
 - (2) Erosion prevention systems, if required,
 - (3) Direction of site drainage, and
 - (4) Elevation plans for each lot
- f) Provision of utilities (power, gas, telephone, etc.) to each lot. Such utilities to be provided in a location and to a standard to be approved by the appropriate utility company and the County. Responses from utilities companies are shown in Schedule "C" hereto attached. Written confirmation of the completed utility installation is required to be submitted to the County by each utility company prior to registration of the subdivision;
 - g) Provision of and/or negotiation for utilities rights-of-way and/or easements as required by utilities companies. Any costs incurred for line relocation will be the responsibility of the developer. All utility lanes/lots must be accessible. All public utility lanes/lots shall be cleared to ground level with all tree

stumps and debris removed and then landscaped. Where necessary, utility lanes/lots shall be excavated or landscaped to provide drainage for the subdivision. Any excavation or landscaping of the public utility lanes/lots shall be to engineered plans and completed prior to the installation of utilities;

- h) The developer is responsible for site grading and landscaping to design elevation and seeding with grass or other approved landscaping, in a manner that does not negatively impact adjacent properties or infrastructure;
- i) Provision of an agreement with the adjacent landowners for utility lanes/lots if required;
- j) Any outstanding property taxes shall be paid in full prior to registration of title;
- k) All outstanding Off-Site Levy Fees and Municipal Reserve shall be paid at the time of further subdivision.

- I. A caveat will be place on title regarding Off-Site Levy fees and Municipal Reserve fees deferred.

CARRIED

7. MISCELLANEOUS

- a) **13XX-24 Land Use Bylaw Amendment
Rezone Plan 232 2146, Block 3, Lots 6-13
From Hamlet Residential 2A “H-R2A” to Hamlet
Residential 1 “H-R1”**

MPC 24-02-028 MOVED by Andrew O'Rourke

That the Municipal Planning Commission recommend to Council to approve Bylaw 13XX-24 being a Land Use Bylaw Amendment to rezone Plan 232 2146, Block 3, Lots 6-13 from Hamlet Residential 2A “H-R2A” to Hamlet Residential 1 “H-R1” subject to a drainage and parking plan being submitted

CARRIED

8. CLOSED MEETING

- a) **None**

9. MEETING DATES

- ❖ Wednesday, March 6, 2024 @ 10:00 a.m. in La Crete
- ❖ Wednesday, March 28, 2024 @ 10:00 a.m. in Fort Vermilion
- ❖ Wednesday, April 17, 2024 @ 10:00 a.m. in La Crete

10. ADJOURNMENT

MPC 24-02-029 MOVED by Peter F. Braun

That the Municipal Planning Commission Meeting be adjourned at 10:43 a.m.

CARRIED

These minutes were adopted this 6th day of March, 2024.

Erick Carter, Chair

**MACKENZIE COUNTY
Municipal Planning Commission Meeting**

**Mackenzie County Office
La Crete, AB**

Wednesday, March 6, 2024 @ 10:00 a.m.

PRESENT: Andrew O'Rourke Vice Chair, MPC Member
David Driedger Councillor, MPC Member
Peter F. Braun Councillor, MPC Member

ADMINISTRATION: Caitlin Smith Director of Planning & Agriculture
Lynda Washkevich Development Officer
Jackie Roberts Development Officer
Laura Braun Administrative Assistant/Recording Secretary

REGRETS: Erick Carter Chair, MPC Member
Stephanie Grocholski MPC Member

MEMBERS OF THE PUBLIC: Abe Zacharias
Frank Doerksen
Peter Wiens
Henry Wiens
Danny Schmidt
George Fehr
Michelle Braun

MOTION 1. CALL TO ORDER

Andrew O'Rourke called the meeting to order at 10:00 a.m.

2. ADOPTION OF AGENDA

MPC 24-03-030 MOVED by David Driedger

That the agenda be adopted as presented.

CARRIED

3. MINUTES

a) Adoption of Minutes

MPC 24-03-031 MOVED by Peter F. Braun

That the minutes of the February 21, 2024 Municipal Planning Commission meeting be adopted as presented.

CARRIED

4. TERMS OF REFERENCE

For Information.

5. DEVELOPMENT

- a) 001-DP-24 REVISION Alpine Builders
Dwelling – Stacked Row Housing in “H-R1”
Plan 232 2146, Block 3, Lots 8-9 (10237 105 Avenue)(La
Crete)**

MPC 24-03-032 MOVED by Peter F. Braun

That Development Permit 001-DP-24 REVISION on Plan 232 2146, Block 3, Lots 8-9 in the name of ALPINE BUILDERS LTD be APPROVED with the following conditions:

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

1. Minimum building setbacks are: 4.5 meters (14.8 feet) front yard; 1.5 meters (5 feet) interior side yards; and 1.5 meters (5 feet) rear yard; from the property lines, or setbacks required by Safety Codes, whichever is greater. It is the responsibility of the developer to find out the Safety Codes setbacks.;
2. The Dwelling – Stacked Row Housing shall meet all National Building Code 2019 Alberta Edition requirements for Buildings and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit Null and Void.;
3. The Developer shall enter into and abide by a Development Agreement with Mackenzie County.;
4. All DEVELOPMENT shall provide:
 - a. Lighting between DWELLING UNITS;
 - b. Orientation of buildings and general site appearance;
 - c. Safe pedestrian access to and from the public sidewalk fronting the building;
 - d. Parking areas adjacent to streets must be paved; and
 - e. provision and access to garbage storage;

5. Any exterior lighting shall be designed and located such that no light is directed at adjoining properties and such that the effectiveness of any traffic control devices is not impaired.;
6. **A 10% variance on the parking requirements shall be granted; a total of 9 stalls required will now be 8 stalls. "One parking space, including the driveway area, shall occupy 300 square feet."**
7. The Dwelling – Stacked Row Housing is to be connected to the municipal water and sewer system and the cost of connection fees will be borne by the owner. Contact the Utilities Department at (780) 928-3983 for connection requirements.;
8. The architecture, construction materials and appearance of the Dwelling – Stacked Row Housing shall be to accepted standards and shall compliment the natural features and character of the site and the aesthetics of the neighbouring residences to the satisfaction of the Development Authority.;
9. The colours and materials employed for the exterior finishes, whether permanent or temporary, shall be compatible with those commonly found in Residential Zones.;
10. The Municipality has assigned an address to each unit on the Dwelling – Stacked Row Housing as follows from East to West on the main floor: 10237-1 105 Avenue and 10237-2 105 Avenue. The basement floor from West to East 10237-3 105 Avenue and 10237-4 105 Avenue. You are required to display the addresses on the units to be clearly legible from the street and be on a contrasting background. The minimum size of the characters shall be four inches in height.;
11. The siting and development of the Dwelling – Stacked Row Housing shall be in compliance with the regulations of the Land Use Zone intended to be applied to the site to accommodate future residential development; provided that the development officer may attach additional conditions to minimize adverse impacts on adjacent development, including the construction of roadways or temporary turnarounds, in accordance with Mackenzie County Design Standards.;
12. Where the lowest opening of the dwelling is 25 feet from the front property line it is required to be at a minimum 4% grade above the curb level. Where the lowest opening of the dwelling is 50 feet from the front property line it is required to be at a minimum 2% grade above the curb level.;
13. No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no

- construction or development is completed on any utility right-of-way.;
14. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.;
 15. This permit approval is subject to the access to the property being constructed to County standards. PRIOR to installation of a new access or changing location of existing access, complete a Request to Construct an Access form by contacting the Operations Department for Mackenzie County at (780) 928-3983. Access to be constructed at the developers expense.;
 16. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

CARRIED

- e) **018-DP-24 Backroad Enterprise Ltd.
Salvage Yard in "A"
Part of NW-24-107-14-W5M**

MPC 24-03-033 MOVED by David Driedger

That Development Permit 018-DP-24 on Part of NW-24-107-14-W5M in the name of BACKROAD ENTERPRISE LTD. be APPROVED with the following conditions:

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

1. The proposed use must be a minimum of 210 feet from the center of Highway 697.
2. Remaining minimum building setbacks: 41.15 meters (135 feet) from any road allowances and 15.24 meters (50 feet) from any other property lines.
3. **AN APPROVED ROADSIDE DEVELOPMENT PERMIT IS REQUIRED FROM ALBERTA TRANSPORTATION. ALL CONDITIONS AND REQUIREMENTS BY ALBERTA TRANSPORTATION SHALL BE MET TO THEIR SPECIFICATIONS AND STANDARDS PRIOR TO COMMENCEMENT OF DEVELOPMENT. (CONTACT ALBERTA TRANSPORTATION AT 1-780-624-6280). FAILURE TO DO SO WILL RENDER THIS PERMIT NULL AND VOID.**
4. **THE DEVELOPER SHALL OBTAIN ALL THE NECESSARY PROVINCIAL/FEDERAL APPROVALS TO OPERATE THIS**

SALVAGE YARD. FAILURE TO DO SO WILL RENDER THIS PERMIT NULL AND VOID.

