




MACKENZIE COUNTY

REGULAR COUNCIL MEETING

**DECEMBER 10, 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, December 10, 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 December 10, 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) Offer to Purchase – Part of SW 7-109-19-W5M (<i>FOIP Sections 23, 24, 25 and 27</i>)	
		b) CAO Report (<i>FOIP Sections 16, 17, 23 and 24</i>)	
		c)	
		d)	
TENDERS:	5.	a) None	
PUBLIC HEARINGS:	6.	a) None	
DELEGATIONS:	7.	a) Wood Bison Planning (11:30 a.m.) Zoom	21
GENERAL REPORTS:	8.	a) None	
		b)	
AGRICULTURE SERVICES:	9.	a) Bill C-293	23

		b)	Land Clearing for Cattle Grazing at Blue Hills Water Point	37
		c)		
		d)		
COMMUNITY SERVICES:	10.	a)	None	
		b)		
FINANCE:	11.	a)	Allocation to Reserve -Sale of Mackenzie County Land – Plan 052 0560, Block 05, Lot 04 (Hamlet of La Crete)	41
		b)	Designation of Affordable Housing Accommodations Ministerial Order 2024-011	45
		c)	Provincial Education Requisition Credit Program 2024 (Schedule “A”, “B” & “C”)	51
		d)	2024 Operating Budget Amendment– Fort Vermilion Grazing Association 2023 Grant	61
		e)	December 2024 - FIN028 Credit Card Use Policy - MasterCard Loyalty Reward Points	63
		f)	Councillor Expense Claims	65
		g)	Member at Large Expense Claims	67
		h)	Capital Budget Amendment – Mitigation (HANDOUT)	
		i)		
		j)		
OPERATIONS:	12.	a)	None	
		b)		
UTILITIES:	13.	a)	None	
		b)		
PLANNING & DEVELOPMENT:	14.	a)	None	

		b)		
ADMINISTRATION:	15.	a)	Bylaw 1357-24 Procedural Bylaw	69
		b)	La Crete Agricultural Society - Request for Letter of Support	105
		c)	Fort Vermilion & Area Board of Trade - Request for Letter of Support	109
		d)		
		e)		
COMMITTEE OF THE WHOLE ITEMS:	16.	a)	None	
COUNCIL COMMITTEE REPORTS:	17.	a)	Council Committee Reports (verbal)	
		b)	Agricultural Service Board Meeting Minutes	113
		c)	Municipal Planning Commission Meeting Minutes	119
		d)		
		e)		
INFORMATION / CORRESPONDENCE:	18.	a)	Information/Correspondence	131
NOTICE OF MOTION:	19.	a)	None	
NEXT MEETING DATES:	20.	a)	Budget Council Meeting December 11, 2024 10:00 a.m. Fort Vermilion Council Chambers	
		b)	Regular Council Meeting January 14, 2025 10:00 a.m. Fort Vermilion Council Chambers	
ADJOURNMENT:	21.	a)	Adjournment	



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	December 10, 2024
Presented By:	Darrell Derksen, Chief Administrative Officer
Title:	Minutes of the November 17, 2024 Regular Council Meeting

BACKGROUND / PROPOSAL:

Minutes of the November 17, 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 November 27, 2024 Regular Council Meeting be adopted as presented.

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

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

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

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

PRESENT:

Josh Knelsen	Reeve
Walter Sarapuk	Deputy Reeve
Peter F. Braun	Councillor
Cameron Cardinal	Councillor
David Driedger	Councillor (joined virtually at 10:56 a.m.)
Eileen Morris	Councillor (virtual, left the meeting at 12:10 p.m., joined the meeting in person at 12:57 p.m.)
Ernest Peters	Councillor
Garrell Smith	Councillor (virtual, left the meeting at 2:50 p.m.)
Lisa Wardley	Councillor
Dale Wiebe	Councillor

REGRETS:

ADMINISTRATION:

Darrell Derksen	Chief Administrative Officer
Don Roberts	Director of Community Services
Jennifer Batt	Director of Finance
Andy Banman	Director of Operations
Caitlin Smith	Director of Planning and Development
John Zacharias	Director of Utilities
Louise Flooren	Manager of Legislative & Support Services/ Recording Secretary
Landon Driedger	Agricultural Fieldman

ALSO PRESENT:

Members of the Public
Expedition Management Consulting Ltd. Maxwell Harrison (Zoom)
Justin Rousseau (Zoom)

Minutes of the Regular Council Meeting for Mackenzie County held on November 27, 2024 in the Council Chambers at the Fort Vermilion County Office.

CALL TO ORDER: 1. a) Call to Order

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

AGENDA:

2. a) Adoption of Agenda

MOTION 24-11-836

MOVED by Deputy Reeve Sarapuk

That the agenda be adopted with the following additions:

- 10. b) Fire Truck Pump Replacement
- 13. a) Wolfe Lake Water Point

CARRIED

**ADOPTION OF
PREVIOUS MINUTES:**

3. a) Minutes of the November 18, 2024 Regular Council Meeting

MOTION 24-11-837

MOVED by Councillor Wardley

That the minutes of the November 18, 2024 Regular Council Meeting be adopted as presented.

CARRIED

**ADOPTION OF
PREVIOUS MINUTES:**

3. b) Minutes of the November 19, 2024 Budget Council Meeting

MOTION 24-11-838

MOVED by Councillor Braun

That the minutes of the November 19, 2024 Budget Council Meeting be adopted as presented.

CARRIED

**ADOPTION OF
PREVIOUS MINUTES:**

3. c) Business Arising out of the Minutes

None.

CLOSED MEETING:

4. a) Closed Meeting

MOTION 24-11-839

MOVED by Councillor Braun

That Council move into a closed meeting at 10:04 a.m. to discuss the following:

- 4.a) Wop May Airport (Fort Vermilion) – Agriculture Lease Agreement (*FOIP Sections 23, 24 25 and 27*)
- 4.b) CAO Report (*FOIP Sections 16, 17, 23 and 24*)

CARRIED

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

- All Councillors Present excluding Councillor Driedger
- Darrell Derksen, Chief Administrative Officer
- Caitlin Smith, Director of Planning and Development
- Louise Flooren, Manager of Legislative & Support Services/ Recording Secretary

MOTION 24-11-840

MOVED by Councillor Peters

That Council move out of a closed meeting at 10:46 a.m.

CARRIED

Reeve Knelsen recessed the meeting at 10:46 a.m., Councillor Driedger joined the meeting virtually at 10:56 a.m. and Reeve Knelsen reconvened the meeting at 10:58 a.m.

CLOSED MEETING:

4. a) Wop May Airport (Fort Vermilion) – Agriculture Lease Agreement

MOTION 24-11-841

MOVED by Councillor Cardinal

That administration advertise the leasing opportunity for Part of SW-28-108-12-W5M, Part of SE-29-108-12-W5M, and Part of SE-28-108-12-W5M (LOC 090670) which included road allowance between SE-28-108-12-W5M and SW-27-108-12-W5M located at the Wop May airport, for bid.

CARRIED

CLOSED MEETING:

4. b) CAO Report

MOTION 24-11-842

MOVED by Councillor Wardley

That the CAO Report be received for information.

CARRIED

TENDERS: 5. a) None

PUBLIC HEARINGS: 6. a) None

GENERAL REPORTS: 8. a) None

AGRICULTURE SERVICES: 9. a) None

COMMUNITY SERVICES: 10. a) Forest Resource Improvement Association of Alberta (FRIAA) Grant Funding

MOTION 24-11-843 **MOVED** by Councillor Cardinal

That the Zama City Sprinkler Plan and Shelter in Place Project for an estimated \$20,000 be brought forward to the 2025 budget deliberations.

CARRIED

COMMUNITY SERVICES: 10. b) Fire Truck Pump Replacement (ADDITION)

MOTION 24-11-844 **MOVED** by Councillor Wardley
Requires Unanimous

That the 2024 One Time Project Budget be amended to include the Fire Truck Pump Repair Project in the amount of \$25,000 with funding coming from the General Operating Reserve.

CARRIED UNANIMOUSLY

FINANCE: 11. a) Financial Reports – January – October 2024

MOTION 24-11-845 **MOVED** by Councillor Cardinal

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

CARRIED

Reeve Knelsen recessed the meeting at 11:35 a.m. and reconvened the meeting at 11:42 a.m.

DELEGATIONS: **7. a) Expedition Management Consultants – Mackenzie County Outdoor Recreation and Tourism Plan**

MOTION 24-11-846 **MOVED** by Councillor Wardley

That the Draft Mackenzie County Outdoor Recreation and Tourism Plan be received for information.

CARRIED

Reeve Knelsen recessed the meeting at 12:02 p.m., Councillor Morris left the meeting virtually at 12:10 p.m. and Reeve Knelsen reconvened the meeting at 12:36 p.m.

OPERATIONS: **12. a) Approve New Policies PW045 Rural Road and Access Construction and ASB023 Surface Water Management**

MOTION 24-11-847 **MOVED** by Councillor Peters

That Policy PW039 Rural Road Access Construction and Surface Water Management be rescinded.

CARRIED

MOTION 24-11-848 **MOVED** by Councillor Wiebe

That Policy PW045 Rural Road and Access Construction be approved as presented.

CARRIED

MOTION 24-11-849 **MOVED** by Councillor Braun

That Policy ASB023 Surface Water Management be approved as presented.

CARRIED

OPERATIONS: **12. b) Bylaw 1356-24 Unauthorized Use of Municipal Land in Road Allowances**

MOTION 24-11-850 **MOVED** by Councillor Wardley
Requires 2/3

That first reading be given to Bylaw 1356-24 being the Unauthorized Use of Municipal Land in Road Allowances for Mackenzie County as amended.

CARRIED

UTILITIES:

13. a) Wolfe Lake Water Point (ADDITION)

Councillor Morris joined the meeting in person at 12:57 p.m.

MOTION 24-11-851
Requires Unanimous

MOVED by Councillor Peters

That the 2024 One Time Project Budget for the Wolfe Lake Rural Water Point project be amended by \$50,000 with funding coming from the Water/Sewer Infrastructure Reserve for additional excavation and that the lease be renewed for a longer term.

CARRIED UNANIMOUSLY

**PLANNING &
DEVELOPMENT:**

14. a) Bylaw 1353-24 Establishment of a Municipal Planning Commission

MOTION 24-11-852

MOVED by Deputy Reeve Sarapuk

That first reading be given to Bylaw 1353-24 Establishment of a Municipal Planning Commission.

CARRIED

MOTION 24-11-853

MOVED by Councillor Braun

That second reading be given to Bylaw 1353-24 Establishment of a Municipal Planning Commission.

CARRIED

MOTION 24-11-854
Requires Unanimous

MOVED by Councillor Morris

That third reading be considered for Bylaw 1353-24 Establishment of a Municipal Planning Commission.

CARRIED UNANIMOUSLY

MOTION 24-11-855

MOVED by Councillor Peters

That third reading be given to Bylaw 1353-24 Establishment of a Municipal Planning Commission.

CARRIED

**PLANNING &
DEVELOPMENT:**

14. b) Bylaw 1355-24 Partial Plan Cancellation and Lot Consolidation of Plan 842 0527, Block 01, Lots 13, 14 and 15 (Hamlet of Fort Vermilion).

MOTION 24-11-856

MOVED by Councillor Wardley

That first reading for Bylaw 1355-24 being a partial plan cancellation and lot consolidation of Plan 842 0527, Block 01, Lots 13, 14, and 15 in the Hamlet of Fort Vermilion be TABLED to gain additional clarity between the Government of Alberta and Boreal Housing Foundation grant requirements.

CARRIED

**PLANNING &
DEVELOPMENT:**

14. c) 2024-25 Small Community Opportunity Grant Application – Mackenzie Agriculture

MOTION 24-11-857

MOVED by Councillor Braun

That Mackenzie County Council direct administration to apply to the 2024-25 Small Community Opportunity Program Grant to fund the Mackenzie Agriculture update.

CARRIED

MOTION 24-11-858

MOVED by Councillor Wardley

That Mackenzie County Council support the application for the 2024-25 Small Community Opportunity Program Grant to fund the Mackenzie Agriculture update as the Managing Partner.

CARRIED

MOTION 24-11-859

MOVED by Councillor Morris

That Mackenzie County send a letter of support to the Regional Economic Development Initiative (REDI) for the 2024-25 Northern and Regional Economic Development Program Grant.

CARRIED

**PLANNING &
DEVELOPMENT:**

**14. d) Request to use Solar and Geothermal for
Development in Hamlet**

MOTION 24-11-860

MOVED by Deputy Reeve Sarapuk

That Council approve the developer request to use Geothermal Energy in hamlet.

CARRIED

ADMINISTRATION:

**15. a) Community Rail Advocacy Alliance – 2025
Membership**

MOTION 24-11-861

MOVED by Deputy Reeve Sarapuk

That the Community Rail Advocacy Alliance 2025 Membership be renewed in the amount of \$2,000.

CARRIED

ADMINISTRATION:

**15. b) 2025 NWT Association of Communities (NWTAC)
Annual General Meeting**

MOTION 24-11-862

MOVED by Councillor Wardley

That the following Councilor's be authorized to attend the NWT Association of Communities Annual General Meeting from February 26, 2025 – March 1, 2025 in Yellowknife, Northwest Territories.

- 1. Reeve Knelsen
- 2. Councillor Cardinal

CARRIED

Reeve Knelsen recessed the meeting at 1:31 p.m. and reconvened the meeting at 1:41 p.m.

ADMINISTRATION:

**15. c) Municipal Ward Boundary and Governance Review –
Engagement Findings**

MOTION 24-11-863

MOVED by Councillor Wardley

That the finance department develop to the best of their ability within the short timeline, a financial outline similar to that of the 2021 viability study, for the four options that were within the public engagement and submit to municipal affairs and circulate to council.

Councillor Wardley requested a recorded vote

In Favor	Opposed
Deputy Reeve Sarapuk	Reeve Knelsen
Councillor Cardinal	Councillor Braun
Councillor Morris	Councillor Driedger
Councillor Smith	Councillor Peters
Councillor Wardley	Councillor Wiebe

DEFEATED

MOTION 24-11-864 **MOVED** by Councillor Cardinal

That the Municipal Ward Boundary and Governance Review – Engagement Findings be received for information.

CARRIED

MOTION 24-11-865 **MOVED** by Councillor Wardley

That Council moves to support the creation of two municipalities, comprised of wards one through five and six through ten, this would create two growing municipalities that would be larger than most in landmass and above average in population and revenue, this would create governance structure and decision making that is closer to the people. That are sustainable long-term, would create another northern municipal voice, would allow for more northern priorities to be addressed and an additional northern partner with projects and grants, both new entities will strive to be long term positive northern advocates.

Councillor Wardley requested a recorded vote:

In Favor	Opposed
Deputy Reeve Sarapuk	Reeve Knelsen
Councillor Cardinal	Councillor Braun
Councillor Morris	Councillor Driedger
Councillor Smith	Councillor Peters
Councillor Wardley	Councillor Wiebe

DEFEATED

MOTION 24-11-866 **MOVED** by Councillor Morris

That in order to provide the best possible Rural based governance structure within and for the largest rural municipality in the province, which has diverse cultures and communities, a substantial industrial tax base that supports the way of life for our communities, has a mix of urban and rural areas and a large developing land base. Mackenzie County's governance structure, ward boundaries and specialized municipality status stay as it is, and that the minister of municipal affairs be notified of this council motion.

DEFEATED

MOTION 24-11-867 **MOVED BY** Councillor Wiebe

That Council draft a letter to Municipal Affairs that supports the amalgamation of Wards 9 and 10 because of variation of representation of population and the removal of the Specialized Municipality Status.

Councillor Wiebe requested a recorded vote:

In Favor	Opposed
Reeve Knelsen	Deputy Reeve Sarapuk
Councillor Braun	Councillor Cardinal
Councillor Driedger	Councillor Morris
Councillor Peters	Councillor Smith
Councillor Wiebe	Councillor Wardley

DEFEATED

COMMITTEE OF THE WHOLE ITEMS: 16. a) None

COUNCIL COMMITTEE REPORTS: 17. a) Council Committee Reports (verbal)

Councillor Smith left the meeting at 2:50 p.m.

MOTION 24-11-868 **MOVED** by Councillor Cardinal

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

CARRIED

**INFORMATION/
CORRESPONDENCE:**

18. a) Information/Correspondence

MOTION 24-11-869

MOVED by Councillor Peters

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

CARRIED

NOTICE OF MOTION:

19. a) None

**NEXT MEETING
DATES:**

20. a) Next Meeting Dates

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

Regular Council Meeting
January 14, 2025
10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT:

21. a) Adjournment

MOTION 24-11-870

MOVED by Councillor Driedger

That the Council meeting be adjourned at 2:59 p.m.

CARRIED

These minutes will be presented for approval at the December 10, 2024 Regular Council Meeting.

Joshua Knelsen
Reeve

Darrell Derksen
Chief Administrative Officer



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	December 10, 2024
Presented By:	Darrell Derksen, Chief Administrative Officer
Title:	DELEGATION Wood Bison Planning (11:30 a.m.) Zoom

BACKGROUND / PROPOSAL:

The following motion was passed on October 24, 2023:

Motion 23-10-805 MOVED by Councillor Wardley

That the Mackenzie Region Bison Committee be established and brought back to a future Council Meeting.

CARRIED

Administration has been in contact with the Alberta Government in regards to the committee and the following individuals from the Government of Alberta will be in attendance via zoom for any questions that Council has in regards to Wood Bison Planning:

Pat Fargey	Provincial Species at Risk Specialist, Species at Risk and Stewardship Section
Curtis Stambaugh	Wildlife Northwest Manager, Northwest Region
Natalka Melnycky	Senior Wildlife Biologist, Northwest Region

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

NA

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

COMMUNICATION / PUBLIC PARTICIPATION:

POLICY REFERENCES:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the Wood Bison Planning Delegation be received for information.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	December 10, 2024
Presented By:	Landon Driedger, Agricultural Fieldman
Title:	Bill C-293

BACKGROUND / PROPOSAL:

The Agricultural Service Board reviewed Bill C-293 and made a recommendation to Council to send a letter of concern to the Canadian senate voicing strong concerns with the bills ability to allow ministers to regulate animal agriculture in the events of a pandemic.

The draft letter and Bill C-293 are attached.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

N/A

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

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That a letter be sent to the Senators of Canada stating the concerns that Mackenzie County has with Bill C-293.

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



Mackenzie County

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December XX, 2024

The Honourable Senators of Canada
Senate of Canada
Ottawa, Ontario
K1A 0A4

RE: BILL C-293, AN ACT RESPECTING PANDEMIC PREVENTION AND PREPAREDNESS

Dear Honorable Senators,

Mackenzie County's Agricultural Service Board reviewed Bill C-293 and wish to put forward to you our strong concerns regarding this bill.

Section L of the Bill recommends regulating animal agriculture and promoting alternative proteins. This provision appears to be an overreach, and it is not clearly related to pandemic preparedness and instead targets a specific sector in the economy. It also suggests that the bill has assumed that animal agriculture in Canada is a cause of, or contributes to the spread of a disease, this is an assumption that we reject.

The bill included references to several ministries that we believe should not have the level of influence that is written in the bill. The entire bill intrudes into the provinces' jurisdiction over healthcare, as well seemingly giving the Minister of Environment extended influence over healthcare and agriculture. The Minister of Environments involvement only allows for alternate agendas unrelated to pandemic preparedness to be implemented.

We trust that you will take our concerns into consideration while you deliberate the contents of Bill C-293.

Regards,

Josh Knelsen, Reeve

c: Hon. Lawrence MacAulay, Minister of Agriculture and Agri-Food for Canada
Hon. R.J. Sigurdson, Minister of Agriculture and Irrigation for Alberta

First Session, Forty-fourth Parliament,
70-71 Elizabeth II – 1-2 Charles III, 2021-2022-2023-2024

HOUSE OF COMMONS OF CANADA

BILL C-293

An Act respecting pandemic prevention and
preparedness

AS PASSED

BY THE HOUSE OF COMMONS

JUNE 5, 2024

Première session, quarante-quatrième législature,
70-71 Elizabeth II – 1-2 Charles III, 2021-2022-2023-2024

CHAMBRE DES COMMUNES DU CANADA

PROJET DE LOI C-293

Loi concernant la prévention et la
préparation en matière de pandémie

ADOPTÉ

PAR LA CHAMBRE DES COMMUNES

LE 5 JUIN 2024

SUMMARY

This enactment enacts the *Pandemic Prevention and Preparedness Act* to require the Minister of Health to establish, in consultation with other ministers, a pandemic prevention and preparedness plan, which is to include information provided by those ministers.

It also amends the *Department of Health Act* to provide that the Minister of Health must appoint a national pandemic prevention and preparedness coordinator from among the officials of the Public Health Agency of Canada to coordinate the activities under the *Pandemic Prevention and Preparedness Act*.

SOMMAIRE

Le texte édicte la *Loi sur la prévention et la préparation en matière de pandémie* afin d'exiger du ministre de la Santé qu'il établisse, en consultation avec d'autres ministres, un plan de prévention et de préparation en matière de pandémie qui comprend les renseignements fournis par ceux-ci.

Il modifie également la *Loi sur le ministère de la Santé* afin de prévoir que le ministre de la Santé nomme, parmi les fonctionnaires de l'Agence de la santé publique du Canada, un coordonnateur national de la prévention et de la préparation en matière de pandémie chargé de coordonner les activités prévues par la *Loi sur la prévention et la préparation en matière de pandémie*.

BILL C-293

An Act respecting pandemic prevention and preparedness

Preamble

Whereas the costs of prevention and preparedness measures are insignificant in comparison to the human and economic costs of a pandemic;

Whereas Parliament is committed to making efforts to prevent the risk of and prepare for future pandemics and to promote transparency and accountability in relation to those efforts;

Whereas it is critical to build on the lessons learned from previous outbreaks of serious diseases, including severe acute respiratory syndrome (SARS), Ebola virus disease (EVD), Zika virus disease, tuberculosis, H1N1 flu and coronavirus disease 2019 (COVID-19);

Whereas a One Health approach — a multisectoral and multidisciplinary collaborative approach that focuses on the human, animal, plant and ecosystem health and welfare interface — is central to preventing the risk of future pandemics;

And whereas this approach requires sustained collaboration among various ministers, all levels of government and Indigenous communities;

Now, therefore, His Majesty, by and with the advice and consent of the Senate and House of Commons of Canada, enacts as follows:

Short Title

Short title

1 This Act may be cited as the *Pandemic Prevention and Preparedness Act*.

441147

PROJET DE LOI C-293

Loi concernant la prévention et la préparation en matière de pandémie

Préambule

Attendu :

que le coût des mesures de prévention et de préparation est négligeable comparativement au coût humain et économique d'une pandémie;

5 que le Parlement s'est engagé à déployer des efforts pour prévenir le risque de pandémie et se préparer à de futures pandémies, ainsi qu'à promouvoir la transparence et la responsabilisation relativement à ces efforts;

10 qu'il est essentiel de mettre à profit les leçons tirées des éclosions antérieures de maladies graves, notamment le syndrome respiratoire aigu sévère (SRAS), la maladie à virus Ebola (MVE), la maladie à virus Zika, la tuberculose, la grippe H1N1 et la maladie à coronavirus 2019 (COVID-19);

15 que l'approche Une seule santé — une approche collaborative multisectorielle et multidisciplinaire qui met l'accent sur les relations entre la santé et le bien-être des êtres humains, des animaux, des végétaux et des écosystèmes — est cruciale pour prévenir le risque de pandémie à l'avenir;

que cette approche nécessite la collaboration soutenue de divers ministres, de tous les ordres de gouvernement et des collectivités autochtones,

20 Sa Majesté, sur l'avis et avec le consentement du Sénat et de la Chambre des communes du Canada, édicte :

Titre abrégé

Titre abrégé

25 1 *Loi sur la prévention et la préparation en matière de pandémie.*

Purpose of Act

Purpose

2 The purpose of this Act is to prevent the risk of and prepare for future pandemics and to promote transparency and accountability in relation to the Government of Canada's efforts to do so.

