




MACKENZIE COUNTY


# REGULAR COUNCIL MEETING

**OCTOBER 11, 2023  
10:00 AM**

**FORT VERMILION COUNCIL  
CHAMBERS**

 780.927.3718

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

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**Mackenzie County**



**MACKENZIE COUNTY  
REGULAR COUNCIL MEETING**

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

**Fort Vermilion Council Chambers**

**Fort Vermilion, Alberta**

**AGENDA**

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<b>CALL TO ORDER:</b>	1.	a) Call to Order	
		b) Oath of Office – Councillor Ward 2 (Buffalo Head/West La Crete)	7
<b>AGENDA:</b>	2.	a) Adoption of Agenda	
<b>ADOPTION OF PREVIOUS MINUTES:</b>	3.	a) Minutes of the September 19, 2023 Regular Council Meeting	11
		b) Business Arising out of the Minutes	
		c)	
<b>CLOSED MEETING:</b>		<i>Freedom of Information and Protection of Privacy Act Division 2, Part 1 Exceptions to Disclosure</i>	
	4.	a) Proposed Subdivision – Fort Vermilion Fire Hall Access (Plan 2938RS, Block 06, Lot 16) ( <i>FOIP Sections 23, 24, 25 and 27</i> )	
		b) Organizational Chart ( <i>FOIP Sections 23, 24 and 27</i> )	
		c) CAO Report ( <i>FOIP Sections 16, 17, 23 and 24</i> )	
		d)	
		e)	
<b>TENDERS:</b>		Tender openings are scheduled for 11:00 a.m.	
	5.	a) La Crete Stormwater Master Plan - Request for Proposals (RFP) Opening	37

<b>PUBLIC HEARINGS:</b>	6.	a)	None	
<b>DELEGATIONS</b>	7.	a)	None	
<b>GENERAL REPORTS:</b>	8.	a)	Director & Manager Reports for September 2023	41
		b)		
		c)		
<b>AGRICULTURE SERVICES:</b>	9.	a)	None	
		b)		
<b>COMMUNITY SERVICES:</b>	10.	a)	Janelle's Park - Proposal	61
		b)	ADM053 Flags and Flag Protocol – Policy Amendment	69
		c)		
		d)		
<b>FINANCE:</b>	11.	a)	March 2023 - FIN028 Credit Card Use Policy - MasterCard Loyalty Reward Points	71
		b)	High Level Agricultural Exhibition Association – Farm Credit Canada Grant	73
		c)	Proposed 2024 Budget Council Meeting Dates	77
		d)	Town of High Level Regional Service Sharing Agreement Payment	83
		e)		
		f)		
<b>PROJECTS &amp; INFRASTRUCTURE:</b>	12.	a)	None	
		b)		
<b>OPERATIONS:</b>	13.	a)	None	
		b)		
<b>UTILITIES:</b>	14.	a)	None	

		b)		
<b>PLANNING &amp; DEVELOPMENT:</b>	15.	a)	Development Statistics Report – January to September 2023	85
		b)	Bylaw 1308-23 Land Use Bylaw Amendment to Rezone Part of Plan 052 2048, Block 2, Lot 3 from Hamlet Country Residential “H-CR” to Recreation 1 “REC 1”	93
		c)	Bylaw 1309-23 Land Use Bylaw Amendment to Rezone Part of NE-9-106-15-W5M from Hamlet Residential 1A “H-R1A” to Hamlet Residential 2 “H-R2”	107
		d)		
		e)		
<b>ADMINISTRATION</b>	16.	a)	Councillor Bateman Absence	115
		b)		
		c)		
<b>COMMITTEE OF THE WHOLE ITEMS:</b>	17.	a)	None	
<b>COUNCIL COMMITTEE REPORTS:</b>	18.	a)	Council Committee Reports (verbal)	
		b)	Development Ad Hoc Committee Meeting Minutes	119
		c)	Inter-municipal Planning Commission Meeting Minutes	125
		d)	Municipal Planning Commission Meeting Minutes	131
		e)		
<b>INFORMATION / CORRESPONDENCE:</b>	19.	a)	Information/Correspondence	143
<b>NOTICE OF MOTION:</b>	20.	a)		
<b>NEXT MEETING DATES:</b>	21.	a)	Organizational Council Meeting October 24, 2023 10:00 a.m.	

Fort Vermilion Council Chambers

- b) Regular Council Meeting  
October 25, 2023  
10:00 a.m.  
Fort Vermilion Council Chambers

**ADJOURNMENT:**      22.    a)    Adjournment



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>October 11, 2023</b>
<b>Presented By:</b>	<b>Darrell Derksen, Chief Administrative Officer</b>
<b>Title:</b>	<b>Oath of Office – Councillor Ward 2 (Buffalo Head/West La Crete)</b>

**BACKGROUND / PROPOSAL:**

Section 156 of the Municipal Government Act states:

A councillor, a chief elected official and a deputy and acting chief elected official may not carry out any power, duty or function until that person has taken the official oath prescribed by the *Oaths of Office Act*.

As a result of the By-Election nominations for Ward 2 (Buffalo Head/West La Crete) held on September 19, 2023, the newly acclaimed Councillor is required to take the attached oath of office.

**OPTIONS & BENEFITS:**

N/A

**COSTS & SOURCE OF FUNDING:**

N/A

**COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

**POLICY REFERENCES:**

N/A

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

**RECOMMENDED ACTION:**

- Simple Majority       Requires 2/3       Requires Unanimous

That the Oath of Office was administered to Councillor Wiebe by Don Roberts, Director of Community Services.

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



CANADA )  
PROVINCE OF ALBERTA)  
TO WIT )

AFFIDAVIT

I, \_\_\_\_\_, of Mackenzie County, in the

Province of Alberta:

Solemnly affirm that I will diligently, faithfully, and to the best of my ability execute according to law the office of COUNCILLOR for Mackenzie County.

AFFIRMED before me )  
 )  
in the Hamlet of Fort Vermilion )  
 )  
in the Province of Alberta, this )  
 )  
11<sup>th</sup> day of October, 2023. )  
 )  
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 )  
 )

\_\_\_\_\_  
Councillor

\_\_\_\_\_  
A Commissioner for Oaths/Notary  
Public in and for the Province of Alberta

\_\_\_\_\_  
Witness

CANADA )  
PROVINCE OF ALBERTA)  
TO WIT )

AFFIDAVIT

I, \_\_\_\_\_, of Mackenzie County, in the

Province of Alberta:

Swear that I will diligently, faithfully, and to the best of my ability execute according to law the office of COUNCILLOR for Mackenzie County.

So help me God.

SWORN before me )  
 )  
in the Hamlet of Fort Vermilion )  
 )  
in the Province of Alberta, this )  
 )  
11<sup>th</sup> day of October, 2023. )  
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\_\_\_\_\_  
Councillor

\_\_\_\_\_  
A Commissioner for Oaths/Notary  
Public in and for the Province of Alberta

\_\_\_\_\_  
Witness



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>October 11, 2023</b>
<b>Presented By:</b>	<b>Darrell Derksen, Chief Administrative Officer</b>
<b>Title:</b>	<b>Minutes of the September 19, 2023 Regular Council Meeting</b>

## **BACKGROUND / PROPOSAL:**

Minutes of the September 19, 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:** T. Thompson      **Reviewed by:** L. Flooren      **CAO:** D. Derksen

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the minutes of the September 19, 2023 Regular Council Meeting be adopted as presented.

**Author:** T. Thompson      **Reviewed by:** L. Flooren      **CAO:** D. Derksen

**MACKENZIE COUNTY  
REGULAR COUNCIL MEETING**

**Tuesday, September 19, 2023  
10:00 a.m.**

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

**PRESENT:** Josh Knelsen Reeve  
Walter Sarapuk Deputy Reeve (arrived at 12:02 p.m.)  
Peter F. Braun Councillor  
Cameron Cardinal Councillor  
David Driedger Councillor  
Garrell Smith Councillor  
Lisa Wardley Councillor  
Ernest Peters Councillor

**REGRETS:** Jacquie Bateman Councillor

**ADMINISTRATION:** Darrell Derksen Chief Administrative Officer  
Jennifer Batt Director of Finance  
Caitlin Smith Director of Planning and Agriculture  
Byron Peters Director of Projects and Infrastructure  
John Zacharias Director of Utilities  
Louise Flooren Manager of Legislative & Support Services/  
Recording Secretary

**ALSO PRESENT:** 396 Members of the Public that attended the Public Hearing

Minutes of the Regular Council Meeting for Mackenzie County held on September 19, 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 23-09-705 MOVED** by Councillor Wardley

That the agenda be adopted with the following additions:

4. c) Legal (*FOIP Sections 23 and 24*)

15. b) Mitigation

**CARRIED**

**ADOPTION OF  
PREVIOUS MINUTES:**

**3. a) Minutes of the September 6, 2023 Regular Council Meeting**

**MOTION 23-09-706**

**MOVED** by Councillor Wardley

That the minutes of the September 6, 2023 Regular Council Meeting be adopted as presented.

**CARRIED**

**ADOPTION OF  
PREVIOUS MINUTES:**

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

**CLOSED MEETING:**

**4. Closed Meeting**

**MOTION 23-09-707**

**MOVED** by Councillor Driedger

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

- 4.a) CAO Report (*FOIP Sections 16, 17, 23, and 24*)
- 4.b) Flood Plain Property Disposals (*FOIP Sections 23 and 24*)
- 4.c) Legal (*FOIP Sections 23 and 24*)

**CARRIED**

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

- All Councillors Present excluding Deputy Reeve Sarapuk and Councillor Bateman
- Darrell Derksen, Chief Administrative Officer
- Jennifer Batt, Director of Finance
- Caitlin Smith, Director of Planning and Agriculture
- Byron Peters, Director of Projects and Infrastructure
- John Zacharias, Director of Utilities
- Louise Flooren, Manager of Legislative & Support Services/ Recording Secretary

Administration left the meeting at 10:14 a.m. excluding Darrell Derksen, Chief Administrative Officer

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

Council requested that Darrell Derksen, Chief Administrative Officer leave the meeting at 10:20 a.m.

**MOTION 23-09-708**      **MOVED** by Councillor Wardley

That Council move out of a closed meeting at 10:58 a.m.

**CARRIED**

Reeve Knelsen recessed the meeting at 10:58 a.m. and reconvened the meeting at 11:08 a.m.

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

**MOTION 23-09-709**      **MOVED** by Councillor Cardinal

That the CAO Reports be received for information.

**CARRIED**

**CLOSED MEETING:**      **4. b) Flood Plain Property Disposals**

**MOTION 23-09-710**      **MOVED** by Councillor Peters

That administration proceed with disposal of mitigation items as discussed.

**CARRIED**

**CLOSED MEETING:**      **4. c) Legal (ADDITION)**

**MOTION 23-09-711**      **MOVED** by Councillor Braun

Requires Unanimous

That the Legal discussion be received for information.

**CARRIED UNANIMOUSLY**

**TENDERS:**                      **5. a) None**

**DELEGATIONS:**              **7. a) None**

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

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

**AGRICULTURE SERVICES:** 9. a) None

**COMMUNITY SERVICES:** 10. a) None

**FINANCE:** 11. a) **La Crete Recreation Society – Arena Parking Lot Capital Project – 2023 Budget Amendment**

**MOTION 23-09-712** **MOVED** by Councillor Wardley  
Requires 2/3

That the 2023 Capital budget be amended for the La Crete Recreation Society’s – Arena Parking Lot Project in the amount of \$100,000 with \$75,000 of funding coming from the La Crete Recreation Society, and \$25,000 in funding coming from the General Capital Reserve.

**CARRIED**

**FINANCE:** 11. b) **Financial Reports – January 1 – August 31, 2023**

**MOTION 23-09-713** **MOVED** by Councillor Driedger

That the financial reports for January to August 31, 2023 be received for information.

**CARRIED**

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

**MOTION 23-09-714** **MOVED** by Councillor Braun

That the Councillor Expense Claims for July and August 2023 be received for information.

**CARRIED**

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

**MOTION 23-09-715** **MOVED** by Councillor Wardley

That the Member at Large Expense Claims for August and September 2023 be received for information.

**CARRIED**

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\_\_\_\_\_



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

**OPERATIONS:** 13. a) None

**UTILITIES:** 14. a) **Fort Vermilion Flood Damage Underground Repairs  
 Project 2320-009 Tender**

**MOTION 23-09-716** **MOVED** by Councillor Cardinal  
 Requires 2/3

That deletable items 1-5, and 7 in Schedule “D” be removed, and that the Fort Vermilion Flood Damage Underground Repairs Project 2320-009 tender be awarded to Green Acre Ventures Ltd.

**CARRIED**

**PLANNING &  
 DEVELOPMENT:** 15. a) **Bylaw 1302-23 Land Use Bylaw Amendment to  
 Rezone Part of SW-2-106-15-W5M from Agricultural  
 “A” to Institutional “I”**

**MOTION 23-09-717** **MOVED** by Councillor Wardley

That third reading be given to Bylaw 1302-23 being a Land Use Bylaw Amendment to rezone Part of SW-2-106-15-W5M from Agricultural “A” to Institutional “I”, to accommodate a church and school subject to dust control, buffers and access concerns being addressed at the time of subdivision.

**CARRIED**

**PLANNING &  
 DEVELOPMENT:** 15. b) **Mitigation (ADDITION)**

**MOTION 23-09-718** **MOVED** by Councillor Smith  
 Requires Unanimous

That the Mitigation discussion be received for information.

**CARRIED UNANIMOUSLY**

**ADMINISTRATION:** 16. a) **Meetings with Ministers – Rural Municipalities of  
 Alberta (RMA) 2023 Fall Convention**

Deputy Reeve Sarapuk joined the meeting at 12:02 p.m.

**MOTION 23-09-719** **MOVED** by Councillor Wardley

That the following priority topics be discussed at the Minister meetings during the Rural Municipalities of Alberta (RMA) fall convention in November 2023 in Edmonton.

<b>Minister of Advanced Education</b>	<b>Minister of Agriculture &amp; Irrigation</b>
<ul style="list-style-type: none"> <li>• Education of Rural Professionals and Political Pre-screening of Education Applicants</li> </ul>	<ul style="list-style-type: none"> <li>• Access to Resources</li> <li>• Task Force Green to White Zone</li> <li>• Fire Grazing</li> </ul>
<b>Minister of Forestry and Parks</b>	<b>Minister of Health</b>
<ul style="list-style-type: none"> <li>• Fire Grazing*</li> <li>• Access to Resources*</li> <li>• Burning of Cabins*</li> <li>• Access Trails &amp; Recreational Leases</li> <li>• Bison Hunt</li> <li>• Bison Working Group</li> <li>• Fire Season Debriefing</li> </ul>	<ul style="list-style-type: none"> <li>• Bed Closures in the Region - Updates</li> <li>• Emergency Medical Services (EMS) – Additional Staff</li> <li>• Aeromedical</li> <li>• Education of Rural Professionals and Political Pre-screening of Education Applicants</li> </ul>
<b>Minister of Indigenous Relations</b>	<b>Minister of Municipal Affairs</b>
<ul style="list-style-type: none"> <li>• Tompkin’s Bridge</li> <li>• Consultation</li> </ul>	<ul style="list-style-type: none"> <li>• MSI Sustainable Funding</li> <li>• Economic Sustainability</li> <li>• Access to Resources</li> <li>• Fort Vermilion Flood</li> </ul>
<b>Minister of Transportation and Economic Corridors</b>	
<ul style="list-style-type: none"> <li>• Corridors</li> <li>• Roundabout &amp; Construction Partnership</li> <li>• Economic Development – Corridor Highway 35</li> <li>• STIP Funding</li> </ul>	

**CARRIED**

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**ADMINISTRATION: 16. b) Bison Hunt and Signage**

**MOTION 23-09-720 MOVED** by Councillor Smith

That administration work with the local Councillor for the purchase and installation of Bison Hunt Signage and Awareness.

**CARRIED**

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

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

**MOTION 23-09-721 MOVED** by Deputy Reeve Sarapuk

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

**CARRIED**

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

**MOTION 23-09-722 MOVED** by Councillor Wardley

That all Councillors be authorized to attend Alberta Can: Regional Investment Initiative Workshop on October 18, 2023 in High Level.

**CARRIED**

**MOTION 23-09-723 MOVED** by Councillor Braun

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

**CARRIED**

Reeve Knelsen recessed the meeting at 12:26 p.m. and reconvened the meeting at 1:06 p.m.

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**PUBLIC HEARINGS: 6. a) Bylaw 1305-23 Land Use Bylaw Amendment to Rezone Part of NW 33-105-15-W5M from Agricultural “A” to Direct Control 1 “DC1”**

Reeve Knelsen called the Public Hearing for Bylaw 1305-23 to order at 1:06 p.m.

Reeve Knelsen asked if the Public Hearing for proposed Bylaw 1305-23 was properly advertised. Caitlin Smith, Director of Planning and 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 1305-23 Land Use Bylaw Amendment to Rezone Part of NW 33-105-15 W5M from Agricultural “A” to Direct Control 1 “DC1”.

*Caitlin Smith, Director of Planning and Agriculture presented the following:*

*On August 3, 2023, administration has received a Land Use Bylaw Amendment application to rezone a portion of NW 33-105-15-W5M from Agricultural “A” to Direct Control 1 “DC1” to accommodate a Retail-Liquor use, which is a discretionary use in the DC1 district.*

*The subject lot is adjacent to the south boundary of the Hamlet of La Crete.*

*The area proposed to be rezoned is a portion of the subdivision where Prairie Packers is located. This equals approximately 2.5 acres of the total 5-acre lot. The east side of the subdivision contains a residential dwelling. The applicant, Karl Driedger, would like to rezone in order to accommodate retail liquor sales out of their existing building. The existing business is considered an abattoir and there are retail sales within the existing building which was approved in 2013. The applicant feels this would be a valuable addition to the area.*

*This proposed bylaw amendment was originally presented to the Municipal Planning Commission on July 29, 2021, where the following motion was made:*

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

MPC 21-07-122      *MOVED by Jacquie Bateman*

*That the Municipal Planning Commission recommend to Council to APPROVE Bylaw 12xx-21 being a Land Use Bylaw Amendment to Rezone Part of NW 33-105-15-W5M from Agricultural "A" to Direct Control 1 "DC1", subject to public hearing input.*

**CARRIED**

*It was then taken to Council for first reading on August 18, 2021, the following motion was made:*

MOTION 21-08-580      *MOVED by Councillor Bateman*

*That first reading be given to Bylaw 1236-21 being a Land Use Bylaw Amendment to Rezone Part of NW 33-105-15-W5M from Agricultural "A" to Direct Control 1 "DC1" to accommodate retail – liquor, subject to public hearing input.*

**DEFEATED**

*Section 3.1.5 of the Land Use Bylaw 1066-17 provides that where an application for an amendment to the Land Use Bylaw has been refused, another application for the same parcel and the same or similar amendment may not be made by the same or other application for at least 6 months after the date the bylaw was defeated. A new application was received on August 3, 2023, which is more than 6 months after the bylaw was defeated on August 18, 2021.*

*The proposed bylaw amendment was presented to the Municipal Planning Commission on August 10, 2023, where the following motion was made:*

MPC 23-08-129      *MOVED by Erick Carter*

*That the Municipal Planning Commission recommend to Council to APPROVE Bylaw 13xx-23 being a Land Use Bylaw Amendment to Rezone Part of NW 33-105-15-*

*W5M from Agricultural “A” to Direct Control 1 “DC1”,  
subject to public hearing input.*

**CARRIED**

*The following are the relevant planning documents that apply to the lands that are the subject of this application: Municipal Development Plan Bylaw 735-09, Land Use Bylaw 1066-17, the La Crete Area Structure Plan Bylaw 895-13, and the Sustainability Plan. Note that excerpts of the planning documents are in italics, and staff comments are in regular text:*

*Municipal Development Plan Bylaw 735-09 (MDP)*

*2.2 Strengths, Themes and Guiding Principles*

*The Going Forward plan review process identified community strengths, major themes for future development, and guiding principles for Mackenzie County.*

*2.2.1 Community Strengths*

*Four community strengths emerged in this process and demonstrated that Mackenzie County:*

- 1. Values its history and rural lifestyle;*
- 2. Offers a small town quality of life;*
- 3. Values its cultural diversity; and*
- 4. Is proud of its natural resources and amenities.*

*2.2.2 Major Themes*

*Participants in the Going Forward plan review process overwhelmingly described that Mackenzie County is a desirable place to live and to raise a family. Participants also identified that they like Mackenzie County's Hamlets and rural areas, and value the services and amenities these areas currently provide. Participants clearly stated that they want diversity in employment opportunities to choose from, new facilities and recreation amenities, such as a health care centre and a swimming pool, and improvements to infrastructure, such as paving roads, and better phone service to meet their needs in the future. Mackenzie County's greatest challenge will be to balance the benefits and costs of current and future development and still provide a desirable place to live and to raise a family.*

### **2.2.3 Ten Principles**

*If Mackenzie County is going to succeed in creating a desirable place to live and to raise a family, then any decision made by Council, Administration or stakeholders must recognize the four community strengths, the major themes and the following ten principles, which were identified in the Going Forward plan review process:*

- 1. Agricultural is the most important land use in the rural area;*
  - 2. The history and culture of our unique Hamlets will be celebrated;*
  - 3. Development and growth shall be directed to specific locations;*
  - 4. Residents can find adequate, affordable accommodation;*
  - 5. Economic diversity shall be promoted;*
  - 6. The integrity of natural areas shall be protected;*
  - 7. Parks and recreation areas shall be provided;*
  - 8. The transportation system shall be safe and convenient;*
  - 9. Servicing shall be extended economically and efficiently; and*
  - 10. A unified regional vision shall be created.*
- These principles are the core values that: reflect the character of the community as identified in the Going Forward process; will provide a consistent set of principles for every decision made by Council or Administration; and shall provide a foundation for the vision, objectives and policies of the MDP.*

### **2.3 Mackenzie County Vision**

*Mackenzie County is a prosperous community that recognizes the value of its natural environment, local culture and history, and diverse economy. The County will encourage development that creates great places where people want to live and visit, develops economic opportunities, preserves the qualities people love about their communities, and protects natural areas. This vision is unified by a community spirit that makes Mackenzie County a desirable place to live and to raise a family.*

### **3.0 General Development Strategy**

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

*The MDP recognizes that:*

- *Better Agricultural Lands and agricultural operations are protected to ensure the County has a productive agricultural land base that will provide an abundance of food products and supports the families involved in the agri-business.*
- *Country residential developments are located in identified development nodes where services and infrastructure are readily available or planned.*
- *Development within Hamlets shall include a mix of residential types to accommodate different needs and tastes, a well-defined central commercial area, and industrial areas that are located in industrial parks and in identified development nodes.*
- *Open space, natural areas and historic resources shall be protected and where necessary, effectively integrated within developments to maintain their cultural and ecological importance.*

### *3.1 General Development Objectives*

- *Accommodate growth and development that is orderly, meets County guidelines and standards, and enhances Mackenzie County.*
- *Maintain the rural character of the County.*
- *Involve the community in the planning process.*
- *Ensure an adequate and suitable land base exists to accommodate Hamlet growth.*

### *3.2 General Development Policies*

- *Mackenzie County shall conform to the policies of the Province of Alberta and the Provincial Land-use Framework and any subsequent Regional Plan when considering MDP updates, MDP amendments, Land Use Bylaw amendments, or other development proposals.*
- *Mackenzie County shall plan for development that contributes to its fiscal, social and environmental well-being.*
  - o *Mackenzie County may develop targets or thresholds to monitor changes to the environment, and may develop methods to mitigate or eliminate a local or regional effect.*
- *Mackenzie County shall discourage the removal of Better Agricultural Land from production, or its fragmentation.*



- *Mackenzie County encourages early dialogue with the public, development industry, and other affected stakeholders to facilitate an efficient and effective development review process.*

*3.2.9 The order of development staging shall give first priority to infilling of existing serviced areas followed by areas where infrastructure can be economically extended.*

*a) Infill development of any land use type should be attuned to the scale and design of the surrounding built environment to integrate the proposed developments into existing areas.*

*The property proposed to be rezoned is currently developed and the change in use will not create additional infrastructure demands on the County.*

#### *4.1 Agriculture Objectives*

- *Preserve Better Agricultural Land for agricultural land uses.*

#### *4.2. Agriculture Policies*

*4.2.3 Proposed developments which are determined to be better suited in an urban setting shall be discouraged in an Agricultural Policy Area.*

*There are arguments both for and against the proposed use being ideally situated within the hamlet or outside of the hamlet. In other areas of the County there are liquor stores located both within hamlets and in the rural area.*

*4.2.4 Lands in the Agricultural Policy Area, as shown on Map 3 may be developed for agricultural industries, highway commercial uses, home-based businesses, public uses and utilities, recreational uses, resource extraction industries, and rural industrial land provided that:*

- a) the proposal is in conformance with statutory plans and the Land Use Bylaw;*
- b) they cannot logically be used for agricultural purposes;*
- c) they do not disrupt existing agricultural operations (i.e., creation of weed problems);*
- d) the proposal is not within proximity to Hamlets, High Level, or Rainbow Lake;*

- e) they are suitable in terms of soil stability, groundwater level, and drainage;*
- f) they are accessible, serviced, or in serviceable locations; and*
- g) they are not within identified natural areas.*

*This section covers non-agricultural development in agricultural areas, and suggests that non-agricultural uses may ideally be situated on agricultural lands if they meet certain conditions. Administration suggests that the parcel in question was previously identified as a suitable parcel for commercial activity, as it is an abattoir with a retail sales counter.*

#### *6.0 Hamlets*

*6.2.3 Mackenzie County supports contiguous development that is adjacent to existing development in order to accommodate growth in an orderly an economical manner.*

*6.2.5 Mackenzie County shall promote the growth and development of one compact, viable central business district for each Hamlet.*

#### *6.5 La Crete*

*La Crete has a residential land supply consisting of approximately 683 ha for Hamlet residential development and approximately 150 ha for future country residential development within its current boundaries. Based on rates of 7.25 and 0.93 dwellings/hectare (typical Hamlet and country residential densities respectively) and an average household size of 2.9 people/dwelling (2006 Federal Census), La Crete could accommodate a population of 19,314. The Hamlet could accommodate another 5,445 people on lands south of its current boundaries on lands designated for Hamlet Residential development. Therefore, La Crete's current and future residential land supply could readily absorb the projected future growth presented in Appendix 1.*

#### *6.6 La Crete Policies*

*6.6.1 Develop the Hamlet in accordance with the Hamlet of La Crete Area Structure Plan Bylaw 895-13.*

**6.6.2 Support local initiatives that promote La Crete's culture and heritage.**

**8.1 Commercial Objectives**

- Provide suitable and appropriately located areas for urban and rural commercial activities.
- Emphasize each Hamlet as principal retail and service centers in Mackenzie County.
- Minimize conflict between rural and urban commercial operations.
- Accommodate the growth and development of home based businesses.
- Broaden the County's economic base by taking advantage of retail opportunities.
- Ensure that Mackenzie County's commercial areas are attractive to tourist, regional, and local customers.