5. The Salvage Yard shall meet all Alberta Building Code 2019 Alberta Edition requirements for Buildings and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit Null and Void.
6. In addition a vegetated buffer strip shall be provided for this development on the North and South sides of the property.
7. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards and shall compliment the natural features and character of the site to the satisfaction of the Development Authority.;
8. This permit may be revoked at any time if, in the opinion of the Development Officer, the proposed development has become detrimental, unsightly or otherwise incompatible with the amenities of the neighbourhood.;
9. All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2015.
10. Any doors, windows and other openings to any DEVELOPMENT shall be at the same or greater elevation as the downstream ROAD centerline elevation to avoid overland flood damage, water seepage and other water related damage.
11. All basement or below grade developments shall have an operational sump pump.
12. Any permanent buildings on the property must be constructed 2% greater than the grade of the road.
13. If a sign is placed on the property the sign shall be located a minimum of:
 - a. 200 meters from regulatory signs, and
 - b. 3 meters (9 feet) from the outer edge of the road or not less than 1.5 meters from the property line if on private property.
14. The sign shall be a minimum of 1.5 meters to a maximum of 2.5 meters in height above the shoulder of the road.
15. The site and sign shall be kept in a safe, clean, and tidy condition, or may be required to be renovated or removed.
16. The sign shall:
 - a. Not obstruct the orderly and safe flow of vehicular and

- pedestrian traffic,
 - b. Not unduly interfere with the amenities of the district,
 - c. Not materially interfere with or affect the use, enjoyment or value of neighbouring properties, and
 - d. Not create visual or aesthetic blight.
17. **This permit approval is subject to the access to the property being constructed to County standards. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Operational Services Department for Mackenzie County at 780-928-3983. Access to be constructed at the developers' expense.**
18. No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
19. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
20. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

CARRIED

6. SUBDIVISIONS

- b) 05-SUB-24 Frank Doerksen
10 Acre Subdivision in "A"
NE-8-106-12-W5M**

MPC 24-03-034 **MOVED** by Peter F. Braun

That Subdivision Application 05-SUB-24 in the name of Frank Doerksen on NE-8-106-12-W5M be APPROVED with the following conditions:

- 1. This approval is for a **Type B** subdivision, 10 acres (4.05 hectares) in size.
- 2. Applicant/developer shall enter into and abide by a Development Agreement with Mackenzie County which shall contain, but is not limited to:
 - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the

Municipality,

- I. Any permanent buildings on the property must be constructed 2% above the grade of the road.
- II. No below grade development will be permitted.
 - i. A caveat will be placed on the title to limit below grade development.
- b) Mitigation measure must be in place in order to avoid water damage from potential pluvial flooding,
- c) Provision of a road and access to both the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developer's expense,
- d) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2015,
- e) Provision of a storm water management plan. Contact Planning and Development staff at (780) 928-3983 to discuss the requirements for your subdivision.
- f) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration,
- g) Provision of utility rights-of-way as required by ATCO Electric, TELUS, Northern Lights Gas Co-op, and others,
- h) Provision of and negotiations for utility rights-of-way and/or easements as required by utility companies. The Developer shall be responsible for any line relocation or correction costs that occur as a result of this development. Responses from utilities companies are shown in Schedule "C" hereto attached,
- i) Mackenzie County shall not be held liable for any concerns, issues or damages related to and/or resulting from the water tables and any other water problems as a result of any low land levels of the proposed development. It is the responsibility of the developer to ensure that adequate drainage and other precautions are taken to avoid water seepage into the dwellings/basement and/or flooding of the basement, and/or any ancillary buildings.

- j) **Provision of Municipal Reserve in the form of designated land is to be acquired at 10 % of the subject land. Therefore, the land required for this proposed 10 acre subdivision equals 1 acre as credit towards future road widening.**

CARRIED

7. MISCELLANEOUS

- a) **13XX-24 Land Use Bylaw Amendment
Rezone Part of NE-10-104-17-W5M
From Agricultural “A” to Rural Industrial Light “RIL”**

MPC 24-03-035 MOVED by David Driedger

That the Municipal Planning Commission recommend to Council to approve Bylaw 13XX-24 being a Land Use Bylaw Amendment to rezone Part of NE-10-104-17-W5M from Agricultural “A” to Rural Industrial Light “RIL”.

CARRIED

6. SUBDIVISIONS

- b) **02-SUB-24 Gerbrandt, Braun, Bueckert, Peters
Multi-Lot Boundary Adjustment in “RCR1”
Plan 042 4702, Block 01, Lot 07 & 09
Plan 222 1648, Block 01, Lots 13 & 14**

MPC 24-03-036 MOVED by Peter F. Braun

That Boundary Adjustment Application 02-SUB-24 in the name of Gerbrandt, Braun, Bueckert and Peters for Plan 042 4702, Block 01, Lots 07 & 09 and Plan 222 1648, Block 01, Lots 13 & 14 (Part of NW-29-106-15-W5M) be APPROVED with the following conditions:

1. This approval is for a multi-lot Boundary Adjustment, affecting a total of 36.68 acres (14.84 hectares).
2. Applicant/developer shall enter into and abide by a Development Agreement with Mackenzie County which shall contain, but is not limited to:
 - a) Prior to any development on the proposed subdivision, the

developer shall obtain a development permit from the Municipality,

- I. Any permanent buildings on the property must be constructed 2% above the grade of the road.
- b) Mitigation measure must be in place in order to avoid water damage from potential pluvial flooding,
- c) Provision of a road and access to both the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developer's expense,
- d) **Provision of a storm water management plan. Contact Planning and Development staff at (780) 928-3983 to discuss the requirements for your subdivision.**
- e) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration,
- f) Provision of utility rights-of-way as required by ATCO Electric, TELUS, Northern Lights Gas Co-op, and others,
- g) Provision of and negotiations for utility rights-of-way and/or easements as required by utility companies. The Developer shall be responsible for any line relocation or correction costs that occur as a result of this development. Responses from utilities companies are shown in Schedule "C" hereto attached,
- h) **Mackenzie County shall not be held liable for any concerns, issues or damages related to and/or resulting from the water tables and any other water problems as a result of any low land levels of the proposed development. It is the responsibility of the developer to ensure that adequate drainage and other precautions are taken to avoid water seepage into the dwellings/basement and/or flooding of the basement, and/or any ancillary buildings.**

CARRIED

5. DEVELOPMENT

- b) **013-DP-24 Derksen Mechanical Co. Ltd.
Dwelling – Duplex in "H-R1"**

Plan 202 1245, Block 7, Lot 19(5202 48 Avenue)(Fort Vermilion)

MPC 24-03-037 MOVED by David Driedger

That Development Permit 013-DP-24-DP-23 on Plan 202 1245, Block 7, Lot 19 in the name of Derksen Mechanical Co. Ltd. be APPROVED with the following conditions:

