




MACKENZIE COUNTY


REGULAR COUNCIL MEETING

**FEBRUARY 28, 2023
10:00 AM**

**FORT VERMILION COUNCIL
CHAMBERS**

 780.927.3718

 www.mackenziecounty.com

 4511-46 Avenue, Fort Vermilion

 office@mackenziecounty.com



Mackenzie County

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**Tuesday, February 28, 2023
10:00 a.m.**

Fort Vermilion Council Chambers

Fort Vermilion, Alberta

AGENDA

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CALL TO ORDER:	1.	a) Call to Order	
AGENDA:	2.	a) Adoption of Agenda	
ADOPTION OF PREVIOUS MINUTES:	3.	a) Minutes of the February 7, 2023 Regular Council Meeting	7
		b) Business Arising out of the Minutes	
		c)	
CLOSED MEETING:		<i>Freedom of Information and Protection of Privacy Act Division 2, Part 1 Exceptions to Disclosure</i>	
	4.	a) CAO Report (<i>FOIP Sections (16, 17, 23, and 24)</i>)	
		b) Inter Municipal Agreements (<i>FOIP Sections 21, and 23</i>)	
		c) Creation of a Municipally Controlled Corporation (<i>FOIP Sections 23, 24, 25, & 27</i>)	
		d)	
TENDERS:		Tender openings are scheduled for 11:00 a.m.	
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	6.	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	33

Land Use Bylaw Section 9.16.3

		b)		
		c)		
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UTILITIES:	14.	a)		
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PLANNING & DEVELOPMENT:	15.	a)	Bylaw 1281-23 Land Use Bylaw Amendment to Rezone Plan 972 3735, Lot 2 from Rural Country Residential 1 "RCR1" to Agricultural "A"	207
		b)	52-SUB-22 Countryside Residential Subdivision – Municipal Reserve (SE-10-106-15-W5M)	215
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ADMINISTRATION	16.	a)	Bylaw 1283-23 To Repeal Bylaw 1262-22 Water Services Franchise	227
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		b)		
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NOTICE OF MOTION: 20. a)

NEXT MEETING DATES: 21. a) Regular Council Meeting
March 7, 2023
10:00 a.m.
Fort Vermilion Council Chambers

b) Committee of the Whole Meeting
March 28, 2023
10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT: 22. a) Adjournment



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 28, 2023
Presented By:	Byron Peter, Interim Chief Administrative Officer
Title:	Minutes of the February 7, 2023 Regular Council Meeting

BACKGROUND / PROPOSAL:

Minutes of the February 7, 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:** L. Flooren **CAO:** _____

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the minutes of the February 7, 2023 Regular Council Meeting be adopted as presented.

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

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**Tuesday, February 7, 2023
10:00 a.m.**

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

PRESENT:

Josh Knelsen	Reeve
Walter Sarapuk	Deputy Reeve
Jacquie Bateman	Councillor
Peter F. Braun	Councillor (virtual)
Cameron Cardinal	Councillor (left the meeting at 2:42 p.m.)
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
Jennifer Batt	Director of Finance
Don Roberts	Director of Community Services
Caitlin Smith	Director of Planning and Agriculture
John Zacharias	Director of Utilities
Michael Stamhuis	Interim Director of Operations
Louise Flooren	Manager of Legislative & Support Services/ Recording Secretary
Ryleigh-Ray Wolfe	Environmental Planner

ALSO PRESENT:

Members of the Public
Annaliese Dyck and Darlene Bergen – Mackenzie Aquatic Society

Minutes of the Regular Council Meeting for Mackenzie County held on February 7, 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 23-02-093 **MOVED** by Councillor Wardley

That the agenda be adopted with the following additions:

7. a) Mackenzie Aquatic Society

CARRIED

ADOPTION OF PREVIOUS MINUTES: **3. a) Minutes of the January 25, 2023 Regular Council Meeting**

MOTION 23-02-094 **MOVED** by Councillor Peters

That the minutes of the January 25, 2023 Regular Council Meeting be adopted as presented.

CARRIED

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

None.

CLOSED MEETING: **4. Closed Meeting**

MOTION 23-02-095 **MOVED** by Councillor Peters

That Council move into a closed meeting at 10:03 a.m. to discuss the following:

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

CARRIED

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

- All Councillors Present

Administration left the closed meeting at 10:03 a.m.
James Thackray, Chief Administrative Officer rejoined the meeting at 10:52 a.m. and left the meeting at 11:20 a.m.
Byron Peters, Director of Projects and Infrastructure rejoined the meeting at 11:30 a.m.

Jennifer Batt, Director of Finance rejoined the meeting at 11:50 a.m.

Caitlin Smith, Director of Planning & Agriculture, Don Roberts, Director of Community Services, John Zacharias, Director of Utilities and Louise Flooren, Manager of Legislative & Support Services/Recording Secretary rejoined the meeting at 11:58 a.m.

CLOSED MEETING: 4. Closed Meeting

MOTION 23-02-096 MOVED by Councillor Derksen

That Council move out of a closed meeting at 12:02 p.m.

CARRIED

MOTION 23-02-097 MOVED by Councillor Bateman

That council accepts the resignation of James Thackray, Chief Administration Officer and that he be paid the outstanding amounts according to his employment contract with Mackenzie County.

CARRIED

MOTION 23-02-098 MOVED by Councillor Braun
Requires 2/3

That Byron Peters be appointed as the Interim Chief Administrative Officer effective February 7, 2023, with all of the powers, duties and responsibilities of the Chief Administrative Officer.

CARRIED

Reeve Knelsen recessed the meeting at 12:05 p.m. and reconvened the meeting at 12:40 p.m.

Councillor Bateman declared herself in conflict and left the meeting at 12:40 p.m. and rejoined the meeting at 1:03 p.m.

PUBLIC HEARINGS: 6. a) Bylaw 1270-22 – Land Use Bylaw Amendment to Amend the Regulations of Tarp Shelters in Section 8.59 and to amend Section 2.3 Definition of Tarp Shelter

Reeve Knelsen called the public hearing for Bylaw 1270-22 to order at 1:03 p.m.

Reeve Knelsen asked if the public hearing for proposed Bylaw 1270-22 was properly advertised. Caitlin Smith, Director of Planning & Agriculture answered that the Bylaw was advertised in accordance with the Municipal Government Act.

Reeve Knelsen asked the Development Authority to outline the proposed Bylaw Bylaw 1270-22 – Land Use Bylaw Amendment to Amend the Regulations of Tarp Shelters in Section 8.59 and to amend Section 2.3 Definition of Tarp Shelter.

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

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

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

8.59 Tarp Shelters in hamlet

8.59.1 A TARP SHELTER shall be considered a TEMPORARY structure for cold storage purposes only, if it is a principal use and may be considered a permanent use if accessory to a principal use.

8.59.2 An application for a DEVELOPMENT PERMIT for a TARP SHELTER shall specify a timeline for construction of a permanent building.

8.59.3 A DEVELOPMENT PERMIT for a TEMPORARY TARP SHELTER shall be for a two (2) year period with the option for renewal for a maximum of four (4) years.

8.59.3 A DEVELOPMENT PERMIT for a TEMPORARY TARP SHELTER in hamlet shall be for a one (1) year period with the option for annual renewal subject to fees as indicated in the Mackenzie County Fee Schedule Bylaw.

All applications shall include photos of the structure. The current definition of Tarp Shelter in Section 2 of the Land Use Bylaw is as follows:

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

The proposed definition of Tarp Shelter is as follows:

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

The Planning & Development staff will only consider new applications for tarp shelters in industrial and commercial districts within hamlet boundaries.

Tarp Shelters will be continued to be permitted or discretionary in the zonings that are currently a use in rural.

This item was taken to the Municipal Planning Commission where the following motion was made:

MPC 22-10-165 MOVED by William Wieler

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

CARRIED

The MPC discussed that to ensure that the tarp shelter is in good repair and acceptable esthetically, the planning staff go out to take pictures before granting a time extension.

This item was taken to Council on November 15, 2022 for first reading where it was passed with the following motion:

MOTION 22-11-805

MOVED by Councillor Wardley

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

CARRIED

Reeve Knelsen asked if Council has any questions of the proposed Bylaw 1270-22.

- *How many times can you renew for a temporary tarp shelter? You can renew every year and will be charged according to the fee schedule bylaw.*
- *Does this affect the industrial area for cold storage only? No it does not only for primary type buildings.*
- *Does the Municipal Planning Commission have the ability waive or modify a request. Yes for the future, existing temporary shelters are excluded.*
- *Can business' have a tarp shelter in the back to cold store items. Yes the Municipal Planning Commission can use their discretion.*

Reeve Knelsen asked if any submissions were received in regards to proposed Bylaw 1270-22. There were no submissions.

Reeve Knelsen asked if there was anyone present who would like to speak in regards to the proposed Bylaw 1270-22. There was no one present to speak to the proposed bylaw.

Reeve Knelsen closed the public hearing for Bylaw 1270-22 at 1:09 p.m.

MOTION 23-02-099

MOVED by Councillor Peters

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

CARRIED

MOTION 23-02-100 **MOVED** by Councillor Cardinal

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

CARRIED

PUBLIC HEARINGS: **6. 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”**

Reeve Knelsen called the public hearing for Bylaw 1275-23 to order at 1:09 p.m.

Reeve Knelsen asked if the public hearing for proposed Bylaw 1275-23 was properly advertised. Caitlin Smith, Director of Planning & Agriculture answered that the Bylaw was advertised in accordance with the Municipal Government Act.

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

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

Administration is requesting to rezone Plan 882 1512, Lot OT from La Crete Main Street “LC-MS” to La Crete Heavy Industrial “LC-HI”. The lot to be rezoned is 0.32 acres.

This lot is part of the 100A Street Project in La Crete.

The lot is currently owned by Mackenzie County and is being sold to the adjacent landowner, United Farmers of Alberta. The purchase agreement has been signed and the deposit has been made, in accordance with the agreement.

Overseeing the rezoning of this lot is included in the purchase agreement with United Farmers of Alberta.

The proposed Bylaw was presented for first reading by Council on January 10, 2023 where the following motion was made:

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

Reeve Knelsen asked if Council has any questions of the proposed Bylaw 1275-23.

- None

Reeve Knelsen asked if any submissions were received in regards to proposed Bylaw 1275-23. There were no submissions.

Reeve Knelsen asked if there was anyone present who would like to speak in regards to the proposed Bylaw 1275-23. There was no one present to speak to the proposed bylaw.

Reeve Knelsen closed the public hearing for Bylaw 1275-23 at 1:10 p.m.

MOTION 23-02-101 **MOVED** by Councillor Wardley

That second 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" in order to amalgamate with the adjacent lot.

CARRIED

MOTION 23-02-102 **MOVED** by Councillor Driedger

That third 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” in order to amalgamate with the adjacent lot.

CARRIED

PUBLIC HEARINGS: 6. 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”

Reeve Knelsen called the public hearing for Bylaw 1276-23 to order at 1:10 p.m.

Reeve Knelsen asked if the public hearing for proposed Bylaw 1276-23 was properly advertised. Caitlin Smith, Director of Planning & Agriculture answered that the Bylaw was advertised in accordance with the Municipal Government Act.

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

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

Administration is requesting to rezone Plan 852 0927, Lot OT from La Crete Main Street “LC-MS” to La Crete Heavy Industrial “LC-HI”. The lot to be rezoned is 0.32 acres.

This lot is part of the 100A Street Project in La Crete.

The lot is currently owned by Mackenzie County and is being sold to the adjacent landowner, United Farmers of Alberta. The purchase agreement has been signed and the deposit has been made, in accordance with the agreement.

Overseeing the rezoning of this lot is included in the purchase agreement with United Farmers of Alberta.

The proposed Bylaw was presented for first reading by Council on January 10, 2023 where the following motion was made:

MOTION 23-01-031

MOVED by Councillor Braun

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

Reeve Knelsen asked if Council has any questions of the proposed Bylaw 1276-23.

- None

Reeve Knelsen asked if any submissions were received in regards to proposed Bylaw 1276-23. There were no submissions.

Reeve Knelsen asked if there was anyone present who would like to speak in regards to the proposed Bylaw 1276-23. There was no one present to speak to the proposed bylaw.

Reeve Knelsen closed the public hearing for Bylaw 1276-23 at 1:11 p.m.

MOTION 23-02-103

MOVED by Councillor Wardley

That second 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" in order to amalgamate with the adjacent lot.

CARRIED

MOTION 23-02-104

MOVED by Councillor Derksen

That third 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" in order to amalgamate with the adjacent lot.

CARRIED

DELEGATIONS:

7. a) Mackenzie Aquatic Society (ADDITION)

COMMUNITY SERVICES:

10. b) Mackenzie Aquatic Society Request for Grant Support

MOTION 23-02-105
Requires 2/3

MOVED by Councillor Bateman

That Mackenzie County proceeds with a grant application to the Green & Inclusive Community Building program for the Mackenzie Community Recreation Center in La Crete.

CARRIED

MOTION 23-02-106
Requires 2/3

MOVED By Councillor Wardley

That Mackenzie County commit to \$5M in municipal funding by means of Borrowing Bylaw towards local funding required to complete this project as per motion 18-06-472 to complete the Mackenzie Community Recreation Center project.

CARRIED

MOTION 23-02-107

MOVED by Councillor Derksen

That administration be authorized to further assist the Mackenzie Community Recreation Center with issuing charitable donations receipts to individuals/companies donating funds to the Mackenzie Community Recreation Center.

CARRIED

Reeve Knelsen recessed the meeting at 1:48 pm. and reconvened the meeting at 1:53 a.m.

ADMINISTRATION:

16. a) Queen's Platinum Jubilee Medal Presentation

MOTION 23-02-108

MOVED by Councillor Cardinal

That the Reeve's presentation on behalf of the Lieutenant Governor of Alberta for the Queen's Platinum Jubilee Medal presentations to the following employees be accepted:

- Jennifer Batt
- Byron Peters
- Don Roberts
- Caitlin Smith
- John Zacharias

CARRIED

CLOSED MEETING: 4. Closed Meeting

MOTION 23-02-109 MOVED by Councillor Wardley

That Council move into a closed meeting at 1:55 p.m. to discuss the following:

- 4.a) Review of Proposal Call Documents: Township Road 1102 and Range Road 154 (FOIP Sections 23, 24, 25 and 27)
- 4.c) Union Negotiations (FOIP Sections 23, 24 and 27)
- 4.d) Zama Land Expansion (FOIP Sections 21 and 23)

CARRIED

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

- All Councillors Present
- Byron Peters, Director of Projects and Infrastructure
- Jennifer Batt, Director of Finance
- Don Roberts, Director of Community Services
- Caitlin Smith, Director of Planning and Agriculture
- John Zacharias, Director of Utilities
- Michael Stamhuis, Interim Director of Operations
- Louise Flooren, Manager of Legislative & Support Services/ Recording Secretary
- Ryleigh-Raye Wolfe, Environmental Planner

Ryleigh-Raye Wolfe left the meeting at 2:25 p.m.
Councillor Cardinal left the meeting at 2:42 p.m.

MOTION 23-02-110 MOVED by Councillor Wardley

That Council move out of a closed meeting at 3:10 p.m.

CARRIED

CLOSED MEETING: 4. a) Review of Proposal Call Documents: Township Road 1102 and Range Road 154

MOTION 23-02-111 MOVED by Deputy Reeve Sarapuk

That the Review of Proposal Call Documents: Township Road 1102 and Range Road 154 be amended as discussed.

CARRIED

CLOSED MEETING: 4. c) Union Negotiations

MOTION 23-02-112 MOVED by Councillor Peters

That Council adopt and approve the Alberta Union of Provincial Employees (AUPE) tentative agreement that was reached on February 1, 2023.

CARRIED

CLOSED MEETING: 4. d) Zama Land Expansion

MOTION 23-02-113 MOVED by Councillor Wardley

That the Zama Land Expansion discussion be received for information.

CARRIED

GENERAL REPORTS: 8. a) Mitigation Conditional Grant Agreement – Interest Revenue.

MOTION 23-02-114 MOVED by Councillor Bateman
Requires 2/3

That the 2022 Capital Budget be amended by \$64,181 for the FV – Flood Mitigation project with funding coming from public auction sale, and interest earned in the fourth quarter of 2022.

CARRIED

GENERAL REPORTS: 8. b) None

AGRICULTURE SERVICES: 9. a) Bylaw 1271-22 Wild Boar Bylaw

MOTION 23-02-115 MOVED by Councillor Bateman

That third and final reading be given to Bylaw 1271-22 the Mackenzie County Wild Boar Bylaw as amended.

CARRIED

**AGRICULTURE
SERVICES:**

9. b) Draft Agricultural Land Leases – Request for Proposals

MOTION 23-02-116

MOVED by Councillor Peters

That administration move forward with the advertising Request for Proposals for all eligible property.

CARRIED

**AGRICULTURE
SERVICES:**

9. c) Draft Roadside Mowing Tender 2023-2025

MOTION 23-02-117

MOVED by Councillor Bateman

That administration is authorized to move forward with tendering the Roadside Mowing for a three year contract plus a 1 year option.

CARRIED

**COMMUNITY
SERVICES:**

10. a) Appointment of Fire Chief and Deputy Fire Chief – All Departments

MOTION 23-02-118

MOVED by Councillor Wardley

That Shawn Hiltz be appointed as the Zama Fire Chief for a two-year term effective February 7, 2023.

CARRIED

MOTION 23-02-119

MOVED by Councillor Bateman

That Roxanne Tarr be appointed as the Zama Deputy Fire Chief for a two-year term effective February 7, 2023.

CARRIED

MOTION 23-02-120

MOVED by Councillor Smith

That Neil Simpson be appointed as the Fort Vermilion Fire Chief for a further 2-year term effective February 7, 2023.

CARRIED

MOTION 23-02-121 **MOVED** by Deputy Reeve Sarapuk

That Frank Fehr be appointed as the Fort Vermilion Deputy Fire Chief for a 2-year term effective February 7, 2023.

CARRIED

MOTION 23-02-122 **MOVED** by Councillor Peters

That Peter Wiebe be appointed as the La Crete Fire Chief for a further 2-year term. effective February 7, 2023.

CARRIED

MOTION 23-02-123 **MOVED** by Councillor Bateman

That Philip Krahn be appointed as the La Crete Deputy Fire Chief for a 2-year term. effective February 7, 2023.

CARRIED

FINANCE: **11. a) Policy FIN011 Accounts Receivable/Utility Collections - Amendment**

MOTION 23-02-124 **MOVED** by Councillor Wardley

That Policy FIN011 Accounts Receivable/Utility Collections be amended as presented.

CARRIED

FINANCE: **11. b) Customer #241859 - Finance Charge Write off Request**

MOTION 23-02-125 **MOVED** by Councillor Bateman
Requires 2/3

That the finance charges in the amount of \$1,366.67 be written off for customer #241859.

CARRIED

FINANCE: **11. c) 2022 Uncollectible Taxes**

MOTION 23-02-126 **MOVED** by Councillor Wardley

Requires 2/3

That the levies & penalties in the amount of \$134,086.87 in Schedule "A" be written off.

CARRIED

FINANCE:

11. d) 2022 Uncollectible Utility and Accounts Receivable Accounts

MOTION 23-02-127

Requires 2/3

MOVED by Deputy Reeve Sarapuk

That the outstanding amount of \$39,092.26 in Schedule #1 for accounts receivable accounts be written off.

CARRIED

MOTION 23-02-128

Requires 2/3

MOVED by Councillor Wardley

That the outstanding amount of \$12,228.79 in Schedule #2 for fire services be transferred to tax roll #074943.

CARRIED

FINANCE:

11. e) Disaster Recovery Program – 2021 Update January Report

MOTION 23-02-129

MOVED by Councillor Driedger

That the outstanding 2021 Disaster Recovery Program January 2023 update report be received for information.

CARRIED

Reeve Knelsen recessed the meeting at 4:00 p.m. and reconvened the meeting at 4:16 p.m.

PROJECTS & INFRASTRUCTURE:

12. a) None

OPERATIONS:

13. a) None

UTILITIES:

14. a) Policy UT006 Municipal Rural Water Servicing & Policy UT004 Utility Connections

MOTION 23-02-130

MOVED by Councillor Bateman

That Policy UT006 Municipal Rural Water Servicing be amended as presented.

CARRIED

MOTION 23-02-131 **MOVED** by Councillor Wardley

That Policy UT004 Utility Connections be amended as presented.

CARRIED

**PLANNING &
DEVELOPMENT:**

15. a) Bylaw 1280-23 Land Use Bylaw Amendment to Rezone Part of NW 24-107-14-W5M from Agricultural “A” to Rural Industrial General “RIG”

MOTION 23-02-132 **MOVED** by Councillor Wardley

That first reading be given to Bylaw 1280-23 being a Land Use Bylaw Amendment to rezone Part of NW 24-107-14-W5M from Agricultural “A” to Rural Industrial General “RIG”, subject to public hearing input.

CARRIED

**PLANNING &
DEVELOPMENT:**

15. b) Consideration for New Zoning District for Rural Residential Acreages from Agricultural “A” Land

MOTION 23-02-133 **MOVED** by Councillor Wardley

That administration create a new zoning district to alleviate concerns regarding agricultural use on residential acreages.

CARRIED

**PLANNING &
DEVELOPMENT:**

15. c) Speed Limit Reduction and Restricted Use of Engine Retardant Brakes on Township Road 1052

MOTION 23-02-134 **MOVED** by Councillor Bateman

That the Speed Limit Reduction and Restricted Use of Engine Retardant Brakes on Township Road 1052 be received for information.

CARRIED

**PLANNING &
DEVELOPMENT:**

15. d) Policy FIN035 Municipal Land Sales

MOTION 23-02-135

MOVED by Councillor Bateman

That Mackenzie County Council adopts Policy FIN035 Municipal Land Sales as presented.

CARRIED

ADMINISTRATION:

16. b) La Crete Health Committee – Request for Letter of Support

MOTION 23-02-136

MOVED by Councillor Peters

That a letter of support be provided to the La Crete Health Committee for the Rural Health Professions Action Plan (RhPAP) Rhapsody Rural Physician Award for their nomination of a local physician.

CARRIED

**COMMITTEE OF THE
WHOLE ITEMS:**

17. a) Business Arising out of Committee of the Whole

None

**COUNCIL
COMMITTEE
REPORTS:**

18. a) Rural Municipalities of Alberta (RMA) Zone

MOTION 23-02-137

MOVED by Councillor Wardley

That administration write a letter of support in regards to Highway 686 from Peerless Lake to Fort McMurray.

CARRIED

**COUNCIL
COMMITTEE
REPORTS:**

18. b) Forest Capital of Canada 2024: Call for Proposals

MOTION 23-02-138

MOVED by Councillor Wardley

That Mackenzie County initiate an application for the Forest Capital of Canada 2024: Call for Proposals.

CARRIED

**COUNCIL
COMMITTEE
REPORTS:**

18. c) Rural Municipalities of Alberta (RMA) Zone

MOTION 23-02-139

MOVED by Councillor Smith

That an emergent resolution be brought to the Rural Municipalities of Alberta zone meeting regarding national model codes.

CARRIED

MOTION 23-02-140

MOVED by Councillor Deputy Reeve Sarapuk

That the Council Committee Reports be received for information.

CARRIED

**INFORMATION/
CORRESPONDENCE:**

19. a) Information/Correspondence

MOTION 23-02-141

MOVED by Deputy Reeve Sarapuk

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

Regular Council Meeting
February 28, 2023
10:00 a.m.
Fort Vermilion Council Chambers

Regular Council Meeting
March 7, 2023

10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT: **22. a) Adjournment**

MOTION 23-02-142 **MOVED** by Councillor Smith

That the Council meeting be adjourned at 5:22 p.m.

CARRIED

These minutes will be presented for approval at the February 28, 2023 Regular Council Meeting.

Josh Knelsen
Reeve

Byron Peters
Interim Chief Administrative Officer

UNAPPROVED



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 28, 2023
Presented By:	Mike Stamhuis, Interim Director of Operations
Title:	TENDERS 2023 Regravelling Program

BACKGROUND / PROPOSAL:

Administration prepared and advertised the 2023 Regravelling Program – Request for Tenders'. Submissions were due at Fort Vermilion County office February 23, 2023 at 4:30 p.m.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

2023 Operating Budget, total of \$ 1,700,000.

SUSTAINABILITY PLAN:

COMMUNICATION/PUBLIC PARTICIPATION:

Successful bidder(s) will be notified.

POLICY REFERENCES:

Policy FIN025 Purchasing Authority Directive and Tendering Process

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

RECOMMENDED ACTION:

Motion 1:

Simple Majority Requires 2/3 Requires Unanimous

That the 2023 Regravelling Program Tenders – Envelope #1 be opened.

Motion 2: (if required)

Simple Majority Requires 2/3 Requires Unanimous

That the unqualified 2023 Regravelling Program Tenders be returned to the senders without opening Envelope #2.

Motion 3:

Simple Majority Requires 2/3 Requires Unanimous

That the 2023 Regravelling Program Tenders - Envelope #2 be opened for the qualified bidders.

Motion 4:

Simple Majority Requires 2/3 Requires Unanimous

That the 2023 Regravelling Program contract(s) be awarded to the lowest bidder(s) while staying within budget.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 28, 2023
Presented By:	Mike Stamhuis, Interim Director of Operations
Title:	TENDERS 27th Baseline Road Reconstruction (TWP 1050) From Highway 697 to Range Road 145

BACKGROUND / PROPOSAL:

Administration prepared and advertised the “27th Baseline Road Reconstruction Project” – Request for Tenders’. Submissions were due at Fort Vermilion County office February 23, 2023 at 4:30 p.m.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

2023 Budget, total of \$700,000 carried forward from the 2022 budget.

SUSTAINABILITY PLAN:

COMMUNICATION/PUBLIC PARTICIPATION:

Successful bidder will be notified.

POLICY REFERENCES:

Policy FIN025 Purchasing Authority Directive and Tendering Process

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

RECOMMENDED ACTION:

Motion 1:

- Simple Majority Requires 2/3 Requires Unanimous

That the 27th Baseline Road Reconstruction Tenders – Envelope #1 be opened.

Motion 2: (if required)

- Simple Majority Requires 2/3 Requires Unanimous

That the unqualified 27th Baseline Road Reconstruction Tenders be returned to the senders without opening Envelope #2.

Motion 3:

- Simple Majority Requires 2/3 Requires Unanimous

That the 27th Baseline Road Reconstruction Tenders - Envelope #2 be opened for the qualified bidders.

Motion 4:

- Simple Majority Requires 2/3 Requires Unanimous

That the 27th Baseline Road Reconstruction contract be awarded to the lowest bidder while staying within budget.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 28, 2023
Presented By:	Caitlin Smith, Director of Planning & Agriculture
Title:	Public Hearing Bylaw 1279-23 Land Use Bylaw Amendment to increase the minimum lot size regulation in the Hamlet Country Residential “H-CR” district in the Land Use Bylaw Section 9.16.3

BACKGROUND / PROPOSAL:

Mackenzie County administration has been directed by the Municipal Planning Commission to propose a change to the minimum lot size requirement on 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 that are zoned Hamlet Country Residential “H-CR”. The subdivisions in La Crete are the Frank Goertzen 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 restrict further subdivision of existing lots in these subdivisions.

The existing infrastructure could be challenged with added 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 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 Residential “H-CR” zoning district in the Land Use Bylaw to amend the minimum lot size requirement from 1 acre to 1.5 acres.

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

CARRIED

This item was taken to Council on January 25, 2023 for first reading where it was passed with the following motion:

MOTION 23-01-073 **MOVED** by Councillor Wardley

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.

CARRIED

OPTIONS & BENEFITS:

Options are to pass second or third reading, or table for more information.

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:

The bylaw revision has been advertised as per MGA requirements.

RECOMMENDED ACTION:

Motion 1:

Simple Majority Requires 2/3 Requires Unanimous

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

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

Motion 2:

Simple Majority Requires 2/3 Requires Unanimous

That third reading be given to Bylaw 1279-23 being a Land Use Bylaw Amendment to increase the minimum lot size regulation in the Hamlet Country Residential "H-CR", zoning district in the Land Use Bylaw Section 9.16.3.

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 increasing 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 sizes 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 an increase of minimum lot size requirements within the Hamlet Country Residential (H-CR) District:

Hamlet Country Residential (H-CR)

Regulation	Standard
Lot Area	
Min	0.4ha (1.0 acre) 0.6ha (1.5 acres)
Max	1.0ha (2.5 acres)
Min. Setback from Highway, Road or undeveloped Road Allowance	
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	
Min. Setback	
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 25th day of January, 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

Byron Peters
Interim Chief Administrative Officer

Mackenzie County

PUBLIC HEARING FOR LAND USE BYLAW AMENDMENT

BYLAW 1279-23

Order of Presentation

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

_____ Was the Public Hearing properly advertised?

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

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

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

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

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

_____ This Hearing is now closed at _____.

REMARKS/COMMENTS:



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 28, 2023
Presented By:	Byron Peters, Interim, Chief Administrative Officer
Title:	Catalis Asset Management Presentation - Bruce Yong Li

BACKGROUND / PROPOSAL:

Munisight has been rebranded as Catalis. Bruce Yong Li will be presenting a condensed report on Asset Management as it pertains to Mackenzie County. Bruce has been working closely with Administration on projects stemming from the grant we received in 2021.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

ADM059 Asset Management

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

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the Catalis asset management presentation be received for information.

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

CATALIS™



Mackenzie County

Council Presentation

Agenda

- 5 Questions from Asset Management Plan
- Staff Requirements
- Recent Projects
- Additional Training

CATALIS[®]



Asset Management Plan

- There were 5 questions laid out in the Asset Management Plan as follows:
 1. Asset Inventory – What are the assets, and where are they?
 2. State of Infrastructure – What condition are the assets in?
 3. Level of Service – What level of service do the assets deliver? Is there any level of service deficiencies?
 4. Risk – What is the impact of these assets failing?
 5. Financial – How much would it cost to replace?

CATALIS



Asset Management Plan

1. Asset Inventory – What are the assets, and where are they?

The assets Mackenzie County takes care of fall under 5 main categories. They are listed below as:

- Road Network
- Water Network
- Sanitary Network
- Storm Network
- Buildings

All assets within these networks are tracked in terms of location and physical attributes.

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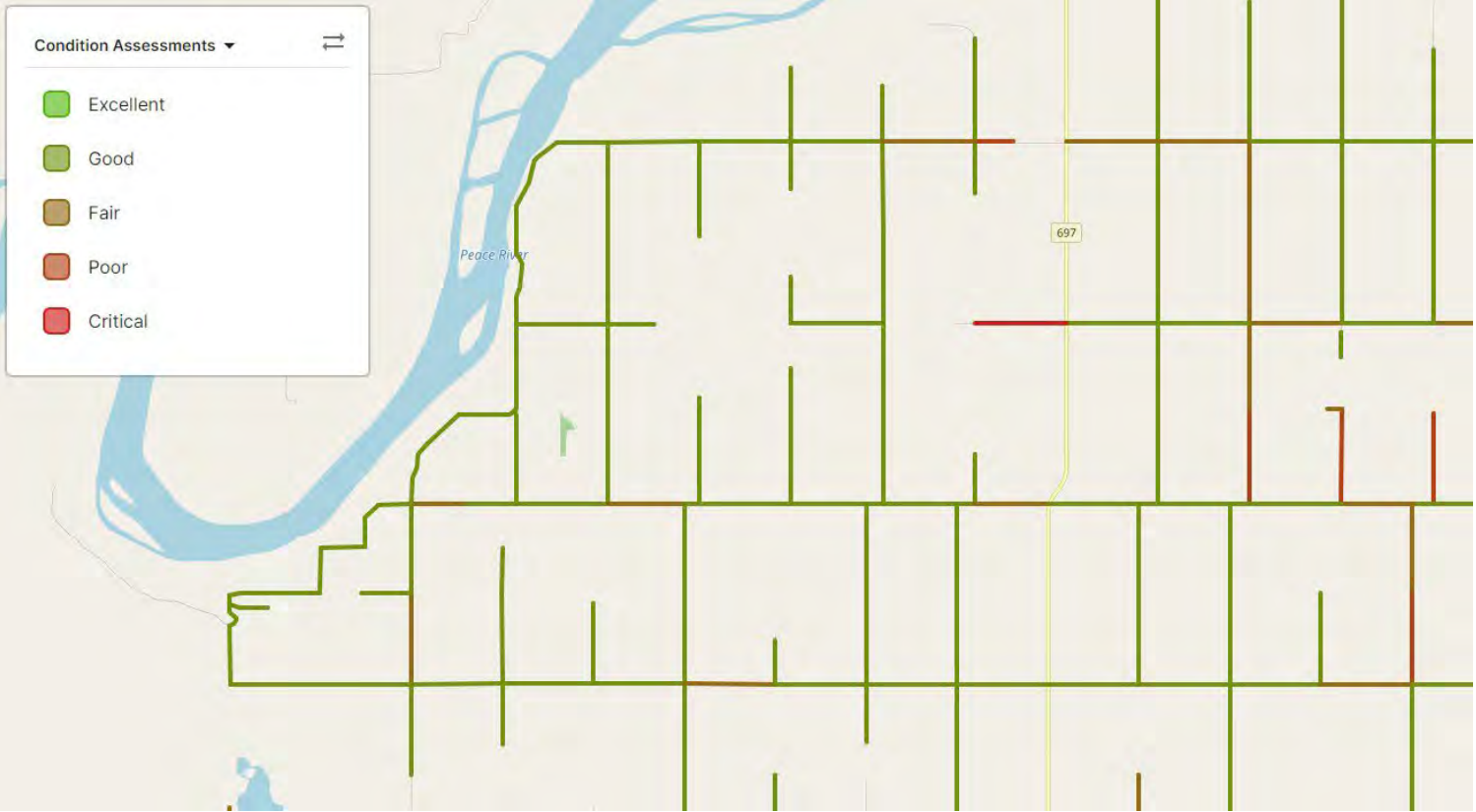
Asset Management Plan

2. State of Infrastructure – What condition are the assets in?

This is in regard to what condition those assets are in. They are guided on a number scale of 1-5 with 1 being Excellent and 5 being critical. It is laid out below with examples:

1 – Excellent	2 – Good	3 – Fair	4 – Poor	5 – Critical
Brand new road	>0.25cm cracks along edges of road and slight rutting	Small potholes starting to appear, corrugations on >25% of the road	Bumpy ride, dodging potholes slightly, severe cracking over 50% of the road	Unable to go speed limit for safety concerns, multitude of defects affecting the road

Asset Management Plan



CATALIS



Asset Management Plan

3. Level of Service – What level of service do the assets deliver? Is there any level of service deficiencies?

Defined level of service is what you want the asset to deliver in terms of service to your ratepayers. It can be as simple as safe driving down a road. Setting standards of level of service can help with prioritization of resources based on differentiating levels of service.

- Safe reliable transportation on bridges
 - How many outages are there a year per bridge?
 - Is the bridge smooth to drive on?
 - Is the weight restriction hindering travel much?
- Reliable storm water system that can convey water away from road surface
 - Are the culverts draining properly?
 - Are the storm mains draining properly?
 - How many requests are coming in about improper drainage a year?

CATALIS



Asset Management Plan

4. Risk – What is the impact of these assets failing?

Risk is measured by two criteria of impact and likelihood. The more likely an event is to happen as well as how impactful the event is when it happens are the criteria when assessing asset risk. Several factors would go into risk such as age, condition, maintenance schedule, usage, and more when discussing the risk of an asset.

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Asset Management Plan

5. Financial – How much would it cost to replace?

Every asset has a cost of replacement. Whether it be a per unit cost such as a water valve, or a per unit length cost such as stretches of road. Many factors are taken into account, and replacement models are created to generate as accurate values for replacement of networks as possible.

CATALIS



Staff Requirements

The expectation from staff in Asset Management ranges from anyone in the field collecting data specifically, to regular Public Works maintenance/projects to administrative staff maneuvering through the data.

Asset Management is an ongoing front with regards to:

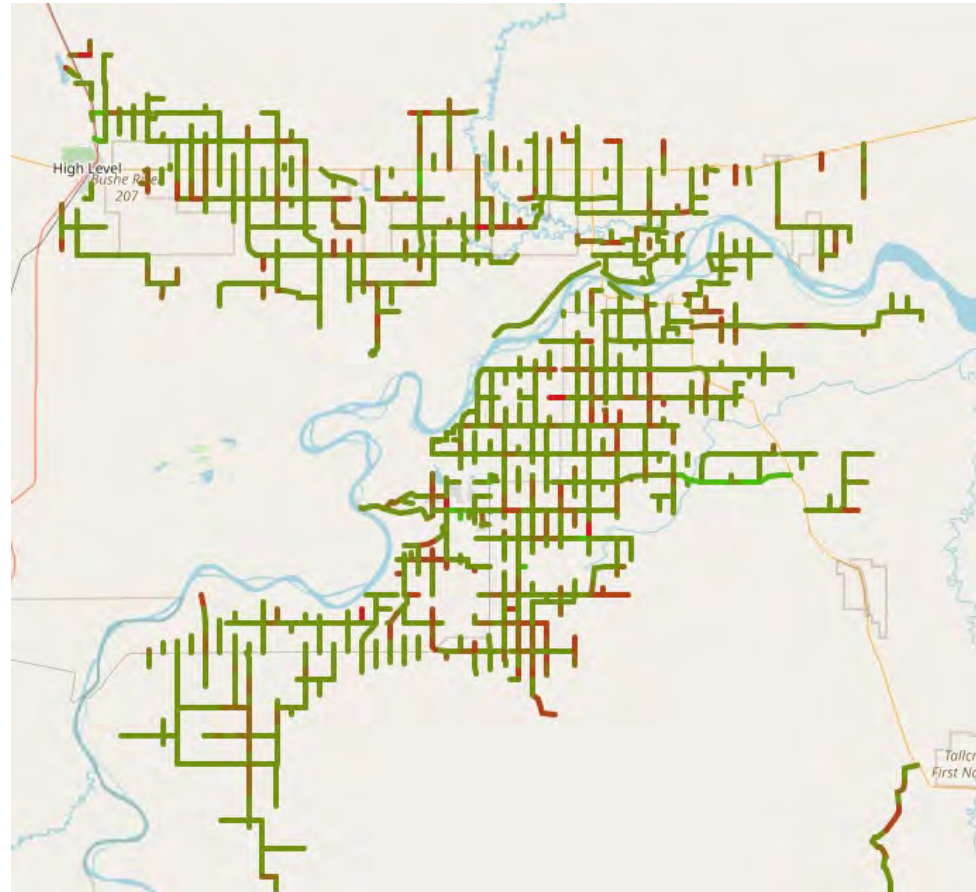
- Data Collection
- Data Maintenance
- Documentation
- Financial Budgeting
- Short/Long Term Plans (Financial & Tangible Projects)

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Recent Projects

In recent memory, some projects substantial to the progression of Asset Management for Mackenzie County were the Rural Road Study and mass culvert data collection.



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Asset Management Training

- Catalis Provided Risk Workshop (18 GSH)
- Catalis Provided Level of Service Workshop (19 GSH)
- Catalis Academy (Free!)
- CNAM Organization (Canada Wide)
- IAMA Organization (Alberta Specific)
- PEMAC Organization (Ontario Specific)

CATALIS



Questions?



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Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 28th, 2023
Presented By:	Don Roberts, Director of Community Services
Title:	Mackenzie County Emergency Advisory Committee – Meeting Date

BACKGROUND / PROPOSAL:

Mackenzie County Emergency Advisory Committee is appointed by bylaw, and that bylaw according to the Emergency Management Act and the Local Authority Emergency Management Regulation should address the following:

- Set out the purpose of the committee both during and outside emergencies.
- Establish that the committee provides guidance and direction to the **Emergency Management Agency**.
- Establish procedures that must be followed when declaring a state of local emergency.
- Identify the committee membership and chair by title or position.
- Set out a minimum **meeting frequency**, which must be at **least once per year**.
- Outline quorum and procedural requirements for decision making, unless they are set out in another bylaw.

Our current Bylaws and Policies are outdated and require amendments.

OPTIONS & BENEFITS:

Administration is requesting Council set a date for a meeting presently to review/amend/abolish Bylaws and Policies as required.

Although this meeting is not intended to focus on what has gone wrong within the last few years when dealing with disasters but rather concentrating on putting legislation and procedures in place with an emphasis on understanding the accountability and responsibility of both Council and Administration in the event of the next disaster.

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

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

POLICY REFERENCES:

- BYLAW NO. 1090-18 Regional Emergency Management Bylaw
- BYLAW NO. 1151-19 To Establish Director and Deputy Director of Emergency Management Agency
- EMR002 Disaster Emergency Response Services
- Emergency Management Act
- Local Authority Emergency Management Regulation

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

For the Mackenzie County Emergency Advisory Committee to set a meeting date of _____ at _____ am/pm.

Author: _____ Reviewed by: _____ CAO: _____

Local Authority Emergency Management Regulation

Summary

When will the Local Authority Emergency Management Regulation come into force?

The regulation will come into force on January 1, 2020. Local authorities must meet the requirements for emergency advisory committees, emergency management agencies, regional collaboration, and emergency management plans by January 1, 2020.

Specific timelines for training and exercise requirements are outlined below.

Emergency Advisory Committees

The emergency advisory committee must be appointed by bylaw, and that bylaw must at a minimum:

- Set out the purpose of the committee both during and outside emergencies.
- Establish that the committee provides guidance and direction to the emergency management agency.
- Establish procedures that must be followed when declaring a state of local emergency.
- Identify the committee membership and chair by title or position.
- Set out a minimum meeting frequency, which must be at least once per year.
- Outline quorum and procedural requirements for decision making, unless they are set out in another bylaw.

Emergency Management Agencies

The emergency management agency must be established by bylaw, and that bylaw must at a minimum:

- Set out the responsibilities of the agency.
- Appoint a person as the director of emergency management, or state that a person who holds a specified position or title is appointed as the director of emergency management by virtue of holding that title or position.
- State that the agency is responsible for the administration of the local authority's emergency management program.
- Identify how often the agency must report to the emergency advisory committee on agency activities, which must be at least once per year and include an update on the agency's review of the emergency plan.
- State that the command, control, and coordination system prescribed by the Managing Director will be used by the agency.
- Indicate if the agency is acting on behalf of more than one local authority, and identify these local authorities.

The Managing Director of Alberta Emergency Management Agency will prescribe a command, control, and coordination system that must be used by emergency management agencies. This system will be identified through a notice posted at aema.alberta.ca.

Regional Collaboration

- If a local authority has delegated some or all of their powers under the *Emergency Management Act* to a regional services commission or joint committee, the local authority must establish a bylaw setting out the powers and duties which have been delegated.
- If the local authority has delegated powers to a regional services commission, their bylaw must indicate whether the local authority will maintain an independent emergency management agency.
- When summer villages delegate powers and duties under the *Emergency Management Act* to another local authority, the local authority accepting the delegation of the summer village may delegate the powers to a council committee.
- When a summer village delegates powers and duties under the *Emergency Management Act* to another local authority, the summer village and the local authority must establish in bylaw which powers and duties have been delegated and accepted.

Training Requirements

Training requirements will be prescribed by the Managing Director by posting a notice at aema.alberta.ca. The requirements are as follows:

Elected Officials

Must complete the following course within 90 days of taking their official oath, or by January 1, 2021:

- The Municipal Elected Officials Course

Directors of Emergency Management

Must complete the following courses within 18 months of being appointed, or by July 1, 2020:

- Basic Emergency Management,
- Incident Command System (ICS) 100, 200, and 300
- The Director of Emergency Management Course

Municipal Staff

Staff who have been assigned responsibilities respecting the implementation of the emergency plan must complete the following courses within six months of being identified for this role, or by January 1, 2020:

- Basic Emergency Management
- ICS 100

The Managing Director of Alberta Emergency Management Agency may grant exemptions or extensions in some exceptional cases, and may approve alternative courses. For more information, please visit aema.alberta.ca or speak to your field officer.

Emergency Management Plans

The emergency management agency must review the emergency plan at least once per year, and make that plan available to the Alberta Emergency Management Agency for review and comment annually.

A local authority's emergency management plan must include the following:

- A description of the local authority's emergency management program.
- The procedures for implementing the plan during an emergency or exercise response.
- The local authority's plan for preparedness, response, and recovery activities.

- A hazard and risk assessment.
- Emergency management program exercises the local authority will engage in.
- The plan for regular review and maintenance of the emergency plan, and the plan for the review and maintenance of the plan after an exercise, emergency or disaster.
- How the command, control and coordination system prescribed by the Managing Director of the Alberta Emergency Management Agency will be used by the emergency management agency.
- Assignment of responsibilities respecting the implementation of the emergency plan to employees and elected officials by position.
- A training plan for staff assigned responsibilities in the emergency plan.
- The mechanisms used to prepare and maintain contact lists for those assigned responsibilities respecting implementation of the emergency plan.
- The plan for communications, public alerts, and notifications during exercises, emergencies and disasters.
- The plan for providing emergency social services during an emergency or disaster.

Emergency Management Exercises

Local Authorities must complete the following:

- A table top exercise within one year from January 1, 2020, and annually after the regulation is in force.
- A functional exercise within four years from January 1, 2020, and at least once every four years after the regulation is in force.
- Participation in a regional exercise that utilizes the local authority's emergency plan meets this requirement.
- If a community experienced an emergency or disaster in the previous four years that utilized the emergency plan and resulted in a written post-incident assessment that includes observations and recommendations for improvement and corrective action, the requirement for the conduct of a functional exercise will be met.
- Local authorities must submit an exercise notification to Alberta Emergency Management Agency 90 days before the functional exercise, which includes the exercise date, scenario, objectives and participant list.

BYLAW NO. 1090-18

**BEING A BYLAW OF MACKENZIE COUNTY,
IN THE PROVINCE OF ALBERTA,
TO ESTABLISH A MUNICIPAL EMERGENCY ADVISORY COMMITTEE,
A REGIONAL EMERGENCY ADVISORY COMMITTEE AND
REGIONAL EMERGENCY AGENCY**

WHEREAS the *Municipal Government Act, RSA 2000, Chapter M-26*, provides that a Council of a municipality may pass bylaws for municipal purposes respecting the safety, health and welfare of people and the protection of people and property; and for services provided by or on behalf of the municipality; and

WHEREAS, the Council of Mackenzie County is responsible for the direction and control of emergency response and is required under the *Emergency Management Act, Chapter E-6.8, Revised Statutes of Alberta 2000* (hereinafter referred to as the "Act"), to appoint and establish and a Municipal Emergency Advisory Committee, a Regional Emergency Advisory Committee and maintain a Regional Emergency Agency; and

WHEREAS it is desirable in the public interest, and in the interest of public safety, that such a committee be appointed and such an agency be established and maintained to carry out Councils' statutory powers and obligations under the said *Emergency Management Act*; and

WHEREAS it is recognized that an emergency or disaster of jurisdictional or multi-jurisdictional nature could affect any or all of the municipalities of Mackenzie County, the Town of High Level or the Town of Rainbow Lake to such a degree that local resources would be inadequate to cope; and

WHEREAS it is desirable in the public interest and in the interest of public safety that a regional group be formed for a regional approach for such disasters and programs;

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

**SECTION 1
NAME OF BYLAW**

1.1. This Bylaw may be cited as the "Regional Emergency Management Bylaw".

SECTION 2 INTERPRETATION

- 2.1** Where there is a conflict between this bylaw and any other bylaw pertaining to the municipal emergency management agency in the Municipality, the provisions of this bylaw shall prevail.

SECTION 3 DEFINITIONS

3.1 In this bylaw

- a. "Act" means the *Emergency Management Act, Chapter E -6.8, RSA 2000* and all amendments hereto;
- b. "CAO" means the Chief Administrative Officer of Mackenzie County;
- c. "Council" means the Council of Mackenzie County;
- d. Community Emergency Management Programs ("CEMP") means the Emergency Plan for Mackenzie County.
- e. "Deputy Director of Emergency Management" ("DDEM") means the person responsible for the duties of the Director of Emergency Management in their absence;
- f. "Director of Emergency Management" ("DEM") means the person appointed by resolution of Council as the person who shall be responsible for the municipality's emergency program;
- g. "Disaster" means an event that can result in serious harm to the safety, health or welfare of people, or in widespread damage to property;
- h. "Emergency" means an event that requires prompt coordination of action or special regulation of persons or property to protect the safety, health or welfare of people or to limit the damage of property;
- i. "Emergency Coordination Centre" ("ECC") means the physical location at which the coordination of information and resources to support incident management (on scene operations) activities normally take place. An ECC may be a temporary facility, perhaps a higher level of organization within a jurisdiction. ECC's may be organized by major functional disciplines (e.g., fire, law enforcement and medical services), by jurisdiction or some combination thereof;
- j. "Minister" means the Minister charged with the administration of the Act;
- k. "Mackenzie County Emergency Advisory Committee" ("MCEAC") is the local authorities advisory committee created under the *Emergency Management Act, Chapter E-6.8, RSA 2000*.

- l. “Northwest Alberta Regional Emergency Advisory Committee” (“NAREAC”) means the regional emergency advisory committee established by agreement between and the by-laws of the respective municipal council of the Parties.
- m. “Northwest Alberta Regional Emergency Agency” (“NAREA”) (the “Agency”) means the regional emergency agency as established to act as the agent of Council to carry out its statutory powers and obligations under the *Emergency Management Act, Chapter E-6.8, RSA 2000*.
- n. “Parties” means the Municipality of Mackenzie County, the Town of High Level and the Town of Rainbow Lake;
- o. “Northwest Alberta Regional Emergency Plan” means the Northwest Alberta Regional Emergency Plan prepared by the Directors of Emergency (DEM’s) Management to coordinate the response to an emergency or disaster.

SECTION 4

MACKENZIE COUNTY EMERGENCY ADVISORY COMMITTEE (MCEAC)

4.1 There is hereby established a committee of Council to be known as the “Mackenzie County Emergency Advisory Committee”.

4.2 MEMBERSHIP:

The MCEAC shall:

- a. consist of all Members of Council;
- b. consist of non-voting members of which three must be present to hold a meeting;
 - I. the CAO of Mackenzie County;
 - II. the DEM as appointed by Council Bylaw;
 - III. the DDEM as appointed by Council Bylaw.
 - IV. All Municipal Directors
- c. Quorum for this committee shall be three Members of Council.

4.3 ROLES AND RESPONSIBILITIES

The MCEAC shall:

- a. have the authority to declare a State of Local Emergency pursuant to the *Emergency Management Act*;
- b. provide for the payment and expenses of its member(s) of the Committee;
- c. participate in Mackenzie County’s Risk Assessment;
- d. ensure that emergency plans and programs are prepared to address emergencies or disasters in Mackenzie County;

- e. review and advise Council on the development and status of CEMP and related programs at least once annually.
- f. recommend local mitigations plans/initiatives to Council;
- g. participate in the Northwest Alberta Regional Emergency Advisory Committee.