*This section indicates that the County should encourage commercial development while minimizing conflicts between various types of commercial activity, while encouraging that commercial growth occurs within hamlets. The MDP recognizes the diverse types of commercial activity, and in order to reduce potential conflicts there must be an allowance for diversifying commercial locations. This was previously recognized by the County when a permit was granted for the existing business.*

**8.2 Commercial Policies**

**8.2.1** *The location of commercial uses shall be limited to existing commercial areas, the junction of Highway 58 and Highway 88, and the locations shown in the area structure plans for the Hamlets of La Crete, Fort Vermilion and Zama City or in the commercial policy areas shown outside the hamlets on Maps 4 - 6.*

*Note that when analyzing any particular planning application, and considering provisions of a statutory plan (including a Municipal Development Plan) there will be planning principles that in application seem to contradict. This is to be expected. For example a policy to "Preserve Better Agricultural Land" could, when applied, contradict or contrast with a policy to "Create Economic Opportunities", where the proposed development may be*

*based on better agricultural lands. Here, it is Council's role to weigh these competing principles, to determine an appropriate balance.*

*This section explicitly states that commercial uses are to be limited to the identified areas. This contrasts the direction provided in other areas of the MDP, and therefore it should be understood as a best practice.*

*8.2.2 Mackenzie County shall promote the development of one compact, viable central business district within each Hamlet, as illustrated in each of the Area Structure Plans for the Hamlets of La Crete, Fort Vermilion and Zama City.*

*a) Mackenzie County shall consider the implementation of a Hamlet design concept in order to give a theme to each central business district and may undertake the necessary steps to implement such a theme.*

*This section encourages commercial uses to be located in one compact area in each hamlet. This again contrasts the direction provided in other areas of the MDP, and therefore it should be understood as a best practice. This policy direction is also short-sighted and does not consider any hamlet growing enough to potentially need multiple commercial hubs.*

*8.2.3 With the exception of agricultural industries, highway commercial uses, home-based businesses, public uses and utilities, recreational uses, resource extraction industries, and rural industrial land uses, commercial uses shall not be permitted to locate on Better Agricultural Land, unless no suitable alternative location is available.*

*This section discourages development on better agricultural lands, however there is no indication that land quality was contemplated when identifying any of the growth areas within the MDP. Considering applications based on land quality contrasts the lack of consideration for land quality when identifying areas for growth. The areas identified for growth are focused on transportation and utility access and avoiding/minimizing land use conflicts.*

*8.2.4 All commercial developments proposed in the Agricultural Policy Area shall be evaluated according to the following:*

- a) Conformity with relevant statutory plans and the Land Use Bylaw;*
- b) Quality of agricultural land*
- c) Proximity to hamlets, the town of High Level, or the town of Rainbow Lake;*
- d) The location of the proposed development in relationship to other commercial uses;*
- e) The servicing requirements of the proposal;*
- f) Suitability of the site in terms of soil stability, groundwater level, and drainage; and*
- g) Provisions for access and impacts on the transportation network.*

*8.2.6 At the time of development, the County shall pay special attention to the scale, design, and colour of commercial uses in an effort to maximize the compatibility of development with adjacent uses, and may require the provision of buffers, such as landscaping, fences, and berms.*

*At time of development, the County may impose conditions on the development approval to mitigate against potential concerns. There is a significant amount of flexibility that the County has.*

*La Crete Area Structure Plan Bylaw 895-13*

*On the north side of the proposal area inside the Hamlet boundary, there is a map in the La Crete Area Structure Plan Bylaw 895-13 for future residential construction adjacent. (Please refer to the attached map).*

*Land Use Bylaw 1066-17*

*In 2017, with the adoption of Land Use Bylaw 1066-17, retail uses were removed from the Agricultural (A) District (some limited uses such as “home based business medium”, and “home based business minor” remain). The intent is to allow Council, through the DC District process, to review and vet any retail uses that are proposed within this area.*

*The DC1 District's purpose is to allow Council to exercise specific direction and control over land use and development land and buildings in particular areas (s 9.14.1). The DC1 District provides that RETAIL-LIQUOR is a discretionary use in the district (s 9.14.2). The district provides that Council will establish development standards based on the proposed land use (s 9.14.4) and that all development shall conform to the spirit and intent of the MDP (s 9.14.9).*

*RETAIL-LIQUOR is defined as a store that sells alcoholic beverages and products for consumption outside the store.*

*Mackenzie County has approved an Industrial Growth Strategy for La Crete and is currently updating the MDP. There has been extensive public engagement on both of these projects, and one of the things that the County has clearly heard from the residents in the area is that the County needs to plan for more growth outside of the current hamlet boundaries and allow for more rural growth nodes. The property in question is outside of the lands specifically identified for Industrial growth and is for a proposed commercial use, so the Industrial Growth Strategy does not specifically address the item. The proposed growth nodes are identified for locations further away from the hamlet and do not encompass the subject property. The MDP is currently being updated to reflect the communities desire to see more growth opportunities in more areas around the County.*

#### *Soil Classification*

*The soil type is Carcajou (CAJ). It is a Luvisolic soil, specifically an Orthic Gray Luvisol. It has a Calcar rating of W, which means it is 'Weakly' calcareous (meaning that it does not have too much calcium carbonate, which can create nutrient deficiencies for plants). It has a Salinity rating of N, which means it is 'Non to very weakly' saline. The L9 designation describes the soil as 'Course textured materials over fine textured materials.' The PM1 TEX classification of MC refers to the first layer of soil below the A horizon (topsoil), and MC means 'moderately coarse textured; sandy loam and fine sandy loam'. The GLFL designation stands for Glaciofluvial. (Alberta Soil Names File Users Handbook Generation 4)*

*Administration does not have a thorough understanding of soil classifications, but the Carcajou soil classification, including its subtypes, is not the dominant soil type in the region. Most surrounding soils are still Luvisolic, but have higher organic and/or mineral content, or are more likely to be loam and clay oriented type soils. Within the context of soils in Alberta, the Mackenzie region does not have the best soils for agriculture production. Within the local area, the soil type for the subject property is a competent soil for agriculture purposes and has no particular drawbacks when compared to many of the surrounding soil types. The area of the parcel to be redistricted is not under agricultural production.*

*Based on the above-noted review of the County's planning documents, Administration has found no conflict with the proposed land use bylaw amendment and current planning policies.*

*The MDP contemplates economic diversity (s 2.2.3), economic opportunities (s 2.3), broadening the County's economic base (s 8.1) and ensuring the County's commercial areas are attractive to tourist, regional and local customers (s 8.1). Allowing retail development on the subject lands would align with these policies.*

*The Land Use Bylaw provides the proposed use, RETAIL-LIQUOR, is discretionary and the DC1 district allows Council the discretion and flexibility to impose development standards and conditions to ensure the proposed development aligns with planning policies. For example, Administration has identified that if the redistricting and proposed development are approved, there may be increased traffic that will require road upgrades and this can be address through the imposition of a condition to enter into a development agreement to improve roads.*

Reeve Knelsen asked if any submissions were received in regards to proposed Bylaw 1305-23. There were a total of 241 submissions received, 231 Letters of Opposition and 10 Letters of Support. Caitlin Smith, Director of Planning & Agriculture read some written submissions of opposition from the adjacent landowners and groups.

Reeve Knelsen asked if there was anyone present who would like to speak in regards to the proposed Bylaw 1305-23. The following ratepayers were present to speak to the proposed bylaw:

Last Name, First Name	Position	Reason
Teichroeb, Andrew	Opposed	Traditional practices and beliefs in the community. Deaths related to alcohol.
Peters, Menno	Opposed	Not all community members are in favour of having a liquor store.
Fehr, William	Opposed	Against the use of alcohol and what it brings with it including marriage problems.
Harms, Toby	Opposed	Supports all the letters that were read during the public hearing.
Krahn, Sheldon	Opposed	Read his letter that he wrote that was included in the Regular Council Meeting Agenda Package.
Peters, Betty	Opposed	Landowner lives 1 mile away from proposed site. There is already traffic issues in the area and it will be worse if alcohol is sold nearby. It is Fetal Alcohol Spectrum Disorder

UNAPPROVED

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



		(FASD) awareness month, why is taxpayer money spent towards this if it could be prevented? Alcohol is the biggest culprit when it comes to violence. Opening a liquor store invites more than meets the eye.
Fehr, Merv	Neutral	If you live in La Crete you cannot purchase alcohol, if you use the campgrounds in Mackenzie County you can see the alcohol consumed. How come we can't buy here when it's just all over the campgrounds. How do they want to answer that?
Schlamp, Sam	Opposed	No benefit to having a liquor store but plenty of reasons not to have liquor stores including deaths. If you want to live in a town with alcohol sales you can move.

Reeve Knelsen asked if Council has any questions of the proposed Bylaw 1305-23 Land Use Bylaw Amendment.

Councillor Cardinal - *So there is no perceived bias, can you read the letters of support included in the agenda package?*

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

Caitlin Smith, Director of Planning & Development read the letters of support from page 51 to page 58 in the agenda package.

Councillor Wardley – *Can you please clarify a comment made from one of the speakers? “What about other establishments that would negatively affect the community?” What did they mean?*

Reeve Knelsen – *They meant opening the door to others things.*

Reeve Knelsen asked if anyone had any more questions. There were no more questions.

Reeve Knelsen closed the public hearing for Bylaw 1305-23 at 2:08 p.m.

**MOTION 23-09-724**

**MOVED** by Councillor Driedger

That first reading of Bylaw 1305-23 being a Land Use Bylaw Amendment to Rezone Part of NW 33-105-15-W5M from Agricultural “A” to Direct Control 1 “DC1” to accommodate retail – liquor be TABLED.

**DEFEATED**

**MOTION 23-09-725**

**MOVED** by Councillor Wardley

That first reading be given to Bylaw 1305-23 being a Land Use Bylaw Amendment to Rezone Part of NW 33-105-15-W5M from Agricultural “A” to Direct Control 1 “DC1” to accommodate retail – liquor.

Councillor Braun requested a recorded vote.

<b>In Favour</b>	<b>Opposed</b>
Councillor Cardinal	Reeve Knelsen
Councillor Driedger	Deputy Reeve Sarapuk
Councillor Smith	Councillor Braun
Councillor Wardley	Councillor Peters

**DEFEATED**

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

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

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

Regular Council Meeting  
October 11, 2023  
10:00 a.m.  
Fort Vermilion Council Chambers

Organizational Council Meeting  
October 24, 2023  
10:00 a.m.  
Fort Vermilion Council Chambers

**ADJOURNMENT: 22. a) Adjournment**

**MOTION 23-09-726 MOVED** by Councillor Cardinal

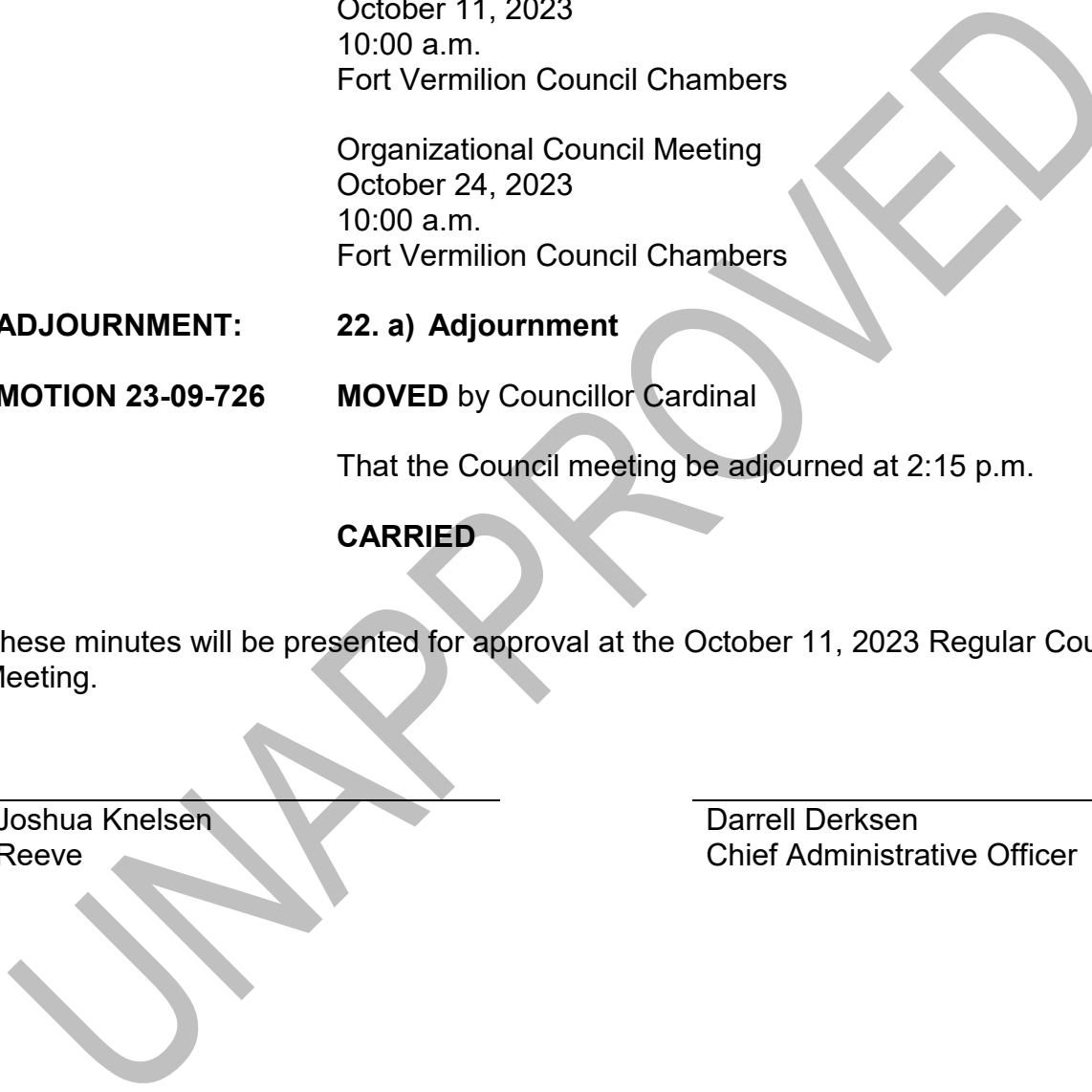
That the Council meeting be adjourned at 2:15 p.m.

**CARRIED**

These minutes will be presented for approval at the October 11, 2023 Regular Council Meeting.

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

\_\_\_\_\_  
Darrell Derksen  
Chief Administrative Officer



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





**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>October 11, 2023</b>
<b>Presented By:</b>	<b>Byron Peters, Deputy Chief Administrative Officer</b>
<b>Title:</b>	<b>La Crete Stormwater Master Plan - Request for Proposals (RFP) Opening</b>

**BACKGROUND / PROPOSAL:**

Administration was given direction to proceed with issuing a Request For Proposals (RFP) for the La Crete Stormwater Master Plan at the September 6, 2023 Regular Council Meeting.

**MOTION 23-09-677**      **MOVED** by Councillor Braun

*That administration proceed with issuing Request for Proposals for the detailed plan for the Stormwater Master Plan for the Hamlet of La Crete.*

**CARRIED**

Administration issued the RFP on Alberta Purchasing Connection (APC) on September 7, 2023, with a closing date of October 10, 2023. Administration was authorized to open proposals at the Regular Council Meeting October 11, 2023, then score each proposal to present to Council at the Regular Council Meeting on October 25, 2023.

**MOVED 23-09-678**      **MOVED** by Councillor Braun

*That the deadline for proposals be set for October 10, 2023 and administration be authorized to open and score each proposal for presentation and awarding at the October 11, 2023 Council Meeting.*

**Author:** S Gibson

**Reviewed by:** B Peters

**CAO:** D. Derksen

**OPTIONS & BENEFITS:**

Administration will provide a summary of the proposals received with a recommendation to award the project to the successful proponent for the RFP for the La Crete Stormwater Master Plan using the matrix below.

<b>Evaluation Criteria</b>	<b>Mark (%)</b>	<b>Points available</b>	<b>Subtotal</b>
Experience and Qualifications		25	
Project Team		25	
Project Understanding & Proposed Methodology		30	
RFP total bid price		20	
Total points available		<b>100</b>	

**COSTS & SOURCE OF FUNDING:**

One Time Project funding approved in 2022.

**COMMUNICATION / PUBLIC PARTICIPATION:**

The RFP was posted on Alberta Purchasing Connection (APC) and a link was provided on the Mackenzie County website under Bid Solicitations.

The project is designed in phases with technical memos due at the end of each phase. This lends to natural ‘soft stops’ in the project and a logical point to communicate to stakeholders and Council.

**POLICY REFERENCES:**

FIN025 Purchasing Authority Directive and Tendering Process  
Mackenzie County General Municipal Improvement Standards (GMIS)

**RECOMMENDED ACTION:**

Motion 1

- Simple Majority       Requires 2/3       Requires Unanimous

**Author:** S Gibson      **Reviewed by:** B Peters      **CAO:** D. Derksen

That the proposals received for the La Crete Stormwater Master Plan be opened.

Motion 2:

Simple Majority       Requires 2/3       Requires Unanimous

That administration score the proposals for the La Crete Stormwater Master Plan and provide a detailed report and recommendation for awarding to the October 25, 2023, Regular Council Meeting.

**Author:** S Gibson      **Reviewed by:** B Peters      **CAO:** D. Derksen







**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>October 11, 2023</b>
<b>Presented By:</b>	<b>Darrell Derksen, Chief Administrative Officer</b>
<b>Title:</b>	<b>Director &amp; Manager Reports for September, 2023</b>

**BACKGROUND / PROPOSAL:**

The Director and Manager reports for September 2023 are attached for information.

**OPTIONS & BENEFITS:**

N/A

**COSTS & SOURCE OF FUNDING:**

N/A

**COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

**POLICY REFERENCES:**

N/A

**RECOMMENDED ACTION:**

- Simple Majority
  Requires 2/3
  Requires Unanimous

That the Director and Manager reports for September, 2023 be received for information.

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

## Monthly Report to Council

For the month of September 2023

From: Byron Peters,

Deputy CAO & Director of Projects & Infrastructure

### Council Priorities

Program/Activity/Project	Timeline	Comments
Recreation Dispositions	2024	Survey and applications complete. FNC proceeding at various stages and speeds. ACO is currently causing delays. Only 1 TCL outstanding. Development of these sites will be another project and needs to be budgeted for in upcoming years.
Offsite Levies/Municipal Infrastructure	Q4 2023	Consolidated offsite levy bylaw currently tabled. Ad-hoc committee currently exploring options on how to proceed, have some ideas that will be presented to Council this fall. Exploring options for grant funding for portions of the project, but it doesn't look promising.
Reclamation Projects (gravel and other old dispositions)		Advertised an Expression of Interest (EOI) for partnerships/rec opportunities for the Atlas pit. There was some inquiries but no submissions. Crews have started some cleanup on a couple sites, getting them ready for dirtwork reclamation
Asset Management	Ongoing	Continue to slowly add and define assets. Collected a large amount of culvert, bridge and utilities data this summer.

### Projects, Programs & Activities

Program/Activity/Project	Timeline	Comments
Economic Development	2023/24	Looking at ways in which our processes inhibit business and how to allow business to proceed in a way that benefits both them and the community.  REDI is proceeding with YOLO Nomads, this looks like a promising tool to recruit professionals to our region.

Outdoor Rec & Tourism Strategy	Q4 2023 - RFP	Received NRED grant to develop Outdoor Tourism & Rec Strategy. Ph. 1 of this project is complete. Defining scope for phase 2 and planning for RFP in 2023.
La Crete Stormwater Master Plan	Q4 2023 – RFP/awarding	RFPs being opened at this meeting. This project is to evaluate the existing storm system and identify the new basins in La Crete and develop a plan for how that stormwater will be managed.
Gravel – Crushing, prospecting, approvals		Gravel is a complex asset to manage. Continue to make headway on lease extensions and mining approvals.
LC North Sanitary	Engineering Q4 2023	Design effectively complete. Construction postponed to 2024 or later. Looking at AMWWP funding for a portion of the project.
LC Intersection Improvements	Q1 2024	Base work and concrete complete. Paving expected this week. Traffic light civil work to be complete by end of October. Traffic light installation expected in January/February.

**Personnel Update:**

No changes or updates in the Projects & Infrastructure side of the office.

**Other Comments:**

School has started, so that changes everyone’s commitments and schedules outside of work. Had several meetings with engineers and other consultants about a variety of existing and potential projects, including some that will be presented during budget for Council’s consideration.

Wildfires flared up again in September and presented more challenges throughout the region. Hopefully cooler weather brings a lot of snow early this winter.

Attended the AFPA conference and had a good meeting and follow up conversation with Minister Loewen. We agreed on a plan to help get the task force started, so there is more work to be done on that front. Also discussed a variety of other topics and issues affecting the region.

Starting to pull together information for bigger economic development projects. Lots of bits & pieces to explore but I’m starting to see a framework on how to proceed. This work ties in closely with some of Council’s top priorities.

Being careful not to jump too quickly into these items and leave other business unfinished. Have made some good progress on major policy re-writes, specifically relating to procurement. This has evolved to include seven different policies that all overlap and at times don't align.

Followed up with AT, our staff and CN regarding the drainage issues north of High Level. Conclusion is that we do not need an additional culvert installed, but some ditch cleanout work is needed along the rail, and also upstream and downstream in a few key places. Will continue to work with Ag dep't and CN to coordinate this work.

