





MACKENZIE COUNTY

COMMITTEE OF THE WHOLE MEETING

APRIL 25, 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
COMMITTEE OF THE WHOLE MEETING**

**Tuesday, April 25, 2023
10:00 a.m.**

Fort Vermilion Council Chambers

Fort Vermilion, Alberta

AGENDA

			Page
CALL TO ORDER:	1.	a) Call to Order	
AGENDA:	2.	a) Adoption of Agenda	
ADOPTION OF PREVIOUS MINUTES:	3.	a) Minutes of the March 28, 2023 Committee of the Whole Meeting	5
		b)	
DELEGATIONS:	4.	a) Carson Flett – Royal Visit Letter of Support (10:05 a.m.)	13
		b) Alberta Conservation Association (ACA) (11:30 a.m.)	17
		c) Compass Assessment Consultants Inc. (1:00 p.m.) Zoom	25
BUSINESS:	5.	a) Northern Alberta Elected Leaders – Membership Fees	27
		b) 2023 Spring Runoff Update	33
		c) MasterCard Statements – February 2023 (Handout)	45
		d) Cheque Registers – March 27 – April 14, 2023 (Handout)	47
		e) One Time Project Cancellation – Fireproof Safe	49
		f) Repeal Bylaw 1142-19 & 1180-20 Tax Penalty Bylaw Amendments	53
		g)	

POLICY REVIEW: 6. a)
b)

CLOSED MEETING: *Freedom of Information and Protection of Privacy Act* Division
2, Part 1 Exceptions to Disclosure

7. a) Caribou Mountains Wildland Provincial Park (2:00
p.m.) (*FOIP Sections 21 and 23*)
b)

**NEXT MEETING
DATE:** 8. a) Regular Council Meeting
April 26, 2023
10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT: 9. a) Adjournment



Mackenzie County

REQUEST FOR DECISION

Meeting:	Committee of the Whole Meeting
Meeting Date:	April 25, 2023
Presented By:	Louise Flooren, Manager of Legislative & Support Services
Title:	Minutes of the March 28, 2023 Committee of the Whole Meeting

BACKGROUND / PROPOSAL:

Minutes of the March 28, 2023 Committee of the Whole Meeting are attached.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

Approved Council Meeting minutes are posted on the County website.

POLICY REFERENCES:

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

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the minutes of the March 28, 2023 Committee of the Whole Meeting be adopted as presented.

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

**MACKENZIE COUNTY
COMMITTEE OF THE WHOLE MEETING**

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

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

PRESENT:

Josh Knelsen	Reeve
Walter Sarapuk	Deputy Reeve (virtual)
Jacque Bateman	Councillor
Peter F. Braun	Councillor
Cameron Cardinal	Councillor
Darrell Derksen	Councillor (left the meeting at 2:35 p.m.)
David Driedger	Councillor
Ernest Peters	Councillor
Garrell Smith	Councillor (arrived at 11:35 a.m.)
Lisa Wardley	Councillor (virtual)

REGRETS:

ADMINISTRATION:

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

ALSO PRESENT: Steven Simpson Chair, Fort Vermilion Recreational Board

Minutes of the Committee of the Whole Meeting for Mackenzie County held on March 28, 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 COW 23-03-35 MOVED by Councillor Braun

That the agenda be adopted as presented.

CARRIED

CLOSED MEETING: 7. Closed Meeting

MOTION COW 23-03-36 MOVED by Councillor Peters

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

- 7. a) Customer # 241496 - Taxation Payment Agreement Amendment Request (*FOIP Section 17*)
- 7. c) Creation of a Municipally Controlled Corporation (*FOIP Sections 23, 24, 25, & 27*)

CARRIED

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

- All Councillors Present excluding Councillor Smith
- Byron Peters, Interim Chief Administrative Officer/ Director of Projects & Infrastructure
- Jennifer Batt, Director of Finance
- Don Roberts, Director of Community Services
- John Zacharias, Director of Utilities
- Louise Flooren, Manager of Legislative & Support Services/ Recording Secretary

Don Roberts, Director of Community Services and John Zacharias, Director of Utilities left the closed meeting at 10:13 a.m.

MOTION COW 23-03-37 MOVED by Councillor Driedger

That Council move out of the closed meeting at 11:16 a.m.

CARRIED

Reeve Knelsen recessed the meeting at 11:16 a.m. and reconvened the meeting at 11:32 a.m.

CLOSED MEETING: 7. c) Creation of a Municipally Controlled Corporation

MOTION COW 23-03-38 MOVED by Councillor Wardley

That the discussion regarding the creation of a Municipally Controlled Corporation be received for information.

CARRIED

CLOSED MEETING:

7. a) Customer # 241496 - Taxation Payment Agreement Amendment Request

MOTION COW 23-03-39

MOVED by Councillor Braun

That administration schedule a delegation at the April 4, 2023 Regular Council meeting.

CARRIED

MINUTES FROM PREVIOUS MEETING:

3. a) Minutes of the March 16, 2023 Committee of the Whole Meeting

MOTION COW 23-03-40

MOVED by Councillor Bateman

That the minutes of the March 16, 2023 Committee of the Whole Meeting be adopted as presented.

CARRIED

Councillor Smith joined the meeting at 11:35 a.m.

DELEGATION:

4. a) Royal Canadian Mounted Police (RCMP) – Crime Statistics

Reeve Knelsen recessed the meeting at 12:20 p.m. and reconvened the meeting at 12:52 p.m.

MOTION COW 23-03-41

MOVED by Councillor Driedger

That the RCMP crime statistics reports be received for information.

CARRIED

BUSINESS:

5. a) 2022 Mackenzie County Engineering Costs

MOTION COW 23-03-42

MOVED by Councillor Cardinal

That the 2022 Mackenzie County Engineering Costs be received for information.

CARRIED

DELEGATION: 4. b) **Fort Vermilion Recreation Board**

MOTION COW 23-03-43 **MOVED** by Councillor Braun

That administration continue working with the Fort Vermilion Recreation Society.

CARRIED

BUSINESS: 5. b) **Alberta Games Update**

MOTION COW 23-03-44 **MOVED** by Councillor Peters

That the Alberta Games Update be received for information.

CARRIED

Reeve Knelsen recessed the meeting at 2:15 p.m., Councillor Derksen left the meet at 2:35 p.m. and Reeve Knelsen reconvened the meeting at 2:41 p.m.

