




MACKENZIE COUNTY

REGULAR COUNCIL MEETING

MAY 7, 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**

**Tuesday, May 7, 2024
10:00 a.m.**

Fort Vermilion Council Chambers

Fort Vermilion, Alberta

AGENDA

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CALL TO ORDER:	1.	a) Call to Order	
AGENDA:	2.	a) Adoption of Agenda	
ADOPTION OF PREVIOUS MINUTES:	3.	a) Minutes of the April 24, 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) Annexation Legal Fees – Town of High Level (<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)	
		e)	
TENDERS:	5.	a) None	
PUBLIC HEARINGS:	6.	a) None	
DELEGATIONS:	7.	a) St. Mary's Catholic School – Grade 6 Students	33
GENERAL REPORTS:	8.	a) Director & Manager Reports for April 2024	35
		b)	

AGRICULTURE SERVICES:	9.	a)	None	
		b)		
COMMUNITY SERVICES:	10.	a)	Spring Hamlet Clean-Up Campaign	51
		b)	Fort Vermilion Street Banner Project	55
		c)		
FINANCE:	11.	a)	Asset Retirement Obligation – Budget Amendment	61
		b)	Residential Incentive Draw	63
		c)	FIN025 Purchasing Policy Amendment	65
		d)		
		e)		
PROJECTS & INFRASTRUCTURE:	12.	a)	La Crete 2024 East Waterline Extension Tender Update	77
		b)		
		c)		
OPERATIONS:	13.	a)	Budget Amendment – TWP RD 105-5 (Sawmills Road) Asphalt	87
		b)	Budget Amendment – Zama Access Culvert Replacement	91
		c)		
UTILITIES:	14.	a)	None	
		b)		
PLANNING & DEVELOPMENT:	15.	a)	Bylaw 1335-24 Land Use Bylaw Amendment to Rezone Plan 202 1350, Block 03, Lots 1-25 from Country Recreational “CREC” to Country Recreational 2 “CREC2”	93
		b)	Offers to Purchase – Part of Plan 102 5530, Block 35, Lot APUL (Public Utility Lane) (Hamlet of La Crete)	103

		c)		
		d)		
ADMINISTRATION:	16.	a)	Bylaw 1336-24 Subdivision and Development Appeal Board	117
		b)	Bylaw 1337-24 Assessment Review Board	127
		c)	Alberta Municipalities (ABMunis) Convention & Summer 2024 Municipal Leaders Caucus	133
		d)		
		e)		
COMMITTEE OF THE WHOLE ITEMS:	17.	a)	None	
COUNCIL COMMITTEE REPORTS:	18.	a)	Council Committee Reports (verbal)	
		b)	Community Services Committee Meeting Minutes	137
		c)	Municipal Planning Commission Meeting Minutes	147
		d)		
		e)		
INFORMATION / CORRESPONDENCE:	19.	a)	Information/Correspondence	167
NOTICE OF MOTION:	20.	a)		
NEXT MEETING DATES:	21.	a)	Regular Council Meeting May 22, 2024 10:00 a.m. Fort Vermilion Council Chambers	
		b)	Regular Council Meeting June 11, 2024 10:00 a.m. Fort Vermilion Council Chambers	
ADJOURNMENT:	22.	a)	Adjournment	



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 7, 2024
Presented By:	Darrell Derksen, Chief Administrative Officer
Title:	Minutes of the April 24, 2024 Regular Council Meeting

BACKGROUND / PROPOSAL:

Minutes of the April 24, 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:

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

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the minutes of the April 24, 2024 Regular Council Meeting be adopted as presented.

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

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**Wednesday, April 24, 2024
10:00 a.m.**

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

PRESENT: Joshua Knelsen Reeve (left the meeting at 11:30 a.m. and
rejoined the meeting at 1:13 p.m.)
Walter Sarapuk Deputy Reeve (left the meeting at 11:30
a.m. and rejoined the meeting at 1:13 p.m.)
Peter F. Braun Councillor
Cameron Cardinal Councillor (left the meeting at 11:30 a.m.)
David Driedger Councillor (joined virtually at 11:08 a.m.)
Eileen Morris Councillor
Ernest Peters Councillor
Garrell Smith Councillor (left the meeting at 11:30 a.m.)
Lisa Wardley Councillor
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
John Zacharias Director of Utilities
Louise Flooren Manager of Legislative & Support Services/
Recording Secretary
Sylvia Wheeler Project Coordinator

ALSO PRESENT: Members of the Public
Marc Bredo – Wilde and Company (Zoom)

Minutes of the Regular Council Meeting for Mackenzie County held on April 24, 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 24-04-296 MOVED by Councillor Wardley

That the agenda be approved as presented.

CARRIED

ADOPTION OF PREVIOUS MINUTES: 3. a) Minutes of the April 8, 2024 Regular Council Meeting

MOTION 24-04-297 MOVED by Councillor Wardley

That the minutes of the April 8, 2024 Regular Council Meeting be adopted as presented.

CARRIED

DELEGATIONS: 7. a) Wilde and Company - 2023 Audited Financial Statement

MOTION 24-04-298 MOVED by Councillor Peters

That the 2023 Audited Financial Statements and Financial Information Return be approved as presented.

CARRIED

MOTION 24-04-299 MOVED by Councillor Wardley

That the 2023 surplus of \$5,523,582 be allocated to the following Reserves:

- Road Reserve \$2,500,000
- Bridge Reserve \$2,173,583
- General Capital Reserve \$ 500,000
- General Operating Reserve \$ 350,000

CARRIED

CLOSED MEETING: 4. a) Closed Meeting

MOTION 24-04-300 MOVED by Councillor Cardinal

That Council move into a closed meeting at 10:44 a.m. to discuss the following:

- 4.a) Organizational Chart (*FOIP Sections 23, 24 and 27*)

CARRIED

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

- All Councillors Present
- Darrell Derksen, Chief Administrative Officer
- Louise Flooren, Manager of Legislative & Support Services/ Recording Secretary

MOTION 24-04-301

MOVED by Councillor Peters

That Council move out of a closed meeting at 10:55 a.m.

CARRIED

CLOSED MEETING:

4. a) Organizational Chart

MOTION 24-04-302
Requires Unanimous

MOVED by Councillor Cardinal

That the Organizational Chart be approved as presented.

CARRIED UNANIMOUSLY

Reeve Knelsen recessed the meeting at 10:56 a.m. and reconvened the meeting at 11:00 a.m.

TENDERS:

5. a) Hamlet of La Crete North Sanitary Trunk Sewer

MOTION 24-04-303

MOVED by Councillor Peters

That the Hamlet of La Crete North Sanitary Trunk Sewer Tenders-Envelope #1 be opened.

CARRIED

Bidder	Qualifying Documents
Mainline Construction (2014) Ltd.	All required documents included.
Wapiti Gravel Suppliers	All required documents included.
Dechant Construction Ltd.	All required documents included.
Green Acre Ventures	All required documents included.

Northern Road Builders LP	All required documents included.
Inline Contracting Ltd.	All required documents included.
Kelsey Pipeline Ltd.	All required documents included.
PME Inc.	All required documents included.
Weaver Group Ltd.	All required documents included.

FINANCE: 11. a) Budget Amendment – Northwest Species at Risk

MOTION 24-04-304 **MOVED** by Councillor Smith
 Requires 2/3

That the 2024 One Time project budget be amended by \$17,250 for the Northwest Species at Risk project, with funding coming from Other Sources.

CARRIED

FINANCE: 11. b) La Crete Recreation Society – Multipurpose Room Renovation Capital Project Budget Amendment

MOTION 24-04-305 **MOVED** by Councillor Braun
 Requires 2/3

That the 2024 Capital Budget be amended by \$65,000 for the La Crete Recreation Board Multipurpose Room Renovation project with funding in the amount of \$32,500 coming from the La Crete Recreation Society, and \$32,500 coming from the General Capital Reserve.

CARRIED

FINANCE: 11. c) La Crete Recreation Society – Scissor Lift Capital Project Budget Amendment

MOTION 24-04-306 **MOVED** by Councillor Morris
 Requires 2/3

That the 2024 Capital Budget be amended by \$25,000 for the La Crete Recreation Board Multipurpose Room Renovation project with funding in the amount of \$12,500 coming from the La Crete Recreation Society, and \$12,500 coming from the General Capital Reserve.

CARRIED

FINANCE: 11. d) Councillor Expense Claims

MOTION 24-04-307 **MOVED** by Councillor Morris

That the Councillor Expense Claims for February 2024 be received for information.

CARRIED

FINANCE: 11. e) Members at Large Expense Claims

MOTION 24-04-308 MOVED by Councillor Cardinal

That the Member at Large Expense Claim for March 2024 be received for information.

CARRIED

FINANCE: 11. f) Financial Reports – January – March 2024

Councillor Driedger joined the meeting virtually at 11:08 a.m.

MOTION 24-04-309 MOVED by Councillor Wardley

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

CARRIED

PROJECTS & INFRASTRUCTURE: 12. a) Bylaw 1330-24 La Crete East Waterline Offsite Bylaw

MOTION 24-04-310 MOVED by Councillor Wardley

That second reading be given to Bylaw 1330-24 the La Crete East Waterline Offsite Levy Bylaw.

CARRIED

MOTION 24-04-311 MOVED by Councillor Braun

That third reading be given to Bylaw 1330-24 the La Crete East Waterline Offsite Levy Bylaw.

CARRIED

COMMITTEE OF THE WHOLE ITEMS: 17. a) Town of Rainbow Lake – Revenue Sharing Agreement

MOTION 24-04-312 **MOVED** by Councillor Wardley

That Mackenzie County communicates with the Town of Rainbow Lake and our energy ratepayers regarding our concerns on the plant based treaty recently signed by the Town of Rainbow Lake.

CARRIED

COMMITTEE OF THE WHOLE ITEMS: **17. b) Fleet Update Report**

MOTION 24-04-313 **MOVED** by Councillor Braun

That the purchase of a 2024 Dodge Ram 1 ton be awarded to North Star Chrysler.

CARRIED

COMMITTEE OF THE WHOLE ITEMS: **17. c) Assessment Review Board & Subdivision and Development Appeal Board – Member at Large Appointment**

MOTION 24-04-314 **MOVED** by Councillor Cardinal

That Peter Thomas Braun be appointed as a Member at Large to the Assessment Review Board for a three (3) year term ending October 2027.

CARRIED

MOTION 24-04-315 **MOVED** by Councillor Wardley

That Peter Thomas Braun be appointed as a Member at Large to the Subdivision and Development Appeal Board for a three (3) year term ending October 2027.

CARRIED

MOTION 24-04-316 **MOVED** by Councillor Wardley

That Bylaw 1306-23 Assessment Review Board and Bylaw 1311-23 Subdivision and Development Appeal Board be brought back to a future council meeting with amendments as discussed.

CARRIED

COMMITTEE OF THE WHOLE ITEMS: 17. d) Electricity Canada Symposium

MOTION 24-04-317 **MOVED** by Councillor Morris

That Councillor Cardinal to be authorized to attend the Electricity Canada Symposium on June 20, 2024 in Calgary, Alberta.

CARRIED

COMMITTEE OF THE WHOLE ITEMS: 17. e) La Crete Municipal Nursing Association (LCMNA) – Request for Letter of Support

MOTION 24-04-318 **MOVED** by Councillor Wiebe

That a letter of support be provided to the La Crete Municipal Nursing Association (LCMNA) for expansion.

CARRIED

COMMITTEE OF THE WHOLE ITEMS: 17. f) Legal

MOTION 24-04-319 **MOVED** by Councillor Wardley

That administration provide Boreal Housing Foundation chair with all relevant communication regarding mitigation as requested.

CARRIED

INFORMATION/ CORRESPONDENCE: 19. a) Information/Correspondence

MOTION 24-04-320 **MOVED** by Deputy Reeve Sarapuk

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

CARRIED

PLANNING & DEVELOPMENT: 15. a) Development Statistics Report – January to March 2024

MOTION 24-04-321 **MOVED** by Councillor Cardinal

That the development statistics report for January to March 2024 be received for information.

CARRIED

The Chair was turned over to Councillor Braun.

Reeve Knelsen, Deputy Reeve Sarapuk, Councillor Cardinal, Councillor Smith and Darrell Derksen, Chief Administrative Officer left the meeting at 11:30 a.m.

TENDERS:

5. a) Hamlet of La Crete North Sanitary Trunk Sewer

MOTION 24-04-322

MOVED by Deputy Reeve Sarapuk

That the Hamlet of La Crete North Sanitary Trunk Sewer Tenders-Envelope #2 be opened for the qualified bidders.

CARRIED

Bidder	Schedule A	Schedule B
Mainline Construction (2014) Ltd.	\$ 6,357,989.53	\$ 953,030.71
Wapiti Gravel Suppliers	\$11,401,365.41	\$1,986,164.54
Dechant Construction Ltd.	\$11,936,114.35	\$1,962,059.83
Green Acre Ventures	\$ 4,981,036.00	\$ 687,952.00
Northern Road Builders LP	\$ 4,989,361.77	\$ 798,059.44
Inline Contracting Ltd.	\$ 7,098,670.00	\$1,100,658.00
Kelsey Pipelines Ltd.	\$ 9,478,500.00	\$1,523,300.00
PME Inc.	\$ 6,330,095.00	\$1,138,764.00
Weaver Group Ltd.	\$ 5,556,385.60	\$ 940,778.00

MOTION 24-04-323

MOVED by Councillor Morris

That administration reviews the Hamlet of La Crete North Sanitary Trunk Sewer tenders and return for an awarding decision at a future meeting.

CARRIED

TENDERS:

5. b) La Crete 2024 Waterline Extension

MOTION 24-04-324

MOVED by Councillor Morris

That the La Crete 2024 Waterline Extension Tenders – Envelope #1 be opened.

CARRIED

Bidder	Qualifying Documents
United Utilities Ltd.	All required documents included.
Kelsey Pipeline Ltd.	All required documents included.
Good Brothers Construction 2002 Ltd.	All required documents included.
Mainline Construction (2014) Ltd.	All required documents included.
Dechant Construction Ltd.	All required documents included.
Weaver Group Ltd.	All required documents included.

TENDERS:

5. f) Fort Vermilion Waste Transfer Station Caretaker Contract

MOTION 24-04-325

MOVED by Councillor Wardley

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

CARRIED

Bidder	Cost
Sean Mitchell	\$1,400/month
Lynda Washkevich	\$1,550/month

MOTION 24-04-326

MOVED by Councillor Wardley

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

CARRIED

TENDERS:

5. c) Crack Filling 2024

MOTION 24-04-327

MOVED by Councillor Morris

That the Crack Filling 2024 Request for Proposals - Envelope #1 be opened.

CARRIED

Bidder	Qualifying Documents
Crosslane Asphalt Maintenance	All required documents included.

MOTION 24-04-328 **MOVED** by Councillor Wiebe

That the Crack Filling 2024 Request for Proposals - Envelope #2 be opened for the qualified bidders.

CARRIED

Bidder	Cost
Crosslane Asphalt Maintenance	\$83,837.50

MOTION 24-04-329 **MOVED** by Councillor Morris

That administration review the Crack Filling 2024 Request for Proposals and return for awarding later in the meeting.

CARRIED

TENDERS: **5. d) Line Painting 2024**

MOTION 24-04-330 **MOVED** by Councillor Morris

That the Line Painting 2024 Request for Proposals - Envelope #1 be opened.

CARRIED

Bidder	Qualifying Documents
Checkmark Services Ltd.	All required documents included.
AAA Striping & Seal Coating Service	All required documents included.

MOTION 24-04-331 **MOVED** by Councillor Wardley

That the Line Painting 2024 Request for Proposals - Envelope #2 be opened for the qualified bidders.

CARRIED

Bidder	Cost
Checkmark Services Ltd.	\$89,973.50
AAA Striping & Seal Coating Service	\$89,972.00

MOTION 24-04-332 **MOVED** by Councillor Peters

That administration review the Line Painting 2024 Request for Proposals and return for awarding later in the meeting.

CARRIED

MOTION 24-04-333 **MOVED** by Councillor Wiebe

That the La Crete 2024 Waterline Extension Tenders – Envelope #2 be opened for the qualified bidders.

CARRIED

Bidder	Cost
United Utilities Ltd.	\$1,718,755.22
Kelsey Pipeline Ltd.	\$2,316,000.00
Good Brothers Construction 2002 Ltd.	\$1,142,773.00
Mainline Construction	\$1,632,095.80
Dechant Construction	\$1,994,206.03
Weaver Group Ltd.	\$1,895,485.00

MOTION 24-04-334 **MOVED** by Councillor Morris

That administration reviews the tenders for the Waterline East Extension Contract and return for awarding later in the meeting.

CARRIED

TENDERS: **5. e) 2024 Regravelling Program**

MOTION 24-04-335 **MOVED** by Councillor Peters

That the 2024 Regravelling Program tenders - Envelope #1 be opened.

CARRIED

Bidder	Qualifying Documents
1203288 AB Ltd.	All required documents included.
Green Acre Ventures Ltd.	All required documents included.
B. Hinson Contracting	All required documents included.
Rempel Trucking	All required documents included.
Knelsen Sand & Gravel	All required documents included.

MOTION 24-04-336 **MOVED** by Councillor Wiebe

That the 2024 Regravelling Program tenders - Envelope #2 be opened for the qualified bidders.

Proponent Name	Schedule B	Schedule C	Schedule D	Schedule E
1203288 AB Ltd.	\$95,000	\$167,180	\$194,340	N/A
Green Acre Ventures Ltd.	N/A	N/A	N/A	\$595,200
B. Hinson Contracting	\$168,000	\$195,000	\$262,400	N/A
Rempel Trucking	N/A	\$207,350	\$221,400	N/A
Knelsen Sand & Gravel	\$93,680	\$80,470	\$94,792	\$579,948

MOTION 24-04-337

MOVED by Councillor Morris

That administration review the 2024 Regravelling Program tenders and return for awarding later in the meeting.

CARRIED

Councillor Braun recessed the meeting at 12:38 p.m.

Reeve Knelsen, Deputy Reeve Sarapuk and Darrell Derksen, Chief Administrative Officer returned to the meeting at 1:13 p.m.

Reeve Knelsen reconvened the meeting at 1:14 p.m.

PUBLIC HEARINGS:

6. a) Bylaw 1329-24 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”

Reeve Knelsen called the public hearing for Bylaw 1329-24 to order at 1:14 p.m.

Reeve Knelsen asked if the public hearing for proposed Bylaw 1329-24 was properly advertised. Caitlin Smith, Director of Planning & Agricultural answered that the Bylaw was advertised in accordance with the Municipal Government Act.

Reeve Knelsen asked the Development Authority to outline the proposed Bylaw 1329-24 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”.

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

Administration has received a request to rezone Plan 232 2146, Block 3, Lots 6-13 from Hamlet Residential 2A “H-R2A” to Hamlet Residential 1 “H-R1”.

The reason for the rezoning is to allow for the development of Dwelling – Stacked Row Housing, which is not permitted in the current Land Use District.

These lots were rezoned to H-R2A in the summer of 2023 to allow for the development of Dwelling - Duplex. The applicant would now like to construct the new dwellings to allow for more rental units instead of entry level duplexes for purchase. The Developer will be re-amalgamating every second lot back to the original approval.

Development has currently started in the proposed rezone area, there is one dwelling-duplex.

The proposed area for rezoning is intended for general commercial uses, according the La Crete Area Structure Plan (2013). The La Crete Area Structure Plan is to be updated this year. The aim of the ongoing assessment and amendment of the La Crete Area Structure Plan is to provide more housing options.

The rezoning application was presented to the Municipal Planning Commission on February 21, 2024 where the following motion was made:

Reeve Knelsen asked if Council has any questions of the proposed Bylaw 1329-24 Land Use Bylaw Amendment. There were no questions.

Reeve Knelsen asked if any submissions were received in regards to proposed Bylaw 1329-24. There were no submissions.

Reeve Knelsen asked if there was anyone present who would like to speak in regards to the proposed Bylaw 1329-24
There was no one present to speak to the proposed bylaw.

Reeve Knelsen closed the public hearing for Bylaw 1329-24 at 1:15 p.m.

MOTION 24-04-338

MOVED by Councillor Braun

That second 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” to accommodate the development of Dwelling – Stacked Row Housing.

CARRIED

MOTION 24-04-339 **MOVED** by Councillor Morris

That third 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” to accommodate the development of Dwelling – Stacked Row Housing.

CARRIED

PUBLIC HEARINGS: **6. 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”**

Reeve Knelsen called the public hearing for Bylaw 1331-24 to order at 1:16 p.m.

Reeve Knelsen asked if the public hearing for proposed Bylaw 1331-24 was properly advertised. Caitlin Smith, Director of Planning & Agriculture answered that the Bylaw was advertised in accordance with the Municipal Government Act.

Reeve Knelsen asked the Development Authority to outline the proposed Bylaw 1331-24 Land Use Bylaw Amendment to rezone Part of 10-104-17-W5M from Agricultural “A” to Rural Industrial Light “RIL”

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

Administration has received a request to rezone Part of NE-10-104-17-W5M from Agricultural “A” to Rural Industrial Light “RIL”. The area to be rezoned is approximately 10 acres.

The reason for the rezoning is to allow for the development of Bulk Fuel Storage & Distribution, which is not permitted in the current Land Use District.

On January 10, 2024, the applicant brought a proposal to MPC to be granted a temporary permit with a year duration to install two (2) temporary fuel tanks. The applicant stated that if there

were a demand for a Bulk Fuel Storage & Distribution he would then rezone at the currently proposed location. The applicant will be required to cancel the previously approved temporary development permit.

The purpose of the Rural Industrial Light (RIL) district is to provide for light industrial uses, located outside of HAMLETS, with limited outside storage areas that do not cause nuisances to adjacent land uses while offering a high quality of site aesthetics.

Currently the proposed area for rezoning has a residence that is not included in the rezoning request area.

Administration would like to note that there is another Bulk Fuel Storage & Distribution located four miles west of the proposed rezoning area.

Reeve Knelsen asked if Council has any questions of the proposed Bylaw 1331-24 Land Use Bylaw Amendment. There were no questions.

Reeve Knelsen asked if any submissions were received in regards to proposed Bylaw 13331-24. There were no submissions.

Reeve Knelsen asked if there was anyone present who would like to speak in regards to the proposed Bylaw 1331-24. There was no one present to speak to the proposed bylaw.

Reeve Knelsen closed the public hearing for Bylaw 1331-24 at 1:18 p.m.

MOTION 24-04-340 **MOVED** by Councillor Peters

That second 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" to accommodate the development of Bulk Fuel Storage & Distribution.

CARRIED

MOTION 24-04-341 **MOVED** by Councillor Morris

That third 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” to accommodate the development of Bulk Fuel Storage & Distribution.

CARRIED

PUBLIC HEARINGS: 6. c) Bylaw 1333-24 Land Use Bylaw Amendment to Add Country Recreational 2 (CREC2) to Section 9 of the Land Use Bylaw 1066-17

Reeve Knelsen called the public hearing for Bylaw 1333-24 to order at 1:18 p.m.

Reeve Knelsen asked if the public hearing for proposed Bylaw 1333-24 was properly advertised. Caitlin Smith, Director of Planning & Agricultural answered that the Bylaw was advertised in accordance with the Municipal Government Act.

Reeve Knelsen asked the Development Authority to outline the proposed Bylaw 1333-24 Land Use Amendment to Add Country Recreational 2 (CREC2) to Section 9 of the Land Use Bylaw 1066-17.

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

Administration has received a Land Use Bylaw amendment application from a local developer requesting to add a new zoning district that will accommodate single family dwellings and duplexes close to the golf course.

In 2016, a bylaw amendment to rezone Part of NW 13-106-15-W5M (Plan 092 6283, Block 2, Lot 3) from Recreational “REC” to Country Recreational “CREC” for the purpose of a multi-lot subdivision was granted approval.

The applicants developed this subdivision along the west side of the La Crete Golf Course. Twenty-five (25) lots were created approximately equaling 0.344 acres each in size. The intention of these lots was to provide income for the Golf Course and a living area for semi-retired individuals.