## Monthly Report to the CAO

For the month of September, 2023

From: Don Roberts,  
Director of Community Services

Program/Activity /Project	Comments																		
<b>La Crete Airport Shop</b>	This project was scheduled to be completed by the end of September but is delayed due to a change in the location of the building and new groundwork that was required.																		
<b>AFRRCS</b>	The Fire Department new radio communication system went live on October 3. All areas report good communications with dispatch. 911 dispatch will not be monitoring the old radio system but do have it available if the need arises. Administration will be looking into the use or disposal of the old system.																		
<b>Fish Ponds</b>	Administration attempted to fill the fish pond at the MARA location. Our first attempt was unsuccessful due to the "Internal" equipment that was available at the time. Recently Administration receive back the pump and hose that were in Fox Lake. Again we will attempt this task and are confident of success.																		
<b>FRIAA</b>	Grant funding application was submitted for \$80,000 to produce updated Wildfire Mitigation Plans. Response is expected within the month of October. If funding is granted, a 2024 budget will be required.																		
<b>Campgrounds</b>	All Campgrounds are "closed" for the season. Initial statistics show a considerable decline in users of Wadlin Lake. A complete report will be given to Council once all statistics are reviewed.  Public input dealing with the development of the Fort Vermilion Campground was gathered during the Fort Vermilion Get-to-Know – you Knight. Findings will be vetted through the Community Services Committee.																		
<b>Fire Department 3<sup>rd</sup> Quarter Statistics</b>	<table border="1"> <tbody> <tr> <td><b>Mutual Aid</b></td> <td><b>17</b></td> </tr> <tr> <td><b>Alarms</b></td> <td><b>27</b></td> </tr> <tr> <td><b>Hazards</b></td> <td><b>8</b></td> </tr> <tr> <td><b>Structure/Vehicle Fires</b></td> <td><b>24</b></td> </tr> <tr> <td><b>Outside/Brush Fire</b></td> <td><b>27</b></td> </tr> <tr> <td><b>MVC (Motor Veh. Collision)</b></td> <td><b>31</b></td> </tr> <tr> <td><b>MCR (Medical Co-Response)</b></td> <td><b>106</b></td> </tr> <tr> <td><b>Other</b></td> <td><b>3</b></td> </tr> <tr> <td><b>Total</b></td> <td><b>243</b></td> </tr> </tbody> </table>	<b>Mutual Aid</b>	<b>17</b>	<b>Alarms</b>	<b>27</b>	<b>Hazards</b>	<b>8</b>	<b>Structure/Vehicle Fires</b>	<b>24</b>	<b>Outside/Brush Fire</b>	<b>27</b>	<b>MVC (Motor Veh. Collision)</b>	<b>31</b>	<b>MCR (Medical Co-Response)</b>	<b>106</b>	<b>Other</b>	<b>3</b>	<b>Total</b>	<b>243</b>
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2022 Total - 296																			

<p><b>Recreation Complex's</b></p>	<p>Both managers of the Recreation complexes in Fort Vermilion and La Crete have contacted administration to discuss 2024 budget submission. Advice was given with the understanding that each individual Board would ultimately decide on what is submitted.</p> <p>The Fort Vermilion Recreation Complex was host once again for a small amount of evacuees from Chateh.</p>
<p><b>La Crete Walking Trail</b></p>	<p>The La Crete walking trail extension project is being done in house. Operations have the time and staff to complete but still require some funds from the project budget. There is an issue with residents on the west end of the trail that are encroaching on the MR. Administration, the local Councilor and home owners met on site. It was determined that the walking trail could be constructed without moving fences or sheds. It was still pointed out that there was still an encroachment issue that needed to be addressed.</p>

## MONTHLY REPORT TO THE CAO

For the Month Ending September 2023

**From:** Jennifer Batt  
Director of Finance

### Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
2023 Budget	Ongoing	2023 Budget development complete.  Continue to investigate funding sources, and opportunities for the County
2024 Budget	In Progress	2024 budget request released to all Directors, closing September 27 <sup>th</sup> . All information is under review, and follow up with Directors, CAO. Presentation to Council to be scheduled.
Provincial Grant Reporting CCBF/MSI...	Complete	MSI & CCBF Applications approved. Applications requires amending due to funding. Awaiting approval
Accounts Payable	Ongoing	Electronic Funds Transfer set up for monthly vendors. Ongoing updates, and additions as required. Payments for all authorized invoices received by September 30h completed.
Accounts Receivable	Ongoing	Invoices sent for all services up to and including September 2024. Forestry invoicing complete - Awaiting amending updates Water pump invoice-funding received. Collection calls for outstanding accounts ongoing. Non-Profit grant applications advertised for 2024. Closing October 16th
Taxation	Ongoing	Pre-authorized payment agreements continue to be advertised and entered into. Title changes, and updates completed Review and additional communication with Tax forfeiture properties for auction
Utilities	Ongoing	Update move in/out Pre-authorized payment agreements Monthly billing and collections Continue Advertising ebilling via social media and website
Mitigation	Ongoing	Meet with multiple residents, admin. re plot plans etc.. Enter into agreements for relocation Communicate with various GOA agencies

		<p>Review contracts          Communicate with legal for resident agreements          Enter into multiple contracts for relocation.          Foundation, electrical, plumbing, relocation.          Follow up with owners/contractors on relocations.          Awaiting subdivision of Phase 2/3,          Amending agreements required</p>
<p>Disaster Recovery Program</p> <p><i>2020 Peace River Ice Jam / Overland Flood</i></p> <p>2021 Sever Storm Overland Flooding</p> <p>2022 Rapid Snowmelt – Overland flooding</p> <p>2023 Wildfires claim</p> <p>2023 NWT Wildfire claim</p>	Ongoing	<p>Continue to complete projects, and gather documentation in preparation of submission to DRP once project complete.          All projects to be completed by December 18, 2023          Requesting extension until 2024. Awaiting approval.</p> <p>Awaiting update for Chateh road flooding damages and requirements for repair for submission to DRP for engineering approvals.</p> <p>Application approved          Provide list of effected areas by project          Submit locations repaired and complete          On going documentation gathering for projects yet to be completed.</p> <p>Application submitted.          Awaiting approval</p> <p>Submission requirements received. Compiling information for application submission and refund of expenses.</p>
<p>Supply staff to High Level Office every Tuesday.          Assist departments with budget reporting, Request for Decisions, and inquiries.</p> <p>September 12-14, 2023          Engineer for Disaster Recovery program visited all sites affected in the 2020,2021, and 2022 DRP claims.</p>		



## Monthly Report to the CAO

For the month of September, 2023

From: Caitlin Smith,  
Director of Planning and Agriculture

### Strategic Priorities for Planning & Development

Program/Activity/Project	Timeline	Comments
Land Use Framework	TBA	Joint project report; see Byron's report for project update
Municipal Development Plan, Land Use Bylaw, and Fort Vermilion Area Redevelopment Plan	Q4 2023	The revised MDP has been circulated to Council for review. Administration presented the MDP to the public at the FV and LC Get to Know You Nights. Administration would like to advertise the final draft and have it adopted before 2024.

### Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
La Crete Area Structure Plan	Q2 2023	Administration is creating a scope of work for the RFP.
100A Street Land Sale	Q2 2023	COMPLETE We are to send remaining offers to north property owners.

### Personnel Update:

Vacancies have been filled.

### Other Comments:

Administration has signed the Offer to Purchase for the South of High Level lands and we are working with the province on transfer documents.

The North of Zama lands FNC has received adequacy; we are awaiting next steps to proceed. We have been in contact with the province and they are currently working on the appraisal. Administration is unable to provide a cost estimate as there are so few comparable sales in the area.

We have concluded FNC for the Talbot Lake site and submitted for adequacy and review. We currently have a TFA for the site.

There is one outstanding TCL for Machesis Lake.

Administration is ready to begin consultation on the outstanding items and we will proceed as directed.

The County has taken over a few LOC's from Tallahassee and Paramount.

The 2023 development season is still very busy, there are endless enquiries for permits and future subdivisions. Multi-family units such as duplexes and condos are becoming a popular choice to keep costs lower for developers and create new opportunities for rental and ownership in hamlet.

The department has been conducting inspections for CCC/FAC for multi-lot subdivisions and following up on the deficiencies. The FV Phase 2 and 3 subdivisions have been sent to land titles for registration.

One multi-lot project in La Crete is planned to start construction before month end.

A Development Ad Hoc committee meeting was held and we received some good feedback. The development community would like for me to present options for Council to consider before the new year, which is in progress. One item that the developers are not interested in entertaining is lesser development standards such as removing curb and gutter and going back to rural standard.

Enforcement letters have been sent to encroaching landowners, unauthorized developments, and for outstanding development conditions such as Subway angled parking (now corrected), tree planting near Jubilee Park (developer in progress).

The department is updating the Airport Development Plans for La Crete and Fort Vermilion. There have been enquiries for additional lease lots in La Crete (3 large lots remaining), this will be something we need to consider on where best to add lots and potentially invest into another taxiway for hangar access.

Administration has reached out to Town of High Level to update the Intermunicipal Development Plan, we are awaiting a response.

We are continuing to support TELUS with their fibre installation.

The Ag department has completed their weed inspecting for another year. There was an increase in the amount of chamomile throughout the County and there were several areas that required an additional round of spraying on municipally operated sites. We are working towards updating the ASB Business Plan and through that we are hoping to develop a policy for irrigation in the County. We have received several requests for information from local farmers interested in doing their own irrigation systems on private lands.

## REPORT TO CAO

September, 2023

From: Landon Driedger, Agricultural Fieldman

### Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Roadside Spraying	June-July 2023	Roadside Spraying will commence June 12 <sup>th</sup> . Ditches south of the river to Airport road will be sprayed this year. The do not spray registration deadline is May 31 <sup>st</sup> . The main miscommunication from Organic farmers is that if they register a field once and have signs up that they should be exempt from spraying yearly. I attended the Organic conference this April to reiterate that we refresh our spray maps yearly and only the fields registered that spring will be exempt. I also reminded producers that this is a optional program for the county, not mandatory.
Weed Inspection	2023	Weed inspection season has come to an end for the season. Scentless Chamomile has been abundant this year and over 30 letters were sent to landowners. A lot of work went into updating our munisite program with all the weed infestations. Multiple spot spray locations were completed in County right of ways, ditches and gravel pits.
Ag Land Development Proposals	2023	Four land parcels were tendered for bid this spring: Fitler pit SW 239 acres awarded to Ernie Driedger. Eek land 22 acres awarded to Cole Smith. La Crete Lagoon 12 acres awarded to Jake Reimer Buffalo Head fill station received no bids and working on an agreement with Peace Country Gleaners for next summer.
Alberta Irrigation Districts Conference	February, 2023	Myself and ASB members at large attended A.I.D Conference in Calgary on February 8th. The goal was to find information and contacts

		to enhance the prospect of an irrigation district in Mackenzie County.
Mackenzie County Watershed Seminar	March, 2023	On March 17 <sup>th</sup> Mackenzie County hosted an Watershed information session. The speakers were Ryleigh-Raye Wolfe and Myself who talked about Mackenzie County's role in spring runoff, Adam Norris on riparian zone protection, Mike Head on Dugout irrigation, Matt Casselman introduced the thought of tile drainage, Scott Boorman on the irrigation application process and Peter Fehr did a presentation about setting up Irrigation on their farm. The session was very well received with a lot of great discussion and ideas. The intent with this day was to turn the thoughts away from drainage to water retention for farmers.
Seed Cleaning Plant Inspections	Winter 2022	Frontier Seed Cleaning Plant was inspected on December 6 <sup>th</sup> . Efficiency was 93%. The High Level Plant was inspected on March 16 and got 82%. Sunrise Mobile plant was inspected in December, with an efficiency rating of 93%.
Shelterbelt Program	June, 2023	Shelterbelt seedlings were picked up on June 8 <sup>th</sup> and most of them have been distributed to area ratepayers. About 90% of the seedling order was filled. Supplier was Woodmere Nursery in Fairview.
VSI Program & Veterinary Subsidy	2023	Mackenzie County is still participating in the program. Council agreed to continue at the current 50% rate. Council extended the Vet Subsidy for a period of one year.
Water Pumping Program	June, 2023	So far this year there have been 6 rentals but it is expected to pick up significantly once the crops are harvested.
Roadside Mowing	2023	Roadside mowing is nearly complete for the year, and not complaints or damages have been reported so far.
Erosion Control/Repair	2023	Most of new roads and drainage ditches have been grass seeded. With the crops off, Andy and myself have been working together to complete remaining drainage and erosion projects.

**Capital Projects**

Projects	Timeline	Comments

**Personnel Update:**

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**Other Comments:**

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## MONTHLY REPORT TO THE CAO

For the Month of September 2023

**From:** John Zacharias  
Director of Utilities

### Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Water Distribution and Wastewater Collection Maintenance	Oct/23	Maintenance programs have gone well so far. Sewer flushing is done and hydrant flushing was done in August. Will try to squeeze in valve exercising if possible. Another round of hydrant flushing in Zama and then winterization of hydrants.

### Capital Projects

Projects	Timeline	Comments
FV-Frozen Water Service Repairs	Dec/23	Making arrangements with contractor to get our side of the service line done on location that froze last year.
Potable Water Supply North of the Peace River	Dec/23	Had some discussion on possible grants with AE on this item. Nothing to report yet.
Waterline Blue Hills	Dec/23	Going to look into getting grant funding options on this. Will be dependent on future water supply study for La Crete.
Diversion License Review	May/24	Have licenses approved for the truckfills and the TDL for Norbord line. Working with AE to get a permanent license on Norbord line. AEP will be waiting on TOHL future water source to award a permanent license.
La Crete Future Water Supply Concept	Dec/23	Have started Phase 1 of this project with AE. Waiting on the draft report on it.
LC – Well #4	June/23	Project hit a glitch this month with some piping issues but will hopefully be commissioned the week of Oct 10-13.
LC – North Sanitary Trunk Sewer	Dec/23	Project on hold as per Council motion. Design complete for now and looking at possible grants for a portion of the project.

ZA- Distribution Pump House Upgrades	Jun/23	Project is in the warranty phase and running smoothly so far. Had a VFD fry on a power surge but it is being replaced this month. Should be finalized by end of 2023.
ZA- Lift Station Upgrades	Dec/23	Will apply for grant funding in a future year as per council motion.

**Personal Update:**

September was a good and busy month with some time off for camping and hunting. We have moved forward with some projects and got some finished as well. We got the Rocky Lane Water point building replaced with a new one.

Well 4 issues have continued once again so that is testing my patience a bit. We are now looking at commissioning in mid-October.

Had a busy few weeks getting the DRP sewer repair project finalized and awarded. Still hoping to get an extension on this so we can do more of the work in dry conditions.

Then was also were working hard to get our operating budget figured out with my staff. It was a good time and we have done a good job I feel this year on getting the 2024 Operating budget in again.

**Personnel Update:**

We are glad to have a full crew in the Utilities department. We are hoping to get a couple more operators starting their certification training this fall and get them qualified to run our facilities.

Operators along with Jenna did a good job getting budget in this year. Jenna has been a big help in streamlining some of our things so we can see what our budgets have been and where we are trending.

Respectfully submitted,

John Zacharias

Director of Utilities  
Mackenzie County



## **REPORT TO THE CAO**

For September 2023

From: Louise Flooren, Manager of Legislative & Support Services

### **Council**

- Preparing for various meetings of Council, correspondence, conferences, etc.
- Alberta Forest Products Association Conference, Canadian Institute and Forestry products, Alberta Energy Regulator scheduling as well as assisting with reservations for minister meetings.
- Councillor for Ward 2 was declared acclaimed on Nomination day, September 19, 2023, Oath of Office to take place on October 11, 2023 meeting,

### **Appeal Boards**

- Assessment Review Board Hearings are scheduled for November 23, 2023, 1 CARB and 1 LARB
- Subdivision and Development Appeal Hearing scheduled for October 20, 2023.

### **Bylaws/Policies/Reports/Publications:**

- Update of recent Policies, Bylaws as approved by Council.
- Reviewing Bylaws for accuracy and updating DocuShare and internal drives, working with departments to confirm status of Bylaws and policies.
- Reviewing Policies to ensure accuracy, including working documents.

### **Communications:**

- Departments have been creating their own ads and we are still working on few adjustments for the process.
- Wearing apparel program completed and we are still awaiting final backordered items.
- Annual Report has been completed.
- Administrative Assistant is working on the Communications plan and updated required areas and looking for new ways to communicate to ratepayers on social media platforms.

### **Human Resources/Records/IT**

- Human Resources (HR) – Responding to employee inquiries, advertising for various positions, interviews and orientation.
- There were 3 employment advertisements, 2 permanent positions and 1 casual.
- 1 orientation has been completed.
- HR is working on the LAPP Policy and it will be brought to a future Council meeting.
- Incident Reporting has been completed and reviewed by HSC for August.
- 1134 Land Files plus have been uploaded to DocuShare to date. (Current numbers are not able to be tracked due to changes in DocuShare)
- Yearly destruction has commenced and will be destroyed in October.
- IT has received and started configuring security cameras for gravel pits and office replacements.

- Zama WTP radio replacements and radio upgrades.
- Gravel pit cameras installed at 4 location and still in testing mode.
- Facilitated the audio requirements for the public hearing at the Council meeting due to large crowd.
- Budget preparation, server maintenance and email server troubleshooting, groundwork for switching network router and endpoint protection to a new vendor.

**Other:**

- Working with the Health and Safety Committee in multiple areas.
- The Christmas Banquet planning has begun and more info will be emailed closer to the date.

## MONTHLY REPORT TO THE CAO

For the month of September, 2023

From: Andy Banman  
Manager of Operations

### Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Administration	Ongoing	<ul style="list-style-type: none"> <li>- JHSC</li> <li>- Operating Budget</li> <li>- Site Safety Meetings</li> <li>- New Grader Beat Maps in preparation for 2024 Regravelling</li> <li>- Project Costing</li> </ul>
Airport Maintenance/Operations	Ongoing	<ul style="list-style-type: none"> <li>- Regular maintenance as required</li> <li>- Airport Parking Fees</li> <li>- One lot sold and another bought for sweeper shed; shed complete</li> </ul>
Bridges	Ongoing	<ul style="list-style-type: none"> <li>- BF 75877 planks replaced</li> <li>- BF 79552 Culvert Replacement</li> </ul>
Road Repair/Gravel/Spot Gravel	Ongoing	<ul style="list-style-type: none"> <li>- Foggy Mountain Tower Rd.</li> <li>- Zama Road</li> <li>- Many culvert replacements</li> </ul>
Gravel Pit Security	Complete	<ul style="list-style-type: none"> <li>- Quotes received and signs ordered for MC owned pits – <b>SIGNS RECEIVED &amp; INSTALLED</b></li> </ul>
Training/Education	Ongoing	<ul style="list-style-type: none"> <li>- New GPS software for Fleet Complete</li> </ul>

### Capital Projects

Projects	Timeline	Comments
Endeavor to Assist – New Roads	Ongoing	
30m ROW – Various Locations	Ongoing	<ul style="list-style-type: none"> <li>- Wolfe Lake RD – awaiting land acquisitions</li> </ul>
Rebuild TWP RD 1044 (1 mile) (2021)	Complete	

Washout & Culvert Upgrades (2021)	Ongoing	- RR 143 - COMPLETE
TWP RD 1050 (27 <sup>TH</sup> Baseline RD) 2 Miles (2022)	November 2023	- 99% Complete - Brush Burning to be done in November
Zama Pavement Repair (2022)	Complete	- With maintenance to be done in the future.
RR 154 IN 108-15 (2022)	November 2023	- Brush Burning to be done in November
Rebuild Heliport RD – 2 Miles – TWP 1102 (2022)	Complete	
Machesis Lake – Rebuild and Section Repairs (2022)	Complete	
Rebuild Fox Lake RD – 2 Miles – spot repair (2022)	Complete	
Rebuild RR 155 (2022)	Complete	
TWP 1092 – Repack, Gravel, Oil (2023)	Complete	
Buffalo Head Prairie/Blue Hills Road Rebuild (2023)	November 1	
Angle RD HL South – Rebuild (2023)	November 30/2023	- Brush Burning to be done in November
Lambert Point Intersection TWP 1085 & RR 122 (2023)	Complete	
Culvert Erosion Repair TWP 1090 – RR 150 (2023)	Complete	

**Personnel Update:**

<p>2 positions filled;</p> <ul style="list-style-type: none"> <li>- Equipment Operator I – FV</li> <li>- Equipment Operator II – LC</li> </ul> <p>Vacant Positions;</p> <ul style="list-style-type: none"> <li>- Equipment Operator I (casual) – LC</li> <li>- Equipment Operator I – FV</li> </ul>
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**Other Comments:**

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**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>October 11<sup>th</sup>, 2023</b>
<b>Presented By:</b>	<b>Don Roberts, Director of Community Services</b>
<b>Title:</b>	<b>Janelle’s Park – Proposal</b>

**BACKGROUND / PROPOSAL:**

**Motion 23-04-344**

That \$25,000 from the Hamlet Park Development project be allocated to the New Hamlet Park (Janelle’s Park) budget, and to be utilized as a cost sharing contribution for funds raised by community fundraising and or grants.

**Motion 23-04-345**

That Charitable donations receipts be issued for donations received over \$100 towards the development of Janelle’s Park.

**Motion 23-08-619**

That the development of the Janelle’s Park Ad Hoc Committee be approved for a one year term from August 1, 2023 – August 1, 2024.

On September 22<sup>nd</sup> the Ad Hoc committee met. The following were in attendance.

- Reeve Josh Knelsen
- Councilor Peter Braun
- Mike McMann
- Joyce Fehr
- Terry Krahn
- Donny Roberts

The discussion focused around Mr. McMann’s proposal. He stated that all new playgrounds that the School Division would be installing in the future would be “Disability” accessible. He further stated that the School Division would be installing a new playground in La Crete next year and proposed a collaboration of funding. Everyone in attendance agreed to this proposal.

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

The collaboration of funding and the location for this project, may raise compliance issues with policy Fin034 Charitable Donations Receipt. (attached Para 3)  
Administration did confirm with School Division, they are unable to provide Charitable Receipts but may discuss other solutions.

**OPTIONS & BENEFITS:**

Option 1

To collaborate with the Fort Vermilion School Division for the purchase and installation of a Disability playground.

Option 2

To receive for information.

**COSTS & SOURCE OF FUNDING:**

Total Project cost - \$256,000

School Division - \$156,000

Mackenzie County - \$50,000

Donations - \$50,000

Currently Administration confirmed a donation of \$250 was made towards this project. Being this project is based on cost sharing contribution, there is \$500 presently available.

The original \$25,000 originated from a 2022 capital project "Hamlet Park Development." The full budgeted amount of the Hamlet Park Development project was \$50,000

**COMMUNICATION / PUBLIC PARTICIPATION:**

Social Media

Community Advertising

**POLICY REFERENCES:**

Fin034 Charitable Donations Receipt.

ADM-040 Mackenzie County Recreational Area Policy

Author: \_\_\_\_\_ Reviewed by: \_\_\_\_\_ CAO: D. Derksen

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

**Motion 1**

To collaborate with the Fort Vermilion School Division for the purchase and installation of a Disability playground in the Hamlet of La Crete.

**Motion 2**

That the designation of “Janell’s Park” change locations from the corner of 112 St and 99 Ave to Fort Vermilion School Division property and for Administration to proceed with the process of renaming the park at this area.

**Motion 3**

That an agreement between Mackenzie County and the Fort Vermilion School Division be in place identifying the asset - Playground at \_\_\_\_\_(School Property) as Mackenzie County’s.

Simple Majority       Requires 2/3       Requires Unanimous

**Motion 4**

That an additional \$25,000 from the Hamlet Park Development project be allocated to the New Hamlet Park (Janelle’s Park) budget, and to be utilized as a cost sharing contribution for funds raised by community fundraising and or grants.

Author: \_\_\_\_\_ Reviewed by: \_\_\_\_\_ CAO: D. Derksen

## Mackenzie County

<b>Title</b>	<b>Charitable Donations Receipt</b>	<b>Policy No:</b>	<b>FIN034</b>
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<b>Legislation Reference</b>	<b>Municipal Government Act, Section 245-248</b>
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### **Purpose**

The purpose of this policy is to formalize the donation receipts program, including accounting for donations of cash or in-kind to Mackenzie County.

This policy also outlines the standards for evaluating donations in accordance with Canada Revenue Agency (CRA) guidelines.

This policy will serve as the foundation for standard operating procedures for issuing official charitable donations receipts (official receipts) to donors for income tax purposes.

### **Policy Statement:**

Mackenzie County will issue official receipts for donations that qualify as charitable donations. If requested, the Municipality will issue official receipts to donors for eligible donations with a net cash value of \$25 or more towards a Council approved municipal asset.

### **Definitions:**

The following definitions are used for the purpose of this policy:

**CAO** – is the Chief Administrative Officer and or Designated Officer;

**Charitable Donations** – Voluntary transfer of tangible property, including cash;

**County** – means Mackenzie County;

**Donation in-kind** – Tangible property, other than cash, that are approved eligible donations;

**Fair Market Value**– means the highest dollar value that a property would bring in an open and unrestricted market, between the willing buyer and the willing seller who are acting independent of each other. The fair market value of a property does not include taxes paid; taxes are costs incurred by the purchaser;



**Lead Director** – administrative department Director that the project would be assigned to as per the Organizational Chart of the municipality;

**Net Amount of Donation** – means the fair market value of the donation less any advantages/benefit received or to be received as a result of the donation;

**Non-Qualifying Donations** – means donations that cannot be acknowledged with official donation receipts for income tax purposes, in accordance with CRA guidelines.

### **1. Guidelines:**

To be eligible for an official receipt, the donation has to:

- Be made payable to Mackenzie County, and
- Be in cash or in-kind; and
- Be voluntary;
- Be an approved project by Council motion; and
- Be supportive of County's mandate or beneficial to the community of Mackenzie County;

### **2. In-kind Donations Compliance:**

Donations in-kind may be accepted only after the following has been assessed:

- Compliance with County by-laws and/or policies; and
- Compliance with the laws, conventions and treaties of the other levels of government; and
- Consistency with the County priorities, mandates and strategic and business plans; and
- Associated risks (e.g. financial risks, political risk, health and safety issues); and
- Condition of the donation; and
- Value of the donation; and
- Usefulness of the donation to the County; and
- Cost/benefit analysis, if determined by a motion of Council, and supported by the CAO to be necessary, would consider installation, storage, maintenance, renewal, replacement and relevant costs.

### **Valuations of In-kind Donations:**

Written valuation of donations in-kind, done within the last 6 months, shall be submitted with the requests for official receipt and is to meet the following requirements:

- \$1,000 or less:
  - appraisal by knowledgeable internal staff; and
  - valuation from online auction(s) or external sites.

- Over \$1,000:
  - external appraisal by an independent and arm's length competent individual is required; and
  - responsibility and the costs associated with obtaining a qualified appraisal shall be determined by the departmental director.

**Acceptance Approval:**

Authority for acceptance or denial of donations in-kind with appraised value of:

- Under \$1,000 – Lead Director
- Under \$25,000 – Lead Director, Director of Finance and CAO
- \$25,000 and more – requires a written agreement of the value of the donation developed in advance by the lead Director, with review and by the Director of Finance, and CAO, and will require Council approval.

**3. Qualifying Donations**

Donations that can be acknowledged with official donations for income tax purposes, in accordance with CRA guidelines:

- Donations that are made to the County for specific municipal projects approved by Council that will be owned by the municipality.
- Donations that are given to the County and intended as a flow through to a community recreation board, under agreement to deliver municipal services and programs of benefit to the County, where the asset will be owned by the municipality.

**4. Non-Qualifying Donations:**

Non-Qualifying Donations that cannot be acknowledged with official donations for income tax purposes, in accordance with CRA guidelines:

- Intangibles such as services, time, skills and effort.
- Donations that are given to the County intended as a flow through to a community organization, that is not under a current long term agreement to deliver municipal services and programs of benefit to the County, where the asset will not be owned by the municipality.
- Donations of business marketing products such as supplies and merchandise.
- Sponsorship in the form of cash, goods or services toward an event, project, program or corporate asset, in return for commercial benefit (i.e. logo placement or presenting sponsorship). The intent of a sponsorship is to enhance the image and marketing opportunities of the sponsor in its target market and/or the community. Sponsorships are reciprocal arrangements benefiting both parties. Usually the cost to the sponsor is categorized as a business expense.