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

1. Minimum building setbacks are: 7.6 meters (25 feet) front; and 1.5 meters (5 feet) rear yard; from the property lines.
2. The Dwelling - Duplex shall meet all National Building Code 2019 Alberta Edition requirements for Buildings and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit Null and Void.;
3. Provide adequate off street parking as follows: 6 stalls for Dwelling – Duplex. One parking space, including the driveway area, shall occupy 300 square feet.;
4. The Dwelling – Duplex is to be connected to the municipal water and sewer system and the cost of connection fees will be borne by the owner. Each unit must be serviced individually.;
5. The architecture, construction materials and appearance of accessory buildings and other structures shall compliment the natural features and character of the site to the satisfaction of the Development Authority.;
6. The Municipality has assigned an address to each unit on the Dwelling – Duplex as follows from East to West: 5202-1 48 Avenue, 5202-2 48 Avenue. You are required to display the addresses on the Units to be clearly legible from the street and be on a contrasting background. The minimum size of the characters shall be four inches in height.;
7. Where the lowest opening of the duplex is 25 feet from the front property line it is required to be at a minimum 4% grade above the curb level. Where the lowest opening of the duplex is 50 feet from the front property line it is required to be at a minimum 2% grade above the curb level.;
8. All DEVELOPMENT shall provide:
 - a.) Provision and access to garbage storage;
 - b.) Lighting between DWELLING UNITS;
 - c.) Orientation of buildings and general site appearance;

- d.) Safe pedestrian access to and from the public sidewalk fronting the building; and
 - e.) Parking areas adjacent to streets must be paved (except for the Utility Right of Way)
9. No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.;
10. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.;
11. This permit approval is subject to the access to the property being constructed to County standards. PRIOR to installation of a new access or changing location of existing access, complete a Request to Construct an Access form by contacting the Operations Department for Mackenzie County at (780) 928-3983. Access to be constructed at the developers expense.;
12. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

CARRIED

- c) **014-DP-24 Derksen Mechanical Co. Ltd.
Dwelling – Row in “H-R1”
Plan 782 0147, Block 1, Lot 35 (10009 95 Avenue Units 1-3) (La Crete)**

MPC 24-03-038 **MOVED** by Peter F. Braun

That Development Permit 014-DP-24 on Plan 782 0147, Block 1, Lot 35 in the name of Derksen Mechanical Co. Ltd. be APPROVED with the following conditions:

- Failure to comply with one or more of the attached conditions shall render this permit Null and Void
- 1. Minimum building setbacks are: 7.6 meters (25 feet) front yard; 1.5 meters (5 feet) interior side yards; and 1.5 meters (5 feet) rear yard; from the property lines, or setbacks required by Safety Codes, whichever is greater. It is the responsibility of the developer to find out the Safety Codes setbacks.;
 - 2. The Dwelling – Row shall meet all National Building Code 2019 Alberta Edition requirements for Buildings and any other requirements specified by Superior Safety Codes. Failure to do so

shall render this permit Null and Void.;

3. The Developer shall enter into and abide by a Development Agreement with Mackenzie County.;
4. Provide adequate off street parking as follows: 2 stalls per dwelling unit plus 1 additional stall for visitor parking. This would be a total of 7 parking stalls for the 3 units. One parking space, including the driveway area, shall occupy 300 square feet.;
5. All DEVELOPMENT shall provide:
 - a. Lighting between DWELLING UNITS;
 - b. Orientation of buildings and general site appearance;
 - c. Safe pedestrian access to and from the public sidewalk fronting the building;
 - d. Parking areas adjacent to streets must be paved; and
 - e. provision and access to garbage storage;
6. Any exterior lighting shall be designed and located such that no light is directed at adjoining properties and such that the effectiveness of any traffic control devices is not impaired.;
7. The Dwelling – Row is to be connected to the municipal water and sewer system and the cost of connection fees will be borne by the owner. Each unit must be serviced individually.;
8. The architecture, construction materials and appearance of the Dwelling – Row shall be to accepted standards and shall compliment the natural features and character of the site and the aesthetics of the neighbouring residences to the satisfaction of the Development Authority.;
9. The colours and materials employed for the exterior finishes, whether permanent or temporary, shall be compatible with those commonly found in Residential Zones.;
10. The Municipality has assigned an address to each unit on the Dwelling – Row as follows from East to West: 10009-1 95 Avenue, 10009-2 95 Avenue and 10009-3 95 Avenue. You are required to display the addresses on the units to be clearly legible from the street and be on a contrasting background. The minimum size of the characters shall be four inches in height.;
11. The siting and development of the Dwelling – Row shall be in compliance with the regulations of the Land Use Zone intended to be applied to the site to accommodate future residential development; provided that the development officer may attach additional conditions to minimize adverse impacts on adjacent development, including the construction of roadways or temporary turnarounds, in accordance with Mackenzie County Design Standards.;

12. Where the lowest opening of the dwelling is 25 feet from the front property line it is required to be at a minimum 4% grade above the curb level. Where the lowest opening of the dwelling is 50 feet from the front property line it is required to be at a minimum 2% grade above the curb level.;
13. No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.;
14. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.;
15. This permit approval is subject to the access to the property being constructed to County standards. PRIOR to installation of a new access or changing location of existing access, complete a Request to Construct an Access form by contacting the Operations Department for Mackenzie County at (780) 928-3983. Access to be constructed at the developers expense.;
16. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

CARRIED

- d) **016-DP-24 Danny Friesen
Bulk Fertilizer Storage and/or Sales in "LC-HI"
Plan 062 8217, Block 17, Lot 11 (9801 94 Avenue)(La
Crete)**

MPC 24-03-039 **MOVED** by David Driedger

That Development Permit 016-DP-24 on Plan 062 8217, Block 17, Lot 11 in the name of Danny Friesen be APPROVED with the following conditions:

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

1. Minimum building setbacks:
 - a. 9.1 meters (30 feet) front yard;
 - b. 3.05 meters (10 feet) rear yard; from property lines.;
2. The Bulk Fertilizer Storage and/or Sales (Shop – Commercial) shall meet all National Building Code 2019 Alberta Edition requirements

for Buildings and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit Null and Void.;

3. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards.;
4. No accessory building erected/or moved onto the site shall be used as a dwelling.
5. Building to be connected to the municipal water and sewer system and the cost of connection fees will be borne by the owner.;
6. The lowest opening of the building shall be a minimum of 2.0% above the centerline elevation of the street abutting the property.;
7. The municipality has assigned the following address to the noted property: 9801-94 Avenue. You are required to display the address (9801) so as to be clearly legible from the street and be on a contrasting background. The minimum size of the characters shall be four inches in height.;
8. This permit approval is subject to the access to the property being constructed to County standards. PRIOR to installation of a new access or changing location of existing access, complete a Request to Construct an Access form by contacting the Operations Department for Mackenzie County at (780) 928-3983. Access to be constructed at the developers expense.;
9. No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
10. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
11. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

CARRIED

- f) **021-DP-24 Pinelodge Bible Camp
Recreation Service, Outdoor Addition in "F"
SE-1-106-16-W5M (16041 Golf Course Road)(La Crete
Rural)**

MPC 24-03-040 MOVED by Peter F. Braun

That Development Permit 021-DP-24 on SE 1-106-16-W5M in the name of PINELODGE BIBLE CAMP be APPROVED with the following conditions:

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

1. Where a parcel of land borders on or contains a WATERBODY, the building setback from the top of the bank shall not be less than 30.5 m (100.0 ft).;
2. Remaining minimum building setbacks:
 - a. 41.15 meters (135 feet) from any road allowances; and
 - b. 15.24 meters (50 feet) from any other property lines.;
3. The Recreation Service Outdoor Addition shall meet all National Building Code 2019 Alberta Edition requirements for Buildings and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit Null and Void.;
4. Comply with applicable legislation under the Public Health Act and obtain the appropriate approvals prior to commencement of development. Contact the Health Inspector at (780) 841-3252.;
5. The addition shall be constructed and finished with similar construction materials as the existing building to accepted standards and shall compliment the natural features and character of the site to the satisfaction of the Development Authority. The exterior of the existing building and addition shall be similar in appearance and color.;
6. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards.;
7. All basement or below grade developments shall have an operational sump pump;
8. All sewage disposals shall conform to the Alberta Private Sewage Systems Stand of Practice 2015.;
9. Any doors, windows and other openings to any DEVELOPMENT shall be at the same or greater elevation as the downstream ROAD centerline elevation to avoid overland flood damage, water seepage and other water related damage.;
10. Any permanent buildings on the property must be constructed 2% greater than the grade of the road.;
11. Mitigation measures must be in place, where applicable, in order to avoid water damage from potential seasonal flooding.;

