




MACKENZIE COUNTY

REGULAR COUNCIL MEETING

**NOVEMBER 15, 2022
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, November 15, 2022
10:00 a.m.**

Fort Vermilion Council Chambers

Fort Vermilion, Alberta

AGENDA

			Page
CALL TO ORDER:	1.	a) Call to Order	
AGENDA:	2.	a) Adoption of Agenda	
ADOPTION OF PREVIOUS MINUTES:	3.	a) Minutes of the November 1, 2022 Budget Council Meeting	7
		b) Minutes of the November 2, 2022 Budget Council Meeting	15
		c) Business Arising out of the Minutes	
CLOSED MEETING:		<i>Freedom of Information and Protection of Privacy Act</i> Division 2, Part 1 Exceptions to Disclosure	
	4.	a) Union Negotiations (FOIP, Div. 2, Part 1, s. 23, 24)	
		b) 100 A Street (FOIP, Div 2, Part 1 s. 23, 24, 25,27)	
		c) PLS 140031 – South of High Level Land Purchase (FOIP, Div 2, Part 1 s. 23, 24, 25,27)	
TENDERS:		Tender openings are scheduled for 11:00 a.m.	
	5.	a)	
		b)	
PUBLIC HEARINGS:		Public Hearings are scheduled for 1:00 p.m.	
	6.	a) Bylaw 1265-22 Land Use Bylaw Amendment to Rezone Plan 882 1687, Block 12, Lot 15 from Zama City – Residential Business “Z-RB” to Zama City – Mixed Use “Z-MU”.	23

		b)	Bylaw 1266-22 Land Use Bylaw Amendment to Rezone Part of NW 12-105-15-W5M from Agriculture "A" to Rural Country Residential 3 "RCR3"	33
		c)		
DELEGATIONS	7.	a)	Mercer – Peace River – 11:40 a.m.	45
		b)	Regional Economic Development Initiative (REDI) – Invest Alberta Presentation – 1:20 p.m.	47
GENERAL REPORTS:	8.	a)	CAO & Director Reports for October, 2022	49
		b)	Mitigation	
AGRICULTURE SERVICES:	9.	a)	Next Policy Framework Representation	61
		b)		
COMMUNITY SERVICES:	10.	a)	FRIAA Grant Funding	71
		b)		
		c)		
FINANCE:	11.	a)	Disaster Recovery Program – 2020 Update November report	73
		b)	Name that Neighbourhood Contest	77
		c)	Cheque Registers – August 17, 2022 – November 10, 2022	87
		d)	MasterCard Statements – July-September 2022	89
		e)	Councillor Expense Claim	91
		f)	Member at Large Expense Claim	93
		g)		
		h)		
OPERATIONS:	12.	a)	None	
		b)		

UTILITIES:	13.	a)	None	
		b)		
PLANNING & DEVELOPMENT:	14.	a)	Bylaw 1269-22 Land Use Bylaw Amendment to Rezone part of SW 12-107-14-W5M from Rural Country Residential 3 "RCR3" to Agricultural "A"	95
		b)	Bylaw 1270-22 Bylaw Amendment to the regulations of Tarp Shelters in Section 8.59 and to amend Section 2.3 Definition of Tarp Shelter of the Land Use Bylaw	103
		c)		
		d)		
ADMINISTRATION	15.	a)	HR005 Staff Training and Professional Development Policy	109
		b)		
		c)		
COMMITTEE OF THE WHOLE ITEMS:	16.	a)	Business Arising out of Committee of the Whole	
		b)		
COUNCIL COMMITTEE REPORTS:	17.	a)	Council Committee Reports (verbal)	
		b)	Municipal Planning Commission Meeting Minutes	115
		c)	Inter-Municipal Planning Commission Meeting Minutes	135
		d)		
INFORMATION / CORRESPONDENCE:	18.	a)	Information/Correspondence	135
NOTICE OF MOTION:	19.	a)		
NEXT MEETING DATES:	20.	a)	Budget Meeting November 16, 2022 10:00 a.m. Fort Vermilion Council Chambers	

- b) Regular Council Meeting
November 29, 2022
10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT: 21. a) Adjournment



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	November 15, 2022
Presented By:	James Thackray, Chief Administrative Officer
Title:	Minutes of the November 1, 2022 Budget Council Meeting

BACKGROUND / PROPOSAL:

Minutes of the November 1, 2022 Budget Council Meeting are attached.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

Approved Council Meeting minutes are posted on the County website.

POLICY REFERENCES:

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

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the minutes of the November 1, 2022 Budget Council Meeting be adopted as presented.

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

**MACKENZIE COUNTY
BUDGET COUNCIL MEETING**

**Tuesday, November 1, 2022
10:00 a.m.**

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

PRESENT:

Josh Knelsen	Councillor
Walter Sarapuk	Councillor
Jacque Bateman	Councillor
Peter F. Braun	Councillor
Cameron Cardinal	Councillor
Darrell Derksen	Councillor
David Driedger	Councillor
Garrell Smith	Councillor (virtual left the meeting at 12:02 p.m.)
Lisa Wardley	Councillor
Ernest Peters	Councillor

REGRETS:

ADMINISTRATION:

James Thackray	Chief Administrative Officer
Byron Peters	Director of Projects and Infrastructure
Louise Flooren	Manager of Legislative & Support Services/ Recording Secretary
Jennifer Batt	Director of Finance
Don Roberts	Director of Community Services

ALSO PRESENT:

Minutes of the Budget Council Meeting for Mackenzie County held on November 1, 2022 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 22-11-757 MOVED by Deputy Reeve Sarapuk

That the agenda be adopted as presented.

CARRIED

CLOSED MEETING: 4.a) Closed Meeting

MOTION 22-11-758 MOVED by Councillor Bateman

That Council move into a closed meeting at 10:00 a.m. to discuss the following:

4.a) 2023 Not for Profit Organization Grant Applications

CARRIED

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

- All Councillors Present

MOTION 22-11-759 MOVED by Councillor Bateman

That Council move out of a closed meeting at 11:00 a.m.

CARRIED

Reeve Knelsen recessed the meeting at 11:00 a.m. and reconvened at 11:13 a.m.

ADOPTION OF PREVIOUS MINUTES: 3. a) Minutes of the October 25, 2022 Organizational Council Meeting

MOTION 22-11-760 MOVED by Councillor Wardley

That the minutes of the October 25, 2022 Organizational Council Meeting be adopted as presented.

CARRIED

3. b) Minutes of the October 26, 2022 Budget Council Meeting

MOTION 22-11-761 MOVED by Councillor Wardley

That the minutes of the October 26, 2022 Budget Council Meeting be adopted as presented.

CARRIED

3. c) Business Arising out of the Minutes

TENDERS: 5.a) None

PUBLIC HEARINGS: 6.a) None

DELEGATIONS: 7.a) None

GENERAL REPORTS: 8.a) None

AGRICULTURE SERVICES: 9. a) None

COMMUNITY SERVICES: 10. a) None

FINANCE: 11. a) Draft 2023 Operating Budget

MOTION 22-11-762 **MOVED** by Councillor Wardley

That administration review all rental agreements upon renewal and ensure that there is a cost of living clause included.

CARRIED

Councillor Smith left the meeting at 12:02 p.m.

Reeve Knelsen recessed the meeting at 12:02 p.m. and reconvened at 12:42 p.m.

MOTION 22-11-763 **MOVED** by Councillor Bateman

That Tracking Sheet changes #1 & #2 for the Draft 2023 Operating budget be approved as presented.

CARRIED

MOTION 22-11-764 **MOVED** by Councillor Bateman
Requires 2/3

That Tracking Sheet #3 changes be incorporated into the Draft 2023 Operating budget.

CARRIED

Reeve Knelsen recessed the meeting at 1:50 p.m. and reconvened at 2:05 p.m.

FINANCE: 11.b) Council 2023 Operating Budget

MOTION 22-11-765 **MOVED** by Councillor Bateman

That Councils 2023 Operating Budget be received for information.

CARRIED

Reeve Knelsen recessed the meeting at 3:20 p.m. and reconvened at 3:33 p.m.

FINANCE: 11. c) 2023 Non-Profit Organization Grant Applications

MOTION 22-11-766 **MOVED** by Councillor Cardinal

That the 2023 Non-Profit Organization grant applications be received for information.

CARRIED

MOTION 22-11-767 **MOVED** by Councillor Braun
Requires 2/3

That the 2023 Non-Profit Organization grant funding recommendations be incorporated into the 2023 Operating Budget.

CARRIED

OPERATIONS: 12. a) None

UTILITIES: 13.a) None

PLANNING & DEVELOPMENT: 14. a) None

ADMINISTRATION: 15. a) Meetings with Ministers – Rural Municipalities of Alberta (RMA) Fall Convention

MOTION 22-11-768 **MOVED** by Councillor Bateman

That administration continue to schedule meetings with ministers at the Rural Municipalities of Alberta (RMA) Fall Convention.

CARRIED

COMMITTEE OF THE WHOLE ITEMS: 16. a) N/A

COUNCIL COMMITTEE REPORTS: 17. a) None

INFORMATION / CORRESPONDENCE: 18. a) N/A

NOTICE OF MOTION: 19. a) None

NEXT MEETING DATES: 20. a) Budget Meeting
November 2, 2022
10:00 a.m.
Fort Vermilion Council Chambers

20. b) Regular Council Meeting
November 15, 2022
10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT: 21. a) Adjournment

MOTION 22-11-769 **MOVED** by Councillor Bateman

That the Council meeting be adjourned at 4:33 p.m.

CARRIED

These minutes will be presented for approval at the November 15, 2022 Regular Council Meeting.

Josh Knelsen
Reeve

James Thackray
Chief Administrative Officer



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	November 15, 2022
Presented By:	James Thackray, Chief Administrative Officer
Title:	Minutes of the November 2, 2022 Budget Council Meeting

BACKGROUND / PROPOSAL:

Minutes of the November 2, 2022 Budget Council Meeting are attached.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

Approved Council Meeting minutes are posted on the County website.

POLICY REFERENCES:

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

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the minutes of the November 2, 2022 Budget Council Meeting be adopted as presented.

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

**MACKENZIE COUNTY
BUDGET COUNCIL MEETING**

**Wednesday, November 2, 2022
10:00 a.m.**

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

PRESENT:

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

REGRETS:

Garrell Smith	Councillor
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ADMINISTRATION:

James Thackray	Chief Administrative Officer
Byron Peters	Director of Projects and Infrastructure
Louise Flooren	Manager of Legislative & Support Services/ Recording Secretary
Jennifer Batt	Director of Finance
Don Roberts	Director of Community Services
John Zacharias	Director of Utilities

ALSO PRESENT:

Member of the Public

Minutes of the Budget Council Meeting for Mackenzie County held on November 2, 2022 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 10:01 a.m.

AGENDA:

2. a) Adoption of Agenda

MOTION 22-11-770

MOVED by Councillor Peters

That the agenda be adopted with the following additions:

4. b) CAO Report

CARRIED

**ADOPTION OF
PREVIOUS MINUTES:**

3. a) None

CLOSED MEETING:

4. a) Closed Meeting

MOTION 22-11-771

MOVED by Councillor Cardinal

That Council move into a closed meeting at 10:17 a.m. to discuss the following:

4.a) 2023 Non-Profit Organization Grant Applications

CARRIED

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

- All Councillors Present
- James Thackray, Chief Administrative Officer
- Byron Peters, Director of Projects and Infrastructure
- Louise Flooren, Manager of Legislative & Support Services/ Recording Secretary
- Jennifer Batt, Director of Finance
- Don Roberts, Director of Community Services

MOTION 22-11-772

MOVED by Councillor Cardinal

That Council move out of a closed meeting at 10:34 a.m.

CARRIED

CLOSED MEETING:

4. a) 2023 Non-Profit Organization Grant Applications

MOTION 22-11-773

MOVED by Councillor Cardinal

That Councillor Wardley be appointed as an additional representative to Fort Vermilion Support Services for a term ending March 31, 2023 and that Fort Vermilion Support Services only receive 25% of their operational funding for 2023.

CARRIED

Reeve Knelsen recessed the meeting at 10:37 a.m. and reconvened at 10:50 a.m.

OPERATIONS: 12. a) **Policy PW039 Rural Road, Access Construction and Surface Water Management - Cost Implications**

MOTION 22-11-774 **MOVED** by Councillor Cardinal

That the Policy PW039 Rural Road, Access Construction and Surface Water Management - Cost Implications be brought back to a future Council meeting for amendments.

CARRIED

Reeve Knelsen recessed the meeting at 11:18 a.m. and reconvened at 11:35 a.m.

TENDERS: 5. a) **None**

PUBLIC HEARINGS: 6. a) **None**

DELEGATIONS: 7. g) **High Level Agricultural Society 11:35 a.m. – 11:40 a.m.**

7. a) **Dan Williams, MLA Peace River 11:40 a.m. – 12:50 p.m.**

Reeve Knelsen recessed the meeting at 12:51 p.m. and reconvened at 1:34 p.m.

7. e) **Rocky Lane Agricultural Society 1:35 p.m. – 1:54 p.m.**

7. b) **La Crete Agricultural Society 1:55 p.m. – 2:12 p.m.**

7. c) **La Crete Polar Cats 2:13 p.m. – 2:44 p.m.**

7. d) **Fort Vermilion Agricultural Society 2:45 p.m. – 3:00 p.m.**

Reeve Knelsen recessed the meeting at 3:00 p.m. and reconvened at 3:15 p.m.

7. f) **The La Crete Seniors Inn 3:15 p.m.** (letter submitted)

CLOSED MEETING: 4. b) **Closed Meeting (ADDITION)**

MOTION 22-11-775
Requires Unanimous

MOVED by Councillor Bateman

That Council move into a closed meeting at 3:28 p.m. to discuss the following:

4.b) CAO Report

CARRIED UNANIMOUSLY

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

- All Councillors Present excluding Councillor Smith
- James Thackray, Chief Administrative Officer

MOTION 22-11-776
Requires Unanimous

MOVED by Councillor Bateman

That Council move out of a closed meeting at 4:53 p.m.

CARRIED UNANIMOUSLY

GENERAL REPORTS:

8. a) None

AGRICULTURE SERVICES:

9. a) None

COMMUNITY SERVICES:

10. a) None

FINANCE:

11. a) **2023 Non-Profit Organization Grant Applications**

MOTION 22-11-777
Requires 2/3

MOVED by Councillor Braun

That the 2023 Non-Profit Organization grant funding recommendations be incorporated into the 2023 Operating Budget.

CARRIED

OPERATIONS:

12. b) None

UTILITIES:

13. a) None

PLANNING &

14. a) None

DEVELOPMENT:

ADMINISTRATION: 15. a) None

COMMITTEE OF THE WHOLE ITEMS: 16. a) None

COUNCIL COMMITTEE REPORTS: 17. a) None

INFORMATION/ CORRESPONDENCE: 18. a) None

NOTICE OF MOTION: 19. a) None

NEXT MEETING DATES: 20. a) Next Meeting Dates

Regular Council Meeting
November 15, 2022
10:00 a.m.
Fort Vermilion Council Chambers

Budget Council Meeting
November 16, 2022
10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT: 21. a) Adjournment

MOTION 22-11-778 MOVED by Councillor Bateman

That the Council meeting at adjourned at 4:55 p.m.

CARRIED

These minutes will be presented for approval at the November 15, 2022 Regular Council Meeting.

Josh Knelsen
Reeve

James Thackray
Chief Administrative Officer



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	November 15, 2022
Presented By:	Caitlin Smith, Director of Planning & Agriculture
Title:	PUBLIC HEARING Bylaw 1265-22 Land Use Bylaw Amendment to Rezone Plan 882 1687, Block 12, Lot 15 from Zama City – Residential Business “Z-RB” to Zama City – Mixed Use “Z-MU”.

BACKGROUND / PROPOSAL:

Administration has received a request to rezone Plan 882 1687, Block 12, Lot 15 (1072 Aspen Drive) in Zama City from Zama City – Residential Business “Z-RB” to Zama City – Mixed Use “Z-MU”.

The reason for the rezoning is that the land owner would like to open a retail liquor store, which is not a use in the current zoning district.

Currently on the property there is a mobile home, two (2) sheds and a garage/workshop.

Proposed Bylaw 1265-22 was presented to the Municipal Planning Commission on September 29, 2022 where the following motion was made:

MPC 22-09-156 MOVED by David Driedger

That the Municipal Planning Commission recommend to Council to approve Bylaw 12xx-22 being a Land Use Bylaw Amendment to rezone Plan 882 1687, Block 12, Lot 15 from Zama City — Residential Business ‘Z-RB’ to Zama City Mixed Use Z-MU, subject to public hearing input.

CARRIED

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

The proposed bylaw was presented for first reading by Council on October 19, 2022 where the following motion was made:

MOTION 22-10-681 MOVED by Councillor Cardinal

That first reading be given to Bylaw 1265-22 being a Land Use Bylaw Amendment to Rezone Plan 882 1687, Block 12, Lot 15 from Zama City – Residential Business “Z-RB” to Zama City – Mixed Use “Z-MU”, subject to public hearing input.

CARRIED

OPTIONS & BENEFITS:

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

COSTS & SOURCE OF FUNDING:

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

SUSTAINABILITY PLAN:

Goal E26 That Mackenzie County is prepared with infrastructure and services for continually growing population.

COMMUNICATION / PUBLIC PARTICIPATION:

The bylaw amendment was advertised as per MGA requirements, this included all adjacent landowners. The applicant was also be required to display a sign on the subject property as per MGA requirements.

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

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

That second reading be given to Bylaw 1265-22 being a Land Use Bylaw Amendment to Rezone Plan 882 1687, Block 12, Lot 15 from Zama City – Residential Business “Z-RB” to Zama City – Mixed Use “Z-MU” to accommodate a retail – liquor use.

Simple Majority Requires 2/3 Requires Unanimous

That third reading be given to Bylaw 1265-22 being a Land Use Bylaw Amendment to Rezone Plan 882 1687, Block 12, Lot 15 from Zama City – Residential Business “Z-RB” to Zama City – Mixed Use “Z-MU” to accommodate a retail – liquor use.

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

BYLAW NO. 1265-22
BEING A BYLAW OF MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA
TO AMEND THE
MACKENZIE COUNTY LAND USE BYLAW

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

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

WHEREAS, the Council of Mackenzie County, in the Province of Alberta, has deemed it desirable to amend the Mackenzie County Land Use Bylaw to accommodate a retail liquor store.

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

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

Plan 882 1687, Block 12, Lot 15

Within Mackenzie County, be rezoned from Zama City – Residential Business “Z-RB” to Zama City – Mixed Use “Z-MU” outlined in Schedule “A” hereto attached.

READ a first time this 19th day of October, 2022.

PUBLIC HEARING held this ____ day of _____, 2022.

READ a second time this ____ day of _____, 2022.

READ a third time and finally passed this ____ day of _____, 2022.

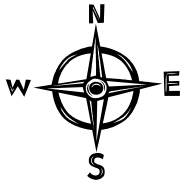
Josh Knelsen
Reeve

James Thackray
Chief Administrative Officer

BYLAW No. 1265-22

SCHEDULE "A"

1. That the land use designation of the following property known as Plan 882 1687, Block 12, Lot 15 within Mackenzie County, be rezoned:



FROM: Zama City – Residential Business “Z-RB”

TO: Zama City – Mixed Use “Z-MU”

Mackenzie County LAND USE BYLAW AMENDMENT – REZONING APPLICATION

Name Of Applicant 516039 Alberta Ltd		
Address:		
City/Town		
Postal Code	Phone	Cell
Applicant Email		

Complete only if different from Applicant

Name of Registered Owner		
Address:		
City/Town		
Postal Code	Phone	Cell
Owner Email		

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

QTR./LS.	SEC.	TWP.	RANGE	M.	PLAN	BLK	LOT
					882 1687	12	15

Civic Address: 1072 Aspen Drive, Zama City

Land Use Classification Amendment Proposed:

From: Zama City-Residential Business Z-RB To: Zama City-Mixed Use Z-MU

Reasons Supporting Proposed Amendment:

Would like to open a retail liquor store

I have enclosed the required application fee of: \$ 709.22 Receipt No.: _____

Applicant Signature _____ Date SEPT 12/2022

Registered Owner Signature _____ Date _____

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

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

Mackenzie County
Box 640, 4511-46 Avenue
Fort Vermillion, AB T0H 1N0



Mackenzie County

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Mackenzie County



Scale 1: 1,711

100 yd
100 m



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Mackenzie County Bylaw 1265-22 516039 Alberta Ltd

Mackenzie County

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

BYLAW 1265-22

Order of Presentation

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

_____ Was the Public Hearing properly advertised?

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

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

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

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

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

_____ This Hearing is now closed at _____.

REMARKS/COMMENTS:



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	November 15, 2022
Presented By:	Caitlin Smith, Director of Planning & Agriculture
Title:	PUBLIC HEARING Bylaw 1266-22 Land Use Bylaw Amendment to Rezone Part of NW 12-105-15-W5M from Agriculture “A” to Rural Country Residential 3 “RCR3”

BACKGROUND / PROPOSAL:

Administration has received a request to rezone part of NW 12-105-15-W5M from Agriculture “A” to Rural Country Residential “RCR3” The area to be rezoned is approximately 40.5 acres.