BUSINESS: 5. c) **2022 Assessment Review**

MOTION COW 23-03-45 **MOVED** by Councillor Driedger

That administration bring back the 2023 tax rate to the April 4, 2023 Council meeting.

CARRIED

BUSINESS: 5. d) **Municipal Development Plan Review**

MOTION COW 23-03-46 **MOVED** by Councillor Smith

That the Municipal Development Plan be reviewed and brought back to a future Council meeting.

CARRIED

BUSINESS: 5. e) **Cheque Registers – March 13 - 24, 2023**

MOTION COW 23-03-47 **MOVED** by Councillor Bateman

That the cheque registers and EFTs from March 13 - 24, 2023, be received for information.

CARRIED

POLICY REVIEW:

6. a) Policy UT006 Municipal Rural Water Servicing – Endeavor to Assist

MOTION COW 23-03-48

MOVED by Councillor Cardinal

That Policy UT006 Municipal Rural Water Servicing – Endeavor to Assist be received for information.

CARRIED

Reeve Knelsen recessed the meeting 3:36 p.m. and reconvened the meeting at 3:41 p.m.

POLICY REVIEW:

6. b) Amend – Policy ADM042 General Safety Policy

MOTION COW 23-03-49

MOVED by Councillor Wardley

That a recommendation be made to Council that Policy ADM042 General Safety be approved as presented at the Committee of the Whole meeting.

CARRIED

CLOSED MEETING:

7. Closed Meeting

MOTION COW 23-03-50

MOVED by Councillor Driedger

That Council move into a closed meeting at 3:43 p.m. to discuss the following:

7. b) Out of Scope Contracts (*FOIP Sections 23, 24 and 27*)

CARRIED

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

- All Councillors Present excluding Councillor Derksen,
- Byron Peters, Interim Chief Administrative Officer/ Director of Projects & Infrastructure

MOTION COW 23-03-51 **MOVED** by Councillor Bateman

That Council move out of the closed meeting at 4:44 p.m.

CARRIED

CLOSED MEETING: **7. b) Out of Scope Contracts**

MOTION COW 23-03-52 **MOVED** by Councillor Bateman

That the Out of Scope Contracts discussion be received for information.

CARRIED

NEXT MEETING DATE: **8. a) Meeting Dates**

Regular Council Meeting
March 29, 2023
10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT: **9. a) Adjournment**

MOTION COW 23-03-53 **MOVED** by Councillor Bateman

That the March 28, 2023 Committee of the Whole meeting be adjourned at 4:45 p.m.

CARRIED

These minutes will be presented for approval on April 25, 2023.

Joshua Knelsen
Reeve

Byron Peters
Interim Chief Administrative Officer



Mackenzie County

REQUEST FOR DECISION

Meeting:	Committee of the Whole Meeting
Meeting Date:	April 25, 2023
Presented By:	Byron Peters, Interim Chief Administration Officer
Title:	DELEGATION Carson Flett- Royal Visit Letter of Support

BACKGROUND / PROPOSAL:

Carson Flett will be present to discuss the following:

Royal Visit, letter is attached.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

N/A

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

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That a recommendation be made to Council that a letter of support be provided to Carson Flett for his Royal Visit request.

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

Carson Flett

PO BOX 1114 5008 44th Avenue
Fort Vermilion, AB T0H1N0
(780) 787-5399
carsonf14@gmail.com

April 03, 2023

Mackenzie County
Attn: Council
PO BOX 640 4511-46 Avenue
Fort Vermilion, AB T0H1N0

Dear Council,

I'm writing this letter to you today to request a Letter of Support. As many of you may know on May 6th, His Majesty King Charles III will be crowned King of the United Kingdom, Canada, and the Commonwealth. I am wanting to write to Rideau Hall (home of Her Excellency the Right Hon. Mary Simon His Majesty Representative in Canada) to request a Royal visit to Fort Vermilion and the Surrounding Area of a Member of the Royal Family (Either Their Majesties the King and Queen Consort, TRH the Prince and Princess of Wales, TRH the Duke and Duchess of Edinburgh or HRH the Princess Royal and Vice Admiral Sir Timothy Lawerence). Thank you for reading this letter and meeting with me to discuss it. I looking forward to hearing from you about your decision.

Best regards,

Carson Flett



Mackenzie County

REQUEST FOR DECISION

Meeting:	Committee of the Whole Meeting
Meeting Date:	April 25, 2023
Presented By:	Donny Roberts, Director of Community Services
Title:	DELEGATION Alberta Conservation Association & Public Members – Fishing Opportunities

BACKGROUND / PROPOSAL:

In early March, Scott Seward from Alberta Conservation Association visited Mackenzie County to investigate “Fishing Hole” opportunities. To inspect bodies of water to determine if they would sustain fish and provide the County with feedback.

Scott also met with local members of the public and conducted Lake Investigations.

The delegation was requested by George Peters to discuss some options in response to the analysis produced by ACA
(See attached)

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

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

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

For discussion.

Author: _____ Reviewed by: _____ CAO: _____

Fort Vermilion Pond

Fort Vermilion Pond is located approximately 1.9 km's west/southwest of the hamlet of Fort Vermilion near the intersection of Highway 88 and township road 1083A (Figure 1)(UTM 11V 555211E 6471613N). The pond is located on Mackenzie Applied Research Association (MARA) land purchased by Mackenzie County from the federal government. Fort Vermilion Pond has a surface area of approximately 0.94 ha and a max depth of 4.0 m. The pond will not overwinter trout owing to low dissolved oxygen (DO) levels less than 3.0 mg/L (Figure 2). Mackenzie County has indicated that it may consider partnering with ACA and/or AEPA to develop the site, if one of the organizations was willing to provide fish on an annual basis. Power is located approximately 55 m away.

