




MACKENZIE COUNTY

COMMITTEE OF THE WHOLE MEETING

**APRIL 23, 2024
10:00 AM**

FORT VERMILION COUNCIL
CHAMBERS

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 4511-46 Avenue, Fort Vermilion

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Mackenzie County

**MACKENZIE COUNTY
COMMITTEE OF THE WHOLE MEETING**

**Tuesday, April 23, 2024
10:00 a.m.**

Fort Vermilion Council Chambers

Fort Vermilion, Alberta

AGENDA

			Page
CALL TO ORDER:	1.	a) Call to Order	
AGENDA:	2.	a) Adoption of Agenda	
ADOPTION OF PREVIOUS MINUTES:	3.	a) Minutes of the March 26, 2024 Committee of the Whole Meeting	5
		b)	
DELEGATIONS:	4.	a) Expedition Management Consulting Ltd. – Mackenzie County Outdoor Recreation & Tourism Plan (10:00 a.m.)	13
		b) Samaritan’s Purse – Mitigation Assistance and Work April Update (11:30 a.m.)	15
BUSINESS:	5.	a) Town of Rainbow Lake – Revenue Sharing Agreement	17
		b) April 2024 – FIN028 Credit Card Use Policy – MasterCard Loyalty Reward Points	33
		c) Cheque Registers – January 27 – April 29, 2024	35
		d) Forest Resource Improvement Association of Alberta (FRIAA) – Grant Funding	37
		e) Assessment Review Board & Subdivision Development Appeal Board – Member at Large Appointment	43
		f) Electricity Canada Symposium	63
		g) La Crete Municipal Nursing Association (LCMNA) – Request for Letter of Support	67

h)

i)

POLICY REVIEW: 6. a) None

b)

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

7. a) CAO Evaluation (*FOIP Sections 23, 24 and 27*)

b) Council Self Evaluation (*FOIP Sections 23, 24 and 27*)

NEXT MEETING DATE: 8. a) Committee of the Whole Meeting
June 25, 2024
10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT: 9. a) Adjournment



Mackenzie County

REQUEST FOR DECISION

Meeting:	Committee of the Whole Meeting
Meeting Date:	April 23, 2024
Presented By:	Louise Flooren, Manager of Legislative & Support Services
Title:	Minutes of the March 26, 2024 Committee of the Whole Meeting

BACKGROUND / PROPOSAL:

Minutes of the March 26, 2024 Committee of the Whole 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:** _____

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the minutes of the March 26, 2024 Committee of the Whole Meeting be adopted as presented.

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

**MACKENZIE COUNTY
COMMITTEE OF THE WHOLE MEETING**

**Tuesday, March 26, 2024
10:00 a.m.**

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

- PRESENT:** Josh Knelsen Reeve
Walter Sarapuk Deputy Reeve
Peter F. Braun Councillor
Cameron Cardinal Councillor
David Driedger Councillor (left the meeting at 12:41 p.m.)
Ernest Peters Councillor
Garrell Smith Councillor
Lisa Wardley Councillor (virtual)
Dale Wiebe Councillor
- REGRETS:** Eileen Morris Councillor
- ADMINISTRATION:** Darrell Derksen Chief Administrative Officer
Byron Peters Deputy Chief Administrative Officer /
Director of Projects & Infrastructure
Don Roberts Director of Community Services
Jennifer Batt Director of Finance
Andy Banman Director of Operations
Caitlin Smith Director of Planning & Agriculture
Byron Peters Director of Projects & Infrastructure
John Zacharias Director of Utilities
Willie Schmidt Fleet Maintenance Manager
Louise Flooren Manager of Legislative & Support Services/
Recording Secretary
- ALSO PRESENT:** Royal Canadian Mounted Police – Corporal Neil Mackay

Minutes of the Committee of the Whole Meeting for Mackenzie County held on March 26, 2024 in the Council Chambers at the Fort Vermilion County Office.

CALL TO ORDER: 1. a) Call to Order

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

AGENDA: 2. a) Adoption of Agenda

MOTION COW 24-03-033 **MOVED** by Councillor Wardley

That the agenda be adopted with the following additions:

- 5. h) Christmas Decorations
- 5. i) Buttertown Airstrip
- 5. j) Council Self Evaluation
- 5 k) Intergovernmental Relations

CARRIED

**MINUTES FROM
PREVIOUS MEETING:**

**3. a) Minutes of the January 30, 2024 Committee of the
Whole Meeting**

MOTION COW 24-03-034 **MOVED** by Councillor Wiebe

That the minutes of the January 30, 2024 Committee of the
Whole Meeting be adopted as presented.

CARRIED

BUSINESS:

5. a) Solid Waste Management Review

MOTION COW 24-03-035 **MOVED** by Councillor Peters

That a recommendation be made to Council that
administration continue to research different options for solid
waste management.

CARRIED

Reeve Knelsen recessed the meeting at 10:45 a.m. and
reconvened the meeting at 11:06 a.m.

BUSINESS:

5. b) Spring Clean-up Campaign

MOTION COW 24-03-036 **MOVED** by Councillor Driedger

That a recommendation be made to Council that
Administration reach out to Non Profit Organizations
requesting proposals for a Spring Hamlet Cleanup Campaign
and offer a "One Day" Free disposal at all transfer stations
including the Mackenzie Regional Landfill.

CARRIED

BUSINESS: 5. c) **Local Government Fiscal Framework (LGFF) Program**

MOTION COW 24-03-037 **MOVED** by Councillor Wiebe

That a recommendation be made to council that administration requests an extension on the provincial census deadline to facilitate a Municipal Census in 2024.

CARRIED

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

Reeve Knelsen recessed the meeting at 12:04 p.m. and reconvened the meeting at 12:40 p.m.

MOTION COW 24-03-038 **MOVED** by Councillor Smith

That the RCMP crime statistics reports be received for information.

CARRIED

Councillor Driedger left the meeting at 12:41 p.m.

BUSINESS: 5. d) **March 2024 - FIN028 Credit Card Use Policy - MasterCard Loyalty Reward Points**

MOTION COW 24-03-039 **MOVED** by Councillor Peters

That the March 2024 FIN028 Credit Card Use Policy - MasterCard Loyalty Reward Points report be received for information.

CARRIED

BUSINESS: 5. e) **MasterCard Statements – December 2023 & January 2024 (HANDOUT)**

MOTION COW 24-03-040 **MOVED** by Deputy Reeve Sarapuk

That the MasterCard statements for December 2023 & January 2024 be received for information.

CARRIED

BUSINESS: 5. f) Rural Municipalities of Alberta (RMA) Debrief

MOTION COW 24-03-041 **MOVED** by Councillor Wiebe

That a recommendation be made to Council that Rural Municipalities of Alberta (RMA) Minister Meeting follow up letters be sent.

CARRIED

Reeve Knelsen reconvened the meeting at 1:36 p.m. and reconvened the meeting at 2:00 p.m.

BUSINESS: 5. g) 2024 Mill Rates (HANDOUT)

MOTION COW 24-03-042 **MOVED** by Councillor Braun

That the 2024 Mill Rate discussion be received for information.

CARRIED

BUSINESS: 5. h) Christmas Decorations (ADDITION)

MOTION COW 24-03-043 **MOVED** by Councillor Braun
Requires Unanimous

That a recommendation be made to Council that administration purchase Option 2 Nativity Scene in the amount of \$11,000.

CARRIED UNANIMOUSLY

BUSINESS: 5. i) Buttertown Airstrip (ADDITION)

MOTION COW 24-03-044 **MOVED** by Councillor Peters

That the Buttertown Airstrip discussion be received for information.

CARRIED

BUSINESS: 5. j) Council Self Evaluation (ADDITION)

MOTION COW 24-03-045
Requires Unanimous

MOVED by Councillor Wiebe

That a recommendation be made to council that the Council Self Evaluation be TABLED to a future Council meeting.

CARRIED UNANIMOUSLY

BUSINESS:

5. k) Intergovernmental Relations (ADDITION)

MOTION COW 24-03-046

MOVED by Councillor Smith

That the Intergovernmental Relations be received for information.

CARRIED

POLICY REVIEW:

6. a) Policy ADM021 Purchase Wearing Apparel for Full Time Staff & Council

MOTION COW 24-03-047

MOVED by Deputy Reeve Sarapuk

That a recommendation be made to Council that Policy ADM021 Purchase Wearing Apparel for Full Time Staff & Council be amended as discussed.

CARRIED

CLOSED MEETING:

7. Closed Meeting

None.

NEXT MEETING DATE:

8. a) Meeting Dates

Committee of the Whole Meeting
April 23, 2024
10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT:

9. a) Adjournment

MOTION COW 24-03-048

MOVED by Deputy Reeve Sarapuk

That the March 26, 2024 Committee of the Whole meeting be adjourned at 3:01 p.m.

CARRIED

These minutes will be presented for approval on April 23, 2024.

Joshua Knelsen
Reeve

Darrell Derksen
Chief Administrative Officer

UNAPPROVED



Mackenzie County

REQUEST FOR DECISION

Meeting:	Committee of the Whole
Meeting Date:	April 23, 2024
Presented By:	Byron Peters, Director of Projects & Infrastructure
Title:	Delegation - Expedition Management Consulting Ltd

BACKGROUND / PROPOSAL:

Expedition Management Consulting Ltd has been hired to develop a Mackenzie County Outdoor Recreation and Tourism Plan. Meeting with council is an important part of the engagement plan.

Other engagement activities include a public survey, in-person community engagement at the La Crete Trade Show, digital community input workshops and meeting with Mackenzie Frontier Tourism Association (MFTA) board members.

Listed below are the questions Expedition will be looking for input on:

1. What opportunities and challenges do you foresee in relation to outdoor recreation and tourism development in Mackenzie County?