## **5. References**

Under *Income Tax Act, 1985*, Mackenzie County is classified as a “qualified donee” for charitable donations, and as such is afforded the same privileges as a charitable organization without a registered charity number.

According to sections 110.1, and 118.1 (1) of the *Income Tax Act*, Canadian municipalities are permitted to issue receipts for charitable donations in accordance with section 3501 of the *Income Tax Regulation*. These donations may come in the form of cash or in-kind.

## **6. Responsibilities**

### **Chief Administrative Officer (CAO) and/or Designate will:**

- a) Provide information to Council for in-kind donations as required within this Policy.

### **Chief Administrative Officer (CAO) and/or Designate and the Reeve and/or Deputy Reeve will:**

- a) Be the signatories required on all in-kind donation agreements approved by motion of Council.

### **Director of Finance will:**

- a) Ensure all required information is included on the issued donation receipts are as per as per CRA regulations.
- b) Sign official donation receipts on behalf of the County with the Finance Controller as backup.
- c) Maintain the Charitable Donations Receipt Policy and related standard operating procedures, communication of policy and procedures to departmental staff, advising staff on eligibility of charitable donations and review donation accounts analysis prepared by staff.
- d) Be responsible for issuing official donation receipts in compliance with the CRA guidelines and maintain records according to the CRA requirements.
- e) Ensure all assets are recorded as per the Tangible Capital Asset Accounting Policy.

**Lead Director will:**

- a) Provide information to the Director of Finance, and CAO for in-kind donations as required within this Policy.
- b) Ensure all information is provided to the Director of Finance or staff required to maintain all donation accounts analysis required to be prepared by staff.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	2022-03-08	22-03-151
<b>Amended</b>		



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Committee of the Whole Meeting</b>
<b>Meeting Date:</b>	<b>October 11th, 2023</b>
<b>Presented By:</b>	<b>Don Roberts, Director of Community Services</b>
<b>Title:</b>	<b>ADM053 Flags and Flag Protocol – Policy Amendment</b>

## **BACKGROUND / PROPOSAL:**

In July 2023, Administration presented Council with a recommendation to amend Policy ADM053 Flags and Flag Protocol Half-masting. This amendment included the addition of two days of Half-masting the County flags. These days included:

Firefighters’ National Memorial Day  
National Day for Truth and Reconciliation

Council made the following:

### **Motion 23-07-588**

That Policy ADM053 Flags and Flag Protocol be TABLED to a future Council Meeting.

## **OPTIONS & BENEFITS:**

### **Option 1**

For Council to consider the amendment of Policy ADM053 Flags and Flag Protocol as presented in July.

### **Option 2**

Receive for information.

The policy could be brought back for Councils consideration at any time in the future if the need dictates.

## **COSTS & SOURCE OF FUNDING:**

N/A

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

**COMMUNICATION / PUBLIC PARTICIPATION:**

**POLICY REFERENCES:**

Policy ADM053 Flags and Flag Protocol

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

Receive for Information

Author: \_\_\_\_\_ Reviewed by: \_\_\_\_\_ CAO: D. Derksen



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>October 11, 2023</b>
<b>Presented By:</b>	<b>Jennifer Batt, Director of Finance</b>
<b>Title:</b>	<b>March 2023 - FIN028 Credit Card Use Policy - MasterCard Loyalty Reward Points</b>

**BACKGROUND / PROPOSAL:**

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

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

Section 4.6 of the Loyalty and rewards points shall be reported at the first Committee of the Whole Meetings after points/rewards were redeemed. As there is no Committee of the Whole schedule for the remainder of 2023, administration is presenting this report at a Regular Council meeting.

Administration reviews the balance of the reward points available, and redeems when points reach a redeemable amount. In September administration redeemed points for \$300 in gift certificates for Co-Op to offset the cost of operational expenses for gift baskets, and supplies, and for a Dyson Air fan for future fundraising events in the municipality.

Costco gift cards that were provided through point redemption have been utilized to purchase items for office supplies.

Any future purchases or redemptions will be reported to Council.

**OPTIONS & BENEFITS:**

N/A

**Author:** J.Batt **Reviewed by:** \_\_\_\_\_ **CAO:** D. Derksen

**COSTS & SOURCE OF FUNDING:**

2023 Budget

**COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

**POLICY REFERENCES:**

Policy FIN028 Credit Card Use

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the October 2023 FIN028 Credit Card Use Policy - MasterCard Loyalty Reward Points report be received for information.

Author: J.Batt      Reviewed by: \_\_\_\_\_      CAO: D. Derksen





**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>October 11, 2023</b>
<b>Presented By:</b>	<b>Jennifer Batt, Director of Finance</b>
<b>Title:</b>	<b>High Level Agricultural Exhibition Association – Farm Credit Canada Grant</b>

**BACKGROUND / PROPOSAL:**

The High Level Agricultural Exhibition Association had submitted a grant application to Farm Credit Canada, supported by Mackenzie County for an Indoor Riding Arena project, which they were successful in receiving in the amount of \$24,000.

In order to receive these funds, Farm Credit Canada is required to deposit the funds with Mackenzie County as a grant holder.

As the High Level Agricultural Exhibition Association was the successful recipient, they would be required to complete all reporting documentation, and advertising required by Farm Credit Canada for the Indoor Arena project.

If approved, administration requests that funds would be released to the Association, as the Indoor Arena structure has been purchased, and administration understands these funds will assist with other components to make it operational.

**OPTIONS & BENEFITS:**

**Option –**

Approve the request to support the funding grant for the High Level Agricultural Exhibition Association.

**Benefit –**

Non-profits are able to fund raise additional funds, and reduce some of the requests to the County for these projects.

**Author:** J. Batt      **Reviewed by:** \_\_\_\_\_      **CAO:** D. Derksen

**COSTS & SOURCE OF FUNDING:**

Farm Credit Canada grant in the amount of \$24,000

**COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

**POLICY REFERENCES:**

FIN034 Charitable Donation Policy

**RECOMMENDED ACTION:**

- Simple Majority       Requires 2/3       Requires Unanimous

That the 2023 operating budget be amended to include \$24,000 for the High Level Agricultural Exhibition Association towards their Indoor Riding Arena project, with funding coming from Farm Credit Canada.

Author: J. Batt      Reviewed by: \_\_\_\_\_      CAO: D. Derksen

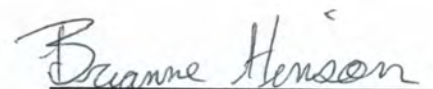
High Level Agricultural Exhibition Society  
Box 1530  
High Level, AB T0H 1Z0  
780-841-9195

October 5, 2023

Mackenzie County  
Fort Vermilion, AB

ATTN: Jenn Batt

The High Level Agricultural Exhibition Association has successfully applied for a grant from Farm Credit Canada in the amount of \$24,000 which is to be used for the construction of the Indoor Riding Arena. Farm Credit Canada requires the funds to be paid to a registered charity, which we are not, we are a registered nonprofit agricultural society in Alberta. I am requesting that the Mackenzie County accept the funds from Farm Credit Canada on our society's behalf and issue Farm Credit Canada an official donation receipt. We understand that Mackenzie County may hold the funds until such time they are needed to pay for construction costs. Thank You for your time and consideration into this matter.



Brianne Hinson- Secretary





**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>October 11, 2023</b>
<b>Presented By:</b>	<b>Jennifer Batt, Director of Finance</b>
<b>Title:</b>	<b>Proposed 2024 Budget Council Meeting Dates</b>

## **BACKGROUND / PROPOSAL:**

As part of the 2024 budget development, administration reviews service levels, and current pricing to deliver them. Administration is in the process of compiling information in developing the 2024 budget, and would like to propose the following dates to review with Council, to ensure Council has allotted time to discuss both the Operating & Capital budget.

As per Policy FIN022 Budget Development (attached), below are the guideline on timing and order to be set aside for budget overview:

### ***Step 4 - Budget Meetings***

*The following timing and order will be set aside for the budget review:*

- a. Operating revenues and expenditures – 1 day*
- b. Tangible Capital Assets projects & multi-year capital plan – 2 days*
- c. Grants to non-profit groups requests and cash requirement decision worksheet final review – 1 day*

*Additional meetings may be scheduled as required. Budget meetings to be completed by December 21.*

### ***Step 5 – Formal Budget Ratification by Council first meeting in January***

*Administration will incorporate all changes/modifications that came about through the budget deliberations in step 4 and request formal budget ratification.*

*Budget ratification by January 15.*

**Author:** J. Batt      **Reviewed by:** \_\_\_\_\_      **CAO:** D. Derksen

Administration is proposing an additional day to for both Operating & Capital, as a 3 year operating budget, and the 5 year Capital Budget require updates, and approval.

**OPTIONS & BENEFITS:**

For discussion.

**COSTS & SOURCE OF FUNDING:**

N/A

**COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

**POLICY REFERENCES:**

Policy FIN022 – Budget Development

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That October 30, 2023 be identified as a Budget Workshop.

Simple Majority       Requires 2/3       Requires Unanimous

That Budget Council meetings be scheduled as follows:

- Tuesday, October 31, 2023
- Wednesday, November 22, 2023
- Thursday, November 23, 2023
- Wednesday, December 6, 2023
- Thursday, December 7, 2023.

Author: J. Batt      Reviewed by: \_\_\_\_\_      CAO: D. Derksen

## Mackenzie County

<b>Title</b>	Budget Development	<b>Policy No:</b>	FIN022
<b>Legislative Reference</b>	Municipal Government Act, Part 8		

### **Purpose**

To provide an efficient and effective process for the development of the yearly operating and capital budgets.

### **Policy Statement and Guidelines**

#### ***Step 1 – Budget Guidelines***

A council workshop will be held by September 15 to review the historical financial and statistical data with the CAO. The CAO will lead preparation of operating and capital budget drafts for Council's consideration which will reflect the needs of the County as expressed by Council, public or department heads.

It is important to note, that the municipality has no control over the school and senior's lodge requisitions and has always "passed through" these expenditures to the ratepayers.

Approval of budget guidelines by September 15.

#### ***Step 2 - Management Review with each functional area***

Based on the guidelines established by Council, each functional group will prepare a draft budget which contains the following expenditures: operating, tangible capital assets replacements/improvements and new capital project summaries.

The CAO will meet with each of the functional area to discuss their requests and needs and make appropriate changes where necessary.

Management review to be completed by October 15.

#### ***Step 3 – Budget Compilation***

Budget materials for Council's review will contain the following:

1. Summary of budget guidelines adopted by Council for the proposed year.
2. Summary of assumptions made by Administration in the preparation of the proposed budget. Items such as:

- a. Wages and benefits % and \$ increase
- b. Estimated assessment % and \$ growth
- c. General % factor used for utilities or typical expenditures
- d. Major dollar increases for “special” or known issues (e.g. insurance/debentures)
- e. Proposed staff additions and the corresponding wage and benefits etc costs
- f. New reserves or recommended changes to existing reserves
- g. The amount of engineering costs budgeted for projects that are pre-designed and will be completed in subsequent year(s)
- h. Summary of major increases or decreases for each function
- i. Any other items that would provide Council with information to make their decision making more effective and efficient
- j. Taxation review

3. Worksheets:

- a. Cash requirement decision summary
- b. Summary of total operating revenue and total expenditures
- c. Summary of total revenue and expenditures by function
- d. Water/sewer rates recalculation in order to achieve 75% recovery through the rate including long term debt interest and principle payments and excluding amortization to capital assets for these functions
- e. Summary of grant requests from community non-profit organizations
- f. Multi-year capital plan
- g. Proposed TCA (tangible capital assets) project budget for up coming year
- h. Summary of increases and decreases to reserve balances
- i. Summary of existing long term debt and proposed (if applicable)
- j. Any capital projects carry forwards (if known at this time)
- k. Supporting charts or graphs for information that will prove beneficial for budget review (e.g. assessment information)

Where appropriate, information will be provided that shows previous year information, available current year information and percentage increases or decreases from one year to next.

Budget compilation to be completed by November 1.

**Step 4 - Budget Meetings**

The following timing and order will be set aside for the budget review:

- a. Operating revenues and expenditures – 1 day
- b. Tangible Capital Assets projects & multi-year capital plan – 2 days



- c. Grants to non-profit groups requests and cash requirement decision worksheet final review – 1 day

Additional meetings may be scheduled as required. Budget meetings to be completed by December 21.

***Step 5 – Formal Budget Ratification by Council first meeting in January***

Administration will incorporate all changes/modifications that came about through the budget deliberations in step 4 and request formal budget ratification.

Budget ratification by January 15.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	2002-09-24	02-681
<b>Amended</b>	2007-04-11	07-349
<b>Amended</b>	2011-09-13	11-09-739
<b>Amended</b>	2017-08-23	17-08-598





**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>October 11, 2023</b>
<b>Presented By:</b>	<b>Jennifer Batt, Director of Finance</b>
<b>Title:</b>	<b>Town of High Level Regional Service Sharing Agreement Payment</b>

**BACKGROUND / PROPOSAL:**

Administration has received an invoice for funding attached to the Regional Service Sharing Agreement with the Town of High Level.

As this agreement was also tied to the Water Servicing Agreement, and Annexation, administration would like to confirm if payment is to be issued.

**OPTIONS & BENEFITS:**

N/A

**COSTS & SOURCE OF FUNDING:**

2023 Operating Budget

**COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

**POLICY REFERENCES:**

N/A

**Author:** J. Batt      **Reviewed by:** \_\_\_\_\_      **CAO:** D. Derksen

**RECOMMENDED ACTION:**

Simple Majority

Requires 2/3

Requires Unanimous

For discussion.

Author: J. Batt Reviewed by: \_\_\_\_\_ CAO: D. Derksen



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>October 11, 2023</b>
<b>Presented By:</b>	<b>Caitlin Smith, Director of Planning &amp; Agriculture</b>
<b>Title:</b>	<b>Development Statistics Report – January to September 2023</b>

**BACKGROUND / PROPOSAL:**

The following are the total number of issued permits for each year from January 1<sup>st</sup> to December 31<sup>st</sup>. For 2023, the number of issued permits are from January to September. In addition, a comparison of approved development permits is included for the past five (5) years from January 1<sup>st</sup> to September 30<sup>th</sup> .

**Approved Development Permit Applications (Annual)**

- 2019 Development Permits            232 permits (construction value \$34,538,496.00)
  - 2020 Development Permits            \*392 permits (construction value \$70,574,441.00)
  - 2021 Development Permits            \*301 permits (construction value \$70,886,683.00)
  - 2022 Development Permits            263 permits (construction value \$78,968,804.00)
  - 2023 Development Permits            243 permits (construction value \$52,904,415.00)
- (January to September 2023)

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

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

**Approved Development Permit Applications (3<sup>rd</sup> Quarter)**

(January 1<sup>st</sup> to September 30<sup>th</sup> )

- 2019 Development Permits            192 permits

**Author:**   L Washkevich        **Reviewed by:**   C Smith        **CAO:**   D. Derksen

- 2020 Development Permits 327 permits
- 2021 Development Permits 253 permits
- 2022 Development Permits 219 permits
- 2023 Development Permits 243 permits

(January to September 2023)

**Issued Building Permits (Annual)**

- 2019 Building Permits 160 permits (value \$18,663,160.00)
- 2020 Building Permits 288 permits (value \$22,865,960.89)
- 2021 Building Permits 215 permits (value \$61,411,419.48)
- 2022 Building Permits 172 permits (value \$37,923,806.00)
- 2023 Building Permits 160 permits (value \$44,485,994.00)

(January to September 2023)

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

**New Subdivision Applications (Annual)**

- 2019 subdivisions 55 applications
- 2020 subdivisions 40 applications
- 2021 subdivisions 73 applications
- 2022 subdivisions 62 applications
- 2023 subdivisions 44 applications

(January to September 2023)

Total amount of **acres** subdivided in 2023 is **546.58 acres**

- **Total Rural:** 512.39 acres
  - *Vacant land:* 455.02 acres
  - *Existing yard sites:* 57.37 acres
- **Total Urban:** 34.19 acres

**Author:** L Washkevich **Reviewed by:** C Smith **CAO:** D. Derksen

- *Fort Vermilion: 24.84 acres*
- *La Crete: 9.35 acres*

**OPTIONS & BENEFITS:**

N/A

**COSTS & SOURCE OF FUNDING:**

N/A

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

**POLICY REFERENCES:**

N/A

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the development statistics report for January to September 2023 be received for information.

**Author:** L Washkevich      **Reviewed by:** C Smith      **CAO:** D. Derksen

## Total Approved Development Permits by Year

Type of Development	2019	*2020	*2021	2022	*2023 Jan- Sept
Residential	180	319	231	187	187
Industrial & Commercial	34	45	40	55	46
Other	18	28	30	21	10
<b>Total</b>	<b>232</b>	<b>392</b>	<b>301</b>	<b>263</b>	<b>243</b>

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

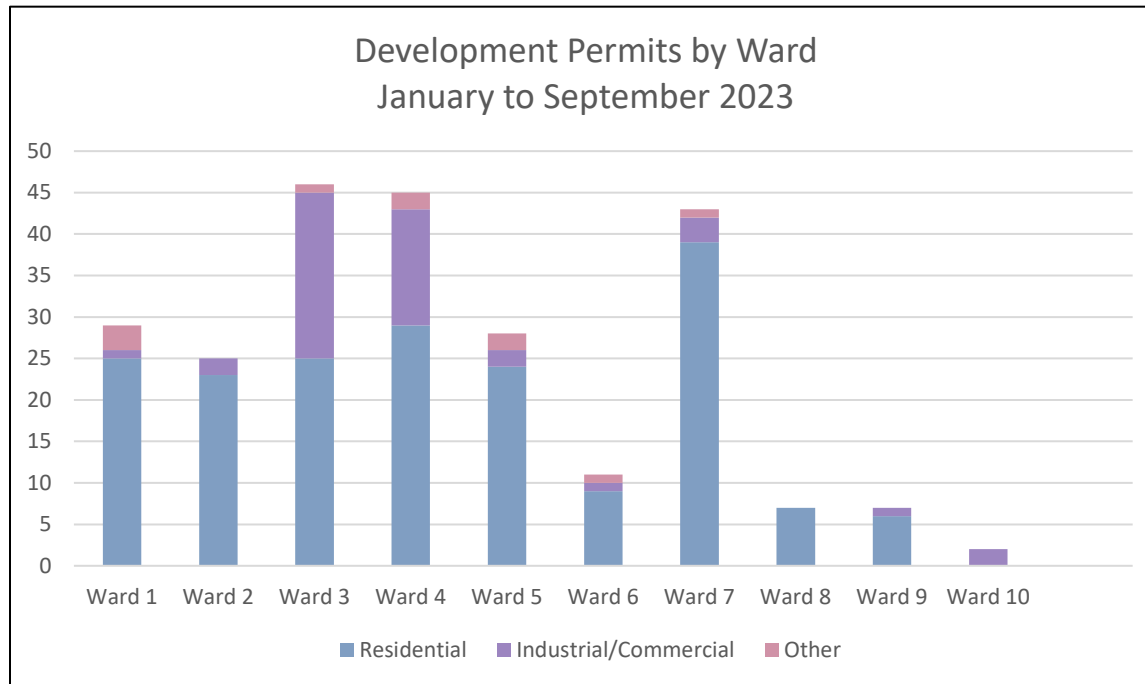
*\* 18 permits due to the FV Flood Recovery in 2021*





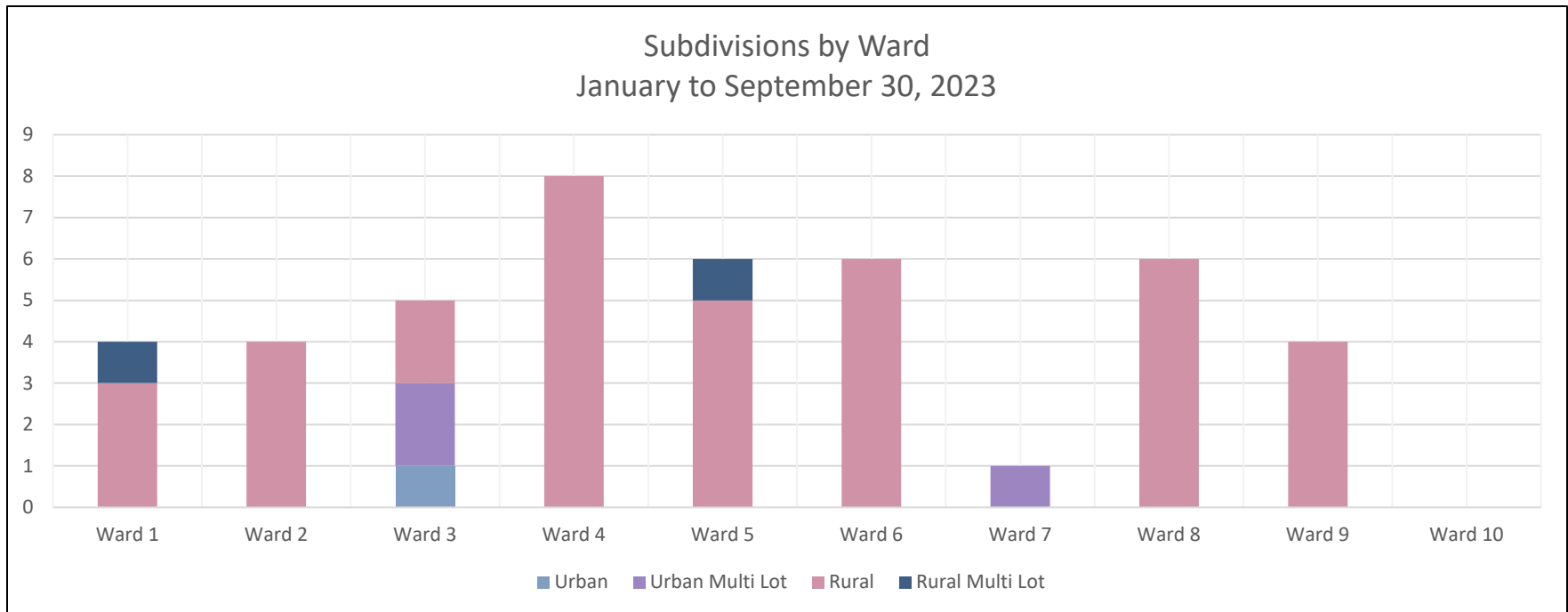
**Approved Development Permits by Ward**  
**January to September 2023.**

<b>Type of Development</b>	<b>Ward 1</b>	<b>Ward 2</b>	<b>Ward 3</b>	<b>Ward 4</b>	<b>Ward 5</b>	<b>Ward 6</b>	<b>Ward 7</b>	<b>Ward 8</b>	<b>Ward 9</b>	<b>Ward 10</b>	<b>Total</b>
Residential	25	23	25	29	24	9	39	7	6	0	<b>187</b>
Industrial & Commercial	1	2	20	14	2	1	3	0	1	2	<b>46</b>
Other	3	0	1	2	2	1	1	0	0	0	<b>10</b>
<b>Total</b>	<b>29</b>	<b>25</b>	<b>46</b>	<b>45</b>	<b>28</b>	<b>11</b>	<b>43</b>	<b>7</b>	<b>7</b>	<b>2</b>	<b>243</b>



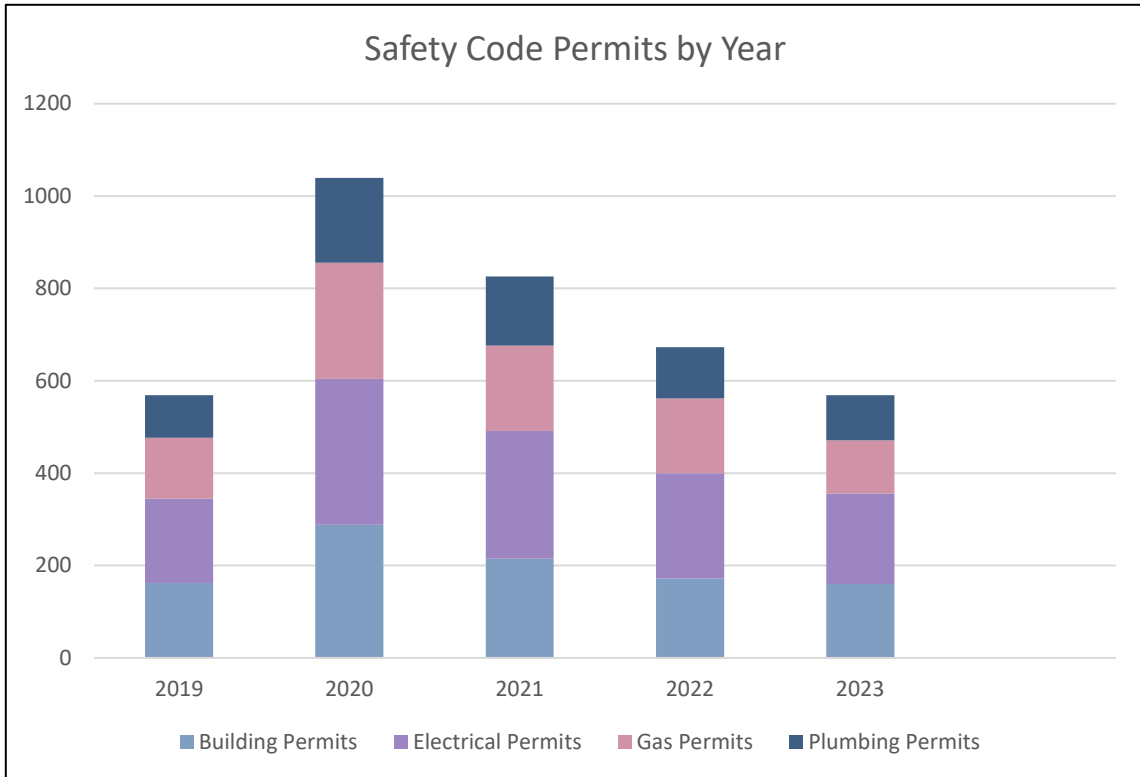
**Subdivision Applications by Ward**  
**January to September 30, 2023**

Type of Subdivision	Ward 1	Ward 2	Ward 3	Ward 4	Ward 5	Ward 6	Ward 7	Ward 8	Ward 9	Ward 10	Total
Urban	0	0	1	0	0	0	0	0	0	0	1
Urban Multi Lot	0	0	2	0	0	0	1	0	0	0	3
Rural	3	4	2	8	5	6	0	6	4	0	38
Rural Multi Lot	1	0	0	0	1	0	0	0	0	0	2
<b>Total</b>	<b>4</b>	<b>4</b>	<b>5</b>	<b>8</b>	<b>6</b>	<b>6</b>	<b>1</b>	<b>6</b>	<b>4</b>	<b>0</b>	<b>44</b>



### Total Issued Safety Code Permits by Year

Type of Safety Codes	<i>2019</i>	<i>2020</i>	<i>2021</i>	<i>2022</i>	<i>*2023 Jan- Sept</i>
Building	162	288	215	172	160
Electrical	183	316	276	228	196
Gas	132	252	185	162	115
Plumbing	92	183	150	111	98
<b>Total</b>	<b>569</b>	<b>1039</b>	<b>826</b>	<b>673</b>	<b>569</b>







**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>October 11, 2023</b>
<b>Presented By:</b>	<b>Caitlin Smith, Director of Planning &amp; Agriculture</b>
<b>Title:</b>	<b>Bylaw 1308-23 Land Use Bylaw Amendment to Rezone Part of Plan 052 2048, Block 2, Lot 3 from Hamlet Country Residential “H-CR” to Recreation 1 “REC 1”</b>

**BACKGROUND / PROPOSAL:**

Administration has received a request to rezone Part of Plan 052 2048, Block 2, Lot 3 from Hamlet Country Residential “H-CR” to Recreation 1 “REC1.”