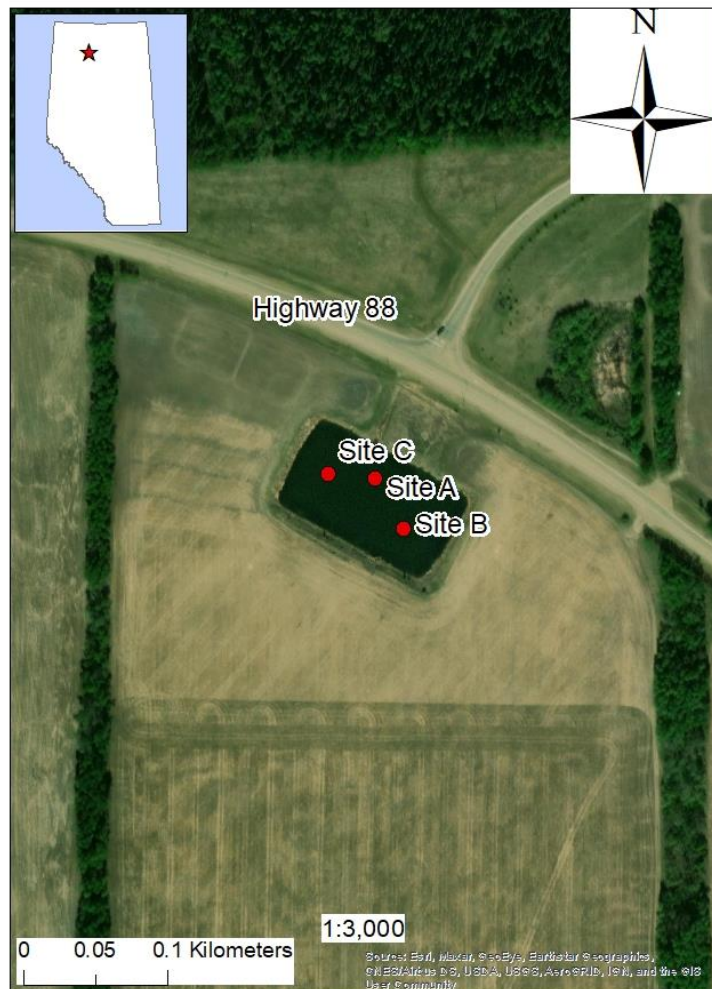


Figure 1: Fort Vermilion Pond, approximately 1.9 km's west/southwest of the hamlet of Fort Vermilion.

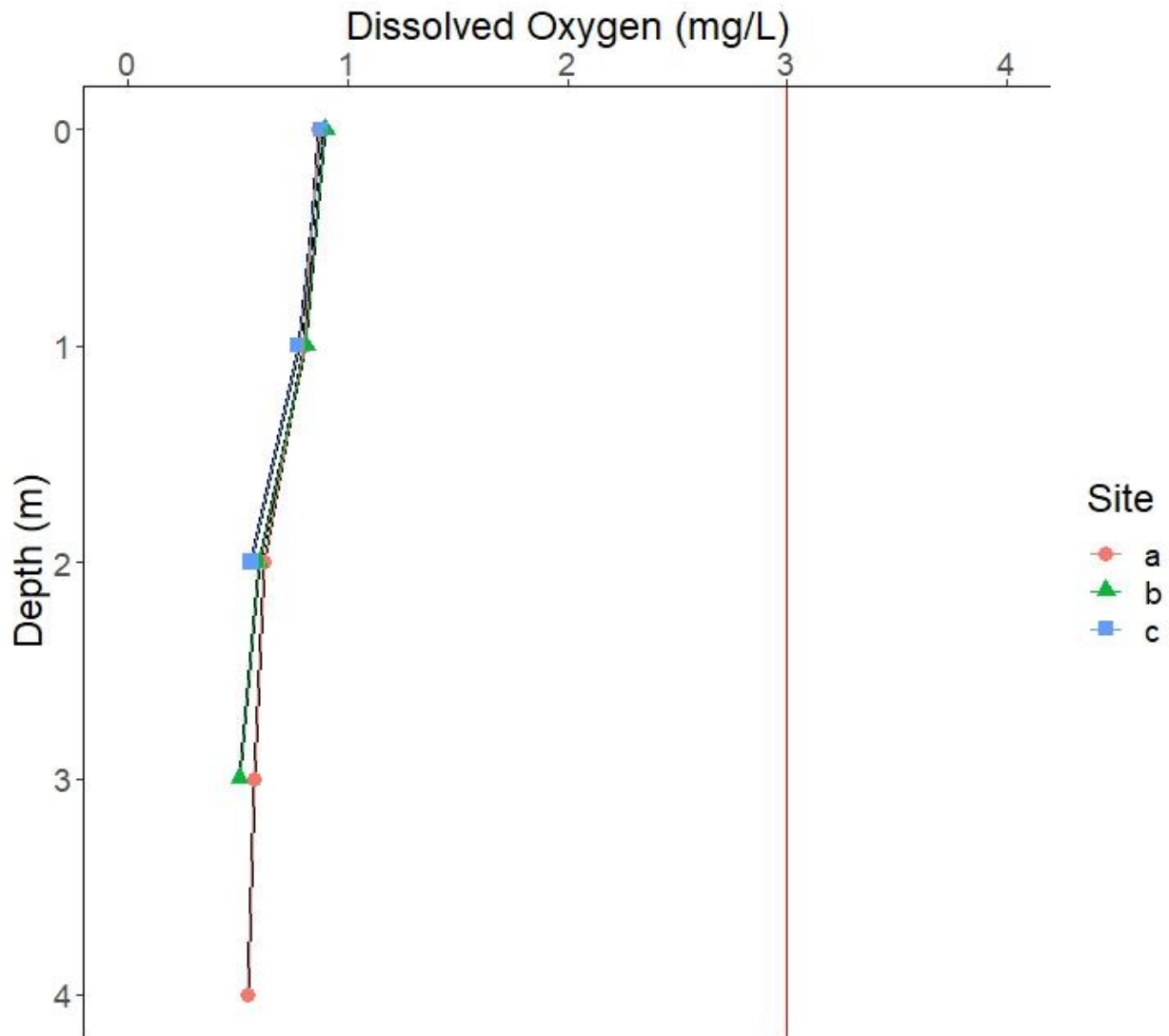


Figure 2: Low dissolved oxygen concentrations, unsuitable for overwintering trout, collected from three locations in Fort Vermilion Pond, March 2, 2023.

Tompkins Twin Pond

Tompkins Twin Pond is located approximately 39 km's southwest of the hamlet of La Crete near the intersection of range road 172 and township road 1040 (Figure 3) (UTM 11V 517157E 6428007N). The pond is located on land owned by John Zacharias's and he has tentatively agreed to provide unimpeded public access to the pond if it is stocked. The pond has a surface area of approximately 0.64 ha and is comprised of two separate dugouts with a short (~9 m) channel connecting them. The pond has a max depth of 4.25 m. The pond will not overwinter trout owing to low DO levels less than 3.0 mg/L (Figure 4). Power is located approximately 95 m away.