Currently within the Land Use Bylaw there is one (1) Country Recreational “CREC” zoning. This zoning was created specifically for Hutch Lake. In the Hutch Lake area structure plan it specifies that the lots shall have a minimum lot area of

0.5 acres. The lots by the Golf Course do not meet this minimum requirement. Also the "CREC" district does not allow for duplexes or single family homes. The new proposed zoning of "CREC2" will allow for these uses. This area will still be considered a recreational area right by the Golf Course, but with permanent housing on smaller lots.

The lots are currently serviced by a central wastewater treatment system provided by "Tanks-A-Lot Onsite Water and Sewer Solutions", as Municipal Services (Utilities/Sewer) are not available this far out of the hamlet. There is an existing agreement for the operation and maintenance of the private sewer system - it will not be taken over by the municipality and must be operated by the developer and/or the property owners.

This item was taken to Council on March 27, 2024 for first reading where it was passed.

Reeve Knelsen asked if Council has any questions of the proposed Bylaw 1333-24 Land use Bylaw Amendment.

Councillor Wardley - How long must the owners retain the water sewer system?

Director of Projects and Infrastructure – The landowners are supposed to operate it forever. That being said, any franchise operator can walk away. This would be considered a municipal service, we would be obligated to take it over if they disbanded. We changed our bylaw to grant them franchise owner/operator in order to do this development in the past.

Councillor Wardley – What is the cost to us if they walk away, since they are exempt.

Director of Projects and Infrastructure – The municipality would have to take on the operating costs.

Councillor Braun – It is a central sewer tanks and the Golf Course is dependant on it for the effluent and it would have to be discharged more often. Is there a special tax we can put on those lots in the case that they left?

Director of Finance – Council would have to pass the special bylaw every year but I would have to double check.

Councillor Wardley – Administration should include whatever agreement or approval needed to be linked to each site to ensure we don't have to inherit.

Reeve Knelsen asked if any submissions were received in regards to proposed Bylaw 1333-24. There were no submissions.

Reeve Knelsen asked if there was anyone present who would like to speak in regards to the proposed Bylaw 1333-24. There was no one present to speak to the proposed bylaw.

Reeve Knelsen closed the public hearing for Bylaw 1333-24 at 1:27 p.m.

MOTION 24-04-342

MOVED by Councillor Braun

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

CARRIED

MOTION 24-04-343

MOVED by Councillor Wardley

That third reading and final reading be given to Bylaw 1333-24 Land Use Bylaw Amendment to Add Country Recreational 2 (CREC2) to Section 9 of the Land Use Bylaw 1066-17.

CARRIED

PUBLIC HEARINGS:

6. d) 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".

Reeve Knelsen called the public hearing for Bylaw 1334-24 to order at 1:27 p.m.

Reeve Knelsen asked if the public hearing for proposed Bylaw 1334-24 was properly advertised. Caitlin Smith, Director of Planning & Agriculture answered that the Bylaw was advertised in accordance with the Municipal Government Act.

Reeve Knelsen asked the Development Authority to outline the proposed Bylaw 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".

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

Administration has received a request to rezone Plan 052 0560, Block 05, Lot 04 from Recreation 1 "REC1" to Hamlet Country Residential "H-CR". The proposed rezoning area is 5 acres total.

The reason for the rezoning is to allow for the sale of the proposed land. Council will need to consider if this parcel is to be sold as one parcel or subdivided and sold as two parcels. If Council decides to subdivide the parcel, the County will be required to build a second access road for the proposed rezoning area.

On February 13, 2024, Council made the following motion in regards to the future sale and removal of the MR of the proposed lands:

Reeve Knelsen asked if Council has any questions of the proposed Bylaw 1334-24 Land use Bylaw Amendment. There were no questions.

Reeve Knelsen asked if any submissions were received in regards to proposed Bylaw 1334-24. There were no submissions.

Reeve Knelsen asked if there was anyone present who would like to speak in regards to the proposed Bylaw 1334-24.

There was no one present to speak to the proposed bylaw.

Reeve Knelsen closed the public hearing for Bylaw 1334-24 at 1:28 p.m.

MOTION 24-04-344

MOVED by Councillor Braun

That second 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" to allow for the sale of the proposed land.

CARRIED

MOTION 24-04-345 **MOVED** by Councillor Morris

That third 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” to allow for the sale of the proposed land.

CARRIED

**COUNCIL
 COMMITTEE
 REPORTS:**

18. a) Council Committee Reports (verbal)

MOTION 24-04-346 **MOVED** by Councillor Wardley

That the Council Committee Reports be received for information.

CARRIED

TENDERS: **5. d) Line Painting 2024**

MOTION 24-04-347 **MOVED** by Councillor Morris

That the Line Painting 2024 Request for Proposals contract be awarded to the highest scoring qualified bidder, while staying within budget.

CARRIED

Evaluation Criteria	Mark (%)	Points Available	Checkmark Services Ltd.	AAA Striping & Seal Coating Service
Project Bid Price	85%	85	84	85
Local	10%	10	10	0
Experience	5%	5	2	5
Total Points Available	100%	100	96	90

TENDERS: **5. c) Crack Filling 2024**

MOTION 24-04-348 **MOVED** by Councillor Braun

That the Crack Filling 2024 Request for Proposals contract be awarded to the highest scoring qualified bidder, while staying within budget.

CARRIED

Evaluation Criteria	Mark (%)	Points Available	Crosslane Asphalt Maintenance
Project Bid Price	85%	85	81
Local	10%	10	10
Experience	5%	5	3
Total Points Available	100%	100	94

MOTION 24-04-349

MOVED by Councillor Driedger

That the 2024 Regravelling Program contract for Schedules B, C, D & E be awarded to the lowest qualified bidder, while staying within budget.

CARRIED

TENDERS:

5. b) La Crete 2024 Waterline Extension

MOTION 24-04-350
 Requires 2/3

MOVED by Councillor Braun

That the La Crete 2024 Waterline Extension tender awarding be TABLED and brought back to a future council meeting.

CARRIED

CLOSED MEETING:

4. a) Closed Meeting

MOTION 24-04-351

MOVED by Councillor Wardley

That Council move into a closed meeting at 2:40 p.m. to discuss the following:

- 4.b) CAO Report (*FOIP Sections 16, 17, 23 and 24*)

CARRIED

MOTION 24-04-352

MOVED by Councillor Peters

That Council move out of a closed meeting at 2:58 p.m.

CARRIED

MOTION 24-04-353

MOVED by Councillor Peters

That the CAO Report be received for information.

CARRIED

**GENERAL
REPORTS:**

8. a) None

**AGRICULTURE
SERVICES:**

9. a) None

**COMMUNITY
SERVICES:**

10. a) None

OPERATIONS:

13. a) None

UTILITIES:

14. a) None

ADMINISTRATION:

16. a) None

NOTICE OF MOTION:

20. a) None

**NEXT MEETING
DATES:**

21. a) **Next Meeting Dates**

Regular Council Meeting
May 7, 2024
10:00 a.m.
Fort Vermilion Council Chambers

Regular Council Meeting
May 22, 2024
10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT:

22. a) **Adjournment**

MOTION 24-04-354

MOVED by Councillor Wiebe

That the Council meeting be adjourned at 3:00 p.m.

CARRIED

These minutes will be presented for approval at the May 7, 2024 Regular Council Meeting.

Joshua Knelsen
Reeve

Darrell Derksen
Chief Administrative Officer

UNAPPROVED



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 7, 2024
Presented By:	Darrell Derksen, Chief Administrative Officer
Title:	DELEGATION St. Mary's Catholic School – Grade 6 Students

BACKGROUND / PROPOSAL:

Ms. Sasha Grant, Jr. High School Teacher from St. Mary's Catholic School will be bringing in the Grade 6 class to sit and observe the Regular Council Meeting. The students would like to observe how the council meeting process works including the opening of a meeting and a few agenda items. The class will elect a Junior Reeve prior to attending the Council Meeting. The students will be asking Council a few questions in regards to municipal government.

OPTIONS & BENEFITS:

Students from St. Mary's will be able to see first hand how municipal government meetings are held. The students will also have a question period with staff to discuss career options for positions within Mackenzie County.

COSTS & SOURCE OF FUNDING:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

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

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

The grade 6 students from St. Mary's Catholic School were given an opportunity to present questions to Council, these included:

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 7, 2024
Presented By:	Darrell Derksen, Chief Administrative Officer
Title:	Director and Manager Reports for April 2024

BACKGROUND / PROPOSAL:

The Director and Manager reports for April 2024 are attached for information.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

- Simple Majority
- Requires 2/3
- Requires Unanimous

That the Director and Manager reports for April, 2024 be received for information.

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

Monthly Report to Council

For the month of April, 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)	Ongoing	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	Revised concern form process is going well, and continually being expanded. Identifying prior years graveling data and uploading to Catalis, will capture more detail in 2024 & future to better understand gravel application/use/needs.

Projects, Programs & Activities

Program/Activity/Project	Timeline	Comments
Economic Development	Ongoing	Applied for SCOP & NRED grants. Were successful with the SCOP grant for the irrigation feasibility study, were unsuccessful with the NRED grant for the downtown lighting & campground improvements.
Outdoor Rec & Tourism Strategy	Q4 2024	NRED grant funded. Public engagement began 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. Project management 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.

		Planning to crush in 2025. Will likely be larger quantities at fewer locations than in the past.
LC North Sanitary	Tendering Q2 2024	Trunk main tender opened on April 24 th . Lift station to be tendered on May, closing on May 22 nd .
LC Intersection Improvements	Q1 2024	Construction complete. Awaiting final inspections and invoicing.
LC East Waterline	Q2 2024	Levies bylaw approved. Tenders opened on April 24 th , recommendation coming to May 7 th meeting.
2024 Municipal Census		Worked with Caitlin to get project initiated. Has been a scramble to coordinate the pieces but it has come together, and ultimately on a earlier timeline than initially anticipated. Caitlin and her team now leading the project.

Personnel Update:

The summer employee who helped us last year is back, and will help make additional progress on Asset Management data collection & organization. He has strong software skills and really benefits our program.

I was recently appointed as the RMA rep for the Safety Codes Council (SCC) Building Sub-Council. My first meeting is scheduled for May 9th in Edmonton.

Other Comments:

I enjoyed attending the Economic Developers of Alberta (EDA) conference in early April. It had been many years since I attended, so it was good to reconnect with the ec dev community, network, and be reminded/learn of what good ec dev work looks like at the municipal level.

Was a busy month transitioning from conceptual/design phase of projects to tender/project phase. Lots of dialogue with engineers, landowners, surveyors, etc.

Received a response from the LPRT regarding the High Level annexation on May 1st. The response was less favourable than we would have liked, and I'm quite surprised by the decision on a couple of the points that we argued. Now need to reconvene and determine our next steps.

Monthly Report to the CAO

For the month of April 2024

From: Don Roberts,
Director of Community Services

Program/Activity/Project	Comments
Emergency Management	Staff members and members from the Emergency Management Team received training from the Alberta Emergency Management Agency field officer. All senior staff participated in a briefing focusing on the activation of an Incident Command Post, Emergency management legislation and the process of declaring a SOLE
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 was conducted April 8 th – 11 th . Administration and the Health & Safety committee will be reviewing all aspects of the safety program, making amendments and recommendations to the CAO as per the OH&S Act and the audit.
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.

FRIAA Grant Applications	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.
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MONTHLY REPORT TO THE CAO

For the Month Ending April 2024

From: Jennifer Batt
Director of Finance

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
2023 Year end	Complete	Financial Statements approved by Council April 24 th , 2024, filed with Municipal Affairs, and posted on the County's website
2024 Budget	Ongoing	Update Budget with any amending funding notices Continue to investigate funding sources, and opportunities for the County.
Provincial Grant Reporting CCBF/MSI/LGFF/FCSS	In process	2023 FCSS reporting submitted MSI/CCBF/LGFF 2024 projects submission updating
Accounts Payable	Ongoing	Electronic Funds Transfer set up for monthly vendors. Ongoing updates, and additions as required. Payments for all authorized invoices received by April 30 th completed. File 2023 AP files in records – year end complete
Accounts Receivable	Ongoing	Invoices sent for all invoice requests received for services up to and including April 30 th .
Taxation	Ongoing	Pre-authorized payment agreements continue to be advertised and entered into. Title changes, and updates completed Total 897 Tax Rolls have entered into preauthorized payment agreements. 2024 Tax Rate Bylaw presented to Council April 8 th
Utilities	Ongoing	Update move in/out Monthly billing and collections Continue Advertising e-billing via social media and website Total 331 Utility Accounts have entered into preauthorized payment agreements.
Mitigation	Ongoing	Communicate with CGA team 1 st QTR report submitted Develop additional funding request Communicate with legal for resident agreements Numerous meetings with residents Numerous meetings with Samaritans Purse to review upcoming construction season

		Phase 2 & 3 subdivision complete. - Communicate with legal for updated resident agreements
Disaster Recovery Program <i>2020 Peace River Ice Jam / Overland Flood</i> 2022 Rapid Snowmelt – Overland flooding 2023 Wildfires claim 2023 NWT Wildfire claim	Ongoing	Extension granted. All projects to be completed by December 18, 2024. 1 project remains open. Submitted expenses to date to DRP awaiting review Outstanding 1 bridge for DRP approval Submission requirements received. Awaiting review. Submission requirements received. Awaiting review
Supply staff to High Level Office every Tuesday. Administrative position – vacant. Interviews to be held in May. Assist departments with invoicing and budget reporting, Request for Decisions, and inquiries.		

MONTHLY REPORT TO THE CAO
 For the month of April, 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"> - Site Safety/Team meetings - Policy Review - Rural Residential Dust Control - Dust Suppression and self-application - Calcium Sales
Airport Maintenance/Operations	Ongoing	<ul style="list-style-type: none"> - Regular maintenance as required - Airport Parking Fees - Lights and other hardware maintenance
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 - Awarded - Completed hauling for stockpile at Blumenort Dump - Crack Sealing Tender – Awarded - Line Painting Tender – Awarded - Pot hole patching material sourcing
Training/Education	Ongoing	<ul style="list-style-type: none"> - Class One's - 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	- Repair BF 76507; repair punch outs on girders
RR 154 IN 108-15 (2022)	Complete	- Preliminary Forestry Inspection done...final inspection to be done in Spring
Ange Road HL South Rebuild (2023)	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	- Intersection traffic review, waiting on data collection - Requested Intersection Design
91 Street intersection upgrades	Ongoing	- Intersection traffic review, waiting on data collection
Rebuild TWP RD 110-4 from RR19-3 to 19-0 (3 miles) Heliport	Not Started	
94 Ave. W of 113 Street Pavement	Ongoing	- Intersection traffic review, waiting on data collection
109 ave & 113 street Pavement	Ongoing	- Intersection traffic review, waiting on data collection
RR 150 Road (HWY 697- TWP 106-4)	Ongoing	- Intersection traffic review waiting on data collection - Requested intersection design
Rebuild TWP RD 108-1 E of HWY 88 (2 miles) - (600m in 2024, balance in future years)	Not Started	

Personnel Update:

Vacant Positions:

- Equipment Operator I – Seasonal – La Crete
- Equipment Operator II – Term – Fort Vermilion

Other Comments:

- Atlas Pit reclamation – Hiring of a contractor approved

Monthly Report to the CAO

For the month of April, 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. Administration will be conducting 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 have started early and Landon is busy delivering throughout the municipality. We have requested an additional mile of pipe to help better serve our residents as per their request.

Roadside Mowing	2024	Roadside mowing starts July 10.
La Crete Organic Farming Conference and Tradeshow	April 2024	Landon spoke at the event on April 11 th and the AGM on April 3 rd .
ASB Regional Conference	October 21, 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. Due to scheduling conflicts the date was changed from the 24 th to the 21 st .
Spring Runoff	Spring 2024	Runoff season was very uneventful. Admin went out to check the main drainage ditches, there were no concerns.

Personnel Update:

Two (2) Weed Inspectors have been hired to start mid-May and the term Administrative Assistant position has been filled.

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, no response from AFP.

There have been several enquiries regarding multi-lots, we have approved two applications so far. Multi-lot inspections are scheduled for the last week of May. Subdivision and development permit applications and enquiries have been nonstop this past month. There are many contractors applying for business licenses in order to bid on local projects.

Administration plans to conduct public engagement for the Land Use Bylaw update. The department was 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. The website is updated to allow for online commenting. Comments received are being sent to O2 Planning to be included in the revision.

The National Building Code (Alberta Edition) has come into effect as of May 1, 2024. Administration nor Superior Safety Codes have been notified of the changes or additional requirements. We have been asking for a summary and there has not been a bulletin other than what was shared in January.

Municipal Census work has begun on the administrative side, a Census Coordinator and an Enumerator Coordinator have been hired. We would like to start the online portion for May 13, 2024, enumerators are expected to begin door to door surveys on May 22, with the project concluding on June 30, 2024. This project has taken a great deal of time to coordinate but we plan to be successful in our short timeframe.

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 provincial ASB will be conducting their audit of the ASB program in Mackenzie County, they will be in the region in June, 2024. We are reviewing the Livestock Evacuation Plan in time for fire season. The department an irrigation grant for the irrigation feasibility study. We are working on an RFP, the timeframe for completion is end of 2025. The new weed inspectors will be appointed at the upcoming ASB meeting.

The Ag team supported 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 April 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 May 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. Last years site is still frost free.
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. Had renewal TDL application denied. Had meeting with AEP and AE on what to do going forward.
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. Will be continuing with a look at future upgrade and tipping points for supply to LA Crete.
LC – Well #4	Apr/24	Project had last few issues resolved this month and have sent in final grant report for it. Project complete.
LC – North Sanitary Trunk Sewer	Dec/24	Had this tender reviewed and posted early April. Opened tender for the main trunk line at Council on April 24 th meeting. Will post Lift Station tender early May then look at awarding total project at end of May.

Personal Update:

April was a very busy month for me, along with big project tender reviews for posting we also had many new construction requests. It seems residents are energetic and positive about things despite the financial restraints out there.

The North Sanitary tender and the Waterline Extension projects had a large number of bids put in so that was good to see. Waterline extension will be reviewed for possible future options to move forward with the project as it came in over budget. North sanitary tenders were close to budget so we will know the future of that project once we see the Lift Station bids.

Well 4 project is complete after a few more deficiency items were resolved. Final payment and grant report submission will be in end of April so I am calling this project complete!

Was part of ICS 200 training on 15-16th which was good to be part of but will hopefully not need this summer.

Had update meeting with Associated on the Water Model for La Crete which we should have final draft for shortly.

Application for our TDL on the West Fraser waterline was approved until April 2025.

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.

We had summer staff interviews April 10/11 and will be doing orientations on the 29th.

Respectfully submitted,

John Zacharias
Director of Utilities
Mackenzie County

REPORT TO THE CAO

For April 2024

From: Louise Flooren, Manager of Legislative & Support Services

Council

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

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.

Communications:

- Communication Plan in progress, reviewing items from multiple departments and annual scheduling.
- Administrative Assistant completed the commencement of WhatsApp Business and it is currently active in April.
- Administrative Assistant working on schedules for advertisements (ie annual advertisements, magazines, seasonal items)
- Annual Report preparations are being completed.

Human Resources/Records

- Human Resources (HR) – Responding to employee inquiries, advertising for various positions, interviews and orientation.
- Multiple positions were advertised, all seasonal staff interviews completed and some orientations completed.
- 13 interviews were complete in April and 7 orientations, 4 performance evaluations completed.
- 2 Firefighter Orientations completed.
- LAPP Session has been scheduled for May.
- Records Management scanned and uploaded permits for planning department.
- COR Audit documentation preparation.
- Internal G: drive cleanup and upload items to DocuShare
- Filed 6 boxes of backlog
- Received 20 boxes of 2023 documents from Finance.
- Records Management assisted the front desk with the printing of Employee Safety Handbooks, Prepping Council Packages and the Emergency Contact Directory.
- Multiple form updates for many departments were completed.

IT

- IT has completed the server installation in La Crete. Prior server was from 2015, still some File Server cleanup required after work hours so minimal impact to staff.

- File Server work is ongoing in FV & LC to bring our data storage plans up to date.
- Keeper security renewed, discounted pricing was honoured after research and discussion with company.
- Testing for upcoming project for sampling Rural Water in High Level,
- Security Camera Installations, planning and documentation completed.
- Axia/Bell engagement on upgrading Supernet to Supernet 2.0 which is a required upgrade for Q3 this year. Service & price will remain the same, further options maybe available when Telus complete Fire installs.
- Various IT troubleshooting items and various calls on projects and operational requirements.

Other

- Attended the ICS 200 course for management.
- Emergency Contact list updated, Emergency Procedure updated to reflect new information.
- Health & Safety Audit completed in April.
- Job Hazard & Communication Assessments for administration were revised in April and sent to administrative staff.
- Health & Safety training completed for supervisors, managers and directors prior to the audit.



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 7, 2024
Presented By:	Don Roberts, Director of Community Services
Title:	Spring Hamlet Clean-up Campaign

BACKGROUND / PROPOSAL:

In March Council made the following resolution:

MOTION 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.”

Administration publically advertised (see attachment) and presented the ad to the groups that conducted the clean up last year.

The following proposals were submitted

Zama City	Zama Fire & Rescue	\$700
Fort Vermilion	La Crete Minor Hockey	\$4500
La Crete	La Crete Minor Hockey	\$4500

OPTIONS & BENEFITS:

Option 1

Select a Non-Profit Organizations and offer them an agreement as per their proposal.

Option 2

Cancel the Hamlet cleanup campaign.

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

COSTS & SOURCE OF FUNDING:

\$10,000 – Operations

COMMUNICATION / PUBLIC PARTICIPATION:

Social Media
Newspaper

POLICY REFERENCES:

Bylaw 1291-23 Hamlet Residential Waste Collection

PART 6 CLEAN – UP CAMPAIGN

6.1 The Municipal Council of the Municipality may authorize a clean-up campaign in the spring and/or fall of each year at which time all refuse will be picked up to a maximum of one half ton truck load. Additional loads, car bodies will not be accepted as part of these clean-up campaigns.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

Motion 1

That Mackenzie County accept the Zama Fire Department offer of \$700 to conduct Zama hamlet clean-up and the offer of \$ 4,500 from the La Crete Minor Hockey to conduct the La Crete hamlet clean-up and an additional \$4,500 to conduct the Fort Vermilion hamlet clean up.

Motion 2

That Administration publicly advertise a “One Day” Free disposal at all transfer stations including the Mackenzie Regional Landfill for residents of Mackenzie County.

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

\$ ATTENTION NON-PROFITS! \$

Are you a non-profit organization looking for a way to generate some extra income?

Mackenzie County is calling on local non-profits to conduct 2024 **Spring Community Clean-Ups** which will allow for the collection of large refuse items such as old appliances and furniture. Organizations will not be expected to collect any bulk/loose items such as tree branches, renovation debris, or household waste.

If you are a non-profit interested in this opportunity, Mackenzie County invites you to submit your proposal. All submissions should include the proposed clean-up date(s) (**No later than Saturday, June 15, 2024**), clean-up location(s), and the cost/bid to complete the clean-up.

Deadline to submit: 4:30 p.m. on Tuesday, April 30, 2024.

Submit proposals to:

Don Roberts, Director of Community Services

Attn: Spring Community Clean-Up

Address: 4511-46 Avenue, Box 640,

Fort Vermilion, AB, T0H 1N0

Email: droberts@mackenziecounty.com

Phone: 780-927-3718 | Fax: 780-927-4266



Mackenzie County



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 7, 2024
Presented By:	Don Roberts, Director of Community Services
Title:	Fort Vermilion Street Banner Project

BACKGROUND / PROPOSAL:

The Community Services Committee, Administration and the Fort Vermilion museum manager have been working on a street banner project. This project involves the selection of 60 historical pictures of the town of Fort Vermilion, the people, places and events.

These pictures will then be placed on long banners similar to the Veteran banners that the legion hang during Remembrance week.

There will be 30 street poles selected along River Road and each banner will have a different picture displayed on both sides.