Please consider:

- Existing outdoor recreation and tourism offerings and opportunity for development.
- Resident and visitor needs.
- Desire of the County and stakeholders to pursue outdoor recreation.
- Community impacts of outdoor recreation
- Economic impacts
- Environmental impacts
- Technological advancements
- Regulatory requirements
- Partnerships and collaboration
- Neighbouring municipalities
- Human resources
- Political considerations
- Work in progress

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

- Diversity and quality of accommodations
 - Traffic/public transportation
 - Access to services
 - Support amenities
 - Potential markets
 - Impacts of weather and the seasons
 - Impacts of climate change, natural disasters, and pandemics
2. As a result of implementing the Plan, what will be different about outdoor recreation and tourism in Mackenzie County in 5 years? 10 years?
 3. If the Outdoor Recreation and Tourism Plan could achieve one thing, what do you think it should be?

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

For discussion

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Committee of the Whole
Meeting Date:	April 23, 2024
Presented By:	Jennifer Batt, Director of Finance
Title:	DELEGATION Samaritan’s Purse – Mitigation Assistance and Work April Update

BACKGROUND / PROPOSAL:

Samaritan’s Purse assists with questions some residents may have, offering an unbiased opinion, guidance, and relocation experiences.

Mike has been working with contractors, site coordination, while Janet had been completing permits, utility applications, and records of progress through computer program Trello. Both Mike & Janet provide before and after reports on conditions of homes to ensure any moving repairs are completed.

Janet and Mike work with administration to assist both residents and administration navigate relocation, including permits, utility notifications, and contractor scheduling and questions either party may have regarding relocation.

With the recent subdivision registration of Phase 2 & 3, working with administration a relocation plan for Spring/Summer Fall of 2024 has been devised. Meetings with contractors, and homeowners both on lot layouts and administration finalizing agreements, 2024 will be a busy year.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

Mitigation funding

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

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the Samaritan's Purse April update on the Mitigation assistance provided to residents, and administration be received for information.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Committee of the Whole Meeting
Meeting Date:	April 23, 2024
Presented By:	Darrell Derksen, Chief Administrative Officer
Title:	Town of Rainbow Lake – Revenue Sharing Agreement

BACKGROUND / PROPOSAL:

Mackenzie County is in a 10 year Revenue Sharing Agreement with the Town of Rainbow Lake. As per Council’s request the agreement will be provided via handout for review.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

Bylaw 1176-20 Inter-municipal Collective Framework with the Town of Rainbow Lake

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

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the Town of Rainbow Lake – Revenue Sharing agreement be received for information.

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

BYLAW NO 1176-20
BEING A BYLAW OF
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA

FOR THE PURPOSE OF ADOPTING MACKENZIE COUNTY AND THE TOWN OF RAINBOW LAKE INTERMUNICIPAL COLLABORATION FRAMEWORK (ICF), PURSUANT TO THE MUNICIPAL GOVERNMENT ACT, BEING CHAPTER M-26 OF THE REVISED STATUTES OF ALBERTA 2000, AND AMENDMENTS THERETO

WHEREAS section 708.28(1) of the *Municipal Government Act*, R.S.A. 2000, c.M-26, as amended, (the Act”) mandates that municipalities that have common boundaries must create an Intermunicipal Collaborative Framework with each other that describes the services provided under the ICF that benefits the residents in more than one of the municipalities that are party to the framework, which municipality is responsible for providing the services and outlines how the services will be delivered and funded;

WHEREAS Mackenzie County and the Town of Rainbow Lake share a common border;

AND WHEREAS Mackenzie County and the Town of Rainbow Lake share common interest and are desirous of working together to provide services to their residents;

NOW THEREFORE the Council of Mackenzie County, duly assembled, hereby adopts the Mackenzie County and the Town of Rainbow Lake Intermunicipal Agreement, being the document attached hereto and forming Schedule A of this Bylaw.

This bylaw comes into force and effect upon third reading by Council.

READ a first time this 25th day of March, 2020.

READ a second time this 25th day of March, 2020.

READ a third time and finally passed this 25th day of March, 2020.

(original signed)

Joshua Knelsen
Reeve

(original signed)

Lenard Racher
Chief Administrative Officer

Intermunicipal Collaboration Framework
Between
Mackenzie County
and
the Town of Rainbow Lake

March 2020

WHEREAS, Mackenzie County and the Town of Rainbow Lake share a common border; and

WHEREAS, Mackenzie County and the Town of Rainbow Lake have reviewed their common interests and are desirous of working together when appropriate to provide services to their residents; and

WHEREAS, the *Municipal Government Act* stipulates that municipalities that have a common boundary must create an Intermunicipal Collaboration Framework with each other that identifies the services provided by each municipality, which services are best provided on an intermunicipal basis, and how services to be provided on an intermunicipal basis will be delivered and funded.

NOW THEREFORE, by mutual covenant of the Municipalities it is agreed as follows:

A. DEFINITIONS

The following are the definition of terms used in this document:

1. “Chief Administrative Officer” means the person appointed by Council to the position of chief administrative officer or their delegate.
2. “County” means Mackenzie County.
3. “Initiating party” means the municipality who gives notice in the event of any dispute.
4. “Intermunicipal Collaboration Framework” or “ICF” means a document that 2 or more municipalities are required to develop under the *Municipal Government Act*, that facilitates cooperation and ensures that services are provided to residents efficiently.
5. “Intermunicipal Development Plan” or “IDP” means a statutory plan developed jointly by 2 or more neighboring municipalities to coordinate land use planning decisions for an area of land in proximity to the boundaries of the municipalities, and which meets the requirements of the *Municipal Government Act*.
6. “Framework” means this ICF.
7. “Mediation” means a process involving a neutral party as the mediator who assists the municipalities and any other persons brought in by them to reach mutually acceptable settlement on the matter.
8. “Mediator” means a person or persons appointed to facilitate resolution of a dispute between the municipalities.

9. "Town" means the Town of Rainbow Lake.
10. "Municipalities" means Mackenzie County and the Town of Rainbow Lake.

B. TERM AND REVIEW

- 1) In accordance with the *Municipal Government Act*, this Intermunicipal Collaboration Framework shall come into force on final passing of matching bylaws that contain the Framework by both Municipalities.
- 2) This Framework may be amended by mutual consent of both Municipalities unless specified otherwise in this Framework.
- 3) It is agreed by the Municipalities that the Councils shall review this Framework at least once every five years, commencing no later than 2025, the terms and conditions of the agreement.

C. INTERMUNICIPAL COOPERATION

- 1) Both the County and the Town are committed to fostering intermunicipal cooperation in a non-adversarial, informal and cost-effective manner.
- 2) The Councils of each Municipality shall be the forum for reviewing the Intermunicipal Collaboration Framework.

D. GENERAL TERMS

- 1) Both Municipalities agree that in consideration of the shared services outlined in Section E, any costs in the future that require Intermunicipal agreements shall be dealt with on a case by case basis.

E. MUNICIPAL SERVICES

- 1) Both Municipalities have reviewed the services offered to residents. Based on the review it has been determined that each Municipality will continue to provide the following services to their residents independently (either in-house or by a third-party):
 - a. Agricultural Services
 - b. Animal Control
 - c. Assessment Services
 - d. Emergency Services
 - e. Geographical Information Systems (GIS)
 - f. Information Technology
 - g. Library Services
 - h. Maintenance & Transportation
 - i. Municipal Administration
 - j. Pest Control

- k. Planning & Development Services
 - l. Police Services
 - m. Purchasing/Procurement Services
 - n. Recreation
 - o. Solid Waste Services
 - p. Water and Wastewater
 - q. Enforcement Services
 - r. Airport
 - s. Natural Gas
 - t. Cable and Internet
 - u. Economic Development
 - v. Tourism
- 2) The Municipalities have a history of working together to provide municipal services to the residents on an intermunicipal basis, with the following services being provided directly or indirectly to their residents:
- a. Affordable Housing/Seniors Lodging
 - o The Municipalities jointly, along with the Town of High Level, La Crete Municipal Nursing Association, Dene Tha' First Nation, Beaver First Nation, Tall Cree First Nation, and the Little Red River Cree Nation are members of a management body known as the **Boreal Housing Foundation** as per Province of Alberta Ministerial Order H:042/16. The management body is governed by a board comprised of representation from all members. The Foundation may requisition Mackenzie County, the Town of High Level and the Town of Rainbow Lake.
 - b. Appeal Boards
 - o The Municipalities entered into a **Memorandum of Understanding** effective December 4, 2019 involving Mackenzie County, the Town of High Level, and the Town of Rainbow Lake. The Agreement ensures that all Participants will maintain an inventory of qualified and appointed appeal board members and clerks that may be utilized and appointed by any Participant. There is no managing partner. Each Participant is responsible for the costs of training for their appointed members. Costs incurred from the formation of a panel is the responsibility of the initiating municipality.
 - c. Community Services
 - o The Municipalities entered into a **Revenue Sharing Agreement** effective September 29, 2010 along with Amending Agreements dated August 1, 2014 and December 10, 2019. The Agreement was made in recognition of the fact

that the Town has provided and will continue to provide certain municipal services to temporary or permanent residents of the County and the County has agreed to share certain revenues with the Town. There is no managing partner.

d. Emergency Services

- o The Municipalities have the following agreements in place to aid in the event of emergencies:

- i. The **Mackenzie Region Mutual Aid Agreement** dated March 2020 involving Mackenzie County, the Town of High Level, and the Town of Rainbow Lake. As a mutual aid agreement, there is no managing partner. The Calling Municipality agrees to pay the Responding Municipality for aid in accordance with the terms of the Northwest Alberta Emergency Resource Agreement.