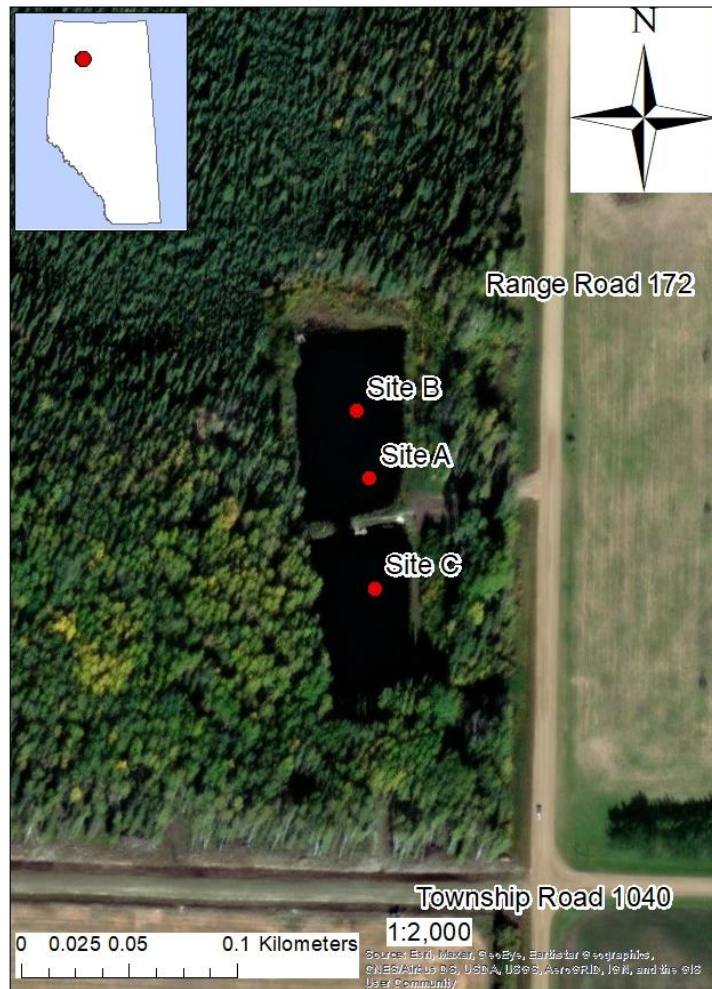


Figure 3. Tompkins Twin Pond, approximately 39 km's southwest of the hamlet of La Crete.

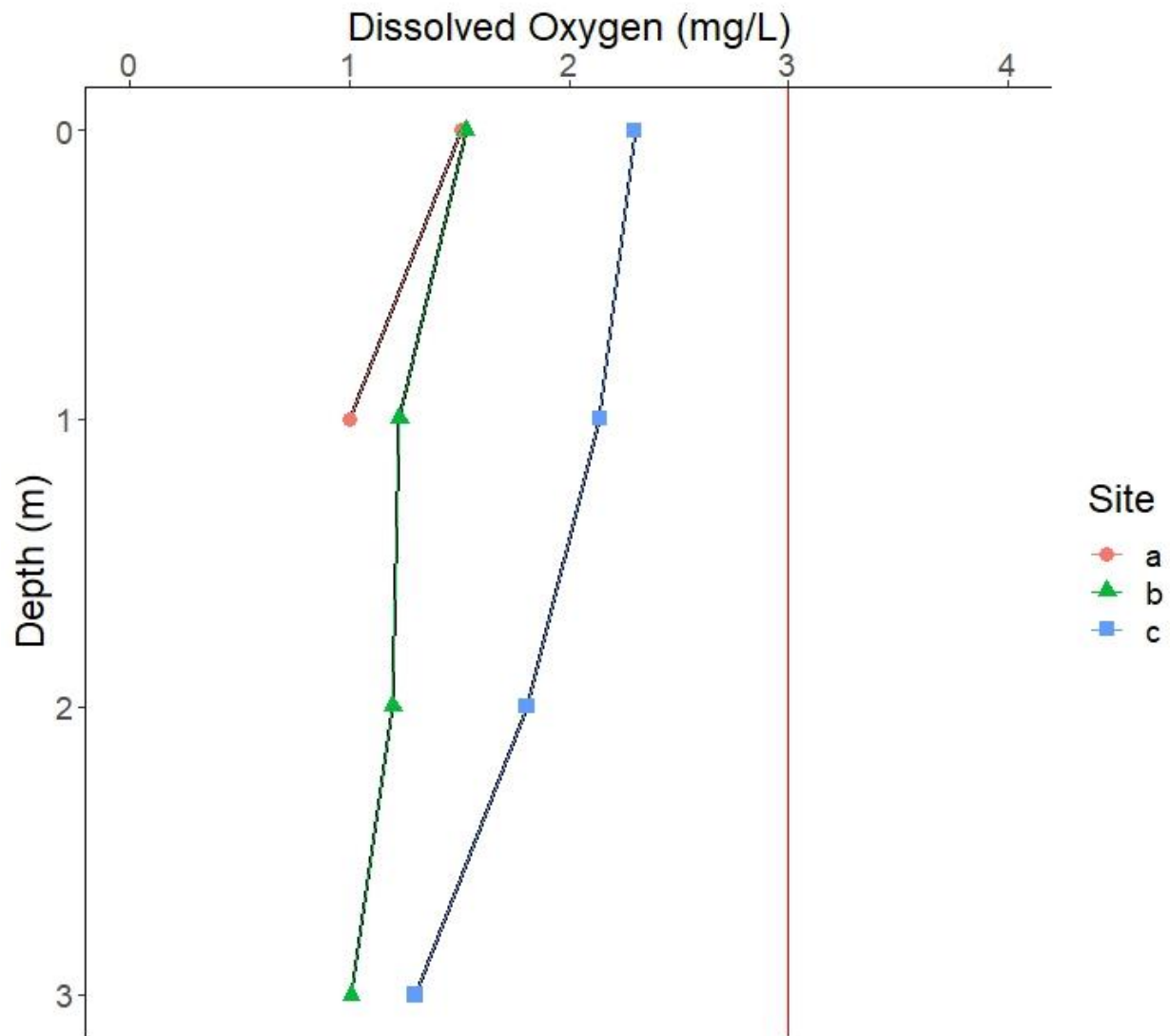


Figure 4. Low dissolved oxygen concentrations, unsuitable for overwintering trout, collected from three locations in La Crete Pond, March 2, 2023.