Pandemic Prevention and Preparedness Plan

Pandemic prevention and preparedness plan

3 (1) The Minister of Health must establish a pandemic prevention and preparedness plan. 5

Plan – contents

(2) The pandemic prevention and preparedness plan must

(a) set out a summary of mitigation strategies that the Minister of Health intends to implement in order to prevent the risk of and prepare for disease outbreaks that could lead to pandemics, as well as a projected timeline for their implementation; 10

(b) identify the key drivers of pandemic risk and describe how Canadian activities, domestic and abroad, contribute to the risk; 15

(c) ensure sustained collaboration between the Minister of Health and provincial governments and Indigenous communities in the development of the plan in order to align approaches and address any jurisdictional challenges, including with respect to the collection and sharing of data; 20

(d) provide for training programs, including collaborative activities, with other levels of government, Indigenous communities and relevant agencies; 25

(e) ensure that standards and guidelines that pertain to the prevention of and response to pandemic risk are aligned with the approach described in paragraph (3)(a);

(f) describe the state of research in relation to preventing and responding to infectious diseases that could lead to pandemics; 30

Objet de la loi

Objet

2 La présente loi vise à prévenir le risque de pandémie et à assurer la préparation aux pandémies futures ainsi qu'à promouvoir la transparence et la responsabilisation relativement aux efforts déployés par le gouvernement du Canada pour y parvenir. 5

Plan de prévention et de préparation en matière de pandémie

Plan de prévention et de préparation en matière de pandémie

3 (1) Le ministre de la Santé établit un plan de prévention et de préparation en matière de pandémie.

Contenu

(2) Le plan de prévention et de préparation en matière de pandémie :

a) résume les stratégies d'atténuation que le ministre de la Santé entend mettre en œuvre pour prévenir le risque d'éclotions de maladies et se préparer à des éclotions susceptibles d'entraîner une pandémie, et prévoit un calendrier de mise en œuvre; 10

b) énumère les facteurs clés de risque de pandémie et décrit comment les activités du Canada, au pays et à l'étranger, contribuent à ce risque; 15

c) veille à ce que le ministre de la Santé, les gouvernements provinciaux et les collectivités autochtones collaborent de façon soutenue à l'élaboration du plan, de manière à harmoniser les approches et à résoudre toute question de compétence, notamment concernant la collecte et la mise en commun des données; 20

d) prévoit des programmes de formation, y compris des activités de collaboration, avec les autres ordres de gouvernement, les collectivités autochtones et les organismes concernés; 25

e) veille à ce que les normes et les lignes directrices relatives à la prévention des risques de pandémie et aux mesures prises en réponse à ces risques s'alignent sur l'approche visée à l'alinéa (3)a); 30

f) décrit l'état de la recherche en lien avec la prévention de maladies infectieuses susceptibles d'entraîner une pandémie et avec les mesures prises en réponse à ces maladies; 35

- (g)** provide for the establishment and interlinking of surveillance systems for infectious diseases in Canada and for infectious diseases of concern outside Canada;
- (h)** support local public health and primary care capacity building; 5
- (i)** identify preparedness strategies for public health services across Canada including in respect of
- (i)** the protection of vulnerable and marginalized populations, 10
 - (ii)** working conditions of essential workers across all sectors, 10
 - (iii)** the availability and management of relevant stockpiles, including testing equipment and personal protective equipment, 15
 - (iv)** the surge capacity of human resources required for the testing and contact tracing of persons exposed to infectious diseases, and 15
 - (v)** communication of risk to the public;
- (j)** provide for measures, including training, to increase the ability of healthcare workers in a range of settings to manage sudden and unexpected increases in patient volume; 20
- (k)** include the following information, to be provided by the Minister of Industry:
- (i)** the manufacturing capacity in Canada with respect to any product relevant to pandemic preparedness, including vaccines, testing equipment and personal protective equipment, and the measures that the Minister of Industry intends to take to address any supply chain gaps identified, and 25 30
 - (ii)** the communications capacity and infrastructure for electronic platforms and tools, including electronic applications that enable contact tracing of persons exposed to infectious diseases that could lead to pandemics; 35
- (l)** after consultation with the Minister of Agriculture and Agri-Food, the Minister of Industry and provincial governments, provide for measures to
- (i)** reduce the risks posed by antimicrobial resistance, 40
 - (ii)** regulate commercial activities that can contribute to pandemic risk, including industrial animal agriculture,
- (g)** prévoit la mise sur pied de systèmes interreliés de surveillance des maladies infectieuses au Canada et des maladies infectieuses préoccupantes à l'étranger;
- (h)** soutient le renforcement des capacités locales en matière de santé publique et de soins primaires; 5
- (i)** cible des stratégies de préparation destinées aux services de santé publique à l'échelle du Canada, notamment en ce qui a trait aux aspects suivants :
- (i)** la protection des populations vulnérables et marginalisées, 10
 - (ii)** les conditions de travail des travailleurs essentiels dans tous les secteurs, 10
 - (iii)** la disponibilité et la gestion des stocks visés, notamment le matériel de dépistage et l'équipement de protection individuelle, 15
 - (iv)** la capacité de mobilisation des ressources humaines requises pour le dépistage et la recherche des personnes ayant été exposées à des maladies infectieuses, 15
 - (v)** la communication des risques au public; 20
- (j)** prévoit des mesures, y compris de la formation, pour accroître la capacité des travailleurs de la santé de différents milieux à gérer des hausses soudaines et imprévues du nombre de patients;
- (k)** contient les renseignements suivants, que le ministre de l'Industrie fournit :
- (i)** la capacité de fabrication au Canada de tout produit lié à la préparation en cas de pandémie, dont les vaccins, le matériel de dépistage et l'équipement de protection individuelle, ainsi que les mesures qu'il entend prendre pour combler toute lacune dans la chaîne d'approvisionnement, 30
 - (ii)** la capacité et l'infrastructure de communication liées aux plates-formes et aux outils électroniques, dont les applications électroniques, qui permettent la recherche des personnes exposées à des maladies infectieuses susceptibles d'entraîner une pandémie; 35
- (l)** prévoit, après consultation du ministre de l'Agriculture et de l'Agroalimentaire, du ministre de l'Industrie et des gouvernements provinciaux, des mesures pour :
- (i)** réduire les risques que présente la résistance antimicrobienne, 40

- (iii)** promote commercial activities that can help reduce pandemic risk, including the production of alternative proteins, and
- (iv)** phase out commercial activities that disproportionately contribute to pandemic risk, including activities that involve high-risk species;
- (m)** include the following information, to be provided by the Minister of the Environment:
- (i)** after consultation with relevant provincial ministers, a summary of changes in land use in Canada, including in relation to disturbed habitats, that could contribute to pandemic risk, such as deforestation, encroachment on wildlife habitats and urbanization and that were made, in the case of the first plan, since the last report on changes in land use published under the *Federal Sustainable Development Act* or, in the case of the updated plans, during the reporting period for the updated plan,
- (ii)** a summary of the measures the Minister of the Environment intends to take to reduce the risk that the commercial wildlife trade in Canada and abroad will lead to a pandemic, including measures to regulate or phase out live animal markets, and
- (iii)** a summary of the measures the Minister of the Environment intends to take to protect global biodiversity and to halt and reverse global deforestation;
- (n)** include a summary, to be provided by the Minister of Foreign Affairs, of the measures that that minister intends to take to support global health equity, including measures to increase public health capacity around the world and to ensure equitable access to vaccines, testing equipment and treatment;
- (o)** set out, in consultation with relevant ministers, a summary of key cooperative measures or agreements on disease outbreak prevention and preparedness between the Government of Canada, other foreign governments and key international organizations, including the World Health Organization, the United Nations Environment Programme, the World Organization for Animal Health and the Food and Agriculture Organization of the United Nations; and
- (p)** set out, in consultation with the Minister of Transport, the Minister of Public Safety and Emergency Preparedness and other relevant ministers, the routes by which and rates at which pathogens that could lead to pandemics could enter Canada and a summary of border-related measures that would be implemented to reduce any risk.
- (ii)** réglementer les activités commerciales susceptibles de contribuer au risque de pandémie, notamment l'élevage industriel,
- (iii)** promouvoir les activités commerciales susceptibles de contribuer à réduire les risques de pandémie, notamment la production de protéines de remplacement,
- (iv)** éliminer progressivement les activités commerciales qui contribuent de manière disproportionnée au risque de pandémie, notamment celles faisant intervenir des espèces à risque élevé;
- m)** contient les renseignements suivants, que le ministre de l'Environnement fournit :
- (i)** après consultation des ministres provinciaux concernés, un résumé des changements d'affectation des terres au Canada, y compris en lien avec les habitats perturbés, qui sont susceptibles de contribuer au risque de pandémie, notamment la déforestation, l'envahissement de l'habitat d'espèces sauvages et l'urbanisation, et qui ont été effectués, s'agissant du premier plan, depuis le dernier rapport sur les changements d'affectation des terres publié sous le régime de la *Loi fédérale sur le développement durable* ou, s'agissant des plans actualisés, pendant la période visée par le rapport sur le plan actualisé,
- (ii)** un résumé des mesures qu'il entend prendre pour réduire les risques de pandémie découlant du commerce d'espèces sauvages au Canada et à l'étranger, y compris celles visant à réglementer ou à éliminer progressivement les marchés d'animaux vivants,
- (iii)** un résumé des mesures qu'il entend prendre pour protéger la biodiversité mondiale et pour faire cesser et inverser la déforestation dans le monde;
- n)** comprend un résumé, que le ministre des Affaires étrangères fournit, des mesures qu'il entend prendre pour soutenir l'équité en santé à l'échelle mondiale, y compris pour accroître la capacité en matière de santé publique dans le monde et pour garantir un accès équitable aux vaccins, au matériel de dépistage et aux traitements;
- o)** résume, après consultation des ministres concernés, les mesures ou ententes clés de coopération sur la prévention et la préparation en matière d'éclousions de maladies entre le gouvernement du Canada et des gouvernements étrangers ainsi que d'importantes organisations internationales, notamment l'Organisation mondiale de la santé, le Programme des Nations

Unies pour l'environnement, l'Organisation mondiale de la santé animale et l'Organisation des Nations Unies pour l'alimentation et l'agriculture;

p) établit, après consultation du ministre des Transports, du ministre de la Sécurité publique et de la Protection civile ainsi que d'autres ministres concernés, par quels moyens et à quelle vitesse des agents pathogènes susceptibles d'entraîner une pandémie pourraient arriver au Canada, ainsi qu'un résumé des mesures qui devraient être mises en œuvre aux frontières pour réduire tout risque.

Considerations

(3) When establishing the plan under subsection (1) or when providing the required information under subsection (2), the Minister of Health or the ministers referred to in subsection (2), as the case may be, must

(a) use a multisectoral and multidisciplinary collaborative approach, known as a One Health approach, that focuses on the human, animal, plant and ecosystem health and welfare interface;

(b) take into account the best scientific information available;

(c) leverage international expertise by using internationally developed metrics for pandemic prevention and preparedness, when applicable; and

(d) take into account the recommendations made by the advisory committee following its review of the response to the coronavirus disease 2019 (COVID-19) pandemic in Canada.

Tabling

(4) Within two years after the day on which this Act comes into force, the Minister of Health must prepare a report setting out the plan and cause it to be tabled in each House of Parliament on any of the first 15 days on which that House is sitting after it is completed.

Publication

(5) The Minister of Health must publish the report on the website of the Department of Health within 10 days after it has been tabled in both Houses of Parliament.

Updated plan

4 (1) The Minister of Health must update the pandemic prevention and preparedness plan at least once every three years and cause a report setting out the updated

Éléments à prendre en compte

(3) Lorsqu'il établit le plan prévu au paragraphe (1) ou fournit les renseignements exigés au paragraphe (2), le ministre de la Santé ou tout ministre visé au paragraphe (2) :

a) utilise l'approche collaborative multisectorielle et multidisciplinaire appelée Une seule santé, qui met l'accent sur les relations entre la santé et le bien-être des êtres humains, des animaux, des végétaux et des écosystèmes;

b) tient compte des meilleures données scientifiques disponibles;

c) tire parti de l'expertise internationale en utilisant, s'il y a lieu, des paramètres élaborés à l'échelle internationale relativement à la prévention et à la préparation en matière de pandémie;

d) tient compte des recommandations formulées par le comité consultatif à la suite de son examen des mesures prises au Canada en réponse à la maladie à coronavirus 2019 (COVID-19).

Dépôt

(4) Dans les deux ans suivant la date d'entrée en vigueur de la présente loi, le ministre de la Santé établit un rapport énonçant le plan et le fait déposer devant chaque chambre du Parlement dans les quinze premiers jours de séance de celle-ci suivant son achèvement.

Publication

(5) Le ministre de la Santé publie le rapport sur le site Web du ministère de la Santé dans les dix jours suivant la date de son dépôt devant les deux chambres du Parlement.

Plan actualisé

4 (1) Le ministre de la Santé actualise le plan de prévention et de préparation en matière de pandémie au moins une fois tous les trois ans et fait déposer un rapport

plan to be tabled in each House of Parliament on any of the first 15 days on which that House is sitting after it is completed.

Updated plan – contents

(2) In the updated plan, the Minister of Health must

(a) report on the progress that has been made towards preventing pandemic risk and improving preparedness efforts in Canada;

(b) in collaboration with the relevant ministers, provide any relevant updates on the information described under subsection 3(2); and

(c) take into account the considerations set out in subsection 3(3).

Publication

(3) The Minister of Health must publish the report on the website of the Department of Health within 10 days after it has been tabled in both Houses of Parliament.

1996, c. 8

Amendment to the Department of Health Act

5 The *Department of Health Act* is amended by adding the following after section 4.1:

National coordinator – pandemic prevention and preparedness

4.11 For the purpose of coordinating the activities under the *Pandemic Prevention and Preparedness Act*, the Minister shall appoint a national pandemic prevention and preparedness coordinator from among the officials of the Public Health Agency of Canada and delegate to the coordinator the powers, duties and functions that the Minister considers appropriate.

énonçant le plan actualisé devant chaque chambre du Parlement dans les quinze premiers jours de séance de celle-ci suivant son achèvement.

Contenu

(2) Dans le plan actualisé, le ministre de la Santé :

a) fait rapport des progrès réalisés en vue de prévenir le risque de pandémie et d'améliorer les efforts de préparation au Canada;

b) en collaboration avec les ministres concernés, fournit toute mise à jour pertinente des renseignements visés au paragraphe 3(2);

c) tient compte des éléments énoncés au paragraphe 3(3).

Publication

(4) Le ministre de la Santé publie le rapport sur le site Web du ministère de la Santé dans les dix jours suivant la date de son dépôt devant les deux chambres du Parlement.

1996, ch. 8

Modification à la Loi sur le ministère de la Santé

5 La *Loi sur le ministère de la Santé* est modifiée par adjonction, après l'article 4.1, de ce qui suit :

Coordonnateur national – prévention et préparation en matière de pandémie

4.11 Afin de coordonner les activités prévues par la *Loi sur la prévention et la préparation en matière de pandémie*, le ministre nomme un coordonnateur national de la prévention et de la préparation en matière de pandémie, choisi parmi les fonctionnaires de l'Agence de la santé publique du Canada, et lui délègue les attributions qu'il juge indiquées.



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	December 10, 2024
Presented By:	Landon Driedger, Agricultural Fieldman
Title:	Land Clearing for Cattle Grazing at Blue Hills Water Point

BACKGROUND / PROPOSAL:

The Agricultural Service Board discussed utilizing the Mackenzie County owned land at the Blue Hills Water Point (SE-16-104-17-W5) as a potential grazing opportunity for cattle producers.

**MOTION ASB 24-11-31
(requires unanimous)**

MOVED by Reeve Knelsen

That administration bring options for cattle grazing opportunities at the Blue Hills Water Point to a future council meeting

CARRIED UNANIMOUSLY

Approximately 148 acres of land would be available for grazing on this quarter section. It is currently treed and would require fencing, and dugout.

OPTIONS & BENEFITS:

Option 1: Clear and fence land, once this is complete advertise a request for proposals for grazing opportunities.

Option 2: Advertise a RFP similar to the lease south of High Level where lessee would develop this property at no monetary cost to Mackenzie County in exchange for a long term lease with no rental fees to the lessee for the duration of the agreement.

Option 3: Status Quo.

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

COSTS & SOURCE OF FUNDING:

Activity Type	Description	Unit Quantity	Unit Type	Unit Price	Total
Project Expenses					
Year 1	Land Clearing				
	Boundary layout	5	hour	\$100	\$500
	vegetation removal (cut & pile)	148	Acres	\$300	\$ 44,400
	Debris disposal (UTV & igniter)	12	hour	\$50	\$600
	debris disposal (Hoe & Rake)	48	hour	\$200	\$9,600
	Year 1 projected total				\$55,100
Year 2	Grazing Site Preparation				
	stumping/grubbing (ploughing) OPTIONAL	138	Acres	\$150	\$20,700
	Stumping/grubbing (Root picking) OPTIONAL	138	Acres	\$150	\$20,700
	Debris disposal (UTV & igniter)	12	hour	\$50	\$600
	water dugout	1	each	\$1600	1600
	livestock staging area	1	each	\$3621	\$3621
	access / approaches	1		\$5000	\$5000
	fencing materials (4 wire barbed)	2.2	Mile	\$6052	\$13,314
	fencing installation	2.2	Mile	\$1400	\$3,080
	Gates	2	Each	\$420	\$840
	approved seed mix	138	Acre	\$76.70	\$10,584
	seeding	138	Acres	\$15	\$2,070
	Year 2 projected total				\$82,109
Total Project Cost					\$137,209
Total Project cost w/o ploughing and root picking					\$95,809

Administration estimates that there is approximately 50 acres of merchantable timber.

Revenue: There is approximately 148 acres of grazing. Stocking rate is roughly 3 acres per AUM (Animal Unit Month). Lease rates in the north zone of Alberta (according to the Alberta Grazing Leaseholders Association) are \$4.99 a month per AUM.

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

N/A

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

RECOMMENDED ACTION:

Simple Majority

Requires 2/3

Requires Unanimous

For discussion.

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





Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	December 10, 2024
Presented By:	Jennifer Batt, Director of Finance
Title:	Allocation to Reserve -Sale of Mackenzie County Land – Plan 052 0560, Block 05, Lot 04 (Hamlet of La Crete)

BACKGROUND / PROPOSAL:

On February 13, 2024, a proposed resolution of Council was passed during a Public Hearing to remove the Municipal Reserve designation off of Plan 052 0560, Block 05, Lot 04MR (9206-88 Avenue), within the hamlet of La Crete, to allow for the future sale of this property.

MOTION 24-02-115

That the Chief Administrative Officer notify the Land Titles Registrar to remove the Municipal Reserve designation from Plan 052 0560, Block 05, Lot 04MR for the purpose of land sale.

CARRIED

A Public Hearing was conducting on April 24, 2024 where the following motion was made:

MOTION 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.

CARRIED

On August 14, 2024 Council was advised that administration had received an appraisal of the land, and the following motion was passed:

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

MOTION 24-08-569 *That administration proceed with the sale of Plan 052 0560, Block 05, Lot 04 as per policy FIN035 with a reserve bid as per appraisal.*

CARRIED

Administration publicly advertised the property for sale as per Council motion 24-08-569, and received an offer were Council passed the following motion on October 16th:

MOTION 24-10-684 *That Council accept the offer to purchase and proceed with the sale of Plan 052 0560, Block 05, Lot 04.*

CARRIED

As the lands sold were previously identified as Municipal Reserve land, administration is requesting a Council motion allocating the funds received in the sale to the Municipal Reserve which can fund projects as per *Section 671(2)* of the Municipal Government Act.

Use of reserve land, money

671(1) *Subject to section 676(1), environmental reserve must be left in its natural state or be used as a public park.*

(2) *Municipal reserve, school reserve or municipal and school reserve may be used by a municipality or school board or by them jointly only for any or all of the following purposes:*

(a) a public park;

(b) a public recreation area;

(c) school board purposes;

(d) to separate areas of land that are used for different purposes.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

As this was Municipal Reserve lands prior to the sale, all funds received less the commission would be allocated to the Municipal Reserve in the amount of \$163,451.04.

COMMUNICATION / PUBLIC PARTICIPATION:

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

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

POLICY REFERENCES:

FIN035 Municipal Sale of Lands

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the funds received from the sale of land identified as Plan 052 0560, Block 05, Lot 04 in the amount of \$163,451.04 be allocated to the Municipal Reserve

Author: J Batt Reviewed by: _____ CAO: _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	December 10, 2024
Presented By:	Jennifer Batt, Director of Finance
Title:	Designation of Affordable Housing Accommodations Ministerial Order 2024-011

BACKGROUND / PROPOSAL:

On October 3rd, administration received notification of Ministerial Order 2024-011 that pursuant to section 31.1(1) of the *Alberta Housing Act* (the Act), and delegates Deputy Minister Williams, Housing Authority, the authority to designate a housing accommodation, as an affordable housing accommodation as set out within the order.

Deputy Minister Williams has also been directed to create and maintain a list of designates affordable housing accommodations to be reviewed and updated annually.

The ministry of Seniors, Community and Social Services (SCSS) will maintain a list of affordable housing accommodations, which will be reviewed on an annual basis and publicly posted for municipalities and housing providers to access. A list of accommodations under agreement with the ASHC in your municipality is in Attachment 2. Please note, section 363 of the MGA allows for these properties to be made taxable through bylaw; in the event a council chooses to apply municipal property taxes to these accommodations, they will remain exempt from education property tax.

If your municipality has additional agreements with affordable housing providers that fit the criteria in the Ministerial Order, please respond to this email with:

- ? The name of the affordable housing provider;
- ? The expiry date of the agreement between your municipality and the provider;
- ? The number of units under agreement and unit type (e.g., bachelor, one-bedroom, etc.);
- ? The address(es) of the affordable housing accommodation.

Administration has been advised that Boreal Housing Foundation has been identified as one of the housing bodies exempted from taxation under this section of the Act.,

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

whereas administration reviewed the list provided in the notification and requested clarification due to address discrepancies, and that only rent to own properties (SRHI) were included on the list. Administration requested clarification on the exemption of these properties and were advised they do qualify based on affordable rentals. Administration will continue to ensure information on file with Seniors, Community and Social Services (SCSS) are current as some of the SRHI properties have changed ownership. Prior to this order, all SHRI properties were not exempted and paid the full levy.

As communicated by SCSS, if a bylaw is passed to make these properties taxable, the education property tax portion would remain exempt.

The Act

Affordable Housing Accommodation

Designation of affordable housing

31.1(1) Subject to subsections (2) and (3), the Minister may designate a housing accommodation as an affordable housing accommodation if the Minister is of the opinion that in the circumstances the housing accommodation is suitable for designation as an affordable housing accommodation.

(2) The Minister may not designate a social housing accommodation as an affordable housing accommodation.

(3) The Minister may designate a housing accommodation that is a unit in a building as an affordable housing accommodation notwithstanding that other units inside the building are social housing accommodation.

This amendment will come into force on January 1, 2025, and will be applicable for the 2025 taxation year. This amendment addresses a critical gap in the MGA and its regulations whereby certain affordable housing projects were automatically exempt from municipal taxation (such as properties owned and operated by the ASHC), and others were not. From 2025 on, so long as the property meets the criteria to qualify as an “affordable housing accommodation” under the *Alberta Housing Act*, the property will be exempt from municipal taxation and will not have to meet the other eligibility criteria set in *COPTER* (unless the municipality passes a bylaw making affordable housing accommodations taxable).

As of the writing of this report, administration continues to gather information, clarity on agreements, and how this Ministerial Order impacts the County. Administration would like Council direction on how they wish to proceed, and their wishes to create a Bylaw.

OPTIONS & BENEFITS:

N/A

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

COSTS & SOURCE OF FUNDING:

2025 and future years Budget

COMMUNICATION / PUBLIC PARTICIPATION:

As required.

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That administration proceeds with developing a bylaw removing tax exemption for affordable housing bodies, and bring to Council for review and approval.

Or

Simple Majority Requires 2/3 Requires Unanimous

That the Designation of Affordable Housing Accommodations Ministerial Order 2024-011 report be received for information.

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



ALBERTA

SENIORS, COMMUNITY AND SOCIAL SERVICES
Office of the Minister

Ministerial Order No. 2024-011

WHEREAS, pursuant to section 1(a) of the *Alberta Housing Act* (the Act), "affordable housing accommodation" means a housing accommodation designated by the Minister as an affordable housing accommodation under section 31.1(1);

AND WHEREAS, pursuant to section 31.1(1) of the Act, the Minister may designate a housing accommodation as an affordable housing accommodation if the Minister is of the opinion that in the circumstances the housing accommodation is suitable for designation as an affordable housing accommodation;

AND WHEREAS, pursuant to section 3(3) of the Act, the Minister may delegate to any person any power, authority or obligation conferred or imposed on the Minister under the Act.