12. No site work or grading shall take place on the site that will alter existing drainage patterns or contribute to the flooding or inundation of adjacent properties;
13. No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.;
14. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.;
15. This permit approval is subject to the access to the property being constructed to County standards. PRIOR to installation of a new access or changing location of existing access, complete a Request to Construct an Access form by contacting the Operations Department for Mackenzie County at (780) 928-3983. Access to be constructed at the developers expense.;
16. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

CARRIED

- g) 022-DP-24 David Dick
Automotive Equipment & Vehicle Services, Major in "A"
NW-5-107-14-W5M (107041 RGE RD 145)(La Crete Rural)**

MPC 24-03-041 MOVED by David Driedger

That Development Permit 022-DP-24 on NW 5-107-14-W5M in the name of David Dick be APPROVED with the following conditions:

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

1. This permit is for the APPROVAL of an Automotive Equipment and Vehicle Services, Major (Change of Use) in the existing Shop.;
2. The Automotive Equipment And Vehicle Services, Major shall meet all National Building Code 2019 Alberta Edition requirements for Buildings and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit Null and Void.;
3. All conditions and requirements by the Alberta Motor Vehicle Industry Council "AMVIC" are to be met to their specifications and

standards.;

4. This permit approval is subject to approval from the Alberta Motor Vehicle Industry Council (AMVIC). The developer is required to obtain written approval from the Alberta Motor Vehicle Industry Council regarding the proposed development prior to commencement of the development. Failure to do so shall render this permit Null and Void.;
5. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards.;
6. If a sign is placed on the property the sign shall be located a minimum of: 200 meters from regulatory signs, and 3 meters (9 feet) from the outer edge of the road or not less than 1.5 meters from the property line if on private property.;
7. Illumination of the sign must not negatively affect, nor pose a safety hazard to, an adjacent site or street.;
8. The sign shall be a minimum of 1.5 meters to a maximum of 2.5 meters in height above the shoulder of the road.;
9. The sign shall:
 - a.) Not obstruct the orderly and safe flow of vehicular and pedestrian traffic,
 - b.) Not unduly interfere with the amenities of the district,
 - c.) Not materially interfere with or affect the use, enjoyment or value of neighbouring properties, and
 - d.) Not create visual or aesthetic blight.;
10. The site and sign shall be kept in a safe, clean, and tidy condition, or may be required to be renovated or removed.;
11. No vehicle shall be located in such a way that it impedes visibility for vehicular and/or pedestrian traffic.;
12. This permit may be revoked at any time if, in the opinion of the Development Officer, the proposed development has become detrimental, unsightly or otherwise incompatible with the amenities of the neighbourhood.;
13. All basement or below grade developments shall have an operational sump pump;
14. All sewage disposals shall conform to the Alberta Private Sewage Systems Stand of Practice 2015.;
15. Any doors, windows and other openings to any DEVELOPMENT shall be at the same or greater elevation as the downstream ROAD centerline elevation to avoid overland flood damage, water seepage

and other water related damage.;

16. Any permanent buildings on the property must be constructed 2% greater than the grade of the road.;
17. Mitigation measures must be in place, where applicable, in order to avoid water damage from potential seasonal flooding.;
18. No site work or grading shall take place on the site that will alter existing drainage patterns or contribute to the flooding or inundation of adjacent properties;
19. No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.;
20. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.;
21. This permit approval is subject to the access to the property being constructed to County standards. PRIOR to installation of a new access or changing location of existing access, complete a Request to Construct an Access form by contacting the Operations Department for Mackenzie County at (780) 928-3983. Access to be constructed at the developers expense.;
22. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.;

CARRIED

h) 024-DP-24 Evan Zenke/Prairie North Construction Industrial Camp (52 Person)(Temporary) in "RIG" Plan 232 0140, Block 1, Lot 1 (110001 HWY 88)(12 Mile Corner)

MPC 24-03-042 MOVED by Peter F. Braun

That Development Permit 024-DP-24 on Plan 232 0140, Block 1, Lot 1 in the name of Evan Zenke/Prairie North Construction be APPROVED with the following conditions:

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

1. The proposed use must be a minimum of 230 feet from the center line of Highway 88 and Highway 58.;

2. Remaining minimum building setbacks:
 - a. 41.15 meters (135 feet) from any road allowances; and
 - b. 15.24 meters (50 feet) from any other property lines.;
3. AN APPROVED ROADSIDE DEVELOPMENT PERMIT IS REQUIRED FROM ALBERTA TRANSPORTATION. ALL CONDITIONS AND REQUIREMENTS BY ALBERTA TRANSPORTATION SHALL BE MET TO THEIR SPECIFICATIONS AND STANDARDS PRIOR TO COMMENCEMENT OF DEVELOPMENT. (CONTACT ALBERTA TRANSPORTATION AT 1-780-624-6280). FAILURE TO DO SO WILL RENDER THIS PERMIT NULL AND VOID.;
4. Permit expires November 13, 2024, should the Industrial Camp need to remain on location, please contact Mackenzie County Planning and Development Department at (780) 928-3983 for a time extension.;
5. The Industrial Camp shall meet all National Building Code 2019 Alberta Edition requirements for Buildings and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit Null and Void.;
6. Obtain a business license with Mackenzie County.
7. Comply with applicable legislation under the Public Health Act and obtain the appropriate approvals prior to commencement of development. Contact the Health Inspector at (780) 841-3252.;
8. PRIOR to the use of County road allowance, the developer must enter into a Road Allowance Use agreement with Mackenzie County. To enter into an agreement contact the Operations Department at the La Crete office at 780-928-3983.;
9. All basement or below grade developments shall have an operational sump pump;
10. All sewage disposals shall conform to the Alberta Private Sewage Systems Stand of Practice 2015.;
11. Any doors, windows and other openings to any DEVELOPMENT shall be at the same or greater elevation as the downstream ROAD centerline elevation to avoid overland flood damage, water seepage and other water related damage.;
12. Mitigation measures must be in place, where applicable, in order to avoid water damage from potential seasonal flooding.;
13. No site work or grading shall take place on the site that will alter existing drainage patterns or contribute to the flooding or

inundation of adjacent properties;

14. No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.;
15. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.;
16. This permit approval is subject to the access to the property being constructed to County standards. PRIOR to installation of a new access or changing location of existing access, complete a Request to Construct an Access form by contacting the Operations Department for Mackenzie County at (780) 928-3983. Access to be constructed at the developers expense.;
17. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.;

CARRIED

6. SUBDIVISIONS

- c) **06-SUB-24 571950 Alberta Ltd.
2.51 Acre Subdivision in LC-MS”
Plan 1160NY, Block 05, Lots 06 & 07
Plan 082 8868, Block 05, Lot 10**

MPC 24-03-043 MOVED by David Driedger

That Lot Consolidation Application 06-SUB-24 in the name of 571950 Alberta Ltd of Plan 1160NY, Block 05, Lot 06/07 and Plan 082 8868, Block 05, Lot 10 be APPROVED with the following conditions:

1. This approval is for a 2.51 Acre (1.02 Hectares) Lot Consolidation.
 - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality;
 - b) Provision of all sanitary systems including service lines, main and appurtenances as required by the Municipality;
 - c) Provision of all water lines, including all fittings and valves as required by the County;