Sawmill Lake

Sawmill Lake is located approximately 75 km's southeast of the hamlet of La Crete near the intersection of Highway 88 and township road 1025A (Figure 5)(11V 588585E 6419853N). The lake is located on crown land near the Tall Creek No 173 First Nations Reserve. Sawmill Lake has a surface area of approximately 60.6 ha and a max depth of 12.7 m. The lake will not overwinter trout owing to low (DO) levels less than 3.0 mg/L (Figure 6). We observed an abundance of amphipods while drilling holes in the ice. Further investigation during snow free conditions would be required to determine if there is inflow/outflow and the potential for fish escapement. Mackenzie County has indicated that it may consider the possibility of partnering with ACA and/or AEPA to develop the site, if one of the organizations was willing to provide fish on an annual basis. Power is located approximately 656 m away.

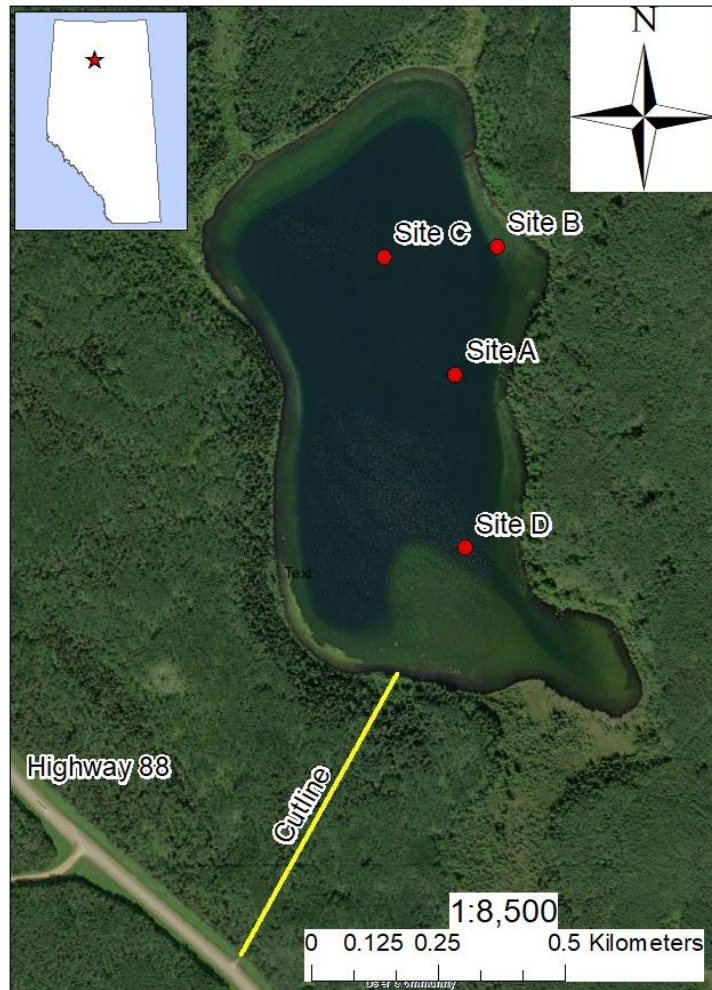


Figure 5: Sawmill Lake, approximately 75 km's southeast of the hamlet of La Crete.

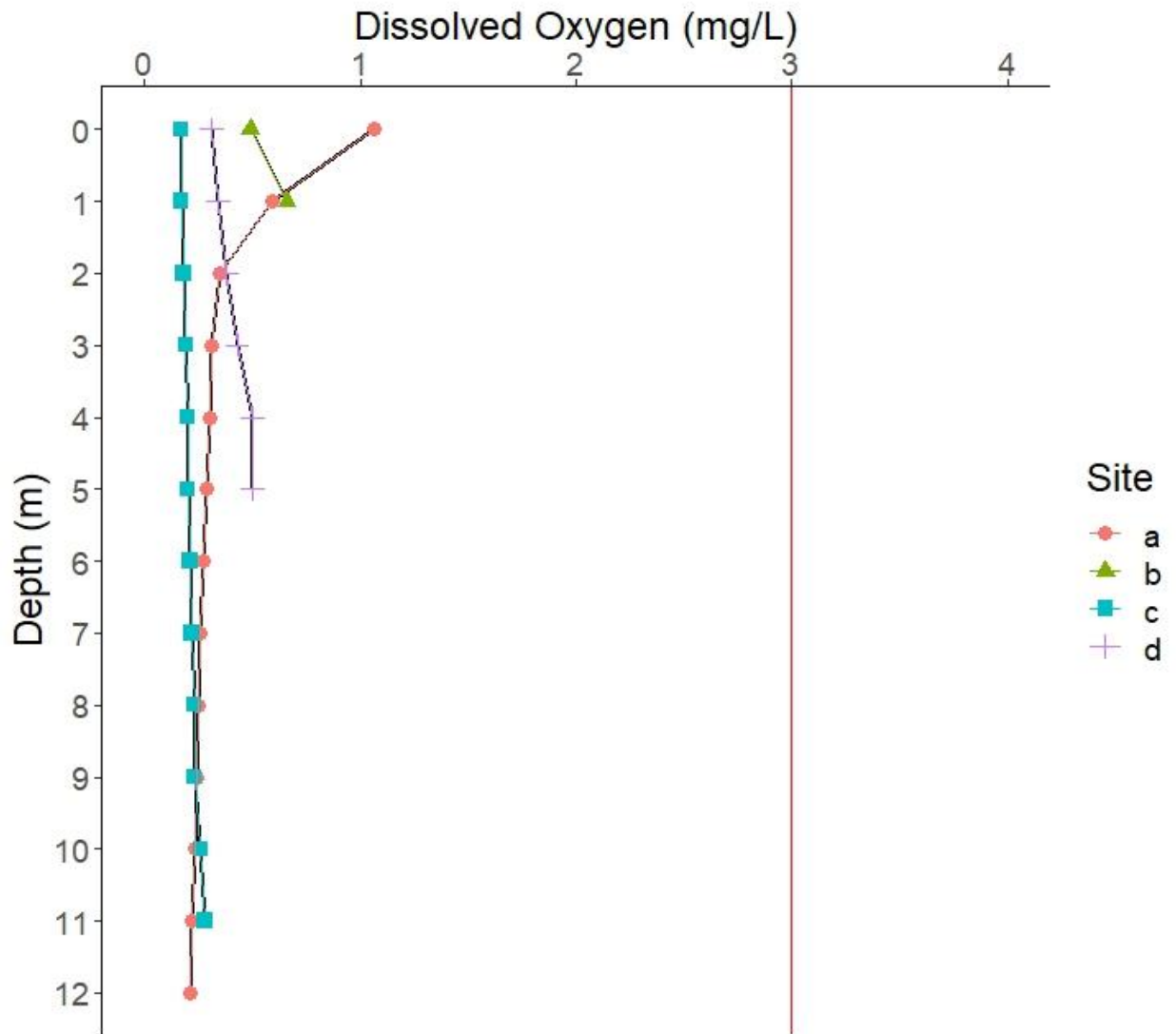


Figure 6. Low dissolved oxygen concentrations, unsuitable for overwintering trout, collected from four locations in Sawmill Lake, March 3, 2023.