The reason for the rezoning is that the land owner would like to develop eleven (11) estate-like residential lots, which is not a use in the current zoning district. These individual lots are approximately 3 acres in size.

Currently the part of NW 12-105-15-W5M that he wishes to rezone is treed and unsuitable for agriculture. The developer stated that he has no plans to develop the remainder of the quarter section. The treed area to the north is where the overland water naturally runs to therefore that portion will remain as is and will not be permitted to be developed in the future. This item was taken to ASB for comment, there were no concerns in terms of flooding but rather prime farm land being used for residential.

The developer is aware that Alberta Transportation (AT) will need to comment and may require turning lanes. The developer has already started communications with Alberta Transportation. We have been notified that this proposed tentative plan may change depending on the requirements of AT. We anticipate that the subdivision access on the south side will have to be moved to the north from the undeveloped road allowance. The developer would like to tie into the rural waterline which is located a mile east.

Proposed Bylaw 1266-22 was presented to the Municipal Planning Commission on September 29, 2022 where the following motion was made:

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

MPC 22-09-157 MOVED by David Driedger

That the Municipal Planning Commission recommend to Council to approve Bylaw 12xx-22 being a Land Use Bylaw Amendment to rezone part of NW 12-105-15-W5M from Agriculture "A" to Rural Country Residential "RCR3", subject to public hearing input.

CARRIED

The proposed bylaw was presented for first reading by Council on October 19, 2022 where the following motion was made:

MOTION 22-10-682 MOVED by Deputy Reeve Sarapuk

That first reading be given to Bylaw 1266-22 being a Land Use Bylaw Amendment to Rezone Part of NW 12-105-15-W5M from Agriculture "A" to Rural Country Residential 3 "RCR3", subject to public hearing input.

CARRIED

Similar rural country residential subdivisions in rural areas have been proposed in the past and have been refused. The Municipal Development Plan states the following to be considered:

5.2.1 *To reduce conflicts with Hamlet growth and industrial and agricultural operations, and to minimize the cost of maintaining roads and other municipal services, country residential communities shall be located in a well-defined area, as shown on the maps within the Hamlet and Industrial Area Structure Plans, leaving the rest of the County primarily agricultural or Crown Land. These country residential areas are located in accordance with the following principles:*

- a) have poor soils (CLI Class 5), except where the use of better soils may be justified because the land is adjacent to urban areas, recreational lakes or river valleys;*
- b) do not limit the logical expansion of the Town of High Level, or the Hamlet's of Fort Vermillion, La Crete or Zama City;*
- c) located near existing or proposed recreation areas;*
- d) have potable water supply and are adequately serviced or where municipal servicing can be provided in an efficient and economical manner;*
- e) have simple and direct access to paved roads and highways; and*
- f) will maintain the minimum separation distance from sour gas facilities, gas and oil wells, wastewater treatment plant, landfills, existing CFOs and existing sand and gravel extraction sites as defined by Municipal Government Act, AOPA, or any other relevant legislation.*
- g) Do not create potential land use conflicts by locating adjacent to areas which have existing or are proposed for heavy industrial uses.*

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

OPTIONS & BENEFITS:

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

COSTS & SOURCE OF FUNDING:

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

SUSTAINABILITY PLAN:

Goal E26 That Mackenzie County is prepared with infrastructure and services for continually growing population.

COMMUNICATION / PUBLIC PARTICIPATION:

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

POLICY REFERENCES:

DEV007 Rural Development Standards

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That second reading be given to Bylaw 1266-22 being a Land Use Bylaw Amendment to Rezone Part of NW 12-105-15-W5M from Agriculture "A" to Rural Country Residential 3 "RCR3" to accommodate eleven (11) estate-like residential lots.

Simple Majority Requires 2/3 Requires Unanimous

That third reading be given to Bylaw 1266-22 being a Land Use Bylaw Amendment to Rezone Part of NW 12-105-15-W5M from Agriculture "A" to Rural Country Residential 3 "RCR3" to accommodate eleven (11) estate-like residential lots.

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

BYLAW NO. 1266-22
BEING A BYLAW OF MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA
TO AMEND THE
MACKENZIE COUNTY LAND USE BYLAW

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

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

WHEREAS, the Council of Mackenzie County, in the Province of Alberta, has deemed it desirable to amend the Mackenzie County Land Use Bylaw to accommodate eleven (11) estate-like residential lots.

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

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

Part of NW 12-105-15-W5M

Within Mackenzie County, be rezoned from Agriculture “A” to Rural Country Residential “RCR3” as outlined in Schedule “A” hereto attached.

READ a first time this 19 day of October, 2022.

PUBLIC HEARING held this ____ day of _____, 2022.

READ a second time this ____ day of _____, 2022.

READ a third time and finally passed this ____ day of _____, 2022.

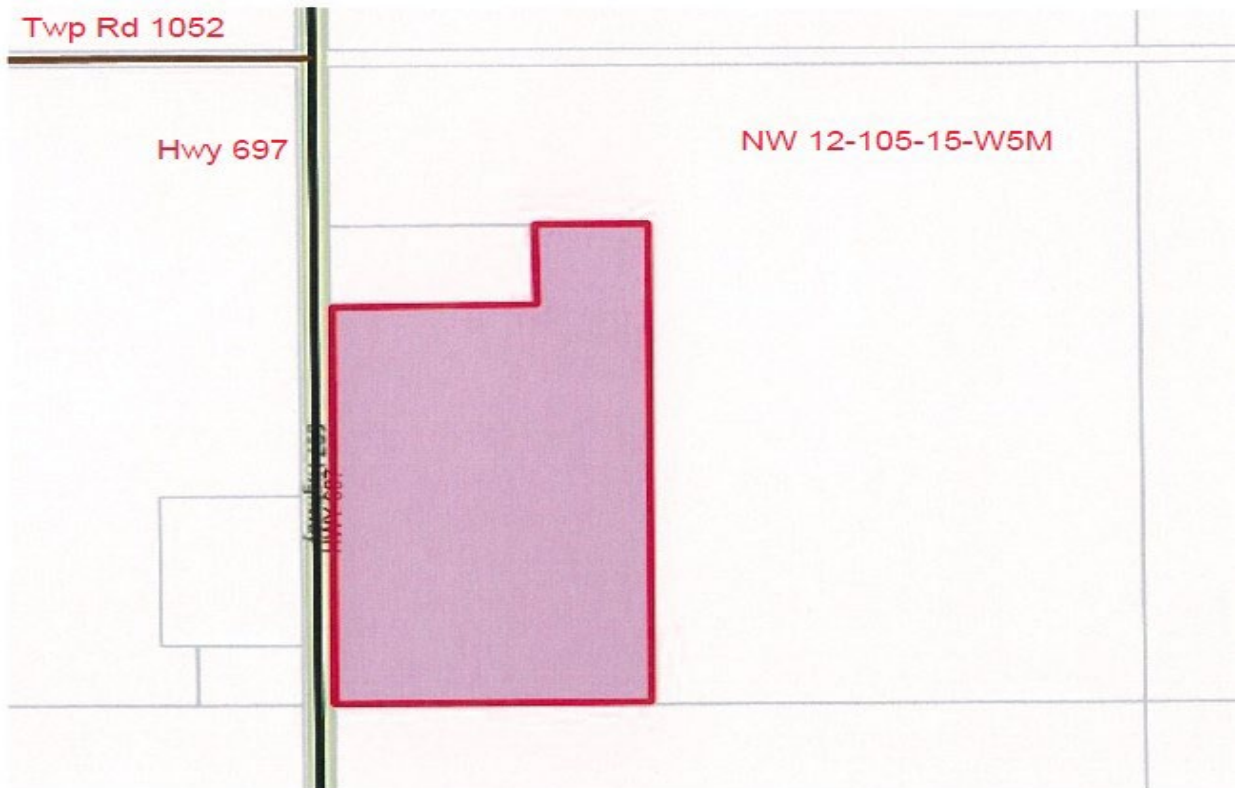
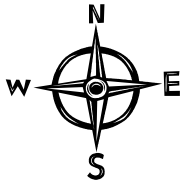
Josh Knelsen
Reeve

James Thackray
Chief Administrative Officer

BYLAW No. 1266-22

SCHEDULE "A"

1. That the land use designation of the following property known as part of NW 12-105-15-W5M within Mackenzie County, be rezoned:



FROM: Agriculture "A"

TO: Rural Country Residential "RCR3"

Application No: _____

Mackenzie County LAND USE BYLAW AMENDMENT – REZONING APPLICATION

Name Of Applicant <u>J+R Investments</u>		
Address: .		
City/Town		
Postal Code	Phone	Cell
.	.	.
Applicant Email		

Complete only if different from Applicant

Name of Registered Owner		
Address:		
City/Town		
Postal Code	Phone	Cell
.	.	.
Owner Email		

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

Part of

QTR./LS.	SEC.	TWP.	RANGE	M.	or	PLAN	BLK	LOT
NW	12	105	15	5				

Civic Address: _____

Land Use Classification Amendment Proposed:

From: Agricultural "A" To: Rural Country Residential 3 "RCR3"

Reasons Supporting Proposed Amendment:

<u>11 lots - estate like living</u>

I have enclosed the required application fee of: \$400.00 Receipt No.: Invoice.
~~\$709.22~~

Applicant Signature _____ Date _____

Registered Owner Signature _____ Date 2022-09-22

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

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

Mackenzie County
Box 640, 4511-46 Avenue
Fort Vermillion, AB T0H 1N0



Phone: (780) 927-3718
Fax: (780) 927-4266
Email: planning@mackenziecounty.com
www.mackenziecounty.com

TENTATIVE PLAN SHOWING

PROPOSED SUBDIVISION OF
C. of T. 062 107 532

and
N.W. 1/4 Sec.12, Twp.105, Rge.15, W.5M.
Within
Mackenzie County, Alberta

Schedule of Area(s)

Contains 12 Lots and Road.
Containing 19.74 ha (48.7 Ac.)

Registered Title Encumbrances (Affecting Extent of Title)

802 062 097: Utility Right of Way - Northern Lights Gas Co-op Ltd.
032 023 175: Caveat - Right of Way Agreement - Atco Electric Ltd.
212 184 846: Utility Right of Way - Northern Lights Gas Co-op Ltd.

Notes

- Distances are in Metres and Decimals Thereof.
- Plan measurements based from a field inspection conducted on Sept 2, 2022.

Legend

Area Affected by This Plan is Outlined Thus..... **Red**
Roads Shown Thus..... **Grey**
Fence Shown Thus..... **-x-x-x-**
Gas Co-op Shown Thus..... **G**
Overhead Power Shown Thus.... **P**
Power Pole Shown Thus..... **⊕**
Water Well/Cistern Shown Thus..... **W**
Septic Tank Shown Thus.... **S**
Septic Discharge Shown Thus..... **D**

Land Owner(s)

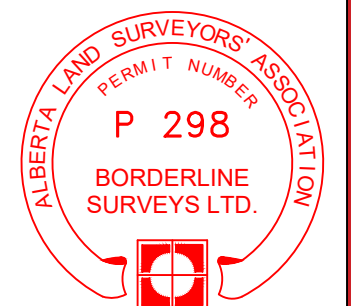
J & R Unger Investments Ltd. Isaac Giesbrecht
Helena Giesbrecht
C of T: 982 092 682 +1 C of T: 062 107 532

Site Information

Address: 105165 - Hwy 697 - C. of T. (062 107 532)

BORDERLINE SURVEYS

#103-2, 8301 99 Street
Clairmont, Alberta T8X 5B1
Phone: (780) 538-1955
E-mail: jwc.surveyor@gmail.com



PREPARED BY
Jason Coates, A.L.S.

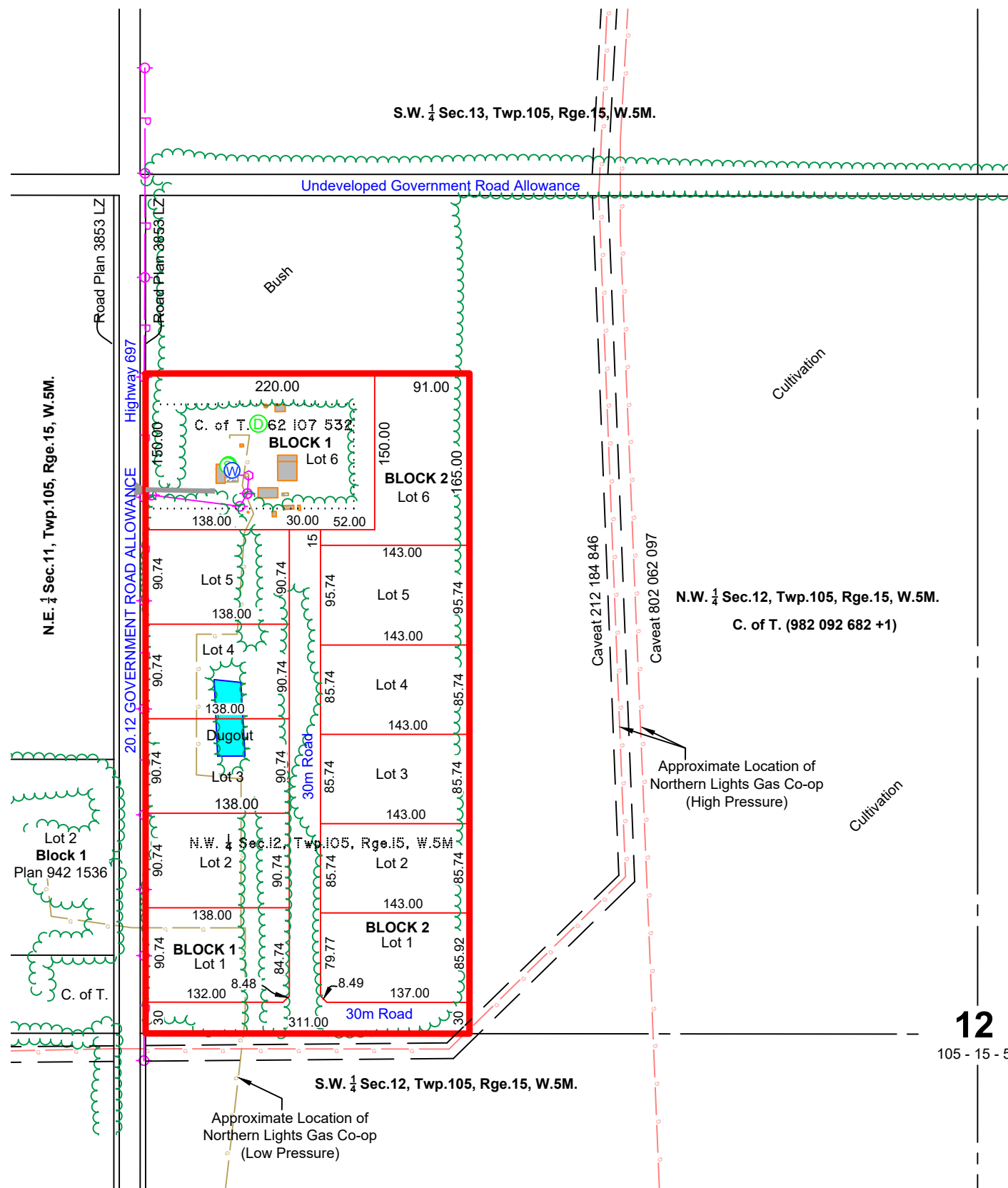
Revision Table

No.	Revision Type	Drafted	Chk'd	Surveyed	Date
0	Original	MM	JC	AC	Sept. 9, 2022
Client File No: N/A					0 Revision
File No: 220129T		Job No: 220129		Sheet: 1 of 4	



SCHEDULE OF AREAS	
LAND DESCRIPTION	AREA REQUIRED
N.W. 1/4 Sec.12, Twp.105, Rge.15, W.5M. C. of T. (982 092 682 +1)	17.74 ha
C. of T. (062 107 532)	2.00 ha
Total	19.74 ha

AREAS OF LOTS	
LOT NUMBER	AREA
Block 1, Lot 1	1.25 ha. (3.1 AC.)
Block 1, Lot 2	1.25 ha. (3.1 AC.)
Block 1, Lot 3	1.25 ha. (3.1 AC.)
Block 1, Lot 4	1.25 ha. (3.1 AC.)
Block 1, Lot 5	1.25 ha. (3.1 AC.)
Block 1, Lot 6	3.30 ha. (8.2 AC.)
Block 2, Lot 1	1.22 ha. (3.0 AC.)
Block 2, Lot 2	1.22 ha. (3.0 AC.)
Block 2, Lot 3	1.22 ha. (3.0 AC.)
Block 2, Lot 4	1.22 ha. (3.0 AC.)
Block 2, Lot 5	1.22 ha. (3.0 AC.)
Block 2, Lot 6	1.58 ha. (3.9 AC.)
Total	19.74 ha. (48.7 AC.)



SCALE 1:5000

12
105 - 15 - 5



   Scale 1: 8,554

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Mackenzie County Bylaw 1266-22 J&R Investments

Mackenzie County

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

BYLAW 1266-22

Order of Presentation

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

_____ Was the Public Hearing properly advertised?

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

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

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

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

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

_____ This Hearing is now closed at _____.

REMARKS/COMMENTS:



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	November 15, 2022
Presented By:	James Thackray, Chief Administrative Officer
Title:	DELEGATION Mercer Peace River

BACKGROUND / PROPOSAL:

Two representatives from Mercer Peace River will be in attendance:

Managing Director – Roger Ashfield
Woodlands Manager – Stefan Szabo

The Peace River mill is located in the boreal forest region of Peace River, Alberta, Canada, approximately 500 km north of Edmonton. Mercer Peace River’s pulp mill operations began in 1990 and produce both softwood (NBSK) and hardwood (NBHK) pulp. The majority of our mill’s pulp sales are made to North American customers, while the remainder is shipped to Asian and European markets. At Mercer Peace River, we are proud of our efforts towards the full utilization of all our biomass materials. We are green energy producers, with an electrical energy generation capacity of 65 MW.

OPTIONS & BENEFITS:

Forestry programs, support and initiatives.

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

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

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	November 15, 2022
Presented By:	James Thackray, Chief Administrative Officer
Title:	DELEGATION Regional Economic Development Initiatives (REDI) – Invest Alberta Presentation

BACKGROUND / PROPOSAL:

REDI is hosting Invest Alberta from November 15-17, 2022.

Yuliia Marcinkoski, Manager of Investment Attraction (Invest Alberta) will be presenting along with Nicole Nelles, Regional Economic Development Specialist Northwest, Jobs, Economy and Northern Development

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

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

Simple Majority

Requires 2/3

Requires Unanimous

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	November 15, 2022
Presented By:	James Thackray, Chief Administrative Officer
Title:	CAO & Director Reports for October, 2022

BACKGROUND / PROPOSAL:

The CAO and Director reports for October 2022 are attached for information.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

N/A

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

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

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

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

Monthly Report to Council

For the month of October, 2022

From: Byron Peters,

Deputy CAO & Director of Projects & Infrastructure

PLANNING, PROJECTS & INFRASTRUCTURE

Strategic Priorities

Program/Activity/Project	Timeline	Comments
Land Use Framework	TBA	Draft plan has been released. No word on final approval timelines
Community Infrastructure Master Plans & Offsite Levies	IMPs complete Levies to be completed in Q4 2022	Currently tabled. Ad-hoc committee currently exploring options on how to proceed
Municipal Development Plan	Started Q3 2020	See Caitlin's report for project update.
Asset Management	Ongoing	Data acquisition on hold for the year. Working with MuniSight to finalize and report on the data collected this summer.

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Economic Development		Primarily relying on REDI at this time for ec dev items.
Gravel Crushing	Q3 2022	The crushing program is complete. Received final report on quantities and quality.
Fort Vermilion (Wop May) Airport Recovery	Anticipate completion Q4 2022	Project started mid-August. Anticipated completion by mid-December, if all components arrive on time.
Storm Pond A (LC)	Completion Q4 2022	Project substantially complete. Some final landscaping/surface grading required in spring.
LC North Sanitary	Engineering Q3 2022	Design effectively complete. Construction postponed to 2023.

Personnel Update:

Staff turnover continues. As soon as it seems to slow down it begins again, but several new employees are starting to settle in. There are still several vacancies, including in key

positions such as GIS. It seems that we have been running with a 15% vacancy rate for the last year, and it's becoming apparent in a few areas.

I appreciate the opportunity to have been the Interim CAO for the better part of a year, and I also appreciate the opportunity now to take a step back and support James in the role. I learned a lot, and now also have a better idea of what else to work on in order to be a more effective leader.

Other Comments:

It was a busy month once again with a lot of local meetings, site visits, the start of budget and the org meeting, mitigation, overland flooding repairs/DRP visits, capital projects, etc.

Capital projects are essentially wrapped up for the year. We had a beautiful fall which allowed us to extend the construction season for a bit, but that time has now coldly expired. We got a lot of work done, but there are still several projects that will carry forward to 2023.

We are looking at new/different ways of prioritizing projects in Operations, as resources are limited. Some of these ideas will be presented during budget discussions, and may also be reflected in formal policy changes.