OPTIONS & BENEFITS:

Option 1

Receive for information

Option 2

For administration to bring back further information

COSTS & SOURCE OF FUNDING:

Fort Vermilion Streetscape Budget Approx. \$120 per Banner

COMMUNICATION / PUBLIC PARTICIPATION:

Social Media

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

Newspaper

POLICY REFERENCES:

Community Services Terms of Reference.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

Motion 1

That the Fort Vermilion Street Banner Project be received for information

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



Angus Judd in front of his trapper cabin

Proudly Showcasing
**Mackenzie
County**





The first Anglican Church

Proudly Showcasing
**Mackenzie
County**





Angus Judd in front of his trapper cabin

Proudly Showcasing
**Mackenzie
County**





The first Anglican Church

Proudly Showcasing
**Mackenzie
County**





Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 7, 2024
Presented By:	Jennifer Batt, Director of Finance
Title:	Asset Retirement Obligation – Budget Amendment

BACKGROUND / PROPOSAL:

In past years, Council, and administration identified the need to identify the costs that will be associated with reclaiming gravel pits when they are close to, or at their end of useful life.

As per the Public Sector Accounting Board, as of April 1, 2023 public sectors are required to recognize and allocate asset retirement obligation (ARO), which the County has complied to for the gravel pits as identified.

Since the original obligation for the gravel pits was identified, administration was made aware of additional areas being identified in other municipalities as possible liabilities:

- Underground water & sewer installed pipe
 - prior to 1991 for possible asbestos and lead
- Waste Transfer Stations locations
- Structures constructed prior to 1991 that may have
 - lead paint
 - asbestos
- Lagoon reclamation
- Above ground Fuel tanks

As part of the Asset Retirement Obligation, and Financial reporting, without verifying the obligation through a third party engineer report for each asset identified, Financial Statements will be required to be “Qualify” which may negatively impact funding bodies as an unidentified liability could be outstanding.

Administration was able to provide a base level engineering report, which identified some liabilities for 2023, however an onsite review is required to be undertaken including identifying asbestos, lead or other obligations as per the Public Sector Accounting Board.

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

Administration is requesting a budget amendment to complete this report, and administration will work with the engineers on determining the current useful life of each asset, along with abatement management procedures required to assist in reducing this expense. The final ARO will be included in the 2024 Financial Statement of obligations.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

General Operation Reserve

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Motion

Simple Majority Requires 2/3 Requires Unanimous

That the 2024 One Time Budget be amended to include the Asset Retirement Obligation project in the amount of \$250,000 with funding coming from the General Operating Reserve.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 7, 2024
Presented By:	Jennifer Batt, Director of Finance
Title:	Residential Tax Incentive (HANDOUT)

BACKGROUND / PROPOSAL:

Administration understands that Council is aware that inflation has affected all residents in Mackenzie County, as well as having an impact on the County’s 2024 budget. Increases in fuel, utilities, goods & supplies along with all services have an impact on the County along with their residents and have tasked administration to review options to allow some relief to Residential property owners within the municipality.

In the past few years, Council has requested administration to draft the operating budget using more of a user pay model, allowing users to be able to determine some services they wish to support. Municipal taxes are then utilized in providing for maintaining current service levels, infrastructure maintenance and future infrastructure needs.

Administration was able to confirm that under Section 339 of the MGA, the Act does allow for Council to provide an incentive in any given year.

Taxation is a government power that may only be exercised if authorized by statute. In other words, the County cannot rely on its natural person powers to develop a novel tax scheme and must ground its taxation program (including tax incentives) in the provisions of the MGA. In this context, Council’s authority to implement and maintain the Program will likely need to be found in either section 339 or 347.

Section 339 reads as follows:

Incentives
339

A council may by bylaw provide incentives for payment of taxes by the dates set out in the bylaw.

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

The above provision clearly authorizes a council to impose a tax incentive program; however, in order to rely on this section, an incentive must be implemented by bylaw, not merely by resolution of Council. This conclusion is drawn from section 180(2) of the MGA, which provides that where a council or municipality is required or authorized to do something by bylaw it may only be done by bylaw.

Thus, if an incentive program is supported by Council, it must be implemented by bylaw if this is the authority Council is relying upon.

If Council chooses to provide an incentive, administration may request additional support, for transparency to ensure all requirements under the MGA are met.

There is various incentives Council can provide Residential property owners, a handout will be provided by administration of options for Council consideration, or possibly others Council may propose.

OPTIONS & BENEFITS:

Incentivize collection of outstanding taxes and 2024 Residential taxes by the due date of July 2, 2024.

COSTS & SOURCE OF FUNDING:

General Operating Reserve

COMMUNICATION:

N/A

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That administration draft a 2024 Property Tax Incentive Bylaw, and bring to the next Council meeting.

OR

- Simple Majority Requires 2/3 Requires Unanimous

That the Residential Tax Incentive report be received for information.

Author: J. Batt **Review Date:** _____ **CAO** _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 7, 2024
Presented By:	Jennifer Batt, Director of Finance
Title:	Amend - Policy FIN025 Purchasing Policy

BACKGROUND / PROPOSAL:

Administration has identified that due to the delayed delivery and inability to commit to pricing through tendering. Administration is having a difficult time tendering for fleet vehicles.

Administration is recommending that **Section 9.** below of the Policy be amended to include a fleet Purchase and approval scale, to ensure timely action and best pricing is received for fleet vehicles.

9. Tendering Process and Proposal Call Process

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

Purchase Scale*	Minimum Approval Level on Invoice for Budgeted Expenditures	Tender Requirement	Council Approval Requirement
Up to \$500	Leadhand or Controller via written authorization from an appropriate Director	Phone quotes or catalog pricing are encouraged to compare prices	No
>\$500 to \$5,000	Leadhand or Controller via written authorization from an appropriate Director and Directors	Phone quotes or catalog pricing for price comparison is required	No
>\$5,000 to \$10,000	Directors	Three written quotations	No

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

>\$10,000 to \$74,999 for goods and materials and construction projects	Directors and CAO	Three written quotations	No
>\$10,000 to \$99,999 for fleet purchasing projects	Director and CAO	Three written quotations	No (Council update provided)
\$75,000 and up for goods and materials and construction projects	Directors and CAO	Open advertised tenders or proposal as approved by Council and as per New West Partnership Trade Agreement (NWPTA)**	Yes (tender contract to be signed by CAO and Reeve)

- b. Where tenders are received that do not comply with Section 9(a), or where three (3) tenders cannot be obtained, the tenders received will be accepted provided that:
 - i. Tenders or quotes have been requested from local suppliers of the goods or services required for goods and materials under \$74,999 and for construction projects under \$199,999 or fleet purchasing projects under \$99,999,

Amended FIN025-Purchasing Policy is attached for review.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

COMMUNICATION:

N/A

RECOMMENDED ACTION:

- Simple Majority
 Requires 2/3
 Requires Unanimous

That Policy FIN025 Purchasing Policy be amended as presented/discussed.

Author: J. Batt Review Date: _____ CAO D. Derksen

Mackenzie County

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

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

Policy Statement, Definitions and General Guidelines

1. Policy Statement

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

2. Definitions

Bidder:

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

COR:

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

Council:

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

Designated Officer:

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

Local Supplier:

- For the purpose of this policy, “local supplier” means a business located within Mackenzie County boundary, including Paddle Prairie.

Recurring expenditure:

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

SECOR:

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

Security:

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

Tender:

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

3. Responsibilities

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

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

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

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

Director of Finance will:

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

CAO, Directors and Managers will:

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

5. Purchasing from Local Suppliers

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

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

Purchasing Authority

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

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

b) Delegated Expenditure Authority:

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

7. Spending Authority in a Disaster Situation

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

8. Regulations

Notwithstanding the above authorizations, the following regulations shall apply:

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

department head shall advise the CAO in writing of such requests identifying what recurring expenditures he/she wishes to review.

9. Tendering Process and Proposal Call Process

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

Purchase Scale*	Minimum Approval Level on Invoice for Budgeted Expenditures	Tender Requirement	Council Approval Requirement
Up to \$500	Leadhand or Controller via written authorization from an appropriate Director	Phone quotes or catalog pricing are encouraged to compare prices	No
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>\$10,000 to \$99,999 for fleet purchasing projects	Director and CAO	Three written quotations	No (Council update provided)
\$75,000 and up for goods and materials and construction projects	Directors and CAO	Open advertised tenders or proposal as approved by Council and as per New West Partnership Trade Agreement (NWPTA)**	Yes (tender contract to be signed by CAO and Reeve)

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

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

- b. Where tenders are received that do not comply with Section 9(a), or where three (3) tenders cannot be obtained, the tenders received will be accepted provided that:
 - i. Tenders or quotes have been requested from local suppliers of the goods or services required for goods and materials under \$74,999 and

- for construction projects under \$199,999, or fleet purchasing projects under \$99,999,
- ii. Tenders received which are believed to reflect a fair market price based on the conditions of the request for quotes, and
 - iii. The successful bidder is capable of providing the goods or services as per the conditions of the request for tender or quote.
- c. Where the nature of the services required does not provide for public the competition necessary for the tendering process, Council may by resolution, or the CAO in writing, provide for special tendering and award processes. Examples of these are invitational tenders, legal, architectural and engineering services, accommodations.
 - d. No tenders are required when group-purchasing programs are utilized (AAMD&C and AUMA group purchases), but periodic price check must be conducted.
 - e. Standing quotations may be obtained and used to satisfy the requirements in Section 8(a) for the time period the vendor agrees to honour the quotation.

10. Request for Tender Process (excludes quotes)

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

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

10. Information to Bidder

- a) Each request for a sealed tender shall provide a clearly defined description of the goods or services required by the municipality, and shall include a statement that the terms of this policy shall apply to each tender.
- b) If additional information is developed during the request for sealed or written tenders, due to meetings, questions raised, or changes in specifications, this information shall be forwarded in writing to all bidders.
- c) Where telephone quotations or written quotes are requested, staff shall ensure that the same information and deadline is given to each person quoting.
- d) No information regarding tenders or bidders will be released until a tender has been closed. Details of a specific tender are not to be disclosed in accordance with the Freedom of Information and Protection of Privacy Act. The name of a bidder, the date of a tender, the unit or lump sum price may be disclosed.

11. Security, Bonding and Other Requirements

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

in the tender submission documents.

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

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

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

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

The following guidelines shall apply:

COR/SECOR required:

- When the County can transfer prime responsibility for a project to a Contractor as defined in OH&S Act;

- When the project is considered high hazard (i.e. blasting) and no internal expertise exists (no task specific procedure/safe work practice to guide and/or a hazards assessment cannot be adequately achieved due to lack of internal expertise relative to the task)

COR/SECOR may not be required:

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

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

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

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

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

12. Analysis of Tenders

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

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

13. Contingency Allowances

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

	Date	Resolution Number
Approved	2007-12-11	07-12-1120
Amended	2008-12-09	08-12-979
Amended	2011-03-30	11-03-278
Amended	2011-12-12	11-12-970
Amended	2012-10-09	12-10-650
Amended	2015-01-30	15-01-058
Amended	2015-06-22	15-06-463
Amended	2015-12-21	15-12-970
Amended	2016-04-27	16-04-301
Amended	2018-02-13	18-02-121
Amended	2022-01-11	22-01-021
Amended	2022-02-16	22-02-135
Amended	2023-03-07	23-03-258



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 7, 2024
Presented By:	Byron Peters, Director of Projects & Infrastructure
Title:	La Crete 2024 East Waterline Extension – Tender Update

BACKGROUND / PROPOSAL:

At the March 12, 2024 Regular Council Meeting, a motion was passed to amend the La Crete 2024 Waterline Extension project budget from \$700,000 to \$805,000. The project was advertised and tender submissions were due at the Fort Vermilion County Office on April 23, 2024.

Council had funded \$50,000 towards engineering fees, with the overall budget currently \$855,000.

At the April 24, 2024 Regular Council Meeting the tender submissions were opened. All of the bids were found to exceed the project budget. With the lowest bidder, Good Brothers Construction being \$337,773 over the approved project budget.

Council passed a motion to table the La Crete 2024 Waterline Extension tender awarding to a future council meeting.

MOTION 24-04-333 **MOVED** by Councillor Wiebe

That the La Crete 2024 Waterline Extension Tenders – Envelope #2 be opened for the qualified bidders.

CARRIED

Bidder	Cost
United Utilities Ltd.	\$1,718,755.22
Kelsey Pipeline Ltd.	\$2,316,000.00
Good Brothers Construction 2002 Ltd.	\$1,142,773.00
Mainline Construction	\$1,632,095.80
Dechant Construction	\$1,994,206.03
Weaver Group Ltd.	\$1,895,485.00

Author: J. Schmidt **Reviewed by:** B. Peters/J Batt **CAO:** D Derksen

TENDERS: 5. b) La Crete 2024 Waterline Extension

MOTION 24-04-350 **MOVED** by Councillor Braun

Requires 2/3

That the La Crete 2024 Waterline Extension tender awarding be TABLED and brought back to a future council meeting.

CARRIED

With Option 1 being proposed, even with the increased price in proposals, the County's contribution overall remains the same as the developer of Zone A will not be recouping Offsite Levy funds.

OPTIONS & BENEFITS:

Administration has divided a number of proposed options, from which Council may choose to implement one or a combination of the following options. Administration did look at open cut installation, but there were no anticipated cost savings with that approach.

Option 1

Remove the endeavor-to-assist agreement for the developer of Zone A, and enter into a Capital contribution agreement. The developer has agreed to fund a total of \$350,000 towards the project, removing the endeavor-to-assist commitment to the developer eliminates the County's obligation to repay the developer up to \$289,920. The developer has agreed to this option in order to help the project proceed.

Bylaw 1330-24 would need to be rescinded, and a new Bylaw 1339-24 advertised as Schedule "C" in Bylaw 1330-24 states:

"Initial project to be funded evenly by Mackenzie County and the developer of Zone A. Mackenzie County will enter into an agreement with the Zone A developer to assist the developer in recouping a portion of their capital contribution to the project."

As the developer is now offering not to recoup any of their initial investment in the project of \$289,920, all offsite levies are amended and will be updated in Bylaw 1339-24 attached.

Option 2

Reject all tenders, and either advertise, or not proceed with the East Waterline Project as it is substantially (42%) over budget.

Author: J. Schmidt **Reviewed by:** B. Peters/J Batt **CAO:** D Derksen

COSTS & SOURCE OF FUNDING:

The project was previously estimated to cost \$805,000. The County has approved funding \$455,000 of the project costs, from the Water/Sewer Infrastructure Reserve, and collected through Offsite Levies. The County has received the developer’s portion in the amount of \$350,000 which is not being offered as full contribution, and not to be recouped through Offsite Levies.

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

Repeal Bylaw 1330-24 – La Crete Waterline Off-Site Levy Bylaw
Approve 1st reading and advertise Bylaw 1339-24 – La Crete Waterline Off-Site Levy Bylaw

RECOMMENDED ACTION:

Motion #1

✓ Simple Majority Requires 2/3 Requires Unanimous

That first reading be given to Bylaw 1339-24 the La Crete East Waterline Offsite Levy Bylaw.

Motion #2

Simple Majority Requires 2/3 Requires Unanimous

That the 2024 Capital Project budget for the La Crete East Waterline funding sources be amended to \$350,000 from other source funding, and by \$842,773 from Water/Sewer Infrastructure Reserve, with \$792,773 to be collected by Offsite Levy Bylaw.

Motion #3

Simple Majority Requires 2/3 Requires Unanimous

That the La Crete 2024 Waterline Extension (East Waterline) tender be awarded to the lowest qualifying proponent while staying within budget.

Author: J. Schmidt **Reviewed by:** B. Peters/J Batt **CAO:** D Derksen

BYLAW NO. 1339-24
BEING A BYLAW OF THE
MACKENZIE COUNTY
FOR THE IMPOSITION OF AN OFFSITE LEVY
FOR THE LA CRETE EAST WATERLINE

WHEREAS, pursuant to the Municipal Government Act, R.S.A. 2000 c. M-26, as amended, enables Council by Bylaw to provide for the imposition and payment of an off-site levy in respect of land to be developed or subdivided and to authorize agreements to be entered into in respect of the payment of the levy;

WHEREAS, an off-site levy may be used to pay for all or part of the capital cost of new or expanded facilities or land required for or in connection with any new or expanded facilities for:

- (a) the transmission of treated water;

WHEREAS, the County, landowners and developers have agreed to share the cost of infrastructure to support continued growth;

AND WHEREAS, Mackenzie County has created the off-site levies based on the principles and criteria set out in the Off-Site Levies Regulation, Alberta Reg 187/2017;

NOW THEREFORE, the Council of Mackenzie County, in the Province of Alberta, duly assembled, hereby enacts as follows:

1. This Bylaw may be referred to as the “La Crete East Waterline Off-Site Levy Bylaw”.

Definitions

In this bylaw, the following definitions apply:

- a) **Act** means the Municipal Government Act, RSA 2000, Chapter M-26, and amendments thereto;
- b) **Benefiting Lands** means those areas located within Mackenzie County which will benefit from the Off-Site Infrastructure or Improvements subject of this Bylaw as identified in Schedule B;
- c) **Council** means the Municipal Council of Mackenzie County in the Province of Alberta, as duly elected and defined in the Municipal Government Act, RSA 2000, Chapter M-26 and amendments thereto;
- d) **County** means the municipal district of Mackenzie County in the Province of Alberta;

- e) **Land Owner/Developer** – means a person or entity who submits a Subdivision or Development Permit Application, pursuant to this Bylaw;
- f) **Off-Site Infrastructure** means the project specified in Schedule C of this Bylaw for the purposes of providing treated water east of the Hamlet of La Crete;
- g) **CAO** means the Chief Administrative Officer of Mackenzie County, a person duly appointed pursuant to the Municipal Government Act and the Municipality's Chief Administrative Officer Bylaw.

Off-Site Levies

- 2. The off-site levy rates are set out in Schedule A.
- 3. The off-site levy shall be applied to the lands as identified in Schedule B.
- 4. The off-site levies have been calculated as described in Schedule C.
- 5. Any proposed development on lands outside of the defined areas identified in Schedule B that desires to connect to municipal infrastructure that is subject to a levy as set out in Schedule A and Schedule B shall be required to contribute to the applicable levies.

Payment of Levies

- 6. The Administration of Mackenzie County may enter into an agreement in respect to payment of the off-site levy with all affected landowners.
- 7. A levy imposed on a subdivision shall form a part of the developer's agreement. The off-site levy payment shall be made in full prior to Final Acceptance Certificate.
- 8. A levy imposed on a development shall be paid prior to release of the water meter.
- 9. The County may use any remedy available to the County for the collection of late or non-payment of levies.

Annual Report

- 10. The County shall report annually to Council regarding the levies in a format acceptable to the CAO.

Enactment

- 11. Bylaw 1330-24 is hereby repealed

12. This bylaw comes into force at the beginning of the day of third and final reading thereof.

READ a first time this 7th day of May, 2024.

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

READ a third time and finally passed this ___ day of _____, 2024.

Joshua Knelsen
Reeve

Darrell Derksen
Chief Administrative Officer

BYLAW NO. 1339-24

SCHEDULE "A"

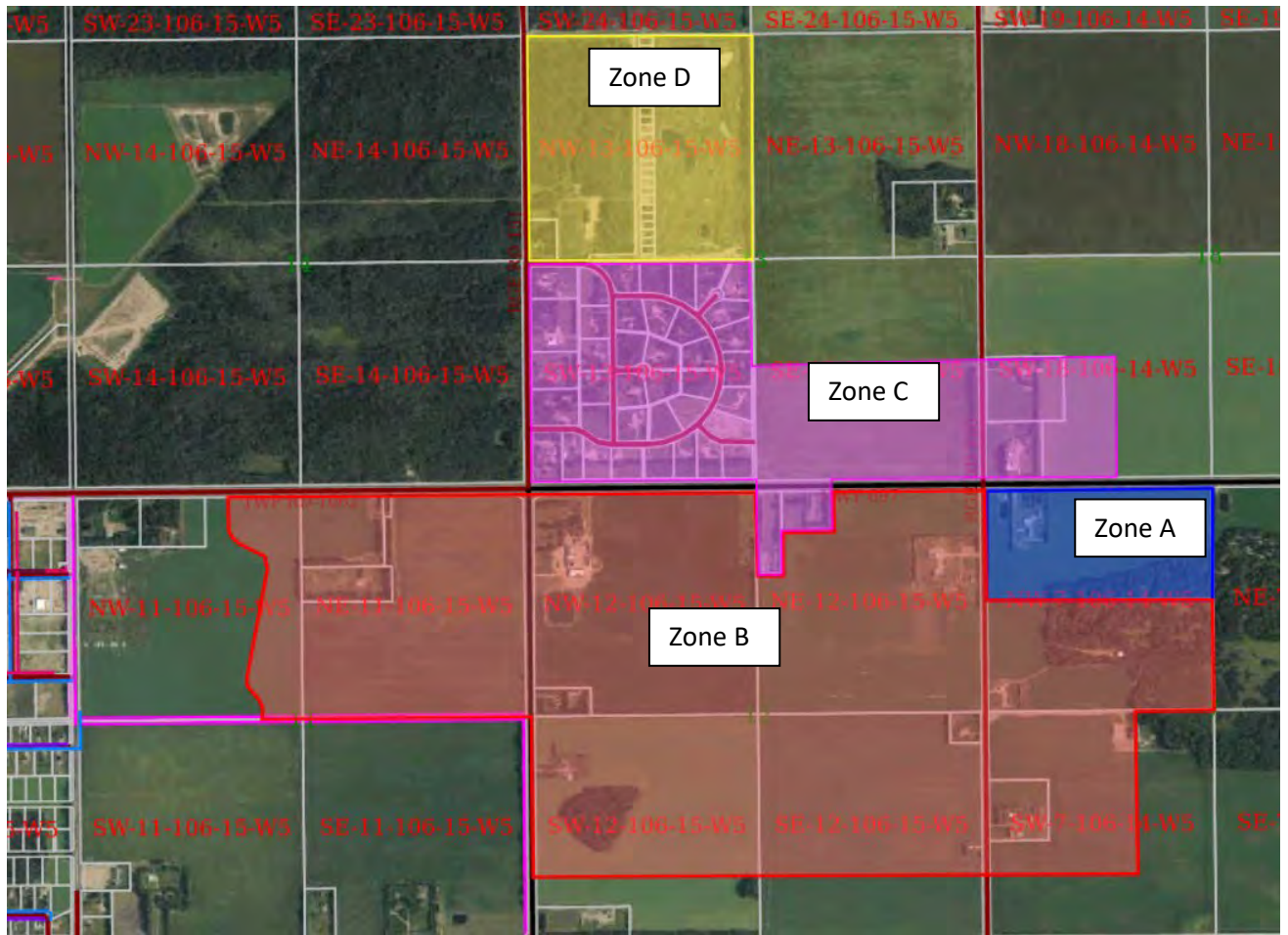
1. The off-site levy rates are set out in the table below and apply to the areas outlined in Schedule B:

Zone	Fee (\$/acre)	Notes
A	\$350,000	Capital contribution.
B	\$806/acre	
C	\$175/acre	
D	\$560/lot connected	

There shall be no fee payable to connect the existing home/business (constructed and in use as of March 31, 2024) located on NW & NE 12-106-15 (this exemption does not include any parcels subdivided from the quarter section), subject to the connection being completed prior to June 1, 2026.

BYLAW NO. 1339-24

SCHEDULE "B"



BYLAW NO. 1339-24

SCHEDULE “C”

BACKGROUND INFORMATION

The following assumptions, rationale and calculations have been utilized in determining the fees:

Initial project will be funded by Mackenzie County and the developer of Zone A, under a capital contribution agreement for this project.

Project cost is estimated at \$1,142,773, with \$350,000 to be collected through Zone A contribution agreement and connection fees.

Benefitting area without the need for additional offsite investment = Zone A = 80 acres
 = Zone B = 885 acres

Benefitting area with the need for additional offsite investment = Zone C = 293 acres

Other areas of interest = golf course area developments = Zone D = 160 acres

It is advantageous to have access to water infrastructure without needing to construct additional offsite infrastructure, as there is an additional cost to those individuals to benefit from the existing investment. Therefore, those that benefit without the need for a large additional investment should bear the primary financial burden for the new waterline asset.

Directly benefitting lands will contribute 90% of the project costs less Zone A contribution. The remaining project costs (10%) will be dispersed among the secondary benefitting areas.