Mackenzie County

REQUEST FOR DECISION

Meeting:	Committee of the Whole Meeting
Meeting Date:	April 25, 2023
Presented By:	Jennifer Batt, Director of Finance
Title:	DELEGATION 1:00 p.m. (Zoom) Compass Assessment Consultants Inc. (Aaron Steblyk) 2022 Assessments for 2023 Taxation

BACKGROUND / PROPOSAL:

Aaron Steblyk from Compass Assessment Consultants Inc. will provide Council information on this year’s market value assessments and other issues of concern.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

2023 Budget

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

N/A

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

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the 2022 Assessment for the 2023 Taxation presentation report be received for information.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Committee of the Whole Meeting
Meeting Date:	April 25, 2023
Presented By:	Byron Peters, Interim Chief Administrative Officer
Title:	Northern Alberta Elected Leaders – Membership Fees

BACKGROUND / PROPOSAL:

The Government of Alberta has reduced their financial and administrative support over the past years.

At the February 24, 2023 Northern Alberta Elected Leaders (NAEL) meeting a motion was made to reinstate membership fees due to the reduced support.

Please see the invoice attached.

OPTIONS & BENEFITS:

Membership with NAEL allows associate members to participate in meetings including voting rights and meets at least twice a year in rotating locations.

COSTS & SOURCE OF FUNDING:

2023 General Operating Budget

SUSTAINABILITY PLAN:

The group takes on an advocacy role on issues of a regional nature that impacts more than one member.

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

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

POLICY REFERENCES:

The updated Terms of References are attached.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That a recommendation be made to Council that administration be authorized to proceed with payment of \$1,500 to the Municipal District of Peace No. 135, as financial administrators of the Northern Alberta Elected Leaders (NAEL), in order to maintain membership in NAEL.

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



Northern Alberta Elected Leaders

59 Leedy Drive
Whitecourt, Alberta T7S 1X1
780-778-0202

Northern Alberta Elected Leaders Membership Fees 2023

As the Government of Alberta has reduced the financial and administrative support for the Northern Alberta Elected Leaders (NAEL) over the past several years, a motion was made at the February 24, 2023 meeting of NAEL to reinstate membership fees. Three tiers of membership were chosen:

1-1000 residents	\$200 annual membership fee
1001-5000 residents	\$500 annual membership fee
5001 residents and up	\$1500 annual membership fee

Invoice for Mackenzie County

Population of 12804 \$1500 annual membership fee for 2023

We ask that all cheques be made payable and mailed to our municipal partner, Municipal District of Peace No. 135 at:

Municipal District of Peace No. 135

PO Box 34

5240-52 Ave

Berwyn, AB

TOH 0E0

Please mention in the subject line on the cheque that it is for NAEL membership.

We ask that any questions or concerns be sent to:

Jim Rennie

NAEL Executive Director

NorthernAlbertaElectedLeaders@gmail.com

(C) 780-778-0202



Northern Alberta Elected Leaders

59 Leedy Drive
Whitecourt, Alberta T7S 1X1
780-778-0202

Terms of Reference

Name	Northern Alberta Elected Leaders (NAEL)
Members	Any municipality, First Nation, Metis or Inuit settlement located within the northwestern boundaries of the Northern Alberta Development Council (NADC) as outlined in the attached map
Mission	To provide a positive environment for local leaders to discuss issues of concern, educate themselves on issues, and, where appropriate, to find ways to impact the decisions of the other orders of government
Vision	Our group will improve the understanding of municipal, First Nations, Metis and Inuit leaders of issues that affect our northwest region and, where appropriate, will lobby other orders of government on issues that affect northern Alberta

Principles

Our group will:

- focus the agenda on issues of a regional nature that impact more than one member
- be open to guests, including members of the other orders of government as well as of interest to NAEL

Strategies

Our group may take on an advocacy role on issues of a regional nature that impact more than one member, and will:

- allow a member to opt out of any decision that the group may take
- request that motions on action items be submitted at least one month in advance of any meeting

- emergent issues will be considered
- to be an advocate of local issues that affect the region, with examples of political issues, industry issues, social issues and more
- allow representatives to take matters of importance back to their Councils for voting, and NAEL may decide to have the results be brought back to the next NAEL meeting or to have them submitted prior to a preset date

Administrative practices

Our group will:

- set an annual member administration fee, membership may vote to waive the fee based on NAEL's financial situation at the time of the annual review

1-1000 residents \$200

1001-5000 residents \$500

5001 residents & Up \$1500

Associate member \$200

- allow for associate members to participate in meetings, with a paid membership, but without the ability to vote on matters
- allow each member to send as delegates their chief elected official and/or a designate, and their chief administrative officer and/or a designate
- allow one vote per paid member
- elect a chair and co-chair for a two year term, with the first two years to follow the municipal election cycle, and the last two years to end at the timing of the next municipal election
- meet at least twice a year in rotating locations, preferably co-hosted by at least two members, more often as requested and invite officials from other levels of government
- NAEL administration will ask members prior to each meeting to submit questions they wish to be answered by these attendees from other levels of government, who will receive them prior to the meeting
- retain all NAEL documents and records internally for member use only

Our group may:

- our group may apply for grants for funds to support administrative fees



Mackenzie County

REQUEST FOR DECISION

Meeting:	Committee of the Whole Meeting
Meeting Date:	April 25, 2023
Presented By:	Landon Driedger, Agricultural Fieldman
Title:	2023 Spring Runoff Update

BACKGROUND / PROPOSAL:

With less snow and a slow melt, 2023 spring runoff was less eventful and damaging than previous years.

In early April specific ditches that were identified as pinch points were opened by excavator to help get the water flowing. Ditches that were opened are located in areas where historically there are more flooding problems.

