



MACKENZIE COUNTY

# REGULAR COUNCIL MEETING

**JANUARY 25, 2023  
10:00 AM**

FORT VERMILION COUNCIL  
CHAMBERS

 780.927.3718

 [www.mackenziecounty.com](http://www.mackenziecounty.com)

 4511-46 Avenue, Fort Vermilion

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**Mackenzie County**



**MACKENZIE COUNTY  
REGULAR COUNCIL MEETING  
WEDNESDAY, JANUARY 25, 2023  
10:00 a.m.**

**Fort Vermilion Council Chambers**

**Fort Vermilion, Alberta**

**AGENDA**

			Page
<b>CALL TO ORDER:</b>	1.	a) Call to Order	
<b>AGENDA:</b>	2.	a) Adoption of Agenda	
<b>ADOPTION OF PREVIOUS MINUTES:</b>	3.	a) Minutes of the January 10, 2023 Regular Council Meeting	7
		b) Minutes of the January 11, 2023 Budget Council Meeting	21
		c) Business Arising out of the Minutes	
		d)	
<b>CLOSED MEETING:</b>		<i>Freedom of Information and Protection of Privacy Act Division 2, Part 1 Exceptions to Disclosure</i>	
	4.	a) Legal – Development Matter ( <i>FOIP Sections 23, 24, 25 and 27</i> )	
		b) CAO Report ( <i>FOIP Sections 16, 17, 23 and 24</i> )	
		c) Town of High Level – Agreements ( <i>FOIP Sections 21 and 23</i> )	
		d)	
<b>TENDERS:</b>		Tender openings are scheduled for 11:00 a.m.	
	5.	a) Zama City Vegetation Management Project – Forest Resource Improvement Association of Alberta (FRIAA)	29
		b)	

<b>PUBLIC HEARINGS:</b>	Public Hearings are scheduled for 1:00 p.m.		
	6.	a) None	
		b)	
<b>DELEGATIONS</b>	7.	a) None	
		b)	
<b>GENERAL REPORTS:</b>	8.	a) Flood Recovery Steering Committee Report and Terms of Reference	33
		b)	
<b>AGRICULTURE SERVICES:</b>	9.	a) None	
		b)	
<b>COMMUNITY SERVICES:</b>	10.	a) Camp Reservations Canada	37
		b) Dog Control	51
		c)	
<b>FINANCE:</b>	11.	a) Bylaw 1261-22 - Local Improvement Tax, 101 Avenue Asphalt	63
		b) Disaster Recovery Program – 2020 Update January Report	71
		c) 2022 Overland Flood – Ratepayer Invoices	75
		d)	
<b>OPERATIONS:</b>	12.	a) None	
		b)	
<b>UTILITIES:</b>	13.	a) None	
		b)	
<b>PLANNING &amp; DEVELOPMENT:</b>	14.	a) Bylaw 1279-23 Land Use Bylaw Amendment to Amend the Minimum Lot Size Regulation in the Hamlet Country Residential “H-CR” District in the Land Use Bylaw Section 9.16.3	81



		b)	Development Statistics Report – January to December 2022	85
		c)		
		d)		
<b>ADMINISTRATION</b>	15.	a)	None	
		b)		
		c)		
<b>COMMITTEE OF THE WHOLE ITEMS:</b>	16	a)	Business Arising out of Committee of the Whole	
		b)		
<b>COUNCIL COMMITTEE REPORTS:</b>	17.	a)	Council Committee Reports (verbal)	
		b)	Municipal Planning Commission Meeting Minutes	95
		c)		
		d)		
<b>INFORMATION / CORRESPONDENCE:</b>	18.	a)	Information/Correspondence	107
<b>NOTICE OF MOTION:</b>	19.	a)		
<b>NEXT MEETING DATES:</b>	20.	a)	Regular Council Meeting February 7, 2023 10:00 a.m. Fort Vermilion Council Chambers	
		b)	Regular Council Meeting February 28, 2023 10:00 a.m. Fort Vermilion Council Chambers	
<b>ADJOURNMENT:</b>	21.	a)	Adjournment	





**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>January 25, 2023</b>
<b>Presented By:</b>	<b>James Thackray, Chief Administrative Officer</b>
<b>Title:</b>	<b>Minutes of the January 10, 2023 Regular Council Meeting</b>

**BACKGROUND / PROPOSAL:**

Minutes of the January 10, 2023 Regular 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: L. Flooren Reviewed by: \_\_\_\_\_ CAO: \_\_\_\_\_

**RECOMMENDED ACTION:**

- Simple Majority       Requires 2/3       Requires Unanimous

That the minutes of the January 10, 2023 Regular Council Meeting be adopted as presented.

**Author:** L. Flooren      **Reviewed by:** L. Flooren      **CAO:** \_\_\_\_\_

**MACKENZIE COUNTY  
REGULAR COUNCIL MEETING**

**Tuesday, January 10, 2023  
10:00 a.m.**

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

**PRESENT:**

Josh Knelsen	Reeve
Walter Sarapuk	Deputy Reeve
Jacque Bateman	Councillor
Peter F. Braun	Councillor
Cameron Cardinal	Councillor
Darrell Derksen	Councillor (left the meeting at 4:24 p.m.)
David Driedger	Councillor
Garrell Smith	Councillor
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
Caitlin Smith	Director of Planning and Agriculture
Michael Stamhuis	Interim Director of Operations
John Zacharias	Director of Utilities

**ALSO PRESENT:** Members of the Public

Minutes of the Regular Council Meeting for Mackenzie County held on January 10, 2023 in the Council Chambers at the Fort Vermilion County Office.

**CALL TO ORDER: 1. a) Call to Order**

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

**AGENDA: 2. a) Adoption of Agenda**

**MOTION 23-01-001 MOVED** by Councillor Braun

\_\_\_\_\_  
\_\_\_\_\_

That the agenda be adopted with the following additions:

10. d) Problem Dogs

13. a) Power Pole

**CARRIED**

**ADOPTION OF  
PREVIOUS MINUTES:**

**3. a) Minutes of the December 13, 2022 Regular Council Meeting**

**MOTION 23-01-002**

**MOVED** by Councillor Peters

That the minutes of the December 13, 2022 Regular Council Meeting be adopted as presented.

**CARRIED**

**ADOPTION OF  
PREVIOUS MINUTES:**

**3. b) Business Arising out of the Minutes**

None.

**CLOSED MEETING:**

**4. a) Closed Meeting**

**MOTION 23-01-003**

**MOVED** by Councillor Cardinal

That Council move into a closed meeting at 10:02 a.m. to discuss the following:

4.c) Review of Tenders: 2023 Re-Graveling Program and 27<sup>th</sup> Baseline Road Reconstruction (*FOIP Sections 23, 24, 25 and 27*)

**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

- Caitlin Smith, Director of Planning and Agriculture
- Michael Stamhuis, Interim Director of Operations
- John Zacharias, Director of Utilities

**MOTION 23-01-004**      **MOVED** by Councillor Derksen

That Council move out of a closed meeting at 11:28 a.m.

**CARRIED**

Reeve Knelsen recessed the meeting at 11:28 a.m. and reconvened the meeting at 11:40 a.m.

**DELEGATIONS:**

**7. a) Chase Milligen – Alberta Transportation**

Reeve Knelsen recessed the meeting at 12:27 p.m. and reconvened the meeting at 1:03 p.m.

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

**MOTION 23-01-005**      **MOVED** by Councillor Bateman

That Council move into a closed meeting at 1:04 p.m. to discuss the following:

- 4.a) CAO Report (*FOIP Sections 16, 17, 23 and 24*)
- 4.b) AUPE Negotiations (*FOIP Sections 23, 24 and 27*)

**CARRIED**

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

- All Councillors Present
- James Thackray, Chief Administrative Officer

**MOTION 23-01-006**      **MOVED** by Councillor Peters

That Council move out of a closed meeting at 1:48 p.m.

**CARRIED**

**CLOSED MEETING:**      **4. a) CAO Report**

**MOTION 23-01-007**      **MOVED** by Councillor Bateman

That the CAO Report be received for information.

**CARRIED**

**CLOSED MEETING: 4. b) AUPE Negotiations**

**MOTION 23-01-008 MOVED** by Councillor Driedger

That the AUPE Negotiations discussion be received for information.

**CARRIED**

**CLOSED MEETING: 4. c) Review of Tenders: 2023 Re-Graveling Program and 27<sup>th</sup> Baseline Road Reconstruction**

**MOTION 23-01-009 MOVED** by Deputy Reeve Sarapuk

That the Tender Documents for the 2023 Road Re-Graveling Program and the 27<sup>th</sup> Baseline Road Reconstruction Project be authorized for issuance subject to the amendments requested by Council.

**CARRIED**

**DELEGATIONS: 7. a) Alberta Transportation Update**

**MOTION 23-01-010 MOVED** by Councillor Derksen

That a letter be sent to Alberta Transportation highlighting the willingness of Mackenzie County and the community benefits of a collaboration between Mackenzie County, Alberta Conservation Association and Alberta Transportation for the Highway 697 roundabout future project.

**CARRIED**

**TENDERS: 5. a) None**

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

**GENERAL REPORTS: 8. a) None**

\_\_\_\_\_  
\_\_\_\_\_



**AGRICULTURE  
SERVICES:**

**9. a) None**

**COMMUNITY  
SERVICES:**

**10. a) Medical Co-Response/Medical First Responder -  
Review**

**MOTION 23-01-011**

**MOVED** by Councillor Wardley

That Mackenzie County invoices Alberta Health Services for all the 2022 Medical Co-Response calls and that Alberta Municipalities and Rural Municipalities of Alberta be carbon copied.

**CARRIED**

**MOTION 23-01-012**

**MOVED** by Councillor Braun

That Mackenzie County fire departments continue to participate in the Medical First Responders Program at the limited response level with immediate life threatening response levels of service to be set as Delta and Echo level events, and driver assistance if requested by Alberta Health Services for a (6) six month term.

**CARRIED**

**COMMUNITY  
SERVICES:**

**10. b) Forest Resource Improvement Association of Alberta  
(FRIAA) Grant Funding – 2022 Budget Amendment**

**MOTION 23-01-013**  
Requires 2/3

**MOVED** by Councillor Wardley

That the 2022 One Time Projects budget be amended to include the FFP-22-28 and FFP-22-29 in the amount of \$179,550 with funding coming from the Forest Resource Improvement Association of Alberta (FRIAA).

**CARRIED**

**COMMUNITY  
SERVICES:**

**10. c) Amendment - Policy ADM021 - Purchase Wearing  
Apparel for Full Time Staff, Council, & Volunteer Fire  
Fighters**

**MOTION 23-01-014**

**MOVED** by Councillor Wardley

That the Purchase Wearing Apparel for Full Time Staff, Council, & Volunteer Fire Fighters Policy ADM021 be amended as presented/discussed.

**CARRIED**

**COMMUNITY SERVICES:**

**10. d) Problem Dogs (ADDITION)**

**MOTION 23-01-015**  
Requires Unanimous

**MOVED** by Councillor Wardley

That administration contact the Town of High Level and request assistance for animal control in the hamlets.

**CARRIED UNANIMOUSLY**

Reeve Knelsen recessed the meeting at 2:27 p.m. and reconvened the meeting at 2:48 p.m.

**FINANCE:**

**11. a) Amend Policy RESV05 - Gravel Reclamation Reserve**

**MOTION 23-01-016**

**MOVED** by Councillor Wardley

That Policy RESV05 - Gravel Reclamation Reserve be amended as presented.

**CARRIED**

**FINANCE:**

**11. b) Fee Schedule Bylaw 1277-23**

**MOTION 23-01-017**  
Requires 2/3

**MOVED** by Councillor Wardley

That Bylaw 1277-23 being the Fee Schedule Bylaw for Mackenzie County be amended as discussed and brought back to the next Regular Council Meeting.

**CARRIED**

**FINANCE:**

**11. c) Short Term Borrowing Bylaw 1278-23**

**MOTION 23-01-018**  
Requires 2/3

**MOVED** by Councillor Derksen

That first reading be given to Bylaw 1278-23, being a bylaw authorizing the short-term borrowing of funds with ATB Financial.

**CARRIED**

**MOTION 23-01-019**  
Requires 2/3

**MOVED** by Deputy Reeve Sarapuk

That second reading be given to Bylaw 1278-23, being a bylaw authorizing the short-term borrowing of funds with ATB Financial.

**CARRIED**

**MOTION 23-01-020**  
Requires Unanimous

**MOVED** by Councillor Derksen

That consideration be given to go to third reading of Bylaw 1278-23, being a bylaw authorizing the short-term borrowing of funds with ATB Financial, at this meeting.

**CARRIED UNANIMOUSLY**

**MOTION 23-01-021**  
Requires 2/3

**MOVED** by Councillor Braun

That third reading be given to Bylaw 1278-23, being a bylaw authorizing the short-term borrowing of funds with ATB Financial.

**CARRIED**

**FINANCE:**

**11. d) Disaster Recovery Program – 2020 Update December Report**

**MOTION 23-01-022**

**MOVED** by Councillor Wardley

That the outstanding 2020 Disaster Recovery Program December 2022 update report be received for information.

**CARRIED**

**FINANCE:**

**11. e) Zama Recreation Projects - 2022 Budget Amendment**

**MOTION 23-01-023**  
Requires 2/3

**MOVED** by Councillor Cardinal

That the 2022 Capital Project Budgets be amended by \$6,991 for the Zama Campground – Major Improvements, \$9,169 for the Zama Cabin Utilities, and \$522 for the Zama Park Shelter

\_\_\_\_\_  
\_\_\_\_\_

Windows with all funding coming from the Zama Recreation Society fundraising.

**CARRIED**

**FINANCE: 11. f) Councillor Expense Claims**

**MOTION 23-01-024 MOVED** by Councillor Cardinal

That the Councillor Expense Claims for December 2022 be received for information.

**CARRIED**

**FINANCE: 11. g) Members at Large Expense Claims**

**MOTION 23-01-025 MOVED** by Councillor Braun

That the Member at Large Expense Claims for December 2022 be received for information.

**CARRIED**

**FINANCE: 11. h) Provincial Education Requisition Credit Program 2022 (Schedule "A" & "B" HANDOUT)**

**MOTION 23-01-026 MOVED** by Councillor Peters  
Requires 2/3

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

**CARRIED**

**MOTION 23-01-027 MOVED** by Councillor Bateman

That administration apply for reimbursement under the 2022 Provincial Education Requisition Credit / Designated Industrial Requisition Credit Program as per Schedule "A" & Schedule "B" in the amount of \$53,600.

**CARRIED**

**PROJECTS & INFRASTRUCTURE: 12. a) None**

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**OPERATIONS: 13. a) Power Pole (ADDITION)**

**MOTION 23-01-028** **MOVED** by Councillor Smith

Requires Unanimous

That administration look into the Power Pole issue as discussed.

**CARRIED UNANIMOUSLY**

Reeve Knelsen recessed the meeting at 3:50 p.m. and reconvened the meeting at 4:01 p.m.

**UTILITIES: 14. a) None**

**PLANNING & DEVELOPMENT: 15. a) 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"**

**MOTION 23-01-029** **MOVED** by Councillor Bateman

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.

**DEFEATED**

**PLANNING & DEVELOPMENT: 15. b) Bylaw 1275-23 Land Use Bylaw Amendment to Rezone Plan 882 1512, Lot OT from La Crete Main Street "LC-MS" to La Crete Heavy Industrial "LC-HI"**

**MOTION 23-01-030** **MOVED** by Councillor Wardley

That first reading be given to Bylaw 1275-23 being a Land Use Bylaw Amendment to rezone Plan 882 1512, Lot OT from La Crete Main Street "LC-MS" to La Crete Heavy Industrial "LC-HI", subject to public hearing input.