Monthly Report to the CAO

For the month of October, 2022

From: Caitlin Smith,
Director of Planning and Agriculture

Strategic Priorities for Planning & Development

Program/Activity/Project	Timeline	Comments
Land Use Framework	TBA	Joint project report; see Byron's report for project update
Municipal Development Plan, Land Use Bylaw, and Fort Vermilion Area Redevelopment Plan	Q3 2022	Administration meets with the consultant bi-weekly. O2 has been given direction to make changes as discussed with Council. Administration plans to bring the revised version back by the end of November for review before advertising for Public Hearing.

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
La Crete Area Structure Plan	Q4 2022	Administration is creating a scope of work for the RFP.
100A Street Land Acquirement (Future Main Street Widening in La Crete)	Q2 2022	The subdivision of the South lots has been registered with land titles. Administration has met with all landowners and has followed up with all the landowners. An update will be provided later in the meeting.

Personnel Update:

The GIS Technician position remains vacant.

Other Comments:

The development season for the month of October was extremely busy partially due to the nice weather. In speaking with our local contractors, they anticipate that 2023 will have lots of new builds again. Administration has successfully completed 8 multi-lot subdivision inspections for the fall. We are working with developers to finalize acceptance of subdivisions and commence their warranty periods for their developments.

There has been some interest at the La Crete airport for additional leases, we still have lots available.

Administration is working on several disposition applications, renewals, and ensuring that all our lease agreements are up to date. This includes starting First Nation Consultation for certain sites. We are proceeding as directed. At this time there are 6 TCL applications in motion. North of Zama lands FNC is nearing completion as we continue discussions with the FN.

I have been working with the Agriculture department and we are working on an education session as directed by ASB for November 25, 2022 to present on flood mitigation and best practices for rural residents at the La Crete Heritage Centre.

Mackenzie County is working with Mighty Peace Watershed Alliance (MPWA); the MPWA has received a grant through the EcoAction Community Funding Program to identify and mitigate issues with erosion and water crossings for cattle and farm equipment. Together with ASB, we have identified some sites within the County but we are looking for more. The grant was approved at \$98,000 for any construction costs, dirt works, etc. therefore the budget is limited.

Meetings Attended:

Date	Description
10-03-22	P&D department meeting
10-04-22	Manager's meeting
10-05-22	ASB meeting (no quorum)
10-05-22	Get to Know You Night – Fort Vermilion
10-06-22	Building Site Inspections – JH&S
10-07-22	5 Multi-lot Subdivision Inspections
10-10-22	P&D department meeting
10-11-22	Meet with ratepayer
10-12-22	P&D operational budget meeting
10-12-22	Meet with Mighty Peace Watershed Alliance (Site Tours)
10-13-22	MPC meeting
10-13-22	Meet with O2 – MDP
10-13-22	IMPC meeting
10-17-22	Meet with ratepayer
10-19-22	Council meeting
10-20-22	Safety meeting
10-20-22	Meet with ratepayer
10-21-22	Interviews for vacant position
10-24-22	P&D meeting
10-24-22	RDS/DLO disposition review
10-25-22	Organizational meeting
10-26-22	Ag Department – Operating Budget Meeting
10-28-22	3 Multi-lot Subdivision Inspections
10-31-22	Ag department meeting

MONTHLY REPORT TO THE CAO

For the Month of October 2022

From: Willie Schmidt
 Manager of Fleet Maintenance

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Pump test	100% completed	Annual Fire truck pump test
Regular maintenance	ongoing	Services and repairs/ annual maintenance and CVIPS on fleet during off season throughout all of our departments and areas.
Fuel Tank E-services	To be completed by Dec 2022	Update and complete applications and permits for all of our fuel and oil storage tanks at Public Works Facilities/Grader Sites and transfer stations.
Freon recovery	100% completed	Recovered Freon from all disposed white goods at our transfer stations
Airport runway Deicer sprayer	80% complete	Rigged up a 1000L tote with pump and sprayer on a ¾ ton pickup, One each FV and LC

Activity		Timeline	Comments
Winterize equipment		100% complete	Prepare all winter equipment with sanders, plows, snow blowers, etc.
2023 Budget preparation		80% complete	Prepare 2023 operating and capital budgets For Shop and Fleet Services

--	--	--

Respectfully,

Willie Schmidt
Manager of Fleet Maintenance

MONTHLY REPORT TO THE CAO

For the Month Ending October 2022

From: Jennifer Batt
Director of Finance

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
2022 Budget	Ongoing	Update Budget as per Council motions. Review and update funding sources for projects. Monthly Budgets provided to Directors.
2023 Budget Development	Ongoing	Meet with Directors and review operating budgets including One Time projects. Discuss areas for funding, or reduction of expenses. Oversee 2023 Budget development documents Continue to investigate funding sources, and opportunities for the County
Provincial Grant Reporting	Ongoing	2022 projects previously submitted to various GOA funding.
Accounts Payable	Ongoing	Payments for all authorized invoices received by October 31st completed.
Accounts Receivable	Ongoing	Invoices sent for all services up to and including October Collection calls for outstanding accounts ongoing.
Taxation	Ongoing	Pre-authorized payment agreements continue to be entered into Large volume of title changes completed Collection of taxes Update Diamond system for locations/zonings attached to tax rolls
Utilities	Ongoing	Update move in/out Pre-authorized payment agreements Monthly billing and collections Ebilling module to be updated in December
Mitigation	Ongoing	Meet with residents, admin. and site manager re plot plans etc.. Communicate with various GOA agencies Meet with AEMA for site tours, and program discussion. Review contracts Communicate with legal for resident agreements Submit 2022 3 rd qtr financial reporting

<p>Disaster Recovery Program</p> <p><i>2018 Peace River Ice Jam</i></p> <p><i>2020 Peace River Ice Jam / Overland Flood</i></p> <p>2021 Sever Storm Overland Flooding</p> <p>2022 Rapid Snowmelt – Overland flooding</p>	<p>Ongoing</p>	<p>Final invoice received, and documents prepared to submit project to DRP. Under review</p> <p>Continue to gather documentation in preparation of submission to DRP once project complete.</p> <p>Letter from GOA received, funding approved.</p> <p>Application Part B submitted.</p> <p>Applications A&B have been submitted, awaiting review.</p>
<p>Attend Various meeting</p>		<p>Regular Council Meeting – October 19</p> <p>Budget Council Meeting – October 26</p> <p>Committee of the Whole Meeting – N/A</p> <p>Organizational Meeting – October 25</p> <p>Infrastructure Workshop October 17, 18</p> <p>Administration October 3,5,6,12,13,19,20,28</p> <p>Managers Meeting October 4</p> <p>Office Safety Meeting October 28</p> <p>Mitigation Meetings – October 3x2,4,5x211,19,20,21x2,27,</p> <p>GOA Agencies Oct 6</p>
<p>Supply staff to High Level Office most Tuesdays. Assist departments with budget development information Team continued gathering documents for Interim audit Develop budget documents with FC, review budget submissions, revenue stream options, and expense verifications. Continue to investigate funding sources and opportunities for the County</p>		

MONTHLY REPORT TO THE CAO

For the Month of October 2022

From: John Zacharias
Director of Utilities

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Water Distribution and Wastewater Collection Maintenance	Oct/22	Done for the season.

Capital Projects

Projects	Timeline	Comments
FV-Frozen Water Service Repairs	Dec/22	Will assess the last couple services through this winter to check if necessary.
Potable Water Supply North of the Peace River	Dec/22	Awaiting grant funding opportunities.
Waterline Blue Hills	Dec/22	Awaiting grant funding opportunities.
Diversion License Review	Oct/22	Have approval from AEP for the BHP license. AE is reviewing for acceptance by us.
La Crete Future Water Supply Concept	Dec/22	Will need to get this project going this winter.
LC – Well #4	Dec/22	The underground construction was completed and are awaiting electrical items. Were granted extension on our grant funding to 2023.
LC – North Sanitary Trunk Sewer	Dec/22	Have been in meetings with HELIX and Byron on project. Project on hold as per Council motion. Design almost complete.
ZA – Sewage Forcemain	Dec/22	AMWWP project has been cancelled. Funding reallocated to Fort Vermilion mitigation project. Council Motion 21-12-865 on Dec 16 meeting.
ZA- Distribution Pump House Upgrades	Dec/22	Project is nearing the end. Commissioning was done the Aug 15 th week. Waiting on couple parts to complete project.

ZA- Lift Station Upgrades	Nov/22	Will apply for grant funding in a future year as per council motion.
FV – Rural Truckfill Pump Install	May/22	Getting the deficiency list complete and waiting for final approval of project. Should be done in November.
Zama Water Quality	Sept/22	Want to wait until the Pumphouse project is complete. Was able to get the clearwell under the water plant cleaned by divers.

Personal Update:

Was busy getting Operating budget going and started discussing Capitol requests with the operators. Had several meetings throughout the month with Infrastructure and Council budget meetings.

Attended a WNC meeting virtually.

Other Comments:

Last minute projects are a struggle now with the weather changing but operators are working hard at them.

We still have an open operator position in La Crete to fill.

Respectfully submitted,

John Zacharias
 Director of Utilities
 Mackenzie County



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	November 15, 2022
Presented By:	Caitlin Smith, Director of Planning & Agriculture
Title:	Next Policy Framework Representation

BACKGROUND / PROPOSAL:

The Canadian Agricultural Partnership (CAP) is ending March 2023. CAP is a five-year, \$3 billion federal-provincial-territorial investment in the agriculture, agri-food and agri-based products sector that began in April 2018. In Alberta, the Canadian Agricultural Partnership represents a federal - provincial investment of \$406 million in strategic programs and initiatives for the agricultural sector.

The Next Policy Framework (NPF) is a five-year (2023–2028) investment by federal, provincial and territorial (FPT) governments to strengthen and grow Canada's agriculture and agri-food sector. The NPF is a pivotal funding package that will serve as the foundation for programming for agriculture. It will replace the Canadian Agricultural Partnership in March of 2023.

The NPF is still in its developmental stages and is reviewing stakeholder feedback on the policies and programs that will underpin the Framework. Federal, provincial and territorial governments are working together, along with producers, processors and other stakeholder groups, to develop the NPF.

Administration reached out to the NPF to inquire how Mackenzie County could gain representation and it was suggested that for municipal-specific engagement on the Framework, Mackenzie County contact the Minister of Agriculture and Irrigation to share ideas regarding the Next Policy Framework.

OPTIONS & BENEFITS:

N/A

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

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/R

POLICY REFERENCES:

N/R

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That a letter be sent to the Minister of Agriculture and Irrigation to share ideas on the Next Policy Framework.

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

Share ideas: Next Agricultural Policy Framework

Next Agricultural Policy Framework

Vision for the future
of agriculture and agri-food



From: Agriculture and Agri-Food Canada

Current status: Open

The Next Policy Framework (NPF) is a five-year (2023–2028) investment by federal, provincial and territorial (FPT) governments to strengthen and grow Canada's agriculture and agri-food sector. It will replace the Canadian Agricultural Partnership (CAP), which ends March 31, 2023.

FPT governments will consult with Canadians, including stakeholders such as producers, processors, Indigenous communities, women in agriculture, youth, environmental organizations, and small and emerging sectors to develop the Framework.

Initial consultations on the NPF will seek stakeholder feedback on both current and potential challenges and opportunities facing the sector and on prospective priorities and vision for the NPF.

Further consultations on the NPF will seek stakeholder feedback on how to realize the priorities articulated in the *Guelph Statement*, and their desired outcomes of the policies and programs to be implemented under the NPF.

Join the conversation

Share your experiences and ideas for the Next Policy Framework. Some questions you may wish to consider include:

- To realize Canada as a world leader in sustainable agriculture and agri-food production action is required on multiple fronts.
 - How can we increase **action on climate change** and better integrate climate risk and readiness throughout the framework, through cost-shared, federal-only, and BRM programming?
 - How can we enhance **supply chain resilience** to reduce vulnerabilities, strengthen our export competitiveness, and improve local food systems and domestic trade?
 - What are the most effective programs tools and government/industry investments to **support the people** who have made the sector what it is today and to ensure its success into the future?
 - With all this in mind, and if not covered already, are **any new approaches/programs** needed? Are there **any needed adjustments** to existing CAP programming?
 - Finally, what **data, measurement and results reporting** would you like to see in this next framework?

Provide your input

Email: aaafc.npf-pcs.aac@agr.gc.ca

Mail to:

Next Policy Framework
Agriculture and Agri-Food Canada
1341 Baseline Road, Tower 7

Floor 5, Room 300
Ottawa, ON
K1A 0C5

Join the discussion on social media

- Follow us on Twitter [@AAFC Canada](#) or use #AgNPF
- Facebook at [Agriculture and Agri-Food Canada Facebook](#)

Upcoming information

Updates on the Framework, including opportunities to view feedback summaries, will be available here throughout 2021–2022.

What we are hearing

Interim reports

What We Heard To Date (2021)

On November 10, 2021, Canada's federal, provincial, and territorial Ministers of Agriculture agreed on the sustainable agriculture approach needed to help shape the next policy framework, which includes environmental, social and economic considerations in all priority areas. Their shared vision is described in the *Guelph Statement*.

Related information

Canadian Agricultural Partnership

AgPal

Date modified:

2022-04-22



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Sponsorship and Corporate Leader Opportunities

The Next Policy Framework (NPF)



Issue Overview

The Next Policy Framework (NPF) is a five-year (2023–2028) investment by federal, provincial and territorial (FPT) governments to strengthen and grow Canada’s agriculture and agri-food sector. It will replace the Canadian Agricultural Partnership (CAP), which ends March 31, 2023. The NPF is a pivotal funding package that will serve as the foundation for programming for Canadian agriculture over the following five years.

Consultations on the NPF will seek stakeholder feedback on how to realize the priorities articulated in the [Guelph Statement](#), and their desired outcomes of the policies and programs to be implemented under the NPF.

Working Towards Solutions

CFA has been heavily involved in the consultation process for the NPF since it began, working to ensure that farmers’ voices are heard and understood during the development of this funding package.

Twitter

Tweets from [Follow](#)
@CFAFCA

↻ **CFA Retweeted**

Ma... (· Nov 8 
Meeting
[@s_guilbeault](#) at the Canada Pavillion
[@COP27P](#) offered a perfect opportunity to emphasize that  farmers are part of the solution & very eager to be at the table helping design actionable deliverables that balance food &

Latest Updates

CFA submitted recommendations for the NPF focused on BRM programs in March 2022, [click here to read those recommendations](#).

CFA submitted its general recommendations for the NPF in June 2021, [click here to read those recommendations](#).

In July 2022 CFA will be taking part in the FPT Roundtable, where CFA along with other agricultural stakeholders will present to the Federal, Provincial and Territorial Agriculture Ministers on their vision for how the NPF can best help Canadian farmers.

March 2022 Recommendations

In March 2022, [CFA submitted a series of recommendations focused on Business Risk Management programs](#), which can be seen at a high level below:

Recommendations for AgriStability:

- Introduce participation incentives for continuous participation and periods of non-payment, including an enhanced compensation and coverage rates for each consecutive year of participation.
- Increase the interim payment rates to 75% of anticipated payments permanently in light of increased risk and volatility.
- Increase the payment caps from their current limit of \$3 million to better support larger farms.

Recommendations for AgriRecovery:

- Conduct a risk review with industry and government after every AgriRecovery program response to support long-term effective disaster risk management.
- These risk reviews should also create publicly available guidance to inform future assessments and best practices in future programs.

Spring 2021 Recommendations

[CFA FPT Roundtable and Reaction to FPT Statement on the Sustainable Canadian Agricultural Partnership \(SPAC\)](#)
July 25, 2022

[Joint Statement on the Upcoming Next Policy Framework \(NPF\) for Agriculture](#)
July 14, 2022

[CFA Reinforces Importance of Farm Voice during Budget Week](#)
April 8, 2022



The following summary outlines the Canadian Federation of Agriculture's (CFA) preliminary recommendations for the Next Agriculture Policy Framework (NPF). The following recommendations highlight key areas that require focus under the NPF, requiring further, targeted engagement with producers:

1. Objectives

Invest in the program at a level commensurate with agriculture's expanded role as not only a producer of quality agri-food products that feed Canadians and the global marketplace, but also a provider of many public goods and services. This must keep pace with the increased scale and prominence of agriculture as a strategic sector in Canada.

2. Principles

- a)** Grant all Canadian producers, whether terrestrial or aquatic agriculture, producing food, fibre, or ornamentals, equal program eligibility across all policy priorities and programming areas.
- b)** When designing programs, particularly related to risk management, the risk of adverse geopolitical trade actions must be assessed in close concert with industry, rather than used as a unilateral rationale to limit programming considerations.

3. Results

Develop a common understanding of program objectives, performance measures, and create formal structures to support more regular, evidence-based reporting and transparency.

4. Policy Priorities

At the highest level, CFA would note that producers continue to place importance on the policy priorities articulated in the Calgary Policy Statement. There is a continued need for the NPF to focus on these priorities while minimizing disruptions to existing initiatives that, while having begun under the current framework, must continue beyond March 2023. This includes Business Risk Management (BRM) programming, where the maintenance of the current suite of BRM of programs is essential. A number



of areas within the existing priorities have been identified as warranting specific focus under the NPF:

- a)** Incentivize Canadian producers to invest in climate solutions through a robust suite of financial supports and ecological goods & services programming supported by streamlined verification systems. Position farmers to access other environmental incentives, such as those available through carbon credits.
- b)** Establish a plan to address geopolitical barriers to trade and competitors' trade supports, enabling targeted programming responses through a structured framework.
- c)** Provide risk management programming with more inclusive parameters and clear triggers to respond to the extraordinary costs and losses associated with potential supply chain disruptions and climate change.
- d)** Ensure research, value-added, and market development programming targets lessons learned through COVID-19, by investing in:
 - Prioritizing resilient domestic supply chains;
 - Domestic promotion of Canadian agriculture and food products; and
 - Facilitating market development at home
- e)** Focus strategic public trust initiatives on three objectives: public engagement and awareness; building trust and capacity in evidence-based regulations and decision-making; and differentiating Canadian agriculture and food products





Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	November 15th, 2022
Presented By:	Don Roberts, Director of Community Services
Title:	FRIAA Grant Funding

BACKGROUND / PROPOSAL:

Administration has submitted an Expression of Interest for FRIAA grant funding. There are two different Vegetation management projects identified within the Zama City area.

EOI-22-18 – 10 year plan Block 29 – 6.31ha
 EOI-22-19 – Re-mulch 23.29ha of Fire Guard

On October 17, FRIAA sent two letters stating that our projects were “Short Listed” and requested a full proposal to be submitted.

Part of the submission requires “A Municipal Council Resolution indicating support of the application”

OPTIONS & BENEFITS:

Option 1

Pass a resolution supporting the submission of a full FRIAA grant funding proposal for Mackenzie County Vegetation Management projects (EOI-22-18 and EOI-22-19) project.

Option 2

Receive for information

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

COSTS & SOURCE OF FUNDING:

Grant Funding Requested

-EOI-22-18 -\$63,100
-EOI-22-19 -116,450

If grant funding is approved, a budget amendment would be required.

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That Council supports the submission of a full FRIAA grant funding proposal for Vegetation Management projects EOI-22-18 and EOI-22-19.

Author: _____ Reviewed by: _____ CAO: _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	November 15, 2022
Presented By:	Jennifer Batt, Director of Finance
Title:	Disaster Recovery Program – 2020 Update November report

BACKGROUND / PROPOSAL:

Administration has submitted 12 projects from the 2020 Overland Flood under the Disaster Recovery Program.

Administration has received 2 additional project funding approval letters (Project 12 & 13 attached), and 6 projects are currently under review.

Project #	Project Name	Municipal Claim	Eligible Expense	Difference +/-	Note
1	Emergency Operations	\$790,530.83	\$788,444.17	\$2,086.66	50/50 shared expense on tangible items
1.3	Communications	\$230,771.94	\$230,771.94	\$0.00	N/A
9	Hamlet Ditch Debris removal and Cleaning	\$29,013.98	\$29,013.98	\$0.00	N/A
12	Atlas Well at La Crete	\$12,164.25	\$12,164.25	\$0.00	N/A
13	Incremental Staffing	\$127,582.37	\$127,308.37	\$274.00	Hour calculation
14	Recovery Contracts	\$198,051.00	\$198,051.00	\$0.00	N/A
TOTAL		\$1,388,114.37	\$1,385,753.71	-\$2,360.66	

Administration will continue to update Council when additional Payment Summary reports are received.

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

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

Disaster Recovery Program / County funding

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the outstanding 2020 Disaster Recovery Program update report be received for information.

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



October 25, 2022

Jennifer Batt, Director of Finance
Mackenzie County
4511 – 46 Avenue
Fort Vermillion, Alberta T0H 1N0

Dear Jennifer:

**RE: 2020 Northern Alberta Spring Flooding Disaster Recovery Program
- Municipal Payment Summary**

I am writing to advise that the Disaster Recovery Program has received your request for \$127,308.37. As you have a remaining advance of \$2,397,532.63, no payment will be forthcoming. A payment summary listing all eligible costs is enclosed.

Project Number	Project Description	Amount Submitted	Amount Eligible
13	Incremental Staffing	\$127,582.37	\$127,308.37
Total		\$127,582.37	\$127,308.37

Outstanding Advance	\$2,397,532.63
Advance Outstanding after current reconciliation	\$2,270,224.26
Total Payment Forthcoming	0.00

Please be advised that this project is now closed. If you disagree with any decision made on your file or if you have any questions or concerns, please contact your Case Manager for this program, Joyette Howard at 780-217-5492 or by email at joyette.howard@gov.ab.ca.