Range Road 155 project that was constructed in 2022 was cleaned out and worked as anticipated, however there was substantial erosion damage to the north end of the ditch that will need to be repaired.

27th Base Line and TWP Rd 1032 in Blue Hills also had some washouts.

Attached are photos of spring run off throughout the County.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

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

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the 2023 Spring Runoff Update be received for information.

Author: _____ Reviewed by: _____ CAO: _____

2022 Project North Of Heliport Road



Driveway on Buffalo Head Ditch



2022 Project Rge Rd 155 Erosion Damage



2022 Project Rge Rd 155 Erosion Damage



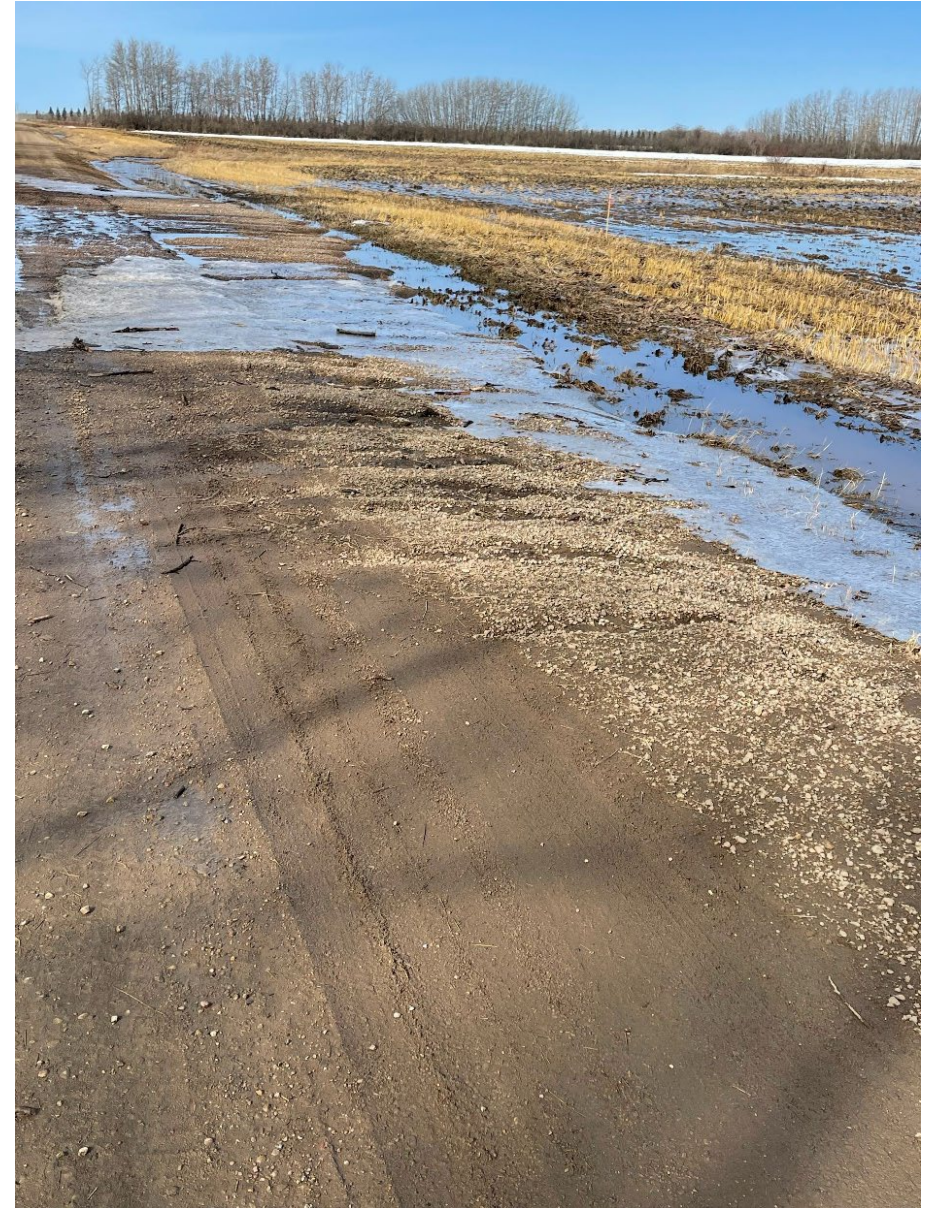
2022 Project Rge Rd 155 Erosion Damage



2022 Project Rge Rd 155 Erosion Damage



27th Base Line Washout



27th Base Line Washout



Washout in Bluehills Twp Rd 1032



Washout in Bluehills Twp Rd 1032





Mackenzie County

REQUEST FOR DECISION

Meeting:	Committee of the Whole Meeting
Meeting Date:	April 25, 2023
Presented By:	Jennifer Batt, Director of Finance
Title:	MasterCard Statements – February 2023 (HANDOUT)

BACKGROUND / PROPOSAL:

As per Policy FIN028, Mastercard statements are to be reviewed by Council at the Committee of the Whole Meetings.

Administration will provide a copy of the February 2023 Mastercard statements at this meeting for Councils review.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

2023 Budget

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

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

POLICY REFERENCES:

Policy FIN028 Credit Card Use

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the MasterCard statements for February 2023 be received for information.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Committee of the Whole Meeting
Meeting Date:	April 25, 2023
Presented By:	Jennifer Batt, Director of Finance
Title:	Cheque Registers – March 27 – April 21, 2023 (HANDOUT)

BACKGROUND / PROPOSAL:

At the request of Council cheque registers, are to be viewed by Council during Committee of the Whole meetings.

All invoices are authorized by Managers, Directors, and or the CAO in accordance with the Purchasing Policy FIN025. Cheques and Electronic Funds Transfer (EFT) payments are released on a weekly or bi-weekly basis unless otherwise required for operational needs, while other payments are withdrawn direct. Copies of March 2023 Online/Direct Debit payments, and the March 27 – April 21, 2023 cheque registers, and EFT reports will be available at the meeting.

OPTIONS & BENEFITS:

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

COSTS & SOURCE OF FUNDING:

2023 Budget.

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

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

POLICY REFERENCES:

Policy FIN025 Purchasing Authority Directive and Tendering Process

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the March Online/Direct Debit payments, and the cheque registers and EFTs from March 27 – April 21, 2023, be received for information.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Committee of the Whole Meeting
Meeting Date:	April 25, 2023
Presented By:	Louise Flooren, Manager of Legislative & Support Services
Title:	Cancellation of 2023 One Time Project – Fire Proof Safe

BACKGROUND / PROPOSAL:

During the October 26, 2022 Budget Meeting the Fire Proof Cabinet was presented for the 2023 One Time Project discussion as it was below the Capital Projects threshold amount of \$5,000. The current fire proof cabinets are filled to maximum capacity.