**CARRIED**

**PLANNING & DEVELOPMENT: 15. c) Bylaw 1276-23 Land Use Bylaw Amendment to Rezone Plan 852 0927, Lot OT from La Crete Main Street "LC-MS" to La Crete Heavy Industrial "LC-HI"**

**MOTION 23-01-031** **MOVED** by Councillor Braun

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That first reading be given to Bylaw 1276-23 being a Land Use Bylaw Amendment to rezone Plan 852 0927, Lot OT from La Crete Main Street "LC-MS" to La Crete Heavy Industrial "LC-HI", subject to public hearing input.

**CARRIED**

**ADMINISTRATION: 16. a) Northern and Regional Economic Development (NRED) Program Grant**

**MOTION 23-01-032 MOVED** by Councillor Driedger

That Mackenzie County provide a letter of support to the Regional Economic Development Initiative for Northwest Alberta supporting their Northern and Regional Economic Development (NRED) grant application.

**CARRIED**

**MOTION 23-01-033 MOVED** by Councillor Braun

That Mackenzie County apply for the Northern and Regional Economic Development (NRED) grant, with a focus on an economic investment strategy and action plan and a tourism development plan.

**CARRIED**

**MOTION 23-01-034 MOVED** by Councillor Bateman  
Requires 2/3

That the 2023 One Time Project be amended by \$200,000, with 50% of the funding coming from the Northern and Regional Economic Development (NRED) grant and 50% of the funding coming from the General Operating Reserve, subject to receiving the grant funding.

**CARRIED**

**ADMINISTRATION: 16. b) Federation of Canadian Municipalities (FCM) Conference**

**MOTION 23-01-035 MOVED** by Councillor Braun

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That the following Councillors be authorized to attend the Federation of Canadian Municipalities (FCM) Conference on May 25 - 28, 2023 in Toronto, Ontario:

1. Reeve Knelsen
2. Councillor Braun
3. Councillor Cardinal
4. Councillor Derksen
5. Councillor Wardley

**CARRIED**

**COMMITTEE OF THE WHOLE ITEMS:** 17. a) None

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

**MOTION 23-01-036** **MOVED** by Councillor Bateman

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

**CARRIED**

Councillor Derksen left the meeting at 4:24 p.m.

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

**MOTION 23-01-037** **MOVED** by Councillor Wardley

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

**CARRIED**

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

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

Budget Council Meeting  
January 11, 2023  
10:00 a.m.  
Fort Vermilion Council Chambers

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\_\_\_\_\_

Committee of the Whole Meeting  
January 24, 2023  
10:00 a.m.  
Fort Vermilion Council Chambers

**ADJOURNMENT:**        **22. a) Adjournment**

**MOTION 23-01-038**        **MOVED** by Councillor Driedger

That the Council meeting be adjourned at 4:51 p.m.

**CARRIED**

These minutes will be presented for approval at the January 25, 2023 Regular Council Meeting.

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Josh Knelsen  
Reeve

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James Thackray  
Chief Administrative Officer

UNAPPROVED





**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>January 25, 2023</b>
<b>Presented By:</b>	<b>James Thackray, Chief Administrative Officer</b>
<b>Title:</b>	<b>Minutes of the January 11, 2023 Budget Council Meeting</b>

## **BACKGROUND / PROPOSAL:**

Minutes of the January 11, 2023 Regular 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:** L. Flooren      **Reviewed by:** \_\_\_\_\_      **CAO:** \_\_\_\_\_

**RECOMMENDED ACTION:**

- Simple Majority       Requires 2/3       Requires Unanimous

That the minutes of the January 11, 2023 Budget Council Meeting be adopted as presented.

**Author:** L. Flooren      **Reviewed by:** \_\_\_\_\_      **CAO:** \_\_\_\_\_

**MACKENZIE COUNTY  
BUDGET COUNCIL MEETING**

**Wednesday, January 11, 2023  
10:00 a.m.**

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

**PRESENT:**

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

**REGRETS:**

**ADMINISTRATION:**

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
Willie Schmidt	Fleet Maintenance Manager
Caitlin Smith	Director of Planning and Agriculture
Michael Stamhuis	Interim Director of Operations
John Zacharias	Director of Utilities

**ALSO PRESENT:**

Minutes of the Budget Council Meeting for Mackenzie County held on January 11, 2023 in the Council Chambers at the Fort Vermilion County Office.

**CALL TO ORDER: 1. a) Call to Order**

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

**AGENDA: 2. a) Adoption of Agenda**

\_\_\_\_\_  
\_\_\_\_\_

**MOTION 23-01-039**      **MOVED** by Councillor Braun

That the agenda be adopted with the following addition:

- 14. a) Town of High Level Annexation

**CARRIED**

**ADOPTION OF PREVIOUS MINUTES:**      3. a) None

**CLOSED MEETING:**      4. a) None

**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) 2023 Operating Budget

**MOTION 23-01-040**      **MOVED** by Councillor Cardinal  
Requires 2/3

That the 2022 Capital Project Budget be amended by \$6,500 for the purchase of the Mogul Master Trail Groomer from the Watt Mountain Wanderers from the General Capital Reserve.

**CARRIED**

**MOTION 23-01-041**      **MOVED** by Councillor Wardley  
Requires 2/3

That Tracking Sheet change #7 for the 2023 Operating budget be approved as presented.

**CARRIED**

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Reeve Knelsen recessed the meeting at 10:24 a.m. and reconvened the meeting at 10:34 a.m.

**FINANCE:**

**11. b) Organizational Chart Review**

**MOTION 23-01-042**  
Requires 2/3

**MOVED** by Councillor Smith

That the January 11, 2023 Organizational Chart be amended as discussed.

**CARRIED**

**MOTION 23-01-043**  
Requires 2/3

**MOVED** by Councillor Derksen

That the January 11, 2023 Organizational Chart be approved with the addition of up to \$81,348 for Records Management Support.

**CARRIED**

Reeve Knelsen recessed the meeting at 11:19 a.m. and reconvened the meeting at 11:36 a.m.

**FINANCE:**

**11. c) Fire Department Communications Review - AFRRCs**

**MOTION 23-01-044**  
Requires 2/3

**MOVED** by Councillor Deputy Reeve Sarapuk

That the purchase of the Alberta First Responders Radio Communications System be incorporated into the 2023 Capital Budget in the amount of \$181,650.

**CARRIED**

Reeve Knelsen recessed the meeting at 12:11 p.m. and reconvened the meeting at 12:45 p.m.

Reeve Knelsen recessed the meeting at 1:47 p.m. and reconvened the meeting at 2:18 p.m.

**FINANCE:**

**11. d) Review 2023 Capital Projects**

**MOTION 23-01-045**

**MOVED** by Councillor Driedger

That the January 11, 2023 Draft Capital Project list be amended as discussed, with administration bringing forward funding options to the next Council meeting for review.

**CARRIED**

**OPERATIONS:** 12. a) None

**UTILITIES:** 13. a) None

**PLANNING & DEVELOPMENT:** 14. a) Town of High Level Annexation (ADDITION)

**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

Committee of the Whole Meeting  
January 24, 2023  
10:00 a.m.  
Fort Vermilion Council Chambers

Regular Council Meeting  
January 25, 2023  
10:00 a.m.  
Fort Vermilion Council Chambers

**ADJOURNMENT:** 21. a) Adjournment

**MOTION 23-01-046** **MOVED** by Councillor Braun

That the Council meeting be adjourned at 3:35 p.m.

**CARRIED**

These minutes will be presented for approval at the January 25, 2023 Regular Council Meeting.

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Josh Knelsen  
Reeve

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James Thackray  
Chief Administrative Officer

UNAPPROVED

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**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>January 25, 2023</b>
<b>Presented By:</b>	<b>Don Roberts, Director of Community Services</b>
<b>Title:</b>	<b>TENDER Zama City Vegetation Management Project – Forest Resource Improvement Association of Alberta (FRIAA)</b>

**BACKGROUND / PROPOSAL:**

Administration applied for grant funding through the Forest Resource Improvement Association of Alberta. Council made the following resolution.

***MOTION 22-11-796:***

*That The Forest Resource Improvement Association of Alberta grant funding proposal for Vegetation Management projects EOI-22-18 and EOI-22-19 be supported by Mackenzie County.*

On December 19, 2022, administration received notification that both grant applications were approved

<b>FFP-22-28 – Block 29</b>	<b>\$63,100</b>
<b>FFP-22-29 – Fire Guard Re-mulch</b>	<b>\$116,450</b>

At the January Council Meeting, Council made the following motion and directed Administration to proceed with the tender process.

***Motion 23-01-013:***

*That the 2022 One Time Projects budget be amended to include the FFP-22-28 and FFP-22-29 in the amount of \$179,550 with funding coming from the Forest Resource Improvement Association of Alberta (FRIAA).*

**Author:**  D. Roberts       **Reviewed by:** \_\_\_\_\_      **CAO:** \_\_\_\_\_

**OPTIONS & BENEFITS:**

Forestry and Mackenzie County have completed a considerable amount of vegetation management projects within the past 15 years within and around the hamlet. This would complement efforts and give a first line of defense from forest fires.

Proposals will be evaluated on the following criteria:

Evaluation Criteria ( <i>Weight x Score = Total Points</i> )	Weight	Score
Local Contractor	10%	
Experience with other Vegetation Management Programs	10%	
Experience with Vegetation Management Programs in and around the Hamlet of Zama City	20%	
Proposal Cost	60%	
<b>TOTAL</b>	<b>100%</b>	

**COSTS & SOURCE OF FUNDING:**

Project Name	FRIAA Ref. #	Approved Funding
Vegetation Management – Block 29	FFP-22-28	\$63,100
Zama City Fire Guard Maintenance	FFP-22-29	\$116,450

**SUSTAINABILITY PLAN:**

This item relates to the County’s Sustainability Plan under Environmental Sustainability G4. Zama City Development Plan

**Author:** D. Roberts **Reviewed by:** L. Flooren **CAO:** \_\_\_\_\_

**COMMUNICATION/PUBLIC PARTICIPATION:**

Successful bidder will be notified.

**POLICY REFERENCES:**

Policy No: FIN025  
Purchasing Authority Directive and Tendering Process

**RECOMMENDED ACTION:**

Motion 1:

- Simple Majority       Requires 2/3       Requires Unanimous

That the Zama City Vegetation Management Project FFP-22-28 & FFP-22-29 – Envelope 1 be opened.

Motion 2 (if required):

- Simple Majority       Requires 2/3       Requires Unanimous

That unqualified tenders for the Zama City Vegetation Management Project FFP-22-28 & FFP-22-29 be returned to the senders without opening Envelope 2.

Motion 3:

- Simple Majority       Requires 2/3       Requires Unanimous

That the Zama City Vegetation Management Project FFP-22-28 & FFP-22-29 Tenders – Envelope 2 be opened for qualified bidders.

Motion 4:

- Simple Majority       Requires 2/3       Requires Unanimous

That administration reviews the Zama City Vegetation Management Project FFP-22-28 & FFP-22-29 Tenders and bring back to Council later in the meeting for awarding.

Motion 5:

- Simple Majority       Requires 2/3       Requires Unanimous

That the Zama City Vegetation Management Project FFP-22-28 & FFP-22-29 contract be awarded to the lowest qualified bidder, while staying within budget.

**Author:**  D. Roberts      **Reviewed by:**  L. Flooren      **CAO:** \_\_\_\_\_





**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>January 25, 2023</b>
<b>Presented By:</b>	<b>Jennifer Batt, Director of Finance</b>
<b>Title:</b>	<b>Flood Recovery Steering Committee Report and Terms of Reference</b>

**BACKGROUND / PROPOSAL:**

During the December 13, 2022 Council meeting, administration presented the development of a Flood Recovery Steering Committee.

**MOTION 22-12-895      MOVED** by Councillor Cardinal

That Council establishes the Flood Recovery Steering Committee.

**CARRIED**

**MOTION 22-12-896      MOVED** by Councillor Bateman

That the following councillors be appointed to the Flood Recovery Steering Committee:

1. Reeve Knelsen (Ex-officio)
2. Councillor Cardinal
3. Councillor Smith

**CARRIED**

**MOTION 22-12-897      MOVED** by Councillor Wardley

That the Flood Recovery Strategy 2023 and the Steering Committee Terms of Reference be brought to the first Flood Recovery Steering Committee meeting for review and amendment.

**CARRIED**

**Author:** J. Batt      **Reviewed by:** L. Flooren      **CAO:** \_\_\_\_\_

The Flood Recovery Steering Committee held the first meeting on January 17, 2023 and reviewed the proposed Terms of Reference and are recommending the attached for approval.

**OPTIONS & BENEFITS:**

N/A

**COSTS & SOURCE OF FUNDING:**

2023 Operating Budget

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

**POLICY REFERENCES:**

N/A

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the Flood Recovery Steering Committee report be received for information.

Simple Majority       Requires 2/3       Requires Unanimous

That the Flood Recovery Steering Committee Terms of Reference be approved as presented.

Author: J. Batt      Reviewed by: L. Flooren      CAO: \_\_\_\_\_

## **FLOOD RECOVERY STEERING COMMITTEE TERMS OF REFERENCE**

### **Purpose:**

To provide advice and issue resolution to the Project Lead and the Project Team for the Fort Vermilion Flood Recovery Program.

### **Committee Structure:**

The membership of the Committee shall consist of the following:

- Reeve – Ex-officio;
- Two members appointed by Council;
- Chief Administrative Officer, or his/her delegate;
- Project Lead;
- Others as required.

The Committee shall appoint its own Chair and Vice-Chair at the first Committee meeting held following Council's Organizational Meeting.

### **Quorum:**

Any two Councillors present at a meeting shall be considered quorum. In order for the meeting to take place Project Lead or his/her delegate must be present.

### **Term:**

All members of the Committee will hold office until December 31, 2024, with members being appointed by Council resolution.

In the event of a vacancy by death, resignation or from any other cause except the expiration of the term of the appointment: such vacancy shall be filled by an appointment by Council as soon as possible.

### **Authority:**

The Committee shall report directly to the County Council on all matters including recommendations with the Committee's approved minutes being presented to Council on a regular basis.

### **Meeting Schedule:**

The Committee shall meet monthly unless no substantive agenda is to be considered, or at the discretion of the Chair at significant milestones.

**General Responsibilities:**

- Provide advice and feedback on scope, schedule, cost and quality concerns, or guidance on program priorities, that arise during the planning, design and implementation of the project;
- Facilitate project approvals at key milestones; for example, schematic design, design development, new neighborhood form and character concepts etc.;
- Assist the Project Lead in identifying the resources necessary to complete the projects;
- Provide the Project Lead and Project Team with community perspective where appropriate concerning site priorities (e.g., renovation/upgrade projects or where multiple projects occur at a single site);
- Resolve issues and provide direction concerning user group decisions;
- Working with the Chair, establish stakeholder relations as appropriate, for the purposes of engagement and communications alignment for project success;
- Facilitate communications between major internal and external stakeholders through the Project Lead;
- Provide guidance and suggestions for financial model for the (operating) costs that is consistent with the operating financial objectives for the project and priorities of the County;
- Assist in providing community input and take into account the potential impact on County programs and the Community;
- Ensure that all decisions are recorded and communicated to stakeholders and/or Council as appropriate.

**Responsible for review of the following Bylaws/Documents:**

- Not applicable.

**Approved External Activities:**

- Ministerial meetings to assist with program delivery as approved by Council.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>		
<b>Amended</b>		





**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>January 25, 2023</b>
<b>Presented By:</b>	<b>Don Roberts, Director of Community Services</b>
<b>Title:</b>	<b>Camp Reservations Canada</b>

## **BACKGROUND / PROPOSAL:**

The Community Services Committee received a presentation from Camp Reservations for their “On Line Campground Reservation” system. This system is currently being used by the Zama Recreation Society for the Zama Campground. The following motion from the Committee was made.

### **CS-23-01-003**

*That the recommendation be made to Council to subscribe to the online reservation services provided by Campreservations.ca for the campgrounds at Wadlin, Hutch and Machesis.*

This service would require the Campground Caretakers to utilize I-pads or other computer systems to manage the campground reservation and payment system.