- d) Provision of municipal servicing (water and sanitary sewer) to the lot;
- e) All drainage systems, provisions for weeping tile flow where a high water table or other subsurface conditions cause continuous flow in the weeping tile, and associated works, all as and where required by the County;

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

- (1) Drainage of internal road system,
 - (2) Erosion prevention systems, if required,
 - (3) Direction of site drainage, and
 - (4) Elevation plans for each lot
- f) Provision of utilities (power, gas, telephone, etc.) to each lot. Such utilities to be provided in a location and to a standard to be approved by the appropriate utility company and the County. Responses from utilities companies are shown in Schedule "C" hereto attached. Written confirmation of the completed utility installation is required to be submitted to the County by each utility company prior to registration of the subdivision;
 - g) Provision of and/or negotiation for utilities rights-of-way and/or easements as required by utilities companies. Any costs incurred for line relocation will be the responsibility of the developer. All utility lanes/lots must be accessible. All public utility lanes/lots shall be cleared to ground level with all tree stumps and debris removed and then landscaped. Where necessary, utility lanes/lots shall be excavated or landscaped to provide drainage for the subdivision. Any excavation or landscaping of the public utility lanes/lots shall be to engineered plans and completed prior to the installation of utilities;
 - h) The developer is responsible for site grading and landscaping to design elevation and seeding with grass or other approved landscaping, in a manner that does not negatively impact adjacent properties or infrastructure;
 - i) Provision of an agreement with the adjacent landowners for utility lanes/lots if required;
 - j) Any outstanding property taxes shall be paid in full prior to

registration of title;

CARRIED

8. CLOSED MEETING

a) **None**

9. MEETING DATES

- ❖ Wednesday, March 28, 2024 @ 10:00 a.m. in Fort Vermilion
- ❖ Thursday, April 25, 2024 @ 10:00 a.m. in Fort Vermilion
- ❖ Wednesday, May 8, 2024 @ 10:00 a.m. in La Crete
- ❖ Thursday, May 23, 2024 @ 10:00 a.m. in Fort Vermilion

10. ADJOURNMENT

MPC 24-03-044 MOVED by Peter F. Braun

That the Municipal Planning Commission Meeting be adjourned at 10:51 a.m.

CARRIED

These minutes were adopted this 28th day of March, 2024.

Erick Carter, Chair



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 8, 2023
Presented By:	Darrell Derksen, Chief Administrative Officer
Title:	Information/Correspondence

BACKGROUND / PROPOSAL:

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

- Council Action List
- 2024-03-28 Minister of Agriculture and Irrigation – Irrigation Initiative Grant Funding
- 2024-03-26 – Minister of Forestry and Parks – 2024 Wildfire Preparation
- 2024-01-17 Regional Economic Development Initiative Meeting Minutes
- 2024-03-19 Upper Hay Regional Forests Public Advisory Committee (PAC) Meeting Minutes
- 2024-04-16 Alberta Health Services – True North Health Advisory Council Virtual Meeting
-
-
-

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

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

N/A

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

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

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

Mackenzie County Action List as of March 27, 2024

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	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	PLS180027 Will respond to letter from AFP.
October 9, 2018 Regular Council Meeting			
18-10-763	That administration proceeds with the water diversion license's as discussed.	John	TDL expires May 2024. Have started process for temporary renewal.
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 Signed Offer to purchase PLS140031
June 22, 2022 Regular Council Meeting			

Motion	Action Required	Action By	Status
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	Draft Complete, awaiting internal feedback
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.	Andy	Deadline: March 2024
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	FPT Requesting updated mapping.
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	Grant Funding Denied
23-02-133	That administration create a new zoning district to alleviate concerns regarding agricultural use on residential acreages.	Caitlin	LUB Update
August 16, 2023 Regular Council Meeting			
23-08-650	That administration proceed with the Wadlin Lake Campground Pickleball Court with funds coming from Municipal Reserve and amend the 2023 Capital Budget not to exceed \$55,000.	Don	Project will be completed Spring 2024 Ground Work Completed. Concrete is Complete
23-08-654	That administration enter into an agreement with the Coalition for Far Northwest Alberta Brighter Futures Society to provide the services for the Family and Community Support Services Fort Vermilion Program.	Jen	Working with organizations
October 11, 2023 Regular Council Meeting			
23-10-741	That Mackenzie County collaborate with the Fort Vermilion School Division for the purchase and installation of a disability playground in the hamlet of La Crete.	Don	Waiting Purchase Spring 2024
October 24, 2023 Organizational Council Meeting			
23-10-805	That the Mackenzie Region Bison Committee be established and brought back to a future Council Meeting.	Don	In Progress
October 25, 2023 Regular Council Meeting			

Motion	Action Required	Action By	Status
23-10-833	That the Joint Use and Planning Agreement with Fort Vermilion School Division No. 52 be TABLED to a future Council meeting.	Caitlin	In Progress 2025 Deadline
23-10-837	That the Development Setbacks be TABLED to a future Council meeting.	Caitlin	LUB update
November 14, 2023 Regular Council Meeting			
23-11-878	That the following tax rolls be advertised for development and future consideration of sale at market value: <ul style="list-style-type: none"> Tax Roll #082769 Tax Roll #082770 Tax Roll #082773 Tax Roll #082443 Tax Roll #230088 	Jen	Market Value obtained Communications drafted
23-11-895	That administration research the options for hamlet signage.	Caitlin	LUB Update
November 21-22, 2023 Budget Council Meeting			
23-11-926	That the Waste Collection information be brought to a future Committee of the Whole Meeting for further discussion.	Don	COMPLETE
February 13, 2024 Regular Council Meeting			
24-02-097	That the PLS Application Process proceed as directed.	Byron	In Progress
February 28, 2024 Regular Council Meeting			
24-02-189	That Mackenzie County requests the Registrar to cancel the existing Certificate of Title for the following parcel of land and issue a new Certificate of Title in the name of Mackenzie County: <ul style="list-style-type: none"> Tax Roll 300574 	Jen	In Progress
24-02-190	That administration create a WhatsApp Group to assist in distributing messaging.	Darrell/Louise	COMPLETE
March 12, 2024 Regular Council Meeting			
24-03-210	That the Campground Caretakers Partnership be re-advertised for Hutch and Wadlin Lake.	Don	To be reviewed at the Community Services Meeting 2024-04-04
24-03-211	That administration request an engineers reporting on the Asset Retirement Obligation current useful life report be undertaken, presented at a future Committee of the Whole meeting and included in the 2023 Financial Reporting.	Jen	In Progress
24-03-212	That \$451,119.82 from 100 street land sales in 2023 be contributed to the General Capital Reserve.	Jen	COMPLETE

Motion	Action Required	Action By	Status
24-03-223	That the La Crete East Waterline project be upsized from a 10 inch waterline to a 12 inch waterline in order to facilitate continued industrial growth, and that the budget be amended by \$105,000, from \$700,000 to \$805,000, with funding coming from the Water/Sewer Infrastructure Reserve.	Byron/Jen	Finance COMPLETE
24-03-224	That first reading be given to Bylaw 1330-24 being the La Crete East Waterline Off-site Levy Bylaw as amended.	Byron	Advertising and will bring back to Council 2024-04-24
24-03-227	That first reading be given to Bylaw 1329-24 being a Land Use Bylaw Amendment to rezone Plan 232 2146, Block 3, Lots 6-13 from Hamlet Residential 2A "H-R2A" to Hamlet Residential 1 "H-R1", subject to public hearing input.	Caitlin	Public Hearing 2024-04-24
24-03-230	That a letter be written to the Northern Alberta Elected Leaders (NAEL) in regards to issues that affect the northern municipalities.	Louise	
March 27, 2024 Regular Council Meeting			
24-03-235	That first reading be given to Bylaw 1333-24 being a Land Use Bylaw Amendment to add Country Recreational 2 (CREC2) to Section 9 of the Land Use Bylaw 1066-17.	Caitlin	Public Hearing 2024-04-24
24-03-236	That two members of Council be authorized to attend the Calgary Stampede on July 5-14, 2024.	Louise/Darrell	
24-03-237	That Council supports the submission of the Forest Resource Improvement Association of Alberta (FRIAA) grant funding proposal for the March 2024 Community Fireguard Program.	Don	Grant Application due April 12, 2024
24-03-238	That the outstanding levies in the amount of \$93,952.07 for Grants in Place of Taxes identified in Schedule A be written off.	Jen	COMPLETE
24-03-239	That the La Crete Agricultural Society request to fund the insurance expense for the new museum shop be approved, and considered in future years Non Profit Grant allocations during future years budget development.	Jen	Email and Letter sent
24-03-241	That the request to waive fees charged for Fire Fighter response to a vehicle collision on Invoice # 38321 be denied.	Jen	Letter sent
24-03-242	The administration coordinate discussions with the Royal Canadian Mounted Police (RCMP) on advertising the proper use of 911 and the correct protocol for making emergency calls.	Don	