THEREFORE, I, JASON NIXON, Minister of Seniors, Community and Social Services, pursuant to section 31.1(1) of the *Alberta Housing Act*, hereby:

1. Establish the circumstances under which a housing accommodation is suitable for designation as an affordable housing accommodation are that it must:
 - a. be subject to an agreement between the owner or operator of the housing accommodation and the Government of Canada, Province of Alberta, or a municipality;
 - b. have rental rates which are below market rates, pursuant to the agreement referred to in subclause (a); and,
 - c. be owned or operated by a not-for-profit organization incorporated under the *Societies Act*, *Companies Act*, or *Business Corporations Act*, a management body established under the *Alberta Housing Act*, or similar organization as determined under this Ministerial Order, that has a stated mission or mandate to serve those in core housing need (as defined in section 8(2)(a) of the *Social Housing Accommodation Regulation*) or to provide housing to target population groups identified in *Stronger Foundations: Alberta's 10-year strategy to improve and expand affordable housing*.
2. Delegate to the Assistant Deputy Minister, Housing Division, the authority to designate a housing accommodation as an affordable housing accommodation, in accordance with the circumstances set out in clause 1, including the authority to determine a similar organization under clause 1(c).

3. Direct the Assistant Deputy Minister, Housing Division, to create and maintain a list of designated affordable housing accommodations to be reviewed and updated at least annually, or upon notification of the transfer of a housing accommodation designated as an affordable housing accommodation under this Ministerial Order.

DATED this 2 day of August, 2024.



Jason Nixon
Minister of Seniors, Community and Social Services



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	December 10, 2024
Presented By:	Jennifer Batt, Director of Finance
Title:	Provincial Education Requisition Credit Program 2024 (Schedule “A”, “B” & “C”)

BACKGROUND / PROPOSAL:

As part of the yearend, administration reviews balances of accounts that are doubtful in collection.

In 2018 the Province released a grant administered by Municipal Affairs where:

“The Provincial Education Requisition Credit (PERC) provides municipalities with an education property tax credit equal to the uncollectable education property taxes on delinquent oil and gas properties.

PERC was scheduled to conclude after the 2021 tax year intake; however, the program has been extended for two more years as tax recovery challenges continue. In addition to the extension of the program, the annual credits are being increased to \$30 million for the 2021 intake and \$15 million for each of the following two years. Municipalities are no longer required to write off uncollectable property taxes as bad debt to qualify for PERC credits.

Municipalities may apply for PERC retroactively to the 2015 tax year through to the 2023 tax year.

Municipalities may apply for both the PERC and the Designated Industrial Requisition Credit (DIRC) programs under a single application.”

PERC was scheduled to conclude after the 2023 tax year intake. However, our government recognizes delinquent oil and gas property tax payments continue to be a concern for municipalities. To help address these concerns, Budget 2024 committed to an extension of the PERC program for an additional 2 years to include the 2024 and 2025 tax years.

Municipal Affairs released a deadline of January 15th to receive Provincial Education Requisition Credit (PERC), and Designated Industrial Requisition Credit (DIRC) for the previous years.

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

The Municipality is no longer required to write off tax rolls to complete the application, however if tax rolls are collected after the applications has been approved, the collected amount must be recorded on the application in the following year.

Administration followed up on some files where it was identified as doubtful in collection. These companies are no longer operational, insolvent, or in protection. Administration is recommending that the tax rolls identified in Schedule "A" (Handout) be written off as it is highly unlikely that the recommended write off balance of \$173,755.06 will be collected.

Administration is recommending making an application for numerous tax rolls that we have identified as possible bad debt in Schedule "B" (Handout), however not recommending writing off at this time in the amount of \$1,439,848.31.

Administration has also identified prior years tax rolls that were approved in previous years under the PERC/DIRC program as Schedule "C". This company is no longer operational, bad debt provided for in previous years, and administration is recommending be written-off in the amount of \$70,999,19.

If Council approves the Provincial Education Requisition Credit and Designated Industrial Requisition Credits for Schedule "A" & "B", administration will file the applications with Municipal Affairs.

OPTIONS & BENEFITS:

Option:

That the Tax Rolls as detailed in Schedule "A & C" be deemed as uncollectable, reflected as bad debt, and written off.

That the Provincial Education Requisition Credit and Designated Industrial Requisition Credits application for Tax Rolls as detailed in Schedule "B" and identified as doubtful be filed;

Benefit:

Administration to make application under the Provincial Education Requisition Credit/Designated Industrial Requisition program for \$237,021.71 & \$7,498.55 (TTL \$244,520.26) respectively as a credit towards education taxes.

COSTS & SOURCE OF FUNDING:

All of the recommended Schedule "A & C" tax rolls are included in the 2023 year end bad debt calculation of \$3,227,749, and reflected in the financial statements. There is no impact not already identified on the 2024 operating budget.

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

If the recommended action is approved, administration will make application under the Provincial Education Requisition Credit/Designated Industrial Requisition program for \$15,272.50 & \$661.24 (TTL \$15,933.74) respectively as a credit towards education taxes

All of the recommended Schedule "B" tax rolls are additions to 2023 year end bad debt and funding of 2024 anticipated bad debt in the amount of \$1,855,000 was approved in the 2024 operating budget.

If the recommended action is approved, administration will make application under the Provincial Education Requisition Credit/Designated Industrial Requisition program for \$221,749.21 & \$6837.31 (TTL \$228,586.52) respectively as a credit towards education taxes

Since 2018 Mackenzie County has collected \$1,653,177 under this program.

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Motion 1:

Simple Majority Requires 2/3 Requires Unanimous

That the Tax Roll accounts as detailed in Schedule "A & Schedule C", be deemed as uncollectable, reflected as bad debt, and written off.

Motion 2:

Simple Majority Requires 2/3 Requires Unanimous

That administration applies for reimbursement under the 2024 Provincial Education Requisition Credit / Designated Industrial Requisition Credit Program as per Schedule "A" & Schedule "B" in the amount of \$244,520.26.

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

Schedule "A" PERC/DIRC Application

Roll	2024 Uncollectable Taxes	Total Uncollectable	2024 PERC	Total PERC	2024 DIRC	Total DIRC
084110	654.60	654.60	50.98	50.98	1.05	1.05
071158	637.21	637.21	35.43	35.43	-	-
071159	607.42	607.42	7.06	7.06	-	-
071160	603.73	603.73	3.55	3.55	-	-
071162	607.42	607.42	7.06	7.06	-	-
071163	608.65	608.65	8.24	8.24	-	-
077701	661.42	661.42	58.48	58.48	-	-
081959	611.13	611.13	10.60	10.60	-	-
186822	54,765.29	54,765.29	2,889.30	2,889.30	295.85	295.85
192205	3,714.79	3,714.79	806.25	806.25	16.59	16.59
228374	726.51	726.51	118.13	118.13	2.43	2.43
295361	643.00	643.00	40.15	40.15	0.83	0.83
295365	13,241.52	13,241.52	1,062.76	1,062.76	69.45	69.45
410144	665.27	665.27	60.95	60.95	1.25	1.25
410461	25,816.46	25,816.46	2,211.97	2,211.97	134.62	134.62
410735	10,707.80	10,707.80	595.10	595.10	57.67	57.67
410736	674.81	674.81	69.85	69.85	1.44	1.44
410924	664.91	664.91	61.80	61.80	-	-
411113	1,726.51	1,726.51	374.72	374.72	7.71	7.71
422044	602.48	602.48	2.36	2.36	-	-
422045	601.24	601.24	1.18	1.18	-	-
440049	607.42	607.42	7.06	7.06	-	-
440050	601.24	601.24	1.18	1.18	-	-
411116	764.97	764.97	154.04	154.04	3.17	3.17
077669	650.55	650.55	48.13	48.13	-	-
071149	623.48	623.48	22.35	22.35	-	-
071155	643.50	643.50	41.41	41.41	-	-
071156	634.29	634.29	32.65	32.65	-	-
071164	607.42	607.42	7.06	7.06	-	-
071166	635.31	635.31	33.62	33.62	-	-
083636	649.24	649.24	46.88	46.88	-	-
083638	634.15	634.15	32.51	32.51	-	-
083641	608.65	608.65	8.24	8.24	-	-
083643	609.89	609.89	9.42	9.42	-	-
083647	649.39	649.39	47.02	47.02	-	-
084143	682.61	682.61	78.65	78.65	-	-
084174	674.07	674.07	70.52	70.52	-	-
084410	679.77	679.77	75.95	75.95	-	-
084411	677.67	677.67	73.95	73.95	-	-
084417	679.43	679.43	75.62	75.62	-	-
084418	670.31	670.31	66.94	66.94	-	-
084467	674.34	674.34	70.78	70.78	-	-
086886	658.39	658.39	55.59	55.59	-	-
086887	658.66	658.66	55.85	55.85	-	-
086888	658.39	658.39	55.59	55.59	-	-
086889	658.82	658.82	56.00	56.00	-	-
086891	608.65	608.65	8.24	8.24	-	-
086892	604.93	604.93	4.69	4.69	-	-
086905	659.21	659.21	56.37	56.37	-	-

086906	658.27	658.27	55.48	55.48	-	-
086915	657.03	657.03	54.30	54.30	-	-
087144	657.77	657.77	55.00	55.00	-	-
087146	614.82	614.82	14.11	14.11	-	-
087147	603.73	603.73	3.55	3.55	-	-
087149	677.05	677.05	73.36	73.36	-	-
087196	617.31	617.31	16.48	16.48	-	-
087197	604.93	604.93	4.69	4.69	-	-
087198	603.73	603.73	3.55	3.55	-	-
087199	617.31	617.31	16.48	16.48	-	-
410288	2,410.28	2,410.28	525.47	525.47	-	-
410407	624.89	624.89	23.24	23.24	0.48	0.48
410502	1,439.04	1,439.04	312.33	312.33	6.43	6.43
410546	4,707.89	4,707.89	1,026.38	1,026.38	-	-
410972	651.17	651.17	48.72	48.72	-	-
411104	618.91	618.91	17.66	17.66	0.36	0.36
411168	606.17	606.17	5.87	5.87	-	-
411260	603.73	603.73	3.55	3.55	-	-
422023	612.34	612.34	11.75	11.75	-	-
422038	708.87	708.87	103.65	103.65	-	-
422040	644.55	644.55	42.41	42.41	-	-
422041	652.65	652.65	50.13	50.13	-	-
422118	624.71	624.71	23.53	23.53	-	-
084284	7,071.47	7,071.47	1,534.78	1,534.78	31.58	31.58
410258	620.88	620.88	19.50	19.50	0.40	0.40
410430	649.06	649.06	45.81	45.81	0.94	0.94
410672	3,360.28	3,360.28	729.31	729.31	15.01	15.01
410703	3,129.30	3,129.30	679.18	679.18	13.98	13.98
Total	173,755.06	173,755.06	15,272.50	15,272.50	661.24	661.24

\$173,755.06	\$15,272.50	\$661.24
Uncollectable Taxes	PERC	DIRC

Schedule "B" PERC/DIRC Application

Roll	2024 Uncollectable Taxes	Total Uncollectable	2024 PERC	Total PERC	2024 DIRC	Total DIRC
087259	3,765.84	3,765.84	817.33	817.33	16.82	16.82
071161	603.73	603.73	3.55	3.55	-	-
080028	756.07	756.07	86.70	86.70	-	-
082757	606.17	606.17	5.87	5.87	-	-
083798	609.89	609.89	9.42	9.42	-	-
084104	1,146.09	1,146.09	70.56	70.56	6.13	6.13
084105	1,146.09	1,146.09	70.56	70.56	6.13	6.13
084106	1,146.09	1,146.09	70.56	70.56	6.13	6.13
084107	1,146.09	1,146.09	70.56	70.56	6.13	6.13
084108	1,146.09	1,146.09	70.56	70.56	6.13	6.13
086923	1,256.74	1,256.74	72.99	72.99	6.75	6.75
086924	1,256.74	1,256.74	72.99	72.99	6.75	6.75
086925	1,256.74	1,256.74	72.99	72.99	6.75	6.75
087346	606.17	606.17	5.87	5.87	-	-
087347	604.93	604.93	4.69	4.69	-	-
087348	604.93	604.93	4.69	4.69	-	-
087350	619.79	619.79	18.84	18.84	-	-
087351	611.13	611.13	10.60	10.60	-	-
087352	618.55	618.55	17.66	17.66	-	-
087353	602.48	602.48	2.36	2.36	-	-
087354	607.42	607.42	7.06	7.06	-	-
087355	618.55	618.55	17.66	17.66	-	-
107872	627.61	627.61	25.78	25.78	0.53	0.53
208301	611.69	611.69	-	-	3.39	3.39
239074	1,079.84	1,079.84	52.27	52.27	5.86	5.86
296472	649.24	649.24	46.88	46.88	-	-
307622	81,881.67	81,881.67	4,112.60	4,112.60	443.53	443.53
410037	8,841.97	8,841.97	430.20	430.20	47.97	47.97
410038	9,598.83	9,598.83	444.54	444.54	52.21	52.21
410135	160,425.51	160,425.51	4,008.25	4,008.25	892.07	892.07
410284	635.45	635.45	33.10	33.10	0.68	0.68
410287	8,288.74	8,288.74	1,798.98	1,798.98	37.01	37.01
410406	670.34	670.34	65.68	65.68	1.35	1.35
410504	2,882.63	2,882.63	80.31	80.31	15.98	15.98
410505	2,870.55	2,870.55	77.68	77.68	15.93	15.93
410590	174,888.95	174,888.95	6,168.46	6,168.46	962.24	962.24
410690	619.59	619.59	18.29	18.29	0.38	0.38
410696	2,826.89	2,826.89	325.21	325.21	14.27	14.27
410835	643.39	643.39	40.52	40.52	0.83	0.83
411100	618.91	618.91	17.66	17.66	0.36	0.36
411106	618.91	618.91	17.66	17.66	0.36	0.36
411107	618.91	618.91	17.66	17.66	0.36	0.36
411121	2,201.39	2,201.39	115.47	115.47	11.90	11.90
411122	1,323.90	1,323.90	60.32	60.32	7.21	7.21

411123	1,902.62	1,902.62	65.24	65.24	10.48	10.48
411272	632.68	632.68	30.51	30.51	0.63	0.63
411273	632.68	632.68	30.51	30.51	0.63	0.63
411274	2,841.25	2,841.25	76.24	76.24	15.77	15.77
411275	2,841.25	2,841.25	76.24	76.24	15.77	15.77
411277	632.68	632.68	30.51	30.51	0.63	0.63
411278	1,429.63	1,429.63	76.24	76.24	7.72	7.72
411279	1,735.59	1,735.59	76.24	76.24	9.46	9.46
411280	2,841.25	2,841.25	76.24	76.24	15.77	15.77
411282	1,097.55	1,097.55	76.24	76.24	5.83	5.83
411283	3,176.14	3,176.14	76.24	76.24	17.68	17.68
411284	1,513.19	1,513.19	76.24	76.24	8.20	8.20
411286	632.68	632.68	30.51	30.51	0.63	0.63
411287	1,097.55	1,097.55	76.24	76.24	5.83	5.83
411290	927,173.68	927,173.68	201,232.64	201,232.64	4,140.14	4,140.14
422022	602.48	602.48	2.36	2.36	-	-
422048	607.42	607.42	7.06	7.06	-	-
440004	635.00	635.00	33.32	33.32	-	-
440005	630.88	630.88	29.40	29.40	-	-
440012	611.13	611.13	10.60	10.60	-	-
440013	612.34	612.34	11.75	11.75	-	-
440014	604.93	604.93	4.69	4.69	-	-
440047	602.48	602.48	2.36	2.36	-	-
Totals	1,439,848.31	1,439,848.31	221,749.21	221,749.21	6,837.31	6,837.31

\$1,439,848.31	\$221,749.21	\$6,837.31
Uncollectable Taxes	PERC	DIRC

Schedule "C" 2023 & Eariler Bad Debt

Uncollectable Bad Debt / Claimed Prior

Roll	2023 Uncollectable	2022 Uncollectable	Total Uncollectable
071149	481.19	380.83	862.02
071155	499.28	364.46	863.74
071156	490.99	371.96	862.95
071164	466.68	393.96	860.64
071166	491.88	371.16	863.04
077260	508.53	356.10	864.63
083636	504.46	359.78	864.24
083638	490.81	372.12	862.93
083641	467.83	392.91	860.74
083643	468.94	391.91	860.85
083647	504.60	359.66	864.26
084143	534.63	332.43	867.06
084174	526.87	339.51	866.38
084410	532.05	334.77	866.82
084411	530.16	336.49	866.65
084417	531.73	335.07	866.80
084418	523.47	342.58	866.05
084467	527.12	339.28	866.40
086886	512.75	352.28	865.03
086887	512.97	352.08	865.05
086888	512.75	352.28	865.03
086889	513.11	351.95	865.06
086891	467.83	392.91	860.74
086892	464.47	395.96	860.43
086902	506.14	358.26	864.40
086905	513.47	351.63	865.10
086906	512.65	352.37	865.02
086915	511.50	353.41	864.91
087144	512.18	352.80	864.98
087146	473.40	387.88	861.28
087147	463.36	396.96	860.32
087149	529.59	337.04	866.63
087196	475.62	385.87	861.49
087197	464.47	395.96	860.43
087198	463.36	396.96	860.32
087199	475.62	385.87	861.49
410288	2,486.54	8,308.47	10,795.01
410404	483.39	378.83	862.22
410407	483.39	378.83	862.22
410427	2,184.19	1,928.95	4,113.14
410460	490.32	372.57	862.89
410465	482.70	379.45	862.15

410502	1,420.61	796.15	2,216.76
410507	491.34	371.64	862.98
410546	4,618.38	2,630.07	7,248.45
410709	490.91	372.03	862.94
410972	506.21	358.20	864.41
411104	477.48	384.17	861.65
411118	490.91	372.03	862.94
411119	490.91	372.03	862.94
411120	490.91	372.03	862.94
411168	465.58	394.95	860.53
411260	463.36	396.96	860.32
422023	471.15	389.92	861.07
422038	558.32	310.91	869.23
422040	500.21	363.62	863.83
422041	507.53	357.00	864.53
422118	482.30	379.83	862.13
Total	37,503.10	33,496.09	70,999.19

\$70,999.19

Uncollectable Taxes Previously Claimed



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	December 10, 2024
Presented by	Jennifer Batt – Director of Finance
Title:	2024 Operating Budget Amendment– Fort Vermilion Grazing Association 2023 Grant

BACKGROUND / PROPOSAL:

Included in the 2023 budget was \$40,000 in funding to the Fort Vermilion Grazing Association for the development of an additional road access.

No funds were expenses in 2023, and administration allocated the funds to the General Operating Reserve in anticipation of expenses being incurred in 2024.

Administration has received an invoice from the Fort Vermilion Grazing Association in the amount of \$30,250, and the County has expenses of \$1,459 for gravel to assist in development.

Administration is requesting that \$31,709 be allocated from the General Operating Reserve to the 2024 Operating Budget to fund this expense.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

General Operating Reserve - previous years grant allocation ot utilized

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

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

POLICY REFERENCES:

FIN013 Community Organization Funding

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the 2024 Operating Budget be amended to include \$ 31,709 for the Fort Vermilion Grazing Association grant funding approved in 2023 for Road Development, with funding coming from the General Operating Reserve.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	December 10 2024
Presented By:	Jennifer Batt, Director of Finance
Title:	December 2024 - FIN028 Credit Card Use Policy - MasterCard Loyalty Reward Points

BACKGROUND / PROPOSAL:

Senior administration, and some Councilors are assigned the use of a County credit card to assist in purchases in the operations of the County, or while away at conferences, or workshops, as outlined in the Purchasing Authority Directive and Tendering Policy FIN025.

Through the use of the County’s credit card, the County acquires loyalty points that are authorized to be claimed for uses as defined in Section 4 of FIN028 Credit Card Use Policy (attached).

Section 4.6 of the Loyalty and rewards points shall be reported at the first Committee of the Whole Meetings after points/rewards were redeemed.

Administration reviews the balance of the reward points available, and redeems when points reach a redeemable amount. In October & November administration redeemed points for to be utilized for the municipalities Christmas function fundraiser.

- Vacuum Sealer
- Kuma Fire Bowl
- Knife Set
- Robot Vacuum
- Paw Patrol Shelf
- Ashlin Purse
- Wave Speaker
- Kuma Chair
- Baby Activity Mat
- Crockpot (sm)
- Ninja Blender
- Soundlink Flex Speaker x 2
- Kuma Buddy Chair
- Baby Activity Basket
- Disney Princess Shelf
- Hoover Cordless Vacuum

Any future purchases or redemptions will be reported to Council.

OPTIONS & BENEFITS:

N/A

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

COSTS & SOURCE OF FUNDING:

2024 Budget

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

Policy FIN028 Credit Card Use

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the December 2024 FIN028 Credit Card Use Policy - MasterCard Loyalty Reward Points report be received for information.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	December 10, 2024
Presented By:	Louise Flooren, Manager of Legislative & Support Services
Title:	Councillor Expense Claims

BACKGROUND / PROPOSAL:

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

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

- November – All Councillors

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

2024 Operating Budget

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

1326-24 Honorariums and Expense Reimbursement Bylaw

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

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

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

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	December 10, 2024
Presented By:	Louise Flooren, Manager of Legislative & Support Services
Title:	Members at Large Expense Claims

BACKGROUND / PROPOSAL:

Members at Large expense claims are reviewed by Council on a monthly basis.

A copy of the following Member at Large Expense Claims will be presented at the meeting:

Month	Board/Committee	Name
November	Municipal Planning Commission	Erick Carter
November	Agricultural Service Board	Frank Fehr
November	Municipal Planning Commission	Andrew O'Rourke

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

2024 Operating Budget.

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

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

POLICY REFERENCES:

Bylaw 1326-24 - Honorariums and Expense Reimbursement Bylaw

RECOMMENDED ACTION:

Motion 1

Simple Majority Requires 2/3 Requires Unanimous

That the Member at Large Expense Claims for November 2024 be received for information.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	December 10, 2024
Presented By:	Darrell Derksen, Chief Administrative Officer
Title:	Bylaw 1357-24 Procedural Bylaw

BACKGROUND / PROPOSAL:

The Municipal Affairs Statutes Amendment Act, 2024 (Bill 20), makes changes to two pieces of municipal-related legislation: The *Local Authorities Election Act (LAEA)* and the *Municipal Government Act (MGA)*. This legislation came into force on October 31, 2024.

The *LAEA* establishes the framework for the conduct of elections in Alberta municipalities, administration will be bringing forward amendments to the Election Bylaw to a future council meeting.

The *MGA* establishes the rules governing the conduct of local elected officials once on council, as well as the overall administration and operation of municipal authorities in Alberta.

Attached for your reference is a quick fact sheet from the Government of Alberta highlighting the changes to specific areas and the Pecuniary and Conflict of interest for Councillors publication from Municipal Affairs

The Procedural Bylaw is being brought forward to amend the following:

- Definition of Electronic Means
- Mandatory Councillor Training
- Public Hearing participation through electronic means
- The addition of Conflict of Interest

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

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

Advertising for Public Hearings will include a link to access the hearing portions that are held during Regular Council meetings.

POLICY REFERENCES:

RECOMMENDED ACTION:

Motion 1

Simple Majority Requires 2/3 Requires Unanimous

That first reading be given to Bylaw 1357-24 being the Procedural Bylaw.

Motion 2

Simple Majority Requires 2/3 Requires Unanimous

That second reading be given to Bylaw 1357-24 being the Procedural Bylaw.

Motion 3

Simple Majority Requires 2/3 Requires Unanimous

That consideration be given to go to third reading of Bylaw 1357-24 being the Procedural Bylaw.

Motion 4

Simple Majority Requires 2/3 Requires Unanimous

That third and final reading be given to Bylaw 1357-24 being the Procedural Bylaw.

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

BYLAW NO. ~~1312-23~~ 1357-24
BEING A BYLAW OF MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA

TO PROVIDE THE ORGANIZATIONAL AND PROCEDURAL MATTERS
OF COUNCIL, COUNCIL COMMITTEES AND COUNCILLORS

WHEREAS, the Municipal Government Act, RSA 2000, c. M-26 provides for the establishment of Council committees and other bodies, procedure and conduct of Council, Council committees and other bodies established by Council and the conduct of Councillors and members of Council committees and other bodies established by Council; and

WHEREAS, the MGA provides for organizational and procedural matters of Council, Council committees and Councillors.