Administration is currently investigating cell/internet service within the individual campgrounds.

The IT Manager did a preliminary investigation recommending a Cell Service or Internet service option for communications and provided some costing estimates.

## **OPTIONS & BENEFITS:**

### Option 1

Stay with the current system with no reservations for any Campground. Currently campers cannot reserve a campground and can only pay by Cash with hand written receipts upon arrival at the campground. Each receipt must be manually inputted into a database in order to capture reports and statistics.

**Author:** D. Roberts      **Reviewed by:** L. Flooren      **CAO:** \_\_\_\_\_

Option 2

Utilize the Camp Reservation system. Reservations can be made on line or at the campground. Payment can be cash or Credit card. The system will produce weekly, monthly, yearly reports.

**COSTS & SOURCE OF FUNDING:**

**The Camper pays \$5.00 per reservation. No ongoing charges for Mackenzie County.**

The following costs are provided by the IT manager.

<b>Options</b>	<b>Cost/Campground</b>	<b>Monthly Cost/Campground</b>
iPad Hardware (cellular capable)	\$839	
iPad Protective Cover	\$80	
 <b>Starlink Option</b>		
Starlink Dish	\$824	
- Pipe Adapter	\$57	
- 150ft Cable	\$135	
- Ethernet Adapter (option)	\$45	
Starlink RV (can disconnect in Winter)		\$170/device
 <b>Cellular Option</b>		
iPad Data Plan		\$15/device

**SUSTAINABILITY PLAN:**

Recreational Infrastructure

Strategy C1.2

Undertake a financial and operational review of County recreational facilities and equipment to: ensure adequacy of capital, operating funding and reserves, • identify opportunities for increased usage, increased revenues and decreased costs, • ensure optimal use of funds, • identify other efficiencies that could mitigate the size of the annual grant required from the County to operate the facilities.

**COMMUNICATION / PUBLIC PARTICIPATION:**

Public Information via  
Social Media  
Newspaper

**Author:** D. Roberts      **Reviewed by:** L. Flooren      **CAO:** \_\_\_\_\_

**POLICY REFERENCES:**

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That Administration investigate cell/internet services at each campground and bring back recommendations and costs.

**Author:** D. Roberts      **Reviewed by:** L. Flooren      **CAO:** \_\_\_\_\_



January 2022

# Campground Online Reservation Proposal





**CampReservations.ca**

Wild about Canada

**Attention: Don Roberts**

 Fort Vermilion, AB

 (780) 927 - 3718

 droberts@mackenziecounty.com

## Executive Summary

*Camp Reservations Canada wants to connect your campgrounds to the nearly 10 million Canadians that enjoy camping. These campers are researching on the web to find campgrounds and we want them to be able to reserve at your campground online.*

Online booking is popular with travelers today, and over 70% of campers use the internet to plan their camping trip. We at Camp Reservations Canada want to offer your campground a comprehensive service that will allow you to start taking reservations online.

CR.CA provides a value-added service to campgrounds and our mission is to provide a **free, easy-to-use** portal that allows managers to better manage their campgrounds.

As avid campers ourselves, we understand the issues campgrounds are experiencing today and have developed a completely secure online product customized specifically to campground management and addresses current campground booking issues. Our goal is to automate your campground reservation process and provide you full control over your booking process.

Our system does not require you to download any software and we don't charge any setup or recurring fees. We only charge the campers \$5 for their reservations. You simply create a campground profile on campreservations.ca where you can customize information such as rates, features, and length of stay.

Enabling online bookings simply by adding one link to your existing webpage. Campers will have to agree to your listed terms and conditions before they can complete reservations and our reservation system appeals to both Millennials and Baby Boomers!

Your digital reservation book is accessible wherever you have basic internet access and gives you the ability to create and take manual bookings. All payments and camper information are stored on our secure server that meets all of today's latest security requirements so you don't have to worry about upgrading your system and compatibility issues with your current software.

Receiving your campground payments is easy and we automatically send reservation payments to an account of your choosing. We also send daily reports that overviews your campground along with an arrivals list, bookings by camper and site, and contact information of everyone who's booked at your campground.

**Getting started is simple.** One of our integration specialists will spend a half a day to train your managers and completing your profile only takes 8 hours. Once we have confirmed that your profile is complete you can start taking online reservations!

### Issues we will address:

- ✓ Efficient online reservations for Municipal facilities (eg. Campgrounds and Day Use areas).
- ✓ Protection of customer information and secure transactions for online bookings.
- ✓ Customized campground profile page and reports for Municipal facilities.

### Key Milestones:

- Week 1:** ● Complete Information Spreadsheet
- Week 2:** ● Training
- Week 3:** ● Website Integration and Testing
- Week 4 & 5:** ○ Start Taking Reservations!



## Corporate Profile

Camp Reservations Canada started after the founders realized how difficult it was to get information on campgrounds and reserve a campsite online. In 2016 we developed our web application which includes our free campground management system. Our core business is to connect campers to campgrounds through an online portal that provides detailed information on campgrounds and their availabilities.

We've interviewed and collected input from campgrounds in Canada to understand how they manage their campgrounds and developed a product that will meet their needs.

### We are committed to campgrounds and our clients!



*Reservation system successfully launched in 2016.*



*90+ campgrounds are ready to get their online reservation system live for the 2022 camping season.*

## Marketing Opportunities

In 2020, Camp Reservations Canada attracted over 100,000 campers to our website. Our advertising meant tens of thousands of new campers became customers at Camp Reservations campgrounds because of our efforts. Next year, we're projected to reach even more campers, and with access to such a massive number of customers, we want to help campgrounds around Canada get in front of them.

We are providing free advertising opportunities to campgrounds that sign up with Camp Reservations Canada that will ensure campsites are being booked.



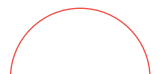
We are **actively advertising campgrounds** that have signed up on Camp Reservations through our social media accounts. Through Facebook, Instagram, and other medias, we reach 10 of thousands of campers per month and can let them know about your campground.



Our homepage features all the campgrounds that have signed up for Camp Reservations on a digital map. This map **connects campers' campgrounds** in their area and plan out trips easily. Having your campground listed puts you on the map (literally) for tens of thousands of online campers per month.



We provide campgrounds that have signed up with Camp Reservations Canada with **top listings** in multiple campground directories. We actively promote our city and provincial campground directories to campers, and provide campgrounds that have signed up with Camp Reservations with priority listings, so they get top billing when campers are looking to book.








Reference

## Carbon Main & Carbon East Campgrounds


*The Village of Carbon's two campgrounds contribute \$68,000 to the Village's economy but the Council's budget is cost sensitive and they were not wanting to spend money on an online system.*

The Village of Carbon's CAO had a 30-minute demo of our system during the fall of 2017 and was set to head to council to propose using our system. Council quickly approved implementing our system for their two campgrounds:



**22**  
campsites

📍 Carbon Main



**23**  
campsites

📍 Carbon East

The Village of Carbon is extremely happy with the results and our service! We have provided them:

- ✓ Initial consultation for setup and training
- ✓ Customized webpage and reports
- ✓ Weekly payments for online reservations

### Reference Contact Information

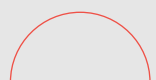
**Dennel Barnes**

Village of Carbon Administrative Lead

📞 Phone: admin@villageofcarbon.com

✉ Email: (403) 572-3244

Both campgrounds started taking reservations February 1, 2018 and made 730 bookings online. In 2021, they had over 1,700 bookings online. **A 100% Increase!**





# Our Services

*We want you to feel informed about our online booking platform and below we have outlined in detail how we can customize it to fit your needs.*

## Project Understanding

You operate camping facilities and currently take phone in reservations but can benefit by transitioning to an on-line reservation system. Our platform will give you a customized online campground management system which includes the ability to provide individual campsite details, set customized rates and length of stays, and provide information security to meet customers standards.



## Approach and Methodology

To help provide a better understanding of our product, Camp Reservations Canada will provide a demo to campground staff. If selected as the online campground reservation service provider for your Campground, Camp Reservations Canada will meet with campground managers to provide a demonstration of the following existing features of our web application:

- Creating Campground Manager Profile
- Adding Campgrounds and Day Use visitation areas
- Adding Campground and Campsite Photos
- Adding detailed listings for campsites, group camping areas, and cabins
- Creating customized rates based on stay duration
- Creating Terms and Conditions
- Restricting campsite length stays for specific campsites
- How to manually add campground reservations
- Tracking Camper license plates
- Manual reservations
- Modifying Reservation length and site
- Reservation quick view dashboard

### **Camp Reservations Canada services for your Campground will include:**

- Managing online reservations and cancellations
- Managing payments through a PCI level 1 encrypted secure payment provider such as Stripe
- Manage user account information securely through our website (2048 bit SSL security with 256 bit encryption) and screening bookings to restrict any users that may have been banned from Campground sites
- A customized service level agreement created for your Campground, if required
- A roadmap on how to take reservations for Municipal facilities using our campground management system
- Automatic deposits of campground reservation payments
- Customized reports such as: weekly reservation snapshot, campground arrivals list, bookings by Campers, bookings by Site, contact list of all Travelers which includes their email, phone number and license plate



# Our Services

## Project Schedule

	Week 1	Week 2	Week 3	Week 4
Set-up	●			
Integration		●	●	
Launch				●

### Set-up

#### 📅 Week 1 Information Spreadsheet Complete

The more details of your campground provided to us, the more success you will have with our management system. We want to ensure your campground is thoroughly set up on the backend in order to go online!

#### 📅 Week 2 Training

Once a contract has been signed, we will provide training to your campground managers. This will be facilitated online through video conferencing. Within a few hours your managers will be able to start inputting details for your campground and we will be available to help answer questions and provide ongoing support.

### Integration & Launch

#### 📅 Week 3 Website Integration and Testing

Once your profile on Camp Reservations Canada is complete, your unique profile link can be integrated onto your website. At this stage we will also do test bookings for your facilities. We will also be working with you to customize your reports and define the payment processes.

#### 📅 Week 4 Start Taking Reservations!

Your online system is live for your chosen date to start taking reservations. We will provide support of a dedicated individual to help you through the process on your opening day. Your campers will be able to find and reserve facilities through our website.



# Pricing

## Initial setup, support and implementation



*Includes online training per campground*

## Cost per Reservation

*(credit card transaction fees - CAD)*

# 2.9% + \$0.30

Camp Reservations Canada is a free service for campgrounds! We charge the camper \$5 for each reservation and below is an example of our payment process.

*We currently accept payments online using Stripe which is a secure online payment system that comply to PCI level 1 compliance.*

## Example

*Campsite charge is \$40/night and a traveler books a long weekend for 3 consecutive nights for a total of \$120.00*

- GST is 5% for a total of \$6.00
- Camp Reservations charges \$5 for the reservation
- Total charged to traveler's VISA/MC is  $120 + 6 + 5 = \$131.00$
- Stripe charges Camp Reservations 2.9% on this amount for a total of \$3.80
- Stripe also charges Camp Reservations \$0.30 for the transaction
- Camp Reservations deposits \$121.90 into your bank account \*\*.

Amount	Description
<b>**\$120</b>	<b>for the campsite</b>
+ \$6	for the GST
+ \$5	for Camp Reservations Fee
- \$5	for Camp Reservations Fee that we keep
- \$3.80	for Stripe fee
- \$0.30	for Stripe transaction fee
\$ 121.90	deposited to your Account
- \$ 6.00	for the GST that you have to pay
<b>\$ 115.90</b>	<b>dollars of revenue (which is an average of \$38.63/night)</b>



# Join our Community of Campgrounds!

## AB

- Archie and Janet Hogg Park (63)
- Beaverlodge Pioneer Campground (36)
- Black Nugget (78)
- Camp Lake (74)
- Carbon Main Campground (24)
- Carbon East Campground (23)
- Consort Village Campground (10)
- Cotillion (15)
- Crane Lake East (29)
- Crane Lake West (24)
- Muriel Lake MD Park (95)
- Lakeview Campground and Marina (63)
- Westcove Municipal Rec Area (77)
- Grande Cache Municipal Campground (81)
- Hilah Ayers (34)
- Hythe Municipal Campground (24)
- Plamondon Whitesands (187)
- Penhold RV Park (67)
- Minnie Lake East & West (18)
- Chicken Hill MD Park (26)
- Pelican Point MD Park (37)
- Ethel Lake MD Park (11)
- Cold Lake MD Campground (78)
- Vezeau Beach MD Park (27)
- Wolf Lake M.D. Park (67)
- Delia Diamond Anniversary Campground (37)
- Floating Stone Lake Recreation Area (71)
- Lac Bellevue Municipal Rec Area (50)
- Stoney Lake Municipal Rec Area (55)
- Rendez-Vous RV Park (108)
- Sedgewick (67)
- Sexsmith Heritage Park Campground (26)
- Spring Lake Campground (35)
- St Paul Iron Horse Trail Campground (82)
- St Paul Overnight Campground (34)
- Spring Glen Park (50)

## BC

- Arrow Mountain RV Park (34)
- Elevated Escapes Glamping (5)
- Rainey Creek (79)

## MB

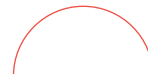
- Happyland (64)
- Hartney (18)
- Whitewater (27)
- Reston Lake & Campground (22)
- Three Creeks Campground (180)

## SK

- Carrot River RV Park (7)
- Delfrari Park (27)
- Leader Lions Campground (12)
- McNab Regional Park (18)
- Mossbank RV Park (26)
- Val Marie Campground (13)
- Valley Regional Park (37)

## NL

- Elephant's Head RV Park (16)







**CampReservations.ca**

Wild about Canada



587-331-6320



[info@campreservations.ca](mailto:info@campreservations.ca)





**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>January 25, 2023</b>
<b>Presented By:</b>	<b>Don Roberts, Director of Community Services</b>
<b>Title:</b>	<b>Dog Control</b>

## **BACKGROUND / PROPOSAL:**

At the last Council meeting the following motion was made:

### **Motion 23-01-015**

*That administration contact the Town of High Level and request assistance for animal control in the hamlets.*

Administration did contact the Town of High Level requesting assistance with animal control. The Town of High Level requested an official letter be sent and that some type of agreement or MOU would be required.

High Level administration further discussed the possible negative results with them providing the service with the distance being so far and not being able to catch an animal or that animal not being their when they arrive.

Administration is looking at different options.

Currently administration is encouraging the public to catch animals at large and deliver them to the Fort Vermilion veterinarian.

## **OPTIONS & BENEFITS:**

### **Option 1**

Publicly advertise that animal's at large – running loose, may be picked up by anyone and delivered to the Fort Vermilion veterinarian.

**Author:** D. Roberts      **Reviewed by:** L. Flooren      **CAO:** \_\_\_\_\_

**Option 2**

Utilize current staff to catch animals. This would take staff away from their primary duties and may take a considerable amount of time catching the animal.

**Option 3**

A combination of both option 1 and option 2 where members of the public would catch the animal and call the County and staff would pick up and deliver the animal to the veterinarian.

**Option 4**

To engage one or more community members to catch animals on an “as needed basis”. If an animal is reported running loose, administration would have a list of individuals to call to catch and deliver the animals to the Fort Vermilion veterinarian. This would alleviate the requirement for staff to attend the call.

**COSTS & SOURCE OF FUNDING:**

Option 1 – No cost

Option 2 – The cost of staff time may be considerable depending on how long it would take to capture the animal.

Option 3 – Staff time to deliver animal to veterinarian.

Option 4 – An agreed amount – recommending \$50- \$75 per animal.

**SUSTAINABILITY PLAN:**

**COMMUNICATION / PUBLIC PARTICIPATION:**

**POLICY REFERENCES:**

Bylaw 1166-20 – Dog Control Bylaw.