Sincerely,

Rick Melnychuk
Acting Manager, Community Recovery Services
Alberta Emergency Management Agency

Attachments



September 15, 2022

Jennifer Batt, Director of Finance
Mackenzie County
4511 – 46 Avenue
Fort Vermillion, Alberta T0H 1N0

Dear Jennifer:

**RE: 2020 Northern Alberta Spring Flooding Disaster Recovery Program
- Municipal Payment Summary**

I am writing to advise that the Disaster Recovery Program has received your request for \$12,164.25. As you have a remaining advance of \$2,409,696.88, no payment will be forthcoming. A payment summary listing all eligible costs is enclosed.

Project Number	Project Description	Amount Submitted	Amount Eligible
12	Atlas Wells at La Crete	\$12,164.25	\$12,164.25
Total		\$12,164.25	\$12,164.25

Outstanding Advance	\$2,409,696.88
Advance Outstanding after current reconciliation	\$2,397,532.63
Total Payment Forthcoming	0.00

Please be advised that this project is now closed. If you disagree with any decision made on your file or if you have any questions or concerns, please contact your Case Manager for this program, Joyette Howard at 780-217-5492 or by email at joyette.howard@gov.ab.ca.

Sincerely,

Rick Melnychuk
Acting Manager, Community Recovery Services
Alberta Emergency Management Agency

Attachments



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	November 15, 2022
Presented By:	Jennifer Batt, Director of Finance
Title:	Name that Neighbourhood Contest

BACKGROUND / PROPOSAL:

During the August 17th Council meeting Mitigation construction update, the naming of the new development areas was discussed. As Council identified that having Community members take part in naming of new development within their Hamlet, as it assists in bringing ownership, and partnership to the community, Council made the following motion:

MOTION 22-08-547

MOVED by Councillor Cardinal

That administration proceed with creating a “Name that Neighborhood” campaign for Phase 1 - 4 Mitigation neighborhoods.

CARRIED

Administration advertised the naming of the neighbourhoods contest through the newspaper, County website, and social media, with a closing date of October 26, 2022. A prize of \$250 in County merchandise was available if their name was chosen, and numerous community members submitted names, for consideration.

Neighbourhood advertising, signage and prize will be included in the mitigation program funding.

OPTIONS & BENEFITS:

- 1) Council choose from one of the names submitted for each of the neighbourhoods.
- 2) Council to select alternate name(s) for the newly developed neighbourhoods.

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

COSTS & SOURCE OF FUNDING:

2022 Mitigation funding

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

Newspaper, Website, Social Media (attached)

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That Phase 1 - 4 newly developed neighborhoods be named:

Phase	Neighbourhood Name	Submitted By
1		
2		
3		
4		

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

Mackenzie County NAME THAT NEIGHBORHOOD

Name: _____ Date: _____

Phone Number: _____

NAME SUGGESTIONS: *Multiple submissions can be made for each neighborhood*

Neighborhood 1: (West of St. Theresa General Hospital)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Neighborhood 2: (South of St. Theresa General Hospital)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Neighborhood 3: (East of Mackenzie Applied Research Association, South of River Road)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

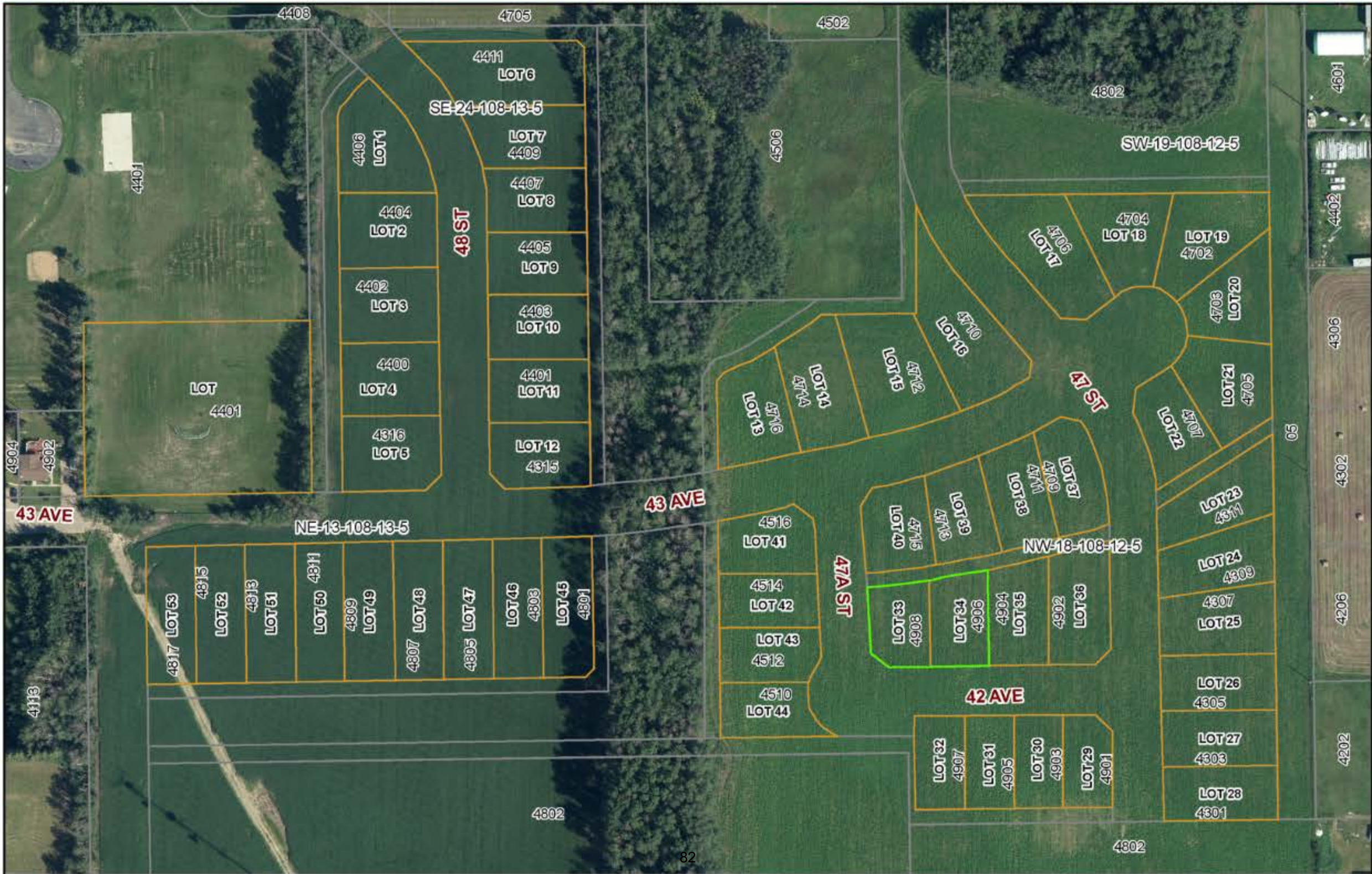
Submit by email to hfriesen@mackenziecounty.com or drop off at the Fort Vermilion Office.
Contest Deadline: Friday, October 21, 2022 at 4:30p.m.

**Fort Vermilion
Neighbourhood Naming
Contest**

Neighborhood 1

Running Water
Water Hill
Reservoir Heights
We Were Here First Community
Neighborhood
Mission Hill
Terrace Heights
Trailer Park Hill
Bagshot Row
Peaceland
Sandy Shores
Niska "Canada Goose"
Moswa "Moose"
Maskwa "Bear"
Mahikan "Wolf"
Sipiy "River"
Kisik "Sky"
Pekiwewin "Coming Home"
Niska - "Canada Goose"

Neighbourhood 2 ~ South of St. Theresa General Hospital



**Fort Vermilion
Neighbourhood Naming
Contest**

Neighborhood 2

Towering Heights

Community Centre Neighborhood

Dr Harold A Hammon

New Haven

Roseway

Riverdale

Kensington

Niska "Canada Goose"

Moswa "Moose"

Maskwa "Bear"

Mahikan "Wolf"

Sipiy "River"

Kisik "Sky"

Pekiwewin "Coming Home"

Neighbourhood 3 ~ East of Mackenzie Applied Research Association South of River Road



**Fort Vermilion
Neighbourhood Naming
Contest**

Neighborhood 3

Diamond P Hill

Close to River Road Neighborhood

By the Woods Neighborhood

CJ Kidd Subdivision

River Ridge

Briarland

Riverton

Dale

Niska "Canada Goose"

Moswa "Moose"

Maskwa "Bear"

Mahikan "Wolf"

Sipiy "River"

Kisik "Sky"

Pekiwewin "Coming Home"



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	November 15, 2022
Presented By:	Jennifer Batt, Director of Finance
Title:	Cheque Registers – August 17, 2022 – November 10, 2022 (HANDOUT)

BACKGROUND / PROPOSAL:

At the request of Council cheque registers, are to be viewed by Council during Committee of the Whole meetings. As there is no Committee of the Whole meeting scheduled until January 2023, administration is recommending that it would be good practice to review during a Council meeting.

All invoices are authorized by Managers, Directors, and or the CAO in accordance with the Purchasing Policy FIN025. Cheques are released on a weekly or bi-weekly basis unless otherwise required for operational needs. Copies of the August 17, 2022 – November 10, 2022 cheque registers, and August - September 2022 online payments will be available at the meeting.

OPTIONS & BENEFITS:

Administration will continue to present all new cheque registers at each Committee of the Whole meeting.

COSTS & SOURCE OF FUNDING:

2022 Budget.

SUSTAINABILITY PLAN:

N/A

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

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

Policy FIN025 Purchasing Authority Directive and Tendering Process

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the cheque registers, from August 17, 2022 – November 10, 2022, and August - September 2022 online payments be received for information.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	November 15, 2022
Presented By:	Jennifer Batt, Director of Finance
Title:	MasterCard Statements – July-September 2022 (HANDOUT)

BACKGROUND / PROPOSAL:

As per Policy FIN028, Mastercard statements are to be reviewed by Council at the Committee of the Whole Meetings. As there is no Committee of the Whole meeting scheduled until January 2023, administration is recommending that it would be good practice to review during this Council meeting.

Administration will provide a copy of the July – September Mastercard statements at this meeting for Councils review.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

2022 Operating Budget

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

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

POLICY REFERENCES:

Policy FIN028 Credit Card Use

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the MasterCard statements for July - September, 2022 be received for information.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	November 15, 2022
Presented By:	Louise Flooren, Manager of Legislative and Support Services
Title:	Expense Claims – Councillors

BACKGROUND / PROPOSAL:

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

A copy of the following Councillor Honorarium and Expense Claims will be presented at the meeting:

- September – Councillor Driedger
- October – All Councillors

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

2022 Operating Budget

SUSTAINABILITY PLAN:

N/A

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

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

1241-21 Honorariums and Expense Reimbursement Bylaw

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the Councillor Driedger Expense Claim for September 2022 and the Councillor Expense Claims for October 2022 be received for information.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	November 15, 2022
Presented By:	Louise Flooren, Manager of Legislative and Support Services
Title:	Expense Claims August – Members at Large

BACKGROUND / PROPOSAL:

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

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

Name	Board/Committee	Month
Tim Driedger	Municipal Planning Commission	October/November
Erick Carter	Municipal Planning Commission	October
Willie Wieler	Municipal Planning Commission	September/October
Andrew O’Rourke	Inter-Municipal Planning Commission	October
Anthony Peters	Agricultural Service Board	October
Joseph Peters	Agricultural Service Board	October

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

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

2022 Operating Budget.

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

Bylaw 1241-21 - Honorariums and Expense Reimbursement Bylaw

RECOMMENDED ACTION:

Motion 1

Simple Majority Requires 2/3 Requires Unanimous

That the Member at Large Expense Claims for September, October, and November 2022 be received for information.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	November 15, 2022
Presented By:	Caitlin Smith, Director of Planning & Agriculture
Title:	Bylaw 1269-22 Land Use Bylaw Amendment to Rezone part of SW 12-107-14-W5M from Rural Country Residential 3 “RCR3” to Agricultural “A”

BACKGROUND / PROPOSAL:

Administration has received a request to rezone part of SW 12-107-14-W5M from Rural Country Residential 3 “RCR3” to Agricultural “A”. The area to be rezoned is approximately 141.96 acres.

In January 2006, the previous owner rezoned this part of SW 12-107-14-W5M from Agricultural “A” to Rural Country Residential 3 “RCR3” to accommodate a ten (10) lot subdivision that was registered but never completed. The current owner has already completed the process of plan cancellation and consolidation of the subdivided lots. He has also completed the road closure and municipal reserve closure, and has finalized the purchase of this land from Mackenzie County.

The developer is currently using the land as agricultural farmland, and therefore wants to change the zoning back to Agricultural “A”.

There is an acreage on this quarter of land that was never rezoned.

Proposed Bylaw 1269-22 was presented to the Municipal Planning Commission on October 13, 2022 where the following motion was made:

MPC 22-10-166 *MOVED* by Jacquie Bateman

That the Municipal Planning Commission recommend to Council to approve Bylaw 12xx-22 being a Land Use Bylaw Amendment to rezone part of SW 12-107-14-W5M from Rural Country Residential 3 “RCR3” to Agricultural “A”, subject to public hearing input.

CARRIED

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

OPTIONS & BENEFITS:

Options are to give first reading, defeat first reading or table for more information.

COSTS & SOURCE OF FUNDING:

Costs will consist of advertising the Public Hearing and adjacent landowner letters which will be borne by the applicant.

SUSTAINABILITY PLAN:

Goal E15 That value added agricultural opportunities be pursued to ensure that sustainable employment opportunities are created and maintained with the County.

Goal N3 Optimal use is made of County farm land.

Goal N3.1 Ensure that the County’s Land Use Bylaw and Municipal Development Plan limit urban or non-agricultural development in unused lands that are best-suited for agriculture.

COMMUNICATION / PUBLIC PARTICIPATION:

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

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That first reading be given to Bylaw 1269-22 being a Land Use Bylaw Amendment to rezone part of SW 12-107-14-W5M from Rural Country Residential 3 “RCR3” to Agricultural “A”, subject to public hearing input.

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

BYLAW NO. 1269-22
BEING A BYLAW OF MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA
TO AMEND THE
MACKENZIE COUNTY LAND USE BYLAW

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

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

WHEREAS, the Council of Mackenzie County, in the Province of Alberta, has deemed it desirable to amend the Mackenzie County Land Use Bylaw to rezone part of SW 12-107-14-W5M from Rural Country Residential 3 “RCR3” to Agricultural “A”.

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

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

Part of SW 12-107-14-W5M

Within Mackenzie County, be rezoned from Rural Country Residential 3 “RCR3” to Agricultural “A” to as outlined in Schedule “A” hereto attached.

READ a first time this ____ day of _____, 2022.

PUBLIC HEARING held this ____ day of _____, 2022.

READ a second time this ____ day of _____, 2022.

READ a third time and finally passed this ____ day of _____, 2022.

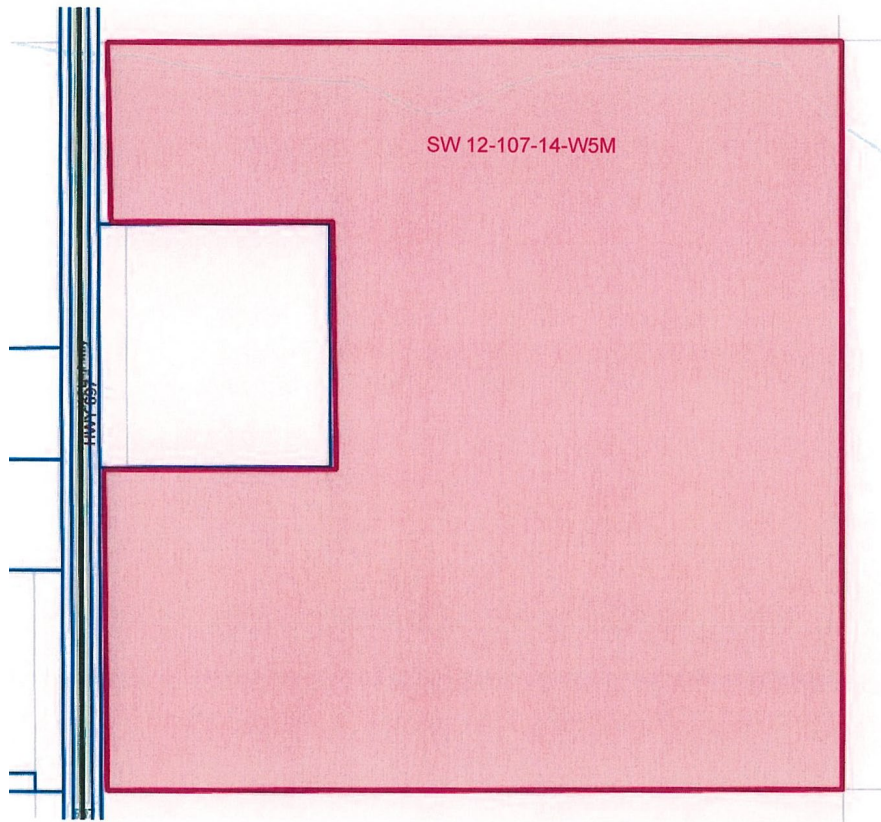
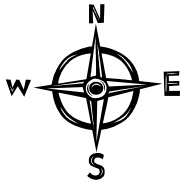
Josh Knelsen
Reeve

James Thackray
Chief Administrative Officer

BYLAW No. 1269-22

SCHEDULE "A"

1. That the land use designation of the following property known as part of SW 12-107-14-W5M within Mackenzie County, be rezoned:



FROM: Rural Country Residential "RCR3"

TO: Agricultural "A"

Application No: _____

Mackenzie County LAND USE BYLAW AMENDMENT – REZONING APPLICATION

Name Of Applicant <u>Abe and Bobb Dyck</u>		
Address: _____		
City/Town _____		
Postal Code _____	Phone _____	Cell _____
Applicant Email _____		

Complete only if different from Applicant

Name of Registered Owner _____		
Address: _____		
City/Town _____		
Postal Code _____	Phone _____	Cell _____
Owner Email _____		

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

QTR./LS. <u>SW</u>	SEC. <u>12</u>	TWP. <u>107</u>	RANGE <u>14</u>	M. <u>5</u>	or	PLAN _____	BLK _____	LOT _____
-----------------------	-------------------	--------------------	--------------------	----------------	----	---------------	--------------	--------------

Civic Address: _____

Land Use Classification Amendment Proposed:

From: Rural Country Residential 3 "RCH3" To: Agriculture "A"

Reasons Supporting Proposed Amendment:

<u>Cancelled & consolidated subdivided lots ; used as farmland</u>
--

I have enclosed the required application fee of: 718.34 Receipt No.: 288155

Applicant Signature _____

Date _____

Registered Owner Signature _____

Date Sept. 28/22

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

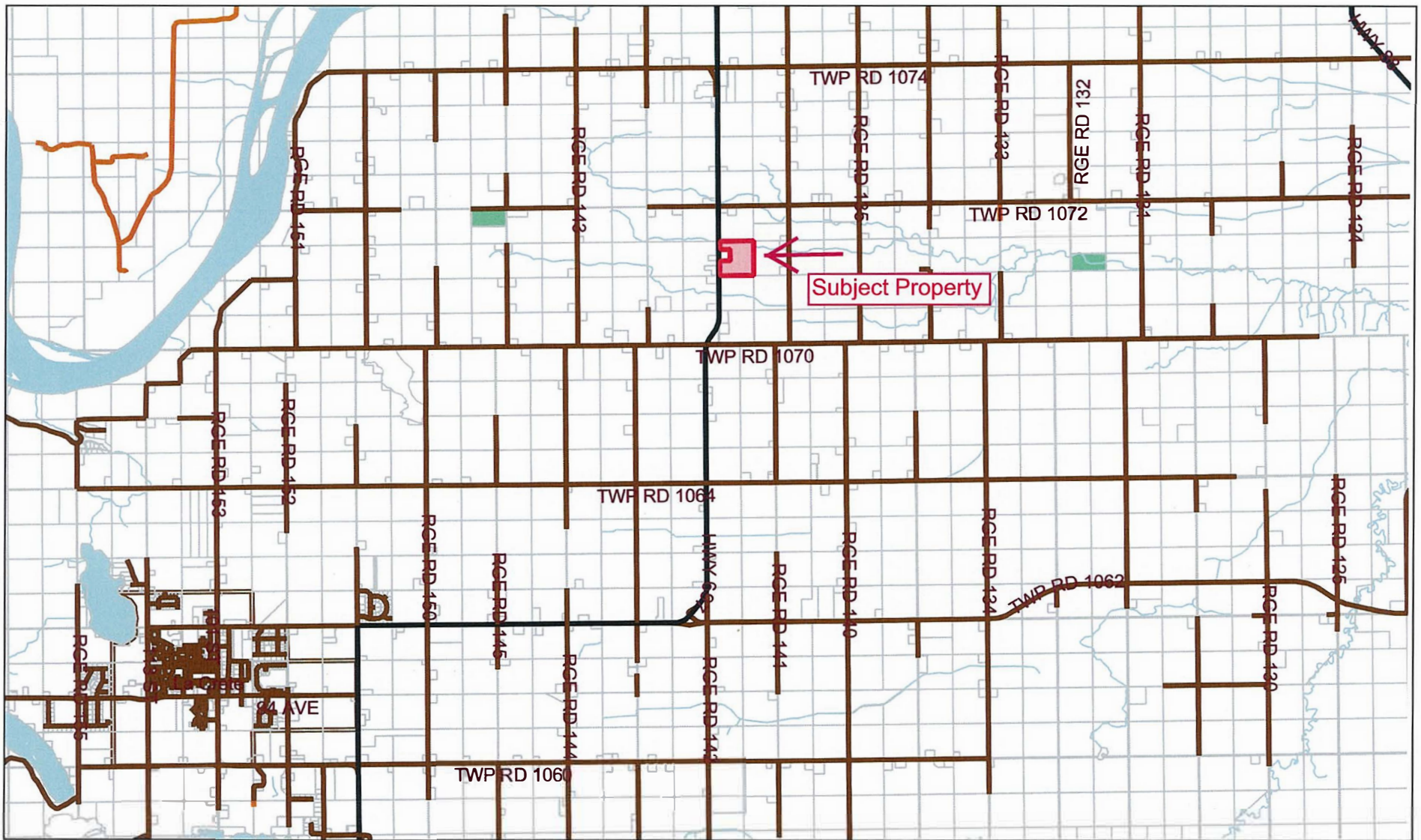
The personal information on this form is collected in accordance with Section 33 of the Freedom of Information and Protection of Privacy (FOIP) Act for the purpose of processing this application, issuing development permits and Land Use Bylaw Enforcement. The name of the permit holder and nature of the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

Mackenzie County
Box 640, 4511-46 Avenue
Fort Vermilion, AB T0H 1N0



Mackenzie County

Phone: (780) 927-3718
Fax: (780) 927-4266
Email: planning@mackenziecounty.com
www.mackenziecounty.com



Scale 1: 128,311

5 Mi
5 Km



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Mackenzie County Bylaw 1269-22 Abe and Barb Dyck



   Scale 1: 8,554

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Mackenzie County Bylaw 1269-22 Abe and Barb Dyck



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	November 15, 2022
Presented By:	Caitlin Smith, Director of Planning & Agriculture
Title:	Bylaw 1270-22 Bylaw Amendment to the regulations of Tarp Shelters in Section 8.59 and to amend Section 2.3 Definition of Tarp Shelter of the Land Use Bylaw

BACKGROUND / PROPOSAL:

Due to the number of Tarp Shelters and time extensions for Tarp Shelters in hamlet that are being approved every year, concerns have risen from the County. These temporary structures do not get taxed as heavily as a regular building, so in certain cases the incentive to build a permanent building is quite low.