NOW THEREFORE, the Council of Mackenzie County, duly assembled, enacts as follows:

TITLE

1. This bylaw shall be cited as the “Procedural Bylaw”.

DEFINITIONS

2. In this bylaw:
 - a. “Act” means the *Municipal Government Act*, RSA 2000, c.M-26, any regulations thereunder, and any amendments or successor legislation thereto;
 - b. “Administration” means the Chief Administrative Officer or an employee accountable to the CAO employed by the Municipality.
 - c. “Agenda” is the list of items and orders of business for any meeting of Council or a Council Committee;
 - d. “Chief Administrative Officer” (otherwise known as the “CAO”) means the person appointed by Council into the position of CAO pursuant to the *Act*.
 - e. “Chairperson” means the person who presides at a Meeting, and, when in attendance at a Council Meeting, shall mean the Reeve or alternate chair.
 - f. “Closed Meeting” means the portion of the meeting at which only members of Council and other persons designated by Council may attend.

- g. “Committee of the Whole” means a committee comprised of all Councillors which conducts itself as a committee of council;
- h. “Corporate Office” means the office located at 4511-46 Avenue in the Hamlet of Fort Vermilion, Alberta.
- i. “Council Committee” or “Committee” means a committee, board, or other body established by Council under the Act;
- j. “Councillors” means a duly elected Member of Council, including the Reeve.
- k. “Deputy Reeve” means the Deputy Chief Elected Official or Councillor who is appointed by Council pursuant to the *Act* to act as Reeve in the absence or incapacity of the Reeve.
- l. “Electronic Means” means an electronic communication method (Zoom) that enables all persons attending a meeting to hear and communicate with each other during the course of the meeting.
- m. “Ex-Officio” means a member of a Committee, by virtue of the right to hold a public office such as a Reeve, and has the right to make motions and vote.
- n. “Meeting” means an organizational, regular, or special meeting of Council, Committee of the Whole or Committee.
- o. “Member” means a duly elected Member of Council or a duly appointed Member of a Committee.
- p. “Municipality” means Mackenzie County.
- q. “Non-statutory public hearing” means a meeting of Council or Committee of the Whole at which members of the public may attend and may be invited to make submissions to Council, but which is not a Public Hearing;
- r. “Public Hearing” means a meeting or portion of a meeting that council is required to hold under the *Act* or another enactment for the primary purpose of hearing submissions;
- s. “Reeve” means the Chief Elected Official for the Municipality pursuant to the Act.
- t. “Quorum” is the majority of all members, being fifty (50) percent plus one (1), unless Council provides otherwise in this bylaw.

APPLICATION

3. This Bylaw applies to all Council, Committee of the Whole and Committee Meetings and shall be binding on all Councillors and Committee Members.
4. Notwithstanding Paragraph 3, where the Terms of Reference give Permission to a Committee to establish its own Meeting procedure, if there is a conflict between the Committee's established Meeting procedures and this Bylaw, that Committee's established Meeting procedures will have precedence over this Bylaw for the purposes of that Committee's Meetings.

INTERPRETATION

5. When any matter relating to Meeting procedures is not addressed in this Bylaw, the matter shall be decided by reference to the most current edition of Roberts Rules of Order, if applicable.
6. Procedure is a matter of interpretation by the Reeve or the Committee Chair.
7. In the event of a conflict between the provisions of this Bylaw and Roberts Rules of Order, the provisions of this Bylaw shall apply.
8. In the absence of any statutory obligation, any provision of this Bylaw may be waived by Special Resolution of the Members in attendance at the Meeting.
9. In all cases throughout this Bylaw, reference to "he" or "she" shall mean males and females equally.

ROLE OF THE REEVE

10. The Reeve, when present, shall preside as Chairperson over all Meetings of Council.
11. In the absence, incapacity, or inability, of the Reeve or Deputy Reeve to act, Council Members will elect from among themselves a Chairperson for the day to act as Reeve. This Member shall be referred to as "Acting Reeve" for the duration of that Meeting.
12. Unless otherwise provided in a bylaw, the Reeve shall be an ex-officio Member of all Committees.
13. The Reeve has all of the rights and privileges of other Committee Members.

ROLE OF THE CHAIRPERSON

14. The Chairperson shall preside over the conduct of the Meeting, including the preservation of good order and decorum, ruling on Points of Order, replying to Points of Procedure and deciding on all questions relating to the orderly procedure of the meeting, subject to an appeal by a Councillor from any ruling of the Chairperson.
15. The Chairperson shall make reasonable efforts, including the calling of a recess, to ensure all Councillors in attendance at a Meeting are present while a vote is being taken, unless a Councillor is excused from voting in accordance with the Act or this Bylaw.
16. No Councillor shall leave the Council meeting after a question is put to a vote until the vote is taken, unless the Act requires or permits them to abstain from voting.
17. When the Chairperson wishes to make a motion he/she shall vacate the Chair and request the Vice-Chairperson to assume the Chair.
18. The Chairperson may invite Persons to come forward from the audience to speak with permission of Council if it is deemed to be within the best interests of the issue being discussed, the public, and the conduct of good business.

ROLE OF THE CHIEF ADMINISTRATIVE OFFICER (CAO)

19. The Chief Administrative Officer, in accordance with Sections 207 and 208 of the Act and in accordance with Bylaw 1303-23, which created the position of the Chief Administrative Officer, is required to advise and inform Council in writing of its legislative responsibilities and ensure that the Municipality's policies and programs are implemented as well as to advise Council on the operation and affairs of the Municipality.

ORGANIZATIONAL MEETINGS

20. An Organizational Meeting of Council shall be held no later than two weeks after the third Monday in October each year.
21. The CAO or Delegate shall fix the time, date and place of the Organizational Meeting.
22. The CAO or Delegate shall advertise at least three weeks prior to the Organizational Meeting, inviting applications for Committee vacancies which will be required to be filled that year.

23. The Organizational Meeting Agenda shall be restricted to:
 - a. The election of the Reeve and Deputy Reeve annually;
 - b. The administration of the Oath of Office;
 - i. to the Reeve and Deputy Reeve annually
 - ii. to the entire Council following the municipal election
 - c. Review of honorariums and expense reimbursement;
 - d. Review of procedural bylaw;
 - e. Review of the council/administration protocol policy;
 - f. The establishment of Council Committees and Boards;
 - g. The establishment of membership on Committees and Boards;
 - h. The establishment of regular Council meeting and Committee of the Whole meeting dates for the year;
 - i. Other business as required by the Act, or which Council or the CAO may direct.

24. At the Organizational Meeting the CAO shall:
 - a. Call the Meeting to Order;
 - b. Preside over the Meeting until the Reeve has been elected and has taken the Oaths of Office as Reeve.

25. In the event that only one nomination is received for the position of Reeve or Deputy Reeve, that nominee shall be declared elected by acclamation by the CAO.

26. Where there is more than one nomination for Reeve or Deputy Reeve, the CAO shall request that voting be done by secret ballot.

27. If, on the first ballot, no Councillor receives a clear majority of votes, the Council Member who received the least number of votes shall be dropped from the ballot and the second ballot shall be taken. This shall apply to both the Reeve and Deputy Reeve elections.

28. On subsequent ballots, a Council Member who receives the least number of votes shall be dropped from the ballot until a Councillor receives a clear majority.

29. When there is a tie vote between two candidates, each candidate's name shall be written on a blank sheet of paper, of equal size and color, and deposited into a receptacle and someone shall be directed to withdraw one of the sheets. The candidate whose name appears on the sheet shall be considered to have one more vote than the other candidate.

30. All Members of Council hold office from the beginning of the Organizational Meeting following the General Election until immediately before the beginning of the Organizational Meeting following the next General Election, in accordance with the *Local Authorities Election Act*.
31. Mandatory Councillor Training shall be completed on or before the organizational meeting.
32. The appointment of Councillors and Members at Large to Committees shall be for a term of one year, unless otherwise specified, and by secret ballot if a vote is required.

QUORUM

33. Quorum of Council is a majority of Councillors.
34. If quorum is not achieved within 30 minutes after the time the meeting was scheduled to begin, the CAO shall record the names of the members present, and the Council shall stand adjourned until the next regular or special meeting.
35. If at any time during a meeting the quorum is lost, the meeting shall be recessed and if quorum is not achieved again within 15 minutes, the meeting shall be deemed to be adjourned.

COMMITTEES

36. Council may, by resolution or by Bylaw, establish Committees as are necessary or advisable for the orderly and efficient handling of the affairs of the Municipality and establish the Terms of Reference and duration of a Committee.
37. All Committee appointments shall be reviewed annually at the Organizational Meeting, unless otherwise specified in this Bylaw or the Terms of Reference.
38. Each Committee shall elect one (1) of its Members to be the Chairperson unless Council designates.
39. A Special or Ad-hoc Committee may be appointed at any time by Council providing that a motion has been adopted specifying the matters, duration of the Committee, and Terms of Reference to be dealt with by the Committee.

ALTERNATE COMMITTEE MEMBERS

40. Council may appoint alternate committee members to ensure that proper representation and quorum is achieved.
41. Alternate representatives from Council may attend all committee meetings, except where legislation disallows. The alternate Council member may only vote at the committee meeting when the regular Council member is absent from the meeting.
42. Alternate members at large may attend committee meetings as a member of the committee when a regular member at large is absent from the meeting. They cannot vote on matters of the committee unless a regular member at large is absent from the meeting.
43. Alternate committee members are eligible to receive the same training that their respective committee is authorized to attend.

REGULAR AND SPECIAL MEETINGS

44. The date and time of regular Council meetings shall be established by resolution at the Organizational Meeting or at any future Meeting of Council.
45. Regular meetings are generally held on the second Tuesday and the fourth Wednesday of the month, unless otherwise specified.
46. Regular meetings shall commence at 10:00 a.m. and shall be held in the Council Chambers located at the Municipality's Corporate Office, unless otherwise specified.
47. Council may, by resolution (unanimous consent), change the date, time and location of any of its Regular Council meetings.
48. All Meetings shall be open to members of the public, except for the Closed Meeting portions of the Meeting.
49. The CAO or Delegate will post a schedule of regular meetings in the front foyer of all municipal offices and on the Municipality's website.
50. If there are changes to the date and time of a regular meeting, the municipality must give at least twenty-four (24) hours' notice of the change to all members and post the notice in a public office. Posting a public notice in the front foyer of the municipal offices and on the Municipality's Social Media is sufficient notice to the public if administration is unable to advertise the change in a local newspaper.

51. Council has the authority to move into a Closed Meeting pursuant to Section 197 (2) of the Act for the purposes of :
 - a. Protecting the Municipality, its operations, economic interests and delivery of its mandate from harm that could result from the release of certain information; and,
 - b. To comply with Division Two of Part One of the Freedom of Information and Protection of Privacy Act.

52. Matters which may be discussed in a Closed Meeting include the following:
 - a. Personnel matters;
 - b. Any information regarding contract negotiations;
 - c. Negotiations regarding acquisition, sale, lease or exchange of land;
 - d. Matters involving litigation, or the discussion of legal advice provided to the Municipality; and
 - e. Matters concerning RCMP investigations or confidential reporting; and
 - f. Any other item that may be considered a private matter under the Freedom of Information and Protection of Privacy Act.

53. The Reeve may call a special council meeting whenever he/she considers it appropriate to do so or if he/she receives a written request for the meeting, stating its purpose, from a majority of the Councillors, in accordance with Section 194 of the Act.

54. No business other than that stated in the notice shall be conducted at any Special Meeting of Council unless all the Members of Council are present at the Special Meeting and the Council agrees to deal with the matter in question.

COMMITTEE OF THE WHOLE

55. There shall be a Committee of the Whole comprising all Councillors.

56. Subject to the Act, Committee of the Whole may consider any matter that Council may consider, including but not limited to discussion and debate of the following matters:
 - a. the budget;
 - b. the audit;
 - c. transportation issues;
 - d. development issues;
 - e. strategic planning;
 - f. legislative reform;
 - g. policing matters; and
 - h. policy formation.

57. Committee of the Whole may:
 - a. Conduct non-statutory public hearings;

- b. Receive delegations and submissions; and
 - c. Meet with other municipalities and other levels of governments.
- 58. Council may receive briefings in Committee of the Whole.
- 59. In addition to the restrictions contained in Section 203(2) of the Act, the Committee of the Whole shall not hold statutory public hearings.
- 60. Committee of the Whole may make the following motions:
 - a. To receive agenda reports as information.
 - b. To refer matters to Administration or a Committee for review.
 - c. Make recommendations to Council.
- 61. A quorum of Committee of the Whole is a majority of Councillors.
- 62. At a Committee of the Whole meeting, the procedures of Council shall be relaxed as follows:
 - a. A Councillor may speak even though there is no motion on the floor, but if there is a motion on the floor a Councillor shall address that motion;
 - b. A Councillor may speak more than once, on a matter provided that each Councillor who wishes to speak to the matter has already been permitted to do so;
- 63. Committee of the Whole may consider a matter in Closed Meeting, in accordance with the Act and Freedom of Information and Protection of Privacy Act, RSA 2000, c-F-25.
- 64. No motions may be made when Committee of the Whole is sitting in Closed Meeting in accordance with the Freedom of Information and Protection of Privacy Act, RSA, 2000, c-F-25 except motions to reconvene the Committee of the Whole meeting.

CANCELLATION OF REGULAR, COMMITTEE OF THE WHOLE AND SPECIAL MEETINGS

- 65. A Council Meeting may be cancelled:
 - a. By resolution of a majority of Members at a previously held Meeting; or
 - b. With written consent of a majority of the Members and by providing not less than twenty-four (24) hours notice to Members and the public.

ELECTRONIC PARTICIPATION AT MEETINGS

- 66. Council members may attend a Council meeting by means of electronic communication. Acceptable alternatives include through the use of telephone,

ensuring that dialogue is available for both parties; through the use of a personal computer; or other means as technology advances.

67. A Council Member must advise the CAO or Delegate at least one (1) day in advance of their intention to participate through electronic communications.
68. A Council Member may attend Regular, Council Meetings by means of electronic communication to a maximum of three (3) consecutive times per calendar year, unless otherwise approved by Council resolution.
69. A Council Member or Committee Member may participate in Committee Meetings, Committee of the Whole Meetings or Special Council Meetings by means of electronic communication.
70. A Council Member attending a meeting via electronic communications is deemed to be present at the meeting for whatever period of time the connection via electronic communications remains active and will be recorded in the minutes as being present via electronic communication.
71. A Council Member attending a meeting via electronic communications must declare if any other persons are present in the room.
72. When a vote is called, Council Members attending the meeting by means of electronic communications shall be asked to state their vote only after all other Council Members have cast their votes by a show of hands.
73. When a Council Member attends a Closed Meeting, via electronic communication, they will be required to confirm that they have attended the Closed Meeting alone in keeping with the definition in this Bylaw of Closed Meeting.

COUNCIL AGENDA

74. The agenda for each regular and special Meeting shall be organized by the CAO and compiled together with copies of all pertinent correspondence, statements, and reports provided to each member of Council at least two (2) working days prior to each regular meeting.
75. Any member of Council wishing to have an item of business placed on the agenda, shall make the submission to the Reeve and CAO no later than seven (7) calendar days prior to the scheduled Council meeting date.
76. Administration wishing to have an item of business placed on the agenda, shall make the submission to the CAO or Delegate not later than seven (7) calendar

days prior to the scheduled Council meeting date. The submission shall contain adequate information to the satisfaction of the CAO to enable Council to deal with the matter.

77. Additions placed on the agenda at the Meeting shall be discouraged however an addition may be made to the agenda with a simple majority consent of the Members present. Actions resulting from the agenda additions require unanimous consent given by those Members present. Exceptions to actions requiring unanimous consent are a tabling motion or that the agenda item be received as information.
78. Documentation for "Closed Meeting" items shall be distributed at the Council Meeting and must be returned to the CAO immediately after the Meeting. Documentation may be distributed to Council prior to the Meeting via secured file.
79. The agenda shall list the order of business, as determined by the CAO, in consultation with the Reeve.

MEETING MINUTES OF COUNCIL

80. The CAO or Delegate shall ensure that all Council Meeting minutes are recorded in the English language, without note or comment.
81. The CAO or Delegate shall ensure that the draft/unapproved Minutes of each Council Meeting be distributed to each Member of Council and administration within a reasonable amount of time after the holding of the Meeting.
82. A Councillor may make a motion requesting that the Minutes be amended to correct an inaccuracy or omission. However, the CAO or Delegate shall be advised of the change to the Minutes at least 24 hours before the Council Meeting at which the Minutes are to be officially adopted.
83. Only minor changes may be made to correct errors in grammar, spelling, and punctuation or to correct the omission of a word necessary to the meaning or continuity of a sentence; but no change shall be allowed which would alter or affect, in a material way, the actual decision made by Council.
84. Draft/unapproved Council Meeting Minutes will be made available to the public and media upon request.
85. The minutes of each Council Meeting shall be presented to Council for adoption at the next regular Meeting.

86. Adopted minutes of Council shall be made available at all municipal offices and posted on the Municipality's website.

PROCEEDINGS

87. The Reeve or presiding officer, shall preserve order and decorum and shall decide order of questions.
88. Every member wishing to speak to a question or resolution shall address himself to the Reeve or presiding officer.
89. A resolution submitted to Council does not require a seconder.
90. A motion may be withdrawn by the mover at any time before voting.
91. The following motions are not debatable:
- a. Adjournment
 - b. Take a recess
 - c. Question or privilege
 - d. Point of order
 - e. Limit debate on the matter before council
 - f. Division of a question
 - g. Table the matter to another meeting
92. When a resolution has been made and is being considered by Council, no other resolution may be made and accepted, except:
- a. To amend the motion;
 - b. To refer the main motion to committee of the whole, administration, a council committee or some other person or group for consideration;
 - c. To postpone consideration of the main motion; or
 - d. To table the motion.
93. After any question is finally put to vote by the Reeve or other presiding officer, no member shall speak to the question, nor shall any other resolution be made until after the result of the vote has been declared.
94. Voting on all matters shall be done by raising of the hand in such a clear manner that they may be easily counted by the presiding officer.
95. Every member of Council attending a Council meeting must vote on a matter put to vote at the meeting unless the Councillor is required or permitted to abstain from voting.

96. If there is an equal number of votes for and against a resolution or bylaw, the resolution or bylaw is defeated.
97. When it is requested that a vote be recorded, the minutes must show the names of the Councillors present and whether each Councillor voted for and against a resolution or bylaw or abstained. A request for a recorded vote must be made before the vote is called.
98. Any matter of meeting conduct that is not provided for in this Bylaw shall be determined in accordance with the current *Robert's "Rules of Order, Newly Revised"*.

DELEGATIONS

99. All requests for delegations shall be submitted in writing to the CAO or Delegate, for approval, at least seven (7) calendar days prior to the proposed date for the delegation. The submission shall contain all relevant information relating to the topic of their request to the satisfaction of the CAO or Delegate to enable Council to deal with the matter.
100. The CAO or Delegate will review all delegation requests and determine if the request will be heard by Council, by a Council Committee or referred to Administration for a response. The CAO may consult with the Reeve when required.
101. Delegations will not be heard if their matter falls under a legislated appeal process (ie. Assessment Review Board, Subdivision & Development Appeal Board, Agricultural Appeal Board).
102. If it is recommended that Council hear the matter, the CAO or Delegate shall contact the person and provide a time in which they can speak.
103. If the request to speak is received after the time required or without the written submission, the CAO or Delegate may:
 - a. Refer the matter to a Committee; or
 - b. Recommend that Council hear from the person; or
 - c. Offer to include the person on the agenda of a future Council meeting; or
 - d. Refuse to hear from the person and refer the matter to Administration for reply.
104. Delegations will be limited to two (2) per Council meeting unless otherwise approved by the Reeve.

105. Delegations will be limited to fifteen (15) minutes to present their matter and be limited to one (1) speaker, except where the Chair permits otherwise.

PUBLIC HEARINGS

106. Public Hearings will be held in conjunction with a regular Council meeting, unless otherwise approved by resolution of Council.
107. Council shall hold a Public Hearing when an enactment requires Council to hold a Public Hearing on a proposed bylaw or resolution or any other matter at the direction of Council. The Public Hearing will be held before second reading of the proposed bylaw or before Council votes on a resolution.
108. Any Person who wishes to speak at a Public Hearing must be present at the scheduled time of the Hearing **or by electronic means**.
109. Any Person wishing to provide a written submission may deliver it to the CAO or Delegate at least seven (7) calendar days prior to the Public Hearing. Written submissions received will be included with the Agenda and will be released to the public.
110. Unless otherwise approved by resolution of Council, the following shall be the procedure for the conduct of the Public Hearing:
- a. The Chair of the Public Hearing shall declare the Public Hearing open;
 - b. Council shall introduce themselves,**
 - c. The Development Authority shall provide a brief background on the proposed bylaw or resolution, ensure public notification has been given, and present any written submissions received;
 - d. The Chair shall call for anyone wishing to speak;
 - e. Persons speaking will have only one opportunity to speak;
 - f. Presentations shall be limited to five (5) minutes, unless the Chair permits otherwise;
 - g. Each Person making a presentation shall give his/her name to be recorded in the Minutes;
 - h. Council may ask questions of the speakers after each presentation if clarification on any matter is required;
 - i. The Chair of the Public Hearing shall declare the Public Hearing closed.
111. After the close of the Public Hearing, Council may:
- a. Pass the proposed bylaw or resolution; or
 - b. Defeat the proposed bylaw or resolution; or
 - c. Make any amendment to the proposed bylaw or resolutions and proceed to pass it without further advertisement or hearing.

112. If there is more than one Public Hearing on the agenda, the Chair must close one Public Hearing before another Public Hearing is opened.
113. Council may change the date, time and place of a Public Hearing by resolution. If the date, time or place of the Public Hearing is changed, then the Public Hearing must be re-advertised.
114. Public participation through ~~teleconference~~ **electronic means** shall be made available ~~at each County Office~~ for ~~major~~ **all** public hearings, as ~~determined by resolution of Council.~~ **per MGA requirements.**

DEBATE OF RESOLUTIONS

115. A member may ask a question, stated concisely, of the previous speaker to explain any part of the previous speaker's remarks.
116. A member may ask questions of the CAO or administration to obtain information relating to a report presented to Council or to any clause contained therein, at the commencement of the debate on the report or on the clause.
117. When it is a member's turn to speak during debate, before speaking he/she may ask questions of the CAO, or administration in order to obtain information relating to the report or clause in question.
118. Any member may require the question or resolution under discussion to be read at any time during the debate but not so as to interrupt a member while speaking.
119. When the resolution has been declared as having been put to a vote, no member shall debate further on the question or speak any words except to request that the resolution be read aloud.
120. The Reeve or presiding officer shall determine when a resolution is to be put to a vote.

MOTIONS OUT OF ORDER

121. It is the duty of the Chair to determine what motions are amendments to motions that are in order subject to challenge by a Member, and decline to put a motion deemed to be out of order.
122. The Chair shall advise the Members that a motion is out of order and cite the applicable rule or authority without further comment.

123. The Chair may refuse to accept a motion to refer, that has the effect of defeating the motion to which it refers, e.g. time constraints.
124. The following motions are out of order:
 - a. A motion, similar to a motion voted on in the previous six (6) months, without reconsidering the original motion;
 - b. A motion contrary to law or a previous motion;
 - c. A motion similar to an item which has been tabled;
 - d. A motion to reconsider a motion to reconsider;
 - e. A motion referring an item to a Committee, if the final report of the Committee is complete; and
 - f. A motion which is out of scope of Council business.