- ii. The **Mackenzie Region Hazardous Materials Agreement** between Mackenzie County, the Town of High Level and the Town of Rainbow Lake effective January 1, 2014. Cost sharing is proportionally split by all partners for the replacement of the Regional Hazardous Materials Unit and contributions are made annually for mutually agreed upon specialized equipment. As a mutual aid agreement, there is no managing partner. The Calling Municipality agrees to pay the Responding Municipality for aid in accordance with the terms of the Agreement.

- iii. The **Northwest Alberta Emergency Resource Agreement** between the Town of High Level, Town of Rainbow Lake, Mackenzie County and various other Municipalities throughout Northwest Alberta. The Agreement provides the ability for signatories to access needed resources to mitigate or support emergency response initiatives from sources outside predetermined mutual aid agreement. The managing partner is the Town of High Level. The Responding Party providing assistance pursuant to the Agreement shall be entitled to bill or charge the Requesting Party for equipment or services, or for the assistance being provided.

e. Governance

- o The Municipalities made a commitment for meaningful collaboration and some form of collective decision-making through the Tri-Council and CAO Secretariat Governance

Protocol dated June 7, 2013. Mackenzie County, the Town of High Level, and the Town of Rainbow Lake form the Tri-Council. The intention is to strike a balance between economic prosperity and social and environmental responsibility, to get optimum value from the resources entrusted to the Region and ultimately, to achieve a quality of life for the region that will benefit all of its citizens. The Tri-Council and the CAO Secretariat derive their authority from their respective Councils. The Tri-Council meets once every calendar quarter. Costs associated with the Tri-Council meetings are the responsibility of the hosting municipality on a rotational basis.

f. Solid Waste Services

- The Municipalities jointly, along with the Town of High Level, agreed to establish and become members of a regional landfill commission known as the **Mackenzie Regional Waste Management Commission** as per Province of Alberta Order in Council 380/2003 and Alberta Regulation No. 264/2003. The costs associated with operating the Commission are charged to each of the members based on usage.

g. Enforcement Services

- The Municipalities entered into an Inter-municipal services agreement dated March 30th, 2009 allowing the Rainbow Lake Peace Officer to provide enforcement services on resource roads in the County within a designated area. The Town Peace Officer program is currently non-operational but may be reinstated at some point in the future. There is no responsibility on the County for any funding or cost sharing of the enforcement service.

h. Economic Development

- The Municipalities jointly, along with the Town of High Level, Paddle Prairie Metis Settlement, Northern Lakes College, Community Futures of Northwest Alberta and the regional Chambers of Commerce formed the Regional Economic Development Initiative for Northwest Alberta (REDI), a Regional Economic Development Alliance (REDA) providing economic development research, advocacy and services to the larger Mackenzie Region.

i. Tourism

- The Municipalities jointly, along with the Town of High Level formed a Destination Marketing Organization the Mackenzie Frontier Tourist Association (MFTA). The MFTA develops

advertisements and packages to promote regional attractions, accommodation options and tourist activities in the larger Mackenzie Region.

- 3) The Municipalities acknowledge that in addition to the shared service agreements in place between the Municipalities, they each have independent agreements with other regional partners.
- 4) The Municipalities have reviewed the aforementioned existing agreements and have determined that these are the most appropriate municipal services to be conducted in a shared manner.

F. FUTURE PROJECTS & AGREEMENTS

- 1) In the event that either Municipality initiates the development of a new project and/or service that may require a new cost-sharing agreement, the initiating Municipality's Chief Administrative Officer will notify the other Municipality's Chief Administrative Officer in writing.
- 2) The initial notification will include a general description of the project, estimated costs and timing of expenditures. The other Municipality will advise if there are any objections to cost-sharing for the project and the reasons.
- 3) The following criteria will be used when assessing the desirability of funding of new projects:
 - a. Relationship of the proposed capital project to Intermunicipal Development Plan or any other regional long term planning document prepared by the Municipalities;
 - b. The level of community support;
 - c. The nature of the project;
 - d. The demonstrated effort by volunteers to raise funds and obtain grants (if applicable);
 - e. The projected operating costs for new capital projects;
 - f. Municipal debt limit; and,
 - g. Projected utilization by residents of both Municipalities.
- 4) The Councils of each Municipality will be the forum used to discuss and review future mutual aid agreements and/or cost sharing agreements. Upon receiving written notice of a new project, the receiving Municipality shall provide a response to the initiating Municipality within sixty (60) calendar days. In the event they are unable to reach an agreement, the dispute shall be dealt with through the procedure outlined within Section H of this document.

- 5) Both Municipalities recognize that the decision to participate in or not participate in a project ultimately lies with the respective municipal councils, who in turn must rely on the support of their electorate to support the project and any borrowing that could be required.

G. INTERMUNICIPAL DEVELOPMENT PLAN

- 1) The County and the Town have applied for an exemption from creating an Intermunicipal Development Plan by the Minister of Municipal Affairs in accordance with:
 - a) Ministerial Order 047/18 dated July 19, 2018;
 - b) Resolution of the County dated March 10, 2020;
 - c) Resolution of the Town dated March 16, 2020;
 - d) Ministerial letter dated _____.

H. DISPUTE RESOLUTION

- 1) The Municipalities are committed to resolving any disputes in a non-adversarial, informal and cost-efficient manner.
- 2) The Municipalities shall make all reasonable efforts to resolve all disputes by negotiation and agree to provide, without prejudice, open and timely disclosure of relevant facts, information and documents to facilitate negotiations.
- 3) The Municipalities will provide notice to each other of any news release related to the dispute.
- 4) In the event of a dispute, the Municipalities agree that they shall undertake a process to promote the resolution of the dispute in the following order:
 - a. negotiation; followed by;
 - b. mediation; followed by;
 - c. binding arbitration.
- 5) If any dispute arises between the Municipalities regarding the interpretation, implementation or application of this Framework or any contravention or alleged contravention of this Framework, the dispute will be resolved through the binding Dispute Resolution Process outlined herein.
- 6) If the Dispute Resolution Process is invoked, the Municipalities shall continue to perform their obligations described in this Framework until such time as the Dispute Resolution Process is complete.
- 7) Despite H(5), where an existing intermunicipal agreement has a binding dispute resolution process included in the agreement, the existing

intermunicipal agreement shall be used instead of the dispute resolution outlined in this Framework.

- 8) A party shall give written notice (“Dispute Notice”) to the other party of a dispute and outline in reasonable detail the relevant information concerning the dispute. Within thirty (30) days following receipt of the Dispute Notice, the Intermunicipal Committee shall meet and attempt to resolve the dispute through discussion and negotiation, unless a time extension is mutually agreed by the CAOs. If the dispute is not resolved within sixty (60) days of the Dispute Notice being issued, the negotiation shall be deemed to have failed.
- 9) If the Municipalities cannot resolve the dispute through negotiation within the prescribed time period, then the dispute shall be referred to mediation.
- 10) Either party shall be entitled to provide the other party with a written notice (“Mediation Notice”) specifying:
 - a. The subject matters remaining in dispute, and the details of the matters in dispute that are to be mediated; and
 - b. The nomination of an individual to act as the mediator.
- 11) The Municipalities shall, within thirty (30) days of the Mediation Notice, jointly nominate or agree upon a mediator.
- 12) Where a mediator is appointed, the Municipalities shall submit in writing their dispute to the mediator and afford the mediator access to all records, documents and information the mediators may reasonably request. The Municipalities shall meet with the mediator at such reasonable times as may be required and shall, through the intervention of the mediator, negotiate in good faith to resolve their dispute. All proceedings involving a mediator are agreed to be without prejudice and the fees and expenses of the mediator and the cost of the facilities required for mediation shall be shared equally between the Municipalities.
- 13) In the event that:
 - a. The Municipalities do not agree on the appointment of a mediator within thirty (30) days of the Mediation Notice; or
 - b. The mediation is not completed within sixty (60) after the appointment of the mediator; or
 - c. The dispute has not been resolved within ninety (90) from the date of receipt of the Mediation Notice; either party may by notice to the other withdraw from the mediation process and in such event the dispute shall be deemed to have failed to be resolved by mediation.
- 14) If mediation fails to resolve the dispute, the dispute shall be submitted to binding arbitration. Either of the Municipalities may provide the other party with written notice (“Arbitration Notice”) specifying:

- a. the subject matters remaining in dispute and the details of the matters in dispute that are to be arbitrated; and
 - b. the nomination of an individual to act as the arbitrator.
- 15) Within thirty (30) days following receipt of the Arbitration Notice, the other party shall, by written notice, advise as to which matters stated in the Arbitration Notice it accepts and disagrees with, advise whether it agrees with the resolution of the disputed items by arbitration, and advise whether it agrees with the arbitrator selected by the initiating party or provide the name of one arbitrator nominated by that other party.
 - 16) The Municipalities shall, within thirty (30) days of the Arbitration Notice, jointly nominate or agree upon an arbitrator.
 - 17) Should the Municipalities fail to agree on a single arbitrator within the prescribed time period, then either party may apply to a Justice of the Court of Queen's Bench of Alberta to have the arbitrator appointed.
 - 18) The terms of reference for arbitration shall be those areas of dispute referred to in the Arbitration Notice and the receiving party's response thereto.
 - 19) The *Arbitration Act* (Alberta) in force from time to time shall apply to arbitration proceedings commenced pursuant to this Framework.
 - 20) The arbitrator shall proceed to hear the dispute within sixty (60) days of being appointed and proceed to render a written decision concerning the dispute forthwith.
 - 21) The arbitrator's decision is final and binding upon the Municipalities subject only to a party's right to seek judicial review by the Court of Queen's Bench on a question of jurisdiction.
 - 22) If the Municipalities do not mutually agree on the procedure to be followed, the arbitrator may proceed to conduct the arbitration on the basis of documents or may hold hearings for the presentation of evidence and for oral argument.
 - 23) Subject to the arbitrator's discretion, hearings held for the presentation of evidence and for argument are open to the public.
 - 24) If the arbitrator establishes that hearings are open to the public in Section 22, the arbitrator, as their sole discretion, may solicit written submissions. If the arbitrator requests written submissions they must be considered in the decision.