Primary Benefitting Area Contribution \$792,773 x 90% = \$713,496

Secondary Benefitting Area Contribution \$792,773 x 10% = \$ 79,277

The quarter section containing the golf course is unlikely to be fully developed, and the calculated fee for the quarter section is \$28,000. In order to equitably apply a fee, it will be charged on a per lot basis. For the purpose of the calculation it is assumed that there will be 50 lots contributing to the levy fee.

Zone	Contribution Rate (%)	Contributing Area (acres)	Fee (\$/acre)	Notes
A	90%	80	\$350,000	Capital contribution.
B	90%	885	\$806/acre	
C	10%	293	\$175/acre	
D	10%	160	\$560/lot connected	



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 7, 2024
Presented By:	Andy Banman, Director of Operations
Title:	Budget Amendment - TWP RD 105-5 (Sawmills Road) Asphalt

BACKGROUND / PROPOSAL:

On April 28th, administration was contacting regarding the conditions of TWP RD 105-5. The ratepayer was able to provide support to administration with some maintenance of the road for the day, with administration following up with a site visit the same day. Administration videoed the current road conditions and provided additional maintenance to the road to ensure traffic flowed safely.

Administration is recommending the following action:

Due to complete failure of Township Road 105-5 west of Highway 697 administration is proposing a longer term solution. This road is extremely soft and multiple vehicles are getting stuck and unable to travel on this road.

This road is the access for La Crete Sawmills Ltd., Evergreen Lumber Inc. and the new development of Simply Oats Limited. These businesses are known to employ a large number of residents within the County. This road is intricate in business relations with production and shipping deadlines.

To pave this section of road, is estimated to cost approximately 1.5 million. The length of road is 900 meters.

Paving of this road was brought before Council during Budget deliberation in November of 2023 as a project under the *Future Capital Plan* with no year identified.

As administration understands this project was not in the approved 2024 Capital Projects, but identified in Future Plans, administration has been discussing with the benefitting businesses primarily utilizing this road funding support to have this road paved.

Author: S Wheeler **Reviewed by:** A Banman/J Batt **CAO:** D Derksen

As per the Municipal Government Act Division 7 - Local Improvement Tax, Section 391 thru 409, administration has highlighted some sections for Council to consider if a Local Improvement Bylaw is to be considered.

Section 391:

391 *In this Division, “local improvement” means a project*

(a) that the council considers to be of greater benefit to an area of the municipality than to the whole municipality, and

(b) that is to be paid for in whole or in part by a tax imposed under this Division.

Section 393:

Proposal of local improvement

393(1) A council may on its own initiative propose a local improvement.

(2) A group of owners in a municipality may petition the council for a local improvement

Section 395:

395(1) A local improvement plan must

(c) state whether the tax rate is to be based on

- (i) the assessment prepared in accordance with Part 9,
- (ii) each parcel of land,
- (iii) each unit of frontage, or
- (iv) each unit of area,

Section 405:

Municipality’s share of the cost

405(1) A council may by bylaw require the municipality to pay the cost of any part of a local improvement that the council considers to be of benefit to the whole municipality.

(2) A bylaw under subsection (1) must be advertised if the cost to be paid by the municipality exceeds 50% of the cost of the local improvement less any financial assistance provided to the municipality by the Crown in right of Canada or Alberta.

(3) If financial assistance is provided to the municipality by the Crown in right of Canada or Alberta for a local improvement, the council must apply the assistance to the cost of the local improvement.

OPTIONS & BENEFITS:

Option 1:

Council may choose to pass a Local Improvement Bylaw, and assign a funding model as per section 395. Estimated budget required \$1,500,000.

Benefit:

An asphalt road top would greatly benefit the businesses along that road. Requesting a larger share of funding from the benefiting business owners utilizing the road, reduces the cost sharing portion to the County.

Option 2:

Rebuild the road to gravel standards, with the option to impose a road ban. Estimated budget required \$250,000.

Benefit:

Rebuilding the road to gravel standard would ensure the integrity of the road is restored. Administration would recommend that a road ban be imposed to ensure the integrity of the road due to traffic volume and weights.

COSTS & SOURCE OF FUNDING:

Current road repair expense est. \$50,000 – Operating Budget

Option 1:

Benefitting landowners – as determined by Local Improvement Bylaw
Mackenzie County – as determined by Local Improvement Bylaw

OR

Mackenzie County – Fund by various grants and Reserve funding

Option 2:

Road Reserve \$250,000

COMMUNICATION / PUBLIC PARTICIPATION:

Option #1

Local Improvement Bylaw advertisement required

POLICY REFERENCES:

Author: S Wheeler Reviewed by: A Banman/J Batt CAO: D Derksen

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

Option #1

That administration bring back a Local Improvement Bylaw for TWP RD 105-5 (Sawmills Road) Asphalt project with funding model as discussed.

OR

Simple Majority Requires 2/3 Requires Unanimous

Option #2

That the 2024 Capital budget be amended to include \$250,000 for the TWP RD 105-5 (Sawmills Road) project, with funding coming from the Road Reserve.

Author: S Wheeler **Reviewed by:** A Banman/J Batt **CAO:** D Derksen



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 7, 2024
Presented By:	Andy Banman, Director of Operations
Title:	Budget Amendment - Zama Access Culvert Replacement

BACKGROUND / PROPOSAL:

Administration was made aware of three failing culverts along the Zama Access Road. Upon investigation, one of these culverts has collapsed; the road shoulders are caving in. Three culverts along this road must be replaced to avoid further damage of the road.

These culverts are fairly large and not the typical size that we have in inventory. These culverts are 1000 mm x 30 m.

Administration will ensure these replacement culverts are ordered and a crew is hired to install them.

OPTIONS & BENEFITS:

Option 1:

Amend the Operating Budget to allow for replacement of the failing culverts.

Benefit:

Avoid further deterioration of the access road that will come at a much greater cost to repair.

COSTS & SOURCE OF FUNDING:

Road Reserve

COMMUNICATION / PUBLIC PARTICIPATION:

POLICY REFERENCES:

Author: S Wheeler **Reviewed by:** A Banman/J Batt **CAO:** _____

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the 2024 Capital Budget be amended by \$90,000 for the Zama Access Culvert Replacement project with funding coming from the Road Reserve.

Author: S Wheeler **Reviewed by:** A Banman / J Batt **CAO:** _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 07, 2024
Presented By:	Caitlin Smith, Director of Planning & Agriculture
Title:	Bylaw 1335-24 Land Use Bylaw Amendment to Rezone Plan 202 1350, Block 03, Lots 1-25 from Country Recreational “CREC” to Country Recreational 2 “CREC2”

BACKGROUND / PROPOSAL:

Administration has received a request to rezone Plan 202 1350, Block 03, Lots 1-25 from Country Recreational “CREC” to Country Recreational 2 “CREC2”.

The reason for the rezoning is that the current zoning (CREC) setbacks do not allow for the proposed development due to lot size. The applicant would like to construct duplexes on the proposed lots. Duplexes are considered a discretionary use within the Country Recreational 2 (CREC2) zoning.

Administration has put a rush on this application in order to support the developer to gain their permits quicker now that construction season is in full swing.

The purpose of the Country Recreational 2 district is to permit the DEVELOPMENT of permanent residential areas adjacent to the La Crete Golf Course in Mackenzie County. All DEVELOPMENTS shall conform to a relevant AREA STRUCTURE PLAN. This zoning is specific to developments on lands within close proximity to golf courses.

According to the Land Use Bylaw 1066-17, Section 9.6.3 states:

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

Regulations

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

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

Additional Regulations

- 9.6.4 The density of DEVELOPMENT (number of LOTS per hectare/acre) shall be in accordance with the provisions of the relevant AREA STRUCTURE PLAN.
- 9.6.5 The provision of access to each LOT shall be as required by the Development Authority and developed in accordance with COUNTY standards.
- 9.6.6 A minimum of two (2) parking stalls.
- 9.6.7 There shall be no allowance for on-street parking.
- 9.6.8 Each LOT shall be landscaped as required by the Development Authority to ensure proper vegetation and tree coverage for appearance and drainage purposes. Approval shall be required by the Development Authority prior to the removal of trees and/or vegetation from any LOT.
- 9.6.9 All DEVELOPMENT on a LOT shall be of a style and appearance which is compatible with the natural qualities of the recreation area. The character and appearance of all DEVELOPMENT on each recreation LOT shall be maintained to minimize any adverse impacts which may occur on adjacent recreation LOTS or the recreation area in general.
- 9.6.10 All water and sewage disposal must conform to the requirements of the relevant AREA STRUCTURE PLAN and Alberta Private Sewage Systems Standard of Practice 2019.
- 9.6.11 The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards and shall complement adjoining DEVELOPMENT and character of the site to the satisfaction of the Development Authority.
- 9.6.12 The Development Authority may decide on such other requirements as are necessary having due regard to the nature of the proposed DEVELOPMENT and the purpose of this LAND USE DISTRICT.
- 9.6.13 Rezoning applications involving the Country Recreational 2 (CREC2) district shall provide requirements as outlined in Subsection 3.1.6.
- 9.6.14 All DEVELOPMENT on these lots shall conform to the RESTRICTIVE COVENANT registered on the lots.

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

OPTIONS & BENEFITS:

Options are to recommend approval, not recommend approval or table for more information.

COSTS & SOURCE OF FUNDING:

Costs will consist of advertising the Public Hearing and adjacent landowner letters, which will be borne by the applicant. Administration will need to determine the land value.

COMMUNICATION / PUBLIC PARTICIPATION:

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

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That first reading be given to Bylaw 1335-24 being a Land Use Bylaw Amendment to rezone Plan 202 1350, Block 03, Lots 1-25 from Country Recreational "CREC" to Country Recreational 2 "CREC2", subject to public hearing input.

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

BYLAW NO. 1335-24
BEING A BYLAW OF MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA
TO AMEND THE
MACKENZIE COUNTY LAND USE BYLAW

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

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

WHEREAS, the Council of Mackenzie County, in the Province of Alberta, has deemed it desirable to amend the Mackenzie County Land Use Bylaw to rezone Plan 202 1350, Block 03, Lots 1-25 from Country Recreational “CREC” to Country Recreational 2 “CREC2”.

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

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

Plan 202 1350, Block 03, Lots 1-25

Within Mackenzie County, be from Country Recreational “CREC” to Country Recreational 2 “CREC2” as outlined in Schedule “A” hereto attached.

READ a first time this ____ day of _____, 2024.

PUBLIC HEARING held this ____ day of _____, 2024.

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

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

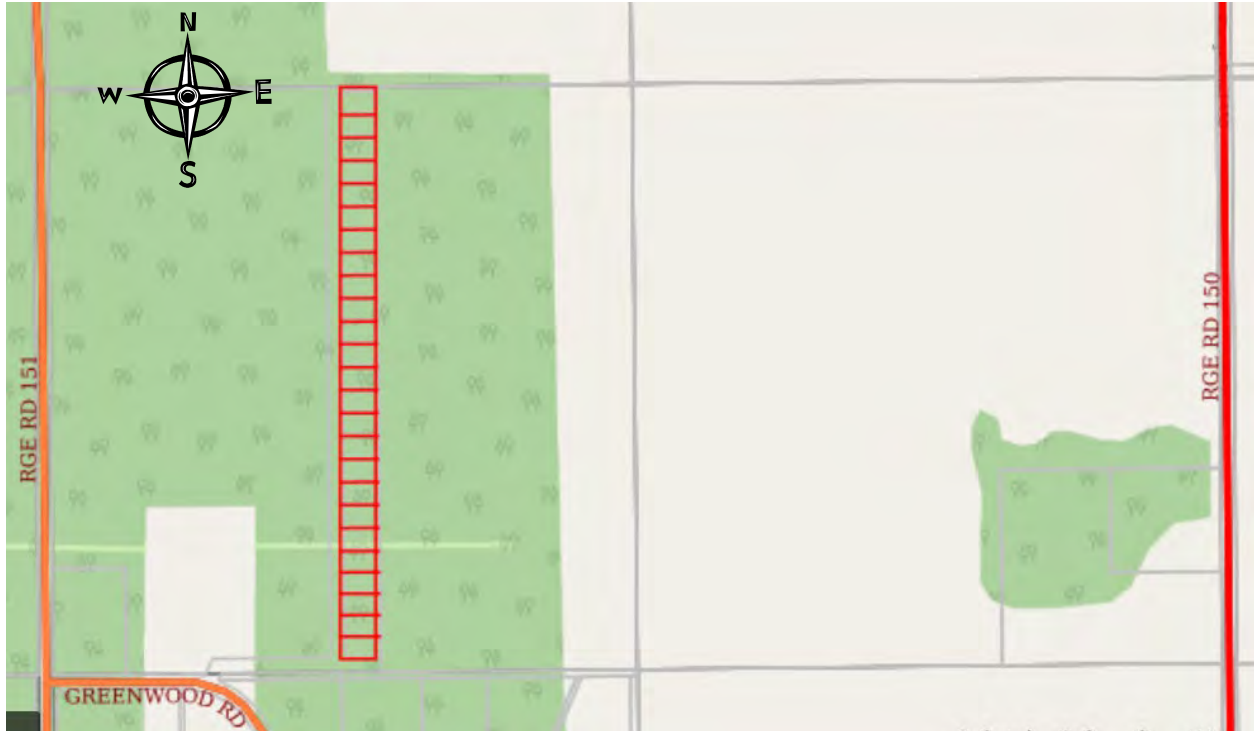
Joshua Knelsen
Reeve

Darrell Derksen
Chief Administrative Officer

BYLAW No. 1335-24

SCHEDULE "A"

1. That the land use designation of the following property known as Plan 202 1350, Block 03, Lots 1-25 within Mackenzie County, be rezoned:



FROM: Country Recreational "CREC"

TO: Country Recreational 2 "CREC2"

Mackenzie County LAND USE BYLAW AMENDMENT – REZONING APPLICATION

Complete only if different from Applicant

Name Of Applicant Section 17 (1)		
Address: Section 17 (1)		
City/Town Section 17 (1)		
Postal Code Section 17 (1)	Phone	Cell Section 17 (1)
Applicant Email Section 17 (1)		

Name of Registered Owner 1291868 Alberta Ltd.		
Address: PO Box 2349		
City/Town La Crete, AB		
Postal Code T0H 2H0	Phone	Cell Section 17 (1)
Owner Email lacretegolfcourse@gmail.com		

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

QTR./LS.	SEC.	TWP.	RANGE	M.	or	PLAN 2021350	BLK 3	LOT
----------	------	------	-------	----	----	-----------------	----------	-----

Civic Address: _____

Land Use Classification Amendment Proposed:

From: CREC To: CREC-2

Reasons Supporting Proposed Amendment:

The current zoning (CREC) setbacks do not allow for the proposed development due to lot size. As well, we would like to add Duplex as a discretionary use for the proposed rezoning area.

I have enclosed the required application fee of: \$ 1006.25 Section 17 (1) Receipt No.: Please invoice

Applicant/Signature Section 17 (1) _____ Date 2024-03-12

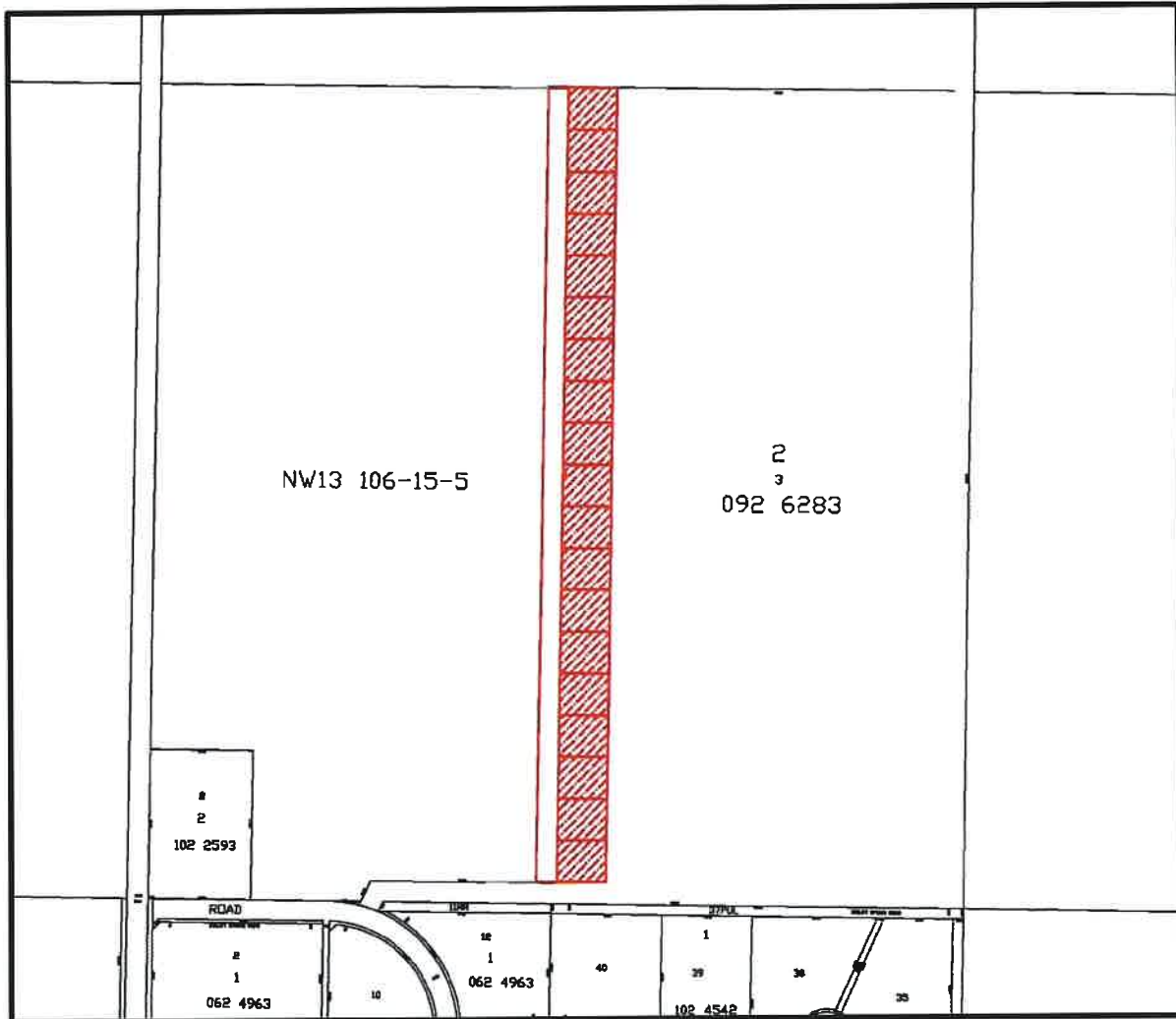
Registered Owner Signature _____ Date 2024-03-12

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

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



Part of NW 13-106-15-W5M



Location: *La Crete Golf Course*
Rezoned from: Recreational “REC”
To: *Country Recreational “RC”*

(“RC” changed to Country Recreation “CREC” by Bylaw 1066-17)

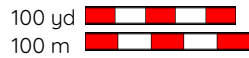
Bylaw 1043-16, September 2016



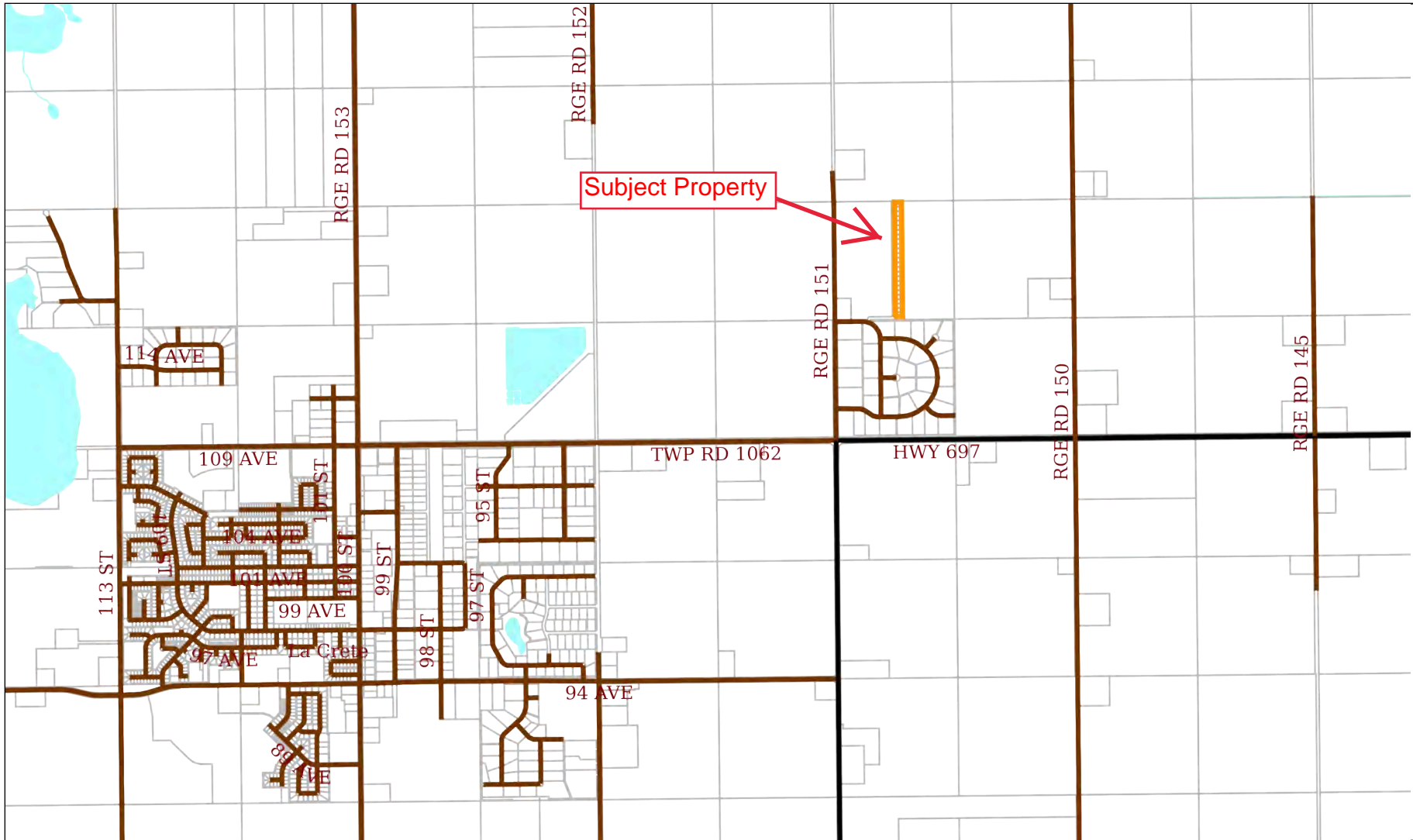
Mackenzie County



Scale 1: 4,385



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 Scale 1: 37,607



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Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 7, 2024
Presented By:	Caitlin Smith, Director of Planning and Agriculture
Title:	Offers to Purchase – Part of Plan 102 5530, Block 35, Lot APUL (Public Utility Lane) (Hamlet of La Crete)

BACKGROUND / PROPOSAL:

Administration has received two requests from landowners in the hamlet of La Crete to purchase a portion of a Public Utility Lane (PUL) that they are both encroaching on.

Last year, it was discovered during the walking trail extension project in La Crete that part of a municipally owned PUL has been fenced in and there are sheds on the lands. As the Development Authority, I sent letters notifying the landowners that they were encroaching and requested that they remove their fence and possessions off the PUL. The landowners have not complied with the request.

The landowners would like to purchase approximately four (4) meters of PUL to add to their lots to gain compliance. Should Council be interested in selling this small parcel, the developer would be responsible for the surveying costs and consolidation of the lot.

The land is to be sold based on market value.

Currently, the 109th Street road is 20m wide and the PUL is 10m wide. The PUL was taken for future road widening and walking trail. The PUL has a portion of the walking trail to the north otherwise there is no infrastructure other than gas line service tie ins crossing the PUL.

OPTIONS & BENEFITS:

If Council is interested in selling this property, it should be considered whether or not to subdivide the whole southern portion for future sale or just to piecemeal based on request.

Author: C Smith **Reviewed by:** _____ **CAO:** D. Derksen

Council has denied requests of this sort in the past and has also approved based on merit of request.