RECONSIDERING AND RESCINDING A MOTION

125. A Member wishing to reconsider, alter or rescind a motion already passed, or an action taken at a previous Meeting and when the matter does not appear on the Agenda, shall bring the matter forward by a Notice of Motion, which shall:
 - a. Be considered at a Council Meeting;
 - b. Specify the Meeting proposed to bring the matter to; and
 - c. Indicate, in the substantive portion of the motion, the action which is proposed to be taken on the matter.
126. Notwithstanding the above, if Notice of Motion was not given, the requirement for Notice may be waived on a Two-Thirds vote.
127. Notwithstanding the other provisions of this section, no motion made or action taken shall be reconsidered unless:
 - a. It is a motion made or an action taken at the same Meeting; or
 - b. It is a motion made or an action taken at a Meeting held six (6) months or more before its reconsideration; or
 - c. Approval for reconsideration of a motion made or an action taken less than six (6) months earlier is given by a Two-Thirds vote prior to reconsideration.
128. A Member who voted with the prevailing side may move to reconsider a motion only at the same meeting or during any continuation of the meeting at which it was decided.
129. The following motions cannot be reconsidered:
 - a. A motion which created a contractual liability or obligation, shall not be reconsidered, altered, varied, revoked, rescinded or replaced except to the extent that it does not attempt to avoid or interfere with the liability or obligation;
 - b. A motion to adjourn;

- c. A motion to close nominations;
 - d. A request for division of a question;
 - e. A point of order, a point of privilege or a point of information;
 - f. A motion to recess;
 - g. A motion to suspend the Procedural Bylaw;
 - h. A motion to lift from the table;
 - i. A motion to bring forward; and
 - j. Motion to adopt the agenda.
130. A motion to reconsider or rescind is debatable only when the motion being reconsidered is debatable.

NOTICE OF MOTION

131. A notice of motion may be given at any council meeting, but may not be dealt with at that meeting.
132. A notice of motion shall be given verbally and in writing to all members of council present. A copy of such notice of motion shall be given to the CAO upon adjournment of the meeting at which the notice is given.
133. Every notice of motion shall precisely specify the entire content of the motion to be considered, and shall be on the agenda for the next regular meeting of Council unless otherwise specified.

PECUNIARY AND CONFLICT OF INTEREST

134. When a Member has a pecuniary or conflict of interest in a matter before Council, a Council Committee or any other body, board, commission, committee or agency to which the Member is appointed as a representative of the Council, the Member shall, if present:
- a. Disclose the general nature of the pecuniary and conflict of interest prior to any discussion on the matter;
 - b. Abstain from any discussion and voting on any question relating to the matter;
 - c. Leave the room in which the meeting is being held until discussion and voting on the matter are concluded; if required;
 - d. If the matter with respect to which the Member has a pecuniary interest is the payment of an account for which funds have previously been committed, it is not necessary for the Councillor to leave the room; and
 - e. If the matter with respect to which the Member has a pecuniary and conflict of interest is a question on which the Member as a tax payer, an elector or an owner has a right to be heard by the Council;
 - i. It is not necessary for the Member to leave the room; and

- ii. The Member may exercise the right to be heard in the same manner as a person who is not a Member.

BYLAWS

135. The CAO or Delegate must review the form of each proposed bylaw to ensure that it is consistent with the form of bylaw that Council may adopt from time to time.
136. Each proposed bylaw must include:
 - a. The bylaw number assigned to it by the CAO or Delegate; and
 - b. A concise title.
137. Where a Bylaw is presented to Council for enactment, the CAO or Delegate shall cause the number and short title of the Bylaw to appear on the Agenda.
138. The CAO or Delegate must make available a copy of the bylaw to each Councillor before the first reading of the bylaw.
139. A Bylaw shall be introduced for first reading by a motion that the Bylaw, specifying its number and short title, be read a first time.
140. When a Bylaw is subject to a Public Hearing, a Council, shall vote on the motion for first reading of a Bylaw or postpone the first reading after the public hearing, and the setting of a public hearing date in accordance with the applicable form of notice. A Member may ask a question or questions concerning the bylaw provided that such questions are to clarify the intent, purpose or objective of the bylaw, and do not indicate the Member's opinion for or against the bylaw.
141. After the holding of the required public hearing, a bylaw shall be introduced for reading by a motion that it be read specifying the number of the bylaw.
142. After a motion for reading of the bylaw has been presented, Council may:
 - a. Debate the substance of the bylaw; and
 - b. Propose and consider amendments to the bylaw.
143. A proposed amendment shall be put to a vote and if carried, shall be considered as having been incorporated into the bylaw at that reading.
144. When all amendments have been accepted or rejected the motion for second reading of the bylaw shall be voted on.
145. A bylaw shall not be given more than two readings at one meeting unless the Members present at the meeting unanimously agree that the bylaw may be

presented for third reading at the same meeting at which it received two readings, provided that Council is not prohibited from giving more than two readings to a bylaw at one meeting by any valid enactment.

146. When Council unanimously agrees that a bylaw may be presented for third reading at a meeting at which it has received two readings, the third reading requires no greater majority of affirmative votes to pass the bylaw than if it has received third reading at a subsequent meeting.
147. A bylaw shall be adopted when a majority of the Members present vote in favour of third reading, provided that any applicable provincial statute does not require a greater majority.
148. A bylaw, which has been defeated at any stage, may be subject to a motion to reconsider in accordance with the provisions of this Bylaw.
149. A bylaw is passed and comes into effect when it has received third and final reading unless otherwise provided by statute.
150. The Reeve and CAO shall sign and seal the bylaw as soon as reasonably possible after third reading.
151. The CAO or Delegate is authorized to consolidate one or more bylaws as deemed convenient.

CODE OF ETHICS

152. The proper operation of democratic local government requires that elected officials be independent, impartial and duly responsible to the people. To this end it is imperative that:
 - a. Government decisions and policy be made through the proper channels of government structure.
 - b. Public office not be used for personal gain.
 - c. The public have confidence in the integrity of its government.
153. Accordingly, it is the purpose of these guidelines of conduct to outline certain basic rules for Mackenzie County Council so that they may carry out their duties with impartiality and equality of services to all, recognizing that the basic functions of elected local government officials are, at all times, services to their community and the public.
154. To further these objectives, certain ethical principles should govern the conduct of Mackenzie County Council in order that they shall maintain the highest standards

of conduct in public office and faithfully discharge the duties of office without fear or favour.

155. Councillors shall:

- a. Govern their conduct in accordance with the requirements and obligations set out in the municipal legislation of the Province of Alberta and as specified in this Bylaw.
- b. Not use confidential information for personal profit of themselves or any other person.
- c. Not communicate confidential information to anyone not entitled to receive the applicable confidential information.
- d. Not use their position to secure special privileges, favours, or exemptions for themselves or any other person.
- e. Preserve the integrity and impartiality of Council.
- f. For a period of twelve (12) months after leaving office, abide by the ethical standards of conduct listed above, except those related to confidential information which shall apply in perpetuity.
- g. Not assume that any unethical activities (not covered by or specifically prohibited by these ethical guidelines of conduct, or by any legislation) will be condoned.

CONDUCT OF MEMBERS DURING THE MEETING

156. No Member shall:

- a. Use offensive language, inappropriate actions or unparliamentary language in or against Council or against any Member of Council or any administration or any member of the public;
- b. Speak disrespectfully of any member of the Royal Family, the Governor General, the Lieutenant Governor of any Province, Council, any municipality, an Member or any official or employee of the Municipality;
- c. Engage in private conversations while in the Council Meeting or use personal electronic devices including cellular phones, media players, etc. in any manner that disrupts the Member speaking or interrupts the business of Council;
- d. Leave his/her seat or make noise or disturbance while a vote is being taken and until the result of the vote is announced;
- e. Speak on any subject other than the subject under debate;
- f. Not interrupt the speaker, except on a point of order;
- g. Where a matter has been discussed in a Closed Meeting, and where the matter remains confidential, disclose a confidential matter or the substance of deliberations at a Closed Meeting, except to the extent that Council has previously released or disclosed the matter in public. All information, documentation or deliberations received, reviewed or provided in a Closed Meeting is confidential. Members of Council shall not release, reproduce,

- copy or make public any information or material considered at a Closed Meeting, or discuss the content of such a meeting with persons other than members of Council or relevant staff members, prior to it being reported in public by Council;
- h. Criticize any decision of Council except for the purpose of moving that the question be reconsidered;
 - i. Contravene the rules of Council or a decision of the Chair or of Council on questions of order or practice or upon the interpretation of the rules of Council. In case a Member persists in any such contravention, after having been called to order by the Chair, the Chair shall not recognize that Member, except for the purpose of receiving an apology from the Member tendered at that Meeting or any subsequent Meeting.
157. Members of the public during a Meeting shall:
- a. Address the Members of Council or Committee at the permission of the Chair;
 - b. Maintain order and remain quiet;
 - c. Not applaud nor otherwise interrupt a speech or action of the Members or other Person addressing the Members.
158. The Chair may cause to be expelled and excluded from any Meeting any person who creates any disturbance during a meeting or who, in the opinion of the Chair, has been guilty of improper conduct and for that purpose the Chair may direct that such a person be removed by a Peace Officer or RCMP.
159. A Councillor that displays inappropriate and abusive behavior towards other members of council, administration or the public while on County business may be reprimanded in a form as may be acceptable by 2/3 vote of Council.

TWO-THIRDS MAJORITY VOTE

160. Order in Council No. 54/2001 establishing Mackenzie County as a Specialized Municipality, requires a Two-Thirds (2/3) majority vote for the following:
- a. Procedural Bylaw
 - b. Council Remuneration Bylaw
 - i. A simple majority vote is required when authorized Councillors to attend a seminar, convention, workshop, or any other function that Councillors may attend for reimbursement of expenses.
 - c. All issues regarding property taxes
 - d. A bylaw to change the number of Councillors, the boundaries of wards or the method of electing a Chief Elected Officer.
 - i. A simple majority vote is required when electing a Chief Elected Officer in the manner prescribed in this Bylaw.
 - e. The appointment or termination of the Chief Administrative Officer; however, any direction given to the CAO shall be done by a simple majority vote.
 - f. A resolution for the adoption and amendment of the budget.

- g. Any amendments to the Organizational Chart.
- h. Any other matter designated by Council within this Bylaw.

RECORDING DEVICES AT MEETINGS

- 161. The CAO may authorize the use of any mechanical or electronic means of recording proceedings of Council and Council Committee meetings necessary to assist with the preparation of an accurate set of minutes. Any such recording will be erased or destroyed after the Council or Council Committee meeting has approved the minutes.
- 162. No person shall, unless a Two-Thirds majority consent of Council is given, record the proceedings of Council through tape recorder, video camera, or other devices.

REPEAL AND COMING INTO FORCE

- 163. Bylaw No. ~~1273-22~~ 1312-23 and all amendments thereto are hereby repealed.
- 164. This Bylaw shall come into effect upon receiving third and final reading.

READ a first time this ___ day of _____, 202_.

READ a second time this ___ day of _____, 202_.

READ a third time and finally passed this ___ day of _____, 202_.

Joshua Knelsen
Reeve

Darrell Derksen
Chief Administrative Officer

Municipal Affairs Statutes Amendment Act, 2024

The *Municipal Affairs Statutes Amendment Act, 2024*, makes changes to two pieces of municipal-related legislation: the *Local Authorities Elections Act (LAEA)* and the *Municipal Government Act (MGA)*. This legislation comes into force on October 31, 2024.

- The **LAEA** establishes the framework for the conduct of elections in Alberta municipalities, school divisions, irrigation districts, and Metis Settlements.
- The **MGA** establishes the rules governing the conduct of local elected officials once on council, as well as the overall administration and operation of municipal authorities in Alberta.

Changes to local election rules under the LAEA

Description of Changes	Previous Status Before Legislation
Aligns candidate eligibility criteria with councillor disqualification criteria in the MGA.	Candidates elected to council may face immediate disqualification due to misalignment with the MGA's criteria.
Allows municipalities to require criminal record checks for candidates.	No provisions were in place.
Allows union and corporate donations to local candidates, with the same donation limits as individual donors (\$5,000 per municipality per year). Allows donations outside the local election year and requires annual reporting of donations.	Unions and corporations were prohibited from donating to municipal campaigns in the 2021 campaign. Donations outside of the campaign period (January 1 to December 31 in the year of a general election) were restricted to a maximum of \$5,000.
Requires third-party advertisers campaigning for or against an issue on a ballot, such as a plebiscite, to register and report finances.	The LAEA only regulated third-party advertising for the promotion or opposition of a candidate during an election.
Limits donations to third-party advertisers to \$5,000 per election period, which begins May 1 of the election year.	The donation limit was \$30,000 for all individuals, unions, and corporations.
Enables regulation-making authority to define local political parties. Registration of local political parties will be limited to Calgary and Edmonton for the 2025 local general election.	No provisions were in place to regulate political parties at the local level.
Repeals the municipal authority to develop a voters list based on enumeration.	Municipalities could prepare a voters list, which had to be shared with all candidates.
Requires municipalities to create a permanent electors register. (This will be done in partnership with Elections Alberta, building off the provincial register of electors).	A permanent electors register is an internal document that assists with the conduct of an election. Municipalities could choose to develop one or not.
Expands the use of special ballots and strengthens special ballot processes.	Special ballots could only be requested for very specific reasons, including physical disability, absence from the municipality, or for municipal election workers.
Limits vouching to the ability to vouch for someone's address.	Vouching was permitted for an individual's age, residence, and identity.
Repeals the ability for a candidate's official agent or scrutineer to object to an elector.	Candidate's official agents or scrutineers could object to an elector; however, the elector could still vote.
Enables regulation-making authority to postpone elections in emergencies.	No provisions were in place to enable the Minister to postpone an election in the event of a natural disaster or emergency.
Prohibits automated voting equipment, such as electronic tabulators.	The LAEA permitted municipalities, by bylaw, to process ballots by automated voting equipment.
Requires recounts if requested by a runner up candidate when the margin is within 0.5 percent of total votes.	Returning officers had discretion regarding recounts.
Clarifies rules and streamlining processes for scrutineers.	Rules and processes were unclear for scrutineers.

Strengthening the accountability of local councils under the *MGA*

Description of Changes	Previous Status Before Legislation
Requires a councillor's seat to become vacant upon disqualification for specific matters.	Municipal councils or electors could only remove a disqualified councillor through the courts if they refuse to vacate their seat.
Requires mandatory orientation training for councillors.	Training for councillors must be offered, but there was no requirement for the councillor to attend the training.
Allows Cabinet to order a vote of the electors to determine whether a councillor should be removed. An elector vote to remove a councillor is limited to councillors who Cabinet consider to be unwilling, unable, or refusing to do the job for which they were elected, or if Cabinet considers such a vote to be in the public interest by taking into consideration illegal or unethical behaviour by a councillor.	Minister could only remove a sitting councillor through the municipal inspection process and only under very specific circumstances.
Allows elected officials to recuse themselves for real or perceived conflicts of interest.	Elected officials could only recuse themselves for matters in which they have a financial interest.
Makes the Minister responsible for validating municipal recall petitions.	A municipality's chief administrative officer was responsible for validating recall petitions.
Enables Cabinet to require a municipality to amend or repeal a bylaw given specific requirements are met (including: the bylaw exceeds the scope of the <i>MGA</i> or otherwise exceeds the authority granted to a municipality under the <i>MGA</i> or any other statute, conflicts with the <i>MGA</i> or any other statute, is contrary to provincial policy, or contravenes the Constitution of Canada).	Cabinet could only intervene with respect to a land use bylaw or statutory plan. No provisions were in place.
Gives Cabinet authority to direct a municipality to take specific action to protect public health and/or safety.	
Allows the Minister to outline joint use planning agreement exemptions, criteria and requirements by regulation.	All criteria for joint use planning agreements were in the <i>MGA</i> .
Specifies that the assessed person for an electric generation system is the operator.	There was a lack of clarity regarding who should be assessed for electrical generation systems.

Accelerating housing development under the *MGA*

Description of Changes	Previous Status Before Legislation
Requires municipalities to offer electronic options for public hearings on planning and development and restricts them from holding extra public hearings when not required by legislation.	No requirements were in place for electronic options. Municipalities could hold extra hearings beyond what was legislated.
Fully exempts non-profit, affordable housing from property taxation.	Limited provisions in place in the <i>MGA</i> .
Enables multi-year residential property tax incentives.	Municipalities could offer multi-year incentives for non-residential development, but not residential development.
Regulation-making authority to define which non-statutory studies may be required for building and development permits. No regulation is currently in place.	No provisions were in place.

Additional resources

- [Municipal Affairs Statutes Amendment Act](#)
- [Municipal Government Act](#)
- [Local Authorities Election Act](#)
- [Local Political Parties and Campaign Expense Limits](#) (Fact Sheet)



Pecuniary and Conflict of Interest for Councillors

Pecuniary and Conflict of Interest for Councillors | Municipal Affairs

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Disclaimer

The Government of Alberta and Municipal Affairs will not be liable for any damages that result from the use of this guide. While Municipal Affairs attempts to ensure the accuracy of the information contained within this guide, a municipality and/or councillor may wish to obtain advice from a lawyer in order to ensure the legislative requirements with regards to pecuniary interest and conflict of interest provisions are met. Municipal Affairs and the Government of Alberta do not warrant or make any other representations regarding the use, accuracy, applicability, or reliability of this guide.

It is important to recognize that this guide has been developed as an explanatory document to the *Municipal Government Act (MGA)*. This guide is not legal advice, and it cannot be used in place of consulting with a lawyer. This guide cannot anticipate every aspect, circumstance, or situation that a municipality or councillor may encounter. If a municipality or councillor needs help finding a lawyer, please visit the Law Society of Alberta website at www.lawsociety.ab.ca/.

Copies of the *Municipal Government Act* and the *Local Authorities Election Act* can be purchased from Alberta King's Printer Bookstore or accessed on the King's Printer website:

Suite 700, 10611 – 98 Avenue
Edmonton AB T5K 2P7

Phone: 780-427-4952

Fax: 780-452-0668

Email: kings-printer@gov.ab.ca

Website: <https://www.alberta.ca/alberta-kings-printer>

Note: This document has been updated to reflect the addition of conflict of interest provisions in the MGA. There are significant differences between the declaration processes for pecuniary interest and conflict of interest. As such, the matters will be dealt with separately.

This document is only a guide to the legislation. It is recommended you consult your solicitor for advice on specific situations.

1. Pecuniary Interest

Alberta's municipal councillors have a strong record of public service to their communities. As an elected official, you are responsible for upholding the public interest ahead of any private interests you may have.

The *Municipal Government Act (MGA)* describes pecuniary interest and sets out the procedures you must follow if a matter in which you have a pecuniary interest comes up at a council meeting or a committee of council meeting.

In order that the public interest is served and seen to be served, it is important that you are open and honest about dealings with the municipality.

Definition

Section 170 of the *MGA* describes pecuniary interest as something which could monetarily affect you, your spouse or adult interdependent partner, your children, your parents or the parents of your spouse (in other words, your immediate family), or a business which employs you or in which you have an interest.

Pecuniary interest means an interest in a matter which could monetarily affect:

- a person directly;
- a corporation, other than a distributing corporation, in which you are a shareholder, director or officer;
- a distributing corporation in which you; beneficially own voting shares carrying at least 10% of the voting rights attached to the voting shares of the corporation or of which you are a director or officer; and/or
- a partnership or firm of which you are a member.

This section also states that “a councillor has a pecuniary interest in a matter if (a) the matter could monetarily affect the councillor or an employer of the councillor, or (b) the councillor knows or should know that the matter could monetarily affect the councillor’s family.” You must decide when you have a pecuniary interest. Council or the chief administrative officer cannot make the decision for you.

Exceptions

Several exceptions are listed in section 170(3) of the *MGA*.

A councillor does not have a pecuniary interest only because of any interest:

- the councillor, an employer of the councillor, or a member of the councillor's family may have as an elector, taxpayer, or utility customer of the municipality;
- the councillor or a member of the councillor's family may have by reason of being appointed by the council as a director of a company incorporated for the purpose of carrying on business for and on behalf of the municipality or by reason of being appointed as the representative of the council on another body;
- the councillor or member of the councillor's family may have with respect to any allowance, honorarium, remuneration or benefit to which the councillor or member of the councillor's family may be entitled by being appointed by the council to a position described above;

- the councillor may have with respect to any allowance, honorarium, remuneration or benefit to which the councillor may be entitled by being a councillor;
- the councillor or a member of the councillor's family may have by being employed by the Government of Canada, the Government of Alberta or a federal or provincial Crown corporation or agency, except with respect to a matter directly affecting the department, corporation or agency of which the councillor or family member is an employee;
- a member of the councillor's family may have by having an employer, other than the municipality, that is monetarily affected by a decision of the municipality;
- the councillor or a member of the councillor's family may have by being a member or director of a non-profit organization as defined in section 241(f) or a service club;
- the councillor or member of the councillor's family may have:
 - by being appointed as the volunteer chief or other volunteer officer of a fire or ambulance service or emergency measures organization or other volunteer organization or service; or
 - by reason of remuneration received as a volunteer member of any of those voluntary organizations or services.
- the councillor, an employer of the councillor or a member of the councillor's family that is held in common with the majority of electors of the municipality or, if the matter affects only part of the municipality, with the majority of electors in that part;
- the interest is so remote or insignificant that it cannot reasonably be regarded as likely to influence the councillor; or
- they discuss or vote on a bylaw that applies to businesses or business activities when the councillor, an employer of the councillor or a member of the councillor's family has an interest in a business, unless the only business affected by the bylaw is the business of the councillor, employer of the councillor or the councillor's family.

What to Do

Section 172 of the *MGA* sets out the procedure you must follow if a matter in which you have a pecuniary interest arises in a council or committee of council meeting. Failure to follow these procedures could lead to your disqualification from council.

This section says that you may not take part in the discussion and decision-making on any matter in which you have a pecuniary interest. The legislation attempts to ensure that you are not influencing council's discussion or decision by your presence.

If you have a pecuniary interest:

- you are to disclose that you have an interest and its general nature;
- you are to abstain from any discussion of the matter and from voting; and
- you are to leave the room until the matter has been dealt with, and you should make sure that your abstention is recorded in the minutes.

For example, you might say *“Mr. Mayor, I am abstaining on this matter because I am a shareholder in the company. I am leaving the room and I ask that my abstention be recorded.”*

If the matter is one in which you, as an elector or property owner, have a right to be heard by council (for example, a land use bylaw amendment, lane or street closure, etc.), you are to disclose your interest and abstain, but you may remain in the room to be heard by council in the same manner as any person who is not a member of council. In this case, you should follow the procedure required of any other person to be placed on the list of delegations to be heard by council. When the matter comes up for hearing, you might say *“Madam Mayor, I am abstaining from this matter because I own the property affected. I ask that my abstention be recorded.”*

You should then leave the council table and go to the area where the public sits. The mayor should call you to make your presentation in the same manner as any other person. You should state your case, answer any questions that may be asked of you and then be seated in the public area for the remainder of the public hearing.

When council debates the matter, it would be advisable to leave the room during the decision-making process.

Temporary Absence

On occasion, you may be temporarily absent from a meeting when a matter in which you have a pecuniary interest comes up for discussion. If so, upon returning to the meeting, or as soon as you discover that the matter was discussed, you are to disclose the general nature of your interest in accordance with section 172(4). The *MGA* requires the secretary to note your disclosure in the minutes. The purpose of this provision is to ensure that a member of council does not avoid disclosing an interest by simply leaving the meeting before the matter is discussed and returning after the discussion is complete. If a matter is discussed by council while you are temporarily absent from a meeting, upon your return and as soon as you become aware of the matter, you should get the attention of the chair and say something like *“Mr. Mayor, during my absence a matter was discussed in which I have an interest. I am disclosing that my husband is an employee of the company and I ask that my disclosure be recorded in the minutes.”*

All Meetings

The disclosure and abstention rules apply to every meeting of council and any of its committees. They also apply to you at a meeting of any board, committee, or agency to which you are appointed as a representative of council (section 172(1) of the *MGA*). In other words, any time you are acting as a councillor, the disclosure and abstention rules apply to you.

It is important to remember to ask the secretary at any of these meetings to record your abstention and to check that it is included in the minutes.

Business with the Municipality

Although there is no prohibition on doing business with the municipality when you are a member of council, every contract or agreement with the municipality in which you have an interest must be approved by council (section 173 of the *MGA*). If your council has delegated purchasing authority to administration, it is important that those officials know of any business interests that you have and that you ensure council approves of any contract with your business. If, as an elected official, you submit a bid or offer for a contract or agreement, you should note in your submission that the matter must receive council approval under section 173 of the *MGA*. If council does not approve the contract or agreement, you will be disqualified from council under section 174 of the *MGA* and the contract or agreement will have no force or effect.