Administration proposes regulations for Tarp Shelters be revised and to be put into Section 8.59 Tarp Shelters of the Land Use Bylaw 1066-17. Proposed additions and deletions to Section 8.59 are as follows:

8.59 Tarp Shelters

- 8.59.1 A TARP SHELTER shall be considered a TEMPORARY structure for cold storage purposes only. ~~if it is the principal use and may be considered a permanent use if accessory to a principal use.~~
- 8.59.2 An application for a DEVELOPMENT PERMIT for a TARP SHELTER shall specify a timeline for construction of a permanent building.
- ~~8.59.3 A DEVELOPMENT PERMIT for a TEMPORARY TARP SHELTER shall be for a two (2) year period with the option for renewal for a maximum of four (4) years.~~
- 8.59.3 A DEVELOPMENT PERMIT for a TEMPORARY TARP SHELTER in hamlet shall be for a one (1) year period with the option for renewal subject to a \$500 application fee for each renewal. All applications shall

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

All costs will be borne by the Planning & Development Department.

SUSTAINABILITY PLAN:

The sustainability plan does not address any topics that affect this bylaw revision.

COMMUNICATION:

The bylaw revision will be advertised as per MGA requirements.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That first reading be given to Bylaw 1270-22 being a Bylaw Amendment to amend the regulations of Tarp Shelters in Section 8.59 and to amend Section 2.3 Definition of Tarp Shelter of the Land Use Bylaw, subject to public hearing input.

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

BYLAW NO. 1270-22
BEING A BYLAW OF
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA

TO AMEND THE
MACKENZIE COUNTY LAND USE BYLAW
TO AMEND SECTION 8.59 TARP SHELTER REGULATIONS & TO AMEND
SECTION 2.3 DEFINITION OF TARP SHELTER OF THE LAND USE BYLAW 1066-17

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

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

WHEREAS, the Council of Mackenzie County, in the Province of Alberta, has deemed it desirable to amend the Mackenzie County Land Use Bylaw by amending and adding to the regulations of Tarp Shelters to Section 8.59 and to amend Section 2.3 Definition of Tarp Shelter.

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

8.59 Tarp Shelters

- 8.59.1 A TARP SHELTER shall be considered a TEMPORARY structure for cold storage purposes only. ~~if it is the principal use and may be considered a permanent use if accessory to a principal use.~~
- 8.59.2 An application for a DEVELOPMENT PERMIT for a TARP SHELTER shall specify a timeline for construction of a permanent building.
- ~~8.59.3 A DEVELOPMENT PERMIT for a TEMPORARY TARP SHELTER shall be for a two (2) year period with the option for renewal for a maximum of four (4) years.~~
- 8.59.3 A DEVELOPMENT PERMIT for a TEMPORARY TARP SHELTER in hamlet shall be for a one (1) year period with the option for renewal subject to a \$500 application fee for each renewal. All applications shall include photos of the structure. ~~Only one (1) year time extension will be granted.~~

Section 2 Interpretation

~~**TARP SHELTER** means a building designed and constructed with a rigid frame that supports an exterior fabric covering and may also include some rigid exterior wall panels containing windows and/or doors.~~

TARP SHELTER means a *temporary* building designed and constructed *as per minimum manufacturers instructions for the foundation* that supports an exterior fabric covering and may also include some rigid exterior wall panels containing windows and/or doors. *A tarp shelter will be for cold storage only and will not be permitted to be a commercial use.*

READ a first time this ____ day of _____, 2022.

PUBLIC HEARING held this ____ day of _____, 2022.

READ a second time this ____ day of _____, 2022.

READ a third time and finally passed this ____ day of _____, 2022.

Josh Knelsen
Reeve

James Thackray
Chief Administrative Officer



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	November 15, 2022
Presented By:	Louise Flooren, Manager of Legislative & Support Services
Title:	HR005 Staff Training and Professional Development Policy

BACKGROUND / PROPOSAL:

Mackenzie County currently has Policy ADM035 Staff Training which was approved June 4, 2002. Administration has been updating policies to current standards and practices. Currently, there is procedure in place to ensure staff retention after the County supports employee with their training and education needs. This policy states the return of service requirements once their training and education is complete and how employee professional development will be determined.

OPTIONS & BENEFITS:

HR005 Staff Training and Professional Development will allow all staff to have the information required for all training & professional development requirements of Mackenzie County.

COSTS & SOURCE OF FUNDING:

As per current operating budget

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

All policies are shared on Mackenzie County’s website for public information.

Author: _____ **Reviewed by:** _____ **CAO:** _____

POLICY REFERENCES:

Collective Agreement – Local 118 Chapter 008
ADM042 – General Safety Policy
ADM054 – Fuel Usage Policy
HR001 – Employee Code of Conduct
HR002 – Drug and Alcohol Use

RECOMMENDED ACTION:

Motion #1

Simple Majority Requires 2/3 Requires Unanimous

That Policy AM035 Staff Training be rescinded.

Motion #2

Simple Majority Requires 2/3 Requires Unanimous

That HR005 Staff Training and Professional Development be approved as presented.

Author: _____ Reviewed by: _____ CAO: _____

Municipal District of Mackenzie No. 23

Title	Employee Training Program	Policy No:	ADM035
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Legislation Reference	Municipal Government Act, Section 5
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Purpose

To give employees the opportunity to enhance their educational skills that relate directly to their position with the M.D. of Mackenzie.

Policy Statement

The M.D. of Mackenzie encourages staff to take courses and attend seminars, workshops, and conferences that will educate and update employees in their field of work. As this is a privilege, not a right, employees must be committed to enhancing their skills to be considered for this program.

Guidelines

1. Prior to accepting employees into this program, employees must discuss their educational requirements with their supervisor.
2. Together, the employee and supervisor will determine which courses are most appropriate for the employee and the municipality.
3. Council will approve training funds during the annual budget process.
4. Employees are not entitled to automatic pay increases on completing a course.

Employee Responsibilities

5. Employees under this program will:
 - a. obtain consent from their supervisor
 - b. be committed to completing the course
 - c. complete the course with a passing mark
 - d. submit their final mark to their supervisor and personnel file
6. Employees who do not complete the course with a passing grade will:
 - a. reimburse the municipality for all course costs

- b. supervisors may allow employees to take the course a second time at the employees expense and upon successful completion the employee will be reimbursed for their course cost and expenses

M.D. of Mackenzie Responsibilities

- 7. The M.D. of Mackenzie will pay course and all reasonable travel costs according M.D. policies.
- 8. In addition, supervisors have the discretion to send employees to workshops that are directly related to the employees' position.
- 9. The M.D. of Mackenzie retains the right to verify employee attendance at training sessions.

	Date	Resolution Number
Approved	June 4, 2002	02-400
Amended		
Amended		

Mackenzie County

Title	Staff Training and Professional Development	Policy No:	HR005
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Purpose

Mackenzie County recognizes the importance of investing in the learning and development of staff and encourages the opportunity to enhance their education skills that relate directly to their position. The purpose of this policy is to establish guidelines for employees that receive training and professional development opportunities.

Definitions

- a.) **“Conference/Convention”** - an activity related to a professional association or a municipal organization that relates to the employee’s position.
- b.) **“Cost-Share Agreement”** - an agreement where Mackenzie County agrees to pay part of the enrollment costs in a college diploma, university degree, masters, doctorate, professional certificate or designation but does not require a work commitment as a condition of financial assistance.
- c.) **“County”**- Municipality of Mackenzie County.
- d.) **“Development”** – a program or activity designed to raise an employee’s performance for future job responsibilities.
- e.) **“Educational Course”** - a program or course offered by an accredited educational institution that Mackenzie County recognizes as contributing to improving the skills and knowledge of an employee.
- f.) **“Employee-Initiated”** – a request by an employee for permission to participate in training and development activities with or without assistance from Mackenzie County.
- g.) **“Employer-Initiated”** – a request by Mackenzie County for employee participation in training and development activities as a requisite for maintaining or increasing individual performance levels in accordance with municipal goals, objectives and needs.

- h.) **“Employee Training Authorization Form”** – required for any training or professional development requests that will be authorized by the Supervisor/Manager/Director of the department.
- i.) **“Return Service Agreement”** - an agreement requiring a work commitment of continued employment with Mackenzie County as a condition of financial assistance.
- j.) **“Training”** - a program or activity designed to prepare an employee to the level of competence required for job related responsibilities.
- k.) **“Training Evaluation Form”** – after the completion of a course, conference, seminar, convention or educational term, employee will complete an evaluation and submit to their Supervisor/Manager/Director.
- l.) **“Work Commitment”** - the period of work obligation an employee is required to undertake as a condition of receiving financial assistance granted under the terms of this policy or a Return Service Agreement entered into between Mackenzie County and the employee.

Guidelines/Responsibilities:

1. Directors, Managers and Supervisors are encouraged to discuss training and professional development goals and plans with each employee during their annual performance evaluations.
2. Directors, Managers and Supervisors will review all requests from employees in their respective departments to attend job-related courses, conferences, seminars, workshops or conventions.
3. All requests initiated by employees for training require a request to be made to the employee’s Supervisor, Manager or Director in writing with a completed “Employee Training Authorization Form”.
4. Employees will receive written and prior approval from the requested level of authorization prior to attending any courses, conferences, seminars, workshops or conventions.
5. Any employee who attends any course, conference, seminar, workshop or convention without obtaining prior approval of their Supervisor, Manager or Director and the Chief Administrative Officer where required, will do so at their own expense, and will not be reimbursed for costs they incurred, provided it is on their own time.

6. Mackenzie County will pay course fees and all reasonable travel costs according Mackenzie County policies and the Collective Agreement, if applicable.
7. All courses, conferences, seminars, workshops or conventions must be in the current years' budget prior to attending.
8. Courses that require educational leave will be dealt with in accordance with Mackenzie County's policies and procedures, and/or in accordance with the individual's Cost-Share Agreement or Return Service Agreement.
9. All Cost-Share Agreements and Return Service Agreements will be approved by the head of the department and the Chief Administrative Officer.
10. Upon completion of a course, conference, seminar, workshop or convention or after completing an educational term, the employee must complete a "Training Evaluation Form" and may be requested to present to staff in the same job-related field.
11. Mackenzie County will pay the employee's membership fees for associations directly related to their job, if approved and is included in the current year's budget.
12. An employee travelling to courses, conferences, seminars, workshops or conventions is required to use an available county vehicle. If no county vehicle is available, the employee will be issued a fuel card or be reimbursed for actual fuel costs on receipts received. Reimbursement for meals will be paid according to the current Honorarium & Expense Reimbursement Bylaw.
13. If the employee does not attend an authorized event fully, it may be considered as abuse of privilege and any further privilege may be lost.
14. A Cost-Sharing or Return Service Agreement will be required at the discretion of the Director and Chief Administrative Officer for a college diploma, university bachelor's degree, masters, or doctorate degree, professional certificate, or designation.
15. Chief Administrative Officer training or conference attendance is subject to Council approval during the annual budget process and any additional training or conferences thereafter will need Council's approval.

16. Employees may not be entitled to automatic pay increases upon completion of courses, conferences, seminars, workshops or conventions.

Financial Assistance and Educational Courses

1. To qualify for financial assistance, the employee must be in the same permanent full-time position for a minimum of one (1) year and the employee has demonstrated their commitment to their position and Mackenzie County and it is a part of the employee and County's mutual goals.
2. Mackenzie County may agree to fund, wholly or in part, an employee's request to complete a college diploma, university bachelor's degree, masters or doctorate degree, professional certificate, or designation. This will require entering into a Cost-Share Agreement or a Return Service Agreement at the discretion of the Director and/or the Chief Administrative Officer.
3. Tuition fees that are directly related to the employee's current job may be eligible for 50% of the course costs. The employee may be eligible for reimbursement for the remainder of the course costs with a Return Service Agreement after completion of the course.
4. A Return Service Agreement requiring a work commitment of continued employment with Mackenzie County may be required as a condition of financial assistance. The period of the work commitment will be outlined in the Return Service Agreement and shall generally begin upon completion of the course of study. The work commitment may consider whether the employee retained full-time employment while completing the course of study and prorate the work commitment accordingly.
5. When an employee leaves the employment of Mackenzie County, whether voluntary or not, prior to fulfilling the work commitment stipulated in their Return Service Agreement, the outstanding commitment amount will be allocated to an Accounts Receivable account.
6. Should an employee fail a course, the employee will be required to reimburse the County for all course costs. Mackenzie County and the employee may enter into an agreement to establish a payment plan within a reasonable time frame. If the employee leaves the employment of Mackenzie County, any outstanding commitments will be allocated to an Accounts Receivable account.

7. The Supervisor, Manager or Director may allow employees to take the course a second time at the employee's expense, upon successful completion the employee will be reimbursed for the course cost and expenses.

Conference and Seminar Attendance

1. Requests to attend Conferences and Seminars must be made with the "Employee Training Authorization Form". Approval is required from the Director of the department.
2. Council approval is required for any out of province courses, training or conferences for the Chief Administrative Officer with the exception of the Federation of Canadian Municipalities conference.
3. Conference attendance and allocated budget should be discussed annually during the employee's performance evaluation.
4. Attendance at workshops and seminars that have no associated costs, but occur during business hours, require the approval of the employee's Supervisor.

Responsibilities

1. Employee Responsibilities:
 - a) Prepare an annual learning and development plan that identifies their training and educational needs. This shall be discussed during the annual performance evaluation.
 - b) Making a personal commitment to any associated learning and developing pertaining to job-related enhancement.
 - c) Selecting the most cost-effective options. (ie. optional virtual meetings, courses closest to the region, carpooling, etc.)
 - d) Accounting for all expenses incurred for professional development.
 - e) Representing Mackenzie County in a positive manner during training.
 - f) Providing a statement of grades and certificate of completion to the department Director and submitting the designated professional development feedback form for management to review.
2. Supervisor, Manager and Director Responsibilities:
 - a) Review and approve requests for professional development for employees within their departments.
 - b) Ensuring that there is appropriate budget allocation to undertake all approved and anticipated employee training.

- c) Ensuring all professional development activities are done in accordance with this policy.
 - d) Ensuring all required documentation is completed and submitted to the Human Resources personnel file for the employee.
3. Chief Administrative Officer Responsibilities:
- a) Review and approval of professional activities under their scope of approval.
 - b) Review, negotiate and approve Return Service Agreements or Cost-Share Agreements with employees for tuition assistance for college diploma, university bachelor's degree, masters or doctorate degree, professional certification, diploma or designations.

Apprenticeship Training/Mandatory Entry Level Training (MELT) Program

1. Mackenzie County recognizes that sessions for the completion of Journeyman status under the apprenticeship program, normally require the apprentice to attend training 8 weeks per year up to 4 years and that a MELT requires 113 hours plus the 8.5 hours for the air brake training.
2. Mackenzie County will decide during the annual budget discussion if there is a need for an apprenticeship or MELT opportunity. The County may provide income support to an employee (Section 9) when attending technical training courses as below:
 - a.) Mackenzie County may pay for the employee's registration, tuition and book fees for the required courses.
 - b.) Mackenzie County may pay for the employee's lodging at the nearest technical institute while attending the 8-week apprenticeship program or the MELT program.
3. Apprenticeship and MELTS employee attendance at technical training depends on the operational requirements of Mackenzie County.
4. The apprentice or MELT employee will work and cooperate with Mackenzie County management in obtaining advance approval for the time necessary to attend technical training courses.
5. Prior to the County providing approval for an employee to attend an apprenticeship or MELT program, the employee is to provide the confirmation of acceptance for such training at a recognized technical institute or Licensed Driver Training School in Alberta.

6. The employee is required to successfully complete the courses for the apprenticeship or MELT training and Road Test. Shortly after each session of the technical training attended, evidence of successful completion of the apprenticeship courses or MELT program will be provided to Mackenzie County by the employee for their Personnel File.
7. An employee who plans on attending technical courses will endeavour to take the courses at a technical training institute closest to Mackenzie County.
8. When the employee is attending apprenticeship or MELT training they will be authorized for an unpaid leave of absence. The apprenticeship leave of absence will qualify for up to an 8-week period. The MELT leave of absence will qualify for up to a 3-week period. Mackenzie County will continue to provide group benefits to the employee during the time away from work. Employees are responsible to pay their share of the costs for such benefits and will be invoiced accordingly.
9. A Return Service Agreement will be required prior to the employee attending the technical training program and will outline the requirements as per Section 2.
10. Completing the apprenticeship or MELT program does not guarantee a licensed trade or an Equipment Operator II position with Mackenzie County nor does it guarantee an increase in wages for the current position.

Related Policies/Procedures

Collective Agreement – Local 118 Chapter 008
ADM042 – General Safety Policy
ADM054 – Fuel Usage Policy
HR001 – Employee Code of Conduct
HR002 – Drug and Alcohol Use

	Date	Resolution Number
Approved		
Amended		
Amended		



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	November 15, 2022
Presented By:	Caitlin Smith, Director of Planning & Agriculture
Title:	Municipal Planning Commission Meeting Minutes

BACKGROUND / PROPOSAL:

The unapproved minutes of the October 13, 2022 and November 3, 2022 Municipal Planning Commission meeting are attached.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

N/A

RECOMMENDED ACTION:

- Simple Majority
 Requires 2/3
 Requires Unanimous

That the unapproved Municipal Planning Commission meeting minutes of the October 13, 2022 and November 3, 2022 be received for information.

Author: K Unrau **Reviewed by:** _____ **CAO:** _____

**MACKENZIE COUNTY
Municipal Planning Commission Meeting**

**Mackenzie County Office
La Crete, AB**

Thursday, October 13, 2022 @ 10:00 a.m.

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

ADMINISTRATION: James Thackray Chief Administrative Officer
Caitlin Smith Director of Planning & Agriculture
Madison Dyck Development Officer/Recording Secretary
Jackie Roberts Development Officer
Lynda Washkevich Development Officer

MEMBER OF THE PUBLIC: Philip Wiebe

MOTION 1. CALL TO ORDER

Erick Carter called the meeting to order at 10:03 a.m.

2. ADOPTION OF AGENDA

MPC 22-10-159 MOVED by William Wieler

That the agenda be adopted as presented with the following addition:

7. d) Meeting Notifications

CARRIED

3. MINUTES

a) Adoption of Minutes

MPC 22-10-160 MOVED by Tim Driedger

That the minutes of the September 29, 2022 Municipal Planning Commission meeting be adopted as presented.

CARRIED

4. TERMS OF REFERENCE

For Information.