Motion	Action Required	Action By	Status
24-03-244	That the Agricultural Crop Land Lease for NORTHVER 09 (Anderson Pit) be awarded to the highest bidder.	Caitlin	COMPLETE
24-03-246	That the Agricultural Hay Land Lease for SW 6-109-19-W5 (South of High Level) be awarded to the highest bidder.	Caitlin	COMPLETE
24-03-247	That first reading be given to Bylaw 1334-24 being a Land Use Bylaw Amendment to rezone Plan 052 0560, Block 05, Lot 04 from Recreation 1 "REC1" to Hamlet Country Residential "H-CR", subject to public hearing input.	Caitlin	Public Hearing 2024-04-24
24-03-248	That first reading be given to Bylaw 1331-24 being a Land Use Bylaw Amendment to rezone Part of NE-10-104-17-W5M from Agricultural "A" to Rural Industrial Light "RIL", subject to public hearing input.	Caitlin	Public Hearing 2024-04-24
24-03-249	That a letter be written to the Minister of Seniors, Community & Social Services regarding concerns with the housing in the region.	Louise/Darrell	
24-03-250	That administration continue to research different options for solid waste management.	Don	In Progress
24-03-251	That Administration reach out to Non Profit Organizations requesting proposals for a Spring Hamlet Cleanup Campaign and offer a "One Day" Free disposal at all transfer stations including the Mackenzie Regional Landfill.	Don	In Progress
24-03-252	That administration requests an extension on the provincial census deadline to facilitate a Municipal Census in 2024.	Byron/Darrell	COMPLETE
24-03-253	That Rural Municipalities of Alberta (RMA) Minister Meeting follow up letters be sent.	Byron/Louise	
24-03-254	That administration purchase Option 2 Nativity Scene in the amount of \$11,000.	Darrell	
24-03-255	That the Council Self Evaluation be TABLED to a future Council meeting.	Darrell	Scheduled for COW 2024-04-23
24-03-256	That Policy ADM021 Purchase Wearing Apparel for Full Time Staff & Council be amended as presented.	Louise	COMPLETE



ALBERTA
AGRICULTURE AND IRRIGATION

*Office of the Minister
MLA, Highwood*

MAR 28 2024

Landon Driedger
Agricultural Fieldman
Mackenzie County
Box 640
Fort Vermillion, AB T0H 1N0
ldriedger@mackenziecounty.com

Dear Landon Driedger:

I am pleased to confirm that I have approved grant funding of \$87,132.60 to Mackenzie County. This funding will support the Mackenzie County Irrigation Initiative.

The funding will be provided in accordance with the Ministerial Grants Regulation following execution of a funding agreement between Mackenzie County and Alberta Agriculture and Irrigation.

For further details on arranging the funding agreement, please contact Scott Long, Executive Director, Rural Economic Development Branch, at 780-427-6483 or scott.long@gov.ab.ca.

Best wishes for the successful completion of this project.

Sincerely,

A handwritten signature in blue ink, appearing to read 'RJ Sigurdson', written over a horizontal line.

Honourable RJ Sigurdson
Minister, Agriculture and Irrigation

cc: Scott Long, Executive Director, Rural Economic Development
scott.long@gov.ab.ca



ALBERTA

FORESTRY AND PARKS

Office of the Minister

AR18944

March 26, 2024

Reeve Mr. Joshua Knelsen
PO Box 640
Fort Vermilion AB T0H 1N0

Dear Reeve Mr. Joshua Knelsen:

I wanted to reach out to you directly at the start of Alberta's wildfire season to share how we are preparing for the months ahead.

In 2023, Alberta experienced a record-breaking wildfire season which affected thousands of people and dozens of communities. I understand the impact last season had on Albertans and we have been focused on preparing to help keep our communities safe in 2024.

Alberta is experiencing drought conditions. The dryness and mild temperatures we saw over the winter mean that we started this year with 64 carryover fires, that's ten times the average number of wildfires already burning. If the province does not see significant rainfall in the next few months, we could be facing another spring of high wildfire danger, particularly in the northern half of the province.

That is one reason why I announced that wildfire season will start early this year in Alberta. This will give us the opportunity to ensure that a permit is required for all burning in the Forest Protection Area, reducing the likelihood of human-caused wildfires.

We will be enhancing our ability to fight wildfires in 2024, as well as using a variety of tools to prevent wildfires from starting.

We are preparing for this season by:

- Adding more sustained action unit crews and aircraft to our suppression resources.
- Extending operational hours to enable firefighters to work during times when fire activity is lower.
- Starting firefighters and contractors earlier in order to be more prepared in case of early wildfire starts.

- Increasing the number of Incident Management Teams which strategically tackle large-scale wildfires.
- Enhancing the use of night vision helicopter operations to enable more nighttime firefighting.
- Developing our ability to deliver wildland firefighter and support staff training to outside agencies.
- Expanding the emergency firefighter program to give more Albertans the opportunity to support wildfire operations near their communities.
- Strengthening our communications with local communities and industry.
- Making use of resource sharing agreements such as those through the Canadian Interagency Forest Fire Centre.

The Alberta Government will also be using the tools at our disposal to help reduce the number of human-caused wildfires when the hazard is high. Last year, 61 per cent of wildfires were caused by human activity. The fire ban system restricts some behaviour when there is an elevated risk of wildfires. We will be flexible and responsive to changing conditions, but when needed we will not hesitate to bring in measures in order to prevent any new wildfire starts. For the latest information on any fire advisories, restrictions or bans in place please visit albertafirebans.ca.

I encourage all municipalities and their residents, especially those living in or near our forested areas, to familiarise themselves with FireSmart principles and prepare their homes, properties and communities to be resilient to wildfire.

We have made grants available to communities interested in creating fireguards through the Forest Resource Improvement Association of Alberta. Any communities at risk of wildfire can contact FRIAA for more information about the Community Fireguard Program.

I am looking forward to releasing more details of how we are working to protect our province from wildfires this season now that the 2024 Budget is announced. In the meantime, please continue this conversation with your nearest forest area office, stay in touch with local wildfire prevention initiatives, and remember that our number one priority remains keeping Albertans and our communities safe this wildfire season.

Sincerely,



Honourable Todd Loewen
Minister
Forestry and Parks



**Board Meeting
REDI Northwest Alberta
ONLINE – Zoom Video Conference
Approved MINUTES
January 17, 2024
6:30 pm REDI Meeting**

MEETING MINUTES

REDI Board Members Present

Lisa Wardley, Chair, Mackenzie County
Boyd Langford, Vice Chair, Town of High Level
Julie Melville, Secretary/Treasurer, Town of Rainbow Lake
Crystal McAteer, Town of High Level
Don Werner, Town of Rainbow Lake
Ryan Matthew Luengo, High Level Chamber of Commerce
Josh Knelsen, Mackenzie County
Mike Osborn, Community Futures Northwest Alberta
Ray Towes, Fort Vermilion Board of Trade
Jasmine Light, Northern Lakes College

REDI Board Members Absent

Chester Omoth, Paddle Prairie Metis Settlement
Larry Neufeld, La Crete Chamber of Commerce

Staff & Guests

Andrew O'Rourke, REDI Manager
Nicole Nelles, RED Northwest Region, JET
Alok Sahai, EDO, Town of High Level

1. CALL TO ORDER

The Chair called the meeting to order and declared quorum at 6:30 pm.