The landowner has brought forth a plan to rezone approximately half of his 2 acre lot from “H-CR” to “REC1”. The other portion of the lot will remain Hamlet Country Residential “H-CR.”

*The purpose of the Hamlet Country Residential “H-CR” district according to Land Use Bylaw 1066-17 is to allow for single family dwellings and associated uses on large serviced LOTS in the outermost areas of HAMLET boundary confines.*

The minimum lot size for Hamlet Country Residential “H-CR” is 1.5 acres. The developer is open to decreasing the size of his rezoning if required, however his preference is the one (1) acre proposal.

The developer would like to build six (6) luxury cabins. These cabins would go on the back of his property. He is requesting to tie into municipal services, as the lot is already serviced with town water and sewer. The utilities department has provided comment.

The applicant is aware that he will have to enter into an agreement with the County to cross over municipal reserve which is west of his property bordering 113 Street. This street has blacktop, so dust control would not be a concern.

The landowner is also willing to build a fence on the north boundary of his property so that the neighbors would have more privacy.

**Author:** L Washkevich      **Reviewed by:** C Smith      **CAO:** D. Derksen

If the rezoning is passed, the applicant will then be required to submit a development permit for a Campground –Minor which is a discretionary use in the Recreation 1 “REC1” land district.

**CAMPGROUND MINOR** means a development for short term recreational use with sites designated for lodgings in tents, RECREATIONAL VEHICLES, CABINS, or other similar accommodations. A CAMPGROUND MINOR shall accommodate no more than twenty (20) sites, and be in operation no more than six (6) months per year.

This item was taken to the Municipal Planning Commission on September 14, 2023 where the following motion was made:

**MPC 23-09-145 MOVED** by David Driedger

*That the Municipal Planning Commission recommend to Council to approve Bylaw 13xx-23 being a Land Use Bylaw Amendment to Part of Plan 052 2048, Block 2, Lot 3 from Hamlet Country Residential “H-CR” to Recreation 1 “REC 1” subject to public hearing input.*

**CARRIED**

### **OPTIONS & BENEFITS:**

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

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

### **COMMUNICATION / PUBLIC PARTICIPATION:**

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

### **POLICY REFERENCES:**

**Author:** L Washkevich **Reviewed by:** C Smith **CAO:** D. Derksen

N/A

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That first reading be given to Bylaw 1308-23 Land Use Bylaw Amendment to Rezone Part of Plan 052 2048, Block 2, Lot 3 from Hamlet Country Residential "H-CR" to Recreation 1 "REC 1", subject to public hearing input.

**Author:** L Washkevich      **Reviewed by:** C Smith      **CAO:** D. Derksen

**BYLAW NO. 1308-23**

**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 Part of Plan 052 2048, Block 2, Lot 3 from Hamlet Country Residential “H-CR” to Recreation 1 “REC1” to accommodate a Campground Minor with a maximum of 6 cabin sites.

**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:

Part of Plan 052 2048, Block 2, Lot 3

Within Mackenzie County, be from Hamlet Country Residential “H-CR” to Recreation 1 “REC 1” 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

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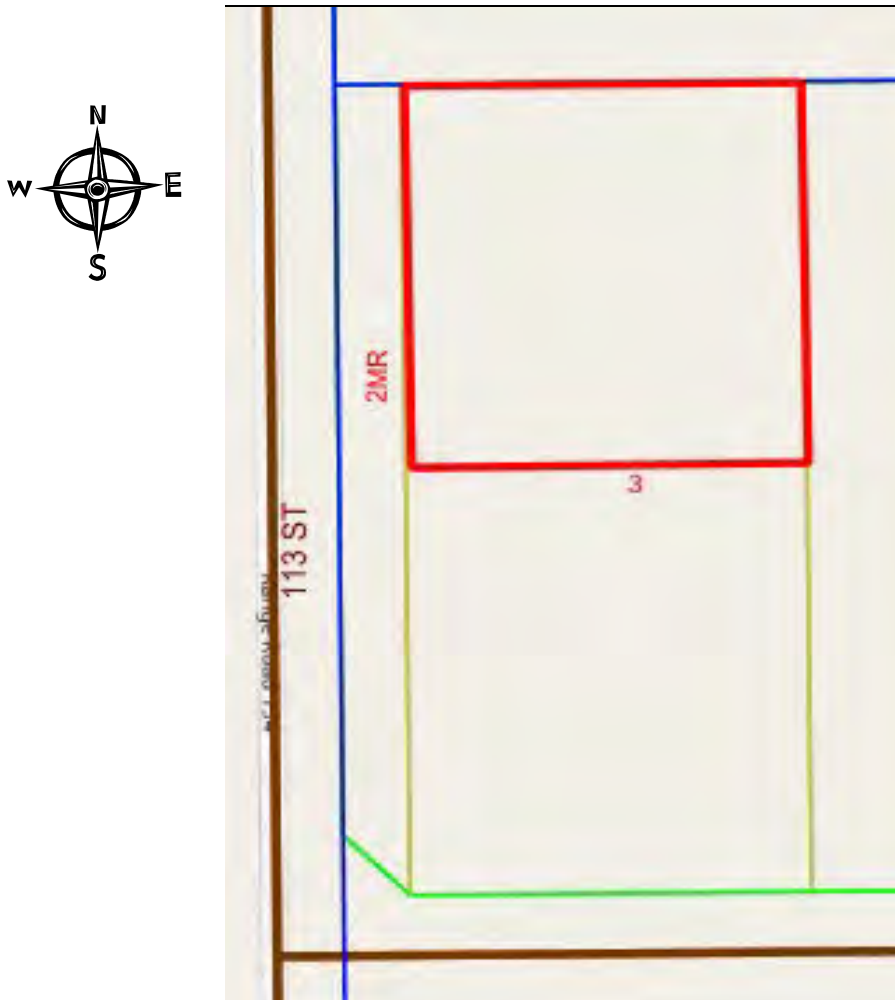
Darrell Derksen  
Chief Administrative Officer



**BYLAW No. 1308-23**

**SCHEDULE "A"**

1. That the land use designation of the following property known as Part of Plan 052 2048, Block 2, Lot 3 within Mackenzie County, be rezoned:



FROM: Hamlet Country Residential "H-CR"

TO: Recreation 1 "REC 1"

### Mackenzie County LAND USE BYLAW AMENDMENT – REZONING APPLICATION

Name Of Applicant <u>Wesley Dick</u>		
Address:		
City/Town		
Postal Code	Phone	Cell
Applicant Email		

Complete only if different from Applicant

Name of Registered Owner <u>Wesley Dick</u>
--

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

QTR./LS.	SEC.	TWP.	RANGE	M.	or	PLAN	BLK	LOT
						<u>0522048</u>	<u>02</u>	<u>03</u>

Civic Address: 11202 114 Avenue Part of

Land Use Classification Amendment Proposed:

From: H-CR To: Res 1

Reasons Supporting Proposed Amendment:

<u>Rezone to build luxury cabins - bed &amp; breakfast six cabins</u>
---

I have enclosed the required application fee of: 909.96 Receipt No.: 300492

\_\_\_\_\_ Date

Sept 11, 2023

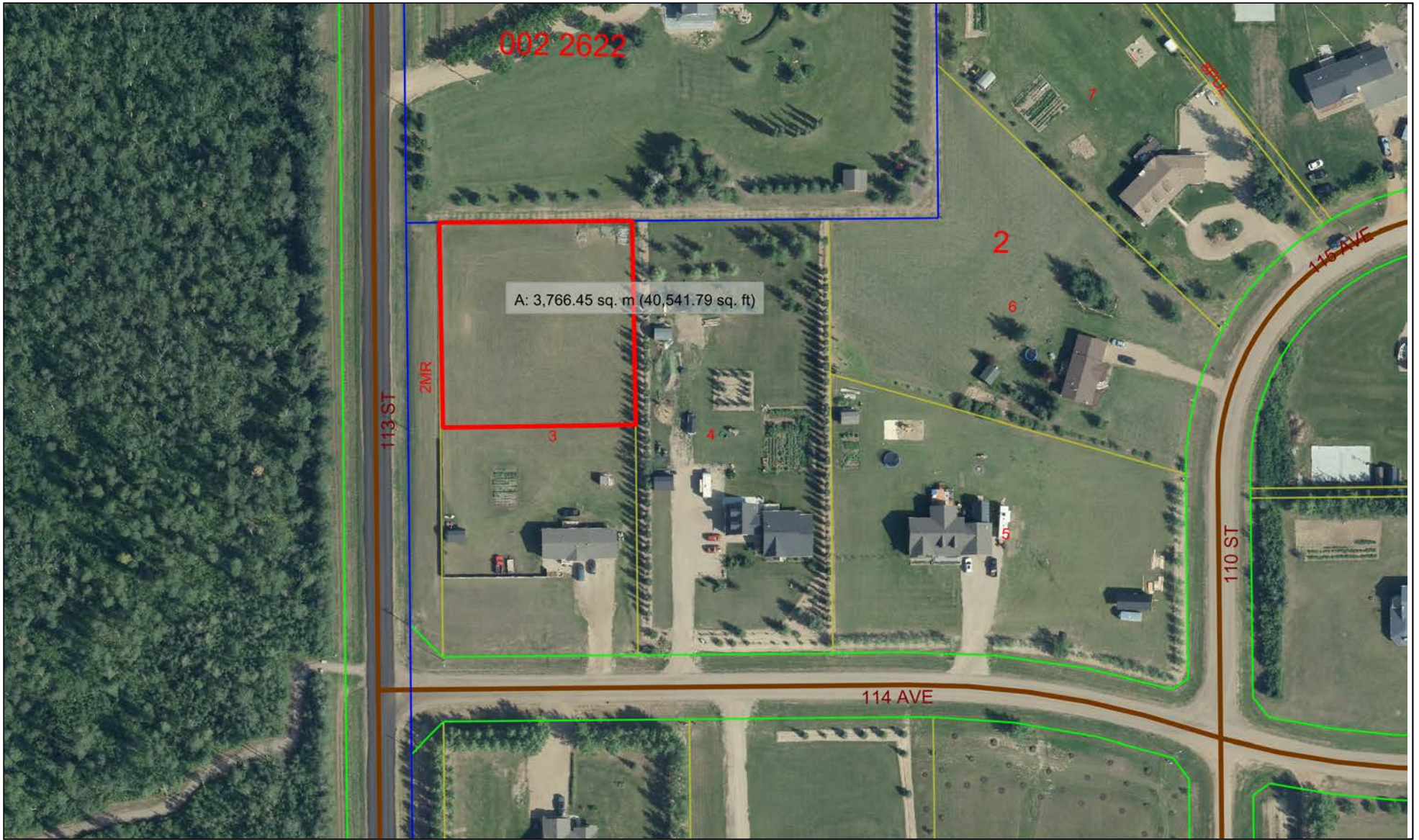
Registered Owner Signature

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.*

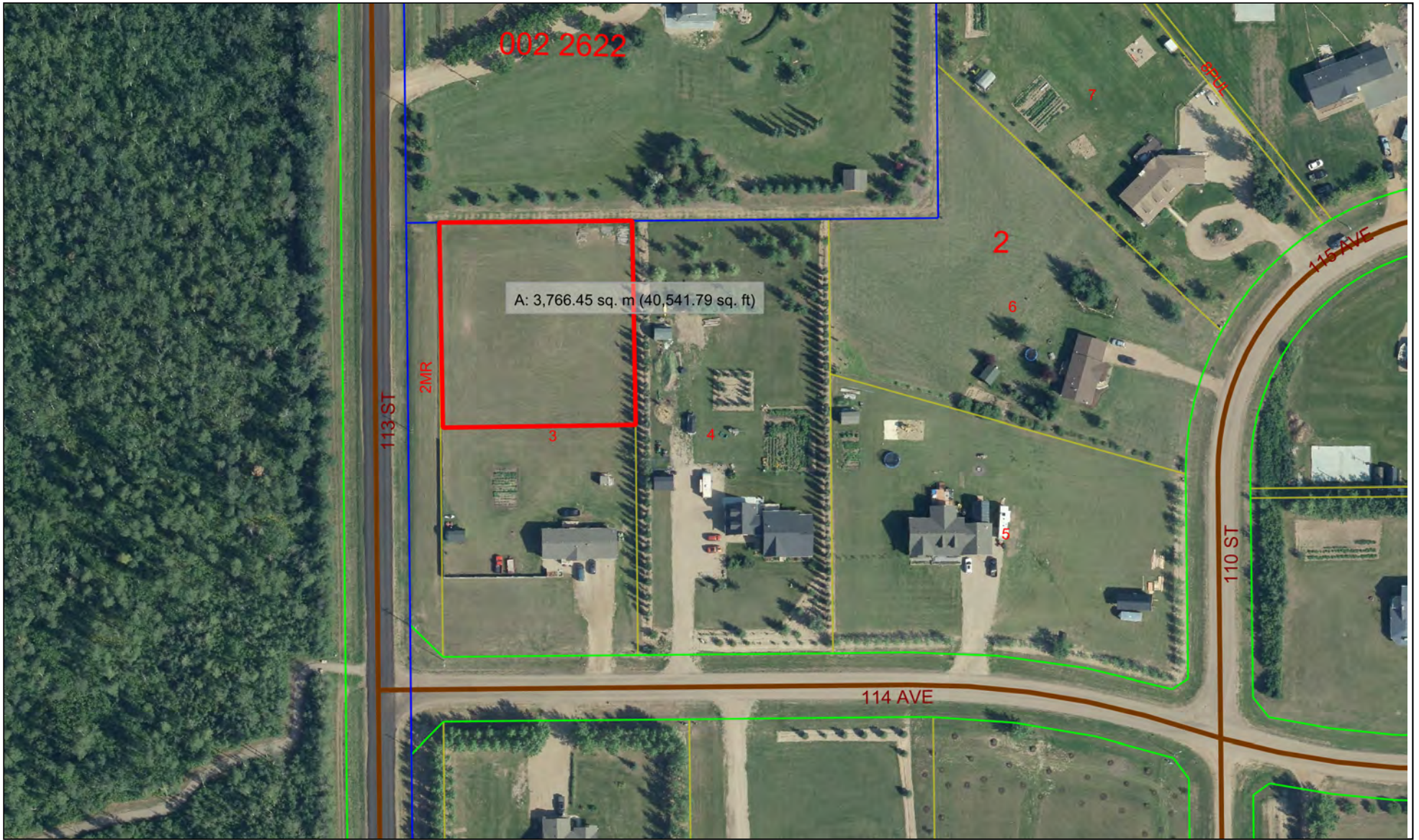




  
 Scale 1: 1,711



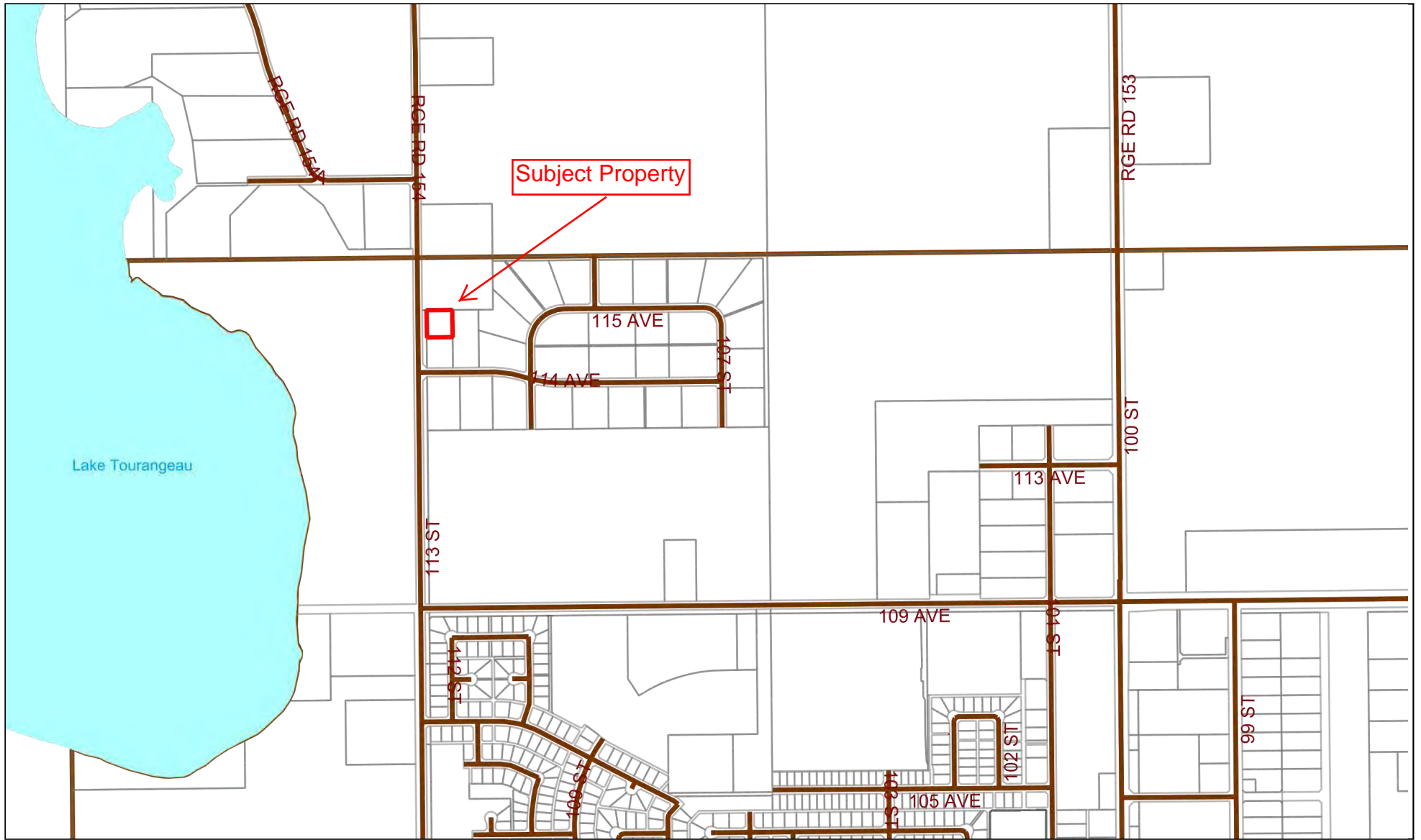
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 Scale 1: 1,711



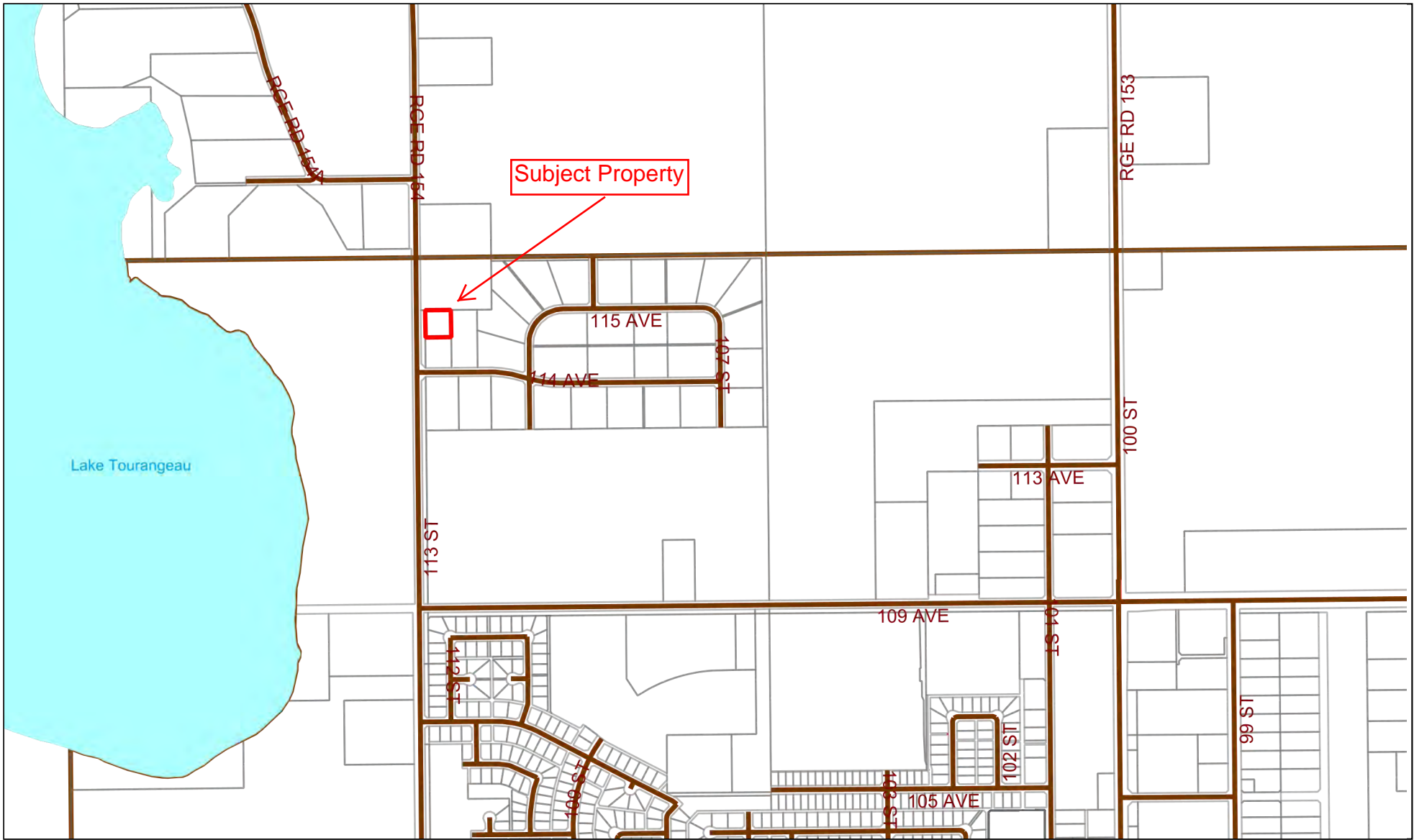
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Scale 1: 12,831



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 Scale 1: 12,831



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I feel that adding this amount of sites to our existing system could create a flow or pressure issues for the existing customers we have on our lines currently. This area is serviced with a 100mm(4") water main and a 100mm (4") sewer main. I have no report available to determine the total number of structures this can supply but there needs to be a limit at some point to adding onto a main that is currently undersized for future expansion. Another 6 buildings with water and sewer could create an amount of sewage and a large enough water use to be a problem.

I wonder if we can get the applicant to produce a water analysis for this proposed development to help us make this decision. If he proves that the water line is large enough we can revisit the decision .

Regards,

**John Zacharias | Director Of Utilities | Mackenzie County**



---

Wesley Dick is planning on putting six cabins on his lot in Lakeside Estates. Please provide your comments in regards to hooking up these cabins to the municipal water and sewer lines. Please see the attached maps.

Thank you.

**Lynda Washkevich | Development Officer | Mackenzie County**





**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>October 11, 2023</b>
<b>Presented By:</b>	<b>Caitlin Smith, Director of Planning &amp; Agriculture</b>
<b>Title:</b>	<b>Bylaw 1309-23 Land Use Bylaw Amendment to Rezone Part of NE-9-106-15-W5M from Hamlet Residential 1A “H-R1A” to Hamlet Residential 2 “H-R2”</b>

**BACKGROUND / PROPOSAL:**

Administration has received a request to rezone Part of NE-9-106-15-W5M from Hamlet Residential 1A “H-R1A” to Hamlet Residential 2 “H-R2”.