Council can agree to sell the property with conditions for sale or deny the request.

COSTS & SOURCE OF FUNDING:

None at this time. Will need to determine market value of the land, this will need to be determined by an appraiser at the cost of the purchaser.

COMMUNICATION / PUBLIC PARTICIPATION:

If Council chooses to sell, a notice will be placed in the local newspaper, Mackenzie County website and Mackenzie County Facebook page for two consecutive weeks advising of the intended sale of the property.

POLICY REFERENCES:

FIN035 Municipal Sale of Lands

5. Direct Sales

All inquiries made with regards to the purchase of municipally owned property shall be directed to the Chief Administrative Officer.

The Chief Administrative Officer shall prepare a report for Council which will include a written land purchase request.

Council will determine how they wish to proceed based on the terms of the offer. The applicant shall be notified once Council has considered the terms of the offer.

An opportunity may be afforded the applicant to make a presentation at the delegation session of a regularly scheduled Council meeting regarding his/her interest in the municipal lands.

If Council elects to sell the lands or improvements, the Chief Administrative Officer, or designate, shall have an appraisal done on the subject property to assist in establishing the fair market value price. Appraisal costs will be the responsibility of the purchaser.

Should Council agree with the price, the Chief Administrative Officer may be directed to proceed with the sale process.

A notice will be placed in the local newspaper, Mackenzie County website and Mackenzie County Facebook page for two consecutive weeks advising of the intended sale of the property.

Author: C Smith **Reviewed by:** _____ **CAO:** D. Derksen

During the two week advertising period residents will be provided the opportunity to appeal the sale of land. Appeals must be in writing and identify the reason for the appeal. The appeal will be heard by Mackenzie County Council.

The successful purchaser must satisfy themselves as to any additional geotechnical or environmental investigative works that may be required. The Municipality will grant access to the site to conduct these investigations and any and all cost shall be the responsibility of the purchaser.

The Chief Administrative Officer, or designate shall complete the sale agreement process upon satisfaction of matters related to conditions.

RECOMMENDED ACTION:

- Simple Majority
- Requires 2/3
- Requires Unanimous

That administration proceed with discussions with the landowners on conditions of sale and proceed with the offer to purchase as per policy.

Abe & Susan Bauman
Box 996
LaCrete, AB T0H-2H0
780-821-0085
11102-108 Ave LaCrete

To Mackenzie County Council,

RE: Extension of Walking Trail

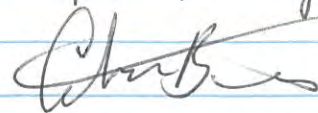
This letter is in response to a letter sent to us on Sept. 11, 2023, asking us to remove our two sheds and fence on the north end of our two properties. An onsite meeting was arranged shortly after receiving this letter with Councillor Braun, Director Roberts and the construction Supervisor along with myself and the two other property owners affected by this to discuss options. It was assessed and discussed and was determined there was no interference with constructing the walking trail due to there being enough room for it between our sheds and fence and the road.

We kindly ask for Council to consider selling to us the additional land north of our properties to accommodate our sheds, which would be 12 feet, (3.65 m). It would benefit us for a bigger yard and the county for less ground maintenance.

Thank-You for your consideration.

- We will be in Bolivia for the month of April, and will stop in first week in May!
Thank-You.

Respectfully



Susan Bauman



Mackenzie County

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

September 11, 2023

Abe & Susan Banman
Box 996
La Crete, AB T0H 2H0

To Mr. & Mrs. Banman:

RE: Extension of the Walking Trail

This letter is to inform you that the existing walking trail along 109th Avenue will be extended all the way to Tourangeau Lake.

There are two sheds and a fence on Mackenzie County land, north of your two properties. Please see the attached photos.

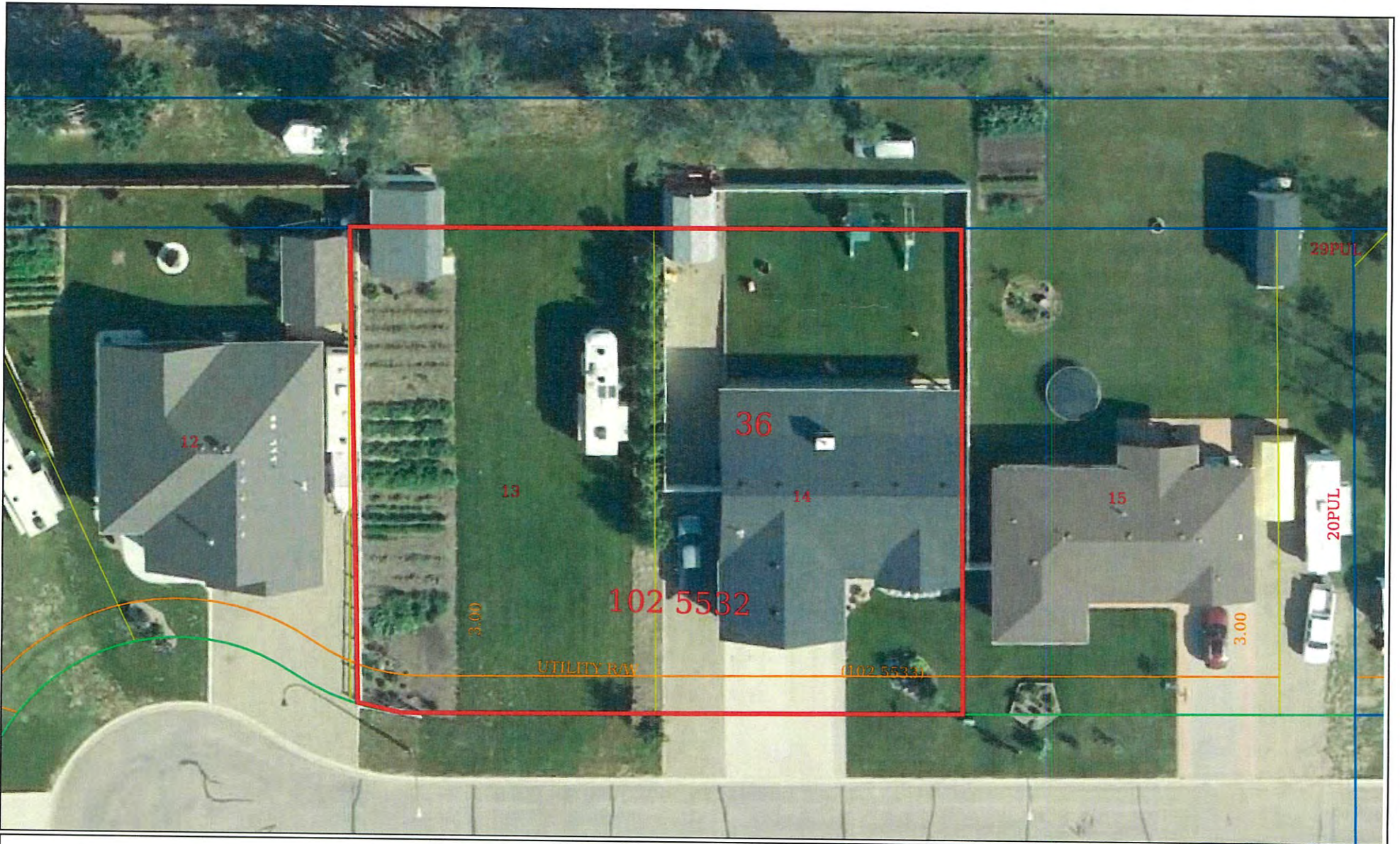
The buildings and fence will need to be removed to allow for the walking trail extension. The deadline to complete this request is October 2, 2023.

If you have any questions or concerns in regards to this letter please contact the Planning and Development department at 780-928-3983.

If you have any questions or concerns in regards to the walking trail project please contact Don Roberts, Director of Community Services at 780-927-3718.

Sincerely,

Caitlin Smith
Director of Planning & Agriculture



Scale 1: 428

10 yd
10 m



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David & Susan Peters
Po Box 1193 (11018 108 av)
La Crete AB T0H 2H0
(780) 841-4090

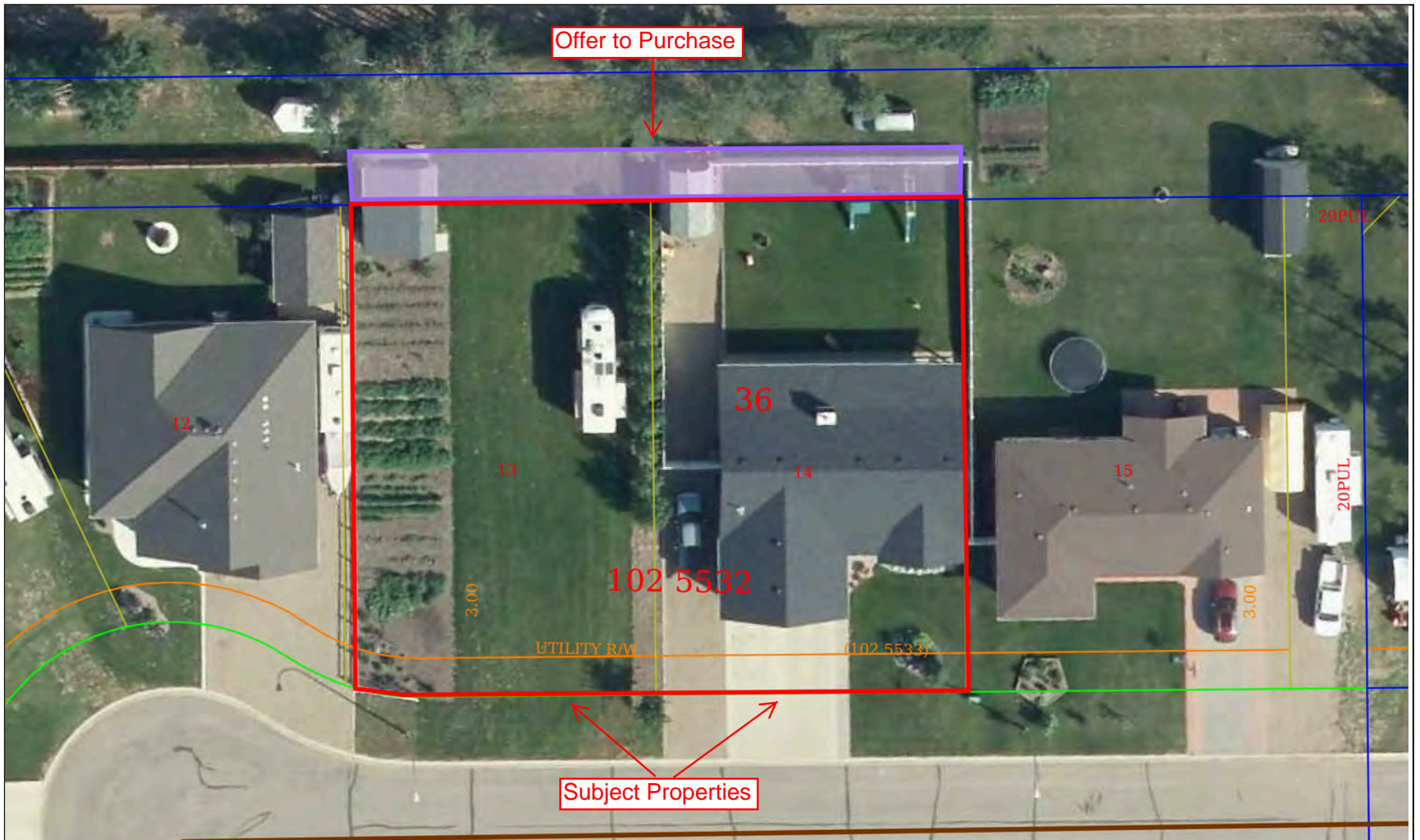
March 28, 2024

Mackenzie County Council

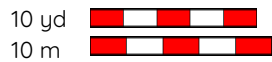
Re: Extension of the Walking Trail (NW)

This letter is in response to a letter sent to me on Sept. 11th 2023 concerning a storage shed that needed to be moved from Mackenzie County land from the north side of my lot to due to a walking trail to be constructed by the County, an onsite meeting was arranged shortly after this letter was received with councilor Braun, Director Roberts and the construction supervisor along with myself and the two other property owners affected by this to discuss options, It was assessed and discussed and was determined there was no interference with constructing the walking trail due to there being enough room for it between the building and the road, The base layer of the walking trail has since been constructed with the paving proposed for the summer of 2024, I kindly ask Council to consider selling me the additional land north of my property to accommodate the storage shed which would be 12 feet (3.65m) It would benefit me for a bigger backyard and the county for less ground maintenance. Thank you for your consideration.

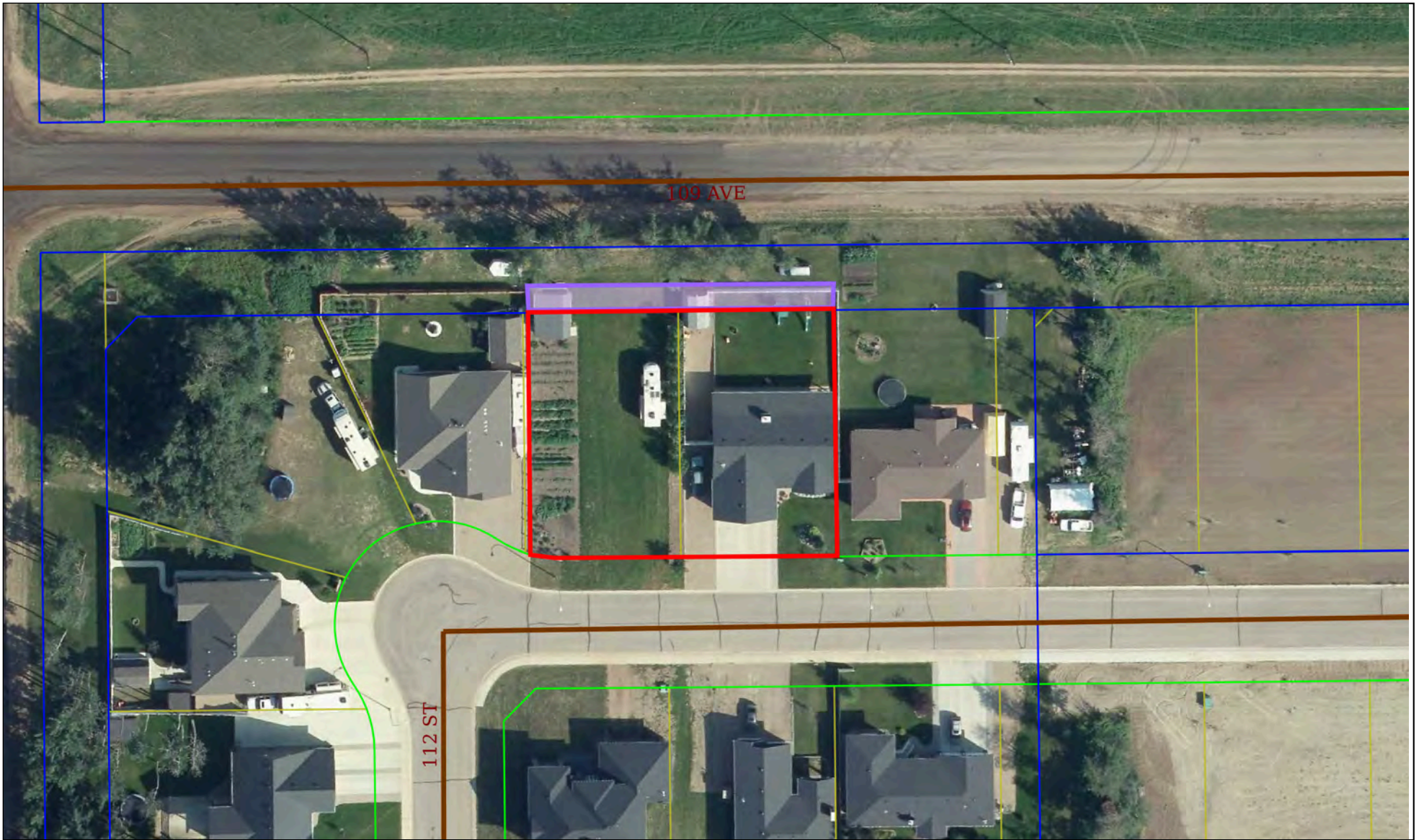
Respectfully
David & Susan Peters



Scale 1: 428





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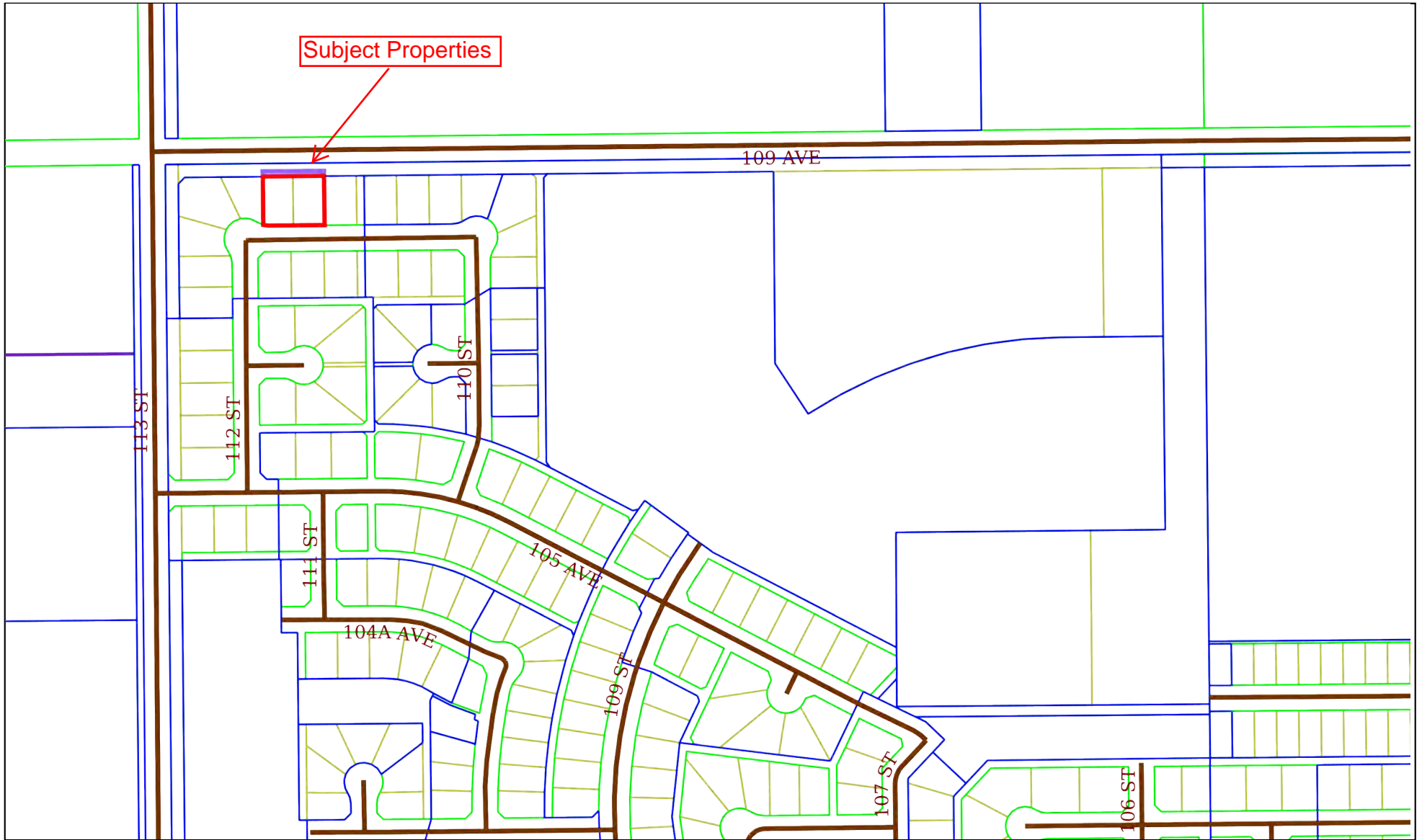


Scale 1: 855



10 yd 
 10 m 

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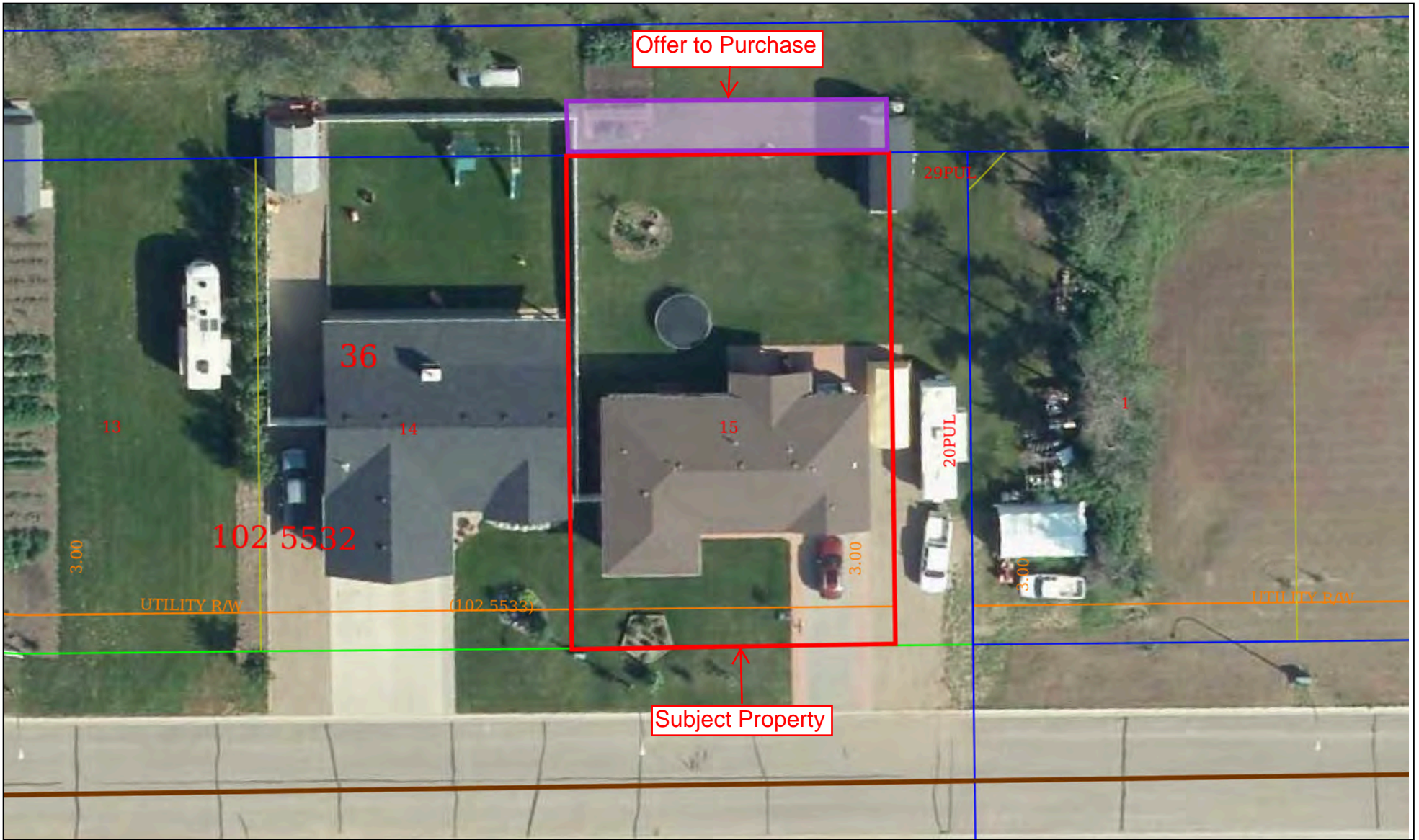
Mackenzie County