6. SUBDIVISIONS

- a) 44-SUB-22 Philip & Nellie Wiebe
5.00 acre Boundary Adjustment in “A”
NE 23-104-15-W5M (Buffalo Head Prairie)**

MPC 22-10-161 MOVED by Tim Driedger

That Subdivision Application 44-SUB-22, including the Encroachment Agreement signed by all parties, in the name of Philip & Nellie Wiebe NE-23-104-15-W5M be APPROVED with the following conditions:

1. This approval is for a **boundary adjustment** totalling 5 acres (2.02 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 boundary adjustment, the developer shall obtain a development permit from the Municipality,
 - I. Any permanent buildings on the property must be constructed 2% above the grade of the road.
 - b) Mitigation measure must be in place in order to avoid water damage from potential pluvial flooding,
 - c) Provision of a road and access to both the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developer’s expense,
 - d) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2015,
 - e) **Provision of a storm water management plan. Contact Planning and Development staff at (780) 928-3983 to discuss the requirements for your subdivision,**

- f) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration,
- g) Provision of utility rights-of-way as required by ATCO Electric, TELUS, Northern Lights Gas Co-op, and others,
- h) Provision of and negotiations for utility rights-of-way and/or easements as required by utility companies. The Developer shall be responsible for any line relocation or correction costs that occur as a result of this development. Responses from utilities companies are shown in Schedule "C" hereto attached,
- i) **Mackenzie County shall not be held liable for any concerns, issues or damages related to and/or resulting from the water tables and any other water problems as a result of any low land levels of the proposed development. It is the responsibility of the developer to ensure that adequate drainage and other precautions are taken to avoid water seepage into the dwellings/basement and/or flooding of the basement, and/or any ancillary buildings.**
- j) An Encroachment Agreement Caveat shall be registered on title to address the existing property that runs through the existing dugout, encroaching onto the Quarter Section to the South, mitigating any future complications regarding the dugout and approved property line.

CARRIED

5. DEVELOPMENT

- a) **236-DP-22 Ernest & Judith Braun
Manufactured Home – Mobile in "RCR3"
Plan 042 3012, Block 1, Lot 33
(320 River Drive Place)**

MPC 22-10-162 **MOVED** by William Wieler

That Development Permit 236-DP-22 on Plan 042 3012, Block 1, Lot 33 in the name of Ernest & Judith Braun 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. Permit expires June 30, 2023, where the Manufactured Home (Temporary) shall be removed from this location. No time extensions will be granted.
2. No accessory building erected/or moved onto the site shall be used as a dwelling.;
3. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards.;
4. All basement or below grade developments shall have an operational sump pump;
5. Any doors, windows and other openings to any DEVELOPMENT shall be at the same or greater elevation as the downstream ROAD centerline elevation to avoid overland flood damage, water seepage and other water related damage.;
6. Any permanent buildings on the property must be constructed 2% greater than the grade of the road.;
7. 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.;
8. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.;
9. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.;

CARRIED

- b) **237-DP-22 Frank Krahn
Shop – Personal with Secondary Suite (COU) in “RCR3”
Plan 062 4963, Block 1, Lot 22 (118 Greenwood Bend)
(Golf Course Subdivision)**

MPC 22-10-163 **MOVED** by David Driedger

That Development Permit 237-DP-22 on Plan 062 4963, Block 1, Lot 22 in the name of Frank Krahn be APPROVED with the following conditions:

Failure to comply with one or more of the attached conditions shall

render this permit Null and Void

1. This permit is for the APPROVAL of a Shop – Personal with a Secondary Suite (Change of Use) in the existing building.;
2. The Shop – Personal with a Secondary Suite shall meet all National Building Code 2019 Alberta Edition requirements for Buildings and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit Null and Void.;
3. AN APPROVED ROADSIDE DEVELOPMENT PERMIT IS REQUIRED FROM ALBERTA TRANSPORTATION. ALL CONDITIONS AND REQUIREMENTS BY ALBERTA TRANSPORTATION SHALL BE MET TO THEIR SPECIFICATIONS AND STANDARDS PRIOR TO COMMENCEMENT OF DEVELOPMENT. (CONTACT ALBERTA TRANSPORTATION AT 1-780-624-6280). FAILURE TO DO SO WILL RENDER THIS PERMIT NULL AND VOID.;
4. The municipality has assigned the following address to the noted property: 118 Greenwood Bend. You are required to display the house address (118) so as to be clearly legible from the street and be on a contrasting background. The minimum size of the characters shall be four inches in height.;
5. The Secondary Suite must have a separate entrance that can be directly accessed from outside or through a common area inside or both.;
6. This Shop is approved for personal purposes only and no commercial activity is permitted in this building. Should the applicant change the intention of this building a new development permit is required.;
7. SECONDARY SUITES shall be limited to one per LOT/Residence.;
8. All basement or below grade developments shall have an operational sump pump;
9. All sewage disposals shall conform to the Alberta Private Sewage Systems Stand of Practice 2015.;
10. Any doors, windows and other openings to any DEVELOPMENT shall be at the same or greater elevation as the downstream ROAD centerline elevation to avoid overland flood damage, water seepage and other water related damage.;
11. Any permanent buildings on the property must be constructed 2 % greater than the grade of the road.;

12. 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.;
13. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.;
14. 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.;
15. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.;

CARRIED

c) 238-DP-22 Shingo Carpentry Renovation – Major (Roof Extension) in “LC-TC” Plan 2504TR, Block 7, Lot 9 (10102-99 Avenue)

MPC 22-10-164 MOVED by William Wieler

That Development Permit 238-DP-22 on Plan 2504TR, Block 7, Lot 9 in the name of Shingo Carpentry be APPROVED with the following conditions:

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

1. This permit approval is for a Structural Alteration (Renovation - Major) (Roof Extension) to the existing building.;
2. The setback for the roof extension shall be a minimum of 2.5 feet from the west property line.
3. The Structural Alteration (Renovation - Major) (Roof Extension) shall meet all National Building Code 2019 Alberta Edition requirements for Buildings and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit Null and Void.;
4. The architecture, construction materials and appearance of the

Renovation - Major and other structures shall be to accepted standards and shall compliment the natural features and character of the site and the aesthetics of the neighbouring residences to the satisfaction of the Development Authority.;

5. The municipality has assigned the following address to the noted property: 10102 99 AVENUE You are required to display the address (10102) so as to be clearly legible from the street and be on a contrasting background. The minimum size of the characters shall be four inches in height.;
6. 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.;
7. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.;
8. This permit approval is subject to the access to the property being constructed to County standards. PRIOR to installation of a new access or changing location of existing access, complete a Request to Construct an Access form by contacting the Operations Department for Mackenzie County at (780) 928-3983. Access to be constructed at the developers expense.;
9. 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. MISCELLANEOUS ITEMS

- a) **Bylaw 12xx-22 Land Use Bylaw Amendment
Bylaw Amendment to Amend the Regulations of Tarp
Shelters In Section 8.59 and to Amend Section 2.3
Definition of Tarp Shelter of the Land Use Bylaw**

MPC 22-10-165 **MOVED** by William Wieler

That the Municipal Planning Commission recommend to Council to approve Bylaw 12__-22 being a Bylaw Amendment to amend the regulations of Tarp Shelters in Section 8.59 and to amend Section 2.3 Definition of Tarp Shelter of the Land Use Bylaw, subject to public hearing input.

CARRIED

- b) Bylaw 12xx-22 Land Use Bylaw Amendment
To Rezone Part of SW 12-107-14-W5M from Rural Country
Residential 3 “RCR3” to Agricultural “A”**

MPC 22-10-166 **MOVED** by Jacquie Bateman

That the Municipal Planning Commission recommend to Council to approve Bylaw 12xx-22 being a Land Use Bylaw Amendment to rezone part of SW 12-107-14-W5M from Rural Country Residential 3 “RCR3” to Agricultural “A”, subject to public hearing input.

CARRIED

- c) 3rd Quarter Development Stats
Development Statistics Report
– January to September 2022**

MPC 22-10-167 **MOVED** by Tim Driedger

That the development statistics report for January to September 2022 be received for information.

CARRIED

- d) Meeting Notifications**

MPC 22-10-168 **MOVED** by David Driedger

That applicants of a discretionary development permit or subdivision receive notification of the upcoming MPC meeting date at the time of application.

CARRIED

7. IN CAMERA

- a) None.**

8. MEETING DATES

- ❖ Thursday, November 3, 2022 @ 10:00 a.m. in La Crete

9. ADJOURNMENT

MPC 22-10-169 MOVED by Tim Driedger

That the Municipal Planning Commission Meeting be adjourned at 10:55 a.m.

CARRIED

These minutes were adopted this 24th day of November, 2022.

Erick Carter, Chair

**MACKENZIE COUNTY
Municipal Planning Commission Meeting**

**Mackenzie County Office
La Crete, AB**

Thursday, November 3, 2022 @ 10:00 a.m.

PRESENT: Erick Carter Chair, MPC Member (virtual)
Tim Driedger Vice Chair, MPC Member
David Driedger Councillor, MPC Member
Jacquie Bateman Councillor, MPC Member
Andrew O'Rourke MPC Member

ADMINISTRATION: Caitlin Smith Director of Planning and Agriculture
Lynda Washkevich Development Officer
Kristyn Unrau Administrative Assistant/Recording Secretary

**MEMBERS OF THE
PUBLIC:** Abe Giesbrecht
Henry Gerbrandt
Andrew Neufeld
Margie Driedger
Steven Wieler
Sarah Wieler

MOTION 1. CALL TO ORDER

Caitlin Smith called the meeting to order at 10:00 a.m.

2. ADOPTION OF AGENDA

MPC 22-11-170 MOVED by Jacquie Bateman

That the agenda be adopted as presented.

CARRIED

3. ELECTIONS

a) Chair

Caitlin Smith called for nominations for the position of Chairperson.

First Call: Jacquie Bateman nominated Erick Carter. Accepted.

Second Call: No further nominations.

Third Call: No further nominations.

MPC 22-11-171 MOVED by Tim Driedger

That the nominations cease for the position of Chairperson.

CARRIED

Caitlin Smith declared Erick Carter Chairperson by acclamation.

b) Vice-Chair

Caitlin Smith called for nominations for the position of Vice Chairperson.

First Call: David Driedger nominated Tim Driedger. Accepted.

Second Call: No further nominations.

Third Call: No further nominations.

MPC 22-11-172 MOVED by Jacquie Batmen

That the nominations cease for the position of Vice Chairperson by acclamation.

CARRIED

Caitlin Smith declared Tim Driedger Vice Chairperson by acclamation.

Caitlin Smith turned the meeting over to Tim Driedger at 10:01 a.m.

4. TERMS OF REFERENCE

For Information.

5. REVIEW MPC'S MANDATE, ROLE & RESPONSIBILITIES

For Information.

6. REVIEW OF PROCEDURAL BYLAW 1204-20

For Information.

7. MINUTES

a) **Adoption of Minutes**

MPC 22-11-173 **MOVED** by David Driedger

That the minutes of the October 13, 2022 Municipal Planning Commission meeting be adopted as presented

CARRIED

b) **Business Arising from Pervious Minutes**

i) None.

8. DEVELOPMENT

- a) **249-DP-22 Daniel & Kimberly Klassen
Kennel in "A"
SE 24-105-16-W5M (105310 RGE RD 160) (La Crete Rural)**

MPC 22-11-174 **MOVED** by Jacquie Bateman

That Development Permit 249-DP-22 on SE 24-105-16-W5M in the name of Daniel & Kimberly Klassen 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. **ALL PROVINCIAL OR FEDERAL CONDITIONS AND REQUIREMENTS SHALL BE MET TO THEIR SPECIFICATIONS AND STANDARDS PRIOR TO COMMENCEMENT OF DEVELOPMENT. FAILURE TO DO SO WILL RENDER THIS PERMIT NULL AND VOID.;**
2. This permit is for the APPROVAL of a Kennel in the existing building;
3. Minimum building setbacks:
 - a. 90 meters (295 feet) from any dwelling on an adjacent property and
 - b. 30 meters (98 feet) from any other property lines.;
4. All kennel buildings and exercise areas shall be located behind the principal building on the property.
5. The developer shall set up sound barriers for his kennel.

6. The Kennel shall meet all National Building Code 2019 Alberta Edition requirements for Buildings and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit Null and Void.;
7. The applicant must have a valid business license with Mackenzie County.
8. Dogs are not allowed outside between the hours of 10 p.m. and 7 a.m. daily.
9. Facilities must be cleaned regularly.
10. The development permit and business license for a kennel shall not be transferable and a new development permit and business license application is required any time there is a change in ownership or change in operation including the maximum number of dogs.
11. The maximum number of adult dogs on this property will be **forty-five (45)**.
12. Exterior exercise areas/runs must be enclosed with an acceptable fence.
13. At all times, the kennel shall not cause a nuisance or interfere with the general enjoyment of neighbouring property owners.;
14. This permit may be revoked at any time, if, in the opinion of the Development Authority, the Kennel has become detrimental or otherwise incompatible with the amenities of the neighborhood.;
15. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards.;
16. The property must at all times be kept in a neat and orderly fashion.;
17. The Kennel is limited to one sign not exceeding 1.1 square meters (12 square feet) in area.;
18. Illumination of the sign must not negatively affect, nor pose a safety hazard to, an adjacent site or street.;
19. Illumination of the sign must not negatively affect, nor pose a safety hazard to, an adjacent site or street. The brightness of illumination is at the discretion of the Development Authority.
20. The sign shall not be placed within the Road Right of Way.;

21. The sign shall:
 - a. Not obstruct the orderly and safe flow of vehicular and pedestrian traffic,
 - b. Not unduly interfere with the amenities of the district,
 - c. Not materially interfere with or affect the use, enjoyment or value of neighbouring properties, and
 - d. Not create visual or aesthetic blight.;
22. The site and sign shall be kept in a safe, clean, and tidy condition, or may be required to be renovated or removed.;
23. Wiring and conduits of the sign must be concealed from view.;
24. All basement or below grade developments shall have an operational sump pump;
25. All sewage disposals shall conform to the Alberta Private Sewage Systems Stand of Practice 2015.;
26. 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.;
27. Any permanent buildings on the property must be constructed 2 % greater than the grade of the road.;
28. 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.;
29. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.;
30. 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.;
31. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.;

CARRIED

- b) 250-DP-22 Henry & Tina Gerbrandt
Kennel in "RCR1"
Plan 222 1648, Block 1, Lot 14 (15458 Twp Rd 1064B)
(La Crete Rural)**

MPC 22-11-175 **MOVED** by Jacquie Bateman

That Development Permit 250-DP-22 on Plan 222 1648, Block 1, Lot 14 in the name of Henry & Trudy Gerbrandt be REFUSED with the following reason:

1. A Kennel is not a use in the Rural Country Residential 1 "RCR1" zoning.

CARRIED

- c) 252-DP-22 Frontier Seed Cleaning Co-op
Industrial Use – General (Seed Cleaning Plant Addition)
In "LC-HI" Plan 762 0383, Block 9 (9502 99 Street)
(La Crete)**

MPC 22-11-176 **MOVED** by David Driedger

That the Development Permit 252-DP-22 ON Plan 762 0383, Block 15, Lot 9 in the name of Frontier Seed Cleaning Co-op be TABLED until all adjacent landowners are notified and for the submission of the 5 year traffic & production growth projection plan as well as the past five (5) years trend in regards to transpiration and production for the plant.

CARRIED

9. SUBDIVISIONS

- a) None.

10. MISCELLANEOUS ITEMS

- a) None.

11. IN CAMERA

- a) None.

12. MEETING DATES

- ❖ Thursday, November 24th, 2022 @ 10:00 a.m. in Fort Vermilion
- ❖ Thursday, December 8th, 2022 @ 10:00 a.m. in La Crete
- ❖ Thursday, January 12th, 2023 @ 10:00 a.m. in La Crete
- ❖ Thursday, January 26th, 2023 @ 10:00 a.m. in Fort Vermilion

13. ADJOURNMENT

MPC 22-06-177 MOVED by Andrew O'Rourke

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

CARRIED

These minutes were adopted this 24th day of November, 2022.

Erick Carter, Chair



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	November 15, 2022
Presented By:	Caitlin Smith, Director of Planning & Agriculture
Title:	Inter-municipal Planning Commission Meeting Minutes

BACKGROUND / PROPOSAL:

The unapproved minutes of the October 13, 2022 Inter-municipal Planning Commission meeting are attached.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

N/A

RECOMMENDED ACTION:

- Simple Majority
 Requires 2/3
 Requires Unanimous

That the unapproved Inter-municipal Planning Commission meeting minutes of October 13, 2022 be received for information.

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

INTER – MUNICIPAL PLANNING COMMISSION MEETING

Thursday, October 13, 2022

6:00 p.m.

via Zoom

PRESENT: Brent Anderson Chair, Councillor – Town of High Level
David Driedger Vice Chair, Councillor – Mackenzie County
Jacquie Bateman Councillor – Mackenzie County
Josh Lambert Councillor – Town of High Level
Andrew O'Rourke Member at Large – Mackenzie County

ADMINISTRATION: Hayley Gavin Director of Planning & Development /
Recording Secretary – Town of High Level
Caitlin Smith Director of Planning & Agriculture –
Mackenzie County

ABSENT: None.

MOTION 1. **CALL TO ORDER**

Brent Anderson called the meeting to order at 6:00 p.m.

2. **ADOPTION OF AGENDA**

IMPC 22-10-001 **MOVED** by Andrew O'Rourke

That the agenda be adopted as presented.

CARRIED

3. **MINUTES**

a) **Inter-Municipal Planning Commission Meeting Minutes**

IMPC 22-10-002 **MOVED** by Jacquie Bateman

That the minutes of the July 13, 2022 Inter-Municipal Planning Commission meeting be adopted as presented.

CARRIED

4. **DELEGATIONS**

None.

5. **BUSINESS**

a) **Water and Sewer Application**

**Claude and Brenda Duval
Plan 022 0818; Block 2; Lot 1 (North of High Level)**

IMPC 22-10-003 **MOVED** by David Driedger

That the Inter-Municipal Planning Commission approves the Water Connection for Claude and Brenda Duval on Plan 022 0818; Block 2; Lot 1 with the conditions as presented in Schedule A of the Request For Decision.

CARRIED

6. MEETING DATE DATES

To be decided.

7. ADJOURNMENT

IMPC 22-10-004 **MOVED** by Josh Lambert

That the Inter-Municipal Planning Commission Meeting be adjourned at 6:04 p.m.

CARRIED

These minutes were adopted this _____.

Chair





Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	November 15, 2022
Presented By:	James Thackray, Chief Administrative Officer
Title:	Information/Correspondence

BACKGROUND / PROPOSAL:

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

- Council Action List
- 2022-10-28 Correspondence – Municipal Affairs Minister Introductory Letter
- 2022-10-14 Town of High Level Proposed Purchase of Property In Mackenzie County
- 2022-10-21 Town of High Level Potable Water Supply Agreement –Alberta Utilities Commission Letter
- 2022-10-31 Town of High Level Water Services Franchise Agreement
- 2022-11-02 Premier Danielle Smith – Congratulations on Appointment
- 2022-11-02 Statement Regarding Closure of Rocky Lane School
- 2022-08-31 REDI Meeting Minutes
- 2022-09-13 Mackenzie County Library Board Meeting Minutes
-
-

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

Author: A.Tan Reviewed by: _____ CAO: _____

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: A.Tan Reviewed by: _____ CAO: _____

Mackenzie County Action List as of October 26, 2022

Council and Committee of the Whole Meeting Motions Requiring Action

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

Motion	Action Required	Action By	Status
	South Sanitary Trunk Sewer for the purpose in recovering all costs associated with the sanitary sewer trunk improvements.		Ad Hoc Development Committee
June 8, 2021 Regular Council Meeting			
21-06-498	That Mackenzie County attempt to gain representation in the next policy framework replacing Canadian Agriculture Partnership.	Caitlin/Landon	Presented at 2022-03-19 ASB Meeting – TABLED until next ASB meeting. Follow up on program timeframe. Program is now called the Next Policy Framework. There is an online option to comment and an email. Administration has sent an email requesting additional information and a contact. Council on 2022-11-15
September 14, 2021 Regular Council Meeting			
21-09-623	That second reading be given to Bylaw 1231-21 being the La Crete Offsite Levy Bylaw be tabled until further date.	Byron	TABLED AD Hoc Committee
21-09-637	That administration obtain required approvals and agreements with affected landowners for the West La Crete Road ditch cleanout.	Caitlin/Landon	In Progress Rg Rd 155 COMPLETE
21-09-644	That a commemorative sign be placed at the Heritage Centre in La Crete and the Fort Vermilion lean-to museum highlighting the contribution that Bill Neufeld had in the paving of the Hwy 88 Connector.	Don/Byron	Ongoing. May Draft Presented to Council – 2022-07-13 and sent for final draft. Ordered
21-09-658	That administration work with the Fort Vermilion School Division to complete a trade and land transfer for properties adjacent to the La Crete Distribution Pumphouse and Fort Vermilion Public School.	Byron	Ongoing Awaiting Land Titles
October 12, 2021 Budget Council Meeting			
21-10-696	That Administration proceed with the sale of the closed portions of 100A Street to adjacent landowners at assessed value with all associated costs being borne by the buyer with the exception of those costs associated with registration of a waterline URW where required.	Caitlin	Lots are registered Meeting scheduled for 2022-09-07 Negotiations are in progress with landowners. Letter of Response Requested In Progress, follow up meetings being scheduled.