- 25) The fees and expenses of the arbitrator and the cost of the facilities required for arbitration shall be shared equally between the Municipalities.
- 26) On conclusion of the arbitration and issuance of an order, the arbitrator must proceed to compile a record of the arbitration and give a copy of the record to each of the Municipalities.

I. CORRESPONDENCE

- 1) Written notice under this Agreement shall be addressed as follows:

- a. In the case of Mackenzie County to:

Mackenzie County
c/o Chief Administrative Officer
4511-46 Avenue, Box 640,
Fort Vermilion, AB T0H 1N0

- b. In the case of the Town of Rainbow Lake to:

Town of Rainbow Lake
c/o Chief Administrative Officer
Box 149,
Rainbow Lake, AB T0H 2Y0

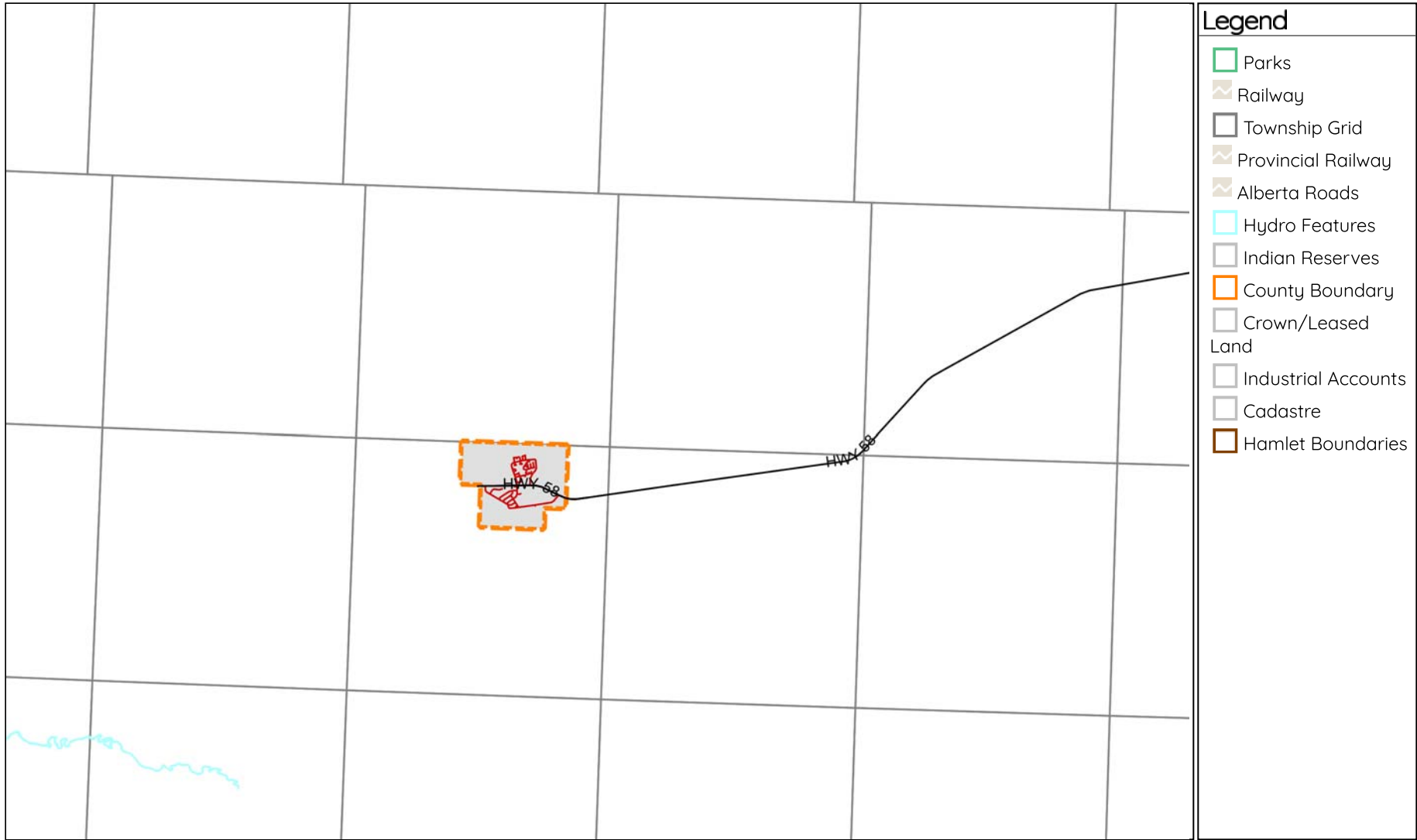
- 2) In addition to I(1), notices may be sent by electronic mail to the Chief Administrative Officer.

- a. In the case of Mackenzie County to:

cao@mackenziecounty.com

- b. In the case of the Town of Rainbow Lake to:

dfletcher@rainbowlake.ca







Scale 1: 212,755

5 Mi

5 Km



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Mackenzie County

REQUEST FOR DECISION

Meeting:	Committee of the Whole Meeting
Meeting Date:	April 23, 2024
Presented By:	Jennifer Batt, Director of Finance
Title:	April 2024 - FIN028 Credit Card Use Policy - MasterCard Loyalty Reward Points

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.

Administration reviews the balance of the reward points available, and redeems when points reach a redeemable amount. In April administration redeemed points for 1 “Worx Aerocart”, 1 Electric Infrared Outdoor Hanging Heater. One of both of these items could be utilized for future County promotions, or events within the municipality.

Any future purchases or redemptions will be reported to Council.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

2024 Budget

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

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

Policy FIN028 Credit Card Use

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the April 2024 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

Meeting:	Committee of the Whole
Meeting Date:	April 23, 2024
Presented By:	Jennifer Batt, Director of Finance
Title:	Cheque Registers – January 27 – April 19,2024

BACKGROUND / PROPOSAL:

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

All invoices are authorized by Managers, Directors, and/or the CAO in accordance with the Purchasing Policy FIN025. Cheques and EFT's are released on a weekly or bi-weekly basis unless otherwise required for operational needs. Copies of the January 27 – April 19, 2024 cheque registers and EFT's, and January - March online payments will be available at the meeting.

OPTIONS & BENEFITS:

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

COSTS & SOURCE OF FUNDING:

2023/2024 Budgets.

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

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

POLICY REFERENCES:

Policy FIN025 Purchasing Authority Directive and Tendering Process

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the January – March 2024 Online/Direct Debit payments, and the cheque registers and EFT's from January 27 – April 19, 2024, be received for information.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Committee of the Whole Meeting
Meeting Date:	April 23, 2024
Presented By:	Don Roberts, Director of Community Services
Title:	Forest Resource Improvement Association of Alberta (FRIAA) Grant Funding

BACKGROUND / PROPOSAL:

As Council is aware, Administration has submitted a FRIAA grant application for the Community Fireguard Program.

The purpose of the Program is to support the Provincial FireSmart Program initiative by funding the construction of community fireguards that provide for enhanced public safety and improved protection of at-risk communities.

(i) Planning (e.g. design, technical review, mapping, ground truthing, permitting, consultation);

(ii) Vegetation/Fuel Management (e.g. complete vegetation removal in the construction of fireguards/fuel breaks including maintenance activities such as agricultural grazing);

The application was submitted April 12th.

As per the requirements of the application, discussions with the wildfire management branch and the public lands branch were required. Both are aware of the grant, our areas of interests and priorities.

(See maps and letter from Wildfire)

OPTIONS & BENEFITS:

Option 1

Receive for information

Option 2

Request Administration to come back with additional information

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

COSTS & SOURCE OF FUNDING:

Phase 1: Planning
\$134,900

Phase 2: Clearing (cost estimate, funding is not available at this time)
\$4,563,050

Phase 3: Grazing Site Preparation (cost estimate, funding is not available at this time)
\$4,325,705

Total Project Cost Estimate (preliminary): \$9,048,085

COMMUNICATION / PUBLIC PARTICIPATION:

Social Media
Newspaper

POLICY REFERENCES:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the Forest Resource Improvement Association of Alberta (FRIAA) grant discussion be received for information.

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

April 12, 2024

Re: Letter of Recommendation – Mackenzie County, La Crete Fire Guard/Grazing Lease Proposal

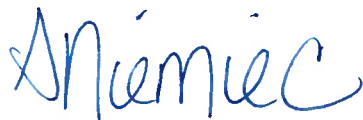
Dear Sir or Madam:

Please accept this letter of recommendation in support of the Mackenzie County La Crete Fireguard/Grazing Lease Proposal.

The 2023 fire season showed increase in the frequency and intensity of wildland urban interface wildfires which resulted in communities throughout Alberta being evacuated. The community of La Crete is still under risk of threat of wildfire and the county has identified the most critical need for fuel and vegetation management within the La Crete Fire guard/Grazing Lease Proposal.

With our assistance, the county agrees the project will be carried out in a diligent, professional and environmentally responsible manner for a positive outcome.