Scale 1: 4,277



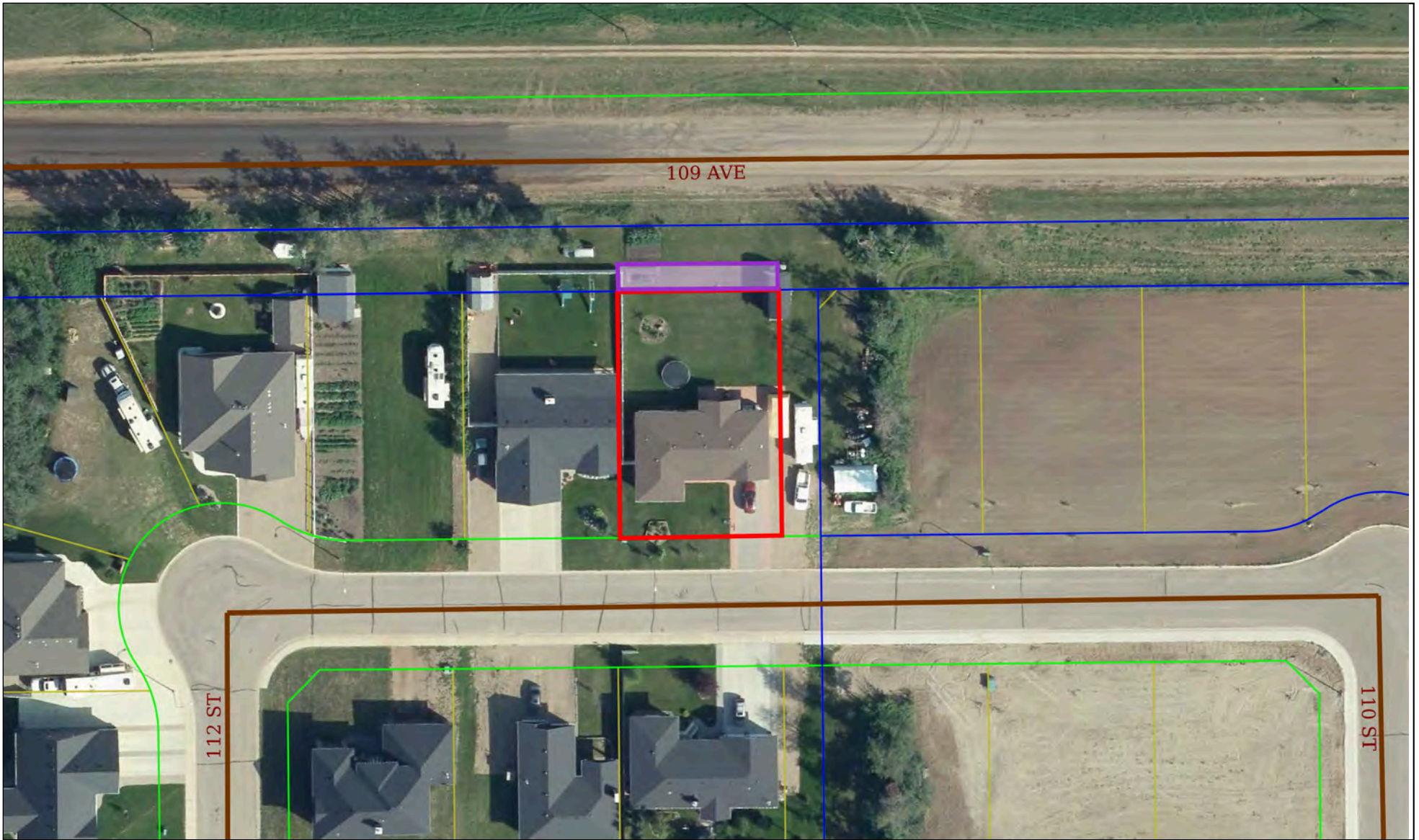
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Scale 1: 428





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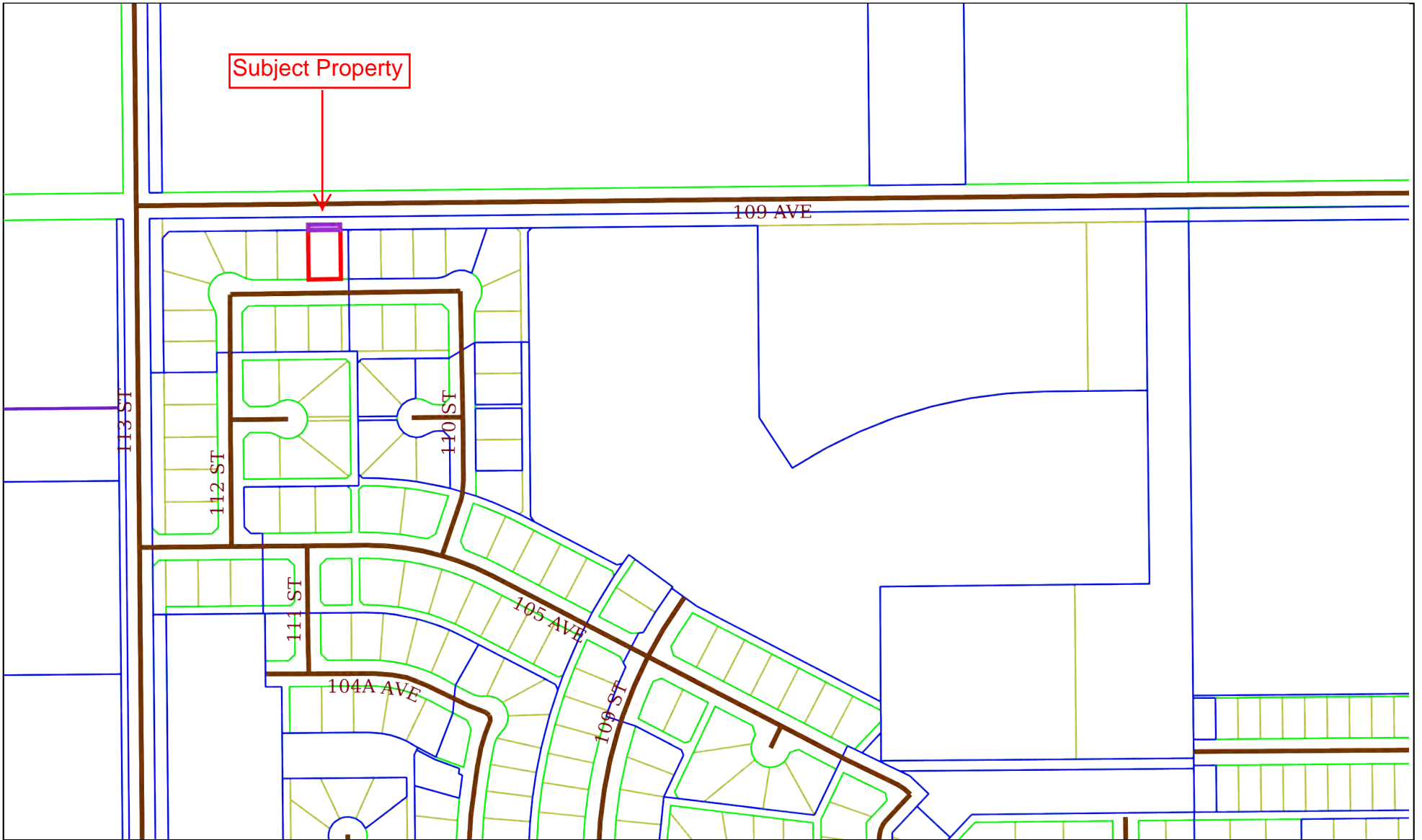


Scale 1: 855

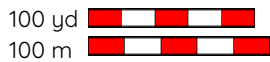


10 yd 
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Scale 1: 4,277



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Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 7, 2024
Presented By:	Louise Flooren, Manager of Legislative and Support Services
Title:	Bylaw 1336-24 Subdivision and Development Appeal Board

BACKGROUND / PROPOSAL:

The following motion was made at the April 24, 2024 Regular Council Meeting:

MOTION 24-04-316 **MOVED** by Councillor Wardley

That Bylaw 1306-23 Assessment Review Board and Bylaw 1311-23 Subdivision and Development Appeal Board be brought back to a future council meeting with amendments as discussed.

CARRIED

Revisions were made to the Subdivision and Development Appeal Board bylaw to align better with the Assessment Review Board bylaw in regards to length of term and training.

Changes were also made in regards to the electronic recording retention. The previous bylaw stated that the records were to be retained for 5 years however, in recent training sessions it was noted that the municipality is not obligated to retain electronic recordings.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

Author: C.Sarapuk **Reviewed by:** L. Flooren **CAO:** D. Derksen

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

Bylaw 1311-23 Subdivision & Development Appeal Board

RECOMMENDED ACTION:

Motion 1

Simple Majority Requires 2/3 Requires Unanimous

That first reading be given to Bylaw 1336-24 being the Subdivision and Development Appeal Board Bylaw.

Motion 2

Simple Majority Requires 2/3 Requires Unanimous

That second reading be given to Bylaw 1336-24 being the Subdivision and Development Appeal Board Bylaw.

Motion 3

Simple Majority Requires 2/3 Requires Unanimous

That consideration be given to go to third reading of Bylaw 1336-24 being the Subdivision and Development Appeal Board Bylaw.

Motion 4

Simple Majority Requires 2/3 Requires Unanimous

That third and final reading be given to Bylaw 1336-24 being the Subdivision and Development Appeal Board Bylaw.

Author: C. Sarapuk **Reviewed by:** L. Flooren **CAO:** D. Derksen

BYLAW NO. 1336-24
BEING A BYLAW OF
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA
TO ESTABLISH THE
SUBDIVISION AND DEVELOPMENT APPEAL BOARD

WHEREAS, pursuant to the provisions of the *Municipal Government Act*, Revised Statutes of Alberta, 2000, Chapter M-26 and amendments thereto, Section 623, Council may establish a Subdivision Authority and Development Authority, and

WHEREAS, pursuant to the provisions of the *Municipal Government Act*, Revised Statutes of Alberta, 2000, Chapter M-26 and amendments thereto, Section 627, Council may establish a Subdivision and Development Appeal Board, and

WHEREAS the Council of Mackenzie County in the Province of Alberta, has deemed it necessary to define the function of a Subdivision and Development Appeal Board, as it relates to the appeal process.

NOW THEREFORE, the Council of Mackenzie County in the Province of Alberta, duly assembled, hereby enacts as follows:

1. TITLE

- a) This Bylaw shall be cited as the “Subdivision and Development Appeal Board Bylaw”.

2. DEFINITIONS

In the Bylaw:

- a) **“Act”** - means the *Municipal Government Act* Revised Statutes of Alberta, 2000, Chapter M-26 and amendments thereto.
- b) **“Appellant”** - means the person who has served written notice of an appeal to the Clerk of the Board from a decision, order or development permit issued by the Development Authority or a notice of decision issued by the subdivision approving authority.
- c) **“Board”** - means the Appeal Board established pursuant to this Bylaw.
- d) **“Chairman”** – means a Member of the Board who is appointed to preside over a hearing in accordance with this bylaw.

- e) **“Clerk”** - means a person(s) appointed by Council to act as Clerk of the Board.
- f) **“Council”** - means the Mackenzie County Council.
- g) **“Members at Large”** - are Members of the Board who are not Councillors of the Municipality.
- h) **“Minister”** – means Minister of Municipal Affairs.
- i) **“Municipality”** - means the municipal corporation of Mackenzie County.
- j) **“Subdivision and Development Approving Authority”** - is the authority appointed by Council to decide applications for subdivision and development.
- k) All other terms used in this Bylaw shall have the meaning assigned to them by the Act.

3. ESTABLISHMENT

- a) The Board is hereby established.
- b) The Members of the Board are hereby considered “authorized persons.”

4. DUTIES

The Board shall:

- a) Decide upon all appeals referred to it by the Clerk of the Board, including an:
 - i) appeal of a development permit decision issued by the development authority;
 - ii) appeal of a stop order issued by the development authority; and
 - iii) appeal of a notice of decision for subdivision issued by the subdivision authority.
- b) Perform other such duties as described or implied in this Bylaw or as may be assigned to it by Council.

5. MEMBERSHIP

- a) The Membership of the Board shall consist of:
 - i) two (2) Members of Council, of which one (1) will sit on the Board at any one hearing; with one member being an alternate;

- ii) five (5) Members at Large, of which two (2) will sit on the Board at any one hearing
- b) Council Members of the Board shall be appointed on a ~~four~~-three year term by resolution of Council at the Organizational Meeting held in October
- c) Members at Large shall be appointed to the Board by resolution of Council for a ~~four~~- three year term or as otherwise designated by Council with succession opportunities at the discretion of Council.
- ~~d) Notwithstanding, Clause 5. c), a person may be reappointed upon expiration of their term.~~
- e) No person who is an employee of Mackenzie County or a member of the Municipal Planning Commission shall be appointed to the Board by Council, subject to the provisions of this Bylaw.
- f) A Member of Council's appointment to the Board terminates upon that person ceasing to be a Member of Council or otherwise ineligible to serve as a Member of the Board, subject to the provisions of this Bylaw.
- g) Where a Board position is left vacant for any reason, Council may appoint a replacement for the remainder of that term.
- h) If a Member has any pecuniary interest, whether direct or indirect, in any matter before the Board, the Member shall declare such interest to the Board before discussion of the matter, and shall not participate in the hearing, or discuss or vote upon the matter, and such abstention shall be recorded in the minutes.
- ~~i) Members may not participate in a hearing of the Board unless the member has successfully completed a training program set or approved by the Minister.~~
- ~~j) Members must successfully complete a refresher training program set and approved by the Minister of Municipal Affairs every 3 years.~~

6. TRAINING

- a) Members may not participate in a hearing of the board unless the member has successfully completed a training program approved by the Minister, however they may attend a hearing for observation.
- b) Recertification of training will be completed every three (3) years if member is still active.

7. QUORUM & MEETINGS

- a) Three (3) Members of the Board where Members of Council do not form the majority constitute a quorum.
- b) The Board shall meet at such intervals as are necessary to consider and decide appeals filed with it in accordance with the Act.
- c) The Board shall not permit electronic or similar recording devices to be used during a hearing by anyone in attendance, except the Clerk of the Board.

8. CHAIRMAN

- a) The Members of the Board shall elect one of themselves as Chairman and one of themselves as Vice-Chairman at the commencement of each Hearing.

9. ABSENT BOARD MEMBERS

- a) A Member of the Board who is for any reason unable to attend the whole or part of an appeal, shall not participate in the deliberations or decision by the Board upon that appeal.
- b) In the event of the absence or inability of the Chairman of the Board to act as Chairman, the Vice-Chairman of the Board shall act as Chairman. In the event of the Chairman and Vice-Chairman being absent or unable to act as Chairman, the remaining Members will elect a Chairman from amongst themselves.

10. SIGNING AUTHORITY

- a) An order, decision, approval, notice or other things made, given or issued by the Board may be signed on its behalf by its Chairman, Vice-Chairman or a Member elected to act as Chairman.
- b) The Chairman appointed by Council may sign on behalf of the Board.

11. CLERK OF THE BOARD

- a) The Clerk(s) of the Board shall be appointed by resolution of Council and shall not be a member of the Board.
- b) The Clerk must successfully complete the training program set or approved by the Minister in accordance with the Act.
- c) The Clerk must successfully complete a refresher training program set and

approved by the Minister of Municipal Affairs every 3 years.

The Clerk shall:

- d) attend all meetings and hearings of the Board, but shall not vote on any matters before the Board.
- e) perform such functions as may be necessary to ensure that the Board is in full compliance with its duties under the Act and this Bylaw.
- f) attend all meetings of the Board and shall keep the following records with respect thereto:
 - ~~i) the minutes of all meetings and hearings;~~
 - ii) all applications;
 - iii) records of all notices of hearings and of persons to whom they were sent;
 - iv) copies of all written representations to the Board;
 - v) notes as to each representation;
 - vi) the names and addresses of those making representations at the hearing;
 - vii) the decision of the Board;
 - viii) the reasons for the decision of the Board;
 - ~~ix) the vote of the Members of the Board on the decision;~~
 - x) records of all notices of decision and of persons to whom they were sent;
 - xi) all notices, decisions and orders made on appeal from the decisions of the Board, and
 - xii) such other matters as the Board may direct or the Clerk may determine.
- g) notify all Members of the Board of the arrangements for the holding of each hearing and other meetings of the Board.
- h) make available for public inspection before the commencement of the public hearing, all relevant documents and materials respecting the appeal including:
 - i) all applications, notices, stop orders, and decisions related to the appeal, and
 - ii) written notice of appeal from individuals who believe that they are affected by the decision, order, or notice.

12. PUBLIC HEARING

- a) The hearing of the appeal pursuant to the Act shall be held in public and all

persons who wish to attend shall be entitled to do so.

- b) The Board shall meet for the hearing of appeals as frequently as is necessary, and in any event within thirty (30) days of receipt of a notice of appeal duly filed pursuant to the Act.

13. SPECIAL MEETING

- a) Upon receipt of a notice of appeal duly filed pursuant to the provisions of the Act, and of this Bylaw, the Clerk may convene a special meeting of the Board to consider what persons are affected by the appeal and should be notified thereof. Such a meeting shall be called not less than six days prior to the date of the public hearing by the Clerk of the Board. The Board is allowed to hold a special meeting to:
 - i) Determine who should be notified of the Board hearing, and
 - ii) Determine if any Members of the Board are unable to attend the hearing due to absence or pecuniary interest.

14. ELECTRONIC RECORDINGS

- a) The Clerk shall keep an electronic record of all Hearings, except during breaks and those portions of Hearings held in closed meeting.
- b) Recordings may be used for decision making purposes and destroyed once the decision is public.
- ~~c) Electronic recordings will only be transcribed if they are required in connection with any audit or investigation in connection with litigation.~~
- ~~d) The electronic recording for each Hearing will be retained and backed up for five (5) years.~~

15. DECISIONS

- a) The Board shall issue its decision upon an appeal in writing together with reasons for the decision pursuant to the provisions of the Act.
- b) The decision of the majority of the Members of the Board present at a meeting duly convened is deemed to be the decision of the whole Board.
- c) In the event of a tie vote, the appeal is defeated.
- d) The decision is not final and binding until the decision has been signed and given in writing in accordance with the Act.

16. PROVINCE OF ALBERTA APPEAL PROCEDURE

- a) The Clerk shall keep on file all notices of applications made for leave to appeal to the Court of Appeal from decisions of the Board issued pursuant to the Act.

17. APPEAL FEES

- a) Appellants may be charged an appeal fee to cover the costs associated with a subdivision or development appeal. The appeal fee may be fixed from time to time by resolution of Council according to the Fee Schedule Bylaw.
- b) If the Subdivision & Development Appeal Board decides in favour of the appellant, the fees paid by the appellant shall be refunded.

18. REMUNERATION & TRAVEL EXPENSES

- a) Members shall be compensated according to the Honorariums and Expense Reimbursement Bylaw in effect for Mackenzie County.

19. EFFECTIVE DATE AND REPEAL OF BYLAW

- a) That Bylaw 1311-23 and all amendments thereto are hereby repealed.
- b) The adoption of this bylaw is effective upon the date of the passing of the third and final reading thereof.

READ a first time this ____ day of _____, 2024.

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

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

Joshua Knelsen
Reeve

Darrell Derksen
Chief Administrative Officer



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 7, 2024
Presented By:	Louise Flooren, Manager of Legislative and Support Services
Title:	Bylaw 1337-24 Assessment Review Board

BACKGROUND / PROPOSAL:

The following motion was made at the April 24, 2024 Regular Council Meeting:

MOTION 24-04-316 **MOVED** by Councillor Wardley

That Bylaw 1306-23 Assessment Review Board and Bylaw 1311-23 Subdivision and Development Appeal Board be brought back to a future council meeting with amendments as discussed.

CARRIED

Revisions were made to the Assessment Review Board bylaw to align better with the Subdivision and Development Appeal Board bylaw in regards to length of term and training.

Changes were also made in regards to the electronic recording retention. The previous bylaw did not include electronic recording retention. However, in recent training sessions it was noted that the municipality is not obligated to retain electronic recordings.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

Author: C.Sarapuk **Reviewed by:** L. Flooren **CAO:** D. Derksen

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

Bylaw 1311-23 Subdivision & Development Appeal Board

RECOMMENDED ACTION:

Motion 1

Simple Majority Requires 2/3 Requires Unanimous

That first reading be given to Bylaw 1337-24 being the Assessment Review Board Bylaw.

Motion 2

Simple Majority Requires 2/3 Requires Unanimous

That second reading be given to Bylaw 1337-24 being the Assessment Review Board Bylaw.

Motion 3

Simple Majority Requires 2/3 Requires Unanimous

That consideration be given to go to third reading of Bylaw 1337-24 being the Assessment Review Board Bylaw.

Motion 4

Simple Majority Requires 2/3 Requires Unanimous

That third and final reading be given to Bylaw 1337-24 being the Assessment Review Board Bylaw.

Author: C. Sarapuk **Reviewed by:** L. Flooren **CAO:** D. Derksen

**BY-LAW NO. 1306-23
BEING A BY-LAW OF
MACKENZIE COUNTY,
IN THE PROVINCE OF ALBERTA,**

TO ESTABLISH ASSESSMENT REVIEW BOARDS

WHEREAS, the Municipal Government Act R.S.A. 2000, Chapter M-26 and amendments thereto requires the establishment of Assessment Review Boards.

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

TITLE

1. This Bylaw may be cited as the “Assessment Review Board Bylaw”.

DEFINITIONS

2. In this Bylaw:

- a. **“Council”** means the duly elected Council of Mackenzie County.
- b. **“Complainant”** means the person who files a complaint regarding an assessment of property within Mackenzie County.
- c. **“Composite Assessment Review Board”** (CARB) means an Assessment Review Board that hears Complaints about any matter referred to in Section 460(5) of the Municipal Government Act that is shown on an Assessment Notice for property other than that heard by the Local Assessment Review Board.
- d. **“Clerk”** means a designated officer appointed by Council to carry out the duties and functions of the Clerk of the assessment review board as required under section 456 of the Municipal Government Act.
- e. **“Local Assessment Review Board”** (LARB) means an Assessment Review Board that hears Complaints about any matter referred to in Section 460(5) of the Municipal Government Act that is shown on the Assessment Notice, or a tax notice other than a property tax notice, for residential property of three (3) or fewer dwelling units, or farmland.
- f. **“Member”** means a member of an Assessment Review Board duly appointed by the Council of Mackenzie County or the Province of Alberta, in accordance with the Municipal Government Act.

- g. “**Minister**” means Minister of Municipal Affairs

ASSESSMENT REVIEW BOARDS

3. Council hereby establishes the following Assessment Review Boards for Mackenzie County:
- a. Local Assessment Review Boards that shall consist of a panel of three (3) members.
 - i. One member of Council
 - ii. Two members at large
 - b. Composite Assessment Review Boards that shall consist of a panel of two (2) members plus one (1) member appointed by the Province of Alberta;
 - i. One member of Council
 - ii. One member at large
 - iii. One member appointed by the Province of Alberta
4. The Assessment Review Boards shall carry out the duties and responsibilities as set out in the Municipal Government Act and the Assessment Complaints Regulation.
5. The Clerk may select any combination of members to sit on a panel.
6. Council may appoint alternate committee members to ensure that proper representation and quorum is achieved.

MEMBERSHIP

7. The Councillor’s appointment to the Board shall terminate upon that person ceasing to be a member of Council or otherwise ineligible to serve as a member of the board, subject to the provisions of this Bylaw.
8. All membership vacancies shall be advertised to request formal submission of application.
9. Members at Large shall be appointed to the Board by resolution of Council for a three (3) year term or as otherwise designated by Council with succession opportunities at the discretion of Council.
- ~~10. A member at large may be re-appointed to the Board at the expiration of his/her term.~~
11. Members shall be compensated according to the Honorariums and Expense Reimbursement Bylaw in effect for Mackenzie County.

12. No person who is an employee of Mackenzie County shall be appointed to the Board by Council, subject to the provisions of this Bylaw.
13. Where a board position is left vacant for any reason, Council may appoint a replacement for the remainder of that term.
14. If a member has any pecuniary interest, whether direct or indirect, in any matter before the Board, the Member shall declare such interest to the Board before discussion of the matter, and shall not participate in the hearing, or discuss or vote upon the matter, and such abstention shall be recorded in the minutes.

TRAINING

15. Members may not participate in a hearing of the Board unless the member has successfully completed a training program set or approved by the Minister, however they may attend a hearing for observation.
 - a. Members will complete required training prior for Assessment Review Board.
 - b. Recertification of training will be completed every three (3) years if member is still active.