4.4 DECLARATION, CANCELLATION OR TERMINATION OF STATE OF LOCAL EMERGENCY

- 4.4.1 The power to declare or renew a State of Local Emergency under the *Emergency Management Act* and the powers and requirements specified in section 4 of this bylaw are hereby delegated to the MCEAC.
- 4.4.2 When a state of local emergency is declared, the Local Authority or the Committee making the declaration shall:
 - a. ensure that the declaration identifies the nature of the emergency and the area in which it exists;
 - b. cause the details of the declaration to be published immediately by such means of communication considered most likely to notify the population of the area affected; and
 - c. forward a copy of the declaration to the Minister forthwith.
- 4.4.3 When a state of local emergency is declared the person or person (s) making the declaration may:
 - a. cause the Northwest Alberta Regional Emergency Plan to be put into operation;
 - b. acquire or utilize any real or personal property considered necessary to prevent, combat or alleviate the effects of an emergency or disaster;
 - c. authorize or require any qualified person to render aid of a type the person is qualified to provide;
 - d. control or prohibit travel to or from any area in the County;
 - e. provide for the restoration of essential facilities and the distribution of essential supplies and provide, maintain and coordinate emergency medical, welfare and other essential services in any part of the County;
 - f. cause the evacuation of persons and the removal of livestock and personal property from any area of the County that is or may be affected by a disaster and make arrangements for the adequate care and protection of those persons or livestock and of the personal property;
 - g. authorize the entry into any building or on any land, without warrant, by any persons in the course of implementing an emergency plan or program;
 - h. cause the demolition or removal of any trees, structures or crops if the demolition or removal is necessary or appropriate in order to reach the scene

- of a disaster, or to attempt to forestall its occurrence or to combat its progress;
- i. procure or fix prices for food, clothing, fuel, equipment, medical supplies, or other essential supplies and the use of any property, services, resources or equipment within Mackenzie County for the duration of the local state of emergency;
 - j. authorize the conscription of persons needed to meet an emergency.
- 4.4.4 When, in the opinion of the person or persons declaring the state of local emergency, an emergency no longer exists in relation to which the declaration was made, they shall, by resolution, terminate the declaration.
- 4.4.5 A declaration of a state of local emergency is considered terminated and ceases to be of any force or effect when:
- a. a resolution is passed under Section 4.4.4;
 - b. a period of seven (7) days has lapsed since it was declared, unless it was renewed by resolution;
 - c. the Lieutenant Governor in Council makes an order for a state of emergency under the Act, relating to the same area; or
 - d. the Minister cancels the state of local emergency.
- 4.4.6 When a state of local emergency has been terminated, the person or persons who made the declaration shall cause the details of the termination to be published immediately by such means of communication considered most likely to notify the population of the area affected.
- 4.4.7 No action lies against the County or a person acting under the County's direction or authorization for anything done or omitted to be done in good faith while carrying out a power under the Emergency Management Act or the regulations during a state of local emergency.

SECTION 5
NORTHWEST ALBERTA REGIONAL EMERGENCY ADVISORY COMMITTEE
(NAREAC)

- 5.1 There is hereby established a Northwest Alberta Regional Emergency Advisory Committee; to guide the creation, implementation and evaluation of the Northwest Alberta Regional Emergency Plan and Programs and to set the direction of the Northwest Regional Emergency Agency. This does not include the powers to declare, renew or terminate a state of local emergency.

5.2 MEMBERSHIP:

The NAREAC shall:

- a. consist of Voting members:
 - I. municipal councillors appointed by each of the Parties, with each municipality appointing two (2) members, each of whom shall have one (1) vote regarding any matter coming before the committee; and
- b. consist of Non-voting members:
 - I. CAO's from all Parties;
 - II. DEM/DDEM from all Parties;
- c. quorum for this committee is a minimum of four (4) with representation from each Council.
- d. A Chair shall be selected annually after municipal organizational meetings and be on a rotational basis from each Party;
- e. Each municipality shall be responsible for honorariums and expenses for respective members.
- f. The Parties shall host the meetings on a rotational basis.

5.3 ROLES AND RESPONSIBILITIES

The NAREAC shall:

- a. guide in the creation, implementation and evaluation of the Northwest Alberta Regional Emergency Plan;
- b. review the Northwest Regional Emergency Plan and related plans and programs on a regular basis; and
- c. advise Tri-Council committee, duly assembled, on the status of the Northwest Alberta Regional Emergency Plan and related plans and programs at least once each year.
- d. make recommendations to each respective Council for any regional agreements;
- e. committee members will attend the Northwest Alberta Regional Emergency Agency meetings.

SECTION 6

NORTHWEST ALBERTA REGIONAL EMERGENCY AGENCY (NAREA)

- 6.1** There is hereby established a Northwest Alberta Regional Emergency Agency to act in an advisory capacity and support local and regional emergency plans.

6.2 MEMBERSHIP:

The NAREA Agency shall:

- a. be comprised of the CAO, DEM or DDEM of all of the Parties, which is a member of the Northwest Alberta Regional Emergency Committee.

6.2 ROLES AND RESPONSIBILITIES:

The NAREA shall:

- a. be familiar with the Northwest Alberta Regional Emergency Plan;
- b. provide input and make recommendation for the CEMP Emergency Plan and the Northwest Alberta Regional Emergency Plan;
- c. participate in local and regional training;
- d. provide updated contact information to the Agency;
- e. participate in regional Agency meetings;
- f. share information to the Agency;
- g. participate in providing public education within their organization;
- h. provide an up-to-date resource and inventory list to the Agency.

The Agency may request that the following persons join or advise the Committee for each period of time that the Agency deems appropriate:

- a. N.C.O. in Charge of RCMP, or designate;
- b. Fire Chiefs or designates;
- c. Enforcement Services Manager or designates;
- d. Emergency Public Information Officer or designates;
- e. Community Operations Director, or designates;
- f. Alberta Health Services representatives or designates;
- g. School Superintendent or designates;
- h. Disaster Social Services Managers or designates;
- i. Representative(s) from adjacent municipalities which have entered in the Agency;
- j. Representatives from local business;
- k. Representatives from local industry or industrial associations;
- l. Representatives from Alberta Municipal Affairs;
- m. Representatives from local utility companies; and

- n. Anybody else who might serve as a useful purpose in the preparation or implementation of the Regional Emergency Plan.

SECTION 7 DIRECTOR OF EMERGENCY MANAGEMENT (DEM)

The DEM for all the Parties shall:

- a. assist in the preparation and coordination of the Northwest Alberta Regional Emergency Plan and prepare and coordinate related plans and programs for Mackenzie County;
- b. act as a director of emergency operations for his/her municipality, or ensure that someone is designated under the Northwest Alberta Regional Emergency Plan to act on behalf of the Municipal Emergency Advisory Committee;
- c. coordinate all emergency services or resources used in an emergency;
- d. coordinate and facilitate all necessary training exercises;
- e. responsible for the organization of any and all stakeholder meetings;
- f. responsible for all record keeping;
- g. responsible for all funding applications and for regional initiatives;
- h. responsible for public education and communication of the Emergency Plans;
- i. making recommendations to the Northwest Alberta Regional Emergency Advisory Committee;
- j. review the impacts of the incidents and be responsible for post-event debriefing;
- k. responsible for public education and communication of the Regional Emergency Plan; and the CEMP Emergency Plan;
- l. liaising with external agencies and surrounding municipalities;
- m. maintaining of all local and regional emergency agreements, which include HAZMAT, Emergency Social Services, etc.
- n. attend all of the Municipal Emergency Advisory Committee (MEAC) meetings, the Northwest Alberta Regional Emergency Advisory Committee (NAREAC) meetings; and the Northwest Alberta Regional Emergency Agency Meeting (NAREA).

SECTION 8 RESOURCING

- 8.1 The DEM of the affected municipality is to maintain executive control over its emergency operations. Once an Emergency Coordination Centre ("ECC") has been activated by any Party, the DEM for the impacted municipality may request assistance of the DEMs of other Parties. The intent is to ensure there is qualified leadership in the ECC is the DEM of the impacted municipality is not available for whatever reason.

**SECTION 9
SEVERANCE**

9.1 If any provision herein is adjudged by a Court of competent jurisdiction to be invalid for any reason, then the provision shall be severed from the remainder of this Bylaw and all other provisions of this Bylaw shall remain valid and enforceable.

**SECTION 10
COMING INTO EFFECT**

10.1 This Bylaw shall come into force and effect on the final day of passing thereof.

10.2 This Bylaw will repeal Bylaw 1076-17.

READ a first time this 13th day of February, 2018.

READ a second time this 13th day of February, 2018.

READ a third time and finally passed this 13th day of February, 2018.

(original signed)

Peter F. Braun
Reeve

(original signed)

Len Racher
Chief Administrative Officer



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 28th, 2023
Presented By:	Don Roberts, Director of Community Services
Title:	Pheasant Release Program

BACKGROUND / PROPOSAL:

The Community Services Committee made the following motion:

CS-22-10-85

That Administration investigate and bring back the process of developing Pheasant Release Sites within Mackenzie County.

Further conversations dealt with the possibility of Mackenzie County having a “Pilot Program” for the Fall of 2023.

In order for this to become possible, the following information must be understood by all of Council and a budget set.

Pheasant Release Program

Alberta's Pheasant Release Program is run by the Alberta Conservation Association (ACA) and is essentially a program that assists in the raising/obtaining pheasants, developing bird release sites, the release of the birds and the final hunt.

The Bird

- Chicks are \$2-\$2.50/bird depending on if they are gender specific or not
- Kids/Families usually raise 75 – 100 birds
- Industrial growers can produce 1000+ birds
- Raising Pheasants is **not like chickens**. Pheasants are very susceptible to disease/draft/nutrient specific.
- The cost of raising each bird to full maturity \$15-\$18/bird
- LAKESHORE PHEASANT RANCH will sell full-grown birds @\$20 / hen and \$30 / rooster. Shipping extra. Crate need a \$75 deposit. 8 Birds per crate

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

The Hunt – Typically

- 4-person hunting party / release point
- Each hunter is restricted (by law) to 2 birds per day
- One hunt in the morning – one hunt in the afternoon / release point
- Utilizing the above factors – 4 hunters x 2 birds x 2 hunts/day = 16 birds released at each site (he suggested a release of 17-18)
- It is HIGHLY suggested to use Dogs when hunting. Just walking by the birds will not scare them enough into flight.
- Each release site is recommended to be on ¼ - ½ section of land

Other points

Release points are not established.
 Local growers are not established.
 Community/public interest is unknown.
 The organization to take the lead is unknown.

Note: Administration is bringing this forward, at this time, for the sole purpose of presenting Council with the concept, as birds must be ordered within the next 2 weeks.

OPTIONS & BENEFITS:

Option 1

Allow Administration until 2023 budget season to develop the program.

Option 2

Amend the 2023 budget by \$13,000 allowing for a Fall Hunt of 10 release sites.

COSTS & SOURCE OF FUNDING:

Local Companies, interested Hunting Organizations and other stakeholders, normally sponsor this program.

Option 1

Uncertain at this time with a possibility of being no cost to the County depending on sponsorship.

Option 2

2-day event – Morning Hunt – Afternoon Hunt – 4 man hunting party – 2 birds/man
 10 release sites x 18 birds each (suggested 1 extra bird per site)

Total required birds – 360 with an average of	\$25/bird	\$9000
	Transportation and other	\$4000

Total \$13,000

Without knowing the interest level of hunters, collecting a fee is unknown.

Author: _____ Reviewed by: _____ CAO: _____

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

Social Media
Newspaper
Flyers
Public Meetings

POLICY REFERENCES:

Tourisms
Recreation

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That administration continues to develop the Mackenzie County Pheasant Release Program with the assistance of the Alberta Conservation Association and bring back findings prior to the 2023 budget deliberations.

Author: _____ Reviewed by: _____ CAO: _____



Pheasants

Project Guide

4-H Motto

Learn to do by doing.

4-H Pledge

I pledge my head to clearer thinking,
my Heart to greater loyalty,
my hands to larger service,
my health to better living,
for my club, my community, and my country.

4-H Grace

(Tune of Auld Lang Syne)

We thank thee, Lord, for blessings great
on this, our own fair land.
Teach us to serve thee joyfully,
with head, heart, health, and hand.

For their assistance in gathering and providing information and photographs included within the 4-H Alberta Pheasant Project Guide, the Alberta Agriculture and Forestry, 4-H Branch expresses appreciation to:

Alberta Conservation Association including staff members:

Blair Seward, Layne Seward, Mike Uchikura, Kyle Prince, Doug Manzer and Chelsea Jensen

Jaarno & Vanessa Van Der Wielen and the Hays 4-H Club

Heine Westergaard and the Vermillion 4-H Sheep Club (pheasant project)

We gratefully acknowledge the support of Pheasants Forever Lethbridge in the production of the 4-H Alberta Pheasant Guide



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4-H Pheasant Project Guide

Welcome to the 4-H Alberta Pheasant Project

4-H Alberta and the Alberta Conservation Association are partnering to provide to 4-H Alberta members, the opportunity to **raise pheasants, from day old chicks to their release as 13 to 14 week old birds**. 4-H Pheasant Project members must commit to the number of pheasant chicks that they wish to raise in February, the pheasant chicks will be available in mid-May and the mature birds will be released into suitable identified habitat in August/September.

Objectives:

- To give 4-H youth a better understanding and appreciation of wildlife and the needs of wildlife;
- To help 4-H youth gain a first-hand understanding of successful husbandry and business models for raising and marketing pheasants;
- To engage 4-H youth in wildlife and their habitat;
- To encourage the retention and development of wildlife habitat, particularly on private land;
- To augment pheasant populations in Alberta.

The Alberta Conservation Association (ACA):

- will provide day old chicks, obtained from **MacFarlane's Pheasant Farm in Wisconsin USA**, to each 4-H Alberta pheasant project member accepted into the project.
 - each 4-H project member may apply to raise between 25 and 200 chicks, whatever number will best suit his/her facility and space availability.
- will identify specific release sites, requiring members to provide birds to be released into these sites
- will work with members to determine additional alternate suitable release habitat sites near the member's home location.
- will provide information and advice regarding the rearing of the pheasants throughout the duration of the program.
- **may provide** to new project members, some facility materials including:
 - Top netting for pens (approximately 15 metres x 15 metres or 50 feet x 50 foot net).
 - one waterer and one feeder.
 - peepers/blinders for birds.
- **may 'buy back'** a portion of the birds raised by each member, depending on quality of the birds and the total number of chicks raised, at a determined price per bird, for release into ACA specified areas.

4-H Pheasant Project Guide

- will maintain a Facebook group entitled **ACA & 4-H Alberta Pheasant Raise and Release**. Participation in this Group Page is by invitation only. The purpose is to provide guidance to 4-H members and leaders who are currently raising chicks, and to provide an easily accessible platform to ask questions or share ideas and photos pertaining to project development. This is also a great way to discuss habitat needs, and various geographic areas, as the time approaches for releasing the birds across Alberta.

The 4-H Pheasant Project Leader will have indicated on the Pheasant Project – Request & Release Tally Sheet, all members who were agreeable to providing an email address to be invited to this group. If you were missed on that list or have changed your email address, please contact your leader so that the information can be updated.

The 4-H Branch of Alberta Agriculture and Forestry:

- will manage the overall electronic member registration working with the club leader.
- will receive the application form from each member applying to participate in the 4-H Pheasant project.
- will provide a 4-H Alberta Pheasant Project record book and project guide to each member registered in the project.
- will provide information and advice regarding the 4-H project to members, parents and leaders.
- will work with the Alberta Conservation Association to ensure that current information is provided to members, parents and leaders.

The 4-H Pheasant Project member:

Once registered in the 4-H Pheasant project on the club registration system by the club leader, **the member will receive an email containing an application form to be read and completed by the member and a parent, and submitted.**

The member will:

- **be notified if accepted** into the pheasant project once all applications have been reviewed. Space in the project may be limited;
- **commit** to the number of chicks that you wish to raise, by February 15th (this information is to be supplied to your 4-H leader in order for **one complete club order** to be submitted);
- **supply** all required feed and water for the birds from day-old chicks to 14 week old released birds;
- **provide** suitable housing in the form of a brooder house and flight pen;

4-H Pheasant Project Guide

- **care** for the birds, from day-old chicks to approximately 14 weeks, when the birds will be released;
- **participate** in one or more club tours of all of the club members' pens throughout the project, and evaluate each other's birds at about 12 weeks. If only one member in the project within a club, it is recommended to contact your 4-H Specialist for the names of other clubs in the area that have members participating in the project in order to work with other members;
- **provide** photos periodically through the project to ACA and the 4-H Branch;
- **accurately count and release** the birds into specifically identified suitable habitat areas, on a date indicated, by Alberta Conservation Association. If you can provide good justification and research, some pheasants may be released at a site of your choice, following discussion and agreement with the ACA. ACA will communicate with your club leader if there are specific identified sites requiring the release of some of your birds;
- **provide accurate numbers** to your club leader, for completion of the tally sheet to be provided to 4-H Alberta and the Alberta Conservation Association.
- **complete** the 4-H Pheasant Project record book

The 4-H Alberta Pheasant Project leader:

- **will register** interested club members in the Pheasant project via the 4-H on-line system;
- **will complete a Pheasant Project – Request & Release Tally Sheet** and submit according to the instructions listed in Part A and Part B. The information on the sheet will be used by 4-H Alberta and the Alberta Conservation Association (ACA) to:
 - communicate with members throughout the duration of the project;
 - place the request for pheasant chicks to be ordered for the project;
 - track the mature bird release locations; and
 - calculate the total amount due to each member from the sale of the released mature birds to be paid by the ACA.

Did you know?

****Pheasants are wild birds and never fully adapt to living around people. They are easily frightened and typically do not become completely comfortable with people or pen conditions.****

The pheasant is native to Asia and there are approximately 35 different species.

4-H Pheasant Project Guide

Predator control measures are necessary throughout the project, at all stages of pheasant development. Your pheasant housing must be built, not only to keep the birds in, but to keep all predators out.

Pheasants should never be raised with poultry. Poultry carry many diseases that Pheasants are susceptible to.

Pheasant pens should be at least 100 meters (325 ft) from any wetland, dugout or water body where waterfowl (domestic or wild) may be located. Waterfowl may be carriers of infectious disease (i.e. avian influenza).

More space is better than less, as pheasants should not be overcrowded. Pheasants can be very aggressive to each other and space helps to reduce issues.

Chicks require proper bedding, heat lamps at the proper temperature, and water and feed must be available at all times.

Flight pens must provide enough room for the number of birds contained and also have cover available to promote hiding behaviour.

Pheasant Housing:

Before your chicks arrive, you need to plan and build suitable housing facilities for your Pheasants.

1. The Brooder House

A brooder house or pen is where the chicks are first housed to protect them.

Pheasant Chicks are housed here from 0-2 weeks when they are very fragile, as they can't yet regulate their body temperature. This is a very critical stage of their life.

The pheasant is a wild creature and tends to be nervous so provide ample brooder space. Pheasants tend to be very cannibalistic, so don't overcrowd them. Remember, it's better to have more space than not enough.

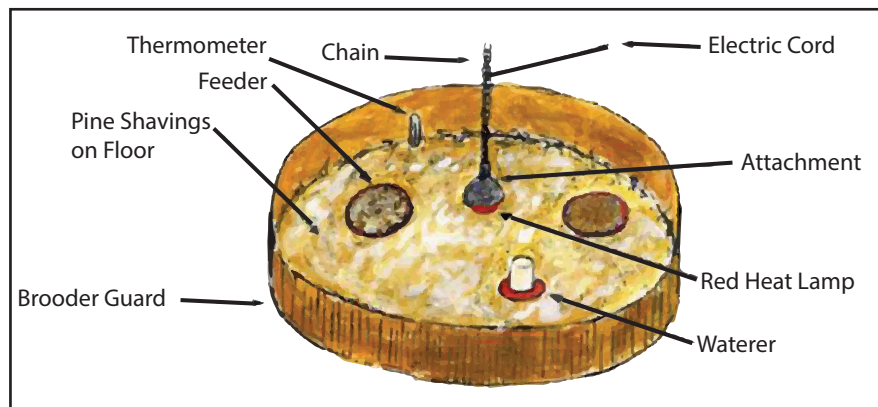
The brooder house should be weather- tight, free from drafts and rodent and predator proof. In all cases, the brooding area should allow each bird at least 0.1 square metre of floor space (3/4 of a square foot per baby pheasant). Twenty-five chicks require a space of about 1.6 metres x 1.6 metres (5.25 feet x 5.25 feet), while 50 chicks require a space of 1.6 metres x 3.2 metres (5.25 feet x 10.5 feet).

- The brooder house needs to be inside of a building: in a shed, barn, or garage for example. Whatever works!
- **Do not** use an old chicken hut unless it has been vacant for two or more seasons and **thoroughly cleaned** as pheasants are susceptible to many diseases that poultry are immune to.

4-H Pheasant Project Guide

- It is recommended that you disinfect your brooder house and all equipment at least 2 weeks before your chicks arrive.
- Rounded corners (using cardboard or another pliable material) are necessary to prevent “stacking” in corners. Stacking is when the chicks climb or pile on top of each other, smothering those at the bottom.
- Use straw, chopped straw or wood chips for a bottom base. If using wood chips, these need to be thumb nail size or larger to prevent ingestion. Cover them for the first week with burlap or cloth such as muslin or brooder paper to prevent the chicks from eating them. **Do not use sand, sawdust/very fine wood or cedar chips or gravel** as the birds tend to eat them and die. **Do not use** newspaper as the chicks will not be able to get a firm footing. Remember to remove the burlap or brooder paper after the chicks are about one week old;
- Use at least one 250 Watt red-end infrared bulb heat lamp for each 100 chicks. Regular light bulbs do not provide constant heat and are not recommended;
- Have a thermometer in the pen at floor height and start with a target temperature of 37.8° C (100° F) for the first week and gradually reduce the temperature until 35° C (95° F);
- Heat lamp height is adjustable. If it is too low the birds will be on the periphery (outer edge), if it is too high they will be crowded in the middle. Make sure to get the bulb with a red end, as it won't be so bright and will help control cannibalism. Hang the heat lamp from the ceiling, about .46 meters (18 inches) from the floor to the bottom of the lamp, and adjust as necessary;
- Provide 1 one-gallon waterer for each 75 chicks. Put small rocks around base of the waterer to prevent chicks from getting stuck in it or drowning. Use a waterer with a narrow lip 1.3 centimeter (1/2 inch) or less);
- Feed can be provided on pie plates, paper plates or baking sheets, dispersed throughout pen. Use at least .6 metres (2 feet) of feeder space for each 50 chicks. The feeder should be moved once a week, and waterer twice a week to prevent diseases. (Paper plates work well as these can be replaced and discarded when soiled);

**Chick/Brooder Guard
(Inside the Brooder
House) for 0 to 6 days**



4-H Pheasant Project Guide

- Use cardboard, sheet metal or another pliable material about 40-50 centimetres (14-18 inches) high formed to make a ring or circle to confine the chicks for the first 5-7 days that the chicks are in the brooder house. A circle with a diameter of 1.2 metres (4 feet) will be sufficient for 50 chicks (with the heat lamp in the center);
- The guard keeps them from straying away from the heat provided by the heat lamp and helps to cut down on the drafts on the floor. Examples of usable materials include watermelon boxes, old water tubs, unwanted child's swimming pool);
- Straw bales are not suitable as the bales may be a fire hazard if a hot heat lamp fell on them;
- As soon as the chicks can hop over the guard (usually about six days) remove the guard.



Examples of a pheasant enclosure / brooder ring for the first couple weeks.



Example of the brooder house after a couple of weeks have passed. At 4 weeks the birds can start to venture outside during the day, weather permitting. They should be housed inside the brooder house at night.



4-H Pheasant Project Guide

2. Outside Pens

There are two outside pens needed - an **enclosed run** for the chicks until they are approximately six weeks old, and a larger **flight pen** for usage from then, until they are released. **Ensure that facilities are at least 100 meters (325 feet) away from a wetland or dugout, if at all possible.**

Enclosed Run

An enclosed run should be attached to the brooder house so the young can exercise in order to grow rapidly and develop into strong, healthy birds.

- Allow young chicks to go outside around 7 to 10 days of age (weather permitting, on warm sunny days). Sunlight and a chance to dust bathe will help to develop and grow healthy feathers.
- Each chick should have approximately .3 square metres (3.25 square feet) of space until they reach approximately 6 weeks of age.
- Move the feeder and waterer, or place additional ones, into the enclosed run so that the chicks can eat and drink outside.



Make sure the grass in the enclosed run next to the brooder house is cut close to the ground. This prevents the chicks from getting lost in tall grass and makes it easier to drive the chicks back into the brooder house in the evening or when stormy weather approaches. They should be able to remain outside during the day as long as the weather is not severe (wet or cold) for the first 4 weeks but move them back inside at night and during cold or wet weather.

It is recommended that you place netting all around your pen including the roof and have posts every 3 metres (10 feet) in order to prevent pheasants escaping. Walls of all pens should consist of 2.5 centimeter (1 inch) mesh poultry netting, and be about 1.6 metres in height. The wire should be dug down at least 15 centimetres (6 inches) and run out at an angle underground to prevent predators from digging into the pen. A guard board 45 centimetres (18 inches) in height should be placed around the bottom of the perimeter of the fence to protect the chicks from drafts and prevent them from poking their heads through the wire.



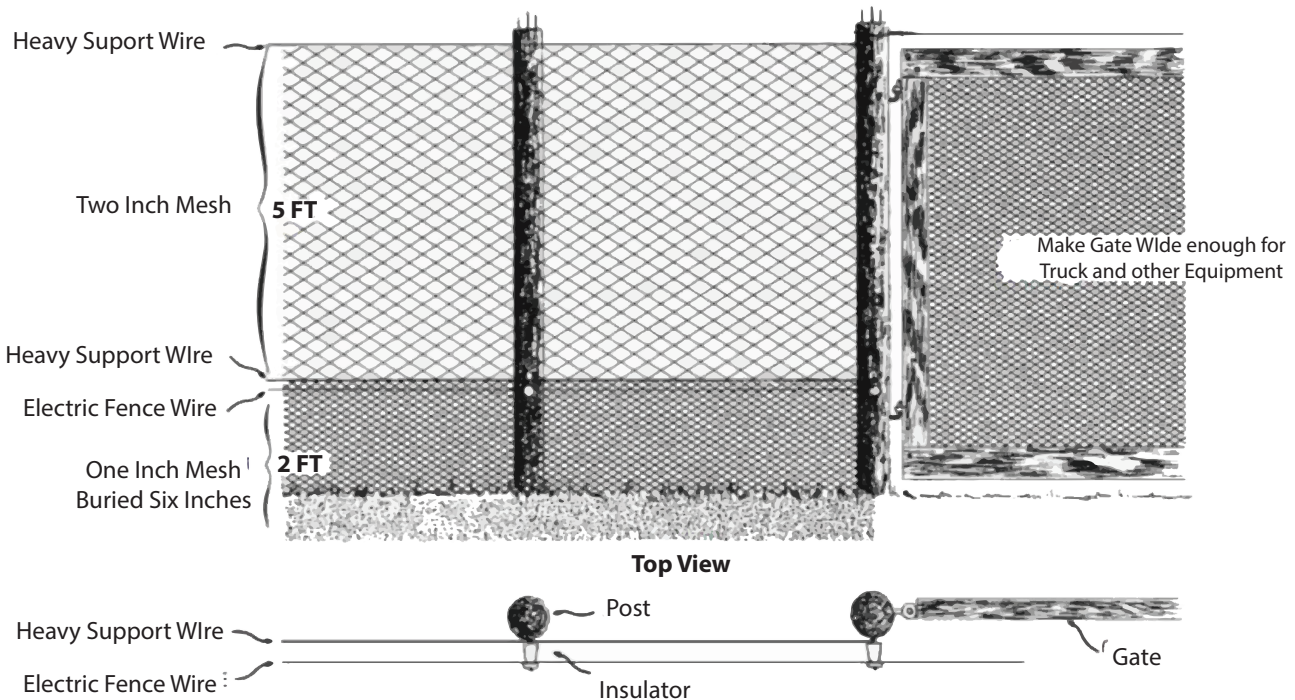
4-H Pheasant Project Guide



To deter predators, place wire screen on the outside of net mesh. Ideally this should be .9 metres to 1.2 metres (3 to 4 feet high) with 15 to 25 centimetres (6 to 10 inches) buried into the ground. Bury with a right angle bend away from the base of pen.

You can also use electric fence around the outside perimeter of the enclosed run to deter predators.

Pen Construction Suggestions



The heavy support wire which is located where the two-inch mesh join is necessary to keep the fence from buckling and shorting out the electric fence wire.

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The Flight Pen – Be Creative!

Birds can start to venture out into the flight pen during the day and in good weather at as early as 4 weeks of age. **Pheasants are moved completely to the larger flight pen at 5-6 weeks of age.** They should not be allowed back into the brooder house. If the birds continue to use the house, you may have a problem with feather pecking and poor development.



A big yard is essential as overcrowding leads to aggression like feather picking and cannibalism. Once the birds are old enough to go into a flight pen they will need approximately 2 square meters (20 square feet) of space for each bird.

At 6-7 weeks the pheasant chicks are feathered enough to be moved to the outside runs.



Pallets and brush can be used to give shelter from heavy rain or hail storms, provide cover and break up sightlines for the birds, which will also reduce aggression. Natural grass, canola, cereal crops and weeds such as sweet clover provide good cover. These crops should

be planted early so that cover is around 25 centimetres high (10 inches) before pheasants are put into the pens. You can cut a swath in the cover to provide the pheasants with an open area for dust bathing.



Shade should be provided either by bushes or by arranging green branches into stooks (tied bundles.) Vegetation is great for developing hiding behavior, lowering aggression, and foraging for bugs.

Each older mature bird (with peepers on) needs about 2 to 3 metres square (20 square feet to 32 square feet) as it continues to grow and develop. 25 chicks need a pen at least 5 metres x 10 metres x 1.6 metres (16 feet x 32 feet x 5 feet) while 50 pheasants need a pen 10 metres x 10 metres x 1.6 metres (32 feet x 32 feet x 5 feet).

It is important to build a strong pen in such a way that it will keep the birds in and predators out and does not have to be rebuilt in the future. Other considerations are

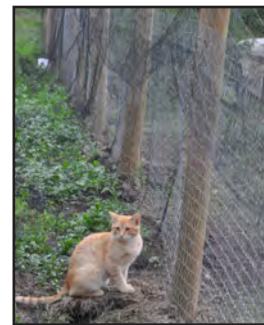
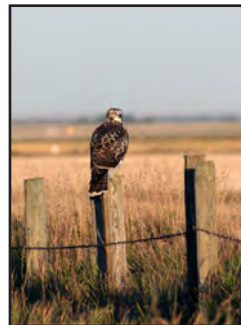
1. cost of the structure can vary depending on the materials that the member has available
2. long life
3. ease of construction
4. resistance to bad weather

4-H Pheasant Project Guide

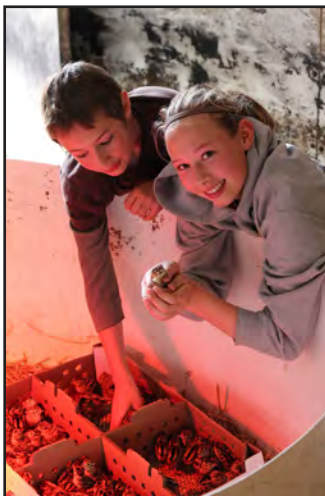


Usage of wire mesh fence 1.2 metres to 1.5 metres (4 – 5 feet) high attached to outside of netting, buried .15 metres – .5 metres (0.5 – 1.5 feet) into the ground at the base will discourage predators from digging under the fence.

Predators include Foxes, coyotes, skunks, raccoons, hawks, owls, crows and even house cats.



Step by Step–Taking care of your chicks–based on the experiences of members from Hays 4-H Club.



When they first arrive...

- Take them out of the boxes; dip their beaks into warm water 20°C (68° F) and put them under the heat lamp. Most losses occur because the chicks do not start to eat or drink. **Never let your chicks run out of feed or water.**

4-H Pheasant Project Guide

- Adjust the height of the heat lamp so the chicks huddle in a small circle with a vacant spot directly beneath the bulb. The chicks should form a circle around the heat lamp. If the chicks bunch up directly under the heat lamp they are cold therefore lower the height of the heat lamp, and add more heat lamps and bulbs, or further draft proof your brooder house. If the chicks spread out too far away from the brooder and pant, etc., they are too hot therefore turn off one of the heat lamp bulbs, raise the height of the heat lamp and perhaps open a window during hot weather;
- The temperature at floor level should start at 37.8°C (100°F) and gradually lower 35°C (95°F) during the first week.

1 day old to 3 weeks:

- Inspect the chicks often during the first week - especially at night during the first few nights. The chicks often die from piling or stacking (from being too cold) during the first or second night;
- After the chicks are 2 or 3 weeks old it is a good idea to allow the chicks to range outside during the daytime. Wait for a warm sunny day and open the brooder house door into the pen. The pen must be covered and enclosed with one inch (hole) chicken wire to prevent the chicks from escaping. The pen should be large enough to allow .09 to .19 square metres (1– 2 square feet) per bird. Herd the chicks back into the house late each afternoon. Continue to turn the heat on each afternoon. Discontinue operating your heat lamp during the day once the chicks spend each day outside. Continue to turn the heat on each night until they are 3-4 weeks old (depending on how cold it is outside).

4 weeks and beyond:

- After the birds are 4-5 weeks old, they will need a bigger pen. On our farm we allow 2.3 square metres (25 square feet) per bird (with peepers) in our covered pens. You should always be on the lookout for cannibalism. The first evidence you will see will be blood on the wing tips and tails of some of the smaller birds. Don't expect it to just go away - instead, it will just get worse. Add branches and alfalfa hay to the pen for the birds to peck at and play on - this will help. You may have to trim the top beaks on your birds to curtail the problem. A pair of fingernail clippers will do - trim far enough back just so it bleeds a little. This can be done as early as 2 weeks old and may have to be repeated;
- After the birds are 6 weeks they can be fed a 20% protein grower feed. We recommend that you continue to use Amprolium in their feed until the birds are mature.

4-H Pheasant Project Guide

Ongoing Care

1. Move quietly and smoothly when working around the pheasants so as not to startle them.
2. Leave the chick guard up continually for the first three days (four days if there is bad weather).
3. On the fourth or fifth day, take the guard down during the day and put it up each night.
4. On the sixth day, remove the guard entirely.
5. Remove the litter cloth at the end of the fifth day. If it becomes soiled before this time, turn it over so the chicks can use the clean side.
6. Inspect the chicks often during the first week, particularly at night, to make sure they are comfortable not too hot or cold.
7. After the first week, raise the heat lamp 5 to 8 centimetres (2 to 3 inches) to reduce the temperature. Let the chicks circle under the lamp be your guide.
8. Temperature at floor level should be about 32°C (90°F) in the second week.
9. At the end of the third week, discontinue the heat during the day, weather permitting, and turn it on again in early evening. Leave the heat on if it is cold or wet.
10. By the end of the fourth week, weather permitting; you should be able to discontinue the heat entirely.
11. Allow some ventilation in the brooder house but ensure no drafts blow directly on the young pheasants.

Feed

PLEASE DO NOT USE CHICKEN FEED, AS THE PROTEIN LEVEL IS INADEQUATE FOR PHEASANTS. If you cannot easily access Pheasant Feed, choose an alternate high protein quality manufactured feed, such as Turkey feed.

- For example, feed Turkey Starter (25% to 28% protein) for 0 to 6 weeks of age and Turkey Grower (22% to 23% protein) for 7 to 11 or 12 weeks of age.
- Feed is usually medicated with Emtryl to control a turkey disease called Blackhead.
 - Pheasant chicks eat about 1 kilogram (2.2 pounds) each of Turkey Starter in 6 weeks (therefore 25 chicks will eat 25 kilograms).
 - 25 kilograms (55 pounds) of Turkey Grower should last 25 chicks about 4 weeks.

4-H Pheasant Project Guide

- After 11 weeks the chicks will start to eat whole, or milled grains (wheat, oats, corn, barley, and canola), but this should be mixed with a turkey supplement to be about 17% protein.;
 - The chicks will eat 3 kilograms (6.6 pounds) each between 11 and 14 weeks old.
- After 14 weeks of age, the pheasants can be fed whole grains and a mixture of Breeder supplement (17%). Grain (whole, not rolled) should be added to the feed as the birds get older. Corn cobs and flax may also be used;
 - They will eat approximately 6 kilograms (13 pounds) each.

Potential Cost of food, available through UFA, or other feed stores.

- Turkey Starter: 25% protein, 0-6 weeks, 2015 prices - \$20/25kg bag;
- Turkey Grower: 22% protein, 7-12 weeks, 2015 prices - \$18.25/25kg bag; and
- In 2015, the average cost of feeding a pheasant during the program was \$2.68/bird. (This cost is based on no grain added to the feed once the birds were approximately 4 weeks old).

Feeding

- For the first five days, feed the chicks their Pheasant or Turkey Starter crumbled on rough paper plates;
- Two plates should be enough for 50 chicks;
- If you buy paper plates, use the coloured ones; the colour attracts the chicks to the feed. Use the paper plates with the rough surfaces that are not waxed;
- Make certain there is feed on the plates for the birds at all times;
- Remove litter from plates and feeders before refilling to prevent the spread of disease;
- On the third day, remove one plate and replace it with a small chick size feeder filled with Turkey Starter inside the guard;
- After the sixth day, the chicks can feed from the feeders and the plates can be removed;
- The feeder in the enclosed run should be moved at least once a week to prevent disease.

4-H Pheasant Project Guide

Grit

- Grit is used to help maintain normal gizzards, which in turn helps keep gamebirds healthy and strong.
- You should use insoluble grit along with the oats as this will aid the gizzard in remaining normal.
- About 2.5 kilograms (5.5 pounds) of chick size granite grit should be enough for 50 Pheasants through to 12 weeks of age.
- Sprinkle a small amount of chick size granite grit over the feed on the first day and every third day following. The shiny particles also help attract chicks to the feed.
- **Do not use too much grit**, as the chicks may go on a grit binge and not eat enough food.

Watering

- For the first three days, give the chicks water at room temperature 20°C (68°F).
- After the third day, they can drink cold water.
- Put small stones or marbles in the chicks water founts for the first six days, to keep the chicks from falling in the water and getting chilled or drowning.
- Put a waterer on each side of the heat lamp so the chicks have water close by.
- Clean water founts every day and change the water daily.
 - Chicks like water free of litter and dirt.
 - Diseases can be spread quickly through dirty waterers.
 - The water should be moved at least twice weekly in the enclosed run.

You can add terramycin soluble powder (an antibiotic) to their water for the first week, but we do not recommend using an antibiotic unless the chicks are sick or dying.



Peepers, Blinders or Beak Bits

One of the biggest issues that any pheasant farmer comes up against is bird injury caused by pecking each other. Pecking harms the bird, lowers the quality and increases the death rate of birds. The easiest way to prevent this is by ensuring that birds have **enough space and cover within their pen**. However, this isn't always enough. You can also use a blinder, designed for game birds, called a **peeper**.

4-H Pheasant Project Guide

What do peepers do?

- Peepers prevent pheasants from seeing what is directly in front of them, which in turn reduces the chances of pecking each other.

When?

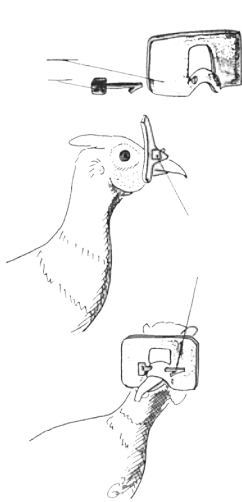
- The best time to put peepers on birds is at approximately 4 to 6 weeks of age when they are placed in outside pens.

Why?

- One of the benefits of using peepers is how humane they are. It prevents birds from harming each other and allows them to drink and feed as well. They just can't see other Pheasants clearly

How to attach peepers:

Use 2 people to put them on the pheasants. One holds the body and the head, the other quickly runs the pin through the nostril ensuring it's secure. **YOU MUST REMOVE peepers before releasing the birds.**



At 4 – 6 weeks the birds should have peepers/ blinders placed on them.



Push pin through the nostril membrane until locked.



Keep in mind that if you choose to use peepers they must be removed before you release your pheasants into the wild.

4-H Pheasant Project Guide

Habitat Selection

A pheasant requires many things in their habitat such as...

- Food
- A roost (a place for them to sleep)
- A place to hide (many places)
- A way to stay warm.
- A place to relax (hang out)
- A place to hide a nest
- A place to raise chicks

It is also important to consider

- Landscape and habitat diversity
- Pheasants generally travel less than 3.2 kilometres (2 miles)
- Picking areas that have worked well in the past for pheasant release areas

What should you look for?

- Pheasant habitat needs change with the season so a large variety in the habitat and cover will contribute to success in living in the wild.
- Grass and shrub cover approximately 50cm or 20 inches tall.
 - Pheasants will often roost overnight in this taller cover and use it to avoid detection by predators.
- Broad leaf plants that attract a variety of insects, which are important sources of high protein food for chicks and hens.
- Large patches of thermal cover to keep them warm during the winter.
 - Cattail marshes at least 50 meters (165 feet) across usually work the best for this
 - Areas of shrub or bushes such as snowberry, wild rose, chokecherry and Saskatoon berries
 - Any well designed shelterbelt

A pheasant's habitat requirements change with the seasons. Generally, areas with a greater variety of habitat types available in close proximity to the home range can improve the chance of survival.

4-H Pheasant Project Guide

If a pheasant has access to all the appropriate habitat types for all seasons of the year, it will generally travel less than 2 miles. If you select release sites with good access to all habitat types it will be very likely you should be able to see the birds again!

Releasing Your Pheasants

Once ACA determines the locations and release dates, 4-H members will be responsible for providing the pheasants to ACA for release in specific areas or releasing the pheasants at specifically identified suitable sites within a set time frame, approximately late August or early September. The locations and release dates will be determined by the Alberta Conservation Association and communicated to the clubs and members by the 4-H Branch. Remember, you may be able to release some pheasants into suitable habitat areas that **you** identify, if agreeable to the Alberta Conservation Association.

ALL Release Locations will be recorded by the club leader on the tally form and submitted (as indicated on the form) to the 4-H Branch to be shared with the Alberta Conservation Association. Record the legal land description, township and range road intersection or GPS coordinates. Please be as descriptive as possible. This information will be used for ongoing research purposes.

Capturing the birds within your flight pen is tricky. The birds are wild and frighten very easily. To assist your efforts, try using a rubber fishnet to capture the birds, as this will not damage their feathers.

Containers used to transport birds to release sites should not be too tall (ie. Large dog crates) as the birds may panic and hit their heads on the roof, doing damage to themselves or other birds in the cage. Use a special wild bird crate, available to borrow from the ACA, or a low profile box that is not too much higher than the height of a bird. Do not overcrowd the birds in the crate.

Release Day



Transport the pheasants safely and carefully to a suitable release habitat area. Note the bird crate in the left hand photo.

4-H Pheasant Project Guide

The Life Cycle of a Pheasant in the Wild

You may wonder what is in store for your pheasants when they do not have you to depend on for their care. Consider pheasants of the same age as those that you are releasing in late August/September.



Fall – September to November = Growth and Survival

Fall is about survival and growth for the upcoming winter! For wild pheasants, their survival often depends on easy access to food so that they may add to and maintain their winter weight. Roosters have spent all summer feeding and gaining weight to prepare themselves.

Meanwhile the hens will have had a hectic summer raising young, incubating them, teaching them to forage in the brood cover plus trying to keep them protected in the grass to evade predators. So hens are behind the roosters in their development and they have to start gaining weight in the fall to survive the winter.

But...

Now the colorful roosters must evade hunters. So their days of basking in the sun, ruffling their feathers, are gone! The camouflaged brown hens get a chance to forage and catch back up in their development. Also the less roosters that make it through hunting means less competition for hens to obtain their own food.



4-H Pheasant Project Guide

Winter – December to March = Survival

Winter is the hardest time of the year to be a pheasant. They aren't concerned about anything but trying to survive. They need a source of thermal cover that will keep them warm throughout the winter.

Different habitat types provide different insulation, similar to the insulation in a house.

The highest insulation value can be found in:

1. Cattail marsh
2. Shrubbery or brush cover
3. Well-designed man-made shelterbelt
4. Linear shelterbelt
5. Windswept field



Alberta winters can be really hard on pheasants. Good thermal cover areas like big cattail marshes give pheasants the best chance of survival. Well constructed shelter belts also offer good insulation and predator avoidance. Poorly designed shelter belts offer limited thermal cover. Wind-blown fields can be a food source for pheasants but offer little thermal value. High energy food like cereal crops, corn or sugarbeets provide great overwintering food for pheasants but it is best if an area of cover is closeby. Leaving a little bit of food in close proximity to winter cover really helps pheasants and other upland game birds to survive.

Spring – April to May = Reproduction

In spring pheasants are thinking about reproduction. The habitat requirements change. Roosters will claim a territory and crow to attract available females. Hens look for big fields with thick standing grass to tuck their nests behind. Hens will lay between 10-12 eggs for a period of 23 days.

Good thermal cover is required for the nest because cold, wet weather can delay egg development and if nests are not hidden well enough, it leaves them open to predation. Grass over 50cm (20 inches) tall provides structural cover for nesting pheasants and protection from predators.

Summer – June to August = Brood Rearing

Summer is all about the chicks! Pheasants begin raising their young chicks that are often called broods. Peak pheasant hatch occurs in June and the new chicks or broods need insects to survive. Insects provide approximately 90% of their diet which is much needed protein. Protein is very important in this early stage of life, which is provided by high protein rations for pheasant chicks raised in captivity. Good cover for raising a brood has plants that attract an abundance of insects for food. Good insect attractants are flowering crops like alfalfa, sainfoin or clover crops. A field with lots of wild flowers helps provide the chicks with the insects they need to survive and develop.

4-H Pheasant Project Guide

Avian Influenza or “Bird Flu”

What is Avian Influenza?

- A virus that causes severe illness or death in birds that is occasionally carried by ducks and geese;

Is Avian Influenza harmful to humans?

- Cases of human infection are extremely rare; and
- The only known Canadian case was in a traveller from China.

What are the signs and symptoms?

- There has not been a known Pheasant case so it is difficult to know what the signs and symptoms will be exactly. You are encouraged to use common sense to judge whether your birds are healthy or not;
- In other species, infected birds will wander around in a stupor, feathers are in poor shape (not from pecking), there is swelling around the body, and the birds will be getting picked on by others; and
- Deaths are normal and expected when a bird gets this disease, especially in the first two weeks of catching it.

How do you prevent it?

- Keep your birds away from waterfowl (large aquatic birds)
- Don't feed your birds while wearing shoes or boots that were just in a wetland
- Use clean, fresh water from a well or canal. (Moving water)

If you do suspect Bird Flu...

- Put any suspicious loss (after the first two weeks of growth) into a garbage bag **using gloves** and put it into a freezer; and
- Report your loss to ACA **as soon as possible**. They will conduct an investigation.

Common Problems

Should you have trouble with a specific problem please do not hesitate to contact the staff at the Alberta Conservation Association for help, by phone, email or via the Facebook group page.

Most of the problems you will encounter with your pheasants can be solved with common sense. One major point to keep in mind at all times is that you are working with wild birds, and as such, they require additional care and extra caution.

4-H Pheasant Project Guide

1. **Issue:** Loss of tail feathers and/or blood on the tail end of pheasants

Cause: This problem is caused from pecking or cannibalism in the group of pheasants. This practice can result from poor cover conditions in the pen, overcrowding or boredom. Depending on the condition of the pen, cannibalism usually starts between three to six weeks of age and may last up to eight weeks of age.

Solution: The best solution is to eliminate the cause. Good cover may be obtained by planting canola, corn, oats, and etc. in the pen first thing in the spring. By adding brush piles to the pen and placing stooks formed from green feed, cover can be improved. If hung in the pen the stooks also give the birds something at which to peck and pull at, thus eliminating boredom. Allotment of sufficient pen space insures that overcrowding won't be a problem.

Ongoing treatment: When a bird is injured, remove it and place it in a small hospital pen supplied with food, water and cover. Once the bird recovers, if fairly mature, release it prematurely to the wild. If, however, the bird is too young (less than six weeks) place the pheasant back in the pen and watch it closely. If the pecking occurs again you have no choice but to release the pheasant into the wild. If you do not release the pheasant, severe cannibalism can result in its death. Cannibalism may be the major problem facing you; the best remedy is to allow sufficient pen space and good cover. Cannibalism is hard to control once started.

2. **Issue:** Pheasants disappearing from brooder house or pen.

Cause: Pheasant chicks are very agile and fly at 10 days of age. Their wild nature results in endless attempts at escaping from their pen or brooder house. Holes in pens, cracks in walls and unscreened air vents all provide a mode of escape for the ever-persistent pheasant chick. Any hole more than 3.5 centimeters (1.4 inches) in diameter provides a path to freedom for the young pheasant.

If the rearing area is free from small holes and cracks, there can only be one answer, a predator is removing the pheasants. In most cases, the predator is domestic; it could be in the form of a cat or a dog, however, the mink, weasel, skunk or owl are all opportunists and will not pass up the chance to prey upon a pheasant in the pen.

Predators usually leave signs of their work; feathers, blood and evidence of digging or burrowing are all clues to the act that occurred. Be sure your control methods are directed toward the guilty party and not harming innocent or protected animals and birds. Remember that hawks, owls, and falcons are protected because they do a lot of good in the control of rodents and other pests. Do not shoot these birds. Call your nearest wildlife officer if you need help.

4-H Pheasant Project Guide

3. Issue: Pheasants die in large numbers in the corner of brooder house.

Cause: This is common during the first week or two and occurs in the late evening or night after the chick guard has been removed. The birds huddle in the corner for warmth; first a couple of birds together, then a half dozen, soon a dozen and before long, 25 or 50. The birds literally pile up. The end result is that the birds on the bottom are suffocated.

Solution: The solution to this problem is to eliminate the corners in the brooder house. This can be done by angling plywood or metal across the corners so there are no right angles. Be sure that young pheasants cannot get behind a corner chick guard as they may become chilled.

4. Issue: Pheasant is listless, huddles near the ground, and the feathers are ruffled.

Cause: This may be a sign of a chilled bird, and if allowed to persist, may develop into sickness. Chilling usually occurs in the younger birds and is a result of being away from the brooder house and/or heat lamp.

Solution: The bird affected by chilling should be placed under the heat lamp with food and water readily available. If the condition of the bird does not improve in a few days, the bird should be removed and sent to the nearest veterinary laboratory for examination.

The best cure for this problem is to ensure that the brooding area and house are free of drafts. If the birds are less than four weeks of age, be sure to drive them back into the brooder house during cold, wet weather.

5. Issue: Pheasant droppings are loose and/or of abnormal color.

Cause: A variety of factors can affect the feces of pheasants such as a change in food, chilling or some form of sickness. The best thing to do is watch your birds and keep track of how widespread and persistent the problem is.

Solution: Ensure that old feed is cleaned up and feeders and waterers are clean. Most disease problems can be avoided by maintaining sanitary conditions. If the problem is in the food (i.e. change of feed, or picking up some old feed on the ground), the bird will probably return to normal in a few days. However, if the problem persists and the birds condition degenerates, contact the Alberta Conservation Association for some advice.

6. Issue: Pheasants failing to feather out properly.

Cause: If the pheasants are allowed to remain inside the brooder house too long, proper feather development does not take place. Cooler temperatures help stimulate feather production; the warmth of the brooder house delays feather growth. This problem usually occurs between five and six weeks of age.

4-H Pheasant Project Guide

Solution: Ensure that your brooder house is well ventilated. After six weeks of age, do not allow the pheasants back into the brooder house. This forces them to make use of the outside shelters you have provided for them (e.g. brush piles, lean-tos, etc.)