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

For discussion

**Author:** D. Roberts      **Reviewed by:** L. Flooren      **CAO:** \_\_\_\_\_



**BYLAW NO. 1166-20**  
**BEING A BYLAW OF**  
**MACKENZIE COUNTY**  
**IN THE PROVINCE OF ALBERTA**

**TO LICENSE, REGULATE, AND CONTROL THE KEEPING OF DOGS**  
**WITHIN MACKENZIE COUNTY JURISDICTION**

**WHEREAS**, the Municipal Government Act, R.S.A. 2000 c. M-26 and amendments thereto, authorizes a Council to pass bylaws; and

**WHEREAS**, Mackenzie County Council deems necessary to pass a bylaw for the purpose of regulating and controlling dogs in the municipality; and

**WHEREAS**, Mackenzie County Council deems it appropriate to mandate the licensing of dogs within the Hamlets of Fort Vermilion, La Crete, Zama, and other areas specified in this Bylaw and make a voluntary licensing option available to the rural areas of Mackenzie County; and

**WHEREAS**, the *Stray Animals Act*, RSA 2000 Chapter S. 20 applies in all rural areas of Mackenzie County.

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

1. Where there is a conflict between this bylaw and any other bylaw of Mackenzie County the provisions of this bylaw shall apply.

**PART 1 TITLE AND DEFINITIONS**

2. This Bylaw may be cited as "Dog Control Bylaw".
3. In this Bylaw, unless the content otherwise requires, the word, term, or expression
  - a. **“Airport”** shall mean any airport under the jurisdiction of, and within the boundaries of Mackenzie County;
  - b. **“At large”** shall mean a dog which is off the premises of its owner and is not in immediate continuous control of a competent person;
  - c. **“Business License”** shall mean a license issued by Mackenzie County for the operation of a business within the County;

- d. **“Bylaw Enforcement Officer”** shall mean any person(s) duly authorized by the Chief Administrative Officer to enforce the provisions of this Bylaw;
- e. **“C.A.O.”** shall mean the Chief Administrative Officer for Mackenzie County;
- f. **“Council”** shall mean the Council of Mackenzie County;
- g. **“Dangerous dogs”** shall mean any dog(s), regardless of age whether on public or private property, which has:
  - i. without provocation chased, injured, or bitten any other domestic animal or human; or
  - ii. without provocation damaged or destroyed any public or private property; or
  - iii. without provocation threatened or created reasonable apprehension or threat to other domestic animals or humans; and which, in the opinion of a Justice, presents a threat of serious harm to other domestic animals or humans; or
  - iv. been previously determined to be a dangerous dog under this Bylaw;
- h. **“Development Officer”** means a person appointed under Section 624 pursuant to the *Municipal Government Act*, RSA 2000, Chapter M-26;
- i. **“Development Permit”** shall mean a permit issued in accordance with the Mackenzie County Land Use Bylaw;
- j. **“Dog”** shall mean either a male or female of the canine family regardless of age;
- k. **“Hamlets”** shall mean any hamlet governed by and within the boundaries of Mackenzie County;
- l. **“Handicapped”** shall mean any person who has a severe physical impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment and such impairment can be verified by a medical doctor;
- m. **“Justice”** shall be as defined in the *Provincial Offences Procedure Act* RSA 2000, Chapter P-34 as amended or replaced from time to Time;

- n. **“Kennel”** as defined in the Mackenzie County Land Use Bylaw;
- o. **“Leash”** shall mean a chain or other material capable of restraining the dog on which it is being used;
- p. **“License”** shall mean a tag that is attached to the collar worn by the dog and issued by Mackenzie County;
- q. **“Owner”** shall mean a person or corporate body who has legal title to the dog and includes any person who has the possession or custody of the dog, either temporarily or permanently, or harbors the dog or suffers the dog to remain on their premises;
- r. **“Peace Officer”** means a, Community Peace Officer and R.C.M.P. Officer.

## **PART 2 LICENSING**

- 4. No person shall keep a dog(s) within the areas specified in this Part unless they have a license for the keeping of such dog(s) in accordance with the provisions of this Bylaw:
  - a. The Hamlets of Fort Vermilion, La Crete, and Zama;
  - b. All portions of Mackenzie County within 300 meters of any school operated by the Fort Vermilion School Division No. 52 where the school is not contained within a Hamlet of Mackenzie County;
  - c. Within 300 meters of airport boundaries that are under Mackenzie County jurisdiction;
  - d. For the purpose of dogs’ identifications, the voluntary licensing option as specified in this bylaw shall be applicable to all other areas of Mackenzie County not identified in 4. (a), (b), (c).
- 5. The owner of a dog shall:
  - a. Obtain a license within one month from the time he or she becomes the owner of the dog.
  - b. The license application shall be made in writing at any Mackenzie County office and shall contain the following information:
    - i. The name, address and telephone number(s) of the owner.
    - ii. A description of the dog(s) including sex, age, breed and color.

- iii. Any such relevant information that Mackenzie County may require.
- 6. Where a completed application has been received, Mackenzie County may issue a license upon payment by the applicant in accordance with the Mackenzie County Fee Schedule Bylaw.
- 7. A License shall be valid until the day the Licensed dog dies or ownership is transferred.
- 8. At the time of the issuance of a License Mackenzie County shall issue to the owner of the dog(s) an aluminum tag displaying the words: "Mackenzie County", tag number, and year in which the tag was issued. The tag number shall correspond with the number of the License application.
- 9. In the event that the tag is misplaced, stolen or destroyed, a replacement tag shall be issued by Mackenzie County upon payment, in accordance with the Mackenzie County Fee Schedule Bylaw.
- 10. Dog licenses are not transferable from one dog to another or one owner to another and no refund shall be made on any license fee.
- 11. No fee for a license shall be charged to an applicant who is:
  - a. registered as blind and is the owner of a trained guide dog, or
  - b. handicapped and is the owner of a trained dog used to assist such handicapped person.
- 12. Every dog owner shall provide their dog(s) with a collar and shall ensure that the collar and tag are worn by their dog(s) at any time the dog(s) is outside the owner's home within the areas listed in Part 2 Section 4.

### **PART 3      NUMBER OF DOGS**

- 13. No more than five (5) dogs over the age of six (6) months of age shall be allowed to remain upon or in any land, house, shelter, room, place, building, structure, or premises within the County unless:
  - a. the Owner is the holder of a valid and subsisting Development Permit and Business License for a Kennel within the County as per Part 4; or
  - b. the Owner is the holder of a valid and subsisting Development Permit and Business License for a Veterinary Clinic, or Dog Grooming service.

14. Any person(s) who keeps or harbors any dog not in compliance with this Bylaw is in contravention of this Part and is guilty of an offence and shall pay a fine as per the Fee Schedule Bylaw.

#### **PART 4 KENNELS**

15. Notwithstanding Part 3, the Development Officer may issue a Development Permit and Business License for a Kennel when it appears either as a permitted or discretionary use in accordance with the current Land Use Bylaw and to the following:

- a. Any person wishing to obtain a Development Permit and Business License must complete a Development Permit and Business License application for a Kennel and must provide a full disclosure of any previous Kennel operated by the owner(s) whether within the County or another location.
- b. Upon receipt of a Development Permit application form, the Development Officer shall consider the submissions from the adjacent landowners and the application form to:
  - i. Grant a Development Permit for a Kennel with terms and conditions that include five (5) dogs or more, but must state the maximum number of dogs to be allowed.
- c. 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.
- d. All Kennels shall be subject to the Kennel Regulations as written in the Land Use Bylaw;
- e. Failure to obtain an approval of a Development Permit and/or Business License for a Kennel may be subject to an offense and will be fined as per Mackenzie County's Fee Schedule Bylaw.

#### **PART 5 NUISANCE**

16. No owner of any dog(s) shall allow the dog(s), whether licensed or not, to run at large within the areas specified in Part 2 of this bylaw.

17. The owner of a dog(s) must ensure that such dog(s) shall not:

- a. bite a person(s) whether on the property of the owner or not;

- b. do any other act to injure a person(s) whether on the property of the owner or not;
  - c. chase or otherwise threaten a person(s) whether on the property of the owner or not, unless the person chased or threatened is a trespasser on the property of the owner;
  - d. bite, bark at or chase livestock, bicycles, wheel chairs, or vehicles;
  - e. bark, howl or otherwise disturb any person(s);
  - f. worry or annoy any other animal;
  - g. cause damage to public or private property other than the owner's property;
  - h. upset any waste receptacles or scatter the contents thereof in any areas specified in Part 2 Section 4;
  - i. be left unattended in any motor vehicle unless the dog(s) is restricted so as to prevent access to person(s) and such restraint provides suitable ventilation;
  - j. be without sufficient good and wholesome food and water, proper shelter and protection from the atmospheric elements, proper veterinary care when needed to prevent suffering, proper human care and treatment and ensure that the said dog(s) are not in any form of distress.
18. The owner of such dog(s) shall not beat, tease, wound, annoy, torment, overload or otherwise abuse the dog(s) and no owner shall abandon his or her dog(s);
19. Council may designate park facilities and other areas where the dog(s) are prohibited by authorizing the placement of signs in those areas.

### **COMMUNICABLE DISEASES**

20. The owner of such dog(s) or dangerous dog(s) suspected of having a communicable disease, shall:
- a. immediately report the matter to Agriculture Canada, ~~Veterinary Inspection Director~~, and to the Bylaw Enforcement Officer;
  - b. confine or isolate the dog(s) in such a manner as prescribed so as to prevent further spread of the disease; and

- c. keep the dog(s) confined for no less than ten (10) days at the cost of the owner.

### **DANGEROUS DOGS**

21. When a person has a dog(s) that has been classified as dangerous, the owner of the dog(s) shall ensure that:

- a. either such dog(s) is confined indoors and under the control of a person over the age of eighteen (18) years, or
- b. when such dog(s) is outdoors the dog shall be kept in a locked pen or other structure that:
  - i. is constructed to prevent the escape of the dangerous dog(s) and capable of preventing the entry of any person(s) not in control of the dog(s), or
  - ii. shall have secure sides and top, and if it has no bottom secured to the sides, the sides must be embedded in the ground to a minimum depth of thirty (30) centimeters;
  - iii. shall provide the dangerous dog with shelter from the elements and be of a minimum dimension of one and one-half (1.5) meters by three (3) meters and be a minimum one and one-half (1.5) meters in height.
- c. at no time shall any person give false testimony when applying for a license.

22. The owner of a dangerous dog(s) shall comply with all aspects of Part 5 Section 18.

23. At all times, when off the property of the owner, the dangerous dog(s) shall be securely:

- a. Muzzled; and
- b. harnessed or leashed on a lead which length shall not exceed one (1) meter in a manner that prevents it from chasing injuring or biting other domestic animals or humans as well as preventing damage to public or private property; and
- c. under the control of a person over the age of eighteen (18) years.

### **PART 6 OTHER CONTRAVENTION**

24. No person whether or not he or she is the owner of a dog(s), which is being or has been pursued or captured shall:

- a. interfere with or attempt to obstruct or threaten the Bylaw Enforcement Officer who is attempting to capture or who has captured any dog(s) in accordance with the provision of this Bylaw;
- b. induce any dog to enter a house or other place where it may be safe from capture or otherwise assist the dog(s) to escape capture;
- c. falsely represent him/herself as being in charge or control of a dog(s) so as to establish that the dog is not running at large as defined in this Bylaw;
- d. untie, unlock, unlatch, loosen or otherwise damage or open the vehicle, cage, or live trap in which the dog(s) captured for impoundment or have been placed as to allow or attempt to allow the dog(s) to escape; or
- e. remove or attempt to remove any dog(s) from the possession of the Bylaw Enforcement Officer.

### **DOG IN HEAT**

25. A female dog(s) in heat shall be confined during the entire time she is in heat.

### **DEFECATION**

26. No dog shall defecate on any public or private property within the area stated in Part 2 of this bylaw excluding the property of the owner.

27. The said owner shall remove such defecation immediately. A blind person or handicapped person unable to remove the defecation is not subject to this section.

### **AUTHORIZATION**

28. A Bylaw Enforcement Officer or any Peace Officer is hereby authorized to use a live trap, or any other similar means to effect the capture of the dog(s). Mackenzie County and its employees or agents, shall not be held liable for the death or injury of any dog(s) as a result of being tranquilized or from any method utilized to effect capture of a dog or dogs.

29. A Bylaw Enforcement Officer employed by Mackenzie County may seize and impound any dog(s), to administer and enforce this Bylaw.

30. A Bylaw Enforcement Officer or any other Peace Officer is authorized to enter onto the land surrounding any building in pursuit of a dog running at large.



31. A Bylaw Enforcement Officer is hereby authorized to enter any lands or premises (excluding dwelling houses) within Mackenzie County to inspect for conditions which may contravene any provision of this Bylaw and to impound any dog in accordance with this Bylaw.

#### **PART 7 RECLAIMING/ADOPTION**

32. Mackenzie County shall keep all impounded dogs for a period of at least three (3) days excluding the day of impoundment. Saturday, Sunday, and Statutory holidays shall not be included in the computation of the three (3) day period. During this period, any dog may be redeemed by its owner, or agent of the owner, upon payment to Mackenzie County in accordance with the Mackenzie County Fee Schedule Bylaw, including licensing fees if required whether the name of the owner is known or not.

33. Any dog(s) not reclaimed by its owner within the three (3) day period as per Part 7, Section 35 shall become the property of Mackenzie County and may be placed for adoption in a suitable home or humanely euthanized.

34. Any person who adopts a dog(s) shall obtain full rights and title to the dog(s) and the right and title of the former owner shall cease forthwith.

#### **PART 8 SUMMARY CONVICTIONS**

35. Any person who contravenes, disobeys, refuses or neglects to obey any provisions of this Bylaw is guilty of an offence and is liable on summary conviction to a fine as specified in the Mackenzie County Fee Schedule Bylaw.

36. A Peace Officer may commence a summons or offence notice in the form of a violation ticket or long information for any contravention of this Bylaw. A Peace Officer may serve upon such a person a violation ticket allowing payment of a specified penalty in the amount prescribed in the Mackenzie County Fee Schedule Bylaw in lieu of prosecution for the offence.

37. Nothing in Part 8 shall:

- a. Prevent any person from defending a charge of committing a breach of this Bylaw; or
- b. Prevent any Peace Officer or Bylaw Enforcement Officer from laying an information and a complaint against any other person for a breach of any of the provisions of this Bylaw.

38. Where a Violation Ticket is issued, it shall be issued in accordance with the Provincial Offences Procedure Act.

39. In any prosecution or proceeding for contravention of this Bylaw, the burden of proof of the age of the dog and that the dog is not the property of the person shall rest upon the said person.
40. No action shall be taken against any person acting under authority of this Bylaw for damages for destruction or other disposal of any Dog.
41. It is the intention of the Council of Mackenzie County that each provision of this Bylaw shall be deemed independent of all other provisions and it is further the intention of the Council of Mackenzie County that if any provision of this Bylaw be declared invalid, all the other provisions shall remain valid and enforceable.

**PART 9 EFFECTIVE DATE AND REPEAL OF BYLAW**

42. This Bylaw repeals Bylaw 835-11 for the regulation and control of dogs.
43. This bylaw shall come into effect upon third reading thereof.

READ a first time this 29<sup>th</sup> day of January, 2020.

READ a second time this 29<sup>th</sup> day of January, 2020.

READ a third time and finally passed this 29<sup>th</sup> day of January, 2020.

(original signed)

\_\_\_\_\_  
Joshua Knelsen  
Reeve

(original signed)

\_\_\_\_\_  
Lenard Racher  
Chief Administrative Officer



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>January 25, 2023</b>
<b>Presented By:</b>	<b>Jennifer Batt, Director of Finance</b>
<b>Title:</b>	<b>Bylaw 1261-22 – Local Improvement Tax, 101 Avenue Asphalt</b>

**BACKGROUND / PROPOSAL:**

Council approved the 101 Avenue Asphalt Overlay from 98<sup>th</sup> Street to 97<sup>th</sup> Street in the hamlet of La Crete as a construction project in the 2022 Capital Budget. To offset some of the cost a Local Improvement Tax for the asphalt was proposed.