The following are the only exceptions:

- if the contract or agreement is for the performance of work or the provision of a service in the case of an emergency; or
- if the contract or agreement is for the sale of goods or services to the municipality or to persons contracting with the municipality at competitive prices by a dealer in those goods or services, that is incidental to, or in the ordinary course of business; or
- the agreement was entered into before your term of councillor started.

Statement of Disclosure of Interests

If you have extensive business interests, it may be difficult for you to know when these businesses are dealing with your municipality. It may be even more difficult for purchasing agents to identify a contract that requires the approval of council because a member of council has an interest.

In such cases, it may help everyone involved – yourself included – if a listing of interests is available in the office. Council may, by bylaw, require its members to file a statement with a designated officer showing the names of their immediate family members and any business in which they have an interest (section 171 of the *MGA*). The designated officer then compiles a list of all the names reported on the statements and provides it to the employees of the municipality indicated in the bylaw.

This provision is enabling. This means the council has the power to pass such a bylaw; however, is not required to do so.

Remember

If you vote on a matter in which you have pecuniary interest, you are subject to disqualification, even if you vote against your interest.

Ask to have your abstention recorded in the minutes of the meeting. The rules apply at all meetings of your council and its committees, and at the meetings of any board, commission, committee or agency to which you are appointed as a representative of the council.

If your council passes a bylaw requiring a statement of disclosure of interests, keep your statement up-to-date by regularly informing the designated officer of additions or deletions.

If you are in doubt as to whether you have a pecuniary interest, obtain a written legal opinion from your own solicitor.

2. Conflict of Interest

Prior to the introduction of Bill 20, the *Municipal Affairs Statutes Amendment Act, 2024*, councillors were only required or permitted to abstain from discussion and voting on matters before council when they had a pecuniary interest or due to an absence from a public hearing. Councillors can now abstain from a vote or discussions on a matter if they believe they may have a conflict of interest or perceived conflict of interest.

Conflict of interest means a matter that could affect a private interest of the councillor or an employer of the councillor. It is also considered a conflict of interest if the councillor knows or should know that the matter affects the private interests of their family.

Similar to the *Conflicts of Interest Act*, which defines the ethics rules for members of the legislative assembly, the *MGA* defines what a private interest is not rather than providing a definitive list of potential private interests.

A private interest is not something that:

- is of general application;
- affects a councillor as one of a broad class of the public;
- concerns the remuneration and benefits of a councillor; or
- an interest that is trivial.

It is not possible to define every situation that presents a conflict of interest. However, these provisions enable councillors to abstain from voting or discussing a matter in which there may be a conflict of interest or perceived conflict of interest. This is important to build trust in locally elected officials and the decisions that they make as members of council.

What to Do for a Conflict of Interest

Section 172.1(1) and (2) of the *MGA* set out the procedure you may follow when you believe you may have a conflict of interest or perceived conflict of interest in a matter before council, a council committee, or any other body to which you are appointed as a representative of council.

If you believe you may have a conflict of interest:

- you may disclose the general nature of the conflict of interest;
- once you have disclosed the conflict of interest, you may abstain from any discussion of the matter and from voting; and
- you may leave the room until the matter has been dealt with, and you should make sure that your abstention and the disclosure of the conflict of interest or perceived conflict of interest is recorded in the minutes.

No Review of Conflict of Interest

If a councillor decides to take or not take any of the actions under section 172.1(2) after disclosing a conflict of interest or perceived conflict of interest, that decision cannot be considered during any hearing respecting the potential disqualification of the councillor. Nor can that decision be considered when determining the validity of a complaint alleging a breach of the code of conduct bylaw (Section 172.2 of the *MGA*).

This document is only a guide to the legislation. It is recommended you consult your solicitor for advice on specific situations.



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	December 10, 2024
Presented By:	Darrell Derksen, Chief Administrative Officer
Title:	La Crete Agricultural Society - Request for Letter of Support

BACKGROUND / PROPOSAL:

See the attached letter from the La Crete Agricultural Society requesting a support letter for their Small Community Opportunity Program Grant Application.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

N/A

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

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That a letter of support be provided to the La Crete Agricultural Society for their Small Community Opportunity Program grant application to complete an irrigation feasibility study.

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

La Crete Agricultural Society
P.O. Box 791
La Crete, AB
T0H 2H0

December 3, 2024

Email: cao@mackenziecounty.com

c/o Darrell Derksen, CAO
Mackenzie County
P.O. Box 640
Fort Vermilion, AB
T0H 1N0

Dear Council:

RE: Small Community Opportunity Program Grant Application

The La Crete Agricultural Society is working towards a grant application for the Small Community Opportunity Program (SCOP). The grant requirements include a motion of support from the local municipality in favour of the application. We request that Mackenzie County be a 'project partner', and that you provide a motion supporting our SCOP grant application.

In light of the recent community conversations around irrigation, we intend to complete an Irrigation Feasibility Study in conjunction with a local group. The feasibility study would be completed in three broad phases; Agronomic Analysis, Potato Processor Attraction Analysis, and Economic Analysis and Feasibility Conclusions. The economic analysis would consider three separate intensities of irrigation infrastructure, from private/farm scale, to 50,000 -100,000 acre projects, to a 500,000 acre project. We feel that this analysis will provide a good indication on how to proceed with irrigation in our region.

We believe that this project scope is well aligned with the SCOP grant parameters and supports the development of agriculture and irrigation in our community. A larger and more resilient agriculture sector increases opportunities for our farmers, our businesses and

Thank you for your time and consideration of this request. For any questions or follow up, please contact Susan Siemens at (780) 928-4447 or lcheritagecentre@gmail.com.

Sincerely,

Jake Wiebe
President



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	December 10, 2024
Presented By:	Darrell Derksen, Chief Administrative Officer
Title:	Fort Vermilion & Area Board of Trade - Request for Letter of Support

BACKGROUND / PROPOSAL:

See the attached letter from the Fort Vermilion & Area Board of Trade requesting a support letter for their Small Community Opportunity Program Grant Application.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

N/A

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

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That a letter of support be provided to the La Crete Agricultural Society for their Small Community Opportunity Program grant application for the availability and quality of water throughout the region.

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



Fort Vermilion & Area Board of Trade
4801 River Road
Fort Vermilion, AB T0H 1N0

December 3, 2024

Email: cao@mackenziecounty.com

C/O Darrell Derksen, CAO
Mackenzie County
P.O. Box 640
Fort Vermilion, AB
T0H 1N0

Dear Council:

RE: Small Community Opportunity Program Grant Application

The Fort Vermilion and Area Board of Trade is requesting a motion from Mackenzie County in support of our grant application for the Small Community Opportunity Program (SCOP).

In the 1950's the Board of Trade advocated for agricultural land expansion in the Buffalo Head Prairie area, and this advocacy for growing trade and commerce in the region remains ongoing. The economic potential of irrigation has the ability to transform our community, and the Board of Trade feels that it is important for us to support the early stages of the project. There are many questions regarding the irrigation opportunity in the region, and our application would focus on the availability and quality of water throughout the region, looking at the Peace River and many of the local tributaries as a potential water source. This work would be coupled with an extension program, including a website, to create a knowledge hub and a central point for irrigation information for the region.

We believe that this project scope supports a practical agriculture need within our community and meets multiple objectives within the SCOP grant parameters. We are excited to partner with our community to develop a more robust farming economy.

Thank you for your time and consideration of this request. Please feel free to contact me with any questions at (780) 927-4008 or fortvermilionandareaboardoftrade@outlook.com.

Sincerely,

Danny Friesen
President

c. Byron Peters Byron.atlas@outlook.com



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	December 10, 2024
Presented By:	Landon Driedger, Agricultural Fieldman
Title:	Agricultural Service Board Meeting Minutes

BACKGROUND / PROPOSAL:

The unapproved minutes of the November 8, 2024 Agricultural Service Board meeting are attached.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

COMMUNICATION:

N/A

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

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the unapproved Agricultural Service Board meeting minutes of November 8, 2024 be received for information.

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

**MACKENZIE COUNTY
AGRICULTURAL SERVICE BOARD MEETING
November 8, 2024
9:00 a.m.
La Crete**

PRESENT: Ernie Peters ASB Chair
Josh Knelsen Reeve
David Driedger Councillor arrived (9:15 a.m.)
Jake Martens Member at Large
George Fehr Member at Large
Joe Peters Member at Large

REGRETS:

ADMINISTRATION Landon Driedger Agricultural Fieldman
Darrell Derksen Chief Administrative Officer
Colleen Sarapuk Administrative Officer (Recording Secretary)

Minutes of the Mackenzie County Agricultural Service Board meeting held on November 8, 2024.

CALL TO ORDER: 1. a) Call to Order

Councillor Peters called the meeting to order at 9:00 a.m.

AGENDA: 2. a) Adoption of Agenda

MOTION ASB 24-11-023 MOVED by George Fehr

That the agenda be adopted with the additions
6.f) Land at Blue Hills Water Point
6.g) Bill C-293

CARRIED

PREVIOUS MINUTES 3.a) Minutes of the May 3, 2024 ASB Minutes

MOTION ASB 24-11-024 MOVED by Reeve Knelsen

That the minutes of the May 3, 2024 Agricultural Service Board meeting be approved as presented.

CARRIED

ACTION LIST

4.a) Action List

MOTION ASB 24-11-25

MOVED by Jake Martens

That the Action List be received for information.

CARRIED

DELEGATION

5.a) None

BUSINESS

6.a) Ag Fieldman Report

MOTION ASB 24-11-26

MOVED by Councillor Driedger

That the Agricultural Fieldman Report be received for information.

CARRIED

6.b) Draft ASB023 Surface Water Management Policy

MOTION ASB 24-11-27

MOVED by George Fehr

That a recommendation be made to Council to approved ASB023 Surface Water Management Policy as amended.

CARRIED

6.c) Soil Feasibility Study for Irrigable Lands (SCOP Funding)

MOTION ASB 24-11-28

MOVED by Reeve Knelsen

That the Soil Feasibility Study for Irrigable Lands (SCOP Funding) be received for information.

CARRIED

6.d) Letter of Support for Veterinary Standards for Clinic Staffing and Services

MOTION ASB 24-11-29

MOVED by Joe Peters

That a letter of support be sent to the Alberta Veterinary Medical Association regarding the Veterinary standards for clinic staffing and services.

CARRIED

The chair recessed the meeting at 9:46 a.m. and reconvened at 9:57 a.m.

6.e) 2025 Draft Budget

MOTION ASB 24-11-30

MOVED by Joe Peters

That the 2025 Draft Budget be received for information.

CARRIED

6.f) County Land at Blue Hills Water Point (addition)

**MOTION ASB 24-11-31
(requires unanimous)**

MOVED by Reeve Knelsen

That administration bring options for cattle grazing opportunities at the Blue Hills Water Point to a future council meeting

CARRIED UNANIMOUSLY

MOTION ASB 24-11-32

6.g) Bill C-293

**MOTION ASB 24-11-33
(requires unanimous)**

MOVED By Councillor Driedger

That a letter of concern be sent to federal and provincial government regarding Bill C-293.

CARRIED UNANIMOUSLY

CLOSED MEETING

7.a)

SET MEETING DATE

8.a) Set Next Meeting Date

The next ASB meeting will be at the call of the Chair.

ADJOURNMENT

9.a) Adjournment

MOTION ASB 24-10-34

MOVED by George Fehr

That the Agricultural Service Board Meeting be adjourned at
10:32 a.m.

CARRIED

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

Ernie Peters, Chair

Landon Driedger, Agricultural Fieldman

Unapproved



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	December 10, 2024
Presented By:	Caitlin Smith, Director of Planning and Development
Title:	Municipal Planning Commission Meeting Minutes

BACKGROUND / PROPOSAL:

The unapproved minutes of the November 21, 2024 Municipal Planning Commission meeting are attached.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

COMMUNICATION:

N/A

Author: A.Wolfe **Reviewed by:** C Smith **CAO:** _____

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the unapproved Municipal Planning Commission meeting minutes of November 21, 2024 be received for information.

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

**MACKENZIE COUNTY
Municipal Planning Commission Meeting**

**Mackenzie County Office
Fort Vermilion, AB**

Thursday, November 21, 2024 @ 10:00 a.m.

PRESENT: Erick Carter Chair, MPC Member
Peter F. Braun Vice Chair, Councillor, MPC Member
Andrew O'Rourke MPC Member (Virtual)
David Driedger Councillor, MPC Member
Frank Fehr MPC Member

ADMINISTRATION: Caitlin Smith Director of Planning & Development
Jackie Roberts Development Officer
Annika Wolfe Administrative Assistant/Recording Secretary
Darrell Derksen CAO

MOTION 1. CALL TO ORDER

Erick Carter called the meeting to order at 10:01 a.m.

2. ADOPTION OF AGENDA

MPC 24-11-181 MOVED by Peter F. Braun

That the agenda be adopted as presented.

CARRIED

3. MINUTES

a) Adoption of Minutes

MPC 24-11-182 MOVED by David Driedger

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

CARRIED

b) Business Arising from Previous Minutes

**i. 39-SUB-24 David & Susan Hiebert
Rural Single Lot Subdivision
SE-10-104-15-W5M**

MPC 24-11-183 **MOVED** by Peter F. Braun

That Subdivision Application 39-SUB-24 in the name of David & Susan Hiebert of SE-10-104-15-W5M 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 approval is for a **Type B** subdivision, 10 Acres (4.04 Hectares) in size.
2. Applicant/developer shall enter into and abide by a Development Agreement with Mackenzie County which shall contain, but is not limited to:
 - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality,
 - I. Any permanent buildings on the property must be constructed 2% above the grade of the road.
 - b) Mitigation measure must be in place in order to avoid water damage from potential pluvial flooding,
 - c) The dugout located on the panhandle access must be drained and filled in prior to construction of the access,
 - d) Provision of a road and access to both the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developer's expense,
 - I. The shared access easement agreement currently on title of the remainder of the quarter section is to be removed.
 - II. A new easement agreement would be registered on the title of the proposed subdivision and Plan 222 2226, Block 01, Lot 01.

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

CARRIED

4. TERMS OF REFERENCE

For Information.

5. DEVELOPMENT

- a) **242-DP-24 David & Helena Driedger
Bunkhouse (Temporary) in Country Residential "CRm"
Plan 042 3012, Block 01, Lot 35 (312 Riverdrive Place)**

MPC 24-11-184 **MOVED** by Peter F. Braun

That Temporary Development Permit 242-DP-24 on Plan 042 3012, Block

01, Lot 35 in the name of David & Helena Driedger be APPROVED with the following conditions:

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

- a) Minimum building setbacks: a. 41.15 meters (135 feet) from any road allowances; and b. 15.24 meters (50 feet) from any other property lines.;
- b) The Bunkhouse shall meet all current National Building Code 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.;
- c) Permit expires November 21, 2025, should the Bunkhouse need to remain on location, please contact Mackenzie County Planning and Development Department at (780) 928-3983 to apply for another temporary permit;
- d) The undercarriage of the Bunkhouse shall be screened from view by skirting or such other means satisfactory to the Development Authority.;
- e) No accessory building erected/or moved onto the site shall be used as a dwelling.;
- f) All basement or below grade developments shall have an operational sump pump;
- g) The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards.;
- h) All sewage disposals shall conform to the current Alberta Private Sewage Systems Stand of Practice;
- i) 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.;
- j) Any permanent buildings on the property must be constructed 2% greater than the grade of the road.;
- k) Mitigation measures must be in place, where applicable, in order to avoid water damage from potential seasonal flooding.;
- l) 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;

- m) 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.;
- n) The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.;
- o) 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.;
- p) 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.

q)

CARRIED

- b) **244-DP-24 Greg & Lorraine Wiebe
Automotive Equipment & Vehicle Services – Major
In Agricultural 1 “A1”
NW-35-105-15-W5M (105563 RGE RD 152)**

MPC 24-11-185 **MOVED** by David Driedger

That Development Permit 244-DP-24 on NW-35-105-15-W5M in the name of WIEBE, GREG & LORRAINE be APPROVED with the following conditions:

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

- a) This permit is for the APPROVAL of an Automotive Equipment and Vehicle Services, Major (Change of Use) in the existing Farm - Shop.;
- b) The Automotive Equipment And Vehicle Services, Major shall meet all current National Building Code 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.;

- c) All conditions and requirements by the Alberta Motor Vehicle Industry Council "AMVIC" are to be met to their specifications and standards.;
- d) This permit approval is subject to approval from the Alberta Motor Vehicle Industry Council (AMVIC). The developer is required to obtain written approval from the Alberta Motor Vehicle Industry Council regarding the proposed development prior to commencement of the development. Failure to do so shall render this permit Null and Void.;
- e) Provide adequate off street parking as follows: The minimum parking standards are 1 space per 45.0 square meters (484.4 square feet) of building area which in this case is 6 public parking stalls, 1 space per each full time employee and 1 space for every 2 part time employees.
- f) The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards.;
- g) If a sign is placed on the property the sign shall be located a minimum of: 200 meters from regulatory signs, and 3 meters (9 feet) from the outer edge of the road or not less than 1.5 meters from the property line if on private property.;
- h) Illumination of the sign must not negatively affect, nor pose a safety hazard to, an adjacent site or street.;
- i) The sign shall be a minimum of 1.5 meters to a maximum of 2.5 meters in height above the shoulder of the road.;
- j) The sign shall:
 - I. Not obstruct the orderly and safe flow of vehicular and pedestrian traffic,
 - II. Not unduly interfere with the amenities of the district,
 - III. Not materially interfere with or affect the use, enjoyment or value of neighbouring properties, and
 - IV. Not create visual or aesthetic blight.;
- k) The site and sign shall be kept in a safe, clean, and tidy condition, or may be required to be renovated or removed.;
- l) No vehicle shall be located in such a way that it impedes visibility for vehicular and/or pedestrian traffic.;
- m) This permit may be revoked at any time if, in the opinion of the Development Officer, the proposed development has become detrimental, unsightly or otherwise incompatible with the amenities of the neighbourhood.;

- n) All basement or below grade developments shall have an operational sump pump;
- o) All sewage disposals shall conform to the current Alberta Private Sewage Systems Stand of Practice.;
- p) 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.;
- q) Any permanent buildings on the property must be constructed 2% greater than the grade of the road.;
- r) Mitigation measures must be in place, where applicable, in order to avoid water damage from potential seasonal flooding.;
- s) 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;
- t) 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.;
- u) The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.;
- v) 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.;
- w) 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.;
- x) 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.;

- y) The applicant will require a current business license with Mackenzie County.;

CARRIED

- c) **248-DP-24 George & Tena Peters
Bunkhouse (Temporary) In Country Residential “CRm”
Plan 042 3012, Block 01, Lot 18 (421 Riverdrive East)**

MPC 24-11-186 **MOVED** by Andrew O'Rourke

That Temporary Development Permit 248-DP-24 on Plan 042 3012, Block 01, Lot 18 in the name of George & Tena Peters be APPROVED with the following conditions:

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

- a) Minimum building setbacks: a. 41.15 meters (135 feet) from any road allowances; and b. 15.24 meters (50 feet) from any other property lines.;
- b) The Bunkhouse shall meet all current National Building Code 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.;
- c) Permit expires November 21, 2025, should the Bunkhouse need to remain on location, please contact Mackenzie County Planning and Development Department at (780) 928-3983 to apply for another temporary permit;
- d) The undercarriage of the Bunkhouse shall be screened from view by skirting or such other means satisfactory to the Development Authority.;
- e) No accessory building erected/or moved onto the site shall be used as a dwelling.;
- f) All basement or below grade developments shall have an operational sump pump;
- g) The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards.;
- h) All sewage disposals shall conform to the current Alberta Private Sewage Systems Stand of Practice;

- i) 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.;
- j) Any permanent buildings on the property must be constructed 2% greater than the grade of the road.;
- k) Mitigation measures must be in place, where applicable, in order to avoid water damage from potential seasonal flooding.;
- l) 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;
- m) 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.;
- n) The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.;
- o) 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.;
- p) 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. SUBDIVISION

- a) None.

7. MISCELLANEOUS

- a) None.

8. CLOSED MEETING

a) None.

9. MEETING DATES

- ❖ Thursday December 12, 2024 @ 10:00 a.m. in La Crete
- ❖ Thursday January 9, 2024 @ 10:00 a.m. in La Crete
- ❖ Thursday January 23, 2024 @ 10:00 a.m. in Fort Vermilion

10. ADJOURNMENT

MPC 24-11-187 **MOVED** by Andrew O'Rourke

That the Municipal Planning Commission Meeting be adjourned at 10:11 a.m.

CARRIED

These minutes were adopted this 12th day of December, 2024.

Erick Carter, Chair



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	December 10, 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
- 2024-08-13 Minister of Energy and Minerals - RMA Letter Unpaid Taxes
- 2024-11-21 Minister of Forestry and Parks - Public Land Sale Process Inquiry
- 2024-11-28 Minister of Municipal Affairs - Municipal Restructuring - Ward Boundary and Governance Review
- 2024-11-29 Minister of Municipal Affairs - Follow Up Letter
- 2024-11-28 Minister of Public Safety and Emergency Services - Minister Meeting Follow Up
- 2024-11-28 Minister of Health - Letter of Support for Maskwa Medical Centre
- 2024-11-21 MD of Spirit River No. 133 to Minister Loewen Re AFSC reduction in services
- 2024-11-27 RMA Member Municipalities - Collaborative Stance on FCM Representation
- 2024-11-28 Letter of Support for Local Registry Offices
- 2024-11-28 Regional Economic Development Initiative (REDI)- Letter of Support - Northern and Regional Economic Development (NRED) Program Grant Application
- 2024-10-29 Mackenzie County Library Board Meeting Minutes
- 2024-11-19 Upper Hay Regional Forests Public Advisory Committee (PAC) Meeting Minutes

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

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

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

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

Mackenzie County Action List as of November 27, 2024

Council and Committee of the Whole Meeting Motions Requiring Action

Motion	Action Required	Action By	Status
February 22, 2016 Council Meeting			
16-02-135	That the County covers the additional cost of the survey on Plan 5999CL, Lot E to date and have administration release a copy of the report to the landowner informing them that the initial investigation survey has been completed.	Caitlin/Jen	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 Awaiting a Response
October 9, 2018 Regular Council Meeting			
18-10-763	That administration proceeds with the water diversion license's as discussed.	John	TDL expires 2025-04-30. Meeting with ToHL and they are going to start the regional water study.
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: Signed Offer to purchase PLS140031 Survey is now being reviewed by Director of Surveys for approval for PLS140031 Capital Budget Request
November 2, 2022 Budget Council Meeting			

Motion	Action Required	Action By	Status
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	In Progress
December 13, 2022 Regular Council Meeting			
22-12-908	That Council approve the Fort Vermilion Bridge Campground and Recreational Area Plan as amended and to submit the Plan to Forestry, Parks and Tourism for their approval.	Don	FPT Requesting updated mapping. GIS Mapping Completed To be completed fall of 2024 Waiting Post Construction Follow Up
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.	Darrell/Don/Jen	Reapplying for the Grant
August 16, 2023 Regular Council Meeting			
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 organization on agreements
October 25, 2023 Regular Council Meeting			
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
February 13, 2024 Regular Council Meeting			
24-02-097	That the PLS Application Process proceed as directed.	Darrell/Caitlin/ Landon	See Motion 24-10-683
May 22, 2024 Regular Council Meeting			
24-05-427	That Council grant the Municipal Planning Commission special variance authority of 40% for the Heimstaed Lodge Development Permit upon application.	Caitlin	Awaiting Development permit application.
June 26, 2024 Regular Council Meeting			
24-06-489	That Council approve the request for street improvements along 99th Avenue and 106th Street at the cost of the developer.	Caitlin	COMPLETE
24-06-491	That administration work with La Crete Co-op to accommodate right of way parking along 101 Street and La Crete Co-op will be responsible for clearing the snow.	Caitlin	In Progress
24-06-499	That administration continue to work with Northern Road Builders contract negotiations on the North	John	Project Review Ongoing