7. Issue: Pheasants feathers on the top of their head are ruffled and missing; there may be some bleeding.

Cause: This is normally caused by the absence of the 45-centimeter (18 inches) guard board around the base of the pen. The pheasants, because of their nervous nature, are constantly bumping and banging their heads against the wire. Often the birds get their heads through the wire mesh and scrape the top of their heads. In severe cases, when bleeding occurs, this may promote cannibalism, as the other birds will peck at the bloodied area.

Solution: This problem is easily solved by ensuring that the guard board is intact. If some cannibalism occurs, follow the suggestions for cannibalism.

8. Issue: Pheasant appears to be smaller, weaker and of poor appearance in comparison with other pheasants. This condition lasts for several days or weeks.

Cause: The pheasant or pheasants in question have probably contracted some form of sickness. This condition can be caused by a number of things, which require a professional to diagnose accurately

Solution: Be sure the highest standard of cleanliness is maintained in regards to yourself and the birds as most sickness results from poor sanitary conditions. However, even the most sanitary of pens can become infected by outside sources (mice, etc.).

Contact the Alberta Conservation Association or local veterinarian for assistance. The sick should be removed from the pen and sent in for examination. Watch the remaining pheasants closely to ensure they do not contract the same sickness.

9. Issue: Pheasants are healthy, but have abnormal physical appearance.

Cause: This problem may take several days or weeks to show up. Examples of physical abnormalities may be a crooked neck or deformed feet. These may be hereditary or as a result of abnormal hatching conditions.

Solution: There is nothing that can be done for these birds. If the problem worsens with time, these birds should be destroyed. These birds have a very difficult time in the wild, and once released, almost certainly become subject to predation. The kindest thing to do for these birds is to dispose of them at an early date.

4-H Pheasant Project Guide

Pheasant Raising Chart

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	2 nd wk.	3 rd wk.	4 th wk.	5 th wk.	6-12 wk.	12 wk.
Brooding													
• Keep guard around brooder	X	X	X		X								
• Remove guard in day, replace at night				X	X								
• Remove guard entirely						X							
• Use litter cloth	X	X	X	X									
• Keep brooder lamp at proper height to ensure proper brooding temperatures	X	X	X	X	X	X	X	X	X	X	X	X	X
• Brooder left on day and night	X	X	X	X	X	X	X	X	X	X	X	X	X
• Brooder off in day, on at night													
• Brooder off										X			X
Feeding													
• Have proper feed in feeders all the time. Clean and refill daily. Put feed on rough paper plates	X	X	X	X	X	X							
• Add chick grower to starter													
• Mix grit with feed													
• Have feeders in house and enclosed run	X			X			X	X	X	X	X	X	X
• Have feeders in flight pen													
• Add cracked grain to flight pen								X					
• Add cracked grain to grower												X	X
Watering													
• Clean and refill founts daily. Give chicks warm water. (cold is alright after third day)	X	X	X										
• Have small stones or marbles in base of founts	X	X	X	X	X	X	X	X	X	X	X	X	X
• Have founts in house and enclosed run		X	X	X	X	X	X	X	X	X	X	X	X
• Have founts in flight pen								X	X	X	X	X	X
Ranging													
• Keep chicks in brooder house	X	X	X	X	X	X	X	X	X	X	X	X	X
• Let chick in yard if warm and dry								X	X	X	X	X	X
• Drive chicks into house at night, let out in day								X	X	X	X	X	X
• Give chicks free run of house and enclosed run both day and night											X	X	X
• Let chicks into flight pen; close house.												X	X
• Release													X

THE INSIDER'S GUIDE TO

Pheasant Rearing



A Publication of



MacFarlane
PHEASANTS, Inc.

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1

Who We Are

MacFarlane Pheasants has been in the pheasant business for over 85 years, and has learned much along the way. We have grown to be the largest pheasant farm in North America. We created this guide to share some basic knowledge as to what it

takes to manage and run a gamebird operation. If, after reading this, you still have questions, please feel free to contact our office and we will be more than happy to assist you!



MacFarlane Pheasants began in 1929. Kenneth MacFarlane began importing pheasant eggs from England to the single family dwelling in Janesville, WI where it all began. Before long, the farm outgrew this location and moved to a larger one, at which time Ken's brother Don joined in the running of the farm. The brothers ran the farm together until Kens passing during the Armistice Day Storm in 1940. Up until this point, the farm thrived

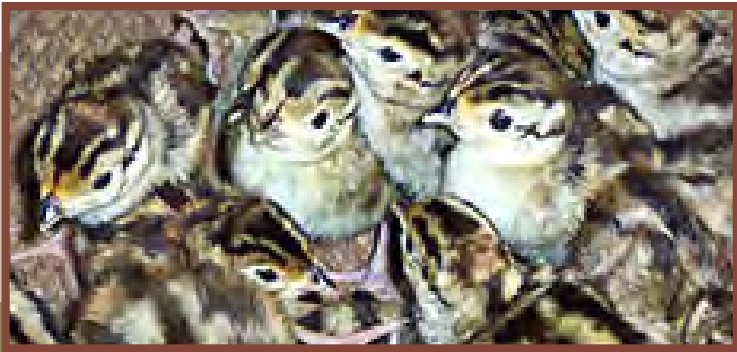
on the sale of mature birds to hunt clubs for release. As reputation grew, the farm added the sale of day old chicks. Now MacFarlane Pheasants hatches well over 1.5 million chicks each year!



MacFarlane Pheasants hatches well over 1.5 million chicks each year!

2

Choosing the Best Option



We sell our birds in a variety of stages ranging from day old chicks to adult birds. Depending on your needs, the following options are available to choose from:

Day Old Chicks

Purchasing day old chicks is the most popular option. Whether the chicks are shipped or picked up at our hatchery, they are ready to go from a box, directly to your brooding area. All chicks are shipped next day air.

Started Birds

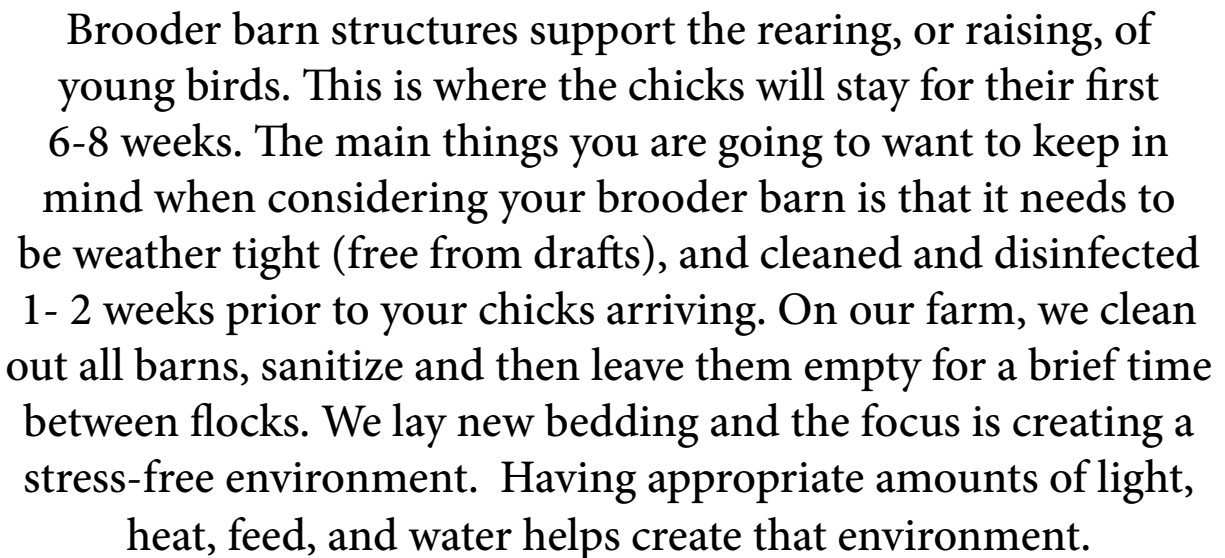
Started birds are 6-8 weeks old and come directly out of our brooder barn. This avoids the expense for both a hatchery and a brooder barn. They go directly into a flight pen and are raised to adults.

Mature Birds

Fully feathered and developed. These birds are 20+ weeks of age and flight conditioned. They can be put into a facility and held, or they can be put directly into the field and hunted immediately.

3

Brooder Barns



Brooder barn structures support the rearing, or raising, of young birds. This is where the chicks will stay for their first 6-8 weeks. The main things you are going to want to keep in mind when considering your brooder barn is that it needs to be weather tight (free from drafts), and cleaned and disinfected 1- 2 weeks prior to your chicks arriving. On our farm, we clean out all barns, sanitize and then leave them empty for a brief time between flocks. We lay new bedding and the focus is creating a stress-free environment. Having appropriate amounts of light, heat, feed, and water helps create that environment.

**THIS PROCESS IS ONE OF THE KEYS
TO CREATING STRONG, HEALTHY BIRDS.**

New Chick Arrival

Once your chicks arrive, you want to immediately remove them from the box, into the brooding area, where sufficient heat, water, and feed are easily accessible to them. Focusing on getting the chicks to eat and drink as soon as possible is the first stage in successful rearing. Do not allow the chicks to run out of feed or water. Having both readily available will reduce competition, which in turn, will reduce stress. If the birds are comfortable and stress is low, the better your chances of raising healthy birds.

Chick Density

A great brooder house will be separated into two rooms, an A room and a B room. The A room is where the chicks spend their first 3 weeks. The ideal density in here is $\frac{1}{4}$ square foot per chick. Once they reach 3 weeks, move them into the B room, where they get $\frac{1}{2}$ square foot per chick. This is where they stay until they are 6-8 weeks before getting moved to the flight pens.

Heating

When brooding larger flocks we have found that gas brooders putting out 20,000 – 30,000 btu's are easiest to use. However, if brooding small flocks or gas is not available, we highly recommend that you use at least one 250-watt infrared bulb for every 100 chicks. The bulbs with the red end are not as bright and help to control pecking and cannibalism. Use a ring or draft shield to confine the chicks for the first 5-7 days. We use cardboard 14-18 inches high to make a circle. A circle with a diameter of 4 feet is sufficient for 50 chicks, and helps prevent drafts. Place the brooder in the center of the ring. You are especially going to want to pay attention to the chicks' behavior with the brooder. If they bunch up and appear to be piling, lower the heat lamp height and possibly add bulbs, they are cold and looking for warmth. On the other hand, if they seem to be moving away from the heat lamp, raise it so that they are not too warm. During their time in the brooder barn, the chicks wean off direct heat and on to a forced air room heater. Drop the temperature about a degree a day starting around day 5. In ideal conditions, by week 6-7, temperatures in the B-room will be similar to outside temperatures, so the birds have an easier transition to the outside world.

Bedding

The best bedding for your brooder barn is large kiln dried wood chips. If you try to use wood shavings that are too small you run the risk that your chicks will eat them and die from an impacted gizzard. We do not recommend sand or newspaper because the chicks have a hard time with their footing. If you choose to use burlap or brooder paper for your bedding, just be sure to change it as needed depending on soiling. Straw is an "ok" option for older chicks, like in a B-room setting, but we do not recommend it for starting birds in an A-room. Keeping barn bedding dry is an absolute necessity in raising strong, healthy birds.

4

Flight Pen Prep

A pen should be large enough to allow 25 square feet per bird (with peepers), or 60 square feet per bird if they have no peepers. There should be .7 linear inches of feed space for every bird in the pen and .1 linear inches of water space for every bird. Provide shelters for the birds to allow them to get out of the wind and other elements. Straw all 4 corners of the pen and under the shelters. Place feed under the shelters for the first week the birds are outside.



5

Feed

Feeding a high quality feed is critical to raising a healthy, strong bird. We have different diets for the different species and ages of the birds. If you are unable to find a gamebird feed, use a turkey ration.



PHEASANTS

0-3 WEEKS OF AGE: 28% GAME BIRD PRE STARTER WITH A COCCIDIOSTAT

3-8 WEEKS OF AGE: 26% GAME BIRD STARTER WITH A COCCIDIOSTAT

8-20 WEEKS OF AGE: 20% GAME BIRD GROWER

20 WEEKS PLUS: 14% GAME BIRD MAINTENANCE

PARTRIDGES

0-9 WEEKS OF AGE: 28% GAME BIRD PRE STARTER WITH A COCCIDIOSTAT

9 WEEKS PLUS: 24% GAME BIRD GROWER WITH A COCCIDIOSTAT

BREEDER BIRDS

20% PRE BREEDER DIET 6 WEEKS PRIOR TO LAY

20% BREEDER DIET FOR OUTSIDE BREEDING BIRDS

23% BREEDER DIET FOR INSIDE BREEDING BIRDS

6

Pen Construction and Design



One of the most expensive farm requirements you are going to find are your covered pens. The main purpose of this structure is to keep the birds in, and predators out. We have included a design for a basic pen that takes into consideration cost, longevity, ease of construction and resistance to bad weather. An 80' x 150' pen is our standard pen size.

“ The main purpose of this structure is to keep the birds in, and predators out. ”

Posts

Perimeter posts should be no farther than 12' apart on center (10' is better) to maintain the integrity of the pen. A 10' treated post is pounded 3' into the ground. All 4 corners of the pen should be braced to prevent corners from pulling in.

Side wire

Side wire consists of a 20 gauge PVC coated (1" mesh) hex wire. Ring two 4' wide sections together (to make an 8' section). Bury the wire and flare it out to prevent predators from digging in.

Each farm has its own unique situation that will require customized gates, feeding, watering and/or catching birds. If you would like individualized help, use the **contact form** on the project-consulting page of our **website**.



Top net

The top net is a tied polypropylene or polyethylene 2 inch net. Nylon nets are not recommended.

Pen support

1/8" aircraft cable is run along the tops of all the posts. The side wire will be hung on this cable and then stapled to the posts. This cable also acts as the top net support. It is run under the net and the prop poles are stapled to this cable. One cable runs the 150' length and divides the pen in half. Two cables run the 80' width and divide the pen into thirds.

Prop posts

Prop posts are used to prop up the net and consist of a 10' or 12' 2x4. These prop posts would be placed at each location where the cable crosses in the pen (2 per pen). In the event of a snow or ice storm, these poles can easily be taken down to prevent damage to the pens.

7

Types of Cover

We believe that natural cover is best. Providing low cover (cover at the bird level) helps distract pheasants from growing restless and pecking at each other. The taller cover will branch out and provide shelter from the rain and other weather elements. A mixture of both is ideal.

Ragweed

It grows quickly in the spring and makes for excellent early cover for the birds. However, it quickly grows through the nets, tearing them. It shades out all low cover and quickly kills it. This is the worst late season cover you can have, and is NOT recommended because of the problems it can cause later in the season.

Lambsquarter

This grows to about head-high and continues to make good low cover (it has leaves all the way down the stem). It also does not grow through the netting and has the ability to stay standing throughout the season. Lambsquarter is the best late season cover you can have and our #1 choice for cover.



Corn

Corn is good all around cover that offers nutritional value during the cold winter months. It holds up well in early winter but by late winter, it offers little cover for the birds

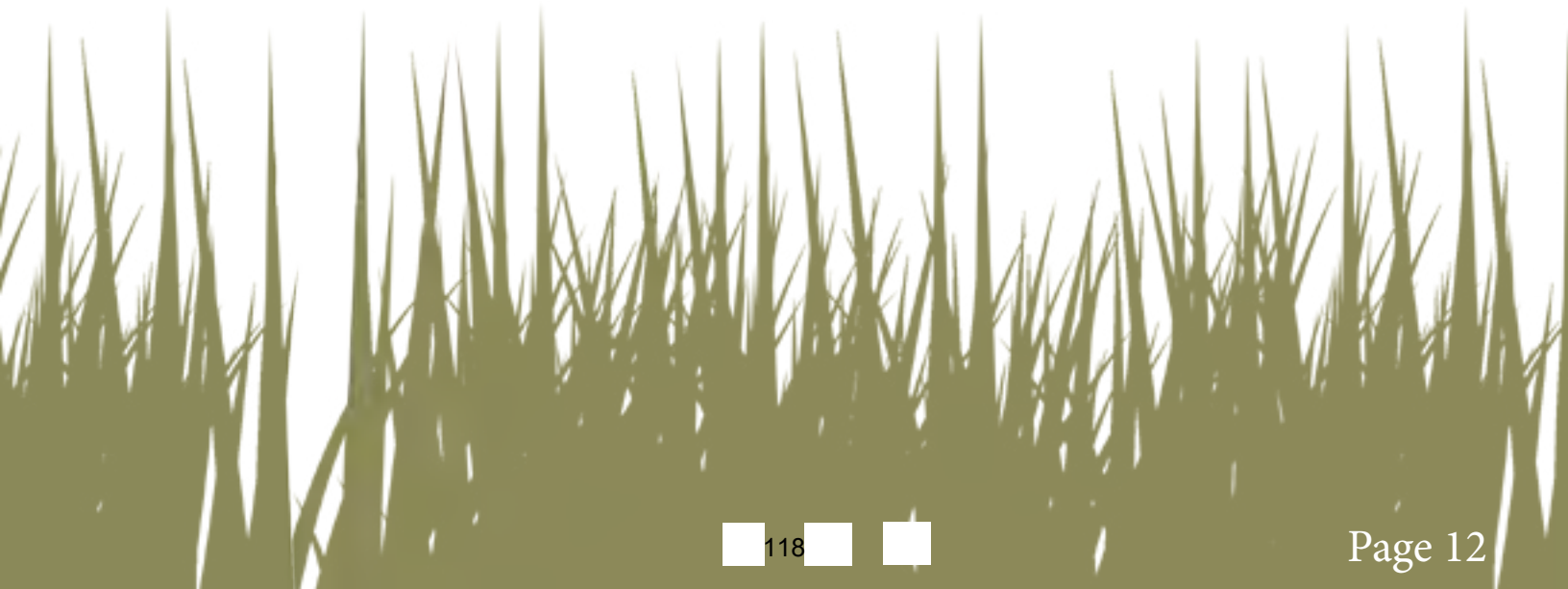


Sorghum/Milo

This is an excellent low cover and would be the planting of choice: must be 70 degrees for the seeds to germinate. The problem here is most of our pens have birds in them by this time.

Grasses

We do not recommended using grass for cover. Birds knock it down quickly and it will not re grow under the birds. It offers some protection early, but quickly deteriorates.



8

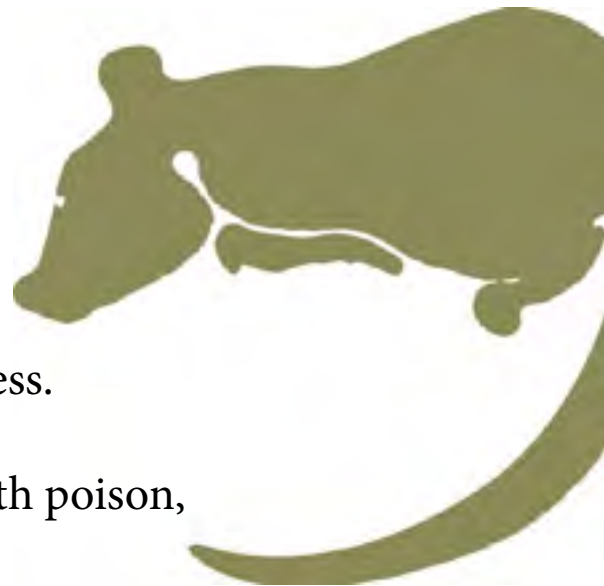
Vermin Control

Rats

Rats come out to find food at night, so if you happen to see one during the day, odds are you have a rat infestation. Rats disturb the birds' habitat and create unnecessary anxiety, not to mention, they bring a variety of diseases that can weaken the pheasants' immune systems or even cause death. They also eat the same feed that the pheasants do. They chew through almost anything, so it is important to reinforce your structures with strong materials such as steel or other various metals.

If you find yourself with a rat problem, here are some tips:

- *Poison active holes with soft bait.
- *Use bait stations on the perimeter of the pen.
- *Switch rat poison regularly to prevent bait shyness.
- *Clean up any junk piles where they could live.
- *After removing birds from a pen, inundate it with poison, THEN remove the feeders.



Starlings:

Starlings are the “rats of the sky” and bring many of the same problems that rats do. These birds can be poisoned, but under the direction of the Fish and Wildlife Service. Contact your local agency for more information.

9

Predators

Be as proactive as you can about predator control. Most trappers would love the opportunity to trap predators around a pheasant farm. Enlist their help. There are various devices that can be used to deter flying predators, such as propane cannons and strobe lights. Falconers have the knowledge (and license) to trap and remove raptors. Don't be afraid to ask for their help.

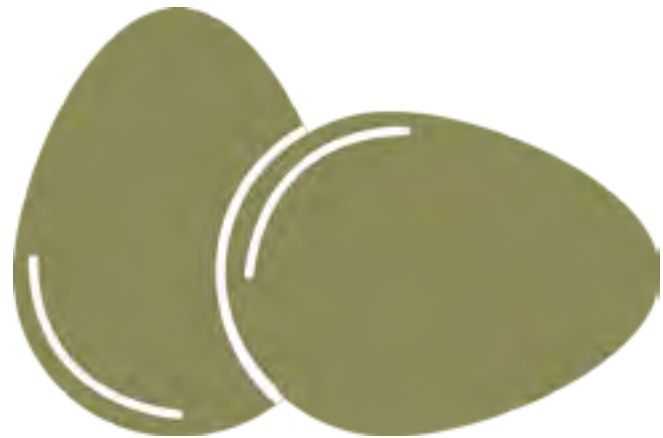


10

Disease and Prevention

It is much easier to work at preventing diseases, than it is trying to cure it. Disease control starts with good biosecurity practices. Transferring organisms from old birds to young birds can cause the most problems. Keep birds separated and use different footgear for the different ages of birds, go youngest to oldest birds when possible. Older birds could be carriers of disease that younger birds are more susceptible to.

All our eggs go through a specialized cleaner and disinfectant, are transferred into flats and then transferred to our hatchery. This prevents disease both from drawing into the embryo through the shell and from transferring anything to the hatchery.



Sanitizing barns between every group is a major aspect of preventing diseases. Keep in mind the more down time (time where birds are not in the barn) you can allow between flocks, the better. Always use new, clean bedding after sanitation.

Remove any dead birds quickly, especially in the hot summer months. Flies and maggots can cause big problems.

Keep species separate. Don't mix different ages of birds.

11

Cannibalism

Pheasants are cannibalistic by nature (picking). You will know your birds are picking if you notice birds displaying bald heads or missing feathers at the rump. It is important to note that picking can become habit forming, so preventing it from starting in the first place is your first line of defense. Some of the root causes can be lack of proper nutrition, not enough cover in the pens, too many birds in a pen, not enough feeder space, or too much light if the birds are still in the barn. To prevent picking, put peepers on the birds at 5 weeks of age and give the birds as much room as possible.

If birds do start to pick, try the following:

- *Give the birds more room if at all possible.
- *Add more feeders to the pen.
- *Break open a bale of alfalfa hay in the pen; something else to pick at.
- *Put peepers on the birds if you have not already done so.
- *Decrease the light intensity if they are still in the barn.
- *Feed a higher protein feed.

12

Tips and Tricks

- **Use a plastic chain or marbles in the troughs for day old chicks to prevent them from drowning**
- **After you catch a bird in a net, spin the net around 6 times to easily remove the bird from the net**
- **3 gallon rubber hog pans work great for watering birds in the winter**
- **Once it snows, you no longer need to provide water for the birds**
- **Eliminate all Dried Distillers Grains (DDG's) from your feed rations**
- **Purchase larger feeders. They cost more, but will greatly reduce feeding time**
- **Design any pens and buildings with expansion in mind, even if you have no plans to do so**

13

Contact Us

We strive to be your number one resource for rearing pheasants, whether you are raising one hundred, or one million! Look around our website for valuable information and “how to” videos. Don’t be afraid to call our office and talk to one of our many professionals in the industry.



web: www.pheasant.com



e-mail: macfar@pheasant.com



phone: 800-345-8348



location: 2821 South US Hwy 51, Janesville, WI 53546

We also offer a host of dressed pheasant products, including smoked pheasants and pheasant pot pies. Stop in our retail store or order online at:



www.pheasantfordinner.com

And don’t forget about our taxidermy birds. We have different grades and qualities depending on your needs. You can find them online at:



www.birds4mounting.com



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 28, 2023
Presented By:	Jennifer Batt, Director of Finance
Title:	Gravel Aggregate 2022 Rate

BACKGROUND / PROPOSAL:

During the 2022 budget deliberations, it was identified that the Community Aggregate Levy imposed of \$0.25 could be increased to \$0.40 to assist with gravel reclamation costs. The program was originally identified to expire in 2021, however has been extended until 2024. During the December 14th, 2021 Council meeting Bylaw 1248-21 being the Community Aggregate Levy for Mackenzie County was passed, effecting the 2022 gravel levy to be imposed.

When suppliers completed the required reporting documents for the 2022 year, they identified the increase and communicated their concerns to Council and administration. Numerous requests have been received to reduce the Community Aggregate Payment Levy imposed in 2022 due to lack of communication on the Bylaw amendment, and the inability for the suppliers to pass this increase onto the consumer.

Administration identified that there was some shortcoming in the communication of the Bylaw change, however the Bylaw was available on the County’s website, and was available to the suppliers. Administration is recommending that 50% of the increase be due by the suppliers, and 50% be written off.

Administration has identified that the following suppliers that were invoiced a levy, and have calculated the amendment required if Council approves.

Customer #	\$0.40 levy	\$0.025 levy	Difference	Recommended 50%
004503	\$ 4,905.12	\$ 3,065.70	\$ 1,839.42	\$ 919.71
237171	\$ 4,572.00	\$ 2,857.50	\$ 1,714.50	\$ 857.25
002601	\$ 14,199.34	\$ 8,874.59	\$ 5,324.75	\$ 2,662.38
240495	\$125,196.40	\$78,247.75	\$46,948.25	\$23,474.13
TOTAL	\$148,872.86	\$93,045.94	\$55,826.92	\$27,913.47

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

OPTIONS & BENEFITS:

That the gravel aggregate increase of \$0.15 per tone be reduced to \$0.075 for 2022 gravel aggregate levy, with the remaining \$0.075 being written off, and any credit balance be returned to the supplier.

COSTS & SOURCE OF FUNDING:

Operating Revenue

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

Bylaw – 1248-21 – Community Aggregate Payment Levy

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the gravel aggregate increase of \$0.15 per tone be reduced to \$0.075 for 2022 gravel aggregate levy, with the remaining \$0.075 being written off, and any credit balance be returned to the supplier as noted:

Customer #	\$0.40 levy	\$0.025 levy	Write off amount
004503	\$ 4,905.12	\$ 3,065.70	\$ 1,839.42
237171	\$ 4,572.00	\$ 2,857.50	\$ 1,714.50
002601	\$ 14,199.34	\$ 8,874.59	\$ 5,324.75
240495	\$125,196.40	\$78,247.75	\$46,948.25
TOTAL	\$148,872.86	\$93,045.94	\$55,826.92

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 28, 2023
Presented By:	Jennifer Batt, Director of Finance
Title:	La Crete Recreation Society – Indoor Ice Arena Capital Project Funding

BACKGROUND / PROPOSAL:

Council had approved the La Crete Recreation Society – Indoor Ice Arena Capital Project, with funding coming by way of public donation. Administration has been advised that the La Crete Recreation board has received additional funding towards this project in the past months, and requires a budget amendment to reflect this funding.

The Society anticipates that to complete the project will require an additional \$500-750K in funding. Administration has been advised that the additional funds will be funded by a private individual, and not involve the County.

Administration will continue to work with the Society, to ensure all costs are included in the asset.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

All Capital funding was raised by way individual community donations.

Operational costs realized in the future Operational Budgets

SUSTAINABILITY PLAN:

SUSTAINABILITY OF COMMUNITY INFRASTRUCTURE

Municipally-owned facilities and structures:

- operate at optimal usage levels given the size of the population
- have the capacity to absorb growth

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

- are well-maintained on a schedule that maximizes life expectancy

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the 2022 Capital Budget be amended by \$775,514 for the La Crete Recreation Society Indoor Ice Rink project with all funding coming from public donations.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 28, 2023
Presented By:	Jennifer Batt, Director of Finance
Title:	2022 Budget Allocations & Amendments

BACKGROUND / PROPOSAL:

The annual audit for 2022 is scheduled as an in person audit for the week of March 6th, as the 2022 interim audit was completed remotely.

Administration has completed numerous reconciliations and analysis of the financial transactions, liabilities and commitments of Council to ensure that Generally Accepted Accounting Principles and Practices have been utilized. Based on this work we are recommending the Council approve the recommendations and actions as detailed in this report in preparation for the scheduled Audit.

Council has various policies related to the disposition of surplus. Although these items are detailed in the various policies to fully comply with the Municipal Government Act (MGA) specific approvals should be provided by Council. These reserve policies provide the overall roadmap however specific issues may require deviation from the policies.

1. Bursary Reserve

In the 2022 Operating budget, Council approved \$25,000 in funding towards awarding Bursaries to applicants as per Policy, and an additional \$3,500 from the Bursary Reserve to past recipients unable to attend due to COVID restrictions.

\$19,500 was awarded to 18 bursary recipients in 2022, however only 12 applicants completed the required documents, or accepted the bursary. A total of \$14,500 was released of the \$28,500 approved above.

There were 6 recipients that did not fulfill their commitment from previous years awarding, and repaid their bursary amounts to a total of \$17,300 in 2022.

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

Policy ADM049-Bursaries;

6.4 *Any unused funds in any given year shall be allocated to the Bursary Reserve established by Council.*

And

Policy RESV017 – Bursaries Reserve

The reserve will be used to retain budgeted funds not awarded during an annual distribution of bursars.

Administration is recommending both the unallocated \$10,500 from 2022 funding, and repayment of \$17,300 for previous years be returned to the Bursary Reserve as per Policies. The \$3,500 in funding from the Bursary Reserve, allocated to operating funds by Council motion was not utilized, and will remain in the reserve. **(MOTION #1)**

2. Grants to Other Organizations - Reserve

With rising costs, Council requested administration amended the deductible amount on some properties under the County's insurance policy, and made the option available to Additionally Named Insured which 19 of the 49 properties increased the deductible amounts. Funds were to be allocated to Grants to Other Organization Reserve to assist in funding when requested by these organizations. Administration is requesting that \$7,401 from the operating funds be allocated to this reserve. **(MOTION #2)**

3. Revenues Collected Earmarked to Reserves

Revenues were collected and budgeted for under three board classifications. The stated intent per policy is that these revenues be contributed to the related reserves. As the budget was developed on estimates, a Council motion allocating the 2022 funds is required. The revenues collected are:

Offsite Levies / Frontage \$222,241;
Gravel Reclamation \$120,959;
Municipal Reserve \$100,213.

(MOTION #3-#5)

4. One Time Project – Funding Allocation

Council approved assisting the Mackenzie Applied Research Association with the 2022 Agricultural Fair and Tradeshow with the surplus identified from previous years in the amount of \$12,655, as well as collecting sponsorships, and paying expenditures. Administration has received an additional \$700 in sponsorship in 2022 than previously identified and are requesting a budget amendment for these funds.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 28, 2023
Presented By:	Louise Flooren, Manager of Legislative and Support Services
Title:	Councillor Expense Claims

BACKGROUND / PROPOSAL:

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

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

- January – All Councillors

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

2023 Operating Budget

SUSTAINABILITY PLAN:

N/A

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

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

1272-22 Honorariums and Expense Reimbursement Bylaw

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the Councillor Expense Claims for January 2023 be received for information.

Author: T. Thompson Reviewed by: _____ CAO: _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 28, 2023
Presented By:	Byron Peters, Interim, Chief Administrative Officer
Title:	Business Incentive Draft Bylaw - 3rd Review

BACKGROUND / PROPOSAL:

Administration amended the bylaw to reflect the verbiage as Council directed to the Business Incentives Draft Bylaw that was presented on January 24, 2023 at the Committee of the Whole Meeting. Council made the following motion at the January 25 Regular Council Meeting.

MOTION 23-01-077

MOVED by Councillor Wardley

That administration highlight value added verbiage to the Business Incentive Draft Bylaw.

CARRIED

Administration has included definitions for Primary and Secondary Industry, also eligibility requirements for minimum thresholds for increases to assessment and minimum expansion requirements.

OPTIONS & BENEFITS:

Option 1:

That administration creates a Tax Exemption Bylaw for new commercial and industrial development and expansion in Mackenzie County.

Option 2:

For information.

COSTS & SOURCE OF FUNDING:

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

No costs at this time. Depending on development, the exemption of taxes may affect future operating revenue.

SUSTAINABILITY PLAN:

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

Strategy E26.1 Infrastructure is adequate and there are plans in place to manage additional growth

Strategy E26.3 Take proactive measures to anticipate growth by preparing evidence-based plans for it.

Goal C1 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:

None at this time.

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

For discussion.

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

BYLAW NO. 12xx-xx
BEING A BYLAW OF
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA

TO PROVIDE NON -RESIDENTIAL PROPERTY TAX INCENTIVES FOR NEW
COMMERCIAL AND INDUSTRIAL DEVELOPMENT AND EXPANSIONS WITHIN
AREAS OF MACKENZIE COUNTY

WHEREAS, pursuant to section 347 of the *Municipal Government Act*, a Council has the authority to cancel or refund all or part of a tax or defer the collection of a tax, with or without condition; and

WHEREAS, the Council of Mackenzie County, in the province of Alberta, has deemed it desirable to Provide Tax Exemptions to new commercial and industrial development and expansions within Mackenzie County; and

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

1. **CITATION**

1.1 This bylaw may be cited as the Mackenzie County Business Incentive Bylaw.

2. **DEFINITIONS**

2.1 For the purposes of this Bylaw the following definitions shall apply:

- a) Act – means the *Municipal Government Act*, RSA 2000, Chapter M-26, and amendments thereto.
- b) Administration – means Mackenzie County Administrative Staff;
- c) Alberta Corporate Registry – means office that registers a business to operate within Alberta;
- d) Applicant – means the registered business owner or authorized agent for the business owner, who applies for the Business Incentive pursuant to this Bylaw.
- e) Application – means an application for Business Incentive, pursuant to this Bylaw;
- f) Business – means a commercial merchandising or industrial activity or undertaking; a profession, trade, occupation, calling or employment or an activity providing goods and services;

- g) Business Incentive – means the cancellation of part of the municipal portion of the taxes for an Eligible Business;
- h) Council – means the Municipal Council of Mackenzie County in the Province of Alberta, as duly elected and defined in the Municipal Government Act, RSA 2000, Chapter M-26 and amendments thereto;
- i) Crown land – means land owned and/or managed by the federal or provincial governments;
- j) Eligible Business – means a business deemed eligible for Business Incentives under the provisions of this Bylaw;
- k) Expansion – means development that adds to an existing Structure to increase the existing Structures physical space;
- l) Primary Industry – means industry, such as mining, agriculture, or forestry, that is concerned with obtaining or providing natural raw materials for conversion into commodities and products for the consumer;
- m) Secondary Industry – means an industry that converts the raw materials provided by primary industry into commodities and products for the consumer;
- n) Structure – means a structure as defined by the Act as non-residential or Machinery and Equipment.

3. **ELIGIBILITY**

In order to qualify for the Business Incentive under this Bylaw:

3.1 The Applicant must:

- a) apply for the Business Incentive before November 1;
- b) Business must be either a new Primary or a Secondary industry, that is not already operational within the region or,
- c) a Business that is an existing Primary or Secondary industry expanding to increase manufacturing or processing in the region and,
- d) the Expansion would be required to be at minimum a twenty five percent (25%) increase of current floor space and,

- e) the development must meet the minimum threshold of generating a \$250,000 (or up to \$500,000) increase to the assessment may be considered for tax exemption and,
- f) would necessitate increasing staffing for operational requirements after the Expansion is complete or,
- g) the Expansion diversifies the Business as a Primary or Secondary industry;
- h) must own the Eligible Business which they are applying for the Business Incentive program;
- i) must own the Eligible Business for the full three (3) years to receive the full benefit of the Business Incentive;
- j) have a current Mackenzie County Business License;
- k) be a business that is registered with Alberta Corporate Registry;
- l) have their Eligible Business property taxes paid in full to date of application;

3.2 The Eligible Business must:

- a) be located in an area zoned for the applicable commercial or industrial land use district within Mackenzie County;
- b) all provincial and federal conditions and requirements shall be met to their specifications and standards prior to commencement of development on Crown land;
- c) not have any outstanding conditions of approval for development;
- d) comply with requirements as stated in the Mackenzie County Land Use Bylaw and Safety Codes Act;

4. **APPLICATION REQUIREMENTS**

4.1 The Applicant must complete the application attached in Schedule 1, in order to be considered for the Business Incentive. The application must include:

- a) business name, applicant name, address, and contact information;
- b) legal land location and street address of business;
- c) an active Mackenzie County business licence number;
- d) Alberta Corporate Registry number;
- e) proof of permit approvals as required by the Mackenzie County Land Use Bylaw and Safety Codes Act for business;

5. **DECISION PROCESS**

5.1 Once a complete application is accepted by administration, it will be reviewed to ensure it meets the eligibility requirements. If the application is eligible for the business incentive, the application will be brought before Council for a decision. Late applications will not be accepted.

6. **DURATION**

6.1 The Business Incentive may be applied to a new Eligible Business for a period no more than three years, from the date of the application approval.

7. **AMOUNT OF DEVELOPER INCENTIVES**

7.1 Tax reductions as Business Incentives may be granted for the municipal, improvement portion of taxes only and does not include school or other requisitions.

7.2 As Machinery and Equipment (Industrial) are already assessed at 77% of its value, tax reductions as Business Incentives may be granted at a lower percentage for municipal, improvement portion of taxes only and does not include school or other requisitions.

7.3 Business Incentives for new commercial development may be granted by Council according to the following guidelines:

- a) 75% of the value of the current years' municipal tax levy in the first year of taxation of the new development;

- b) 50% of the value of the current years' municipal tax levy in the second year of taxation of the new development;
- c) 25% of the value of the current years' municipal tax levy in the third year of taxation of the new development;

7.4 Business Incentives for the new industrial development and the expanded portion of the industrial expansion may be granted by Council according to the following guidelines:

- a) 50% of the value of the current years' municipal tax levy in the first year of taxation of the new development;
- b) 25% of the value of the current years' municipal tax levy in the second year of taxation of the new development;
- c) 25% of the value of the current years' municipal tax levy in the third year of taxation of the new development;

7.5 For the purposes of Section 6.1 of this Bylaw, the first year of incentive will apply to the tax year subsequent to the approval of the application.

8. **Cancellation of Incentive**

8.1 If at anytime after the Business Incentive is granted, the County determines that:

- a) Applicant or their Application did not meet or ceased to meet any of the criteria required in which formed the basis of granting the incentive; or
- b) there was a breach of any condition of the Business Incentive;
- c) Business Incentive is non-transferable, a change of ownership will null and void the remaining tax incentive years.

The County may cancel the incentive for the taxation year or years in which the criterion was not met or to which the condition applies.

READ a first time this ____ day of _____, 2023.

READ a second time this ____ day of _____, 2023.

READ a third time and finally passed this ____ day of _____, 2023.

(original signed)

Joshua Knelsen
Reeve

(original signed)

Byron Peters
Interim Chief Administrative Officer

DRAFT

**Schedule 1
Business Incentive Application**

DRAFT



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 28, 2023
Presented By:	Byron Peters, Interim, Chief Administrative officer
Title:	Rural Road Study Report

BACKGROUND / PROPOSAL:

Mackenzie County enlisted Catalis Ltd. formerly known as Munisight to develop criteria to determine condition of all types of roads throughout the County. The report that was compiled with the data collected is referred to as the Rural Road Study (RRS) report.

Road segmentation was defined prior to assessing conditions of each segment. Conditions for assessing roads had to comply with road sections being 1600 m or less, they did not cross an intersection or change road types.

The road inspection consisted of driving on the whole road visually while inspecting the road, determining the 30m section that represented the road as a whole, and completing the assessment on that said section. The County requested ditching assessments along with the road criteria.

To evaluate road conditions, specific defects to each road type were used to calculate conditions of that road category. Defects were rated on scale of 1-5 to be collected and averaged to provide an overall roadway condition.

Rating Roadway Condition

1. Excellent
2. Good
3. Fair
4. Poor
5. Critical

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

Some culvert data was collected such as condition and a picture of the culvert. This information was entered into Catalis and is available to staff for review. More time and staff would be necessary to collect data for all the culverts within Mackenzie County.

The completed report has the full particulars with detailed graphs and tables giving a comprehensive overview of the study. Please see attached RRS report.

OPTIONS & BENEFITS:

The Rural Road Study gives an overview of County roads and their condition. Planning for future maintenance and rehabilitation strategies can be utilized based on the data collected.

COSTS & SOURCE OF FUNDING:

The study was funded through a grant the County received from Federation of Canadian Municipalities (FCM).

SUSTAINABILITY PLAN:

Goal E1 That the Region’s transportation system:

- Reduces travel time and increases safe, comfortable and efficient travel between its communities and between the County and major destinations beyond its borders.
- Provides an economically efficient access to business and industrial markets outside of County boundaries.

COMMUNICATION / PUBLIC PARTICIPATION:

A small portion of the study will be included in the Annual Report.

POLICY REFERENCES:

ADM059 Asset Management

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

For information.

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

MACKENZIE COUNTY

Rural Road Study Report



Version: 1.0

Date: September 20th, 2022



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Rural Road Study Background & Purpose

Mackenzie County has commissioned Catalis Ltd. to develop criteria to determine the condition of earth, gravel, oiled, and paved roads throughout the County. Specifics of the criteria will be evaluated further on in this document. The scope of this report is to provide insight on these condition ratings of each road segment and highlight critical points of interest for Mackenzie County. The primary purpose of this report is to provide a robust document to make informed asset management decisions regarding the transportation system of Mackenzie County. This will allow the County to focus on rehabilitation of current assets and future capital expenditure planning.

Study Methodology

The methodology of this study was developed through the aggregation of road study techniques from various sources, including MTO and IPWEA (G.J. Chong, Manual for Condition Rating of Surface Treated Pavements SP-021, 1989) (G.J. Chong, SP-024 Manual for Condition Rating of Flexible Pavements - Distress Manifestations, 1989) (IPWEA, 2016). Road surface types evaluated as part of this study were earth, gravel, oiled and paved. Along with overall condition, a “rideability score” for all road segments was determined.

Road segmentation was defined prior to assessing condition of each segment. Roads were broken up into sections that had to comply with the following conditions:

- 1600 meters or less
- Did not cross an intersection
- Changed road type boundaries

Segmentation came down to making sure all road segments were done with logic, fell between intersections, and did not overlap any lengths for different road types. Once segmented, road inspection consisted of first visually inspecting each road by driving over it, determining a 30m section of the road that was deemed to best represent the road segment as a whole, and doing the assessment on said section.

Rating Roadway Condition

For each road surface type, particular defects specific to each surface type were evaluated to estimate road condition. The below table shows the breakdown of defects that were evaluated as part of the study. Each defect was rated on a 1-5 scale to be collected, averaged to produce an overall roadway condition. Scores were assigned as:

1. Excellent
2. Good
3. Fair
4. Poor
5. Critical

Below are tables showing the specific criteria for each road type:



Road Surface Type	Road Distresses/Defects	
<i>Surface Treated (Oiled)</i>	Surface Texture	Stripping
		Flushing
		Polishing
	Surface Cracking	Block Cracking
		Alligator Cracking
		Transverse Cracking
		Diagonal Cracking
		Meandering Cracking
		Longitudinal Cracking
	Edge Condition	
	Rutting	
	Corrugations & Distortions	
	Potholes	
	Patching	

Table 1: Oiled Road Surface Defects



Road Surface Type	Road Distresses/Defects	
<i>Flexible Pavement (Paved)</i>	Surface Texture	Flushing
		Delamination
		Raveling/Potholing
		Polishing
	Surface Cracking	Block Cracking
		Alligator Cracking
		Transverse Cracking
		Diagonal Cracking
		Meandering Cracking
	Edge Cracking	Longitudinal Cracking
	Rutting	
	Corrugations & Distortions	
	Patching	

Table 2: Paved Road Surface Defects

Road Surface Type	Road Distresses/Defects	
<i>Gravel</i>	Gravelling Age	
	Profile & Drainage	
	Dust Control	
	Potholes	
	Rutting	
	Corrugations	
	Scouring	

Table 3: Paved Road Surface Defects



For specifics about each defect, please refer to Rural Road Study Sections 1 through 3. These documents detail the descriptions, causes, and treatments for each defect as well as the criteria to score them on a 1-5 scale.

Rideability Score Metrics

A road segment's rideability is used as a high-level measure of a road's Level of Service. Rideability can be explained as the comfort a driver feels while travelling on the road at the recommended speed limit. If the recommended speed limit cannot be maintained safely, the speed would have to be reduced. The rideability score should reflect any necessary changes to speed as well as comfort. The following table shows the 1-5 rating scale for rideability with 1 being the best condition for a smooth ride at the recommended speed limit, and 5 being the worst condition for an uncomfortable ride that's unsafe at the recommended speed limit. One note that gravel roads automatically default the top rideability score to 3; simply because of the nature of a gravel road is to be bumpy and minorly rough.

Rideability Score	Description
1 – Excellent	Smooth, no roughness
2 – Good	Comfortable, minimal roughness
3 – Fair	Average ride, 50% of the road is rough, can drive at speed limit with no safety concern
4 – Poor	Uncomfortable, 70% of the road is rough
5 – Very Poor	Very uncomfortable, high roughness, vehicle loses alignment

Table 4: Rideability Score

Rideability Results

Average rideability scores were determined for all County owned roadways. Collected data is summarized in the table below. A more detailed breakdown of all rideability scores can be found in Supplemental Document A.

	Earth Roads	Gravel Roads	Oiled Roads	Paved Roads
Average Rideability	3.5	3.1	1.9	1.7
Total Length (km)	35.3	1653.4	40.8	62.9

Table 5: Average Rideability Score by Surface Type

Assets with high rideability score should be focused on first, as these are providing a lower level of service to ratepayers. Oiled and paved roads with rideability that are 3, 4 or 5 have been flagged in the following table. These roads should be reviewed in more detail as this is when driving at speed limit is no longer possible due to safety concerns.



Full Street Name	Road Width	Length (m)	Asset ID	Relative Condition	Rideability	Road Type
Zama Access Rd	9m	225.6	RD-004597	Critical	5	Paved
TWP RD 1060	11m	1625.3	RD-04858	Poor	4	Oiled
TWP RD 1052A	10m	1627.2	RD-004786	Poor	4	Oiled
TWP RD 1074	9m	681.1	RD-005169	Poor	4	Oiled
TWP RD 1092	8m	1625.9	RD-005338	Poor	4	Oiled
TWP RD 1061	9m	360.3	RD-000155	Fair	3	Oiled
TWP RD 1061	9m	276.3	RD-004933	Fair	3	Oiled
TWP RD 1092	8m	1625.0	RD-005336	Critical	3	Oiled
TWP RD 1074	9m	1633.3	RD-005170	Fair	3	Oiled
RGE RD 151	8m	1617.7	RD-005385	Fair	3	Oiled
RGE RD 151	8m	1617.2	RD-005386	Fair	3	Oiled
TWP RD 1104	9m	1621.8	RD-005721	Fair	3	Oiled
SERVICE RD	9m	944.8	RD-001412	Good	3	Oiled
RGE RD 154	9m	1377.4	RD-004805	Good	3	Oiled
RGE RD 154	9m	1385.3	RD-004806	Good	3	Oiled
RGE RD 154	9m	1282.8	RD-004807	Good	3	Oiled
RGE RD 154	9m	1608.1	RD-004808	Good	3	Oiled
RGE RD 151	8m	1537.6	RD-000306	Good	3	Oiled
TWP RD 1104	9m	1626.8	RD-000994	Good	3	Oiled
RGE RD 180	10m	1592.3	RD-004646	Good	3	Oiled
RGE RD 180	10m	1613.6	RD-004647	Good	3	Oiled
TWP RD 1052A	10m	1626.6	RD-004785	Poor	3	Oiled
TWP RD 1092	8m	1623.0	RD-005337	Poor	3	Oiled
TWP RD 1092	8m	770.1	RD-005340	Poor	3	Oiled

Table 6: Oiled and Paved Road Segments with Rideability Scores 3, 4 or 5

Gravel road segments with a rideability score of 4 or 5 have been flagged below. These roads should be reviewed in more detail as this is when driving at speed limit is no longer possible due to safety concerns.