**MOTION 22-08-553**  
Requires 2/3

**12. a) 101 Ave Asphalt Project – Budget Amendment**

**MOVED** by Councillor Bateman

*That the 2022 Capital Budget be amended to include the 101 Ave Asphalt project in the amount of \$80,907, with \$24,273 coming from Local Improvement Fee, and \$56,634 from the Road Reserve.*

**CARRIED**

As per Policy FIN018 – Local Improvement Tax Application the County is to impose a local improvement tax based on 30% cost recovery from the properties benefiting from the street improvement.

The estimated cost of construction is \$80,907, with 30%, which is \$24,272.72 proposed to be recovered from the benefitting land owners as a one-time payment rather than over ten (10) year period.

Council gave first reading to Bylaw 1261-22 being the local improvement tax on August 17, 2022.

**Author:** S Gibson      **Reviewed by:** J. Batt      **CAO:** \_\_\_\_\_

**MOTION 22-08-554**

**12. b) Bylaw 1261-22 – Local Improvement Tax, 101 Ave Asphalt**

**MOVED** by Councillor Braun

*That first reading be given to Bylaw 1261-22, being a bylaw authorizing imposition of a local improvement tax to the benefiting properties for construction of an Asphalt Overlay Block 23, Lot 10, Plan 062 6286, Block 23, Lot 9, Plan 212 1586, Block 22, Lot 2 in the Hamlet of La Crete.*

**CARRIED**

**OPTIONS & BENEFITS:**

Extending the asphalt on 101 Avenue was beneficial to land owners and as this is an upgrade, a local improvement tax is proposed.

**COSTS & SOURCE OF FUNDING:**

Mackenzie County - 70% of the project from the 2022 Capital Budget \$56,634.20

Benefiting Owners – 30% of the project by way of Local Improvement Tax \$24,272.72

Mackenzie County	\$56,634.20	70%
<u>Benefiting Owners</u>	<u>\$24,272.72</u>	<u>30%</u>
Total Cost	\$80,906.92	100%

**SUSTAINABILITY PLAN:**

**Goal S4** - The capacity of infrastructure in County hamlets and rural communities keeps pace with their growth and is planned in a way that ensures their sustainability.

**COMMUNICATION / PUBLIC PARTICIPATION:**

Letters sent by registered mail and landowners were contacted by phone as notification that they would be receiving the Local Tax Improvement letters.

**Author:** S Gibson **Reviewed by:** J. Batt **CAO:** \_\_\_\_\_

**POLICY REFERENCES:**

N/A

**RECOMMENDED ACTION:**

Motion 1:

Simple Majority       Requires 2/3       Requires Unanimous

That the second reading be given to Bylaw 1261-22, being a bylaw authorizing imposition of a local improvement tax to the benefiting properties for construction of an Asphalt Overlay on 101 Avenue from 98<sup>th</sup> Street to 97<sup>th</sup> Street for; Plan 062 6286, Block 23, Lot 10; Plan 062 6286, Block 23, Lot 9; Plan 212 1586, Block 22, Lot 2 in the Hamlet of La Crete.

Motion 2:

Simple Majority       Requires 2/3       Requires Unanimous

That the third reading be given to Bylaw 1261-22, being a bylaw authorizing imposition of a local improvement tax to the benefiting properties for construction of an Asphalt Overlay on 101 Avenue from 98<sup>th</sup> Street to 97<sup>th</sup> Street for; Plan 062 6286, Block 23, Lot 10; Plan 062 6286; Block 23, Lot 9; Plan 212 1586, Block 22, Lot 2 in the Hamlet of La Crete.

**Author:** S Gibson      **Reviewed by:** J. Batt      **CAO:** \_\_\_\_\_



**BYLAW NO. 1261-22**

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

**TO IMPOSE A LOCAL IMPROVEMENT TAX  
FOR THE CONSTRUCTION OF ASPHALT OVERLAY ON  
101<sup>ST</sup> AVENUE FROM 98<sup>TH</sup> STREET TO 97<sup>TH</sup> STREET  
IN THE HAMLET OF LA CRETE**

This bylaw authorizes the Council of MACKENZIE COUNTY to impose a local improvement tax in respect of all the lands that directly benefit from the construction of Asphalt Overlay on 101<sup>st</sup> Avenue from 98<sup>th</sup> Street to 97<sup>th</sup> Street. The benefiting properties are being described as Plan 062 6286, Block 23, Lot 10, Plan 062 6286, Block 23, Lot 9, Plan 212 1586, Block 22, Lot 2 in the Hamlet of La Crete.

**WHEREAS**, the Council of Mackenzie County in the Province of Alberta has deemed it advisable to charge a local improvement charge for construction of Asphalt Overlay on 101<sup>st</sup> Avenue from 98<sup>th</sup> Street to 97<sup>th</sup> Street for Plan 062 6286, Block 23, Lot 10, Plan 062 6286, Block 23, Lot 9, Plan 212 1586, Block 22, Lot 2 in the Hamlet of La Crete; and

**WHEREAS**, the Council of Mackenzie County in the Province of Alberta, duly assembled, has decided to issue a Bylaw pursuant to Section 397 of the Municipal Government Act to authorize a local improvement tax levy to pay for the Asphalt Overlay on 101<sup>st</sup> Avenue from 98<sup>th</sup> Street to 97<sup>th</sup> Street for Plan 062 6286, Block 23, Lot 10, Plan 062 6286, Block 23, Lot 9, Plan 212 1586, Block 22, Lot 2 in the Hamlet of La Crete; and

**WHEREAS**, the Local Improvement Plan has been prepared and the required notice of the project given to benefiting owners in accordance with the attached Schedule "A", and no sufficient objection to the construction of Asphalt Overlay on 101<sup>st</sup> Avenue from 98<sup>th</sup> Street to 97<sup>th</sup> Street for; Plan 062 6286, Block 23, Lot 10, Plan 062 6286, Block 23, Lot 9, Plan 212 1586, Block 22, Lot 2 in the Hamlet of La Crete has been filed with the Chief Administrative Officer of Mackenzie County; and

**WHEREAS**, plans and specifications have been prepared and the estimated sum of Eighty Thousand Nine hundred and Seven dollars (\$80,907) is required to construct an Asphalt Overlay on 101<sup>st</sup> Avenue from 98<sup>th</sup> Street to 97<sup>th</sup> Street for; Plan 062 6286, Block 23, Lot 10, Plan 062 6286, Block 23, Lot 9, Plan 212 1586, Block 22, Lot 2 in the Hamlet of La Crete. The said project is subject to the local improvement charge of which 70% will be paid by Mackenzie County and 30% will be collected by way of local improvement assessment as follows:

---

Mackenzie County	\$56,634.20	70%
Benefiting Owners	\$24,272.72	30%
Total Cost	\$80,906.92	100%

---

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

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

1. That for the purpose of completing Asphalt Overlay on 101<sup>st</sup> Avenue from 98<sup>th</sup> Street to 97<sup>th</sup> Street for; Plan 062 6286, Block 23, Lot 10, Plan 062 6286, Block 23, Lot 9, Plan 212 1586, Block 22, Lot 2 in the Hamlet of La Crete, the sum of Twenty Four Thousand Two Hundred Seventy Two Dollars and Seventy Two Cents (\$24,272.72); be collected by way of a single payment, uniform local improvement tax rate assessed against the benefiting owners as provided in **Schedule A** attached.
2. The local improvement tax will be collected as a single payment against the benefiting owners in the amount of Twenty Four Thousand, Two Hundred and Seventy Two Dollars and Seventy Two Cents (\$24,272.72).
3. The net amount levied under the bylaw shall be applied only to the local improvement project specified by this bylaw.
4. This bylaw shall come into force and take effect upon receiving third and final reading thereof.

READ a first time this 17th day of August, 2022.

READ a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

READ a third time and finally passed this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

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Josh Knelsen  
Reeve

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James Thackray  
Chief Administrative Officer



**Schedule A**  
**Bylaw No. 1261-22**

Asphalt Overlay on 101<sup>st</sup> Avenue from 98<sup>th</sup> Street to 97<sup>th</sup> Street, Hamlet of La Crete.

Lot	Block	Plan	Front	Rear	Average
10	23	0626286	69.02	74.77	71.90
9	23	0626286	69.05	68.92	68.98
2	22	2121586	128.85	236.48	182.67
					<u>323.55</u>

Total Assessable Frontage (meters)	323.55m
Total Assessment per Front Meter of Frontage	\$75.02
Annual Unit Rate Per Front Meter of Frontage to be payable for a period of 1 year payment	\$22.87
Total Yearly Assessment Against All Above Properties	\$24,272.72





**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>January 25, 2023</b>
<b>Presented By:</b>	<b>Jennifer Batt, Director of Finance</b>
<b>Title:</b>	<b>Disaster Recovery Program – 2020 Update January Report</b>

**BACKGROUND / PROPOSAL:**

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

Administration has received 1 additional project funding approval letters (Project 4 attached), and 3 projects are currently under review.

<b>Project #</b>	<b>Project Name</b>	<b>Municipal Claim</b>	<b>Eligible Expense</b>	<b>Difference +/-</b>	<b>Note</b>
1	Emergency Operations	\$790,530.83	\$788,444.17	-\$2,086.66	50/50 shared expense on tangible items
1.2	Temporary Housing	\$1,344,022.03	\$1,344,022.03	\$0.00	N/A
1.3	Communications	\$230,771.94	\$230,771.94	\$0.00	N/A
6	Beaver Ranch Road	\$406,240.93	\$406,240.93	\$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
24	Site Preparation and Remediation	\$555,395.49	\$553,446.13	-\$1,949.36	Utility costs

**Author:** J. Batt      **Reviewed by:** L. Flooren      **CAO:** \_\_\_\_\_

	(Interim Housing)				
4	Buttertown Road Repair	\$145,000	\$123,000	-\$22,000.00	Additional culverts added to road repair, and access
<b>TOTAL</b>		<b>\$3,838,772.82</b>	<b>\$3,812,462.80</b>	<b>-\$26,310.02</b>	

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

**OPTIONS & BENEFITS:**

N/A

**COSTS & SOURCE OF FUNDING:**

Disaster Recovery Program

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

**POLICY REFERENCES:**

N/A

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the 2020 Disaster Recovery Program January 2023 update report be received for information.

Author: J. Batt      Reviewed by: L. Flooren      CAO: \_\_\_\_\_

December 23 , 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 \$123,000.00. As you have a remaining advance of **\$1,716,778.13**, no payment will be forthcoming. A payment summary listing all eligible costs is enclosed.

Project Number	Project Description	Amount Submitted	Amount Eligible
4	Buttertown Road Repair at North Vermillion Settlement	\$145,000.00	\$123,000.00
<b>Total</b>		<b>\$145,000.00</b>	<b>\$123,000.00</b>

<b>Outstanding Advance</b>	<b>\$1,716,778.13</b>
Advance Outstanding after current reconciliation	<b>\$1,593,778.13</b>
<b>Total Payment Forthcoming</b>	<b>0.00</b>

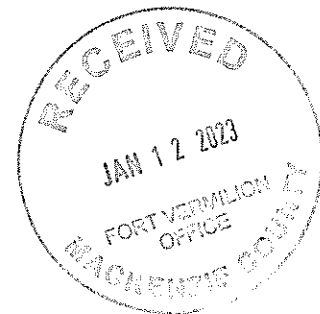
Please be advised that this project is now closed. If you disagree with any decision made on your file or if you have any questions or concerns, please contact your Case Manager for this program, Joyette Howard at 780-217-5492 or by email at [joyette.howard@gov.ab.ca](mailto:joyette.howard@gov.ab.ca).

Sincerely,



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

Attachments







**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>January 25, 2023</b>
<b>Presented By:</b>	<b>Jennifer Batt, Director of Finance</b>
<b>Title:</b>	<b>2022 Overland Flood – Ratepayer Invoices</b>

**BACKGROUND / PROPOSAL:**

On January 16, 2023 administration received some invoices via registered mail addressed to Council from Mr. G. Friesen (attached). There is no letter attached explaining these invoices, however based on the note on the one invoice it is presumed to be for costs to repair after the 2022 Overland Flood.

As per the Disaster Recovery program, in the event of a natural disaster the following steps are to be taken by the Municipality:

The Municipality is to make an application under the Disaster Recovery Program;

If approved, ratepayers, businesses, and non-profits that sustained damage may make an application, and submit to the Disaster Recovery Program for review.

The municipality does not make payment for costs to individuals/organizations, and cannot be reimbursed.

Administration has submitted an application for the 2022 overland flood, however no approval has been received. Once administration is notified of the Disaster Recovery Programs decision, administration will notify ratepayers via Social Media, newspaper, and the County website.

**OPTIONS & BENEFITS:**

N/A

**COSTS & SOURCE OF FUNDING:**

Disaster Recovery Program

**Author:** J. Batt      **Reviewed by:** L. Flooren      **CAO:** \_\_\_\_\_

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

**POLICY REFERENCES:**

N/A

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That a letter be written to Mr. G. Friesen, stating that the County does not pay for invoices direct for natural disasters, and that once the Disaster Recovery Program communicates the approval/denial of the 2022 Overland Flood application, they will be notified.

Author: J. Batt      Reviewed by: L. Flooren      CAO: \_\_\_\_\_







2203372 Alberta LTD.  
 O/A  
 DOUBLE M CONSTRUCTION  
 Box 3113 La Crete, AB T0H 2H0

MARTIN WALL  
 780-821-0953

**INVOICE**

**0475**

**SOLD TO** [REDACTED]  
**ADDRESS** [REDACTED]

<b>DATE</b> Oct 12 2022
<b>PURCHASE ORDER#</b>
<b>SALESMAN</b> MM
<b>TERMS: NET 30DAYS</b>

QUANTITY	DESCRIPTION OF WORK	PRICE	TOTAL
9.5	[REDACTED]	55	522 50
4.5	[REDACTED]	45	427 50
9.5	[REDACTED]	40	380
7.5	[REDACTED]	40	300
7.5	[REDACTED]	40	300
2	[REDACTED]	40	80
Pd by Bank Draft Nov. 16/2022			

PRESTIGE

2% Per Month Charged on Overdue Accounts

<b>SUB TOTAL</b>	2010	
<b>GST 782660732</b>	100	50
<b>TOTAL</b>	2110	50

**CUSTOMER SIGNATURE**





PAGE: 1/1  
 BG  
 6-331537

LA CRETE HOME HARDWARE  
 Box 1017,  
 La Crete, AB, T0H 2H0  
 (780) 928-3750 G.S.T: R136397239

22/10/10 4:29 pm  
 CUSTOMER: 0

SOLD TO :

SHIP TO :

\*\*\*\*\* CASH INVOICE \*\*\*\*\*

ITEM	DESCRIPTION	QUANTITY	UOM	CODES	PRICE	EXTENDED
29010	PLYWOOD, 3/8" BROWN PWF	3	EA	T	34.50 /EA	103.50
29013	PLYWOOD, 3/4" PWF	4	EA	T	79.50 /EA	318.00
2717521	INSULATION, R20X15" 78.3SF	3	BG	T	56.99 /BG	170.97
26029	LUMBER, 2X6X16 SPR.	6	EA	T	14.36 /EA	86.16

Item Total 678.63  
 G.S.T 33.93  
 Sub Total 712.56  
 Amounts Tendered  
 PAID: MASTERCARD 712.56

PLEASE RECYCLE  
 S.V.P. RECYCLER

Received By







**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>January 25, 2023</b>
<b>Presented By:</b>	<b>Caitlin Smith, Director of Planning &amp; Agriculture</b>
<b>Title:</b>	<b>Bylaw 1279-23 Land Use Bylaw Amendment to amend the minimum lot size regulation in the Hamlet Country Residential “H-CR” district in the Land Use Bylaw Section 9.16.3</b>

## **BACKGROUND / PROPOSAL:**

Mackenzie County administration has been directed by the Municipal Planning Commission to propose a change to the minimum lot size requirement on all lots located in the Hamlet Country Residential “H-CR” zoning.