2. REVIEW & ADOPTION OF THE AGENDA

Motion:

That the agenda be accepted as presented.

Moved by Julie Melville

Carried

3. MINUTES OF THE NOVEMBER 22, 2023, MEETING.

Motion:

The Minutes of the November 22, 2023, REDI Meeting be accepted as presented.

Moved by Boyd Langford

Carried

4. YEAR TO DATE FINANCIAL REPORT DECEMBER 31, 2023

Motion:

Moved by Crystal McAteer

That the month ending December 31, 2023, financial report be accepted as presented.

Carried

5. NEW BUSINESS

i. NRED Projects

The REDI manager presented a breakdown of NRED projects for 2024 and outlined how REDI would budget \$136,400 for projects over the course of the year. This included two feasibility Studies, Renewable Energy Business Cases, Videos and the REDI Made Business Showcase Event.

Motion:

Moved by Boyd Langford

That REDI contracts Films by Journey to create five separate sixty-second videos in 2024 under the NRED Grant. Video topics to include: 1. Selling Food Products to Northwest Territories 2. Micro-Brewery 3. Peace Growers, Potato Seedlings 4. Pilgrim Husbandry, 5. REDI – Made Business Case Event.

Carried

Introduction to the 2024 NRED Clean Energy project will explore new energy-conscious industries that would be attracted to the region (or Rainbow Lake) looking for clean energy and heat. Similar to our business case projects, which are currently underway for a second round.

This next project will look at the future and how the transition to a clean energy source would attract new industries that are ESG (Environmental, Social, and Governance) conscious. With the growing awareness of climate change and the need for sustainable development, companies are looking for ways to reduce their carbon footprint and promote social responsibility. By focusing on clean energy, heat, and other environmentally friendly practices, communities like Rainbow Lake can attract businesses committed to ESG principles.

The board directed the REDI manager to identify a qualified consultant to undertake the project. To come back to the next meeting with a project proposal and expectations of deliverables.

ii. NRED – Feasibility Study - Freeze Drying Business

The REDI manager introduced Darren Haarsma from Serecon, a consultant based out of Edmonton who would have the expertise to create a feasibility study. The feasibility study would include, but not be limited to, Integrated Financial and Operational Model, Financial Analysis, Operational Analysis, Market Analysis and Sensitivity Analysis. Serecon was first established in the Peace Country and is a medium-sized firm that can call upon a wide range of experts. An example of a project completed by Serecon is for the REDA – BRAED, where they undertook a pulse fractionation feasibility study in 2019.

Motion:

Moved by Boyd Langford

That REDI will enter a contract with Echo Mountain Ventures Inc. on a 50/50 cost sharing for a feasibility study to be undertaken by Serecon Darren Haarsma. REDI will provide a maximum of \$13,500 in funding, with the NRED grant contributing \$10,000 to REDI's portion.

Carried

iii. REDI Made – Business Showcase Event March 12-14, 2024.

The REDI Manager has been coordinating with Paul Salvatore and has roped in Graham Sherman from the Tool Shed Brewing Company.

The REDI Manager presented the alternative three-day conference schedule but emphasized the additional cost due to a significant quote from the venue host, Best Western Hotel; the most significant cost portion of the quote was food and beverages for 140 people.

A suggestion was made that REDI could dip into our financial reserves to cover the additional costs of holding the event. Tickets cost \$150 for a three-day event. A budget was presented, which included ticket sales, possible sponsorship, NRED grant contribution and a potential Labour Market Grant to cover the cost of two speakers in partnership with Community Futures Northwest Alberta.

There was a discussion about Forest Capital of Canada's involvement in the event and what speakers we could get to speak to regarding business cases related to forestry value-added. Chair Wardley will contact Brock Mulligan, senior vice president of AFPA.

A proposal to purchase 150 books from Shelia Musgrove was put forward, but an alternative suggestion of getting a local product, such as honey, for the welcome bags was agreed upon. The REDI Manager will encourage Sheila Musgrove to bring books to be sold after the talk.

6. OLD BUSINESS

i. CanExport Project

Motion:

Moved by Mike Osborn

That REDI will submit CanExport final reporting before January 31, 2024, and continue with revised older documents rollout until June 2024.

Carried

ii. NRED Business Case Review

The board reviewed business cases created to date and provided feedback and additional direction. Business Cases included a Distillery, Heritage Seed, Tire Recycling and Bio Diesel. It was recommended that the REDI Manager give feedback to the contractor on edits and changes to the business cases.

iii. NRED – Business Case Selection

Motion:

Moved by Ray Towes

REDI creates potential business cases that use locally grown and processed oats; examples include oat milk, oat extracts, and oat value-added food products.

Carried

7. ADDITIONAL INFORMATION

- i. EDA Speaking Engagement April – Andrew O’Rourke
- ii. Amendment to 2023-2024 GOA Financial Agreement (Signed)
- iii. Updated Contact List (REDI 2024)
- iv. MoveUp – Feb 2024 – REDI MADE Business Showcase

8. ROUND TABLE

In the interest of time constraints, the board opted not to proceed with a round table.

9. ADJOURNMENT & NEXT MEETING

The next REDI meeting will take place on March 20, 2024, at 6:00 p.m. online.

Motion:

Moved by Boyd Langford

That the REDI meeting be adjourned at 8:45 p.m.

Carried

Lisa Wardley, Chair

REDI Manager

Public Advisory Committee Meeting Minutes

Tuesday, March 19th, 2024
5:00 pm Town of High Level Council Chambers,
5:30 pm, Microsoft Teams virtual meeting

PRESENT:

Boyd Langford (Town of High Level)	Mark Kelland (Dene Tha First Nation)
David Asher (Northern Lights Forest Education Society)	Pat Cool (West Fraser)
John Thurston (Northern Lights Forest Education Society/Hungry Bend Sandhills Wilderness Society)	Paul Hewitt (West Fraser)
Jon Goertzen (Crestview Sawmills, Evergreen Lumber)	Samantha Davis (Alberta Wildfire)
Yuhei Takai (ITOCHU International Inc.)	Scott Miller (West Fraser)
Melanie Plantinga (Public Advisory Committee Coordinator)	Stephanie Grocholski (GOA)
	Terry Jessiman (Alberta Wildfire)
	Wade Cable (Tolko Industries)
	Walter Tindall (Watt Mnt Wanderers)

VIRTUAL ATTENDEES:

Eric Jorgensen (Member of the Public)
Erik Peterson (Silvacom)
Fred Radersma (West Fraser)
Jordan Maskell (Echo-Pioneer)
Steven Peters (Evergreen Lumber)
Terry Batt (Alberta Trappers Association)
Trevor Lafreniere (Tolko Industries)

1. WELCOME

- a. Traditional Territory acknowledgement.
- b. Introductions

2. CONCERNS AND RESPONSE TABLE REVIEW

Table will be available using the documents link at:
<https://highlevelwoodlands.com/public-engagement/>

I-60 - Someone noticed piles of wood in the 2019 Chuckegg Creek burn south of High Level. Is there some sort of salvage operation happening there?

The FRIAA project is being managed by: Ben Secker, Daniel Chicoigne, Andy Shandro. There is a similar project happening near Steen River. These projects have gone through the consultation process.

3. PRESENTATIONS

Presentation is available at:

<https://highlevelwoodlands.com/public-engagement/>

Spring Wildfire Update 2024 – Terry Jessiman, Samantha Davis

When firefighters from other countries come to Alberta to fight fires do they have to be trained? For firefighters to be “exported” to other countries they need to meet international standards, so they do not need to be trained upon arrival.

Member of the public has observed little to no FireSmart work on the north and west side of Hutch Lake. Wildfire works with multiple communities, with multiple projects and budgets that vary year to year. Threat assessments are done to guide where the most dangerous places are before deciding where to recommend FireSmart treatments. Recommendations are given to the communities, and they decide where to focus work. There are different sources of funding and applications are ongoing to access that funding.