Full Street Name	Road Width	Length (m)	Asset ID	Relative Condition	Rideability	Road Type
113 ST	9m	1557.8	RD-000408	Critical	4	Gravel
TWP RD 1091A	7m	183.7	RD-001443	Critical	4	Gravel
-	8m	1141.9	RD-000444	Fair	4	Gravel
-	8m	1215.4	RD-000445	Fair	4	Gravel
RGE RD 153	5m	814.4	RD-000818	Fair	4	Gravel
TWP RD 1092	8m	816.0	RD-000014	Fair	4	Gravel
RGE RD 171	6m	1620.0	RD-000214	Fair	4	Gravel



TWP RD 1044	8m	1629.6	RD-000222	Fair	4	Gravel
RGE RD 145	4m	1528.4	RD-000267	Fair	4	Gravel
WATT MOUNTAIN RD	6m	1609.0	RD-000484	Fair	4	Gravel
WATT MOUNTAIN RD	6m	1609.0	RD-000486	Fair	4	Gravel
RGE RD 110	7m	1618.3	RD-000574	Fair	4	Gravel
RGE RD 114	8m	1613.3	RD-000584	Fair	4	Gravel
RGE RD 115	7m	982.7	RD-000589	Fair	4	Gravel
RGE RD 131	7m	1618.5	RD-000669	Fair	4	Gravel
RGE RD 140	5m	611.3	RD-000727	Fair	4	Gravel
RGE RD 142	5m	1836.1	RD-000742	Fair	4	Gravel
RGE RD 155	5m	1637.4	RD-000841	Fair	4	Gravel
TWP RD 1070	11m	943.8	RD-000844	Fair	4	Gravel
RGE RD 165	8m	839.8	RD-000894	Fair	4	Gravel
RGE RD 173	9m	1618.4	RD-000941	Fair	4	Gravel
RGE RD 182	8m	1616.7	RD-000952	Fair	4	Gravel
RGE RD 183	9m	1755.7	RD-000960	Fair	4	Gravel
RGE RD 180	10m	1623.3	RD-000977	Fair	4	Gravel
TWP RD 1032	8m	1637.1	RD-001044	Fair	4	Gravel
TWP RD 1032	7m	904.2	RD-001046	Fair	4	Gravel
RGE RD 143	5m	1209.1	RD-001065	Fair	4	Gravel
RGE RD 145	10m	1619.2	RD-001070	Fair	4	Gravel
RGE RD 135	8m	1617.0	RD-001123	Fair	4	Gravel
TWP RD 1083A	4m	985.0	RD-001154	Fair	4	Gravel
TWP RD 1090	7m	1630.7	RD-001185	Fair	4	Gravel
TWP RD 1090A	9m	595.5	RD-001192	Fair	4	Gravel
TWP RD 1091	11m	1549.6	RD-001198	Fair	4	Gravel
TWP RD 1092	6m	1334.9	RD-001209	Fair	4	Gravel
TWP RD 1093	9m	1626.9	RD-001223	Fair	4	Gravel
TWP RD 1094	7m	500.0	RD-001257	Fair	4	Gravel
TWP RD 1104	6m	1625.6	RD-001364	Fair	4	Gravel
TWP RD 1112	7m	1141.7	RD-001411	Fair	4	Gravel
-	6m	315.8	RD-001622	Fair	4	Gravel
-	9m	651.0	RD-001977	Fair	4	Gravel
-	6m	1609.0	RD-001996	Fair	4	Gravel
RGE RD 191	-	400.9	RD-002135	Fair	4	Gravel
RGE RD 172	9m	1616.4	RD-004609	Fair	4	Gravel
RGE RD 180	10m	1613.2	RD-004643	Fair	4	Gravel
RGE RD 180	10m	1623.3	RD-004644	Fair	4	Gravel
RGE RD 174	8m	1622.1	RD-004650	Fair	4	Gravel
RGE RD 181	11m	1613.0	RD-004670	Fair	4	Gravel
TWP RD 1050	10m	1628.5	RD-004771	Fair	4	Gravel



TWP RD 1054	11m	1625.7	RD-004799	Fair	4	Gravel
RGE RD 143	8m	1618.4	RD-004801	Fair	4	Gravel
RGE RD 155	7m	675.4	RD-004812	Fair	4	Gravel
RGE RD 155	7m	978.2	RD-004816	Fair	4	Gravel
RGE RD 143	8m	1618.3	RD-004820	Fair	4	Gravel
TWP RD 1044	11m	1630.7	RD-004836	Fair	4	Gravel
RGE RD 142	7m	824.7	RD-004843	Fair	4	Gravel
TWP RD 1060	11m	1625.0	RD-004864	Fair	4	Gravel
RGE RD 134	9m	1619.6	RD-005022	Fair	4	Gravel
RGE RD 134	9m	1621.9	RD-005023	Fair	4	Gravel
TWP RD 1064	11m	1627.5	RD-005056	Fair	4	Gravel
RGE RD 132	8m	1241.9	RD-005068	Fair	4	Gravel
TWP RD 1070	11m	1366.2	RD-005088	Fair	4	Gravel
RGE RD 123	7.5m	1063.7	RD-005162	Fair	4	Gravel
TWP RD 1084	8m	1630.7	RD-005274	Fair	4	Gravel
TWP RD 1084	7m	1629.3	RD-005277	Fair	4	Gravel
TWP RD 1094	7m	1622.3	RD-005384	Fair	4	Gravel
RGE RD 162	8m	1615.6	RD-005405	Fair	4	Gravel
RGE RD 190	10m	793.1	RD-005564	Fair	4	Gravel
RGE RD 153	7m	1618.3	RD-005707	Fair	4	Gravel
GOLF COURSE RD	8m	648.9	RD-000144	Good	4	Gravel
-	7m	1698.6	RD-000338	Good	4	Gravel
-	8m	1488.8	RD-000354	Good	4	Gravel
-	6m	398.5	RD-000363	Good	4	Gravel
RGE RD 125	4m	824.3	RD-000634	Good	4	Gravel
RGE RD 143	8m	813.9	RD-000747	Good	4	Gravel
RGE RD 180	-	923.7	RD-000931	Good	4	Gravel
TWP RD 1050	9m	1628.5	RD-004775	Good	4	Gravel
RGE RD 145	8m	1618.8	RD-004780	Good	4	Gravel
RGE RD 191	8m	1788.4	RD-005896	Good	4	Gravel
SAND HILLS RD	7m	811.7	RD-000438	Poor	4	Gravel
SAND HILLS RD	7m	1052.5	RD-000439	Poor	4	Gravel
WATT MOUNTAIN RD	6m	987.4	RD-000480	Poor	4	Gravel
WADLIN LAKE RD	8m	1609.0	RD-000505	Poor	4	Gravel
-	7m	1618.1	RD-000750	Poor	4	Gravel
RGE RD 144	7m	1700.0	RD-000762	Poor	4	Gravel
RGE RD 144	7m	900.0	RD-000763	Poor	4	Gravel
RGE RD 183	9m	1650.8	RD-000963	Poor	4	Gravel
TWP RD 1033A	7m	1414.7	RD-001053	Poor	4	Gravel
RGE RD 143	-	1590.6	RD-001066	Poor	4	Gravel
TWP RD 1094	7m	1139.3	RD-001256	Poor	4	Gravel



-	7m	730.9	RD-001424	Poor	4	Gravel
-	10m	205.2	RD-001572	Poor	4	Gravel
RGE RD 152	5m	409.4	RD-002134	Poor	4	Gravel
RGE RD 144	7m	1609.8	RD-004655	Poor	4	Gravel
RGE RD 155	8m	634.2	RD-004814	Poor	4	Gravel
RGE RD 143	8m	1618.3	RD-004821	Poor	4	Gravel
RGE RD 152	4m	1046.1	RD-005869	Poor	4	Gravel
TWP RD 1050	7m	1617.5	RD-000049	Poor	4	Gravel
TWP RD 1051A	5m	828.9	RD-000053	Poor	4	Gravel
TWP RD 1044	10m	1629.1	RD-000216	Poor	4	Gravel
TWP RD 1045	8m	1629.6	RD-000227	Poor	4	Gravel
-	8m	1577.7	RD-000235	Poor	4	Gravel
-	7m	1481.1	RD-000236	Poor	4	Gravel
-	7m	1376.6	RD-000237	Poor	4	Gravel
TWP RD 1094	7m	1628.0	RD-000317	Poor	4	Gravel
TWP RD 1094	7m	1632.3	RD-000318	Poor	4	Gravel
RGE RD 110	6m	1608.9	RD-000571	Poor	4	Gravel
RGE RD 121	4.5m	933.7	RD-000600	Poor	4	Gravel
RGE RD 122	5.5m	814.4	RD-000612	Poor	4	Gravel
RGE RD 162	6m	1620.9	RD-000645	Poor	4	Gravel
RGE RD 131	9m	1617.7	RD-000663	Poor	4	Gravel
RGE RD 131	9m	1617.7	RD-000665	Poor	4	Gravel
RGE RD 133	6m	1609.5	RD-000686	Poor	4	Gravel
TWP RD 1082	5m	1651.0	RD-000691	Poor	4	Gravel
RGE RD 134	8m	1680.1	RD-000699	Poor	4	Gravel
RGE RD 135	9.5m	1601.8	RD-000708	Poor	4	Gravel
RGE RD 154	6m	929.0	RD-000823	Poor	4	Gravel
RGE RD 155	5m	1660.1	RD-000835	Poor	4	Gravel
RGE RD 155	6.5m	1078.7	RD-000840	Poor	4	Gravel
RGE RD 164	4m	1629.0	RD-000889	Poor	4	Gravel
RGE RD 190	10m	451.0	RD-000998	Poor	4	Gravel
-	8m	1702.8	RD-001062	Poor	4	Gravel
TWP RD 1090A	9m	593.2	RD-001194	Poor	4	Gravel
TWP RD 1104	7m	1621.6	RD-001366	Poor	4	Gravel
TWP RD 1104	7m	1113.2	RD-001367	Poor	4	Gravel
-	8m	1631.1	RD-001641	Poor	4	Gravel
RGE RD 135	7m	818.2	RD-002128	Poor	4	Gravel
RGE RD 155	-	1700.0	RD-004815	Poor	4	Gravel
TWP RD 1044	10m	1629.9	RD-004835	Poor	4	Gravel
TWP RD 1070	10m	416.0	RD-005101	Poor	4	Gravel
TWP RD 1081	9m	1631.9	RD-005216	Poor	4	Gravel



RGE RD 165	4m	1628.9	RD-005296	Poor	4	Gravel
TWP RD 1090A	8m	1032.6	RD-005317	Poor	4	Gravel
TWP RD 1093	9m	1573.3	RD-005356	Poor	4	Gravel
TWP RD 1094	8m	1629.7	RD-005367	Poor	4	Gravel
TWP RD 1102	5m	1642.7	RD-005716	Poor	4	Gravel
RGE RD 140	7m	1616.1	RD-000191	Critical	5	Gravel
TWP RD 1072	6m	1638.5	RD-001116	Critical	5	Gravel
-	7m	1628.4	RD-000334	Critical	5	Gravel
RGE RD 175	4m	1478.3	RD-000926	Fair	4	Dirt
RGE RD 184	3m	1609.1	RD-000972	Fair	4	Dirt
RGE RD 144	4m	829.3	RD-000772	Poor	4	Dirt
TWP RD 1060	5m	1624.3	RD-004905	Poor	4	Dirt
RGE RD 141	5m	854.9	RD-000186	Poor	4	Dirt
RGE RD 111	4m	813.5	RD-000579	Poor	4	Dirt
RGE RD 121	4m	771.3	RD-000605	Poor	4	Dirt
RGE RD 121	4m	1150.0	RD-000606	Poor	4	Dirt
RGE RD 130	4m	1619.6	RD-000654	Poor	4	Dirt
RGE RD 174	4m	1627.8	RD-000910	Poor	4	Dirt
RGE RD 200	7m	989.9	RD-001019	Poor	4	Dirt
TWP RD 1080	5m	816.0	RD-001126	Poor	4	Dirt
RGE RD 190	9m	825.4	RD-005007	Poor	4	Dirt
TWP RD 1094	5m	1628.3	RD-005383	Poor	4	Dirt
TWP RD 1112	3m	1110.3	RD-001417	Critical	5	Dirt

Table 7: Gravel and Dirt Road Segments with Rideability Score 4 or 5

Rideability score is a high-level indication of asset performance and should be considered when determining future asset investment.

Ditch Condition

While collecting road assessment data, Mackenzie County specifically decided to collect ditch condition data. It was rated on a scale of 1-5 as per the rest of the condition criteria. Of all the collected assessments, the below table shows all the ditches with a score of 3, 4 or 5:



Full Street Name	Road Width	Length (m)	Asset ID	Relative Condition	Road Type	Ditching Condition
TWP RD 1054	12m	1628.4	RD-000821	Good	Gravel	3
RGE RD 150	8m	824.5	RD-000270	Fair	Gravel	3
RGE RD 123	5m	1618.5	RD-000621	Fair	Gravel	3
RGE RD 125	5m	1122.1	RD-000637	Fair	Gravel	3
-	5m	777.3	RD-001605	Fair	Gravel	3
-	4m	252.1	RD-001621	Fair	Gravel	3
TWP RD 1050	10m	1628.6	RD-004770	Fair	Gravel	3
TWP RD 1070	3.5m	450.9	RD-000038	Good	Gravel	3
-	5m	646.1	RD-000074	Good	Gravel	3
-	6m	94.8	RD-000075	Good	Gravel	3
RGE RD 173	6m	834.1	RD-000208	Good	Gravel	3
RGE RD 145	8m	1670.0	RD-000262	Good	Gravel	3
RGE RD 172	8m	1608.6	RD-000315	Good	Gravel	3
-	6m	1697.8	RD-000339	Good	Gravel	3
FERRY LANDING RD	6m	1642.3	RD-000460	Good	Gravel	3
TWP RD 1091B	5m	954.8	RD-000477	Good	Gravel	3
WATT MOUNTAIN RD	6m	1609.0	RD-000483	Good	Gravel	3
RGE RD 134	7m	1150.0	RD-000701	Good	Gravel	3
RGE RD 134	8m	992.3	RD-000702	Good	Gravel	3
RGE RD 142	7m	879.0	RD-000736	Good	Gravel	3
RGE RD 142	7m	820.1	RD-000739	Good	Gravel	3
RGE RD 150	4m	540.8	RD-000765	Good	Gravel	3
TWP RD 1070	11m	1638.2	RD-000845	Good	Gravel	3
RGE RD 160	5m	900.0	RD-000847	Good	Gravel	3
TWP RD 1053A	7m	1627.8	RD-001068	Good	Gravel	3
RGE RD 142	-	1615.1	RD-001082	Good	Gravel	3
TWP RD 1061	7m	1623.5	RD-001085	Good	Gravel	3
-	6m	78.0	RD-001096	Good	Gravel	3
-	5m	94.9	RD-001097	Good	Gravel	3
-	4m	505.3	RD-001098	Good	Gravel	3
RGE RD 161	7m	1368.9	RD-001771	Good	Gravel	3
	4m	669.0	RD-002032	Good	Gravel	3
RGE RD 191	6m	1007.0	RD-002133	Good	Gravel	3
RGE RD 150	7m	1618.4	RD-004680	Good	Gravel	3
RGE RD 153	6m	240.7	RD-004789	Good	Gravel	3
RGE RD 145	9m	1618.3	RD-004792	Good	Gravel	3
RGE RD 144	8m	1168.0	RD-004838	Good	Gravel	3
RGE RD 150	10m	1619.4	RD-004855	Good	Gravel	3
RGE RD 150	9m	1619.3	RD-004856	Good	Gravel	3



RGE RD 150	9m	1587.3	RD-004857	Good	Gravel	3
TWP RD 1060	11m	1627.0	RD-004863	Good	Gravel	3
GREENWOOD RD	8m	93.7	RD-005043	Good	Gravel	3
RGE RD 152	8m	1617.8	RD-005052	Good	Gravel	3
RGE RD 135	8m	1129.0	RD-005225	Good	Gravel	3
RGE RD 161	6m	1667.2	RD-005898	Good	Gravel	3
113 ST	9m	1557.8	RD-000408	Critical	Gravel	3
RGE RD 110	7m	1618.3	RD-000574	Fair	Gravel	3
RGE RD 140	5m	611.3	RD-000727	Fair	Gravel	3
RGE RD 143	5m	1209.1	RD-001065	Fair	Gravel	3
RGE RD 180	10m	1623.3	RD-004644	Fair	Gravel	3
TWP RD 1060	11m	1625.0	RD-004864	Fair	Gravel	3
TWP RD 1070	11m	1366.2	RD-005088	Fair	Gravel	3
RGE RD 144	7m	1700.0	RD-000762	Poor	Gravel	3
RGE RD 144	7m	900.0	RD-000763	Poor	Gravel	3
RGE RD 152	5m	409.4	RD-002134	Poor	Gravel	3
113 ST	8m	661.5	RD-004955	Good	Oiled	3
RGE RD 141	3.5m	1228.3	RD-000182	Fair	Gravel	4
-	7m	128.2	RD-001725	Fair	Gravel	4
RGE RD 150	6m	1198.8	RD-004679	Fair	Gravel	4
RGE RD 142	7m	1473.4	RD-004841	Fair	Gravel	4
RGE RD 180	7m	1710.8	RD-000493	Good	Gravel	4
-	4m	357.4	RD-000076	Good	Gravel	4
SAND HILLS RD	7m	1594.9	RD-000436	Good	Gravel	4
SAND HILLS RD	7m	1383.6	RD-000437	Good	Gravel	4
-	8m	626.6	RD-000440	Good	Gravel	4
-	8m	420.4	RD-000722	Good	Gravel	4
RGE RD 152	10m	764.7	RD-000804	Good	Gravel	4
RGE RD 154	5m	938.6	RD-000828	Good	Gravel	4
TWP RD 1052A	7m	813.8	RD-001067	Good	Gravel	4
WEST LA CRETE HAUL RD	8m	1611.6	RD-001077	Good	Gravel	4
WEST LA CRETE HAUL RD	8m	1619.3	RD-001078	Good	Gravel	4
WEST LA CRETE HAUL RD	8m	1797.1	RD-001079	Good	Gravel	4
WEST LA CRETE HAUL RD	8m	1540.9	RD-001080	Good	Gravel	4
-	5m	458.4	RD-001095	Good	Gravel	4
-	4m	800.5	RD-001576	Good	Gravel	4
RGE RD 150	5m	185.6	RD-004657	Good	Gravel	4
RGE RD 150	11m	1618.5	RD-004854	Good	Gravel	4
WEST LA CRETE HAUL RD	8m	954.0	RD-004859	Good	Gravel	4
WEST LA CRETE HAUL RD	8m	1209.1	RD-004861	Good	Gravel	4
GOLF COURSE RD	6m	1695.5	RD-004925	Good	Gravel	4



RGE RD 143	8m	1618.6	RD-005004	Good	Gravel	4
-	8m	1141.9	RD-000444	Fair	Gravel	4
-	8m	1215.4	RD-000445	Fair	Gravel	4
RGE RD 153	5m	814.4	RD-000818	Fair	Gravel	4
TWP RD 1064	11m	1627.5	RD-005056	Fair	Gravel	4
GOLF COURSE RD	8m	648.9	RD-000144	Good	Gravel	4
SAND HILLS RD	7m	811.7	RD-000438	Poor	Gravel	4
SAND HILLS RD	7m	1052.5	RD-000439	Poor	Gravel	4
RGE RD 183	9m	1650.8	RD-000963	Poor	Gravel	4
TWP RD 1033A	7m	1414.7	RD-001053	Poor	Gravel	4
RGE RD 143	-	1590.6	RD-001066	Poor	Gravel	4
-	10m	205.2	RD-001572	Poor	Gravel	4
RGE RD 155	-	1700.0	RD-004815	Poor	Gravel	4

Table 8: Road Segments with Ditch Condition Scores of 4 or 5

Below shows the general conditions taken for ditching condition specifically. This includes all surface types that assessments were taken for. The large majority of the ditching condition was Excellent at 1158/1381. A note that there is less than the total number of road segments of 1413 as sometimes taking ditching condition was unapplicable. The overall spread is as follows: 1158 are Excellent, 131 are Good, 55 are Fair, and 37 are Poor.

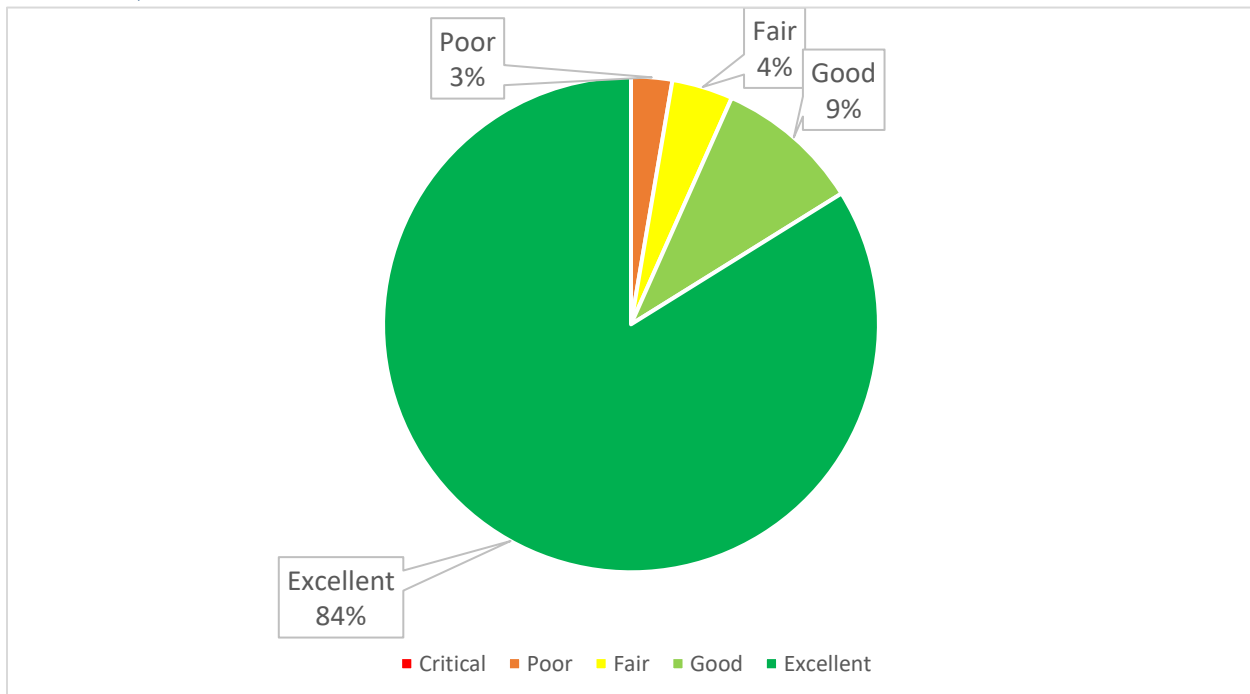


Figure 1: Ditching Condition



Road Network Summary

For Mackenzie County, 1413 condition assessments were conducted. A detailed breakdown of all these assessments can be found in Supplemental Document A. The below table shows summarized results based on surface type:

	Earth Roads	Gravel Roads	Oiled Roads	Paved Roads	Total
Average Condition (1-5)	2.0	1.6	1.7	1.2	1.6
Number of Segments Assessed (#)	31	1272	34	76	1413
Total Length (km)	35.3	1653.4	40.8	62.9	1792.5

Table 9: Average Assessed Condition of Road Segments; Based on Surface Type

Earth or dirt roads were deemed to be in the worst overall condition. These surfaces will need more of the initial focus for rehabilitation. The below figures show a detailed breakdown of the condition of road assets.

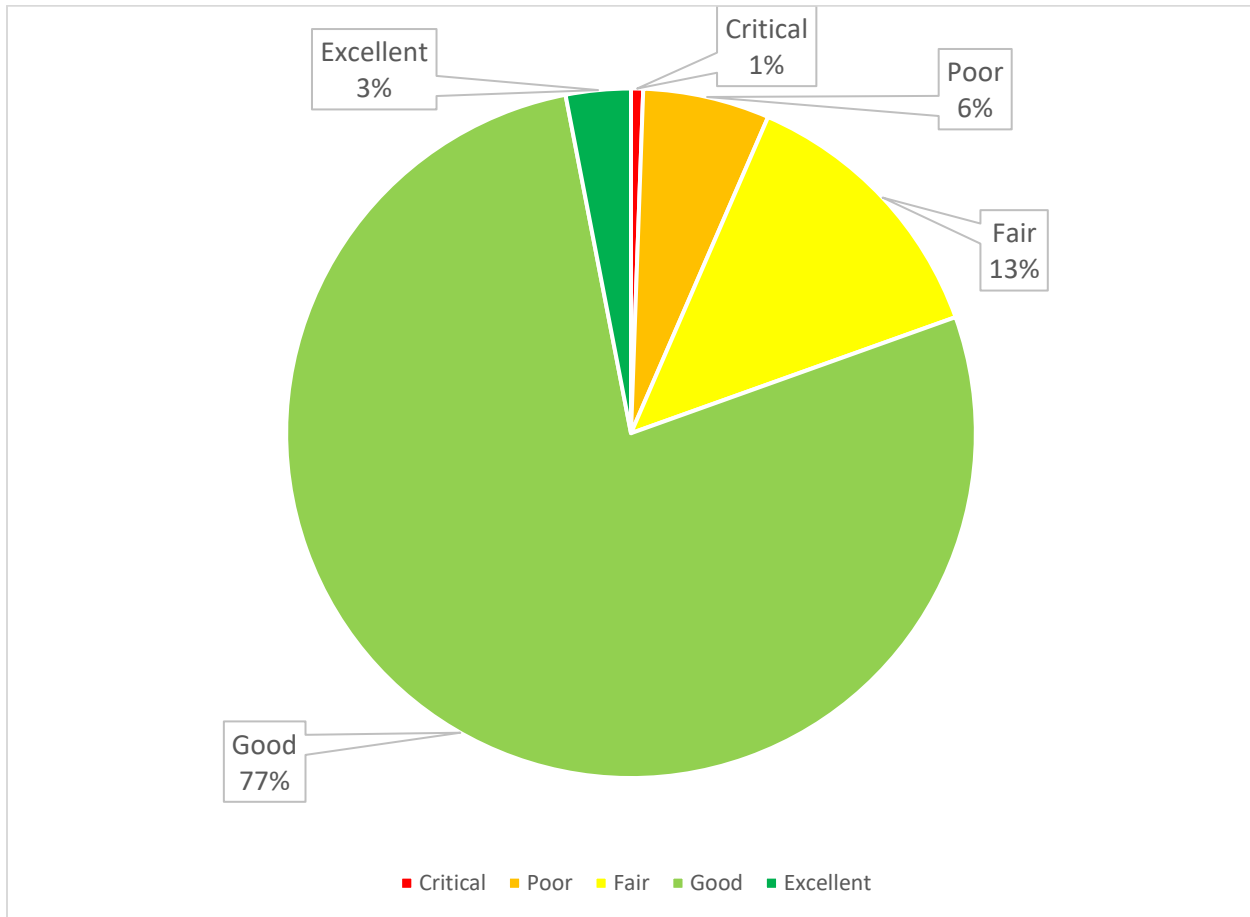


Figure 2: Overall Condition of All Road Segments

Figure 1 above shows the overall condition of all road segments assessed at 1413. This includes all surface types assessed: gravel, dirt, oiled and paved. The large majority of the segments assessed are “Good” at 77% which equates to 1094/1413. The total counts of assessed segments are as follows: 8 are Critical, 84 are Poor, 184 are Fair, 1094 are Good and 43 are Excellent.

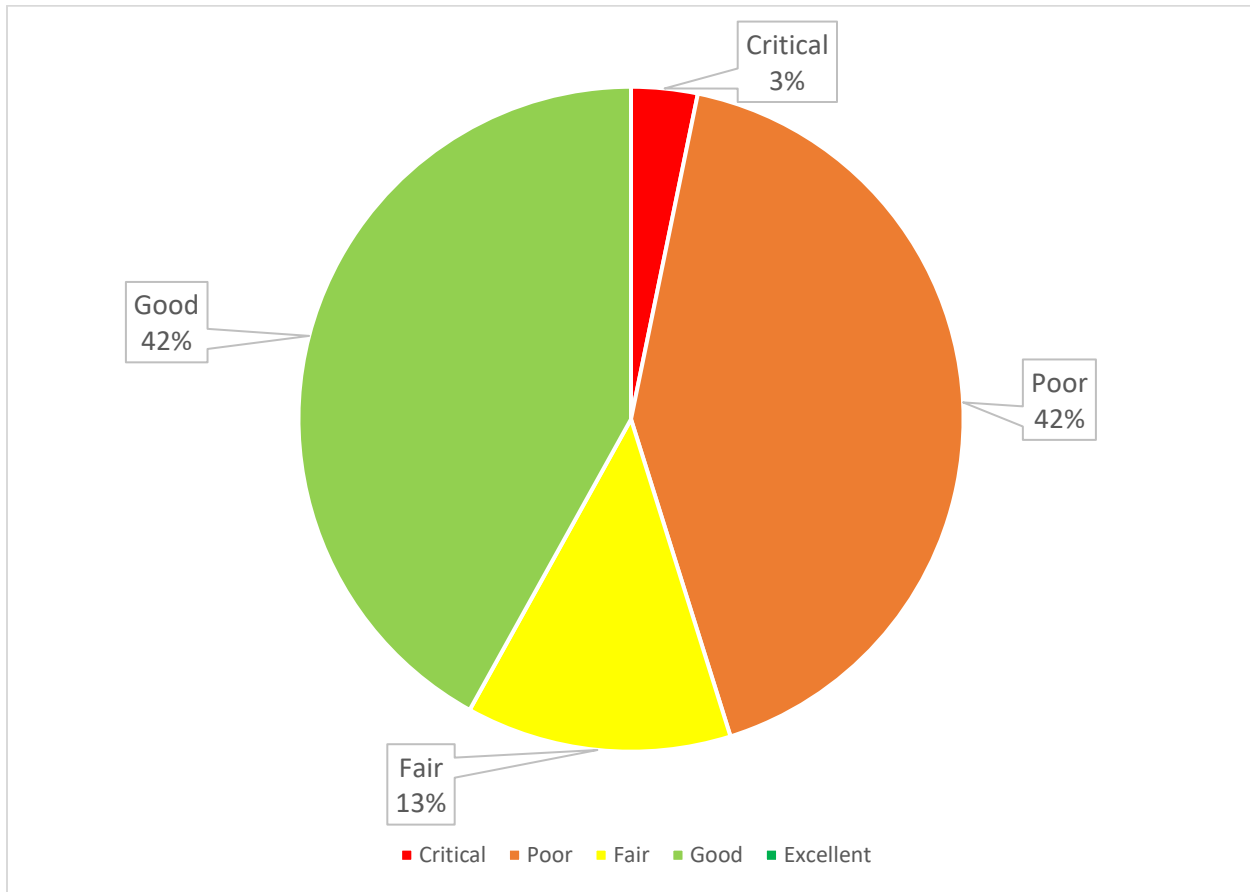


Figure 3: Overall Condition of Dirt Road Segments

Figure 2 above shows the overall condition of Dirt road segments assessed at 31. The majority of the segments assessed are “Good” and “Poor” at 13/31 each. The total counts of assessed segments are as follows: 1 is Critical, 13 are Poor, 4 are Fair, 13 are Good and 0 are Excellent.

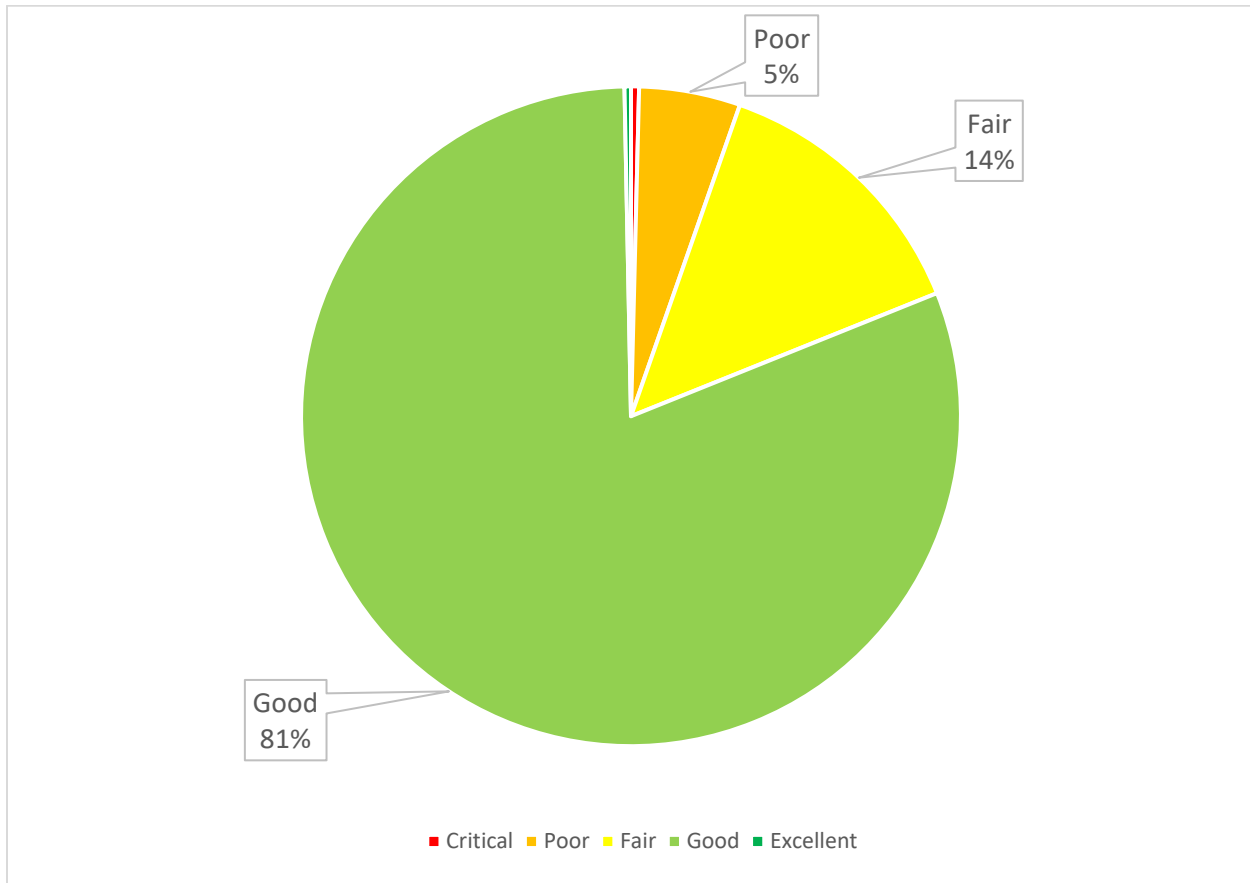


Figure 4: Overall Condition of Gravel Road Segments

Figure 3 above shows the overall condition of Gravel road segments assessed at 1269. The large majority of the segments assessed are “Good” at 81% which equates to 1025/1269. The total counts of assessed segments are as follows: 5 are Critical, 63 are Poor, 172 are Fair, 1025 are Good and 4 are Excellent.

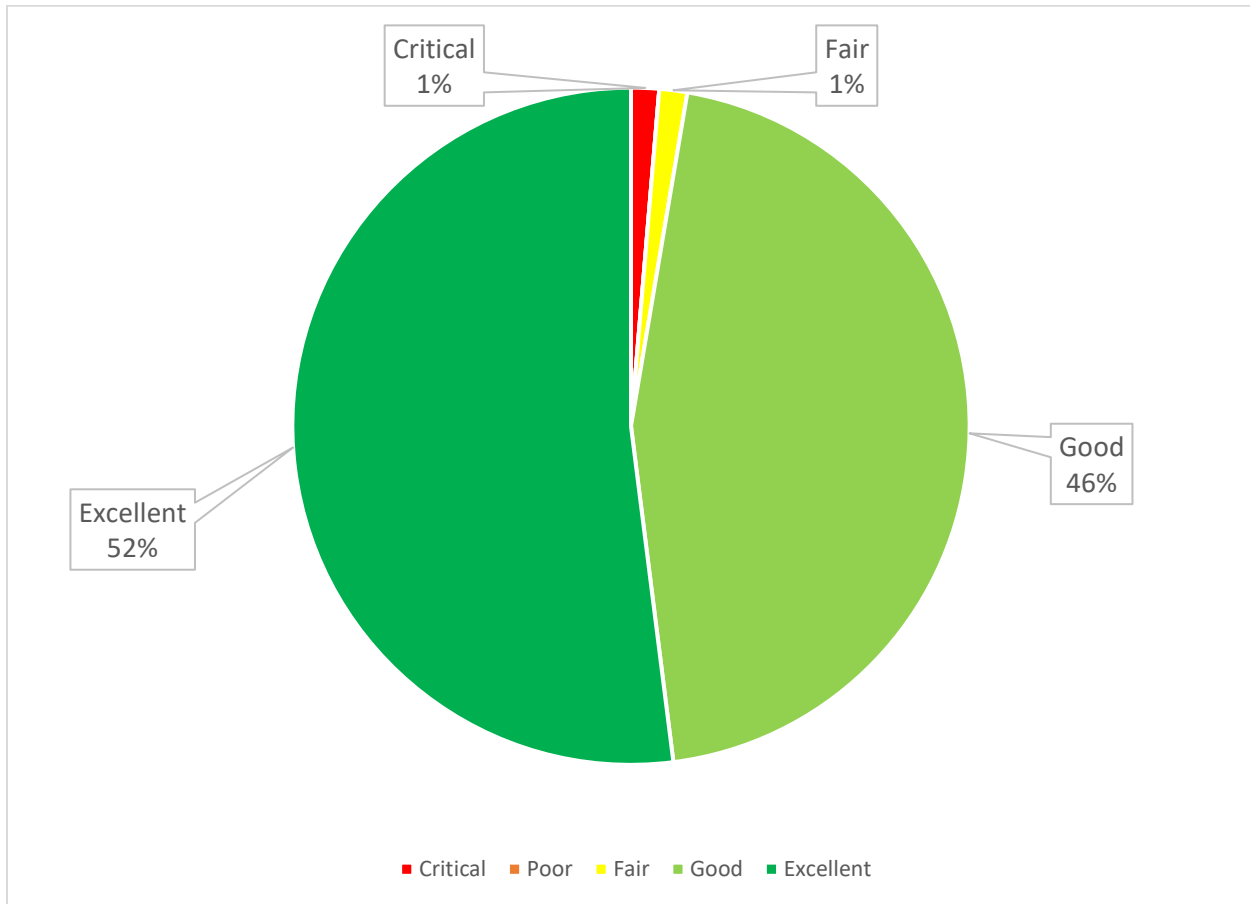


Figure 5: Overall Condition of Paved Road Segments

Figure 4 above shows the overall condition of Paved road segments assessed at 75. The majority of the segments assessed are “Excellent” at 52% which equates to 39/75. The total counts of assessed segments are as follows: 1 is Critical, 0 are Poor, 1 are Fair, 34 are Good and 39 are Excellent.

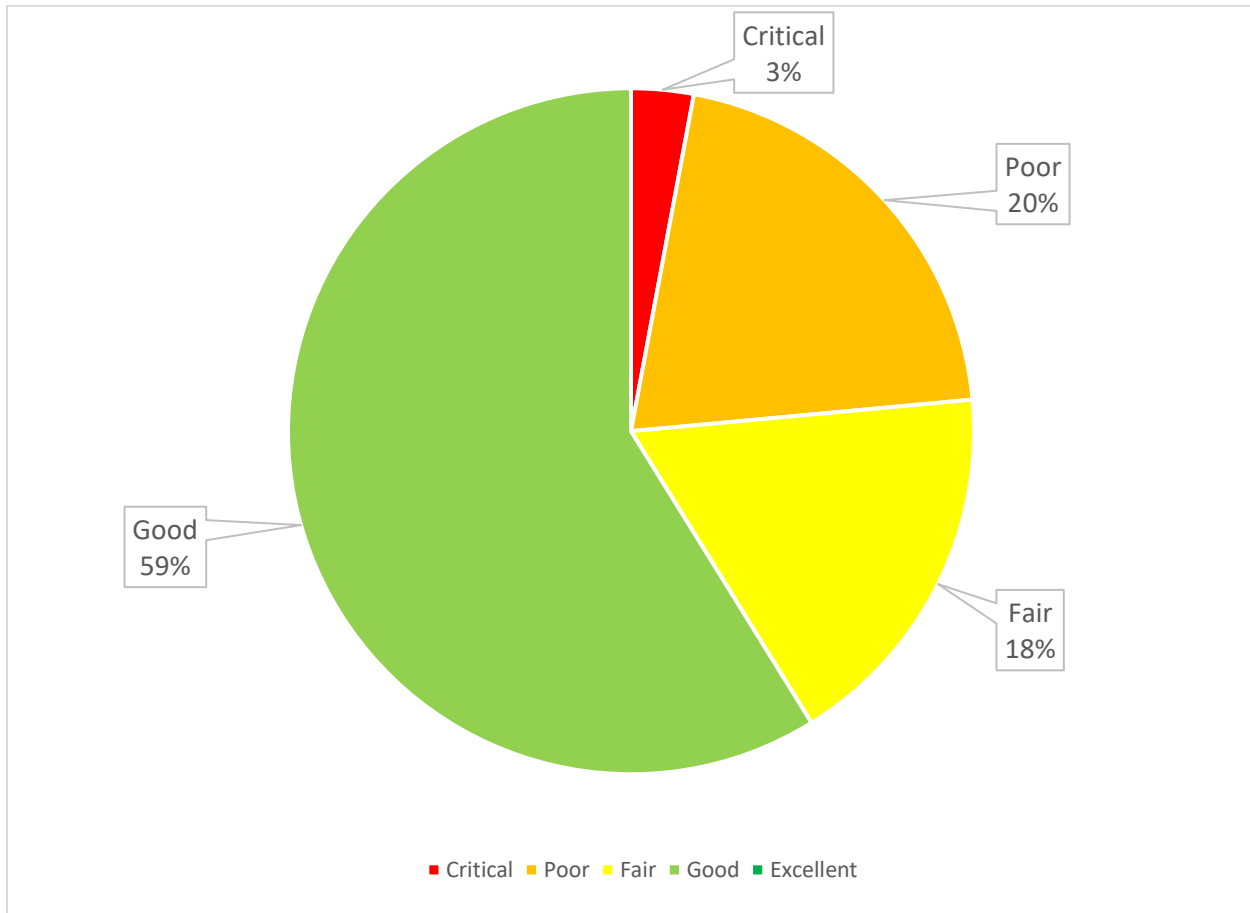


Figure 6: Overall Condition of Oiled Road Segments

Figure 5 above shows the overall condition of Oiled road segments assessed at 34. The majority of the segments assessed are “Good” at 59% which equates to 20/34. The total counts of assessed segments are as follows: 1 are Critical, 7 are Poor, 6 are Fair, 20 are Good and 0 are Excellent.



Prioritization Based on Assessed Condition

Based on the condition assessments described previously the below tables will show which roads from each surface type require short term maintenance and rehabilitation. This will be done by listing the roads found to be in Critical and Poor condition with their respective defect scores.

Full Street Name	Asset ID	Relative Condition	Length (m)	Rideability	Profile & Drainage	Dust Control	Potholing	Rutting	Corrugation	Scouring	Ditching Condition
TWP RD 1112	RD-001417	Critical	1110	5	5	1	1	5	1	1	-
TWP RD 1094	RD-005383	Poor	1628	4	4	-	1	4	2	1	1
RGE RD 174	RD-000910	Poor	1628	4	4	-	1	4	1	1	2
RGE RD 111	RD-000580	Poor	1039	3	4	1	1	4	1	1	-
RGE RD 144	RD-000772	Poor	829	4	4	1	1	4	1	4	-
TWP RD 1060	RD-004905	Poor	1624	4	2	3	3	3	2	1	-
RGE RD 141	RD-000186	Poor	855	4	4	1	1	4	1	1	-
RGE RD 111	RD-000579	Poor	813	4	4	1	1	4	1	1	-
RGE RD 121	RD-000605	Poor	771	4	4	2	1	4	1	1	-
RGE RD 121	RD-000606	Poor	1150	4	4	2	1	4	1	1	-
RGE RD 130	RD-000654	Poor	1620	4	4	2	1	3	1	1	-
RGE RD 200	RD-001019	Poor	990	4	3	2	1	4	1	2	-
TWP RD 1080	RD-001126	Poor	816	4	4	1	1	1	1	2	-
RGE RD 190	RD-005007	Poor	825	4	4	1	1	4	1	1	-

Table 10: Earth Roads with Overall Condition Critical or Poor

Full Street Name	Asset ID	Relative Condition	Length (m)	Rideability	Profile & Drainage	Potholing	Rutting	Corrugation	Scouring	Ditching Condition
TWP RD 1091A	RD-001443	Critical	183.7	4	3	1	5	1	1	1
RGE RD 140	RD-000191	Critical	1616.1	5	5	1	2	1	5	1
TWP RD 1072	RD-001116	Critical	1638.5	5	1	3	4	4	1	1
-	RD-000334	Critical	1628.4	5	1	1	3	1	1	1
113 ST	RD-000408	Critical	1557.8	4	4	3	5	3	1	3
RGE RD 162	RD-000211	Poor	1618.5	3	2	1	1	4	3	1
WADLIN LAKE RD	RD-000508	Poor	1609.0	3	3	1	3	1	4	1
RGE RD 130	RD-000649	Poor	833.8	3	2	2	4	2	1	1
RGE RD 155	RD-000830	Poor	1501.5	3	1	3	1	4	1	1
-	RD-001990	Poor	910.9	3	2	2	3	3	3	1
RGE RD 142	RD-004866	Poor	1617.4	3	2	1	3	4	1	1
RGE RD 134	RD-005026	Poor	1619.3	3	1	1	4	2	1	1
WADLIN LAKE RD	RD-000505	Poor	1609.0	4	3	1	3	2	4	1
-	RD-000750	Poor	1618.1	4	4	1	4	1	4	1



-	RD-001424	Poor	730.9	4	3	4	3	1	3	1
RGE RD 144	RD-004655	Poor	1609.8	4	3	2	4	3	1	1
RGE RD 143	RD-004821	Poor	1618.3	4	2	3	2	4	3	1
RGE RD 152	RD-005869	Poor	1046.1	4	3	1	4	4	1	1
TWP RD 1050	RD-000049	Poor	1617.5	4	3	2	4	2	1	1
TWP RD 1051A	RD-000053	Poor	828.9	4	2	1	4	3	1	1
TWP RD 1044	RD-000216	Poor	1629.1	4	2	1	3	3	1	1
TWP RD 1045	RD-000227	Poor	1629.6	4	1	4	1	1	1	1
-	RD-000236	Poor	1481.1	4	2	2	4	1	1	1
-	RD-000237	Poor	1376.6	4	2	1	4	1	1	1
TWP RD 1094	RD-000317	Poor	1628.0	4	1	3	2	3	1	1
TWP RD 1094	RD-000318	Poor	1632.3	4	2	3	2	3	1	1
RGE RD 110	RD-000571	Poor	1608.9	4	4	1	2	1	4	1
RGE RD 121	RD-000600	Poor	933.7	4	3	1	3	1	4	1
RGE RD 122	RD-000612	Poor	814.4	4	3	1	4	1	1	1
RGE RD 162	RD-000645	Poor	1620.9	4	3	2	3	2	1	1
RGE RD 131	RD-000663	Poor	1617.7	4	1	2	1	4	1	1
RGE RD 131	RD-000665	Poor	1617.7	4	1	2	2	4	1	1
TWP RD 1082	RD-000691	Poor	1651.0	4	3	1	4	2	1	1
RGE RD 134	RD-000699	Poor	1680.1	4	1	2	4	3	1	1
RGE RD 135	RD-000708	Poor	1601.8	4	1	3	2	3	1	1
RGE RD 154	RD-000823	Poor	929.0	4	2	1	4	1	1	1
RGE RD 155	RD-000835	Poor	1660.1	4	3	1	4	2	1	1
RGE RD 164	RD-000889	Poor	1629.0	4	3	1	4	1	2	1
RGE RD 190	RD-000998	Poor	451.0	4	2	4	1	1	2	1
TWP RD 1090A	RD-001194	Poor	593.2	4	3	1	4	1	1	1
TWP RD 1104	RD-001366	Poor	1621.6	4	3	2	3	3	1	1
TWP RD 1104	RD-001367	Poor	1113.2	4	4	1	4	2	1	1
-	RD-001641	Poor	1631.1	4	3	1	4	1	1	1
RGE RD 135	RD-002128	Poor	818.2	4	3	1	4	1	1	1
TWP RD 1070	RD-005101	Poor	416.0	4	1	1	2	4	1	1
TWP RD 1081	RD-005216	Poor	1631.9	4	2	1	4	1	2	1
RGE RD 165	RD-005296	Poor	1628.9	4	4	1	4	1	1	1
TWP RD 1090A	RD-005317	Poor	1032.6	4	3	1	4	2	1	1
TWP RD 1093	RD-005356	Poor	1573.3	4	2	1	3	4	1	1
TWP RD 1094	RD-005367	Poor	1629.7	4	3	1	4	1	1	1
TWP RD 1102	RD-005716	Poor	1642.7	4	3	1	4	1	1	1
WATT MOUNTAIN RD	RD-000480	Poor	987.4	4	3	1	3	1	4	2
TWP RD 1094	RD-001256	Poor	1139.3	4	2	4	2	3	1	2
RGE RD 155	RD-004814	Poor	634.2	4	2	3	2	4	1	2



-	RD-000235	Poor	1577.7	4	3	1	4	2	1	2
RGE RD 133	RD-000686	Poor	1609.5	4	3	1	4	2	1	2
RGE RD 155	RD-000840	Poor	1078.7	4	2	2	3	2	2	2
-	RD-001062	Poor	1702.8	4	3	1	4	2	1	2
TWP RD 1044	RD-004835	Poor	1629.9	4	1	3	2	4	1	2
RGE RD 144	RD-000762	Poor	1700.0	4	4	1	4	1	4	3
RGE RD 144	RD-000763	Poor	900.0	4	3	1	4	1	4	3
RGE RD 152	RD-002134	Poor	409.4	4	4	1	4	1	1	3
SAND HILLS RD	RD-000438	Poor	811.7	4	4	4	2	1	4	4
SAND HILLS RD	RD-000439	Poor	1052.5	4	4	1	2	4	1	4
RGE RD 183	RD-000963	Poor	1650.8	4	3	1	4	3	1	4
TWP RD 1033A	RD-001053	Poor	1414.7	4	4	1	3	3	4	4
RGE RD 143	RD-001066	Poor	1590.6	4	3	1	4	1	4	4
-	RD-001572	Poor	205.2	4	3	3	3	1	2	4
RGE RD 155	RD-004815	Poor	1700.0	4	3	3	2	1	1	4

Table 11: Gravel Roads with Overall Condition Critical or Poor

Full Street Name	Asset ID	Relative Condition	Length (m)	Rideability	Profile & Drainage	Potholing	Rutting	Corrugation	Scouring	Ditching Condition
TWP RD 1092	RD-005336	Critical	1625.0	3	5	1	5	2	1	1
TWP RD 1052A	RD-004785	Poor	1626.6	3	1	4	1	4	1	1
TWP RD 1092	RD-005337	Poor	1630.0	3	2	1	4	2	1	1
TWP RD 1092	RD-005340	Poor	770.1	3	2	3	2	2	1	1
TWP RD 1060	RD-004858	Poor	1625.3	4	-	-	-	-	-	1
TWP RD 1052A	RD-004786	Poor	1627.2	4	1	4	1	3	1	1
TWP RD 1074	RD-005169	Poor	681.1	4	1	4	1	1	1	1
TWP RD 1092	RD-005338	Poor	1626.9	4	2	3	3	2	1	1

Table 12: Oiled Roads with Overall Condition Critical or Poor

Full Street Name	Asset ID	Relative Condition	Length (m)	Rideability	Profile & Drainage	Potholing	Rutting	Corrugation	Scouring	Ditching Condition
ZAMA ACCESS RD	RD-004597	Critical	225.6	5	3	1	1	1	1	1

Table 13: Paved Roads with Overall Condition Critical or Poor



Please note that in the above Table 12, Asset ID RD-004858 was assessed with different criteria. It can be seen in full here.

Full Street Name	Asset ID	Relative Condition	Length (m)	Rideability	Surface Texture	Surface Cracking	Edge Condition	Rutting	Corrugations & Shoving	Potholes	Patching
TWP RD 1060	RD-004858	Poor	1625.3	4	-	4	2	3	2	5	3

Table 14: Adjusted Criteria Scoring

The below Table 15 shows road segments that were evaluated with different surface type criteria. Catalis highly recommends that these road segments be reevaluated with the proper criteria.