CLERK OF THE ASSESSMENT REVIEW BOARD

16. The position of a designated officer for the limited purpose of carrying out the functions of the Clerk of the Board is hereby established.
 - a. For financial purposes, only that portion of salary and benefits related to carrying out the Clerk functions shall be disclosed as required by legislation.
 - b. The clerk must successfully complete the training program set or approved by the Minister in accordance with the Act prior to hearing.
17. The Clerk(s) of the Board shall be appointed by resolution of Council and shall not be a member of the Board.

COMMENCEMENT OF APPEALS

18. A taxpayer may commence an assessment appeal by:
 - a. Mailing or delivering to the address specified on the assessment or tax notice a complaint in the form set out in the "Matters Relating to Assessment Complaints" regulation and within the time specified in the Municipal Government Act; and

- b. Paying the applicable complaint fees as set out in the Municipal Government Act, Matters Relating to Assessment Complaints Regulation (MRAC)

ELECTRONIC RECORDINGS

19. The Clerk shall keep an electronic record of all Hearings, except during breaks and those portions of Hearings held in closed meeting.
20. Recordings may be used for decision making purposes and destroyed once the decision is public.

REFUND OF FEES

21. If the Assessment Review Board decides in favour of the complainant, the fees paid by the complainant shall be refunded.
22. If the Complainant withdraws the complaint in writing and is received by the Clerk on or before the seventh (7th) day prior to the scheduled Assessment Review Board hearing, the fees paid by the Complainant shall be refunded.

ENACTMENT

23. That Bylaw 1306-23 is hereby repealed.
24. That this Bylaw come into full force and effect upon third and final reading.

READ a first time this ____ day of May, 2024.

READ a second time this ____ day of May, 2024.

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

Joshua Knelsen
Reeve

Darrell Derksen
Chief Administrative Officer



Mackenzie County

REQUEST FOR DECISION

Meeting:	Committee of the Whole Meeting
Meeting Date:	May 7, 2024
Presented By:	Louise Flooren, Manager of Legislative & Support Services
Title:	Alberta Municipalities (ABmunis) Convention & Summer 2024 Municipal Leaders Caucus

BACKGROUND / PROPOSAL:

Alberta Municipalities (ABMunis) represents Alberta’s municipalities where over 85% of Albertans live which include summer villages, villages, cities, towns, and specialized municipalities, advocating the interests of members to the provincial and federal orders of government.

ABmunis hosts a convention once a year which is being held on September 25 – 27, 2024 in Red Deer, Alberta. Booking will need to be made soon for accommodations as space is limited. Registration opens in June of 2024.

The ABMunis Summer 2024 Municipal Leaders Caucus is now open and registration includes the option of 5 different days and locations which council can attend. (see attached email)

Currently, there are no allocated funds for this event. Administration is seeking guidance from the Council regarding the allowable number of attending councillors or the most suitable date for the event.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

Registration fee, Travel Expenses and Honorarium – General Operating Budget. The 2024 operating budget includes two councillors to attend the ABMunis Convention, no allocation was approved for the Summer 2024 Municipal Leaders Caucus.

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

COMMUNICATION / PUBLIC PARTICIPATION:

POLICY REFERENCES:

Bylaw 1326-24 Honorariums & Expense Reimbursement

RECOMMENDED ACTION:

Motion #1

Simple Majority Requires 2/3 Requires Unanimous

That the following Councillors to be authorized to attend the ABmunis Conference from September 25 – 27, 2024 in Red Deer, Alberta:

- 1.
- 2.

Motion #2

Simple Majority Requires 2/3 Requires Unanimous

That the following Councillors to be authorized to attend the ABmunis 2024 Municipal Leaders Caucus on _____ in _____.

- 1.
- 2.

Author: L. Flooren Reviewed by: _____ CAO: D. Derksen

Louise Flooren

Subject: FW: Registration open for Summer 2024 Municipal Leaders Caucus
Attachments: Email to Mayors and CAOs re Registration for Summer 2024 Municipal Leaders Caucus - Attachment.pdf

From: Tyler Gandam <president@abmunis.ca>
Sent: May 1, 2024 2:53 PM
To: CAO <CAO@mackenziecounty.com>
Subject: Registration open for Summer 2024 Municipal Leaders Caucus

Registration is now open for Alberta Municipalities' Summer 2024 Municipal Leaders Caucus! This year, Alberta Municipalities is visiting the following five communities:

- June 12 – Town of Falher
- June 13 – Town of Bonnyville
- June 14 – City of St. Albert (also offered virtually)
- June 26 – Village of Stirling
- June 27 – Town of Innisfail

Exact locations within each municipality are still being confirmed. Registrants will receive an update as soon as those details become available.

Caucus will consist of a one-day program and the agenda will be the same at all locations. The agenda will run from 10:00 a.m. to 3:00 p.m. each day. Registration for in-person attendance is \$110 for the day and includes light breakfast refreshments and lunch. The draft agenda is attached for your review and the link to register is on the [ABmunis event webpage](#).

The session on June 14 will be streamed on Zoom to allow for members to participate who are not able to attend in-person, at a cost of \$55.

If you have any other questions, please email events@abmunis.ca. We look forward to seeing you there.

Sincerely,
Tyler Gandam | President

E: president@abmunis.ca
300-8616 51 Ave Edmonton, AB T6E 6E6
Toll Free: 310-MUNI | 877-421-6644 | www.abmunis.ca



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We respectfully acknowledge that we live, work, and play on the traditional and ancestral territories of many Indigenous, First Nations, Métis, and Inuit peoples. We acknowledge that what we call Alberta is the traditional and ancestral territory of many peoples, presently subject to Treaties 4, 6, 7, 8 and 10 and Six Regions of the Métis Nation of Alberta.



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 7, 2024
Presented By:	Don Roberts, Director of Community Services
Title:	Community Services Committee Meeting Minutes

BACKGROUND / PROPOSAL:

The approved minutes of March 7, 2024 and April 4, 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 March 7, 2024 and April 4, 2024 be received for information.

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

MACKENZIE COUNTY
Community Services Committee Meeting

THURSDAY, MARCH 07TH, 2024
1:00 p.m.

Council Chambers
Fort Vermilion, Alberta

PRESENT:

Lisa Wardley	Councillor/Chair
Peter F. Braun	Councillor
Cameron Cardinal	Councillor
Garrell Smith	Councillor
Josh Knelsen	Reeve(via Zoom)

REGRETS:

ADMINISTRATION:

Darrell Derksen	Chief Administrative Officer
Don Roberts	Director of Community Services
Krista Hiltz	Recording Secretary

Minutes of the Community Services Committee Meeting for Mackenzie County held on March 07, 2024 in the Council Chambers at the Fort Vermilion County Office.

CALL TO ORDER: 1. a) Call to Order

Chair Lisa Wardley called the Meeting to order at 1:04 p.m.

AGENDA: 2. a) Adoption of Agenda

MOTION CS-24-03-11 MOVED by Councillor Braun

That the agenda be adopted with the following addition:

- 5. d) Handivan
- 5. e) Flagpoles at Tompkins Firehall

CARRIED

ADOPTION OF PREVIOUS MINUTES: 3. a) Minutes of the January 16th, 2024 Community Service Committee Meeting

MOTION CS-24-03-12 MOVED by Councillor Smith

That the minutes of the January 16th, 2024 Community Services Committee Meeting accepted as presented.

CARRIED

OLD BUSINESS:

4.a) Campground Partnership – Proposal Review

MOTION CS-24-03-13

MOVED by Councilor Cardinal

That the Community Services Committee recommend to Council to award the proposal for Machesis Lake Campground to Gerald Fehr.

CARRIED

MOTION CS-24-03-14

MOVED by Councillor Smith

That Administration re advertise the Proposal for Wadlin Lake and Hutch Lake campgrounds.

CARRIED

4.b) River Rd Banner Project

MOTION CS-24-03-15

MOVED by Councillor Cardinal

That the River Rd Banner Project be tabled for more information.

CARRIED

4.c) Campground Shower Project

MOTION CS-24-03-16

MOVED by Braun

That the Campground Shower Project be tabled for more information.

CARRIED

NEW BUSINESS: 5. a) Travel Alberta Grant Submission

MOTION CS-24-03-17 **MOVED** by Councillor Cameron

That the Travel Alberta Grant Submission be received for information.

CARRIED

5. b) Other Grant Submissions

MOTION CS-24-03-18 **MOVED** by Councillor Smith

That Administration bring back a list of Capital Projects linked to Grant Funding.

CARRIED

5. c) Campground Promotional Ideas

MOTION CS-24-03-19 **MOVED** by Councillor Cardinal

That administration and committee members bring back to the next Community Services Meeting two ideas each to market campgrounds to the public.

CARRIED

5. d) Handi-Van

MOTION CS-24-03-20 **MOVED** by Councillor Cardinal

That administration accepts the Letter of Termination and terminate the agreement with FCSS.

CARRIED

5. d) Flag Poles at Tompkins Firehall

MOTION CS-24-03-21 **MOVED** by Councillor Braun

That Administration look into the flag poles at Tompkins Firehall.

CARRIED

ACTION LIST:

6. a) Action List

MOTION CS-24-03-22

MOVED by Councillor Smith

That the Action List be approved.

CARRIED

NEXT MEETING DATE:

7. a) Next Meeting Date

Community Services Committee Meeting
Thursday, April 4th, 2024
10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT:

8. a) Adjournment

MOTION CS-24-03-23

MOVED by Councillor Braun

That the Community Services Committee Meeting be adjourned at 2:47 p.m.

These Minutes will be presented for approval at the next Community Services Committee Meeting January 12, 2023.

Lisa Wardley
Chair

**MACKENZIE COUNTY
Community Services Committee Meeting**

**THURSDAY, April 4th, 2024
10:00am.**

**Council Chambers
Fort Vermilion, Alberta**

PRESENT:	Cameron Cardinal Peter F. Braun Josh Knelsen	Councillor / Chair Councillor (Via Zoom) Reeve
REGRETS:	Lisa Wardley Garrell Smith Krista Hiltz Darrell Derksen	Councillor Councillor Recording Secretary Chief Administrative Officer
ADMINISTRATION:	Byron Peters Don Roberts	Director of Projects & Infrastructure Director of Community Services

Minutes of the Community Services Committee Meeting for Mackenzie County held on April 4th, 2024 in the Council Chambers at the Fort Vermilion County Office.

CALL TO ORDER: 1. a) Call to Order

Chair Cameron Cardinal called the meeting to order at 10:04am

AGENDA: 2. a) Adoption of Agenda

MOTION CS-24-04-24 MOVED by Reeve Knelsen

That the agenda be adopted with the following addition:

4. e) Jubilee Park Playground

CARRIED

**ADOPTION OF
PREVIOUS MINUTES: 3. a) Minutes of the March 7th, 2024 Community
Service Committee Meeting**

MOTION CS-24-04-25 **MOVED** by Councillor Braun

That the minutes of the March 7th, 2024 Community Services Committee Meeting accepted as presented.

CARRIED

OLD BUSINESS: **4.a) Campground Caretaker RFP Review**

MOTION CS-24-04-26 **MOVED** by Reeve Knelsen

That a recommendation be made to Council that the Campground Caretakers Partnership for Wadlin Lake be awarded to William Peters for a period of 1 year

CARRIED

MOTION CS-24-04-27 **MOVED** by Councilor Braun

That a recommendation be made to council for Administration to continue to look for Campground Partner for Hutch Lake.

CARRIED

4. b) Campground Shower Project

MOTION CS-24-04-28 **MOVED** by Reeve Braun

That the Campground Shower Project move forward as presented.

CARRIED

4. c) Campground Marketing

MOTION CS-24-04-29 **MOVED** by Councilor Knelsen

That Administration continue to work with all marketing agencies and stakeholders including Tourism Alberta.

CARRIED

4. d) Capital Projects – Grant Funding Link

MOTION CS-24-04-30

MOVED by Reeve Knelsen

That the Capital Projects – Grant Funding Link be receive for information

CARRIED

4. e) Jubilee Park Playground

MOTION CS-24-04-31

MOVED by Councilor Braun

That Administration work with the local Councilor and Community members and proceed with the project while staying within the budget..

CARRIED

NEW BUSINESS:

5. a) Terms of Reference (TOR) Review

MOTION CS-24-04-32

MOVED by Reeve Knelsen

That the Terms of Reference review be received for information.

CARRIED

ACTION LIST:

6. a) Action List

MOTION CS-24-04-33

MOVED by Councillor

That the Action List be approved.

CARRIED

NEXT MEETING DATE:

7. a) Next Meeting Date

Community Services Committee Meeting
Thursday, May 2ndth, 2024
10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT:

8. a) Adjournment

MOTION CS-24-04-34 **MOVED** by Councillor Braun

That the Community Services Committee Meeting be
adjourned at 11:15 am.

These Minutes will be presented for approval at the next Community Services
Committee Meeting May 2nd, 2023 at 10:00 am

Cameron Cardinal
Chair



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 7, 2024
Presented By:	Caitlin Smith, Director of Planning and Agriculture
Title:	Municipal Planning Commission Meeting Minutes

BACKGROUND / PROPOSAL:

The approved minutes of the March 28, 2024 Municipal Planning Commission meeting 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 March 28, 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**

Thursday, March 28, 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 10:02 a.m.

2. ADOPTION OF AGENDA

MPC 24-03-045 MOVED by Peter F. Braun

That the agenda be adopted as amended.

CARRIED

3. MINUTES

a) Adoption of Minutes

MPC 24-03-046 MOVED by David Driedger

That the minutes of the March 6, 2024 Municipal Planning Commission meeting be adopted as presented.

CARRIED

4. TERMS OF REFERENCE

For Information.

5. DEVELOPMENT

- a) 267-DP-23 REVISION Alpine Builders Dwelling – Stacked Row Housing (COU) in “H-R2A” Plan 242 0425, Block 03, Lot 16 (10233 105 Avenue, Units 1-4) (La Crete**

MPC 24-03-047 MOVED by Peter F. Braun

That Development Permit 267-DP-23 REVISION on Plan 242 0425, Block 3, Lot 16 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. This permit is for the APPROVAL of a Dwelling –Stacked Row Housing (Change of Use) in the existing building.;
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 (except for the Utility Right of Way) 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: 10233-1 105 Avenue and 10233-2 105 Avenue. The basement floor from West to East 10233-3 105 Avenue and 10233-4 105 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

**b) 025-DP-24 David F Driedger
Home Based Business/Automotive Sales & Rental
(Office Only) in "A"**

MPC 24-03-048 MOVED by Peter F. Braun

That Development Permit 025-DP-24 on NW-1-107-14-W5M in the name of DRIEDGER, DANIEL F be APPROVED with the following conditions:

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

1. This permit is for the APPROVAL of a Home Based Business (Automotive Sales & Rental) (Office Only) in the existing Dwelling – Single Family.;
2. 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.;
3. All conditions and requirements by the Alberta Motor Vehicle Industry Council "AMVIC" are to be met to their specifications and standards.;
4. No vehicle shall be located in such a way that it impedes visibility for vehicular and/or pedestrian traffic.;
5. At all times, the privacy of the adjacent dwellings shall be preserved and the Home Based Business shall not unduly offend the

surrounding residents by way of excessive lighting, noise, traffic, congestion, late visitations by clients, etcetera.;

6. Home Based Businesses are limited to one sign not exceeding 1.1 square meters (12 square feet) in area.;
7. Illumination of the sign must not negatively affect, nor pose a safety hazard to, an adjacent site or street. The brightness of illumination is at the discretion of the Development Authority.;
8. The business shall be operated by the resident of the principal dwelling and may include one (1) non-resident employee.;
9. The Home Based Business shall not involve client and customer visits outside of the hours of 8:00 a.m. - 6:00 p.m.;
10. The sign shall not be placed within the Road Right of Way.;
11. 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.;
12. The site and sign shall be kept in a safe, clean, and tidy condition, or may be required to be renovated or removed.;
13. There will be a maximum of five (5) vehicles stored at a time on NW 1-107-14-W5M in regards to the business.
14. This development permit will expire upon the expiration, cancellation or revocation of your business license. This development permit shall become null and void if a County business license is not maintained in good standing.;
15. This permit may be revoked at any time, if, in the opinion of the Development Authority, the Home Based Business has become detrimental or otherwise incompatible with the amenities of the neighborhood.;
16. Wiring and conduits of the sign must be concealed from view.;
17. The property must at all times be kept in a neat and orderly fashion.;;
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. 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.;
21. 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) **039-DP-24 Brenda & Barbara Zacharias
Home Based Business Medium (Wildflower Home & Gifts)
in 'RCR1'
Plan 992 3997, Block 01, Lot 01 (105567 RGE RD 152)
(La Crete Rural)**

MPC 24-03-049 MOVED by David Driedger

That Development Permit 039-DP-24 on Plan 992 3997, Block 1, Lot 1 in the name of ZACHARIAS, BRENDA & BARBARA be APPROVED with the following conditions:

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

1. This permit is for the APPROVAL of a Home Based Business Medium in part of the existing shop.;
2. This development permit expires on April 3, 2026. Should the Home Based Business still be in operation, a development permit time extension will be required.;
3. At all times, the privacy of the adjacent dwellings shall be preserved and the Home Based Business shall not unduly offend the surrounding residents by way of excessive lighting, noise, traffic, congestion, late visitations by clients, etcetera.;
4. Home Based Businesses are limited to one sign not exceeding 1.1 square meters (12 square feet) in area.;
5. Illumination of the sign must not negatively affect, nor pose a safety hazard to, an adjacent site or street.;

6. The sign shall not be placed within the Road Right of Way, if a sign is placed by Twp Rd 1060, a new development permit will be required.
7. Wiring and conduits of the sign must be concealed from view.;
8. 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.;
9. The site and sign shall be kept in a safe, clean, and tidy condition, or may be required to be renovated or removed.;
10. The business shall be operated by the resident of the principal dwelling and may include one (1) non-resident employee.;
11. The Home Based Business shall not involve client and customer visits outside of the hours of 8:00 a.m. - 8:00 p.m.;
12. This permit may be revoked at any time, if, in the opinion of the Development Authority, the Home Based Business has become detrimental or otherwise incompatible with the amenities of the neighborhood.;
13. The property must at all times be kept in a neat and orderly fashion.;
14. All basement or below grade developments shall have an operational sump pump;
15. All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2019.;
16. 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.;
17. Any permanent buildings on the property must be constructed 2% greater than the grade of the road.;
18. Mitigation measures must be in place, where applicable, in order to avoid water damage from potential seasonal flooding.;
19. 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;

20. 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.;
21. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.;
22. 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.;
23. 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) **044-DP-24 2016320 Alberta Ltd.
Dwelling – Stacked Row Housing in “H-R1”
Plan 212 0513, Block 02, Lot 06 (10417 105 Ave, Units 1-4)
(La Crete)**

MPC 24-03-050 **MOVED** by Peter F. Braun

That Development Permit 044-DP-24 on Plan 212 0513, Block 2, Lot 6 in the name of 2016320 Alberta 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; 1.5 meters (5 feet) side yards; and 1.5 meters (5 feet) rear yard, 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 (except for the Utility Right of Way) 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: 10417-1 105 Avenue and 10417-2 105 Avenue. The basement floor from West to East 10417-3 105 Avenue and 10417-4 105 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

- f) **045-DP-24 2016320 Alberta Ltd.
Dwelling – Stacked Row Housing in “H-R1”
Plan 212 0513, Block 02, Lot 07 (10413 105 Ave, Units 1-4)
(La Crete)**

MPC 24-03-051 MOVED by David Driedger

That Development Permit 045-DP-24 on Plan 212 0513, Block 2, Lot 5 in the name of 2016320 Alberta 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; 1.5 meters (5 feet) side yards; and 1.5 meters (5 feet) rear yard, 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 (except for the Utility Right of Way) 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: 10421-1 105 Avenue and 10421-2 105 Avenue. The basement floor from West to East 10421-3 105 Avenue and 10421-4 105 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

6. SUBDIVISIONS

- a) **08-SUB-24 1759897 Alberta Ltd.
Boundary Adjustment in “LC-HC” & “LC-HI”
Plan 222 1701, Block 25, Lots 04 & 05**

MPC 24-03-052 **MOVED** by Peter F. Braun

That Subdivision Application 08-SUB-24 in the name of 1759897 Alberta Ltd. of Plan 222 1701, Block 25, Lot 04 and 05 be APPROVED with the following conditions:

1. This approval is for a **Boundary Adjustment of 0.35 Acres (0.14 Hectares)**
2. The Applicant/Developer shall enter into and abide by a Development Agreement with Mackenzie County which shall contain, but is not limited to:
 - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality;
 - b) Provision of all sanitary systems including service lines, main and appurtenances as required by the Municipality;
 - c) Provision of all water lines, including all fittings and valves as required by the County;
 - d) Provision of municipal servicing (water and sanitary sewer) to 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;
 - 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

**b) 09-SUB-24 1880894 Alberta Ltd. (Martin Harder)
55 Lot Urban Subdivision in “MHS”
Part of SE-16-106-15-W5M**

MPC 24-03-053 MOVED by David Driedger

That Subdivision Application 09-SUB-24 in the name of 1880894 Alberta Ltd on Part of SE-16-106-15-W5M be APPROVED with the following conditions:

1. This approval is for a multi-lot subdivision of 55 lots, totalling 11.25 acres (4.55 hectares) in size;
2. The applicant/developer shall enter into and abide by a Development Agreement with Mackenzie County which shall contain, but is not limited to:
 - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality;
 - b) Provision of all sanitary systems including service lines, main and appurtenances as required by the Municipality;
 - c) Provision of all water lines, including all fittings and valves as required by the County;
 - d) Provision of municipal servicing (water and sanitary sewer) to each lot;
 - e) All drainage systems, provisions for weeping tile flow where a high water table or other subsurface conditions cause continuous flow in the weeping tile, and associated works, all as and where required by the County. Where trunk storm

sewer mains are required, the County shall reimburse the Developer for the cost of the trunk storm sewer mains in accordance with current County policy;

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

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

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

- l) The developer is responsible for site grading and landscaping to design elevation and seeding with grass or other approved landscaping, in a manner that does not negatively impact adjacent properties or infrastructure;
- m) Provision of an agreement with the adjacent landowners for utility lanes/lots if required;
- n) Any outstanding property taxes shall be paid in full prior to registration of title;
- o) Provision of off-site levies as required by the County as follows:

I. Bylaw 1324-24 La Crete Off-Site Levy Bylaw

An off-site levy may be used to pay for all or part of the capital cost of new or expanded facilities or land required for or in connection with any new or expanded facilities for:

- (a) the storage, transmission, treatment or supplying of water;
- (b) the treatment, movement or disposal of sanitary sewage;
- (c) storm sewer drainage; or
- (d) roads required for or impacted by a subdivision or development.

Water Levy (2024) \$1000/ac

\$1000/ac times 11.25 ac = \$11,250

Sanitary Sewer Levy (Catchment 2A (2024)) \$3015/ac

\$3015/ac times 11.25 ac = \$33,918.75

Storm Sewer Levy (Catchment 1) \$2633/ac

\$2633/ac times 11.25 ac = \$29,621.25

Total Off-Site Levies = \$74,790

- p) Provision of Municipal Reserve (MR) in the form of land or

money in lieu of land. Specific amount is based on 10% of the subject land and at the current market value. The current market value of this property as assigned by Municipal Reserve Policy DEV005 is \$15,000 per acre (residential). The total applicable MR equals **1.125 acres of land or equivalent money in lieu**. 1.125 acres times \$15,000 equals **\$16,875.00**;

- q) Security, in the form of an irrevocable letter of credit or certified cheque, in the amount of 25% of subsurface and 25% surface infrastructure construction cost must be submitted to the County prior to installation and construction of any permanent infrastructure. Security amounts required in accordance with Mackenzie County's Multi-Lot/Urban Subdivision Construction and Registration Policy No, DEV003.

CARRIED

7. MISCELLANEOUS

- a) **1333-24 Land Use Bylaw Amendment
Add Country Recreation 2 "CREC2" to Section 9
Of the Land Use Bylaw 1066-17**

MPC 24-03-054 **MOVED** by Peter F. Braun

That Bylaw 1333-24 being a Land use Bylaw Amendment to add Country Recreational 2 (CREC2) to Section 9 of the Land Use Bylaw be received for information.