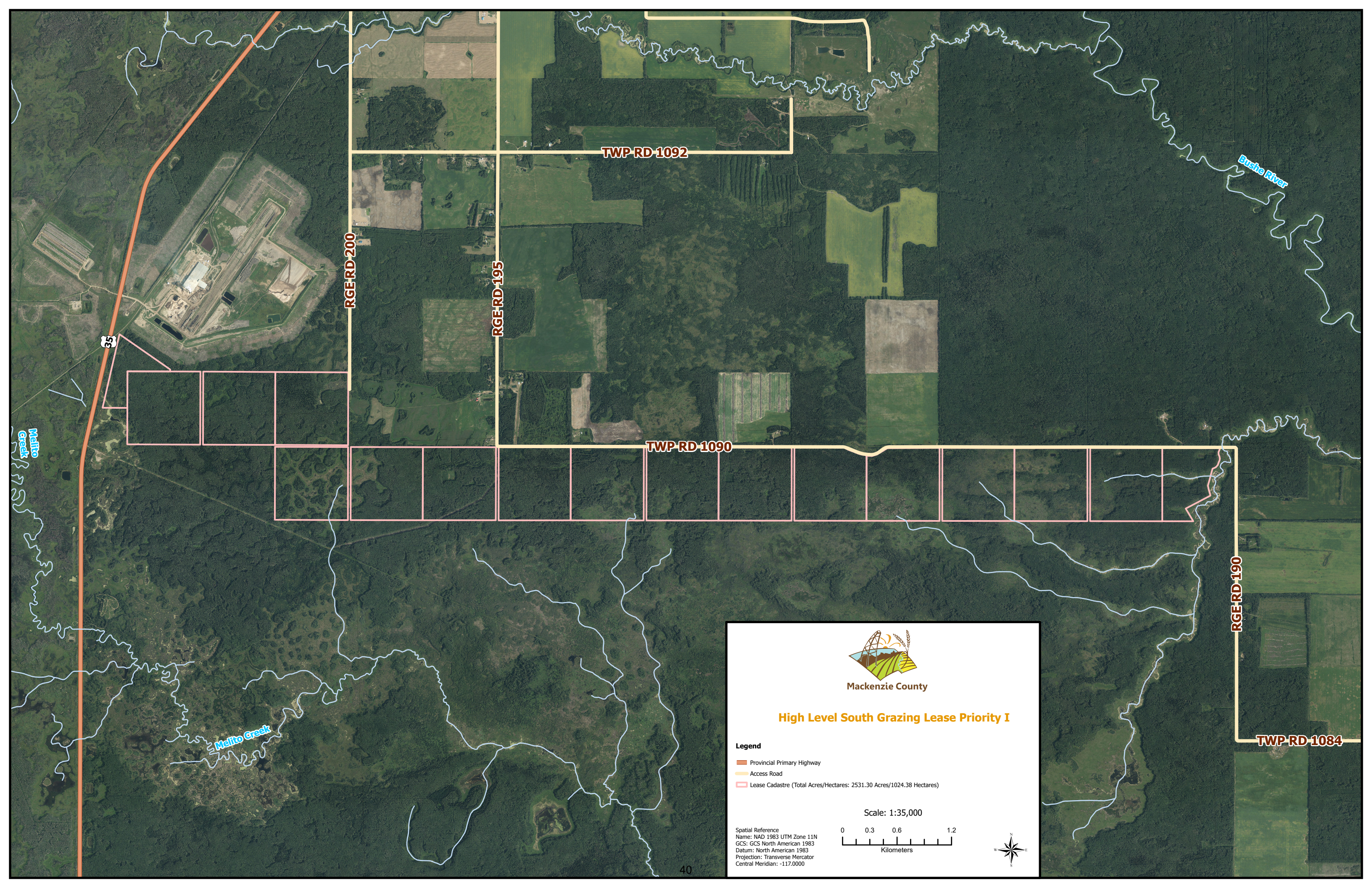
Sincerely,



Stephanie Niemiec
Wildfire Technologist
High Level Forest Area

Enclosure




cc: Melissa Bulldog, Wildfire Prevention Officer
Terry Jessiman, Area Manager



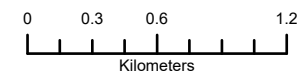
Mackenzie County

High Level South Grazing Lease Priority I

Legend

-  Provincial Primary Highway
-  Access Road
-  Lease Cadastre (Total Acres/Hectares: 2531.30 Acres/1024.38 Hectares)

Scale: 1:35,000



Spatial Reference
 Name: NAD 1983 UTM Zone 11N
 GCS: GCS North American 1983
 Datum: North American 1983
 Projection: Transverse Mercator
 Central Meridian: -117.0000









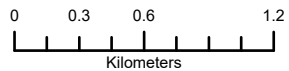
Mackenzie County

La Crete Area Grazing Lease Priority II

Legend

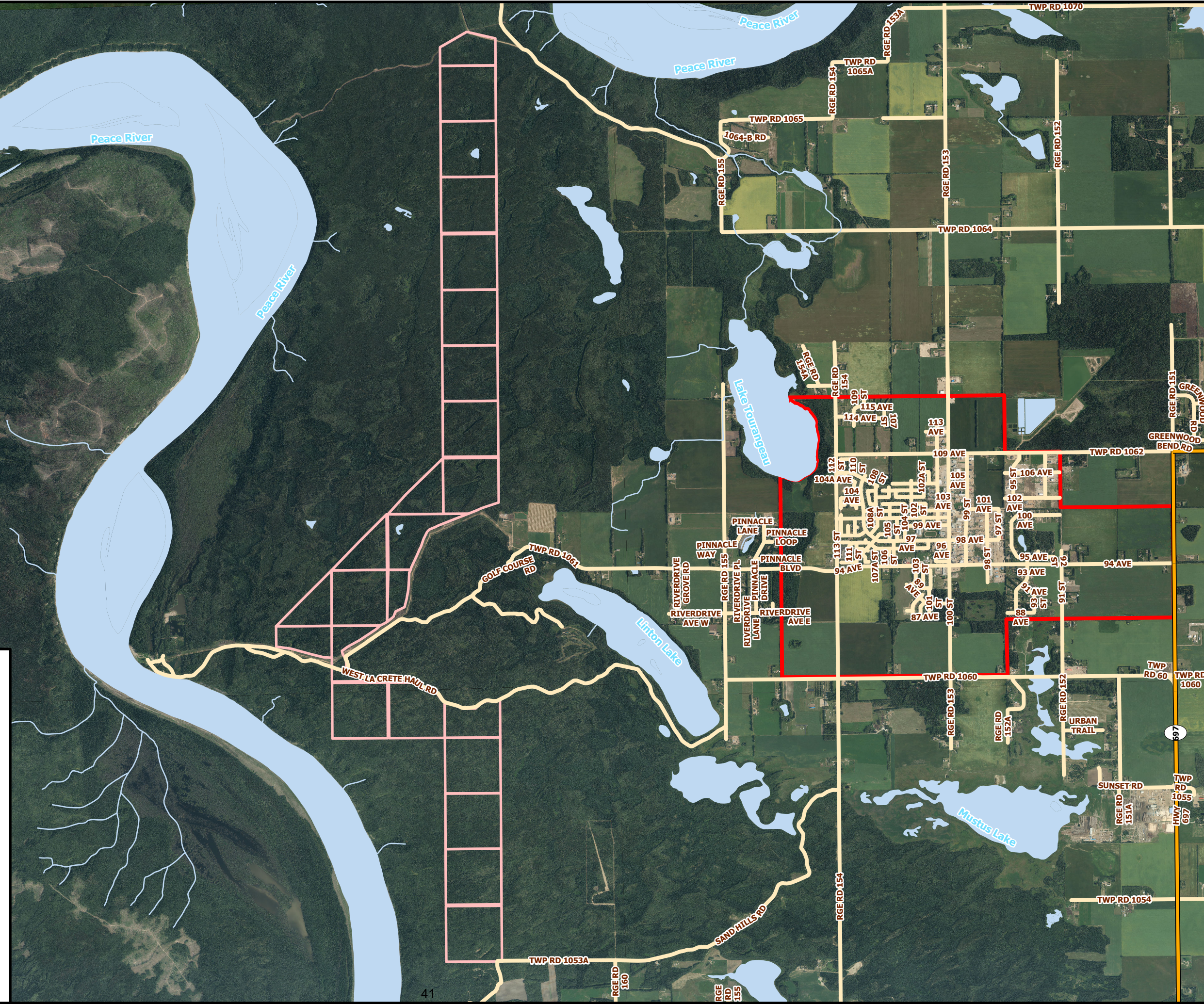
-  Provincial Secondary Highway
-  Access Road
-  Lease Cadastre (Total Acres/Hectares: 3089.60 Acres/1250.32 Hectares)
-  Hamlet Boundary