The 2022 price of the Fire Proof Cabinet was \$4,800 plus applicable taxes and freight.

The present cost of the Fire King 72” Cabinet is \$5,966.99 plus applicable taxes and freight.

RM001 Records Management Policy states the following in the procedure section:

- 2. i) *Records of original signed bylaws, signed council meeting minutes, committee meeting minutes, maps, blueprints of Mackenzie County owned facilities, and other items identified as containing historical value shall be kept in the municipality’s fire-proof room.*

After further review of the Mackenzie County’s Corporate Building Blueprints I would like to confirm that the fire proof room that the minutes are stored has a 2 hour maximum fire rating.

OPTIONS & BENEFITS:

Changing the scope of the one time project will reduce overall costs. purchasing 3 shelving units will hold more documents that are in the fire proof room.

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

COSTS & SOURCE OF FUNDING:

2023 General Operating Reserve

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

RM001 – Records Management

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

Motion 1:

That a recommendation be made to Council that the 2023 One Time Project – Fireproof Safe be cancelled.

Simple Majority Requires 2/3 Requires Unanimous

Motion 2:

That a recommendation be made to Council that the 2023 Operating Budget be amended by \$1656.00 for the purchase of 3 shelving units.

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

Closed Industrial Steel Shelving - 36 x 18 x 75"



[Enlarge](#)

Enclosed heavy-duty shelves firmly hold gear and supplies in place.

- 24-gauge steel side and back panels eliminate product roll-off.
- 20-gauge steel shelves. Welded box beams, front and rear.
- Holds up to 800 lbs. per shelf. Adjustable in 1 1/2" increments with shelf clips.

MODEL NO.	DIMENSIONS W x D x H	NO. OF SHELVES	SHELF CAP. (LBS.)	WT. (LBS.)	PRICE EACH			IN STOCK SHIPS TODAY	
					1	3	5+	<input type="text"/>	ADD
H-7677	36 x 18 x 75"	6	800	129	\$565	\$552	\$539	<input type="text"/>	ADD

SHIPS UNASSEMBLED VIA MOTOR FREIGHT

PAYMENT INFORMATION

ADDRESS
SHIPPING
PAYMENT
REVIEW AND SUBMIT

Select your payment method: [?](#) [Continue](#)

Invoice Me - Pay within 30 days

New Credit Card

Discover
MasterCard
VISA

Save this card to My Account

[?](#)

[?](#)

[Update](#)

Examples: "CF998-5836" or "CFUL4"
(Blue box on the back of your catalog)

[Continue](#)

Order Summary

# of Items:	1
Subtotal:	\$1,656.00
GST:	\$93.07
Shipping:	\$205.46
Estimated Total (\$ CA):	\$1,954.53

[This account has a tax exemption.](#)

[Tax Exempt Information](#)

[Pricing Request \(pdf\)](#) [?](#)



Mackenzie County

REQUEST FOR DECISION

Meeting:	Committee of the Whole Meeting
Meeting Date:	April 25, 2023
Presented By:	Jennifer Batt, Director of Finance
Title:	Repeal Bylaw 1142-19 & 1180-20 Tax Penalty Bylaw Amendments

BACKGROUND / PROPOSAL:

Due to the Chuckegg Fire and COVID-19 Pandemic, the Tax Penalty Bylaw 1136-19 had amending Bylaws 1142-19 & 1180-20 passed to remove the July 5th penalty date.

As both tax years have now passed, both amending Bylaws are no longer required, and should be repealed.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

Bylaw 1136-19 Tax Penalty Bylaw

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

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That Amending Tax Penalty Bylaws 1142-19 & 1180-20 be repealed.

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

BYLAW NO. 1142-19

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

TO AMEND THE TAX PENALTIES BYLAW

WHEREAS, pursuant to the provisions of the Municipal Government Act, Revised Statutes of Alberta, 2000, Chapter M-26, Sections 344, 345, and 346 and amendments thereto, Council may pass a bylaw to establish the penalties on taxation.

WHEREAS, Mackenzie County has adopted a Tax Penalties Bylaw 1136-19, and

WHEREAS, due to the State of Local Emergency, Mackenzie County Council has deemed it desirable to amend the tax penalties date of July 5th for the 2019 tax year, and

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

1. That the taxes or any portion of the current tax year that remain unpaid after the due date shown on the tax notice shall have late penalties imposed on the dates and at the rates specified as AMENDED below:

Current Taxes	August 2	Six per cent (6%)
Current Taxes	September 1	Nine per cent (9%)
Current Taxes	November 1	Twelve per cent (12%)

2. This Bylaw shall come into force upon third and final reading.

READ a first time this 12th day of June, 2019.

READ a second time this 12th day of June, 2019.

READ a third time and finally passed this 12th day of June, 2019.

(originals signed)

Joshua Knelsen
Reeve

(original signed)

Lenard Racher
Chief Administrative Officer

BYLAW NO. 1180-20

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

TO AMEND THE TAX PENALTIES BYLAW

WHEREAS, pursuant to the provisions of the Municipal Government Act, Revised Statutes of Alberta, 2000, Chapter M-26, Sections 344, 345, and 346 and amendments thereto, Council may pass a bylaw to establish the penalties on taxation.

WHEREAS, Mackenzie County has adopted a Tax Penalties Bylaw 1136-19, and

WHEREAS, due to the COVID-19 pandemic, Mackenzie County Council has deemed it desirable to amend the tax due date and the tax penalties date for the 2020 tax year, and

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

1. That taxes shall be due and payable on July 31, 2020.
2. That the taxes or any portion of the current tax year that remain unpaid after the due date shown on the tax notice shall have late penalties imposed on the dates and at the rates specified as AMENDED below:

Current Taxes	August 5	Six per cent (6%)
Current Taxes	September 1	Nine per cent (9%)
Current Taxes	November 1	Twelve per cent (12%)

3. This Bylaw shall come into force upon third and final reading.

READ a first time this 22nd day of April, 2020.

READ a second time this 22nd day of April, 2020.

READ a third time and finally passed this 22nd day of April, 2020.

(original signed)

Joshua Knelsen
Reeve

(original signed)

Lenard Racher
Chief Administrative Officer