Full Street Name	Asset ID	Length (m)	Full Street Name	Asset ID	Length (m)
TWP RD 1074	RD-005170	1633.3	RGE RD 153	RD-000816	1049.6
RGE RD 151	RD-005385	1617.7	ASPEN DR	RD-004421	225.6
RGE RD 151	RD-005386	1617.2	ZAMA ACCESS RD	RD-004598	742.9
TWP RD 1104	RD-005721	1621.8	TWP RD 1092	RD-005339	131.4
TWP RD 1061	RD-001092	357.0	PINE AVE	RD-005520	121.8
RGE RD 151	RD-000307	1700.0	WILDCAT AVE	RD-005521	202.1
113 ST	RD-000413	547.4	ASPEN DR	RD-005522	304.2
SERVICE RD	RD-001412	944.8	ASPEN DR	RD-005523	574.6
RGE RD 154	RD-004805	1377.4	TWP RD 1104	RD-005722	1461.4
RGE RD 154	RD-004806	1385.3	ZAMA ACCESS RD	RD-005843	1223.2
RGE RD 154	RD-004807	1282.8	ZAMA ACCESS RD	RD-005844	1260.1
RGE RD 154	RD-004808	1608.1	ZAMA ACCESS RD	RD-005845	1700.0
RGE RD 151	RD-000306	1537.6	ZAMA ACCESS RD	RD-005846	839.9
TWP RD 1104	RD-000994	1626.8	ZAMA ACCESS RD	RD-005847	269.4
RGE RD 180	RD-004646	1592.3	ZAMA ACCESS RD	RD-005857	1033.4
RGE RD 180	RD-004647	1613.6	ZAMA ACCESS RD	RD-005858	179.9
TWP RD 1052A	RD-004785	1626.6	ASPEN DR	RD-000421	184.3
TWP RD 1092	RD-005337	1630.0	BEACH RD	RD-000422	525.6
TWP RD 1092	RD-005340	770.1	PINE AVE	RD-000423	491.9
TWP RD 1052A	RD-004786	1627.2	ZAMA ACCESS RD	RD-000429	736.1
TWP RD 1074	RD-005169	681.1	ZAMA ACCESS RD	RD-000487	409.6
TWP RD 1092	RD-005338	1626.9	ZAMA ACCESS RD	RD-002122	423.3
ZAMA ACCESS RD	RD-004597	225.6	ZAMA ACCESS RD	RD-002123	489.6
GREENWOOD RD	RD-000295	280.3	TOWER RD	RD-004412	268.5
ASPEN DR	RD-000424	415.7	TOWER RD	RD-004413	323.8
WOLF ST	RD-000425	209.6	TOWER RD	RD-004414	172.8
ZAMA ACCESS RD	RD-000428	1700.0	TOWER RD	RD-004415	169.5
WILDCAT AVE	RD-000430	509.4	TOWER RD	RD-004416	166.1
ASPEN DR	RD-000431	120.0	TOWER RD	RD-004417	807.6



ZAMA ACCESS RD	RD-000489	618.9	ZAMA ACCESS RD	RD-005859	870.8
ZAMA ACCESS RD	RD-000490	1700.0	ZAMA ACCESS RD	RD-005860	403.7
BEARPAW CR	RD-000515	756.2			

Table 15: List of Road Segments Requiring Reevaluation

Conclusion

After extensive data collection made by the staff of Mackenzie County, the organization now understands the overall state of the rural road infrastructure that is maintained by the County. Roads that have been found to be in Critical or Poor condition have been flagged and listed in the report above. They can now be prioritized for maintenance and rehabilitation in short term asset investments. On average Earth/Dirt roads were found to be in the worst condition at an average rating of 2.0. Along with the general assessment of surface types, ditching condition has been noted as well for internal use. Mackenzie County is now in a strong position to develop a prioritized plan for road reconstruction and maintenance moving forward.

Recommendations

Next steps for Mackenzie County would be first to reevaluate the above Table 15 road segments. Due to technical circumstances, the evaluations were done in offline mode which didn't allow for the communication of updating surface type with the correct evaluation criteria. When these are updated, planning for future maintenance would take priority. With data that allocates critical and poor condition roads, these will be the ones in need of the most rehabilitation and attention. Delegating resources to alleviate the loss of Loss of Service will be the goal; to have a fully functioning, high quality transportation system. This will be an ongoing responsibility, as inevitably as projects are completed, others will take their place. Prioritization of upcoming projects and maintenance to be fit into budgetary means and workflows will be essential in future steps.



REFERENCES

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The preparation of this project was carried out with assistance from the Government of Canada and the Federation of Canadian Municipalities. Notwithstanding this support, the views expressed are the personal views of the authors, and the Federation of Canadian Municipalities and the Government of Canada accept no responsibility for them.



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 28, 2023
Presented By:	Byron Peters, Interim, Chief Administrative Officer
Title:	Policy PW039 Rural Access Construction and Surface Water Management Policy Amendment

BACKGROUND / PROPOSAL:

Administration had been directed to review and amend Policy PW039. This current amendment being brought forth to Council is only one of the proposed changes but it is an important update. Future amendments will be forth coming.

The proposed amendments are on pages 5 and 6 of the policy in regards to removing the wording of supplying a culvert without cost to residents.

OPTIONS & BENEFITS:

Amending the supply of culverts for access is a cost savings measure as culverts have been a significant cost in the Operations budget.

COSTS & SOURCE OF FUNDING:

Operating Budget

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

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

POLICY REFERENCES:

Policy PW039 Rural Access Construction and Surface Water Management

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the Rural Access Construction and Surface Water Management Policy PW039 be amended as presented.

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

Mackenzie County

Title	Rural Road, Access Construction and Surface Water Management Policy	Policy No.	PW039
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Legislation Reference	Municipal Government Act, Sections 18 and 60. Public Highways Development Act, Sections 39, 41 and 43.
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Purpose

To provide a safe, efficient and effective road network and surface water management recognizing both present and future needs of property owners and providing a rational and consistent basis for the construction of roads, construction of access to private property and the development of agricultural surface water management projects that impact or may impact public road right-of-ways administered by the County; to work with ratepayers and other level of government to find solutions to road, access and agricultural surface water concerns on all lands within the County; and to respond to road, access and agricultural surface water concerns in a timely manner.

DEFINITIONS

Applicant – person(s) and/or corporation(s) submitting an application or applying for permission to construct a road, surface water channel or access that may impact a developed or undeveloped road allowance.

Affected Landowner – person(s) affected by an application to construct a surface water channel as determined by the Mackenzie County Agricultural Service Board and the Agricultural Fieldman.

Road Allowance – any public road right-of-way under the jurisdiction of Mackenzie County but does not include any public road right-of-ways under the jurisdiction of the Province of Alberta.

Access – is an approach or driveway abutting any existing Municipal or Provincially controlled road.

First / Primary Access – is the first or primary access to a rural quarter section or river lot within Mackenzie County.

Temporary Access – an access constructed for a short period of time (6 months or less) that will be removed at the end of its use.

Subsequent Accesses – additional access to a rural quarter section or river lot within Mackenzie County.

Surface Water Management Basin – Mackenzie County has established the surface water management basins within its boundaries, which are shown on the plan contained in Schedule A.

Surface Water Management Basin Committee – Mackenzie County will form committees representing each surface water management basin which shall consist of:

- the County Councillor or Councillors representing the surface water management basin;
- three persons owning property within the surface water management basin; and,
- County staff deemed necessary for the timely and effective processing of surface water applications.

Permanent Agricultural Surface Water Channel – a surface water channel that crosses a road allowance, discharges into a ditch along a developed road allowance or is constructed within any undeveloped road allowance and is intended to be permanent.

Temporary Agricultural Surface Water Channel – a surface water channel that crosses a road allowance, discharges into a ditch along a developed road allowance or is constructed within any undeveloped road allowance but is temporary, with a maximum depth of two (2) feet, and used to drain low areas of private property on a seasonal basis (October of each year to April of the following year).

Non-conforming Roads – roads constructed on road allowances, usually trails that do not meet either past or current County's standards and specifications.

Incomplete and Sub-standard Road – less than ½ mile and is located between two sequent quarter property lines.

Preexisting Road – a road standard on the incomplete and sub-standard road as defined in this Policy.

Preexisting Farm Access Roads – a road that has been constructed in the past and does not meet current County specifications; which is solely used for agricultural purposes. This type of road will receive minimum maintenance and is deemed a low priority.

Sub-standard – a road built by either Alberta Transportation or the County to specifications below the Mackenzie County's current rural road standards as defined in this Policy.

Residence – a residence in accordance with the Municipal Land Use Bylaw and subject to all approved permits.

AAF – the Province of Alberta Agriculture and Forestry.

AEP – the Province of Alberta Environment and Parks.

Penalties – fines or other penalties that shall be imposed by Mackenzie County, as established in the Fee Schedule Bylaw, for the construction of roads, accesses or agricultural surface water management channels that use or may impact road allowances which do not have the approval of Mackenzie County.

Major Agricultural Surface Water Management Channel – channels which provide surface water management to a minimum of 10,000 acres and shall require the consent of majority of benefiting landowners.

ROAD CONSTRUCTION

Policy Statement

Mackenzie County understands the need to provide access to agricultural lands and other non-accessible property within its boundaries and will allow property owners to construct roads on road allowances when approved by the County. All roads shall be constructed to a minimum Local Road standard (shown in Schedule E) and all work shall be performed in accordance with all applicable County standards and specifications and those imposed by other levels of government.

The Municipal Government Act (MGA) gives municipalities the responsibility to direct, control and manage all roads within the municipality. Therefore, Mackenzie County reserves the right to deny a road construction application.

Guidelines

1. Mackenzie County has prepared a plan showing the future local road network necessary to provide access to agricultural lands, which plan is contained in Schedule D.
2. Applications shall be submitted in the form included in Schedule F and shall include a plan showing:
 - approximate location of legal property boundaries;
 - the length of road to be constructed;
 - identification of proposed surface water management structures (i.e. culverts);
 - the location of property accesses.
3. Applications for the construction of roads in road allowances will be accepted by Mackenzie County any time throughout the year, which applications will be reviewed on a first come, first serve basis and the Applicant shall be provided with an initial response within 30 days of receiving the application.

4. New road construction commencing after October 15, will not be inspected for final acceptance until the following July. Road construction is encouraged to occur between May 15 and October 15.
5. The Applicant shall be required to enter into a Road Allowance Use Agreement (form contained in Schedule C appended hereto) with Mackenzie County.
6. AAF has jurisdiction over the clearing of merchantable timber within road allowances and the Applicant shall notify AAF and seek their approval to proceed with the proposed clearing.
7. Mackenzie County staff will inspect the project on a periodic basis to ensure that construction is being performed in accordance with the County's standards and specifications. As per the procedure outlined in the road construction application (Schedule F).
8. Upon final inspection and approval by the County, if the road meets all standards and specifications, the County shall assume the responsibility for the operation and maintenance of the subject road.
9. If an incomplete and sub-standard road needs to be extended to a nearest quarter line and beyond by 50 meters or less in order to create an adequate access to the adjacent quarter, an applicant may be authorized to construct the new road to a preexisting and sub-standard road standard. If the road requirement is due to a new subdivision proposal, the Operational Department shall provide their written comments to the Planning & Development department regarding an acceptable road standard within an applicable timeline and prior to a subdivision approval being granted.
10. For Non-conforming Roads Mackenzie County may enter into a Road Allowance Use Agreement with a landowner. The County shall not maintain any non-conforming roads and the applicant shall be aware that no development permit will be issued until the road is upgraded to the standards and specifications acceptable to Mackenzie County. The cost of upgrading the road to standards and specifications acceptable to Mackenzie County shall be the sole responsibility of the landowner.
11. It shall be the Applicant's sole responsibility to negotiate cost sharing arrangements with other benefiting landowners and the County shall not provide assistance with respect to this matter.

Mackenzie County Endeavour to Assist for Local Road Construction

Although all costs relating to application for construction of local roads within road allowances shall be borne by the Applicants, Mackenzie County, at its sole discretion, may provide assistance in the form of:

1. provision of survey to delineate the property boundaries;

2. the review and recommendation of surface water;
3. the supply and application of surfacing gravel;
4. the supply of culvert materials;
5. the installation of culverts that exceed 600 mm in diameter or where the twinning of any 600mm culvert or greater is required.

ACCESS CONSTRUCTION (APPROACH/DRIVEWAY)

Policy Statement

Mackenzie County shall adopt standards to provide safe, legal and defined accesses from any County road while maintaining and not disrupting current surface water management patterns.

Guidelines

1. Applications for the construction, reconstruction or alteration of any access shall be submitted in the form contained in Schedule G and will be accepted by Mackenzie County any time throughout the year. The submitted applications will be reviewed and the applicant shall be provided with an initial response within 30 days of receiving the application. Although, once the ground is snow covered and/or frozen, initial and final inspections will not be completed until spring.
2. The Applicant shall be solely responsible for all costs associated with the construction of the primary access, ~~other than the supply of a culvert.~~
3. The applicant shall be responsible for all costs associated with the construction and maintenance of all subsequent accesses.
4. Unless otherwise approved by Mackenzie County all accesses shall meet the following standards and be constructed in accordance with Mackenzie County specifications.

Access Type	Minimum Setback from Intersection	Minimum/Max Finished Top Width	Turning Radius on Shoulders	Culvert Length	Culvert Diameter	Culvert Slope	Access Side Slope	Gravel
Rural	50 meters (165 ft)	Min - 8 meters Max - 16 meters	15 meters	standard 13 m length, 600mmø		3:1	3:1	15-20mm size, 50mm depth
Urban Residential (rural standard)	6.1 meters (20 ft)	Min - 6 meters Max - 12 meters	5 meters	standard 12 m length, 600mmø				15-20mm size, 50mm depth
Urban Residential (curb, gutter & sidewalk)	6.1 meters (20 ft)	Min - 6 meters	N/A	N/A		N/A	N/A	15-20mm size, 50mm depth
Urban Commercial/Industrial (rural standard)	10 meters (33 ft)	Min - 10 meters Max - 16 meters	10 meters	standard 15 m length, 600mmø		3:1	3:1	15-20mm size, 50mm depth

Urban Commercial/ Industrial (curb, gutter & sidewalk)	10 meters (33 ft)	Min -10 meters	N/A	N/A	N/A	N/A	15-20mm size, 50mm depth
Hamlet Country Residential	6.1 meters (20 ft)	Min - 8 meters Max - 16 meters	10 meters	standard 13 m length, 600mmø	3:1	3:1	15-20mm size, 50mm depth
Temporary (rural)	50 meters (165 ft)	8 meters	10 meters	At the discretion of the Director of Operations	3:1	3:1	At the discretion of the Director of Operations

5. During County paving projects, primary accesses on Rural roads shall be provided with a paved apron extending from the edge of the shoulder to the property line or for a distance of 4 meters, whichever is less. It is recommended that any subsequent accesses to a titled property shall be paved at the ratepayers expenses. If paving is not completed, any damage to the paved edge of the County road shall be repaired at the ratepayers expense.
6. During County paving projects on Hamlet roads the County shall provide a 0.15m of paved apron extending from the edge of the shoulder to the property line. However, if the access has been previously paved, the County shall pave the apron to tie in the existing pavement, or property line whichever is less.
7. For accesses to Hamlet General, applicants shall obtain approval from the Planning & Development department. Planning & Development shall confer with the the Public Works and Utilities departments prior to approval.
8. The Applicant shall arrange and pay for all utility locates within the area of the access and shall obtain approvals from any affected utility companies and submit the said approvals to the County prior to the start of any construction.
9. The Applicant shall be solely responsible for the costs of all investigations, modifications or repairs to utility installations.
10. For accesses to Rural areas, administration may approve two accesses to a titled property. Any additional accesses will be brought to Council for consideration. Where deemed applicable and beneficial, a shared access to agricultural lands will be encouraged.
11. Mackenzie County will not approve, or inspect ~~or supply a culvert to~~ any properties deemed to have unauthorized development occurring within its boundaries.
12. All subdivisions, with the exception of curb and gutter streets, shall provide an access to each lot being created and to the balance of the lands to County standards prior to the registration of the subdivision.
13. Mackenzie County shall inspect each authorized access after completion and if the access does not meet the standards of the County, the Applicant shall be

- responsible for all costs and construction required to bring the access to acceptable standards.
14. Mackenzie County will fund only the first or primary access to a property when upgrades to a Municipal road occur and culvert replacement is required.
 15. The property owner shall be responsible for upgrading costs for subsequent accesses to a property during road upgrades and regular maintenance.
 16. Mackenzie County has the authority to remove subsequent accesses to a property, deeming them unnecessary or a hindrance to road maintenance or safety.
 17. Mackenzie County will not supply any material or be responsible for any costs associated with the construction and/or removal of temporary accesses and these shall be removed at the end of the intended use and the area of the access restored to its original condition.
 18. Mackenzie County reserves the right to change the location of the proposed access if this is deemed necessary to protect the County's municipal servicing infrastructure.
 19. Rural accesses must be constructed at a location which provides a minimum 100 meters unobstructed sight distance in each direction and shall be at least 50 meters from other accesses or intersections.
 20. The Province of Alberta may not permit accesses to be constructed from roads under their jurisdiction unless the access is aligned with a road allowance under the jurisdiction of Mackenzie County and such accesses shall require the approval of Alberta Transportation.
 21. If the application for an access aligned with a major/collector road from a road under the jurisdiction of the Province of Alberta is approved by Alberta Transportation and the County, the County may pay the cost of construction

SURFACE WATER MANAGEMENT

Policy Statement

Mackenzie County understands the need to find solutions to agricultural surface water management issues and the construction of permanent or temporary agricultural surface water management channels on or impacting road allowances may be necessary for effective resolution to surface water management issues but these projects must protect the integrity of natural watercourses. These projects shall only be performed with the approval of Mackenzie County and in accordance with all applicable County standards and specifications and those imposed by other levels of government.

Guidelines

1. Applications for the construction of permanent or temporary agricultural surface water management channels, in the form contained in Schedule B, will be accepted by Mackenzie County any time throughout the year, which applications will be referred to the appropriate Surface Water Management Basin Committee for consideration and the applicant shall be provided with an initial response within 30 days of receiving the application.
2. Applications shall be submitted in the form contained in Schedule B and may be required to include a survey plan showing:
 - approximate location of legal property boundaries;
 - the area to be drained by the proposed agricultural surface water management channel;
 - the alignment of the proposed agricultural surface water management channel;
 - the existing ground elevations;
 - the proposed design elevations;
 - a typical cross-section of the proposed surface water management channel; and,
 - the location, size and elevation of existing and proposed surface water management structures (i.e. culverts).
3. In order to avoid potential conflicts, the applicant must obtain consent and signatures of all adjacent and affected landowners.
4. For permanent and temporary agricultural surface water management channels discharging to a ditch adjacent to a developed road allowance, or the County's licensed ditch, the Applicant may be required to submit an application to AEP, along with the survey plan, for approval and may be required to submit a copy of said AEP application and their approval to the County prior to the their application being considered further.

5. For permanent and temporary agricultural surface water management channels requiring a ditch to be constructed within an undeveloped road allowance the Applicant may be required to submit an application to AEP, along with the survey plan, for approval and shall submit a copy of said AEP application and their approval to the County prior to the their application being considered further.
6. For permanent surface water management channels constructed within undeveloped road allowances the alignment, profile and cross-section shall match the design of the future road ditch, should the road allowance be developed.
7. The Applicant shall be responsible for all costs relating to the development of permanent and temporary agricultural surface water management channels including application, construction and operation/maintenance. In addition, the Applicant shall be required to enter into a Road Allowance Use Agreement (form contained in Schedule C appended hereto) with Mackenzie County.
8. The Applicant shall be financially responsible for the operation and maintenance of the proposed agricultural surface water management channels on undeveloped road allowances and shall be liable for all injuries and/or damages that may result from the lack of or improper performance of the operation and maintenance.
9. The construction of permanent or temporary agricultural surface water management ditches that have a detrimental effect on adjoining private property may give rise to civil liability and the Applicant shall be solely responsible for resolving these matters.
10. The Applicant shall consent to the filing of caveats on property owned by the Applicant that the County deems necessary for the protection of the proposed agricultural surface water management ditches.
11. Persons constructing permanent or temporary agricultural surface water channels without the approval of Mackenzie County may be subject to fines and/or other penalties, including but not limited to the removal of the offending agricultural surface water channel as per the County's Fee Schedule Bylaw and/or other applicable provincial regulation.

Mackenzie County Endeavour to Assist

Although all costs relating to application for, construction of and operation/maintenance of surface water management channels shall be borne by Applicants, Mackenzie County, at its sole discretion, may provide assistance for:

1. the mediation of disputes between property owners that pertain to surface water management matters and attempt to find solutions to the disputes;

2. obtaining approvals from other levels of government; and,
3. the funding of all or a portion of the costs associated with the construction of major agricultural surface water management channels, subject to the cooperation of benefiting property owners and budget availability.

	Date	Resolution Number
Approved	11-Dec-12	12-11-845
Amended	12-Feb-13	13-02-069
Amended	27-Mar-13	13-03-189
Amended	16-Jul-13	13-07-492
Amended	08-Oct-13	13-10-692
Amended	26-Mar-14	14-03-177
Amended	27-Sep-14	14-09-609
Amended	14-Apr-15	15-04-246
Amended	29-Apr-15	15-04-302
Amended	27-Apr-16	16-04-317
Amended	26-Feb-20	20-02-120

SCHEDULE A

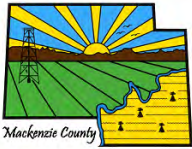
Surface Water Management Basins

Mackenzie County
Box 640, Fort Vermilion, AB T0H 1N0
Ph: 780.927.3718 Fax: 780.927.4266

SCHEDULE B

**Agricultural Surface Water Management
Projects Application**

Mackenzie County
Box 640, Fort Vermilion, AB T0H 1N0
Ph: 780.927.3718 Fax: 780.927.4266



Application # _____

Construction of an Agricultural Surface Water Management Channel Application

APPLICANT INFORMATION:

Name of Applicant _____

Permanent address _____
P.O. Box Town Province Postal Code

Telephone (res.) _____ (bus.) _____

Legal land description(s) _____

Please list all landowners participating in the project:

NAME	LEGAL LAND DESCRIPTION
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

PROJECT INFORMATION:

The following information has been appended:

- approximate location of legal property boundaries;
- the area to be drained by the proposed agricultural surface water management channel;
- the alignment of the proposed agricultural surface water management channel;
- the existing ground elevations (what is the general lay of the land);
- the proposed design elevations (is ditch cut required for drainage);
- a typical cross-section of the proposed surface water management channel;
- the location, size and elevation of existing and proposed surface water management structures (i.e. culverts);
- proof of AEP and or AEF approval (provide a copy to the County); and
- A proposed plan for top soil management (how will you manage the excess topsoil).

Mackenzie County
Box 640, Fort Vermilion, AB T0H 1N0
Ph: 780.927.3718 Fax: 780.927.4266

Does the proposed agricultural surface water management channel discharge into a ditch along an existing road? Yes No

If yes, please provide the following:

Name of the applicable road _____

Does the proposed agricultural surface water management channel require the construction of a ditch within an undeveloped road allowance? Yes No

If yes, please provide the following:

Legal location of road allowance _____

Is the Applicant willing to enter into a Road Allowance Use Agreement? Yes No

What is the estimated size of the contributing area? _____ Acres.

Does this project involve a ditch already licensed? Yes No

If yes, please attach all related documents (i.e. license number, map, etc.).

Are the Applicants prepared to sign an easement/caveat at no cost to the County? Yes No

Has the Applicant gained consent from all adjacent and affected landowners? (as determined by the ASB and Ag. Fieldman) Yes No

If yes, please provide signatures and legal land descriptions below.

SIGNATURE	LEGAL LAND DESCRIPTION
_____	_____
_____	_____
_____	_____

By signing this form, I verify that this information is accurate and complete to the best of my knowledge; and,

I hereby authorize the County to traverse the subject properties for the purpose of performing a basic review and level one assessment of the proposed project as specified on this form.

_____ Signature _____ Date

SCHEDULE C

Road Allowance Use Agreement

SCHEDULE D

Local Road Network

SCHEDULE E

Road Standards

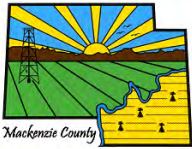
Mackenzie County Rural Road Standards/Specifications

	Unit	Collector	Local Road
Road Top Width	m	9m	8m
Avg Height of Fill (min)	m	1.0m	0.9m
Normal Side Slope	run:rise	3:1	3:1
Normal Ditch Width (min)	m	3m	1-3m
Normal Back slope	run:rise	2:1	2:1
Compaction @ Construction	% of Standard Proctor Density	98%	97%
Moisture Content @ Construction	% of Standard Proctor Density	+ / - 1%	+ / - 3%
Rate of Regraveling		Up to 300m ³ /mi	Up to 200m ³ /mi
Private Approach Radius	m	12m	12m
Crown Rate (m/m)		3-4%	3-4%
Right of Way (min)	m	30m	20m

- A top soil management plan must accompany each road request application.
- All slopes and ditches must be seeded with an approved grass seed mixture. (Typically 70% Broom grass and 30% Creeping Red Fescue)

SCHEDULE F

Road Construction Application



Application # _____

Request to Construct a Road

APPLICANT INFORMATION:

Name of Applicant _____

Permanent address _____
P.O. Box Town Province Postal Code

Telephone (res.) _____ (bus.) _____

Legal land description(s) _____

Please list all landowners participating in the project:

NAME	LEGAL LAND DESCRIPTION
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

PROJECT INFORMATION:

The following information has been appended:

- approximate location of legal property boundaries;
- the length of road to be constructed;
- identification of proposed surface water management structures (i.e. culverts);
- the existing ground elevations (what is the general lay of the land);
- the proposed design elevations (is ditch cut required for drainage);
- the location of property accesses (driveway);
- Proof of AEP and or AEF approval (provide a copy to the County); and
- A proposed plan for top soil management (how will you manage the excess topsoil).

Mackenzie County
Box 640, Fort Vermilion, AB T0H 1N0
Ph: 780.927.3718 Fax: 780.927.4266

Does the proposed road benefit more than one landowner? Yes No

If yes, please provide the following:

Name of the other landowners:

Is the Applicant willing to enter into a Road Allowance Use Agreement? Yes No

What is the estimated length of the road? _____ meters.

Does this road connect to a road under the jurisdiction of the Province of Alberta? Yes No

If yes, please attach location of intersection.

By signing this form, I verify that this information is accurate and complete to the best of my knowledge; and,

I hereby authorize the County to traverse the subject properties for the purpose of performing a basic review and level one assessment of the proposed project as specified on this form.

Signature

Date

ROAD CONSTRUCTION PROCEDURE / CHECKLIST

Upon receiving all necessary documentation with Request to Construct a Road, the following procedure will be implemented (***Applicant is responsible to call the County and make arrangements for all site meetings***):

- Pre-construction site meeting with applicant / contractor / County
Date: _____ Attendees: _____
 - Culverts required _____
 - Drainage requirements _____

- Interim inspection at 50% completion with applicant / contractor / County
Date: _____ Attendees: _____
 - Arising issues _____

- Final inspection prior to graveling with applicant / contractor / County
Date: _____ Attendees: _____

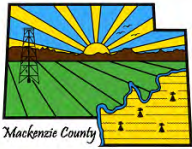
- Final acceptance - Road has been graveled by County on _____ (date)
Attendees: _____

Applicant

Mackenzie County

SCHEDULE G

**Access Construction Application
(Approaches/Driveways)**



Application # _____

Request to Construct or Alter an Access

(Approaches/Driveways)

APPLICANT INFORMATION:

Name of Applicant _____

Permanent address _____
P.O. Box Town Province Postal Code

Telephone (res.) _____ (bus.) _____

Legal land description(s) _____

PROJECT INFORMATION:

The following information has been appended:

- approximate location of legal property boundaries;
- the location of the access in relation to other accesses/intersections;
- identification of proposed surface water management structures (i.e. culverts);
- the existing ground elevations (what is the general lay of the land);
- the proposed design elevations (is ditch cut required for drainage);
- proof of contact with affected utility companies; and
- a proposed plan for top soil management (how will you manage the excess topsoil).

Is the proposed access: A New Access An Alteration of an Access

If an alteration, please specify:

Does the proposed access benefit more than one landowner? Yes No

If yes, please provide the following:

Name of the other landowners:

Mackenzie County
Box 640, Fort Vermilion, AB T0H 1N0
Ph: 780.927.3718 Fax: 780.927.4266

Does the proposed access connect to a road under the jurisdiction of the Province of Alberta? Yes No

If yes, please provide the following:

Name of Provincial roadway _____

By signing this form, I verify that this information is accurate and complete to the best of my knowledge; and,

I hereby authorize the County to traverse the subject properties for the purpose of performing a basic review and level one assessment of the proposed project as specified on this form.

Signature

Date



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council
Meeting Date:	February 28, 2023
Presented By:	Michael Stamhuis, Interim Director of Operations
Title:	Review of Award Process – TWP 1102 & RR 154

BACKGROUND / PROPOSAL:

At the Regular Council Meeting of February 7, 2023, Council authorized the issuance of Proposal Calls for the TWP Road 1102 and Range Road 154 Projects.

Normal practice dictates that proposals are opened at 11:00 am during a Council Meeting and then an award recommendation is made later that same meeting. It is proposed that Council defer acceptance of the award recommendation to a subsequent Special Meeting on March 9, 2023, perhaps by Zoom, to review the recommendations for Award. The reasons for the recommendation are as follows:

1. Review of Proposals is typically more nuanced than for tenders. Additional time is helpful in achieving a proper assessment. While the time requirements vary with the number of proposals received, having two projects and two sets of proposals will likely result in a benefit from additional time allotment.
2. Having additional time will allow staff to prepare a written report for Council's consideration in advance of the special meeting. This would allow for more and better time for deliberation by Council.
3. At that same Council Meeting, staff is presenting the proposal call documents for the Crack Filling and Line Painting projects for 2023. These documents have been amended significantly from previous years. Staff are providing a detailed Background Report to go with the documents for the Line Painting Proposal Call. Staff would like to have sufficient time for a fulsome discussion of these documents as part of the same meeting. This would be better facilitated if a review of the TWP 1102 and RR 154 proposal call award could be deferred.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 28, 2023
Presented By:	Caitlin Smith, Director of Planning & Agriculture
Title:	Bylaw 1281-23 Land Use Bylaw Amendment to Rezone Plan 972 3735; Lot 2 from Rural Country Residential 1 “RCR1” to Agricultural “A”

BACKGROUND / PROPOSAL:

Administration has received a request to rezone Plan 972 3735, Lot 2 from Rural Country Residential 1 “RCR1” to Agricultural “A”. This lot is 9.09 acres and is located in rural High Level.

The land owner purchased the lot in 2013 with the belief that it was zoned Agricultural “A” and recently discovered that it had been rezoned to Rural Country Residential 1 “RCR1” in 1997.

The land owner wishes to rezone back to Agricultural “A” as she would like have livestock on the property that is more than what is permitted within the Rural Country Residential 1 “RCR1” zoning.

Currently this lot contains a large cabin/dwelling and a dug out.

The remainder of the quarter section consists of 9 acres zoned Agricultural with a residential yard site, 68 acres zoned Forestry that is vacant and 58 acres zoned Rural Country Residential 1 that is also vacant.

This rezoning meets the current regulations in the Land Use Bylaw.

Proposed Bylaw 1281-23 was presented to the Municipal Planning Commission on February 9, 2023 where the following motion was made:

MPC 23-02-019 **MOVED** by Andrew O’Rourke

That the Municipal Planning Commission recommend to Council to approve Bylaw 12xx-23 being a Land Use Bylaw Amendment

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

to rezone Plan 972 3735, Lot 2 from Rural Country Residential 1 “RCR1” to Agricultural “A”, subject to public hearing input.

CARRIED

OPTIONS & BENEFITS:

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

COSTS & SOURCE OF FUNDING:

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

SUSTAINABILITY PLAN:

Goal N3 Optimal use is made of Country farm land.

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

COMMUNICATION / PUBLIC PARTICIPATION:

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

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That first reading be given to Bylaw 1281-23 being a Land Use Bylaw Amendment to rezone Plan 972 3735; Lot 2 from Rural Country Residential 1 “RCR1” to Agricultural “A”, subject to public hearing input.

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

BYLAW NO. 1281-23
BEING A BYLAW OF MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA
TO AMEND THE
MACKENZIE COUNTY LAND USE BYLAW

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

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

WHEREAS, the Council of Mackenzie County, in the Province of Alberta, has deemed it desirable to amend the Mackenzie County Land Use Bylaw to rezone Plan 972 3735; Lot 2 from Rural Country Residential 1 “RCR1” to Agricultural “A”.

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

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

Plan 972 3735; Lot 2

Within Mackenzie County, be rezoned from Rural Country Residential 1 “RCR1” to Agricultural “A” as outlined in Schedule “A” hereto attached.

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.

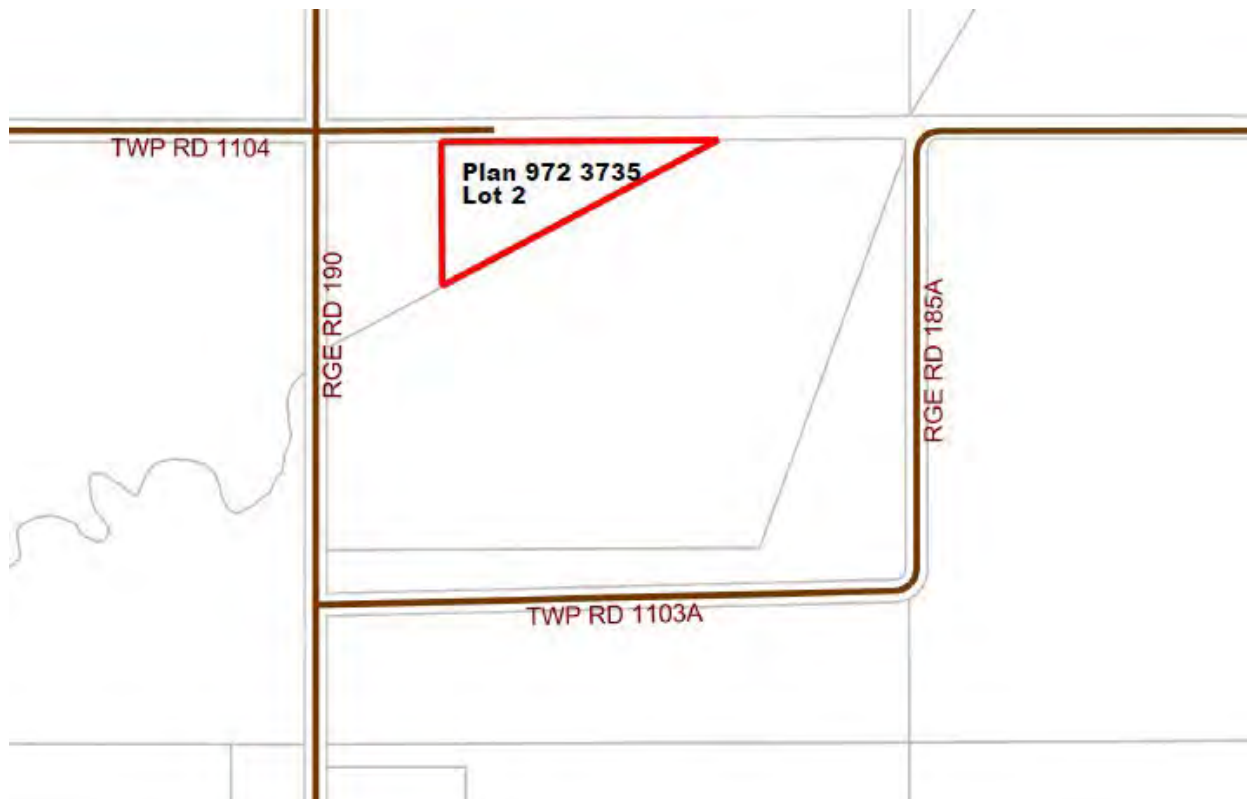
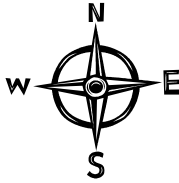
Josh Knelsen
Reeve

Byron Peters
Interim Chief Administrative Officer

BYLAW No. 1281-23

SCHEDULE "A"

1. That the land use designation of the following property known as Plan 972 3735, Lot 2 within Mackenzie County, be rezoned:



FROM: Rural Country Residential 1 "RCR1"
TO: Agricultural "A"

Mackenzie County LAND USE BYLAW AMENDMENT – REZONING APPLICATION

Complete only if different from Applicant

Name Of Applicant <u>Eva Krahn - Richmond</u>		
Address: 		
City/Town 		
Postal Code	Phone	Cell
Applicant Email 		

Name of Registered Owner <u>Same</u>		
Address: 		
City/Town 		
Postal Code	Phone	Cell
Owner Email 		

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

QTR./LS.	SEC.	TWP.	RANGE	M.	or	PLAN	BLK	LOT
NW	19	110	18	5		9723735	—	2

Civic Address: 18569 TWP RD 1104

Land Use Classification Amendment Proposed:

From: Rural Country Residential "RcR1b" To: Agricultural "A"

Reasons Supporting Proposed Amendment:

When we purchased the property we looked on the mo website on zoning, and again just looked 4 days ago, it has always said that its agricultural, however now looking through files came across that it a CR1 property, wanting to switch to what we thought we purchased.

I have enclosed the required application fee of: 854.96 Receipt No.: 291216

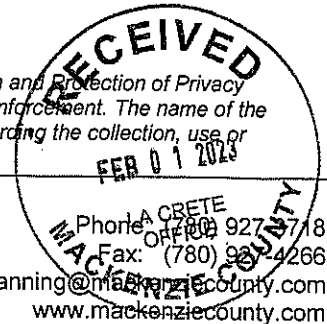
Applicant Signature _____ Date Jan 31, 2023

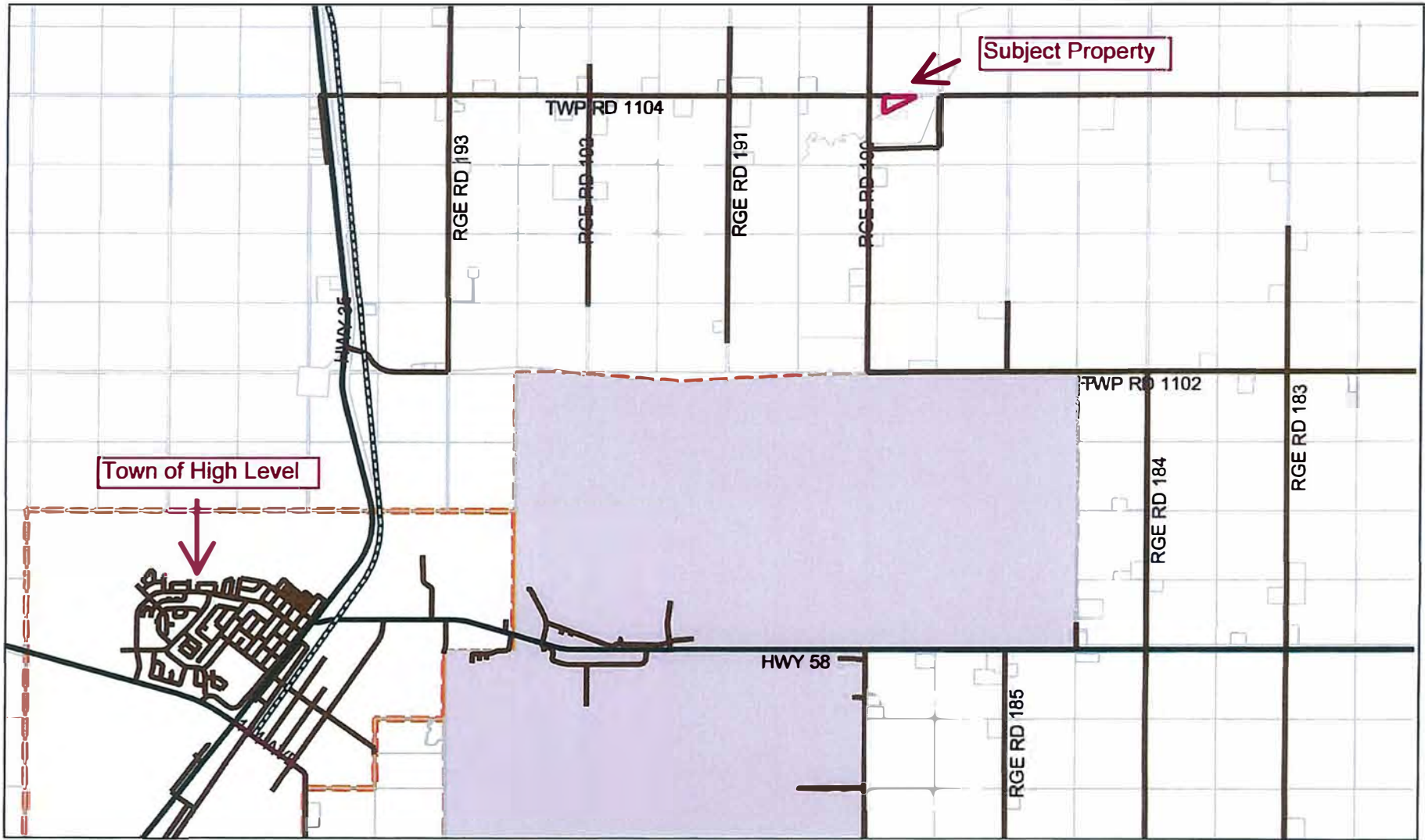
Registered Owner Signature _____ Date _____

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

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

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







Mackenzie County



Scale 1: 64,514

1 Mi

1 Km



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Mackenzie County



Scale 1: 1,935

100 yd

100 m



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Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 28, 2023
Presented By:	Caitlin Smith, Director of Planning and Agriculture
Title:	52-SUB-22 Countryside Residential Subdivision – Municipal Reserve (SE-10-106-15-W5M)

BACKGROUND / PROPOSAL:

In February 2022, a new two-phased subdivision within the Hamlet of La Crete (Frank Goertzen Subdivision) was proposed. The reason for subdividing this area in two phases is the presence of a large wetland complex. In order to conduct works in and around the wetland area, and potentially destroy a portion of it, the applicant was required to conduct a wetland assessment and apply to the Province of Alberta for Water Act Approval. While waiting for this Approval, the applicant proceeded with Phase 1.

The Municipal Planning Commission approved Phase 1 of this subdivision on March 24, 2022. At the May 25, 2022 Regular Council meeting, a motion was made to waive the Municipal Reserve (MR) for 06-SUB-22 (Phase 1):

MOTION 22-05-396 MOVED by Councillor Bateman

That the Municipal Reserve for 06-SUB-22 be waived subject to the developer constructing asphalt along 91st Street for 288 meters from 94th Avenue to 06-SUB-22.

CARRIED

Municipal Reserve (MR) for 52-SUB-22 (Phase 2) is still required and the Environmental Reserve area will be subtracted from the total area. Provision of Municipal Reserve in the form of land or money in lieu of land is required. The specific amount of MR is based on 10% of the subject land at the current market value. The calculation for money in lieu is as follows:

- Total subdivision area for Phase 2: **20.312 acres**
- Environmental Reserve area: **10.655 acres**

Author: R Wolfe **Reviewed by:** C Smith **CAO:**

- Total area after ER taken: {20.312 acres - 10.655 acres = **9.657 acres**}
- Required MR is 10% of total area: {9.657 acres x **10%** = **0.9657 acres**}
- Current market value of this property as assigned by Policy DEV005 = **\$15,000 per acre** (residential)
- Total MR payment required: {0.9567 acres x \$15,000/acre = **\$14,485.50**}

Phase 2 of this subdivision was presented at the January 12, 2023 Municipal Planning Commission (MPC) meeting where it was TABLED. MPC had recommended that the developer designate a 6-meter-wide right-of-way intended for a walking trail around the perimeter of the wetland. The expectation would be that the area used for the walking trail will be designated as MR and thus also removed from the total area of MR required; this trail would then be under the County's name and maintained by the County.

Administration brought the walking trail suggestion to the developer's attention and the developer's engineer drafted up some options for the walking trail. These options were then presented at the February 9, 2023 MPC meeting. The developer expressed that although the walking trail would be an asset to the subdivision, it was not mentioned that it was not budgeted in to the overall development. This being brought to the developer's attention so late in the development process would create financial stress. MPC made the decision to approve the subdivision with the walking trail subject to Council motion and final tentative plan.

Since only Council has the authority to waive fees, MPC suggested that they make a recommendation for Council to remove the cost required for the construction of the walking trail from the total MR payment required. The developer's engineer has provided a detailed cost estimate for the construction of the walking trail which is an estimated \$37,100.00. Since the amount of MR required is only \$14,485.50 this would mean that the MR requirement for Phase 2 would be waived completely in order to construct this walking trail.

OPTIONS & BENEFITS:

The County can consider waiving the Municipal Reserve requirement for 52-SUB-22 Countryside Residential Subdivision Phase 2, which will reduce the developer's overall construction costs for the walking trail.

The County can request that the developer construct the walking trail at their own cost, and in addition, pay the required remainder of Municipal Reserve fees.

COSTS & SOURCE OF FUNDING:

The developer has provided a quote that the estimated cost for construction of the walking trail is \$37,100.00. If the total MR requirement of \$14,485.50 is to be waived, the cost for the developer to construct the walking trail would be \$22,614.50.

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

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

None required.

POLICY REFERENCES:

DEV005 Planning Reserve Policy

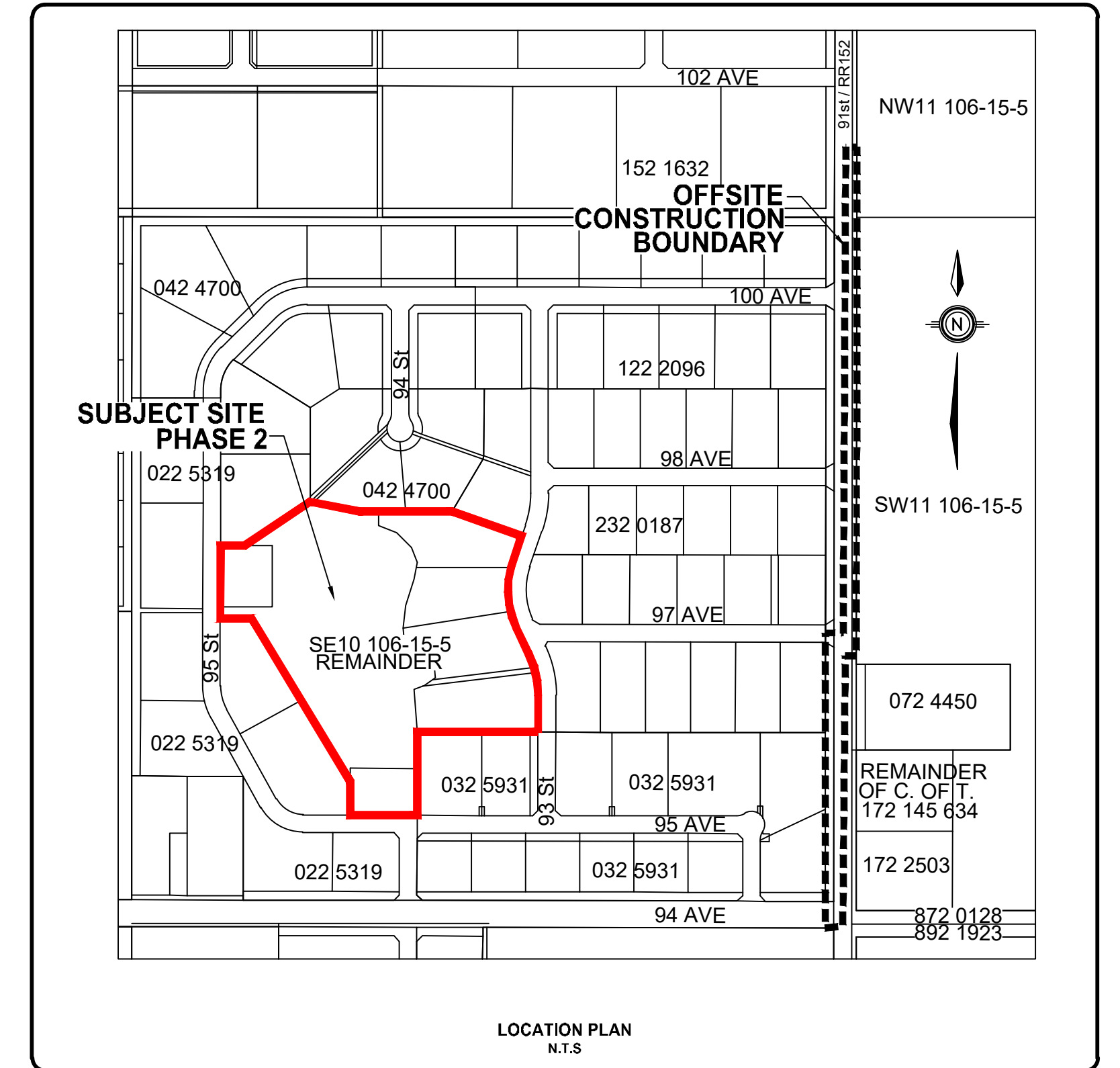
RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the Municipal Reserve requirement for 52-SUB-22 be waived subject to construction of the walking trail as presented.