Motion	Action Required	Action By	Status
21-10-697	That the north portions of 100A Street (adjacent landowners) be sold back for the same price it was originally purchased to the adjacent landowners with all associated costs being borne by the applicant.	Caitlin	In Progress
November 30, 2021 Regular Council Meeting			
21-11-813	That a letter be sent to the Minister of Justice and Solicitor General outlining the successes with RCMP and the oversight of the real problem which is justice.	Louise/Byron	Assistance from Councillor Wardley
December 14, 2021 Regular Council Meeting			
21-12-854	That Policy DEV001 & DEV007 be brought back to Council for review.	Caitlin	Administration to research options for ROW urban standard development Bring to Developers AD-HOC for discussion.
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	FNC In Progress COW 22-06-073 The TCL Leases that are in the process are as follows: DML170039 FV Bridge campground REC2621 FV Rodeo grounds REC030012 LA Ferry campground REC090007 & 100003 Hutch Lake campground REC880027 Wadlin Lake campground
February 16, 2022 Regular Council Meeting			
22-02-137	That Mackenzie County prepare to put in a regional bid to host the 2026 Alberta Winter or Summer Games.	Byron	Started Data Gathering Refer to Motion 22-08-569
March 8, 2022 Regular Council Meeting			
22-03-155	That administration bring back the Gravel Reclamation Reserve Policy for amendment as discussed.	Jen	In progress
22-03-174	That Mackenzie County create an educational campaign to raise awareness and to promote care of County infrastructure to fund maintenance cost with potential input from ratepayer meetings.	Louise	Fall 2022
March 22, 2022 Committee of the Whole Meeting			

Motion	Action Required	Action By	Status
COW-22-03-019	That the Committee of the Whole receive the Municipal Development Plan Overview as discussed and a recommendation be made to bring back an updated draft for review to a future Council meeting.	Byron/Caitlin	In progress Bringing back to Council in November for 1 st Reading
COW-22-03-022	That Policy ASB021 – Weed Control Policy be TABLED for further information.	Caitlin/Landon	Winter 2022 Landon working on an amendment
March 23, 2022 Committee of the Whole Meeting			
22-03-215	That the La Crete North Access – Capital Project review be TABLED until a future Committee of the Whole meeting agenda with maps and design options.	Byron	Potential Fall Capital Project Fall of 2023 Motion – 22-06-482
22-03-218	That a lobbying package be created for the Minister of Agriculture requesting that the Grazing Association be able to keep revenue from the logging and farming on the Fort Vermilion Grazing Reserve for grazing lease improvements.	Byron	Discussion held with Grazing Reserve President in regards to grant applications. Refer to Motion 22-07-517 Letter Drafted
22-03-222	That administration communicate with the Recreation Boards regarding backup generators and bring back recommendations to council.	Don	In Progress Working with Community Services Committee
April 12, 2022 Regular Council Meeting			
22-04-288	That Mackenzie County requests the Register to cancel the existing Certificate of Title for the following parcels of land and now issue new certificate of Title in the name of Mackenzie County: Tax Roll 076930 Tax Roll 296434	Jen	Awaiting title change
April 27, 2022 Regular Council Meeting			
22-04-317	That administration develop a culvert maintenance program.	Byron/Don	Infrastructure Workshop October 17 – 18
22-04-325	That Council direct administration to bring back Bylaw 908-13 – Unsightly Premises Bylaw for review to a future Council meeting.	Don	In Progress Working with the RCMP
May 25, 2022 Regular Council Meeting			
22-05-391	That administration proceed with charging those that removed gravel from the Mackenzie County gravel stockpiles at market price, plus 20% including a penalty.	James	On going Refer to Motion 22-09-632 Thefts cannot be proven. Gate has been repaired at Tompkins Pit
22-05-406	That administration advertise the 140M AWD Grader publicly for sale with a reserve bid of \$ 225,000.	Willie	Pending Delivery Date Jan-Feb 2023

Motion	Action Required	Action By	Status
22-05-407	That administration advertise the 160M AWD Grader publicly for sale with a reserve bid of \$ 270,000.	Willie	Pending Delivery Date Jan-Feb 2023
22-05-408	That the County enter into a ten-year lease for the trailer being used by the Fort Vermilion Royal Canadian Mounted Police (RCMP) as discussed.	Don	In Progress
22-05-411	That administration work with the Royal Canadian Mounted Police (RCMP) in renewing the Memorandum of Understanding Agreement for the Enhanced Policing Agreement between Mackenzie County and the RCMP and bring back the draft agreement with changes as discussed.	Don	In Progress
June 8, 2022 Regular Council Meeting			
22-06-437	That a meeting be set with the Minister of Environment and Parks and the Minister of Agriculture, Forestry, and Rural Economic Development in regards to northern recreation.	Louise	Letters Sent for Invite 2022-09-23
June 22, 2022 Regular Council Meeting			
22-06-457	That Mackenzie County supports sustainable agriculture and requests Alberta Environment and Parks to establish a minimum percentage of trees to remain on each quarter section sold as well as treed quarters within each township during the next phase of Provincial land sales.	Caitlin/Byron	Letter Drafted
22-06-465	That administration draft a policy combining PW018 Hiring of Private Equipment, ADM015 Hiring Contract Suppliers and FIN 025 Purchasing Policy and bring back to future Council Meeting.	Jen	In Progress
22-06-482	That the 2022 Capital Budget be amended by cancelling the La Crete North Access project to be reconsidered during the 2023 Capital Budget development.	Jen	2023 Budget Development
June 23, 2022 Committee of the Whole Meeting			
22-06-072	That administration work with Alberta First Responders and bring back a recommendation to Council during budget deliberations.	Don	(AFFRCS) 2023 Budget
22-06-073	That administration proceed with Public Land Sales as discussed.	Don	Refer to Motion 22-02-085 In Progress
July 13, 2022 Regular Council Meeting			
22-07-496	That administration work with the developer to purchase land adequate for relocation.	Byron	In Progress
22-07-502	That an Infrastructure workshop be scheduled for October 17, 18, 2022.	Jen/Louise	COMPLETE

Motion	Action Required	Action By	Status
22-07-507	That administration bring back options for Commercial Business incentive Options.	Byron	In Progress Presented as part of the 2023 Budget
22-07-513	That Mackenzie County is unsure at this time whether or not to continue with the subscription and advertising contract with Mackenzie Report past the expiry of 2023.	Caitlin/Louise	Emailed Letter to Mackenzie Report
22-07-516	That administration communicate with Sunnybrook Sausages regarding disposal of animal carcasses and to advertise proper disposal processes.	Caitlin	In Progress Business is not interested due to additional liability.
22-07-523	That the Range Road 15-5 contract be awarded to the highest scoring, qualified bidder while staying within budget.	Byron	Project awarded construction underway
22-07-525	That administration enter into a tax payment agreement with Tallahassee Exploration Inc. as discussed.	Jen	In Progress Payments received awaiting signed contract. COMPLETE
August 17, 2022 Regular Council Meeting			
22-08-536	That administration work with Mighty Peace Fish and Game Association to keep the public fish pond lease active.	Don	
22-08-546	That administration bring back a map for reference for the proposed housing authority boundaries.	Byron	Presenting to Council 2022-09-26
22-08-556	That administration proceed with cost sharing discussions for the 101 Street/109 Avenue intersection improvement with La Crete Co-op, and begin planning for the relocation and changes to utilities to accommodate an intersection upgrade and bring project forward to the 2023 Budget deliberations.	Byron	Awaiting on additional response from La Crete Coop
22-08-569	That administration work with the local Board of Trade and Chambers of Commerce for expression of interest for the 2026 Alberta Winter & Summer Games.	Byron	In Progress Letter drafted, developing survey monkey
22-08-570	That administration invite Alberta Conservation Association to a Committee of the Whole meeting to improve fish stocking ponds in the area.	Don	Will confirm once a COW Meeting is scheduled
August 30, 2022 Special Council Meeting			
22-08-590	That the Range Road 154 within TWP 108-15 Tender be retendered in 2023.	Byron	Confirm project scope during 2023 Budget discussions

Motion	Action Required	Action By	Status
22-08-591	That the Heliport Road from Range Road 18-4 to Range Road 19-0 Tender be retendered in 2023.	Byron	Confirm project scope during 2023 Budget discussions
22-08-592	That the 27th Baseline (TWP RD 1050) Tender be retendered in 2023.	Byron	Plan to retender in February 2023
September 13, 2022 Regular Council Meeting			
22-09-606	That the Surplus and Mitigation items presented during the September 13th meeting be sent to Public Auction as discussed.	Jen	In Progress Scheduled for December Auction and Spring 2023 Auction
22-09-608	That administration write a letter to CN rail requesting culvert cleanups prior to spring thaw.	Byron	Emailed and drafting letter. Reeve Knelsen to meet with CN on September 21, 2022
September 26, 2022 Regular Council Meeting			
22-09-631	That the Little Red River Cree Nation (LRRCN) – Additions to Reserve (ATR) be TABLED to the November 15, 2022 Regular Council Meeting.	Byron	
22-09-632	That administration continue to investigate the missing gravel and take appropriate legal action.	James	Refer to Motion 22-05-391
22-09-633	That Councillor Cardinal and Councillor Smith attend a site visit regarding the flood mitigation in Fort Vermilion.	Byron	
22-09-634	That Administration develop a Residential Garbage Pick Up Tender to include both Fort Vermilion and La Crete and awarding in December 2022 to commence April 1, 2023.	Don	
22-09-639	That administration research different options for the La Crete Electrical Vehicle (EV) Charger Relocations and bring back to the next Regular Council Meeting on October 19, 2022.	Byron	
22-09-641	That administration request a culvert be installed under Highway 35 North to allow the water to flow under it, before spring thaw 2023.	Byron/Don	
22-09-642	That administration work with CN Rail to ensure all culvert and blockages are removed.	Byron/Caitlin	
22-09-644	That Mackenzie County support the creation of a new housing management board with requisitioning power, with requisitioning from Wards 1-5 to be allocated to the La Crete Municipal Nursing Association and Wards 6-10 to be allocated to Boreal Housing, with requisitioning being based on prior years deficit and that Mackenzie County requests representation on	James	

Motion	Action Required	Action By	Status
	both La Crete Municipal Nursing Association's Board and Boreal Housing's Board.		
22-09-645	That Mackenzie County approve the Town of High Level's request to purchase a portion of SE-33-109-19-5 for Public Works purposes.	James	COMPLETE
22-09-646	That Mackenzie County supports the annexation of SE-33-109-19-5 and 7922039;1 into the Town of High Level for Public Works purposes.	Byron	COMPLETE
October 19, 2022 Regular Council Meeting			
22-10-657	That the third and final reading to Bylaw 1268-22 to Rescind Bylaw 231-00 being The Curfew Bylaw at this meeting.	Louise	COMPLETE
22-10-664	That the third and final reading be given to Bylaw 1262-22, being a bylaw to approve the water franchise agreement between the Town of High Level and Mackenzie County for the provision of potable water services.	Louise	COMPLETE
22-10-671	That third and final reading be given to Bylaw 1267-22 being the Mackenzie County Fire Services Bylaw.	Louise	COMPLETE
22-10-675	That Credit Card Policy FIN028 be amended as discussed.	Jen/Louise	COMPLETE
22-10-679	That the 2022 Capital Project – Budget for the Electric Vehicle Charging Station be amended by \$4,000 from the General Capital Reserve.	Jen	COMPLETE
22-10-685	That a letter of congratulations be sent to The Honourable Danielle Smith on her appointment as Premier.	Louise	COMPLETE
22-10-686	That administration invite the Fort Vermilion School Division Superintendent and the Chair of the Board of Trustees to the October 26, 2022 Budget Council Meeting in regards to the school closure for Grades 10-12 at the Rocky Lane School.	Louise	COMPLETE
October 26, 2022 Regular Council Meeting			
22-10-740	That 2022 Operating Budget be amended by \$30,000 with funds coming from the General Operating Reserve.	Jen	COMPLETE
22-10-741	That the revenue for the anticipated garbage bins sold to residents of Fort Vermilion that participated in the waste program, be incorporated into the 2023 operating budget with funds returned to the General Operating Reserve.	Jen	COMPLETE

Motion	Action Required	Action By	Status
22-10-742	That Policy PW039 Rural Road, Access Construction and Surface Water Management be brought back to a future Budget Council Meeting.	Byron/Don	COMPLETE
22-10-743	That the culvert be replaced as discussed.	Byron/Don	
22-10-744	That third and final reading be given to Bylaw 1272-22 being the Honorariums and Related Expense Reimbursement Bylaw for Councillors and Approved Committee Members as presented.	Louise	COMPLETE
22-10-748	That third and final reading be given to Bylaw 1273-22 being the procedural bylaw for Mackenzie County as amended.	Louise	COMPLETE
22-10-749	That a letter be written to the Fort Vermilion School Division expressing Mackenzie County's concerns regarding the closure of Grades 10-12 at the Rocky Lane School and the negative impact it will have on the community.	James/Louise	COMPLETE
22-10-750	That Council direct administration to develop revenue strategies for non-property tax based funding including, but not limited to, fees, charges and full cost recovery service models for consideration.	James	
22-10-751	That administration incorporate the 2022 One Time Carry Forward Projects in the Draft 2023 Operating Budget as discussed.	Jen	In progress
22-10-752	That administration incorporate the 2023 One Time Project in the Draft 2023 Operating Budget.	Jen	COMPLETE
22-10-754	That the Mill Rate Review discussion be brought back to a future meeting.	Jen	In progress
22-10-755	That administration continue to investigate options for a Special Tax Bylaw for any identified projects incorporated into the 2023 Operating and Capital Budget as approved by Council.	Jen	In Progress
November 1, 2022 Regular Council Meeting			
22-11-762	That administration review all rental agreements upon renewal and ensure that there is a cost of living clause included.	All Admin	
22-11-763	That Tracking Sheet changes #1 & #2 for the Draft 2023 Operating budget be approved as presented.	Jen	
22-11-764	That Tracking Sheet #3 changes be incorporated into the Draft 2023 Operating budget.	Jen	
22-11-767	That the 2023 Non-Profit Organization grant funding recommendations be incorporated into the 2023 Operating Budget.	Jen	

Motion	Action Required	Action By	Status
November 2, 2022 Regular Council Meeting			
22-11-773	That Councillor Wardley be appointed as an additional representative to Fort Vermilion Support Services for a term ending March 31, 2023 and that Fort Vermilion Support Services only receive 25% of their operational funding for 2023.	Jen	
22-11-774	That the Policy PW039 Rural Road, Access Construction and Surface Water Management - Cost Implications be brought back to a future Council meeting for amendments.	Byron/Don	
22-11-777	That the 2023 Non-Profit Organization grant funding recommendations be incorporated into the 2023 Operating Budget.	Jen	



ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Shaw*

October 28, 2022

Dear Chief Elected Officials and Public Library Boards:

I am honoured to serve as the new Minister of Municipal Affairs. I believe in the importance of local government to our province and its people, and I am excited to work with you to ensure Alberta's economic prosperity and strengthen the long-term viability of municipalities across the province.

As Minister of Municipal Affairs, I am committed to municipal capacity building, transparency, and accountability, which are essential elements for responsible local government. My ministry will continue to support municipalities, as you play a significant role in fostering the local economic conditions that improve Alberta's vibrant communities. Municipal Affairs will also continue to manage and provide financial support for the network of municipal library boards and regional library system boards that offer vital public library services for Albertans.

Through collaboration, we can reduce red tape and barriers by reviewing legislation and making certain Albertans are protected with appropriate safety codes, standards, and supports for the construction and maintenance of buildings and equipment.

I look forward to working together to strengthen municipalities in Alberta and to work with you on areas of shared interest.

Sincerely,

A handwritten signature in blue ink, appearing to read 'R Schulz'.

Rebecca Schulz
Minister of Municipal Affairs



Mackenzie County

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

October 14, 2022

Ms. Crystal McAteer, Mayor
Town of High Level
10511 – 103 Street
High Level, AB
T0H 1Z0

Dear Mayor:

RE: PROPOSED PURCHASE OF PROPERTY IN MACKENZIE COUNTY

Mackenzie County Council reviewed your letter dated September 16, 2022 and passed the following motions at the September 26, 2022 Regular Council Meeting:

MOTION 22-09-645 **MOVED** by Deputy Reeve Sarapuk

That Mackenzie County approve the Town of High Level's request to purchase a portion of SE-33-109-19-5 for Public Works purposes.

CARRIED

MOTION 22-09-646 **MOVED** by Councillor Wardley

That Mackenzie County supports the annexation of SE-33-109-19-5 and 7922039;1 into the Town of High Level for Public Works purposes.

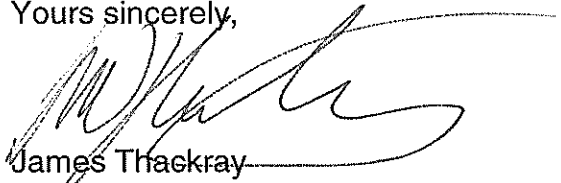
CARRIED

If you have any questions please feel free to contact me at (780) 927-3718 or by email to jthackray@mackenziecounty.com

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Town of High Level
Page 2
October 26, 2022

Yours sincerely,

A handwritten signature in black ink, appearing to read 'James Thackray', written over a horizontal line.

James Thackray
Chief Administrative Officer
Mackenzie County

c: Mackenzie County Council



Town of High Level
10511 – 103 Street
High Level, AB T0H 1Z0
Canada

Telephone: 780-926-2201
Facsimile: 780-926-2899
town@highlevel.ca
www.highlevel.ca

October 21, 2022

Alberta Utilities Commission
Fifth Avenue Place 4th Floor
425 - 1 Street SW
Calgary, Alberta T2P 3L8

Dear Sirs:

Re: APPROVAL OF POTABLE WATER SUPPLY FRANCHISE AGREEMENT BETWEEN MACKENZIE COUNTY AND THE TOWN OF HIGH LEVEL PURSUANT TO SECTION 45 OF THE MUNICIPAL GOVERNMENT ACT (ALBERTA)

The Town of High Level (the “Town”) and Mackenzie County (the “County”) are applying to the Alberta Utilities Commission for approval to enter into a potable water supply franchise agreement (the “Water Franchise Agreement”) for not more than 20 years, in accordance with Section 45 of the Municipal Government Act, RSA 2000, c M-26.

Background

The Water Franchise Agreement is an agreement for the provision of Town municipal residential potable water services to approximately 25 County residents for a term of 20 years. There is an option to renew for an additional 20 years upon obtaining further approval from the Alberta Utilities Commission.

The Town is the owner and operator of facilities through which the Town provides potable water services (the “Facilities”) to the Town’s Airport. The Town’s Airport is located within the County. The Water Franchise Agreement grants the Town the exclusive right to provide potable water services to the residents of the County that reside within the area between the Facilities and the Town’s Airport (the “Franchise Area”). It also sets out the specific terms and conditions for the provision of these services within the Franchise Area.

The Water Franchise Agreement is dated July 27, 2022, and has a term of 20 years, unless renewed or replaced by agreement.

We trust that this information is sufficient to allow the Commission to grant the Town of High Level and Mackenzie County approval to enter into a Water Franchise Agreement. Should any further information be required, please feel free to contact me.

Town of High Level



Clark McAskile
Chief Administrative Officer

cc: Mackenzie County
Town of High Level Council

Enclosure: Water Franchise Agreement dated July 27, 2022.



Mackenzie County

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office@mackenziecounty.com

October 31, 2022

Ms. Crystal McAteer, Mayor
Town of High Level
10511 – 103 Street
High Level, AB
T0H 1Z0

Dear Mayor:

RE: WATER SERVICES FRANCHISE AGREEMENT

Mackenzie County Council passed the following motion at the October 19, 2022 Regular Council Meeting:

MOTION 22-10-663 **MOVED** by Councillor Bateman

That the second reading be given to Bylaw 1262-22, being a bylaw to approve the water franchise agreement between the Town of High Level and Mackenzie County for the provision of potable water services.

CARRIED

MOTION 22-10-664 **MOVED** by Councillor Braun

That the third and final reading be given to Bylaw 1262-22, being a bylaw to approve the water franchise agreement between the Town of High Level and Mackenzie County for the provision of potable water services.

CARRIED

If you have any questions please feel free to contact me at (780) 927-3718 or by email to jthackray@mackenziecounty.com

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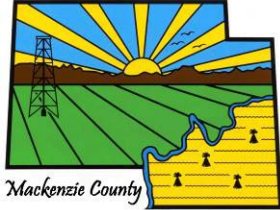
Town of High Level
Page 2
October 31, 2022

Yours sincerely,



James Thackray
Chief Administrative Officer
Mackenzie County

c: Mackenzie County Council



Mackenzie County

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November 2, 2022

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

Dear Premier:

Congratulations on your recent appointment as the Premier for the Province of Alberta.

Our Council is unwavering in its support for you to continue to uphold pragmatic COVID-19 leadership. We felt very strongly government overstepped with lockdowns and other draconian mandates that did little to stop COVID-19. You have restored our hope in government and are encouraged you will set a new standard in leadership Albertans so desperately need.