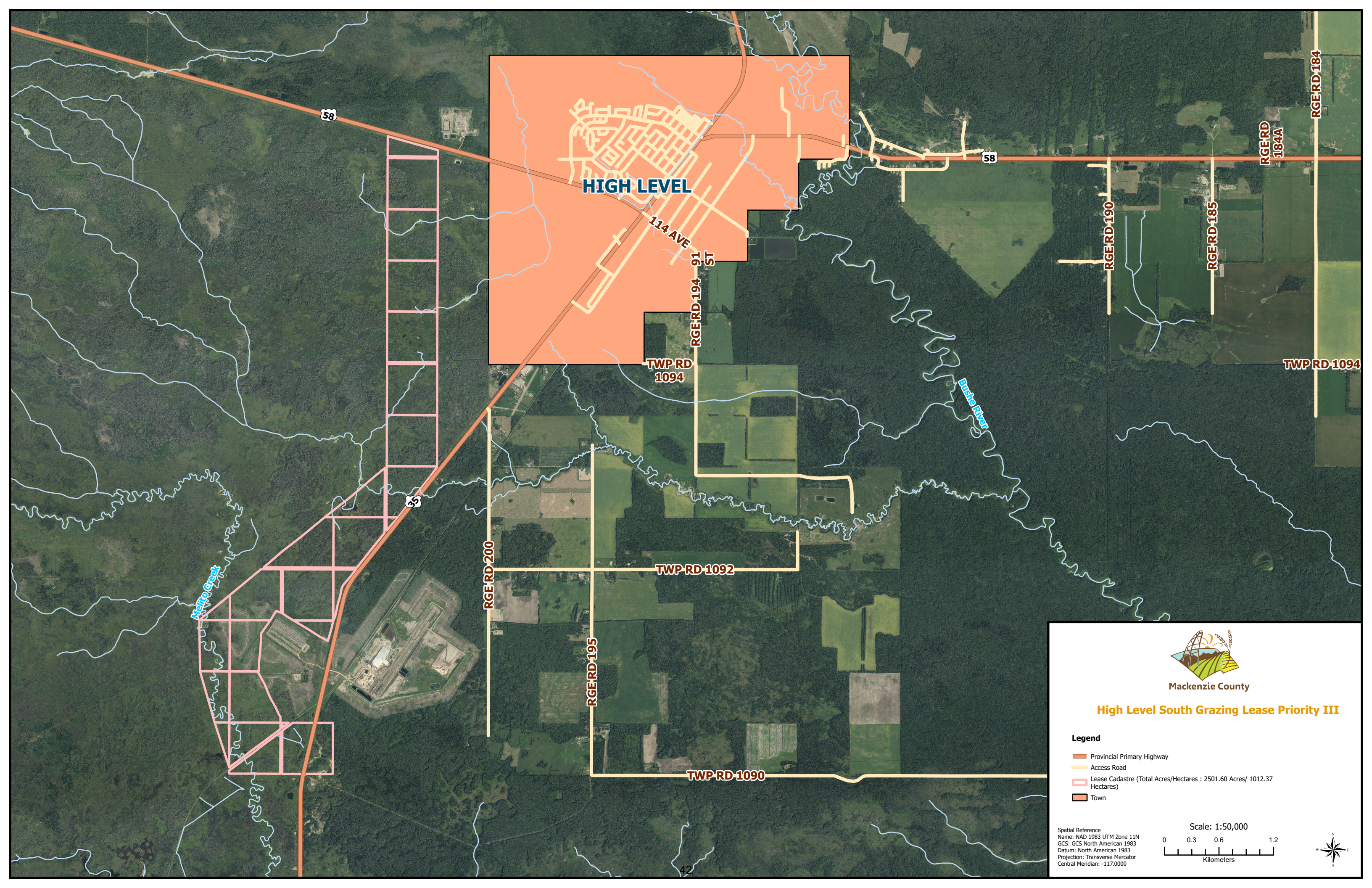
Scale: 1:53,000



Spatial Reference
 Name: NAD 1983 UTM Zone 11N
 GCS: GCS North American 1983
 Datum: North American 1983
 Projection: Transverse Mercator
 Central Meridian: -117.0000

Portion of Imagery credit : Maxar





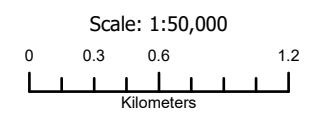
Mackenzie County

High Level South Grazing Lease Priority III

Legend

- Provincial Primary Highway
- Access Road
- Lease Cadastre (Total Acres/Hectares : 2501.60 Acres/ 1012.37 Hectares)
- Town

Spatial Reference
 Name: NAD 1983 UTM Zone 11N
 GCS: GCS North American 1983
 Datum: North American 1983
 Projection: Transverse Mercator
 Central Meridian: -117.0000





Mackenzie County

REQUEST FOR DECISION

Meeting:	Committee of the Whole Meeting
Meeting Date:	April 23, 2024
Presented By:	Louise Flooren, Manager of Legislative & Support Services
Title:	Assessment Review Board & Subdivision and Development Appeal Board – Member at Large Appointment

BACKGROUND / PROPOSAL:

Mackenzie County has received an application for the Assessment Review Board & Subdivision & Development Appeal Board for the Member at Large vacant positions.

The terms for both of the board positions are stated below:

Bylaw 1306-23 Assessment Review Board:

9. “Members at Large shall be appointed to the Board by resolution of Council for a three (3) year term or as otherwise designated by Council.”

Bylaw 1311-23 Subdivision and Development Appeal Board:

5. c) Members at Large shall be appointed to the Board by resolution of Council for a four-year term or as otherwise designated by Council.

OPTIONS & BENEFITS:

The vacancies on both of the boards have been advertised since August 2023, with minimal to no applications received until recently.

One Member at Large application was received for both Boards and will be presented at the meeting.

COSTS & SOURCE OF FUNDING:

2024 Operating Budget – Training Requirements for Members.

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

COMMUNICATION/PUBLIC PARTICIPATION:

POLICY REFERENCE:

Bylaw 1306-23 Assessment Review Board
Bylaw 1311-23 Subdivision and Development Appeal Board
Terms of Reference – Assessment Review Board
Terms of Reference – Subdivision and Development Appeal Board
ADM058 Appointments to Boards/Committees

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That a recommendation be made to Council that Peter T. Braun be appointed as a Member at Large to the Assessment Review Board for a three (3) year term ending October 2027.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That a recommendation be made to Council that Peter T. Braun be appointed as a Member at Large to the Subdivision and Development Appeal Board for a four (4) year term ending October 2028.

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

**BY-LAW NO. 1306-23
BEING A BY-LAW OF
MACKENZIE COUNTY,
IN THE PROVINCE OF ALBERTA,**

TO ESTABLISH ASSESSMENT REVIEW BOARDS

WHEREAS, the Municipal Government Act R.S.A. 2000, Chapter M-26 and amendments thereto requires the establishment of Assessment Review Boards.

WHEREAS, THE COUNCIL OF MACKENZIE COUNTY, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, ENACTS AS FOLLOWS:

TITLE

1. This Bylaw may be cited as the "Assessment Review Board Bylaw".

DEFINITIONS

2. In this Bylaw:
 - a. "**Council**" means the duly elected Council of Mackenzie County.
 - b. "**Complainant**" means the person who files a complaint regarding an assessment of property within Mackenzie County.
 - c. "**Composite Assessment Review Board**" (CARB) means an Assessment Review Board that hears Complaints about any matter referred to in Section 460(5) of the Municipal Government Act that is shown on an Assessment Notice for property other than that heard by the Local Assessment Review Board.
 - d. "**Clerk**" means a designated officer appointed by Council to carry out the duties and functions of the Clerk of the assessment review board as required under section 456 of the Municipal Government Act.
 - e. "**Local Assessment Review Board**" (LARB) means an Assessment Review Board that hears Complaints about any matter referred to in Section 460(5) of the Municipal Government Act that is shown on the Assessment Notice, or a tax notice other than a property tax notice, for residential property of three (3) or fewer dwelling units, or farmland.
 - f. "**Member**" means a member of an Assessment Review Board duly appointed by the Council of Mackenzie County or the Province of Alberta, in accordance with the Municipal Government Act.

- g. **“Minister”** means Minister of Municipal Affairs

ASSESSMENT REVIEW BOARDS

3. Council hereby establishes the following Assessment Review Boards for Mackenzie County:
 - a. Local Assessment Review Boards that shall consist of a panel of three (3) members.
 - i. One member of Council
 - ii. Two members at large
 - b. Composite Assessment Review Boards that shall consist of a panel of two (2) members plus one (1) member appointed by the Province of Alberta;
 - i. One member of Council
 - ii. One member at large
 - iii. One member appointed by the Province of Alberta
4. The Assessment Review Boards shall carry out the duties and responsibilities as set out in the Municipal Government Act and the Assessment Complaints Regulation.
5. The Clerk may select any combination of members to sit on a panel.
6. Council may appoint alternate committee members to ensure that proper representation and quorum is achieved.

MEMBERSHIP

7. The Councillor’s appointment to the Board shall terminate upon that person ceasing to be a member of Council or otherwise ineligible to serve as a member of the board, subject to the provisions of this Bylaw.
8. All membership vacancies shall be advertised to request formal submission of application.
9. Members at Large shall be appointed to the Board by resolution of Council for a three (3) year term or as otherwise designated by Council
10. There will be no automatic succession of appointments.
11. A member at large may be re-appointed to the Board at the expiration of his/her term.
12. Members shall be compensated according to the Honorariums and Expense Reimbursement Bylaw in effect for Mackenzie County.

13. No person who is an employee of Mackenzie County shall be appointed to the Board by Council, subject to the provisions of this Bylaw.
14. Where a board position is left vacant for any reason, Council may appoint a replacement for the remainder of that term.
15. If a member has any pecuniary interest, whether direct or indirect, in any matter before the Board, the Member shall declare such interest to the Board before discussion of the matter, and shall not participate in the hearing, or discuss or vote upon the matter, and such abstention shall be recorded in the minutes.

TRAINING

16. Members may not participate in a hearing of the Board unless the member has successfully completed a training program set or approved by the Minister.
 - a. Members will complete required training prior for Assessment Review Board.
 - b. Recertification of training will be completed every three (3) years if member is still active.

CLERK OF THE ASSESSMENT REVIEW BOARD

17. The position of a designated officer for the limited purpose of carrying out the functions of the Clerk of the Board is hereby established.
 - a. For financial purposes, only that portion of salary and benefits related to carrying out the Clerk functions shall be disclosed as required by legislation.
 - b. The clerk must successfully complete the training program set or approved by the Minister in accordance with the Act prior to hearing.
18. The Clerk(s) of the Board shall be appointed by resolution of Council and shall not be a member of the Board.

COMMENCEMENT OF APPEALS

19. A taxpayer may commence an assessment appeal by:
 - c. Mailing or delivering to the address specified on the assessment or tax notice a complaint in the form set out in the "Matters Relating to Assessment Complaints" regulation and within the time specified in the Municipal Government Act; and

- d. Paying the applicable complaint fees as set out in the Municipal Government Act, Matters Relating to Assessment Complaints Regulation (MRAC)

REFUND OF FEES

20. If the Assessment Review Board decides in favour of the complainant, the fees paid by the complainant shall be refunded.

21. If the Complainant withdraws the complaint in writing and is received by the Clerk on or before the seventh (7th) day prior to the scheduled Assessment Review Board hearing, the fees paid by the Complainant shall be refunded.