There are currently three (3) areas in La Crete and one (1) area in Fort Vermilion within Mackenzie County that are zoned Hamlet Country Residential “H-CR”. The subdivisions in La Crete are the Frank Geortzen subdivision, the Isaac Dyck subdivision and Lake Side Estates. The area in Fort Vermilion is along River Rd and 31 Street (In the flood zone).

The proposed change would be to reduce the existing minimum lot area regulation of 0.4 hectares (1.0 acres) to .6 hectares (1.5 acres) in the “H-CR district to minimize the further subdivision of existing lots in these subdivisions.

The existing infrastructure could be challenged with added subdivision of lots with additional dwellings in these Hamlet Country Residential “H-CR” districts. Additionally, the Area Structure Plan for these areas does not include dividing the lots into smaller parcels. Therefore, this proposal of amending the lot size requirement from 1 acre to 1.5 acres would mostly eliminate these issues, since most of the lots are currently 2 to 2.5 acres.

The Municipal Planning Commission made this recommendation on January 12, 2023 where the following motion was made:

***MPC 23-01-009 MOVED by Jacquie Bateman***

*That an amendment be made to the Hamlet Residential Country*

**Author:** L Washkevich      **Reviewed by:** C Smith      **CAO:** \_\_\_\_\_

*Residential “H-CR” zoning district in the Land Use Bylaw to amend the minimum lot size requirement from 1 acre to 1.5 acres.*

**CARRIED**

**OPTIONS & BENEFITS:**

Options are to pass, defeat, or table first reading of the bylaw.

**COSTS & SOURCE OF FUNDING:**

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

**SUSTAINABILITY PLAN:**

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

**COMMUNICATION / PUBLIC PARTICIPATION:**

The bylaw amendment will be advertised as per MGA requirements.

**POLICY REFERENCES:**

N/A

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That first reading be given to Bylaw 1279-23 being a Land Use Bylaw Amendment to amend the minimum lot size regulation in the Hamlet Country Residential “H-CR”, zoning district in the Land Use Bylaw Section 9.16.3 subject to public hearing input.

**Author:** L Washkevich      **Reviewed by:** C Smith      **CAO:** \_\_\_\_\_

**BYLAW NO. 1279-23**  
**BEING A BYLAW OF**  
**MACKENZIE COUNTY**  
**IN THE PROVINCE OF ALBERTA**

**TO AMEND THE MACKENZIE COUNTY LAND USE BYLAW**  
**TO AMEND THE MINIMUM LOT SIZE REQUIREMENT IN THE HAMLET COUNTRY**  
**RESIDENTIAL “H-CR” ZONING DISTRICT**

**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 the minimum lot size requirement to Section 9.16.3, from 0.4 hectares (1.0 acre) to 0.6 hectares (1.5 acre) in the Hamlet Country Residential “H-CR” Zoning District so as to keep the existing lot size without further subdivision.

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

1. That the Mackenzie County Land Use Bylaw Section 9.16.3 be amended with minimum lot size requirements within the Hamlet Country Residential (H-CR) District:

Hamlet Country Residential (H-CR)

Regulation	Standard
<b>Lot Area</b>	
Min	0.4ha ( <del>1.0 acre</del> ) 0.6ha (1.5 acres)
Max	1.0ha (2.5 acres)
<b>Min. Setback from Highway, Road or undeveloped Road Allowance</b>	
Right-of-way	41.2m (135.0ft)
Centre Line	64.0m (210.0ft)
Internal Subdivision Road	15.2m (50ft)

Regulation	Standard
Or a greater distance as specified by Alberta Transportation	
<b>Min. Setback</b>	
Yard – Rear	7.6m (25.0ft)
Yard – Side	4.6m (15ft)

2. This bylaw shall take effect on the date of the third and final reading thereof.

READ a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

PUBLIC HEARING held this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

READ a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

READ a third time and finally passed this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

---

Joshua Knelsen  
Reeve

---

James Thackray  
Chief Administrative Officer





**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>January 25, 2023</b>
<b>Presented By:</b>	<b>Caitlin Smith, Director of Planning &amp; Agriculture</b>
<b>Title:</b>	<b>Development Statistics Report – January to December 2022</b>

## **BACKGROUND / PROPOSAL:**

The following are the total number of issued permits for each year from January 1<sup>st</sup> to December 31<sup>st</sup>.

### **Approved Development Permit Applications (Annual)**

- 2018 Development Permits            218 permits (construction value \$29,711,491.00)
- 2019 Development Permits            232 permits (construction value \$34,538,496.00)
- 2020 Development Permits            \*392 permits (construction value \$70,574,441.00)
- 2021 Development Permits            \*300 permits (construction value \$70,086,683.00)
- 2022 Development Permits            263 permits (construction value \$73,920,805.00)

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

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

### **Issued Building Permits (Annual)**

- 2018 Building Permits            153 permits (value \$22,394,765.00)
- 2019 Building Permits            160 permits (value \$18,663,160.00)
- 2020 Building Permits            288 permits (value \$22,865,960.89)

**Author:** L Washkevich            **Reviewed by:** C Smith            **CAO:** \_\_\_\_\_

- 2021 Building Permits 215 permits (value \$61,411,419.48)
- 2022 Building Permits 172 permits (value \$37,923,806.00)

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

**New Subdivision Applications (Annual)**

- 2018 applications 38 applications
- 2019 subdivisions 55 applications
- 2020 subdivisions 40 applications
- 2021 subdivisions 73 applications
- 2022 subdivisions 62 applications

Total amount of **acres** subdivided in 2022 is **800.37 acres**

- **Total Rural:** 731.2 acres
  - *Vacant land: 573 acres*
  - *Existing yard sites: 158.2 acres*
- **Total Urban:** 70.37 acres
  - *Fort Vermilion: 15 acres*
  - *La Crete: 55.37 acres*

**OPTIONS & BENEFITS:**

N/A

**COSTS & SOURCE OF FUNDING:**

N/A

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION / PUBLIC PARTICIPATION:**

**Author:** L Washkevich **Reviewed by:** C Smith **CAO:** \_\_\_\_\_

N/A

**POLICY REFERENCES:**

N/A

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

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

**Author:** L Washkevich      **Reviewed by:** C Smith      **CAO:** \_\_\_\_\_



## Total Approved Development Permits by Year

Type of Development	<b>2018</b>	<b>2019</b>	<b>*2020</b>	<b>*2021</b>	<b>2022</b>
Residential	169	180	319	230	187
Industrial & Commercial	40	34	45	40	55
Other	9	18	28	30	21
<b>Total</b>	<b>218</b>	<b>232</b>	<b>392</b>	<b>300</b>	<b>263</b>

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

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



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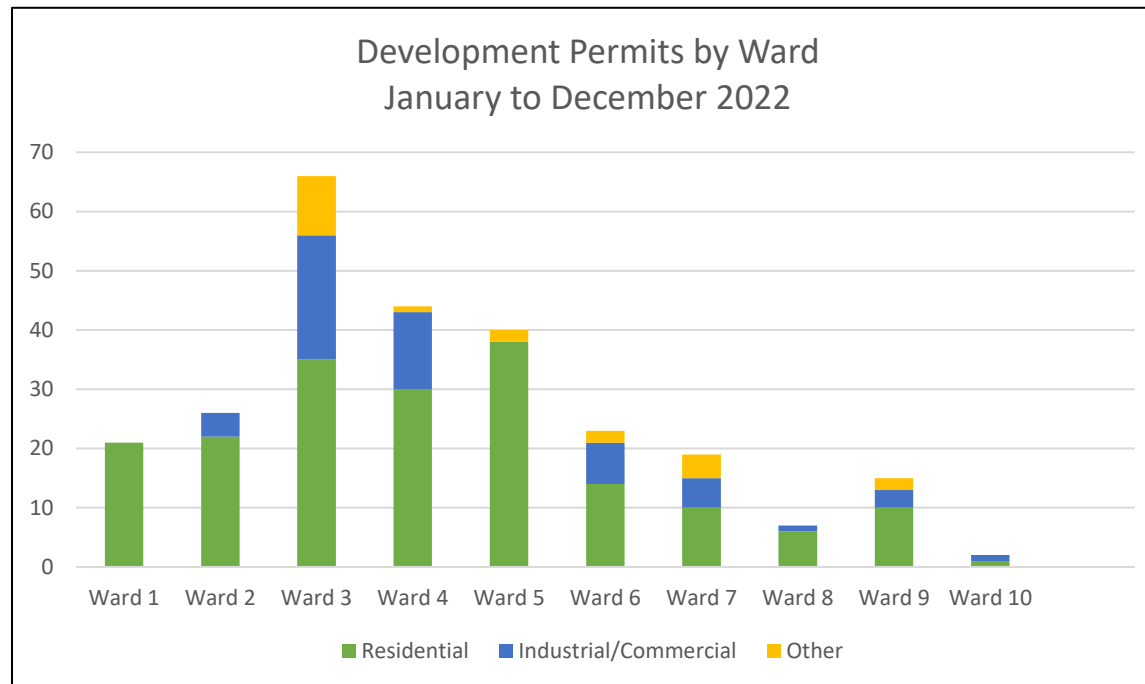
*\*107 permits due to the FV Flood Recovery in 2020*

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



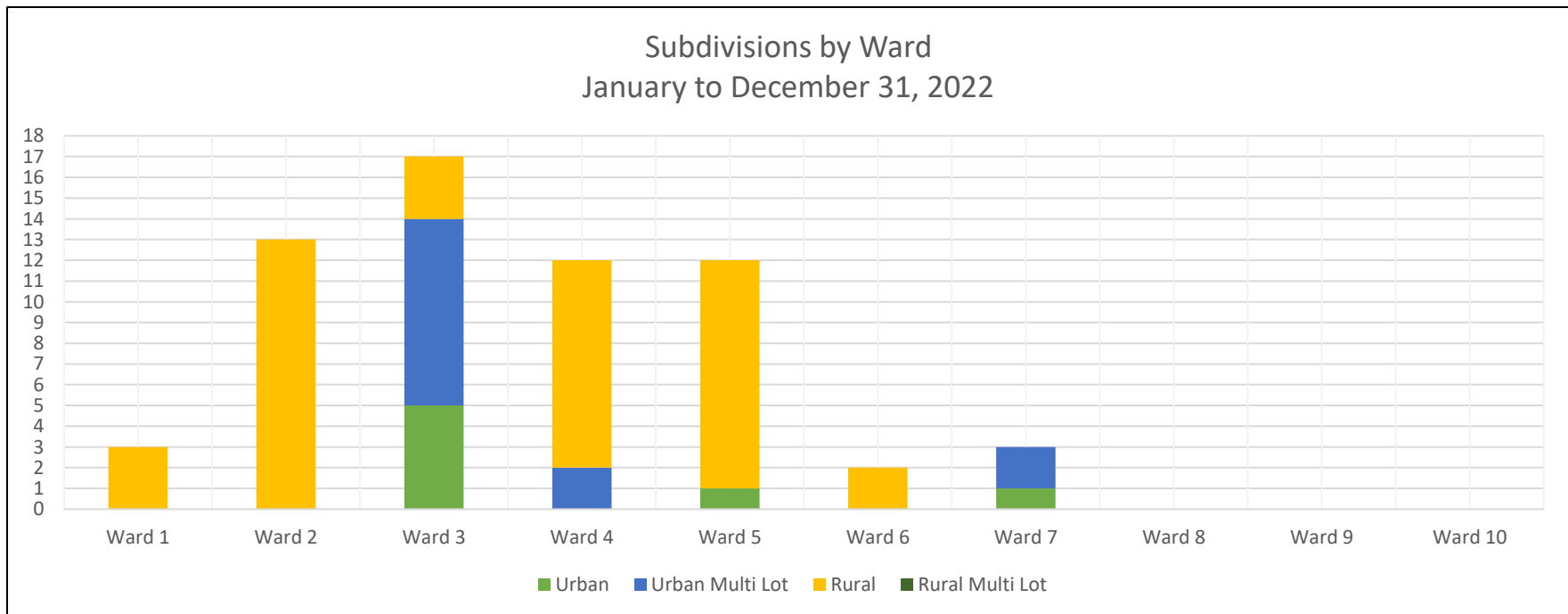
**Approved Development Permits by Ward**  
**January to December 2022**

Type of Development	Ward 1	Ward 2	Ward 3	Ward 4	Ward 5	Ward 6	Ward 7	Ward 8	Ward 9	Ward 10	Total
Residential	21	22	35	30	38	14	10	6	10	1	<b>187</b>
Industrial & Commercial	0	4	21	13	0	7	5	1	3	1	<b>55</b>
Other	0	0	10	1	2	2	4	0	2	0	<b>21</b>
<b>Total</b>	<b>21</b>	<b>26</b>	<b>66</b>	<b>44</b>	<b>40</b>	<b>23</b>	<b>19</b>	<b>7</b>	<b>15</b>	<b>2</b>	<b>263</b>



**Subdivision Applications by Ward**  
**January to December 31, 2022.**

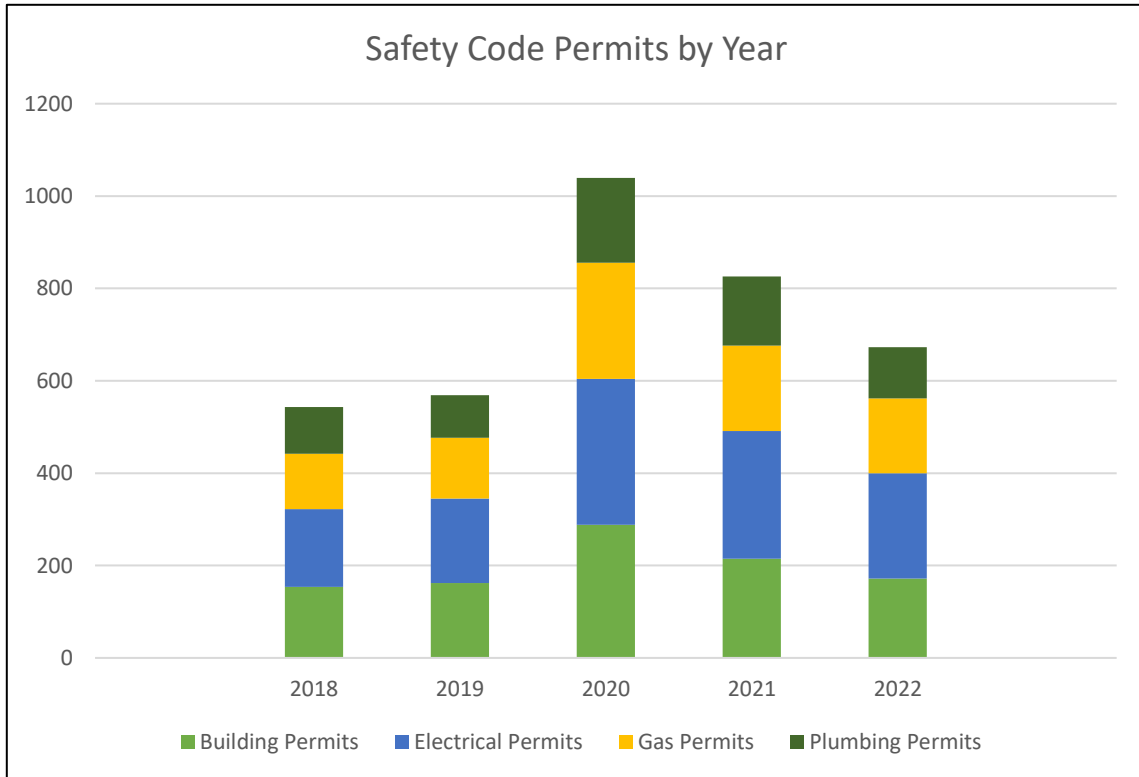
Type of Subdivision	Ward 1	Ward 2	Ward 3	Ward 4	Ward 5	Ward 6	Ward 7	Ward 8	Ward 9	Ward 10	Total
Urban	0	0	5	0	1	0	1	0	0	0	7
Urban Multi Lot	0	0	9	2	0	0	2	0	0	0	13
Rural	3	13	3	10	11	2	0	0	0	0	42
Rural Multi Lot	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>3</b>	<b>13</b>	<b>17</b>	<b>12</b>	<b>12</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>62</b>