County Council also wish to show our gratitude to the Government of Alberta for its continued funding for the following vital projects in our County:

1. Tompkins Bridge
2. La Crete Maternity and Community Health Centre
3. Devastating Floods in Fort Vermillion 2018 and 2020
4. Chuckegg Wild Fire 2019

I would like to invite you to come to Mackenzie County at your earliest opportunity. Living through the 2013 High River flood, you will appreciate the long road recovering from the devastation to lives and businesses. We look forward with gratitude to continuing to receive support from the Government of Alberta as we rebuild. Council also wishes you continued success leading Alberta to build the most innovative, entrepreneurial and welcoming province in the world

Lastly, I request a meeting at your earliest convenience to discuss how we can support you and issues of mutual interest.

The Honourable Danielle Smith

Page 2

November 2, 2022

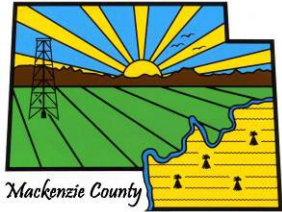
I can be contacted at (780) 926-7405 or by email to josh@mackenziecounty.com.
Alternatively you can contact our Chief Administrative Officer, James Thackray,
at (780) 927-3718 or by email to jthackray@mackenziecounty.com.

Yours sincerely,

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

Josh Knelsen
Reeve
Mackenzie County

c: Mackenzie County Council



Mackenzie County

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office@mackenziecounty.com

November 2, 2022

Mr. Michael McMann
P.O. Bag No.1
5213 River Road
Fort Vermilion, AB
T0H 1N0

Dear Mr. McMann:

**RE: STATEMENT REGARDING CLOSURE OF ROCKY LANE SCHOOL
GRADES 10-12**

Mackenzie County Council would like to express their concerns regarding the closure of Grades 10-12 at the Rocky Lane School and the negative impact it will have on the community. Mackenzie County does not feel that the Fort Vermilion School Division provided sufficient time to conduct a proper community impact study related to the closure of the school considering your given deadline is November 4, 2022.

Education is a basic necessity to increase quality of life and is an intricate part of any community; Rocky Lane is no exception. The decrease of students in Grades 10-12 in Rocky Lane is directly related to the decline in High School courses offered to its students. In the past few years many students have already had to travel to High Level or Fort Vermilion in order to take courses that were not offered in their school. This has caused many parents to readjust their time, efforts and workload to match the needs of their children.

Mackenzie County strongly believes that this will have a strong negative impact on the sustainability of economic growth for the Rocky Lane rural area. If the basic necessities for families cannot be met, a population decrease will occur.

Considering our municipal vision and mission, the closure of Grades 10-12 will affect the enhanced quality of life and will reduce the equitable level of service that the rest of the region has to offer. We cannot create a sustainable economic climate when the schools start decreasing the education that is available to the students of Rocky Lane.

Mackenzie County's Vision is:

"An enhanced quality of life, choices in community opportunity, and a healthy economic climate."

Mackenzie County's Mission is:

"Through the effective use of resources, provide a reasonable and equitable level of service and endeavor to create a sustainable" economic climate."

Mackenzie County requests that the Fort Vermilion School Division Board of Trustees keep the Rocky Lane School Grade's 10-12 open and work together with Mackenzie County to enhance the sustainability of the area and to limit the negative cumulative effects to the community. We also request that you share with us the results of the consultation sessions on community education for Rocky Lane.

Thank you for your time and consideration into this matter. If you have any questions please feel free to contact me at (780) 926-7405 or our Chief Administrative Officer, James Thackray, at (780) 927-3718 or by email to jthackray@mackenziecounty.com

Yours sincerely,



Josh Knelsen
Reeve
Mackenzie County

c: Mackenzie County Council



Board Meeting
REDI Northwest Alberta
APPROVED MINUTES
Video Conference Call - Zoom
August 31, 2022
6:00 REDI Meeting

MEETING MINUTES

REDI Board Members Present

Lisa Wardley, Chair, Mackenzie County
Boyd Langford, Vice-Chair, Town of High Level
Michelle Farris, Secretary / Treasurer
Peter Braun, Mackenzie County
Crystal McAteer, High Level
April Loewen, Fort Vermilion Board of Trade
Greg McIvor, Zama Chamber of Commerce
Don Werner, Town of Rainbow Lake

Staff & Guests

Paul Salvatore, Municipal Experts Inc.
Nicole Nelles, Regional Economic Development Specialist, JEI
Hayley Gavin, Director of Planning & Development, Town of High Level
Andrew O'Rourke, REDI Manager

1. CALL TO ORDER

Chair Lisa Wardley called the meeting to order at 6:03 pm and declared a quorum.

2. REVIEW & ADOPTION OF THE AGENDA

Motion: **Moved by Boyd Langford**
That REDI accepts the agenda as amended to include New Business V. University of Waterloo
Carried

3. MINUTES OF JUNE 22, 2022, MEETING

Motion: **Moved by Peter Braun**
That the Minutes of the June 22, 2022, REDI Meeting be accepted as presented.
Carried

4. YEAR-TO-DATE FINANCIAL REPORT JULY 31, 2022

Motion: **Moved by Michelle Farris**
That the year-to-date July 31, 2022, Financial report be accepted as presented.
Carried

5. Managers & Chairs Report

Chairs Report Verbal

The REDA Chairs were notified that Tanya Fir is the new Minister of Alberta Jobs Economy and Innovation. Minister Fir is moving from the Red Tape Reduction ministry. The REDA chairs, JEI and Invest Alberta, have a meeting on September 13, which I plan to attend.

Managers' Report

In early July, the REDI manager created an expression of interest for a workforce strategies grant with the Alberta Government. It was a joint effort between CFNWA and NLC. Both Jasmine and Mike were involved in the process. The program was to assist the long-term unemployed with an ask for \$480,000 over 36 months. The Manager travelled to Rainbow Lake with the DSS program in early July and submitted quarterly reports. REDI's Annual Report and Operational Plan to G.O.A. were submitted, and completed annual returns for 2019-2020 & 2021 were lodged. The 20 years of REDI video online, which now has 2500 views.

Motion:

Moved by Peter Braun

That the Chair's and the Manager's verbal report and expense claim be accepted as presented.

Carried

6. PRESENTATIONS / DELEGATIONS

i. Paul Salvatore – Municipal Experts – Ten Economic Business Cases

Paul presented draft versions of the ten business cases and received feedback and additional direction from the board.

ii. Nicole Nelles – Regional Economic Development Specialist - JEI

Nicole met with Northwestern Polytechnic, based in Grande Prairie, who would like to meet with the REDI board. In July, a second Rural Economic Engagement Session took place in Northern Alberta. The draft plan has eight priorities, each with future grants and programs to address each priority. This initiative is by the Ministry of Agriculture, Forestry and Rural Economic Development. Invest Alberta ran a pilot program with the REDA BRAID in east central Alberta. It was an investment attraction pilot where each community undertook a prospectus that would fulfill the needs of Invest Alberta. The second phase of the project was a mock familiarisation tour.

7. NEW BUSINESS

i. Ten Economic Business Cases

The contract addendum, now including lithium brine, was agreed upon in early July. A target of October 14 has been set for the canola crushing and honey business cases to be completed. Any additional feedback from the board can be sent directly to Paul Salvatore.

ii. REDA / Invest Alberta / J.E.I Meeting (September 13)

To build better collaboration between REDAs and Invest Alberta. Each REDA will give a high-level overview of their region and the projects they are working on. One expected outcome will be to create a common tool/template to support community investment and identification.

Motion: **Moved by Peter Braun**
That the REDI chair participates in the Invest Alberta meeting and presents the Northwest Alberta overview and top current projects.
Carried

iii. MoveUp Magazine – November Article

The main priority would be promoting the Blue Ridge Ski Resort, as the article would be published ahead of the ski season. The second option would be highlighting three of the ten business cases and promoting the investment opportunities.

iv. CanExport Grant – 2022

The grant application must be directed towards foreign direct investment into the region.

Motion: **Moved by Michelle Farris**
That REDI works with the Town of Rainbow Lake to create a proposal for geothermal power.
Carried

Motion: **Moved by Don Werner**
That REDI creates a proposal for phase two of the ten investment opportunities project.
Carried

v. University of Waterloo

The REDI manager will take a course on data discovery and analytics – tools for economic development on October 26 with the University of Waterloo.

Moved for Information

8. OLD BUSINESS

i. Digital Service Squad Update

A written report was presented to the board on DSS activity over the summer months. The DSS summer staff member Isaiah and REDI Manager meet weekly to discuss progress and strategy on deploying the DSS. Approximately 30 businesses received support through the program over the summer. A large proportion of the companies were in the High Level area, with some in Fort Vermilion and Rainbow Lake. Our DSS summer student Isaiah has returned to college but will be able to undertake remote DSS assistance. There is still an estimated \$13,000 to complete the program, with a deadline of March 31, 2022.

ii. Canadian Northern Corridor Community Engagement Report

A written report was provided to the REDI board members that outlined feedback from the High Level engagement on March 2, 2022. The engagement brought together residents of High Level and neighbouring communities in Mackenzie County to discuss the feasibility, desirability, and acceptability of a connected series of infrastructure corridors throughout northern Canada. Edits to the report can be submitted before October 31, 2022.

Peter Braun left the meeting @ 7:23 pm

iii. Pea Processing – Local Opportunity Update

The local pea processing group did not take up assistance from consultant Corey Keith over the summer months. The pea processing business case is available on our website, and the REDI Manager will keep in contact with the group.

iv. Invest Alberta – REDI Region October 19, Nov 15-17

Yuliia Marcinkoski, Manager of Investment Attraction at Invest Alberta, will virtually attend the REDI meeting on October 19. Then will tour the region between November 15-17. The tour will include visits to anchor companies, local councils and post-secondary institutions. The REDI manager will put together a tour schedule.

v. Immigration Program – Update

REDI Manager to concentrate on the High Level application for the Alberta Advantage Immigration Program. Tolko in High Level is interested in the program to attract workers. However, there is a concern that the application requirements will be considerably time-consuming, and the board requests that Tolko contribute administration hours.

9. ROUNDTABLE

April Loewen – 75% of our board members were involved with the Ag Fair, so that took the past two months of everyone's time. The next Fort Vermilion Board of Trade meeting will be after harvest is complete.

Hayley Gavin – The Town Council intends to annex lands to the north. On September 7, there is a public open house. The strategic plan was adopted on July 11, and implementation planning is happening in Sept & Oct.

Crystal McAteer – Get to know you night is on September 7. The Town of High Level and the Dene Tha' signed a friendship agreement on Saturday, August 27. The process started five years ago, and the Town and Nation will continue to work on water/wastewater agreements, a joint management plan and evacuation multipurpose centre.

Boyd Langford – The Rainbow Bulavard will get a paving project at Northstar Chrysler, Independent grocers and Corner gas. The new water truck fill and sani-dump should be completed in the fall. Also, 92 Ave and 114St, the two main roads to Tolko sawmill, will get upgraded in the spring of 2023.

Don Werner – Dene Tha' Frist Nation residents left Rainbow at the beginning of August. However, the tree planters were in town for most of the summer. It has been a slow summer in Rainbow Lake with not much activity.

Greg McIvor - I've been swamped over the summer months. The town looks great with the park and campground, with a couple of new cabins. There is soil sampling happening with a good winter outlook; hopefully, tech resources will be back doing their sampling again.

Lisa Wardley – The community of Zama has an advertisement in the MoveUp magazine for relocation, with new residents in the community as a direct result of that ad. There is significant helicopter traffic in Zama with firefighters, a drill program and possibly tree planters. The County back road to Rainbow is open under a road ban, so only passenger vehicles for now. Suncor is in the area undertaking a feasibility study on reopening assets in the region. The Orphan Well Association will undertake cleanup work in Zama over the winter. The County postponed community meetings until fall.

10. ADJOURNMENT & NEXT MEETING

The next REDI meeting will take place on October 19, 2022, at 6:00 pm online.

Motion:

That the REDI meeting be adjourned at 7:56 pm.

Carried

Moved by Crystal McAteer

Lisa Wardley Chair

REDI Manager

**Mackenzie County Library Board (MCLB)
September 13, 2022 Board Meeting Minutes
Fort Vermilion Library**

Present: Lisa Wardley, Steven Simpson, Lorraine Peters, Wally Schroeder, Kayla Wardley, Sandra Neufeld, Tamie McLean, Cameron Cardinal.

Guests: Carson Flett, Ena Simpson, Debbie Bueckert.

1.0 Kayla Wardley called the meeting to order at 6:25 pm.

2.0 Approval of the Agenda:

MOTION #2022-08-01 Lisa Wardley moved the approval of the agenda as revised. **CARRIED**

3.0 Approval of the Minutes:

MOTION #2022-08-02 Cameron Cardinal moved the approval of the August 24/22 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 September 12/22:

- Balance Forward \$ 114,027.41
- Total Revenues \$ 308,248.12
- Total Expenses \$ 297,951.54
- Bank Balance \$ 124,323.99

MOTION #2022-08-03 Tamie McLean moved the acceptance of the financial report. **CARRIED**

5.2 Fort Vermilion Library (FVL) Financial Report as of September 12/22:

- Total Revenues \$ 73,322.49
- Total Expenses \$ 34,976.78
- Net Income \$ 38,355.71
- Bank Balance \$ 81,597.89

MOTION #2022-08-04 Steven Simpson moved the acceptance of the financial report. **CARRIED**

6.0 Library Reports:

6.1 La Crete:

- Circulation for July and August combined was 18,242.
- There were 71 new memberships sold in July and August.
- Insurance information was submitted to the County.
- The LCLS has discussed what the library expansion should look like. The concept drawings for the library addition should be ready by October 3/22.
- A new microwave will be purchased for the lunch room.
- The LCLS discussed the the expansion of the library building.
- **The Salmon Grill** on Oct 29/22 will feature a Johnny Cash impersonator. Tickets cost \$60. Three MCLB members volunteered to help at the Salmon Grill. They will be asked to arrive at 5:00 pm.

6.2 Fort Vermilion:

- Checkouts and renewals totaled 885 for July and August.
- Four new patrons were added
- Six hundred ninety one items were withdrawn and 121 were added.
- The weeding of the young adult section was completed.

6.3 Zama:

- A craft night was held.
- The home schoolers are using the library.
- A new Zama resident is willing to work in the library.

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6.4 Mackenzie County Library Consortium (MCLC):

- No Report.

6.5 High Level:

- Fine Free Fridays are still a hit.
- They will be having a booth at Get to Know You Night.
- The Purdys fundraiser went well.

MOTION #2022-08-05 Lorraine Peters moved the acceptance of the library reports for information. **CARRIED**

7.0 Old Business:

- None

8.0 New Business:

8.1 Fort Vermilion Library Society (FVLS):

- Carson will see if the FVLS is paying the internet bill. Lorraine will determine if it is bundled with the phone bill.
- The library society decided to keep the photocopier until the contract expires in the spring of 2023.
- A Grande Prairie company was going to charge \$4,500 to give a quote on the roof repairs. Local roofers will be looked into.
- The FVLS will continue paying the library's phone bills and will invoice the MCLB quarterly.
- The FVLS is looking into how the utilization of the board room can be increased. The rental rate is \$50 per day.

MOTION #2022-08-06 Lisa Wardley moved that MCLB pay for a booth for the FVLS at the Fort Vermilion Get to Know You Night. **CARRIED**

8.2 MCLB Workshop:

- The MCLB is planning a workshop in conjunction with the School Division on January 27th and 28th. at the Mirage Hotel in High Level. It will probably be 6 hours on Friday and 8 hours on Saturday. The times may change.
- The Guest speaker is Brene Brown who will discuss the Dare to Lead Program.
- The MCLB, all society members, all library employees and all library volunteers will be invited.
- All costs such as hotel rooms, meals, and other expenses will be covered for the invited members.
- Lisa Wardley will book the hotel rooms and make the meal arrangements.

MOTION #2022-08-07 Steven Simpson moved that the arrangements and bookings be made for the library workshop to be held on January 27 th and 28th. **CARRIED**

8.3 Fort Vermilion Part Time Librarian Position:

- The position is part time (10 hours per week) at \$17 per hour.
- Three applicants were interviewed.

MOTION #2022-08-08 Steven Simpson moved that Hope Warner be hired as a part time librarian. **CARRIED**

- Four members of the MCLB met with Debbie Bueckert to discuss the responsibilities of the new part time librarian.and how they would work together as a team.
- The MCLB will supervise the new employee.

9.0 Correspondence:

- None

11.0 Next Meeting Date and Location: Fort Vermilion Library, October 18 , 2022 at 6:00 p.m.

12.0 Adjournment:

MOTION # 2022-07-09 Steven Simpson moved to adjourn the meeting at 8:30 p.m. **CARRIED**

These minutes were adopted this 18th day of October 2022.

Chair: Kayla Wardley

**Mackenzie County Library Board (MCLB)
September 13, 2022 Board Meeting Minutes
Fort Vermilion Library**

Present: Lisa Wardley, Steven Simpson, Lorraine Peters, Wally Schroeder, Kayla Wardley, Sandra Neufeld, Tamie McLean, Cameron Cardinal.

Guests: Carson Flett, Ena Simpson, Debbie Bueckert.

1.0 Kayla Wardley called the meeting to order at 6:25 pm.

2.0 Approval of the Agenda:

MOTION #2022-08-01 Lisa Wardley moved the approval of the agenda as revised. **CARRIED**

3.0 Approval of the Minutes:

MOTION #2022-08-02 Cameron Cardinal moved the approval of the August 24/22 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 September 12/22:

- Balance Forward	\$ 114,027.41
- Total Revenues	\$ 308,248.12
- Total Expenses	\$ 297,951.54
- Bank Balance	\$ 124,323.99

MOTION #2022-08-03 Tamie McLean moved the acceptance of the financial report. **CARRIED**

5.2 Fort Vermilion Library (FVL) Financial Report as of September 12/22:

- Total Revenues	\$ 73,322.49
- Total Expenses	\$ 34,976.78
- Net Income	\$ 38,355.71
- Bank Balance	\$ 81,597.89

MOTION #2022-08-04 Steven Simpson moved the acceptance of the financial report. **CARRIED**

6.0 Library Reports:

6.1 La Crete:

- Circulation for July and August combined was 18,242.
- There were 71 new memberships sold in July and August.
- Insurance information was submitted to the County.
- The LCLS has discussed what the library expansion should look like. The concept drawings for the library addition should be ready by October 3/22.
- A new microwave will be purchased for the lunch room.
- The LCLS discussed the the expansion of the library building.
- **The Salmon Grill** on Oct 29/22 will feature a Johnny Cash impersonator. Tickets cost \$60. Three MCLB members volunteered to help at the Salmon Grill. They will be asked to arrive at 5:00 pm.

6.2 Fort Vermilion:

- Checkouts and renewals totaled 885 for July and August.
- Four new patrons were added
- Six hundred ninety one items were withdrawn and 121 were added.
- The weeding of the young adult section was completed.

6.3 Zama:

- A craft night was held.
- The home schoolers are using the library.
- A new Zama resident is willing to work in the library.

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6.4 Mackenzie County Library Consortium (MCLC):

- No Report.

6.5 High Level:

- Fine Free Fridays are still a hit.
- They will be having a booth at Get to Know You Night.
- The Purdys fundraiser went well.

MOTION #2022-08-05 Lorraine Peters moved the acceptance of the library reports for information. **CARRIED**

7.0 Old Business:

- None

8.0 New Business:

8.1 Fort Vermilion Library Society (FVLS):

- Carson will see if the FVLS is paying the internet bill. Lorraine will determine if it is bundled with the phone bill.
- The library society decided to keep the photocopier until the contract expires in the spring of 2023.
- A Grande Prairie company was going to charge \$4,500 to give a quote on the roof repairs. Local roofers will be looked into.
- The FVLS will continue paying the library's phone bills and will invoice the MCLB quarterly.
- The FVLS is looking into how the utilization of the board room can be increased. The rental rate is \$50 per day.

MOTION #2022-08-06 Lisa Wardley moved that MCLB pay for a booth for the FVLS at the Fort Vermilion Get to Know You Night. **CARRIED**

8.2 MCLB Workshop:

- The MCLB is planning a workshop in conjunction with the School Division on January 27th and 28th. at the Mirage Hotel in High Level. It will probably be 6 hours on Friday and 8 hours on Saturday. The times may change.
- The Guest speaker is Brene Brown who will discuss the Dare to Lead Program.
- The MCLB, all society members, all library employees and all library volunteers will be invited.
- All costs such as hotel rooms, meals, and other expenses will be covered for the invited members.
- Lisa Wardley will book the hotel rooms and make the meal arrangements.

MOTION #2022-08-07 Steven Simpson moved that the arrangements and bookings be made for the library workshop to be held on January 27 th and 28th. **CARRIED**

8.3 Fort Vermilion Part Time Librarian Position:

- The position is part time (10 hours per week) at \$17 per hour.
- Three applicants were interviewed.

MOTION #2022-08-08 Steven Simpson moved that Hope Warner be hired as a part time librarian. **CARRIED**

- Four members of the MCLB met with Debbie Bueckert to discuss the responsibilities of the new part time librarian.and how they would work together as a team.
- The MCLB will supervise the new employee.

9.0 Correspondence:

- None

11.0 Next Meeting Date and Location: Fort Vermilion Library, October 18 , 2022 at 6:00 p.m.

12.0 Adjournment:

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Chair: Kayla Wardley