ENACTMENT

22. That Bylaw 121-98 and 1106-18 are hereby repealed.

23. That this Bylaw come into full force and effect upon third and final reading.

READ a first time this 24th day of October, 2023.

READ a second time this 24th day of October, 2023.

READ a third time and finally passed this 24th day of October, 2023.

(original signed)

Joshua Knelsen
Reeve

(original signed)

Darrell Derksen
Chief Administrative Officer

BYLAW NO. 1311-23
BEING A BYLAW OF
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA
TO ESTABLISH THE
SUBDIVISION AND DEVELOPMENT APPEAL BOARD

WHEREAS, pursuant to the provisions of the *Municipal Government Act*, Revised Statutes of Alberta, 2000, Chapter M-26 and amendments thereto, Section 623, Council may establish a Subdivision Authority and Development Authority, and

WHEREAS, pursuant to the provisions of the *Municipal Government Act*, Revised Statutes of Alberta, 2000, Chapter M-26 and amendments thereto, Section 627, Council may establish a Subdivision and Development Appeal Board, and

WHEREAS the Council of Mackenzie County in the Province of Alberta, has deemed it necessary to define the function of a Subdivision and Development Appeal Board, as it relates to the appeal process.

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

1. TITLE

- a) This Bylaw shall be cited as the “Subdivision and Development Appeal Board Bylaw”.

2. DEFINITIONS

In the Bylaw:

- a) **“Act”** - means the *Municipal Government Act* Revised Statutes of Alberta, 2000, Chapter M-26 and amendments thereto.
- b) **“Appellant”** - means the person who has served written notice of an appeal to the Clerk of the Board from a decision, order or development permit issued by the Development Authority or a notice of decision issued by the subdivision approving authority.
- c) **“Board”** - means the Appeal Board established pursuant to this Bylaw.
- d) **“Chairman”** – means a Member of the Board who is appointed to preside over a hearing in accordance with this bylaw.

- e) **“Clerk”** - means a person(s) appointed by Council to act as Clerk of the Board.
- f) **“Council”** - means the Mackenzie County Council.
- g) **“Members at Large”** - are Members of the Board who are not Councillors of the Municipality.
- h) **“Minister”** – means Minister of Municipal Affairs.
- i) **“Municipality”** - means the municipal corporation of Mackenzie County.
- j) **“Subdivision and Development Approving Authority”** - is the authority appointed by Council to decide applications for subdivision and development.
- k) All other terms used in this Bylaw shall have the meaning assigned to them by the Act.

3. ESTABLISHMENT

- a) The Board is hereby established.
- b) The Members of the Board are hereby considered “authorized persons.”

4. DUTIES

The Board shall:

- a) Decide upon all appeals referred to it by the Clerk of the Board, including an:
 - i) appeal of a development permit decision issued by the development authority;
 - ii) appeal of a stop order issued by the development authority; and
 - iii) appeal of a notice of decision for subdivision issued by the subdivision authority.
- b) Perform other such duties as described or implied in this Bylaw or as may be assigned to it by Council.

5. MEMBERSHIP

- a) The Membership of the Board shall consist of:
 - i) two (2) Members of Council, of which one (1) will sit on the Board at any one hearing; with one member being an alternate;

- ii) five (5) Members at Large, of which two (2) will sit on the Board at any one hearing
- b) Council Members of the Board shall be appointed on a four-year term by resolution of Council at the Organizational Meeting held in October.
- c) Members at Large shall be appointed to the Board by resolution of Council for a four-year term or as otherwise designated by Council.
- d) Notwithstanding, Clause 5. c), a person may be reappointed upon expiration of their term.
- e) No person who is an employee of Mackenzie County or a member of the Municipal Planning Commission shall be appointed to the Board by Council, subject to the provisions of this Bylaw.
- f) A Member of Council's appointment to the Board terminates upon that person ceasing to be a Member of Council or otherwise ineligible to serve as a Member of the Board, subject to the provisions of this Bylaw.
- g) Where a Board position is left vacant for any reason, Council may appoint a replacement for the remainder of that term.
- h) If a Member has any pecuniary interest, whether direct or indirect, in any matter before the Board, the Member shall declare such interest to the Board before discussion of the matter, and shall not participate in the hearing, or discuss or vote upon the matter, and such abstention shall be recorded in the minutes.
- i) Members may not participate in a hearing of the Board unless the member has successfully completed a training program set or approved by the Minister.
- j) Members must successfully complete a refresher training program set and approved by the Minister of Municipal Affairs every 3 years.

6. QUORUM & MEETINGS

- a) Three (3) Members of the Board where Members of Council do not form the majority constitute a quorum.
- b) The Board shall meet at such intervals as are necessary to consider and decide appeals filed with it in accordance with the Act.
- c) The Board shall not permit electronic or similar recording devices to be used during a hearing by anyone in attendance, except the Clerk of the Board.

7. CHAIRMAN

- a) The Members of the Board shall elect one of themselves as Chairman and one of

themselves as Vice-Chairman at the commencement of each Hearing.

8. ABSENT BOARD MEMBERS

- a) A Member of the Board who is for any reason unable to attend the whole or part of an appeal, shall not participate in the deliberations or decision by the Board upon that appeal.
- b) In the event of the absence or inability of the Chairman of the Board to act as Chairman, the Vice-Chairman of the Board shall act as Chairman. In the event of the Chairman and Vice-Chairman being absent or unable to act as Chairman, the remaining Members will elect a Chairman from amongst themselves.

9. SIGNING AUTHORITY

- a) An order, decision, approval, notice or other things made, given or issued by the Board may be signed on its behalf by its Chairman, Vice-Chairman or a Member elected to act as Chairman.
- b) The Chairman appointed by Council may sign on behalf of the Board.

10. CLERK OF THE BOARD

- a) The Clerk(s) of the Board shall be appointed by resolution of Council and shall not be a member of the Board.
- b) The Clerk must successfully complete the training program set or approved by the Minister in accordance with the Act.
- c) The Clerk must successfully complete a refresher training program set and approved by the Minister of Municipal Affairs every 3 years.

The Clerk shall:

- d) attend all meetings and hearings of the Board, but shall not vote on any matters before the Board.
- e) perform such functions as may be necessary to ensure that the Board is in full compliance with its duties under the Act and this Bylaw.
- f) attend all meetings of the Board and shall keep the following records with respect thereto:
 - i) the minutes of all meetings and hearings;
 - ii) all applications;

- iii) records of all notices of hearings and of persons to whom they were sent;
 - iv) copies of all written representations to the Board;
 - v) notes as to each representation;
 - vi) the names and addresses of those making representations at the hearing;
 - vii) the decision of the Board;
 - viii) the reasons for the decision of the Board;
 - ix) the vote of the Members of the Board on the decision;
 - x) records of all notices of decision and of persons to whom they were sent;
 - xi) all notices, decisions and orders made on appeal from the decisions of the Board, and
 - xii) such other matters as the Board may direct or the Clerk may determine.
- g) notify all Members of the Board of the arrangements for the holding of each hearing and other meetings of the Board.
- h) make available for public inspection before the commencement of the public hearing, all relevant documents and materials respecting the appeal including:
- i) all applications, notices, stop orders, and decisions related to the appeal, and
 - ii) written notice of appeal from individuals who believe that they are affected by the decision, order, or notice.

11. PUBLIC HEARING

- a) The hearing of the appeal pursuant to the Act shall be held in public and all persons who wish to attend shall be entitled to do so.
- b) The Board shall meet for the hearing of appeals as frequently as is necessary, and in any event within thirty (30) days of receipt of a notice of appeal duly filed pursuant to the Act.

12. SPECIAL MEETING

- a) Upon receipt of a notice of appeal duly filed pursuant to the provisions of the Act, and of this Bylaw, the Clerk may convene a special meeting of the Board to consider what persons are affected by the appeal and should be notified thereof. Such a meeting shall be called not less than six days prior to the date of the public hearing by the Clerk of the Board. The Board is allowed to hold a special meeting to:
 - i) Determine who should be notified of the Board hearing, and

- ii) Determine if any Members of the Board are unable to attend the hearing due to absence or pecuniary interest.

13. ELECTRONIC RECORDINGS

- a) The Clerk shall keep an electronic record of all Hearings, except during breaks and those portions of Hearings held in closed meeting.
- b) Electronic recordings will only be transcribed if they are required in connection with any audit or investigation in connection with litigation.
- c) The electronic recording for each Hearing will be retained and backed up for five (5) years.

14. DECISIONS

- a) The Board shall issue its decision upon an appeal in writing together with reasons for the decision pursuant to the provisions of the Act.
- b) The decision of the majority of the Members of the Board present at a meeting duly convened is deemed to be the decision of the whole Board.
- c) In the event of a tie vote, the appeal is defeated.
- d) The decision is not final and binding until the decision has been signed and given in writing in accordance with the Act.

15. PROVINCE OF ALBERTA APPEAL PROCEDURE

- a) The Clerk shall keep on file all notices of applications made for leave to appeal to the Court of Appeal from decisions of the Board issued pursuant to the Act.

16. APPEAL FEES

- a) Appellants may be charged an appeal fee to cover the costs associated with a subdivision or development appeal. The appeal fee may be fixed from time to time by resolution of Council according to the Fee Schedule Bylaw.
- b) If the Subdivision & Development Appeal Board decides in favour of the appellant, the fees paid by the appellant shall be refunded.

17. REMUNERATION & TRAVEL EXPENSES

- a) Members shall be compensated according to the Honorariums and Expense Reimbursement Bylaw in effect for Mackenzie County.

18. EFFECTIVE DATE AND REPEAL OF BYLAW

- a) That Bylaw 1212-21 and all amendments thereto are hereby repealed.
- b) The adoption of this bylaw is effective upon the date of the passing of the third and final reading thereof.

READ a first time this 24th day of October, 2023.