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

**COUNTRYSIDE
RESIDENTIAL
PHASE 2
GOOD BROTHERS
CONSTRUCTION (2002) LTD.
PROPOSED SUBDIVISION OF
S.E.1/4 SEC.10 TWP.106 RGE.15 W.5 MER.
LA CRETE, ALBERTA
MACKENZIE COUNTY
2023**



CONSULTANT:	HELIX ENGINEERING LTD.
	DATE
ISSUED FOR TENDER:	_____
ISSUED FOR CONSTRUCTION:	_____
RECORD DRAWING:	_____
UNDERGROUND CONTRACTOR:	_____
SUBSTANTIAL COMPLETION DATE:	_____
ROAD WORKS CONTRACTOR:	_____
SUBSTANTIAL COMPLETION DATE:	_____

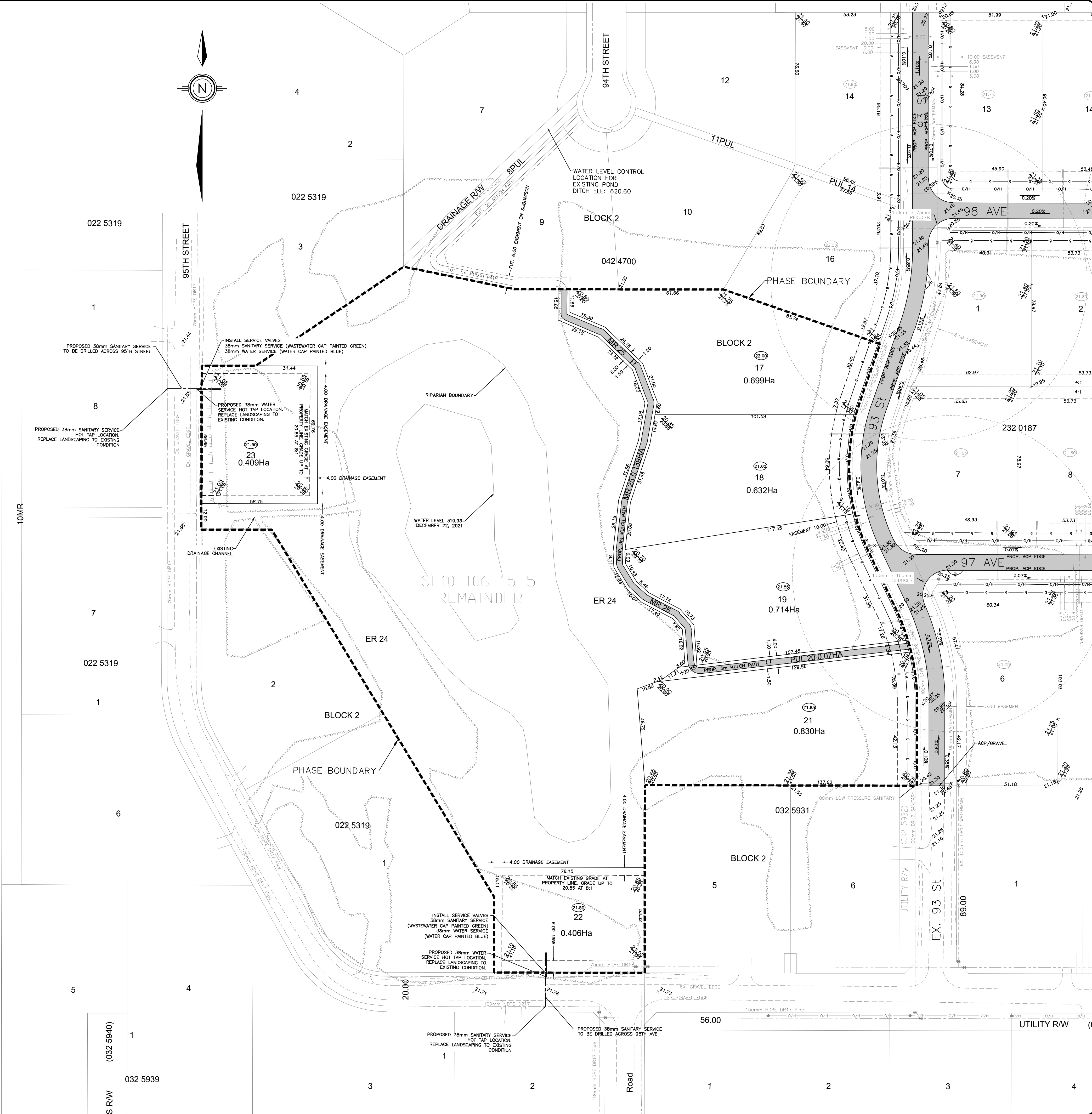
OVERALL PLAN	01
DETAILS	02



LEGEND:

FEATURE	EXISTING	PROPOSED
FIRE HYDRANT	●	◇
MANHOLE/CATCHBASIN	○	○
WATER VALVE	●	●
LIGHT STANDARD	●	●
PEDESTAL	●	●
TRANSFORMER	●	●
SANITARY SEWER	—	—
STORM SEWER	—	—
WATERMAIN	—	—
OVERHEAD POWER LINE	—	—
GAS LINE	—	—
TELLUS LINE	—	—
CHAINLINK FENCE	—	—
WOOD FENCE	—	—
TREE LINE	—	—
PROPERTY LINE	—	—
RIGHT OF WAY	—	—
FINISHED GRADE ELEVATION	—	—
GRADE AND DIRECTION	—	—
SUGGESTED HOUSE LANDSCAPE ELEV	—	—
LOT GRADING CORNER GRADE	—	—

- GENERAL NOTES:**
- ALL WORK SHALL BE COMPLETED IN ACCORDANCE WITH CURRENT GENERAL MUNICIPAL IMPROVEMENT STANDARDS.
 - THE CONTRACTOR IS RESPONSIBLE FOR LOCATING AND PROTECTING ALL EXISTING UTILITIES.
 - EXISTING INFRASTRUCTURE WITHIN THE CONSTRUCTION BOUNDARY IS TO BE INSPECTED PRIOR TO CONSTRUCTION. ANY EXISTING DAMAGE OR DEFICIENCIES SHALL BE DOCUMENTED AND REPORTED TO THE ENGINEER PRIOR TO STARTING CONSTRUCTION.
 - ONLY MACKENZIE COUNTY STAFF ARE TO OPERATE BOUNDARY VALVES.
- SERVICING NOTES:**
- THE CONTRACTOR SHALL EXPOSE AND CONFIRM THE HORIZONTAL AND VERTICAL LOCATION OF ALL EXISTING SERVICES AT TIE-IN AND CROSSING POINTS PRIOR TO STARTING WORK ON SUCH SERVICES. THE CONTRACTOR SHALL INFORM THE ENGINEER OF ANY MAJOR DISCREPANCIES PRIOR TO COMMENCING WORK.
 - ALL DRIVEWAYS AND DRIVEWAY CULVERTS TO BE INSTALLED AT BUILDING PERMIT STAGE. DITCHES TO BE CONSTRUCTED PER GMS F.6.3 "CHANNELS AND DITCHES"
 - ALL BUILDINGS LOWEST OPENING FOR ALL PHASE 2 LOTS - 321.00
 - MR AND PUL ADJACENT TO MULCH PATH, AND LANDSCAPE AREAS TO BE RE-ESTABLISHED TO BE TOPSOILED (100mm) AND MECHANICALLY SEEDING ALL PURPOSE PREMIUM TURF MIX:
 - 50% CREEPING RED FESCUE
 - 20% ANNUAL RYEGRASS
 - 20% KENTUCKY BLUEGRASS
 - 10% PERENNIAL RYEGRASS
 - PROPOSED OVERHEAD AND SHALLOW UTILITIES SHOWN ARE THEORETICAL. ACTUAL LOCATION TO BE INCLUDED IN RECORD DRAWING SUBMISSION



INDEX PLAN
N.T.S.

#202, 10514 67 Avenue
Grande Prairie, AB.
T6W 0K6

HELIX
Engineering Ltd.

P: 780.532.5731
F: 780.532.5824
www.helixeng.ca

NOTE: CONTRACTOR TO VERIFY DIMENSIONS SHOWN. THIS DRAWING IS NOT TO BE SCALED. IF ANY DISCREPANCIES ARE FOUND CONTACT HELIX ENGINEERING LTD. PRIOR TO COMMENCEMENT OF ANY WORK. DRAWINGS ARE COPYRIGHT AND ANY USE OR REPRODUCTION IS PROHIBITED WITHOUT WRITTEN CONSENT FROM HELIX ENGINEERING LTD.

ENGINEERS STAMP

DATE: FEB 21/23

BY: TMW

APPD: TMW

REVISION

REV.	DESC.	DATE	BY	APPD.
1	ISSUED FOR REVIEW	FEB 21/23	TMW	TMW

CLIENT:
GOOD BROTHERS CONSTRUCTION (2002) Ltd.

PROJECT:
COUNTRYSIDE RESIDENTIAL PHASE 2 OVERALL PLAN

LOCATION:
S.E.1/4 SEC.106 TWP.15 RGE.5 W.6 M.

PROJECT NO.: 2522-001

DESIGN: TMW DRAWN: TMW CHK'D: CMS

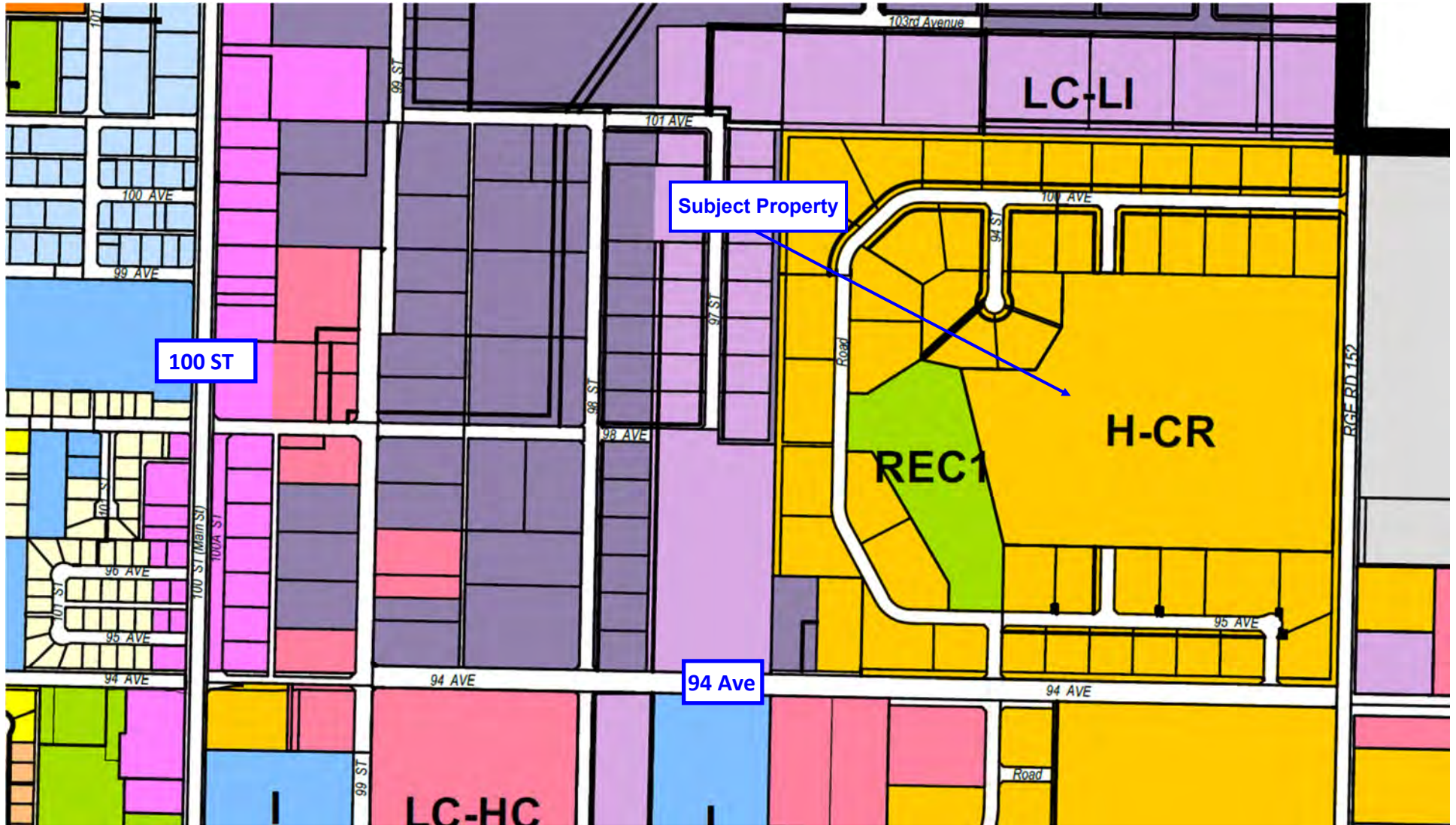
DATE: FEB 21/23 BM: ASCM 902866

SCALE
1:1000

DRAWING:
2522-001-DD

PAGE:
01 OF **02**

SUBDIVISION APPLICATION: LOCATION MAP



File 52-SUB-22

Disclaimer

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NOT TO SCALE



Mackenzie County



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 28, 2023
Presented By:	Byron Peters, Interim Chief Administrative Officer
Title:	Bylaw 1283-23 To Repeal Bylaw 1262-22 Water Services Franchise

BACKGROUND / PROPOSAL:

Mackenzie County and the Town of High Level (ToHL) both signed a Water Franchise Agreement dated July 27, 2022, whereby the County provided the ToHL with an exclusive water franchise right (under Section 45 of the MGA), to provide water to twenty (20) County residents.

Section 45 of the MGA requires that the Alberta Utilities Commission (AUC) must approve the franchise agreement. Because of the AUC’s involvement in the terms of the Franchise Agreement, which could vary the agreed upon terms, ToHL and the County have the option to terminate the Franchise Agreement and replace it with a Section 54 agreement (of the MGA).

Section 54 of the MGA permits one municipality (the town) to provide municipal services within the jurisdiction of another (the County) by agreement. The franchise agreement was for the benefit of the town and not the County. The town is willing to forego the benefit of the franchise and replace it with this agreement.

The franchise agreement will be replaced by the new North Service Area Water Supply Agreement. This new agreement is the same as the franchise agreement that will be terminated but for any reference to “franchise rights” will be removed.

OPTIONS & BENEFITS:

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

COSTS & SOURCE OF FUNDING:

N/A

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

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

None at this time.

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Motion 1

- Simple Majority Requires 2/3 Requires Unanimous

That first reading be given to Bylaw 1283-23 being the North Service Area Water Supply Agreement.

Motion 2

- Simple Majority Requires 2/3 Requires Unanimous

That second reading be given to Bylaw 1283-23 being the North Service Area Water Supply Agreement.

Motion 3

- Simple Majority Requires 2/3 Requires Unanimous

That consideration be given to go to third and final reading of Bylaw 1283-23 being the North Service Area Water Supply Agreement at this meeting.

Motion 4

- Simple Majority Requires 2/3 Requires Unanimous

That third and final reading be given to Bylaw 1283-23 being the North Service Area Water Supply Services Agreement.

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

BYLAW NO. 1283-23

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

**FOR THE PURPOSE TO REPEAL BYLAW 1262-22
WATER SERVICES PRANCHISE**

WHEREAS the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended ("the Act"), provides that a municipality may pass bylaws for municipal purposes respecting services provided by the municipality;

WHEREAS sections 45 – 47 of the Act provide that a council may, by agreement, grant a right to another to provide a utility service in all or part of the municipality for not more than 20 years;

WHEREAS the Councils of Mackenzie County and the Town of High Level have entered into a franchise agreement in the form attached that grants the Town of High Level the exclusive right to provide potable water services to a specified part of Mackenzie County for a period of twenty (20) years, subject to a right of renewal or replacement as set out in the agreement and in the Act; and

WHEREAS Mackenzie County has determined the franchise under consideration would be of benefit to public interests.

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

Purpose

1. The purpose of this bylaw is to repeal Water Services Franchise Bylaw 1262-22
2. This Bylaw comes into force upon the third and final reading.

READ a first time this 28th day of February, 2023.

READ a second time this 28th day of February, 2023.

READ a third time and finally passed this 28th day of February, 2023.

Josh Knelsen
Reeve

Byron Peters
Interim Chief Administrative Officer



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 28, 2023
Presented By:	Byron Peters, Interim Chief Administrative Officer
Title:	Rural Municipalities of Alberta (RMA) District 4 – Proposed Changes

BACKGROUND / PROPOSAL:

At the RMA District 4 meeting held on February 10, 2023 there were some motions made that require follow up actions from each RMA District 4 member.

The following motion was made:

Moved by Susan Hansen, Clear Hills County
 Seconded by Corrina Williams, Northern Sunrise County

MOTION: That the presentation of “Getting the most out of the Combines Power of the North – Two Day Event” be circulated to the RMA District 4 members, for discussion within their municipality and provide comments back to the District chair by March 17, 2023.

The comments need to provide clarity on whether the municipality supports such a direction of a two-day meeting, what the municipality feels are the pros and cons of a two-day meeting.

The presentation is attached.

Another motion that was made:

Moved by Carolyn Kolebaba, Northern Sunrise County
 Seconded by Amber Bean, Clear Hills County

MOTION: That the “Chair and Vice-Chair roles and responsibilities report” be accepted in principle and be circulated to the RMA District 4 members for comments and to be finalized at the August 11, 2023 RMA District 4 meeting.

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

This motion is for the municipality to review and comment back to the committee that developed the report.

These comments can be sent to Carolyn Kolebaba at Northern Sunrise County or sent to the District Chair Tom Burton or District Vice-Chair Robert Willing. All comments will be captured, and a finalization of the document will be done prior to the August 11, 2023 meeting and circulated to the RMA District 4 members. A copy of the report is attached for reference.

Another motion that was made:

Moved by Dalen Richardson, MD of Fairview
Seconded by Bob Marshall, County of Grande Prairie

MOTION: That the "District 4 Bylaw" be accepted in principle and be circulated to the RMA District 4 members for comments and to be finalized at the August 11, 2023 RMA District 4 meeting.

This motion is for the municipality to review and comment back to the District Chair, Tom Burton. All comments will be captured, and a finalization of the document will be done prior to the August 11, 2023 meeting and circulated to the District members for review, well in advance of the meeting. A copy of the bylaw is attached for reference.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

2023 Operating Budget – Travel & Subsistance

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

N/A

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

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That Mackenzie County Council reviews the proposed changes and submits their comments to the Rural Municipalities of Alberta District 4.

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

RMA

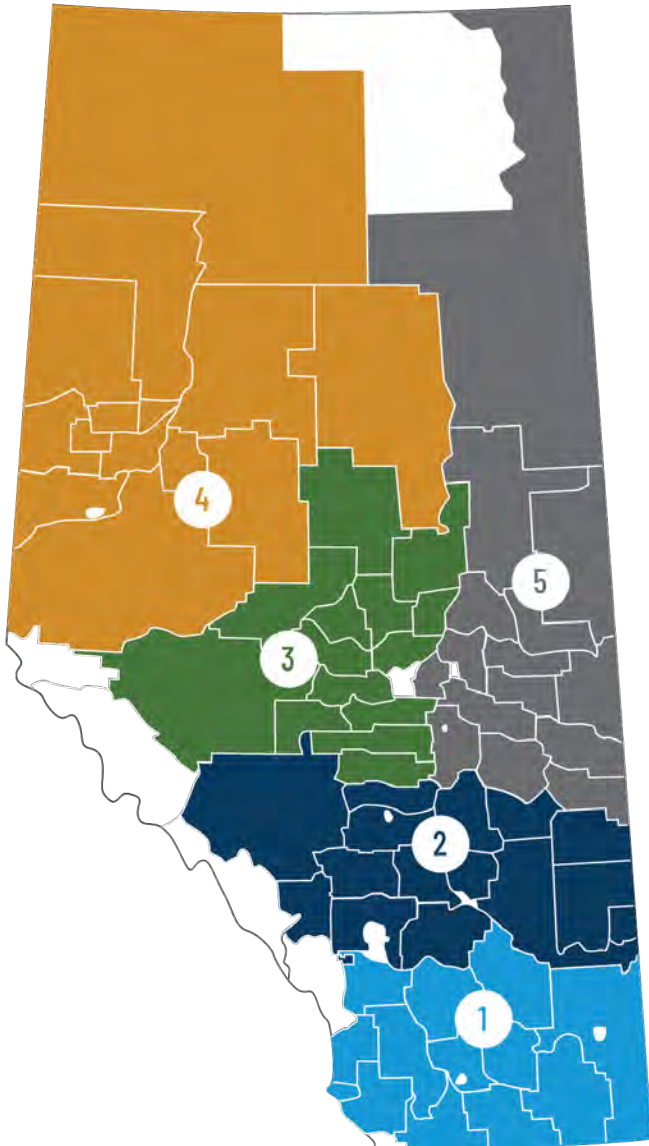
DISTRICT 4

**GETTING THE MOST
OUT OF THE COMBINED
POWER OF THE NORTH**



WHO WE ARE





ZONE 4 = POWERHOUSE OF THE NORTH



We are missing opportunities to use our combined strength.



Most northern Agricultural districts, with vast areas in the Province to expand and grow.



14 Rural Municipalities that encompass more than 20% of Alberta's Landmass.



Our growth and future opportunities across multiple sectors are being strangled.

REASONS TO CHANGE



01

Speakers consume a large portion of the agenda. Leaving little time for discussion, networking, member business and issues facing our zone municipalities.

02

We need to hear and be more connected regarding the efforts and concerns of our shared alliances, committees and coalitions.

03

It would be beneficial to hear more from economic sectors that our Zone relies on, as well as opportunities that would benefit our Zone members.

04

A half an hour lunch, and limited networking time, is not enough time to discuss concerns or celebratory items with our peers.

MORE TIME = MORE BENEFIT

01

MORE DOLLARS ARE SPENT IN OUR SMALL COMMUNITIES. KEEPING MORE OF OUR RURAL MONEY RURAL!

Average spending per person for a one-night stay is \$242 into the local economy. If we average 85 attendees = \$20,000+ directly to our smaller rural communities!

Could tag-team with booking around community events to boost secondary attendance

02

WE HAVE AN OPPORTUNITY TO EXPERIENCE, EXPLORE AND LEARN ABOUT ALL AREAS WITHIN ZONE 4!

We can educate and lobby more successfully for issues and communities that we understand and have experienced!

Promote additional awareness of communities in the North.

03

CHANGING TO TWO DAYS PROVIDES AN OPPORTUNITY:

- Use day one for zone business
- Use day two to discuss some of those matters with the ministers.
- Much more networking time and collaboration
- Maximizes benefit travel time vs more time at the event

BIGGER BENEFIT TO OUR COMMUNITIES:

THINGS TO
CONSIDER?



DO WE NEED TO KEEP HYBRID MEETINGS?

- By having hybrid meetings we eliminate many options for meeting locations in our smaller municipalities due to broadband and equipment limitations.
- Changing the attendance to an in-person meeting only, suggests that it is an event worth traveling to and partaking in.
- Engagement of attendees is amplified, instead of being a bunch of names on a screen
- Before Covid times, we were able to travel and so were the government officials and Ministers, these are the individuals that would benefit from actually experiencing the North Zone.
- Hybrid meetings come with their own set of technical difficulties, log-in/log-out attendees, visual and sound issues, and only partial participation.

INCREASED COST AND VALUE OF TWO-DAY EVENTS

- Greater economic benefit to our smaller communities
- Depending upon host could spread two days over multiple venues to increase experience of our region
- Could partner with local establishments, events and attractions for discounts, support and attendance
- With the increase in cost for meals and venue over two days, discussion on Host /Zone charging a nominal fee to help cover the expense of hosting, which would allow our smaller municipalities to host too
- There is a registration fee for everything we do, why not Zone meetings, this would also allow the potential for future guest speakers and assistance in event cost
- We are the only Zone that has two meetings per year, others have 3 or 4. We are suggesting keeping it at two-two-day a year meetings

TWO-DAY AGENDA EXAMPLE



DAY 1 – 10 AM – 4:30 PM:

Morning: *(Zone Business)*

- **Welcome: Hosting Municipality**
- **Announcements**
- **Minutes, Finances, Policy**
- **RMA Updates**
- **Resolutions – New that require debate and voting**

Afternoon: *(Local Agencies, Industry, Guests)*

- **Economic Development**
- **Agriculture**
- **Forestry**
- **Energy**
- **Environmental / Social**
- **Tourism**
- **Legislation Issues, Government Bodies**

Evening: Networking, exploring, event opportunities.

DAY 2 – 10 AM – 4:30 PM:

Morning:

- **RMA Updates & Engagement**
- **Resolutions – Review and update of Zone resolutions that are on the books already**
- **Alberta Municipalities**

Afternoon:

- **MLA's and MP's (invited for two-day attendance)**
- **Ministers requested by the members (invited for the two-day attendance)**
- **Q & A period/Bear Pit**
- **Closing remarks**
- **Next meeting date/location/future agenda items and speakers**

THANK YOU FOR YOUR CONSIDERATION.

- Presented by:
- Amber Bean, Clear Hills County
- Lisa Wardley, Mackenzie County

**We ask that Zone vote in
favor to move to two-day
meetings starting in
Summer 2023**



A meeting was held on October 14, 2022 by Zoom at 10:00 A.M.

Attendees:

Tom Burton, RMA District 4 Director and Chair of District 4

Robert Willing, MD of Peace, Reeve and Vice-Chair of District 4

Carolyn Kolebaba, Northern Sunrise County, Reeve

Amber Bean, County of Northern Lights, Reeve

Lisa Wardley, Mackenzie County, Councillor

Absent:

Denise Joudrey, Birch Hills County, Councillor

The discussion of the meeting was to determine what roles and responsibilities the RMA Director, District chair and vice-chair has in regard to the district meetings.

RMA in 2021 held a board Governance review, and recommendation 9 stated: That all districts are encouraged to select a district chair and vice chair through a regular election process and that the chair and vice chair positions be filled by someone other than an RMA district director. District 4 at their February 11, 2022, meeting made motions, to have Tom Burton as the chair and Robert Willing as the vice-chair. These motions were unanimous, and the process continued as before, even though Tom Burton is the RMA District 4 Director. At the August 12, 2022, district meeting it was determined that a committee be developed to draft the roles and responsibilities of the chair and vice-chair. The committee will consist of Tom Burton, Robert Willing, Carolyn Kolebaba, Amber Bean, Lisa Wardley, and Denise Joudrey. The committee was to draft a report of what the roles and responsibilities of the chair and vice-chair will be and bring the report back to the next district meeting for approval. It should also be noted that an honorarium of \$1,000.00 per district meeting, be allotted and split in what form agreed to by the chair and vice-chair.

After discussion the following items are what the committee felt would be appropriate.

- Be a liaison between RMA and the district 4 (Chair, Vice-Chair)
- Be a liaison which the other district chairs (Chair, Vice-Chair if the Chair is the Director)
- Forward any requests that may come from RMA for participation on committees, surveys, invitations for townhalls, or virtual meetings, GoA/GoC announcements, any other articles which may be beneficial for the members (Chair)
- If requests come for participation on a committee and there are more names than positions, then use our resolution for selecting the participants (Chair, Vice-Chair)
- Reach out to the members to seek directions for a Reeves' & CAOs' meeting, either in-person or virtual. If in-person, who is going to host the meeting. If virtual, send a virtual invitation. The purpose of the meeting is to gather feedback on what topics needs to be on the next district meeting. If no such meeting is held, then the chair will take on the responsibility of drafting an agenda (Chair, Vice-Chair)
- Once there has been an agenda drafted, with the location of the hosting municipality's venue, invitations are sent to the premier, different ministers, MPs, MLA, NADC, ARMAA, Alberta Municipalities, MPWA, the presenters of the topics which going to be on the agenda (Chair, Vice-Chair)
- Ensure that the presenters have transportation to and from an airport if they are flying (Chair, Vice-Chair)
- Develop the agenda to accommodate the presenters (Chair)

Try to have the districts concerns on the agenda, before the Ministers, MLAs, MPs vacate the meeting.

Maybe have a meeting separate to the current district meetings, or have an additional day to the district meeting, to just discuss how District 4 could have more of an impact to RMA, other level of governments, and organizations.

- Review the minutes and correct them from the previous meeting (Chair)
- Follow up on the meeting invitations, sometimes this can take multiple times, before a final answer is achieved (Chair)
- Work with the hosting municipality on the requirements of them; venue with broadband capabilities, a podium, microphones for podium or roving, projector and screen, catering requirements with dietary or other restrictions (Chair, Vice-Chair)

Maybe the district needs to invest in equipment.

- Ask the members if there is going to be any resolutions, in memoriam, long service awards (Chair)

Maybe have an agenda item to recognize achievements of district 4 members.

- Maintain a district bank account (Chair)
- Monitor whether a membership fee needs to be discussed at the meeting (Chair)
- If the bank account balance is getting low, develop a fee schedule and have it approved at the meeting (Chair, Vice-Chair)
- Ask if there is going to be a representative and alternate on the MPWA or FCM, and who will cover the participants honorarium and expenses, either the members' municipality or the district (Chair, Vice-Chair)

Are there other organizations that the district should have a representative on, and the selection process for choosing a representative.

- Formulate an agenda package for the district meeting, which may include, the attendees from Government of Alberta (Ministers, MLAs, Deputy Ministers, Assistant Deputy Ministers or other bureaucrats), Representatives from RMA, Alberta Municipalities, NADC, ARMAA, MPWA, Government of Canada (Ministers, MPs, bureaucrats), organizations who are presenting, treasurer's report which include ATB bank account statement, financial statement, RMA Northern Zone District 4 bank account list, account payables, host of the previous district meetings, any resolutions, minutes, any member's business correspondence (Chair)
- Provide follow up from the meeting to whomever (Chair, Vice-Chair)
- Chair the different meeting, and ensure there is professional respectful atmosphere (Chair, Vice-Chair)
- Resolution sessions at the district meeting (Chair, Vice-Chair)
- RMA Resolution Committee (Chair, Vice-Chair if the Chair is also the District Director)

Develop policies/bylaws where it's needed, to allow the operations of the district. The separation of the roles of Director, Chair and Vice-Chair can happen.

Examples are committee appointments, hosting district meetings requirements, resolution process, membership fees, among other possible committees.

The highlighted turquoise colour are discussion points for the district meeting.
Lisa Wardley and Amber Bean will be on the next district meeting agenda to discuss a possible additional day meeting.

The meeting adjourned at 11:45 A.M.

Rural Municipalities of Alberta (RMA) District 4 ASSOCIATION

A Bylaw of Rural Municipalities of Alberta District 4 in the Province of Alberta for the purposes of administering the Association.

WHEREAS, certain municipalities within Northwestern Alberta have deemed it appropriate to establish an Association dedicated to advocacy of municipal issues, and

WHEREAS, the municipalities have determined that it would be fit and proper to establish a bylaw dedicated to outlining the operational and administrative procedures of the Association,

NOW THEREFORE THE Rural Municipalities of Alberta District 4 ASSOCIATION, DULY ASSEMBLED, ENACTS AS FOLLOWS:

1. This Bylaw may be cited as the "Rural Municipalities of Alberta District 4-Association Bylaw".

A. Definitions

2. The following terms shall have the associated meanings set forth below.

"Association" shall mean the Rural Municipalities of Alberta District 4 Association;

"Board of Directors" or "Directors" or "Executive" shall mean the Board of Directors of the Association including the Chair, Vice Chair and Director;

"Meeting" shall mean a meeting of the Association at a time, date and place established by the members of the Association'

"Member" shall mean a member of the Association and shall include the following municipalities:

Big Lakes County

Birch Hills County

Clear Hills County

MD of Fairview

County of Grande Prairie

MD of Greenview

Mackenzie County

Rural Municipalities of Alberta (RMA) District 4 ASSOCIATION

County of Northern Lights

Northern Sunrise County

MD of Opportunity

MD of Peace

Saddle Hills County

MD of Smokey River

MD of Spirit River

“Province” shall mean the Province of Alberta.

“Rural Municipality” shall mean a municipal district created pursuant to the Municipal Government Act, R.S.A. 2000, c. M-26, county, or other special area or specialized municipality within the Province.

“Resolution Policy” shall mean a policy adopted by the Association for the purpose of adopting resolutions to be forwarded to the RMA.

“RMA” means the Rural Municipalities of Alberta.

“Voting Delegates” shall mean an elected official of a member municipality.

B. Membership

3. The Rural Municipalities of Alberta District 4 Association shall be made up of rural municipalities.

Notwithstanding sections 3 above, the Rural Municipalities of Alberta District 4 may, in its sole discretion, allow duly incorporated specialized municipalities to become members of the Association by majority vote at a regular meeting.

4. Any Member wishing to withdraw its membership may do so upon prior written notice to the Board.

C. Membership Fee

5. Annual fees for upcoming year for all Members shall be set by the Association at the August meeting of each year.

6. In each year, the respective membership fee shall be paid to the Association and shall be due and payable by each Member on or before March 1st of each year. The membership fees paid are non-refundable.

D. Meetings of the Association

Rural Municipalities of Alberta (RMA) District 4 ASSOCIATION

7. The Association shall hold a meeting **on/or by the third Friday of February and the third Friday of August** of each year unless by common consent another date is established by the body of the Association by Resolution. Each meeting shall be called to order at 10:00 a.m. The meeting location for each meeting shall be determined by the Association.

8. Agendas for each meeting shall be distributed to the Chief Administrative Officers by the Secretary/Treasurer of the Association 10 days prior to each Association meeting. Municipal CAO's shall be responsible for the distribution of the agenda to the elected officials within their municipality.

9. Following a call to order by the Chair a rollcall of those present will be conducted to determine if a quorum is present.

10. Quorum for any meeting of the Association shall be constituted by a Voting Delegate representation of fifty per cent (50%) plus one (1) of the member municipalities as defined within Section "A". No business other than the adjournment or termination of a meeting shall be conducted at a meeting at a time while quorum is not present. This included, but is not limited to, elections for Chair and Vice Chair, the acceptance of financial reports or other reports and votes on resolutions that require a quorum.

11. The Association agenda of each meeting of the association shall include the following agenda items:

- i. A financial statement of the association,
- ii. A report by the Chair of the Association
- iii. A report by the Zone 4 representative to the RMA
- iv. A report by the RMA of those items of business and/or advocacy as directed by the Full Membership
- v. Presentations by delegations on issues of interest requested by Association members,
- vi. In the absence of requests from members for presentations by delegations pertaining to issues of concern to the Association the Chair may schedule presentations on issues that the Chair believes will be of interest to the Association Members.

Rural Municipalities of Alberta (RMA) District 4 ASSOCIATION

E. Election of Directors and Officers

12. At the February meeting an election year of the Association, there shall be an election following nomination and by a vote indicating a clear majority, a Chair, a Vice Chair, and two members of a Resolution Committee.

13. Persons shall be eligible to become a Chair, Vice-Chair or a member of the Resolution Committee of the Association if the individual is a duly elected official of a member Municipality in good standing with the Association.

14. The Chair, Vice-Chair and 2 members of a Resolution Committee shall serve for a term of 2 years to a maximum of 2 terms.

15. A Past Chair or Current Director of the Rural Municipalities of Alberta District 4 shall act as the Returning Officer for the election of Chair of the Association.

- i. At the designated time on the Agenda of the February meeting of each year the Past Chair shall preside over the election of the Chair.
- ii. The Past Chair shall make 3 calls for nomination to the position of Chair before closing the floor to nominations.
- iii. Members nominated for the position of Chair shall each receive 3 minutes to address the Association prior to the election being conducted.
- iv. Election of the Chair and Vice Chair shall be conducted by a show of hands or a secret ballot.
- v. In the case of more than two candidates running for the office of Chair, the two candidates receiving the greatest number of votes in the first round of voting shall run-off for the position of Chair in a second round of voting.
- vi. The Chair is declared elected by simple majority of members present.

16. The Chair of the Association shall, after the election for Chair, conduct the election of the Vice-Chair and Resolutions Committee in the same manner as outlines in paragraph 15.

17. A honorarium of \$1,000.00 per district meeting, be allotted and split in what form agreed to by the chair and vice-chair.

Rural Municipalities of Alberta (RMA) District 4 ASSOCIATION

18. For the purpose of administering the affairs of the Association the Secretary/Treasurer of the Association shall be a designate officer of the municipality represented by the Chair and shall be appointed by the Chair.

19. The signing authorities of the Association shall be in all cases two of the following three executive members; the Chair, or the Vice-Chair or the Secretary/Treasurer (admin support).

F. Vacancies

20. In the event that a Chair ceases to hold office in his/her own Municipality as the result of a municipal election or disqualification, the Vice-Chair shall be deemed to be the Chair of the Association effective immediately.

21. In the event that both the Chair and Vice Chair cease to hold office in their own Municipalities the Reeve of the Municipality from which the former Chair was an elected representative becomes the Chair of the Association until the Association convenes at its next regularly scheduled meeting to elect a new Chair and Vice-Chair.

22. In the event that a member of the Resolutions Committee ceases to hold office in his/her own Municipality as a result of a municipal election or disqualification a member at-large from a member municipality may be appointed by the Chair as a member of the Resolutions Committee until such time as elections for the Resolutions Committee are conducted by the Association.

23. The Chair and Vice-Chair shall be a member of the Resolutions Committee. The Chair shall, when present, preside at all meetings of the Resolutions Committee. In his/her absence the Vice-Chair shall preside at any such meetings.

G. Resolutions

24. Resolutions shall be adopted by the Association in accordance with the Rural Municipalities of Alberta District 4 Resolutions Policy as adopted by the Association and as amended from time to time.

Rural Municipalities of Alberta (RMA) District 4 ASSOCIATION

H. Financial Year

25. Unless otherwise established by the Board from time to time, the fiscal year of the Association shall be from the first (1) day of January to the thirty-first (31) day of December of each year.

I. Auditing

26. The books and records of the Association shall be reviewed at least once each year by a duly qualified person which may be an employee of an Association Member. A complete statement of the standing of the books of the Association shall be submitted to the Members at each meeting.

J. Amendment of Bylaws

27. These bylaws may be amended or repealed by simple majority of the votes of the Members provided that notice of such amendments have been circulated to the Members of the Association prior to a regularly scheduled meeting of the Association.

K. Coming into Effect

28. "These bylaws shall come into full force and effect upon approval of the membership and signature of the Chair and one other Director".

Association Chair

Director

Date Approved _____

Resolution: ??

Rural Municipalities of Alberta (RMA) District 4 ASSOCIATION

Chair Duties & Responsibilities

1. The Chair shall:
 - a. Review and approve the agendas for the Board of Directors Spring and Fall meetings and ensure that the agendas are circulated not less than seven (7) days prior to a meeting.
 - b. Preside over the Board of Directors Spring and Fall meetings.
 - c. Review and approve the agendas for the District Spring and Fall meetings.
 - d. Preside over the District Spring and Fall meetings.
 - e. Represent the RMAD4 on the RMA Resolution Committee during the Spring and Fall Convention resolutions sessions.
 - f. As required, discuss with RMAD4 members, Board of Director members, or RMA Board members, issues of significance relating to the District.

THESE ARE Directly out of the minutes from the meeting will need to be condensed for policy

Chair/Vice Chair Roles:

- Be a liaison between RMA and the district 4 (Chair, Vice-Chair)
- Be a liaison which the other district chairs (Chair, Vice-Chair if the Chair is the Director)
- Forward any requests that may come from RMA for participation on committees, surveys, invitations for townhalls, or virtual meetings, Contact, FCM articles, GoA/GoC announcements, any other articles which may be beneficial for the members (Chair)
- If requests come for participation on a committee and there is more names than positions, then use our resolution for selecting the participants (Chair, Vice-Chair)
- Reach out to the members to seek directions for a Reeves' & CAOs' meeting, either in-person or virtual. If in-person, who is going to host the meeting. If virtual, send a virtual invitation. The purpose of the meeting is to gather feedback on what topics needs to be on the next district meeting. If no such meeting is held, then the chair will take on the responsibility of drafting an agenda (Chair, Vice-Chair)
- Once there has been an agenda drafted, with the location of the hosting municipality's venue, invitations are sent to the premier, different ministers, MPs, MLA, NADC, ARMAA, Alberta Municipalities, MPWA, the presenters of the topics which going to be on the agenda (Chair, Vice-Chair)
- Ensure that the presenters have transportation to and from an airport if they are flying (Chair, Vice-Chair)
- Develop the agenda to accommodate the presenters (Chair)
Try to have the districts concerns on the agenda, before the Ministers, MLAs, MPs vacate the meeting.
Maybe have a meeting separate to the current district meetings, or have an additional day to the district meeting, to just discuss how District 4 could have more of an impact to RMA, other level of governments, and organizations.
- Review the minutes and correct them from the previous meeting (Chair)
- Follow up on the meeting invitations, (Chair)

Rural Municipalities of Alberta (RMA) District 4 ASSOCIATION

- Work with the hosting municipality on the requirements of them; venue with broadband capabilities, a podium, microphones for podium or roving, projector and screen, catering requirements with dietary or other restrictions (Chair, Vice-Chair)
 - Ask the members if there is going to be any resolutions, in memoriam, long service awards (Chair)
 - Maintain a district bank account (Chair, Vice-Chair)
 - Monitor whether a membership fee needs to be discussed at the meeting (Chair)
 - If the bank account balance is getting low, develop a fee schedule and have it approved at the meeting (Chair, Vice-Chair)
 - Ask if there is going to be a representative and alternate on the MPWA or FCM, and who will cover the participants honorarium and expenses, either the members' municipality or the district (Chair, Vice-Chair)
- Are there other organizations that the district should have a representative on, and the selection process for choosing a representative.
- Formulate an agenda package for the district meeting, which may include, the attendees from Government of Alberta (Ministers, MLAs, Deputy Ministers, Assistant Deputy Ministers or other bureaucrats), Representatives from RMA, Alberta Municipalities, NADC, ARMAA, MPWA, Government of Canada (Ministers, MPs, bureaucrats), organizations who are presenting, treasurer's report which include ATB bank account statement, financial statement, RMA Northern Zone District 4 bank account list, account payables, host of the previous district meetings, any resolutions, minutes, any member's business correspondence (Chair)
 - Provide follow up from the meeting to whomever (Chair, Vice-Chair)
 - Chair the different meeting, and ensure there is professional respectful atmosphere (Chair, Vice-Chair)
 - Resolution sessions at the district meeting (Chair, Vice-Chair)
 - RMA Resolution Committee (Chair, Vice-Chair if the Chair is also the District Director)

Duties of the Vice-Chair

1. The Vice-Chair shall: a. Assume the duties and responsibilities of the Chair, in their absence.
b. Be a voting member of the RMAD4 Resolutions Committee

Administrative Support

1. The appointed Chair's municipality shall be responsible for any administrative support required by the Chair or Vice Chair relating to the organization and operations of the RMAD4.



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 28, 2023
Presented By:	Louise Flooren, Manager of Legislative & Support Services
Title:	Tompkins Improvement Board – Request for Letter of Support

BACKGROUND / PROPOSAL:

The Tompkins Improvement Board is requesting a letter of support for their grant application to construct a shell over the Blue Hills ice rink.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

N/A

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

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That a letter of support be provided to the Tompkins Improvement Board for their grant application to construct a shell over the outdoor rink.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 28, 2023
Presented By:	Louise Flooren, Manager of Legislative & Support Services
Title:	Fort Vermilion Winter Carnival Dog Sled Races Sponsorship

BACKGROUND / PROPOSAL:

The Fort Vermilion Recreation Board submitted a letter of request for sponsorship for the 1788 Dog Sled Races at the Winter Carnival on March 24th – 26th, 2023.

Letter of request is attached.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

POLICY REFERENCES:

Author: _____ Reviewed by: _____ CAO: _____

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That Mackenzie County sponsor the 1788 Dog Sled Races at the Winter Carnival in the amount of \$

Author: _____ Reviewed by: _____ CAO: _____



Fort Vermilion Recreation Board
 Box 115
 Fort Vermilion AB
 T0H 1N0



To whomever it may concern,

The Fort Vermilion Recreation board is thrilled to be bringing “1788 Dog Sled races” back to the community as part of the Winter Carnival (Mar 24-26)! The last time races were held (2020), the public response was overwhelmingly positive and many great experiences / memories were created through participation and watching these incredible races. The success of the races was a result of incredible community support - and we believe this year will be no different.

Dog Sledding has a long history in Fort Vermilion. In the early years Dog teams were the main form of transportation for trappers venturing deep into the wilderness. With the arrival of more settlers came an increased demand for efficient mail services - which was feasible in the winter months thanks to dedicated mail carriers (Louis Bourassa was awarded the “Order of British Empire” for his dedicated efforts in delivering mail) and Dog Teams¹. School children relied on dog teams to take them to school and home again - and it was on a Dog Sled that Dr. Hamman (in the area from 1925-1948) visited many of his patients - including the time he delivered the diphtheria antitoxin to Little Red River.

Dog Sleds have played a vital role in the success, growth, and culture of Fort Vermilion and we hope that that you will partner with us in bridging this historic activity back to the community - not only as an entertaining activity for today's population - but also to remember and acknowledge the incredible legacy that Dog Sledding has in building the community we know today.

Bib Sponsorship for the Dog Sled Races

Sponsor a Dog Sled team for \$1000 and receive:

- Your name and Logo on a dog sled.
- Invitation for two to Musher's meet and greet on Friday March 24th.
- A picture of you with your dog team and Musher
- Your name announced with the Dog Team at Start and finish of the race.
- Name and logo on onsite advertising, social media posts, and advertising posters.

*\$900 / sponsorship will go to the race purse with \$100 covering sponsorship costs.

We thank you for your consideration in supporting this great community event.

Steven Simpson
 Fort Vermilion Recreation Board Chairperson
 780-841-2501
 actingsimpson@gmail.com

¹ We would be in error to not acknowledge that Louis Bourassa used horse and sleigh teams as well as Dog teams in his dedicated delivery of mail during winter months.



Fort Vermilion Recreation Board
Box 115
Fort Vermilion AB
T0H 1N0



Planning on Sponsoring?

Please scan the QR code below to access the sponsorship questionnaire - this form will collect some of your information and help us get started in making this an excellent experience for all!



For more information on the 2023 Winter Carnival scan this code to access the website!



Not familiar with QR codes - or have other questions? Please get in touch!



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 28, 2019
Presented By:	Louise Flooren, Manager of Legislative & Support Services
Title:	Non-Profit Day Conference

BACKGROUND / PROPOSAL:

Alberta Council and the Edmonton Chamber of Voluntary Organizations is hosting the second annual Conference for Alberta's non-profit leaders and professionals Edmonton on March 9-10, 2023.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

Full access to the event registration fees are \$225/attendee.

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

POLICY REFERENCES:

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

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the following Councillors be authorized to attend the Non-Profit Day Conference in Edmonton on March 9-10, 2023;

1.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 28, 2023
Presented By:	Caitlin Smith, Manager of Planning & Development
Title:	Agricultural Service Board Meeting Minutes

BACKGROUND / PROPOSAL:

The unapproved minutes of the January 27, 2023 Agricultural Service Board meeting minutes are attached.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

N/A

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

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the unapproved Agricultural Service Board meeting minutes of January 27, 2023 be received for information.

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

**MACKENZIE COUNTY
AGRICULTURAL SERVICE BOARD MEETING**

**January 27, 2023
9:00 a.m.
La Crete**

PRESENT:	Ernie Peters	ASB Chair
	Josh Knelsen	Reeve
	David Driedger	Councillor
	Joe Peters	Member at Large
	Anthony Peters	Member at Large
	George Fehr	Member at Large
REGRETS:	David Driedger	Councillor
ADMINISTRATION	Caitlin Smith	Director of Planning & Agriculture
	Landon Driedger	Agricultural Fieldman
	Byron Peters	Director of Projects and Infrastructure
	Colleen Sarapuk	Administrative Officer (Recording Secretary)

Minutes of the Mackenzie County Agricultural Service Board meeting held on January 27, 2023

CALL TO ORDER: **1. a) Call to Order**
Councillor Peters called the meeting to order at 9:05 a.m.

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

MOTION ASB 23-01-001 **MOVED** by Reeve Knelsen
That the agenda be adopted as presented.

CARRIED

PREVIOUS MINUTES **3.a) Minutes of the November 18, 2022 ASB Minutes**

MOTION ASB 23-01-02 **MOVED** by Anthony Peters
That the minutes of the November 18, 2022 ASB meeting be approved as presented.

CARRIED

ACTION LIST

4.a) Action List

MOTION ASB 23-01-003

MOVED by Joe Peters

That the Action List be received for information.

CARRIED

6.a) Ag Fieldman Report

MOTION ASB 23-01-004

MOVED by Joe Peters

That the Agricultural Fieldman Report be received for information.

CARRIED

6.b) Draft Agricultural Land Leases RFP

MOTION ASB 23-01-005

MOVED by Anthony Peters

That the Draft Agricultural Land Lease RFP be received for information.

CARRIED

6.c) Draft Roadside Mowing Tender

MOTION ASB 23-01-006

MOVED by Reeve Knelsen

That a recommendation be made to Council to move forward with tendering the Roadside Mowing for a three year contract plus a 1 year option.

CARRIED

The Chair recessed the meeting at 9:42 am and reconvened the meeting at 9:52 am.

6.d) Spring Ditch Cleanout

MOTION ASB 23-01-007

MOVED by Reeve Knelsen

That the Spring Ditch Cleanout be received for information.

CARRIED

6.e) ASB021 Weed Control Policy Review

MOTION ASB 23-01-008

MOVED by Joe Peters

That ASB021 Weed Control Policy Review be received for information.

CARRIED

6.f) Farming Road Allowances

MOTION ASB 23-01-009

MOVED by Reeve Knelsen

That administration review estimated amount of road allowance acres that are currently being farmed and bring back information to next Agricultural Service Board Meeting.

CARRIED

CLOSED MEETING

7.a) Closed Meeting

SET MEETING DATE

8.a) Set Next Meeting Date

ADJOURNMENT

9.a) Adjournment

MOTION ASB 23-01-010

Moved by George Fehr

That the Agricultural Service Board Meeting be adjourned at 11:09 a.m.

CARRIED

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

Ernie Peters, Chair

Landon Driedger, Agricultural Fieldman



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 28, 2023
Presented By:	Caitlin Smith, Director of Planning & Agriculture
Title:	Municipal Planning Commission Meeting Minutes

BACKGROUND / PROPOSAL:

The approved minutes of the January 26, 2023 Municipal Planning Commission meeting and the unapproved minutes from the February 9, 2023 Municipal Planning Commission meeting are attached.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

N/A

RECOMMENDED ACTION:

- Simple Majority
 Requires 2/3
 Requires Unanimous

That the approved Municipal Planning Commission meeting minutes of the January 26, 2023 and the unapproved minutes from the February 9, 2023 Municipal Planning Commission meeting be received for information.

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

**MACKENZIE COUNTY
Municipal Planning Commission Meeting**

**Mackenzie County Office
Fort Vermilion, AB**

Thursday, January 26, 2023 @ 10:00 a.m.

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

ADMINISTRATION: Caitlin Smith Director of Planning and Agriculture
Madison Dyck Development Officer/Recording Secretary

MOTION

1. CALL TO ORDER

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

2. ADOPTION OF AGENDA

MPC 23-01-011 MOVED by Andrew O'Rourke

That the agenda be adopted as presented.

CARRIED

3. MINUTES

a) Adoption of Minutes

MPC 23-01-012 MOVED by David Driedger

That the minutes of the January 12, 2023 Municipal Planning Commission meeting be adopted as presented.

CARRIED

4. TERMS OF REFERENCE

For Information.

5. DEVELOPMENT

a) None.

6. **SUBDIVISIONS**

a) **01-SUB-23 Cory & Rachel Driedger
14.00 acre Subdivision (1 lot) in "A"
NE-9-104-17-W5M (La Crete Rural)**

MPC 23-01-013 **MOVED** by Jacquie Bateman

That Boundary Adjustment Application 01-SUB-23 in the name of Cory & Rachel Driedger on NE-9-104-17-W5M be APPROVED with the following conditions:

1. This approval is for a subdivision, 14.00 acres (5.6 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.**

CARRIED

- b) **02-SUB-23 Larry & Deanna Bateman
7.00 acre Boundary Adjustment (1 lot) in "A"
NE-22-109-18-W5M (High Level Rural)**

MPC 23-01-014 **MOVED** by Andrew O'Rourke

That Boundary Adjustment Application 02-SUB-23 in the name of Larry & Deanna Bateman on NE-22-109-18-W5M be APPROVED with the following conditions:

1. This approval is for a boundary adjustment, 7.00 acres (2.8 hectares), totaling 12.84 acres 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.**

CARRIED

7. MISCELLANEOUS ITEMS

- a) None.

8. CLOSED MEETING

- a) None.

9. MEETING DATES

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

10. ADJOURNMENT

MPC 23-01-015 MOVED by David Driedger

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

CARRIED

These minutes were adopted this 9th day of February, 2023.

Erick Carter, Chair

**MACKENZIE COUNTY
Municipal Planning Commission Meeting**

**Mackenzie County Office
La Crete, AB**

Thursday, February 9, 2023 @ 10:00 a.m.

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

REGRETS: Erick Carter Chair, MPC Member

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

MEMBERS OF THE PUBLIC: Aaron Unruh
Judith Unruh
Pete Fehr (virtual)
Eva Krahn-Richmond

MOTION 1. CALL TO ORDER

Tim Driedger called the meeting to order at 10:00 a.m.

2. ADOPTION OF AGENDA

MPC 23-02-016 MOVED by Andrew O'Rourke

That the agenda be adopted as presented.

CARRIED

3. MINUTES

a) Adoption of Minutes

MPC 23-02-017 MOVED by David Driedger

That the minutes of the January 26, 2023 Municipal Planning

Commission meeting be adopted as presented.

CARRIED

4. TERMS OF REFERENCE

For Information.