With the dry conditions being discussed it must be a real challenge to access water to fight the fire throughout the winter. Are you having to haul water a great distance? Yes, getting water has been a huge challenge.

There have been some increases to staff and resources this year from last year. A 20-person unit crew is expected to be deployed in the area. There will be three Incident Management Team (IMT) crews instead of two from last year. When a wildfire response crew gets to a certain size the IMT helps organize efforts. There are increased aircraft contracts. Last year they piloted the use of a night visibility capable helicopter. The night operations were fantastic for crew transportation, nighttime monitoring, and bucketing. This year they will have three. Water delivery contracts are in place, including a high-volume long-distance pump. Program is starting early than in the past with camps and airtankers bases opening soon.

Is it possible to get local (perhaps First Nation people) involved in the IMT’s to help IMT’s unfamiliar with our conditions to understand how fire burns up here? The fuels here are different than elsewhere. It is preferred to have locals advise IMT, last year there were too few. There has been direction given to have First Nation liaison(s) to

work with wildfire going forward. Provincially they are looking to have several First Nations field liaison people, based in communities so stay tuned for that.

Discussion about aerial ignition when fighting fire. Member of the public shares that they believe that aerial ignition is being overused and causes more country to be burned than is necessary. Wildfire has been challenged about the use of aerial ignition by the public and forest industry. It is a tool that Wildfire uses when needed which has proved very effective. It is used strategically in conjunction with area personnel who are familiar with the region. Is the area of forest burned by aerial ignition tracked? Yes, though that information is not readily available.

We have been seeing large intense fires on the landbase, do you think the current models do a good job predicting fire behavior? In regular circumstances the system does a good job. When a certain drought condition is reached it cannot calculate anymore. GOA is aware of the limitations and work is being done to improve the predictions. Scientists are collecting data to help adapt the system. Do you think we will see changes soon? There will be changes coming, but don't see a formal overhaul this season.

With the conditions reported should we expect to see fire bans being implemented soon? There are areas down south which have restrictions on last week. There is an advisory in the region now and they are tracking conditions carefully.

Tolko lost the wood in two of the processing yards in the past few years, are steps being taken to protect the other yards? As part of the Forest Management Plan steps may be taken to remove fuels near the yards. Tolko is storing wood in the middle of the yards, looking at doing FireSmart work, mapping water sources and continuing to work with the experts from Wildfire. The forest industry is stepping up and having staff take "dozer boss" training so that there are more people available to oversee equipment if needed. Historically the company has managed the delivery of timber from the processing yards to be fed directly into the mill. This year they intend to deliver earlier than before and get the timber out of the yards where it may be at greater risk. Has the mill been upgraded to handle this excess of salvage? The only upgrade Tolko is considering is to the debarker. How is the burnt wood going through the mill? Good, wood from the later fires does not show a lot of damage from cracking yet. There has been feedback from customers about holes in product from bug activity, but it still meets the standards for economy grade lumber.

Information about wildfire is available through several sources. There is a wildfire app which can be downloaded which has much information. Is this app advertised so that visitors to the area are aware of it? It is advertised in papers, on social media, and is easy to find in app stores.

Does Wildfire have plans to notify trappers when their cabins are in danger from fire? As soon as they are able, they inform trappers. Wildfire does find cabins on a regular basis which they were unaware of. Is there a system which can automatically notify trappers? Not at this point, the liaison makes the calls when they are able. Trapline holder contact information is not always up to date. Can trapline holders reach out to Wildfire and provide contact information and cabin locations? That information can be entered into the computer and accessed when needed.

F11 Resource Management Area Strategy

Presentation is available at:

<https://highlevelwoodlands.com/public-engagement/>

Has the Beaver First Nation been consulted about the wagon trail in the area discussed in the presentation? Yes, it has come up in discussions with them as an area of interest.

Is it possible to have the public involved in discussions about actual activities? Perhaps meeting with company representatives on the ground in question? Build partnerships so that the outcomes are satisfactory for all participants. Yes, when plans are being operationalized consultation with the PAC and special interest groups is important. When would the companies want to go to work in the area? Not necessarily in the next year, but probably within the next plan period. Those would have to be operational discussions, probably with Jon Goertzen who may do the planning in that area for Crestview/Evergreen. The member of the public would like to see discussion happen with all interested parties together and not separate consultation with BFN and members of the public.

Before this strategy is implemented it must be reviewed and approved by the government. It will be submitted as part of the Forest Management Plan at the end of the year and reviewed along with the rest of the plan.

I-54 – How were the wolverine dens on map identified?

Presentation is available at:

<https://highlevelwoodlands.com/public-engagement/>

Presentation for different animal dens, nests, mineral licks and the buffers that they receive based on the Operating Ground Rules.

Are the buffers created around dens, raptors nests or mineral licks circular? Usually, the high value site is GPSed as a point surrounded by a 100m buffer. Occasionally plans or operations are updated to leave the area buffered with in required retention patches within cutblocks this may leave more irregular shapes on the landscape and additional protection to the site. The companies would appreciate any information from trappers or other people on the landscape about sites which should be protected.

When you are searching the area is it on foot or quad? Do you search for signs of these types of things? Doing layout or assessing a cutblock you often follow game trails for ease of movement. While doing that you often stumble over sites. Are those game trails preserved/avoided when harvesting? These trails are often alongside water courses and fall within the buffer zones along the streams. The retention patches required in the operating ground rules also provide wildlife covers and possible protection of trails.

What are the buffer protections on water courses? Small permanent (50cm to 5m channel width) have 30m buffers on each side. Anything greater than 5m wide has a buffer of 60m on each side. Commitments made in the last Forest Management Plan had 100 m on each side of watercourses which were identified as needing larger buffers and 300 m on each side of the Peace River. Didn't buffers need to be larger in the past? One of the foresters in the room recalls that they have changed little in the past 20 years he has been in the industry and increased in the last 10 years. One member has seen areas where harvest went right to the edge of water courses. In the past the companies were allowed to request variances if the change was seen to more closely mimic fire behavior on the landscape. In the last 7 or 8 years no variances have been allowed. Buffer requirements do change.

4. ROUND TABLE

Presentation is available at:

<https://highlevelwoodlands.com/public-engagement/>

The Northern Lights Forest Education Society expresses appreciation to the forest industry for their support of the upcoming Forestry Expo event.

Last fall the Watt Mountain Wanderers received an award from the Alberta Snowmobile Association. The ASA Excellence Award for Outstanding Snowmobile Club in the Mighty Peace Zone. Congratulations to the Watt Mountain Wanderers! How many trails does the club maintain? Large loop is 125km, when the line to Machesis Lake and the Peace River is groomed it takes approximately 18 hours there and back. Walter takes about 4 days to groom the area around Hutch Lake.

Remember that the Mackenzie Region is the Forest Capital of Canada 2024! Follow us on social media and use #FCC2024 and #Forestcapitalofcanada on posts.

5. NEXT MEETING – May 21st, 2024, Town of High Level Room 110



Louise Flooren

Subject: FW: You're invited to the TNHAC meeting

OPEN TO PUBLIC – PLEASE SHARE WITHIN YOUR COMMUNITY

Join the healthcare conversation!

Participate in the True North Health Advisory Council Virtual Meeting on Tuesday, April 16, 2024, at 6 p.m.

To register click [here](#) and get the Zoom link!

E-mail truenorth@ahs.ca

This is your opportunity to:

- Learn about healthcare services and resources in the area
- Hear updates from North Zone Leadership
- Meet local Council members

Sincerely,

True North Health Advisory Council and Community Engagement & External Relations



[AHS Advisory Councils](#)



Learn more about how AHS is improving healthcare by [subscribing](#) to our biweekly newsletter, Together4Health Headlines.

You are receiving this email because you are in our stakeholder database. If you wish to unsubscribe, please email truenorth@ahs.ca.

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