The reason for the rezoning is to allow for the development of Dwelling – Apartments which is not permitted in the current Land Use District. The applicant would like to construct 3 – 6 apartment buildings with a total of approximately 30 rental units.

This area was rezoned in 2021 to Hamlet Residential 1A “H-R1A” but the developer feels this rezoning to Hamlet Residential 2 “H-R2” would be beneficial to the hamlet. Attached is a copy of the Bylaw 1234-21 Map of the previously approved rezoning.

A subdivision is approved with construction expected to take place Fall 2023. Engineered drawings are being approved and administration will need to ensure that it can be serviced appropriately.

The rezoning application was presented to the Municipal Planning Commission on September 14, 2023 where the following motion was made:

**MPC 23-09-144** **MOVED** by David Driedger

*That the Municipal Planning Commission recommend to Council to approve Bylaw 13xx-23 being a Land Use Bylaw Amendment to rezone Part of NE-9-106-15-W5M from Hamlet Residential 1A “H-R1A” to Hamlet Residential 2 “H-R2”, subject to public hearing input.*

**CARRIED**

**Author:** J Roberts      **Reviewed by:** C Smith      **CAO:** D. Derksen

**OPTIONS & BENEFITS:**

Options are to recommend approval, not recommend approval 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.

**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 Land Use Bylaw requirements.

**POLICY REFERENCES:**

N/A

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That first reading be given to Bylaw 1309-23 being a Land Use Bylaw Amendment to rezone Part of NE-9-106-15-W5M from Hamlet Residential 1A "H-R1A" to Hamlet Residential 2 "H-R2", subject to public hearing input.

Author: J Roberts      Reviewed by: C Smith      CAO: D. Derksen

**BYLAW NO. 1309-23**  
**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 Part of NE-9-106-15-W5M from Hamlet Residential 1A “H-R1A” to Hamlet Residential 2 “H-R2” to accommodate Dwelling – Apartments.

**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:

Part of NE-9-106-15-W5M

Within Mackenzie County, be rezoned from Hamlet Residential 1A “H-R1A” to Hamlet Residential 2 “H-R2” 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

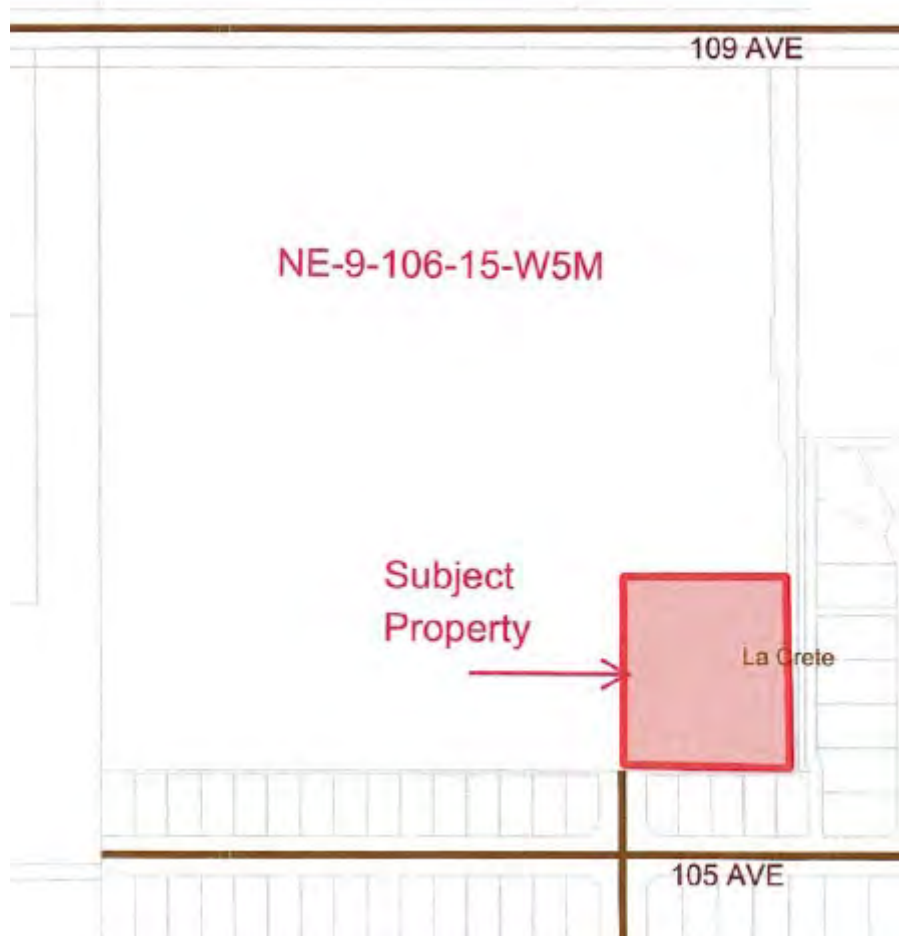
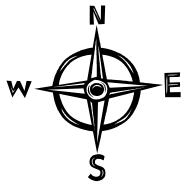
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Darrel Derksen  
Chief Administrative Officer

**BYLAW No. 1309-23**

**SCHEDULE “A”**

1. That the land use designation of the following property known as Part of NE-9-106-15-W5M within Mackenzie County, be rezoned:



FROM: Hamlet Residential 1A “H-R1A”

TO: Hamlet Residential 2 “H-R2”

Application No: \_\_\_\_\_

### Mackenzie County LAND USE BYLAW AMENDMENT – REZONING APPLICATION

Name Of Applicant <i>Martin Harder</i>		
Address:		
City/Town		
Postal Code	Phone	Cell
Applicant Email		

Complete only if different from Applicant

Name of Registered Owner <i>\$ 852 886 A13</i>		
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
<i>NE</i>	<i>9</i>	<i>106</i>	<i>15</i>	<i>5</i>				

Civic Address: \_\_\_\_\_

Land Use Classification Amendment Proposed:

From: *HR LA* To: ~~*LC FE*~~ *H-R2*

Reasons Supporting Proposed Amendment:

*proposed use not permitted within current zoning.*

I have enclosed the required application fee of: *861.07* Receipt No.: *300484*

Applicant Signature \_\_\_\_\_ Date *Sept 11 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




Phone: (780) 927-3718  
Fax: (780) 927-4266  
Email: [planning@mackenziecounty.com](mailto:planning@mackenziecounty.com)  
[www.mackenziecounty.com](http://www.mackenziecounty.com)



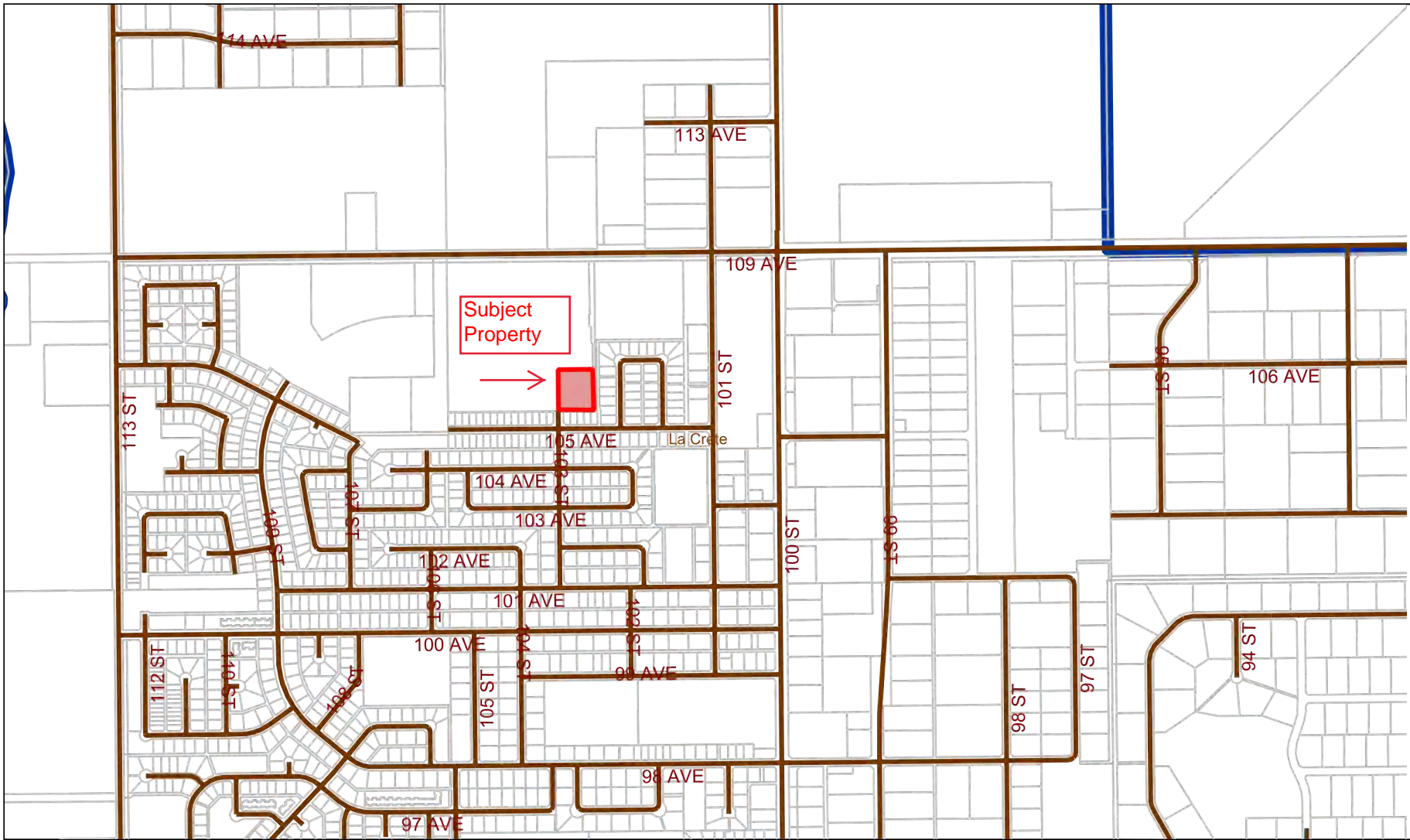
Scale 1: 4,518



100 yd   
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Scale 1: 13,553



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### Mackenzie County Bylaw 1309-23

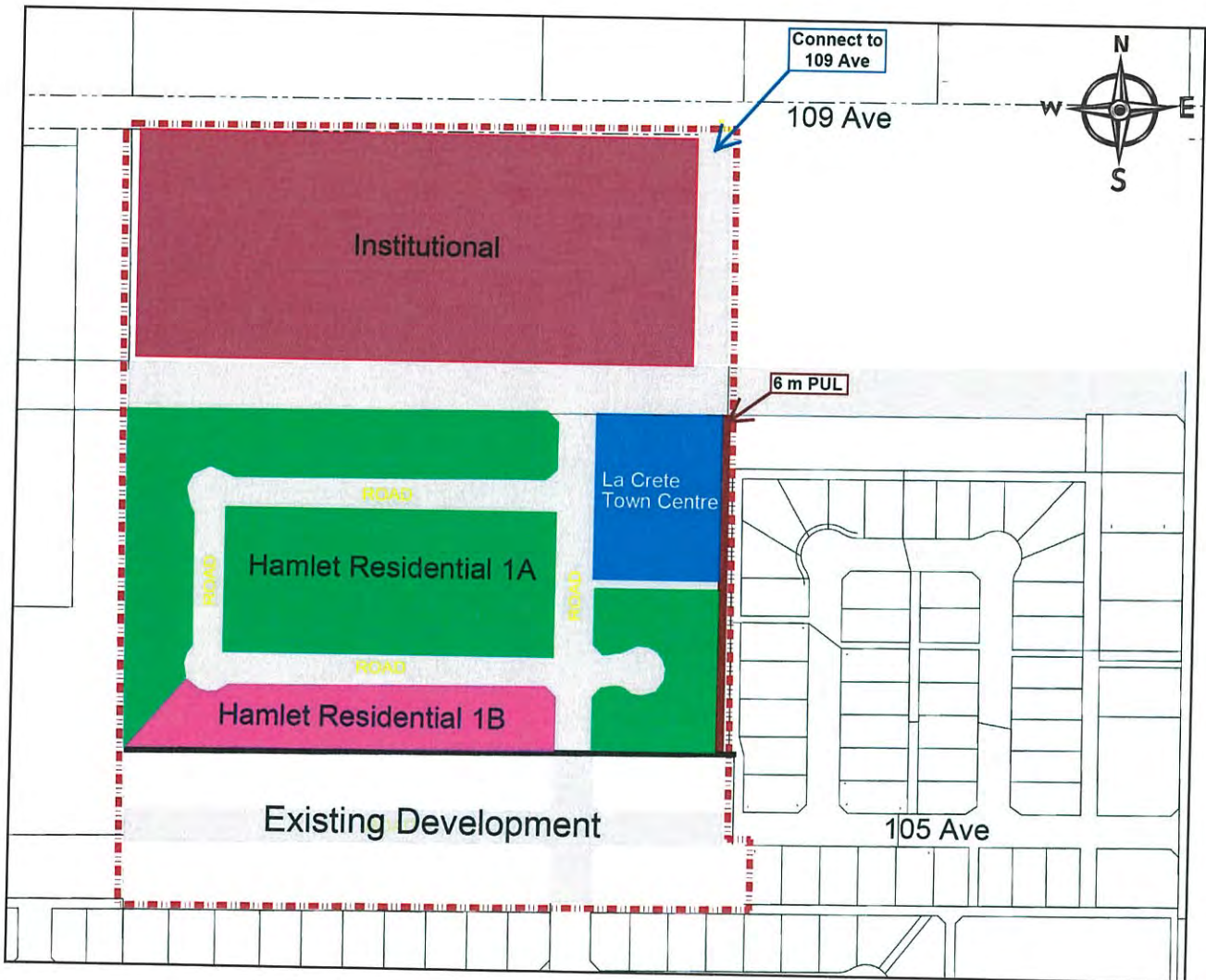
Date Created: 9/11/2023

**BYLAW No. 1234-21**

**SCHEDULE "A"**

1. That the land use designation of the following properties known as:

NE 9-106-15-W5M within Mackenzie County, be rezoned from La Crete Highway Commercial "LC-HC" to Institutional "I" and from Hamlet Residential 1 "H-R1", Hamlet Residential 2 "H-R2", & Manufactured Home Subdivision "MHS" to Hamlet Residential 1A "H-R1A", La Crete Town Centre "LC-TC", & Hamlet Residential 1B "H-R1B":





**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>October 11, 2023</b>
<b>Presented By:</b>	<b>Darrell Derksen, Chief Administrative Officer</b>
<b>Title:</b>	<b>Councillor Bateman Absence</b>

**BACKGROUND / PROPOSAL:**

The Municipal Government Act (MGA) Section 174(1)(d) states the following in regards to disqualification for absences:

*“the councillor is absent from all regular council meetings held during any period of 8 consecutive weeks, starting with the date that the first meeting is missed, unless subsection (2) applies;”*

The MGA Section 174 (2) (a) states the following in regards to not being disqualified for absences:

*“A councillor is not disqualified by being absent from regular council meetings under subsection (1)(d) if*

*(a) the absence is authorized by a resolution of council passed at any time*

*(i) before the end of the last regular meeting of the council in the 8-week period,”*

The first regular council meeting that Councillor Bateman was absent was held on August 16, 2023. The regular council meeting scheduled for October 11, 2023 would be 8 consecutive weeks.

**OPTIONS & BENEFITS:**

Council has the following options to consider:

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

## Option 1

As per the MGA Section 174 (1) (d) above this would be deemed disqualification. If Councillor Bateman is disqualified then Council must hold a by-election to fill a vacancy on council as per MGA Section 162. Unless a council sets an earlier day, election day for a by-election under section 162 or 163 is 120 days after the vacancy occurs as per MGA Section 165.

Proposed dates would have to be set for the By-Election for the following:

- Nomination Day –
- Advance Vote –
- Election Day –

The Municipal Government Act (MGA) Section 174 (4) states the following in regards to eligibility in the future:

*“A councillor who is disqualified under this section is eligible to be elected at the next general election in the municipality if the person is eligible for nomination under the Local Authorities Election Act.”*

## Option 2:

Council can authorize the absence of Councillor Bateman made by a resolution, before the end of this regular council meeting.

If Council does not make a resolution for the By-election or authorization of absence, MGA Section (175) states the following:

### *Resignation on disqualification*

*175(1) A councillor that is disqualified must resign immediately.*

*(2) If a councillor does not resign immediately,*

*(a) the council may apply to a judge of the Court of King’s Bench for*  
*(i) an order determining whether the person was never qualified to be or has ceased to be qualified to remain a councillor, or*

*(ii) an order declaring the person to be disqualified from council,*

*or*

*(b) an elector who*

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

- (i) files an affidavit showing reasonable grounds for believing that a person never was or has ceased to be qualified as a councillor, and*
- (ii) pays into court the sum of \$500 as security for costs, may apply to a judge of the Court of King's Bench for an order declaring the person to be disqualified from council.*

*(3) An application under this section may only be made within 3 years from the date the disqualification is alleged to have occurred.*

*(4) An application under this section may be started or continued whether or not an election has been held between the time the disqualification is alleged to have occurred and the time the application is or was commenced and whether or not the person in respect of whom the application is being brought*

*(a) resigns before or after the election,*

*(b) was re-elected in the election,*

*(c) was not re-elected or did not run in the election, or*

*(d) has completed a term of office.*

**COSTS & SOURCE OF FUNDING:**

If a By-election occurs then the funding would come from the 2023 Operating Budget.

**COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

**POLICY REFERENCES:**

N/A

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

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

**Motion #1**

That Council acknowledges the disqualification of Councillor Bateman due to the 8 consecutive week absence and that a By-election be held for the Councillor vacancy in Ward 9 as follows:

- Election Day –
- Nomination Day –
- Advance Vote –

or

**Motion #2**

That Councillor Bateman be authorized to be absent from regular council meetings for the period of/number of meetings \_\_\_\_\_ due to \_\_\_\_\_ reasons as per the Municipal Government Act Section 174 (2)

Author: L. Flooren      Reviewed by: \_\_\_\_\_      CAO: D. Derksen



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>October 11, 2023</b>
<b>Presented By:</b>	<b>Caitlin Smith, Director of Planning and Agriculture</b>
<b>Title:</b>	<b>Development Ad Hoc Committee Meeting Minutes</b>

**BACKGROUND / PROPOSAL:**

The unapproved minutes of September 21, 2023 Development Ad Hoc Committee meeting are attached.

**OPTIONS & BENEFITS:**

N/A

**COSTS & SOURCE OF FUNDING:**

N/A

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION:**

N/A

**Author:** K. Tan      **Reviewed by:** C Smith      **CAO:** D. Derksen

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the unapproved September 21, 2023 Development Ad Hoc Committee meeting minutes be received for information.

**Author:**     K. Tan          **Reviewed by:**     C Smith          **CAO:**     D. Derksen



**MACKENZIE COUNTY  
Development Ad Hoc Committee Meeting**

**Mackenzie County Office  
La Crete, AB**

**Thursday, September 21, 2023 @ 3:00 p.m.**

<b>PRESENT:</b>	Paul Driedger Chad Wiebe	Chair, Committee Member Committee Member
<b>REGRETS:</b>	George Fehr Jacquie Bateman Danny Friesen David Driedger Cameron Cardinal	Vice Chair, Committee Member Councillor Committee Member Councillor Councillor
<b>ADMINISTRATION:</b>	Darrell Derksen Byron Peters Caitlin Smith Kenneth Tan	Chief Administrative Officer Director of Projects and Infrastructure Director of Planning and Agriculture Administrative Assistant/Recording Secretary
<b>MEMBERS OF THE PUBLIC:</b>	Philip Unrau Henry Peters John Klassen	Left the meeting at 3:57 p.m. Left the meeting at 3:30 p.m.

**MOTION 1. CALL TO ORDER**

***\*Due to the absence of committee members there is no quorum, discussions ensued as per the agenda.***

Chair Paul Driedger called the meeting to order at 3:06 p.m.

**2. ADOPTION OF AGENDA**

**3. MINUTES**

**a) Adoption of Minutes**

**b) Business Arising from Previous Minutes**

**4. TERMS OF REFERENCE**

For information.

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

## **5. BUSINESS**

### **a) P3 Projects – Municipal Opportunity**

Administration presented on the specifics of P3 projects and what it could look like and the pros and cons in the municipal setting. The committee discussed their interest from the private sector on the option of P3 style projects in the municipality.

The developers are interested in the Build and Operate P3 type projects which would require predetermined specifics such as project size (ex. size of subdivisions), costs of build, levies, time period to return on investment, term of project.

This method would mean that developers are responsible for the maintenance and retains ownership of infrastructure for an undisclosed period of time based on a legal agreement that would need to be enforced. Administration recommends against this option as there would be more administrative and legal involvement needed and the scope of projects would need to exceed current type developments.

The committee understands that there are more fees associated in hamlet than with rural developments.

The committee suggested that upgrades to the existing infrastructure should be paid by the existing tax base rather than just new users via special tax. The attendees stated that new infrastructure is to the benefit of all hamlet ratepayers. Administration stated that adding a special tax is an option but should we consider asking Council to increase the mill rate across the board to support with development and the committee was not in favour.

Administration stated that this was the intention of a consolidated offsite levy bylaw to ensure that fees are shared throughout the entirety of each hamlet rather than attached to specific areas within each where fees may differ substantially.

Would Council consider creating a Municipally Controlled Corporation for the ability to use the P3 option (Build/Design Model)? Administration can look into it.

The committee would like to consider the option to have additional charges/connection fees for end users or divide the levy for Developer and end user to keep the cost of entry lower. Suggestion to put caveat on the title for fees to be paid upon purchase of lots.

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

The committee suggested that the County install all main line infrastructure and each developer is responsible for their connections.

The following summarizes the options that were discussed and generally agreeable by the committee for the reduction of fees:

1. Cost Sharing between MC and Developers
2. Deferral of levy fees over a period of time
3. Endeavour to Assist (Developer construct and fees be returned over time with each connection)
4. 50% fees for existing tax base and 50% fees for new tax base for off site levies to be applied fairly via consolidation bylaw
5. Higher end user connection fees rather than developer fronting the cost for whole project or cost share 50% developer fees and 50% end user fees
6. Developer incentives for infill developments by keeping fees lower in older areas

The committee is interested in the options presented.

#### **b) Land Assessment**

The committee discussed the creation of a commercial and residential sub classes through taxation.

Administration suggested to look into the Specialized Municipality status of the County and look for options to maximize the said position.

#### **c) Urban Development Standards**

The committee discussed the curb and gutter as preference for development with lesser cost. The committee was not supportive of eliminating the curb and gutter standard, because residents don't want to buy the other lots. The committee suggested maybe looking at street width and identifying collector roads. Back alleys are a waste of space but NLGC prefers rear access for their servicing. There will be an added cost for fibre in new developments.

#### **d) Municipal Development Plan**

For information.

### **6. MEETING DATES**

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

**7. ADJOURNMENT**

The Development Ad Hoc Committee meeting was adjourned at 4:52 p.m.

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



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>October 11, 2023</b>
<b>Presented By:</b>	<b>Caitlin Smith, Director of Planning and Agriculture</b>
<b>Title:</b>	<b>Inter-municipal Planning Commission Meeting Minutes</b>

**BACKGROUND / PROPOSAL:**

The unapproved minutes of September 14, 2023 Inter-municipal Planning Commission meeting is attached.

**OPTIONS & BENEFITS:**

N/A

**COSTS & SOURCE OF FUNDING:**

N/A

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION:**

N/A

**Author:** L Washkevich      **Reviewed by:** C Smith      **CAO:** D. Derksen

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the unapproved Inter-municipal Planning Commission meeting minutes of September 14, 2023 be received for information.

**Author:** L Washkevich      **Reviewed by:** C Smith      **CAO:** D. Derksen

## INTER – MUNICIPAL PLANNING COMMISSION MEETING

Thursday, September 14, 2023

7:00 p.m.

Via Zoom

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

**ADMINISTRATION:** Caitlin Smith Director of Planning & Agriculture  
(Mackenzie County) Jackie Roberts Development Officer/Recording Secretary

(Town of High Level) Clark McAskile Chief Administrative Officer  
Leah Patmore Planning & Development Officer

**REGRETS:** Jacquie Bateman Councillor – Mackenzie County

### MOTION

#### 1. CALL TO ORDER

Brent Anderson, Chair called the meeting to order at 7:00 p.m.

#### 2. ADOPTION OF AGENDA

**IMPC 23-09-005** **MOVED** by Josh Lambert

That the agenda be adopted as presented.

**CARRIED**

#### 3. MINUTES

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

**IMPC 23-09-006** **MOVED** by Andrew O'Rourke

That the minutes of the June 15, 2023 Inter-Municipal Planning Commission meeting be adopted as presented.

**CARRIED**

#### 4. a) TERMS OF REFERENCE

For information.

#### 5. DELEGATIONS

None.

## **6. BUSINESS**

### **Subdivision Application 42-SUB-23 Darryl John Friesen SE-17-111-19-W5M (High Level Rural)**

**IMPC 23-09-007**

**MOVED** by Mike Morgan

That Subdivision Application 42-SUB-23 in the name of Darryl John Friesen on SE-17-111-19-W5M be APPROVED with the following conditions:

1. This approval is for a **Type B** subdivision, 10.0 acres (4.04 hectares) in size.
2. Applicant/developer shall enter into and abide by a Development Agreement with Mackenzie County which shall contain, but is not limited to:
  - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality,
    - I. Any permanent buildings on the property must be constructed 2% above the grade of the road.
  - b) Mitigation measure must be in place in order to avoid water damage from potential pluvial flooding,
  - c) 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. MEETING DATE**

To be decided.