Motion	Action Required	Action By	Status
	Trunk Sanitary Sewer Contract #2 – Lift Station Project.		
24-06-518	That Policy UT006 Municipal Rural Water Servicing – Endeavor to Assist Policy be brought to a future Council meeting with amendments as discussed.	John	Being brought back to council this winter
July 17, 2024 Regular Council Meeting			
24-07-554	That Mackenzie County collaborate with Mackenzie Frontier Tourism Association and other organizations through the Community Services Committee to provide input for the Peace River Boat Guide.	Council	
September 10, 2024 Regular Council Meeting			
24-09-603	That administration advertise Part of SW 7-109-19W5M for sale.	Caitlin	Received appraisal, currently advertising
24-09-611	That third reading be given to Bylaw 1345-24 being a Partial Plan Cancellation and Lot Consolidation of Plan 962 4275, Block 04, Lots 13-17, to accommodate the consolidation of these lots into one title.	Caitlin/Louise	Sent to Land titles for registration
24-09-633	That administration present at a future Council meeting, all purchasing policies effected by the Tender and Request for Proposal template for review and possible amendment.	Darrell	In Progress
24-09-635	That motor graders Unit 2152 and Unit 2153 be disposed of by Option 3 - Ritchie Bros.	Willie	Unit 2152 disposed in September, received more than minimum amount. Unit 2153 will be disposed of in October.
September 23, 2024 Regular Council Meeting			
24-09-651	That the Sale of County Property be TABLED to January 2025.	Darrell	
24-09-655	That the Fort Vermilion School Division and Mackenzie County enter into an Agreement for the development of the Mackenzie CommuFinity Recreation Centre.	Don/Darrell	In Progress
24-09-656	That administration work with community partners and bring back estimates for initial phases of engineering on the Mackenzie Community Recreation Centre.	Don/Darrell	In Progress
24-09-662	That third reading be given to Bylaw 1244-21 being the Land Use Bylaw to be adopted as amended.	Caitlin/Louise	COMPLETE
24-09-666	That Range Road 15-5 ditch work be completed prior to winter.	Andy	Work commenced 2024-10-14

Motion	Action Required	Action By	Status
24-09-668	That Mackenzie County partner with Northern Lights Forest Education Society on informational signage for our campgrounds for a maximum of \$5,000 with funding coming from the 2024 Operating Budget.	Don	In Progress
24-09-676	That the 2024 Capital Budget be amended by \$60,000 with funding coming from the Municipal Reserve for the boat launch projects.	Don/Jen	Estimates for Transportation and Installation received materials ordered. Finance – COMPLETE Waiting for River to go down.
October 16, 2024 Regular Council Meeting			
24-10-683	That Mackenzie County Council requests a meeting with all affected ministries affecting land sales and the red tape increases with it.	Caitlin	Letters Sent COMPLETE
24-10-684	That Council accept the offer to purchase and proceed with the sale of Plan 052 0560, Block 05, Lot 04.	Caitlin	COMPLETE
24-10-693	That the Minimum Building Setbacks – National Building Code Standard be brought back to a future council meeting.	Caitlin	COMPLETE
24-10-696	That first reading be given to Bylaw 1349-24 being a Partial Road Closure Bylaw to close 1438 meters of Range Road 16-1 located between SE-24-107-16-W5M/NE-13-107-16-W5M and SW-19-107-15-W5M/NW-18-107-15-W5M, for aggregate extraction.	Caitlin	Sent to AT
24-10-699	That Council donate the portion of the road closure at market value to the La Crete Municipal Nursing Association for consolidation into the adjacent lot.	Caitlin	Need to transfer land
24-10-702	That Mackenzie County engage ISL Engineering to create a robust public engagement plan that includes all communities and areas, residents, ratepayers and urban municipal neighbours (Town of High Level and the Town of Rainbow Lake) to present and review the information surrounding the three (3) defeated motions of council (Motions 24-07-535, 24-10-700 and 24-10-701) and the recommendation for Municipal Affairs prepared by Transitional Solutions Inc. and bring it back to Council for approval.	Darrell/Caitlin	COMPLETE
October 22, 2024 Organizational Council Meeting			
24-10-731	That Bylaw 563-06 the Establishment of a Municipal Planning Commission be brought back to a future council meeting with amendments.	Caitlin	COMPLETE

Motion	Action Required	Action By	Status
24-10-750	That administration bring back information and the Terms of Reference to consider reinstating the Finance Committee.	Jen	January COW
October 23, 2024 Regular Council Meeting			
24-10-761	That the current agreement between Frontier Veterinary Services Ltd. and Mackenzie County be renewed for a period of two years.	Landon	
24-10-763	That Council agrees with the appraised value for Plan 792 1881, Block 18, Lot 01 and direct administration to proceed with the offer to purchase.	Caitlin	Offer signed, awaiting payment
24-10-764	That administration proceed with renting out space formally used by the Fort Vermilion Community Support Services in the Fort Vermilion Library building located at 5103 River Road and bring back the 1277-23 Fee Schedule Bylaw to a future Council Meeting.	Don	Advertisement is out Bylaw being presented at the 2024-11-13 Council Meeting
24-10-773	That current and future requests to alter and/or extend accesses will be denied on the Southside of 105th Avenue in Hamlet of La Crete due to surface water drainage issues in the area.	Andy/Caitlin	In Progress
24-10-774	That administration bring back Bylaw 1229-21 School Zones and Other Speed Zones to reflect the signs on 94th Avenue within the Hamlet of La Crete and bring back recommendations to add lunch hours to all school zones.	Andy	
October 30, 2024 Budget Council Meeting			
24-10-787	That administration work with MPA Engineering and proceed with applying for a \$6 million bridge replacement project over 3 years under the Local Growth and Sustainability Grant.	Andy	Rescinded COMPLETE
November 18, 2024 Regular Council Meeting			
24-11-803	That administration research registration procedures and develop a Golf Cart Bylaw and bring it back to a future council meeting.	Don	
24-11-809	That administration applies for the Rebuild RGE RD 20-0 S of HWY 35 (.5 mile) – Angle Road Capital project under the Local Growth and Sustainability Grant.	Andy	
24-11-810	That \$19,622 be allocated to the General Operating Reserve to assist with future ye8ars Mackenzie Agricultural Fair & Tradeshow events.	Jen	COMPLETE
24-11-816	That Mackenzie County apply for a grant through Alberta Transportation and Economic Corridors for	John	Application submitted COMPLETE

Motion	Action Required	Action By	Status
	the Alberta Municipal Water/Wastewater Partnership to upgrade the Fort Vermilion raw water reservoirs.		
24-11-817	That a letter of support be provided to Maskwa Medical Center outlining our support for the facility without financial commitment.	Darrell	COMPLETE
24-11-818	That a letter outlining the importance of supporting our local brick & mortar registration offices be sent to our local registry offices.	Darrell	COMPLETE
24-11-821	That a response letter be written to Rural Municipalities of Alberta (RMA) Member Municipalities regarding concerns with current Federation of Canadian Municipalities (FCM) representation for western provinces.	Darrell	COMPLETE
November 19, 2024 Budget Council Meeting			
24-11-826	That administration incorporates the additional 2025 One Time projects: - Fort Vermilion Shop Floor Repair - \$12,000 - Well #4 Cleaning - \$85,000 into the Draft 2025 Operating budget with funding coming from the 2025 taxation levy as Tracking Sheet Change #4.	Jen	COMPLETE
24-11-827	That the 2024 One Time project requiring additional funds to complete projects in 2025 have their budgets amended as follows: Fishing Opportunities (MARA, Tompkins Twin Pond) (2023) -\$25,000 with funding coming from the Municipal Reserve as Tracking Sheet Change #5.	Jen	COMPLETE
24-11-828	That administration incorporates the requested 2024 One Time Carry Forward projects in the Draft 2025 Operating budget.	Jen	Year End Transaction
24-11-830	That the 2025 Non-Profit Organization grant applications be approved as discussed, and incorporated into the 2025 Draft Operating Budget as Tracking Sheet Change #6.	Jen	COMPLETE
24-11-831	That the 2025 Draft Operating Budget be approved with Tracking Sheet Change #3 as presented.	Jen	COMPLETE
24-11-832	That the 2024 One Time Projects requiring additional funding to compete projects in 2024 have their budgets amended as follows: •Wadlin Lake Campground \$50,000; •Hutch Lake Campground \$50,000 with funding for both coming from the Parks and Recreation Reserve;	Jen	COMPLETE

Motion	Action Required	Action By	Status
	<ul style="list-style-type: none"> •Hamlet Park Development \$25,000 with funding coming from other Sources; •La Crete Walking Trail 109 Ave & 113 Street - \$20,000 with funding coming from the General Capital Reserve; •Fort Vermilion – Frozen Water Services Repair (River Road) (2015) - \$15,000 with funding coming from the Water Sewer Infrastructure Reserve. 		
24-11-833	That administration incorporates the requested 2024 Capital Carry Forward projects in the Draft 2025 budget as amended.	Jen	Year End Transaction
24-11-834	That the 2025 Capital Projects be brought back to the December 11, 2024 Budget Council meeting for consideration.	Jen	Presenting 2024-12-11
November 27, 2024 Regular Council Meeting			
24-11-841	That administration advertise the leasing opportunity for Part of SW-28-108-12-W5M, Part of SE-29-108-12-W5M, and Part of SE-28-108-12-W5M (LOC 090670) which included road allowance between SE-28-108-12-W5M and SW-27-108-12-W5M located at the Wop May airport, for bid.	Caitlin	Drafting Ad
24-11-843	That the Zama City Sprinkler Plan and Shelter in Place Project for an estimated \$20,000 be brought forward to the 2025 budget deliberations.	Don/Jen	Presenting 2024-12-11
24-11-844	That the 2024 One Time Project Budget be amended to include the Fire Truck Pump Repair Project in the amount of \$25,000 with funding coming from the General Operating Reserve.	Don/Jen	FINANCE - COMPLETE
24-11-847	That Policy PW039 Rural Road Access Construction and Surface Water Management be rescinded.	Louise	COMPLETE
24-11-848	That Policy PW045 Rural Road and Access Construction be approved as presented.	Andy/Louise	COMPLETE
24-11-849	That Policy ASB023 Surface Water Management be approved as amended.	Landon/Louise	COMPLETE
24-11-850	That first reading be given to Bylaw 1356-24 being the Unauthorized Use of Municipal Land in Road Allowances for Mackenzie County as amended.	Andy	
24-11-851	That the 2024 One Time Project Budget for the Wolfe Lake Rural Water Point project be amended by \$50,000 with funding coming from the Water/Sewer Infrastructure Reserve for additional excavation and that the lease be renewed for a longer term.	John/Jen	COMPLETE

Motion	Action Required	Action By	Status
24-11-855	That third reading be given to Bylaw 1353-24 Establishment of a Municipal Planning Commission.	Caitlin/Louise	Caitlin – COMPLETE Louise – Awaiting Signatures
24-11-856	That first reading for Bylaw 1355-24 being a partial plan cancellation and lot consolidation of Plan 842 0527, Block 01, Lots 13, 14, and 15 in the Hamlet of Fort Vermilion be TABLED to gain additional clarity between the Government of Alberta and Boreal Housing Foundation grant requirements.	Caitlin	Notified Landowner
24-11-857	That Mackenzie County Council direct administration to apply to the 2024-25 Small Community Opportunity Program Grant to fund the Mackenzie Agriculture update.	Caitlin	Working with REDI to submit application
24-11-858	That Mackenzie County Council support the application for the 2024-25 Small Community Opportunity Program Grant to fund the Mackenzie Agriculture update as the Managing Partner.	Caitlin	In Progress
24-11-859	That Mackenzie County send a letter of support to the Regional Economic Development Initiative (REDI) for the 2024-25 Northern and Regional Economic Development Program Grant.	Caitlin	COMPLETE
24-11-860	That Council approve the developer request to use Geothermal Energy in hamlet.	Caitlin	Notified developer to proceed
24-11-861	That the Community Rail Advocacy Alliance 2025 Membership be renewed in the amount of \$2,000.	Louise	COMPLETE
24-11-862	That the following Councilor's be authorized to attend the NWT Association of Communities Annual General Meeting from February 26, 2025 – March 1, 2025 in Yellowknife, Northwest Territories. 1. Reeve Knelsen 2. Councillor Cardinal	Louise	COMPLETE



ALBERTA

Energy and Minerals

Office of the Minister

MLA, Fort McMurray- Lac La Biche

AR46657

August 13, 2024

Mr. Paul McLauchlin, President
Rural Municipalities of Alberta
2510 Sparrow Drive
Nisku, Alberta T9E 8N5

Dear President McLauchlin:

The Government of Alberta takes the issue of unpaid municipal property taxes seriously and expects oil and gas producers to pay their taxes. Alberta's oil and gas industry currently pays about \$1.6 billion in municipal taxes annually. It is clear the vast majority of companies pay their taxes, but we understand why municipalities are frustrated by overdue municipal taxes from a handful of operating oil and gas companies. We share this frustration.

The property taxes assessed to oil and gas companies in Alberta by municipalities under the Municipal Government Act contribute to the sustainability of communities across Alberta, and resolving municipal tax arrears is a complex issue and involves multiple interests. Finding the best balance for both municipalities providing services in their jurisdiction and for oil and gas companies that support jobs and local business while contributing to government revenues requires collaboration among all impacted stakeholders.

In the past ten years, the oil and gas industry has faced multiple global economic challenges and continues to adapt to global challenges, demand cycles, and the energy transition. These have all impacted local governments and the Government of Alberta. Because of recent challenges in the oil and gas industry and the resulting impacts to local government revenues, the Government of Alberta acted to support municipalities by implementing a suite of improvements including:

- The Provincial Education Requisition Credit (PERC) program, which provides municipalities with an education property tax credit equal to the uncollectable education property taxes on delinquent oil and gas properties for the 2015 through 2025 tax years.
- Restoration of a special priority lien in 2021 under Bill 77 for linear property and machinery and equipment, applicable to all a debtor's assessable property within the municipality and giving municipalities priority over other creditors (apart from the Crown and environmental liability obligations) for unpaid taxes.

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Government also provided funding to Rural Municipalities of Alberta (RMA) to develop a resource that would help its members understand how to enforce the special lien.

- Energy and Minerals issued Ministerial Order 043/2023 requiring payment of municipal taxes as a mandatory condition for the approval of new well licences and well licence transfers between oil and gas, which became effective May 1, 2023. Please note: I will be providing additional direction to the Alberta Energy Regulator (AER) on that order to help maximize the number of oil and gas assets that return to municipal tax paying status.

Responsible operators in Alberta must comply with all applicable provincial requirements in order to produce and develop energy resources, including the timely payment of municipal taxes assessed on oil and gas infrastructure. I continue to encourage and support Government and AER initiatives that proactively address unpaid taxes and impose appropriate consequences on the small number of operators who do not comply with tax payment obligations or other provincial requirements. As Minister, I am willing to consider other tools, in cooperation with the AER, to implement further compliance and enforcement actions on companies with significant property taxes in arrears.

You should be aware that, any additional process that are additive to Ministerial Order 043/2023 may place these companies at an increased risk of bankruptcy. This in turn would increase the risk of assets going to the Orphan Well Association which is not required to pay municipal taxes.

With these risks in mind, as part of a contemplated additional process, we would require evidence of due diligence on the part of municipalities to ensure that bad tax debts are written off, current tax debts are accurate, and all available tools are being used in a timely and reasonable manner to collect them. On top of this, the additional enforcement tools would apply only to an individual request submitted by a municipality about an operating company with municipal property tax arrears in excess of \$50,000. Only such arrears that are past due for more than 12 months would be eligible for this additional process.

Before I work with the AER to help a municipality in these situations, I would need the municipality to provide me with a municipal council resolution which must include:

1. the details of the tax arrears,
2. the steps taken by the municipality within its toolkit to collect them,
3. and an unambiguous request to the Minister of Energy and Minerals to employ all available tools to aid the municipality in the tax collection.

The “details of the tax arrears” in the resolution would have to include a legal description of the specific assets (i.e. legal land description of where they are located, serial

.../3

numbers of any assessed equipment and machinery, and such other particulars as may be necessary in the circumstances) in addition to (by asset) the tax amount owing, when the tax was assessed and originally due, and how the tax amount was calculated. The impacted company, my office, and the AER would have to be provided at least thirty days written notice of the council resolution vote.

My ministry will work with the Ministry of Municipal Affairs and the AER to further develop this process in consultation with key stakeholders and municipalities.

To further assist municipalities in communicating the actual realizable municipal tax arrears, I will ask the AER to make available to municipalities a list of companies which have appeared on recent unpaid tax rolls who are not producing or operating in Alberta because of insolvency status. This will allow municipalities to distinguish in their reporting between companies that are operating and not paying their taxes, and companies that are defunct or under court insolvency protections. Correctly distinguishing between those two categories provides a more accurate understanding of the problem.

I have also begun discussions with the Ministry of Municipal Affairs around the policy issue of how municipal tax is assessed on energy assets belonging to companies that are either defunct or going through court insolvency proceedings. Maintaining these assets on the assessment roll has historically served a policy purpose, as the assets have generally come back into production under a new owner. It is possible given the evolving nature of the energy industry and court precedents around asset retirement obligations that this policy purpose can be revisited.

I also invite the RMA to make specific suggestions on how municipalities can effectively communicate information about unpaid taxes with the AER, the Ministry of Energy and Minerals, and the Ministry of Municipal Affairs in support of this process. We all agree that municipal tax information across Alberta should be consistent, accurate, and up to date so that Albertans have the facts.

Thank you for your attention to this issue.

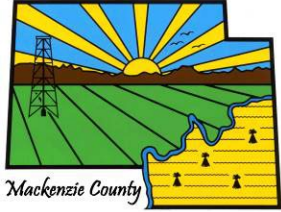
Sincerely,

A handwritten signature in blue ink that reads "Brian Jean".

Brian Jean, K.C., ECA
Minister

.../4

cc: **Minister Ric McIver, Municipal Affairs**
Larry Kaumeyer, Deputy Minister Energy and Minerals
Brandy Cox, Deputy Minister Municipal Affairs
Laurie Pushor, CEO Alberta Energy Regulator
David Goldie, Board Chair, Alberta Energy Regulator
Duncan Au, Incoming Board Chair, Alberta Energy Regulator



Mackenzie County

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

November 21, 2024

Email: fp.minister@gov.ab.ca

The Honourable Todd Loewen
Minister of Forestry and Parks
323 Legislature Building
10800 – 97 Avenue
Edmonton, AB
T5K 2B6

Dear Minister:

RE: MACKENZIE COUNTY– PUBLIC LAND SALE PROCESS INQUIRY

Mackenzie County is writing to you today to inquire about the process for Public Land Sales.

Mackenzie County has an interest in applying to purchase public land. In the past, Mackenzie County has purchased public land using the outdated procedure. This was far more accommodating to municipalities attempting to acquire public land inside their boundaries. Mackenzie County was recently notified of certain modifications to the process for public land sales.

Any application for a purchase is, as far as we understand, just a request. This implies that Mackenzie County would be responsible for paying for wildlife research, mapping, application costs, and so on, with no assurance that the lands that are requested for will be secured, as they may be authorized for auction sale.

After the parcel's eligibility for sale is has been confirmed, prospective bidders from throughout Canada will be able to participate in the online auction.

According to the information we were given, Alberta Forestry and Parks is prioritizing sales to local governments. This declaration concerns Mackenzie County as we evaluate the procedure internally. If Alberta Forestry and Parks is prioritizing municipalities regarding purchasing public lands, why are the municipalities obliged to pay financially in order for other parties to be the potential successful bidder. Especially land that impacts Mackenzie County.

When it comes to acquiring public land located within its boundaries, shouldn't Mackenzie County have the exclusive right of priority to purchase without being in competition with bidders not found within Mackenzie County?

Mackenzie County finds it incomprehensible that the public land acquisition procedure is carried out in this manner. We are formally asking for further information about how and why the method was developed in this manner.

We hope you can see how opening up an auction of public land inside Mackenzie County's boundaries to the rest of Canada would have a significant impact on Mackenzie County.

Thank you for your time and consideration in this matter. We look forward to further communication with you at your earliest convenience. Please feel free to contact me at (780) 926-7405 or our Chief Administrative Officer, Darrell Derksen, at (780) 927-3718 or by email to cao@mackenziecounty.com.

Sincerely,

A handwritten signature in black ink, appearing to read "Josh Knelsen". The signature is fluid and cursive, with a large initial "J" and "K".

Joshua Knelsen
Reeve

c. Mackenzie County Council



Mackenzie County

P.O. Box 640, 4511-46 Avenue, Fort Vermilion, AB T0H 1N0
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November 28, 2024

via email: minister.municipalaffairs@gov.ab.ca

The Honourable Ric McIver
Minister of Municipal Affairs
Members of Executive Council
Executive Branch
320 Legislature Building
10800-97 Avenue
Edmonton, AB T5K 2B6

Dear Minister:

RE: MUNICIPAL RESTRUCTURING – WARD BOUNDARY AND GOVERNANCE REVIEW

In response to your letter sent on October 16, 2024, Mackenzie County Council conducted public engagement on four (4) different municipal boundary and governance options. Those being; remaining status quo, splitting the County from Wards 1-5 and Wards 6-10 (creating new), amalgamating Wards 9 and 10 and removing specialized status, and the suggested ward boundary and governance structure provided from Transitional Solutions Inc.

Public engagement commenced on November 6, 2024 to November 20, 2024. Both Mackenzie County Council and the public have stated that given the short timeframe, public engagement was inadequate. The key findings report is enclosed based on the surveys collected.

At the November 27, 2024 Regular Council Meeting, the following motions were made:

MOTION 24-11-863

MOVED by Councillor Wardley

That the finance department develop to the best of their ability within the short timeline, a financial outline similar to that of the 2021 viability study, for the four options that were within the public engagement and submit to municipal affairs and circulate to council.

Councillor Wardley requested a recorded vote

<i>In Favor</i>	<i>Opposed</i>
<i>Deputy Reeve Sarapuk</i>	<i>Reeve Knelsen</i>
<i>Councillor Cardinal</i>	<i>Councillor Braun</i>
<i>Councillor Morris</i>	<i>Councillor Driedger</i>
<i>Councillor Smith</i>	<i>Councillor Peters</i>
<i>Councillor Wardley</i>	<i>Councillor Wiebe</i>

DEFEATED

MOTION 24-11-864 **MOVED** by Councillor Cardinal

That the Municipal Ward Boundary and Governance Review – Engagement Findings be received for information.

CARRIED

MOTION 24-11-865 **MOVED** by Councillor Wardley

That Council moves to support the creation of two municipalities, comprised of wards one through five and six through ten, this would create two growing municipalities that would be larger than most in landmass and above average in population and revenue, this would create governance structure and decision making that is closer to the people. That are sustainable long-term, would create another northern municipal voice, would allow for more northern priorities to be addressed and an additional northern partner with projects and grants, both new entities will strive to be long term positive northern advocates.

Councillor Wardley requested a recorded vote:

<i>In Favor</i>	<i>Opposed</i>
<i>Deputy Reeve Sarapuk</i>	<i>Reeve Knelsen</i>
<i>Councillor Cardinal</i>	<i>Councillor Braun</i>
<i>Councillor Morris</i>	<i>Councillor Driedger</i>
<i>Councillor Smith</i>	<i>Councillor Peters</i>
<i>Councillor Wardley</i>	<i>Councillor Wiebe</i>

DEFEATED

MOTION 24-11-866 **MOVED** by Councillor Morris

That in order to provide the best possible Rural based governance structure within and for the largest rural municipality in the province, which has diverse cultures and communities, a substantial industrial tax base that supports the way of life for our communities, has a mix of urban and rural areas and a large developing land base. Mackenzie County's governance structure, ward boundaries and specialized municipality status stay as it is, and that the minister of municipal affairs be notified of this council motion.

DEFEATED

MOTION 24-11-867 **MOVED BY** Councillor Wiebe

That Council draft a letter to Municipal Affairs that supports the amalgamation of Wards 9 and 10 because of variation of representation of population and the removal of the Specialized Municipality Status.

Councillor Wiebe requested a recorded vote:

In Favor	Opposed
Reeve Knelsen	Deputy Reeve Sarapuk
Councillor Braun	Councillor Cardinal
Councillor Driedger	Councillor Morris
Councillor Peters	Councillor Smith
Councillor Wiebe	Councillor Wardley

DEFEATED

The current ward boundary and governance structure in Mackenzie County has been a long-standing issue that continues to go unresolved. We would appreciate a response before the December 10, 2024 Regular Council Meeting.

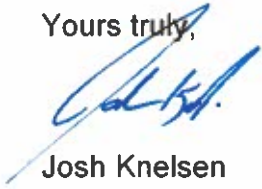
Should you have any further questions, feel free to contact myself at (780) 926-7405 or Darrell Derksen, Chief Administrative Officer at (780) 927-3718.