CARRIED

8. CLOSED MEETING

- a) **None**

9. MEETING DATES

- ❖ 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 24-03-055 MOVED by David Driedger

That the Municipal Planning Commission Meeting be adjourned at 10:36 a.m.

CARRIED

These minutes were adopted this 25th day of April, 2024.

Erick Carter, Chair



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	May 7, 2024
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
- 2024-04-11 Minister of Municipal Affairs - RMA Meeting Follow Up Letter
- 2024-04-30 LCMNA - Letter of Support for Heimstaed Lodge Expansion
- 2024-02-08 La Crete Recreation Society - Meeting Minutes
- 2024-03-14 La Crete Recreation Society - Meeting Minutes
- 2024-03-05 Mackenzie County Library Board - Meeting Minutes
- 2024-05-01 La Crete Public School – Invitation to La Crete Community Graduation Ceremony

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

Author: L. Flooren Reviewed by: _____ CAO: D. Derksen

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:** D. Derksen

Mackenzie County Action List as of April 24, 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 Response letter sent to AFP.
October 9, 2018 Regular Council Meeting			
18-10-763	That administration proceeds with the water diversion license's as discussed.	John	TDL received expires 2025-04-30
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. GIS Mapping Completed 2024-04-09
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
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	COMPLETE
March 12, 2024 Regular Council Meeting			
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	COMPLETE Presenting RFD at 2024-05-07 Regular Council Meeting
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	COMPLETE
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	In Progress
March 27, 2024 Regular Council Meeting			
24-03-236	That two members of Council be authorized to attend the Calgary Stampede on July 5-14, 2024.	Louise/Darrell	COMPLETE

Motion	Action Required	Action By	Status
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	COMPLETE
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	COMPLETE
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	In Progress
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	Being presented at the 2024-05-07 Regular Council Meeting
24-03-253	That Rural Municipalities of Alberta (RMA) Minister Meeting follow up letters be sent.	Byron/Louise	Drafts complete awaiting approval
April 8, 2024 Regular Council Meeting			
24-04-273	That Administration continue advertising a Request for Proposal for the Fort Vermilion Waste Transfer Station Caretaker and bring proposals to the April 24, 2024 Regular Council meeting for opening and review.	Don	COMPLETE
24-04-274	That administration research more options for the Asphalt Hotbox and bring back to a future council meeting.	Andy/Willie	COMPLETE Purchase not feasible. Have sourced other material.
24-04-276	That Mackenzie County accepts the one (1) year term for the Wadlin Lake Campground Caretaker Partnership with William Peters.	Don	COMPLETE
24-04-277	That Administration continue to look for Campground Partnerships for Hutch Lake.	Don	In Progress
24-04-284	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).	Jen	COMPLETE
24-04-285	That the 2024 budget be amended by adding the 2024 Municipal Census as a One Time project,	Jen/Byron	COMPLETE

Motion	Action Required	Action By	Status
	with total funding of \$220,000 allocated from the General Operating Reserve.		
24-04-286	That administration be authorized to engage consultants and contractors immediately to prepare and execute the 2024 Municipal Census as discussed.	Byron/Caitlin	Census Coordination Complete
24-04-287	That administration be authorized to open the La Crete East Waterline tender between April 24, 2024 and May 6, 2024 with bid opening to be completed in Fort Vermilion and be publicly advertised, and that a recommendation to award/not award be presented to Council on May 7, 2024.	John	COMPLETE
April 23, 2024 Committee of the Whole Meeting			
COW 24-04-067	That the Chief Administrative Officer evaluation results be TABLED to a future Council meeting.	Darrell	
COW 24-04-068	That the Council-Self Evaluation report be TABLED to a future Council Meeting.	Darrell	
April 24, 2024 Regular Council Meeting			
24-04-298	That the 2023 Audited Financial Statements and Financial Information Return be approved as presented.	Jen	COMPLETE Posted on Website
24-04-299	That the 2023 surplus of \$5,523,582 be allocated to the following Reserves: <ul style="list-style-type: none"> • Road Reserve \$2,500,000 • Bridge Reserve \$2,173,583 • General Capital Reserve\$ 500,000 • General Operating Reserve\$ 350,000 	Jen	COMPLETE
24-04-302	That the Organizational Chart be approved as presented.	Louise	COMPLETE
24-04-304	That the 2024 One Time project budget be amended by \$17,250 for the Northwest Species at Risk project, with funding coming from Other Sources.	Jen	COMPLETE
24-04-305	That the 2024 Capital Budget be amended by \$65,000 for the La Crete Recreation Board Multipurpose Room Renovation project with funding in the amount of \$32,500 coming from the La Crete Recreation Society, and \$32,500 coming from the General Capital Reserve.	Jen	COMPLETE
24-04-306	That the 2024 Capital Budget be amended by \$25,000 for the La Crete Recreation Board Multipurpose Room Renovation project with	Jen	COMPLETE

Motion	Action Required	Action By	Status
	funding in the amount of \$12,500 coming from the La Crete Recreation Society, and \$12,500 coming from the General Capital Reserve.		
24-04-311	That third reading be given to Bylaw 1330-24 the La Crete East Waterline Offsite Levy Bylaw.	Byron/Louise	Awaiting Signatures
24-04-312	That Mackenzie County communicates with the Town of Rainbow Lake and our energy ratepayers regarding our concerns on the plant based treaty recently signed by the Town of Rainbow Lake.	Darrell	
24-04-313	That the purchase of a 2024 Dodge Ram 1 ton be awarded to North Star Chrysler.	Willie	
24-04-314	That Peter Thomas Braun be appointed as a Member at Large to the Assessment Review Board for a three (3) year term ending October 2027.	Louise	COMPLETE
24-04-315	That Peter Thomas Braun be appointed as a Member at Large to the Subdivision and Development Appeal Board for a three (3) year term ending October 2027.	Louise	COMPLETE
24-04-316	That Bylaw 1306-23 Assessment Review Board and Bylaw 1311-23 Subdivision and Development Appeal Board be brought back to a future council meeting with amendments as discussed.	Louise	Bylaws being brought to the 2024-05-07 Regular Council Meeting COMPLETE
24-04-317	That Councillor Cardinal to be authorized to attend the Electricity Canada Symposium on June 20, 2024 in Calgary, Alberta.	Louise	COMPLETE
24-04-318	That a letter of support be provided to the La Crete Municipal Nursing Association (LCMNA) for expansion.	Darrell	COMPLETE
24-04-319	That administration provide Boreal Housing Foundation chair with all relevant communication regarding mitigation as requested.	Darrell	COMPLETE
24-04-323	That administration reviews the Hamlet of La Crete North Sanitary Trunk Sewer tenders and return for an awarding decision at a future meeting.	Byron	In Progress
24-04-326	That the Fort Vermilion Waste Transfer Station Caretaker contract be awarded to the lowest qualified bidder while staying within budget.	Don	COMPLETE
24-04-339	That third 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" to accommodate the development of Dwelling – Stacked Row Housing.	Caitlin/Louise	Awaiting Signatures

Motion	Action Required	Action By	Status
24-04-341	That third 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" to accommodate the development of Bulk Fuel Storage & Distribution.	Caitlin/Louise	Awaiting Signatures
24-04-343	That third reading and final reading be given to Bylaw 1333-24 Land Use Bylaw Amendment to Add Country Recreational 2 (CREC2) to Section 9 of the Land Use Bylaw 1066-17.	Caitlin/Louise	Awaiting Signatures
24-04-345	That third 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" to allow for the sale of the proposed land.	Caitlin/Louise	Awaiting Signatures
24-04-347	That the Line Painting 2024 Request for Proposals contract be awarded to the highest scoring qualified bidder, while staying within budget.	Andy	COMPLETE Contract has been awarded and signed
24-04-348	That the Crack Filling 2024 Request for Proposals contract be awarded to the highest scoring qualified bidder, while staying within budget.	Andy	COMPLETE Contract has been awarded and signed
24-04-349	That the 2024 Regravelling Program contract for Schedules B, C, D & E be awarded to the lowest qualified bidder, while staying within budget.	Andy	COMPLETE Contract has been awarded and signed
24-04-350	That the La Crete 2024 Waterline Extension tender awarding be TABLED and brought back to a future council meeting.	John/Byron	Bringing back for awarding on 2024-05-07 Regular Council Meeting



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR113948

April 11, 2024

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

Dear Reeve Knelsen:

Thank you for meeting with me during the 2024 Rural Municipalities of Alberta Spring Convention and taking the time to discuss your concerns regarding access to resources in the region, primarily relating to delays in provincial decision-making around caribou protection and the federal approvals under the *Species at Risk Act*.

I also valued our discussion regarding the Local Government Fiscal Framework formula; governance review; and the Asset Retirement Obligation accounting requirements. In addition, I noted your interest in receiving a share of provincial stumpage fee revenues, and financial support and a timeline extension to address cost increases in the Fort Vermilion flood recovery.

I appreciated the perspective of your municipality. My mandate letter has tasked me with strengthening and maintaining a relationship of mutual respect and cooperation with municipal leaders while serving all Albertans. This meeting was a meaningful step in strengthening our relationship.

With respect to the governance review, now that a consultant has been selected, I have directed department staff from the Municipal Services Division (MSD) to work with you on the county's governance review. Additionally, staff from MSD will work directly with the Land Use Secretariat to provide you with an update.

For the issues raised during the meeting that are outside of the purview of my ministry, I have notified my colleagues of topics pertaining to their ministries. I have copied the Honourable Mike Ellis, Minister of Public Safety and Emergency Services, in relation to the cost escalation for the Fort Vermilion flood recovery; the Honourable Rebecca Schulz, Minister of Environment and Protected Areas (Stewardship Land Use Secretariat) regarding caribou recovery concerns; and the Honourable Todd Loewen, Minister of Forestry and Parks, regarding the request for a share of stumpage fee revenues, for their consideration.

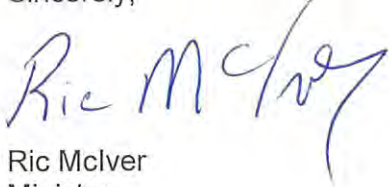
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320 Legislature Building, 10800 - 97 Avenue, Edmonton, Alberta T5K 2B6 Canada Telephone 780-427-3744 Fax 780-422-9550

Printed on recycled paper

Thank you again for meeting, and I look forward to continuing to work with you.

Sincerely,

A handwritten signature in blue ink that reads "Ric McIver". The signature is written in a cursive style with a long, sweeping tail on the letter "y".

Ric McIver
Minister

cc: Honourable Mike Ellis, Minister of Public Safety and Emergency Services
Honourable Rebecca Schulz, Minister of Environment and Protected Areas
Honourable Todd Loewen, Minister of Forestry and Parks
Darrell Derksen, Chief Administrative Officer, Mackenzie County
Gary Sandberg, Assistant Deputy Minister, Municipal Services Division



Mackenzie County

P.O. Box 640, 4511-46 Avenue, Fort Vermilion, AB T0H 1N0
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La Crete Municipal Nursing Association (LCMNA)
PO Box 544
La Crete, Alberta
T0H 2H0

April 30, 2024

Dear Mr. Fehr;

RE: LETTER OF SUPPORT – HEIMSTAED LODGE EXPANSION

We are excited to support LCMNA in the Heimstaed Lodge Expansion. Your forwarding thinking approach to the Heimstaed Lodge's services to provide essential services and living facilities to the seniors in our region is inspiring.

Mackenzie County is fully behind the development of the facility and concurrently conducting a housing needs assessment. Once finalized, we will provide a copy of this assessment to LCMNA.

We appreciate your proactive actions in the development and details of civil design, permitting, setbacks and other variance requests. We will work with you whenever possible to minimize costs.

Should you have any further questions, please feel free to contact myself at (780) 926-7405 or Darrell Derksen, Chief Administrative Officer at (780) 927-3718.

Sincerely,

Joshua Knelsen
Reeve
Mackenzie County

c. Mackenzie County Council

**LA CRETE RECREATION SOCIETY
REGULAR MEETING
February 8, 2024**

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

Present: Joe Driedger, President
Philip Krahn, Vice-President
Shawn Wieler, BHP Rep
Duffy Driedger, Minor Hockey Rep
Mike Schellenberg, Junior B Rep
George Fehr, Director
Peter F Braun, County Rep via Zoom
Jim Neudorf, Figure Skating
Corrina Doerksen, Secretary/Bookkeeper
Jonathan Klassen, Arena Manager
Ed Wiebe, Recreation Coordinator

Missing: Dave Schellenberg
Lukas Peters
Henry Goertzen
John Zacharias

Call to Order: President Joe Driedger called the meeting to order at 6:02 p.m.

Approval of Agenda

- 1: Add 9.3 RK Outside Entrance
- 2: Add 9.4 Time Clock/Pucks Location

Shawn Wieler moves to accept the agenda as amended.

CARRIED

Recreation Coordinator Report- Ed Wiebe

1. Recreation Coordinator Report by Ed Wiebe

Financials:

- 1: Financials were presented by Corrina Doerksen.

Philip Krahn moves to accept the Jan 2024 Financial Report.

CARRIED

Approval of Previous Meeting's Minutes

George Fehr moves to accept the Jan 11, 2024 regular meeting minutes as presented.

CARRIED

Business from Previous Minutes

Review of Action Sheet

Managers Report – Jonathan Klassen

1. Managers Report presented by Jonathan Klassen

Duffy Driedger moves to accept the January 2024 Managers Report.

CARRIED

New Business:

9.1 Arena Rates

George Fehr made a motion to increase the bowling rate to \$25 per hour, per lane, all other rates to remain the same.

CARRIED

9.2 Scissor Lift

Shawn Wieler made a motion for Jonathan Klassen to spend up to \$25000 on a scissor lift from Foothills Rentals.

CARRIED

9.3 RK Rink Entrance

Due to slipping and safety concerns adjustments need to be made to the RK rink entrance side walk to make it more assessable, Jonathan Klassen will get quotes.

9.4 Timeclock/Pucks Location

Timeclocks and game pucks have been stored in the Ref room, storage will now be in the timekeepers box.

Shawn Wieler moves to go in camera at 7:04 p.m.

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

Shawn Wieler moves for the meeting to be adjourned at 7:17 p.m.

Next Meeting will be **March 14 2024 at 6:00pm.**

ACTION SHEET

Following February 8, 2024 Meeting

Action:		Assigned:	Date to be Completed:	Status:
1.	Lumber Barons Agreement	LCRS	June 2024	Complete
2.				
Ongoing & Annual Items				
Action:		Assigned:	Date to be Completed:	
1.	Send Meeting minutes to Mackenzie County	Secretary	Monthly	
2.	Annual Manager's Performance Review	Subcommittee	Annually by April 30 th	
3.	Advertise or Caretakers for Outdoor Rinks	Arena Manager	Annually in September	
4.	Send out meeting requests electronically to all board members.	Secretary	Monthly	
5.	Review arena rates	LCRS	Annually in January	
6.	Board Member Assignments	LCRS	Annually by LCRS AGM	

**LA CRETE RECREATION SOCIETY
REGULAR MEETING
March 14, 2024**

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

Present: Joe Driedger, President
Philip Krahn, Vice-President
Dave Schellenberg, Treasurer/Shinny Rep
Shawn Wieler, BHP Rep
Henry Goertzen, Blumenort Rep
John Zacharias, Blue Hills Rep
Lukas Peters, Senior Hockey Rep
Peter F Braun, County Rep
Jim Neudorf, Figure Skating
Corrina Doerksen, Secretary/Bookkeeper
Jonathan Klassen, Arena Manager
Ed Wiebe, Recreation Coordinator

Missing: Duffy Driedger
George Fehr
Mike Schellenberg

Call to Order: President Joe Driedger called the meeting to order at 5:58 p.m.

Approval of Agenda

- 1: Add 9.4 Admin Computer

Peter F Braun moves to accept the agenda as amended.

CARRIED

Recreation Coordinator Report- Ed Wiebe

1. Recreation Coordinator Report by Ed Wiebe

Financials:

- 1: Financials were presented by Corrina Doerksen.

Peter F Braun made a motion to pay the remaining balance owed on the new arena project using capital board sign fundraising funds.

CARRIED

Shawn Wieler moves to accept the Feb 2024 Financial Report.

CARRIED

Approval of Previous Meeting's Minutes

Dave Schellenberg moves to accept the Feb 8, 2024 regular meeting minutes as presented.

CARRIED

Business from Previous Minutes

Review of Action Sheet

Managers Report – Jonathan Klassen

1. Managers Report presented by Jonathan Klassen

John Zacharias moves to accept the February 2024 Managers Report.

CARRIED

New Business:

9.1 Hot Water Heater Quotes

There is only one hot water heater servicing the dressing rooms and it is not sufficient since adding more dressing rooms. Jonathan gathered quotes from Crosslink Mechanical, TD Mechanical and Derksen Mechanical to add another hot water heater.

Dave Schellenberg made a motion to hire Crosslink Mechanical at their quoted price to install another hot water tank and funds to be taken out of capital.

CARRIED

9.2 RK Rink Entrance

Jonathan received quotes for the RK entrance project from Incentive Concrete, Moonlight Concrete and DBM.

Henry Goertzen made a motion for to hire Incentive Concrete at their quoted price for the RK entrance project.

CARRIED

9.3 Kitchen Renovation

La Crete Minor Hockey is looking into expanding the kitchen into the field house lobby quoted at \$6300 for the project. LCMHA asked LCRS if they could cover half of the expense.

Philip Krahn made a motion for LCRS to cover half of the expense up to \$3150.00.

CARRIED

9.4 Admin Computer

Admin office computer has become slow and having issues.

Shawn Wieler made a motion for Corrina to spend up to \$1500.00 on a new computer system for the admin office.

CARRIED

Henry Goertzen moves to go in camera at 6:54 p.m.

John Zacharias moves to go out of camera at 7:03 p.m.

Dave Schellenberg moves for the meeting to be adjourned at 7:11 p.m.

Next Meeting will be **April 18 2024 at 6:00pm.**

ACTION SHEET

Following March 14, 2024 Meeting

Action:		Assigned:	Date to be Completed:	Status:
1.	Lumber Barons Agreement	LCRS	June 2024	Complete
2.				
Ongoing & Annual Items				
Action:		Assigned:	Date to be Completed:	
1.	Send Meeting minutes to Mackenzie County	Secretary	Monthly	
2.	Annual Manager's Performance Review	Subcommittee	Annually by April 30 th	
3.	Advertise or Caretakers for Outdoor Rinks	Arena Manager	Annually in September	
4.	Send out meeting requests electronically to all board members.	Secretary	Monthly	
5.	Review arena rates	LCRS	Annually in January	
6.	Board Member Assignments	LCRS	Annually by LCRS AGM	

**Mackenzie County Library Board (MCLB)
March 5, 2024, Board Meeting Minutes
Fort Vermilion Library**

Present: Lisa Wardley, Lorraine Peters, Wally Schroeder, Kayla Wardley, Sandra Neufeld, Tamie McLean, Cam Cardinal,

1.0 Kayla Wardley called the meeting to order at 6:39 pm.

2.0 Approval of the Agenda:

MOTION #2024-02-01 Lorraine Peters moved the approval of the agenda as revised. **CARRIED**

3.0 Approval of the Minutes:

MOTION #2024-02-02 Tamie McLean moved the approval of the January 9/24 meeting minutes. **CARRIED**

4.0 Review of Action Items:

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

5.0 Financial:

5.1 MCLB Financial Report as of February 29/24:

- Balance Forward	\$ 112,397.36
- Total Revenues	\$ 121,512.30
- Total Expenses	\$ 1,884.16
- Bank Balance	\$ 232,025.52

MOTION #2024-02-03 Tamie McLean moved the acceptance of the financial report. **CARRIED**

MOTION #2024-02-04 Wally Schroeder moved that the MCLB pay the La Crete Library's 2024 contents insurance in the amount of \$2,671.82, the La Crete Library's blueprint changes fee in the amount of \$183.76, and also the \$1,700 required to bring the cowboy poet BJ Smith to the County Ag Fair on Aug 9th and 10th. **CARRIED**

MOTION #2024-02-05 Lisa Wardley moved that MCLB send the libraries their first funding installment: Fort Vermilion \$36,500, Zama \$26,500 and La Crete \$80,000. **CARRIED**

5.2 Fort Vermilion Library (FVL) Financial Report as of February 29/24:

- Total Revenues	\$122,740.05
- Total Expenses	\$10,507.22
- Net Income	- \$10,688.00
- Bank Balance	\$120,398.42

MOTION #2024-02-06 Tamie McLean moved the acceptance of the financial report. **CARRIED**

6.0 Library Reports:

6.1 La Crete:

- Financials to March 4/24: Income \$10K, Expenses \$35K, Bank Balance \$-25K,
- The fundraisers have raised \$1,420 during January and February.
- Circulation for February was 15,047.
- Northlands School Division and Gospel Light Fellowship toured the library.
- The DVD disc player was repaired.
- One exam was proctored.
- A buddy reading program will occur on March 23.

6.2 Fort Vermilion:

- New patrons: 9 registered in January and February.
- Circulation for January and February was 1,160.
- 130 items were added and 3 were withdrawn.
- A craft club meets every Tuesday.
- In January two of the four furnaces quit working causing frozen water lines, one toilet was plugged and the hot water tank would not stay lit and was replaced. The repairs have been completed.

...2

6.3 Zama:

- New books were added.
- A scratch map was put up in the library.
- The home schoolers are using the library.
- A karate group is using the library.
- The seed program is being started.
- They plan to hold a membership drive.

6.4 Mackenzie County Library Consortium (MCLC):

- The insignia responsibilities were sent out.
- An info gram will be created.
- The promotional materials should be in by March 11.

6.5 High Level:

- They are in the process of hiring a new librarian.
- Their Library board has some new members.
- They having renovations done to the library.
- They are planning to show the Barbie movie.

MOTION #2024-02-07 Sandra Neufeld moved the acceptance of the library reports for information. **CARRIED**

7.0 Old Business:

7.1 Fort Vermilion Library Building Transfer:

- The building transfer between the Fort Vermilion Library Society and the County has happened.
- An agreement needs to be drawn up between MCLB and the County regarding its use and responsibilities in operating the building.

8.0 New Business:

8.1 Annual LibPAS Survey:

- The following motion was made on Feb 15/24.

MOTION #2024-02-08 Wally Schroeder moved to submit the library surveys, completed by our three libraries, to the Alberta Libraries Services Branch. **CARRIED**

9.0 In Camera:

None required.

10.0 Correspondence:

- None

11.0 Next Meeting Date and Location: Fort Vermilion Library, April 23, 2024 at 6:30 p.m.

12.0 Adjournment:

MOTION # 2024-02-09 Wally Schroeder moved to adjourn the meeting at 8:07 p.m. **CARRIED**

These minutes were adopted this 23rd day of April 2024.

Chair: Kayla Wardley



La Crete Public School

Principal: Mr. Gregg McNeil

Assistant Principals: Mrs. Vanessa Beringer, Mrs. Rachel Dika

Trustees: Mr. Tim Driedger, Mr. Benjamin Friesen

Invitation to La Crete Community Graduation Ceremony

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

May 1, 2024

Dear Mackenzie County Council,

It is our pleasure to formally invite a representative of Mackenzie County to attend the La Crete Community Graduation Ceremonies on May 25, 2024 at 2:00pm at the Raymond Knelsen Arena. Our graduating class would be honoured to have you share a speech (3-5 minutes in length) in celebration of their accomplishments and mark their transition from high school to the next chapter of their lives.

We kindly request that you RSVP by May 17, 2024, to confirm your attendance. If you require any further information or assistance, please do not hesitate to contact Mr. Gregg McNeil at 780 928 3913 or greggm@fvsd.ab.ca

Thank you for your consideration, and we hope to see you at the graduation ceremony.

Sincerely,

Mrs. Kim Brown
Principal, Pathways

Mr. Gregg McNeil
Principal, La Crete Public School



La Crete Public School

Box 1720 | 10001 99th Ave | La Crete, AB | T0H 2H0
780 928 3913 | www.fvsd.ab.ca/our-schools/lcps