**8. ADJOURNMENT**

**IMPC 23-09-008**

**MOVED** by Josh Lambert

That the Inter – Municipal Planning Commission Meeting be adjourned at 7:05 p.m.

**CARRIED**

These minutes were adopted this \_\_\_\_\_.

\_\_\_\_\_  
Chair





**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>October 11, 2023</b>
<b>Presented By:</b>	<b>Caitlin Smith, Director of Planning and Agriculture</b>
<b>Title:</b>	<b>Municipal Planning Commission Meeting Minutes</b>

**BACKGROUND / PROPOSAL:**

The unapproved minutes of September 14, 2023 Municipal Planning Commission meeting are attached.

**OPTIONS & BENEFITS:**

N/A

**COSTS & SOURCE OF FUNDING:**

N/A

**COMMUNICATION:**

N/A

**Author:** L Braun      **Reviewed by:** C Smith      **CAO:** D. Derksen

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the approved Municipal Planning Commission meeting minutes of September 14, 2023 be received for information.

**Author:** L Braun      **Reviewed by:** C Smith      **CAO:** D. Derksen

**MACKENZIE COUNTY  
Municipal Planning Commission Meeting**

**Mackenzie County Office  
La Crete, AB**

**Thursday, September 14, 2023 @ 10:00 a.m.**

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

**ADMINISTRATION:** Darrell Derksen CAO  
Caitlin Smith Director of Planning & Agriculture  
Jackie Roberts Development Officer  
Lynda Washkevich Development Officer  
Laura Braun Administrative Assistant/Recording Secretary

**REGRETS:** Jacquie Bateman Councillor, MPC Member

**MEMBERS OF THE PUBLIC:** Jake Elias

**MOTION 1. CALL TO ORDER**

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

**2. ADOPTION OF AGENDA**

**MPC 23-09-136 MOVED** by Andrew O'Rourke

That the agenda be adopted as presented.

**CARRIED**

**3. MINUTES**

**a) Adoption of Minutes**

**MPC 23-09-137 MOVED** by David Driedger

That the minutes of the August 24, 2023 Municipal Planning Commission meeting be adopted as presented.

**CARRIED**

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

4. **TERMS OF REFERENCE**

For Information.

5. **DEVELOPMENT**

b) **228-DP-23 Jacob D Elias  
Garage – Detached with a Size Variance in “H-R1A”  
Plan 962 3343, Block 1, Lot 2 (9005 101 St)(La Crete)**

**MPC 23-09-138 MOVED** by David Driedger

That Development Permit 228-DP-23 with a 43% Size Variance (462.85 square feet) on Plan 962 3343, Block 1, Lot 2 in the name of Jacob D Elias by APPROVED with the following conditions:

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

1. A **43% Size Variance** for the Garage - Detached is hereby granted. The Garage - Detached shall be a maximum of 1539.25 square feet (square meters).
2. Minimum building setbacks for the side and rear yards are: 1.52 meters (5 feet) rear yard; 1.52 meters (5 feet) side yards; from the property lines.;
3. The Garage-Detached shall be located no closer to the front property line than the associated dwelling.;
4. The Garage - Detached 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.;
5. 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.;
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. 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 and the aesthetics of the neighbouring residences to the satisfaction of the Development Authority.;

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

8. The Garage - Detached is approved for residential purposes only and no commercial activity is permitted in this building. If the developer/landowner/occupant or other person or persons intend to use the Garage - Detached for commercial or industrial uses, a new development permit is required prior to the commencement of the commercial or industrial use.;
9. The Garage-Detached shall not be accessed from the back alley.;
10. The Garage-Detached will have a maximum vehicle entrance door height of 4.6 meters (15 feet).;
11. The municipality has assigned the following address to the noted property: 9005 101 Street. You are required to display the address (9005) 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.;
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**

- a) **227-DP-23 Neil & Associates  
Sign  
In the Vicinity of 109<sup>th</sup> Avenue & 99<sup>th</sup> Street (La Crete)**

**MPC 23-09-139** **MOVED** by Andrew O'Rourke

That Development Permit 227-DP-23 in the name of Neil & Associates (2006) Inc. be APPROVED with the following conditions:

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

1. Permit expires September 20, 2024 should the Sign need to remain on location, please contact Mackenzie County Planning and Development Department at (780) 928-3983 for a time extension.;
2. The sign shall be located a minimum of: 20 meters from regulatory signs, and not less than 23 feet from the north edge of 109<sup>th</sup> Avenue (Twp. Rd 1062).
3. Illumination of the sign must not negatively affect, nor pose a safety hazard to, an adjacent site or street. The brightness of illumination is at the discretion of the Development Authority.;
4. The sign shall be a minimum of 2 meters in height from the bottom of the sign above the curb/sidewalk.;
5. The sign shall:
  - a. Not obstruct the orderly and safe flow of vehicular and pedestrian traffic,
  - b. Not unduly interfere with the amenities of the district,
  - c. Not materially interfere with or affect the use, enjoyment or value of neighbouring properties, and
  - d. Not create visual or aesthetic blight.;
  - e. Not break the sight triangle regulations.
6. The site and sign shall be kept in a safe, clean, and tidy condition, or may be required to be renovated or removed.;
7. Wiring and conduits of the sign must be concealed from view.;
8. The sign shall not unduly interfere with the amenities of the LAND USE DISTRICT and/or ROAD/HIGHWAY Corridor in which they are located and/or adjacent to.;
9. The quality, aesthetic character and finishing of SIGN construction shall be to the satisfaction of the Development Authority.
10. 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.;
11. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.;
12. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County

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Bylaws and resolutions relating to the development of the lands.

**CARRIED**

**MPC 23-09-140 MOVED** by Andrew O'Rourke

That administration recommend to Council to send a letter to the La Crete Chamber of Commerce and the Fort Vermilion Board of Trade to help synchronize the appearance of roadside signs near La Crete & Fort Vermilion.

**CARRIED**

**c) 236-DP-23 Benny Driedger  
Fence with a Height Variance in "H-CR"  
Plan 052 0560, Block 4, Lot 8 (8912 93 St)(La Crete)**

**MPC 23-09-141 MOVED** by David Driedger

That Development Permit 236-DP-23 on Plan 052 0560, Block 4, Lot 8 in the name of Benny Driedger be APPROVED with the following conditions:

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

1. **Approval of a fence with height variance as noted in condition 2a).**
2. **Maximum height of fence:**
  - a. **2.44 meters (8 feet) for the south side yard,**
  - b. **up to 1.8 meters (6 feet) for the north side and rear yard.**
  - c. **up to 1.22 meters (4 feet) for the front yard**
3. **The fence shall not comprise of and/or support barbed wire.**
4. The fence shall not adversely affect the view of vehicular and pedestrian traffic.
5. The fence shall not encroach onto adjacent properties.
6. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards.
7. This permit may be revoked at any time if, in the opinion of the Development Officer, the proposed development has become

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detrimental, unsightly or otherwise incompatible with the amenities of the neighbourhood.

8. This permit approval is subject to an 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 for Access form by contacting the Operational Services Department for Mackenzie County at 780-928-3983. Access to be constructed at the developers' expense.
9. 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 and the aesthetics of the neighbouring residences to the satisfaction of the Development Authority.
10. 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.
11. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

## **CARRIED**

### **6. SUBDIVISION**

- a) **44-SUB-23 Henry Martens  
20 acres (2 Lots) in "A"  
SW 8-107-14-W5M**

**MPC 23-09-142 MOVED** by Andrew O'Rourke

That Subdivision Application 44-SUB-23 in the name of Henry Martens on SW-8-107-14-W5M be APPROVED with the following conditions:

1. This approval is for two subdivisions, 10.0 acres (4.0 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

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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 10 acre subdivision equals 1.0 acre as credit towards a road**

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widening.

**CARRIED**

- b) **45-SUB-23 Ryan Rose  
10 acres (1 Lot) in "A"  
NW 36-109-15-W5M**

**MPC 23-09-143** **MOVED** by David Driedger

That Subdivision Application 45-SUB-23 in the name of Ryan Rose of NW-36-109-15-W5M be APPROVED with the following conditions:

1. This approval is for a **Type B Subdivision**, containing 1 lot, totalling 10 Acres.
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) 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 an access to the subdivision 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,

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- 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**

- a) **Bylaw 13xx-23 Land Use Bylaw Amendment  
Rezone Part of NE 9-106-15-W5M  
From Hamlet Residential 1A "H-R1A" to  
Hamlet Residential 2 "H-R2"**

**MPC 23-09-144** **MOVED** by David Driedger

That the Municipal Planning Commission recommend to Council to approve Bylaw 13xx-23 being a Land Use Bylaw Amendment to rezone Part of NE-9-106-15-W5M from Hamlet Residential 1A "H-R1A" to Hamlet Residential 2 "H-R2", subject to public hearing input.

**CARRIED**

Andrew O'Rourke declared himself in conflict and left the meeting at 11:09 a.m.

- b) **Bylaw 13xx-23 Land Use Bylaw Amendment  
Rezone Part of NE 9-106-15-W5M  
From Hamlet Country Residential "H-CR" to Recreation 1  
"REC1"**

**MPC 23-09-145** **MOVED** by David Driedger

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That the Municipal Planning Commission recommend to Council to approve Bylaw 13xx-23 being a Land Use Bylaw Amendment to Part of Plan 052 2048, Block 2, Lot 3 from Hamlet Country Residential “H-CR” to Recreation 1 “REC 1” subject to public hearing input.

**CARRIED**

Andrew O’Rourke returned to the meeting at 11:10 a.m.

**8. CLOSED MEETING**

a) None

**9. MEETING DATES**

- ❖ Thursday, September 28, 2023 @ 10:00 a.m. in Fort Vermilion
- ❖ Thursday, October 12, 2023 @ 10:00 a.m. in La Crete

**10. ADJOURNMENT**

**MPC 23-09-146 MOVED** by Andrew O’Rourke

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

**CARRIED**

These minutes were adopted this 28<sup>th</sup> day of September, 2023.

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Erick Carter, Chair



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>October 11, 2023</b>
<b>Presented By:</b>	<b>Darrell Derksen, Chief Administrative Officer</b>
<b>Title:</b>	<b>Information/Correspondence</b>

## **BACKGROUND / PROPOSAL:**

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

- Council Action List
- 2023-09-28 - MP Chris Warkentin - Press Release - Dumpster Fire in Ottawa
- 2023-08-21 - Minister of Public Safety and Emergency Services - Gratitude for Assisting the NWT Evacuees
- 2023-07-27 - MD of Fairview No. 136 - Letter to Minister of natural resources - hydroelectricity as alt energy source
- 2023-09-06 - MD of Spirit River No.133 -Letter to Min - Hydroelectricity as an Alternate Source of Energy for Northern Alberta
- 2023-10-04 - Minister of Transportation and Economic Corridors - Site C Dam
- 2023-08-17 - La Crete Recreation Society Meeting Minutes
- 2023-06-21 - Regional Economic Development Initiative Meeting Minutes
- 2023-10-21 - Rocky Lane Agricultural Society Fall Community Supper

## **OPTIONS & BENEFITS:**

N/A

## **COSTS & SOURCE OF FUNDING:**

N/A

## **SUSTAINABILITY PLAN:**

N/A

**Author:** T. Thompson      **Reviewed by:** L. Flooren      **CAO:** D. Derksen

**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:** T. Thompson      **Reviewed by:** L. Flooren      **CAO:** D. Derksen



## Mackenzie County Action List as of September 19, 2023

### *Council and Committee of the Whole Meeting Motions Requiring Action*

Motion	Action Required	Action By	Status
<b>February 22, 2016 Council Meeting</b>			
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.
<b>May 10, 2016 Regular Council Meeting</b>			
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"> <li>• cancel PLS 080023;</li> <li>• pursue acquisition of land parcels as identified on the map presented in red;</li> <li>• 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.</li> </ul>	Caitlin	PLS180027  FNC received adequacy Next steps
<b>October 9, 2018 Regular Council Meeting</b>			
18-10-763	That administration proceeds with the water diversion license's as discussed.	John	Received TDL <b>Had meeting with AEP. Will wait on TOHL meeting to determine future of a permanent license.</b>
<b>June 5, 2020 Special Council Meeting</b>			
20-06-334	That administration continues to support a community recovery plan that includes a community engagement component.	DRT	Ongoing
<b>July 15, 2020 Regular Council Meeting</b>			
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
<b>November 25, 2020 Regular Council Meeting</b>			
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	Byron	Working on draft offsite levy bylaw. Ad Hoc Development Committee

Motion	Action Required	Action By	Status
	recovering all costs associated with the sanitary sewer trunk improvements.		
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
October 12, 2021 Budget Council Meeting			
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
December 14, 2021 Regular Council Meeting			
21-12-854	That Policy DEV001 & DEV007 be brought back to Council for review.	Caitlin	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	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  Received Offer to Purchase, negotiations with AT
March 23, 2022 Committee of the Whole Meeting			
22-03-222	That administration communicate with the Recreation Boards regarding backup generators and bring back recommendations to council.	Don	Looking for grant funding. 2024 Budget deliberations
April 27, 2022 Regular Council Meeting			
22-04-325	That Council direct administration to bring back Bylaw 908-13 – Unsightly Premises Bylaw for review to a future Council meeting.	Don	<b>Bringing to a future council meeting as per the Community Services Meeting.</b>
May 25, 2022 Regular Council Meeting			
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	Awaiting signed agreement

Motion	Action Required	Action By	Status
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	Awaiting signed agreement
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
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/Landon	Met with CN in July Following up with CN <b>See Director's Report</b>
October 26, 2022 Budget Council Meeting			
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	2024 Budget deliberations
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	In Progress
December 13, 2022 Regular Council Meeting			
22-12-908	That Council approve the Fort Vermilion Bridge Campground and Recreational Area Plan as amended and to submit the Plan to Forestry, Parks and Tourism for their approval.	Don	<b>Public Input to be reviewed by Community Services Committee</b>
January 25, 2023 Regular Council Meeting			
23-01-051	That administration research options for charging user fees for municipal road allowances that are already cleared and farmed for profit.	Caitlin	Administration to bring back to ASB – For recommendation to Council
23-01-074	That the Municipal Planning Commission look at obtaining land in lieu of cash on rural subdivisions.	Caitlin	In Progress

Motion	Action Required	Action By	Status
<b>February 7, 2023 Regular Council Meeting</b>			
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
23-02-133	That administration create a new zoning district to alleviate concerns regarding agricultural use on residential acreages.	Caitlin	In Progress
<b>April 4, 2023 Regular Council Meeting</b>			
23-04-336	That administration work with Tallahassee Exploration Inc. on agreements.	Jen	<b>Terms met awaiting agreement from lawyers</b>
<b>April 26, 2023 Regular Council Meeting</b>			
23-04-380	That administration look at an alternative solution for the installation system of an enclosed heating system at the Fort Vermilion Recreation Center.	Don	<b>COMPLETE</b>
23-04-407	That the 2023 One Time Projects budget be amended to include the Outdoor Recreation and Tourism Plan Project, in the amount of \$114,100 with funding of \$55,800 coming from the Northern and Regional Economic Development (NRED) Program, \$58,300 from Mackenzie County, and an in-kind donation of \$2,500 noted from each of the following: <ul style="list-style-type: none"> <li>- Mackenzie Frontier Tourism Association,</li> <li>- La Crete Polar Cats Snowmobile Club,</li> <li>- Regional Economic Development Agency of Northwest Alberta.</li> </ul>	Byron/Jen	Finance – COMPLETE Projects & Infrastructure – Developing RFP
<b>May 31, 2023 Regular Council Meeting</b>			
23-05-467	That administration sign an offer to purchase and start negotiations with Alberta Transportation for PLS 140031 – South of High Level Lands.	Caitlin	Refer to Motion 22-02-085
23-05-469	That administration research the possibility of partnering with Northern Alberta Development Council (NADC) in regards to a matching bursary program.	Jen	NADC Contacted. New Bursary with criteria required. Request partnership by Nov 2023 for 2024. Reviewed
<b>June 6, 2023 Regular Council Meeting</b>			
23-06-491	That the Out of Scope Contracts be TABLED to a future Council meeting.	Darrell	Will bring to 2024 Budget Meetings
<b>June 27, 2023 Committee of the Whole Meeting</b>			
COW 23-06-080	That the Tourism Opportunity Assessment Draft Report from Maxwell Harrison, Expedition Management Consulting be reviewed at a future Community Services Committee meeting.	Byron	<b>COMPLETE</b>
<b>July 12, 2023 Regular Council Meeting</b>			

Motion	Action Required	Action By	Status
23-07-574	That Mackenzie County agree to the transfer of ownership of the Fort Vermilion Library building and property and that administration work with Mackenzie County Library Board and the Fort Vermilion Library Society with the transfer.	Byron	Begun investigating process
23-07-588	That Policy ADM053 Flags and Flag Protocol be TABLED to a future Council Meeting.	Don	
<b>August 16, 2023 Regular Council Meeting</b>			
23-08-604	That administration proceed as directed for the Offer to Purchase – Portion of Plan 2938RS, Block 06, Lot 16 (Hamlet of Fort Vermilion).	Caitlin	In Progress
23-08-614	That the Intersection Improvement Hamlet of La Crete contract be awarded to the lowest qualified bidder while staying within budget.	Byron	Awaiting Signatures <b>Contracts Signed and work underway</b>
23-08-638	That Council acknowledges the resignation of Councillor Darrell Derksen and that a By-election be held for the Councillor vacancy in Ward 2 as follows: •Nomination Day – September 19, 2023 •Advance Vote – October 13, 2023 •Election Day – October 17, 2023	Louise	<b>COMPLETE Dale Wiebe Acclaimed</b>
23-08-646	That Mackenzie County Council supports and recognizes the Rail Safety Week by acknowledging and proclaiming the week of September 18-24, 2023, as Rail Safety Week in Mackenzie County.	Darrell	<b>COMPLETE</b>
23-08-647	That administration research the parameters of a housing needs assessment and bring back during budget discussions.	Byron	In Progress
23-08-648	That administration research gravel pit options for future crushing.	Byron	In Progress
23-08-649	That administration be authorized to list the 2016 – 140M grader at the Ritchie Bros. Auctioneers heavy equipment sale on September 6-8, 2023.	Willie	<b>COMPLETE See Motion 23-09-695</b>
23-08-650	That administration proceed with the Wadlin Lake Campground Pickleball Court with funds coming from Municipal Reserve and amend the 2023 Capital Budget not to exceed \$55,000.	Don	Project will be completed Spring 2024 Ground Work Completed. Concrete due to be poured on September 28, 2023
23-08-654	That administration enter into an agreement with the Coalition for Far Northwest Alberta Brighter Futures Society to provide the services for the Family and Community Support Services Fort Vermilion Program.	Jen	

Motion	Action Required	Action By	Status
23-08-655	That administration present the Tax Recovery Auction properties with proposed dates at an upcoming Council meeting for review.	Jen	Rescheduled for 2023- <b>Nov.</b>
<b>September 6, 2023 Regular Council Meeting</b>			
23-09-676	That administration enter in an amended tax agreement schedule with Tallahassee Exploration Inc. as discussed.	Jen	In Progress <b>See Motion 23-04-336</b>
23-09-678	That the deadline for proposals be set for October 10, 2023 and administration be authorized to open and score each proposal for presentation and awarding at the October 11, 2023 Council Meeting.	Byron	RFP Advertised
23-09-679	That a letter of support for the Proposed Bridge Locations be sent to the Minister of Transportation and Economic Corridors.	Darrell	
23-09-683	That the third reading of Bylaw 1302-23 being a Land Use Bylaw Amendment to rezone Part of SW-2-106-15-W5M from Agricultural "A" to Institutional "I", to accommodate a church	Caitlin	<b>COMPLETE</b>
23-09-684	That administration bring the Fort Vermilion Flood Damage Underground Repairs Project 2320-009 Tender Awarding to the September 19, 2023 Regular Council Meeting.	John	<b>COMPLETE</b>
23-09-693	That the 500 cubic meters from the Filter Pit be donated to the La Crete Equine Society.	Darrell	
23-09-695	That administration be authorized to list the 2016 – 140M grader at the Ritchie Bros. Auctioneers heavy equipment sale on October 3 - 5, 2023.	Willie	
23-09-700	That a letter addressing Mackenzie County's concerns regarding the impact of the Site C Dam on the Ice Bridge and Ferry Crossing be sent to the Minister of Transportation & Economic Corridors and BC Hydro.	Darrell	<b>COMPLETE</b>
<b>September 19, 2023 Regular Council Meeting</b>			
23-09-710	That administration proceed with disposal of mitigation items as discussed.	Jen	<b>In Progress</b>
23-09-712	That the 2023 Capital budget be amended for the La Crete Recreation Society's – Arena Parking Lot Project in the amount of \$100,000 with \$75,000 of funding coming from the La Crete Recreation Society, and \$25,000 in funding coming from the General Capital Reserve.	Jen	<b>COMPLETE</b>
23-09-716	That deletable items 1-5, and 7 in Schedule "D" be removed, and that the Fort Vermilion Flood Damage	John	<b>COMPLETE</b>

Motion	Action Required	Action By	Status
	Underground Repairs Project 2320-009 tender be awarded to Green Acre Ventures Ltd.		
23-09-717	That third reading be given to Bylaw 1302-23 being a Land Use Bylaw Amendment to rezone Part of SW-2-106-15-W5M from Agricultural "A" to Institutional "I", to accommodate a church and school subject to dust control, buffers and access concerns being addressed.	Louise	<b>COMPLETE</b>
23-09-719	That the following priority topics be discussed at the Minister meetings during the Rural Municipalities of Alberta (RMA) fall convention in November 2023 in Edmonton.  (See listing in 2023-09-19 Minutes)	Darrell/Louise	<b>In Progress</b>
23-09-720	That administration work with the local Councillor for the purchase and installation of Bison Hunt Signage and Awareness.	Don	<b>In Progress</b>
23-09-722	That all Councillors be authorized to attend Alberta Can: Regional Investment Initiative Workshop on October 18, 2023 in High Level.	Louise	<b>COMPLETE</b>



**Chris Warkentin, MP**  
Grande Prairie–Mackenzie

# News Release

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**FOR IMMEDIATE RELEASE**

OTTAWA – September 28, 2023

## **WARKENTIN IN OTTAWA AS LIBERAL DUMPSTER FIRE BURNS**

Chris Warkentin, Member of Parliament for Grande Prairie-Mackenzie, spoke on the state of the government.

“Justin Trudeau and this Liberal government are completely off base and out of touch. Years of deficit-funded overspending caused inflation to skyrocket, which increased 43% over the last two months, up to 4%. The government’s disastrous financial mismanagement left the Bank of Canada no choice but to raise interest rates ten times in less than two years.”

Warkentin continued, “These rate increases hammer Canadian households. Because of interest rate increases, mortgage rates have doubled and Canadians fear losing their homes.”

“Daily essentials are no better, as the Liberals’ punish everyday people with their cruel carbon tax that they intend to increase even more. The carbon tax increases costs for every producer, manufacturer and shipper in this country, turning groceries and a tank of gas into unaffordable purchases.”  
Warkentin went on, “Crime is up, homelessness is on the rise, and so many of our streets no longer feel safe.”

“The Prime Minister’s usual tactics of division and distraction are no longer working. Instead, Justin Trudeau is straining our relationships with international allies and – worst of all – allowed a Nazi war veteran to be honoured in the House of Commons during Ukrainian President Zelenskyy’s visit. More and more Canadians are seeing through the Prime Minister’s antics.

“As the dumpster fire burns in Ottawa, Trudeau hasn’t been showing up for work. This government and its leader are truly not worth the cost. Conservatives will continue holding the government to account, and push for common-sense solutions to fix all that Trudeau has broken.”

-30-

For more information, please contact: (613-992-5685), or [chris.warkentin@parl.gc.ca](mailto:chris.warkentin@parl.gc.ca).

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Ottawa Office  
Tel: (613) 992-5685  
[chris.warkentin@parl.gc.ca](mailto:chris.warkentin@parl.gc.ca)



Constituency Office  
Tel: (780) 538-1677  
[chris.warkentin@parl.gc.ca](mailto:chris.warkentin@parl.gc.ca)





ALBERTA  
PUBLIC SAFETY AND EMERGENCY SERVICES

---

*Office of the Minister  
Deputy Premier of Alberta  
MLA, Calgary-West*

AR 27159

August 21, 2023

Mr. Joshua Knelsen  
Reeve  
Fort Vermillion (MacKenzie County)  
PO Box 640  
Fort Vermillion AB T0H 1N0

Dear Mr. Knelsen:

On behalf of the Government of Alberta, I want to extend my gratitude to you and your communities for stepping up to assist the evacuees from the unprecedented wildfires in the Northwest Territories. Your kindness, generosity, and support are greatly appreciated.

The Government of Alberta is collaborating closely with your communities to provide assistance through the Alberta Emergency Management Agency (AEMA) and the Provincial Emergency Coordination Centre (PECC). I want to communicate how we are sharing important information with your community representatives during this emergency.

While the Government of Alberta and the AEMA are directly communicating with your supporting agencies as issues and needs arise, overall, the AEMA is also staying in touch with your local director of emergency management (DEM) or their representative through our field officer assigned to your community. There is a continuous exchange of information happening every day with local needs being sent to the PECC for actions, and with your respective DEMs being responsible for sharing overall information from the PECC to your communities. This approach ensures timely sharing of information, offers a single point of contact, and reduces the chances of misinformation. If you have any questions during this period, please do not hesitate to contact us.