READ a second time this 24th day of October, 2023.

READ a third time and finally passed this 24th day of October, 2023.

(original signed)

Joshua Knelsen
Reeve

(original signed)

Darrell Derksen
Chief Administrative Officer

ASSESSMENT REVIEW BOARD TERMS OF REFERENCE

Refer to Bylaw 1306-23 Assessment Review Board

Purpose:

To carry out the duties and responsibilities as set out in the Municipal Government Act and the Assessment Complaints Regulation.

Committee Structure:

The membership of the Board shall consist of the following:

- Two (2) members of Council with one member being an alternate;
- A pool of three (3) members at large with one member being an alternate;
- Assessment Review Board Clerk.

Quorum:

Local Assessment Review Board (LARB) shall consist of a panel of three members:

- One (1) member of Council
- Two (2) members at large

Composite Assessment Review Board (CARB) shall consist of a panel of three members:

- One (1) member of Council
- One (1) member at large
- One (1) member appointed by the Province of Alberta

Term:

The Councillor's appointment to the Board shall terminate upon that person ceasing to be a member of Council or otherwise ineligible to serve as a member of the Board, subject to the provisions of the Bylaw.

A member may be re-appointed to the Board at the expiration of his/her term.

Authority:

According to the Municipal Government Act and the Assessment Complaints Regulation.

Meeting Schedule:

The Board shall meet as required pursuant to the Municipal Government Act and the Assessment Complaints Regulation.

General Responsibilities:

To hear complaints about any matter referred to in Section 460(5) of the Municipal Government Act that is shown on an Assessment Notice or tax notice.

Responsible for review of the following Bylaws/Documents:

- Not applicable.

Approved External Activities:

- Completion of the mandatory training program as set or approved by the Minister of Municipal Affairs
- Refresher courses as may be required.

	Date	Resolution Number
Approved		
Amended	2015-10-27	15-10-724
Amended	2022-10-25	22-10-727
Amended	2023-10-24	23-10-776

SUBDIVISION & DEVELOPMENT APPEAL BOARD (SDAB) TERMS OF REFERENCE

Refer to Bylaw 1212-21 Establishing the
Subdivision & Development Appeal Board

Purpose:

To make decisions on appeals of a development permit decision, issuance of a stop order, or notice of decision for subdivision.

Committee Structure:

The membership of the Board shall consist of the following:

- Two (2) members of Council, of which one (1) will sit on the Board at any one hearing, with one member being an alternate;
- A pool of five (5) members at large of which two (2) will sit on the Board at any one hearing.
- Subdivision & Development Appeal Board Clerk

Quorum:

Three (3) members of the Board where members of Council do not form the majority constitute a quorum.

Term:

All members of the Board will hold office at the discretion of Council, with members being appointed at the Organizational Meeting in October of each year.

Authority:

Pursuant to the MGA.

Meeting Schedule:

The Board shall meet for the hearing of appeals as frequently as is necessary, and in any event within thirty days of receipt of a notice of appeal duly filed pursuant to the MGA.

General Responsibilities:

The Board shall:

- Decide upon all appeals referred to it by the Secretary of the Board, including an:

- Appeal of a development permit decision issued by the development authority;
- Appeal of a stop order issued by the development authority; and
- Appeal of a notice of decision for subdivision issued by the subdivision approving authority.
- Perform any other such duties as described or implied in the SDAB Bylaw or as may be assigned to it by Council.

Responsible for review of the following Bylaws/Documents:

- Not applicable.

Approved External Activities:

- Training as required by the Municipal Government Act.

	Date	Resolution Number
Approved		
Amended	2022-10-25	22-10-727
Amended		

Mackenzie County

Title	Appointments to Boards/Committees	Policy No:	ADM058
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Legislation References	<ol style="list-style-type: none">1. Municipal Government Act (Section 195 – 200)2. Mackenzie County Procedural Bylaw3. Mackenzie County Honorariums and Related Expense Reimbursement Bylaw
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Purpose

The purpose of this policy is to provide for the selection, appointment, and remuneration of public members-at-large who serve on various committees and boards that Mackenzie County chooses to have public input and participation.

Policy Statement

Pursuant to the Municipal Government Act, RSA 2000, Chapter M-26 and any amendments thereto it shall be the policy of Mackenzie County to appoint eligible citizens to the various municipal Boards/Committees established by Council, either in an advisory capacity or as the result of statutory requirements, at the annual Mackenzie County Council Organizational Meeting.

Council Boards/Committees shall operate in accordance with the Municipal Government Act and Mackenzie County's Procedural Bylaw.

Eligibility

To be eligible for appointment as a Public Member-at-Large of a County Board or Committee, applicants must be:

1. Of the full age of 18 years;
2. Canadian citizens or landed immigrants;
3. Residents of Mackenzie County for six consecutive months immediately prior to application submission; or
4. Not otherwise ineligible to apply.

Procedures

1. The Director of Legislative and Support Services shall maintain a current record of all appointments made to the various municipal Boards/Committees which includes expire dates for same.

2. Application Forms completed by eligible citizens applying to become a member of a municipal Board/Committee will be accepted throughout the year by the Director of Legislative and Support Services or designate and will be retained on file for six (6) months for consideration when vacancies occur.
3. By September of each calendar year, a Public Notice outlining the number of Board/Committee appointments required for the upcoming year will be published in the local newspaper and displayed at all municipal offices.
4. New and returning applicants shall be required to submit an application form.
5. Each year, at the annual Mackenzie County Organizational Meeting, Council shall consider the applications and make the necessary appointments, by majority vote, to the various Boards/Committees.
6. The Director of Legislative & Support Services shall advise all applicants, as soon as practicable, in writing, of the appointments made by Council.
7. Should a vacancy occur due to a resignation, the vacancy may be filled from applications received to date for that particular Board/Committee or the vacancy may be advertised.
8. Staff Representatives shall advise all appointed members-at-large as soon as practicable with the following:
 - a. upcoming meeting schedules;
 - b. meeting minutes from the previous year;
 - c. copy of the applicable Terms of Reference;
 - d. list of fellow board members.
9. Public Members-at-Large are expected to exercise confidentiality and discretion in matters related to their respective appointments, and must sign an Oath and Acknowledgement of Terms of Appointment Form.
10. Public Members-at-Large must advise, in writing, if they are no longer eligible to serve (such as no longer being a Mackenzie County resident) or cannot complete their appointed term for any reason.
11. If unable to attend more than three consecutive meetings without Council's consent, a Public Member-at-Large is deemed to have resigned from their position.
12. Public Members-at-Large must successfully complete a training program if required under the Municipal Government Act.

13. Appointed Public Members-at-Large are eligible for remuneration and expense reimbursement according to Mackenzie County's Honorariums and Related Expense Reimbursement Bylaw (unless otherwise stated).

14. The Director of Legislative and Support Services is responsible for the development, implementation, monitoring, and evaluating of this policy.

	Date	Resolution Number
Approved	2017-06-13	17-06-408
Amended		
Amended		



Mackenzie County

REQUEST FOR DECISION

Meeting:	Committee of the Whole Meeting
Meeting Date:	April 24, 2024
Presented By:	Louise Flooren, Manager of Legislative & Support Services
Title:	Electricity Canada Symposium

BACKGROUND / PROPOSAL:

Electricity Canada, Canada’s largest electricity trade association is hosting a policy symposium in Calgary on June 20, 2024.

Councillor Cardinal received an invitation to speak at the symposium, the invitation is attached.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

2024 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

That a recommendation be made to Council that Councillor Cardinal to be authorized to attend the Electricity Canada Symposium on June 20, 2024 in Calgary, Alberta:

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

Louise Flooren

Subject: FW: Invite to speak: Electricity Canada's June Policy Symposium

From: Averil Gougeon <Gougeon@electricity.ca>

Date: April 12, 2024 at 11:47:18 AM MDT

To: Cameron Cardinal <cameron@mackenziecounty.com>

Cc: Julia Muggeridge <muggeridge@electricity.ca>

Subject: Invite to speak: Electricity Canada's June Policy Symposium

Good afternoon Councillor Cardinal ,

Electricity Canada, Canada's largest electricity trade association, is hosting a policy symposium in Calgary on June 20th, "Fire, Wind and Rain". Electricity Canada expects members of the Board, energy stakeholders and members of the Alberta government, we be in attendance. We would like to invite you to speak on a panel with other mayors (largely based in Alberta) about your experience dealing with natural disasters from a community preparedness perspective.

Who: Electricity Canada Board of Direction and Energy Stakeholder

What: Policy Symposium with a panel discussion on city / town preparations – "Lessons learned in community emergency response preparations"

When: June 20th, 12:30 – 5 PM (Mayoral panel scheduled from 1 – 2 PM)

Where: Ranchman's Club, 710 13 Ave SW

Thank you for your considerations and I invite any questions you may have!

Sincerely,

Averil Gougeon

Averil Gougeon (she/her/elle)

Officer, Sustainability
agente, Durabilité

T: 613-914-3512

1500-275 Slater Street | 1500-275, rue Slater
Ottawa, Ontario K1P 5H9

electricity.ca | electricite.ca





Mackenzie County

REQUEST FOR DECISION

Meeting:	Committee of the Whole Meeting
Meeting Date:	April 23, 2024
Presented By:	Darrell Derksen, Chief Administrative Officer
Title:	La Crete Municipal Nursing Association (LCMNA) – Request for Letter of Support

BACKGROUND / PROPOSAL:

La Crete Municipal Nursing Association (LCMNA) is requesting a letter of support for the expansion of Heimstead Lodge. (Letter will be a handout at meeting)

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

COMMUNICATION / PUBLIC PARTICIPATION:

POLICY REFERENCES:

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

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That a recommendation be made to Council that a letter of support be provided to the La Crete Municipal Nursing Association (LCMNA).

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