Minister of Municipal Affairs – Municipal Restructuring

Page 4

November 28, 2024

Yours truly,



Josh Knelsen

Reeve

Mackenzie County

cc: Mackenzie County Council

Enc.



ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR117092

November 29, 2024

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

Dear Reeve Knelsen:

Thank you to the members of your council and administration for meeting with me during the Rural Municipalities of Alberta Fall 2024 Convention. I appreciated them taking the time to discuss concerns about governance matters and share updates on the ongoing public consultation regarding the boundary and governance review.

I valued our discussion and learning more about the perspectives of your municipality. I strongly believe in continuing to strengthen and maintain a relationship of mutual respect and cooperation with municipal leaders to serve all Albertans.

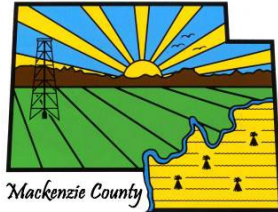
As discussed during our meeting, I look forward to receiving your formal report on boundary and governance review by December 1, 2024.

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

Sincerely,

Ric McIver
Minister

cc: Darrell Derksen, Chief Administrative Officer, Mackenzie County



Mackenzie County

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November 28, 2024

Email: PSES.minister@gov.ab.ca

The Honourable Mike Ellis
Deputy Premier and Minister of Public Safety and Emergency Services
Office of the Minister
Public Safety and Emergency Services
130 Legislative Building
10800 – 97 Avenue
Edmonton, AB
T5K 2B6

Dear Minister:

RE: MINISTER MEETING FOLLOW UP

We are writing to follow up on our recent meeting, where we discussed our disaster recovery efforts and the challenges facing Mackenzie County with access to resources on crown lands.

We want to extend our heartfelt gratitude for your generous funding of \$5.5 million towards our 2020 Fort Vermilion Flood Mitigation Program. Your support means a great deal to us and significantly helps further our joint efforts in the Fort Vermilion Flood Recovery.

We were delighted to hear about your initiative and enthusiasm for arranging a meeting with the various ministers involved in creating a process to convert Green Zone land to White Zone land in Alberta. We would be happy to participate in these meetings at your convenience.

We look forward to continuing this journey together and achieving great things as a team.

Thank you for your time and consideration in these matters. Please feel free to contact me at (780) 926-7405 or our Chief Administrative Officer, Darrell Derksen, at (780) 927-3718 or by email to cao@mackenziecounty.com

Page 2
November 28, 2024

Sincerely,

A handwritten signature in black ink, appearing to read "Joshua Knelsen". The signature is fluid and cursive, with the first name "Joshua" and last name "Knelsen" clearly distinguishable.

Joshua Knelsen
Reeve

c: Dan Williams, MLA Peace River
Mackenzie County Council



Mackenzie County

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November 28, 2024

via email: health.minister@gov.ab.ca

The Honourable Adriana LaGrange
Minister of Health
224 Legislative Building
10800 – 97 Avenue
Edmonton, AB
T5K 2B6

Dear Minister:

RE: MASKWA MEDICAL CENTRE-LETTER OF SUPPORT

Mackenzie County Council is pleased to offer their support for the Maskwa Medical Center. Availability of quality health care for our residents is of the utmost importance to council and the Maskwa Specialist Clinic will benefit our residents that require or need a specialist's care for complex health symptoms.

Recruiting and training rural medical staff is crucial to communities in the northwest region. Training students from our rural communities is key to retaining medical staff in the community. The Focus of Northern Alberta Medical program (NAMP) working closely with the University of Alberta Faculty of family medicine, would provide access for students within Mackenzie County to attend a medical school, that is closer to where they grew up, currently reside and prefer to stay, so they are able to contribute back to the community.

Having the NorthWestern Polytechnic, the University of Alberta and the Maskwa Specialist Clinic in northern, rural communities will truly benefit all of the region.

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

Maskwa Medical Centre

Page 2

November 28, 2024

- c. The Honourable Danielle Smith, Premier of Alberta
Mackenzie County Council
Ken Drysdale, Chairman of the Maskwa Medical Center



Municipal District of Spirit River No. 133

Box 389 Spirit River, Alberta T0H 3G0
e-mail: mdsr133@mdspiritriver.ab.ca

Telephone (780) 864-3500
Fax (780) 864-4303

November 21st, 2024

Honorable Minister Todd Loewen

Box 120
Suite B, 5001 - 52 Avenue
Valleyview, AB T0H 3N0

Dear Minister Loewen,

I am writing on behalf of the Municipal District of Spirit River, following our discussion at RMA earlier this month. As you are aware, three years ago the Agricultural Financial Services Corporation (AFSC) announced they were closing four rural offices, three in the north region, including the Spirit River office. The loss of the Spirit River office coincided with the province's decision to shut down the Spirit River Provincial Building. This would also result in the closure of the Fish and Wildlife, Forestry and Justice offices. At that time the MD approached AFSC and then Minister Dreeshen, the then Minister of Agriculture to emphasize the importance of maintaining this office here and offering up free office space including everything from utilities to janitorial and access to all office equipment.

While AFSC initially declined the offer, Minister Dreeshen saw the importance of maintaining a rural presence and the office was kept in Spirit River in the MD administration office.

This fall, the AFSC employee retired, and we have been advised the office would be serviced out of Fairview, one day a week. The Spirit River office has the second highest insured acres in the province. It has the highest wildlife damage claims in the province and as you know this region has the highest crop deliveries to primary elevators in the northwest

I have attached the original article announcing the closures as well as recent crop production stats for the northwest. As you are aware the MD of Spirit River has strived to work with the provincial government to retain provincial services in this region. Centralization of Alberta government services is not a productive model for rural Alberta. The MD has built an office to house the Fish and Wildlife, Forestry and judicial offices in this region.

The Municipal District of Spirit River No.133 is doing its part. We are asking that you advocate for this region in partnering with the MD to maintain these services for our producers and Alberta residents. The government has departments and programs specifically geared to rural development and investment. If the province is not willing to invest in our rural municipalities, how can we convince industry in the value of investing here.

Minister Loewen, we are asking that you meet with Minister R.J. Sigurdson to reinstate a fulltime person in the Spirit River AFSC office. The MD will continue to provide free office space, ensuring this office is the most effective office in the province.

We would be happy to meet to discuss this further and we look forward to your support on this matter.

Sincerely,

A handwritten signature in black ink, appearing to read 'Nick Van Rootselaar', is written over a light blue horizontal line.

Nick Van Rootselaar, Deputy Reeve
Municipal District of Spirit River No.133

Cc: Minister Sigurdson
Minister Dan Williams
MLA Ron Wiebe
MLA Nolan Dyck
Darryl Kaye, CEO
Northern Alberta Elected Leaders
Saddle Hills County
Birch Hills County
Town of Spirit River
The Village of Rycroft

Northwest Alberta - Principal Crop Production (Metric Tonnes)					
Source: Statistics Canada - Estimated areas, yield, production Table: 32-10-0359-01					
	2017	2018	2019	2020	2021
Barley	265,900	492,300	458,400	538,300	514,409
Canola	1,297,300	1,198,800	905,800	752,600	895,979
Dry Field Peas	399,400	415,000	379,500	261,000	214,773
Oats	197,700	226,900	161,400	218,400	159,249
Wheat	1,162,100	1,452,400	1,152,600	1,072,300	724,372
Highlight: Barley production in Northwest Alberta has almost doubled in the last five years.					
Northwest Alberta - 2021 Producer Deliveries to Primary Elevators (Metric Tonnes)					
Source: Canadian Grain Commission					
NW Alberta Production	514,409	895,979	214,773	159,249	724,372
Delivery Point / Crop	Barley	Canola	Peas	Oat	Wheat
NAMPA	20,874	99,333	9,474	4,573	82,763
RYCROFT	82,611	307,885	65,856	69,349	283,185
HIGH LEVEL	68,932	73,446	16,729	0	53,684
SMOKY RIVER	20,602	56,494	17,232	6,807	116,000
SEXSMITH	65,938	116,518	20,358	4,248	124,518
MCLENNAN	0	83,964	12,345	943	105,536
FALHER	0	0	16,994	0	14,243
GRIMSHAW	50,128	90,115	38,331	19,103	109,069
Total Delivered	309,085	827,755	197,319	105,023	888,998
% Delivered Production / Delivered	60%	92%	92%	66%	123%

Note: Wheat includes last year remaining

Northwest Alberta - 2021 Principal Crops (ACRES)							
Source: Census of Agriculture 2021							
	ACRES 2021	Total Crop Acres	Barley	Canola	Dry Field Peas	Oats	Wheat
	Canada	92,905,737	8,322,139	22,270,249	3,854,728	3,711,811	23,262,197
	Alberta	25,623,213	3,950,591	6,685,992	1,471,231	883,962	6,917,911
	NW – AB	4,063,683	515,975	1,339,260	344,670	226,785	807,791
DIV 17		1,565,493	225,941	478,867	129,941	121,618	260,043
	N. Sunrise	188,820	29,656	83,029	7,337	5,277	37,330
	Big Lakes	147,699	9,491	32,819	NA	8,311	23,597
	Lesser Slave	73,267	NA	23,883	NA	3,784	21,737
	Clear Hills	311,525	48,684	69,142	28,777	27,195	44,050
	N. Lights	352,791	50,444	114,506	30,542	15,177	77,782
	Mackenzie	491,391	84,961	155,488	58,405	61,874	55,547
DIV 18	Greenview	269,737	27,576	57,017	13,709	17,124	51,054
DIV 19		2,228,453	262,458	803,376	201,020	88,043	496,694
	County G.P.	558,063	78,092	164,676	28,268	24,642	92,001
	Smoky River	577,573	44,588	241,574	67,132	16,686	177,604
	Birch Hills	305,041	54,132	125,448	30,540	7,692	61,863
	Spirit River	152,123	17,445	52,530	15,854	7,144	34,333
	Saddle Hills	317,182	33,459	84,463	35,852	19,474	66,784
	Fairview	191,787	17,785	93,164	10,154	4,901	46,796
	Peace MD	126,684	16,957	41,521	13,220	7,504	17,313



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AFSC closing five one-person offices

By **Alberta Farmer Staff**

Reading Time: < 1 minute

Published: March 23, 2021

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Agriculture Financial Services Corporation is closing five one-person offices and amalgamating them with larger neighbouring offices.

"These one-employee offices provided limited services to a small numbers of clients," AFSC said in a release. The five offices to be closed are in High Prairie, High River, Rimbey, Smoky Lake and Spirit River.

"These are very difficult decisions," said CEO Darryl Kay. "These decisions will not interrupt the relationship-based service clients expect from AFSC."

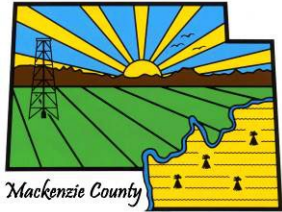
The provincial crop insurer also said it will no longer offer the Spring Price Endorsement and the 20 per cent top-up payment for the Wildlife Damage Compensation Program will be eliminated.

ABOUT THE AUTHOR

Alberta Farmer Staff

Staff

[View all articles by Alberta Farmer Staff](#)



Mackenzie County

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November 27, 2024

Rural Municipalities of Alberta (RMA) Member Municipalities

RE: COLLABORATIVE STANCE ON FCM CURRENT REPRESENTATION FOR WESTERN PROVINCES

Mackenzie County Council would like to convey concerns with the lack of representation for the western provinces within the Federation of Canadian Municipalities (FCM). FCM embodies approximately 2000 municipalities across Canada representing more than 92 percent of Canadians. With a large portion of those municipalities being as rural.

Rural municipalities are generally characterized by low population densities and large geographies. Mackenzie County is a perfect representation of this, with a landmass of just over 80,00 square kilometers, and a population of approximately 14,380. None the less, rural municipalities supply Canadians with the daily life essentials including the production of food such as grains and meat, gas and oil for vehicles, and wood to build homes. FCM's focus, while important does not always reflect the needs and challenges that our rural municipality considers a priority.

To address the distinct needs of the western province's rural communities, it may be pertinent to create a cohort, with representation from each municipality. A collective voice that can effectively strengthen the voice of all rural municipalities.

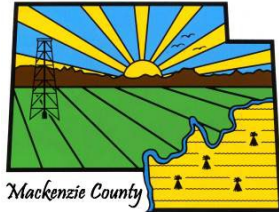
Should you have any further questions, feel free to contact myself at (780) 926-7405 or Darrell Derksen, Chief Administrative Officer at (780) 927-3718.

Sincerely,

A handwritten signature in black ink, appearing to read "Josh Knelsen".

Joshua Knelsen
Reeve
Mackenzie County

- c. Federation of Canadian Municipalities
 - Wheatland County Council
 - Saskatchewan Association of Rural Municipalities
 - Association of Manitoba Municipalities
 - Rural Ontario Municipal Association
 - Union of British Columbia Municipalities
 - Federation Quebecois des municipalites
 - Nova Scotia Federation of Municipalities
 - Union of Municipalities of New Brunswick
 - Federation of PEI Municipalities
 - Municipalities Newfoundland and Labrador



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November 28, 2024

To Whom It May Concern,

RE: LETTER OF SUPPORT FOR LOCAL REGISTRY OFFICES

Mackenzie County supports any local store front business and services in the county. Local registry offices are an integral part of a business community, as they are owned by local residents and understand the needs of the residents they serve. Alberta's registry agents assist residents with a variety of government services through a partnership with the provincial government

The closure of a local registry office can have a devastating effect on a community. Residents would no longer have easy access to in-person government services, forcing them to travel to receive services or use applicable on-line services. Mackenzie County is a large county with a significant distance of more than an hour, one way, between government service offices. There are currently only two offices in the region, one in the Town of High Level and one in La Crete. If these offices were to cease operations, the next nearest registry office would be over two hours away. This would cause hardship to all of the residents within Mackenzie County.

La Crete is a young, growing community so having access to government services is crucial whether it is for a birth certificate, registering a vehicle or a driver's license test or one of the many other necessary services they provide. Fort Vermilion and the surrounding areas utilize either the La Crete registry office or those north of the Peace River may go to the Town of High Level registry office. There are residents that do not have access to online services, and/or speak English as a second language, so to have a local registry office with staff that can converse in their first language is crucial for properly filling out documents.

We hope this letter validates the importance of sustaining local registry offices, in our communities, for the betterment of our residents and lessening the strain on services in surrounding communities.

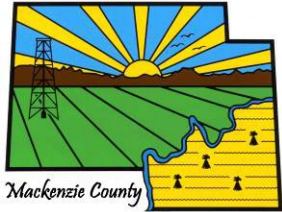
Should you have any further questions, feel free to contact myself at (780) 926-7405 or Darrell Derksen, Chief Administrative Officer at (780) 927-3718.

Sincerely,

A handwritten signature in black ink, appearing to read "Joshua Knelsen".

Joshua Knelsen
Reeve
Mackenzie County

c. Mackenzie County Council



Mackenzie County

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November 28, 2024

Regional Economic Development Initiative
Box 210
High Level, AB
T0H 1Z0

**RE: NORTHERN AND REGIONAL ECONOMIC DEVELOPMENT PROGRAM
GRANT APPLICATION**

It is my pleasure, on behalf of the Mackenzie County Council, to write a letter of support for the Regional Economic Development Initiative's Northern and Regional Economic Development Program Grant Application to fund the development of business cases, emphasizing of local economic growth and sustainability, feasibility studies, and local producer branding and packaging.

This will assist our region in advancing value added food investments, enhancing economic opportunities and supporting the long term prosperity of our agricultural communities.

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,

Josh Knelsen
Reeve
Mackenzie County

c. Mackenzie County Council

**Mackenzie County Library Board (MCLB)
October 29, 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 6:36 pm.

2.0 Approval of the Agenda:

MOTION #2024-07-01 Lorraine Peters moved the approval of the agenda as revised. **CARRIED**

3.0 Approval of the Minutes:

MOTION #2024-07-02 Tamie McLean moved the approval of the September 26/24 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 October 28/24:

- Balance Forward	\$ 112,407.94
- Total Revenues	\$ 322,115.27
- Total Expenses	\$ 310,352.57
- Bank Balance	\$ 124,107.54

MOTION #2024-07-03 Kayla Wardley moved the acceptance of the financial report. **CARRIED**

52 Fort Vermilion Library (FVL) Financial Report as of October 21/24:

- Total Revenues	\$ 75,906.61
- Total Expenses	\$53,667.94
- Net Income	\$ 8,299.79
- Bank Balance	\$ 22,248.67

MOTION #2024-07-04 Tamie McLean moved the acceptance of the financial report. **CARRIED**

MOTION #2024-07-05 Tamie McLean moved that the MCLB do some minor maintenance in the Fort Vermilion's library entrance. **CARRIED**

6.0 Library Reports:

6.1 La Crete:

- Financials to September 10/24: Income \$189K, Expenses \$133K, Net Income \$67K,
- Income from card holder fees \$12K, fines \$9.2 K, book sales \$1.3 K, proctoring exams \$600.
- Fund raising income to September 30/24 \$57,694. Fund raising expenses \$2,579.
- September circulation 10,815.
- Five kindergarten library tours are planned.
- A new vacuum cleaner was purchased.

6.2 Fort Vermilion:

- The library was asked to provide a venue for the program called Night on Wednesdays.
- The wall art is still popular. A book tree where patrons write their favorite books on an ornament is planned for Dec.
- An adult craft club is continuing.
- Upcoming events: October: Pumpkin Spice Mix Making, Halloween Cookie Decorating and Murder Mafia game night went well and Where's Waldo is continuing.
November: Remembrance Day Vintage Book Decorating, Hot Chocolate Mix Making.
December: Christmas card making, Letters to Santa.

6.3 Zama:

- No report.

6.4 Mackenzie County Library Consortium (MCLC):

- MCLB’s electronic services budget could provide online audio books for the Fort Vermilion and La Crete libraries.
- The MCLB needs to update the electronic services it offers its patrons.

6.5 High Level:

- The Peace Library System has concerns with the agreement the MCLB presented to the High Level Library Board
The agreement details the services that the High level library will provide the rural High Level County residents.

MOTION #2024-07-06 Lorraine Peters moved the acceptance of the library reports for information. **CARRIED**

7.0 Old Business:

7.1 La Crete Library Expansion:

MOTION #2024-07-07 Lorraine Peters moved that the MCLB request the County provide \$150K for the La Crete library expansion. **CARRIED**

7.2 MCLB and the High Level Library Agreement.

- More discussion needs to occur before the agreement is approved.

8.0 New Business:

8.1 2025 MCLB Budgets:

MOTION #2024-07-08 Lorraine Peters moved to approve the Fort Vermilion 2025 Library budget. **CARRIED**
MOTION #2024-07-09 Kayla Wardley moved to approve the MCLB 2025 funding budget request. **CARRIED**

9.0 In Camera:

- None required.

10.0 Correspondence:

11.0 Next Meeting Date and Location: Fort Vermilion Library, November 27, 2024 at 6:30 p.m.

12.0 Adjournment:

MOTION # 2024-07-10 Wally Schroeder moved to adjourn the meeting at 8:05 p.m. **CARRIED**

These minutes were adopted this 27th day of November 2024.

Chair: Kayla Wardley

Public Advisory Committee Meeting Minutes

Tuesday, November 19, 2024
5:00 pm Quality Inn
5:30 pm, Microsoft Teams virtual meeting

Allen Plantinga (Tolko)	Mark Kelland (Member of the Public)
Boyd Langford (Town of High Level)	Melanie Plantinga (Public Advisory Committee Coordinator)
Fred Radersma (West Fraser)	Paul Ebert (GOA)
John Thurston (Northern Lights Forest Education Society/Hungry Bend Sandhills Wilderness Society)	Paul Hewitt (West Fraser)
Lisa Wardley (Mackenzie County / Forest Capital of Canada)	Scott Miller (West Fraser)
	Stephanie Grocholski (GOA)
	Walter Tindall (Watt Mtn. Wanderers)

VIRTUAL ATTENDEES:

Bobbi Paul-Alook (Otipemisiwak Métis Government)
Erik Peterson (Silvacom)
Jordan Maskell (Echo Pioneer)

Call to order: 5:39pm

1. WELCOME

- a. Traditional Territory acknowledgement.
- b. Introductions

2. CONCERNS AND RESPONSE TABLE REVIEW

Table is available at:

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

Field Tour – Community access to timber resources. Will be discussed during the presentation this evening.

I-73 – To be discussed during presentation this evening.

3. PRESENTATIONS

Presentations available at:

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

Timber Permits after Upper Hay FMP – Government of Alberta presentation

There is no community timber program in the FMA. If an organization would like to have a community program, how could they obtain that? For small-scale, non-commercial projects it might be possible to obtain a local timber permit. The PAC requests additional information about community programs (such as in Whitecourt)? The government will get more information and share at a future PAC. For a community program to be set up in the region there would have to be changes to the Forest Management Agreement (FMA) as well as the Forest Management Plan (FMP). Volume would have to be allocated from the Annual Allowable Cut (AAC). It would be a multiyear process. What about incidental wood? Such as wood left in processing yards which the companies cannot use. The public would need to get a free firewood permit, which is available online, or a local timber permit which must be applied for in the GOA office.

Do community or commercial permit applications allow for the use of fire salvaged timber? Yes, you can apply for volume in a burn area if the companies are not going to salvage it. If someone salvages burned area, they become responsible for reforestation costs, it may not be economical to salvage. Any area which is reforested is added back into the land base though maybe not at the same growth curve. (This new legislation will become applicable in coming years.) REDI is looking at business cases for using salvaged burned timber for biochar or similar. If that were to occur the business harvesting would be responsible for reforestation. It could be through a one-time fee paid to the government or the actual cost of reforestation.

What are the costs associated with a local timber permit? There is a deposit, timber dues, and an application in the Forestry office. The GOA would go out and have a look at where you're planning to cut. Rules such as buffers protecting water courses still apply.

Would Firesmart programs be under a local timber permit? Firesmart is a different program and rarely generates timber.

There is some work being done in F11 Chuckegg Fire piling brush, burning it and reforesting the area cleared. This is a FRIAA project called Enhanced Natural Reforestation on Legacy Disturbances. The area will be back in the contributing land base sooner.

Industry Updates: Harvesting Plans for 2024-25

West Fraser

The mill consumes approximately 1.1 million cubic meters of timber per year. They expect to harvest approximately 800,000 cubic meters this winter with the difference coming from private wood sales or oilfield salvage. Mill production was stopped a couple of times last year because products could not be shipped by rail. The municipalities are continuing to lobby for improved rail service to the region.

West Fraser will be taking timber from the grazing reserve north of HWY 58 and 88 junctions over the next 3 years. Is there a buffer zone identified along the road in the grazing area? The area trappers have requested that a buffer zone be left in the grazing lease.

Tolko/La Crete / Crestview / Evergreen

What is the fire risk for areas which plans been postponed for harvest? As part of the FMP there has been a fire risk assessment done across the entire landscape.

The Watt Mountain Wanderers have trails near the harvest planned by 13-mile road. They ask that the companies leave the trails open.

Do the companies make the county aware of the specific county roads they intend to use for hauling? Yes, this is part of the road use agreement with the county.

Could we get a map and a couple of slides to display in Zama sharing info about upcoming harvest and aggregate harvesting? There was talk about a meeting in Zama but a community member feels that a meeting would not be well attended.

2024 Silviculture Update

Story map walk through: <https://arcg.is/1LujHe0>

Link to walk through will be shared via social media, PAC website and e-mailed out to PAC members. Is the legend clear indicating that this is the 20 plan, not everything to be harvested next year? Yes. Is historical fire mapping included in this tool? No, that wasn't included here.

There is no ripping within 100m of all-weather roads within the community management zones. Could that protection be extended to other roads in the region? We will add to the Concerns and Response Table and discuss further.

Has the wildfire risk assessment been completed for the entire FMA? This is being

completed for the FMA, the white zone near La Crete and the F23 area near John D’or. One of the VOITs in the FMP is to decrease wildfire risk. We should have an offline conversation about having that run for other areas which are of interest to PAC members. Could the risk assessment overview map be shared at a future meeting? The Ignition Exposure Assessment was on the FMP update handout shared during the October Meeting.

4. ROUND TABLE

The Mackenzie Region has had the Forest Capital of Canada designation extended for 2025. The committee will be looking for worker bees for next year.

5. UPCOMING EVENTS

- a. **Northern Lights Forest Education Society monthly meeting. November 20th, 4:30pm.**

6. NEXT MEETING – To Be Determined

7. MEETING ENDING 8:30PM