### Total Issued Safety Code Permits by Year

Type of Safety Codes	<i><b>2018</b></i>	<i><b>2019</b></i>	<i><b>2020</b></i>	<i><b>2021</b></i>	<i><b>2022</b></i>
Building	154	162	288	215	172
Electrical	168	183	316	276	228
Gas	120	132	252	185	162
Plumbing	101	92	183	150	111
<b>Total</b>	<b>543</b>	<b>569</b>	<b>1039</b>	<b>826</b>	<b>673</b>



Residential Building Permits						
	2022	2021	2020	2019	2018	2017
Single Family (1)	45	61	54	31	40	55
Multi Family (2)	20	17	23	23	8	4
Manufactured Homes(3)	58	61	60	45	41	37
<b>Total Housing Units</b>	<b>123</b>	<b>139</b>	<b>137</b>	99	89	96
Other(4)	<b>38</b>	<b>39</b>				
Building Permit Project Values						
Residential	\$27,324,000	\$30,866,623	\$24,955,000	\$17,063,260	\$16,473,000	\$19,240,500
Commercial/Industrial	\$7,736,436	\$17,176,395	\$5,960,890	\$3,155,600	\$5,656,765	\$7,002,300
Institutional	\$770,570	\$11,190,000	\$1,065,000	\$584,000	\$765,000	\$920,000
Other	\$2,092,800	\$2,178,400				
<b>Total Permit Project Value</b>	<b>\$37,923,806</b>	<b>\$61,411,419</b>	<b>\$22,865,960</b>	<b>\$18,663,160</b>	<b>\$22,394,765</b>	<b>\$27,162,800</b>
	(1) Includes detached homes and semi-detached homes (duplex)					
	(2) Includes secondary suits, apartments, and other multi family.					
	(3) Manufactured Homes (mobile homes)					
	(4) Additions, garages, personal shops etc.					



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>January 25, 2023</b>
<b>Presented By:</b>	<b>Caitlin Smith, Manager of Planning &amp; Development</b>
<b>Title:</b>	<b>Municipal Planning Commission Meeting Minutes</b>

**BACKGROUND / PROPOSAL:**

The unapproved minutes of the January 12, 2023 Municipal Planning Commission meeting are attached.

**OPTIONS & BENEFITS:**

N/A

**COSTS & SOURCE OF FUNDING:**

N/A

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION:**

N/A

**Author:** K Driedger      **Reviewed by:** \_\_\_\_\_      **CAO:** \_\_\_\_\_

**RECOMMENDED ACTION:**

- Simple Majority       Requires 2/3       Requires Unanimous

That the unapproved Municipal Planning Commission meeting minutes of January 12, 2023 be received for information.

**Author:**     K Driedger          **Reviewed by:** \_\_\_\_\_      **CAO:** \_\_\_\_\_

**MACKENZIE COUNTY  
Municipal Planning Commission Meeting**

**Mackenzie County Office  
La Crete, AB**

**Thursday, January 12, 2023 @ 10:00 a.m.**

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

**ADMINISTRATION:** Caitlin Smith Director of Planning and Agriculture  
Ryleigh-Raye Wolfe Environmental Planner  
Lynda Washkevich Development Officer  
Kristyn Driedger Administrative Assistant/Recording Secretary

**MEMBERS OF THE PUBLIC:** Willy Schmidt (virtual)  
Johnny Buller  
Betty Goertzen

**MOTION 1. CALL TO ORDER**

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

**2. ADOPTION OF AGENDA**

**MPC 23-01-001 MOVED** by Tim Driedger

That the agenda be adopted as presented.

**CARRIED**

**3. MINUTES**

**a) Adoption of Minutes**

**MPC 23-01-002 MOVED** by Tim Driedger

That the minutes of the December 9, 2022 Municipal Planning Commission meeting be adopted as presented.

**CARRIED**

\_\_\_\_\_  
\_\_\_\_\_

**4. TERMS OF REFERENCE**

For Information.

**6. SUBDIVISIONS**

- d) 52-SUB-22 Countryside Residential Phase 2  
(Good Brothers)  
20.31 acres, 8 lots (6 residential lots, 1 PUL, 1 ER)  
SE-10-106-15-W5M (La Crete)**

**MPC 23-01-003 MOVED** by David Driedger

That Subdivision Application 52-SUB-22 in the name of Good Brothers Construction on SE 10-106-15-W5M be TABLED.

**CARRIED**

**5. DEVELOPMENT**

- a) 269-DP-22 Checkmark Services  
Industrial Camp (44 person) (Temporary) in "A"  
SE-29-106-11-W5M (11408 Twp Rd 1064) (La Crete Rural)**

**MPC 23-01-004 MOVED** by Andrew O'Rourke

That Development Permit 269-DP-22 on SE-29-106-11-5 in the name of Checkmark Services Ltd. be APPROVED with the following conditions:

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

1. The proposed use must be a minimum of 210 feet from the center line of Highway 88.;
2. Remaining minimum building setbacks: a. 41.15 meters (135 feet) from any road allowances; and b. 15.24 meters (50 feet) from any other property lines.;
3. AN APPROVED ROADSIDE DEVELOPMENT PERMIT IS REQUIRED FROM ALBERTA TRANSPORTATION. ALL CONDITIONS AND REQUIREMENTS BY ALBERTA TRANSPORTATION SHALL BE MET TO THEIR SPECIFICATIONS AND STANDARDS PRIOR TO COMMENCEMENT OF DEVELOPMENT. (CONTACT ALBERTA TRANSPORTATION AT 1-780-624-6280). FAILURE TO DO SO WILL RENDER THIS PERMIT NULL AND VOID.;

\_\_\_\_\_  
\_\_\_\_\_

4. Permit expires January 8, 2025, should the Industrial Camp need to remain on location, please contact Mackenzie County Planning and Development Department at (780) 928-3983 for a time extension.;
5. The Industrial Camp shall meet all National Building Code 2019 Alberta Edition requirements for Buildings and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit Null and Void.;
6. Comply with applicable legislation under the Public Health Act and obtain the appropriate approvals prior to commencement of development. Contact the Health Inspector at (780) 841-3252.;
7. PRIOR to the use of County road allowance, the developer must enter into a Road Allowance Use agreement with Mackenzie County. To enter into an agreement contact the Operations Department at the La Crete office at 780-928-3983.;
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. Mitigation measures must be in place, where applicable, in order to avoid water damage from potential seasonal flooding.;
13. No site work or grading shall take place on the site that will alter existing drainage patterns or contribute to the flooding or inundation of adjacent properties;
14. No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.;
15. The total site area (lot) shall have a positive surface drainage

\_\_\_\_\_  
\_\_\_\_\_

without adversely affecting the neighbouring properties.;

16. This permit approval is subject to the access to the property being constructed to County standards. PRIOR to installation of a new access or changing location of existing access, complete a Request to Construct an Access form by contacting the Operations Department for Mackenzie County at (780) 928-3983. Access to be constructed at the developers expense.;
17. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.;

## **CARRIED**

### **6. SUBDIVISIONS**

- a) **49-SUB-22 John & Helen Buller  
14.9 acres (Boundary Adjustment) in "A"  
Plan 152 5589, Block 1, Lot 1 (SW-34-105-15-W5M)  
(La Crete Rural)**

**MPC 23-01-005** **MOVED** by Tim Driedger

That Subdivision Application 49-SUB-22 in the name of John & Helen Buller on Plan 152 5589, Block 1, Lot 1\SW-34-105-15-W5M be APPROVED with the following conditions:

1. This approval is for a **TYPE B** boundary adjustment totalling 14.9 acres (6.02 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) Provision of municipal reserve in the form of money in lieu of land. Specific amount is based on 10% of the subject land and on the current market value in accordance with Policy DEV005. The current market value for this property is \$9,000 per acre. Municipal reserve is charged at 10%, which is \$900 per subdivided acre. **8.00 acres times \$900 equals \$7,200.00**
- k) **The Developer has the option to provide a market value appraisal of the existing parcel of land as of a specified date occurring within the 35-day period**

\_\_\_\_\_  
\_\_\_\_\_

**following the date on which the application for subdivision approval is made in accordance to the *Municipal Government Act* Section 667(1)(a);**

**CARRIED**

- b) 50-SUB-22 Boreal Housing Foundation  
0.19 acres (Boundary Adjustment/Creation of one new lot) In “H-R1” Plan 2938RS, Block 10, Lots 18 & 19  
(Fort Vermilion)**

**MPC 23-01-006 MOVED** by David Driedger

That Boundary Adjustment Application 50-SUB-22 in the name of Boreal Housing Foundation Plan 2938RS, Lots 8 & 9, Block 10 be APPROVED with the following conditions:

1. This approval is for a **boundary adjustment**, 0.19 acres (0.079 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) Provision of off-site levies and utility connection fees as required by the County as follows:

Hamlet Off-Site Levies (**Bylaw 319/02**) are imposed for the construction and maintenance of off-site municipal services, including:

- a) new or expanded facilities for the storage, transmission, treatment or supplying of water;
- b) new or expanded facilities for the treatment, movement or disposal of sanitary sewage;
- c) new or expanded storm sewage drainage facilities;
- d) new or expanded facilities for the storage, transfer, or disposal of waste;
- e) land required for or in connection with any facilities described in clauses (a) to (d); and
- f) Ongoing maintenance of the facilities described in clauses (a) to (d).

The levy is calculated at \$1,000.00 per lot. One (1) new lot at \$1,000 equals **\$1,000.00**.

Total Off-Site Levy = **\$1,000.00**.

\_\_\_\_\_  
\_\_\_\_\_

**CARRIED**

**c) 51-SUB-22 Philip & Gertrude Unrau  
14.00 acre Subdivision in "A"  
NW-11-106-13-W5M (La Crete Rural)**

**MPC 23-01-007** **MOVED** by David Driedger

That Subdivision Application 51-SUB-22 in the name of Philip & Gertrude Unrau NW 11-106-13-W5M be APPROVED with the following conditions:

1. This approval is for a **TYPE B** subdivision with one (1) 14 acre lot (5.66 hectares) in size.
2. Applicant/developer shall enter into and abide by a Development Agreement with Mackenzie County which shall contain, but is not limited to:
  - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality,
    - I. Any permanent buildings on the property must be constructed 2% above the grade of the road.
  - b) Mitigation measure must be in place in order to avoid water damage from potential pluvial flooding,
  - c) Provision of a road and access to both the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developer's expense,
  - d) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2015,
  - e) **Provision of a storm water management plan. Contact Planning and Development staff at (780) 928-3983 to discuss the requirements for your subdivision.**
  - f) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration,
  - g) Provision of utility rights-of-way as required by ATCO Electric, TELUS, Northern Lights Gas Co-op, and others,

\_\_\_\_\_  
\_\_\_\_\_

- h) Provision of and negotiations for utility rights-of-way and/or easements as required by utility companies. The Developer shall be responsible for any line relocation or correction costs that occur as a result of this development. Responses from utilities companies are shown in Schedule "C" hereto attached,
- i) **Mackenzie County shall not be held liable for any concerns, issues or damages related to and/or resulting from the water tables and any other water problems as a result of any low land levels of the proposed development. It is the responsibility of the developer to ensure that adequate drainage and other precautions are taken to avoid water seepage into the dwellings/basement and/or flooding of the basement, and/or any ancillary buildings.**
- j) **A caveat shall be registered on the title of the property; a minimum fill of two (2) feet above the grade of the road is required prior to any development as a preventative measure to mitigate any potential pluvial flooding.**

**CARRIED**

**7. MISCELLANEOUS ITEMS**

**a) MPC End of Year Development Stats**

**MPC 23-01-008** **MOVED** by David Driedger

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

**CARRIED**

**MPC 23-01-009** **MOVED** by Jacquie Bateman

That the amendment be made to the Hamlet Residential Country Residential "H-CR" zoning district in the Land Use Bylaw to amend the minimum lot size requirement from 1 acre to 1.5 acres.

**CARRIED**

**8. CLOSED MEETING**

\_\_\_\_\_  
\_\_\_\_\_

a) **None.**

**9. MEETING DATES**

- ❖ Thursday, February 9, 2023 @ 10:00 a.m. in La Crete
- ❖ Monday, February 27, 2023 @ 10:00 a.m. in Fort Vermilion
- ❖ Thursday, March 9, 2023 @ 10:00 a.m. in La Crete
- ❖ Thursday, March 23, 2023 @ 10:00 a.m. in Fort Vermilion

**10. ADJOURNMENT**

**MPC 23-01-010 MOVED** by Andrew O'Rourke

That the Municipal Planning Commission Meeting be adjourned at 11:16 a.m.

**CARRIED**

These minutes were adopted this 26<sup>th</sup> day of January, 2023.

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Erick Carter, Chair



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>January 25, 2023</b>
<b>Presented By:</b>	<b>James Thackray, Chief Administrative Officer</b>
<b>Title:</b>	<b>Information/Correspondence</b>

## **BACKGROUND / PROPOSAL:**

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

- 2023-01-19 REDI Letter of Support
- 2023-01-10 County of Vermilion River – End to Tax Break on Drilling
- 2022-11-22 Mackenzie County Library Board Meeting Minutes
- 2022-12-14 REDI Meeting Minutes
- 
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## **OPTIONS & BENEFITS:**

N/A

## **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

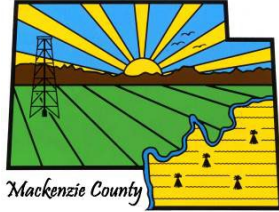
**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

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

**Author:** L. Flooren      **Reviewed by:** \_\_\_\_\_      **CAO:** \_\_\_\_\_





## 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

January 19, 2023

Jobs, Economy and Northern Development  
c/o NRED Program Manager  
13<sup>th</sup> Floor, Commerce Place  
10155-102 Street NW  
Edmonton, Alberta  
T5J 4G8

**RE: REDI NORTHWEST ALBERTA- NORTHERN AND REGIONAL ECONOMIC DEVELOPMENT (NRED) PROGRAM APPLICATION**

It is my pleasure, on behalf of Mackenzie County Council, to write a letter of support for the Regional Economic Development Initiative (REDI) Northwest Alberta NRED Program application.

Since it was formed in 2002, REDI has staunchly promoted our region to investors to boast a sustained and diversified economy to generate success and opportunity for all residents. With the NRED grant application, REDI is planning to take the work they have accomplished in previous years to the next level.

The region has many opportunities for investors, whether a local entrepreneur or a multinational company. REDI has been crucial in developing strategies to promote opportunities and enhance economic growth and diversification in Northwest Alberta.

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

Sincerely,

Joshua Knelsen  
Reeve  
Mackenzie County

c. Mackenzie County Council



January 10, 2023

Honourable Rebecca Schulz  
Minister of Municipal Affairs  
320 Legislature Building  
10800 – 97 Ave  
Edmonton, AB T5K 2B6

Dear Minister Schulz,

**Re: End to Tax Break on Drilling**

On October 19, 2020 the Alberta Government announced new wells and pipelines property tax exemption for 2021 to 2024.

The goal of this decision was that the property tax exemptions for the new wells and pipelines would be an incentive for new development activity. As we enter into 2023 we are now into the full effects of the Government of Alberta decision and the financial impacts it has had on Counties and Municipal Districts across Alberta.