5. DEVELOPMENT

- a) **008-DP-23 Aaron & Judith Unruh
Manufactured Home – Mobile in “H-CR”
Plan 032 5931, Block 3, Lot 1 (9313 95 Avenue) (La Crete)**

MPC 23-02-018 **MOVED** by David Driedger

That Development Permit 008-DP-23 on in the name of Aaron & Judith Unruh be APPROVED with the following conditions:

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

1. Minimum building setbacks: 41.15 meters (135 feet) from 94 Avenue.; 15.2 meters (50 feet) front yard; 7.6 meters (25 feet) rear yard; 4.6 meters (15 feet) side yards; from the property lines.;
2. The Manufactured Home – Mobile shall meet all National Building Code 2019 Alberta Edition requirements for Buildings and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit Null and Void.;
3. The undercarriage of the Manufactured Home – Mobile with Addition shall be screened from view by skirting or such other means satisfactory to the Development Authority.;
4. The Addition and Manufactured Home shall be constructed and finished with similar construction materials to accepted standards and shall compliment the natural features and character of the site to the satisfaction of the Development Authority. The exterior of the Dwelling and Addition shall be similar in appearance and color;
5. If there is an existing Dwelling, it shall be removed from the property before occupancy of the new Dwelling (Manufactured Home-Mobile).;
6. Building to be connected to the municipal water and sewer system and the cost of connection fees will be borne by the

owner.;

7. Provide adequate off street parking as follows: The minimum parking shall be 300 square feet per vehicle owned plus an additional 500 square feet for off street parking. One parking space, including the driveway area, shall occupy 300 square feet.;
8. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards and shall compliment the natural features and character of the site to the satisfaction of the Development Authority.;
9. The lowest opening of the building shall be a minimum of 2.0% above the centerline elevation of the street abutting the property.;
10. The municipality has assigned the following address to the noted property: 9313 95 Avenue. You are required to display the address (9313) so as to be clearly legible from the street and be on a contrasting background. The minimum size of the characters shall be four inches in height.;
11. No accessory building erected/or moved onto the site shall be used as a dwelling.;
12. No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.;
13. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.;
14. This permit approval is subject to the access to the property being constructed to County standards. PRIOR to installation of a new access or changing location of existing access, complete a Request to Construct an Access form by contacting the Operations Department for Mackenzie County at (780) 928-3983. Access to be constructed at the developers expense.;
15. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

CARRIED

7. MISCELLANEOUS ITEMS

**b) Bylaw 12xx-23
Land Use Bylaw Amendment to Rezone Plan 972 3735,
Lot 2 from Rural Country Residential 1 “RCR1” to
Agricultural “A”**

MPC 23-02-019 MOVED by Andrew O’Rourke

That the Municipal Planning Commission recommend to Council to approve Bylaw 12xx-23 being a Land Use Bylaw Amendment to rezone Plan 972 3735, Lot 2 from Rural Country Residential 1 “RCR1” to Agricultural “A”, subject to public hearing input.

CARRIED

6. SUBDIVISIONS

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

MPC 23-01-020 MOVED by David Driedger

That Subdivision Application 52-SUB-22 in the name of Good Brothers Construction on SE 10-106-15-W5M be APPROVED with the following conditions:

1. This approval is for the subdivision of 6 residential lots, 1 PUL, and 1 ER lot totalling 20.31 acres (8.220 hectares) in size;
2. The applicant/developer shall enter into and abide by a Development Agreement with Mackenzie County which shall contain, but is not limited to:

- a) **Proposed Lot 22 and proposed Lot 23 shall be rezoned from the land use designation Recreation 1 “REC1” to the land use designation Hamlet Country Residential “H-CR”.**
- b) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality;
- c) Provision of all sanitary systems including service lines, main and appurtenances as required by the Municipality;
- d) Provision of all water lines, including all fittings and valves

as required by the County;

- e) Provision of municipal servicing (water and sanitary sewer) to each lot;
- f) All drainage systems, provisions for weeping tile flow where a high-water table or other subsurface conditions cause continuous flow in the weeping tile, and associated works, all as and where required by the County. Where trunk storm sewer mains are required, the County shall reimburse the Developer for the cost of the trunk storm sewer mains in accordance with current County policy;

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

- (1) Drainage of internal road system,
 - (2) Erosion prevention systems, if required,
 - (3) Direction of site drainage, and
 - (4) Elevation plans for each lot
- g) Provision of paved internal roads, sidewalks and other infrastructure as required by the County in accordance to Mackenzie County Engineering Guidelines and Urban Development Standards Policy DEV001 at Developers expense, such construction of roads to serve the lots to be created by the subdivision;
 - h) Provision of paved access to lot being created by the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developers' expense. This requirement is in accordance with Urban Development Standards DEV001;
 - i) Provision of street lighting with underground wiring, design and location as required by the County;
 - j) Engineered signage package;
 - k) Provision of utilities (power, gas, telephone, etc.) to each lot. Such utilities to be provided in a location and to a standard to be approved by the appropriate utility company and the County. Responses from utilities companies are shown in Schedule "C" hereto attached. Written confirmation of the completed utility installation is required to be

submitted to the County by each utility company prior to registration of the subdivision;

- l) Provision of and/or negotiation for utilities rights-of-way and/or easements as required by utilities companies. Any costs incurred for line relocation will be the responsibility of the developer. All utility lanes/lots must be accessible. All public utility lanes/lots shall be cleared to ground level with all tree stumps and debris removed and then landscaped. Where necessary, utility lanes/lots shall be excavated or landscaped to provide drainage for the subdivision. Any excavation or landscaping of the public utility lanes/lots shall be to engineered plans and completed prior to the installation of utilities;
- m) The developer is responsible for site grading and landscaping to design elevation and seeding with grass or other approved landscaping, in a manner that does not negatively impact adjacent properties or infrastructure;
- n) Provision of an agreement with the adjacent landowners for utility lanes/lots if required;
- o) Any outstanding property taxes shall be paid in full prior to registration of title;
- p) Provision of off-site levies and utility connection fees as required by the County as follows:
 - I. Provision of Water and Sewer Services Levy (Bylaw 440/04) imposed in the east area of the Hamlet of La Crete for the purpose of recovering a portion of the cost to expand facilities for the storage, transmission, treatment or supply of water, and the treatment, movement, or disposal of sanitary sewer.

The levy is calculated at \$1,495.82 per residential lot for water, and \$1,158.11 per residential lot for sewer. Six (6) lots at \$2,653.93 per lot equals **\$15,923.58**.
 - II. 94 Ave Sewer Connection Fee (Bylaw 455/04) imposed for the recovery of part of the costs of connection to such services as water and sewer.

The connection fee is charged at \$3,958 per residential lot. Six (6) lots at \$3,958 per lot equals **\$23,748.00**.

Total Off-Site Levies and Connection Fees = **\$39,671.58**

- q) Provision of Municipal Reserve (MR) in the form of land or money in lieu of land. The total area is **55.890 acres**. The **10.655 acres** of land taken as Environmental Reserve shall be subtracted from the total area and Municipal Reserve will be required for the remaining area. 10.655 acres subtracted from 55.890 acres equals **45.235 acres**. The specific amount of MR is based on 10% of the subject land at the current market value. The current market value of this property as assigned by Municipal Reserve Policy DEV005 is **\$15,000 per acre** (residential). The total applicable MR equals **4.524 acres** of land or equivalent money in lieu (10% of 45.235 acres is 4.524 acres). **4.524 acres multiplied by \$15,000 equals \$67,860.00** (*subject to Council motion and final tentative plan*);
- r) Security, in the form of an irrevocable letter of credit or certified cheque in the amount of 25%, or a subdivision bond in the amount of 100% of subsurface and surface infrastructure construction cost must be submitted to the County prior to installation and construction of any permanent infrastructure. Security amounts required in accordance with Mackenzie County's Multi-Lot/Urban Subdivision Construction and Registration Policy No, DEV003.
- s) **That the area required for a 6-meter-wide right-of-way be taken out of the west boundaries of proposed lots 17, 18, and 19 for the purposes of a public recreational walking path.**

CARRIED

- b) **03-SUB-23 852886 Alberta Ltd. (West Haven Estates) (Phase 1) 8.3 acre Subdivision (29 Residential lots) in "H-R1" & "H-R2" & "MHS" NE 9-106-15-W5M (La Crete)**

MPC 23-02-021 **MOVED** by Andrew O'Rourke

That Subdivision Application 03-SUB-23 in the name of 852886 Alberta Ltd. on NE-9-106-15-W5M be TABLED for more information.

CARRIED

- c) **04-SUB-23 Philip Driedger
12.00 acre Subdivision (2 lots) in "A"
SE 12-104-17-W5M (Blue Hills)**

MPC 23-02-022 **MOVED** by Jacquie Bateman

That Subdivision Application 04-SUB-23 in the name of Philip Driedger on SE-12-104-17-W5M be APPROVED with the following conditions:

1. This approval is for two subdivisions, 12.0 acres (4.8 hectares) each 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) **Provision of Municipal Reserve in the form of designated land is to be acquired at 10 % of the subject land. Therefore, the land required for this proposed 12.00 acre subdivision equals 1.2 acres as credit towards a road widening.**

CARRIED

- d) **05-SUB-23 Jordan Driedger
15.00 acre (Boundary Adjustment) in 'A'
NE 32-107-13-W5M (Blumenort)**

MPC 23-02-023 **MOVED** by David Driedger

That Boundary Adjustment Application 05-SUB-23 in the name of Jordan Driedger on NE-32-107-13 W5M be APPROVED with the following conditions:

1. This approval is for a boundary adjustment, 15.0 acres (6.1 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,
- c) **Provision of a storm water management plan. Contact Planning and Development staff at (780) 928-3983 to discuss the requirements for your subdivision,**
- d) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration,
- e) Provision of utility rights-of-way as required by ATCO Electric, TELUS, Northern Lights Gas Co-op, and others,
- f) 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,
- g) **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.**
- h) 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 \$6,000 per acre. Municipal reserve is charged at 10%, which is \$600 per subdivided acre. **3.00 acres times \$600 equals**

\$1,800.00

- i) **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

7. MISCELLANEOUS ITEMS

- a) **Change of Motion MPC 22-12-192**

MPC 23-02-024 MOVED by Andrew O'Rourke

That the Municipal Planning Commission amend Motion MPC 22-12-192 to recommend a change in the speed limit along TWP RD 1052 from 80 km/hr to 40 km/hr and to prohibit the use of jake brakes used by the commercial/farm trucks.

CARRIED

8. CLOSED MEETING

- a) **None.**

9. MEETING DATES

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

10. ADJOURNMENT

MPC 23-02-025 MOVED by Tim Driedger

That the Municipal Planning Commission Meeting be adjourned at 11:20 a.m.

CARRIED

These minutes were adopted this 27th day of February, 2023.

Erick Carter, Chair



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 28, 2023
Presented By:	Byron Peters, Interim Chief Administrative Officer
Title:	Information/Correspondence

BACKGROUND / PROPOSAL:

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

- Council Action List
- 2023-01-12 Letter to Minister Copping Re: Ponoka Fire Department
- 2023-01-31 Minister of Transportation & Economic Corridors
- 2023-02-14 Town of Tofield – Relocation of Camrose Casino
- Letter from Premier Smith to Prime Minister Trudeau
- Federal “Just Transition” Plan – Statement from Premier Smith
- HCAP New Strategy to grow health workforce
- News Release – Strengthening Alberta’s rural communities
- Community Planning Association of Alberta – 2023- Annual Conference request for sponsorship
- Energy Update
- Mackenzie County Library Board – 2022 Annual Report
- 2022-12-11 – Fort Vermilion Recreation Board Meeting Minutes
- 2023-01-18 REDI Meeting Minutes

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

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

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

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

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

Mackenzie County Action List as of February 7, 2023

Council and Committee of the Whole Meeting Motions Requiring Action

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

Motion	Action Required	Action By	Status
September 14, 2021 Regular Council Meeting			
21-09-623	That second reading be given to Bylaw 1231-21 being the La Crete Offsite Levy Bylaw be tabled until further date.	Byron	TABLED AD Hoc Committee
21-09-658	That administration work with the Fort Vermilion School Division to complete a trade and land transfer for properties adjacent to the La Crete Distribution Pumphouse and Fort Vermilion Public School.	Byron	Ongoing Awaiting Land Titles
October 12, 2021 Budget Council Meeting			
21-10-696	That Administration proceed with the sale of the closed portions of 100A Street to adjacent landowners at assessed value with all associated costs being borne by the buyer with the exception of those costs associated with registration of a waterline URW where required.	Caitlin	In Progress
21-10-697	That the north portions of 100A Street (adjacent landowners) be sold back for the same price it was originally purchased to the adjacent landowners with all associated costs being borne by the applicant.	Caitlin	In Progress
November 30, 2021 Regular Council Meeting			
21-11-813	That a letter be sent to the Minister of Justice and Solicitor General outlining the successes with RCMP and the oversight of the real problem which is justice.	Louise/Byron	Assistance from Councillor Wardley
December 14, 2021 Regular Council Meeting			
21-12-854	That Policy DEV001 & DEV007 be brought back to Council for review.	Caitlin	Administration to research options for ROW urban standard development Bring to Developers AD- HOC for discussion. In Progress
February 2, 2022 Regular Council Meeting			
22-02-085	That administration move forward with the application process to purchase the following and bring back to Council any future costs related to the purchase such as FNC, survey and assessed value for deliberation and approval. PLS140031 PLS170002 PLS180022 PLS180027 PLS190005 La Crete Ferry Campground Atlas Landing Area Bridge Campsite Machesis Lake Campground Wadlin Lake Campground	Don/Caitlin	FNC COMPLETE Received approval for appraisal and survey COW 22-06-073 The TCL Leases that are in the process are as follows: DML170039 FV Bridge campground REC2621 FV Rodeo grounds REC030012 LA Ferry campground REC090007 & 100003 Hutch Lake campground REC880027 Wadlin Lake campground

Motion	Action Required	Action By	Status
February 16, 2022 Regular Council Meeting			
22-02-137	That Mackenzie County prepare to put in a regional bid to host the 2026 Alberta Winter or Summer Games.	Byron	Started Data Gathering Refer to Motion 22-08-569
March 22, 2022 Committee of the Whole Meeting			
COW-22-03-019	That the Committee of the Whole receive the Municipal Development Plan Overview as discussed and a recommendation be made to bring back an updated draft for review to a future Council meeting.	Byron/Caitlin	COW Meeting March 28, 2023
COW-22-03-022	That Policy ASB021 – Weed Control Policy be TABLED for further information.	Caitlin/Landon	Council Meeting March 7, 2023
March 23, 2022 Committee of the Whole Meeting			
22-03-215	That the La Crete North Access – Capital Project review be TABLED until a future Committee of the Whole meeting agenda with maps and design options.	Byron	Potential Fall Capital Project Fall of 2023 Motion – 22-06-482
22-03-218	That a lobbying package be created for the Minister of Agriculture requesting that the Grazing Association be able to keep revenue from the logging and farming on the Fort Vermilion Grazing Reserve for grazing lease improvements.	Byron	Discussion held with Grazing Reserve President in regards to grant applications. Refer to Motion 22-07-517 Letter Drafted
22-03-222	That administration communicate with the Recreation Boards regarding backup generators and bring back recommendations to council.	Don	In Progress Working with Community Services Committee
April 27, 2022 Regular Council Meeting			
22-04-317	That administration develop a culvert maintenance program.	Byron/Don	Infrastructure Workshop October 17 – 18
22-04-325	That Council direct administration to bring back Bylaw 908-13 – Unsightly Premises Bylaw for review to a future Council meeting.	Don	In Progress Working with the RCMP
May 25, 2022 Regular Council Meeting			
22-05-391	That administration proceed with charging those that removed gravel from the Mackenzie County gravel stockpiles at market price, plus 20% including a penalty.	Byron	On going Refer to Motion 22-09-632 Thefts cannot be proven. Gate has been repaired at Tompkins Pit
22-05-406	That administration advertise the 140M AWD Grader publicly for sale with a reserve bid of \$ 225,000.	Willie	Pending Delivery Date April 2023
22-05-407	That administration advertise the 160M AWD Grader publicly for sale with a reserve bid of \$ 270,000.	Willie	Pending Delivery Date April 2023

Motion	Action Required	Action By	Status
22-05-408	That the County enter into a ten-year lease for the trailer being used by the Fort Vermilion Royal Canadian Mounted Police (RCMP) as discussed.	Don	RCMP presentation made to COW 2023-01-24
22-05-411	That administration work with the Royal Canadian Mounted Police (RCMP) in renewing the Memorandum of Understanding Agreement for the Enhanced Policing Agreement between Mackenzie County and the RCMP and bring back the draft agreement with changes as discussed.	Don	RCMP presentation made to COW 2023-01-24
June 22, 2022 Regular Council Meeting			
22-06-465	That administration draft a policy combining PW018 Hiring of Private Equipment, ADM015 Hiring Contract Suppliers and FIN 025 Purchasing Policy and bring back to future Council Meeting.	Byron	In Progress
June 23, 2022 Committee of the Whole Meeting			
22-06-073	That administration proceed with Public Land Sales as discussed.	Don	Refer to Motion 22-02-085 In Progress
July 13, 2022 Regular Council Meeting			
22-07-496	That administration work with the developer to purchase land adequate for relocation.	Byron	Waiting on Land Titles
22-07-507	That administration bring back options for Commercial Business incentive Options.	Byron	In Progress Presented as part of the 2023 Budget
22-07-513	That Mackenzie County is unsure at this time whether or not to continue with the subscription and advertising contract with Mackenzie Report past the expiry of 2023.	Caitlin/Louise	Emailed Letter to Mackenzie Report
22-07-523	That the Range Road 15-5 contract be awarded to the highest scoring, qualified bidder while staying within budget.	Byron	Project substantially Complete
August 17, 2022 Regular Council Meeting			
22-08-556	That administration proceed with cost sharing discussions for the 101 Street/109 Avenue intersection improvement with La Crete Co-op, and begin planning for the relocation and changes to utilities to accommodate an intersection upgrade and bring project forward to the 2023 Budget deliberations.	Byron	2023 Budget Discussion
August 30, 2022 Special Council Meeting			
22-08-590	That the Range Road 154 within TWP 108-15 Tender be retendered in 2023.	Michael	Confirm project scope during 2023 Budget discussions Out for Proposal Calls on Feb 15. Closing Mar 2, Opening March 7

Motion	Action Required	Action By	Status
22-08-591	That the Heliport Road from Range Road 18-4 to Range Road 19-0 Tender be retendered in 2023.	Michael	Confirm project scope during 2023 Budget discussions Out for Proposal Calls on Feb 15. Closing Mar 2, Opening March 7
22-08-592	That the 27th Baseline (TWP RD 1050) Tender be retendered in 2023.	Michael	Plan to retender in February 2023 Out to Tender, Closing Feb 23, Opening Feb 28
September 26, 2022 Regular Council Meeting			
22-09-631	That the Little Red River Cree Nation (LRRCN) – Additions to Reserve (ATR) be TABLED to the November 15, 2022 Regular Council Meeting.	Byron	
22-09-632	That administration continue to investigate the missing gravel and take appropriate legal action.	Byron	Refer to Motion 22-05-391
22-09-641	That administration request a culvert be installed under Highway 35 North to allow the water to flow under it, before spring thaw 2023.	Byron/Don	AT Surveying Area
October 26, 2022 Budget Council Meeting			
22-10-750	That Council direct administration to develop revenue strategies for non-property tax based funding including, but not limited to, fees, charges and full cost recovery service models for consideration.	Byron	
22-10-751	That administration incorporate the 2022 One Time Carry Forward Projects in the Draft 2023 Operating Budget as discussed.	Jen	In progress
22-10-755	That administration continue to investigate options for a Special Tax Bylaw for any identified projects incorporated into the 2023 Operating and Capital Budget as approved by Council.	Jen	In Progress
November 1, 2022 Budget Council Meeting			
22-11-762	That administration review all rental agreements upon renewal and ensure that there is a cost of living clause included.	All Admin	
November 2, 2022 Budget Council Meeting			
22-11-774	That the Policy PW039 Rural Road, Access Construction and Surface Water Management - Cost Implications be brought back to a future Council meeting for amendments.	Byron/Don	
November 15, 2022 Regular Council Meeting			

Motion	Action Required	Action By	Status
22-11-785	That Mackenzie County sell the lots for value established by assessment combined with all associated costs excluding the land transfer fees and lot consolidation.	Caitlin	In progress Refer to Motion 21-10-969 Letters have been sent
November 29, 2022 Regular Council Meeting			
22-11-840	That the Name That Neighbourhood Contest be TABLED.	Jen	In Progress
December 6-7, 2022 Budget Council Meeting			
22-12-873	That administration incorporate the 2022 Capital Carry Forward Projects in the Draft 2023 Budget as amended.	Jen	In Progress
December 13, 2022 Regular Council Meeting			
22-12-891	That administration develops a land sale policy and proceed as discussed to address concerns for 100A Street.	Caitlin	COMPLETE
22-12-900	That the Flood Plain sale of assets be publically advertised for April 2023.	Jen	Silverstar Auction booked for June 13-15 online auction
22-12-904	That administration apply for the fish pond lease, formally MLL/DML000070 and continue to work with the Mighty Peace Fish and Game Association to rehabilitate the site.	Don	In Progress
22-12-908	That Council approve the Fort Vermilion Bridge Campground and Recreational Area Plan as amended and to submit the Plan to Forestry, Parks and Tourism for their approval.	Don	In Progress Plan is submitted
22-12-919	That the Tri-Council Letter be sent to Minister Nixon regarding The Lodge Assistance Program (LAP) Grant.	Byron	
22-12-920	That the Business Incentive – Draft Bylaw be TABLED to the next Committee of the Whole Meeting.	Byron	In Progress
22-12-929	That Mackenzie County send a letter to the Boreal Housing Foundation stating that any requests of changes to the Ministerial Orders be approved by the three requisitioning bodies before it is sent to the Minister.	Byron	COMPLETE
January 10, 2023 Regular Council Meeting			
23-01-009	That the Tender Documents for the 2023 Road Re-Graveling Program and the 27th Baseline Road Reconstruction Project be authorized for issuance subject to the amendments requested by Council.	Michael	Out to Tender, Closing Feb 23, Opening Feb 28
23-01-010	That a letter be sent to Alberta Transportation highlighting the willingness of Mackenzie County and	Michael/Byron	

Motion	Action Required	Action By	Status
	the community benefits of a collaboration between Mackenzie County, Alberta Conservation Association and Alberta Transportation for the Highway 697 roundabout future project.		
23-01-012	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.	Don	In Progress
23-01-023	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.	Jen	COMPLETE
23-01-028	That administration look into the Power Pole issue as discussed.	Michael/Byron	On-Site Review and Action Plan developed. Report to Council forthcoming subject to receipt of costing information.
23-01-032	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.	Byron	
23-01-033	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.	Byron	
23-01-034	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.	Jen	In Progress
23-01-035	That the following Councillors be authorized to attend the Federation of Canadian Municipalities (FCM) Conference on May 25 - 28, 2023 in Toronto, Ontario: <ol style="list-style-type: none"> 1. Reeve Knelsen 2. Councillor Braun 3. Councillor Cardinal 4. Councillor Derksen 5. Councillor Wardley 	Louise	COMPLETE
January 24, 2023 Committee of the Whole Meeting			
COW-23-01-11	That the Action List Review be TABLED to the next Committee of the Whole Meeting.	Louise	COW Meeting 2023-03-28

Motion	Action Required	Action By	Status
COW-23-01-19	That the Municipal Rural Water Servicing Policy be TABLED to the next Committee of the Whole Meeting.	John	COW Meeting 2023-03-28
January 25, 2023 Regular Council Meeting			
23-01-050	That the Agricultural Service Board review the possibilities of a bylaw prohibiting the transference of horses from the Chateh area unless they have been Coggins tested.	Caitlin	In Progress
23-01-051	That administration research options for charging user fees for municipal road allowances that are already cleared and farmed for profit.	Caitlin	Being brought back to next ASB meeting
23-01-060	That the Town of High Level – Agreements be TABLED to February 28, 2023 Regular Council meeting.	Byron	
23-01-066	That administration research street lighting options and bring back to a Flood Recovery Steering Committee meeting.	Byron	
23-01-067	That administration use Camp Reservations Canada for the campground online booking program.	Don	In Progress
23-01-068	That administration purchase up to 6 live dog traps to address dogs running at large in the hamlets.	Don	COMPLETE
23-01-074	That the Municipal Planning Commission look at obtaining land in lieu of cash on rural subdivisions.	Caitlin	Looking at accepting road widening as MR credit
23-01-077	That administration highlight value added verbiage to the Business Incentive Draft Bylaw.	Byron	
February 7, 2023 Regular Council Meeting			
23-02-100	That third reading be given to Bylaw 1270-22 being a Land Use Bylaw Amendment to amend the regulations of Tarp Shelters in Section 8.59 and to amend Section 2.3 Definition of Tarp Shelter of the Land Use Bylaw.	Caitlin/Louise	COMPLETE
23-02-102	That third 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" in order to amalgamate with the adjacent lot.	Caitlin/Louise	COMPLETE
23-02-104	That third 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" in order to amalgamate with the adjacent lot.	Caitlin/Louise	COMPLETE

Motion	Action Required	Action By	Status
23-02-105	That Mackenzie County proceeds with a grant application to the Green & Inclusive Community Building program for the Mackenzie Community Recreation Center in La Crete.	Byron/Don/Jen	
23-02-106	That Mackenzie County commit to \$5M in municipal funding by means of Borrowing Bylaw towards local funding required to complete this project as per motion 18-06-472 to complete the Mackenzie Community Recreation Center project.	Byron/Don/Jen	Awaiting grant approval and funding allocation
23-02-107	That administration be authorized to further assist the Mackenzie Community Recreation Center with issuing charitable donations receipts to individuals/companies donating funds to the Mackenzie Community Recreation Center.	Jen	COMPLETE
23-02-111	That the Review of Proposal Call Documents: Township Road 1102 and Range Road 154 be amended as discussed.	Michael	COMPLETE
23-02-114	That the 2022 Capital Budget be amended by \$64,181 for the FV – Flood Mitigation project with funding coming from public auction sale, and interest earned in the fourth quarter of 2022.	Jen	COMPLETE
23-02-115	That third and final reading be given to Bylaw 1271-22 the Mackenzie County Wild Boar Bylaw as amended.	Caitlin/Louise	COMPLETE
23-02-116	That administration move forward with the advertising Request for Proposals for all eligible property.	Caitlin	Being advertised, to be awarded March 7, 2023
23-02-117	That administration is authorized to move forward with tendering the Roadside Mowing for a three year contract plus a 1 year option.	Caitlin	Being advertised, to be awarded March 7, 2023
23-02-118	That Shawn Hiltz be appointed as the Zama Fire Chief for a two-year term effective February 7, 2023.	Don	COMPLETE
23-02-119	That Roxanne Tarr be appointed as the Zama Deputy Fire Chief for a two-year term effective February 7, 2023.	Don	COMPLETE
23-02-120	That Neil Simpson be appointed as the Fort Vermilion Fire Chief for a further 2-year term effective February 7, 2023.	Don	COMPLETE
23-02-121	That Frank Fehr be appointed as the Fort Vermilion Deputy Fire Chief for a 2-year term effective February 7, 2023.	Don	COMPLETE
23-02-122	That Peter Wiebe be appointed as the La Crete Fire Chief for a further 2-year term. effective February 7, 2023.	Don	COMPLETE

Motion	Action Required	Action By	Status
23-02-123	That Philip Krahn be appointed as the La Crete Deputy Fire Chief for a 2-year term. effective February 7, 2023.	Don	COMPLETE
23-02-124	That Policy FIN011 Accounts Receivable/Utility Collections be amended as presented.	Jen/Louise	COMPLETE
23-02-125	That the finance charges in the amount of \$1,366.67 be written off for customer #241859.	Jen	COMPLETE
23-02-126	That the levies & penalties in the amount of \$134,086.87 in Schedule "A" be written off.	Jen	COMPLETE
23-02-127	That the outstanding amount of \$39,092.26 in Schedule #1 for accounts receivable accounts be written off.	Jen	COMPLETE
23-02-128	That the outstanding amount of \$12,228.79 in Schedule #2 for fire services be transferred to tax roll #074943.	Jen	COMPLETE
23-02-130	That Policy UT006 Municipal Rural Water Servicing be amended as presented.	John/Louise	COMPLETE
23-02-131	That Policy UT004 Utility Connections be amended as presented.	John/Louise	COMPLETE
23-02-132	That first reading be given to Bylaw 1280-23 being a Land Use Bylaw Amendment to rezone Part of NW 24-107-14-W5M from Agricultural "A" to Rural Industrial General "RIG", subject to public hearing input.	Caitlin	Being advertised, Public Hearing March 7, 2023
23-02-133	That administration create a new zoning district to alleviate concerns regarding agricultural use on residential acreages.	Caitlin	In Progress
23-02-134	That the Speed Limit Reduction and Restricted Use of Engine Retardant Brakes on Township Road 1052 be received for information.	Caitlin	COMPLETE
23-02-135	That Mackenzie County Council adopts Policy FIN035 Municipal Land Sales as presented.	Caitlin/Louise	COMPLETE
23-02-136	That a letter of support be provided to the La Crete Health Committee for the Rural Health Professions Action Plan (RhPAP) Rhapsody Rural Physician Award for their nomination of a local physician.	Louise	COMPLETE
23-02-137	That administration write a letter of support in regards to Highway 686 from Peerless Lake to Fort McMurray.	Louise	In Progress

Motion	Action Required	Action By	Status
23-02-138	That Mackenzie County initiate an application for the Forest Capital of Canada 2024: Call for Proposals.	Byron	
23-02-139	That an emergent resolution be brought to the Rural Municipalities of Alberta zone meeting regarding national model codes.	Caitlin/Byron	COMPLETE

January 12th, 2023

The Honourable Jason Copping
Minister of Health
204, 10800 – 97 Avenue
Edmonton, AB T5K 2B6

VIA EMAIL health.minister@gov.ab.ca

Re: Ambulance Crisis

Dear Minister Copping:

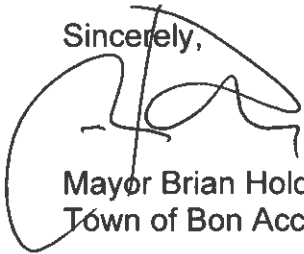
At the Regular Bon Accord Council Meeting on December 6, 2022, Council received a copy of correspondence from the Town of Ponoka to the Ministry of Health requesting support for their local fire department as first responders for emergency ambulance calls. Bon Accord Town Council fully stand with Ponoka in support of their request for better delivery of ambulance services across the province.

The incidents described in the letter show that ambulance service for rural Albertans is in severe crisis. What steps are being taken to remedy this detrimental situation for our communities? As Canadians, our section 7 Charter right to life, liberty, and security of person should be top priority. The current state of our ambulance service, or lack thereof, affirms instead that these rights hang in the balance.

These incidents, and others across the province, also show the value local fire departments bring to our communities. The lack of adequate ambulance service is placing unfair stress and expectations on volunteer firefighters and further putting the health and safety of Albertans in jeopardy.

These community volunteers and our communities deserve better. We hope your Ministry will make positive changes moving forward to uplift our communities during these difficult times.

Sincerely,



Mayor Brian Holden
Town of Bon Accord

cc: Premier Danielle Smith
Rachel Notley, Leader of the Opposition
Alberta Municipalities
Dale Nally, MLA – Morinville-St. Albert
Pat Mahoney, Fire Chief – Town of Bon Accord



ALBERTA
TRANSPORTATION AND ECONOMIC CORRIDORS

*Office of the Minister
MLA, Innisfail-Sylvan Lake*

January 31, 2023

AR 92091

Joshua Knelsen
Reeve
Mackenzie County
PO Box 640
Fort Vermilion AB T0H 1N0
josh@mackenziecounty.com

Joshua

Dear Reeve Knelsen:

Thank you for your letter regarding the status of bridge files within Mackenzie County and for attaching the presentation. It was a pleasure to meet with you and your colleagues at the Rural Municipalities of Alberta's 2022 fall convention. As Minister of Transportation and Economic Corridors, I am pleased to provide further information.

I appreciate the challenges of aging bridge infrastructure and environmental conditions in the County. As you know, the application deadline for the 2022-23 intake of the Strategic Transportation Infrastructure Program (STIP) closed on November 30, 2022. Department representatives have confirmed the receipt of three applications from Mackenzie County.

These applications are under review, and I will communicate a decision in the coming months.

Thank you again for writing.

Sincerely,

Honourable Devin Dreeshen, ECA
Minister of Transportation and Economic Corridors

cc: Dan Williams, MLA, Peace River



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February 14, 2023

Nadja Lacroix
Senior Manager
Inspections Gaming
Nadja.lacroix@aglc.ca

Re: Letter of Support – Relocation of Camrose Casino

Dear Nadja:

Rural Alberta, and their communities are comprised of community groups, clubs, charitable organizations and societies. The culmination of these organizations leads to the betterment of communities on a whole. These organizations work tirelessly on behalf of the community to provide enhancements through projects that would not be possible without their hard work and dedication. However, the key factor to success is funding. These groups are often accessing funding through casinos. As many other communities have stated, accessing funding through casinos is often multiple months away, which could leave these important projects, or enhancements without the ability to move forward.

Having an ability for Tofield to access a larger pool of casino opportunities would provide a higher element of success. Our proximity to a larger urban location, such as Edmonton, or even Saint Albert, is no further than the distance to Camrose. Although we have been thankful when our service groups have been successful in accessing Camrose Casino, it is an exceptionally long wait, and the return is minimal, at best.

Upon review, this appears to be another slight to Rural Alberta, which as of recent seems to be continually accumulating, and enhancing barriers to provide success for the communities each of us represent. We believe there should be an allowance for relocation for the Camrose Casino. The relocation would allow for the betterment of our entire region, as well as Rural Alberta.

Nadja Lacroix
Senior Manager
Inspections Gaming
Page 2

Further, the pooling of accessible casinos in larger urban settings would provide an enhanced level of success for Rural Alberta. The major urbans have additional resources and accessing abilities, as opposed to those of us in outlying areas. Collectively, the barriers need to be reduced to allow us all to flourish and provide betterment to our communities.

Respectfully,

Debora L Dueck

Debora Dueck
Mayor
Town of Tofield

Cc.

Jackie Lovely, MLA Jackie.Lovely@assembly.ab.ca

Brian Jean, Minister of Jobs, Economy & Northern Development – jend.minister@gov.ab.ca

Travis Toews, President of Treasury Board & Minister of Finance – tbf.minister@gov.ab.ca

Nicole Marshall, Director of Alcohol, Gaming & Cannabis – Nicole.marshall@gov.ab.ca

Kandice Machado, AGLC CEO – kandice.machado@aglc.ca

Len Rhodes, AGLC Board Chair – len.rhodes@aglc.ca

Wyatt Skabron, Manager of Policy & Advocacy, RMA – wyatt@rmaalberta.com

Dan Rude, Chief Executive Officer, AB Munis - dan@abmunis.ca

From: [Alberta News](#)
To: [Louise Flooren](#)
Subject: Statement: Letter from Premier Smith to Prime Minister Trudeau
Date: February 16, 2023 1:41:27 PM

Letter from Premier Smith to Prime Minister Trudeau

February 16, 2023 [Media inquiries](#)

Premier Danielle Smith invites Ottawa to collaborate with Alberta on carbon capture, utilization and storage investment and halt introduction of Just Transition legislation and oil and gas emissions cap.

Dear Prime Minister:

I am writing in follow up to our meeting of February 7th, during which we discussed the need for the Government of Canada to halt introduction of the proposed Just Transition legislation and implementation of unachievable targets and measures under the federal Emissions Reduction Plan (ERP) such as the Clean Electricity Regulations (CER) and oil and gas sector emissions cap.

As a much more productive alternative, I invited your government to agree to commencing a collaborative effort between Ottawa and Alberta to develop a series of cooperative initiatives to attract investment and workers into Alberta's emerging, conventional and non-conventional energy sectors while substantially reducing Canada's and Alberta's net emissions.

In that meeting, you expressed a willingness to pursue this course of collaborative action, but requested it be commenced promptly. The morning following my return to Alberta, I met with several of my ministers regarding this issue and can advise as follows.

The Government of Alberta is prepared to work with the federal government on a coordinated approach for a carbon capture, utilization and storage (CCUS)

incentive program for the purpose of net emissions reductions in our province while attracting billions in new investments for Alberta-based oil and gas projects, electricity, manufacturing and other sectors.

To this end, we propose coordinating a federal CCUS income tax credit with an expansion of our current Alberta Petrochemicals Incentive Program (APIP) to include CCUS projects. This new incentive program would be in addition to the over \$1.8 billion already invested into CCUS projects across the province by the Government of Alberta as well as our province's additional implicit contribution to CCUS made through our current royalty regime.

Our government is also willing to discuss with your government expanding this coordinated approach to incentivizing other emerging emission reducing technologies as well, though we suggest beginning with agreement on a coordinated CCUS incentive program, so we are able to establish a successful foundation on which to build upon.

To this end, I request that we immediately create a federal/provincial minister-led working group with the objective of reaching agreement on a coordinated provincial-federal CCUS incentive program in the coming weeks.

Prime Minister, I must make it clear that the above invitation for cooperation and collaboration on this CCUS proposal and other energy and climate initiatives comes with one non-negotiable condition.

It is that the federal government refrain from introducing any new federal legislation or policies that materially impact Alberta's oil and gas resource development, management or workforce participation without the full involvement, consultation and consent of Alberta.

This includes the contemplated Just Transition legislation and implementation of unachievable targets and measures under the federal Emissions Reduction Plan (ERP) such as the Clean Electricity Regulations (CER) and oil and gas sector emissions cap.

Each of these initiatives, as currently understood, would pose an unconstitutional and existential threat to the Alberta economy and the jobs of hundreds of thousands of Albertans.

As an alternative to this policy package of economic destruction, Alberta proposes

working collaboratively with the federal government on aggressively advancing emission reducing technologies in Alberta as outlined above while simultaneously increasing export of LNG through the lens of replacing higher emitting fuels around the world to meet aggressive but achievable overall emissions reduction in Alberta's oil and gas and other sectors. Ideally, our government would like to incorporate these collaborative federal-provincial initiatives into our soon-to-be-released *Alberta Emissions Reduction and Energy Development Plan*.

I must once again emphasize to you, Prime Minister, that although Alberta is willing to work as an active partner with the federal government on a coordinated approach to reducing Alberta's and Canada's net emissions, under no circumstances will our province accept the imposition of arbitrary and unachievable targets or policies that spell the end of meaningful long-term investment in Alberta's energy sector, and as a result, the imminent phase out of Alberta's largest industry. In such circumstances, our government would have no other choice but to oppose these destructive policies using every tool at our disposal in order to protect Albertans, their jobs and our province's future.

Prime Minister, this issue is far larger and more important than you or I. There are literally hundreds of billions in public revenues and investments, and millions of jobs, riding on Alberta and Ottawa working together – instead of in conflict – on energy and environmental issues to create an attractive and certain investment climate that millions around the world want to invest in and move to.

Failure to do so will not only undermine Canada's prosperity by driving billions in energy investment and revenue out of Canada and into the hands of the world's most brutal and undemocratic regimes, but will also result in increased energy poverty and food insecurity in many of the world's most impoverished countries, a loss of our nation's global influence, and most ironically, an increase in the world's global emissions due to an increased use of coal, as opposed to LNG, by developing nations to meet increasing world demand for electricity.

Canada has the potential to become a global energy superpower with all of the economic and political influence for good that such standing would grant us. We can and must seize this opportunity without delay. Please come to the table and work collaboratively with Alberta on likely the most important economic issue facing this country in a generation.

I look forward to reading your response and to learning of the appointment of your

government's side of the federal/provincial minister-led working group for the CCUS incentive program so that our two governments can take our first steps in this critical collaborative effort.

Media inquiries

Rebecca Polak

Director of Daily Communications and Press Secretary Office of the Premier

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From: [Alberta News](#)
To: [Louise Flooren](#)
Subject: Statement: Federal 'just transition' plan: Statement from Premier Smith
Date: February 17, 2023 3:39:07 PM

Federal 'just transition' plan: Statement from Premier Smith

February 17, 2023 [Media inquiries](#)

Premier Danielle Smith issued the following statement in response to the federal government's 'just transition' plan:

"I am puzzled by the federal government's just published 'Just Transition Plan' (now rebranded as the 'Sustainable Jobs' Plan) and will be in contact with the federal government in the coming weeks to discuss a number of issues identified in it.

"Although I note the Plan recognizes that Canada's oil and gas sector is working towards lowering emissions through investing in emerging clean technologies and will be an important source of the world's energy for decades, our Government is perplexed by the blatant exclusion of any federal strategy to aggressively increase LNG exports to obtain emissions credits (under international agreements) for replacing higher emitting fuels around the world with Canadian LNG while simultaneously driving economic growth in Alberta and Canada.

"This LNG export strategy, when combined with accelerated proliferation of CCUS, small modular nuclear reactors and other clean technologies will, by themselves, achieve Canada's emissions reduction targets while maintaining growth in the energy industry for decades. The omission of any LNG strategy in this Plan is completely nonsensical.

"Our government also has grave concerns with the complete lack of recognition in the Plan for the provinces' constitutional rights to develop our natural resources and to manage our labour workforce. Implementing a federal plan of this magnitude in areas of exclusive provincial jurisdiction doesn't merely require

piecemeal “discussions” with the provinces, it requires outright provincial approval and cooperation. Alberta has not been involved in any such approvals, nor included in the development of the Plan published today. This kind of dysfunctional communication by the federal government with our province cannot continue if Canada is to have any chance of achieving its 2050 emissions reduction targets.

“Once again, Alberta invites the federal government to come to the table in good faith to collaborate on a strategy to meaningfully reduce Alberta’s emissions while increasing investment in the Alberta energy sector; but this continued pattern of unilateral federal action in areas of provincial jurisdiction must stop immediately.

“Further, although there does not appear to be any references in the Plan related to the federal government’s previously proposed ‘oil and gas sector emissions cap’ or ‘clean electricity regulation’ (which omission is certainly positive), Alberta remains alarmed at the continued focus in this Plan on the federal ‘Emissions Reduction Plan’ (ERP) which aims to mandate reductions in emissions by 40% below 2005 levels by 2030. This accelerated and arbitrary target is simply not viable or achievable without significant production cuts that will permanently devastate Alberta’s and Canada’s economy and freeze tens of billions in energy investment overnight.

“The ERP, as previously outlined by the federal government, would be a policy package of economic destruction to the Alberta and Canadian economies unlike any previous federal policy in our province’s history. The federal government must walk back the ERP, oil and gas emissions cap and clean electricity regulation, and instead focus on collaborating with Alberta and other provinces in investing in the emerging clean technologies and LNG export strategy necessary to achieving net-zero emissions by 2050.

“Our government will continue to monitor all legislation and regulation introduced by the federal government related to the above issues and stands ready to use every tool at its disposal to oppose any unconstitutional interference or economic attack on our province by Ottawa.”

Media inquiries

Rebecca Polak

Director of Daily Communications and Press Secretary, Office of the Premier

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From: [Alberta News](#)
To: [Louise Flooren](#)
Subject: News Release: HCAP: New strategy to grow health workforce
Date: February 16, 2023 1:18:10 PM

HCAP: New strategy to grow health workforce

February 16, 2023 [Media inquiries](#)

To ensure the province has the medical professionals needed both now and in the future, Budget 2023 would provide \$158 million for a new Health Workforce Strategy.

Alberta has the best front-line health care workers in the world and creating a system that attracts more health care professionals is one of the goals in the Health Care Action Plan.

Alberta's government is committed to making sure Albertans get the care they need, when and where they need it. Health care needs are constantly evolving, and the Health Workforce Strategy is a plan to identify those areas in advance and provide a healthy work environment for staff.

The strategy lays the foundation for a resilient and sustainable health care system that provides every Albertan with access to a health home and has the workforce in place to deliver the health services Albertans need today and in the future.

“Demands on the workforce will also continue to grow as the population ages. This strategy builds on the great work already underway and sets the stage for a resilient work environment in the province that supports its workers in providing the highest quality health care.”

Jason Copping, Minister of Health

Alberta's Health Workforce Strategy is built around five pillars:

- Retain and support – Provide a safe, engaging and meaningful work environment to retain Alberta’s health care workers.
- Attract – Recruit new workers from across Canada and the globe to build a sustainable workforce with the right skills.
- Grow – Create capacity to educate and train the workforce of the future.
- Strengthen – Implement collaborative, proactive and evidence-informed approaches to long-term workforce planning.
- Evolve – Design and implement new models of care and enabling tools to deliver more efficient, high-quality care.

As the strategy is implemented, a framework and specific metrics across each of the pillars will be developed to measure progress and monitor the impact on building a more resilient workforce.

“Securing the future of health care for Albertans is critical to ensuring our quality of life and economic vitality. The Health Workforce Strategy will build on the action we’re taking to address labour shortages in the health care system by reducing barriers to recognizing foreign credentials for health care workers.”

Kaycee Madu, Minister of Skilled Trades and Professions

“With the success of the Renewed Alberta Advantage and our booming economy, we continue to see more and more people choosing to make Alberta their home. This announcement will ensure that the doctors and health care professionals we need to support Alberta’s families are available when and where they’re needed.”

Brian Jean, Minister of Jobs, Economy and Northern Development

“The Ministry of Trade, Immigration and Multiculturalism will directly support the Alberta Health’s Workforce Strategy in attracting and retaining our internationally trained health care workers. The Alberta government’s immigration strategy will actively focus on attracting newcomers with the necessary skills Alberta needs to grow and address labour shortages in the health care field.”

Rajan Sawhney, Minister of Trade, Immigration and Multiculturalism

Actions in the strategy include:

- new approaches to rural and remote care delivery and surgical staffing
- additional support for intensive care unit and emergency department staffing
- expanded support for physician and acute care services

“The ability to attract skilled health care professionals to continuing care has always been a challenge, especially in rural areas. The new Health Workforce Strategy will enhance our sector’s opportunities to grow and sustain a talented, healthy and resilient workforce. We are proud to partner with government to help Albertans age well.”

Jennifer McCue, president and CEO, Bethany Care Society, and member, Board of Directors for the Alberta Continuing Care Association

The Health Workforce Strategy will also include new emergency medical services models to improve service capacity and reduce response times, and new educational investments for physicians, nurses, health care aides and allied health professionals.

The strategy builds on work that is already underway and is a foundation for longer-term action plans to be developed in consultation with workers, employers, educators and others. These continued consultations will strengthen a collaborative and supportive working environment that meets the needs of Alberta’s health care workers and those they serve.

Quick facts

- Budget 2023 would provide \$158 million to support multiple initiatives to recruit and retain health care workers, including:
 - \$90 million to strengthen programs to attract and retain rural physicians
 - \$29 million to fulfil the government’s commitment in the agreement signed with the Alberta Medical Association that specifically focuses on underserved rural and remote communities
 - \$7 million for the targeted recruitment of internationally trained nurses from the United States and the United Kingdom

- \$1 million to fund the provincial Nurse Navigator program which support all nurses immigrating to Alberta
- More initiatives will be announced in the coming weeks.

Multimedia

- [Watch the news conference](#)
- [Audio: Quote from Jason Copping, Minister of Health](#)
- [Audio: Quote from Brian Jean, Minister of Jobs, Economy and Northern Development](#)
- [Audio: Quote from Rajan Sawhney, Minister of Trade, Immigration and Multiculturalism](#)
- [Audio: Quote from Jennifer McCue, president and CEO, Bethany Care Society](#)

Media inquiries

[Scott Johnston](#)

780-918-4284
Press Secretary, Health

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From: [Alberta News](#)
To: [Louise Flooren](#)
Subject: News Release: Strengthening Alberta's rural communities
Date: February 17, 2023 3:01:30 PM

Strengthening Alberta's rural communities

February 17, 2023 [Media inquiries](#)

Alberta's government is taking action to build economic development capacity and inspire innovation and growth in rural communities.

Rural communities are playing a key role in the growth and diversification of Alberta's economy. To keep the momentum going, Alberta's government is providing \$2.1 million in capacity building grants. The grants will advance regional and targeted initiatives that will lead to sustainable, rural economic development and diversification.

"Alberta's government is doing what it takes to ensure rural communities remain a driving force in our economy. Grant recipients will deliver initiatives that strengthen economic development capacity and promote sustainable growth and diversification in our rural communities."

Nate Horner, Minister of Agriculture and Irrigation

The Economic Development in Rural Alberta Plan has a strategic focus on rural economic capacity building. Grant recipients will turn this strategy into action by supporting businesses and municipalities with resources to enhance economic development opportunities in rural Alberta. Organizations that have received one-time funding to build capacity within their communities are:

- Alberta Association of Agricultural Societies
 - \$50,000 for the Rural Development Cluster Coaching Series that focuses on developing agri-tourism, creating rural partnerships and

using regional approaches.

- Alberta Women Entrepreneurs
 - \$195,000 to expand the NextStep to Success program, which offers Indigenous women entrepreneurs with mentorship, business training and guidance on developing small business supports.
- Alberta Municipalities
 - \$150,000 to support their members in accessing grant programs for municipalities.
- Economic Developers Alberta
 - \$130,000 for education and skills training, mentoring and creating networks that share best practices.
- Rural Municipalities of Alberta
 - \$150,000 for a rural-focused economic development officer course and a micro-grant program to support members in determining economic development opportunities within a municipality or region.
- Young Agrarians
 - \$100,000 for an on-farm apprenticeship program to develop hands-on skills and knowledge to run a rural farm business.

Alberta's government has also committed \$125,000 to each of the nine Regional Economic Development Alliances to support long-term economic prosperity in their respective regions.

"The Regional Economic Development Alliances (REDAs) understand the economic challenges their regions face, as well as the opportunities that are possible. The grants will allow them to continue building and developing regional initiatives that spur economic growth and diversity. "

Brian Jean, Minister of Jobs, Economy and Northern Development

In addition, \$200,000 was allocated for the Public Library Grant for Skill Development in Rural Alberta. This one-time grant program will assist public library boards in smaller rural areas to strengthen their services and programs to support communities in becoming more resilient and sustainable.

"Public libraries serve as vital community hubs in small towns and mid-sized cities across Alberta. Libraries are about more than books,

they're places for Albertans young and old to connect to the internet and the world, to build new skills and touch up their resumes, and for newcomers to discover the culture and benefits that our province has to offer. These investments are also a part of our rural development strategy."

Rebecca Schulz, Minister of Municipal Affairs

"We are grateful to the Government of Alberta for this support of entrepreneurship growth. This funding will expand our NextStep to Success program, offering increased access to capital, connections, and capacity to Indigenous women who are building businesses. Working together as a community, we can build a thriving, inclusive space for entrepreneurs in our province."

Marcela Mandeville, CEO, Alberta Women Entrepreneurs

Quick facts

- The Economic Development in Rural Alberta Plan was released on Dec. 14, 2022.
- The plan spans five years and focuses on five key strategic directions:
 - Identifying and improving economic development-enabling infrastructure to support investment and growth in rural Alberta.
 - Advancing entrepreneurship capacity and a culture of innovation across rural Alberta.
 - Enabling skills development in rural communities to enhance workforce capacity today and for the future.
 - Enhancing rural Alberta's reputation and capacity as a diverse tourism destination.
 - Enhancing rural economic development through regional and targeted capacity building.

Related information

- [Economic Development in Rural Alberta Plan](#)

Media inquiries

Mackenzie Blyth

780-293-1745

Press Secretary, Agriculture and Irrigation

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February 3, 2023

Re: Community Planning Association of Alberta (CPAA)

2023 Annual Conference Request for Sponsorship Support and Conference Participation

CPAA Community Achievement Award Call for Submissions

The Community Planning Association of Alberta (CPAA) is a non-profit group dedicated to the promotion of community planning across Alberta. The CPAA provides a forum for all stakeholders in planning and development – including elected officials, administrators, planners, academics and students, and private industry to discuss community planning-related concepts, ideas, issues, and solutions.