Sincerely,

Honourable Mike Ellis, ECA  
Deputy Premier of Alberta  
Minister of Public Safety and Emergency Services



Municipal District of Fairview No. 136  
Box 189  
Fairview, Alberta  
T0H1L0

Phone: 780-835-4903  
Fax: 780-835-3131  
Email: [mdinfo@mdfairview.ab.ca](mailto:mdinfo@mdfairview.ab.ca)

July 27, 2023

Honourable Jonathan Wilkinson  
Minister of Natural Resources  
House of Commons  
Ottawa, Ontario,  
Canada  
K1A 0A6

Via email to: [jonathan.wilkinson@parl.gc.ca](mailto:jonathan.wilkinson@parl.gc.ca)

Dear Sir:

**RE: Hydroelectricity as an Alternate Source of Energy for Northern Alberta**

The council of the Municipal District of Fairview No. 136 requests that hydroelectric opportunities be investigated by Federal and Provincial Governments as an alternate source of energy in Northern Alberta. Hydroelectric energy is a means of creating an affordable, reliable, and sustainable electricity.

Hydroelectric energy would address the increasing electricity needs of the province, with the added potential for economic benefits for local communities in the north. Northern Alberta is home to some very large rivers – a vast renewable resource that could facilitate energy diversification and ensure a cleaner and more stable electricity grid for our Province.

The Province of British Columbia has recognized the potential of this region and has three hydrogeneration facilities on the Peace River – the W.A.C. Bennett Dam, the Peace Canyon Dam, and the Site C Dam. The Province of Alberta's failure to harness energy from its largest river, colloquially known as the "Mighty Peace" is one of its greatest missed opportunity, particularly considering the increasing cost of electricity to the average consumer.

The Municipal District of Fairview No. 136 supports the development hydroelectric dams on the Peace River to provide the North with cost-effective, reliable, renewable energy. Such development would reduce reliance on fossil fuels and would bolster the economic health and diversification of the Peace Region, and the Province in general.

Yours truly,

Phil Kolodychuk  
Reeve, Municipal District of Fairview No. 136

cc. Premier of Alberta, Danielle Smith via email at: [premier@gov.ab.ca](mailto:premier@gov.ab.ca)  
cc. MLA Todd Loewen, via email at: [CentralPeace.Notley@assembly.ab.ca](mailto:CentralPeace.Notley@assembly.ab.ca)

cc. MLA Dan Williams, via email at: [Peace.River@assembly.ab.ca](mailto:Peace.River@assembly.ab.ca)  
cc. Deputy Prime Minister of Canada, Chrystia Freeland via email at: [chrystia.freeland@parl.gc.ca](mailto:chrystia.freeland@parl.gc.ca)  
cc. Prime Minister of Canada, Justin Trudeau via email at: [justin.trudeau@parl.gc.ca](mailto:justin.trudeau@parl.gc.ca)  
cc. MP Jagmeet Singh via email at: [Jagmeet.Singh@parl.gc.ca](mailto:Jagmeet.Singh@parl.gc.ca)  
cc. MP Pierre Poilievre via email at: [pierre.poilievre@parl.gc.ca](mailto:pierre.poilievre@parl.gc.ca)  
cc. MLA Rachel Notley, via email at: [Edmonton.Strathcona@assembly.ab.ca](mailto:Edmonton.Strathcona@assembly.ab.ca)  
cc. PREDA, via email at: [ddibbelt@mdspiririver.ab.ca](mailto:ddibbelt@mdspiririver.ab.ca)  
cc. REDI, via email at: [redimanager@rediregion.ca](mailto:redimanager@rediregion.ca)



## Municipal District of Spirit River No. 133

Box 389 Spirit River, Alberta T0H 3G0  
E-mail: [mdsr133@mdspiritriver.ab.ca](mailto:mdsr133@mdspiritriver.ab.ca)

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

September 6, 2023

Honourable Jonathan Wilkinson  
Minister of Natural Resources  
House of Commons  
Ottawa, Ontario K1A 0A6

Via email to: [Jonathan.wilkinson@parl.gc.ca](mailto:Jonathan.wilkinson@parl.gc.ca)

Dear Minister Wilkinson:

**RE: Hydroelectricity as an Alternate Source of Energy for Northern Alberta**

Municipal District of Spirit River No. 133 Council joins with other northwestern Alberta in requesting the Federal and Provincial Governments investigate the hydroelectric opportunities that the Peace River offers as alternate energy source for northern Alberta. With hydro being an affordable, reliable and sustainable means of generating electricity, utilizing the river systems of northern Alberta to that means will address the increasing demand for electricity.

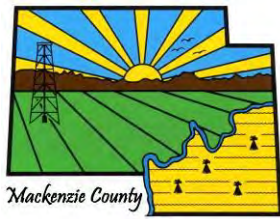
Development of the hydroelectric system in Alberta will provide economic stability for northern Alberta while providing cost efficient electricity for the province and the North American grid. The Province of British Columbia has constructed three dams on the Peace River, utilizing the hydro generation potential of the river. With increased electricity costs and the growing need for more electricity, the Province of Alberta should be exploring this great opportunity.

The Municipal District of Spirit River No. 133 supports the development of hydroelectric dams on the Peace River to enhance the electrical grid for Northern Alberta, provide more cost efficient energy to its citizens and to improve the economic diversification of the Peace Region as well as the Province in general.

Sincerely,

Reeve, Tony Van Roostelaar  
The Municipal District of Spirit River No.133

- cc. Premier of Alberta, Danielle Smith via email at: [premier@gov.ab.ca](mailto:premier@gov.ab.ca)
- cc. MLA Todd Loewen, via email at: [CentralPeace.Notley@assembly.ab.ca](mailto:CentralPeace.Notley@assembly.ab.ca)
- cc. MLA Dan Williams, via email at: [Peace.River@assembly.ab.ca](mailto:Peace.River@assembly.ab.ca)
- cc. Deputy Prime Minister of Canada, Chrystia Freeland via email at: [chrystia.freeland@parl.gc.ca](mailto:chrystia.freeland@parl.gc.ca)
- cc. Prime Minister of Canada, Justin Trudeau via email at: [justin.trudeau@parl.gc.ca](mailto:justin.trudeau@parl.gc.ca)
- cc. MP Jagmeet Singh via email at: [Jagmeet.Singh@parl.gc.ca](mailto:Jagmeet.Singh@parl.gc.ca)
- cc. MP Pierre Poilievre via email at: [pierre.poilievre@parl.gc.ca](mailto:pierre.poilievre@parl.gc.ca)
- cc. MLA Rachel Notley, via email at: [Edmonton.Strathcona@assembly.ab.ca](mailto:Edmonton.Strathcona@assembly.ab.ca)
- cc. PREDA, via email at: [ddibbelt@mdspiritriver.ab.ca](mailto:ddibbelt@mdspiritriver.ab.ca)
- cc. REDI, via email at: [redimanager@rediregion.ca](mailto:redimanager@rediregion.ca)
- cc. Minister of Energy and Minerals, Brian Jean [minister.energy@gov.ab.ca](mailto:minister.energy@gov.ab.ca)



# Mackenzie County

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

October 4, 2023

Email: [transportation.minister@gov.ab.ca](mailto:transportation.minister@gov.ab.ca)

The Honourable Devin Dreeshen  
Minister of Transportation and Economic Corridors  
132 Legislature Building  
10800 – 97 Avenue  
Edmonton, AB  
T5K 2B6

Dear Minister:

**RE: SITE C DAM**

This letter is to address the effects that Site C dam is having on the Peace River. Mackenzie County relies on this river to provide an ice bridge in the winter and run a ferry in the summer to maintain traffic accommodations on highway 697. Water levels as well as the temperature of the water greatly affects these crucial transportation networks.

The July 2023 report provided by BC Hydro “Site C Project Downstream effects on the Peace River” states that the project will have small effects on the Peace River. We are skeptical of this statement as we have seen first-hand, and received a lot of feedback from local, commercial and agricultural haulers that have been utilizing the ice bridge and ferry for decades as a way to reduce travel time and fuel cost, and they can find it frustrating to have to use alternative routes when the water levels have fluctuated enough to shut down the ferry or ice bridge. Recent water levels of the Peace River are the lowest in memory of some of our longest residents.

We encourage you to continue monitoring the river, not only up to the Town of Peace River, but further downstream to the Hamlet of Fort Vermilion. If you would like to discuss this matter further please feel free to contact me at 780-926-7405 or our Chief Administrative Officer, Darrell Derksen at 780-927-3718 or [cao@mackenziecounty.com](mailto:cao@mackenziecounty.com).

Sincerely,

Joshua Knelsen  
Reeve  
Mackenzie County

**LA CRETE RECREATION SOCIETY  
REGULAR MEETING  
August 17, 2023**

**Northern Lights Recreation Centre  
La Crete, Alberta**

**Present:** Joe Driedger, President  
Philip Krahn, Vice-President  
Shawn Wieler, BHP Rep  
Peter F Braun, County Rep via Zoom  
Duffy Driedger, Minor Hockey Rep  
Dave Schellenberg, Shinny Rep  
Mike Schellenberg, Junior B Rep  
Henry Goertzen, Blumenort Rep  
Holly Neudorf, Figure Skating Rep  
George Fehr, Director  
John Zacharias, Blue Hills Rep  
Lukas Peters, Treasurer  
Philip Doerksen, Arena Manager  
Corrina Doerksen, Secretary/Bookkeeper  
Andy Wiebe, Junior B

**Missing:** Jonathan Klassen, Recreation Coordinator away for arena 2 course.

**Call to Order:** President Joe Driedger called the meeting to order at 5:57 p.m.

**Approval of Agenda**

Add 9.2 New Arena Plant Room  
Add 9.3 Parking Lot

Shawn Wieler moves to accept the agenda as amended.

CARRIED

**Rec Coordinator Report – Philip Doerksen**

1: June/July Rec Coordinator report presented as information.

**Financials:**

1: Financials were presented by Philip Doerksen.

Dave Schellenberg moves to accept the June 2023 Financial Report.

CARRIED

Henry Goertzen moves to accept the July 2023 Financial Report.

CARRIED

**Approval of Previous Meeting's Minutes**

Duffy Driedger moves to accept the June 15, 2023 regular meeting minutes as presented.  
CARRIED

### **Business from Previous Minutes**

#### **Review of Action Sheet**

Add Lumber Barons Agreement review June 2024.

#### **Managers Report – Philip Doerksen**

1. Managers Report presented by Philip Doerksen.  
Philip Doerksen handed in his letter of resignation.

John Zacharias moves to accept the June/July 2023 Managers Report.

CARRIED

#### **New Business:**

##### 9.1 Lumber Barons Concerns

Lumber Barons proposed a long term lease agreement on their dressing room. Requested to build and install a trophy case, coffee cabinet and video booth, potential for a board gate across from the dressing room entrance for team ice access. Discussion on ice fees and neutral zone sponsor logos.

Shawn Wieler made a motion for the Lumber Barons to proceed with the building and installation of a trophy case, coffee cabinet and video booth as per discussion for the use of all user groups.

CARRIED

Philip Krahn made a motion for Corrina to write up a dressing room and neutral zone ice ads agreement between the La Crete Recreation Society and the La Crete Lumber Barons for \$2400 for one year with ice ads to be coordinated with the arena management and board executive.

CARRIED

Dave Schellenberg made a motion for the Lumber Barons ice fees to remain the same as last year.

CARRIED

##### 9.2 New Arena Plant Room

Gas fired furnace and vent need to be removed. Philip Doerksen will get a quote.

##### 9.3 Parking Lot

Discussion on parking options for east of the Raymond Knelsen Arena.

Henry Goertzen moves to go in camera at 7:43 p.m.

Holly Neudorf moves to go out of camera at 8:17 p.m.

Mike Schellenberg moves for the meeting to be adjourned at 8:19 p.m.

Next Meeting will be **September 14 2023 at 6:00pm, AGM 7:30pm**

## ACTION SHEET

Following August 17, 2023 Meeting

Action:		Assigned:	Date to be Completed:	Status:
1.	Lumber Barons Agreement	LCRS	June 2024	In Progress
2.				
Ongoing & Annual Items				
Action:		Assigned:	Date to be Completed:	
1.	Send Meeting minutes to Mackenzie County	Secretary	Monthly	
2.	Annual Manager's Performance Review	Subcommittee	Annually by April 30 <sup>th</sup>	
3.	Advertise or Caretakers for Outdoor Rinks	Arena Manager	Annually in September	
4.	Send out meeting requests electronically to all board members.	Secretary	Monthly	
5.	Review arena rates	LCRS	Annually in January	
6.	Board Member Assignments	LCRS	Annually by LCRS AGM	





**Board Meeting  
REDI Northwest Alberta  
Approved Minutes  
June 21, 2023  
6:00 REDI Meeting**

**MEETING MINUTES**

**REDI Board Members Present**

Crystal McAteer, Secretary / Treasurer, Town of High Level  
Larry Neufeld, La Crete Chamber of Commerce  
Ryan Matthew Luengo, High Level Chamber of Commerce  
Jasmine Light, Northern Lakes College  
Boyd Langford, Town of High Level  
Mike Osborn, Community Futures Northwest Alberta  
Justin Gaudet, Paddle Prairie Metis Settlement

**REDI Board Members Absent**

Greg McIvor, Zama Chamber Committee  
Thomas Simpson, Fort Vermilion Board of Trade  
Lisa Wardley, Chair, Mackenzie County  
Michelle Farris, Vice-Chair, Town of Rainbow Lake  
Josh Knelsen, Mackenzie County  
Don Werner, Town of Rainbow Lake

**Staff & Guests**

Byron Peters, Interim CAO – Mackenzie County  
Hayley Gavin, Director of Planning & Development – TOHL  
Lori Christian, Resources Coordinator – Paddle Prairie Metis Settlement  
Luke Martens, Digital Service Squad – REDI / CFNWA  
Andrew O'Rourke, REDI Manager

**1. CALL TO ORDER**

The Secretary / Treasurer, Crystal McAteer called the meeting to order and declared quorum at 6:00 pm.

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

**Motion:**

**Moved by Larry Neufeld**

That REDI accepts the agenda as amended to include 7. CanExport Site Selection on pages 24-26 of the meeting package.

**Carried**

**3. MINUTES OF THE MAY 17, 2023, MEETING.**

**Motion:**

**Moved by Ryan Matthew Luengo**

The Minutes of the May 17, 2023, REDI Meeting be accepted as presented.

**Carried**

**4. YEAR-END FINANCIAL REPORT MAY 31, 2023**

**Motion:** **Moved by Justin Gaudet**  
That the month ending May 31, 2023, financial report be accepted as presented.

**5. Managers Report**

On June 20, the REDI manager hosted the REDA manager’s meeting; there was a discussion about getting the Chairs together with the new minister of Jobs, Economy and Trade – Matt Jones. In May, the three years reporting to G.O.A for the fifty thousand in operational funding was completed and submitted. Also, the final report on the twenty-five thousand dollar grant project, which included the ten business cases, was submitted. In the past month, a contract was signed with Paul Salvatore with Municipal Experts to complete five business cases under the NRED grant. The REDI manager met with two businesses interested in exploring opportunities in Northwest Alberta, Powerwood UK, wanting to develop a black pellet production plant, and Chris Nel – The Pearl Group, interested in lithium extraction.

**Motion:** **Moved by Jasmine Light**  
That Manager's verbal report and be accepted as presented.  
**Carried**

**6. NEW BUSINESS**

**i. REDI Financial Breakdown**

The REDI manager outlined the projects REDI will undertake over the following two years, including CanExport, NRED, Digital Service Squad, and The GOA \$125K funds for operations and projects. The matching fifty percent funding for CanExport will be contributed from the GOA operational funds, and the matching component for the 2023 portion of the NRED Grant will also be allocated from the GOA operational funds.

**Motion:** **Moved by: Larry Neufeld**  
REDI accepts the projects and funding breakdown as presented.  
**Carried**

**ii. Chamber Membership Fees**

REDI has a total membership fees of \$3,000 from the combined chamber membership. The High Level Chamber requested that the annual REDI \$1,000 membership fee for 2023-2024 be cancelled. The High Level Chamber currently has 20 members and a low revenue stream. High Level and District Chamber of Commerce is starting again with a new board. La Crete Chamber has over 400 members, built up over the past ten years by a dedicated manager, which comes at a yearly cost to that chamber. Fort Vermilion Board of Trade and Zama Chamber Committee are currently on \$500 Membership fees.

**Motion:** **Moved by: Boyd Langford**  
That REDI amends its Chamber membership fees:  
A Chamber with a membership of 50 or fewer businesses will have a fee of \$250.  
A Chambers with a membership of 50 or more businesses will have a fee of \$1,000.

**Carried**

### **iii. Powerwood – Black Pellet Plant**

The REDI manager met with Powerwood UK to discuss the opportunity they are exploring to build a 360,000 tons per-year black wood pellet facility. The 30,000 tons per month 50 tones per hour capacity plant would require two additional unit trains of 114 carriages on the CN Mackenzie Rail line all the way to Vancouver. Powerwood would like to use roto-tainers to move pellets from the pellet production facility by semi-truck road and load the roto-tainers directly onto the railcar, eliminating having to build a large silo at the rail bulkhead. They discuss purchasing burnt wood from Paddle Prairie and using their 400 tons per annum FMA to get aspen fiber sources. They desire to log and chip in the bush and transport it to the facility on the 88 connector. That site location needs more water capacity to meet their requirement; this is a concern for Mackenzie County. Black Pellets use steam to lock in the product so it is resistant to moisture damage during transportation and storage. At The Upper Hay Forest Management meetings, a woodlands representative outlines that Powerwood hope to be up and running in 2024. The REDI Manager will ask when a Powerwood representative would be in the region and ask that they present to the REDI board.

### **iv. Manganese / Lithium / Vanadium**

The REDI manager met with Chris Nel, who lives in Manning and has recently emigrated from South Africa. With an extensive mining and mineral extraction background, Chris made contact after reading the business case for lithium and brine-hosted minerals in the MoveUp magazine article. Chris outlined the chemistry used to extract minerals from brine water. He is looking for a partner in the region to get brine water from several wells to start the testing process. REDI is aware of Volt Lithium, which transported a truck of brine water from our region to Vancouver for testing. It was agreed at the REDI meeting that interesting minerals are available in our region, but it would require a much larger study than that proposed by Mr. Nel. The samples at wells would also vary across the region, with Zama believed to have a higher lithium concentration due to heavier metals in the brine. It is more complex than initially described by Mr. Nel, who was only looking for 35ltr. Samples would vary hugely depending upon the well volume produced per day, the flow, the suspended status or how long the well has been run. REDI should consider a background check for company enquiries, as REDI's reputation is on the line if an introduction is made to a local company.

### **v. CanExport – Updating Reporting**

The purpose of the CanExport grant was to help REDI become more investment ready. REDI has contracted the Site Selection, Community Investment Profiles, Investment Attraction Videos, and Website updates. However, the CanExport project still needs to update the value propositions for eight reports REDI has previously created over the past ten to fifteen years.

Understanding the value proposition for business cases already created by REDI, including hemp processing, pea protein processing, and alternative green energy, is crucial. The goal is to demonstrate the value and ROI of investing in the region by putting an investor's lens on the feasibility reports. The project aims to generate 40 leads for foreign companies interested in investing in the region.

#### **Motion:**

**Moved by: Boyd Langford**

That REDI contracts A & W Ventures Ltd. to update the value proposition of eight REDI reports to include: 1. Hemp Fibre Opportunity 2. Pea Processing Opportunity 3. Forestry Opportunities Study 4. Surplus Heat 5. Tourism Investment 6. Flax 7. Highway 58 (East and

West) 8. Oat Processing Opportunity. The project must be completed by December 31, 2023, and REDI retains the rights to contractors' work.

**Carried**

**vi. MoveUp Magazine Article**

**Motion:**

**Moved by: Larry Neufeld**

That REDI creates an article on the benefits of new fiberoptic broadband installation, connectivity in our communities, and increased opportunities to participate in the digital economy.

**Carried**

**vii. Reimagining Rural Economic Development Conference**

The Reimagining Rural Economic Development Conference on October 25 & 26, hosted by the Alberta Centre for Sustainable Rural Communities, will highlight ways that an old idea can breathe new life into rural communities across the province. The REDI manager will attend, and any other board member who wishes to attend to notify the REDI manager by July 14, 2023.

**7. OLD BUSINESS**

**v. Railway Advocacy Coalition (CRAA)**

CRAA Executive has met with two Alberta Senators, Sorensen and Simons; both would like to be part of the coalition's advocacy when there is a meeting with the Chair and Vice Chair of CN. The date of August 22 has been set for this meeting in Grande Prairie. CRAA plans to meet with Ministers in Ottawa in Sept / Oct 2023.

**vi. Digital Service Squad**

REDI has applied for an extension, as the program ended on March 31, 2023; REDI has requested an additional \$6,000 in funding. Luke Martens started on April 1 and will be employed part-time for five months. There are kilometers in the budget for Luke to travel throughout the region. Today, June 21, Luke was in High Level, met with multiple business owners, and signed up another three businesses to the program. The DSS will finish on August 31<sup>st</sup> before our next REDI meeting.

**iv. REDI Investment Conference 2024**

The idea is to increase the investment conference scope to build a more entrepreneurial conference that energizes businesses, showcases products created in the region, and brings together the business community.

The dates chosen for the event were from Tuesday, the 12 to Thursday, 14 of March 2024. With the name 'REDI-Made Business Showcase.'

Showcasing products that are created here in Northwest Alberta. The opportunity exists for innovative local companies to pitch to REDI to have their costs covered to showcase their business and products as guests of REDI.

Paddle Prairie has a new program where they are setting up local greenhouses. They have already built six, which are 1/8 of an acre or (500 square meters) The program, in partnership with Metis Settlement General Council (MSGC) and Strategic Partnership Initiative (STI) funding, helps start small businesses, where a community member goes through 40 hours of online business development, horticulture, marketing and financial training, then submit a business plan before the greenhouse is constructed. The goal of this program is to encourage the entrepreneurial spirit of the Settlement with direct market access to provide for families.

**v. Invest Alberta: Regional Investment Initiative**

The new dates for the event are Tuesday, October 17 to Thursday, 19, 2023, with Lynette Tremblay – Chief Operating Officer and team, to visit Northwest Alberta.

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

**vi. Alberta Government Ministers – June 2023**

**Motion:**

**Moved by: Boyd Langford**

That REDI writes a letter to Minister Matt Jones congratulating him on the appointment to Jobs, Economy and Trade.

**Carried**

**vii. CanExport Site Selection (Review page)**

A draft of the Zama site selection document layout created contractor by Adrian Wolfe and presented. Feedback from the board is to change the map and remove Vancouver and Toronto, as they are not the focal points.

**8. ADDITIONAL INFORMATION**

Telus Pure Fiber Installation in HL/ FV/ LA

REDA Chairs & Executive Directors contact sheet (June 2023)

**9. ROUND TABLE**

**Larry Neufeld:** The Canada Day Committee will host several events at the La Crete Jubilee Park after the parade. During the Summer, the chamber is working on edits of its 400+ members on our website; the printer will receive the chamber directory for printing this week. We held off printing as we have received ten new businesses in the past month.

**Ryan Matthew Luengo:** There are posters around town with the Sale-a-brate the Sun event in downtown High Level on June 23.

**Jasmine Light:** The College is winding down for the Summer but making plans for the fall.

**Mike Osborn:** CFNWA has been approved for the Woman Entrepreneurs Capital Grant, a fantastic loan program for female entrepreneurs that own at least 51% of their business. There is a very short timeline and turnaround, so please recommend any female business owners who might be in need of this program.

**Justin Gaudet:** There will be a Canada Day celebration in Paddle. The Settlement wants to undertake a sizeable agricultural project with additional grant funding. Several grants are coming in, and Paddle requires more people to run programs.

**Byon Peters:** Rainbow Lake residents have faced many challenges with forest fires this past month. Hopefully, it will not happen to communities within Mackenzie County. With infrastructure damage in and around Rainbow Lake, we are wondering how much of that will be rebuilt, but that will be the industry that make those decisions. Development permit activity is very active. In Fort Vermilion, increased activity in private investment and development spurred on by Mackenzie County's relocation. I met with the CN representative for Alberta Julianne Threlfall.

**Crystal McAteer:** Tolko Employees decided not to strike and approve a revamped package; that vote will occur on Monday. They were on a 72-hour strike notice. The Indigenous Day in the park today (June 21) was very successful, and tonight there was a round dance and drumming. Canada Day High Level activities include a pancake breakfast, a colour run, a basketball tournament, and a parade—a BBQ by the town with live music in the evening.

**Andrew O'Rourke:** I wanted to let the board know I am taking a vacation trip to Ireland at the end of August into early September.

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

The next REDI meeting will take place on September 20, 2023, at 6:00 pm.

**Motion:**

That the REDI meeting be adjourned at 8:13 pm.

**Carried**

**Moved by Larry Neufeld**

---

Crystal McAteer, Secretary / Treasurer

---

REDI Manager

Rocky Lane Agricultural Society

# FALL COMMUNITY SUPPER

October 21, 2023

**5:30 DOORS OPEN, 6:00PM SUPPER**

Perogies & Sausage Supper

Rocky Lane Ag Hall

\$20.00/Adult Ticket - \$10.00/Child (6 to 12)

Children 5 & under FREE



**HEIFER DRAW**

Partnership with  
High Level Ag Society

**WINNER  
ANNOUNCED**

For tickets please contact

Jenn Batt: Text 780-926-6665

Peggy Steffen: Call 780-926-3470

or 780-821-9101

\*etransfer or cash accepted\*