Since the decision on the tax exemptions of October 2020 oil prices have rebounded and we feel the Government of Alberta should re-evaluate this exemption moving forward in 2023.

The below outlines the true cost to the County of Vermilion River not only due to the tax holiday but also in other financial areas where the County of Vermilion River has been hit hard:

- Lost tax revenue due to tax holiday 2021 = \$183,421; 2022 = \$257,336 for total combined for both years of \$440,757.

- Lost drilling tax is estimated to be \$400,000 per year based upon history below (Well Drilling Equipment Tax Rate Regulation was repealed December 31, 2020).

2021	\$ 27,932.88	December 2020 Accrual was processed in 2021.
2020	\$ 127,259.54	
2019	\$ 387,023.97	
2018	\$ 423,245.39	
2017	\$ 574,109.17	

- Police funding has increased each year up to \$697,034 since 2018
- MSI funding has been reduced by \$565,779/year when compared to 2018 level (pre COVID funding)
- Combined net effect of tax holidays, levy eliminations, increased expenditures for policing, reduced grant funding from Province = **\$1,883,191 per year** in negative effect on the County of Vermilion River finances.

As you can see the implication of the decisions made by the Government of Alberta in the past number of years has significantly impacted Rural Albertans in a time when our local economies are hurting and families are working hard to make ends meet.

Sincerely,



Stacey Hryciuk  
Reeve  
County of Vermilion River

Ccd: Premier Danielle Smith  
Minister of Energy Pete Guthrie  
Minister of Jobs, Economy and Northern Development Brian Jean  
MLA Vermilion-Lloydminster-Wainwright Garth Rowswell  
Alberta Counties, Municipal Districts and Rural Municipalities of Alberta

**Mackenzie County Library Board (MCLB)  
November 22, 2022 Board Meeting Minutes  
Fort Vermilion Library**

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

**Absent:** Steven Simpson.

**Guests:** Debbie Bueckert, Hope Warner.

**MCLB Organizational Meeting.**

The following positions were filled by acclamation:

Chair: Kayla Wardley.

Vice-chair: Tamie McLean.

Treasurer: Lorraine Peters.

Secretary: Wally Schroeder.

1.0 Kayla Wardley called the meeting to order at 6:13 pm.

2.0 **Approval of the Agenda:**

**MOTION #2022-10-01 Cameron Cardinal** moved the approval of the agenda as revised.

**CARRIED**

3.0 **Approval of the Minutes:**

**MOTION #2022-10-02 Lisa Wardley** moved the approval of the October 18/22 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 November 22/22:**

- Balance Forward \$ 114,027.41

- Total Revenues \$ 308,257.63

- Total Expenses \$ 306,956.19

- Bank Balance \$ 115,328.85

**MOTION #2022-10-03 Tamie McLean** moved the acceptance of the financial report.

**CARRIED**

5.2 **MCLB 2023 Budget Request:**

**MOTION #2022-10-04 Kayla Wardley** moved that the MCLB request the same operating budget of the County as in 2022. The amount is \$243,000.

**CARRIED**

5.3 **Fort Vermilion Library (FVL) Financial Report as of November 22/22:**

- Total Revenues \$ 73,596.77

- Total Expenses \$ 43,923.95

- Net Income \$ 29,672.82

- Bank Balance \$ 72,395.00

**MOTION #2022-10-05 Lisa Wardley** moved the acceptance of the financial report.

**CARRIED**

6.0 **Library Reports:**

6.1 **La Crete:**

- Circulation for September was 11,150.

- Financial report to Oct 3/22: Income 174K, Expenses 159 K.

- The library will be closed Dec 4/22 to Jan 2/23.

- The staff Christmas supper will be held Dec 5/22.

- Snow shovelers have been hired.

- The profit from the Salmon Grill was \$21,236. It was a sellout.

...2

**6.2 Fort Vermilion:**

- Checkouts and renewals totaled 469 in October.
- Five new patrons were added in October.
- 14 items were withdrawn and 39 were added.
- A book sale will be held at the end of November and the first 2 weeks of December.
- The reading challenge is continuing. Read 100 books and win a prize.
- Seasonal displays are being put up.
- A Christmas movie night is planned.

**6.3 Zama:**

- A wreath making event is planned and a Christmas tree is being put up.
- Home schoolers are using the library.
- Special events are planned nightly in December.
- Light up the park is also planned in December.

**6.4 Mackenzie County Library Consortium (MCLC):**

- Freegal will be updated to allow 8 hr. per day of streaming.
- Insignia has been updated.

**6.5 High Level:**

- Insignia does not allow entering High Level rural patrons.
- Over 500 came out for the Halloween night event.
- They are planning a Christmas snack night.
- The Purdys chocolates fundraiser is continuing.

**MOTION #2022-10-06 Cameron Cardinal** moved the acceptance of the library reports for information. **CARRIED**

**7.0 Old Business:**

**7.1 La Crete Library Expansion:**

**MOTION #2022-10-07 Lisa Wardley** moved to go **In camera** at 7:09 pm.

**CARRIED**

**MOTION #2022-10-08 Lorraine Peters** moved to come out of **In camera** at 7:35 pm

**CARRIED**

- The La Crete Library expansion was discussed.

**8.0 New Business:**

- None

**9.0 Correspondence:**

- None

**11.0 Next Meeting Date and Location: La Crete Library, January 10, 2023 at 6:30 p.m.** Pizza Supper Meeting

**12.0 Adjournment:**

**MOTION # 2022-10-09 Wally Schroeder** moved to adjourn the meeting at 8:01 p.m.

**CARRIED**

**These minutes were adopted this 10th day of January 2023.**

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**Chair: Kayla Wardley**



**Board Meeting & Organisational Meeting  
REDI Northwest Alberta  
Approved as Amended Minutes  
Video Conference Call - Zoom  
December 14, 2022  
6:00 REDI Meeting**

**MEETING MINUTES**

**REDI Board Members Present**

Lisa Wardley, Chair, Mackenzie County  
Michelle Farris, Vice-Chair, Town of Rainbow Lake  
Crystal McAteer, Secretary / Treasurer, Town of High Level  
Boyd Langford, Town of High Level  
Don Werner, Town of Rainbow Lake  
Josh Knelsen, Mackenzie County  
Thomas Simpson, Fort Vermilion Board of Trade  
Jasmine Light, Northern Lakes College

**Staff & Guests**

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 6:04 pm and declared quorum.

**2. REVIEW & ADOPTION OF THE AGENDA**

**Motion:** **Moved by Boyd Langford**  
That REDI accepts the agenda as amended to include the REDI manager contract in-camera.  
**Carried**

**3. MINUTES OF OCTOBER 26, 2022, MEETING**

**Motion:** **Moved by Michelle Farris**  
That the Minutes of the October 26, 2022, REDI Meeting be accepted as presented.  
**Carried**

**4. YEAR-TO-DATE FINANCIAL REPORT NOVEMBER 30, 2022**

**Motion:** **Moved by Jasmine Light**  
That the year-to-date November 30, 2022, Financial report be accepted as presented.  
**Carried**

**5. Managers & Chairs Report**

**Chairs Report Verbal**

On November 28, the REDA Chairs attended a meeting with the Ministries of Agriculture and Irrigation and Jobs, Economy & Northern Development to follow up on Minister Horner's

recent announcement on REDA funding for 2023. The meeting provided more information on funding details and processes.

**Manager Report**

The manager will speak as part of a panel at a breakout session at the Growing the North Conference in Grande Prairie. In November, the manager met with Lutecia Miller from Nine Irons indigenous clean energy company based out of Calgary. Initially born in Keg River, she lived in Rainbow Lake 20 years ago and is interested in hydrogen, power generation and low carbon portfolio. The Invest Alberta tour took place in the region during November 15-17. In January, the REDI manager will be undertaking a podcast with Paul Salvatore on the ten business cases. In April, there is also another speaking engagement at the EDA conference with the REDA managers. The topic is REDAvengers. In early November, the CanExport grant was submitted.

**Motion:** **Moved by Michelle Farris**  
That the Chair's and Manager's verbal report and expense claim be accepted as presented.  
**Carried**

**6. REDI Northwest Alberta Organizational Meeting – 2022**

The REDI Manager chaired the organizational meeting starting @ 6:14 pm

- i. Confirmation of REDI Executive**
  - a. Chair Lisa Wardley
  - b. Vice-Chair Michelle Farris
  - c. Secretary / Treasurer Crystal McAteer

**Motion:** **Moved by: Boyd Langford**  
That REDI Executive will be confirmed until the next reorganization meetings in November 2023.  
**CARRIED**

**Signing Authority**

- ii. REDI Signing Officers**

**Motion** **Moved by: Jasmine Light**  
That REDI signing officers be two of the following four people:

- 1. Secretary/Treasurer - Crystal McAteer
- 2. Chair - Lisa Wardley
- 3. Vice-Chair – Michelle Farris
- 4. REDI Manager: Andrew O'Rourke

**CARRIED**



### iii. Meeting Dates 2023

REDI will continue to have nine meetings annually, which will fall on the third Wednesday of each month.

- January 18, 2023
- February 15, 2023
- March 15, 2023
- April 19, 2023 (AGM)
- May 17, 2023
- June 21, 2023
- September 20, 2023
- October 18, 2023
- November 15, 2023 (Organizational Meeting)

**Motion:**

**Moved by: Lisa Wardley**

To Accept the following REDI meeting dates. All meetings start at 6:00 pm and will be located at the Town of High Level or via Zoom Video Conference.

**Carried**

Chair Wardley resumed chairing meeting @ 6:24 pm

## 7. NEW BUSINESS

### i. Three Economic Business Cases

Paul Salvatore completed the business case on Craft Canola Oil Production, I-Beams, Floor Joists, Tree Seedlings (Silviculture) and Coloured Bark Mulch. The three business cases based on lumber and forest reduces will be included in the MoveUp Magazine article on February 1.

### ii. Business Showcase – Investment Conference Initiative

With the completion of the ten business cases in 2022, REDI would like to create an event to showcase these opportunities and pave the way for local Investment. REDI wants to appeal to our local entrepreneurial spirit and present business opportunities under the five-million-dollar investment category. Building off our regional strengths and reducing the knowledge gap, this proposed project will entice local entrepreneurs to gain a foothold in new industries. The event, scheduled for April 18-19 in High Level, will include presentations by experts and entrepreneurs who have set up similar enterprises.

**Motion:**

**Moved by: Crystal McAteer**

That REDI creates a two-day investment showcase event in High Level on April 18-19 with a budget of \$25,000. Half of the budget must be raised from local banks interested in sponsoring speakers and CCEC.

**Carried**

**iii. Invest Alberta: Alberta Can Initiative**

The ‘Alberta CAN: Regional Investment Initiative’ is a collaborative venture that aims to raise Alberta’s profile as a high-impact, high-value investment destination. The initiative is designed to enhance investment attraction capacity, identify investment opportunities in all corners of the province, and provide an avenue for ongoing, mutually beneficial collaboration.

**Motion:** **Moved by: Thomas Simpson**  
That REDI will table the Alberta Can Initiative until later in 2023.  
**Carried**

**iv. Organic Alberta Directory Sponsorship**

**Motion:** **Moved by Don Werner**  
That REDI contributes \$250 toward our advertisement in the directory.  
**Carried**

**v. MoveUp Magazine (February 1, 2023)**

REDI put forward three business cases based on the forestry industry. I-Beams, Floor Joists, Tree Seedlings (Silviculture) and Coloured Bark Mulch. Thomas Simpson asked to provide a board member quote in the article. In addition, the piece should mention the business showcase event in High Level on April 18-19.

**vi. GIC Investments**

**Motion:** **Moved by Crystal McAteer**  
That REDI GIC Investment# 94941500714300 be reinvested for a 1-year term.  
**Carried**

**8. OLD BUSINESS**

**i. Digital Service Squad Update**

The project is currently dormant, with the option to extend the agreement into 2023/ 2024. The REDI manager will meet with Isaiah over the Christmas break to discuss his summer plans. Approximately 30 businesses received support through the program over the 2022 summer. REDI created a targeted advertisement program in September, but there has been no uptake from the business community. The DSS went door to door, speaking to businesses during the summer; this helped sell the program and encouraged companies to sign up.

**ii. REDA Funding (November 28)**

REDI will receive \$125,000 from Jobs, Economy & Northern Development for the 2023/2024 financial year. The Ministry of Agriculture and Irrigation also funds the REDAs within this grant.

### iii. Invest Alberta – REDI Region Nov 15-17

The REDI manager provided a full report on the Yuliia Marcinkoski, Invest Alberta tour of the region. Follow-up meetings and future opportunities will be explored with Invest Alberta over the coming months.

### iv. Verbal Report Updates

#### A) CanExport Grant

The REDI manager applied to CanExport for a \$70,000 project for 2023. REDI would be required to contribute 50% of the cost if approved. The project has five components; 1—An investigation into 11 industrial sites throughout the region. 2. Six community investment profiles. 3. Investment attraction video 4. Updating the value proposition for older REDI business cases 5. Websites updates.

#### B) Immigration Program

REDI decided to proceed with the community of High Levels immigration program if Tolko provided administrative support. Unfortunately, at this time, no progress has been made on the program application.

#### C) REDI Strategic Plan

The REDI manager is working on writing the Strategic Plan and hopefully will have the first draft available for the January meeting.

### v. REDI Manager Contract Negotiations

The REDI Board went in-camera at 7:45 pm to discuss manager contract negotiations. The REDI board returned @ 7:55 pm.

#### Motion:

**Moved by Boyd Langford**

That REDI Board Members Boyd Langford, Lisa Wardley and Crystal McAteer start contract negotiations with the REDI Manager and Community Futures Northwest Alberta.

**Carried**

## 9. ROUNDTABLE

**Jasmine Light** – NLC has its mobile trades trailer in High Level; they are starting pre-employment carpentry and pre-employment welding; the college is hiring a new welding instructor. If you know of anyone interested in the position. Also, if anyone wants a trailer tour, let Jasmine know, and she will organize it.

**Michelle Farris** – Highway 58 has been fixed, but we wonder if it is a temporary fix. Local people don't believe a culvert is installed as part of the fix; it might be all dug back up in spring.

**Thomas Simpson**– Midnight madness in early December was a success; 200 people enjoyed sleigh rides and a fireworks display. The FVBOT has planned its AGM for January 5. Thomas Simpson or Ray Toews will be attending REDI meetings in 2023 on behalf of FVBOT.

**Crystal McAteer** – Mackenzie House got the funding to renovate, but there is a significant delay in the doors and H-Vac system arriving in High Level due to supply chain issues.

**Don Werner** – Rainbow Lake is starting to pick up; there are two rigs at harvest. There is reclamation happening all winter. Cenovus has a rig up here also doing multiple pump changes. There is a 4-inch pipeline going into the top of the hill at CDR.

**Hayley Gavin** – The Town of High Level launched its strategic plan on November 30. A lot of work has been put into annexation, and Hayley will meet with the lands and property rights tribunal tomorrow, December 15. She will then prepare the file for Councils to review at the committee of the whole in January. The Town will hire a new planning and development officer, as Zachary will leave at the end of December.

**Lisa Wardley** – Mackenzie County is working with Paramount and Tolko on access road management for the Bistcho subregional plan. The AUP meeting for trail development went well, and we will be working with snowmobile clubs to build trails to lakes in our area. NWSAR has extended the three-year project with cameras for an extra year. The Chinchaga plan is nearing completion, expecting it at the end of January. The light up in Zama has over 18,000 lights in the park. The Invest Alberta tour of the region very much highlighted the need for site selection; Mackenzie County council will attend the EDA conference in April. The County is working with Little Red River on the 12-mile Reserve.

#### **10. ADJOURNMENT & NEXT MEETING**

The next REDI meeting will take place on January 18, 2023, at 6:00 pm in person.

**Motion:**

That the REDI meeting be adjourned at 7:58 pm.

**Carried**

**Moved by Crystal McAteer**

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Lisa Wardley Chair

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REDI Manager