The conference is May 1 – 3, 2023 at Holiday Inn & Suites Edmonton Airport and Conference Centre in Nisku. The theme for this year's conference is "Preparing for the Unknown: The Intersection of Planning and Politics". The keynote speaker and conference sessions will be engaging, thoughtful and intended to cover topics during this time of recovery and uncertainty in the post-Covid world, seeking collaborative ways to address those challenges.

Second, CPAA has a Community Achievement Award. This award is intended to recognize, celebrate, and share the success and hard work of an individual, team, or organization whose creative ideas and work has positively contributed to community building and well being anywhere in Alberta. It is a great way to showcase community building in smaller urban and rural areas. [Community Achievement Award | CPA Alberta](#)

We are seeking new and continued sponsors for our 2023 CPAA Conference, including municipalities and the private sector, to consider sponsorship, funding, or in-kind contributions. Conference sponsorship benefits:

- Name recognition in front of ~200 elected officials, administrators, and private industry delegates from across Alberta.
- Networking, outreach, and employment opportunities.
- Showcasing your organization as a supporter of community planning and education in Alberta.
- Free or discounted events, including conference registrations, luncheons, banquets, booths

All sponsorship funding received will be used to support conference activities and to support annual scholarships awarded by CPAA to post-secondary planning students.

Should you have any questions regarding the conference or the community award please contact the CPAA office. Thank you in advance for your consideration. We look forward to your participation and support in 2023!

Regards,



Geoff Tiffin
Chair, 2023 CPAA Conference Planning Committee



Community Achievement Award

Purpose

Community Planning Association of Alberta membership are focused on improving the quality of life for their residents in multiple ways. Communities across Alberta have undertaken and are currently working on a wide range of community-based projects and priorities to address safety, health, local services and social and economic opportunities. The purpose of this Award is to recognize, celebrate, and share the success of these community-based projects.

This award recognizes an individual, team, or organization whose creative ideas and work has resulted in a successful project that has positively contributed to community building and well being within the Province of Alberta.

Eligibility

Recipients must be a member in good standing of the CPAA, actively engaged in some facet of community planning in an Alberta context and willing to share information about their successful project with CPAA.

Nomination and Submission

You may nominate a project or submit a project that you were involved in; both can be made by any member in good standing of the CPAA. A complete submission package will consist of:

- 1) Application form
- 2) Required description, reasons, tangible benefits and supporting information as listed on the Application form.
- 3) Supporting Documents listed on the Application form.

Community Achievement Award submissions must be received by the CPAA Office via email to cpaa@cpaa.biz by 4:00 pm, March 17, 2023.

Community Achievement Award

Selection

The CPAA Scholarships and Awards Committee will review the nominations and make one or more Award recommendation to the CPAA Board of Directors for a final decision. Please note the following criteria will be used in the selection process:

1. Each complete submission package will demonstrate/document its positive effect/impact on the community and/or intended end users.
2. The type of project or activity nominated is less important than the positive outcomes of the project. What is important is how it improves, informs, educates, creates new opportunities or efficiencies. A project may be nominated for its innovative concepts or methods. It could be an innovation in an existing process, use of materials, administration, management training, or procurement. Alternatively, it could be focused on social service, education, recreation, small business development, or cultural activities and successful projects/practices.
3. The submission must provide evidence of success and document the positive impact, improved quality and cost efficiencies, etc of the project. A successful project must be a proven success and not just a good idea that has yet to be implemented.
4. The submission information should highlight and explain the significance of the project presented in strengthening the community and creating new opportunities or significantly improving services.
5. The submission must be documented and well presented. The project contacts (including their teams and/or their agencies/employers) must provide sufficient information and documentation for the Scholarships and Awards Committee to verify and evaluate the work presented. Nominees may be contacted by the Committee for clarification and further information as necessary.

Presentation

The winner will be announced and presented with a plaque recognizing their achievement at the annual CPAA Conference and will be featured in CPAA publications.

Thank you for your consideration to participate in the CPAA Community Achievement Award!



Community Achievement Award Application

This award is to recognize successful community achievements by Community Planning Association of Alberta members. **Submission DEADLINE is 4:00 pm March 17, 2023.**

Eligibility

Recipients must be a member in good standing of the CPAA, actively engaged in some facet of community planning in an Alberta context and willing to share information about their successful project with CPAA.

Nomination and Submission

You may nominate a project or submit a project that you were involved in; both must be a CPAA member in good standing.

Award Decision and Presentation to the Winner

The Awards and Scholarship Committee will make a recommendation to the CPAA Board of Directors for final approval. The winner or a representative must be in attendance to receive the award plaque and be available for photographs as agreed to in the Signatures section of this application.

Title of Entry/Project

Name(s) of the individual, team or organization to be recognized for this project:

CPAA Member submitting or nominating the Project

Name: _____

Organization/Company: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Email: _____ Phone: _____

Project Contact Person if different from above

Name: _____

Organization/Company: _____

Email: _____ Phone: _____



Community Achievement Award Application

Submission Requirements

Project Information

1. Brief description (300-500 words) of the project.
2. The reasons (300-500 words) this project merits recognition.
3. Identify the tangible benefits that have resulted from this success or this project.
4. Brief description of any funding, volunteer hours in kind contributions or other resources used to support the success of this project.

Supporting Documents

1. Two Letters of Support for the submission. The letters may be from any individual, group or agency that was involved in supporting, participating, or benefitted from the story/project submitted.
2. Optional: provide an appendix of public information (including photographs, media coverage) about the work to support your submission. Copyright and privacy laws apply, please check and receive permission for any type of images or information submitted.
 - to provide evidence of success and positive benefits.
 - maybe more useful for some types of submissions and therefore this appendix is encouraged by not required.

Refer to the Community Achievement Award Information Document for important Selection and Presentation expectations posted on the CPAA website.

Please ensure that this application form and supporting documents are submitted in pdf file format to the CPAA office at cpaa@cpaa.biz with the email heading "Community Achievement Award Submission" no later than 4:00 pm March 17, 2023.

Signatures Required for Submission

For a submission to be considered complete, for purposes of acceptance by CPAA, it is necessary that CPAA have the permission of the applicants in order for the Awards and Scholarship Committee to contact them for further information if required and to use the information provided in the submission in CPAA publications and Award announcements. Further, the Award winner or a representative must attend the CPAA Conference formal award presentation in the year that award is granted and be available for photographs.

By signing this application form below, you are giving CPAA said permissions and agreeing to participate in the formal award presentation at the 2023 CPAA Conference.

1. CPAA Member making the submission:

Print Name	Signature	Date
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2. Primary Contact for the submission if different:

Print Name	Signature	Date
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2023 PRELIMINARY CONFERENCE PROGRAM

2023 CPAA
CONFERENCE
NISKU, MAY 1-3

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**PLANNING
PREPARING
FOR THE
UNKNOWN**

Join us as we explore paths forward from the various challenges. Sessions will be engaging, thoughtful and intended to cover topics during this time of recovery and uncertainty in the post-COVID world, seeking collaborative ways to address those challenges. We encourage elected officials, planners, development officers, economic development officers and administrators from across Alberta to attend and participate in the conference.

[Sponsorship Opportunities](#) and [Registration](#) are now available.

EDUCATION SESSION	
Planning! - History, legislation, regional land use framework and more	Alifeyah Gulamhusein, <i>Brownlee LLP</i>
MAIN CONFERENCE	
KEYNOTE PRESENTATIONS	
Real Talk RYAN JESPERSEN	Ryan Jespersen Host, <i>Real Talk</i>
<i>The Grey Zone: New Ways Forward in the Convergence of Planning and Economic Development</i>	Chris Fields Principal, <i>Rynic</i>
CONFIRMED SESSIONS*	
Electoral Boundaries	Brian Conger & Darren Young <i>ISL Engineering</i>
Municipal Councils and Part 17 of the Municipal Government Act: Limits on the Exercise of Discretion	Diana Young <i>Reynolds Mirth Richards & Farmer LLP</i>
Spend Money to Make More Money: Building Your Municipal Tax Base via Area Structure Plans	Jonathan Schmidt <i>Bluerock Planning</i> Chris Fields <i>Rynic</i>
Alberta: Leading the Nation in Innovative and Progressive Land Use Regulation	Panel of Planning Managers <i>City of Fort Saskatchewan, City of Beaumont and the City of Edmonton</i>
Enhancing Real Estate and Land Use Planning through Urban Farming in AB Municipalities	Pablo Pina, PhD <i>SAIT, MacPhail School of Energy</i> Liz Barker <i>SAIT</i>
The Future of Planning: Panel	Representatives from RMA and AM, Mary-Ellen Tyler, PHD <i>University of Calgary</i> Moderator David Schoor <i>ISL Engineering</i>

**2023 PRELIMINARY
CONFERENCE PROGRAM
SCHEDULE AT-A-GLANCE**

2023 CPAA
CONFERENCE
NISKU, MAY 1-3
PLANNING

**P
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Monday	
Morning	Education Session
Main Conference	
Afternoon	Welcome Opening Keynote Concurrent Sessions
Evening	Welcome Social – to be announced
Tuesday	
Morning	Tuesday Keynote Concurrent Sessions
Afternoon	Lunch and CPAA AGM Presentations: Community Achievement Award & Student Scholarship Concurrent Sessions
Evening	Banquet & Silent Auction with entertainment by the Borch Brothers
Wednesday	
Morning	Concurrent Sessions Closing Plenary Grand Prize & Community Project Draws

THANK YOU TO OUR EARLY SPONSORS

- Opening Keynote - ISL Engineering *Diamond Sponsor*
- Education Session - Alberta Counsel
- Tuesday Keynote - Northern Sunrise County
- Welcome Social - B&A
- Banquet - Lethbridge County
- Banquet Beverages - City of Leduc
- Conference Program - WATT Consulting Group Ltd
- Sessions – Parkland County, University of Calgary SAPL
- Meal and Refreshment Breaks - County of Newell, Lacombe County,
Reynolds Mirth Richards & Farmer LLP & County of St. Paul

**CPAA is celebrating its 45th Year Anniversary of
being incorporated in the Province of Alberta.**

October 28, 1977 to October 28, 2022

*Join us, as we continue to work to bring together planners, elected
officials, academics, and other members of the planning community!*



2023 CPAA CONFERENCE REGISTRATION FORM

ORGANIZATION INFORMATION

Delegate First Name	Last Name	Title/Position for Name Tags		
Contact Email	Contact Person	Organization		
Address	City	Province	Postal Code	
Phone	Dietary Restrictions: <input type="checkbox"/> No <input type="checkbox"/> Yes			

SUBMIT LIST FOR ADDITIONAL DELEGATES (SEE 2ND PAGE)

Conference registration fee includes: Welcome Reception, Conference Sessions, Hot Buffet Breakfasts, Hot Luncheon & Banquet.
Education Session fee includes: Education Session, Hot Buffet Breakfast, Buffet Lunch.

CONFERENCE REGISTRATION RATES FOR 2023

	Qty	Total \$
<input type="checkbox"/> CPAA Member Conference Rate = \$550.00	x	= \$
<input type="checkbox"/> Non Member Conference Rate = \$625.00	x	= \$
<input type="checkbox"/> Student Conference Rate = \$ 50.00	x	= \$
<input type="checkbox"/> Registration Fee included with Sponsorship		
Sponsorship Level:		

EDUCATION SESSION

<input type="checkbox"/> CPAA Member = \$150.00	x	= \$
<input type="checkbox"/> Non Member = \$175.00	x	= \$

TOTAL COST = \$

PAYMENT METHOD: E-transfer Direct Deposit Cheque Invoice

Total Amount Owing: \$ Payment Enclosed: \$ Payment to Follow Invoice:

GST is not applicable. Credit card payment is not available. However, payment may be made by e-transfer, direct deposit or by cheque, made payable to Community Planning Association of Alberta. Cancellation Policy: There will be no refunds.

PLEASE COMPLETE THE FORM AND RETURN WITH PAYMENT TO ADDRESS BELOW OR EMAIL: CPAA@CPAA.BIZ

Privacy Clause: Personal and commercial information is collected under the authority of the Personal Information Protection Act. The use of personal and commercial information is limited to administration of the conference registrations and management.



COMMUNITY PLANNING
ASSOCIATION of ALBERTA



Holiday Inn & Suites
 Edmonton Airport and
 Conference Centre

2023 CPAA CONFERENCE
REGISTRATION FORM

LIST OF ADDITIONAL DELEGATES

First Name	Last Name	Dietary Restrictions: <input type="checkbox"/> No <input type="checkbox"/> Yes (describe above)	Title for Name Tags	Email	<input type="checkbox"/> Registration <input type="checkbox"/> Education Session (select applicable)
First Name	Last Name	Dietary Restrictions: <input type="checkbox"/> No <input type="checkbox"/> Yes (describe above)	Title for Name Tags	Email	<input type="checkbox"/> Registration <input type="checkbox"/> Education Session (select applicable)
First Name	Last Name	Dietary Restrictions: <input type="checkbox"/> No <input type="checkbox"/> Yes (describe above)	Title for Name Tags	Email	<input type="checkbox"/> Registration <input type="checkbox"/> Education Session (select applicable)
First Name	Last Name	Dietary Restrictions: <input type="checkbox"/> No <input type="checkbox"/> Yes (describe above)	Title for Name Tags	Email	<input type="checkbox"/> Registration <input type="checkbox"/> Education Session (select applicable)
First Name	Last Name	Dietary Restrictions: <input type="checkbox"/> No <input type="checkbox"/> Yes (describe above)	Title for Name Tags	Email	<input type="checkbox"/> Registration <input type="checkbox"/> Education Session (select applicable)
First Name	Last Name	Dietary Restrictions: <input type="checkbox"/> No <input type="checkbox"/> Yes (describe above)	Title for Name Tags	Email	<input type="checkbox"/> Registration <input type="checkbox"/> Education Session (select applicable)
First Name	Last Name	Dietary Restrictions: <input type="checkbox"/> No <input type="checkbox"/> Yes (describe above)	Title for Name Tags	Email	<input type="checkbox"/> Registration <input type="checkbox"/> Education Session (select applicable)
First Name	Last Name	Dietary Restrictions: <input type="checkbox"/> No <input type="checkbox"/> Yes (describe above)	Title for Name Tags	Email	<input type="checkbox"/> Registration <input type="checkbox"/> Education Session (select applicable)
First Name	Last Name	Dietary Restrictions: <input type="checkbox"/> No <input type="checkbox"/> Yes (describe above)	Title for Name Tags	Email	<input type="checkbox"/> Registration <input type="checkbox"/> Education Session (select applicable)
First Name	Last Name	Dietary Restrictions: <input type="checkbox"/> No <input type="checkbox"/> Yes (describe above)	Title for Name Tags	Email	<input type="checkbox"/> Registration <input type="checkbox"/> Education Session (select applicable)

2023 CPAA CONFERENCE SPONSOR FORM

DIAMOND \$3,500 **PREMIER DIAMOND \$9,500** 3 YEARS (SAVE \$1000)

KEYNOTE SPEAKER AND THE PRINCIPAL SPONSOR

Three free conference registrations included and two free education session registrations, fill out separate Registration Form.
Free premier exhibit space.

PLATINUM \$2,500

Choose one: Education Session Conference Banquet Silent Auction Welcome Reception

Two free conference registrations and one education session registration included, fill out separate Registration Form.
Free exhibit space.

GOLD \$1,750 Choose one:

- Banquet Beverages
- Banquet Entertainment
- Plenary Session
- Student Participation
- Refreshment Breaks

One free conference registration and one free education session registration included, fill out separate Registration Form.

SILVER \$1,250 Choose one:

- AGM
- Concurrent Sessions (2)
- Education Session Lunch
- Breakfast(s)

One free registration included, fill out separate Registration Form.

BRONZE \$750 Choose one:

- Concurrent Sessions (choose one of up to 12 sessions)
- Conference Program

In-Kind Contribution (less than \$750)

ORGANIZATION INFORMATION

<input type="text"/>	<input type="text"/>	
Name	Position	
<input type="text"/>	<input type="text"/>	
Organization	Contact Person	
<input type="text"/>	<input type="text"/>	
Address	City + Province	Postal Code
<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone	Email	
<input type="text"/>	<input type="text"/>	

PAYMENT METHOD: E-transfer Direct Deposit Cheque Invoice

Total Amount Owing: Payment Enclosed: Payment to Follow Invoice:

GST is not applicable. Credit card payment is not available. However, payment may be made by e-transfer, direct deposit or by cheque, made payable to Community Planning Association of Alberta. Cancellation Policy: There will be no refunds.

PLEASE COMPLETE THE FORM AND RETURN WITH PAYMENT TO ADDRESS BELOW OR EMAIL: CPAA@CPAA.BIZ

Privacy Clause: Personal and commercial information is collected under the authority of the Personal Information Protection Act. The use of personal and commercial information is limited to administration of the conference registrations and management.

Disclaimer: A sponsorship is secured only on receipt of contribution. We reserve the right to amend rules and regulations governing sponsorship at any time. Refunds will not be issued. If there are multiple requests for a sponsorship item, priority will be given based on date of application received on a first come first served basis.



COMMUNITY PLANNING
ASSOCIATION of ALBERTA



2023 CPAA CONFERENCE SPONSOR PACKAGE

2023 CPAA
CONFERENCE
NISKU, MAY 1-3

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Holiday Inn & Suites
Edmonton Airport and
Conference Centre

DIAMOND \$3,500 PREMIER DIAMOND Save! 3 years = \$9,500

There is only one sponsor in this category. The Diamond sponsor shall be recognized as the *Principal Sponsor* in all conference materials, including prominent locations, website / social media, and in all promotional materials (eg: banners, programs). A sponsor representative will be invited to speak as part of conference welcoming and closing remarks.

BENEFITS

Three (3) free registrations for Conference (Value: \$1650)*

Two (2) free registrations for Education Session (Value: \$300)*

- One (1) free prominent exhibitor space (Value: \$300)*
- Primary sponsor logo placement and in all conference materials
- Sole sponsor for Keynote Speaker
- Primary recognition through prominent on-site signage

PLATINUM \$2,500

Sole Sponsor for one activity

- Education Session
- Conference Banquet
- Silent Auction
- Welcome Reception

BENEFITS

Two (2) free registration for Conference (Value: \$1100)*

One (1) free registration for Education Session (Value: \$150)*

- One (1) free exhibitor space (Value: \$300)
- Logo placement and listing in conference program
- Recognition through prominent on-site signage

*Conference Registration includes all conference meals.

*Education Session Registration includes all education session meals.

GST NOT APPLICABLE

GOLD \$1,750

Sole Sponsor for one activity

- Banquet Beverages
- Banquet Entertainment
- Plenary Session
- Student Participation
- Refreshment breaks

BENEFITS

- One (1) free registration for Conference (Value: \$550)*
- One (1) free registration for Education Session (Value: \$150)*
- Logo placement and listing in conference program
- Recognition through prominent on-site signage

SILVER \$1,250

Sole Sponsor for one activity.

- AGM
- Concurrent Session (Two)
- Education Session Lunch
- Breakfast, choose one

BENEFITS

- One (1) free registration for Conference (Value: \$550)*
- Logo placement and listing in conference program
- Recognition through prominent on-site signage

BRONZE \$750

Sole Sponsor for one activity.

- Concurrent Session (up to 12 sessions)
- Conference Program

BENEFITS

- Logo placement and listing in conference program.
- Recognition on the on-site signage

In-Kind Contribution (less than \$750)

May include financial or in-kind contribution which supports the annual CPAA silent auction hosted at the conference banquet. The CPAA silent auction raises funds directly for student scholarships to pursue and advance education and a career in planning. Contributing sponsors supporting the silent auction and student scholarships are listed in the conference program.



COMMUNITY PLANNING
ASSOCIATION of ALBERTA



2023 CPAA CONFERENCE
EXHIBITOR FORM

2023 CPAA CONFERENCE
 NISKU, MAY 1-3
PLANNING
 PREPARING FOR THE UNKNOWN
 POLITICAL ISSUES
 Holiday Inn & Suites
 Edmonton Airport and
 Conference Centre

You may register separately for the conference which includes all meals, and/or for the Education Session.

Contact Name _____ Position _____

Organization _____

Address _____ City + Province _____ Postal Code _____

Phone _____ Email _____

EXHIBIT SPACE COST IS \$300

PAYMENT METHOD: E-transfer Direct Deposit Cheque Invoice

Total Amount Owing: _____ Payment Enclosed: _____ Payment to Follow Invoice: _____

Display included with conference sponsorship

GST is not applicable. Credit card payment is not available. However, payment may be made by e-transfer, direct deposit or by cheque, made payable to Community Planning Association of Alberta. Cancellation Policy: There will be no refunds.

ARE YOU ALSO A SPONSOR?

- YES
- NO

IF YES, AT WHAT LEVEL?

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EXHIBITOR SPACE DETAILS:

- Displays will be set up along the perimeter walls in the main corridor — spaces will be assigned.
- Each display space consists of a maximum area 8 feet wide by 4 feet deep (including any tables or chairs).
- If requested, a covered table (6 feet by 2 feet) and two chairs will be included as part of the regular cost.
- Displays may be set up as early as 8:00 a.m., Monday, May 1. They must be removed from the conference space by 12:15 p.m. Wednesday, May 3.
- Extra Luncheon and Banquet tickets will be available through the Conference (Lunch: \$40/person; Banquet: \$70/person) if the person at the booth has not registered for the conference.
- Electrical outlets available.

WE, THE ABOVE ORGANIZATION WOULD LIKE TO RESERVE DISPLAY SPACE AS FOLLOWS:

_____ Number of display spaces (Note one banquet ticket included with each space purchased.) \$300

_____ Electrical Outlet

_____ Complimentary table required (skirted) (Maximum of 1 included/space) with 2 chairs

PLEASE COMPLETE THE FORM AND RETURN WITH PAYMENT TO CPAA OFFICE AT ADDRESS BELOW OR EMAIL: CPAA@CPAA.BIZ

Privacy Clause: Personal and commercial information is collected under the authority of the Personal Information Protection Act. The use of personal and commercial information is limited to administration of the conference registrations and management.

Disclaimer: A sponsorship is secured only on receipt of contribution. We reserve the right to amend rules and regulations governing sponsorship at any time. Refunds will not be issued. If there are multiple requests for a sponsorship item, priority will be given based on date of application received on a first come first served basis.



COMMUNITY PLANNING
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ENERGY UPDATE

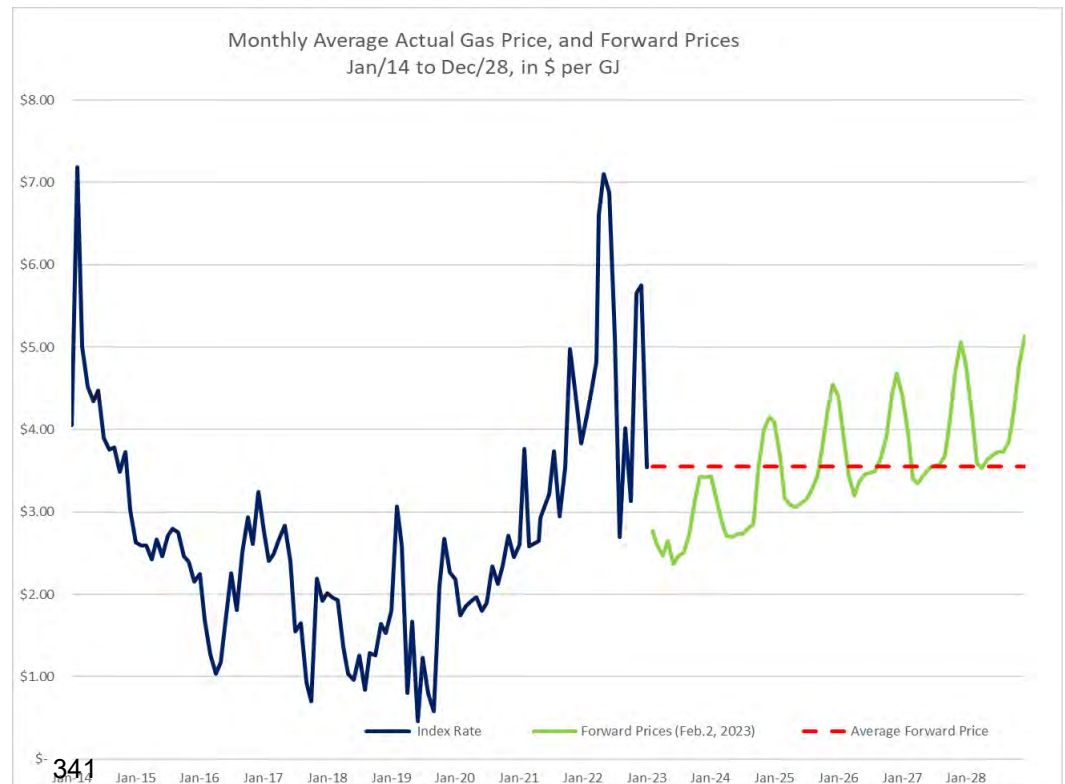
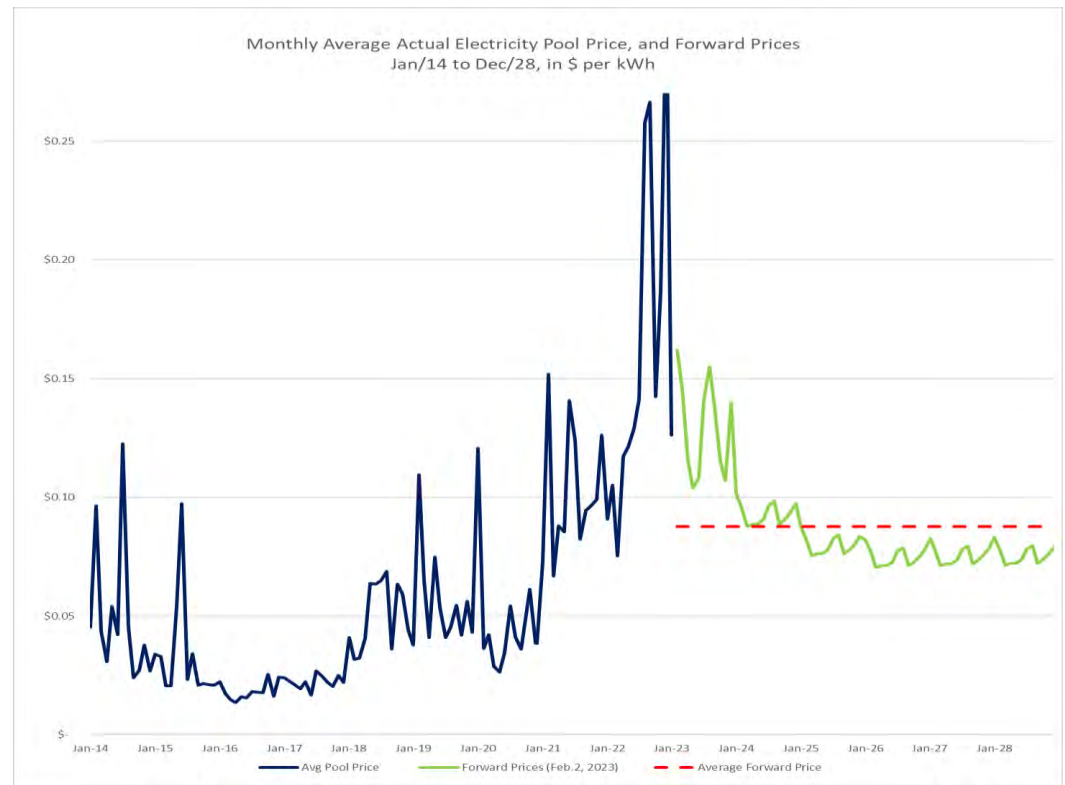
Published February 2023

THE MOST UP TO DATE ENERGY INFORMATION TO HELP WITH YOUR BUSINESS DECISIONS

HEADLINES:

- ✓ Electricity prices remained high through calendar 2022. Average floating prices for the year were \$0.162/kWh, a 58.8% increase from \$0.102/kWh for calendar 2021.
- ✓ An all-time record monthly average floating electricity price was set December 2022 - a shocking \$0.312/kWh.
- ✓ Forward electricity prices for all years remain high for 2023 but moderate after mid-2024 and beyond.
- ✓ Natural gas prices increased significantly through 2022. Average floating prices were \$5.04/GJ compared to \$3.43/GJ for 2021. Prices have softened so far in 2023.
- ✓ Alberta government rebates for residential and small commercial sites commenced July 2022 and were increased/extended until April 2023.

READ ON TO LEARN MORE...



COMMENTARY

General Overview

Our last few reports have done an in-depth review of the reasons for the large increases in electricity and natural gas through 2021 and 2022.

Currently, inflation has been dominating the headlines and this report will lead with the large increases in electricity prices experienced in the last four months of the year. We also discuss declining forward gas prices after a year of large increases.

Electricity

Current Price Environment:

Floating prices for the month of December 2022 averaged \$0.312/kWh, an all-time monthly record by a large margin since electricity de-regulation began in January 2001. The previous record high monthly average floating prices were \$0.266/kWh in September 2022 and \$0.258/kWh in August 2022. Prior to that, the record was \$0.174/kWh in October 2006.

Extreme weather conditions were the main underlying drivers for higher prices – the continuation of an extended unseasonal heatwave through September, and then at the other extreme, a severe cold stretch in later November and into mid-December. Generating unit and transmission line outages, higher natural gas prices, limited contributions from wind

production during both hot summer days and cold winter days, and ongoing aggressive offer strategies by electricity generators are further contributing factors to high prices, especially during extreme weather events.

The average floating price for calendar 2022 was \$0.162/kWh, an all-time annual record since the introduction of electricity de-regulation.

The warm weather in January 2023, which is generally expected to continue through most of February, has moderated prices. Actual average prices for January 2023 were \$0.126/kWh. This is still significantly higher than long-term price levels but feels like a “bargain” compared to prices experienced through much of 2022. However, volatility and high prices are still reasonably expected to occur through much of 2023. Forward prices currently suggest an average floating price for the year will be in the \$0.13/kWh range.

Overall, the rising price of electricity we have seen in the last two years is at least in part a cost of the energy transition that the entire world is undergoing. In Alberta specifically, by the end of 2023 or early 2024 the entire coal-fired generation fleet will be either outright retired or re-powered/converted to natural gas. While

the coal fleet was a source of high CO2 emissions, it was a very large source of low variable cost baseload supply, providing upwards of 70% of Alberta electricity supply. This baseload supply is now provided by natural gas fired generation. The cost of natural gas fired electricity will be influenced to some degree by natural gas prices (and also by carbon tax on the older, less-efficient units). Renewable wind and solar generation is becoming an increasingly large part of Alberta’s supply stack, however it cannot be counted on as a reliable baseload supply until battery or storage technology capabilities materially advance, which is not expected for the short-to-medium term at least.

Electricity prices are generally lower when renewable generation levels are high, but the opposite also holds true. All of this is not necessarily bad news – but it does create a new market dynamic of higher costs and increased amounts of volatility compared to historical levels – at least in the short-to-medium term.

There is no question that the carbon footprint of Alberta’s electricity supply is decreasing, which is good for climate goals, but the financial impact to customers isn’t always evident or discussed.



Further, discussions of achieving a net-zero electricity grid, either by 2035 or 2050, has further future cost implications as additional infrastructure investment will be required to eliminate carbon emissions from natural-gas fired electricity as well.

Forward Prices:

Forward prices have increased across the board since our last update – 2023 by \$0.02/kWh, 2024 by \$0.015/kWh, and 2025 through 2027 by approximately \$0.01/kWh. The extreme volatility and high prices experienced in Q3-Q4 2022, and expectations that such events can/will continue periodically going forward, appear to be the main factor driving the increased prices.

Electricity prices had also been increasing due to rising natural gas prices during the last year – natural gas-fired generation now makes up most of the overall generation mix so changes in the price of natural gas can have a corresponding impact on the price of power generation.

We have seen forward electricity prices decrease so far in 2023 and to a degree in 2024, due to warmer weather and the sharp decrease in natural gas prices as discussed below. However, on a relative basis, longer-term forward electricity prices have remained stable despite the sharp decrease in long-term forward gas prices. This may be an initial or early indication that longer-term electricity prices have found a “floor” level and may not have much potential to materially decrease going forward.

8760 Recommendations:

Our recommendations remain consistent to those outlined in our last report. We continue to suggest that a floating price strategy is generally not appropriate for most customers, and we continue to recommend contracting a fixed price for electricity to protect from the extreme price volatility and go forward market uncertainty.

Forward prices remain at absolutely high levels, compared to prior years and even compared to our last report. Contracting for most terms is now generally in the \$0.09 to \$0.11/kWh range depending on term, at the higher end of this range if the more expensive forward prices for years 2023 and 2024 are included. Forward prices decrease somewhat after early-mid 2024, as expected new supply additions come on-line and provide some additional supply cushion.

We appear to be entering an era where a “new normal” has arrived and long-term history may no longer be a useful guide for determining what is considered reasonable pricing. Contracting on a fixed price basis may be “expensive” today compared to historical averages, but on balance we believe it still does represent a prudent “insurance policy” that most customers should not be without to prevent undue exposure to significant and wildly unpredictable floating prices.

Contracting for a four- or five-year period starting in 2023 does result in a reasonable average price, with the lower-priced years of 2026 and 2027 averaging

down the higher-priced 2023 and 2024 years. An alternative strategy could be to contract now on a short-term basis, for example 2023 to 2024, or 2023 to 2025, and revisit contracting for later years six months or a year from now as we get better visibility of supply additions and their impact to the market.

As usual, the appropriate strategy for specific situations will depend on appetite for risk, long-term business plans, budget flexibility and your ability to stomach the rollercoaster effect associated with a very volatile price market.

Natural Gas

Current Price Environment:

Floating natural gas prices for calendar 2022 were \$5.04/GJ, compared to prices of \$3.43/GJ for calendar 2021. Floating prices moderated from August to October but were at \$5.66/GJ for November 2022 and \$5.75/GJ for December 2022 with the arrival of some colder weather.

As noted in our last report, general reasons for the increase in natural gas prices include increased demand from improving economic activity, increasing amounts of natural gas fired electricity generation, a still recovering supply from drilling activity, and strong demand for liquefied natural gas (LNG) exports out of North America, and the geo-political impacts from the Russian invasion of Ukraine in February 2022 and the ongoing war since.



Market fundamentals were so stressed in 2022, there was speculation natural gas futures could exceed \$10/GJ. However, prices have significantly decreased in 2023 to date – averaging only \$3.54/GJ in January 2023 and at somewhat lower levels to date in early February 2023. Despite some shorter stretches of extreme cold weather, winter weather across North America has been warmer than expected, reducing expectations of high demands and resulting large drawdowns from storage levels. Europe has also seen warmer weather which, combined with the European countries obtaining both additional sources of supply and implementing some energy conservation measures, has mitigated the earlier extreme concerns of gas shortages this winter due to the Russia-Ukraine conflict.

customers. Conversely, we also suggest a fully fixed natural gas price strategy is also not prudent at this time.

We continue to suggest a blended approach using a block product whereby a portion of your consumption is at a fixed price while the remaining volumes float at the market price. Typical strategies are 50% fixed and 50% floating, with a more conservative strategy being 75% fixed and 25% floating. Other variations of this strategy, in % hedges or timing, could be pursued for more complicated customers that consume larger volumes of gas.

We suggest current forward gas prices for all years do represent a good buying opportunity, particularly for 2023 to 2025. A 50% fixed strategy is prudent if your organization can be less conservative and tolerate some variability from the 50% floating portion. A 75% fixed strategy is appropriate for conservative customers.

\$170/tonne by April 1, 2030. At this level, the carbon tax will be just under \$9/GJ.

Alberta Government Rebates

Electricity Rebates

All residential and small commercial sites (defined as those sites with annual consumption less than 250,000 kWh per year), received a \$50 per month rebate on their utility bill for July 2022 to December 2022. This program was extended in the fall, and the rebate amounts will be \$75 per month for January 2023 and February 2023, and \$25 per month for March 2023 and April 2023. This rebate applies whether you are on regulated rates or on competitive rates.

Natural Gas Rebates

The natural gas rebate is also intended for residential and small commercial customers (defined as those with annual consumption less than 2,500 GJs) and will apply for the period from October 2022 to March 2023. A rebate will be triggered if the natural gas benchmark price (defined as the rate established by the regulated gas suppliers) exceeds \$6.50/GJ. This rebate has not been triggered so far this winter, and based on current forward prices it is also not expected to apply during February 2023 or March 2023.

Forward Prices:

Forward prices have significantly decreased since our last report. Forward prices are now in the low-to-mid \$3/GJ range for the balance of 2023 and into 2024, and into the higher \$3/GJ range for 2025 to 2027.

Carbon Taxes

The Federal Carbon Tax will increase by 30% on April 1, 2023, to \$3.42/GJ. It was previously at \$2.63/GJ.

The newly emerging price relief on the commodity price of natural gas is being largely, if not fully offset, by another \$0.79/GJ increase in carbon tax.

Carbon tax will now continue to increase annually by \$15/tonne, until it reaches

8760 Recommendations:

Our recommendations generally remain consistent with those outlined in our last report. We continue to suggest that a fully floating price strategy for natural gas is no longer a prudent strategy for most

Pool prices attained from AESO system reports.
Forward prices provided by NE2 Group

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EXPENSE MANAGEMENT



Mackenzie County Libraries La Crete ~ Fort Vermilion ~ Zama City

Annual Report 2022



Contributing to a total of over 150,449 trackable checkouts (up 45,574 from 2021)!



6164 library active cardholders, that encompasses over 48% of our current population!!



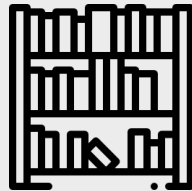
All three libraries offered unique programs and events over the year



We continued to add to and promote our e-services in 2022!



The libraries added 4067 new items last year



Bringing the total in-house collections to 81,541 items



Music downloads & streaming. eBooks, Comics Magazines, Languages



The library had 3347 open hours in 2021! Plus program partnerships and events!



Inter-library loans within our region 647 times



In 2022 Our Funding came from:
68% Municipal
18% Provincial
14% Library /Other
2022 total budget for all our libraries is \$357,918 (not including building and utility contributions)



Services delivered by 14 Dedicated staff and over 1300 Volunteer Hours!



Our libraries have 11 public computers and over 700 sq m of space



There were also 100's of connections to our WiFi, many connecting from the parking lots



Non-traditional lending like cake pans, snowshoes and even items like a jerky gun and an egg incubator!



Community support of our programs, outreach and non-conventional lending continues to grow!



More home-schooling and community supports!



Fort Vermilion Recreation Board

Directors meeting Minutes

December 11, 2022

1. **Call to order:** Steven Simpson Calls meeting to order at 7:20 pm
2. **In attendance:** Cameron Cardinal, Steven Simpson, Leah Lizotte, Wendy Nanooch Darren Nanooch, Judy Quewzance, Issak Dyck, Margaret Dyck.
3. **Review and approval of October 11 minutes.**
 - 3.1. Cameron Cardinal moves to approve minutes. Carried.
4. **Review and acceptance of Financial Statements.**
 - 4.1. Cameron Cardinal moves approval of financial statements
5. **Managers Report**
 - 5.1. Zamboni training is starting on Tuesday. Curling lounge is being used by the curling club and private rentals. Discussion regarding damage deposit of renters and rental expectations / documentation.
6. **Old Business**
 - 6.1. **Winter Carnival:** Polar Cats are willing to build a track for dog sled races. Cameron will talk to Val regarding planning of events. The Recreation board will host the dog sled races and encourage other groups to host events on the same weekend.
 - 6.2. **Rodeo Club:** Still awaiting financial breakdown of events and receipts. The club may be moving underneath the agricultural society. The club needs to pay for toilet cleaning.
 - 6.3. **Curling Club:** Curling has started and is going well. Bonspiels are planned for after Christmas.
 - 6.4. **Signing Authority:** Judy Quewzance now has signing authority on accounts. Most recent bylaws state that county Reps can vote and make motions / have signing authority. Steven Simpson will make a task list for co-managers positions and will present it to the board next meeting for approval.
 - 6.5. **Tipi Making:** Loretta Auger is doing a class in TallCree. Leah Lizotte will connect with her and Tracey Parenteau from northern lakes college to bring a similar course for the Recreation Board before the winter carnival.
7. **New Business**
 - 7.1. **Casual position:** Extra help is needed on heavily booked days at the complex. Darren Nanooch moves to hire staff to meet 40hr/ month of work.
 - 7.2. **County Grant:** The county likely will be giving the same operating amount as last year. The county will be assessing and repairing the roof at the complex.
 - 7.3. **Facility / Maintenance:** Staff to fix the taps in the hall kitchen. The board will do a walk through and highlight problems to be addressed / items to be repaired.
 - 7.4. **Draft Tournament:** Inquiry whether the managers / staff will be/ can host a draft tournament. Staff have done this in the past. Nothing planned for such an event currently.
 - 7.5. **In Camera at 9:01. Out of Camera at 9:11**
8. **Next Meeting Date:** January 10, 2022 6:00pm.
9. **Adjournment:** Meeting adjourned at 9:16pm.



**Board Meeting
REDI Northwest Alberta
Approved Minutes
In-Person and Video Conference Call - Zoom
January 18, 2023
6:00 REDI Meeting**

MEETING MINUTES

REDI Board Members Present

Lisa Wardley, Chair, Mackenzie County
Michelle Farris, Vice-Chair, Town of Rainbow Lake
Boyd Langford, Town of High Level
Don Werner, Town of Rainbow Lake
Josh Knelsen, Mackenzie County
Thomas Simpson, Fort Vermilion Board of Trade
Greg McIvor, Zama Chamber Committee

REDI Board Members Absent

Crystal McAteer, Secretary / Treasurer, Town of High Level
Jasmine Light, Northern Lakes College
Barney Dohm, High Level Chamber of Commerce
Chester Omoth, Paddle Prairie Metis Settlement
Mike Osborn, Community Futures Northwest Alberta
Larry Neufeld, La Crete Chamber of Commerce

Staff & Guests

Hayley Gavin, Director of Planning & Development, Town of High Level
Byron Peters, Director of Projects and Infrastructure, Mackenzie County
Andrew O'Rourke, REDI Manager

1. CALL TO ORDER

Chair Lisa Wardley called the meeting to order at 6:06 pm and declared quorum.

2. REVIEW & ADOPTION OF THE AGENDA

Motion:

That REDI accepts the agenda as presented.

Moved by Michelle Farris

Carried

3. MINUTES OF DECEMBER 14, 2022, MEETING

Motion:

That the Minutes of the December 14, 2022, REDI Meeting be adopted as amended.

Moved by Don Werner

Carried

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

The \$17,000 expenditure under Contract Services on the Income Statement would be Paul Salvatore, Municipal Experts invoices. The entire contract is for \$25,000. At the next Financial update in February, REDI must show Mackenzie County membership revenue in the income statement.

Motion:

Moved by Boyd Langford

That the year-to-date December 31, 2022, Financial report be accepted as presented.

Carried

5. Managers & Chairs Report

Chairs Report Verbal

A quick compliment to the REDI manager for the extra hours put into additional reporting and grant writing in the past month, and the chair acknowledges the consistent efforts of the REDI manager to meet short deadlines.

Manager Report

On January 5, the Ski Hill video was put up online, and in the past ten days, it has had 2000 views and been shared over 20 times. On Monday 16, met with Yuliia from Invest Alberta and Bonnie Nunnari from Invest in Canada as the three of us, will create a presentation for the Growing the North Conference in February. The manager submitted the REDA matrix to GOA – JEND for the \$125,000 in funding. Manger started a conversation with Kamie Currie at Prairies Can. She mentioned that project funding would have to be \$200K+ with strict KPIs and goals.

Motion:

Moved by Thomas Simpson

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

Carried

6. NEW BUSINESS

i. CanExport Grant – Approved

REDI will investigate eleven sites throughout the region for a site selection-certified site process. In addition, create six community investment profiles and a regional investment attraction video. This will all be compiled and displayed on our website's new 'Invest Here' page.

Motion:

Moved by: Michelle Farris

That REDI accepts the CanExport Grant and funds the matching \$35,000 from JEND provincial funding. REDI authorizes Chair Wardley to sign the CanExport grant agreement.

Carried

ii. CanExport Project Contracts

Motion:

Moved by: Boyd Langford

That REDI hires Adrian Wolfe to complete the site selection and community profiles part of the CanExport Grant.

Carried

Motion:

Moved by: Greg McIvor

That REDI hires Movies by Journey and Maskell Multimedia to create investment attraction videos as part of the CanExport Grant.

Carried

iii. Operational Workplan 2023/2024

The draft operations plan outlines nineteen activities for the 2023 -24 year. 1. Digital Service Squad 2. Investment Opportunities Showcase Event 3. Business Feasibility Study 4. Investment Opportunities Business Cases 5. Invest Alberta, Regional Investment Initiative 6. Site Selection Documents 7. Community Profiles, 8. FDI – Promotional Video 9. Local Business Video Showcase 10. Website Updates 11. Pea Processing Investigation 12. MoveUp Magazine Articles 13. Northern Transportation Advocacy 14. Town folio / Local Intel 15. Investment Ready Opportunities 16. MFTA 17. Broadband 18. Attract Forty Companies 19. Economic Corridors.

Motion:

Moved by: Josh Knelsen

That REDI approves the 2023-24 work plan as presented.

Carried

iv. JEND Funding Request

A draft outline of REDI's project proposal for the \$125,000 funding from Jobs, Economy and Northern Development was spoken to at the meeting.

Motion:

Moved by Thomas Simpson

That REDI accepts for Information the letter requesting funding from JEND.

Carried

v. Economic Corridors Task Force 2.0

Premier Smith has elevated the Economic Corridor Initiative to the highest level within Gov't by including the initiative and responsibility within a Ministry (Devin Dreesen, Minister of Transportation and Economic Corridors) and appointing a Parliamentary Secretary of Economic Corridors (MLA Getson) and staffing a Department. Premier Smith is requesting a implementation Task Force.

MLA Getson contacted our Chair, Lisa Wardley, on Monday Morning to request her involvement in Part 2. This next phase will be putting implementation recommendations to the Ministry, identifying the low-hanging fruit, starting up the Corridor Management Authority and working with our neighboring Provinces and Territories, industry, nations, and communities on the Social Economics of the Corridors and what could be the potential included development.

Motion:

Moved by Michelle Farris

That REDI approves a \$ 1,250-a-month honorarium for the duration of the Provincial Economic Task Force appointment and the approved Honorarium Schedule be used for meetings and expenses not covered by the Province. With a review in six months.

Carried

vi. NRED Grant Application

REDI apply for the two-year grant program to help develop entrepreneurship and business development in the region. The project outlined builds upon the work REDI started in 2022 with the ten business cases. The proposed next phase is broken down into seven separate components that, when combined, create a comprehensive action plan to attract local industrial and processing Investment to the region. 1. 2023 Feasibility Study, 2. 2023 10 Additional Business Cases 3. 2024 Investment showcase event 4. 2024 Feasibility Study 5. Downstream Geothermal Business Cases and Clean Energy Technology Business Cases 6. Videos of business opportunities.

Motion: **Moved by Don Werner**

That REDI applies to the NRED Grant as outlined in the proposal.

Carried

vii. NRED Letters of Support

Motion: **Moved by**
That REDI provides letters of support for Mackenzie County and the Town of High Level’s NRED grant applications.

Carried

viii. GIC Investments

Motion: **Moved by Thomas Simpson**
That REDI reinvests GICs that mature in March 2023 for a 1-year term.

Carried

7. OLD BUSINESS

i. Business Cases – Lithium & Industrial Green Houses

Motion: **Moved by Greg McIvor**
That REDI accepts the Lithium & Industrial Green Houses' business cases for Information.

Carried

ii. Verbal Update

a) Immigration Program

After a thorough investigation and a better understanding of the entire scope of the Rural Renewal Immigration Program, REDI realizes that management cannot pursue the application.

Motion: **Moved by Thomas Simpson**
That REDI will not pursue the Rural Renal Immigration Program for the Town of High Level.

Carried

b) Investment Showcase

The hotel banquet room is booked for April 18 & 19; Paul Salvatore will attend and speak to certain business cases. In the process of booking additional speakers.

8. ROUNDTABLE

Don Werner – Rainbow Lake has picked up since Christmas.

Byron Peters - Working on a grant application for the County and will follow up with Andrew and share back and forth. We have had a good start to the 2023 project development, following on from projects in 2022 that did not get finished. Ski Hill has been open for two weekends, and we could do with a lot more snow. There is more development and building out the ski hill as we go.

Michelle Farris – Rainbow Lake is still waiting patiently on the government to sign off and provide funds for internet infrastructure. Alberta Transportation is back out on Highway 58, carrying out additional work. The first council meeting of the new year will occur tomorrow, January 19.

Greg McIvor – It's busy in Zama with TransCanada coming in to complete their project; they cleared the area around Enbridge with a crew of eighty. The abandonment program and teardown are also keeping everyone busy. The community rec board hosts a social night every second Saturday at the hall as a fundraiser with darts, karaoke etc. These evenings have been very well attended.

Thomas Simpson– The Fort Vermilion Board of Trade had its AGM on January 03, with some awards handed out. Senior Citizen of the year went to Maureen McAteer, the business of the year went to Boyer Wizard, Farm Family of the year went to Kevin Isaac's potato farm, and volunteer of the year went to Stephen Simpson. Someone is starting up the Copper Cookery again in the community, which is excellent. Also, people are starting to take an interest in Canola crushing and Pea processing. The FVBOT will support anyone starting a new business venture. Danny Friesen is Chair, Ray Toews is Vice Chair, and Sherry has taken over as the secretary from April Loewen.

Hayley Gavin – The TOHL has fifteen candidates for the planning officer position, which has now been narrowed down to six, who are all local candidates. The council received a draft of the annexation project to review on Monday, January 16. The draft will also be forwarded to the County for comments. The asset management deadline is approaching and will require significant work, with workshops and staff to build out our system. The NRED grant application is due on Sunday.

Lisa Wardley – On January 10, Mackenzie County Council received an update from Alberta Transportation. The 697 bridge is now fixed with full load capacity, lasting for the next 5-10 years. In addition, the pipe has been ordered for highway 58 to Rainbow Lake and will be installed shortly. Carmax has been awarded the bridge construction on Highway 88, slated to be finished at the end of 2024. Highway 35, Hay river & Steen river bridges have restrictions and will be replaced in 2025. The Tompkins bridge will start with geo-tech and routing designs. Highway 679 at Andy's mobile/golf course corner will get a new roundabout.

La Crete Polar Cats applied for a federal tourism grant and successfully got \$80k for trail & cabin development. The County is working with snowmobile groups to secure LOCs. Our

region has the largest number of connecting snowmobile trails in the Province. MFTA will work on how to promote that.

The County is working on a fence catch and release program with ACA, and on fishpond development. MFTA supports the County in the Tourism and Recreation strategy, which was missed in previous sub-regional plans. MFTA just finished the revised Winter in the Frontier brochure and a circle tour with Mighty Peace Tourist Association. In addition, MFTA will go to Trade shows in Dawson's Creek, Manning, Fort Smith and Yellowknife.

10. ADJOURNMENT & NEXT MEETING

The next REDI meeting will take place on February 15, 2023, at 6:00 pm online.

Motion:

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

Carried

Moved by Michelle Farris

Lisa Wardley Chair

REDI Manager